

## **SCTEI policy re student access to Turnitin prior to final submission**

1. As a TEI operating within the national Common Awards framework, South Central TEI has a clear agreed written policy on handling assessment irregularities, including plagiarism (the 'Plagiarism policy'). The Plagiarism policy is itself an application of Durham University's overarching policy.
2. As a result, all assignments submitted for credit are checked for plagiarism or collusion, using the Turnitin software available on the SCTEI Moodle VLE ('Moodle'). If an irregularity is suspected then appropriate procedures are followed under the Plagiarism policy, including formal Plagiarism Panels held as a sub-panel of the Board of Examiners. All students are taught about proper referencing, plagiarism and collusion at the beginning of their course.
3. At the same time, it is recognised that many irregularities in referencing and composition are simple mistakes born of inexperience or lack of understanding by students, and are not a deliberate attempt to obtain advantage by passing off another's work as their own.
4. For this reason, and recognising also that assessment is part of the learning process, South Central TEI has agreed that students are normally<sup>1</sup> allowed to upload draft assignments to Moodle in advance of the submission deadline. This will enable drafts to be checked by Turnitin, giving students the opportunity to recognise and correct any mistakes in referencing and composition before final submission, thereby avoiding assessment irregularity.
5. Once a submission has been finalised by a student then that student will bear responsibility for any mistakes in referencing and composition under the Plagiarism policy.

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<sup>1</sup> "Normally" means that any formation centre may vary the policy and will inform the Academic Registrar accordingly.