

# **CONDUCT OF EXAMINATIONS**

## **Article I. Proctoring**

There shall be no deliberate proctoring. The person in charge of an examination is free to enter the room and remain, as he or she wishes, for any other reason. Proctoring is considered the conscious act of monitoring the exam room for cheating or suspicious activity.

## **Article II. Seating Arrangements**

1. It is the responsibility of the instructor to arrange adequate facilities for the administration of examinations.
2. Students will arrange themselves in such a way to minimize the possibility of cheating
3. It is strongly advised that people who study together do not sit close to each other during tests, as their papers are often alike in both right and wrong answers.

## **Article III. Pledge**

The examination pledge is required on the examination paper at the end of all final examinations and quizzes, and may appear, at the desire of the instructor, on all other important projects under the Honor System. The pledge serves primarily as a reminder to the student and teacher that the Rice community has an Honor System. The absence of the pledge from academic work normally covered by the Honor System does not remove that work from coverage by the System.

## **Article IV. Absence from the Room**

Students may leave the room during an examination. The examination may be taken from the room except in the case of self-scheduled examination, or unless otherwise specified by the person administering the examination.

## **Article V. Examination Paper**

When taking an examination, a student shall use only the examination booklets or other materials furnished or specified by the instructor.

## **Article VI. Take Home Tests**

Tests should be sealed or stapled in such a manner that the material cannot be inadvertently revealed. A notice on the cover of the envelope and at the top of the exam should include guidelines on resources to be used (e.g. open book, closed book, etc.) any time restrictions, and the due date. Timed tests should be sealed immediately upon completion and the time and date the test was taken written on the cover. A secure return mechanism should also be used by the faculty member to ensure the integrity of the returned tests.

## **Article VII. Computer Projects**

The individual professor must specify his or her own requirements as to how much assistance a student may get and what kind of resources may be used. The student should keep in mind OwlNet policy and ensure that their files are secure.

## **Article VIII. Papers**

Procedures for crediting and footnoting the class text or outside sources need to be clarified by the professor. The Honor Council assumes that unless otherwise credited, all work submitted by the student is intended to be considered as the student's own work.

**Article IX. Self-Paced Courses**

Instructors in self-paced courses should realize the special nature of their courses and make the necessary provisions to ensure compliance with the spirit of the Honor System.

**Article X. Suggestions**

All complaints about examination procedures or suggestions to improve examination procedures should be brought to the attention of the Honor Council.

These guidelines were last revised in February 2013.