JOHNSON & WALES
U N I V E R S I T Y

Honorlock is used to monitor students taking exams remotely to ensure academic integrity. Honorlock is a Chrome browser extension that you can add and remove after completing the exam.

Before You Start

1. Make sure your system is ready for an Honorlock exam.

   MINIMUM REQUIREMENTS (one of the following):

   - **Operating System:**
     Windows 10
     MacOSX 10.13 and higher
     ChromeOS

   - **Browser:**
     Google Chrome (minimum version 79)

   - **Internet:**
     Speed: 1.5 Mbps download, 750 Kbps upload

   To have your system checked automatically, visit the site https://honorlock.com/support/ and scroll down to the "Run System Check" button.
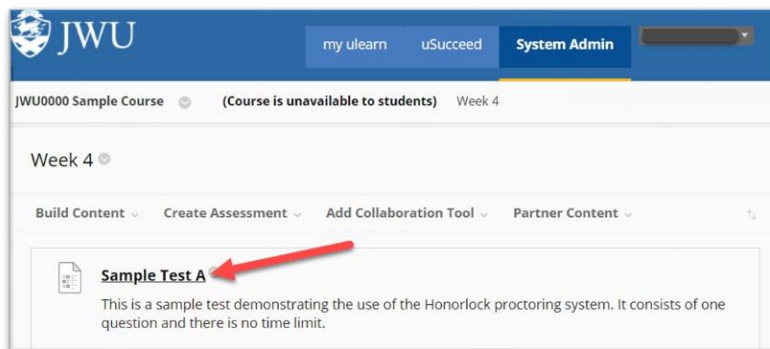
2. Depending on the settings for your exam, you **may** need the following:

   - webcam
   - state-issued photo ID
   - ability to rotate your webcam or laptop 360 degrees
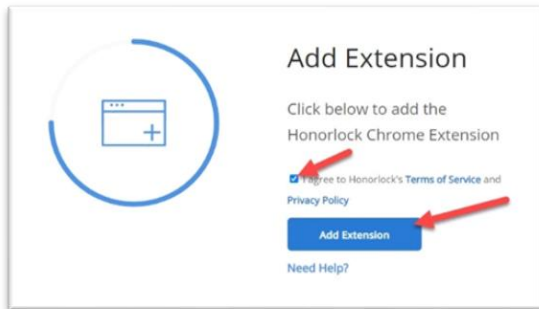   - a quiet area with no background noise

   Please reach out to your instructor if you have concerns about these requirements.

Starting Honorlock for the First Time

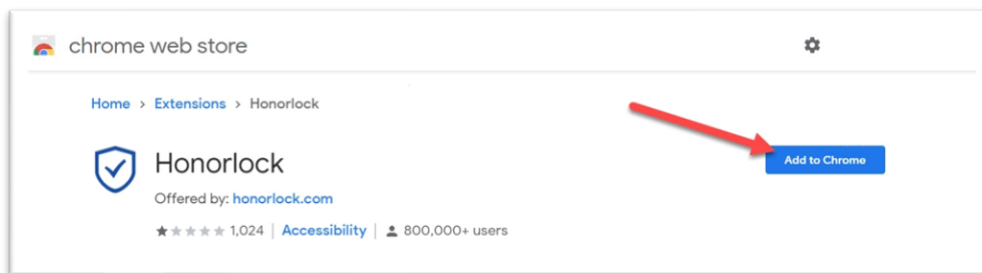1. Locate the exam in your course. Click on the test as normal.

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2. You will be prompted to install the Honorlock extension. Check to agree to Honorlock's Terms of Service and then click on the "Add Extension" button.
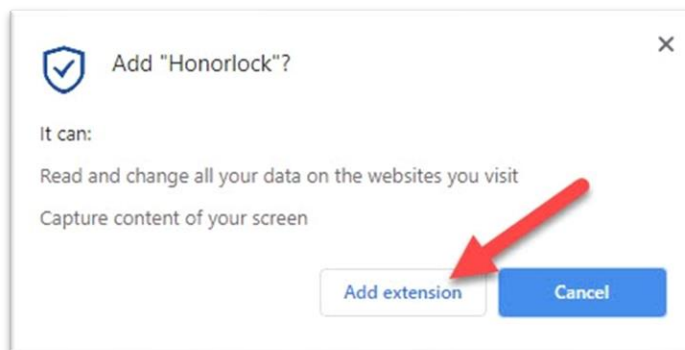

Note: If you do not get prompted to 'Add Extension', navigate to https://static.honorlock.com/install/extension.
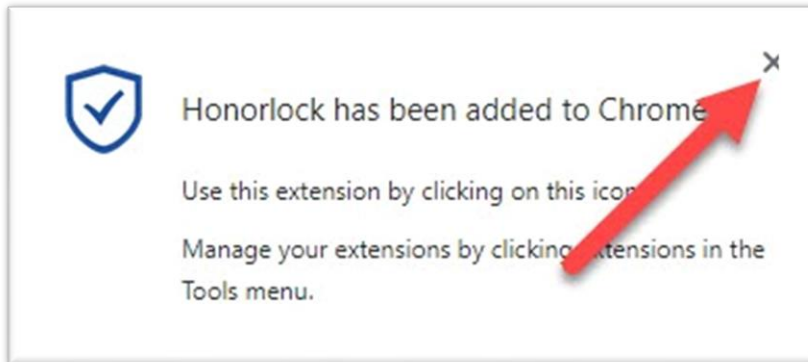
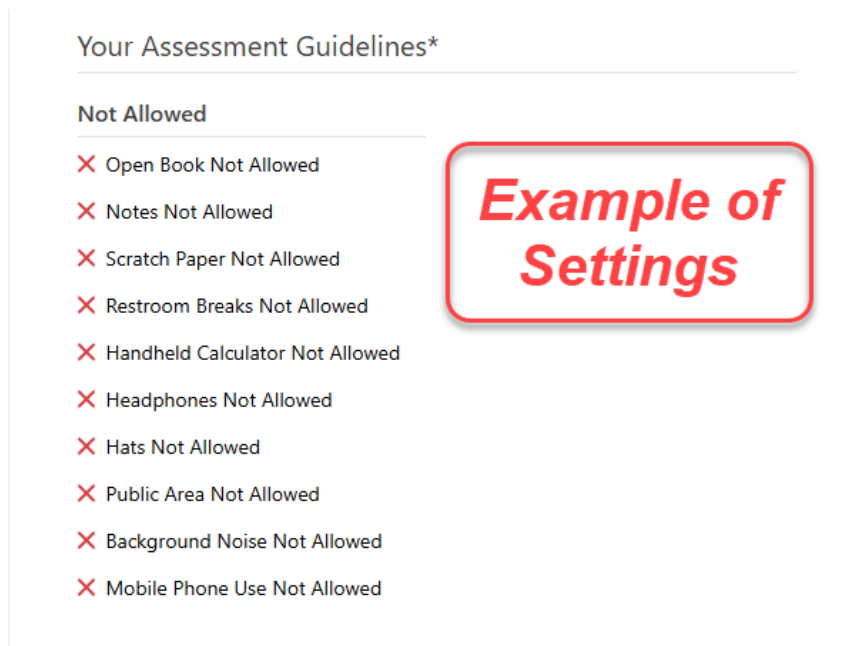3. On the next screen, click "Add to Chrome."

4. Click "Add Extension"

5. When the extension has loaded, your screen returns to the test screen. If necessary, close down the "Honorlock has been added to Chrome" box by clicking the x.
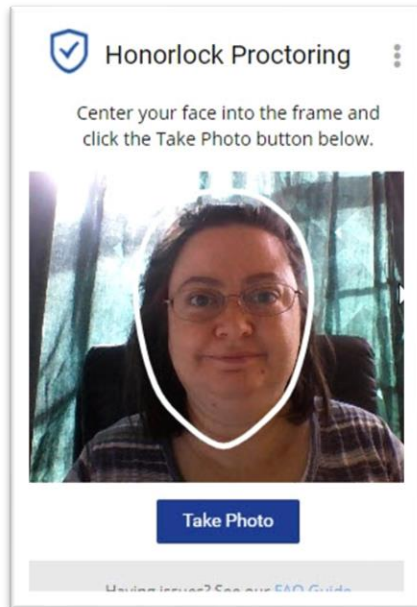

Starting the Exam

1. Click on the name of the test in your course. Then choose "Begin."

2. The settings listed on this screen depend on what your instructor has chosen for this exam. They may not be the same as the picture. It is important that you read the Exam Instructions so that you know what is allowed for your exam.

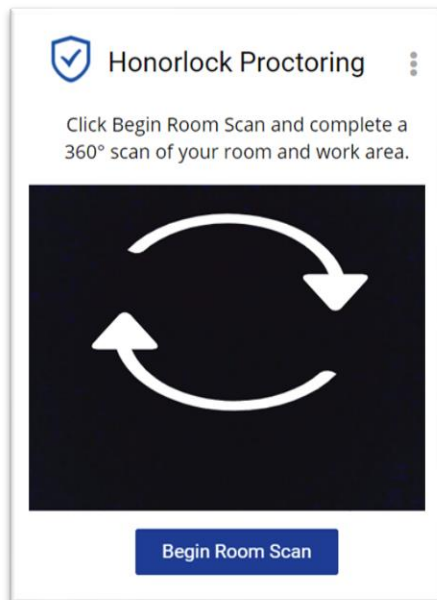When you are ready to begin your exam, click the green "Launch Proctoring" button.

3. Before beginning your exam, you may be asked to do any of the following:

-   **Agree to Data Collection & Use and Privacy Details.**

-   **Close browser windows and disconnect any additional monitors.**

-   **Take a photo of yourself using your computer's webcam.** Line your face up in the white outline and click "Take Photo."
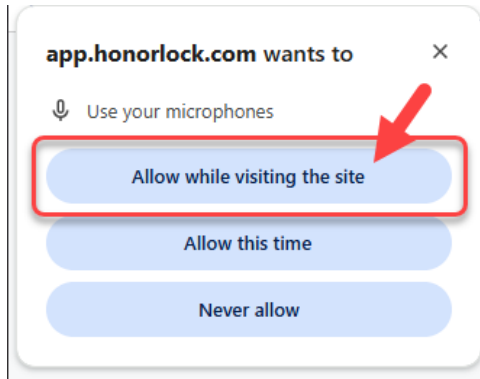

-   **Take a photo of your photo ID.** Hold your photo ID up to the webcam inside the white rectangle and click "Take ID Photo." You can use a State ID or driver's license.
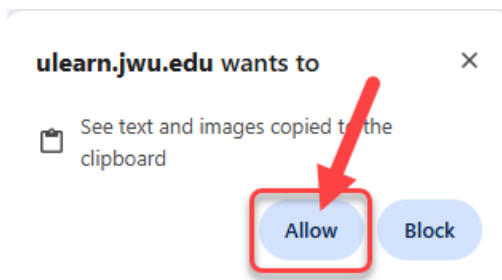
- **Complete a 360 degree scan of your room.** Rotate your webcam or laptop to show the entire area where you are taking the exam. Also show your workspace and any scratch paper. When you are ready to record, click "Begin Room Scan." When you're done you will be given a chance to review the video and determine if you would like to submit the video or redo.
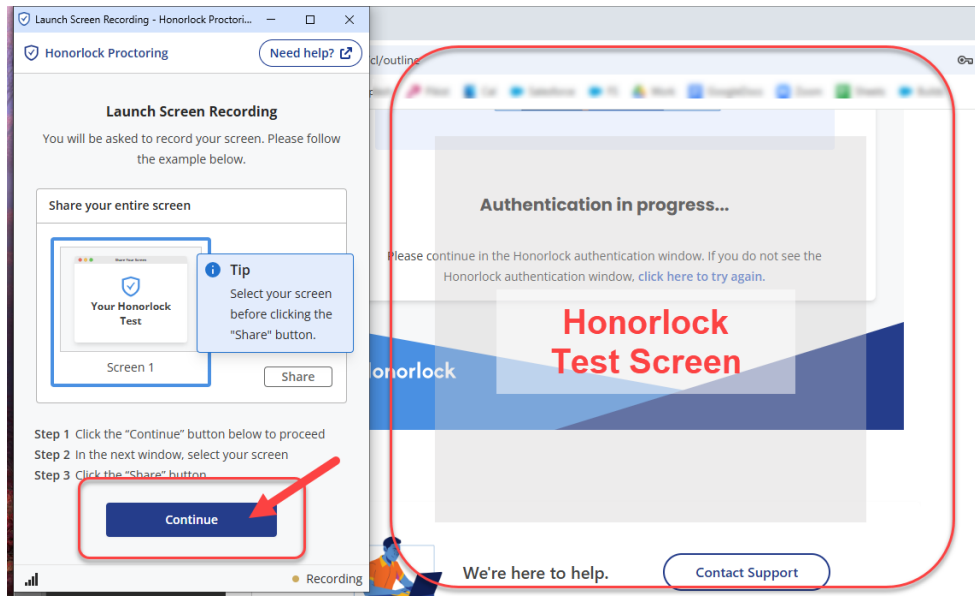

- **Allow Honorlock to record from your microphone**

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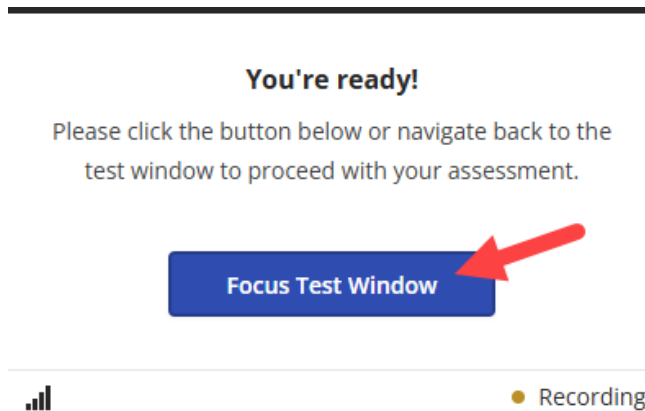- **Allow ulearn.jwu.edu to see text and images on your clipboard**

- **Select which Screen you will be using.** Make sure you can see your test in the background before clicking Continue. Then click "Share."
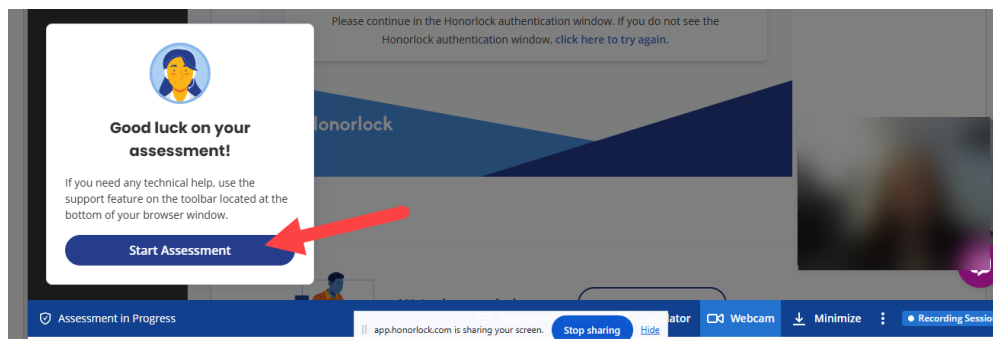
Take Your Exam

You are now ready to take your proctored exam. The camera continues to record while the exam is in session.
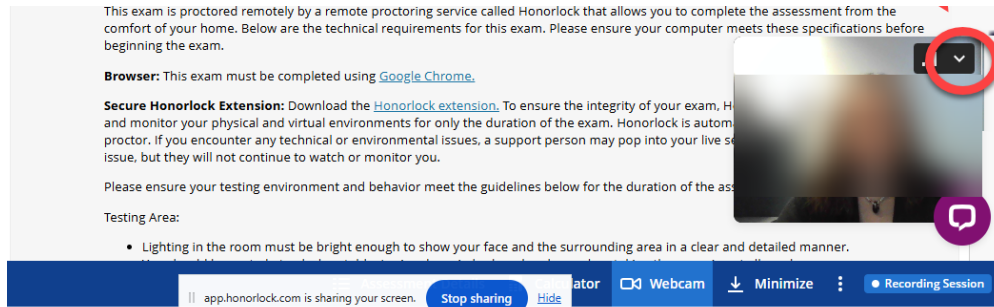
1. Click the Focus Test Window button to close the panel.

2. Click on Start Assessment.

3. To close the picture of yourself, click the carat in the right hand corner of the image.
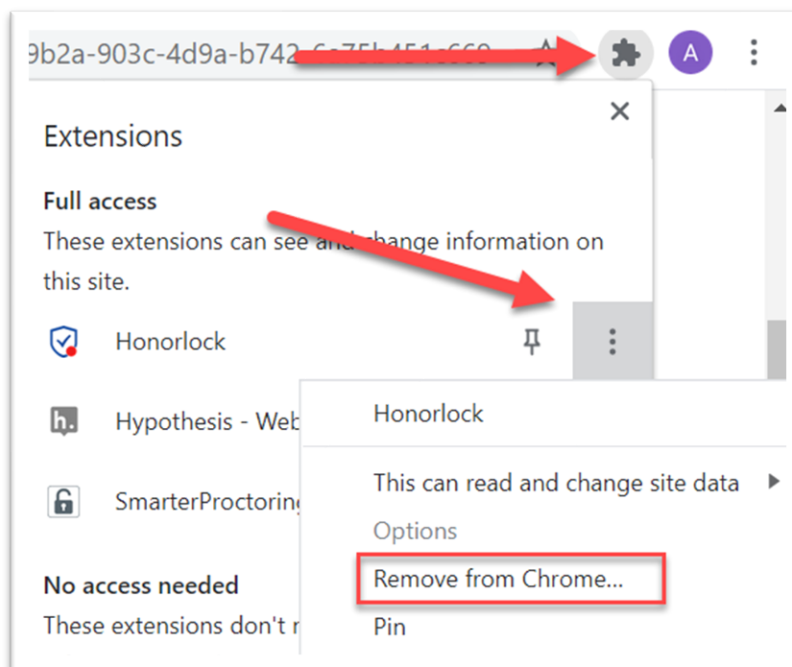
4. Take your exam.
   Once you submit your exam, Honorlock will show the message "Thank you for using Honorlock!" and then automatically close.

Removing Honorlock

After you have completed your proctored exam, you may remove the extension from Chrome.

1. Navigate to Google Chrome **Extensions** symbol on the top right side of the browser window. Click **More** next to Honorlock and select **Remove from Chrome**.

2. Select **Remove** in the pop up window.