

Lab Cheating Procedures

Our primary goal is to prevent the opportunity and temptation to cheat; NOT to set students up to be caught while attempting to violate the Academic Honor Policy.

Secondly we aim to maintain the integrity of the course overall and not to devalue the educational experience of the students enrolled.

Students are innocent until proven guilty and should be treated with respect at all times.

Although all students automatically are ethically bound to follow the Academic Honor Policy when they enter Florida State University, extra measures are taken to ensure that students are fully aware and constantly reminded of our expectations and of their obligations and of how the Policy pertains to each aspect of the BSC2011L course.

PROACTIVE MEASURES:

2011L In General:

- 1 Students are required to sign the general Florida State Academic Honor Policy statement during the first lab once the rosters have been finalized. Although this is done during the lab time, the statement pertains to the entire lecture/lab course. The signature is kept on the reverse of the weekly rosters by the TA and handed in at the end of the semester as part of the course permanent record.
- 2 Students are required to sign a contract for the course, detailing our specific lab expectations and also referring again to the Academic Honors Policy. The signed slip from the contract is printed on the reverse of their emergency contact information for the lab for easy referral.
- 3 Students are required to sign a statement on EVERY lab practical and lecture examination promising that they will uphold the FSU Academic Honor Policy, and to the state that they had neither received nor given help specifically on that examination.
- 4 Current rules for weekly lab quizzes, extra credit quizzes (if they pertain), and for lab practical and lecture examinations are posted in the lab and on the web site each semester.

2011L Lab Practical Examinations:

- 1 Students receive advance notification that submitted answer sheets will be photocopied prior to return.
- 2 Use of tri-fold poster cubbies around exam stations.
- 3 Use of bi-fold exam response sheets to protect answers.
- 4 30% of exam questions switched in at random.
- 5 Students are provided with scrap paper during exams which can also be used to shield their answers.
- 6 Two proctors are used to monitor the practical, moving around the room constantly.
- 7 Set procedures have been established to ensure that all suspicious students are treated with equal respect and opportunity to prove their innocence.

- Once suspicious behavior has been identified:
- Notify another proctor in the room....DO NOT point the student out physically. Instead, describe them, their location or their clothing etc.
- Make a general announcement to the class to keep their eyes on their papers...or to negate the behavior of concern.
- If the student continues, quietly consult with the other proctor if they also witnessed it. If they did, the second warning should be made to the student directly – get their attention by gently tapping them on the shoulder and whispering to them. Cause them as little embarrassment as possible in front of their peers. However, make no assumptions. Get feedback from them that they acknowledge that they understand that you are referring to them and that they understand what they were doing wrong.
- Notify the lab coordinator immediately, even if one proctor has to momentarily leave the room. The coordinator most likely will return to the room with the proctor.
- If they still persist, again consult with the others present to verify if this was witnessed. If it is during the first round of the exam, wait till the break before the second round. Quietly ask the student to leave the room and take their paper before the second round. If it is during the second round, let them finish the exam, ask that they stay behind. Once all students have left, then ask for their paper.
- Throughout the entire time, make notes of what you observe, body language, eye movement, names of students on either side or who appear to be involved in any way. Note the stations at which the events occurred. Proctors will have notepads.
- When you ask for a student's paper, make sure that you have a witness with you (other proctor or coordinator). Do not do this alone.
- Explain that their behavior during the exam was inappropriate and this needs to be discussed more fully with the professor for the course. If grades are due to be posted, the student may receive an incomplete until the matter is resolved.
- The professor or lab coordinator checks with the Dean of Student Faculties to see if the student had a prior violation on record.
- The professor collects statements from the proctors and copies of all exam papers involved.
- The professor then meets with the student and may at that time choose to offer them a First Agreement if there has been no prior violation on record. If there is a prior record, the issue proceeds directly to an Honor Court Hearing and the Office of the Dean of Faculties is notified by appropriate paperwork requesting a hearing.

2011L Weekly Quizzes:

- 1 Every weekly quiz is unique....made up by that TA for that section.
 - 2 TAs alternate quiz stations with rest stations.
 - 3 Tri-fold poster boards are used to shield each quiz station.
 - 4 Response sheets are folded to protect answers.
 - 5 TAs keep the only copy of the key with them during the quiz.
- If you suspect a student of copying another student's work during the weekly quizzes, follow a similar pattern to that outlined above for the exam practical, re making announcements, informing the student directly, etc.
 - Eventually pull the paper and ask the student to sit in the prep room and wait until the quiz is completed.
 - Use the prep room phone to call the lab director/coordinator/manager into the room.
 - Wait for them to arrive to receive the paper. (Do NOT leave the classroom when there is no other person to fill in for you.)
 - Do NOT give the suspected student their own paper to walk down to one of the supervisor's offices either..... The student must be escorted.

- The supervisor will arrange for a time for the parties to meet to discuss the event. This should take place as soon as possible. – i.e. as soon as the lab is over if the student does not have another class to attend. Otherwise another time will be set and all person's involved will be informed.
- The TA should expect to stay in the meeting of the supervisor with the student, a/ as a witness, and b/ to answer any questions.

2011L Notebook Issues:

- 1 Document describing our requirements for the notebooks and on how they are to be graded are posted in the lab and on the web site.
 - 2 TAs show examples of good notebooks and discuss the 'Do's and Don'ts' to help students avoid pitfalls.
- Keep the lab coordinator apprised of all problems with students and the work they hand in to be graded.
 - As soon as you suspect that a student has turned in work that is not their own, or work that was not done during the lab time frame, ask the student to clarify if this is entirely their own work and that it was performed according to the stated guidelines/policies.
 - Then verify whether or not they meant to turn the work in 'as is' for grading.
 - If the student wishes for it to be graded, take the paper and the student to the lab coordinator or professor.
 - If the lab is still in session this can be done when the lab is over so that the student can complete the current lab.
 - The TA should expect to stay in the meeting of the supervisor with the student, a/ as a witness, and b/ to answer any questions.

2011L Lecture Issues:

Should you witness any suspicious behavior among students during lecture periods during the course of the semester, inform the lecture instructor/professor immediately.

Each professor has the right to amend the list below to suit their needs but use the following proactive measure as a baseline and clarify other details of the lecture component with the instructor.

- 1 Cover sheet with Academic Honor Policy Statement.
- 2 More than one exam version – or one version scrambled.
- 3 Different colored cover sheets to clearly indicate to students the existence of different versions.
- 4 Written/Posted and verbally explained exam procedures given by instructor before exam.

WITNESS SOMETHING SUSPICIOUS?

Watch very closely and observe details:

Seat position (who is seated around them, in front and behind as well as beside).

Time of incident?

What page of the exam are they on?

Can you tell which question they are working on?

What about those around them, what page are they on and do any of the questions correspond?

Can you see the student's eyes or are they obstructed?

Move so that you can see their eyes.

Make notes on all of this to keep your facts straight.

(on notepads available to TAs in lecture)

Alert another proctor (see method for lab practical).

When two of you witness the same student, especially if multiple times, alert the Instructor immediately so that they too can perhaps witness the violation and then better be able to decide on how to proceed.

When more than one TA is observing a suspected Policy violator, do so from different vantage points. Move if necessary to get the best view. Don't stay in only one area. Stand in front of them even! Student has been alerted as to what behavior has caused a problem – (see below), so this should prevent them from continuing...

Make sure that there are other proctors available to continue watching the remainder of the exam candidates.

HOW TO PROCEED:

Make general announcement to keep eyes on own paper (or whatever would negate the suspicious behavior)

If the student continues:

Tell them directly to mind their actions as their body language is very suspicious and is waving a red flag etc. DON'T simply accuse them of 'cheating'!

Check with other proctors for witnesses: When more than one proctor can confirm that the suspicious activity has continued despite personal warnings to the student, the instructor can then:

A Ask the student to move a vacant seat at the front of the exam room to continue the exam there.....
(Always reserve the front row for this purpose).

B Pull the student's paper (if their behavior is disturbing the class) and arrange to talk to them when the exam is over. You must make it clear to the student what is the reason for taking their paper.

The rest of the steps proceed according to the instructor's wishes but basically follow the procedures for those detailed for the lab practical exam.