In order to best prepare your students, we recommend instructors dedicate a section in their syllabus to Honorlock. Below is the recommended verbiage:

Proctored Exam

This course will require proctored exam(s) to be administered using an online proctoring service called Honorlock at no expense to the student.

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. You will responsible for providing the web camera to use during the testing process. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device. For more information about taking an exam using Honorlock, please watch the video at https://www.youtube.com/watch?v=wRWE-9PUquo&feature=youtu.be.

Good luck! Honorlock support is available 24/7/365. If you encounter any issues, please contact Honorlock support immediately. You may contact them by live chat, phone (**844-243-2500**), and/or email (support@honorlock.com). **Should an issue arise while taking an exam, please immediately contact Honorlock via the chat feature and then send the transcript of the chat session to your instructor after completing your exam.**

Please refer to the Proctored Exam section of the syllabus for more details regarding completing proctoring exams using Honorlock.