

Forgot Test Submission

Version 2

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The Test Centre is here to support faculty and provide a secure space for accommodated testing. Facilitating accommodated testing requires a collaborative effort between Test Centre staff, Faculty, ALS staff and students. While we make every effort to ensure a seamless experience, there may be occasions when student encounter scheduling mix ups. The questions below will help faculty to navigate these occasions and understand how to best resolve them.

1. I am a faculty member, and I received a message from a student regarding a Test Centre submission. What does this mean?

If you receive an email with the following subject line: "Urgent Request: Test Centre Submission for My Exam (Student Name and Number)," we request your prompt attention and cooperation.

Please follow the process for submitting tests through RegisterBlast as soon as possible. If the due date for the exam has already passed, please make the submission with a future date, and then contact us directly. We have the capability to adjust the date on our end to help complete the process.

Note: All future submissions must be made at least **72 hours prior** to the test date.

For detailed instructions on how to make a submission refer to the [RegisterBlast Test Submission Information](#) page.

2. Why am I receiving this email message from a student?

A student is directed to send this email by Test Centre staff when they arrive at the Test Centre expecting to write a test but there is no RegisterBlast test booking completed by the course instructor. This means the student is not able to write their test as expected because the Test Centre does not have a copy of the test. This may be because you had intended to self-manage the accommodations by way of Blackboard or possibly you did not submit the request through RegisterBlast in error.

For detailed instructions on how to make a submission refer to the [RegisterBlast Test Submission Information](#) page.