



Requiring LockDown Browser on Exams

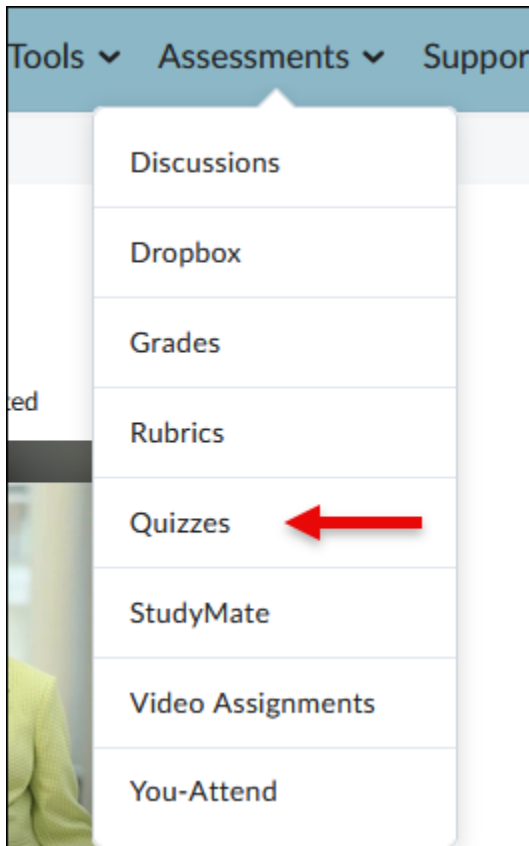
LockDown Browser is a custom browser that locks down the testing environment in the Virtual Campus used for securing online exams.

You can select to require students to take their exam using one of the 3 following options:

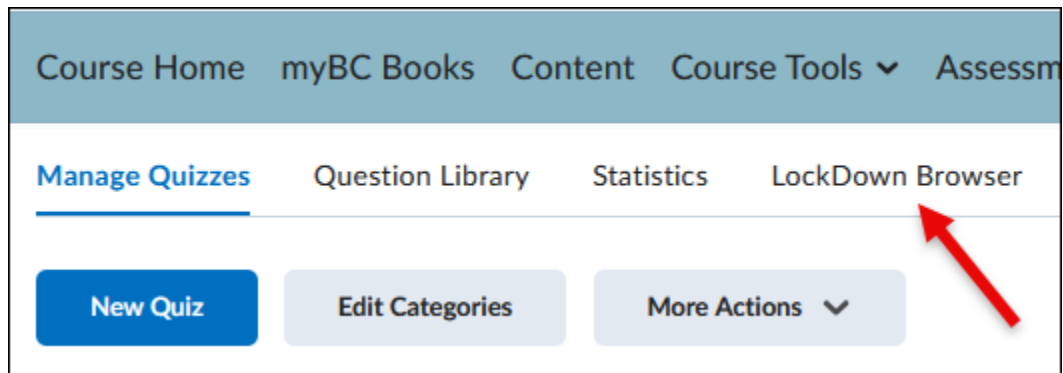
- LockDown Browser
- Respondus Monitor
- Instructor live proctoring (via Zoom)

Require LockDown Browser for an Exam

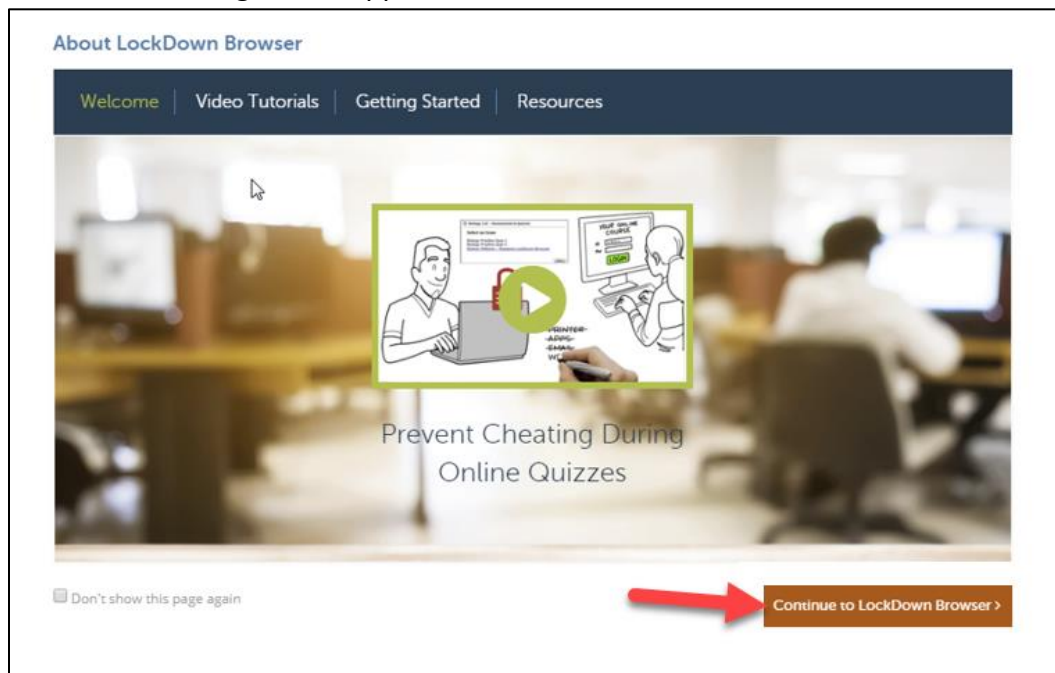
1. Select Quizzes from the Assessments drop-down menu on the navbar.



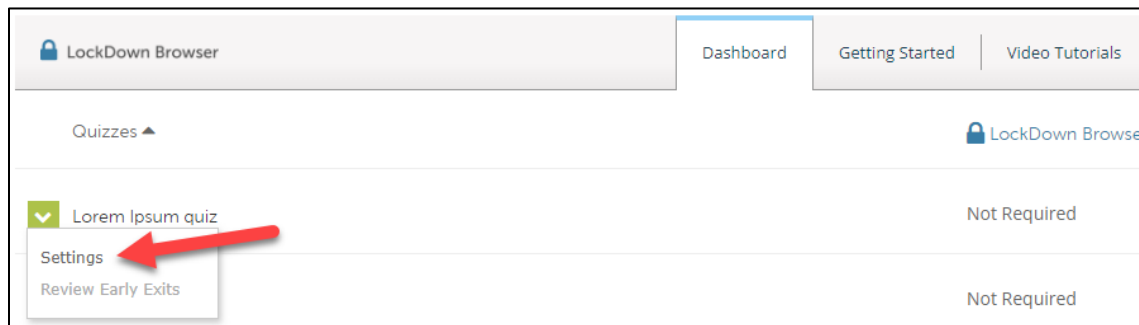
2. Click on the LockDown Browser tab.



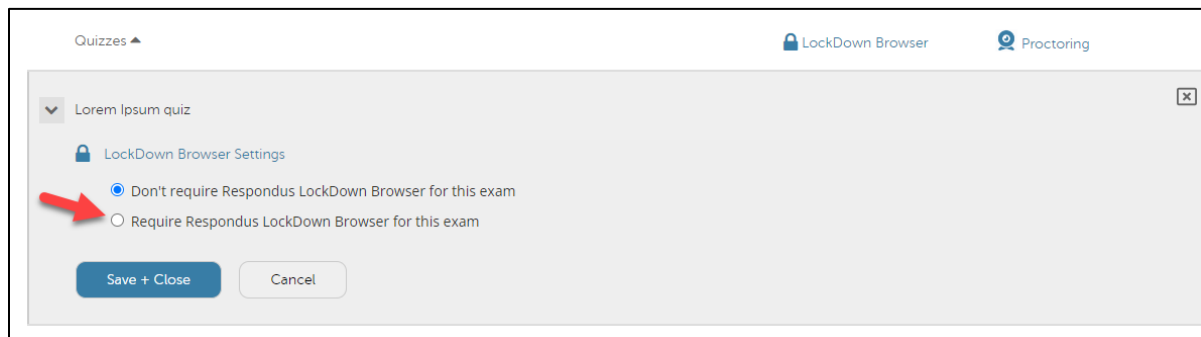
3. If the following screen appears, click the Continue to Lockdown Browser button.



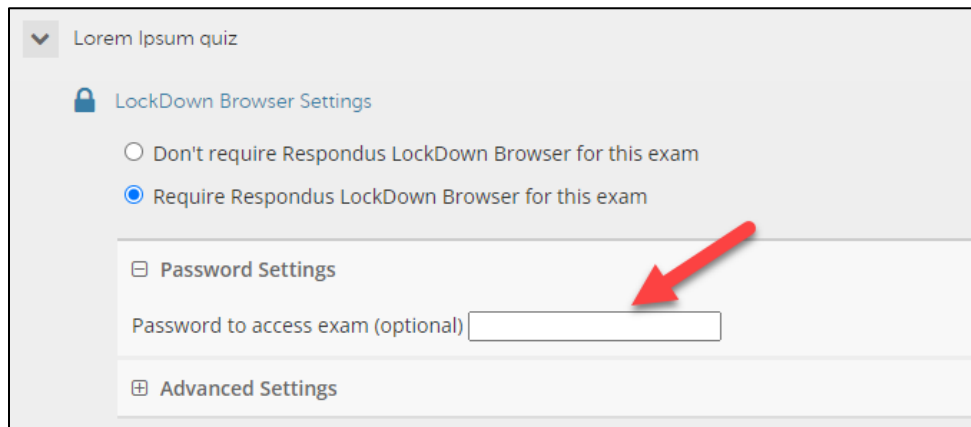
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



5. **Choose** Require Respondus LockDown Browser for this Exam.



6. If needed, you can enter a Password that students **MUST** enter to take the exam.



7. **Click Advanced Settings** select the additional settings you would like for the exam. NOTE: Chromebooks work with Lockdown Browser and no longer is a selection option.

LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

Advanced Settings

☒ Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

☐ Lock students into the browser until exam is completed [\[explain\]](#)

☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

8. **Click Save and Close.**

Proctoring

☒ Don't require proctoring for this exam

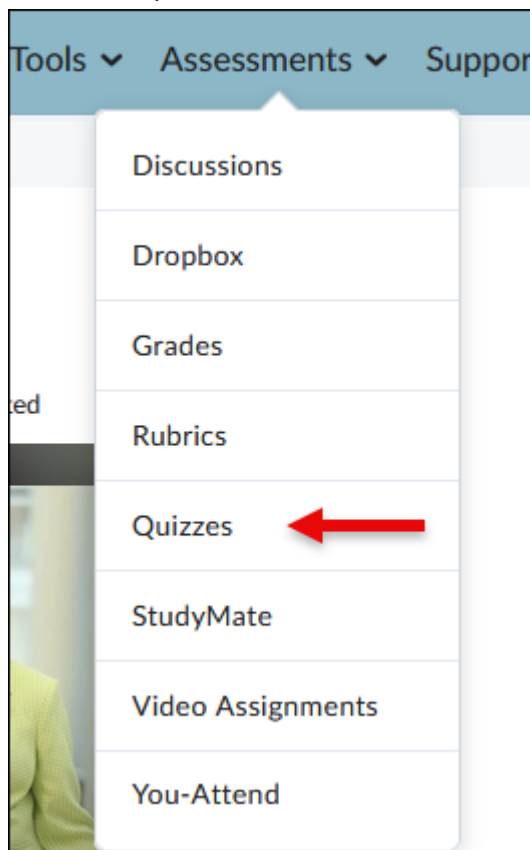
☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

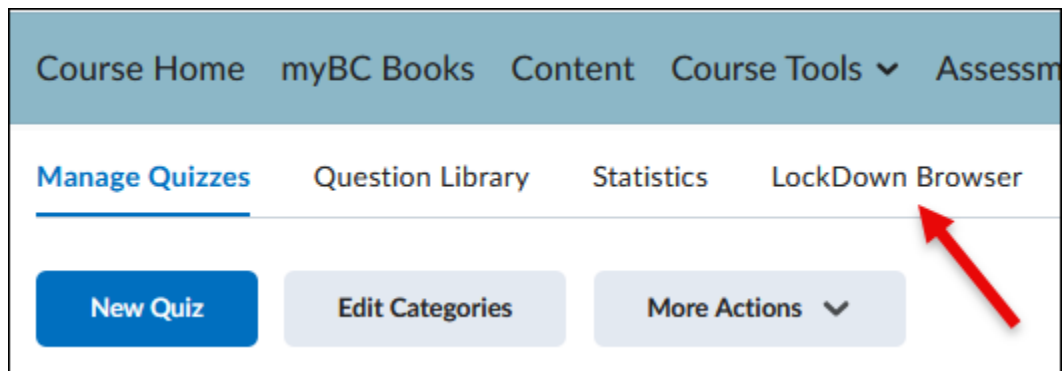
Save + Close **Cancel**

Require Respondus Monitor for an Exam

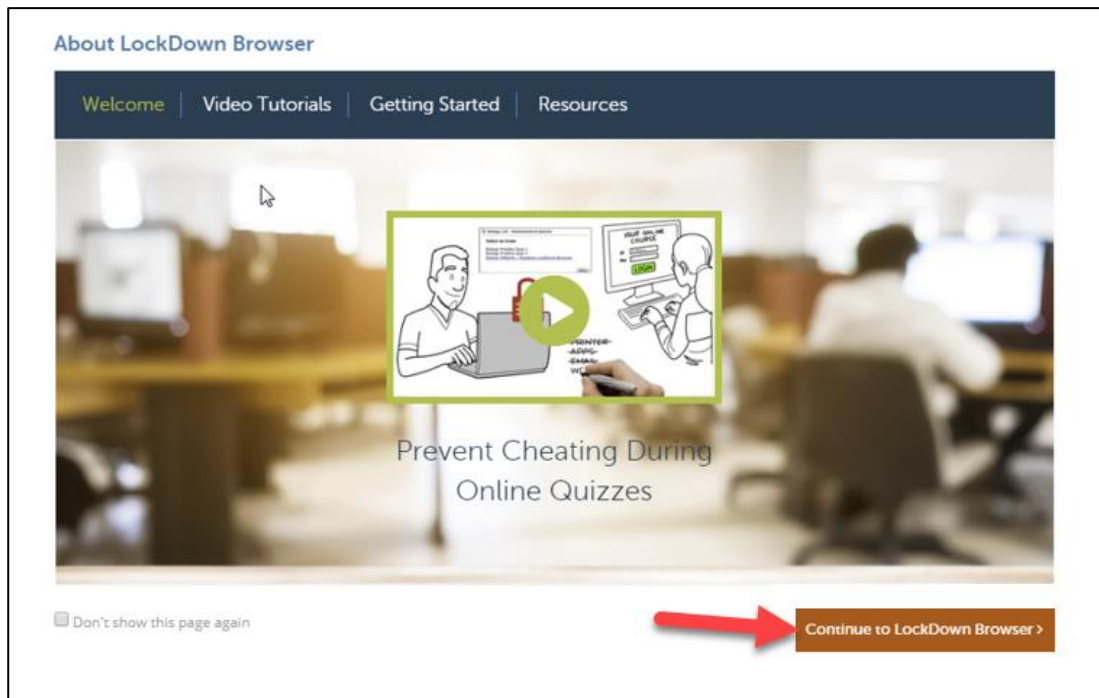
1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



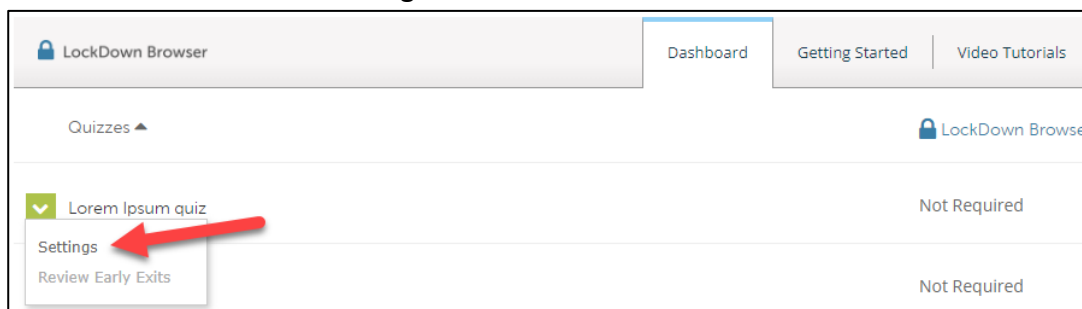
2. **Click** on the LockDown Browser tab.



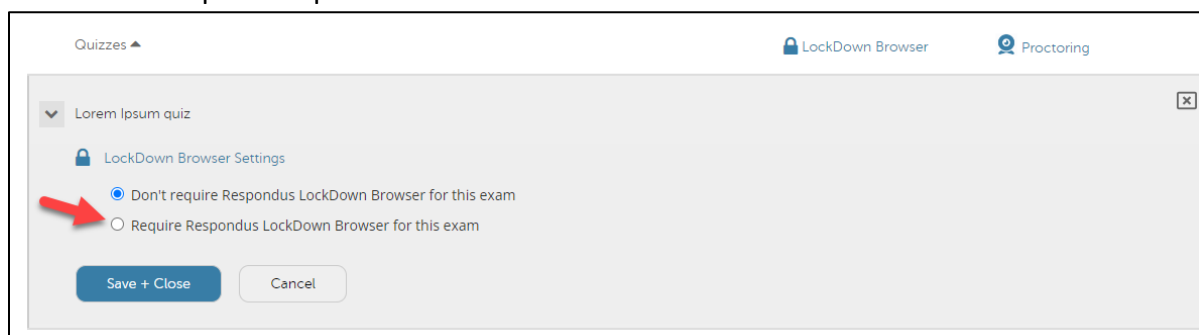
3. If the following screen appears, **click** the Continue to Lockdown Browser button.



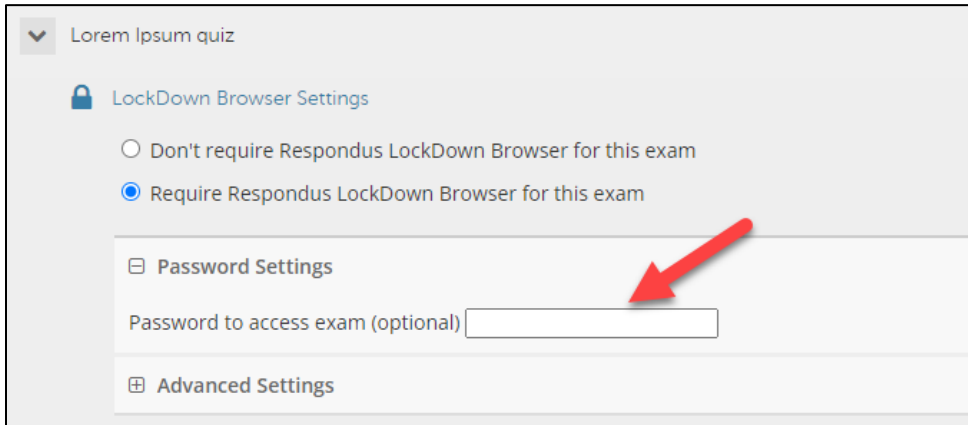
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



5. **Choose** Require Respondus LockDown Browser for this Exam.



6. If needed, you can enter a Password that students MUST enter to take the exam.



▼ Lorem Ipsum quiz

🔒 LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

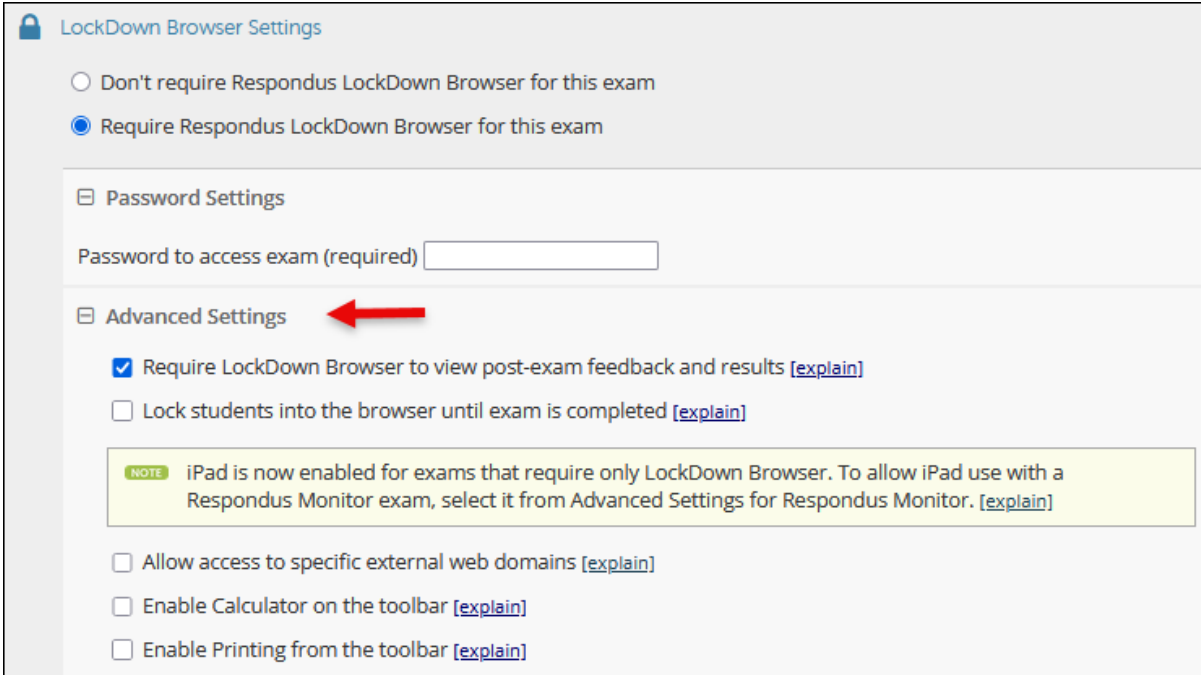
☒ Require Respondus LockDown Browser for this exam

🔑 Password Settings

Password to access exam (optional)

⚙️ Advanced Settings

7. Click Advanced Settings select the additional settings you would like for the exam. **NOTE:** Chromebooks work with Lockdown Browser Monitor and no longer is a selection option.



🔒 LockDown Browser Settings

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

🔑 Password Settings

Password to access exam (required)

⚙️ Advanced Settings

☒ Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

☐ Lock students into the browser until exam is completed [\[explain\]](#)

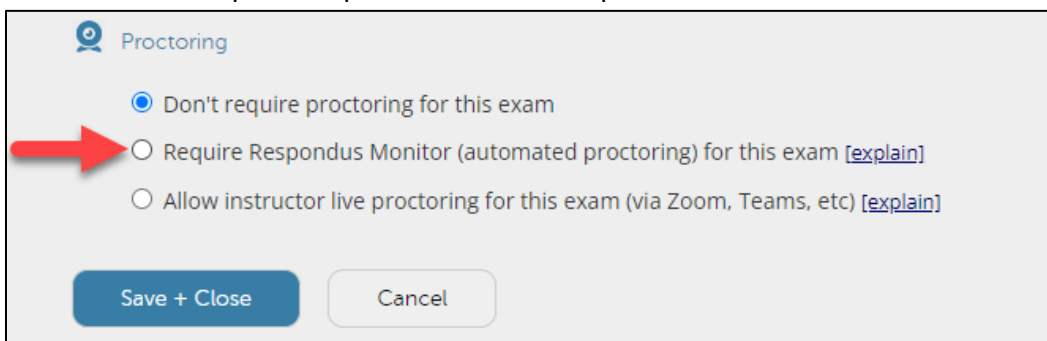
NOTE iPad is now enabled for exams that require only LockDown Browser. To allow iPad use with a Respondus Monitor exam, select it from Advanced Settings for Respondus Monitor. [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

8. Select the Require Respondus Monitor... option.



👁️ Proctoring

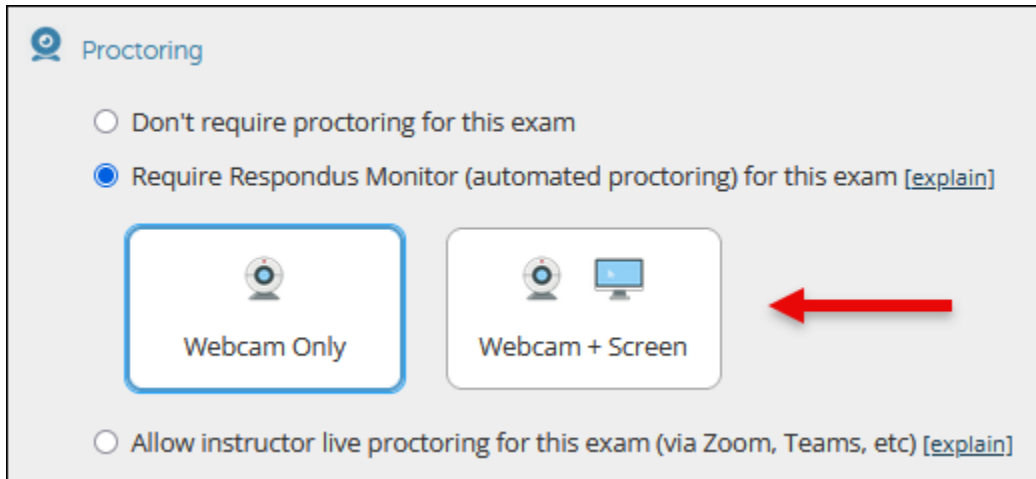
☒ Don't require proctoring for this exam

☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Save + Close Cancel

9. **Select** what you want to see, either Webcam only, or Webcam + Screen.



Proctoring

☐ Don't require proctoring for this exam


☒ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Webcam Only

Webcam + Screen

9. **Select** the items for the startup sequence you want students to complete before they can take the exam.

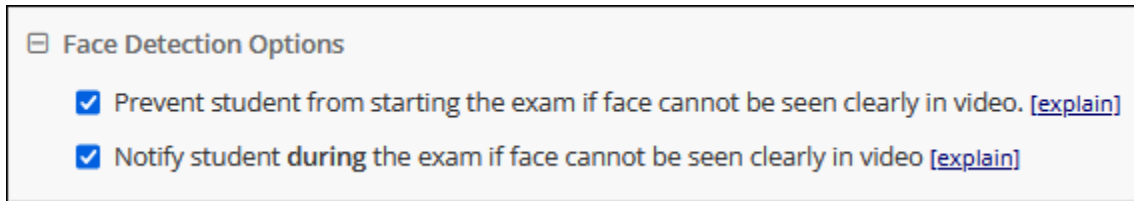


Startup Sequence

The Startup Sequence is the set of optional events that occur before a Monitor webcam session begins. You can choose the items to be included in the Startup Sequence, and can edit the text unless it has been locked by the administrator.

Webcam Check	Preview
<input checked="" type="checkbox"/> Additional Instructions	Preview Edit Text
<input checked="" type="checkbox"/> Guidelines + Tips	Preview
<input checked="" type="checkbox"/> Student Photo	Preview
<input checked="" type="checkbox"/> Show ID	Preview Edit Text
<input checked="" type="checkbox"/> Environment Check	Preview Edit Text
Facial Detection Check	Preview

10. Make sure that the two facial detection options are **checked**.



Face Detection Options

☒ Prevent student from starting the exam if face cannot be seen clearly in video. [\[explain\]](#)

☒ Notify student during the exam if face cannot be seen clearly in video [\[explain\]](#)

11. **Click** Advanced Settings (1). If students must enter a password to take the exam (see step 6 above), you **MUST select** Allow this exam... in a proctored lab [for students using Chromebook] (2). **Click** Enable Show your Work to have the student upload photos of their work immediately after the test is over. (3) When done with choices, **click** Save and Close.

☐ Advanced Settings **1**

☒ Allow use of an iPad for this exam [\[explain\]](#) **2**

☒ Allow this exam to additionally be delivered in a proctored lab (no webcam recording) [\[explain\]](#)

Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor.

☒ Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#) **3**

"Show Your Work" enables students to submit webcam photos of their notes or written work at the completion of an exam. The photos are available to the instructor from the "Class Results" section of the LockDown Browser Dashboard. Click the "explain" link for more details.

NOTE: Limit of 10 photos is allowed. For more information on Show Your Work, click this [video](#).

NOTE: Clicking the Edit Text link allows the instructor to customize what they want to say to students about how to upload their photos. For example:

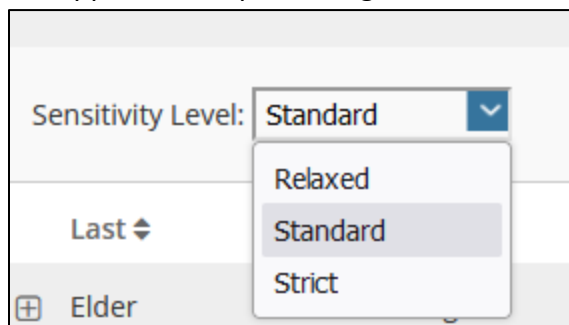
☒ Enable "Show Your Work" step at end of exam [Edit Text](#) [\[explain\]](#)

One more thing! Use your webcam to submit a photo of your written work. Hold up the first page to your webcam and select "Take Photo". Repeat this step for additional pages.

Cancel Restore Default Save and Close

Changing Sensitivity levels for the flagging system with automated proctoring

The flagging system in Respondus Monitor now supports three sensitivity levels: Strict, Standard, and Relaxed. The default setting is **Standard**, and it produces results like before. The **Strict** sensitivity setting detects when portions of the face have moved outside of the video frame, or when both eyes of the test taker aren't visible. When this occurs, a Partial Missing flag will appear in the proctoring results.



With the **Relaxed** setting, what you'll notice most is that it reduces the sensitivity of Missing flags. If the face or eyes are partially missing from the webcam video but Respondus Monitor can still detect the student is there, the Missing flag is less likely to trigger.

Which of the three settings should an instructor choose? It depends on the testing scenario. The relaxed setting might be preferred with open-book exams since students often turn away from the webcam to look at notes or books. Strict sensitivity might be appropriate for tests where students aren't using outside resources like books, calculators, or scratch paper.

One of the best aspects of the new sensitivity setting is that an instructor can select it after students have completed their exams. This is possible because the setting appears on the proctoring results page. When the sensitivity level is changed, the Review Priority scores and the rankings of the proctoring sessions are immediately updated for the instructor.

The screenshot shows the proctoring results page. At the top, the 'Sensitivity Level' dropdown is set to 'Standard'. Below it is a table with columns: 'Last', 'First', 'Review Priority', and 'Date'. The 'Review Priority' column includes a color-coded bar. An orange box highlights the 'Sensitivity Level' dropdown, and an orange arrow points from it to the 'Review Priority' column header, which is also highlighted with an orange box.

Last	First	Review Priority	Date
⊕ Hooper	Molly	HIGH	6 Jul 2023 @ 7:12 PM
⊕ Holmes	Mya	HIGH	6 Jul 2023 @ 6:43 PM
⊕ Swenson	Amber	MED	5 Apr 2023 @ 10:44 PM
⊕ Cohen	Elizabeth	LOW	4 Nov 2023 @ 12:00 PM

More Precise Flagging

The computer vision models for Respondus Monitor are continually trained, tested, and updated. With the latest release, the false positive rate for flags has fallen by 80% in the past year. Respondus Monitor also saw significant improvements in correctly identifying events that should be flagged (a concept known as recall). These two improvements enable our system to put more weight on flagged events and to tighten the rules that trigger them. The benefit for students is that they get flagged less frequently. For instructors, it means flagged events are more relevant and take less time to review.

Faster Proctoring Results for Respondus Monitor

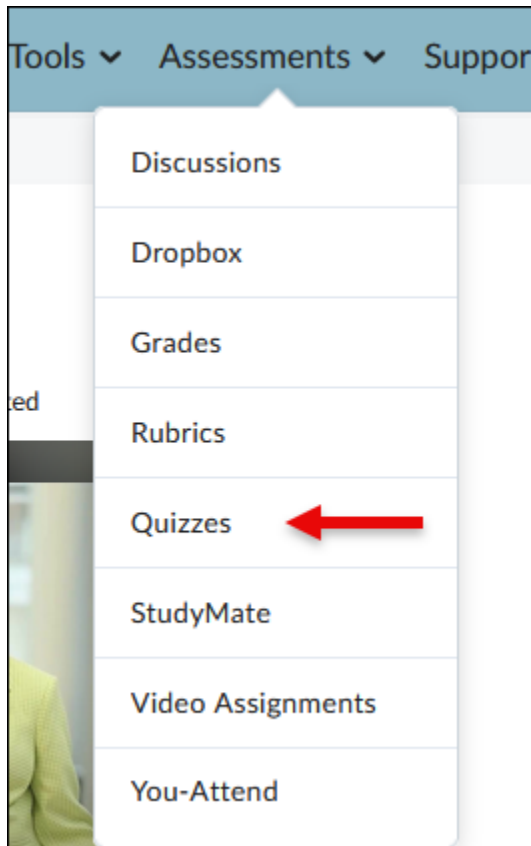
The average time for Respondus Monitor proctoring results to become available to instructors is now less than 10 minutes. That's a reduction of about four hours from before. This was made possible by adding real-time analysis to Respondus Monitor sessions.

Previously, the proctoring video and data was analyzed after an assessment ended. This method still gets used, but only when a technical issue is detected during the exam session. For example, if internet bandwidth or computer speed drops significantly during an online exam, Respondus Monitor will turn off the real-time analysis so more resources are available for the online exam itself. The proctoring analysis will then occur after the exam is complete. The underlying algorithms are the same for both analysis systems, which means the results are consistent across all test takers. Two pathways, one solution

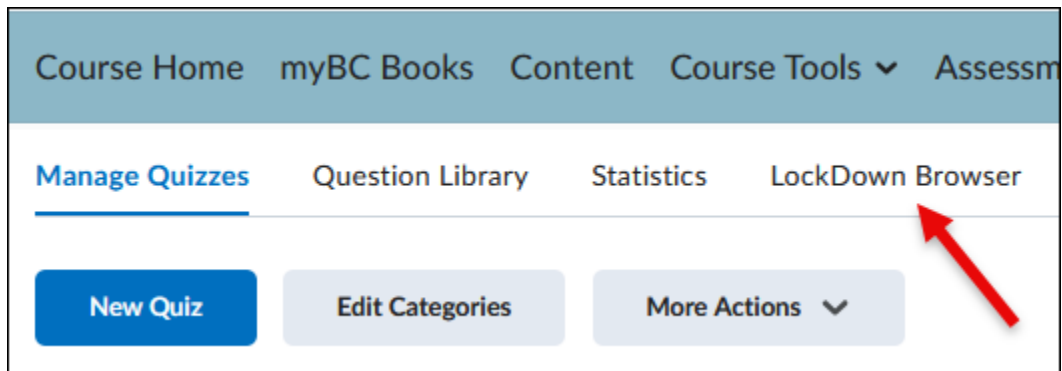
Require Instructor Live Proctoring

This option is **ONLY** recommended for small class sizes where it is possible to observe and track all students.

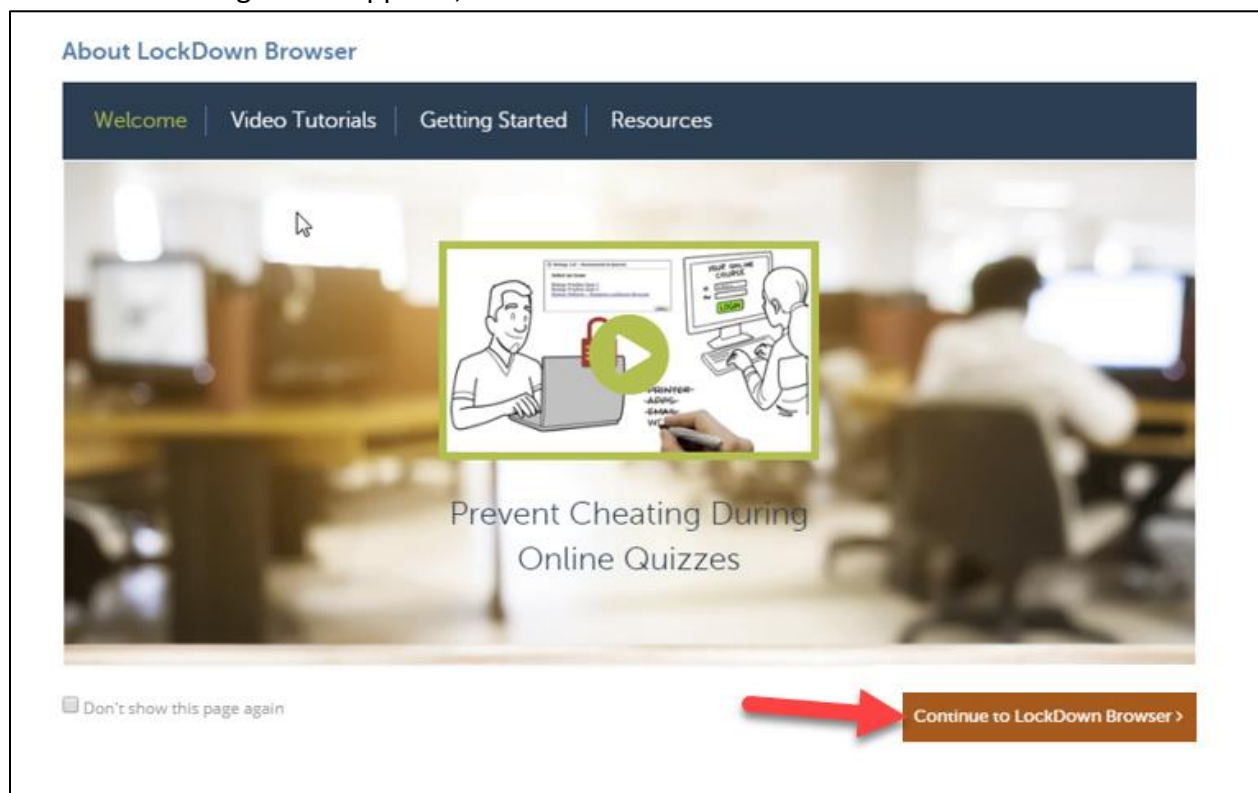
1. **Select** Quizzes from the Assessments drop-down menu on the navbar.



