# Offer of Extra Credit with the Sample Respondus Exam

This covers instructions for different students so notice which information applies to **your** situation.

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## Due Date and Your Opportunity to Have More Time

The last day that the Sample Respondus Exam is listed in the Course Schedule. For this Offer of Extra Credit, **before that date**, you must have:

1. Made avideo where you did **nothing** in the **Penalty List below**.
2. Emailed me to go check your video.
3. Watched Blackboard Messages for an email of my feedback. Usual time frame: 36 to 48 hours after you emailed me.)
4. If I send you corrections, you must redo the video correctly and email me to go check your video again. If there are fixes, you must complete them before the Sample Respondus Exam closes.

If you are concerned you cannot do this by the current due date and need more time, post in Course Questions the due date that would help you. I will certainly consider it.

## The Extra Credit Offer

***Caution:*** You **only** get the extra credit if I only have to check your video **ONE** time.

1. Look very carefully at the **Penalty List** below. Notice that, if you do more than one of the actions resulting in 30% point **Penalties**, then you lose 30% points for **each** one. The requirements are not—to use a common phrase—“rocket science.” Anything that is techy you can practice and look at your own video to see if you are doing it as required below.

Review carefully your own video as though ***you***:

* + were the prof having to affirm that you could **not** have cheated
  + were the prof who had to check your work for each of the things in the **Penalties List**

1. If you have questions, reply to the post of this information in the Discussion. (This information will be an Announcement emailed to the class in your WCJC email, in a link right above the Sample Respondus Exam, and in a post in General Course Questions.)
2. What you do depends on your situation:
   * If you have not yet done your Respondus Monitor video, read the **Penalties List** below **and** follow the instructions that Distance Education provides. For some people, the one-page checklist below Distance Education’s instructions helps them. From what students have told me, successful students have to do the video a couple of times and watch their own videos before they meet Distance Education’s requirements. When you are sure you did nothing in the **Penalty List** below, email me in Blackboard Messages and I will check your video as soon as I can.
   * If you previously did the Respondus Monitor video, check the video carefully to be sure that you did nothing in the **Penalties List** below.
     + If you are sure you did **nothing** in the **Penalty List below,** email me in Blackboard Messages and I will check your video as soon as I can.
     + If you realize your video would have **penalties** on the **Penalties List**,   
       a) Redo your Sample Respondus Exam and your video

b) Double check the video, making sure you did not do anything that results in **penalties.**

c) Email me in Blackboard Messages and I will check your video as soon as I can.

***Tip***: Distance Education gave me permission to change the setting on their sample exam so you can now see which answers are right and wrong. You can know the right answers and also make sure you the full 5 points for the questions.

## How You Can Earn 25 Points (not 5) for the Video Review of Your Sample Respondus Exam

***Repeated Caution:*** You **only** get the extra credit if I only have to check your video **ONE** time.

* + If in your video you did **not** do any of the things that result in the **Penalties** below, I enter **25** points for that grade (not the 5 points stated in the description for the grade). When the Final Exam becomes available, you will be able to take it with Respondus Monitor.
  + If in your video you did **one or more** of the things that result in the **Penalties** below, I will send to your Blackboard Messages email a Snippet (picture) of the screen showing the problem (or problems). You will have to **redo the sample test and the video**.   
    If you still make that error or make new ones, I will send a new Snippet. When you are successful, I enter 5 points for the grade. When the Final Exam becomes available, you will be able to take it with Respondus Monitor.

***Tip:*** When people have not done something for a while, they forget what they did before. Before you take the Final Exam, look again at Distance Education’s instructions. Students frequently forget them, end up in the wrong place, and misread the messages that Respondus displays. If they wait until the last minute, they may not get the test taken on time. Distance Education covers this so—if things do not work—look at their instructions again.

## *Caution:* Examples of How Penalties (30% OFF or a 0) Can Lower Your Final Exam Grade

What happens when you take the Final Exam depends on which ***If***statement applies to how you did the exam and its video:

1. ***If*** you did **not** do anything that results in those **Penalties**, you keep the points you made on the Final.  
   **Example**: If your score on the Final Exam was 60, you keep **all** of those 60 points.
2. If you did **one** of the things below, I will change the grade according to the **Penalty** (or **Penalties**)   
   **Examples**: If your score on the Final Exam was 60:
   1. **But** you did something that results in a 30% **Penalty** (such as you did not have enough lighting in the room so that a teacher could tell if you were cheating), then the **Final Exam score becomes 30** (30% of 100 = 30. 60-30=30)
   2. **But** you did something that results in a 0 for an Exam (such as having anything near where you take the exam), then the **Final Exam score becomes 0**.

***Tip:*** If you are in a situation where you feel you have no control over actions that could result in 30% off or a 0, consider seeing if WCJC’s computer room near you might work and check on their schedule early so you can be sure you can do it there.   
**Example:** If you have younger family members who have said they will interrupt your test, then go to WCJC for the test.

## *Caution:* I May Alter the Syllabus to Require Respondus Monitor for Unit 2 and 3

As the current syllabus states, the Final Exam is the only test in this class that requires Respondus Monitor. If necessary, I may alter the syllabus and use Respondus Monitor with Unit 2 and Unit 3. I will notify you in a timely way if that occurs.

## The Penalties List from the Syllabus (Ones Provided by Distance Education and That I Use)

The **Penalties** listed below are from the Syllabus—but there are ***3 Additional Tips.*** If the tips help you, please email me and I’ll add them to the syllabus.

Think about this: you have the same **practical** reality in a distance learning class that you have in on-campus class—you need not only to **be** honest, but also **look like** you are being honest. Look at the penalties—they are all things that experienced professors identified as ways students tried to cheat. Do not do them and you will be absolutely fine.

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***Caution:*** Instructors experienced with monitoring exams recommend these **Penalties**, and I will apply these **Penalties** if you do these things:

| **If You Do One of These Things** | **The Penalty Is** | |
| --- | --- | --- |
| **0 for the Exam** | **Minus 30 percentage Points** |
| Do an incomplete video for what Respondus calls the Environmental Check.  ***Additional Tip***: The prof’s checklist below the Sample Respondus Exam covers in 1 page Distance Education’s instructions and their tips provided to faculty, including on this Check. |  | X |
| Do not have enough lighting for the instructor to tell if you are cheating |  | X |
| Do not position your Photo ID carefully. Your name must be readable and your photo must be clear. ***Tip***: practice with your webcam so you can do this.  ***Additional Tip:*** I keep seeing people take a picture of themselves HOLDING the Photo ID near their face. Please do **not**! With the Photo ID, all of you that the prof should see are **your fingertips** holding the ID close to the webcam. Practice with the webcam so   * Your name is readable * Your photo is clear |  | X |
| **The Penalty List continues on the next page.** |  |  |
| Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam.  ***Additional Tip:*** Just like an on-campus class, unless your instructor told you that exams were open book, you should not expect to use **any** resources in a Distance Education exam. | 0 |  |
| Move so you are not recorded at all by the webcam | 0 |  |
| Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body |  | X |
| Play music or other audio recordings during exams | 0 |  |
| Talk with anyone for any reason at any time during the exam | 0 |  |
| Turn off the microphone although it worked during what Respondus calls the Webcam Check |  | X |

***I reserve the right to modify the syllabus during the semester.***

## *Tip*: Possibility of Using an Internal Webcam in This Course

If you do not have an external webcam and hope to avoid buying one, email me in Blackboard Messages saying you would like to try doing the Sample Respondus Exam with the internal webcam. I’ll send you the tips so you can try it for this class. As the syllabus says, I am the one who will decide if your internal webcam creates a good enough video. (FYI: Your next prof may not agree to your using an internal webcam.)