

Using LockDown Browser and a Webcam for Online Exams

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable. Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature. A student [Quick Start Guide](#) is also available.

Then download and install LockDown Browser from this link:

[NOTE TO INSTRUCTOR: INSERT YOUR INSTITUTION'S DOWNLOAD URL HERE, IF APPLICABLE]

To ensure LockDown Browser and the webcam are set up properly, do the following:

Start LockDown Browser, log into **[INSTRUCTOR: ENTER LMS NAME HERE]**, and select this course.

Locate and select the **Help Center** button on the LockDown Browser toolbar.

Run the **Webcam Check** and, if necessary, resolve any issues.

Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Troubleshooting information can also be emailed to our institution's help desk.

Exit the Help Center and locate the practice quiz named **[NOTE TO INSTRUCTOR: CREATE A BRIEF PRACTICE QUIZ AND INSERT NAME/LOCATION OF QUIZ]**.

Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

Ensure you're in a location where you won't be interrupted

Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach

Clear your desk of all external materials not permitted — books, papers, other devices

Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it

Remain at your computer for the duration of the test

If the computer or networking environment is different than what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test

To produce a good webcam video, do the following:

- Avoid wearing baseball caps or hats with brims
- Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
- If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted