

## **A practical guide to satisfy the main regulations regarding Cheating for TAs**

- 1- Be sure to discuss with the Professor of the course which are his policies regarding academic dishonesty and specifically during examinations (i.e. what they can and/or need to bring, what they can not bring, what they can do and what they can not do (e.g. bathroom policy)). Try to have the professor inform the students about the policies at the beginning of the quarter in his syllabus. You must be in agreement with him so that you know what he expects you to do if cases of academic dishonesty appear. A clear policy stated from the beginning will not give students degrees of freedom to complain when you enforce it.
  - 2- In the exam room, ask students to put all their belongings in the front of the class and keep in their desks strictly what they need to complete the exam. This will make supervision easier. Whenever possible, ask students to leave a seat between each other, not to use calculators and to avoid wearing caps during exams. Some students use them to hide unauthorized materials.
  - 3- Do not allow more than one student go to the bathroom at the same time and allow this when it is strictly necessary.
  - 4- If you see suspicious behavior on the part of a student during an exam, you can follow these steps:
    - a) Start by giving the suspicious student the message that you are watching him. A look or walking close to his seat persistently may give him a clear signal. You are authorized to remove all unauthorized materials from the student. Take note of the time and place in the exam of the removal. Remember though, that you cannot impede the student from completing the exam.
    - b) Have another TA take a look at the student's behavior to have a "second opinion" on the student's behavior.
    - c) If problems continue, reseal the student making as little disturbance as possible. Take note of the time and/or circumstances of your observations and the location in the exam room. This is helpful in comparing exams when you grade. You may mark the student's exam to remind you of this when you grade. Inform the professor about the student's behavior so that he can decide how to proceed. He can just have a talk with the student or go all the way sending the case to the Dean of Students for resolution. Always allow the Professor to take these decisions so that you are covered.
- 4- If you do not know all the students because you are teaching in a large class or some other reason, make sure that you check the student ID's when they hand in their exams. There have been cases of students sending somebody else to take the exams in their place.