HOW TO SCHEDULE AN ACCOMMODATIVE EXAM

To schedule an accommodated exam with the University of Idaho CDAR Testing Services, please follow these step-by-step instructions:

Please review the CDAR Testing Services Policies and Procedures to ensure adherence to scheduling guidelines.

**Step 1: Log into CDAR Portal**

Log into the CDAR Portal using your standard UI username and password. You may get a DUO notification.

![CDAR Portal Login](image)

**Step 2: Go to Alternative Testing**

On the left-hand side of the page under the heading “My Accommodations” click on “Alternative Testing”
Step 3: Select Class
In the “Exam Proctoring Instructions” box, select the class by clicking on the arrow to the right of “Select One.” Choose the correct course from the list to schedule an exam.

Step 4: Schedule an Exam.
Exam Dates: In the Exam Detail Section of the exam request form, you will click on the “Exam dates” dropdown menu. The course instructor will have listed the course exam types and the dates of the exams. The student will click on the exam type/date which is being scheduled.

Note: Scheduling an exam for a date other than the one listed in the Exam Proctoring Instructions will require the student to contact CDAR Testing Services for assistance with scheduling AND the student will need to provide Instructor confirmation of the alternate exam time/date prior to the submission of the Exam Scheduling Request.

- Exam Start Time (Example: 3:00pm)
- Services Requested: Now you will see the list of testing accommodations you have been assigned. Click the box for the testing accommodations you intend to use during the exam you are currently scheduling.
- Additional Note: Provide any “Additional information” in the text box which you believe CDAR Testing Services staff will need to know when proctoring your exam.
- Click “Add Exam Request” to submit the Exam Scheduling Request.

Updated: 6.21.24 KF
Step 5: Verify Submission

Now that you have submitted the Exam Scheduling Request you can verify the submission by clicking the “Back to Testing Requests Overview” button. You will be taken back to the original Alternative Testing page where you began. Under the “Upcoming Exam Request(s) for the Current Term” you should see a list of all upcoming exams you have requested for the current term. If you would like to schedule additional exam(s) continue to do so by repeating steps 4 through 6. If you are finished scheduling exams, click on “log out.”