USING THE PROCTORED EXAMS PORTAL:

Creating a new basic exam support request

1. **Proctored Exams Portal**. If the portal is not visible in the left menu bar, **add the Proctored Exams Portal to ICON**.

2. **New Exam.** Select the gold button in the upper right corner of the portal.

3. **Exam Name.** Enter the exam name.

4. **Exam Section.** Will be pre-populated. However, if you have multiple sections in one ICON site, indicate the section or section(s) with which you want to associate the exam. You may also choose "All Combined Sections" to indicate that the exam could be assigned to an individual in any of the sections in your ICON site.

5. **Audience.** Select "Individual" to indicate a single student or small group of students will need proctoring. Depending on your section, it may appear as the only option in this drop-down menu.

6. **Exam Medium.** Select "Paper", "ICON", or "Other Online" from the drop-down menu. If your exam is completed online and requires a password to open, please be sure to add the exam password to the "Proctor Instructions" field.

7. **Delivery Method.** Select "Iowa City Test Center Only" for students to test at a Campus Test Center. Campus Test Centers include both our North Campus Test Center and the Student Disability Services Test Center.

8. **Window Start.** Select the box for a pop-up calendar to appear. Choose a start date, then select the earliest date and time you want to allow the student to schedule the exam and select "Ok."

9. **Window End.** Select the box for a pop-up calendar to appear. Choose an end date, then select the latest date and time you want the student to finish the exam and select "Ok."

10. **Duration.** Enter the amount of time allowed for a student to complete the exam. Do not include any extended time accommodations in the exam duration.

11. **Exam Source.** Select "New." However, you may see other options in this drop-down menu.

12. **Exam File**. For paper exams, select the upload button and add either your PDF or Word doc version of the exam the student should complete. Be sure to mark the exam file as "Active." "Active" files print for students. "Inactive" files will not be printed for students. Completed paper exams will be scanned and returned digitally through the portal. If your exam is completed online, there is no need to upload a paper copy. You may also complete this step later.

13. **Materials Allowed.** By default, no materials are allowed. Select the gold plus (+) button to add any materials that the student may use during the exam. Some examples include scratch paper, Gradescope bubble sheets, calculators, or notes.

14. **Proctor Instructions.** You can use this field to add information like passwords for online exams, where or how proctors should access the online exam, unique proctor instructions, or if you plan to personally pick up completed exams from the test center. Depending on the exam type, you may or may not have this field available to you.

15. **Student Instructions.** You can use this field to add information about the exam for the student to review before they schedule. This information will not be available to the student when they arrive at the test center as it is only found in the portal. Depending on the exam type, you may or may not have this field available to you.

16. **View Students.** To assign a student to your proctored exam request, click the View Students button. In the pop-up window that appears, select the gold plus (+) to bring up a complete list of the students in that

section or sections. Select the desired student(s). If you have multiple students allowed to complete the exam within the same exam window, same exam duration, and with the same materials allowed, those students can be added to the same request. If there are differences in the exam medium, exam window, exam duration, or materials allowed, please add separate requests for the affected student. You may also complete this step later.

17. **Save or Submit.** After you assign a student to the proctored exam request, press Save to finish your request. If you would like to wait until later to assign the student, then scroll to the bottom of the window and select the blue Submit button to finish your request.

QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU