Information for students about Respondus Monitor:

To maintain the integrity of our placement and exemption exams during this transition to an online and remote platform, we will be requiring the use of Respondus Monitor for all students who are attempting these placement and exemption exams. Respondus Monitor implements a lockdown browser which restricts students from accessing other websites or applications while an exam is underway, as well as utilizing the student's webcam to provide additional monitoring. You and your surroundings will be recorded for the duration of the exam, and any inconsistencies or activities that suggest cheating or plagiarism will be detected and the recording will be flagged. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

Here are some guidelines for completing an exam using Respondus Monitor:

- Ensure you're in a location where you won't be interrupted

- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach

- Clear your desk of all external materials not permitted — books, papers, other devices

- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it

- Remain at your computer for the duration of the test

- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test

- To produce a good webcam video, do the following:

  o Avoid wearing baseball caps or hats with brims

  o Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move

  o If using a built-in webcam, avoid tilting the screen after the webcam setup is complete

  o Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window