Announcements for each type of remote proctoring modality to be placed into course (LMS) and syllabus

For Remote Proctoring Modality: A.I. Only:

Dear Students,
You will be required to take a proctored final exam in this course using the A.I. proctoring platform called Respondus Monitor. **Action is required in order to take this proctored exam.**

The cost to use Respondus Monitor is $10 for unlimited use during this course. **Payment must be received in order for you to have access to your exams. Click here** to pay the proctoring cost.

Once you make your payment, you will receive a receipt via email that will provide further instructions on using Respondus Monitor.

How to prepare for an exam using A.I. (Respondus Monitor):

Exams using A.I. require the use of a LockDown Browser and a webcam. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Please note that Respondus Monitor is **NOT** compatible with android devices and phones. If you do not have a webcam available, please notify your instructor immediately.

Additional Information:

Student Guide for using Respondus Monitor: https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-D2L-Student.pdf

Video overview of Respondus Monitor for students: https://web.respondus.com/lockdownbrowser-student-video/

You may also refer to the CSU Proctored Exams: Student Guide

If you have questions regarding this process, please email proctor@columbusstate.edu or call 706-507-8020.

For Remote Proctoring Modality: Hybrid/Live Option:

Dear Students,

Please read this entire announcement. Action is required in order to take proctored exams.
You are required to take [_____enter title of exam___] with a proctor. This means that you must
be observed while you take your test. (If you choose to test face-to-face with me at the time and
date specified for the exam, you do not have to register for proctoring services.The face-to-face
option for this exam will be held on [date] from [time] in [location].)
Please Note: Exams slots tend to fill up quickly. Please schedule your exam appointment as soon
as possible.
The proctoring modality chosen for this exam is Hybrid/Live.
How to prepare for a Hybrid/Live proctored exam:
Hybrid/Live Exams require you to be watched by a live proctor while taking your exam via
webcam. The webcam can be the type that's built into your computer or one that plugs in with a
USB cable. Please note that hybrid/live exams are NOT compatible with Google Chromebooks,
Android tablets, iOS tablets, Linux operating systems, Microsoft Windows 10 in S mode,
Microsoft Surface RT, Computers running within virtual machines, development previews or
beta builds. If you do not have a webcam available, please notify your instructor immediately.

Please refer to the CSU Proctored Exams: Student Guide for information on preparing for the day of your exam.

Click here to pay for your exam. Your receipt will contain instructions and a direct link so you can schedule an
appointment for your exam.

 If you have questions regarding this process, please email proctor@columbusstate.edu or call 706-507-8020.

Instructor—The Testing Center will provide you with a unique link to insert in this announcement so that
students can pay.

For Remote Proctoring Modality: A.I. Record & Review:

Dear Students,

You will be required to take proctored exams in this course using the A.I. Record and Review proctoring platform called Respondus Monitor. Your testing sessions will be recorded and reviewed by Testing Center staff. **Action is required in order to take these proctored exams.**

The cost to use Respondus Monitor is $30 for each record and review exam. **Payment must be received in order for you to have access to your exams. Click here** to pay the proctoring cost.

Once you make your payment, you will receive a receipt via email that will provide further instructions on using Respondus Monitor. Once you have taken your exam, please allow 3-5 business days to see your grade in order to
allow time for the CSU Testing Center to review your exam video and provide feedback on any
potential incidents.

How to prepare for an exam using A.I. (Respondus Monitor):

Exams using A.I. require the use of a LockDown Browser and a webcam. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Please note that Respondus Monitor is **NOT** compatible with android devices and phones. If you do not have a webcam available, please notify your instructor immediately.

Additional Information:

Student Guide for using Respondus Monitor: https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-D2L-Student.pdf

Video overview of Respondus Monitor for students: https://web.respondus.com/lockdownbrowser-student-video/

You may also refer to the CSU Proctored Exams: Student Guide

If you have questions regarding this process, please email proctor@columbusstate.edu or call 706-507-8020.