Who is this short guide for?

MacEwan's institutional approach regarding assessments for the remainder of the Winter 2020 term is as follows:

- If at all possible, forgo final exams;
- If forgoing the final exam is not a possibility, create a take-home exam (see this helpful Tip Sheet on Take-Home Exams, which includes academic integrity considerations);

The tips below are for those who had originally planned for an invigilated online final exam (e.g., through Blackboard) and are now wondering how to maintain academic integrity, when invigilation is no longer possible.

Tip 1: It's OK to relax! Research has found that cheating is neither easier nor more common in online courses than in face-to-face courses (Harris, et al., 2019), and much can be done to prevent academic misconduct.

Tip 2: Read the Tip Sheet on Take-Home Exams. Much of the information presented there applies to online exams and will not be repeated here.

Tip 3: Make your expectations regarding collaboration and assistance abundantly clear and include a pledge on your exam that students must agree to before proceeding.

Tip 4: Stay focused on your students' learning, rather than on academic misconduct (AM). Many of the features of a healthy and effective learning environment also reduce AM (Lang, 2013).

Tip 5: Consider making the exam an open-book exam; ask personalized, problem-solving questions that require the application of knowledge.

Tip 6: If Tip 5 is not an option and the exam focuses mainly on knowledge retrieval, then set a small time window during which the exam is available, and/or set a time limit for completion that prevents students from successfully looking up all answers.

Tip 7: Use a large test bank of questions and set up your exam to create different versions of the final exam for each student by randomizing questions and their order (BB instructions).

Tip 8: Password protect the exam and release the password only shortly before the exam time. (BB instructions).

Tip 9: Set the exam to present questions one at a time to make sharing of questions difficult.

Tip 10: Check for and report all suspected academic misconduct and contract cheating:
- If suspecting AM, schedule a meeting (Collaborate or phone), during which you ask the student about the suspicious part of their exam answer.
- Check document properties, such as creation date and author on term papers and essays.
- Detect contract cheating by following these guidelines.
- Contact the Academic Integrity Office with any questions you have.

Further Resources: Webinar: Going Remote with Integrity (International Institute for Academic Integrity): Friday, March 20, MST, 11 am   MacEwan Blackboard Support: Getting Online Quickly: Information for Faculty
WCET, 2009. Best Practice to Promote Academic Integrity in Online Education
UC San Diego, 2020. Moving to Remote Assessments with Integrity
Miller, 2020. Going Online in a Hurry: What to Do and Where to Start