



Guidance and Best Practices Regarding the Prohibition of Devices During Assessments

This document was prepared by the Exam Security Working Group in consultation with the University's Colleges and Schools and shared with the Executive Committee of Academic Council. It is meant to provide faculty with a set of best practices that they may adopt if they intend to implement course policies that prohibit unauthorized devices during assessments.

Faculty and instructors of record who intend to prohibit student use or possession of unauthorized devices during assessments should publish and communicate a course-specific policy prohibiting such devices. The policy language below reflects current best practices regarding the prohibition of devices during exams and may serve as a useful template to faculty interested in adopting their own policies.

Sample Course Policy Prohibiting Devices During Assessments

During in-class assessments, students may use only instructor-approved platforms and tools. Students are prohibited from possessing or using any device capable of providing unauthorized assistance, including but not limited to:

- Any wireless or network-connected device not explicitly permitted by the instructor*
- Smartphones and mobile phones
- Smartwatches and other wearable technology
- Laptops or tablets
- Earbuds and headphones
- Calculators programmed with functionality or content beyond what is permitted by the instructor
- AI-enabled glasses** or other AI-integrated accessories
- Video-, audio-, or image-capturing devices

*Students who require the use of technology because of an impairment or disability should contact the Center for Student Support and Care in advance of their assessment to make alternative arrangements, if necessary.

**Students who wear prescription glasses must also have a pair without AI or smart functionality available for use during assessments. AI-enabled glasses may not be worn during assessments unless explicitly permitted by the instructor.

Prior to the start of an assessment, any device not explicitly permitted must be stored in a location out of reach and inaccessible to students taking the assessment, or otherwise according to the instructor or proctor's direction. Students are not permitted to access these devices for any reason during the assessment, including during restroom breaks. If a student is unsure whether or not a device is permitted, they should consult the instructor prior to the start of the assessment.



Students who use or access a device in any manner not permitted by the instructor or proctor are in violation of their instructor's course policies and will be presumed to be engaged in academic misconduct, regardless of whether or how the device is being used. Students who are observed using or accessing unauthorized devices may be referred to the Honor Code process.

Implementation

If a prohibited device is discovered during an assessment, the instructor or proctor should inform the student of the issue, ensure that the device is no longer able to be accessed, and document what they observed. Students should be allowed to complete the assessment before further action is taken. If referral to the Honor Code process is necessary, instructors may request support from the Office of Academic Standards, their College/School Honor Code Committee, or the Office of the Dean as needed.

Messaging

Students will receive an email at the beginning of each semester reminding them of the importance of following their instructors' guidance regarding these practices. Instructors who prohibit the possession or use of devices during assessments should inform their students of this prohibition in their syllabi, in class, and immediately before the start of each assessment.

With questions, please contact the Office of Academic Standards at honor@nd.edu.