Charles Sturt University

Login to Turnitin

↓

Enable Quick Submit
(if not already enabled)

↓

Use of Quick Submit

↓

Choose Timing of uploading
to Turnitin (before or after
marking).

Review Similarity Reports

↓

Are any papers under 5%
or over 25%
Similarity?

→ **No** → Glance a cross section
of papers using the below
process.

↓ **Yes**

Scroll through the similarity
reports under 5% or over 25%.

For Each Student

Are there any similarity issues
in what is being presented?

→ **No** → Process next student

↓ **Yes**

Are any papers under 5%
or over 25%
Similarity?

→ **No** → Review Similarity Reports

↓ **Yes**

Are any papers under 5%
or over 25%
Similarity?

→ **No** → Review Similarity Reports

↓ **Yes**

Review Similarity Reports

Getting started

These instructions are for when Turnitin (with an EASTS upload) is used as the marking platform.
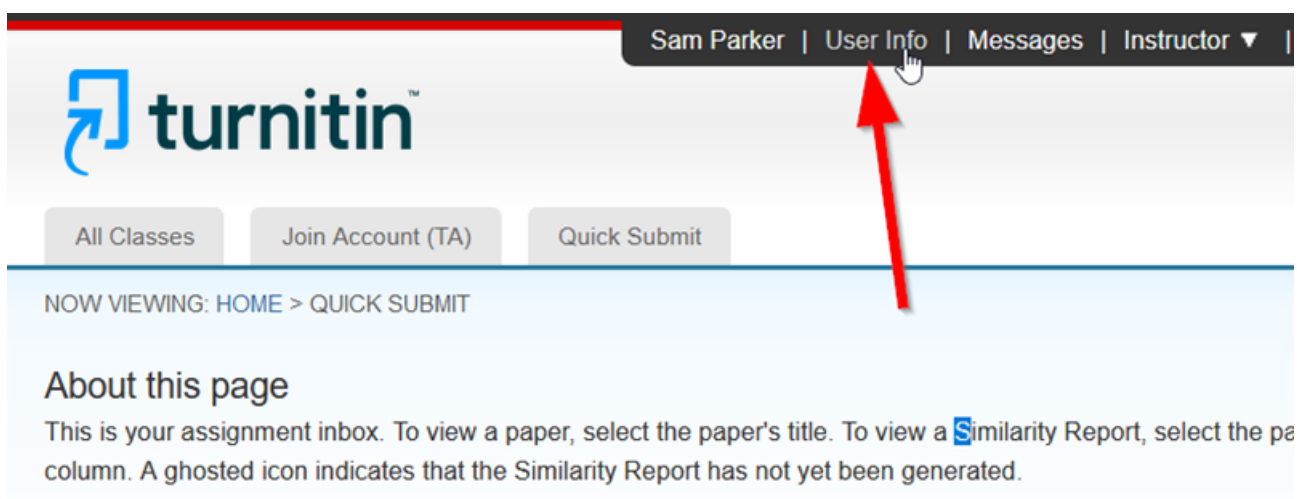
Step 1a: Using EASTS for submission

A1. Login to Turnitin

Login to www.turnitin.com with your CSU email address and Turnitin password. (see your school administration team for account if you haven't already got one).
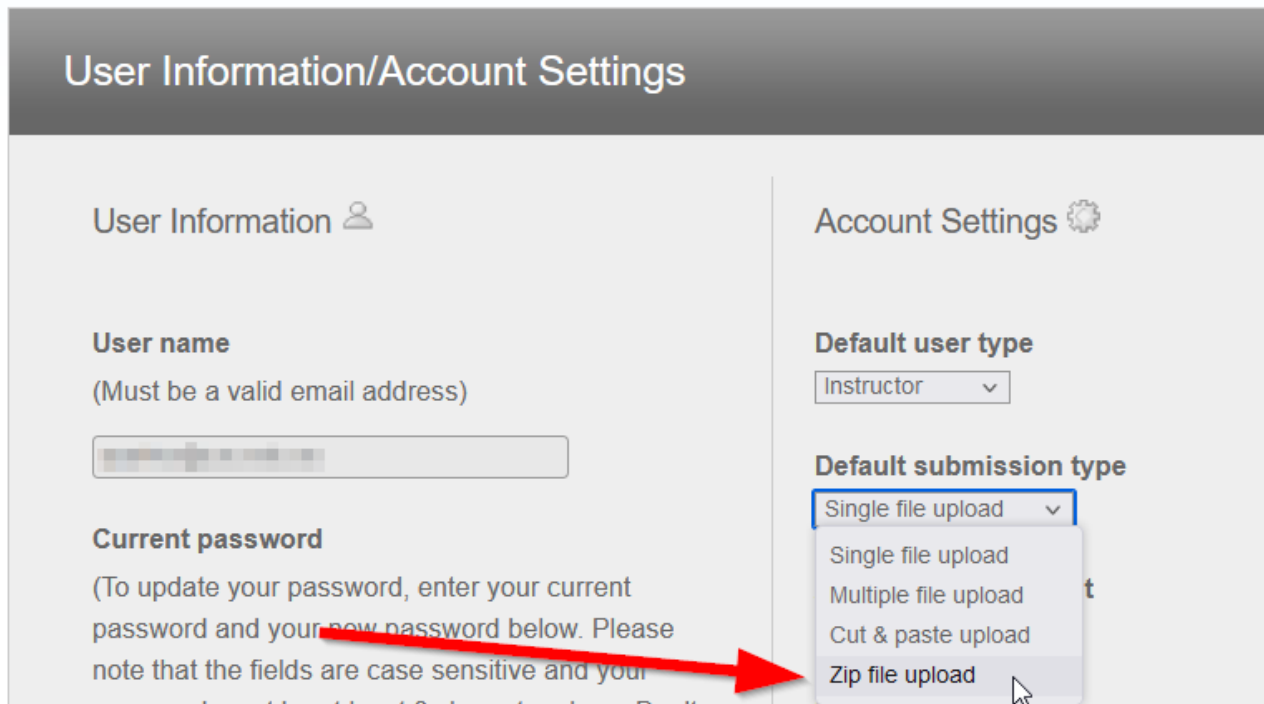

A2. Enable Quick Submit (if not already enabled)
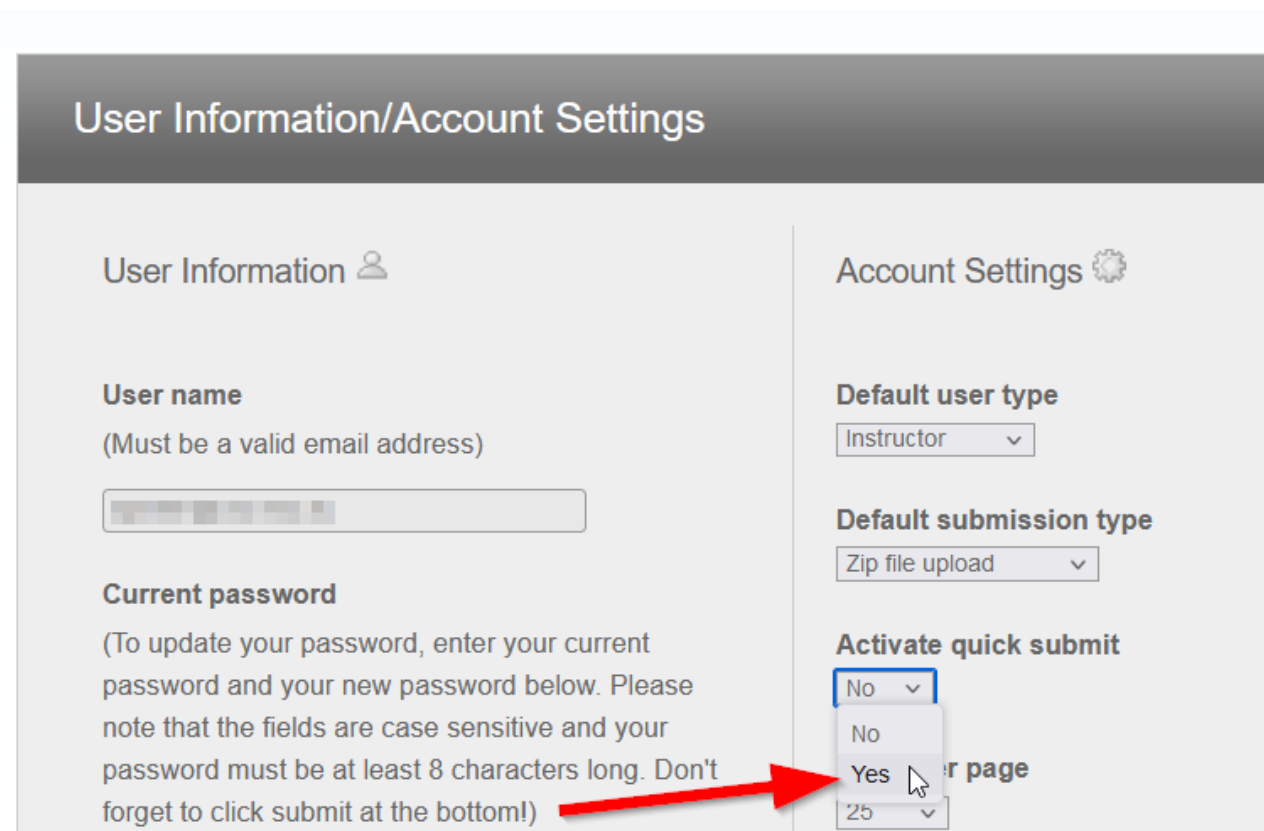
1. Once logged in to Turnitin.com click on 'User Info'

