



Baylor University

Exam Instructions

1. Take the practice quiz.
 - a. When you try to take the quiz for the first time on a new computer, you'll be given a download link to the LockDown Browser.
 - b. Click the link for the browser, download and install it.
 - c. Once the lockdown browser is installed, you should try to take the quiz again.
 - d. If you change devices after taking the practice quiz, you must take it again on the new device.
 - e. Complete steps a through g below.
2. Exam Instructions
 - a. Start the lockdown browser and log in to Canvas. It will ask you to close lots of stuff. It's important that you actually get through this and get the LockDown Browser to run. If you have doubts, take the practice quiz again.
 - b. The first step is to verify that your webcam is working. This should be simple if you've already gotten the camera to work. Your laptop camera is acceptable.
 - c. The next step is for you to pose for a picture. You can take the picture several times to get it right. Make sure your face shows clearly.
 - d. The final step is to move your webcam around to show your work area to verify that there are no devices in sight except the computer you are using to take the quiz. Do a full 360 with this. That means, no cell phones, no tablets, no extra computers, no calculators, or any other electronic devices. If using your laptop camera, rotate your laptop 360. Before you start, make sure you have found a clean uncluttered space to take the quiz. (My home workspace has every electronic device known to man in addition to several musical instruments. Don't follow my example.)
 - e. Now take the exam.
 - f. When you are finished, click submit.
 - g. Once you start, you must finish, so don't start until you're ready.
 - h. You can only take the exam once.
 - i. Your face must be visible in the camera all during the exam.
 - j. You must be alone in the room during the entire exam.
 - k. The start-time is up to you, but once you start, you will have 120 minutes to complete the exam. Submit before time runs out!



Baylor University

- l. You cannot leave the testing area without submitting the exam, so make sure you are prepared to stay in one place until you finish. If you get up and leave, the exam is over. Take care of any personal requirements before you start.
 - m. Once you submit your exam, there's no going back, so check your answers carefully.
 - n. For essay questions there will be a text-entry box below the question. This is a full HTML editor. Make use of the features if necessary. All answers must be typed. No photographs are allowed.
 - o. You may use scratch paper if necessary. (It probably will be.) Make sure the paper and pen or pencil are visible when you scan your environment. No electronic devices of any kind are permitted during the exam. If you plan to use scratch paper, make sure you have backup writing instruments, since you will not be able to leave the area to get another.
 - p. You will be on camera the whole time and the video will be recorded and uploaded to me. Using any electronic device, other than the computer used to take the exam, will void the entire exam.
3. If you have any questions during the exam, make your best guess and include any assumptions in your answer. You will not be able to contact me during the exam.
4. If you have questions about these procedures, contact using me e-mail.