

Workflow for Anonymous Marking (electronic submissions)

Identify

1. Identify assignments/assessments

1. Identify assignments/assessments within units to which anonymity will apply.

Setup Phase

2. Create Assignment within Moodle

2. Create a new Assignment activity within your Moodle course.

- In the section entitled 'Grade', set 'Blind Marking' to 'Yes'.

Confirm

3. Anonymous marking enabled?

3. Check that anonymous marking has been enabled by visiting the assignment overview screen of your assignment. Students' names will have been replaced by a new column entitled 'Identifier'

Submission phase

4. Ask Students to submit via Moodle

4. Ask Students to submit their work via the relevant link in your Moodle course. Remind them not to include their names in the submission.

Marking Phase

5. Download work via interface and review Turnitin originality reports (if required)

5. If you require a hard-copy, download the submitted work from the assignment overview interface. If you are using Turnitin, originality reports can be viewed by clicking on relevant originality scores.

6. Enter marks and feedback

6. Leave marks and feedback for submissions by clicking on the 'pencil in a box' icon in the 'Grade' column (other methods exist e.g. offline grading worksheet)

Returning marks & feedback

7. Remove anonymity

7. Student names can only be revealed as a one-time operation. Once this has been done, student names cannot be reverted to Participant Identifiers

To remove anonymity, visit the assignment overview interface and select 'Reveal student identities'

8. Process complete

8. Assuming that all of these steps have been completed, the mark awarded as well as any feedback left will now be visible to the relevant student.