Marking of Anonymised Coursework and Examination Scripts Policy

Responsibility for Policy:	Registrar and Deputy Chief Executive
Relevant to:	All LJMU Staff, Students and Academic Partnerships
Approved by:	Academic Board, 29th June 2015
Responsibility for Document Review:	As above and/or Director of the Teaching and Learning Academy
Date introduced:	September 2015
Date(s) modified:	September 2016, June 2017, September 2019
Next Review Date:	June 2021

RELEVANT DOCUMENTS

RELATED POLICIES & DOCUMENTS

*This Marking of Anonymised Coursework and Examination Scripts Policy replaces two former separate policies: Anonymised Marking of Coursework (September 2012) and Anonymised Marking of Exam Scripts (2002)

Policy on the Marking of Anonymised Coursework and Examination Scripts

1. Background

1.1 The policy on the marking of anonymised coursework and examination scripts covers all LJMU programmes.

1.2 Programme guides, module guides and the VLE (Canvas) provide information to students regarding the marking arrangements for assessed work.

1.3 In September 2012 marking of anonymised coursework was introduced, where feasible, for all summatively assessed coursework assessment that contribute more than 20% to the final module mark.

1.4 Marking of anonymised examination scripts was implemented in 2002 for formal, institutionally-scheduled examinations. It covers open book, seen paper, or unseen paper examination. It does not include examinations that are set or marked by external accrediting bodies.

2. Coursework policy

2.1 Students are required to submit written coursework either electronically or on paper with a coursework cover submission sheet via the School Office.

2.2 Marking is carried out following the appropriate procedures.

2.3 Anonymity ends when the final overall mark/grade is made available via the VLE (Canvas) or transcribed to a marksheet.

3. Exemptions from coursework policy

3.1 Assessments in which students cannot remain anonymous because they are observed, e.g. presentations, performances, laboratory work, clinical practice.

3.2 Assessments in which the production of the work has been closely supervised by the marker, e.g. art and design work, dissertation, thesis.

3.3. Assessments where the code of practice for a professionally accredited course would be contravened if marking was anonymised.

3.4 Programme teams who wish to provide individual, personalised feedback on summative assessment may ask for an exception to the policy. Staff on these programmes should consult with student representatives in validating these exceptions.

4. Marking of anonymised examination scripts policy

4.1 In formal examinations candidates are provided with examination answer books with a space to write their details in the top right hand corner of the front cover.

When the examination ends candidates will fold this corner diagonally and stick it down to conceal their names.

4.2 Marking is carried out following the appropriate procedures.

4.3 Anonymity ends when the final overall mark/grade is transcribed to a marksheet or to the VLE (Canvas).