

USING THE PROCTORED EXAMS PORTAL:

Replicated exam requests

1. **Manage.** Select to open the drop-down list.
 - To edit an exam request, select "Edit/Upload Files." A window showing existing exam details will open.
 - To copy an exam request, select "Clone" then edit the Exam Name and details, as necessary.
 - To remove an exam request, select "Delete" (in red). Exam requests which have scheduled students cannot be deleted.
2. **Exam Name.** Review and edit, as necessary.
3. **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.
4. **Audience.** "All Students" indicates the exam is intended for the whole class. Only "All Students" exam requests are replicated.
5. **Exam Medium.** Update as needed. Select "Paper" or "ICON" from the drop-down menu.
6. **Delivery Method.** Select one of these 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.
7. **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."
8. **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."
9. **Duration.** Verify the amount of time allowed for students to complete the exam without accommodations. Make any changes as needed. Accommodations are assigned later on an individual student basis.
10. **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.
11. **Materials Allowed.** Verify accuracy and make any necessary updates.
12. **Submit.** Scroll to the bottom of the window and select the blue Submit button.

QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU