FCET Program Assistants

Version 47

Published 3/29/2022 by Anonymous Last updated 5/23/2025 4:42 PM by Lani Ip

RegisterBlast is the online platform used by the Test Centre for faculty to submit exams for their students. Once a test is submitted, students must then book a date to take the test at the Test Centre. However, students can only schedule their test after it has been submitted through RegisterBlast. Faculty must submit tests at least **72 hours (3 days)** before the test date, and students must register to take the test at least **48 hours (2 days)** in advance.

How to Access the RegisterBlast Platform - (FCET PAs)

1. Select the RegisterBlast campus link to access the RegisterBlast submission portal.

Newnham Campus RegisterBlast Submission Portal

2. On the Professor Sign In page, select the 'Sign in with School Credentials' button.

Seneca POLYTECHNIC			Submissions	History	Help	2
Select the 'Sign in with Scho	ol Credentials' button at the bottom of the so	creen to sign in with	your Seneca login	credentials.		
P	rofessor Sign In anage and review submissions and activity.					
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3. If prompted, sign in with usual Seneca login credentials.



After successfully logging in, the RegisterBlast Professor Submission portal will display.

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How to Submit Testing

IMPORTANT: Before submitting a test through the RegisterBlast system, ensure your Faculty member has linked their course from Blackboard to the RegisterBlast system. This will ensure that your submission is attached to the correct course. Select the following link for instructions on how **Faculty** link their course from Blackboard to RegisterBlast.

How to Access the RegisterBlast Professor Portal.pdf

Select the file link or video below for visual guides on filling out the Submission Builder.



Submission Builder Detailed Guide_FCET.pdf

Deferred / Supplemental Testing - If Course has Ended

Select the file link for an informational guide on submitting deferred or supplemental testing after a course has ended.

Deferred Supplemental Exam Submission_FCET.pdf

Submitting Exam Reviews

When submitting exams for review:

- Include the instructor's name in the Test Name field (ie. HRM732 Final Exam A. Smith)
- Select the 'Seneca Course Test / Exam > FCET Exam Review' exam group to assign this submission as an Exam Review.

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Submission Buildor	Test Name @
Build and configure submissions.	HRM732 Final Exam - A. Smith



tags : test-centre