How to fill out the Submission Builder – A Detailed Guide

1. **New Submissions**

   Within the Submission Portal, select the '+' icon located in the top right corner of the screen to create a new test submission using the Submission Builder.

Follow the submission instructions and fill in all required fields and attach testing materials (if applicable**). For more detailed section information**, hover over "**?**" icons beside individual field sections.

2. **Create Submission/Test Name**
   This is the test/exam name students will see when registering.
   Test Name should be unique and **MUST** include **course code, section number, type of test**, and a number identifier – if applicable (ie. **COM101 NBB Test 1, COM101 NBB Midterm, or COM101 NBB Quiz 1 Deferred** etc.). **DO NOT** include full student names or initials. If required, only include the last 4 digits of the student's Seneca ID number.

   Faculty of Continuing Education Program Assistants: include your faculty member's **first name initial and last name** in the **Test Name** field (**PND520 Test 2 - A. Smith**).

   Test Name ❷

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   RGB101 N1N Final Exam - A. Smith

   Submission Builder
   Build and configure submissions.

   Select the exam group/s for this test ❷

   1 **Details**
      Define the submission.

   Start Date ❷   End Date ❷

   2 **File Management**
      Add submission files.

   > Time Restriction

   3 **Additional Information**
      Provide the details.

   Allotted Minutes ❷

   4 **Eligibility & Restrictions**
      Limit submission recipients.

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   5 **Exam Instructions**
      Create instructions.

   Next

3. **Select the Exam group for this test**
   a) Select the field to find your course name that your test belongs to within the exam group list (ex. Seneca Course Test / Exam >RGB101BBB.2001.2234. Ultra).
   b) **Faculty of Continuing Education Program Assistants:** your Faculty member must have already entered into the RegisterBlast system through Blackboard.

4. **Select Test Start and End Date for exam**
   Use the calendar widget to select a test start and end date.

If your test is available across multiple dates, select the appropriate end date. **Test start and end dates cannot be scheduled for weekends.** View the Test Centre's hours of operation.

NOTE: A **Time Restriction** option (**time frame of when testing can occur**) is available, however, based on the time range entered, it will impact whether students can register for this testing. **DO NOT** set a Time Restriction if testing is available on multiple days.

IMPORTANT

If a Time Restriction (Start Time AND End Time) is entered, ensure that the range accounts for students with an extended time accommodation (x1.5 or x2.0), since they will be writing beyond the allotted test time (standard test time). If the time range entered is less than an accommodated student's test time, students will **NOT** be able to register for this testing.
NOTE: When registering, students are given **start times in 30-minute increments** starting on the hour. For example, if a start time restriction of 1:10pm is entered, students will see 1:30pm as the earliest start time.

If required, select the red Time Restriction text option and set a **Start Time Restriction** when the test can start no earlier than _ . If required, set an **End Time Restriction** when the test must end by _ . See **IMPORTANT** notes above.

5. A**llotted Minutes**
   a) This reflects the **standard test time** excluding an extended time accommodation. The total number of minutes **MUST NOT** include an extended time accommodation. ie. For a 2- hour test, enter 120 minutes.
   b) Select **Next.**

* **For Blackboard Tests,** Faculty will still need to configure their test timing on their end in Blackboard so that students with accommodated time will see an accurate test timing when they start their Blackboard testing. *

NOTE: Information provided in steps 2-5 (**Details** section) allows students to register for this testing. Information provided in steps 6-10 (**File Management, Additional Information – Test information, Eligibility & Restrictions, and Exam Instructions - Additional Test Information** sections) is accessible and seen only by Test Centre Staff.

6. **File Management - Upload file(s). (Optional)**.
   If applicable, attach a copy of your test in the Test File Submission area for the Test Centre to download.
   a) Select the **Browse** button or drag and drop files for this submission into the upload field.
   You can upload more than one file and different file types at one time. You can also attach supplemental files (formula / reference sheet, etc.) for your testing.
   b) Select **Next once file(s) uploads.**

7. **Additional Test Information – Test Information & Aids.**
The Test Information section is where you indicate testing aids that you may or may not be permitting for your testing. Answer all question fields so the Test Centre can administer and proctor your testing.
a) Select the test aid and answer any required follow up fields if the aid is permitted. The test information **IS NOT accommodation related,** indicate the standard test information & aids your students will require to complete your testing.
If your submission requires an edit, do not delete, and resend; edit your original submission. Note: edits cannot be made if it is less than 48 hours from the testing date. Contact the appropriate Test Centre location if you are unable to make necessary edits.
b) Select **Next.**

Test Information & Aids
Answer all required test information

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Submission Builder
Build and configure submissions.

1. **Details**
   Define the submission.

2. **File Management**
   Add submission files.

3. **Additional Information**
   Provide the details.

4. **Eligibility & Restrictions**
   Limit submission recipients.

5. **Exam Instructions**
   Create instructions.

Select the Program Type (required)

◉ Full Time Programs

○ Faculty of Continuing Education Programs

Is the Test / Exam Paper or Computer Based? (required)

Paper ▼

Contact # or email (required)

@senecacollege.ca

Alternate Contact

Program Code (required)

RGB

Course Code (required)

RGB101

How do you want exams returned to you? (required)

Scanned through RegisterBlast Portal ▼

☑ Examination Book(s) 🔿

☐ Grademaster/Scantron 🔿

☐ Computer

8. **Eligibility and Restrictions.**
   a) Specify the students who will be writing this testing by entering their mySeneca email address
   b) Select the correct student result. If a result does not appear within the list, enter the student email address by typing it in the restriction field. Use the tab key on your keyboard or select the typed email address for it to remain in the field. Only students listed in this restriction field will be able to register for this testing. Multiple students can be listed.
   c) Select **Next.**

9. **Exam Instructions - Additional Test Information**
   Any additional information or clarifying instructions can be included in this field. Select the **Submit** button to submit the testing to the Test Centre.

10. The Test Centre will be notified of your submission. You can view your submissions within your professor portal. An email notification will be sent to students listed in the restriction field informing them to register for their test. Students can now start the registration process.

NOTE: If a date or time edit has been made, you must inform your student(s) of this change.