

Student How to Register for an Exam

NOTES:

- *Appointments must be made 24 hours in advance of desired test date*
- *Those with an approved accommodation for **alternative test format, scribe or reader** should make their appointment 5 days in advance to ensure we can provide your accommodation.*
- *Our RegisterBlast instructional video can be found [here](#)*

Step 1:

Click on the campus Student RegisterBlast link where you wish to take your exam and sign in to the Student RegisterBlast Portal using your Atlas username and password. Your home campus links can be found on our [Course Testing website](#).

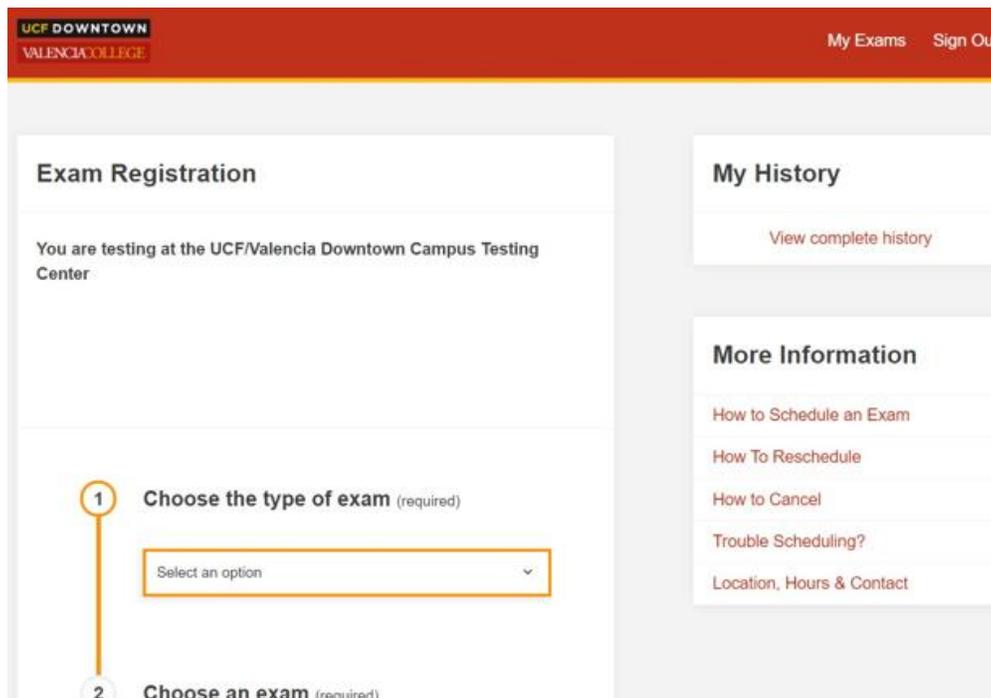


Figure 1: The landing page for registering for an exam at the Downtown Campus.

Step 2:

Begin filling out sections 1 through 3 by first selecting the dropdown box under 'Choose the type of exam' and select the option '**On Campus Testing**'. Then, for 'Choose a group' select '**Course Testing**'. For section 3, find and select the name of your professor.

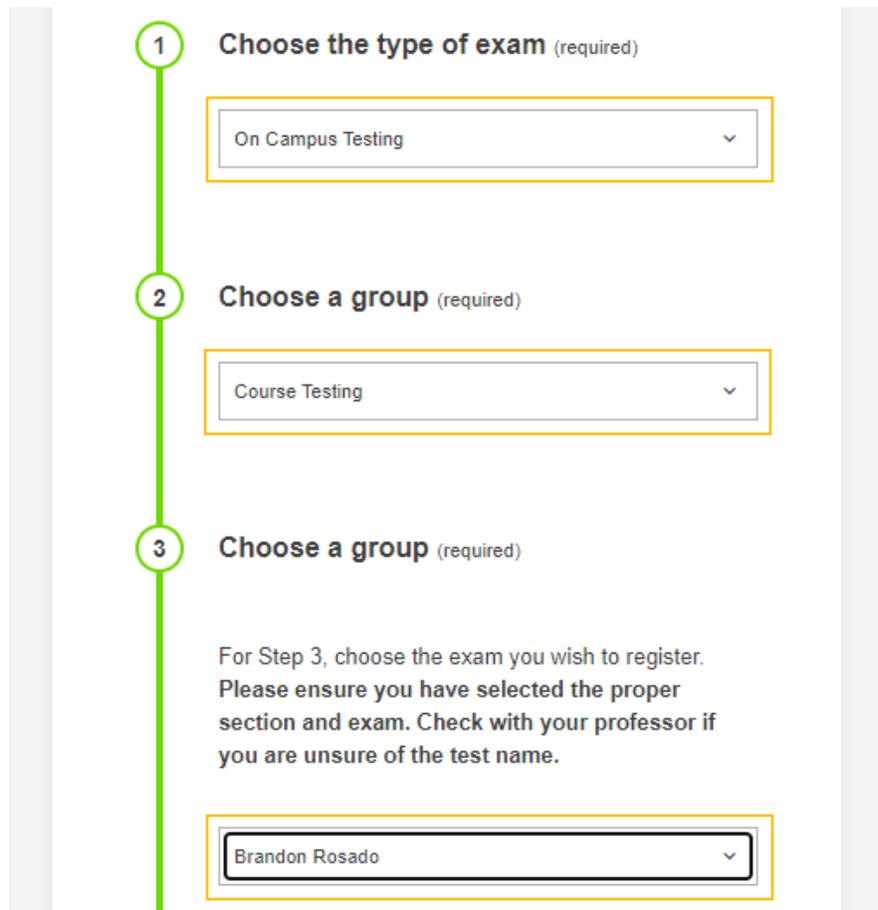


Figure 2: A screenshot of the 'On Campus Testing' option bordered in gold.

Step 3:

Next, you will see an option to "choose an exam". Search and select the exam you are needing to take for your class (Figure 3). Your professor should have communicated the title of their exam with you. If you do not see the exam listed, it could be that your professor has not yet submitted the exam to the testing center. Be sure to check with your professor for any pertinent testing information.

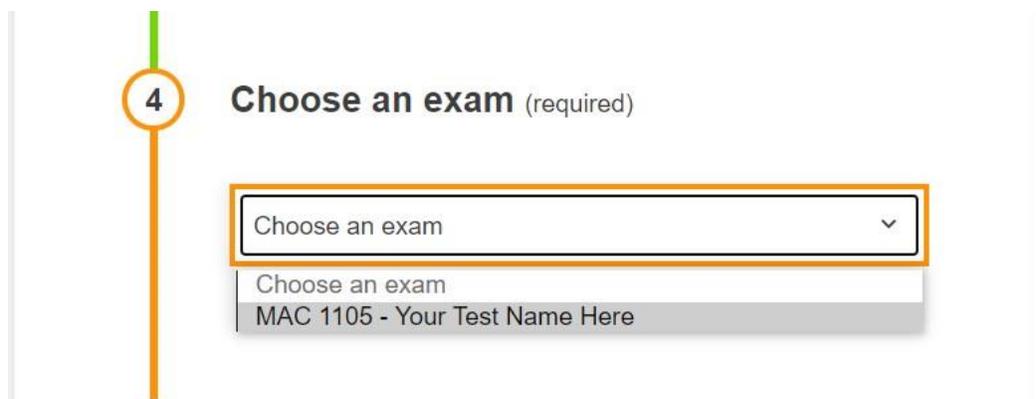
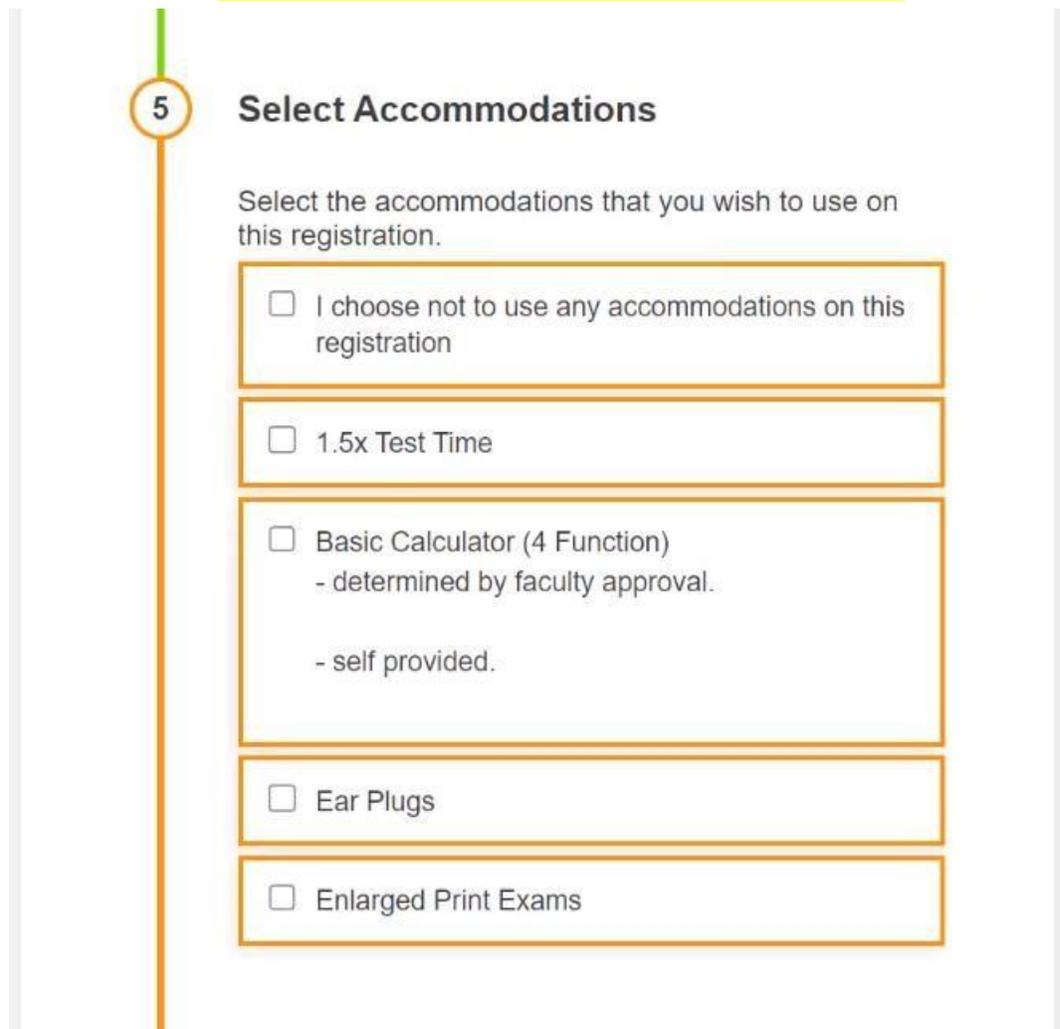


Figure 3: A screenshot showing an example test listing. Make sure you have this information before heading to the testing center.

If you have an approved accommodation on file, you will see your accommodations listed in the next section(Figure 4). Select the accommodations you would like to use for the exam. If you do not see your accommodations, **please check with the Office for Students with Disabilities.**



The screenshot shows a form titled "5 Select Accommodations". Below the title is the instruction: "Select the accommodations that you wish to use on this registration." There are five checkboxes, each in a separate box:

- I choose not to use any accommodations on this registration
- 1.5x Test Time
- Basic Calculator (4 Function)
- determined by faculty approval.

- self provided.
- Ear Plugs
- Enlarged Print Exams

Figure 4: A screenshot showing an example of student accommodations.

For the next section, select the date you want to take the test. The available dates are set by your professor. The available times are based on seating availability in the testing center. Dates available will be **bolded** (Figure 5). If you do not see any bolded dates it could be a couple of reasons:

- You have a testing accommodation that requires 5 days advanced notice and your exam is out of that window. If this is the case, please contact you accessibility advisor.
- You may have missed the exam window for the test, please contact your professor

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Choose a Date (required)

July 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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Figure 5: A screenshot showing the dates available for an exam. The bordered dates are available. The rest are grayed out.

After choosing your exam date, you will be asked to select the time. In the list are the times available for the exam. If there are no times available for the exam, it will say “full”. Otherwise, select the time you wish to start testing.

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Choose a Time (required)

Select an option

Select an option

9:00 AM

12:00 PM

2:00 PM

Step 4:

The next section will contain your personal information. It should be auto populated using the information tied to your Atlas account. Verify the information is correct before continuing.

