

# Anonymising your Work before Submission

## Anonymous Marking

Anonymous marking means that students' names are not visible on an assignment during the marking process. It has been introduced at London South Bank University to further improve the perception of fairness in the marking process. Examinations at the University have been conducted anonymously for many years and extending this expectation to coursework brings consistency to our assessment practices.

Once anonymous marking is enabled in Moodle it is not possible to reveal the name of individual students without removing the anonymity for all students on the Module.

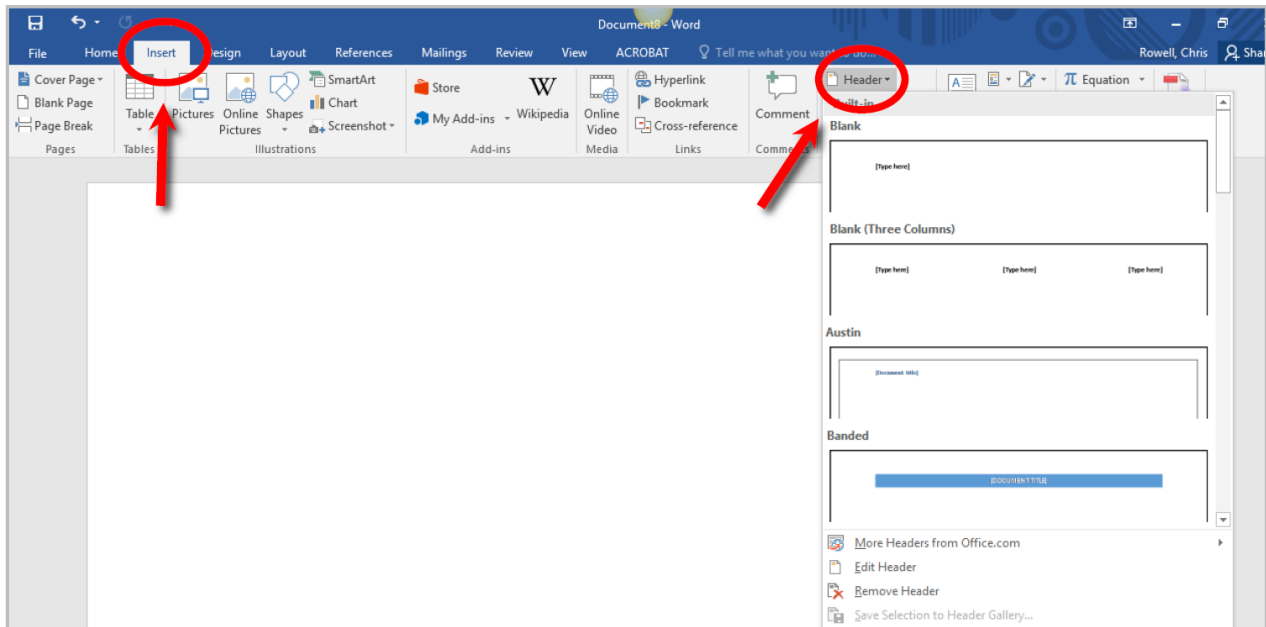
## Anonymising your work before submission

Therefore, it is required that students put their student identification number into the file name, and the body of the document which they are submitting so that they can be identified if necessary, or if there is a problem with the system. Your student identification number is on the front of your university ID card:



Please make sure that you do the following:

1. Do not include your name anywhere on the work you submit for assessment.
2. Include your Student ID Number within the Header of the Word document.



