

Faculty Instructions for Online Testing with LockDown Browser and Respondus Monitor

Respondus Monitor is an online proctoring tool for LockDown Browser that uses the student's webcam to record them during testing, which does not require the instructor to be present. Using Respondus Monitor allows faculty to make tests available for multiple days.

Respondus Monitor uses software that monitors the student during a test with video, audio, and statistical data. The results will be reviewed by professional proctors and shared with the instructor. The results will note any suspicious student behavior that may indicate academic dishonesty for the faculty member to review further. In cases where there is clear evidence of academic dishonesty, the results will also be shared with Student Conduct by the proctor. This will be noted on the proctor results form. After the test is complete, the faculty member can personally review any parts of or the entire recording of the student's testing session.

Respondus Monitor Testing Checklist

Preparing your class for Respondus Monitor testing:

1. Request RM module to be added to your course after your course content has been loaded. The following will be added:
 - An announcement explaining important testing information as well as practice test attempt deadlines and Online Student Success Guide training sessions.
 - Menu Item: Testing with Respondus Monitor – includes a comprehensive training module, practice test and important RM support links
 - Training Module for faculty review only:
<https://iti.csc.ccc.edu/articulate/RespondusMonitorTraining/index.html>
 - Practice Test Information: https://courses.csc.ccc.edu/bbcswebdav/xid-117555325_1.
 - Menu Item: Proctor Results (hidden from students) – used by the proctors to communicate feedback on the students' testing sessions on each test
2. Register your tests for RM so a proctor will be assigned to review the tests: <https://cscc.net/rmregistration>.

Required Practice Test procedures:

1. Remind students to complete the training in the "Testing with Respondus Monitor" menu item and take the Practice Test by the attempt deadlines outlined in the announcement.
2. Remind students to review feedback from the proctors for all practice tests that did not earn 100%. These instructions can be found in the description of the practice test: https://courses.csc.ccc.edu/bbcswebdav/xid-137740300_1. Note that the feedback dates for each attempt are in the announcement. Students have three attempts to earn 100%.

3. All students earning 100% on the practice test will receive a certificate that they can provide to instructors of other courses to acknowledge that they successfully completed the practice test. These instructions explain how to save the certificate:
https://courses.csc.c.edu/bbcswebdav/xid-138029684_1.
4. If a student provides a certificate, you may manually override the student's grade for the RM grade center columns: RESPONDUS MONITOR TRAINING and PRACTICE TEST:
<https://help.csc.c.edu/article/118-entering-or-changing-a-grade>
 - Set RESPONDUS MONITOR TRAINING to "1"
 - Set PRACTICE TEST to "10" and attach the certificate in the Feedback to Learner or Grading Notes
5. If you identify students who are unable to test using Respondus Monitor for either technical or personal privacy concerns, you may have them test at the CSCC Testing Center.
 - Complete and submit a makeup RegisterBlast form for those students only on all tests in that course
 - Refer these students to the Blackboard My CSCC page under the Tools section and select "Schedule Academic Testing" to schedule the test in person at the Testing Center. Student step-by-step scheduling instructions may be found on the Academic Testing webpage
<https://www.csc.c.edu/services/testingcenter/academic-testing/index.shtml>.

Respondus Monitor test process:

1. Setup your tests with Respondus Monitor following the instructions at this link:
https://courses.csc.c.edu/bbcswebdav/xid-117554285_1. Be sure to check the Advanced Settings box for tests to also be offered in the Testing Center (only for students who cannot use Respondus Monitor due to technical or personal issues).
2. Register your tests for RM so a proctor will be assigned to review the tests: <https://cscc.net/rmregistration>.
3. Complete and submit a makeup Register Blast form listing all students in the class that need to test in the CSCC Testing Center:
https://www.csc.c.edu/employee/faculty/student-support/pdf/FacultyTraining_ExamSubmission.pdf
4. If a student has to leave the room for any reason including sickness or emergency while taking a test using Respondus Monitor, that test is nullified and they must reschedule another time to take it.
5. Expect proctor results no later than three business days. The results form will be uploaded to the "Proctor Results" area of your course.

Review Respondus Monitor proctor evaluation:

1. Review results as soon as possible.
2. If students were referred by proctor to Student Conduct, review these results first. You have the option to withdrawal the student referral, if needed. Conduct your own investigation of any other behavior, if needed, and share with Student Conduct.
3. Review any data identified by the proctor as an anomaly.

4. Review Blackboard item analysis data for same test as context following the instructions at this link:
[https://help.blackboard.com/Learn/Instructor/Original/Tests Pools Surveys/Item Analysis](https://help.blackboard.com/Learn/Instructor/Original/Tests_Pools_Surveys/Item_Analysis).
5. Discuss any issues with students relevant to Respondus Monitor data.