How to Schedule an Accommodative Exam

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.

Exam Scheduling deadlines: (Exams/Midterms 7 days prior to exam date and 20 days prior to Final Exams date)

Before the exam scheduling deadline go to:
https://www.uidaho.edu/current-students/cdar/services/testing-accommodations

Step 1: Click on "Schedule an Exam"

Step 2: Login to CDAR Portal

Step 3: On the left-hand side of the page click on "Alternative Testing"

Step 4: In the "Alternative Testing Agreement" box, Select Class by clicking on the arrow to the right of "Select One". Chose the correct course from the list to schedule an exam.

Step 5: You now have two options in how to proceed:

1. ***Schedule an Exam*** **(Recommended due to *NEW* Feature)**
   - Indicate the type of exam is being scheduled: quiz, exam, midterm, final, etc.
   - Exam date (Example: 10/15/2020)
   - Exam start time (Example: 3:00pm)
   - Now you will see the list of testing accommodations you have been assigned. Click the box for all testing accommodations you intend to use during the exam you are currently scheduling.
   - Provide any additional information in the text box which you believe CDAR Testing Services staff should know in order to proctor your exam appropriately.
   - **Important Note:** In the cream-colored area, the course instructor has provided ***flexible scheduling parameters*** which will guide you in accurately scheduling your exams when scheduling conflicts occur.
   - Click "Add Exam Request" to submit.
2. ***View Alternative Testing Detail*** will take you to the "ATA" which provides additional details regarding how the course exams will be proctored by CDAR Testing Services. Once you have adequate information to schedule your exam, click on "Schedule an Exam" at the top of this page and follow the step-by-step directions shown above in option one.

Step 6: Click "Back to Testing Requests Overview"

- You will now be back to the original Alternative Testing page where you began.
- 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"