



**Online Proctored Exams:**

Honorlock is an online proctoring software. The software is installed as a Chrome Extension or embedded into exam content, depending on LMS. This system offers two important benefits:

- It allows you to continue taking exams anywhere online, and
- It helps to protect the academic integrity of the course by verifying your identity and ensuring that exams are completed honestly by all students.

Honorlock is a virtual proctor for online exams. Students who are taking exams with Honorlock must read and agree to the Honorlock Terms of Service and Privacy Policy. Students must also read and agree to their school’s code of academic integrity.

Honorlock Terms of Service: <https://app.honorlock.com/terms>

Honorlock Privacy Policy: <https://app.honorlock.com/privacy>

**Hardware requirements for taking online proctored exam include:**

- A well-functioning computer (see minimum requirements below) with stable Internet connection.
- A webcam with a microphone.
- Camera may be required to do 360-degree rotation for room scan (at the professor's discretion).
- A Student ID Card (or other government-issued photo ID).

**Minimum System Requirements:**

<b>System Power</b>	Dual-core 2.4 Ghz CPU, 2 GB Ram or better Intel Processor, 2 GB Ram or better
<b>Operating System</b>	Windows 7 or greater Mac OS 10.9 or greater Chrome OS
<b>Supported Browser</b>	Google Chrome - minimum version 56
<b>Internet Connection</b>	Speed : 1.5 Mbps download, 500 Kbps upload
<b>Camera Resolution</b>	400 x 300 resolution or greater
<b>Extras</b>	JavaScript and Cookies Enabled



**Test Environment Requirements:**

The online testing environment should mimic the ‘in class’ testing environment, and must conform to the following:

- Students are required to follow any and all procedures outlined in the Honorlock instructions.

**Testing Area:**

- Lighting in the room must be bright enough to show the student’s face and surrounding area in a clear and detailed manner.
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination.
- Students must show work area as well as the entire room during the room scan.
- No visible writing on desk or on walls.
- All other programs and/or windows on the testing computer must be closed prior to logging into the proctored test environment.
- Loud music, television, or other distractions playing in the background are prohibited.
- No other persons or parties aside from the exam taker should be permitted near the testing environment, and all communication between exam taker and third parties is prohibited.

**The following should not be on your desk or open on a device during your exam (unless specified in the instructor’s exam guidelines):**

- Third party applications (Excel, Word, PowerPoint, etc), textbooks, websites, calculators, pen, and/or paper.

**Testing Behavior:**

- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination. You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).
- **No bathroom breaks will be permitted, unless otherwise specified by the instructor within their exam guidelines.**
- Use of headsets, ear plugs (or similar audio devices) are not permitted.
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.
- Student’s face must remain in view of camera at all times.



**Explicit Behavior:**

- Physical/Domestic Abuse
  - Honorlock Agent will Pop-In to inform all parties present that the session is being recorded and that the recording will be forwarded to the proper authorities. This is to hopefully deter any further violence. Communication will be sent immediately to the institution, and all efforts will be made to contact local authorities if warranted.
- Self Harm / Substance Abuse
  - Honorlock Agent will Pop-In and attempt to de-escalate the situation. All efforts will be made to calm the student down, or ask them to remove any harmful substances. Communication will be sent immediately to the institution. If there is a concern regarding life-endangerment, all efforts will be made to contact the local Authorities.
- Nudity
  - Honorlock Agent will submit a ticket to the development team to scrub the footage. Communication will be sent to the institution once all explicit footage has been removed.
- Aggressive Student Behavior
  - Honorlock Agents will do their best to de-escalate the situation. If this proves ineffective, communication will be sent to the institution outlining the aggressive behavior.