

Sample Message: Firm 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.**

Firm Reminder (Questionable Behavior)

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 [insert behavior(s)].

Please be sure to complete future exams in a well-lit, quiet and private location. Before beginning your exam, slowly scan the room with your computer so the video clearly shows the room—including your desk surface. As you know from my exam announcement, questionable behavior during an exam will result in a [insert penalty].

Finally, it is important that I be able to see you throughout the entire exam and that you keep your attention on the monitor so that I can feel confident you are not using unapproved resources while completing future online exams.

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