

Submission of Assignments to Turnitin for Chartered Banker Qualifications

Overview

Students will be responsible for uploading their own assignments onto the plagiarism and marking software Turnitin.

For students enrolled on *Advanced Diploma in Banking & Leadership in a Digital Age* modules, you will have an opportunity to submit a draft assignment before submitting your final assignment. This will allow you to identify any areas where there may be potential issues with plagiarism and collusion and rectify them before final submission takes place.

For students enrolled on *Chartered Banker Diploma or RBS Bespoke* modules there is an opportunity to submit a draft assignment. This allows you to review feedback from your Tutor before submitting your final assignment and before final marking takes place. Further, this is an opportunity to identify any areas where there may be potential issues with plagiarism and collusion and rectify them before final submission takes place.

This document guides students through uploading assignments. Click this [link](#) to find out more about the Turnitin software.

Step 1 - Accessing Turnitin

Students will be able to access Turnitin through the Institute's Learning Management System (LMS). *All students studying a subject with an assignment have access to the LMS.*

To access the LMS, login to the Institute's website. The login details will be the email address associated with your Institute membership and the password you created.

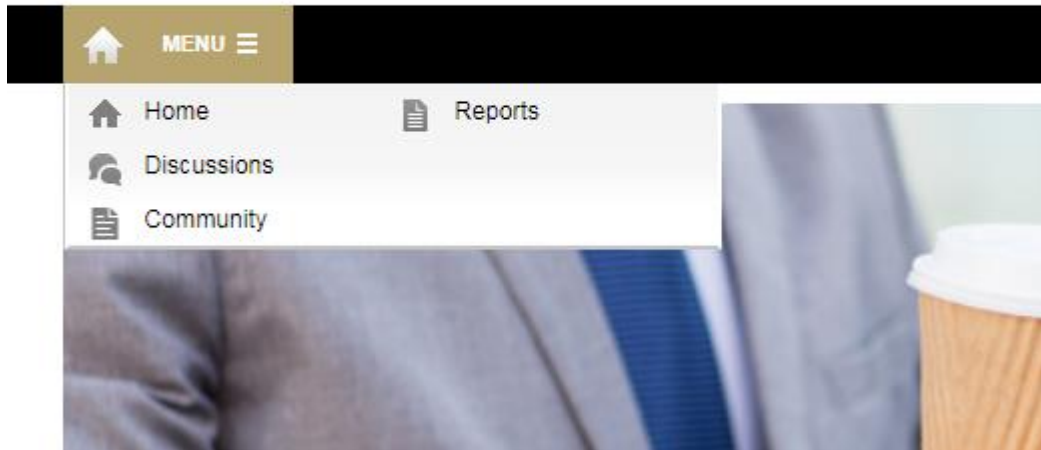
Then, select Learning Management System on the drop-down menu.



You will then automatically be taken to the Institute's LMS.

Once on the LMS, click the Menu button and select 'Community'.

Chartered Banker



On the Community Page you should select the Assignment Submission box. This will then take you through to a "wiki-page" describing the Institute's use of Turnitin and how will use it as a student.

At the bottom of the page is a box called Turnitin. By clicking on this you will be taken directly through to TurnitinUK.

When you are directed to Turnitin, if you are a new user you will be asked to agree to the User Agreement and guided through setting up your user account.

A screenshot of the Turnitin user agreement page. The page has a grey header with the Turnitin logo. Below the header is a dark blue bar with the text "Create Turnitin User". The main content area is titled "User Agreement" and contains the following text:

Turnitin End-User License Agreement

*Users who are not in the European Union refer to [Section A only](#).

