

Formative Secure Testing & Proctoring

*Formative's built-in security tools add friction against cheating, but the strongest defense is still active, in-room proctoring combined with the **Live Responses** dashboard. Use the quick workflow below to blend both approaches and protect every exam.*

Academic Integrity Expectations & Consequences

- **Remind students** that any attempt to access other apps, websites, or communicate answers constitutes cheating.
- **District policy applies:** infractions may result in a zero on the assessment, parent notification, disciplinary referral, and/or loss of technology privileges.
- Display or read aloud before the test:
"By starting this assessment you affirm that all work is your own and acknowledge the consequences of academic dishonesty outlined in our Student Handbook."

Accessibility & Approved Tools

- Enable Formative's **Calculator**, **Spell Check**, or **Accent Keyboard** tools instead of external apps.
- Provide paper copies of reference sheets as approved instead of links.
- Configure **Extended-time**, **TTS**, or **Choice reduction** in assign settings before test day.

Use the following checklist in order every time you assign an exam in Formative.

- ☐ Prepare Devices (Day Before)
 - ☐ **Verify LockDown Browser is installed** on every student device.
 - ☐ Launch a **5-minute practice quiz** to confirm students can open, answer, and submit.
 - ☐ Remind students to **restart devices** the morning of the test and close all other apps.
- ☐ Configure the Assignment (**Assign** → **Additional settings**)
 - ☐ Set **Open/Close dates** and, if needed, a **Time Limit**.
 - ☐ Choose **After Submission** → **Make Hidden** to remove the test from student view after submission.
 - ☐ **Display Each Item as a Separate Page**
 - ☐ **Display Questions in Random Order** and/or enable *Shuffle answer choices on questions*.
 - ☐ Toggle **Secure Browser** (Respondus LockDown Browser) **ON**.
 - ☐ **Highly recommended:** Choose **High Security**
 - ☐ Set a **Quit Password** for emergencies or approved breaks.
 - ☐ Add an **Entry Password**
 - ☐ **Highly recommended:** Update the entry password **AFTER** students begin the test



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☐ In-Class Proctoring Best Practices

Before students begin

- If possible, Seat students so screens are visible to you but not to neighbors.
- Instruct students to clear desks of all materials except those you explicitly allow.
- Collect or power-off phones, smart-watches, earbuds, and any secondary devices.

At the moment of launch

- Ask students to close all apps including any additional desktops.
- Ask students to display a clear desktop including any additional desktops.
- Remind students that leaving the browser or switching apps **pauses their test and flags you.**
- **Provide the Entry Password ONLY after all screens are verified.**

While students work

- Actively circulate; observe screens, body language, and room noise level.
- [Monitor the Responses tab for Paused or Swipe-away alerts.](#)
- Redirect off-task behaviour immediately and document any incidents.

Wrapping up

- Students remain seated until “Submission/Completed” checkmark icon is shown on every student row on the responses page.
- Use the Quit Password yourself if an emergency exit is required. Check for opened tabs or apps after exiting.
- Collect scratch paper and verify it contains no assessment content.

☐ Wrap-Up & Post-Exam Audit

- Review **score distribution**, [timestamps](#), and [copy-paste flags](#) on the **Responses** tab.
- Investigate anomalies (rapid submissions, identical answer patterns) the same day.
- For class review, temporarily switch **Return Correct Answers** to *After submission* and revert to *Don't show* once discussion ends.

Need Help? Teacher guide: <https://help.formative.com> • Tech support:
support@formative.com



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