Policy: Use of Moodle / Turnitin / Grademark for Essays

In the bid to improve the way we work, whilst improving the students experience, It has been decided that we will only be using Moodle / Turnitin / Grademark (all three systems are integrated) for all ***essay*** submissions (only) in the Department.

**Background / Benefits**

Having looked into how other departments handle essay submissions (and how happy their students are with the feedback and turn-around-times) it has been decided that we all should also be using the systems available and move in this direction. Hence, the policy that all essays go through Moodle / Turnitin and Grademark used for the feedback and marks. This will *only be for essays*,  and not problem sets for example.

The advantages of this system are many:

* Improved feedback (a stock of feedback phrases can be saved and used accordingly throughout an essay)
* Feedback feels personalised
* Easy to set-up (Admin staff will help set-up Turnitin for you)
* Marks are recorded on Turnitin / Grademark
* More efficient, so quicker marks are returned to students
* PhD’s cannot mark off campus and this by-passes that policy
* Easy to monitor your TA’s marking by logging in and checking
* Automatic return of essays, feedback and marks to students
* Easy to track who has not submitted their essay
* Considerably less faff for the Admin staff
* Better for the environment (less print outs)
* Turnitin / Grademark supports double marking
* We can send an electronic samples (PDFs) of assessed essays to the External Examiners (instead of us posting hard copies to them).

**Support**

Our Moodle experts,  Martin King and Rachel Temple, have agreed  to fully support the implementation of Moodle / Turnitin / Grademark in the Department. They will provide *individual* sessions for lecturers and TAs to help them build their most commonly used feedback phrases, or small group sessions, if you want (just email them to arrange). The Moodle team are being incredibly supportive of this policy. They have helped implement it in other departments and seen how ‘brilliantly’ it works for all.

The Admin Team will assist by setting-up the Moodle / Turnitin submission activities for all the essays and monitor the return dates so students get their marks and feedback within two weeks (or as agreed). The Admin\* team will also take the marks from Grademark so no need for any spreadsheet.

Specific Admin\* year group support

Jo – 1st Year essay submissions

Fathima – 2nd Year essay submissions

Mani & Alex – 3rd Year essay submissions

Marie & Alex – MSc essay submissions

Those who want to mark hard copies of essays, can print the essays out themselves (Admin Staff will not be doing this). The grade and feedback, however, *must* be inputted into Grademark. This means that the students will get their marks and feedback automatically.

Let’s do it!

The support is there for the implementation of only using Moodle / Turnitin / Grademark for essays submissions in the Department. I don’t see why it shouldn’t work as brilliantly for us as it has in other departments!