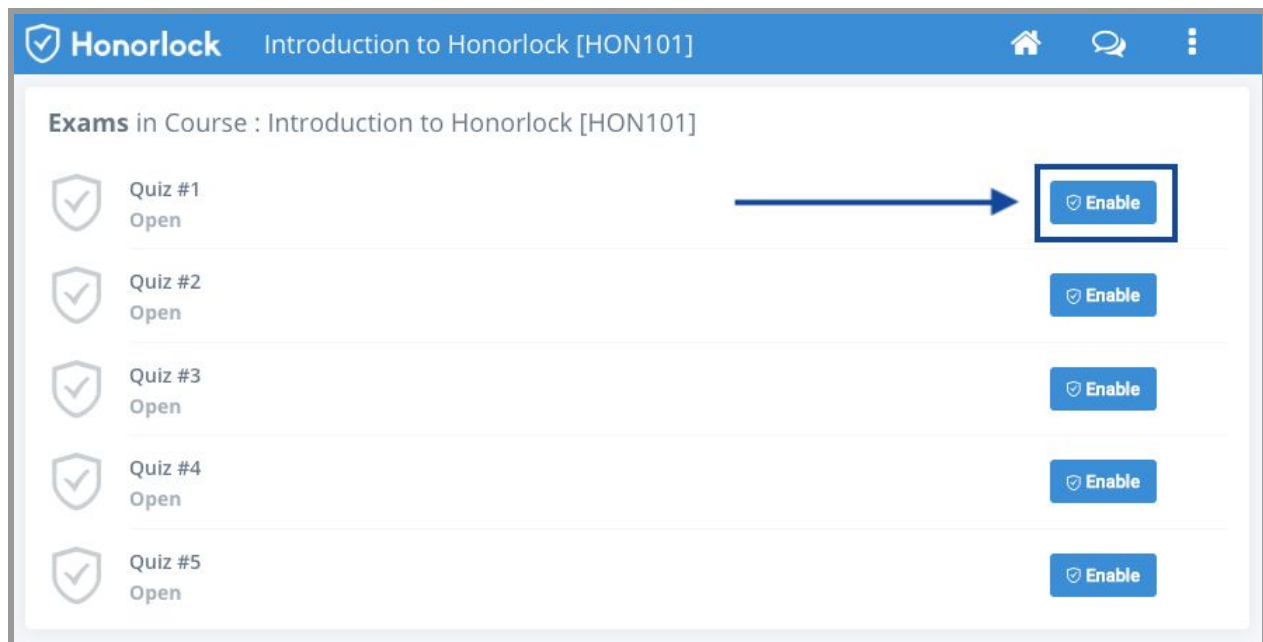


Enabling Honorlock for an Exam

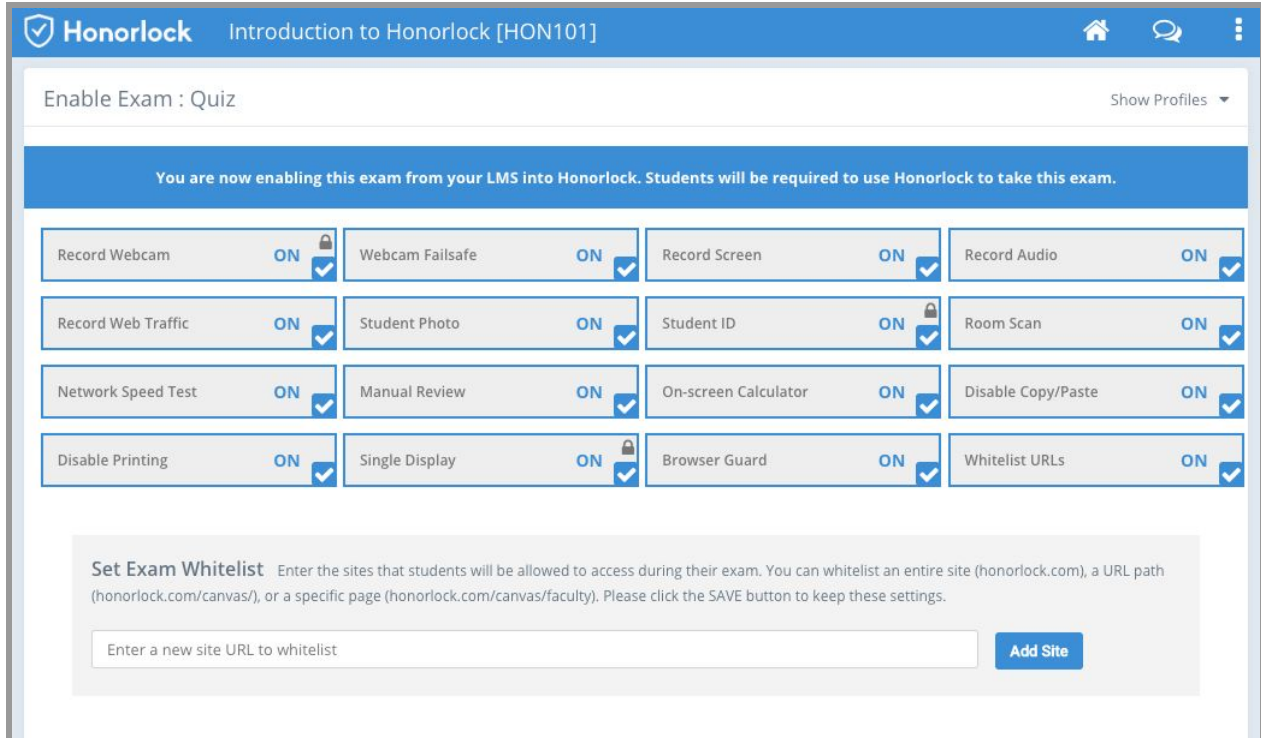
1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.
2. Next, it's time to enable Honorlock in your exams! All exams for your course will be listed here. Click the blue **Enable** button.



Note: Honorlock Icons in grey are exams that are not currently enabled with Honorlock

3. Optionally, click on any of the options to toggle them on or off.

Note: See [Explanation of Proctoring Options](#) below.



Enable Exam : Quiz Show Profiles ▼

You are now enabling this exam from your LMS into Honorlock. Students will be required to use Honorlock to take this exam.

Record Webcam ON ✓	Webcam Failsafe ON ✓	Record Screen ON ✓	Record Audio ON ✓
Record Web Traffic ON ✓	Student Photo ON ✓	Student ID ON ✓	Room Scan ON ✓
Network Speed Test ON ✓	Manual Review ON ✓	On-screen Calculator ON ✓	Disable Copy/Paste ON ✓
Disable Printing ON ✓	Single Display ON ✓	Browser Guard ON ✓	Whitelist URLs ON ✓

Set Exam Whitelist Enter the sites that students will be allowed to access during their exam. You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/canvas/), or a specific page (honorlock.com/canvas/faculty). Please click the SAVE button to keep these settings.

Enter a new site URL to whitelist Add Site

4. Provide descriptive guidelines for students to let them know exactly what is allowed and what isn't allowed on your proctored exams. Below is an example of the **Student Instructions**. Feel free to copy and paste for yourself!

Student Instructions:



Normal ▼ **B** *I* U  **A**    

This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

5. In addition to the student facing instructions, there is also a section for you to put in any specific notes you have for our proctors. You're also going to want to copy and paste the student facing guidelines here. This is where you can list any students that have any specific accommodations. Below is an example of the [Proctor Guidelines](#). Feel free to copy and paste for yourself!

Proctor Guidelines:

Normal

B

I

U

A

(List student accommodations here) Example: John Doe is allowed to use a second monitor.

This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

6. Make sure to click the blue [Enable](#) button to save your settings.
7. Before your students can begin using Honorlock, we need to link the exam. To do this, click the blue [Link Exam](#) button and follow the onscreen instructions to add the Honorlock Instructor Chrome Extension.

Link Exam


Honorlock setup is **almost** complete. Add the Honorlock extension and use custom Honorlock tools to finish exam setup.

Add Extension

8. With the extension added, Honorlock will automatically update your exam with the settings you've selected, an exam password and add

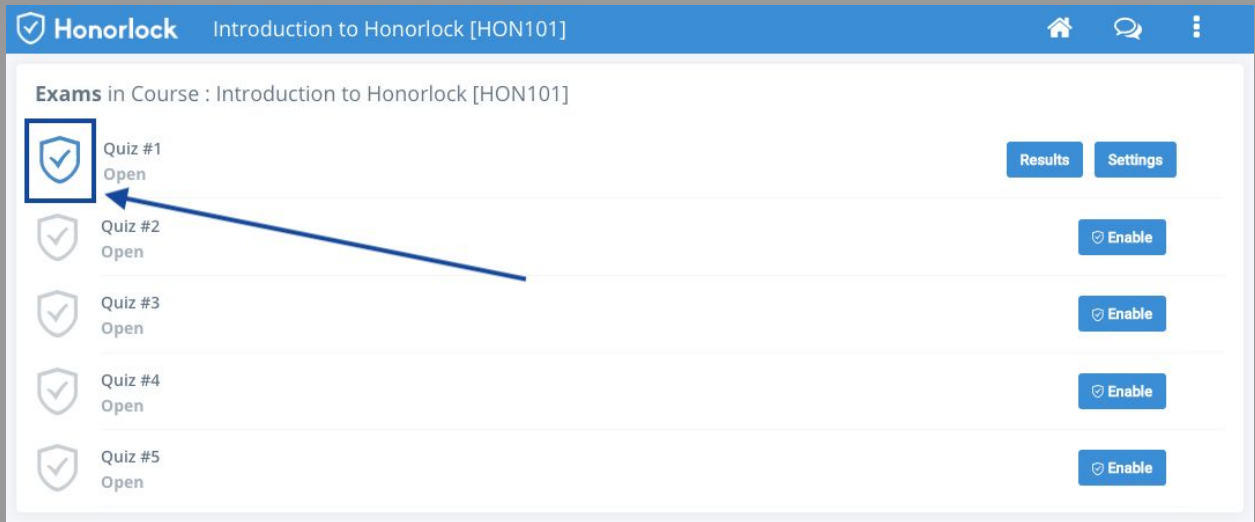
additional instructions for your students to the exam description. This process should take approximately 10-15 seconds.

Honorlock - Update in Progress




Honorlock is updating exam settings. Please do not interact with this page - it will close automatically once the process is complete.

- Your exam is now ready to be proctored! Exams that are Honorlock enabled will display the blue Honorlock shield.







The screenshot shows the Honorlock interface for the course 'Introduction to Honorlock [HON101]'. Under the heading 'Exams in Course : Introduction to Honorlock [HON101]', there is a list of five quizzes. The first quiz, 'Quiz #1', is highlighted with a blue box and a blue arrow pointing to it. To the right of 'Quiz #1' are buttons for 'Results' and 'Settings'. To the right of the other four quizzes (Quiz #2 through Quiz #5) is an 'Enable' button. Each quiz entry also has a small shield icon with a checkmark to its left.

Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
<div style="border: 1px solid #ccc; padding: 5px; display: flex; align-items: center;"> Record Webcam ON  </div>	Student's webcam will be recorded during the exam session.	<i>Recommended</i>

<div>Webcam Failsafe</div> <div>ON</div> <div>✓</div>	<p>If this option is enabled and the student webcam feed fails, we will not interrupt their exam session and they will essentially be able to continue unproctored.</p>	<p><i>Not Recommended</i></p>
<div>Record Screen</div> <div>ON</div> <div>✓</div>	<p>Student's entire screen will be recorded throughout the exam session.</p>	<p><i>Recommended</i></p>
<div>Record Audio</div> <div>ON</div> <div>✓</div>	<p>Student's audio environment will be recorded during the exam session.</p>	<p><i>Recommended</i></p>
<div>Record Web Traffic</div> <div>ON</div> <div>✓</div>	<p>All internet activity will be monitored during the exam session.</p>	<p><i>Recommended</i></p>
<div>Student Photo</div> <div>ON</div> <div>✓</div>	<p>During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.</p>	<p><i>Recommended</i></p>
<div>Student ID</div> <div>ON</div> <div>✓</div> <div>🔒</div>	<p>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 identity.</p>	<p><i>Recommended</i></p>
<div>Room Scan</div> <div>ON</div> <div>✓</div>	<p>During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or materials are in the testing environment.</p>	<p><i>Recommended</i></p>
<div>Network Speed Test</div> <div>ON</div> <div>✓</div>	<p>Before the verification process, have the student run a network speed test to ensure they meet the network requirements to take an Honorlock enabled exam.</p>	<p><i>Recommended</i></p>
<div>Manual Review</div> <div>ON</div> <div>✓</div>	<p>Our human review proctoring staff will manually review all of the student videos and flag any suspicious behaviors and deviations from test guidelines.</p>	<p><i>Note: This is an additional service. Check with your institution for availability.</i></p>
<div>On-screen Calculator</div> <div>ON</div> <div>✓</div>	<p>On-screen basic calculator.</p>	<p><i>Recommended When Needed</i></p>
<div>Disable Copy/Paste</div> <div>ON</div> <div>✓</div>	<p>Students will not be able to copy, paste, or right click in Canvas during the exam. This helps to prevent the unauthorized distribution of test content.</p>	<p><i>Recommended</i></p>

<div> Disable Printing ON  </div>	<p>Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.</p>	<i>Recommended</i>
<div> Single Display ON  </div>	<p>Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.</p>	<i>Recommended</i>
<div> Browser Guard ON  </div>	<p>Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.</p>	<i>Recommended for closed book exams that don't require additional applications</i>
<div> Whitelist URLs ON  </div>	<p>Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.</p>	<i>Recommended</i>