

Chartered Banker

A Guide to Turnitin

Introduction

The purpose of this guide is to show you how to set up, access and use Turnitin – the software we use for the submission and marking of assignments and other written forms of assessment. Turnitin is used by many universities, colleges, schools and professional bodies like ours to help support academic integrity thanks to its similarity and Generative Artificial Intelligence (GenAI) detection service that compares your work against a database of academic sources, student papers and websites to check for signs of plagiarism.

You will be responsible for uploading your own assignment(s) onto Turnitin. 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. Where applicable, the draft stage will also allow you to review feedback from your Tutor before submitting your final assignment and before final marking takes place.

For more information about Turnitin, please see the Institute's *Turnitin FAQs*, available for download from your personal home page on the Institute's website at www.charteredbanker.com, and access Turnitin's [Student Hub](#).

Creating Your Turnitin Account

Within four weeks of enrolling, you will receive an email from Turnitin confirming that you have been added to the Turnitin class for your qualification. If you do not receive the link to Turnitin within four weeks from the date of your enrolment, please contact info@charteredbanker.com. The email includes a link to enable you to set up your Turnitin account. When you click on the link, you will see this screen:

A screenshot of the Turnitin Account Setup page. The page has a blue background. At the top, it says "Account Setup". Below that, it says "To set up your account, please enter your email address and last name or family name." There are two input fields: "Email Address" and "Last Name or Family Name". Below the input fields, there is a note: "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." At the bottom left, there is a "Next" button.

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 Vivien Szalontai,

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.



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.](#)

Complete the required fields of the welcome page, click 'Next' and 'Agree' to complete your registration.

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 *
 Click here for Business Basic
your first name *

your last name *

You will be directed to your homepage which shows the class you are enrolled in. Please disregard any dates in the name of your class – these are for internal purposes only.



[All Classes](#) | [Enroll in a Class](#) | [What is Plagiarism?](#) | [Citation 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
5206108	Certificate in Lending Skills - Case Study		Active	07-Jun-2021	31-Dec-2021	

Accessing Turnitin

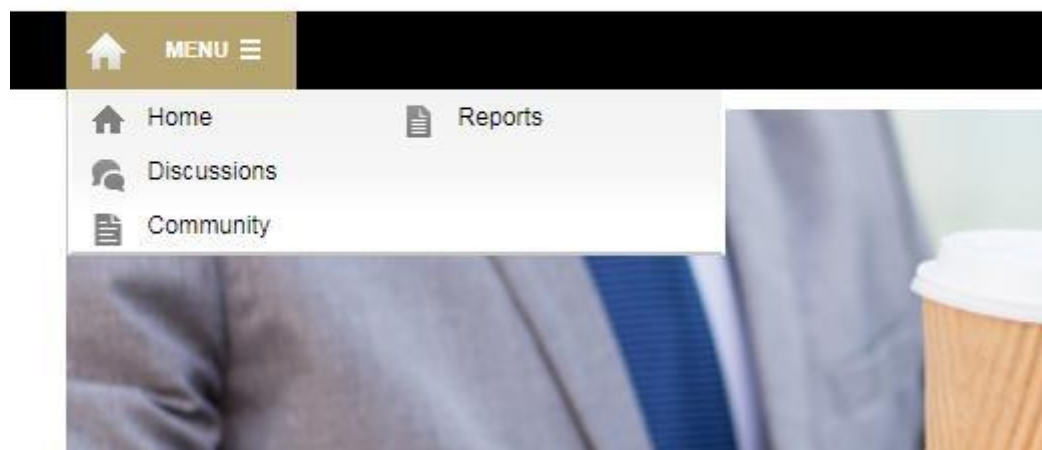
Students will be able to access Turnitin through the link provided upon registration. If your qualification's learning content is made available to you via the Institute's Learning Management System (LMS), you will also be able to access Turnitin via the LMS.

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'.

