DigiGuide - Anonymous marking of quiz submissions

Where online exams are conducted through Canvas's Quiz tool, anonymous grading may be needed, this is where the marker is unaware of the author of the work. This may be especially needed where manual marking is required for example with short-answer 'Essay' or 'File Upload' question types, or as part of submission moderation processes.

This guide goes through the setup of an anonymously graded quiz, and then the process of how to grade submissions anonymously.

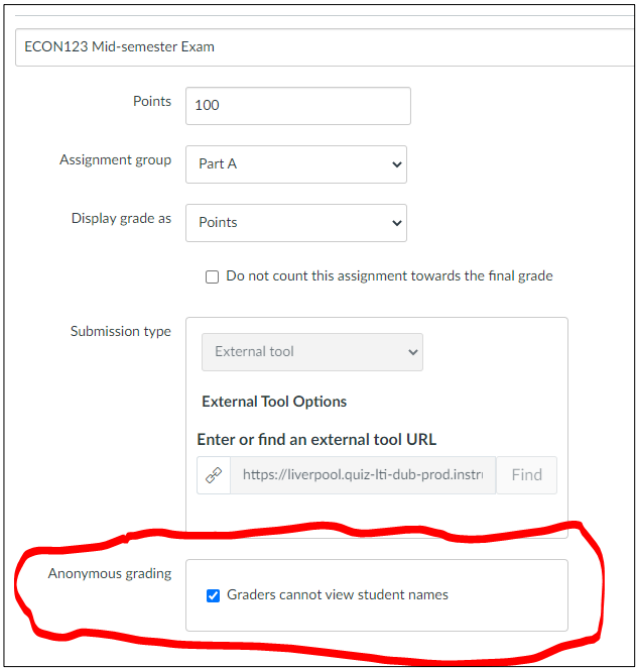
There are two quiz engines in Canvas (Classic and New Quizzes), but as the Classic quiz tool will be removed from Canvas in 2024 this guide is orientated towards New Quizzes. However, at the end of the guide you will find an outline of the anonymous grading process for Classic quizzes for those that are still using them.

For more advise and guides from CIE on using quizzes for Online Exams please see: Guidance on setting up online exams.

Setup of anonymous grading for a New Quizzes quiz

The process for setting up a New Quiz for anonymous grading is as follows.

1. Start the process of creating a quiz, following instructions from Instructure: How do I create a quiz using new quizzes
2. On the setup screen tick the checkbox '**Anonymous Grading**'

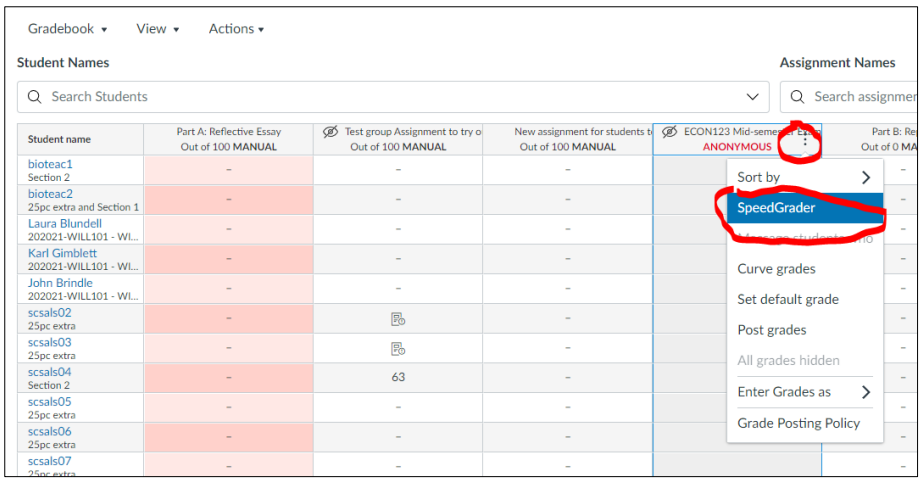


3. Continue to add questions on the **Build** page. Instructions for doing this can be found on the Instructure support pages (How do I create a quiz using New Quizzes), and CIE have additional supplementary guides (Guidance on setting up online exams)

Anonymous grading of quiz submissions for a New Quiz

There are a number of ways to access quiz submissions, however to retain anonymity on we recommend launching SpeedGrader through the Grades area following the instructions below.

