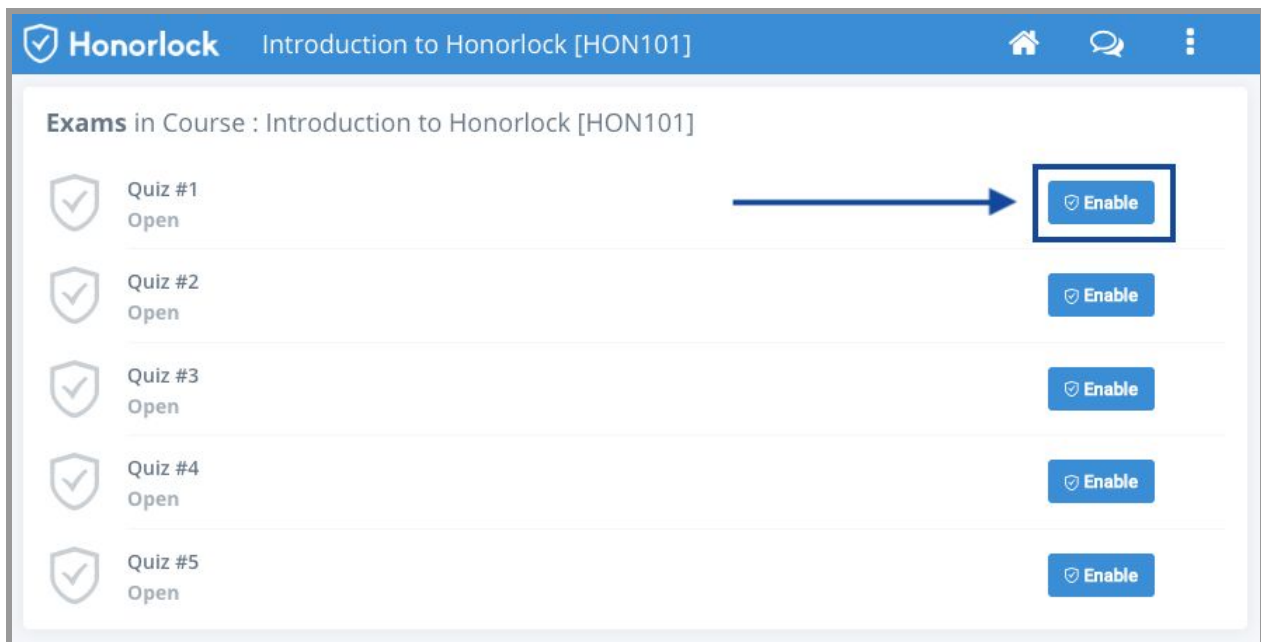


## Enabling Honorlock for an Exam

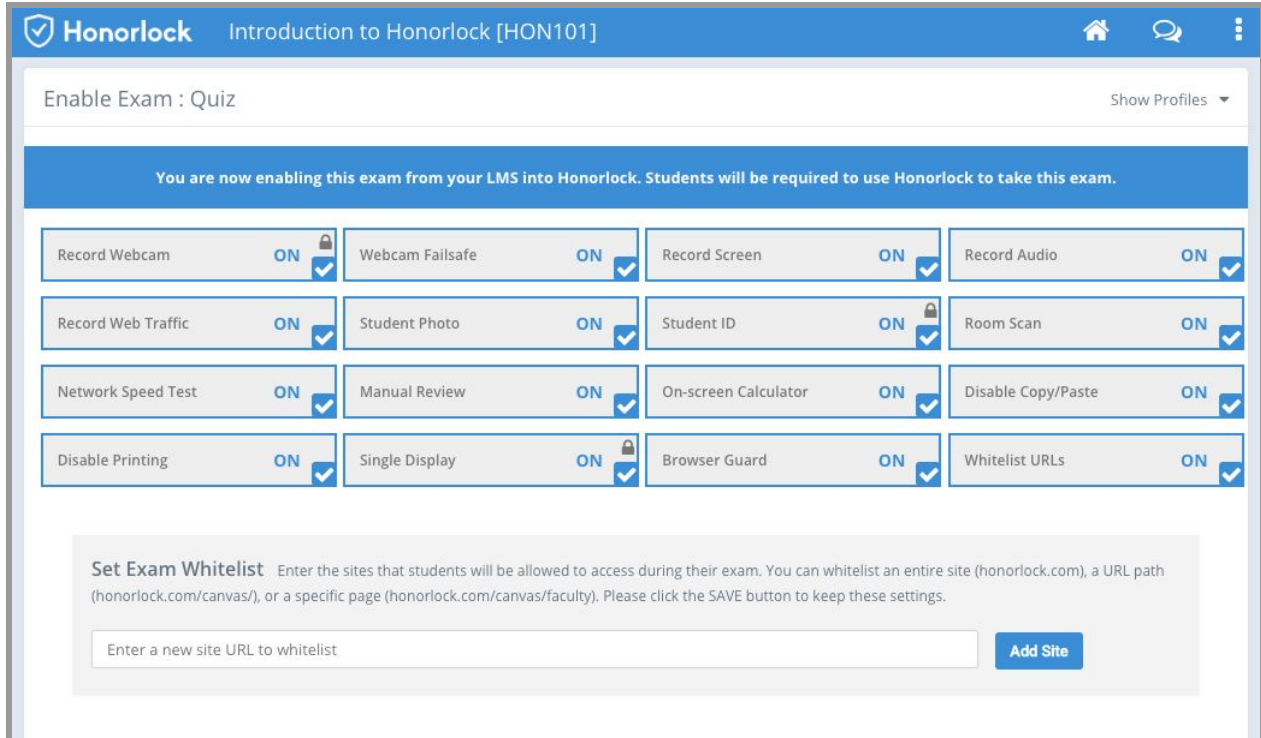
1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.
2. Next, it's time to enable Honorlock in your exams! All exams for your course will be listed here. Click the blue **Enable** button.



**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.*



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:



