TLC Canvas Tips for Students

Testing Using Respondus Monitor: Test Security

In order to enhance testing security and academic integrity, your instructor may choose to use Respondus Lockdown Browser or Respondus Monitor. It's easy to use, flexible and convenient for both students and instructors. These tools lock-down or monitor the testing environment within a learning management system.

Students 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 the exam environment. Only the instructor can review video recordings or data from the exam session.

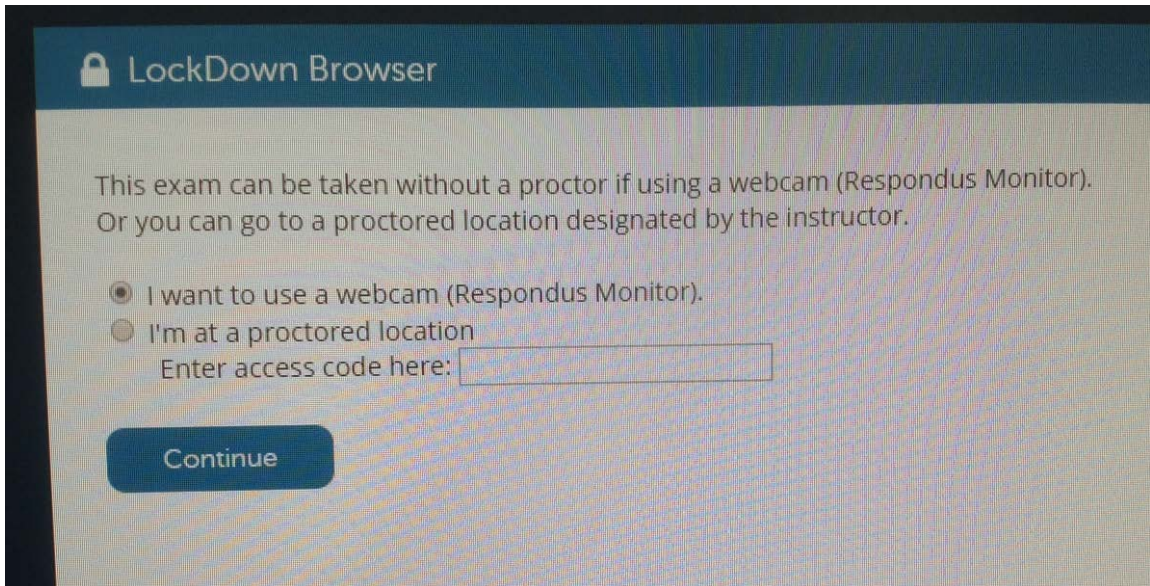Here is an overview of how to proceed if your professor enables Respondus Monitor for your exams.

1. Download and install Respondus LockDown Browser for your PC or Mac here:
    http://www.respondus.com/lockdown/download.php?id=975242076
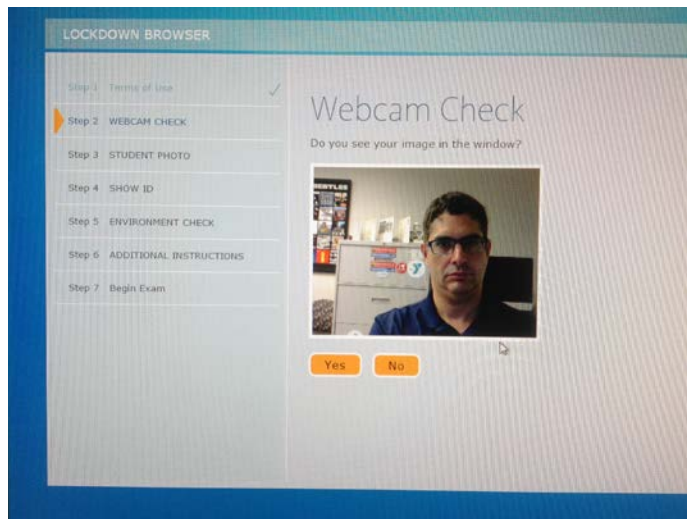2. Launch LockDown Browser from your desktop icon, Start menu (Windows) or Launchpad (Mac).

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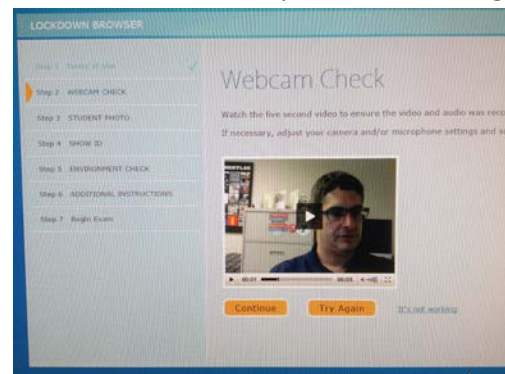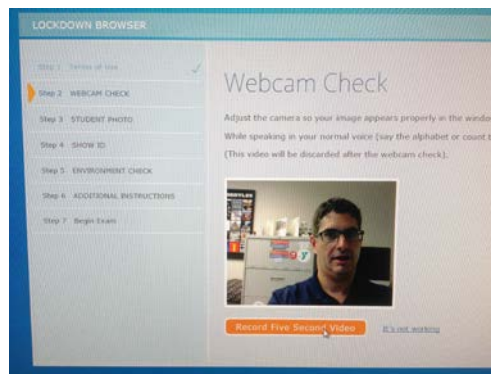

4. If your professor configured the exam to give you the option of taking it in the Testing Center or at home using your webcam, you will see the following prompt:

     a. Select "I want to use a webcam (Respondus Monitor)".

5. When the exam launches, you will be prompted to complete several steps:

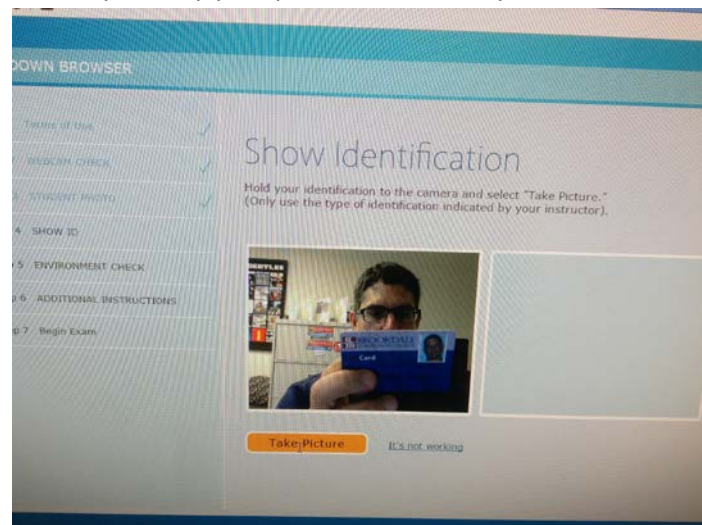   a. Confirm that you can see your image in your webcam.

     b.

     c. Record a five second video to confirm that your webcam and microphone are working.
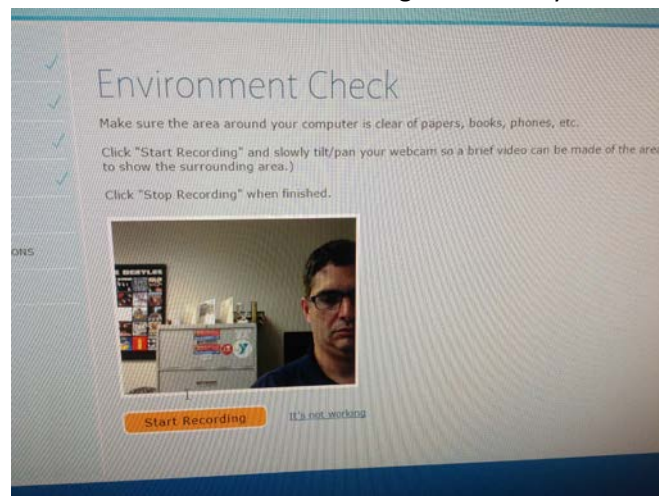
d. Take a photo of yourself.

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

f. 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.

6. Begin the test.

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.