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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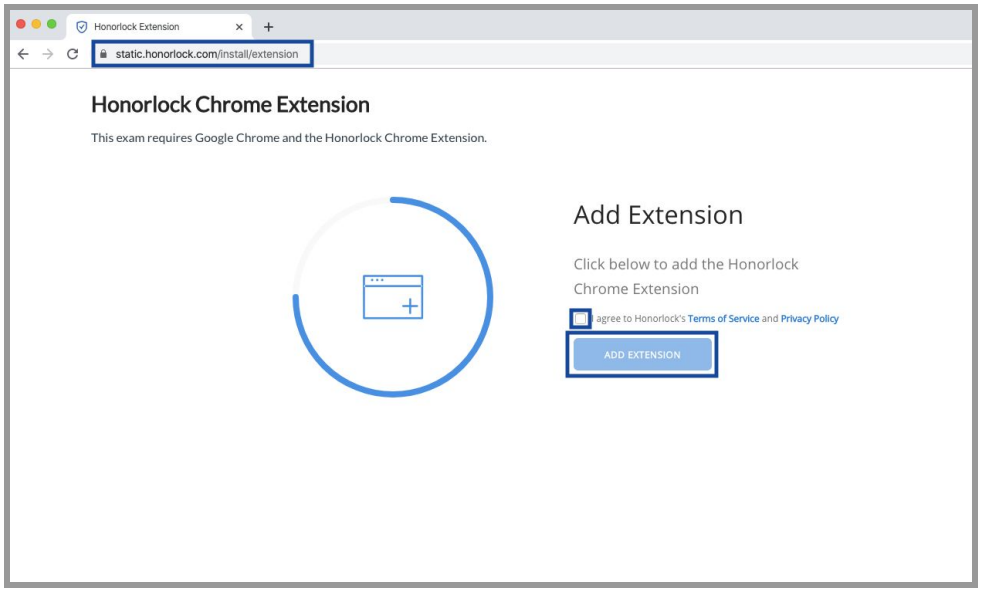
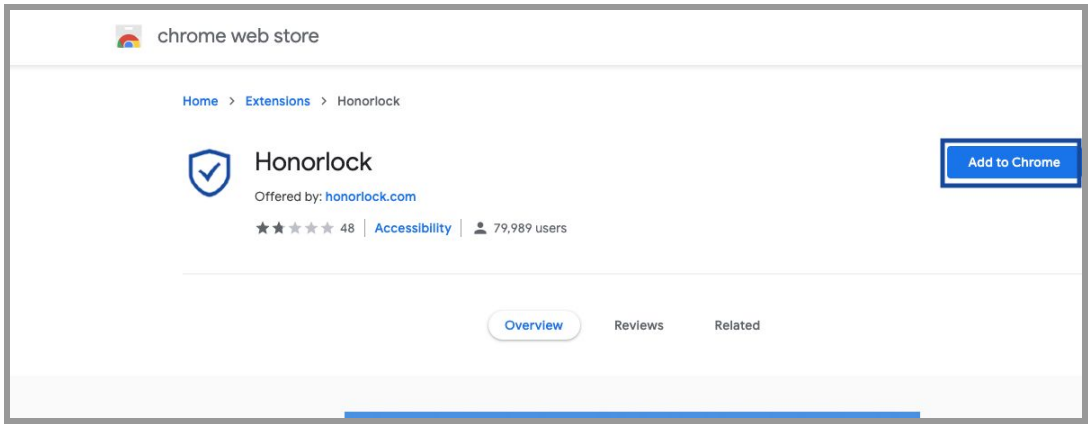
Install the Honorlock Extension

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.**



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

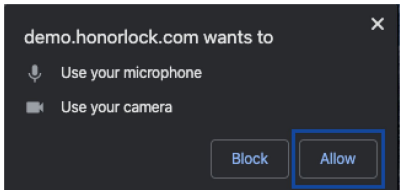


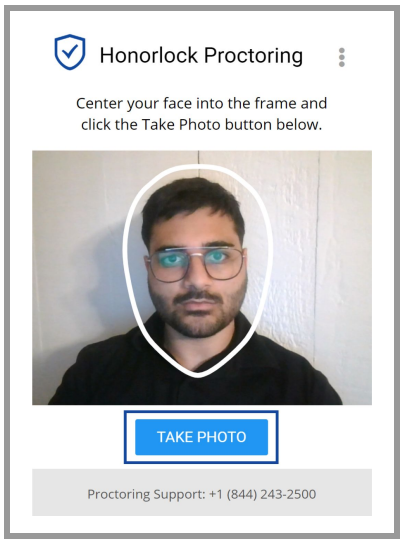
Launch Proctoring

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

Take Photo

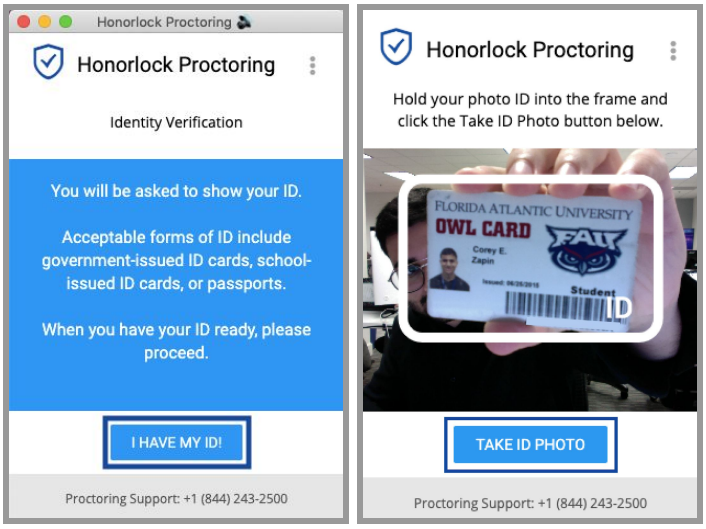
Your instructor may require you to take a photo. Please allow Honorlock access to your microphone and camera. Then, you may center your face in the frame and click the **Take Photo** button.





ID Verification

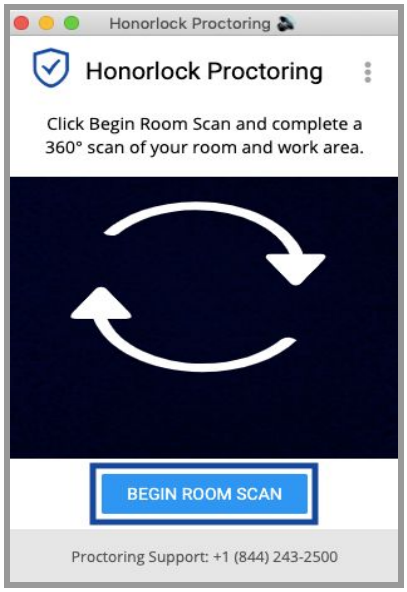
After you have successfully taken your photo, the next step is ID verification. Acceptable forms of identification include government-issued ID cards, school-issued ID cards, or passports. When you have your ID in hand, please select **I Have My ID**. Next, please hold your ID in the center of the webcam 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.



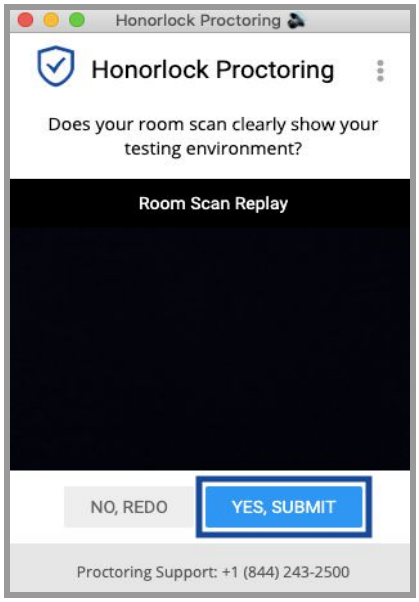
Note: *If you do not have a sufficient form of identification, please contact your instructor.*

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.



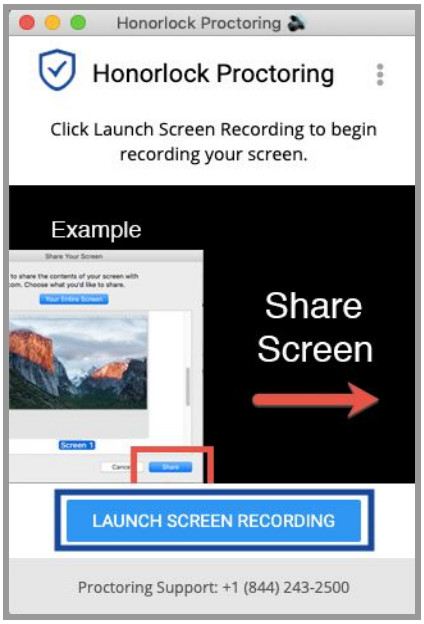
After completing your room scan, you can review a replay of your room scan before submitting it. Once the scan clearly shows your testing environment, select **Yes, Submit**. If you need to try again, you may select **No, Redo**.

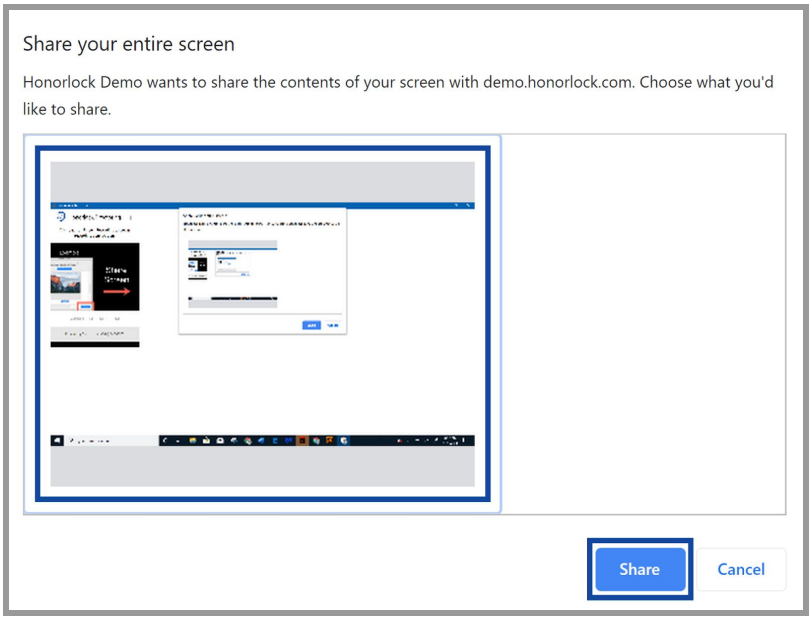


Launch Screen Recording

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.

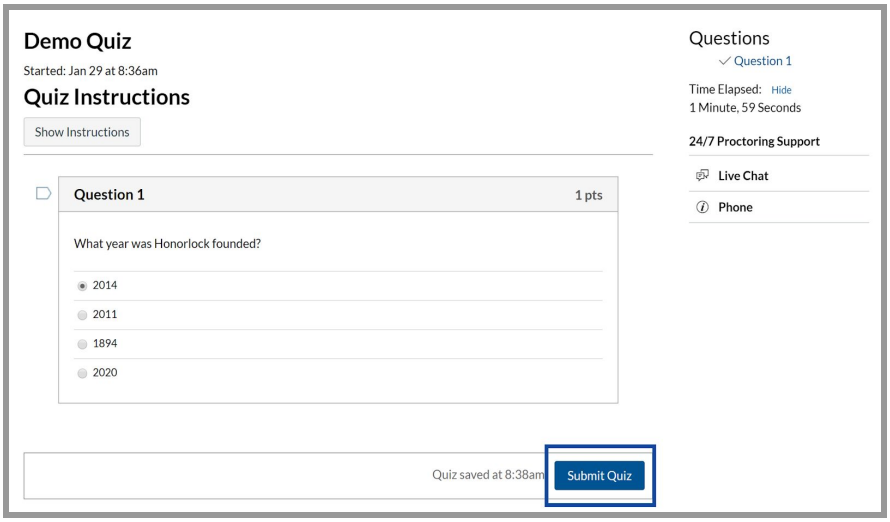
To prevent the premature sharing of a screen, the student will be prompted a final time to select their desired screen. Once ready please select the preview of your screen and click the blue **Share** button to start the screen share.





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.



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.