

Chartered Banker

A Guide to Turnitin – 24-hour Exam

Introduction

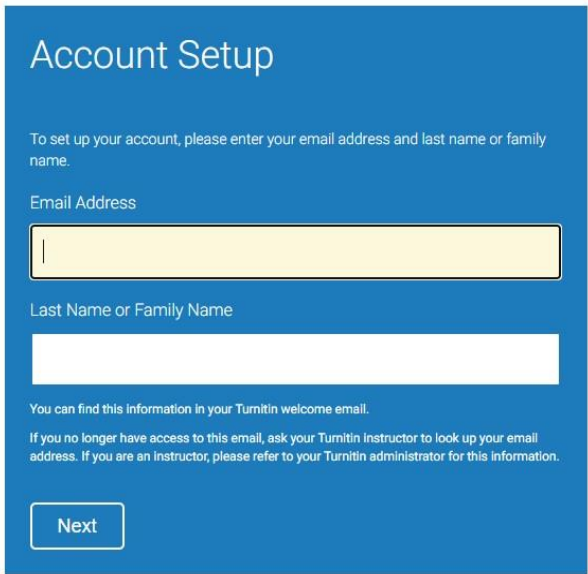
The purpose of this guide is to show you how to set up, access and use Turnitin – the software we use for the submission and marking of 24-hour exams and other written forms of assessment. Turnitin is used by many universities, colleges, schools and professional bodies like ours to help support academic integrity thanks to its similarity and Generative Artificial Intelligence (GenAI) detection service that compares your work against a database of academic sources, student papers and websites to check for signs of plagiarism.

You will be responsible for uploading your own 24-hour exam onto Turnitin. You will have an opportunity to submit a test file before submitting your final answers.

For more information about Turnitin, please see the Institute's *Turnitin FAQs 24-hour Exam* and *24-hour Exam Guidance* documents, both available for download from your personal home page on the Institute's website at www.charteredbanker.com, and access Turnitin's [Student Hub](#).

Creating Your Turnitin Account

Within four weeks of enrolling, you will receive an email from Turnitin confirming that you have been added to the Turnitin class for your qualification. If you do not receive the link to Turnitin within four weeks from the date of your enrolment, please contact info@charteredbanker.com. The email includes a link to enable you to set up your Turnitin account. When you click on the link, you will see this screen:

Fill in your details, using the email address linked to your account. Click 'Next'. You will receive an email asking you to set up a password.



Create your password

Hi Vivien Szalontai,

Your account is almost set up. Click below to create your password.

Create password

The link in this email will expire after 24 hours. Click [here](#) to request a new link.



Once you have created your password, you can log in with your details.



Log in to TurnitinUK

Email address

This field is required.

Password

This field is required.

Log in



Sign in with Google

Forgot your password? [Click here.](#)

Need more help? [Click here.](#)

Complete the required fields of the welcome page, click 'Next' and 'Agree' to complete your registration.

Welcome to TurnitinUK!

You have been added as a student to the account **Professionalism & Ethics - October 2021**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email *

Secret question *

Please select a secret question. ▾

Question answer *

Type for Business Basic

your first name *

your last name *

You will be directed to your homepage which shows the class you are enrolled in. Please disregard any dates in the name of your class – these are for internal purposes only.



[All Classes](#) [Enroll in a Class](#) [What is Plagiarism?](#) [Citation Help](#)

NOW VIEWING: HOME

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

Chartered Banker Institute

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
5206108	Certificate in Lending Skills - Case Study.		Active	07-Jun-2021	31-Dec-2021	

Accessing Turnitin

Students will be able to access Turnitin through the link provided upon registration.

