

Academic Integrity: Honorlock Video Proctoring Guide

As of Summer 2021, The Office of Distance Learning's Testing Center no longer offers the following services:

- 1) Evaluations of academic dishonesty in Honorlock recordings
- 2) Live, in-person proctoring for course exams

Instructors who continue to use Honorlock must now independently review their students' exam recordings to monitor for examination integrity, meeting with students to discuss any suspicious exam behaviors as warranted.

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). Since distributing the screen-capture version of Honorlock recordings would compromise the confidentiality of exam questions/answers, instructors should 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 meeting via Zoom.
 - 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; it is recommended to email the student an overview of the discussion for timestamped evidence
- 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 that instructor has decided that their suspicions continue to meet a preponderance of evidence standard.
 - Allow the student at least five class days to make their decision
 - Summarizing all the above information via email is best for a timestamped record of outreach efforts
- 4) When the student makes their decision, submit the proper [form](#) and supporting documentation (i.e., allegation evidence, syllabus, assignment rubrics, etc.) to Ann DelRossi (adelrossi@fsu.edu) and Joshua Morgan (jlmorgan@fsu.edu):
 - [Step 1 Agreement](#)
 - [Referral to Contest Sanction](#)
 - [Step 2 Hearing Referral](#)
- 5) 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.
- 6) Please email Ann and Joshua with any questions, and visit [The Office of Distance Learning's faculty webpage](#) for more information about using Honorlock.

