



HONORLOCK

REMOTE PROCTORING

HOW IT WORKS

- + Features
- + Instructor guide
- + Student guide

Honorlock, LLC

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Email sales@honorlock.com
Site honorlock.com

Features

What makes us **different?**



**No
software**



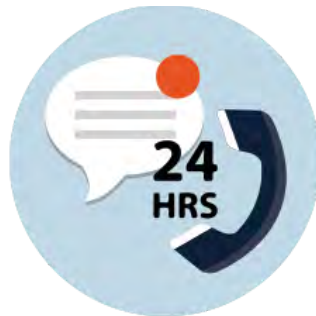
**No
scheduling**



**No extra
fees**



**Seamless
Canvas
Integration**



**24/7
Support**



**Online
testbank
takedown**

Faculty Experience

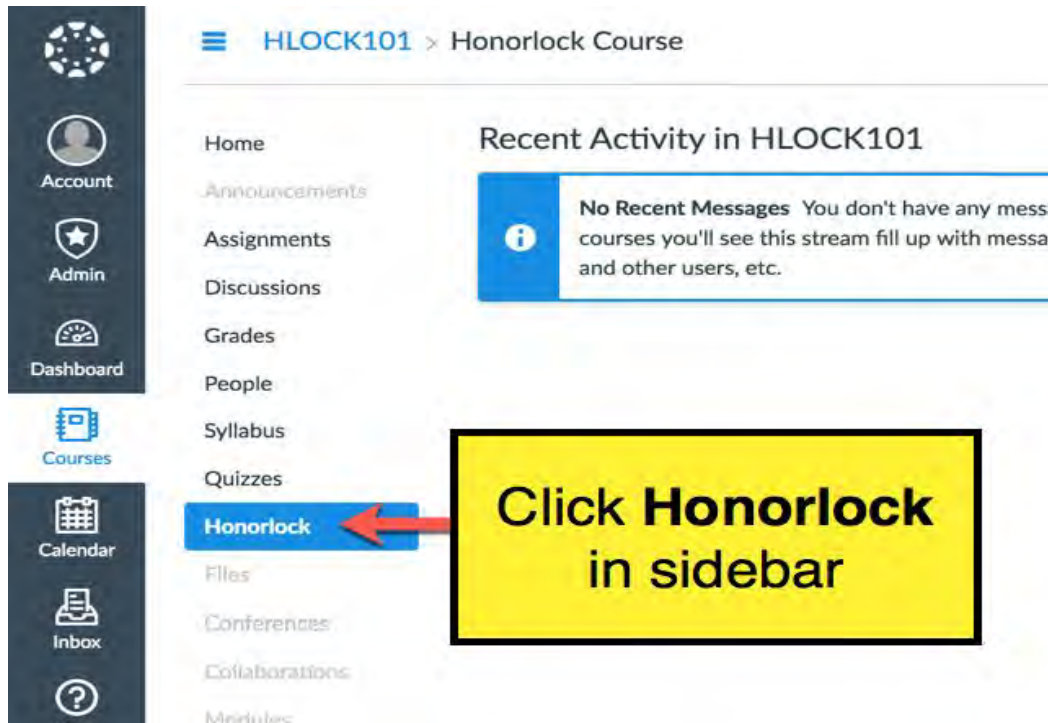
Exam Set-Up Instructions

It's Easy!

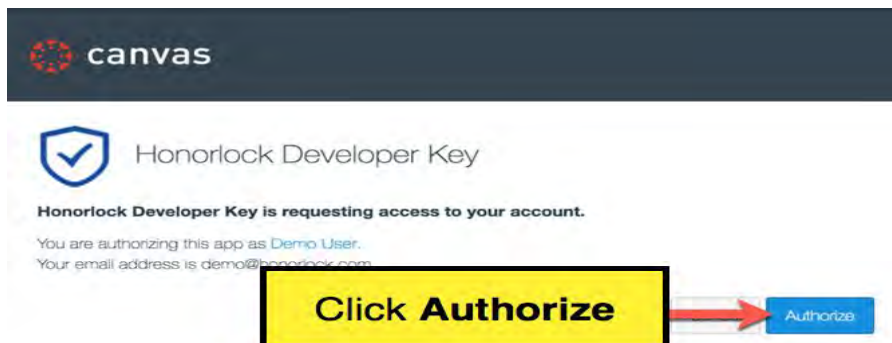
Once Honorlock is enabled for the exam all required exam information such as Exam name, Course name, Instructor, etc. are gathered automatically. Our Canvas integration makes setting up exams easier than ever.

Enabling Honorlock for a Canvas Exam:

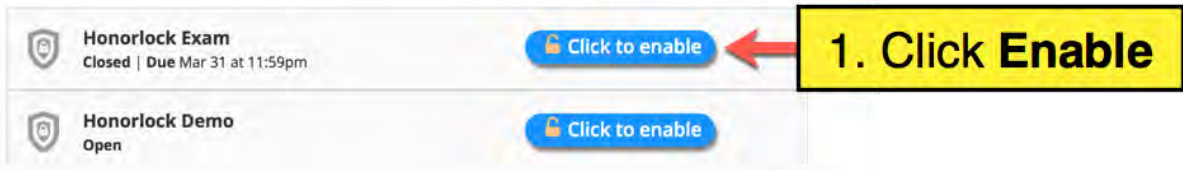
1.) In your canvas course, click **Honorlock** sidebar



2.) First time users: Click **Authorize**

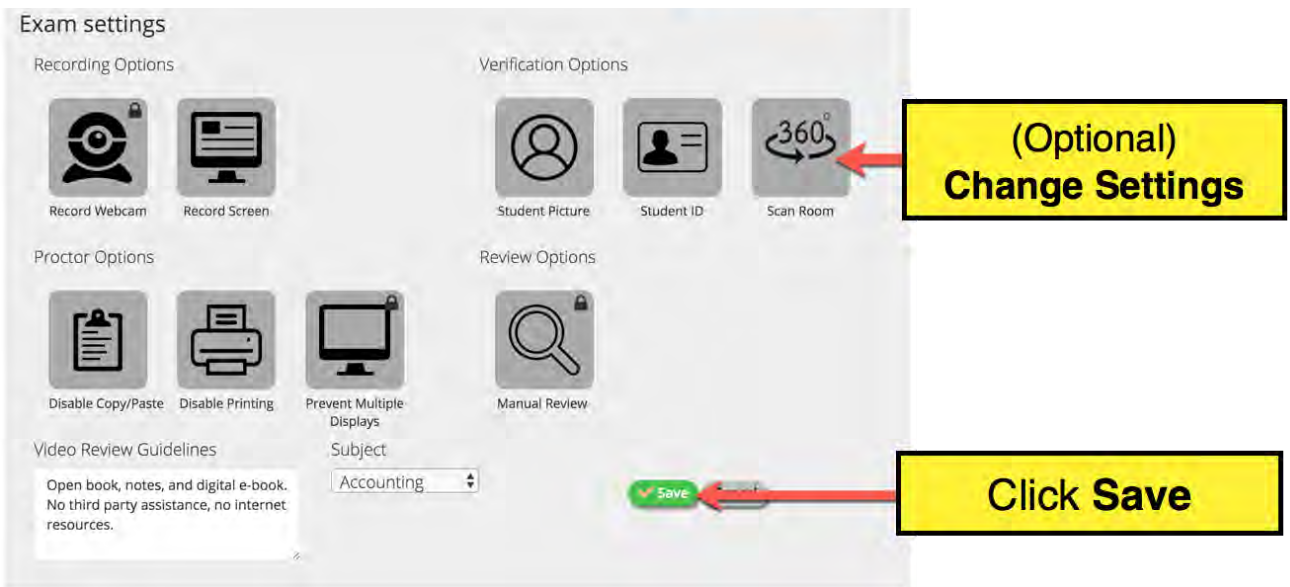


3.) Exams for the course will be listed. Click the blue enable button.



4.) Optionally, click any option icons to toggle them on or off. Click **Save** when done.







Note: See our "Explanation of Proctoring Options" below.







5.) Your exam is now ready to be proctored. A green **Enabled** indicator will appear.



Explanation of Proctoring Options:

	<p>Record Webcam Student's webcam will be recorded during the exam session.</p> <p><i>Recommended: Yes</i></p>
	<p>Record Screen Student's entire screen will be recorded throughout the exam session</p> <p><i>Recommended: Yes</i></p>
	<p>Student Picture During the verification process, a photo will be taken of the student's face to verify the test-taker's identify.</p> <p><i>Recommended: Yes</i></p>
	<p>Student ID During the verification process, a photo will be taken of the student's school ID (or other government issued ID) to verify the test-taker's name and identify.</p> <p><i>Recommended: Yes</i></p>
	<p>360° Room Scan During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or items are in the testing environment.</p> <p><i>Recommended: Not always; Useful in high-stakes exams</i></p>
	<p>Disable Copy/Paste and Right-Click Students will not be able to copy, paste, or right click in Canvas during the exam. This helps prevent unauthorized distribution of test content.</p> <p><i>Recommended: Yes, if students do not need access to other apps such as Excel</i></p>

	<p>Disable Printing Students will be prevented from printing the test pages during the exam session. This helps prevent unauthorized distribution of test content.</p> <p><i>Recommended: Yes</i></p>
	<p>Only One Screen Students will have to unplug additional displays (such as dual monitors) so that only one screen is in use.</p> <p><i>Recommended: Yes, Required for screen recording</i></p>
	<p>Manual Review Our human proctoring staff will manually review all student videos and flag any suspicious behaviors and deviations from test guidelines.</p> <p><i>Recommended: Yes</i></p>
	<p>Simulated Exam Simulated or “fake proctoring” option; students are unaware that the webcam is not being recorded.</p> <p><i>Note: Requires proctoring of two other “real” exams per course per semester. When enabled, videos are not recorded nor are students actually proctored.</i></p>

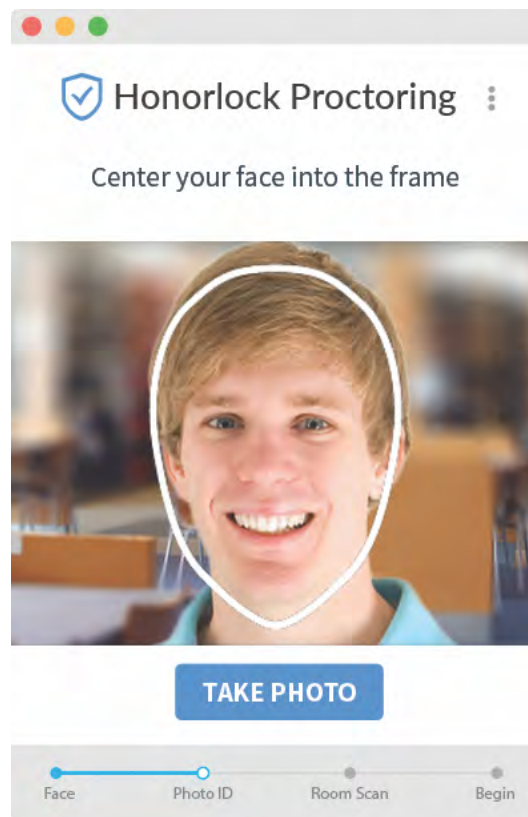
<p>Video Review Guidelines</p> <p>Enter your custom testing guidelines</p>	<p>Video Reviewer Guidelines (optional) Customizable exam guidelines to let our proctoring staff know what is allowed during the exam. For example, common guidelines would indicate closed vs. open book exams or whether calculators are allowed.</p>
<p>Subject</p> <p>Accounting</p>	<p>Subject Select the course subject from the drop-down menu.</p>

Test taker experience

Student Verification

Quick and Easy!

Students now have on-demand access to proctored exams, which means no more scheduling or fee's. Our quick and easy 60 second verification process makes it effortless for students to take their exam.



Student User Video

[Click Here](#)



Reporting

Record and Review

We'll do the work!

Once the students complete the exam our certified human proctors will watch the exam session video and flag any behavior that goes against the schools guidelines and code of ethics. Detailed reports are then sent to the instructors. Check your Honorlock application in Canvas for records of all the student sessions!

Instructor resources

Instructor Guide:

<http://honorlock.com/canvas/instructor>

Student Guide:

<http://honorlock.com/canvas/guide>

Instructor Support Phone:

1.855.828.4004