

# CDAR Testing Services Policies and Procedures – Instructors

## Summer 2020, Fall 2020, and Spring 2021

Once a student's testing accommodations have been determined, the instructor will be emailed the Faculty Notification Letter detailing the students testing accommodations.

Instructors are responsible for communicating with CDAR Testing Services how the course exams will be proctored via the link embedded at the bottom of the Faculty Notification Letter. When the instructor clicks on the link, they will be prompted to choose an option which will work best for their course exams.

Option 1: Course does not require CDAR Testing Services to proctor exams.

- For use when there are no exams for course, online exams, or take-home exams

Option 2: CDAR Testing Services will proctor accommodative exams for course.

- Instructor will complete the course Alternative Testing Agreement which will provide proctoring instructions to be applied to all exams in the course to be proctored by CDAR Testing Services.

### SCHEDULING OF EXAMS:

- Summer 2020 Sessions - Students with accommodative exams which the instructor has determined to require in-person proctoring, will schedule with CDAR Testing Services at least 3-days prior to the exam.
- Fall 2020 and Spring 2021 - All students receiving testing accommodations through the CDAR, intending to take non-final exams with CDAR Testing Services are required to schedule them at least 7-days prior to the in-class exam.
  - Final Exams for Fall 2020 and Spring 2021 terms have a firm scheduling deadline of 20-calendar days prior to the first day of Final Exams week.
- Note: Exam scheduling deadlines will not apply to newly determined accommodations as these may be initiated at any point in the semester.

### DELIVERY OF EXAMS TO CDAR TESTING SERVICES:

- CDAR Testing Services request instructors to provide exams in an editable format at least 24-hours prior to the scheduled exam date; this will allow CDAR staff adequate time to prepare the exam for use with assistive technology, enlarged print, accommodative font, etc. Please note: Alternatively, the instructor may prefer to convert/enlarge the exam text to meet the accommodative parameters within their department then deliver/email the exam.
- There are several ways to deliver course exams to CDAR Testing Services:
  1. Exams may be uploaded directly to the CDAR system through the link provided to instructors in the exam reminder email which is usually sent about 3-days prior to the exam date, or uploaded to CDAR through the faculty portal ([www.uidaho.edu/cdar-faculty](http://www.uidaho.edu/cdar-faculty)).
  2. Exams may be emailed to [cdar-testing@uidaho.edu](mailto:cdar-testing@uidaho.edu)
  3. Exams may be delivered to CDAR Testing Services office located in the Bruce Pitman Center basement, Room 56.

Thank you for your continued support in making an equitable academic experience for all UI students.

For additional information or resources please visit CDAR's faculty website or contact CDAR's main office at 208-885-6307 or [cdar@uidaho.edu](mailto:cdar@uidaho.edu)