

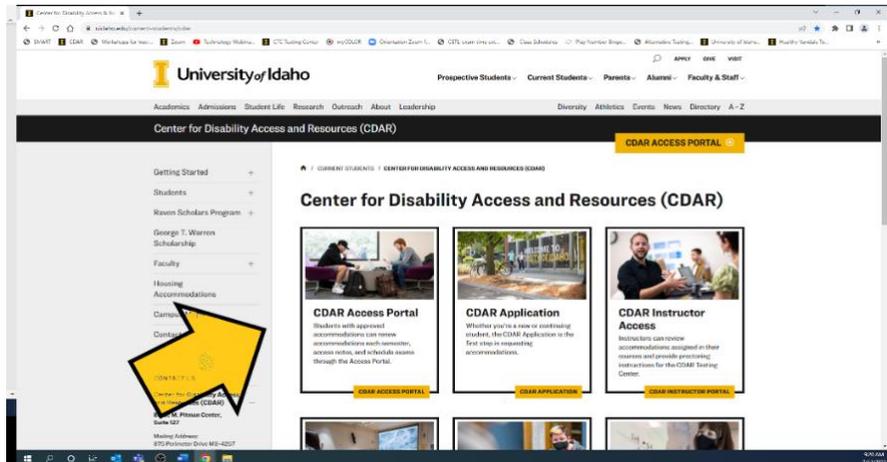
HOW TO SCHEDULE AN ACCOMMODATIVE EXAM

To schedule an accommodated exam with the University of Idaho CDAR Testing Services, please follow these step-by-step instructions:

Please review the [CDAR Testing Services Policies and Procedures](#) to ensure adherence to scheduling guidelines.

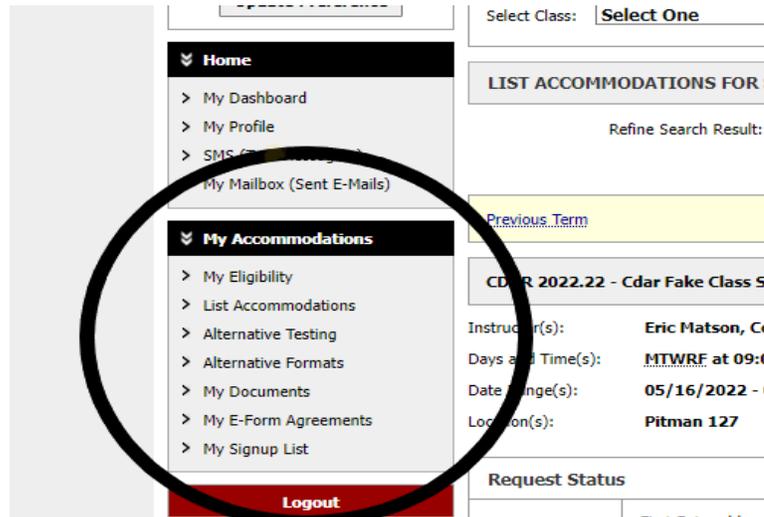
Step 1: Log into CDAR Portal

Log into the CDAR Portal using your standard UI username and password. You may get a DUO notification.



Step 2: Go to Alternative Testing

On the left-hand side of the page under the heading “My Accommodations” click on “Alternative Testing”



Step 3: Select Class

In the “Exam Proctoring Instructions” box, select the class by clicking on the arrow to the right of “Select One.” Choose the correct course from the list to schedule an exam.

Exam Proctoring Instructions(s)

Below is the list of all Exam Proctoring Instructions(s) submitted through the system.
If the system indicates there is no Exam Proctoring Instructions for your course, this means that the course instructor has not yet completed the **Exam Proctoring Instructions**. Contact your course instructor to remind them to submit the Exam Proctoring Instructions well in advance of the exam date.
Please contact the CDAR Testing Services office as soon as possible if you have questions or concerns.

