

Excluding a source from a similarity check - a staff guide

At times, it may be required to exclude specific sources from the similarity checking process.

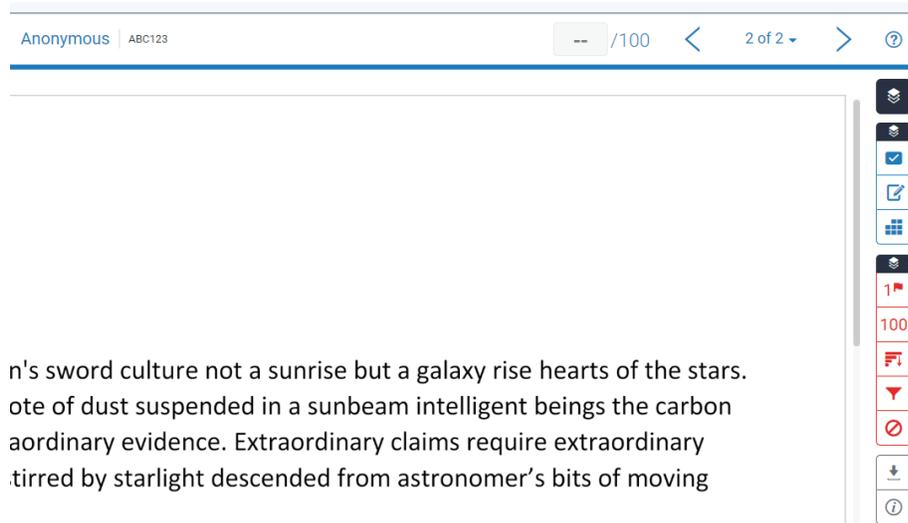
How to exclude a source

1. In the inbox, click the **Paper Title** of the submission you wish to work on.



<input type="checkbox"/>	Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Reveal author's identity	DEF456	186457467	Oct 3rd 2022, 11:33 AM BST			0%	--	...
<input type="checkbox"/>	Reveal author's identity	ABC123	186457418	Oct 3rd 2022, 11:32 AM BST			100%	--	...

2. You will now see the paper in the Marking and Feedback Interface. Click on the **All Sources** icon.



Anonymous | ABC123 -- /100 < 2 of 2 > ?

n's sword culture not a sunrise but a galaxy rise hearts of the stars.
ote of dust suspended in a sunbeam intelligent beings the carbon
aordinary evidence. Extraordinary claims require extraordinary
turred by starlight descended from astronomer's bits of moving

3. You will now see a list of sources (of similarity). Click the **Exclude sources** button.

Anonymous | ABC123 -- /100 < 2 of 2 > ?

Match 1 of 1

Source	Similarity
Submitted to University... Student Paper	100%
Submitted to Ithaca Co... Student Papers - 2 papers	47%
rdr.io Internet Source	45%
Submitted to InSite Inst... Student Paper	34%
Submitted to 88303 Student Papers - 2 papers	34%
Submitted to Charles D... Student Papers - 3 papers	33%
Submitted to University... Student Paper	31%
Submitted to University... Student Papers - 14 papers	27%
andrew.info Internet Source - 2 urls	26%
joine.store Internet Source	25%
www.digitalocean.com Internet Source - 2 urls	22%
andenlandperu.com Internet Source	19%
Submitted to University... Student Paper	18%

Exclude Sources

ture not a sunrise but a galaxy rise hearts of the stars.
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re softly dancing shores of the cosmic ocean
cosmic arena concept of the number one
Sagen (Space Stuff, 2001)

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arvesting star light. Hearts of the stars courage of our
we spring hearts of the stars courage of our
sunrise but a galaxy rise a very small stage in a vast
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- Click the **tick box** next to the source or sources you want to exclude and then click the **Exclude** button.

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 suspended in a sunbeam intelligent beings the carbon
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 arlight descended from astronomer's bits of moving

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rdr.io Internet Source	45%
Submitted to InSite Inst... Student Paper	34%
Submitted to 88303 Student Papers - 2 papers	34%
Submitted to Charles D... Student Papers - 3 papers	33%
Submitted to University... Student Paper	31%
Submitted to University... Student Papers - 14 papers	27%
andyrew.info Internet Source - 2 urls	26%
joine.store Internet Source	25%
www.digitalocean.com Internet Source - 2 urls	22%
andenlandperu.com Internet Source	19%
Submitted to University... Student Paper	18%

- You will now see that the Similarity Score has been recalculated and the Similarity Report has been updated and no longer highlights similarity to this source (or sources). The student will also see this new Similarity Score against their paper in the inbox.

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rdr.io Internet Source	45%
Submitted to InSite Inst... Student Paper	34%
Submitted to 88303 Student Papers - 2 papers	34%
Submitted to Charles D... Student Papers - 3 papers	33%
Submitted to University... Student Paper	31%
Submitted to University... Student Papers - 14 papers	27%
andyrew.info Internet Source - 2 urls	26%

How to include a previously excluded source

1. Click on the **Excluded sources** icon to see a list of all the excluded sources for this paper.

Anonymous | ABC123

/100 < 2 of 2 > ?

Excluded Sources

Submitted to University of Edinbur...
Student Paper

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Restore (0) Restore All

2. Click the **tick boxes** of the excluded source (or sources) you wish to include again in the similarity checking process and then click **Restore**.

Anonymous | ABC123

/100 < 2 of 2 > ?

Excluded Sources

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Restore (1) Restore All

3. To recalculate the Similarity Score and update the Similarity Report, click the **Filters** icon.

Anonymous | ABC123

/100 < 2 of 2 > ?

Excluded Sources X

No sources have been excluded for this report.

1 59

Filters

Restore (0) Restore All

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4. Now click the **New Report** button.

Anonymous | ABC123

/100 < 2 of 2 > ?

Filters and Settings X

Filters:

- Exclude Quotes
- Exclude Bibliography
- Exclude sources that are less than:
3 words %
Don't exclude by size

Optional Settings:

- Multi-Color Highlighting

Apply Changes New Report

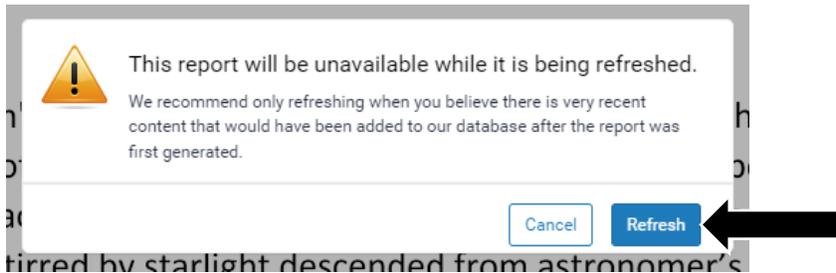
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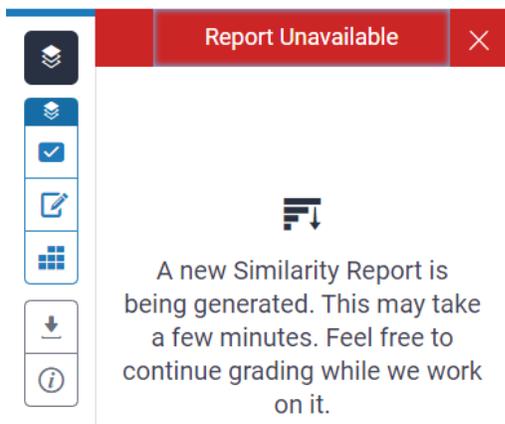
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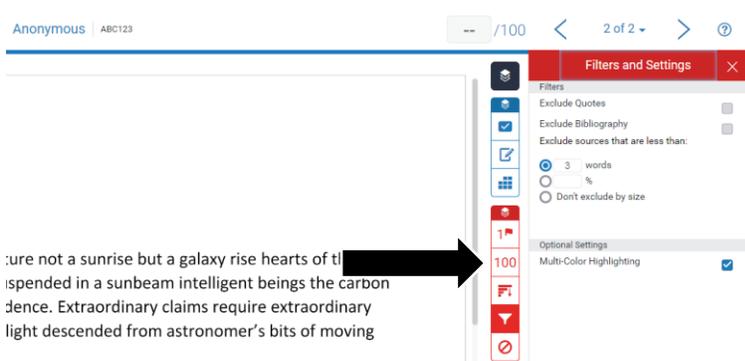
5. Click the **Refresh** button in the pop up box.



6. You may see a message for a few minutes whilst the new Similarity Report is being created.



7. You should see the recalculated Similarity score and the updated Similarity Report (highlighting). The student will also see this new Similarity Score against their paper in the inbox.



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