



Chartered Banker



A GUIDE TO TURNITIN

AUGUST 2021

📍 Level 4, 16 Spring Street, Sydney NSW 2000

✉ education@finsia.com

🌐 finsia.com

A GUIDE TO TURNITIN

Introduction

The purpose of this guide is to help you use Turnitin – the software used for the submission and marking of assignments and other written forms of assessment.

Turnitin is used by many universities, educational institutions and professional bodies like FINSIA and the Chartered Banker Institute to help support academic integrity, through the detection of academic offences, and develop academic writing skills.

ACADEMIC OFFENCES

There are two main types of academic offences – plagiarism and collusion.

Plagiarism is where another person's work, excerpts or ideas are presented without appropriate referencing, credit or acknowledgement. In other words, it's about "...copying another person's work...and claiming or pretending it to be your own" (Neville, 2010, p.30)¹.

To find out more about plagiarism, see:

Plagiarism.org (2017) About Plagiarism.org (online). Available at: <https://plagiarism.org/> (accessed 4th June, 2021).

Collusion is when two or more individuals submit work which is so similar in terms of concept, content, wording and/or structure that the similarity extends beyond what could be regarded as mere coincidence.

As plagiarism and collusion are considered to be academic offences, we treat this seriously. If your work exceeds the acceptable plagiarism parameters, and/or you are found to have been involved in collusion, you may be subject to one or more sanctions. These sanctions include a requirement to review and re-submit your assignment; a requirement to complete a new assignment; a reduction of marks; a warning letter; and even FINSIA's disciplinary procedures. It's therefore important to make sure your work is all your own, and that your external sources of information are acknowledged and adequately referenced.

Here is a link to useful online tools that you can use to help you reference your work:

Swinburne Harvard style guide. The guide is based on Snooks and Co. 2002, Style manual for authors, editors and printers, 6th edn, John Wiley & Sons, Milton, Qld: <https://www.swinburne.edu.au/library/search/referencing-guides/harvard-style-guide/> (accessed 3rd August 2021).

For further information and guidance on how to reference your assignments search online for Harvard Referencing guides.

FINSIA has also prepared an additional guide on Plagiarism and Collusion to support you with your assignment(s). The guide is located within your learning curriculum on the Learning Management System.

1. Neville, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2nd ed. Maidenhead: Open University Press.

USING TURNITIN

Within four weeks of enrolling on a program, you will receive an email from Turnitin confirming that you have been added to the Turnitin group or class for your program. The email includes a link to enable you to set up your Turnitin account (access to enable Turnitin is also available via your program curriculum on the learning management system). When you click on the link, you will see this screen:



turnitin[®]
UK

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

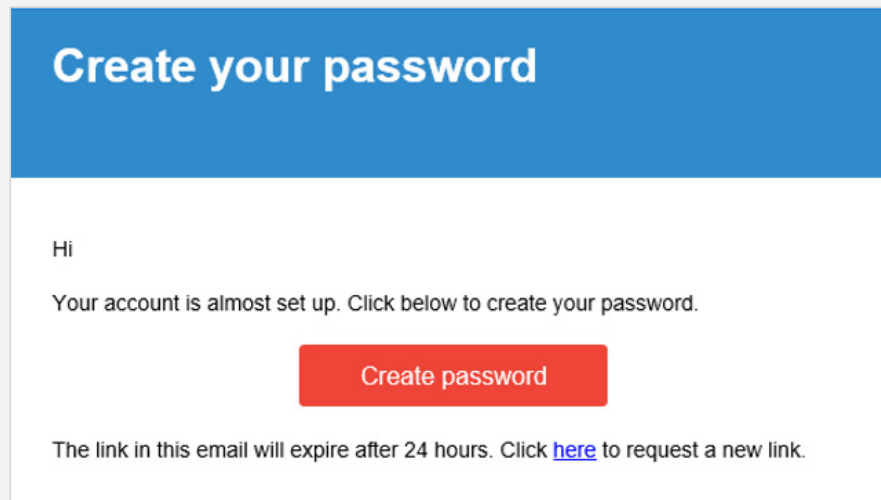
You can find this information in your Turnitin welcome email.
If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

Fill in your details, using the email address linked to your account.

Click **'Next'**.

You will receive an email asking you to set up a password.



