**Sample Remote Proctoring Syllabus Statement**

**Remote Proctoring During Exams.** In this course, we will be using the remote proctoring system Honorlock for our Midterm and Final Exams; Honorlock will not be used for our weekly module exams. Honorlock is utilized for student identity verification and to ensure academic integrity. Honorlock provides student identity verification via facial and ID photos. You may also be asked to scan the room around you.

Honorlock employs AI technology to notify course instructors of potential academic integrity violations. If any violations are flagged by Honorlock, I and/or my TAs will personally review the video of the potential violations to ensure that the incident actually is a violation of my academic integrity course policy. Depending on the type of violations that occurs, I will proceed with the steps outlined in the academic integrity policy.

**Taking an Exam with Honorlock**. While Honorlock will not require you to create an account or schedule an appointment in advance, you will need Google Chrome and the [Honorlock Chrome Extension](https://static.honorlock.com/install/extension). You will also need a computer, a working webcam/microphone, your ID, and a stable internet connection.

When you are ready to take an exam, log into Canvas, go to our course, and click on the exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you may be prompted to complete a room scan. This is a student authentication step in which you may be asked to perform a 360-degree scan of your environment including the workspace, desk, and area around the computer with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Students are responsible for selecting a location where they are comfortable with the space being videoed and audio recorded. The space should ideally be well-lit, free from external noise, distractions, or other interruptions, and private in nature. Some students choose to use their dorm or bedrooms, however, any space that meets the above criteria is acceptable for this course. Since you may be asked to perform a room scan, I recommend removing anything from the area that you are not comfortable having scanned or recorded.

Additionally, I have setup Honorlock to allow for scratch paper, hats, and restroom breaks. Open books, notes, calculators, headphones, phones, and background noise are not allowed.

If you have registered with the Office of Disability Services and have accommodations, I will reach out to you prior to the Midterm to ensure that your accommodations are addressed and that Honorlock will not pose a conflict with them.

**Honorlock Support.** Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](https://honorlock.com/support/), email via [support@honorlock.com](mailto:support@honorlock.com) or within the exam itself.

You can learn more about Honorlock form [this student guide](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0026035) and this [student FAQ](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0026037).