Faculty of Humanities: Turnitin & Grademark Process

University of Manchester (16/06/2015)

#	Requirements/Task	School process	Advice	Responsibility
			Pre-submission	
A.1	Notification to students of online submission or dual submission	Student must be informed that work may be submitted to Turnitin. Schools/disciplines must clearly communicate to students which units have online submission and which don't. In those cases where dual submission is the case, Schools/disciplines must also communicate the rationale for dual submission.	Students are informed in The 'University of Manchester's Guidance to students on plagiarism and other forms of academic malpractice' that submitted coursework may be screened electronically to check against other material on the web and other submitted work. » documents.manchester.ac.uk - 2870 In addition, the following statement should be reproduced in Student Handbooks (June 2012): "The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University. As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales. The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University. Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made."	Course director or administration team as determined by School

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A.2	Seeking student acknowledgement of UoM Plagiarism Policy and or signature of commitment to good academic practice/originality	As determined by the School, student declaration of originality can be pursued electronically or in written format (signature). It can be presented to the student once or at every single instance of coursework submission. It can be either implicit or explicit: a) In explicit hard copy declarations students sign to state that work is their own and that they are aware of the University's Policy on Academic Malpractice. Explicit declarations can be pursued online by asking students to complete an online quiz using a programme space where it exists.

b) Implicit declarations can take the form of an statement where it is stated that by submitting coursework students declare that the work submitted is their own that are aware of the University policy regarding Academic Malpractice | Where hard copy submission applies: student signs form at School office; form states that the work submitted is student's own and student had read and understood UoM policies.

Where submission is done online, there are a number of online options:

- Preferred: A Student declaration is present as a reminder every time the student submits course work (by default an Originality Statement is available in all Bb courses (within the 'Submission of Coursework' folder)
- Alternatives: A student Declaration quiz within Bb can be made available at programme level to gather actual acknowledgement that the student has read and understood plagiarism policy

Where dual submission applies, the declaration must also state that both the hard copy and the electronic copy submitted to Turnitin are the same. | As determined by School |
| A.3 | Student informed of Assessment Criteria and Assessment brief | The criteria used in marking must be made clear to students in advance. Criteria should be made widely available and publicised on hardcopy and electronic medium

Assessment brief/outline is also to be supplied at the start of the semester or soon after. | Marking criteria can be uploaded to Blackboard as a file at the start of the semester. Marking criteria should also be referred to when marking in hard copy of online (Grademark rubric). | Course director |
| A.4 | Provide academic and admin access to Turnitin | Access to Turnitin is done via Bb and therefore via Campus Solutions | Access to Turnitin/Bb for school staff is granted by School office via Campus Solutions Schedule of Classes.

Guidance including roles in Blackboard are available: [» Operational Support Guidance/Training](#) | School administration team |

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A.5	Anonymity	The Assessment Framework contains information about anonymity requirements: [» documents.manchester.ac.uk - 7333](#)	By default summative Turnitin assignments ought to be set to anonymous. Students could be asked to save their files following a standard protocol e.g. 'student number_assignmentTitle' (e.e. 3456437_principlesoflandlaw.doc) or student number alone.	
A.6	Ensure admin and academic staff training	It is Faculty policy that any academic marking or using Turnitin for plagiarism checking purposes must attend training	Turnitin/Grademark training can be undertaken face to face or online. Training dates available at [» www.humanities.manchester.ac.uk/tandl/elearning/training/](#)	

A.7	Dummy Submission	Students (especially first years and PGT) may not be familiar with online submission. Schools may want to provide opportunities to students to familiarise themselves with submission processes by providing dummy submission opportunities in the way(s) that School may deemed more suitable.
		
		Providing opportunities for dummy submission can assist students familiarising themselves with
		
		• submission interface and submission stages
		• learning how Turnitin notifies that submission has been completed
		• how to retrieve receipt of submission
		• lifting technical anxiety from esubmission
		• potential to re-upload if error in selecting of file occur
			Where opportunities for students to practice submission are provided the following settings are recommended:
			
			• Schools should make clear to any student submitting to a dummy submissions inbox that the purpose of the task is solely for familiarisation with the submission process i.e. no feedback or originality testing will follow.
			• The following settings for dummy submission inboxes must be strictly adhered to:
			  ○ Due date and post-date to be set to a date far in the future so that the assignment can be used for a number of years
			  ○ No originality report is generated from dummy submissions
			  ○ Students are allowed multiple attempts at submitting
			  ○ Submission are allowed after due date
			  ○ Anonymous marking is enabled
			  ○ Papers are not submitted to the Turnitin repository
				Course director or administration team as determined by School

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A.8	Assignment creation	Course director creates assignment brief, distributes to students by agreed procedure (face to face and via Blackboard) Submission inboxes are created in BB module areas - not in Programme/organisation spaces.	Course director (or nominee) creates within Bb: • Assignment brief • Turnitin assignment. For consistency purposes, it is advisable that assignment inboxes are always placed under the 'Assessment' area in Bb, and within a default folder commonly entitled 'Submission of Coursework'. This folder is replicated across all Blackboard courses in Humanities via the Standard Course Structure. Turnitin assignments should follow the recommended Faculty settings i.e. anonymity, no student access to originality report, submission to the repository, allowing resubmissions, midday deadlines, post date normally after 15 working days, use of Grademark rubric. Note: for large cohorts/multiple markers, it is advisable to create Bb groups and create/selectively release assignments for each group. KB guidance at » How To: View & Mark Turnitin Assignments by Group	Course director or administration team as determined by School
A.9	Preventing student access to originality reports of their own coursework	No student access to Originality report is allowed but formative tasks and education on academic practice are encouraged. "The default setting is that students cannot routinely submit their own work to Turnitin, the plagiarism detection system, which is integrated with Blackboard. However, if academic staff wishes to carry out a trial session of submitting students' work to the University's plagiarism detection systems in order to demonstrate to students how work can be checked for originality, staff should contact their eLearning teams who will be able to assist with this". (Paragraph 2 (e) of the University's Plagiarism and Academic Malpractice - Guidance for Teaching Staff: » documents.manchester.ac.uk - 2869) For a full list of TLSO resources on Academic Malpractice and Plagiarism, see: » www.tlso.manchester.ac.uk/plagiarism	Turnitin setting that allows students to view Originality report must be set to 'do not allow'.	

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A.10	Responding to requests for viewing students submissions from colleagues or other institutions	Academics from other institutions may request to view papers submitted to UoM. Policy on requests for access to student's coursework from external institutions is spelled out on the Policy on the use of Tii via Bb and available at: » Faculty of Humanities Policies, Procedures and Guidance for taught programmes	Since May 2013 access to student papers which have been submitted by UoM students to UoM courses and which are suspected of plagiarism is automatic. However, requests for access to UoM students' coursework from external institutions may still be received. It is recommended that Schools determine a procedure to handle such requests e.g. all external requests for access to University of Manchester student papers are forwarded to the UG/PGT Director who determines if it is appropriate or not to release the student's paper (via Tii) to the third party. There is no requirement to release a student paper. However, as long as any identifying student information received in the email request from Tii is removed, the student paper does not contain sensitive information (e.g. material covered by a non-disclosure agreement etc) and in the spirit of collegiality it is best practice to respond to such requests for access.	Course director or administration team as determined by School
A.11	Contingency planning - should system go down at submission times	School to decide on contingency plans as a programme or discipline team and communicate these clearly with students. Reference to contingency plans should be included in course handbooks.	Guidance for service interruption or downtime is available at » Assessment and Feedback to Students	As determined by the School

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A.12	Submission and feedback in resit period	For the benefit of students resitting at the end of the summer it is necessary to ensure that Blackboard course visibility cycle and assessment cycle coincide.	School decisions on submission resit dates and feedback collection should bear in mind annual Bb visibility patterns. Standard BB delivery follows standard University term times, see the Key dates for Blackboard 9 Knowledge Base article: (» Key dates for Blackboard 9) As Blackboard sites become unavailable to students at the end of the resit period, it is necessary that electronic submission and student feedback collection times are covered within the duration of BB cycle. Thus, due dates and post dates for Turnitin inboxes should always be set within standard Bb visibility terms to allow resit students to submit and collect their feedback Courses which do not follow the standard delivery cycle, and which therefore will have had their Campus Solutions Schedule of Classes end date set accordingly, should on activation have 'make course visible following Campus solutions dates' selected to ensure they follow the course delivery pattern in terms of visibility.	
A.13	Submission for PGT beyond standard term dates	PGT assessment cycle may differ from standard Bb lifecycle e.g. PGT courses may have their assignment submissions at the end of the calendar year, that is, beyond the end of the resit period for a particular academic year. It is necessary to ensure that PGT students submitting at the end of a calendar year are able to submit as well as collect their feedback from the same Bb area they have accessed for the duration of their academic year.	To allow visibility of a BB course beyond the standard academic year, administrators must set CS end dates accurately. In other words, end dates for a unit in CS should span and cover the submission and collection of feedback by the end of the calendar year. In these cases where courses run beyond the standard term times, Primary instructors should select, at the time of activating the courses, the option to end the visibility of their Bb course in line with CS dates i.e. not the recommended standard life cycle. Primary instructors are able to edit their choice for end-dates retrospectively and by themselves by returning to the course activation icon in My Manchester, or by submit a request for correcting the course end dates via the Control Interface.	
		Submission		

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B.1	Providing student guidance on how to submit online	Student guidance on how to submit coursework online to be provided Consistency is advisable e.g. submission inboxes all being in the same area across all courses. (Assessment>Submission of coursework folder) Information to students on how to upload coursework to Turnitin and also on how to view and download feedback from Turnitin must be provided to students on all courses	A generic folder 'Submission of coursework' is *by default* in place in all courses - via Standard Course Structure under the 'Assessment' area. The submission of coursework folder including and all its content should be retained. Submission of coursework folder contains links to Knowledge Base guidance documents for students on how to upload to Turnitin and download feedback. This method allows these guides to be continuously reviewed and be up-to-date from Turnitin new releases. • Student guide on how to upload coursework to Turnitin » documents.manchester.ac.uk - 13010 • Student guide on how to collect feedback » documents.manchester.ac.uk - 13011	Course director or administration team as determined by the School
B.2	Large file submission	Student guidance on how to reduce file size or optimise file size for online submission should be provided	Guidance for students on how to reduce file size should be placed in Blackboard on those courses where Turnitin file size limit (20MB) may be a problem. Such guidance should be available with other generic submission guidance under the Submission of Coursework folder. Guidance of optimisation for online submission is available in the Knowledge Base: » Reducing the file size of documents (for posting online/submitting to Turnitin)	

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B.3	Multiple file submission	Tutors may require students to submit more than one file to an assignment	Turnitin can only accept 1 submission per student.
			
			Where tutors require students to submit a collection of files the following options are possible:
			
			• Create as many Turnitin inboxes as documents required to be submitted by the student
			• Ask student to merge different files into one single word or pdf submission and provide 1 single Turnitn submission. For guidance on merging file see point B.2 above
			• Ask student to submit a zip file containing the various submissions and set your Turnitin inbox to accept any file type. Be aware that if student submit a zip file:
			  ○ No plagiarism checking function will be performed by Turnitin on the submissions (even if individually all the file types are submitted are susceptible of is being scanned by Turnitin for plagiarism)
			  ○ No inline marking on the document submitted will be possible i.e. tutor will be able to download the zip file to her/his own PC but will not be able to open the files submitted within Grademark. Instead, a blank template page will be generated by Turnitin and tutor will be able to mark using rubrics and general comments. No annotations on the student papers will be possible.	

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B.4	Setting submission protocols	For archiving purposes as well as to be able to identify non-submissions within Turnitin, students need to be asked and reminded to: • Enter ID number (rather than their name) in their submission • Enter ID number on title inbox at the time of submitting to Turnitin To facilitate student compliance, Schools ought to remind students around submission times of ID requirements. Reminders via Blackboard announcement tool may be used effectively for such purposes. Schools may want to consider introducing a file naming convention for all submitted coursework e.g. ask students to save file according to a convention that retains student number in the file itself	Ask students to: • Ensure ID number instead of student name appears in the document being submitted e.g. cover page • Enter ID number in Turnitin title field at the time of submission • Not to enter double quotation marks in the submission title It can also be helpful to ask students to save all submission files in an agreed format e.g. student number_course_code.doc (2345678_LAWS15000) studentnumber_submissiontitle.doc; or student number alone to prevent students entering quotation marks in title field at the time of submission Guidance documentation on how to upload coursework to Turnitin should be available on all courses: » documents.manchester.ac.uk - 13010	As determined by School
B.5	Ensuring that word limit can be checked	Where word count needs to be checked, students should be asked to submit in Word format (so that word count can be performed after due date)	Monitoring of word limit with the exclusion of references, title page, footnotes can only be done adequately in Word. Therefore where observance of word limit is essential students should be asked to submit in Word format.	Course director or administrative team as determined by the School

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B.6	Providing for group submission	Group submission is a common form of assessment. Online submission group work is not supported by Turnitin but workarounds exist.	A work around is needed to provide for group submission. Either: a) One student is nominated by the group to submit assignment on behalf of the group and to download feedback and distribute to the rest of the group. Through this method the marker only marks the group submission and relies on nominated person to download Grademark file and distribute to peers. However, the uploading of grades to CS would need manual entering of individual grades on Grade Centre or in CS. b) All students submit following an agreed title convention (Group 1, 2, etc.). If using this method, the marker will need to re-enter marking for each individual in the group. More than one inbox could also be set up and if Bb Groups and adaptive release is used, only students from that group will be able to submit to its assignment. The marker will locate their group (via View Assignment by Groups) and go to the Tii assignment for marking with Grademark.	Course director
B.7	Tracking late submissions	Schools should draw a process to identify and track late submissions so that penalties can be applied where appropriate.	Online: Student submission in Grademark display a 'late' flag attached to the assignment that has been submitted after due date. Exact time when submission was made is recorded and visible together with other additional information concerning the individual submission.	Course director or administrative team as determined by School.

