

Quick Sheet

Tips for Using Respondus LockDown Browser with Monitor

1) During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. If an interruption occurs, briefly explain what happened by speaking directly to your webcam.

2) Have a driver's license or legal ID available for the pre exam screening process.

3) Sit at a stationery desk and chair (not bed or couch). Please stay in your seat and focus on the computer screen until the exam is complete.

4) For the pre exam environment video, you will be required to take your lap top camera or computer cam and slowly scan around your work area, the top of the desk, and a full 360 degree room scan.

5) Make sure there is no window or light source behind you. There can be no windows or lights can shining directly into the camera.

6) If you need a piece of paper to write on, you must show the front side and back side of the paper to the camera prior to the exam, and at the end of the exam. Hold the paper still and close enough to the camera to ensure your instructor can see anything that is written on the paper. You may not write down any questions on this blank sheet of paper.

7) Using a public computer or wifi connection will increase the likelihood of interruptions and may affect the proper functioning Respondus Monitor lockdown software, this could cause you to be unable to access or submit your exam. If you choose to take an exam using a public computer or public wifi connection, you do so at your own risk. It is recommended that you use your own laptop and wifi to reduce any connection issues.

8) And, finally, remember that you cannot exit the exam until all questions are completed and you have submitted it for grading.