

EXAM DISRUPTION POLICY

LockDown Browser and Online Proctored Examinations

Respondus Monitor | Secondary Camera | Connectivity Standards

Purpose

To ensure fairness, academic integrity, and consistent handling of testing irregularities during online examinations administered using Respondus LockDown Browser and related proctoring technologies.

Policy Statement

Students are fully responsible for ensuring that all required technology — including internet connectivity, testing devices, and secondary camera systems — is functional prior to the start of any examination.

Technology-related disruptions are not automatically grounds for exam reset or retake. All reported disruptions will be evaluated using established College of Nursing procedures and may be referred to the Nursing Academic Integrity Committee (NAIC) for review.

Definitions

Term	Definition
Exam Disruption	Any interruption affecting the ability to complete an exam: internet loss, LockDown Browser malfunction, device failure, or secondary camera interruption.
Student-Controlled Issue	A disruption caused by factors within the student's reasonable control: poor Wi-Fi, uncharged device, failure to complete pre-exam checks.
System-Level Issue	A verified disruption outside the student's control: confirmed LMS outage, LockDown Browser system failure, or documented ISP outage.
NAIC	Nursing Academic Integrity Committee — the body responsible for reviewing potential violations of academic integrity policy.

Student Responsibilities

Students must complete all of the following before beginning any examination:

- Complete the required practice quiz using LockDown Browser before exam day.
- Verify full functionality of the primary testing device, secondary camera device, and internet connection.
- Ensure stable internet (minimum: 10 Mbps download, 2–5 Mbps upload, ping <50 ms).
- Ensure device is fully charged and/or plugged into a reliable charger.
- Close all non-essential applications before launching LockDown Browser.
- Confirm no VPN or unauthorized software is active.
- Configure secondary camera device settings (auto-lock off, battery saver off, Do Not Disturb on).
- Complete a 10-minute test recording to verify uninterrupted secondary camera operation.

Failure to meet pre-exam requirements may result in any subsequent disruption being classified as student-controlled, making the student ineligible for automatic remediation.

Reporting Requirements

Students must report any exam disruption immediately during the exam or within the active exam window. Reports must include: time of disruption, description of the issue, and supporting evidence (screenshot, error message, or timestamp) if available.

Failure to report within the exam window may result in automatic denial of remediation, regardless of the nature of the disruption.

Classification of Disruptions

Level	Description and Outcome
MINOR	Brief interruption; student resumes and completes exam. Exam graded as submitted. No retake permitted.
MODERATE	Interruption affects performance; exam partially completed. Faculty review required.
MAJOR	Exam cannot be completed; student locked out or system failure. Formal review required. Determination based on documented evidence.

Determination of Cause

Student-Controlled Issues — Not Eligible for Automatic Retake

- Poor internet setup, weak signal, or inadequate router proximity
- Failure to complete required pre-exam checks

- Device battery failure or unexpected shutdown
- Running unauthorized or background applications during the exam
- Secondary camera failure due to improper configuration
- Exam taken in a public location without prior approval

Outcome: No automatic retake. Possible NAIC referral.

System-Level Issues — May Be Eligible for Retake

- Verified system-wide LMS outage (documented by institution)
- Confirmed LockDown Browser system failure (verified via logs)
- Documented ISP outage affecting the geographic area

Outcome: Eligible for one faculty-approved retake using an alternate exam version. Thoroughly documented. Completed under supervised conditions.

Secondary Camera Requirements

The secondary camera is a required examination component. Failure — including recording interruption, device shutdown, or missing/incomplete video — will be considered a testing irregularity and may result in faculty review, NAIC referral, or exam invalidation.

Secondary camera failures caused by improper setup, device not charging, or failure to complete the pre-exam camera readiness check will be classified as student-controlled.

Patterns of Disruption

Repeated reports of exam disruptions by the same student will result in mandatory NAIC review, evaluation for academic integrity concerns, and possible escalation to program leadership.

Faculty Responsibilities

- Review all disruption reports using the Faculty Decision Tree
- Verify available evidence including LMS logs, Respondus Monitor footage, and timestamps
- Document the nature of disruption, evidence reviewed, and final determination
- Refer to NAIC when integrity is in question or patterns of disruption are identified
- Complete the Faculty Disruption Documentation Form within 48 hours

Student Acknowledgment

By enrolling in courses using Respondus LockDown Browser, students acknowledge they have read and accepted this policy, accept responsibility for ensuring all technology is functional before each exam, and understand that technology failure is not automatic grounds for exam reset unless a system-wide outage is confirmed.

College of Nursing

Online Examination Disruption Policy

Effective: 2025–2026

Student Name (print):

Student ID:

Date:

Student Signature:

Program / Cohort:

Academic Year: