

3 Checklists of WHAT you do

First, complete preparation steps from Distance Education. Second, print this and do **each** thing **exactly**.

1st: Checklist for *Before* You Click on LockDown Browser

	Select a desk (or a table) where you can remove everything from the surface except your computer. (Because prior students have cheated this way, you may not lie down or sit on a bed or couch when taking an exam.)
	Select a place where you can be absolutely alone for the duration of the exam . Tip: Put a sign on the door. If you are taking the exam in a public area, such as a WCJC computer lab, say that during the Startup Sequence.
	Test to be sure the microphone is able to record.
	Use your webcam to make a trial video like the Environmental Check you will do below. Scan a) under the desk, b) the desk surface, c) behind the monitor, d) to the left and right of the desk, and e) behind your chair. Check your trial video. If it does not show everything clearly , try again. Tip: Sometimes holding a webcam like a camera helps. Caution: You must use an external webcam. See the Syllabus.
	Do not wear a hat or dark glasses or anything else that would hide your appearance.
	Do wear clothes. Tip: You are being recorded throughout the exam.
	Remove everything from your desk or anywhere near your desk.
	Turn off any phone or any other device and remove them from your computer area.
	Turn off music or any other sounds in the room until the exam is over.
	Turn on lighting so your instructor can easily see you and your work area.
	Have ready your Photo ID (such as Texas driver's license, Texas ID, or U.S. Military ID). You may cover over a license number, but your photo and full name must be clear when the instructor compares your identification. Note: <ul style="list-style-type: none">Your name on the Photo ID must match your name in the course.Your picture on the Photo ID must match the picture you take of yourself during the Startup Sequence. Caution: If you need to use another type of Photo ID for exams, email me in Blackboard Messages immediately.
	Make sure your external webcam is plugged in or enabled before you start LockDown Browser.

2nd: Checklist for *After* You Click on LockDown Browser and Begin the Respondus Startup Sequence

	Webcam Check – Follow the Startup prompts and look at and listen to your 5-second video. Caution: When you click the Continue button, you are confirming that both video and audio are working correctly . <ul style="list-style-type: none">If video or audio are not working, click on the It's Not Working link. If these solutions still cannot fix the video or audio, do not answer any exam questions, but explain what happened by speaking directly into your webcam. Click Submit to exit the exam. Also contact your instructor immediately.If both video and audio work, do not change anything about them in any way until after you click Submit.
	Student Photo – Position your face so it fills most of the picture window. Then click the Take Picture button.
	Show ID – Position your driver's license or other approved Photo ID close to the webcam so you—and later your instructor—can clearly see the photo on the ID and read the name on the ID. Then click the Take Picture button.
	Environmental Check – Click Start Recording. Video items a) through e) in the same way you did the trial video above. Click Stop Recording.
	After you click Stop Recording, place the external webcam exactly where you had it during the Webcam Check.

3rd: Checklist for *After* You Begin the Exam and Until You Click Submit

	Keep your face visible until you click Submit. You should not bend your head toward anywhere else.
	Keep your eyes on the computer screen until you click Submit. Your eyes should not look anywhere else
	Keep your hands on the keyboard/mouse until you click Submit. Your hands should not move anywhere else.
	Stay at your desk until you click Submit. Do not get up.
	If an interruption occurs, briefly explain what happened by speaking directly to your webcam.