

University Policy in Exams and Dealing with Cheating Cases



بيت الحكيم

In the name of God, the most gracious, the most merciful

Kingdom of Saudi Arabia

The Ministry of Education

University of Hafer Al-Batin

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issued by University Council Decision No. (3/11/1331-1331), which was adopted during the council's third meeting of the 2013–2014 academic year, which was held on November 33.

3 Ramadan 1331

Student Conduct and Cheating

The students are responsible for complying with policies, standards, rules and requirements for academic and social behavior formulated by the University.

Cheating is an act of dishonesty, and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades. Students must carry out all academic work or requirements assigned independently without any unauthorized aid of any kind.

Cheating is defined in academic circles, as the use of any kind of unfair means during any assessed activities in an institution, for example, copying from some notes during examinations, using mobile phones, copying answers from some colleagues, talking to others during examinations, making signals for solving problems, & plagiarism etc.

Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged. If any instance of dishonesty by a student in homework assignments, examinations, or any other requirements of the course is discovered by an instructor, it is his responsibility to take appropriate action.

Guidelines for Conducting Examinations at University of Hafer Al-Batin

In order to maintain the high academic standards within our University, these guidelines for conducting examinations are jotted here to help prevent as well as to manage incidences of examination-related misconducts. In this regard the responsibilities of Department Chairmen/Unit Coordinators, instructors and students are clearly spelled out as follows:

Chairmen/Unit Coordinators

1. Ensure that all faculty members are implementing the University examination regulations.
2. Assist instructors in getting the right number of proctors (invigilators).
3. Take full responsibility to follow up cases of examinations related misconducts with the administration.

Invigilators

1. Be familiar with and implement the University examination rules and regulations.
2. Provide all needed instructions to students at the beginning of an examination period such as clarifications, complementary information and related issues.
3. Circulate throughout the examination room during the examination period and avoid performing unrelated activities during the examination time such as reading, grading, using PC or laptop ...etc.
4. Verify the identity of each student in the examination hall.
5. Do not allow students carry unauthorized material to the examination hall such as mobile phones.
6. Investigate with care and resolve immediately any suspicious student activity **to prevent it** from developing into a case of academic misconduct, and discretely collect enough evidence before any action is taken.
7. Write a brief report containing enough details about any cheating (or other type of) incident and submit it to the course instructor, who will forward it to the Chairman of the department/ Coordinator of the Unit within two-working days, after the event has occurred.
8. Do not leave the examination hall unattended for any reason.
9. Do not allow students enter the examination hall after 30 minutes from the starting time of the examination or leave the examination hall less than 30 minutes after the start of the examination.

Instructors

1. Bear all responsibilities assigned to invigilators.
2. Safeguard the examination material prior to the examination.
3. Announce the major examination dates and times, to the student during the semester and include them in the course syllabus wherever possible. In case of unavoidable changes, the examination dates should be announced at least two weeks ahead of time.
4. Provide all needed instructions to students prior to the examination period such as examination date, time (avoiding prayer time), duration, location, allowed material and related issues.
5. For large classes that require multi-invigilators, you will play the role of a coordinator and hence shares his responsibilities.
6. Arrange for room reservation and assure that the allocated room and sittings are suitable to the corresponding students' number. In case this condition is difficult to meet then a multi version of the examination must be used.
7. Avoid giving examinations identical to those of previous years or giving identical examinations to two different sections at different times during the same semester.
8. Provide a formula sheet whenever needed and **not** to allow the usage of student own prepared formula sheet unless the instructor verifies it prior to the examination.
9. Provided that you allow for make-up examinations, it is preferred that you arrange for make-up examinations, for students with justified reasons, within two weeks from the actual examination date.

In addition to the aforementioned instructions, follow the following precautions:

1. Make sure there are no viruses or programs on your personal computer so that it cannot be illegally accessed. Clear all existing information on the device and make sure that it is free of any viruses, and then reload the programs you wish to use.
2. Do not use any storage device (Flash) which does not belong to you.
3. Do not leave your personal computer at the Office. When you go home, take it with you; or do not use it to store and print examinations.
4. Periodically change the password on your device and on your internet account. Make sure that your password is difficult to guess.
5. Photocopy exams in the University's testing center, and not leave any copy of the exam in your office.
6. Diversify your methods of assessing the student's performance, and be innovative in preparing exams.
7. Be careful and alert when proctoring exams. Inform students not to bring their mobile phones to the examination hall; or put it under the seat. Remind them that, according to the University policy, any student who uses or tries to use his mobile phone during the exam for any purpose is considered cheating.

Students

1. Bring along the College identification card to the examination hall.
2. Have a clear understanding of the meaning of cheating and its consequences as stated in the University Study and Examinations Regulations **Article.38**
"Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the student disciplinary rules as issued by the University Disciplinary Committee" along with its implementation rules.
3. Avoid wearing any suspicious clothing, unless necessary, during examinations such as hats, abnormal clothing ...etc.
4. Avoid carrying unauthorized material to the examination hall such as mobile phones.
5. Bring all necessary material/tools, which have been announced by the instructor prior to the examination and not to share any of the belongings (calculator, pen, pencil...etc.) with other students.
6. Adhere to all University and instructor examination rules.
7. Be cooperative with Instructor and Invigilators and follow their instructions.