EXAM PROCTORING INSTRUCTIONS

A REFERENCE GUIDE FOR EXAM ADMINISTRATORS

University of Idaho

Center for Disability Access and Resources

CDAR Main Office

CDAR@UIDAHO.EDU

208-885-6307

CDAR Testing Services

CDAR-TESTING@UIDAHO.EDU

208-885-9004

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Pages are hyperlinked for convenience

EXAM PROCTORING INSTRUCTION

METHODOLOGY

Exam Proctoring Instructions (EPI) are the most effective and efficient method for course exam administrators to provide instructions to CDAR Testing Services on proctoring course assessments while maintaining exam integrity. The University of Idaho has over 1000 different courses, each with their own EPI. **CDAR Testing Services is unable to accept EPI information via email.** It is best practice to update the EPI via the **CDAR Faculty Portal**. This allows yourself, CDAR Testing Services, and students receiving accommodations in your course to view the most up to date EPI, at any time. Maintaining an updated EPI will reduce the number of emails you will receive.

Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**

- **208-885-9004**

DETERMINING IF AN EPI IS REQUIRED

There are 4 different situations within accommodative testing, each with a different process. Follow the guided information outlined within.

If you find yourself not falling into one of these categories, contact CDAR Testing Services **immediately**.

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- **208-885-9004**

1 – Course Has No Exams

- EPI is **NOT** required

- No quizzes, exams, **OR** final

- Testing accommodations are not applicable to this course

- Students **DO NOT** use CDAR Testing Services

- Additional instructions on **page 4**

2 – Exam Administrator will Proctor

- EPI **MAY** be helpful

- **YOU** are responsible for providing **ALL** CDAR approved accommodations

- Having an EPI on hand will help in the event you are unable to proctor

- Students **MAY USE** CDAR Testing Services if preferred (requires EPI if chosen)

- Additional instructions on **page 5**

3 – CDAR Testing Services will Proctor

- EPI **IS** required

- Students **DO** use CDAR Testing Services

- Students are required to submit an Exam Scheduling Request one week in advance of the exam date

- Additional instructions on **page 6**

4 – Online Non-Proctored Exams

- EPI is **NOT** Required

- Students may take exam at a location of their choosing

- Students **DO NOT** use CDAR Testing Services

- Additional instructions on **page 7**

1 – COURSE HAS NO EXAMS

- This selection indicates there are **NO ASSESSMENTS** for the term.

- An EPI is NOT required.

- After indicating this selection, if it is determined that an assessment must be given, contact CDAR Testing Services immediately.

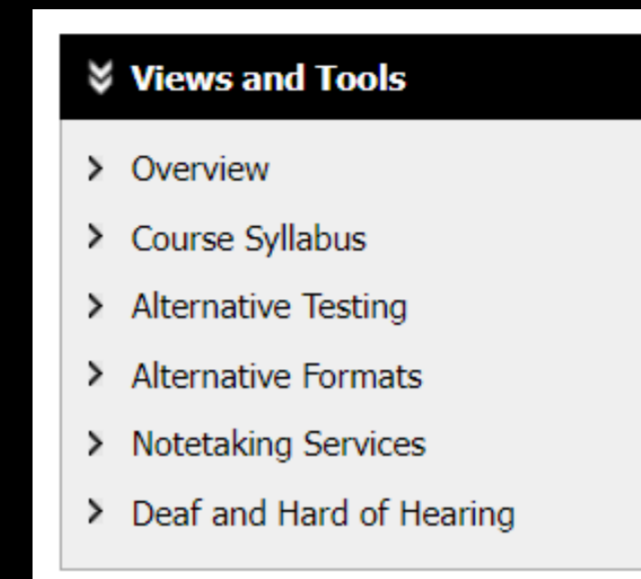Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**

- **208-885-9004**

1 – LOG-IN

Log-in to the **CDAR Faculty Portal**

Under Views and Tools section click on **Alternative Testing**

2 – SELECT COURSE

Under **PROCTORING YOUR OWN EXAM**, Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

