

METHODS TO MAINTAIN ACADEMIC INTEGRITY WITHOUT PROCTORING

▣ TIMED EXAMS

- Exams given online should always be timed, and the time should reflect the expected difficulty of the exam.

▣ SHUFFLE QUESTIONS AND ANSWERS

- Shuffling questions and answers helps to prevent students from getting the "same" exam. While students may all receive the same questions, the questions (and their answers) will appear in a random order, making it more difficult to cheat.
- Shuffling questions requires sorting questions into question groups or item banks.
- If using answers such as "all of the above," "a and b," etc., DO NOT SHUFFLE.

Canvas Note: If no time limit is set for an exam in Canvas, students are free to move in and out of the exam at will until the due date has passed.

▣ ALLOW ONLY ONE QUESTION AT A TIME

- Allowing only one question to be viewed at a time prevents students from comparing exams completely side-by-side.

▣ DO NOT ALLOW STUDENTS TO RETURN TO ANSWERED QUESTIONS

- Preventing students from returning to an already answered question can prevent them from comparing exams side-by-side.

▣ LIMIT STUDENT ACCESS TO CORRECT ANSWERS IN COMPLETED EXAMS

- After students have completed the exam, speaking with them one-on-one about the correct answers or limiting their access to those answers will prevent them from distributing your exam material.

▣ USE QUESTION BANKS - THE LARGER, THE BETTER

- Using question banks allows a test to be randomized, further reducing the possibility that students will take the "same" exam.

