

Section 31 Anonymous marking policy

31.1 Definitions

- 31.1.1 **Anonymous marking:** Student assessments are marked without the student's name or identity being made known to the marker or moderator of the work at the time of marking.
- 31.1.2 **Formative assessment:** Assessments with a developmental purpose, designed to help students learn more effectively by giving them feedback on their performance and how it can be improved and/or maintained.
- 31.1.3 **Summative assessment:** Formal assessment of students' work, contributing to the final result for the module. Used to indicate the extent of a student's success in meeting the assessment criteria to gauge the intended learning outcomes.

31.2 Principles

- 31.2.1 The University is committed to anonymous marking in summative assessments where possible. This is one approach within the University's commitment to fair assessment.
- 31.2.2 Anonymity provides reassurance against the perception of discrimination and bias entering the assessment process and aims to ensure that all students are treated equally.
- 31.2.3 Anonymous marking should not be a barrier to feedback to students on their assessments within the timescales as specified in the Code of Practice for Assessment and Academic-Related Matters, or in relation to their engagement in relevant formative activities.
- 31.2.4 All written assessments should be submitted through university systems (e.g., Moodle, Turnitin) where possible to enable anonymous marking.

31.3 Scope

- 31.3.1 Anonymous marking will apply to all summative assessment at all levels, except where it is recognised that it is not practical due to the assessment involving direct contact between the student and their assessor(s).
- 31.3.2 Formative assessment is not required to be marked anonymously and is out of the scope of this policy.

31.4 Policy

- 31.4.1 All summative assessments should be marked without the student's name or identity being made known to the marker or moderator, except where the assessment involves direct contact between the student and their assessor(s).
- 31.4.2 There may be occasions where a student can be identified by the marker, for example where the student's work can be identified through style, where they identify themselves within the body of the assessment, or where the work can be recognised. Where anonymity is compromised in this way, the assessor will make all reasonable efforts not to allow the identity of the student to influence their academic judgement and marking.
- 31.4.3 Anonymity will be retained throughout the marking process until after moderation. Anonymity from the marks will be lifted for entry into the student record system.
- 31.4.4 School Assessment Boards should be notified of assessments that have not been able to be marked anonymously, where anonymous marking would have been expected.

31.5 Exemptions

- 31.5.1 There are University-wide exemptions to the anonymous marking policy, namely for tasks where it would prove impractical to conceal the student's identity. There is no requirement for approval from Quality and Standards Committee for these types of assessments not to be marked anonymously.
- 31.5.2 The following is an indicative but not exhaustive list of the types of assessments that may be exempt from anonymous marking:
- a) **Spoken or signed communication-based assessments** e.g., presentations, vivas, speeches, debates, advocacy tasks, teaching, poster presentations.
 - b) **Practical competency tests** e.g., laboratory skills, OSCEs.
 - c) **Subject-specific skills exercises or product creation** e.g., artwork, product design, video production, performances.
 - d) **Extended projects, dissertations and theses.**
 - e) **Professional or practice-based assessments** e.g., where the assessment requires the student to relate academic work to professional situations, clinical practice, placements or work-based learning.
 - f) **Collaboratively produced or peer-marked assessments** e.g., group work.
 - g) **Fieldwork.**
 - h) **Reflective essays/reports.**
- 31.5.3 Additional exemptions may be agreed on a case-by-case basis. These will be granted by Quality and Standards Committee and can be agreed as part of module approval at validation.
- 31.5.4 Where assessments are exempt from anonymous marking, this should be made clear on the assessment brief for students.