

Anonymous Marking

Protocol Opening Flap

At its meeting of 3 April 2008, University Standards Committee endorsed the recommendation that any system should incorporate the use of a sealed flap and requested that the Anonymous Marking Implementation Group develop a protocol in relation to the circumstances in which the flap might be opened. In response to this the group have met and agreed the protocol detailed below.

Proposal on the 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, Registry (or his or her deputy) 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 and 4 digit portal pin 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 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 (or his or her deputy) 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 form below).

Dublin City University

**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