

How to check your work for originality before final submission

BART allows students to make multiple submissions to an upload link as the deadline for an assessment approaches. This functionality is not changing and students will continue to be permitted to change their submission upload without incurring any penalty up until the deadline. During the final week in July 2021 we will be introducing a new function in the BART system which enables the first two of these draft submissions to be automatically uploaded to TurnItIn and this will generate a report which you will be able to access and use as a learning tool for improvement

Please note, some colleges do not allow this function so it may be unavailable for your programme/module

IMPORTANT: Reducing your TurnItIn score to 0% (zero) should not be your objective. Low similarity scores can be as indicative of academic misconduct or poor academic practice as high scores. As long as your work has been properly referenced then it is not a disadvantage to have it flagged in the report. Whilst TurnItIn reports may be used to highlight poor practice and potential issues of academic misconduct, the TurnItIn software cannot interpret those similarities for us, therefore all scripts are checked by an academic who will decide whether there is anything to be concerned about.

If you would like further support with referencing, paraphrasing, or when and how to include sources into your writing, Study Zone runs regular drop-in Writing Cafés, referencing workshops, and you can book a 1-1 appointment with an Academic Skills Adviser to look over your work. Find writing and referencing guidance online on [Study Zone Digital](#) and the University's [Referencing LibGuides](#).

STEP 1: Log in to eBART

You will see a list of your deadlines. For upcoming deadlines, you may see in the 'online feedback' column that you have been allocated TWO draft submissions, for which you can receive a TurnItIn originality report before making your final submission.

2020/1 BART items:

Include past items

GUIDELINES FOR SUBMITTING: [Quick Guide](#) | [Extensive Instructions](#) | [Academic Honesty Advice](#)

Due (24-Hour Format)	Module	Assessment item	Module name	Submit to:	Submitted	Paper submission	Online submission	Provisional Mark	Online Feedback
Mon 12th Oct 2020, 15:00 PM BST	BEM1023	Individual Case Study Report	Discovering Management	Electronic submission only	16th Oct 14:45 L		View submission Deadline passed		
Tue 13th Oct 2020, 12:00 PM BST	BEM1023	Individual Reflective Portfolio	Discovering Management	Electronic submission only	not submitted		<input type="button" value="Submit online"/>		
Fri 7th May 2021, 00:00 AM BST	BEM1023	Group Presentation	Discovering Management	Electronic submission only	not submitted		<input type="button" value="Submit online"/>		
Wed 21st Jul 2021, 17:00 PM BST	BEM1023	TII draft submission test for Helen	Discovering Management	Electronic submission only	not submitted		<input type="button" value="Submit online"/>		Turnitin Report Reports left: 2

STEP 2: Submit your draft

Submit your draft as you would usually submit work.

Module code:	BEM1023
Module name:	Discovering Management
Assignment name:	TII draft submission test for Helen
To be printed in:	
Deadline:	2021-07-21 17:00:00
Previous submission date:	This is the first submission
*Filename:	<input type="text" value="Choose file"/> test upload 3.pdf Files must be no larger than 100 Mb and be in the following format: PDF (.pdf)
*Enter word count:	<input type="text" value="1321"/> PLEASE NOTE: If your exam does not require you to submit a word count or you are unsure, please enter 0.

a)

Submission:	IMPORTANT: Please view and verify uploaded submission. View final submission with cover sheet
Submission date:	21.07.2021 15:08:20 - You have submitted ON TIME

NB. You may see some extra blank pages in your final submission, this is to help with duplex printing and is entirely normal

ESSAY SUBMISSION COMPLETE!

Your assignment has been uploaded successfully and received by the University of Exeter.

b) Your confirmation receipt for submitting this assignment is below:

You will receive the online confirmation that your draft has been uploaded successfully. Click on 'BART Home' in the top right of the screen to go back to your home page.

[BART Home](#) [About BART](#) | [BART Help](#) | [Logout](#)

STEP 3: Wait for your report to generate

The report may take some time to generate so keep refreshing the screen or come back later. Please note that it is the student's responsibility to ensure that you have left enough time to complete this as part of your submission process and if you wish to use this function, you must build time in accordingly. When it has been generated, you will see your score in the 'Online feedback' column of your eBART home page.

- You can see how many reports you have left, in case you want to obtain another report after making edits.
- You do not have to use the report function.
- If you have used all of your reports, you can still make submissions, but you will not receive any further TurnItIn originality report scores.
- You will receive one final TurnItIn score when the deadline passes – this is the score for your final submission.
- If you are happy with your score and wish for that draft to be your final upload, you do not need to submit again (the last item uploaded will be taken as your submission).

Wed 21st Jul 2021, 17:00 PM BST	BEM1023	TII draft submission test for Helen	Discovering Management	Electronic submission only	21st Jul 15:08	View submission Re-submit online	Turnitin Report Reports left: 1 Report: 5%
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To view your TurnItIn originality report, click on the report percentage, highlighted in blue. This is a hyperlink to TurnItIn.

