

Doing Respondus Fast & No Deductions from Exam Scores & Instead Points Earned

General Cautions from the Syllabus: The Social and Behavior Science Division takes Respondus seriously (as we should). Our division requires all faculty to deduct points if you do **not** meet the Exam Conduct Requirements in the syllabus (page 7) and in this link (page 2). Also, if you had the full 5 points on the review of **all** prior exams and you act incorrectly on the Final Exam, I will reevaluate **all** the earlier exam videos.

Caution about Internal and External Webcams and Thanks to My First History Students Using Respondus: In the 8-week class, the students using **internal** webcams (those in their laptops) had “mixed success” so I hope to make that easier for you all (both **external** and **internal** webcam users) until this pandemic is over

- Because your prof started with Respondus when students were **only using internal** webcams so I saw a lot
- Because **some** of my students were really smart about figuring out things in simple ways and I noticed what they did and told the other students—This link includes some of those simple ways done with **internal** webcams.

Click on the link below to move to it.

Losing or Gaining Points by What YOU Do	2
Thinking about Respondus, Rules for All Accredited Colleges, and Why WCJC Requires Profs and Students to Act....	2
If Your Actions Make It Harder for Profs to Notice Cheating, How Many Points Do You Lose from Your Exam?	2
If Your Actions Speed Up Profs Doing Respondus, How Many Points Do You Gain in THIS Class?	3
How This Works Technically and with Your Grades for Exams and Respondus-Review-1 to -5 in THIS Class	3
STEP 2: WEBCAM CHECK, STEP 3: ADDITIONAL INSTRUCTIONS, & STEP 4: GUIDELINES & TIPS.....	4
STEP 2: WEBCAM CHECK	4
Caution: Your Responsibility to Choose to Try Again.....	4
STEP 3: ADDITIONAL INSTRUCTIONS.....	4
Caution: the Words <i>Guidelines</i> and <i>Tips</i> in the Name STEP 4: GUIDELINES + TIPS.....	4
STEP 4: GUIDELINES + TIPS	4
Caution: If You Do Not Know How You Can Do an Exam Conduct Requirement, Email or Call Your Prof	4
STEP 5 & STEP 6: Picture You Take of Yourself and Photo ID You Put Close to the Webcam	5
What Does WCJC Require Profs and Students to Do in STEPS 5 & 6	5
Solution for Problems with IDs That Are Longer Than Wide for THIS CLASS.....	5
Solution for Problems with Creating a Clear PHOTO ID for THIS CLASS.....	6
STEP 7: ENVIRONMENTAL CHECK--Common Prep Instructions and Specific Instructions for Webcams	6
What Does WCJC Require Profs and Students to Do in STEP 7 Whether Internal or External	6
Preparation Tip 1: Clear Space for the Testing Environment	6
Preparation Tip 2: Lights On, Mike Still On, and All Sounds Turned Off	6
Preparation Tip 3: How to Move So No Blurs (Unrecognizable Sections) in Your Environmental Check Video	6
Doing STEP 7 with an External Webcam (One You Unclip from Your Computer to Show Your Environment)	6
Caution: About Using Mirrors in STEP 7 with an Internal Webcam (One Built Into Your Laptop).....	7
Doing STEP 7 with an Internal Webcam (One Built Into Your Laptop).....	7

Losing or Gaining Points by What YOU Do

Thinking about Respondus, Rules for All Accredited Colleges, and Why WCJC Requires Profs and Students to Act Being an **accredited college** requires—as it should—following **many** rules. Stopping cheating is required of face to face classes and their profs, but doing that means simple actions students have seen since early years in school.

With remote learning, they are not simple actions since early years of school. Instead, testing with remote learning:

- Requires a tool that both profs and students **must** use in specified ways
- Results in videos—if **students follow the Required Exam Conduct (below)**—that make it possible for the prof to monitor individual students carefully but quickly
- Results in videos of each student in each class that are maintained for 5 years by Respondus

As the 5 years of stored videos indicate, **this is serious stuff**. If students do **not** follow Required Exam Conduct, profs **cannot** monitor students at a price in time that is possible so there must be **consequences** to encourage students to do the Required Exam Conduct. **WCJC did that**. Look at the right column **below**.

If Your Actions Make It Harder for Profs to Notice Cheating, How Many Points Do You Lose from Your Exam?

What does WCJC require:

- **Profs to Do? Throughout** the exam, watch for **everything** listed in the **right column**.
- **Students to Do?** Follow STEPS 2 & 4 to set up your testing environment. Follow STEPS 2, 6, & 7 during the test.

Penalty Up to	STEP #	Required Exam Conduct (List Provided by WCJC to Profs)
Minus 30 percentage points	2	Correct placement of webcam
Minus 30 percentage points	2	Microphone turned on and recording
0 for the Exam	2	Student remains in webcam view during exam
Minus 30 percentage points	4	Sufficient lighting of the testing environment
Minus 30 percentage points	4	Student is in seated position with computer on hard surface (desk, table, TV tray etc.) (Caution: Not with computer on your lap; not sitting or lying on a bed or a couch.)
0 for the Exam	4	No unauthorized materials near desk area Examples and a Tip: no phone, no papers, and no clutter of any type . To quote the video, all “out of reach.”
0 for the Exam	4	No talking with others during the exam or playing of music or other audio recordings.
Minus 30 percentage points	6	Valid photo ID shown (Grade of 0 until you establish a valid ID)
Minus 30 percentage points	7	Complete environment scan (Caution: You must show each action: <ul style="list-style-type: none"> • Shown in Distance Education’s video • Listed in this link and explained with examples, including specific actions for internal webcams

If Your Actions Speed Up Profs Doing Respondus, How Many Points Do You Gain in THIS Class?

Your prof prefers in every aspect of the class to offer rewards for doing good things, not just penalties.

1. You **only** earn these points if your actions make it easy for your prof to do the jobs Distance Education's training says **WCJC profs are required to do**. If you do **any** of the things (on the **prior** page) **that are known for hide cheating**, then you do **not** get the 45 points.
2. In THIS Class, if you do the Required Exam Conduct, you do **not** lose points from exams and **earn** these **points**:
 - **25 regular points** for Respondus Review-1 to -5 @ 5 points each (a Respondus Review for each exam from the Sample Respondus Exam to the Final Exam)
 - **10 extra credit** points during the Sample Respondus Exam when you signup when you are sure that your Sample Respondus Exam is exactly what it should be
 - **10 extra credit** points before the Final Exam when you signup when you want to take your Final Exam so I know to grade Respondus Monitor for your Unit 3 Exam before that time.

How This Works Technically and with Your Grades for Exams and Respondus-Review-1 to -5 in THIS Class

You can see and take the next exam in the List of Due Dates depending on the grade for the **prior** Respondus Review:

Grade Shown	What That Means for You
No grade or 0	You may not take the upcoming exam. Tip: Contact your prof immediately for guidance.
1.11	You may take the upcoming exam. You were, however, incorrect for the prior exam for 1 or more Respondus requirements on page 2 . The results are: <ul style="list-style-type: none">• You lost points for that exam according to the penalties on page 2. (Your prof subtracts those points from your exam score and documents that change with what Blackboard calls a Comment at My Grades. If you have questions about why, ask your prof so you can change how your work.)• If it is your first (and if it is also the last) time to have a 1.11 for a Review and if you correct your actions with Respondus on the next exam and never have Respondus errors in later exams, you can earn any remaining points of the 45 points.
5 – GREAT!	You may take the upcoming exam. You can earn any remaining points of the 45 points.

STEP 2: WEBCAM CHECK, STEP 3: ADDITIONAL INSTRUCTIONS, & STEP 4: GUIDELINES & TIPS

STEP 2: WEBCAM CHECK

You do what WCJC's Demonstrator did on the screen: 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.

You test the mike in STEP 2 and you must **not** turn it off. **Caution:** If your prof stops hearing you, she will investigate.

