



THE UNIVERSITY OF WEST FLORIDA
College of Arts, Social Sciences, & Humanities
Department of Criminology, Criminal Justice & Legal Studies
11000 University Pkwy
Pensacola, FL 32514

<https://uwf.edu/cassh/departments/criminology-criminal-justice-and-legal-studies/>

CCJ 3666: Victimology

Professor: Dr. Chrystina Hoffman
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Office: Building 70/Room 106

Credit Hours: 3.0
Semester/Year: Fall 2025
Class Day/Time: MW 4:00pm – 5:15pm
Class Location: Building 70/Room 115

Office Hours: M/W 10:00am – 12:30pm & 2:30pm – 3:30pm or by appointment

REQUIRED TEXT:

Daigle, L. E. (2021). *Victimology: The essentials*. (3rd ed.). Sage Publications.

ISBN: 978-1544393193

Steiner, L. M. (2009). *Crazy love*. St. Martin's Griffin

ISBN: 978-0312377465

**Required textbooks are available in the John C. Pace Library.*

**Additional readings may be posted on Canvas.*

COURSE DESCRIPTION:

The study of the interrelationships between crime, criminals, victims, and the criminal justice system. Areas of emphasis include victim's rights, restorative justice, as well as the psychological, financial, and medical needs and problems of the victim.

COURSE TOPICS:

- Victimization definitions and measurement
- Consequences of victimization
- School and work victimization
- Sexual victimization

- Intimate partner violence
 - Child and elder abuse
 - Human trafficking
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STUDENT LEARNING OUTCOMES:

The student must play an active role in meeting student learning outcomes by attending class, completing readings, participating in discussion, excelling in required course work, and being prepared for class sessions. From material covered in this course, both through lectures and assigned readings, students have the ability to meet the following student learning outcomes:

- 1) Identify the extent of and factors related to victimization;
 - 2) Discuss major theories associated with victimization;
 - 3) Identify the consequences and costs of victimization;
 - 4) Evaluate responses to victimization and prevention;
 - 5) Compare and contrast different types of victimization.
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EDUCATIONAL GOALS:

This course will provide students with in-depth knowledge of victimization. This field of study is important to understand and help assist victims of crime. This course will prepare the student to understand risk factors related to victimization, the consequences of victimization, as well as criminal justice system responses to victimization.

COURSE REQUIREMENTS:

I. *Class Attendance and Participation.* While there is not an official attendance requirement for this course, I strongly encourage each student to attend all classes and participate in class discussions. Research shows that there is a positive association between class attendance and course grades; that is, students who attend regularly and participate in class discussions tend to perform better in the course than students who do not. Additionally, there will be periodic, unannounced in-class activities throughout the semester.

II. *Examinations.* There will be two (2) exams in this course – see the course schedule for exam dates. Exams can consist of multiple choice, matching, and/or short answer questions. Exams will cover material presented in the readings, textbook, and lectures. Exams will open on Monday at 9:00 am (CST) and close at 11:59pm (CST) on Friday. **Each exam is worth 50 points, for a total of 100 points towards the student's final grade.**

III. *Gulf Coast Kids House Know Child Abuse Training.* This is an online training program through a local Pensacola agency, Gulf Coast Kids House. The training will teach you how to

recognize signs of and report child abuse. After completing this training, you will be asked to submit your program completion certificate. **The Gulf Coast Kids House Know Child Abuse Training assignment is worth 20 points towards the student's final grade.**

IV. *Crazy Love (2009) Reflection Paper.* *Crazy Love* (2009) chronicles Leslie Morgan Steiner's abusive relationship, from start to finish. Incorporating what you have learned from the course material, why did Leslie not "just leave" Connor? In other words, why does Leslie stay? Use information from your textbook and/or other outside scholarly, peer-reviewed sources to help you answer this question.

