

**Policy F-28**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:** **FACILITATING ACADEMIC HONESTY**

**POLICY:** Faculty members are responsible for creating an atmosphere that promotes academic honesty among students. All students are required to abide by the University of Florida Student Honor Code and to the Standards of Ethical Behavior and Conduct of the Nursing Profession. Faculty members are equally responsible for reporting violations of the Student Honor Code as defined in the Student Honor and Conduct Code Guidelines (Policy S-1.12) and for following adjudication procedures established by the Office for Student Conduct and Conflict Resolution (<http://dso.ufl.edu/sccr/>).

**RATIONALE:** Faculty plays a major role in assisting students to understand the importance of academic integrity. Violation of academic honesty standards is a serious offense, particularly for nursing students who are held to a higher standard of integrity due to the nature of their work with vulnerable populations. The gravity of such offences warrants preventive measures by the faculty and post-incident interventions that are consistent with University policy and procedures.

**PROCEDURE:**

**I. Examination Procedures**

Due to the variability of methods used for examinations, separate procedures are provided for classrooms, onsite computer, and online examinations.

- A. General Guidelines for all Examination Procedures:
1. Ensure that all examinations are proctored by an adequate number of faculty members.
  2. Attach the UF Student Honor Code pledge to all examinations and request student signature or acknowledgement.
  3. Discuss the Student Honor and Conduct Code and Guidelines at the beginning of each course and remind students of the UF honor code prior to each examination.
  4. Label all examinations as being the “Property of the University of Florida”.
  5. Check the identity of students taking examination – Gator ID or equivalent.

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6. Maintain security of examinations before, during, and after the testing period.
  7. Properly dispose of old or outdated examinations.
  8. Utilize preventive measures when administering examinations to students:  
For Example:
    - a. Permit testing only during the scheduled time.
    - b. Add the percentage of a missed test to the weight of the student's final exam, in lieu of permitting early or late test taking.
    - c. Require all students to place personal materials and equipment, including calculators and cell phones, in a specified place.
    - d. Cell phones and pagers must be turned off.
    - e. Avoid faculty-student discussion of test items during the exam. Provide paper to write down questions during the examination as an alternative.
    - f. Use different exams each time a course is taught.
    - g. Conduct test review and posting of answers in a secure environment.
- B. Classroom Examination Procedures:
1. Arrange seating so as to avoid students viewing each other's tests.
  2. Utilize different forms of the exam particularly when it is not possible to arrange seating so as to avoid students viewing each other's tests.
  3. Require that all exams be returned to the course faculty.
- C. Onsite Computer Examination Procedure:
1. Ensure that the group size is appropriate for the number of computers available.
  2. Have students log on using their student ID number.
  3. Use alternate versions of the test if possible.
  4. Provide pretest briefing for students, outlining procedures and guidelines for computer examinations.
  5. Determine whether late arrivals will be permitted to sit for the exam.

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- D. Online Examination Procedure:
1. Use built-in courseware tools to maximize academic honesty.
  2. Provide narrow time limits for accessing an online exam (e.g., “Exam will be available between 0830 and 1130 on Monday, September 17”).
  3. Provide narrow time limits for completing online exams. (Examples: One hour for a 50 question multiple-choice exam, 10 minutes for a 10-question quiz).
  4. Disable courseware tools that provide immediate feedback to student on their performance until all students complete the exam.
  5. Construct the exam to allow viewing of only one question at a time and randomize the order of the questions.
  6. Incorporate the Student Honor Code statement within the test and require student acknowledgement.
  7. Utilize preventive measures, for example:
    - a. Use questions that require application of knowledge (essays, case studies, or other complex types of questions).
    - b. Use questions that require personal detail from the student (e.g., “Give an example from your own clinical experience or life experience that illustrates...”).
    - c. When inconsistencies arise between work done online and work done in class, assess the student orally, include a discussion of the discrepancy.

**II. Procedures for Grading Written Assignments**

- A. Develop grading criteria for each assignment.
- B. Read all written papers on like topics together to enhance detection of plagiarism.
- C. Consider requiring students to append Internet reference materials.
- D. When in doubt, check source material for content in a paper.
- E. Use tools currently available to assist faculty members in assessing student work for plagiarism (available through the eLearning course management system).

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**III. Suspected Violations of Academic Honesty**

- A. The faculty member intervenes immediately to prevent student from continuing any dishonest behavior.
- B. The faculty member immediately consults with his/her department chair and review Policy S-1.12 and the Student Conduct and Conflict Resolution web site for specific details  
<http://dso.ufl.edu/sccr/>
- C. Revealing a student's name, charges, or sanctions to anyone other than appropriate College of Nursing administrators (i.e. need to know basis) and the office for Student Conduct and Conflict Resolution personnel is a violation of state and federal confidentiality laws.

Review or Approval Authority		Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Review	Leadership Council	12/01	11/07		
Approval	Administrative Council	12/01	10/07	7/09	
Approval	General Faculty	9/04	11/07		
Approval	Dean	12/01	11/07	7/09	