

# UAHT Academic Integrity Respondus Testing Policy

## Purpose

Respondus LockDown Browser and Respondus Monitor may be used in UAHT courses to support academic integrity during online exams. This policy outlines student responsibilities, testing procedures, and expectations for monitored testing environments.

Students are responsible for complying with this policy as well as the UAHT Academic Honesty & Integrity Policy. Instructors may establish additional testing requirements specific to their courses.

Watch the [UAHT Respondus Testing Environment Setup video](#) before taking Respondus exams.

---

## Student Responsibilities

Students are expected to uphold academic honesty and integrity throughout all online testing. To ensure fairness and credibility, students must:

Understand and adhere to the UAHT Academic Honesty & Integrity Policy.

- **Follow all instructor-specific testing rules outlined in the syllabus and/or test instructions.**
  - Have an **external** webcam for testing.
  - Assume that books, notes, devices, or other resources are not permitted unless explicitly allowed.
  - Complete any required practice quizzes to test equipment in advance.
  - Ensure all technology is functioning properly prior to testing.
  - Avoid behaviors that may raise concerns, including leaving the testing area, repeatedly looking off-screen, being out of camera view, or interacting with others.
  - Proactively follow all testing guidelines to reduce unnecessary flags or reviews.
- 

## Preparing Your Testing Environment

Before beginning a test, students must ensure their environment is appropriate:

- Be alone in a quiet, private space.
- Use a well-lit area where your face and surroundings are clearly visible.
- Clear the workspace of all unauthorized materials (books, notes, devices, etc.). You may have a stack of books to the side on which to place the external webcam.
- Remove or avoid wearing items such as hats, earbuds, or smartwatches unless permitted.
- **At the end of performing the full environment scan, you will position the external webcam to the side. You need to have a stable surface, such as a stack of books, ready on which to place the camera. Show the books on the environment scan.**
- Have a valid photo ID ready (student ID, driver's license, or state ID).
- Ensure webcam and microphone are enabled and remain active.

If someone enters the room during testing, acknowledge it verbally and notify the instructor after the exam.

---

## Environment Scan & External Webcam Placement

Before starting the exam, students must complete a slow (20–30 second), thorough environment scan. Incomplete or missing scans will result in a warning, point deduction, a grade of zero, and/or additional testing requirements.

The scan should clearly show:

- Workspace surface
- Area under the desk or table
- Surrounding room and walls (walls or room contents do not need to be removed unless they relate to the test material; however, they must be visible during the scan)
- Any other relevant materials in the testing space

After completing the full environment scan (while the camera view is still visible on your screen), position the **external** webcam to the side using a stable surface, such as a stack of books. The camera angle should appear as if someone is sitting beside you.

The camera must clearly show:

- Your face
- Your hands at all times
- Your keyboard/work surface
- Your computer screen

The camera must remain still for the entire exam. If your face, hands, workspace, or computer screen are not visible at all times, your setup is considered unacceptable.

---

## During the Test

Students must remain visible and engaged for the entire testing session:

- Always keep your body, desktop/workspace, and computer screen in camera view.
  - Remain in the testing area for the duration of the exam.
  - Do not communicate with others.
  - Do not access unauthorized materials, devices, or applications.
- 

## Technology and AI Use

The use of AI tools, secondary devices, internet searches, messaging platforms, or outside assistance is prohibited unless explicitly allowed by the instructor. All submitted work must represent the student's own knowledge and effort.

## **Review of Recordings**

Respondus Monitor recordings may be reviewed by instructors. Automated flags may include:

- Multiple people detected
- Excessive movement or off-screen behavior
- Attempts to access other applications

Flags do not automatically indicate misconduct. Instructors will review recordings and determine if further action is necessary.

---

## **Testing Irregularities & Violations**

Examples of testing concerns may include:

- Missing or incomplete environment scans
- Unclear video or poor lighting
- Failure to complete ID verification
- Presence of unauthorized materials
- Leaving the camera view

Instructors will address these situations at their discretion. Responses may include a reduced grade on the assessment, adjustments to testing conditions, additional verification, or alternative testing arrangements (such as use of a testing center).

---

## **Academic Integrity Violations**

If a student is determined to have engaged in cheating or other academic misconduct, the instructor may take appropriate action consistent with institutional policies.

Possible actions may include, but are not limited to:

- A reduced or failing grade on the assessment
- Loss of eligibility for online proctored testing
- Requirement to complete future exams in a supervised testing center
- Referral to the appropriate academic or student services office

All incidents may be documented according to institutional procedures. Students retain the right to appeal academic decisions through the established grade appeal process.

---

## **Instructor Discretion**

Instructors maintain the authority to evaluate testing behavior and determine appropriate responses to concerns or violations. Decisions may consider:

- The nature and severity of the incident
- Available evidence
- Context and surrounding circumstances

This approach allows flexibility while maintaining fairness and academic integrity.