DIGITALLY SECURED EXAMS WITH RESPONDUS - A GUIDE FOR STUDENTS

WHAT IS RESPONDUS?

To organise remote written exams securely, Respondus provides two layers of security.

1. Respondus LockDown Browser → This browser ensures that you can only see the exam content on your screen during an exam. You can open the exam only with this browser and other programmes and functionalities of the computer are temporarily blocked. After submitting the exam, the computer will be unrestricted again.

2. Respondus Monitor → Following an initial setup where you will be asked to identify yourself, you will be monitored during the exam through your webcam (audio and video) to check for any irregularities.

HOW DO I USE RESPONDUS?

- Requirements
    - Computer with (external) webcam and microphone (a second screen is not allowed)
    - A stable internet connection

- Downloading and installing Respondus
    - Watch this video [Before You Install](#).
    - [Install LockDown Browser](#)
        - ✓ **Note** Only use these installation files, they are files specific to the VUB. If you encounter any issues with the installation, contact helpdesk@vub.be;
        - ✓ Select the appropriate download file for your operating system;
        - ✓ Install the LockDown Browser well before the exam period starts.

- Take an exam with LockDown Browser

    1. Close all programmes, except for the one you use to connect to the internet.

    2. Locate the icon 'LockDown Browser' on your desktop and double-click it. (Mac users can open 'LockDown Browser' through 'Finder' > 'Apps' > 'LockDown Browser')

3. If LockDown Browser prompts you to close a blocked programme (e.g., screen recording, instant messaging), choose 'Yes' to close the program, or exit LockDown Browser and close the blocked program before restarting.

4. The exam will now start.

   Please note that once you start an exam with Respondus LockDown Browser, you cannot close the exam until you click the 'Submit quiz' button to submit the exam.

   If there is a technical issue and you need to restart your laptop, Canvas will remember the answers you have already entered. You can log back in and continue from where you left off.

5. If the exam requires a webcam, you must first go through the webcam startup procedure.

WEBCAM STARTUP PROCEDURE

1. Read the terms of use and agree.

2. The Webcam Check will verify that your webcam and microphone are working properly.

3. The remaining steps of the startup procedure depend on the settings chosen by your lecturer. Follow the instructions, you can track the progress of the procedure on the left side of the screen.

4. You may be asked to show your student ID for identification, so make sure to have it with you for every exam.

5. If you encounter any issues, you can click on the link 'It's not working' for tips to troubleshoot problems. If problems arise during the exam, contact your instructor within 15 minutes.

6. The exam will begin after the startup procedure is completed.

CAN I TEST OUT RESPONDUS LOCKDOWN BROWSER BEFOREHAND?

o Yes, your lecturer will provide a practice quiz in the course that allows you to test LockDown Browser. If this is not the case, you can request one.

QUESTIONS?

o Check this web page for more information.