# CDAR Testing Services - Policies & Procedures

## Summer 2023, Fall 2023, Spring 2024

## CDAR Testing Services is in the Bruce M Pitman Center basement, Room 56

***Important: Students intending to utilize CDAR Testing Services are required to have active Testing Accommodations in place for the current term***.

## Hours of Operation:

* **Summer:** 8am to 4pm - Monday through Friday
* **Fall**: 8am to 5pm **–** Monday through Friday
* **Spring**: 8am to 5pm – Monday through Friday
* **Final Exams Weeks:** MTWR 8am to 9pm, Friday 8am-6pm

**Students with questions or concerns regarding CDAR Testing Services processes, please call 208-885-9004 or email** [cdar-testing@uidaho.edu.](mailto:cdar-testing@uidaho.edu)

## Deadlines

***ALL* students with CDAR testing accommodations intending to schedule exams at CDAR Testing Services are required to submit an Exam Scheduling Request within the following deadlines:**

* **Fall 2023 and Spring 2024:**
  + **Scheduled Quizzes, Exams, and Midterms: *No less than 7 calendar days prior to the date of the in-class exam, quiz, or midterm.***
  + **Deadline for all Final Exams Scheduling: Fall 2023 – November 17th and Spring 2024 – April 12th.**

**NOTE: *College of Law students will also follow exam scheduling processes as outlined in the*** [***College of Law Catalog & Law Student Handbook***](https://www.uidaho.edu/law/academics/academic-admin/handbook)

## Scheduling

**It is the responsibility of the student to schedule their exams to be taken at CDAR Testing Services by going to:** <https://www.uidaho.edu/current-students/cdar/students/testing-accommodations> and submitting an **Exam Scheduling Request** through the CDAR Access Portal prior to the scheduling deadlines outlined above. To ensure students do not miss the scheduling deadlines they are encouraged to schedule all the course exams once the instructor has entered the dates into the Access Portal.

* If the student needs guidance in how to schedule an exam through the CDAR Access Portal, please find step-by-step instructions located below the “Schedule Exam” button on the CDAR Testing Services website.
* **Note:** CDAR Testing Services does not proctor take-home exams nor online exams which do not require supervision/proctoring.
* Students are expected to arrive fully prepared for the exam with their student Vandal Card and only the resources the Exam Administrator has indicated as allowed during the exam. Students are required to have their Vandal Card or picture ID with them while testing.
* Students are expected to arrive on time. If a student arrives late to the scheduled exam, their reservation will be held for up to 15 minutes with no adjustment for lost time. Arriving more than 15 minutes late will be considered a “No Show” and their exam reservation will be cancelled.
* CDAR Testing Services does not provide scantrons, green/blue books, computers, calculators, nor any other item unless specifically listed as accommodation.
* All personal items must be stowed in the lockers located in the front office of CDAR Testing Services.

## 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 their exam to the proctor before leaving to use the bathroom located next to CDAR Testing Services. When returning from the bathroom, the exam will resume with no time adjustment***. Note: The student will continue to be held to the UI Student Code of Conduct.***

## 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).
* **College of Law students taking proctored exams at CDAR Testing Services are expected to adhere to the UI College of Law Honor Code, UI Student Code of Conduct, and CDAR Testing Services Policies and Procedures.**
* Only Exam Administrator 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 the Exam Administrator in the Exam Proctoring Instructions.
* CDAR Testing Services staff may inspect ALL items brought into the Exam Proctoring Area.
* If a student is suspected of violating the ***UI Student Code of Conduct/ UI College of Law Honor Code/ CDAR Testing Services Policies and Procedures*** during an exam, CDAR Testing Services staff will remove/collect the unsanctioned resource and notify the course Exam Administrator/Instructor, CDAR Director, and file a report via VandalCARE.