

## 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
- HonorLock's Google [Chrome extension](https://app.honorlock.com/install/extension)

### Logging In:

Go to [my.harpercollege.edu](http://my.harpercollege.edu) and log into [My Harper Student Portal](#).

- Need assistance logging in?

Contact the Student Service Desk at 847.925.6866 or [studentsd@harpercollege.edu](mailto:studentsd@harpercollege.edu).

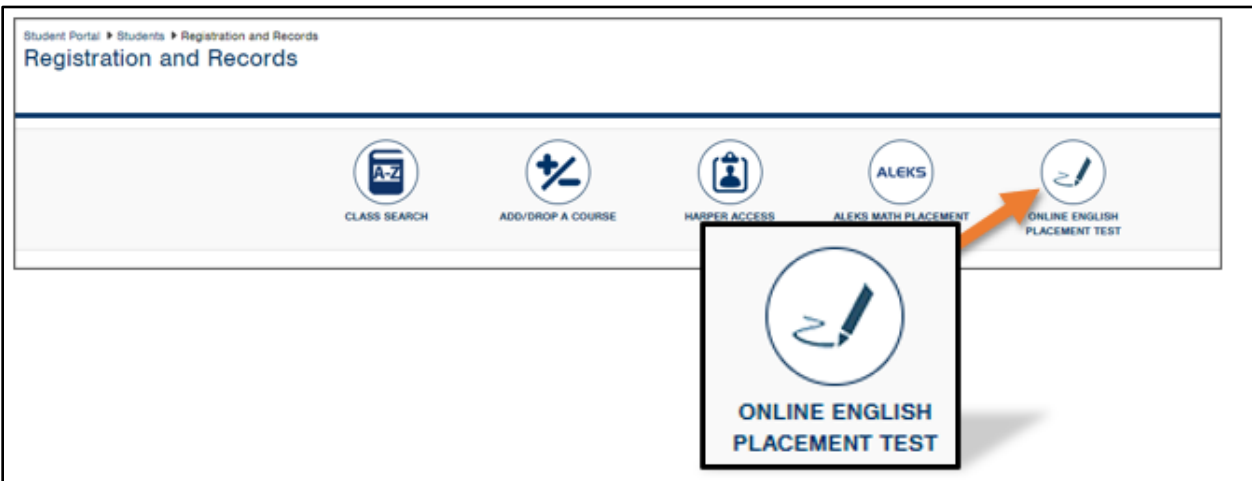
## Accessing English Placement Test online:

Directions for students to access English Placement Test online:

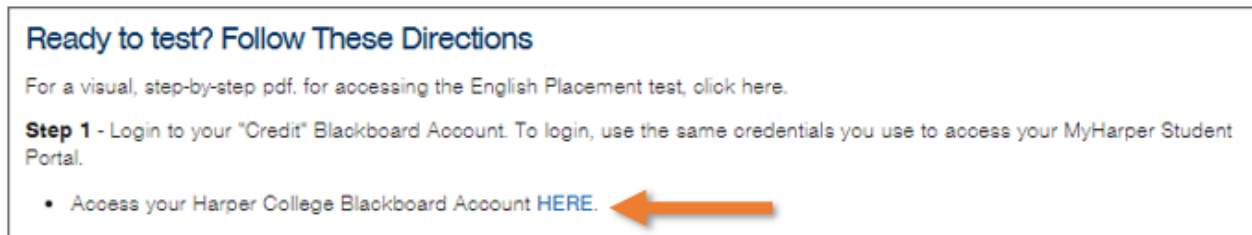
1. After logging into your student portal, click on “REGISTRATION AND RECORDS”.

The screenshot shows the MyHarper Student Portal interface. At the top, there is a navigation menu with 'Students' selected. Below the menu is a banner for 'Get Started! New Student Checklist'. A row of icons represents different portal sections: MY PROFILE, ACADEMIC ADVISING AND COUNSELING, REGISTRATION AND RECORDS (highlighted with a red box and an orange arrow), FINANCES, STUDENT LIFE, ACADEMIC SUCCESS, and JOB RESOURCES. To the right, there is a 'My Progress' section showing 'Estimate of Degree/Certificate Progress' with a 100% completion bar. Below that is 'My Info' with details like 'Program of Study: Associate in Arts' and 'Student Type: Degree Seeking'. At the bottom, there is a 'Campus Links' section with links for Maps, HEAT, Campus Safety, and Social.

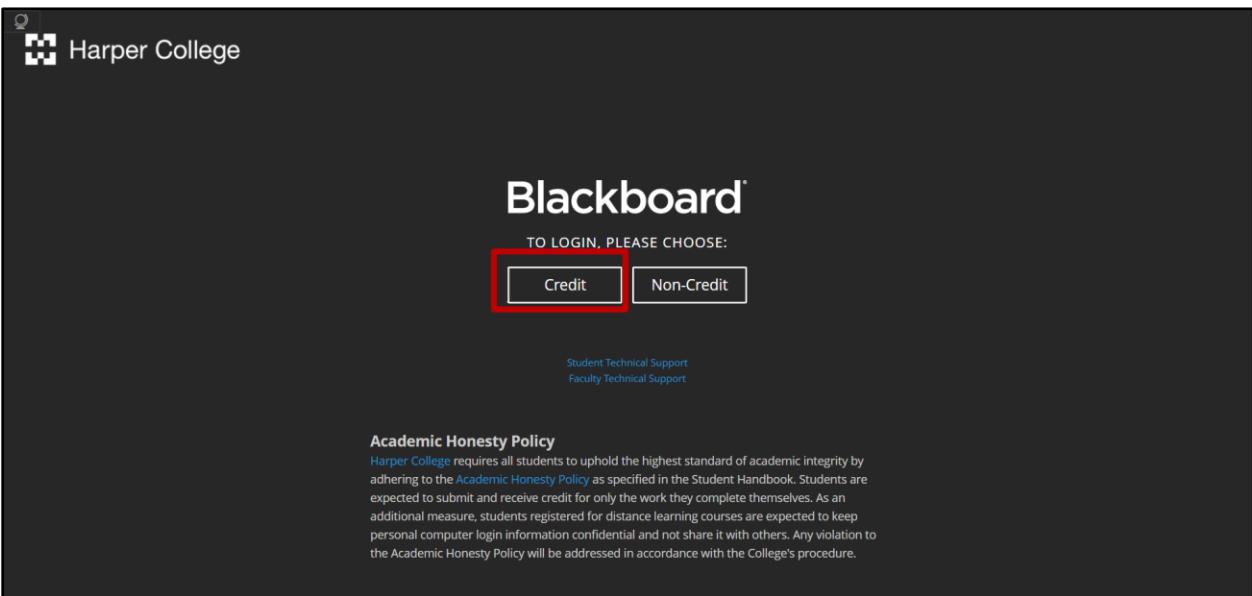
2. Click on “Online English Placement Test”.



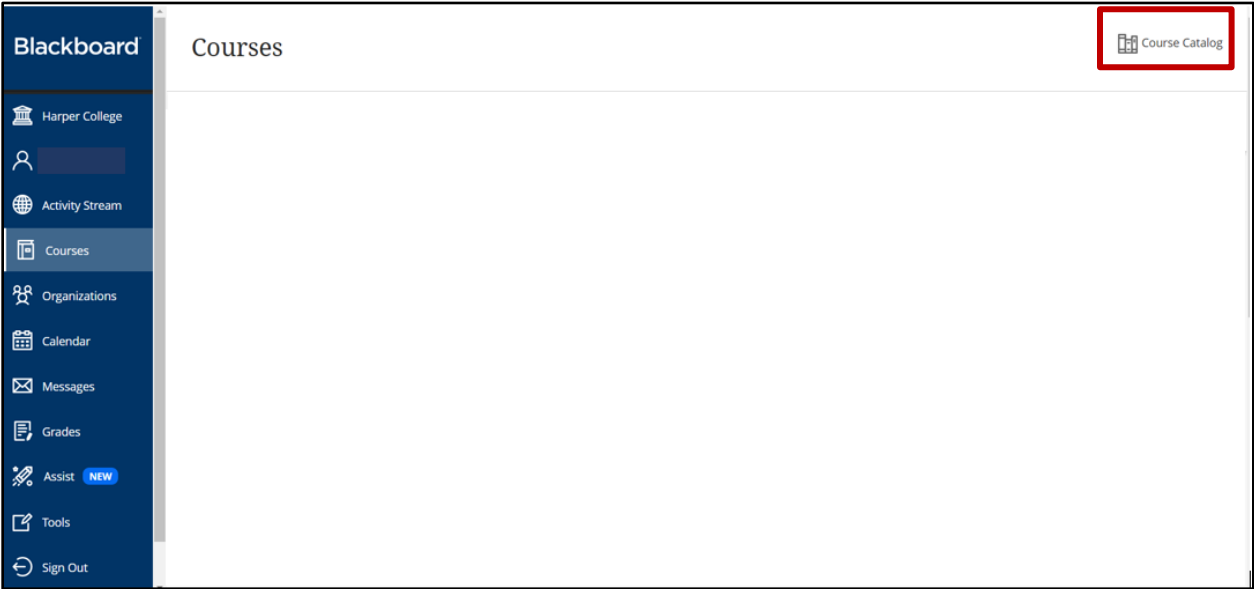
3. Read all of the directions on the next page carefully. When you are ready to proceed, click “HERE” (<https://harper.blackboard.com/>) link in Step 1.



