

## **University guidance on the Turnitin service for Staff and Students**

### **What is Turnitin?**

Turnitin is a text matching service to which Keele University subscribes. It assists staff and students with the identification of the originality of text submitted in an assignment. The Turnitin tool cross-checks an essay against material from publishers, the internet and databases of all previously submitted work to the worldwide Turnitin service.

### **How is Turnitin used?**

At Keele all work submitted to the Turnitin service is done via links in the KLE. Submission drop boxes are organised according to the needs of each academic module.

When a member of staff is marking students' work they can refer to the Turnitin Originality report to see if the text correctly references the work of others. This then helps staff evidence their decisions around marking student work, its academic integrity and checking the use of referencing conventions.

All students have a right to be able to submit work to Turnitin prior to a summative assessment during their first assessment period at Keele. Each student will have sight of this first formative exercise Originality Report. This is to be used as a formative exercise to develop the understanding and use of academic conventions, such as referencing and citing the work of others. It is good practice to offer students the opportunity to consult with academic staff if they uncover problems with, for example, referencing, as a result of their use of Turnitin, in this way.

### **How to use Turnitin.**

Comprehensive support materials for staff and students are available on the web page [www.keele.ac.uk/turnitin](http://www.keele.ac.uk/turnitin)

As Turnitin is a service outside of Keele the support page has the current status reports in the form of a Twitter feed from iParadigms who are the Turnitin parent company. Should the service not be available it will be notified through this status page and Schools will be alerted by email from the Learning and Professional Development Centre to School Managers and Directors of Learning and Teaching so that they can take appropriate action.

## What is Grademark?

The Grademark service is attached to Turnitin. It is used at Keele to mark student work which has been submitted electronically via Turnitin. It can also be used to provide feedback (both written and audio) for students which can be easily accessed in a timely manner.

## How to use Grademark.

All support materials for staff and students are linked from this web page [www.keele.ac.uk/turnitin](http://www.keele.ac.uk/turnitin)

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