Anonymous Marking

Guidelines for Examiners

These procedures have been drawn up as a guide for all anonymous marking examiners.

1. Introduction

1.1 In October 2008, Academic Council of the University approved that all formal written examinations managed by the Registry will be examined anonymously for each diet of examinations.

1.2 Students will receive a six-digit examination number, through their portal page, which they will record on their answer booklet. **Note:** They will receive a different examination number for each diet of examinations.

1.3 Students will be required at the start of the examination to enter their full name and student ID number on a sealed flap on the answer booklet and they are required to seal this flap securely. They will also be required to enter their **examination number and their seat number, on the front of the answer booklet in the spaces provided.** Failure to do this may result in anonymity being broken. If a student cannot recall their examination number, they can obtain this from an invigilator in the examination centre. 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 following an agreed **Protocol (see below)** with the Student Awards Manager, in Registry.

1.4 **Protocol to be adopted for the unsealing of the secure flap on the examination script:**

Anonymity should be preserved throughout the marking process unless and until the Student Awards Manager in Registry is satisfied that it is necessary to verify a candidate's identity in the best interests of the candidate.

For example, in the event that a candidate has obviously made an error in recording, or has omitted to record their examination number, seat number on an answer booklet, and all current arrangements for identifying the student have failed, the sealed flap of the examination answer booklet may be opened, but not until all questions answered by the candidate have been marked, and those marks recorded by the examiner on the answer book. The Examiner should then contact Registry to unseal the flap to identify the student. Based on previous experience of the pilot programmes (where it has, to date, always been possible to identify a student from the other information) we expect this to be a very rare occurrence.

The Student Awards Manager must ensure that a record is kept of all instances where a candidate's anonymity has been breached, the stage in the process at which this occurred, and the reasons for it. The Student Awards Manager must note the mark shown on the exam script and check that this is the mark committed on the ITS system.

A form detailing the record of the unsealing process must be completed and held by the Student Awards Manager (see attached form). This is also available at http://www.dcu.ie/iss/am/index.shtml

2   Examinations

2.1   All relevant examiners are required to be present in the examination centres at the commencement of the examination in line with current practice.

2.2   Special sealed flap answer booklets will used by all candidates.

2.3   Students who present for an examination for which they are not registered will be allowed to sit the examination, but they will waiver their anonymity as their name and id number will be recorded on the attendance sheets.

2.4   Examiners will receive an attendance list with the scripts, which will record the candidates that were present and absent. This list will include examination number and seat number only. The attendance lists will be sorted by programme and then by exam number in ascending numerical order.

2.5   When a candidate is absent an orange coloured page will be placed in the bundle of scripts indicating that the candidate was absent.

2.6   In order to preserve the anonymity for students with disabilities as far as possible, Examiners **may now only collect examination scripts directly from the exam centre when there are no separate exam venues involved**. Examiners should check the disability timetable in advance and check with Student Awards on extension 5905 where they wish to collect scripts directly from the Exam Centre.

2.7   Scripts will be available for collection two hours after the finish time of the examination. This is to allow time for the students with disabilities to complete their examination and to have these scripts combined with the other scripts from the main examination centre. Scripts from separate venues will be merged into one group by qualification in exam number order. This is to match the order that appears on the web entry screen. The orange sheet will continue to indicate an absence.

2.8   Examiners will receive seating lists for all exam venues together. Students taking examinations in a separate venue will not be listed on the main venue seating list.

3.   Marking

3.1   Examiners will receive the scripts in examination number order matching the examination mark sheets.   Scripts should be marked without knowledge of the identity of the candidate(s). When the scripts are marked, the marks are recorded onto the mark sheets.

3.2   *If any script has an incorrect or illegible student examination number, Examiners should contact Registry to ascertain if the exam number can be identified using the next phase check which is Seat No and Portal Page Password. Only when these avenues have been exhausted should*

the Examiner contact Registry to implement the Protocol for unsealing the flap (see section 1.4)

3.3   If an examiner notices that a sealed flap on answer booklet is not fully secured or possibly has been tampered with, they should then immediately contact the Registry so that this can be recorded prior to correcting the examination script.

4.   Examination Mark Sheets

4.1   There are two options for entering anonymous marking results: A web examination mark sheet or an Excel examination mark sheet. Only the module co-ordinator as listed on module specification database will have access to enter the results. If this is incorrect please contact your school or faculty office to update the database. For ease of processing, it is recommended that the web based mark sheet be used as far as possible.

4.1.1 Web Based Examination Mark Sheet
A new web based examination mark sheet has been designed. Examiners will access this marksheet from their portal page or from the Anonymous marking web page http://www.dcu.ie/iss/am/index.shtml.

This is an online exam mark entry screen. It will have a similar look to the existing mark sheet, but will have no reference to the student name or id number. It will be sorted by programme and examination number (ie in the same order as the scripts).

Examiners will record the mark for each candidate. They can save their entries for future completion, review and amend marks and print a copy of the marks entered. The total mark for the examination can be recorded or the marks for each question can also be recorded and a total mark for each candidate will be calculated.

Examiners will now have the facility to upload data via the Web Based Examination Mark sheet to Excel for local reporting.

Important Notes:
- Examiners have the option to use an exam mark sheet to record the marks for each individual question for each candidate or a mark sheet to enter a final mark only. There is a different mark sheet for each option.
- If the final mark is calculated on 4 questions and a student completes 5 questions the examiner must enter results for the best 4 only.
- The total final mark for the module must be marked out of 100%
- The overall result field cannot be edited. Editing takes place on individual question fields and the final result is automatically recalculated.
- Decimals to be rounded to two decimal places.
- The result field should be left blank if a student is absent and the absent box must be ticked. This tick will trigger the absent code to be recorded on the students record on ITS.
- It has been agreed that access to mark sheets will be limited to internal on campus access only i.e. staff computers only

When all records are complete, the examiner will tick the commit box, save the sheet and an email will automatically be generated to the appropriate faculty office staff member to advise that the marks are ready to be uploaded onto the

student system ITS. Once a user has submitted results they cannot be amended via this form. If an examiner wishes to make a change after submitting this mark sheet, they should do so through the faculty office.

4.1.2 Excel Examination Mark Sheet

The design of the excel exam mark sheet is similar to the existing mark sheet, but will have no reference to the student name or id number. Mark sheets will be sorted by programme and examination number. A query file will be available from the mark sheet web page and it can be copied or run from within excel. The procedure for downloading a mark sheet into excel is available at http://www.dcu.ie/iss/am/index.shtml.

Examiners will record the mark for each candidate and when all records are complete, the mark sheet should be saved to a disk. The disk should be delivered to the appropriate member of staff in the faculty office who will upload the marks from the disk onto ITS. At this point the anonymous marks are on record. It should be noted that if Excel is used, examiners do not have the benefit of viewing data on-line and Faculty Offices may set different deadlines for the submission of marks on disk.

5. Calculation of Overall Marks

5.1 *If the module has an element or elements of continuous assessment, the examiner should submit these marks to the faculty office. Faculty Offices will communicate deadlines for submission of all marksheets.*

5.2 Examiners must notify their faculty office by email of any module specific regulations e.g.: where both elements of a module must be passed.

5.3 When the examination marks and continuous assessment marks for a module have been uploaded onto ITS, *the faculty office staff will run the calculate final year mark (temp tables) on ITS, to calculate the overall mark and result for each student.*

5.4 Following the calculation of the final year mark by faculty office staff, the examiner will have access to view the complete report for their module through their staff portal page. Examiners will be notified by email when the report is available on the portal page. *Examiners can then view the combined marks for their module and the overall totals for each candidate prior to the PBERC/PAB. To access this report click on" Academic" and then"Modules" within your staff portal page.*

Sample Report:

```
26-FEB-2004 10:39:29              DUBLIN CITY UNIVERSITY              Page:   1
Program: idfu50.pc            Validation Report From Temporary Table
                             For Year: 2004 Month: 1
                             Qualification: METR Study Period: ALL Subject: MER54


Subject: MER54    Organ. & Management in the Networked Era
CA Weight: 100      Exam Weight: 0


Tutor                                          CA   Exam  Final Final
Number    Name                                 Mark Mark  Mark  Res.
------    ----                                  ----  ----  ----  ----
11111111  bloggs, Fred                          55    0    55    P
11111111  bloggs, Fred                          42    0    42    P
11111111  bloggs, Fred                          79    0    79    P
```

| 11111111 bloggs, Fred | 87 | 0 | 87 | P |

5.5   This report may be sorted by examination number, student name, student id number or final mark. Examiners can select which is most appropriate.

5.6   Examination marks are not anonymous at this stage. Examiners should then implement their usual procedures for monitoring borderline candidates and/or special circumstances.

5.7   If an examiner wishes to view a script a second time for a borderline candidate or a candidate with special circumstances, they can obtain the candidate's examination number from their staff portal page report. If an examiner wishes to amend a candidate's result, they should do so by printing a copy of the report from their staff portal page, marking the change on the report, sign the report and return it to the faculty office where the change will be made to the student's record. A log of any requested changes will exist. In the case of alleged bias, the student has the right to request, through the correct channels, access to their anonymous examination mark.

**ANONYMOUS MARKING EXAMINATION SCRIPT BOOKS
RECORD OF UNSEALING PROCESS**

Session: _____   Year: _____

This form must be completed by the Student Awards Manager, (or his or her deputy), on completion of the unsealing process in respect of all examinations.

Module Code	Module Title	No. of Answer Books	Mark Recorded on Answer Book	Date	Student ID	Student Name

I certify that in respect of the above noted examinations I have received the answer books, previously marked and intact, and I have unsealed each of them in accordance with the approved University guidelines on anonymous marking

Signed: _____
                Student Awards Manager (or his or her Deputy)

To be completed prior to PBERC

Module Code	Module Title	Mark Recorded on ITS	Date	Student ID	Student Name

Signed: _____
                Student Awards Manager (or his or her Deputy)

Rationale for any change in mark to be notified by Module Co-ordinator included below

_____
_____
_____
_____

Signed: _____
                Module Co-Ordinator