How to use the Proctored Exam Portal

The Proctored Exams Portal in ICON is now being used by students to check exam information, schedule, and reschedule exams. Reminders are sent to schedule or notify you about your upcoming exam.

If you have SDS accommodations or need to take a make-up exam, contact your instructor. If your instructor decides to use an UIowa Test Center, they will set the exam date/time range and you pick your preferred time.

A. You can find the Proctored Exam Portal in your course’s navigation links on the left.

B. All exams assigned to you will start in the Assigned Proctored Exams list. Once scheduled they move to the Scheduled Proctored Exam list.

C. Click Exam Name to display more information like Materials Allowed and Student Instructions. See images below.

D. The Date Window is when you can take this exam. Your instructor sets the exam date/time range. Contact your instructor if the Date Window needs to be adjusted.

E. Duration of the exam is followed by SDS accommodations of Extra Time and RD (Reduced Distraction) when applicable. Approval of accommodations is handled by the UIowa SDS office.

F. Click on Schedule in Testing Center to open a window to choose a start time. See images below.

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

H. Click Location to see campus map information.

I. To reschedule click Cancel. Your exam will move back to your Assigned Proctored Exams list.