

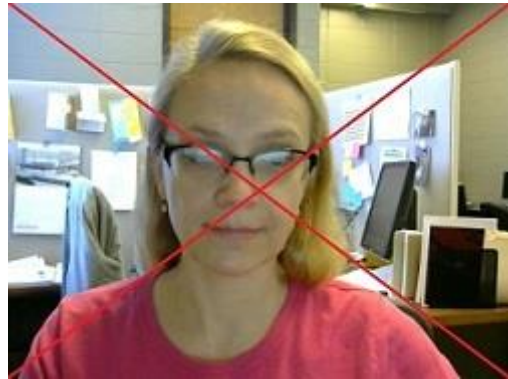
**Using Respondus LockDown Browser and Monitor**

1. **Purchase an external camera** (webcam) for your desk (a camera built into your computer is NOT sufficient). Place the camera on your desk at least 2 feet from your keyboard. The camera should capture the keyboard, the area around your computer, AND your profile.

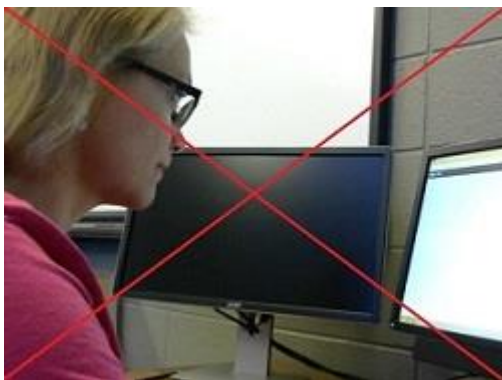
**Incorrect Webcam Placement Examples**



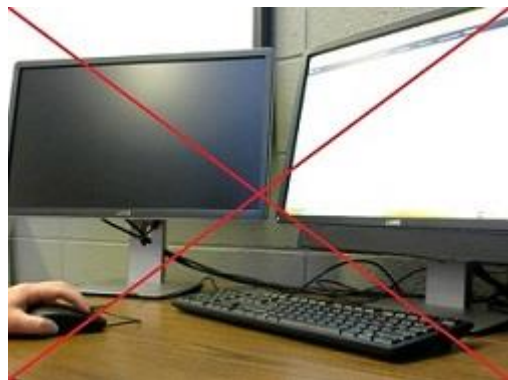
Does not show the work area.



Does not show the work area.

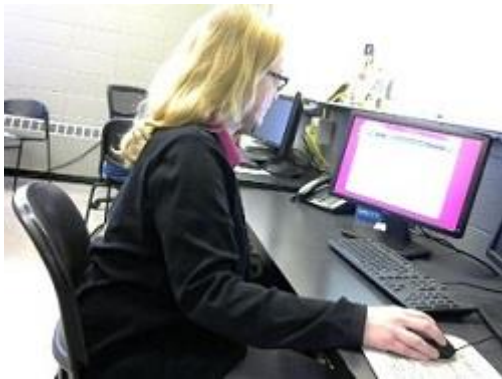
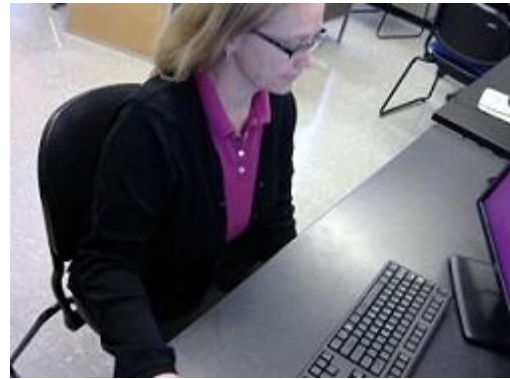
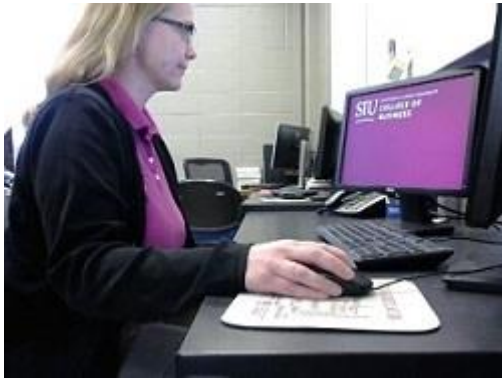


Does not show the work area.

