

Anonymisation of coursework, projects, reports and dissertations at the point of marking

1 Background

1. UEA is introducing anonymisation of coursework, project reports and dissertations at the point of marking. This is in response to UEA students concerned about possible unintentional bias of a marker.

2 Policy

- 2.1 From September 2008 all summative written assignments (coursework, projects reports and dissertations) submitted by undergraduate and taught Masters students for assessments that have a summative component should be identified by the student's registration number and not by their name.
- 2.2 Assessments with a summative component are those that count towards decisions regarding progression, including those involved with study abroad and other placement activities, or the conferment of an award (including classification where relevant).
- 2.3 Coursework which is entirely formative – i.e. is to help the academic development of a student and does not count towards decisions regarding progression or the conferment of an award (including classification where relevant) - need not be anonymised.
- 2.4 In some circumstances even though a piece of coursework is identified only by a student registration number the first marker may know the identity of the student because of the nature of the assessment - e.g. because of the personalised form of teaching, because a student has been given specific advice by a marker on a reassessment, and because supervisors will know the real identities of their project and dissertation students. However, second markers may not know the identity of such students and nor will external examiners or moderators.
- 2.5 Teaching and assessment strategies should not be changed solely because of the introduction of anonymous marking.

3. Exceptions

If a member of Faculty considers that there is a summative written assignment that should not be anonymised, this should be discussed with the appropriate Associate Dean (Learning, Teaching and Quality) who should report it to the Director of Taught Programmes.