

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 Browser.**

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 in STEP 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

Exam Conduct Requirement – Tips to Prevent Penalties	Consequence for Violation...
No unauthorized materials near desk area-- Tips: Do all in STEP 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.