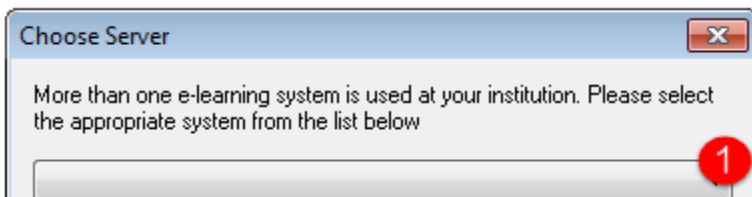


# WHAT IS RESPONDUS LOCKDOWN BROWSER?

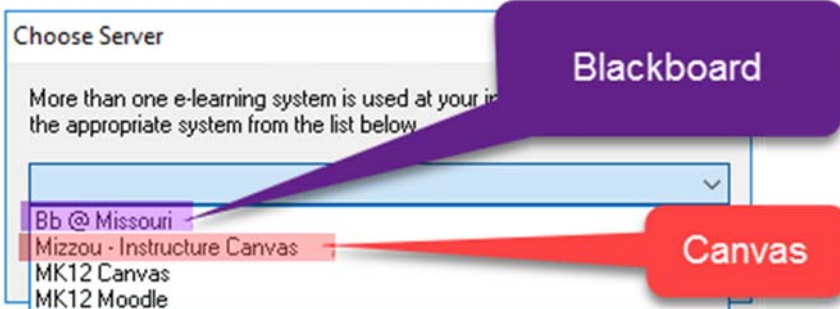
Respondus LockDown Browser is a secure browser for taking tests in Blackboard & Canvas. It prevents you from printing, copying, going to another URL, or accessing other applications during a test. If a test requires that Respondus LockDown Browser be used, you will not be able to take the test with a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

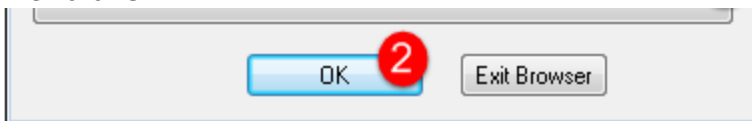
1. Login to a CVM designated testing system located in W-240 (Histology Lab) or W-2340 (PC Lab) Vet. Med. Bldg. *If already logged in, close all programs.*
2. Locate the “LockDown Browser” shortcut on the desktop and double-click it.
3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting.
4. You will receive the following window prompt:



Click on the dropdown and select the LMS being used for your course:



Then click **OK**.



Simply login to the LMS and navigate to your course.

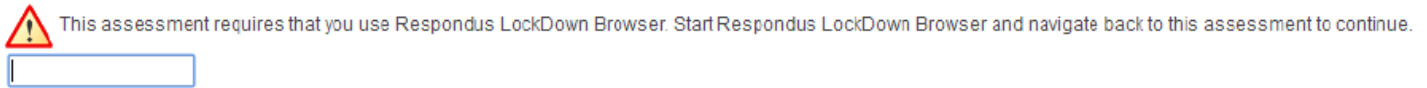
- For Blackboard courses go to **Exams & Quizzes** section.
- For Canvas go to the **Assignments** section.

**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.
  1. In Blackboard: You could be asked to lock before or after time is up. Reasons would be—1)as soon as you launch the exam the time starts to count down, so it will be ahead of the actual start time or 2)you logged in several minutes after everyone was told to start.
  2. **NOTE 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.
  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!
  1. A scientific calculator available from the toolbar when taking the exam.
- ❖ Please be reminded food and spillable drinks are **NOT** allowed in any of the rooms. If you have a drink with you, be prepared to show me it won't spill by literally holding it over your head upside down ☺ or just leave it in the designated location.

