Exams and Academic Integrity

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During the webinar:

Select Panelists to chat to only facilitators
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What happens if I drop out of the webinar?
All you need to do is to find the link you used to enter the meeting and click it again.
A recording will be provided after the session.

We will be using the site http://menti.com (accessible from mobile or computer) for both on campus and off campus participants to contribute to the conversation.
EXAMS AND ACADEMIC INTEGRITY

Academic Integrity Awareness Week 2021
Privacy and recording notice

Please note: this Academic Integrity Myth Busting webinar will be recorded.

The recording will be made available to participants enrolled in this webinar via email after the session.

Participants may ask questions and make comments using chat.

If you do not wish for your question or comment to be recorded, please contact academicskills@anu.edu.au after the session.
We acknowledge and celebrate the Ngunnawal people on whose traditional lands we meet today, and pay our respect to elders, past and present.
Today’s Session

• Academic Integrity and Misconduct Rules
• Preparing for exams
• Permitted and prohibited materials
• Behaviour during exams
• Proctorio
• Honest practice
• Study and exam strategies
• Question & Answer Panel
Our participants

Amanda Valent
Digital Literacy
Doctor Ben Kooyman
Academic Skills
Professor Maryanne Dever
Pro Vice-Chancellor (Education & Digital)
Doctor Jenni Bettman
College of Business and Economics
Associate Professor Roald Maliangkaij
College of Asia and the Pacific
Professor Greg Weeks
College of Law
Doctor Lucy Neave
College of Arts and Social Sciences
Icebreaker

Go to www.menti.com on your computer or mobile device
Go to www.menti.com and use the code 9435 3617

What would you consider to be academic misconduct in an exam environment?

- using previous assessment
- writing answers on your arm
- colluding with others
- doppelgänger
- getting questions before the exam
- copying
- using other's work
- bringing in notes
- checking websites
- no attribution
- how to do online exams
- contacting friends
- finding the questions beforehand
- using phone
What are you keen to learn from today's session?

- okreadqos online exam
- how to do online exams
- which conduct is am needing to read qs aloud
- avoid accidental cheating
- tips
- how to prepare well
- what is right
- no tech for online exam
- material permitted
- adhd i move a lot to think
- avoid perception of cheat
According to the University’s Academic Misconduct Rule 2015, section 5:

(1) The academic integrity principle is the principle that a student’s work is genuine and original, completed only with the assistance allowed according to the rules, policies and guidelines of the University.

(2) In particular:

(a) the academic integrity principle requires the words, ideas, scholarship and intellectual property of others used in the work to be appropriately acknowledged; and

(b) a person is in breach of the academic integrity principle if the person engages in collusion.

Exams and academic integrity
In a nutshell …

- Cheating in exams is identified as academic misconduct in both the Academic Misconduct Rule 2015 and forthcoming Academic Integrity Rule 2021.

- Further types of misconduct that exam cheating can encompass include plagiarism, collusion, use of prohibited materials, impersonating another, improperly sharing materials, and assisting others to cheat.
Find out before Exam

Find out the ANU rules around sitting exams at ANU

- Examination conduct
- Special consideration
- Organising special exam arrangements
- Deferred examinations
- Consult Course Outline and Wattle sites for course specific exam requirements
Permitted Materials

Online

- Only a single electronic device allowed (e.g. PC, Mac or laptop)

Online and In person

- Print Dictionaries (for Students whose first language is not English and with written approval)
- Any materials expressly permitted by the course convener
Prohibited devices

Online

- Electronic devices such as mobile phones, watches, electronic notebooks/organisers/dictionaries, certain types of calculators, smart glasses
  - Only a single electronic device allowed (e.g. PC, Mac or laptop)
- Headphones

In person

- Electronic devices as listed above and also including PC/Mac/Laptop computers.

Note: Exceptions can apply for students with access plans
Misconduct in examinations

- Cheating
  - Bringing notes into a closed book exam
  - Copying from another student
  - Getting someone else to assume your identity and sit your exam
  - Long-term consequences and implications
  - Viewing or copying web content during an online exam
  - Contacting friends by text or other means, to seek OR offer assistance
Misconduct in examinations – Cont.

- Plagiarism
- Submitting work from a previously submitted examination
- Failing to comply with exam instructions
  - These may vary across courses/programs
- Acting/Assisting another person to act dishonestly/unfairly in connection with an examination
- Taking a prohibited document into an examination venue

Further information on Academic Misconduct (including dealing with allegations) is provided by

- ANUSA (ANU Students’ Association)
- PARSA (ANU Postgraduate & Research Students’ Association)
Scenario: A student sits an online closed book exam. There is a post-it note on the bottom corner of their screen with acronyms listed, to prompt the student’s memory of core course concepts.

Why might this be misconduct?
Proctorio

Requirements
Computer with webcam
Stable internet connection
Suitable space with no traffic or background noise (e.g. music, voices)
Your ID (e.g. student card, driver’s license)

Advice to Students on using Proctorio
Proctorio FAQs
Proctorio

Proctorio will
Use your webcam and audio
Depending on your exam settings, disable various functions on your computer
Highlight unusual activity, e.g.
• If someone enters or leaves the room
• Unusual head/eye movements
• Talking or engaging with another person or party
• Opening up another device
• Copying and pasting
Scenario: A student sits an online closed book exam that uses Proctorio. The exam site freezes for several minutes. They message a friend to check if they are experiencing the same problem.

