

LockDown Browser: Live Proctoring

Last Modified on 18/02/2022 5:52 pm HKT

The “[Instructor Live Proctoring](https://web.respondus.com/instructor-proctoring/)” option uses LockDown Browser (LDB) to prevent cheating on the computer itself, while the instructor watches students via video conferencing.

This method is only recommended for small class sizes where instructors can effectively observe and track students during the exam.

Prerequisite

- Windows and MacOS.
- An iPad does **NOT** allow you to run a video conferencing app and LDB at the same time. Similar results can be achieved if a second device for the video conferencing itself is used (and use Windows/MacOS computer for LDB).
- Students should make sure they have [checked and updated LDB to the latest version](https://support.respondus.com/hc/en-us/articles/4409607243035-How-to-update-LockDown-Browser) (<https://support.respondus.com/hc/en-us/articles/4409607243035-How-to-update-LockDown-Browser>).
- For more, please refer to 'Frequently Asked Questions' on Respondus: [Instructor Live Proctoring](https://web.respondus.com/instructor-proctoring/) (<https://web.respondus.com/instructor-proctoring/>).

Steps

I. Preparation

1. Go through the information on Respondus: [Instructor Live Proctoring](https://web.respondus.com/instructor-proctoring/) (<https://web.respondus.com/instructor-proctoring/>) to understand the tool.
2. Provide students the [instructions](https://help.edtech.cuhk.edu.hk/docs/using-respondus-lockdown-browser-and-a-webcam-for-online-exams-for-cuhk-students) (<https://help.edtech.cuhk.edu.hk/docs/using-respondus-lockdown-browser-and-a-webcam-for-online-exams-for-cuhk-students>) for downloading and installing LockDown Browser. Convey to students that LockDown Browser and a video conferencing system will be used for online exams. **(Important: Schedule a practice exam where everything can be tried by the class in advance.)**
3. Please obtain consent from students if you are going to record the invigilation.
4. For more about Blackboard online test, please refer to **CUHK EdTech Help Center: Blackboard Online Test Best Practices for teachers and supporting staff** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test>)

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[best-practices-for-teachers-and-supporting-staff](#)). You can also find the reminders and best practices regarding 'Respondus Lockdown Browser' and 'Invigilation with Zoom' there.

II. Test setup

1. **Create and deploy the test** according to the information on **CUHK EdTech Help Center: Blackboard Online Test Best Practices for teachers and supporting staff** (<https://help.edtech.cuhk.edu.hk/docs/blackboard-online-test-best-practices-for-teachers-and-supporting-staff>).
2. Access '**Control Panel**' > '**Course Tools**' > '**Respondus Lockdown Browser**'.
3. Select **Settings** from the contextual menu to the left of the test title and select '**Require Respondus LockDown Browser for this exam**' for **LockDown Browser Settings**.
4. Under **Proctoring**, select '**Allow instructor live proctoring for this exam (via Zoom, Teams, etc.)**'.
5. **Select your video conferencing system** and enter a '**Start code**'. Include additional Instructions to students if necessary.
6. Go through '**How to Conduct Live Proctoring**'. Click '**Save + Close**'. (Note: To preserve the settings used by LockDown Browser, do **NOT** modify these settings in Test Options after selecting "Require Respondus LockDown Browser for this exam": 1) Name 2) Open Test in a New Window, 3) Require a password, 4) Password. If these settings have been modified the test status will appear as an "Error.")

III. Meeting setup

1. Use your normal process to create a meeting for the video conferencing system. Distribute the meeting information to students prior to the exam.
2. Please note the following reminders regarding Zoom:
 - You could consider using focus mode in the ZOOM meeting for the invigilation ([Zoom Support \(https://support.zoom.us/hc/en-us/articles/360061113751-Using-focus-mode-\)](https://support.zoom.us/hc/en-us/articles/360061113751-Using-focus-mode-)). You can also select 'Enable focus mode when meeting starts' when scheduling the zoom meeting ([Zoom Support \(https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings\)](https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings)).
 - Please check the 'Security' options in the meeting ([Zoom Help Center \(https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options\)](https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options)).
 - If you need to hear students in the meeting and will use breakout room for private communication, please uncheck 'Mute participants upon entry' when scheduling the meeting (or else the students will be auto-muted when they are back to the main session, and they cannot unmute themselves when taking the test with LDB).
 - If recording is needed:
 - Please obtain consent from students if you are going to record the invigilation.
 - The host has to **enable "Record gallery view with shared screen" to record gallery view**. Remember to save the updated settings. ([Zoom Help Center \(https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording#h_acciafbd8-27a3-4683-b3a0-b7f853c9e424\)](https://support.zoom.us/hc/en-us/articles/203741855-Cloud-recording#h_acciafbd8-27a3-4683-b3a0-b7f853c9e424)).
 - **The gallery view recording can display a maximum of 25 participants** ([Zoom Help Center \(https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts#h_889dc825-9d79-4139-b65d-e719669c546b\)](https://support.zoom.us/hc/en-us/articles/360025561091-Recording-layouts#h_889dc825-9d79-4139-b65d-e719669c546b)). If needed, please consider hosting multiple meetings for the invigilation.
 - Remember to start the recording in the meeting during the exam.

IV. Conducting live proctoring

1. At the scheduled time, take attendance and confirm you can see (and hear) all students in the video conferencing system. When ready, provide the Start Code to students to commence the exam.
2. Remind students the video conferencing system will continue to run in the background, enabling you to see (and hear) them during the exam. However, **they will be unable to access the video conferencing**

system during the exam. It is up to you to ensure students stay in the video conference during the exam.
