



Plagiarism and *iThenticate*

GBHEM brokers a license each year with Turnitin® for annual conferences who wish to use *iThenticate* for assessing candidates' paperwork for plagiarism. The following guidelines outline GBHEM's responsibility and the annual conference's responsibility for use of *iThenticate*.

GBHEM recommends that the following policies are in place before an annual conference uses *iThenticate*.

GBHEM is responsible for:

1. Negotiating an annual license with Turnitin®
2. Dividing the cost of the license and invoicing participating conferences
3. Providing technical training to annual conference leaders to teach them how to use and administer *iThenticate*

The annual conference is responsible for:

1. Developing and implementing written policy and procedures for candidates who plagiarize
2. Developing and implementing written policy and procedures for the use of *iThenticate*
3. Ensuring that candidates, dCOM members, and BOM members understand how the reports from *iThenticate* will be used
4. Ensuring that all *iThenticate* users/graders are trained and understand how to use *iThenticate*
5. Ensuring that all candidates understand the annual conference's plagiarism policy in general and the use of *iThenticate* specifically
6. Training BOM members and candidates in understanding the reports generated by *iThenticate*
7. Interpreting the reports generated by *iThenticate* and communicating those results to the candidates or other necessary individuals involved in the process
8. Making decisions related to candidates based on *iThenticate*'s reports

Please note: As with any assessment process for candidates or clergy, *iThenticate* should be used consistently with all candidates. Treating different candidates in different ways may put an annual conference at risk for violation of fair process.