

Turnitin is an originality checking and plagiarism education and prevention service that has been developed and is licensed by a commercial company. The NSAC is using Turnitin, under license, to assist students with the development of their written materials, encouraging them to use proper citation methods and maintain their academic integrity. Work that is submitted to Turnitin generates a Turnitin Originality report, showing which parts of it have been reproduced from which sources. This policy sets out how we use the service in connection with student work.

USE OF TURNITIN AT NSAC:

To ensure that our implementation of Turnitin is used as a learning tool we are adopting the following common principles:

- We recognize the educational desirability that all of our students should be given the opportunity to self-submit their work to Turnitin before submitting for assessment. We also recognize that Turnitin Originality Reports will sometimes assist in the identification of plagiarized work submitted for assessments.
- We will make turnitin available to all of our students by way of our learning management system (Moodle) and we will encourage them to use it to improve their referencing skills.
- Student submission to Turnitin for course-related assessment activities can be either mandatory or optional and is at the discretion of the instructor. Students have the right to refuse to have their work submitted to the database.
- Students will be allowed to review their reports and to submit multiple versions of their papers as they improve their reports / paraphrasing.
- Where Turnitin submission is required of work that will contribute to summative assessment and the student fails to submit, s/he will be awarded a mark of 0 for the component in question.
- Instructors are encouraged to meet with students who have questions about their Turnitin Originality reports.
- An Originality Report should never be advanced as the sole reason for suspecting that a piece of work is plagiarised, because the judgement as to whether work is plagiarized must always be an academic judgement.
- Instructors are encouraged to accept the options noted in Appendix I.
- Instructors must notify students that their work will be made available to a third party (Turnitin) for specified purposes, by way of a notice in their course outline/syllabus and will be referred to Turnitin's Questions and Answers for Students*.

***INFORMATION FOR INSTRUCTORS:**

Students should receive the following information (these should be added as a resource within your Moodle site):

- Student FAQ
- a link to the student guide

If you want students to submit multiple drafts of an assignment then you need to setup one or more “revision assignments”. When a student submits a paper to a revision assignment, the submission is not compared against the student's previous submissions. This is described in the instructor user manual.

PLEASE INFORM STUDENTS OF THE FOLLOWING ISSUES:

1. Depending on a variety of factors it could take several minutes for the system to upload the assignment file. The system will send an online receipt (and an e-mail) when the submission has been successful.
2. Initial submissions normally generate a report within 15 minutes.
3. Resubmissions will require 24 hours for the report to generate (so plan ahead). This is done to discourage students from trying to fool Turnitin by repeatedly tweaking their paper just to lower their score.
4. Students should remove any personal information (i.e. name and ID) from their paper prior to submitting the assignment to Turnitin.