



Lockdown Browser Policy

Purpose:

The purpose of this Lockdown Browser Policy is to ensure a secure and fair environment for all online exams conducted in American Baccalaureate School. Lockdown browser software, specifically "**Safe Exam Browser**," will be utilized to prevent unauthorized access to external resources during examinations. This policy outlines the mandatory use of Lockdown Browser for all students taking online exams and provides guidelines for its implementation and configuration.

Policy Details:

1. Mandatory Use of Lockdown Browser:
 - a. All students taking online exams at American Baccalaureate School are required to use Safe Exam Browser to write their exams. This measure ensures the integrity of the examination process and helps maintain a level playing field for all students.
 - b. Lockdown Browser must be installed on all student laptops, design labs, and testing lab PCs to ensure uniformity and accessibility for every student.
2. Pre-Exam Verification:
 - a. Departments responsible for conducting online exams must contact the IT department at least one week before the scheduled exam date to verify the Lockdown Browser configuration.
 - b. The IT department will ensure that each exam's configuration includes the correct link and necessary information for students to access the exam successfully.
3. Technical Support:
 - a. The IT department will provide technical support to both faculty and students regarding any issues related to the installation, setup, or usage of Lockdown Browser.
4. Exam Integrity and Monitoring:



- a. Faculty members conducting online exams must take necessary precautions to maintain the integrity of the exam and ensure a fair assessment.
 - b. Any suspected violation or irregularity during the exam will be reported to the appropriate authority for investigation.
- 5. Student Guidelines:
 - a. Students must familiarize themselves with the usage of Lockdown Browser before the exam day.
 - b. It is the responsibility of the students to ensure that their devices have the required Lockdown Browser software and that it is functioning correctly.
- 6. Exam Environment:
 - a. Students are required to take the online exam in a quiet and distraction-free environment.
 - b. All other applications, programs, or websites must be closed before launching Lockdown Browser to prevent any potential disruptions during the exam.
- 7. Non-Compliance:
 - a. Failure to use Lockdown Browser during an online exam may result in disciplinary action as determined by the school's policy on academic integrity.

Note: This Lockdown Browser Policy will be reviewed and updated periodically to ensure that it remains relevant and effective in light of changing circumstances and technologies.

American Baccalaureate School is implementing a Lockdown Browser Policy to maintain the highest standards of academic integrity and fairness in all online exams. This policy will prevent students from accessing unauthorized materials during exams, ensuring that all students are evaluated on their own knowledge and skills.