



Procedures for Remote Proctored Exams

Objective

To outline the proctoring process and examination security expectations for Collin College students enrolled in online courses.

Standards

Some web (online) courses require proctored testing, which will require students to use Collin College's remote testing system, Honorlock, or under special circumstances one of [Collin College's Testing Centers](#). Other options may be available, according to instructor preference (see endnote*).

Examinations are an important mechanism for evaluation of student learning. All courses adhere to standards of academic integrity as articulated by Collin College and as described in the Student Handbook. Scholastic Dishonesty is contrary to both academic integrity standards and to ethical standards as articulated in the Collin College Student Code of Conduct Policy which is located in the [Student Handbook](#).

Online Remote Proctored Exam Process

Collin College [Honorlock Online Proctoring](#)

- Students may be required to establish identity every time they take an exam:
 - Provide a photo ID (school or government issued ID)
 - Take a clear picture of yourself
- Students are responsible for self-testing the functionality of the system well in advance of all remote proctored exams in their courses, so any troubleshooting that is required can be accomplished.
- Students are not allowed access to the online exam until verifying identity and confirming a successful completion of the systems check.

Technical Requirements

Students are responsible for meeting the technical specifications listed on the [Honorlock Student Page](#) as well as testing their equipment in advance of an exam. This includes:

- A well-working computer with a webcam and microphone, either built-in or attached to the computer.
- Bring a reflective surface such as a mirror. This is so you can show the edges of your monitor to the proctor.

- Be prepared to scan your testing area, including the table surface, floor around you, and surrounding area with webcam.

A quiet, secure, well-lit room for the examination

- No other people in the room.
- Sit at a desk or clean table (not on a bed or sofa).
- No talking out loud or communicating with others by any means (with the exception of contact with the faculty member or proctor in an emergency).
- No leaving the room.
- No food or drink.
- Nothing except a computer and external cameras on the desktop or tabletop. The removal of all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular examination.
- Students are not allowed to use the following unless otherwise noted by instructor/exam proctor:
 - Excel
 - Word
 - PowerPoint
 - Calculator (online/computer or handheld devices)
 - Textbooks (online/computer or hardcopy books)
 - Notes (online/computer or hardcopy notes)
 - Pen and paper (for the purpose of taking notes during exams or performing calculations)
 - Other websites.
- External cameras, when possible, should be placed on the lid of the laptop or where it will have a constant, uninterrupted view of the test taker.
- No visible writing on desk or on walls.
- No music playing.
- No other computers or digital devices running in the exam room, including a cell phone.
- No headphones or ear buds allowed.
- Have the webcam correctly situated:
 - Webcams must be focused on individuals taking the exam at all times.
 - Nothing covering the lens of the camera at any time during the exam.
- Lighting must be “daylight” quality and overhead is preferred if possible. If overhead lighting is not possible, the source should not be behind the student.

In general, students are encouraged to treat their personal exam location as if it was on campus.

Policy Violation Consequences

Proctors may suspend a test session if all directions and procedures are not followed.

In the event the faculty member has concerns regarding the scholastic integrity of the exam, it will be referred to the Dean of Students office as a Student Code of Conduct Violation, 7-2.3 Scholastic Dishonesty.

If you are flagged for cheating, you will be contacted directly by Collin College and subject to penalties as articulated in the Collin College Student Code of Conduct Policy, which is located in the [Collin College Student Handbook](#). As outlined in Collin College's policy, repeat offenses will be subject to review and may result in a failing grade or expulsion.

Getting Support Regarding Exams

Please review the following to be sure you choose the right path for support.

Contact your instructor regarding any information and/or directions regarding exams, including exam deadlines and grades.

Call Collin College's Student Technical Support (972.377.1777) when student:

1. Cannot login to CougarWeb
2. Cannot login to Canvas

Utilize [Honorlock's](#) Live Chat feature when you need assistance using any aspect of Honorlock.

*Other Testing Options

At the instructor's discretion, options other than Collin College Testing Centers or contracted online proctoring may be allowed by the instructor. Any alternative testing option will be facilitated solely by the instructor. The eLearning Center is only involved in the support of Collin College Testing Center and Honorlock proctored exams.

NOTE: Students must contact instructors **at the beginning** of the semester regarding their desire to take proctored exams using an alternative testing option. Instructors make the decision on whether or not to allow a student to take a proctored exam remotely and which service is used.

Last, the student is responsible for all fees associated with any alternative testing options.

More information available at [Collin College's Online Proctoring web page](#).