# Respondus Information from the Syllabus Plus Tips and Steps

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## Why You Want to Assume You Don’t Know Already Know *Everything* About Respondus

Last term, **more** than 50% of students thought they knew how to do use Respondus correctly in taking an exam. They were absolutely and even amazingly **wrong.** You don’t want the penalties or the unnecessary waste of your time.

### ****What Makes Something Wrong to This Instructor?****

* Given the importance as an accreditation issue for WCJC to show due diligence in preventing cheating, WCJC—**not** me—determines how it wants to stop cheating. My part of this effort is to make sure what WCJC wants done to stop cheating is done **and** to help students succeed at that as quickly as they can.
* Given that, students’ use of Respondus is wrong if they do **not** do it in the way demonstrated in a video prepared by WCJC’s Distance Education Department. It is available on the Blackboard Login Page.

### What Are the 3 Reasons That I Created the 2 Checklists That I Provide on 1 Page?

1. Some people have a trouble noticing things in videos. To reduce that problem, the checklist tells you what **your** instructor noticed. Tip: Print the 1-page checklist below this link. Check off **each** thing as you watch the video.
2. Some people want to know how the instructor grades. To reduce that problem, the checklist shows you **exactly** how the instructor grades and what penalties occur if you do not prepare your environment for a test.
3. Many people have trouble remembering what they figured out before. To reduce that problem, you may use the checklist **during** a Respondus test. Just show **both sides** of the page to me at the **beginning** of the video that you make when you take an exam monitored by Respondus.

**Favor: Because Respondus changed the order of its screens, WCJC redid its video, and I also redid my checklist. If you see something incorrect or unclear in this new checklist, please email me in Course Messages.**

## Do You Have to Have an External Webcam and a Microphone? The Answer: Yes

### Alternative that WCJC Provides in Its Testing Facilities

You do not have to set up your own computer for testing if you use WCJC’s [testing facilities](https://softchalkcloud.com/lesson/files/8hkmXWAjVbt9S4/Respondus%20LockDown%20&%20WCJC%20Open%20Computer%20Labs.pdf). Link Address: https://softchalkcloud.com/lesson/files/8hkmXWAjVbt9S4/Respondus%20LockDown%20&%20WCJC%20Open%20Computer%20Labs.pdf **Tip:** Make sure you tell me in your video that you are in one of these testing facilities.

### Distance Education’s Statement in the Syllabus about Microphone and external (clip-able) webcam

You will need a computer, an **external webcam** and **microphone**, a reliable internet connection, and access to the WCJC Blackboard site. Following the method recommended by the Distance Education Department, this course requires an **external (clip-able) webcam**. (You may **not** use the internal webcam within your laptop.)

**Tips for buying the external webcam efficiently and cheaply**.  I did check with Distance Education to confirm that it is still true that WCJC bookstores have cheap but adequate external webcams. I also learned that “students can also use their financial aid to purchase them if need be.”

### What Do the Words external (clip-able) webcam Mean?

 Clip-able means that you:

**1.**Unclip the external webcam from your laptop or from the monitor on a desktop computer.

**2.**Point the external webcam **at**your laptop or desktop computer showing **all**of the areas left and right in the checklist.

**3.**When you are done, clip the external webcam back on the laptop or monitor of your desktop computer.

**4.**Then you look at Respondus Monitor’s screen to be sure the external webcam is pointing at the “frame” that can contain your face and shoulders and you **stay** in that position **during** the test.  
Yes, you can scratch your nose or untwist your neck but stay in the “frame.”

## [Respondus Facial Detection Options](https://smc-service-cloud.respondus2.com/MONServer/lms/examsettings.do?ssv1=8374878178ee4b26a3e599ccba28e4c3:2:1568669392440:d8201d09d144e84af76a164ef03ee8270b53166b:1568658592440&examId=cc82b58a625341c59a7b37527a1a6120&instructorId=@00221775#1) Chosen by the Instructor

In this course, you instructor has chosen these settings for Respondus Monitor and facial recognition:

* Prevent students from starting the exam if face cannot be detected during Startup Sequence. **Note:** you **cannot** start the exam until you fix this problem.
* Notify students during the exam if face cannot be detected. **Note:** A “video window will appear” so you **fix this problem** so that you can continue with the test.

## Why You Must Deal with Respondus for the Departmental Final Exam

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 and to the Seriousness of Monitoring

### Introduction to Respondus-Lockdown Browser (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.

### Looking at the Penalties List as an Indication of What You Must Do to Avoid Losing Points

On the left, you see your required actions. On the right, you see 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 |

### Looking at the Penalties List As a Checklist for How You Prepare Your Test Environment for Success

Before you begin an exam, Respondus recommends that you run “Webcam Check” and “System and Network Checking.” This table combined with the STEPS in the Respondus Startup Sequence is available as 1-page that you can use during a Respondus-monitored exam in this class.

| **Exam Conduct Requirement:** | **Consequence for Violation of Exam Conduct:** |
| --- | --- |
| Valid photo ID shown – **Tip:** For STEP 5, most students use a current Texas Driver’s License. If you do **not** have that, see the **Tip** in STEP 5. | Penalty up to minus 30 percentage points |
| Correct placement of webcam -- **Tip:** For STEP 2 and STEP 8, use your **external** **clip-able** webcam carefully and follow **all** prompts. | Penalty up to minus 30 percentage points |
| Complete environment scan -- **Tip:** Do **all** inSTEP 6**.** | 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 will investigate. | Penalty up to minus 30 percentage points |
| Sufficient lighting of the testing environment—**Tip:** No sunglasses. No hat. Your room and face well-lighted. (And 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.) -- **Tip:** Notice the points off if you don’t. | Penalty up to minus 30 percentage points |
| Student remains in webcam view during exam – **Tip:** New setting. | Penalty up to 0 for the Exam |
| No unauthorized materials near desk area-- **Tip:** Do **all** inSTEP 6**.** | Penalty up to 0 for the Exam |
| No talking with others during the exam or playing of music or other audio recordings. **Tip:** Turn off everything before you start. if you did not initially, fix all lighting and clothing now. | Penalty up to 0 for the Exam |

### Using WCJC’s Video with Your Instructor’s Checklist to Succeed Quickly

To help you:

* WCJC’s video with a demonstrator showing exactly how to do each step with Respondus. All students must observe carefully Distance Education’s excellent video.
* A checklist to help students notice what is in the video and your prof give you feedback on how you did with Sample Respondus Exam.
* The Sample Respondus Exam that lets students practice as much as they want and—when they think they know how to do it—get feedback so they know if they are OK or must change how they do this.

### How Respondus Works in This Class

In this course, you only use Respondus with the Final Exam. (Do notice the statement at the end of the syllabus about my reserving the right to change the syllabus.) In this course, you have two things to make this more flexible for you:

1. A 3-week period to meet the requirements, but do notice:
   1. There are fewer points possible if you wait until the last opportunity to do the 2nd Way. Do it **early** so you can get **more points**!
   2. **Caution:** If you do not act during that 3-week period, you **cannot** meet the requirements and therefore you **cannot** take the Final Exam and you **cannot** pass the course. Get it done **early** so you do **not forget**!
2. 2 Ways to meet the requirements

### How to Reach the Required Installation and Launch Instructions and the Required Video

Do steps

### 1st Way – For students who are experienced with using Respondus for taking exams at WCJC.

1. You do **not** have to do the Sample Respondus Exam.
2. You write an email in Course Messages saying that you:
   1. Have previously used Respondus Monitor
   2. Have used the checklist as you watched WCJC’s Video since the new video became available on 9/?
   3. Have an external clip-able webcam and microphone and will use it correctly
   4. Have read the penalties for not meeting the requirements and realize your responsibilities

### 2nd Way —For students who have never taken a Respondus-monitored test at WCJC or who realize after they watch WCJC’s video that they were not doing it correctly before.

1. You **do** have to do the Sample Respondus Exam.
2. You do have to email your prof that you are ready for review.
3. Your prof will review it and reply back with the marked checklist as feedback and—depending on the issues marked—you may have to do it over. Your prof is glad to help you.