



## Preventing Academic Dishonesty: An Instructor's Guide

### Promoting Academic Integrity

- Review UCSB policies on academic integrity, and stress to students the importance of doing their own work.
- Include our policies in your syllabus and review them with your class before giving an assignment or administering a test.
- Set clear standards and let your students know exactly what you expect. If you are giving a writing assignment, review with them how you would like them to cite their sources.
- Tell students when and how much they may collaborate.

### Preventing Cheating

- Give proctored exams. Make sure there are enough proctors to properly observe all students.
- Check picture IDs before exams if it is a large class.
- Have students sign an honor statement attesting that all the work they submit is their own and that they have not taken any unfair or dishonest advantage.
- Use several versions of an exam and alternate as you distribute them so people sitting next to each other do not have the same version of the test.
- Change exam questions frequently.
- Collect all bluebooks before the exam and redistribute them randomly, or have them pass their bluebooks 2 seats down.
- Have one person grade all answers to the same questions.
- Have students complete the exam in ink.
- Put multiple choice and true/false questions at the bottom of the exam page so it's more difficult to copy.
- Do not allow students to wear hats or sunglasses during an exam unless they have a documented medical reason.
- Require students to show their work; refuse credit for unsupported or unexplained answers.
- When grading, mark wrong answers or blank spaces with an "X" or slash mark.
- Keep papers secure when transporting them and when they are in your office.

## Confronting Cheating in Progress

- If you see students who appear to be exchanging information or copying, have another proctor observe the behavior if possible. If the second observer confirms the behavior, record the students' names and ask them to move to new seats.
- If you see "wandering eyes," make a general announcement that you have observed some of this behavior, that it is prohibited by UCSB Campus Regulations, and that any further incidents you observe will be reported to the Office of Judicial Affairs.
- If you see a student using notes, confiscate the notes promptly and record the student's name.
- If you think a "ringer" may be taking an exam for another student, quietly confront the person and ask them for ID. If they do not provide it, tell them that you will not grade the exam until you see identification. Make sure to keep a copy of the exam and record a description of the person for later comparison.
- **If you believe a violation is occurring during an exam, try to discreetly stop the behavior, and record the students' names, but be sure to allow the student to complete the exam.** This is least disruptive to the rest of the class and, if it is later determined that a violation did not occur, will provide a basis for grading. When you confront the student(s) and ask them to stop the behavior, clearly mark on their exam the page they are on when you confront them so that you can compare their work before and after the cheating was observed.

## Preventing/Detecting Plagiarism

- Keep copies of past papers, or have students submit papers electronically via Gauchospace or a Pairwise provided upload site, and use the electronic paper comparison system hosted by Instructional Development. To use this resource, contact George Michaels at x2378
- Become as familiar as possible with each student's writing ability, so that you can recognize when something is beyond a student's writing level.
- Give specific/narrow topics for writing assignments; read all papers on the same topic together.
- Be clear on your requirements for citations (footnotes, quotation marks, etc.)
- Do not allow late topic changes.
- Have students turn in all stages of work (outlines, notes, resource lists, copies of web sources used, etc).
- If you are unsure if a student has plagiarized, ask them questions about the topic and/or have them explain their research and writing process to you.

Thank you for your commitment to Academic Integrity at UCSB.

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