Preventing Academic Misconduct in Online Classrooms

Shared by Student Affairs, Office of the Dean of Students, and the Office of Student Conduct

Tip 1: Use resources like Respondus and/or Proctorio for online quizzes and exams.

Respondus Quiz Creator is a Windows application that enhances the functionality and usability of Blackboard quiz, survey, and self-test tools. Proctorio is an online proctoring tool with identity verification, test monitoring, and a number of other features to help ensure academic integrity. Both are integrated into Blackboard and are available to all TTU faculty who are teaching online.

How to integrate it into your online classroom:
1. Read about Proctorio and Respondus, in order to see if these applications would be beneficial in your class.
2. Contact eLearning & Academic Partnership to receive assistance and training in implementing these applications in your classroom.

Tip 2: Provide clear expectations on assignments, especially if assignments are open note and/or open book.

Even though you may have addressed assignment or exam expectations in your syllabus, restating these expectations in assignment-specific instructions can help reinforce the message with students. Some best practices for assignment-specific instructions include:
1. If there is an expectation that students need to cite material from the book or their notes on an open note and/or open book exam, clearly state that in the instructions. You might say:
   "Any information directly from the text must be cited in APA format."
2. Use bold/italicized/large font for clear & focused instruction. Example: **Citations should be in MLA format for this assignment.**
3. If assignments are open note and/or open book, be clear if there about any exceptions. You might say:
   "You can only use your notes and the classroom textbook, you cannot communicate/collaborate with other students, no outside sources should be used in this assignment, etc."

Tip 3: Provide thorough instructions regarding collaboration for any assignments or exams.

Sometime students violate the *Code of Student Conduct* without realizing it. As you and your students work through the new online environment, students might find themselves in this kind of situation. Students no longer have access to faculty like they did on campus and may turn to classmates or friends or the internet for help and assistance on assignments. Student can benefit from a reminder that an assignment is an individual assignment, meaning they should **not** be working on it with current or past students.

Academic Integrity Incident Report Form
If you have concerns about academic misconduct or questions about reporting, please call the Office of Student Conduct at 806-742-1714.

TEXAS TECH UNIVERSITY
Office *of the* Provost: Student Affairs
Office *of* Student Conduct