

# RESPONDUS: LOCKDOWN BROWSER AND PROCTORING (PROFESSOR RESOURCE)



Teaching and Learning Support Service, uOttawa

## I. CONTEXT

**Note:** We use the term “quiz” throughout this document to refer to anything that can be created using the **Brightspace Quizzes** tool (e.g. an exam, a quiz, a test, etc.).

When delivering online assessments via the **Brightspace Quizzes** tool, there may be instances when there is an additional need to manage or monitor student participation. In these situations, proctoring software like **Respondus** can be used to remotely administer the assessment. The following two **Respondus** tools are available to use and are integrated directly within the University of Ottawa’s **Brightspace Quizzes** tool:

1. **Respondus LockDown Browser** – locks the student’s browser, hindering the ability to navigate to other programs and webpages outside of the **Brightspace quiz** window.
2. **Respondus Proctoring** – provides an automated proctoring option (i.e. **Respondus Monitor**), as well as a **Live proctoring** option that engage alongside the **LockDown Browser**. **Respondus Monitor** uses the student’s webcam to record the student’s behavior (i.e. audio and video) during the assessment. Within the recording, the software flags any suspicious activity, which the professor can then review after the assessment has been submitted. Alternatively, the **Live proctoring** option allows the professor to use a video conferencing tool to proctor. Student behavior is not recorded, but the **LockDown Browser** is still engaged.

## II. STARTING OUT - IMPORTANT NOTES & GUIDELINES

### A. UNDERSTAND THE COMPUTER REQUIREMENTS



**Respondus** requires that students download and install the **Respondus** interface on their personal device. **Respondus** is available for most devices including Windows, Mac, Chromebook and iPad, but there are some essential [system requirements](#). These should be reviewed by you and your students in advance.

### B. PROVIDE A PRACTICE QUIZ OPPORTUNITY

- Provide students with a no-stakes practice **quiz** using **Respondus** in advance of the graded assessment. This will allow you and your students to identify and address any technical challenges or usage concerns.
- Consider providing a discussion forum where students can voice their concerns or highlight issues that arise from the practice **quiz**.

### C. MANUALLY REVIEW VIDEO FLAGS

- **Respondus Monitor** acts as part of an overall review of a student’s participation in a **quiz**. It is important to conduct a manual review of any flagged behaviour to inform decisions regarding a student’s conduct. All allegations of academic misbehaviour should follow your faculty’s specific directives and processes.

### D. CHECK WITH YOUR FACULTY & COMMUNICATE TO STUDENTS

- **Respondus** has met the University of Ottawa’s computer security and privacy standards, however please reach

out to your faculty for additional guidance on communicating the use of **Respondus** tools to your students and policies regarding managing student concerns about privacy.

- Set clear expectations of how **Respondus** will be used in your course and communicate this early in the semester. Example wording for your syllabus can be found in the [TLSS's Respondus FAQ](#).

## E. CONSIDER THE CONTEXT

The ultimate goal of using **Respondus** software is to ensure the student's identity and guarantee academic integrity. However, online proctoring tools may not be appropriate in all testing scenarios and we strongly recommend that professors explore non-proctored examination supports, such as ensuring an appropriate testing duration, developing several versions of assessments using the **Brightspace Question Library**, or leveraging alternative evaluation strategies. Learn more about [alternative online assessments](#).

## F. CONSULT THE AVAILABLE RESOURCES

In addition to this guide, we recommend consulting the [TLSS Respondus webpage](#) which includes an FAQ for professors, an FAQ for students, and links to a number of TLSS and Vendor resources.

## III. RESPONDUS LOCKDOWN BROWSER

When **Respondus LockDown Browser** is activated for a **Brightspace quiz**:

- Students are required to download and install the **Respondus** tool, as well as close all other programs running on their computer in order to launch **Respondus** and start the **quiz** within **Brightspace**.
- The quiz is displayed full-screen and cannot be minimized.
- The browser menu and toolbar options are removed, except for Back, Forward, Refresh and Stop.
- Access to other programs (e.g. email, messaging, screen-sharing, remote desktops) on the student's device outside of the **Brightspace quiz** window is disabled.
- Printing and screen capture functions, right-click menu options, function keys, keyboard shortcuts, task switching, copying and pasting anything to or from a **quiz** can be prevented.
- Attempting to use another program or use shortcuts to access additional functionality will cause an error and notification to appear reminding the student that they cannot access anything outside of the **Brightspace quiz** unless they exit the **quiz**. **Note:** Students will not be able to access programs like MS Word, which might be used to support students when responding to long answer or handwritten questions.

## IV. RESPONDUS PROCTORING

**Respondus Proctoring** is an additional tool that can be activated through the **Respondus LockDown Browser** that is integrated within the **Brightspace Quizzes** tool. **Respondus Proctoring** cannot be used without the **Respondus LockDown Browser** being activated first. Accordingly, in addition to what occurs when the **Respondus LockDown Browser** is activated (see [Section III](#)), when **Respondus Proctoring** is activated for a **Brightspace quiz**:

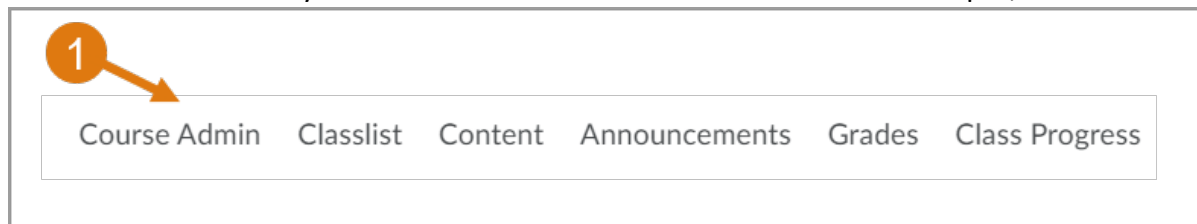
- Students will need to set-up and provide access to a working camera.
- In **Live Proctoring**, no recording will ensue as the proctoring is carried out live through the video conferencing tool. **Note:** This may be challenging when the class size is large.
- If **Respondus Monitor** has been activated, the system will capture audio and video during the **quiz** session. This information can then be reviewed by the professor or TA to help them assess their students' behavior as well as

help identify instances of academic dishonesty. Prior to starting the **quiz**, students are guided through a pre-exam sequence, including a webcam check to ensure that everything is working properly.

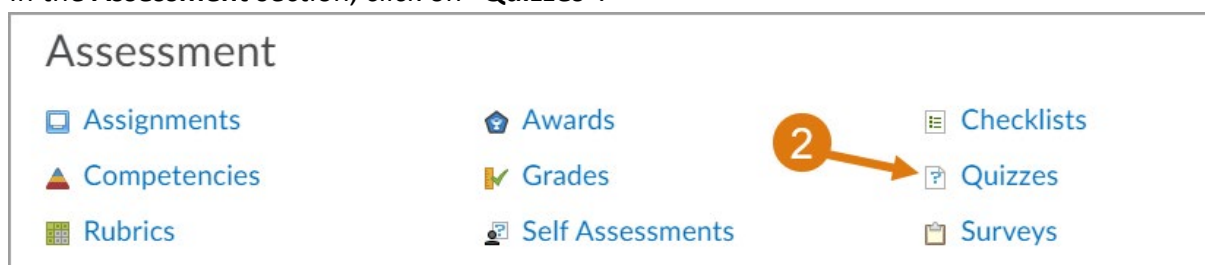
## V. ACTIVATE RESPONDUS FOR A QUIZ

To activate **Respondus** for a **Brightspace quiz**, you must first create your **quiz** as you normally would using the **Brightspace Quizzes** tool. For additional guidance consult the [Create a Quiz](#) guide. Then, complete the following:

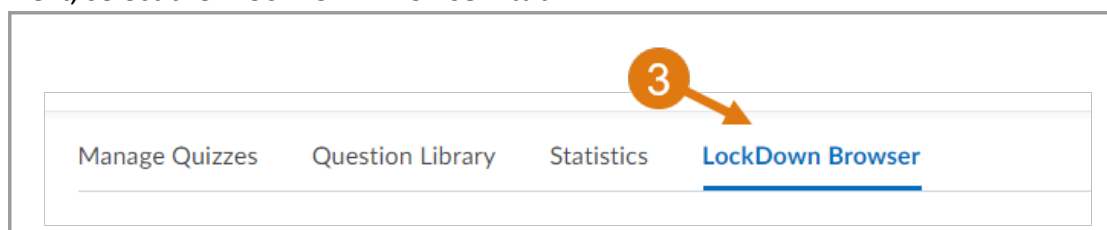
1. Within the course that you want to activate the **LockDown Browser** for a quiz, click on “**Course Admin**”.



2. In the **Assessment** section, click on “**Quizzes**”.

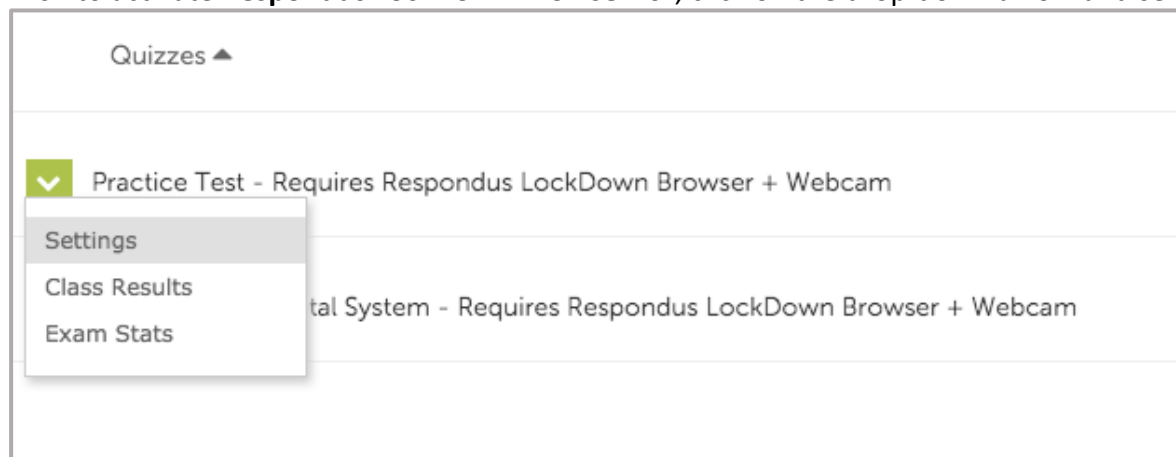


3. Next, select the “**LockDown Browser**” tab.



4. If this is your first-time using **LockDown Browser** you will see the **Continue** button. Click on it to access the **Respondus** Interface. **Note:** you can select “**Do not ask me again for this application**” to stop this from displaying in the future.

5. You will be presented with a list of all the **quizzes** you have created in the course. To the left of the **quiz** that you wish to activate **Respondus LockDown Browser** for, click on the drop-down arrow and select “**Settings**”.



6. Within the **Settings** section, you will need to complete the following:

LockDown Browser Settings

**A**  Don't require Respondus LockDown Browser for this exam  
 Require Respondus LockDown Browser for this exam

**B** Password Settings

Password to access exam (optional)

**C** Advanced Settings

- Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)
- Lock students into the browser until exam is completed [\[explain\]](#)
- Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- Allow access to specific external web domains [\[explain\]](#)
- Enable Calculator on the toolbar [\[explain\]](#)
- Enable Printing from the toolbar [\[explain\]](#)

A. Under the **LockDown Browser Settings**:

- I. Select **"Require Respondus LockDown for this exam"**.
- II. Select **"Require LockDown Browser to view feedback and results"** based on your requirements.

B. Set a **Password** (optional).

C. Under **Advanced Settings**, you can select the following additional options to meet your needs:

- I. **"Require LockDown Browser to view post-exam feedback and results"** – students will need to open **Respondus** to review their results.
  - II. **"Lock students into the browser until exam is completed"** - students will need to submit the quiz before they can close the **LockDown Browser** window.
  - III. **"Allow students to take the exam with an iPad"** – students will need to download and install the **Respondus LockDown Browser** app from the Apple store.
  - IV. **"Allow access to specific external web domains"** – required if students will need to watch videos or access readings hosted outside of your **quiz** during your **quiz** session.
  - V. **"Enable Calculator on the Toolbar"** - Provides access to a standard or scientific calculator.
  - VI. **"Enable Printing from the toolbar"** – activate if you would like students to be able to print the **quiz**.
- D. If you wish to only engage the **LockDown Browser**, then proceed to **Step 7**, otherwise, to set up proctoring, under the **Proctoring Settings** section, you can choose from the following options:

Proctoring

**I**  Don't require proctoring for this exam

**II**  Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

**III**  Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

- I. **"Don't require Proctoring for this exam"** - Only the **LockDown Browser** will launch for the **quiz**.

II. **“Require Respondus Monitor (automated proctoring) for this exam”** – Both **LockDown Browser** and **Monitor** will launch for the **quiz**. If you select this option, you will also need to indicate the following:

- Under **Startup Sequence**, the **Webcam** and **Facial Detection Check** are required. These ensure that **Respondus Monitor** is able to see the student taking the **quiz**. All other options under **Startup Sequence** can be set at your discretion. Keep in mind, if a student needs to re-access the **quiz** (eg: internet issue), they will have to complete the **Startup Sequence** before they can restart the **quiz**.
- Select **Facial Detection Options** and **Advanced Settings** and based on your requirements and context\*. To learn more about these options contact the TLSS.

III. **“Allow instructor live proctoring for this exam (via Zoom, Teams, etc)”** – Both **Lockdown Browser** and your selected video conferencing tool will need to be launched by the student in order to start the **quiz**. if you select this option, you will also need to indicate the following:

- Which video conferencing tool you will be using.
- A **Start code** that will be used to ensure that all students begin at the same time.
- Additional instructions that will display to the students at the start of the **quiz** if you wish.

7. Next, click **“Save and Close”**.

8. Your **quiz** will be renamed to indicate that **Respondus LockDown Browser** and if applicable **Monitor** are required to take the **quiz**. **Important:** If **Live Proctoring** was selected, it will not be indicated in the rename.