



## Using Honorlock at UW-Madison: What to Communicate to Your Students

- Start with clearly communicating assessment goals and strategy in the course syllabus. Consider using or modifying Honorlock's [syllabus language](#).
- Communicate which features of Honorlock you are using for which assessments and why.
- Explain what resources are allowed and not allowed during a given exam (e.g., scratch paper, calculator, whitelisted URLs, etc.). Instructors can select certain options as outlined in this [Honorlock KnowledgeBase document](#). These options will be communicated with students prior to the exam by Honorlock, but instructors should also explicitly share this information with students.
- Explain what behaviors may trigger flags (such as another person entering the room in which the student is taking the exam) and how flags are reviewed **ONLY** by you (the instructor). Explain that that flags are not automatic confirmations of misconduct, only that unusual activity was detected. Flags are tagged as either low, medium, or high risk for the instructor's review after the exam.
- Set-up practice exams or give students ample opportunity to practice using the tool for low-stake quizzes and activities.
- Invite students to share information ahead of time about their test-taking environments (e.g., roommates, lack of privacy, pets, etc.) or other concerns with access to technology or internet.
- Share this pre-exam student checklist:

### Honorlock Pre-Exam Checklist for Students

- If your instructor has a practice exam set up, complete it at least one week prior to your actual exam. The practice exam will be located within your Canvas course, and will help you identify any potential issues you may run into during your actual exam.
- Review [Honorlock's minimum system requirements](#) and make sure your system meets them.
- Install Google Chrome, if not already installed on your computer; then [install the Honorlock Google Chrome extension](#).
- Complete a [network speed test](#).
- Complete any software updates and restart your computer if needed.
- Review [where to get support](#) if you run into issues during your exam.
- Have your UW-Madison ID or government ID handy (inform your instructor before your exam if you do not have an English ID).
- Take the exam in a well-lit room. Avoid backlighting, such as sitting with your back to a window.
- Remove all hats, hoods and sunglasses.
- Ensure you're in a location where you won't be interrupted. If you are unexpectedly interrupted, reach out to your instructor after your exam and inform them of what happened.
- Turn off all other devices (tablets, phones, smart watches) and place outside of your reach
- Clear your desk or workspace of all external materials not permitted for use during the exam – e.g., books, papers, other devices.
- Ensure your computer or device is on a firm surface (a desk or table). Your computer should not be on your lap, a bed, or other surface where the device is likely to move.
- For built-in webcam, avoid readjusting the screen after the webcam setup is complete and you have tested that your face is in the exam window on the left side of the screen.
- Make sure your laptop is fully charged before you begin your exam.
- Make sure you review any extra instructions about the exam from your instructor.

Find more information: [instructionalcontinuity.wisc.edu/proctoring](https://instructionalcontinuity.wisc.edu/proctoring)