

Academic Integrity Online @ Bentley University

Online instruction and assessment pose a number of academic integrity challenges. Faculty cannot see what all students are doing on their computers and monitoring non-computer activity is difficult.

To address these concerns, the Office of Academic Integrity recommends that faculty consider the following general guidelines:

1. Remind students of [Bentley's Honor Code](#), the value of trust and honest work, and the penalties (assignment failure, course failure, suspension, etc.) resulting from infractions. Emphasize the value of what they are learning.
2. Clearly communicate expectations regarding device use, collaboration, online sources, etc.
3. Have students sign Honor statements and submit them with their exam and paper assignments. Examples used by Bentley faculty can be found [here](#).
4. Use frequent, iterative, and distinctive assignments that require students to demonstrate higher order understanding and apply concepts rather than information that can be easily Googled. To that end:
 - a. Assign papers and projects and have students submit them via [Turnitin](#).
 - b. Consider increasing the credit given to students for class participation (virtually, of course, via Blackboard discussion boards or Zoom meetings) or Zoom presentations.
 - c. Whenever possible, give tests that are open book, open note, and open internet.

Some specifics about “closed book” quizzes and exams:

For “closed book” exams, which restrict access to outside sources and notes, you will have two options:

- You can use the [Respondus Monitor](#) service provided by Bentley's Academic Technology Center. Have students complete a low-stakes or no-credit practice test first to make sure they know how to access and use the Lockdown Browser at home.
- If *not* using Respondus Monitor, you might consider giving your exam in real time via Zoom while carefully monitoring student activity as you would in a normal classroom situation.

- In addition, you can record the exam in Gallery view with the Zoom record tool. To do this, select “Record the meeting automatically on the local computer” when setting up the exam time.
- You may also want to ask students to position their webcams so that their entire work area is visible and it’s clear that no technology or study materials are being accessed. You may need to ask students to turn the camera on the wall in front of them to ensure nothing has been posted there either.

Other suggestions for “closed book” quizzes and exams:

- Maintain a **stringent time limit** (with exceptions for students with accommodations) to minimize cheating opportunities. This is especially important for multiple choice exams given on Blackboard.
- When it comes to Blackboard quizzes and exams, please distribute **multiple versions of the same exam and randomize questions and answers**. Blackboard can do this for you.
- When giving a quiz or exam on Blackboard, **present questions one-at-a-time**. Do not permit students to re-take any portion of the exam or to backtrack to earlier questions. Students should bring any connection or hardware concerns to your attention *before* the exam begins.
- If you must administer a written exam, consider having students take a time-stamped photograph of themselves (any smartphone will have this capability) with a copy of their problem sheet showing their current progress during the exam period. You should be able to clearly see their handwriting on their answer sheet. Then, have students upload those photos to a OneDrive or Blackboard folder that you can access along with photos of the exam responses themselves.

**Most importantly, treat your students as honest adults who value what they are learning.
They may surprise you.**

Good luck, and don’t hesitate to contact Karen Hovsepian and Chris Beneke in the Academic Integrity office (GA_AcademicIntegrity@Bentley.edu) if you have any questions or concerns.

(updated 3-17-20)