

QUICK START GUIDE FOR THE PROCTORED EXAMS PORTAL

MAKE-UPS AND YOUR ONLINE SECTION (VIRTUAL PROCTOR)

Assign a different date/time to the student

1. Open the Quizzes tab in ICON and click to open the exam.
2. Click on “Edit” which is above the exam name.
3. Scroll to the bottom of the page.
4. Under “Assign To,” click on “+ Assign To.” NOTE: Do not remove any information put in the Assign field previously as there is a risk of removing the exam completely from the gradebook.
5. In the empty box under “Assign to”, start typing the student’s name. Select the name when it appears in the drop-down menu below (load time can be slow).
6. Scroll down a little further to set an “Available from” and “Until” date for the student. Setting a “Due Date” is not necessary.
7. Scroll to the bottom and press the gold Save button.

Allow another attempt at the exam

1. Open the ICON site.
2. Open the Quizzes tab.
3. Open the exam. Virtually proctored exams have “Virtual Proctor” in the title.
4. Click on “Moderate this Quiz.”
5. Scroll down or search for the student’s name.
6. Check that the student has an attempt left. The “Attempts Left” column should show “1.” If the student has attempted the exam, the “Attempt,” “Time,” and “Score” columns will be filled and “Attempts Left” will show “0.”
7. In the box beside “Extra Attempts” type a “1.”
8. Click on the gold “Save” button.

Need help? Contact: exam_services@uiowa.edu

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