Distance Education's Statement of Requirements Modified for This Term

For **this** term, you will need a computer with an internal webcam and microphone, a reliable internet connection, and access to the WCJC Blackboard site.

You do **not** have to have an external webcam; however, as Blackboard's opening Respondus section states: "In all instances, you MUST be able to perform a **360-degree environmental scan** of your immediate testing area (See How to test with Respondus link above) before an exam."

Departmental Final Exam—F for the Course If Not Taken

The Final Exam consists of 25 questions, at 4 points each. A **review** is provided in Learning Folders. *Cautions:*

1. Departmental policy is an **F** for the **course** if you do **not** take the Final. **Example:** If you have been earning 90% or higher on every assignment and have total of 895 (an A in this course), but you do **not take the Final Exam**, your instructor is **required** to enter **an F** in the official record**.**

2. To avoid an F for this **course**, you **must** take the Final Exam; therefore, you **also must** meet WCJC's requirements for Respondus Monitor-Lockdown Brower and understand the points for "violation of exam conduct." **Tip**: Taking an exam with Respondus Monitor requires paying attention to the screen prompts and looking **carefully at what you did to be sure you did** what the **person demonstrating did**. [**Added Caution:** your prof can tell if you did not check!]

3. Please understand that in **this** course, your prof will review the video that you make of yourself using Respondus Monitor when you take the Final Exam according to two things:
   a. What is required in **WCJC's video for students**
   b. What **WCJC's video shows faculty** to do, **not** on how your prior professors graded you.

Introduction to Respondus, to the Seriousness of Monitoring, and to WCJC's Video and Other Aids

Introduction to Respondus-Lockdown Browser (Written by WCJC's Distance Education, but with 2 Examples Added)

This course requires the use of Lockdown Browser for taking online exams. The Lockdown Browser software prevents a user from accessing other applications or going to other websites during an exam. The webcam records you during the exam to ensure you're only using resources that are permitted. Together, these tools make it possible for students to take online exams from any location, and at times that are convenient. It also creates a fair testing environment for everyone in the course. Instructions for downloading the Lockdown Browser software are posted in the course.

Caution: On the Left, Your Required Actions – On the Right, How Many Points You Will Lose on Your Final

Exam Conduct Requirement:	Consequence for Violation of Exam Conduct:
Valid photo ID shown (**Example:** Texas Driver's License) [**Added Caution:** You must show your **name** and your **picture** clearly on that Texas Driver's License.]	Penalty up to minus 30 percentage points
Correct placement of webcam	Penalty up to minus 30 percentage points
Complete environment scan	Penalty up to minus 30 percentage points
Microphone turned on and recording	Penalty up to minus 30 percentage points
Sufficient lighting of the testing environment	Penalty up to minus 30 percentage points
Student is in seated position with computer on hard surface (desk, table, TV tray etc.)	Penalty up to minus 30 percentage points [**Added Caution:** if you get 1 of the above deducted, you fail.]
Student remains in webcam view during exam	Penalty up to 0 for the Exam
No unauthorized materials near desk area (**Examples: no** phone**, no** papers**, no** clutter.)	Penalty up to 0 for the Exam
No talking with others during the exam or playing of	Penalty up to 0 for the Exam

Exam Conduct Requirement:	Consequence for Violation of Exam Conduct:
music or other audio recordings.	

Caution: Our division requires all faculty to deduct points as shown in the right column if you do not meet the Exam Conduct Requirements in the left column.

WCJC's Video and New Resources in Student Resources to Help Students-Succeed with Respondus and Testing

- **WCJC's video** with a **demonstrator showing exactly how to do each step** with Respondus. **All** students must observe carefully Distance Education's excellent video.
- The Sample Respondus Exam is available in Student Resources before your course opens so you can determine if your computer works successfully with it.

How Respondus Works in This Class

In this course, you **only** use Respondus with the **Final Exam**. Be sure you make sure your computer, microphone, and internal (or external) webcam work with Respondus. Do Respondus within the course when the List of Due Dates says Respondus **opens** so you do **not forget**!

Because you can practice as long as you want, I do **not** review Sample Respondus Exam Respondus videos until the weekends stated in the List of Due Dates. I will check them carefully. Anyone who does the Sample Respondus Exam may take the Final Exam.

The 2 possible grades for the **Prof Video Check** are:

- 15 = You did what Distance Education's video showed, including the Environmental Check. If you take the Final Exam with the same **carefulness**, you will have no points deducted.
- 1.11 + You did **not** do what Distance Education's video showed. If you take the Final Exam in the same way, you will have points subtracted from your Final Exam score. If the problem is brief, I can explain by phone. If needed, I can set up a private Blackboard Collaborate to show you **your** Sample Respondus Exam so you see what I see.

  Look **carefully** at WCJC's video of how you are to test. You **must** change how you act before the Final Exam or you will lose points. If you **do** change, that is wonderful. I will even replace the grade of 1.11 with the 15 points.