

## Accessing a Test that Requires the Respondus LockDown Browser - Student Instructions

### Description

Respondus LockDown Browser secures an online testing environment. If you are taking a test hosted in the Learning Management System (LMS), you must access it by logging into the LMS using the Respondus LockDown Browser rather than other browsers (e.g. Chrome, Safari, Firefox, etc.).

**Note:** You need an up-to-date version of the Respondus LockDown Browser on your computer. Also, review the good practices outlined in this document before completing your test or exam. BYOD students can find [Instructions for installing Respondus LockDown Browser by clicking on the link or](#) on the Ontario Tech University IT Services website.

**Note Regarding Assistive Technologies:** Respondus is not compatible with assistive technology (Kurzweil, Dragon, Read&Write). Please contact the Test Centre if you require the use of assistive technology by emailing [sastestcentre@ontariotechu.ca](mailto:sastestcentre@ontariotechu.ca) with the date/time of the test, and course information.

### Getting Started

The following steps will help you:

- Access your LMS-based (online) test requiring Respondus LockDown Browser
- Understand the important practices needed to take a test using Respondus LockDown Browser

### Preparing for a Test that Requires the Respondus LockDown Browser

**Complete** the follow these steps at least one (1) day prior to a test or exam that requires the Respondus LockDown Browser.

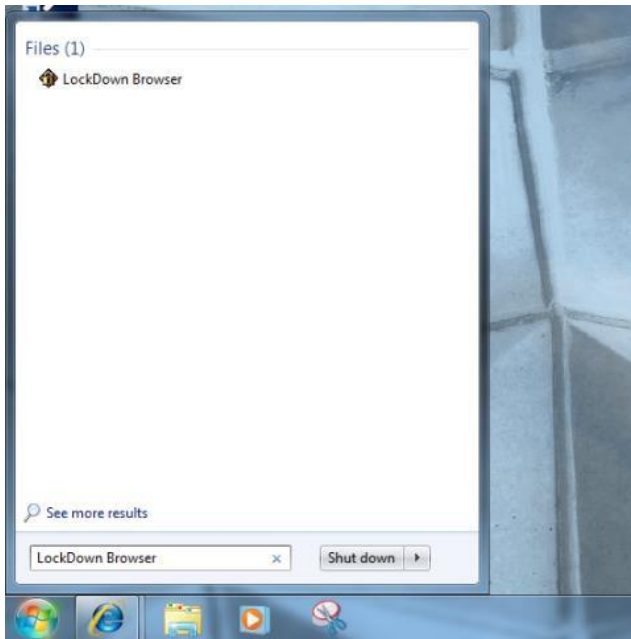
1. Restart your computer and allow it to run through any system updates.
2. Make sure you are able to access Wi-Fi on the computer you will use for the test or exam.
3. Close all programs that may be running on your computer and close all Internet tabs.
4. Log into the Respondus LockDown Browser on your computer, and check if the newest version is available by selecting the “i” icon near the top left corner of the browser (for Windows users) or the globe icon and ‘check for update’ to follow the prompts (for macOS users).
5. If your instructor has posted a practice test, check that you are able to access the it using the steps below.

**Tip:** A **Help Centre** button is available to you near the top left corner of the browser when logged in to the Respondus LockDown Browser. Select that option to access additional help and resources.

## Accessing a Test Using the Respondus LockDown Browser

**Important:** Make sure all programs and Internet tabs are **closed** on your computer and you are connected to Wi-Fi before following these steps. For in-person tests, mute the speaker volume on your computer

1. Open the **Respondus LockDown Browser** on your computer. You may need to use the Search feature on your computer in order to locate the browser – type “**LockDown Browser.**”



2. Once you have opened LockDown Browser enter your Banner number and network password (the same login credentials used to log into the LMS without the LockDown Browser) and select the **Sign In** button.
3. Select your course in the **My Courses** module, as you would typically access your course.
4. Navigate to the area in your course where your instructor posts online tests or exams.
5. Select the title of the test or exam.
6. After reading the test instructions, select the **Begin** button.
7. If your instructor has required a password, you will be prompted to enter a password and select **Begin Exam**.
8. Although there is an auto-save feature, it is a good practice to save individual answers as you go through the test by choosing the **Save Answer** button.

10 points

Save Answer

9. **Important:** Only select the **Save and Submit** button when you are ready to submit all answers and **have completed** the test.

Save and Submit

10. You will be presented with a screen that confirms your test submission; select the **OK** button at the bottom right corner to check for any feedback (this may not be provided for all tests and exams).

← OK

11. Select the “x” at the top right corner of the screen in order to properly exit the LockDown Browser.

**Important:** If the test is not responding (i.e. stops working) force the shutdown of your computer by pressing and holding the ‘power’ button for 5 to 10 seconds and then press the ‘power’ button again to turn the computer back on, and reopen the Respondus LockDown Browser to return to the test. Please also inform your course instructor.