First Name (required)

Juanita

Last Name (required)

Lee

Email (required)

Jlee105@mail.valenciacollege.edu

Verify Email (required)

Jlee105@mail.valenciacollege.edu

After verifying your information, you will be asked to read through the acknowledgements. After reading fully, check the box that says "I agree to follow the above guidelines".

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Exam guideline acknowledgement

determine if they will allow an additional attempt.

- Only Testing candidates are allowed in the Testing Center; this includes children and guests of the testing candidate. I also acknowledge that children are not allowed to be unattended outside of the Testing Center or any other area of the college during testing.

If you have any questions or concerns, please

I agree to follow the above guidelines

Step 5:

You will see a note about accommodations. This is to ensure those who have accommodations are able to select them. Please be sure to answer appropriately.

10 **Needed information**

Are you approved for accommodations that ARE NOT listed in the above registration? (required)

If yes - please email osddtc@valenciacollege.edu before setting your appointment.

If no - no further action is needed.

Finally, at the bottom of the page select the green button labeled “Add to Cart”.



Press it to go to your Exam Cart. After reviewing the information shown, press the button labeled “Complete Registration”.

Your Cart

MAT1033C-Final Exam \$0.00 **×**

Friday, July 16, 2021

Apply promo/voucher code

Total exam fees **\$0.00**

[+ Add Another Exam](#)

After successfully registering, you will receive an email about your exam registration. This will be sent to the Atlas email address associated with your RegisterBlast account. Be sure to check your junk mail if you do not receive the confirmation email after a few minutes. Be sure to review your email to confirm the location of the testing center and all other details about your appointment.

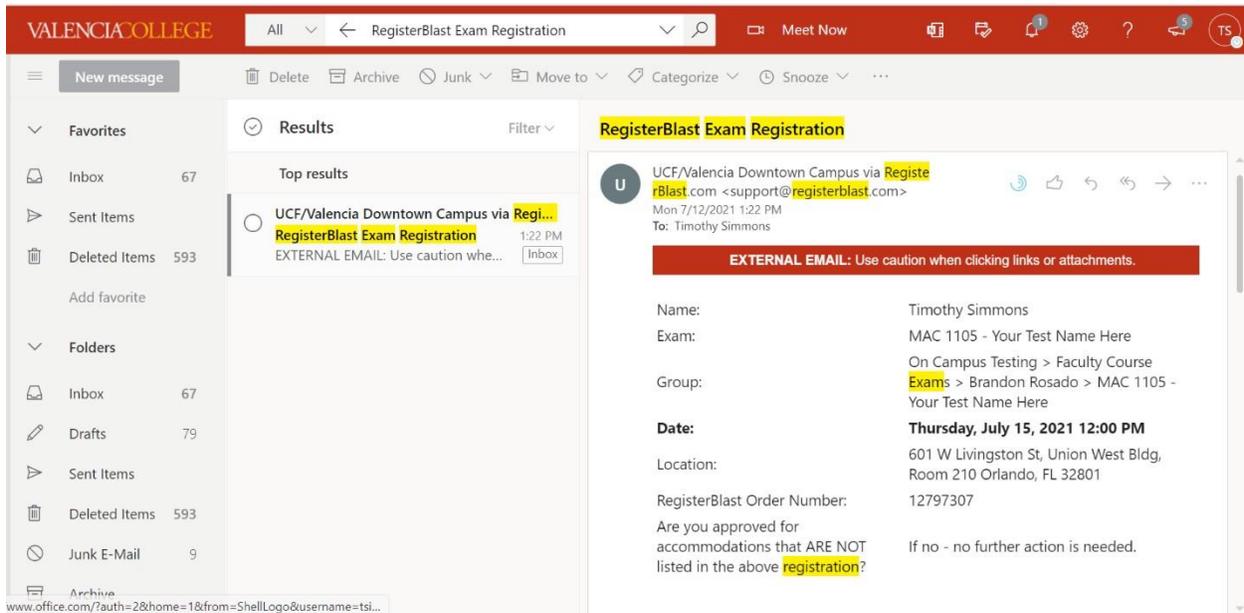


Figure 6: An example of the RegisterBlast exam registration confirmation email.

Additional Notes:

- Be sure to bring your ID on test day
- No large bags or purses allowed
- Arrive on time or you may be told to reschedule you exam day (if allowed by your professor)