Academic Honesty Assurance Policies and Procedures

Our goal is to provide accommodations to students who need them. Abuse of our testing facilities for the purpose of cheating is taken very seriously. This document details our common practices to prevent academic dishonesty.

Materials Allowed

When a student arrives to test in the Testing Accommodations office, they are asked to turn off their cell phone and place all personal items in one of our lockers for the duration of the test. The student is only allowed to bring a writing utensil and materials specified by the professor into a testing room. Materials may include a certain type of calculator or a formula sheet. In order to use any materials, the professor must specify on the blue testing accommodation form, in an email to our office, or on the test instructions that a certain material is okay to use.

Test Monitoring

All of our testing rooms are monitored via closed circuit television. Our cameras are recording at all times, and should an incident occur the video will be available to view.

Bathroom Breaks

Many of our students receive a time-and-a-half or double time accommodation. Because of the long duration of some of these tests we allow students bathroom breaks while testing. Unless the student has a break accommodation, the time spent out of the room does not stop their testing time. The student must inform a proctor that they are taking a bathroom break. The proctor writes the break start time on the testing folder. When the student returns, we also write the return time. This process ensures that students are aware that we are monitoring time spent out of the testing room for suspicious activity.

Suspicion of Academic Dishonesty

If a proctor suspects a student of cheating, our policy is to first involve another proctor or staff member as a witness. We will then confiscate any contraband materials that the student had, copy the test, and give the original back to the student to complete. The instructor will receive the copied test, the test finished by the student, and an observation note from the staff involved and the Accommodated Testing Coordinator detailing the incident. If applicable, a disk with the recording of the student’s suspicious activities will also be included. If the professor chooses to investigate the incident further, the Accommodated Testing Coordinator will work with them to answer any questions they have.

Revised 2013