Instructor Live Proctoring with LockDown Browser®

WHAT IS RESPONDUS LOCKDOWN BROWSER?

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 two typical scenarios in which LockDown Browser is used. First, it can be used with online tests delivered in a proctored environment, such as a classroom. Second, an instructor can use LockDown Browser with a video conference system (Zoom, MS Teams) to do real-time proctoring of students during a remote online exam. **This Quick Start Guide focuses on the Instructor Live Proctoring scenario.**

INSTRUCTOR LIVE PROCTORING: AN OVERVIEW

When LockDown Browser is used with "Instructor Live Proctoring," the teacher watches students remotely during an online test. This feature requires the use of a video conferencing system such as Zoom or MS Teams (sold separately) and is intended for small classes where the instructor can view all students on the screen at once.

The teacher and students meet in the video conferencing application at a specified time. When ready, the teacher provides students a start code for the online exam – students start LockDown Browser from there. The teacher can then watch students via the video conference system for the duration of the exam. Note that Instructor Live Proctoring does NOT record the student video, nor does it alert the teacher to suspicious events.

HOW TO CONDUCT LIVE PROCTORING

1. Provide students the instructions for downloading and installing LockDown Browser. (Teachers can find these instructions on the opening screen of the LockDown Browser Dashboard. Note that the download instructions differ for each institution.)

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 to 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. Note that students must start the video conference session in the video conference app, or via a "standard" browser (Chrome, Firefox, etc). They cannot start a video conference from within LockDown Browser.

6. 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.

7. 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:

> Have the student use a different device altogether (Windows, Mac, Chromebook)

> Have the student use a second device for the video conferencing

> Allow the student to shut down the video conferencing system on the iPad when it's time to start the exam

OTHER TRAINING AND SUPPORT RESOURCES

The **LockDown Browser Dashboard**, which is accessed from within the online course, includes videos, guides and other resources to assist with getting started.

Other resources include:

> **Student Guides, Training Videos and more** - available at respondus.com/k12-resources

> **Knowledge Base** and **Ticket-based Support** - support.respondus.com