Disability Services Academic Honesty Policies and Procedures

Introduction

In accordance with Georgia State University’s Academic Conduct Policies and Procedures, the Office of Disability Services (ODS) has outlined practices to ensure the integrity of exams proctored by ODS staff. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, all members of the University community are responsible for abiding by the tenets of the policy. All members of the academic community, including students, faculty, and staff are expected to report violations of these standards of academic conduct to the appropriate authorities.

Students are encouraged to discuss freely with ODS staff any questions pertaining to the provisions of this policy.

Definition and Examples

Cheating on examinations involved giving or receiving unauthorized help before, during or after an examination. Examples of unauthorized help include the use of notes, tests, or “crib sheets” during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one’s own examination and collaboration before or after an examination if collaboration is specifically forbidden by the faculty member.

Policies

1. Students registered with ODS as well as student assistants are expected to uphold the Policy of Academic Honesty.
2. All members of the ODS community are expected to report violations of the Policy on Academic Honesty to a full time ODS staff, e.g. the Testing Coordinator and/or the Assistant Director of Disability Services.
3. The course faculty member is generally responsible for initiating action against a student who allegedly engaged in academic dishonesty. In cases of repeated suspicious or blatant misconduct, ODS will initiate action against a student who allegedly engages in academic dishonesty while using ODS to receive approved testing accommodations.
4. If the course faculty member notifies ODS of alleged academic dishonesty, the course faculty is responsible for initiating action again the student. ODS will notify student that the office was made aware of the alleged incident of academic dishonesty and will issue a warning statement to the student.

Procedures

1. If a member of the ODS staff believes a student has engaged in academic dishonesty on a test, he or she, hereafter known as Witness will bring the matter to the attention of the Testing Coordinator and/or the Assistant Director.
2. Based on the Witness report, the Testing Coordinator and/or the Assistant
Director of Disability will take one or more of the following steps:

If the preponderance of the information indicates academic dishonesty occurred:
  a. Stop the student’s extended testing time.
  b. Remove the student from the testing room to discuss the matter with the
     student including the behaviors observed and the collection of any
     unauthorized materials. This discussion should occur in a manner which
     protects the rights and confidentiality of students.
  c. Copy the exam and write on the exam the point in which the student’s exam
     was stopped. If the exam is online, write a note indicating the point location
     on the online exam where the student was stopped.
  d. Allow the student to complete the exam. The student may choose to
     discontinue the exam and leave. If student continues, remember to start
     student’s extended testing time.
  e. Request for Witness to complete a Testing Irregularity Form.
  f. Once the student completes and submits exam for delivery to the instructor,
     the Testing Coordinator and/or Assistant Director will provide the instructor
     with the copy of the exam pre-allegation of academic dishonesty, a copy of
     the Testing Irregularity Form, and a Notice of Academic Dishonesty.
  g. Testing Coordinator and/or Assistant Director should case note in SAM as
     misc and Testing.

If the preponderance of the information lacks indication that academic honesty
occurred:
  a. Allow the student to continue/complete the test.
  b. Request for Witness to complete a Testing Irregularity Form.
  c. Once the student completes the exam, the Testing Coordinator and/or
     Assistant Director should discuss the matter with the student including the
     behaviors observed. This discussion should occur in a manner which protects
     the rights and confidentiality of students. Discussion should include notifying
     student of intent to bring the matter to the attention to the course instructor.
  d. Once the student completes and submits exam for delivery to the instructor,
     the Testing Coordinator and/or Assistant Director will provide the instructor
     with a copy of the Testing Irregularity Form.
  e. Testing Coordinator and/or Assistant Director should case note in SAM as
     misc and Testing.

If the Testing Coordinator/Assistant Director determines, a discussion with the
student is warranted:
  a. Allow the student to continue/complete the test.
  b. Once the student completes the exam, the Testing Coordinator and/or
     Assistant Director should discuss the matter with the student including the
     behaviors observed. This discussion should occur in a manner which
     protects the rights and confidentiality of students.
c. Testing Coordinator and/or Assistant Director should case note in SAM as misc and Testing.

Notification Procedures

Email the following notification to student if the preponderance of information indicates academic dishonesty occurred or if the instructor contacts ODS stating he or she believes academic dishonesty occurred: