مركـز التعلـم الإلكترونـي
The eLearning Center

RESPONDUS LOCKDOWN BROWSER & MONITOR

Students Guide & Resources

Dear Students,

The eLearning Center wishes you all the best in your tests, and would like to inform you that you will be conducting some of your tests using an online proctoring tool "Respondus Lockdown Browser & Monitor" you will be required to download the lockdown browser and turn on your camera & microphone during the test. You'll find attached links for extra information and resources.

Thank you for your cooperation

Introduction Video to Respondus LockDown Browser & Monitor

Quick Start Guides

Blackboard Original   **Blackboard Ultra**

LockDown Browser Video Tutorial

Blackboard Original   **Blackboard Ultra**

Lockdown Browser Download & Install Link

From this link, Students can confirm system requirements and whether to install the Windows or Mac version of the application.
iPad users can install the LockDown Browser iPad app from the App Store. Instructions for using the iPad app can be found here. (Note that instructors can determine if iPad use is allowed in the LockDown Browser settings, so please inform your instructor if you are using an iPad.)

System Requirements for LockDown Browser

Operating Systems
- Windows: 10, 8
- Mac: MacOS 10.12 or higher
- iOS: 11.0+ (iPad only). Must have a compatible LMS integration
- Web camera (internal or external) & microphone
- A broadband internet connection

Memory
- Windows: 75 MB permanent space on the hard drive
- Mac: 120 MB permanent space on the hard drive

Technical Support

Please inform your course **instructor** immediately and contact the **Student Service Center**. Visit the Respondus students resource page for more information and built-in technical support & troubleshooting.

Proctoring tool guide

If your instructor asks you to use the Proctoring Tool with the Lock Down Browser and Monitor, your results will not be accepted in the following instances:

- You do not take a picture of your surroundings; this includes a complete 360 image of your room and your desk. 180- or 90-degrees images will not be accepted. Your desk should be visible in the environment check and it should be cleared of any materials.
- You do not take a picture of your university ID
- You do not take a clear profile picture.
- You leave the screen after starting the setup
- You talk to someone during the setup or examination
- There is someone with you in the room.

Test environment rules

1. You must take the exam in the same room that you scanned during the proctoring setup for the current exam.
   Note: You must complete a webcam scan of the room where you will take the exam every time you take a proctored exam. However, you do not have to take all of your proctored exams in the same room.
2. No other person is allowed to enter the room while you are taking the proctored exam.
3. The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
4. You must sit at a clean desk or table.
5. The desk or walls around you must not have any writing.
6. The room must be as quiet as possible. Sounds such as music or television are not permitted.
7. The following items must not be on your desk or used during your proctored exam, unless posted rules for the exam specifically permit these materials:
   - Books
   - Paper
   - Pens
   - Calculators
   - Textbooks
   - Notebooks
   - Phones. Cell phones and other electronic devices must be turned off and put away.

The computer you use to take the test

1. The computer you are using to take the exam must not have more than one display or monitor. For example, if you usually use a laptop with a monitor connected, disconnect your monitor and use only the laptop screen.

2. You must close all other programs or windows on your testing computer before you begin the exam.
   - Programs such as Excel, Word, or PowerPoint
   - Communication programs such as Skype or Teams
   - Any website page other than the exam window in your course

Respondus LockDown Browser blocks entire categories of programs, such as screen capture, instant messaging, social networking, and much more. But it doesn't mess with security and anti-virus software and other essential functions. Those continue to run in the background, keeping the computer protected.

Your behavior

1. You must verify your identity using your University ID that has your name and photo on the same side.
2. You must dress as though you were in a public setting.
3. You must not use headphones, ear buds, or any other type of listening equipment.
4. You must not communicate with any other person by any means.
5. You must not use a phone for any reason.
6. You must not leave the room during the exam or after completing the scan for any reason, unless posted rules for the exam specifically permit you to do so.

Additional time or special allowances

If you have a disability and need additional time or specific accommodations to take the exam, consult your department's disability resources or the course team before you make any choices on the exam page. The department must approve your request and make any adjustments before you start your exam.

Consequences of rule violations

If you violate the online proctoring rules and receive an **Unsatisfactory** status, you could automatically receive a score of 0 for the exam. For most courses, you are no longer eligible for academic credit. Consult the University of Bahrain Regulations of Professional Conduct Violations for more information about the consequences of exam rule violations.

Technichal Issues

If students have evidence of issues with Respondus Lockdown browser & Monitor, we encourage them to report them via ticket to the Respondus Technical Support team, using the web-based ticket system. Respondus team are happy to investigate any credible claim regarding the security or the handling of data.