Why might this be an issue?
In the event of technical issues …

Don’t call a friend

• If Proctorio drops off
• If Wattle is inaccessible
• If you experience internet or equipment issues

Contact your course convener
Please note …

Proctorio may not apply to other types of online examinations, e.g.

- Wattle-based, timed MCQ quizzes prior to end of semester
- Take-home essay exams to be produced and uploaded to Wattle under time constraints

However, rules of good conduct will still apply
Scenario: A student sits an open book exam where they must write an essay under time constraints. They complete this task complying with their exam conditions; however, they incorporate large amounts of text verbatim from the literature and do not identify their sources.

Why might this be misconduct?
Check the course documentation and instructions

Watch for announcements

Communicate with your convener. If unsure about something, ask them, not a friend

Ask questions to clarify, e.g.

• Mode of test?
• Proctorio required?
• Timed?
• Open or closed book?
• Conveyer belt or freedom to navigate back & forth through exam?
Honest practice in exams

• Seek tips on preparing for exams with Academic Skills

• Manage your anxiety in sitting exams, seek resources and assistance from the ANU Counselling Centre

• Study for and sit your exams with integrity
Study and exam strategies

Time management
Set aside time towards exam preparation each week of semester
• consolidate notes
• review learning
Embed long- and short-term revision into your weekly planning
Identify the exam dates as soon as possible
Maintain a study-work-life balance and sufficient sleep routine

anu.edu.au/academicskills
Study and exam strategies

Revision techniques
Take notes in lectures, tutorials, weekly readings
Adapt notes into topic summary and course summary sheets as exams approach
Study in groups and test each other’s knowledge
Develop discipline-specific recall approaches
Attempt practice questions in textbooks
Attempt practice exams
Side bar: Practice exams

Only access past/practice exams via legitimate channels, e.g.

- ANU library
- Course conveners and Wattle sites

Do not access via external or third party sources, e.g.

- File-sharing websites
- Friends and current/former students

In addition, do not sell your work to 3rd party sources

- Long-term consequences
Sitting the exams

Attempt all questions
Use all the time allocated
If time and setup permit, review answers for accuracy and clarity
Comply with the conditions set by the convener
Write answers in your own words
If required to reference sources, do so
  • See guidelines for that specific exam, clarify with convener
Ask our panellists anything

Go to www.menti.com

on your computer or mobile device

Starter question for the panel:
What are some key tips and strategies for preparing for and sitting exams you would offer students?
Go to www.menti.com and use the code 6763 2005

What questions do you have for our panellists?

- In high school, I had a reader/writer. How does this work in an online exam?
- I'm worried about being accused of misconduct in online exam because I'm really fidgety and look around a lot. Would this be considered 'unusual' head/eye movement in proctorio?
- What are the penalties for exam misconduct? If I'm accused but it wasn't intended, what can I do?
- How accurate does referencing in an exam paper need to be?
- There are often past exams posted on social media or forums. What do I do if I know students in my course are accessing these?
- Is there help/training in how to prepare for an exam?
- Is there support for organising Proctorio on my home computer?
- I hear about others in my course finding ways to game the system. Do I report this?
- For those doing an exam who have children at home - is there special considerations?
Examination conduct

Examinations are conducted according to the Assessment Rule. The information below describes what to expect during an examination, whether it be online or in-person.

Candidates are reminded that the University requires all coursework students to remain available for the duration of the official examination period.

- Pre-examination [show details]
- Commencement of the examination [show details]
- Food and drink [show details]
- Seating arrangements and examination environments [show details]
- Study period (reading time) [show details]
- Prohibited electronic devices [show details]
- Permitted materials in examinations [show details]
- During the examination [show details]
- Illness in examinations [show details]
- Other issues in examinations [show details]
- Misconduct in examinations [show details]
- Further examination [show details]
Further Information

Understanding Academic Integrity
https://services.anu.edu.au/education-support/academic-integrity

Training in Academic Integrity

Assessment and Exams
https://www.anu.edu.au/students/program-administration/assessments-exams
https://www.anu.edu.au/students/program-administration/assessments-exams/examination-conduct

Misconduct Support
sa.assistance@anu.edu.au
parsa.assistance@anu.edu.au

Getting Adjustments to Exams
https://www.anu.edu.au/students/contacts/access-inclusion
Other events this week

Writing with Academic Integrity (for students)
Thurs 2 Sept 1-2pm

Academic Integrity and Assessment Design (for staff)
Fri 3 Sept 1-2pm

Exams – doing things differently (for staff) – Centre for Learning & Teaching
Mon 6 Sept 1:30-3pm
Academic Integrity Hot desk

Monday to Friday 11am-2pm during Academic Integrity Awareness Week
Available via Zoom
For information, visit https://anu.edu.au/academic-integrity
THANK YOU

Contact Us

Academic Competencies & Digital Capabilities
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W https://www.anu.edu.au/students/academic-skills/academic-integrity