

Terminology

- If you receive a **Flag** during your session your score will **still be loaded** but you will receive a **written warning** with these guidelines to indicate that you will need to follow all guidelines in subsequent assessment sessions.
- If you receive **multiple different Flags** during one assessment session or over the course of multiple assessment sessions your score **may not be loaded** and you may need to **retake the assessment in person**.
- If you receive a **Violation** your score **may not be loaded** and you may need to **retake the assessment in person**.

Prior to test start, you will need the following:

- **Government issued photo ID (or Student photo ID). Failure to show ID will result in a Violation.**
- Working camera and microphone. One or both not working well enough to allow for sufficient indication of the assessment environment will result in a Violation.
- Credit card for payment of the proctoring fee. All major credit cards are accepted.
- Stable internet connection. Failure to record all or part of the assessment may result in a Violation.
- Google Chrome browser (<https://chrome.com>).
- Up to 3 blank sheets of paper. **Be sure to show both sides of each paper to the camera. Failure to do so will result in a Flag.**

During the test:

The online testing environment should mimic the “in-class” testing environment, and has following guidelines:

Testing Area:

- Sit at a clean desk or table (not on a bed or couch). Failure to do so will result in a Flag.
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; the source of light should not be behind the student. Insufficient lighting will result in a Flag.
- Ensure your desk or table is cleared of all other materials. Failure to do so will result in a Flag.
- Make sure your laptop is fully charged or keep the charger within arm's reach. A loss of power during the assessment will result in a Violation.
- **OTHER PERSONS EXCEPT THE TEST-TAKER IN THE ROOM DURING THE ASSESSMENT WILL RESULT IN A VIOLATION.**

The following items/actions are not permitted

- **ANY communication or assistance from others during assessment will result in a Violation.** Exceptions: contacting Honorlock support or UW Math Registration (307-766-6831).
- **PHYSICAL CALCULATOR USE WILL RESULT IN A VIOLATION.** Students are to use the calculator built into ALEKS.
- Having more than 3 sheets of blank paper may result in a Flag. Failure to show blank paper(s) to camera will also result in a Flag.
- Using a phone or any other electronic device, other than your test-taking device, will result in a Violation. Exceptions: contacting Honorlock support or UW Math Registration (307-766-6831).
- No watches or fitbands are permitted. Failure to remove such devices prior to the assessment will result in a Flag.

- No Bluetooth devices of any kind (earphones, earpods, speakers, etc.) are permitted. Failure to remove such devices prior to the assessment will result in a Flag.
- Use of any websites other than ALEKS and the Honorlock proctoring extension will result in a Flag. Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- **ANY INSTANCE OF APPLE HANDOFF WILL RESULT IN A VIOLATION.**
- Use of multiple monitors will result in a Violation.
- Music /televisions playing in the background will result in a Flag.
- Visible writing on the assessment desk or walls will result in a Flag.
- No hats are permitted. Failure to remove such items prior to the assessment will result in a Flag. Exception: religious attire.
- Headphone use will result in a Violation.
- Failure to remain visible in the web camera during the entire duration of the assessment will result in a Flag.
- Leaving the room during the testing period will result in a Violation.