**Users in the European Union refer to [Section B](#).

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

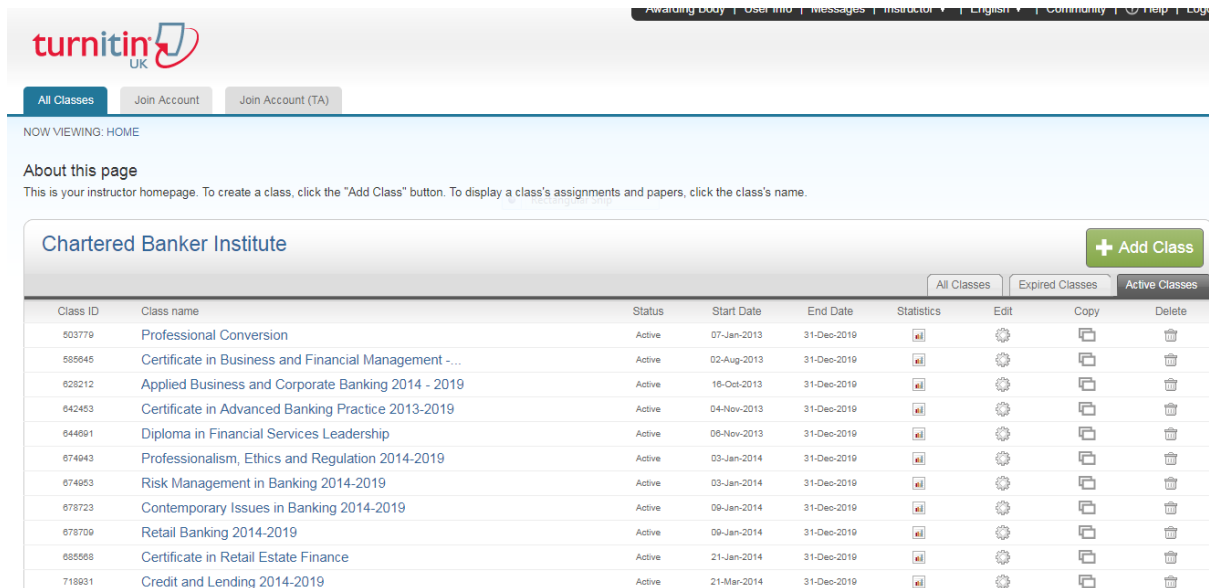
***Section A (For Users who are not in the European Union)**

Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to 'You', 'student', or 'End-User' shall include any person submitting papers through the Service, however they are defined.

Please read our user agreement above. Check this box and "Agree" to continue creating your user profile.

At the bottom of the page are two buttons: "Agree" (in blue) and "Cancel" (in grey).

If you have already done this for a previous module, then you will be taken directly to Turnitin and shown the classes you are enrolled in and can submit assignments to.



The screenshot shows the Turnitin UK interface. At the top, there is a navigation bar with links for 'Account Info', 'User Info', 'Messages', 'Instructor', 'English', 'Community', 'Help', and 'Log Out'. Below this, there are tabs for 'All Classes', 'Join Account', and 'Join Account (TA)'. The main content area is titled 'NOW VIEWING: HOME' and 'About this page'. Below this, there is a section for 'Chartered Banker Institute' with a '+ Add Class' button. A table lists various classes with columns for Class ID, Class name, Status, Start Date, End Date, Statistics, Edit, Copy, and Delete. The table contains 11 rows of class information.

Class ID	Class name	Status	Start Date	End Date	Statistics	Edit	Copy	Delete
503779	Professional Conversion	Active	07-Jan-2013	31-Dec-2019				
585645	Certificate in Business and Financial Management - ...	Active	02-Aug-2013	31-Dec-2019				
628212	Applied Business and Corporate Banking 2014 - 2019	Active	16-Oct-2013	31-Dec-2019				
642453	Certificate in Advanced Banking Practice 2013-2019	Active	04-Nov-2013	31-Dec-2019				
644691	Diploma in Financial Services Leadership	Active	06-Nov-2013	31-Dec-2019				
674943	Professionalism, Ethics and Regulation 2014-2019	Active	03-Jan-2014	31-Dec-2019				
674963	Risk Management in Banking 2014-2019	Active	03-Jan-2014	31-Dec-2019				
678723	Contemporary Issues in Banking 2014-2019	Active	06-Jan-2014	31-Dec-2019				
678709	Retail Banking 2014-2019	Active	06-Jan-2014	31-Dec-2019				
685568	Certificate in Retail Estate Finance	Active	21-Jan-2014	31-Dec-2019				
719931	Credit and Lending 2014-2019	Active	21-Mar-2014	31-Dec-2019				

Step 2 - Uploading the Assignment

For students enrolled on *Advanced Diploma in Banking & Leadership in a Digital Age* modules, you will have an opportunity to submit a draft assignment before submitting your final assignment. This will allow you to identify any areas where there may be potential issues with plagiarism and collusion and rectify them before final submission takes place. Please note, the draft assignment will not be stored in the "Turnitin Repository", so whilst students will be able to see the Similarity Report for it, this will not create an instant match when the final assignment is submitted.

