Sheridan

THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

TITLE: Turnitin Procedure

Date of Approval: June 26, 2015 Effective Date: January 3, 2016	Mandatory Review Date: May 2016	Approved By: Provost and Vice-President, Academic

1. Purpose

This procedure explains the acceptable use of Turnitin.

2. Scope

This procedure applies to all faculty using Turnitin as well as all students using Turnitin either as part of a course or for personal use.

3. Definitions

Turnitin is an electronic text matching system that compares text in a student assignment against a database of sources including the Internet, published works, and Turnitin's database for similar or identical work. Turnitin can be accessed in SLATE2.

Originality Report provides a summary of the areas in the submitted assignment that match text in other sources.

4. Procedure

Sheridan approves the use of Turnitin for the following reasons:

> **Prevention:** use as an educational tool to teach students how to work with sources and to improve paraphrasing and quoting skills.

> **Detection:** to check the academic originality of a student's work against a database of sources.[i]

Guidelines for the use of Turnitin:

1. Faculty must ensure students are familiar with the procedure for using Turnitin and that students are able to interpret the Originality Report. They will also ensure they themselves are comfortable interpreting results so they can guide students appropriately. Resources are available through the [Centre for Teaching and Learning](#)

2. For courses with more than one section, all faculty teaching in those sections will need to come to a consensus and select either A or B:

   A. All sections **will use** Turnitin, or;
   B. All sections **will not use** Turnitin as part of the assignment submission process.

3. Written work must be submitted to Turnitin only with the student's knowledge.

4. The faculty member must indicate on the course outline, course syllabi and/or on the assignment details that Turnitin will be used in. The following statement must be included:

   "Sheridan is committed to Academic Integrity. In this course the professor has chosen to require students to use Turnitin to check their own written work to ensure originality.
   - By taking this course students agree that they will submit written work for this course to Turnitin for text comparison.
   - Students will have the opportunity to review their initial work and correct any issues identified by Turnitin **prior to submitting** their final work.
   - Students will include the final Originality Report as a part of the written work submission.
   - Students are encouraged to discuss the Originality Report at any time with their faculty member.
   - Assignments submitted to Turnitin will be included as source documents in Turnitin.com's restricted access database, solely for the purpose of detecting text copying."

If the faculty member(s) are using Turnitin, the following practice will be followed:

5. Students will have the opportunity to submit a draft version of their written work to Turnitin and review the Originality Report prior to submitting their final work. In doing so, students may identify the parts of their work that are found to match existing text in the database. The student may then choose to seek assistance to improve their written work before submitting it for marking. Students can attempt to resolve the match through their own effort and/or consult with the faculty teaching the course or a librarian.

6. When students submit their final written work to the faculty member they must also submit the final Originality Report. The faculty member will review what Turnitin has found and determine if s/he thinks there is a problem. The faculty member may also resubmit the written work to Turnitin.

7. If the final submitted written work is considered not to be acceptably original, the Turnitin report will be used as documentation substantiating a breach in the Academic Integrity

Policy. Faculty will follow the guidelines as outlined in the Academic Integrity policy and procedure.

If the faculty member is not using Turnitin, the following practice will be followed:

8. Students may select at any time to assess their own work using Turnitin, whether or not the faculty has chosen to use Turnitin as a required element of any given assignment within a specific course.

5.   Related Documentation/Links/Forms

Academic Integrity Policy
Academic Integrity Procedure
Turnitin
Centre for Teaching and Learning

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i Adapted from McMaster University Academic Integrity Website
(http://mcmaster.ca/academicintegrity/index.html)