

Registry Operations: Examinations and Graduation - Anonymous Marking

Anonymous Marking

The University operates an anonymous marking scheme in examinations.

- Each School (or discipline within a School) should appoint a member of staff to be responsible for overseeing the operation of the scheme.
- School (or discipline within a School) should nominate one or two named individuals who will be authorised to unseal answer books.
- Examination answer books must always be marked without revealing the identity of the candidate.
- Following marking, all answer books must be presented marked and still sealed to the authorised person(s) for unsealing.
- The authorised person(s) must certify in writing that answer books received were marked and intact before unsealing.

Guidelines for Invigilators and Candidates

Invigilators should read the following instructions to candidates before the start of an examination:

1. Complete all sections on the front cover of their answer book
2. Complete details, as above on any additional answer books used
3. When the exam is complete place the supplied security label over the coloured panel on all answer books
4. Use the treasury tag provided to fasten additional books
5. Ensure that loose pages are fastened inside the answer book using the treasury tag - do not enter candidate details on any loose pages
6. Do not complete candidate information on question papers which are also used as 'answer books' (eg: multiple choice question papers)
7. Fasten all 'answer books' inside script books using the tag provided
8. Check that all sections of the answer book(s) are completed and that all additional books/pages are securely fastened

Students with Exam Adjustments

Students who are recognised within the University as having exam adjustments that may affect their examination performance, such as dyslexia or severe visual impairment for example require special consideration in anonymous marking schemes. Students who fall in to this category are issued pre-printed and officially stamped adhesive labels which the students may then place on the front of their answer books. The labels would alert markers to the fact that the student had a particular disability and appropriate consideration could be taken into account when marking. Students are also advised to make themselves known to the invigilator(s) immediately prior to the start of each examination so that appropriate assistance may be given.