

CDAR Testing Services - Policies & Procedures

Summer 2020, Fall 2020, Spring 2021

# Hours of Operation:

 Monday through Friday

Summer: 8:00am to 4:00pm Fall/Spring: 8:00am to 5:00pm

Fall & Spring Final Exams Weeks - Extended Hours: Monday – Thursday 8:00am to 9:00pm, Friday 8:00am to 5:00pm

# Scheduling Exams at CDAR Testing Services:

All students receiving testing accommodations intending to take exams at CDAR Testing Services will submit an Exam Scheduling Request for each exam within the following deadlines:

* Summer 2020 Sessions:
	+ Exams, quizzes, mid-terms, and final exams are required to be scheduled at least 3 calendar days prior to the exam date
* Fall 2020 and Spring 2021:
	+ Quizzes: 3 calendar days prior to the date of the in-class quiz.
	+ Exams: 7 calendar days prior to the date of the in-class exam.
	+ Midterms: 7 calendar days prior to the date of the in-class midterm.
	+ Final exams: 20 calendar days prior to the first day of final exams week.

To schedule an exam, go to: <https://www.uidaho.edu/current-students/cdar/services/testing-accommodations> and submit an exam scheduling request through the CDAR Access Portal.

If you should need guidance in how to schedule an exam via the CDAR Access Portal, please find step-by-step instructions located below the “Schedule Exam” button on the CDAR Testing Services website.

* Quizzes, exams, and final exams are to be scheduled by the student for a time which allows the exam taken at CDAR Testing Services to begin at a time which reasonably overlaps the in-class exam or within the “Flexible Scheduling Parameters” as outlined in the course Alternate Testing Agreement (ATA).
* If a student decides to not to take an exam which was scheduled at CDAR Testing Services, it is the student’s responsibility to cancel the exam within the CDAR Access Portal.
* Note: CDAR Testing Services does not proctor take-home exams nor BbLearn/online exams which do not require supervision/proctoring.

# On the day of the Exam:

* During exams, until notified otherwise, students will be required to wear Personal Protection Equipment – PPE (face mask).
	+ Single-use, non-medical face masks will be available to students taking exams at CDAR Testing Services.
* Any student exhibiting signs of illness will need to notify instructor and CDAR Testing Services.
* Arrive fully prepared for the exam with student Vandal Card and only the resources the instructor has indicated as allowed during the exam.
* CDAR Testing Services does not supply scantrons, green/blue books, computers, calculators, or any other item unless specifically listed as an accommodation.
* All personal items must be stowed in the lockers located in the hallway outside CDAR Testing Services.
* If a student arrives late to an exam, their reservation will be held for 15 minutes with no adjustment for lost time.

# During the exam:

* 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 are required to 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 permitted, students are required to bring the exam to the proctor and sign-out before leaving to use the bathroom located next to CDAR Testing Services. When returning from the bathroom, the student will sign-in, and the exam will resume with no adjustment in exam time***.***

# CDAR Integrity Policy with Regards to Exams

* All UI students are required to abide by Article II, sections 1 through 4 of the University of Idaho - [[Student Code of Conduct](https://www.webpages.uidaho.edu/fsh/2300.html)](https://www.webpages.uidaho.edu/fsh/2300.html)
* Only instructor approved resources and CDAR approved accommodative resources may be brought into the Exam Proctoring Area. Exam materials will be retained by CDAR Testing Services unless otherwise specified by instructor.
* CDAR Testing Services staff may inspect ALL items brought into the Exam Proctoring Area, including personal protective equipment used by students during exams.
* If a student is suspected of utilizing unsanctioned resources during an exam, the CDAR Testing Services staff will stop the exam, collect all exam materials, and notify the instructor immediately.

All Policies and Procedures are subject to change, as needed. Please contact CDAR for questions or concerns. (05/19/2020)