

Avoiding Cheating and Plagiarism

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Tests & Exams

- Do not sit near your friends. Even though you may have a great friendship with one another, you don't want to give them opportunity to take advantage of your friendship.
- Shield your answer sheet so that others cannot see it. This will not only protect you, but others who may sit around you.
- Do not take any notes, books, or other items into a test or exam unless you have been instructed to do so. If you have these items with you, place them under your desk or in your backpack until after the test is over.
- If another student tries to talk with you during the exam, ignore them. The only person you should discuss the test with is the professor.
- Hand in all test materials when you have completed the test or exam.
- If you notice any suspicious or unusual behavior during the exam, let your professor know.

Essays, Reports, & Other Assignments

- Do not work with another student on any assignment unless you have been authorized to do so by the professor.
- Do not lend your work to other students unless you feel certain they will not use it dishonestly. You should get credit for the work you have completed and not have someone else receive the credit.
- Keep a photocopy of all assignments, essays, and reports you hand in to be graded. You might want also keep rough copies and notes of

work until you receive your final grade. These items can help document the work you produced is your own.

- If a professor asks you to drop off your assignment at his or her office, verify the next day, he or she received your assignment. Record the date and time you submitted the assignment to your professor.
- When you are researching and you find something you would like to include in your assignment, be particularly careful to use your own words. Use quotation marks and cite sources whenever you use the words of another. It is better to cite the source than not. Acknowledge all sources of information. THINK OF 4 A's: Always Acknowledge All sources Appropriately.

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