Caution: Your Responsibility to Choose to Try Again

Throughout, Respondus Monitor lets you **view what you just did**. (**Caution:** Your prof can tell if you view your ENVIRONMENTAL CHECK.) After you view the video, look carefully:

- If you are absolutely sure that you meet all the requirements, it is your decision to continue.
- If you think you *might* need to redo it, you probably should. Click Try Again and then re-record.

STEP 3: ADDITIONAL INSTRUCTIONS

The instructions are from WCJC and sometimes from your prof. Look carefully.

Caution: the Words *Guidelines* and *Tips* in the Name STEP 4: GUIDELINES + TIPS

Students frequently think the word *guidelines* means they can do it once in a while when you feel like it. **Instead**, the word *guidelines* fits with falling off a **slippery mountain**.

- The word *guidelines* is defined in *Merriam-Webster Online* as “a **cord or rope to aid a passer over a difficult point** or to permit retracing a course.”
- The word *tip* is defined by *Webster's* as a “piece of advice or **expert or authoritative information**”

If you looked at the penalties on page 2, you may recognize that some of the guidelines and tips listed can result in

- 30% off an exam (**Caution** if you have 3 of these, you are near 0 for the exam.)
- 0 for the exam

Guidelines are **not** optional: it is just a common word in industry and a polite way of saying if **you do NOT want to fall off a mountain (or fail in a course), do what this document says**.

STEP 4: GUIDELINES + TIPS

If you have not done something in the penalties list that you **must** do, do it **now** and then resume this.

Caution: If You Do Not Know How You Can Do an Exam Conduct Requirement, Email or Call Your Prof

Do not ignore it and hope your prof will not notice. That is **incredibly risky**. Instead, email or call me because sometimes:

- Another student has figured out how to do something and I can share that tip with you (such as in STEPS 5 & 6)
- A student has a situation that is real but unusual and we can make small adjustments together to make this work. Example: One student in a room visible to Respondus during the Sample Respondus Exam had no other place to sit except the bed. I learned that there was also no other room available to her. Although there are problems with sitting on the floor as well, we agreed to very specific actions in how she set things up on the floor and the video showed she certainly did those things carefully. She was able to do her exams in **THIS class**.

STEP 5 & STEP 6: Picture You Take of Yourself and Photo ID You Put Close to the Webcam

What Does WCJC Require Profs and Students to Do in STEPS 5 & 6

To make sure students do not have another person take their tests, **profs are required** to compare these 2 things 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 (with that name visible in Respondus).

The example below is of a kind student who let me show her information (without her identity). She was impressive. She also figured out that how she held the ID by her fingertips determined how usable the key data (name and picture) was. I then made this example and provided it to everyone.



Student Photo



Student ID

↑ (Thumbtip)

To make the profs' jobs possible, **WCJC requires students**:

- To take a picture of themselves within Respondus. **Caution: Notice** her face (and yours) must "fill the frame." Your face must be big enough the prof can see it, and there is NOTHING of your body in that picture.
- To place their Student ID next to the webcam and take a picture. Notice the position of the fingertips and thumb tip that let you put your hand closer to the webcam.

Caution: Do **not** rotate your PHOTO ID to make it fit. Reminder: Profs must compare your Photo ID with your name in Blackboard and with the picture you take of yourself.

Solution for Problems with IDs That Are Longer Than Wide for THIS CLASS

If you have—for example—a Texas license that is longer than wide, place your license close to the webcam with **only your name** and **photo** clearly visible. In other words, in THIS class, you do **not** need to show the ends of the top and of the bottom.

Solution for Problems with Creating a Clear PHOTO ID for THIS CLASS

Your prof is fine with this solution instead of wasting your time on making the PHOTO ID clearer:

1. Use your phone to take a picture of your PHOTO ID, being sure you clearly show **your full name** and your picture on the ID. Tip: It is fine if you temporarily place dark tape on spots of your license to cover over private information.
2. Email it to Connie Bibus (Instructor) in Course Messages with the subject line Respondus PHOTO ID. Your prof will file it in a Blackboard email folder for all scanned IDs. **Favor:** on the Exam, say aloud that you sent me your picture of your PHOTO ID in Course Messages.

