

## - Testing with HonorLock -

(last update: August 27, 2024)

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

### **Exam is Taken on a Specific Day:**

Each exam is scheduled based on which option you choose to take the exam. For the HonorLock option, the exam is taken on a day different from the schedule dates to test in person, at any testing center (options 1 or 2). The schedule for each exam is listed on the onLine Course Exam Policy document, located on the course webpage on my website (<http://gkfoster.com>).

### **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. Example photos are included later in this document.
- You must be able 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). This document will be uploaded into Canvas within 5 minutes after submitting your exam in myLab Math. You will do this on the sample exam.
- You must complete the sample exam at least a week prior to the exam date/time. This exam will be taken through HonorLock, access through Canvas. You can attempt this sample exam as many times as it takes to get all requirements met.

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

- Official photo ID, such as driver's license, passport, or other government 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-30 model scientific calculator. Walmart has this for around \$15 - \$20.
- An external webcam. **Cannot** use the computer or 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). This is to number each problem (required) and provides a 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 will 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.
- Remember, if you did not successfully complete the sample exam, you will not be set up to take the exam using HonorLock.

### **Not Allowed During the Exam:**

- No books, notebooks or notes are allowed.
- Any other calculator other than the TI-30 series.
- No other electronic devices should be within your reach (phone, e-tablets, e-readers, etc).
- No other people in the room you are testing in. No background noise of any kind.
- No headphones, 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 (360° view). You must show the approved calculator, the approved blank sheets of paper (see about). Show that your phone is not within reach and it is screen side down or is put away, and show that you are not wearing a watch.
- 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.

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### **YouTube example of an Appropriate Room Scan:**

- [https://youtu.be/IF\\_C3W5gOns?si=YsC4ei\\_eVmaEY4Uq](https://youtu.be/IF_C3W5gOns?si=YsC4ei_eVmaEY4Uq)

### **During the Exam:**

- The entirety of the exam must be recorded, both visual and audio.
- You must test 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 the one you are not testing on.
- Your face must always be visible during the exam. 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 that was scanned beforehand, 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.

### **After the Exam is Completed:**

- You will have 10 minutes to scan your work into one pdf document, with filename "Exam <num> <name>", e.g., "Exam 2 John Doe". Then upload it in Canvas. I will use the time stamp of the upload and compare it to the time stamp of when you completed the exam.

### **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) will result in losing your privilege to test remotely.
- If you do not scan your scratch paper within the allowed time, then your score on the exam will be reduced. If more than 30 minutes pass without receiving your scratch paper, you will receive a zero on the exam. Scanning and uploading your scratch paper within 5 minutes is required!!
- I will notify you if you are in violation of these exam expectations and what the resulting penalty will be.

### **About Items Needed:**

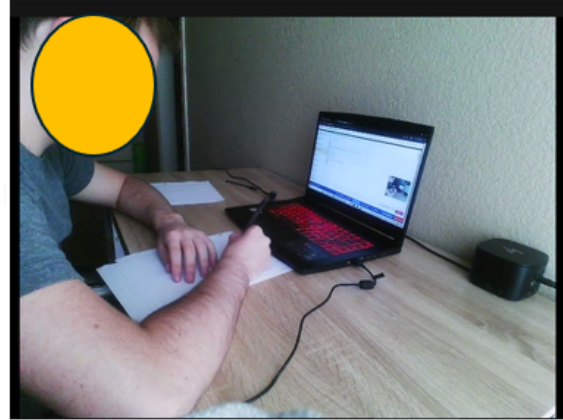
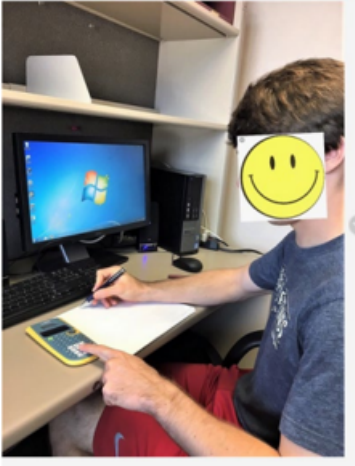
- If you don't already have an external webcam, you can purchase a USB connection webcam for around \$10 - \$30 that will work great for this class. Don't spend extra money for a fancy features, unless you plan to use it for some other purpose.
- Some webcams that may NOT be compatible with HonorLock 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).

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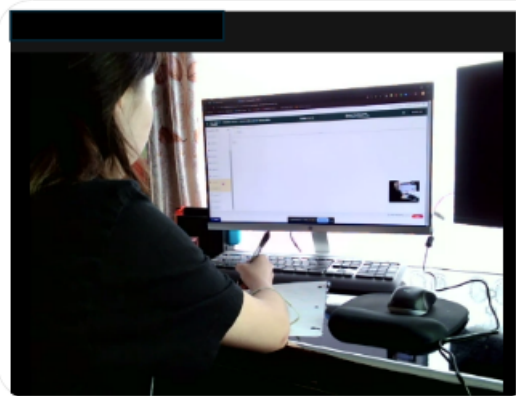
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### Examples of good and bad camera positioning:

- Here the camera is clip to something like a lamp shade or the back of a high back chair to give it some height.



- 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 will not work. 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 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, calculators, etc., or communicate with anyone during the exam.
- Be careful to keep both hands visible at all times. 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. Even if explained, violations of protocol will result in a score of 0 on the exam.
- Submit exam work in Canvas as a multi-page, single pdf immediately after submitting the exam. If you have any trouble submitting, immediately email your instructor a copy for a time stamp. Then go back and finish submitting in Canvas for your paper to be graded.

Remember, proper work must be shown (numbered and legible) and 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 pdf file are here:

- using notes within iOS: <https://www.youtube.com/watch?v=CSSKU8SVFZc>
- using Google Drive within an Android: <https://www.youtube.com/watch?v=WUz7R3luoes>

Upload into the correct assignment in Canvas, assignment located in the Module "Submit Scratch Paper".

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 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 may take your exams in an NCTA certified testing center. If you are set to use HonorLock but decide to test using options 1 or 2, just don't take the exam and I will return your exam settings to use those options.