Tips for Preventing Cheating in the Classroom

Preventing Cheating Prior to an Exam

- Explain how cheating harms the academic community.
- Discuss academic honesty at the beginning of the semester, as well as before examinations and assignments.
- Demonstrate that honor, integrity and truthfulness will be important to students' professional and academic career (i.e. professional code of ethics).
- Discuss the Undergraduate Honor Code and consequences for students who violate the policy.
- Minimize the opportunities students have for cheating (i.e. do not use the same test each semester, create more than one version of a test, etc.).
- Take actions that are visible to students in order to prevent academic misconduct.
- Ensure equal access to study material.
- Explain how you will evaluate students' performance.
- Develop a culture of honesty.
- Make students aware of campus resources (i.e. library, writing center, math lab, etc.).

Cheating During an Exam

- Have a seating chart during exams for large classes.
- Allow the student to complete the exam even if suspected of cheating.
- Allow the student to continue going to class until after adjudication.
- Separate students who appear to be working together on an exam.
- Ask for unauthorized material.
- Walk around the classroom.
- Stand where students cannot see you (i.e. standing in the back of the classroom).

Online Academic Misconduct

- Define academic misconduct.
- Utilize Canvas protection features.
  - Disallow printing
  - Disallow copying and pasting of exams
  - Utilize lock down internet browser
  - Allow review of results after testing window has been closed
  - Password Protection of Exams
- Vary assessment strategy (discussions, papers, test, projects etc.).
- Use plagiarism detection software like Moss.

- Require students to submit a draft, outline, or concept paper before final version.
- Develop rapport with students.
- Require students to obtain a proctor for their exam.
- Communicate with students (telephone call, email, discussion board).
- Provide students with learning outcomes and the criteria by which they will be assessed.
- Use questions that require analysis, synthesis, or application.
- Protect the test bank (i.e. re-wording questions, changing order of responses, not allowing exam to be printed, etc.).
- Set strict time limits on tests, especially if using multiple choice test.
- Utilize narrow testing windows.

Handling Alleged Violations

- Contact the Office of Undergraduate Academic Integrity to report the alleged academic misconduct violation.
- Follow the Honor Code Process: Understand that students may beg you not to report the violation. This may have unintended consequences:
  - Unethical Behavior Continues
  - Missed Educational Opportunity