Academic Integrity: Honorlock Video Proctoring Guide
Office of Faculty Development and Advancement

As of Summer 2021, The Office of Distance Learning’s Testing Center no longer offers the following services:
- Evaluations of academic dishonesty in Honorlock recordings
- Live, in-person proctoring for course exams

Instructors who continue to use Honorlock must now independently review their students’ exam recordings to monitor testing integrity, subsequently meeting with students to discuss evidence that either supports or detracts from allegations of academic dishonesty.

Students involved in alleged Academic Honor Policy (AHP) violations have the due process right “…to be given access to all relevant materials pertaining to the case” (AHP, p. 2, 2020); however, distributing the screen-capture version of Honorlock recordings could compromise the confidentiality of exam questions/answers. FDA recommends that instructors adhere to these best practices:

1) Email fda-faculty@fsu.edu to check if students have a prior record of AHP violations.
2) When notifying the student about the alleged violation(s) in their recordings, it is ideal to schedule a recorded Zoom meeting.
   - Zoom allows for student-instructor meetings to be recorded and timestamped.
   - Zoom also allows screensharing of Honorlock screen-capture videos in a controlled environment, effectively accommodating the student’s due process rights while protecting exam content.
   - The instructor should conduct the meeting in a non-adversarial and educational manner.
   - An in-person meeting is an adequate alternative; email the student an overview of the discussion to create a timestamped record of the meeting.
3) After speaking with the student and proctoring the relevant screen-capture video excerpts, the instructor should provide the student with the Quick Reference Guide, which outlines resolution options – assuming the instructor has decided that the evidence continues to meet a preponderance of evidence standard.
4) Allow the student at least five business/class days to make their decision.
5) Summarize the above details in an email for a timestamped record of all outreach efforts.
6) When the student makes their decision, submit the proper form and supporting documentation [i.e., allegation evidence, course syllabus, assignment rubric(s), etc.] to Ann DelRossi (adelrossi@fsu.edu) and Joshua Morgan (jlmorgan@fsu.edu).
   - Step 1 Agreement Form
   - Referral to Contest Sanction Form
   - Step 2 Hearing Referral Form
7) For Step 2 Hearings, add both Ann and Joshua to the Canvas course as “Teaching Assistants” so that they may download and share the Honorlock room scan and webcam recordings – which contain no sensitive exam content – with the alleged student.

Please email Ann and Joshua with any questions, and visit The Office of Distance Learning’s faculty webpage for more information about using Honorlock.