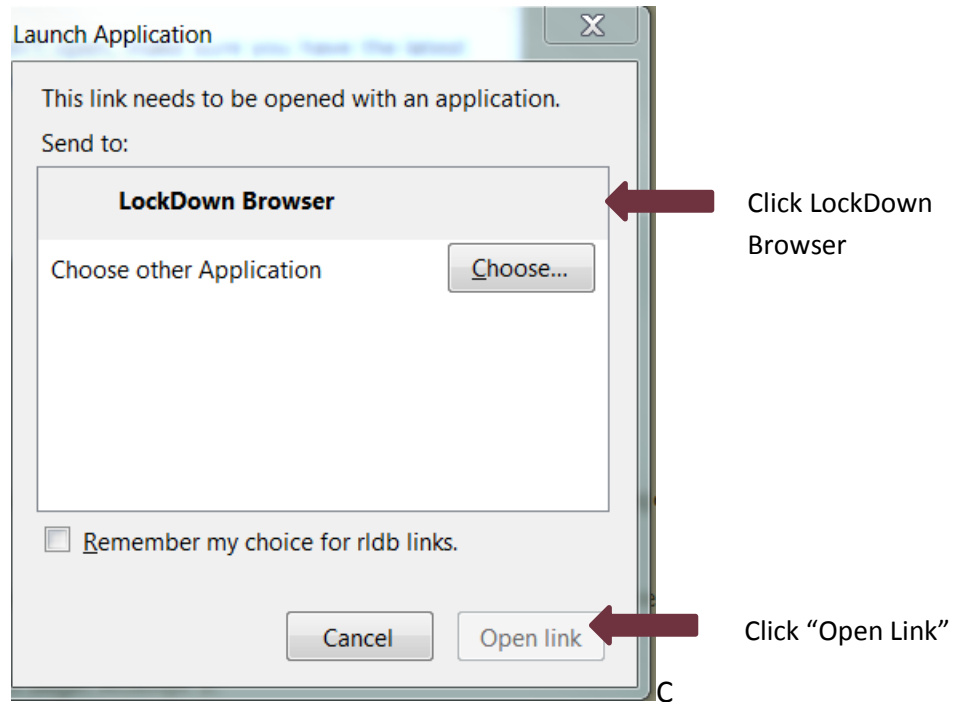


Does not show the student.

## Correct Webcam Placement Examples



2. **Download Respondus LockDown Browser and Monitor** – you need to do this step only one time
  - A. Log in at <http://online.business.siu.edu>
  - B. Select your course
  - C. Click Exams on the top maroon navigation bar
  - D. Select “Sample Proctor Test – Requires Respondus LockDown Browser + Webcam”
  - E. Click on the link to Download and install the latest version of LockDown Browser
  
3. **Take the Sample Proctor Test**
  - A. Log in at <http://online.business.siu.edu> with your Dawg tag and Network password
  - B. Select your course
  - C. Click “Exams” on the top maroon navigation bar
  - D. Select “Sample Proctor Test – Requires Respondus LockDown Browser + Webcam”
  - E. Click “Launch LockDown Browser”
  - F. Select “LockDown Browser and Click “Open Link”



- G. "Yes"
- H. Click "OK"
- I. Select "I want to use a webcam" from the dialogue box (**no password is required**)
- J. The system will step you through:
  - a. *Term of use* – Click "Agree"
  - b. *Webcam check* – If the image you see is not from your EXTERNAL webcam, click "Change my webcam" and select your EXTERNAL webcam from the options listed

Follow the instructions on screen to check audio and video (**Both audio and video are Required.**)

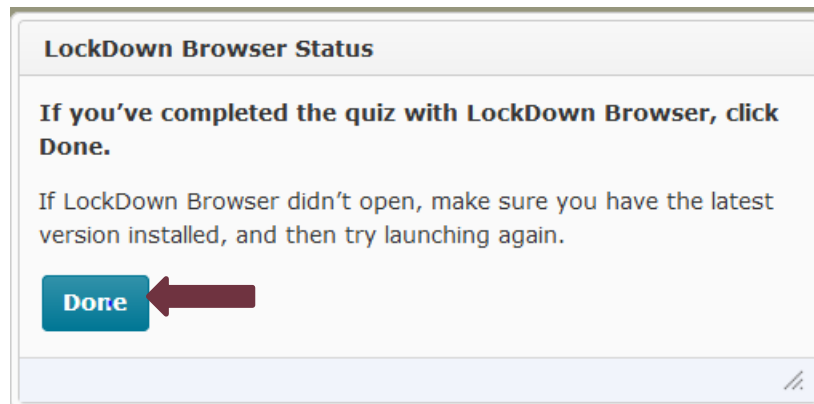
- c. *Student Photo* - Follow the instructions on screen to take your photo. Move your camera as needed to get a good photo of your face. **Required**  
**Failure to take photo → a *minimum* 10% reduction in your exam score;**  
 repeated failure to comply may result in a failing grade
- d. *Show ID* - Follow the instructions on screen. **Required**  
**Failure to show ID → a *minimum* 10% reduction in your exam score;**  
 repeated failure to comply may result in a failing grade
- e. *Environment check* – **using your external camera, scan the room (360°): walls, floor, top of desk or table, and your lap and area around your chair. Required – video should be about 1 minute in length. Test area should be clear of books, notes, phone, calculator, etc. unless allowed by the instructor.**

**Failure to scan environment** → a **minimum** 10% reduction in your exam score; repeated failure to comply may result in a failing grade

**NOTE: if the environment scan is poor or omitted AND the exam taker exhibits suspicious behavior(s), there is risk of being accused of cheating, resulting in a reduced exam score or even a zero on the exam or failure in the course. Suspicious behaviors include, but are not limited to, the following:**

- **Repeated eye movements up, down, to either side**
- **Unnecessary arm or body movements**
- **Unnecessary movement away from the desk/table**
- **Leaving the room for more than two minutes during the exam**
- **Talking to other individuals**
- **Using any materials (books, notes, electronics) not specifically permitted by the instructor**

- f. *Additional instructions* – read these
- g. Click “Begin Exam” and complete the exam
- h. Submit your completed exam
- i. When prompted for feedback, let us know if you had any technical difficulty or any other exam interruptions.
- j. Click “Close” in the upper right
- k. Click “Done” in dialog box:



If you have any questions, contact your TA or program staff.