

Document Title:	Anonymous Marking Policy
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Summary/Description:	
This document defines the criteria for the anonymous marking for taught programmes.	

Anonymous Marking Policy

1. Anonymous marking provides assurance for students that the University is doing all it can to minimise the possibility of discrimination and bias (conscious or unconscious) informing the assessment of their work and to ensure that all students are treated equitably.
2. Wherever possible, summative assessments should be marked without the student's name or identity being made known to the markers.
3. Some assessments do not lend themselves to anonymous writing and the following are automatically exempt from this requirement:
 - a) Observed assessments: presentations, observed clinical skills assessments (OSCE), viva voce
 - b) Laboratory and other practical work
 - c) Field work
 - d) Dance, theatre and other performance activities
 - e) Practical, creative and artistic activities where the production of the work has been supervised by the marker
 - f) Activities that have been developed in shared workshops and studios
 - g) Placement or practice observations and presentations
 - h) Portfolios of personal work and reflection evidencing attainment which would be difficult to anonymise
 - i) Research dissertations and theses.
4. Additional exemptions must be agreed as part of the validation and review process.
5. Anonymous marking should not impede the return of feedback.
6. Personalised feedback can be given once the marking has been completed and the grade entered onto SITS, either in writing or face to face.
7. Assessments exempted from anonymous marking will be clearly identified as such in the module description.
8. The policy applies to all students. However there may be circumstances in which the reasonable adjustments that are in place for a student prevent their work from being marked anonymously. These cases will be considered on an individual basis with guidance available from Student Services.
9. Anonymity is not required in formative assignments.