

Guidance Sheet for Staff on URKUND Reports

All submissions made by University Centre Colchester students made through Moodle will be now be run through the plagiarism detection system URKUND.

It is important to note that URKUND is simply a tool to help support academic staff determine if an academic offence has taken place.

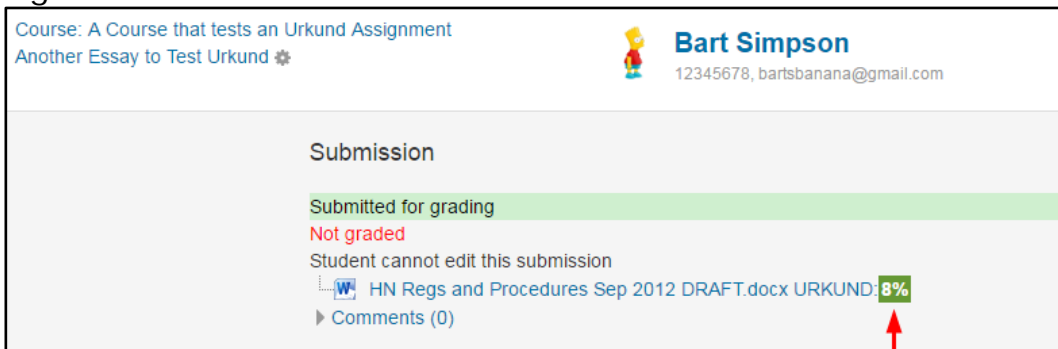
The judgement about whether an academic offence has taken place remains with academic staff. The URKUND report should be used to help inform that decision, and where appropriate, be used as evidence in any claim taken forward.

Staff should refer to the academic offence policy for information relating to academic offences.

How to Access the Reports

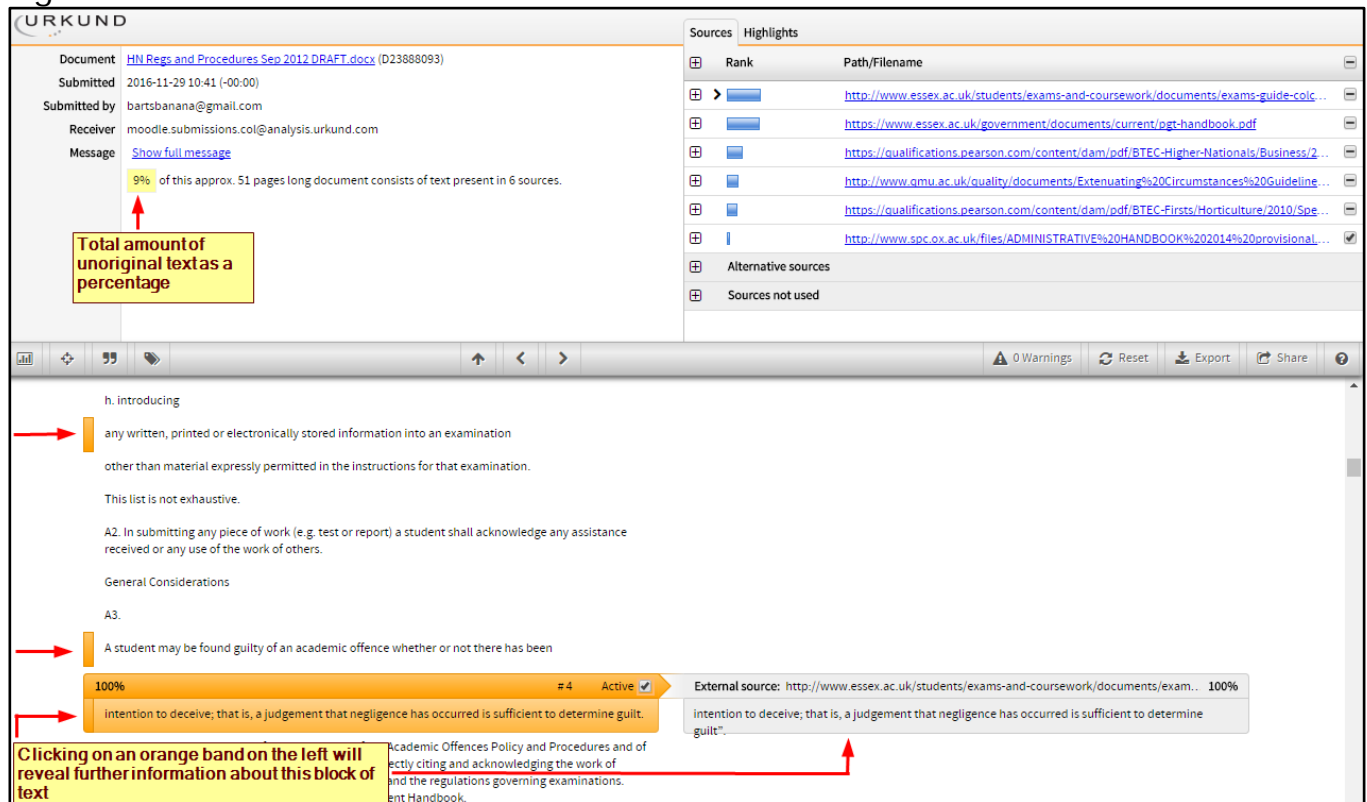
When a student uploads a file to an URKUND enabled assignment in Moodle, at first there is a small gear-wheel icon shown beside the file, which will turn into a small box when URKUND has generated a report. This presentation is the same for students, teachers or administrators. The report can be viewed by clicking on the box (figure 1).

Figure 1.



A report opens up with the headline percentage of unoriginal text at the top of the screen. For each part of the essay where unoriginal text has been found, an orange band will appear, running down the left hand side of the text. Clicking on the orange band will show further information, which includes the likely source of this block of text, and the percentage of similarity to the source (Figure 2).

Figure 2.



The screenshot displays the URKUND interface for a document titled "HN Regs and Procedures Sep 2012 DRAFT.docx". The document was submitted on 2016-11-29 10:41 (-00:00) by bartsbanana@gmail.com. The receiver is moodle.submissions.col@analysis.urkund.com. A message indicates that 9% of the document consists of text present in 6 sources.

The "Sources" table lists the following paths/ filenames:

Rank	Path/Filename
1	http://www.essex.ac.uk/students/exams-and-coursework/documents/exams-guide-colc...
2	https://www.essex.ac.uk/government/documents/current/pgt-handbook.pdf
3	https://qualifications.pearson.com/content/dam/pdf/BTEC-Higher-Nationals/Business/2...
4	http://www.gmu.ac.uk/quality/documents/Exenuating%20Circumstances%20Guideline...
5	https://qualifications.pearson.com/content/dam/pdf/BTEC-Firsts/Horticulture/2010/Spe...
6	http://www.spc.ox.ac.uk/files/ADMINISTRATIVE%20HANDBOOK%202014%20provisional...

The "Highlights" section shows a list of text blocks with orange bands on the left. A yellow box highlights the 9% statistic. A red arrow points to a yellow box stating: "Total amount of unoriginal texts as a percentage". Another red arrow points to a 100% highlight with a tooltip showing the external source: "http://www.essex.ac.uk/students/exams-and-coursework/documents/exam...". A third red arrow points to a yellow box stating: "Clicking on an orange band on the left will reveal further information about this block of text".

Understanding the Report

It is important that staff do not become preoccupied with the overall percentage of 'plagiarised' work found in the document.

Detection of purposeful plagiarism is a complex process and there are many reasons why text may be highlighted in these reports. Therefore there is no definitive rule about at what percentage a student's work should be determined as being plagiarised, and therefore an academic offence.

The format of a report and its appendices may lend itself to returning a higher percentage of unoriginal text than others. It is therefore possible a student with a lower score may be found guilty of an academic offence and a student with a higher score may not.

If a marker has concerns that an academic offence may have taken place this should be discussed with the Head of Programme or Head of School as per the Academic Offences Policy.

It is recommended that staff view all URKUND submissions while undertaking the marking process and the level of scrutiny should increase according to the percentage of unoriginal text found.