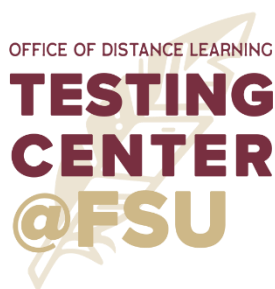


Honorlock Reference Guide



The following guide is intended to provide basic information on the Honorlock online proctoring application, a tool used by FSU instructors to administer exams when in-person proctoring is limited or unavailable. For additional information about Honorlock, contact the testing staff at FSU's Office of Distance Learning by emailing testing@campus.fsu.edu or call 850-644-3017.

1. Honorlock records exam sessions, flagging certain types of student behavior for instructors to review.

- **Honorlock does not make determinations of academic misconduct.** Instead, its artificial intelligence (A.I.) flags specific behaviors and alerts instructors when an exam session warrants their review. Instructors can replay a flagged recording to determine if a student has acted in a manner that violates FSU's Academic Honor Policy.
- **Honorlock's A.I. detects and flags the following student behaviors (in order from most to least severe):**
 - Using a search engine or unauthorized website*
 - Obstructing the webcam*
 - Leaving the testing area*
 - Multiple people in the room*
 - Speaking*
 - Right-clicking or copy/pasting
 - Background noise or audio spikes
 - Head/face partially out of view

*When these behaviors are detected, a proctor may "pop in" to assist the student in following the instructor's exam policies. Honorlock proctors are highly trained professionals and are instructed never to be accusatory.

- **Although Honorlock staff may pop in when alerted by specific behaviors (see above), exams are not live-proctored by Honorlock or FSU testing staff.** Due to these limitations, manual review of the exam recording is necessary for making any determination about student misconduct.
- **Honorlock gives each exam session an overall rating of "Low," "Medium," or "High"** based on what Honorlock's A.I. detects. While exams with a "Low" rating are less likely to contain cheating incidents than those with a "High" rating, these ratings are not authoritative. In other words, a rating of "High" does not necessarily mean a student

has violated the Academic Honor Policy. Similarly, a rating of “Low” does not exclude the possibility of a violation.

2. Instructors can customize their Honorlock settings.

- **When setting up an exam, instructors can enable or disable features** like recording via the student's webcam, recording web traffic during the exam, and requiring a room scan. (See [Recommended Proctoring Options](#) for a complete list of settings and recommendations from FSU.)
- **Instructors can define exam-specific guidelines for their students**, such as allowing them to use their book, scratch paper, or to take the exam in a public area. Please note that guidelines defined by the instructor may alter the way the A.I. operates. For example, when “Restroom Breaks Allowed” is active, the student can leave the testing area for up to five minutes without the exam being paused or flagged. And, when “Take Exam in Public Area” is active, Honorlock will not flag exams with multiple faces in the webcam.
- **When configuring their settings, instructors can provide additional instructions and special accommodations.** Honorlock staff review these notes if assistance is required during the exam (e.g., not having an ID card available during the room scan or being allowed to use open notes when the exam instructions don't generally allow it). These notes are only available to Honorlock proctors and not to the students.

3. Honorlock and FSU value student privacy and data security.

- **Under its contract with FSU, Honorlock is contractually obligated to comply with specific legal requirements for the privacy and security of student information.** This formal agreement binds Honorlock to all privacy and security restrictions under the Family Educational Rights and Privacy Act (FERPA). Honorlock never sells student information to third parties.
- **Honorlock encrypts the data it sends, receives, and stores** securely on their cloud servers in the United States and meets the Service Organization Control 2 standards for security, availability, and confidentiality.
- **Honorlock does not use facial recognition technology** nor does it store the data necessary to use such a technology.
- **For more information, see the Honorlock Security and Privacy FAQ** at <https://distance.fsu.edu/honorlock-security-and-privacy-faq>.