


A step-by-step guide outlining the correct process to raise permanent deletions of submitted papers

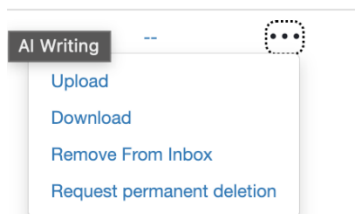
By default, instructors cannot permanently delete papers from the Turnitin repository themselves. They must submit a request to the institutional administrator.

Step 1: Log in to your Turnitin Instructor account and navigate to the **Assignment Inbox** where the paper was submitted.

Step 2: Locate the specific student submission you wish to delete.

Step 3: Click the **Options** menu (usually represented by three dots) next to the paper , or look for the **Delete** icon.

Step 4: Select **Request permanent deletion**.



Step 5: A prompt will appear asking for a reason for the deletion (e.g., "Submitted to the wrong assignment"). Enter your reason and submit the request.

Permanent deletion request

Title

Test paper

Submission ID

2681254256

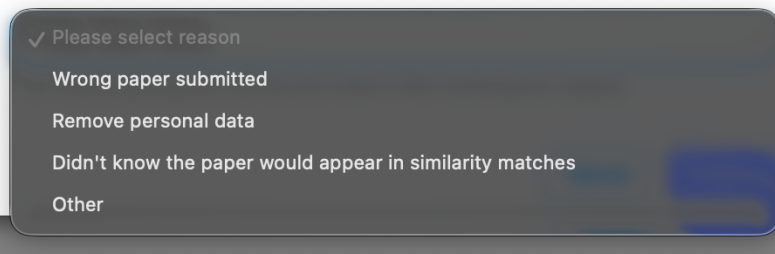
Author

Avinash Kumar

Assignment title

Thesis

Reason for deletion*



✓ Please select reason

- Wrong paper submitted
- Remove personal data
- Didn't know the paper would appear in similarity matches
- Other

Once submitted, the paper goes into a "Pending" state and is temporarily hidden from your inbox until the Administrator approves or rejects the request.

Important Things to Remember About Deletion

1. **It is Permanent:** Once a paper is deleted, it **cannot be recovered** by anyone, including Turnitin support.
2. **Total Removal:** The file is completely removed from the instructor's view, the student's view, and Turnitin's institutional and global databases. All Similarity/AI reports, grading, and feedback attached to that paper are also permanently destroyed.
3. **Similarity Reports:** The deleted paper will no longer trigger similarity matches for future submissions. If the deleted paper was previously showing up as a match in *another* student's report, that student's report simply needs to be refreshed, and the match will disappear.

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