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.

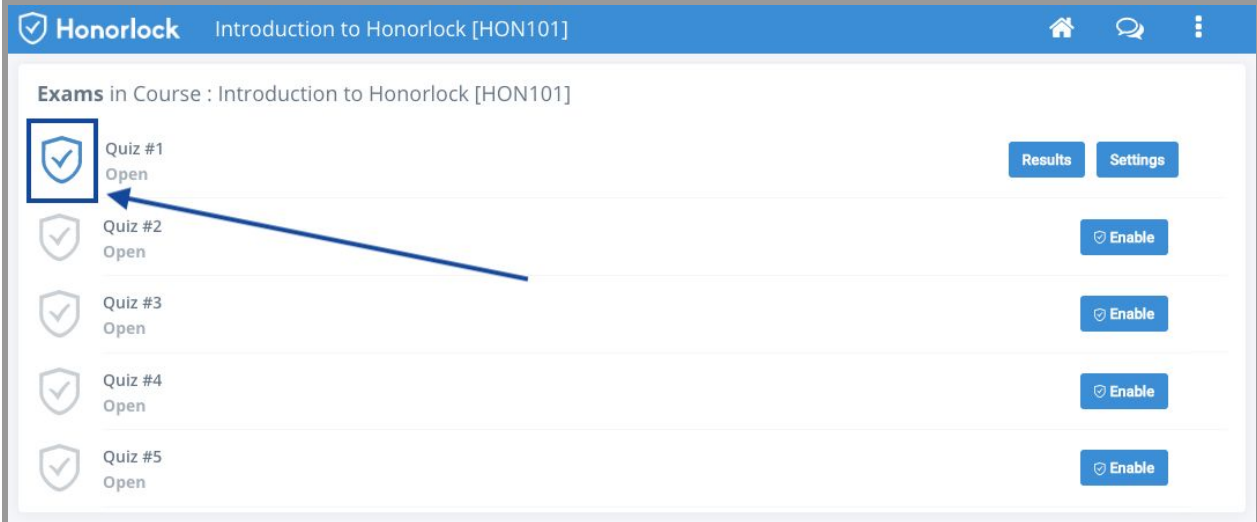
- In addition to the student facing instructions, there is also a section for you to put in any specific notes you have for our proctors. You're also going to want to copy and paste the student facing guidelines here. This is where you can list any students that have any specific accommodations. Below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

Proctor Guidelines:

Normal ⌵ **B** *I* U 🔗 **A** 🖨️ ☰ ☰ *T*\*

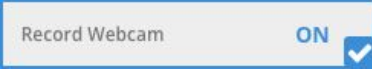

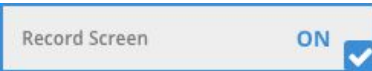
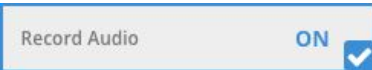
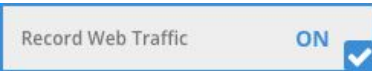
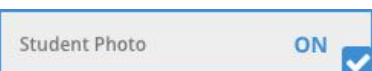
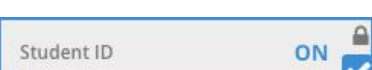
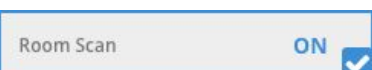
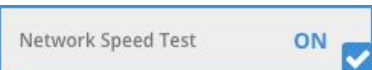
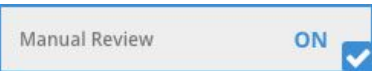
**(List student accommodations here) Example: John Doe is allowed to use a second monitor.**  
 This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS.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


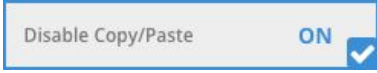
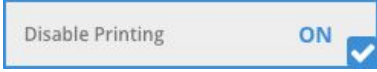
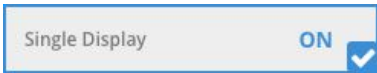
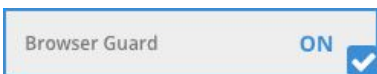
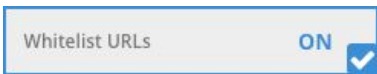
- Make sure to click the blue **Enable** button to save your settings.
- Your exam is now ready to be proctored! Exams that are Honorlock enabled will display the blue Honorlock shield.



The screenshot shows the Honorlock interface for a course titled "Introduction to Honorlock [HON101]". Under the heading "Exams in Course : Introduction to Honorlock [HON101]", there is a list of five quizzes, each labeled "Quiz #1 Open" through "Quiz #5 Open". Each quiz entry has a small shield icon to its left and a button to its right. The shield icon for "Quiz #1 Open" is highlighted with a blue box. A blue arrow points from this shield icon to the "Enable" button for "Quiz #2 Open". The other "Enable" buttons are also visible for "Quiz #3 Open", "Quiz #4 Open", and "Quiz #5 Open".

## Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
	Student's webcam will be recorded during the exam session.	<i>Recommended</i>
	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.	<i>Not Recommended</i>
	Student's entire screen will be recorded throughout the exam session.	<i>Recommended</i>
	Student's audio environment will be recorded during the exam session.	<i>Recommended</i>
	All internet activity will be monitored during the exam session.	<i>Recommended</i>
	During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.	<i>Recommended</i>
	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.	<i>Recommended</i>
	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.	<i>Recommended</i>
	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.	<i>Recommended</i>
	Our human review proctoring staff will manually review all of the student videos and flag any suspicious behaviors and deviations from test guidelines.	<p><i>Note:</i>  <i>This is an additional service.</i>  <i>Check with your institution for availability.</i></p>

	<p>On-screen basic calculator.</p>	<p><i>Recommended When Needed</i></p>
	<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>
	<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>	<p><i>Recommended</i></p>
	<p>Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.</p>	<p><i>Recommended</i></p>
	<p>Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.</p>	<p><i>Recommended for closed book exams that don't require additional applications</i></p>
	<p>Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.</p>	<p><i>Recommended</i></p>