Turnitin Guide for Teachers
Using Turnitin Software in the TAFE NSW Higher Education Moodle

Useful resources can be located on the Turnitin site at:

Introduction

Turnitin is installed and configured in the TAFE NSW Higher Education Moodle and can be used for ANY subject, via the Turnitin Assignment ‘activity’ plug-in which can be added by teachers in a similar way as other assignments are added, and in a similar way that assignments are submitted by students.

Turnitin is an Internet based text matching system which is used by many education institutions to assist staff and students deal with issues surrounding academic integrity. The primary purpose of Turnitin at TAFE NSW Higher Education is to assist students with their academic literacy. We are presently using the ‘Originality Check’ feature of Turnitin as an educative tool rather than a punitive one in order to assist students needing more help with academic research, writing, study skills and referencing. Additionally, Turnitin software may be of use to staff in the process of ensuring that student work conforms to the standards of academic integrity outlined within the TAFE NSW Higher Education Academic Integrity and Honesty Procedures https://www.det.nsw.edu.au/policies/students/high_edu/aca_hon/aca_prod.pdf, and referencing standards expected within their specific discipline.

The Turnitin system allows students and staff to submit electronic files to be checked against electronic resources held within the Turnitin database. The files that are submitted are usually text based files and are accepted in many common formats, such as Microsoft Word, PDF, and Word Perfect etc. Work is usually submitted through a Turnitin Assessment ‘link’ associated with a subject Moodle or specific course Moodle. The work submitted is compared to the information already held within the database, and against material which is generally available on the Internet. A report is generated and visible to both the person who submitted the material and authorised academic staff member/s. The report details areas that have been matched to previously available work, and gives an ‘overall’ percentage match for the document in its entirety.

Students can then identify any areas where they may have failed to conform to the standards of academic integrity required, make appropriate changes and resubmit the material in order to generate a new report. Once a final submission is made or the due date of the assessment has passed, authorised staff can view the report as a tool to assist them in assessing the work submitted.

It is important to note that Turnitin is not a plagiarism detection system, per se. Turnitin software identifies text matches; it cannot exercise professional academic judgment as to whether or not any specific piece of work has breached the academic conventions expected within a specific context. Therefore, a ‘high level of match’ does not automatically mean that a work is problematic and a ‘low level of match’ does not indicate that a work is free from errors. The Turnitin system is a guide which directs the attention of students and staff to specific areas of work to allow them to exercise their academic judgment.
This Guide is presented in three parts, by steps instruction, illustrated by relevant screenshot. It:

- **Part 1** details how a teacher can create a Turnitin assignment in a subject or course Moodle.
- **Part 2** describes what the student does to submit an assessment item to Turnitin via their subject / course Moodle.
- **Part 3** details the steps for the teacher to view / check / generate / the report.
  - Provides some answers to commonly asked questions.

TAFE NSW Higher Education Moodle URL: [https://courses.highered.tafensw.edu.au/](https://courses.highered.tafensw.edu.au/)

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1 Teacher or an authorised TAFE NSW Higher Education staff member.
PART 1

Create a Turnitin Assignment

The basic process for setting up a Turnitin assignment consists of the following steps:

1. Select the location within the subject or course Moodle where you would like the assignment to appear
2. Create the Turnitin assignment link; setting the assignment conditions to those you would like to use for the assignment
3. Set the basic features of the assignment; title, start date, due date and post date

Step-by-Step Setup Instructions

Step 1:

Go to your subject or course Moodle
https://courses.highered.tafensw.edu.au/

- Turn editing on using the green button:
Select the ‘week’ or ‘section’ that you would like the Turnitin link to appear in:

**Step 2:**

Click ‘Add an activity or resource’:
The screen below will appear:

Select Turnitin Assignment by clicking on the radio button and then click ‘Add’:

The screen below will appear:

This is where you set the assignment conditions to those you would like to use for the assignment:
1. In the first block named **General**, there are three mandatory fields – red asterisk*.  
   a) ‘Turnitin assessment name’ – the name of the assessment i.e. Assessment 1, Essay, Project, etc.
   b) ‘Summary’ – the description of the assignment or task requirement.

   The summary information will appear to students when accessing the link to upload their submission. You can also display the information on the Moodle by ticking the ‘Display description on course page’ under this section. The summary information relates to the submission and can be expressed in a variety of ways i.e.

   ‘**All submissions must be in Word document, typed in font of no smaller than 12pt Times Roman or Arial, 1.5 line spacing, 3cm left margin as per student handbook. All submissions should be cited as per TAFE NSW HE referencing format (e.g. Harvard) and include a reference list at the end. Be sure to structure your writing which includes an Introduction, Main Body and Conclusion for all personal learning journals, tutorial question responses and essays.**’

   c) ‘Submission Type’ – **File upload** is usually selected and is the default.

   The other fields can be changed to reflect the assessment requirements:

   For ‘number of parts’, this determines how many submission files are allowed for the assessment i.e. an essay would be one (1) or a group assignment and presentation would be two (2), a maximum of five (5) files is allowed.

   For ‘maximum file size’, leave the field as displayed.

   For ‘student originality reports’, make sure you select YES (Yes is the default).

   It is important that students can both see and ‘overwrite’ their submissions.

2. In the **Turnitin Advanced Options**, leave all fields as displayed.

   ‘Allow Late Submissions’ is default Yes. In accordance with TAFE NSW HE Policy, students can lodge up to 10 working days after the due date. Refer to the TAFE NSW Higher Education Assessment Procedures for further information. Late lodgments will be identified by a red date and time display.

   ‘Report Generation Speed’, is default to ‘Generate reports immediately, reports can be overwritten until the due date’. To ensure students can meaningfully use the Turnitin program they need to be able to see the results of their submissions and make the appropriate changes prior to making the final submission.

   Leave the rest of the fields as displayed.
3. **The Grade settings** allow you to set the marks allocated for the assessment.

4. **The Common module settings** allow for the creation of groups for the assessment. A group assessment task will require the submission of one piece of work on behalf of a number of students (in the group). One student from the group uploads the submission on behalf of all group members. This feature will allow all group members to view the submission, originality report and the graded assessment results / comments. In the ‘Group Mode’ settings, select ‘separate groups’. Leave the rest of the fields as displayed. Creation of the groups will be explained later in this manual. If this is an individual assessment task, leave all fields as displayed.

5. **The Restrict access** block allows you to add a restriction to the assessment link. If this field is left as default with no restrictions, the assessment link will simply be displayed on your Moodle for access by students for the entire semester. The alternative is to restrict access by dates i.e. from 20 October until 20 November.

   *Note:* when restricting access to the link by dates, as soon as the date is reached, the link will disappear from the students view and they will no longer have access to the link or be able to submit. Any restricted access by dates to the assessment link must take into account the ability for students to lodge late assessments in accordance with the TAFE NSW Higher Education Assessment Procedures. Simply click on ‘Add restriction tab’, select the option ‘Date’, set the ‘from’ date and time, click on the ‘Add restriction tab’ again, select the option ‘Date’ and change the drop down box to ‘until’ and set the date and time.

   The dates and times will then display under the created Turnitin assignment symbol in that week or section of the subject Moodle.

6. **The Activity completion** block allows completion tracking by students. This is not a compulsory requirement for higher education assessments however this function may assist students with managing their assessment tasks.

7. When all assignment conditions have been completed, click on ‘Save and return to course’.

   *Note:* The screens on the following pages display the above blocks and edit options.
Turnitin Guidelines for Teachers

Adding a new Turnitin Assignment to Week 2

General

Turnitin Assignment Name

Submit to:
The Online Creative Commons

Evaluation

Grade:

Turnitin Advanced Options

Allow late submissions: Yes

Grade generation:
Generate report immediately, reports can be overwritten until due date.

Store student papers:
Standard Repository

Check against stored student papers:
Yes

Check against internet:
Yes

Check against journals, periodicals, and publications:
Yes

Exclude Bibliography:
Yes

Exclude Quoted Material:
No

Exclude small matches:
Yes

Grade:

Save and return to course
Save and display
Cancel
All assessment conditions can easily be changed, amended, moved or deleted by clicking on the 'Edit' function:
**Note:** Each Turnitin Assignment activity that is created is unique. So, do not use the ‘Duplicate’ function in the ‘Edit’ field:

If you do this, the Turnitin link will duplicate; however, when you click on the duplicated link, the following error message will appear:

**Notice**

Duplicate copies of the same Turnitin assignments were found, duplicates occur when one or more Moodle Direct assignment is connected to the same one Turnitin assignment via the Turnitin API. This is known to cause issues, most notably submissions made to one of the duplicates will show up in the submission inbox of the others. To fix this you should either delete the duplicate assignments or reset the course where the duplicate assignments exist.

To correct the situation, delete the duplicated link. Avoid duplication errors by always creating new Turnitin links for each assessment event.

This error is also common when duplicating subject Moodle’s for subsequent semesters. Where a subject Moodle has been duplicated for a subsequent semester, all Turnitin links need to be deleted in the new subject Moodle and new Turnitin links are to be created.
Step 3:

Setting the basic features of the assignment requires you to click on the Turnitin link you have just created. *The screen below will appear:*

Click on the ‘pencil icon’ and the following screen will appear.

When these fields have been completed and set, click the ‘submit’ button.

Your assessment link has now been fully created and is ready for students to submit their work. *(refer Turnitin Guide for Students)*
How to create groups for an assessment task

All Turnitin assignment links are created in the same way as described above. The only difference for a group assignment task is in the ‘Common Module Settings’ as described in Step 2. In this block, the ‘Group Mode’ settings are changed to ‘Separate Groups’ which enables the teacher to create groups of students for the assignment task.

Once the Turnitin assignment link has been created, click on the ‘Administration’ tab/block and expand the functions available. Click on ‘Users’ and select ‘Groups’.

The following screen (on the next page) will appear.
Click on the ‘Create group’ button. The following screen will appear. The only mandatory field is the group name, type in a suitable name to identify your group. Click ‘Save changes’ when done. Repeat this process to establish the number of groups required for your task.
The following screen will appear. Currently no members appear in the group and by clicking on ‘Add/remove users’ button will expand the list of students in your subject or course.

The screen now displays a list of students that can now be allocated to your groups.
Simply click on the student (this will highlight them) and then select ‘Add’. Repeat this procedure for each student you wish to allocate to the group.

When you have finished allocating students to the group, click the ‘Back to groups’ button.
The following screen will appear. Repeat this process for your remaining groups by clicking on the next ‘Group’, click on ‘Add/remove users’, and allocate students to the next group.

When you have finished creating your groups, return to your subject Moodle page. When you click on the Turnitin assignment link, the following screen will appear now showing separate groups for this assessment task.
PART 2

Student submits a Turnitin assignment

Once the teacher has created the Turnitin assignment and notifies their students, it is ready for students to submit their assessment item. *(refer Turnitin Guide for Students)*

Student logs on to their subject or course Moodle, selects the week or section and clicks on the Turnitin assignment link.

Student then clicks on ‘My submissions’ tab.
The student completes the submission task – i.e. adds ‘submission title’ (the name of the assessment item); browses for and uploads the item; ticks the box, and then clicks on ‘Add Submission’.

The next screen displays the Status as: ‘Submission successfully uploaded to Turnitin’.
When the screen above displays this status, the student has successfully submitted their assignment.

The Originality Report for the submitted file is usually created within 5 to 10 minutes of submission. That is for an average paper of 500 to 1000 words. Longer papers will take a little more time.

