Prior to test start, you will need the following:

- Government issued photo ID (or Student photo ID).
- Desktop or Laptop Computer.
- Working camera and microphone.
- Stable internet connection.
- Google Chrome browser (https://chrome.com).

During the test:
The online testing environment should mimic the ‘in class’ testing environment, and has following guidelines:

Testing Area:

- Sit at a clean desk or table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Ensure your desk or table is cleared of all other materials.
- If prompted to do a room scan, be sure to include your work area. Make sure to do a complete 360 degree rotation of your room, then show your work space. Partial scans and/or failure to show your work space may be flagged during the proctoring review.
- Make sure your laptop is fully charged, or keep the charger within arm’s reach.

The following items/actions are not permitted:

- No writing visible on desk or on walls.
- No websites other than Canvas and the Honorlock proctoring extension should be used or open while taking a proctored exam.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Make sure music/televisions are not playing in the background.
- Communication or receiving assistance from others is not permitted during a proctored assessment. Exceptions: contacting Honorlock support or your institution’s help desk.
- No other persons except the test-taker should be in the room during testing.
- Using a phone or any other electronic device, other than your test-taking device, is not permitted.
- Remain visible in the web camera during the entire duration of the exam.
- Leaving the room during the testing period is not permitted.
- 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).
- Headphones or smart watches are not permitted.
- Dual monitors are not permitted.

Questions? Contact Honorlock support at (844) 243-2500
The following guide provides a full explanation of the steps required to take an Honorlock enabled exam. For inquiries regarding a specific part of the authentication process, please utilize the below table of contents.

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Install the Honorlock Extension

Please be sure to use **Google Chrome**, as it is the only supported browser. Click [here](#) to install the Honorlock extension to your browser. Agree to the [Terms of Service](#) and [Privacy Policy](#) and click **Add Extension**.

![Install the Honorlock Extension](image)

The Chrome web store will open in a new tab. Please click **Add to Chrome** to add the extension to your browser.

![Add Extension](image)
Launch Proctoring

To start an Honorlock enabled exam, navigate to the exam on your course page and click the green **Launch Proctoring** button.

This test is proctored by Honorlock

Honorlock Practice Quiz

Click the launch proctoring button to begin

Launch Proctoring

Take Photo

Your instructor may require you to take a photo. Please allow Honorlock access to your microphone and camera. Then, you may center your face in the frame and click the **Take Photo** button.
ID Verification

After you have successfully taken your photo, the next step is ID verification. Acceptable forms of identification include government-issued ID cards, school-issued ID cards, or passports. When you have your ID in hand, please select I Have My ID. Next, please hold your ID in the center of the webcam and click Take ID Photo. Please be sure that your ID is legible. The boundary box provided is only a guideline as some situations might require the ID to be even closer to capture all pertinent information.

Note: If you do not have a sufficient form of identification, please contact your instructor.
Begin Room Scan

A 360° scan of your room and work area may be required to confirm that your testing area is secure. Please ensure that only allowed materials are in your testing area. Click Begin Room Scan to start your room scan. Click I'm Done when your room scan is complete.

After completing your room scan, you can review a replay of your room scan before submitting it. Once the scan clearly shows your testing environment, select Yes, Submit. If you need to try again, you may select No, Redo.
Launch Screen Recording

Your instructor may require you to share the contents of your entire screen. Please close any other applications or files you do not wish to share. Select Launch Screen Recording when you are ready to share your screen.

To prevent the premature sharing of a screen, the student will be prompted a final time to select their desired screen. Once ready please select the preview of your screen and click the blue Share button to start the screen share.
Start the Exam

To start your exam, select the **Click To Begin** button at the bottom of your proctoring window. Your exam will now load on your course page in your Google Chrome browser.

![Click To Begin Button]

**Note:** Depending on your LMS, there may be slight differences in the exam submission process.

When you submit your exam, Honorlock proctoring will end. Your exam footage will be available to your instructor and Honorlock certified proctors.

If you encounter any technical difficulties or need any further assistance, please do not hesitate to contact Honorlock Support. We are available 24/7/365, and you can reach out to us via live chat, email, and by phone.

Please visit our [Support Site](#) to view our contact information.