

## Using 2 Checklists to Succeed with Respondus Monitor Testing

This covers 3 things:

<b>Cautions:</b> Using Checklists to Avoid Misery .....	1
Checklist for Preparing Your Test Area (Table of Penalties Ranging 30% Off or a 0 for the Exam for Violations of Exam Conduct) .....	1
Checklist of What Distance Education’s Video Shows You to Do for <b>Each</b> Respondus Step 1 to 7 .....	2
If You Do Not “Get It,” Think about This (Why This Is a College Issue, Not a Prof’s Issue) .....	3

### **Cautions:** Using Checklists to Avoid Misery

Students have trouble for several reasons. You can prevent all of the common reasons for failure by:

1. **Printing** these 2 checklists
2. Checking off each item as you do them.
3. Repeating action 1 and 2 **each** time you use Respondus.

### Checklist for Preparing Your Test Area (Table of Penalties Ranging 30% Off or a 0 for the Exam for Violations of Exam Conduct)

The Consequences in this table relate **directly** to **your** required actions in the lists with each of the Steps in Respondus.

**Example:** To be sure the microphone is “turned on and recording” (Exam Conduct Requirement in the **4<sup>th</sup>** row here), you must speak aloud per the instructions for **Step 2 of Respondus** so you can tell if the microphone is working. If it is not, fix it in case you have to say something aloud to me and because I **must** hear any noises in the room.

Exam Conduct Requirement:	Consequence for Violation of Exam Conduct:
Valid photo ID shown	Penalty up to minus 30 percentage points
Correct placement of webcam	Penalty up to minus 30 percentage points
Complete environment scan	Penalty up to minus 30 percentage points
Microphone turned on and recording	Penalty up to minus 30 percentage points
Sufficient lighting of the testing environment	Penalty up to minus 30 percentage points
Student is in seated position with computer on hard surface (desk, table, TV tray etc.)	Penalty up to minus 30 percentage points
Student remains in webcam view during exam <b>[Caution:</b> Respondus changed this year. Respondus <b>now</b> “flags” students that profs should check as a “priority” for such things as their faces are not in the webcam view throughout the test.]	Penalty up to 0 for the Exam
No unauthorized materials near desk area	Penalty up to 0 for the Exam
No talking with others during the exam or playing of music or other audio recordings.	Penalty up to 0 for the Exam

## Checklist of What Distance Education’s Video Shows You to Do for Each Respondus Step 1 to 7

My best way to help you realize what is in Distance Education’s video is to make this checklist of what Distance Education’s person (just called *she* or *her* below) so you know what you **must** do.

Step #	Name – Short Reminder of Your Actions. Caution: You Must Look at the Video for Details
Step 1	TERMS OF USE – Just click.
Step 2	<p>WEBCAM CHECK – You did what she did: you speak <b>aloud (alphabet or count to 10)</b> to check the microphone and you deal with the webcam and check your image to be sure it is in the right place—and after you do Step 5, you put your face back in the same position.</p> <p><b>Caution:</b> Respondus changed this year. Respondus <b>now</b> “flags” students that profs should check as a “priority” for such things as their faces are not in the webcam view throughout the test.</p> <p><b>Caution: Throughout</b>, Distance Education’s video shows you are to click on Try Again <b>if you are not correct</b>. Do not just click forward.</p>
Step 3	<p>STUDENT PHOTO – You do what she did to make her <b>face fill the frame</b> (the rectangle that Respondus uses).</p> <p><b>Tip:</b> This is closer to a police department “mug” shot than a photograph for your year book.</p>
Step 4	<p>SHOW ID – You do what she did to make <b>her ID fill the frame</b>. Notice: her face is at a distance. She says <b>make sure your name is readable</b>. What she does will work.</p> <p><b>Tip:</b> This is closer to what you have to show when you get on a plane. Think about it: your name and face must be clear to the person checking your ID.</p> <p>If you cannot do this successfully, then read the syllabus on what you must arrange with me by email <b>before</b> you click on the exam.</p>
Step 5	<p>ENVIRONMENTAL CHECK – To quote the Distance Education person showing you, you show that “cheating cannot occur” and you have “no unauthorized materials in your workspace.” <b>Caution:</b> She says she is <b>moving slowly so the prof can see</b>.</p> <ol style="list-style-type: none"> <li>1. She removes the external webcam and uses it to point to what she must show by moving from one side of her workspace to another <ul style="list-style-type: none"> <li>• That <b>nothing</b> is on her workspace <b>except</b> her Photo ID</li> <li>• Her empty table/desk</li> <li>• Her computer including the space on <b>both</b> its left and right sides</li> <li>• Her lap</li> <li>• Her feet and under her workspace <b>below</b> the table on <b>both</b> left and right sides</li> <li>• Her mouse pad--lifted up so “the instructor can see” under it</li> <li>• Her keyboard/laptop--lifted up so “the instructor can see” under it</li> <li>• If the workspace is a large table as in this example, then the far side of the workspace</li> <li>• Behind her computer, including how she shows the wall</li> </ul> </li> <li>2. That she looks at what she did and—if it is <b>not</b> complete—<b>she does it over</b>.</li> </ol> <p><b>Tip:</b> Last Fall and Spring, I found that students who succeeded the first time also tended to show things from left to right and to say aloud what they were showing. It seemed to help them to remember what they needed to show and to help slow down enough that a prof could see it.</p>
Step 6	ADDITIONAL INSTRUCTIONS – Read these. If you are interrupted or something else happens that contradicts Distance Education’s video, then stop the problem and say aloud what went wrong.
Step 7	BEGIN EXAM – You follow the steps there to start the exam.

## If You Do Not “Get It,” Think about This (Why This Is a College Issue, Not a Prof’s Issue)

**Caution:** When you take an exam on campus, you expect to act so your prof knows you could not cheat. With Distance Education:

- You can take a Respondus exam at a WCJC open lab to avoid the setup tasks at home.
- If, however, you want to test from home, you have to set up things and do things equivalent to what you would do on campus.

Everything in Distance Education’s video is logical and equivalent to what you have to do on campus.

**Note:** over the last year every time I saw students doing things that were not in Distance Education’s training for faculty and later not in Distance Education’s video showing Respondus Steps 1 to 7, I have made snippets (screen pictures) of what the students did and I have taken them to the Director of Distance Education and asked “am I still doing what I am supposed to?” Thus far, she has always said I am doing what is necessary.

Think about this if you want to test in your own home:

- **You** have to prove **you** created a test environment where you **cannot** cheat without my seeing you **easily**.
- Your **prof** has to confirm that you did these things so you cannot cheat—at least **not** easily. As I understand things, allowing cheating can even endanger college accreditation so **cheating is serious stuff in many ways**—just like it is on campus.