'Anonymity in Assessment' Pilot Study

Working Group Meeting 4

29th January 2019

Redacted Minutes

Please note: these redacted minutes are indicative of the nature of my input as part of the 'Anonymity in Assessment' pilot study. My colleague Craig Wakefield who also worked on the project has given permission for his name to be included. Contributions are <mark>highlighted in yellow</mark>.

Present:
 (Chair), (Academic Services), (Brighton Business School - BBS), (School of Computing, Engineering and Mathematics - CEM), Craig Wakefield (Information Services), (School of Sport and Service Management - SASM), (Student Union), (School of Pharmacy and Biomolecular Sciences - PABS), (School of Environment and Technology - SET), Fiona MacNeill (Information Services), (Student Union), (School of Education - EDUC), (Brighton and Sussex Medical School - BSMS), (Disability & Dyslexia Team), (School of Applied Social Sciences - SASS), (School of Media - SOM).

Apologies:
[redacted]

1. **Welcome**
The Chair welcomed all members to the meeting and gave a brief overview of the focus of the meeting (with reference to the agenda).

2. **Matters arising from Meeting 3**
The minutes of the meeting were confirmed as accurate.

It was confirmed that Action Points 3, 4, 5, 7 and 9 were completed. The Chair thanked Craig Wakefield (LTA) and [redacted] (SASS) for sharing their guidance documents (Action Points 4 and 5, respectively). The Servicing Officer also updated the working group TRCM as per Action Points 3 and 7.

With regard to the remaining Action Points:
* Action Points 1 [Action 1] and 2 [Action 2] were ongoing (i.e. changes to modules participating in the pilot study should be sent to the Servicing Officer and the recording of additional work time [i.e. hours/ minutes] in the set-up of anonymity of assessment has required);
* Action Point 6 - ongoing; awaiting information from SOA (School of Art); [Action 3]
* Action Point 8 - ongoing; [redacted] is on leave until 31/01/2019. [Action 4]

It was queried whether the meeting minutes could be shared with colleagues in the Schools. The Chair advised that this was permitted and that it would be useful to email the minutes to colleagues with some context of their content.

3. Module assessment process update

School members were asked about the modules participating in the pilot study and where (in general terms), for example in the submission, marking, dissemination of results process, the assessments were currently at. This should help inform the timing of focus groups to be held in the Schools for data collection.

(i)   SHS (School of Health Sciences): all semester 1 marking is completed with the exception of a couple of Occupational Therapy modules; the latter already practice anonymity in assessment therefore feedback is still able to be provided. Module leaders are awaiting date options for focus groups.

(ii)   SASS (School of Applied Social Sciences): all assessments submitted will be marked online by late February.

(iii)   SOM (School of Media): marking will be completed for some assessments (i.e. not all assessments of the modules participating in the pilot study) by mid-February. Further feedback from academic staff will be emailed separately to the Servicing Officer.

(iv)   SET (School of Environment and Technology): marking for two (2) modules will be completed in mid - late February. Some issues with student paper IDs with internal second moderation/ marking; this is a studentcentral platform issue (not Turnitin).

(v)   PABS (School of Pharmacy and Biomolecular Sciences): PABS flexible with focus group dates as modules participating in the pilot study are at different stages of the assessment process. Some assessments had to be de-anonymised due to challenges with multiple markers. To de-anonymise a group of students, the 'post-date' can be set before the current time and then reverted to the actual 'post-date'; this can be associated with issues (e.g. marks disappearing) if the release time is not set to at least three (3) hours from the current time. Fiona MacNeill (LTA) offered to forward the link to the University website that discusses this issue to the Servicing Officer for distribution to members. [Action 5] Also difficulty checking submission technical issues for students (i.e. becomes semi-anonymised as need to know the name to check for successful submission).

(vi)   SASM (School of Sport and Service Management): marking will be completed by the end of February. Issues noted included the download of assessments by administrative staff for paper-based marking, and students' names on assessment submissions, file names or front template coversheets. Fiona MacNeill (LTA) recommended that the coversheet not be used due to Turnitin recording the multiple use of coversheets as plagiarism.

(vii)   BSMS (Brighton and Sussex Medical School): have recruited two (2) modules into the pilot study since Meeting 3; early assessment submission by students prevented the participation of additional modules. Assessments will be marked by the end of February. It may be possible to include an online exam (via studentcentral), however, the nature of the exam (i.e. mixed multiple-choice and short answer) can present issues, e.g. loss of marking due to reloading of the submission as the tutor is required to turn the anonymising function off and on. The LTAs (Fiona MacNeill and Craig Wakefield) recommended that the best method to anonymise online exams is to have only multiple-choice questions (i.e. not mixed question format).

(viii) CEM (School of Computing, Engineering and Mathmatics): five (5) modules, two (2) of which are semester 2, with four (4) module assessments submitted via Turnitin and one (1) module assessment via studentcentral. Marking will occur in March (starting end of February). During the piloting process, one (1) module has dropped out due to issues with marking, and a decision was made not to proceed with the sole module using studentcentral due to: (i) students putting their names on the assessment; (ii) challenges using different markers (i.e. markers assessing students not in their groups); and (iii) difficulties dealing with 'group view' in the software platform. ==The LTAs (Fiona MacNeill and Craig Wakefield) recommended using separate submission points for each group.==

(ix) BBS (Brighton Business School): three (3) semester 2 long and thin modules with submission via Turnitin.

Other group members were also asked to provide an update and/ or feedback with regards to the pilot study.

(i) LTAs: (Fiona MacNeill and Craig Wakefield) not much involvement with SOE (School of Education) and BBS but busy working with CEM and PABS.

[Redacted for data protection reasons]

Other issues identified have included randomisation of marking doesn't necessarily result in equal distribution of submission/ work (i.e. some markers end up with more assessments than others), large files and multiple markers.

SOAD (School of Art and Design) have had challenges trying to differentiate between non-submitters, and students with extensions and/ or Learning Support Plans (LSPs) (in relation to contacting non-submitters). ==Fiona MacNeill recommended that separate submission student groups for LSPs and extensions be set-up in studentcentral. After assessment submission, administrative staff can add an appropriate comment to the assessment file itself to reflect whether the student has a LSP, an extension or that the submission is late (i.e. the assessment should be marked, capped, given a zero mark).==

(ii) Disability & Dyslexia Team: [redacted] will be participating in a rapid exercise on LSPs starting February 2019 and will discuss the **identified challenges with LSPs and anonymity in assessment with the group**.

(iii) SU: [redacted] stated that the SU are happy to take the challenges being discussed to other universities for insight of how others deal with them, e.g. [redacted] and student engagement.

4. Data collection and focus groups within Schools

The Chair informed the members that they will be asked (via email) for any specific questions they would like to be included in the focus groups *in addition* to those that will be asked with reference to objectives 3, 4 and 5 stated on the TRCM for the group. ==Furthermore, there would be a one (1) hour focus group meeting per School attended by the working group member, colleagues who have participated in the process and course teams' LTAs==. The SU representatives confirmed they would liaise with student course representatives for feedback regarding the pilot study process and any impact on them. The Disability & Dyslexia Team member noted they would join the SU feedback group.

The Servicing Officer will contact School working group members to request specific questions and possible focus group dates. [Action 6]

5. Any other Business *(including next meeting date)*

The Chair confirmed that the next meeting of the working group will be held at the end of April.

It was suggested that the reasons for de-anonymising module assessments be collated by Schools and LTAs. [Action 7]

Fiona MacNeill (LTA) commented that better standardised training for students with regards to anonymity in assessment is needed so that students understand the workflow/ processes related to anonymous marking in Turnitin. This would reduce the number of queries to the Service Desk from students requesting confirmation that their assessments have been submitted successfully (queries are being received even though students are sent a submission receipt [via email]). It was also stated that the new version of Turnitin won't have the receipt function (this may result in an increase in queries whether assessments are anonymised or not). [Redacted] (SU) noted that it would be useful to explain to students the hard work the members of the working group had being doing to try to address the NSS feedback, and accommodate what the students had requested.

ACTIONS

Action number	For action	Due Date
1	All members	Completed
2	All members	Completed
3	(SOA)	Completed
4	Chair	Completed
5	Fiona MacNeill (LTA)	Completed
6	Secretary	Completed
7	School members and LTAs	Completed by Fiona MacNeill

Minutes approved by Chair: 11 February 2019.