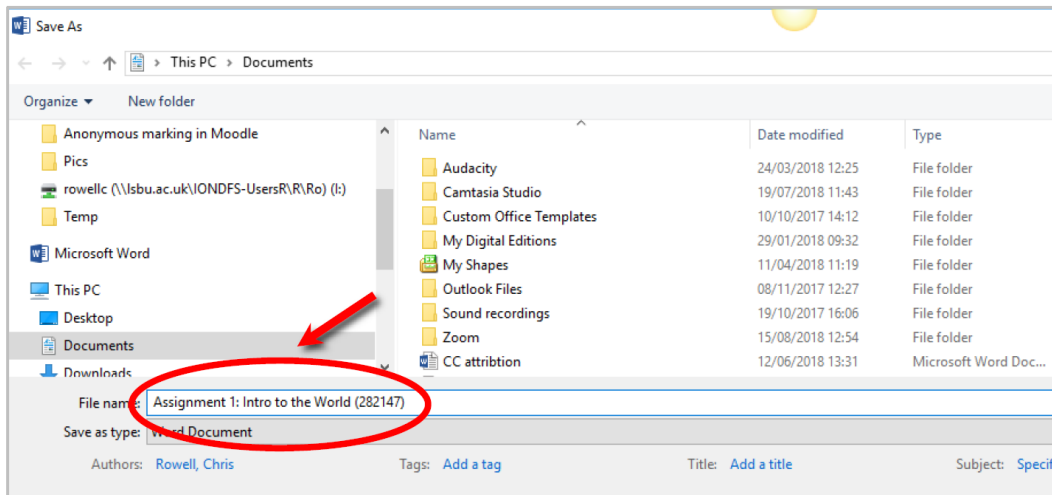
- Choose Insert and select Header.
- Select any built in format for your header. After you choose a format, the header area is shown in your document.
- Type in your student identification number in the header.

When you are done, choose Close Header. Your Student ID number will appear in the header of all the pages in the document.

Where submissions contain multiple documents the student ID number must be included in the header in each of the documents submitted.

3. When saving your work, include your Student ID Number in brackets in the file name of the document, for example 'Assignment 1: Intro to the World (282147)'.

Please **do not** include your name or initials:



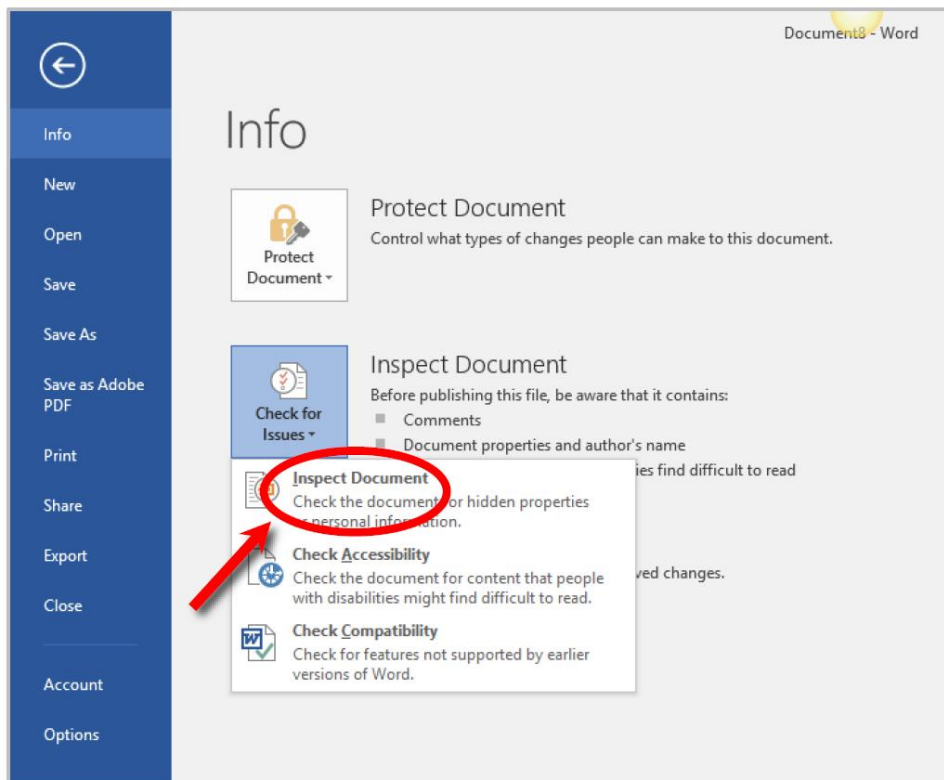
**Remember:** Where submissions contain multiple documents the student ID number must be included in the file name of each documents submitted.