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B.8	Application of penalties e.g. word limit and informing student of penalty being applied	Who applies penalties (academic or admin team) is determined by School procedures. Procedure to the established and communicated to staff School to determine a system to communicate that grade penalties have been applied to late submissions	Options: • Penalties applied can be explicitly entered in Grademark at the time of marking and immediately reflected in the marked obtained. • School/discipline could determine whether QuickMark Grademark commentary should identify that a penalty has been applied • Where penalties are applied post marking, penalties must be recorded elsewhere (process spreadsheet or Campus Solutions) and communicated to the student. • Penalties for lateness could be made visible to student by incorporating them on School/discipline rubric.	Course director or administrative team as determined by School

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B.9	Identifying non submissions	Admin teams may need to be able to identify those students who failed to submit. While anonymity is not required for administrative processes such as identifying non submissions, anonymity is required for marking.	Turnitin does not distinguish the different administrative and academic needs and anonymity conditions apply to both marking as well as administrative staff. • Identification of non-submitters is not problematic for iPad users using version 1.2.3 or earlier. Non submitters names are revealed before post date while anonymity is retained for those students that have submitted. • Identification on non-submitters on desktop machines Anonymous submission settings make the identification of non-submissions reliant on students having added their student number in either title or in submitted coursework. Turnitin Assignment inbox contains as many rows as students enrolled on a given course.The Assignment inbox tab in Tii will clearly display an empty row where a submission is missing. However, Turnitin will not reveal the identity of non-submitters. Identification of non-submitters can be done manually by comparing a list of enrolled students in a given course (ID numbers) against all the submissions made to an inbox. A spreadsheet of all students (ID numbers) enrolled on a course can be downloaded from Campus Solutions, Blackboard or Turnitin. Identification of non-submissions is a manual process that can be fairly laborious for large groups, but if Bb Group management is used, becomes simpler. Creating groups within a course and then Viewing Turnitin submissions in those groups that have been created can be used to narrow down the identity of non-submitters. To view guidance on how to create groups and to view Turnitin Assignment by groups is available in section C.10 below. Do not change the post date in Tii to temporarily reveal names as this would imply loosing anonymity conditions for marking. See point B.10 below on the risks and cicumstances when changes in post date are not problematic.	School administration team

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B.10	Changing post-date	There may be situations when the date for returning feedback to students need to be altered e.g. becuase of an error at the time of setting up a Tii assignment inox.	Changing the post date on a Turnitin assignment once submissions have been made to that assignment can compromise not only the release of grades on the new post date, but also have an irreversible effect on the anonimity of an assignment inbox. See guide on the risks and conditions when changes to changes to post date are not problematic: » Effects of changing the post-date: preserving anonymity in Turnitin Assignments	
B.11	Mitigating circumstances and agreed extension	A separate inbox for extensions and re-sits is recommended in those cases where there exist legitimate reasons for late submission and the submission takes place well into the 15 working days turnaround period. Creation of extension folders should be accompanied by hiding of other submission folders to the view of the student namely, to avoid students submitting to more than one folder.	Creation of an Agreed Extensions inbox accompanied by adaptive release of main inbox in Bb.	Course director or administrative team as determined by School
		Marking-Feedback		
C.1	Turn-around		Turnitin post date to be set, normally, to 15 working days after due date. Post date changes after students have started submitting to an assignment will risk not only the availability of marks on the actual post date but also will have an irreversible effect on anonymity setting. Moving post date backward will de-anonymise inbox in an irreversible manner.	

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C.2.	Contingency planning should system or individual academic access is disrupted	Assessment is high priority and high stakes activity.	Guidance for service interruption or downtime is available at » Faculty of Humanities Policies, Procedures and Guidance for taught programmes Daily feedback to academic staff on progress from technical teams (eLearning and or ELAT) is expected.	
C.3	Opting out for H&S reasons	Matters relating to occupational health fall in the jurisdiction of Occupational Health. The Disability Support Office provides support for disabled staff. » http://www.dso.manchester.ac.uk/	Generally speaking use of a PC and keyboard is regarded as standard. Staff unable to use a PC or a keyboard e.g. for long periods of time may address/self-refer their case to Occupational Health to gain individual exemption. Disabled staff requiring an exemption to online marking procedures should contact the Disability Support Office. Advice on additional tools such as voice recognition software can be sought from the elearning team.	Course director
C.4	Detecting and dealing with suspected plagiarism cases	Responsibility for detecting and dealing with plagiarism lies primarily on course directors. University procedures staff should follow if they discover a case of suspected academic malpractice by students following taught programmes are set out in 'Academic Malpractice: Guidance on the Handling of Cases' » documents.manchester.ac.uk - 639	Marker accesses Originality Report and originality index produced by Turnitin via Bb Setting thresholds above which student work should be checked out is not advisable.	Course director
C.5	Preventative withholding of grades in cases of potential plagiarism	Where a potential case of plagiarism is being investigated, a discipline/School may want to withhold the return of a student's work after the post date has been reached.	To prevent a given student from collecting his/her feedback from Grademark, use Adaptive release via Blackboard to hide the Turnitin inbox to the student concerned. Where the course has a 'My Grades' area visible to students, the Turnitin inbox can be hidden to the individual being investigated while the remaining of the class can access their feedback via the Turnitin inbox. Where the course has a 'My grades' area visible to students, hide 'My Grades' area to prevent the given student accessing the Blackboard Grade Centre. Communicate the change to all students.	Course director or administrative team as determined by the School

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C.6	Using School/discipline specific Feedback Forms for Marking	Discipline/School Feedback forms can be (largely) reproduced in Grademark and created from afresh in Grademark as marking rubrics or grading forms. Examination/Assessment Academic Officer signs off rubrics as appropriate and up-to-date.	Schools can liaise with eLearning team with a view to producing one or a set of appropriate feedback form (rubric) within Grademark. Guidance on creating, importing and attaching Grademark rubrics is also available in KB at » Creating, importing and attaching Grademark rubrics Grademark rubrics can be attached to assignments at the moment of creation or alternatively once submission has started.	As determined by School
C.7	Using discipline specific feedback - comment library	Individuals, disciplines or Schools may want to benefits from efeedback facilities in Grademark e.g. developing a bank of reusable feedback comments tailored to a given discipline.	Through a process determined by the discipline/School, discipline or academics may liaise with eLearning team to produce a QuickMarks library of comments. These library of feedback comments can be forwarded to eLearning team for sharing UoM-wide	As determined by School

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C.8	Audio Feedback	As Grademark does not offer the possibility to readily download audio files, the use of audio feedback in Grademark is, for practical reasons, not recommended for *summative* assessments.	Three minute audio (mp3) files can be recorded in Grademark. See KB guide on: » Audio feedback in Grademark. However, it is currently not possible, neither for staff nor for students, to download audio files from Grademark. Where audio feedback is used, guidance for students should be provided on how to capture audio feedback. See KB guidance on » Capturing Voice Comments made in Grademark for staff and/or students. Summative assessment Note that Retention policy in *summative* assessment requires those members of staff who want to provide audio feedback to also capture the audio feedback provided to students for retention purposes. Audio capture is possible but require manual intervention and may be time-consuming particularly for large cohorts. Access to audio feedback by external examiners can be achieved by granting access to Bb course as a whole. Formative assessment Retention of feedback is not required in formative assessment, but students should also be given guidance on how to capture their feedback for their own personal records.	Course director
C.9	Single marking by course director	Where dual submission applies first marker collects scripts from School office and marks hard copies or electronic copies in Turnitin Where submission is fully online marker accesses all submission from within Turnitin/Grademark	Electronic student submissions to Turnitin are available via the course Blackboard site.	Course director

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C.10	Multiple markers e.g. in medium or large cohorts	Responsibility for marking scripts may well be shared among a number of markers e.g. in medium or large size classes or dissertation modules.	Where more than one marker is marking coursework for the same assignment, Bb groups can be created. After groups have been created the 'View Assignment by Groups' function in Bb will filter student submissions by the groups that have been previously created. How to Create Groups in Bb: » documents.manchester.ac.uk - 11637 Guide on Viewing Assignments by Groups: » documents.manchester.ac.uk - 13469 Please note that iPad marking is not advisable when marking is done by more than one marker. There are two related reasons why this is so: a) There is no 'Assignment by groups' facility in the App version. Dividing up and allocating submissions is made more difficult by the fact that an anonymous inbox will have no identifier: there is no title displayed, nor the opportunity to move submissions to a folder as it is the case in the Desktop version. b) Given that the App does not have a check in/out system, there is a risk of marking being over-written inadvertently by colleagues i.e. through the synchronisation process colleagues could overwrite another colleague's marking. This is especially problematic because the App does not allow selective synchronisation i.e. to select what submissions to download or upload - one has to download/upload the whole inbox. One possible workaround where there is a small number of markers can be ensuring that marking does not happen simultaneously but *sequentially* i.e. marker B does not start marking until marker A has (a) completed her/his marking and (b) uploaded the feedback.	Course director or administrative team as determined by the School

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C.11	Moderation within 15 working days	Moderation systems can be described as an internal quality assurance system where moderator's comments are addressed to the first marker (not to the student) in what is effectively a method to ensure fairness and quality marking. Because any text entered on Grademark will be released to students, those Schools that use a moderation model ought to establish a method for delivering moderation outside of Grademark and communicate it to all staff. Schools/disciplines should also establish a method that allows to track any changes in grade both proposed or implemented after first marker has completed his/her work.	First marker is the person ultimately responsible for entering feedback in Grademark. She/he is the only person that should enter any text on Grademark. Second marker will be given access to the course but he/she will not edit or amend any text in Grademark (except, perhaps, for typos). As second marker's comment are not addressed to the student (i.e. are not for student direct benefit), all moderation should takes place outside of Grademark, and in a suitable fashion so that evidence and audit trail of moderation is available should external examiner want to monitor such moderation. Options to record moderation outside of Grademark can be easily implemented with Excel. A spreadsheet from Grademark including the grades can be easily exported and then distributed to the moderator who may record their comments on the spreadsheet. The Grademark file must to be seen as a 'paper script' that is being marked by the first marker and returned to the student 15 working days afterwards. Any changes to the overall mark that occur afterwards should be recorded in Campus Solutions, not recorded on Grademark or Blackboard Grade Centre.	Academic staff as determined by School

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C.12	Moderation taking place outside the 15 working days turnaround e.g. at the end of the year	Moderation systems can be described as an internal quality assurance system where the moderator's comments are addressed directed to first marker (not to the student), in what is effectively a method to ensure fairness, consistency and quality marking. As any text entered on Grademark is released to students, those Schools that use a moderation model ought to establish a method for delivering moderation outside of Grademark and communicate it to all staff. Schools/disciplines should also establish a method that allows to track any changes in grade both proposed or implemented after the first marker has completed his work.	Files marked by first marker should be downloaded (as pdf) before post date to ensure anonymity is preserved for the moderation that is taking place later after feedback is returned to students.* By default moderation is not a form of feedback. Moderators comments are not addressed to students but to fellow academics. Moderators comments are not released to students either, and therefore should not be entered in Grademark. Moderators proposed changes to grades as well as moderators comments could be recorded in ways suitable for Schools e.g. • by using existing standarised Word feedback forms; • by resorting to a marking grid i.e. Excel file downloadable from Turnitin or from BB Grade Centre - after post date. The Excel file can compile and record the first mark, proposed changes and comments by moderator against an agreed moderating sample, as well as include a column for External examiner comments. Any changes agreed to student grades are to be entered in CS not in Grademark. * See point C.16 on how to re-anonimyse downloaded Grademark files (in pdf format) if these have not been downloaded before post date.	Academic staff as determined by School
C.13	Second marking within 15 working days	Second marking models are different to moderation models in that students receive feedback two different members of staff i.e. students receive comments and possible two different grades from two individuals.	First and second marker access student coursework and enter feedback in Grademark School to determine appropriate way of distinguishing marker comments (headers e.g. first marker/second marker or initials to precede all feedback from each of the markers) Please note that final grade cannot be second marked. School to agree a procedure to agree on who and how the final grade is entered in Grademark	Academic staff as determined by School

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C.14	Second marking by an external member of staff	In this model the second marking is done by an individual who is external to the University of Manchester.	External access and editing writes to online assignments is available by using the External Examiner access route. See point C.22 below.	Academic staff as determined by School
C.15	Blind second marking	Blind second marking provides students with feedback from two different individual sources. Markers do not view or share each other's marking. Blind second marking is commonly used for marking dissertations.	A work around is available that allows for blind double marking: • Two submission inboxes need to be created where only one of the assignments is set to submit papers to the repository. • Students are asked to submit their assignments to both inboxes • Each marker agrees to enter her/his own inbox only. • On post date student access feedback from each academic by going to both submission inboxes.	Academic staff as determined by School
C.16	Re-anoymising dowloaded de-anonymised Grademark files	Data protection requires the Faculty to process student work ensuring anonymity in all stages. Where errors have occurred and student coursework is downloaded in a de-anonymised manner, re-anonymisation can be achieved in a manual manner.	Where download has not occurred before post date and Grademark files (in pdf format) need to be re-anonymised follow to steps below to remove student names from Grademark files (in pdf format) • Open student file in Adobe Reader • Click on print icon as if intending to print the file • In the Print interface, go to the Printer section and select 'PDF printer' as the destination printer • Under the Print Range select to print pages 2 - to last page of in the student submission. • Click ok to generate a new pdf file without page 1 • Ensure you save your new file (without page 1) with the student number as file name e.g. 7945679.pdf	Course director or administrative team as determined by the School

#	Requirements/Task	School process	Advice	Responsibility
C.17	Word count monitoring and application of penalities	Penalties for non-observance of word limit are normally used by disciplines/Schools.	Note that (a) overall word count provided by Turnitin includes all text in a submission e.g. references, assignment title, footnotes; (b) selective word count in Word can only be performed after post date if student submitted a word document. A possible work-around to check those submissions suspected of going over word limit consists of witholding grades selectively on post date to allow for the donwload of original file and check on word limit in Word. Adaptive release conditions in BB can be set for individual students and lifted once word count in native application has been completed. Agreement on who identifies and sets penalties for contravening word limit and where are those penalities recorded needs to be made by School. Where penalties are applied by administrative teams after post date, students must be informed of changes to the grades initally released to students in Grademark.	Course director or administrative team as determined by the School
C.18	Capping of marks	School should determine a process to implement and communicate capping of marks to students.	Where marks are capped, the capping of marks ought to take place outside of Grademark and Blackboard. Students must be informed where the grades provided in Grademark differ from capped marks.	Course director or administrative team as determined by the School
C.19	Return of marked coursework to students	Grades and feedback are released automatically on post date Students access their grades and feedback online from Bb.	Once the Grademark's post date has been reached students can view their grades and feedback online within Tii via Blackboard. On post date, grades and comments are released automatically to students. Marks are also fed through to Grade Centre and to 'My Grades' in Blackboard.	

#	Requirements/Task	School process	Advice	Responsibility
C.20	Student keeping records of assignment marks and feedback	Schools should always recommend students to download a copy of their feedback. Students must be reminded of their responsibility to download their feedback (in .pdf) format - at the latest before they lose access to their current Bb courses. Access to assignment is only available while Blackboard course is available i.e. Turnitin access for students is linked to Bb life-cycle.	Students must be recommended and reminded to download their marked assignments from Turnitin, especially because access to Blackboard course is in most cases limited to the current academic session A Guidance document for students on how to download feedback from Grademark is available in the generic 'Submission of Coursework' folder and also on the KB at: » documents.manchester.ac.uk - 13011	Course director or administrative team as determined by the School
C.21	Marker / School archive of assignment marks and feedback	School archiving policy and process is needed to ensure that assignments are downloaded from Turnitin either: a) before post date so that submissions remain anonymous or b) at the latest before students become inactive in CS.	Grademark assignments can be batch downloaded. See Knowledge Base article » Downloading files from Turnitin/Grademark To preserve student anonymity batch downloading should be done before the post date is reached. See also point C.16 above on manual anonymising Grademark files after post date, and point D.3 below for secure archiving facilities.	Course director or administrative team as determined by the School
C.22	Identification of sample for external examiner	Identification of sample is commonly an academic task	Academic staff can either download External Examiner's sample from Grademark or communicate to administrative teams the paper IDs that constitute the sample to be reviewed by external examiners.	Course director and/or administrative team as determined by the School

#	Requirements/Task	School process	Advice	Responsibility
C.23	Providing External Examiner access to marked coursework	Schools can opt to provide external examiners with full access to the Bb course or to share a selection of marked scripts only (file-sharing) Where full BB access is provided, EE will be able to evaluate whole course delivery (besides assessment standards). Where Schools opt for selecting and distributing a sample of coursework, file distribution should be done via one of the avaialble University's file sharing options. For courses using audio feedback on summative assignments, external examiner access to Bb is recommended over file sharing options.	There are fundamentally two ways to granting EE access to marked coursework: 1. Providign full access to Bb unit: Among other steps, EEs will need to generate their own IT account before being able to access Bb sites. Guidance documentation on the process has been produced by Central TLO: » External examiner PSS Process. » Guidance for the External examiners is also available. 2. File sharing. Where School opt for a file sharing solution, assignments files will need to be batch downloaded as PDFs before post date to retain anonymity and distributed to external examiners by any of the routes outlined in the guide above-mentioned. Schools using web filing software (Sharepoint) may give access and determine permissions to certain folders for external examiners moderation. External file sharing applications such as Dropbox are not supported by the University as they cannot guarantee file security. Other more traditional but also more cost/time ineffective options are available: a) sending scripts by post in paper format or b) sending scripts to the external examiner via encrypted email.	Course director and/or administrative team as determined by the School
C.24	Withholding of feedback and or grades release to student	In especial occasions course directors or administrators may want to withhold the automatic release of grades and feedback on post date e.g. where all marking has not been completed in time.	Guidance on how to withhold student access to grades and feedback is available on the Knowledge Base at: » How to withhold student access to grades and feedback	Course director and/or administrative team

