

Testing Procedures for Faculty

Version 27

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- ****NOTE: As of September 5, 2023, the RegisterBlast system has replaced Request to Test Forms (RTTF)s.****

The Test Centre has implemented an online test / exam registration platform (RegisterBlast) where Faculty are to create and provide testing for their students to write at the Test Centre. 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.
- Seneca's academic policy will be followed.
- At the end of each semester, all completed paper-based tests (indicated as returned through RegisterBlast) will be kept at the Test Centre for 1 calendar year from the write date. After which, it will be shredded.

tags : test-centre