Select Class: **Select One** ▼
Select One
CDAR 2022.22 - CDAR Fake Class SU 22 (CDAR22)

Step 4: Schedule an Exam.

Exam Dates: In the Exam Detail Section of the exam request form, you will click on the “Exam dates” dropdown menu. The course instructor will have listed the course exam types and the dates of the exams. The student will click on the exam type/date which is being scheduled.

Note: Scheduling an exam for a date other than the one listed in the Exam Proctoring Instructions will require the student to contact CDAR Testing Services for assistance with scheduling **AND** the student will need to provide Instructor confirmation of the alternate exam time/date prior to the submission of the Exam Scheduling Request.

- **Exam Start Time** (Example: 3:00pm)
- **Services Requested:** Now you will see the list of testing accommodations you have been assigned. Click the box for the testing accommodations you intend to use during the exam you are currently scheduling.
- **Additional Note:** Provide any “Additional information” in the text box which you believe CDAR Testing Services staff will need to know when proctoring your exam.
- **Click “Add Exam Request”** to submit the Exam Scheduling Request.

CLASS SCHEDULE(S) AND LOCATION(S)

Days	Time Start	Time End	Date Range	Location
MTWRF	09:00 AM	10:00 AM	05/16/2022 - 08/12/2022	Pitman 127

Exam Detail

Exam Proctoring Instructions Type: **Summer 2022 - Exam Proctoring Instructions**

Exam Dates *: **Exam on 06/10/2022 (50 Minutes)** ▼
Select One
Exam on 06/03/2022 (50 Minutes)
Exam on 06/10/2022 (50 Minutes)
Exam on 06/17/2022 (50 Minutes)
Exam on 07/05/2022 (50 Minutes)
Exam on 07/06/2022 (52 Minutes)
Final on 07/29/2022 (120 Minutes)

Time *: Make up Exams*

Reduced Distraction

Additional Note:

Add Exam Request **Back to Testing Requests Overview**

Step 5: Verify Submission

Now that you have submitted the Exam Scheduling Request you can verify the submission by clicking the “Back to Testing Requests Overview” button. You will be taken back to the original Alternative Testing page where you began. Under the “Upcoming Exam Request(s) for the Current Term” you should see a list of all upcoming exams you have requested for the current term. If you would like to schedule additional exam(s) continue to do so by repeating steps 4 through 6. If you are finished scheduling exams, click on “log out.”

The screenshot shows a user dashboard with a top navigation bar containing links for 'Welcome Peter Parker!', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. Below this is a 'My Dashboard' section with a breadcrumb trail: 'Home > My Dashboard > Alternative Testing'. The main content area is titled 'ALTERNATIVE TESTING' and is divided into two columns. The left column contains a 'Login as User Feature' with a 'Back to My Profile' button, an 'SMS (Text Messaging)' section with 'Status: OFF' and an 'Update Preference' button, a 'Home' menu with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', and 'My Mailbox (Sent E-Mails)', a 'My Accommodations' menu with links to 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Alternative Formats', 'My Documents', 'My E-Form Agreements', and 'My Signup List', and a 'Logout' section with a 'Log Out' button and a warning: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' The right column contains an 'Exam Proctoring Instructions(s)' section with a 'Select Class' dropdown menu and buttons for 'Schedule an Exam' and 'View Exam Proctoring Instructions'. Below this is an 'UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM' section listing two exams: 'CDAR 2022.22 - Cdar Fake Class Su 22' (Final - Friday, July 29, 2022 - 09:00 AM - 11:00 AM (120)) with status 'Approved' and 'Reduced Distraction' accommodation, and 'CDAR 2022.22 - Cdar Fake Class Su 22' (Final - Friday, July 29, 2022 - 09:00 AM - 01:00 PM (240)) with status 'Cancelled' and 'Extended Time 2.00x' and 'Reduced Distraction' accommodations. Each exam entry includes a 'View Other Exams' link and 'Modify Request' or 'Cancel Request' buttons. At the bottom of the page is a 'Questions? Contact Us!' section.