2. Set The 'Default Submission Type' to Zip File Upload

3. Set the 'Active quick submit' option to Yes

4. Scroll to the bottom and click Submit
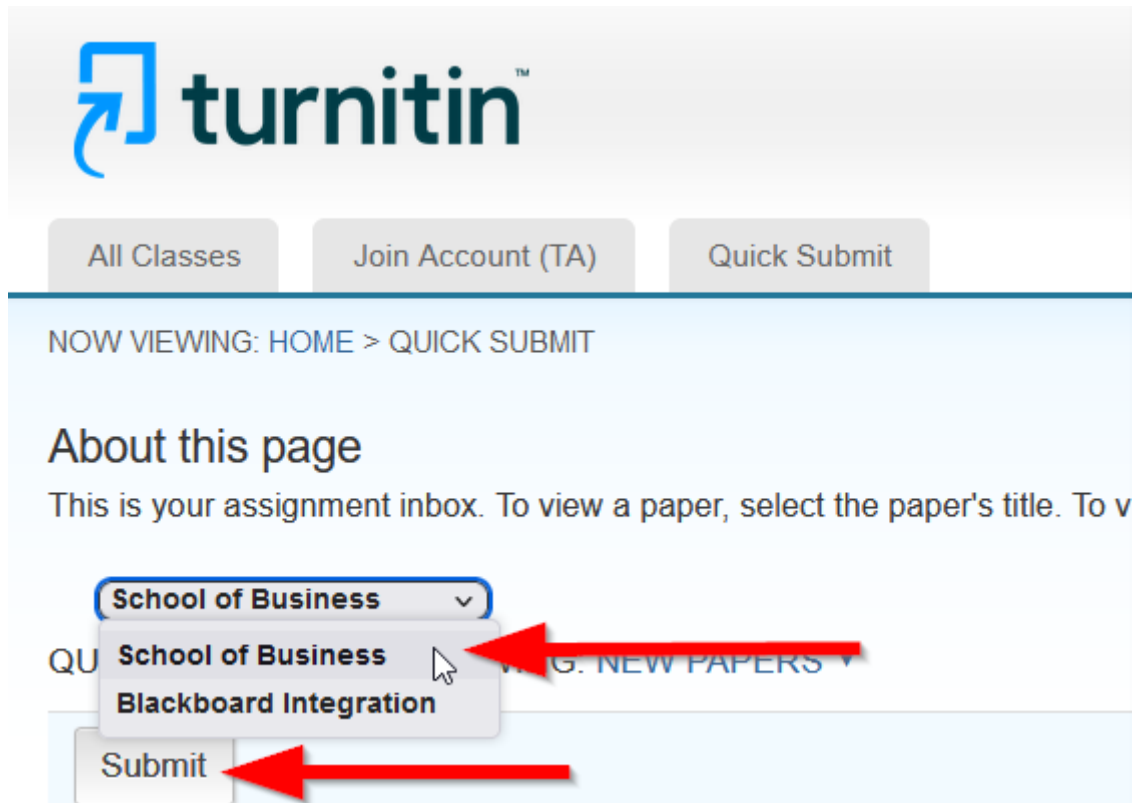

A3. Use of Quick Submit

Once your user info is set up you should now have a quick submission tab shown at the top.

1. Click Quick Submit
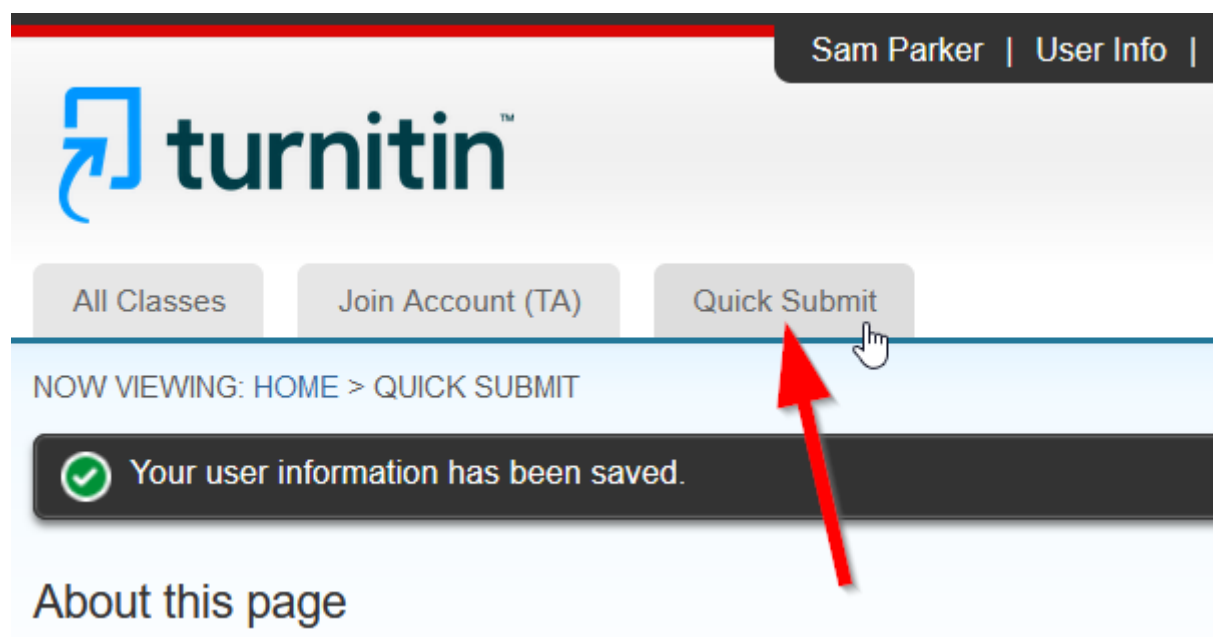
2. Select your school from the dropdown list and click submit.

3. Select search options and whether papers submitted can be matched against in the future.

About this page
To customize your search, select from the available databases below.

Customize Your Search

To customize your search targets, select the databases you would like to include when comparing papers submitted to this assignment. Click submit to add the assignment to your class homepage.

Tick all boxes

☑ **Search the internet**

Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.

☑ **Search student papers**

Includes papers submitted to Turnitin. This database contains millions of documents.

☑ **Search periodicals, journals, & publications**

Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.

☑ **Search the Charles Sturt University**

Includes all papers submitted to the Charles Sturt University.

Submit papers to: ❓

standard paper repository ⌄

Select if papers are to be matched against

Submit

4. Browse for your zip file and click upload

About this page
To submit multiple papers in zip format, select the zip file you want to upload and click submit.

Submit Paper: Zip File Upload ▾

Files submitted via zip file upload may take several hours to process.

Requirements for zip file upload:
- Can contain a max of 1000 papers (more info)
- The zip file must be less than 200 MB
- Individual files must be less than 100 MB each (read suggestions to meet req
- Individual files must have at least 20 words of text
- The maximum paper length for individual files is 400 pages each
- File types allowed: Microsoft Word, Excel, PowerPoint, WordPerfect, PostSc
  (HWP), Google Docs, and plain text

Browse for the file to upload

[Browse...]

