

## TEST INTEGRITY IN WTCLASS

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As faculty choose to move tests into the online environment, many faculty fear the integrity of their test. They are concerned about cheating occurring in the online environment. While online tests may have new academic integrity challenges, it is important to remember that no test is every completely secure from cheating.

That said, there are steps faculty can take to promote integrity and decrease the incidence of cheating in an online environment. Below are suggestions and tips to help maintain your test integrity.

### CONSIDER USING AN ASSIGNMENT INSTEAD

Transitioning a test into an assignment will help provide an alternative method of assessment that encourages originality. Students can upload their assignment into an assignment, or digital dropbox, where you can download submitted files for offline grading, or grade the submissions online.

### LIMIT THE AMOUNT OF TIME A STUDENT HAS TO ANSWER QUESTIONS (TIME LIMIT)

By ensuring that students have an appropriate amount of time to complete a test, while not allowing too much time, you can prevent the amount of questions students look up. Instructional Technology Services recommends the following:

- Multiple Choice questions - 1 minute to 1 ½ minutes per question. This also assumes that computations for multiple choice questions are not required. Computational questions, may require additional time.
- True/False questions - 45 seconds to 1 minute per question
- Short Answer or Essay questions - 2 or more minutes per question. All depending on length and complexity you require in the answer.

Additionally, for tests that will run for more than 20 minutes, it is also sometimes suggested to include an extra 5 minutes in total test time. This will help to accommodate any students who may have technical issues during the test such as a delay when moving between questions.

### RANDOMIZE THE TEST QUESTIONS

By randomizing the order of the test questions, no two students will have the same questions in the same order.

While there is also an option to randomize question answers, at this time we ask that if you do not already have this feature setup, please do not turn it on. This is in an effort to reduce the load on the system of creating many different tests in different orders within a short time period. This will help to reduce the change of technical issues/slowness during a test.

## DISPLAY ONE QUESTION AT A TIME

This prevents students from being able to create a copy of the test or screenshot the test all from one page. Additionally, when used in conjunction with randomizing test questions, students who might attempt to take a test at the same time will have more difficulty locating the same test questions.

## LIMIT TEST AVAILABILITY

By limiting the amount of time that the test is available for students to start the test, you can prevent students from taking the test in teams. If students only have time for them to take the test themselves, they are unable to work with someone else for fear that they will not have time to finish their own test.

Please remember, while students may have had a dedicated time frame to complete a test in a campus based course, when the class no longer meets, students may have other unexpected obligations that may arise (children, pets, family members). Please allow enough time for students to be able to start the test, while also limiting time to prevent excessive time.

## NOT ALLOWING STUDENT TO BACKTRACK (NOT GENERALLY RECOMMENDED)

While this setting is not generally recommended due to the different thought process required to take a no-backtrack exam, this setting can also help prevent cheating. The No Backtrack option forces student to move forward through the test, and after completing a test question, the student can no longer return to a previously answered question. Students must answer each question before they move to the next or a “No Response” answer will be recorded.

## AFTER COMPLETION: TEST FEEDBACK

After students complete a test, it is highly recommended to not release any information other than potentially how many points they have earned until all students have completed the test. This will help ensure that students are not able to share the questions or the answers with other students.

You can then choose to allow students to see additional information such as the test questions, which questions they marked correctly or incorrectly, the students submitted answers, and/or the correct answers.

You can also determine when any of this information is provided to students, or if you are going to require a student to contact you to get information about their test. You can choose to have students meet with you via WebEx where you share their test with them only through WebEx.

## LIVE PROCTORING THROUGH WEBEX

Additionally, you can always choose to live proctor your students through WebEx. Setup a WebEx session, ask your students to join, and have them connect their webcam. You will be able to switch through your student’s webcam views to watch for any students repeatedly looking down, or around the room. Please remember though, this also means that all students are able to also see every other students’ webcams, please remind students to dress appropriately.

With this setup, there are some additional things to consider. For additional information, directions for setup and how to run WebEx in this scenario, please contact a member of ITS at [wtclass@wtamu.edu](mailto:wtclass@wtamu.edu).

#### MORE INFORMATION/QUESTIONS?

If you have any questions, or would like additional information on any of the above settings, please let us know by contacting Instructional Designers at [wtclass@wtamu.edu](mailto:wtclass@wtamu.edu)