

## Double, “Blind” and Anonymous Marking and Return of Grades

### Internal Examiners/Markers

University Court Ordinance 404 and the General Regulations for First degrees and for Taught Postgraduate Awards indicate that the Examiners for each degree shall be the “Professors, Readers and Lecturers in the University [including those holding such status on an honorary basis] whose courses qualify for that degree, and such External Examiners as may be appointed by the University Court”. Notwithstanding these Regulations, the Senate has agreed that Heads of School may also permit others without that status, such as Teaching Assistants, Teaching Fellows, Clinical Tutors or Recognised Teachers, (including those appointed as Relief Teachers and/or on a part-time basis) to mark prescribed degree assessments (in-course assignments and/or written examination scripts) where the Head of School is satisfied that the person concerned is sufficiently experienced to be a competent marker.

### Return of Grades to Students

Markers should provide timeous feedback to students on all types of in-course assessment, including oral or clinical examinations, even when the grades are summative and contribute to the overall course CAS or CGS grade.

*Only marks on the Common Grading Scale may be disclosed to students.*

The Senate has agreed that Schools must inform students of their CGS (CAS) grade for individual elements of in-course assignments irrespective of whether the marks are to contribute to the overall course CGS (CAS) grade. Thus, for example, for a course assessed entirely by three in-course essays, Schools should inform students of their individual essay CGS (CAS) grade and the Registry would inform students of their overall course CGS (CAS) grade. However, only the latter would be released to students in regard to a course assessed entirely by written examination.

### Data Protection

Schools should be aware that the Data Protection Act 1998 gives students the right to request access to personal data held relating to them (including from 1 January 2005 such data held in manual datasets which are not structured by reference to individuals). This could include examination scripts and any written comments made by examiners on their assessments. Schools should therefore ensure that all Examiners, including External Examiners, are aware that their written comments on candidates’ written examination scripts may be provided to students who make a formal application for disclosure of their personal data under the Data Protection Act.

### Double, “Blind” and Anonymous Marking

#### Written Examination Scripts<sup>1</sup>

All written examination scripts must be **anonymous**, i.e. students should only be identified by candidate number. The University’s examination booklets require candidates to write their student ID number on their scripts with their name being concealed in a sealable section.

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<sup>1</sup> A script is defined as the totality of a candidate’s answers to a written examination paper i.e. the answers to the required number of questions per paper.

## Other Summative Assessments

Where appropriate, all other assessments should be marked anonymously. In determining the appropriateness of anonymous marking, the impact of this on the quality of the feedback subsequently available to students should be considered.