USING THE PROCTORED EXAMS PORTAL:

Request proctoring for individual accommodated or make-up exams in your online or hybrid section

Verify that your student plans to take the make-up exam at a Campus Test Center. If your student plans to use the virtual proctor, then you do not need to follow the process outlined below. To enter a proctored exam request for an accommodated or make-up exam, you will be making a copy of the original proctored exam request for all students and then modifying it for a single user. To get started, open your ICON site and then, open the Proctored Exams Portal.

1. **Manage.** Click the blue Manage button next to the original exam request that the student will make-up.
2. **Clone.** From the pop-up menu that appears, select **Clone** to make a copy of the original exam request.
3. **Exam Name.** Adjust the title of the new proctored exam request as needed. We recommend removing the word "Copy" from the exam name.
4. **Audience.** Change the exam audience from "All students" to "Individual".
5. **Delivery Method.** Change the delivery method to "Iowa City test center only." Selecting "Iowa City Test Center Only" allows 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. During Finals Week, this also includes our overflow test centers.
6. **Exam Window.** Adjust the exam window (dates/times) as necessary for the individual student.
7. **Duration.** Adjust exam duration, number of minutes the student needs to finish the exam, if necessary. Do not add extra time for extended time accommodations; this will be added automatically.
8. **Exam Source and Exam File.** In most cases, you do not need to edit the exam source or exam file.
9. **Materials Allowed.** Adjust materials allowed if needed. 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.
10. **Proctor Instructions.** You can use this optional 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.
11. **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.
12. **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.

QUESTIONS? CONTACT EXAM-SERVICES@UIOWA.EDU