

Respondus Instructions Before Viewing The Test

STEP 1: TERMS OF USE

<https://web.respondus.com/tou-monitor-student/>

STEP 2: WEBCAM CHECK

Webcam Check 1

Do you see your image in the window?

Webcam Check 2

Adjust the camera so your image appears properly in the window.

While speaking in your normal voice (say the alphabet or count to 10) click "Record Five Second Video."

(This video will be discarded after the webcam check).

Webcam Check 3

Watch the five second video to ensure the video and audio was recorded properly. Then click "Continue."

If necessary, adjust your camera and/or microphone settings and select "Try Again" to record another five second video.

Webcam Check 4

The webcam test is finished.

STEP 3: ADDITIONAL INSTRUCTIONS

During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. Please stay in your seat and focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and the test has been submitted for grading.

STEP 4: GUIDELINES + TIPS

1. Select a quiet location where you won't be interrupted or distracted...
Avoid rooms where children or other people are present.
Turn off televisions, radio, music, etc.
2. Make sure your internet connection is consistent and strong...

Run the "Webcam Check" and "System & Network Check" in LockDown Browser prior to starting the exam.

3. Place your computer or device on a flat, hard surface such as a table or desk, and sit in a chair during the exam...

Do NOT place the computer on your lap, a bed, or the floor. Do NOT lay or sit on a bed/couch/floor.

If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.

4. To improve the quality of your webcam video (and reduce flags), remember the following...

Don't wear sunglasses or hats with brims. Also, be sure to dress appropriately, as if you were in the classroom.

Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

If your Internet is shared with others, make sure they aren't streaming videos or using applications that can slow down your internet connection.

5. Other things to remember...

Unless instructed otherwise, turn off all other devices (e.g. phones, tablets, second computers) and place them outside of your reach. Clear your workspace of all other materials.

LockDown Browser prevents you from accessing other websites or applications. You will be unable to exit until the exam is completed and submitted.

STEP 5: STUDENT PHOTO

Position your face so it fills most of the picture window below.

Look into the camera and click "Take Picture."

STEP 6: SHOW ID

Show Identification

Hold your identification to the camera and select "Take Picture."

(Only use the type of identification indicated by your instructor).

STEP 7: ENVIRONMENT CHECK

Make sure the area around your computer is clear of papers, books, phones, etc.

Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. (If the webcam is built into the monitor, just do your best to show the surrounding area.)

Click "Stop Recording" when finished.

Watch the video to ensure it was recorded properly. Then click "Continue."

If necessary, select "Try Again" to record another video of your surroundings.

STEP 8: FACIAL DETECTION CHECK

Your face needs to be well positioned in the video window and clearly visible during the exam. You may proceed once facial detection is successful.

N.B.: Students can check these settings before the real exam by using the Help Center in Respondus Browser. Log into your Blackboard courses within Respondus and find your Exam area. You will see this button at the top of the page.