1. Go to the **Grades** area within the course, locate the assignment column for the anonymously graded quiz. Click on the ellipses button (**…**) for the column and choose **SpeedGrader.**

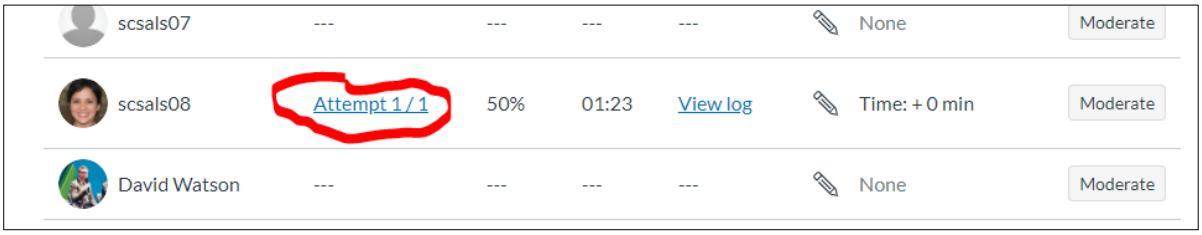


2. SpeedGrader will launch. Here you will see that the author of the submission that would appear at the top-right has been replaced by a pseudonym ('Student 1' etc.).
3. Move through the submissions to review the quiz attempts. Tailor or assign points and if needed provide feedback.
4. When marking is complete, if applicable release marks and feedback to students through Posting Grades. This removes anonymity, making student names visible within the SpeedGrader, and showing grades within the Grades area. (Check with your school team if you are unsure what level of feedback is required or around the processes of release of marks back to students.)

Tip - You may wish to organise submissions into groups, for example where you need to distributing sets of submissions for different markers. With anonymous submissions this can be tricky to organise. One approach is to use the 'Launch SpeedGrader Filtered by Groups' or filtering SpeedGrader by Sections features.

Avoiding breaches of anonymity – the quiz Moderate screen

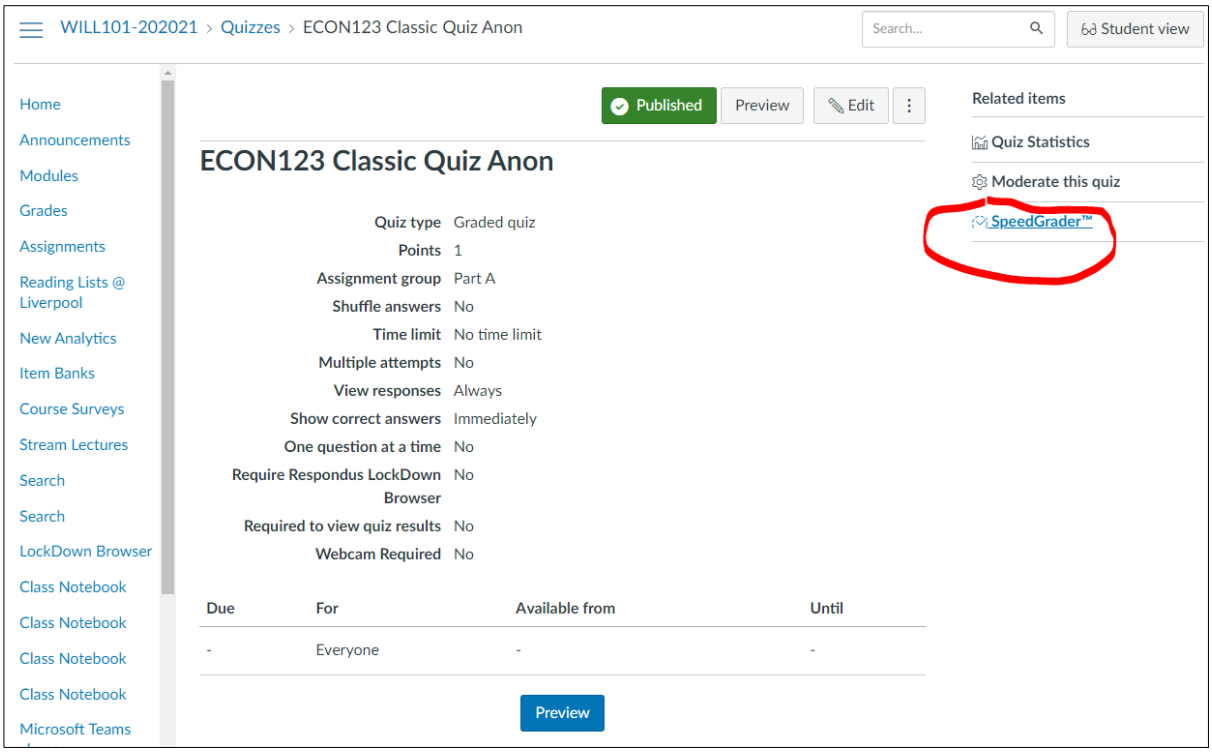
The Moderate screen within the New Quiz Build interface is used for giving students additional attempts or time on timed quizzes. However, once submissions are received the Attempts column is populated with links to individual submissions, and this could therefore lead to a breach of anonymity. We therefore advise against using these links in order to maintain anonymity.



