Philippine Normal University - Publication Office

Guide for Requesting Permanent Deletion

turnitin™

Philippine Normal University- Publication Office

email us: po@pnu.edu.ph

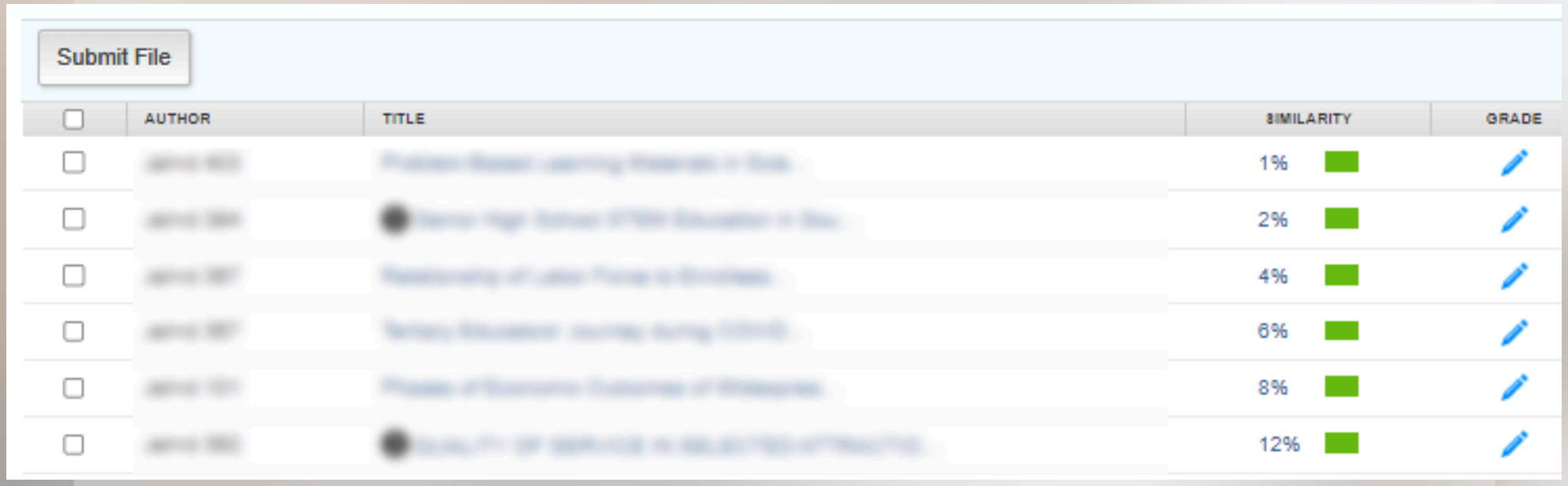
PERMANENT DELETION

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.**

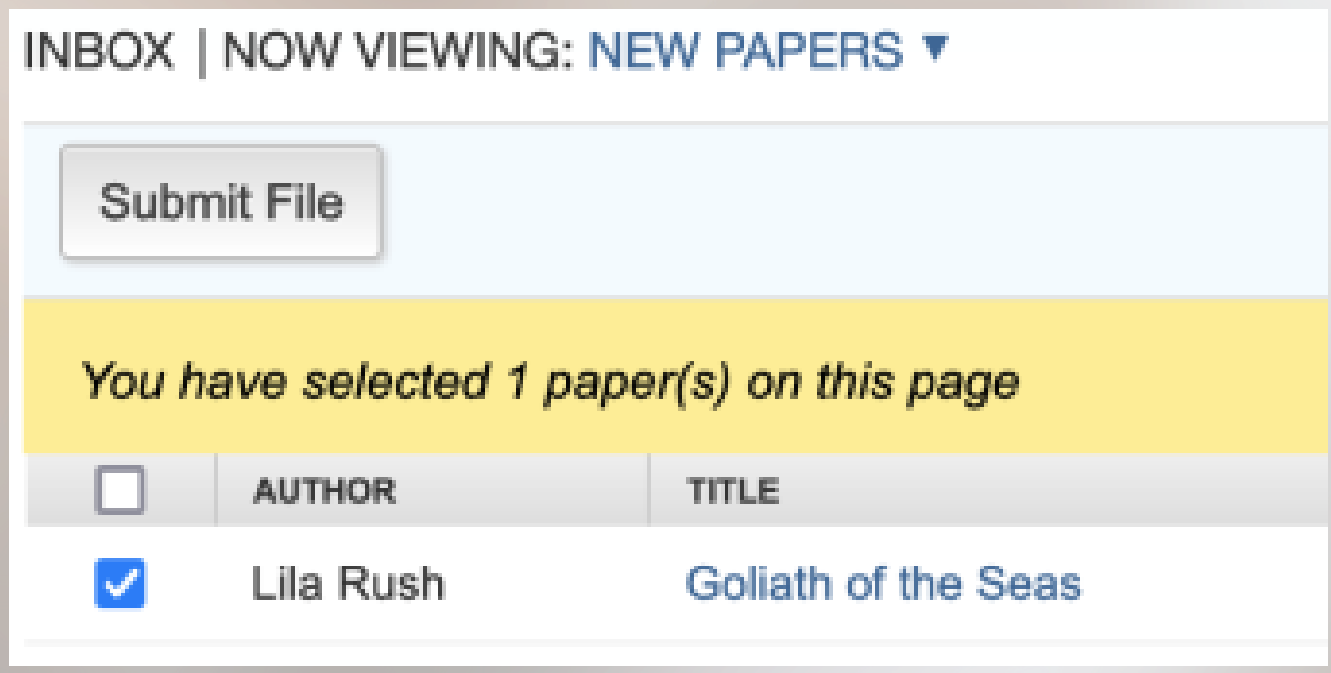
STEP 1:

Log in to your Turnitin account (direct website) or your ePNU account. Navigate to the class or assignment containing the paper you'd like to delete.



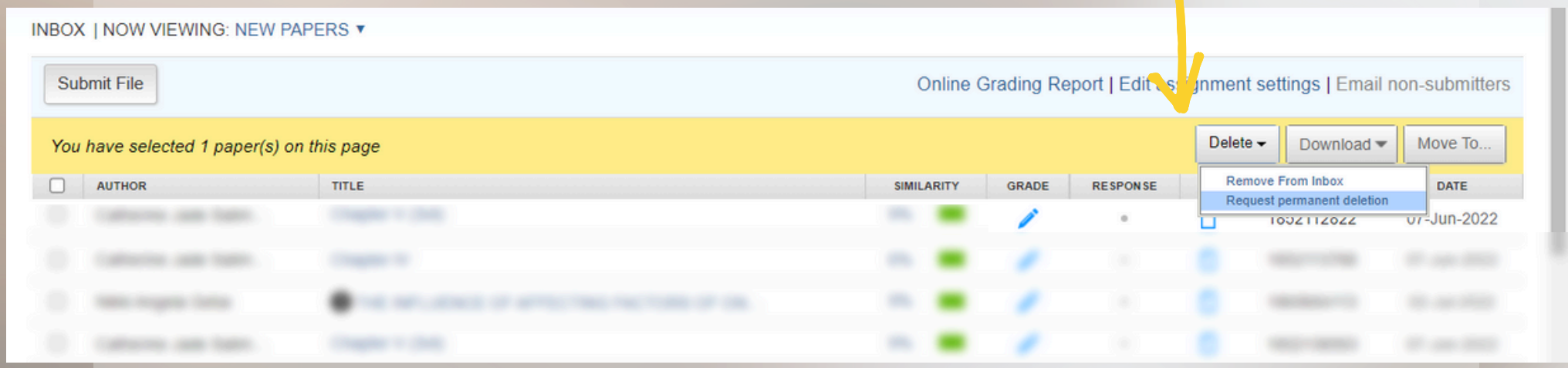
STEP 2:

Tick the checkbox next to the paper you want to delete.



STEP 3:

Select the '**Delete**' button and choose '**Request Permanent Deletion’**.



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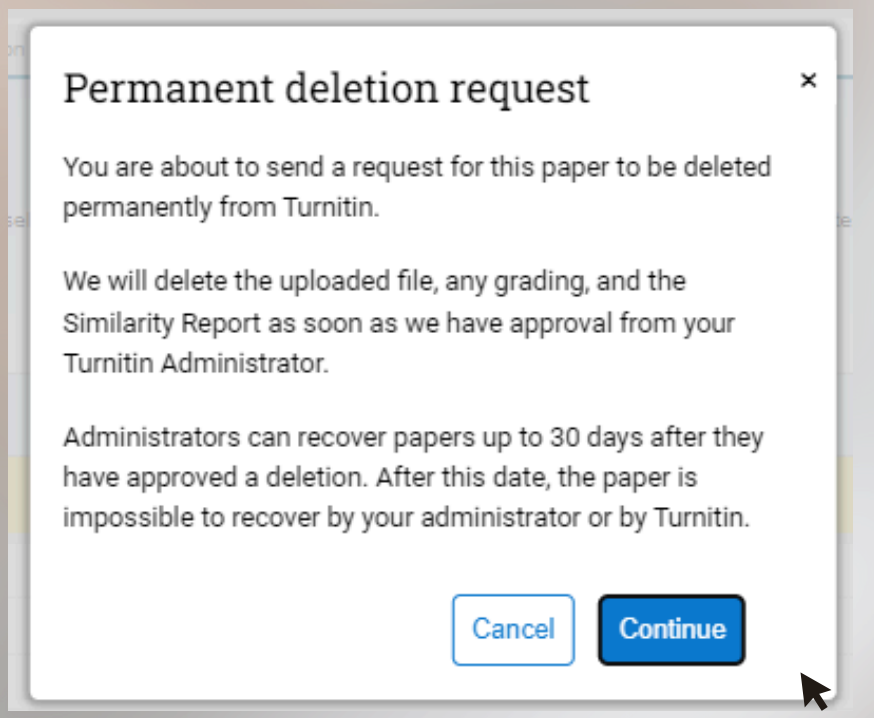
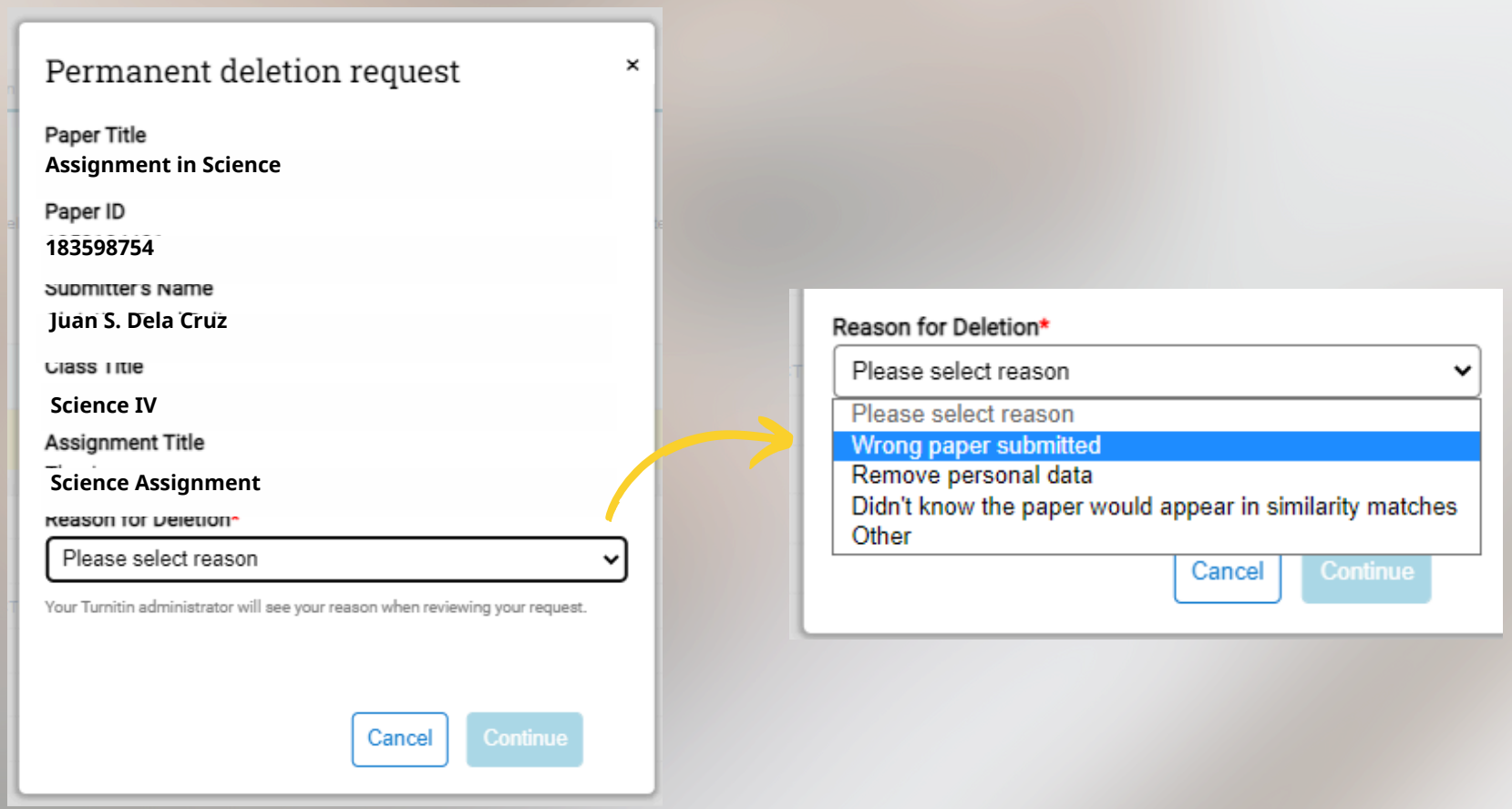
STEP 4:

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

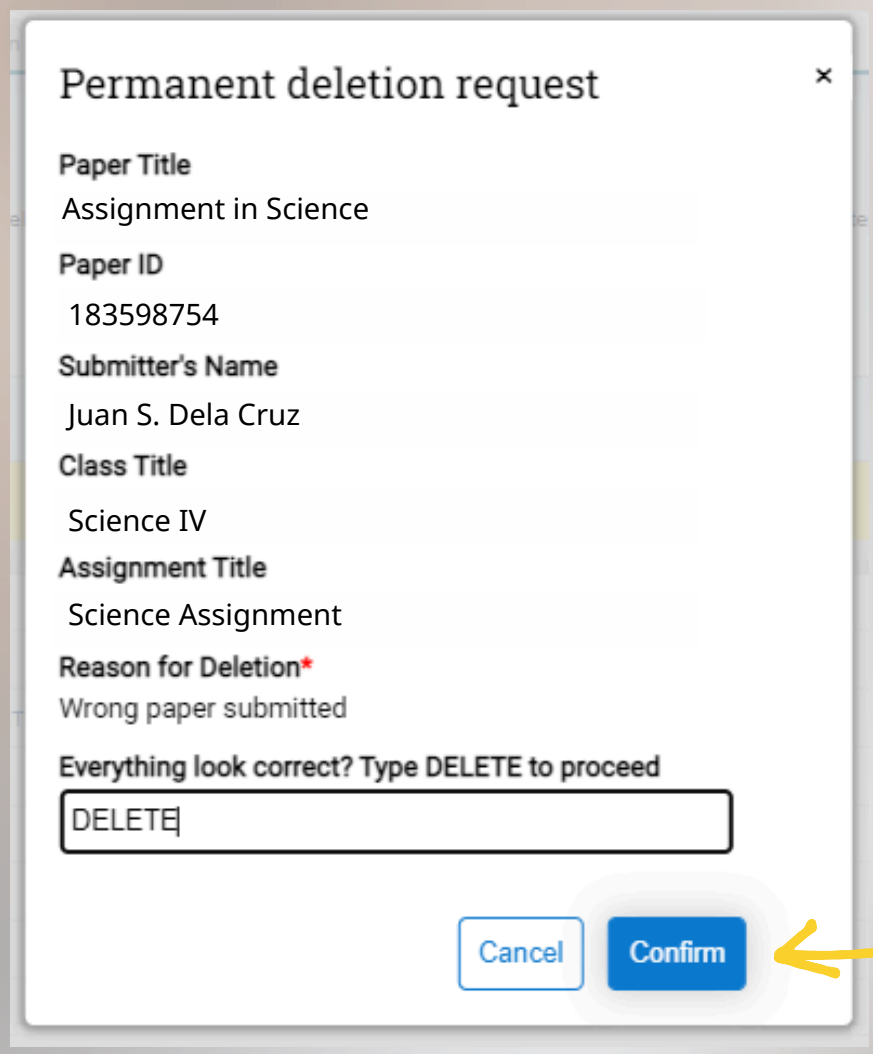
a. The first step gives you extra context about what will happen to the paper once deleted.



b. In the second step, you will be shown metadata about the paper to confirm that you have selected the correct one. You will also be asked to provide a reason for the deletion. Your admin will see this reason along with the rest of the request to better understand the need for the deletion.



c. In the third step, you will be asked to type the word **'DELETE'** after reviewing the request one final time. If everything looks correct, type **'DELETE'** and click the **'Confirm'** button to submit the request to the PNU Turnitin Administrator.



You're all done.

A copy of your request has been sent to your Messages inbox. This is also where you will be notified about the approval status of your request.

Read the full article:

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

or Scan this