# Why It Is in YOUR Interest to Help Your Prof Do Her Respondus Jobs Quickly

**General Cautions from the Syllabus:** The Social and Behavior Science Division takes Respondus seriously (as we should). Our division requires all faculty to deduct points if you do **not** meet the Exam Conduct Requirements in the syllabus (page 7) and in this link (page2). Also, If you had the full 5 points on the review of **all** prior exams and you act incorrectly on the Final Exam, I will reevaluate **all** the earlier exam videos.

**Caution about Internal and External Webcams and Thanks to My First History Students Using Respondus: I**n the 8-week class, the students using internal webcams (those in their laptops) had “mixed success” so I hope to make that easier for you all until this pandemic is over

* Because your prof started with Respondus when students were **only using internal** webcams so I saw a lot
* Because **some** of my students were really smart about figuring out things in simple ways and I noticed what they did and told the other students—This link will include those simple ways for those with internal webcams.

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[(**Caution:** Not with computer on your lap; not sitting or lying on a bed or a couch.) **Startup Sequence in Respondus Monitor** (If you do not, I place an **X** to the left of the item and deduct.) 7](#_Toc67509570)

## Losing or Gaining Points by What ****YOU**** Do

### **How to Find Distance Education’s 3 Excellent Videos**

Click [here for Distance Education’s videos.](https://softchalkcloud.com/lesson/serve/8hkmXWAjVbt9S4/html) For what you will do when starting a Respondus exam, click the third tab Webcam Startup (Link Address: https://softchalkcloud.com/lesson/serve/8hkmXWAjVbt9S4/html)

### **Keys to Your Success with Respondus**

**Notice** that the narrator in Distance Education’s video **listens to** and **watches herself** at **each** STEP. Do what the narrator does. **Tip:** A prof can hear and watch you replaying your video.

**Keys to Success:** 1. Carefully look at Distance Education’s example video. 2. Do yours. 3. Select Try Again and look at itlike your prof or a boss would. 4. If needed, **redo it. 5. Before you decide not to redo the video, r**ealize that your prof has **evidence in your video** for what she says about **your** actions with Respondus:

* The video Respondus makes is similar to a paper where the prof requires you use ONLY sources she provides**.**
* **People can see for themselves** that what you wrote was **not** in the source—or that your video did **not** cover what the Distance Education video covered.

### **If Your Actions Make It Harder for Profs to Notice Cheating, How Many Points Do You Lose from Your Exam?**

STEP # = the # that Respondus shows during a Respondus-monitored exam. **What does WCJC require:**

* **Profs to Do? Throughout** the exam**,** watch for **everything** listed in the **right column.**
* **Students to Do? Follow STEPs 2 & 4 to set up your testing environment. Follow STEPS 2, 6, & 7 during the test.**

|  |  |  |
| --- | --- | --- |
| **Penalty on the Exam Up to** | **STEP #** | **Required Exam Conduct** |
| Minus 30 percentage points | 2 | Correct placement of webcam |
| Minus 30 percentage points | 2 | Microphone turned on and recording |
| 0 for the Exam | 2 | Student remains in webcam view during exam |
| Minus 30 percentage points | 4 | Sufficient lighting of the testing environment |
| Minus 30 percentage points | 4 | Student is in seated position with computer on **hard surface** (desk, table, TV tray etc.) |
| 0 for the Exam | 4 | No unauthorized materials near desk area **Examples and a Tip:** **no** phone**, no** papers, **and no** clutter of **any** type. To quote the video, all “out of reach.” |
| 0 for the Exam | 4 | No talking with others during the exam or playing of music or other audio recordings. |
| Minus 30 percentage points | 6 | Valid photo ID shown (Grade of 0 until you establish a valid ID |
| Minus 30 percentage points | 7 | Complete environment scan (**Caution:** You must show **each** action:   * Shown in Distance Education’s video * Listed in this link and explained with examples, including specific actions for **internal** webcams |

### **If Your Actions Speed Up Your Prof Doing Her Jobs with Respondus, How Many Points Do You Add to Your Total**

1. You **only** earn these points if your actions make it easy for your prof to do the jobs Distance Education’s training says **WCJC profs are required to do.**
2. If you do **any** of the things (on the **prior** page) **that are known for hide cheating,** then you do **not** get the 45 points.

