

## **Department of Computer Science Policy for Academic Integrity During Examinations**

Approved: Computer Science Department faculty, April 23, 2014

The Department believes that maintaining and protecting academic integrity is vital to the intellectual health and standing of its programs. Accordingly, each member of the department's faculty is responsible for maintaining the highest level of academic integrity, and to that end, the department expects each faculty member to

- (a) take active measures in the design of their courses specifically targeted to thwart or reduce the likelihood for academic misconduct,
- (b) actively and vigilantly look for academic misconduct,
- (c) aggressively investigate all incidents in which academic misconduct is suspected in a fair and timely manner, and
- (d) file an academic misconduct report and impose an appropriate penalty each time academic misconduct has been determined to have occurred.

In accordance with those principles the Department puts forth these Examination Rules of Conduct and Sanction (see next page) to govern student behavior during examinations.

A faculty member may, at his or her own discretion, modify or opt out of one or more of the following Examination Rules of Conduct. When so doing, however, each rule that is omitted or modified for an examination must be explicitly listed on the first page of the examination (e.g., calculators may be used during this examination).

The Sanction must be imposed by every member of the faculty (i.e., a faculty member may not opt out or relax the Sanction).

It is recommended that the Examination Rules of Conduct and Sanction be distributed at the beginning of each semester along with the syllabus and also included as the top page of every examination administered in the department.

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### **Examination Rules of Conduct**

1. Students must exercise complete silence until they exit the examination room. If a student has a question then the student will raise his/her hand until the instructor comes to them to address their question.
2. Students may not look in the direction of other students' examinations. If a student feels the need to rest his/her eyes then s/he may look at the ceiling.
3. No electronic devices (e.g., cell phones, calculators, or tablets). If such a device is even visible, at anytime during the examination period, this will constitute a violation of this rule.
4. No hats, headphones, or ear buds may be worn.
5. Two minutes before the end of the examination students will be informed of that fact. When the examination time is up students must immediately stop writing and turn his/her test over. Any delay will constitute a violation of this rule. If a student attempts to complete an answer or write their name at this point then that will constitute a violation of this rule.
6. Students who finish their examination before the time expires may turn in their examination in a manner that is permitted by the instructor (e.g., bring it to the instructor or raise your hand until the instructor comes to collect it). Once a student submits his/her examination the student must silently and immediately leave the room. Staying or communicating in any way with students in the room will constitute a violation of this rule.

### **Sanction**

Any violation of Examination Rules of Conduct will result in a student's examination being confiscated immediately, the student will be instructed to leave the examination room, the student will receive a grade of zero for the examination, and an Academic Misconduct report will be filed.