STEP 4: Reading your report

You report should look something like this:

The screenshot displays a plagiarism report interface. On the left, a document is shown with a highlighted section of text. A red circle with the number '2' is positioned above the first line of the highlighted text. The highlighted text reads: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis facilisis, erat vel sagittis accumsan, magna neque venenatis ipsum, eget vehicula elit massa nec libero. In bibendum consequat risus, sit amet fringilla ipsum elementum a. Nulla facilisi. Ut sit amet ligula eget nisi hendrerit placerat. Donec eu lectus id libero pulvinar convallis vel vel velit. Suspendisse laoreet purus elit, eu volutpat nibh varius vitae. Duis rhoncus arcu ac tellus pellentesque commodo. Fusce at varius quam. Morbi lacinia sodales felis vel varius. Donec eros magna, cursus sit amet eleifend a, dignissim eget lacus." Below this, there are two more paragraphs of placeholder text. At the bottom left of the document area, there are three icons: a printer icon, a magnifying glass icon, and a circular arrow icon.

On the right side, there is a sidebar titled "Sources Overview". At the top of the sidebar, there is a question mark icon, a dropdown menu labeled "Sources Overview", and a gear icon. Below this, a large "5%" is displayed in green, with "OVERALL SIMILARITY" written underneath. A red flag icon with "0" is visible in the top right corner of the sidebar. Below the overall similarity percentage, there is a table with two rows:

Rank	Source	Similarity
1	pastebin.com INTERNET	3%
2	lipsum.lipsum.com INTERNET	2%

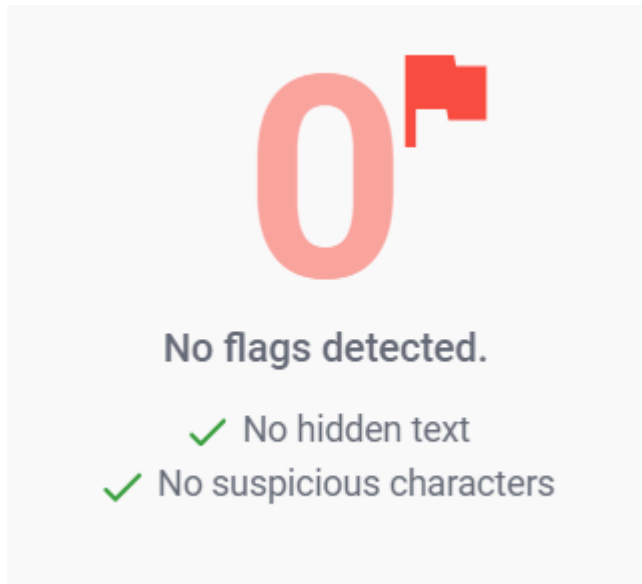
Below the table, there is a "5% Overall Similarity" badge in a blue box. At the bottom of the sidebar, there is a magnifying glass icon and the text "Document Details".

STEP 5: The TurnItIn menu

The TurnItIn menu has 2 main functions:

- Flags
- Overall similarity

Flags



Flags will highlight any characters that are not a visible part of your essay:

- Characters in white text
- Characters behind images
- Other hidden words or characters
- Foreign characters or symbols within text

You should endeavour to remove these unless they are a valid part of your work.

Overall Similarity

The screenshot shows the 'Sources Overview' section of a plagiarism checker. At the top, it displays '5% OVERALL SIMILARITY'. Below this, there are two source entries:

- Source 1: '1 pastebin.com INTERNET' with a similarity of '3%'. It includes an 'eye' icon (to exclude) and a 'cog' icon (to filter). The source URL is 'https://pastebin.com/f0c0xVZ5'. The text snippet shows several lines of Lorem Ipsum, with a blue highlight over a sentence: 'Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Integer id euismod dolor, non fermentum magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum ultricies neque nec mauris porta tincidunt. Integer pharet'. Below the text are links for 'View Full Text' and 'Exclude this Text'.
- Source 2: '2 lipsum.lipsum.com INTERNET' with a similarity of '2%'.

This section will show you where your work is matching other sources.

- You can click the 'eye' icon to exclude this source whilst you are checking your work if you are satisfied that it has been correctly referenced and is not a concern. It will however still show up on the final report read by the academic.
- By clicking the 'cog' icon, you can exclude other sources where you feel they are not relevant:

The settings panel is divided into two sections:

- Exclude search repositories:**
 - Internet
 - Publications
 - Crossref
 - Crossref Posted Content
 - Submitted Works
- Exclude from Similarity Report:**
 - Bibliography
 - Quotes
 - Citations
 - Small Matches

Below the 'Small Matches' option, there is a text input field with the value '8' and the label 'Less than 8 words'.

For example, you may wish to exclude 'small matches' of less than a few words.

Exclusions will show on your report only – you cannot exclude sources for the academic.