

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.

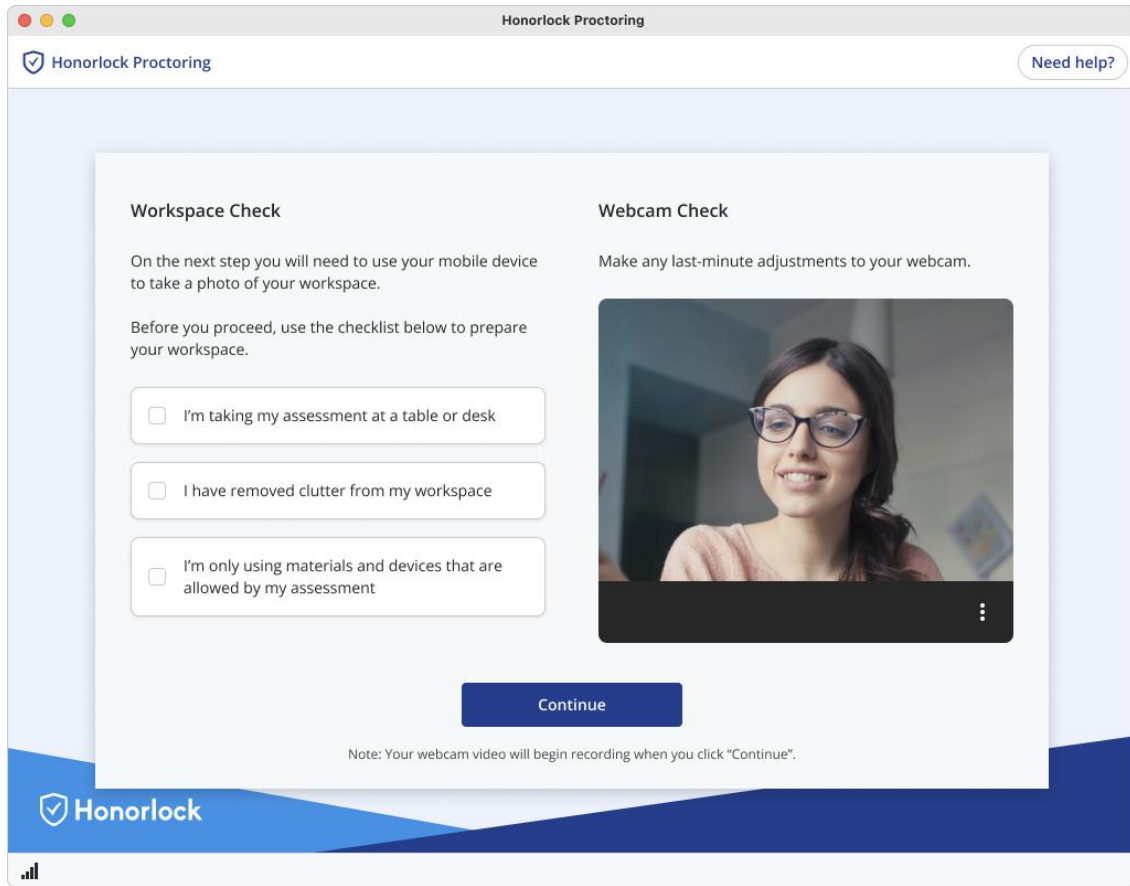
After you have successfully completed the step, you will be instructed to put your phone away completely (out of sight and arm's reach) before you can begin your exam.

(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's a header with the Honorlock Proctoring logo and a "Need help?" button. The main content area is divided into two sections: "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.

Below the text is a video feed showing a woman with glasses smiling. A "Continue" button is located below the video feed.

Note: Your webcam video will begin recording when you click "Continue".

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.

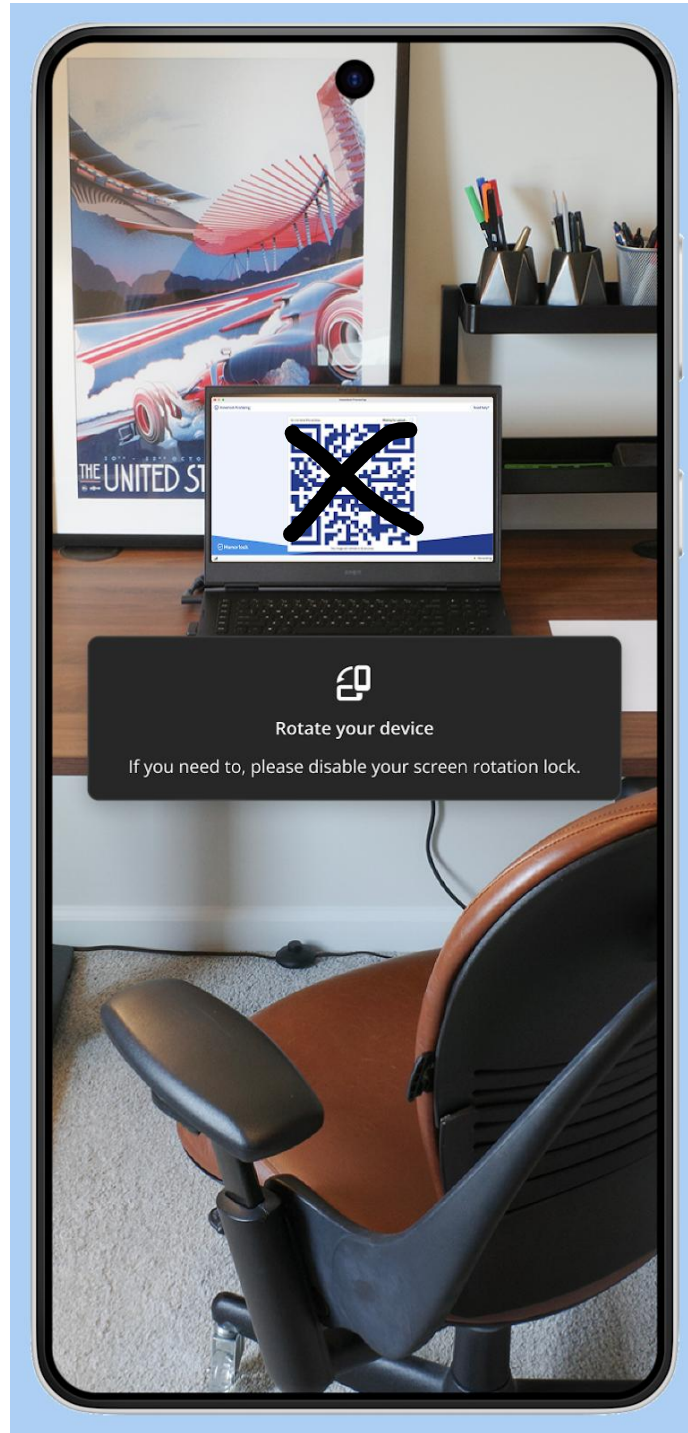


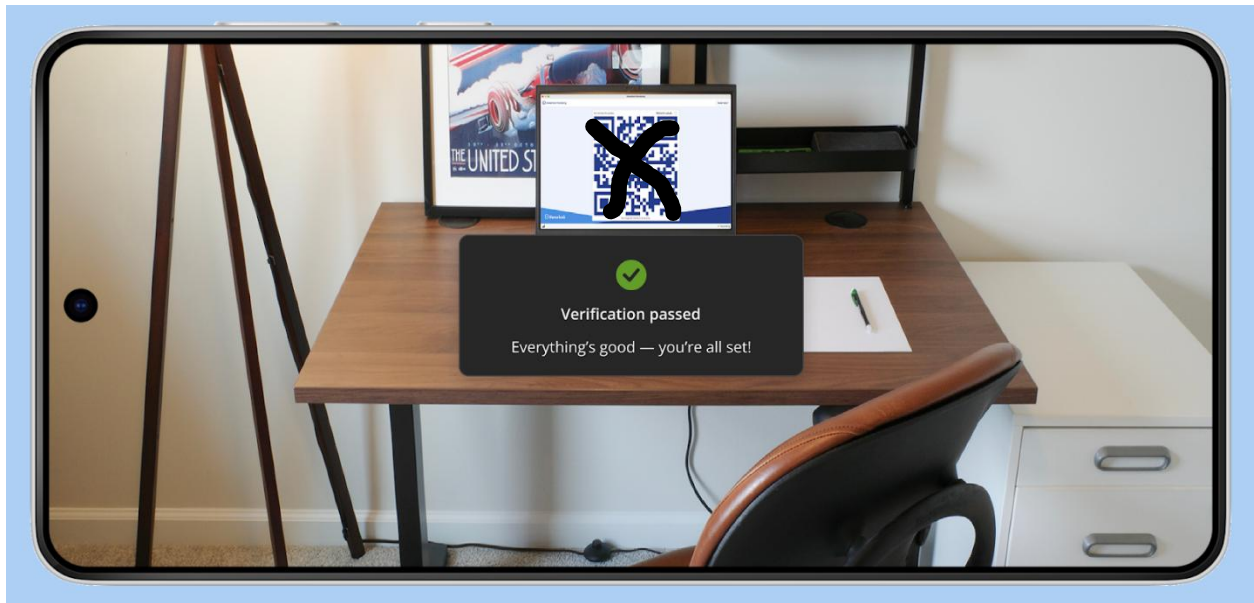
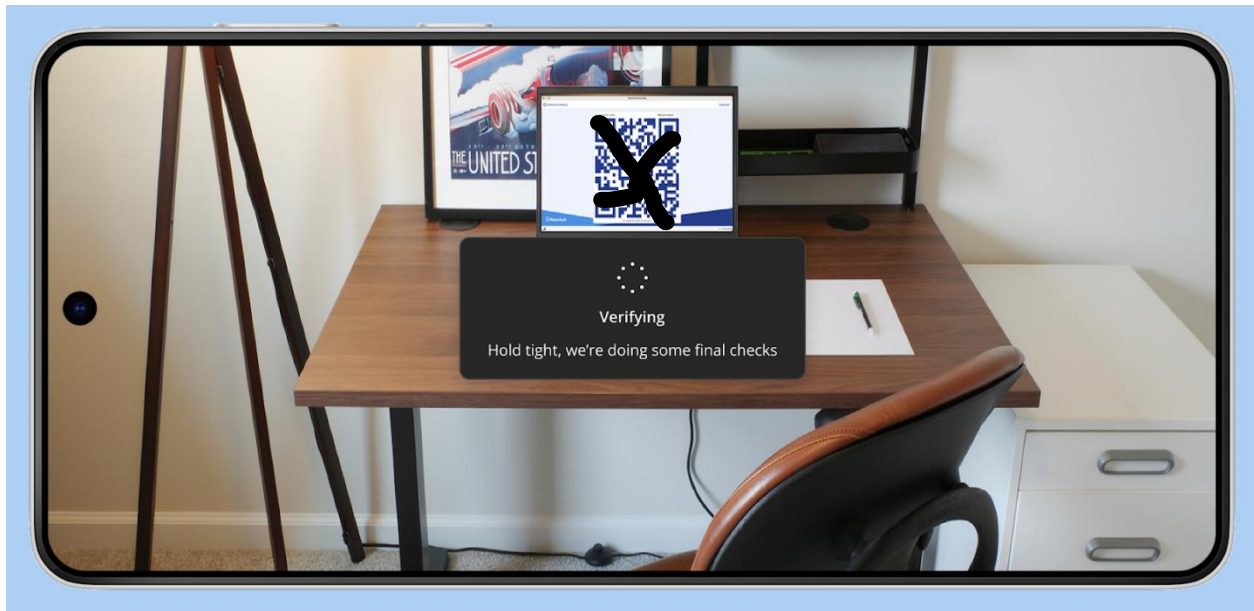
The QR code on your display must be clearly visible in the photo.

