

LockDown Browser Settings for Testing Center Proctoring

1. Select the following options for the LockDown browser settings.

The screenshot shows the 'LockDown Browser Settings' window. At the top, there are two radio buttons: 'Don't require LockDown Browser for this exam' and 'Require LockDown Browser for this exam'. The second option is selected and highlighted with a red box. Below this is an 'Advanced Settings' section with several checkboxes: 'Require LockDown Browser to view post-exam feedback and results' (checked), 'Lock students into the browser until exam is completed', 'Allow access to specific external web domains', 'Enable Calculator on the toolbar', and 'Enable Printing from the toolbar'. Below the advanced settings is the 'Respondus Monitor' section with three radio buttons: 'Don't require Respondus Monitor for this exam', 'Require Respondus Monitor (automated proctoring) for this exam', and 'Allow instructor live proctoring for this exam (via Zoom, Teams, etc)'. The third option is selected and highlighted with a red box. To the right of the 'Respondus Monitor' section is a green 'Questions?' button. Below the 'Respondus Monitor' section is the 'Instructor Live Proctoring' section. It contains a paragraph explaining the feature, a 'Select your video conferencing system' dropdown menu with 'Zoom' selected (highlighted with a red box and an arrow pointing to it with the text 'Choose "Zoom" as the video conferencing system.'), a 'Start code' input field (highlighted with a red box and an arrow pointing to it with the text 'Enter the Testing Center's Standard Start Code. This is NOT to be given to the students.'), and an 'Include additional instructions to students' checkbox. Below this is a 'How to Conduct Live Proctoring' section with a list of instructions. At the bottom of the window are 'Save + Close' and 'Cancel' buttons.

LockDown Browser Settings

☐ Don't require LockDown Browser for this exam

☒ Require LockDown Browser for this exam

Advanced Settings

☒ Require LockDown Browser to view post-exam feedback and results [\[explain\]](#)

☐ Lock students into the browser until exam is completed [\[explain\]](#)

☐ Allow access to specific external web domains [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

Respondus Monitor

☐ Don't require Respondus Monitor for this exam

☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☒ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [\[explain\]](#)

Questions?

Instructor Live Proctoring

The instructor live proctoring option allows a video conference to run in the background during an online exam that uses LockDown Browser. This option is for live, synchronous proctoring by the instructor, and is ONLY recommended for small class sizes where it is possible to observe and track all students during a video conference. (Note: This isn't recommended for iPad-enabled exams unless the student has a second device for video conferencing.)

Select your video conferencing system: Zoom

Start code: [] [\[explain\]](#)

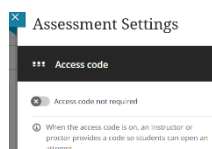
☐ Include additional instructions to students [\[edit text\]](#)

How to Conduct Live Proctoring

- Provide students the instructions for downloading and installing LockDown Browser
- Convey to students that LockDown Browser and a video conferencing system will be used for online exams. (Important: Schedule a practice exam where everything can be tried by the class in advance.)
- Locate the LockDown Browser Dashboard in the learning system, select "Require LockDown Browser for this exam," select "Allow" live proctoring for this exam ... and then supply a "Start Code" (which prevents students from starting the exam early).
- Use your normal process to create a meeting for the video conferencing system (Zoom, Teams, etc.). Distribute the meeting information to students prior to the exam.
- At the scheduled time, take attendance and confirm you can see and hear all students in the video conferencing system. When ready, provide the Start Code to students to commence the exam.
- Remind students the video conferencing system will continue to run in the background, enabling you to see and hear them during the exam. However, they will be unable to access the system during the exam. It is up to you to ensure students stay in the video conference during the exam.
- Note: An iPad doesn't allow you to run a video conferencing app and LockDown Browser at the same time. Consider these alternatives: 1) Have the student use a different device altogether (Windows, Mac, Chromebook), 2) have the student use a second device for the video conferencing itself, or 3) allow the student to shut down the video conferencing system on the iPad when it's time to start the exam.

Save + Close Cancel

2. Click "Save + Close" button at the bottom.



NOTE: The Access Code will automatically be set for tests copied from Original Learn to Ultra when LockDown Browser is required. In the Assessment settings, toggle OFF the Access Code as shown in the image on the left.

Submit this test to the Testing Center's RegisterBlast system. Refer to the [Testing Center Guidelines and Best Practices for Faculty](#).

If you have any questions or problems, please email academicstest@csc.edu.