

Honorlock Universal Third-Party Integration allows students to use Honorlock on a third-party publisher website.

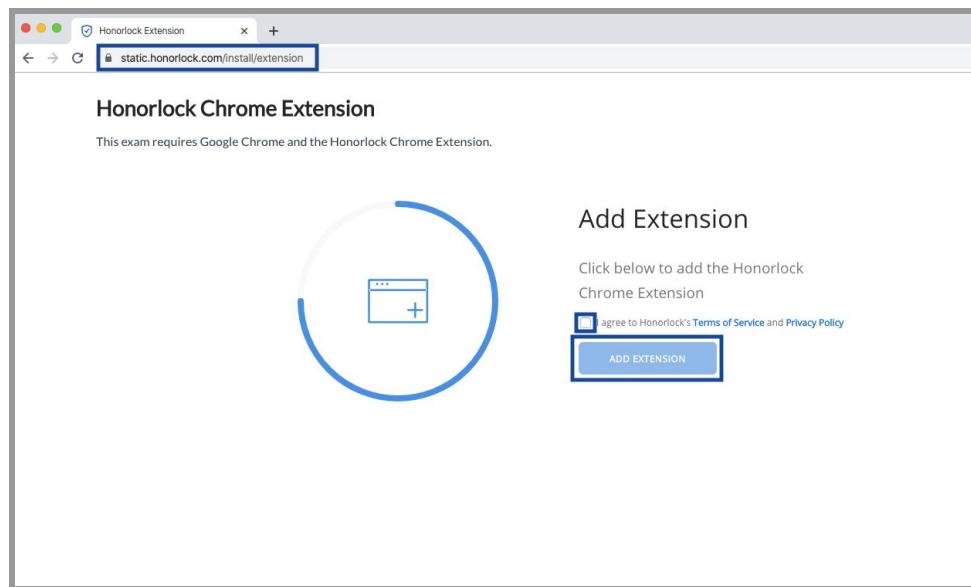
The following guide provides a full explanation of the steps required to take a Universal Third-Party exam with Honorlock. For inquiries regarding a specific part of the authentication process, please utilize the below table of contents.

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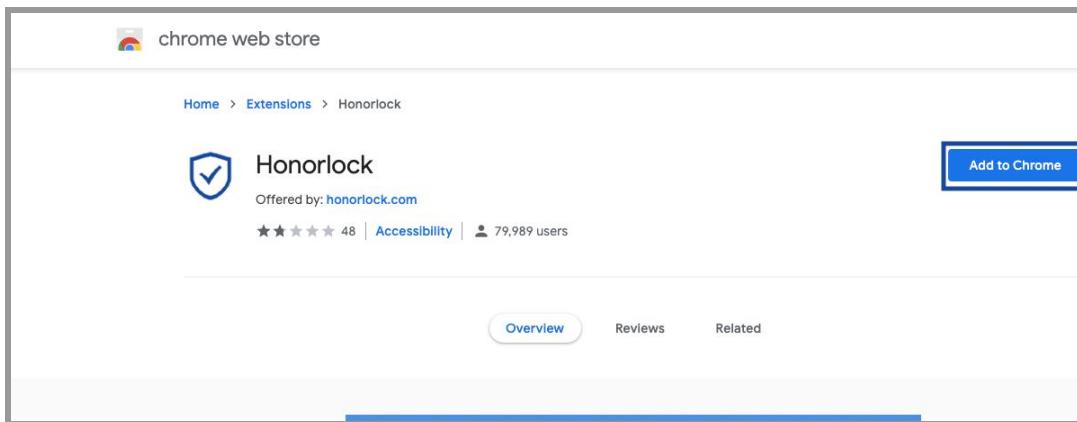
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Install the Honorlock Extension

Please be sure to use [Google Chrome](#), as it is the only supported browser. Click [here](#) to install the Honorlock extension to your browser. Agree to the [Terms of Service](#) and [Privacy Policy](#) and click **Add Extension**.

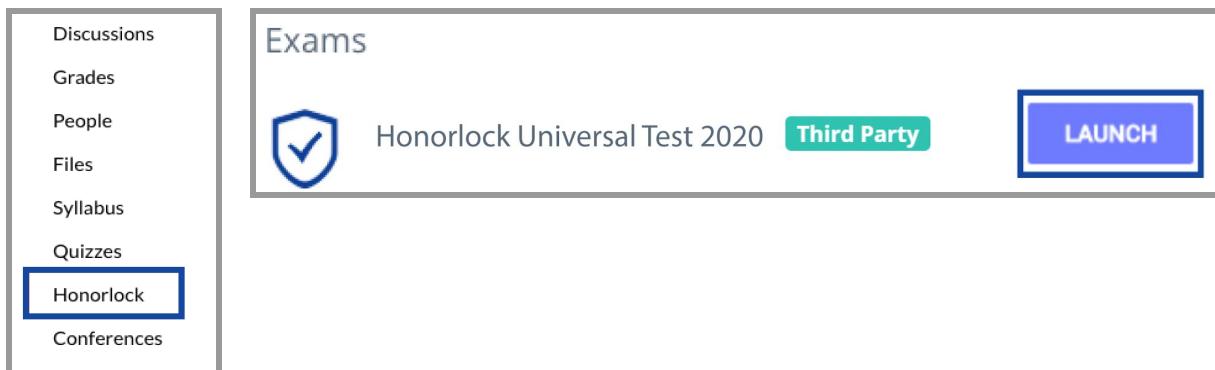


The Chrome web store will open in a new tab. Please click **Add to Chrome** to add the extension to your browser.



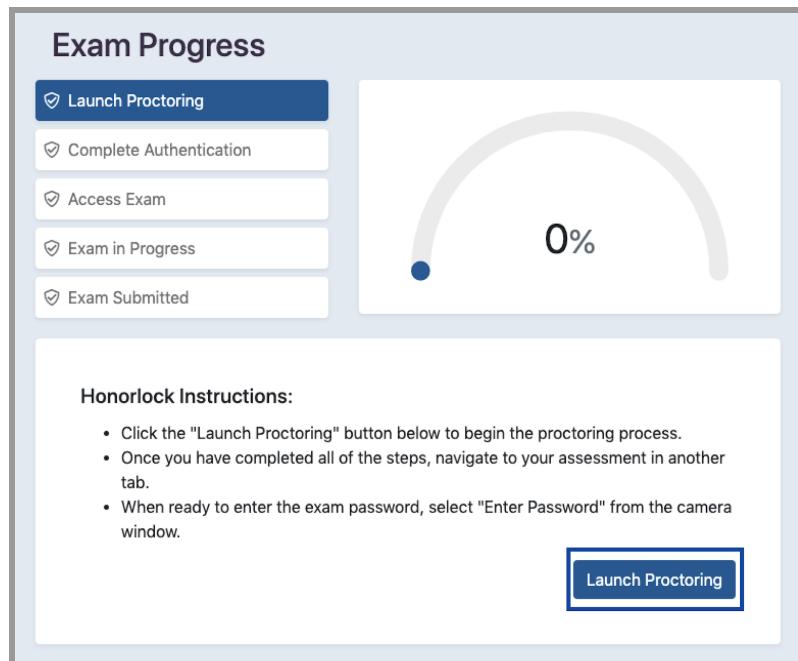
Launch Proctoring

Within the course page, click on the **Honorlock** tab. Then, please locate the exam and select **Launch**.



The screenshot shows a course navigation menu on the left with options like Discussions, Grades, People, Files, Syllabus, Quizzes, Honorlock (which is highlighted with a blue border), and Conferences. To the right, under the Exams section, there is a card for "Honorlock Universal Test 2020". The card includes a shield icon with a checkmark, the exam name, a "Third Party" button, and a large blue "LAUNCH" button.

You will be directed to the **Honorlock Launch Page**, which will assist with tracking your overall exam progress, as well as provide you with instructions required for each step. Once you are ready to begin the authentication process, click on **Launch Proctoring**.



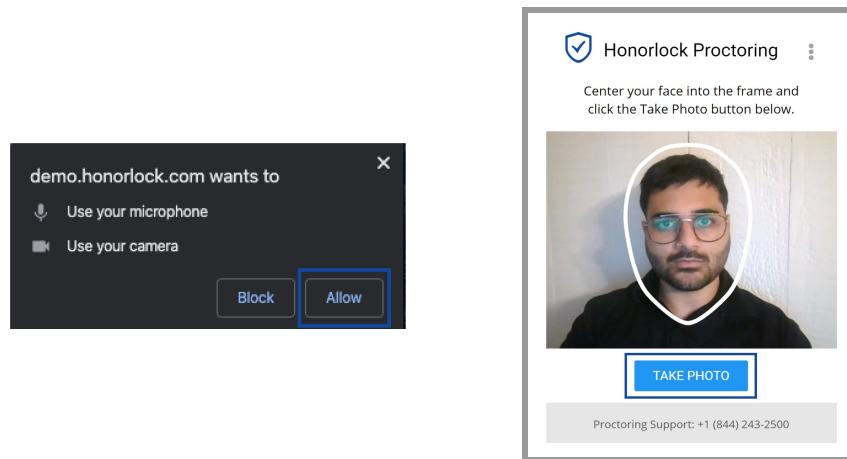
The screenshot shows the Honorlock Launch Page. On the left, a sidebar lists steps: Launch Proctoring (selected and highlighted in blue), Complete Authentication, Access Exam, Exam in Progress, and Exam Submitted. To the right is a progress bar indicating 0% completion. Below the progress bar, under "Honorlock Instructions:", there is a list of steps:

- Click the "Launch Proctoring" button below to begin the proctoring process.
- Once you have completed all of the steps, navigate to your assessment in another tab.
- When ready to enter the exam password, select "Enter Password" from the camera window.

A blue "Launch Proctoring" button is located at the bottom right of the page.

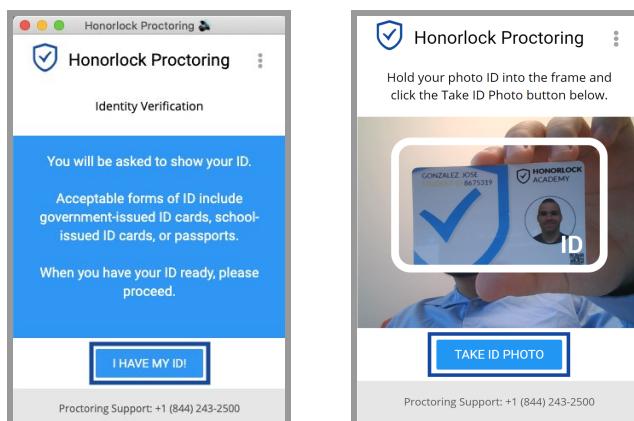
Take Photo

Students may be required to take a photo. Please [allow](#) Honorlock access to the microphone and camera. Then, center your face in the frame and click the [Take Photo](#) button.



ID Verification

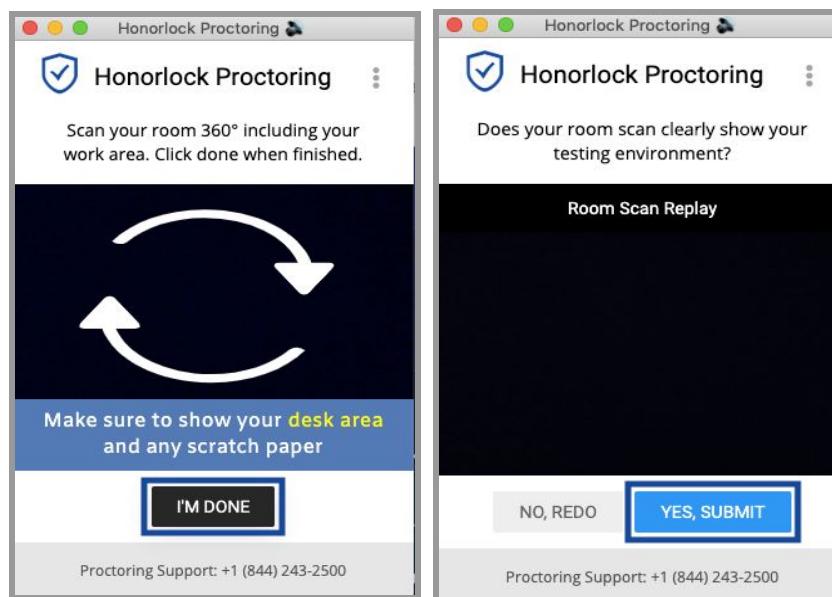
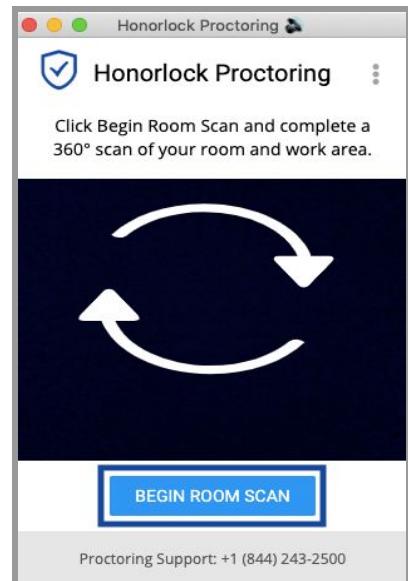
After you have successfully taken your photo, the next step is ID verification. Acceptable forms of identification include government-issued ID cards, school-issued ID cards, or passports. When you have your ID in hand, please select [I Have My ID](#). Next, please hold your ID in the center of the webcam and click [Take ID Photo](#). Please be sure that your ID is legible. The boundary box provided is only a guideline as some situations might require the ID to be even closer to capture all pertinent information.



Begin Room Scan

A 360° scan of your room and work area may be required to confirm that your testing area is secure. Please ensure that only allowed materials are in your testing area. Click **Begin Room Scan** to start your room scan. Click **I'm Done** when your room scan is complete.

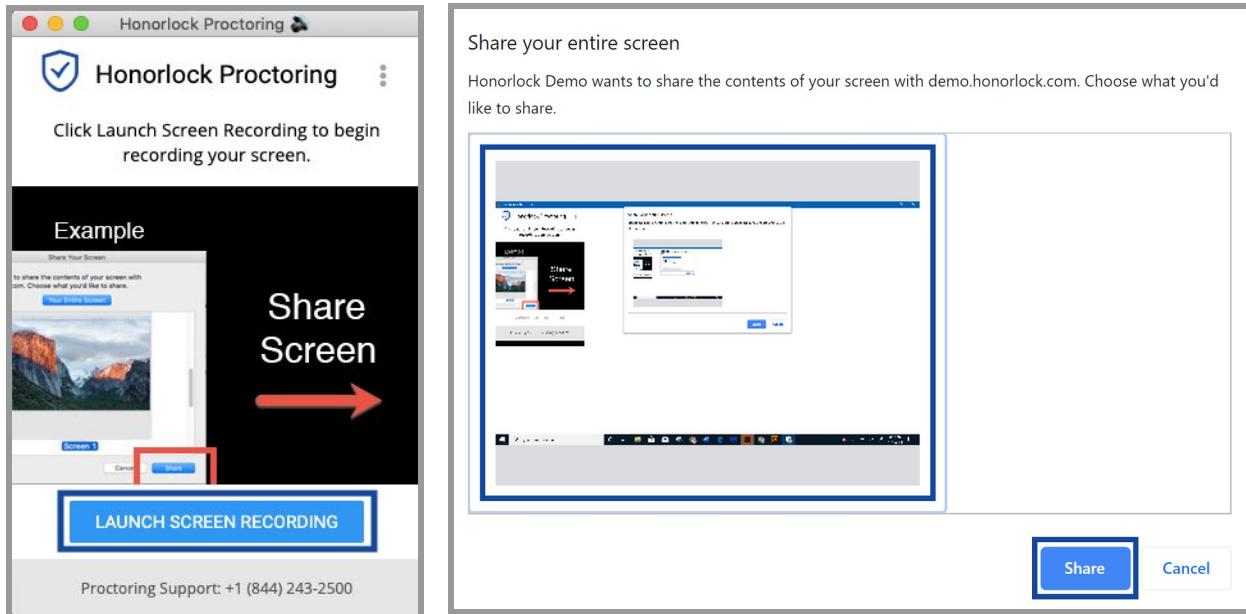
After completing your room scan, you can review a replay of your room scan before submitting it. Once the scan clearly shows your testing environment, select **Yes, Submit**. If you need to try again, you may select **No, Redo**.



Launch Screen Recording

Your instructor may require you to share the contents of your entire screen. Please close any other applications or files you do not wish to share. Select **Launch Screen Recording** when you are ready to share your screen.

To prevent the premature sharing of a screen, the student will be prompted a final time to select their desired screen. Once ready please select the preview of your screen and click the blue **Share** button to start the screen share.



Complete Authentication

To start your exam, select the **Click To Begin** button at the bottom of the proctoring window.



Exam Progress

- Launch Proctoring
- Complete Authentication
- Access Exam
- Exam in Progress
- Exam Submitted



50%

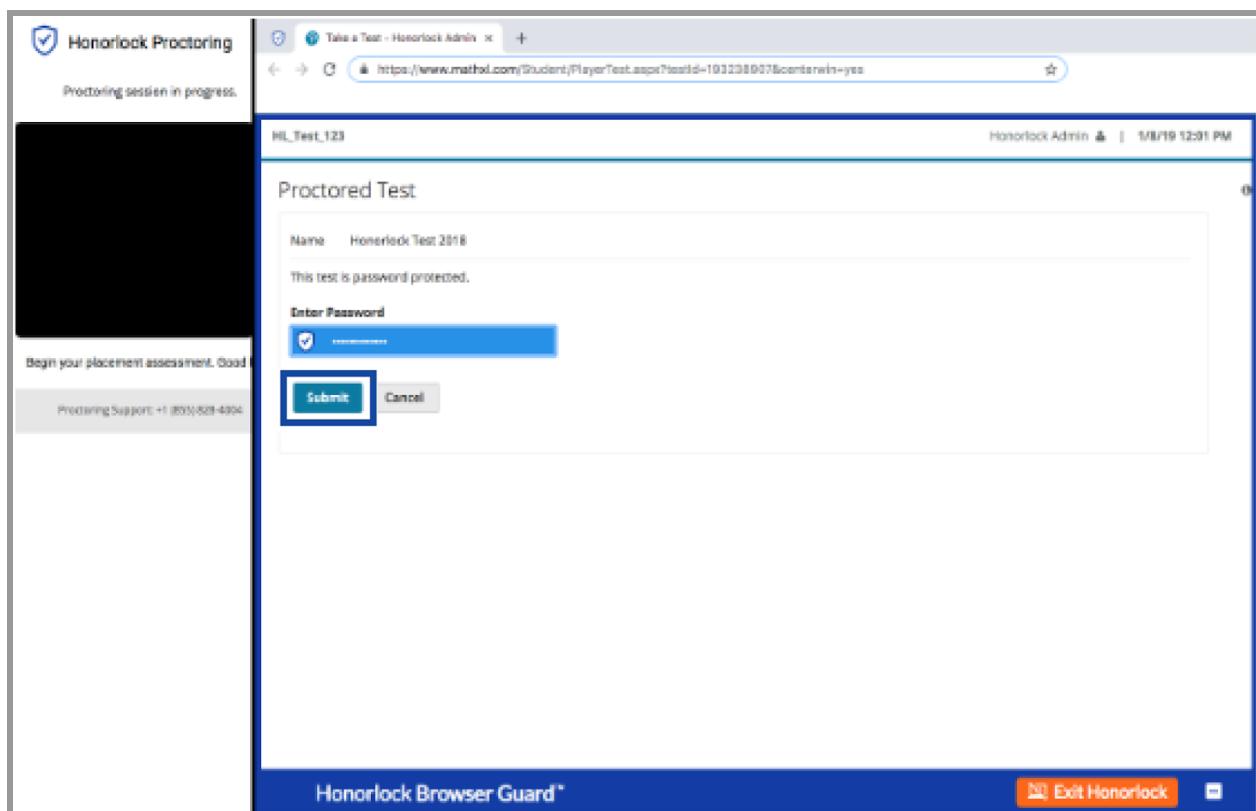
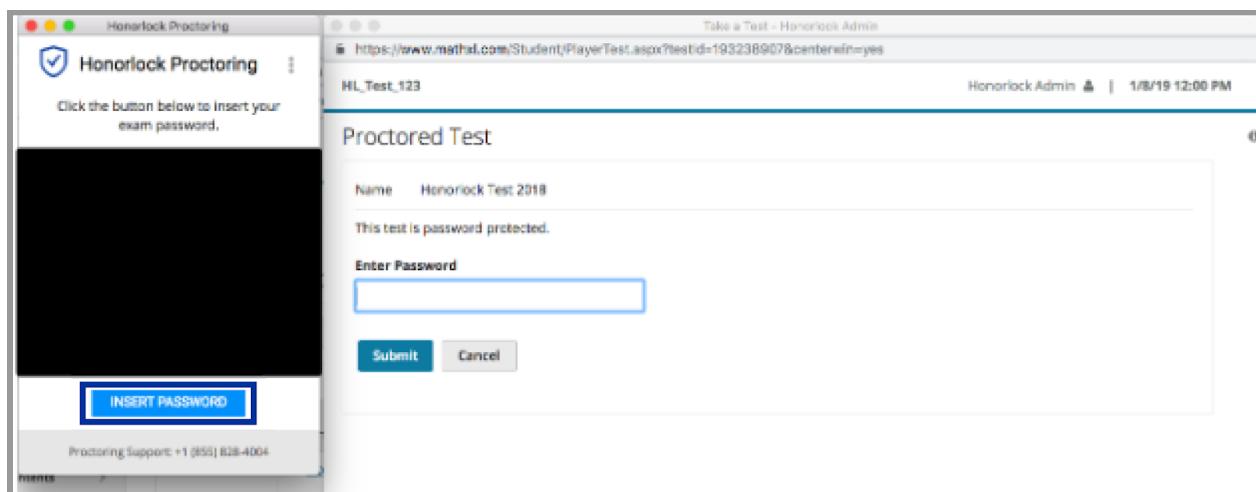
A circular progress bar with a blue arc extending from the left towards the top right. The number "50%" is displayed in the center of the bar.

You're ready to take your exam:

- Navigate to your exam provider: **MyLab Math**
- Navigate to the specific exam and when you are prompted to enter a password, click on the *Insert Password* button in the Honorlock webcam window.
- If you need assistance, [click here](#)
- To relaunch the camera window, [click here](#)

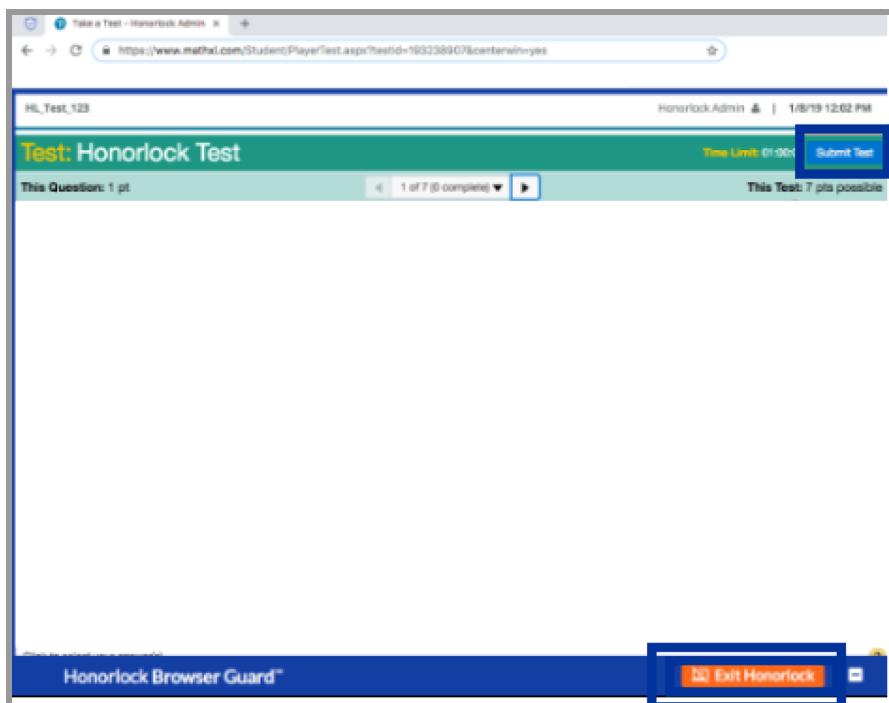
Insert Password

Please open a new tab and navigate to your third-party exam. Once the third-party exam is located, there should be a password field. Students should not attempt to manually enter a password into the password field. While the third-party exam password field is in focus, please open the **Honorlock Proctoring Window** and select **Insert Password**. Honorlock will then automatically fill in the password on the third-party website.

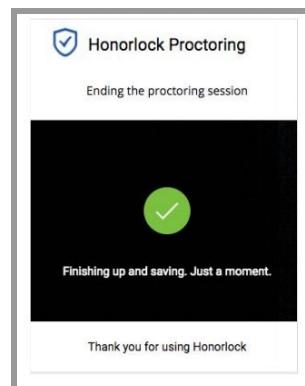


Enter and Complete Exam

When finished with the exam, please submit the exam. Once you have submitted your exam via the third party platform, click **Exit Honorlock** to end your proctoring session. The proctoring session can also be exited via the **Launch** page.



A screenshot of a web browser window titled "Take a Test - Honorlock Admin". The URL is https://www.mathxl.com/Student/PlayerTest.aspx?testid=103238907¢erwin=yes. The page shows a math test titled "Test: Honorlock Test". It displays "This Question: 1 pt" and "1 of 7 (0 complete)". A "Submit Test" button is visible at the top right. The bottom of the browser window shows the "Honorlock Browser Guard" bar with an "Exit Honorlock" button.



Note: Depending on the course, there may be slight differences in the exam submission process.

Honorlock proctoring will now end. The exam footage will be available to the instructor and Honorlock certified proctors.

If you encounter any technical difficulties or need any further assistance, please do not hesitate to contact Honorlock Support. We are available 24/7/365, and you can reach out to us via live chat, email, and by phone.

Please visit our [Support Site](#) to view our contact information.