

Testing Center Software: RegisterBlast

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Overview

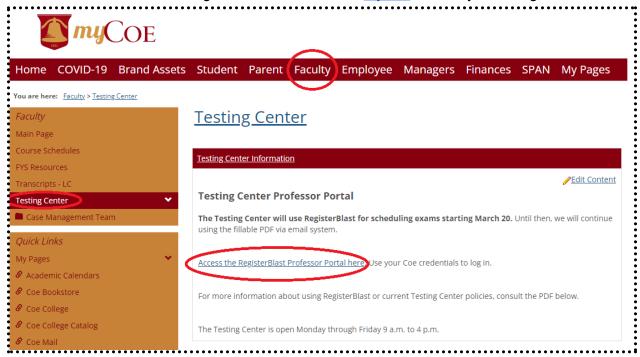
Our Testing Center software **RegisterBlast** enables us to schedule exams with ease. This program offers features that greatly improve the efficiency and accuracy of our Testing Center operations, including:

- Online exam registration and scheduling
- Email notifications for students and faculty
- Secure test uploading and delivery in a faculty portal
- Detailed reporting and analytics

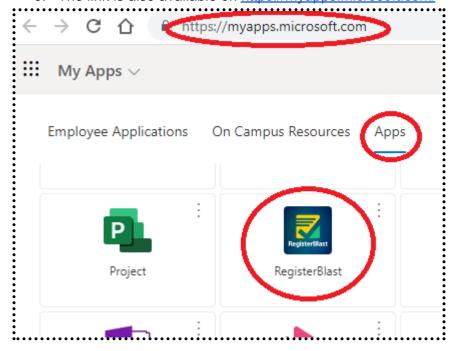
NOTE: In this system, students cannot sign up for an exam unless the professor has created a shell for the exam. This means that when the professor knows the date of the exam, they log into RegisterBlast and set this up (think of it as putting it on a calendar). Ideally, the exam is uploaded at this time, but if not, the exam can be uploaded after this appointment/shell is made.

Professor Portal

- 1. Access the RegisterBlast Professor Portal using your Coe credentials at https://www.registerblast.com/coe/professor.
- 2. Find the link and Testing Center information on myCoe > Faculty > Testing Center.



3. The link is also available on https://myapps.microsoft.com/



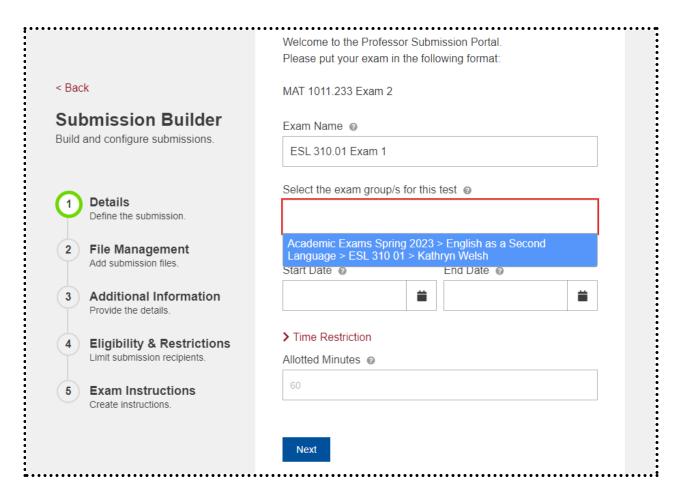
Details

Rather than exam appointments being student-initiated, **faculty set up exams in the Professor Portal in advance**. Only after an exam has been set up can students register for the exam. This means that if you have multiple students using the Testing Center, **you just set up your exam once**.

1. Click the round blue circle with a white "+" sign in the middle to start adding your exams.



- 2. Write a title for it such as "ESL 310.01 Exam 1." Putting the **course code first** will help Testing Center staff find your exams easier, but you can also add a **descriptive title** that will help your students know which exam they are registering for (e.g. "Exam 1").
- 3. Then select the course section(s) the exam is for. You can choose multiple sections, and all courses you're teaching this semester should be visible.



4. Set the **Start Date** and **End Date** you will allow testers to take this exam. The more flexible you are, the easier it will be for students to find a time that fits their schedule.

It may be that you only want students to take the exam when the rest of your class does, so you can **specify a time** as well. Keep in mind that the less flexible your testing times are, the more likely it is that students' schedules will conflict. A common accommodation is time-and-a-half, which means a 60-minute exam gets scheduled for 90 minutes. If a student has another class directly after yours, they may not be able to finish in time.

5. Let us know how long your class has to take the exam in "Allotted Minutes." Do not calculate time-and-a-half; RegisterBlast will do that automatically.

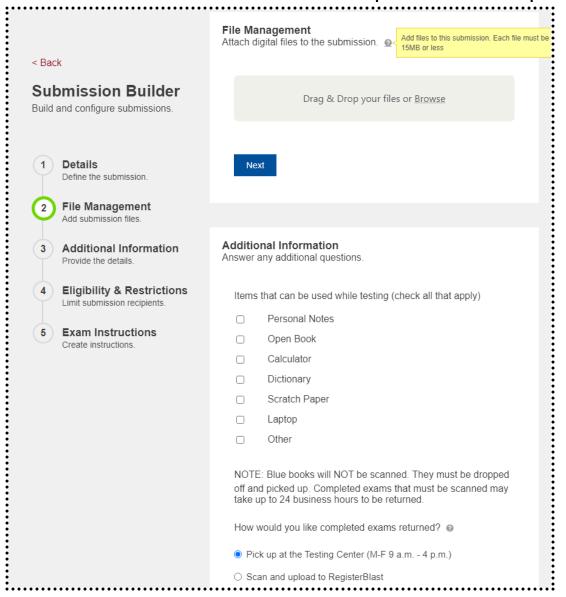
File Management

6. The secure Professor Portal is also where you **upload your exam file** for us to provide to testers. Files must be under 15MB, and we can open PDFs and Word Documents.

Not done writing your exam? That's fine. When you know when your exam is, set up the exam details and **upload the file later when it's ready**.

Wrote a new version of the exam after uploading it? You can change this file as many times as you need up until the morning of testing, when Testing Center staff will print the exams for the day.

The Professor Portal is also where scanned completed exams will be uploaded.

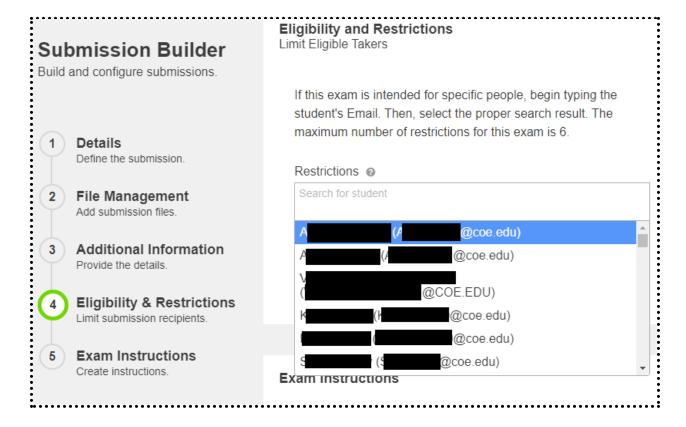


Additional Information

- Specify additional items students can use while testing. Please be specific if you have restrictions, such as only allowing basic calculators. Proctors will check this list before students enter the Testing Center and start their exams.
- 8. Let us know how you would like to receive completed exams. You can pick them up at the Testing Center Monday through Friday between 9 a.m. and 4 p.m. or have them scanned and uploaded to the Professor Portal.

Eligibility and Restrictions

9. You can select specific students who are able to register for the exam, such as in the case of a makeup exam or if you have written an exam specifically for one student.



Give any additional information in "Exam Instructions."

Once you submit your exam parameters and it gets approved by Testing Center staff, it is "live" for students to see and register for.

Since students can't make appointments for exams that don't exist in the system, the sooner you're able to set them up, the better. Please communicate with students who require use of the Testing Center so that they can register when the exams are set up in RegisterBlast.

Who can use the Testing Center?

Students with Accommodations

How do you know if you have students who use the Testing Center? At the start of the semester, the Office of Accessibility Services sends letters about **students with accommodations** in your classes, including those who are able to use the Testing Center.

Absent due to Coe-sponsored events

In addition to students with registered accommodations, the Testing Center is for students who miss an exam during class time due to a **Coe-sponsored event** (e.g. athletics, theater). You should receive lists of student names for Coe-sponsored events and be able to plan ahead.

Makeup Exams with Professors' Discretion

The Testing Center allows students to sit for makeup exams, at the professors' discretion. As exams in our scheduling system are professor-initiated, you have control over when makeup exams are available to your students and can even specify which students are able to register for the exam (see "Eligibility and Restrictions"). It will be up to you to set up the exam and tell your students to register for it, should you want to use the Testing Center for makeup testing.

We are glad to be able to provide this service to support Coe students' progress and retention, but we would also like to remind the Coe community that the Testing Center was created to meet the needs of students with documented disabilities. We hope allowing makeup exams doesn't interfere with that purpose. Faculty are encouraged to continue hosting makeup exams during office hours when possible and use discretion when determining who is eligible for makeup exams.

A Note on Final Exams

For final exam week, which is the busiest time of the semester for the Testing Center, we will not host "makeup" exams for students leaving early. Since many testers receive additional time as an accommodation, they often test for 3-4 hours for each final exam. With only 11 seats available in the Testing Center, we simply cannot handle more testers then. We appreciate your understanding in this matter.

Any questions about use of the Testing Center can be directed to staff at testingcenter@coe.edu.

Questions about RegisterBlast can be directed to Angie Parenteau, Testing Center Coordinator at aparenteau@coe.edu.