* 25 regular points for Respondus Review-1 to -5 @ 5 points each (a Respondus Review for each exam from the Sample Respondus Exam to the Final Exam)
* 10 extra credit points during the Sample Respondus Exam when you signup when you are sure that your Sample Respondus Exam is exactly what it should be
* 10 extra credit points before the Final Exam when you signup when you want to take your Final Exam so I know to grade Respondus Monitor for your Unit 3 Exam before that time.

### **How This New Way Works Technically and with Your Grades for Exams and Respondus-Review-1 to -5**

You can see and take the next exam in the List of Due Dates depending on the grade for **the prior Respondus Review:**

| **Grade Shown** | **What That Means for You** |
| --- | --- |
| **No grade or 0** | **You may not take the upcoming exam. Tip:** Contact your prof immediately for guidance. |
| **1.11** | **You may take the upcoming exam.** You were, however, **incorrect** for the prior exam for **1 or more Respondus requirements on page 2**. The results are:   * You **lost points** for **that** exam **according to the penalties on page 2**. * If it is your **first (and last)** time to have a 1.11 for a Review **and** if you **correct your actions** with Respondus on the **next exam and never have Respondus errors in later exams**, you can earn **any remaining** points of the 45 points. |
| **5 – GREAT!** | **You may take the upcoming exam. You can earn any remaining points of the 45 points.** |

### **Caution about the Words *Guidelines* and *Tips* in the Name STEP 4: GUIDELINES + TIPS**

Students frequently think the word *guidelines* means you can do it you feel like it. **Instead**, the wordfits with a **slippery mountain pass.** *Guidelines* mean 0 off for the Exam or 30% off. Guidelines are **not** optional: it is just a polite way of **saying if you do NOT want to fall off a mountain (or fail in a course), do what this document says**. It is defined in *Merriam-Webster Online* as “a **cord or rope to aid a passer over a difficult point** or to permit retracing a course.” The word *tip* is defined by *Webster’s* as a “piece of advice or **expert or authoritative information**”—that **also** sounds **worth following rather than facing 30% off or 0 for the exam**.

### **STEP 4 GUIDELINES** **about Not Sitting on the Bed or Floor** If **All** You Have Is a Bed

If you are in this situation, email or call me for exactly how you must to do that. I did see one student in a room visible to Respondus during the Sample Respondus Exam. I could see there were no other options but the room also made cheating difficult. We talked it through and made a deal and she certainly fulfilled her end of it.

|  |  |
| --- | --- |
|  | STEP 5: STUDENT PHOTO – Y**ou** do what she did to make her **face fill the frame** (the rectangle that Respondus uses). |
| STEP 6 | SHOW ID – **You** show your ID’s photo and name clearly. **Tip:** If you cannot make the photo and name clear, make a scan of your ID and email it to your instructor in Blackboard’s Course Messages and remind your prof in your video that you have done this. **Caution about STEP 5 and STEP 6:** Respondus shows your PHOTO and your ID and the prof is required to determine:   1. If the **photo** of the person taking the test is the person in the **picture** on the PHOTO ID 2. If the **name** on the PHOTO ID matches the **name** you used in registering for the class. |

## STEP 5 and STEP 6: Picture You Take of Yourself and Photo ID You Put Close to the Webcam

### **What Does WCJC Require Profs to Do at STEP 5 & 6**

**Caution about STEP 5 and STEP 6:** Respondus shows side by side:

* The picture you take of yourself within Respondus
* Your PHOTO ID that you place carefully in the Webcam view

Show snippet

Your prof is required to compare the 2 things to determine:

1. If the **photo** of the person taking the test is the person in the **picture** on the PHOTO ID.
2. If the **name** on the PHOTO ID matches the **name** you used in registering for the class (with that name visible in Respondus).

### **What Does WCJC Require Students to Do at This STEP?**

**You** show your ID’s photo and name clearly. **Tip:** If you cannot make the photo and name clear, make a scan of your ID and email it to your instructor in Blackboard’s Course Messages and remind your prof in your video that you have done this.

STEP 2: Webcam Check

### **Remedies to Common Problems about Showing Your PHOTO ID in STEP 6**

|  |  |
| --- | --- |
| **Condition** | **What to Do for This Class** |
| A PHOTO ID that you just cannot make your fit a WebCam | 1. Do not rotate your PHOTO ID. Reminder: Profs must compare your Photo ID with your name in Blackboard and with the picture you take of yourself.  Instead do this:   Use your phone to take a picture of your PHOTO ID, being sure you clearly show your name and your picture on the ID. Tip: It is fine if you use black tape to cover over private information.  Email it to Connie Bibus (Instructor) in Course Messages with the subject line Respondus PHOTO ID. Your prof will file it in a Blackboard email folder for all scanned IDs. Favor: on the Exam, say aloud that you sent me your picture of your PHOTO ID in Course Messages. |
|  |  |
| Texas license that is longer than wide | Place your license close to the webcam with **only your name** and **photo** clearly visible. In other words, you do **not** need to show the ends of the top and of the bottom. |

**if you have a:**

* 1. **Do this**:
* **About showing the PHOTO ID in STEP 6 if:**
* **About showing the PHOTO ID in STEP 6 if you just do not have a Texas Driver’s License** 
  1. See if you have an ID that has:
     + Your name
     + Your photo
     + Name of the issuing organization

Examples **that have worked:** A recent or even current school ID. A PHOTO ID that is a work permit

* 1. To repeat the actions in 2 above
     1. **Use your phone to take a picture of your** PHOTO ID, being sure you clearly show your name and your picture on the ID. **Tip:** It is fine if you use black tape to cover over private information.
     2. Email it to Connie Bibus (Instructor) in Course Messages with the subject line Respondus PHOTO ID. Your prof will file it in a Blackboard email folder for all scanned IDs. **Favor:** on the Sample Respondus Exam, say aloud that you sent me your picture of your PHOTO ID in Course Messages.

**You** do what WCJC’s Demonstrator did on the screen: **Caution:** If you have an internal webcam, you **must** change your webcam to **external**. Then speak **aloud** (**alphabet or count to 10**) to check the microphone and deal with the webcam to check your image to be sure it is in the right place.

## **Caution***:* Throughout, WCJC’s video tells you to click on **Try Again** **if you are not correct** and fix it. Do that.

### **Solutions That Tips for THIS Class Only**

These things are **not** in Distance Education’s training or the Sample Respondus Exam, but they are solutions that your prof worked out with **my** students for **my classes only**:

* **About any other problems keeping you from succeeding at doing a Respondus Exam as required.** Email me about your situation. If your prof cannot think of a solution, we can talk by phone to see if we can think through what could work within **THIS** class but **not** violate WCJC’s listed requirements. I will, of course, check with Distance Education’s Director.

**Checklist to Act Correctly & Prevent Loss of Points** (If you do not, I place an **X** to the left of the item and deduct.)

| **Exam Conduct Requirement –Tips So You Do not Lose Those Points** | **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 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** inSTEP 7**.** | 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 will investigate. | Penalty up to minus 30 percentage points |
| Sufficient lighting of the testing environment—**Tip:** No sunglasses. No hat. Your **room** **and** **face** well-lighted. (**Favor:** **please wear clothes**!) | Penalty up to minus 30 percentage points |
| 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 couches (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 or Respondus will make you correct that to continue the test. | Penalty up to 0 for the Exam |
| No unauthorized materials near desk area-- **Tips:** Do **all** inSTEP 7**.** Get everything out or the odds are I will notice. | Penalty up to 0 for the Exam |
| No talking with others during the exam or playing of music or other audio recordings. **Tips:** Turn off **everything** before you start. No headphones. No people in the room. If in your home people just charge in, put up a sign on the door about the penalty. Or go to a WCJC testing facility. | Penalty up to 0 for the Exam |

### (**Caution:** Not with computer on your lap; not sitting or lying on a bed or a couch.) **Startup Sequence in Respondus Monitor** (If you do not, I place an **X** to the left of the item and deduct.)

