

Center for Disability Access and Resources

Division of Student Affairs

Bruce M. Pitman Center 127

875 Perimeter Dr. MS 4257

Phone: 208-885-6307

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cdar@uidaho.edu

www.uidaho.edu/current-students/cdar

 **CDAR Testing Services Policies & Procedures – Law Students**

**CDAR Testing Services Hours: Monday through Friday 7:30am-5:00pm Final Exam Weeks: Monday through Friday 7:30am-7:00pm**

**Students are required to register/renew with CDAR for the current semester in order to receive accommodations.**

**Contact CDAR Testing Services:**

**Phone: 208-885-6307**

**Email: cdar-testing@uidaho.edu**

**Scheduling Exams with CDAR Testing Services:**

* It is the student’s responsibility to submit the online *Request to Schedule an exam* form at least 7 days prior to the in-class exam. **Final Exams have a firm scheduling deadline of midnight the Monday before Dead Week.**
* The online ***Request to Schedule an Exam*** form is located at:

<https://www.uidaho.edu/current-students/cdar/services/testing-accommodations>

* All exams taken at CDAR must overlap the in-class exam unless the College of Law is allowing the student to take the exam at an alternate date or time. It is the student’s responsibility to provide CDAR Testing Services with the College of Law confirmation of an alternate exam date/time at least 7 days prior to the exam date.
* If a student has missed the “7 days prior to exam” scheduling deadline, the student will then be required to meet with the CDAR Testing Coordinator to determine if an exam can be scheduled and develop a plan of action to ensure future exam scheduling requests are submitted in a timely manner.
* Students are responsible for notifying CDAR Testing Services if they wish to cancel an exam reservation.

**On the day of the Exam:**

* Please come fully prepared for your exam with your Vandal Card and only the resources the College of Law has indicated as allowed during the exam. CDAR does not supply Scantrons, green/blue books, computers, calculators, pens/pencils, or any other item not specifically listed as an accommodation.
* All personal items must be stowed in the lockers located in the hallway outside CDAR Testing Services. Only College of Law approved resources may be brought into the Proctoring area.
* If a student arrives late to an exam their reservation will be held for 15 minutes, once the 15 minutes has elapsed, the student’s seat will be deprioritized and the student will need to contact their College of Law for approval to reschedule the exam for a later date or time. Please note: Rescheduling will be dependent upon College of Law approval and availability of testing space.

**During the exam:**

* It is the student’s responsibility to manage their accommodative exam time. The student will be informed of the exam end time when seated in the testing space.
* No 5-minute warnings will be given when the allotted testing time nears the end.
* Students are required to surrender their exams immediately upon request.
* CDAR Testing Services cannot guarantee a distraction free environment. Earplugs and noise reduction headphones are available upon request.
* **NOTE:** CDAR Testing Services does not proctor take home exams nor online BBLearn exams.

**CDAR Integrity Policy with Regards to Exams**

* **Only College of Law approved resources and CDAR approved accommodative resources may be brought into the Exam Proctoring Area.**
* **The CDAR Testing Services Staff may inspect ALL items brought into the Exam Proctoring Area.**
* ***If a student is suspected of utilizing unsanctioned resources during an exam, the CDAR Testing Services Staff will stop the exam and notify the College of Law immediately***
* **Students must abide by Article II, sections 1 through 4 of the University of Idaho Student code of Conduct and the College of Law Honor Code.**

**Frequently Asked Questions**

**Where will I take my exam?**

* You will take your exam at CDAR Testing Services, located in Room 53 of the Bruce M. Pitman Center. Please arrive 5 to 10 minutes early to your scheduled exam start time.

**After I have scheduled my exam, can I change the start time?**

* You may request to alter a scheduled exam *no less than 3 days* prior to the in-class exam date as long as:
	+ The College of Law has been informed and approved the time change
	+ ***AND*** CDAR Testing Services has confirmed testing space is available
* Contact CDAR Testing Services by phone at 208-885-6307 or via email at cdar-testing@uidaho.edu.