



Faculty Quick Start Guide

Respondus LockDown Browser + Monitor

What is Respondus LockDown Browser + Monitor?

Respondus is a locked down browser used when taking Fisdap proctored assessments. It prevents students from copying, printing, visiting another URL, or accessing other applications during a test. If a Fisdap test requires the LockDown Browser to be used, students cannot take the test with a standard web browser. The Monitor records the student during the exam. The record will only be reviewed if there is a reason to believe the test protocol has been breached.

System Requirements for Students

Windows: 10 or 11

Mac: macOS 10.15 to 14.0+

ChromeOS: LockDown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via their Long Term Support (LTS) channel. For more information, visit: Chrome Releases: [LTS](https://www.google.com/chrome/updates/long-term-support/)

Important for Chromebook Users:

- To install the LockDown Browser extension, students must use the regular LockDown Browser installation link provided by your school. This link will direct them to the Chrome web store, where they should select "Add to Chrome" to install the extension. Note that they cannot search for the app directly from the Chrome web store.
- Managed Chromebooks: Students will need the necessary permissions to install Chrome extensions, or the extension will need to be pushed to their Chromebooks via the Google Admin Suite.

ios: 15.0+ (iPad only)

- Web camera (internal or external)
- Microphone (internal or external)
- An internet connection of at least 5 Mbps (ideally 10 Mbps or more). Test internet speed using <https://www.speedtest.net/>
- Administrator rights to install Respondus If device is managed by school, please reach out to IT administrator to have Respondus installed.

Respondus Installation on School Managed Devices

Administrator rights are required to install Respondus. If students are using a device managed by the school, please reach out to your IT administrator to have Respondus installed. Even if your school already uses Respondus, you will need to download the Fisdap specific links:

Windows: <https://downloads.respondus.com/OEM/LockDownBrowserOEMSetup.exe>

Macs: <https://downloads.respondus.com/OEM/InstallLDBOEM.zip>

iPad: <https://apps.apple.com/us/app/lockdown-browser/id659101775>

Chromebook: <https://chromewebstore.google.com/detail/lockdown-browser-for-fisd/jfjapbalpanaomdmnnjjehfkchplpbpf>

Proctor Experience

Fisdap continues to recommend in-person proctoring as a best practice. Our new enhanced security is designed to supplement, not replace live proctors.

At this time, Fisdap is responsible for reviewing incidents within the videos.

Artificial intelligence from Proctorio flags possible incidents, and the Fisdap Test Security team and others review these incidents daily. If follow-up is needed, they will reach out to the test taker and faculty. Program Directors can request to review exam attempts by contacting Fisdap Support at support@fisdap.net

Your students will be the only ones to interact directly with the Respondus functionality.

Assessment Scheduling

With this new solution in place, the process for scheduling exams remains largely unchanged. The only minor update is that you can now schedule exams within a more focused two-week window.

Exam Day

If your students run into any trouble starting the exam or going through the diagnostic/security checks, they can simply close the assessment and click on the Support icon at the bottom of the screen for help.

If the students have issues with the assessment ID, the proctor should contact Fisdap Support at support@fisdap.net, on behalf of the cohort. The proctoring steps during the exam are as follows:

- Log into your faculty account at <https://fisdap-members.jblearning.com>
- Begin proctoring your selected Fisdap assessment.
- Wait for the students to complete the diagnostic and security checks, then proctor the exam as usual.
- Any abnormalities will be reviewed by the Fisdap Test Security team. The proctor will only be notified if there is substantive evidence of cheating.

Respondus LockDown Browser + Monitor features at work during an exam

Test Taker Verification and System Checks

- Desktop screen share
- Student or government-issued ID
- Webcam
- Audio
- Environment check
- Facial detection check

Recording Features

Each test taker will agree to the use of their device's audio and video. The proctor will not have access to audio or video during or after the exam. A record of the following will be kept by the Fisdap Test Security team and will be reviewed if abnormalities are detected during the exam:

- Video record of test taker during exam to ensure test environment is secure
- Audio record of test taker to ensure no verbal cues are provided
- Screen and web traffic record of device during exam

LockDown Browser Features

A student can expect the following security measures during their assessment.

- Download capability blocked
- Right click disabled
- Browser lock down (force full screen, no additional applications open, no secondary monitor, print/print screen disabled, clipboard disabled)
- Validation and authorization from proctor required for re-entry if kicked out of exam

Need Support?

- If you or your student experiences technical difficulties, please contact Fisdap Support at support@fisdap.net for assistance.
- Please note that if you are administering an exam outside of Fisdap Support hours, live assistance will not be available.
- Find the answers you need in our Support section by visiting <https://www.fisdap.net/support>

