Overview

This guide provides information about marking Turnitin submissions anonymously. This information is in addition to the existing guides on marking in Turnitin using GradeMark, Quick Marks, Rubrics and Forms.

Anonymously Marked Assignments

Please ensure you have told your Faculty Administration team that the assignment will be marked anonymously so they can implement the correct settings. Note that once set-up, the use of anonymous marking cannot be changed retrospectively.

In order to be marked anonymously with Turnitin, the assignment in question must:

- Be submitted to Turnitin in a file format supported by Turnitin for generating Originality Reports. Currently this means: Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files, of under 40GB with at least 20 words of text and less than 400 pages.
- Be accessed through the Turnitin Inbox – not the myBU Grade Centre.
- Be for individual assessment – not group assessment
- Be marked and feedback delivered within Turnitin using Turnitin’s GradeMark system.
- Be identified to the students as being anonymously marked.
- Be identified to the Faculty Administration team as anonymously marked prior to being set-up.

Where an assignment or assessment method is not suitable to meet the above conditions, it should not be anonymously marked. If you are unsure if this is the case, please contact your Faculty Learning Technologist for advice.
Marking Work Anonymously

To access work under conditions of anonymous marking:

- Go to the unit
- In the unit Control Panel, go to Unit Tools>Turnitin Assignments

- Click on the Turnitin assignment you wish to mark

This will bring you to the Assignment Inbox. When a Turnitin assignment is being anonymously marked, the column that usually shows the name of the student instead shows a series of buttons marked Anonymous Marking Enabled:

Do not click on this button unless you want to remove anonymity for the student paper in question. If you do need to remove anonymity for a specific reason, you will be asked to give a reason. Once removed this anonymity cannot be restored.

To mark the student work, click on either the title of the paper, or the pencil icon:

You can then mark and deliver feedback on the work in the normal way using GradeMark.

Once the First and Second Marking is complete, contact your Faculty Administration team in the normal way to request the release of grades and feedback. Once the grades are released, anonymity will be removed. If marking will go beyond the Three-Week Turnaround, please ensure that the relevant Administrator is aware of this.
Important Further Notes

- Until the grades are released at the end of marking, there will be no information about grades or submissions in the relevant Grade Centre column. You will therefore not be able to access the student work through the Grade Centre during marking.
- Student work cannot be marked or feedback delivered outside of Turnitin if anonymous marking is being used.
- Assignments submitting after the deadline – including those with extensions – will not be anonymously marked.
- Any student who encounters problems with submitting work or viewing feedback should be directed to the IT Service Desk immediately (Phone: 01202 965515 Online: http://servicedesk.bournemouth.ac.uk) Online submission problems are a top priority and will be resolved as quickly as possible: The IT Service Desk team is available 24 hours a day, 7 days a week.

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.