

## REQUIRED NO-STAKES PRACTICE TEST FOR RESPONDUS MONITOR USE

To ensure students' success using Respondus Monitor, it is crucial that students take a short "no-stakes" practice test during the first two weeks of the semester. This 10-point test is NOT included in the student's grade and uses a special category so our proctors can easily find the grade center columns associated with the RM process. Taking the practice test allows students to ensure that their technology works and become familiar with using Respondus Lockdown Browser/Monitor when taking Blackboard tests at home, before taking a high-stakes test.

Professional proctors will review the practice test results and provide a grade for the student using the rubric attached to the short answer question. The rubric focuses on the testing process and will point out issues such as technical problems, ID not clear, incomplete environment check, student out-of-frame, and poor lighting. Only students who successfully perform the testing process will earn a perfect score and receive a certificate. Students may provide this certificate to instructors of other courses so they don't need to take the training and practice test again. Students who do not earn a perfect score should review the feedback, correct those issues, and attempt the practice test again.

Students will have **three** opportunities to earn a perfect score (or 100%) on the practice test to show they understand the process and are committed to academic integrity while testing with RM. **Students will not have access to the practice test until they complete the training module** which is indicated with a checkmark in the grade center column, RESPONDUS MONITOR TRAINING. At this point, the adaptive release rule in Blackboard will allow the student access to the practice test.

If a student provides a certificate from another course, the instructor can manually override the student's grade with a "1" in RESPONDUS MONITOR TRAINING and "10" in PRACTICE TEST grade center columns. Please attach the certificate to the PRACTICE TEST grade when manually overriding the grade.

Students should contact the college's Help Desk about technical issues with the setup of Respondus Monitor. Students who do not have the appropriate equipment or internet connectivity should contact their instructor to make alternate arrangements for testing.

### System Requirements (Students)

- Windows: 11 and 10
- Mac: OS X 10.15 to 14.0
- Web camera (internal or external)
- Microphone (internal or external)
- A broadband Internet connection

## Practice Test Questions

This test contains six multiple-choice and one short-answer type questions. Each multiple-choice question is worth 0.5 points, and the short answer question is worth 7 points. Professional proctors grade the short-answer question using a rubric on the students' performance of the Respondus Monitor testing process. This 10-point test is not included in the grade center calculation. **If you would like to give students extra credit for this, please create a separate grade center column worth 0 points and manually provide a grade for the students.**

- 1) **Honesty:** I will complete my exams honestly. I understand that academic integrity is fundamental to the learning process and essential to the validation of all assessments and my overall academic record.
  - A) **Agree**
  - B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.
  
- 2) **No Unauthorized Assistance:** I will not give or receive any unauthorized assistance in completing my exams. This includes, but is not limited to, consulting notes, textbooks, online resources, or receiving help from others.
  - A) **Agree**
  - B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.
  
- 3) **Compliance with Course Rules:** I agree to follow all the course rules and procedures as explained in the course syllabus and virtual proctoring guidelines. This includes adhering to the specified environment setup, not accessing prohibited materials or devices, and not attempting to circumvent the Respondus Monitor system.
  - A) **Agree**
  - B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.
  
- 4) **Respect for Privacy and Security:** I understand that my exams will be monitored using Respondus Monitor, which includes recording via webcam, microphone, and screen capture. I consent to this monitoring for the sole purpose of maintaining academic integrity during the exam.
  - A) **Agree**
  - B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.

- 5) **Acknowledgment of Consequences:** I am aware that any violation of this pledge or the established exam rules may result in disciplinary action as per the Academic Integrity Policy of Columbus State Community College. This may include, but is not limited to, a failing grade for the exam, a failing grade for the course, or further disciplinary measures as deemed appropriate.
- A) **Agree**
- B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.
- 6) **Commitment to Ethical Conduct:** I commit to uphold the highest standards of ethical conduct and to act with integrity throughout the examination process.
- A) **Agree**
- B) NOTE: Failure to agree will result in you not being permitted to use the Respondus Monitor format for this course's quizzes or exams.
- 7) By signing this pledge, I affirm that I have read, understood, and agree to abide by these terms and the principles of academic integrity as required by Columbus State Community College. (Type your name as signature)
- NOTE:** This short answer is graded by the professional proctors. **Instructors should not modify this in any way.**

## Virtual Proctoring Rubric and Practice Test Feedback

The professional proctors grade the short-answer question using a rubric on the students' performance of the Respondus Monitor testing process. Students should review the feedback, correct any issues, and take the practice test again.

Student Instructions for viewing feedback: [https://courses.csc.edu/bbcswebdav/xid-137740300\\_1](https://courses.csc.edu/bbcswebdav/xid-137740300_1)

Feedback for Rubric Issues: [https://courses.csc.edu/bbcswebdav/xid-137623334\\_1](https://courses.csc.edu/bbcswebdav/xid-137623334_1)