

FCET - Test Submissions

Version 41

Published 3/29/2022 by **Sonia Novello** Last updated 2/23/2024 6:49 PM by **Lani Ip**

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

The Test Centre has implemented an online test / exam registration platform (RegisterBlast) to manage students writing at the Test Centres. After testing has been submitted to the Test Centre, students are now 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.

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[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.

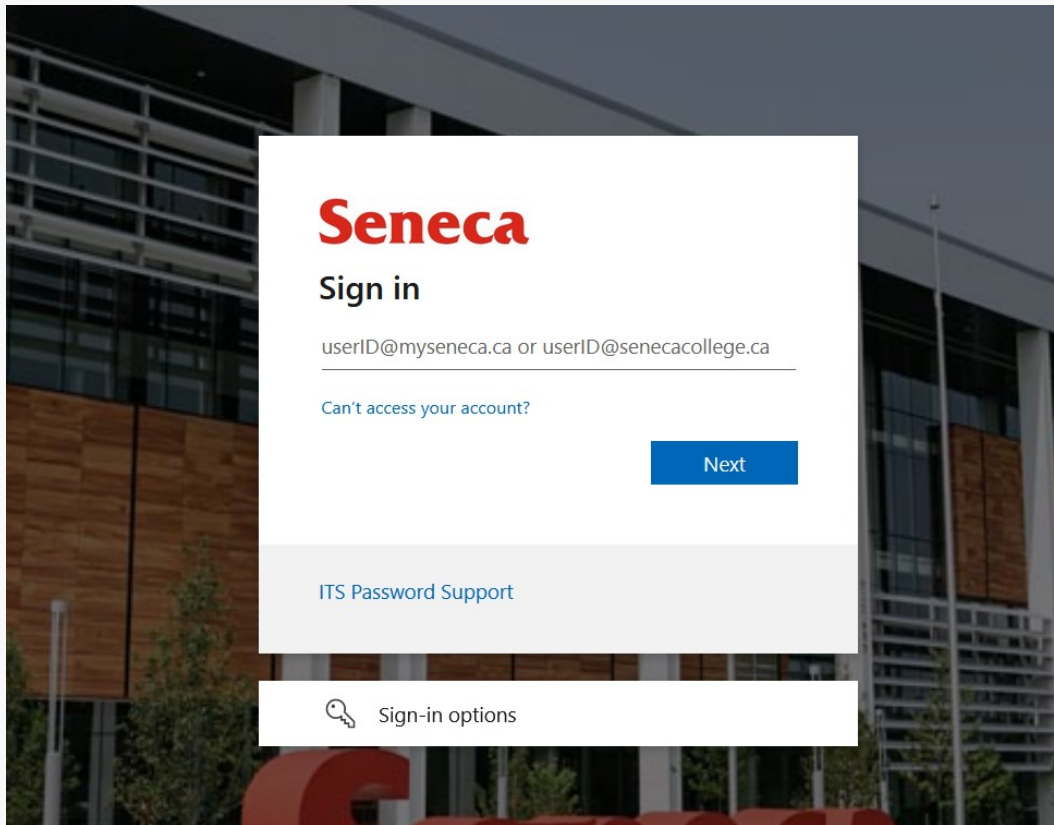
Email Address

Password

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

[Sign in with School Credentials](#)

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

The image shows a 'Sign in' modal window for Seneca Polytechnic. The window is white with a red 'Seneca' logo at the top. Below the logo, the text 'Sign in' is displayed. A text input field contains the placeholder 'userID@myseneca.ca or userID@senecacollege.ca'. Below the input field is a link that says 'Can't access your account?'. A blue 'Next' button is positioned to the right of the input field. At the bottom of the modal, there is a link for 'ITS Password Support' and a 'Sign-in options' section with a key icon.

