

Fleming College

Student Guide to Respondus LockDown Browser and Monitor

If you will be writing an exam in MyCourses (D2L) your instructor may be using Respondus Lockdown Browser and Monitor to ensure a fair and secure environment for all students who are writing the exam. **This is the online equivalent of a proctored exam room.**

Please take the time to read this guide thoroughly - it contains important information.

What you need

- **Computer:** A computer running Windows (10, 8, 7) or Mac (OS X 10.10 or higher). Ensure you have **administrator access on your computer** to install Respondus Monitor.
Please note: You cannot use a Chromebook Computer to take a test using Respondus Lockdown Browser OR Respondus Lockdown Browser and Monitor
- **Web browser:** Ensure that you are using the latest version of either Google Chrome or Mozilla Firefox. It is important to keep your web browser updated, to ensure the safety of your device and your personal information. We do not recommend the use of any other web browsers.
- **Webcam:** You must have a functioning web camera because you will be recorded while you write your exam. The webcam that is built into a laptop is fine.
- **Microphone:** You must have a functioning microphone because the sound in the room will be recorded while you write your exam.
- **Photo ID is required to be shown to confirm your identity:** During the exam setup process, you will be asked to show one piece of personal PHOTO ID. The following are acceptable: Student ID, Drivers License, Health Card, or a Canadian Passport.
- **Good lighting:** Your face must be well-lit on the webcam, so that your instructor can recognize you while you write your exam.

Set up your computer

- If possible, it's recommended that you use a hardwired network connection, instead of wifi, to ensure a reliable internet connection throughout the exam.
- Your instructor will provide you with instructions regarding when you will write the exam, and how to find it in the course shell. Typically, you will find your exam in Assessment > Quizzes.
- Once you start the setup, just follow the simple on-screen instructions.

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- As part of the setup for Monitor and Lockdown Browser, you may need to disable certain browser plug-ins or close particular software. This is to ensure a fair and secure exam environment.
- You will also need to install Respondus Lockdown Browser software on your computer. You must have administrator access on your computer to install this software. The Lockdown Browser will prevent you from using any other applications on your computer while you write your exam. Once you submit your exam, you will be able to access all applications again, as usual.
- You will be prompted to download LockDown Browser at the time you open your D2L Brightspace Quiz, although you can [download LockDown Browser in advance](#).

Prepare your environment

- Choose a private, quiet location, with no background noise, such as people talking, or TV or music playing.
- Do not wear hats, sunglasses, or anything that obscures your face.
- Do not wear headphones, earbuds, wireless pods, etc. You cannot be connected to any other devices during the exam.
- Make sure that there are no other devices near your computer, such as tablets or phones. You will be asked to show the area around your computer, and you may be flagged if it appears that you may be accessing other devices.
- Make sure that there is nothing in your immediate area that you do not wish to appear on camera, such as personal photos or other private information.
- You will be recorded via your webcam for the duration of your exam. You cannot leave your computer to take breaks. Make sure your face stays in the camera frame for the entire time. Do not wander off-screen, or you will be flagged.
- No other people should appear on your camera (or in the audio recording) at any time during the exam.

Support

If you have trouble using Respondus Lockdown Browser and Monitor, please refer to the [Respondus help website](#).

You can also email us using the ITsupport@flemingcollege.ca email. IT staff will review your email and forward it to the right person!