

# **Workplace Scan – Test Taker Guide**

The Workspace Scan is an authentication step you will complete before your exam. It requires you to take a single, wide-angle photo of your desk and workspace.

This photo provides a clear record of your testing environment for your instructor or exam administrator.

## **Using Your Phone During Authentication**

You will be required to use your smartphone only for specific, guided authentication steps. Honorlock may prompt you to use your phone for ID Verification and/or the Workspace Photo.

Your webcam will be on and recording during this entire process.

This will confirm that you are only using the phone for these required steps.

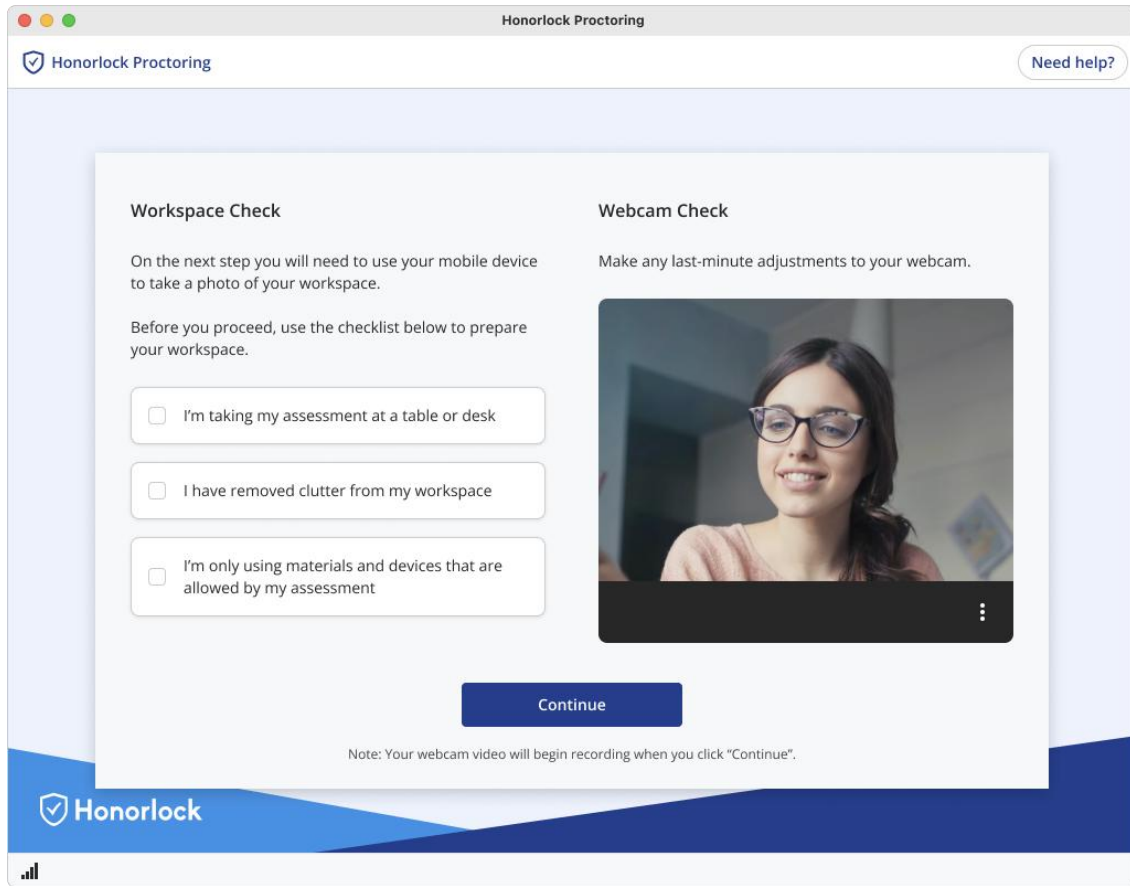
After you have successfully completed the step, you will be instructed to put your phone away completely (out of sight and arm's reach) before you can begin your exam.

**(Go to next page for instructions)**

## How It Works: Step-by-Step

Here is the process for submitting your Workspace Photo:

### 1. First, prepare your workspace.



The screenshot shows the Honorlock Proctoring interface. At the top, there is a header with the Honorlock Proctoring logo and a "Need help?" button. The main content area is divided into two columns: "Workspace Check" and "Webcam Check".

**Workspace Check**

On the next step you will need to use your mobile device to take a photo of your workspace.

Before you proceed, use the checklist below to prepare your workspace.

- I'm taking my assessment at a table or desk
- I have removed clutter from my workspace
- I'm only using materials and devices that are allowed by my assessment

**Webcam Check**

Make any last-minute adjustments to your webcam.

A video feed of a woman with glasses is shown in a window on the right side of the interface.

At the bottom of the main content area, there is a blue "Continue" button and a note: "Note: Your webcam video will begin recording when you click 'Continue'".

The Honorlock logo is visible in the bottom left corner of the interface.

2. When prompted, use your smartphone's camera to scan the QR code displayed on your computer screen.

### 1. Supported Browsers: Chrome & Safari



**3. Follow the instructions on your phone, which will direct you to step back a few feet from your desk to scan the second QR code.**



## Workspace Check Instructions



*This is an example of an acceptable workspace photo.*



Rotate your device to take a landscape-style photo.



Take a few steps back from your workspace to capture as much as possible.

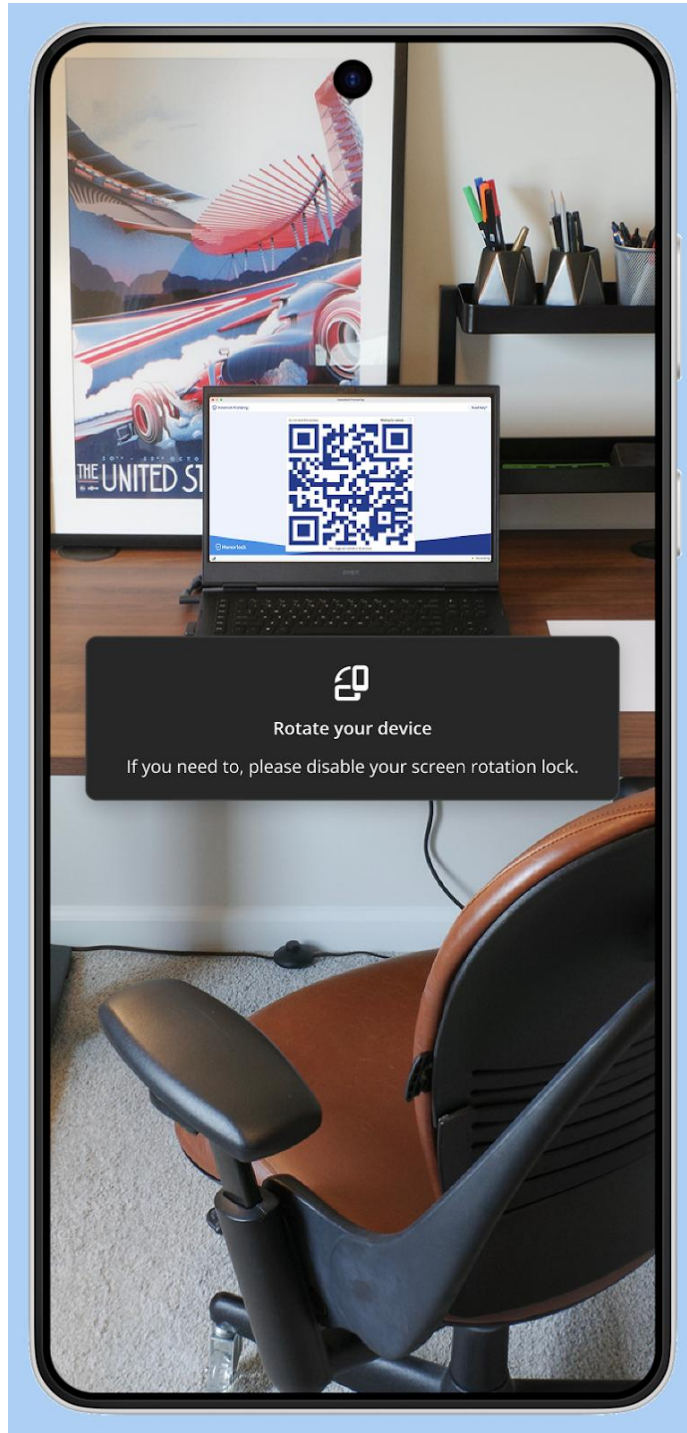


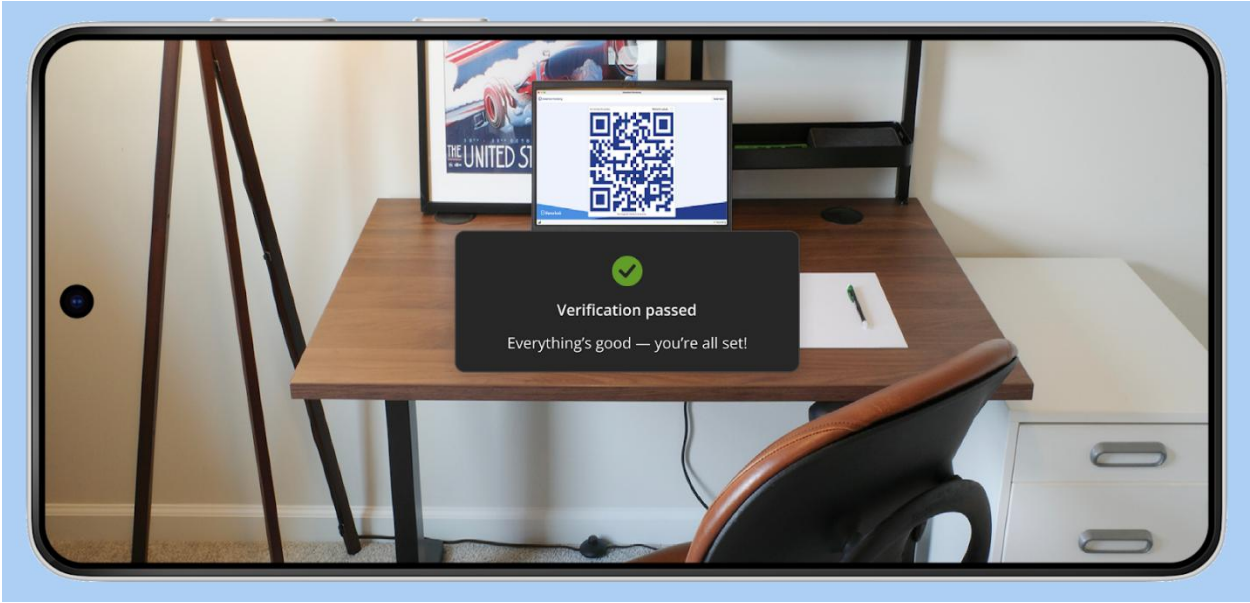
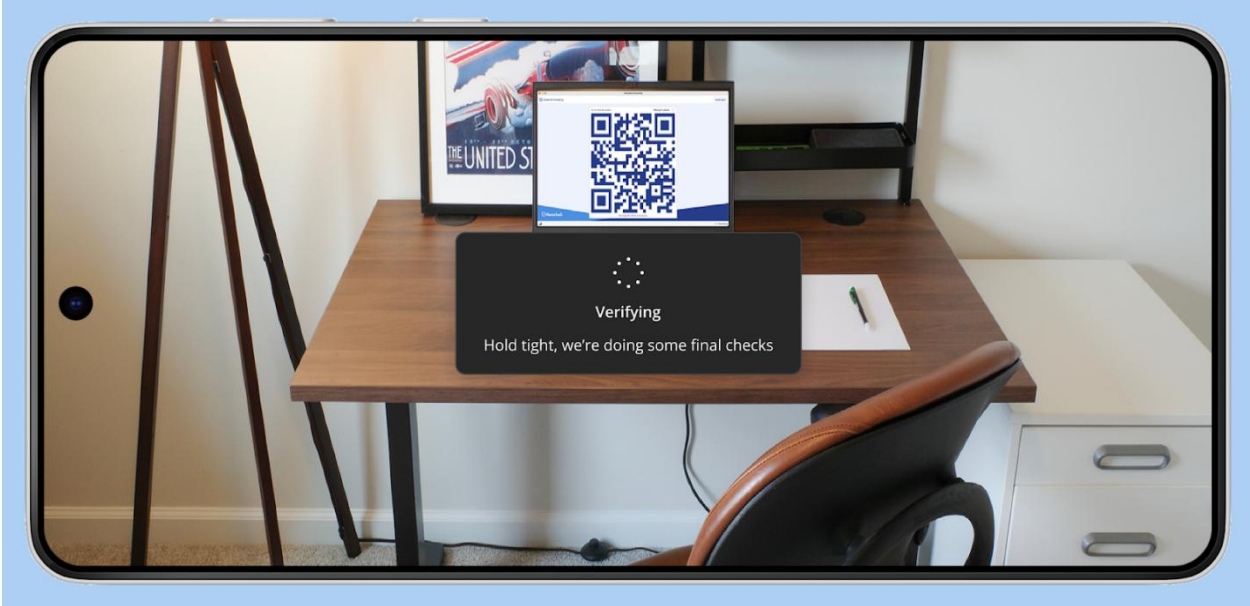
The QR code on your display must be clearly visible in the photo.

Open Camera

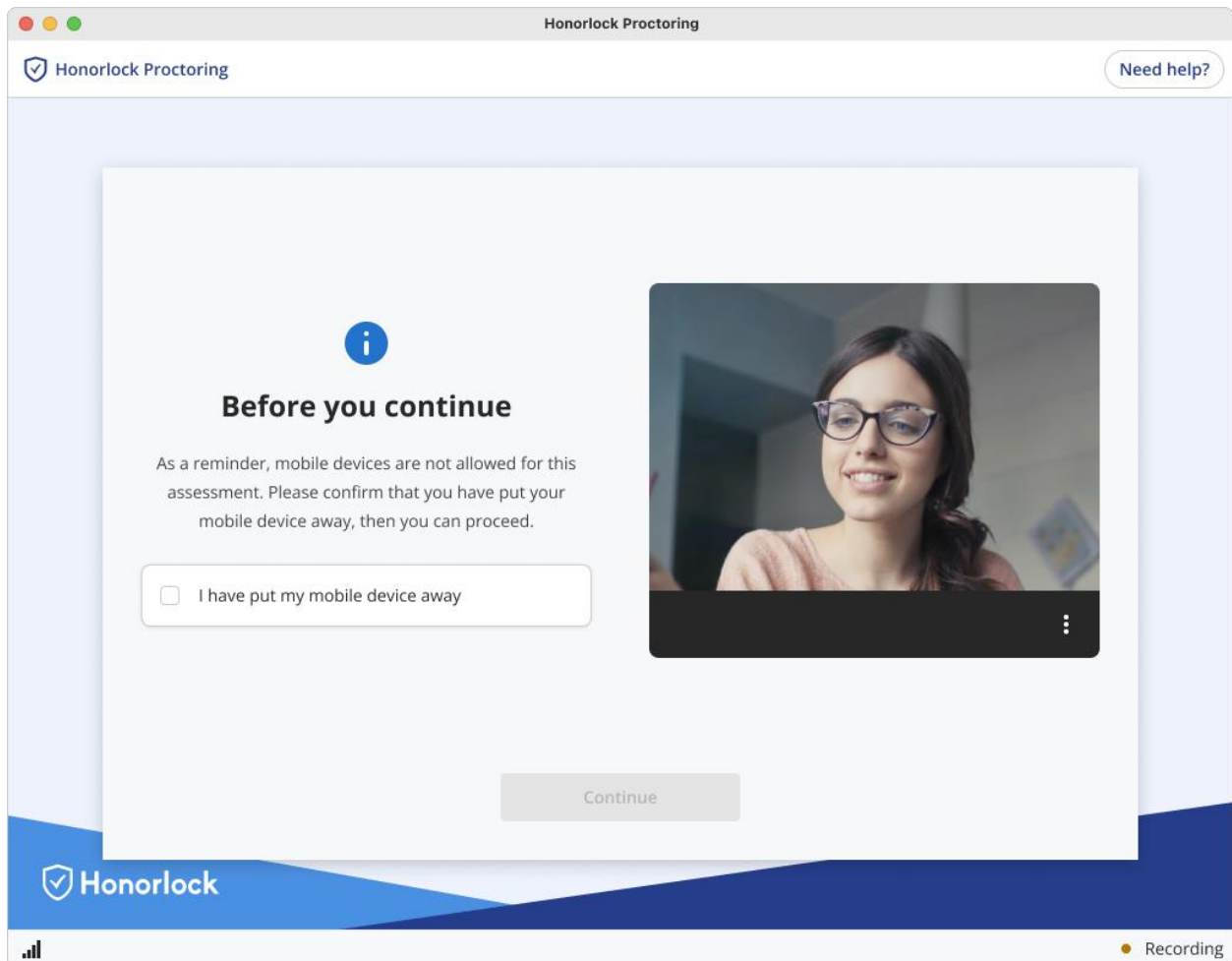


**4. Follow the prompts on the camera to take a single, clear photo that captures your entire workspace. This includes your computer, desk, and any items within arm's reach.**





**5. All photos taken are submitted for review. Once it is approved, you will be directed to put your phone away.**

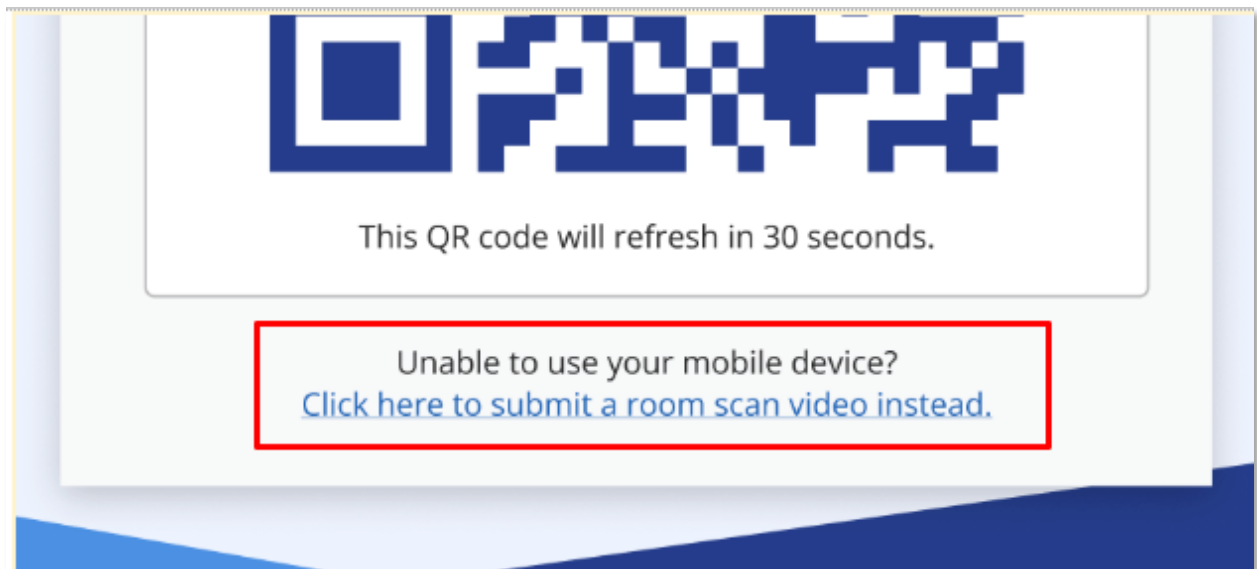


**(See the Frequently Asked Questions on the next page)**

## **Frequently Asked Questions (FAQ)**

### **Q. What if I don't have a smartphone?**

- 1. Instead of scanning the QR code, select the link on the screen that says "Click here to submit a room scan video instead" (or a similar message, subject to change). You will be guided to use your webcam to perform a standard video room scan instead. You will not be blocked from your exam.**



### **Q. How do I take a good photo?**

- 1. The best photos are taken from a few feet back. Ensure your entire desk, your computer, and the**

surrounding area are clearly visible. Good lighting also helps.

**Q. Does this give Honorlock access to my phone?**

**1. No. Scanning the QR code only opens a secure, temporary webpage in your phone's browser. It does not give Honorlock access to your apps, photos, files, or any other data on your phone. It only uses your phone's camera to take and submit this one photo.**