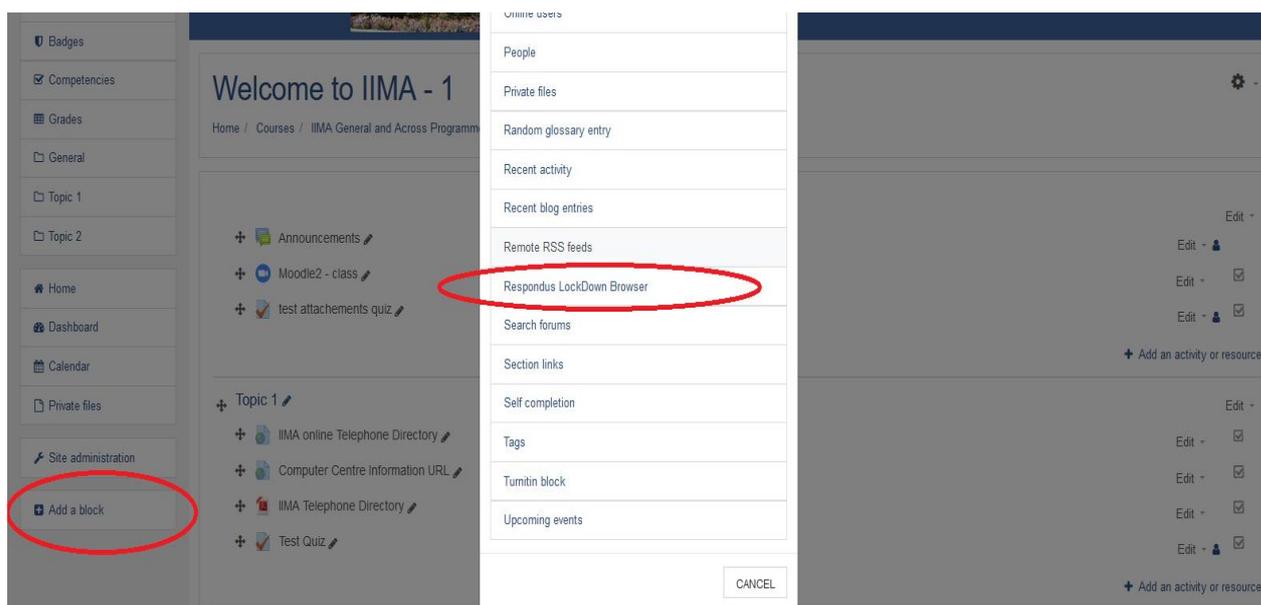


## Guide for setting the exam with LockDown Browser - Faculty/AAs.

Note: LockDown Browser will be available on [moodle.iima.ac.in](https://moodle.iima.ac.in) server different than the regular moodle server, so please send your request for a exam course creation on moodle. (Email request: [mdlsup@iima.ac.in](mailto:mdlsup@iima.ac.in))

1. Login to Moodle : Url: <https://moodle.iima.ac.in> by clicking [Google] button
2. Click the course such as 'Course\_Name\_Exam '
3. Create the zoom meeting or put zoom meeting link as url for students if zoom monitoring required.
4. Create a Quiz activity with appropriate timings by going to edit mode (Turn edit on/off).
5. Add questions to quiz/exam click on above created quiz and 'Edit' quiz, Add questions for quiz/exam.
6. For **Respondus LockDown Browser** check for 'Respondus LockDown Browser' block, if not there you need to add a 'Respondus LockDown Browser' block in the course page by (Turn edit on/off – check the left side panel for Block and Add block).



7. Click on 'Respondus LockDown Browser' block in the course page.

LockDown Browser with Zoom Exam - Mock Test - PGP-II/PhD (2020-2021)

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Announcements

MOCK QUIZ/ EXAM

Topic 1

- Mock Quiz with LockDown Browser
- Mock Exam with LockDown Browser - Open Quiz

Your progress

- Respondus LockDown Browser
- Dashboard ...

Calendar

October 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Respondus Lockdown Browser Dashboard on Moodle course page will appear like below:

About LockDown Browser

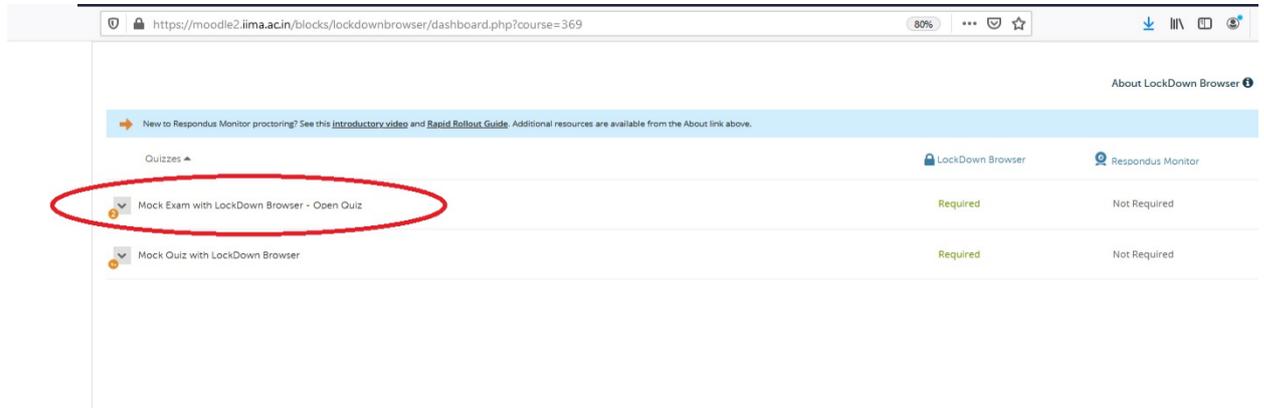
Welcome | Video Tutorials | Getting Started | Resources

