



## The Practice Quiz

To ensure remote proctoring goes smoothly with Respondus Monitor, provide students an ungraded practice quiz that requires the use of LockDown Browser and Respondus Monitor.

### STEP 1: Create a practice quiz

- Content ideas for the quiz:
  - Questions based on the syllabus
  - Questions to assess your students' incoming knowledge of course content
  - Institution trivia
  - Questions to help you get to know your students
  - Include the institution's "honor code" and have students provide an attestation
- Convey your testing requirements:
  - Apply the same settings, instructions, and requirements that will be used with graded exams that will require LockDown Browser and Respondus Monitor.
  - Remind students that the purpose of a practice quiz is to familiarize themselves with the software and understand your expectations for online exams.

### STEP 2: Give the practice quiz to students

- Have the practice quiz available at the start of the course, or at least several days before the first graded exam.
- Require that all students complete the practice quiz a certain number of days prior to the first graded exam (Tip: provide a small point value or extra credit for completing the practice quiz).
- Allow unlimited attempts for the practice quiz, but make sure the quiz duration will be several minutes (the proctoring results will be more meaningful if the quiz lasts several minutes).
- Remind students about the [built-in troubleshooting and Live Chat support](#) in LockDown Browser and Respondus Monitor.
- Keep the practice quiz available for the duration of the course so students can try it again if their computer or network environment changes during the year.

### STEP 3: Review Class Results from the LockDown Browser Dashboard

- Do a quick review of the proctoring results for the practice quiz. Identify any behavior or factor that would not be acceptable during a graded exam, such as:
  - Poor lighting or an unsuitable environment (e.g. laying on floor)
  - Talking to others
  - Using a mobile device
  - Leaving the test environment
- Remind your class about the consequences of inappropriate behavior and exam rule violations.