DMACC Mortuary Science Testing

Students are required to complete any proctored quizzes and exams within the dates and times specified in each course schedule at an approved testing center or with Honorlock.

The Quiz/Exam schedule will be listed at least one week prior to the scheduled exam but is generally in the syllabus/course on the first day of the term. **Failure to take a quiz or exam will result in a score of "0" for that quiz/exam unless the instructor was notified prior to the examination and gives permission for missing the examination**. If the instructor gives permission for missing the quiz/exam, the student and instructor will arrange a different date to complete it. **A quiz or exam taken on any date other than the scheduled date will be subject to a 10% grade reduction**.

Any quiz/exam not taken two days prior to the date Final Grades are due, as published in the college calendar, will be scored a 0%. All quizzes and exams are computer-based and are timed by Canvas. Quizzes and exams will automatically submit once the time has expired, regardless of whether or not the student has completed the exam.

You may not bring cell phones, mobile/**secondary devices**, papers, books, any type of e-storage device (e.g. flash drives, etc.), or bags into the examination area. Additionally, you may not view any web pages other than the quiz/exam until you have submitted the quiz/exam. If a student utilizes any of the items listed above, or any other resource (i.e. person, device, etc.), the student will be given a 0 for the quiz/exam. In most courses, students may use scratch paper during a proctored quiz/exam at a testing center. For all quizzes/exams taken through Honorlock, the student may only use a **small erasable whiteboard** that is shown to the proctor before the exam and erased after the exam.

Testing Option 1: Honorlock

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. To get started with Honorlock, you will need Google Chrome and download the [Honorlock Chrome Extension](#).

When you are ready to complete your quiz or exam, log into your school's learning management system (e.g. Canvas, etc.), go to your course, and click on your quiz or exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will:

Take a picture of yourself;

Show your ID;

Complete a scan of your testing environment:

- **Watch this video on how to complete a room scan:** [Completing A Room Scan](#)
- **You will need/use a mirror to show the laptop during the room scan;**
  - Failure to use a mirror will violate the Quiz/Exam policy and may result in a grade of 0 on the quiz/exam.
- **The detection of any secondary devices in the testing environment may result in a grade of 0 for that quiz/exam and may require the use of an approved testing center for all future quizzes and exams.**
  - Secondary devices include but are not limited to:
  - secondary monitors of any type (covered/uncovered or powered off/on)
  - other computers
  - smart watches
  - tablets, iPads, etc.
  - smartphones
- **If you have a cell/smartphone in the testing environment, you must show yourself powering off the phone and placing it outside/behind the immediate testing area.**
  - Even when powered off, the phone must remain visible on camera for the entire session.
- **A room scan that is marked by Honorlock as incomplete may result in a grade of 0 for that quiz/exam and may require the use of an approved testing center for all future quizzes/exams.**
- **You may use a small, erasable whiteboard during the quiz/exam and show yourself erasing the whiteboard before you log out of Canvas.**

Use Honorlock for your exam

Honorlock will be recording your exam session through your webcam and microphone and also records your screen. You must have a live audio feed maintained throughout the entire quiz/exam session.

Honorlock also has an integrity algorithm that can detect search-engine use, so do not attempt to search for answers, even if it's on a secondary device.

- **The detection of any secondary devices in the testing environment, including any secondary monitors (either on or off, covered or uncovered), may result in a grade of 0 for the quiz or exam.**
- **A room scan that is marked by Honorlock as incomplete may result in a grade of 0 for the quiz or exam.**
- **Lastly, you may not leave the testing area at any time during the quiz/exam.**
  - **Leaving the testing area and/or closing and re-opening your quiz/exam will be construed as academic misconduct and may result in a grade of 0 for the quiz/exam.**

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](#) or within the exam itself.

Here are some links/guides you should review:

- [Honorlock Minimum System Requirements](#)
- [Preparing for a Proctored Exam: What To Expect](#)
- [Honorlock – Tech Support/Chat](#)
- [Student FAQs](#)
- [In-Exam Flags](#)
- [End of Exam Procedures](#)
- [How To Use Honorlock](#) (includes YouTube video)

Honorlock Standard Exam Guidelines

Testing Area

1. Lighting in the environment must be bright enough to show the student's face and the surrounding area in a clear and detailed manner.
2. Students should be seated at a desk or table. Lying in bed or elsewhere when taking the exam is not allowed.
3. Students should clear their desks or table of all other materials (e.g., books, papers, notebooks, calculators, etc.)
4. Secondary monitors (on or off, covered or uncovered) in the testing environment are strictly prohibited.
5. Students must show the work area as well as the entire room during the environment scan.
6. No visible writing on the desk or walls is permitted.
7. All third-party programs and Windows (websites, Excel, Word, etc.) on the testing computer must be closed before logging into the proctored test environment.
8. Loud music, television, or other distractions playing in the background are prohibited.
9. No other people or parties aside from the exam taker are permitted near the testing environment and all communication between the exam taker and other people is prohibited.

Testing Behavior

1. Students must not leave their immediate environment during the testing period at any time or take the computer into another room without Honorlock's permission.
2. No breaks will be permitted.
3. The use of hats, hoodies, headsets, or earplugs is prohibited.
4. Cell phone use is prohibited.
5. The student's face must remain within view of the camera at all times.
6. The student must maintain a live audio feed at all times during the exam.
7. Honorlock will not add additional time for proctoring questions or technical issues encountered during the exam.
8. Students may not speak out loud during the testing period.
9. At the conclusion of the quiz/exam, students must show their erased whiteboard to the camera.

A student failing to comply with any/all of these guidelines may receive a score of "0" for the quiz/exam.

If you experience any issues during a proctored quiz or exam, please contact the instructor immediately to help resolve the issue.

Testing Option 2: College/University Testing Center

This option allows a student to take the exam at a college or university testing center where a quiet location with good internet connectivity is found.

Note: libraries, high schools, or any other non-college/university facilities are not allowed.

Please note the following:

The testing center may charge a fee for each exam.

If the testing center charges a fee, the student is responsible for the fee.

Students using a testing center will need to submit the Proctor Request Form by 8:00 AM on the fifth day of classes during each term.

- The form must be filled out EVERY semester (even if the proctor is the same) because the student is taking different courses each term.
- A separate form is needed for each unique email address;
  - For example, if you are taking an exam at "testingcenter@college.edu" and another exam at "secondtestingcenter@college.edu", you must use two different forms, one for each proctor email.

How to Request a Review of Your Quiz or Exam

To ensure exam security, students may request a review of a proctored quiz or exam in one of the following ways:

- Request a list of topics missed on the quiz/exam that the instructor will then email to you.
- Make an appointment to visit about the quiz/exam via video or phone call with the instructor.
- Make an appointment to visit the instructor on campus and review the quiz/exam with the instructor present.

Any requests for a quiz/exam review must be made within one week of the quiz/exam and within the first week of the semester following a final exam. Any requests made outside of this time frame will be denied.