### Departmental Final Exam—F for the Course If Not Taken

The Final Exam consists of 50 questions, at 2 points each. A **review** is provided in Learning Modules. ***Cautions:***

1. Departmental policy is an **F** for the **course** if you do **not** take the Final. **Example:** If you have 900 points (an A in this course) but do **not take the Final Exam**, your instructor is **required** to enter **an F** in the official record**.**
2. To avoid an F for this **course**, you **must** take the Final Exam; therefore, you **also must** deal with WCJC’s requirements for Respondus Monitor-Lockdown Brower.

### Introduction to Respondus, to the Seriousness of Monitoring, and to WCJC’s Video and Other Aids

#### Introduction to Respondus-Lockdown Browser (Overview Statement Written by WCJC’s Distance Education)

This course requires the use of Lockdown Browser for taking online exams. The Lockdown Browser software prevents a user from accessing other applications or going to other websites during an exam. The webcam records you during the exam to ensure you're only using resources that are permitted. Together, these tools make it possible for students to take online exams from any location, and at times that are convenient. It also creates a fair testing environment for everyone in the course. Instructions for downloading the Lockdown Browser software are posted in the course.

#### On the Left, Your Required Actions – On the Right, the Penalties and How Many Points You Will Lose on Your Final

| **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 | 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 |

### How the Top of the Checklist Turns the Penalties List into Tips to Avoid Those Penalties

This table is also the **top** part of the Checklist. Notice how Tips are added to help you be able to do each action without penalties. For example, notice the top on Valid photo ID becomes a Preparation you can do.

**Preparation Checklist and Penalties**

| **Exam Conduct Requirement –Tips to Prevent Penalties** | **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 use 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**. Cautions: 1) You cannot do the STEPs correctly without an external clip-able webcam. 2) Listen to and look at your video so it is OK**. 3) Profs can see and hear **if** you do this. | 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 repeat the review of the video. | Penalty up to minus **30** percentage points |
| Sufficient lighting of the testing environment—**Tip:** Your **room** **and** **face** well-lighted. **No** sunglasses. **No** hat. **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 a couch (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. **Caution:** Respondus make it easy for profs to notice when you are **not.** | 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 your prof will notice.  | Penalty up to **0** for the Exam |
| No talking with others during the exam or playing music or other audio recordings. **Caution: No** headphones. **No** people in the room. **Tips:** Turn off **everything** before you start. If in your home people just charge in, put a sign on the door about the test. Or go to a WCJC testing facility.  | Penalty up to **0** for the Exam |

The bottom part of the Checklist is Tips for the 9 STEPS that Respondus has you do.