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**Exams**

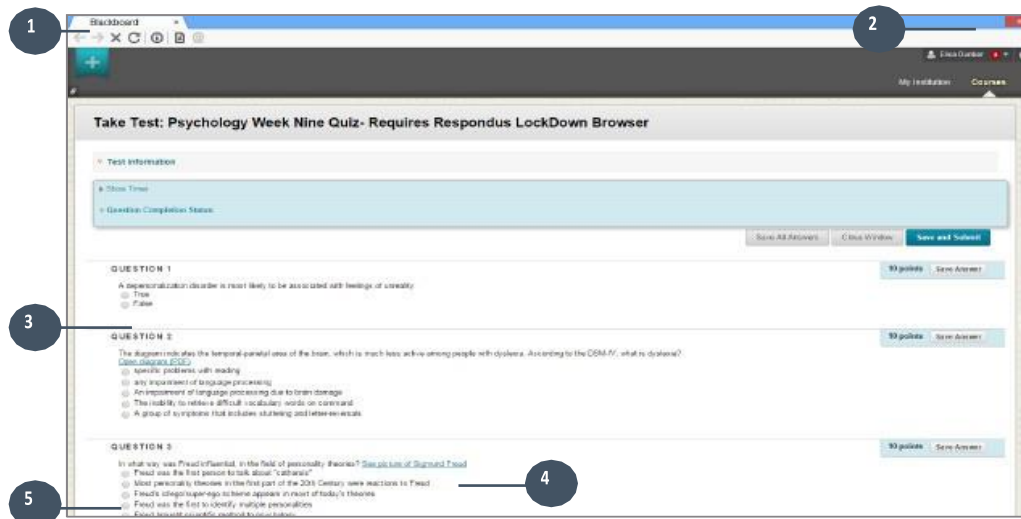
**Securing and Mentoring your Exam.**

**LockDown Browser® and**  
**Respondus Monitor®**

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the exam environment in Blackboard Learn. When students use LockDown Browser to take a Blackboard exam, they are unable to print, copy, go to other websites, access other applications, or close an exam until it is submitted for grading. Exams created for use with LockDown Browser cannot be accessed with standard browsers, either.

LockDown Browser functions much like a standard browser, but some options have been removed or work differently. The list below highlights some of these differences.



1. **Modified Toolbar** - the condensed toolbar includes only Forward, Back, Refresh, and Stop functions.
2. **Exam Mode** - exams are shown full-screen and cannot be minimized, resized, or exited until submitted for grading.
3. **Disabled Controls** - all printing, keystroke combinations, screen grab, function keys, and right-click menus have been disabled.
4. **Links** - links to other web servers will open in a new, secure window and prevent browsing beyond that page.
5. **Blocked Features and Applications** - the Start button (Windows), system tray, and menu bars have been removed.

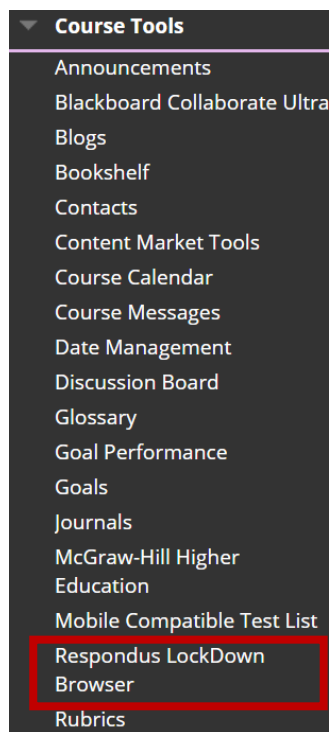
## WHAT IS RESPONDUS MONITOR?

Some institutions additionally license Respondus Monitor, a webcam feature for LockDown Browser that records students during online, non-proctored exams. When this feature is enabled for a exam , students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

## Using Lock down Browser (PREPARING a EXAM)

To set up a exam in Blackboard that requires students to use LockDown Browser, follow these steps:

