

Anonymous Marking

In accordance with the Anonymous Marking policy, this page contains some advice and guidance to get you started.

Summary

This Anonymous Marking checklist summarises the changes that need to take place.

Example text for student communications

We have prepared some exemplar statements to go into the module handbooks.

We recommend that you email students who haven't submitted 48 hours before the due date and if they fail to submit.

- Example text - reminder of submission date
- Example text - non-submission
- Guide on how to email non-submitters in Turnitin.

eSubmission Systems - Quick tips to start with Anonymous Marking

Here are some key instructions on how to setup submission points, mark and moderate in the University eSubmission systems (Turnitin, Blackboard and PebblePad)

These sections have three parts: setting up, marking and moderating anonymously.

Anonymous Marking - Student Communications PowerPoint for

programmes

Please use this Anonymous Marking Overview PowerPoint in your communications with students.

Anonymous Marking and E-Marking FAQ

[Click here for anonymous marking and emarking FAQ](#)

Turnitin

The instructions below illustrate the key principles for the Anonymous marking policy, please visit the full Turnitin guidance for further instructions

Setting up anonymous submission point

For full information on how to setup a Turnitin assignment, refer to our full guide.

Simply, when you setup an anonymous Turnitin assignment you have to select **Yes to Enable Anonymous Marking**.



If you forget to add this at the point of setting it up you can only turn it on if nobody has submitted to the assignment. Once one person has submitted this setting is locked and can't be turned on or off.

Names will not be displayed during marking and marks will not be copied to grade centre until the post date.

Marking Turnitin anonymously

1. Go to the module where the Turnitin assignment is.

2. Click on **Control panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Full Grade Centre**
5. Find the assignment and make sure the column is hidden to students It should have a circle with a line red line through it in the column heading. (this will ensure students don't see results until the post date)



Now navigate to the assignments in Turnitin

1. Click on **Module tools** to open the panel
2. Click on **Turnitin assignments**
3. Click on the assignment you wish to mark. (You will see the list of submitted papers with the students names anonymised)
4. Click on the paper you wish to mark. (This will take you to the marking page with the students names anonymised)
5. Mark the paper and enter a score.
6. Click an arrow at the top to go to the next paper and continue until all the papers are marked.

Moderating an Anonymous marking Turnitin Assignment

1. Go to the module where with the Turnitin assignment is.
2. Click on **Control panel** to open the panel
3. Click on **Module tools** to open the panel
4. Click on **Turnitin assignments**
5. Click on the assignment you wish to mark. (You will see the list of submitted papers with the students names anonymised)

6. Click on the paper you wish to mark. (This will take you to the marking page with the students names anonymised)
7. Moderating the paper and change the score if necessary.
8. Click an arrow at the top to go to the next paper and continue until all the papers are moderated.

Blackboard Assignments

The instructions below illustrate the key principles for the Anonymous marking policy, please visit the full Blackboard Assignment guidance for further instructions

Setting up Assignment anonymously

For full guidance on setting up a Blackboard submission point, please refer to the full guide.

Simply, anonymous marking is enabled by clicking on the **Enable Anonymous Marking** check box in the Grading Options section of a Blackboard Assignment. Set the date when Anonymous Marking will be turned off. This should be after internal moderation has taken place.

Students are informed that the paper will be marked anonymously, and when viewing results are told if the paper was marked anonymously. If the grade is changed after the anonymity is removed the student are informed. You should only change grade after the students name is revealed by comity and all changes should be logged.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. You can also choose to delegate grading to multiple markers. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Anonymous Marking

Student names are hidden during the grading process.

Disable Anonymous Marking

On Specific date 

25/05/2019 

Enter dates as dd/mm/yyyy

Enable Delegated Marking

Delegate grading responsibilities to one or more additional grader.

In the grading options section you also have the option to turn on delegated marking. This will enable you to distribute the marking workload.

Marking Assignment anonymously

1. Go to the module where with the Blackboard assignment is.
2. Click on **Control panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Assignments**
5. Find the assignment and make sure the column is hidden to students It should have a circle with a line red line through it in the column heading. (this will ensure students don't see results until the post date)
6. Go back to the control panel and under grade centre click on Needs grading (you will see a list of papers to mark. The anonymous papers will not show the students names)
7. Click on an anonymous students. (The paper will open up with names removed. The ID number you see is not the students ID)
8. Mark the paper and enter a mark

9. Click an arrow at the top to go to the next paper and continue until all the papers are marked.

Moderating an Anonymous Blackboard assignment

1. Go to the module where with the Blackboard assignment is.
2. Click on **Control panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Assignments**
5. Find the assignment
6. In the assignment column heading click on the arrow
7. Click on **Grade Attempts**. (a random paper will open up with names removed. The ID number you see is not the students ID)
8. Moderating the paper and change the score if necessary.
9. Click an arrow at the top to go to the next paper and continue until all the papers are moderated.

When it's time to reveal the grades to students

1. Click on **Grade Centre**
2. Click on **Assignments**
3. Find the column for the assignments you wish to release the grades for
4. Click on the arrow in the column heading and choose Hide/show from students. The circle with a red line through it will disappear and the grades will be released.

Blackboard Tests

The instructions below illustrate the key principles conducting tests aligned with the Anonymous marking policy, please visit the [full guidance to Tests](#) for further instructions

Setting up an anonymously marked Blackboard Test

With Blackboard test there is no difference during setting up the test to an anonymous test.

