

**Rehabilitative Health Department**

**Using Lockdown Browser and a Webcam for Online Exams**

Exams in this course require the use of LockDown Browser and a webcam for online exams. The webcam records video and sound during the test-taking period, and can either be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](http://www.respondus.com/products/lockdown-browser/student-movie.shtml) to get a basic understanding of LockDown Browser and the webcam feature.

**Testing Conditions:**

***Violations of these terms will result in a penalty on your test score; see attached rubric.***

* The **only** things that are allowed at your desk are: computer, mouse, webcam.
* The testing room should be free of clutter
* Students are not permitted to wear hats, watches or bracelets while testing.
* Students are not permitted to interact with any other individuals while testing.
* Remain at your computer for the entire duration of the test.
* Your computer should be on a solid surface (i.e. desk or table)
* Use a well-lit room and avoid backlighting, such as sitting with your back to a window
* If using a built-in webcam, avoid tilting the screen after the webcam setup is complete

**Initiating an Exam:**

***Incomplete execution of these steps will result in a penalty on your test score; see attached rubric***

1. Perform a System Check
* Login to the course using LockDown Browser.
* Locate and select the **Help Center** button on the LockDown Browser toolbar.
* Run the **System & Network Check**.
* Exit the Help Center.
1. Open the exam
2. Review the **Terms & Conditions**, then click the agree button
3. Take the **Student Photo**, and make sure your whole face is visible.
4. **Show Photo ID**: Use your CCRI Student ID, or any government issued ID (i.e. driver’s license)
5. Perform the **Environment Check**, including:

***See this video for an example:*** [***https://www.youtube.com/watch?v=5mEZBlcsGUI***](https://www.youtube.com/watch?v=5mEZBlcsGUI)

* 1. Desk- Entire top surface, underside and floor
	2. Chair- Entire top surface, underside and floor (you must stand up)
	3. Scan of Room- A *slow* 360° scan of the room you are testing in
1. Begin the exam!



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**Environment Check Grading Rubric**

The “No deductions” column provides a detailed description of how to properly perform the environment check and comply with testing conditions. Failure to comply will results in points being deducted from your exam score as outlined in this rubric, and will trigger a thorough review of the entire video taken during the specified examination. Any suspected incidents of academic dishonesty will be handled according to the academic integrity policy outlined in the course syllabus.

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| --- | --- | --- | --- | --- |
|  | **No deductions** | **-5 points** | **-10 points** | **-20 points** |
| **Desk*****Entire top surface*** | Entire desk surface was visible. The only objects on the desk were the computer, mouse, and webcam.  | Camera moved too quickly for clear visualization and/or less that 100% (but more than 75%) of the specified area was shown. |  | Less than 50% of the desk surface was visible and/or unauthorized objects were on the desk. |
| **Desk*****Underside & Floor*** | Clear visualization of the underside of the desk and the entire floor under the desk | Camera moved too quickly for clear visualization and/or less that 100% (but more than 75%) of the specified areas were shown. | Less than 50% of the specified areas were shown. |  |
| **Chair*****Entire top surface, underside and floor*** | Student stood up and stepped back far enough so the entire top surface of chair could be visualized at one time. | Top surface of chair was shown too quickly and/or student did not step back far enough to allow the entire top surface to be visualized at the same time. | Student did not stand up out of the chair to show the top surface. |  |
| **Chair*****Underside & Floor***  | Clear visualization of the underside of the chair and the entire floor under the chair. | Camera moved too quickly for clear visualization and/or less that 100% (but more than 75%) of the areas were shown. | Less than 50% of the specified areas were shown. |  |
| **360° Room Scan** | Student performed a full 360° scan that took at least 15 seconds. Camera was angled so that walls were fully visualized. | Camera moved too quickly for clear visualization and/or less that 100% (but more than 75%) of the areas were shown. |  | Due to excess speed or angle of camera, less than 50% of the specified areas were shown. |
| **Testing Conditions** | Student free of hats, bracelets and watches. Lighting was adequate, environment free of clutter, and student remained at their computer for the entire exam. | Lighting too low or backlighting presented resulting in a silhouette effect in the video. | Clutter in the environment made it difficult to ascertain if there were testing aids visible in the room. | Student was wearing a watch, bracelet or hat. |