



**31 MARCH 2023**

## **QUALITY ASSURANCE UNIT**

### **TURNITIN USER GUIDE FOR STUDENTS**

The University has approved the use of Turnitin for originality checking in line with the Regulations on Anti-Plagiarism. The Turnitin system is accessible at <https://www.turnitin.com> with a valid login/password.

Turnitin Instructor Account will be provided for all academics and Student Account for all students in final year of their First degree, students of Master Degree and MPhil/PhD students. Only the UTM official email address will be used for Turnitin accounts.

#### **1. Turnitin Student Account**

Students will be assigned to their respective classes by the Lecturer concerned. The system will send each student an activation email on their email address. Students are required to activate their Turnitin account and set their password before using the system.

#### **2. Class Enrollment**

Students will be enrolled in the classes by their respective Lecturers or the Project/Dissertation Committee. If a student has not received any email from Turnitin prior to the submission date of the assignment, he/she should contact the respective Lecturer and/or the Programme Coordinator to report the issue.

#### **3. Submission of Assignment**

Students will be guided by their respective Lecturer on when to submit their assignments to Turnitin for originality checking. For guidance on how to proceed, refer to the Student Quick Start Guide at Annex A.



#### **4. Similarity Report**

After submitting an assignment to Turnitin, a Similarity Report will be generated. The report summarises the matching between the submitted work against other previously submitted assignments available in the Turnitin database, as well as from web pages and collection of documents which comprises thousands of periodicals, journals and publications

A guide for interpreting the Similarity Report is enclosed at Annex B.

#### **5. Responsibilities of Lecturers**

Lecturers, both full-time and part-time, are required to create the required "Classes" and "Assignments" for each module they are servicing and to assign their respective students accordingly.

For Project/Dissertation, the Secretary of the Project/Dissertation Committee will be required to create the assignment and to assign the students.

#### **6. Responsibilities of Students**

Students in the final year of their First Degrees and all Master and PhD students are required to submit their assignments and projects/dissertations through Turnitin by the deadline.

Students will be allowed to submit a maximum of 3 times, including their final submission. All submissions should be accompanied by the respective Similarity Report.



## ANNEX A

### STUDENT QUICK START GUIDE

On this page, you will find everything you need to get started with Turnitin. We will start by helping you create your account all the way through to submitting your first file and viewing any feedback your instructor has left you.

There are a couple of ways your instructor can add you to a class. They can either add you to a class directly using your email address or give you a class ID and enrollment key to let you self-join. Both methods will create the exact same type of account.

#### 1. The Student Homepage

The student homepage is the first page you see after logging in to Turnitin. You will see a list of all the classes that you are currently enrolled in. Select the name of your class to open your assignment inbox.

NOW VIEWING: HOME

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

Class ID	Class name	Instructor	Status	Drop class
2903018	Natural History	Rachel McBride	Expired	
2921585	English and Philosophy	Arjan Singh	Active	

#### 2. Assignment inbox

The **assignment inbox** is the home for any assignment you may be working on. You will find the key dates for the assignment, and most importantly, when it needs to be submitted by. You will also have access to any rubrics your instructor has attached to the assignment. From the assignment inbox, you can access any feedback from your instructor, including your Similarity Report.



### 3. Submitting a Paper

1. From the assignment inbox, select the blue **Submit button** relevant to your assignment.
2. The paper submission page will open. Enter a title for your paper.
3. There are multiple ways to upload to Turnitin. Select **Choose from this computer** to pick a file that you have saved on your computer. If your file exists in Google docs or Dropbox, you can upload directly from there.
4. Once you have selected your file, select the **Upload button** to upload your paper.
5. A preview of the paper will be displayed with some details for you to look over. With this extra information, check that the right file has been uploaded. If everything looks good, select the **Confirm button** to send your paper to Turnitin.

**Note:**

Your submission is not complete until you have confirmed your submission.

6. If your submission is successful, you will see your digital receipt. You can print this page or view it later from within Turnitin Feedback Studio. We will also email you a copy to your email address.

### 4. Viewing your Similarity Report

From the Assignment Inbox, select the Similarity Report icon to the right of your assignment.

If the assignment inbox says that your Similarity Report is not available, your instructor has set up your assignment to not allow students to view it. You may need to discuss with the Lecturer concerned.



## ANNEX B

### INTERPRETING THE SIMILARITY REPORT

#### 1. What is Similarity?

Turnitin does not check for plagiarism in a piece of work. Instead, we will check a student's work against our database, and if there are instances where a student's writing is similar to, or matches against, one of our sources, we will flag this for you to review. Our database includes billions of web pages: both current and archived content from the internet, a repository of works students have submitted to Turnitin in the past, and a collection of documents, which comprises thousands of periodicals, journals, and publications.

It is perfectly natural for an assignment to match against some of our database. If a student has used quotes and has referenced correctly, there will be instances where we will find a match. The similarity score simply highlights any potential problem areas in a student's paper. Instructors can use this as a tool within their review process to make their own determination if any academic misconduct has occurred.

#### 2. What is the difference between a match and a source?

**Match** - This is text that is very similar or the same as some text you have in your paper. Your matches are highlighted in Turnitin and the colours will correlate with the sources listed in your insight panel.

**Source** - The source is where a particular match has been found. This can be a web page, a student paper, or a published journal. Your sources are listed numerically in your insight panel and it is possible to have multiple matches for each source. Selecting one of your sources will reveal information like how many matches were found for that particular source and where each match was found for that particular source and where each match was found on that web page, student paper, or journal.



### 3. Similarity Score Ranges

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, a similarity score percentage will be made available. Similarity Reports that have not yet finished generating are represented by a grayed out icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

#### Note:

Overwritten or resubmitted papers may not generate a new Similarity Report for a full 24 hours. This delay is automatic and allows resubmission to correctly generate without matching to the previous draft.

### 4. Scoring Scenarios

#### **Example 1:**

A student may have submitted a paper to Turnitin in the past. If they had their name on that submission, it is entirely possible that, if you have not excluded small matches, their name is highlighted in their Similarity Report.

Note: An instructor can rectify this issue by excluding by word number. In most cases, excluding 10 words should safely exclude a student's name from being highlighted in their Similarity Report.

#### **Example 2:**

A student may have used Turnitin to submit drafts of the same paper, meaning their final draft has resulted in a score of 100%.

Note: As the instructor is likely aware that their student has submitted multiple times, they can rectify this issue by excluding the student's previous submissions from the Similarity Report.

#### **Example 3:**

A student has copied and pasted a chunk of text into their paper, due to a lack of knowledge on the topic they are covering. Their similarity score is 20%. In comparison, another student who



has a firm basis of knowledge for the same assignment and knows enough to gather information from several sources to quote and reference correctly has a similarity score of 22%. Both

students will be shown to have matches against our database. However, one of these students copied directly from a website, whereas the other provided properly sourced quotes.

Note: Instructors can opt to exclude quotes from the Similarity Report to lower similarity scores where applicable.

**Example 4:**

A student has managed to acquire a copy of another student's paper. They submit this paper to Turnitin on 15th October and receive a similarity score of 25%. The student who originally wrote the paper submits it to Turnitin a week later, receiving a 100% similarity score.

Note: In this case, regenerating the Similarity Report of the student who plagiarized will immediately identify collusion allowing you to follow institutional regulation.

**Example 5:**

A student has submitted a qualitative study to Turnitin, including a significant number of quotes and an extensive bibliography, as required for the topic of the paper. The student's similarity score is 53%; this exceeds the acceptable score set by the institution.

Note: This issue could have been avoided if quotes and bibliography had been excluded from the Similarity Report.