Note: There are 2 select course sections, if you select course in the top box, it will take you to fill out Exam Proctoring Instructions
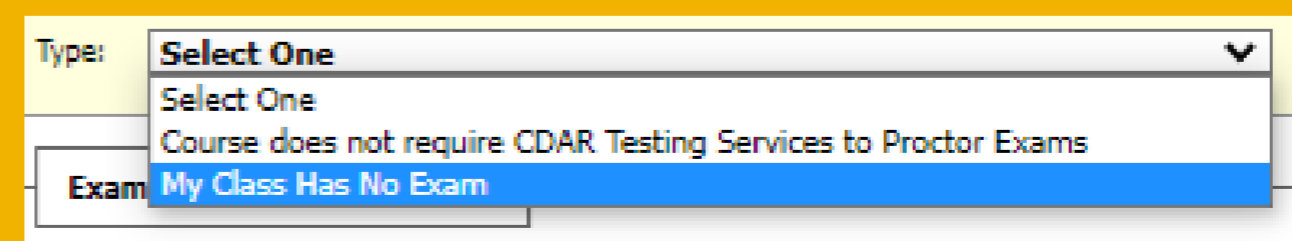
3 – INFORMATION

Directly underneath the course selection drop down there is a second drop down to select **Type**

Select **My Class Has No Exam**

Click Confirm

4 - CONFIRMATION

If successful, the image below will be shown on screen

2 – EXAM ADMINISTRATOR WILL PROCTOR

- An EPI **MAY** be helpful.

- ***By selecting this option, you indicate your agreement to provide ALL CDAR approved testing accommodations for every eligible student and do not need CDAR Testing Services to proctor exams for this course.***

- In the event you are unable to proctor **OR** provide ALL CDAR approved testing accommodations, contact CDAR Testing Services **immediately**.

- Students may elect to take their exams with CDAR Testing Services. If a student chooses this option, CDAR Testing Services will contact you to submit an EPI.

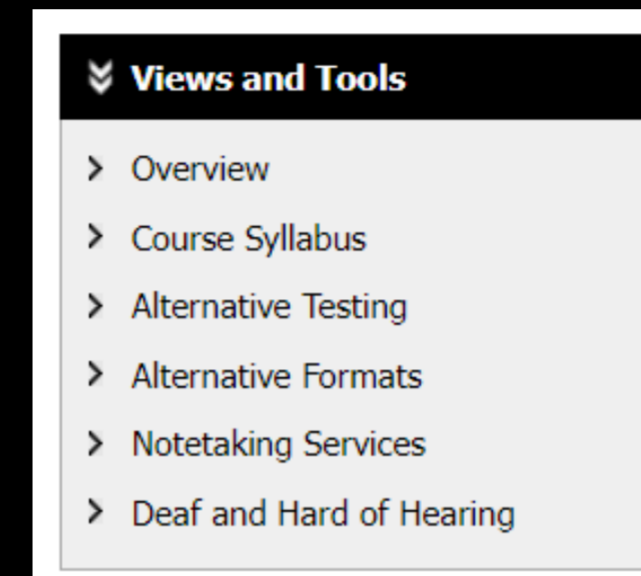Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**

- **208-885-9004**

1 – LOG-IN

Log-in to the **CDAR Faculty Portal**

Under Views and Tools section click on **Alternative Testing**

Views and Tools
> Overview
> Course Syllabus
> Alternative Testing
> Alternative Formats
> Notetaking Services
> Deaf and Hard of Hearing

2 – SELECT COURSE

Under **PROCTORING YOUR OWN EXAM**, Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

Note: There are 2 select course sections, if you select course in the top box, it will take you to fill out Exam Proctoring Instructions
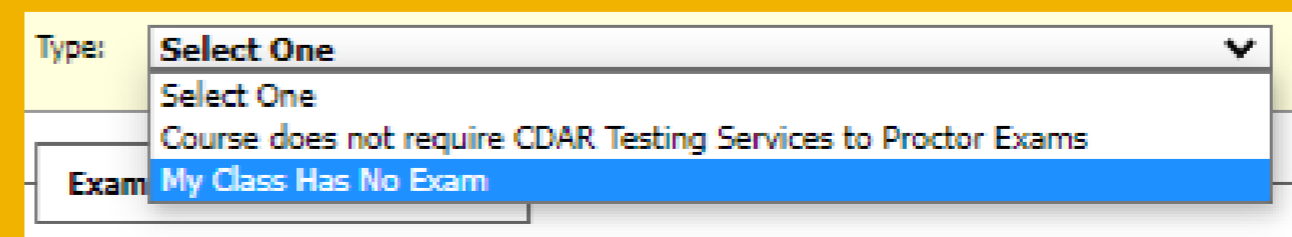
3 – INFORMATION

