Assessment Design: Academic Integrity Checklist for Instructors

✓	**OVERARCHING LEARNING EXPECTATIONS**
	I have informed students where to find UBC's regulation on Academic Misconduct both verbally and on paper (Vancouver and Okanagan).
	I have ensured students understand UBC's expectations of learning with academic integrity and I have provided my students with an opportunity to ask questions regarding academic integrity.
	I have informed students that the copyright for the course materials belongs to me and students who share without permission violate copyright.
	I have clearly stated my expectations regarding academic integrity to my students both verbally and in written form, on multiple occasions throughout the term, either directly or through my TA/course assistants.
	I have discussed with students the importance of learning with integrity and the implications of upholding integrity beyond the classroom.
	I have provided students with clear examples of what is considered cheating for each assignment type used in my course.
	I have informed students that they **are NOT** allowed to use file-sharing websites to access completed assignments (e.g., Chegg, Google Docs).
	I have informed students that they **are NOT** allowed to look up the solution to a problem online before completing an assignment.
	I have informed students that they **are NOT** allowed to copy anything from a classmate's report or assignment.
	I have informed students that they **are NOT** allowed to let anyone copy anything from their own report or assignment.
	I have ensured my assignments are clearly defined as individual or group assignments, and I have communicated my expectations for both types.
✓	**IN-PERSON EXAMINATION EXPECTATIONS**
	I have informed students of my policy regarding food or drinks within an exam setting before the examination.
	I have informed students of policies regarding entering or exiting the classroom during an exam.
	I have informed students of my policy regarding using the washroom during an exam.
	I have informed students of my policy regarding questions during an exam (e.g., raising a hand, asking TA, etc.)
	I have informed students of my policy regarding technology (e.g., calculators) within an exam setting before the examination.
	I have informed students of my policy regarding clothing (e.g., wearing baseball/brimmed hats) within an exam setting in advance of the examination.
	I have informed students of my policy regarding the use of cell phones, smartwatches and other mobile devices (e.g., set to silent, away from person, turned off) within an exam setting in advance

	of the examination.
	I have informed students of my policy regarding their personal belongings (e.g., at the front of the room) within an exam setting in advance of the examination.
	I have informed students that they **are NOT** allowed to copy anything from a classmate's exam.
✓	**OPEN-BOOK AND ONLINE EXAMINATIONS**
	I have informed students that they can access any of the course materials, including their notes, during an open-book exam.
	I have informed students that they **are/are NOT** allowed to discuss questions with their peers.
	I have informed students that they **are/are NOT** allowed to use any search engines (if applicable.)
	I have informed students about exam invigilation procedures and any applicable software being used [i.e., Respondus Lockdown Browser) during an exam, and I have discussed what applications students **can/can NOT** have open on their computer that might get flagged by the software (e.g., email or messaging notifications).
	I have informed students of what to do if they encounter an error with any technology being used during the exam (e.g., Respondus Lockdown Browser)
✓	**CLOSED-BOOK EXAMINATIONS**
	I have informed students that they **are NOT** allowed to access any course materials, including notes, during a closed- book exam.
	I have informed students that they **are NOT** allowed to use any search engines or other programs, except for a program required to complete the exam.
	I have informed students that they **are/are NOT** allowed to use a formula sheet, and I have communicated my expectations regarding the formula sheet's size and contents (if applicable.)
	I have informed students that they **are NOT** allowed to communicate (written, text, verbal, etc.) with anyone about the exam during the scheduled write time or after the examination.
✓	**LABORATORY COURSES**
	I have informed students that they **are NOT** allowed to share computer codes/R-scripts with another student.
	I have informed students that while they can share data generated within the lab, they must write their own reports and assignments (if applicable.)
	I have informed students that they **are NOT** allowed to copy anything from a lab partner or classmate's report or assignment or access reports from previous years.
	I have informed students that lab partners' reports/assignments may be marked together to ensure they have written their own assignments.
	I have informed students that they must get their data sheet signed by the TA after they collect data and that this sheet must be attached to their lab report (if applicable.)

✓	REPORTS AND PAPERS
	I have informed students of my expectations regarding formatting and citation styles.
	I have provided students with examples of proper citations, references and guides for my chosen citation style.
	I have provided students with a list of campus resources, including the Center for Scholarly Communication (for graduate students), subject librarians and the Student Learning Hub (for undergraduate students).
	I have provided students with resources on how to paraphrase.
	I have informed students of my in-text citations and works cited expectations.
	I have informed students of the importance of citing sources.
	I have provided students with examples for citing various modes of information, including print sources, images, electronic sources and data.
	I have informed students of my intent to use plagiarism detection technology (e.g., Turnitin), and I have discussed my reasons for using this software.
	I have discussed with students types of plagiarism commonly encountered on a report or a paper and how to avoid them.