

Administering a Secure Online Test

Test security is a challenge in the online environment. **Respondus LockDown Browser** is a custom browser that prevents students from printing, copying, navigating off the test to look up answers on another web page, accessing other applications or closing an exam until it is submitted for grading. It is useful for tests administered in a classroom but by itself does not prevent students testing off campus from using other wireless devices, books or conversing with peers about answers. **Respondus Monitor** is a webcam feature for LockDown Browser which creates both a video and audio recording of students during their online testing session. The instructor is able to view each session individually.

Requirements for the Instructor:

1. Set Tool Availability to make Respondus LockDown Browser “available”. See “**Course Management > Setting up Your Blackboard Course**”.
2. Follow instructions for setting up a test with LockDown Browser. See “**Adding Content > Tests, Surveys and Pools > Instructor Quick Start Guide**”
3. Provide students with information about
 - a. How testing works with Respondus LockDown Browser and Respondus Monitor. See “**Adding Content > Using Tests, Surveys and Pools > Student Quick Start Guide**”
 - b. How to download the LockDown Browser - use this link which is also available on the Bb log in page
<http://www.respondus.com/lockdown/informationb.pl?ID=629917475>

Requirements for the Student:

1. Read the Student Quick Start Guide
2. Download LockDown Browser
3. Ensure the computer used for off campus testing has a working webcam with microphone

Additional Resources: Blackboard Help <https://help.blackboard.com>