Seneca


Sign in

userID@myseneca.ca or userID@senecacollege.ca

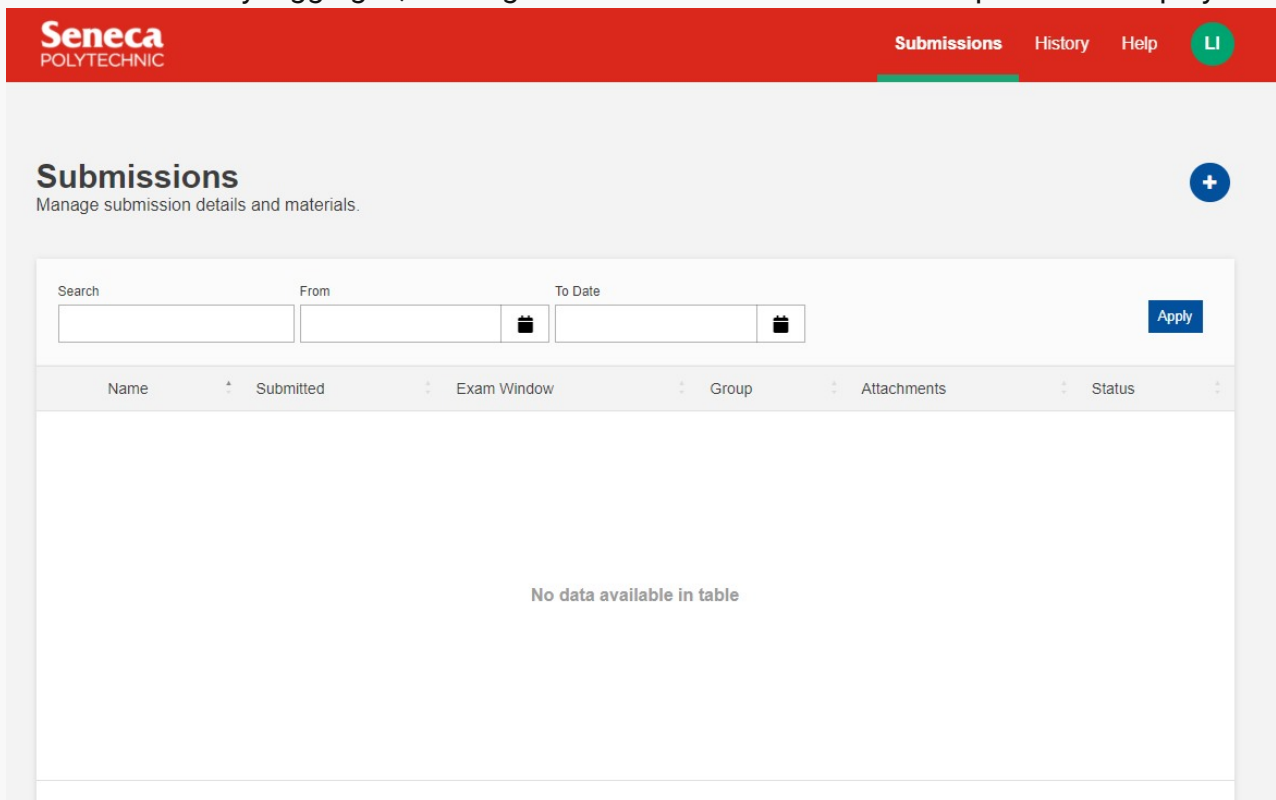
[Can't access your account?](#)

Next

[ITS Password Support](#)


 Sign-in options

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

The image shows the 'Submissions' portal in the Seneca system. The top navigation bar is red with the 'Seneca POLYTECHNIC' logo on the left and links for 'Submissions', 'History', 'Help', and a user profile icon 'LI' on the right. The main content area has a header 'Submissions' with a sub-header 'Manage submission details and materials.' and a blue '+' button. Below this is a search filter section with fields for 'Search', 'From', and 'To Date', each with a calendar icon, and an 'Apply' button. A table with columns 'Name', 'Submitted', 'Exam Window', 'Group', 'Attachments', and 'Status' is shown, but it is empty. A message 'No data available in table' is displayed at the bottom of the table area.

Seneca
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Submissions History Help **LI**

Submissions 

Manage submission details and materials.

Search From To Date **Apply**

| Name | Submitted | Exam Window | Group | Attachments | Status |
|----------------------------|-----------|-------------|-------|-------------|--------|
| No data available in table | | | | | |

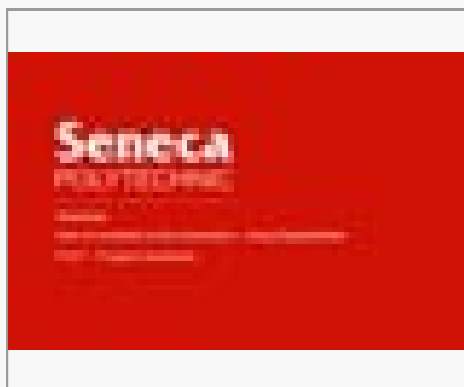
How to Submit Testing

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.

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.

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 ⓘ

OCA303 PLA Exam

Select the exam group/s for this test ⓘ

× Seneca Course Test / Exam > Prior Learning Assessme... ×

Seneca Course Test / Exam > Principles and Practices of Insurance

Seneca Course Test / Exam > Principles of GUI Design and Programming

Seneca Course Test / Exam > Prior Learning Assessment - PLA

Seneca Course Test / Exam > Product Development and Production

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

Next

tags : test-centre