

# ADD NEW "ALL STUDENTS" EXAM

1. **Proctored Exams Portal.** If the portal is not visible in the left menu bar, [add the Proctored Exams Portal to ICON](#).
2. **New Exam.** Click on the gold button in the upper right corner of the portal.
3. **Exam Name.** Add an exam name.
4. **Exam Section.** Will be pre-populated. However, if you have multiple sections in one ICON site, indicate the section or section(s) with which you want to associate the exam.
5. **Audience.** Select "All Students" which indicates the exam is intended for the whole class.
6. **Exam Medium.** Select "Paper" or "ICON" from the drop-down menu.
7. **Delivery Method.** Select one of these three options:
  - a. "Iowa City Test Center or Virtual Proctor" allows students to choose how they complete exams.
  - b. "Virtual Proctor only" requires all students to use Honorlock.
  - c. "Iowa City Test Center or Virtual Proctor by Permission" allows you to designate who may use Honorlock.
8. **Window Start.** Click in the box for a pop-up calendar to appear. Choose a start date, then select the earliest time you want to allow students to begin the exam and click on "Ok."
9. **Window End.** Click in the box for a pop-up calendar to appear. Choose an end date, then select the latest time you want students to finish the exam and click on "Ok."
10. **Duration.** Enter the amount of time allowed for students to complete the exam without accommodations. (Accommodations are assigned later, on an individual basis.)
11. **Exam Source.** Select one of these three options from the drop-down menu:
  - a. To create a new exam, select "New" and upload the new exam file in the "Exam File" field.
  - b. To use a previous exam without changes, select "Copy No Changes" and indicate which semester to copy the exam from in the "Notes for Administrators" field.
  - c. To make changes to an existing exam, select "Reuse with Revisions" and indicate which course and semester to copy the exam from in the "Notes for Administrators" field.
12. **Materials Allowed.** By default, no materials are allowed. Click on the gold Plus (+) button to select materials that students may use during the exam.
13. **Submit.** Scroll to the bottom of the window and click on the blue Submit button.

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Need help? Contact: [exam-services@uiowa.edu](mailto:exam-services@uiowa.edu)

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