

# WHAT IS RESPONDUS LOCKDOWN BROWSER?

Respondus LockDown Browser is a secure browser for taking assessments in Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a test requires that Respondus LockDown Browser be used, you will not be able to take the test with a standard web browser. Respondus LockDown Browser should only be used for taking tests. It should not be used in other areas of the course.

## TAKING A TEST

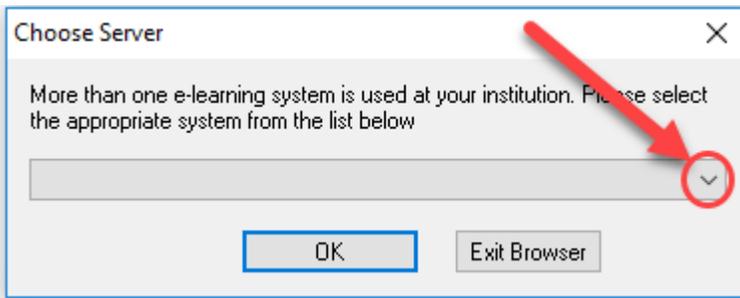
1. Login to a CVM designated testing system located in W-240 (Histology Lab) or W-2340 (PC Lab) Vet. Med. Bldg.

- We also have a smaller room for testing with nine stations in W-216 VMB. During proctored exams this room is restricted and only allowable if you are assigned to it. All clinical students take their block exams in this room. If available (check the posted calendar), the room can be used for open ALL DAY quizzes and exams.

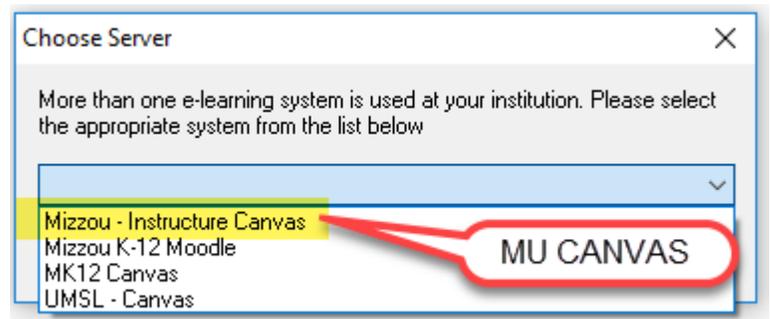


2. Locate the “LockDown Browser” shortcut on the desktop and double-click it. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.

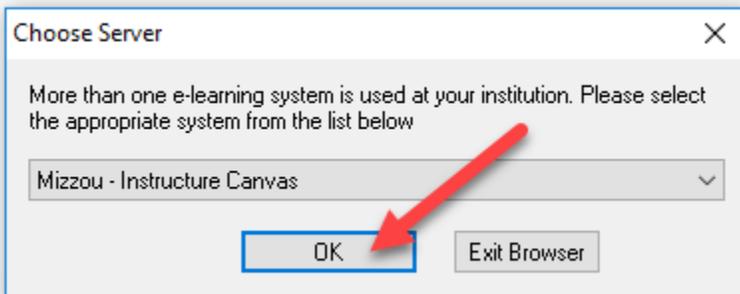
3. You will receive the following window prompt, click the DROPDOWN arrow:



Select “**Mizzou – Instructure Canvas**” from the list of available servers:



Then click **OK**.



Then login to CANVAS and navigate to your course, then to the **ASSIGNMENTS** section.

**7. DO NOT launch the Assessment until the proctor indicates that you may begin.**

8. The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

## PROBLEMS?

First, confirm you are actually using the LockDown Browser. If you receive the following error:



You are NOT using the LockDown Browser. Simply close all browser windows and navigate to the LockDown Browser desktop shortcut.

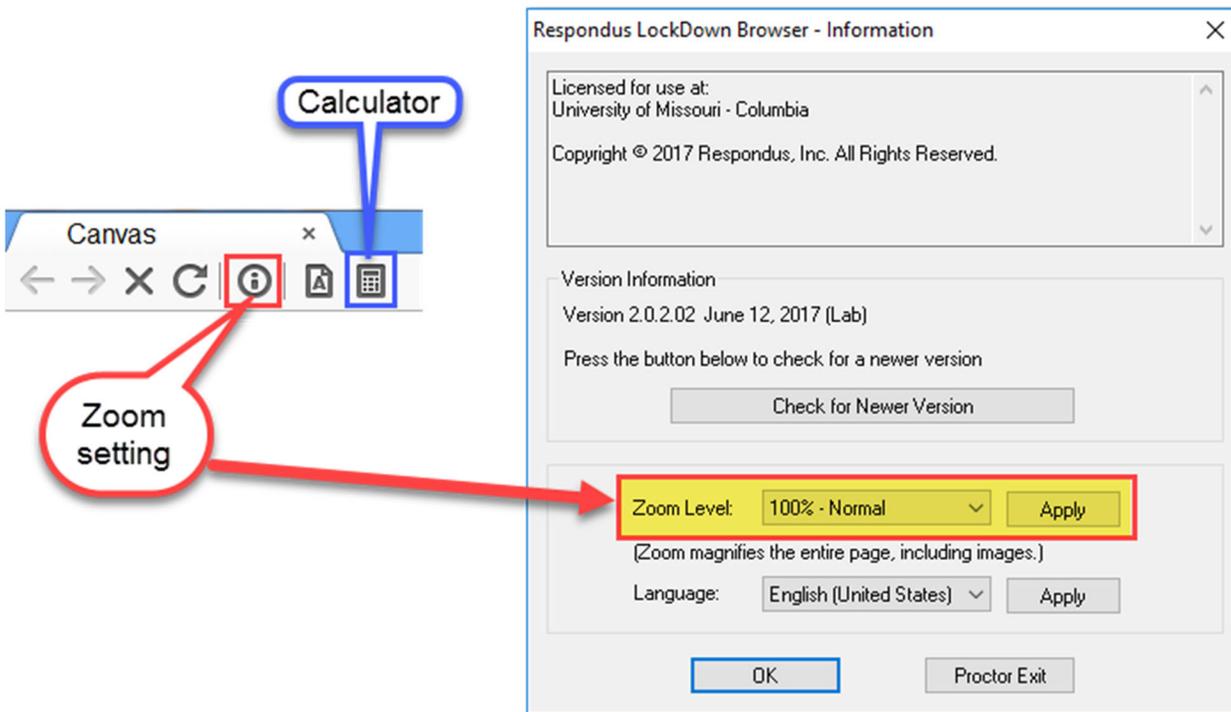
Still having problems accessing the exam? Try logging out and restarting the system—NOTE: this can take valuable minutes during a timed exam if there is another station available, try moving to it.

**Always notify the proctor or instructor immediately of any problems so, if needed, time can be adjusted for you.**

## IMPORTANT THINGS TO NOTE

- ❖ You can load the assessment, however DO NOT start until instructed to do so.
- ❖ Time remaining will be announced several times throughout the exam/quiz. CANVAS will be set to AUTO-SUBMIT when allocated time has expired. Please do not start the assessment until you are instructed to do so. Notify the proctor **immediately** if you did so in error.
- ❖ An announcement will be made when time is up. You **MUST** go to the EXAM SUBMISSION page and lock your exam/quiz at this time. Any correct selections made after this point will be deducted from your score. There is usually a 5-minute grace period before the room must be vacated that you have to review missed answers. Please contact me if you have any
  1. Contact me if you did not have time to review (if allowed) and you may do so in my office.
- ❖ Scratch paper will be provided for ALL proctored exams/quizzes and during open exams look for it in the room. If you use it, you will need to legibly sign it and turn it in at the front of the room in the designated location. You should not keep the paper or leave the room with it.
- ❖ Cell phones should be turned **OFF or Silent** (not vibrate).
- ❖ You must remove **EVERYTHING** from your desk area. Ensure your bag is zipped up and does not block the walkway.
- ❖ Ear plugs, pencils, pens and calculators are available for use and can be found at the front of the room before every exam, please return items that you borrow so they can be continued to be used. You can keep the ear plugs!
- ❖ Please be reminded food and drinks are **NOT** allowed at your desk/station when testing.

❖ Using the ZOOM feature & locating the Calculator



**When taking an exam in the CVM:**

- All students must arrive on time to exams. Late entry is a disruption and may compromise exam integrity.
- **DO NOT** have anything written (tattoos may be examined) on any part of your visible body including your fingers, hands, arms, legs, feet or toes. **You may at any time be asked to display any of them for any reason.**
- **DO NOT** write on SCRATCH paper until the proctor states that you may begin.
- **EVERYTHING** should be removed from the desk/counter and placed at the front or back of the room, not the floor at your feet. The only things allowed on the desk/counter are something to write with (no more than 2 pens/pencils - *no novelty items*) and your scratch paper, unless the exam is open note/book.
- All wearable electronics and smart devices must be removed and placed at the front or back of the room (Fitbit, smartwatch etc).
- ID badges may be worn but do not touch them during the exam.
- No hats or caps may be worn.