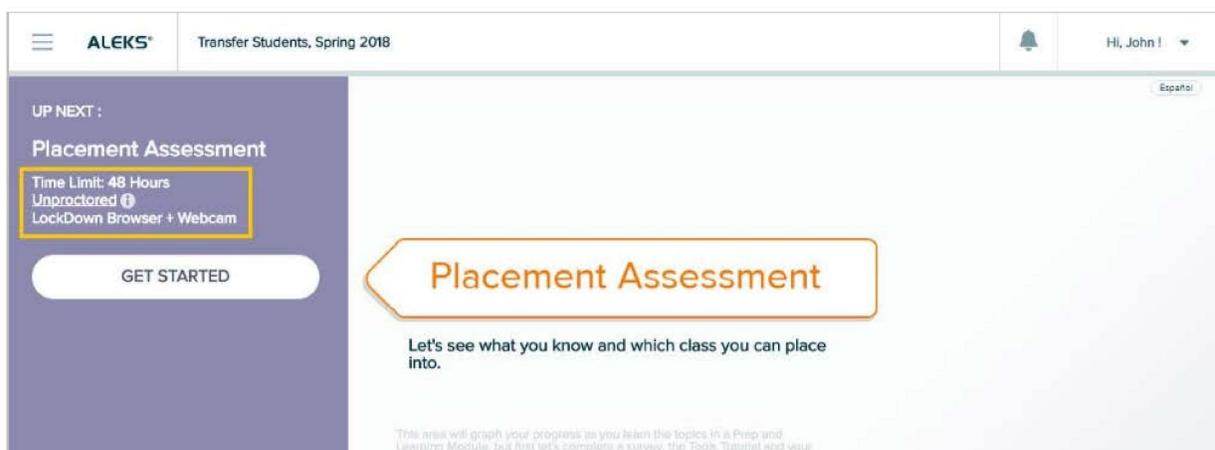
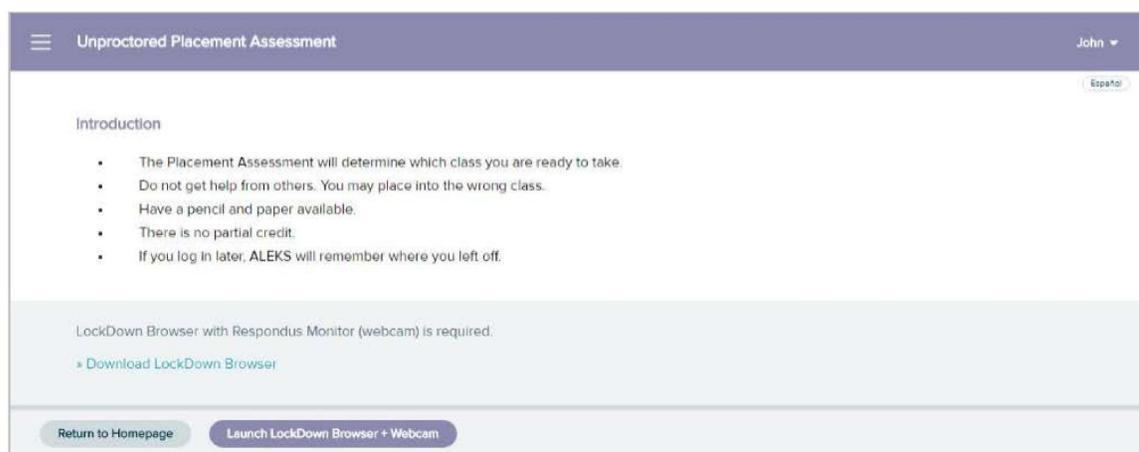


How It Works

1. When you are logged into ALEKS and ready to be proctored for the assessment, select **Get Started**. You will see an indicator that it must be taken with LockDown Browser + Monitor:



2. After selecting **Get Started**, you'll arrive at the Introduction page. If you haven't already downloaded the ALEKS version of LockDown Browser, you can do so with the link on this page.
 - a. Be sure your Internet connection is stable.
 - b. After you install LockDown Browser, reboot your computer and log back in.
3. Once LockDown Browser is installed, select **Launch LockDown Browser + Webcam** to begin the Assessment.
 - a. LockDown browser will open,
 - b. Carefully read and follow the Startup Instruction Sequence.



