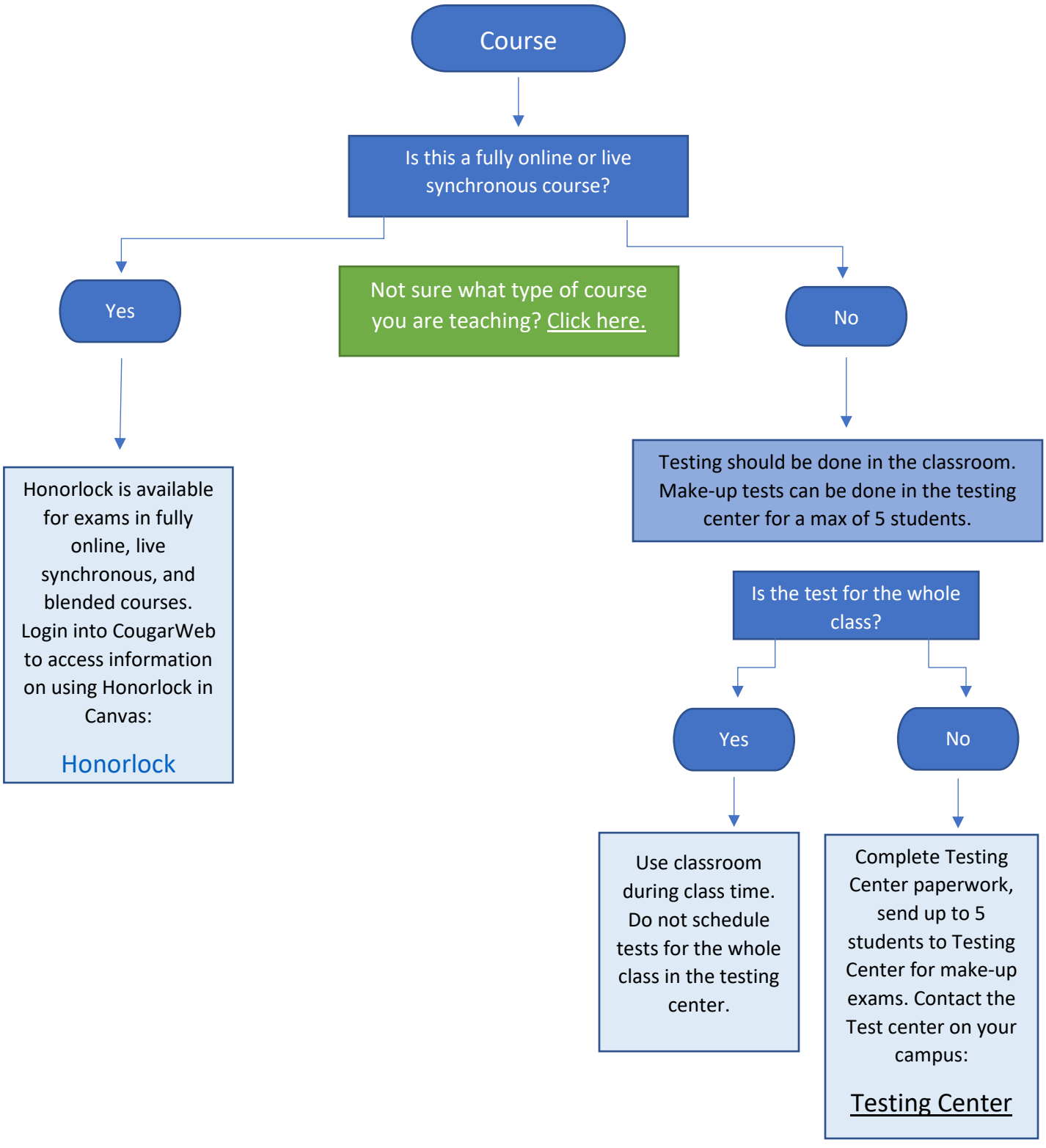
Collin College Exam Decision Tree

Effective Fall 2023



For more information please contact the eLearning Center at 972.881.5870 or eLC@collin.edu

Collin College Testing Information

Updated June 2024

Honorlock

- Honorlock is available to faculty teaching fully online, live synchronous courses or blended courses.
- Faculty in online and blended courses can use Honorlock in their fully online or blended courses.
    - Faculty can enable Honorlock in an exam directly in Canvas.
    - Honorlock can also be used for third party publisher exams.
- Honorlock uses a Chrome extension in the Canvas environment to proctor exams. Students must use the Chrome browser in order to take an Honorlock enabled exam.
    - You can add the Honorlock practice quiz to a Canvas course. The practice quiz will not count as one of the two exams.
    - Faculty are highly encouraged to use the practice exam to avoid any issues on exam day.
- Faculty can set exam options in Honorlock.
- Honorlock provides 24/7 support for both faculty and students. Students can click the Chat button during an exam for assistance.

Canvas Quiz Audit Log

- Canvas quizzes have an audit log option. The audit log will let you know when a student has exited or left the quiz screen. This can include when a student uses another browser tab, or another program. The audit log can be enabled in all Canvas quizzes, both classic and new quizzes.
    - View the classic quizzes audit log
    - View the New Quizzes audit log
- The audit log is a useful tool when you alert students to your use of it and advise them that they must stay in the quiz environment and cannot leave to open another window, tab, program, etc.

Testing Centers

- Exams and quizzes should be administered in class for all in-person, hybrid, and blended courses.
- Testing centers are available for make-up tests.
    - No more than five students per section can use the testing center.
    - A form must be completed prior to the students taking a make-up test.
    - Make-up tests should be available to students for a minimum of two full business days.
    - Students need to contact the testing center to make an appointment for any make-up test.
- Faculty and students should review the Testing Center Guidelines before using the Testing Center for a make-up exam.