Philippine Normal University - Publication Office

Guide for Requesting Permanent Deletions

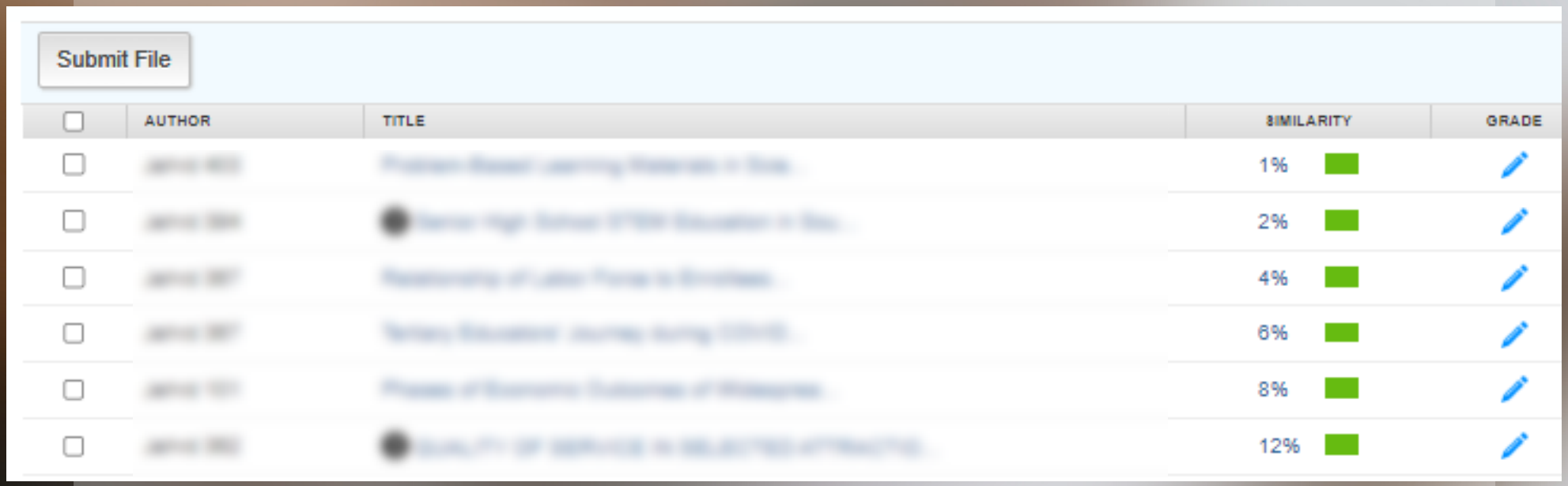
turnitin

What will happen if your request is approved?

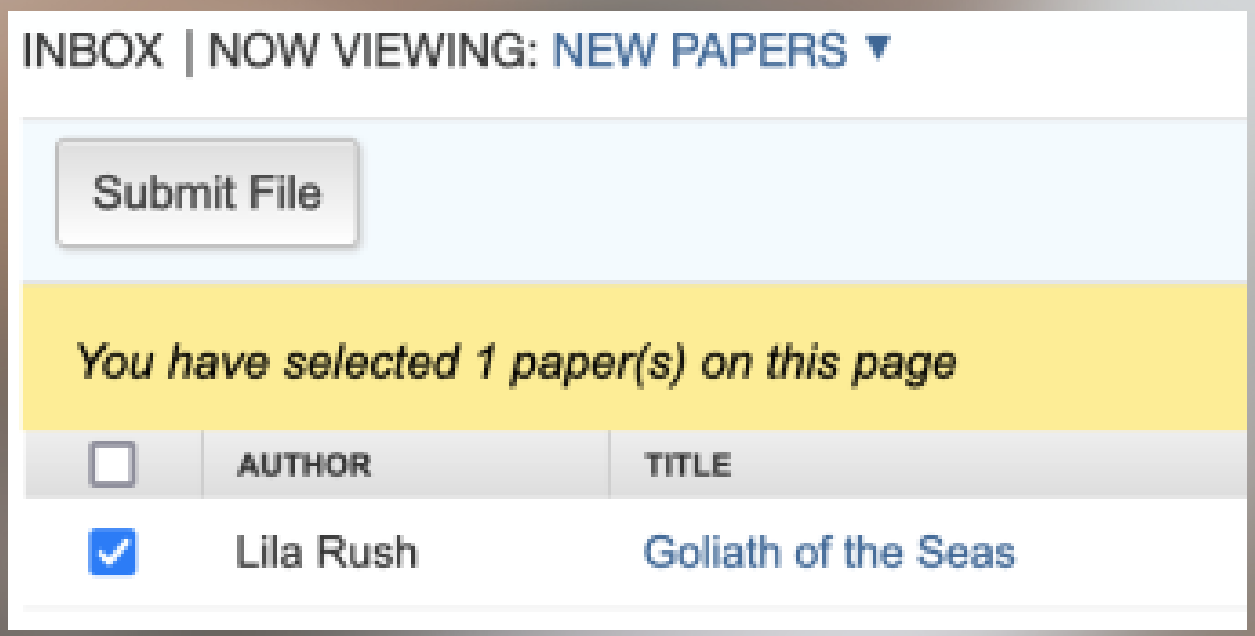
- The uploaded file will be deleted and no longer accessible.
- Any associated grading will be removed.
- The Similarity Report will be deleted and the paper will no longer appear in future similarity matches.
- **After 30 days** have passed, this process **can’t be reversed by anyone.**

Philippine Normal University- Publication Office
email us: publications.office@pnu.edu.ph

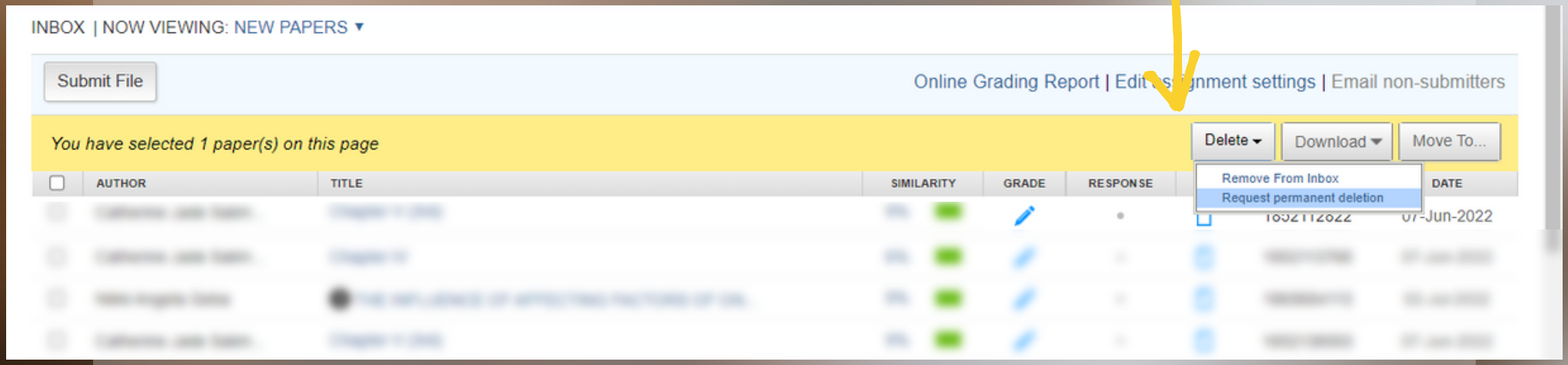
1. Log in to your Turnitin account. Navigate to the assignment with the paper you'd like to delete.



