

# Installing and Using Respondus LockDown Browser- iPad

Some of your faculty may ask you to complete a proctored online test. Loyalist College uses a proctoring system called Respondus LockDown Browser. To successfully complete an online proctored test, you need to download the Respondus Lockdown Browser APP onto your device. You will need a reliable Internet connection. You cannot use a cell phone to complete the exam/test.

## WHAT IS RESPONDUS LOCKDOWN BROWSER?

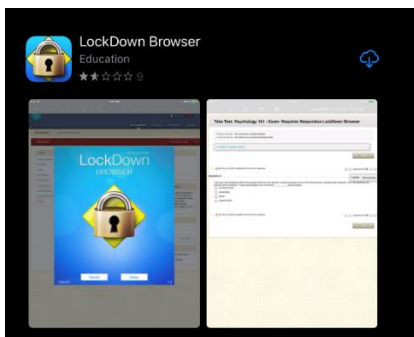
Respondus LockDown Browser is a browser that “locks” your screen while you are taking a test/exam in Blackboard. It prevents students from printing, copying, going to another URL, or accessing other applications during a test/exam. If a Blackboard test requires that Respondus LockDown Browser be used, students will not be able to take the test/exam with a standard web browser, such as Firefox, explorer and Chrome.

LockDown Browser is only to be used for taking Blackboard tests and exams. It should not be used in other areas of Blackboard such as looking at your lessons or submitting assignments. Lock Down Browser tracks student activity within the test or exam and will identify if there are any connection issues with your internet server. There are safeguards to prevent submission by accident, by asking if you are sure you want to close the test/exam.

## INSTALLING LOCK DOWN BROWSER

The iPad Edition of "LockDown Browser" available from the Apple [App Store](#) enables a student to use an iPad to take exams that require LockDown Browser.

1. Download and install the "LockDown Browser" app from the Apple App Store to the iPad. (Requires iOS 11 or higher.)



2. Launch the LockDown Browser app. The first time the app is used, you will be prompted to select your institution.



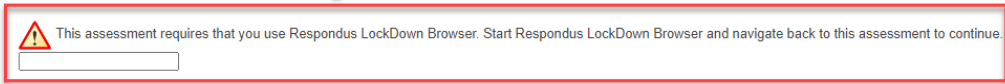


ENTER PASSWORD

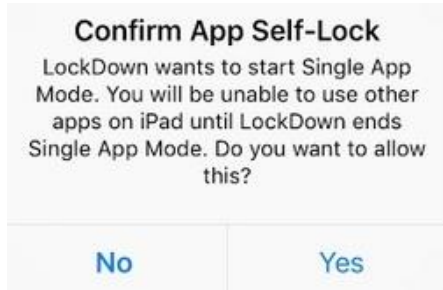
**This error warning indicates you did not use respondus lockdown. It is not password related.**

Enter the Password to take the test.

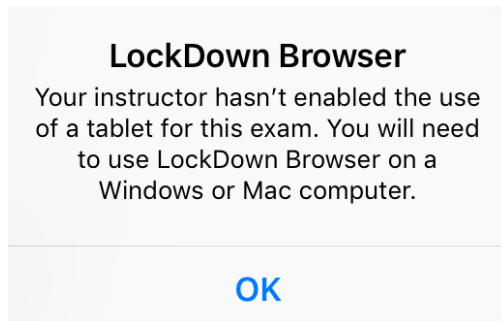
Password



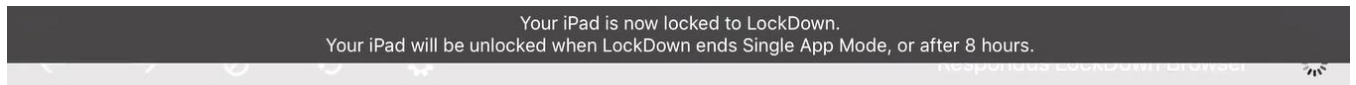
8. When you start a quiz that requires LockDown Browser, you should see the following message. You must click "Yes" to open the LockDown Browser app.



If you do not see the above confirmation message, but rather see a message that says your instructor has not enabled the use of a tablet for your exam, you will need to use LockDown Browser on a Windows or Mac computer or contact your instructor.



9. Once you click "Yes" to confirm "app self-lock," you will see a message confirming that your iPad is now locked to LockDown Browser.



10. After you submit the exam, you'll see confirmation that your iPad is no longer locked to LockDown Browser.

11. Once a test has started with Respondus LockDown Browser, you cannot exit until the **Submit** button is clicked.

**NOTE:** if the exam freezes or you are unable to move the next question. Log out by closing the browser. You will be warned that you are not finished and prompted to leave a message. (indicate internet issues) If time allows log back in immediately using Lockdown Browser

### Tips for Taking an Online Exam/Test

- Checklist when taking an online test/exam, follow these guidelines;
  - ✓ Ensure you're in a location where you won't be interrupted
  - ✓ Turn off all mobile devices, phones, etc.
  - ✓ Clear your desk of all external materials — books, papers, other computers, or devices
  - ✓ Remain at your desk or workstation for the duration of the test
  - ✓ 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.
- If you are required to log out of the exam early, you will be prompted to leave a message. You will also need to send an email to the Instructor [@loyalistcollege.com](mailto:@loyalistcollege.com) to notify them that you left the exam early
- In the event of early exit, you can log back in immediately to continue exam, **if time permits.**

### Troubleshooting

- a. Ensure you are connected to the internet
- b. Ensure that you have launched the Lockdown Browser App and not safari, google, internet explorer etc
- c. Ensure you have chosen **PROD** and not DEV during the login
- d. If the exam freezes or you are unable to move the next question. Log out by closing the browser. You will be warned that you are not finished and prompted to leave a message. If time allows log back in immediately using Lockdown Browser.