

ANONYMITY, CONFIDENTIALITY AND PERSONAL INTEREST

Anonymity

1. The marking of assessed work should be conducted anonymously by candidate numbers rather than names as far as reasonably practicable (for some types of assessments, anonymity is impossible, such as presentations). Candidate numbers must be used in the marking of submissions and examinations that contribute to progression and award. The principle of anonymity extends to marks confirmation by Module Assessment Boards (MABs) and to the consideration of marks arrays and assessment outcomes by Progression and Award Boards (PABs).

Exemption from anonymity

2. In cases, where adhering to the policy of anonymity causes significant issues of concern, for example, where the conferral of the award embeds a professional qualification that requires a fuller discussion of individual performance, an exemption from the policy may be sought. A request, with rationale, should be submitted to the University Education Committee via the School Education Committee. Exemptions are included in **Appendix 1**.

Confidentiality

3. The following are general principles on confidentiality:
 - (i) with the exception of seen examinations, the content of examination papers must not be revealed in advance to students;
 - (ii) the names of internal markers of assessed work are, formally, confidential until feedback is provided;
 - (iii) access to students' marks before and after examination board meetings should be restricted to members of staff who require access in their work capacity;
 - (iv) academic and professional services members of staff are not permitted to inform students of their recommended classification/award outcome or module results before these are published (this does not preclude providing feedback to students, based on the marking criteria for the assessed work, indicating areas of strength and weakness and does not preclude a discussion with a student who has failed to achieve an award prior to publication of results);
 - (v) the discussions of Module Assessment Boards (MABs) and Progression and Award Boards (PABs) are strictly confidential (this does not preclude publishing decisions or providing students with a rationale following a MAB decision);

Protocol relating to personal interest and/or knowledge

4. The following should be observed in relation to personal interest and/or knowledge of a student:
 - (i) If there is any personal interest, involvement or relationship between a marker and a student, the marker should not mark the student's work and should declare the interest to the Director of Teaching and Learning

- (ii) Members of examination boards must likewise declare any such personal connection with a student being assessed either in advance to the Chair of the examination board or at the meeting before the student is considered. The marker must leave the meeting while the student in question is being considered;
- (iii) Advocacy is not permitted on behalf of students about whom a marker has special knowledge (such as academic advisee). Board members' knowledge of exceptional circumstances affecting students should not be discussed regardless of whether a student has made an exceptional circumstances claim within the published deadline.

Appendix 1: Courses permitted to use named candidate arrays

MAH: English:

Q3123 Critical Approaches 2 portfolios only

ESW:

Social Work and ITE courses