Create your password

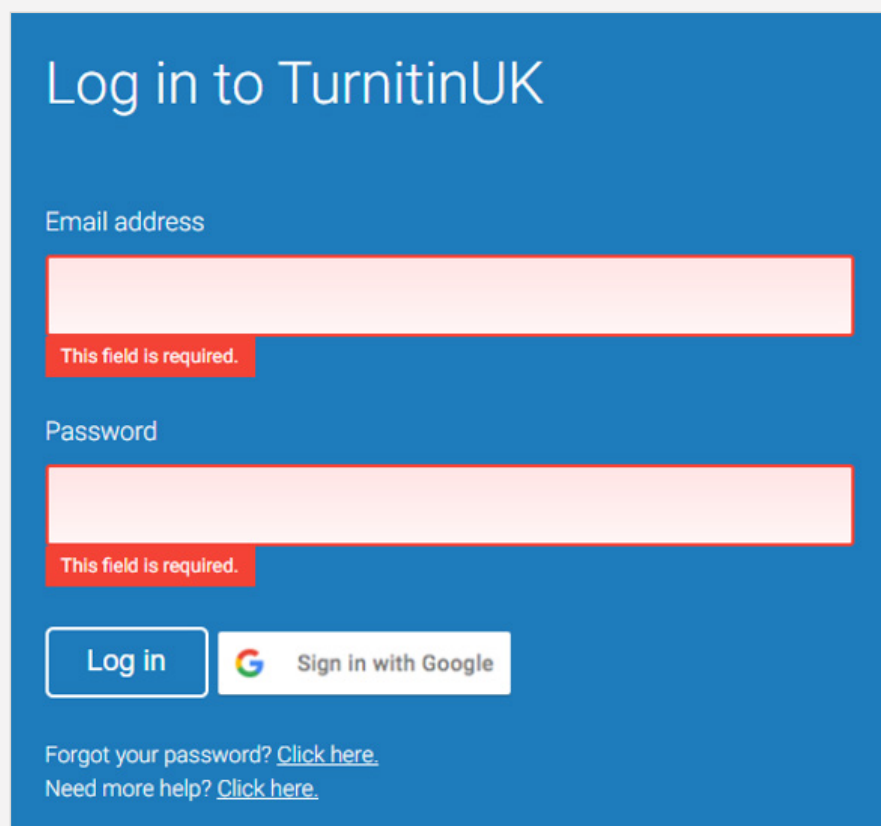
Hi

Your account is almost set up. Click below to create your password.

[Create password](#)

The link in this email will expire after 24 hours. Click [here](#) to request a new link.

Once you have created your password, you can log in with your details. We recommend that when accessing the Turnitin platform it is done via your Chartered Banker by Experience or Chartered Banker learning curriculum located on the learning management system.




Log in to TurnitinUK

Email address

This field is required.

Password

This field is required.

[Log in](#)  [Sign in with Google](#)

Forgot your password? [Click here.](#)
Need more help? [Click here.](#)

When you log into the platform via the learning management system, you will see a screen like this for your program:

Welcome to TurnitinUK!

You have been added as a student to the account **Professionalism & Ethics - October 2021**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email *

Secret question *

Please select a secret question. ▼

Question answer *

 Skype for Business Basic

your first name *

your last name *

Complete the required fields and click **'Next'** and **'Agree'** to complete your registration. You will be directed to your homepage which shows the class you are enrolled in.

All Classes | Enroll in a Class | What is Plagiarism? | Citiation Help

NOW VIEWING: HOME

About this page
This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our help page.

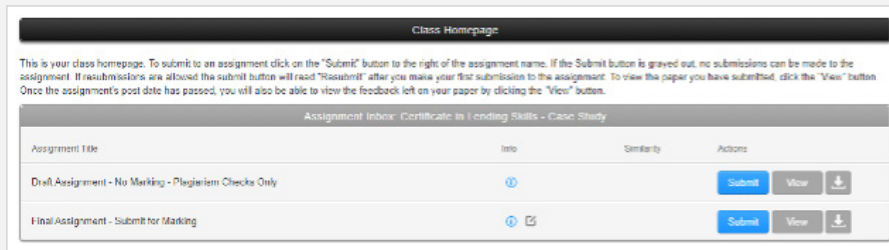
Chartered Banker Institute

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
6218108	Certificate of Lending Skills - Case Study		Active	07-Jun-2021	28-Oct-2021	

When you have completed your assignment in line with the guidelines provided in your learning materials, you can then upload it to the Turnitin platform.

Click on the relevant class name on your homepage to submit your assignment.

You will see two folders:



Click '**Submit**' for either the draft or final version of the assignment:

DRAFT

As a first step, upload your document to the 'draft' folder, select submit and review your *Similarity Report* so that you can check your work for potential issues with plagiarism, collusion and acknowledgement of external sources (referencing).

To help you interpret your report, see:

Turnitin (2021) *Interpreting the Similarity Report* (online). Available at: <https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/interpreting-the-similarity-report.htm> (accessed 4th June, 2021).

This will enable you to revise your answers where necessary and ensure that you have adequately acknowledged and referenced external sources of information.

FINAL

When you are happy with your revisions, you can then upload the file, including your cover sheet in the same document, to the 'final' folder for marking. Your cover sheet is available for download from your learning curriculum located on the learning management system.

When you have uploaded your work, click 'Submit' at the bottom left corner, then 'Confirm', then 'Return to Assignment list'. You will then receive an email confirming that you have successfully submitted your assignment.

Please note that your work will be marked only when you submit it to the final folder.

IMPORTANT NOTE FOR CHARTERED BANKER BY EXPERIENCE LEARNERS

Regarding **Step One** of the program the Reflective Assignment which comprises three parts, differs from the above process for submitting draft and final assignments.

The draft reflective statements are to be shared with your academic adviser. The process in sharing these drafts can be agreed directly with your adviser which may involve the use of OneDrive, other document sharing platforms or documents attached to emails however we would suggest to password protect the documents.

Once your adviser is satisfied the assignments meet the assessment criteria you will be requested to save the three assignment parts as one document and upload this to the reflective assignment folder on Turnitin for plagiarism checks.

Regarding **Step Two** of your program the Professionalism and Ethics assignment will follow the standard Turnitin guidelines detailed earlier in this document.

BEST WISHES ON A SUCCESSFUL RESULT.

