

### 3 Checklists of What Is Required for Each Exam So You Do This Easily and Make Full Points

First, complete preparation steps in the link at the top of the folder. Second, print this and do **each** thing **exactly**.

#### 1<sup>st</sup>: 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 <b>alone for the duration of the exam</b> . <b>Tip:</b> Put a sign on the door. If you are taking the exam in a <b>public</b> 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 <b>trial video</b> like the Environmental Check you will do below. Scan <b>a)</b> under the desk, <b>b)</b> the desk surface, <b>c)</b> behind the monitor, <b>d)</b> to the left and right of the desk, and <b>e)</b> behind your chair. Check your trial video. If it does <b>not</b> show <b>everything clearly</b> , try again. <b>Tip:</b> Sometimes holding a webcam like a camera helps. <b>Caution:</b> You must use an <b>external</b> webcam. See the Syllabus.
	Do <b>not</b> wear a hat or dark glasses or anything else that would hide your appearance.
	Do wear clothes. <b>Tip:</b> You are being recorded throughout the exam.
	Remove <b>everything</b> from your desk or <b>anywhere</b> near your desk.
	Turn off any phone or any other device <b>and</b> remove them from your computer area.
	Turn off music or <b>any</b> other sounds in the room until the exam is over.
	Turn on lighting so your instructor can easily see you <b>and</b> 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"><li>Your <b>name</b> on the Photo ID <b>must</b> match your <b>name</b> in the course.</li><li>Your <b>picture</b> on the Photo ID <b>must</b> match the <b>picture</b> you take of yourself during the Startup Sequence.</li></ul> <b>Caution:</b> 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 <b>before</b> you start LockDown Browser.

#### 2<sup>nd</sup>: Checklist for *After* You Click on LockDown Browser and Begin the Respondus Startup Sequence

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

#### 3<sup>rd</sup>: Checklist for *After* You Begin the Exam and Until You Click Submit

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