

HANDLING TYPES OF CHEATING SITUATIONS

METHOD	POSSIBLE REMEDIES
Programming Electronic Devices	No personal electronic devices allowed during the exam. If required, consider having stock of calculators to loan to entire class.
Looking at exams - people next to you, people in row in front of you	Use multiple versions of the exam.
Putting exams in wrong pile – When multiple versions of the exam are given and two piles of scantrons	Make students put scantron inside the exam into a single pile for each version of the exam.
Communicating answers – via signals, talking, devices	Do not allow any electronic device. Have adequate number of proctors, perhaps have some specifically tasked with looking for this type of behavior.
Answers/Information on Body parts, hats/caps, mugs, devices, pen/pencil, bag, items in bag, glasses	Make proctors aware of all possible places answers may be hidden. Inspect all materials on the desk. Do not allow any non-test materials on the desk, Do not allow personal property near their desk?
Stealing Exam – Extras at the end of the row, stealing one from top of pile in front of room, not returning their exam, taking a picture of the exam	Well-informed proctors. Have a proctor responsible for watching exams getting passed down each row. Put all unused exams in a box with a lid in difficult to reach area for students. Be prepared to report student to authorities. Have campus police number available.
Asking instructor and/or teaching assistants questions to narrow possibilities	Do not allow any questions during the exam period unless students suspect an error.
Creating test banks – Fraternity/Sorority files, Student organizations, online sites	Update your exam materials
Getting exam answers during bathroom breaks	Require student to leave all personal belonging, including devices and ID in the classroom. Have a box of facial tissue available in the classroom during exams.
Arriving late to the exam (after the first student is done). Student that finishes first relays questions and answers to student that will enter the exam late.	Create a cutoff time for starting the exam. 10 minutes late? Perhaps no student can start the exam after the first student has completed the exam.
Paying individuals to take the exam for you.	Be diligent in checking IDs. Preferably check IDs before the exam begins or while it is going on. Checking IDs at the exit invites possible thieves to grab an exam and then run.
Write notes on a stretched out rubber band. When it is relaxed, you cannot see the writing.	Make proctors aware of all possible places answers may be hidden. Inspect all materials on the desk. Do not allow any non-test materials on the desk, Do not allow personal property near their desk?
Call textbook publisher posing as a professor and request a test bank	Avoid using questions from testbanks. Consider altering questions culled from testbanks.
Exploiting opportunities to use sanctioned "cheat-sheets" on the exam. (1 side, 1 index card...) Some student will share the same cheat-sheet, some will have more than is allowed.	Make students hand in sanctioned cheat sheets the class period before the exam. Inspect cheat sheets. Copy the cheat-sheets on colored paper for student to use during exam.
Students citing that group efforts on assignments and exam were not expressly forbidden.	Specifically forbid collaboration on specific assessments in the syllabus and/or on the write-up.
Using additional electronic devices to circumvent the online cheating deterrents provided by tools like Respondus Lockdown Browser.	Assume that students will use multiple devices during the exam. Avoid the use of tools like the Respondus lockdown Browser since honest students will actually be put at a disadvantage.
Students sitting in areas are difficult to monitor.	Discourage students by mentioning that certain sections of the room will be monitored more closely. This will either shift problematic students to more easily monitored sections or discourage students from attempting to cheat.
Students collaborating in a dishonest fashion on internet groups (private and or public)	Professors can create a "ghost" student and join an a class internet group to spy on what students are doing and saying