

Turnitin Originality Reports Policy

This policy covers the use of Turnitin Originality Reports by staff and students at the University of West London.

Responsibility of :	Professor Nick Braisby (PVC Academic & Student Experience)
Approval date:	July 2015
Review date :	July 2018
Approved by:	Academic Board
After Consultation with:	LTAC

1. Scope & Purpose

- 1.1. This policy covers the use of Turnitin Originality Reports by staff and students at the University of West London. It is not concerned with Turnitin's wider functionality including grading and peer assessment.
- 1.2. Turnitin's Originality functionality compares student assignment submissions to a database of other students' submissions, academic publications and web pages. It produces annotated Originality Reports which highlight the sources of matching text and provide a Similarity Index.
- 1.3. Originality Reports can be used for two purposes:
 - a. As a formative developmental tool to help students improve their academic practice
 - b. As a tool to assist in the detection of plagiarism
- 1.4. The aim of this policy is to help ensure that:
 - a. Turnitin Originality Reports are used appropriately and fairly.
 - b. Students are provided with an opportunity to use Turnitin Originality Reports as a formative developmental tool
 - c. Students and staff are supported in their use of Turnitin Originality Reports.
- 1.5. This policy should be read in conjunction with the University's 'Assessment Offence Regulations'.

2. Use as a formative developmental tool

- 2.1. All students must be given an opportunity to use Turnitin Originality Reports to help develop their understanding of plagiarism.
- 2.2. Students must be introduced to Turnitin Originality Reports as part of their course. This should be for a formative piece of work in the early stages of the course.
- 2.3. Students must be provided with guidance on interpreting Turnitin Originality Reports.

3. Use as a tool to assist in plagiarism detection

- 3.1. Turnitin Originality Reports are a tool to assist staff in the detection of plagiarism. The Reports only highlight matching text and careful interpretation

of the Reports is required to detect plagiarism.

3.2. Thresholds for the Similarity Index should not be set to determine which Turnitin Originality Reports are reviewed. A low Similarity Index does not necessarily mean there is no plagiarised text.

3.3. Turnitin Originality Reports can be used as evidence at Stage I & Stage II of the 'Assessment Offence Regulations'.

3.4. INSTIL will provide staff with guidance on interpreting Turnitin Originality Reports and staff have a responsibility to ensure they follow it.

4. Changes to the Policy

4.1. This policy will be reviewed regularly and the University reserves the right to modify or add to this policy at any time. Any material changes will be communicated appropriately.

5. Responsibility for the Policy

5.1. Responsibility for this policy lies with PVC Academic & Student Experience