# Academic checklist for 2019/20 - Anonymous marking

There are several changes to policy this year that have a practical impact on aspects of setting assessments. Below is a checklist of the main things you need to do when setting up an anonymous assignment.

## Setting up anonymous marking and e-submission

Make your submission point anonymous

Set your due date time to 23:59

Set your post-date to 4pm, 15 *working days\** after submission.

Make sure students know to:

* Include their student number on their work
* Use their student number in the title of their submission when submitting

For example, “100123456 CW1 - The effect of this on that”

* Not put their name *anywhere* on their work or in the filename

# Help and guidance

Go to <https://digitalhandbook.wp.derby.ac.uk/anon> for:

* Guidance on how to setup anonymous submissions in Turnitin and Blackboard.
* Example text for student communications
* Guidance on how to mark within Turnitin and Blackboard

If you are unsure about any aspect of setting up an anonymous marking submission point, please contact the TEL team on Ext. 1865 or tel@derby.ac.uk

\*Some people have asked us about what counts as a working day. Working days do not include weekends, bank holidays or days when the university is closed.