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