

# Testing... is This Thing Even Working?! New Procedures for the Test Centre

Published 11/24/2023 by [Ashley Ribbel](#)

[View all the Teaching & Learning Centre Spark Plugs!](#)

by **Sherri Parkins, Learning Strategist in Accessibility Services and Faculty Development Advisor in the Teaching & Learning Centre**

So....you have an assessment coming up and notice that some students will be using the Test Centre. You set up an email to the Test Centre and send them a copy of the test along with the student's "Request to Test" form. There! Done! Time to refuel before marking starts.

Right??

Nope! The procedures for testing have changed!



*Paper note of "are you ready for exams" on computer keyboard with stationary by AtlasStudio from [Noun Project](#) (CC BY-NC-ND 2.0)*

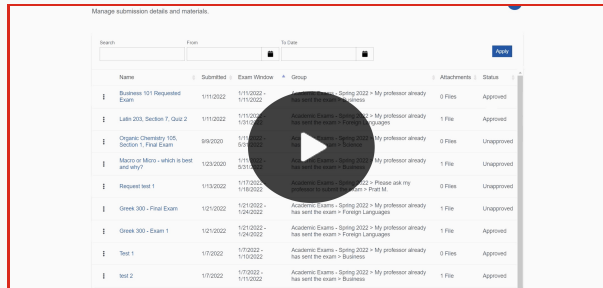
Let me introduce you to RegisterBlast. Here are the steps now for setting up an assessment that is to be done in the Test Centre:

## Do This Now

Access the RegisterBlast Professor Portal: Here are instructions for [How to Access the RegisterBlast Professor Portal.pdf](#). There is more information in the [Professor New Enrollment Guide](#).

## More than 72 hours Before the Test

Submit the test through RegisterBlast. Here is how to submit a test using RegisterBlast: . You could also watch this video:



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

Check out the [RegisterBlast Access and Deferred Supplemental Exam Submission.pdf](#).



Photo by AtlasStudio from Noun Project

The word "Exams" surrounded by clock and stationary on desk by AtlasStudio from [Noun Project](#) (CC BY-NC-ND 2.0)

Okay...Whew! That was a lot of links! So, the student has written! Now what??

## Retrieving a Student's Completed Assessments

Once the student has finished writing you will want to retrieve their assessment. Here are the steps for [Retrieving Testing Documents](#).

## Supporting Students in Learning the Process

This process is either new or a change for students. You can support them via your Learn@Seneca Course. Consider adding a course link to the RegisterBlast Portal for students to your course. You will want the course link to go to: [Student Portal for RegisterBlast](#). If you are not sure how to a course link that head to [Creating a Course Link](#) in Learn@Seneca Blackboard Ultra.

## Okay! Time for a test!

See if you can answer this question on the use of RegisterBlast! Where would you click to submit a new assessment?

All the best for the last few weeks of the term!



Photo by Jacob Lund from Noun Project

*Shot of young woman taking down notes in diary by Jacob Lund Photography from [Noun Project](#) (CC BY-NC-ND 2.0)*

Header photo by [Joyce Hankins](#) on [Unsplash](#)

**[View all the Teaching & Learning Centre Spark Plugs!](#)**

tags : spark-plug, teaching-and-learning, teaching-and-learning-centre, testcentre, test-centre, testing, tests