

UNIVERSITY GUIDANCE ON THE TURNITIN SERVICE FOR STAFF AND STUDENTS

1. What is Turnitin?

- 1.1** The Assessment and Feedback Code of Practice states that: all summative submissions must, where practical, be submitted through a system that allows similarity reports to be generated for those submissions. Turnitin is the online service widely used within Keele's Virtual Learning Environments (VLE's) to support academic integrity by assisting in the prevention and detection of plagiarism. The primary features of the Turnitin service include comparing submitted work against multiple sources that include academic content, journals, books, and other written material available online and stored in its own database repository.
- 1.2** Turnitin generates a "Similarity Report" for each document that gets submitted, it also highlights sections of the document that closely match existing sources it has found. The Similarity Report shows a percentage, indicating the level of similarity for each part of the document that have been identified. The report is color-coded to indicate distinct levels of similarity, e.g. direct quotes and properly cited material may be highlighted in one colour, while potential instances of plagiarism or insufficient citation will be highlighted in a separate colour. You can find more information in interpreting the similarity report from Turnitin here: <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/the-similarity-report/interpreting-the-similarity-report.htm>

2. Using Turnitin

- 2.1** All Turnitin submission links are created within the Virtual Learning Environment, Keele currently uses Blackboard (Classic), Blackboard Ultra and Canvas as Virtual Learning Environments. In Blackboard (Classic), an assessment area is added through the default template when the module is created, staff then create the Turnitin submission links within this assessment area. When using Blackboard Ultra modules, the current process is that the Module Lead will create an assessments area manually to store the Turnitin submission links, when using Canvas, assignments are automatically created using the Plagiarism Review menu.
- 2.2** The setup of all standard Turnitin assignments is done by the Professional Service Staff, in cases of non-standard assignments (e.g. Group Submissions using Blackboard Assignments, large multimedia submissions etc.) these will be setup by the Module Lead, with support from KIITE (Keele Institute for Innovation and Teaching Excellence) if required.
- 2.3** In alignment with the Assessment & Feedback Code of Practice, all students must have the opportunity to submit practice submissions to Turnitin (or equivalent) at least once per academic year. This allows students to submit a draft copy of their work to view the similarity report themselves before submitting their final work. This allows students to ensure that any issues relating to misrepresentations of content can be resolved before the final submission.

3. The Turnitin Workflow

3.1 Professional Service Staff

- 3.1.1** Ensure that the Turnitin submission links are made available for students to submit their work, these must be made available before the due date of the assessment.
- 3.1.2** Where necessary, additional submission links will be added for EC (Exceptional Circumstances) submissions and using Adaptive Release rules these submission links should be restricted so that only students taking the resubmission can access them.
https://help.blackboard.com/Learn/Administrator/Hosting/Tools_Management/Adaptive_Release
- 3.1.3** Once the submission links have been created, the corresponding column in the Grade Centre should be hidden using the **Hide from Students (on/off)** option from the dropdown menu next to the column name.
If a column is successfully hidden in the Grade Centre, you should see a little icon next to the column name.



- 3.1.4** Students then submit their work using the appropriate submission link.

3.2 Module Lead

- 3.2.1** A Similarity report is generated that highlights any matching / similar text found in the submitted work, this report may be generated immediately or on the assessment due date depending on the settings.
- 3.2.2** The Module Lead should then review and interpret the Similarity Report, which is color-coded to indicate the different areas of similarity. They can see which parts of the document match with existing sources.
- 3.2.3** Staff members can use the report to make informed decisions about whether there is potential plagiarism, instances of improper citation and examples of poor paraphrasing.
- 3.2.4** Instructors can provide feedback to students based on the Turnitin report, guiding them on correct citation practices or addressing any concerns related to originality as outlined in the [Student Academic Misconduct Code of Practice](#)
- 3.2.5** All submitted work is then marked and graded using GradeMark, a component of the Turnitin service that allows instructors to streamline the grading and feedback process for

student assignments, staff can use a combination of comments, Quick marks, Rubrics and Audio Voice Recorded feedback.

- 3.2.6** In accordance with Regulation D1, Anonymous marking will be enabled to avoid conscious or unconscious bias and to increase students' trust in the fairness of the process.
- 3.2.7** Marking and moderation takes places as per the Marking and Moderation Policy before the grades and feedback are then released to the students, all feedback must align to dates outlined in assessment and feedback COP and Reg D1 - [Regulation D1](#) states that students can normally expect to receive feedback on their assessed work within 15 working days.
- 3.2.8** Once all feedback and grading has been completed and you are ready to release these to the students you must unhide the corresponding column in the Grade Centre using the **Hide from Students (on/off)** option from the dropdown menu next to the column name to make the column visible to the students.



- 3.2.9** Further information on using Turnitin can be found on the KIITE (Keele Institute for Innovation and Teaching Excellence) Educational Technology Toolbox: [Turnitin Staff Guides - Setting up Dropboxes](#)

4. Academic Misconduct

- 4.1** In cases of suspected academic misconduct, grades and feedback for the implicated student will be temporarily removed from both the Blackboard Grade Centre and Turnitin until the completion of the academic misconduct investigation, these should be stored securely by the Module Lead involved in the investigation. This precautionary measure aims to prevent any potential bias or undue influence on the investigation outcome. Only if the investigation concludes with a successful outcome for the student, meaning they are found not to have committed academic misconduct, will their grades and feedback be reinstated. This approach underscores our commitment to upholding academic standards while safeguarding the rights and reputations of all parties involved in the academic integrity process. This will also allow all grades and feedback for other students to be released without causing any disruption or delays. Information about the academic misconduct investigation process can be found in the [Student Academic Misconduct Code of Practice](#).

5. Review, Approval & Publication

- 5.1 This guidance is produced by KIITE and will be reviewed at least once every three years, in line with standard University practice.
- 5.2 Education Committee is responsible for the approval of this guidance.
- 5.3 This guidance is published on the Policy Zone on the University website.

6. DOCUMENT CONTROL INFORMATION

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Owner	Director of KIITE
Version Number	Version 2
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Related University Policy Documents	Student Academic Misconduct Code of Practice Regulation D1