

Highlights Showing Exam Conduct Requirements for Respondus Exams

The same requirements are in the syllabus. The colors of highlights on the Exam Conduct Requirement in the two left columns show where you can find **most about this requirement** in the Sample Respondus Exam. Go look and listen:

- **Grey** for those Requirements in STEP 2: WEBCAM CHECK.
- **Medium green** for those Requirements in STEP 4: GUIDELINES + TIPS—If the only places you have to sit are the bed or the floor, see prof’s tips below the table.
- **Light green** for those Requirements in STEP 6: SHOW ID- If you have a **vertical** Texas Driver’s license or do **not** have one, see prof’s tips below the table.
- **Light red** for those Requirements in STEP 7: ENVIRONMENTAL CHECK

Caution: On the Left, Your Required Actions – On the Right, How Many Points You Will Lose on Exams

Additional information beginning with the word **Example** or **Caution** in this table is from Distance Education’s training classes. I have confirmed them with its director. All quotations are from the video.

STEP #	Exam Conduct Requirement:	Consequence for Violation of Exam Conduct:
6	Valid photo ID shown (Example: Texas Driver’s License. Caution: profs must 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 (Grade of 0 until you establish a valid ID.)
2	Correct placement of webcam	Penalty up to minus 30 percentage points
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
2	Microphone turned on and recording	Penalty up to minus 30 percentage points
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
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
2	Student remains in webcam view during exam (Caution: stay in that frame.)	Penalty up to 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. 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
4	No talking with others during the exam or playing of music or other audio recordings.	Penalty up to 0 for the Exam

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.

Tips for THIS Class Only: These things are **not** in Distance Education's training or the Sample Respondus Exam, but they are solutions that I have worked out with **my** students for **my classes only**.

- **About not sitting on the bed or floor** in GUIDELINES. If all you have to sit on is a bed, then your prof has agreed to let students sit on the floor. If you are in that situation, email or call me for how you would have to do that.
- **About showing the PHOTO ID in STEP 6 if you have a Vertical Texas license:**
 1. **Do this:** Place your license close to the webcam with **only** your name and photo clearly visible. In other words, you do not need to show the ends of the top and of the bottom of a vertical license.
- **About showing the PHOTO ID in STEP 6 if you just cannot make your PHOTO ID fit a WebCam:**
 1. Do **not** rotate your PHOTO ID. **Reminder:** Profs must compare your Photo ID with your name in Blackboard and with the picture you take of yourself.
 2. **Instead do this:**
 - a) Use your phone to take a picture of your PHOTO ID, being sure you clearly show your name and your picture on the ID. **Tip:** It is fine if you use black tape to cover over private information.
 - b) 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 Sample Respondus Exam, say aloud that you sent me your picture of your PHOTO ID in Course Messages.
- **About showing the PHOTO ID in STEP 6 if you just do not have a Texas Driver's License**
 1. See if you have an ID that has:
 - Your name
 - Your photo
 - Name of the issuing organization

Examples **that have worked:** A recent or even current school ID. A PHOTO ID that is a work permit

2. To repeat the actions in 2 above
 1. Use your phone to take a picture of your PHOTO ID, being sure you clearly show your name and your picture on the ID. **Tip:** It is fine if you use black tape 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 Sample Respondus Exam, say aloud that you sent me your picture of your PHOTO ID in Course Messages.
- **About different problems that cause you not to be able to do what is in the Sample Respondus Exam**
 1. Email me with your situation
 2. If your prof cannot think of a solution, we can talk by phone to see if we can think through what might work within this class but not violate WCJC's listed requirements. Very often this has worked.