

CDAR Testing Services - Policies & Procedures

CDAR Testing Services is located in the Bruce M. Pitman Center Basement, Suite 056

Students intending to use CDAR Testing Services MUST have active Testing Accommodations in place for the current term.

<p style="text-align: center;">Hours of Operation</p> <p>Summer: 8 a.m. – 4 p.m. Mon-Fri</p> <p>Fall & Spring: 8 a.m. – 5 p.m. Mon-Fri</p> <p>FINALS WEEK: 8 a.m. – TBD* Mon-Thurs 8 a.m. – 5 p.m. Friday</p> <p>*Hours will vary, dependent on need. Updated hours will be posted on the CDAR website.</p>	<p>Students with questions or concerns regarding CDAR Testing Services email CDAR-Testing@uidaho.edu or call 208-885-9004.</p>
<p>ALL students with CDAR testing accommodations intending to schedule exams at CDAR Testing Services are required to submit an <u>Exam Scheduling Request</u> within the following deadlines:</p> <ul style="list-style-type: none"> ▪ Summer term: Quizzes, Exams, Midterms, & Final Exams: <i>At least 3 calendar days prior to the exam date.</i> ▪ Fall & Spring term: Quizzes, Exams, & Midterms: <i>At least 7 calendar days prior to the exam date.</i> ▪ Deadline for all <u>Final Exams Scheduling</u>: Fall term – November 22, 2024, and Spring term – April 18, 2025 	
<p>It is the responsibility of the student to schedule their exams to be taken at CDAR Testing Services by going to www.uidaho.edu/cdar and submitting an Exam Scheduling Request through the <u>CDAR Portal</u> prior to the scheduling deadlines outlined above.</p>	

NOTE: Law students will also follow exam scheduling processes as outlined in the Law Catalog & Student Handbook.

To ensure students do not miss the scheduling deadlines they are encouraged to schedule all the course exams once the Exam Administrator has entered the dates into the CDAR Portal.

- Review the [Exam Scheduling Instructions](#) on the CDAR Testing Services website for a step-by-step guided aid.
- CDAR Testing Services does not proctor take-home exams nor online exams which do not require proctoring.
- CDAR cannot and will not alter an exam date or time without explicit confirmation from the Exam Administrator.

Exam Day Preparation:

- Students are expected to arrive fully prepared for the exam with their photo ID and only the resources the Exam Administrator has indicated as allowed during the exam. Students must retain their photo ID while testing.
- CDAR Testing Services does **NOT** provide scantrons, green/blue books, computers, calculators, or any other item unless specifically listed as accommodation.
- To help ensure students start their exam on time, CDAR encourages you to arrive 15 minutes prior to your scheduled time. **If a student arrives late to the scheduled exam, their reservation will be held for up to 15 minutes with no adjustment for lost time.** Arriving more than 15 minutes late may be considered a “No Show” and their exam reservation may be cancelled. Students will need to contact and work with their Exam Administrator regarding missing their exam. In extenuating circumstances, call CDAR Testing Services at 208-885-9004 prior to the start time of the exam.
- All personal items must be stowed in the lockers located in the front office of CDAR Testing Services. Electronic devices must be powered off or put in silent mode.
- CDAR Testing Services staff may inspect ALL items brought into the Exam Proctoring Area.

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During the exam:

- Once a student is sat for their exam, their exam time begins, with no time adjustment if late.
- It is the student's responsibility to manage their accommodative exam time.
- No 5-minute warnings will be given when the allotted testing time nears the end.
- Students must surrender all exam materials immediately upon request.
- CDAR Testing Services cannot guarantee a distraction-free environment. Earplugs and noise reduction headphones are available upon request.
- CDAR Staff may sanitize testing areas throughout the day including areas where students are actively testing.
- While bathroom breaks are allowed, students must bring their exam to the proctor before leaving to use the bathroom next to CDAR Testing Services. When returning from the bathroom, the exam will resume with no time adjustment.
- **In the event of an emergency, contact and await direction from the Testing Coordinator or CDAR staff.**

CDAR Integrity Policy with regarding to Exams:

- All students are required to abide by Article II, section E, of the [University of Idaho Student Code of Conduct](#) and the [CDAR Testing Services Policies and Procedures](#).
- College of Law students taking proctored exams with CDAR Testing Services are additionally expected to adhere to the [College of Law Honor Code](#).
- Only Exam Administrator approved resources and CDAR approved accommodative resources may be brought into the Exam Proctoring Area. Exam materials will be kept by CDAR Testing Services unless otherwise specified by the Exam Administrator in the Exam Proctoring Instructions.
- If a student is suspected of violating the [University of Idaho Student Code of Conduct](#) OR [College of Law Honor Code](#) OR [CDAR Testing Services Policies and Procedures](#) during an exam, CDAR Testing Services staff will notify the Exam Administrator, CDAR Director, and file a VandalCARE report. On a case-by-case basis, the student in question may be stopped from continuing their examination upon a discussion with CDAR Testing Coordinator, CDAR Director, and/or CDAR Assistant Director to address concerns regarding student's conduct.