

VALENCIA COLLEGE

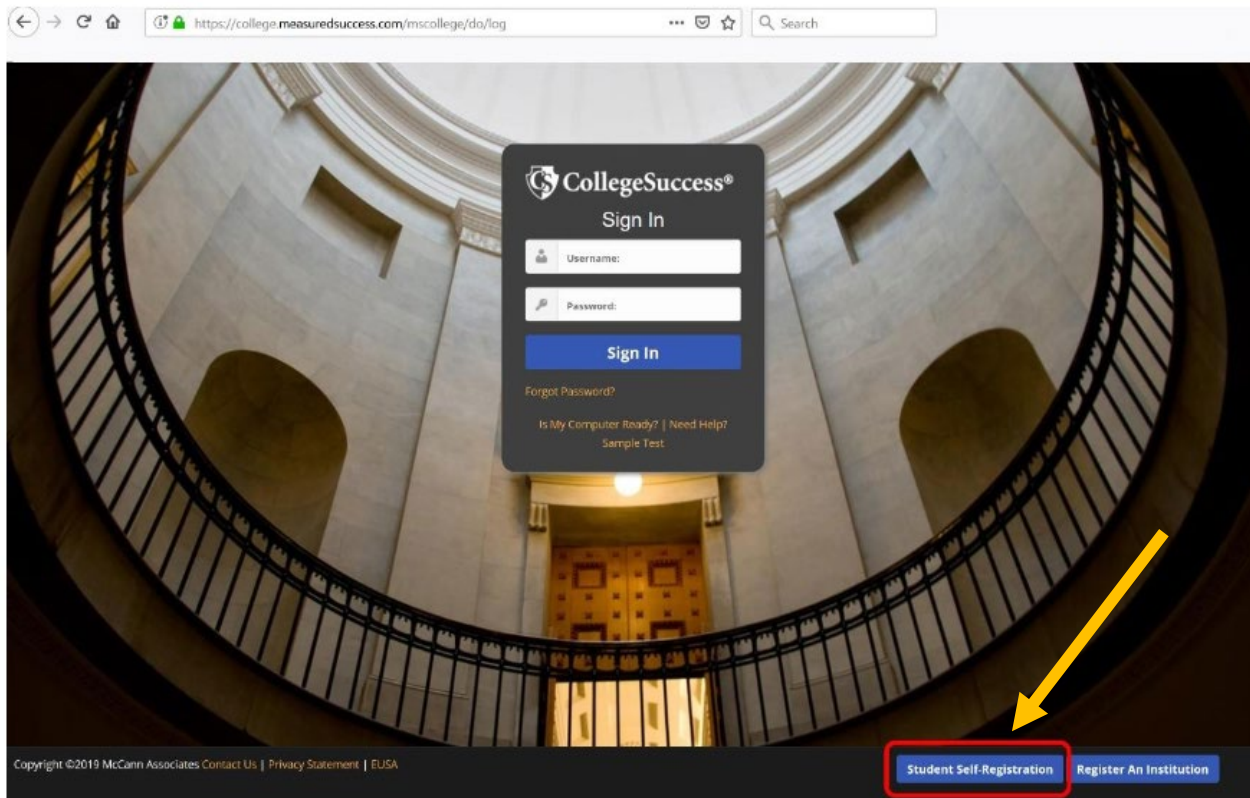
How to Register and Launch your PERT Honorlock Exam

Watch this VIDEO tutorial on how to take the PERT- copy and paste 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 with Valencia 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. Copy and paste this URL into your chrome web browser to avoid losing this PDF link for reference-
<https://college.measuredsuccess.com/mscollege/do/log?Dispatch=Default>

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 REGISTRATION

School Information

Institution: *
Valencia College

Site: *
Assessment Centers

Site Password: *
VAN65017

Your Information

First Name: *
Demo

Middle Initial

Last Name: *
Student

Address1:
123 Street

Address2:

City: *
City

State/Province: *
Florida

Zip Code: *
00000

Note: Student ID must be alpha-numeric and between 5 and 20 characters in length.

More Information

Student ID: *
0000000

Retype Student ID: *
0000000

Email Address: *
demostudent0000000@demo.com

Home Phone #:

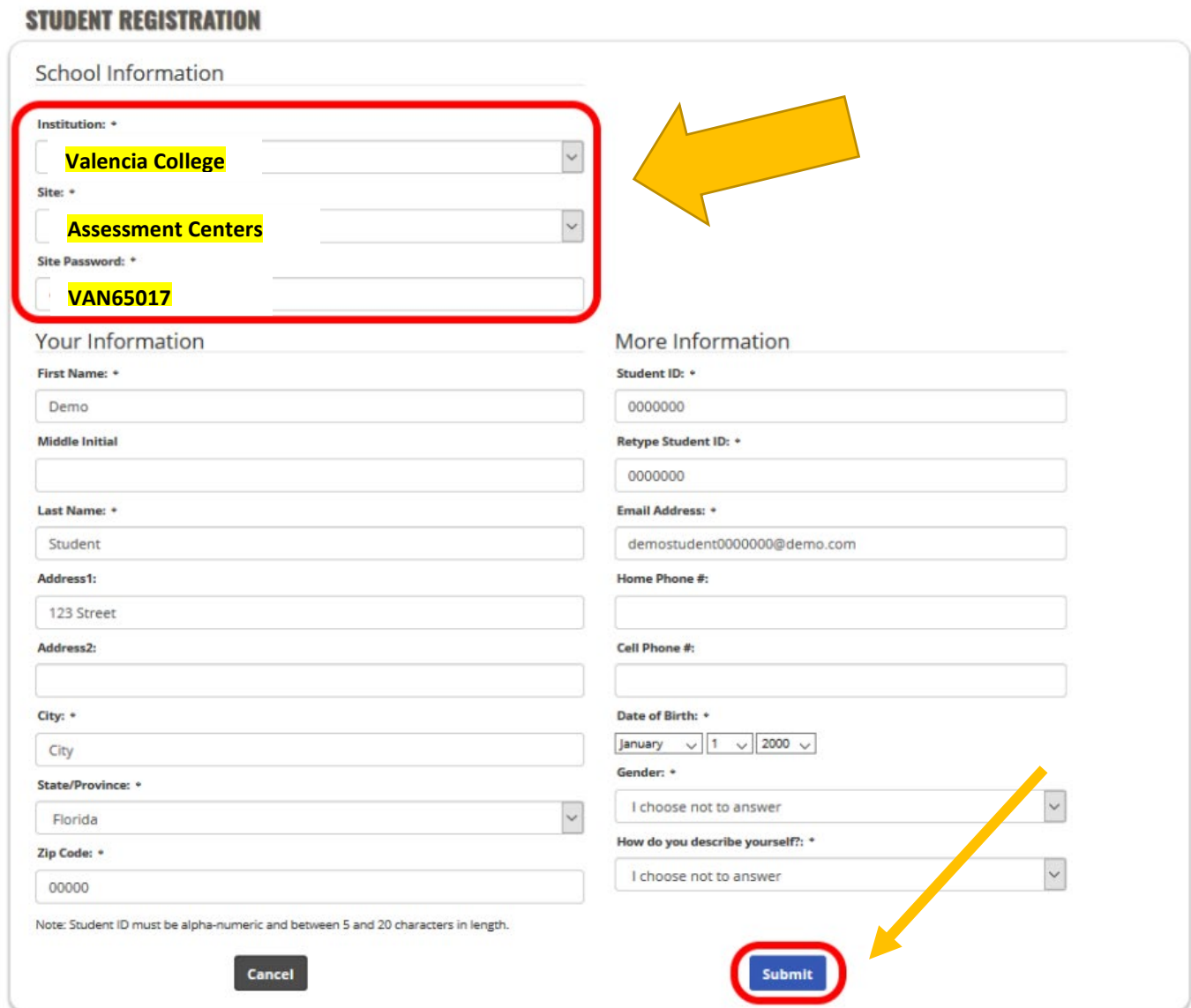
Cell Phone #:

Date of Birth: *
January 1 2000

Gender: *
I choose not to answer

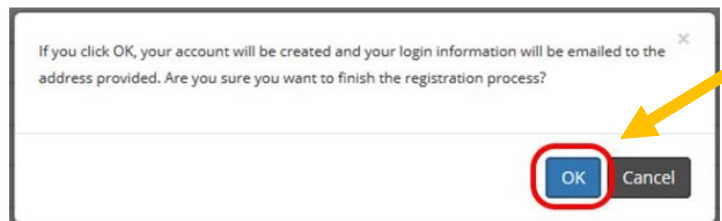
How do you describe yourself?: *
I choose not to answer

Cancel Submit



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**

A screenshot of the "End User Service Agreement (EUSA)" document. The title "End User Service Agreement (EUSA)" is at the top center. Below it, the document is divided into sections: "I. IMPORTANT NOTICE TO SUBSCRIBER...PLEASE READ CAREFULLY:", "II. LEGAL AGREEMENT", and "III. MODIFICATIONS TO SERVICES AND TERMS AND CONDITIONS OF USE". The text in section II is highlighted in yellow. At the bottom, there are two buttons: "Decline" and "Accept". The "Accept" button is highlighted with a red circle, and a yellow arrow points to it from the right.

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

PLEASE STOP! If you have not received an **ATLAS** email titled "YOUR PERT HONORLOCK ASSESSMENT", fill out this [PERT Virtual Assessment Test Request Form](#) **before** 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 no spaces before or after the code***

Not seeing a test in the list? Please enter the access key to activate it: ?

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 original email you received titled “YOUR PERT HONORLOCK ASSESSMENT” so a staff can assist.

CollegeSuccess

Dashboard

Test Type	Activated	Test Name	Status	Resources
Placement	2020-01-20	Assessment	Test available	

Do NOT click yet!!

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

VALENCIA COLLEGE

Atlas Username

Password

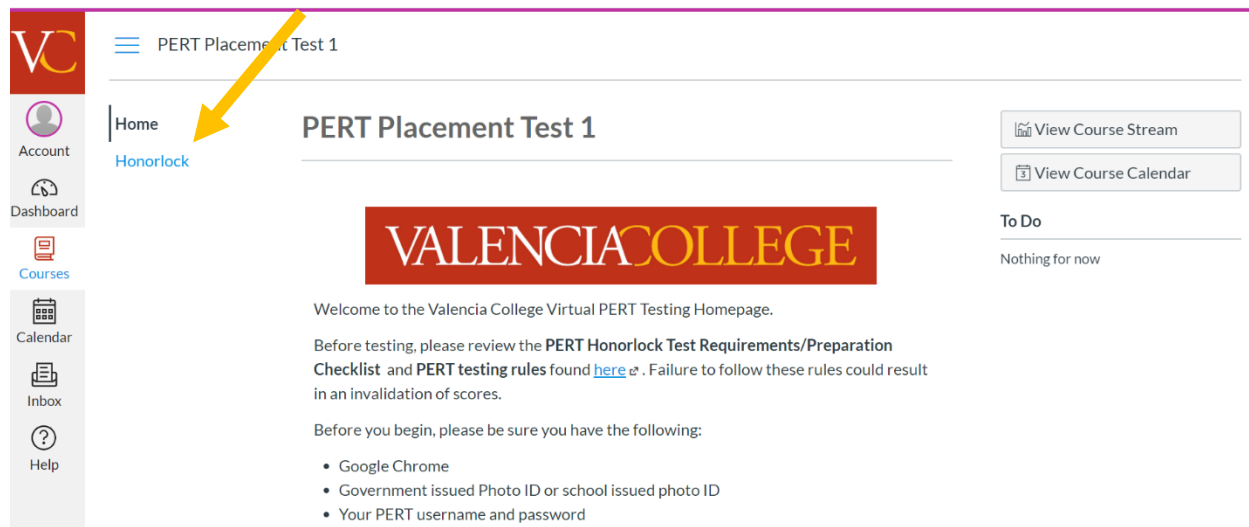
☐ Stay signed in

[Forgot Password?](#)

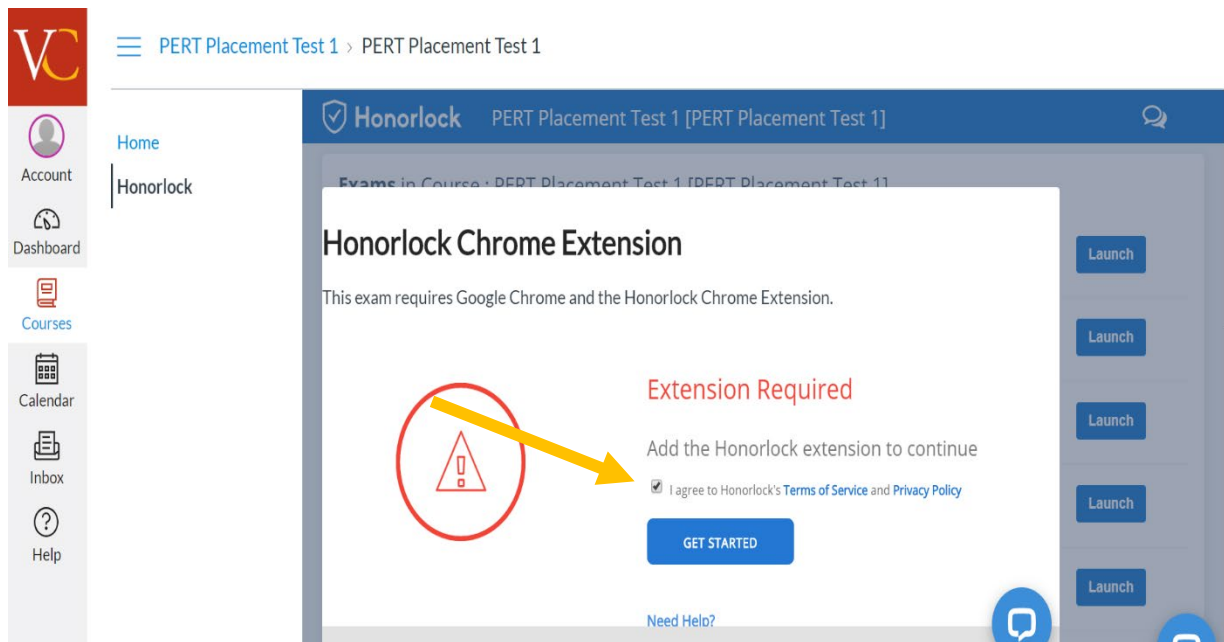
14. Navigate to your Courses tab and select the course listed “PERT Placement Test”. There will be an assigned number between 1-5 beside your course name.



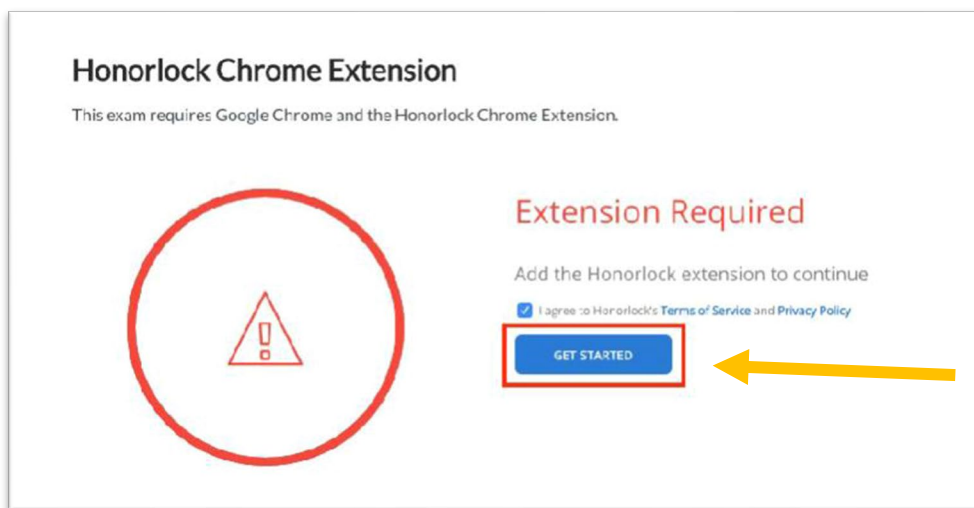
15. Within the PERT Placement Test course, click on **Honorlock** listed in the left-side menu bar.



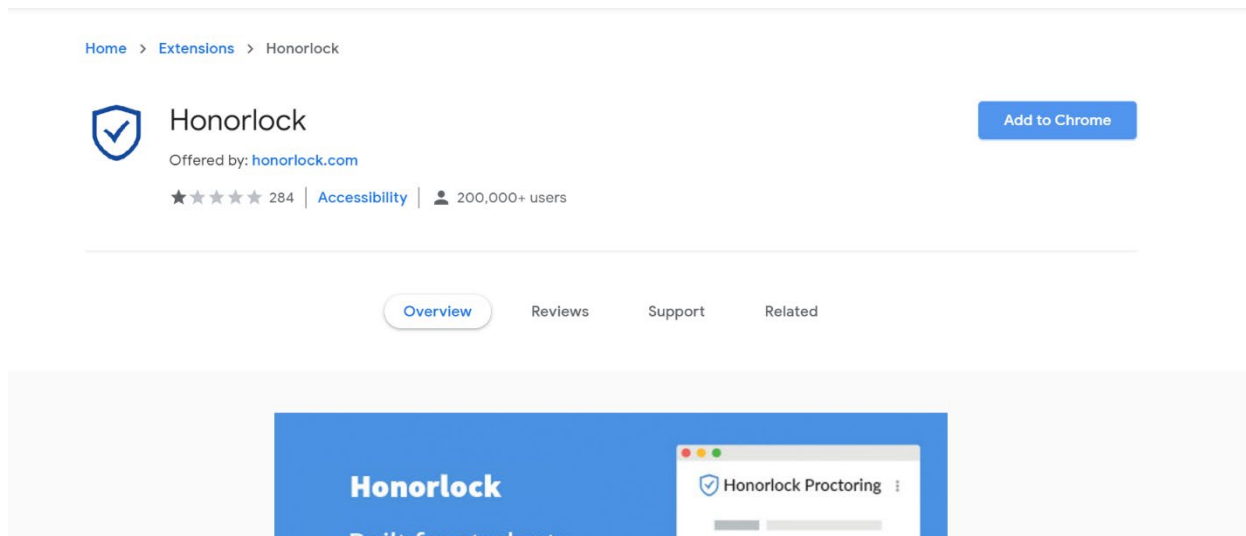
16. You will be prompted to add the Honorlock Chrome Extension to your Chrome browser. Review Honorlock's Terms of Service and Privacy Policy and check the box to acknowledge that you agree to the terms.



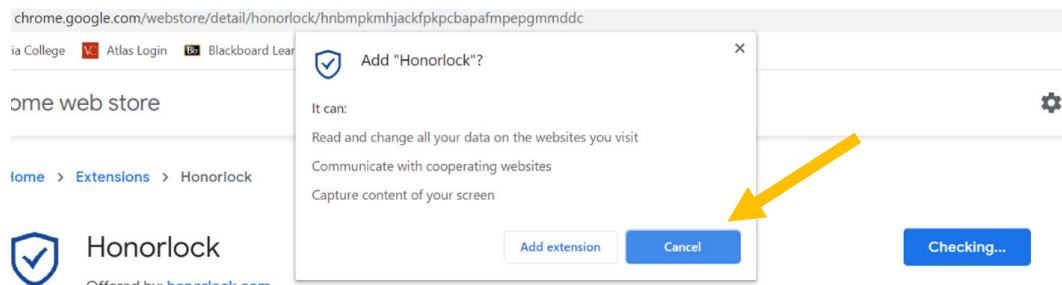
17. Once ready, proceed to click on **Get Started**.



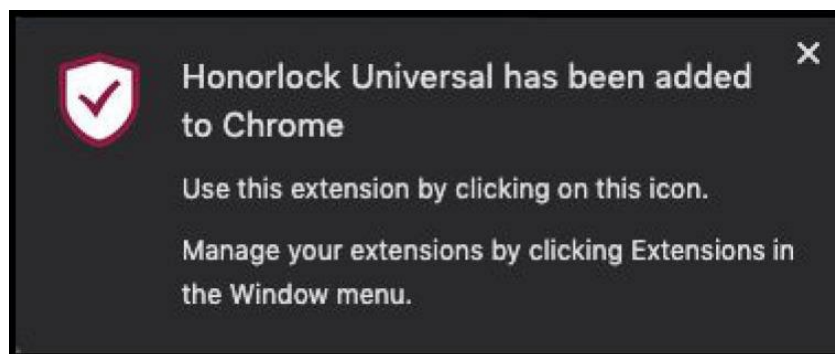
18. You will be redirected to the Google ChromeWeb Store. Add the Google Chrome extension to your web browser by clicking **Add to Chrome**.



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 **find 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.

Scroll to **find** your assigned test name first.
Please Select Carefully!

✓	13. Math & Reading <small>Third Party</small>	Launch
✓	14. Math & Writing <small>Third Party</small>	Launch
✓	15. Reading & Writing <small>Third Party</small>	Launch
✓	16. ISS Full PERT <small>Third Party</small>	Launch
✓	17. Dual Enrollment PERT Attempt 1 <small>Third Party</small>	Launch
✓	18. Dual Enrollment Reading & Writing <small>Third Party</small>	Launch

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**.

Proctoring Tools

Livechat

Guide

Exam Progress

Launch Proctoring

Complete Authentication

Access Exam

Exam in Progress

Exam Submitted

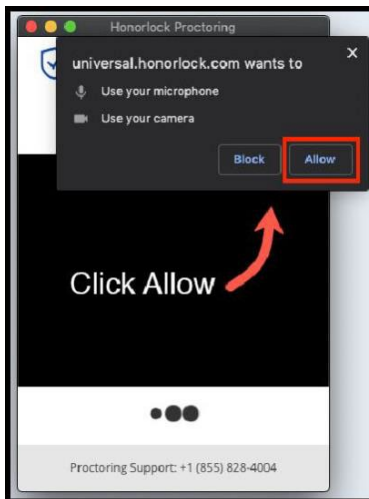
0%

Honorlock Instructions:

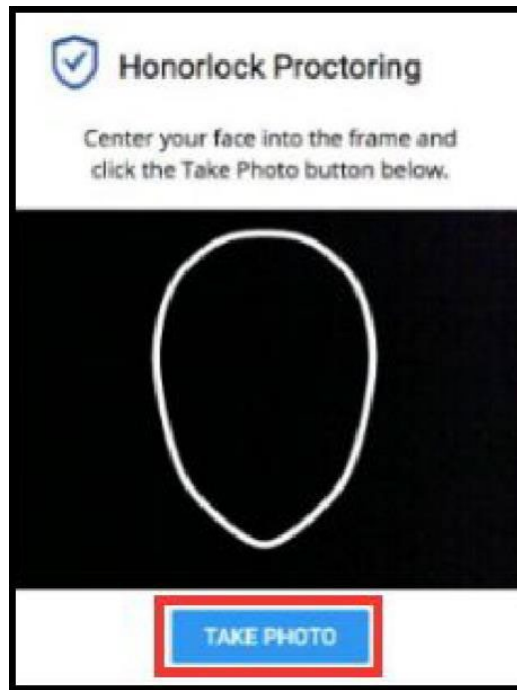
- Click the "Launch Proctoring" button below to begin the proctoring process.
- Once you have completed all of the steps, navigate to your assessment in another tab.
- When ready to enter the exam password, select "Enter Password" from the camera window.



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**.



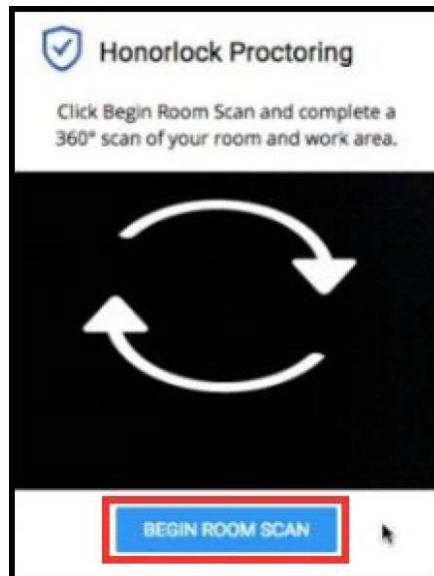
24. After allowing Honorlock access, you will be prompted to take a photo of yourself as part of Honorlock's authentication process. Center your face and take a photo by clicking **Take Photo**.



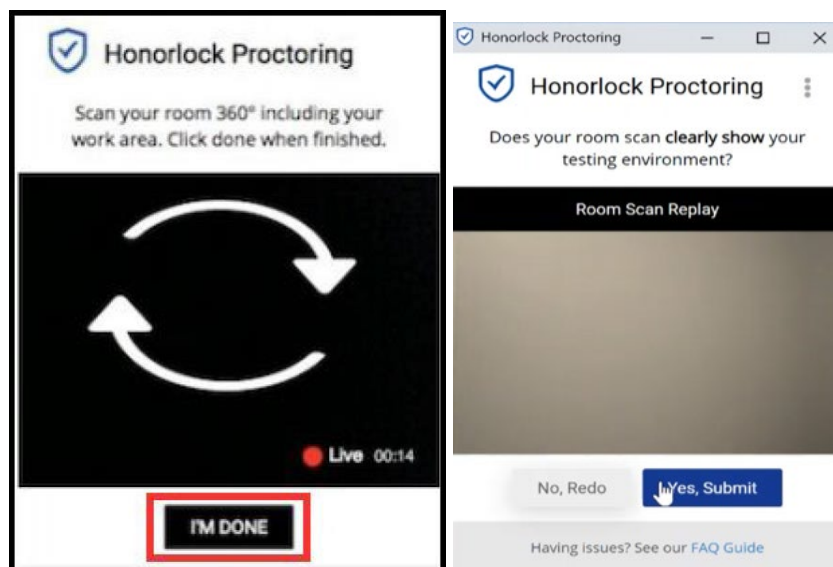
25. An ID Photo will also be required as part of Honorlock's authentication process. **We require a government issued photo ID or school ID.** Hold your photo ID into the frame and click on **Take ID Photo**. Please be sure that your ID is centered and clearly visible during this process. This may take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



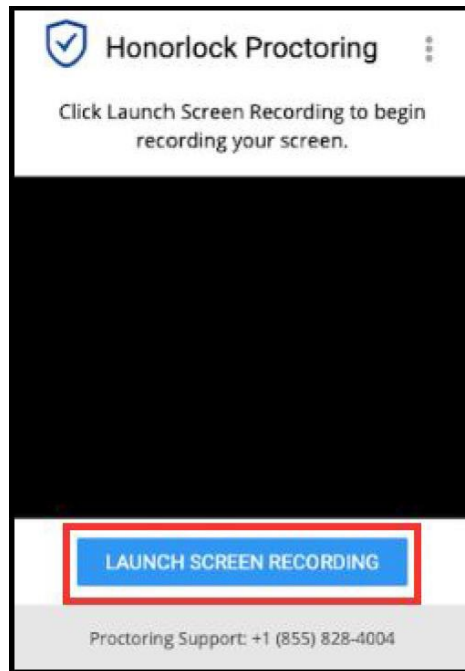
26. The last step of the authentication process is the 360° Room Scan. To complete a successful room scan, click on **Begin Room Scan** and rotate your camera 360°, showing your entire test-taking environment and desk area. **Failure to show your room completely, may allow you to move forward in the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



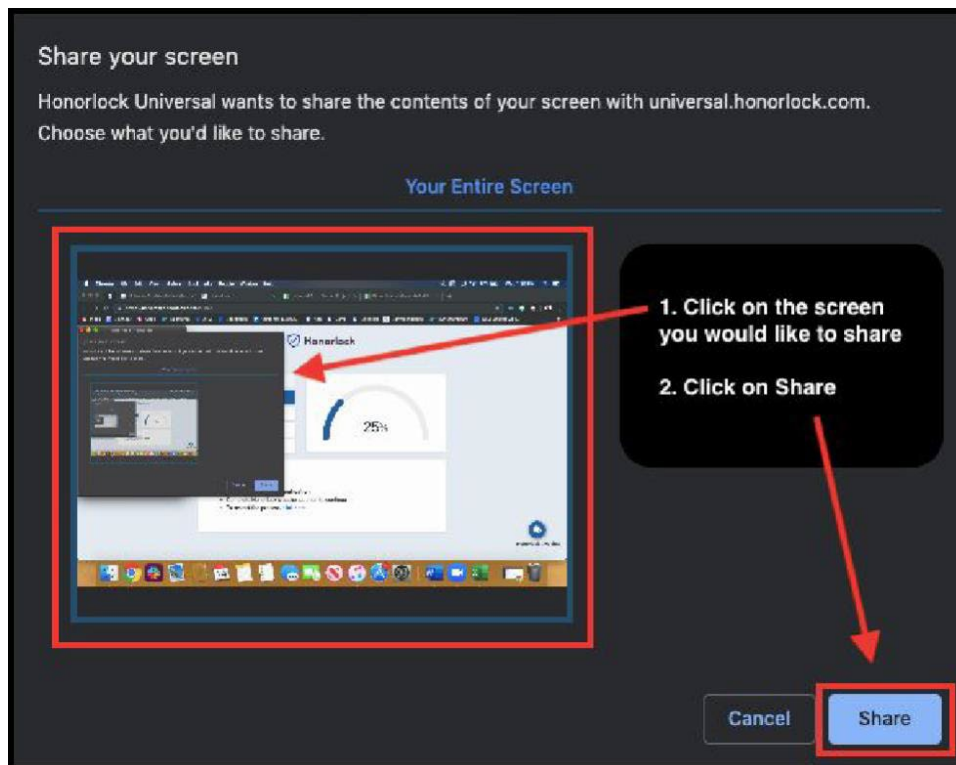
27. After you have completed your room scan, you will be asked to confirm your recording. The recording will playback for you to reference. Once you have confirmed the room scan and are satisfied with the recording, proceed to click on **I'm Done**. Then it will allow you to either Redo or submit the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



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:

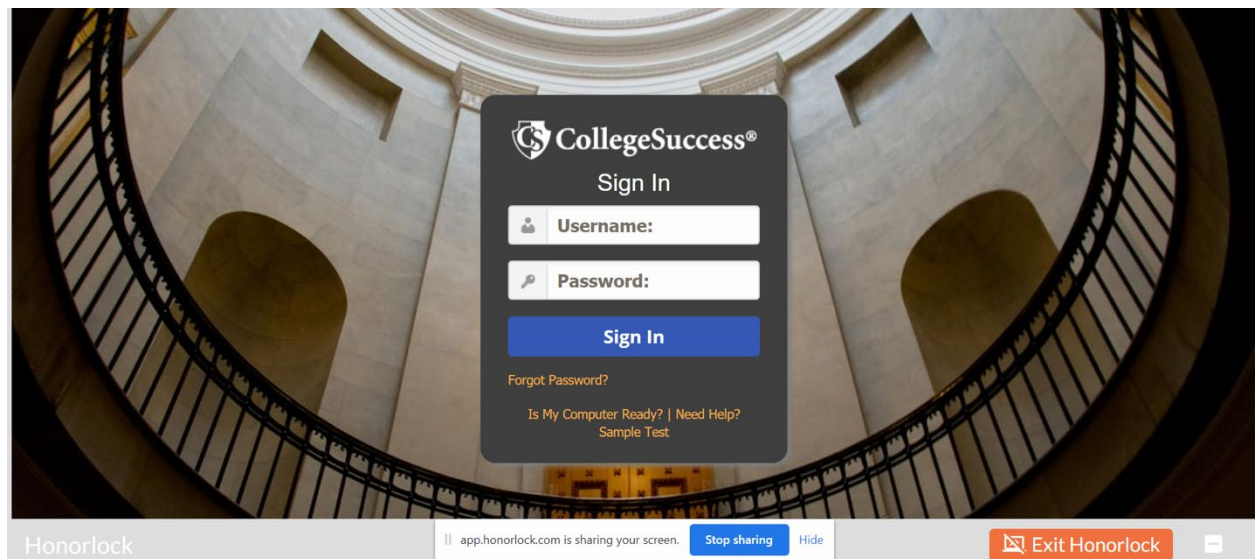
- Navigate to your exam provider: **College Success**
- Navigate to the specific exam and when you are prompted to enter a password, click on the *Insert Password* button in the Honorlock webcam window.
- If you need assistance, [click here](#)
- To relaunch the camera window, [click here](#)

Instructions from your Professor:

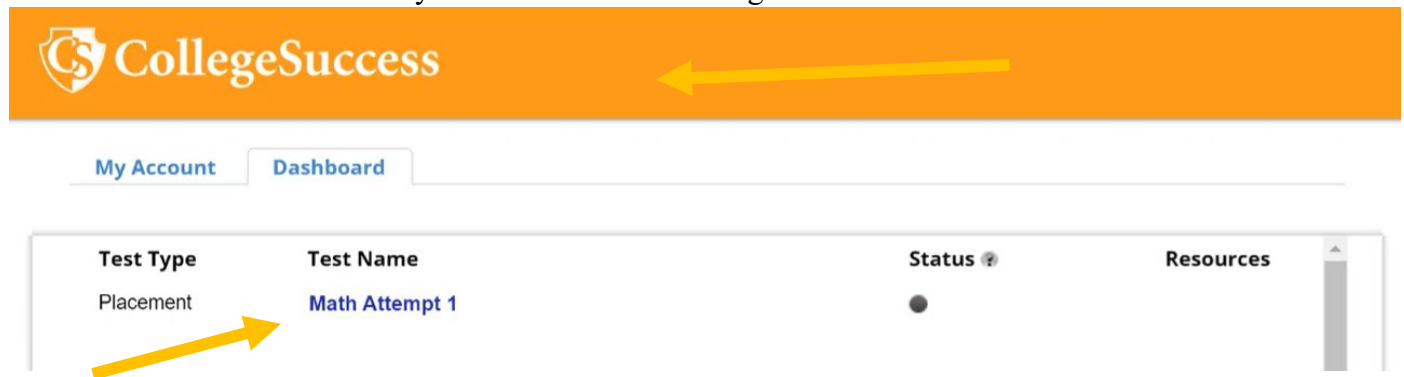
1. To begin your test, please click the following link to go to College Success- <https://college.measuredsuccess.com/mscollege/do/log> and log in with your **PERT username** and **password**.
2. Then click on the test in your account to pull up the password screen.
3. Lastly, navigate back to the Honorlock 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".

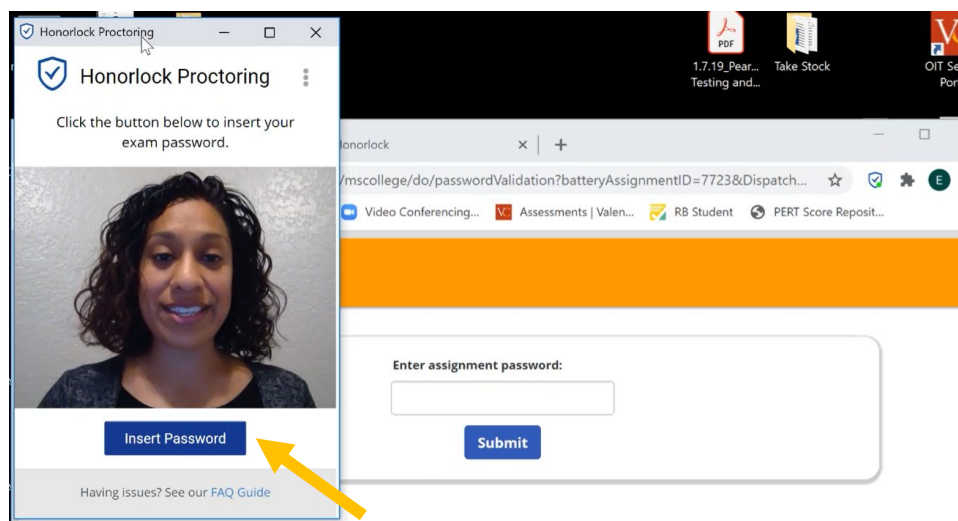
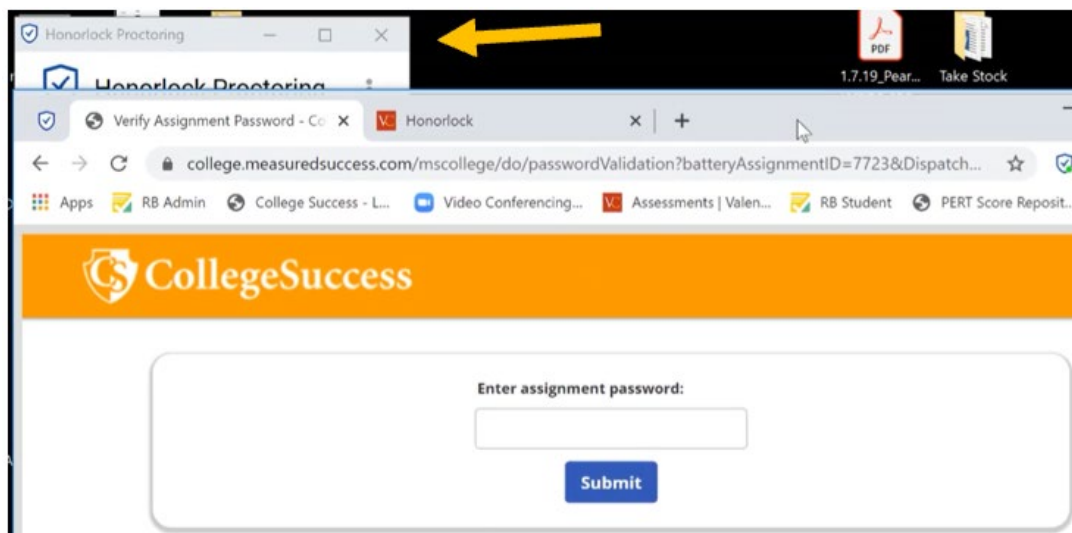
NOTE: You cannot click out of this page or you will need to start all over.



