

## QUICK START GUIDE

### What is Respondus LockDown Browser?

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LockDown Browser is a custom browser that locks down the online testing environment within a learning system. When students use LockDown Browser with an online test, they are unable to print, copy, go to other websites, access other applications, or close the test until it is submitted for grading. Tests created for use with LockDown Browser cannot be accessed with standard browsers, either.

There are three scenarios in which LockDown Browser is typically used:

1. With online tests delivered in a proctored setting, such as a classroom or testing center.
2. With Respondus Monitor, an automated proctoring system that uses a student's webcam to record and analyze the examination environment. Proctoring results are available to the instructor after the exam is complete.
3. With a video conferencing system (Zoom, Microsoft Teams, etc.) where an instructor will proctor students in real-time during an online exam.

This Quick Start Guide focuses on the third scenario: Instructor Live Proctoring.

### Instructor Live Proctoring: An Overview

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Instructor Live Proctoring lets the instructor watch students remotely during an online test, using a video conference system such as Zoom or MS Teams (sold separately). It's intended for small classes where the instructor can view all students on the screen at once.

The instructor and students meet in the video conferencing application at a specified time. When ready, the instructor provides students a start code for the online exam -- students start LockDown Browser from there. The instructor can then watch students via the video conference system for the duration of the exam.

**Note:** Instructor Live Proctoring does NOT record the student or alert the instructor to suspicious events. These features are only available with Respondus Monitor proctoring.

### How to Conduct Live Proctoring

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1. Provide students the instructions for downloading and installing LockDown Browser. (Download instructions, unique to each institution, are on the opening screen of the LockDown Browser Dashboard.)
2. Convey to students, in advance, that LockDown Browser and a video conferencing system will be used with online exams. (Important: Schedule a practice exam so everything can be tried in advance of a real exam.)
3. Once the exam has been created, locate the LockDown Browser Dashboard in your 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).
4. 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.
5. At the scheduled time, 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.
6. Remind students the video conference will continue to run in the background, enabling you to see and hear them during the exam. However, they will NOT be able to access the video conferencing system 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: use a different device (Windows, Mac, Chromebook), use a second device for the video conferencing, or shut down the video conferencing on the iPad before starting the exam.

### Other Training and Support Resources

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The LockDown Browser Dashboard (accessed from the LMS course) includes videos and guides to help with getting started. Knowledge Base and ticket-based support: [support.respondus.com](https://support.respondus.com).

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