STUDENT GUIDE TO ONLINE EXAMS

Lockdown Browser and Monitor

Your instructor may use **Lockdown Browser** or **Lockdown Browser with Monitor** (requires webcam, microphone and photo ID) for your midterm and final exams. Please contact your instructor for more details.

- **LockDown Browser** is a secure browser for taking quizzes in Brightspace/Desire2Learn. It prevents students from printing, copying, visiting other websites, or accessing other applications during an online exam.

- **LockDown Browser with Monitor** uses a webcam to record all activity during an online exam. Your computer must have a functioning webcam and microphone.

  Students are required to use a webcam to record an environment scan (***Startup Sequence Step 5***) of their entire exam writing room, including floors, walls, ceiling, desk, and any other visual space. Failure to do so may result in their exam being invalidated.

  A broadband internet connection is also required, as well as a valid photo ID. After the exam is submitted, flagged events (i.e. suspicious head, eyes, hands, and body movements; leaving the testing environment; and noises) and results are available to the instructor for further review.

Some exams may require a practical assessment using specific software (MS Office, SAGE Accounting, etc.). Ensure your software is installed and working properly prior to the exam.

ACADEMIC INTEGRITY REMINDER

In accordance with CNA's **Academic Integrity Policy (AC-123)**, by submitting your exam, you clearly declare that all work is entirely your own and does not violate the policy.

CNA supports academic honesty through a multi-faceted approach—education, prevention, and intervention. To understand your responsibilities and the college's expectations, please review the Academic Integrity Policy and Procedure. Stay informed and uphold the standards of your education.

- Academic Integrity (pdf)

STUDENT 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 of *Taking A Quiz with Lockdown Browser* and *Using A WebCam with Lockdown Browser with Monitor*.

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

03 Valid Photo ID Required

Lockdown Browser with Monitor requires students to hold up a form of picture ID to verify name and identity (i.e. student ID, driver's license, government issued ID, passport, etc.). **Please ensure your ID is clearly viewable or it may invalidate your exam.**

04 Complete the Practice Assessment

Your instructor will provide a short ungraded practice quiz in your course which requires LockDown Browser. This quiz will be in the quizzes section of your course.

- Make sure you complete this quiz on the device you will be using to write your exam, at least three business days prior to the scheduled exam. This will allow sufficient time to trouble shoot any technical issues prior to your scheduled exam.
- Contact the Online Learning Help Desk to troubleshoot technical issues. Notify your instructor if you are unable to complete this quiz well in advance of your scheduled exam date.
- Write your exam in the same location and on the same system that you completed the practice quiz. If you switch locations/computer systems, complete the practice quiz again.

05 Additional Lockdown Browser Resources

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

Computer/Browser Maintenance

01 Install Computer/Software Updates

Ensure your computer and browser are up to date prior to your exam.

02 Clear Browser Cache

Deleting the cache data helps to increase the loading time of web pages and increases the performance of your computer.

1. On your computer, open Chrome.
2. At the top right, click More (3 dots).
3. Click More tools and then Clear browsing data.
4. At the top, choose a time range. To delete everything, select **All time**.

03 Restart Your Computer Before Your Exam

This ensures your computer will be running at its best.

04 Have a Reliable Internet Connection

Connectivity issues can cause slowness or disruptions during your exam. If possible, use an ethernet (wired) connection rather than Wi-Fi (wireless).

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 If Lockdown Browser with Monitor is Required

Click the exam link from the quizzes section of your course and launch the Lockdown Browser. Next, Monitor Startup Sequence will begin. The Startup Sequence is a set of events that occur before a Monitor webcam quiz begins. **Your quiz will begin after the Startup Sequence is complete.**

NOTE: Students are required to use a webcam to record an environment scan (step 5) of their entire exam writing room, including floors, walls, ceiling, desk, and any other visual space. Failure to do so may result in their exam being invalidated.

Startup Sequence Steps:

1. Webcam Check
2. Additional Instructions
3. Student Photo Capture - position your face to almost fill the window
4. Show Valid Photo ID to webcam
5. Environment Check - ensure the area around your computer is clear of papers, books, phones, etc.
6. Facial Detection - Your face needs to be well positioned in the video window and clearly visible during the exam.

05 Questions/Concerns Regarding Online Exams

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

Video: LockDown Browser

If you have trouble installing LockDown Browser or completing your environment scan, please watch the following video:

https://www.youtube.com/watch?v=WF42XtI8r68

Online Learning Help Desk

- **Telephone:** 1-877-465-2250, option 1
- **Live Chat:** https://livechat2.cna.nl.ca/newchat/chat.aspx?domain=dls.cna.nl.ca
- **Email:** ols.help@cna.nl.ca