**SAMPLE MESSAGE TO STUDENTS**

**FINAL EXAM REMINDER**

As Final Exams Week approaches, Exam Services wants you to be prepared to test online with the virtual proctor, Honorlock. Some of you may have never used Honorlock before. Some of you may have taken another exam successfully with Honorlock. We want all of you to have a successful experience during Finals Week.

Therefore, we highly recommend that you:

1. Take the Practice Exam in ICON as soon as possible.
2. Review the troubleshooting tips in ICON.
3. Have a plan for the Final exam if you require accommodations.

 The **Practice Exam** will test your current computer and current internet connection. Common failures include:

* **Lack of a working webcam or poor WiFi connection**. Can you borrow a webcam from someone else? A friend or family member? If not, reach out to Student Life to borrow a webcam or computer (<https://dos.uiowa.edu/assistance/student-support-initiatives/>). If that is not possible, contact your instructor to schedule the exam at a campus test center.

Knowing how to **troubleshoot** in the event of an exam problem will reduce your stress level during Finals Week. Remember to:

* Contact Honorlock immediately in the event of a tech problem
* Review the Exam Services website, which contains a page with the most frequently asked questions.

It is important to ensure that accommodations such as extended time or reduced distraction, are in place. Direct questions you have about other exam accommodations, for example screen readers or adaptive equipment, to <https://sds.studentlife.uiowa.edu/about-us/contact-and-location-info/>

By taking the above actions now, you can be prepared for the Final Exam and not be overwhelmed with last minute issues. Please reach out immediately if you find your needs are not covered by the above tips.

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| Need help? Contact: exam-services@uiowa.edu |

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