



## Q&A session May 13<sup>th</sup> 2020

### Written exams with Respondus LockDown Browser: What & How?

#### Links:

FAQs "Studying in Corona times" can be found here:

<https://student.vub.be/en/studying-in-times-of-corona#news,-updates-&-faq>

If you don't have access to webcam, laptop or (stable) internet connection, please contact Student Finance: <https://student.vub.be/en/news/2020/05/06/faq-respondus-lockdown-browser>

You can download the required VUB version of Respondus here:

<https://download.respondus.com/lockdown/download.php?ostype=2&id=464559115>

You can watch this short movie for additional info:

[https://www.youtube.com/watch?v=XuX8WoeAyCs&feature=emb\\_logo](https://www.youtube.com/watch?v=XuX8WoeAyCs&feature=emb_logo)

Use [this manual](#) to install and use Respondus

Test out Respondus via Canvas, using [this step-by-step guide](#).

#### Questions of participants:

**"Should we register or send a proof that we are not in Belgium during the online exam period? If yes, where and how?"**

<https://student.vub.be/en/news/2020/05/06/im-abroad-what-now>

**"What do I do when there is an unpredictable situation during my exam (internet problem, computer crash, ...)"**

The main message here is: contact your teacher as soon as possible! Your teacher will let you know how you can contact him: this can be via the chatbox in LockDown Browser, a telephone number,.... Your teacher will decide on how to proceed.

A few simple interventions:

- If you don't have stable internet:
  - Make sure the internet is not used by others (esp. Streaming, downloading, Facetime, ...)
  - Use cabled connection if possible
  - Is your internet disconnect, try to turn it off and on again (unplug your internet cable and put it back in or close and open your WiFi)
- If your computer freezes/ is blocked

- Make sure it is plugged in (so you don't have to worry about battery life)
- Before starting the exam: make sure you close all open tabs and programs
- Wait a second, maybe it gets solved automatically
- Restart your computer (your answers will be saved in LockDown Browser)

**“Will it be okay for written exams to use blank paper for notes?”**

Check your Canvas announcements for more detailed instructions on what you can use during the exam. Some lecturers will allow the use of blank paper for notes, others won't.

**“Do we need to make use of the LockDown Browser during an open book exam?”**

Presumably LockDown Browser won't be used for an open book exam, unless the teacher wants to use the Respondus Monitor for online surveillance. The use of lockdown browser during an online exam is not a necessity for each course, teachers are not obliged to use this. It's the decision of the teacher if LockDown Browser is used during the exam.

**“Is my video and audio recorded on the exam and saved?”**

Yes. If the exam requires Respondus Monitor your video and audio will be recorded through the webcam. It will only be recorded if you are presented with the Respondus Monitor webcam check. In other words there will never be 'surprise' recordings without the student knowing it.

**“Can we go back to an answered question? To check again?”**

We advise teachers to make this possible, but this decision is up to them. Technically it is possible in LockDown Browser and we strongly recommend teachers to enable this.

**“Will all exams be available online if we're abroad?”**

Contact your faculty as soon as possible if you are abroad and have exams on campus. If your exam is online, it's perfectly possible to take your exam at home and abroad.

**“How are we supposed to submit the answers?”**

Written online exams will be organized in Canvas, these can be quizzes or assignments, depending on the type of the exam. More detailed information on the type of test will be provided by your lecture through Canvas. Some quizzes will require Respondus LockDown Browser (and Respondus Monitor), others won't. In case of a Canvas quiz you will have to type your answers (for open-ended questions) or select the correct answer (for multiple-choice questions). In the end you simply click the submit button and you will have submitted the answer. Some courses will require students to write/draw answers on paper and submit them via MS Lens. More information about this can be found [here](#).

**“Do we use the lockdown browser for the online oral exams as well?”**

No.

**“How to manage with subjects that requires a calculator and calculating? Are we not allowed to use paper for our calculations?”**

Check your Canvas announcements for more detailed instructions on what you can use during the exam. Some lecturers will allow the use of paper, others won't. In Lockdown Browser a calculator can be provided on screen if allowed by the professor.