

How To Take the PERT from Home

Required Technology

Google
Chrome
Browser

Honorlock Chrome Extension
(instructions for installing included)

Laptop or
Desktop
Computer

Reliable
Internet

Webcam

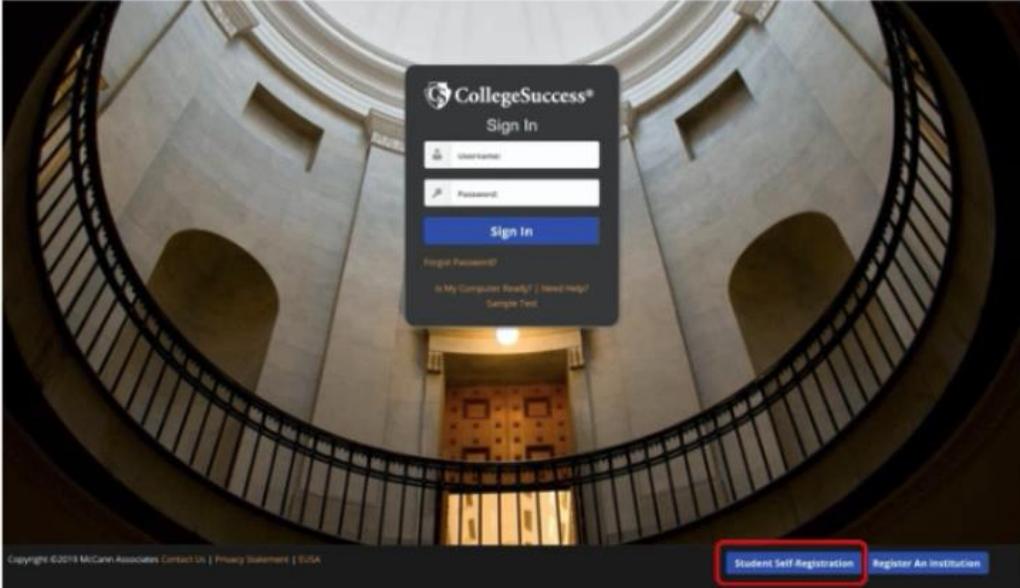
If you do not have access to this technology, see below for how to get assistance:

- High School Students: Contact your high school to request the necessary technology
- Polk State Students: Contact Academic Support at **863-669-2833** from 8 a.m. - 5 p.m. / M-F

Open a new browser window using Google Chrome: <https://college.measuredsuccess.com>

Account Registration

1. To register your account, go to: <https://college.measuredsuccess.com>
2. On the login page, click on the **Student Self-Registration** button on the bottom right.



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3. Select **Polk State College** from the Institution drop down menu.
4. Select the Site: **REMOTE TESTING**
5. Enter the Site Password: **PERT2020**
6. Then complete the rest of the student profile.
7. Once the registration form is completed, click the **Submit** button.

STUDENT REGISTRATION

School Information

Institution: *

Site: *

Site Password: *

Your Information

First Name: *

Middle Initial

Last Name: *

Address1:

Address2:

City: *

State/Province: *

Zip Code: *

More Information

Student ID: *

Retype Student ID: *

Email Address: *

Home Phone #:

Cell Phone #:

Date of Birth: *

Gender: *

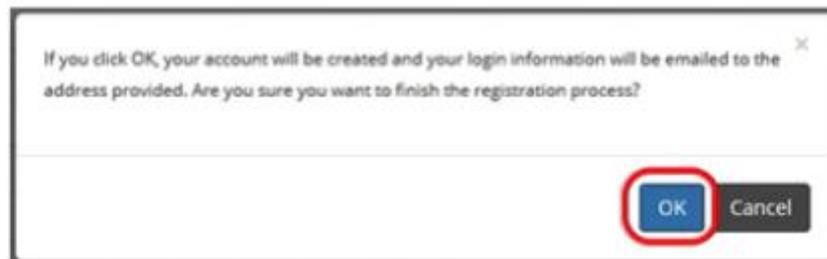
How do you describe yourself?: *

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

Cancel

Submit

8. Once you click Submit, you will receive the below message. Click **OK** to confirm.



9. After confirming, you will automatically be logged into College Success and will be sent an email containing your account login information.

***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 College Success Customer Support Team at: 877-614-6105.**

10. You will be presented with the EUSA.

11. Click **Accept**.

End User Service Agreement (EUSA)

I. IMPORTANT NOTICE TO SUBSCRIBER...PLEASE READ CAREFULLY:

The terms "we", "us", and "our" refer to Vantage Labs, LLC, McCann Associates Holdings, LLC and/or Vantage OnDemand (PVT), 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. As an end-user, 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" or "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 "service(s)" may be used 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 Toolsets™ 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-a-service 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 or to 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 reasonable payment of subscription and/or service fees as a condition precedent to initial and continued end-user access and use of such Services. Typically, the Service is procured on an entity-subscription or individual-use 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 timing 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 purchased 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 USE

Decline

Accept

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

13. On the bottom of the page, enter the test access code that was **provided in the email from your institution** and click **Submit**.



Dashboard

Test Type	Activated	Test Name	Status	Resources	Actions
There are no available tests or the test indicator doesn't match any of the assignments.					

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

14. After you click Submit, the test will appear on your dashboard.

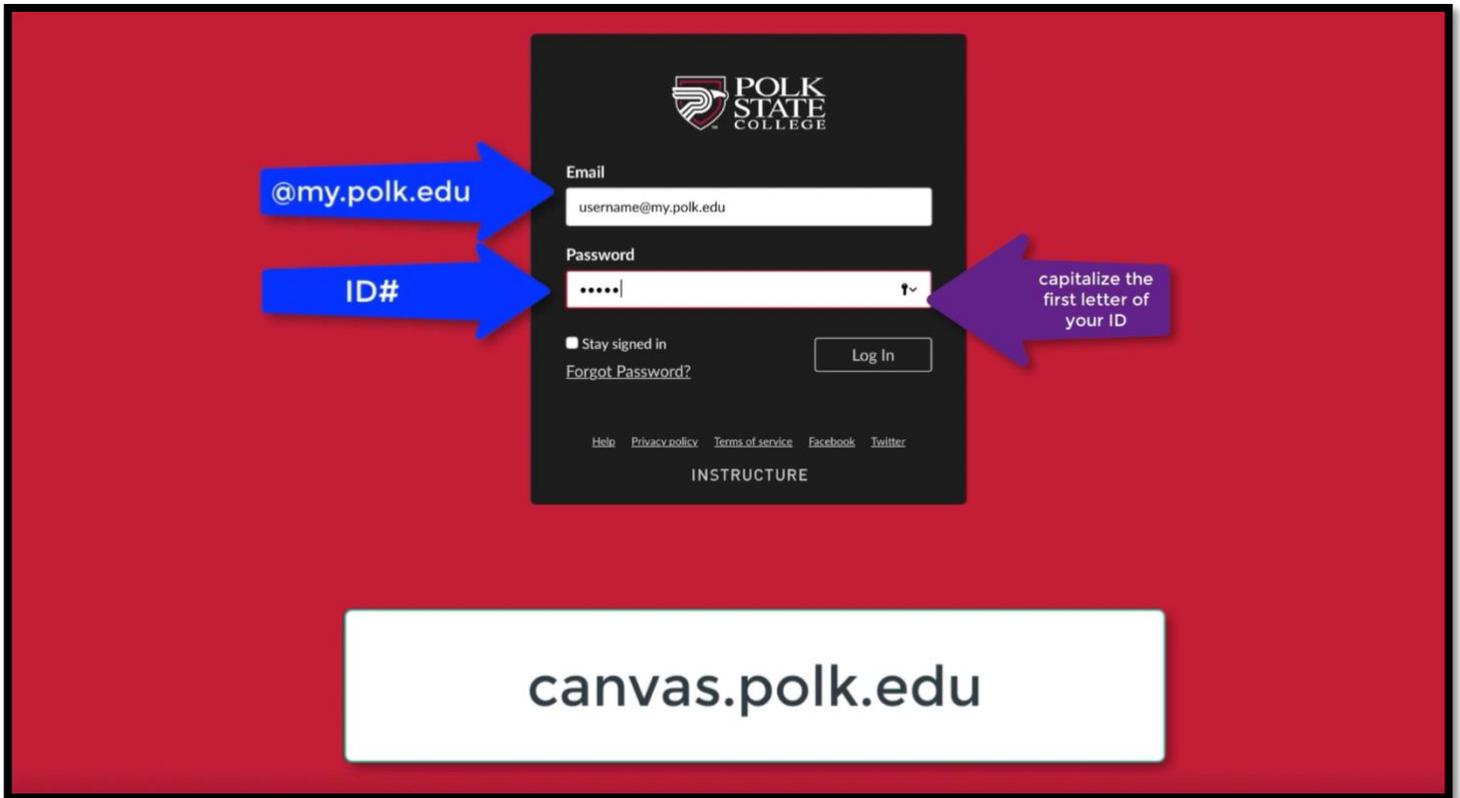


Dashboard

Test Type	Activated	Test Name	Status	Resources
Placement	2020-01-20	Assessment	<input checked="" type="radio"/> Test available	

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

Log in to Polk State College Canvas.



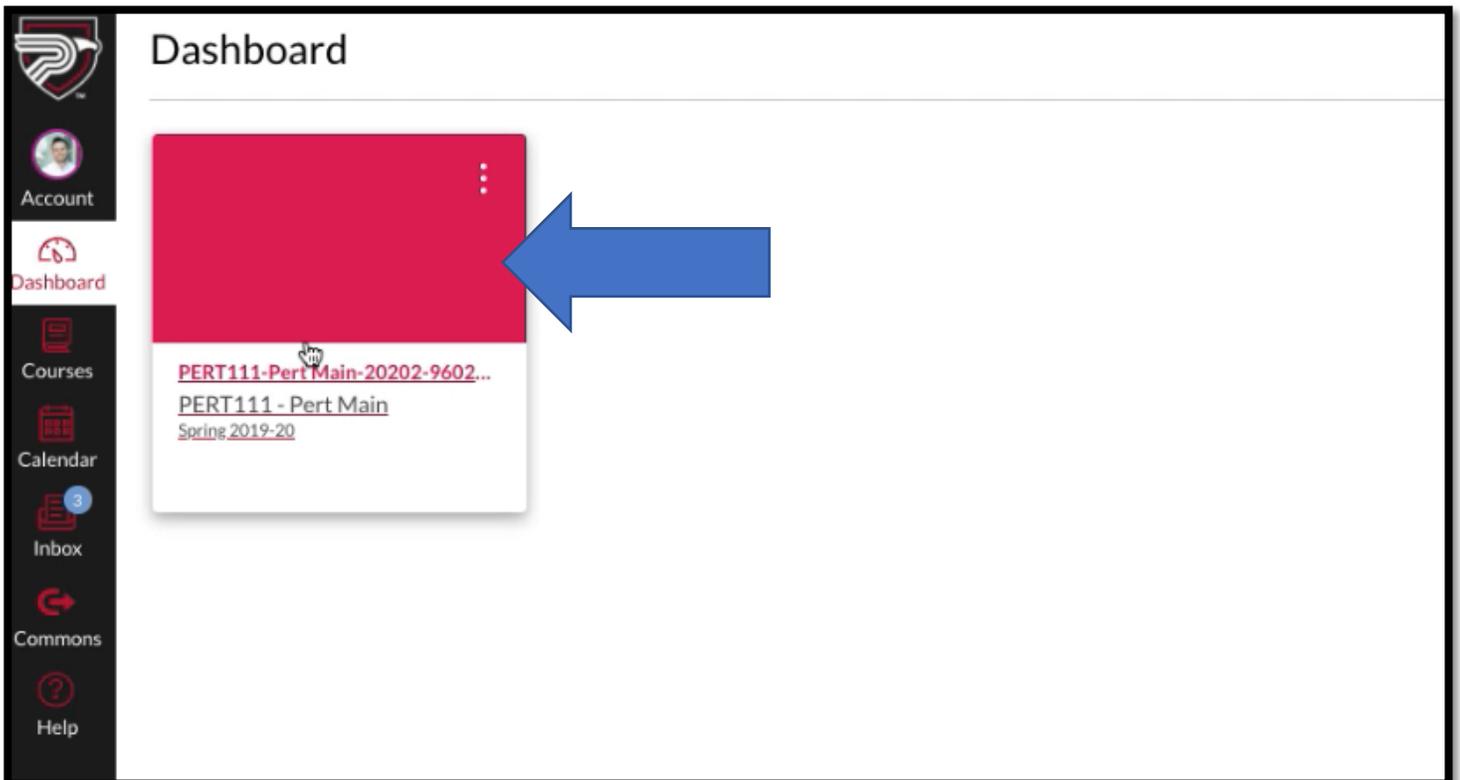
The image shows a screenshot of the Polk State College Canvas login page. The page has a dark background with the Polk State College logo at the top. Below the logo are two input fields: "Email" and "Password". The "Email" field contains the text "username@my.polk.edu". The "Password" field contains six dots. To the right of the password field is a "Log In" button. Below the "Log In" button are links for "Stay signed in" and "Forgot Password?". At the bottom of the page are links for "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter", and the word "INSTRUCTURE".

Annotations include:

- A blue arrow pointing to the email field with the text "@my.polk.edu".
- A blue arrow pointing to the password field with the text "ID#".
- A purple arrow pointing to the password field with the text "capitalize the first letter of your ID".

Below the login form is a white box containing the text "canvas.polk.edu".

Click on the PERT Course Tile to enter the course.



The image shows a screenshot of the Canvas Dashboard. The dashboard has a dark sidebar on the left with icons for "Account", "Dashboard", "Courses", "Calendar", "Inbox", "Commons", and "Help". The main content area is white and titled "Dashboard". A red tile is highlighted with a blue arrow pointing to it. Below the red tile is a white tile with the text "PERT111-Pert Main-20202-9602..." and "PERT111 - Pert Main Spring 2019-20".

Read the information on the Course Home carefully.



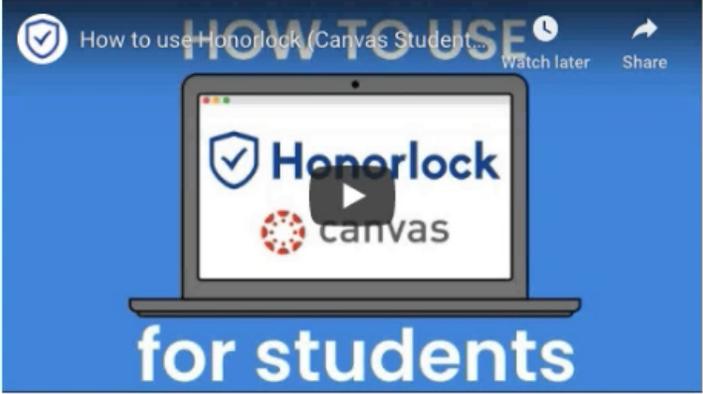
Spring 2019-20

Home

Honorlock

PERT111-Pert Main-20202-96021---ONLINE

View the Student Guide for taking an exam with Honorlock



Honorlock Student Guide ↓

Read the following information before you begin the test!

Remote Proctoring Process:

The testing session will be recorded. A Google Chrome extension plug-in must be installed to use this proctoring service. Unusual behavior is flagged and an Honorlock specialist reviews and makes notes about the behavior. Additionally, Honorlock uses Integrity Analytics, which means that while the exam is live, Honorlock is monitoring for attempts by the test taker to find answers to the questions on the Internet using any device, such as a smartphone, tablet, or additional computer. Honorlock also monitors attempts to leave the test session, open a new browser, and copy/paste questions. The college receives the report from Honorlock to review and ensure academic integrity.

Student's responsibilities:

- You must be familiar with and comply with Honorlock technical requirements.
- If you anticipate technical issues completing the exam through Honorlock, notify Honorlock Support first for any further assistance. (LIVE CHAT recommended)

Support:

- If you encounter issues with Honorlock, use LIVE CHAT with Honorlock or email support@honorlock.com.
- If you encounter issues with Canvas, contact the Canvas Support team via the Help link on the Global Navigation Menu in Canvas.

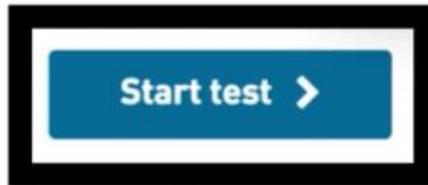
What you need:

- Honorlock is *not* a live proctoring service; you do not need to schedule an appointment with Honorlock in advance.
- You *will* need to use **Google Chrome** and [download the Honorlock Chrome Extension](#) .
- If you see a page asking for an access code, it means that you did not install the Honorlock Chrome extension or you are using another Internet browser. **You must use Google Chrome.**

When you are ready to begin the exam, click “Start Test”

What you need:

- Honorlock is *not* a live proctoring service; you do not need to schedule an appointment with Honorlock in advance.
- You *will* need to use **Google Chrome** and [download the Honorlock Chrome Extension](#) .
- If you see a page asking for an access code, it means that you did not install the Honorlock Chrome extension or you are using another Internet browser. **You must use Google Chrome.**



Install the Honorlock Chrome extension into your browser.

The image is a composite of two screenshots. The top screenshot shows a student dashboard for 'PERT111 - Pert Main'. The dashboard includes a navigation menu with 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Commons', and 'Help'. The main content area displays 'Spring 2019-20' and 'Home'. Below this, there is a section for 'Honorlock' with 'HL Universal' selected. The Honorlock interface shows a 'Checking System' message: 'This exam requires Google Chrome and the Honorlock Chrome Extension. One moment'. The bottom screenshot shows the Chrome Web Store page for 'Honorlock Universal'. The page includes the extension's name, 'Offered by: honorlock', a rating of 0 stars, and an 'Add to Chrome' button. Below the button are tabs for 'Overview', 'Reviews', 'Support', and 'Related'. At the bottom, there is a blue banner that says 'Built for students By students' and a small preview of the extension's interface.

Click on “Launch” to start the proctoring session with Honorlock.

The screenshot shows the Canvas LMS interface for a course titled "PERT111 - Pert Main". The breadcrumb trail is "PERT111 - Pert Main > PERT111-Pert Main-20202-96021---ONLINE". The left sidebar contains navigation links for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area features the Honorlock logo and the course name. Below this, it lists "Exams in Course : PERT111-Pert Main-20202-96021---ONLINE [PERT111 - Pert Main]" with a sub-entry for "PERT111 Main" marked as "Third Party". A blue "Launch" button is positioned to the right of this entry. A message below the exam entry reads: "Don't see your exam? Click the Quizzes link or navigate to the appropriate Module within Canvas to begin your exam."

Use Live Chat for issues. Click on “Launch Proctoring” button to begin.

The screenshot displays the Honorlock "Exam Progress" page. At the top left, a "Proctoring Tools" sidebar is highlighted with a black box, containing "Livechat" and "Guide" options. The main area features the Honorlock logo and a progress list with five items: "Launch Proctoring" (highlighted in blue), "Complete Authentication", "Access Exam", "Exam in Progress", and "Exam Submitted". To the right of this list is a progress gauge showing "0%". Below the progress list, "Honorlock Instructions:" are provided, including steps to click "Launch Proctoring", navigate to the assessment, and enter the exam password. A red box highlights the "Launch Proctoring" button at the bottom right of the instructions section.

Complete the identification process. Show your face on camera.

The screenshot shows the Honorlock Proctoring interface. On the left, a camera view displays a white oval frame with the text "Click Allow" and a red arrow pointing to the "TAKE PHOTO" button, which is highlighted with a red box. A red arrow points from the text "smile!" to the camera view. The main interface on the right includes the Honorlock logo, an "Exam Progress" section with a 25% progress indicator, and a "Proctoring Tools" menu with "Livechat" and "Guide" options. The "Exam Progress" section lists: Launch Proctoring, Complete Authentication (highlighted in blue), Access Exam, Exam in Progress, and Exam Submitted. Below this, "Honorlock Instructions:" states "Waiting for Honorlock Authentication" with two bullet points: "Complete Honorlock's authentication to continue" and "To restart the process [click here](#)".

Show a valid ID to the camera for identity verification.

The screenshot shows the Honorlock Proctoring interface. On the left, a camera view displays a white rectangular frame with the text "ID" and a red arrow pointing to the "TAKE ID PHOTO" button, which is highlighted with a red box. A purple arrow points from the text "Hold your ID up to the Camera" to the camera view. The main interface on the right is identical to the previous screenshot, showing the Honorlock logo, "Exam Progress" (25%), "Proctoring Tools" menu, and "Honorlock Instructions:" section.

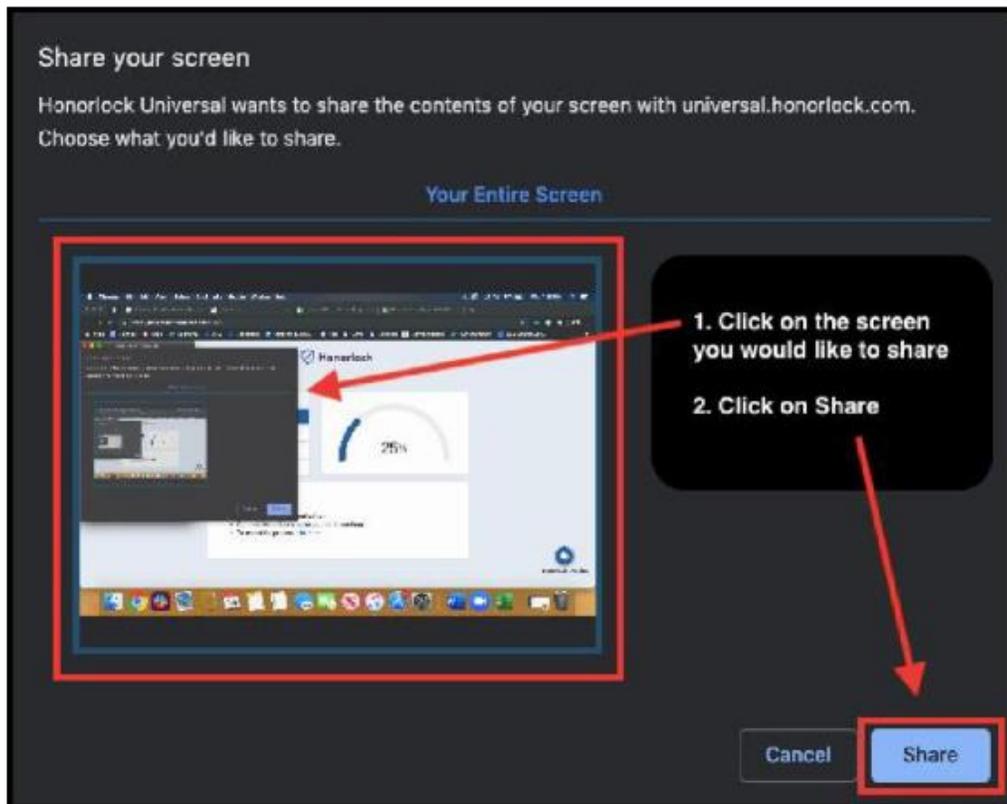
Scan the room using your webcam, be sure to show your entire workspace.

The screenshot shows the Honorlock Proctoring interface. On the left, a dark panel contains a circular arrow icon and the text: "Scan your room 360° including your work area. Click done when finished." Below this is a blue box with the text: "Make sure to show your desk area and any scratch paper". A red box highlights this text. An orange callout bubble says: "Scan the entire room with your web camera". The main interface shows the Honorlock logo, "Exam Progress" section with a 25% progress indicator, and "Honorlock Instructions" section with the text: "Waiting for Honorlock Authentication" and two bullet points: "Complete Honorlock's authentication to continue" and "To restart the process click here".

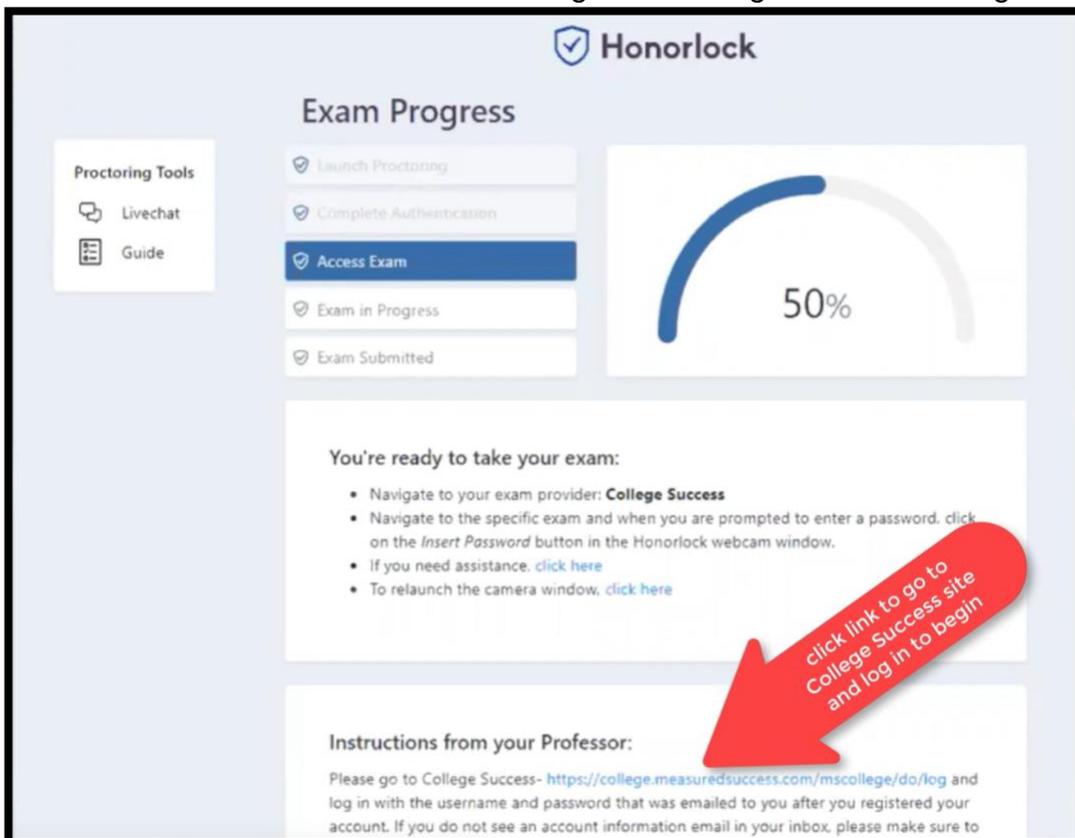
After selecting I'm Done, the next step will be to launch the screen recording. To begin, click **Launch Screen Recording**.

The screenshot shows the Honorlock Proctoring interface. At the top, it says "Honorlock Proctoring". Below that, it says "Click Launch Screen Recording to begin recording your screen." At the bottom, there is a blue button with the text "LAUNCH SCREEN RECORDING" highlighted by a red box. Below the button, it says "Proctoring Support: +1 (855) 828-4004".

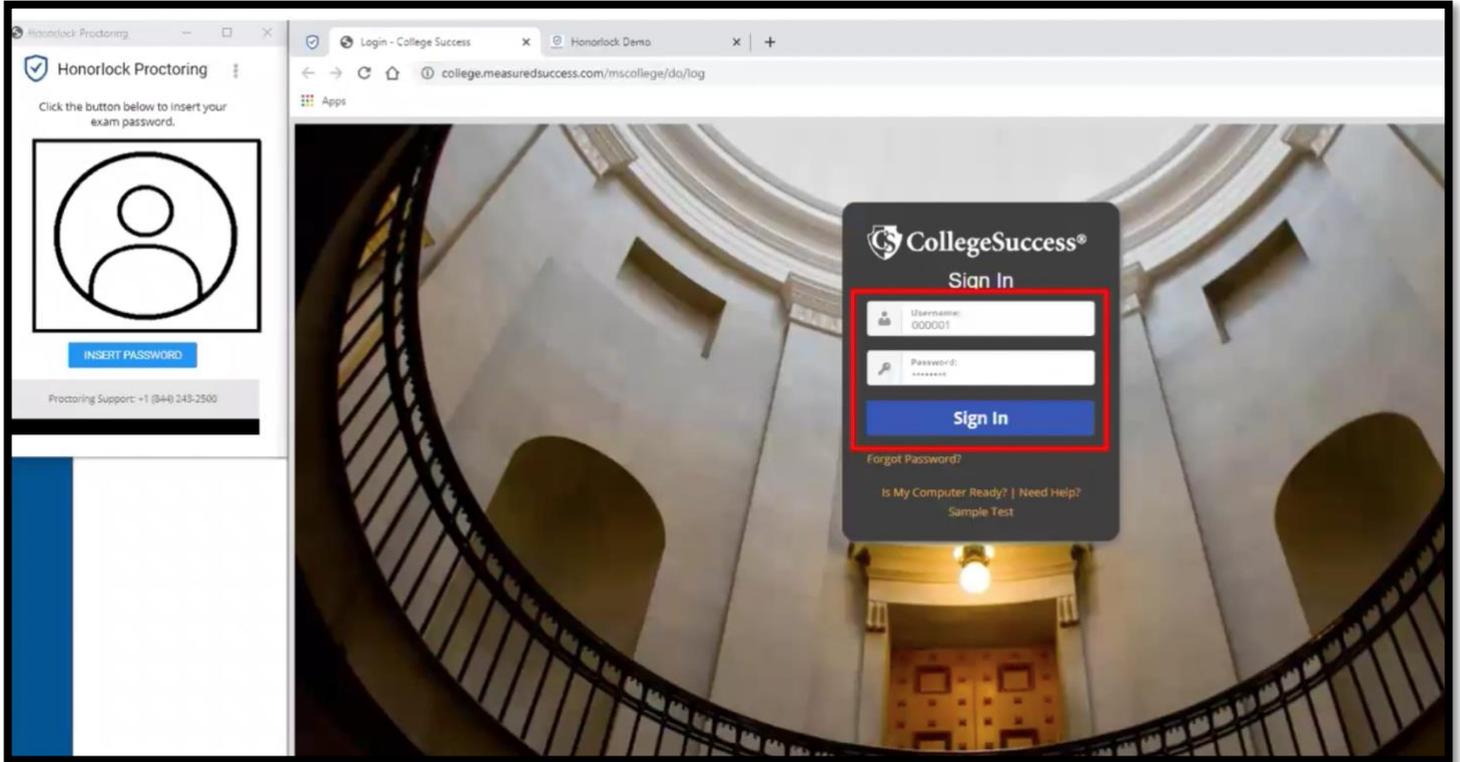
To complete the screen recording setup, click on the screen you wish to share, and then click the **Share** button.



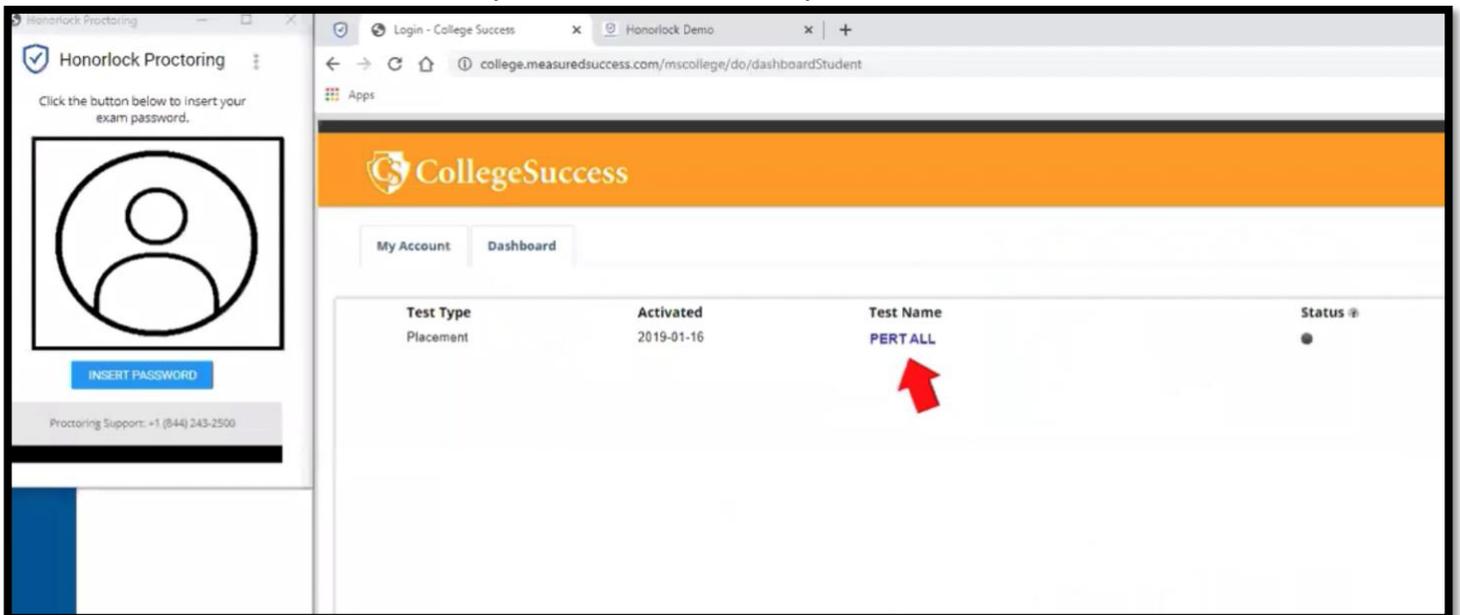
Read the exam instructions and click the link to navigate to College Success to begin the PERT Test.



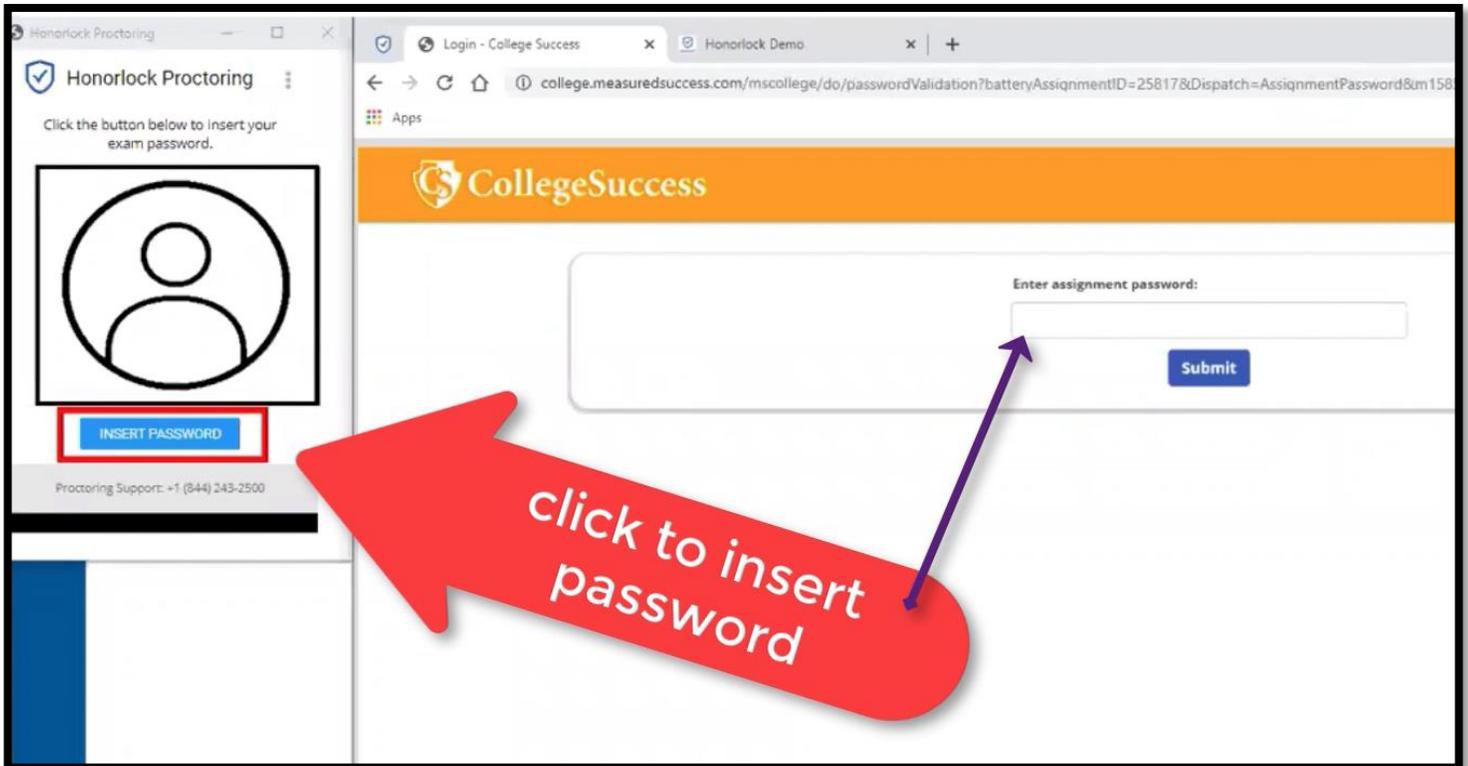
Log in to College Success with the credentials provided via email upon account creation.



Select your exam, shown on your dashboard.



Click on insert password in the Honorlock window.



Honorlock Proctoring

Click the button below to insert your exam password.

INSERT PASSWORD

Proctoring Support: +1 (844) 243-2500

CollegeSuccess

Enter assignment password:

Submit

click to insert password

When finished with the exam, exit Honorlock at the bottom.

18. After you have completed your assessment, you will receive a message indicating that you have finished.

19. Click **Next** to view your score report.

CollegeSuccess

Test Completed

Demo Student
Need help?

You have completed the Assessment test.
No additional tests are required at this time.
You may now view your individual score report.

Next

Don't forget to exit

lock

Exit Honorlock