



**Exam Preparation**

1. **Educate Students on Integrity:**

This can be done before the first exam or the first class

* + Include a pre-exam statement or discussion about the importance of academic honesty.
	+ Provide a syllabus section dedicated to the honor code and consequences of cheating.
1. **Clarify Expectations:**
	* Share clear instructions about what materials or resources (if any) are allowed during the exam. Be specific, can excel be used? Can AI be used? How are they allowed to be used?
	* Explicitly prohibit actions like sharing answers, using unauthorized tools, or accessing external help.

**Exam Design**

1. **Question Variation:**
	* Randomize questions and answer choices. This keeps students from being able to directly copy each other
	* Create multiple versions of the exam with slight variations.
	* Incorporate personalized questions (e.g., case studies or examples based on individual work).
	* Give students different variations, like the same questions but different numbers. This keeps them from sharing answers with each other and looking it up online.
2. **Critical Thinking Questions:**
	* Use open-ended or application-based questions that are harder to copy or look up.
	* Avoid over-reliance on multiple-choice questions that can be easily shared.

**Exam Environment (In-Person)**

1. **Proctoring:**
	* Ensure sufficient proctors are present during exams.
	* Use assigned seating and space students apart as much as possible.
	* Feel free to stand in back of room to see all students computers or walk around every few minutes
2. **Restricted Access:**
	* Prohibit personal items such as phones, smartwatches, and other electronics.
	* Monitor breaks to prevent unauthorized communication.

**Exam Environment (Online)**

1. **Technical Safeguards:**
	* Use proctoring software to monitor student activity.
	* Set time limits for each question to reduce opportunities for external assistance.
	* Use secure browsers to lock students out of other tabs or applications.
	* Lockdown Browser is recommended as
2. **Question Timing and Order:**
	* Randomize the order of questions and answers for each student.
	* Release only a few questions at a time, preventing students from screenshotting the entire test.

**Classroom Culture**

1. **Build Trust and Integrity:**
	* Foster an environment where students feel safe asking for help and are less likely to cheat out of desperation.
	* Offer office hours or study sessions to address common challenges.
2. **Discuss Consequences:**
	* Reinforce the university’s and Honor Council's policies on academic integrity.
	* Explain how cheating impacts not only individual students but also the entire class's credibility.

**Post-Exam Measures**

1. **Plagiarism Detection:**
	* Use tools to analyze submissions for similarities (Turnitin, SafeAssign, etc.).
2. **Statistical Analysis:**
	* Review patterns in student answers to identify potential collaboration.
3. **Cheating Deterrents:**
	* Announce that exams will be analyzed for integrity violations.



**Closing from the Honor Council**

We appreciate your commitment to fostering academic integrity in your classroom. By taking steps to prevent cheating, you’re not only protecting the value of your course but also helping students develop honesty and accountability that will benefit them beyond college.

If you have any concerns or want to explore additional strategies, please don’t hesitate to reach out to the Honor Council. We’re here to support you in creating a fair and ethical learning environment. Thank you for partnering with us!