

# UPDATING THE EPI

Proctoring Instructions. We encourage maintaining an updated EPI throughout the term. This allows students to schedule their exams in accordance with **CDAR Testing Services Policies & Procedures**. Maintaining an updated EPI will reduce the number of emails you will receive.

Contact CDAR Testing Services for assistance:

- **CDAR-TESTING@UIDAHO.EDU**
- 208-885-9004

## 1 – LOG-IN

Log-in to the **CDAR Faculty Portal** 

Under Views and Tools section click on Alternative Testing



#### 3 – REVIEW

Locate the information to be updated

To edit an existing exam date, click on **MODIFY** to the right of the exam date

To add a new exam date, click on Add Additional Exam Date

Click Update Exam Proctoring Instructions



### 2 – SELECT COURSE

Select the course desired from the provided drop-down menu

If the course is not showing, call CDAR at 208-885-6307

Click View to see the current EPI

LIST EXAM PROCTORING INSTRUCTIONS	
•	ou need to make any changes, please select the following Exam Proctoring
Instructio	ons to another course, please use the following function to select your source Example Instructions and your other course.
Instructio	ns to another course, please use the following function to select your source Example 1
Instructio Proctorino	ons to another course, please use the following function to select your source Example Instructions and your other course.

#### 4 – CONFIRMATION

The page will refresh

We recommend reviewing the EPI to ensure changes are reflected

If successful, the below will be shown

	SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.	