



# NTU Library

## Turnitin

A guide for students

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# Turnitin

## What is Turnitin?

Turnitin is an online system that checks submissions of documents for text matches against its database of papers, articles and web pages. When a piece of coursework is submitted to Turnitin for similarity checking, an Originality Report is generated which highlights instances of text matching. The results give an indication of how good the referencing might be and also a possible indication as to whether any content has been plagiarised or copied from another source, but the Originality report is **not** a plagiarism report.

## Will my work be submitted to Turnitin?

NTU's Turnitin Policy applies to all taught courses at undergraduate and master's level. Within those courses, the policy applies only to assessments with a significant written element; it does not apply to practical assessments or exams.

You will have a single self-check opportunity to submit a draft version of your assessment to Turnitin before submitting the final version; this will allow you to check your Turnitin report and amend your work to take account of any issues that have been identified. You will also be able to see the Turnitin report for your final assessed submission.

All students will be introduced to Turnitin through the NTU online resource on plagiarism provided by Libraries and Learning Resources. This resource will provide students with guidance on:

- How to upload to Turnitin;
- How to interpret a Turnitin report;
- How to use a Turnitin report to make improvements to work in progress and to identify skills gaps.

## Who supports Turnitin?

The Library provides first-line support to Schools. The Learning and Teaching Team can provide training to students on the use of Turnitin.

## What file types can be submitted to Turnitin?

Word (.doc; .docx)	WordPerfect (.wpd)	PostScript (.ps)
HTML (.htm; .html)	Rich Text (.rtf) / Plain Text (.txt)	OpenOffice Text (.odt)
PowerPoint (.ppt; .pptx; .pps; .ppsx) PowerPoint files will be converted to a static PDF and additional features such as presenter notes, embedded videos and animations will be omitted	Adobe PDF (.pdf) provided that the file contains highlightable/editable text of more than 20 words	Excel (.xls; .xlsx) the version of the file will look the same as if the Excel file had been saved as a PDF and submitted to Turnitin

## File types not supported by Turnitin

Password protected files	Microsoft Works (.wps)
Microsoft Word 2007 macros-enabled files (.docm)	OpenOffice Text files (.odt) created and downloaded from Google Docs
Document files (.doc) created using OpenOffice rather than Microsoft Word	Apple Pages
Spreadsheets created outside Microsoft Excel (i.e. .ods)	Text with visual effects
LaTeX PDF Generator	OpenOffice/LibreOffice PDF Generator

Files that are incompatible with Turnitin checking will display the Information icon instead of the percentage rating.



### What file size can be submitted via Turnitin?

If a Dropbox has been configured to **allow any file type**, Turnitin will accept any file:

- that is less than 40mb;
- that has a minimum of 20 words; and
- that is less than 400 pages.

## Turnitin and NOW

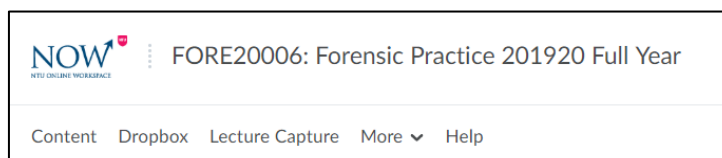
### How do I use Turnitin in NOW?

For modules where Turnitin is in use, it is automatically accessed via the Dropbox option on your Learning Room home page within NOW. By submitting your work to the Dropbox, it will be automatically checked against the Turnitin database.

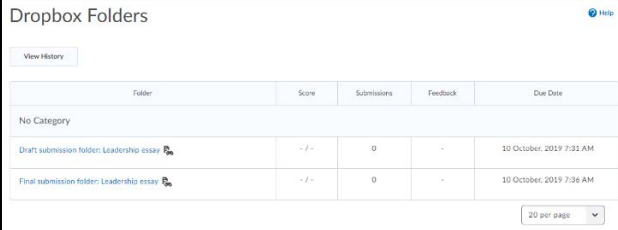
### How do I submit my assignments using the Dropbox?

1. Log in to NOW and access the appropriate Learning Room.

2. Click on the **Dropbox** link on the lower left hand side navigation bar.



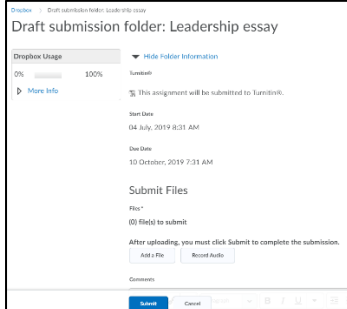
3. Click on the name of the folder into which you have been instructed to upload your coursework.



Folder	Score	Submitters	Feedback	Due Date
No Category				
Draft submission folder: Leadership essay	- / -	0	-	10 October, 2019 7:31 AM
Final submission folder: Leadership essay	- / -	0	-	10 October, 2019 7:36 AM

**Note:** The NTU Turnitin Policy states that students will be given a single draft submission opportunity for all written summative assessments, allowing you to identify potential issues and make amendments before final submission. Because of this, you should see a draft submission folder and a final submission folder for each assessment.

4. Upload your file by selecting **Add a file** and browsing to find the file.



5. You may use the **Comments** box to add any comments you wish the marker to see, or you can leave it blank. You can now **Submit** to the appropriate Dropbox folder.

### What happens after my work has been submitted to NOW?

1. An email will be sent to your NTU email address to say that your work is under review. Turnitin commonly takes from 20 minutes to 2 hours to process work, though it can sometimes take longer. If after 24 hours your work has not been processed, please contact either your lecturer or [libinfodirect@ntu.ac.uk](mailto:libinfodirect@ntu.ac.uk).

2. To view your Turnitin report, click on the relevant Dropbox and then click on the percentage score to open your Turnitin report.

# Turnitin and PebblePad

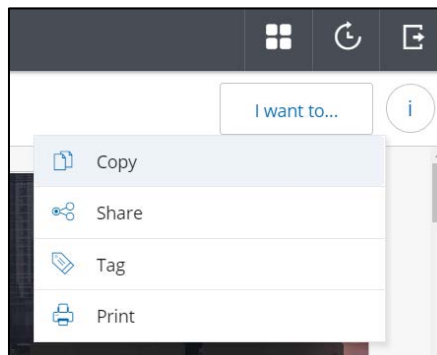
## How do I use Turnitin in PebblePad?

If you are using PebblePad for assessed work, your draft submission will be exported as a PDF and uploaded to a NOW dropbox, but your final submission will be sent through to Turnitin after you share it for assessment in PebblePad.

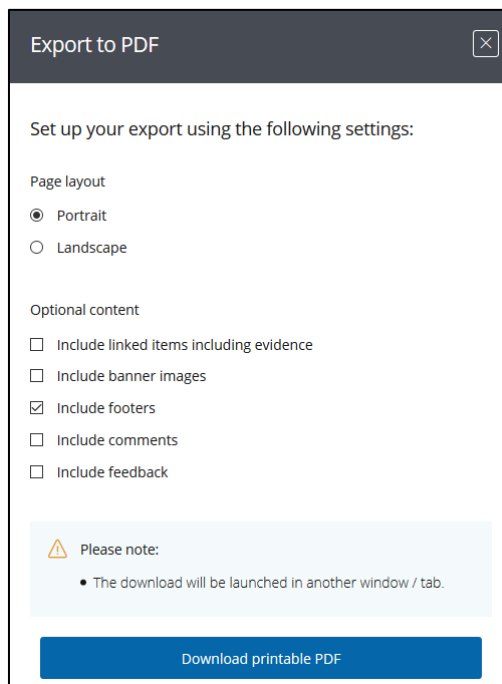
## How do I submit my draft PebblePad assignment?

1. Log in to PebblePad and access the appropriate Resource/Asset.

2. Click on the **I want to** link on the top right, and select **Print**.



3. Select your preferred layout and optional content settings and then click **Download printable PDF**.

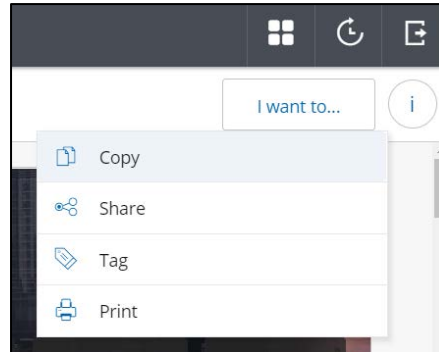


4. Follow the instructions in the [How do I submit my assignment using the Dropbox?](#) and the [What happens after my draft work has been submitted to NOW?](#) sections of this guide.

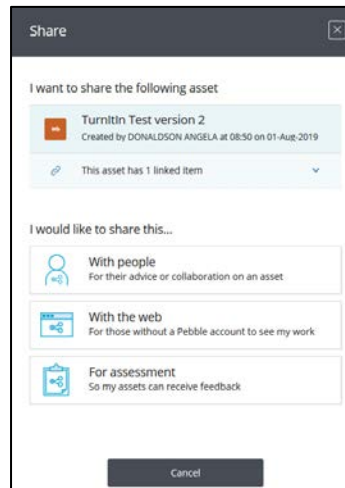
### How do I submit my final PebblePad assignment?

1. Log in to PebblePad and access the appropriate Resource/Asset.

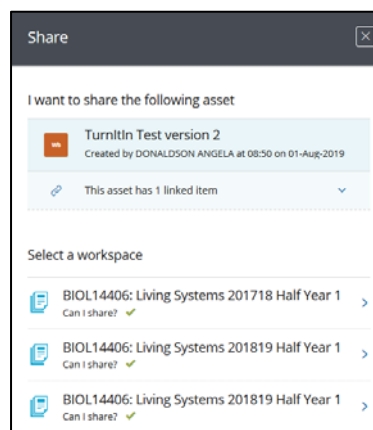
2. Click on the **I want to** link in the top right, and select **Share**.



3. Click on the **For assessment** option.



4. Click on the appropriate workspace.



5. Click to agree to the terms of usage and then select **Share for assessment**.

Terms of usage

Work submitted to this workspace may be viewed by others involved in teaching, supporting or assessing you. Beyond this your work will not be shared with others without your permission.

Work submitted here might be archived (copied) to maintain a record for the institution's quality assurance processes.

Any contributions you make to a conversation on this workspace may be copied by others as part of their record of their own engagement. You may do likewise.

☒ To share for assessment I agree to the terms of usage

Share for assessment

Back

### What happens after my final work has been submitted to PebblePad?

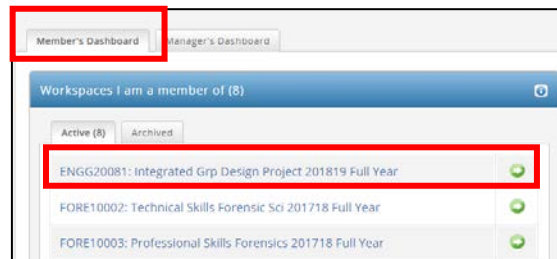
1. An email will be sent to your NTU email address to say that your work is under review. Turnitin commonly takes from 20 minutes to 2 hours to process work, though it can sometimes take longer. If after 24 hours your work has not been processed, please contact either your lecturer or [libinfodirect@ntu.ac.uk](mailto:libinfodirect@ntu.ac.uk).

2. To view your Turnitin report, click on the relevant Dropbox and then click on the percentage score to open your Turnitin report.

3. Log in to PebblePad and click on the **Atlas** icon in the top menu bar.



4. Click on the **Member's Dashboard** tab and then select the appropriate workspace title.



5. Click on the **Submissions** tab.



6. You should now see your submission. Click on the **Turnitin** icon to see the link to the Originality Report.





# Turnitin and your assessments

## How do I use my draft submission opportunity?

For each written summative assessment you will be given an opportunity to submit a draft version of your work to Turnitin, so that you can use the Turnitin report to identify and address any issues with citing, referencing, paraphrasing and academic writing before you submit the final version for assessment.

Look at all the text matches that Turnitin identifies and decide what changes you might need to make to address them.

**Top tip:** Don't leave your draft submission to the last minute!

Turnitin can take up to 24 hours to process a report so you need to take this into account. You also need to plan in enough time to read the report, to look at every text match that it has identified and to change your text where necessary before you submit your final version.

## How will Turnitin be used by my teaching team?

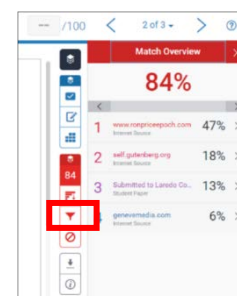
Your draft Turnitin report is for your own personal use, to help you to improve your work before final submission. The final version of your assessment will also be checked against Turnitin; you will have access to this final report, which will be used by the teaching team as part of their marking process.

# Turnitin Originality Reports

## Understanding Turnitin Originality Reports

When you open the Originality Report you will see your coursework in the larger left hand frame and the **Match Overview** in the smaller right hand frame. At the top you will also see your Similarity Index score – this will be the same as the percentage that appeared in your submission history screen on NOW.

The Match Overview gives a breakdown of all the matches that have been found in the paper. It includes a list of the suggested original sources and the percentage of text that has been matched against each source. The matched text is highlighted and number/colour coded for easy reference. Click on the score box to see the Match Overview list. To see the source of a match, click on the appropriate number in the Match Overview list. The **Filter** option allows you to exclude direct quotes (contained within "double quotation marks", reference lists and short matches of only a few words length.



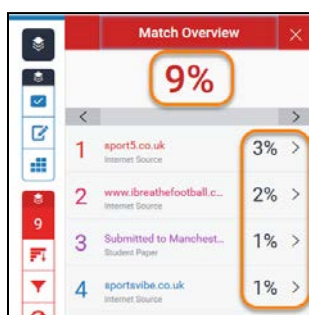
As well as identifying matches from the Turnitin database, the Originality Report can help you improve your academic writing skills by highlighting:

- **Your use of quotations, citations and referencing:** Quoting from other sources is allowed, but you must use "quotation marks" and cite/reference the source correctly. You also need to decide when and how much to quote, and when it would be better to summarise or paraphrase. Where a piece of work is made up primarily of quotations (even if they are properly cited and referenced), it is likely to be treated as a case of Poor Academic Practice.
- **Your ability to summarise and paraphrase:** Rewriting something in your own words is a higher-level academic skill, as it shows that not only have you identified a suitable source, but you have understood it sufficiently to be able to repurpose it into your own words to support your argument.
- **Your understanding of the terminology of your discipline:** The Originality Report may highlight words and phrases that you are certain you did not copy. This is probably because all academic writing about your topic uses similar terms. You would not be accused of plagiarism for including appropriate terminology.
- **Poor punctuation:** Quotations should be included in "double quotation marks" but some students mistakenly use 'inverted commas' instead. 'Inverted commas' will not be picked up by Turnitin, so this could affect your Similarity Index score. In the same way, if you miss out one of the sets of quotation marks around your quote, then Turnitin will not recognise it as a proper quote.

### Interpreting the Similarity Index score

Your Similarity Index score indicates the percentage of your coursework that matches text contained in the Turnitin database. If you have used quotes from books and articles, then it is highly likely that these will show up in your score, but provided that you have cited and referenced them correctly you will not have committed plagiarism. You can use the Filter options to exclude quotes and references from your score.

These scenarios will help you to interpret Similarity Index scores:

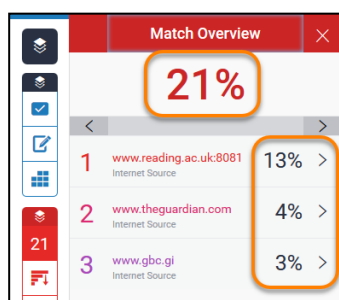
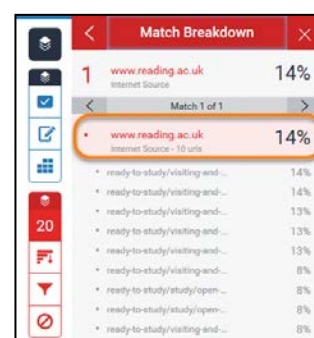


This report has a total Similarity Index score of 9%, which is made up of a number of small matches, each between 1 and 3%.

It is quite common to see this in a long assignment where the matches relate to quotes or commonly used short phrases. Filtering the Match Overview to exclude the bibliography, quotations and short matches may help to remove many of these.

This report has a total Similarity Index score of 20%, and a 14% match to a single online source.

Viewing the Match Breakdown of this source and the Full Source of the text will show how it has been used in the assignment. High scores like this may indicate an over-reliance on a single source, even though it has been correctly referenced.

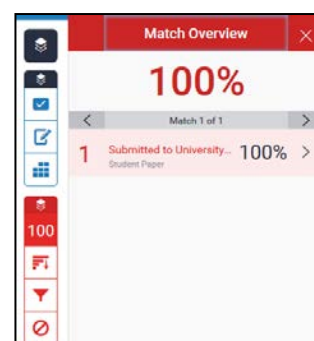


This example has a total Similarity Index score of 21%, made up of some large matches to individual sources.

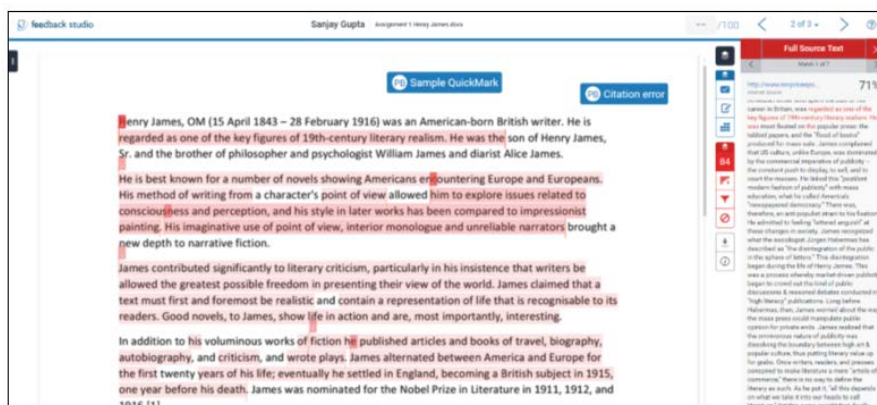
The larger matches would need to be investigated to check that they have been used appropriately.

This report shows a 100% match to another student paper previously submitted to Turnitin.

This could happen by mistake, if the Draft submission folder was set up incorrectly and the final submission version is a 100% match to the same student's earlier draft submission. However, it could also indicate that the document is a direct copy of a different student's work.



Double click on any of the sources in the Match Overview list to see the Full Source view option.



## What's the pass mark?

There is no pass mark and no ideal score to be aiming for. Whatever your Similarity Index score, you should look at every identified match to see why it has been flagged up and what you could do to address it. For example, you may have neglected to cite your source in the text, even though you included the bibliographic details in your reference list, or you may have forgotten to include the second set of quotation marks at the end of your quotation.

- A low Similarity Index score may indicate that you have relied too heavily on your own ideas and haven't included enough analysis of other academic sources/
- A high Similarity Index score may indicate that you have included too many quotations and paraphrases and not enough of your own critical analysis

## Points to remember

- Turnitin is used for all written summative assessments wherever possible
- Your Module Teaching Team will tell you if Turnitin is not being used for a particular assignment
- Your Similarity Index score is not necessarily proof of plagiarism, provided that you have correctly cited and referenced your sources
- There is no ideal score and no pass mark; all Originality Reports need careful interpretation
- Regardless of the Originality Report, academic staff will still be looking out for cases of suspected plagiarism. They are experts in their subject areas and are familiar with their students' writing styles and abilities, so can recognise when something is not your own work.

## **Acknowledgements**

NTU Library would like to acknowledge the work of CADQ staff in compiling Turnitin support documentation, on which this guide is largely based.

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