Assessment submission via Turnitin

Advice and guidance for students taking Philosophy UG modules

Important information about Turnitin submissions

- **DO NOT LEAVE IT UNTIL THE LAST MINUTE TO UPLOAD YOUR WORK**
  - A slow internet connection is NOT ACCEPTED as an exceptional circumstance. Home connections are potentially slower and more unreliable than connections on campus, so give yourself enough time to submit and thus avoid a penalty. It is advised that you start your submission **at least thirty minutes** before the deadline.

- Although you may submit as many times as you like up until the due date and time set within a submission point, we strongly advise you not to submit multiple versions of an assessment. This is because your assessment will be automatically run through Turnitin text-matching software. Please note that making similar submissions will be flagged by the Turnitin Similarity report for overlapping with previous submissions: students will be sent an alert about this if they must submit more than once.

- TurnItIn only stores your most recent submission.

- Your submission **MUST** contain a minimum of 20 (twenty) typed words in order to be accepted by the Turnitin system.

- **IMPORTANT: if you have already submitted to a submission point you will not be able to submit again AFTER the Due Date and Time for that submission point has passed.** If you've yet to make a submission when the Due Date and Time for that submission point has passed you can only submit ONCE.
  - *Only in the following situations department office will intervene:*

    1) If you hold an extension for the assessment (via Self-certification, ECA or SSP) and you need to make a superseding submission to a submission point where the original Due Date and Time has passed, but before your revised Deadline.

    *2) If you realize that you have submitted an incorrect file (eg submitted cover sheet only) - within the **first 30 minutes past your deadline.** This is not an opportunity to extend your assignment time. Department staff will review such requests.*

    *In both cases - you will need to email us at: philosophy-ug-assessment@york.ac.uk to clear the current submission so that you can submit again. When making such a request you **must include:***
    - *Document you want to include as your final submission AND*
    - *the name of the VLE site the submission point is located within AND*
    - *the digital receipt for the submission you wish to be cleared. The digital receipt can be downloaded from the submission point itself.*

Please note that such requests are only likely to be acted upon during standard Monday to Friday University office hours and, even within office hours, may involve some delay, particularly during the assessment periods when support staff are at their busiest.

- On successful submission of a document you will see your submission listed in TurnItIn's Assignment Dashboard. It is strongly advised that you immediately then either view your work via TurnItIn or download your work from TurnItIn (if it isn't a file TurnItIn can directly display). This is to check that you have uploaded the correct file and that it appears as expected. Click the Paper Title link in the Assignment Dashboard to view the document within TurnItIn's interface (and see the generated text matching report). Click the downward pointing arrow icon at the right of the listed submissions row to download the original file you submitted.

- It is your responsibility to submit the correct file, a file that is readable (not corrupt) and a file in the required format. As noted above, download or view your submission after you have submitted it to ensure it appears as expected.

- Submissions are 'date and time stamped'. The Assignment Dashboard shows the time that the essay is received by the University according to the system servers' clock (not your computer's clock), and is the date and time by which a submission is deemed to be submitted on-time or late. To avoid any confusion, the time logged for receipt of your submission is NOT taken from the second you initiate the submission but the second at which the file has been fully received by the system.

- After submission you can check your most recent submission by re-entering the submission point. Click the Paper Title link in the Assignment Dashboard to view the document within TurnItIn's interface (and see the generated text matching report). Click the downward pointing arrow icon at the right of the listed submissions row to download the original file you submitted.

- If there is a genuine technical problem with the VLE at the time you are trying to make your submission, and it is close to the deadline, please email your work to philosophy-ug-assessment@york.ac.uk **BEFORE** the deadline. **This may only be used as a last resort in the case of verifiable technical issues with the VLE.** The time stamp on the email will determine the time of submission, and late essays without valid exceptional circumstances will receive a late penalty.

- Please **never** email your Supervisor, or module tutor with your essay or exam submission. If you do this it will compromise your anonymity with the assessment. You must email philosophy-ug-assessment@york.ac.uk if you have a query.

- By submitting your work, you are confirming that you have not engaged in any academic misconduct. **The TurnItIn report generated on your work may be used in an investigation if a marker suspects academic misconduct.**

- In submitting your work, you are giving us permission to take appropriate steps to process it and to store your work digitally.

Important note if you have been granted additional time in an online examination, or have an approved essay extension

If you have an SSP (Student Support Plan) or other dispensation (such as self-certification or approved ECA essay extension) allowing you additional time for completion of an assessment (essay or exam) your adjusted deadline is **not** reflected within TurnItIn assignment submission points. You will see the standard deadline displayed in the submission point as the system doesn't currently facilitate the display of individualised assessment deadlines.

Do not worry however, even if the system indicates your submission is late. If you have an agreed extension for an assessment submission, submit your assignment before your extended agreed deadline. As long as you make your submission before your agreed due date and time has passed you won't be penalised for late submission.

I have a question about electronic submission …who do I ask?

If you have any queries about the assessment submission - for instance, about word limits, essay presentation, due dates, exceptional circumstances, acceptable file types, where in the VLE essays are to be submitted, etc. please contact the Philosophy Assessment Administration Team by email in the first instance at: philosophy-ug-assessment@york.ac.uk.

Please note that emails and queries to philosophy-ug-assessment@york.ac.uk are only likely to be acted upon during standard Monday to Friday University office hours and, even within office hours, may involve some delay, particularly during the assessment periods when support staff are at their busiest. If you have a query, please allow us sufficient time to respond to you.

Please check the submission instructions in the Assessment area of your VLE module site - here is a link to the video guide for submission:

- [Assessment Submission via TurnItIn video guide (YouTube)](#) ([Panopto/Replay](#))

What do I do if I cannot submit via the VLE?

If you have any technical problems using the VLE - for instance, you cannot submit your essay and an error message you don't understand is displayed – please email vle-support@york.ac.uk or call VLE support at 01904 321131. **Note that VLE Support will only be able to help with technical problems.**

If there is a genuine technical problem with the VLE at the time you are trying to make your submission, and it is close to the deadline, please email your work to philosophy-ug-assessment@york.ac.uk BEFORE the deadline. **This may only be used as a last resort in the case of verifiable technical issues with the VLE.** The time stamp on the email will determine the time of submission, and late essays without valid exceptional circumstances will receive a late penalty.

Late submission of an assessment

The deadlines for essay and online exam submission are strict and penalties will be applied to all work submitted late, without valid Exceptional Circumstances. The Turnitin receipt you will receive following submission of the assessment will state the time it is received TO THE MINUTE. For **a submission to be considered 'on-time' it must ALWAYS be made BEFORE the published deadline**, eg **BEFORE** 10:00. A submission receipt that is timestamped at 09:59, for example, will be considered to be ON TIME. However, **a submission received at 10:00 on the receipt timestamp will be deemed to be LATE, and late submission penalties will be applied** (unless the student has an approved extension).   The rules about late submission penalties for essays and online exams differ, and full details of all penalties can be found in the [Philosophy Guide to Assessment](#).

What do I do if I have exceptional circumstances that prevent me from submitting assessed work on time?

If you are experiencing problems that affect your ability to submit assessed work on time due to illness or other exceptional circumstances you should, wherever possible, email the Philosophy Department (philosophy-ex-circs@york.ac.uk) as far in advance of your submission deadline as possible for advice. They will provide provisional guidance on what you may apply for, and the types of mitigation available for the assessment in question.

Please note that tutors and supervisors CANNOT grant essay extensions.

We advise you to read the information provided on university [Exceptional Circumstances and Self-certification web pages.](#)

Philosophy Undergraduate Assessment Guide

Full details of the [Philosophy undergraduate assessment guides](#) are available on our pages.