# Remote Proctoring Guide for Students

## What is remote proctoring?

Remote proctoring is a digital service or tool that is used to help ensure the integrity of an online exam or assessment by emulating the role of an on-site proctor. Remote proctoring software helps to confirm the identity of the test-taker, monitor a student's activity during the assessment, and serves as deterrent to cheating by limiting a student's access to unauthorized digital resources during the exam.

Rutgers uses Respondus Lockdown Browser and Monitor to limit a student's access to web browsers and other applications while taking an assessment. The toolset also utilizes a student's webcam, microphone, and other elements to assess the testing environment and monitor activity during the assessment.

## Is online proctoring required for all online exams?

No. Online proctoring is an option that your instructor may or may not require for quizzes or exams. If the instructor has enabled online proctoring for an exam or quiz, then it is required of all students in that class.

## How do I know if my online exam will require proctoring?

Your instructor will make you aware of the use of remote proctoring as soon as possible. If a quiz or exam is being proctored, you will be prompted to download and install Respondus before beginning the assessment.

## If my online exam requires proctoring, what will I need?

Students will need:

- A laptop or desktop computer, a microphone, a webcam and a reliable Internet connection
- [Download and install Respondus Lockdown Browser & Monitor](#)
- If you experience any issues with a proctored assessment, [contact OIT Help Desk](#).

## What happens after the exam?

If there weren't any issues or flagged events, your assessment will be scored normally and nothing more is required on your part. If an activity was flagged by the proctoring tool, the instructor will be alerted and will need to review the incident. A flagged activity does not mean the student has cheated, it simply means the instructor should take a look and determine whether or not it needs to be investigated further or referred to the Office of Student Conduct.

## How is my privacy protected?

Respondus is the University's only enterprise remote proctoring solution and has been fully vetted by the University's Office of Information Technology to ensure it is compliant with Federal, State, and local laws and regulations, including the [Family Educational Rights and](#)

[Privacy Act (FERPA).](#) Respondus uses securely encrypted protocols to save and view all test taker assets and can only be accessed by the appropriate University staff.

Recordings and other student information are stored on secure cloud-based servers and accessed only by the instructor, University LMS administrator, or other authorized Rutgers personnel. Recordings are permanently deleted after the standard data retention period. [Visit the Respondus privacy and security page](#) for more information.

## Additional Resources
[Office of Disability Resources - Exam Accommodations](#)