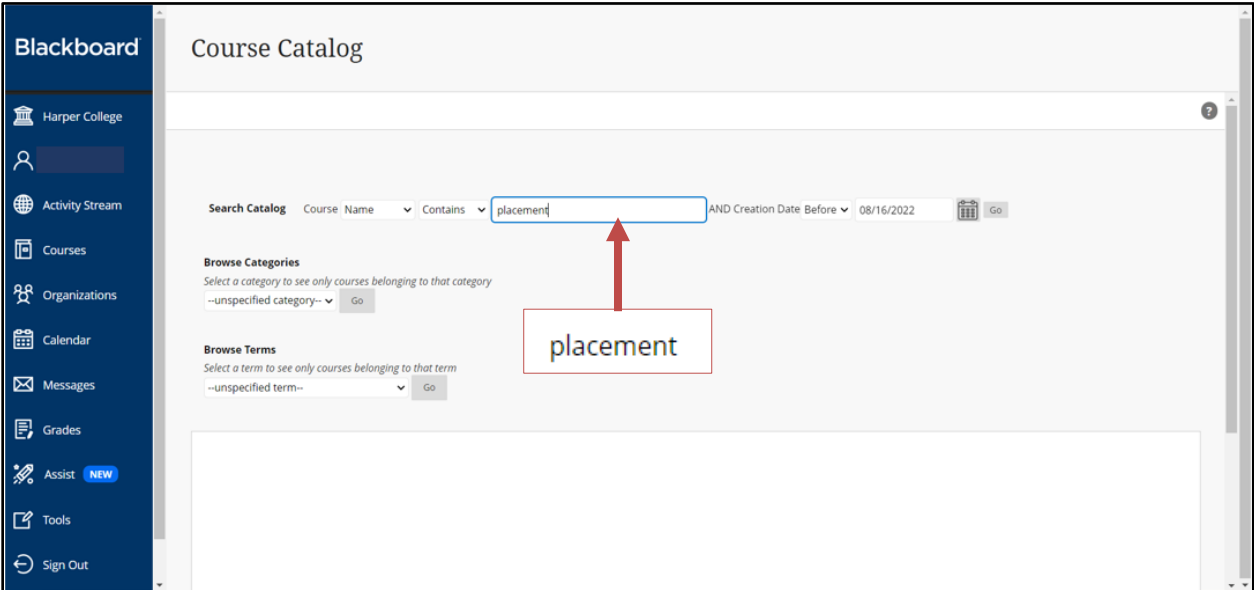
4. Click “Credit”



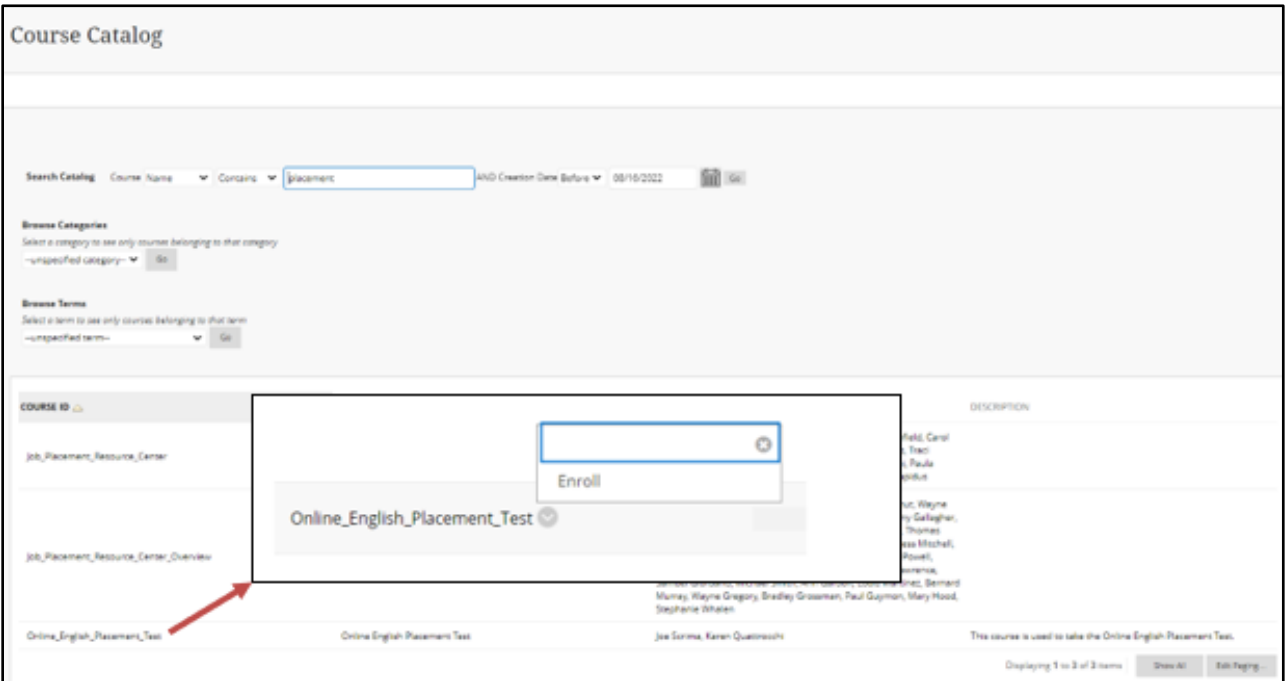
5. Click **“Course Catalog”** on the top right.



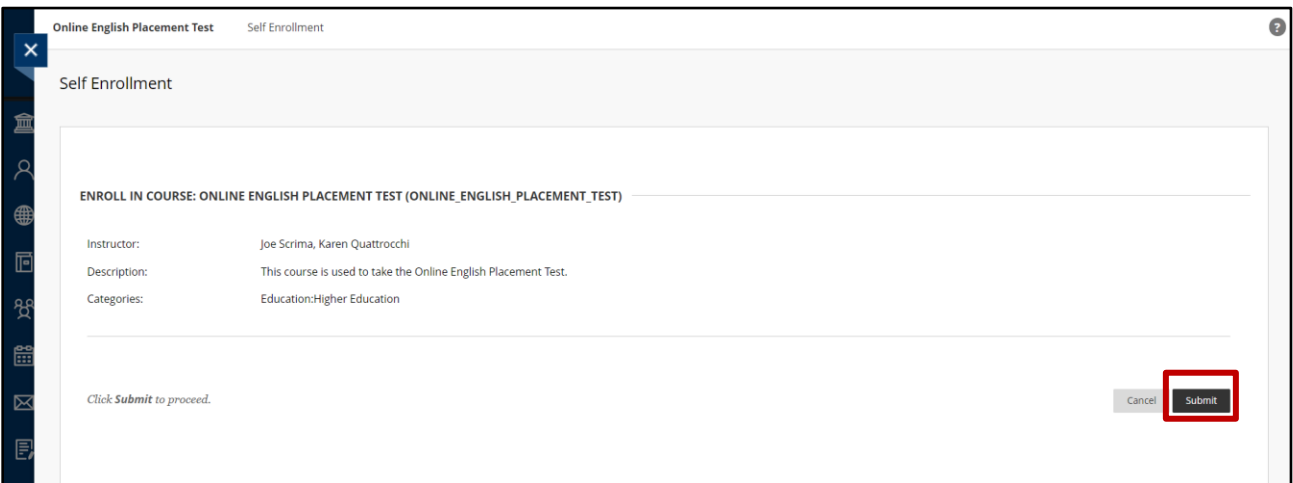
6. Type **“placement”** in Search Catalog box and click **“Go”**.



