

# Technology Tips for Online Tests and Exams

## Exams TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

As exam season approaches, we'd like to offer some quick technology tips to help you prepare to navigate your online tests and exams with confidence and avoid academic misconduct.

### Start Here

The [Office of the Registrar's website](#) has a section dedicated to exams and it's a great idea to check out this page before you do anything else. In addition to the final exam schedule (usually released about a month before the Final Exam Period), you'll find lots of other useful information and resources here.

### Get to Know the Software

Toronto Metropolitan University has licensed [Respondus Monitor and LockDown Browser](#) for use in online exams on Toronto Metropolitan University's learning management system: D2L Brightspace (via my.ryerson.ca). This online equivalent of a proctored exam room helps both you and your Professor navigate online tests and exams. We encourage you to get to know the software ahead of time so there are no surprises on the day of your exam.

- **Respondus Monitor** is a fully automated proctoring solution that enables students to take online exams at any time of the day or night, without pre-scheduling. Students use a webcam to record themselves during an exam.
- **LockDown Browser** is a custom browser that locks down the exam environment within specific learning and assessment systems. When LockDown Browser is used during an online exam, you are unable to go to other URLs, switch applications, take screenshots, copy questions or print. It can be used in combination with Respondus Monitor.

Take a practice quiz ahead of time because having experience with the software/ browser will help you better navigate your exam.



**NOTICE:** It is possible to have exams that do not permit you move between questions or pages that you have already reviewed. Check with your Professor ahead of your exam. During the exam, make sure you are satisfied with your answers before clicking on to the next section.

### Get Help with D2L

Visit the [Courses - TorontoMetropolitanUniversity:LMS Support](#) website for more information on:

- troubleshooting quiz problems
- preparing your computer for an exam/ assessment
- and more!

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## Set Up Your Technology

- Always use a recommended web browser updated to the most recent version (Google Chrome or Mozilla Firefox).
- Clear your cache and restart your computer.
- Close other programs running on your computer.
- Make sure you can log in to my.ryerson.ca and access your course shell in D2L. You should:
  - know your TMU username and password
  - verify that your [two-factor authentication](#) is working
- Complete a D2L Brightspace system check.
- Make sure cookies and pop-ups are enabled on your web browser.
- When possible, use a hard-wired internet connection instead of wifi.
- When possible, use a desktop or laptop computer instead of a mobile device.
- When possible, limit the other activities using your internet bandwidth.

## Navigate the Exam with Confidence

We hope these tips assist you in navigating your online exams with confidence. Remember that preparing for exams should involve more than a review of your course materials. Best of luck on your exams!