[Upload]

5. Click Submit

Submit Paper: Zip File

Summary

- Total files: **4**
- Rejected files: **0**

File Submission Preview *(editing fields is not required)*

Submit	File	Accepted?	Last Name
☑	RileyG_54125412_224114551251_1...	yes	
☑	ThamesD_54154212_224114571251_...	yes	
☑	ToldernK_87425412_2987251_1.do...	yes	
☑	WallisA_78425412_54784551251_1...	yes	

Submit   ~~urn to upload page~~

6. Click Submit (again)

Submit Paper: Zip File

Please confirm that these are the files you want to submit.

Accepted file(s)

Accepted file(s)	Author
RileyG_54125412_224114551251_1.docx	Anonymo
ThamesD_54154212_224114571251_1.docx	Anonymo
ToldernK_87425412_2987251_1.docx	Anonymo
WallisA_78425412_54784551251_1.docx	Anonymo

All changes are final. Upon selecting "submit", the paper will be submitted assignment inbox.

Submit   ⬅ back

7. Click 'Go to Inbox'

All Classes   Join Account (TA)   Quick Submit

Submit Paper: Zip File

Please confirm that these are the files you want to submit.

Accepted file(s)

Accepted file(s)	Author
RileyG_54125412_224114551251_1.docx	Anonymous
ThamesD_54154212_224114571251_1.docx	Anonymous
ToldernK_87425412_2987251_1.docx	Anonymous
WallisA_78425412_54784551251_1.docx	Anonymous

All changes are final. Upon selecting "submit", the paper will be submitted and assignment inbox.

Go to Inbox

8. Your results will take some time to return. Click F5 or the quick submit tab to refresh.

Choose Timing for uploading to Turnitin

You can either upload and view results from Turnitin prior to or after marking. If viewed prior to marking this could potentially reduce marking effort where a referral is required. If viewed post marking this can assist in cases where there is no at fault on the student referred.

Step 2: Reviewing the Cohort

5.   Review Similarity Reporting

The similarity report is a result of the comparison between the text of the submitted assessment against Turnitin's repository of works that include active and archived internet information, tens of thousands of journals and periodicals, as well as previously submitted assessment to Turnitin. Resources: What is the Similarity Report

6.   Are paper below 5% or above 25%

Under 5%:

So why under 5%? Under 5% can be a result of contract cheating being present. If you suspect contract cheating it is best to refer through the academic process. This may be through inconsistencies in formatting, reference list detail not being matched or a suspicion based on the past performance of the student in question.

Above 25%:

Above 25% is required as this is a general threshold to which issues may be present. Issues may be present at between 5-25% but these issues will usually be to a lesser extent. 25% and over can be perfectly acceptable dependent on the matched content.

7.   Glance a cross selection of papers

Of the papers that do not fall below 5% or above 25% it is best to skim a cross section as some issues of smaller amounts may still be present. These are usually issues related to direct quotes from uncited sources that could make up key value in what is presented.

Sometimes the demonstrated understanding may be inferred by the text that is then dismissed by the matches being present. Usually small matches fall into the educative action space, but referral may be needed if the paper is long or the incorrectly cited matches are important to the assessment.

8.   Scroll through similarity reporting under below 5% or above 25%

Once in the assignment, you can sort based on the similarity matches. Click on the Similarity Heading to order by Similarity.

Access the first paper of 25% or over.

Analyse the paper and export if needed.

Once finished with this paper click the right arrow to proceed to the next originality report.

Access each of the relevant originality reports and assess.

Step 3: Reviewing Individual papers

9.   Are there any similarity issues present in what is presented?

Is the similarity report unusually low or high? Are there matches detected with other students work? These are the sorts of things that constitute further investigation.

What to look for:

Generally acceptable and no action needed:

- Matches that restate the assignment question.
- Headers and footers stating the student's details (name and student number).
- An accurate reference list with a variety of matches. (i.e. no blocks of references that could be a sign of reference copying)

References

American Psychiatric Association. (1994). Diagnostic and statistical manual of mental disorders (4th ed.). Washington, DC: Author.

Austin, J. H. (1998). *Zen and the brain*. Cambridge, MA: The MIT Press.

Bacon, S. F. (2005). Positive psychology's two cultures. *Review of General Psychology, 9*(2), 181-192. doi:10.1037/1089-2680.9.2.181

Batchelor, S. (1997). *Buddhism without beliefs*. New York, NY: Berkley.

