PREPARING FOR A RESPONDUS LDB EXAM

OPERATIONAL GUIDELINES SUMMARY

FOLLOW THESE STEPS TO ENSURE YOU ARE FULLY PREPARED TO ADMINISTER YOUR CANVAS/RESPONDUS LOCKDOWN BROWSER (LDB) EXAM

STEP 1
Review the complete list of Operational Guidelines to familiarise yourself with the full process and responsabilities.

STEP 2
Agree any changes to your assessment, if required, with Academic Affairs.

STEP 3
Contact the Exams Office for guidance on possible exam locations, dates and times.

STEP 4
Submit a request to the DLSSS team for the Respondus tool to be enabled in your course: Respondus LDB request form.

STEP 5
Receive training materials from the VLE Pedagogy Support team. If needed, arrange a consultation to discuss relevant approaches to assessment.

STEP 6
Create your exam questions in a Canvas 'Question Bank'. Have these reviewed by an External Examiner.

STEP 7
Set-up your Canvas quiz and apply the Respondus LDB settings using the advice in this staff guide.

STEP 8
Give your students an ungraded Respondus LDB quiz prior to the real exam to ensure all settings are correct. Introduce this student guide to students.

STEP 9
Contact Information Services one week before the exam to request that the computers and hardware are checked.

STEP 10
Your exam can now take place on Canvas using Respondus LockDown Browser.