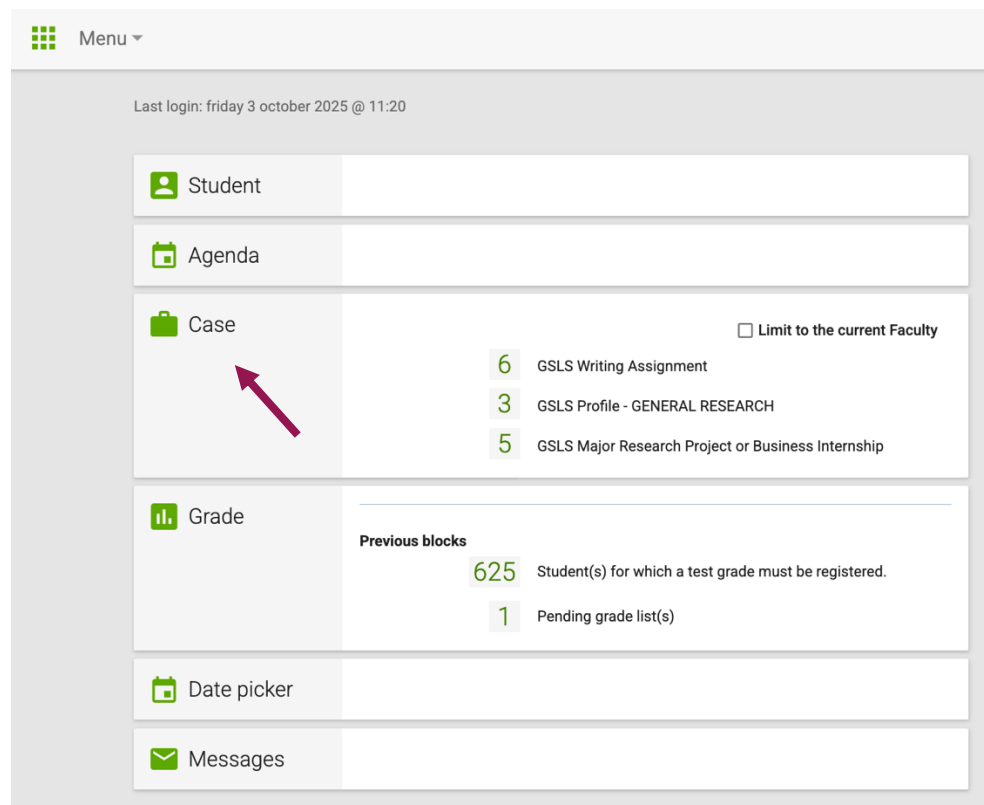


Execute plagiarism scan for one document of one student via Osiris Case with Osiris Lecturer.

Log in to Osiris Case for teachers and examiners using your Solis ID.

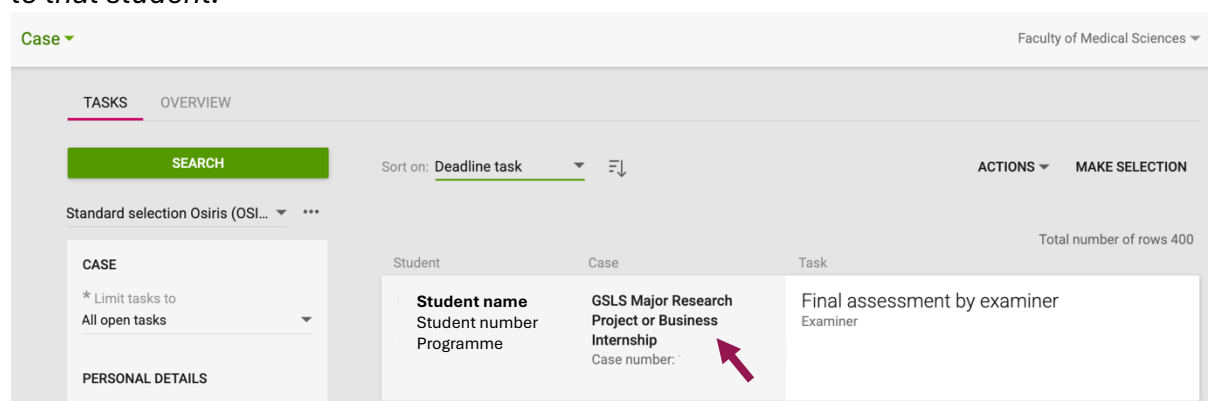
Link to Osiris Case = https://osiris.uu.nl/osiris_docent/faces/Start



Successful log in results in the following overview page. In the overview click on '**Case**'. The list provided shows all your outstanding tasks.

- Select the Case that is ready for final assessment, and needs the plagiarism check.

Alternatively, go to '**Student**' in the first window, and search for the student using their unique **student number**. And then click on the Case ready for final assessment linked to that student.



The specific case opens, and the description of the tasks ‘Final assessment by examiner’ appears. It is recommended to first start the ‘Scan for plagiarism’ before the examiner completes the final assessment form as it will take some time before the results of the scan are ready for analysis.

Of note; if you received an automated email from Osiris Case, inviting you to perform the final assessment, a direct link to your student’s Case is included. This link brings you to this step in the guide.

Student name
Student number
Programme

GSLS Writing Assignment
Started: 25-07-2025
Assessment Application: 04-08-2025

Task
Overview
Data
Linked cases
Activity log

-1 Final assessment by examiner
Examiner

(!) Please read below and fill in the Assessment Form first, before clicking on 'Ready'.

Once your student has finished the Writing Assignment, you must start the [Final Assessment](#). Please click on the student name to continue and visit the [Teacher's Guide](#) for more information.

Beside the final grades for research skills, report and presentation, the following documents need to be uploaded:

- Grades from the second reviewer (internal research project) or supervisor host institute (external research project)
- Proof of confirmation of these grades (e.g. signed letter or e-mail from second reviewer)
- motivation for the grades (e.g. rubrics)
- plagiarism check

To submit the Final Assessment, please click 'Ready'.

READY

Documents and forms ☐ Show history

Final Assessment form *

To go to the ‘Scan for plagiarism’.

- Click on the **students name in the top menu** (see arrow in screenshot above). The system will show an overview with personal details of the student.
- Click on **‘Cases’ in the left panel** (see arrow 1 screenshot below). If the student has started other Cases, they will be listed here as well.
- Click **‘START NEW CASE’** on the top right (in green letters, see arrow 2).

