

Setting up a Respondus Practice Assessment

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As a best practice, allow your students to try out the Respondus LockDown environment before they are required to complete the assessment. The practice assessment is to provide your students with an opportunity to install the Respondus LockDown Browser, update an existing version of the LockDown Browser, and troubleshoot any issues (connection, webcam, etc.) This will also give them an opportunity to assess whether they need any additional accommodations or ask for an alternative format if they oppose being recorded.

It is essential to provide a practice assessment earlier in the term to allow students with accommodations for using assistive technology (AT), to try out their tools. This practice assessment can help identify any barriers to accessibility and arrange for any alternative assessments.

Note: If you choose to use Respondus Monitor, you are responsible for providing additional set-up instructions for your students, including the [Respondus Monitor Checklist for Students \(PDF\)](#).

Example of a Practice Assessment

In this example, the guide, demo practice assessment, and final exam are in a Learning Module folder. **Note:** The structure,

content, and settings in this example should be customized to your course content and is only provided to serve as an example.

Outlined below is an example of the contents to include and settings to be mindful of when creating the instructional guide, demo, and final exam.

Guide

1. To create a document in Blackboard Ultra, refer to this article: [Create a Document](#)
2. Add the following content that can be found in the Guides & Support section of the [LockDown Browser Dashboard](#).

LockDown Browser + Webcam Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch the brief video, [Introduction to Respondus LockDown Browser for Students \(2:57\)](#), to get a basic understanding of LockDown Browser and the webcam feature.

Download Instructions

1. Select a test from the course.
2. You will see the message "Assessment Security - You need Respondus LockDown Browser to complete this assessment."
3. Below this will appear a "[Download Respondus LockDown Browser](#)" message.

4. Download Respondus LockDown Browser to your computer; follow the installation instructions.
5. Return to the test and select "View assessment".
6. LockDown Browser will launch and the test will begin.

Note: LockDown Browser only needs to be installed once per computer or device. It will start automatically from that point forward when a test requires it.

Student Guidelines

When taking an online exam, students should follow these guidelines:

- Select a location where you are comfortable having a video recording taken of yourself and your workspace environment. This area should be free of distractions and interruptions.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
- Before starting the test, ensure you have allotted enough time to complete it.
- Clear your desk or workspace of all external materials not permitted— books, papers, other devices, etc.
- Remain at your computer for the duration of the test.
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam.

To produce an acceptable webcam video, pay attention to the following:

- Avoid wearing baseball caps or hats with brims.
- Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
- If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
- Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window).
- Remember that 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.

Getting Help

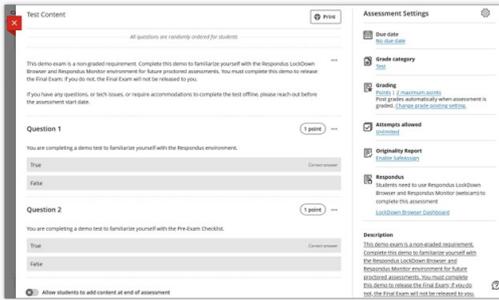
Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- 24/7/365 Live Chat Support is also available from the Help Center, or from within the "it's not working" troubleshooter.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser + Respondus Monitor" as the product to view helpful articles.

If you're still unable to resolve a technical issue with LockDown Browser, go to [Respondus Technical Support](#) and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Demo

Create the practice assessment that includes a couple of straightforward questions using a **new blank test on your Course Content page**.



The following settings are selected in **Assessment Settings** (gear icon) , and are recommended:

- **Details & Information**

Due date: Set this date to “No due date” or some time before the Final Exam is to be taken

- **Presentation Options**

Display one question at a time

- **Grading & Submissions**

Grade Category: Test

Attempts allowed: Unlimited

Attempts to grade: Last attempt

Grade using: Point

Maximum Points: 2

- **Assessment grade**

Post assessment grades automatically

- **Assessment security**

Respondus: Select LockDown Browser Dashboard ([Access the Respondus LockDown Browser Dashboard](#)) and enable LockDown Browser ([Enable Respondus LockDown Browser on an Exam](#)), or LockDown Browser + Respondus Monitor ([Enable Respondus Monitor on an Exam](#)).

- **Description**

This practice assessment is a non-graded requirement. Complete this demo to familiarize yourself with the Respondus LockDown Browser and Respondus Monitor environment for future proctored assessments. You must complete this demo to release the Final Exam; if you do not, the Final Exam will not be released to you.

If you have any questions, or tech issues, or require accommodations to complete the test offline, please reach out before the assessment start date.

Please reach out to [Teaching & Learning](#) for more information on Respondus LockDown Browser + Monitor.

tags : assessment, lockdown-browser, monitor, practice, proctoring, respondus

