Test Centre Essentials: Don't "Drop the Ball"...

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As mid-term assessments approach, I am sure there are lots of tasks that you are juggling! One other thing to add to that juggling act is to ensure that students who have the accommodation of writing in the Test Centre are all set and so are you!

Here are the steps for setting up an assessment that is to be done in the Test Centre:

Do This Now

The first step that should be taken now is to access the RegisterBlast Professor Portal from your Learn@Seneca course. Here are the instructions: How to Access the RegisterBlast Professor Portal.pdf.

More than 72 hours Before the Test

Submit the test through RegisterBlast. Use this submission builder guide to support you as you submit a test: Submission Builder Detailed Guide.

You could also watch this video:

Submission Page for Professors and Instructors

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.

For a Deferred or Supplemental Test, if the Course Has Ended

If the course has ended and you need to access the RegisterBlast Professor Portal to submit a deferred or supplemental test, check out the RegisterBlast Access and Deferred Supplemental Exam Submission.pdf.

Supporting Students in the Register Blast Process

This process is new for many students and, like you, they have some things to do prior to the assessment date!

You can support them via your Learn@Seneca course by adding a link to the Student RegisterBlast Portal for them. Instructions on how to do this are available: How to Access the RegisterBlast Student Registration Portal.pdf. If you are not sure how to add a course link, see Creating a Course Link in Learn@Seneca Blackboard Ultra.

Students need to set up when they are writing. Support them to access information specifically for them with this resource: How to Schedule (register) a Test Date.

The Test Centre has the important links and information for students on their RegisterBlast information for Seneca students page.

That's it! One more task is now off all that you are juggling!

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