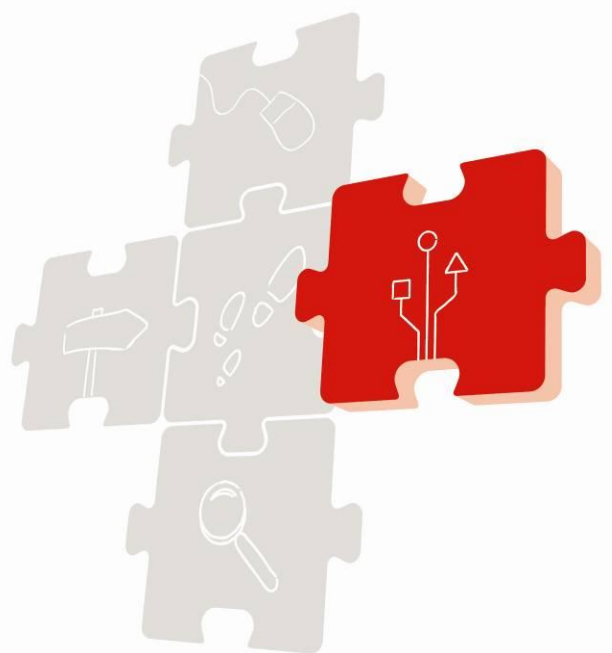


Turnitin

Guide for Staff

Viewing and Interpreting Originality Reports



About this Guide

This is a quick guide to **Viewing and Interpreting Originality Reports**.

Depending on whether you are using Turnitin for Originality Checking and/or e-Feedback, refer also to guides on **Setting Up Turnitin Assignments and Managing Submissions** and **Writing e-Feedback** on the University web site:

<http://www.canterbury.ac.uk/turnitin>

This site also contains an overview of Turnitin, where to get help and support as well as links to training videos and further guidance.

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Viewing Originality Reports

University Plagiarism Policy

From academic year 2012/13 students must have an opportunity, and should be encouraged, to submit at least one draft and view the originality report for each piece of coursework you ask them to submit to Turnitin. Tutors must provide an educational focus on the use of Turnitin early on in the programme to help students understand the meaning of originality reports and avoid plagiarism.

Contact your Faculty Learning Technologist for advice in using Turnitin in an educative way.

For final submissions for marking, tutors must decide whether students can see their originality report.

You must ensure you students understand which originality reports they can view and what help is available to interpret them.

To view originality reports:

1. From the **Control Panel**, click on the link to **TurnitinUK Assignments**.

The screenshot shows a navigation menu with several sections:

- Content Areas**: Demo Area, Try For Yourself, Training Resources
- Course Tools**: Announcements, Course Calendar, Staff Information, Tasks, Send Email, Discussion Board, Collaboration, Digital Dropbox, Content Collection, Check Collection Links, Course Objectives, Power User Enrollment, Advanced Group Management, Batch Allocate Groups, Manage Podcast, Configure Wiki Tool, Assess Wikis, Recycle Wikis, Configure Blog Tool, Recycle Blogs, TurnitinUK Assignments (circled in red)
- Course Options**: Manage Course Menu, Course Copy
- User Management**: User Management, List / Modify, Enroll User
- Assessment**: Test Management, Survey Management, Pool Management, Course Statistics
- Help**: Support, Manual

2. Click on **View** for the appropriate Turnitin Assignment.

TurnitinUK Assignments

The screenshot shows a page titled "Demo for Originality Checking and eFeedback". Below the title, it says "Please submit your assignment here. Any queries, con". At the bottom, there is a link labeled ">> View" which is circled in red.

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- You'll see a list of students and whether or not they've submitted their work. For those that have submitted, their originality report will appear within 24 hours (usually much sooner) as a **Similarity Index** (% matched text) and associated colour.

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Student23, Demo	My First Essay - All About Turnitin	64%	54			7637451	25-Oct-2010
Student24, Demo	Written Assignment 1	49%				11794118	10-Oct-2011
Student25, Demo	-- no submission --	--				--	Late

- If you have considerable numbers of students, Turnitin will spread the list over several pages. To see all your students on the same page, click on the **preferences tab** (top of page) and set the **maximum number of items per page**.
- Click on the **AUTHOR** heading to sort the list by student name.

See **Setting up Turnitin Assignments and Managing Submissions** for guidance on managing students submissions including clearing submissions and archiving.

- Click on the **% and colour icon** to view the originality report. A new browser window will open.

Turnitin at Canterbury Christ Church University
A Brief Summary for BBC Radio Kent Interview May 2009

Background
Following the success of a pilot during summer 2004/5, the University purchased a license for the use of Turnitin. Following Academic Board approval (Lent Term 2005/6), a phased approach to implementing the use of Turnitin has been taken, governed by a set of protocols enshrined within a new University Plagiarism Policy.

Since July 2008, any programme can use Turnitin directly through the Blackboard

Match	Source	Percentage
1	www.canterbury.ac.uk Internet source	21%
2	en.wikipedia.org Internet source	11%
3	www.coursework.info	9%

Note: originality reports provide a summary of any matching text found in a submission. The colour of the originality icon indicates the amount of matching text found. The report does not indicate that an assignment has or has not been plagiarised; it is a tool to help you identify sources of matching text. The decision as to whether work has been plagiarised or not lies with you and your department and should be made only after careful examination of the submitted work and identified potential sources of plagiarism.

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Accessible Originality Report

Turnitin Originality Reports in the Document Viewer are not screen-readable.

For a screen-readable version, click on the link to the **Text-Only Report** in the bottom-right of the Document Viewer window.



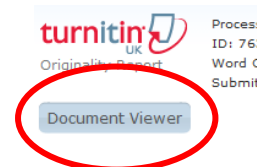
Alternatively, you can make a PDF version of the Originality Report. See Saving/Printing Originality Reports below. If students ask, a tutor or programme administrator can download a PDF version of their Originality Report and mail it to them.

PDF versions of Originality Reports contain the same basic information as the online version in the Document Viewer, and are more easily screen-readable and navigable, but they are not as interactive.

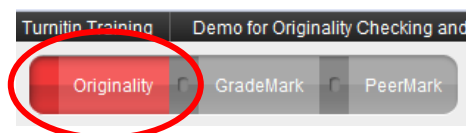
Interpreting Originality Reports

Important Note:

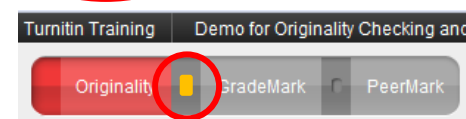
This guide refers to the new, combined Originality Report and e-Feedback Sheet used in Turnitin 2. If you are using the old style e-Feedback Sheet, click on the **Document Viewer** button (top left of page):



In the Document Viewer, you can switch between e-Feedback and Originality Reports by clicking on **Originality** or **GradeMark** (top left of page).



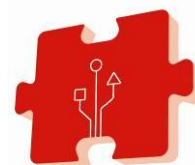
If you want to see any e-Feedback you've written whilst viewing the originality report, you can overlay this by clicking on the **small checkbox next to Originality**.



The left-hand panel shows the student's work and highlights text which can be found in other sources. These sources are in the right-hand panel and include web sites, journal articles and work submitted by other students from all universities using Turnitin. The overall percentage of the students' work which can be found in these other sources is shown at the top and the amount found in each source listed next to it.

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overall % of submitted work 'unoriginal' i.e. matched to other sources

highest matching sources for highlighted text

Originality GradeMark

turnitin

SIMILARITY INDEX 64%

GRADE 54 OUT OF 100

Match Overview

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Turnitin at Canterbury Christ Church University
A Brief Summary for BBC Radio Kent Interview May 2009

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Since July 2008, any programme can use Turnitin directly through the Blackboard

In this example, Turnitin can find 64% of the submitted essay in other sources. It's the amount of essay which is unoriginal – Turnitin calls this the Similarity Index.

A Brief Summary for BBC Radio Kent Interview May 2009

Background
Following the success of a pilot during summer 2004/5, the University purchased a license for the use of Turnitin. Following Academic Board approval (Lent Term 2005/6), a phased approach to implementing the use of Turnitin has been taken, governed by a set of protocols enshrined within a new University Plagiarism Policy.

Since July 2008, any programme can use Turnitin directly through the Blackboard Virtual Learning Environment (VLE) to support plagiarism education and detection.

What's the Deal With Plagiarism?
One of the two Oxford English practice of plagiarizing; the one's own, of the ideas, or mechanical, etc.) of another. However, plagiarism includes indiscriminate cheating. A student who plagiarizes may do so inadvertently or with

Match Overview

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1	www.canterbury.ac.uk Internet source	21%
2	en.wikipedia.org Internet source	11%
3	www.coursework.info Internet source	9%
4	Neil Selwyn. "Not nec... Publication	5%
5	www.plagiarismadvice.org Internet source	4%

text matching a website and % of submitted work matched just to this source

Here, 21% of the essay matches text found on the web site www.canterbury.ac.uk.

Of course, this doesn't necessarily mean the student has plagiarised.

In the originality report, this just means some of the student's text is *unoriginal*. Some unoriginal text might be as quotes, some might just be 'common language'.

Neither it is necessarily copied from the web site listed - many web sites may have the same text, Turnitin just shows you the 'best match' first.

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however, plagiarism includes a range of acts from failure to use proper citation to indiscriminate cheating. A student who plagiarizes may do so inadvertently or with painful purposefulness. The second definition in the Oxford English Dictionary is ". A purloined idea, design, passage, or work." The problem is considered to be a serious matter in academic work because by creating, for example, an essay, one is stating or implying that what is written is your own work.

Public and media interest is increasing with plagiarism by students across the UK HE sector.

According to figures obtained by the BBC, cases of plagiarism in the West of England (UWE), which identified more than 300 cases in 2005/6, were up by 55 from the previous academic year. This represented some 1% of all its students. At Bristol University, more than 70 cases were reported for 2006/7 (of a total of 12,000 undergraduates). Bath's figures more than doubled from 2005/2006.

The threat of use of the Internet for academic dishonesty by a substantial number of students is very real. Students have the ability and skills to indulge in academically dishonest activities. There are also key triggers that can incite such behaviour; fear of failure is one such variable. Most students in higher education can use the easily accessible information highway and that many do.

Selwyn (2008) comments that forms of plagiarism engaged in by students have traditionally included the reproduction of text from other academic sources such as journal articles, books or lecture notes without adequate acknowledgement of the

6	Attila Szabo. "Cyberch...	4%
7	Ronald Macdonald.	3%
8	Internet source	3%
9	news.bbc.co.uk	2%

text matching a journal article

Here, 4% of the essay also matches a journal article (Szabo). Again, in the originality report the student may have correctly quoted the text.

Important Note:

The Turnitin originality report is an aid for you to use in conjunction with traditional methods to detect and deter plagiarism: it is not recommended that you use Turnitin alone to determine if a student has plagiarised part or all of an assessed piece of work.

What Overall Percentage Matters?

In University guidance on Turnitin for students, they are advised in general terms that there is no right or wrong percentage because there is no right or wrong amount of unoriginal text in any piece of work. Different subjects have different expectations on the amount of quotes to use and this can vary from assignment to assignment.

Students are advised to talk to their tutor if they're unsure.

It is important to use your academic judgement. Remember, text highlighted in the originality report is just *unoriginal*. A high percentage could just as well include fair text (e.g. large amounts of correctly attributed quotes or lots of 'common language' phrases – but not necessarily good writing) as it could problem text (e.g. where the student has copied and not cited the source or incorrectly paraphrased).

You can exclude quotes from being highlighted and counted (instructions below). However, you should consider not excluding quotes until you're familiar and comfortable working with Turnitin as it they will show you how much of the overall work is original, even where properly quoted. It may also help you check sources of quotes against the reference list.

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A 100% match on a final submission most likely indicates incorrect settings in a separate Turnitin Assignment set up for drafts. A Turnitin Assignments set up exclusively for drafts should not store a copy of submissions in Turnitin's database (see **Setting up Turnitin Assignments and Managing Submissions**). However, a 100% match may of course indicate outright copied or purchased work.

Checking Highlighted Text Against Sources

1. Click on the highlighted text in the student's work to see where it matches in the source:

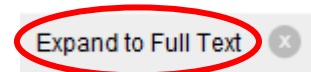
when you click on a highlighted section of the student's text, a window pops up showing the original source

Match	Source	Percentage
1	www.canterbury.ac.uk Internet source	21%
2	en.wikipedia.org Internet source	11%
3	www.coursework.info Internet source	9%
4	Neil Selwyn. "Not nec..." Publication	5%
5	www.plagiarismadvice.org Internet source	4%
6	Attila Szabo. "Cyberch..." Publication	4%

click anywhere on highlighted text

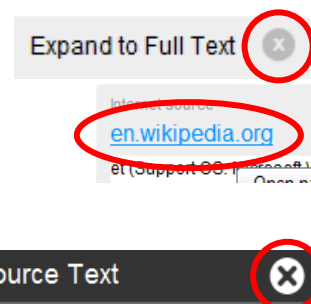
Expand to Full Text

2. Click **Expand to Full Text** in the pop up window to see a fuller view of where the student's text matches in the source in the right-hand panel.



Note: if the match is to a student's paper submitted in another institution, you can request to view the paper by clicking on the link to the institution it was submitted to. The tutor responsible for the Turnitin Assignment to which the paper was submitted will be e-mailed with your request. If they agree to your request, a text-only copy of the paper will be sent to you in a reply e-mail.

3. Click the top-right corner of the right-hand panel to close this view before you can do anything else.
4. If the source is a web site, click the **web address** in the pop up window to see the live web page. This will open a new web browser window.
5. Click the top-right corner of the pop-up to close it before you can move on to another source.



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Checking Other Sources Which Also Match The Student's Text

Each piece of unoriginal text highlighted may match several sources. For example, a quote from a journal article may be matched to the journal publication as well as to a web site with the same quote on as well as to any number of other students' papers also quoting the same thing. So, Turnitin decides which is the 'highest match' (i.e. which source has matched the most of the student's text highlighted).

