

HOW TO PROVIDE SUPPLEMENTAL EXAM INSTRUCTIONS

In the event there are unique instructions for a specific exam that are not already on the **Exam Proctoring Instructions**; follow these four steps to provide supplemental exam instructions.

Contact CDAR Testing Services for assistance at:

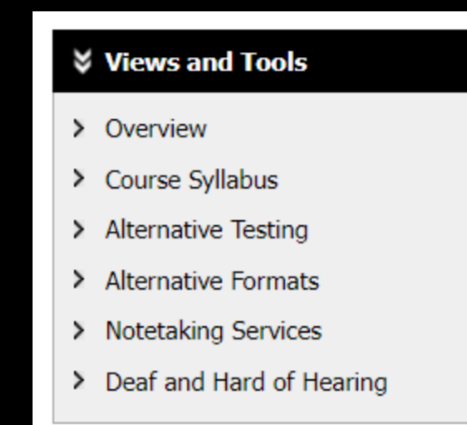
 CDAR-TESTING@UIDAHO.EDU

 208-885-9004

1 – LOG-IN

Click link in Exam Reminder email **OR** log-in to the [CDAR Faculty Portal](#)

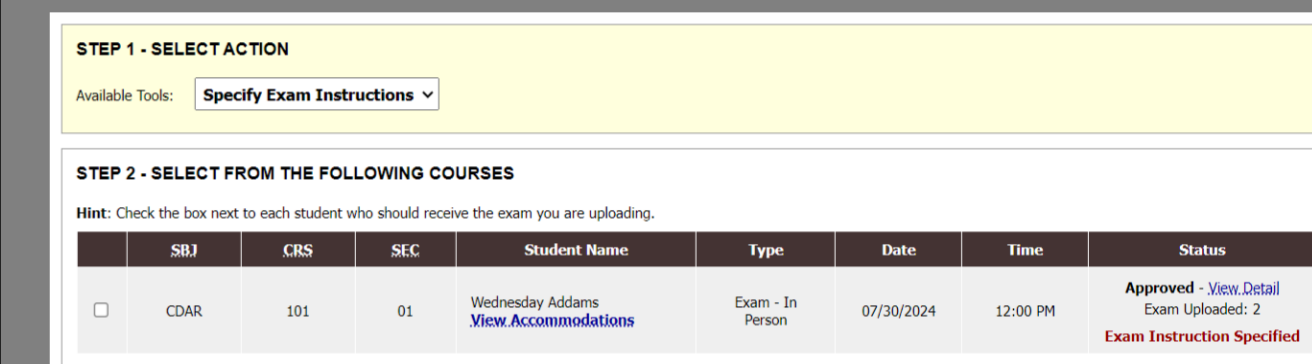
Under **Views and Tools** section click on **Alternative Testing**



2 – SELECTION

Under **Select Action** choose **Specify Exam Instructions**

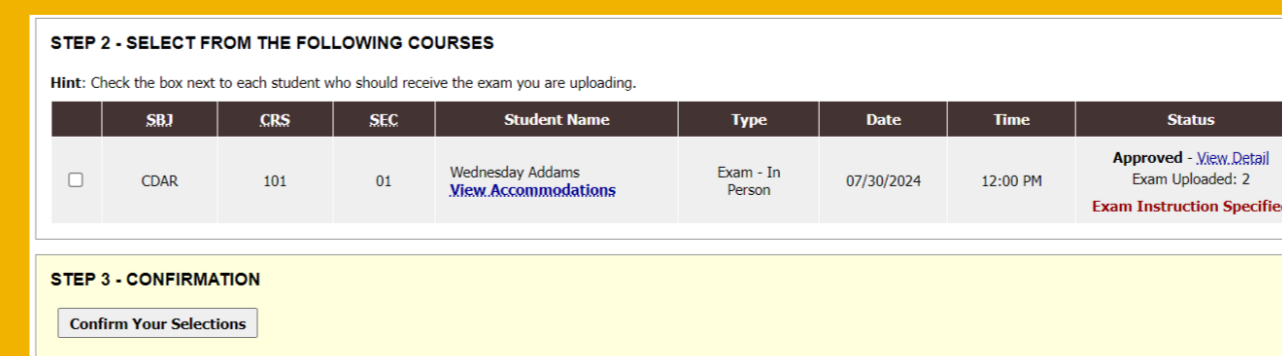
Then select all students who the instructions should apply to



3 - CONFIRMATION

Click the button that says **Confirm Your Selections**

A new page will load allowing you to specify additional exam information



4 – INFORMATION

A new page will load allowing you to specify additional exam information

Click on **Submit Exam Instruction**

If successful, the below will be shown

