

# A Guide to Turnitin

### 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 assignments 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 (GenAl) detection service that compares your work against a database of academic sources, student papers and websites to check for signs of plagiarism.

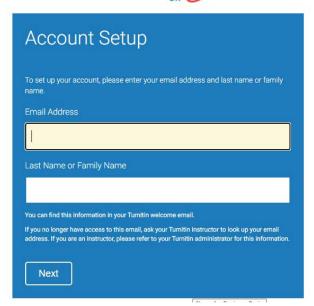
You will be responsible for uploading your own assignment(s) onto Turnitin. You will have an opportunity to submit a draft assignment before submitting your final assignment. This will allow you to identify any areas where there may be potential issues with plagiarism and collusion and rectify them before final submission takes place. Where applicable, the draft stage will also allow you to review feedback from your Tutor before submitting your final assignment and before final marking takes place.

For more information about Turnitin, please see the Institute's *Turnitin FAQs*, available for download from your personal home page on the Institute's website at <a href="https://www.charteredbanker.com">www.charteredbanker.com</a>, 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 <a href="mailto:info@charteredbanker.com">info@charteredbanker.com</a>. 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.

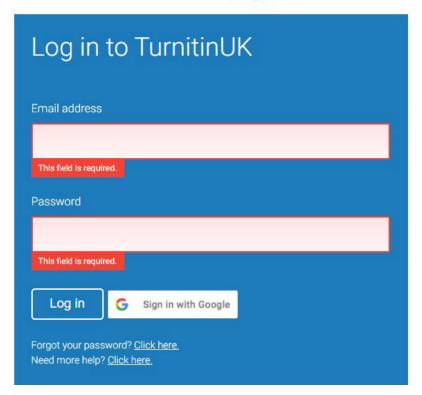
Create password

The link in this email will expire after 24 hours. Click <u>here</u> to request a new link.

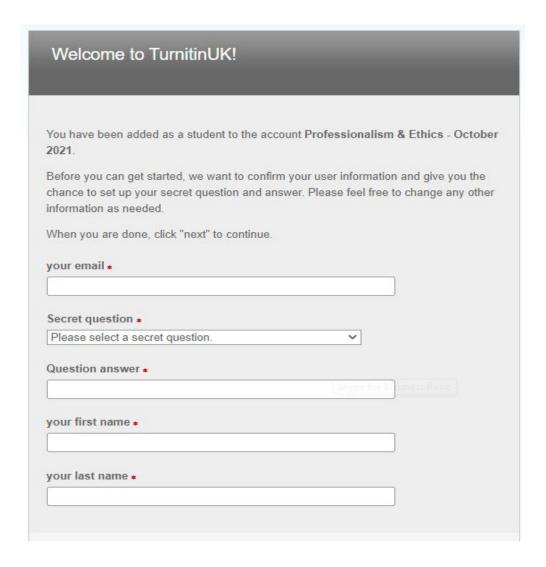


Once you have created your password, you can log in with your details.

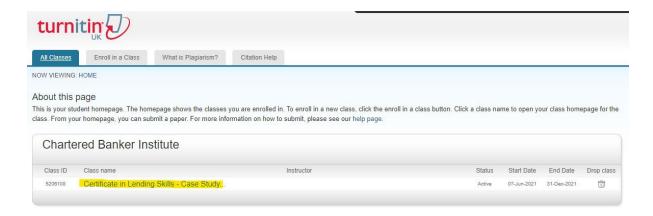




Complete the required fields of the welcome page, click 'Next' and 'Agree' to complete your registration.



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.



## **Accessing Turnitin**

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

# **Uploading Draft Assignment**

When you have completed your assignment in line with the guidelines provided in your learning and/or assessment materials, you can then upload it to the Turnitin platform.

You will have an opportunity to submit a draft assignment before submitting your final assignment. This will enable you to revise your answers where necessary and ensure that you have adequately acknowledged and referenced external sources of information. Any areas where there may be potential issues with plagiarism and collusion will be highlighted. If you need support with referencing, please refer to the *Referencing Guide* available for download from your personal home page on the Institute's website at www.charteredbanker.com.

To help you interpret your report, see: Turnitin (2024) *Navigating the student Similarity Report* [online]. Available at: <a href="https://guides.turnitin.com/hc/en-us/articles/23754108334221-Navigating-the-student-Similarity-Report">https://guides.turnitin.com/hc/en-us/articles/23754108334221-Navigating-the-student-Similarity-Report</a> [Accessed: 25 July 2024].

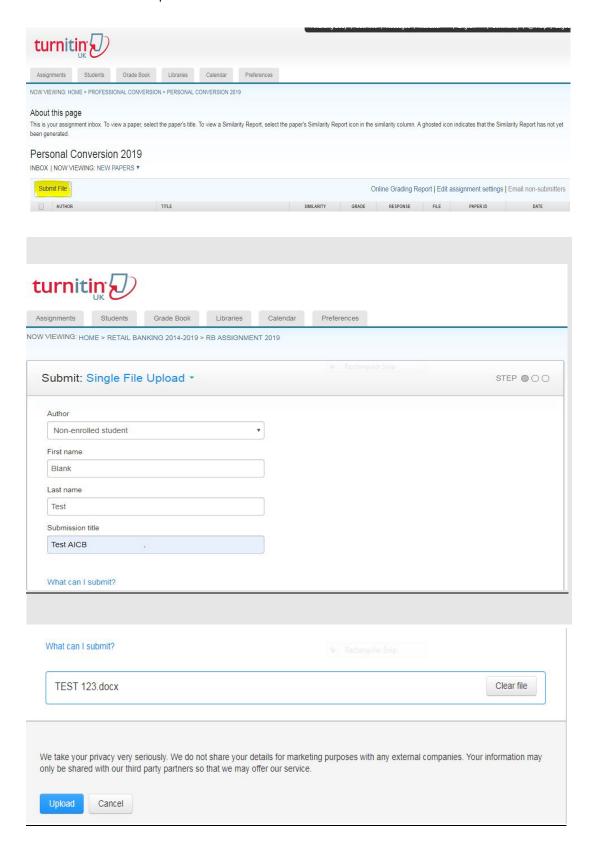
The draft assignment will not be stored in the "Turnitin Repository", so whilst you will be able to see the Similarity Report for it, this will not create an instant match when the final assignment is submitted.

**Please note: you can only submit one file to the assignment folder.** Your submission file should include the assignment cover sheet, assignment text, reference list/bibliography and any appendices as one document. The cover sheet is available for download from your personal home page of the Institute's website.

### **Submission Process:**

- Select the Class you wish to submit your assignment to
- Click 'View' on the Draft Assignment 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:



# **Receiving Feedback on Draft Assignment Submissions\***

Following your draft submission, your Tutor will review your assignment and record your feedback on Turnitin. Once done, you will be able to login to Turnitin and view the feedback given by your Tutor.

To access your feedback, select the appropriate "class" and the click into your submitted assignment. In the assignment, feedback will be shown on the right-hand side of the screen - click on the 'Feedback Summary' icon and then review 'Text Comment'. Also, look out for any comments as these may have been added throughout your assignment.

# **Submitting Final Assignment**

When you are happy with your revisions, you can then upload the file, including your cover sheet in the same document, to the 'final' folder for marking. Your cover sheet is available for download from your personal home page of the Institute's website.

Students should submit their final assignment to the 'Final Assignment' folder within the correct class, following the same steps as for the draft submission. The Examiner will mark the assignment 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 assignment to
- · Click 'View' on the Final Assignment 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. Credit & Lending Assignment
- 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 assignment will be marked only when you submit it to the final folder.

We wish you well for a good result!

<sup>\*</sup> Applies to the Diploma in Debt Restructuring only