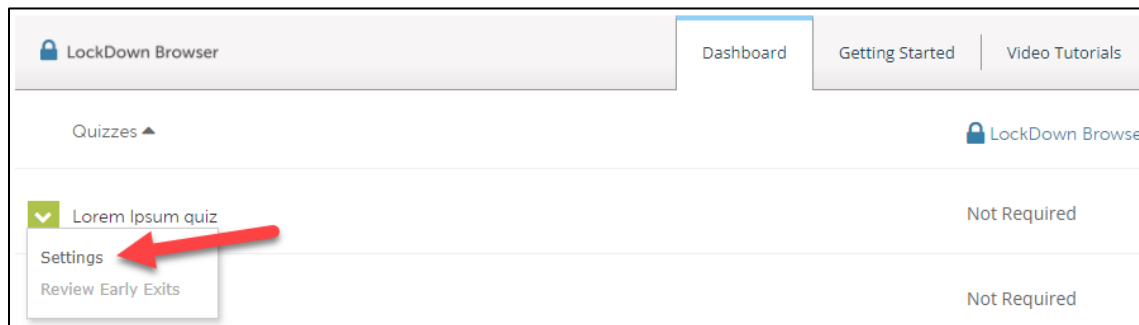
2. Click on the LockDown Browser tab.



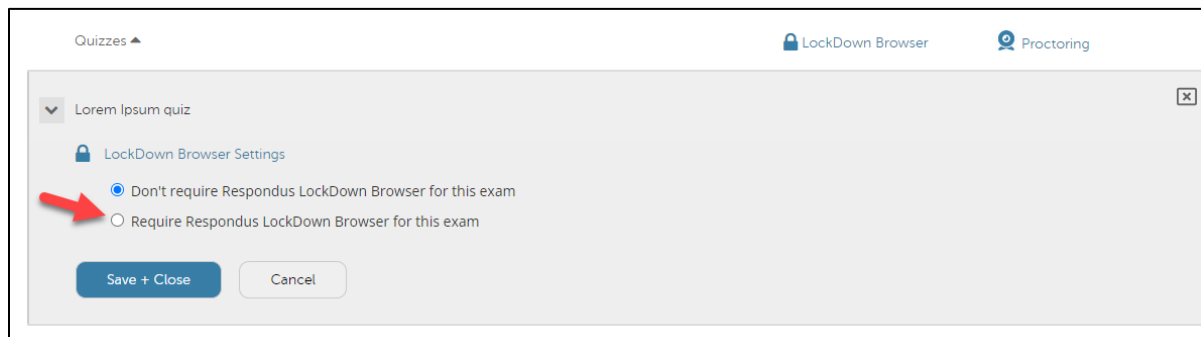
3. If the following screen appears, click the Continue to Lockdown Browser button.



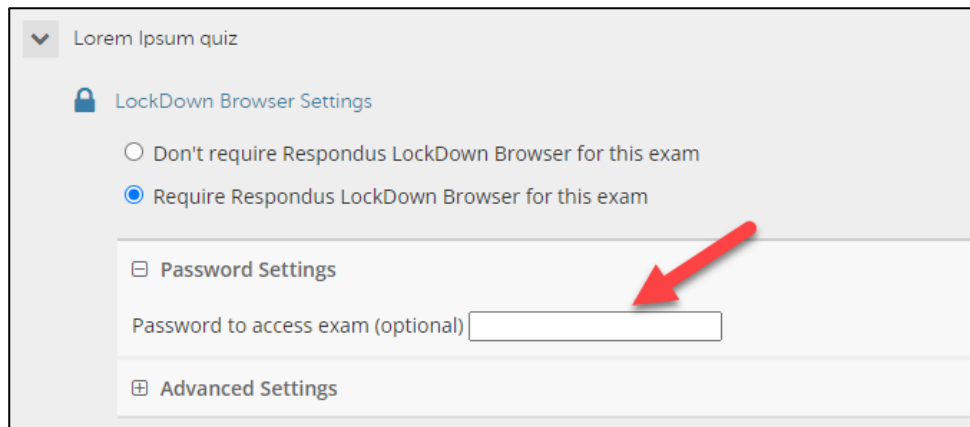
4. A list will appear with all the quizzes you have created for your course. **Click** on the dropdown menu next to the quiz you want to require students to use Respondus LockDown Browser for. **Click** on Settings.



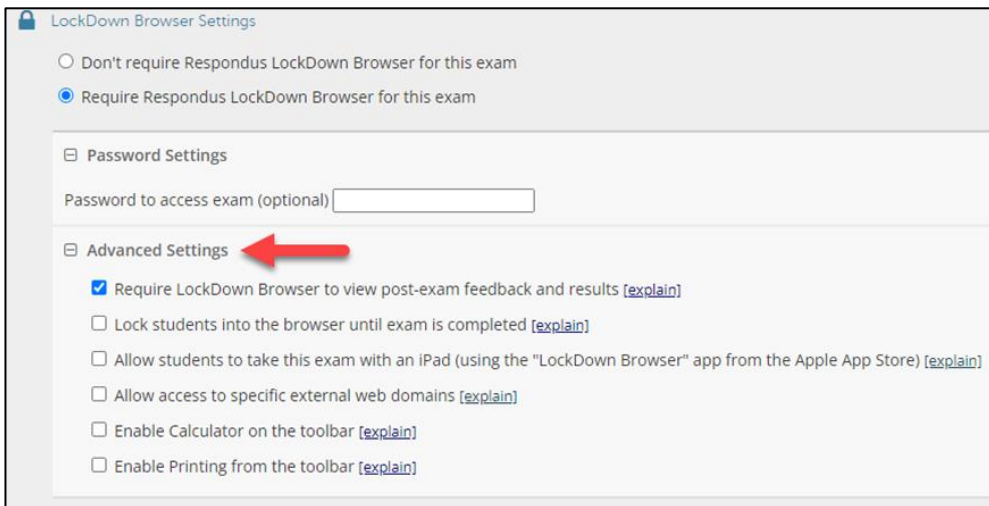
5. **Choose** Require Respondus LockDown Browser for this Exam.



