

Exam Protocol Ideas – Best Practices

This document is intended to provide faculty with ideas that can be used as is or modified to fit their individual class. The Academic Integrity Working Group fully understands that some of these ideas are not appropriate for certain types of classes, nor is this list exhaustive. If you have any questions, please contact Kabrina Chang or Sandi Deacon. We welcome suggestions!

FACULTY PREPARATION

1. Book Rooms (with extra space whenever possible)

- Book rooms with UPO – Rebecca DiMattia is extraordinarily helpful in finding rooms during your exam time- both during the regular semester and during final exam period. It may be possible to book another room (either a second room or a larger room) for an exam during the semester.
- Try to get enough space for students to sit with one seat between.
- In coordinated, multi-section courses, assign specific sections to each space so that you can have faculty present who know their students. Require faculty to be present.
- Remember to book a space for students with exam accommodations (e.g., extended time, distraction-reduced classroom, etc.)
- Get scantron forms (aka bubble sheets) for multiple choice exams.

2. Create multiple versions of exam

- Create four different versions of your exam: A, B, C, D
- Mix up the order of questions and the answers; this can be done on various types of exams: multiple choice, short answer, essays, etc.
- Use four different colors of paper for exams – no white paper. (Avoiding white copies makes it easier for faculty proctors to see whether there is any paper on a desk that does not belong there.) When you bring your exam to the Copy Center simply ask Rich or Jared to put the versions on different colored paper.
- Collate exams in pairs, alternating: A & B then C& D
- When distributing exams to students, alternate rows with exams A/B in rows 1 & 2, and exams C/D in row 2 & 4, etc. (Students do not have the same exam as someone next to them or in front or behind them.)
- Include academic conduct statement on cover page of exam (see attached).

3. Require all faculty to be present / request additional proctors / require student ID

- Faculty should be present at the exams since they know their students.
- It may also be necessary or desirable to request additional proctors and/or have TAs present to check IDs and collect exams when students finish them.
- If faculty are not present, require students to bring their BU ID: have students sign into the exam room using their student ID, and then show their ID again when handing in their exams (SM323 does this with their exams)

EXAM DAY PROTOCOL

1. Instructions to students as they arrive/pre-exam:

- Use the rest room before the exam begins, you will not be allowed to leave the exam room once the exam has started.
- Place all bags, computers, phones (turned OFF), translators (unless prior faculty approval), iWatches ,coats, jackets, skateboards, books, notebooks, and papers against the side walls of the room or up in the front of the room.
- Take hats and hoods off

- Do not sit next to anyone; minimum of 1 seat between each student
- Use only your own desk, not the one next to you
- Do not speak with other students during the exam – if you have a question, raise your hand.
- Keep eyes on your own paper, or straight up in the air – not to your right/left/over the shoulder of the person in front of you.
- Use #2 Pencil only – for bubble sheet/multiple choice questions
- Fill out bubble sheet info correctly and completely
- Set and announce a common/consistent “End Time” for the exam (all sections, all rooms)
 - Example: End time for all Exams is 90 minutes after they are distributed.
 - Disability Accommodations room only: time + 50% to complete the exam (2hr 15 min)

2. As exams are passed out, please remind students:

- Use Pencils on bubble sheets
- READ and FOLLOW Directions
- Enter BU ID number without the U
- Fill in the Test Form (A, B, C, or D)

3. Open-Book Exams

- If you allow notes, books, or a one-page reference sheet, set clear rules in advance of the exam as to what is allowed. Consider size of page, font, margins, and whether it can be two-sided.
- Anticipate and make clear rules on whether past exams may be allowed into the room as part of the students’ notes.
- Before the exam, walk around the room and review the materials brought into the exam.
- Require students to turn in their one-page reference sheet with the exam.

