



Strategies/Suggestions to Deter Cheating during Tests & Exams

Please note: These strategies/suggestions serve as a guide for all faculty (full-time and part-time). Individual faculty may adapt as necessary, according to the demands of their program and/or certifying body.

Reference Documents:

[Academic Integrity #5-5-01](#)

[Student Code of Conduct #5-5-02](#)

[Charter of Students' Rights and Responsibilities #5-5-03](#)

[Respect Campaign](#)

Advance communication:

It is suggested that faculty review test and exam procedures during the first week of class when course outlines are being reviewed with students, and again before the start of the exam.

Suggested Strategies:

- The use of electronic devices must be approved by faculty as per academic policies (e.g. the use of calculators).
- All jackets, hats, bags, cell phones, and other non-essential electronic devices, should be left at the front of the classroom for the duration of the test.
- Students may request to leave the room for a washroom break during a test, subject to permission by the faculty member conducting the test. Only one student may leave at a time, and must return before another student leaves.
 - Students may not leave the classroom during short quizzes or tests/exams of less than 60 minutes in duration.
 - Students must remain in the classroom for the first full hour of an exam or test that is scheduled for more than one hour.
 - Late arrivals may enter to complete a test or exam at the discretion of the faculty member. However they may not enter after the first full hour of the exam period has lapsed.
- Desk should be clear of everything except the student's college ID, the test, a pen & whatever else is required to complete the test as defined by the faculty member (e.g. a calculator, if permitted).
- Only water or beverages in clear bottles are permitted.

- Students shall remain quiet at all times during an evaluation session. No talking, murmuring, tapping or hand gestures to other students are permitted.
- Faculty should provide very clear instructions and phrasing to reduce questions or requests for clarification from students.
- Assign seating and have empty space between students wherever possible. Separate potential collaborators.
 - Some faculty write out all students' first name on a card, and place the cards on desks in advance. The name cards are collected at the end of the test
- Create multiple versions of the exam using numbering and/or slightly different titles for each version.
 - Faculty suggest not using different coloured paper for different versions as that makes it obvious. Slightly switching the header on a test is all that is required. For example, version #1 has a header of "Course Name/Course #" and version #2 has "Course Number/Course Name".
 - Scramble the order of questions and answer choices on different versions of a test. Consider placing the questions in reverse order or making the second half of the test another version.
 - Where possible, change the test/exam questions each semester or change at least 25% of test questions.
- Collect all exam copies and all papers at the end of the evaluation session.
- When blank paper is allowed for calculations etc., pick up all pages at the end of the evaluation session.
- Regularly walk around the room and make eye contact with students, so students are aware of your vigilance.
- If you suspect any cheating, copying etc., make eye contact with the student(s) to indicate they are being watched, approach the student(s) and ask them to quiet down, keep their eyes on their own paper, make their paper less visible to others, etc.
- If cheating persists, do not take away the paper of a suspected cheater(s), or reprimand them in the middle of the evaluation. The disruption may upset some students and give others an opportunity to cheat. Instead, inform students before the test that, "If I suspect anyone is cheating, I will not say anything during the test. I will inform you later and you will receive a "0" mark on your test."
 - Document what you observed, and why you thought the student was cheating. Keep detailed notes to support your claim should the student challenge you later e.g. the type of behaviour observed, the general time at which the behaviour began, how long it lasted, and any other relevant information. The student's ID should be confirmed to ensure the correct name and student number is recorded on the report

Implications for students

Violations of academic integrity may result in a failing grade of zero for that assignment or examination.

Students who have engaged in serious or repeated acts of academic dishonesty shall receive a final course grade of XF (zero) and may be withdrawn from the course or program. Please refer to the [Academic Integrity Policy 5-5-01](#).