

Evaluation Information for Faculty

- Talking to, communicating with, and collaborating with other students is not permitted while a quiz, test, or exam is in session. If students have questions about the quiz, test, or exam, they should raise their hand (in person) or email (online) so that you, as the Course Instructor/Proctor, can address them.
- Indicate that quizzes, tests, and exams are to be completed individually so that students can demonstrate their understanding of the course content. Emphasize that quizzes, tests, and exams are not group work.
- Indicate which materials, resources, technology, and tools are permitted in a quiz, test, or exam. Emphasize that students will not be permitted to talk to, communicate with, or collaborate with another student to use their materials, resources, technology, or tools.
- Indicate which materials, resources, technology, and tools are not permitted in a quiz, test, or exam and warn students not to bring them to or have them with them in a quiz, test, or exam.
- Emphasize that the use of cell phones and other electronic devices is not permitted in a quiz, test, or exam.
- Indicate what 'open book' means and whether a quiz, test, or exam is or isn't 'open book'. Be prepared to indicate which materials, resources, technology, and tools are permitted and prohibited in an 'open book' quiz, test, or exam.
- Indicate when Lockdown Browser or Respondus Monitor are being used during a quiz, test, or exam, and provide information about the technical requirements.
- Students are expected to complete quizzes, tests, and exams honestly and with integrity even if Lockdown Browser and Respondus Monitor are not being used.
- Students who have Accessibility accommodations for quizzes, tests, or exams, should discuss them with you ahead of time so that the appropriate arrangements can be made.
- Consider using one of the Disclaimers for Online Quizzes, Tests, and Exams that are available on the Academic Integrity Office [webpage](#).

Questions about Academic Integrity and evaluations can be sent to:

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