

# FCET - Test Submissions

Version 43

Published 3/29/2022 by [Sonia Novello](#) Last updated 7/12/2024 8:18 PM by [Lani Ip](#)

RegisterBlast is the Test Centre's online test / exam registration platform for Faculty to submit testing for their students to write at the Test Centres. After testing has been submitted to the Test Centre, students are required to schedule (register) a test date if they intend to write at the Test Centre. Students cannot register for testing until their test has been submitted through the RegisterBlast system. Test submissions must be provided through RegisterBlast no later than **3 days (72 hours) before** a test date and students must schedule to write at the Test Centre **no later than 2 days (48 hours) before** a test date.

## 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

Select the 'Sign in with School Credentials' button at the bottom of the screen to sign in with your Seneca login credentials.

### Professor Sign In

Manage and review submissions and activity.

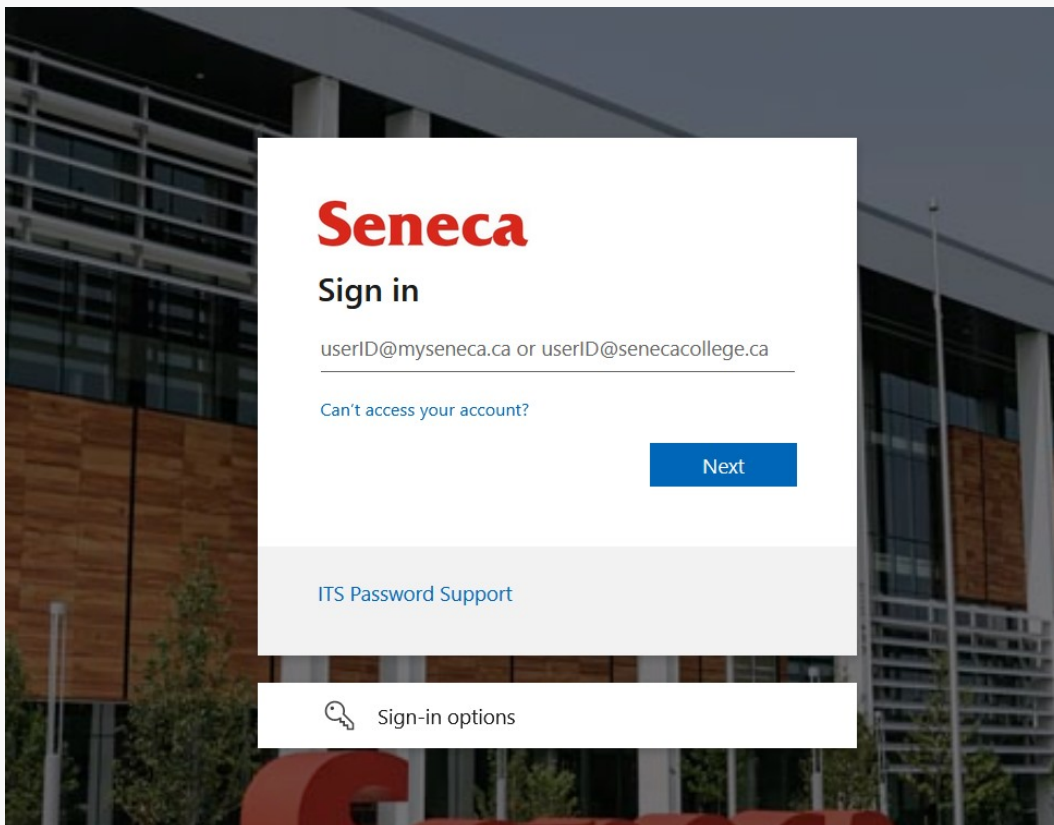
Email Address

Password

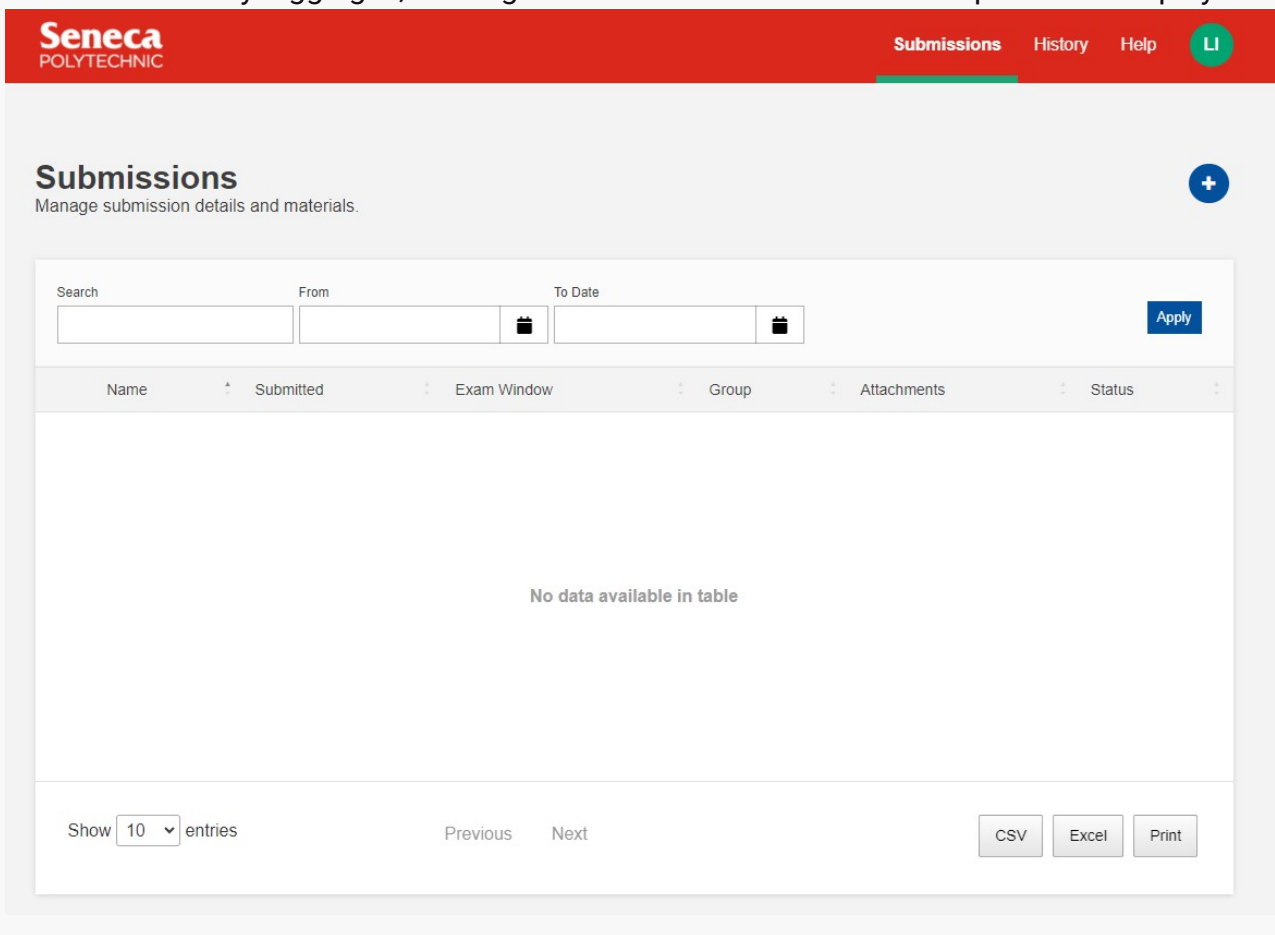
**Sign In** [Need password or account assistance?](#)

**Sign in with School Credentials**

3. If prompted, sign in with usual Seneca login credentials.



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



## 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](#)



## Submitting Prior Learning Assessments

When submitting Prior Learning Assessments (PLA):

- An instructor name is not required in the Test Name field
- Select the '**Seneca Course Test / Exam > Prior Learning Assessment - PLA**' exam group to assign the submission as a PLA.

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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.

**Time Restrictions** are applied to each day a test is available and should only be set if the test is scheduled for **ONE** day only. If required, select the red Time Restriction text option and set a **Start Time Restriction** when a test can start no earlier than \_\_. If required, set an **End Time Restriction** when a test **must end by** \_\_. If a **Time Restriction is used**, ensure the Time Restriction window accounts for students with a double time accommodation. **NOTE:** On the student end, only test start times in 30-minute increments (starting on the hour) can be selected.

Test Name 

OCA303 PLA Exam

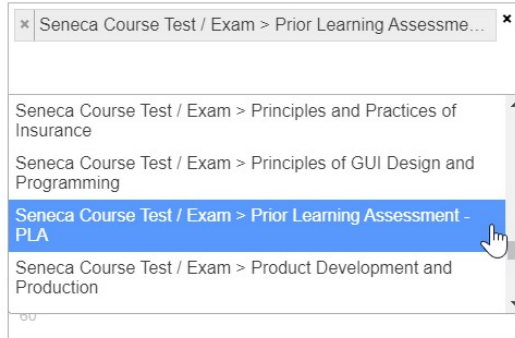
Select the exam group/s for this test 

4 **Eligibility & Restrictions**

Limit submission recipients.

5 **Exam Instructions**

Create instructions.



## 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 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.

Test Name

HRM732 Final Exam - A. Smith

Select the exam group/s for this test

Seneca Course Test / Exam > FCET - Exam Review

Seneca Course Test / Exam > Fashion Styling and Merchandising

Seneca Course Test / Exam > FCET - Exam Review

Seneca Course Test / Exam > Field Placement

Seneca Course Test / Exam > Field Work Seminar II

Seneca Course Test / Exam > Fieldwork

Seneca Course Test / Exam > Film and Politics

Seneca Course Test / Exam > Finance

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