How to Add a New Exam Submission

A test submission (referral) should be used for the following:

- A student needing a **make-up** exam proctored for a student in your face to face or mixed mode course.
- You have a student with **accommodations** that you cannot provide during your in-class proctoring time.

Test Submissions should be submitted **at least 3 business days in advance** to ensure students can make an appointment 24 hours in advance of their test date. **Alternative test format, scribe or reader** should be submitted 7 business days in advance.

**Step 1:**
Sign in to the RegisterBlast Professor Portal using your Atlas username and password. Your home campus links can be found below:

- Downtown
- East
- Lake Nona
- Osceola
- Poinciana
- West
- Winter Park

**Step 2:**
Navigate to the menu on the top right and click ‘Submissions’ (Figure 1). **If you do not see these options shown below in your dashboard after signing in, please contact your home campus testing center for assistance.**

**Step 3:**
Click the ‘+New’ button on the top right to add a test submission (Figure 2).
Step 4:
Begin filling out the test submission form with your test name. This is the name your students will see when making an appointment.

IMPORTANT NOTE: When submitting a new test/exam, you **MUST** include the Course Prefix & Number. Please indicate the type of exam (quiz, final, midterm, etc.) and exam number (Ex. MAC1105-Quix 2). Section numbers are helpful.

![New Submission](image)

*Figure 3: Screenshot of the New Submission page with a gold box highlighting the Test Name entry field.*

Step 5:
In section 2, please check the box for the exam group with your name (if you do not see this, please contact your testing center before submitting your exam). Then enter the **Start date** and **Close date**. Please **leave the 12AM time as the default time**. If you have a specific time the student can start or complete their exam, please indicate that in the last section for notes.
After entering the dates, the next entry field is for the “Allotted Minutes for Exam”. Enter the allotted time (in minutes) in the textbox. Please see a few notes below:

- When entering the length of your exam, please **DO NOT** add extra time. This should be the standard allotted amount of time without accommodations. RegisterBlast will handle time extensions by each student when they register for your exam.
- If your exam is in Canvas, please make sure you have set the correct time for accommodated students.

**Only the Testing Center can edit the “Test Open”, “Test Close” and “Allotted Minutes for Exam” after submission.**

Step 6:
In section 3, please select the campuses you would like your student to be able to take your exam. If a campus is not selected, the testing center will not receive a submission and your student will not be able to register for an appointment at that campus. **Note:** You will not see your home campus listed since it is automatically sent to the campus you are signed into for RegisterBlast. To avoid confusion, make sure you’re signed into your home campus link.

Step 7:
In section 4, please review the Testing Center Best Practices and check the box that you have read and agree the document.
Testing Center Best Practices

Please check the box below (required)
☒ I have read and agree to adhere to the Testing Center Best Practices

Figure 6: Screenshot of ‘Best Practices’ check box field.

Then provide us with the additional exam details to ensure the testing center (s) know how to proctor your exam.

- **Phone number**: primary and alternate
- **Student Information**: First name, Last name and VID number
- **Applications** needed to administer the exam (LockDown Browser, MyMathLab, etc.)
- **Exam Password**: if using an online exam
- **Course Type**: Face-to-face and Mixed mode. Online exams by test center approval only
- **Returned Exams**: How you would like your exam to be returned if applicable
- **Exam Pick up**: Anyone other than you who you would like to pick up your exam
- **Calculators**: Select any calculators allowed if applicable
- **Test Materials**: Select any additional test materials allowed or not allowed on your test
- **Test Files**: Upload any files such as a paper and pencil exam or chats, detailed instructions
- **Additional Instructions**: Any additional comments you would like for the testing center to note for your student’s exam. If you have specific times a student can start or complete your exam, please place it in this section.

Students will not be allowed any items for the test unless specified on the test submission.

**NOTE: To ADD exam documents** use the ‘Additional Files’ at the bottom of the Section 4 (Figure 6). You can upload any number of documents, but they cannot together be larger than 9MB.

![Choose File](Your Test Materials.docx)

![Choose File](Your Test Charts.docx)

Figure 7: Screenshot of New Submission page with ‘Add additional file’ link bordered in gold. Click on the text to add another ‘Choose File’ button for your documents.

**Step 7:**

At the bottom of the Submission page is a link to ‘Submit’ or ‘Submit and Print’ your submission. Click either of the links to submit. *The Testing Center will activate the exam within 24 hours to make it available for students to register online* (Figure 7). If we have any questions about your submission, we will contact you before approving it.
Figure 8: The final buttons of the New Submission form.

You will see a green bar when your submission was successfully receive.

Figure 9: The confirmation of your test submission.

Also, the “Students” tab allows you to see if your student scheduled their exam and the status on their testing session.

Figure 10: The “students” page to see the status of your student test activity.