How It Works

1. When you are logged into ALEKS and ready to be proctored for the assessment, select Get Started. You will see an indicator that it must be taken with LockDown Browser + Monitor:

2. After selecting Get Started, you’ll arrive at the Introduction page. If you haven’t already downloaded the ALEKS version of LockDown Browser, you can do so with the link on this page.
   a. Be sure your Internet connection is stable.
   b. After you install LockDown Browser, reboot your computer and log back in.
3. Once LockDown Browser is installed, select Launch LockDown Browser + Webcam to begin the Assessment.
   a. LockDown browser will open,
   b. Carefully read and follow the Startup Instruction Sequence.

4. It is important that you follow all remaining steps. Timing begins after the Startup Sequence is completed and you begin the assessment.
a. In the Startup Sequence, you will read and agree to the ResponduMonitor Terms of Use.

b. Complete a Webcam Check. You must have a Webcam and audio.

c. Read and follow all Guidelines and Tips.
d. Take your **Student Photo**.

![Student Photo](image)

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e. **Show Identification** – *you are required* to show either a KSU or government-issued photo ID such as driver's license or passport. Do not take the assessment if you do not have the appropriate ID.

![Show Identification](image)

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f. **Environment Check** – *you are required* to show your desk and working space.

* Make sure the area around your computer is clear of phones, all other devices, notes, additional papers, books, etc. Only paper and pencil can be used; all devices, notes and informational resources are prohibited during this assessment. If it is observed that you are using them, your score may be removed, and you may be asked to assess again.

* Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the work area around your desk and computer. (If the Webcam is built into the monitor, just do your best to show the surrounding area.)
* Click "Stop Recording" when finished.

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**g. Additional Instructions – read carefully.** These instructions are specific to Kent State University. Failure to follow all instructions may result in the invalidation of your score.

* By taking this remote assessment, you are abiding by the Honesty Statement and Remote Proctoring Agreement, [https://www.kent.edu/advising-testing/honesty-statement-and-remote-proctoring-agreement](https://www.kent.edu/advising-testing/honesty-statement-and-remote-proctoring-agreement).

* One or two testing center staff members will review recordings daily. This is much like being proctored in-person so follow ALL instructions carefully.

* The assessment should take no more than 60-90 minutes. However, all students have up to 3 hours to complete it.

* Make sure your camera is capturing you throughout the assessment.
  - DO NOT cover the camera or turn off the facial detection feature.
  - YOU MUST show ID and your desk/working environment.
  - If the room is too dark, protocols aren't followed or there are too many flags, you may be asked to take the assessment again.

* During the assessment, YOU MAY USE scratch paper and pencil to work problems. DO NOT USE a calculator. If one is needed, it will appear in the ALEKS math problem during the assessment.

**The following is prohibited:**
- Accessing other resources (a phone, tablet, notes, books, etc.).
- Communicating with other people.
- Leaving the room.
For best results:
- Work in a quiet space.
- Keep others out of your testing space.
- Sit at a desk or workspace and remain seated until the assessment is completed.

* If an interruption occurs, provide an explanation by speaking directly to your Webcam audio recorder or email testingservices@kent.edu.

* If Internet services are unavailable, you do not have the technology necessary for this assessment, or you are unable to meet the requirements, contact your home campus testing center for assistance, https://www.kent.edu/advising-testing/university-testing-services
https://www.kent.edu/testing-placement/university-testing-services

* If you have a disability that requires accommodations, contact the Student Accessibility Services office at your home campus before assessing, https://www.kent.edu/sas/sas-student-handbook
https://www.kent.edu/sas

h. The **Facial Detection Check** is required. It keeps you from being flagged in the recordings.

5. **Begin Exam** - once the Startup Sequence is finished, you can begin. An indicator that your webcam is recording displays in the top-right corner.