ONLINE WRITTEN EXAMS WITH RESPONDUS: MANUAL FOR STUDENTS

WHAT IS RESPONDUS?
Respondus provides two layers of security for remote written exams:

1. **Respondus LockDown Browser** ➔ This browser allows you to see only the exam on your screen during the exam. You can only open the exam with this browser which temporarily blocks all other programs and features of the computer. Once the exam has been submitted, the computer will of course be released again.

2. **Respondus Monitor** ➔ After a starting procedure, in which you will be asked to identify yourself, you will be filmed with the webcam during the exam (image and sound) to check for irregularities.

HOW DO I USE RESPONDUS?

- **Requirements**
  - Computer with webcam (internal or external) and microphone (a second screen is not allowed)
  - A reliable internet connection

- **Download and install Respondus**
  - Watch the instructions [Before You Install](#)
  - Install the LockDown Browser
    - ✓ Note: do not retrieve the installation files from any other source. These installation files are specific to the VUB. If you have problems with the installation, contact [helpdesk@vub.be](mailto:helpdesk@vub.be)
    - ✓ Install the LockDown Browser before the exam period.

- **Starting the LockDown Browser**
  - Launch the Respondus LockDown Browser (through the shortcut on your desktop) and log in with your Canvas login and password. You will automatically be taken to the Canvas homepage.

- **Take the exam**
  - Go to the course for which you are to take the exam and click on 'quizzes', left in the course menu.
  - Click on the exam button
    - ✓ You may have to enter a password, which will be communicated by the teacher at the start of the exam (write it down so you don't forget it).
  - Complete the start procedure and begin the exam.

CAN I TRY THE RESPONDUS LOCKDOWN BROWSER IN ADVANCE?
- Yes, we strongly recommend you do!
- This step-by-step plan allows you to try out the Lockdown Browser in advance in a Canvas test environment.

ANY MORE QUESTIONS?
- View [this website](#) which features frequently asked questions and their answers.