

USING THE PROCTORED EXAMS PORTAL:

Replicated exam requests

Verify If the online or hybrid section you are teaching used proctored online exams in the past, those proctored exam requests have been copied or replicated forward from the previous like semester. When you open the Proctored Exams Portal in ICON, you will see the exam requests with a “replicated” status. Please review and update the exam details for the current semester.

Click the blue **Manage** button to open a drop-down list. You can **edit, copy, or delete** based on your needs for the current semester.

- a) **To edit exam details**, select “Edit/Upload Files.”
 - i) **Exam Name.** Adjust the title of the new proctored exam request as needed.
 - ii) **Audience.** Exam audience should be “All students.” Only “All students” exam details are replicated.
 - iii) **Exam medium.** Update as needed by selecting either “Paper” or “ICON.”
 - iv) **Delivery Method.** Select one of these three options.
 - (1) “Iowa City Test Center or Virtual Proctor” allows students to choose how they complete exams.
 - (2) “Virtual Proctor only” requires all students to use Honorlock.
 - (3) “On-campus or Virtual Proctor by permission” requires the instructor to proctor all students unless the student is given permission to use the virtual proctor.
 - v) **Exam Window.** Adjust the exam window (dates/times) as necessary for the current semester.
 - vi) **Duration.** Enter the amount of time allowed for students to complete the exam without accommodations. Accommodations are assigned later, on an individual basis.
 - vii) **Exam Source.** Select one of these three options from the drop-down menu:
 - (1) 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.
 - (2) 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.
 - (3) 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.
 - viii) **Materials Allowed.** Adjust materials allowed if needed. Select the gold plus (+) button to add any materials that the students may use during the exam. Some examples include scratch paper, Gradescope bubble sheets, calculators, or notes.
 - ix) **Proctor Instructions.** You can use this optional field to add details for the exam proctors which may not be available elsewhere.

- x) **Student Instructions.** You can use this optional field to add information about the exam for the students 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.
- xi) **Submit.** Scroll to the bottom of the window and select the blue Submit button to send your exam details to Exam Services.
- b) **To make a copy of the proctored exam request,** select "Clone."
- c) **To remove the proctored exam request,** select "Delete." Proctored exam requests that have scheduled students can't be deleted.

QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU