

On-Campus Honorlock Station

Process Flow

STUDENT

- Determines they cannot meet the technical requirements for Honorlock.
- **MUST** notify the instructor. Honorlock will not allow students to take the exam in open or public spaces without the instructor's approval.

INSTRUCTOR

Provides students with information about the availability and locations of on-campus Honorlock stations. The accommodation setup should be completed using the Honorlock tool via Brightspace.

- Instructors will be able to write specific students' names and the accommodation specific to them in the "Accommodations" field on Honorlock (e.g., "John Doe is allowed to take this exam in an open space.")
- Instructors can choose a setting that allows all their students to receive that accommodation.

STUDENT

Campus	Phone	Building	Room
Brunswick	216-987-3918	BUC	212
Eastern	216-987-2256	ESS	1102
Metro	216-987-4311	MTLC	256A/157
Western	216-987-5596	WTLC	106
Westshore	216-987-3887	SHCS	130/150

Students must use Google Chrome with Honorlock and may need to download the Honorlock Chrome extension.

TLC/TESTING CENTER

- Assists with initial setup, including setting up the webcam, signing in to the computer and accessing Brightspace.

HONORLOCK

- Provides all support related to taking the exam, including verifying students' identification, permitted resources and testing environment.
- Provides technical support 24/7/365 to assist test takers before, during and after online proctored exams. Students can reach Honorlock's support team by email or live chat. During the exam, the support menu remains visible on the screen, giving students immediate access to an agent.

Honorlock Station FAQ

Honorlock on-campus locations:

Campus	Phone	Building	Room
Brunswick	216-987-3918	BUC	212
Eastern	216-987-2256	ESS	1102
Metro	216-987-4311	MTLC	256A/157
Western	216-987-5596	WTLC	106
Westshore	216-987-3887	SHCS	130/150

Students who do not have access at home to the technology required by Honorlock may use any on-campus Honorlock testing station. Please contact the campus location for details. These stations are shared spaces where staff and other students may be present.

Who can use the Honorlock stations?

Only students who do not otherwise have access to the technology required by Honorlock may use the stations.

Are the Honorlock stations meant to replace the testing centers?

No. The Honorlock stations are only for students who do not have access at home to the technology required by Honorlock.

Will Tri-C staff be available to proctor tests taken at the Honorlock stations?

No. All exams will be proctored by Honorlock.

If I am not using Honorlock, can I still have students take a test in D2L Brightspace on one of these stations?

No. The Honorlock stations are dedicated exclusively to Honorlock-proctored exams.

How do students schedule an Honorlock-proctored exam at an on-campus Honorlock station?

Students do not need to schedule an Honorlock-proctored exam.

Do students need to schedule an appointment with Honorlock?

No appointment is needed. Honorlock is fully integrated into D2L Brightspace.

Where can I find the Honorlock testing instructions and video tutorial?

[Visit this webpage to access Honorlock instructions and a video tutorial.](#)

Do students need to reserve an Honorlock station or schedule an appointment?

Students do not need to reserve a station or schedule an appointment.

Do instructors need to change any exam settings to allow a student to use an Honorlock station?

Since Honorlock does not normally allow exams to be taken in open or public spaces, instructors must set up accommodations using the Honorlock tool in Brightspace.

If a test-taker has technical issues, who should they contact?

The TLC or Testing Center staff can provide technical assistance, such as logging in to the computer or connecting the webcam or the headset.

If issues arise during an actual Honorlock-proctored exam, the test-taker should ask the live proctor for help via the live chat on the screen or email support@honorlock.com.

What do students need to do on the day of their exam?

Students should arrive at the on-campus Honorlock location at least 15 minutes before the start of their exam. They should bring a government-issued photo ID and any other materials required for the exam.