**SAMPLE SYLLABUS TEXT**

**VIRTUAL PROCTOR ONLY**

You will complete [insert number] of exams over the course of the semester. Exams may be taken anytime within the exam windows listed below. All exams are completed online in ICON:

* [insert total number of exams]
* [insert material covered in exams]
* [insert the total number of points, exam format, or other details as needed]

**Proctoring.** One proctoring method is available to you. Honorlock will proctor your exams this semester. Honorlock is a virtual proctoring platform that allows you to take your exam from the comfort of your home. You do not need to create an account or schedule a start time in the portal, but you will need to download the Honorlock extension.

**Exam Links in ICON.** The left navigation menu in the ICON site contains links to important exam information, including:

* **Proctored Exams Portal -** Details about each exam and any exam accommodations you may have can be found in the Proctored Exams Portal.
* **Honorlock -** Use the Honorlock link in ICON to install the virtual proctoring platform on your computer, not your mobile device. You can also use the Honorlock link to locate and start the exam. You will need to use Google Chrome to download the Honorlock Chrome Extension. To complete an exam, you will need a working webcam/microphone, your ID, and a stable internet connection.
* **Quizzes –** Use this link on the left navigation menu to locate and start any exam or quiz in the course.

In addition to the links mentioned above, you will find an **Exams module** in ICON. The module contains a link to the Exam Services student website. This website provides important information about online proctored exams.

It is strongly recommended that you complete the Practice Test prior to completing a high-stakes exam in Honorlock. The Practice Test provides you with an opportunity to ensure that your computer is compatible with Honorlock.

When you are ready to complete your assessment, log into ICON, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. During the authentication steps, you will be prompted to complete a room scan. You will be asked to perform a 360-degree scan of your environment with the computer or webcam to confirm the integrity of the testing environment. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. You are responsible for understanding how proctored online exams work and ensuring that technical requirements are met for the exams.

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

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