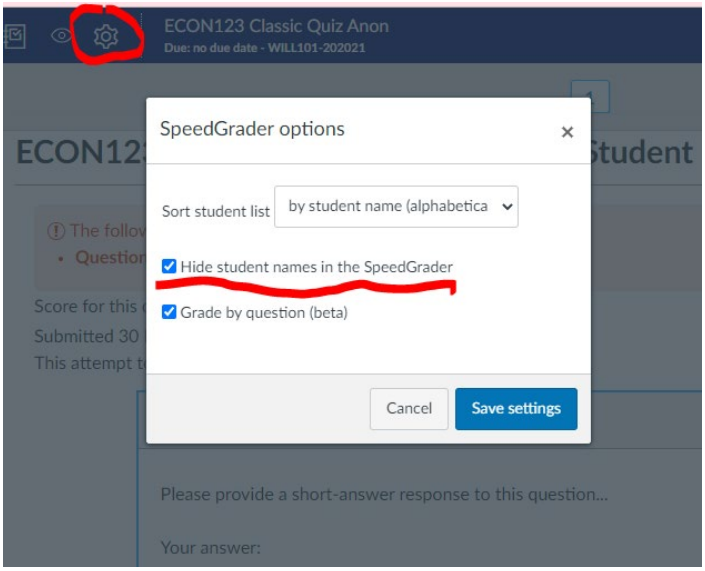
Anonymous Grading with Classic Quizzes

There may be specific use cases where Classic quizzes are used, therefore this section identifies a workflow to anonymise the grading of Classic quiz submissions.

1. Setup up and run the Classic quiz using the standard method as identified within this Instructure guide: How do I create a quiz with individual questions? Please note that during the setup there is no option for Anonymous Grading
2. After submissions have been received, launch SpeedGrader for the quiz either through the quiz overview screen (as below) or through the Grade column within the Grades area



3. As soon as SpeedGrader opens, hide the student names by clicking on the **settings button** at the top left, choose **Options**, and then tick the checkbox for '**Hide student names in the SpeedGrader**'



4. The setting above will be retained if you leave and then re-enter SpeedGrader for the quiz, however as an individual setting if applicable additional markers would need to do the same.

As with New Quizzes, the Moderate screen for Classic quizzes provides links to individual attempts so this could unintentionally reveal student names, and grades shown in the Gradebook could be used to identify students.

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