

COLLEGE OF DUPAGE

TESTING CENTER

Top Security Issues in Classroom Testing

1. Test takers should not be allowed to have access to any electronic devices or objects not required to test. All items must be turned off and stored out of reach in a bag or purse.
2. Test taker ID's should be checked if the instructor does not know every student by sight. This is especially true if the faculty member is absent and has scheduled a substitute for test day.
3. Students should never be left unmonitored. Proctoring is the most important security-related activity in which the instructor will be involved.
4. Hard copies of tests should never be out of the instructor's direct control.
 - a. Never allow a student to transport a test.
 - b. Caution should be taken when photocopying tests.
5. Distribute only the exact number of exams needed.
 - a. At the conclusion of testing:
 - i. Count exams collected to ensure all have been turned in.
 - ii. Collect the test booklets and answer sheets from students individually. Students should never hand in completed test materials to other students.
6. Students should never be permitted to choose their own seats.
 - a. Randomly assigned seating charts are ideal
 - b. Pseudo-randomly assigned seating is possible if the faculty breaks up students who come in together.
7. Walking around the room during a test session increases the likelihood that cheating will be prevented.
8. Prohibit rest room breaks during a test, if possible.
 - a. If a break is necessary, only one student should be allowed to go at a time.
9. If scored tests are returned to students as part of the learning process, the instructor should create a new exam for the next test administration.
10. Non-religious headwear and calculators are commonly used by students as cheating tools.
 - a. Instructors should take care when allowing headwear during test administrations.
 - b. Calculators should always be inspected.
11. Tests should be updated frequently. It is not necessary to rewrite the entire tests, but the order of questions and answers for multiple choice exams and the amounts for word problems should be updated frequently. Passwords should also be updated frequently.
12. It is preferable for each class to receive multiple copies of an exam that are identifiable by students (i.e. different colors).

References

- Lang, J. (2013). The (Nearly) Cheating-Free Classroom. *Cheating Lessons: Learning From Academic Dishonesty*. Cambridge: Harvard University Press.
- Wollack, J. & Fremer, J. (2013). Security Issues in Classroom Testing. *Handbook of Test Security*. New York: Taylor & Francis.
- Olsen, J. & Fremer, J. (2013). *TILSA Test Security Guidebook: Preventing, Detecting, and Investigating Test Security Irregularities*. Washington: Council of Chief State School Officers.