

Louisiana State University Health Sciences Center

*School of Allied Health Professions*

Electronic Exam Preparation Checklist

In order to maximize your success with computer testing, please ensure the following items have been addressed prior to the quiz/exam:

The night before a quiz/exam:

- Ethernet cord and power cord packed in computer bag with computer.
  - Ethernet cord must snap into port/jack to connect properly. If the small clip on either end of the cord is broken, replace the cord or borrow one from the SAHP IT office.
- Current lockdown browser installed.
  - To check version/update, open the Respondus Lockdown browser from your desktop; click the Information icon (i) to view your current version and to check for a newer version.
- Please be certain that your password is not in jeopardy of expiring.
- Mock-quiz taken successfully.
- Delete all cookies.
- Delete all temporary internet files.
- Change software update feature to not push updates.
- Check your power settings for your computer. It is recommended that you put your power setting to maximum for both plug-in and battery.
  1. Many laptops will have power settings that allow the computer to turn off the wireless antennae to save power.
  2. Make sure that your screen and your sleep settings are set to allow you enough time to complete the test.
  3. Some computers will also have a settings for turning off your hard disk if your computer is idle for a specified amount of time; you may need to adjust this setting.

Just prior to the quiz/exam (we recommend arriving at least 20 minutes prior to the test time to ensure you are able to start on time):

- Computer has been power down and restarted.

- Check your battery to ensure you have adequate power, and when possible plug into an outlet.
- Make sure you are connected to LSUHSC-Secure.
- Log onto the Moodle site.
- Prepare to enter quiz/exam when instructed to do so.

If you have any questions about this checklist, stop by the IT Office, 6A14