

HOW TO HANDLE CHEATING

- 1) Cheating is considerably more common than you may suspect.
- 2) The best way to handle it is to prevent it.

Before the Exam:

- o Tell your students that you do not tolerate cheating and explain the consequences of being caught cheating. Sound firm. Students caught cheating are often suspended from the university for at least one quarter; some are dismissed. These cases are handled out of the Dean of Students' Office, not by you.
- o Provide alternatives for the anxious student: offer review sessions, help them learn.
- o Try to get a second room for the exam, and enough proctors.
- o Use alternate forms of the exam, with scrambled orders of questions. Color-code exams.
- o Tell students to bring photo-ID to the exam, to prevent "ringers", people paid to take the exam for a student.
- o Keep the exam and related materials in a safe location; a locked room is NOT enough.

During the exam:

- o All books and notes should be placed out of sight (not next to them or under their seat)
- o Avoid letting them use their own scratch paper: provide it for them, or allow plenty of space on the exam sheet itself. Loose sheets have a way of floating around the room and are hard to monitor.
- o You may want to assign seats to avoid friends sitting next to each other and "sharing" thoughts.
- o Do not read while proctoring; look alert.
- o Count the number of students; match it with the number of exams turned in at the end.
- o Do not let more than one student out of the exam room at any one time.

- o If you suspect someone of cheating, politely ask him to move to another seat. Watch him, or ask another proctor to watch him. You MUST let him continue the exam.
- o Walk around the room to catch notes etc. If you find loose notes or open books, remove them, and mark the location on the student's exam where the notes were removed from him.
- o Watch for "wandering eyes".
- o Be especially alert towards the end of the exam time, as it becomes easier to cheat in the general noise and confusion.
- o Ask students to show ID as they turn in their exams, and make them sign an attendance sheet as well. This is to catch or prevent "ringers".

After the Exam:

- o Count the number of exams and jot down the number.
- o Keep the exams in a safe location.
- o When grading, cross out blank sections to prevent them from being filled in later. Use a pen, never a pencil. Mark the end of the exam.
- o When grading multiple choice questions, cross out the wrong choice and circle the right answer to avoid fraud later on.
- o Jot down comments on the exam, both to inform the student and later remind yourself of why you took off points. This will reduce regrading time and avoid possible problems.
- o Keep grade rosters in a safe location. Ideally, keep two copies (keep one at home, or give it to the professor). If you are using a computer spreadsheet, keep your diskettes in a safe location, and make sure you have hardcopy backup.
- o If you caught somebody cheating, discuss it with him after the exam. Discuss the case with the professor, and if you feel it is warranted, pass the issue on to the Dean of Students' office in Murphy Hall.

NOTE: you can be firm without sounding like a watchdog or creating an unfriendly atmosphere in the classroom. Tell them you want to prevent cheating to be fair to everyone. Most students don't want others to cheat and "throw off the curve", and will respect you for being fair.