

HONORLOCK

Honorlock is an automated remote proctoring platform that integrates with Canvas. During an exam, it records a student's screen, webcam, and audio while using artificial intelligence (AI) to identify activity that may warrant instructor review. Instructors can customize exam settings to determine which behaviors are permitted or flagged, making Honorlock suitable for a variety of assessment types, including open-book exams.

Honorlock is available to UAF instructors and provides students with a remote testing experience similar to that of an in-person testing center.

Although Honorlock uses AI to identify potential exam integrity concerns, instructors are ultimately responsible for determining whether students have complied with course expectations. AI-generated flags are review tools not determinations of academic misconduct. Instructors should review exam recordings before making decisions regarding potential policy violations.

Helpful Resources

Use the resources below to learn how to configure and use Honorlock.

- [Introduction to Honorlock](#)
 - [Setting Up Honorlock in Canvas](#)
 - [Honorlock Proctoring Settings Guide](#)
 - [Honorlock Standard Exam Guidelines](#)
 - [Honorlock Minimum System Requirements Check](#)
 - [Honorlock Exam Taker Privacy Notice](#)
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What to Expect with Honorlock

As the instructor, you control all Honorlock settings, including exam rules, instructions, availability windows, and proctoring options. If your assessment is delivered through Canvas, Honorlock can be used to proctor it.

For students, Honorlock simplifies the remote testing experience by eliminating the need to locate a proctor, schedule an appointment, or travel to a testing center. Students can complete

exams during the availability window you establish, provided they meet the technical requirements.

Important: If Honorlock is required in your course, clearly state this in your syllabus. Students should know before the course begins that remote proctoring will be used so they have time to verify their technology, review privacy information, and request accommodations if needed.

After the Exam

After each exam, Honorlock generates a session report highlighting events that may require instructor review. Reports include AI-generated flags and severity indicators to help identify portions of the recording that deserve closer attention.

Flags alone do **NOT** indicate that academic misconduct occurred. Environmental factors such as background noise, unexpected interruptions, or reflections may generate alerts even when students have complied with exam rules.

Review each student's recording before determining whether a violation occurred. Honorlock's AI is intended to assist your review, not replace your judgment.

Using Honorlock

Students must use [Google Chrome](#) with the [Honorlock browser extension](#) installed to complete a proctored exam. Instructors may configure Honorlock and review exam recordings from any supported web browser.

To use Honorlock, enable Honorlock within your Canvas course and then configure the desired quiz or exam through the Honorlock tab.

Configuring Exam Settings

Honorlock settings fall into two primary categories.

Proctoring Settings

Proctoring Settings determine the security requirements for the assessment, including:

- Student ID verification
- Room scan requirements
- Webcam and microphone requirements
- Browser restrictions
- [BrowserGuard](#) (to prevent access to external websites and applications)

Student Guidelines

Student Guidelines define the behaviors that are permitted during the exam. These expectations are displayed to students before they begin the assessment.

For more information, refer to the [Honorlock Proctoring Settings Guide](#)

Practice Exams and Student Preparation

Honorlock introduces additional technology and identity verification requirements. To help students prepare, include Honorlock expectations in your syllabus and exam instructions.

We strongly recommend creating a low-stakes or ungraded practice quiz before the first proctored assessment. A practice quiz allows students to:

- Verify that their computer meets the system requirements.
 - Install and test the Honorlock browser extension.
 - Confirm that their webcam and microphone function correctly.
 - Complete the identity verification and room scan process.
 - Resolve technical issues before a high-stakes exam.
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Barriers to Using Honorlock

Although Honorlock offers flexibility for remote testing, some students may be unable to use the platform because of age, accessibility needs, technology limitations, or privacy considerations. In these situations, instructors should work with students to identify an appropriate alternative proctoring solution.

Accessibility

Honorlock has known accessibility limitations for students who rely on screen readers or keyboard-only navigation.

Students should work with [UAF Disability Services](#) to determine appropriate accommodations. When necessary, an alternative proctoring method may be provided.

[UAF Testing Services](#) is available to assist with the installation of global accommodations in Honorlock.

All other accommodations must be entered into the Honorlock system by the course instructor.

Technical Requirements

Students must have:

- A Windows or Mac desktop or laptop
- A reliable internet connection
- A webcam
- A microphone
- Google Chrome with the Honorlock extension installed

Honorlock is not supported on smartphones, iPads, or most tablets.

Students without the required equipment or internet access may require an alternative testing arrangement. Students completing coursework outside the United States may also experience connectivity limitations or time zone challenges.

Refer to the [Honorlock Minimum System Requirements Check](#) for additional information.

Student Privacy

Students must accept [Honorlock's Privacy Notice](#) and [Terms of Use](#) before beginning a proctored exam.

Honorlock records the student's screen, webcam, and audio during testing and may process facial images, voice recordings, and browsing activity to provide remote proctoring services. Students should review the [Honorlock Exam Taker Privacy Notice](#) to understand how their information is collected, used, and protected.

Getting Help

Honorlock provides technical support for instructors and students 24 hours a day, 365 days a year.

Instructor Support

Contact Honorlock directly for assistance configuring exams or troubleshooting technical issues.

- **Phone:** 1-844-243-2500
- **Email:** support@honorlock.com
- **Live Chat:** Available through the [Honorlock website](#)

Because instructors control all Honorlock settings, **UAF Testing Services cannot modify exam settings.**

UAF Testing Services can assist approved testing centers by bypassing Honorlock when students cannot use the software because of equipment or connectivity limitations.

Student Support

Students experiencing technical difficulties should contact their instructor as soon as possible so appropriate accommodations or alternative testing arrangements can be discussed.

Common issues include:

- Insufficient internet bandwidth
- Webcam or microphone failures
- Lack of a private testing environment
- Inability to meet Honorlock's technical requirements

Students who need an on-campus testing location may schedule an appointment with the [UAF Testing Center](#) using the **Make-Up Exams** option or by contacting the office directly.

Privacy and FERPA

Protecting student privacy is a priority at UAF. Honorlock states that it complies with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and maintains safeguards to protect student information.

Students and instructors are encouraged to review Honorlock's privacy resources to learn more about how student data is collected, used, retained, and protected.

Exam Rules

When appropriate, configure Honorlock to mirror the expectations of an in-person, proctored classroom exam.

Refer to the [Honorlock Standard Exam Guidelines](#) for recommended settings and best practices.