

Getting started

These instructions are for when Turnitin is used as the marking platform.

Step 1b: Using Turnitin for submission

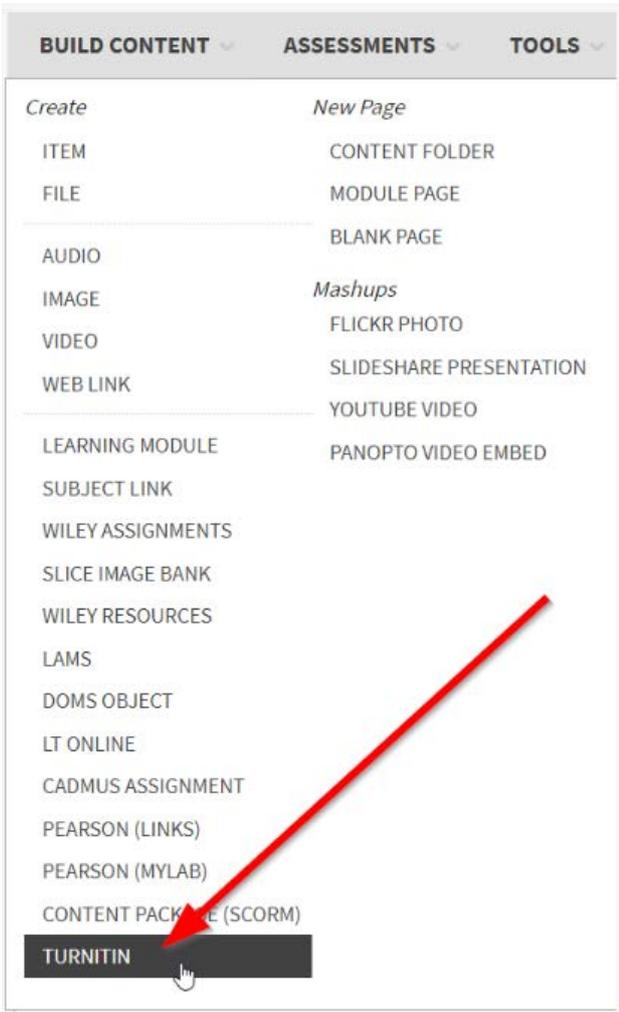
B1. Select Turnitin Assignment Portal

Select Turnitin Assignment Portal as the submission method in your subject outline.

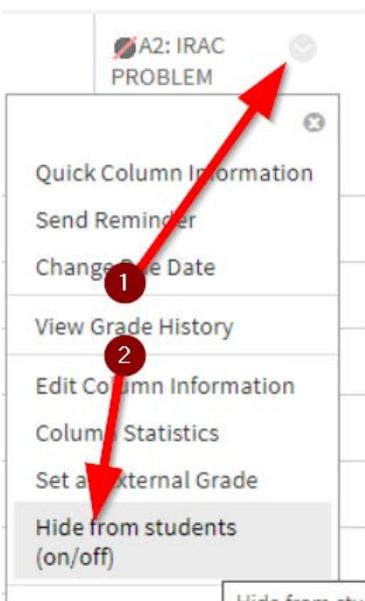
- Select submission methods
 - Alternative submission method
 - EASTS (online)
 - Hand delivery
 - Post
 - Turnitin assignment portal
- 



B2. Create a Turnitin assignment in your subject site.



B3. Turn Column view for students off



B4. Add Turnitin Assignment column to cumulative grade

Grade Centre : Full Grade Centre

The Full Grade Centre displays all columns and rows in the Grade Centre and is the default view of the Grade Centre.

CREATE COLUMN CREATE CALCULATED COLUMN MANAGE REPORTS

MOVE TO TOP EMAIL

Grade Information Bar

STUDENT ID	LAST NAME	FIRST NAME	CUMULATIVE MARK	CALCULATED	ADM

Quick Column Information
Edit Column Information
Column Statistics

Include in Total

All Grade Columns
 Selected Columns and Categories

Columns to Select:

- Administrative Override
- Grade Comments
- Assignment 22
- Turnitin Assignment 1
- Essay

Column Information:
Turnitin Assignment 1: Category: none/ Points Possible:20

Categories to Select:

- Wiki
- Self and Peer
- Journal
- Blog
- Discussion
- Category Information

Selected Columns:

- Column: Initial Assessment
- Column: Take Home Test

Calculate as running total

Yes No

CANCEL SUBMIT

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.

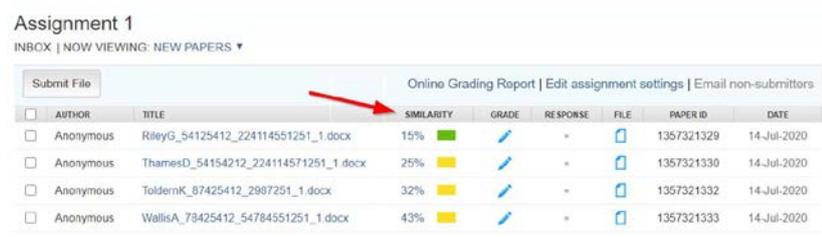
7. Glance a cross selection of papers

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.



Assignment 1
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous	RileyG_54125412_224114551251_1.docx	15%	■	✎	+	📄	1357321329 14-Jul-2020
<input type="checkbox"/>	Anonymous	ThamesD_54154212_224114571251_1.docx	25%	■	✎	+	📄	1357321330 14-Jul-2020
<input type="checkbox"/>	Anonymous	ToldernK_87425412_2987251_1.docx	32%	■	✎	+	📄	1357321332 14-Jul-2020
<input type="checkbox"/>	Anonymous	WallisA_78425412_54784551251_1.docx	43%	■	✎	+	📄	1357321333 14-Jul-2020

Access the first paper of 25% or over.



Assignment 1
INBOX | NOW VIEWING: NEW PAPERS ▼

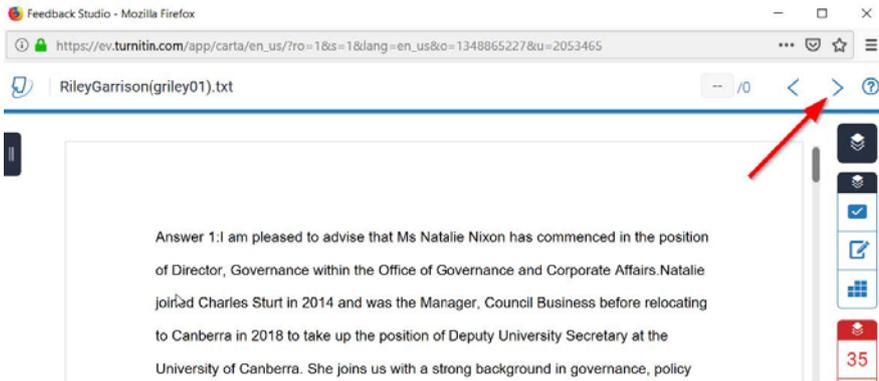
Submit File Online Grading Report | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous	RileyG_54125412_224114551251_1.docx	15%	■	✎	+	📄	1357321329 14-Jul-2020
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<input type="checkbox"/>	Anonymous	WallisA_78425412_54784551251_1.docx	43%	■	✎	+	📄	1357321333 14-Jul-2020

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.

Baughner, 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).

1
 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.

2
 10 reasons to use RoboBasket

- 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)

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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