6. If needed, you can enter a Password that students **MUST** enter to take the exam.

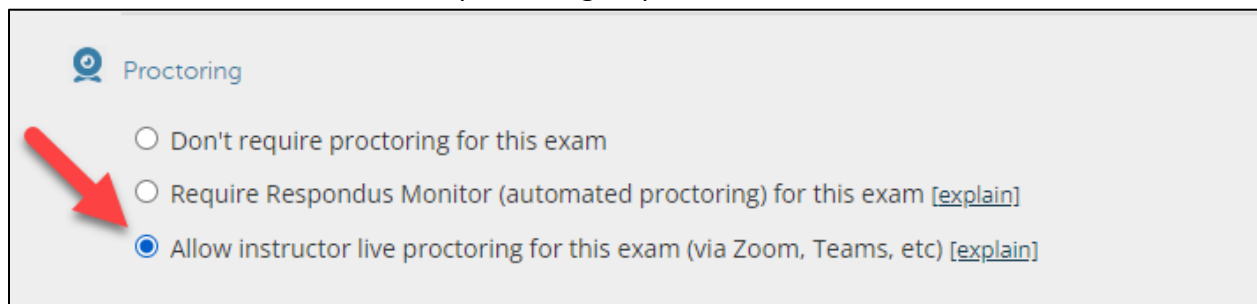


7. **Click Advanced Settings** select the additional settings you would like for the exam. NOTE: Chromebooks work with Lockdown Browser and no longer is a selection option.



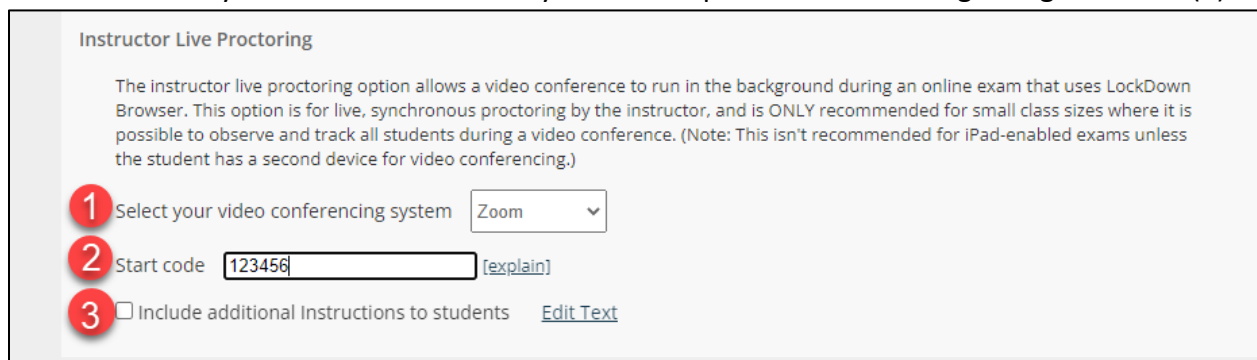
The screenshot shows the 'LockDown Browser Settings' interface. At the top, there are two radio buttons: 'Don't require Respondus LockDown Browser for this exam' and 'Require Respondus LockDown Browser for this exam', with the latter selected. Below this is a section for 'Password Settings' with a text input field for 'Password to access exam (optional)'. The 'Advanced Settings' section is expanded, indicated by a red arrow pointing to its header. It contains several checkboxes: 'Require LockDown Browser to view post-exam feedback and results' (checked), 'Lock students into the browser until exam is completed', 'Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. Each checkbox has an '[explain]' link next to it.

8. **Select the Allow instructor live proctoring...** option.



The screenshot shows the 'Proctoring' settings section. It features a blue icon of a person with a magnifying glass and the title 'Proctoring'. There are three radio button options: 'Don't require proctoring for this exam', 'Require Respondus Monitor (automated proctoring) for this exam', and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. A red arrow points to the third option, which is selected.

9. **Select Zoom** for the Select your conferencing... menu (1). **Enter** a Start code, which you will provide students once they enter the session, so they can begin the exam (2). You can select and enter any additional instructions you want to provide students regarding the exam (3).



The screenshot shows the 'Instructor Live Proctoring' settings. It includes a descriptive paragraph: 'The instructor live proctoring option allows a video conference to run in the background during an online exam that uses LockDown Browser. This option is for live, synchronous proctoring by the instructor, and is ONLY recommended for small class sizes where it is possible to observe and track all students during a video conference. (Note: This isn't recommended for iPad-enabled exams unless the student has a second device for video conferencing.)'. Below this are three numbered steps: (1) 'Select your video conferencing system' with a dropdown menu showing 'Zoom'; (2) 'Start code' with a text input field containing '123456'; and (3) 'Include additional Instructions to students' with an 'Edit Text' link.

10. Click Advanced Settings (1). If students must enter a password to take the exam (see step 6), you **MUST** select Allow this exam... in a proctored lab [for students using Chromebook] (2). Then **click Save and Close (3).**

The screenshot shows a settings panel titled "Advanced Settings" with a red circle containing the number 1 next to the title. Inside the panel, there are three options: "Allow use of an iPad for this exam" with an unchecked checkbox, "Allow this exam to additionally be delivered in a proctored lab (no webcam recording)" with a checked checkbox and a red circle containing the number 2 next to it, and "Enable 'Show Your Work' step at end of exam" with an unchecked checkbox. Below the second option is a note: "Note: Students taking the exam in a proctored lab will not need to use Respondus Monitor, but they will still need to use LockDown Browser. An exam password must be used with the exam (see LockDown Browser password settings above) and you will need to provide the password to the proctor." At the bottom of the panel is a blue button labeled "Save + Close" with a red circle containing the number 3 next to it.

11. Use your normal process to create a Zoom meeting for the exam and inform students of the meeting prior to the exam.

At the scheduled time of the meeting, have students turn on their webcam, take attendance, and confirm you can see and hear everyone in Zoom. When ready, provide the Start Code so students can start the exam.

Let students know Zoom will continue to run in the background, so you can see and hear them during the exam. However, they will **NOT** be able to access Zoom during the exam. It is up to you to ensure students stay in Zoom during the entire exam.