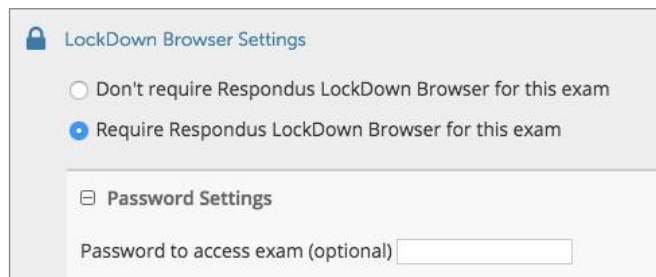
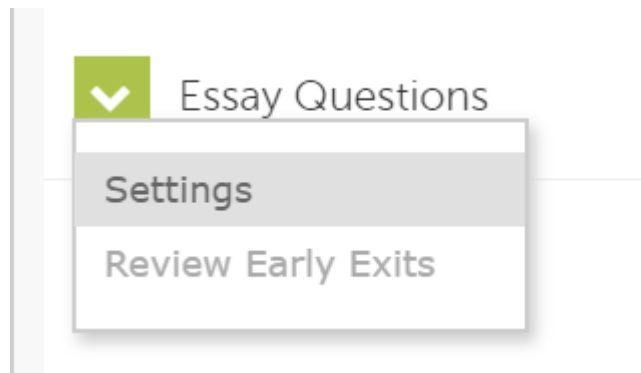
1. **Make sure the exam has been deployed in the Blackboard course.**
2. From the **Control Panel** in Blackboard, locate the **Course Tools** section and select the link **Respondus LockDown Browser**.



**3. A list of deployed exams will be displayed.**

- a. Exams labeled with “Required” require students to use LockDown Browser
- b. Exams labeled with “Not Required” don’t require LockDown Browser.

**4. To change the settings for the exam , select Settings from the context menu to the left of the exam title and select the desired option**



Optionally you may enter a test password that students must enter to start the test. LockDown Browser will prompt students to enter the instructor- provided password before proceeding with the test.

**5. Several Advanced Settings are available:**

- a. The first setting will prevent students from exiting the browser until

the exam is completed. This is sometimes used in testing centers where a proctor can enter a password to exit an exam early.

- b. The second setting will allow students to take the exam with an iPad, using the free LockDown Browser app.
- c. The third setting will allow students to access a list of specified web domains during the test.
- d. The fourth and fifth settings allow instructors to provide students with a calculator or print function in the LockDown Browser toolbar.
- e. For additional information, select the [explain] link that follows each setting.

## 6. Click Save and Close to apply settings.

## USING RESPONDUS MONITOR (webcam feature)

feature for LockDown Browser), additional settings will appear in the LockDown Browser Dashboard.

Set the exam so it requires the use of LockDown Browser. Several options are then available for Respondus Monitor. To require all students use a webcam during the exam, select **Require Respondus Monitor for this exam**.

The screenshot shows the 'Monitor Webcam Settings' window. At the top, there are three radio button options: 'Don't require Respondus Monitor for this exam', 'Require Respondus Monitor for this exam' (which is selected), and 'Either Respondus Monitor or a proctored lab can be used to take this exam'. Below these is a section titled 'Startup Sequence'. It contains a descriptive paragraph: 'The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can add or remove items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator. The order of most items in the startup sequence can be changed using drag and drop.' Below the text is a list of five items, each with a checkbox, a label, and links for 'Preview' and 'Edit Text':

<input checked="" type="checkbox"/>	Webcam Check	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Student Photo	<a href="#">Preview</a>
<input checked="" type="checkbox"/>	Show ID	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/>	Environment Check	<a href="#">Preview</a> <a href="#">Edit Text</a>
<input checked="" type="checkbox"/>	Additional Instructions	<a href="#">Preview</a> <a href="#">Edit Text</a>

To give students the option to either take the exam with a webcam or in a proctored testing lab, select **Either Respondus Monitor can be used to**

**take this exam.** A test password will then be required to access the test (for use in proctored settings).

Now select the items to be included in the Startup Sequence, the steps a student must complete prior to the start of an exam. Most settings are optional and can be reordered by dragging and dropping them to the desired order.

## TAKING A TEST (Student Part)

From a student's perspective, this is how LockDown Browser is used to take a test.

1. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)
2. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes**.
3. Log into the course, navigate to the test and select it.
4. If the student is required to use a webcam to record themselves during the test, a Startup Sequence will guide the student through a webcam check and other items required by the instructor.
5. If the instructor requires a test password, a new window will appear asking for the Exam Password. Enter the password and click Begin Exam.
6. The test will then start. (Note: If the instructor settings permit a student to close the browser during an exam for emergency purposes, the student will be prompted to enter a reason for exiting. The reason is displayed to the instructor in the LockDown Browser Dashboard.)

