

Turnitin advice

Students

General

We advise you use Firefox or Chrome as your browser; problems experienced when using other browsers are usually rectified by switching to Firefox or Chrome.

We advise staff and students not to have multiple (Turnitin) tabs/windows open as this can cause significant problems.

Creating work for submission

It is very important that your submission is:

- in the format(s) permitted/required*
- within the file size / page limit*

Find out if you have to make a **Declaration of own work*** and, if so, how to do it.

*If you are unsure about any these or any other aspects of your work, please see your online course or contact your **Course Secretary / Organiser** as early as possible (there is also advice on file types and size limits on the Turnitin website: <https://help.turnitin.com/feedback-studio/blackboard/basic/student/student-category.htm>

Similarity report and similarity score

Your School should advise you on how they interpret the similarity report and score.

If you have been permitted to see your similarity report

These are generated through the comparison of text (no other type of content). For a report to be generated, the submission has to contain **at least 20 words of text**.

If you have NOT been permitted to see your similarity report

You will still be able to see your similarity score.

Submitting work

Work will be accepted by the drop box after the **Start Date**.

You can check to see that your work has been submitted by going back into the Turnitin box and viewing your submitted work.

Difficulty in submitting work

If you are having difficulty submitting work to the drop box, make sure that:

- the work is in the correct format
- the work does not exceed the size limit
- you are using a recommended browser

If you are still experiencing an issue:

- email a copy of your work to your **Course Secretary** before the deadline, detailing the:
 - name of the course
 - name of the assignment
 - problem you are experiencing
- contact **IS Helpline** detailing the:
 - name of the course
 - name of the assignment
 - problem you are experiencing (do not send your work to the Helpline)

Resubmitting work

This may have been made possible for you; if so, you can only make resubmissions before the deadline (**Due Date**).

Though you could make repeated resubmissions, after the third, there will be a 24hr delay on your receiving further similarity reports (this is to prevent abuse of the system; it is set by Turnitin and cannot be changed by the University).

If you have not been permitted to make resubmissions, and there is a reason why you want to replace your submitted work, contact your **Course Secretary**, before the deadline (**Due Date**) explaining your reasoning.

Submission receipt

If a successful submission has been made, you will receive a receipt. Ensure that you keep this safe in case there are problems with your submission (if you contact the IS Helpline, you would be asked to produce this.)

Check your Learn/Moodle course or contact your **Course Secretary / Organiser** to see if there is anything else that you are required to do with this receipt.

If you have not received a receipt you should:

- check to see that your work has been submitted by going back into the Turnitin box and viewing your submitted work