



Online Testing Best Practices & Recommendations

Testing Online in Canvas

Online tests are administered using Canvas, the official Learning Management System of Laredo College. Students taking online courses are not required to come to campus to test, as all online courses require the use of Respondus LockDown Browser and Monitor and webcam, which records students while they test.

Faculty teaching face-to-face courses have several options for testing in Canvas:

- Reserve a computer lab to proctor their online tests by contacting the Assistant to the Dean of Arts & Sciences (Extension 5798)
- Use Respondus Monitor
- Send students to be proctored at the testing centers at Ft. McIntosh and South Campuses

Recommendations for Protecting the Integrity of Online Tests

- Use a rotating question bank and randomize the questions
- Avoid using tests provided by a publisher
- Create custom exams regularly, replacing them per semester or every six months
- Rotate several custom exams each semester, adding a new exam each year
- Use assignments with large point values to replace exams
- Do not allow students to see the correct answers or release correct answers *after* all students have taken the test

Note

Evaluating whether a student has committed scholastic dishonesty in an online exam is outside the scope of the eLearning & Instructional Innovation Center's services. The eLearning Center team will spot-check a Respondus Monitor video for technical difficulties upon request *after* the instructor and department chair have reviewed the video. Ultimately, it is the instructor's responsibility to determine if scholastic dishonesty has taken place and to decide the consequences.

Laredo College Testing Centers

- **Faculty sending students to the testing centers are responsible for submitting the [Request for Proctoring Services Form](#)** to notify the testing centers of materials that are allowed for the exam, and for applying the proper test settings in Canvas so that the exam will be open to students on the designated date and time.
- **Submit one Request for Proctoring form for *each exam administered through Canvas***, and indicate whether you will be allowing materials such as books, eBooks, notes, calculators, etcetera. If the form is not submitted, students will not be given access to allowed materials during the exam.

- **Set a testing window of at least two days, since there is limited seating at the testing centers.**
- **Remind students to bring a picture ID or Palomino ID to the testing centers.** Students without ID will not be permitted to test. No cell phones, smartwatches, headphones, hats, or hoods are allowed.

Best Practices for Using Respondus Lockdown Monitor:

- Starting on the first day of class, inform students through multiple communication methods (syllabus, course announcement, discussion post, etc.) that you are using Respondus LockDown Browser and Monitor and that they will be recorded via webcam.
- Include at least one practice test at the beginning of the semester to allow students to get accustomed to using Respondus Monitor. Create a short quiz with the Respondus LockDown Browser and Respondus Monitor. Make this a low/no stakes quiz so that test anxiety is not a factor in accessing this tool.
- Remind students that to take an exam using Respondus Monitor they are required to access Canvas through the Respondus LockDown Browser. Direct your students to go to www.laredo.edu/cms/Respondus to download and install the software.
- Include student best practices for using Respondus Monitor in your Canvas course (available at www.laredo.edu/cms/Respondus).
- Emphasize in a course announcement and each quiz/exam that the Environment Check and Picture of Photo ID (captured during the exam setup sequence) are requirements, and if these are not done correctly, the test may be disqualified, and students may receive a zero grade (or other consequence as decided by the instructor/department).
- Inform students that they can contact the [eLearning Center eHelpdesk](#) if they encounter technical difficulties.

Note:

After copying/importing quizzes and exams from a previous course, it is crucial to [access the Respondus LockDown Browser Dashboard](#) or students will not be able to access exams.

Additional information about Respondus is available:

Faculty

[Respondus Instructor Quick Start Guide](#)

[Respondus Instructor Resources](#)

Students

eLearning Center Respondus Webpage: <http://www.laredo.edu/cms/respondus/>