

Respondus Instructor Live Proctoring

Respondus has a new option for remote proctoring. The new Instructor Live Proctoring option enables instructors to use Zoom for live, remote testing. LockDown Browser (LDB) prevents cheating on the computer or device itself, while the instructor watches students via video conferencing to ensure that the student isn't using other non-approved exam materials during testing. This mode of testing is recommended for small, synchronous classes where instructors can effectively manage and observe students during the exam.

Instructions Prior to Testing

- Go to the LockDown Browser Dashboard within Canvas (the Respondus link on the left side of your course)
- Click the down caret next to the exam you would like to enable this setting for
- Select "Require Respondus LockDown Browser for this exam"
- Under "Proctoring," select "Allow instructor live proctoring for this exam"
- Select Zoom and enter a start code (something short and simple enough that you can read aloud at the start of live testing and students can remember to enter, like a short number). Hit save and close.
- Make sure that your students have downloaded Respondus LockDown Browser ahead of time at go.unl.edu/downloadrespondus

Instructions During Testing

- Start a Zoom session with your small class of students
- Make sure that all students have their webcams enabled in Zoom and their microphones muted (note: once they open LockDown Browser in the next step, they will be unable to change these Zoom settings, so it's important that they do this now)
- Ask the students to open Respondus LockDown Browser and navigate to their course and exam (at this point they will no longer be able to see you on Zoom, but they can still hear you in the background; you can still see them)
- Read aloud the start code for them to enter when prompted

Respondus LockDown Browser and Monitor:

- The students will begin testing and they will remain on their webcams for you to watch until they are finished testing
- When they finish the exam in Canvas, they will return to the Zoom meeting and can exit at that time

Additional Considerations

- Can I record the Zoom session to review later?
 - Yes! You can record a live proctoring session the same way you would record any other Zoom meeting. I would recommend telling your students if a session is being recorded for the sake of transparency.
- Can I use breakout rooms to proctor smaller groups of students?
 - Sure! If you have several TAs or other instructors to help monitor students, you can create breakout rooms and make sure that one TA or instructor is assigned per room. Just make sure to start the breakout rooms before the students open Respondus LockDown Browser, because once that browser is open they won't be able to click to join their assigned breakout room.
- What do I do if a student has technical issues?
 - Remember, students can't change their Zoom controls to unmute once they have started their LDB session. They also wouldn't be able to access the Zoom chat since LDB will take over as the only application that they see. I recommend that you provide your students with an instructor or TA's phone number that they could call or text during testing to talk through issues. If this is not a good option, tell students to email you after a failed testing session so that you can arrange an alternate assessment (like a makeup exam request at the Digital Learning Center).
- Does this live proctoring option completely prevent cheating?
 - There is no perfect solution for at home testing. I recommend asking the students to rotate their camera to show that their testing environment does not have any notes or non-approved materials nearby. This could happen in the Zoom room prior to the students starting the LDB testing session.
- What happens if a student clicks on the wrong test?
 - If a student accidentally clicks on a different test link (like a Respondus Monitor enabled exam), they will get kicked out of Respondus and Zoom. So, make it easy for your students to find the right link – for example, have a page in your course with just one published quiz available.