Turnitin Assignment Checklist

Prior to submitting your assignment, it is recommended that you check the assignment requirements and use the summary checklist provided below.

YOUR TIME

☐ Have you allowed sufficient time to submit your assignment? It is strongly advised that you allow for any unforseen circumstances that may delay your submission (e.g. technical issues).

GUIDANCE VIDEO

☐ Have you watched the video on how to submit your work via Turnitin?

ACCEPTED FILE FORMATS

☐ Is your assignment saved in one of the following formats? Microsoft Word, Excel, PowerPoint, Google Docs, Corel WordPerfect, Adobe PostScript, Adobe PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP) or plain text.

If in doubt or your assessment is not in one of the specified formats, please contact IT Services for advice.

YOUR SUBMISSION

☐ **Keele Student ID**
Have you entered your Keele student ID number as your submission title?

☐ **Assessment Criteria**
Have you read and understood the assessment criteria, following instructions given by your tutor?

☐ **Word Count**
Have you adhered to the assessment word count?

☐ **Internet Connection**
Are you working from a reliable internet connection? A wired network connection is recommended.

DIGITAL RECEIPT

☐ Have you received confirmation that your work has been submitted successfully? Please retain the digital receipt that Turnitin issues as you may be asked to produce it at a later date.