- Testing with HonorLock -

(*last update: August 19, 2026)*

– you should review this document before each exam, since I may have updated it –

To Access Exam, click on HonorLock on the left menu.
They will walk you through the process.

Before the Day of the Exam:

- Your computer *must have* an external (detachable) webcam. You will not be allowed to use the camera built into your computer for testing. This webcam will need to be set up so that your screen, the side of your face, your scratch paper, approved calculator and *both* hands are visible at all times during the exam. Failure to do this could result in a grade of zero on the exam. Example photos of this setup are included later in this document.
- Each sheet of scratch paper must start out as blank with two lines drawn (top to bottom, then left to right) to create 4 boxes. You will number the boxes 1, 2, 3, 4 on the first sheet, 5, 6, 7, 8 on the second, etc. After completing the exam, you are required to scan each page of your scratch paper *into a single pdf document*, with filename as "Exam <num> <name>" (e.g., "Exam 2 John Doe.pdf"). This document needs to be uploaded into Canvas within 10 minutes after submitting your exam in myLab Math. If you're later than 10 minutes, your score on the exam will be reduced. More than 30 minutes (or not at all), your score on the exam will be a zero. If there are issues, email the document to meet with reason for not uploading, but still continue to attempt to upload in Canvas.
- It is highly recommended that you complete the "HonorLock Practice Exam" before the exam date/time, then scan and upload your scratch paper within 10 minutes, so I have enough time to provide feedback. All HonorLock exams are taken thought Canvas, using the HonorLock link. You can attempt this *sample exam* as many times as it takes for you to feel comfortable with the process. Each unit exam can only be taken once using HonorLock.

Needed on the Day of the Exam, but Before the Exam Starts:

- Official photo ID is required, such as driver's license, passport, or other *government issued* document. You *must* look like the photo the ID at the time of the exam.
- Pencil with eraser (a pen can be used, if you have neat handwriting and make few mistakes).
- An approved calculator, a TI-30XIIS model scientific calculator. Walmart/Amazon has this calculator for around $15 - $20. HonorLock has a build in calculus that can be used.
- An external webcam setup is required. You **cannot** use the computer monitor's build-in camera.
- You must have blank sheets of paper, divided into 4 quarters by drawing 2 lines (top to bottom, then left to right). You will number the boxes 1, 2, 3, 4 on the first sheet, 5, 6, 7, 8 on the second, etc. Not using this format will result in a 10% reduction of your exam score. This will provide space to show the work that supports your answers. Remember, if you can do any problem *'in your head'*, write down your thoughts for that problem. Failure to do so may result in zero points for that problem.
- Make sure you will not need any bathroom break during the exam, so take any such break before starting the exam. If you leave the room then return to the exam, you will receive a zero on the exam. Turn in your exam before you leave the room.

Not Allowed During the Exam:

- No books, notebooks or notes are allowed.
- Any other calculator other that the TI-30XIIS model.
- No other electronic devices should be within your reach (phone, e-tables, e-readers, etc).
- No other people in the room you are testing in. No background noise of any kind.
- No headphone, earbuds, hats or tinted glasses.
- No watches of any kind (not just smart watches, you must remove your watch).
- No food or drinks.

Setting up the Exam:

- You must install the Google Chrome extension. You will be prompted by HonorLock to do this. After the exam, it is highly recommended that you remove this extension. HonorLock will prompt you to do so.
- If your computer has two monitors, turn off the one you are not testing on. This might require you to disconnect the second monitor.
- HonorLock will . . .
  - Ask you to show your government issued ID.
  - Scan your testing environment. This includes your testing space (table or desk), the entire room (360º view). You must show the approved calculator, the approved blank sheets of paper (see above). Show that your phone is not within reach, and it is screen side down and muted, or just

put it away in another room. Show that you are not wearing a watch.
    - See video in link below for an example.

- Make sure that after the scan and before you start the exam, your workstation (work area, papers, calculator, both hands, your computer screen) are visible in the webcam. See examples below.

YouTube example of an Approapriate Room Scan:

- https://youtu.be/lF_C3W5gOns?si=YsC4ei_eVmaEY4Uq

During the Exam:

- The entirety of the exam must be recorded, both visual and audio.
- You must take the exam in a quiet, private room. You must be alone during the entire exam.
- You may not communicate with anyone other than the HonorLock Chat, if you need technical assistance.
- You may not have any electronics within your reach during the exam. This includes but is not limited to phones, tablets, earbuds, headphones, watches, computers or monitors other than the one you need to exam.
- If your computer has two monitors, turn off or disconnect the one you are not testing on.
- Your face must always be visible during the exam (see below for external camera angle required). You are allowed to look down at your paper while you are working a problem. You and your hands must remain in the frame of the camera at all times during the exam.
- You may not wear a hat or headphone/earbuds during the exam.
- Your workspace must be completely clear except for the scratch paper, your approved calculator, and your writing utensils. No other resources of any kind are allowed during the exam.
- Your computer may only have Google Chrome open with only one tab (Canvas). No other windows or tabs can be open while you are taking the exam.
- If you use a Macintosh computer, make sure to block any iMessages, FaceTime calls and all other notifications during your exam.
- You must remain seated during the exam. No breaks, including restroom breaks, are allowed during the exam.
- No eating, drinking, or any other distracting activities are allowed while you test.
- If any violation occurs that you feel was out of your control, email me with details of what exactly happened as soon as you submit the exam.

After the Exam is Completed and Submitted:

- You will have 10 minutes to scan every page of your scratch paper, which shows all supported work, into *one pdf document*, with filename “Exam <num> <name>” (e.g., “Exam 2 John Doe.pdf”). Then upload it in Canvas in the module “*Scratch Paper Upload (HonorLock Users Only*”, then the exam upload assignment (there will only be one available). I will use the time stamp of the upload and compare it to the time stamp of when you completed the exam. Examples of how to scan scratch paper into a multi-page pdf document are at the bottom of this document.

Penalty for Not Complying with Any of the Above Expectations:

- Failure to comply with one or more of these expectations *will result* in a reduction of your exam score.
- If infraction(s) is(are) serious, then your exam score could be reduced by as much as 100% (meaning, you receive a zero for the exam). Serious infraction(s) may result in losing your privilege to test remotely using HonorLock.
- Scratch paper in the wrong format, albeit a minor infraction, with reduce your score by 10%. Each sheet of scratch paper must start out as blank with two lines drawn (top to bottom, then left to right) to create 4 boxes. You will number the boxes 1, 2, 3, 4 on the first sheet, 5, 6, 7, 8 on the second, etc.
- If you do not scan your scratch paper within the allowed time, then your score on the exam will be reduced. Scanning and uploading your scratch paper as a *single pdf document* within 10 minutes is required!! More than 10 minutes will reduce your score on the exam.
- If more than 30 minutes pass without receiving your scratch paper (or no scratch paper is uploaded), you *will receive a zero* on the exam.
- I will notify you if you are in violation of these exam expectations and what the resulting penalty will be.

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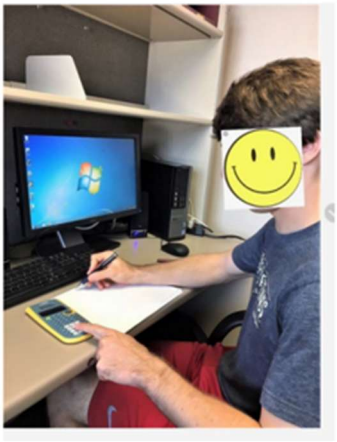
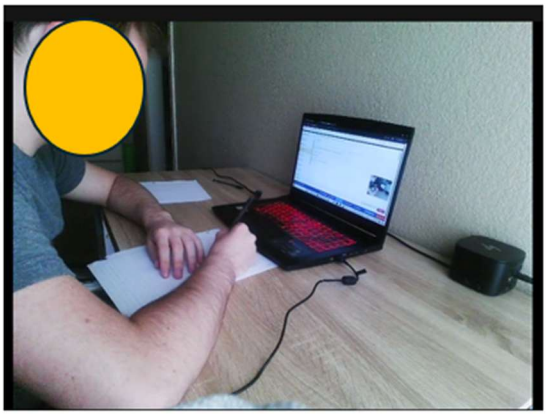
About Items Needed:

- If you don't already have an external webcam, you can purchase a USB connection webcam for around $10 - $30 that will work great for this class. Don't spend extra money for a fancy features, unless you plan to use it for some other purpose.
- Some webcams that may NOT be compatible with HonorLock are Onn/Surf Onn, Amcrest, Logitech C920, Logitech C270. There may be others. Let me know if any other brand has given you issue (you will find this out during the sample exam) so I can list them here to help other students.

