**SAMPLE SYLLABUS TEXT**

**IOWA CITY TEST CENTER OR OFF-CAMPUS PROCTOR**

You will complete [insert number] of paper exams over the course of the semester. Exams may be taken anytime within the exam windows listed below. All exams are completed on paper with a proctor:

* [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, depending on circumstances and instructor permission, (1) local students should plan to utilize in-person proctoring at an Iowa City test center or (2) students outside the Iowa City area may complete exams with an off-campus proctor. You should plan to use live proctoring at an Iowa City test center.

**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 test at an Iowa City test center, you must use the Proctored Exams Portal in ICON to schedule a time. You may use the portal to schedule, reschedule, or cancel an exam appointment.
* **Module –** The Exams module contains a link to Distance and Online Education’s student website, Learning Online. This website provides valuable information about proctored exams. You are responsible for understanding how proctored paper exams work and ensuring that requirements are met for the exams.

**Off-campus proctor.** This option may be available if you are not able to take paper exams at one of the Iowa City test centers. Currently, it is not possible to self-select the off-campus proctor option in the Proctored Exams Portal. DOE Exam Services handles all requests manually. Complete the following at least ten business days before the exam:

* **Locate a test center or acceptable proctor in your area.**
* **Submit the Proctor Approval Form, at the bottom of this page, to have your proposed proctor approved by DOE Exam Services.**
* **Schedule your appointment(s) within the exam window(s) set by your instructor at your alternate location.**

Once you submit the proctor approval form, Exam Services will verify your proctor’s eligibility. To protect the integrity of its examination monitoring system, **Exam Services reserves the right to reject any proposed examination proctor or any previously approved proctor**. You will be contacted if Exam Services has any concerns about your proposed proctor. If your proctor is rejected, you will need to select a different proctor and submit a new exam request form for consideration and approval. Once your proctor is approved, DOE Exam Services will email your exam(s) to the proctor and notify you. More detailed information about the process can be found at Distance and Online Education’s website.

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

Last update May 2022