CHEATING OVERVIEW

Allowing students to complete assignments and assessments online can be useful for face-to-face and online courses. However, using online tools opens opportunities for new ways of cheating. Old or new, obvious or sneaky, cheating can be deterred through vigilance and awareness. Please use the tips and ideas below as a guide and refer to the examples for ways to reduce the chances of student cheating.

USE THE AVAILABLE FROM AND UNTIL DATES

- Due Dates do not prevent students from accessing quizzes or assignments but will mark them late.
- The Available From and Until options in any assignment or quiz will lock students out when they are no longer within the listed time frame.
  - We recommend a time frame longer than 15 minutes since some students may have internet issues that hinder them from submitting the assignment or quiz in such a short period.
  - That being said, the time frame should also not be so long that students are given ample time to “Google” the results or contact others in the class (possibly give hours, not days).

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MUTE A QUIZ

- While immediate feedback is one of the benefits of taking quizzes online, students who have taken the quiz might share quiz questions or results with those who have not taken the quiz.
- To prevent cheating when an instructor shares feedback in-class on an assessment, instructors should mute and unmute a quiz. When a quiz is muted it is “silenced” to student viewing. Students cannot view their quiz grades, quiz content or correct answers until their instructor unmutes the quiz. This allows feedback to be shared with the whole class and students can’t copy and paste answers or take screen shots.
A QUICK LIST OF SOLUTIONS TO HELP REDUCE CHEATING

SELECT APPROPRIATE QUIZ OPTIONS

- When editing a quiz, there are a variety of options to enhance the security of the test:
  - Shuffle Answers
    - This changes the order of the answers to test questions so students can’t share the correct answers as easily.
  - Time Limit
    - For out of class tests, assume every test is open book. Give students enough time to finish their test while not giving enough time to find every answer.
  - Multiple Attempts
    - Each attempt gives them another chance to look up the correct answers or to find some other way to get the answers.
    - If you must give multiple attempts, choose the option to limit the number.
    - If you allow extra attempts, we suggest to **not** allow students to see their quiz responses or at the very least, which answers were correct.
  - Let Students See Their Quiz Responses
    - It can be best to remove this option or students can copy and paste their test to share the correct answers with other students.
  - Restrict this Quiz
    - This option allows for proctoring by creating a password required to take the test. For in-class tests this means that students must be present to receive the password.

HAVE PROCTORED TESTS IN ROOMS WITH MONITORING CAPABILITY

- Some classrooms throughout GCC have a system that allows an instructor to view what is happening on all students’ computers from the main computer. These rooms are:
  - Business Building 101, 102, 103, 104, 106 and 107
  - MA-100 (used by several departments, especially nursing, math)
  - HT2-158/159
  - GCC North A104/110
- This system, in conjunction with constant observation and moving throughout the classroom can help to minimize the ability to cheat. For large classes, having multiple faculty or staff observing students can minimize the probability of cheating.

INFORM THE STUDENTS OF CLASS EXPECTATIONS

- Depending on the situation, students’ previous definitions of cheating can vary from class to class. Clarify what constitutes cheating in your class and on specific assignments. Define how to cite sources, what to do if someone emails them answers to a test, how much copy and pasting is allowed, and how to handle work done while “studying” with others, etc.
- Require students to sign an honor code or academic honesty agreement at the start of the semester and remind them of their pledge before each assignment or test.
- Schedule meetings with students who may not pass the class, these conversations can help give perspective and a plan to those who may be more compelled to cheat.