REVIEW AND UPDATE EXAM DETAILS

1. **Manage**. Click to open the drop-down list.
   a. To edit exam details, select "Edit/Upload Files." A window with existing exam details will open.
   b. To add an exam, select "Clone" then edit the Exam Name and details, as necessary.
   c. To remove an exam, select "Delete" (in red).
2. **Exam Name.** Review and edit, as necessary.
3. **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.
4. **Audience.** "All Students" indicates the exam is intended for the whole class. "Individual" exams (e.g., make-up exams) can be added or cloned as needed once the semester is underway.
5. **Exam Medium.** Select "Paper" or "ICON" from the drop-down menu.
6. **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.
7. **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."
8. **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."
9. **Duration.** Verify the amount of time allowed for students to complete the exam without accommodations. (Accommodations are assigned later on an individual basis.)
10. **Exam Source.** Select one of these three options from the drop-down menu:
    a. If you create a new exam, select "New" and upload the new exam file in the "Exam File" field.
    b. If you 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. If you plan 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.
11. **Materials Allowed.** Verify these are correct and make any necessary updates.
12. **Submit.** Scroll to the bottom of the window and click on the blue Submit button.

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

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