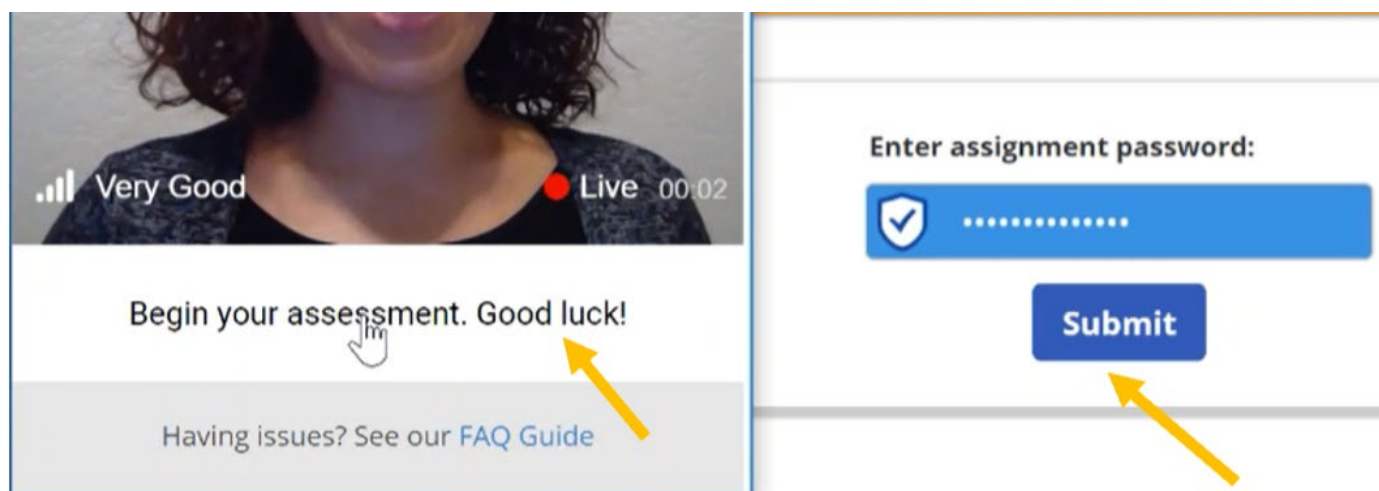
32. Click on the test name that you added earlier to College Success.



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 your face. Bring it in front of the College 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 assessment. Good luck!”, push **Submit**.

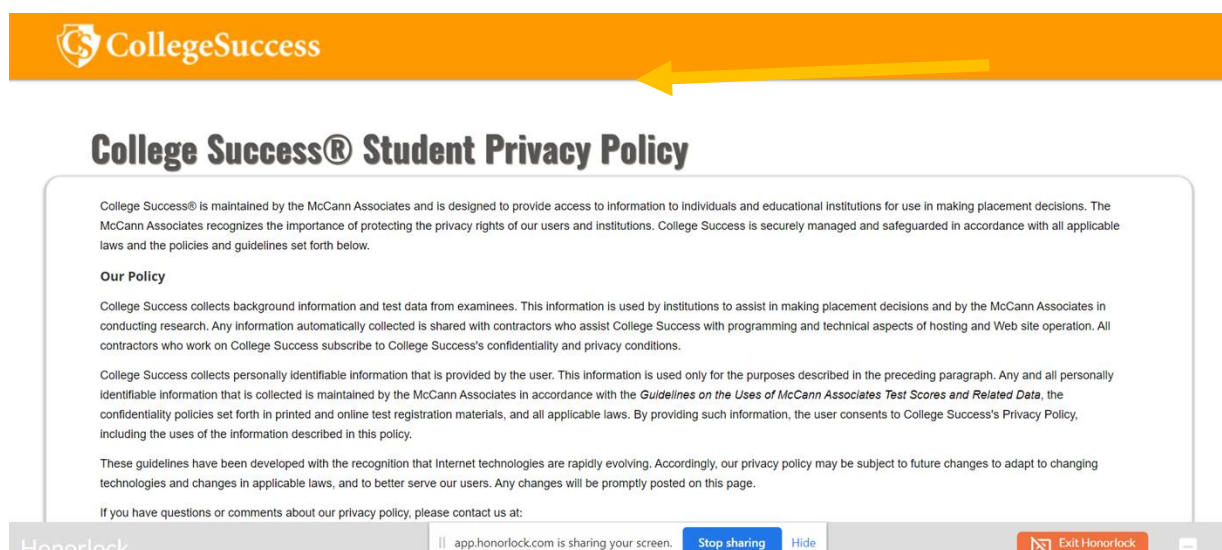


“It’s saying the assignment password is incorrect”: The reasons for this error are below:

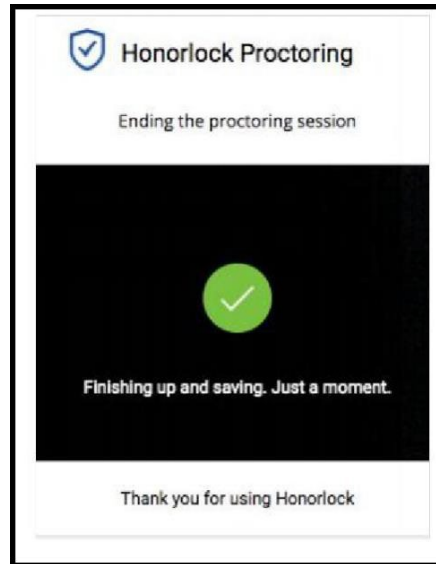
- You are currently not in Canvas with Honorlock to launch the test. You can only launch the test after you have gone through the Honorlock ID check, room scan, etc.
- You launched the wrong assigned test. Refer to the email titled YOUR PERT HONORLOCK ASSESSMET for the specific **test name** you should 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 testing rules 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!

[Preparation Checklist](#)- 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!

[Testing Rules](#)- Failure to follow the testing rules could result in the **invalidation of your scores**.