Case Faculty of Medical Sciences

←

Student name
Student number
Programme

Personal details
Supervision
Documents
Cases
Reports

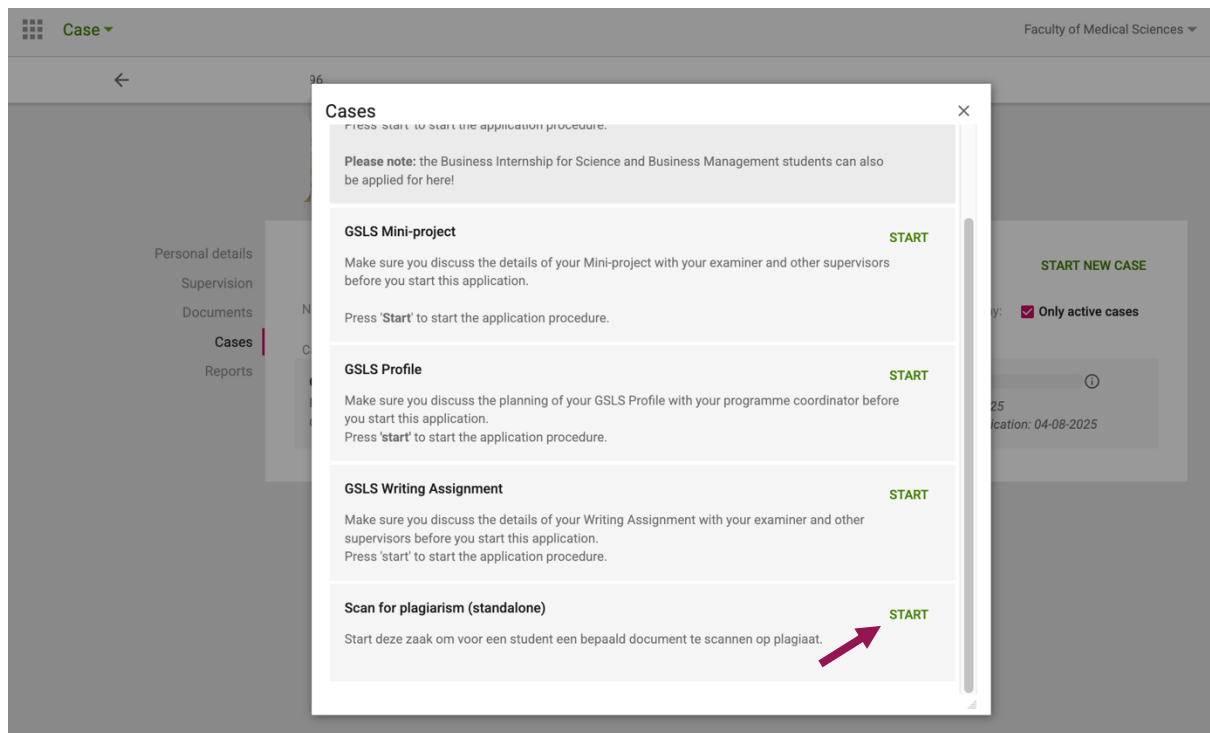
Name of case Sort on: Start date

Display: ☒ Only active cases

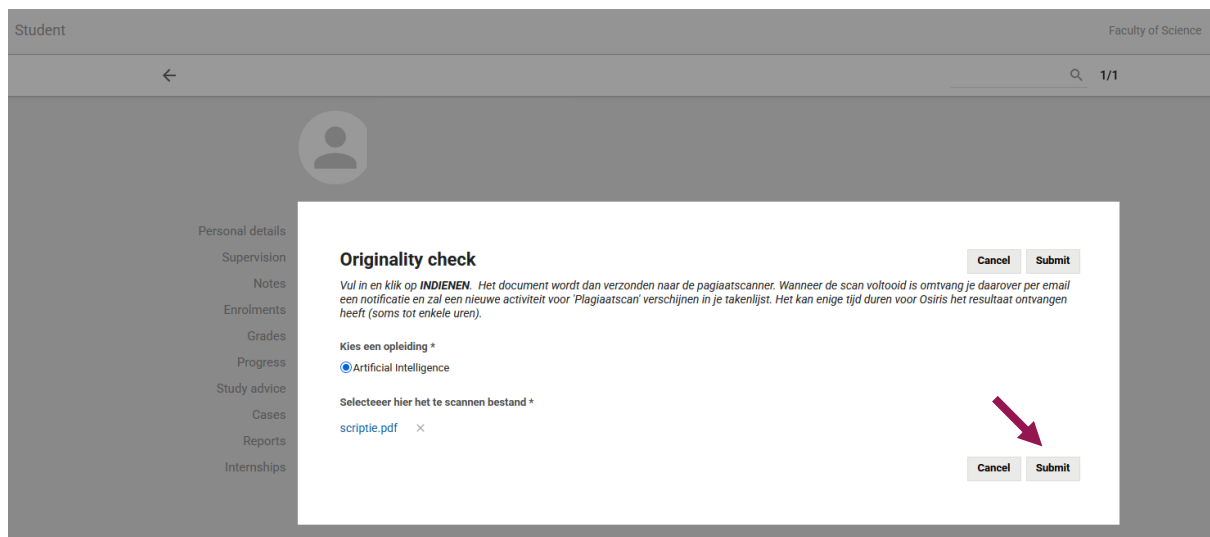
Case	Current job	Progress
GSLS Writing Assignment	Final assessment by examiner Examiner	-1

Started: 25-07-2025
Assessment Application: 04-08-2025

A pop-up window appears showing cases that can be started. Look up the Case ‘**Scan for Plagiarism (standalone)**’ i.e. the last option, and click ‘START’.



- If applicable, select the correct **programme of the student**. If there is only one programme, it will be selected by default.
- To enclose the document to be scanned, either browse for the document, or use drag and drop. Once the document is uploaded, click on **Submit**.



Upon submission, the window (below) appears and the progress description states that the document has been sent to the plagiarism application Turnitin. It will take some time (sometimes up to hours) before the results from Turnitin appear.

You will receive an automated email entitled "Plagiaatscan gereed (Zaak: xxxx)" when the scan is ready for analysis.

The screenshot shows the OSIRIS Case dashboard for a student. The top bar includes a 'Student' dropdown and 'Faculty of Science'. The left sidebar lists navigation options: Personal details, Supervision, Notes, Enrolments, Grades, Progress, Study advice, Cases (highlighted), Reports, and Internships. The main area displays student information (name, number, programme) and a 'START NEW CASE' button. Below this is a table of cases with columns for Case, Current job, and Progress. A case titled 'Scan for plagiarism (standalone)' is shown with details: Artificial Intelligence, Case number: 3986312, and a progress bar at 10%.

Log in to Osiris Case for teachers / examiners or refresh your window by clicking on the icon next to "Menu" in the top right.

The new task is visible in the Case dashboard. Click on the task "Scan for plagiarism (standalone)" to show the plagiarism Case.

The screenshot shows the OSIRIS Case dashboard for a lecturer. The top bar includes a 'Menu' dropdown and 'Faculty of Science'. The left sidebar lists navigation options: Student, Agenda, and Case (highlighted). The main area displays a list of cases with a 'Limit to the current Faculty' checkbox. A red arrow points to the 'Scan for plagiarism (standalone)' case. The right sidebar contains a 'Welcome to OSIRIS Lecturer' message with links to instructional videos, manuals for lecturers and supervisors, and a Braille display announcement.

Click on the "Scan for plagiarism (standalone)" to open the Case.

Case ▼ Faculty of Science ▼

TASKS OVERVIEW

SEARCH Sort on: Case number ACTIONS MAKE SELECTION

Last selection

CASE

* Limit tasks to
My outstanding tasks (incl. not as... ▼)

PERSONAL DETAILS

Student number
Surname
Name (as known by)

Student	Case	Task
7019874 Artificial Intelligence	Scan for plagiarism (standalone) Case number: 3986312	Resultaat bekijken 5

Total number of rows 1

Once you have opened the Case you will see the results of the similarity check in percentages. Click the link "**Details Plagiarism scan**" (in green text) to open the Turnitin software in the browser.

Case ▼ Faculty of Science ▼

7019874 Scan for plagiarism (standalone) 3986312 Find a task 1/1

7019874 Artificial Intelligence

Scan for plagiarism (standalone)

10 days ahead of schedule
Started: 17-09-2025
Plagiaatscan uitgevoerd: 17-09-2025

Task Overview Data Linked cases Activity log

5 Resultaat bekijken

Hieronder wordt het resultaat van de plagiaatscan getoond. Als je op de link Details plagiaatscan klikt opent een viewer met gedetailleerde informatie. Als je op **Resultaat gezien en zaak afsluiten** klikt wordt de zaak gesloten en verdwijnt dan uit je takenlijst.

CHECKED AND CLOSE CASE

Documents and forms ☐ Show history

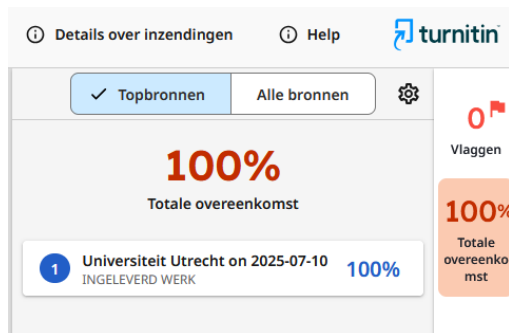
Uploadformulier plagiaatscan

Documents on form

scriptie.pdf

Status plagiarism scan: Ready
Score: 100 %
Started on: 17-09-2025 10:58
Finished on: 17-09-2025 10:59
[Details plagiarism scan](#)

The similarity score might be higher than expected, therefore it is strongly advised to first **check the plagiarism report** in the Turnitin software.



After the check, you must **download the similarity report** by clicking on the grey button 'Sharing' and select 'Download'.

- This button is visible at the bottom left of the Turnitin software in newer versions this button is located on the top.

When the report is ready for download, a new green bar appears. Click on 'Download PDF'.

Once the download is ready, click on CHECKED AND CLOSE CASE in the 'Scan for plagiarism Case'. The Case is closed and will disappear from your tasklist in Osiris Case.

After closing the examiners will be able to find this Case under CASES, when "show only active cases" is unmarked.

Finally, go to the project/ writing assignment case, and upload the results of the plagiarism check in the final assessment form.