I expect and encourage students to study together and to do their homework in groups. This is NOT cheating; students usually learn better together and the point of doing homework is to learn. Caution: Other teachers might have a different policy about this.

I write new tests for every class every semester. You are welcome to find my old tests and use them as study guides. In my classes, this is NOT cheating. Caution: Other teachers might have a different policy about this.

In my experience, most students are honest. However, occasionally I have found that students have copied each other’s test answers or peeked at books or notes during tests. **During a test, it is cheating to copy another student’s work, to discuss the test, or to use books or notes.** Shield your test from others’ eyes. I don’t distinguish between “source” and “target” - if you let another student copy your work, you are cheating. I hate the role of policeman, but cheating hurts the learning process of both the cheaters and the rest of the class.

**Standard test conditions are listed on the following page, and it is your responsibility to understand them and to follow them.**

For each exam, I make a map of the room, and record who is sitting next to whom. While grading, I scan for similar wrong answers; if I find them on the tests of people sitting near each other, I will closely study those tests for evidence of copying. While proctoring an exam, I watch for “secret talking”, crib sheets, note passing, etc.

Additionally, it is cheating:
1) to attempt to take a test later than the rest of the class by fraudulent means (also see Negligence, below)
2) to obtain extra time in which to take a test by fraudulent means
3) to attempt to alter grading records
4) to attempt to obtain an advance copy of a test
5) to open a transmittal to a proctor
6) to discuss what was on the test with someone who has already taken it, if you haven’t taken it, or vice versa
7) to help someone else cheat
8) to offer me a bribe
9) to look through or take papers from my folders and materials
10) generally, to commit fraud, theft, or deceit to affect your, or somebody else’s, grade. (This includes forging or misrepresenting documentation).
11) It is also cheating to plagiarize (present another person’s work as your own), but it probably won’t come up in this course.

Negligence: I have had students 1) not show up to a test, AND 2) not contact me A.S.A.P. with a valid and documented reason, AND 3) ask to take the test after their earliest opportunity. I won’t allow it.

If think that I have found cheating, **Step 1:** I will document it. **Step 2:** I will attempt to give the student a notification form and to give him or her an opportunity to discuss the situation with me in private. If the student is unavailable, I will proceed to the next step.

**Step 3:** If I am convinced that I have found cheating, I will give a copy of the documentation to the math department, the school administration, or both. I will give the student a zero on the quiz or test. I will photocopy all the papers concerned and retain the originals on file, returning only copies to the students. In addition, I may at my discretion remove the student from class for one or two days. If the cheating is particularly flagrant, or repeated, I will drop the student from the class, or issue the student an F course grade, and in either case document that cheating was the reason.

If you observe suspicious behavior, please let me know. If you are thinking of cheating, please consider the consequences. Your energy will be more profitably spent learning the material. **All of these policies are intended to prevent cheating. I would much rather prevent it than find it.**
Standard Test Conditions:

You may bring and use: Calculator (any, including graphing); office supplies; calculator manual; dictionary. If you want to use a calculator manual or a dictionary, before the test you must inform me, so that I can leaf through it to make sure there are no crib notes in it.

You may not use: notes; books; other people; communication devices; laptop computers, palm pilots, or any data storage devices except your own mind. You may not use a telephone as a calculator. You may not use your own scratch paper.

General: 1) Purses, backpacks, bags, etc. are to be closed and put out of reach on the floor. 2) If you have a question, or need more scratch paper, raise your hand. I will come to you. Do not get up and walk over to me. 3) During a test, ask me before using the restroom, and leave your test turned over so no one can peek at it. 4) Turn your phone off before the test (and class!) starts, unless you have a note on file with me (for example: police or fire men or women; parents with uncertain daycare). In an emergency situation during a test, I will escort you to the door and listen to your end of the conversation while also watching the rest of the class.

Instructor will provide: test and scratch paper. You may do a “data dump” onto the test or your scratch paper after the test starts.

Time will be as announced. On the board I will put Start Time; Duration; Stop Time; ½ Way Time; and 10 Min Left Time. I will set a beeper for ½ Way Time, 10 Min Left Time, and Stop Time.

I MAY CHANGE ANY OF THESE CONDITIONS – BY ANNOUNCEMENT IN CLASS – FOR A PARTICULAR TEST.