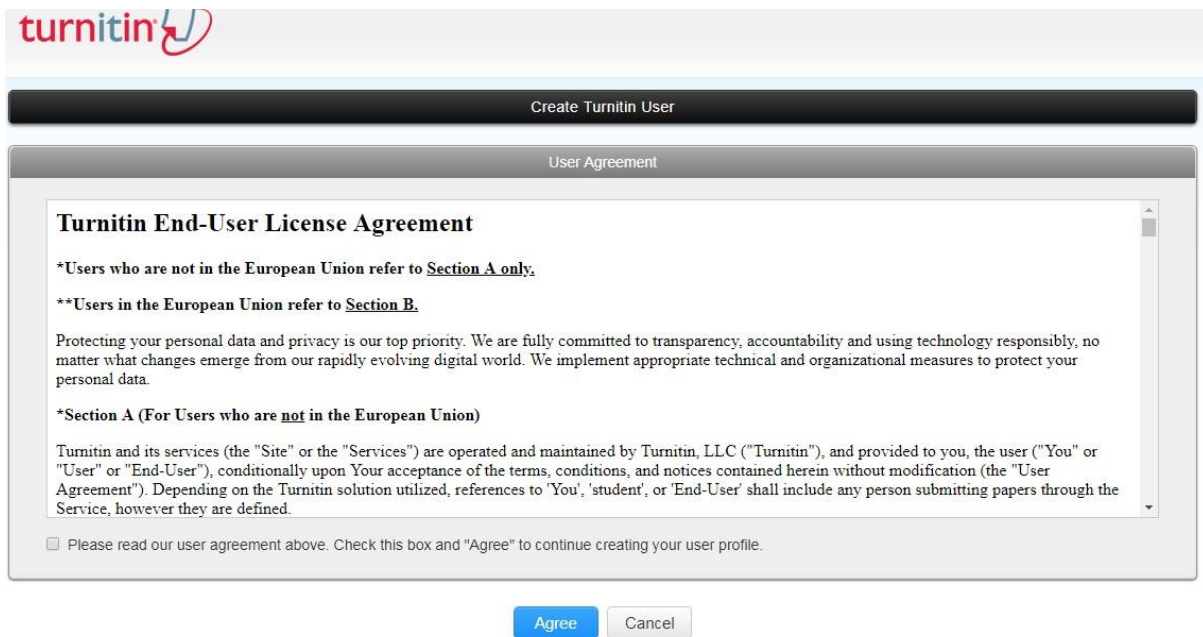
Chartered Banker



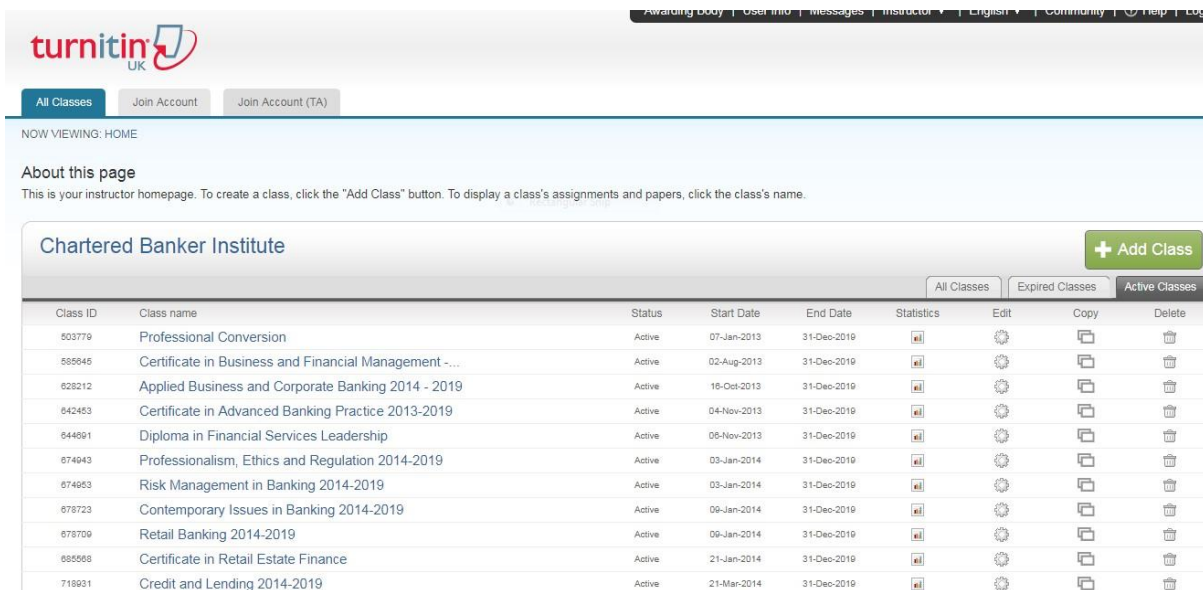
On the Community Page, select the Assignment Submission box. This will then take you through to a "wiki-page" describing the Institute's use of Turnitin and how you will use it as a student.

