



## UCF College of Business Remote Testing Procedures

In cooperation with the university's decision to move to remote instruction, **The Thomas L. Keon Testing Center** will be unavailable during the University closure. Revised student testing procedures are being decided on a course-by-course basis and we recommend that all students check with their instructors to determine their testing procedures until campus reopens.

To maintain a secure testing environment, students may be required to [install the Respondus LockDown Browser](#) on their computers and complete their exams using this software. The instructions below will assist with the installation and setup process.

### INSTALLING LOCKDOWN BROWSER

If Respondus LockDown Browser has already been installed, skip to the next section. If not, use the provided link for downloading and installing LockDown Browser:

✓ <https://download.respondus.com/lockdown/download.php?id=472413933>

Follow the onscreen instructions to complete the installation.

### TAKING AN ASSESSMENT

1. Close all programs, unless one is used to get connected to the Internet.
2. Locate the **LockDown Browser** shortcut on the desktop and double click it. (For Mac users, launch **LockDown Browser** from the Applications folder.)
3. If prompted to close a blocked program (e.g. screen capture, instant messaging) choose **Yes** when prompted.
4. Login to your Canvas course.
5. Navigate to the quiz and select the **Take a Quiz** link.
6. Once a quiz has been started with **LockDown Browser**, you cannot exit until the **Submit Answers** button is clicked.

### USING WITH A WEBCAM AND MICROPHONE (RESPONDUS MONITOR)

You may be required to use LockDown Browser with a webcam and microphone which will record you during an online, non-proctored exam. The webcam feature is sometimes referred to as **Respondus Monitor**. Your computer must have a functioning webcam and microphone. A broadband connection is also required.



If an exam requires LockDown Browser and a webcam, follow steps 1-5 in the previous “Taking an Assessment” section. At this point, the Startup Sequence for the webcam begins.

- You will first need to review and agree to the Terms of Use.
- The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember.
- The remaining steps of the Startup Sequence will depend on settings chosen by your instructor. Follow the instructions and note your progress along the top of the screen.
- If you encounter a problem, select the It’s not working link for troubleshooting tips. The test will begin after the Startup Sequence is complete. You cannot exit LockDown Browser until the test is submitted for grading.

**Need Further Assistance?**

Students can email [testinglab@ucf.edu](mailto:testinglab@ucf.edu) if they have any questions about the installation process.