

Checklist for Success So You Can Easily Do What WCJC Requires—and Earn Points

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WCJC and Academic Honesty and Monitoring of Online Exams and Your Instructor’s View

WCJC requires—as it should—that instructors include WCJC’s Academic Honesty in Online Courses statement in the course. Look carefully at WCJC’s Academic Honesty Statement for Online Classes (the item below these instructions), and you will see the reason for WCJC:

- Requiring **instructors** to monitor online testing
- Requiring **students** to act with online testing with **equivalent** actions that they would do for an on-campus exam

To speak personally, I take my responsibility to WCJC seriously so I will be looking carefully at those videos of **each** of you taking **each** exam. There is also another reason that I take this seriously. The **habits that students practice are who they become**. If somehow a few of you got used to cheating, the greatest wrong is the damage that you have done to yourself. In the real world where you must make a living, you will not be ready to get or—what’s harder--keep a good job.

Why You Want to Do Monitored Exams Correctly—Avoiding Penalties

You may have habits for testing that are totally innocent, such as preferring to take exams on your bed or couch. On the other hand, instructors experienced with the responsibilities of monitoring online testing say taking an exam on a bed or couch makes it easy to hide cheating from the webcam used in monitoring.

So what do you do? When you take an exam online, you do the **equivalent** actions to what you would do in an on-campus exam. In other words, whether you were cheating or not in an on-campus class, you would not want to **look** like you were cheating and you would act accordingly. The list of actions below let you know:

- What actions dishonest students do during an online test
- What penalties experienced instructors apply to exam grades when they see those actions

First, look at these penalties and the descriptions of the actions that result in 0 points for the exam or 30% off the grade. Second, look at the next sections so you start doing online testing in that way that **protects** you.

Caution: Instructors experienced with monitoring exams recommend these penalties, and I will apply these penalties if you do these things:

| If You Do One of These Things | The Penalty Is | |
|---|----------------|----------------------------|
| | 0 for the Exam | Minus 30 percentage Points |
| Do an incomplete video for what Respondus calls the Environmental Check | | X |
| Do not have enough lighting for the instructor to tell if you are cheating | | X |
| Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam. | 0 | |
| Move so you are not recorded at all by the webcam | 0 | |
| Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body | | X |
| Play music or other audio recordings during exams | 0 | |
| Talk with anyone for any reason at any time during the exam. | 0 | |
| Turn off the microphone although it worked during what Respondus calls the Webcam Check | | X |

Why You Want to Do Monitored Exams Correctly—Being Able to See Exams

Instructors have to do online monitoring and students have to do online testing following the rules that are covered in the Checklists. Because this is required, students will not be able to see the current exam:

- If they have not successfully completed this monitoring part of Getting Started
- If they do not meet the monitoring requirements on an exam and do not respond to my email about that. If they never respond, they will not be able to see the next exam.

How the New Monitoring Can Be Easier for You

I believe in stopping cheating, but this is something new for you (and me) to learn to do. I expect and require you not to cheat, but I also want to make things as easy as possible for us both. I have tried 3 things to make this easier for you:

1. There is a lot of information already in the link **Testing Using Respondus Monitor - a Link from Distance Education** so I have told you below:
 - Where to go in that link
 - What to use in what order in that link
2. I have also made checklists for you in this link. Donald Norman’s research in cognitive psychology has pointed out how checklists can make things easier. They are kind of ugly looking but they work!
3. I have copied these checklists in a file so you can **print them on 1 page** so you can **see all** you have to do on 1 page, do those things **exactly**, and then check off **each** item **as** you do it so you know you have done everything.

Tip: Save the printed checklist so you can follow it **each** time you take an exam.

How the New Monitoring Can Let You Earn Points for Being Honest and Easy to Monitor

I expect you not to cheat, but I would rather have you choose honesty as part of your own self-management—so I offer points for your managing yourself in ways that will help you in academics, jobs, and your life. If you follow instructions **exactly** with the Sample Respondus Exam and your instructor can easily monitor your test-taking, you earn 30 points:

- 5 points for the questions on the Sample Respondus Exam
- 5 points **each** for Self-Management with the practice exam (the Sample Respondus Exam) and with **all** of the content exams.

Tip: For **this** semester, you can also **earn extra credit**:

- If you earn the points for Self-Management for **each** exam (5, 5, 5, 5, 5), I will add 5 points **each** in extra credit.
- If you find an error or I confused you in this link or the checklist, tell me. It is best for both of us if you tell me in a conversation by phone during my office hours. I will gladly reward 10 points extra credit for each correction and gladly change these instructions and the checklists so the next person has an easier time.

