

# Volunteer State Community College Online Proctored Testing Guide

8/24/2021

**Most important** – Know the proctored testing method used by your course and get prepared several days in advance of the first testing date.

The details of online proctored testing vary and depend upon the needs of the individual course and instructor. Currently, instructors may require online testing through (1) [Honorlock](#), (2) the [Vol State Testing Center](#), or (3) [exams proctored by instructors](#) using Zoom or other means.

## General guidance for online proctored testing

The following is a brief list of factors and considerations common to all proctored testing methods used by Vol State. Details about each of the three online proctoring methods are provided further below.

- All online proctoring services are currently free to students.
- Have in place all of the needed hardware and software ***well before the first exam***.
  - Computer equipped with the required hardware, operating system, web browser, web camera and microphone.
  - Laptop computers should be fully charged with a charging cable within reach and near an outlet.
  - Installation of any additional required software.
  - Stable broadband internet connection.
  - Any additional hardware, devices, or reference materials required or allowed by the instructor.
  - Government issued photo ID or Vol State Student ID.
- Items generally not allowed during proctored testing include food, drink, cell phone, purse, wallet, backpack, watch, jacket, hat, headphones, fitness tracker, earbuds, AirPods, notes or reference materials not approved by the instructor, other people, etc.
- Proctored exams require a check in process that must be completed before the testing period begins. It is important to check in before the test is scheduled to begin in order to use all of the time allowed for the test.
- A government issued photo ID or Vol State student ID is required for check in.
- Web camera and microphone must be on at all times during the test.
- You must be alone in a quiet, well-lit testing space.
  - If anyone else is seen or heard during the exam, you may be disqualified from testing further and your test may be invalidated.
- You may be asked to use the webcam to show your writing surface, the room contents, any approved reference materials or other test taking aids, such as a calculator, etc.
- You may be asked to sit at a flat writing surface with your back to the door and that the door be closed.
- If you encounter technical or other problems during the exam, ***immediately*** notify the instructor and anyone else who is proctoring the exam.
- If required, schedule each exam well in advance and be on time.
  - Instructors are not required to provide make-up exams or to make special allowances for students who miss a testing date, regardless of the reason.
- Proctored exams usually have a specific length of time that cannot be exceeded. Some proctored exams limit time allowed for each question or each section of the exam.

## Proctored testing methods

The specific proctored testing method is determined by the course instructor. In addition to the following information, consult your course syllabus, eLearn shell, or the instructor for details.

*(Continued below)*

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## 1. Honorlock

- Scheduling is not required. Exams may be taken on demand during the announced testing dates.
- You must use Google Chrome as your web browser.
- An artificial intelligence (AI) will check you in. Have your Government issued photo ID and all instructor approved testing materials ready at check in.
- You will be recorded and the AI will monitor your activity during the exam.
- If the AI detects activity that does not correspond to the testing parameters, the activity will be marked for instructor review after the exam. Examples of suspicious activity include looking away from the computer screen for extended periods of time, another person seen or heard in the room, using another device to access the Internet, etc.
- More information about Honorlock is available on the following webpages.
  - <https://volstate.teamdynamix.com/TDClient/1994/Portal/KB/ArticleDet?ID=103257>
  - <https://honorlock.com/students/>

## 2. Vol State Testing Center

The Vol State Testing Center offers online proctored mid-term and final exams for courses that require them.

- Many or all of the requirements stated in the “[General Guidance](#)” section above will apply.
- **Exam appointments must be scheduled in advance.** Within the first week or two of the semester, go to <http://www.registerblast.com/volstate-gallatin> and schedule your proctored mid-term and/or final exams.
  - For the first (#1) “Choose a group” question, select “Vol State Class Exam” at the bottom of the dropdown list.
  - It is extremely important to schedule your exams well in advance because there are a limited number of testing slots available each day during the midterm and final exam periods. Instructors are not required to accommodate students who cannot schedule a testing time that works for their schedule because they waited until the last minute or who miss a scheduled testing appointment.
- Prior to testing, go to [zoom.us/download](https://zoom.us/download) and click the link to download the most recent update of “Zoom Client for Meetings” onto the computer used for the exam.
  - Zoom is updated frequently, so it is very important that you confirm you have the most recent version before you start your exam.

## 3. Instructors proctoring their own exams

- Many or all of the requirements stated in the “[General Guidance](#)” section above will apply.
- Check the course syllabus, the eLearn course shell, and communicate with the instructor to understand the proctored exam requirements, procedure, dates and times.
- In addition to a standard web camera and microphone, many instructors will require that a second web camera be used to show the writing surface or another part of the room. Usually, a cell phone or tablet computer can usually be used for this purpose.
- Zoom may be required by the instructor for proctored testing.
- Proctored exam procedures and requirements will vary from one instructor and course to another.

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