

EXAMINEE TECHNOLOGY PREPARATION INSTRUCTIONS
FOR REMOTE/RESPONDUS-PROCTORED
GENERAL FORENSIC ANALYST LICENSING EXAM II

I. Technology Requirements

- a. Computer or laptop with webcam
- b. Computer or laptop with sound
- c. The technology must be setup *before* the test day and working properly. (See instructions in Section III. below.)

II. LockDown Browser

- a. REQUIREMENT:

LockDown Browser

This exam requires the use of Respondus LockDown Browser for online exams. Watch this video to get a basic understanding of Respondus LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

- b. BEFORE THE TEST:

Webcam Requirement

The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=139113547>

- c. ONCE INSTALLED:

- Start LockDown Browser
- Log into Blackboard Learn (Login info will be provided by FSC Licensing Staff after registration)
- Navigate to the exam (You won't be able to access the test until the scheduled test start time.)

Note: You won't be able to access tests with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

III. Remote Exam Security Guidance

When taking an online exam, follow these security guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it.
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices..
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam..
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims.
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move.
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window).
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

IV. Getting Help

Resources available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. Also run the "Webcam Check" from this area.

**REMOTE RESPONDUS-PROCTORED TEXAS GENERAL FORENSIC
ANALYST LICENSING EXAM II
EXAMINEE SECURITY RULES**

Examinees are required to review and familiarize themselves with and the security and confidentiality policies outlined below; these will be strictly enforced. **Examinees must sign and return the agreement/oath at the end of this document upon completion of the exam to licensing@fsc.texas.gov.**

Exam Material Security

The content contained in the GFALE II may not be used for any purpose other than the legitimate assessment of authorized participants/examinees. No portion of the GFALE II may be copied, transmitted, or reproduced in any manner, under any circumstances.

Breaches of Security

The Texas Forensic Science Commission must be notified immediately if any breach of security occurs during administration of the exam. Once the Texas Forensic Science Commission is notified of a breach, steps will be taken to determine the extent of damages and necessary steps to remedy the breach.

Permitted and Prohibited Items

Permitted Items: Pens, pencils, 2 pieces of blank scratch paper, English language translation dictionary (with prior permission from FSC staff).

Prohibited Items: Study materials, notes, cell phones, digital watches, cameras, scanners, recorders, headphones, calculators, backpacks, purses, tote bags and other similar items.

Necessary Accommodations

Exam proctors and Commission licensing staff are permitted to use their discretion to allow examinees to bring items not listed above into a secure exam area, such as medical supplies or lactation pumps. If you believe you need any special arrangements to address health or disability-related conditions for your exam, please consult a Texas Forensic Science Commission staff member prior to the exam date and time.

Examinee Responsibilities

Exam procedures must be followed by all examinees. If an exam procedure violation occurs, the examinee must immediately cease testing. The time and nature of the incident must be reported to the Texas Forensic Science Commission. The examinee must

immediately email the Commission office for assistance at licensing@fsc.texas.gov.

The following behavior is prohibited by examinees during administration:

- Looking at physical notes or any other application, window or program on your computer screen or another device screen.
- Giving or receiving assistance from another individual.
- Using an iPhone®, smart phone, mobile device, cellular phone, wristwatch with calculators, smart watch, devices that can record data, and similar devices.
- Copying, transmitting, or reproducing any portion of the exam in any manner whatsoever.
- Removal of scratch paper used during the exam from the exam site, scratch paper must be shredded and discarded after the exam.
- Failing to follow the exam procedures as outlined by the proctor.

Late Start

The exam is only available to you during the designated window of time for which you registered for the test and will close 20 minutes after the designated time to begin the exam session. Examinees logging on after closing time may be admitted at the FSC staff's discretion.

Early Completion

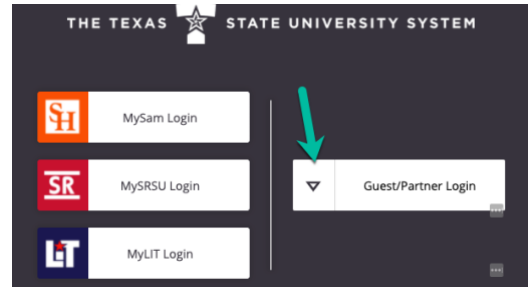
Examinees who finish the exam early may submit their exam, log out from their screen, and exit the testing room.

Requests to Leave the Room

Examinees should not leave the testing room and the camera view and sound must be on through the duration of their exam session. Should an examinee need to leave the exam room for an emergency, the FSC staff has the discretion to grant an exception or terminate the exam session. No testing materials may be removed by the individual, and no outside materials may be brought in upon his or her return.

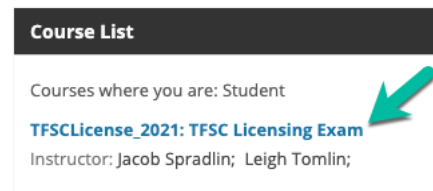
Login Instructions

- Visit the [TFSC Login Portal](#) (the Portal is part of the Texas State University System)
- Click the **Guest/Partner Login** button
- **Enter** your login credentials and **Login**



Licensing Exam Course Access

- Follow the steps to log into the portal (above)
- Locate the **TFSC Licensing Exam** link in your Course List and click it



Examinee Security and Confidentiality Agreement:

I have read and understand the Texas Forensic Science Commission’s Exam policies and instructions described herein, including the policies for security and confidentiality of exam material. I have not copied or reproduced any exam material. I will not provide exam content to future examinees and will not otherwise violate any Texas Forensic Science Commission statute, policy, or rule, including the Texas Forensic Analyst Code of Professional Responsibility as described in the Texas Administrative Code § 651.219. If I become aware of any such violation by any other examinee or if any irregularities unknown to the Commission occurred during or later occur my exam, I will immediately report this information to Texas Forensic Science Commission staff.

Signature of Examinee

Printed Name of Examinee

Name of Laboratory

Date