

# JISC Plagiarism Advisory Service

## Tutor Turnitin FAQ

### Tip Sheet

### Number 4

#### ■ Q How can I obtain/get access to the software?

A You will firstly need to find out whether your institution is registered to use the software. To do this please contact the Plagiarism Advisory Service directly on [iz.detection@northumbria.ac.uk](mailto:iz.detection@northumbria.ac.uk). If your institution has a subscription to the software the central nominated Administrator will be able to set you up with an account, and provide guidance on how the software is being used at your institution.

#### ■ Q Do students need to give permission for their work to be uploaded to the software?

A No, this is not necessary, but it is considered good practice. However, students at your institution must be notified of how the software works, and how it may be used by tutors for checking their work.

#### ■ Q Can my students use the software?

A Yes, in fact we would encourage students to use the software to upload their work. This can be very empowering for students, and it can mean less work for tutors and other staff. In order for students to use the software they first need to create a profile, and be enrolled in a class. This can either be done by adding their names and email addresses to a class, or by asking students to join the class themselves, via a special new user link, ID and password.

#### ■ Q Can I upload work on behalf of my students?

A Yes, tutors can upload work on behalf of students. Individual papers can either be uploaded, or if you have several pieces of work, this can be done in bulk via a zip file.

#### ■ Q Can work be submitted anonymously?

A Unfortunately this is not possible for students who submit their own work, as all submissions must be tied to a user profile, which includes a valid email address. This can, however be done if tutors are submitting work on behalf of students. The default setting for zip file submissions is "anonymous".

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■ **Q Can I allow my students to view their Originality Reports?**

**A** Yes, although the default setting is for students not to be able to access their Originality Reports, however this setting can be changed using the class preferences. Allowing students to view their Originality Reports is especially beneficial if the software is being used to assist students learn how to correctly reference their sources and therefore avoid plagiarism.

■ **Q Can I allow my students to submit drafts of their work?**

**A** The plagiarism detection software is perhaps most powerful when used in this way. Students can submit a draft of their work, review the Originality Report, and make any changes to their referencing and citation practice prior to submitting their final assignment. There are two options available to tutors when setting up assignments to enable students to submit drafts. The first is to allow students to submit several copies of their assignment up until the due date, to allow for revisions. In this instance only one, most recent copy of the assignment is saved. The second option is to create specific "revision" assignments to allow students to submit drafts. A number of revisions can be created depending on the number of draft versions permitted by the tutor. This option allows the tutor to view the progression in a student's work from first to final draft.

■ **Q What types of files can be used to submit work?**

**A** The software accepts submissions in MS Word, WordPerfect, PostScript, PDF, RTF, HTML and plain text.

■ **Q How do I interpret the Originality Report?**

**A** An Originality Report should be returned within a matter of minutes. The report indicates any matching text which has been found within a student's work. Reports are colour-coded with an overall similarity index, ranging from a blue report indicating that no matching text has been found to a red report indicating matching text in excess of 75%. A high similarity index does not necessarily mean that a piece of work has been plagiarised, as the software does not discriminate between unacknowledged and correctly referenced text, however it is possible, once the report has been returned, to exclude material which has been properly cited. Ultimately the software should be used as a tool to assist tutors to determine whether a student may have plagiarised, and should not be viewed as a replacement for academic judgment.

**For details of more tip sheets in this series see [www.jiscpas.ac.uk](http://www.jiscpas.ac.uk)**