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.
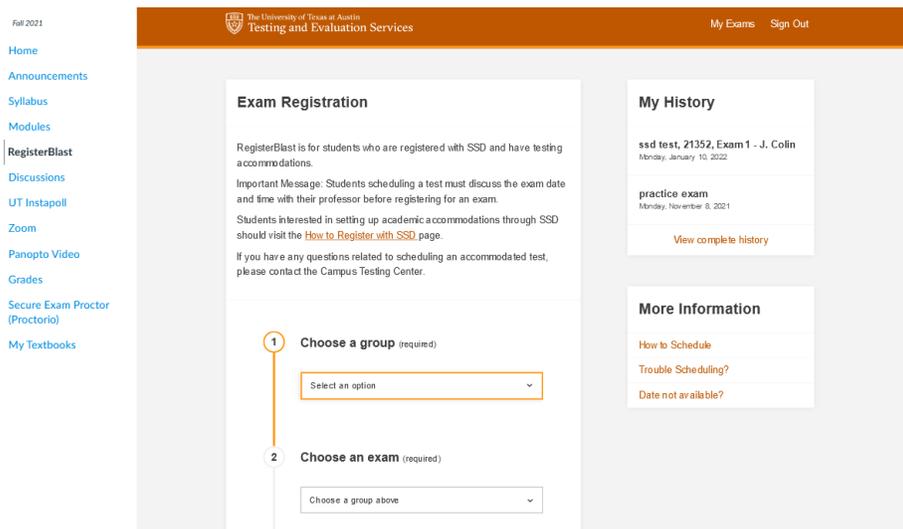
Note:

- 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.

Exam Registration

RegisterBlast is for students who are registered with SSD and have testing accommodations.

Important Message: Students scheduling a test must discuss the exam date and time with their professor before registering for an exam.

Students interested in setting up academic accommodations through SSD should visit the How to Register with SSD page.

If you have any questions related to scheduling an accommodated test, please contact the Campus Testing Center (campustesting@austin.utexas.edu)

1 **Choose a group** (required)

Academic Exams ⌄

2 **Choose a group** (required)

Students who are registered with SSD can use RegisterBlast to reserve seats for upcoming accommodated exams. If you are a student seeking accommodations please visit How to Register with SSD.

Spring 2022 ⌄

3 **Choose a group** (required)

School of Information ⌄

Choose an exam
ssd test, 21352, Exam 1 - J. Colin
SSD test, 21352, Exam 2 - J. Colin
SSD test, 21352, Exam 3 - J. Colin

4

Choose an exam ⌄

- Students will choose the group pathway (Academic Exams>semester>College>course exam)
- Course exams will be listed under the college name for the course.

5 Select Accommodations

Select the accommodations that you wish to use on this test reservation.

1.5x for any timed activity unless speed is the factor being tested
This accommodation is always applied

Access to medical device/phone which may beep or alarm
This accommodation is always applied

Exams provided in 18 pt font
This accommodation is always applied

‹		January 2022				›
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					

testing
d

Tuesday, January 18, 2022   📅

6

7 Choose a Time (required)

Select an option   ⌄

Select an option
8:30 AM
8:45 AM
9:00 AM
9:15 AM
9:30 AM
9:45 AM

SSD has on file.

8

8 Who is taking this exam?

Enter your first and last name and the email address SSD has on file.

First Name (required)   **Student Name**

Last Name (required) .   **Student Name**

Email (required) . **Student Email**

Verify Email (required)

Student Email

- 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.

9 Exam guideline acknowledgement

that you will abide by The University of Texas Code of Conduct and Honor Code.

I acknowledge I have discussed and confirmed the testing date and time I have requested with my instructor.

The University of Texas Code of Conduct:

The core values of The University of Texas at

☐ I agree to follow the above guidelines

- Students will need to read and agree to the Exam guideline acknowledgement.

9 Exam guideline acknowledgement

Campus Testing Center (CTC) Testing Acknowledgement

By submitting this test request, you acknowledge that you will abide by The University of Texas Code of Conduct and Honor Code.

I acknowledge I have discussed and confirmed the testing date and time I have requested with

☑ I agree to follow the above guidelines

10 Needed information

Please upload a copy of your Accommodation Letter for this course. (required) ❓
Browse... No file selected.

Add additional file

Add to Cart

- 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.

Your Cart

SSD test, 21352, Exam 3 - J. Colin $0.00 ✖
Tuesday, January 18, 2022

Apply promo/voucher code   Apply

Total exam fees $0.00

Complete Registration   ➕ Add Another Exam

- In the student's cart, students need to press the **Complete Registration** button to finish registration.

- In the student's cart, students need to press the **Complete Registration** button to finish registration.

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.

Student Name your registration is complete!

SSD test, 21352, Exam 3 - J. Colin

Tuesday, January 18, 2022 8:30 AM
- Group: Academic Exams > Spring 2022 > School of Information > SSD test, 21352, Exam 3 - J. Colin
- Location: 1912 Speedway, Austin, Texas 78712 Campus Testing Center George I. Sanchez Building (SZB), Room 5.102A
- Seat: (SZB) Room 5.102A Seat 1
- Exam Number: 13830584

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

The University of Texas at Austin
Testing and Evaluation Services

My Exams   Sign Out

My History

Exam History   New Exam?

SSD test, 21352, Exam 3 - J. Colin   View Details
Tuesday, January 18, 2022 8:30 AM   View Receipt
$0.00   Cancel

ssd test, 21352, Exam 1 - J. Colin   View Details
Monday, January 10, 2022 8:45 AM   View Receipt
$0.00

practice exam   View Details
Monday, November 8, 2021 8:30 AM   View Receipt
$0.00

More Information

How to Schedule

Trouble Scheduling?

Date not available?