e-Marking scenarios
Anonymous and double marking

This guide describes the different scenarios for marking work electronically using a combination of anonymous and double or second marking with either the Turnitin or Blackboard assignment tools. The double marking processes described could also be applied or adapted for the purposes of moderation. In this case the second marker is considered to be the moderator.

The guide presents a series of possible combinations of double and anonymous marking as workflows for each recommended tool (Blackboard assignment tool and Turnitin).

Definitions

Anonymous
Markers do not have access and cannot determine the identity of the person who submitted the assignment. The identity of the person who submitted the work remains unknown to the marker throughout the process.

Not anonymous
The identity of the person who submitted the assignment is available to the marker/s.

Double marking (Blind)
Assignments are independently marked by two markers and neither marker has access to the grades or feedback of the other marker. Both markers record their marks and feedback separately and then compare these, and resolve any differences to produce an agreed single mark.

Double marking (Not blind) or Second Marking
Assignments are independently marked by two markers and the second marker has access to the feedback and mark given by the first marker. (In some cases the mark may not be disclosed to the second marker and recorded separately.) The second marker determines a mark which is then compared and any differences resolved to produce an agreed single mark.

Moderation
A sample of marked assignments is reviewed or marked by an independent second marker (the moderator) to check that the assignment has been marked appropriately and meets the necessary standards. The moderator makes a record of the assignment sample that has been reviewed to document the moderation process and where appropriate may add additional feedback for the student. The outcome of the process is an agreed single mark for the assignment. This is referred to as 'Internal Moderation'.
Scenarios

Scenario 1: Not anonymous and double marked (not blind) ................................................................. 3
  Using Turnitin  3
  Using Blackboard  4

Scenario 2: Not anonymous and blind double marked ................................................................. 5
  Using Turnitin  5
  Using Blackboard  6

Scenario 3: Anonymous and double marked (not blind) ............................................................. 7
  Using Turnitin  7
  Using Blackboard  8

Scenario 4: Anonymous and blind double marked ................................................................. 10
  Using Turnitin  10
  Using Blackboard  11

Scenario 5: Anonymous Moderation ..................................................................................... 13
  Using Turnitin  13
  Using Blackboard  14
Scenario 1: Not anonymous and double marked (not blind)

- Assignments are not marked anonymously
- Assignments are double marked (not blind)

Using Turnitin

Setting up the Turnitin submission point

- Select No for ‘Enable anonymous marking’.

Marking and internal moderation process

**Important note**: Ensure only one marker at a time has an assignment paper open in the document viewer. If more than one person is viewing a paper at the same time, then marks and feedback can be lost or overwritten. For the same reason, a marker should not have the same assignment paper open on two different computers or devices at the same time.

First marker

1. First marker goes into the course area on Blackboard and goes to **Course Management Control Panel > Course Tools > Turnitin Assignments** to open the student’s assignment in the Turnitin document viewer.
2. First marker adds feedback and a mark to the assignment using the GradeMark features.
   a. In cases where the mark is not disclosed to the second marker, the first marker should not enter a mark in Turnitin. They should record the mark in a separate spreadsheet.
3. The first marker notifies the second marker once they finished marking the assignments.

Second marker

4. Second marker waits to be informed that the assignments have been marked by the first marker.
5. Second marker reviews the assignments and adds-in any additional feedback.
6. Second marker records marks on a separate spreadsheet.
7. Notifies the first marker when they have finished marking.

First and Second Marker

8. First and Second Marker meet / correspond to produce agreed final marks.
9. Final marks are entered into Turnitin (either by the First Marker, Second Marker or Administrator).
Using Blackboard

Setting up the Blackboard Assignment submission point

- Under Grading options select Enable Delegated Grading and a lead Instructor (Module Convenor or Administrator), who is not marking the work but allocates assignments to the two markers.
- Allow markers to see each other’s marking. Under Grading Options > Delegated Marking and beside a selected moderators name, tick the box under View Settings so they ‘Can view graders’ scores, feedback and notes’.

