Policy Statement on implementation of Anonymous Marking

To ensure the effective implementation of anonymous marking in the academic year 2017/18 the following conditions must be met:

1. Modified scripts will be provided where the student name is entered and then covered by a flap.
2. All scripts will be corrected and marks recorded. In the exceptional situation where it is impossible enter the result on gradebook, the name may be uncovered after the mark is recorded on the script. A note will be entered on the front of the script indicating the reason for this (e.g., wrong digits entered, no number entered, or difficulty with deciphering the number). The number of scripts where the name is revealed will be recorded at module level and this information will be provided to the external examiner in the subject area.
3. It is essential that students for any given module are seated by student number and not in alphabetical order or by course code. Seating in alphabetical order will result in additional work for academic staff to sort the scripts by number for return of marks or in order to be able to retrieve scripts, for example for examination appeals.

September, 2017

Policy drafted by Drs. Pat Morgan, Michael Lang, Maura Grealy, Gerard Wall
Policy agreed by all Deans of College