

## Faculty of Humanities

### Policy for online submission, plagiarism detection, marking and online feedback

The Faculty of Humanities is committed to ensuring that all students have good quality, consistent experience of using the Virtual Learning Environment (VLE), Blackboard (Bb), to submit coursework and receive feedback via the currently supported tools Turnitin (Turnitin) and GradeMark.

#### 1. Purpose

1.1 The Faculty's Policy for online submission of student assignments, plagiarism detection, marking and online feedback articulates the governing principles related to these areas of activity, but not how to accomplish the tasks<sup>1</sup>.

1.2 The Policy has been developed to outline the Faculty's position in relation to supporting The University of Manchester's eLearning Strategy<sup>2</sup> which was approved by The Senate on 27 June 2012. The governing principles in this policy are applicable to all staff.

#### 2. Background

2.1 Since the academic year 2009/10 the Faculty's eLearning Team have undertaken an eAssessment project focused on a managed approach to supporting Schools as they introduce or extend the take up of online assignment handling using Turnitin, via the University's VLE, Bb.

2.2 Point 14 of The University of Manchester eLearning Strategy states that, '*Over the course of the next five years, the University will move towards the submission and marking of all substantial written course material through the VLE*'.

2.3 In October 2012 the Faculty's eLearning Strategy Group and Teaching and Learning Committee approved a **3-year timeline** for moving towards full online assignment submission and feedback (i.e. by session 2015/2016).

#### 3. General

3.1 It is possible for staff to claim exemption from online marking for reasons of disability or risk to health. In these instances, it is necessary for the Disability Advisory Support Service or Occupational Health to provide support for this. Such requests should be sent to the School Teaching and Learning Director (or equivalent).

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<sup>1</sup> separate guidance documents are available at  
<http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/eAssessment.html>

<sup>2</sup> <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13283>

Where exceptions to online submission or online marking are granted, these exemptions do not remove responsibility from provision of feedback (preferably electronic) to the student via whatever tool is deemed most appropriate.

3.2 It is recognised that, for pedagogic or technical reasons, there may be instances where it is not suitable for assignments to be submitted online (see section 5 on online submission of assignments).

3.3 In accordance with the University's Policy on additional costs<sup>3</sup> any compulsory printing (i.e. hard copy) should be avoided but if necessary made explicit e.g. printing of a dissertation.

3.4 The Faculty's recommended method of marking online is by the use of the GradeMark tool in Turnitin. It is, however, appropriate for off-line marking to be undertaken (see section 8 on marking), or other forms of online marking that does not use Turnitin, providing that the feedback is via Bb and ideally via Turnitin's feedback mechanism.

3.5 Schools should determine who should undertake 'administrative' tasks such as, setting up Turnitin inboxes, mark entry, archiving etc.

3.6 The eAssignment Leads should ensure plans are in place to meet the agreed timelines for all courses to use online submission and online feedback for summative assignments<sup>4</sup> by session 2015/2016.

3.7 Schools must ensure that all staff are aware of their responsibilities and associated timelines in terms of marking and feedback to students.

3.8 The Faculty has developed an eAssessment page<sup>5</sup> on the Faculty's Teaching & Learning website articulating the rationale and background to the use of Turnitin and Bb with signposts to relevant supporting documentation for both academic and administrative staff.

#### **4. Training**

4.1 It is recommended that staff undertake training on the use of the different Turnitin tools (online submission, plagiarism detection, marking and feedback) so that they are familiar with the operational use and their potential added value in delivering quality feedback.

4.2 Training will be delivered face-to-face by members of the Faculty eLearning Team<sup>6</sup>.

4.3 Online training<sup>7</sup> (via Bb) will be available for those members of staff who prefer to complete training in their own time.

4.4 Following face-to-face training, staff will automatically be enrolled onto the Humanities online Turnitin and GradeMark Training and Community Space<sup>8</sup>, via Bb.

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<sup>3</sup> Policy on additional costs incurred by students on undergraduate and postgraduate taught programmes - <http://documents.manchester.ac.uk/display.aspx?DocID=19217>

<sup>4</sup> Assignments which count towards the overall unit mark.

<sup>5</sup> <http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/eAssessment.html>

<sup>6</sup> schedule of training: <http://www.humanities.manchester.ac.uk/tandl/elearning/training/index.php>.

<sup>7</sup> [http://www.humanities.manchester.ac.uk/tandl/elearning/training/online\\_training.html](http://www.humanities.manchester.ac.uk/tandl/elearning/training/online_training.html)

<sup>8</sup> Provides online learning, peer learning, links to guides and policy and news from Turnitin.

## 5. Online Submission of Assignments

5.1 Summative assignments must be submitted online via the VLE.

5.2 Schools should not require a hard copy submission of an assignment in addition to that submitted via the VLE. However if dual submission is required the rationale should be clearly articulated to students, via the relevant publications. Schools must also ensure that students can print out assignments which have to be submitted this way free of charge (see 3.3).

5.3 It is recognised that there may be instances where it is not suitable for assignments to be submitted online e.g. for pedagogic reasons or because Turnitin does not support certain file types. Schools should determine and publish the method for submission of such assignments.

5.4 If the alternate submission for those assignments in 5.3 is via email the named member of staff responsible for receiving the work must email each student to acknowledge their submission; students must be warned to enquire further if they do not receive such an electronic 'receipt' within a given period of time.

5.5 The online submission deadline for campus-based programmes should be set between 10.00 – 15.00, Monday – Friday only.

5.6 Whilst it is not a University requirement for online submission to be undertaken anonymously this may affect the application of the University's anonymous marking policy<sup>9</sup>. The Faculty of Humanities requires that by default submission of summative assignments to Turnitin must be set to anonymous.

5.7 Assignments submitted to Turnitin must not identify the student by name; the students' University of Manchester ID number should always be used.

5.8 Students must be provided with clear instructions of the file naming convention, and reminders should be issued at appropriate times.

5.9 Students must be provided with clear instructions regarding the type of file format they should submit.

5.10 Students must receive instructions on how to use Turnitin for submission of assignments and how to access their feedback.

5.11 It is the responsibility of the student to submit the work by the submission due date and specified due time.

5.12 Schools should determine, and publish to the relevant parties, the process to identify and track late submissions; anonymity does not need to be maintained for administrative purposes.

5.13 Students should be strongly advised not to leave their assignment submissions to the last minute; any discrepancy in the student's computer clock could result in the submission being late.

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<sup>9</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=7333>

5.14 Late Submissions to Turnitin must always be permitted as Turnitin will automatically mark a late submission as being such, but still allow examiners access to it.

Students must be informed that late submission will attract a penalty (see Faculty Policy on Late Submission of Student Work<sup>10</sup>), and if there are mitigating circumstances then the student should follow the procedure published by the School.

Schools must develop contingency plans and back-up systems, in the event of technical difficulties, for the submission of assessed work; these must be clearly articulated to both staff and students. If the contingency plan is implemented it must be communicated expediently to students<sup>11</sup>.

If submission is hindered by a failure of the network connection or related technical problem then students should submit their assignment at the earliest opportunity and inform the School at the earliest opportunity.

5.15 To cover for potential student error in browsing and selecting file for submission, it is advised that, up until the due date, students are permitted to resubmit their assignments.

5.16 Students must be informed that they must retain a copy of the digital receipt as evidence of submission.

5.17 Students must be informed that they must retain an electronic copy of their work.

5.18 Schools should determine, and publish in the relevant publications, how group submission is enabled.

5.19 An Originality statement is available in all Bb courses (within the 'submission of coursework' folder) and should be used, or adapted as necessary.

5.20 Procedures for obtaining coursework extensions will remain as currently defined by the School.

5.21 Submissions made by students with additional learning needs must be identified for marking, within University guidelines.

5.22 Retention of assignments must be in line with the University's Guidance on Retaining Student Work<sup>12</sup>.

## **6. Plagiarism Avoidance**

6.1 Students are not permitted to submit their own assignments to Turnitin to check for plagiarism. The Turnitin setting that allows students to view the originality report must be set to 'do not allow'.

6.2 For the purpose of teaching good academic practice, academic members of staff can show / demonstrate how Turnitin identifies suspected academic malpractice. Controlled learning exercises should

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<sup>10</sup> [http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/Penalty\\_late\\_sub\\_2012.doc](http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/Penalty_late_sub_2012.doc)

<sup>11</sup> Additional guidance can be found at

[http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/eAsst\\_downtime\\_guidance.docx](http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/documents/eAsst_downtime_guidance.docx).

<sup>12</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=7333>

not contravene the general policy that students should not have access to the originality reports as generated by Turnitin during the submission process.

## **7. Plagiarism Checking**

7.1 The Faculty's preferred tool to assist in identifying suspected plagiarism is Turnitin's Originality Check via the VLE.

7.2 Staff can use other methods / tools to assist in identifying suspected academic malpractice. Turnitin is only an aid and is not considered to be comprehensive.

7.3 Students must be informed of the University's policy and procedures for dealing with suspected cases of academic malpractice e.g. via handbooks, websites etc.

7.4 Students must be informed that work may be submitted to electronic systems for detecting plagiarism or other forms of academic malpractice<sup>13</sup>.

7.5 Schools must ensure that students in any given cohort are treated equally.

7.6 It is the responsibility of the marker to interpret the Turnitin originality report and to determine whether or not the assignment contains evidence of suspected academic malpractice, along with any other evidence they might have that indicates academic malpractice.

7.8 If the marker suspects that the assignment contains evidence of academic malpractice then they should refer to the University's document '*Academic Malpractice: Guidance on the Handling of Cases*'<sup>14</sup>

7.9 Schools should determine a procedure to handle requests from third parties for access to University of Manchester students' papers where Turnitin has identified a potential match with work submitted by a student from another institution.

7.10 There is no requirement to release a University of Manchester student's paper to any external party. However, in the spirit of collegiality, it is best practice to respond to such requests for access.

7.11 Schools should determine whether or not to withhold the return of feedback to those students being investigated for suspected academic malpractice, until the case has been concluded. Where it is determined that feedback will be withheld this must be clearly communicated to students in the relevant publications.

## **8. Online Marking**

8.1 Where colleagues are marking online, the Faculty recommends using the GradeMark tool in Turnitin.

8.2 Off-line marking is also permitted, as is the use of other marking tools e.g. Bb assignment tool, Word track changes, pdf marking etc., but see also 9.4.

8.3 PCs, laptops or mobile devices on which staff undertake marking must have pass code locks / be password protected to ensure there are no data security issues, in accordance with the University's Secure

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<sup>13</sup> Recommended text at [http://www.humanities.manchester.ac.uk/tandl/resources/handbook\\_toolkit/regulations.html](http://www.humanities.manchester.ac.uk/tandl/resources/handbook_toolkit/regulations.html)

<sup>14</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=639>

IT Guidance<sup>15</sup>. No personal or confidential University data should be stored on unencrypted laptops, computers, memory sticks or other portable devices.

8.4 Staff must follow the University's Policy on Marking<sup>16</sup>

8.5 For summative assignments Schools must ensure that anonymity is maintained throughout the marking process.

8.6 In order to preserve anonymous marking the post date of Turnitin assignments must not be changed once submissions to a Turnitin inbox have been made.

8.7 The grading criteria applied to each assessment must be provided to students via unit / programme handbooks etc and should also be uploaded to Bb and used when marking.

8.8 Schools should consider developing one or a set of rubrics<sup>17</sup> for use within GradeMark (or equivalent for those marking on paper).

8.9 Schools should consider developing a Quickmark library<sup>18</sup> of comments, for individual marker's use, within marking teams, or for use by the discipline as a whole.

8.10 Schools should agree whether the moderation of assignments should take place within or outside of GradeMark, and the process clearly articulated to all staff.

8.11 Where using GradeMark, and where second marking is undertaken, Schools should establish an appropriate way of distinguishing the first and second markers' comments.

8.12 Schools should establish and communicate to all parties the process for allowing External Examiners to moderate assessed course work.<sup>19</sup>

8.13 Schools must ensure that, where possible, anonymity is preserved when marking late submissions of summative assignments.

8.14 Marks are unconfirmed until after they have been ratified by the examination board. Any changes should not be undertaken in GradeMark but in Campus Solutions.

## **9. Feedback**

9.1 Feedback to students must be in accordance with the University's Policy on Feedback<sup>20</sup>

9.2 Students must be informed of the mechanisms by which they will receive feedback for summative work.

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<sup>15</sup> <http://www.itservices.manchester.ac.uk/secure-it/>

<sup>16</sup> <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonmarking/>

<sup>17</sup> Feedback form

<sup>18</sup> Standard or custom comments which can be dragged directly onto the assignment

<sup>19</sup> In November 2013 The University enabled access to its IT systems (including to Turnitin and Bb) for all External Examiners.

<sup>20</sup> <http://www.tlso.manchester.ac.uk/map/teachinglearningassessment/assessment/sectionb-thepracticeofassessment/policyonfeedbacktostudents/>

9.3 The Bb area for each unit should have a clear section explaining the feedback mechanism that the unit will follow.

9.4 Students who have submitted work online must be able to access their feedback and marks on summative assessment online. Schools should inform students that they must download their marked assignment and feedback from Bb; access to the assignment / feedback is only available for the duration of the Bb course unit (i.e. the current academic session).

## 10. Health and Safety

In implementing the provisions of this policy, Schools and staff should be careful to observe the provisions of the University's Guidance on the use of Display Screen Equipment,<sup>21</sup> which stipulates that, when health and safety risks to users of display screen equipment are identified, where practicable, steps are taken to incorporate changes to task within the working day in order to prevent intensive extended periods of on-screen activity.

## 11. Glossary / Definitions

Blackboard (Bb)	Virtual learning environment used at The University of Manchester.
Campus Solutions	Student administration system used at The University of Manchester.
GradeMark	Turnitin tool which allows academic staff to edit and grade student assignments online.
OriginalityCheck	Helps academics check students' work for improper citation or potential plagiarism by checking the work against documents held in a text comparison database.
Originality report	Generated by Turnitin each time a piece of work is submitted to it. Report highlighting matching text of the student's assignment with that held in the Turnitin database.
Originality statement	The Faculty's preferred default position to provide a reminder of the declaration that the work submitted is their own, every time a student submits a piece of work electronically.
Post Date	The date in Turnitin when grades and marks become available for students to view.
Quickmark	Tool in Turnitin allowing academic staff to create customised comments which

<sup>21</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=10060>

	can be added to a student's assignment.
Quickmark library	Allows creation and sharing of comments.
Rubrics	Scoring tool in Turnitin that defines the criteria for assessing various dimensions of a written assignment.
Summative assessment	Contributes to the final mark for a course unit.
Turnitin (Turnitin)	Web-based submission, assessment, plagiarism detection and online marking tool which requires work to be submitted to it electronically.
Turnitin and GradeMark Training and Community Space	Online community space which aims to provide training, peer learning and communication between academic and admin staff users, and between them and the Humanities eLearning team.
Virtual Learning Environment (VLE)	Web application that provides a web environment to help extend the classroom online.

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<b>Related Statutes, Ordinances, General Regulations:</b>	The University of Manchester eLearning Strategy
<b>Related Policies:</b>	Policy on Retaining Student Work
<b>Related Procedures:</b>	Assessment Framework; Process for online submission, marking, return & archiving of student coursework
<b>Related Guidance and/or Code of Practice:</b>	Plagiarism and Other Forms of Academic Malpractice – Guidance for Staff; Secure IT Guidance
<b>Policy Owner:</b>	Faculty of Humanities eLearning Strategy Group
<b>Lead Contact:</b>	Lisa McAleese