Marking and internal moderation process

Both the first marker and second marker can access assignments in the Grade Centre at the same time. The Blackboard Inline Grading tool allows marking can be done in parallel by the first and second marker if required. Inline comments, feedback and marks are not lost or overwritten if both markers have at the same assignment open at the same time.

In cases where the mark should not be disclosed to the second marker, see the instructions for Scenario 2 – Not anonymous and blind double marking.

The lead Instructor can be one of the markers. Anyone with the role of ‘Instructor’ on a course can reconcile marks.

Lead Instructor

1. Goes into the course area on Blackboard and allocates markers to the assignments.
2. First marker (or Lead Instructor)
3. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.
4. Adds feedback and a mark on the assignment.
5. Has access to view the marks and feedback of the other marker.
6. Enters any private comments in the Grading Notes field. This can only be seen by other marker.

Second marker

7. Reviews the assignments and enters feedback and a mark.
8. Has access to view the marks and feedback of the other marker.
9. Enters any private comments in the Grading Notes field. This can only be seen by other marker.

Lead Instructor (First marker) and Second marker

10. Meet / correspond to produce agreed final marks.

Lead Instructor

11. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre and clicks on the Reconcile Grades option from the drop down menu for the assignment column.
12. Chooses an agreed final mark for the assignments and decides if the students should see the feedback from both markers or can provide their own.

Scenario 2: Not anonymous and blind double marked
- Assignments are not marked anonymously.
- Assignments are double marked (blind).

Using Turnitin

Setting up the Turnitin submission point
- Select No for ‘Enable anonymous marking’.

Marking and internal moderation process
Important note: Ensure only one marker at a time has an assignment paper open in the document viewer. If more than one person is viewing a paper at the same time, then marks and feedback can be lost or overwritten. For the same reason, a marker should not have the same assignment paper open on two different computers or devices at the same time.

First marker
1. Goes into the course area on Blackboard and goes to Course Management Control Panel > Course Tools > Turnitin Assignments to open the student’s assignment in the Turnitin document viewer.
2. Records feedback and marks for the assignments outside of Turnitin. They should record the mark in a separate spreadsheet that can be downloaded from the Grade Centre.
3. Notifies the second marker once they have finished marking the assignments.

Second marker
4. Waits to be informed that the assignments have been marked by the first marker
5. Reviews the assignments and can add in feedback using the GradeMark features.
6. Records marks on a separate spreadsheet that can be downloaded from the Grade Centre.
7. Notifies the first marker when they have finished marking.

First and Second Marker
8. First and Second Marker meet / correspond to produce agreed final marks
9. Final feedback can be entered into Turnitin using GradeMark features or a separate feedback sheet can be attached to the assignment via the assignments column in the Grade Centre.
10. Final agreed marks are entered into Turnitin (either by the First Marker, Second Marker or Administrator)
Using Blackboard

Setting up the Blackboard Assignment submission point
- Under Grading options select Enable Delegated Grading and a lead Instructor (Module Convenor or Administrator), who is not marking the work but allocates assignments to the two markers.
- The lead instructor may need to change the role of the staff marking the assignment to Marker or Teaching Assistant on the Blackboard course.

Marking and internal moderation process
Both the first marker and second marker can access assignments in the Grade Centre at the same time. The Blackboard Inline Grading tool allows marking can be done in parallel by the first and second marker if required. Inline comments, feedback and marks are not lost or overwritten if both markers have at the same assignment open at the same time.

The lead instructor cannot be someone who is marking the assignment but will need to reconcile the marks at the end of the process. Anyone with the role of 'Instructor' on a course can reconcile marks and view all feedback.

Lead Instructor
1. Goes into the course area on Blackboard and allocates markers to the assignments.

First marker
2. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.
3. Records feedback and marks for the assignments in Blackboard. This is done at the same time as the second marker.
4. Cannot see the marks and feedback of the second marker at any time.

Second Marker
5. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.
6. Records feedback and marks for the assignments in Blackboard. This is done at the same time as the first marker.
7. Cannot see the marks and feedback of the first marker at any time.

