# ADD NEW "INDIVIDUAL" EXAM -
## MAKE-UPS AND YOUR ONLINE SECTION (PART 1)

1. **Proctored Exams Portal**. If the portal is not visible in the left menu bar, **add the Proctored Exams Portal to ICON**.
2. **Manage.** Click the Manage button next to the original proctored exam request for the whole class.
3. **Clone.** From the menu that appears, select Clone to make a copy of the original request.
4. **Exam Name.** Adjust the title of the new proctored exam request, e.g., add the student's last name.
5. **Exam Section.** Do not change the exam section.
6. **Audience.** Change the audience from all students to individual.
7. **Exam Medium.** Do not change the exam medium.
8. **Delivery Method.** Select "Iowa City Test Center Only" for the exam delivery method.
9. **Window Start/Window End.** Adjust the start/end dates and times as necessary for the make-up exam.
10. **Duration.** Enter the amount of time allowed for the student to complete the exam.
11. **Exam Source.** Do not change the exam source.
12. **Exam File**. Do not change the exam file.
13. **Materials Allowed.** Update any materials allowed if necessary.
14. **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.
15. **View Students.** To assign a student to the proctored exam request, click the view students button. In the pop-up window that appears, click the gold plus (+) to bring up a list of the students in that section. Select the desired student. If you have multiple students allowed to complete the exam within the same exam window and exam duration, those students can be added one at a time. You may also complete this step later.
16. **Save or Submit.** After you assign a student to the proctored exam request, press Save to finish your request. If you would like to wait until later to assign the student, then scroll to the bottom of the window and click on the blue Submit button.

Need help? Contact: doe-exams@uiowa.edu