VALENCIACOLLEGE

How to Register and Launch your PERT Honorlock Exam

Watch this VIDEO tutorial on how to take the PERT- <u>copy and paste</u> this URL to your chrome web browser to avoid losing this PDF link for reference:

https://app.knowmia.com/0YYi

1. Returning or First time?

- If you have taken the PERT <u>with Valencia</u> either recently or prior to COVID19, you already have a College Success username and password. You will use those credentials to sign in and then skip to Step 7 to move forward. Refer to the email you received titled "YOUR PERT HONORLOCK ASSESSMENT" or from College Success if you already self registered for your College Success username and password.
- If you have never taken the PERT with us, you will need to create an account. <u>Copy and paste</u> this URL into your chrome web browser to avoid losing this PDF link for reference-<u>https://college.measuredsuccess.com/mscollege/do/log?Dispatch=Default</u>
- 2. Once on the login page, click on the **Student Self-Registration** button on the bottom right.



3. Begin filling out the information and complete the rest of the student profile

Select from the Institution drop down menu: Valencia College Select the Site: Assessment Centers Enter the Site Password: VAN65017

STUDENT	RECISTRATION
STODERT	REGISTRATION

Institution: * Valencia College Valencia College Site: * Assessment Centers Site Password: * VAN65017	
Your Information	More Information
First Name: +	Student ID: •
Demo	0000000
Middle Initial	Retype Student ID: *
	0000000
Last Name: +	Email Address: *
Student	demostudent000000@demo.com
Address1:	Home Phone #:
123 Street	
Address2:	Cell Phone #:
City: •	Date of Birth: +
City	January V 1 V 2000 V
State/Province: *	Gender: *
Florida	I choose not to answer
Zip Code: •	How do you describe yourself?: *
00000	I choose not to answer

- 4. Once the registration form is completed, click the **Submit** button.
- 5. Once you click Submit, you will receive the below message. Click **OK** to confirm.



6. After confirming, you will automatically be logged into College Success and will be sent an email containing your account login information. You will need those PERT credentials emailed to you to take the test.

*If you do not see an email in your inbox, please make sure to check your Spam/Junk folder. If you still cannot locate the email, contact the PERT College Success Customer Support Team at: 877-614-6105.

7. You will be presented with the End User Service Agreement (EUSA).

8. Read the information then click Accept

End User Service Agreement (EUSA)
I. IMPORTANT NOTICE TO SUBSCRIBERPLEASE READ CAREFULLY:
The terms "we", "us", and "our" refer to Vantage Labs, LLC, McCann Associates Holdings, LLC and/or Vantage OnDemand (INTL). Limited, the international distributor for McCann and Vantage or any of their affiliated companies (collectively "Vantage"), "You", "your", "grantee", "subscriber" or "end-user" refer to the individual and/or entity that has procured and/or who (which) accesses or uses Services whether the end-user has purchased and paid for Services directly or whether Services have been procured for the benefit of end-user access and use at no additional charge to such end-user. By way of example, an educational institution may pay for its administrators, teachers and students to access and use Services. Similarly, a corporation could pay for its employees to access and use Services. Similarly, a corporation could pay for its employees to access have been procured of the panelit of end-user refers to support, or such end-user, by way of example, you are bound by the terms and conditions of this User Service Agreement whether you have paid directly for Services or whether your access and use of Services has been paid for by a third party. "Subscription Services" refer to software service application accessed by you via the internet. "Technical services" refers to support, consulting, or other services including customizations you have ordered (if any apply). The terms "Subscription Services' or 'services' refers of services' or 'services' or 'services' or 'services' interchangeably within this document.
II. LEGAL AGREEMENT
This Vantage-End-User Service Agreement ("Agreement") is a legal agreement between you (either an individual or a single entity subscriber) as Subscriber Licensee/Grantee and Vantage. Licensor/Grantor for use of the Service incorporating proprietary underlying Virtual Scoring Toolset [™] and intelliMetric [®] or other proprietary technologies and any related documentation. Services are accessed solely through use of the software services IP domain, web address and Application Protocol interface (API) technology via the internet. By using the Service, you agree to be bound by the terms of this Agreement and subscription. If you do not agree to the terms of this Agreement, you may not use the Service. The Service is licensed on a software-as-as-get basis through subscription, it is never sold. The terms and conditions for access to and use of Services include and protect any related documentation or materials that may be distributed to you which you may gain access as an end-user. Your access to and use of Services is authorized exclusively by Vantage at its sole discretion and is further contingent upon timely and seasonable paymed of subscription and/or service fees as a condition precedent to initial and continued end-user access and use of Services. Typically, the Service is procured on an entity-subscription or individual base basis. For applicable details, check with the entity with which you are associated or employed and which has purchased Services for your related use. Pricing, fees, as well as the manner and using of payment for Services may be governed collaterally by separate purchase order. For further details, check with the entity with which you are associated or employed and which may have purch sed Services for your use. By using Services, you agree to be bound by the terms of this Agreement. If you do not agree to the terms of this Agreement, you may not use Services.
III. MODIFICATIONS TO SERVICES AND TERMS AND CONDITIONS OF LISE
Decline Accept

9. After accepting, you will be directed to your dashboard.

PLEASE STOP! If you have not received an <u>ATLAS</u> email titled "YOUR PERT HONORLOCK ASSESSMENT", fill out this <u>PERT Virtual Assessment Test Request Form before</u> moving forward in the registration process. Once your form is received and processed (3 business days), you will receive an email from the PERT Team with specialized information including the access code you need to move forward in Step 10.

10. On the bottom of the page, enter the **test access code/key** that was provided in your ATLAS email from Valencia and click **Submit**. *Make sure you have <u>no spaces</u> before or after the code*

Not seeing a	test in the list? Please enter the a	ccess key to activate it: 🕑
	12	Submi
	43	Subm

11. After you click Submit, the test will appear on your dashboard. If the test you were planning to take is incorrect, email directly back to the <u>original</u> email you received titled "YOUR PERT HONORLOCK ASSESSMENT" so a staff can assist.

	~	
CollegeSuccess		
Dashboard Test Type Activated Placement 2020-01-20	Test Name Assessment Do NOT click yet!!	Resources

Do not click on the test. Close out of College Success and open Canvas by following the steps below:

- 12. Copy and paste this URL into your chrome web browser https://online.valenciacollege.edu/login/canvas
- 13. Enter your Atlas Credentials

VALENCIACOLLEGE	
Atlas Username	
Password	
Stay signed in	Log In

14. Navigate to your <u>Courses</u> tab and select the course listed "PERT Placement Test". There will be an assigned number between 1-5 beside your course name.



15. Within the PERT Placement Test course, click on **Honorlock** listed in the left-side menu bar.

V	PERT Placeme	r Test 1	
	Home	PERT Placement Test 1	ාි View Course Stream
Account	Honorlock		Ji View Course Calendar
Courses		VALENCIACOLLEGE	To Do Nothing for now
		Welcome to the Valencia College Virtual PERT Testing Homepage.	
Calendar E Inbox		Before testing, please review the PERT Honorlock Test Requirements/Preparation Checklist and PERT testing rules found <u>here</u> α . Failure to follow these rules could result in an invalidation of scores.	
?		Before you begin, please be sure you have the following:	
Help		 Google Chrome Government issued Photo ID or school issued photo ID Your PERT username and password 	

16. You will be prompted to add the Honorlock Chrome Extension to your Chrome browser. Review Honorlock's Terms of Service and Privacy Policy and check the box to acknowledge that you agree to the terms.



17. Once ready, proceed to click on Get Started.

Honorlock Chrome Extensio	n :lock Chrome Extension.
	Extension Required Add the Honorlock extension to continue I agree to Honorlock's Terms of Service and Privacy Policy

18. You will be redirected to the Google ChromeWeb Store. Add the Google Chrome extension to your web browser by clicking **Add to Chrome**.

Honorlock			Add to Chrome
★★★★ 284 Acce	ssibility 🚨 200,000+ users		
	Overview Reviews	Support Related	
	Honorlock	Honorlock Proctoring	

19. You will be redirected to the Google ChromeWeb Store. Add the Google Chrome extension to your web browser by clicking **Add to Chrome** or **Add Extension**.



20. Once the extension has been added to your Chrome browser, you will receive the confirmation message shown below.



21. Scroll to <u>find</u> your **assigned test name** (1-18 test names). Your assigned test name can be found on the email you received titled "YOUR PERT HONORLOCK ASSESSMENT".

For example: Dual Enrollment PERT Attempt 1, Math Attempt 1, Reading & Writing, etc.

Then click on the Launch button next to your assigned test name.



22. You will be directed to the Honorlock Launch Page, which will assist with tracking your overall exam progress, as well as provide you with instructions required for each step. Once you are ready to begin the authentication process, click on Launch Proctoring.