Students can resubmit their work until the due date of the assessment. Refer to the above screen shot and you will notice the ‘Add Submission’ area in the lower section of the screen. The student simply resubmits the piece of work using the same method of submission described above.

**Note:** Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.
PART 3

Viewing a Turnitin assignment report

To view a Turnitin Report for an assignment that has been submitted by a student, the teacher goes to the subject or course Moodle and clicks on the Turnitin assignment.

The screen below will appear:

In the Export cell, the teacher can download the original uploaded item, a PDF version of it, and an Excel report on the similarity percentage.
Click on ‘Submission Inbox’ and this will open a list of assignments submitted by students.

The screen below will appear:

List of students and title of work.

Date of submission: if the assignment has been uploaded (late) after the due date, it will appear in red.

See an indication of match percentage (colour coded) browse and click here to access individual reports.
What does a Turnitin report look like?

Clicking on the % cell, the ‘Document Viewer’ will upload the report and display the Match Overview.

Assignment Title and Student Name.

Overall percentage of text found in Turnitin resources.

Original assignment with Matched text highlighted.

Text that has been flagged by Turnitin. Click the text to see the matched text in the source material.

Key colour coded and numbered sources in matched text.

Additional features of the Turnitin report are available here. You can set up things like excluding specific resources, excluding the bibliography, or ignoring matches that are smaller than a certain size.

To generate a report for view, downloading or printing, click on ‘Text Only Report’ (see screen on next page).
Return to the Originality Report, click on ‘Document Viewer’.

Print or download the report.

Check word count.

Sources of match:

Identification of Source

Percentage of match attributed to the source

Source is an Internet site

Source is a previously submitted student paper

Source is a publication, usually made available electronically

The source of the match of material can be a useful consideration when looking at the work submitted by students. Large matches from previous student work, for example can be problematic, whereas a large match from a common internet source might simply be matched text which has been correctly (or incorrectly) referenced. Likewise, large matches from a single source are more likely to be problematic than a similar overall level of match which is derived from a large number of sources.
Interpreting a Turnitin report

What does ‘match’ mean?

The percentage of match reported by Turnitin is an indication of how much of the material that has been submitted for a given assignment has a high degree of similarity to previously created material that the Turnitin program has been able to access. The material which Turnitin checks includes previously submitted student assignments, certain journal articles, database repositories and material which is generally available on the internet. The program uses a ‘text-matching’ system that identifies text patterns, strings of repeated words and direct word sequences to calculate an overall match for the work.

Levels of match

The level of match is expressed as a percentage of the material that has been located in the previously published material which can be accessed by Turnitin. At a first glance, it might seem that a high level of match means that the work submitted is likely to have been copied from another source, or has otherwise breached the TAFE NSW Higher Education academic integrity guidelines. Similarly, a low level of match might be taken as an indication that the work submitted is free from any academic integrity issues. This is NOT the case. There can be legitimate reasons for student work to have high levels of match to previously published material; similarly, a work which has a low level of match might be completely plagiarised from a source which Turnitin cannot access. So objectively the ‘level of match’ really doesn’t mean a great deal; however, when the ‘level of match’ is considered in relation to a specific assignment, trends will usually emerge and your knowledge of both the subject matter and the expectations of your discipline come into play. For example, it could be expected that an original poem submitted to a Creative Writing Course, would have a lower level of match than a 1st year assignment in characterisation in Hamlet. In either case the level of match is a guide to your exploration of the specific matches, rather than an indication of, or exoneration from, anything else. Consideration of both the ‘types’ of match and the ‘source’ of the match in relation to specific assignment items are much better indicators of academic integrity issues.

Types of match

Once a Turnitin report has been generated for a specific submission from a student, you can view the Turnitin report to look at the items that Turnitin has identified a ‘previously submitted text’. One of the dimensions of your consideration could be the type of match that is being reported. The following are some common types of match you may see in Turnitin reports.

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2 Using Turnitin More Effectively-Staff Resource Booklet. University of Newcastle.
Block Match

In this type of match a large section of text has been directly matched to material in the Turnitin repository. The text is a ‘word for word’ match to material previously available. If this material comes from a ‘publication source’ or ‘internet source’ and the source details are referenced in the work, it usually means that the student has not referenced the material correctly. If the material comes from a previous student’s submission, the material is often problematic; however, it might be that two students have both used the same source which is not available to Turnitin i.e. a book. In either case, these block matches need careful examination.
Checkerboard match

The checkerboard match response is potentially the most concerning of all. While it can represent a poor attempt at paraphrasing the work of another, it can also be an indication of an attempt to eliminate a ‘block match’ within the submission. Care should be taken to view the original source closely to look at which words within the paragraph are different.

Close examination of these types of matches is required. Click on the highlighted text to see the original source in its context.
Scattered words match

This type of match usually indicates that the student has made an attempt to paraphrase an existing source. How well they have done this is a matter for professional judgment; however, the source of the match is again important. A ‘scattered word match’ from a previous student submission, combined with a high overall percentage for that work can indicate that the student has used a previous assignment as a ‘template’ for constructing their own response.

Multiple text strings matched within a single paragraph can indicate the use of a previous work as a ‘template’ or simply the use of common terms that would be expected in the style of response.
Reference match

Reference match can contribute to a high overall match within the work and may in some cases, cause students unnecessary concern. The default setup of Turnitin excludes the bibliography or reference list from the material examined by Turnitin. However, the submission of identical reference lists by separate students may also be a matter of concern within a specific discipline.

You can turn the checking of bibliography or reference material on or off using the tool bar here.
Trivial match

It is important to note that assignments can build up a significant percentage of matches simply by using phrases which are common to academic work. In the example below, it would be very unlikely the student had ‘copied’ these words as they are quite ‘standard’ for the field or discipline.

Innovation and Technology

There is a belief that design of new technologies can help preserve agricultural resources and control environmental issues. Deterrence of pests and weeds, health of the land, soil, natural vegetation and the issue of water shortage are main environmental concerns of farmers (AG careers 2010). One way farmers are monitoring quality of agricultural areas, is testing the biology of soil to explain any restrictions of growing food (Carberry & Keating 2010). The measure the industry is undertaking to reduce the effects of climate change in the short to medium term is cropping systems that make the land tolerant of harsh conditions (Qureshi, Hanjra & Ward 2013).

Investments in innovation can be of benefit in the production process. It is suggested that inefficiencies can be reduced and productivity can be increased if new innovations are introduced (Carberry & Keating 2010). For example, to stimulate production of grain and areas there needs to be appropriate action. According to the government group, Caring for our country, their funding is to help approximately 30% of farmers and managers to develop environmental conscious knowledge and skills (Achievements Report 2013, p5). This will help them make the decisions that will benefit the environment and help allocate resources effectively.

In conclusion, it is important for the government and the industry to monitor and support the performance of agriculture in Australia. Strength in agriculture is needed in the global market because of its importance in the economy, supply of food resources and employment. As discussed, there are threats to the industry but innovations and technological advancements have eased the impact and helped improve production and continues to strengthen the industry.

The program has identified that the words have been used in previously submitted work and these words are considered common to academic work.
Common Questions and Issues

Frequently asked questions

How do I ensure that students can see their Turnitin reports?
When setting up an Turnitin assignment link, the option in ‘Student Originality Reports’ needs to be set to ‘Yes’ and the option in ‘Report Generation Speed’ needs to be set to ‘Generate reports immediately, reports can be overwritten until the due date’.

Students are unable to see their marks or comments?
Check the ‘post date’ in the assignment settings. The post date of an assessment is set by the teacher during the assignment link creation (refer to Step 3, page 14 above). When the post date and time has passed, students will be able to view GradeMark.

The post date must come after the start date and due date during assignment link creation. The time between the due date and the post date reflects the marking period for all the assessments i.e. one week or two weeks.