Batchelor (1990). *The faith to doubt: Glimpses of Buddhist uncertainty*. Berkeley, CA: Parallax Press.

Baugher, J. E. (2008). Facing death: Buddhist and western hospice approaches. *Symbolic Interaction, 31*(3), 259-284. doi:10.1525/si.2008.31.3.259

Potentially problematic (could be handled by educative feedback or referral):

- Font and/or font size changes in text • Different referencing styles used.
- Matched text that includes matches for the citation. This can be related to a missed (as cited in citation) or broader issue.

American Buddhist psychology derives from the contemporary practice of Buddhism in the United States, reflecting a wide range of schools with lineages from cultures throughout Asia (Coleman, 2001; Nattier, 1998; Prebish, 1998). Here it refers broadly to the basic or essential psychological principles of this tradition that are widely held to be fundamental, and particularly, to those aspects that have received special emphasis within mainstream Western psychology.

- Short matched text with an accurate citation with page numbers but no quotations. Generally treated as an educative action (see educative action below).

You will use critical writing in the literature review to show where there is a gap or opportunity in the existing research (University of Sydney Academic Manual, 2020, p4)

Problematic: – with action most likely referral:

- Block long matched text with no citation
- Different and peppered citations within a larger block of matched text. That is, the citations don't relate to the matched text. Essentially attempted deception as to the true source of the content.

10 reasons to use RoboBasket

One block all from the same source

- Set-it-and-Forget-it solution for sorting files. (Porter, 2016)
- Create rules easily by drag and drop.
- Filter files based on name, extension, date created, date last modified, size, kind and more other file attributes.
- Filter mp3s or images using mp3 tags and EXIF information (Hammond et al 2018)
- Perform actions like move, copy, rename, recycle, open, notify and more other actions.
- Create individual rules set for different folders.
- Quickly access RoboBasket from system tray menu.(Forster, 2017
- Find files quickly by searching detailed actions log.
- Save a lot of time and effort keeping files organized. RoboBasket can totally Pay for itself
- Free support by email (Mavis 2012)

Varied and non matched citations

10. Is there an attempt to deceive in the similarity matches shown?

If you find an assessment that you consider to contain plagiarism, you have two options as to how you proceed. Firstly, consider whether the breach of academic integrity was intentional, or potentially the result of not understanding, as an example, how to reference correctly.

If you believe the breach to be the result of inexperience and misunderstanding, then you can use this as an educative moment for your students, to ensure they have the right support moving forward. If, however, you

believe the breach to be intentional, as an example - contract cheating, then you should refer the assessment to the Academic Integrity Officer for your faculty. See Student Misconduct Rule 2020

11.   Does the level of the deception warrant Investigation?

Some examples that would require you to refer the assessment to your Academic Integrity Team would include:

The possibility of contract cheating, where you believe the students to have paid for someone else to complete the assessment on their behalf.

A similarity report that indicated a high level of matches with another student's work

Action streams

Educative

Providing detail to the student in-text as to the real sources of their information. Such as stating direct quote from X.

Providing detail in the rubric or general comments to:

- • Please be mindful in relation to the requirements regarding direct quotes, such as indenting, page numbers and quote marks.
- • Referencing what you read and being aware of the 'as cited in' requirements.
- • Advising that if similar referencing issues are present in a future assessment that their work may be referred to the Head of School or taken up further.

Referral

- • If the levels of inaccurate or deceptive referencing are significant enough the paper should be referred onward according to your faculty academic process (see step 14).

What is Academic Misconduct?

12.   Process Next Student

13.   Action Stream (Educative): Mark according and refer student to appropriate resources:

Providing detail to the student in-text as to the real sources of their information. Such as stating direct quote from X.

Providing detail in the rubric or general comments to:

- • Please be mindful in relation to the requirements regarding direct quotes, such as indenting, page numbers and quote marks.
- • Referencing what you read and being aware of the 'as cited in' requirements.
- • Advising that if similar referencing issues are present in a future assessment that their work may be referred to the Head of School or taken up further.
- • Student resources on assignments
- • Student resources for referencing
- • Academic Integrity subject

14.   Action Stream (Referral): Submit allegation:

Please see:

https://www.csu.edu.au/office/student-safety-wellbeing/student-conduct/student-misconduct

To export the similarity report, click on the download in the similarity report and choose current view.

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