

## **Attachment A: Procedures for electronic course work submissions of SafeAssign**

*(extracted from the SafeAssign website)*

### **1. Creating automatic SafeAssign assignment submission links for student submissions on Blackboard**

- a. Course offices/faculty are required to create assignment submission links under SafeAssign for all soft copy submissions as detailed in the guidelines.
- b. To create a SafeAssign Assignment submission, link through option 'Create Assignment'.
- c. Select Check Submissions for Plagiarism using SafeAssign. Select one or both options:
  - i. Allow students to view the SafeAssign originality reports on their submissions.
  - ii. Exclude all student submissions for assignment from the institutional or global reference databases.
- d. Complete the Create Assignment page and click Submit.

### **2. Manual SafeAssign submissions by course offices for soft copy submissions of invigilated examinations or any exceptional cases**

- a. For the soft copy submissions of an invigilated examination after completion of the examination. The Program Coordinator is to collate all the submissions from Blackboard and submit to SafeAssign by using the 'Direct Submit' option.
- b. Submit Papers through Direct Submit
  - i. From the Control Panel, click SafeAssign under Course Tools
  - ii. Click the Direct Submit tab.
  - iii. A list of Folders and papers will appear. This list includes papers already uploaded through Direct Submit. It is not recommended that files be deleted from Direct Submit, as this will remove them from the institutional database of existing materials.
  - iv. Navigate to a folder where the paper or papers will be uploaded.
  - v. Click Submit Papers.
  - vi. Select Upload File and browse for the file. Individual papers as well as papers that are grouped in a ZIP package are accepted. Alternatively, select Copy/Paste Document and the document text in the field.
  - vii. Select the upload options.
  - viii. Submit as Draft: A SafeAssign report will be generated. However, the paper will not be added to the institutional database and will not be used to check other papers.
  - ix. Skip Plagiarism Checking: Adds the papers to the institutional database without checking for content copied from other sources. This is useful if an Instructor wants to upload papers from an earlier course to ensure that current students are not reusing work.
- c. If the papers you are directly submitting include images, please note that the images must not exceed 2MB or the submission may fail.
- d. All exceptional cases will also be submitted through the above procedures.

### **3. Creating 'Learn Assignment' for draft submissions of dissertations / project submissions**

- a. The designated Course Coordinator creates a Learn Assignment enabling SafeAssign to check the 'Exclude Submissions' options. Students submit their pre-final 'draft' works, and these submissions are not included in the Institutional or Global Databases.
- b. When the final submission is expected, the Course Coordinator must unselect the 'Exclude Submissions' option.
- c. Students submit their final works, and submissions are then included in the Institutional or Global Databases.

### **4. Guidelines for interpreting SafeAssign scores**

- a. Sentence matching scores represent the percentage probability that two phrases are the same. This number also reflects the probability that these two phrases are similar by chance. For example, a score of 90 percent means that there is a 90 percent probability that these two phrases are the same. There is a 10 percent probability that they are similar by chance and not because the submitted paper includes content from the existing source – whether appropriately attributed or not.
- b. The overall SafeAssign score indicates the probability that the submitted paper contains matches to existing sources. This score is a warning indicator only. Review papers to see if the matches are properly attributed.
- c. Scores below 15 percent: these papers typically include some quotes and a few common phrases or blocks of text that match other documents. Typically, these papers do not require further analysis as there is no evidence of plagiarism.
- d. Scores between 15 percent and 40 percent: These papers include extensive quoted or paraphrased material, or they include plagiarism. Review these papers to determine if the matching text is properly referenced.
- e. Scores over 40 percent: A very high probability exists that text in these papers was copied from other sources. These papers include quoted or paraphrased texts in excess and need to be reviewed for plagiarism.