Sample Syllabus Language

Coronavirus Resources

Mason’s website on Coronavirus/COVID-19 is the official source for university updates. It also provides information and resources regarding the university’s response for students, faculty and staff. Please check this webpage regularly for updates. You may also find updated resources and information from the following offices which continue to serve students in Summer 2020: University Libraries, Writing Center, Learning Services, and Counseling and Psychological Services. If you have individual concerns about the university’s response, please contact safety@gmu.edu.

For Respondus Monitor and Lockdown Browser (Facilitation Note on Proctored Exams)

In addition to assessment tools available through Blackboard, Mason provides access to a suite of online proctoring tools powered by Respondus. Respondus 4.0 is a tool for creating and managing exams that can be printed to paper or published directly to Blackboard. We highly recommend that you include a practice exam during the first few weeks of the term to ensure both you and your students can navigate any technical difficulties before a major exam is scheduled.

- Respondus LockDown Browser is a separate, custom browser window that locks down the testing environment within Blackboard. It locks down student browsers and prohibits them from accessing the internet on their computer while taking an exam.
- Recommended by the Office of Academic Integrity, Respondus Monitor is a complement to the LockDown Browser and uses a student’s webcam and video analytics to prevent cheating during non-proctored exams. iPads are supported. Students will need to use an internal (built-in) or external (USB) webcam. Faculty and TAs can review the video of student behavior the system has flagged as suspicious.

Syllabus Note for Students (Please adapt to fit your specific course requirements)

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. A Quick Start Guide for Students is also available.

You will need the following system requirements for online exams:

- **Windows**: 10, 8, 7
- **Mac**: OS X 10.10 or higher
- **iOS**: 10.0+ (iPad only). Must have a compatible LMS integration [Details].
- **Web camera** (internal or external) & microphone
- **A reliable internet connection**

Prior to your first exam, install LockDown Browser following the step-by-step instructions.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into Blackboard and select this course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
• Run the **Webcam Check** and, if necessary, resolve any issues or permissions your computer prompts.
• Run the **System & Network Check**. If a problem is indicated, see if a solution is provided in the Knowledge Base. Further troubleshooting is available through the [ITS Support Center](#).
• Exit the **Help Center** and locate the practice quiz named [**NOTE TO INSTRUCTOR: CREATE A BRIEF PRACTICE QUIZ AND INSERT NAME/LOCATION OF QUIZ**].
• Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

• Ensure you're in a location where you won't be interrupted.
• Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
• Clear your desk of all external materials not permitted — books, papers, phones, other devices.
• Before starting the test, know how much time is available for it, and that you’ve allotted sufficient time to complete it.
• Remain at your computer for the duration of the test.
• Make sure that your computer is plugged into a power source, or that battery is fully charged.
• If the computer or networking environment is different from what was used previously with the **Webcam Check** and **System & Network Check** in LockDown Browser, run the checks again prior to starting the test.

To produce a good webcam video, do the following:

• Do not wear baseball caps or hats with brims that obscure your face.
• Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
• If using a built-in (internal) webcam, avoid tilting the screen after the webcam setup is complete.
• Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
• Remember that 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.