FACULTY GUIDELINES AND BEST PRACTICES FOR USING PROCTORED EXAMINATIONS

Before opting to use a proctored examination, please consider possible alternatives first. The University System of Georgia (USG) has recommended "Faculty are being strongly encouraged to assess student performance continually using low stakes tests and assignments rather than relying on a few high-stakes timed exams. During the sp/2(r)t 36.022 0 Td ( )Tj EMC /P <</MCID 5 >>BDC 0.002 Tc -32.761 -2.0

Respondus Monitor Tips and Best Practices

Respondus Monitor is a fully automated proctoring solution that enables students to take online exams at any time of the day or night, without pre-scheduling. It is an add-on to the Respondus Lockdown Browser, that serves as deterrent to students using secondary computers, phones, calculators, textbooks, or receiving assistance from other students. Respondus Monitor is suitable for low or medium-stakes exams that require student monitoring.

Students use an internal or external webcam to record themselves during an exam. A "startup

Powerful analytics are used to detect suspicious behaviors during an exam session. Video segments with potential exam violations are flagged for the instructor, with an overall risk level assigned to the exam session.

After a student has taken an exam, instructors can review sessions to check for any suspect behavior. Additional information regarding Respondus Monitor can be found at http://respondus.com/products/monitor/ Note: Respondus Monitor creates a video for the instructor to review at a later time. It is not a remote live proctoring program.

Watch the short video describing and how to set up an exam to use Respondus LockDown Browser and Respondus Monitor https://youtu.be/7J1K8R20ao

About Respondus Monitor

Respondus Monitor utilizes the Respondus LockDown Browser. Therefore, students do not have to download any additional software to take monitored exams. Respondus Monitor offers the following benefits for instructors:

- x Serves as a deterrent to students using unauthorized testing aids
- x Records both audio and video, allowing instructors to monitor student behavior or use for oral exams
- x Instructors can request students to check ID and their surroundings.
- x Instructors can view results of exam sessions within BlazeVIEW and do not have to log into a separate website
- x Respondus provides thumbnails taken at random intervals, enabling instructors to scan for any suspicious behavior quickly
- x If the instructor spots suspicious behavior, they can watch the video and flag any suspicious activity.
- x Videos are available to instructors for at least a year.

x Poll students to determine if they have the technology required to use Respondus Monitor. If students do not have the appropriate technology, they can explore checking out equipment with the New Media Center or come to campus for Internet access.
   o Webcam: Internal or External
   o Microphone
   o System Platform: Windows, MAC, or iPad
   o Broadband Internet Connection
x Provide a link within your course for students to download Lockdown Browser.
x Ensure your exams using Respondus Monitor run smoothly by incorporating a practice quiz.
   o Create an ungraded practice quiz that requires the use of Respondus LockDown Browser, Respondus Monitor, and a webcam. Have students take this quiz on a date (at least 2-3 days) prior to the first proctored exam.
   o Leave the practice quiz available for the duration of the course, with unlimited attempts so that students can check their setup from a different computer.
x Direct students to use the Help Center before each exam. With LockDown Browser open, log into the course and select the Help Center button the toolbar. From there, run the Webcam Check and the System Check to make sure everything is working correctly. If a problem is indicated, students can search for a solution in the Knowledge Base. If your students require additional assistance, advise them to submit a ticket to Respondus at

~~https://support.respondus.com/support/index.php?/Default/Tickets/Submit/RenderForm~~. For m/2. Students can share the response from Respondus to document the problem.
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- x iOS: 10.0+ (iPad only). Must have a compatible LMS integration. Details.
- x Web camera (internal or external) & microphone
- x A broadband internet connection
- x Respondus LockDown Browser must be installed on the computer you will be using to take the quiz. For instructions on how to install the Respondus LockDown Browser, see the Respondus Student Guide.

NOTE Respondus LockDown Browser and Respondus Monitor will not work on Chromebooks or other non-Windows/Mac devices.

Download and install LockDown Browser from this link:

https://download.respondus.com/lockdown/download.php?id=172232681

To ensure LockDown Browser and the webcam are set up correctly, do the following before you begin your exam:

- x Start LockDown Browser
- x Locate and select the Help Center button on the LockDown Browser toolbar.
- x Run the Webcam Check and, if necessary, resolve any issues.
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- o Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT placethe computer on your lap, a bed or other surface where the device (or you) are likely to move