

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 fully completed and submitted **1 business day prior** to your test date to ensure students can follow the 1 hour in advance registration policy. **Alternative test format, scribe or reader** should be submitted 5 business days in advance.

Step 1:

Sign into the Professor Portal using your Atlas username and password. Your home campus links can be found on our website [HERE](#).

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.*

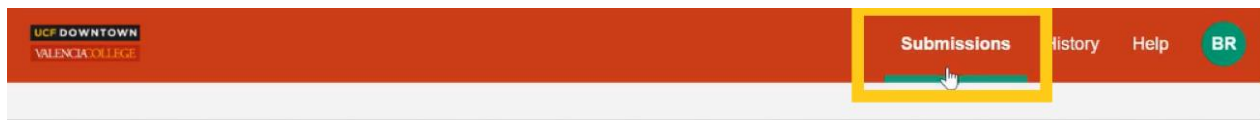


Figure 1: Screenshot of Professor Landing Page with gold box around the word 'Submissions'.

Step 3:

Click the **+** button on the top right to add a test submission (Figure 2).



Figure 2: Screenshot of Submission page with gold box around the '+New' button.

Step 4:

Begin filling out the test submission form with your test name in section 1 (Figure 3). 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-Quiz 2**). Section numbers are helpful.

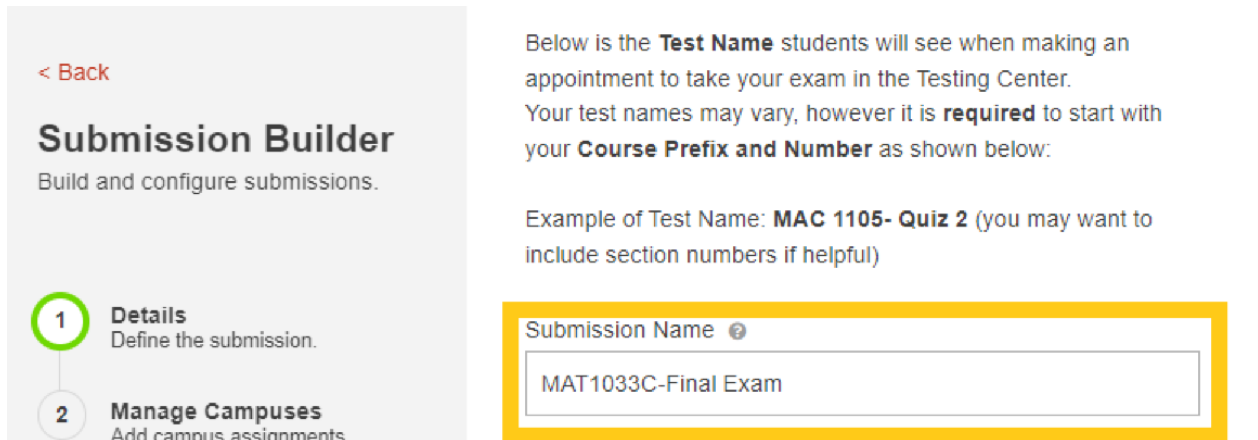


Figure 3: Screenshot of the New Submission page with a gold box highlighting the Submission Name entry field.

Step 5:

In section 1, please select the for the exam group with your name by clicking the drop down menu(1) (if you do not see this, please contact your testing center before submitting your exam). Then enter the Start date and End date (2). **Please leave the time restriction field blank** (3). If you have a specific time the student can start or complete their exam, please indicate that in the last section for notes (Figure 4).

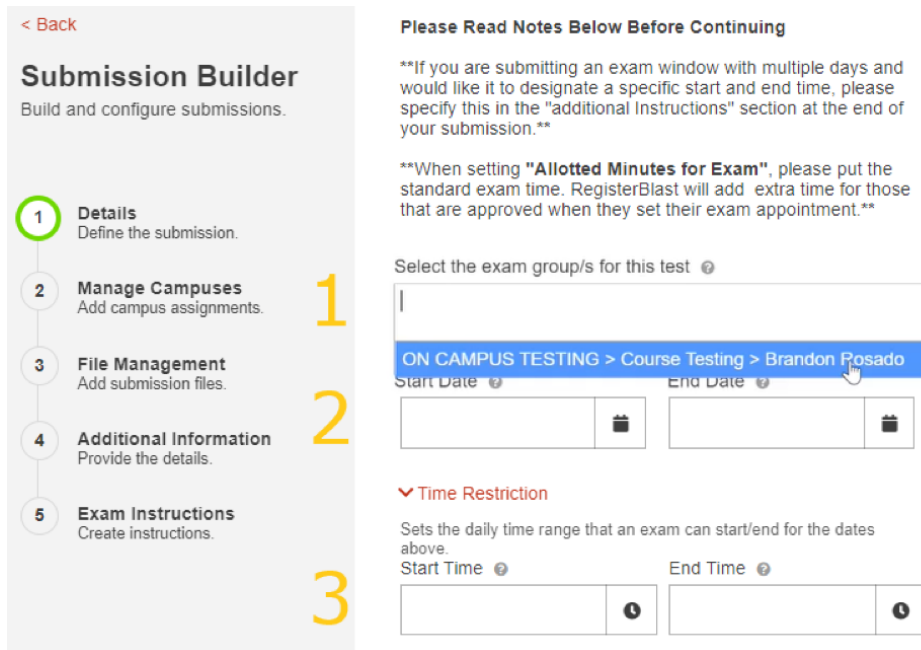


Figure 4: The entry fields corresponding to (1) Your Name, (2) Start date and End date, (3) Time Restriction.

After entering the dates, the next entry field is for the "Allotted Minutes for Exam". Enter the allotted time (in minutes) in the textbox (Figure 5). 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.

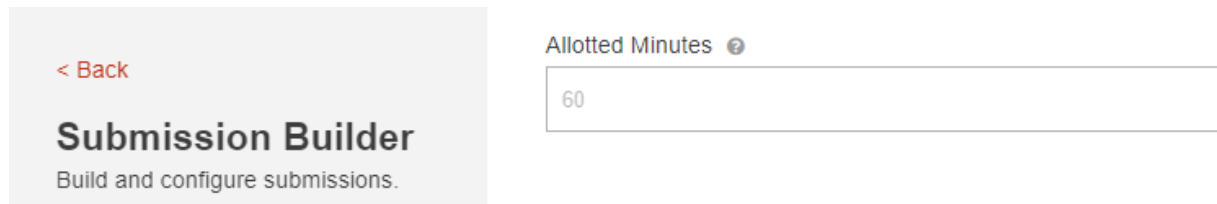


Figure 5: Screenshot of 'Allotted Minutes' entry field.

*Keep in mind this section **CANNOT** be edited after being approved. Only the Testing Center can edit after an exam has been submitted and approved.*

Step 6:

In section 2, 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 3, please use the File Management function to upload any documents you wish to attach to the submission. You may do so by dragging and dropping multiple selected files into the field or by clicking the "browse" button and selecting multiple files to upload (Figure 6).

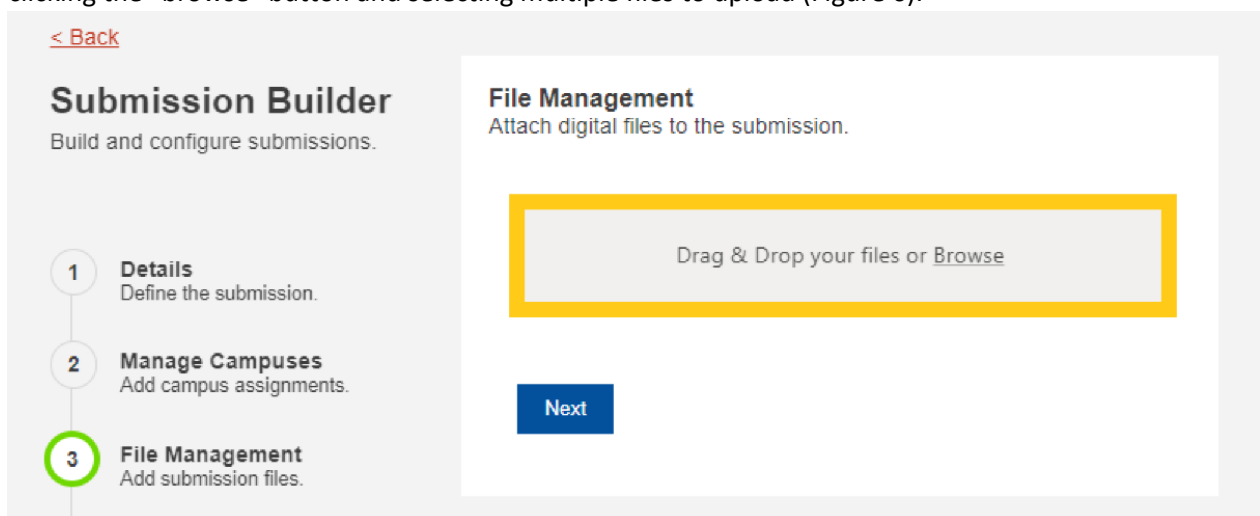


Figure 6: Screenshot of the File Management function with a gold box highlighting the file upload field.

Step 8:

In section 4, please review the Testing Center Best Practices and check the box that you have read and agree to the document (Figure 7).

Testing Center Best Practices

Please check the box below (required)

I have read and agree to adhere to the Testing Center Best Practices

Figure 7: 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

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.

Step 9:

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 (Figure 8). *The Testing Center will activate the exam within 24 hours to make it available for students to register online.* 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 received (Figure 9).

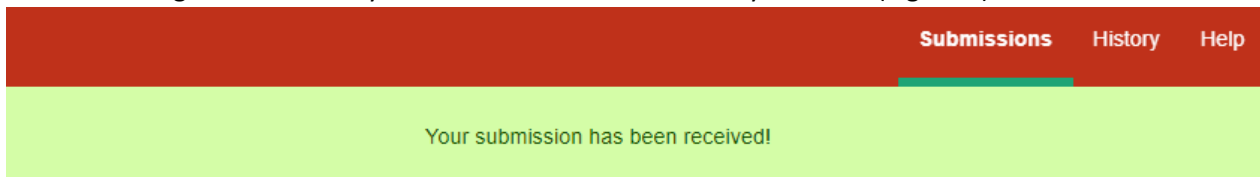


Figure 9: The confirmation of your test submission.

You may make changes to your submission after it has been submitted, however, if you need to make an edit to the dates, duration, or location, please email all testing centers who have your test submission on file.

Also, the “History” tab allows you to see if your student scheduled their exam and the status on their testing session (Figure 10).

The screenshot shows a web interface titled "History" with the subtitle "Review registrations for your submissions." Below the title is a search and filter section with a search box, "From Date" (12/26/2021), "To Date" (1/28/2022), a checked "Exam Registration" checkbox, and an "Apply" button. Below this is a table with columns: Date, Type, Name, Student, Status, and Info. The table contains two rows of data. At the bottom of the table, there is a "Show 10 entries" dropdown, "Previous" and "Next" navigation buttons, and "CSV", "Excel", and "Print" action buttons.

Date	Type	Name	Student	Status	Info
1/27/2022 8:30 AM	Exam	MAC 1105 - Quiz 2	Rosado, Brandon	Checked Out	Checked-in: 1/25/22 11:04 Checked-out: 1/25/22 11:04
1/27/2022 1:15 PM	Exam	MAT 1033C - Final exam	Rosado, Brandon	Registered	

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