REGISTERBLAST FAQ'S - FACULTY

Q Where do I submit my exam? → **A** Use the RegisterBlast link in your D2L Brightspace course shell.

Q When can I open up the test window for students? → **A** Anytime - the sooner, the better. Students must be scheduled at least three business days before the test, so you'll want to give students enough lead time to schedule.

Q Do I need to indicate which students will be taking the exam at Testing Services? → **A** Only if you want to limit who can sign up. Leaving the restrictions blank lets anyone in the section schedule the test, freeing you from manually tracking accomodations and extended time.

Q Will I be notified when a student schedules? → **A** Yes. You will receive emails about your students' appointments, keeping you up-to-date and informed.

Q When must the exam be uploaded to RegisterBlast? → **A** At least 36-hours prior to the student's appointment. If the test is not received by that time, the appointment will be canceled, requiring the student to reschedule.

Q How will I receive the completed exam? → **A** Completed exams are scanned and returned to you in RegisterBlast typically the same day. Hard copies are held at Testing Services until the end of the workday and then placed in interschool mail.