

# Anonymous Marking

## Guidelines for Students

### How will anonymous marking work?

Anonymous marking means that your written examination will be marked without the examiner knowing your identity. Only after a mark has been assigned to your written examination, will that mark be linked to your name.

### What does this mean for you?

- All students undertaking formal examinations will receive a six-digit examination number through their student portal page, prior to each diet of examinations.

**Note:** Each student will receive a different examination number for each diet of examinations.

- You must bring your current student ID card to all your examinations.
- All candidates are assigned a seat number in the examination centre. You should reference your seat number on the lists displayed outside the examination centre. **It is extremely important that you sit in the correct seat.**
- At the start of the examination you will receive an answer booklet. You will be required to enter your full name and student ID number on a sealed flap on this answer booklet and you are then required to seal this flap securely. **Your examination number and your seat number must be written accurately and legibly, on the front of the answer booklet in the spaces provided.** Failure to do this may result in anonymity being broken. If you cannot recall your examination number, please advise the invigilator in the examination centre.
- To preserve anonymity you should ensure that the flap is securely sealed. In the event that a student has made an error in recording, or has omitted to record their examination number and seat number on their answer booklet, the sealed flap of the answer booklet may be opened, but not until all questions answered by a student been marked, and those marks recorded by the examiner on the mark sheet and the mark sheet returned to the key holder.
- If your name does not appear on the attendance lists outside the examination centre, you should advise the senior invigilator in the examination centre. You will be permitted to sit the examination, but if you have not registered correctly for this module this may result in anonymity being broken. It is in your interest to check your registration details on your portal page prior to the examinations. If the details are not correct, you should contact the Registry before your examinations commence.
- Examiners marking your script will not have access to the attendance lists that link your examination number, seat number, student id number and name.

## Anonymous Marking Implementation Working Group