

## **Read & Write and Remote Examinations**

**ISSUE:** Not all accommodations work successfully with Respondus Lockdown Browser and Monitor

EXAMPLE ONE: Respondus Lockdown Browser and Monitor will NOT allow a student access to Read&Write (R&W). It locks the student out of the exam. Respondus Monitor requires Lockdown Browser.

EXAMPLE TWO: Students who require a reader or scribe (very few) are unable to utilize the common practice of having a live scribe or reader in a private room in LSS.

**SOLUTION:** Live remote invigilation/readers for students who require R&W by an approved Learner Success Services invigilator or academic school invigilator. Invigilator will use MS Teams to invigilate and student will share screen to allow invigilator to read the exam.

### **EQUIPMENT REQUIRED:**

Computers/laptops with microphone and camera (both student and remote invigilator/reader).

### **PROCESS:**

#### **Before Test Day:**

1. Student will go to the Accessibility Portal <https://accessibility.bowvalleycollege.ca> to book for the specific time their exam is scheduled
2. Instructor will receive an email notification about the exam. Instructors log in and confirm the exam details. They must also input the D2L exam password
3. Instructor will continue to receive the email notifications until they have provided the D2L exam password
4. Accessibility Services will arrange for an invigilator. The invigilator and student are connected to ensure that they have the technology requirements for the exam and will run through a quick mock test to help ensure success on the day of exam
5. Accessibility Services sets up a meeting in MS Teams and invites student

#### **Day of Test- D2L test in Respondus:**

1. Invigilator and student join the MS Teams meeting
2. Invigilator & student activate camera and microphone
3. Student logs on to D2L and shares their screen with invigilator
4. Invigilator tells the D2L test password to the student and the student types in the password to start the exam
5. Invigilator begins recording the test through MS Teams
6. Student begins the exam
7. Invigilator deactivates their camera to limit distraction (upon request/discussion)
8. Upon completion, invigilator stops the recording and notes any academic integrity concerns or technology issues.