**SAMPLE MESSAGE TO STUDENTS**

**EXAM REMINDER – virtual proctor only**

Exam # is right around the corner. Your test will be taken online in the Google Chrome browser with Honorlock. Make sure that you have a working webcam, microphone, and a stable Wi-Fi connection before you begin. Take the Practice Exam in ICON first to verify your computer meets the requirements.

No scheduling in the portal is needed; take the exam at any point during the open exam window in ICON. Allow 10 minutes at the beginning of the test for ID verification, room evaluation, device authorization, etc. with the Honorlock system.

Be sure to do an adequate room scan that shows a clear view of a clean desktop. No books or papers should be present (unless authorized by the instructor), and the only permitted electronic device is the computer used for the assessment. Watch the video in the Practice Exam to see an example of a quality room scan.

Follow the other instructions regarding online exams in the course that are discussed in the syllabus and the Exams Module, including the directives below:

* Remove hats and listening devices before testing and have your University ID or driver’s license ready.
* Sit in a way that centers your face on the webcam for the exam.
* Keep your focus on the monitor so that there is confidence that unapproved resources are not being used.
* Progress through the exam questions with attentiveness, as if you have a live proctor in the room.
* Stay on the full-size testing screen until finished.  Then, click the Submit Quiz button before exiting the system.

Virtual proctoring via Honorlock is a privilege currently available for this exam. Students who do not comply with expectations may be suspected of academic misconduct. Individual conscientiousness for following the testing guidelines in a well-lit room with a clean work surface will facilitate efficient review of video recordings and timely availability of exam scores.

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| Need help? Contact: exam-services@uiowa.edu |

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