

Managing suspected cheating in exams

Extract from [Exam Regulations](#):

If, during an examination, a candidate gives assistance to or receives assistance from another candidate, or has unauthorized aids, such individuals will be liable to disciplinary action.

If an instructor or proctor has reasonable grounds to believe that a violation of academic regulations has occurred, that person shall collect all of the evidence available. What follows is advice to presiding officers and proctors regarding confiscating material if cheating is suspected during mid-term tests or final examinations.

- Only those items authorized for use in the examination are to be on the desk
 - bags, purses, knapsacks, etc., are to be closed and placed under the desk;
 - all hats/caps must be removed and placed under the desk;
 - wireless or electronic devices (e.g., cell phone, Blackberry, earphones) must be turned off before the test or examination commences.
- Where there are reasonable grounds for believing a violation of exam protocol has occurred, the presiding officer or proctor has authority to:
 - remove anything on the desk not authorized for use in the test/examination and keep it until the student has completed the test/examination and handed in the booklet, etc., as required.
 - look into knapsacks, bags, purses, pencil cases, etc; remove any "evidence" (this to be done in the presence of the student and another proctor); and return the knapsack, bag, purse, pencil case, etc., to be put under the student's desk.

Note: if the student requires a copy of such evidence, a copy is to be provided with the original to be retained by the presiding officer or proctor.
 - require the student to move to a seat where the presiding officer or proctor can more easily monitor the student.
 - ask a student to adduce "evidence" where the presiding officer or proctor believes that student has hidden it on his/her person.

Note: if the student refuses, under no circumstances should the alleged offender be touched.
 - remove answer book(s) and replace them with new ones; in all cases, student(s) are to be allowed to finish writing the test or examination.

As soon as possible following the conclusion of the test/examination, the presiding officer or proctor is expected to: make a note of the time and details (e.g., refusal to cooperate); explain to the alleged offender that the status of her/his paper is in question; identify the paper and set it aside; inform the course instructor of the circumstances, and turn over all of the evidence available. In the event that the instructor is not available, the presiding officer or proctor will inform the appropriate Associate Dean.

Further comments from Associate Dean:

Collection of evidence is critical if a credible allegation is to be made. Detailed written statements from every eyewitness – proctors, fellow students who may have come forward, presiding course instructor – are extremely important to assist in the investigation. Students are permitted to continue writing the exam once the unauthorized aids have been removed, and should be encouraged to continue writing the exam from where they left off, pending resolution of the matter.