

Quicklist on Preventing or Minimizing Cheating in the Classroom

1. TELL YOUR STUDENTS IN ADVANCE that cheating will not be tolerated in your classroom. TCC has written guidelines on consequences for cheating that include zero (0) on a test or quiz and grade of 'F' for a class
2. Tell you students in advance that
NO CELLPHONES or other electronic gadgets will be allowed in view from the time the test is handed out until they turn it in - gadgets must be zipped up in backpacks or closed up in purses.
NO HATS or HATS MUST BE WORN BACKWARDS (brim in the back)
NO WATER BOTTLES out during the exam
NO BATHROOM or WATER BREAKS - everyone stays in the room
3. SPREAD STUDENTS AS FAR APART AS POSSIBLE IN THE CLASSROOM.
If seating space doesn't permit this, wait until you're ready to begin the test, but before they actually start, then switch one row of students on the left with one on the right etc - so they aren't sitting next to the people they were sitting next to by choice
4. Use several versions of the same test - same questions in different order so copying from other students is more difficult. You could even color-code the top sheet of each version and then visually check to see that two greens aren't seated next to each other
5. BLUE BOOKS : have students place their blank blue books on a desk in front as they come in - when it's time to pass out the test, shuffle and pass out the stack of blue books randomly so they don't go back to original owner - shake a couple if you want
6. Passing out the tests: don't pass handfals out down rows - hand each one to a student -
OR, number tests in advance, as students come in and you match them to the photo roll sheet and check their ID cards, have them pick up a test and record the test number
7. Never leave the room during the testing unless you have another proctor in the room with you. If you are in a large classroom with many students, arrange to have another instructor or department staff to help proctor the test as well.
8. Don't grade other papers, read, or engage in other activities that take your attention away from the students - watch for wandering eyes, shuffling of clothing etc
9. You may decide if you want students to leave all backpacks in the front of the classroom rather than stored under their desks if its too hard to monitor their access into the bags or packs
10. Read our "Cheating in College Classrooms" guide in the online TCC Library Faculty Handbook