



# Respondus LockDown Browser Invigilator Checklist

There are several steps which invigilators must take on the day of the exam to ensure that a Canvas/Respondus LockDown Browser (LDB) exam runs smoothly. Seek advice from the Exams Office if you are unsure about any of the following steps

- 01 Collect the Respondus LDB support guides and the access code from the Exams Office
- 02 Arrive at the room at least 1 hour before the exam start time
- 03 Check all students have a personal device, such as a mobile phone (for step 5)
- 04 Students log on to the computer and click on the Respondus LDB icon. Support if needed
- 05 Students use their personal device for Microsoft authentication. Devices turned off and put away
- 06 Students log in to Canvas. Support if needed
- 07 Students navigate to 'Quizzes' and locate the Respondus LDB quiz
- 08 Provide students with the access code
- 09 Students click "Take the Quiz" (once the page has fully loaded)
- 10 Record the start time and allow students to begin the exam

## ! Key Contacts !

If there is a technical problem, contact IT support on 028 909 73760

Contact the Module Convenor/  
School representative if...

- No exam has been set up
- Respondus LDB is not set up
- The Respondus LDB quiz is not working
- The access code you were given is wrong/not working
- There is a time limit on the quiz and Canvas closes the quiz early



### Note:

Once the exam begins, students are unable to exit the quiz until it has been submitted. If a student needs to exit the quiz before this, Respondus will prompt them to type in a reason which will be reviewed by the Module Convenor. Only allow students to do this in exceptional circumstances.



Students who have access to multiple devices could still potentially access the internet during the exam. Respondus LDB is intended to augment standard invigilation practices and is not a replacement for invigilation