How to Schedule an Accommodative Exam

1. Before the required exam scheduling deadline go to [https://www.uidaho.edu/current-students/cdar/services/testing-accommodations](https://www.uidaho.edu/current-students/cdar/services/testing-accommodations). Students will only submit scheduling requests for exams physically being proctored at CDAR Testing Services located in the Bruce Pitman Center basement, Room 56, on the Moscow, Idaho campus.

2. Click on the button titled, “Schedule an Exam”

3. Login to CDAR Portal

4. On the left-hand side of the page click on “Alternative Testing”

5. In the “Alternative Testing Agreement” box, Select Class by clicking on the arrow to the right of “Select One”. Chose the course from the list to schedule an exam.
   - You now have two choices in how to proceed:
     A. **View Alternative Testing Detail** (recommended), which will take you to the “ATA” and has information your instructor has provided to guide you in scheduling the course exams.
     - Pay special attention to questions #3, 4, and 5, as these give you the dates and start times of the course exams along with flexible scheduling parameters. If you should need to take an exam at an alternate date or time due to scheduling conflicts, etc., as long as it meets the “flexible scheduling parameters” your instructor has indicated in question #5 you may schedule accordingly.
     - Once you have adequate information to schedule your exam, click on “Schedule an Exam” at the top of this page.
     - A new form will pop-up asking for the type of exam (quiz, exam, midterm, Final exam, etc.) date, start time, and will have a list of the testing accommodations you are receiving. Please provide the information requested for the specific exam you are scheduling and choose the accommodations you intend to use during the exam.
     - Click “Add Exam Request” to submit.

     B. **Schedule an Exam** (will NOT display information course instructor has provided to guide student in scheduling course exams.)

6. Click on the “Schedule an Exam” button.

7. Provide the information requested:
   - “Exam Date”
   - “Exam Start time”
   - Check the boxes of the testing accommodations you are approved for which you would like to utilize for this exam.

8. Enter any additional information you believe CDAR Testing Services should know about this exam in the “Additional Note” section.

9. Click “Add Exam Request” to submit.

10. Click “Back to Testing Requests Overview”

11. You will now be back to the original Alternative Testing page where you began.
   - Note: You now have a list of all the exams you have scheduled so far in the “Upcoming Exam Request(s) for the Summer term.
   - If you would like to schedule additional exams you can continue to do so in the “Exam Detail” section.
   - If you are finished scheduling exams, click on “Logout”