

Policy Number: AA022EN  
Last Review: 2 July 2018

1. PURPOSE

In order to eliminate the possibility of cheating, faculty members should follow certain processes when administering exams.

2. WHO IS AFFECTED BY THIS POLICY

Faculty, students.

3. POLICY STATEMENT

The use of the 2.5-hour final exam time is obligatory. While most courses do require a final exam, some faculty may choose to require an alternative activity. However, all faculty must use the final exam period for all courses. If a final exam is not required, an appropriate alternate activity should take place during the scheduled exam period.

Faculty members must ensure that the environment in which students take exams eliminates the possibility of cheating. In order to do so, the following procedures are recommended:

- Use a seating chart and assign seats as students arrive.
- All personal articles, including electronics, backpacks, bags and coats, must be placed either in front or in back of the classroom (wherever there is sufficient room), and away from the students.
- Mobile telephones are not allowed. They must be turned off or set to "silent" and either placed with the personal belongings in the front or back of the room, or collected by the instructor.
- Since text and numeric information can be stored in a calculator, they may not be shared during an exam. No electronics (i.e., telephone, tablet, etc.) may be used as a calculator during an exam. If calculators are needed/permitted for an exam, this policy should be made known to students in advance so they can arrange to have the proper calculator available with them.
- Students should be seated as far apart as classroom space will allow, and friends should be separated, if possible.
- Late arrivals to an exam may be excluded from taking the exam.
- Students must remain in the classroom throughout the testing period, and should be encouraged to use the restroom prior to the exam.
- Early departures from exams will be tolerated only after one hour of exam time has expired. Once students have turned in their work, they may not re-enter the exam room until the exam is over.
- Faculty must not leave the exam room unattended, however briefly. If faculty members feel that they will need to leave the classroom, they should contact ARC to request a proctor.
- Provide multiple versions of an exam (mixing the order of questions, for example).
- If room size permits, professors should circulate during the exam.
- Faculty should collect exams and notes along with the exams.

4. RESPONSIBILITIES

Faculty members are responsible for understanding and following these procedures and The Office of Academic Affairs provides clarity and guidance, if needed.

5. APPROVALS & HISTORY

This long-standing policy was reviewed in July 2018. The next review will take place in November 2021.

6. ISSUING OFFICE AND CONTACT

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