Submitting Assessments to the Test Centre

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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**.

Seneca POLYTECHNIC			Submissions	History	Help	2
Select the 'Sign in wi	h School Credentials' button at the bottom of	f the screen to sign in with	your Seneca login	credentials		
	Professor Sign In Manage and review submissions and ac	ctivity.				
	Password	ø				
		rd or account assistance?				
	Sign in with School Credentials	Ы				

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:

Seneca POLYTECHNIC		Submissions History Help 82
	Help Submission guides and professor information.	
	Professor New Enrollment Guide - RB	
	Professor Submission Guide (video) - RB	
	Using Professor History and Help (video) - RB	
	Understanding the Professor Portal - RB	
	How to Add New Submissions - RB	
	Understanding the Submission Details - RB	
	How to Edit a Submission - RB	

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