

TLC Tips

How to Take the ESL Placement Test

Before you can take the ESL Placement Test, you will need to install **Respondus Lockdown Browser** on your computer. You will need a computer running Windows or Mac. You will also need a webcam and microphone, or a laptop with webcam and microphone built in.



Figure 1 Webcam on computer monitor



Figure 2 Webcam built in to laptop computer

While you take your test in **Respondus Lockdown Browser**, no other programs on your computer can run. Also, you cannot navigate to any web pages.

Respondus Monitor is an add-on for Lockdown Browser that you run on your personal computer. Students running Monitor use a webcam to record themselves during an exam. A "startup sequence" includes a webcam check and other requirements set by the instructor, such as showing identification or making a short video of your environment.

TLC, December 12, 2019

C:\Users\jshaloum\Google Drive\bcc\esl\Respondus LockDown Browser for ESL Placement Test.docx

Download and install Respondus LockDown Browser for your PC or Mac here:

<http://www.respondus.com/lockdown/download.php?id=975242076>

1. Launch LockDown Browser from your desktop icon, Start menu (Windows) or Launchpad (Mac).



Figure 3 LockDown Browser Icon

2. When LockDown Browser launches, you will be brought to the Canvas login page. Enter your user name and password to log in.

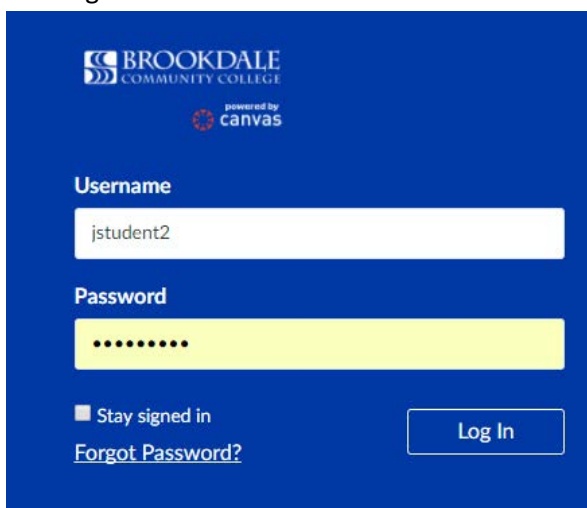
The Canvas login page for Brookdale Community College. It features a blue background with the college's logo and name at the top. Below the logo, it says "powered by canvas". There are two input fields: "Username" with the text "jstudent2" and "Password" with a masked password of eight dots. At the bottom, there is a checkbox for "Stay signed in", a link for "Forgot Password?", and a "Log In" button.

Figure 4 Canvas Login

3. Click on ESL Placement Test.

Dashboard

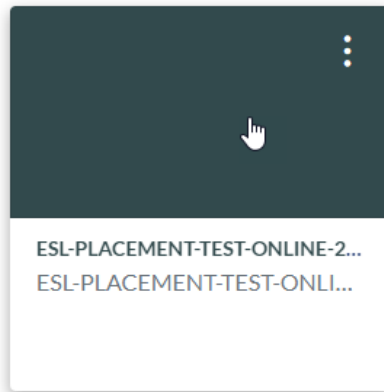


Figure 5 ESL Placement Test Course Tile

4. Click on ESL Placement Test.

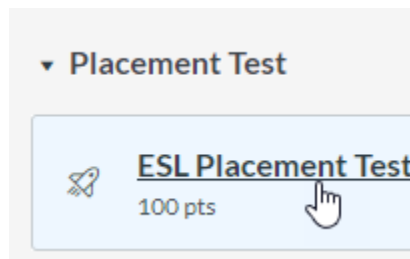


Figure 6 ESL Placement Test

5. Click **Take the Quiz**.

ESL Placement Test - Requires Respondus LockDown Browser + Webcam

Due No due date Points 100 Questions 112 Time Limit None
Requires Respondus LockDown Browser

Instructions

After you take this [ESL Placement Test](#) please contact [Synde Kaufman \(skaufman@brookdalecc.edu\)](mailto:skaufman@brookdalecc.edu) to discuss your scores.

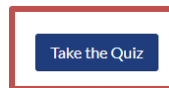


Figure 7 Take the Quiz

6. When the exam launches, you will be prompted to complete several steps:
 - a. Confirm that you can see your image in your webcam.

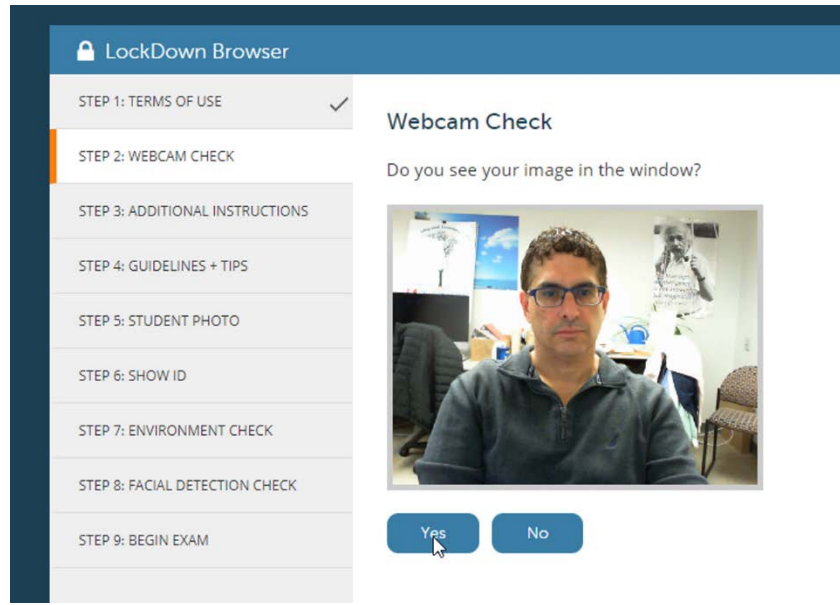


Figure 8 Webcam check

- b. Record a five second video to confirm that your webcam and microphone are working.

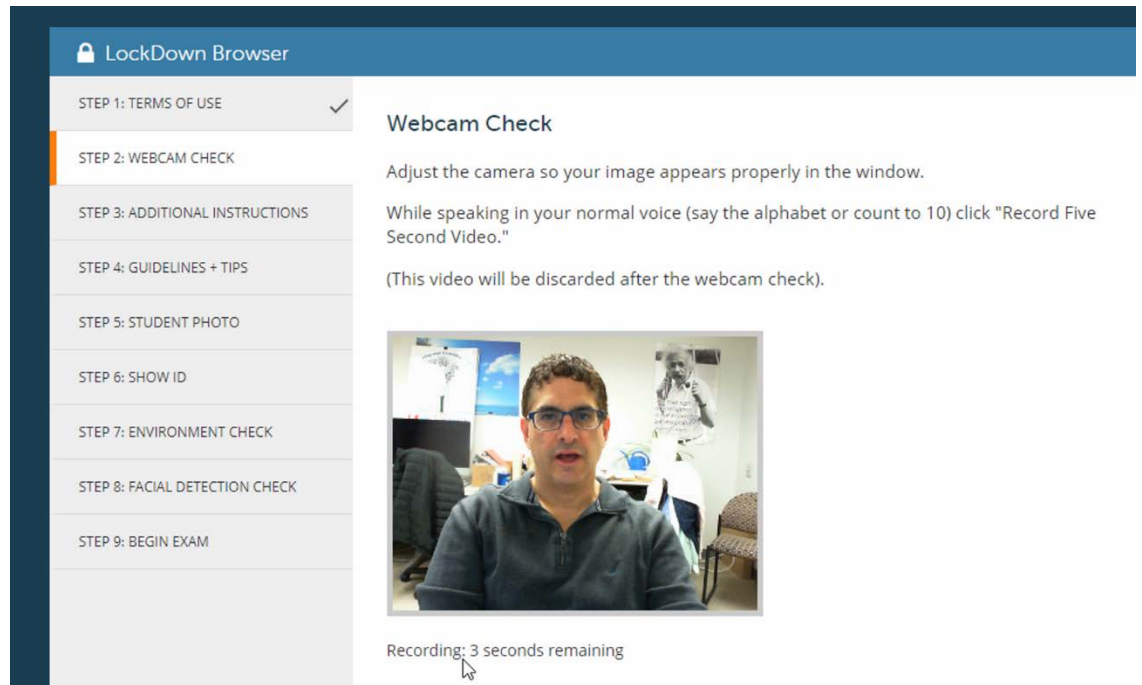


Figure 9 Record five second video

- c. Take a photo of yourself.

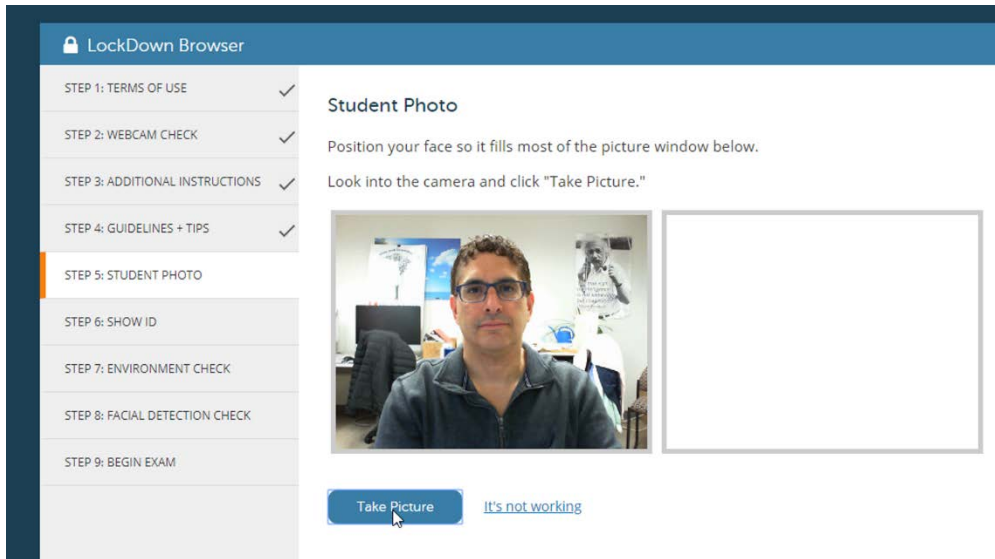


Figure 10 Student photo

- d. Show a photo ID as required by your professor, such as your Brookdale One Card.

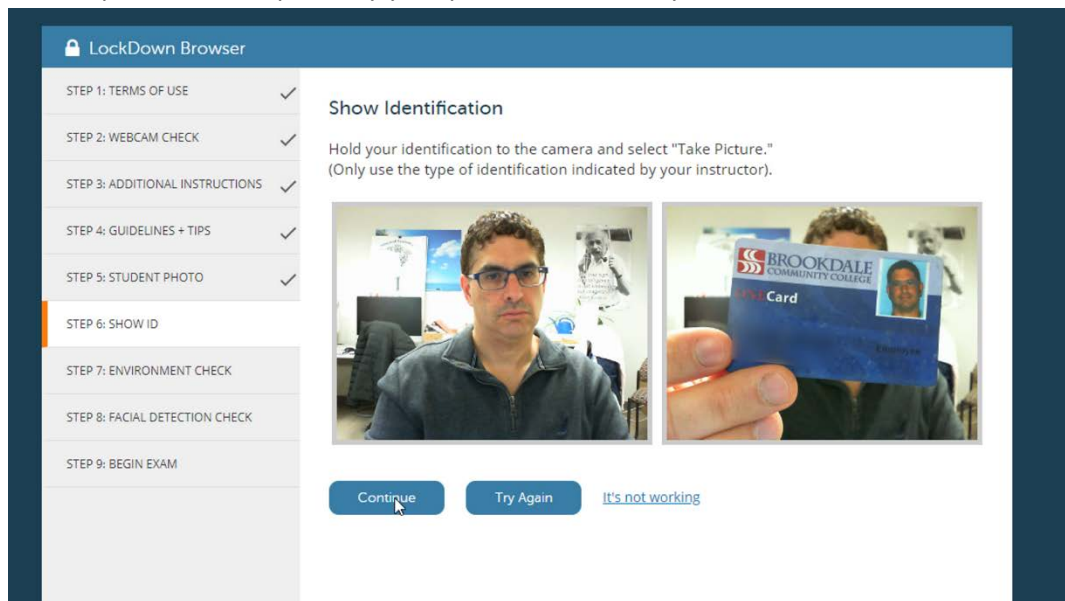


Figure 11 Show identification

- e. Record and play a short video of your environment as instructed. You will move your laptop/webcam to show as much of a 360-degree view of your room as possible.

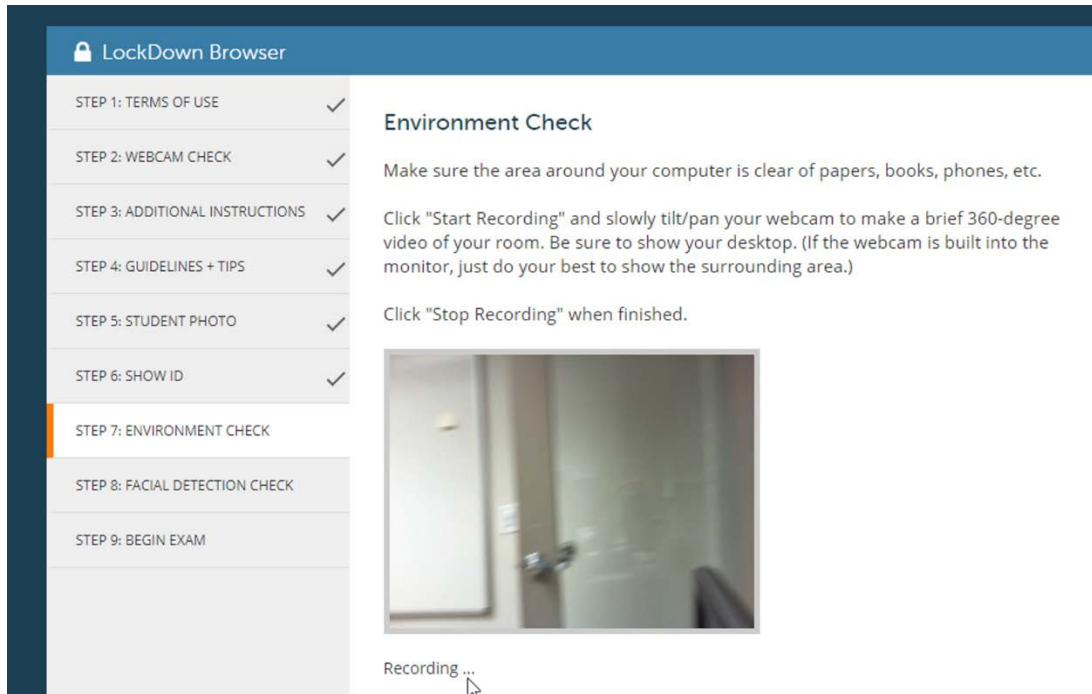


Figure 12 Environment check

f. Position your laptop or webcam to make sure that the camera shows your face.

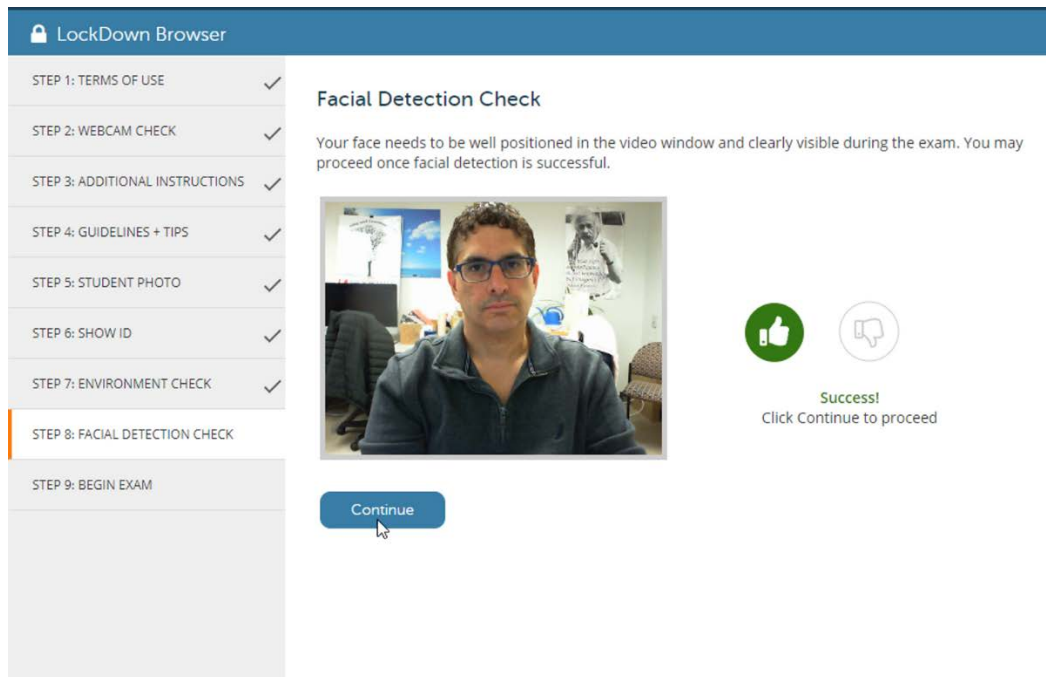


Figure 13 Facial detection check

7. Begin the test.

TLC, December 12, 2019

C:\Users\jshaloum\Google Drive\bcc\esl\Respondus LockDown Browser for ESL Placement Test.docx

Best practices for test taking

Always take tests in environments that are quiet and private. Ensure that other members of your household or pets won't interrupt you. Power off your phone and other devices that may make noise.

The Monitor software will alert your professor if it detects any sudden movement or sound, so try to keep reasonably still, eyes on your computer monitor, and ensure that there won't be any unexpected sound. For best results:

- Avoid wearing baseball caps or hats that extend beyond the forehead.
- If using a notebook computer, place it on a firm surface like a desk or table, not your lap.
- If the webcam is built into the screen, avoid making screen adjustments after the exam starts. A common mistake is to push the screen back, resulting in only the top portion of the face being recorded.
- Don't lie down on a couch or bed while taking an exam. There is a greater chance you'll move out of the video frame or change your relative position to the webcam.
- Don't take an exam in a dark room. If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.
- Avoid backlighting situations, such as sitting with your back to a window. The general rule is to have light in front of your face, not behind your head.
- Select a distraction-free environment for the exam. Televisions and other people in the room can draw your attention away from the screen. Other people that come into view of the webcam may also trigger flags by the automated system.