## How to remove hidden name details in a Microsoft Word document

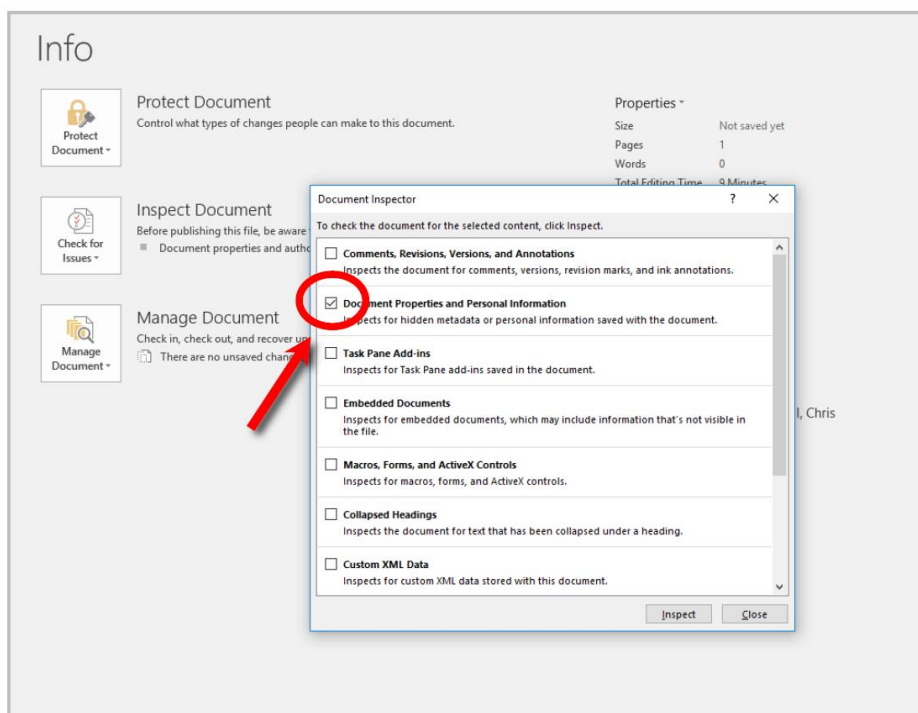
When you create Word documents metadata and personal information such as your name is included in the file. To further anonymise your assignment it is recommended that you remove this information before you submit your assignment. It may not be possible to restore metadata once it has been removed. The steps below outline how this metadata can be removed in Microsoft Word 2016:

### Word 2016

1. Open Microsoft Word 2016.
2. Click on File tab
3. Click on Info
4. Click on Check for Issues (see on screenshot below):



5. Click on Inspect Document (see screenshot above)
6. In the Document Inspector dialog box, make sure all options are deselected EXCEPT the Document Properties and Personal Information box. Changes cannot be undone once saved (see screenshot below):



7. Click Inspect
8. Click Remove all
9. Click Close
10. Save the document (Please note that changes cannot be undone once saved).

Further details about how to remove hidden name details from Microsoft Word, Excel and PowerPoint files can be found at the link below:

<https://support.office.com/en-us/article/remove-hidden-data-and-personal-information-by-inspecting-documents-356b7b5d-77af-44fe-a07f-9aa4d085966f>

For further information and support contact:  
Tel: 020 7815 6678  
Email: [llr-ithelpdesk@lsbu.ac.uk](mailto:llr-ithelpdesk@lsbu.ac.uk)  
Visit: Student IT Support, 1 West, Perry Library