STEP 7: ENVIRONMENTAL CHECK--Common Prep Instructions and Specific Instructions for Webcams

What Does WCJC Require Profs and Students to Do in STEP 7 Whether **Internal** or **External**

Profs must watch your actions during STEP 7 to be sure that your testing environment makes cheating hard to hide. (This is no different from what your prof requires in a face-to-face classroom.) In its video, Distance Education shows specific actions that are required. This section reminds you of those actions.

Preparation Tip 1: Clear Space for the Testing Environment

Students who succeeded the 1st time (and made maximum points in THIS class) prepared the testing environment **before** they started. **If they could not make a clear space in their rooms to take the test**, they tested:

- On a table outside of their room (For THIS class, with a large table, show the far end of the table and the chair seats. (FYI: If you are guessing someone tried to cheat this way, you are right.)
- On a picnic table in the yard
- On the end of a kitchen counter or a garage work table **after they cleared** that area

Preparation Tip 2: Lights On, Mike Still On, and All Sounds Turned Off

Set up your lights and then, at the beginning of the Environmental Check, video yourself starting the test. If your face is dark (called backlighting), **change your lights**. If you have problems, ask your prof for tips before you take an exam.

Preparation Tip 3: How to Move So No Blurs (Unrecognizable Sections) in Your Environmental Check Video

1. Showed things consistently, usually by moving from left **to** right
2. Said briefly and aloud what they were showing so **they made themselves slow down enough** that any prof could figure out what they were trying to do. **Tip:** What they say is simple such as "my desk on the left."

Doing STEP 7 with an **External** Webcam (One You Unclip from Your Computer to Show Your Environment)

Before you start making your video, do all above on this page.

1. Distance Education's demonstrator removes the **external** webcam from her computer.
2. She uses the **external** webcam to point to what she—and **you**--must show by moving slowly from one side of her workspace to another to show:
 - Her **empty** table/desk and that **nothing** is on her workspace **except** her Photo ID
 - Her computer including space on **both** its left and right sides and **behind** the computer and on the wall behind it
 - Her lap **and** her feet and under her workspace **below** the table on **both** left and right sides
 - Her mouse pad **and** her keyboard/laptop **lifted up** so the prof can see under them

Caution: About Using Mirrors in STEP 7 with an **Internal Webcam (One Built Into Your Laptop)**

In the prior 8-week class, two students used mirrors to show their laptops. One was OK but he was very careful. One proved that using the mirrors is hard for some. She **failed badly at pointing** at anything meaningful and did **not** apparently even look at her own video **before** she submitted.

Tip: Consider trying the steps below because they may be simpler and safer for most people. If you are feel you must use the mirrors, then replay the Environmental Check video carefully before you submit or you will lose points.

Doing STEP 7 with an **Internal Webcam (One Built Into Your Laptop)**

Before you start making your video, do all of the preparation above the External Webcam instructions on the prior page.

These steps are a combination of what several smart students figured out from the old days when students only had internal webcams. **Note: This was discussed with the Director of Distance Education on 3/25/2021.**

1. The student **stands up** and **picks up her laptop** and **faces it away from her**. **Tip:** When I tried it myself recently and demonstrated it, it worked best for me at gut level. My elbows were at my waist so I had a good grip on my laptop.
2. She carefully points its **internal** webcam to what she—and **you**--must show by moving from one side of her workspace to another (notice these are the same steps as on the external webcam steps):
 - Her **empty** table/desk and that **nothing** is on her workspace **except** her Photo ID
 - Her space on **both** the left and right sides of where her computer **was** sitting **before** and what was **behind** (such as a wall) where her computer **was** sitting before
 - Her space **below** the table on **both** left and right sides
3. She then **slowly** turns **360 degrees** with the webcam pointing at the 4 walls (or equivalent) so she shows there is nothing—and no one--that should be in the room while she takes this test.
4. When she completes the 360 degrees, she is back where she started and is facing her testing space again.
5. With **no** interruption, she **immediately** puts the laptop down (plugging it back in if needed) where it was and **immediately** starts the test.