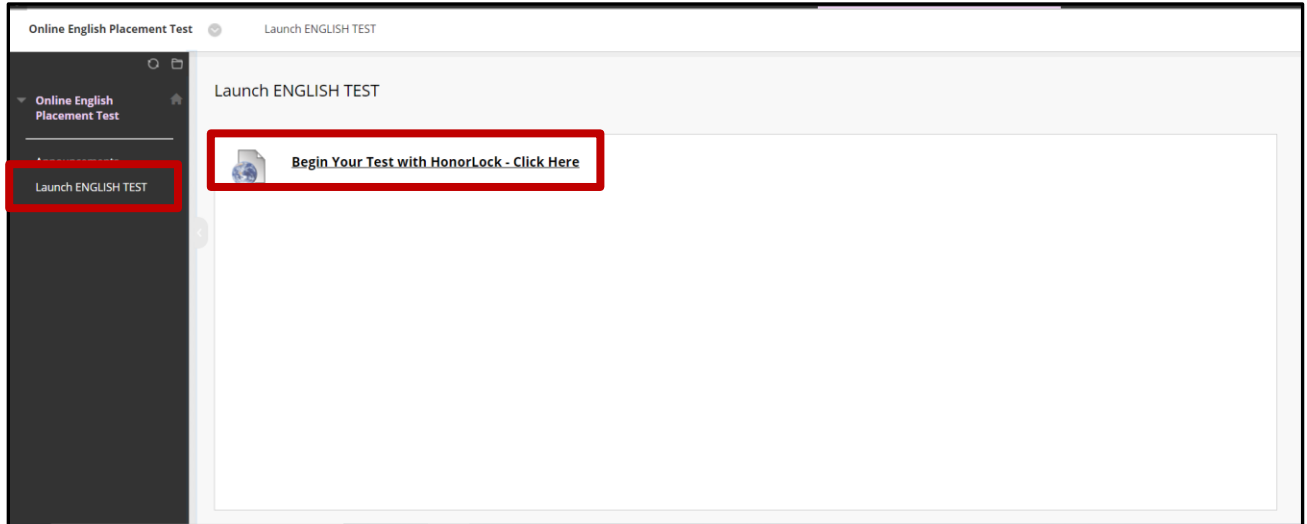
7. Put mouse cursor next to Online\_English\_Placement and then little arrow will appear. Click the little arrow. Then Click **“Enroll”**.



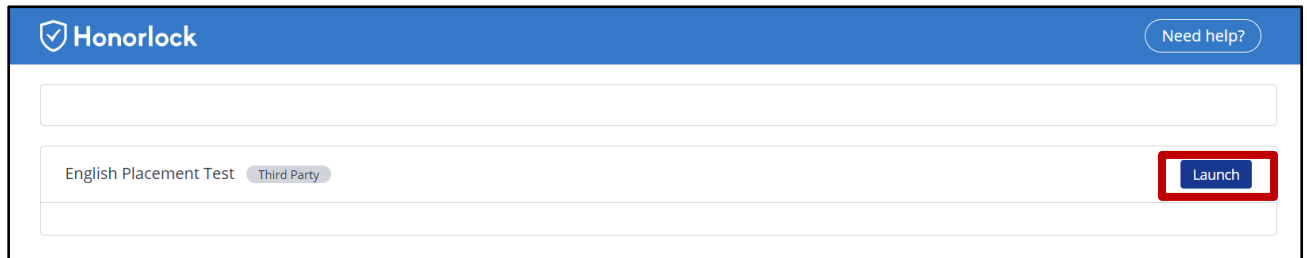
8. Click **“Submit”**. Click **“OK”** on the next page.