4. During exam

- Faculty should be diligent in walking the room, checking for extra papers, books, phones, etc.
- Have TA’s and/or proctors walk the room periodically checking for extra papers, books, phones, etc.
- Watch that students are using their own space/desks
- Check to be sure students are looking at their own exams only

5. Collecting the exam

- As students complete the exams, have them bring them to their faculty member
- If faculty is not present, have students show ID to proctor/TA when handing in the exam – check that the ID matches the exam and the student
- Check that the Test Form bubble is filled in when you collect exams. (The forms can’t be scored without that info)
- Collect exams and/or bubble sheets in folders **by section** (this makes it much easier to find a particular student/exam if there are questions)

Other tips:

- For sequential exams (i.e. 8-930, and 930-11) keep the first exam section for the full exam period, do not let students leave early. This will cut down on conversations between students of different sections.
- For exams with multiple locations, include an “Instruction Sheet” for faculty for each location (see exhibit 2 for example)

- If you allow make-up exams, schedule the make-up exam for after the regular exam time.
- If you have students with accommodations, please schedule so it does not end much before the regular exam ends.
- Be sure that you have cell phone numbers for faculty in each location on exam day
- Be sure to check the copies of the exams – review one copy of each exam to be sure that the pages are in order and all questions have printed correctly.

Exhibit 1

**OB221 Fall 2014
Midterm Exam**

By affixing my signature below, I acknowledge that I am aware of SMG's policy on academic conduct and that I am responsible for my own behavior while taking this exam; I am also aware that any violation of this policy may result in suspension or expulsion even on the first offense.

Name: _____	
Your Signature: _____	
Instructor's Name: _____	
Section or Day/Time: _____	October 22, 2014

Instructions:

Bubble sheets will be used to grade the multiple choice questions. You must fill out the bubble sheet correctly and completely, following the instructions below, or you risk losing points on your exam. You must also circle the correct answer on the exam itself, in case there are any problems with the bubble sheets. The short essay questions must be completed in the space provided on the **colored** exam sheets (i.e., NOT on the back of the bubble sheet); please write legibly and clearly.

You must use a #2 pencil to complete the bubble sheet. Fill in the boxes as follows:

ID Number: Write & bubble your 8 digit ID number without the U in the first 8 boxes.

Name: Write and bubble your last name, leave a space, write and bubble your first name.

Code: Complete the Code box according to your OB221 Discussion Section as follows:

Day/Time	Section	Faculty	Code
Fri 9:00am	B1	Deacon	AA
	B2	Hutchinson	BB
	B3	Rouse	CC
	B4	Sullivan	DD
Fri 12:00pm	C1	Agan	EE
	C2	Hutchinson	FF
	C3	Chung	GG
	C4	Bachman	HH
	C5	Mandolese	II

Day/Time	Section	Faculty	Code
Thur 4:00pm	D1	French	JJ
	D2	Chung	KK
	D3	Rouse	LL
	D4	Mandolese	MM
	D5	Nichols	NN

Test Form: Fill in the bubble for: **Exam D**

Exhibit 2

OB221 Midterm Exam - Faculty Reminders

Instructions to Students Pre-Exam:

- Ask students to use the rest room *before* the exam begins, they won't be allowed to leave and return
- NO: papers, books, electronic devices, etc. at seats, only pencils
- Turn Phones OFF & Put Away – nothing visible; Take hats off
- Put all bags, books, hats, phones, etc. up front/**under** seats
- Do not sit next to anyone; minimum of 1 seat between each student
- Use only your own desk, not the one next to you
- Fill out bubble sheet info correctly and completely
- Write essays only on exam copy – not on bubble sheet
- Use #2 Pencil only – for bubble sheet/multiple choice questions

When exams are passed out, please remind students:

- Use Pencils on bubble sheets
- READ and FOLLOW Directions
- Enter BU ID number without the U
- Fill in the Test Form**
- Fill in the Code** for their section/instructor

End time for all Exams is **90 minutes after they are distributed.**

- Assuming 10 min to distribute, exam begins at 2:10pm, ends 3:40pm
- Accommodations room only is to allow students time and a half to complete the exam – **2 hours and 15 minutes from start time.** (Begins at 2:00pm, ends at 4:15pm)

Faculty:

- Please be diligent in walking the room checking for extra papers, books, cell phones, etc. Watch that students are using their own space/desks.
- Check that the Test Form bubble is filled in when you collect exams. (We can't score the forms without that info)
- *Have students turn in their exams to their faculty* when possible
- Return all extra exams and blank bubble sheets in box.
- Return the folders with the completed bubble sheets, and any exams for faculty who are not present.

Thanks!