Review and Update Exam Details in the Proctored Exams Portal

We ask instructors to provide exam details via the Proctored Exams Portal before the term begins.

1. In ICON, click on Proctored Exams Portal in the left menu bar.
   a. You will see a list of exams with select details pre-populated.
2. For each exam, click on the blue Manage button to open a drop-down list.
   a. To add an exam, select “Clone” then edit Exam Name and details as necessary.
   b. To delete an exam, select “Delete” (in red) and edit remaining exam names as necessary.
   c. To review and update exam details, select “Edit/Upload Files.”
      i. A window showing exam details will open.
         1. Review and make any necessary changes to Exam Name.
         2. If there are multiple sections of the course, you can share the exam by indicating that in Exam Sections.
         3. In Audience:
             a. “All Students” indicates an exam intended for the whole class.
             b. “Individual” exams (e.g., a make-up exam) can be added or cloned as needed.
         4. In Exam Medium, “ICON” indicates that the exam will be delivered electronically.
         5. For Fall 2021, there are 2 options for Delivery Method:
             a. Allow students to choose “Iowa City Test Center or Proctorio.”
             b. “Proctorio Only.”
         6. Enter exam dates and times in Window Start and Window End.
         7. Review and make any necessary changes to (exam) Duration.
         8. In Exam Source, select:
             a. “New” if you plan to write a new exam.
             b. “Copy No Changes” if you will use a previous exam, as is, without making any edits.
             c. “Reuse with Revisions” if you plan to update a previous exam.
             d. “Unknown” if you are unsure about the source of your exam.
         9. If you selected either “Copy No Changes” or “Reuse with Revisions”:
             a. In the Notes for Administrators box below, indicate from which term to copy the exam (e.g., Fall 2020).
             b. If the original exam is from a different course and/or section, indicate that here, also.
             c. Exam Services will check to be sure the correct exam is in your ICON course site.
         10. Scroll down to review Materials Allowed and make any necessary updates.
             ii. Click on the blue Submit button.
3. Contact DOE Exam Services at doe-exams@uiowa.edu with any questions.