For students enrolled on *Chartered Banker Diploma* or *RBS Bespoke* modules there is an opportunity to submit a draft assignment to the 'Draft Assignment' folder within the correct class. The assignment will be marked by the dedicated Tutor for the subject and on the agreed date students can see feedback. Please note, the draft assignment will not be stored in the "Turnitin Repository", so whilst student will receive feedback and be able to see the Similarity Report for it, this will not create an instant match when the final assignment is submitted.

Please note: students can only submit one file to the assignment folder. Your submission file should include the assignment cover sheet, assignment text, reference list/bibliography and any appendixes as one document.

Submission Process:

- Select the Class you wish to submit your assignment to
- Click 'View' on the Draft Assignment and then 'Submit File'
- The 'Author' field should be left as 'Non-enrolled student'
- The 'First name' should be completed by adding the student's 8-digit Chartered Banker Institute membership number

- The 'Last name' should be completed by adding the student's surname/Family Name
- The 'Submission title' should be the subject being studied e.g. Credit & Lending Assignment
- The appropriate file should be selected from the computer or other location
- Click 'Upload' and 'Confirm' it's the correct document to upload

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Assignments Students Grade Book Libraries Calendar Preferences

NOW VIEWING: HOME > PROFESSIONAL CONVERSION > PERSONAL CONVERSION 2019

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Personal Conversion 2019
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
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Assignments Students Grade Book Libraries Calendar Preferences

NOW VIEWING: HOME > RETAIL BANKING 2014-2019 > RB ASSIGNMENT 2019

Submit: **Single File Upload** ▾ Rectangular Snip STEP ● ○ ○

Author
Non-enrolled student ▾

First name
Blank

Last name
Test

Submission title
Test AICB

[What can I submit?](#)

[What can I submit?](#) Rectangular Snip

TEST 123.docx Clear file

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload Cancel

Step 3 – Receiving Feedback on Draft Assignment Submissions

(only for Chartered Banker Diploma or RBS Bespoke modules)

On the agreed date, students will be able to login to Turnitin and view the feedback given by their tutor on the draft assignment. To do this, students should select the appropriate “class” and then click into their submitted assignment. In the assignment, feedback will be shown on the right-hand side of the screen and by clicking on the “speech bubbles” on the assignment itself.

Step 4 - Final Assignment submission

Students should submit their final assignment to the ‘Final Assignment’ folder within the correct class, following the same steps as for the draft submission. The Tutor/Examiner will mark the assignment and check for any potential issues e.g. plagiarism, collusion or lack of referencing. If the Tutor/Examiner believes that plagiarism/collusion may have taken place, this will be escalated to the Institute and dealt with under the Institute’s Disciplinary procedures.

Submission Process:

- Select the Class you wish to submit your assignment to
- Click ‘View’ on the Final Assignment and then ‘Submit File’
- The ‘Author’ field should be left as ‘Non-enrolled student’
- The ‘First name’ should be completed by adding the student’s 8-digit Chartered Banker Institute membership number
- The ‘Last name’ should be completed by adding the student’s surname/Family Name
- The ‘Submission title’ should be the subject being studied e.g. Credit & Lending Assignment
- The appropriate file should be selected from the computer or other location
- Click ‘Upload’ and ‘Confirm’ it’s the correct document to upload

Step 5 - Release of Result

The final assignment mark will be published on the Institute’s website 6 weeks after the final assignment has been received/marked. Students can then log into their Chartered Banker Institute portal to view their assignment mark.