

UAHT Academic Honesty Respondus Testing Policy

Students are responsible for the following:

- Understanding and adhering to the [UAHT Academic Honesty & Integrity Policy](#).
- Reviewing and following each instructor's specific testing rules, as outlined in the course syllabus and/or individual tests instructions.
- Assuming that books, notes, or other resources are *not* permitted during tests unless explicitly allowed by the instructor.
- Testing all personal equipment in advance by completing the practice quiz provided. Technical issues that are not addressed beforehand do not justify extensions or exceptions to testing deadlines.
- Avoiding any behavior that may give the appearance of cheating, including but not limited to: leaving the testing area, repeatedly looking away from the screen, being out of the webcam's view, talking, or using unauthorized devices such as additional laptop, cell phone, earbuds, or smartwatches.
- Proactively addressing any concerns related to academic integrity. Conducting a thorough environment scan and adhering to these testing guidelines can help avoid point deductions or academic penalties.

Prepare Your Testing Environment:

- Dress appropriately for testing, keeping in mind that you will be on camera.
- Remove all prohibited items, including hoodies, hats, earbuds, and smart watches. If you have long hair, tuck it behind your ears to clearly show no earbuds are in use.
- Ensure the room is well-lit by turning on lights to provide clear visibility.
- You must be alone in the testing room – this applies to all students, including those testing on high school campuses. Find a private space for testing. If someone enters the room during the test, you will be flagged for potential cheating. If this occurs accidentally, explain the situation aloud to the camera and follow up with an email to the instructor immediately after completing the test.
- Clear your workspace of all unauthorized materials, including books, notes, and electronic devices unless otherwise permitted by the instructor.
- Whenever possible, sit at a table or desk in a standard chair while testing. If testing from a bed or couch, position the camera to clearly show your entire face throughout the test to avoid suspicion of cheating.
- Have a handheld mirror available if you are using a laptop with a built-in webcam. The mirror will be used during the environment scan.

Respondus Set-Up:

- Make sure your webcam and microphone are enabled and accessible during testing. Both must remain active for the entire duration of the test.
- Show a student ID, driver's license, or State ID at the start of each test.
 - 1st infraction: 10% deducted from test + warning from instructor.
 - 2nd infraction: 10%+ deducted from test and required to take all remaining tests at an approved college testing center
- **Environment Scan:** After selecting BEGIN TEST and before answering test questions, you are required to complete a slow and thorough environment scan of your entire work area using

your webcam. This scan must clearly show that no additional electronic devices, notes, books, or other people present. The purpose of the scan is to verify academic integrity and ensure that you are completing the test without outside assistance.

- Click [HERE](#) for a video demonstrating a good environment scan.
- Using the webcam, show your entire desktop (tabletop, bed, etc), under the desk, and the areas behind the desk, including the walls.
- Use your handheld mirror to display your laptop screen on camera. Rotate the mirror to show the front and back of your mirror and the laptop.
- If testing in an office, classroom, or bedroom, there may be items on the walls that cannot be removed. Be sure to include these items in your environment scan with your webcam so the instructor can verify they are not related to the test content. If any visible items are related to the test material, you must either remove them or choose a different testing location. (Example: taking an online college algebra test in a high school math classroom with math posters on the wall)
- NO ENVIRONMENT SCAN:
 - 1st infraction: You may receive a ZERO on your test + warning from instructor.
 - 2nd infraction: ZERO on test and required to take all remaining tests at an approved college testing center
- POOR ENVIRONMENT SCAN:
 - 1st infraction: 25% deducted from your test score + warning from instructor.
 - 2nd infraction: ZERO on test and required to take all remaining tests at an approved college testing center

While Testing:

- Keep your entire face within view of the camera during the test. You will raise suspicion of cheating if your entire face cannot be seen for the duration of testing. We prefer that testing not occur while sitting on a bed or couch due to the angle of laptop screens. If you choose to test while sitting on a bed or couch, you must ensure that your laptop or iPad screen is positioned so that your entire face remains clearly visible to the camera at all times.
- Keep your eyes focused on the screen during the test. Constantly looking down or to the side will raise suspicion of cheating. If your test permits the use of scratch paper, you may look down as needed without penalty. Occasional side glances while thinking are acceptable, but frequent off-screen looks are not.
- Your instructor may deduct a percentage of points for violating either of these testing rules.

Cheating:

- If an instructor determines that a student has engaged in cheating or plagiarism during an test, the student will receive a failing grade for that test and will not be permitted to retake it.
- In addition to the failing grade, the student will lose the privilege of using Respondus Monitor for any future tests in the affected course. Consequently, all remaining tests for that course must be taken in person at an approved college Testing Center.
- The instructor will report the incident to the office of the Dean of Students. The information will be placed in the student's academic record.
- Students retain the right to appeal their test results by following the Student Grade Appeals procedure outlined in the [UAHT College Catalog](#).