Lead Instructor
8. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre and clicks on the Reconcile Grades option from the drop down menu for the assignments column.
9. Meet / correspond with markers to agree final marks (optional).
10. Chooses an agreed final mark for the assignments and decides if the students should see the feedback from both markers or can provide their own.
Scenario 3: Anonymous and double marked (not blind)

- Assignments are marked anonymously
- Assignments are double marked (not blind)

Using Turnitin

Setting up the Turnitin submission point

- Select Yes for 'Enable anonymous marking'. This needs to be selected before a student submits an assignment.
- The Post Date determines when marks are sent to the Blackboard Grade Centre and when the students’ names are revealed in Turnitin.

Marking and internal moderation process

Important note: Ensure only one marker at a time has an assignment paper open in the document viewer. If more than one person is viewing a paper at the same time, then marks and feedback can be lost or overwritten. For the same reason, a marker should not have the same assignment paper open on two different computers or devices at the same time.

While Anonymous marking is turned on for a Turnitin assignment, no data is transferred to the Blackboard Grade Centre.

Anonymous marking disables some other features of Turnitin e.g. it prevents you from downloading student papers.

First marker

1. Goes into the course area on Blackboard and goes to Course Management Control Panel > Course Tools > Turnitin Assignments to open the student’s assignment in the Turnitin document viewer.
2. Adds feedback and a mark to the assignment using the GradeMark features.
   a. In cases where the mark is not disclosed to the second marker, the first marker should not enter a mark in Turnitin. They should record the mark in a separate spreadsheet using the Paper ID as an identifier.
3. Notifies the second marker once they have finished marking the assignments.

Second marker

4. Waits to be informed that the assignments have been marked by the first marker.
5. Reviews the assignments and adds in any additional feedback.
6. Records marks on a separate spreadsheet.
7. Notifies the first marker when they have finished marking.

First and Second Marker

8. Meet / correspond to produce agreed final marks.
9. Final marks are entered into Turnitin using the paper ID to identify the assignments (either by the First Marker, Second Marker or Administrator).

10. When the Post Date is reached the students’ names are revealed in the Turnitin Inbox and the marks appear in the Grade Centre.

Using Blackboard

Setting up the Blackboard Assignment submission point

- Under Grading options select Enable Anonymous Marking and then choose when to Disable Anonymous Marking either On specific date or After all submission are graded. This option needs to be selected before a student submits an assignment.

- Anonymously marked assignments are not included in Grade Centre calculations until anonymity is removed.

- Under Grading options select Enable Delegated Grading and a lead Instructor (Module Convenor or Administrator), allocates assignments to the two markers.

- Allow markers to see each other’s marking. Under Grading Options > Delegated Marking and beside a selected moderators name, tick the box under View Settings so they ‘Can view graders’ scores, feedback and notes’.

Marking and internal moderation process

Both the first marker and second marker can access assignments in the Grade Centre at the same time. The Blackboard Inline Grading tool allows marking to be done in parallel by the first and second marker if required. Inline comments, feedback and marks are not lost or overwritten if both markers have at the same assignment open at the same time.

The lead Instructor can be one of the markers. Anyone with the role of ‘Instructor’ on a course can reconcile marks and view all feedback.

Lead Instructor

1. Goes into the course area on Blackboard and allocates markers to the assignment.

First marker (or Lead Instructor)

2. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.

3. Adds feedback and a mark on the assignment.

4. Can view the marks and feedback of the other marker where they have marked the work ahead of them. The mark and feedback can be seen when the assignment is open in the Inline Grading view.

5. Enters any private comments in the Grading Notes field. This can only be seen by other marker.

Second marker

6. Reviews the assignments and enters feedback and a mark.
7. Can view the marks and feedback of the other marker where they have marked the work ahead of them. The mark and feedback can be seen when the assignment is open in the Inline Grading view.

8. Enters any private comments in the Grading Notes field. This can only be seen by other marker.

**Lead Instructor (First marker) and Second marker**

9. Meet / correspond to produce agreed final marks. (optional)

**Lead Instructor**

10. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre and clicks on the Reconcile Grades option from the drop down menu for the assignments column.

