



# Turnitin Assessment Marking Policy & Procedure

## 1.0 Purpose

This policy & procedure is to set out the expectations regarding the use of Turnitin as a method for detecting student plagiarism and how this should be appropriately dealt with and is applicable in conjunction with the Deferment, Suspension or Cancellation of Enrolment Policy & Procedures.

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberately seeking academic advantage by replicating the work of others, to accidentally copying from a source without acknowledgement.

Turnitin is an internet-based software which identifies and detects plagiarism in student assessments. It highlights the similarities in each section of the student assessment and identifies if this information has been sourced from the internet, textbook or other.

Sacred Heart International College (SHIC) students are required to demonstrate that they have the required skills and knowledge to adequately perform the skills as set out in each unit of competency. This requires students to provide answers in their own words in most circumstances, or, if required, referencing the source of the information – to adequately demonstrate their understanding of the topic.

It is the intention of SHIC that by using Turnitin, it will improve the quality of student assessment submissions and ensure the authenticity of their work, ultimately requiring students to demonstrate their knowledge and understanding of the presented topics.

This policy relates to all qualifications delivered by SHIC which include units of competency from the BSB Training Package and applies to all students enrolled with SHIC. The Information Technology & Accounting qualifications include units which are not a part of the BSB Training Package and this policy does not apply to those units.

The acceptable 'plagiarism' or similarity result as per the Turnitin report is 25%, however each assessment and report needs to be investigated by the Trainer & Assessor to determine if:

- The similarity rate is related to the overall assessment (i.e. the student has used similar words and themes as other sources throughout their entire assessment), in which case a result under 25% would be satisfactory.
- The student has copied blocks of text word for word, in which case, the student has plagiarised and will need to resubmit their assessment in their own words.
- The student has referenced another source. If this is the case, appropriate referencing must be used and a higher result than 25% may be acceptable. In these instances, the remainder of the assessment task needs to be reviewed by the Trainer & Assessor to determine the level of plagiarism in those sections.
- Questions require answers to be worded in a specific way using key phrases or content readily found



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in other sources, in which case, a higher result than 25% could be assumed as necessary. In these instances, the remainder of the assessment task needs to be reviewed by the Trainer & Assessor to determine the level of plagiarism in those sections.

There must be no instances where the student has copied and pasted blocks of text or quoted other texts/sources without appropriate referencing.

### 2.0 Scope

This policy applies to:

- International students enrolled in all VET courses at SHIC.
- All qualifications which include units of competency from the BSB Training Package.

This policy does not apply to:

- The units of competency from Financial Services Training Package and Information & Communication Training Package

The document details policy and procedures to ensure that VET assessments are Fair and Authentic.

### 3.0 Policy

Turnitin internal policy applies to the College's international students enrolled in all the VET Courses.

#### 3.1 Policy Statement

- SHIC recognises that fostering academic honesty is a key element of ethical education, and is opposed to, and will not tolerate, plagiarism.
- SHIC also recognises its responsibility in ensuring that students are educated in, and understand their responsibilities in relation to, academic honesty and plagiarism.
- It is unfair and dishonest for students to present or submit work for assessment that dishonestly represents the work of others as their own.
- SHIC ensures that the VET Trainers/Assessors are aware of its application and implement its requirements.

#### 3.2 Educating Trainer & Assessors

Trainers/Assessors are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices.

SHIC will continuously improve the Turnitin process by:



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- a. making adjustments based on analysis of feedback from students and other stakeholders as appropriate.
- b. monitoring appropriateness of the Turnitin web application
- c. regularly evaluating learning outcomes achieved.

### 3.3 Educating Trainer & Assessors

SHIC utilises Turnitin for ensuring the integrity and authenticity of submitted written student assessment work. SHIC will ensure that information relating to Turnitin and its use is provided to students in their student handbook and other methods where appropriate, as well as ensuring students are adequately informed of plagiarism and the implications of this.

### 3.4 Submissions & Storage of Records

Work submitted to [Turnitin.com](https://www.turnitin.com) will be included as source documents in a restricted access database owned by Turnitin.com solely for the purpose of detecting possible plagiarism of such documents. By registering for the VET courses at SHIC, the student agrees that all assessments may be subject to the form of originality review mandated by the trainer.

A paper not submitted according to the procedures and format set by the trainer may be penalized or may not be accepted for credit towards the student's course progress.

### 3.5 Review of student Turnitin reports

Each Turnitin report needs to be reviewed to determine possibility reasons for the Similarity index.

If the review of these reports indicate plagiarism, academic staff are required to review the student's written work to determine;

- 1) whether the student has plagiarised unintentionally or
- 2) whether the student has plagiarised intentionally



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## 4.0 Procedures

### 4.1 Student Submission

The student submits the assessment via Turnitin. Turnitin generates a similarity report and the software compares the student assessment content with the internet content. Based on the similarity the final report shows how much percentage of student work has been copied from the internet and other sources.

### 4.2 Trainer & Assessor Review

The Trainer & Assessor is to review the Turnitin report and determine the following:

- Is the similarity rate related to the overall assessment (i.e. has the student used similar words and themes as other sources throughout their entire assessment)
- Has the student copied blocks of text word for word?
- Has quotation/citation been used and therefore properly referenced (in which case, the overall % of plagiarism as indicated by the Turnitin report will not accurately reflect true plagiarism)
- Have blocks of text have been copied and pasted?
- Questions require specific answers worded in a particular way

### 4.3 Taking Action

If it is determined that plagiarism has occurred, the following action must be taken in relation to the above, and in line with the Student Misconduct and Plagiarism policy & procedure:

- If a student has copied blocks of text, they must be issued with a written warning and required to resubmit the assessment in their own words.
- If a student has quoted text but not referenced properly, the student must amend their assessment to include appropriate referencing.
- If a student has referenced a text where referencing text is not appropriate, the student must recomplete the assessment in their own words.

### 4.4 Records Procedure

SHIC Trainers/Assessors must maintain records of Turnitin reports on file with the student's assessment records and ensure:

- a. retention and accessibility of electronic records



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- b. the outcomes are adequately documented

### 5.0 Associated Documents/ Forms

1. Turnitin Staff Resources
2. Turnitin Student Resource
3. Student Handbook
4. Monitoring International students (VET) Academic progress Policy & Procedure
5. Development of Training & Assessment strategies Policy & Procedure
6. Quality Management Policy & Procedure
7. Continuous Improvement Policy & Procedure