Prevent Cheating During Online Quizzes

Don't show this page again

Continue to LockDown Browser >

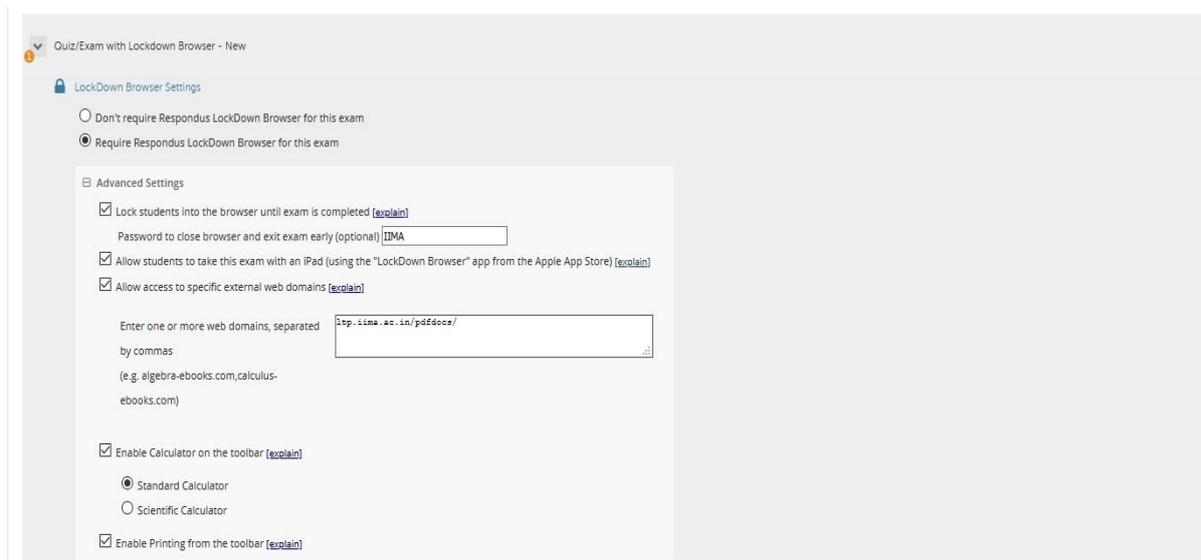
8. Once 'Respondus Lockdown Browser' Dashboard opens – select the quiz setting for various options by clicking drop down symbol again quiz (for going/getting back the moodle page please click on back button of browser).



9. Options to be set for LockDown Browser are as below:

Set Advanced Settings (details are explained along with option on browser) as required.

1. Lock students into the browser until exam is completed
2. Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store)
3. Allow access to specific external web domains
4. Enable Calculator on the toolbar
5. Enable Printing from the toolbar



Note: We are not going to have/use 'Repondus Monitor' for proctoring the exam, the details related to it is not explained herewith.

## Configuring/setting the separate Excel sheet-based exam

### A. Upload the exam excel sheet/file as a resource on moodle page:

#### 1. From moodle page

Copy the file link/url by right click and 'Copy file link location' from moodle page and put it as an Instructions on quiz page or along with the Quiz question as a link. It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

#### 2. From other server (subject to allowed url in LockDown Browser setup and access)

Copy the url/link of file and insert as a link at an Instructions/Description on quiz page or along with Quiz question (as a link). It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

### B. Uploading of PDF file of Cases or a Question paper.

As per LockDown browser requirements it must be on a separate server other than moodle or any other LMS sites.

We need to allow the said site url on LockDown Browser 'Allow access to specific external web domains' in quiz setting.

Copy the url of file and insert as a link at an Instructions/Description on quiz page or along with Quiz question (as a link). It will open the file in a new tab on 'LockDown Browser' while attempting the exam/quiz.

- Adding the link in instruction/questions – click on 'Insert/edit link' in question text box.

General

Current category

Save in category

Question name

Question text

The screenshot shows the Moodle question editor interface. On the left, there are labels for 'Current category', 'Save in category', 'Question name', and 'Question text'. The main area contains a 'Question 1' text box and a rich text editor. The rich text editor toolbar is highlighted with a red circle, and the 'Insert/edit link' button (represented by a chain link icon) is specifically circled in red. Below the toolbar, there is a text area containing instructions: 'Excel file 1st sheet contains PDF Images, 2nd contains Data, 3rd is for your Answers and 4th reference from other (LIT) server. Once done/over click the yellow button (at top) 'CLICK HERE TO SAVE YOUR WORK'. Lockdown browser will pop-up a message 'A link to your work has been placed in the clipboard...' follow the same and paste (CTRL+V) or (Command+V) for MAC users, the generated link to the answer box/window. for opening file click on above given links.' At the bottom, there is a 'Default mark' field with the value '1'.

- Adding Instruction/Description page in quiz – select – Description while adding the question in the quiz, it will appear as 'i' in question list.

