

University Anonymous Marking Policy

1. Anonymous marking is a process designed to eliminate the potential for both conscious and unconscious bias on the part of the examiners; to protect them from accusations of bias and discrimination; and to reassure students that the process is fair and impartial.
2. The principle is that all non-exempted work is anonymous at the point of initial marking and double marking. For practical reasons full information will be available to the administrative processes that take place after marking has been carried out.
3. Course teams are encouraged to explore the potential for anonymous marking of all forms of summative assessment. However the University accepts that there will be justifiable instances where the nature of the assessment process means that the application of Anonymous Marking will not be practicable. The following types of assessment have been identified as possible exemptions from the policy:
 - i. Observed assessments e.g. performances, presentations etc.
 - ii. Practical work e.g. models, garments etc.
 - iii. Group work where the work is submitted individually but the performance of others contributes to the final mark
 - iv. Placement and placement reports
4. Students will be advised by their tutors (following consultation with course leaders) if an assessment is exempted from the policy. This will also be detailed on the assessment brief together with reference to the processes of internal moderation that will continue to maintain rigour and fairness in assessment.
5. The processes of internal moderation will remain in place for all assessments to ensure that marking remains fair, accurate and consistent.

Application of the Policy

6. Students will be required to anonymise their work appropriately. Students should use the numerical part of their Student ID Number without the first three letters of their surname to identify themselves on their work. Whilst it is recognized that this does not provide a system where it is impossible for the marker to identify the student, this is a practical solution which minimizes additional administrative resource and potential input errors.
7. The policy applies to all students. However there may be circumstances in which the reasonable adjustments that are in place for a disabled student prevent their work from being marked anonymously. These cases will be considered on an individual basis with guidance available from the Disability Service.

8. Students, through their representatives and the appropriate channels within courses, can raise any concerns they may have that an assessment is unreasonably not subject to the practice of Anonymous Marking.

The Process

9. In the case of both hard copy and online submissions students should identify themselves using the numerical part of their Student ID Number.
10. Anonymity will be maintained during the marking process only. The administrative processes that take place after marking has been completed will not be anonymised.
11. Student names will not be obscured from Exam Boards, Extenuating Circumstances Panels, Appeals Panels, Complaints investigations etc.

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