

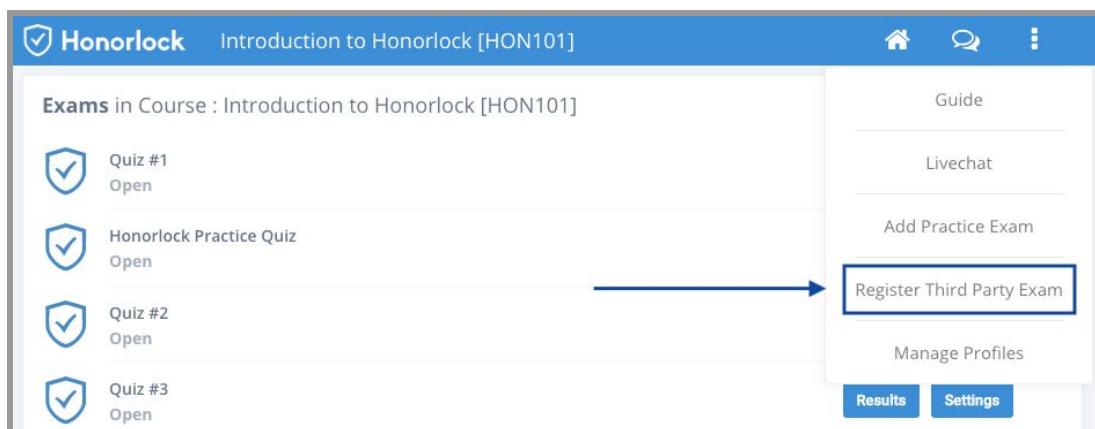
Through Honorlock in your primary Learning Management System, you have the option to offer proctored exams given in ANY third party platform such as Pearson MyMathLab, McGraw-Hill Connect, and WebAssign.

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.

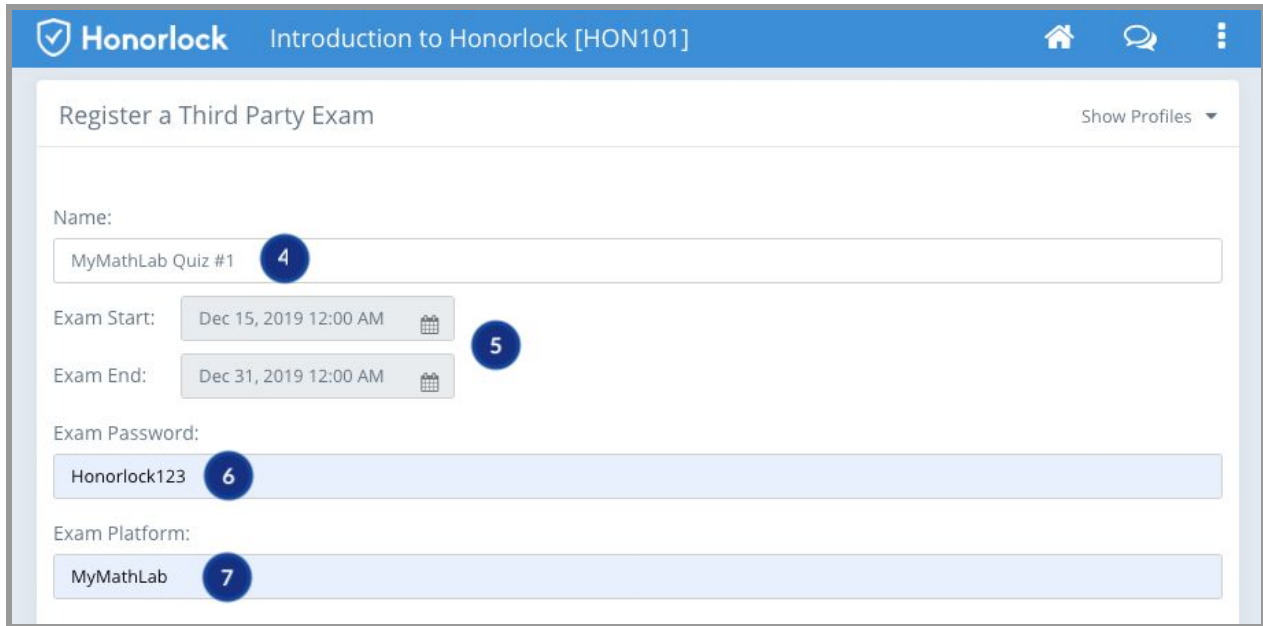


3. Click **Register Third Party Exam**.



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

Exhibit A



The screenshot shows the 'Register a Third Party Exam' interface in the Honorlock system. The interface includes a header with the Honorlock logo and the course name 'Introduction to Honorlock [HON101]'. The main form area is titled 'Register a Third Party Exam' and has a 'Show Profiles' dropdown. The form contains the following fields:

- Name:** A text input field containing 'MyMathLab Quiz #1', marked with a blue circle containing the number 4.
- Exam Start:** A date and time selector showing 'Dec 15, 2019 12:00 AM', marked with a blue circle containing the number 5.
- Exam End:** A date and time selector showing 'Dec 31, 2019 12:00 AM', marked with a blue circle containing the number 5.
- Exam Password:** A text input field containing 'Honorlock123', marked with a blue circle containing the number 6.
- Exam Platform:** A text input field containing 'MyMathLab', marked with a blue circle containing the number 7.

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**.

8. 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 	Webcam Failsafe ON 	Record Screen ON 
Record Audio ON 	Record Web Traffic ON 	Student Photo ON 
Student ID ON 	Room Scan ON 	Network Speed Test ON 
Manual Review ON 	On-screen Calculator ON 	Disable Copy/Paste ON 
Disable Printing ON 	Single Display ON 	Browser Guard ON 
	Whitelist URLs ON 	

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

9. 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     

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 🖼️ ☰ ☷ 🔗

(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
Available until Apr 4

Third Party

←

[Results](#) [Settings](#)

Explanation of Proctoring Options

Feature	Feature Description	Honorlock Recommendation
Record Webcam ON 	Student's webcam will be recorded during the exam session.	Recommended: Yes
Webcam Failsafe ON 	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
Record Screen ON 	Student's entire screen will be recorded throughout the exam session.	Recommended: Yes
Record Audio ON 	Student's audio environment will be recorded during the exam session.	Recommended: Yes
Record Web Traffic ON 	All internet activity will be monitored during the exam session.	Recommended: Yes
Student Photo ON 	During the verification process, a photo will be taken of the student's face to verify the test-taker's identity.	Recommended: Yes
Student ID ON 	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
Room Scan ON 	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
Network Speed Test ON 	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
Manual Review ON 	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.

On-screen Calculator ON 	On-screen basic calculator.	Recommended: When Needed
Disable Copy/Paste ON 	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.	Recommended: Yes, as long as this function is not required.
Disable Printing ON 	Students will be prevented from printing the test pages during the exam session. This helps to prevent the unauthorized distribution of test content.	Recommended: Yes
Single Display ON 	Students will have to disconnect any additional displays (such as dual monitors) to ensure only one screen is in use.	Recommended: Yes
Browser Guard ON 	Locks down the student's browser to ensure they cannot open new tabs, windows, or applications during the exam.	Recommended: For closed book exams that don't require additional applications.
Whitelist URLs ON 	Allows faculty to give students permission to visit specific websites while restricting them from visiting any other website during the exam session.	Recommended: Yes