The Progression and Retention Committee has been tasked with putting together some recommended guidelines for testing to protect the security of all examinations we administer. We would really appreciate input from all faculty on testing strategies related to test security you have found to be successful. Below are a few examples of some testing strategies we have already come up with so if you have additional strategies to share, please do so in the appropriate box below using bullet points.

* During an exam you are not allowed to wear hats, sunglasses, headphones, or smartwatches.
* Cell phones are not allowed on the desk during an exam.
* You will only be allowed to use the scratch sheet of paper provided by the proctor. You must write your name on the scratch sheet of paper provided by the proctor and turn it in at the end of the exam.
* Failure to comply with any of the listed testing rules will result in a zero-point grade for the test/quiz, F.

**Faculty Input for Online/Moodle Testing in-person or remote**

| * Backpacks and all personal items including cell phones and apple watches are secured in purses or backpack and are placed in the front of the classroom
* You will test online using your personal laptop or tablet with Lockdown Browser enabled.
* Ensure your personal laptop/tablet is working, connects to the internet, current lockdown browser installed prior to testing.
* You will only be allowed to use the calculator provided by Lockdown Browser.
* Turn desks around to face the back of the class so that the instructor is sitting behind students and can see their computer screens.
* Periodically walk around the class watching for any signs of cheating: phones hidden under student’s legs, notes hidden on objects, etc.
* Periodically change test questions.
* Set exams/quizzes to randomize questions and answers.
* Providing colored scratch or coded paper to prevent students from pulling out a pre-made scratch paper. (Must change with each test)
* Exam reviews are conducted in person (students can record the screen if you share it through Zoom or Google Meet)
* Avoid enabling backtracking when testing remotely (when there is not a proctor present in the room)
* No containers of any sort (water bottles, containers, soft drinks, coffee)
* Set a password for students to access the exam which ensures only in-class students can access the assessment.
* Spread desks apart as this separates students & allows more room for instructor to stroll during the assessment.
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**In-Person Paper Testing**

| * No smart devices of any kind should be worn or accessed during testing- including smart watches.
* Randomly assign different seating for testing only - so students don’t sit next to their friends and can’t anticipate the seating assignment. It also allows me to monitor suspected students more closely- make them sit in the front row.
* Nothing in their pockets …like cell phones, gum wrappers, cough drops, .
* Space out seating or have them take their exams in the auditorium.
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