Directly underneath the course selection drop down there is a second drop down to select **Type**

Select **Course Does Not Require CDAR Testing Services to Proctor Exams**

Click Confirm

Type: Select One
Select One
Course does not require CDAR Testing Services to Proctor Exams
My Class Has No Exam

4 - CONFIRMATION

If successful, the image below will be shown on screen

SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.

3 – CDAR TESTING SERVICES WILL PROCTOR

Maintaining an updated EPI throughout the term allows students to schedule their exams in accordance with **CDAR Testing Services Policies & Procedures**.

The exam file is NOT needed until the week of the exam date.

The information needed to complete the EPI:

- Exam Date & Type (quiz, midterm, exam, final, etc.)
- Duration (of in class portion, time accommodations calculate automatically)
- When can the student take the exam? (If class time conflicts)
- How will the exam be sent to CDAR and returned to the Exam Administrator?
- What resources are allowed?
- How are you to be contacted during the exam, if needed?
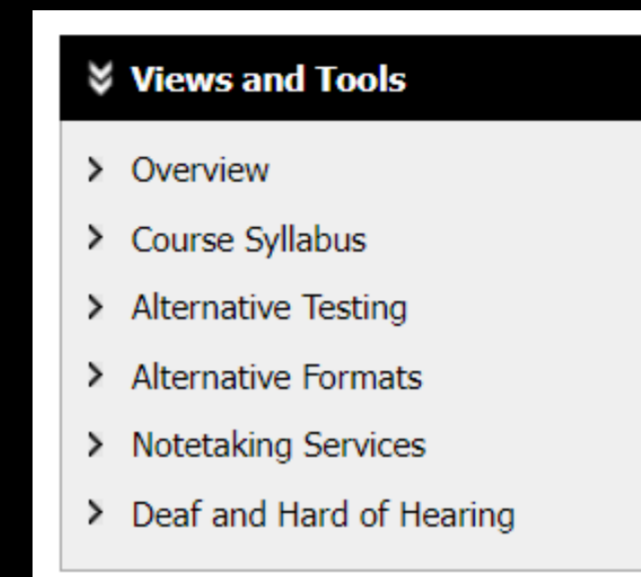
Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**
- **208-885-9004**

