

# Respondus System Exam Instructions

## Before you begin

Please take few minutes to setup and test your system with the **Respondus Practice Test** provided to you **in the Special Testing Instructions Folder**, on top of the Lessons page. You will be provided unlimited tries to ensure your system is compatible.

For an introduction to Respondus LockDown Browser and Monitor, **watch this video:**



➡ If you are taking this exam on-campus in the SLC Lab or Testing Center, please [go to the next page](#).

## Respondus LockDown Browser

For this exam, you will need to use the LockDown Browser to access the Exam. Please know:

- There is no password required.
- You will not be able to take the exam with a regular browser.
- Unless you are taking the exam on-campus in the Testing Center or SLC Lab, you will need to install this special Respondus browser on your personal computer.

**Note:** Should you use your regular browser, you will be prompted to open the Respondus LockDown browser and come back to this test. (Again, no password is needed.)

### 1. Enter Password: Respondus Practice Test - Requires Respondus LockDown Browser

*Enter the Password to take the Test.*

Password



This assessment requires that you use Respondus LockDown Browser. Start Respondus LockDown Browser and navigate back to this assessment to continue.

**Click to download and install the Respondus LockDown Browser:  
(if you have not already done so)**

**DOWNLOAD**



## Additionally, you may be required to use a Webcam

If your test requires the use of a Webcam, it will be noted in the title of the test (\*\*Webcam\*\*). You will need to obtain your own Webcam to record your immediate area while taking the exam. Most any inexpensive Webcam will be adequate, whether it is built-in or purchased separately (USB model).

When you begin your exam, you will be prompted to test your Webcam. If your Webcam is not recognized, you will need to setup your computer to recognize it.

## Once the Respondus LockDown browser is installed:

- Open the Respondus LockDown Browser.
- Log into Canvas using the Respondus LockDown Browser.
- Return to this course and this specific test to begin.
- Exam time does not begin until you see the first test question.

## Taking the exam in Palm Beach State's Student Learning Center (SLC) lab

Limited number of computers with the Respondus LockDown Browsers and Webcams are also available in the Student Learning Centers at the following locations:

Lake Worth Campus <b>TC 204</b>	Boca Raton Campus <b>BT 216</b>	Palm Beach Gardens Campus <b>BB 207</b>	Belle Glade Campus <b>CRA 115.1</b>
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*You can request priority assignment to these computers to take your exam  
– simply notify the SLC tutor at the front desk and they will assist you.*

## Once you've logged in to one of these specific computers:

- Open the Respondus LockDown Browser.
- Log into Canvas using the Respondus LockDown Browser.
- Return to this course and this specific test to begin.
- Exam time does not begin until you see the first test question.

## Taking the exam in Palm Beach State's Testing Center

If your instructor gives you the option to take this exam in the Testing Center, the Respondus LockDown browser will be provided, and you will not need to utilize a Webcam.

- Open the Respondus LockDown Browser.
- Log into Canvas using the Respondus LockDown Browser.
- Return to this course and this specific test to begin.
- The Testing Center Proctor will enter a password to open the exam.
- Exam time does not begin until you see the first test question.

## Student Support

If you encounter any issues, you will be provided a 'feedback textbox' upon submission of the exam. Please explain any issues you encountered in detail and your instructor will notify you how to make-up the exam.

You can also contact PBSC Online Student Support directly if you have any questions or need some assistance: 561.868.3303 or [onlinestudentsupport@palmbeachstate.edu](mailto:onlinestudentsupport@palmbeachstate.edu).