The_Sample_Respondus_Exam_Now_Shows_the_Instructions_in_the_Final_Exam

- If you have not taken the Sample Respondus Exam, then do follow those instructions carefully when you do.
- If you previously took the Sample Respondus Exam, you do not have to retake it. Just look at the yellow for what is different. (All of these were covered in the Respondus instructions but not in the screens used with the Sample Respondus Exam.)

In the Respondus Section for Additional Instructions

You must use an external webcam, not the one in your laptop. You must do what WCJC's video (provided in the Respondus folder for this course) shows you to do. During this exam, you shouldn't access other resources (a phone, tablet, notes, books, etc.) or communicate with other people. a) Stay in your seat and b) focus on the computer screen until the exam is complete. If an interruption occurs, briefly explain what happened by speaking directly to your webcam. And, finally, remember that you cannot exit the exam until all questions are completed and submitted it for grading.

In the Respondus Section for Guidelines + Tips

This has a series of small drawings with tips. Among them is a drawing of a student tilting a laptop. That drawing does **not** apply to this course.

Caution: I follow the guidance of the Director of Distance Learning about requiring an external webcam. The paragraph on that requirement that is in the syllabus is a copy of the Distance Learning's statement.

In the Respondus Section for Show ID

Hold your identification to the camera and select "Take Picture." Your picture must show BOTH your name clearly AND your face clearly. You do NOT, however, have to show--for example--the decorative words at the top of more recent Texas licenses. Click here for examples (with student faces and id blurred out).
http://www.cjbibus.com/HIST_1301_1302_Doing_the_Photo_ID_Correctly.pdf

Reminder from the instructions in the Respondus folder in the course: If you do **NOT** have a Texas driver's license, **BEFORE** you take the Sample Respondus Exam, scan your proposed license and email it to your prof in Course Messages and ask for her approval. Then in the Final Exam use the **SAME** license.

To repeat what is covered in the Respondus folder: If your taking the Sample Respondus Exam shows that you cannot successfully show BOTH your name clearly AND your face clearly, there is a solution. Scan your license and email to your prof in Course Messages. When you take the Final Exam, remind her that you emailed your Photo ID.

In the Respondus Section for Environmental Check

Make sure the area around your computer is clear of papers, books, phones, etc. You must use an external webcam (not the one built into your computer) in order to do the required steps shown in WCJC's video.

Click "Start Recording" and slowly tilt/pan your external webcam to create a brief video of the area around your computer. Show each step shown in WCJC's video (and listed in the checklist provided in the course).

In the Respondus Section for Facial Detection Check - Making Sure You Understand the Settings in This Course

The two settings are:

- Prevent students from starting the exam if face cannot be detected during Startup Sequence.
  What are you required to do? Get in the frame and focus on the screen.
- Notify students **during** the exam if face cannot be detected (prompt for a fix).
  What are you required to do? When Respondus gives you a "video window" so you can adjust the position of your face, stop and fix it—even if you have to keep fixing it.