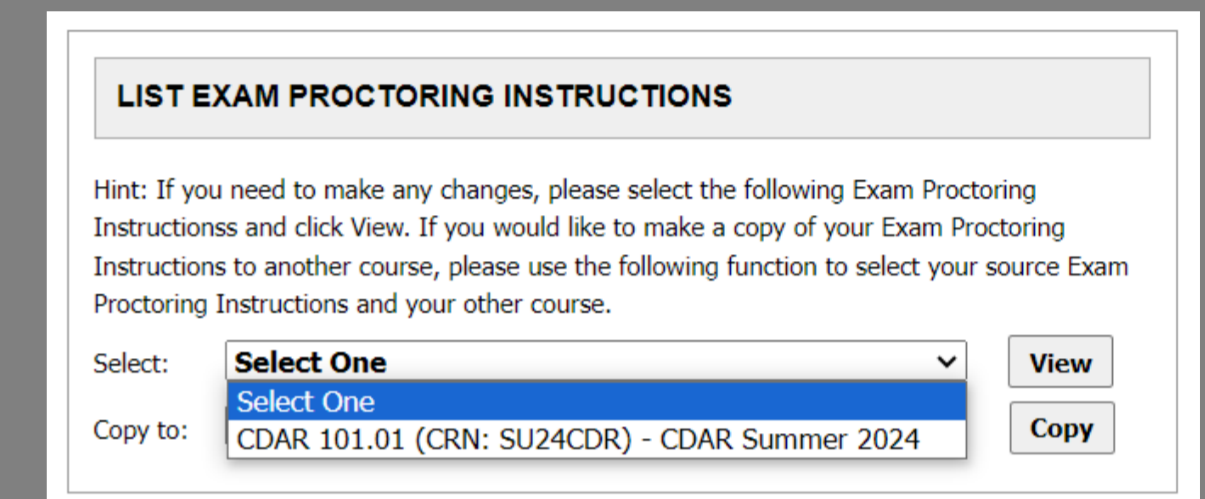## 1 – LOG-IN

Log-in to the **CDAR Faculty Portal**

Under Views and Tools section click on **Alternative Testing**

2 – SELECT COURSE

Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

3 – INFORMATION

Provide the information requested on screen including Midterms & Finals

UI Registrar Final Exam Schedule

Students can view ALL sections of the EPI, except for the Additional Information section

Exam passwords can be uploaded on their own document to the portal or typed in the additional info section

4 - CONFIRMATION

Review all the information inputted for clarity and accuracy

Once complete, click submit

You will get an email confirmation of successful submission by the system

4 – ONLINE NON-PROCTORED EXAMS

- These types of assessments do not require CDAR Testing Services to proctor

- The course Exam Administrator is responsible for applying accommodations to the online exam

- These types of assessments do not require an EPI

- For assistance with the Canvas platform email: **CourseDesign@uidaho.edu**

Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**

- **208-885-9004**

COPYING EPI FOR MULTIPLE SECTIONS

This process allows Exam Administrators to copy the EPI from one section to the others in a course. When using this feature, check and verify that exam dates are valid for the corresponding section of the course. Follow these four steps to copy the Exam Proctoring Instructions from one section to another section, in the same course.
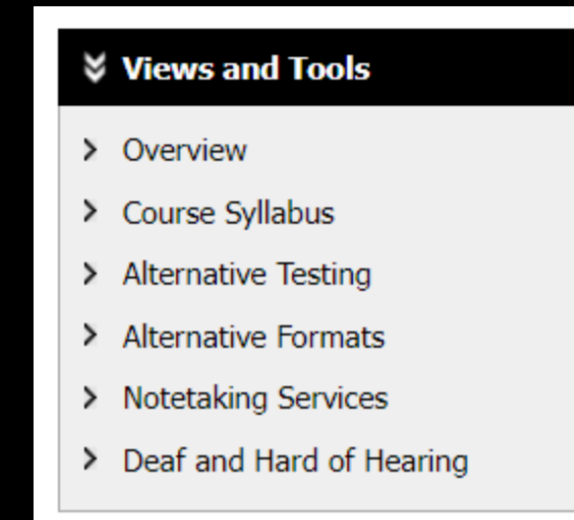
Contact CDAR Testing Services for assistance:

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- **208-885-9004**

1 – LOG-IN

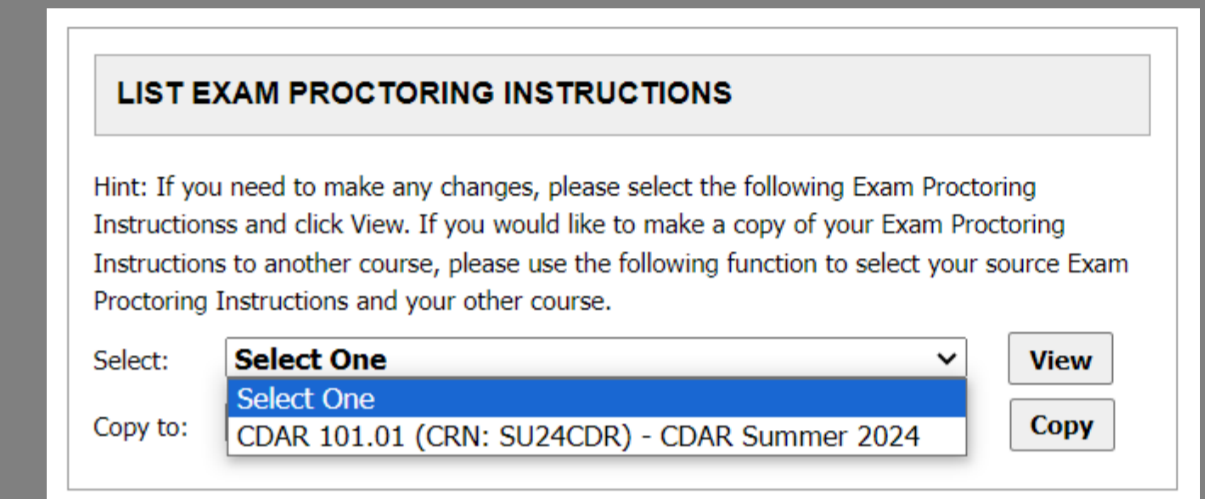Log-in to the **CDAR Faculty Portal**

Under **Views and Tools** section click on **Alternative Testing**

2 – SELECT COURSE

Select the course desired from the provided drop-down menu
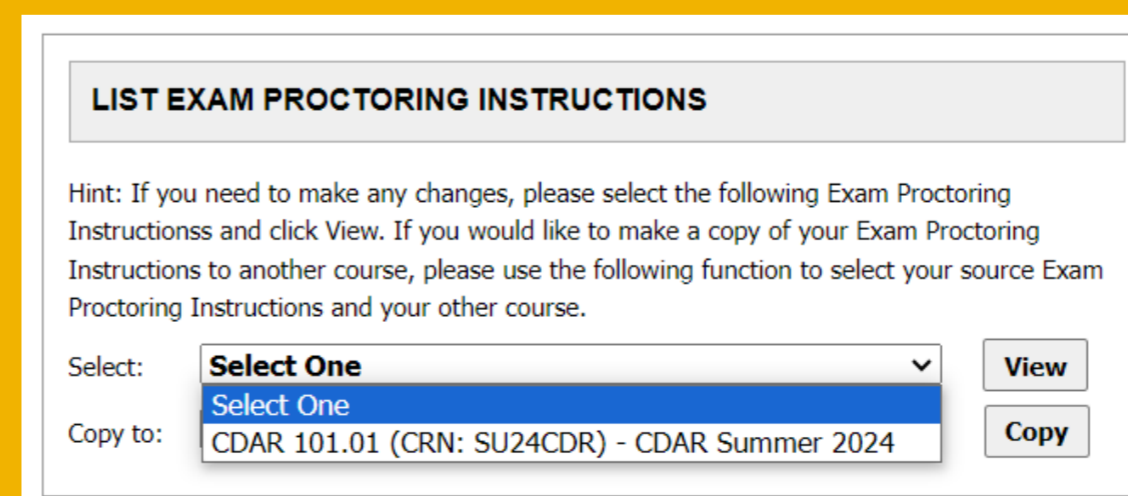
If the course is not showing, call CDAR at 208-885-6307

3 – INFORMATION

In the **Copy to** dropdown menu select the desired course section

Click on **Copy**

4 – CONFIRMATION

The page will refresh with the uploaded file shown

We recommend reviewing the newly copied EPI for exam date accuracy

If successful, the below will be shown

UPDATING THE EPI

Follow these steps to maintain updated Exam Proctoring Instructions. We encourage maintaining an updated EPI throughout the term. This allows students to schedule their exams in accordance with **CDAR Testing Services Policies & Procedures**. Maintaining an updated EPI will reduce the number of emails you will receive.

