#### Distance Education’s Statement of Requirements Modified for This Term and Updated 10/11

For **this** term, you will need a computer with an internal webcam and microphone, a reliable internet connection, and access to the WCJC Blackboard site.

You do **not** have to have an external webcam; however, as Blackboard’s opening Respondus section states: “In all instances, you MUST be able to perform a **360-degree environmental scan** of your immediate testing area (See How to test with Respondus link above) before an exam.”

### Departmental Final Exam—F for the Course If Not Taken

The Final Exam consists of 25 questions, at 4 points each. A **review** is provided in Learning Folders. ***Cautions:***

1. Departmental policy is an **F** for the **course** if you do **not** take the Final. **Example:** If you have been earning 90% or higher on every assignment and have total of 895 (an A in this course), but you 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** meet WCJC’s requirements for Respondus Monitor-Lockdown Brower and understand the points for “violation of exam conduct.” **Tip**: Taking an exam with Respondus Monitor requires paying attention to the screen prompts and looking carefully at what you did to be sure **you did** what the **person demonstrating did**. [**Added Caution:** your prof can tell if you did **not** check!]
3. Please understand that in **this** course, your prof will review the video that you make of yourself using Respondus Monitor when you take the Final Exam according to two things:
	1. What is required in **WCJC’s video for students**
	2. What **WCJC’s video shows faculty** to do, **not on how your prior professors graded you**.

### 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, but with 2 Examples Added)

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.

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

| **Exam Conduct Requirement:** | **Consequence for Violation of Exam Conduct:** |
| --- | --- |
| Valid photo ID shown (**Example:** Texas Driver’s License)[**Added Caution**: You must show your **name** and your **picture** clearly on that Texas Driver’s License.] | 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 [**Added Caution:** if you get 1 of the above deducted, you fail.] |
| Student remains in webcam view during exam | Penalty up to 0 for the Exam |
| No unauthorized materials near desk area (**Examples:** **no** phone**, no** papers, **no** clutter.) | 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 |

**Caution:** The Division of Social & Behavioral Science **requires all** faculty, including those in the History Department, to **deduct points as shown in the right** column if you do **not** meet the **Exam Conduct Requirements in the left** column.

#### WCJC’s Video and New Resources in Student Resources to Help Students-Succeed with Respondus and Testing

* **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.**
* The Sample Respondus Exam is available in Student Resources before your course opens so you can determine if your computer works successfully with it.

### How Respondus Works in This Class

In this course, you **only** use Respondus with the **Final Exam**. Be sure you make sure your computer, microphone, and internal (or external) webcam work with Respondus. Do Respondus within the course when the List of Due Dates says Respondus **opens** so you do **not forget**!

Because you can practice as long as you want, I do **not** review Sample Respondus Exam Respondus videos until the dates in the updated List of Due Dates shown below. I will check them carefully. Anyone who does the Sample Respondus Exam may take the Final Exam.

**Cautions**: If you want to take the Final Exam, you must sign up for the date when you will take the Final Exam. The purpose is for me to be sure that each of you can take the Final Exam on the date you prefer. If you want to take the Final Exam on the 1st day (10/19), you must complete the Sample Respondus Exam **before** 10/17.

To see the Final Exam, you also must have one of these grades for the **PROF’S VIDEO CHECK**:

* If you did the Sample Respondus Exam as Distance Education’s Video showed (including the Environmental Check) and as the Reminder list shows, you earn:
	+ 45 points if you completed the Sample Respondus Exam between 10/12-10/14
	+ 30 points if completed it between 10/15-10/16
	+ 15 points if completed it between 10/17-10/18
* On the other hand, you did not do the Sample Respondus Exam as Distance Education’s Video showed (including the Environmental Check), you earn a placeholder grade of 1.11. Note:
	+ If the problem is brief, I can explain by phone.
	+ If needed, I can set up a private Blackboard Collaborate to show you **your** Sample Respondus Exam so you see what I see.

These things occur when you take the **Final Exam:**

* If you have 45, 30, or 15 points and if you do the Final Exam with the same **carefulness**, you **will have no points deducted**.
* If you have 1.11 and if you do **not** change, the 1.11 remains as is and you will have points deducted.
* If you have 1.11 but this time you do act with the **carefulness** earned by those who made the higher points, then your Prof changes the 1.11 grade to either 45, 30, or 15 depending upon the date you took the Sample Respondus Exam.