|  |  |
| --- | --- |
| **STEP** | **Short Reminder of What WCJC’s Demonstrator Did and You Must To. Caution: Look at WCJC’s Video.** |
| STEP 1 | TERMS OF USE – Just click. |
| STEP 2 | WEBCAM CHECK – **You** do what WCJC’s Demonstrator did on the screen: **Caution:** If you have an internal webcam, you **must** change your webcam to **external**. Then speak **aloud** (**alphabet or count to 10**) to check the microphone and deal with the webcam to check your image to be sure it is in the right place.  **Caution*:* Throughout**, WCJC’s video tells you to click on **Try Again** **if you are not correct** and fix it. Do that. |
| STEP 3 | ADDITIONAL INSTRUCTIONS |
| STEP 4 | GUIDELINES + TIPS –**General Tip**: If you read a TIP that you have not done, do it now and then resume this.  **Caution:** Ignore the last TIP (# 3). As the syllabus says, an **external** webcam is required for this course. |
| STEP 5 | STUDENT PHOTO – Y**ou** do what she did to make her **face fill the frame** (the rectangle that Respondus uses). |
| STEP 6 | SHOW ID – **You** show your ID’s photo and name clearly. **Tip:** If you cannot make the photo and name clear, make a scan of your ID and email it to your instructor in Blackboard’s Course Messages and remind your prof in your video that you have done this. **Caution about STEP 5 and STEP 6:** Respondus shows your PHOTO and your ID and the prof is required to determine:   1. If the **photo** of the person taking the test is the person in the **picture** on the PHOTO ID 2. If the **name** on the PHOTO ID matches the **name** you used in registering for the class. |
| STEP 7 | ENVIRONMENTAL CHECK – Notice she removes the external webcam and uses it (to point to what she—and **you**--must show by moving from one side of her workspace to another   1. Her **empty** table/desk and that **nothing** is on her workspace **except** her Photo ID 2. Her computer including space on **both** its left and right sides and **behind** the computer and on the wall behind it. 3. Her lap **and** her feet and under her workspace **below** the table on **both** left and right sides 4. Her mouse pad **and** her keyboard/laptop lifted up so the prof can see under them   For this class, if the workspace is a large table, then show the far side of the workspace and the chair seats.  ***Tip***: Students who succeeded the 1st time (and made maximum points in this class) showed things from left to right and said aloud what they were showing so they slowed down enough that a prof could see it. |
| STEP 8 | FACIAL DETECTION CHECK – Restore your external webcam to its correct position. |
| STEP 9 | BEGIN EXAM – You follow the steps in the video to start the Sample Respondus Exam. |

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| **Penalty on the Exam Up to** | **STEP #** | **Exam Conduct Requirement WITH DETAILS** |
| Minus 30 percentage points | 2 | Correct placement of webcam |
| Minus 30 percentage points | 2 | Microphone turned on and recording |
| 0 for the Exam | 2 | Student remains in webcam view during exam (**Caution:** stay in that frame.) |
| Minus 30 percentage points | 4 | Sufficient lighting of the testing environment (**Caution:** avoid backlighting [The light is **behind** you.} and no hats or sunglasses. Favor: “dress appropriately, as if you were in the classroom.”) |
| Minus 30 percentage points | 4 | Student is in seated position with computer on hard surface (desk, table, TV tray etc.) (**Caution:** Not with computer on your lap; not sitting or laying on a bed or a couch.) |
| 0 for the Exam | 4 | No unauthorized materials near desk area (**Examples and a Tip:** **no** phone**, no** papers, **and no** clutter of **any** type. All “out of reach.” Some students take their tests on an empty table in another room or outside.) |
| 0 for the Exam | 4 | No talking with others during the exam or playing of music or other audio recordings. |
| Minus 30 percentage points (Grade of 0 until you establish a valid ID.) | 6 | Valid photo ID shown (**Example:** Texas Driver’s License. **Caution:** profs must compare your Photo ID with your name in Blackboard and with the picture you take of yourself. Place your PHOTO ID so your prof can do that.) |
| Minus 30 percentage points | 7 | Complete environment scan (**Caution:** You must show **each** action shown in this section. Notice the narrator listens to and watches herself in the video. You should too—and do it over if you are not correct.) |

## STEPS 2 WEBCAM CHECK, STEP 3, 4: GUIDELINES +TIPS

### STEP 2 WEBCAM CHECK

You do what WCJC’s Demonstrator did on the screen:

**Caution*:*** If you have an internal webcam, you must change your webcam to external. Then speak aloud (alphabet or count to 10) to check the microphone and deal with the webcam to check your image to be sure it is in the right place.

**Caution*:*** **Throughout**, WCJC’s video tells you to click on **Try Again** **if you are not correct** and fix it. Do that.

|  |  |
| --- | --- |
| STEP 3 | ADDITIONAL INSTRUCTIONS |
| STEP 4 | GUIDELINES + TIPS –**General Tip**: If you read a TIP that you have not done, do it now and then resume this.  **Caution:** Ignore the last TIP (# 3). As the syllabus says, an **external** webcam is required for this course. |