**SAMPLE SYLLABUS TEXT**

**IOWA CITY TEST CENTER OR VIRTUAL PROCTOR**

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.** Two proctoring methods are available for you to choose from (1) live proctoring at an Iowa City test center or (2) virtual proctoring using the platform, Honorlock.

**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 choose to test at an Iowa City test center, you must use the Proctored Exams Portal in ICON to schedule a time. If you choose to test with Honorlock, you do not need to create an Honorlock account or schedule a start time in advance, but we do ask that you indicate in the Proctored Exams Portal that you will use the virtual proctor for each exam.
* **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 if you are testing at an Iowa City test center.

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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