SON OP 30.140 – Responding to Suspected Cheating on a Course Assessment

PURPOSE The purpose of this policy is to establish a protocol for handling suspected student cheating on a course assessment.

REVIEW The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

1. If a proctor observes suspicious behavior by a student or group of students that might be cheating during the administration of a course assessment he or she should quietly notify another proctor in the room of the suspicious behavior and continue to observe the student or students. If another proctor is not available the faculty member should continue to observe the student(s).

2. Allow the student(s) to continue with the assessment and do not attempt to intervene to discourage the behavior.

3. Each proctor should make brief notes of the observed behavior(s) and the frequency and duration of the behavior(s).

4. Upon submission of the assessment(s) by the student(s) the proctor shall ask the student to wait outside the testing room until the completion of the exam. If the student(s) is (are) unwilling to wait the proctor shall ask for a phone number where the student(s) can be reached.

5. If the student has been able to wait until after the exam has ended the proctor shall find a private location to speak with the student quietly and confidentially. Advise the individual that “suspect behavior was observed that could be construed as cheating.” Ask the student individually if he or she cheated or if they are aware of any cheating occurring during the assessment. If the student should deny any knowledge of cheating do not engage the student in discussion on the topic and inform that the Associate Dean/Department Chair will be in contact with the student. Ask the student for a mobile number where they can be reached.

6. Should the student ask for more detail on the observed behavior the proctor should provide a brief description. It is important to control the conversation and not allow the discussion to escalate. Kindly, reassure the student that before a final academic decision is reached there will be an opportunity for the student to present his or her position in the meeting with the Associate Dean/Department Chair.

7. Report the incident to the Associate Dean/Department Chair for the program and the Associate Academic Dean as soon as possible.

8. Document in writing all observations as well as the conversation with the student(s).

9. Review the student(s) assessment answers and conduct a comparison with neighboring student assessments if applicable.
10. Prepare and submit a summary report to the Associate Dean/Department Chair with a copy to the Associate Academic Dean. Include in the report observations, conversation with the student(s), and findings from review of the assessment(s) within 24 hours with a copy to the Associate Dean for Student Affairs.

11. Participate in meetings with the student(s) as requested.

12. After deliberation if it is agreed that cheating did occur confer with the Associate Dean/Department Chair on submission of a complaint of academic misconduct.