11. Chooses an agreed final mark for the assignments and decides if the students should see the feedback from both markers or can provide their own.
Scenario 4: Anonymous and blind double marked

- Assignments are marked anonymously
- Assignments are double marked (blind)

Using Turnitin

Setting up the Turnitin submission point

- Select Yes for ‘Enable anonymous marking’. This needs to be selected before a student submits an assignment.
- The Post Date determines when marks are sent to the Blackboard Grade Centre and when the students’ names are revealed in Turnitin.

Marking and internal moderation process

Important note: Ensure only one marker at a time has an assignment paper open in the document viewer. If more than one person is viewing a paper at the same time, then marks and feedback can be lost or overwritten. For the same reason, a marker should not have the same assignment paper open on two different computers or devices at the same time.

While Anonymous marking is turned on for a Turnitin assignment, no data is transferred to the Blackboard Grade Centre.

Anonymous marking disables some other features of Turnitin e.g. it prevents you from downloading student papers.

First marker

1. Goes into the course area on Blackboard and goes to Course Management Control Panel > Course Tools > Turnitin Assignments to open the student’s assignment in the Turnitin document viewer.
2. Records feedback and marks for the assignments outside of Turnitin using the Paper ID as an identifier.
3. Notifies the second marker once they have finished marking the assignments.

Second marker

4. Waits to be informed that the assignments have been marked by the first marker.
5. Reviews the assignments and enters marks and feedback on a separate sheet outside of Turnitin.
6. Notifies the first marker when they have finished marking.

First and second marker

7. Meet / correspond to produce agreed final marks.
8. Final marks are entered into Turnitin using the paper ID (either by the First Marker, Second Marker or Administrator).
9. When the Post Date is reached the students’ names are revealed in the Turnitin Inbox and the marks appear in the Grade Centre.

Using Blackboard

Setting up the Blackboard Assignment submission point

- Under Grading options select Enable Anonymous Marking and then choose when to Disable Anonymous Marking either On specific date or After all submission are graded. This option needs to be selected before a student submits an assignment.
- Anonymously marked assignments are not included in Grade Centre calculations until anonymity is removed.
- Under Grading options select Enable Delegated Grading and a lead Instructor (Module Convenor or Administrator), who is not marking the work, allocates assignments to the two markers.
- Ensure markers cannot see each other’s marks and feedback. Under Grading Options and beside a selected markers name un-tick the box next to ‘Can view graders’ scores, feedback and notes’.
- The lead Instructor may need to change the role of the staff marking the assignment to Marker or Teaching Assistant on the Blackboard course.

Marking and internal moderation process

Both the first marker and second marker can access assignments in the Grade Centre at the same time. The Blackboard Inline Grading tool allows marking to be done in parallel by the first and second marker if required. Inline comments, feedback and marks are not lost or overwritten if both markers have at the same assignment open at the same time.

The lead Instructor cannot be one of the markers but will need to reconcile final marks and feedback. Anyone with the role of ‘Instructor’ on a course can reconcile marks and view all feedback.

Both the First and Second Marker cannot see each other’s the marks and feedback at any time in the process.

Lead Instructor

1. Goes into the course area on Blackboard and allocates markers to the assignments.

First marker

2. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.

3. Records feedback and marks for the assignments in Blackboard.

Second Marker

4. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.

5. Records feedback and marks for the assignments in Blackboard.
**Lead Instructor**

6. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre and clicks on the Reconcile Grades option from the drop down menu for the assignments column.

7. Meet / correspond with markers to agree final marks (optional).

8. Chooses an agreed final mark for the assignments and decides if the students should see the feedback from both markers or can provide their own.
Scenario 5 : Anonymous Moderation

- Assignments are marked anonymously
- A sample of the assignments are moderated

Using Turnitin

Setting up the Turnitin submission point

- Select Yes for ‘Enable anonymous marking’. This needs to be selected before a student submits an assignment.
- The Post Date determines when marks are sent to the Blackboard Grade Centre and when the students’ names are revealed in Turnitin.