Uploading Test File

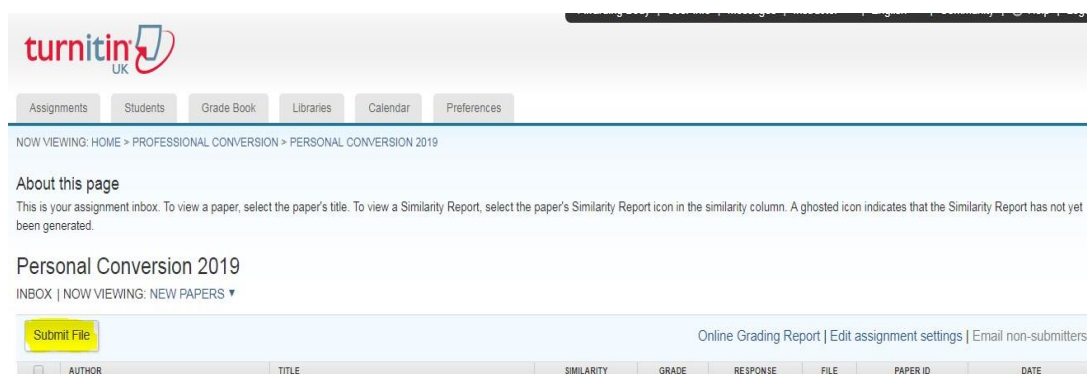
Before you are ready to take your exam, review the relevant section of the *24-hour Exam Guidance* document. You will have an opportunity to submit a test file before submitting your final answers. This will allow you to familiarise yourself with the process if you have not used the platform before.

Please note: you can only submit one file to the test folder.

Submission Process:

- Select the Class you wish to submit your 24-hour exam to
- Click 'View' on the 'Test File' and then 'Submit File'
- The 'Author' field should be left as 'Non-enrolled student'
- The 'First name' should be completed by adding your 8-digit Chartered Banker Institute membership number
- The 'Last name' should be completed by adding your surname/Family Name
- The 'Submission title' should be the subject being studied e.g. Leadership, Strategy and Risk
- The appropriate file should be selected from the computer or other location
- Click 'Upload' and 'Confirm' it's the correct document to upload

Please see some sample screen shorts below:





[Assignments](#)
[Students](#)
[Grade Book](#)
[Libraries](#)
[Calendar](#)
[Preferences](#)

NOW VIEWING: HOME > RETAIL BANKING 2014-2019 > RB ASSIGNMENT 2019

Submit: **Single File Upload**

Rectangular Snip

STEP ● ○ ○

Author

Non-enrolled student

First name

Blank

Last name

Test

Submission title

Test AICB

[What can I submit?](#)

What can I submit?

Rectangular Snip

TEST 123.docx

Clear file

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload

Cancel

Submitting 24-hour Exam

When you are ready to take your exam, please see the *24-hour Exam Guidance* from your personal home page on the Institute's website.

Upload the final exam file, including your *24-hour exam cover sheet* in the same document, to the 'final' folder for marking. Your *24-hour exam cover sheet* is available for download from your personal home page of the Institute's website. Your answer should be pasted into the exam cover sheet where indicated on p.2.

Students should submit their 24-hour exam to the 'Final 24-hour Exam' folder within the correct class, following the same steps as for the test submission. The Examiner will mark the exam and check for any potential issues e.g. plagiarism, collusion or lack of reference to the use of any AI tools. If the Examiner believes that plagiarism/collusion may have taken place, this will be escalated to the Institute and dealt with under the Institute's Disciplinary procedures.

Submission Process:

- Select the Class you wish to submit your 24-hour exam to
- Click 'View' on the 'Final 24-hour Exam' and then 'Submit File'
- The 'Author' field should be left as 'Non-enrolled student'
- The 'First name' should be completed by adding your 8-digit Chartered Banker Institute membership number
- The 'Last name' should be completed by adding your surname/Family Name
- The 'Submission title' should be the subject being studied e.g. Leadership, Strategy and Risk
- The appropriate file should be selected from the computer or other location
- Click 'Upload' and 'Confirm' it's the correct document to upload

Please note that your answers will be marked only when you submit it to the final folder.

We wish you well for a good result!