# 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.
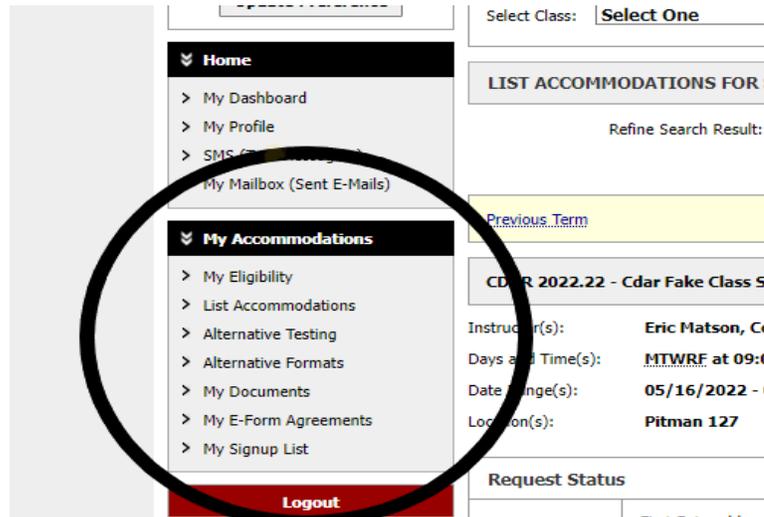
Step 1: Log into CDAR Portal

Log into the CDAR Portal using your standard UI username and password. You may get a DUO notification.
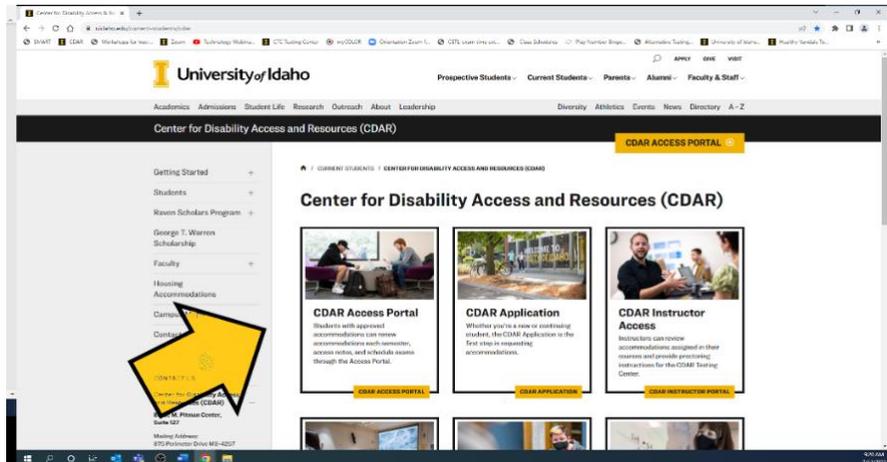
Step 2: Go to Alternative Testing

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.

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."

Welcome Peter Parker!   My Profile   My Mailbox (Sent E-Mails)   My Accommodations   Sign Out

My Dashboard

Home » My Dashboard » **Alternative Testing**

ALTERNATIVE TESTING

Login as User Feature
Back to My Profile

SMS (Text Messaging)
Status: **OFF**
Update Preference

≫ Home
- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > My Mailbox (Sent E-Mails)

≫ My Accommodations
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > My Documents
- > My E-Form Agreements
- > My Signup List

Logout
Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.
Log Out

Exam Proctoring Instructions(s)

Below is the list of all Exam Proctoring Instructions(s) submitted through the system.

If the system indicates there is no Exam Proctoring Instructions for your course, this means that the course instructor has not yet completed the **Exam Proctoring Instructions**. Contact your course instructor to remind them to submit the Exam Proctoring Instructions well in advance of the exam date.
Please contact the CDAR Testing Services office as soon as possible if you have questions or concerns.

Select Class: **Select One**   ⌄

Schedule an Exam   **View Exam Proctoring Instructions**

UPCOMING EXAM REQUEST(S) FOR THE CURRENT TERM

CDAR 2022.22 - Cdar Fake Class Su 22	**View Other Exams**

Final - Friday, July 29, 2022 - 09:00 AM - 11:00 AM (120)   Modify Request   Cancel Request
Status: **Approved**
Approved Accommodation(s):
   ○ Reduced Distraction
Request Entered on Tuesday, July 12, 2022 at 02:48:32 PM

CDAR 2022.22 - Cdar Fake Class Su 22	**View Other Exams**

Final - Friday, July 29, 2022 - 09:00 AM - 01:00 PM (240)
Status: **Cancelled**
Approved Accommodation(s):
   ○ Extended Time 2.00x
   ○ Reduced Distraction
Request Entered on Tuesday, June 28, 2022 at 02:19:05 PM

Questions? Contact Us!