

# QUICK START GUIDE FOR THE PROCTORED EXAMS PORTAL

## MAKE-UPS FROM A PRIOR SEMESTER

1. **Proctored Exams Portal.** If the portal is not visible in the left menu bar of the ICON site where the missed exam occurred, [add the Proctored Exams Portal to ICON](#).
2. **Manage.** Click the Manage button next to the original proctored exam request for the whole class.
3. **Clone.** From the menu that appears, select Clone to make a copy of the original exam request.
4. **Exam Name.** Adjust the title of the copied proctored exam request, e.g., add the student's last name.
5. **Exam Section.** Do not change the exam section.
6. **Audience.** Change the audience from all students to individual.
7. **Exam Medium.** Do not change the exam medium
8. **Delivery Method.** Select "Iowa City Test Center Only" for students to test at a campus test center. Campus test centers include both our North Campus test center and the SDS test center and also our satellite test center during Finals Week.
9. **Window Start/Window End.** Adjust the start/end dates as necessary for the make-up exam. Be sure to lengthen the window sufficiently if a student has extended time accommodations.
10. **Duration.** If necessary, adjust the number of minutes the student needs to finish the exam excluding any SDS accommodations for extra time. If the exam is online, keep in mind that even though you do not need to add accommodations for extended time to the exam duration in the portal, extended time does need to be added to the exam in the Quizzes page of ICON. Visit this page to learn to [add extended time to a student's online exam](#).
11. **Exam Source.** Do not change the exam source.
12. **Exam File.** Do not change the exam file.
13. **Materials Allowed.** Update any materials allowed if necessary.
14. **Proctor Instructions.** You can use this field to add information like passwords for online exams, where or how proctors should access the online exam, unique proctor instructions, or if you plan to personally pick up completed exams from the test center. Depending on the exam type, you may or may not have this field available to you.
15. **Student Instructions.** Do not add information to this field. It will not be visible to students.
16. **View Students.** To assign a student to the proctored exam request, click the View Students button. In the pop-up window that appears, click the gold plus (+) to bring up a list of the students in that section. Select the desired student. If you have multiple students allowed to complete the exam within the same exam window and exam duration, those students can be added to the same exam request. You may also complete this step later.
17. **Save or Submit.** After you assign a student to the proctored exam request, press Submit to finish your request. If you would like to wait until later to assign the student, then scroll to the bottom of the window and click Save.

18. **Email.** Contact your student via email to let them know that you have added a proctored exam request to the portal in the previous semester's ICON site. You should also inform them that because the portal will not allow students to schedule in previous semesters, they will need to contact Exam Services for assistance.

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

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Updated November 2024