

Student Policy for Proctored Exams

Objective

This policy outlines the expectations for proctoring and examination security for students during online exams, ensuring fairness and academic integrity.

Standards

Examinations are a critical tool in assessing student learning. Cheating on exams undermines academic integrity and is a violation of the Code of Conduct, as outlined in the Student Handbook.

Process

Honorlock proctoring is used for students taking online exams in both online and campus-based courses, as directed by faculty.

1. **Identity Verification:** Students are required to establish their identity by providing a valid photo ID during the authentication process.
2. **Technical Preparation:** Students must ensure their system is functioning properly before the exam. If any issues arise, students are encouraged to contact Honorlock for troubleshooting. If problems persist, students must notify their instructor or the college's technical support team immediately.

Test Environment Requirements

1. **Choose a Distraction-Free Location:** Ensure you are in a quiet, secure space where you will not be interrupted during the exam.
2. **Complete a Room Scan:** Perform a complete room scan as required by Honorlock. [Click here](#) for detailed instructions on how to complete a proper room scan.
 - o A successful scan includes showing the entire workspace, ensuring no prohibited materials are present.
3. **Verify Technology Requirements:** Ensure your system meets the technology requirements for online proctoring and have a backup external webcam available in case your built-in webcam fails.

System Requirements:

- o Operating System: Windows 10, Windows 11, MacOSX 10.14 or higher, ChromeOS
- o Browser: Google Chrome (version 120+)
- o Internet Speed: 1.5 Mbps download, 750 Kbps upload

Student Policy for Proctored Exams

4. **Turn Off and Remove Other Devices:** All other devices, including tablets, phones, secondary computers, and additional monitors, must be turned off and removed from the examination area.
5. **Remove Prohibited Items:** Headphones, hats, and smartwatches must be removed and put away during testing.
6. **Clear Your Desk:** Remove all unauthorized materials, such as books, papers, or other devices, unless specifically permitted by your instructor.
7. **Understand Time Constraints:** Ensure you are aware of the allotted time for the exam and have enough time to complete it in one sitting.
8. **Remain at Your Computer:** Stay at your computer for the entire duration of the exam unless a pre-approved accommodation is provided.
9. **Secure Your Device:** Place your device on a firm surface (such as a desk or table) to prevent movement during the exam.
10. **Avoid Tilting the Screen:** If using a built-in webcam, do not tilt the screen after the initial setup to maintain a clear camera view.
11. **Ensure Proper Lighting:** Take the exam in a well-lit room and avoid sitting with your back to a window or other sources of bright light.

Additional Requirements

In some cases, instructors or the institution may have specific exam instructions or additional requirements. Be sure to review your course syllabus or exam description for any extra guidelines.

Prohibited Actions During Proctored Examinations

1. **Talking Aloud:** Unless otherwise permitted by an accommodation, talking or whispering aloud during the exam is not allowed.
2. **Being Out of Camera View:** Your face, from chin to forehead, must remain visible in the camera frame throughout the entire exam.
3. **Wearing Obstructive Headwear:** Head coverings that obscure the face, such as hats or caps, are not allowed during the exam unless religious or medical accommodations are provided.

Student Policy for Proctored Exams

4. **Presence of Others:** No one else is allowed in the room where the exam is being taken.
5. **External Noise:** Avoid any additional noises or conversations with others during the exam.
6. **Off-Screen Viewing:** Keep your eyes focused on the screen throughout the exam. Off-screen viewing without permission can be flagged as suspicious behavior.
7. **Unauthorized Materials:** Use only the materials explicitly allowed by your instructor.
8. **Taking Pictures or Screenshots:** Photographing or screenshotting the exam is prohibited and will be considered academic dishonesty.
9. **Copying and Pasting:** Copying and pasting exam content is not allowed and is considered academic dishonesty.
10. **Virtual Machines:** The use of virtual machines is prohibited and can be detected during the pre-exam system check.
11. **Secondary Monitors:** Only one monitor attached to one computer is allowed during the exam.

Emergency Situations

If an emergency occurs during the exam (e.g., technical failures, family emergencies), students must notify their instructor and/or the institution's technical support team immediately. Instructors may allow the student to retake the exam if a valid emergency is confirmed.

Accommodations for Students with Disabilities

Students who require accommodations due to disabilities must contact the appropriate office to arrange the necessary support prior to the exam. Assistive technologies and special exam setups must be approved in advance.

Consequences of Academic Dishonesty

Exam recordings are reviewed by the course instructor and the Academic Dean. If cheating is identified, the student will be subject to disciplinary action, which may include failure of the exam, failure of the course, or dismissal from the college, in accordance with the Student Handbook.

Students have the right to appeal any disciplinary actions through the process outlined in the Student Handbook.

Student Policy for Proctored Exams

Checklist Before Starting the Exam

- Identity verification complete.
- Room scan performed.
- System and technology checked.
- Unnecessary devices removed.
- Desk cleared of prohibited items.
- Exam environment distraction-free.
- Time constraints understood.
- Exam instructions reviewed.

By adhering to these guidelines, students help create a fair, secure, and honest testing environment.