

# Honorlock & TLC-Proctored Exams



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Need an alternative to Honorlock Online Exam Proctoring? TLC Testing Centers provide exam proctoring with a live in-room proctor and eliminate concerns regarding student privacy!



## What You'll Need To Do As An Instructor

1. Complete [TLC Test Proctor Request Form](#) (please review [FAQs](#) prior to first submission)
2. Instruct your student(s) to make an appointment on the [TLC Testing Center](#) webpage

## What Students Will Experience At Our Testing Centers

1. Student presents photo identification to a Testing Clerk upon arrival
2. Testing Clerk reviews exam rules on TLC Proctor Request Form with student
3. Testing Clerk escorts student into exam proctoring room desk and/or computer
4. If exam is online & initiates Honorlock, Testing Clerk enters secure Bypass Code
5. Testing Clerk monitors student's computer screen in real time via secure software
6. In-Room Proctor monitors student & reports exam rule violations to Testing Clerk
7. Testing Clerk immediately notifies Instructor of observed exam rule violations via email