



# Student Test Taking Guidelines

The Haas School of Business has licensed Honorlock to provide on-demand online proctoring services for exams administered through bCourses. Students can learn more about Honorlock, including their commitment to privacy, by visiting their student website here: <https://honorlock.com/students/>.

## Computer Requirements:

- Operating Systems:
  - Windows 7, 8, 10
  - Mac OSX 10.9 or higher
- Browser: Google Chrome (minimum version 56)

## Exam Setup:

- You **must use** the [Google Chrome internet browser](#) to take your exam, and **you must install the Honorlock Chrome Browser Extension prior to taking the exam.**
- Prior to beginning the exam, you will be **required to establish your identity** by presenting a photo ID (Cal 1 Card) or valid government-issued photo ID (driver's license or state identification card).
- Prior to beginning the exam, you will be required to record a **FULL 360 degree view** of your entire testing area including desk area where your computer will reside.

## Exam Environment Requirements:

Your testing environment should mimic an 'in class' testing environment as much as possible, and must conform to the following:

- Lighting must be bright enough so your face and surroundings are clearly visible.
- Your desk or table should be cleared of all other materials. This means the removal of any materials not specifically permitted for your particular examination.
- No writing visible on your desk or on walls.
- No music or other sound should be playing in the background.
- No talking to anyone else--communication with others by any means is prohibited.
- No other persons should be permitted to enter the room during testing.

## Exam Behavior Requirements:

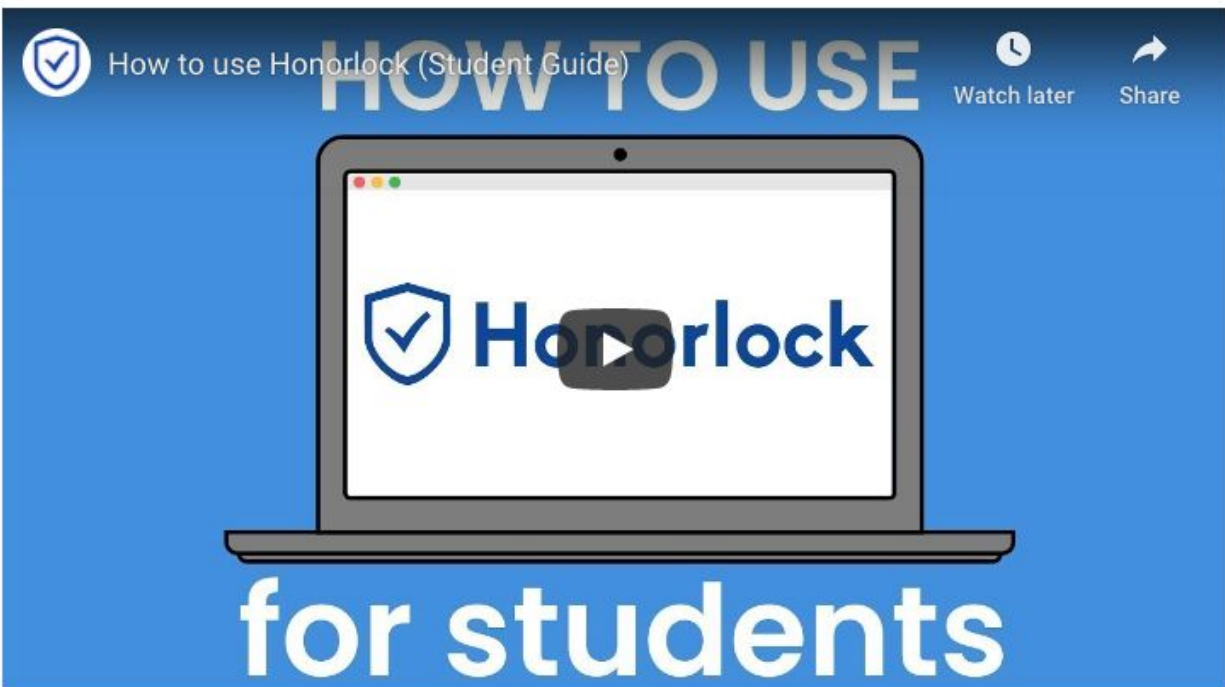
- You may not leave the room during the testing period at any time.
- You may not take your computer into another room at any time during the exam.
- Your webcam must stay active and on for the full duration of the exam.
- No use of headsets or air pods (or similar audio devices) are permitted.
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.
- Your face must remain in view of the camera at all times.
- If someone walks into the room, turn and say, "I am testing."

- If the test is timed, be aware of and keep track of the time remaining listed in bCourses.

Consult your instructor and the exam details in your bCourse site prior to your exam to determine what, if any, materials (calculator, textbook, etc...) are accepted for use while taking the exam.

## Honorlock Student Guide Video

Click the hyperlinked image below to which a video guide to see what you as a student should expect when beginning a Honorlock enabled quiz in bCourses.



<https://youtu.be/VjY7cIVaTAw>