**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 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 a campus test center or (2) students outside the Iowa City area may complete exams with an off-campus proctor.

**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 a campus test center, you must use the Proctored Exams Portal in ICON to schedule an appointment time. You may use the portal to schedule, reschedule, or cancel an exam appointment.
* **Module –** The Exams module contains a link to the Exam Services student website. 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 campus test centers. It is not currently possible to self-select the off-campus proctor option in the Proctored Exams Portal. 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 test center’s or proctor’s contact information in the Proctor Approval Form to have your proposed proctor approved by 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 the exam monitoring system, **Exam Services reserves the right to reject any proposed 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 proctor approval form for consideration. Once your proctor is approved, Exam Services will email your exam(s) to the proctor and notify you of exam arrival. More detailed information about the process can be found at the Exam Services student website.

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

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