Open Camera

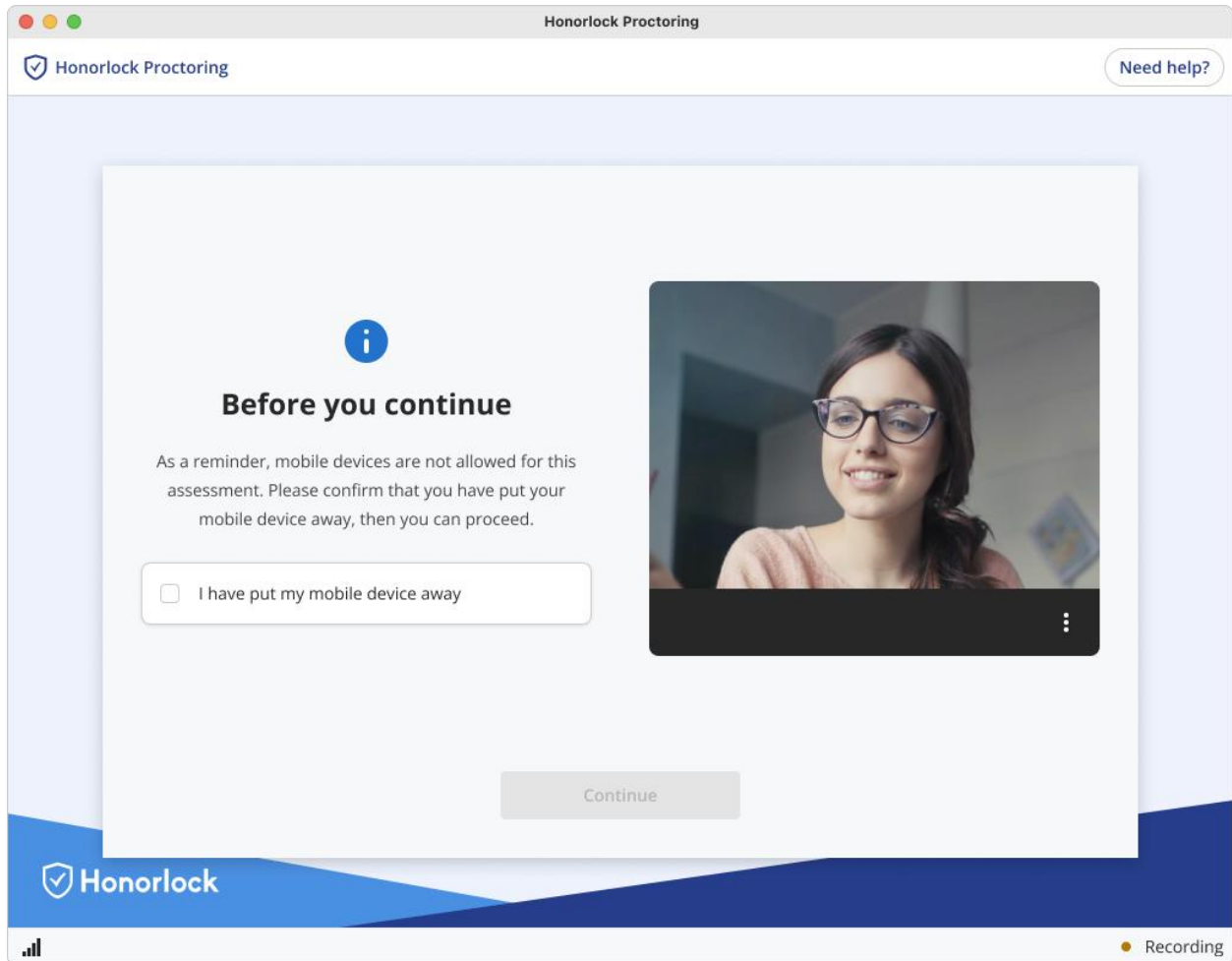


4. Follow the prompts on the camera to take a single, clear photo that captures your entire workspace. This includes your computer, desk, and any items within arm's reach.





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



The screenshot shows the Honorlock Proctoring web application. At the top, the title bar says 'Honorlock Proctoring'. Below the title bar, there's a navigation bar with the Honorlock logo on the left and a 'Need help?' button on the right. The main content area is a white card with a blue header that says 'Before you continue' next to an information icon. Below this, a message states: 'As a reminder, mobile devices are not allowed for this assessment. Please confirm that you have put your mobile device away, then you can proceed.' There is a checkbox labeled 'I have put my mobile device away'. To the right of the text is a video feed showing a woman with glasses smiling. Below the video feed is a 'Continue' button. At the bottom of the screen, there's a blue footer with the Honorlock logo on the left, a signal strength indicator, and a 'Recording' status indicator on the right.

Honorlock Proctoring

Need help?

Before you continue

As a reminder, mobile devices are not allowed for this assessment. Please confirm that you have put your mobile device away, then you can proceed.

☐ I have put my mobile device away

Continue

Honorlock

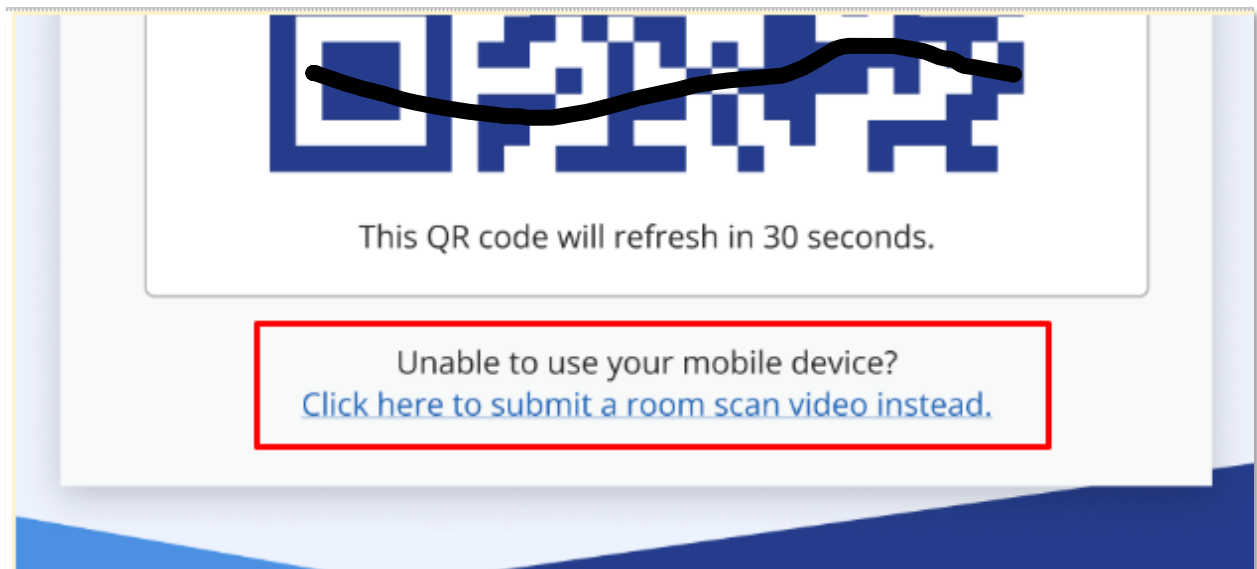
Recording

(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.