

Turnitin guidance

Contents

What is Turnitin?.....	1
Policy guidance	2
Usage.....	2
Training, FAQs and help	3

Please note

1. The university has a Turnitin licence for HE only. Turnitin may not be used for FE students.
2. Before setting up or accessing a Turnitin assignment in Brightspace, you must log a call with the Servicedesk to apply for a Turnitin ID. If you are not sure if you have an account, please ask the Servicedesk. Use the Turnitin button on in the Virtual Learning section of [UniDesk](#).
3. Please read the university's Originality checking policy and this guidance before using Turnitin. The policy is on the university's [Policies site](#).
4. See the [Turnitin site](#) for university and other Turnitin guides, help, FAQs etc.

What is Turnitin?

The university has a full, campus wide HE Turnitin licence. This comprises an originality checker, GradeMark and PeerMark.

OriginalityCheck compares text based assignments for matches or similar text and provides a score. **Note:** it is not plagiarism detection software as it can't make decisions. You need to review and evaluate the score and/or feedback to ensure that the appropriate decision about performance and plagiarism is made.

GradeMark: digitally mark and review student submissions. You can add personalised feedback (text or audio) and attach comments to highlighted areas. GradeMark also has a library of standard comments that can be dragged and dropped onto the relevant place on the page. You can add your own items to the comments library.

PeerMark: assign student submissions to peers for review based on a series of free response and scale questions they create. Peer reviews can be anonymous or attributed.

Teaching Tools: allow you to view and adapt public rubrics in different subjects to suit your discipline. You may now also import rubrics from Excel into GradeMark. Grading Forms are simplified rubrics that allow you to give free-form feedback and scores for students across several

criteria. Grading forms are easy to create and can be attached, modified, and shared just like Turnitin rubrics.

Policy guidance

Use of Turnitin is subject to compliance with Turnitin's licence. If users breach the user agreement, Turnitin will automatically terminate their authorization to use the site. See the Turnitin section of the university's Originality checking policy on the university's [Turnitin website](#).

The university informs students via an email or letter that is sent to all students on enrolment. The letter is reproduced in English and Gaelic on the university's [Turnitin website](#).

It is recommend that Turnitin's originality checker is used as an educational tool to inform and educate students in scholarly writing and referencing. To do this, set Turnitin up for student submission. Students then submit their own work and receive originality reports. They could then act on issues (such as problems with referencing) and resubmit their work. This has proved to be effective in other HE institutions.

Turnitin does not determine whether a paper has or has not been plagiarized. Originality Reports are tools to help locate potential sources of plagiarism, or text which may have been incorrectly cited. Therefore Turnitin cannot deem what is a "good" or "bad" score, as it cannot interpret the data. It is perfectly natural for an assignment to match against some of Turnitin's database. For example if quotes are used a match may be found. It is up to staff to determine if the match is or is not acceptable.

Once you see the percentage icon, it means that the report has generated. If you click on the icon, the originality report will load for you. Originality reports provide a summary of the matching text found in a submitted paper. The percentage indicates the overall similarity index of the paper, based on how much matching text was found (as a percentage of the total text in the submission).

Staff need to retain records of the information that was given to students at induction. If students do not attend induction, staff need to record when and how Turnitin information was provided. See point 5 below for the minimum information that must be supplied to students at the start of their module/unit.

Students must be informed that Turnitin will be used at Induction and directed to the following sites:

- [Turnitin FAQs](#).
- [Turnitin training for students](#).

Usage

- Staff may use Turnitin only for officially registered classes in which students are enrolled.

- Unofficial module spaces in the virtual learning environment (such as cyber cafés) may not be used for the creation and submission of Turnitin assignments.
- Unofficial classes may not be created on the Turnitin server.
- Test assignments may not be stored on the Turnitin server.
- Please don't submit your own assignments (or dissertations) to Turnitin for checking. UHI does not have a licence for checking staff work. Furthermore, any such submissions could result in a very high originality score if the institution where you are registered submits your work to Turnitin.

Turnitin may not be used on an individual basis – if plagiarism is suspected the entire cohort's work must be put through Turnitin. This can only be done if students have already had at least one formative use of Turnitin prior to the event and were provided with the required information at induction, see points 4 and 5 above.

Training, FAQs and help

Turnitin assignments are created and students and staff access Turnitin from within Brightspace – see **UHI's Turnitin Guide** on [UHI's Turnitin site](#) on Mahara. Training information and the Turnitin blog are also available on the site.

The university's [Turnitin FAQ page for students](#) covers:

- What is Turnitin?
- What is plagiarism?
- How do I know if Turnitin is being used on my module(s)?
- Can I object to my details being stored in the Turnitin system?
- Can I object to my work being stored in the Turnitin system?
- If my work is submitted to Turnitin, who owns the copyright?
- What happens if I am wrongly accused of plagiarism?
- Where can I get help on using Turnitin?
- What types of files does Turnitin accept / read?
- My deadline is at 23:30 (11:30 pm) - how late can I leave it to submit?
- It says my file is too big to upload, what do I do?
- I can't upload my PDF file.

The [staff FAQ section](#) tells you how to get an instructor account, how to get help, what to do if you have forgotten your Turnitin password and how to interpret originality reports.

Questions? Please use the Turnitin button in the Virtual Learning section of [UniDesk](#).

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Tuesday, 14 January 2020