Y Drefn o ran Defnyddio Meddalwedd Turnitin

1.1 Mae Grŵp Llandrillo-Menai wedi ymrwymo i sicrhau trylwyredd a safonau academaidd uchel mewn gwaith a dderbyniwyd i'w asesu gan fyfyrwyr ar bob lefel.

1.2 Meddalwedd yw Turnitin a gynlluniwyd i gynorthwyo tiwtoriaid ac aseswyr i ganfod camarfer posibl mewn gwaith a gyflwynir yn electronig gan fyfyrwyr.

1.3 Yn y Drefn o ran Defnyddio Turnitin, nodir sut a phryd y dylid defnyddio Turnitin, a rhoddir arweiniad ar sut i wneud defnydd ymarferol o'r meddalwedd.

1.4 Fe'i cynlluniwyd er mwyn sicrhau y defnyddir Turnitin mewn modd cyson ac mae'n berthnasol i fyfyrwyr ar holl raglenni astudio Grŵp Llandrillo Menai.

2. Pwrpas y Drefn

2.1 Cynlluniwyd y drefn o ran defnyddio Turnitin i roi arweiniad i'r holl diwtoriaid ar sut i ddefnyddio Turnitin. Dylid darllen y polisi ar y cyd â'r rheoliadau ar Arferion Annheg sy'n rhoi arweiniad pellach ar y drefn i'w dilyn os amheuir bob gweithred annheg wedi'i chyflawni.

2.2 Pecyn meddalwedd sydd ar gael drwy Moodle yw Turnitin a gellir ei ddefnyddio'n arf dysgu i gynorthwyo dysgwyr i feithrin sgiliau cyfeirnodi priodol neu gan aseswyr i ganfod arferion annheg posibl mewn aseiniad a gyflwynwyd.

2.3 Ar hyn o bryd, fe'i defnyddir yn bennaf ym maes Addysg Uwch ac mewn rhaglenni astudio proffesiynol, er y defnyddir rhywfaint arno mewn rhaglenni Addysg Bellach.

2.4 Dim ond pan gyflwynir gwaith yn electronig y gellir defnyddio Turnitin.

2.5 Pan gyflwynir gwaith dysgwr drwy Turnitin, cynhyrchir adroddiad ar wreiddioldeb sy'n cymharu'r geiriau yn y gwaith a asesir ag adnoddau sydd ar gronfa ddata ar-lein Turnitin. Pennir canran am y gwaith cyfan ac am bob tebygrwydd a ganfyddir.

2.6 Nid yw Turnitin yn canfod llên-ladrad ohono'i hun, a mater o farn academaidd yw penderfynu ynghylch gwreiddioldeb gwaith y dysgwr. Yn y pen draw, dylid dibynnu bob amser ar farn academaidd, er y gall tystiolaeth Turnitin ategu'r farn honno i raddau helaeth.

2.7 Ni all Turnitin ganfod gwaith o'r ffynonellau a ganlyn:

- llyfrau neu adnoddau traddodiadol/papur nad ydynt ar gael ar-lein
- cronfeydd o draethodau y mae cyfrinair yn eu diogelu
- rhai cyfnodolion electronig
- delweddau, neu siartiau a thablau a fewnosodwyd fel delwedd

Nid yw'r rhestr hon yn derfynol, ac felly dylai aseswyr bob amser ddefnyddio eu barn academaidd wrth ystyried dilysrwydd y gwaith a gyflwynwyd.

Y Drefn mewn perthynas â Turnitin

3. Defnyddio Turnitin

3.1 Dylid defnyddio Turnitin yn achos pob rhaglen AU a ddilyswyd ac a ddarperir drwy Brifysgol Bangor, Pearson neu Awdurdod Cymwysterau'r Alban. Dylid cyflwyno pob gwaith a gynhyrchir yn electronig, gan gynnwys unrhyw waith disgyrsiol, drwy gyfrwng Turnitin.

3.2 Pan fydd gwaith yn cael ei gyflwyno fel tasg grŵp, un adroddiad ynghylch gwreiddioldeb yn unig y dylid ei gynhyrchu.

3.3 Pan fydd gwaith yn cael ei gyflwyno fwy nag unwaith, dylai tiwtoriaid sicrhau bod y gwaith a gyflwynwyd gyntaf yn cael ei dynnu oddi ar gronfa ddata Turnitin er mwyn osgoi canlyniadau uwch pan gyflwynir y gwaith eto.

3.5 Pan na ellir cyflwyno gwaith yn electronig, parheir i ddibynnu ar ddoethineb barn academaidd y tiwtor i ganfod unrhyw arferion annheg posibl.

3.6 Yn achos rhaglenni a gynigir drwy sefydliadau AU eraill (UCLAN, Glyndŵr, Edexcel, SQA, Prifysgol De Cymru a Phrifysgol Fetropolitan Caerdydd), dylid cyfeirio at y gweithdrefnau a fabwysiadwyd gan y sefydliadau hynny. Os nad oes polisi'n bodoli ar ddefnyddio Turnitin, argymhellir dilyn trefn GLlM.

3.7 Fel mater o arfer da, argymhellir defnyddio Turnitin ar raglenni Addysg Bellach, Dysgu Seiliedig ar Waith a rhaglenni eraill nad ydynt yn rhaglenni Addysg Uwch, ond nid yw hynny'n orfodol.

3.8 Gall y bydd adegau pan fydd tiwtor o sefydliad allanol, sy'n defnyddio Turnitin, yn canfod tebygrwydd rhwng gwaith un o'i fyfyrwyr a gwaith a gyflwynwyd o'r blaen gan un o fyfyrwyr GLlM. Mae Turnitin yn galluogi tiwtoriaid i wneud cais am gael darllen yr asesiadau sy'n cynnwys tebygrwydd. Anfonir y ceisiadau hyn drwy e-bost at y tiwtor dynodedig a nodir ar Moodle. Mewn achosion o'r fath, gofynnir i'r tiwtoriaid wrthod caniatâd, er mwyn sicrhau y cedwir at ofynion diogelu data.

4. Y Trothwy o ran Gwreiddioldeb

4.1 Pan fydd adroddiad ynghylch gwreiddioldeb yn nodi bod tebygrwydd o dros 20% yn y gwaith, dylai'r tiwtor adolygu'r gwaith er mwyn penderfynu a oes tystiolaeth o arfer annheg ai peidio yn y gwaith.

4.2 Os amheuir arferion annheg, rhaid gweithredu'n unol â'r Polisi mewn perthynas ag Arferion Annheg.

4.3 Os bydd y tiwtor yn penderfynu, ar ôl defnyddio ei farn academaidd, nad oes achos o arfer annheg, caiff y gwaith ei asesu yn unol â'r drefn arferol.

4.4 Os bydd y tiwtor yn canfod enghreifftiau o gyfeirnodi amhriodol, dylid eu trafod pan roddir adborth ar yr asesiad neu yn ystod cyfarfod adolygu gyda thiwtor personol.

4.5 Pan fydd adroddiad ynghylch gwreiddioldeb yn nodi bod tebygrwydd o dros 20% yn y gwaith, dylai'r tiwtor nodi hyn yn yr adborth ar yr asesiad a gwneud sylwadau ar wreiddioldeb y gwaith.

5. Sut y gall Dysgwyr ddefnyddio Turnitin

5.1 Er mwyn defnyddio Turnitin, bydd gofyn i ddysgwyr gael yr hawliau mynediad i'r meddalwedd gan y tiwtor. Gall dysgwyr ddefnyddio'r meddalwedd i gyflwyno adroddiad ynghylch gwreiddioldeb gydag aseiniad y maent yn ei gyflwyno ar bapur. Mewn achos o'r fath, dylid rhoi gwybod i ddysgwyr nad yw hyn yn gyfle iddynt gaboli eu gwaith er mwyn cael gwell sgôr mewn perthynas â gwreiddioldeb. Dylai tiwtoriaid gyfyngu ar y nifer o weithiau y gellir cyflwyno gwaith drwy'r system. Fodd bynnag, unwaith y cyflwynir aseiniad drwy Turnitin, dylid nodi y bydd ar gronfa ddata Turnitin – felly os ailgyflwynir y gwaith, bydd y canran tebygrwydd yn uchel oni wnaiff y gweinyddwyr dynnu'r gwaith gwreiddiol oddi ar y gronfa ddata.

5.2 Yn ogystal, gellir defnyddio Turnitin yn arf dysgu yn ystod asesiadau ffurfiannol ac yn ystod sesiynau tiwtora er mwyn datblygu sgiliau dysgwyr. Pan wneir hyn, dylai tiwtoriaid sicrhau y defnyddir yr asesiad ffurfiannol yn arf datblygu ac nid i fireinio canlyniadau asesiad crynodol.

5.3 Mae myfyrwyr yn gyfrifol am sicrhau fod eu gwaith wedi ei gyflwyno yn gywir i Turnitin. Gall myfyrwyr wirio hyn drwy lawrlwytho eu cyflwyniad o Turnitin, drwy gyfrwng Moodle. Os oes gwall uwchlwytho wedi digwydd rhaid i fyfyrwyr ebostio eu tiwtor yn egluro hyn.

Procedure for the Use of Turnitin Detection Software

1.1 Grŵp Llandrillo Menai is committed to ensuring high academic standards and rigour within assessed work from students at all levels.

1.2 Turnitin is software designed to assist tutors and assessors in identifying potential areas of malpractice within student work that is submitted electronically.

1.3 The Procedure for the Use of Turnitin identifies how and when Turnitin should be used and gives guidance on the practical application of the software.

1.4 It is designed to ensure a consistent approach to the use of Turnitin and is applicable to students on all Grŵp Llandrillo Menai programmes of study.

2. Purpose of the Procedure

2.1 The Turnitin procedure is designed to provide guidance to all tutors on the use of Turnitin. The policy should be read in conjunction with the Unfair Practice regulations which provide further guidance on the procedure to follow where unfair practice is suspected.

2.2 Turnitin is a software package available through Moodle that can be used either as a learning tool to assist students with developing appropriate referencing skills or by assessors as a tool to identify possible unfair practice within assignment submission.

2.3 It is currently used predominantly in HE and for professional programmes of study although some use is made in FE programmes.

2.4 Turnitin can only be used when assessed work is submitted electronically.

2.5 When student work is submitted through Turnitin, an orginality report is produced which compares the wording within the assessed work to resources within the Turnitin online database. A percentage comparison score is given to the whole work and for each identified similarity

2.6 Turnitin does not of itself detect plagiarism and the decision as to the originality of student work should be one of academic judgement. Ultimately academic judgement should always be relied upon although this can be heavily supported by evidence from Turnitin.

2.7 Turnitin cannot detect work from the following sources:

- books or traditional/ paper based resources which are not available online
- essay banks that are password protected
- some electronic journals
- images, or charts and tables that have been inserted as an image

This list is not exhaustive and consequently, assessors should always use their own academic judgement when considering the validity of the work presented.

Turnitin Procedure

3. The use of Turnitin

3.1 Turnitin is used on all HE programmes validated and run through Bangor University, Pearson and SQA. All work produced electronically, including any discursive work should be submitted through Turnitin.

3.2 Where work is presented as a group task, only one originality report should be produced.

3.3 Tutors should ensure that where work is submitted more than once, that the original submission is removed from the Turnitin database to avoid a higher return on later submissions

3.5 Where work cannot be submitted electronically, the detection of any possible unfair practice remains at the discretion of the academic judgement of the tutor.

3.6 Programmes offered through other HEI (UCLAN, Glyndwr, Edexcel, SQA, USW and CMU) should refer to the procedures adopted by those institutions). Where no policy exists for the use of turnitin, the use of the GLLM procedure is recommended.

3.7 The use of Turnitin on FE, WBL and other non HE programmes is encouraged as good practice but is not obligatory.

3.8 There may be instances where a tutor from an external organisation, using Turnitin, detects a similarity match with work from their own student to that submitted previously by a GLLM student. Turnitin enables tutors to request read access to matched assessments. These requests are sent via email to the designated tutor as noted on Moodle. In such cases tutors are asked not to grant permission, to ensure data protection requirements are adhered to.

4. Originality Trigger Point

4.1 When the originality report returns a result in excess of 20% similarity, the tutor should review the work to determine whether or not there is evidence of unfair practice within the work.

4.2 Where unfair practice is suspected, the procedure included within the Unfair Practice Policy must be followed.

4.3 If, having used their academic judgement, the tutor determines that no unfair practice has occurred, the work should be assessed as normal.

4.4 Where issues of inappropriate referencing have been identified by the tutor, these should be discussed either during assessment feedback or as part of a personal tutor review.

4.5 Where the originality report returns a result in excess of 20% similarity, the tutor should note this on the assessment feedback and comment on the originality of the work.

5. Student use of Turnitin

5.1 Turnitin can be used by students who must be given access rights to the software by the tutor. Students can use the software to submit the originality report with their assessment is presented as a paper copy. Where this is the case, students should be advised that this is not an opportunity to develop their work in order to improve the originality score. Tutors should limit the amount of times work can be submitted through the system. However, it should be noted that once an assignment has been run through Turnitin it is then included on the Turnitin Database – thus running through a second piece of work will generate a high percentage similarity unless the original work is removed from the database by the administrators

5.2 Turnitin can also be used as a learning tool during formative assessment and tutorials to develop student skills. Where this is used, tutors should ensure that the formative assessment is used as a developmental tool and not to refine summative assessment results.

5.3 Students are responsible for ensuring their work is correctly submitted to Turnitin. Students can verify this by downloading their submission form Turnitin, via Moodle. If an error has occurred during upload the student must email their tutor immediately to explain the error and include a copy of their work.