

INVIGILATOR GUIDE TO ONLINE EXAMS

Using Lockdown Browser and Monitor

Getting Ready for Exam Day

LockDown Browser Set-up

01 Download and Install LockDown Browser

Download the software using the link below. The downloaded file will have the name **LockDownBrowser-2-0-8-04.exe**. Locate the file and double-click to start the setup process. Follow the onscreen instructions

- <https://download.respondus.com/lockdown/download.php?ID=126317257>

02 Review the Student Quick Start Guide

This Quick Start Guide offers an overview:

- <https://dls.cna.nl.ca/pdf/RLDB-Quick-Start-Guide-D2L-Student.pdf>

03 Lockdown Browser Resources

Visit <https://web.respondus.com/he/lockdownbrowser/resources/>.

Student Exam Time

(All exams are in Newfoundland Time)

01 Login to Brightspace/D2L

Once you have logged in, select your course. It is recommended students login at least 10-15 minutes prior to exam start time to ensure everything is in working order before you begin your exam.

02 Follow the Exam Instructions

Your instructor will provide you with the exam instructions in your course.

03 If Lockdown Browser is Required

Click the exam link from the quizzes section of your course and launch the Lockdown Browser.

04 Questions/Concerns Regarding Online Exams

Communicate any questions or concerns regarding online exams with your instructor(s). The DLS Help Desk is available should you experience any technical difficulties with Lockdown Browser set-up or during the exam.