English Placement Test Instructions

Requirements:

- A desktop computer, laptop computer or Chromebook (tablets and smartphones will not work)
- A webcam
- Stable internet connection
- Google Chrome (https://www.google.com/chrome) web browser

Logging In:

- Clear your computer's desktop of all software except for these instructions.
- Open your Chrome browser.
- Download the HonorLock Google Chrome extension. (Click the link below) https://app.honorlock.com/install/extension
- Go to https://myharper.harpercollege.edu/facultystaff/Pages/default.aspx and log into Your "My Harper Student Portal".
- Follow the screen shots below.

➤ Need assistance logging in?

Contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu.

Accessing English Placement Test online

Directions for students to access English Placement Test online



1. After logging into your student portal, click on the Main Menu

2. Find the Box called "Testing Center Actions" and click on Online English Placement Test



3. Read all the directions on the next page carefully. When you are ready to proceed then click'

https://harper.blackboard.com/

4. Click "Credit"



5. Click	"Course Catalog" on the top right.	
Blackboard	Courses	Course Catalog
🚊 Harper College		
8		
Activity Stream		
Courses		
ዮ Organizations		
Calendar		
Messages		
Grades		
🚀 Assist 👥		
Tools		
⊖ Sign Out		

6. Type "placement" in Search Catalog box and click "Go".

Blackboard	- Course Catalog
a Harper College	0 Î
8	
Activity Stream	Search Catalog Course Name V Contains V placement AND Creation Date Before V 08/16/2022
Courses	Browse Categories
운 Organizations	Select a category to see only courses belonging to that categoryunspecified category
Calendar	Browse Terms placement
Messages	Select a term to see only courses belonging to that termunspecified term Go
Grades	
🚀 Assist ᠢ	
Tools	
⊖ Sign Out	

7. Put mouse curser next to Online_English_Placement and then little arrow will appear. Click the little

arrow. Then Click "Enroll".

ourse Catalog						
Search Catalog Course Yanne — Carctano - Boanne Caragories Selon e comproj na ser onj ma con la Scargorg na Ana emp - y napor ford caragorg — Inter Boanne Tomos Natio e serve se ana anto facerone la Scargorg na Anar am- - serupartime term-	a. fromen	franter lies kelver v 18/1625	- 9 s			
course e 👝		14			menen	
(in), Paramere, Sannurra, Carnar		Enroll	0	Auto, Carul L. Tract L. Raula Article		
	Online_English_Placement,	Test 🔘		sat, Mayne ng Gallagher, Thoriest ang Minghall, Powel,		
(ct.,Pacemert,Tessurce,Sector,Overvaw				evenue,		
(d), Peternert, Bellurre (Jerner, Danner			Mumay, Wayne Gregory, Bradley Gree Dayhana Whaten	ameria, Bernard ameri, Tekit Gaymun, Hery Hood		

8. Click "SUBMIT", Click "OK on the next page.

×	Online English Placement Test	Self Enrollment	0
全面	Self Enrollment		
_ < ⊕ [ENROLL IN COURSE: ONLIN	Joe Scrima, Karen Quattrocchi	_
ш Ж	Description: Categories:	This course is used to take the Online English Placement Test. Education:Higher Education	
	Click Submit to proceed.	Cancel Submit	

9. Click "Launch ENGLISH TEST" in the left box and then Click "<u>Begin Your Test with</u> HonorLock - Click Here" in the right box.

•	Online English Placement Test	C Launch ENGLISH TEST
	 Online English Placement Test 	Launch ENGLISH TEST
	Launch ENGLISH TEST	Begin Your Test with HonorLock - Click Here

10. It will direct you to the Honorlock page. Click **"Launch"**.

🕑 Honorlock	Need help?
English Placement Test Third Party	Launch

11. A new Honorlock Proctoring window will pop up. When you are ready, click "Continue".

	Honorlock
	Exam Progress
Proctoring Tools	
🔁 Livechat	
Help Guide	Complete Authentication
Video Tutorial	Access Exam Exam Progress
	Data Collection & Use During an exam, we may collect information about any websites you visit, and you may be required to enable certain features on your device, such as the camera and microphone, to take audio or visual photos and recordings, and we may also record the screen of your device. When we process your photo and recordings, we may also collect information about your face and/or voice to determine whether there are other people in the room and what words you are speaking. We process this information to provide our services to your testing organization. Please see our Exam Taker Privacy Notice for more details. I authorize the collection of this data I agree to Honorlock's Terms of Service

12. Agree to Honorlock's Privacy Details by selecting "I understand".

🕑 Honorlock	Honorlock Proctoring – X
Exam Progress	Honorlock Proctoring
Data Collection Agreement	Privacy Details
	Your information and privacy are
© Complete Authentication	important to us. See our App Privacy Policy.
Access Exam Exam Progress	Honorlock will record your screen if
© Exam in Progress 40%	Data and recordings will be shared with
	your exam administrator(s) Honorlock does not sell or monetize
Honorlock Instructions: Waiting for Honorlock Authentication • Complete Honorlock's authentication to continue • To restart the process click here	Iunderstand

13. Now you will complete the authentication by taking a photo of your face, your ID and scanning your room in the Hornorlock Proctoring window which is highlighted in red in the image below.

Exam Progress Image: Strain in Progre	toring (Need help?)
 Data Collection Agreement Lunch Procestoing Complete Authentication Access Exam Exam in Progress Exam Submitted Honorlock Instructions: Miting for Honorlock Authentication to continue Complete Honorlock's authentication to continue To restart the process click here	
 Launch Proctoring Complete Authentication Access Exam Exam in Progress Exam Submitted Honorlock Instructions: Witing for Honorlock Authentication Complete Honorlock's authentication to continue To restart the process click here 	\frown
 Complete Authentication Access Exam Exam In Progress Exam Submitted Honorlock Instructions: Waiting for Honorlock's authentication Complete Honorlock's authentication to continue To restart the process click here 	
 Access Exam Exam in Progress Exam Submitted Honorlock Instructions: Waiting for Honorlock Authentication Complete Honorlock's authentication to continue To restart the process click here 	
 Exam in Progress Exam Submitted Honorlock Instructions: Waiting for Honorlock Authentication Complete Honorlock's authentication to continue To restart the process click here 	
Exam Submitted Honorlock Instructions: Waiting for Honorlock Authentication Complete Honorlock's authentication to continue To restart the process click here 	
Honorlock Instructions: Waiting for Honorlock Authentication • Complete Honorlock's authentication to continue • To restart the process click here Center your fi	
	Face Detection e into the frame and click the Take Photo button below. Take Photo

14. Once you complete the authetication, copy and paste the link

http://harpercollege.formstack.com/forms/eng_test into your Web-browser as the instructions indicate to access exam.

Honorlock		
	Exam Progress	
Proctoring Tools	✓ Launch Proctoring	
C Livechat	Complete Authentication	
Help Guide	⊘ Access Exam	
Video Tutorial	⊘ Exam in Progress	
	⊘ Exam Submitted	
	 You're ready to take your exam: Navigate to your exam provider: Copy and Paste this link into your Web-browser: https://harpercollege.formstack.com/forms/eng_test Navigate to the specific exam and when you are prompted to enter a password, click on the <i>Insert Password</i> button in the Honorlock webcam window. If you need assistance, click here To relaunch the camera window, click here 	

15. Click **"Insert Password"** in Honorlock Proctoring window.

	Click Here to Launch Test – Onlin 🗙 🛛 🥑 Honorlock LTI	× ENG Test - Formstack × +	- 0
It was	\leftrightarrow \rightarrow C a harpercollege.formstack.com/forms/eng_test		☆ み
Please enter the form password Continue	Apps		
Exit Honorlock		Please enter the form password	Honorlock Proctoring Honorlock Proctoring Click the button below to insert your exam password. Insert Password Having issues? See our FAQ Guide
	Exit Honorlock		

16. Password will automatically type into the box. Click **"Continue**

	Please enter the form password	
		all
Honorlock Browser Guard™		<u>↓</u> Minimize Exit Honorlock

17. You can start your test after filling out your information

	Harper College English Placement Test - This exam can only be taken ONCE every 3 years. Any attempts after an initial attempt will be disregarded.		
S	Student Name *	Last Name	
Ē	Example 03/21/1990 Email *		
F	Phone *		

18. After you submit the test, you can remove HonorLock's Google Chrome Extension from your browser by clicking **"Uninstall Honorlock"**.

	✓ Honorlock	
	Exam Progress	
Proctoring Tools	Ø Dista Collection Agreement	
🔁 Livechat	Q Laued Rectoring	
Help Guide	Ø Complete å	
Video Tutorial		
	🛛 Exam in Pic	
	Cram Subm Proctoring session submitted	
	submitted	
	Proctorin Click below to remove the extension: That	
	• You Uninstall Honorlock	
	Wrap up:	
		0