

How to Use WCJC's Video with the Sample Respondus Exam and the Final (Only Ones)

What's Here to Help You < Notice above we use Respondus **only** with the Sample Respondus Exam and the Final:

An "Advertisement" for Not Assuming What You Did Before Is OK

An "Advertisement" for How the 1-Page Checklist (Below) Can Help You in 3 Ways

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

How Can You Avoid Getting an External Webcam and Microphone and Avoid Setting It Up?

Can Your Instructor Tell If You Do Not Use an External Webcam? Yes!

Do You Have to Have an External Webcam and a Microphone to Test at Home? Yes!

What's Different about Respondus Facial Detection Options Chosen by the Instructor?

Repeat from the Syllabus: Introduction to Respondus, to the Seriousness of Monitoring, and to WCJC's Video and Other Aids

How Can You Use the Penalties List with **Tips As a Way to Avoid Those Penalties?**

How Can You Succeed with Respondus and Testing?

How Can You Take the Sample Respondus Exam and Earn More Points By Being Right the 1st Time?

How Do You Find the Required Installation and Launch Instructions and the Required Video?

An "Advertisement" for Not Assuming What You Did Before Is OK

Last term, **more** than **50%** of students said they knew how to do use Respondus correctly but they were amazingly **wrong**. Most said this is the way their profs let them use Respondus.

I certainly cannot deal with your past, but I can explain why I am doing what I am doing in your present:

- Given the importance as an accreditation issue for WCJC (and all colleges) to show due diligence in preventing cheating, in my view 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. I also want to help students succeed at that as quickly as they can.
- Given the above, students' use of Respondus is wrong if they do **not** do it in the way demonstrated in a video prepared by WCJC. It is available on the Blackboard Login Page, in this folder, and in this link

An "Advertisement" for How the 1-Page Checklist (Below) Can Help You in 3 Ways

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 and do what the STEPS say for you to do.
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 say something like "using the checklist" and then 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 redid my checklist. If you see something **incorrect** or **unclear** in this new checklist or in this How-to link, **please** email me in Course Messages.

Why Must You 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. **Caution:** 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.

How Can You Avoid Getting an External Webcam and Microphone and Avoid Setting It Up?

You do not have to set up your own computer for testing if you use WCJC's [testing facilities](#). 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 so I know how to interpret the low noises in the background

Can Your Instructor Tell If You Do Not Use an External Webcam? Yes!

Caution: Unless you use an external webcam, you will **not** be able to show your instructor what the demonstrator in WCJC's video does.

Do You Have to Have an External Webcam and a Microphone to Test at Home? Yes!

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**. (**Caution:** You may **not** use the **internal** webcam **within** your laptop.)

Tips for buying the external webcam efficiently and cheaply. For Fall 2019, 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." In the past, the

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."

Caution: Read the above 4 things. To repeat, Can Your Instructor Tell If You Do Not Use an External Webcam? Yes!

What's Different about Respondus Facial Detection Options 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.

Repeat from the Syllabus: Introduction to Respondus, to the Seriousness of Monitoring, and to WCJC’s Video and Other Aids

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

In the prior year, instructors were required to add this table to the syllabus. On the left, you see your required actions. On the right, if you do not do these things, you see how many points you will lose on your Final. I put high penalties **because** an on-campus student has to this and **because** these things are not “rocket science” but **common sense**.

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 Can You Use the Penalties List with **Tips** As a Way to Avoid Those Penalties?

When you do something for the 1st time, it can be hard to guess. After years of watching Distance Education’s videos, attending their training classes, and monitoring students each term since Respondus started, I know tips for the things you need to do. If you have questions, just ask. Also other students can help you. (That’s part of what the Ask/Answer/Share discussions are for—and you make points.)

This table is also the **top** part of the Checklist. The bottom part is Tips for the 9 STEPS that Respondus has you do.

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-lit. No sunglasses. No hat. Favor: please wear clothes!	Penalty up to minus 30 percentage points

Exam Conduct Requirement – Tips to Prevent Penalties	Consequence for Violation...
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 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

How Can You Succeed with Respondus and Testing?

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.

Caution: You will be graded on what is required in WCJC's video, **not** on how your prior professors graded you.

- A **checklist** to help students notice what is in the video and your prof uses to give you feedback on how you did with the Sample Respondus Exam. In this class, you can **use the checklist during the Sample Respondus Exam and the Final Exam as long as you tell me in the Respondus startup. In other words, there is no excuse for forgetting what you need to do.**
- 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.
- If you want to refresh on how Respondus works just **before** the Final, you can use this quiz.
Practice with Respondus - Instructor Does Not Review (This is opens up about 10 days before the Final Exam.)

How Can You Take the Sample Respondus Exam and Earn More Points By Being Right the 1st Time?

In this course, you **only** use Respondus with the **Final Exam**. **Caution:** If you do not act while the Sample Respondus Exam is open, 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!**

Although you do have to take the Sample Respondus Exam, in this course, you have several things to make this more flexible for you:

1. It is a 2-week period to meet the requirements, but you earn the **most points** if you do it **early**. **Get it over with.**
2. You can practice with the Sample Respondus Exam when you want to and as long as you want to. **Caution:** When you are ready, you do **have to email your prof that you are ready for review.**

What happens next? Your prof will review your video with the Sample Respondus Exam and reply back with the marked checklist as feedback and one of these possibilities:

- If you act during the **earliest** time and if you follow the checklist **correctly** in doing the Sample Respondus Exam, your prof states that she will enter **5** points in the grade "Video Review by Prof" so you can see the Final Exam and **15** points in the grade "1st Time."
- If you act during the **later** time and if you follow the checklist **correctly** in doing the Sample Respondus Exam, your prof states that she will enter **5** points in the grade "Video Review by Prof" so you can see the Final Exam and **7.5** points in the grade "1st Time."

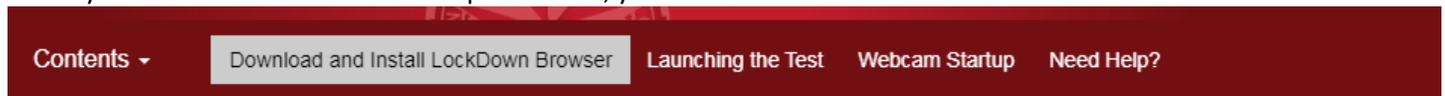
- At either time, if you followed the checklist **incorrectly**, the prof a) returns the checklist showing what you did wrong in doing the Sample Respondus Exam and b) tells you to look carefully at what you did incorrectly and to ask your prof for help if needed, and c) writes one of these statements in your email:
 - Reply back that you understand and you will not repeat these errors on the Final Exam. Once I receive that email, you will see 5 points in the grade “Video Review by Prof” so you can see the Final Exam.
 - Repeat the Sample Respondus Exam and, once done, email me to review it. Please ask if you have any questions **before** you do repeat this again. Once you email me, I will check it to be sure you can safely take the Final Exam without losing many points as penalties. If you will be safe if you act with the Final Exams as you did with the Sample Exam, I will reply that I have entered 5 points in the grade “Video Review by Prof” so you can see the Final Exam.

How Do You Find the Required Installation and Launch Instructions and the Required Video?

This **bottom** of this folder provides:

- Distance Education’s link to How to Test with Respondus available on Blackboard’s Login page and here. Link address: <https://softchalkcloud.com/lesson/serve/8hkmXWAjVbt9S4/html>.
- Distance Education’s 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.

When you click on the How to Test Respondus link, you see 3 choices:



1

2

3

With all 3, be sure you look at what is **below** the video or initial information to check to see if there is information that might help you.

1	Provides all instructions for downloading and installing—including for different devices--and a video.
2	Provides all instructions for launching the Test. Tip: Launching the test means you first come in through the LockDown Browser (not your regular one). Follow the steps to avoid misery.
3	<p>Provides at the beginning of the video a very useful reminder of how to launch a test.</p> <p>Provides just below the video some tips to help you.</p> <p>Once the video begins the Startup Sequence, use the Checklist provided in this folder so that you notice all that is expected of you. Check off what you see as you see it so you actually notice.</p> <p>Using the Checklist when you are taking the Sample Respondus Exam and again when you take the Final Exam can save you lost points and misery.</p> <p>If you see more that needs to be in the checklist, please tell me and I’ll change the checklist.</p>