

UAHT Academic Honesty Respondus Testing Policy

It is the student's responsibility to:

- know and understand the college's [Academic Honesty & Integrity Policy](#).
- know and understand each Instructor's testing rules as presented in each Instructor's course syllabus and/or on individual tests.
- assume that you are NOT allowed to use your book or notes while testing unless your instructor states use of resources is allowed.
- test all personal equipment by taking the practice exam(s) provided by the instructor before taking a major exam through Respondus Monitor. Technical issues not dealt with beforehand are not a reason for the instructor to allow exceptions to testing deadlines.
- not give the appearance of cheating, such as leaving the testing location, obviously looking at other documents or screens (if not permitted by the instructor), being out of view of the webcam, talking, using headphones/earbuds, smartwatches, cell phones, or other electronic devices.

Requirements:

- Allow access to both your webcam and microphone for Respondus testing.
- If prompted, show a student ID or driver's license. Your instructor may deduct up to 10% of your test for failure to show valid identification on every test requiring Respondus.
- Be alone in the room with no distractions or help from anyone.
- Clear desk of any unnecessary objects. Only have accessories available that are allowed by the instructor: paper, calculator, etc. Remove hats, earbuds, and smart watches. Do not tape notes to your laptop screen. If your instructor suspects you have notes taped to your laptop screen, they can ask you to use a handheld mirror to show your computer screen during the webcam check.
- Stay in front of the computer monitor and in view of the camera during the entire exam. Your instructor should be able to see your entire face for the entire test...not the top of your head.
- Slowly and thoroughly scan your entire environment on the webcam check. Show your entire desktop, under the desk, and the areas behind the desk, including the walls. Prove to your instructor that you do not have a second laptop, other electronic devices, notes, or other people available to help you on the exam. Use a handheld mirror to show you do not have notes attached to your laptop screen.
- Students who fail to perform a full environment check as described above will be subject to an automatic 25% deduction on the exam. Click [HERE](#) and [HERE](#) to watch these quick YouTube videos on how to perform a good environment check!
- **A second violation of either failing to show your ID or not performing a full environment check could result in your instructor requiring you to take all remaining exams on-campus in proctored testing center.**

Cheating:

- If an instructor determines that a student has cheated or plagiarized during an exam, the student will fail the exam and will not be permitted to retake it.
- Along with the failing grade, the student will also forfeit the ability to use Respondus Monitor for future exams for the course in which the student cheated. Loss of the ability to use Respondus Monitor means that the student is required to take all future exams for that course at the UAHT Testing Center or at another approved college testing center nationwide.
- The instructor may choose to submit an incident form outlining the details of the cheating/plagiarism to the office of the Dean of Students to be placed in the student's academic record.
- Students have the right to follow the established Student Grade Appeals procedure outlined in the College Catalog if they wish to appeal the test results.