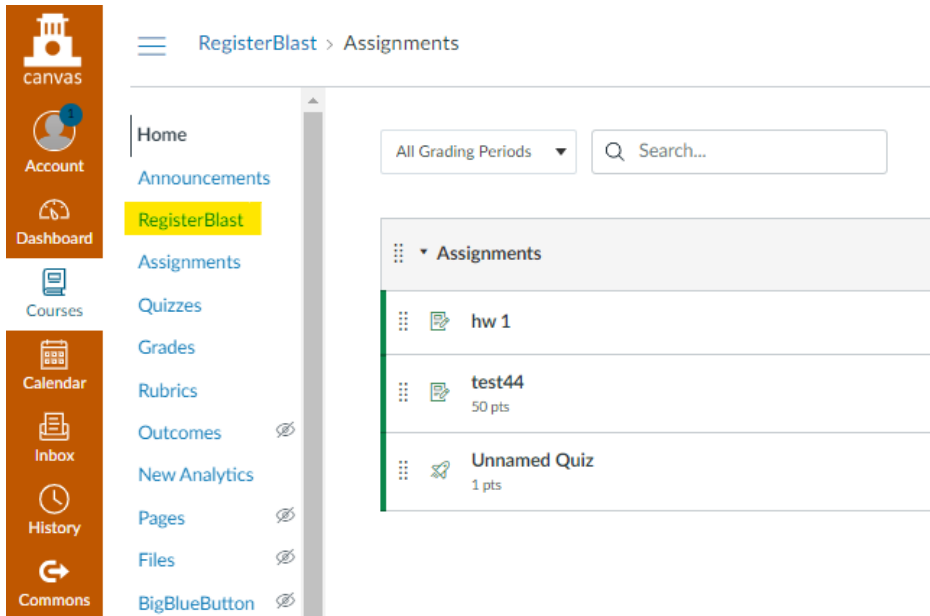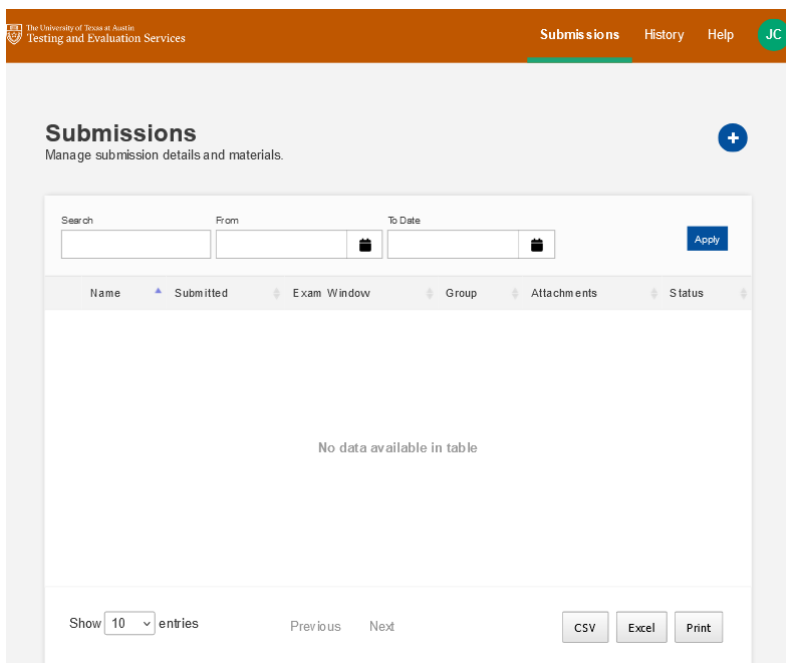# Professor submission guide for exams at the Campus Testing Center

1. Professors will need to click on the **RegisterBlast** link in Canvas.

   (You will need to make sure the **RegisterBlast** link is <u>enabled</u> in Canvas for student access. Enable RegisterBlast in settings and then in navigation, enable **RegisterBlast**.)
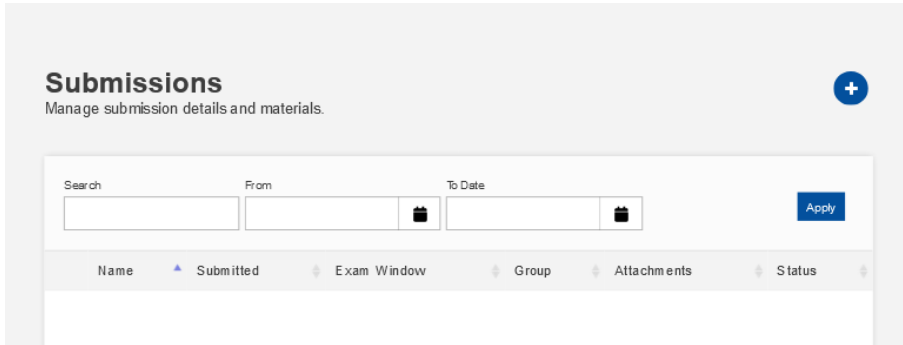

2. Professors will be directed to the **Submissions** page.

   Note:

   - Exam submissions must be entered a minimum of **5-business days (1 week) prior to the test date**.
   - Professor submissions will be reviewed and approved by CTC staff within 1-2 business days.
   - Professors should notify students who will be testing in the CTC to schedule their exams once your submission has been approved. Students must schedule their tests a minimum of **3 days (72 hours)** prior to the test date.

3. Click on the **blue plus sign** to enter exam information.

Submissions
Manage submission details and materials.

Name	Submitted	Exam Window	Group	Attachments	Status

4. Complete the details for the exam submission in the **Submission Builder**.

Details
Create an identity and time for the submission.

Professors who have students who need to test with the CTC, will need to submit test schedules 5 business days prior to the requested test date.

All test materials should be uploaded, sent via email (campustesting@austin.utexas.edu) or dropped off in person to the CTC (George I. Sánchez Building. SZB 5th floor, Suite 5.102) a **minimum of 24 hours prior to the scheduled test date**.

For students who use **adaptive equipment or need test materials adapted for accommodations**, instructors will need to **submit exams 2 business days prior to the test date**.

Submission name: Course name, unique number, Exam name.
Example: CTC 101, 12345, Exam 1

Submission Name ⊚

SSD test, 21352, Exam 3

- In **Submission Name** enter course exam name.
- Include course abbreviation and number, unique number and the exam name. (SSD 101, 01234, Exam 1)

Example:
For a 60 minute exam and an 8:30 AM exam start time:
Start date and End date: 2/8/2022
Start time: 8:30 AM
End time: 12:30 PM

Students will only see test start times that are allowed between 8:30 AM and 12:30 PM.

** Please note professors will need to take into account students accommodated time, if the time period is not long enough to fit in 1.5x and 2x extended time, students with those accommodations will not be able to reserve space in the CTC. **

In allotted time:
Professors should enter the time allotment the class receives without accommodation. Accommodated extended time will be automatically adjusted based on a student's accommodation.

In the **Select the exam group/s for this test,** professors will need to select their college (Academic Exams>current semester>College).
Select the exam group/s for this test ⊚

Start Date ⊚   End Date ⊚

∨ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.
Start Time ⊚   End Time ⊚

- In the **Select the exam group/s for this test,** professors will need to select the corresponding exam group for their course.
- Professors **must** enter time periods for students to take their exam in the **Time Restriction** section.
- Professors will need to consider students accommodated time (1.5x or 2x) when entering time restrictions.
- To avoid any students requesting the wrong start time, please make sure to discuss exam times prior to students signing up for exams.
- Professors should enter the time allotment the class received without adding accommodated time. Extended time will be added to test time automatically.

File Management
Attach digital files to the submission.

Drag & Drop your files or Browse

Next

- You can add the exam materials while building the submission or upload materials at least 24 hours prior to the exam date. Exam materials can be emailed to **campustesting@austin.utexas.edu**.

Additional Information
Answer any additional questions.

Are students allowed to take their exam at an alternate time? Please enter exam start times below

n/a

Does this exam require uploading images of written work to Gradescope using the student's smartphone camera?

○ Yes
◉ No

Please choose all that apply for this exam

- ☐ Access to personal device for exam software.
- ☐ Access to digital notes/exam on student's own computer
- ☐ etextbook on student's own computer
- ☑ Scratch paper
- ☐ Green Scantron
- ☑ Orange Scantron
- ☐ Open Book
- ☐ Notes
- ☑ Formula Sheet
- ☐ Calculator

Next

- If a student is approved to test at an alternate exam time, professors will need to change the close date.
- Complete the **additional information** section to inform proctors of resources that will be needed during the exam.

Exam Instructions

Instructions ⊚

Proctor should collect all materials including a formula sheet at end of the exam.

Submit   Submit and Print

- **Exam Instructions** is a note to proctors to explain additional information that may be needed.

- Complete all exam information that applies, press submit for the CTC to review and approve (1-2 business days for approval).
- Remind students who will be testing in the CTC to schedule their exams once a submission is approved.
- Please be aware student must submit their seat requests a minimum of 3 days (72 hours) before the exam date.

Professors can review exams on the Submission page or add additional exams by clicking on the '**Blue + icon'**. Exam submissions will be available to review once approved by CTC staff.

- Once an exam's status is Approved, students will be able to request a seat in the CTC to take their exam.
- Click on the exam name to upload exam materials at least 24 hours before an exam date.
- Professors wanting to edit dates and times for exams after they have been approved will need to contact the CTC.

To upload exam materials after submission, click on the exam name. On the Submission builder go to the File Management section and upload the exam materials. It is important to remember to scroll down to the bottom of the page and click submit.

To view a roster of student's requesting to test in the CTC, navigate to the **History** page.

An exam registration list is available on the **History** page. Select a date range to be viewed and then click on the **apply button**. Student lists can be printed or copied to an excel sheet.

The date and time of a students' request is located in the first column.

- If you do not agree with a students' exam time, contact the student and the CTC (campustesting@austin.utexas.edu) so exam times can be changed and notify the student of this change.

When students are finished with their exams the CTC will upload their exam materials in to the student's profile. Exam materials will be located after the **Info** column. Professors also have the option to request exam materials to be hand-delivered by the student in a sealed envelope or the professor/TA my pick up materials at the Testing Center.

Click on the exam name for the copy of the student exam.

History
Review registrations for your submissions.

Search	From Da
Search	12/14

Testing Materials
ssd test, 21352, Exam 1 - J. Colin

• Exam 1_Student name.jpg

Notes

Date	Type	tatus	Info
1/10/2022 8:45 AM	Exam	egistered	
1/10/2022 8:45 AM	Exam	egistered	
1/10/2022 8:45 AM	Exam	egistered	
1/10/2022 9:30 AM	Exam	egistered	

Show 10 ⌄ entries

Apply

CSV   Excel   Print