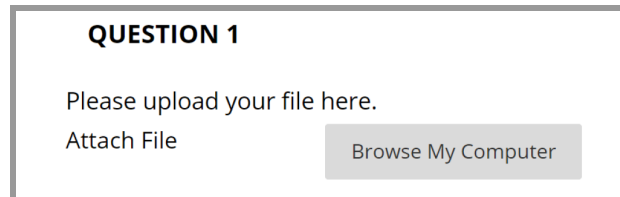


Some exams may require students to upload their work. This guide will demonstrate how to upload a file to an exam question within your Learning Management System.

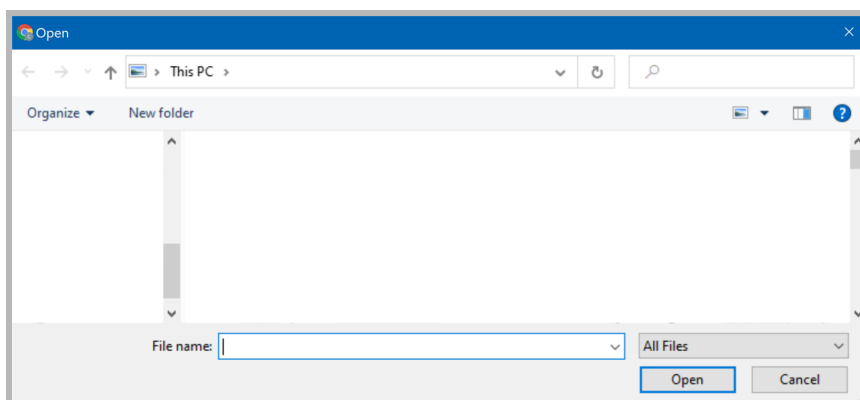


To start, please scan the paper using a scanner or a smartphone application. Please refer to the instructor's requirements for scanning the document.

Then, email the file to yourself. You may open an additional tab during your exam attempt to access the file.

**Note:** During your proctored exam, certified Honorlock proctors and the instructor will be able to see what is on the screen, even on a new tab or outside the exam browser. Please do not attempt to use unauthorized resources.

After the file has been downloaded, it can be uploaded directly to your exam.



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