

CDAR Testing Services – Policies & Procedures - Law Students

Summer 2020, Fall 2020, Spring 2020

HOURS OF OPERATION:

Monday through Friday

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

Fall & Spring Final Law Exams – Extended Hours: Monday through Thursday 8am to 7pm, Friday 8am to 5pm

Students intending to utilize CDAR Testing Services must have active Testing Accommodations for the current semester.

SCHEDULING EXAMS AT CDAR TESTING SERVICES

- 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.

The online ***Schedule an Exam*** form is located at: <https://www.uidaho.edu/current-students/cdar>

Only exams in which the student intends to take at CDAR Testing Services are to be scheduled through the CDAR Access Portal. The exam will be scheduled by the student for a time which allows the exam at CDAR Testing Services to begin at the same time as the in-class exam or at a time which will allow the exam to reasonably overlap the in-class exam.

If an alternate exam date or time is needed for an exam, the student is required to follow College of Law procedures:

1. Complete then submit the online [College of Law Reschedule Form](#)
2. Obtain approval from College of Law for the requested alternate date or time
3. Submit the CDAR Testing Services Exam Scheduling Request within the required timeframe prior to the exam date or CDAR Testing Services final exam scheduling deadline.

ON THE DAY OF THE EXAM:

- During exams at CDAR Testing Services, *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 College of Law and CDAR Testing Services.
- Arrive fully prepared for your exam with your **Vandal Card** and only the **resources the College of Law has indicated as allowed during the exam.**
- 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 the student will only receive the time remaining in their exam reservation.

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 once the exam begins.
- 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.

While bathroom breaks are permitted, students are required to bring the paper 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

- 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, collect all exam materials, 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](#) .