

Improving the anonymity of your submission

Wherever possible, UCL operates a policy of anonymous marking of assessments in order to ensure fairness. It is up to the student to ensure their submission is anonymous.

- Use your candidate number NOT your name or student number
- Remove metadata that contains personal information
 - [Removing metadata in Microsoft Word \(Windows\)](#)
 - [Removing metadata in Microsoft Word \(Mac\)](#)
 - [Removing metadata in a PDF \(Windows and Mac - requires Google Chrome\)](#)

Use your **candidate number** NOT your name or student number

For each year of a student's programme of study, students will be allocated a personal Candidate Number composed of four letters plus a check digit (e.g. ABCD1). Students may also view and retrieve their candidate card from myStudies in Portico.

For most summative assessments, students should use their candidate number in the document and/or file name rather than their actual name to ensure they remain anonymous. Where in doubt please follow the instructions provide alongside your assignment or consult with your department.

Remove metadata that contains personal information

Digital documents often contain metadata e.g. author, last saved, last edited by etc. This metadata can reveal who the author of a document is. Markers will not look for this metadata, and many platforms do not present metadata easily to markers. However, students should be aware that this metadata exists. It is best practice to remove metadata before submitting documents. This applies equally to any of UCL digital platforms including Moodle assignment, Turnitin and AssessmentUCL.

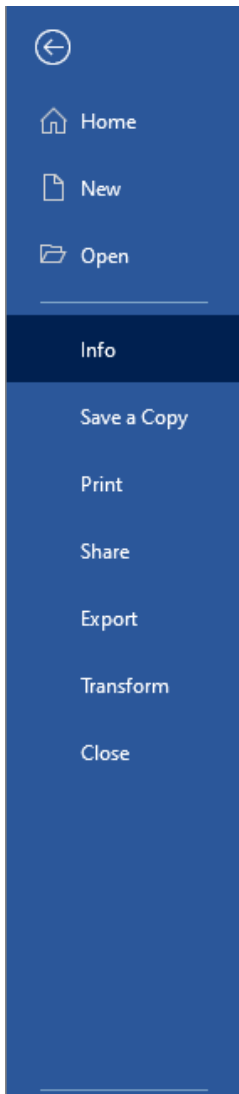
There are many ways to remove metadata depending on the software you are using. Some general guidance is provided below.

Removing metadata in Microsoft Word (Windows)

1. Open your document.
2. Click the **File** tab.
3. Click **Info** in the column at the left side of the window.
4. Click the **Check for Issues** drop-down menu, then click **Inspect Document** .

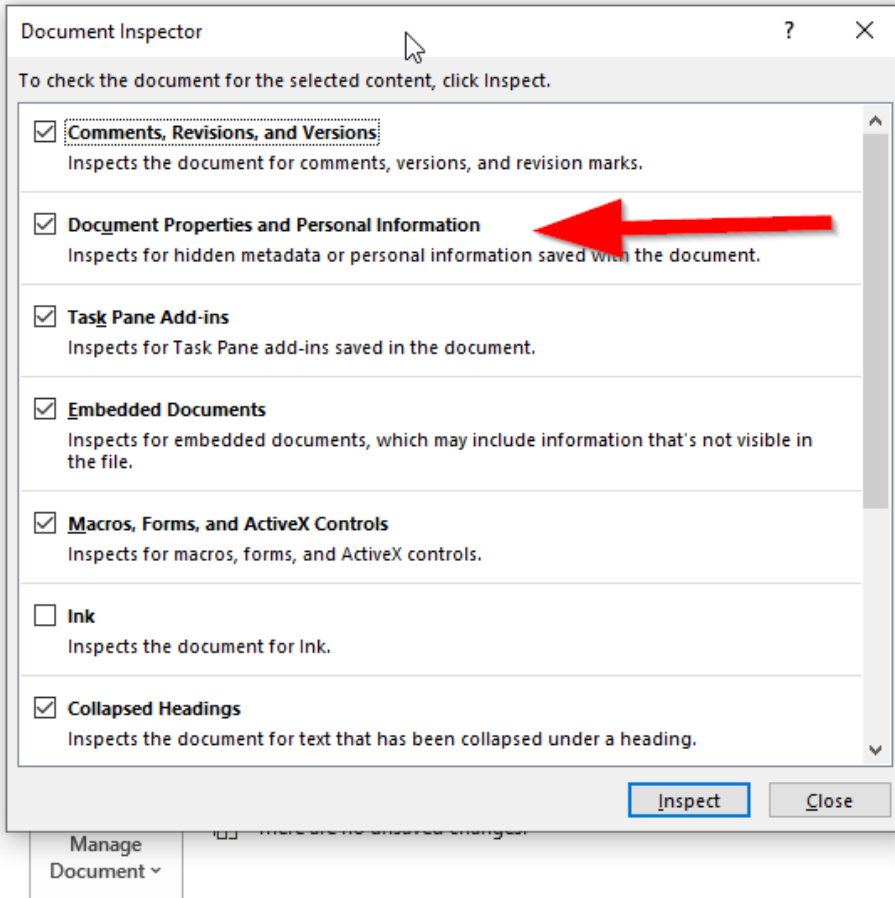
The screenshot shows the 'Info' pane in Microsoft Word. On the left is a blue navigation sidebar with icons and labels for Home, New, Open, Info (highlighted), Save a Copy, Print, Share, Export, Transform, and Close. The main area is titled 'Info' and 'Word doc metadata' for a document in OneDrive - University College London. It features three buttons: 'Share', 'Copy path', and 'Open file location'. Below these are three main sections: 'Protect Document' (with a lock icon and a dropdown menu), 'Inspect Document' (with a document icon and a dropdown menu), and 'Manage Document' (with a document icon and a dropdown menu). The 'Inspect Document' dropdown menu is open, showing three options: 'Inspect Document' (checked), 'Check Accessibility', and 'Check Compatibility'. A status bar at the bottom indicates 'There are no unsaved changes.'

5. Check the **Document Properties and Personal Information** box (you can uncheck the rest of the options), then click the **Inspect** button.

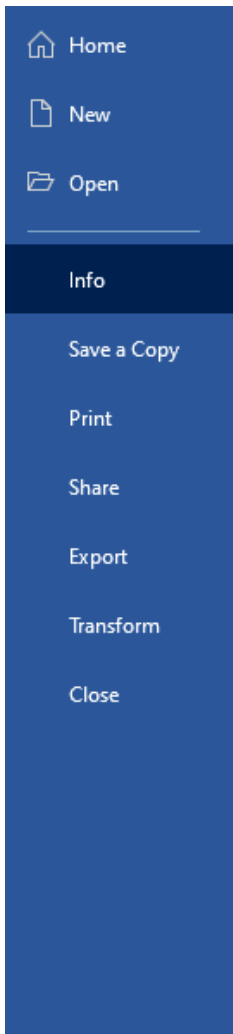


Info

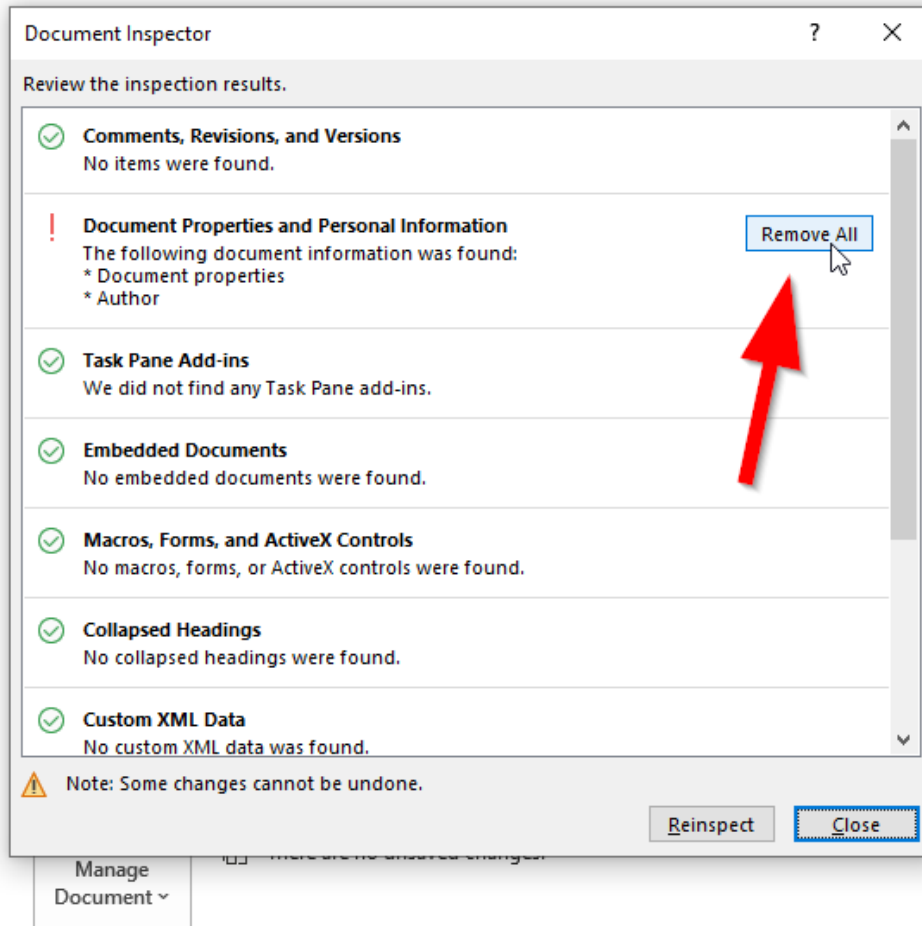
Word doc metadata



6. Click the **Remove All** button, then click the **Close** button.



Word doc metadata

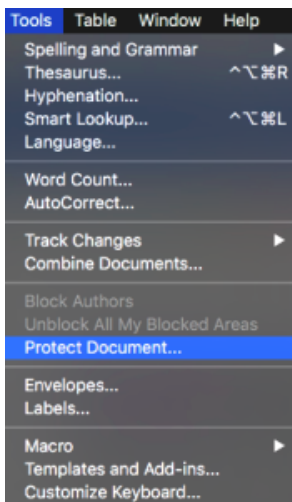


7. Select **Save as** and **PDF** as file format, and your file is ready to submit.

For further guidance, see Microsoft's guide on [removing hidden data and personal information](#).

Removing metadata in Microsoft Word (Mac)

1. Open your document in Word.
2. Select **Tools** from the toolbar at the top of your document and select **Protect Document...**



3. Check the option to **Remove personal information from this file on save** and select **OK** to keep this setting for the document.

Password Protect

Security

Set a password to open this document:

Password:

Set a password to modify this document:

Password:

Read-only recommended

Protection

Protect document for:

Tracked changes

Comments

Read only

Forms:

Password (optional):

Privacy

Remove personal information from this file on save

4. Select **Save as** and **PDF** as file format, and your file is ready to submit.

Removing metadata in a PDF (Windows and Mac - requires Google Chrome)

1. Right click the PDF, select **Open with** and choose **Google Chrome**

2. Select the **printer icon** in Chrome



3. Set **Destination** to **Save as PDF**. The resulting PDF will not contain personal information.