

Registering an 'opt out' of double blind marking

When writing to the USSC/GSSC Chair to explain your department's marking procedure, you should address the following points:

- 1) Will all of the Department's courses 'opt out' of double blind marking, or only specific courses?
- 2) Is the assessment predominantly qualitative, quantitative or mixed?
- 3) A description of the proposed marking practice (*e.g. use of marking scheme or model answers; whether there are marking meetings to go over application of the marking scheme; first marker does detailed marking, second marker looks to see that everything adds up and that no sections were overlooked; or second marker marks the full script, but can see the marks given by the first examiner; details of any 'sampling'; etc.*)
- 4) How the marking process is managed for mixed papers (*i.e. how the Department ensures the integrity of a marking process whereby qualitative elements of a script are double-blind marked, while the quantitative elements of the same script are not double-blind marked*).
- 5) If the marking practices retain a 'double marking' feature, you could explain the nature of the second marking, (*e.g. checking, monitoring, random sample; across the whole range of marks, all Firsts, all Fails, all Borderlines?*)
- 6) What is the status of the first marker e.g. permanent academic staff; LSE Fellow; GTA (*if so, at what level: MSc student, PhD student, external part-time; and what level of previous exam marking experience?*).
- 7) The opt-out needs to be discussed with the External Examiner(s) concerned. Was the External Examiner(s) supportive of the proposal? Were any issues raised in these discussions?

The relevant secretary will acknowledge receipt of your form, put it to the USSC/GSSC Chair, and then confirm that your registration for 'opt out' has been accepted.