



TEXAS TECH UNIVERSITY
Office of the Provost
Student Affairs™

Recommendations for Students and Faculty about Test Banks

For Students:

- If the faculty member returns a test to a student for them to keep forever, they may share it with others. You will want the faculty member's permission to copy/scan/reproduce ANY material that a faculty member created or distributed. Intellectual property laws may restrict you from copying and scanning documents that you didn't create and sharing them with others.
- If the faculty member returns the test for a period of time and asks for it back, the student MAY NOT take photos of the test, write or type the questions and answers, scan the test, etc. unless they have permission from the instructor who created the test to do so. (Keep in mind, the instructor may allow a student to keep copies of the exam or test for their use, not others and it's the student's job to ask what the expectations are).
- If you plan to have homework assignments, case studies, essays, research papers, etc. in your test bank, understand that there is always a risk that a student copies the completed work word-for-word. If that happens, both the student who copied and the student who provided the graded work could face allegations from the Office of Student Conduct.
- Typically, a faculty member has no problem with a student sharing class notes, examples of assignments, projects, or essay prompts, etc. with classmates. Once again, it's the student's responsibility to verify with the faculty member what is and is not acceptable.
- It is my recommendation to students that they NEVER provide completed, graded academic work to another student, unless they have the permission of the faculty member. Keep in mind, if you e-mail someone your work and they copy any part of it (even your original ideas), YOU may have violated the Code of Conduct as well because you created an unfair academic advantage to that student.

The Office of Student Conduct recommends is that if your organization or group of classmates would like to create a test bank, develop rules about will and will not be accepted and uploaded. You may consider creating a form for faculty to sign that approves their documents to be shared with others and only upload documents that have an accompanying waiver from the person who administered the test.

For Faculty:

- It is important to know that it is VERY LIKELY that your course materials are being distributed by students via text message, in person, e-mail, and various websites created to help students share old tests and work.
- The most effective way to deter students from gaining an unfair advantage by having access to old tests is to create new tests each semester.
- Never allow students to leave the classroom with a test and restrict access to mobile, photo taking devices during test time and while reviewing a test.
- State in your syllabus what your policy on sharing course materials is and/or discuss it in class.
- Review the following websites regularly. It is likely that your course materials are being shared.
 - <https://www.koofers.com>
 - <http://www.studyblue.com>