

## How to perform a plagiarism check on a single document as a lecturer?

This manual lists the steps and relevant background information for performing a plagiarism scan, as well as the procedure you need to follow if you suspect fraud.

### Step 0: Enrol in Brightspace Course “Ouriginal Quick Submit for Teaching Staff” (if not enrolled yet)


- Log into the single sign-on server with your netid (e.g. <https://intranet.tudelft.nl>)
- Go to <https://brightspace-cc.tudelft.nl/course/17718/ouriginal-quick-submit-for-teaching-staff>
- Click on the button ‘Enrol’
- Click on the button ‘Request Approval’

Brightspace Support will typically grant approval within 1-10 minutes during office hours. After approval, you are enrolled in the course.

### Step 1: Submit the document that needs a plagiarism check:

- Open Brightspace Course “Ouriginal Quick Submit for Teaching Staff”:  
<https://brightspace.tudelft.nl/d2l/home/438649>
- On the top of the page, click on the tab ‘Assignments’
- Click on the assignment in left column ‘Quick Submit 2021-2022’
- Click on the button ‘Upload’
- Select your file, click on the button ‘Open’
- Click on the button ‘Submit’
- Click on the button ‘Done’

### Step 2: Open and download the plagiarism report:

- At the top of the page of the course “Ouriginal Quick Submit for Teaching Staff”, click on the tab ‘Ouriginal’
- You might be asked the following: “Application Customization Configuration v1.0 by Desire2Learn Incorporated is trying to access your information. Would you like to proceed?”. In that case, press ‘Continue’.
- Below ‘Quick Submit 2021-2022’, click on ‘Show details +’  
Press F5 to refresh the creation status (“Processing”) of the similarity report in the 2<sup>nd</sup> column. Status updates every 5 minutes.
- Click on the name of your document
- In the drop-down menu, choose ‘View Report’ . This opens Ouriginal.
- At the top right, click the middle symbol to download the plagiarism report (pdf): 

### Step 3: Do (and interpret) the plagiarism report:

- Scroll a bit down and click on the black button ‘View the entire document’.  
This opens the text in the document.
- Scroll through the entire document and open all orange highlighted text blocks. See below for a legend of the colour coding, and for examples of what is considered fraud.
- All potential plagiarism/fraud should be reported to the Board of Examiners (see next page for what and how to report). In this case, no grade can be communicated to the student before the Board of Examiners communicates their verdict.

### Support / More information

Support is available via Brightspace Support during office hours:  
[brightspace@tudelft.nl](mailto:brightspace@tudelft.nl) / +31 (0)15 – 27 84 333

## Legend Ouriginal

- Orange highlighted text blocks: Texts that (partially) match an existing source.
- Click on the orange button with the four squares next to each highlighted part to compare the submitted document with the matching text from the existing source.
- No highlight: same text
- Highlights in red: indicate added words/spaces
- Highlights in greenish yellow: small variation of a word, e.g. manage vs. manages.

## What is considered fraud?

Here are some examples:

- Sentences that are copy-pasted (except for quotes with proper referencing).
- Paragraphs that follow the exact structure of the original text, but with some different wording (i.e. poorly paraphrased).
- Information that is not common knowledge or standard textbook knowledge is presented without reference. Reason: the absence of references implies that the student invented this by themselves.

## Procedure in case of suspected fraud

If you suspect fraud, you must send a fraud suspicion report (see below) to the Board of Examiners (BoE, [BoardOfExaminers-CEG@tudelft.nl](mailto:BoardOfExaminers-CEG@tudelft.nl)). Inform the student that you have forwarded the suspected fraud to the BoE. Do not communicate the grade to the student, nor send the assessment sheet to O&S (because they would enter the grade into Osiris). The BoE will take care of the process and further communication. Below, you will find a checklist with all the information that needs to be included in the fraud suspicion report to the BoE. Follow the existing procedure and rules of article 7a, section 4 of the [Rules and Guidelines of the BoE](#).

## Content of fraud suspicion report

- 1) General information:
  - a) Course code
  - b) Date & time
  - c) Name student(s)
- 2) Description and evidence of fraud
  - a) Include the plagiarism report from Ouriginal (step 2f on previous page). List the relevant similarities and clearly refer to page numbers etc. in the report.
- 3) Background information
  - a) The delivered work by the student
  - b) If applicable, any communication to the students on earlier detected fraud/plagiarism-related issues.

## Which sources does Ouriginal use?

- Sources that are freely available on the internet
- All previously checked documents at the TU Delft in Ouriginal or TurnItIn (predecessor of Ouriginal) that were not excluded from the database
- Material via at least the following aggregations of academic publishers: Springer, Taylor&Francis, Wiley, IEEE, and Gale/Cengage.
- If you think specific sources are missing, you can add them (see the [link](#)). After a week, you will need to resubmit the document (step 2).

## Safe submission of confidential documents

Documents that you hand in via the procedure in this document ("Ouriginal Quick submit" procedure) will not be included in the Ouriginal Database and will therefore not be used in future similarity reports. This is important for reports that contain confidential information.