At any time before the post date and time has lapsed, you as the teacher can change the date and time to suit your workload. Students have no access to GradeMark until the post date has passed i.e. they are unable to view the marked version and comments; however, you as the teacher will see all grades in the submission inbox, regardless of the date.

Once the post date of an assessment has passed, students are then able to access the marked version of the paper and view any grades, comments and marks.

**Note:** There is a facility that enables comments and feedback outside of the marked version of the paper. Comments and feedback made in this section will be accessible to students regardless of the post date and time. This comment section of the submission inbox is best used for communication between the teacher and student after the marking/grading of the assignment has been completed. This gives both teacher and student an ability to communicate on certain aspects of the assessment i.e. discussions on improvements for future work and clarification by the student on certain aspects etc.

Can I save time by duplicating a Turnitin link for my other assessments?
No, (refer to page 13 above) you will encounter a duplication error. Always create a new Turnitin link for each assessment event.

None of the students in my class have a Turnitin match which is greater than 20%. Does this mean that the submissions are all OK?
No. The overall percentage may provide you with a guide to certain features of the work, but it isn’t an indication of plagiarism. The judgment on plagiarism is a teacher (professional) decision and this requires you to look at the Originality Report in more detail.
One of the assignments submitted has a 75% Turnitin match. That has to be a problem doesn’t it? It depends on the assignment. The high level of match is probably a cause for concern; however, it may be related to the response style rather than the academic integrity of the work. For example, if a student has used a large number of quotes within an essay, the level of match could be high, even if they are correctly referenced. Thus the level of match may be an issue of poor writing rather than poor referencing. Similarly, within some assignments, this level of match might not be major cause for concern.

Does using Turnitin mean extra work for me?
For staff new to Turnitin, there is the initial effort to become “user capable”. This Guide, PD activities facilitated by the Higher Education Unit, support from your designated higher education Moodle Administrator and engagement with your peers will assist you. After that there should be no extra work generated by using Turnitin.

As academic staff, you have a responsibility to ensure that the work submitted by students is authentic and conforms to the expected guidelines within your discipline and to the TAFE NSW Higher Education Academic Integrity and Honesty Procedures.

The rapid expansion of material available to students has made this more difficult, so electronic text matching software is designed to make your task easier. However, it is important that you develop workflows which allow you to do this as efficiently as you can.

What should I do if I receive an email request via Turnitin to view one of my student’s papers?
Sometimes the content of a student assessment will appear as a source match to a previously submitted ‘student paper’. The teacher can ‘request to view’ the matched paper by clicking on the ‘permission button’ in the matching overview. Consequently, a ‘paper review request’ email will be automatically generated from the Turnitin system and sent to the teacher in possession of the original paper requesting their permission to view the paper. The email from Turnitin has a text version of the submitted paper embedded in the bottom of the email.

Where the request is from a teacher within TAFE NSW HE, you are encouraged to cooperate in the spirit of academic and professional collegiality and grant permission to view the paper. Simply reply to the email stating that ‘Permission is granted. [Your Name].’ Note: Remove any identifying student information in the text version of the submitted paper i.e. student’s name and identification number, to respect the privacy of your student prior to sending.

Where the request is from another institution or a non-TAFE NSW HE teacher, you should not reply to the email. You are recommended to never reply to any paper view request from another institution outside of TAFE NSW HE or to any person from another institution who makes this request through Turnitin.
How do I best inform and support my students about Turnitin?

It is vital that students have a sound understanding of academic integrity and honesty, as specified in the policy. Staff have a responsibility to explain to students both good scholarly practice and the concept of academic misconduct, such as plagiarism.

Refer students to the Turnitin Guide for Students document. The Course Student Handbook and individual Subject Guides will provide advice on academic writing, how to avoid plagiarism and clear instructions on:

- referencing requirements and academic conventions for the use of others’ work; and
- whether they are permitted to work on an assessment jointly and provide clear guidelines relating to all aspects of group work.

Academic staff will be conversant with and where required undertake professional development in the use of the Turnitin plagiarism tool via the higher education Moodle.
Dealing with Suspected Plagiarism

Frequently asked questions

**What do I do if I suspect plagiarism in an assessment?**

In accordance with the TAFE NSW Higher Education Academic Integrity and Honesty Procedure, suspected cases of plagiarism (academic misconduct) should be referred to the Course Coordinator, or where necessary escalated to the Dean, TAFE NSW Higher Education. Individual cases of academic misconduct should be recorded in the Course Student Issues Register and reported to the next meeting of the Teaching and Learning Committee.

**What is an acceptable percentage match in a Turnitin originality report?**

There is no one figure that can be considered acceptable as such. The key is to look at the Turnitin reports for any assessments that are causing you concern.

**I have received an assessment that I am unsure about. What should I do?**

Review the material submitted (referring to ‘Interpreting a Turnitin Report’ above) and compare it to your expectations based on the instructions given in the subject guide, the TAFE NSW Higher Education Academic Integrity and Honesty Procedure on student conduct/plagiarism information and general expectations of referencing in your discipline area. If you are still unsure consult with your Course Coordinator. Allegations of academic misconduct must be based on firm evidence.

**Should I return an assessment to the student if I suspect plagiarism?**

Once the matter has been referred to the Course Coordinator (or Dean) the assessment should NOT be returned to the student, pending resolution.

**I am a Course Coordinator. What do I do if I suspect or a case of plagiarism is reported to me?**

You will investigate the matter thoroughly and review all evidence relating to the allegation, which will include discussing this with the teacher and student. If you believe that a *prima facie* case of plagiarism exists, apply the TAFE NSW Higher Education Academic Integrity and Honesty Procedure. If unsure, seek advice from a Higher Education Coordinator or the Dean in the Higher Education Unit (HEU)

Advise the teacher and student of the outcome of the investigation and penalty (if any) to be implemented. Record the case in your Students Issues Register.

**What is the purpose of the meeting between the Course Coordinator and the student regarding the alleged plagiarism?**

The meeting is called so that the student is presented with information of the alleged plagiarism and given an opportunity to respond.
What are the penalties which can be imposed on work which is deemed to be plagiarised?
The full details for penalties are set out in the TAFE NSW Higher Education Academic Integrity and Honesty Procedure.

Can I impose a penalty of a certain percentage of marks for plagiarism?
No. The only way penalties can be imposed for breaches of academic integrity are through the TAFE NSW Higher Education Academic Integrity and Honesty Procedure. You can however, establish assessment criteria which reward good referencing practices, or ask students to resubmit work (without penalty) if you are convinced that the misconduct is unintentional – i.e. the student’s lack of knowledge with referencing conventions. (This would be more likely in the first semester of a student’s program).

What assistance is available for my students to help them with referencing?
There are very useful guides available at https://courses.highered.tafensw.edu.au/ in the ‘For Students’ tab, under ‘Useful Resources’. Course Coordinators and Librarians also arrange academic skills workshops in ‘O’ Week and during the semester as required. Contact your course coordinator or Librarian for further information.

Where can I find the policies and procedures in relation to student academic conduct?
All TAFE NSW Higher Education Policies and Procedures are listed under ‘H’ in the TAFE A-Z list of polices at https://online.det.nsw.edu.au/policiesinter/atoz/search.do;jsessionid=KY2lqMBqO7vOKYChMx2IX370Pu0000jboss1002:wis-302?level=TAFE

TAFE NSW Higher Education Academic Integrity and Honesty
https://detwww.det.nsw.edu.au/policies/students/high_edu/aca_hon/implementation_1_PD20100403_i.shtml

TAFE NSW Higher Education Grievance Procedures for Academic Matters
https://detwww.det.nsw.edu.au/policies/students/high_edu/stu_conl/he_stgracma.pdf

TAFE NSW Higher Education Student Consultation

TAFE NSW Higher Education Turnitin Guide for Students