FACULTY GUIDE TO ONLINE EXAMS
Lockdown Browser and Monitor

Your midterm/final exam may require **LockDown Browser** or **LockDown Browser with Monitor** (requires webcam, microphone and photo ID). Please contact your Dean or Associate Dean for any Scholl/program exam requirements.

- **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. The student's 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.

LockDown Browser or LockDown Browser with Monitor will not function for practical exams using external software (Excel, Word, PowerPoint, SAGE Accounting, etc.). If the dropbox or practical portion is required, students will need to exit the browser prior to starting the practical portion of their exam.

Training Sessions (designing quizzes, assessments, etc.) are available for LockDown Browser/Monitor: https://dls.cna.nl.ca/teach/training.html.

IMPORTANT

Students are expected to adhere to the Student Code of Conduct. The following academic integrity statement must be added to the introductory part of the exam:

As stated in the **Student Code of Conduct**, SS-201-PR, Section 2.0, 2.1 (a) *"Students must conduct themselves in a responsible manner and any of the following shall constitute improper student conduct: Cheating, plagiarism, fraud, deceit, or other forms of academic dishonesty."* Therefore, by submitting your exam, you clearly declare that all work is entirely your own and does not violate the Student Code of Conduct.

Students cannot wear headphones or have any electronic devices of any kind in the room when writing exams (unless specified as an exam requirement). This includes mobile devices, iPads/tablets, additional computers, smart phones/watches, etc.

It is the students' responsibility to confirm their exam location & arrangements with their instructor.

FACULTY GUIDE TO ONLINE EXAMS
Using Lockdown Browser and Monitor

Before The Exam

01 Post the Exam Date and Requirements
Post the information (i.e. Lockdown Browser, webcam, calculator, etc.) in a prominent location in your course(s), such as Course News, Discussions, etc.

02 If Lockdown Browser with Monitor is Required
Inform your students they will require a webcam, microphone and a photo ID to complete their exam.

03 Provide the Student Guide to Online Exams
Provide the Student Guide to Online Exams information sheet to your students which contains instructions on downloading/installing the software. There is no cost to students, the software is available for free at the link on the student information sheet.

04 Set Up a Short, Non-Graded Practice Quiz
This quiz will allow students to test their systems and feel comfortable with the set up prior to the midterm/final exams. It is recommended that the quiz be something fun with 5 questions and completed at least three business days before the scheduled exam. **Leave the practice quiz available for the duration of the course, with unlimited attempts, so students can access it again if they use a different computer.**

05 If Your Exam Requires In-Person Invigilation
Create a copy of your exam to include just the LockDown Browser if a student is writing with in-person invigilation.

06 Technical Issues With Lockdown Browser Setup
Advise students to contact the DLS Help Desk if they are having technical issues with LockDown Browser set-up.

07 Additional Lockdown Browser Resources
Visit https://web.respondus.com/he/lockdownbrowser/resources/. Feel free to share useful tips/resources with your students.

08 Student Unable To Write Online Using LockDown Browser/Monitor
If a student cannot write online using LockDown Browser or LockDown Browser with Monitor, they may be able to write at their nearest campus or with a private invigilator. Please contact your campus administrator to coordinate these arrangements at least two business days before the scheduled exam date.

Setting Up The Exam

01 Create/Setup Your Exam in Brightspace/D2L
Please review the attached Online Theory-Based Exam Checklist to ensure all the main components of your exam are set up and ready for your students to write.

02 Protecting the Integrity of Your Exam
To assist with protecting the integrity of your exam you may want to:

- Hide your course content prior to the start of the exam. This ensures students are unable to view course notes, etc. on an alternate device while writing the exam. If you are unsure how to do this contact the DLS Help Desk.
- Notify your students that the course content will be hidden during a specified time frame.
- Unhide the content when the exam is complete.

03 Create Exam Instructions
Use the exam instruction template to clearly communicate how students will access their exam. A sample template will be provided to you via your CNA email.

04 Setup Exam Restrictions
Ensure exam restrictions are set up for students who require extra time accommodations. As an example:
- 7:00 - 10:00 PM for a two-hour exam
- 5:30 - 10:00 PM for a three-hour exam

05 Tips For Success
- Communicate to students where exam instructions will be available.
- Do not use a password unless your exam is being written with in-person supervision.

Exam Time
(All exams are in Newfoundland Time)

01 Double-Check Exam Settings
On exam day, check to ensure your exam is set up correctly. Refer to the attached Online Theory-Based Exam Checklist.

02 Exam Related Questions
Ensure you are available to your students during your exam and let them know specifically how you can be reached.

03 Technical Issues During Exams
Advise students to contact the DLS Help Desk.

DLS 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:** dlshelp@cna.nl.ca