

# Respondus Monitor Student Checklist

\* Each step of the Environment Scan should be **spoken out loud**.

## Setup

### Computer

- Clean webcam lens
- Ensure enough battery life
- Ensure a strong wi-fi or ethernet connection
- Ensure computer audio & video works
- Full face is visible by the webcam
- All computer programs, other than the Lockdown Browser, are closed

### Room

- Quality lighting to show your face
- Sit at a solid worksurface, not on a bed
- Quiet testing area; no background noise
- No one else in the room

### Student

- Remove headphones/Watches:** Remove all earbuds, headphones, and smartwatches. Your ears must be visible.
- Dress appropriately:** Dress as you would if you were in public. Remember that this is being recorded so you should dress appropriately.
- Head coverings:** Your eyes must be visible. Hats with brims should be turned around or removed.

### Have ready

- Photo ID
- Place scrap paper, accepted items (like a periodic table) and/or calculator on the desk to show during the Environment Scan

## Student Photo

- Clear photo
- Full face visible

## Photo ID

- ID name is readable
- ID photo is clear

## Environment Scan\*

You have **1 minute and 15 seconds** to record the Environment Scan.

- Clear 360° scan of the entire workspace
- Top of the desk
- Under the desktop
- Behind the desktop
- To the sides of the desktop
- Under your seat/sitting area
- Behind your seat/sitting area
- Front of monitor: Use a mirror or smart phone to show your monitor/desk is free of notes/books

### Prohibited Items

- Turn off all smart devices (phone, tablet, watch, etc.) and place out of sight/reach
- Move this checklist out of sight/reach
- Move all unauthorized material such as a purse/backpack/notes/books, etc. out of sight/reach

### Materials (If permitted)

- Scratch paper/accepted items – show the front and back of paper to the camera
- Other written/printer materials – show the front and back of paper(s) to the camera
- Calculator – show to the camera

## While testing

- Remain in frame the entire test
- Do not leave or change environments
- No other devices may be accessed