**What You Do in Order the 1st Time**

1. If you have not seen it already, look at the introductory video about Respondus and its purpose.
2. Click Look carefully at WCJC’s statement if you have not seen it already.
3. Follow Distance Education’s (DE’s) steps carefully to set Respondus up and to do your sample video to show you know how to take a test at WCJC.
4. Read the description in

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| The Description with the Sample Respondus Exam:Please complete this sample exam as if it were a regular course exam, including showing proper identification, completing a proper environmental video, and thoughtfully responding to each question. This practice exam will allow your instructor to provide you legitimate feedback to ensure you are prepared for graded exams requiring Respondus LockDown Browser & Monitor within this course.  |
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| Reminders about What This Description MeansPlease complete this sample exam as if it were a regular course exam, Regular course exam = such as Unit 1 Exam or the Final Exam and take this Sample Respondus Exam seriouslyincluding showing proper identification,Proper identification = such as a Texas Driver’s License with your name and your photo clearly visible in the Webcam completing a proper environmental video, Proper environmental video = Respondus has a Start Up SequenceStep 1 Terms of Useand thoughtfully responding to each question. This practice exam will allow your instructor to provide you legitimate feedback to ensure you are prepared for graded exams requiring Respondus LockDown Browser & Monitor within this course.  |
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1. Click on DE’s Sample Respondus Exam and do the video carefully.

The Course Schedule lists the dates for you to do the sample video. Monday-Friday during that period, I will be checking each day to see who did this video. You will see:

* If you did it correctly, 5 points in the grade Sample Respondus Video Review. This means that you will be able to see the Final Exam when it is available.
* If you did not do it correctly, an email from me telling you what to do to fix the problem. Sometimes I will send screen prints to help you see the problem. I will be glad also to talk by phone if that helps you.

**What You Do in Order When You Take a Real Exam**

It can help if you look at the checklist before you start a real exam. I have seen students misremember and end up with an error screen because they did not follow the order Respondus requires.