

# 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** 

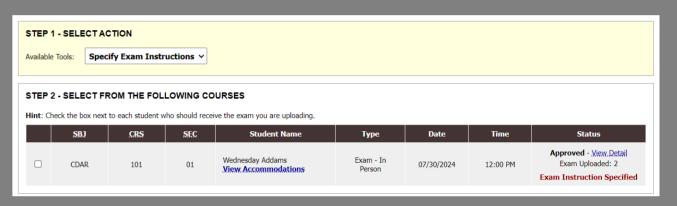
Under Views and Tools section click on Alternative Testing



## 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

STEP 2 - SELECT FROM THE FOLLOWING COURSES  Hint: Check the box next to each student who should receive the exam you are uploading.								
	CDAR	101	01	Wednesday Addams View Accommodations	Exam - In Person	07/30/2024	12:00 PM	Approved - Mew.Detail Exam Uploaded: 2 Exam Instruction Specified
	3 - CONFIRMA							

### 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

