**Checklist to Act Correctly & Prevent Loss of Points** (If you do not, I place an **X** to the left of the item and deduct.)

| **Exam Conduct Requirement –Tips So You Do not Lose Those Points** | **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 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**.** | 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 will investigate. | Penalty up to minus 30 percentage points |
| Sufficient lighting of the testing environment—**Tip:** No sunglasses. No hat. Your **room** **and** **face** well-lighted. (**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 couches (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 or Respondus will make you correct that to continue the test.  | 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 I will notice.  | Penalty up to 0 for the Exam |
| No talking with others during the exam or playing of music or other audio recordings. **Tips:** Turn off **everything** before you start. No headphones. No people in the room. If in your home people just charge in, put up a sign on the door about the penalty. Or go to a WCJC testing facility.  | Penalty up to 0 for the Exam |

### **Startup Sequence in Respondus Monitor** (If you do not, I place an **X** to the left of the item and deduct.)

|  |  |
| --- | --- |
| **STEP**  | **Short Reminder 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  |
| STEP 4 | GUIDELINES + TIPS –**General Tip**: If you read a TIP that you have not done, do it now and then resume this.**Caution:** Ignore the last TIP (# 3). As the syllabus says, an **external** webcam is required for this course. |
| STEP 5 | STUDENT PHOTO – Y**ou** do what she did to make her **face fill the frame** (the rectangle that Respondus uses).  |
| STEP 6 | SHOW ID – **You** show your ID’s photo and name clearly. **Tip:** If you cannot make the photo and name clear, make a scan of your ID and email it to your instructor 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 – Notice she removes the external webcam and uses it (to point to what she—and **you**--must show by moving from one side of her workspace to another 1. Her **empty** table/desk and that **nothing** is on her workspace **except** her Photo ID
2. Her computer including space on **both** its left and right sides and **behind** the computer and on the wall behind it.
3. Her lap **and** her feet and under her workspace **below** the table on **both** left and right sides
4. Her mouse pad **and** her keyboard/laptop lifted up so the prof can see under them

For this class, if the workspace is a large table, then show the far side of the workspace and the chair seats.***Tip***: Students who succeeded the 1st time (and made maximum points in this class) showed things from left to right and said aloud what they were showing so they slowed down enough that a prof could see it. |
| STEP 8 | FACIAL DETECTION CHECK – Restore your external webcam to its correct position. |
| STEP 9 | BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam. |