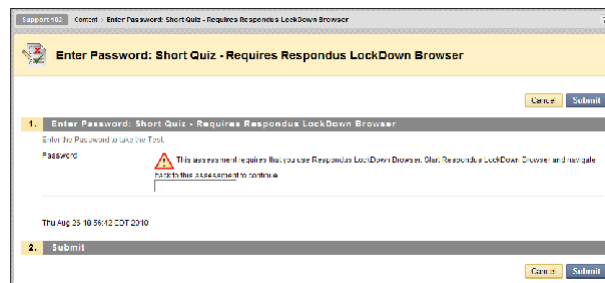
**TIP** - Prior to the first test, have students complete a practice test that uses LockDown Browser to make sure they have installed it correctly.

## WHAT IF A STANDARD BROWSER IS USED?

If the settings for a test require that LockDown Browser be used, it cannot be accessed with a standard browser.

In fact, you can easily confirm that a test has been properly set for LockDown Browser by following these steps using regular browser:

1. Open a regular web browser.
2. Login to the Blackboard course as a student.
3. Navigate to the test and open it.
4. You will be asked to enter a password for the test, as shown below



Because LockDown Browser uses a special password that will be unknown to students, they will be unable to access the test with a standard browser. (Even if the instructor elects to use a password like “apple” that must entered at the start of the test, the password won’t work on this page.

The password will only work if LockDown Browser is being used.)

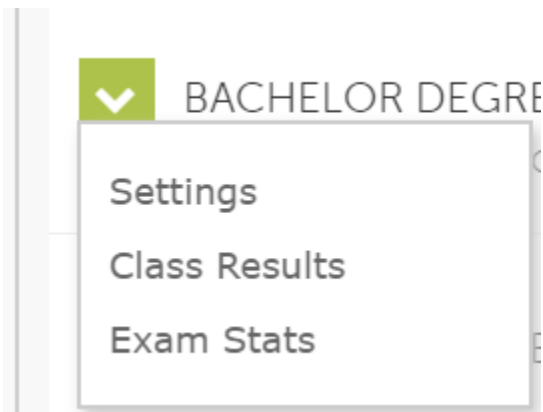
## REVIEWING WEBCAM VIDEOS

If students were required to use the webcam feature (Respondus Monitor) with the exam, instructors can access information about the exam sessions and can review the recorded videos. Note that Respondus Monitor is intended to be a deterrent, so it’s up to the instructor to determine the level of review warranted.

To review student videos:

1. Return to the Control Panel in Blackboard, locate the Course Tools section and select the link Respondus LockDown Browser.

2. From the context menu to the left of the test title, select Class Results.



3. A roster of the students in the course is shown, along with the date, time, duration of the test, review priority, and grade (if applicable).

4. Click [ + ] to expand the section for a student.

✔ 9 completed   124 not attempted								
! 1 high priority   2 medium priority   6 low priority ? <a href="#">How is priority determined?</a>								
Last	First	Review Priority	Date	Score	Duration	Reviewed	Notes	
⊕ pokharel	priyansha	HIGH <div><div></div></div>	4 Sep 2019 @ 2:34PM	9.75	60.4 minutes	<input type="radio"/>		
⊕ aisha	aisha	MED <div><div></div></div>	4 Sep 2019 @ 2:34PM	-2.50	60.1 minutes	<input type="radio"/>		
⊕ Alhammadi	Fatima	MED <div><div></div></div>	4 Sep 2019 @ 2:34PM	6.25	44.0 minutes	<input type="radio"/>		
⊕ Hussain	zahra	LOW <div><div></div></div>	4 Sep 2019 @ 2:40PM	2.50	76.2 minutes	<input type="radio"/>		



5. Details of the startup sequence and the exam session are shown in thumbnails. Click a thumbnail to view the video from the time indicated. Videos can be marked as reviewed or have comments added by the instructor.

Adler


Irene

LOW

23 Feb 2016 @ 6:22AM

\$5.00

15.2 minutes



▼ Priority for Review: LOW

Number of Flags: 0

Total Flagged Time: 00:03:00

Face Detection: 99%

Show: ☒ Flags ☐ Milestones

00:01:04 / 00:15:31

Add Notes

Image not available  
Photo on File

Student Photo

Student ID

Environment Video

Time 00:00:00  
(Pre-Exam)

Time 00:00:21  
(Exam Start)

Time 00:01:04

Time 00:02:08

Time 00:03:12

Time 00:04:16

Time 00:05:20

Time 00:06:24

Time 00:07:28

Time 00:08:32

Time 00:09:36

Time 00:10:40

Time 00:11:44

Time 00:12:48

Time 00:13:52

Time 00:14:56