2. Use the checkbox found next to the Author column of the paper you'd like to delete.

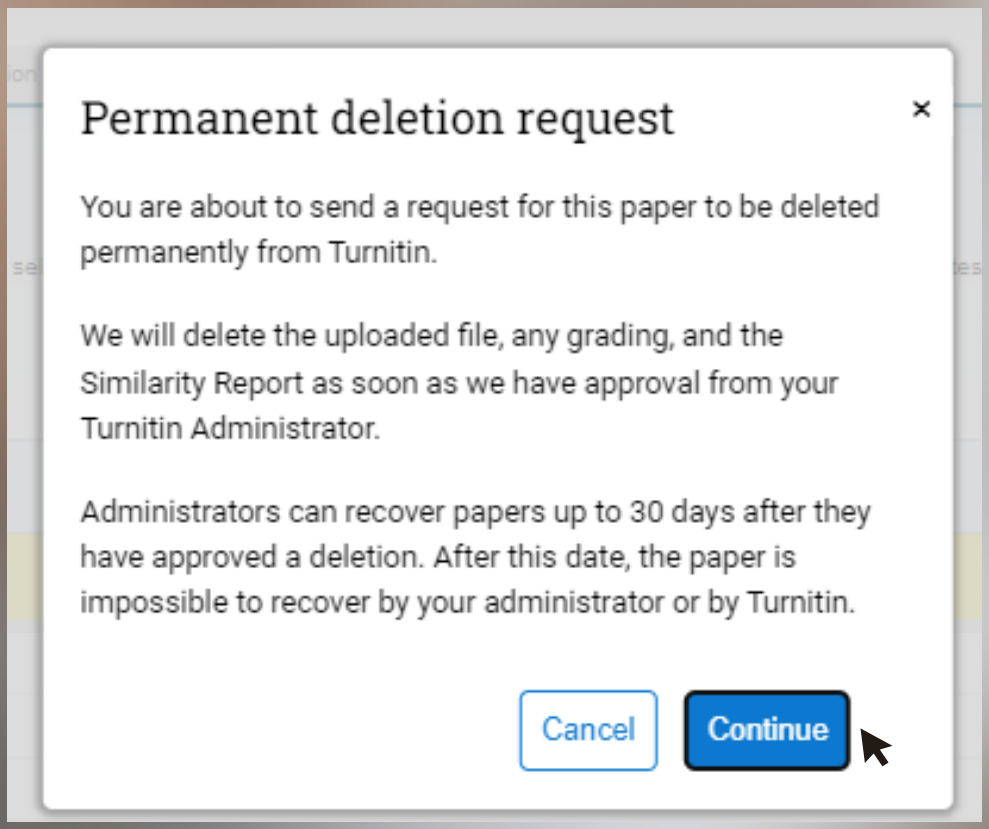


3. Select the Delete button and choose Request permanent deletion.

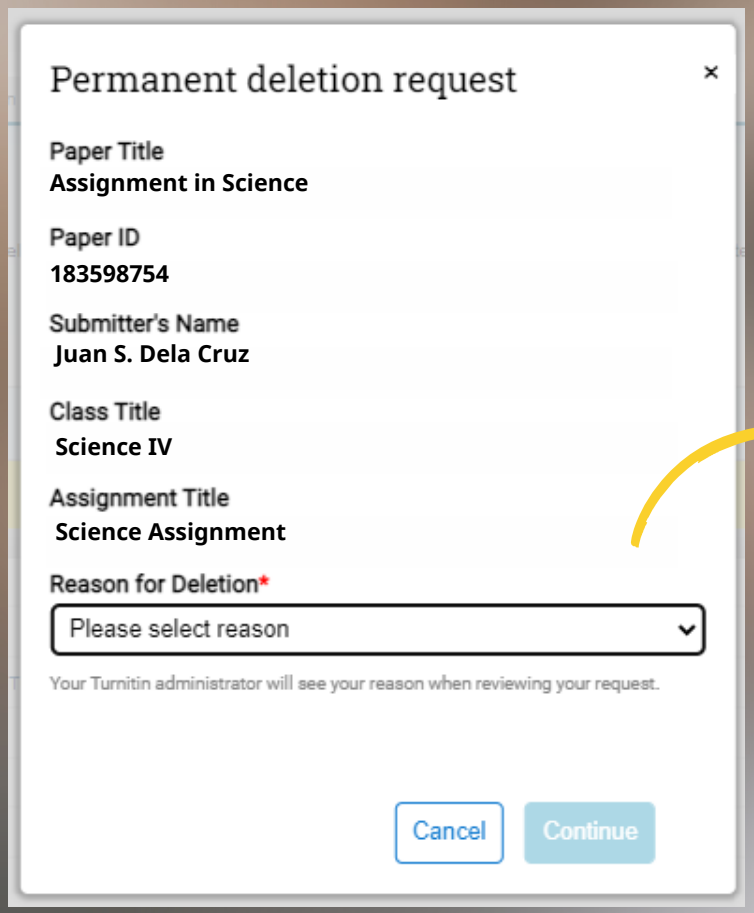


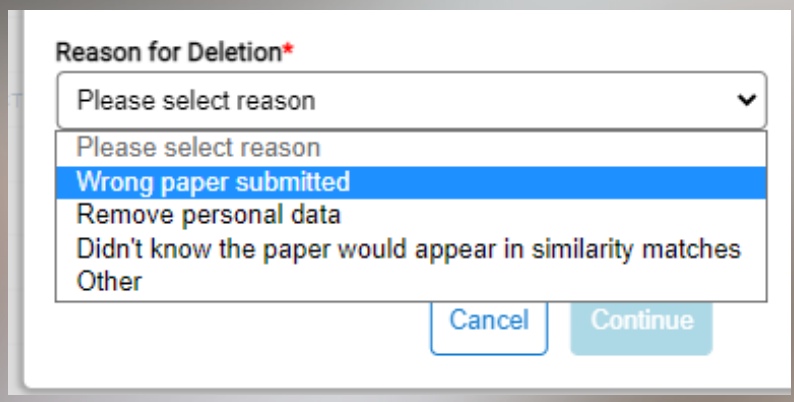
4. A modal will appear. It will guide you through the rest of the process...

a. The first step gives you extra context about what will happen to the paper once deleted.

