

# Turnitin submission guide

This guide contains important information that will help you to prepare for and complete the online exam for your module if it uses the **Turnitin** assessment platform.

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## Overview of the exam process

Your exam paper and the link to submit your assessment will be available in the **My Online Exam** section of the module area on Minerva for the duration of the exam, as listed in the Exam Information block. After the exam end date and time, you will **not** be able to submit your work - you **must** submit your work **before** the exam deadline.

You must therefore plan your time effectively to ensure that you are able to make use of the allotted time, and that you understand the submission steps that are required to successfully submit your exam, as detailed below.

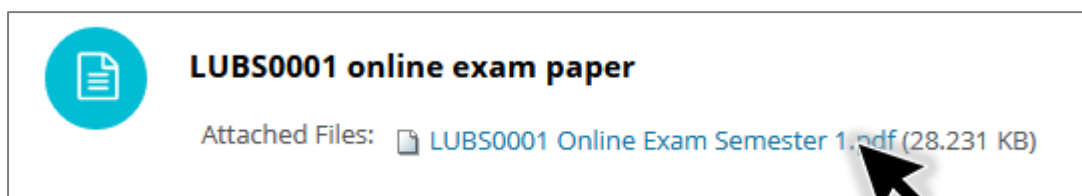
## Produce your answer document

We recommend using **Microsoft Word** to type your exam answers. To preserve formatting, we recommend saving and submitting your final document as a PDF to Turnitin.

### Inserting images

If it is not possible to complete an answer electronically (e.g., calculations, graphs or formulae that must be handwritten) please take a **clear** photograph of your workings and insert the image into your Word document at the correct point in your answer. It is **your responsibility** to ensure that any inserted images are readable. Please note that high-quality images can impact the size of your file and thus cause issues when uploading - please see the [Microsoft support page](#) to learn how to insert images into a document.

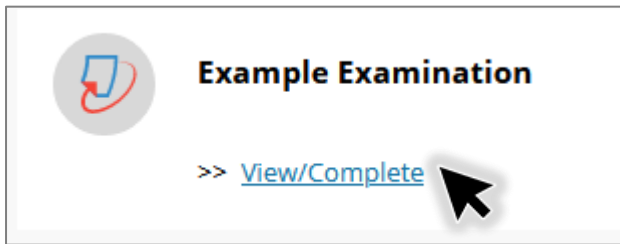
## Access your exam paper



In the My online examination area, you will find an item titled **[Your module code] online exam paper**.

This item will have a PDF version of your exam paper attached. Select the PDF link to view your exam paper.

## Open the Turnitin submission link



Select the **View/Complete** link in Minerva below the examination title to open the Turnitin submission area.

## Submit your answers

To learn how to submit work please visit the dedicated student page on the **Digital Education Systems Help** page - <https://desystemshelp.leeds.ac.uk/turnitin-student/submitted-a-turnitin-paper-student-guide/>

## Which web browser?

Follow the link above to learn which are the **recommended** web browsers to use when submitting work to Turnitin