

**APPENDIX C**  
**EXAMINATION INTEGRITY PLAN**

**The following are recommended topics to discuss in a written Examination Integrity Plan:**

- I. Explain how to maintain integrity of the exam:
  - A. Multiple versions of exam
  - B. Use exam pool of questions
  - C. Proctoring of exam
  - D. Distribution of exams
  - E. Removal of teaching aids and posters from examination environment
  - F. Allowances and capabilities to address persons with disabilities
  - G. Other methods to maintain integrity of the exam
  
- II. Address security issues commensurate with purpose of the course and the exam:
  - A. Test administration procedures
  - B. Home study exams vs. classroom exams vs. Internet
  - C. No open book or notes during examination
  - D. Honor statement signed by students and instructors
  - E. Identification of student/exam taker
  - F. Security of student information
  - G. Maintenance of student database
  - I. Other security issues related to the purpose of the course and exam
  
- III. Describe methods to prevent examination fraud:
  - A. Multiple versions of exam
  - B. Use exam pool of questions
  - C. Proctoring of exam
  - D. Distribution of exams
  - E. Removal of teaching aids and posters from examination environment
  - F. Honor statement signed by students and instructors
  - G. Identification of student/exam taker
  - H. Policies for retaking of exam i.e. external noise, illness, bathroom break
  - I. Other methods to prevent cheating and examination fraud
  
- IV. Discuss specific Internet examination issues:
  - A. Exam variability using a pool of questions and explain how it is accomplished
  - B. Identifications of student/exam taker via the use of a unique login
  - C. Security of student information
  - D. Maintenance of student database
  - E. Establishing a time-limit for inactivity
  - F. Inability to return to course or another website while taking exam
  - G. Inability to print questions from examination screen
  - H. Allowances and capabilities to address persons with disabilities
  - I. Other issues unique to the delivery of Internet courses and exams

