Student Exam Registration Guide

Students who have received their accommodation letter and discussed testing accommodations with their instructor now have the option to request testing space through the RegisterBlast link available in Canvas.

1. **After talking with your professor and confirming they have submitted and received approval for their exam via RegisterBlast. Students will need to reserve space within the CTC through the exam registration process in RegisterBlast.**

2. **Students will first need to click on the RegisterBlast link in Canvas.**

3. **Student will then be directed to the Exam Registration page in RegisterBlast. If you do not have access to RegisterBlast in Canvas, make sure your professor has RegisterBlast enabled.**

Note:

- Professors should notify students who will be testing in the CTC to schedule their exams once the professor’s test submission has been approved. Students must schedule their tests a minimum of 3 business days prior to the test date.
- If you do not see your course listed as an option, you should speak with your professor so they can create an exam submission. Once the exam submission is approved by CTC staff, your course should be available.
- **Please note:** Courses in McCombs School of Business and the Chemistry department have their own testing centers and should be used for accommodated testing.
Students will choose the group pathway (Academic Exams>semester>College>course exam)

Course exams will be listed under the college name for the course.
• Students should review the accommodations for accuracy. If an accommodation is not listed, submit your exam request and notify the CTC (campustesting@austin.utexas.edu).

• Students will only see the date the professor listed for the exam. Students will need to discuss test date and time with their professors if they need to take a test at an alternative time.

• Students will need to select the time the professor confirmed with the student. If the wrong test time is selected, the student could miss the 3-business day deadline.
• Students extended time will automatically be added.
• Students will need to read and agree to the Exam guideline acknowledgement.

• Students will need to upload a copy of their accommodation letter before completing the request.
• Once accommodation letter is uploaded press the **Add to Cart** button.

• In the student’s cart, students need to press the **Complete Registration** button to finish registration.
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Once the exam registration is complete students will be directed to a confirmation page and will also receive an email with exam information, the CTC Acknowledgement agreement, CTC testing procedures and location of the exam.

- Students will receive an email reminder one day prior to their scheduled exam date.

Students can review upcoming exams on their My History page, located in RegisterBlast.