Marking and internal moderation process

Important note: Ensure only one marker at a time has an assignment paper open in the document viewer. If more than one person is viewing a paper at the same time, then marks and feedback can be lost or overwritten. For the same reason, a marker should not have the same assignment paper open on two different computers or devices at the same time.

While Anonymous marking is turned on for a Turnitin assignment, no data is transferred to the Blackboard Grade Centre.

Anonymous marking disables some other features of Turnitin e.g. it prevents you from downloading student papers.

First marker

9. Goes into the course area on Blackboard and goes to Course Management Control Panel > Course Tools > Turnitin Assignments to open the student’s assignment in the Turnitin document viewer.

10. Adds feedback and a mark to the assignment using the GradeMark features.

11. Notifies the moderator once they have finished marking the assignments.

Moderator

12. Waits to be informed that the assignments have been marked by the first marker.

13. Goes into the course area on Blackboard and goes to Course Management Control Panel > Course Tools > Turnitin Assignments to open Turnitin Inbox to see the marks given by the First Marker.

14. Reviews a selection of assignments in the Document Viewer and adds any additional feedback, if required.

15. Records marks on a separate spreadsheet using the Paper ID to identify the selected assignment and makes any notes, as required

16. Notifies the first marker when they have finished the moderation process.
First Marker and Moderator

17. First Marker reviews moderated assignments and comments.
18. Meet / correspond to produce agreed final marks.
19. Final agreed marks are entered into Turnitin using the paper ID to identify the assignments as required (either by the First Marker, Moderator or Administrator).
20. When the Post Date is reached the students’ names are revealed in the Turnitin Inbox and the marks appear in the Grade Centre.

Using Blackboard

Setting up the Blackboard Assignment submission point

- Under Grading options select Enable Anonymous Marking and then choose when to Disable Anonymous Marking either On specific date or After all submission are graded. This option needs to be selected before a student submits an assignment.
- Anonymously marked assignments are not included in Grade Centre calculations until anonymity is removed.
- Under Grading Options select Enable Delegated Grading and a lead Instructor (Module Convenor or Administrator), allocates assignments to the markers and the moderator. The moderator is given access to ‘All Submissions’
- Allow the moderator to see the mark and feedback entered by other markers. Under Grading Options > Delegated Marking and beside a selected moderators name, tick the box under View Settings so they ‘Can view graders’ scores, feedback and notes’.

Marking and internal moderation process

The lead Instructor can be one of the markers (or the moderator). Anyone with the role of ‘Instructor’ on a course can reconcile marks and view all feedback.

The moderator can have either an ‘Instructor’ or ‘Marker’ role on the course, depending on how moderation is administered.

Lead Instructor

1. Goes into the course area on Blackboard and allocates markers to the assignment.

First marker/s (can include Lead Instructor)

2. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre to open the student’s assignment.
3. Adds feedback and a mark on the assignment.
4. Has access to view the marks and feedback of the other marker/s.
5. Enters any private comments in the Grading Notes field. This can only be seen by other markers and the moderator.

Moderator

6. Waits to be informed that the assignments have been marked by the first marker.
7. Reviews a sample of assignments and the marks and feedback given by the first marker, and adds a mark and any additional feedback.
   
   a. Where the moderator needs to choose a spread of marks, they can go to Grade Centre > Full Grade Centre and at the head of the column for the assignment click on the more options arrow and select View Grade History to download a list of the marks given to the assignments by paper ID.

8. Enters any private comments in the Grading Notes field for an assignment. This can only be seen by other marker.

9. Informs the Lead Instructor or First Maker that moderation has been completed.

**Lead Instructor (First marker) and Moderator**

10. Goes into the course area on Blackboard and goes to Course Management Control Panel > Grade Centre > Needs Grading or Full Grade Centre and clicks on the Reconcile Grades option from the drop down menu for the assignments column.

11. Reviews the marks and feedback from the moderator.

12. Meet / correspond to produce agreed final marks.

13. Chooses an agreed final mark for the assignment and reconciles the marks so that they are available to be released to students.

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**Further help**

Please see additional guides on Assessment located on the Support for Staff tab in Blackboard.

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