

## QUICK START GUIDE FOR THE PROCTORED EXAMS PORTAL

# ADD NEW "INDIVIDUAL" EXAM

1. Open your course in ICON and click on the Proctored Exams Portal. If the Proctored Exams Portal is not visible in the left menu bar, [add the Proctored Exams Portal in ICON](#).
2. Click on the gold [New Exam](#) button in the upper right corner of the portal.
3. Enter an [Exam Name](#).
4. [Exam Sections](#) are pre-populated. If you have multiple sections in a single ICON site, best practice is to choose "All Combined Sections."
5. [Audience](#) pre-populates with "Individual" as the only option in this drop-down menu.
6. Select "ICON," "Other Online," or "Paper" (as appropriate) from the [Exam Medium](#) drop-down menu.
7. [Delivery Method](#) pre-populates with "Iowa City Test Center Only" as the only option in this drop-down menu.
8. Click the [Window Start](#) box for a pop-up calendar to appear. Choose the start date and time. Click on OK. Next, Click the [Window End](#) box for a pop-up calendar to appear. Choose the end date and time. Click on OK.  
**Note:** Best practice is to create day-long exam windows so students can easily schedule at a test center.
9. Enter the time (in minutes) allowed for all students in [Duration](#). (Extended time accommodations are calculated elsewhere.)
10. [Exam Source](#) pre-populates with "New" as the only option in this drop-down menu.
11. Click on "Upload" in [Exam File](#) and select the PDF or Word doc of the paper exam. (Upload additional printed items like Exhibits, tables, etc. in the Materials Allowed section.) Mark multiple exam files as **active** (file will print for students) or **inactive** (file will not print). If more than one file is marked as active, each student randomly receives one of the active exam files. NOTE: ICON exams do not need to be uploaded.
12. By default, there are no [Materials Allowed](#). Click on the gold **Plus (+)** button and select any materials that students may have during the exam. Some examples include scratch paper, scantrons, calculators, or notes.
13. Add [Proctor Instructions](#) about delivery or returning your exams. Include passwords for online exams, unique instructions (like media files) and details if exams will be picked up in person from the test center.
14. Add [Student Instructions](#) that can be viewed by all students assigned to this exam.
15. Click on [View Students](#), then click on the gold **Plus (+)** button to assign students to the exam. Once added, a student's SDS accommodations can be viewed, and any extra time is calculated automatically. When finished, click on Save, to submit exam information and allow students to schedule.

16. Exams can be accessed and edited through the blue [Manage](#) drop-down menu. Click on the **Submit** button to save changes.
17. By default, completed paper exams are scanned at the test center and uploaded to the portal. To retrieve completed paper exams, click on the blue [Manage](#) button and select **Scheduled Students**. Click the View link in the Uploaded File column and a PDF of the completed exam will open in a new window.

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Need help? Contact: [doe-exams@uiowa.edu](mailto:doe-exams@uiowa.edu)

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