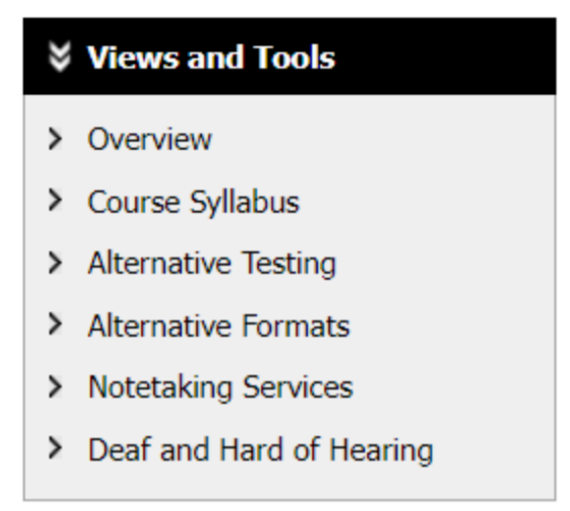Contact CDAR Testing Services for assistance:

I **CDAR-TESTING@UIDAHO.EDU**

I **208-885-9004**

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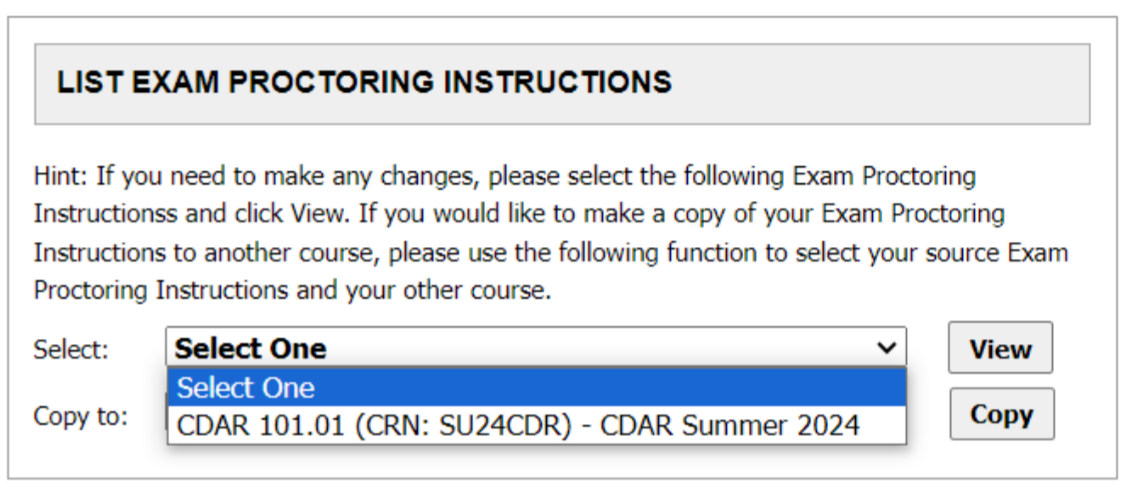

2 – SELECT COURSE

Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

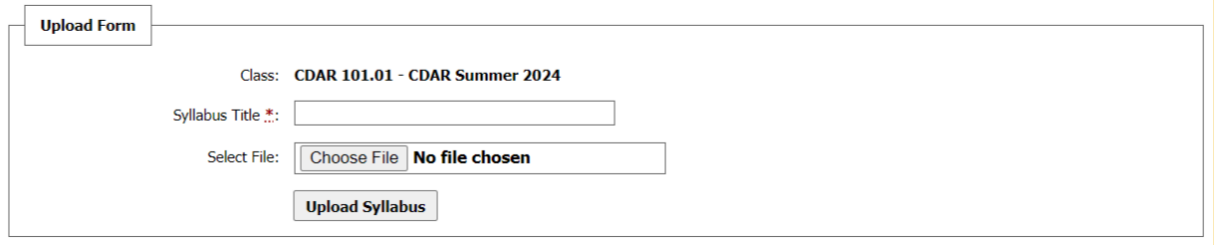Click **View** to see the current EPI

3 – REVIEW

Locate the information to be updated

To edit an existing exam date, click on **MODIFY** to the right of the exam date

To add a new exam date, click on **Add Additional Exam Date**

Click **Update Exam Proctoring Instructions**

4 – CONFIRMATION

The page will refresh

We recommend reviewing the EPI to ensure changes are reflected

If successful, the below will be shown

THANK YOU

FROM CDAR TESTING SERVICES

CDAR Testing Services would like to thank you.

We understand this is a repetitive process that must be done each term.

We appreciate your due diligence and support of students with disabilities.

If you have questions, please do not hesitate to contact us.

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Access and Resources

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