

# 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 Ulowa Test Center, they will set the exam date/time range and you pick your preferred time.

- You can find the **Proctored Exam Portal** in your course's navigation links on the left.
- All exams assigned to you will start in the **Assigned Proctored Exams** list. Once scheduled they move to the **Scheduled Proctored Exam** list.
- Click **Exam Name** to display more information like Materials Allowed and Student Instructions. See *images below*.
- 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.
- 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 Ulowa SDS office.
- Click on **Schedule in Testing Center** to open a window to choose a start time. See images below.
- Click on **Schedule in Virtual Proctor** to acknowledge you will test remotely during the exam window.
- Click **Location** to see campus map information.
- To reschedule click **Cancel**. Your exam will move back to your Assigned Proctored Exams list.