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

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.



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.



Uploading Draft Assignment

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

You will have an opportunity to submit a draft assignment before submitting your final assignment. This will enable you to revise your answers where necessary and ensure that you have adequately acknowledged and referenced external sources of information. Any areas where there may be potential issues with plagiarism and collusion will be highlighted. If you need support with referencing, please refer to the *Referencing Guide* available for download from your personal home page on the Institute's website at www.charteredbanker.com.

To help you interpret your report, see: Turnitin (2024) *Navigating the student Similarity Report* [online]. Available at: <https://guides.turnitin.com/hc/en-us/articles/23754108334221-Navigating-the-student-Similarity-Report> [Accessed: 25 July 2024].

The draft assignment will not be stored in the "Turnitin Repository", so whilst you will be able to see the Similarity Report for it, this will not create an instant match when the final assignment is submitted.

Please note: you 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 appendices as one document. The cover sheet is available for download from your personal home page of the Institute's website.

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

Please see some sample screen shorts below:

The image displays two screenshots of the Turnitin UK user interface. The top screenshot shows the 'Personal Conversion 2019' assignment page. It includes a navigation menu with 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', and 'Preferences'. Below the menu, there is a breadcrumb trail: 'NOW VIEWING: HOME > PROFESSIONAL CONVERSION > PERSONAL CONVERSION 2019'. A section titled 'About this page' explains the assignment inbox and similarity reports. A 'Submit File' button is highlighted in yellow. A table header is visible with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The bottom screenshot shows the 'Submit: Single File Upload' dialog box. It features a 'Rectangular Snip' button and a progress indicator with three circles, the second of which is filled. The form contains fields for 'Author' (set to 'Non-enrolled student'), 'First name' (set to 'Blank'), 'Last name' (set to 'Test'), and 'Submission title' (set to 'Test AICB'). A 'What can I submit?' link is present. The second part of the screenshot shows the file upload step, with a text box containing 'TEST 123.docx' and a 'Clear file' button. At the bottom, a privacy notice is displayed, followed by 'Upload' and 'Cancel' buttons.

turnitin UK

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

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

Receiving Feedback on Draft Assignment Submissions*

Following your draft submission, your Tutor will review your assignment and record your feedback on Turnitin. Once done, you will be able to login to Turnitin and view the feedback given by your Tutor.

To access your feedback, select the appropriate "class" and then click into your submitted assignment. In the assignment, feedback will be shown on the right-hand side of the screen - click on the 'Feedback Summary' icon and then review 'Text Comment'. Also, look out for any comments as these may have been added throughout your assignment.

Submitting Final Assignment

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 personal home page of the Institute's website.

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 Examiner will mark the assignment and check for any potential issues e.g. plagiarism, collusion or lack of referencing. If the 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

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

We wish you well for a good result!