

Competency Assessment

Applicant Guide for Remote Delivered Assessment

ACOTRO
ASSOCIATION OF CANADIAN OCCUPATIONAL
THERAPY REGULATORY ORGANIZATIONS



ACORE
ASSOCIATION CANADIENNE DES ORGANISMES
DE RÉGLEMENTATION EN ERGOTHÉRAPIE

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Table of Contents

Table of Contents	2
Introduction.....	4
Before your Competency Assessment.....	4
Be prepared for your Competency Assessment – Environment and Test Room Requirements....	5
Preparation	5
Familiarize Yourself with the Components	6
Honorlock Privacy Notice and Terms of Use.....	6
Practice assessment & Technical setup	7
Adjust device camera settings	7
Run a Zoom test call	7
Install Chrome	8
Install a required browser extension	8
Accept Honorlock Privacy Notice and Terms of Use	9
Verify system requirements.....	9
Authenticate	9
Monitors Check.....	9
Browser Check.....	9
ID.....	10
Audio check.....	10
Room scan	10
Screen recording	10
Start assessment.....	10
Practice using the note-taking tools	11
Submit assessment.....	11
Applicant Check in Process.....	11
Environment and Identification Verification Process	12
Competency Assessment Session Schedule	12
Breaks.....	13
What should I expect during the assessment?.....	14
Behaviour Based Interview.....	14
Modified Triple Jump Interview	15
Accommodation Policy	15
Technical issues.....	16

Common Technical Issues to Avoid.....	16
Late arrival, rescheduling and canceled appointments.....	16
Results	17
Appendix.....	17
Applicant Checklist	17
Honorlock Technical Setup References	18

Introduction

The following information is to help you prepare for the Competency Assessment. Please also visit our website at <https://acotro-acore.org/seas/competency-assessment/> for additional information.

The Competency Assessment assesses knowledge, skill and judgement in the following six competency units (Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition):

- Professional responsibility
- Critical thinking
- Practice knowledge
- Occupational therapy practice process
- Communication and collaboration
- Practice management

The *Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition* can be found here:

- http://acotro-acore.org/sites/default/files/uploads/ACOTRO_EC_3rd_ed.pdf

You are encouraged to review the *Essential Competencies of Practice for Occupational Therapists in Canada, 3rd Edition* prior to the competency assessment. Becoming familiar with the essential competencies will help to orient you to occupational therapy practice in Canada and provide you with an understanding of the focus of assessment questions.

The Competency Assessment will apply these competencies to work practice and client case scenarios. You do not need to memorize the competencies.

The Competency Assessment is oral. There is no written test.

The Competency Assessment is conducted by a trained assessor. Occasionally, for training purposes, two assessors may be present during the assessment.

The Competency Assessment is an interview-style assessment conducted via Zoom with a trained assessor. The assessment takes place on a platform called Open LMS Work and is proctored by Honorlock.

Before your Competency Assessment

Before your Competency Assessment, you are required to read the **Applicant Guide for Remote-Delivered Assessment** in full. You are also required to complete the Practice Assessment & Technical Setup steps in advance to identify and resolve any issues prior to the day of your assessment.

Be prepared for your Competency Assessment – Environment and Test Room Requirements

- You will need a functioning microphone and web camera with good resolution. The assessment cannot proceed if the assessor cannot see you clearly throughout the assessment.
- A strong and stable internet connection is required for the Competency Assessment – it is important that you plan ahead for this.
- You must be in a private, well-lit, enclosed room during the assessment.
- Clear your workspace before the assessment begins – you should only have your laptop or desktop on your workspace. Duplicate computer monitors are prohibited.
- Walls in front, to the side and behind must be clear.
- Visible books must be closed.
- Front of computer must be clear of any materials, devices and resources.
- Have your photo identification ready (must be the same as the primary identification you provided to SEAS at registration - government issued and contain your name, a permanently affixed photo, signature, date of birth, and cannot be expired).
- Have a reflective surface handy (mirror at least 10cm x 10cm).
- Ensure your computer's default language is set to English so assessors can clearly understand any on-screen messages or notifications without misinterpreting them as suspicious behavior.
- Close all third-party programs (email, websites, applications such as Word) before the Competency Assessment begins.
- Close all tabs of the browser you are using before the Competency Assessment begins.
- No mobile devices or other technology are permitted during the assessment. Devices and technology must be removed from the environment where you are completing the assessment.
- Wearable technology is not permitted (eg – Apple watches).
- No non-religious head coverings are to be worn during the assessment.
- Headphones and wireless/Bluetooth-enabled ear buds are not permitted. Wired earbuds are permitted.

Preparation

You will receive an email from “noreply@mrooms.net” inviting you to create a new profile in the ACOTRO assessment software. The email subject line will be “Open LMS Work: New user account.” The email will include a username and a temporary password, as well as a “Click to log in” link to access the platform (see picture below). If you did not receive the email, please check your junk and spam folders before contacting ACOTRO.

When you log in for the first time, you will be prompted to sign in using the provided username and password and then to reset your password. Please choose a strong password that is difficult to guess and store it securely for future reference. After signing in, navigate to the “My Courses” tab and select “ACOTRO Competency Assessment.”

Open LMS Work: New user account



Admin User (via OLMSW) <noreply@mrooms.net>

To [redacted]

You don't often get email from noreply@mrooms.net. [Learn why this is important](#)

Hi [redacted],

An account has been created for you at 'Open LMS Work'.

username: [redacted]

password: [redacted]

(You will be prompted to change your password when you log in for the first time.)

[Click to log in](#) and start using 'Open LMS Work'.

If you need help, contact the site administrator.

Admin User

[Contact site support](#)

Familiarize Yourself with the Components

Within the course, you will find the following sections:

- Announcements: A general introduction that includes important information about the assessment.
- Applicant Guide for Remote Delivered Assessment: A comprehensive guide for applicants completing the Competency Assessment.
- Practice Assessment: A practice session that allows you to:
 - o Test your system setup
 - o Ensure Honorlock proctoring is working properly
 - o Troubleshoot any technical issues
 - o Become familiar with the format of the case study section
 - o Test the note-taking tools available

Honorlock Privacy Notice and Terms of Use

Before you can log into the assessment and take the online exam while using Honorlock's remote proctoring services, you must acknowledge and accept Honorlock's Test Taker Privacy Notice and Honorlock's Test Taker Terms of Use, which both contain notice and consent that the test taker's surrounding workspace may be recorded by video and audio.

Practice assessment & Technical setup

It is required that you complete all steps of the Practice Assessment before the day of the Competency Assessment. These steps include:

1. Adjust device camera settings
2. Run a Zoom test call
3. Install Chrome (if you don't have it already)
4. Install a required browser extension
5. Accept Honorlock Privacy Notice and Terms of Use
6. Verify system requirements
7. Authenticate, including completing an environment scan
8. Start assessment
9. Practice using the note-taking tools
10. Submit assessment

These are the same steps that will occur the day of the Assessment. The Practice Assessment will walk you through all the steps and how to complete them, but the details of each step are outlined here. These are all outlined in more detail, with accompanying visual aids, in “How to Use Honorlock (Test Takers).” Additionally, documentation/references for Honorlock are provided in the Appendix.

Completing these steps in advance is important to help prevent technical issues or additional stress on the day of the assessment. If you encounter any difficulties, Honorlock provides extensive support resources, including **24/7 live chat support**. You can access live chat support at any time during setup or during the assessment by clicking the “**Support**” or “?” button located on the right-hand side of your screen.

Adjust device camera settings

In order to successfully use Zoom to speak with the assessor and allow Honorlock to proctor, your camera must be allowed to be used by multiple apps at once. Generally, most systems allow this by default except for Windows.

To enable this feature on a Windows device, navigate to Settings > Bluetooth & devices > Cameras, select your camera, and turn on “Allow multiple apps to use camera at the same time.” For more information, visit Microsoft’s support page at support.microsoft.com.

Run a Zoom test call

To replicate the environment used during the Competency Assessment, you are required to run a test Zoom call as part of preparing for your assessment. This helps confirm that your computer and internet capabilities are sufficient for the actual assessment (see Verify System Requirements).

You can do this by either joining a Zoom call with a friend while completing the remaining steps of the Practice Assessment & Technical Setup, or by using the Zoom test environment at: <https://zoom.us/test>

The test environment will check your camera, speakers, and microphone. Note that the test window will automatically close after a set period, so you should periodically check that it remains active as you complete the Practice Assessment.

Install Chrome

The Honorlock proctoring platform works on any operating system (Windows, Mac, etc.) but requires the Google Chrome browser. If you don't have Chrome installed, follow the instructions below to install it. Otherwise, proceed to the next step (Installing a required browser extension).

1. Navigate to: <https://www.google.com/chrome/>
2. Select "Download Chrome"
3. From your downloads, double click the Chrome download
4. Follow the on-screen instructions:
 - o If you get the message "Do you want to run this file?," select Run.
 - o If you get the message "Do you want to allow this app to make changes to your device?," select Yes.
5. Open Chrome

Refer to Google Chrome Help for support:

<https://support.google.com/chrome/answer/95346?hl=en&co=GENIE.Platform%3DDesktop>

Install a required browser extension

Before starting your exam, you must install the Honorlock Chrome Extension in the Chrome browser. Once the assessment is started, it will check if the extension is installed. If it is, it will move you on to the next step (Verifying system requirements). If it is not, it will prompt you to add the extension.

Follow the following steps to proceed with the Chrome extension install:

1. Accept the terms of service and privacy policy
2. Check the box next to the terms of service and privacy policy to indicate that you agree to these terms.
3. Click Add Extension
4. A new window will open, click Add to Chrome in that window
5. Click "Add extension"
6. If you click back to the assessment window, you will see a message that the extension has been added.

Refer to Install the Honorlock Extension for visual aids and more help.

Accept Honorlock Privacy Notice and Terms of Use

Before you can log into the assessment and take the online exam while using Honorlock's remote proctoring services, you must acknowledge and accept [Honorlock's Test Taker Privacy Notice](#) and [Honorlock's Test Taker Terms of Use](#), which both contain notice and consent that the test taker's surrounding workspace may be recorded by video and audio.

Verify system requirements

The next step is to check system compatibility by clicking the "Run System Check" button. This will confirm whether your device meets Honorlock's [Minimum System Requirements](#).

To participate in the assessment process, all applicants must ensure that their computer exceeds the minimum technical requirements for both Honorlock and Zoom. Note that unsupported operating systems (e.g., outdated versions of Windows) are not permitted, even if they appear to meet minimum requirements.

If your device does not meet these standards, you must arrange access to a suitable computer before your assessment.

Technical issues are more likely to occur if requirements are only minimally met. For this reason, completing the Practice Assessment while on a Zoom call is an essential preparation step. It is the applicant's responsibility to ensure their system functions properly. If technical issues take more than one hour to resolve, the Competency Assessment may be cancelled at the applicant's expense.

Authenticate

The next step will share your exam guidelines (i.e. no notes allowed, no calculator allowed, etc) and begin your authentication process, including completing an environment scan. A small window will open to start proctoring your exam.

Monitors Check

Dual monitors are prohibited during an assessment. You will be prompted to disconnect one of your monitors if you are attempting to use multiple monitors. You may follow the "Multiple Monitors Detected" Help Center article to help address the issue if you are unsure how to disconnect your monitors.

Browser Check

If you have any tabs or other browsers open, you will be prompted to close them. If you do not want to lose any of your tabs, exit the assessment and save the tabs before re-starting the assessment. The

exam will only proceed if the Course page and assessment window are the only open tabs. Later on, you will be permitted to open relevant tabs like the Note-Taking Tool.

Click “Close tabs” to automatically close all your open tabs. Read over the Honorlock BrowserGuard information and click Continue.

ID

Next, you will be prompted to take a photo of yourself and verify your ID. You must use the ID associated with your SEAS account. The first time, you will be prompted to allow Honorlock access to your camera and microphone by a small pop up on the left side of your screen, select “Allow.”

If permission is denied, reference Browser Camera Permissions for help.

Center your face in the screen when prompted and select “Take Photo.” Then center your ID and select “Take ID Photo.”

Audio check

Next, you will be prompted to do a microphone check. Follow the instructions to check if your microphone is detecting audio.

Room scan

Next, you will be prompted to complete a room scan. Read the instructions carefully, and when ready, click “Start Room Scan” to begin. Slowly move your laptop or camera to capture a full 360° view of the room, making sure to include the areas beside you, your desk, and the area in front of you. Use a mirror to show the laptop screen and confirm that your workspace is clear of any notes or unauthorized materials. You will be asked to show under the desk, the ceiling, and all walls around you.

Screen recording

The next step will instruct you to allow screen sharing. After you click Continue, a new window will pop up to select your screen. Select “Screen 1” and click “Share.”

Start assessment

Once you have completed all of the steps, you will be prompted to “Start Assessment.” Click the button to continue.

Practice using the note-taking tools

Once you start the assessment, you will find an example case study. As with the Competency Assessment, you will be presented with Part 1 of a case study and will move on to Part 2 when the assessor instructs you to do so.

During the case study, you may take notes using the Note-Taking Tool at the bottom of the page. Once you are in Part 2, you can navigate back to Part 1 using the "Previous Page" and "Next Page" buttons at the bottom of the page. Your notes are saved automatically, so you do not need to worry about saving as you go.

Please note that once you submit at the end of the case study, you will no longer be able to access your notes. Notes may not be copied or saved outside of the platform.

Submit assessment

You must click "Finish attempt" to end the assessment and indicate to ACOTRO that the Practice Assessment has been completed.

Applicant Check in Process

The integrity and security of the Competency Assessment is important to ensure a fair and objective assessment process for all applicants. You are prohibited from:

- Retaining, saving, downloading, or copying any aspect or content of the assessment including case studies and assessment questions.
- Retaining, saving, downloading, or copying any notes that the applicant makes during the assessment.
- Recording the Competency Assessment session in part or whole.
- Accessing any materials or resources, or assistance from others during the Competency Assessment session and during break times.
- Launching or accessing external applications or browser tabs that are not required for the completion of the Competency Assessment.

The Competency Assessment is proctored by Honorlock, which monitors for and flags any prohibited actions. If a prohibited action occurs—such as attempting to copy content or opening a separate application—a warning will appear, and in some cases, the assessment may be automatically terminated.

If the assessment ends unexpectedly, the decision to terminate it rests at the assessor's discretion based on whether prohibited activity is suspected. If no foul play is suspected, the assessment may continue; however, the applicant will be required to complete the security check again, and the assessment timer will continue running during this process.

Environment and Identification Verification Process

You are not permitted to have any paper or writing instruments during the assessment. The you are only permitted to use the annotation tools within the assessment platform for making notes.

Before starting your Competency Assessment, the third-party proctor will conduct an environment scan and identification verification process. You must submit to having these checks re-performed upon return from all breaks. The Competency Assessor may also verify your identification during the assessment.

Notes:

The identification must be identical to the identification provided at the time of application to SEAS. Your ID will be captured using your camera at the time of your assessment. You will not be able to proceed with the assessment unless the name on the captured ID matches the name you provided previously. It is strongly recommended that you save a digital copy of your ID on your computer prior to the day of your assessment, in case any issues arise with capturing your ID using the camera during the assessment.

If your current identification documents are in a name that is not the same as the identification that you provided at the time of application to SEAS, contact SEAS.associate@acotro.org prior to your competency assessment to provide proof of name change.

If you forget your identification, or do not bring it to the assessment, you will not be allowed to participate in the competency assessment at that time. The fees you have paid will not be refunded.

ACOTRO strictly enforces security measures. If a breach of security or integrity occurs in the course of the assessment, the assessor will immediately terminate the assessment.

Web camera, microphone, and speaker must remain on for the duration of the competency assessment.

Competency Assessment Session Schedule

The Competency Assessment is a full day oral exam. Total assessment time is 5.0 hours (excluding security check and breaks). The assessment times provided in the chart below serve as a guideline. You have some flexibility in how to allocate the total 5.0 hours across the three assessment periods (Behaviour-based interview, assessment case file, treatment case file).

The Competency Assessment is an interview-style assessment conducted via Zoom with a trained assessor. The assessment takes place on a platform called Open LMS Work and is proctored by Honorlock. When it is time for the Competency Assessment to begin, the applicant should join the provided Zoom link. Once connected with the assessor, the applicant will be prompted to share their screen with the assessor. The assessor will proceed to share a link to each section of the assessment.

The Honorlock proctoring setup does not count toward assessment time. The assessor will let you know if you may run out of time to complete a section of the assessment. You can choose to move on to the next section, or “borrow” some time from another section of the assessment.

The following is the schedule for the day:

Schedule for One Day Competency Assessment Session:

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes – Behaviour-based interview situation questions
- ▶ 10 - 15 minutes – Break
- ▶ 90 minutes – Modified triple jump: assessment case file
- ▶ 30 minutes – Lunch
- ▶ 120 minutes – Modified triple jump: treatment case file
- ▶ 5 minutes Closing

If SEAS staff schedule your assessment over two days, the schedule will be as follows:

Schedule for Two Day Competency Assessment Session:

Day 1

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes – Behaviour-based interview situation questions

Day 2

- ▶ 30 minutes – Welcome, security screening, Identification verification
- ▶ 90 minutes – Modified triple jump: assessment case file
- ▶ 30 minutes – Lunch
- ▶ 120 minutes – Modified triple jump: treatment case file
- ▶ 5 minutes Closing

Breaks

There are two breaks scheduled during the competency assessment. These breaks must be taken at the time permitted by the assessor (see schedules above) and do not impact on the time available for your assessment.

The schedule allows for a total break time of up to 45 minutes, typically divided into a 15-minute break and a 30-minute break. You have some flexibility to increase or decrease your break times, as long as

you take a minimum of 15-minutes at each of the two breaks. Unused break time will not be added to the assessment time if you do not use the full 45-minutes allotted for breaks.

If you request an unscheduled washroom break, the clock does not stop, and you will not be permitted to return to any previously completed questions.

You may leave the test room during break times for your comfort break, and to get your snack/meal. Please bring your snack/meal back to the test room to rejoin the assessor. You are permitted to have a drink on your workstation during the assessment in a clear container.

What should I expect during the assessment?

- The assessor will ask you the interview questions and take notes on a computer.
- You are expected to be present for the entire assessment.
- Two breaks are provided.
- You must have permission from the assessor to leave the testing room for any reason.
- You will not be permitted to access personal items that are stored at any time during the assessment process.
- In case of emergency, you must get permission from the assessor prior to accessing personal items that have been stored, and you will be monitored while doing so.
- You will be monitored by the assessor continuously during the assessment, as well as by third-party proctoring.
- If the assessor disconnects from the Zoom call for any reason, you are prohibited from continuing through the assessment without them. You are expected to close the assessment and wait until the assessor rejoins the call.

Behaviour Based Interview

The behaviour-based interview focuses on situations you have experienced as an occupational therapist, in the everyday occupational therapy activities you performed in either your clinical practice or in clinical fieldwork. For example, you may be asked to describe a situation where you were concerned about a patient's safety, or where you were required to consult with other professionals. The interview explores your behaviour in these situations. You are only permitted to use situations from your occupational therapy practice, or occupational therapy clinical fieldwork experiences. You will not be permitted to use situations from other work experiences such as an occupational therapy assistant.

The following is an example of a question you may be asked during the interview:

Competency

Communicates effectively with the client, interprofessional team members, and other stakeholders using client-centred principles that address physical, social, cultural, or other barriers to communication.

Occupational therapists employ educational approaches to meet client needs. Describe a situation when you provided education to a client.

Performance Indicator	Assessment	Probing Question
Assessed the specific learner needs	Yes / no	Explain how you determined the client's learning needs.
Adapted approach to ensure that barriers to communication do not impact the client's ability to direct own care process.	Yes / no	Did the client have specific barriers that affected teaching or learning? [If yes] Describe how you adapted the teaching style. [If no] How would you adapt the teaching style?
Evaluated the effectiveness of the education provided	Yes / no	How did you evaluate the effectiveness of your teaching?

Modified Triple Jump Interview

The Modified triple jump component of the competency assessment is based on two cases: One case focused on assessment, and the other case focused on treatment. This part of the interview explores your data collection during assessment, critical thinking, and problem-solving skills by reviewing hypothetical actions related to the two cases.

For each case, the assessor will provide the case information to you in two parts, with more detailed information about the case provided at the second part.

There are three stages for questions:

	Assessment Case	Treatment Case
Stage 1:	Determine what information needs to be collected in the assessment.	Determine what information needs to be collected in the assessment.
Stage 2:	Determine the framework, method or theory used to assess the client.	Determine occupational performance issues for the client.
Stage 3:	Identify your recommendations for the client.	Determine the goals, as well as the intervention or treatment plan for the client.

Accommodation Policy

If you require accommodation for the Competency Assessment, please refer to the ACOTRO website for information on the Accommodation Policy - <https://acotro-acore.org/seas/acotro-seas-policies/>

Requests for accommodation must be submitted a minimum of 45 days prior to the competency assessment.

The Competency Assessor will receive notification of the approved accommodation. The reason for the accommodation is not disclosed to the assessor unless you provide prior permission to disclose the personal information. In some situations, it may be in the best interest of the applicant if the assessor is aware of the disability/health need (for example, if the applicant has a seizure disorder or has diabetes). The applicant can disclose details of their disability/health need to the assessor if they feel it is in their best interest.

Technical issues

As the applicant, you are responsible for ensuring your technical setup is fully functional before starting your Competency Assessment. You must complete the Practice Assessment and Technical Setup section outlined above. Use this opportunity to confirm that your system meets all requirements and that the process runs smoothly.

If technical issues occur during the Competency Assessment and cannot be resolved within one hour, your assessment may be cancelled and recorded as your responsibility. This applies regardless of when the issue occurs (beginning, middle, or end of the assessment).

During the assessment, the timer will continue to run even if technical issues arise. If you are disconnected or removed by Honorlock (for example, due to attempting to access a restricted resource), your timer will not pause. You will need to complete the Honorlock security check again before continuing. Your assessment time will continue to count down during this process. To avoid disruptions, ensure your setup is fully tested and that you follow all exam rules carefully.

Common Technical Issues to Avoid

- Posture and lighting: Sit upright and centered in the camera frame, with your head and shoulders clearly visible. Ensure the room is well lit and your face is clearly visible.
- Camera conflicts: Your camera must be used by both Zoom and Honorlock at the same time. Some computers need this setting explicitly enabled (see Adjust Device Camera Settings).
- Unstable internet connection: Ensure you have a strong, stable internet connection that exceeds the minimum requirements for both Zoom and Honorlock (see Verify System Requirements).
- Insufficient computer performance: Your device must have enough memory and processing capability to run Zoom and Honorlock at the same time (see Verify System Requirements).

Late arrival, rescheduling and canceled appointments

ACOTRO understands that unforeseeable events do happen, resulting in the need to reschedule and/or cancel the Competency Assessment session. Please refer to the ACOTRO website for information on cancellation and rescheduling fees: <https://acotro-acore.org/seas/acotro-seas-policies/>

Please email seas.associate@acotro.org to notify SEAS staff that you are canceling or requesting to reschedule your competency assessment. The date that your email is received by SEAS staff will be considered the date of your request.

Results

You will receive the results of your Competency Assessment via email within one month of your assessment. Your entire SEAS file will then be reviewed by a panel of the Determination Committee. The Committee will make a final determination as to whether you are substantially equivalent.

Appendix

The appendix contains resources and references that may be relevant to applicants.

Applicant Checklist

This is a brief checklist to help you confirm that all requirements have been completed and that you are prepared for your competency assessment. Please refer to the relevant sections for additional information and details.

A week before your assessment

- Access the OpenLMS platform (see *Preparation*)
- Read the complete Applicant Guide for Remote Delivered Assessment
- Complete the Practice Assessment (see *Practice case study & Technical setup*)
 - Adjust computer settings to allow multiple apps to use cameras
 - Install Chrome
 - Install Honorlock browser extension
 - Read Honorlock's Privacy Notice and Terms of Use
 - Verify system requirements
- Upload a digital copy of your ID to your computer (see *Environment and Identification Verification Process*).

The morning of your assessment (see *Before your Competency Assessment*)

- Ensure a strong and stable internet connection
- Choose a private, well-lit, enclosed room
- Clear your workspace, nearby walls, and the area around you
- Have your photo ID ready
- Prepare a reflective surface
- Close all third-party programs (applications) on your computer
- Close all tabs across all web browsers
- Confirm your computer settings allow multiple apps to access the camera (see *Practice case study & Technical setup*)
- Ensure Zoom is updated to the latest version

At the time of your assessment

- Sign in to your OpenLMS account in a Chrome browser
- Open Zoom and join the meeting

Honorlock Technical Setup References

- How to Use Honorlock (Test Takers): <https://honorlock.kb.help/how-to-use-honorlock-test-takers/>
- Minimum System Requirements: <https://honorlock.kb.help/minimum-system-requirements/>
- Install the Honorlock Extension: <https://honorlock.kb.help/install-the-honorlock-extension/>
- Multiple Monitors Detected: <https://honorlock.kb.help/multiple-monitors-detected/>
- Browser Camera Permissions: <https://honorlock.kb.help/browser-camera-permissions/>
- Switching Cameras in Honorlock: <https://honorlock.kb.help/switching-cameras-in-honorlock/>
- How to complete ID verification: <https://honorlock.kb.help/how-to-complete-id-verification/>
- Completing a Room Scan Using Honorlock: <https://honorlock.kb.help/completing-a-room-scan-using-honorlock/>
- Honorlock FAQs for Test Takers: <https://honorlock.kb.help/honorlock-faqs-for-test-takers/>
- Test Taker Privacy Notice: <https://honorlock.com/wp-content/uploads/2024/09/Honorlock-Exam-Taker-Privacy-Notice-0923222.pdf>
- Test Taker Terms of Uses: <https://honorlock.com/wp-content/uploads/2024/09/Honorlock-Test-Taker-Terms-of-Use-0825233.pdf>