Understanding the Proctored Exams Portal

A. Proctored Exams Portal: The link to the Proctored Exams Portal is located on your course's left navigation bar. See images below.

B. Assigned Proctored Exams: Exams assigned to you will show in the Assigned Proctored Exams list.

C. Exam Name: Click on the exam name to see materials allowed and student instructions.

D. Date Window: Your instructor sets the exam date/time range. Contact your instructor if the Date Window needs to be adjusted.

E. Duration: This is time allowed to complete the exam.

Extra Time and RD (Reduced Distraction) are indicated here when applicable.

Approval of accommodations are handled by the Student Disability Services.

F. Schedule in Testing Center: Click this button to schedule your exam at an Iowa City Test Center.

G. Schedule in Virtual Proctor: Click this button to acknowledge you will test remotely during the exam window.

H. Scheduled Proctored Exams: This section lists exams you have successfully scheduled.

I. Location: Click on the location to see campus map information.

J. Cancel: Cancelling an exam will move it back to your Assigned Proctored Exams list for rescheduling.