

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

Exam Conduct Requirement – <b>Tips to Prevent Penalties</b>	Consequence for Violation...
Valid photo ID shown – <b>Tip:</b> For STEP 6, most students use a <b>current</b> Texas Driver’s License. If <b>not</b> , email a scan of the ID you propose to use to your prof.	Penalty up to minus <b>30</b> percentage points
Correct placement of webcam -- <b>Tip:</b> For STEP 2 and STEP 8, use your <b>required external clip-able</b> webcam carefully and follow <b>all</b> prompts.	Penalty up to minus <b>30</b> percentage points
Complete environment scan -- <b>Tip:</b> Do <b>all</b> in STEP 7. <b>Cautions:</b> 1) You cannot do the STEPs correctly <b>without</b> an external clip-able webcam. 2) <b>Listen to and look at your video so it is OK.</b> 3) Profs can see and hear <b>if</b> you do this.	Penalty up to minus <b>30</b> percentage points
Microphone turned on and recording -- <b>Tip:</b> Test it in STEP 2 and do <b>not</b> turn it off. <b>Caution:</b> If I stop hearing you, I repeat the review of the video.	Penalty up to minus <b>30</b> percentage points
Sufficient lighting of the testing environment— <b>Tip:</b> Your <b>room and face</b> well-lighted. <b>No</b> sunglasses. <b>No</b> hat. <b>Favor: please wear clothes!</b>	Penalty up to minus <b>30</b> percentage points
Student is in seated position with computer on <b>hard</b> surface (desk, table, TV tray etc.) -- <b>Tips:</b> 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 <b>30</b> percentage points
Student remains in webcam view during exam <b>Tip:</b> Stay in the frame. <b>Caution:</b> Respondus make it easy for profs to notice when you are <b>not</b> .	Penalty up to <b>0</b> for the Exam
No unauthorized materials near desk area-- <b>Tips:</b> Do <b>all</b> in STEP 7. Get everything out or the odds are your prof will notice.	Penalty up to <b>0</b> for the Exam
No talking with others during the exam or playing music or other audio recordings. <b>Caution:</b> <b>No</b> headphones. <b>No</b> people in the room. <b>Tips:</b> Turn off <b>everything</b> 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 <b>0</b> 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. <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> <b>Throughout</b> , WCJC’s video tells you to click on <b>Try Again</b> if you are <b>not</b> 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 – <b>General Tip:</b> If you read a TIP that you have <b>not</b> done, do it <b>now</b> and then resume this. <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 your Photo ID. <b>Caution:</b> Your <b>photo</b> must be <b>clear and</b> your <b>name readable</b> . <b>If not, immediately</b> 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. <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: <ul style="list-style-type: none"> <li>a) If the <b>photo</b> of the person taking the test is the person in the <b>picture</b> on the PHOTO ID</li> <li>b) If the <b>name</b> on the PHOTO ID matches the <b>name</b> you used in registering for the class.</li> </ul>
STEP 7	ENVIRONMENTAL CHECK – Do <b>all</b> that the Demonstrator does. <b>Remove</b> the external webcam and use it to point by <b>slowly</b> moving the webcam from one side of her workspace to the other to <b>each</b> of these locations: <ol style="list-style-type: none"> <li>1. <b>Show an empty</b> table/desk. Have <b>nothing</b> on the workspace <b>except</b> computer and Photo ID.</li> <li>2. <b>Lift up</b> the mouse pad <b>and</b> the keyboard/laptop so the prof can see under them.</li> <li>3. Show computer and the <b>space</b> on <b>both</b> its <b>left and right</b> sides and <b>behind</b> the computer.</li> <li>4. Show <b>lap and</b> her <b>feet</b> and <b>under her workspace below</b> the table on <b>both left and right</b> sides.</li> </ol> For this class, 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 slow down:</b> Show things from left to right and said aloud what you are showing. <b>Blurs</b> do not count.
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).
STEP 9	BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam.