

UPDATING THE EPI

Follow these steps to maintain updated Exam Proctoring Instructions. We encourage maintaining an updated EPI throughout the term. This allows students to schedule their exams in accordance with [CDAR Testing Services Policies & Procedures](#). Maintaining an updated EPI will reduce the number of emails you will receive.

Contact CDAR Testing Services for assistance:

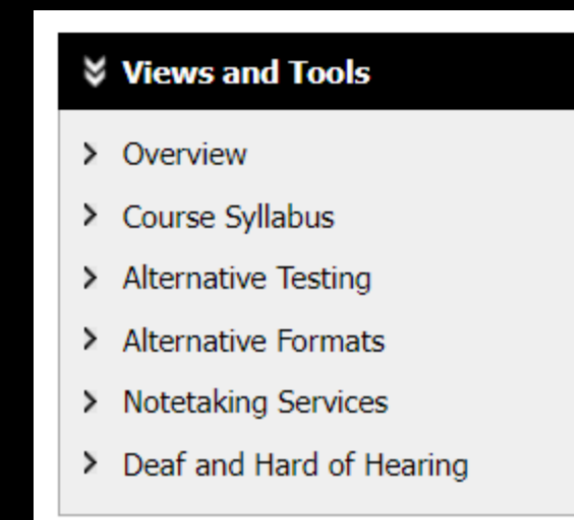
 CDAR-TESTING@UIDAHO.EDU

 208-885-9004

1 – LOG-IN

Log-in to the [CDAR Faculty Portal](#)

Under **Views and Tools** section click on **Alternative Testing**

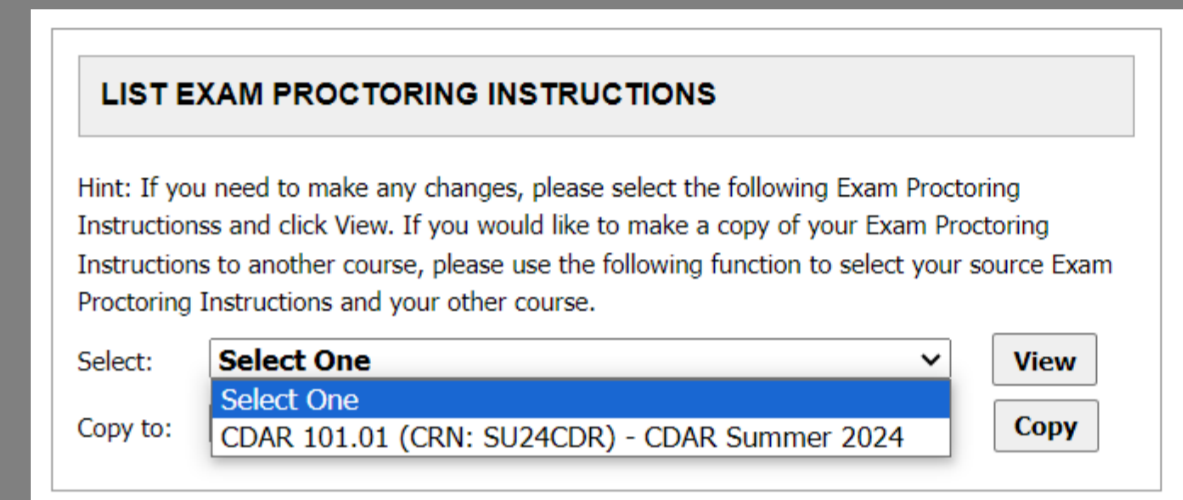


2 – SELECT COURSE

Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

Click **View** to see the current EPI



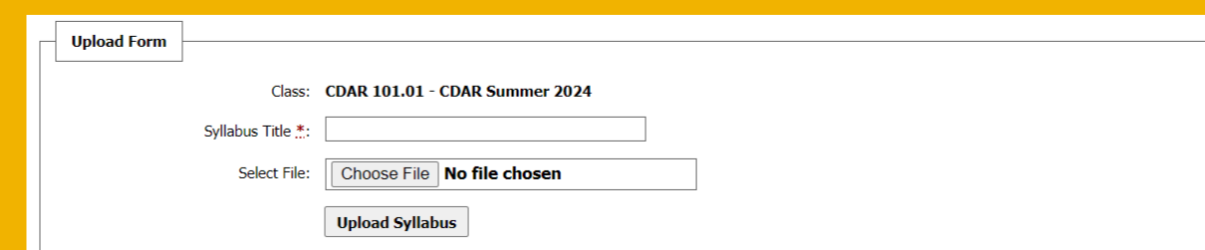
3 – REVIEW

Locate the information to be updated

To edit an existing exam date, click on **MODIFY** to the right of the exam date

To add a new exam date, click on **Add Additional Exam Date**

Click **Update Exam Proctoring Instructions**



4 – CONFIRMATION

The page will refresh

We recommend reviewing the EPI to ensure changes are reflected

If successful, the below will be shown

