

RESPONDUS LOCKDOWN BROWSER/MONITOR – STUDENT INSTRUCTIONS

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. Instructors will provide information regarding the use of Respondus in class. If you are required to use Respondus Monitor, you will need a built-in camera on your device or an external webcam.

Step 1: Download Respondus to Your Computer

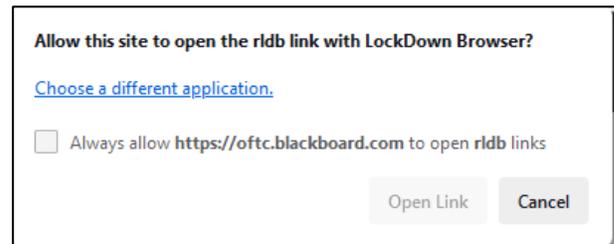
If using a college computer, you may skip Step 1. If you are using your own device, use the link listed below to download Respondus. This link is unique to OFTC and the only one that should be used for the Respondus download. See the ChromeOS information under the Technology Requirements section if you use a Chromebook. Follow the on-screen prompts to download Respondus to your device. It is free.

Unique Link for OFTC:

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

Step 2: Take the Exam Using Respondus

- Close all applications except Blackboard.
- Access your course in Blackboard.
- Navigate to the test and click it to begin.
- Click **Start Attempt** (lower right corner of screen).
- Click **Open Link** when prompted with the **Allow this site to open rldb link with LockDown Browser?** message box. See picture below.
- Click **Yes** to **Do you want to allow this app to make changes to your device?**
- Complete test and click **Submit** when done.



Before Taking a Graded Exam

- Access the [Test-taking Tips](#) provided by Respondus.
- Check your device setup by using the [System Check](#) provided by Respondus.
- Take the Respondus practice test located in your Blackboard course.

Technology Requirements

(Important note: mobile phones are not supported with Respondus exams)

- Windows 10+
 - Windows S Mode is not a compatible operating system for Respondus (see more information about S mode on the next page)
- Mac 10.15 to 14.0+
- ChromeOS
 - Chromebook users will need to get an extension for Respondus from the Chrome web store. The install link listed above will automatically direct students to the Chrome web store.
- iPadOS 12.0+
- Web Camera (built-in or external)
- Stable Internet Connection

Guidelines for Using Respondus

These guidelines are designed to ensure a fair and secure testing environment for everyone. Failure to comply with the guidelines may result in a zero on the exam, a requirement to come to campus to complete exam, and/or referral for academic misconduct. Respondus Monitor is designed to detect irregular activity. All video recordings are subject to instructor review.

1. Choose an Appropriate Testing Location

- Select a private, quiet room where you can be recorded without interruptions or background noise.
- No one else may be in the room during your exam—this includes family members, children, roommates, or pets.
- Background distractions such as TVs, music, and mobile phones must be turned off and kept out of the room.

2. Prepare Your Testing Area Thoroughly

- Clear your desk and surrounding area of all unauthorized materials, including books, papers, notes, calculators (unless specifically allowed), smart devices, and wearables.
- The required environment scan must show your entire workspace, including the surface of your desk and surrounding area.

3. Technical Setup and Behavior Expectations

- Ensure your device is on a stable, firm surface (e.g., a table or desk). Do not use your lap, a couch, or a bed as a surface for the device.
- Take your exam in a well-lit area. Your face and eyes must remain clearly visible throughout the exam. The best practice is to have lighting behind you instead of in front of you.
- Sit directly in front of the webcam, with your face always centered and visible. Looking away from the screen or out of frame may be flagged as suspicious behavior.
- Do not turn off or cover the webcam during the exam.
- Do not wear hats, hoodies, or sunglasses. These can interfere with facial recognition and flag your recording.
- Do not ignore facial detection or low light warnings provided by Respondus during a test.
- All other electronic devices must be powered off and placed completely out of reach, including phones, tablets, smartwatches, and other computers.

4. Identification and Dress Code

- You must present your official OFTC student ID or a government-issued ID to the webcam before the exam begins.
- Dress appropriately and professionally, as you would when attending class in person. You are on camera.

5. Internet and Exam Preparation

- Test your internet connection in advance to ensure it is stable. Unreliable internet may interrupt or invalidate your exam.
- Complete the mandatory practice test provided by your instructor before taking the official test. This helps verify your setup and reduce issues.

6. During the Exam

- Once the exam begins, you may not leave your seat or look away from the screen unless specifically permitted in the instructions.
- If you must leave your seat (emergencies only), speak clearly to the camera, explain your reason, and minimize the time away. Be aware this will be reviewed.
- Any behavior that appears dishonest or violates testing rules will be reviewed and reported.

7. In Case of Technical Problems

- If you experience a technical issue during the exam, immediately email your instructor with specific details, including screenshots or error messages if possible.

Windows 10/11 S Mode

Windows 10/11 S mode is a version of Windows that is streamlined for security and performance. To increase security, it allows only apps from the Microsoft Store and requires Microsoft Edge for safe browsing.

Windows 10/11 S mode is **not** a compatible operating system for Respondus Lockdown Browser, nor can Respondus LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 S Mode is **not** on the roadmap for Respondus LockDown Browser.

Student Options for S Mode:

- **Turn off S mode.** Although Respondus is not compatible with S mode, the college does not require that S mode be turned off. To know if your computer is operating in S mode and for instructions to switch out of S mode, please read the [FAQ](#) from Microsoft regarding this switch. **Switching out of S mode is permanent.** See other options listed below for remote proctoring.
- **Use different device.** Use a device that does not operate with S mode.
- **Test on campus.** Plan to take tests on campus in pre-arranged lab or library.
- **Use different proctoring option.** Work with the instructor to have a test proctored using one of the options listed on the [OFTC Distance Education Test Proctoring](#) procedure.

Questions and Troubleshooting Assistance

- Distance Education at OFTC:
 - disted@oftc.edu
 - 478-274-7648
 - 478-240-5171