**Feedback Checklist for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student’s Name)**

**1st Prepare Your Test Area and Yourself So You Avoid the Syllabus Penalties –** Highlighted orange in the right column of a row means you lose those points because you did not do what is shown in WCJC’s 3rd Video. The required actions and the consequences are the same as the penalties list in your syllabus, but in the order of the STEPs in Respondus.

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| **Caution**:**On the Left, Your Required Actions – On the Right, How Many Points You Will Lose on Your Exam**  | **STEP #** | **Exam Conduct Requirement:** | **Consequences for Violation of Exam Conduct:** | | --- | --- | --- | | STEP 2 | Correct placement of webcam | Penalty up to minus 30 percentage points | | STEP 2 | Microphone turned on and recording | Penalty up to minus 30 percentage points | | STEP 2 | Student remains in webcam view during exam. (**Caution:** stay in that frame.) | Penalty up to 0 for the Exam | | STEP 4 | Sufficient lighting of the testing environment (**Caution:** avoid backlighting and no hats or sunglasses. Favor: “dress appropriately, as if you were in the classroom.”) | Penalty up to minus 30 percentage points | | STEP 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 laying on a bed or a couch.) | Penalty up to minus 30 percentage points | | STEP 4 | No unauthorized materials near desk area (**Examples and a Tip:** **no** phone**, no** papers,**and no** clutter of**any** type. All “out of reach.” Some students take their tests on an empty table in another room or outside.) | Penalty up to 0 for the Exam | | STEP 4 | No talking with others during the exam or playing of music or other audio recordings. | Penalty up to 0 for the Exam | | STEP 5 & STEP 6 | Valid photo ID shown (**Caution:** your prof is required to compare your Photo ID with your name in Blackboard and with the picture you take of yourself. Place your PHOTO ID so your prof can do that.) | Penalty up to minus 30 percentage points | | STEP 7 | Complete environment scan (**Caution:** You must show **each**action shown in this section. Notice the narrator listens to and watches herself in the video. You should too--and do it over if you are not correct.) | Penalty up to minus 30 percentage points, with 10% **each**for showing  clearly 1) all parts of the **hard surface** where you will take your test, 2) your **lap and** **the floor below**, and 3) an **all-4 walls (a 360-degree) view** of your room. | |

**Caution:** Our division requires all faculty to deduct points as shown in the right column if you do not meet the Exam Conduct Requirements in the left column.