CSE 101 Assessment Conduct Policies

Students are expected to understand policies governing graded classwork, quizzes and exams. Any violation of such policies may result in removal from an assessment, loss of grade (assignment and/or course), failure in course, and report to the university regarding non-allowed conduct, and/or recommendation of suspension from university.

"I didn't know" is not an acceptable defense for violation of course policies whether outlined in general university policies, course syllabus, supplemental policies outlined in documents like this, or policies clarified in assessment documents.

Success Strategies

- Understand and follow assessment instructions and policies.
- Use allowable resources, including internet search (during class or doing homework), Windows and Office help, and Windows tools like Calculator, Excel, etc. (Note: understand that these resources are "assistive tools" – and not a substitute for your not having done classwork, readings, or homework – recall our discussion regarding "practice" during day 01 class)
- Where applicable, save files frequently. IN PARTICULAR, save <u>and</u> close any file before you upload it.
- Leave time to hand in files and/or submit your assessment before time expiration. Files not completely uploaded and submitted at time expiration will not be accepted as part of your submission.
- If you experience system problems, alert your quiz/exam proctor immediately.
- If you have time, recheck your answers/file upload. You do not get points for finishing early.
- Assessment questions are classwork- and homework-based and should be answered in that context.

Policies

Violations of course syllabus or assessment conduct policies will be handled within course and university provisions for academic dishonesty, including loss of course grade, reporting of violation to the university, and in most cases, recommendation for suspension from the university.

1. <u>Current photo ID is required to take an assessment</u>.
   If you are unable to produce a current photo ID when asked, you will not be permitted to sit for the assessment.
2. <u>You may **NOT** access any devices other than the lab computer.</u>
   All personal computing devices including, but not limited to, calculators, laptops, tablets, translators, phones and MP3 players are prohibited. Headphones/ear pieces are not permitted. Even simply having such a device present (e.g., on your desk) during your assessment will constitute a violation of this policy. Stow such devices before arriving to the classroom and do not access such devices until you have left the classroom. Alternatively, leave such devices at home.
3. <u>All work you submit as part of an assessment/homework turn-in is to be yours and only yours</u>.
   Submitting work that is not fully your own is a violation of course policy regarding academic honesty. This includes <u>any</u> files (including homework) used or submitted on an assessment or homework.
4. <u>You may NOT copy any assessment material or information; you may NOT share any information regarding the assessment contents</u>. Making or taking a copy (regardless of method, including saving to a network or cloud location) of <u>any</u> assessment materials and/or communicating <u>any</u>

information about the assessment is not permitted and will be handled as academic dishonesty. Sharing is defined as providing <u>or</u> receiving materials. Placing any files in your public folder, unless specifically directed to do so, is prohibited.

5. <u>Class slides, personal notes and other class materials may be used on assessments provided they are accessed from your flash drive (exam flash drive for exams).</u>
   You may use class-related materials such as slides, notes, classwork and homework during your assessment; however, you may **NOT** use any current or prior semester assessment-related documents. This includes, but is not limited to, copies of actual exams or quizzes, summaries, notes or transcriptions related to exams or quizzes, and/or answers or solutions to exams or quizzes.

6. <u>Internet use (with the exception of *angel.msu.edu* or *translate.google.com*) is not allowed during assessments, however, offline MS Office help may be used.</u>
   Exception: **translate.google.com** may be used for language translation.

7. <u>You may **NOT** communicate, via any method, with anyone but your proctor</u>.
   You are not allowed to communicate with others before leaving your classroom (verbally, electronically or other means). This includes, but is not limited to, verbal conversation, texting, emailing, on-line chat, message boards, etc. You may **NOT** use external file storage resources such as Dropbox, Amazon Cloud, etc. **ANY** communications with parties other than your proctor will be deemed to be academic dishonesty. Do not open any kind of communications window on your computer.

8. <u>You should immediately report any system problem to your proctor</u>.
   If you experience any system problems, you should immediately contact your proctor so they can assess your situation and determine if you should receive accommodation. *You will not be given any accommodation for any problems that are not reported or for time elapsed between when you first experience a problem and when you report it.*

9. <u>Proctors will not interpret exam instructions</u>.
   Proctors will evaluate conflicting or erroneous assessment instructions and issue clarifications, however, they will not interpret or restate assessment instructions for students who ask.

10. <u>You must submit your assessment before time expiration. Late submissions will not be accepted</u>.
    Assessments will be automatically submitted upon time expiration, unless extra time has been granted for system problems. Any work not completed and/or uploaded at time expiration will not be part of such submission.

11. <u>Files will not be accepted outside the Angel submission process or assessment session</u>.
    Absent proctor-verified problems, work that is not submitted within Angel before time expiration will not be accepted. We will not accept submissions via email.

12. <u>Uploading multiple versions of a file in response to an assessment question is not allowed</u>.
    In the case of submission of multiple files, only the last uploaded file will be graded even if that file is completely incorrect.

13. <u>At any time, proctors may review student notes and/or files</u>.
    Proctors may request to review student notes and files, including physically accessing a student's computer. Failure to cooperate will be assumed to be a violation of academic honesty policies.

14. <u>We may employ computer logging to monitor your activity during any assessment</u>.

15. <u>Additional exam provisions</u>:
    a) <u>Unless otherwise specified, no flash drives other than the standard issue *CSE 101 exam flash drive* purchased from the MSU Computer Store are permitted on an exam</u>. You should copy

any notes, class materials and homework assignments to this flash drive in case you need them during your exam. Access to other flash drives will **NOT** be permitted during exams. Both photo ID and the ***CSE 101 exam flash drive*** must be presented for exam admission. No accommodation will be given if flash drive is forgotten. Get your flash drive early!

b) Saving any exam files or materials to AFS or other network storage (via any means) is not permitted. All work is to be saved to your exam flash drive. If you want to maintain a backup of your work during a quiz/exam, you should frequently copy your flash drive work to the Windows desktop.

c) Prior to leaving the classroom, you must turn in all assessment materials.
Before leaving the classroom, you must turn in your ***CSE 101 exam flash drive***, the entire paper copy of the exam, and any notes you created during the exam. Failure to turn in all materials will be deemed a serious violation of conduct related to academic honesty.

d) Flash drives will not be used during exam grading except when a proctor-verified system error occurred. In other words, make sure you correctly upload and submit any solution files into your Angel exam submission so you do not lose all credit associated with file upload questions.