

Workflow for anonymous marking (hard copy)

1. Apply anonymity to assessments within SAMIS (set print name in MAB to "no")

2. Enter submission deadlines against each piece of assessment within SAMIS

3. Run SAS1B on SAMIS to generate assessment

4. Inform students that the assessment will be marked anonymously and provide them with instructions for downloading coversheets.

5. Enter coursework extensions into SAMIS

6. Set up scanners in preparation for receipt of coursework

7. Scan the submission using the QR code on the coversheet

8. An e-mail is automatically generated and sent to the student to confirm receipt of their work

9. Mark the submission

10. Refer to the electronic submission (where applicable) to check Turnitin reports (anonymity may be lifted at this point, if necessary)

11. Enter marks into SAMIS using the candidate number

12. Students collect work from department office