**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:

[**Do Not Assume What You Did Before Is OK for This Course and Other Courses**](#_Toc33293426)

[**Why Must You Deal with Respondus Before the Departmental Final Exam?**](#_Toc33293427)

[**Tip: Use WCJC’s Facilities to Avoid Getting an External Webcam and Microphone**](#_Toc33293428)

[**What’s Different about Respondus Facial Detection Options Chosen by the Instructor?**](#_Toc33293429)

[**Repeat from the Syllabus: Introduction to Respondus, to the Seriousness of Monitoring, and to WCJC’s Video and Other Aids**](#_Toc33293430)

[**How Can You Succeed with Respondus and Testing?**](#_Toc33293431)

[**How Can You Take the Sample Respondus Exam and Earn More Points By Being Right the 1st Time?**](#_Toc33293432)

[**How Do You Find the Required Installation and Launch Instructions and the Required Video?**](#_Toc33293433)

## **Do Not Assume What You Did Before Is OK for This Course and Why Your Prof Made a Checklist**

Students’ use of Respondus is wrong if they do **not** do it in the way demonstrated in a video prepared by WCJC. That video is available on the Blackboard Login Page, in this folder as a separate link, and from this link.

Your prof made a checklist by watching that video for two reasons:

1. If I were using Respondus Monitor as a student, I’d need a checklist for how I had to set up my own testing area and what I had to do.
2. Given the jobs that WCJC has given profs, I needed a checklist because I am required:
	1. To determine:
* Whether you did things in your home that would make it hard to cheat (just the way your prof requires in a face-to-face class and as WCJC’s video shows)
* Whether you acted during the test in ways that WCJC’s video shows you to act.
	1. To mark fairly and quickly so I could give feedback and—if essential—deduct according to the penalties chart (something WCJC requires in each prof’s syllabus).

The Distance Education Director has been kind enough to proof it and provide guidance on changes. **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 revised checklist, please email me in Course Messages or WCJC email.**

## **Why Must You Deal with Respondus Before 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.

### **Reminder from the Syllabus on the 1st Day: 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.)

### **Common Questions and the Answer to Both Is Yes**

* Can Your Instructor Tell If You Do Not Use an External Webcam? Yes! How? 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! On the other hand, depending on your location, you can use WCJC’s testing facilities and avoid buying these things and setting them up.

### **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.”

### **Tips: How to Buy the External Webcam Efficiently and Cheaply**

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, students have shared information in General Course Questions about cheap, useable external webcams they bought. It is great to use the General Course Questions for that purpose.

## **Tip: Use WCJC’s Facilities to Avoid Getting an External Webcam and Microphone**

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%26%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 so I know how to interpret the low noises in the background.

## **Respondus Facial Detection and This Course**

Following Distance Education’s guidance, your 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. **Caution: Keep** it fixed. **You would not be looking outside of your testing space in a face-to-face Final Exam.**
* 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. **Caution:** If you keep getting that notice and turn it off, **Respondus shows the prof that you turned it off.** The solution is just stay in the frame.

FYI: I understand your scratching your nose or twisting your neck and that kind of thing.

## **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**

**Caution:** 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 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.**

**Caution:** There is no excuse for forgetting that you needed to do something because you use the checklist during the Sample Respondus Exam and the Final Exam. You can even check things off as you do them.

**Tip:** The Checklist is immediately below this link.

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

The Before Your Class Opens email covered Reminder 8 with its offer of 10 points extra credit if you do the video accurately the 1st time.

What Is in the Folder and What Happens Next?

 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**.

1. 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:

## **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](https://softchalkcloud.com/lesson/serve/8hkmXWAjVbt9S4/html) 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** | Provides at the beginning of the video a very useful reminder of how to launch a test. Provides just **below** the video some tips to help you.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.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.If you see more that needs to be in the checklist, please tell me and I’ll change the checklist.  |