

When using Honorlock there are two key items that you need to pay attention to in order to help ensure that your online proctored exam runs successfully are as follows:

1. When using Honorlock the access code field will be automatically populated. Do not edit, delete or distribute this code to your students. The Honorlock system uses the auto created code to proctor the exam. If you make any changes to it or distribute it to your students, the exam will not be proctored. Below is what the access code field looks like in the quiz settings in Canvas.

Quiz Restrictions

Require an access code

2. When linking documents/images/diagrams/formula sheets in a quiz you must ensure that students have the proper permissions to access these files prior to inserting them into an exam. This means that the files must be located within the Canvas shell of the quiz you are offering. If any diagram/images/formula sheets are not kept within the Canvas shell of your exam your students won't be able to access these files within the exam.