sample syllabus text:

# Iowa City test center or virtual proctor by permission

Students will complete [insert number] of exams over the course of the semester. Exams may be taken 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.** Two proctoring methods are available for you, depending on instructor permission, (1) live proctoring at an Iowa City test center or (2) virtual proctoring using the platform, Honorlock. You should plan to use live proctoring at a campus test center. The virtual proctor, Honorlock, is only available with instructor permission. Your instructor will establish requirements and review requests to test with the virtual proctor.

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

* **Proctored Exams Portal -**Details about each exam and any accommodations you have are found in the Proctored Exams Portal. If you test at a campus test center, you must use the Proctored Exams Portal in ICON to schedule an appointment time. If you have permission to test with Honorlock, you do not need to create an Honorlock account or schedule a start time in advance, but you will need to download the Honorlock extension.
* **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 ICON 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.

With instructor permission to use Honorlock, you will be able to access the exam during the exam window. You will not be required to schedule an appointment time in the portal. Start the exam by logging into ICON. Then, go to your course and open Quizzes. Finally, select your exam. Select "Launch Proctoring" to begin the Honorlock authentication process, where you will take a picture of yourself and show your ID (student ID or driver's license). 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.

If you are testing at a campus test center, you will need to schedule an appointment in the Proctored Exams Portal. Schedule your appointment in advance to secure your preferred spot. Campus test center locations, including directions, can be found in the portal. Upon arrival at the test center, check in with the proctor on duty and present your University Student ID or driver's license to verify your identity. Be prepared to leave all belongings, including cell phones, watches, or any electronic devices outside the testing room. You may sit at any open computer station in the testing room and will be monitored by camera and recorded while at the test center. For concerns about exam accommodations, contact Student Disability Services at [sds-exams@uiowa.edu](mailto:sds-exams@uiowa.edu).

QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU