

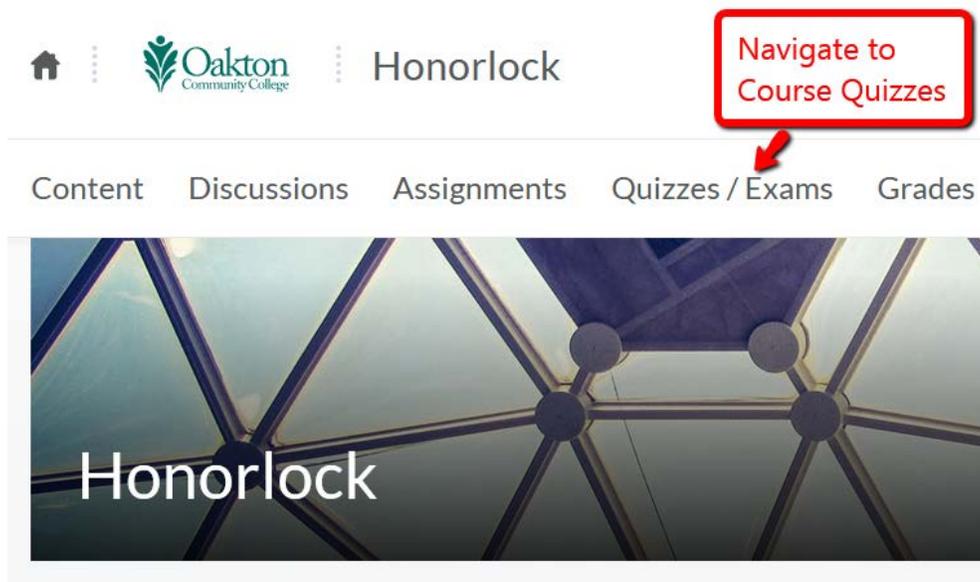


Honorlock Proctoring can only be used in Chrome. Before you begin: you will need to use the **Google Chrome** browser to take the exam.

Click here to download: <https://chrome.com> if you don't have Chrome already installed on your computer.

Need assistance? Call us at +1 (855) 828-4004

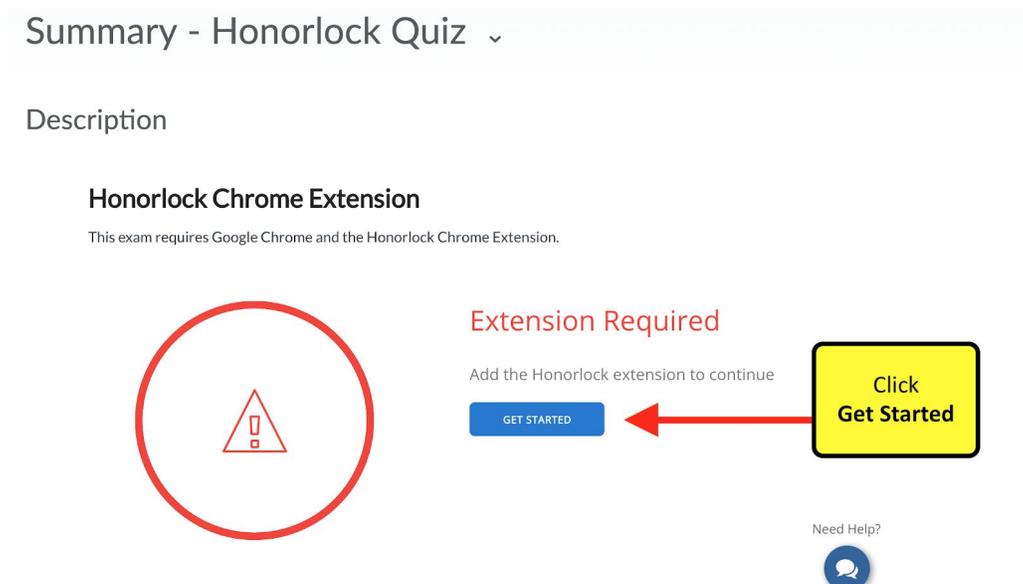
1. In **Google Chrome**, navigate to D2L. Once there, navigate to the Quizzes/Exams section of the appropriate course.



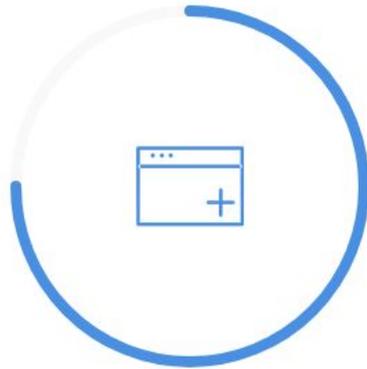
2. Navigate to your proctored assessment



3. You will need to download the **Honorlock Chrome Extension**. This is a small, lightweight browser add-on that allows Honorlock to proctor your exam. Add it to your browser by clicking **Get Started**.



4. In the new tab, click **Add Extension**. Once the extension is added, you should be navigated back to your exam.



Add Extension

Click below to add the Honorlock Chrome Extension



By clicking Add Extension



5. The quiz should now be ready for Honorlock proctoring. Please note a few available features:



Honorlock Livechat

Livechat - Have a question? Reach out to us 24/7/365 by clicking the Honorlock Livechat icon in the bottom-right corner.



Show Quiz Details - Select this button to display D2L quiz info.

Proctoring Support - Please note the available proctoring support options:

Proctoring Support

 Livechat

 Guide

 Calculator

 Accessibility

Livechat	Open livechat session
Guide	View Honorlock student guide
Calculator*	Launch on-screen calculator



Accessibility	Enter Accessibility PIN
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* Optional feature, not always available

The Day of Taking test/exams in D2L using Honorlock

6. Click **Launch Proctoring** to begin the verification process. Once complete, you will be permitted to enter your exam.

Quiz List > Summary

Summary - Honorlock Quiz

This test is proctored by Honorlock.
Click the **Launch Proctoring** button to begin:

Launch Proctoring

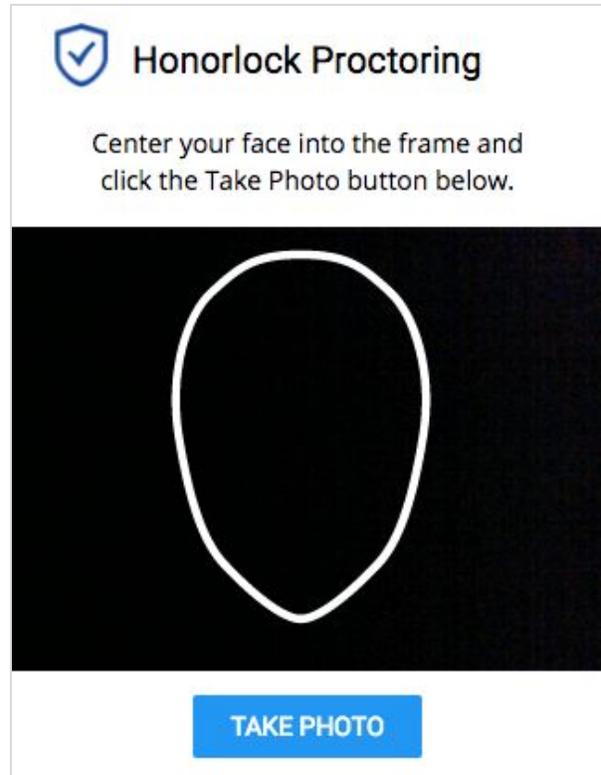
Click **Launch Proctoring** to begin verification

Honorlock Verification Process



8. Photo Authentication

Center your face in the frame and take a photo by clicking **Take Photo**.





9. Photo Confirmation

Confirm that you can see yourself clearly in the captured image. If so click **Accept**, otherwise click **Redo** to retake the photo.

 **Honorlock Proctoring**

Is your face clearly visible below? If so, confirm by clicking Accept.



10. Photo ID Authentication

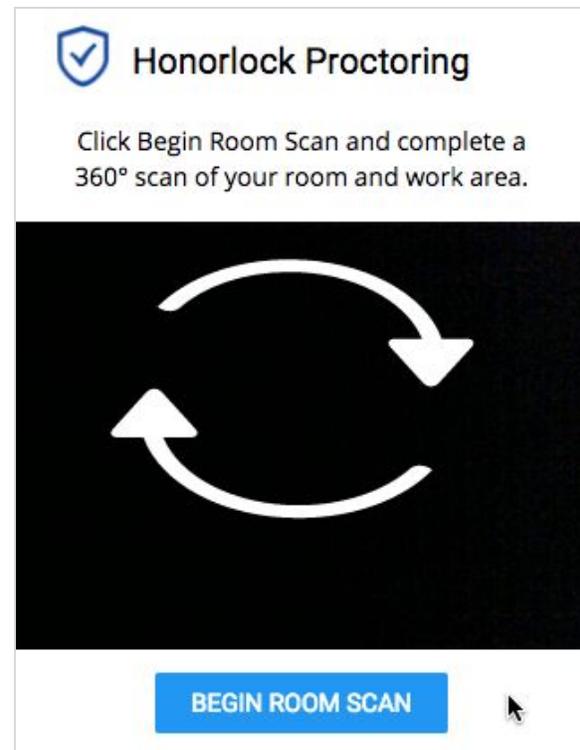
Continue the process for taking a photo of a photo ID. Click **Take ID Photo** and accept if the ID is clear and visible in the image captured.

Make sure your ID is centered and clearly visible.



11. 360° Room Scan

To complete a full room scan, click **Begin Room Scan** and rotate your camera 360°, showing your entire test taking environment and work area.

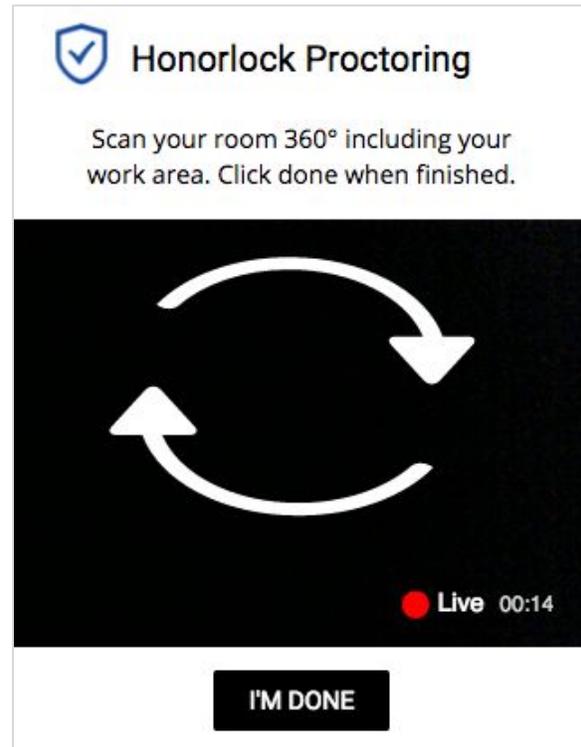




12. Complete the 360° Room Scan

When the room scan is complete, click the **I'm Done** button.

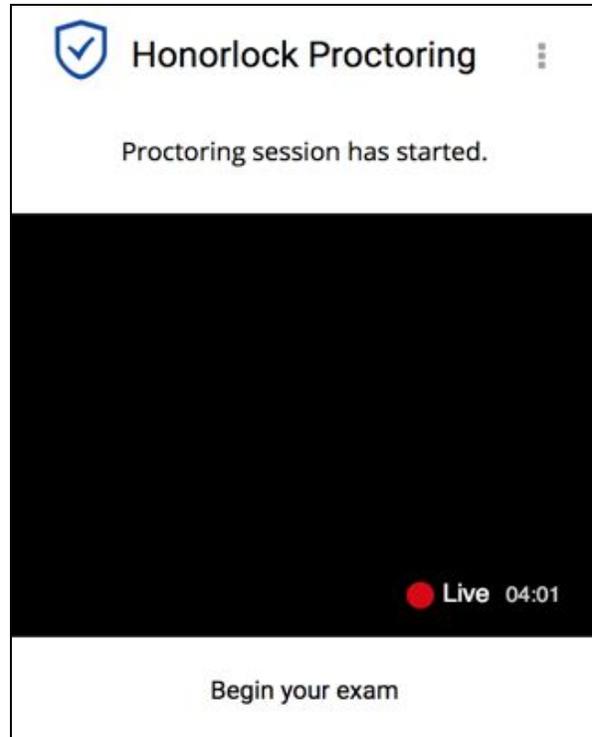
To avoid being flagged during the proctoring review, be careful to not submit the video until the entire room is scanned.





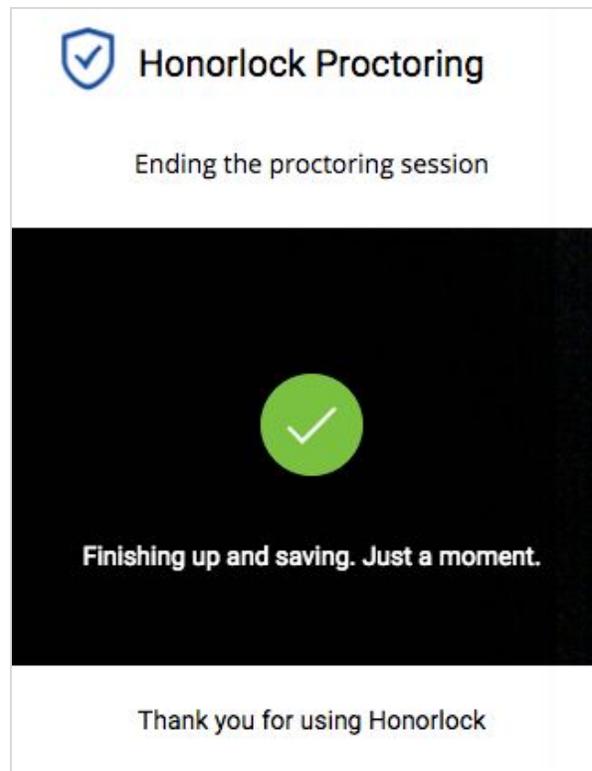
13. Take your placement assessment

Take your test as you would normally. The camera will continue to record while you have the exam open.



14. Finishing Up

Honorlock proctoring will automatically save and close once you have finished taking your placement assessment.





Honorlock technical support is available 24/7 for students.

If you need to contact Honorlock support, call 855-828-4004

The screenshot shows a browser window with the URL canvas.honorlock.com/courses/2/quizzes/52. The page title is "HL123 > Quizzes > Honorlock Exam 1". A table on the right side of the page shows quiz results:

		Score
		3 out of 3
		0 out of 3
		3 out of 3
Attempt 3	less than 1 minute	1 out of 3
Attempt 2	1 minute	3 out of 3
Attempt 1	less than 1 minute	0 out of 3