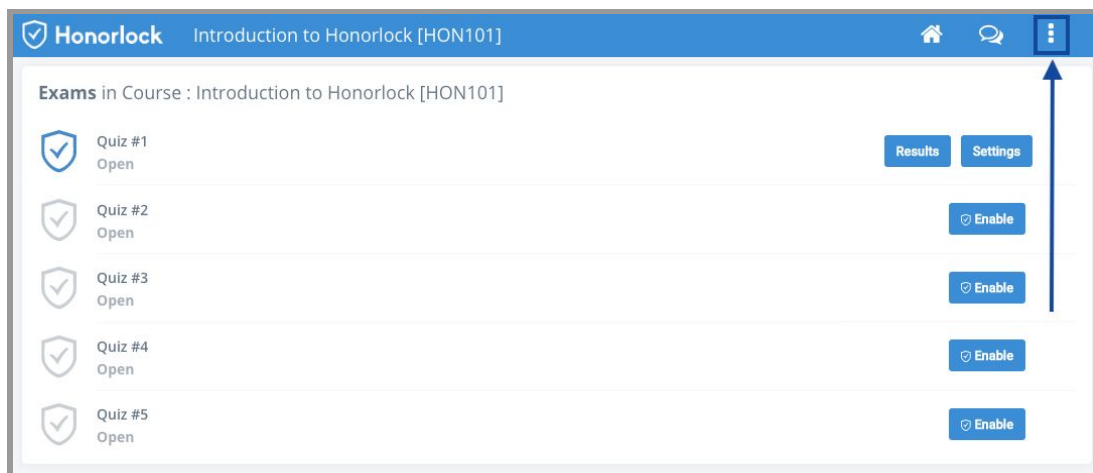


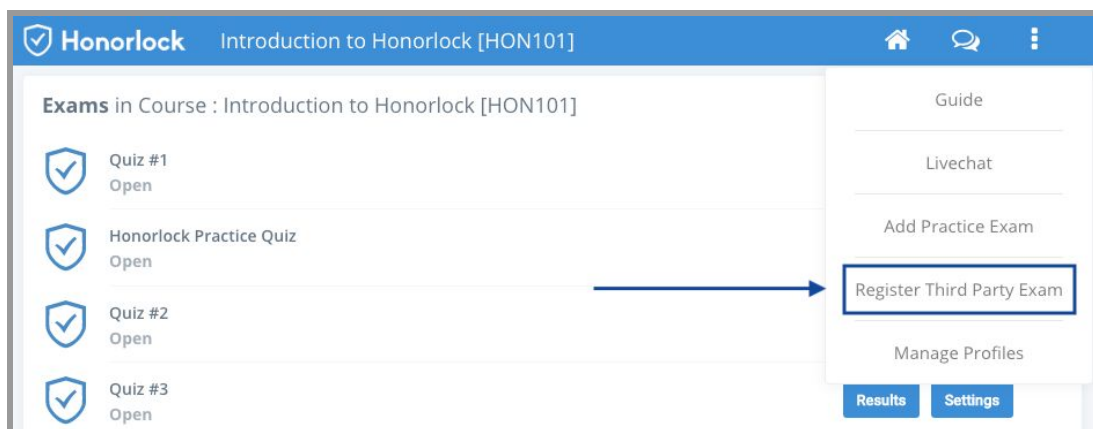
Through Honorlock in your primary Learning Management System, you have the option to offer proctored exams given in ANY third party platform such as Pearson MyMathLab, McGraw-Hill Connect, and WebAssign.

How to Create a Third Party Exam

1. Navigate to Honorlock in your Learning Management System. If you have questions on how to access this, please contact your institution for the specific location.
2. Locate and click the three white vertical dots in the top right of the LTI.

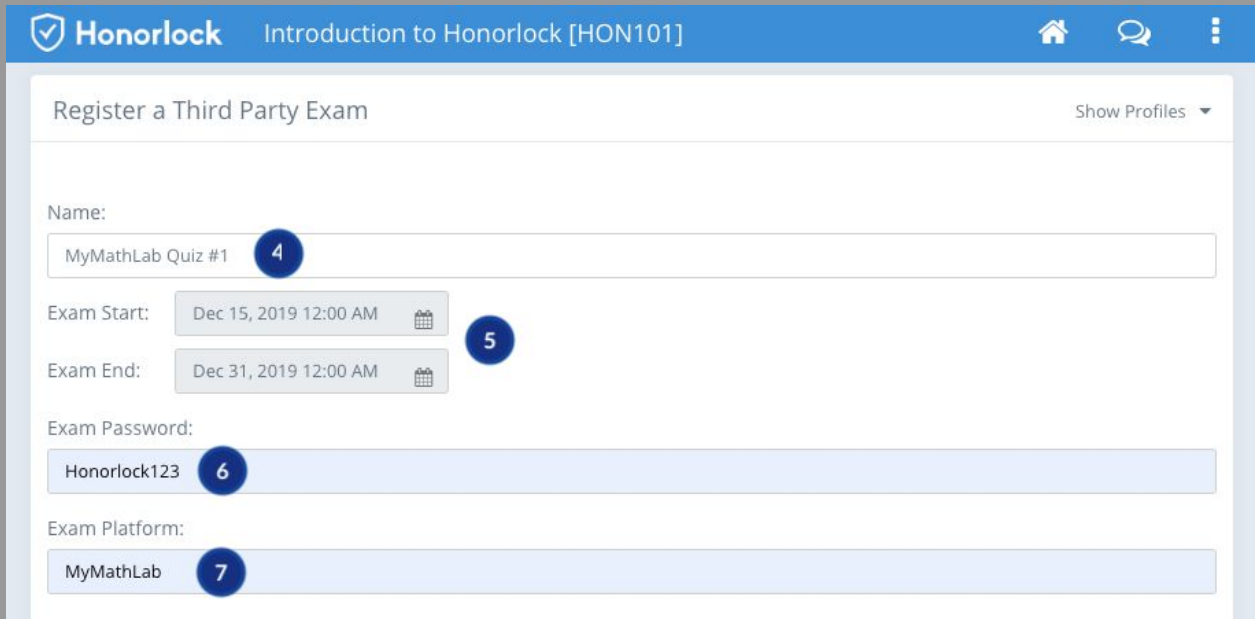


3. Click **Register Third Party Exam**.



Use **Exhibit A** below for Steps 4-7.

Exhibit A



4. Name the Exam to match the name of the exam given in the third party platform.
5. Next, set the **Exam Start** and **Exam End** times to match the start and end times of the exam in the third party.
6. In your third party platform, it is important to make sure that the exam is password-protected. Set a password in your third party platform for the exam and copy and paste it under **Exam Password**.
7. Lastly, type in your third party exam platform name under **Exam Platform**.

- Optionally, click on any of the options to toggle them **ON** or **OFF** or apply an existing exam profile.

Note: See [Explanation of Proctoring Options](#) below.

Profiles: You can create and apply Profiles to your exams. Manage Your Profiles

Apply a Profile to this Exam:

| | | |
|--|--|--|
| Record Webcam ON <input checked="" type="checkbox"/> | Webcam Failsafe ON <input checked="" type="checkbox"/> | Record Screen ON <input checked="" type="checkbox"/> |
| Record Audio ON <input checked="" type="checkbox"/> | Record Web Traffic ON <input checked="" type="checkbox"/> | Student Photo ON <input checked="" type="checkbox"/> |
| Student ID ON <input checked="" type="checkbox"/> | Room Scan ON <input checked="" type="checkbox"/> | Network Speed Test ON <input checked="" type="checkbox"/> |
| Manual Review ON <input checked="" type="checkbox"/> | On-screen Calculator ON <input checked="" type="checkbox"/> | Disable Copy/Paste ON <input checked="" type="checkbox"/> |
| Disable Printing ON <input checked="" type="checkbox"/> | Single Display ON <input checked="" type="checkbox"/> | Browser Guard ON <input checked="" type="checkbox"/> |
| Whitelist URLs ON <input checked="" type="checkbox"/> | | |

Set Exam Whitelist Enter the sites that students will be allowed to access during their exam. You can whitelist an entire site (honorlock.com), a URL path (honorlock.com/canvas/), or a specific page (honorlock.com/canvas/faculty). Please click the SAVE button to keep these settings.

Add Site

- Provide descriptive guidelines for students to let them know exactly what is allowed and what isn't allowed on your proctored exams. Below is an example of the **Student Instructions**. Feel free to copy and paste for yourself!

Student Instructions:

Normal ↓ B I U 🔗 A 🖨 ☰ ☰ ✂

This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

10. In addition to the student facing instructions, there is also a section for you to put in any specific notes you have for our proctors. You're also going to want to copy and paste the student facing guidelines here. This is where you can list any students that have any specific accommodations. Below is an example of the [Proctor Guidelines](#). Feel free to copy and paste for yourself!

Proctor Guidelines:

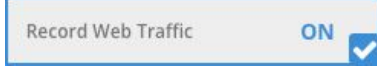

Normal ▾ **B** *I* U 🔗 **A** 🖨️ ☰ ☰ *T*_x

(List student accommodations here) Example: John Doe is allowed to use a second monitor.
This is a CLOSED note exam. Using your e-book or textbook is NOT ALLOWED. You may use two sheets of scratch paper. You must remain in front of your computer for the duration of the exam. NO BATHROOM BREAKS. Cell phones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED. Failing to follow these instructions could result in a violation.

11. Make sure to click the blue [Create](#) button to save your settings.
12. Your third party exam is now created and enabled with Honorlock! Third party exams will be identified with a third party exam icon.

 MyMathLab Exam #1 Third Party ← [Results](#) [Settings](#)
Available until Apr 4

Explanation of Proctoring Options

| Feature | Feature Description | Honorlock Recommendation |
|---|---|---|
|  | Student's webcam will be recorded during the exam session. | Recommended: Yes |
|  | If this option is enabled and the student webcam feed fails, we will not interrupt their exam session and they will essentially be able to continue unproctored. | Recommended: No |
|  | Student's entire screen will be recorded throughout the exam session. | Recommended: Yes |
|  | Student's audio environment will be recorded during the exam session. | Recommended: Yes |
|  | All internet activity will be monitored during the exam session. | Recommended: Yes |
|  | During the verification process, a photo will be taken of the student's face to verify the test-taker's identity. | Recommended: Yes |
|  | During the verification process, a photo will be taken of the student's school ID (or other government issued ID) to verify the test-taker's name and identity. | Recommended: Yes |
|  | During the verification process, students will rotate their camera 360 degrees, scanning their room and desk area to ensure no unauthorized people or materials are in the testing environment. | Recommended: Yes |
|  | Before the verification process, have the student run a network speed test to ensure they meet the network requirements to take an Honorlock enabled exam. | Recommended: Instructor Preference |
|  | Our human review proctoring staff will manually review all of the student videos and flag any suspicious behaviors and deviations from test guidelines. | Note: This is an additional service. Check with your institution for availability. |

| | | |
|---|---|--|
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> On-screen Calculator ON <input checked="" type="checkbox"/> </div> | <p>On-screen basic calculator.</p> | <p>Recommended: When Needed</p> |
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Disable Copy/Paste ON <input checked="" type="checkbox"/> </div> | <p>Students will not be able to copy, paste, or right click in Canvas during the exam. This helps to prevent the unauthorized distribution of test content.</p> | <p>Recommended: Yes, as long as this function is not required.</p> |
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Disable Printing ON <input checked="" type="checkbox"/> </div> | <p>Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.</p> | <p>Recommended: Yes</p> |
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Single Display ON <input checked="" type="checkbox"/> </div> | <p>Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.</p> | <p>Recommended: Yes</p> |
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Browser Guard ON <input checked="" type="checkbox"/> </div> | <p>Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.</p> | <p>Recommended: For closed book exams that don't require additional applications.</p> |
| <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> Whitelist URLs ON <input checked="" type="checkbox"/> </div> | <p>Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.</p> | <p>Recommended: Yes</p> |