

Stephens College of Business

Exam Integrity Policy

August 2026



1. Purpose & Scope

This policy establishes a unified standard for academic integrity during examinations within the Stephens College of Business. These rules apply to all students across all courses to ensure a fair and equal testing environment for everyone.

2. Prohibited Technologies (Strict Enforcement)

The use or possession of unauthorized electronic devices is considered a violation of academic integrity.

- **Strictly Prohibited Devices:** Mobile phones, laptops, tablets, smartwatches (e.g., Apple Watch), AirPods/earbuds, iPods, smart glasses, or any wearable device with communication or storage capabilities.
- **Storage Requirement:** All electronic devices must be powered off and stored inside a closed bag or in a designated area. Devices are not permitted on a student's body, in their clothing, or on their desk, even if turned face-down.

3. Examination Materials & Workspace

- **Note-Taking:** No personal electronic devices may be used for notetaking.

- **Approved Materials:** Only materials explicitly authorized by the instructor (e.g., specific calculators, formula sheets) are allowed on the desk.
- **Scratch Paper:** If required, the proctor will provide blank paper. Students may not use their own paper.

4. Personal Attire

To ensure a fair testing environment and allow for proper proctoring, students may wear hats, caps, or hoodies; however, these items must be worn in a way that does not obscure the student's face, eyes, or ears. Proctors may require students to adjust or remove such items if necessary for identification and monitoring purposes. Religious or cultural head coverings are permitted in accordance with university policy.

5. Entry, Exit, and Facility Use

- **Arrival:** Students must arrive on time. Late entry is permitted only at the discretion of the proctor and will not result in extended time.
- **One-Way Exit:** Once a student leaves the examination room for any reason, they must submit their exam. Re-entry is strictly prohibited.
- **Preparation:** Students are expected to use restroom facilities prior to the exam start. Excessive fluid intake immediately before testing is discouraged to avoid interruptions.

6. Student Conduct & Integrity

- **Independent Work:** Students must work independently. Any attempt to communicate, look at another student's work, or share materials is prohibited.
- **Proctor Instructions:** Students are responsible for following all exam instructions, whether provided verbally or in writing, as well as all academic integrity procedures (particularly for online exams e.g., completing a 360-degree room scan, showing that no unauthorized devices or other individuals are present) established by the instructor. Failure to comply with these requirements will be treated as a violation of academic integrity.
- **Academic Misconduct:** Any form of cheating or use of unauthorized assistance will be reported to the University of Montevallo's Academic Integrity Council in accordance with university policy.

7. Acknowledgment

By beginning the examination, the student acknowledges they have read, understood, and agreed to comply with these departmental policies.