

## Feedback Checklist for Your Name

1<sup>st</sup> Prepare Your Test Area – A highlighted orange X in the 2 right columns means you lose points because you did not do what is shown in WCJC’s 3<sup>rd</sup> Video. The required actions are the same as your syllabus, but in the order in Respondus.

STEP	Student’s Required Actions to Prepare the Test Area and Yourself for Each STEP with Respondus	Minus 30%	0 for Exam
STEP 2	You place the external webcam so it shows the test area completely.	X	
STEP 2	<b>Caution:</b> You must remain in the webcam view during the <b>whole</b> exam to the last question.		X
STEP 2	You turn on the microphone so it records and you make sure it continues to record.	X	
STEP 4	You turn on sufficient lighting and places lights so no backlighting.	X	
STEP 4	You sit with your computer on a <b>hard surface</b> (desk, table, TV tray etc. ( <b>Caution:</b> Not with the computer on your lap and not sitting or lying on a bed or a couch.) .Have <b>nothing</b> on the hard surface except computer and Photo ID.	X	
STEP 4	You remove all unauthorized materials near your test area. <b>Examples: no phone, no papers, and no clutter of any type.</b> To quote the video, <b>all “out of reach.”</b> <b>Tip:</b> To avoid picking up their bedrooms, some students take exams on a kitchen table or on a patio table.		X
STEP 4	You do not talk with others during the exam or play music or other audio recordings.		X
STEP 5 & 6	You must have a valid PHOTO ID. If you have a Texas Driver’s License, that qualifies. <b>Cautions:</b> a) If you have a <b>long</b> Texas ID or other atypical ID, you <b>must</b> follow the directions below. b) If you do <b>not</b> have a Texas Driver’s License, email in Blackboard Course Messages a scan of the ID you propose to use so your prof can decide if it will qualify. Do this at the <b>beginning</b> of the term, and your prof will reply back ASAP.	X	
STEP 7	You show a complete environment video with 10% <b>each</b> for showing clearly these 3 parts: `1) all parts of the <b>hard surface</b> where you will take your exam, 2) your lap and the floor below the <b>hard surface</b> , and 3) an all 4-walls (a 360-degree) view of your room.	X	

2<sup>nd</sup> Do the 9 STEPS Respondus Shows You So You Can Begin an Exam –Use All **Tips** and **Cautions**.

STEP	Short Reminders of What WCJC’s Demonstrator Did and You Must To. <b>Caution:</b> Look at WCJC’s Video.
STEP 1	TERMS OF USE – Just click.
STEP 2	WEBCAM CHECK – <b>You</b> do what WCJC’s Demonstrator did on the screen: <b>Caution:</b> If you have an internal webcam, you <b>must</b> change your webcam to <b>external</b> . Then speak <b>aloud (alphabet or count to 10)</b> to check the microphone and deal with the webcam to check your image to be sure it is in the right place. <b>Caution:</b> Throughout, Respondus lets you click on <b>Try Again</b> to fix things. The prof can tell.
STEP 3	ADDITIONAL INSTRUCTIONS – Read this and notice what you may need to explain in a video.
STEP 4	GUIDELINES + TIPS –If you read a TIP that you have <b>not</b> done, do it <b>now</b> and then resume. <b>Caution:</b> The syllabus says an <b>external</b> webcam is required for <b>this</b> course.
STEP 5	STUDENT PHOTO – <b>You</b> do what the Demonstrator did. Make your <b>face fill the frame</b> (the rectangle).
STEP 6	SHOW ID – <b>You</b> show the Photo ID that you determined you could use above. <b>Caution about STEP 5 and STEP 6:</b> Respondus shows your PHOTO and your ID and the prof is <b>required</b> to determine: a) If the <b>photo</b> of the person taking the test is the person in the <b>picture</b> on the PHOTO ID b) If the <b>name</b> on the PHOTO ID matches the <b>name</b> you used in registering for the class.
STEP 7	ENVIRONMENTAL CHECK – Do <b>all</b> that the Demonstrator does. <b>Remove</b> the external webcam and use it to point <b>slowly</b> , moving the webcam from one side of the workspace to the other to <b>each</b> of these locations: <b>1<sup>st</sup>, have nothing</b> on the workspace <b>except</b> computer and Photo ID. <b>Lift up</b> the <b>mouse pad and the keyboard or laptop</b> so the prof can see <b>under</b> them. Show computer and the <b>space</b> on <b>both</b> its <b>left</b> and <b>right</b> sides and <b>behind</b> the computer. <b>2<sup>nd</sup>, show lap and feet</b> and <b>under workspace below</b> the table on <b>both left</b> and <b>right</b> sides. <b>3<sup>rd</sup>, show an all 4-walls (360-degree) view of your room.</b> <u>For this class</u> , if the workspace is a large table, then show the <b>far side of the workspace</b> and the <b>chair seats</b> . <b>Tip to video without useless blurs:</b> Show things from left to right and said aloud what you are showing.
STEP 8	FACIAL DETECTION CHECK – Restore your external webcam to its <b>correct</b> position. You can scratch your nose, and twist your neck, but keep in the frame (the Respondus rectangle). Respondus displays data to your prof.
STEP 9	BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam.