# Respondus Monitor Review Procedure

Please read the [Respondus Monitor: Understanding Proctoring Results](http://web.respondus.com/monitor-review) web page for instructions on how to access and navigate the Respondus Monitor assessment results.

## Review recommendations:

1. New assessment results should be reviewed **within 48 hours**.
2. Be sure to check “Reviewed” for all completed reviews.
3. Student flagged with a High Review Priority must be checked by faculty or designated proctoring review staff.
4. For each student that is reviewed, indicate in the notes section whether or not a violation occurred by entering “Violation” in the notes section.
5. For students that require further faculty review, enter “Faculty Review” in the notes section.
	1. The faculty reviewer will indicate if a violation has occurred by entering “Violation” in the notes section for that student.

### After reviews are complete, faculty will take appropriate actions to address any observed violations.