

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 in STEP 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 in STEP 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 – You 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: <ul style="list-style-type: none"> a) If the photo of the person taking the test is the person in the picture on the PHOTO ID b) 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: <ol style="list-style-type: none"> 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.