University of Idaho
Center for Disability Access and Resources

HOW TO UPLOAD A COURSE EXAM FILE

One week prior to the scheduled exam date, CDAR Testing Services staff will initiate an Exam Reminder email to the course Exam Administrator. Follow these four steps to upload a course exam file.
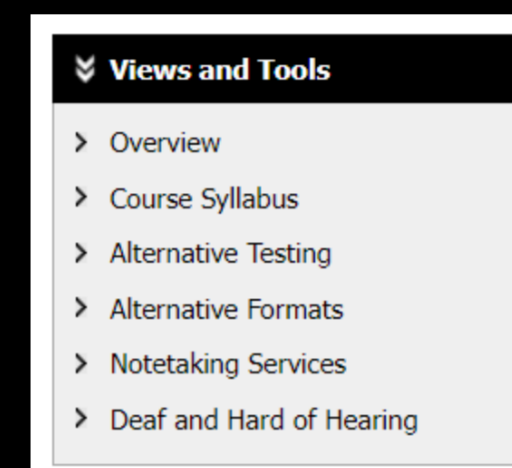
Contact CDAR Testing Services for assistance at:

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**
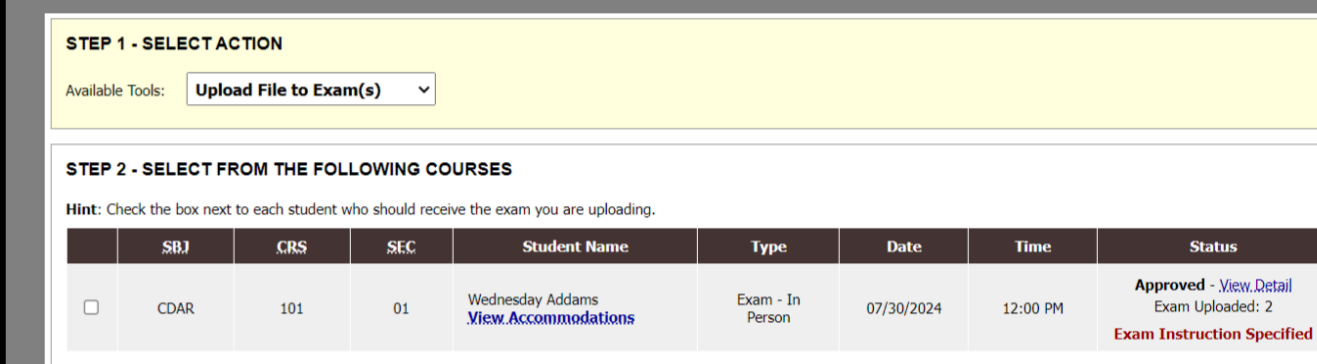

2 – SELECTION

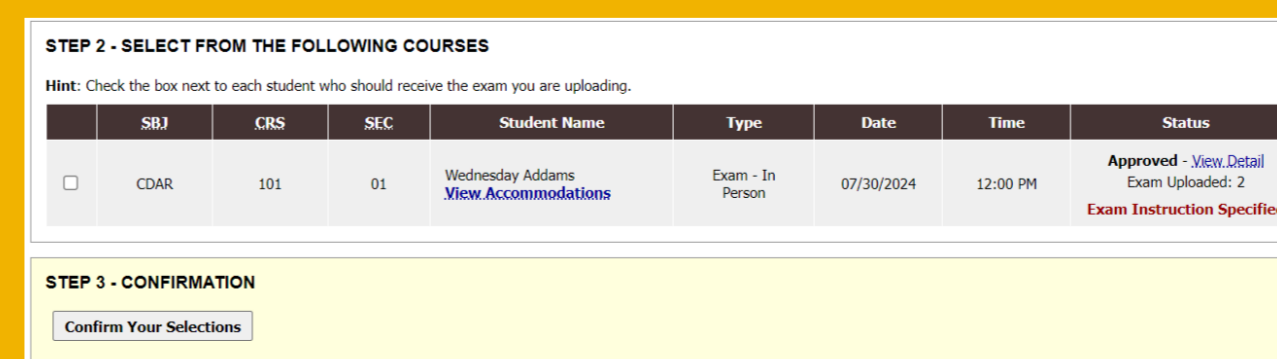Under **Select Action** choose **Upload File to Exam(s)**

Then select all students who should take the exam you are uploading

3 - CONFIRMATION

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

A new page will load where you can upload the exam file

4 – FILE INFORMATION

Drag & Drop the exam file in the **Select File** area **OR** click on **Choose File** to locate and select file

Click on **Upload Exam**

If successful, the below will be shown