1. Set up the Blackboard Test as normal.
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Marking a Blackboard Test with anonymity

To truly mark the Blackboard test anonymously you will first have to hide the student's names in grade centre. (this means that students names will be disassociated from all other assignments during the marking period) this is to avoid seeing student names associated to their grades.

1. Go to the module where with the Blackboard assignment is.
2. Click on **Control Panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Full Grade Centre**
5. Click on **Manage**
6. Choose **Column Program**
7. Select First name and Last name from the list of columns.
8. Click **Show/Hide** and choose **Hide all selected columns**.
9. Click on **Submit** (Now the students names will be removed from grade centre.)

Now you need to mark the papers. Do **NOT** use Needs Grading or click on an

attempt next to a student's name in grade centre

1. Click on **Grade Centre**
 2. Click on **Tests**
 3. Find the assignment and make sure the column is hidden to students It should have a circle with a line red line through it in the column heading. (this will ensure students don't see results until the post date)
 4. Click on the arrow in the column heading and choose **Grade attempts with usernames hidden.**
 5. Mark the papers (User names will be hidden)
 6. Click an arrow at the top to go to the next paper and continue until all the papers are marked.
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Moderating a Blackboard Test with Anonymity

When moderating a paper do NOT click on an attempt next to a student's name in grade centre

1. Go to the module where with the Blackboard assignment is.
2. Click on **Control Panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Tests**
5. Find the column for the test you wish to Moderate
6. Click on the arrow in the column heading and choose Grade attempts with usernames hidden.
7. Moderate the papers (User names will be hidden)
8. Click an arrow at the top to go to the next paper and continue until all the papers are moderated.

If the student names are hidden, once you have completed moderation you will have to unhide them in grade centre. (Before doing this make sure there are no other test being marked)

1. Click on **Grade Centre**
2. Click on **Full Grade Centre**
3. Click on **Manage**
4. Choose **Column Program**
5. Select First name and Last name form the list of columns.
6. Click Show/Hide and choose Show all selected columns.
7. Click on **Submit** (Now the students names will be placed back in grade centre.)

When it's time to reveal the grades to students

5. Click on **Grade centre**
6. Click on **Tests**
7. Find the column for the test you wish to release the grades for
8. Click on the arrow in the column heading and choose Hide/show from students. The circle with a red line through it will disappear and the grades will be released.

PebblePad

The instructions below illustrate the key principles for setting up a PebblePad portfolio aligned with the Anonymous marking policy, please visit the [the full guidance to PebblePad](#) for further advice and guidance.

Setting up an anonymous workbook

In PebblePad you can't set up an anonymous assignment all you can do is hide the

students names in a workspace. This will hide all the student's names in a workspace for all the assignments. If the workspace is linked to a Blackboard program, then students' names will be hidden for all cohorts and all the assignments.

1. Go to the module where with the PebblePad assignment is.
2. Click on the Atlas link (where ever you created it.) you should now see the PebblePad workspace.
3. Click on **Managers**
4. Click on **Modify permissions** and scroll down to the Anonymity section.
5. Deselect View authors details for all users
6. Go down to the bottom and click save. Now all authors details will be removed from the submission details
7. Set up the assignment as normal.

If you have an Atlas grade centre column in Blackboard, grades will appear there once an item is grades in atlas. To avoid seeing student names associates to their grade you should either hide the grade centre column from instructors or hide the student names until after moderation.

To hide the grade centre column from instructors

1. Go to the module where with the Blackboard assignment is.
2. Click on **Control panel** to open the panel
3. Click on **Grade Centre**
4. Click on **Full Grade Centre**
5. Find the Atlas column
6. Click on the arrow in the column heading
7. Choose Hide from Instructors View

To hide the students names

1. Go to the module where with the Blackboard assignment is.
 2. Click on **Control panel** to open the panel
 3. Click on **Grade Centre**
 4. Click on **Full Grade Centre**
 5. Click on **Manage**
 6. Choose **Column Program**
 7. Select First name and Last name form the list of columns.
 8. Click **Show/Hide** and choose Hide all selected columns.
 9. Click on **Submit** (Now the students names will be removed from grade centre.)
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Marking an anonymous workbook

There is no difference to marking you will just not be presented with the authors names.

Moderating an anonymous workbook

There is no difference to marking you will just not be presented with the authors names. Once moderation is complete you will have to unhide the student's names.

1. Go to the module where with the PebblePad assignment is.
2. Click on the Atlas link (where ever you created it.) you should now see the PebblePad workspace.
3. Click on **Managers**
4. Click on **Modify permissions** and scroll down to the Anonymity section.

5. Select View authors details for all users

6. Go down to the bottom and click save. Now all authors details will be added to the submission details.

If you have an atlas grace centre column you will also have to reveal that.

If you hid the Grade Centre column

1. Click on **Grade Centre**

2. Click on **Full Grade Centre**

3. Click on **Manage**

4. Choose **Column Program**

5. Select the Atlas column form the list of columns.

6. Click Show/Hide and choose Show all selected columns.

7. Click on **Submit** (Now the Atlas column will appear in grade centre.)

to unhide the student's names (only do this if there is not another assignment that requires names to be hidden)

1. Click on **Grade Centre**

2. Click on **Full grade centre**

3. Click on **Manage**

4. Choose **Column Program**

5. Select First name and Last name form the list of columns.

6. Click Show/Hide and choose Show all selected columns.

7. Click on Submit (Now the students names will be placed back in grade centre.)