Faculty Guide to Proctoring During an In-Person Exam - Fall 2026

For Baruch College faculty teaching in-person, synchronous, or mixed online courses ***effective October 2026.***

This document is meant to provide faculty with guidance and options to making informed decisions when giving an exam. The guidance provided is based on common practices and current trends in the classroom. While this guidance was created by the Office of the Dean of Students, if you have specific concerns or questions, please consult with your Department Chair, the Office of the Dean of Students, School Dean and if necessary Baruch Legal Counsel.

If your course is fully online, please refer to "Final Exam Guidance for 100% Online Courses" in the Faculty Handbook to ensure you've complied with requirements before proceeding with an in-person, proctored exam.

Before the exam begins:

- State the policies of the exam. Write the policies on the exam itself. Example: No electronic devices of any kind can be used during the exam.

- Ask students to put away all of their electronic devices including phones, smart watches, laptops, tablets, AI glasses, etc. Let students know if they are expecting a phone call due to a family emergency, they should come and talk to you before the exam starts.

- Students can be requested to put their bookbags/handbags/pocketbooks/totes/etc. or phones along a wall or at the front desk, etc. However, some students may not feel comfortable doing this for a variety of reasons (fear of theft, medical devices in backpack, etc.). You may need to make accommodations depending on the request.

- Faculty are encouraged to seat students apart when possible, use multiple versions of the exam and to not recycle exams/questions from previous classes.

During the Exam:

If you have concerns of cheating during the exam:

- You can address the issue in the moment. Every interaction should be done with care not to embarrass or humiliate the student. Exams by their nature create a pressured environment and students can be nervous or anxious. Do not approach a student with anger or accusation. With a respectful tone, state facts/observations (example: “I saw a light coming from under your desk. Could I ask you to stand up so I can see where the light might be coming from”).

- When you believe you have witnessed possible cheating, some possible interventions may include:

    - asking the student(s) to move to another chair
    - asking the student to empty their pockets or stand up
    - asking to see the phone/device in question – looking to see if it is on or unlocked
    - asking the student to open the phone to show the last screen(s) used
    - looking through the exam papers on the desk looking for ‘cheat sheets’ or other prohibited items.
    - asking the student to show you their glasses
        - This should only be done on suspicion of AI glasses
        - Do not touch the student’s glasses
    - Taking a picture/video of the student in the act
    - Marking an exam at the point of interception (ie. circling a question, or drawing a line to indicate the question they were on when you had concerns)

- Always allow the student to complete the exam. Students are entitled to due process, and there is a possibility that they will be found ‘not responsible’ for violating policy. Should that happen, the student is entitled to maintain the grade they earned. It is a much cleaner and faster process for all involved if the exam is complete.

- Faculty are never able to ‘pat down’ a student looking for devices. Students can be asked to pat down their pockets on their own.

- Do not leave the classroom to talk to one student, leaving the remaining students unattended.

- Bathroom breaks: Faculty are able to set a rule that students cannot leave the exam once it starts, or that if they leave their exam will end. If you plan to implement this practice, it is encouraged to inform the students of this practice in advance. Keep in mind, some students may have accommodation that allows them the opportunity to use the restroom or take a break. This accommodation must be honored. Should

a student request to use the restroom, the instructor can request that the student pat down or empty their pockets before leaving.

Additional Resources can be found at:

Faculty Handbook:
https://provost.baruch.cuny.edu/facultyhandbook/academic-integrity-at-baruch-college-summary-for-faculty/

Center for Teaching and Learning: Reducing Cheating in Online Publisher Assessments:

https://acrobat.adobe.com/id/urn:aaid:sc:us:d0fd5cb5-a921-4925-9fa0-ef3ccc3a3305?viewer%21megaVerb=group-convert&viewer%21verb=verb-export-pdf

Center for Teaching and Learning's AI resources:
https://blogs.baruch.cuny.edu/ctl/ai-resources/

Reporting Academic Integrity at Baruch College:
https://studentaffairs.baruch.cuny.edu/dean-of-students/academic-integrity/