

Testing Procedures for Faculty

Version 29

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Faculty are to submit testing for their students to write at the Test Centre using the Test Centre's online test / exam registration platform (RegisterBlast).

After Faculty have submitted testing, if students intend to write at the Test Centre, they must schedule their test/exam date **no later than 2 days (48 hours) before** the test date. Students cannot register for testing until their instructors have submitted testing through the RegisterBlast system.

- Faculty must submit testing through RegisterBlast no later than **3 days (72 hours) before** a test date.
- The Test Centres invigilate testing for accommodated students and missed or rewrite tests / exams.
- The Test Centres do not accommodate class testing.
- If indicated on the test submission, Test Centres will provide examination booklets and Grademaster/Scantron cards for testing.
- The Test Centre cannot invigilate a test/exam without a provided submission and instructions as this confirms that students are permitted to write in the Test Centre and ensures that the Test Centre administers the exam/test to your specified instructions. (**Please note:** the Test Centre does not allow the use of electronic dictionaries).
- Faculty must submit testing through the RegisterBlast system. Do not send tests through email.
 - Students do not have access to submitted test/exam copies provided through the RegisterBlast system - only Test Centre staff have access to testing materials.
 - Test Submission names should **NOT** include full student names. If needed, include the last 4 digits of a student's Seneca ID number.
- View the [Forgot Test Submission](#) guide for more information if an accommodated student's test was not submitted to the Test Centre before the student's arrival.
- Do not activate Respondus LockDown Browser when setting up Blackboard tests for

students who have assistive technology testing accommodations. Respondus LockDown Browser is not compatible with assistive technology.

- An invigilator's report will be completed if a student is found to be writing a test/exam in a manner not specified by the provided submission instructions, i.e. unauthorized materials.
- The Test Centre will follow [Seneca's academic integrity policy](#).

tags : test-centre