

Sample Message: Gentle Reminder to Student

The following is a sample message you can use when communicating with a student about questionable exam activity. Modify the message as needed to meet the policies and processes outlined by **your academic department** and College.

Please feel free to copy, paste, and edit the messages below. **Not all the details below will apply to your course**; so, take only what you need. **Sample follows.**

Gentle Reminder (Misconduct Not Detected)

Dear _____,

I am writing to make you aware of concerns raised from your [Exam Name] Proctorio recording, which was flagged with a high suspicion level. I've reviewed the video and the high suspicion level appears to be triggered by sound in the room. I do not believe you committed misconduct, and I'm writing to remind you to take the following steps for future exams to ensure success with online proctoring.

- Select a well-lit, quiet, and private location with a clean work surface.
- Exit from all online chat rooms; turn off your cell phone; and put all books, notes, and mobile devices away. Earbuds are not allowed, and hats should be removed.
- Before beginning your exam, present your student ID and slowly scan the testing area with your computer so the video clearly shows the room—including your desk.
- Keep your focus on the monitor so that there is a high level of confidence that unapproved resources are not being used while completing online exams.
- Refrain from attempting to select text, employing the right-click function of your mouse, and using any special keystrokes (such as, Ctrl+F).
- Progress through the exam questions with attentiveness, as if you have a live proctor in the room, and stay on the full-size testing screen until finished. Then, click the Submit Quiz button before exiting the system.

For other **questions about academic misconduct and online exams**, contact doe-exams@uiowa.edu or call 319-384-4800