

Respondus Lockdown Browser and Webcam Monitor

For Use in Syllabi

Students will be recorded during exams using the Respondus Lockdown Browser and Webcam Monitor system in D2L. These videos will be stored for a period of one year and may be submitted to the Department of Student Conduct and Academic Integrity as evidence in suspected cases of cheating. The Respondus system only allows access to student webcams while the exam is in progress. KSU and KSU faculty do not have access to student webcams at any point outside of the exam setting. Students are responsible for obtaining an external webcam with microphone if no functioning built-in camera is available.

Students can take exams on iPads, but they must alert their instructor at least 24hrs before the quiz/exam so that the instructor may enable this option.

NOTE: Respondus will not work on Chromebooks. Students with Chromebooks or who are otherwise having difficulty accessing Respondus Monitor may use Respondus equipped computers available in the KSU library or should locate an alternate computer source.

For additional assistance, contact your professor or the [UITS Student Help Desk](#).

General Rules for Taking a LockDown Browser + Monitor Quiz/Exam

1. You will be prompted to take a picture of photo ID, so please have it with you when starting the exam (remember to remove anything you might have covering or blocking the camera view).
2. You must be sitting at a desk or table when taking the exam.
3. Make sure a proper amount of light is available to see your face in the camera. Avoid bright light from sources behind you.
4. You should sit up and have your face in front of the webcam. Be sure to adjust the camera back to show your face after you complete the environment check.
5. You may not get up at any point during the exam.
6. Eliminate all distractions in your environment and do not allow other people to be in the same area/room with you while you test.
7. You should be fully/properly clothed while taking the exam. Dress as if you are sitting in a classroom.
8. You will need to have any additional electronic devices (computers, tablets, phones, smartwatches) put away from the testing area.
9. You are not allowed to wear headphones/ear buds during the exam unless previously approved by instructor (for SDS purposes only).

Other Helpful Language

To access the exam, students will click on the desired quiz/exam link and follow the instructions on the screen. Please note the first time a student attempts an online quiz/exam, they will be prompted to install the Lockdown Browser program and should plan a few extra minutes for this process. After the initial setup, students will be prompted to:

1. Click the Launch Lockdown Browser button
2. Check their webcam connection
3. Present a Photo ID
4. Conduct a FULL "environment check"
5. Begin the quiz/exam (Note: your computer will be in "lockdown" mode once you start the exam)

Created by Stephen Bartlett and Brayden Milam, April 2020