

# Turn-it-in Software Use

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## Document

<b>Document Name</b>	Turn-it-in Software Use
<b>Brief Description</b>	This Policy outlines the use of Turn-it-in Software to detect the use of plagiarism and collusion.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	16/12/2008
<b>Authorising Body</b>	Management Committee

## Version Control

<b>Date</b>	<b>Version No.</b>	<b>Summary of Changes</b>	<b>Reviewer Name and Department/Office</b>
28/02/2013	1	Policy changes prior to December 2019 are found on H drive.	Academic Director

## Related Documents

<b>Name</b>	<b>Location</b>
Academic Integrity Policy	<a href="#">Policy HUB</a>

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# 1 Purpose and Scope

## 1.1 Introduction

This Turn-it-in Software Use Policy sets out the approach of Griffith College relating to the management of using Turn-it-in to detect plagiarism and collusion.

## 1.2 Purpose

The purpose of this Policy is to assist students to undertake their studies effectively and with integrity.

## 1.3 Scope

This Policy has been prepared in accordance with the [Academic Integrity Policy](#).

# 2 Policy Statement

For the purposes of assisting students to undertake their studies effectively and with integrity, the College engages the facilities of plagiarism and collusion detection software. The software being used at the College is [Turn-it-in](#).

## 2.1 Rationale

The software is used primarily to assist in educating students in the protocols associated with academic writing. For that reason, students have access to the software for self-assessment purposes prior to the final submission of assignments. The software is also used in selected courses by the College to detect plagiarism and collusion in final version submissions of students' assignments.

## 2.2 Implementation

Turn-it-in is used at the College only in courses that are suited to its use. Essentially the software is used for assessment items that are undertaken by students independent of direct supervision. Examples of such assessment include individual and group academic essays and reports completed largely outside of class time.

Where Turn-it-in is used within a course its use must be clearly specified within the Course Outline and students must be notified at the commencement of the Trimester that they are expected to submit their work via the software and that their work will be stored by Turn-it-in and used in scans of future student submissions. Students' names will not be used in the storage process. Institutional identification only, is used to store and record students' work.

Training in the use of the software will be provided to all students and staff expected to use the software. In addition, support resources in the form of step-by-step training guides, will be available to students and staff via the Griffith College portal.

## 2.3 Responsibilities

### 2.3.1 Set Up

Course Coordinators, with the assistance of relevant Program Convenors are responsible for setting up the software each Trimester for use with a particular assessment item. It is expected that set-up and activation occur at least 3 weeks prior to the date for final submission of the assessment item. This will ensure that students have adequate time to submit their assessment drafts for self-assessment purposes, and to seek assistance with any necessary adjustments prior to final submission.

Once the software has been set up for use for a particular assessment item, all students should be notified via the Griffith College portal messaging system. Information regarding activation and closing dates, how to use the software, where to get support in using the software, and conditions for use and final submission must be included as part of the communication to students. Information regarding activation and use should also be given during lectures and

tutorials. Course Coordinators are responsible for ensuring information is communicated to students in an accurate, comprehensive and timely manner.

Where necessary (in particular for first Trimester courses) student training sessions on how to use the software for self-assessment purposes should be undertaken within tutorial classes where the software will be used. This will ensure that students are positioned to take full advantage of the developmental capacities of the software. In particular students should be advised of the level of 'match' considered inappropriate and the conditions under which matching may be considered a breach of the College Academic Integrity Policy.

Course Coordinators are also responsible for monitoring the submission process while the software is activated for their course. Where problems occur with the software or submission process, Course Coordinators are to seek assistance from their relevant Program Convenor.

### 2.3.2 Post Submission

As soon as practical after the final submission date, Course Coordinators [or delegates] must undertake a review of the reports for all classes generated by the Turn-it-in software indicating match percentages for final versions of assessment items submitted by students. Assignments that are determined to exceed match standards as set out by the Course Coordinator for a particular assessment item are to be treated as problematic and investigated further by the relevant tutor and in accordance with the [Academic Integrity Policy](#). Course Coordinators [or delegates] are responsible for advising tutors of problematic cases.

In situations where misconduct, as defined within the College Academic Integrity Policy, is suspected tutors must implement action as specified within Steps 1 and 2 of the [Academic Integrity Policy](#).

Until investigations have been finalised for suspected academic misconduct cases, a mark for the assessment item must be withheld by recording a 'result withheld' (RW) mark on the College electronic results system.

### 2.4 Access to Software and Reports

All teaching staff responsible for courses where Turn-it-in software is being used are authorised to have access to the items of assessment and match reports under their charge. This includes all lecturers, tutors and Course Coordinators within a particular course. Relevant Program Convenors are also authorised to have access to assessment items and reports for courses they are responsible for.

Academic Advisors within the College are also authorised to have access to printed reports to assist students to improve their work in the draft stage as well as in cases where students have been referred for remedial academic assistance after being found to have breached College standards of academic misconduct.

### 2.5 Student Obligations

All students undertaking assessment items that are subject to assessment by the Turn-it-in software, are required to submit the final version of their assignment to the software by the nominated due date as set out in the relevant course outline. Students are also required to submit a hard copy version of the same assignment by the nominated due date. In cases where students fail to abide by *all* submission requirements as set out by courses utilising plagiarism and collusion software, they will be subject to standard penalties applicable to failure to submit and/or late submission.