What do you do to earn Self-Management points and how does the video of your taking the exam determine that?

1. You follow the instructions and the checklists below.
2. After you believe you have correctly done the Sample Respondus Exam (a **practice** exam provided by Distance Education) or **any** exam provided by your instructor, you send me an email in Blackboard Messages:

Subject line: Please check the video of my taking the exam.

Message: I believe I did **everything** in the 1-page printable checklist. Please check the video.

3. With each of the exams, what I do is check the video carefully.

Caution: Your points for **any** exam may change after the instructor's review of the video of the exam.

What happens varies with whether it is the practice exam on a content exam.

- **With the Sample Respondus Exam**, there are no penalties for having a problem as long as you correct it:
 - If your video of the entire exam follows everything in the checklist, I enter the 5 points for Self-Management for the exam.
Caution: That grade of 5 is necessary for you to see the next exam when it becomes available.
 - If there is some problem with your video, I email about the problem and say that you need to do the exam and video again and email me again. **If you do not understand what you need to do differently, I am glad to talk with you and help you.**
- **With all of the content exams**, if the video of your taking the exam shows that you did **all** of the actions in the Checklist, I enter the 5 points for Self-Management for the exam.

What 3 possibilities happen if you do not email at all or if the video of your taking the exam shows problems?

1. If you do not email that you want me to check the video of your taking the exam within 24 hours after the last hour to take the exam, I change the grade to 1.11 and write a comment at My Grades telling you to email me:
 - That you followed the checklist exactly and you want me to check your exam video (See details above.)
 - That you did **not** follow the checklist **and** that you will contact me directly during my next office hour.
2. If there is some problem with your video and it **could** be a method to cheat:
 - I leave—this time **only**—the grade for the exam unchanged.
 - But I do not enter the Self-Management grade for the exam.
 - And I change the Self-Management grade for the Sample Respondus Exam to 1.11—thus blocking you from seeing the next exam when it becomes available.
 - And I also email you stating the problem(s) and tell you that—if you want to see the next exam—you must immediately reply to my email stating you understand and will never to this again. After that reply, I change the 1.11 to the 5 and you will be able to see the exam. You get a 2nd chance to change: change!
3. If your video of the entire exam shows problems like those listed in the Penalties above and in your syllabus:
 - I reduce the grade according to the penalty for that action and write a comment at My Grades.
 - And I enter a 0 for the Self-Management grade for the exam and write a comment at My Grades.
 - And I change the Self-Management grade for the Sample Respondus Exam to 1.11—thus blocking you from seeing the next exam when it becomes available.
 - And I also email you stating the problem(s) and tell you that—if you want to see the next exam—you must immediately reply to my email stating you understand and will never to this again. After that reply, I change the 1.11 to the 5 and you will be able to see the exam. You get a 2nd chance to change: change!

What to You Need to Do Now While We Are in Getting Started

This is the time to get it straight. First, do the steps below. Second, use the checklists so you know exactly what to do.

Do not worry in the practice period of Getting Started:

- On the Sample Respondus Exam, if something goes wrong that you realize, do not worry. Just fix the problem and retake the exam. It has unlimited retakes. **Reminder:** if you believe you have correctly followed the checklist when taking this or any exam, you send me an email in Blackboard Messages:

Subject line: Please check the video of my taking the exam.

Message: I believe I did **everything** in the 1-page printable checklist. Please check the video.

- If you do something wrong on the Sample Respondus Exam that you do not realize, I give you feedback. You then click on the exam and do its Startup Sequence **correctly** so we both know you understand how to succeed when you take a real exam. Ask if you have questions. **Reminder:** When done, you send the email again.

Preparation Some Students May Need to Do

1. Click on the link **Testing Using Respondus Monitor** link.
2. On the Contents page, notice links that might apply specifically to you:
 - **Respondus LockDown & WCJC Open Computer Labs** — If you do not want to take exams from your home, click on this link. Then read how you can take a monitored exam at a WCJC campus. **Tip:** If you do want to go to WCJC's open labs, skip the steps in Preparation You Do Only 1 Time. Then follow the rest of the steps in this link, including most actions in the 1-page printable Checklist.
 - **LockDown Browser on Other Devices** — If your device is listed, click on this link.
 - **Need Further Assistance?** — If you have a problem with devices or with doing steps in Preparation You Do Only 1 Time or in Preparation You Do Each Time You Take an Exam, click on this link.

Preparation You Do Only 1 Time

For this preparation, use the **Testing Using Respondus Monitor** link in the folder and look for each of **these** headings.

| | Heading to Look For | What You Do with the Information Under That Heading |
|---|--|--|
| 1 | About LockDown Browser | Read the section of information carefully. Tip: Watch the video. It is very useful in understand how this works. This is simpler than written words make it sound. |
| 2 | Download and Install LockDown Browser Before you download, also look at this subheading within the section: Computer Requirements | Follow the instructions carefully. To do this installation successfully, you must: <ul style="list-style-type: none">• Be able to change the computer. (You must have administrative rights).• Compare your computer with the listed Computer Requirements to be sure you can install LockDown Browser.• Download only from these instructions. Caution: Do not download another college's version. It will not work with your WCJC exams.• Notice how the Lockdown Browser shortcut looks on your desktop. |
| 3 | Using LockDown Browser- Look for the list that begins with the words "When using LockDown Browser you will be:" | Before you start to take the Sample Respondus Exam, read the list of things you will be unable to do once you start the exam so you are not surprised. |

Preparation You Do Each Time You Take an Exam

For this preparation, use the **Testing Using Respondus Monitor** link in the folder and look for each of **these** headings.

| Heading to Look For | What You Do with the Information Under That Heading |
|---|--|
| <p>1 Using LockDown Browser- The preparations are at the ending of the section.</p> | <p>Before you start LockDown Browser, do the preparations listed in that section. Tip: Those preparations and others are in the 1st: Checklist below.</p> |
| <p>2 Using LockDown Browser – Look for the numbered steps that begin with the words “Taking a Test:”</p> | <p>Follow the steps to start the Sample Respondus exam. Tip: These steps will be the same with all of the exams in this course. Caution: Once you start an exam with LockDown Browser, you cannot leave it until you click Submit.</p> |
| <p>Using Respondus Monitor – Look at this subheading within the section: Respondus Monitor Startup Sequence</p> | <p>Notice the actions for these 2 tasks in the sequence:</p> <ul style="list-style-type: none"> • Respond to the Terms of Use • Do the Webcam check. • For the additional tasks in the sequence for this class, go below to the 2nd: Checklist for <i>After</i> You Click on LockDown Browser and Begin the Respondus Startup Sequence. <p>Tip: If you encounter a problem during the Startup Sequence, select the <u>It’s Not Working</u> link for troubleshooting tips.</p> |

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

Complete the preparation steps above; then use the 3 checklists below or the 1-page printable version.

Tip: The 1-page printable version is right above the Sample Respondus Exam. Save your print to use with **each** exam.

1st: Checklist for *Before* You Click on LockDown Browser

| | |
|--|--|
| | <p>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.)</p> |
| | <p>Select a place where you can be absolutely alone for the duration of the exam. Tip: Put a sign on the door. If you are taking the exam in a public area, such as a WCJC computer lab, say that during the Startup Sequence.</p> |
| | <p>Test to be sure the microphone is able to record.</p> |
| | <p>Use your webcam to make a trial video like the Environmental Check you will do below. Scan a) under the desk, b) the desk surface, c) behind the monitor, d) to the left and right of the desk, and e) behind your chair. Check your trial video. If it does not show everything clearly, try again. Tip: Sometimes holding a webcam like a camera helps. Caution: You must use an external webcam. See the Syllabus.</p> |
| | <p>Do not wear a hat or dark glasses or anything else that would hide your appearance.</p> |
| | <p>Do wear clothes. Tip: You are being recorded throughout the exam.</p> |
| | <p>Remove everything from your desk or anywhere near your desk.</p> |
| | <p>Turn off any phone or any other device and remove them from your computer area.</p> |
| | <p>Turn off music or any other sounds in the room until the exam is over.</p> |
| | <p>Turn on lighting so your instructor can easily see you and your work area.</p> |
| | <p>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:</p> <ul style="list-style-type: none"> • Your name on the Photo ID must match your name in the course. • Your picture on the Photo ID must match the picture you take of yourself during the Startup Sequence. <p>Caution: If you need to use another type of Photo ID for exams, email me in Blackboard Messages immediately.</p> |
| | <p>Make sure your external webcam is plugged in or enabled before you start LockDown Browser.</p> |

2nd: Checklist for *After You Click on LockDown Browser and Begin the Respondus Startup Sequence*

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

3rd: Checklist for *After You Begin the Exam and Until You Click Submit*

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