

Introduction

The High School Learning Management System features **ExamGuard**, a secure browser add-on that limits the student's ability to print, navigate the Internet, and access other programs while taking an online assessment. The default setting activates this functionality for **Computer Scored (CS)** Unit assessments.

Students must download and install a small piece of software called the **Respondus Lockdown Browser**. When students access these assessments, the **ExamGuard** software is activated, allowing the student to complete the assessment, but prevents access to any other functionality on the computer.

ExamGuard prohibits students from the following when taking an online assessment:

- ◆ Printing functions are disabled
- ◆ Print Screen and capturing functions are disabled
- ◆ Copying and pasting anything into or from the assessment
- ◆ Surfing the Web
- ◆ Opening or using any other applications such as Microsoft Word, e-mail, instant messenger, etc.
- ◆ Function keys are disabled
- ◆ Selecting on any other area within the course

Students will not be able to select the **Begin Exam** button without the necessary software. Selecting the **ExamGuard Download and Instructions** link will take student to the download page to download the **ExamGuard** plug-in.

ExamGuard Part 1 Video:

<http://www.screencast.com/t/bXjJHzAfxTt>

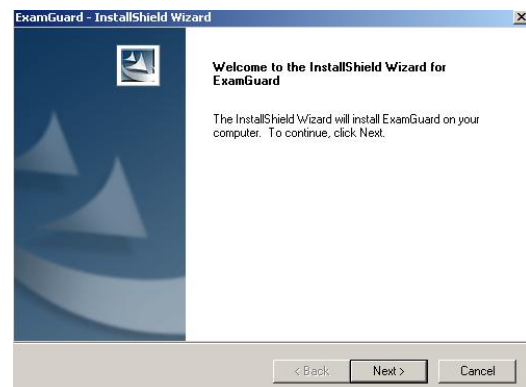
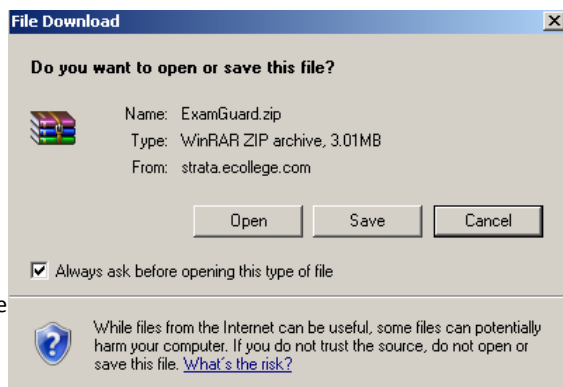
ExamGuard Part 2 Video:

<http://www.screencast.com/t/kzqmFb7TBFc4>

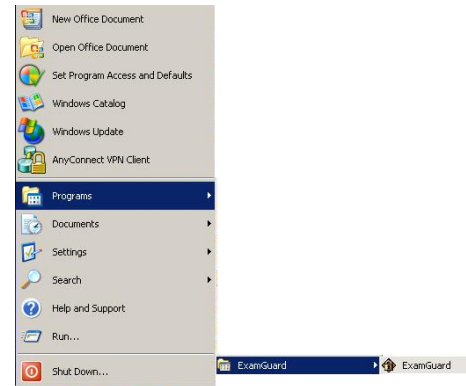
Windows PC Installation Process

Upon selecting download, users will receive a dialog box ask to **Open** or **Save** the plug-in. Select **Open** to begin installation without saving a file or select **Save** to download and save the plug-in file to the computer without installation of the software. We recommend users select **Open** to reduce confusion and extra steps for installation.

- ◆ Select → Open
- ◆ Accept User License
- ◆ Select → Next
- ◆ Select → Next
- ◆ Select → Install
- ◆ Select → Finish



Once the process is complete, users should check their programs file to confirm the plug-in successfully installed. PC users will find an **ExamGuard** program listed in their program list or Start Menu.



Macintosh Installation Process

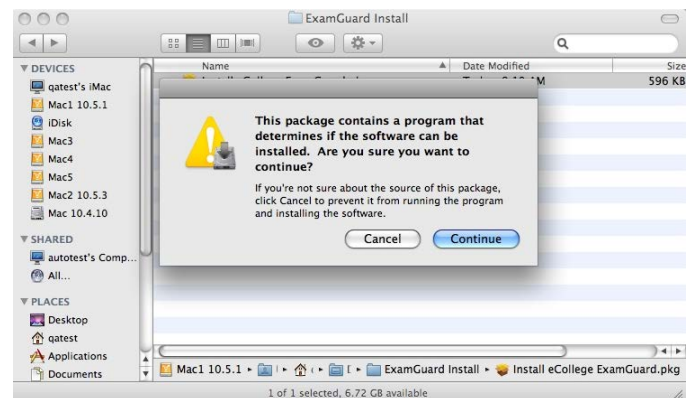
The installation process for a Mac will differ slightly then the process for a PC. As part of the download process, users may need to verify the **Respondus applet**.

- ◆ Select → **Trust** to verify the Respondus Certificate applet



Once the certificate is accepted and installation is complete, users are asked to accept the package.

- ◆ Select → **Continue** to grant access to the **ExamGuard** Installer



The installer will guide the user through the process of accepting the user license and installing the plug-in on their Mac.