HONORLOCK BEST PRACTICES

Recommendations for using the Honorlock online proctoring service for distance learning course exams.

PREPARE YOURSELF AND YOUR STUDENTS FOR USING HONORLOCK

☐ Review all information and resources on the UNF Instructor Honorlock Information page.

☐ Share the Honorlock Student Guide with students. This will familiarize students with the process for taking an exam with Honorlock.

☐ Express to students the importance of adhering to the Testing Guidelines. Proctors will refer to these guidelines if a pop-in is initiated to address a potential violation.

☐ Create a Practice Quiz so students can become familiar with the Honorlock testing process.

☐ Post the following language in your course:

"This course will use Honorlock proctoring for some exams. Honorlock records the visual, audio, and desktop aspects of your exam, and you may be required to perform a room scan. You will need a laptop or desktop computer, webcam, and microphone in order to use this tool. Chrome is the only compatible browser and you will need to install the Honorlock extension; Honorlock also requires an up-to-date OS. You will be required to perform an ID verification as part of the test taking process. Acceptable forms of identification include government-issued ID cards, school-issued ID cards, or passports. Additional information, FAQs, and important updates to minimum system requirements can be found on UNF's Student Honorlock Information page."

CREATE A CANVAS QUIZ

☐ Create your exam using Canvas Quizzes. Reach out to cirtlab@unf.edu for help with quiz creation.

☐ Include specific exam rules in the **Quiz Instructions**. These instructions should also be provided in the Student Guidelines when enabling the exam with Honorlock.

Sample Quiz Instructions:

This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. 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, except the one on which you are taking the exam, are NOT PERMITTED. Failing to follow these instructions could result in a violation. Make sure to show your entire desk area and entire room during your room scan. No other persons except the test taker should be in the room during testing. Communication or receiving assistance from others, including electronic personal assistant devices, is not permitted.

☐ **Important:** Honorlock will automatically generate an access code when it is enabled with the Canvas quiz. **Do not** change the access code or give it out to students.

- ☐ Configure quiz settings that will increase security and preserve test integrity. Suggested settings to consider include:

  - 🖉 Shuffle answers
  - 🖉 Set a time limit
  - 🖉 Do not allow students to see responses
  - 🖉 Show one question at a time and lock questions after answering
  - 🖉 Create question groups to randomize question order

- ☐ Consider making the exam available for at least a 24-hour window while applying a time limit. Use the Moderate Quiz feature to adjust time limits for SAS students who may require extended time.

ENABLE THE EXAM IN HONORLOCK

- ☐ Consult the Honorlock Faculty Guide for step-by-step instructions on enabling an exam.

- ☐ Consider which **Proctoring Settings** you may need to adjust. The default settings are recommended to maximize the effectiveness of the Honorlock service. However, instructors may have a need to disable or adjust some proctoring settings depending on the nature of the exam.

- ☐ Consider which **Student Guidelines** you may need to adjust. This section of the exam profile lists common items or situations that are restricted to students during an exam. The listed items can be selected to indicate that they will be allowed. Instructors are encouraged to copy and paste the Canvas quiz instructions into the **add additional instructions** space. These rules will be displayed to students when the exam is launched, and a proctor may refer to these rules to determine if a pop-in is necessary.

- ☐ If applicable, add notes in the **Accommodations** space that include information about specific student accommodations or additional proctor directions. Notes in the Accommodations section are only visible to the Honorlock proctors.

REVIEW THE HONORLOCK VIOLATION REPORTS

- ☐ Once students have taken the exam, review the Honorlock Results.

- ☐ Completed sessions will be assigned an overall Incident Level rating. Specific violations may be reviewed within a session recording by selecting the corresponding timestamp from the session log.

- ☐ While the Honorlock system flags potential academic integrity violations that may have occurred during an exam, it is the responsibility of the course instructor to review the violation flags and determine if further disciplinary action is necessary.

- ☐ It is recommended that instructors review sessions with High and Medium incident level ratings.

ADDITIONAL SUPPORT

- ➤ **Instructors and Students** can refer to the Honorlock Knowledge Base to access user guides, tutorial videos, and troubleshooting steps for common errors.

- ➤ **Instructor support:** Instructors can reach out to cirtlab@unf.edu, or contact Honorlock 24-hour support by phone (844.243.2500), email (support@honorlock.com), or live chat.

- ➤ **Student Support:** Students can reach out to the UNF Help Desk, or contact Honorlock 24-hour support by email (support@honorlock.com), or live chat.