

Faculty at Brandeis International Business School are expected to follow specific procedures during exams to help prevent academic integrity issues:

1. All backpacks are to be placed in the front of the room. If students don't have a backpack, they need to place their belongings, and especially their phone, in the front. We will let students know that they should do this ahead of time -- you should make sure this is being done.
2. Have a sign out sheet with time out and time in and only allow one student to the bathroom at a time.
3. Seat the students randomly (for example, by alphabetical first name) in the room. This is very important as our exam rooms are often crowded and it is very easy for students share papers. At least randomness will break up some pairs.
4. Actively walk around the room and ask your TA to do the same. It is especially important that you are regularly in the back of the room -- students won't look around if they are concerned you are looking at them.
5. If possible, there should be an empty seat between each pair of students.
6. Some programmable calculators allow students to program in equations or even text notes. To cut down on the use of such devices, there are a limited number of simple calculators that are available for instructors to use for exams. Individual students may not borrow single calculators. They are reserved for faculty. For Economics faculty, the calculators are available from Leslie Yancich in the Economics department. For IBS and Business faculty, Lauren Hasselriis-Ghom has calculators. Let them know in advance if you would like to reserve calculators, and how many, for your exam date.

In addition, the instructor must be present to proctor the exam (in addition to one or more TAs, if that is possible) so that, if there are questions for the instructor, the other proctor can continue to monitor behavior.

TAs should assist with proctoring. You should discuss their proctoring responsibilities with them prior to the exam. TAs should be instructed to be alert, move around, watch carefully, etc., and to avoid distracting students (for example, by conversing). Also, let TAs know if you wish them to answer student questions during the exam and, if so, how far they should go in their answers before referring the question to you.