**SAMPLE SYLLABUS TEXT**

**VIRTUAL PROCTOR ONLY**

You will complete [insert number] of exams over the course of the semester. Exams may be taken anytime 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.** One proctoring method is available to you. Honorlock will proctor your exams this semester. Honorlock is a virtual proctoring platform that allows you to take your exam from the comfort of your home. While you do not need to create an account or schedule a start time in advance, we do ask that you declare in the Proctored Exams Portal (found in ICON) that you will use the virtual proctor for each exam.

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

* **Proctored Exams Portal -** Details about each exam are found in the Proctored Exams Portal. You will also use the portal to indicate that you plan to test via virtual proctor and to verify any exam accommodations.
* **Honorlock -** Click this link to install Honorlock, the virtual proctoring platform. You can also use this link to locate and start the exam. All that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. To get started, you will need Google Chrome and you will need to download the Honorlock Chrome Extension.
* **Quizzes –** Click this link to locate and start the exam.

In addition to the links mentioned above, you will find an **Exams module** in ICON. The module contains a link to Distance and Online Education’s student website, Learning Online. 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.

When you are ready to complete your assessment, log into ICON, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself and show your ID. 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.

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

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