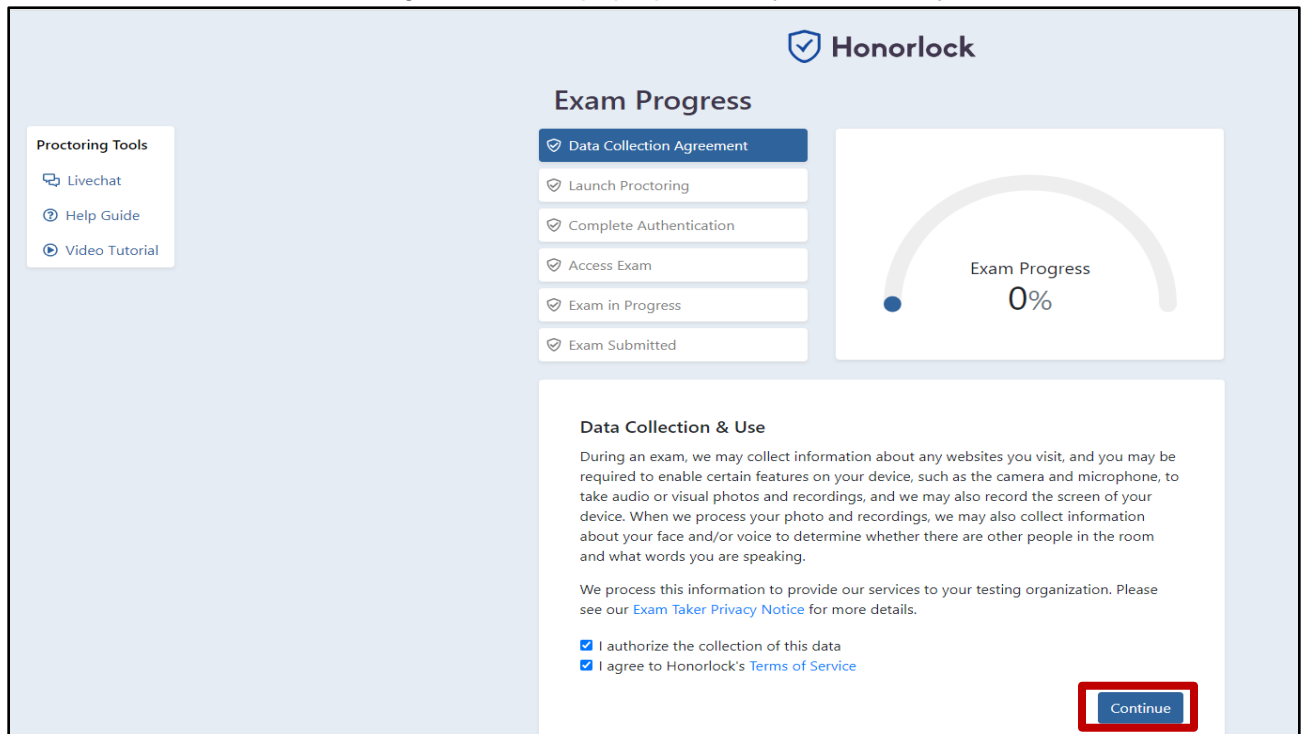
9. Click “Launch ENGLISH TEST” in the left box and then Click “**Begin Your Test with HonorLock – Click Here**” in the right box.



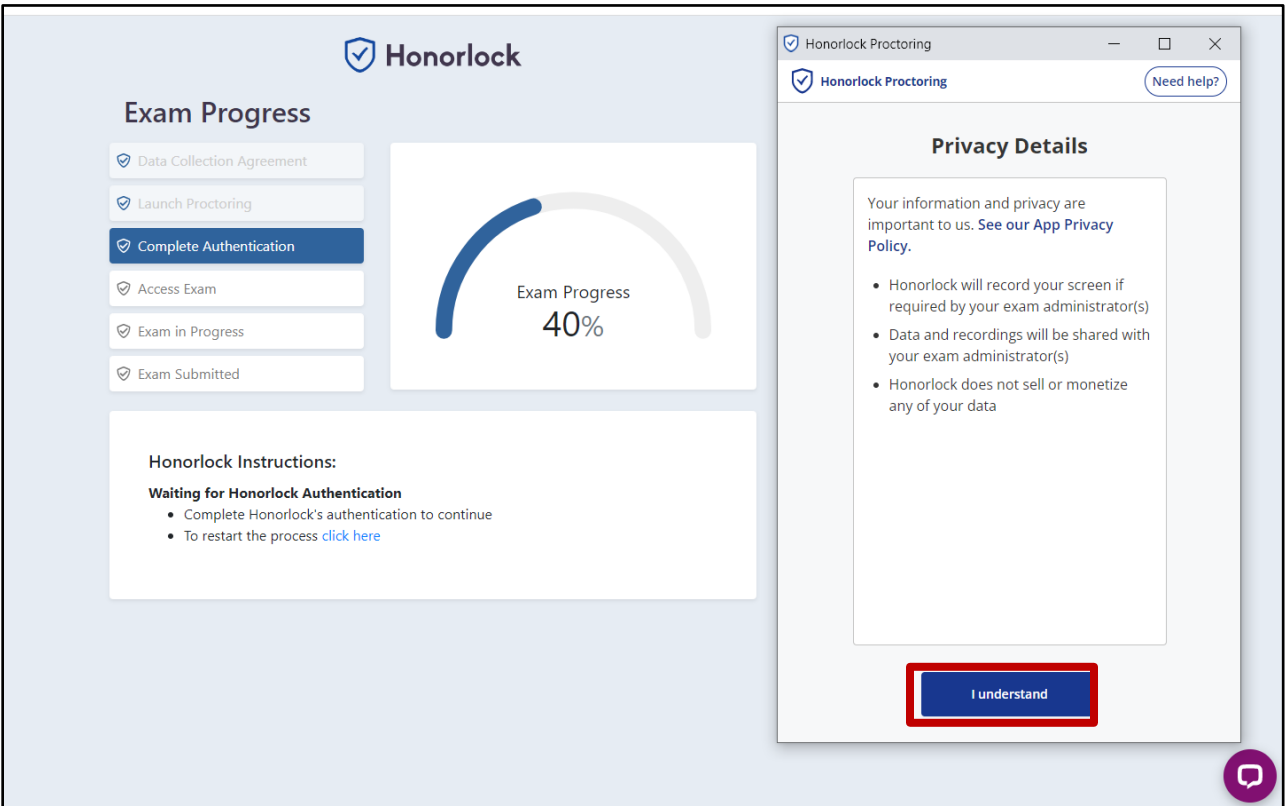
10. It will direct you to the Honorlock page. Click “**Launch**”.



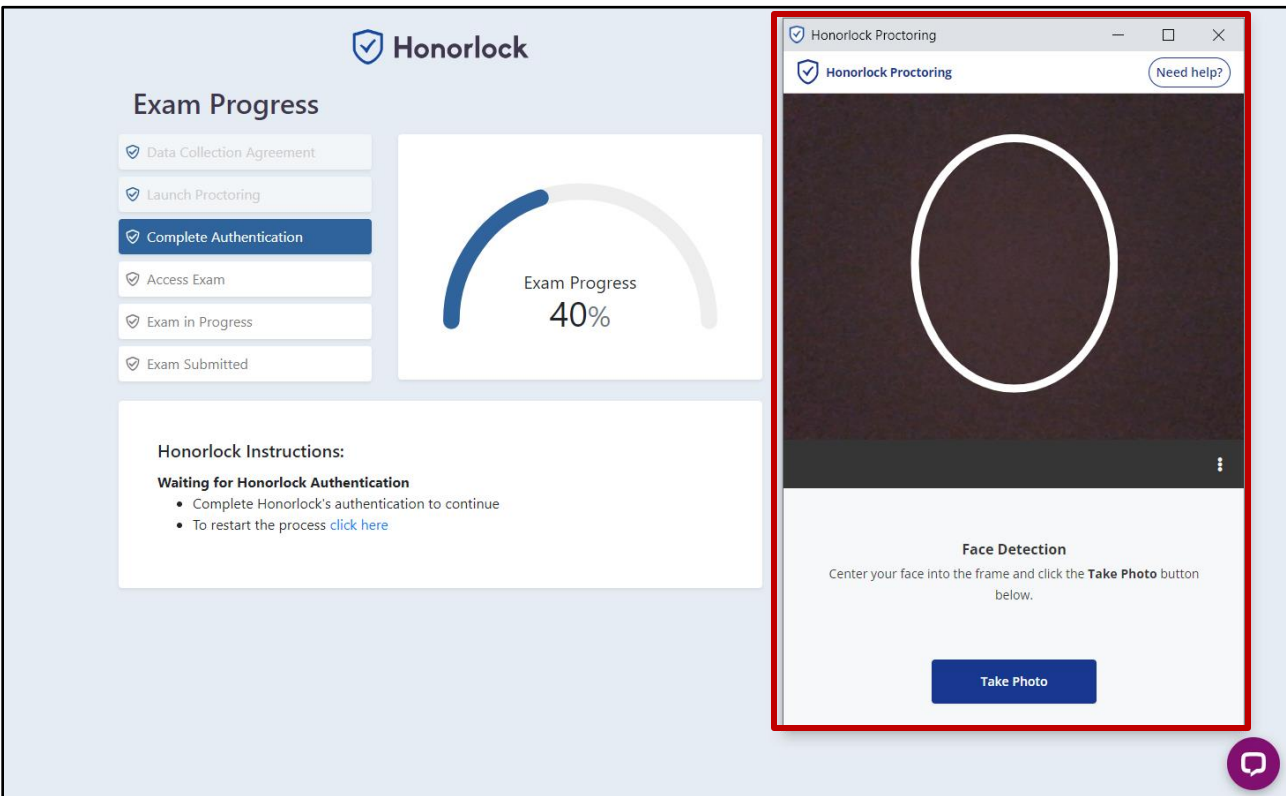
11. A new Honorlock Proctoring window will pop up. When you are ready, click “**Continue**”.



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



13. Now you will complete 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.



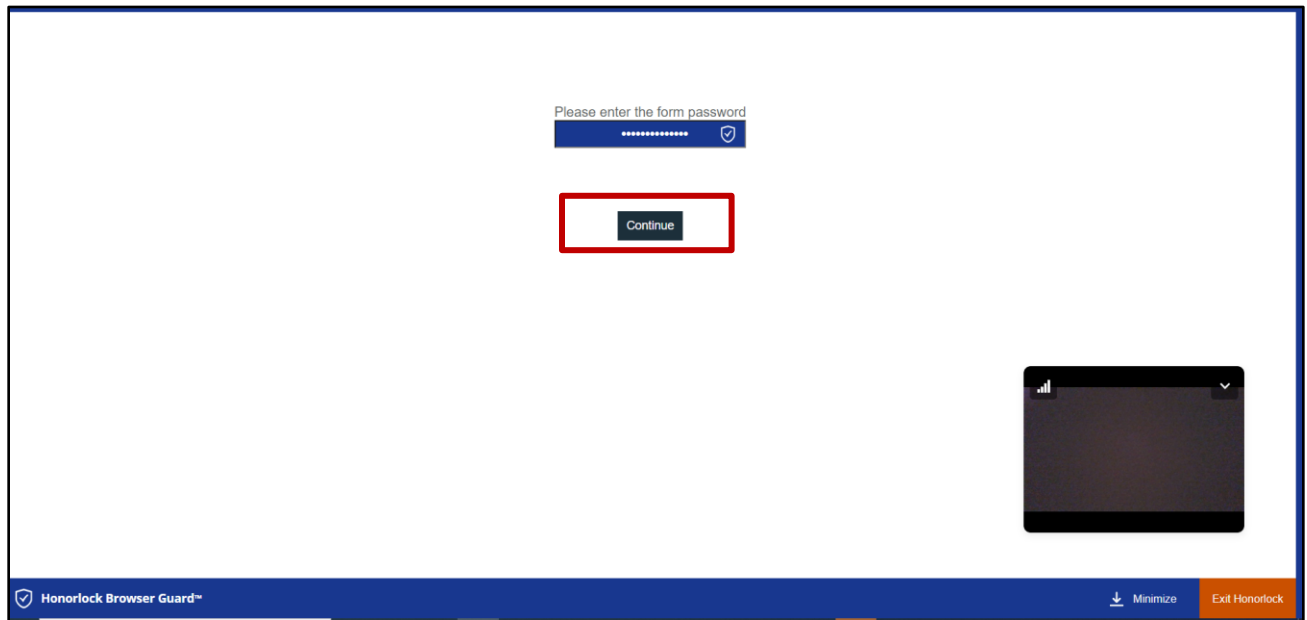
14. Once you complete authentication, copy and paste the link [http://harpercollege.formstack.com/forms/eng\\_test](http://harpercollege.formstack.com/forms/eng_test) into your Web-browser as the instructions indicate to access exam.

The screenshot shows the Honorlock Exam Progress dashboard. At the top right is the Honorlock logo. The main heading is "Exam Progress". On the left is a "Proctoring Tools" sidebar with links for Livechat, Help Guide, and Video Tutorial. In the center, there is a vertical list of progress steps: "Launch Proctoring", "Complete Authentication", "Access Exam" (highlighted in blue), "Exam in Progress", and "Exam Submitted". To the right of this list is a progress gauge showing 50% completion. Below the progress steps is a red-bordered box containing instructions: "You're ready to take your exam:" followed by a bulleted list of steps to access the exam, including the URL [https://harpercollege.formstack.com/forms/eng\\_test](https://harpercollege.formstack.com/forms/eng_test).

15. Click “Insert Password” in Honorlock Proctoring window.

The screenshot shows a web browser window with the URL [harpercollege.formstack.com/forms/eng\\_test](http://harpercollege.formstack.com/forms/eng_test). The main content area displays a form with the text "Please enter the form password" and a "Continue" button. On the right side, there is a floating "Honorlock Proctoring" window. This window contains the text "Click the button below to insert your exam password." and a blue "Insert Password" button, which is highlighted with a red box. At the bottom of the proctoring window, there is a link: "Having Issues? See our FAQ Guide".

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



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

A screenshot of a registration form for the Harper College English Placement Test. At the top, there is a grey box with the following text: "Harper College English Placement Test - This exam can only be taken ONCE every 3 years. Any attempts after an initial attempt will be disregarded." Below this, the form consists of several fields:

- Student Name \***: Two input fields side-by-side. The first is labeled "First Name" and the second is labeled "Last Name".
- Date of Birth \***: A single input field with the example "03/21/1990" below it.
- Email \***: A single input field.
- Phone \***: A single input field.



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

