

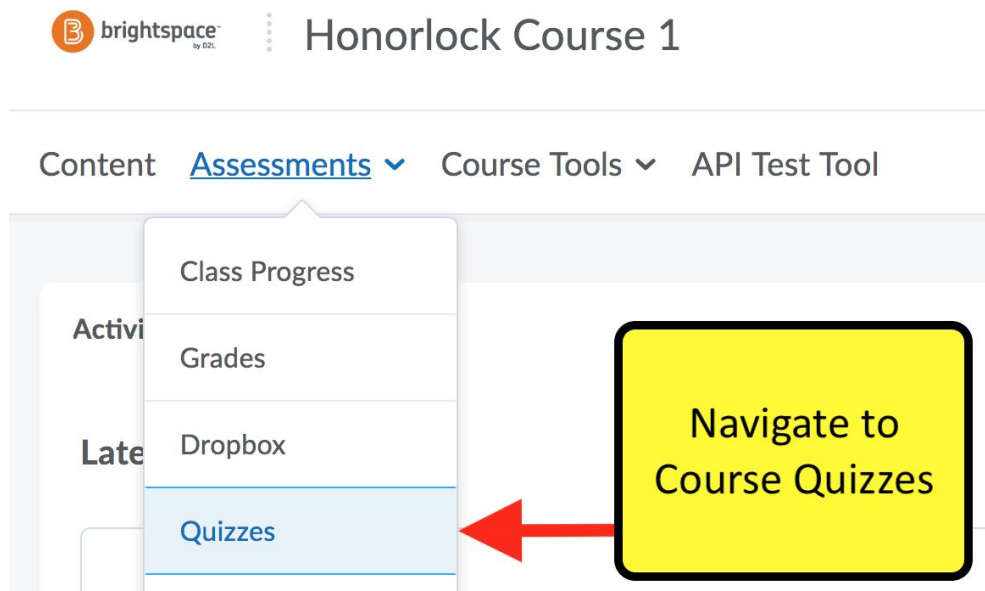


Before you begin: you will need to use the **Google Chrome** browser to take the exam.

Click here to download: <https://chrome.com>

Need assistance? Call us at (844) 243-2500

1. In **Google Chrome**, navigate to D2L. Once there, navigate to the Quizzes section of the appropriate course.



2. Navigate to your proctored assessment



## Quiz List

Current Quizzes	
	<a href="#">Honorlock Quiz</a> Availability: always available

Navigate to your  
proctored quiz



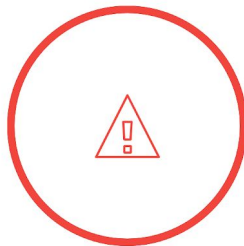
- You will need to download the **Honorlock Chrome Extension**. This is a small, lightweight browser add-on that allows Honorlock to proctor your exam. Add it to your browser by clicking **Get Started**.

### Summary - Honorlock Quiz ▾

#### Description

##### Honorlock Chrome Extension

This exam requires Google Chrome and the Honorlock Chrome Extension.



#### Extension Required

Add the Honorlock extension to continue

GET STARTED

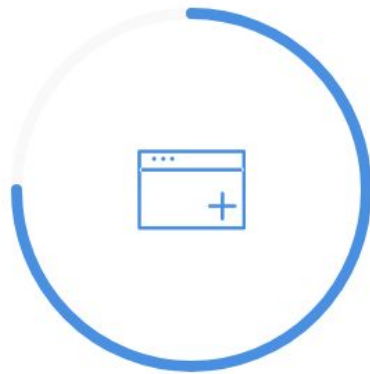
Click  
**Get Started**



Need Help?



- In the new tab, click **Add Extension**. Once the extension is added, you should be navigated back to your exam.



## Add Extension

Click below to add the Honorlock  
Chrome Extension

ADD EXTENSION

By clicking Add Extension

Click  
Add Extension

5. The quiz should now be ready for Honorlock proctoring. Please note a few available features:



Honorlock Livechat

**Livechat** - Have a question? Reach out to us 24/7/365 by clicking the Honorlock Livechat icon in the bottom-right corner.

Show Quiz Details

**Show Quiz Details** - Select this button to display D2L quiz info.

**Proctoring Support** - Please note the available proctoring support options:

### Proctoring Support



Livechat



Guide



Calculator



Accessibility

Livechat	Open livechat session
Guide	View Honorlock student guide
Calculator*	Launch on-screen calculator



Accessibility	Enter Accessibility PIN
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\* Optional feature, not always available

6. Click **Launch Proctoring** to begin the verification process. Once complete, you will be permitted to enter your exam.

[Quiz List](#) > [Summary](#)

## Summary - Honorlock Quiz ▾

**This test is proctored by Honorlock.**  
Click the **Launch Proctoring** button to begin:

Launch Proctoring


Click  
**Launch Proctoring**  
to begin verification

## Honorlock Verification Process

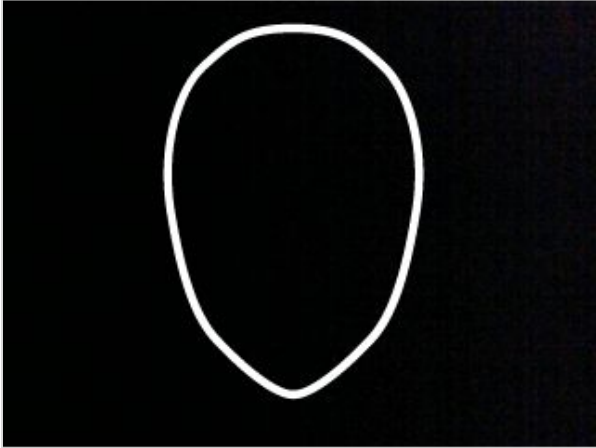


## 8. Photo Authentication

Center your face in the frame and take a photo by clicking **Take Photo**.

**Honorlock Proctoring**

Center your face into the frame and click the Take Photo button below.




TAKE PHOTO




## 9. Photo Confirmation

Confirm that you can see yourself clearly in the captured image. If so click **Accept**, otherwise click **Redo** to retake the photo.

**Honorlock Proctoring**

Is your face clearly visible below? If so, confirm by clicking Accept.



REDOACCEPT



## 10. Photo ID Authentication

Continue the process for taking a photo of a photo ID. Click **Take ID Photo** and accept if the ID is clear and visible in the image captured.

Make sure your ID is centered and clearly visible.



## 11. 360° Room Scan

To complete a full room scan, click **Begin Room Scan** and rotate your camera 360°, showing your entire test taking environment and work area.





## 12. Complete the 360° Room Scan

When the room scan is complete, click the **I'm Done** button.

To avoid being flagged during the proctoring review, be careful to not submit the video until the entire room is scanned.

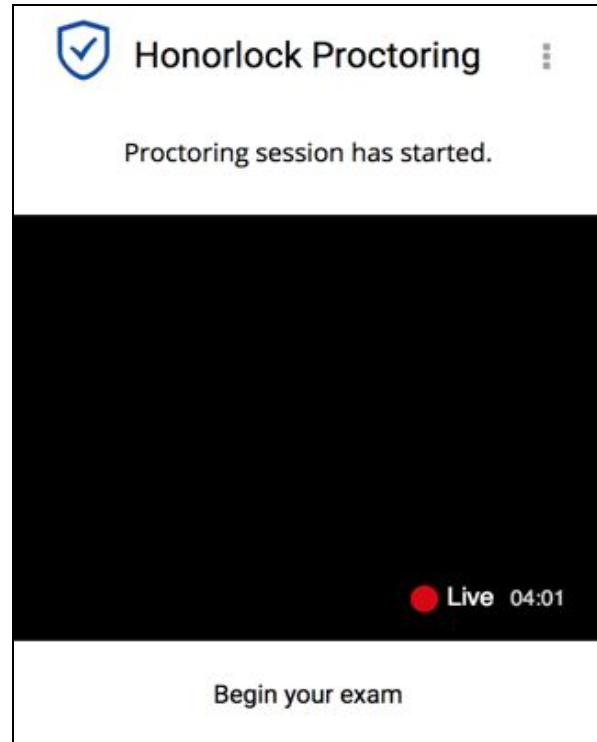






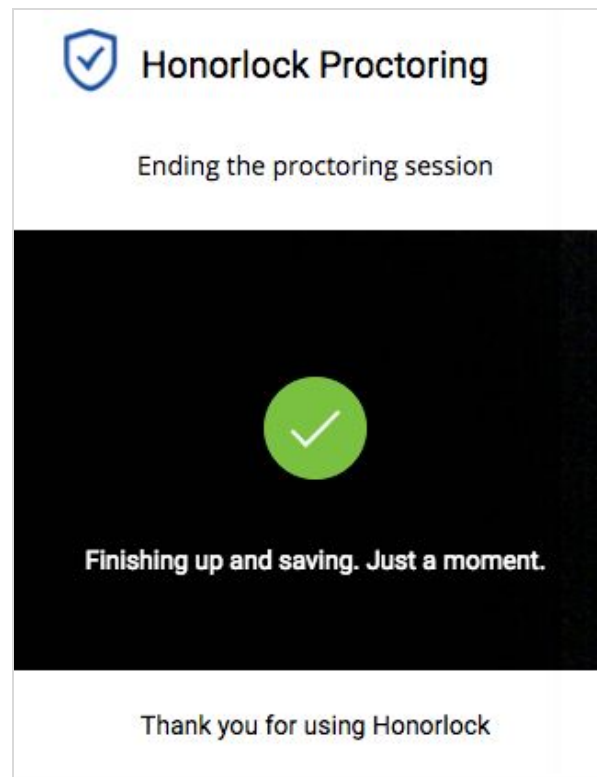
### 13. Take your placement assessment

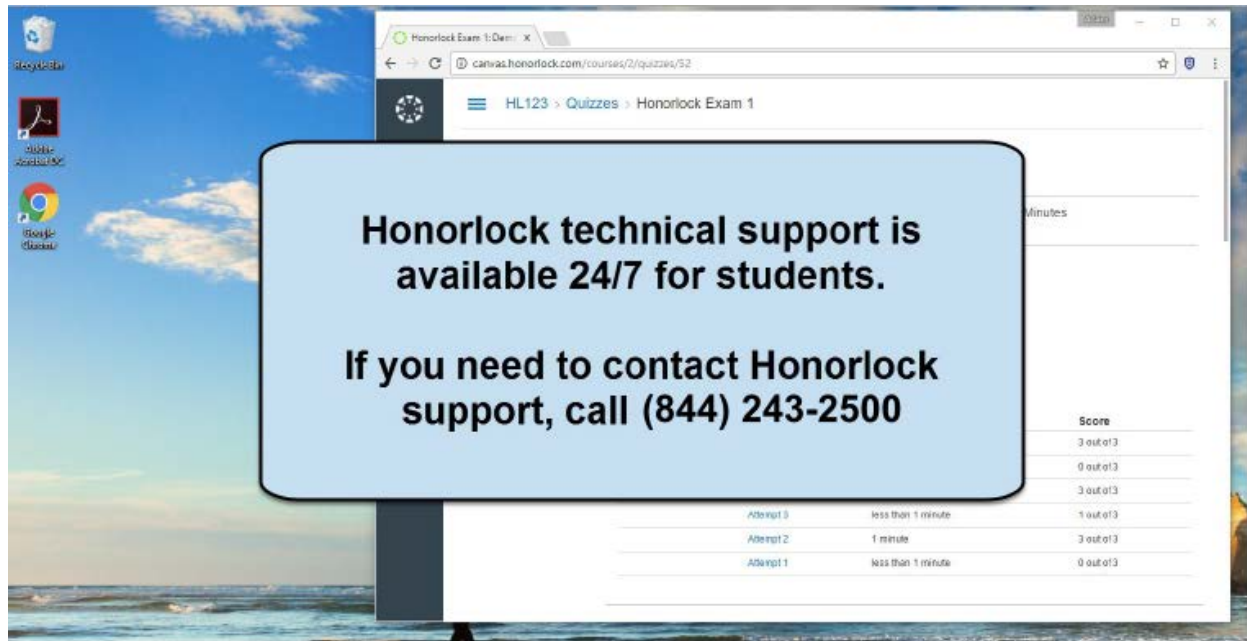
Take your test as you would normally. The camera will continue to record while you have the exam open.



### 14. Finishing Up

Honorlock proctoring will automatically save and close once you have finished taking your placement assessment.





Once your test has been submitted, you can remove the Honorlock Chrome extension.

