

# USING THE PROCTORED EXAMS PORTAL:

## Creating a new full 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.** Add an 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.
5. **Audience.** Select "All Students" which indicates the exam is intended for the whole class.
6. **Exam Medium.** Select "Paper" or "ICON" from the drop-down menu.
7. **Delivery Method.** Select one of these three options:
  - "Iowa City Test Center or Virtual Proctor" allows students to choose how they complete exams.
  - "Virtual Proctor only" requires all students to use Honorlock.
8. **Window Start.** Select the box for a pop-up calendar to appear. Choose a start date, then select the earliest time you want to allow students to begin 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 time you want students to finish the exam and select "Ok."
10. **Duration.** Enter the amount of time allowed for students to complete the exam without accommodations. Accommodations are assigned later on an individual basis.
11. **Exam Source.** Select one of these three options from the drop-down menu:
  - If you will create new exam content, select "New." If you would like assistance adding the new content to ICON, upload the new exam file in the "Exam File" field.
  - If you will use existing exam content without changes, select "Copy No Changes." Then, in the "Notes for Administrators" field, indicate which semester staff should copy the exam content from.
  - If you plan to make updates to existing exam content, select "Reuse with Revisions." Then, in the "Notes for Administrators" field, indicate which course and semester staff should copy exam content from.
12. **Materials Allowed.** By default, no materials are allowed. Click on the gold Plus (+) button to select materials that students may use during the exam.
13. **Submit.** Scroll to the bottom of the window and click on the blue Submit button.

If you cannot select "All Students" in the portal, your section is not eligible for full exam support. Full exam support is only available for Online and Hybrid sections.

**QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU**