**Testing and Honorlock updates – October 5, 2020**

1. Please send any students who need to take computerized tests on the Northwest Campus to the Testing Center. There they can take their exams and our staff can override Honorlock if needed while they proctor students live. Do not send any students to the Library for testing. The Library requires masks and students cannot keep them on in order to use Honorlock. The Testing Center is open from 8 am – 8 pm Mondays-Thursdays, 8 am – 4:30 pm Fridays, and 2 – 6 pm Saturdays and Sundays.

1. The Assessment Center is available from 8:30 am – 4:30 pm Mondays-Fridays for paper-and-pencil make-up exams. Please complete the [online proctoring request form](https://www.sfcollege.edu/testing-center/reservations/proctoring-request-for-make-up-exams) to schedule these and to review requirements.

1. Make sure to provide students with appropriate Honorlock directions. Students who are taking third-party exams in a publisher website should use the [universal exam directions](https://honorlock.kb.help/-students-starting-exam/how-to-use-honorlock-with-a-universal-exam-student/). Students who are taking Canvas quizzes should use the [regular directions](https://honorlock.kb.help/-students-starting-exam/how-to-use-honorlock-student/). These links and additional Honorlock information are always available on the [Teach Online Now](https://www.sfcollege.edu/cat/teach) faculty page and the [Learn Online Now](https://www.sfcollege.edu/cat/learn) student page. These pages are routinely updated.

1. Honorlock has noticed that some students with Google accounts and profiles have been experiencing issues with downloading the needed browser extension. Honorlock has released new guidelines to help navigate around this issue by [creating new profiles](https://honorlock.kb.help/-students-starting-exam/creating-a-new-chrome-profile/).

1. If you have not used Honorlock before, it is strongly recommended that you [use a practice exam](https://honorlock.kb.help/faculty-exam-configuration/create-a-practice-exam-in-canvas/) to help your students use the interface beforehand and test out their equipment. Remember that Honorlock requires a laptop or desktop computer. Students cannot take Honorlock exams on phones, tablets, or iPads.

1. If you receive any questions about student and data privacy, please direct students to the Honorlock [Student Privacy FAQ](https://honorlock.com/student-privacy-statement/) page. Honorlock does NOT do any of the following: sell or share student data, scan students’ networks, browse students’ computers, or record any other time than during a test. Honorlock works as a browser extension in Google Chrome. Students download the extension to use Honorlock and can then [remove it](https://honorlock.kb.help/-students-after-exam/removing-the-honorlock-extension/) if they have any concerns. All student data and videos are encrypted and kept for 12 months; they are then permanently deleted. Honorlock was put through extensive testing prior to being selected as a vendor by the Florida Virtual Campus. They had to meet stringent data requirements and their staff is trained on FERPA and student privacy. Both Honorlock and SF take student privacy and data protection seriously, and we work to protect them at all times.