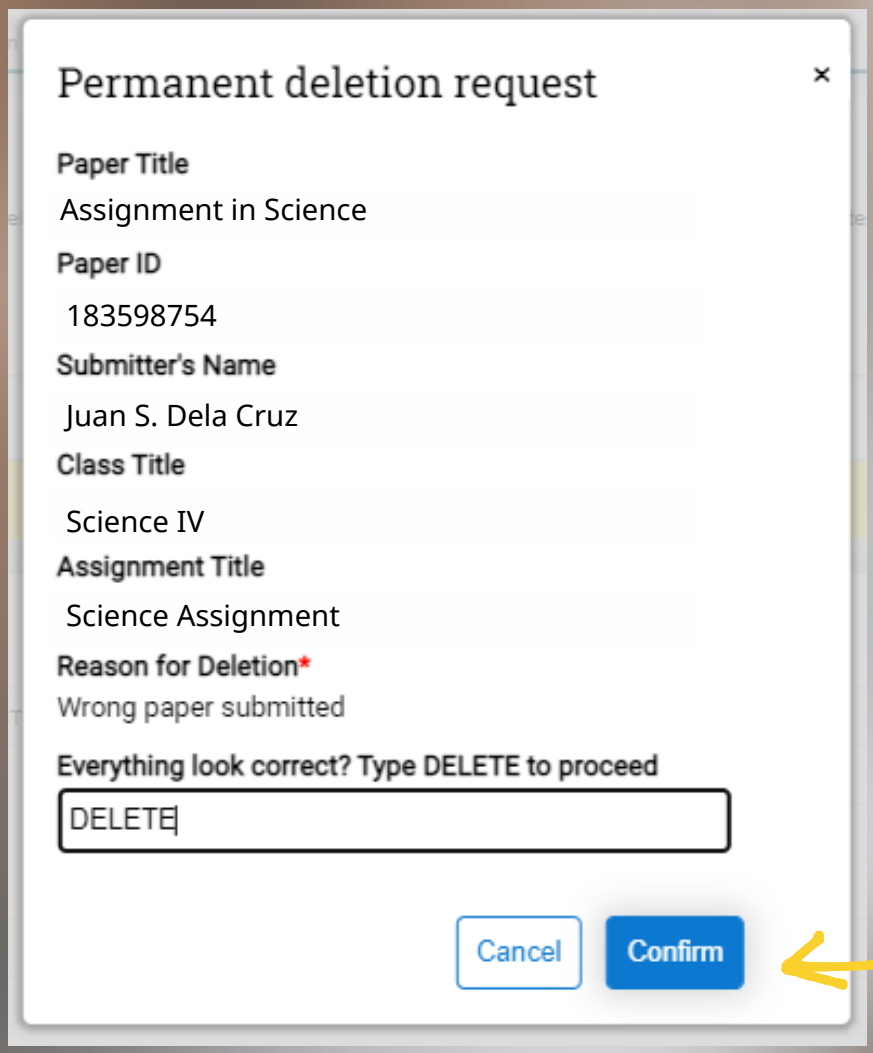


b. In the second step, you are shown metadata about the paper to double-check you've got the right one.
You'll also be asked to give a reason for the deletion.
Your admin will see your reason along with the rest of the request to help contextualize why the deletion is needed.





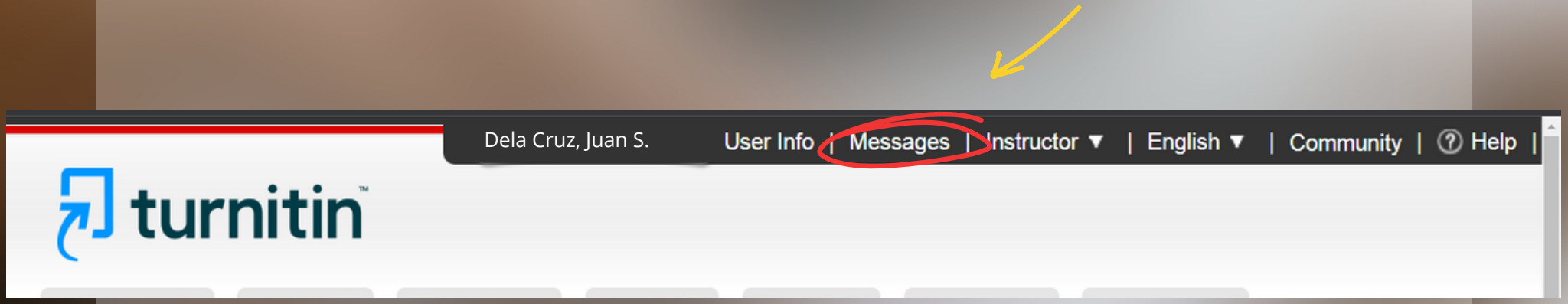
c. In the third step, you are asked to type out the word '**DELETE**' after reviewing the request for a final time. If everything looks correct, type **DELETE** and use the **Confirm** button to send the request to the PNU Turnitin Administrator.



You're all done!

We will have sent a copy of your request to your Messages inbox.

The Messages inbox is also where you'll be notified if your request has been approved or not.



Read the full article:

https://help.turnitin.com/feedback-studio/turnitin-website/instructor/paperdeletions.htm#permanent-deletion

or Scan this