

## Guidelines for the Use of Turnitin

### 1. Introduction

Turnitin is a powerful computer technology that compares any given piece of writing to a database of about 6 billion print and on-line materials. It produces an **originality report** in which matching text is identified and a percentage match is provided. It may be used to assist in the identification of plagiarism and collusion.

Turnitin can be used to educate students about plagiarism and collusion as part of the assignment or essay writing process, as well as to check final submissions.

The Deakin College Academic Integrity Policy states in part that Deakin College has a responsibility 'to educate students about the expected conventions for academic writing and the appropriate use and acknowledgement of all forms of intellectual material, including authorship'.

The Deakin College Plagiarism and Collusion policy also states that Deakin College 'has a responsibility to educate students about what constitutes plagiarism and collusion' and 'Countering plagiarism and collusion is the shared responsibility of all academic staff and students. It further states that 'Academic Staff are responsible for educating students about the appropriate use and acknowledgement of all forms of intellectual material relevant to their discipline'.

Plagiarism and Collusion take many forms and Turnitin is not the only means of detecting it. However, once mastered it is a powerful, straightforward tool that can help both student and staff member alike.

These guidelines are meant to assist academic staff to use Turnitin in a way that will help their students to monitor and improve their own authorship and provide a means of detecting obvious plagiarism or collusion when they occur.

### 2. Principles of Use

- a. The use of any tool to aid the detection of plagiarism and collusion must be within the framework of the plagiarism and collusion policy.
- b. All new academic staff should be provided with material about using Turnitin at Deakin College as part of their induction program. Existing staff wishing to use Turnitin must be provided with the Turnitin material provided in the induction program.
- c. Academic staff intending to use Turnitin should be encouraged to attend the relevant training sessions offered by the Deakin Institute for Teaching and Learning.
- d. Turnitin should only be used as a means of detecting plagiarism or collusion in those classes where students have received instruction about its use, in particular about how to interpret originality reports.
- e. In classes where it is intended to use Turnitin, students must be provided with class ID numbers and be able to submit assessment drafts to Turnitin for checking prior to final submission.

- f. Students in classes where Turnitin is used may be required to submit a printed originality report together with any printed assessment pieces.

### 3. Brief Overview of How TN Works

- a. Turnitin (TN) is web-based software that is under the control of an Account Administrator (AA) who is a Deakin College employee. Academic staff wanting to use TN must contact the AA for a User Account.
- b. Once the User Account is created you will be provided with a password and be able to access TN. You may then create your class – either a standard (for a single class) or master class (for multiple classes).
- c. Students may then ‘enroll’ in your class with a class ID and login password.
- d. You then create an ‘assignment name’ with due dates. Once this has been done you can set the program to permit students to submit and resubmit assessments for review, and generate originality reports. Only the latest submission is available to you and the student as previous submissions are removed.
- e. There are many more advanced features of TN that may also be used.

### 4. Interpreting an Originality Report

The Originality Report will show in colour-coded format, how similar a submission is to other sources such as journals, websites and other submissions. It also provides a % similarity ranging from 0% to 100%.

- a. Where there is a 25% or higher match, the submission should be examined further to check whether or not plagiarism or collusion has occurred.
- b. The originality report should be interrogated to check which items from the submission match with another source.  
  
Matching items should be further examined to check whether they are immaterial (headings, bibliography, dates etc.), in quotes (legitimate) or copied without acknowledgement (not legitimate).
- c. If it is deemed that plagiarism or collusion has occurred the procedures detailed in the Deakin College Plagiarism and Collusion policy should then be followed.

### 5. Student Use of Turnitin

- a. Students should be encouraged to submit drafts of assessment pieces to Turnitin for feedback on the degree of similarity to other sources prior to final submission.
- b. Assessments should be timed to permit students to submit at least 2 drafts to Turnitin before final submission. Note that an originality report for a second or subsequent draft can take more than 24 hours to be generated.
- c. Final submissions for assessment should be accompanied by a Turnitin originality report.

<b>Policy Title</b>	Guidelines for the use of Turnitin	
<b>Policy Owners</b>	Director Academic Governance & Integrity	
<b>Contact Persons</b>	Robert Close	
<b>Key Stakeholders</b>	Academic Staff; Students	
<b>Approval Body</b>	Deakin College Academic Board of Studies	<b>Agenda item and meeting date approved</b> Teaching and Learning Committee, meeting 1 – 2012, Thursday 12th April. Agenda item 4.3
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