

Math 500: Filing Reports of Alleged Academic Misconduct

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1 What to keep in mind while proctoring

- Before the exam begins: ensure that the expectations have been clearly conveyed, e.g. that students are well aware that no calculators are allowed. All unauthorized materials should be put away before any exams are handed out.
- If you suspect cheating, **DO NOT TAKE THEIR EXAM AWAY.**
 - Inform the instructor and/or other proctors that you think the student is behaving suspiciously.
 - If you observe unauthorized material being used (e.g. cell phone, calculator or cheat sheet if not allowed), have the instructor confiscate them.
 - Do not make a scene. Be discreet.
 - Consider having the instructor ask the student to move seats, especially in cases of wandering eyes looking at neighbor's exams.
 - * If possible, mark the exams of the neighboring students to compare to later. This is easier if assigned seating has been used.
 - * See <http://academicintegrity.ucsd.edu/take-action/\prevent-cheating/faculty/exam-rules.html#Assign-seats> for instructions on how to easily create assigned seating for your lecture hall.
- If you suspected an academic integrity violation occurred, all proctors involved and the instructor should immediately write an incident report describing the facts of the incident while memories are fresh. This will be a key component of the report to be filed.

2 Filing a report

See <http://academicintegrity.ucsd.edu/process/after-report.html> for all details and links to complete these steps. The process is summarized below.

- As a TA, you cannot file a report in your name. You can, however, file a report on the instructor's behalf, with their permission. This means that you do the actual filing, but must have the instructor's approval to do so.
 - Site for filing: https://ucsd-advocate.symplicity.com/public_report/index.php/pid463771?
- If the instructor needs time to prepare the materials for filing, they can file an Intent to Report. This prevents the student from withdrawing from the course to try to avoid the consequences of their actions.
- When filing the report, you must provide the following:
 - identifying information of the student and the course
 - a course syllabus
 - instructions for the exam/homework in question
 - a copy of the student's exam/homework
 - any relevant supporting documents (e.g. the source from which you believe they copied)
 - your incident report
 - any correspondence you had with the student on this matter

3 “Just give them a 0.”

- It is against UCSD policy to do this. A student cannot be punished for alleged academic misconduct without it going through the Academic Integrity office. This allows the student a chance to defend themselves against the allegation.
- Instructors may say this because they do not want to file a report.
 - Sometimes this is because they believe it will completely ruin the student's career. As discussed in the presentation last week, punishments for first time and/or minor offenses are generally educational and reformative rather than severely punitive.