

Instructor Live Proctoring with LockDown Browser®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

LockDown Browser is a custom browser that locks down the online testing environment within a learning system. When students use LockDown Browser with an online test, they are unable to print, copy, go to other websites, access other applications, or close the test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers, either.

There are three scenarios in which LockDown Browser is typically used:

1. with online tests delivered in a proctored setting, such as a classroom or testing center
2. with Respondus Monitor, an automated proctoring system that uses a student's webcam to record and analyze the examination environment. Proctoring results are available to the instructor after the exam is complete.
3. with a video conferencing system (Zoom, Microsoft Teams, etc.) where an instructor will proctor students in real-time during an online exam.

This Quick Start Guide focuses on the third scenario: Instructor Live Proctoring.

INSTRUCTOR LIVE PROCTORING: AN OVERVIEW

When LockDown Browser is used with "Instructor Live Proctoring," the instructor watches students remotely during an online test. This feature requires the use of a video conference system such as Zoom or MS Teams (sold separately) and is intended for small classes where the instructor can view all students on the screen at once.

The instructor and students meet in the video conferencing application at a specified time. When ready, the instructor provides students a start code for the online exam – students start LockDown Browser from there. The instructor can then watch students via the video conference system for the duration of the exam. Note that Instructor Live Proctoring does NOT record the student video, nor does it alert the instructor to suspicious events. These features are only available with Respondus Monitor, the automated proctoring solution.

HOW TO CONDUCT LIVE PROCTORING

1. Provide students the instructions for downloading and installing LockDown Browser. (Teachers can find these instructions on the opening screen of the LockDown Browser Dashboard. Note that download instructions differ for each institution.)

2. Convey to students, in advance, that LockDown Browser and a video conferencing system will be used with online exams. (Important: Schedule a practice exam so everything can be tried in advance to a real exam.)
3. Once the exam has been created, locate the LockDown Browser Dashboard in your learning system, select "Require LockDown Browser for this exam," select "Allow live proctoring for this exam ..." and then supply a "Start Code" (which prevents students from starting the exam early).
4. Use your normal process to create a meeting for the video conferencing system (Zoom, Teams, etc.). Distribute the meeting information to students prior to the exam.
5. At the scheduled time, confirm you can see and hear all students in the video conferencing system. When ready, provide the start code to students to commence the exam.
6. Remind students the video conference will continue to run in the background, enabling you to see and hear them during the exam. However, they will NOT be able to access the video conferencing system during the exam.

Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at the same time. Consider these alternatives:

- Have the student use a different device altogether (Windows, Mac, Chromebook)
- Have the student use a second device for the video conferencing
- Allow the student to shut down the video conferencing system on the iPad when it's time to start the exam

OTHER TRAINING AND SUPPORT RESOURCES

The **LockDown Browser Dashboard**, which is accessed from the LMS course, includes videos, guides and other resources to assist with getting started. Information on Respondus Monitor, the automated proctoring system, can be found at www.respondus.com/monitor.

Other resources include:

- **Student Guides, Training Videos and more** - available at www.respondus.com/lockdown-guides
- **Knowledge Base and Ticket-based Support** - support.respondus.com