

RESPONDUS LOCKDOWN BROWSER & MONITOR

WHAT IS RESPONDUS?

Respondus is a locked browser for taking tests in Blackboard. The browser prevents printing, copying, going to another URL, or accessing other applications during a test. If your instructor requires the use of Respondus during a test, you will need to download Respondus to your computer (if not taking in an OFTC lab).

TECHNOLOGY REQUIREMENTS

- Windows 10+
- Mac 10.13+
- iOS: 11+ (iPad only)
- Web Camera (built-in or external)
- Stable Internet Connection

Note: Respondus does not support the S mode of Windows. Students will have to switch off S mode if the device uses this operating system.

RESPONDUS DOWNLOAD INSTRUCTIONS

Click this link to download Respondus to your device. This link is unique to OFTC and must be used to access the browser:

<https://download.respondus.com/lockdown/download.php?id=498849079>

From the install screen (see picture below):

1. Watch an optional brief overview video that explains the basic features of Respondus.
2. Click the **System requirements** link to ensure your computer has the necessary requirements.
3. Click the **Do you need the Mac version?** link if you use a Mac.
4. Click the **INSTALL NOW** button to install. If you do not see Oconee Fall Line Technical College on the install section, you are not using the correct link.

To take a test using Respondus:

1. Double-click Lockdown Browser icon from the desktop to begin a test using Respondus
2. Respondus will automatically direct you to Blackboard to login
3. Locate exam in your course to begin

For **Chromebook users**, the link will automatically direct students to the Chrome web store to install the browser extension. Once installed, students will access the Respondus exam from Blackboard.



GUIDELINES FOR USING RESPONDUS

- Select a location where you are comfortable having a video recording taken of yourself, your computer screen, and your workspace environment.
- Testing location should be free of distractions such as other people, TV, phones, etc. NO ONE should be in testing room with you.
- Clear desk of external materials not permitted. The testing area scan should include the entire workspace.
- Take exam in well-lit room.
- Sit directly in front of camera during exam.
- Keep device on firm surface to ensure quality video.
- Turn off ALL other devices and place them out of reach.
- Avoid wearing hats as this could hinder face detection.
- Your Respondus recording will be viewed by your instructor. Dress as you would for class.
- Before attempting test, be sure you have stable internet.
- Take a practice test provided by your instructor BEFORE taking real tests.
- You must show your OFTC ID before taking tests.
- If you have to leave the computer/camera/laptop, communicate what you are doing and why before leaving.
- If you experience issues during test, email your instructor immediately.

OFTC DISTANCE EDUCATION TEST PROCTORING PROCEDURE

To review all test proctoring options, see the [OFTC Distance Education Test Proctoring procedure](#) on the OFTC website.

Need assistance? Contact your instructor or the Distance Education department at disted@oftc.edu.