NEEd to tell them where they are.

Checklist with Tips to Prepare Your Test Environment (If you do not, I place an **X** to the left of the item and deduct.)

Before you begin an exam, Respondus recommends that you run “Webcam Check” and “System and Network Checking.”

| **Exam Conduct Requirement:** | **Consequence for Violation of Exam Conduct:** |
| --- | --- |
| Valid photo ID shown – **Tip:** For STEP 5, most students use a current Texas Driver’s License. If you do **not** have that, see the **Tip** in STEP 5.  | Penalty up to minus 30 percentage points |
| Correct placement of webcam -- **Tip:** For STEP 2 and STEP 8, use your **external** **clip-able** webcam carefully and follow **all** prompts. | Penalty up to minus 30 percentage points |
| Complete environment scan -- **Tip:** Do **all** inSTEP 6**.** | 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. (And 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.) -- **Tip:** Notice the points off if you don’t.  | Penalty up to minus 30 percentage points |
| Student remains in webcam view during exam – **Tip:** New setting.  | Penalty up to 0 for the Exam |
| No unauthorized materials near desk area-- **Tip:** Do **all** inSTEP 6**.**  | Penalty up to 0 for the Exam |
| No talking with others during the exam or playing of music or other audio recordings. **Tip:** Turn off everything before you start. if you did not initially, fix all lighting and clothing now. | 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: **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**. Do that. |
| STEP 3 | GUIDELINES + TIPS – **Caution:** An **external** webcam is required for this course. Ignore that tip. |
| STEP 4 | STUDENT PHOTO – Y**ou** do what she did to make her **face fill the frame** (the rectangle that Respondus uses).  |
| STEP 5 | 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 instructor in your video that you have done this. |
| STEP 6 | 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 instructor 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 7 | ADDITIONAL INSTRUCTIONS –If something occurs contrary to what you are supposed to do in WCJC’s video, then say aloud what happened. **Favor of those using this checklist.** STEP 7 is in Respondus settings for our copy of the Sample Respondus Exam. If it is **not** visible to you when you do the Sample exam, **please tell me.** |
| STEP 8 | FACIAL DETECTION CHECK – Restore your external webcam to its correct position. |
| STEP 9 | BEGIN EXAM – You follow the steps there to start the exam. |