

WESLEYAN COLLEGE ONLINE TESTING PROCEDURE

In accordance with federal requirements, Wesleyan College has implemented use of Respondus services to increase online testing security. When taking online tests and quizzes in Canvas (campus LMS), students must use the Respondus LockDown Browser and live monitoring service. These testing security measures are designed to ensure the online test taker's identity and prevent the online test taker from accessing other Web sites, applications, textbooks, course notes, devices, or other resources during an online quiz or exam.

NOTICE OF YEARLY RESPONDUS FEE

Students taking hybrid or online courses will be required to create an account with Respondus online and pay a \$15 fee once per twelve months. This registration process will take place in the student's first hybrid or online class of the year in which online testing is required.

STUDENT NOTIFICATION OF ONLINE TESTING REQUIREMENTS

Faculty teaching hybrid or online courses will notify students of online testing requirements during the first week of class via a clear syllabus statement. Faculty will also provide clear guidelines for Respondus registration and usage.

SAMPLE SYLLABUS STATEMENT

Using Respondus LockDown Browser for Online Exams

This course requires the use of Respondus LockDown Browser and video monitoring for online exams. If you have not already registered with Respondus and paid the \$15 fee within the last twelve months, you will be required to do so for this course.

Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam monitoring feature. To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this [Student Quick Start Guide \(PDF\)](#).

Finally, when taking an online exam, follow these guidelines:

- Select a location where you won't be interrupted.
- Before starting the test, know how much time is available for it and allot sufficient time to complete it.
- Turn off all mobile devices, phones, etc. and don't have them within reach.
- Clear your area of all external materials — books, papers, class notes, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.