

## THE COLLEGE

---

Richard Feldman

Dean



March 21, 2014

To: AS&E Faculty

From: Richard Feldman, Dean of the College

Subject: Electronic Devices in Examinations

Over the past few semesters, the Board on Academic Honesty has heard several cases involving the improper use of cell phones during examinations. These have been challenging cases to resolve and I'm writing now to urge instructors to take some simple steps that will help to prevent future incidents of this kind.

Instructors can prohibit students from having cell phones, tablets, and laptops with them (e.g., on their desks or in their pockets) during exams. Because students will want to have phones or other devices with them before and after exams, it is important that they have some safe and convenient way to store them during an exam. You can require that students leave their devices in some safe place outside the exam room or in a designated place within the exam room, or place them in a closed bookbag, or turn them in to the proctors for the duration of the exam. Ideally, the devices should be turned off for the duration of the exam.

If you plan to implement any policy along the lines described, it is important that you make it clear to students at the beginning of the semester and at the beginning of all exams. It is also recommended that you place a written statement on the exam itself stating your policy.

A violation of any announced policy of this sort will constitute a violation of our academic honesty policy. If a prohibition on devices has been announced, then any device that is observed to be in a student's possession, whether it is in active use or not, can be removed and held by the proctors until the end of the exam, and the incident can be reported as a violation of our academic honesty policy. If a student refuses to relinquish his or her device, the proctor can consider this a failure to comply with a reasonable request made by a representative of the College and the refusal can also be reported as a violation of our student conduct policy.

Sincerely,

A handwritten signature in cursive script that reads 'Rich Feldman'.

Richard Feldman

Dean of the College