- This paper should be 3 to 4 double-spaced pages in length – that is, it *MUST at least* go to the end of the third page.
- This paper should conform to 7th edition APA guidelines. This means that you should be citing *Crazy Love* (2009), the textbook, and other scholarly, peer-reviewed sources throughout your paper, with a properly formatted reference list at the end.
- Papers that are flawed in terms of content will be graded accordingly. For instance, points will be deducted for incorrect statements regarding the book or incorrect applications of key terms and/or theories.
- Papers that contain victim blaming statements will automatically lose five points.

The *Crazy Love* (2009) reflection paper is worth 30 points towards the student's final grade.

V. *In-Class Minute Papers.* There will be five (5) unannounced in-class minute papers that may gauge your understanding of the course material or ask your opinion on a certain topic. These in-class minute papers may be at the beginning or end of class and will be graded in terms of "pass/fail" (either you did the assignment or you did not). Late submissions for in-class minute papers will not be accepted. **Each in-class minute paper is worth 5 points, for a total of 25 points towards the student's final grade.**

VI. *Prevention Program Pamphlet.* Students are tasked with creating an informational and visually appealing prevention program pamphlet for one of the forms of victimization covered in this course. The prevention program pamphlet should provide detailed information on prevalence and/or incidence rates, at-risk populations, program goals, outcome evaluations, etc. A handout will be provided later in the semester. **The prevention program pamphlet contributes 20 points towards the student's final grade.**

GRADES AND GRADE DISTRIBUTION:

Grades will be calculated by adding each component together.

	Description	Points
Examinations		
	Midterm	50
	Final	50
Gulf Coast Kids House Training		20
Crazy Love (2009) Reflection Paper		30
In-Class Minute Papers		
	Five (5) in-class minute papers that may gauge your understanding of the course material or ask your opinion on a certain topic	25
Prevention Program Pamphlet		
	Create an informational and visually appealing prevention program pamphlet for one of the forms of victimization covered in this course	20
		TOTAL = 195

Students have the potential to earn 195 points throughout this course. Grades are based on the percentage of points earned out of the points possible. Below is the breakdown for grades based on percentages and total points earned:

Final Grade	Percentage	Total Points
A	93% or higher	181 or above
A-	90-92.9%	176 – 180
B+	87-89.9%	170 – 175
B	83-86.9%	162 – 169
B-	80-82.9%	156 – 161
C+	77-79.9%	150 – 155
C	73-76.9%	142 – 149
C-	70-72.9%	137 – 141
D	60-69.9%	117 – 136
F	Below 60%	Less than 117

Final grades are **NOT** negotiable; however, if you believe there has been a legitimate mistake with your grade, please bring it to my attention and I will be happy to address your concern. *Students will receive the grade that they earn in the class by virtue of their performance.*

MANDATORY REPORTING FOR TITLE IX:

Due to the difficult nature of the material addressed in this course, you may experience a need or desire to ventilate about the topic or process some of your own personal experiences with victimization. *This is a completely normal response.* Some students find they want to discuss these feelings or experiences with a supportive friend or other adult. While discussions in class and/or online are not the appropriate venue for this processing to take place, I am available to provide referrals and offer course-related support as necessary. If you share with me, either in person, in writing assignments, and/or during class, **please be aware that under state and federal reporting guidelines, I cannot be a confidential resource and may have to inform others of what you have told me.** This, in no way, is an effort to discourage you from reporting. I am informing you of my duties and responsibilities as a mandatory reporter. What is most important to me is that you are connected to the appropriate resources, such as an advocate or counseling. For your reference and convenience, additional support resources are included on this syllabus.

EXAMINATIONS/MAKE-UPS:

Make-up exams are uncommon and should not be expected. **No make-up exams will be given without a valid excuse.** Acceptable circumstances for a valid excused absence include: death in your immediate family, serious personal illness, religious observations, military duty, court subpoenas/jury duty, and student athlete releases. For any excuse to be considered valid, the student must contact the instructor BEFORE the exam and provide proper documentation (court/police report, doctor's note, etc.) to receive permission for a make-up exam. I reserve the right to offer a different exam than offered during the normal test-taking period. Please refer to the [academic catalog](#) for more information regarding the University of West Florida's policy on class attendance.

MISSING CLASS:

If you miss a class, it is your responsibility to meet with a classmate *outside of regular class hours* to discuss the material you missed, copy class notes, etc. Please do not expect to be provided a private lecture.

LATE ASSIGNMENTS:

Late assignments will **not** be accepted without a University-approved absence or circumstance.

USE OF GENERATIVE AI TOOLS FOR COURSE ASSIGNMENTS:

The use of generative AI tools (e.g., ChatGPT, DALL-E, Gemini, etc.) is **not** permitted in this class; therefore, any use of AI tools for work in this class is considered *academic misconduct*

since the work is not yours. **Using unauthorized AI tools will result in a non-negotiable 0 on the assignment and a referral to the Dean of Students Office.**

CONTACTING THE INSTRUCTOR:

The preferred method of communication is via email (choffman@uwf.edu). Students should expect 24 to 48 hours for a response from the instructor, excluding weekends. **You must include the course name and number in the subject line of all emails sent to the professor in order to receive a response!** If you have thoroughly read this syllabus, please email me your favorite meme about being a college student! Memes will be accepted until August 31st, 2025. You will receive +2 points extra credit for completing this task.

COURSE SCHEDULE:

This outline is a general overview of the class which includes course topics, assigned readings, exams, and project deadlines. The instructor may alter this outline if needed, and will notify students as soon as possible if this occurs.

Date	Class Topic	Readings/Assignments Due **Readings should be completed BEFORE class!**
Week One August 25 th & 27 th	FIRST DAY OF CLASS - Syllabus Review - Introduction - Avoiding victim blaming	
Week Two September 1 st & 3 rd	MONDAY, SEPT. 1st – LABOR DAY (CAMPUS CLOSED) What is victimology?	TEXTBOOK: Chapter 1
Week Three September 8 th & 10 th	- Measuring victimization - Theories and explanations of victimization	TEXTBOOK: Chapter 2
Week Four September 15 th & 17 th	Consequences of victimization	TEXTBOOK: Chapter 3
Week Five September 22 nd & 24 th	Victims' rights and remedies	TEXTBOOK: Chapter 5
Week Six September 29 th & October 1 st	MIDTERM EXAM	
Week Seven October 6 th & 8 th	Child and elder abuse	TEXTBOOK: Chapter 9 GULF COAST KIDS HOUSE TRAINING DUE OCTOBER 15th BY 11:59PM
Week Eight October 13 th & 15 th	MONDAY, OCT. 13th – COLUMBUS DAY (CAMPUS CLOSED) MENTAL HEALTH WEEK TAKE SOME TIME TO ENGAGE IN SELF-CARE ACTIVITIES THIS WEEK!	
Week Nine October 20 th & 22 nd	Intimate partner violence	TEXTBOOK: Chapter 8
Week Ten October 27 th & 29 th	<i>Crazy Love</i> (2009) discussion - Sexual victimization	CRAZY LOVE (2009) CRAZY LOVE (2009) REFLECTION PAPER DUE NOVEMBER 1st BY 11:59PM TEXTBOOK: Chapter 7

Week Eleven November 3 rd & 5 th	• Sexual victimization • College students and victimization • Technology-facilitated victimization	TEXTBOOK: Chapter 11
Week Twelve November 10 th & 12 th	• Drugs and victimization • Mental illness and victimization WEDNESDAY, NOV. 12th – NO CLASS (ANNUAL MEETING OF THE AMERICAN SOCIETY OF CRIMINOLOGY)	TEXTBOOK: Chapter 12
Week Thirteen November 17 th & 19 th	• Human trafficking • Bystander intervention	TEXTBOOK: Chapter 14
Week Fourteen November 24 th & 26 th	 THANKSGIVING BREAK  (CAMPUS CLOSED)	
Week Fifteen December 1 st & 3 rd	FINAL EXAM	
Week Sixteen December 8 th & 10 th	PREVENTION PROGRAM PAMPHLET DUE MONDAY, DECEMBER 8th BY 11:59PM	

Important Dates

August 31st – Drop/add period ends
 September 1st – Labor Day
 September 21st – Withdrawal deadline
 October 13th – Columbus Day
 November 11th – Veteran's Day
 November 26th, 27th, and 28th – Thanksgiving break
 December 8th – Final exams begin
 December 16th – Final grades due by 9am

Please check [the official UWF Academic Calendar](#) for important dates, including holidays, withdrawal, and registration dates.

Other student resources can be found on the [General Education website](#).

Policy Statements

The following policy statements apply to all syllabi on all UWF campuses and are in effect even if not reproduced on the official course syllabus.

In this section

[\[Course Modality \]](#) [[Recording in Class](#)] [[Academic Conduct](#)] [[TurnItIn](#)] [[Sexual Discrimination or Harassment Reporting](#)] [[Civil Discourse](#)] [[Health and Safety Protocols](#)]

Course Modality

University of West Florida operations may be disrupted from time to time by weather, pandemics, and other events outside of our control. It is important for faculty and students alike to plan for contingencies that may affect individual course sections. With this in mind, faculty may opt to hold some class meetings in a modality other than that originally planned in order to make certain that the class continues in the best manner possible given the immediate circumstances. It is important to be flexible and understand that we are operating in a dynamic environment.

Recording in Class

Without prior notice, students may record video or audio of a class lecture for a class they are enrolled in for their own personal, educational use. A class lecture is an academic presentation delivered by faculty or guest lecturer as part of a University of West Florida course intended to inform or teach enrolled students about a particular subject. The following actions are prohibited: recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member. Recordings may not be used as a substitute for class participation and attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of UWF-REG 3.010 Student Code of Conduct and may be a violation of the law. More details can be found in the [UWF Student Handbook](#).

Academic Conduct

The [Student Code of Academic Conduct](#) defines various forms of academic misconduct, including cheating and plagiarism, and describes the process for addressing these types of allegations. All students are expected to read the Student Code of Academic Conduct and comply with the expectations. More information and links to the University regulation governing academic conduct can be found on the [Office of Student Rights and Responsibilities website](#).

Turnitin

UWF maintains a university license agreement for an online text-matching service called Turnitin. Instructors may use the Turnitin service to evaluate the originality of student papers at their discretion. Instructors can employ other services and techniques to evaluate your work for evidence of appropriate authorship practices as needed.

Sexual Discrimination or Harassment Reporting

University of West Florida faculty members are committed to supporting students and upholding the University's non-discrimination and harassment policies. Under Title IX, discrimination and harassment based upon sex or gender (including sexual violence and sexual misconduct) are prohibited. If you experience an incident of sex/gender-based discrimination or harassment, you do not have to go through the experience alone. Know that while you may talk to a faculty member, as a "Responsible Employee" of the University, the faculty are required to notify the University's Title IX Coordinator so that support services can be provided to you. If you would like to speak with someone confidentially, you may schedule an appointment with the UWF's Counseling and Psychological Services at 850.474.2420. This service is free for students. Faculty can also help direct you to, or you may independently access the [University's Title IX website](#).

Civil Discourse

At the University of West Florida, learning involves a variety of ideas, theories, and evidence. Presentation of these ideas does not represent an endorsement of any one idea or perspective. It is vital to the UWF academic mission that we foster an environment that allows for the open exchange of ideas and perspectives to advance the learning objectives for each course. Civil discourse within and outside the classroom is a vital component of the UWF academic environment and is expected of everyone who belongs to the UWF community. Students and faculty may engage with complex ideas in class, and students will often be asked to demonstrate an understanding of those ideas. Understanding an idea, concept, or theory does not require endorsing or agreeing with it but rather hearing and considering its strengths and weaknesses. More information about civil discourse can be found on the [Office of Campus Culture and Access webpage](#).

Health and Safety Protocols

The University of West Florida is dedicated to maintaining the best learning environment possible for our entire community of students, faculty and staff. We are the University of West Florida. Each of us, and all of us, by the act of stepping onto this campus and into a classroom, accept the responsibility as UWF Argonauts to help make this a safe place to learn. The University will continue to rely on guidance from the Florida Department of Health and the Centers for Disease Control and Prevention to pass on any changes in protocols for health and safety should the need arise. Students are encouraged to consult with their instructors regarding absences and missed work.

- [How can I get the most out of the syllabus?](#) — A course syllabus is an essential roadmap to your success as a student. While each syllabus is unique, they all contain valuable information that will help you succeed and stay organized throughout the semester. To fully benefit from the course syllabus, you need to read it, understand it, and keep it handy, as you will continually refer to it throughout your course.

[Return to top](#)

Student Support Resources

Your success is the number one priority at UWF! Here are just a few of the many student support resources that can help you succeed.

In this section

[[Student Wellbeing](#)] [[Student Accessibility Resources](#)] [[Military & Veterans Resource Center](#)]
[[Ask-a-Librarian](#)] [[Emergency Information](#)] [[Writing Lab](#)] [[Tutoring and Learning Resources](#)] [[The Office of Career Development & Community Engagement](#)]

Student Wellbeing

Throughout your time at UWF, you may experience a range of issues that may negatively impact your success. These may include physical illness, housing or food insecurity, relationship issues, depression, anxiety, stress, alcohol and drugs, sexual violence, or grief. These challenges or stressful events may impact your ability to participate in day.to.day activities or be successful in your academics. If you find yourself struggling in any of these areas, please reach out to one of the following resources that can help you:

- Dean of Students Office (850.474.2384 or deanofstudents@uwf.edu)
- Counseling & Psychological Services (850.474.2420 - available 24/7)
- Student Health Services (850.474.2172 - healthservices@uwf.edu)

If you are concerned about another UWF student, please submit a [care referral](#).

Student Accessibility Resources

The University of West Florida supports an inclusive learning environment for all students. If aspects of this course's instruction or design hinder your full participation, such as time.limited exams, inaccessible web content, or the use of non.captioned videos and podcasts, reasonable accommodations can be arranged. Before receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined on an individual basis with careful consideration of course design, course learning objectives, individual documentation of disability, and the academic barriers experienced by the student. Accommodations may vary from one course to the next course and from one semester to the next semester. For information regarding the registration process, visit [the SAR website](#), e.mail sar@uwf.edu, or call 850.474.2387.

Military & Veterans Resource Center

The [UWF Military & Veterans Resource Center \(MVRC\)](#) serves as a leading campus advocate for all military.affiliated students (Active Duty, Veterans, Reservists, Guardsman, and Spouses/Dependents

of those above), working to ensure the needs of these individuals are met through coordinating with multiple university offices and services. The MVRC assists with the following: GI Bill ® education benefits, Active Duty Tuition Assistance, EDD, out.of.state fee waiver, tutoring, mentoring, disability accommodation assistance, coordinating academic advising, and referral to state /federal resources and services. The MVRC is located in Building 38, Room 147. For more information on MVRC services, call 850.474.2550 or email mvrc@uwf.edu.

Ask-a-Librarian

UWF Library staff are available for help through our [Ask-a-Librarian Live Chat](#), monitored from 8:00 am to 11:00 pm Monday through Thursday, 8:00 am to 4:00 pm on Friday, 9:00 am to 4:00 pm on Saturday, and 9:00 am to 11:00 pm on Sunday. You can also email a librarian using the left.hand navigation in Canvas under Help or Library Tools or text a librarian at 850.483.0225.

Emergency Information

In the case of severe weather or another emergency, the campus might be closed and classes canceled. UWF uses a variety of communication methods to alert the campus community about emergency situations and safety threats. [Learn more about Emergency Communications from the UWF Police](#).

Official closures and delays are announced on the UWF website, Mobile Alert, and broadcast on WUWF-FM (88.1MHz).

- Mobile Alert is a broadcasting messaging system utilized by the university in emergency situations. To find more information regarding Mobile Alert, visit the [Enroll in Mobile Alert page](#) or locate the application in MyUWF by searching Mobile Alert.
- WUWF-FM (88.1MHz) is the official information source for the University. Any pertinent information regarding closings, cancellations, and the reopening of campus will be broadcast.

If hurricane preparation procedures are initiated, the UWF Home Web Page and MyUWF will provide current information regarding hurricane preparation procedures, the status of classes, and the closing of the University. All students are encouraged to review the [Emergency Procedures Guide from UWF Police](#) as a quick reference for effective and timely action in the event of an emergency.

Writing Lab

[The Writing Lab](#) can help with the projects in this course. Graduate and undergraduate Writing Lab assistants are available to review the mechanics of writing with you and help you upgrade the quality of your papers before you submit assignments.

Paper reading services are offered online and face-to-face by appointment (through Navigate or 850.474.2229) or as walk-ins at the Main Lab (51/157). These services include face-to-face and online Interactive paper reading sessions and paper reading via the OWL/Online Writing Lab in Canvas.

Paper reading services, one.on.one and interactive group tutoring, Editing Workshops, the Grammar Hotline (850.474.2129), and Real-Time Writing Assistance are available during the Writing Lab's regular hours of operation from 10 to 5 daily and occasional weekends.

Visit our webpage at www.uwf.edu/writelab, or email us at writelab@uwf.edu

Note:

It may take up to 48 hours or more to receive your work back from the Writing Lab. It is your responsibility to turn your assignment in on time. Take this into consideration when utilizing the Writing Lab.

Tutoring and Learning Resources

Tutoring and Learning Resources offers free services designed to help you improve your academic performance. Available services include Course-Based Tutoring, Study Skills Assistance, Academic Coaching, Academic Success Workshops, Smartpen Loans, and more. Services are available in Building 21 and the 2nd Floor of Pace Library. For more information, visit www.uwf.edu/tlr, email tutoring@uwf.edu, or call 850.474.3176.

The Office of Career Development & Community Engagement

The Office of Career Development & Community Engagement (CDCE) offers resume and cover letter reviews, assistance with your job/internship search, interviewing tips, and many other services to assist you in becoming career ready, all at no cost to you! For more information, check out [Handshake](#), visit [CDCE's website](#), or call 850.474.2254.

[Return to top](#)

Instructional Tools and Technology

Many instructors use instructional tools and technology regardless of course modality. Here are statements about a few of the most popular tools students may be asked to use.

In this section

[[Minimum Technical Skills Needed](#)] [[Technical Support](#)] [[Helpful support links](#)] [[eLearning \(Canvas\)](#)] [[Zoom](#)] [[Test Proctoring & Monitoring Tools](#)] [[Respondus Lockdown Browser and Monitor](#)] [[ProctorU](#)]

Minimum Technical Skills Needed

UWF prepares students for current and future business and life applications using basic technology. Each UWF student is expected to do the following:

- Activate a student ArgoNet account
- Access the MyUWF portal a minimum of 2-3 times a week
- Access UWF email account (Gmail) 2-3 times a week
- Have basic word-processing knowledge

Additional technical skills and technology requirements may vary by college, department, and course. Student use of UWF information technology resources is governed by the [Computing Resources Usage Agreement](#) and the [Student Communications Policy](#).

Visit the [Minimum Technical Skills and Special Technology Utilized by Students](#) to learn about additional technology requirements for fully online or hybrid courses, general web browser requirements, supported operating systems, additional software you may need, and accessibility and privacy statements for approved UWF technology tools.

Technical Support

ITS offers support to online students via phone (850.474.2075), [online request form](#), and through email (helpdesk@uwf.edu) for non-Canvas (eLearning) questions or problems. Visit the [ITS Help Desk website](#) to learn more about their resources and services.

Helpful support links

- [New to UWF?](#)
- [Computer Specifications for eLearning \(Canvas\)](#)
- [MyUWF & ArgoNet](#)
- [Computer Security](#)
- [Files Storage](#)
- [Google Workspace](#)
- [UWF's ArgoAir Wireless Network](#)
- [ArgoApps](#)
- [Student Guide](#) (helpful links to various technology support topics organized by tool)

Instructors may also use third party learning tools from other vendors, like Pearson. Your instructor should be able to provide information about customer support for those tools separately.

eLearning (Canvas)

UWF's online courses are made available through eLearning, which is hosted by Canvas, one of the leaders in online learning. eLearning is widely used by UWF instructors for fully online courses and to supplement traditional courses with online content. Visit the [eLearning Help for Students](#) page to get started and find support for Canvas. **Canvas Support is available 24/7 at the Canvas Support Hotline for Students: 1.844.866.3349.**

Zoom

Zoom is a cloud-based software that allows your instructor to moderate an online meeting with students.

Learn more about [using Zoom as a student](#).

Test Proctoring & Monitoring Tools

Your instructor may require any one or more of the following proctoring or monitoring tools to maintain the academic integrity of your exams.

Respondus Lockdown Browser and Monitor

Respondus LockDown Browser is a client-based application that "locks down" a computer or device during an online exam delivered on a third-party assessment platform, such as a Learning Management System (LMS). [Privacy information for Respondus LockDown Browser](#).

Respondus Monitor is a companion product for LockDown Browser that enables students to record themselves with a webcam and microphone during an online exam.

The webcam can be built into your computer or connected to it with a USB cable. Watch this [short video](#) for a basic understanding of LockDown Browser and the webcam feature.

Recordings and other data from the exam session are processed automatically; summary information is provided to the instructor, such as if the student left the video frame during the exam session. [Privacy information for Respondus Monitor](#).

Follow this link for more [instructions for downloading and installing LockDown Browser](#).

ProctorU

ProctorU is an online proctoring service that allows students to take exams online while ensuring the integrity of the exam for the institution. This service enables remote proctors employed by ProctorU to view your personal computer's screen, webcam, and audio for academic integrity.

There is a cost for this service. Exam fees range from \$17.50 to \$40, depending on the length of the exam. Students who wait until the last minute to reserve their exam time will be assessed an additional late fee, "Take it Soon" incurs an additional fee of \$5 (72 hours to 24 hours ahead of appointment), or "Take it Now" that incurs an additional \$8 fee (less than 24 hours ahead of appointment). UWF does not receive any portion of this cost. Refunds are given if the exam is canceled within 48 hours before the scheduled exam time.

What to Expect

The [Test-Taker Knowledge Base](#) contains articles that answer important questions, such as how to schedule exams, what you need to take an exam, how to resolve technical issues, and more. The articles walk you through an exam session from beginning to end, including information about where and how you can test. Read each section thoroughly before taking an exam. If you need more assistance, visit [Contact Support Team](#) to send a message or use the ProctorU Chat Support resource.

The Guardian Exam Browser

The Guardian browser is now required for all ProctorU test-takers. Guardian is a lockable browser for ProctorU sessions that streamlines exam launch and provides a more secure and user-friendly student experience. Test takers will download the browser as part of their exam preparation, and the software can be removed when not in use. During the exam session, Guardian monitors the student's computer for potential breaches during the exam, such as the use of hotkeys, copy/paste, and hardware detection. For more information on using this software, visit ProctorU's [Guardian Secure Proctoring Browser Resources](#).

Resources

For more information about ProctorU, visit the following links:

- [Additional Instructions for Live+ for Test-takers](#)
 - [How do I schedule my exam?](#)
 - [ProctorU's Privacy Policy page](#)
 - ProctorU's [Student Bill of Rights](#)
-