

## Student Tips for Testing with Respondus Monitor

When taking an online exam that requires **Respondus LockDown Browser and Monitor**, remember the following guidelines:

1. Download the [Respondus software](#) onto your computer, for [Windows](#) or [Mac](#). Software can also be prompted to be downloaded before attempting an exam.
2. Run the **Webcam Check** and **System and Network Check** prior to starting the test.
3. Ensure you are in a location where you will not be interrupted.
4. Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach.
5. Clear your desk of all external materials not permitted – books, papers, other devices. Before starting the test, know how much time is available for it and that you've allotted sufficient time to complete it.
6. Remain at your computer for the duration of the test.
7. To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surfaces where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

Remember that these tools will prevent you from accessing other websites or applications. The test may have a setting disabling the ability to exit the test until all questions are completed.

If you lose connection or accidentally exit your exam, try to log back into the exam as soon as possible. **If you have any issues, please contact your instructor immediately** and explain the situation.

**To opt out of virtual proctoring**, and take your test in the Testing Center instead, please see the [Student Opt-Out Statement](#) and speak with your instructor.

For technical assistance and troubleshooting, please contact [Respondus Support](#).