



# Students Logging into the Locked Exam Browser (Respondus)

These instructions are intended to help teachers guide students through the login process for the locked browser - usually for PAT's and Diploma exams.

## \*IMPORTANT:

Students will need the following information to login to the Locked Exam Browser:

- 1. Alberta Student Number (ASN)
- 2. Date of Birth
- 3. Group Access Code (will be provided by the teacher or exam supervisor before the assessment).

## LOGGING IN:

1. **FOR SECURE PROVINCIAL EXAMS:**

Login to a division computer that has the locked browser *software* installed using the student "Exam" account credentials provided by the division tech department.

**FOR PRACTICE EXAMS (not using a locked browser)**

Login to the Vretta system: <https://abed.vretta.com/#/en/login-router-st>

- 2. Select **Student**.
- 3. Students will be presented with a list of examination guidelines. Students **MUST** click the **Proceed** button to continue.
- 4. On the **Student Access** screen, enter the group **Access Code** (provided by the teacher or exam supervisor), the student's **Alberta Student Number (ASN)**, and the student's **Date of Birth**. Click **Sign In**.
- 5. Students will be directed to the assessment waiting room until the teacher or exam supervisor "Accepts" them into the assessment.

Welcome to the waiting room, your teacher will let you in shortly.

- 6. Once the teacher or exam supervisor "Accepts" the student into the assessment, the student will see a new browser page with the name of the assessment.
- 7. Once the teacher or exam supervisor "Unlocks" the assessment (starts the exam) for all students, they will see a prompt to begin.

## NAVIGATING THE EXAM:

- 1. Students have **four (4)** ways to navigate through the exam:
  - a. **Top-Left:** drop-down menu with section headings.
  - b. **Top-Left:** section links (just below drop-down menu).
  - c. **Bottom-Right:** Back and Next buttons.
  - d. Once questions have started, the *Topic Question* and *Prompt Texts* display as **links at the top-right** of the window.
- 2. Once students are on a question, there are **three (3)** options to change the page view:
  - a. **Left:** Displays the *Question* in **Full Page** view.
  - b. **Split:** Displays the *Question* on the left and the *Response* area on the right.
  - c. **Right:** Displays the Response area in **Full Page** view.



- 3. **Word processing tools** are listed along the right side of the window.
- 4. **Spelling and Grammar checker** should be automatically enabled in the *Response* area (words underlined in **red** for spelling and **blue** for grammar). However, if it is disabled for a student, it can be re-enabled at the bottom-right of the *Response* area. Hover over the little grey dot and click the power icon.



The grey dot will turn orange when enabled, and red when there are spelling or grammar issues.

- 5. **Word Count**, **Double Line Spacing**, and **Page Preview** are located at the bottom of the *Response* area.

