**Using LockDown Browser for Online Exams**

This course requires the use of LockDown Browser for online exams. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the optional webcam feature (which may be required for some exams).

[Then download and install LockDown Browser from this link](https://download.respondus.com/lockdown/download.php?id=345136956).

To take an online test, start LockDown Browser and navigate to the exam. (You will not be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this [Student Quick Start Guide](https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-Bb-Student.pdf) (PDF)

Finally, when taking an online exam, follow these guidelines:

* Select a location where you will not be interrupted.
* Before starting the test, know how much time is available for it, and that you have allotted sufficient time to complete it.
* Turn off all mobile devices, phones, etc. and do not have them within reach.
* Clear your area of all external materials — books, papers, other computers, or devices.
* Remain at your desk or workstation for the duration of the test.
* 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.

If there arises a question of academic integrity being violated during an exam using Respondus Lockdown Browser or Respondus Monitoring, the student’s recorded video and other related information may be shared with administrators or other staff at Northampton Community College. For more information on the privacy policy and practices of Respondus please navigate to this website: <https://web.respondus.com/privacy/>.