	⊘ He	onorlock
	Exam Progress	
Proctoring Tools	⊘ Launch Proctoring	
😔 Livechat	Ø Complete Authentication	
📰 Guide	⊘ Access Exam	
	⊘ Exam in Progress	0%
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23. You will receive a prompt, as Honorlock will require access to your device's webcam and microphone. To allow and move forward with your exam, click **Allow**.



24. After allowing Honorlock access, you will be prompted to take a photo of yourself as part of Honorlock's authentication process. Center your face and take a photo by clicking **Take Photo**.



25. An ID Photo will also be required as part of Honorlock's authentication process. **We require a government issued photo ID or school ID.** Hold your photo ID into the frame and click on **Take ID Photo**. Please be sure that your ID is centered and clearly visible during this process. This may take a few tries, but you got this!

Honoria	ock Proctoring
Hold your pho click the Take	to ID into the frame and ID Photo button below.
	ID
	VE ID PLIOTO
^^	KE ID PHOTO

26. The last step of the authentication process is the 360° Room Scan. To complete a successful room scan, click on **Begin Room Scan** and rotate your camera 360°, showing your entire test-taking environment and desk area. Failure to show your room completely, may allow you to move forward in the testing process, but could result in an invalidation of scores once the recording is viewed.



27. After you have completed your room scan, you will be asked to confirm your recording. The recording will playback for you to reference. Once you have confirmed the room scan and are satisfied with the recording, proceed to click on **I'm Done**. Then it will allow you to either Redo or submit the room scan to move forward.



28. The next step will be to launch the screen recording. Click Launch Screen Recording.



29. To complete the screen recording setup, click on the screen that appears in the box, and then click the **Share** button.

Choose what you'd like to share. Your Entire Scree	
	 Click on the screen you would like to share Click on Share

30. The last step in the process of launching your PERT exam is accessing the exam itself. Start by navigating to the College Success website. The link will be in the "Instructions for you Professor" section below. You will be taking the exam through this site.

You're ready to take your exam:

- Navigate to your exam provider: College Success
- Navigate to the specific exam and when you are prompted to enter a password, click on the *Insert Password* button in the Honorlock webcam window.
- If you need assistance, click here
- To relaunch the camera window, click here

Instructions from your Professor: 1. To begin your test, please click the following link to go to College Successhttps://college.measuredsuccess.com/mscollege/do/log and log in with your PERT username and password. 2. Then click on the test in your account to pull up the password screen. 3. Lastly, navigate back to the Honorlock camera and click the "insert password" button. After a few seconds, the password will be entered on the PERT screen, and you can click "submit" to begin your test.

31. Once you have made it to College Success, you will be prompted to insert your PERT username and password that you received from College Success after self registering or that was provided in your email titled "YOUR PERT HONORLOCK ASSESSMENT".





32. Click on the test name that you added earlier to College Success.

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	iboard est Name fath Attempt 1	est Name Status @ Math Attempt 1

33. You will now be brought to a screen for your **assignment password**. On the side or behind your test window is the Honorlock popup box. It will have a camera view of <u>your face</u>. Bring it in front of the Colleg Success page and click on the "INSERT PASSWORD" button below your face.



34. Please wait for the password to be entered by Honorlock on this page(the password will be hidden by dots), Once it says "Begin your assessmnt. Good luck!", push **Submit**.



"It's saying the assignment password is incorrect": The reasons for this error are below:

- You are currently not in Canvas with Honorlock to launch the test. You can only lanuch the test after you have gone through the Honorlock ID check, room scan, etc.
- You lanched the <u>wrong assigned test</u>. Refer to the email titled YOUR PERT HONORLOCK ASSESSMET for the specific **test name** you should be using.

NOTE: Our passwords are all correct.

35. Once the password has been submitted, you will begin testing by seeing a Student Privacy Policy on your screen. Push Accept, and your test will begin. Please ensure you are following all <u>testing rules</u> to make sure your scores remain valid.



36. Once you are done with your exam, you can proceed to submit your test. Once you have submitted your exam via College Success, click **Exit Honorlock** to end your proctoring session. Once you see the confirmation image below, you have successfully ended your proctoring session and no further action is required.



******The PERT team will be reviewing your test session and inputting your scores into your Atlas account. Within the next 3 business days, you will be contacted about next steps via email. ******

In case you missed it in your email!

<u>Preparation Checklist</u>- What you need to know before and during your test.

PERT Review Material- This is an important step that will determine your placement, please study!

<u>Testing Rules</u>- Failure to follow the testing rules could result in the invalidation of your scores.