**Preparation Checklist and Penalties** (**Caution:** With the Final, an **X** to the left of problems means to deduct points.)

| **Exam Conduct Requirement –Tips to Prevent Penalties** | **Consequence for Violation...** |
| --- | --- |
| Valid photo ID shown – **Tip:** For STEP 6, most students use a **current** Texas Driver’s License. If **not,** email a scan of the ID you propose to use to your prof. | Penalty up to minus **30** percentage points |
| Correct placement of webcam -- **Tip:** For STEP 2 and STEP 8, use your **required** **external** **clip-able** webcam carefully and follow **all** prompts.  | Penalty up to minus **30** percentage points |
| Complete environment scan -- **Tip:** Do **all** inSTEP 7**. Cautions: 1) You cannot do the STEPs correctly without an external clip-able webcam. 2) Listen to and look at your video so it is OK**. 3) Profs can see and hear **if** you do this. | Penalty up to minus **30** percentage points |
| Microphone turned on and recording -- **Tip:** Test it in STEP 2 and do **not** turn it off. **Caution:** If I stop hearing you, I repeat the review of the video. | Penalty up to minus **30** percentage points |
| Sufficient lighting of the testing environment—**Tip:** Your **room** **and** **face** well-lighted. **No** sunglasses. **No** hat. **Favor:** **please wear clothes**! | Penalty up to minus **30** percentage points  |
| Student is in seated position with computer on **hard** surface (desk, table, TV tray etc.) -- **Tips:** Notice the points off if you don’t. Sitting on a couch (where students hide answers) is not worth 30 percentage points off. | Penalty up to minus **30** percentage points |
| Student remains in webcam view during exam **Tip:** Stay in the frame. **Caution:** Respondus make it easy for profs to notice when you are **not.** | Penalty up to **0** for the Exam |
| No unauthorized materials near desk area-- **Tips:** Do **all** inSTEP 7**.** Get everything out or the odds are your prof will notice.  | Penalty up to **0** for the Exam |
| No talking with others during the exam or playing music or other audio recordings. **Caution: No** headphones. **No** people in the room. **Tips:** Turn off **everything** before you start. If in your home people just charge in, put a sign on the door about the test. Or go to a WCJC testing facility.  | Penalty up to **0** for the Exam |

### **Checklist for STEPS in Startup Sequence with Additional Tips or Cautions for a STEP**

|  |  |
| --- | --- |
| **STEP**  | **Short Reminders of What WCJC’s Demonstrator Did and You Must To. Caution: Look at WCJC’s Video.** |
| STEP 1 | TERMS OF USE – Just click. |
| STEP 2 | WEBCAM CHECK – **You** do what WCJC’s Demonstrator did on the screen: **Caution:** If you have an internal webcam, you **must** change your webcam to **external**. Then speak **aloud** (**alphabet or count to 10**) to check the microphone and deal with the webcam to check your image to be sure it is in the right place. **Caution*:* Throughout**, WCJC’s video tells you to click on **Try Again** **if you are not correct** and fix it. Do that.  |
| STEP 3 | ADDITIONAL INSTRUCTIONS – Read this and notice what you may need to explain in a video. |
| STEP 4 | GUIDELINES + TIPS –**General Tip**: If you read a TIP that you have **not** done, do it **now** and then resume this. **Caution:** The syllabus says an **external** webcam is required for **this** course. |
| STEP 5 | STUDENT PHOTO – Y**ou** do what the Demonstrator did. Make your **face fill the frame** (the rectangle).  |
| STEP 6 | SHOW ID – **You** show your Photo ID. **Caution:** Your **photo** must be **clear** **and** your **name** **readable. If not**, **immediately** make a scan of your ID and email it to your prof in Blackboard’s Course Messages and remind your prof in your video that you have done this. **Caution about STEP 5 and STEP 6:** Respondus shows your PHOTO and your ID and the prof is **required** to determine:1. If the **photo** of the person taking the test is the person in the **picture** on the PHOTO ID
2. If the **name** on the PHOTO ID matches the **name** you used in registering for the class.
 |
| STEP 7 | ENVIRONMENTAL CHECK – Do **all** that the Demonstrator does. **Remove** the external webcam and use it to point by **slowly** moving the webcam from one side of her workspace to the other to **each** of these locations:1. **Show an empty** table/desk. Have **nothing** on the workspace **except** computer and Photo ID.
2. **Lift up** the mouse pad **and** the keyboard/laptop so the prof can see under them.
3. Show computer and the **space** on **both** its **left** and **right** sides and **behind** the computer.
4. Show **lap** **and** her **feet** and **under her workspace** **below** the table on **both** **left** and **right** sides.

For this class, if the workspace is a large table, then show the **far side of the workspace** and the **chair seats.*****Tip to slow down:*** Show things from left to right and said aloud what you are showing. **Blurs** do not count. |
| STEP 8 | FACIAL DETECTION CHECK – Restore your external webcam to its **correct** position. You can scratch your nose, and twist your neck, but keep in the frame (the Respondus rectangle).  |
| STEP 9 | BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam. |