The right-hand panel of the originality report shows highest matching sources first. You can also see *all* the sources which matched any given bit of highlighted text.

1. Hover over the title of a source in the right-hand panel (Wikipedia in this example) and click on the **View Match Breakdown** arrow to expand



In this example, Wikipedia was the main match, matching 11% of the submitted work. You will now see a breakdown of *all* sources that match parts of the highlighted text.

2. Click on any of the other sources to see how much of the highlighted text matches that source.

Dark highlighted text is the part which also matches Facebook (6% of submitted work)

This whole paragraph is the main match to Wikipedia (11% of submitted work)

In this example, clicking on the Facebook source (6%) shows it matched about half of the highlighted text matched to the main match Wikipedia.

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3. Click the back arrow to return to the normal view



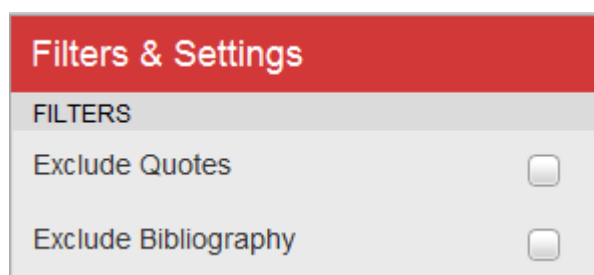
Excluding Quotes from Being Highlighted and Counted

Once you are confident in interpreting originality reports, you might want to ignore highlighted text which you know is quoted and referenced properly.

1. Click on the Filter icon towards the bottom-right of the page. Tick **Exclude Quotes**.



Note: this may not be 100% accurate. Turnitin just looks for quotation marks and ignores text between them. Similarly, Exclude Bibliography will try to ignore the reference list but also may not be 100% accurate. **Use with caution!**



2. Click on on the sources icon to return to the normal view.



What Do I Do If I Suspect Plagiarism?

If you suspect plagiarism, and the work has been submitted to Turnitin, you should follow the usual procedures in your department.

Important Note:

You cannot directly infer plagiarism from a high Similarity Index in an originality report. Your academic judgment should remain the deciding factor.

You may also wish to supplement the originality report by examining extra printed or internet sources. Searching for particular phrases from a piece of suspect work using an internet search engine such as 'Google' may indicate further instances of matching text from websites not yet covered by Turnitin.

Subsequent action in suspected cases of plagiarism must follow current University procedures as described in [PPE 26: 'Procedures for Dealing with Alleged Plagiarism'](#)

The thrust of the University Plagiarism Policy is educate students to avoid plagiarism. Early, formative interventions using Turnitin will both help students to develop good writing habits. Of course, Turnitin will also enable you to identify students who continue to plagiarise with greater confidence.

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University Plagiarism Policy

If the work has not yet been passed through Turnitin, note the Plagiarism Policy prohibits retrospective use. All students taking a given assessment must submit to Turnitin, having first been briefed and offered a formative experience.

Requests View Papers From Other Institutions

Important Note:

If you receive an e-mail from another institution where a student's paper has matched one of your student's papers, you do not have to respond. If you choose to, do not reply immediately to the e-mail request - this will forward a copy of your student's paper to the other institution. First, ensure you remove any personal data or identifying information from the copy of your student's paper contained within the e-mail.

Contact your Faculty Learning Technologist for advice.

Saving/Printing Originality Reports

You can print individual originality reports by clicking on the **printer/download icon**. Both icons do the same thing – give you a PDF version of the originality report to download. If you want to print, first download the PDF file then open and print it like any other document. (Don't use your browser's print button - it won't format your e-Feedback report properly.)



download originality report
(then open and print the PDF file; don't
use your browser's own print button)

Archiving Originality Reports

Unlike students' submitted work and e-Feedback, originality reports can only be downloaded one at a time.

To archive an originality report, see Saving/Printing Originality Reports above.

Important note:

Originality reports will only be available for as long as students are enrolled in the Blackboard area they submitted work to. You must archive any submitted work and/or originality reports you need before you delete a Turnitin Assignment or your Blackboard is 'rolled over' (new students added). Therefore, as it will be time consuming archive all originality reports, you might consider only doing so for reports which you use as supporting evidence for a plagiarism panel.

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Help!

Contact your learning technologist for advice about originality reports, including how Turnitin may be used in an educative way as required by University policy.

See also the Turnitin online help:



Contact the **Staff IT Point**:

- if Turnitin is not working properly including any technical error messages

For all other help, including technical support, see the University web site at:

<http://www.canterbury.ac.uk/turnitin>

Note: It is your responsibility to support students in viewing and interpreting their originality reports. Students should contact the i-Zone if Blackboard or Turnitin is not working properly.