

## ABOUT RESPONDUS MONITOR REQUIREMENTS

In this course, you may be asked to use a custom browser that locks down the testing environment within the Canvas learning management system. While using these programs, your instructor may require you to activate the video camera and microphone of your computer while completing the exam. Students who are not willing to provide the requested video and audio feeds may ask to take the exam using an alternative proctoring method. Students may arrange for the exam to be proctored at a professional testing center such as Sylvan Learning Centers. The student is responsible for finding the testing site and must pay any fees associated with testing. The Alternate Proctoring Request form can be obtained by contacting Kristen Shutter at [shutter@lvc.edu](mailto:shutter@lvc.edu) or by phone at 717-867-6028.

### Technical requirements:

- Webcam: Internal or External
- Microphone
- System Platform: Windows, MAC, or iPad
- Broadband Internet Connection
- Browser: Chrome or Firefox

Before the assessment, make sure that your computer is ready to go: charged and any updates installed. Please restart your computer that morning or the day before. **You are responsible for having the appropriate technology (as above) to complete the assignment.**

If you are unable to complete an assessment, you may be subject to penalties including those listed below. Specifically, you may have your grade penalized 10 points and may be asked to retake the exam, which may be different in content and approach.

### Prior to taking your exam:

- Make sure that you are in a location where you won't be interrupted.
- Turn off all mobile devices, smartwatches, phones, etc. - Do not use them during your exam.
- Clear your desk of all external materials: books, papers, other electronic devices.
- Remove headphones, earbuds, hoods, caps, hats, sunglasses, and any item that may cover your face.
- Be prepared to begin the exam at the listed start time.

### Once you start your exam:

- Your session will be recorded and viewed by your instructor; good video etiquette and appropriate clothing are required.
- Keep your webcam and sound on; do not turn off or otherwise obscure video or audio.
- Make sure you are visible on the webcam and perform a complete scan [ie 360 degree view] of your desk and surrounding area during the webcam environment check.
- Keep surrounding noise to a minimum.
- Follow your professor's exam instructions to determine if resources are permitted.

- Focus your attention and gaze on your computer and the exam.
- Keep paper shuffling and pencil tapping to a minimum.
- Do not use profane language and extend the same courtesy and respect to the instructor that you would in the classroom
- **You must not leave your computer or get up for any reason during the exam.**
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

## **VIOLATIONS OF RESPONDUS REQUIREMENTS**

If you require an exception to, or if you have questions about, any requirement or policy noted above, you must discuss that with me **before** the first Respondus assignment.

Students are responsible for viewing and understanding Respondus [and other proctoring] directions. Violations of Respondus instructions, as noted above and in the Respondus directions, are violations of course policy.

Such violations may lead to one or all of the following disqualification of the exam/ quiz/ assignment submission and referral for academic dishonesty.