#	Requirements/Task	School process	Advice	Responsibility
C.25	Preference for non-automatic e.g. face to face delivery of feedback to student	Course tutors may prefer to release marked coursework in a face to face manner e.g. asking students to pick up their feedback in office hours.	Where a discipline or a course tutor prefers to deliver feedback face to face i.e. not automatically, the course tutor can: 1. Follow the same step as outlined in C.23 above to withhold automatic grade and feedback release to students 2. Use Bb selective release facilities to allow access to online feedback on a student by student and manual basis, and only after face to face meetings have taken place.	Course director
		Post-Marking		
D.1	Exam Board changes to marks	Exam Boards may change marks well after students have been given their marks and feedback	Any changes to the overall mark that occur *after* both a paper is marked and returned to the student should not be done on Grademark but in Campus Solutions.	
D.2	Transfer of/Recording marks in Campus Solutions (CS)	Marks uploaded to CS should be final marks (after second/marking/moderation/external examiner review has taken place)	Uploading of marks to CS takes place via spreadsheet download from CS and Spreadsheet upload to CS. On Turnitin's post date all marks cascade down to Blackboard' Grade Centre, at this point they are available for export to Campus Solutions (as .csv file from Bb) Uploading of marks to CS is done by the School. Instructions on how to transfer grades from BB9 to Campus Solutions are available in Student System Office website » Operational Planning Support Office: Support Guidance/Training	Administration team

#	Requirements/Task	School process	Advice	Responsibility
D.3	Retaining student work	School should have a policy and procedures for retention and disposal of assessment material. The University's Record Retention schedule can be found at » documents.manchester.ac.uk - 6514 It is University policy to archive certain types of summative assessments (e.g. examination scripts, online exams and other substantial pieces of work submitted for summative purposes) for one year after the date of the final exam board each year (i.e. June each year for UG and November each year for PGT). It is important to note that the policy only relates to summative retained assessments. There is no obligation for Schools to keep copies or originals of summative returned or formative assessments. Read specific » Guidance on Retaining Student Work	Only summative retained assessments need to be archived. School admin teams must batch download Grademark assignments before post date to preserve anonymity of scripts. When anonymity does not need to be preserved, the very final date for archiving is 4 weeks after graduation day. After graduation, all copies of originality reports and online marking are made unavailable. Archiving space has been secured for all Schools. Access to School archive space by administrative teams is requested by contacting IT services and providing the network address of the drive (OnlineAssignmentData on 'uk-ac-man-ss2a\vol2\School name'). Requests for access are granted after being approved by main School administrator. Guidance is available in KB: » How to archive marked assignments from Grademark	Adminstration team

#	Requirements/Task	School process	Advice	Responsibility
D.4	Retaining Student work: Duration	The University Records Office recommends that data such as students' assessed work should be kept for no longer than is necessary in line with the requirements of the Data Protection Act., and that in the majority of circumstances the period for storage recommended is 1 year.	I have a reason for keeping records for longer than a year am I permitted to do so? Yes, there is no objection to such material being kept over longer periods if there are sound administrative reasons for doing so (for example, during audits in which case a 5 year period is appropriate), or in the rare event that an appeal continues after 1 year, but to ensure compliance with the Data Protection Act for the majority of cases 1 year is appropriate. If work *is* to be retained for longer than 1 year, Schools should inform students of this fact. Doesn't Quality Assurance require that students' work is kept for six years? The Quality Assurance Agency (QAA) requires that certain types of institutional reports are kept for six years (e.g. Periodic Reviews, External Examiner Reports, etc.), but this requirement does not include assessed work. Assessed work falls under the University's Record Retention Schedule and Student Feedback Policy	Administration team
D.5	Retaining student work: Appeals	Do I need to archive material away from the Blackboard environment as insurance in the event of an appeal?	In the case of summative retained assessments, Schools are required to keep archived copies of the assessments. For other types of assessment, it is up to the School's discretion to decide whether copies should be retained. It is worth bearing in mind that since the cut off period for appeals is "within 20 working days of notification of the result or decision," as stipulated on the » Academic Appeals Form, any appeal will occur (and in the vast majority of cases be resolved) within the 1 year period.	Administration team

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