Faculty of Humanities
Policy on the Use of TurnitinUK via Blackboard (Pilot Phase)

Background

TurnitinUK (TII) is a web-based submission, assessment, plagiarism detection[1] and on-line marking tool supported by the JISC which requires work to be submitted to it electronically[2]. The software is a tool which can be used:

- for assignment handling
- to support students in their understanding and avoidance of plagiarism
- to locate sources of material in suspected cases of academic malpractice
- to facilitate on-line marking and feedback

The University fully supports the use of TII through the University's virtual learning environment Blackboard Vista (BB). This document relates only to the use of TII via BB; submission of work directly to the plagiarism detection software via http://www.submit.ac.uk is not supported by the Faculty eLearning Team.

1. General Policy

1.1 The 'powerlink' from BB to TII will be disabled for all course units in the Faculty of Humanities. Staff wishing to use any of the TII components will be required to attend an appropriate training session before the 'powerlink' is enabled.

1.2 The decision as to which components to use within TII is a local one i.e. to be determined by individual Schools. Consideration should, however, be given to the equality of the student experience, especially for those students studying on joint programmes.

Schools must inform the Faculty Teaching & Learning Office and the Faculty eLearning Team as to which components within TII they will be using and across which disciplines within the School.

1.3 Staff must undertake training on the use of TII for plagiarism detection so that they are familiar with the detailed operational use. Staff should contact the Faculty eLearning Technologists to book a training session (eLearning@manchester.ac.uk).

1.4 Schools must inform students, via handbooks, websites etc, that work will be submitted to electronic systems for detecting plagiarism or other forms of academic malpractice. This includes the JISC plagiarism detection service (TurnitinUK)'.

1.5 Staff wishing to use the Grademark component of TII must attend training, so that they are familiar with the detailed operational use; any member of staff wishing to use Grademark should contact the Faculty eLearning Technologists to book a training session (eLearning@manchester.ac.uk).

1.6 Staff wishing to use the Grademark component of TII must discuss with the eLearning Team about providing an opportunity for students to submit a practice assignment [3] via BB in order to familiarise themselves with the process before formal submission of their work. A disclaimer must be signed, by the academic member of staff, if a practice submission is not permitted.

1.7 Schools must determine and publish if students are required to submit hard copies of their work as well as submitting electronic copies of work to TII. Where a School requires both a hard

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[1] TII does not detect plagiarism rather identifies text that has been found in other sources
[2] Accepts the following file types: Word; Word Perfect; Post Script; PDF; HTML; RTF; Plain Text. PowerPoint & Microsoft Work files are not accepted.
[3] The practice assignment does not form part of the formal assessment and will not be graded

and electronic copy of the work the student must submit a declaration, with the hard copy, to state that both the hard copy and the electronic versions of the work has identical content.

1.8   Students submitting work electronically must 'sign' a declaration to state that the work submitted is their own and that they have understood the University's Policy on Academic Malpractice.[4]

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

1.10   Students must be informed of how the School uses TII via the appropriate means e.g. handbooks, website, Blackboard Vista etc.

1.11   Work submitted to TII should not identify the student by name; the students' Manchester ID number should always be used. It is recommended that a consistent file naming structure is used e.g. student ID number & course unit code

1.12   It is recommended that there is a TII Lead[5] in each School. The Lead will be fully supported and trained, by the Faculty's eLearning Technologists, on all the components in TII.

1.13   Archiving of the work submitted to TII needs to be determined by the Schools following the University's 'Policy on Retaining Student Work' (see Assessment Framework http://www.campus.manchester.ac.uk/medialibrary/tlso/MAP09/assessment_framework.pdf)

1.14   If approached by a third party[6] (from outside the Faculty of Humanities) to get a copy of work submitted by a Faculty of Humanities student (as an originality report that they have generated has highlighted a match to work submitted by a Faculty of Humanities student) the School should attempt to contact their student about the matter. No work can be revealed to a third party without the permission of the student concerned. Permission to view the work is at the discretion of the University of Manchester.

1.15   If a match is found in an originality report to work which has been submitted by a student in the University of Manchester permission to obtain the full text does not need to be sought from the student; a link will be provided as part of the paper ID allowing access to the full original source.

1.16   The School is responsible for developing and publicising (to staff and students) a contingency plan and / or back up system in the event of technical difficulties, for each component of TII that they use. The contingency plan should be discussed and agreed with the Faculty's eLearning Team.

If the contingency plan is implemented it must be communicated effectively and expediently to students.

1.17   Work should normally be submitted to the Standard Paper Repository in TII, unless there is a good reason not to[7].

1.18   Work submitted to TII will remain on the TII database indefinitely.

1.19   Late Submissions to TII must always be permitted; the submission date and time are always recorded and therefore appropriate penalties for late submission can be applied during the marking process.

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[4] BB quiz can be used to ask the questions (which will be recorded in BB Gradebook) and then the selective release tool in BB can be used to make the TII assignment available

[5] Can either be an academic or administrative member of staff (one can be appointed for UG and one for PGT if required)

[6] this does not apply to external examiners appointed by the University of Manchester

[7] e.g. sensitive material, material covered by a non-disclosure agreement etc

1.20   The facility to prevent students with an auditor account role in BB being able to access TII assignments must be enabled.

1.21   Students must receive accurate instructions on how to use TII for submission of work and also for viewing feedback. A standard set of instructions will be published on the University's eLearning Website (http://www.campus.manchester.ac.uk/elearning)

1.22   Schools must ensure that all staff are aware of their responsibilities and associated timelines in terms of activities to be undertaken in relation to using the various components of TII.

2.   Plagiarism Detection

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

2.3   Schools should determine if it is the responsibility of an administrative or academic member of staff to create the assignment in BB with the plagiarism detection component facilitated.

2.4   It is the responsibility of the student to submit the electronic version of the work via BB by the submission due date. Students will not be permitted to receive a copy of the originality report for their assignment.

2.4.1   It is recommended that the submission deadline should be set at mid-day on a work day to minimise the effects of any technical problems that might occur.

2.4.2   It is the students' responsibility to keep a copy of the digital receipt containing their unique ID number.

2.5   It is the responsibility of one of the markers for the course unit[8] to interpret the originality report.

2.6   Academic judgement must always be used to determine whether plagiarism has occurred.

2.7   If the marker suspects that the students' work has been plagiarised then they should refer to the University's document '*Academic Malpractice: Guidance on the Handling of Cases*' (http://www.campus.manchester.ac.uk/medialibrary/policies/academic-malpractice.pdf)

2.8   Students must be directed to additional resources to support their understanding of plagiarism and how to avoid it e.g. via handbooks, websites etc.

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

3.   Submission of Assignments to TII to Identify Shortcomings in Practice

3.1   Students are not permitted to submit their own assignments to TII to receive an originality report.

3.2   Academic members of staff can use TII to undertake a controlled learning exercise to demonstrate poor / good academic practice.[9]

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[8] academic member of staff, GTA etc.

[9] e.g. a) the academic member of staff submits a document which contains elements of plagiarism in order to generate an originality report; the originality report is discussed, in class, to illustrate the issues involved in plagiarism, use of referencing, writing style etc. b) a similar exercise is undertaken during a 'study skills'/ training session c) students are provided with a document, containing plagiarism / poor practice by the academic and submit this to TII themselves; students should be given the opportunity to discuss the originality report with an academic member of staff.

4.   Using Grademark within TII to Mark Work

4.1   Schools should determine if it is the responsibility of an administrative or academic member of staff to create the assignment in BB.

4.2   Schools must ensure that anonymity is maintained throughout the marking process.

4.3   Schools must determine, and inform staff, whether a) it is the responsibility of the marker to apply any late submission penalty as part of the marking process or b) whether any late submission penalty should be applied by the administrator, via Gradebook in BB, after the assignment post date.[10]

If method b is employed students must be informed that the mark which appears in Gradebook may be modified if a late submission penalty is to be applied.

4.4   In order to use multiple markers in Grademark all markers must be listed as Instructors or Teaching Assistants on the BB course that contains the TII assignment.

4.5   Where multiple markers are used, Schools should determine who posts the agreed mark in the Grademark component of TII.

5.   Recording of Marks

5.1   Where work is marked off-line (i.e. in hard copy) Schools should determine if the mark(s) awarded to a piece of work will be recorded in the Grademark component of TII.

5.2   Where multiple markers are used to mark work off-line, and the mark(s) awarded to a piece of work will be recorded in the Grademark component of TII, Schools should determine who posts the agreed mark in the Grademark component of TII.

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[10] Method a is the preferred option as it ensures the correct mark is recorded in Grademark and fed through to BB's Gradebook; method b may lead to some confusion for staff and students.

Document Control

Policy Title:	Use of TurnitinUK (TII) via Blackboard
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Supersedes:	N/A
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Next Review Date	March 2010
Related Statutes, Ordinances, General Regulations:	
Related Policies:	Policy on Retaining Student Work
Related Procedures:	Assessment Framework
Related Guidance and/or Codes of Practice:	Plagiarism and Other Forms of Academic Malpractice – Guidance for Staff Turnitin and Grademark – for School Administrators Turnitin and Grademark – for Academics
Related Information:	
Policy Owner:	Faculty of Humanities Teaching & Learning Committee
Lead Contact:	Lisa McAleese