



Charles Sturt  
University

# Frequently Asked Questions

## Turnitin Frequently Asked Questions

### Am I required to use Turnitin?

Yes. The new academic integrity requirements starting in 2020<sup>60</sup> requires staff to check all written assignments through the university originality checking service Turnitin. This is to ensure that we are compliant with the Higher Education Standards Framework in relation to academic integrity (please see here for guidance on this: <https://www.teqsa.gov.au/latest-news/publications/guidance-note-academic-integrity>)

Making the similarly checking compulsory helps us to provide assurance to the regulators that we have mechanism to allow students to check their work and deal with an issue before submission and to also detect breaches.

### My students are asking about using Turnitin for their checking. What do I need to do to set this up?

For your students to check papers for their own purposes you don't need to set anything up as this is setup centrally.

Students just need to go to the following page which has guides for new and continuing students. Relevant class details and enrolment keys are within the documents.

<https://www.csu.edu.au/current-students/learning-resources/information-planning/assignments/plagiarism-checking>

This link is also listed in each subject outline and on the EASTS assignment submission page.

### I don't have an account to Turnitin for my academic checking, how do I get one?

Unless you are quite new to the university you should already have an account. Please follow the [reset password process](#). If you have followed this process and an account is not present please contact your school administrator from [this](#) page.

### Can I change the standard assignment creation settings?

You can amend the assignment settings used within Turnitin but the default settings for assignments are appropriate for checking needs. If you are wishing to exclude matches in these settings it is recommended that only small matches are excluded not bibliography or quotations.

The reason for this is that the matches can become unreliable if the writer applies some techniques to evade detection.

### **I have found matches that are preventing viewing underlying information how do I exclude matches?**

This page shows how to exclude sources from an originality report.

### **None of the students in my group have a Turnitin match which is greater than 25% - does that mean that the submissions are all ok?**

No, the overall percentage of matches found in an assessment guides you as to how much of an assessment is compiled of others peoples work, but it doesn't give you an indication as to whether that work has been correctly referenced or cited, and therefore, whether plagiarism has occurred. A judgement on whether or not plagiarism has occurred is an academic decision and requires you to check all report.

### **Will students be able to see other students' papers in the class?**

No, your students will not be able to see papers submitted by other students. This would only occur if the class was checked before the student performed their check.

### **Do I need to get my students' consent to use Turnitin?**

No, but you should inform them about why and how Turnitin is being used and what is expected of them. Direct them to the information page: <https://www.csu.edu.au/current-students/learning-resources/information-planning/assignments/plagiarism-checking>

### **Can group assignments be created?**

Unfortunately not. Turnitin is designed to analyse individual submissions for similarity matching. One paper from the group can be added.

### **Can I submit multiple files to Turnitin for an assignment? How do I do this?**

You can submit multiple files to Turnitin. Follow the advice here: <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/making-a-submission/multiple-file-upload-on-behalf-of-a-student.htm?Highlight=Multi%20file%20upload>

### **What are accepted file types for Turnitin?**

Acceptable file types can be found [here](#).

### **Why is there a 24-hour reporting delay on re-submitted assignments for students?**

This prevents students from manipulating the system by-resubmitting an assessment with small changes. Advise your students to put their revised draft through Turnitin at least 24 hours before the coursework deadline if they want to see an originality report before they submit their final version, or if they're required to submit an originality report with the assignment.



### Where can I go for more information?

If you would like to discuss Turnitin matters please log a job with the [IT Service Desk](#) and we can have a phone consult to discuss anything you may want to know.

Additionally if you would like a training session on Turnitin and you have a group of 5 or more please log a job with the [IT Service Desk](#).

