

Writing a Test Using Respondus

Before Your Test



- Study and prepare as you would for any proctored test or assessment.
- Take time to get something to eat and drink.
- Use the washroom prior to the test.
- Let roommates and family know when you will be writing the test.
- Prepare your physical study space.
- Prepare your computer. Close all other applications and tabs on your browser and only open Avenue to Learn and the Respondus tool.

Opening Your Test



- If you experience any technical difficulties, contact your instructor.
- Your instructor may choose one or more of the following options for Respondus:

LockDown Browser	ID Check	Environment Scan	Monitor/Video Recording
This prevents you from using a web browser and from accessing notes/files on your computer. This helps to ensure that you are working on the test without aids. Respondus does not access your files.	The ID check compares your student card to your camera image. Images of your student card are used in accord with Examinations policy.	Scan your test-taking space; this includes displaying any study aids (calculators, blank scrap paper) allowed by your instructor. This helps to ensure that you will be working on the test without aids or only with pre-approved aids.	Respondus captures your image and flags movements that are incompatible with test-taking. When the test is complete, the webcam shuts off. This helps to ensure that you will be working on the test without aids or only with pre-approved aids.

This information is distilled into a spreadsheet that is accessible to your instructor.



Writing Your Test

- During the test, you do not need to worry about the Respondus tool. Focus on the test and write it as you normally would.
- If you have questions during the test, contact your instructor. If the LockDown Browser is activated, you cannot access email during the test. Instead, note your questions and contact your instructor after the test is finished.



After Your Test

- Your instructor receives a spreadsheet that summarizes any flags during the test. If there is a flag, Respondus does not automatically apply a penalty. Your instructor is expected to review the flag and begin a conversation with you if there is a concern.
- Video is only reviewed and accessed through Avenue to Learn by the instructor or approved instructional staff upon request and if appropriate.
- All individual collected data is private and only your instructor or approved instructional staff have access to this data.
- Collected data is kept for 12 months for the purpose of student appeals.
- Collected data is secured by Respondus and McMaster in accordance with Information Security Standards.

What If...

Someone comes into the room?	I need to use the washroom?	I feel ill?	There is an emergency in my learning space?
Note the time and contact your instructor immediately after the test or when your situation has stabilized to let them know what happened. They will note that this time is flagged and will review if the instance is of concern.	It is good to use the washroom prior to any test, but if you find that you need to go to the washroom, say so to the camera and leave the room. Note the time and email your instructor immediately after the test to let them know what happened.	If you feel ill before you start a test, consider whether you need to submit an MSAF. If you feel ill during the test, don't panic. If you are too ill to complete the test, you can exit the test and contact your Associate Dean's Office/Program Office when your situation has stabilized.	If there is a smoke alarm, fire alarm or health emergency in your household, you should attend to your safety and those in your home. Contact your instructor immediately after the test or when your situation has stabilized to let them know what happened. If you were unable to complete the test, contact your Associate Dean's Office/Program Office as well.

Additional Resources

If you have further questions or concerns, please see the resources posted on Avenue to Learn or contact your course instructor about the use of Respondus.

Specific concerns may also be addressed to:

- Privacy-related concerns privacy@mcmaster.ca
- Academic Integrity Policy questions acinteg@mcmaster.ca
- Academic accommodations sas@mcmaster.ca
- Data storage, computer systems, security and file corruption **UTS helpdesk**
- Exam related anxiety **Student Wellness Centre**