4. It is important that you follow all remaining steps. Timing begins after the Startup Sequence is completed and you begin the assessment.

- a. In the Startup Sequence, you will read and agree to the **Respondus Monitor Terms of Use**.

LockDown Browser

STEP 1: TERMS OF USE

STEP 2: WEBCAM CHECK

STEP 3: GUIDELINES + TIPS

STEP 4: STUDENT PHOTO

STEP 5: SHOW ID

STEP 6: ENVIRONMENT CHECK

STEP 7: ADDITIONAL INSTRUCTIONS

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Terms of Use

**RESPONDUS MONITOR
STUDENT TERMS OF USE**

These Terms of Use ("Terms"), which incorporate the [Respondus Help Center Terms of Use](#) ("Help Center Terms") included at the end of these Terms, are an agreement between you and Respondus, Inc. ("Respondus"), and between you and your learning institution, or your school ("your Institution"), regarding your use of Respondus Monitor®. By using Respondus Monitor, you agree to these Terms in full and that you are age 14 or older, or age 16 or older in the EEA.

Respondus Monitor is a cloud-based service ("Respondus Monitor Services") and software ("Respondus Monitor Software") (also collectively referred to in these Terms as "Respondus Monitor"), that work together to provide an online interactive database of video, audio, and other data captured during student assessment sessions for use in monitoring students.

The Respondus Help Center is a group of services ("Help Services") provided by Respondus, Inc. that enable users of LockDown Browser and Respondus Monitor to troubleshoot technical issues. The Help Services include, for example, a webcam check, system check, the ability to report an issue to Respondus, and links to a knowledge base and technical support.

REQUIREMENTS OF YOUR INSTITUTION (e.g., your school)

As part of an effort to use available technology to improve your learning experience by providing

Agree Disagree

- b. Complete a **Webcam Check**. You must have a Webcam and audio.

LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK

STEP 3: GUIDELINES + TIPS

STEP 4: STUDENT PHOTO

STEP 5: SHOW ID

STEP 6: ENVIRONMENT CHECK

STEP 7: ADDITIONAL INSTRUCTIONS

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

Webcam Check

Do you see your image in the window?

Yes No

- c. Read and follow all **Guidelines and Tips**.

LockDown Browser

STEP 1: TERMS OF USE ✓

STEP 2: WEBCAM CHECK ✓

STEP 3: GUIDELINES + TIPS

STEP 4: STUDENT PHOTO

STEP 5: SHOW ID

STEP 6: ENVIRONMENT CHECK

STEP 7: ADDITIONAL INSTRUCTIONS

STEP 8: FACIAL DETECTION CHECK

STEP 9: BEGIN EXAM

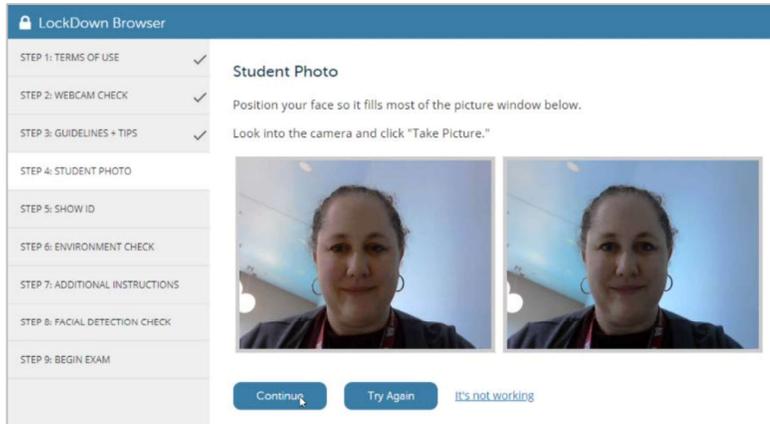
4 » To improve the quality of your webcam video (and reduce flags), remember the following...

Don't wear sunglasses or hats with brims. Also, be sure to dress appropriately, as if you were in the classroom.

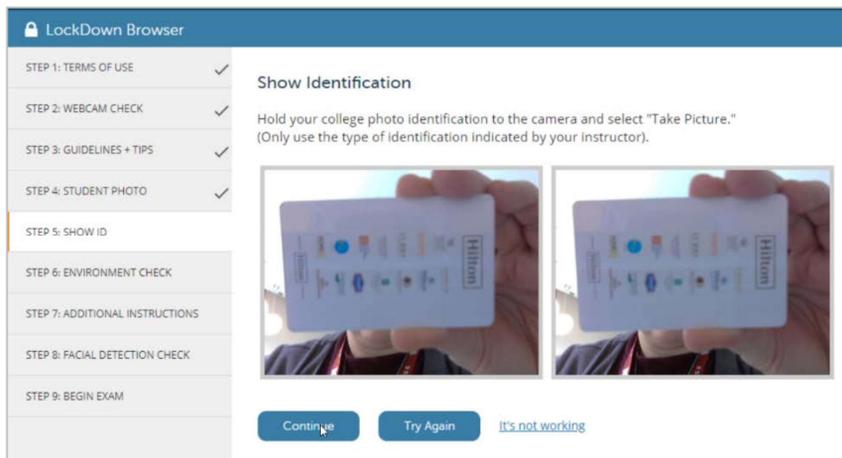
Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

Next

d. Take your **Student Photo**.

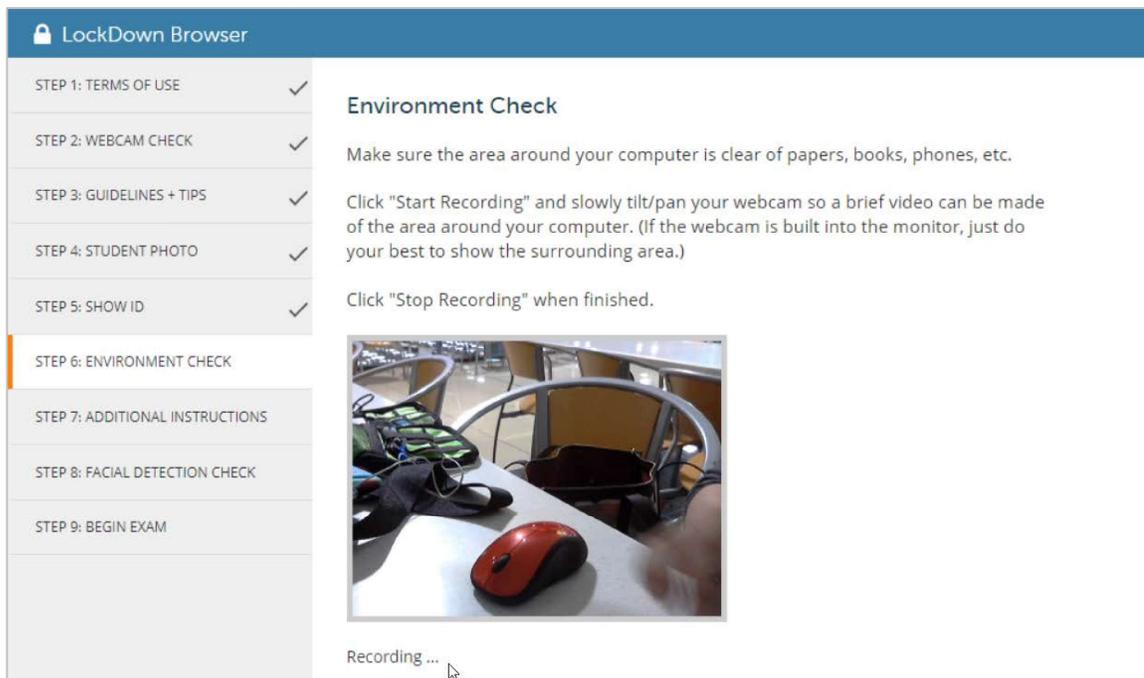


- e. **Show Identification** – you are required to show either a KSU or government-issued photo ID such as driver's license or passport. Do not take the assessment if you do not have the appropriate ID.



- f. **Environment Check** – you are required to show your desk and working space.
- * Make sure the area around your computer is clear of phones, all other devices, notes, additional papers, books, etc. Only paper and pencil can be used; all devices, notes and informational resources are prohibited during this assessment. If it is observed that you are using them, your score may be removed, and you may be asked to assess again.
 - * Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the work area around your desk and computer. (If the Webcam is built into the monitor, just do your best to show the surrounding area.)

* Click "Stop Recording" when finished.



- g. **Additional Instructions** – read carefully. These instructions are specific to Kent State University. Failure to follow all instructions may result in the invalidation of your score.

* By taking this remote assessment, you are abiding by the Honesty Statement and Remote Proctoring Agreement, <https://www.kent.edu/advising-testing/honesty-statement-and-remote-proctoring-agreement>.

<https://www.kent.edu/testing-placement/honesty-statement-and-remote-proctoring-agreement>

* One or two testing center staff members will review recordings daily. This is much like being proctored in-person so follow ALL instructions carefully.

* The assessment should take no more than 60-90 minutes. However, all students have up to 3 hours to complete it.

* Make sure your camera is capturing you throughout the assessment.

- DO NOT cover the camera or turn off the facial detection feature.
- YOU MUST show ID and your desk/working environment.
- If the room is too dark, protocols aren't followed or there are too many flags, you may be asked to take the assessment again.

* During the assessment, YOU MAY USE scratch paper and pencil to work problems. DO NOT USE a calculator. If one is needed, it will appear in the ALEKS math problem during the assessment.

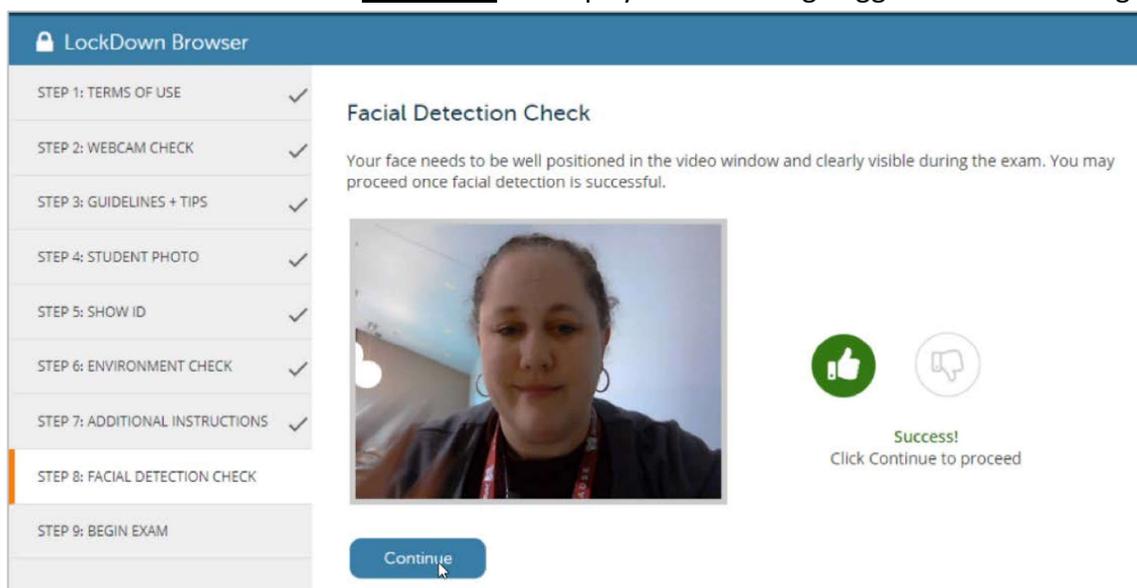
The following is prohibited:

- Accessing other resources (a phone, tablet, notes, books, etc.).
- Communicating with other people.
- Leaving the room.

For best results:

- Work in a quiet space.
 - Keep others out of your testing space.
 - Sit at a desk or workspace and remain seated until the assessment is completed.
- * If an interruption occurs, provide an explanation by speaking directly to your Webcam audio recorder or email testingservices@kent.edu.
- * If Internet services are unavailable, you do not have the technology necessary for this assessment, or you are unable to meet the requirements, contact your home campus testing center for assistance, <https://www.kent.edu/advising-testing/university-testing-services>
<https://www.kent.edu/testing-placement/university-testing-services>
- * If you have a disability that requires accommodations, contact the Student Accessibility Services office at your home campus before assessing, <https://www.kent.edu/sas/sas-student-handbook> <https://www.kent.edu/sas>

h. The **Facial Detection Check** is required. It keeps you from being flagged in the recordings.



5. **Begin Exam** - once the Startup Sequence is finished, you can begin. An indicator that your webcam is recording displays in the top-right corner.

