

Submitting Assessments to the Test Centre

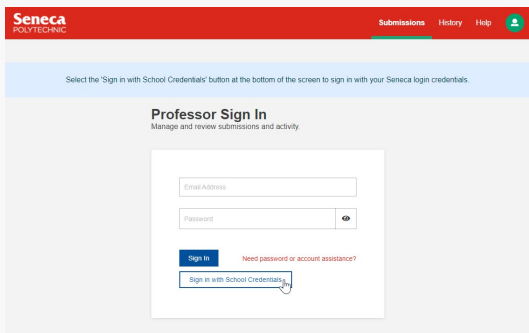
Published 11/7/2023 by [Anonymous](#)

If you have **students who are writing their assessments using the Test Centre**, this article is vital for you! There are several steps involved in the process:

Do This Now:

Sign into the RegisterBlast Professor Portal:

- Here are instructions for how to [Access the RegisterBlast Portal](#). Be sure to sign in by selecting the **Sign in with school credentials**.



More Than 72 hours (about 3 days) Before the Test:

Submit the test through RegisterBlast.

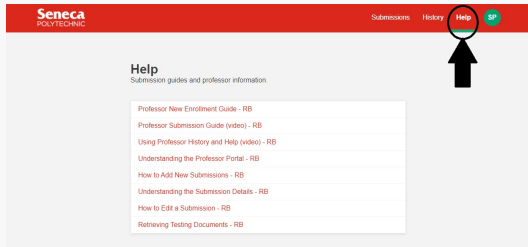
- Here is how to [Submit a Test Using RegisterBlast](#).
- [Professor Submission Guide \(video\)](#)

For A Deferred or Supplemental Test If the Course Has Ended:

Check out the steps for this here: [RegisterBlast Access and Deferred Supplemental Exam Submission](#)

After the test has been written:

- Here are the steps for [Retrieving Testing Documents](#)
- For other helpful information please access the help button on the RegisterBlast Portal:



Supporting Students

This process is either new or a change for students. You can support them as well on your Learn@Seneca Course by adding a course link to the RegisterBlast Portal for students to your course. If you are not sure how to do that head to this page:

- [Creating a course Link in Blackboard Ultra](#)
- You will want the course link to go to: [Accommodated Testing](#)

Consider reminding students who are using the Test Centre that they need to use the RegisterBlast system before the test as well.

Still Need Some Help?

[Get in touch with the test centre for your campus.](#) You can also connect with the student's Accessibility Counsellor noted on their Accommodation Letter for support or questions.

tags : accessibility, accessibility-blackboard-ultra, accommodations-blackboard-ultra, assessments, registerblast-faculty-portal, registerblast-student-information, test-centre