

Exam construction:

1. Visual layout: Consider how the exam looks on the page. Use a format that is not easy for students to see the answers across the room. If using multiple-choice questions, use scantron bubble sheets rather than the test book to record answers.
2. Be creative and have different versions so students sitting next to each other won't have identical exams. This may mean changing the order of pages in the booklet or the order of questions on a page.
3. Copy exams on different colored paper with different exam formats indicated on the front page to make students think there are different versions. Hand out exams so that students next to each other or in rows above and below each other have different versions.
4. Put multiple-choice and true/false questions at the bottom of page where it's harder to copy.
5. Do not use the same exam every semester.
6. If you allow students to keep copies of exams, know that these will be shared with others. Consider posting old exams to a Blackboard site so everyone has fair access.
7. Use multiple types of exam questions (i.e. multiple choice, short answer, etc.)
8. Whenever possible use essay questions (limit the space for the answers).
9. Number the exams and include the number on each page.
10. Circulate a signup sheet and ask students to sign their name next to the number of their exam. Number all exam copies. This keeps students from taking an extra copy of the test with them.

Setting the stage before the exam:

1. Let students know before the exam day, that they will not be admitted 15 minutes after the exam has started.
2. Tell students at the beginning of the exam, that they will not be able to leave the room during the exam for any reason.
3. Remind students about ASU's Academic Integrity Policy and sanctions before they begin working on the test.
4. If possible, let students know that all answers should be written in ink on the exam sheet; do not allow the use of pencil.
5. Tell students that all electronic devices and papers, etc. are to be in backpacks. None of these will be allowed in sight during the exam.
6. If students need to be contacted for an emergency during the exam, have them leave their cell phone with you to answer.

7. Do not allow any beverages to be on the desk during the exam.
8. Try to leave a space in between the students.

During the exam:

1. Check student Sun Cards at the beginning of the test (especially in large classes).
2. Re-arrange student seating. Ask students to sit alphabetically or make note of the seating arrangement.
3. Don't allow personal items around students including electronic devices.
4. Be sure to have enough proctors during the exam, especially in larger classes (ask fellow graduate students from your unit for help).
5. Prohibit any kind of communication among students.
6. Provide scratch paper and collect them with the test (all calculations should be there, no exceptions).
7. Do not leave extra copies of the exam behind.
8. Make students sign each page of the exam in ink.
9. If possible, do not allow the use of pencil - only ink.
10. Minimize student movement during the exam – if they have a question ask them to raise their hand and you'll go to them.
11. If you suspect a student of looking at others' papers, ask them to keep their eyes on their own paper.
12. Move around the room and be vigilant. Do not do other work during the exam.

Grading the Exam:

1. Have only one grader per question. Grade all the exams for one question at a time before going on to the next question. This helps you to spot answers that may be identical.
2. Grade with a different color ink than the student ink, mark wrong answers, and put a slash through all blank spaces or pages on an answer sheet.
3. Do not return the tests if you are going to give a make-up test to another student.

References:

The Academic Integrity Handbook for Instructors and Teaching Assistants. (2009-2010). Deborah Eerkes, Office of Student Judicial Affairs, University of Alberta. Used with permission August, 2010. From <http://www.uofaweb.ualberta.ca/TIE/>

Oklahoma State University (2008). Academic Integrity Handbook for Faculty and other instructional personnel. Retrieved June 23, 20010 from <http://academicintegrity.okstate.edu/doc/OSUAIHandbook.pdf>

Oklahoma State University (n.d.). Tips to prevent cheating. Retrieved April 15, 2010 from <http://academicintegrity.okstate.edu/doc/aistopcheatingtips.pdf>