Examples of good camera positioning:

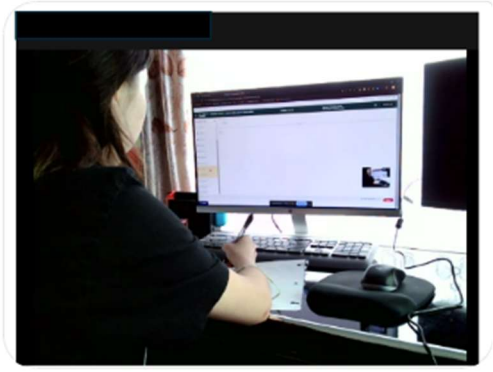
- Here the camera is clip to something like a lamp shade or the back of a high back chair to give it enough height. Camera angle should show both hands, your calculator, scratch paper, the side of your face, and the computer screen at all times.





Examples of bad camera positioning, which <u>will result</u> in a zero on the exam:

- Here, the student's face, left arm and left side of the desk is not visible. Any one of these things would have the result of a zero on the exam.



- The computer monitor is not visible. The webcam built into your computer does not meet requirements. You must use an external webcam.

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Other Testing Reminders:

- You only have one attempt to complete the exam, so make sure you have allotted enough time, including the startup protocol.
- Secure a quiet, well-lit room with a stable internet connection to take the exam. You must be clearly visible, *not in silhouette*. So, no bright light behind you.
- You must be dressed appropriately, as you would if taking the exam on campus.
- Make sure your environment check shows **both** sides of your blank paper, a complete room scan, including the entire workspace and computer screen or monitor.
- Ensure that your computer or device is fully charged or plugged in, and on a firm surface that is not likely to move during the exam.
- Avoid readjusting the webcam after the webcam setup is complete.
- You are not allowed to use any notes, books, electronic devices, other websites, documents, unapproved calculators, etc., or communicate with anyone during the exam.
- Be careful to always keep both hands visible during the entire exam. Don't put your hands in your lap or under the workspace.
- Breaks are prohibited during the exam.
- Any disruption MUST be explained during the video and then later by emailing me. Even if explained, violations of protocol could still result in a reduced score on the exam.
- Submit exam work in Canvas as a multi-page (one sheet per page), *single pdf document* immediately after submitting the exam. If you have any trouble submitting, *immediately* email me a copy for a time stamp. Then go back and finish submitting in Canvas so your paper can be graded.

Exam scores will be set to zero if a student's recording does not meet the requirements set forth, a student's work is missing (not submitted properly to Canvas) or submitted later than 30 minutes after the exam is completed, or a student commits an act of academic dishonesty misconduct.

In any of these cases, all subsequent exams must be taken in an NCTA certified testing center, which includes the Testing Center located on the main NWACC Campus in Bentonville.

If you are opposed to any of the requirements for online proctoring, then you should take your exams in an NCTA certified testing center. By testing in a Testing Center, you can focus on the mathematics alone, without the worries of having any HonorLock violations.

Scanning your work details:

Remember, proper work must be shown (numbered and legible) on scratch paper then scanned/uploaded to Canvas for a student to receive any credit on an exam. No scratch papers uploaded will result in a zero on the exam.

Examples of how to scan scratch paper into a single multi-page pdf document are here:

- using iOS or iPadOS: https://www.youtube.com/watch?v=7JNmdFtvNv8
- using Google Drive within an Android: https://www.youtube.com/watch?v=WUz7R3luoes
- other methods can be found on google or YouTube. Find the one that works best for you.

Upload into the correct assignment in Canvas, assignment located in the Module "Submit Scratch Paper". I would recommend that you practice this process beforehand.