

University of Kent - Turnitin Policy

The following policy has been designed to promote a consistent use of Turnitin and the Originality Report across different Schools and Faculties, as well as across modules within the same programme, whenever applicable. The policy will contribute to providing students with a consistent experience of assessment and will support students' development of academic writing, referencing styles, plagiarism awareness and academic integrity.

Turnitin and the Originality Report are a learning and assessment tool and not a plagiarism detection tool. When used as part of a formative approach to assessment, Turnitin can support students' development of sound academic practice and assessment literacy. One aspect of this is that it is important that students always get to see the Turnitin Originality Report¹. The use of Turnitin should, wherever applicable and possible, be introduced as part of formative assessment activities where students can familiarise themselves with the platform before using the service on summative assignments.

To provide a consistent student experience for the use of Turnitin for both formative and summative assessment, this policy sets clear requirements for the use of Turnitin, provision of student induction and the different requirements for each stage of study.

The policy has been drawn up with particular consideration being given to the following objectives:

- to ensure student equity
- to ensure consistency across modules and programmes
- to encourage the development of good academic practice, scholarship and learning
- to avoid a policing approach to the improvement of student academic writing and assessment literacy
- to ensure that students have a clear understanding of the issues and procedures involved
- to ensure the Turnitin Originality Report is perceived and used as a learning tool rather than for plagiarism detection.

Schools are required to adhere to the policy so that practice is standardised across the University.

¹ As agreed by Education Board
<https://www.kent.ac.uk/teaching/committees/eb/minutes/minutespages/23052018.html>

Requirements

1. Using Turnitin

- a. when using Turnitin, ensure all student information is up to date
- b. ensure your module(s) documentation is valid and up to date
- c. ensure you are familiar with the [Turnitin](#) service²
- d. whenever possible, use Turnitin for formative assessment tasks
- e. familiarise yourself with the University academic misconduct procedures (<https://www.kent.ac.uk/ai/academicpolicies.html>)
- f. ensure that when setting up Turnitin inboxes, clear and consistent naming conventions are applied, for instance “2,000 word essay (draft submission) and 2,000 word essay (final submission)”

2. Student Induction

- a. explain to students what Turnitin is, how it operates and why you use it
- b. ensure your students understand that Turnitin will not be used at an individual, per student, basis
- c. ensure that your students are familiar with the University academic misconduct procedures (<https://www.kent.ac.uk/ai/academicpolicies.html>)

3. Requirements for different stages of study – set up of Turnitin

Stage 1 – multiple re-submissions allowed

Students may resubmit multiple times up to the due date and access the originality report after every submission.³

In Stage 1, students will be given the opportunity to familiarise themselves with and understand academic integrity and good practice. Students should be encouraged to discuss their draft submissions with their teachers and/or learning advisors whenever possible.

Turnitin assignment settings: *One Turnitin inbox allowing multiple submissions up until the due date will be set up for every piece of assessment, whenever applicable.*

² If you need support, please contact your FLT <https://www.kent.ac.uk/elearning/people.html>

³ Currently, students can submit 3 times before there is a 24 hour delay in the production of an originality report.

Stage 2 and Stage 3 – one re-submission allowed

Students may submit a draft version for each Turnitin assignment and access the originality report once. Stage 2 and 3 students should also have the opportunity to use Turnitin as a learning tool.

Turnitin assignment settings: *Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable. Each Turnitin inbox should allow one submission only: one for a draft submission and the second for the final version of the assessment.*

Postgraduate Taught – one re-submission allowed

Students may submit a draft version for each Turnitin assignment and access the originality report once. At postgraduate level, students will be able to access the originality report once before submitting the final version of their assessment.

Turnitin assignment settings: *Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable. Each Turnitin assignment will allow one submission only: one for a draft submission and the second for the final version of the assessment.*

Modules comprising different Stages

Academic stage information is not held within Moodle and therefore students cannot be grouped as such. In cases of modules comprising different stages where each stage permits different levels of resubmission (e.g. Stage 1 and Stage 2), Schools will need to devise local workaround policies for the affected module(s) and report these to the Assessment and Feedback Steering Group (AFSG).

4. Dealing with Suspected Plagiarism

The Turnitin Originality Report or its percentage value are not per se an indicator of plagiarism. Academic judgement should be used when determining an incidence of plagiarism after careful consideration of the originality report and sources of matched text.

Ensure the University academic misconduct procedures are followed as per [academic procedures](#)

Technical help and support

How-to guides on setting up Turnitin inboxes in-line with this policy are available in the Appendix of this policy and on the [E-Learning website](#)

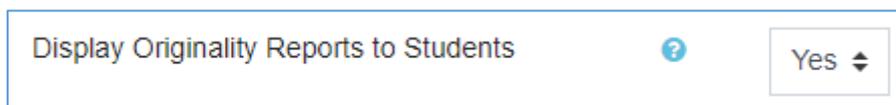
If you require any technical assistance in applying any elements of this policy, please contact your [Faculty Learning Technologist](#)

Appendix - Creating Turnitin inboxes in line with the Turnitin Policy

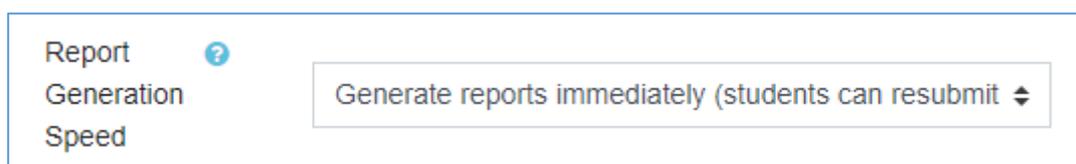
Stage 1

Turnitin assignment settings: *One Turnitin inbox allowing multiple submissions up until the due date will be set up for every piece of assessment, whenever applicable.*

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description.
3. For 'Display Originality Report to Students', choose 'yes'.



4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students can resubmit until due date)'⁴.



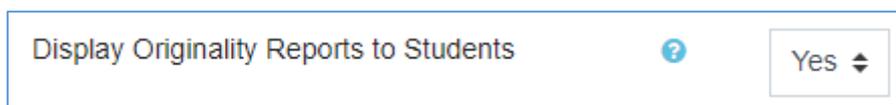
6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.

Stage 2, Stage 3 and Postgraduate

Turnitin assignment settings: *Two Turnitin inboxes should be set up for every piece of assessment, whenever applicable. Each Turnitin inbox should allow one submission only: one for a draft submission and the second for the final version of the assessment.*

Draft inbox

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description (i.e. *2,000 word essay – draft submission*).
3. For 'Display Originality Report to Students', choose 'yes'.



4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students cannot resubmit)'.

⁴ Currently, students can submit 3 times before there is a 24 hour delay in the production of an originality report.

Report Generation Speed	Generate reports immediately (students cannot resub
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6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.

Final submission inbox

1. In your Moodle module, turn editing on and choose 'Assignment: Turnitin' from the 'Add an Activity' dropdown menu.
2. On the page that follows, enter a meaningful assignment name and include a description (e.g. *2,000 word essay – final submission*).
3. For 'Display Originality Report to Students', choose 'yes'.

Display Originality Reports to Students	Yes
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4. Set the assignment start, due and post-dates accordingly.
5. In the 'Originality Report Options' set the Report Generation Speed to 'Generate reports immediately (students cannot resubmit)'.

Report Generation Speed	Generate reports immediately (students cannot resub
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6. Set all other inbox settings according to local processes.
7. Click 'Save and Display' at the bottom of the page.