



Anonymous Marking Policy

Ref: PL.012-v003

Brief Description & Purpose:	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.		
Applicable to (list cohorts):	Staff: All staff	Students: All students	Third Parties: All who are in a formal relationship with the University
Effective From:	2015	Last Review Date:	30 November 2023
Approval Authority:	Education Committee	Approved:	14 June 2018
Executive Owner:	Executive Director of Student, Library and Academic Support	Business Owner:	Faculty Registrars
Next Review Date:	30 November 2026	Publication External Y/N	Y



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.

Version No.	Reviewer	Date	Changes
3.0	Governance and Enhancement Administrator	21/08/2024	Administrative changes to include new cover sheet in line with new Policy template and include change log