



Anonymous Marking Policy

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Department Responsible for maintenance & review	Student, Library and Academic Services, Quality and Teaching Excellence
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Notes:	this information was included in Examiners Handbook up to / including 2014/15 (Section 3.5)



1. Anonymous marking policy

- 1.1. The University is committed to anonymous marking in as many summative assessment tasks as is practicable. For examinations this is facilitated by a University-wide Examinations Booklet that contains a fold-down flap that conceals the student name. The name of the student is revealed after moderation has taken place. For coursework assessment, each Faculty is responsible for designing and utilising their own Submission Front-cover Sheet incorporating defined minimum criteria, but which can be adapted for local needs (e.g. may include feedback sections). In addition, electronic methods for anonymous submission of assessed work are permissible. In all cases the name of the student should only be revealed after moderation has taken place.
- 1.2. There are agreed University-wide exemptions to the anonymous marking policy, namely for tasks where it would prove impractical to conceal the student's identity, as follows:
 - **oral communication-based** e.g. presentations, vivas, speeches, debates, advocacy tasks, teaching, poster presentations etc.
 - **practical competency tests** e.g. lab skills
 - **subject specific skills exercises/product creation** e.g. model making, garment design, video production, performances etc.
 - **project, dissertation and theses**
 - **professional or practice based**, e.g. where the assessment requires student to relate academic work to professional situations, clinical practice, placements or work-based learning etc.
 - **peer-marked assessments**, e.g. group work
- 1.3. Additional exemptions can be made on a case-by-case basis via the Faculty Executive Group.