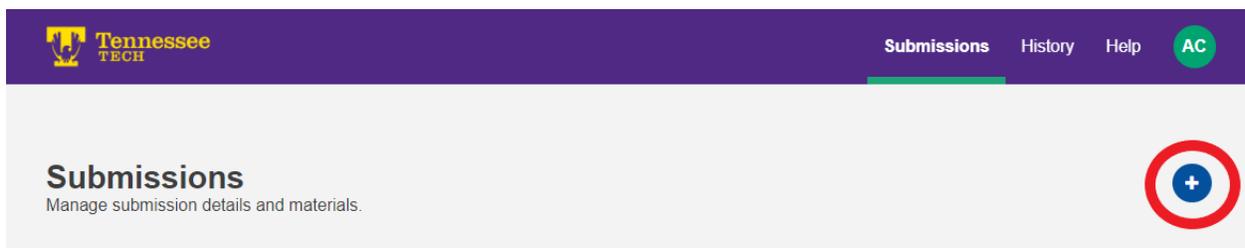


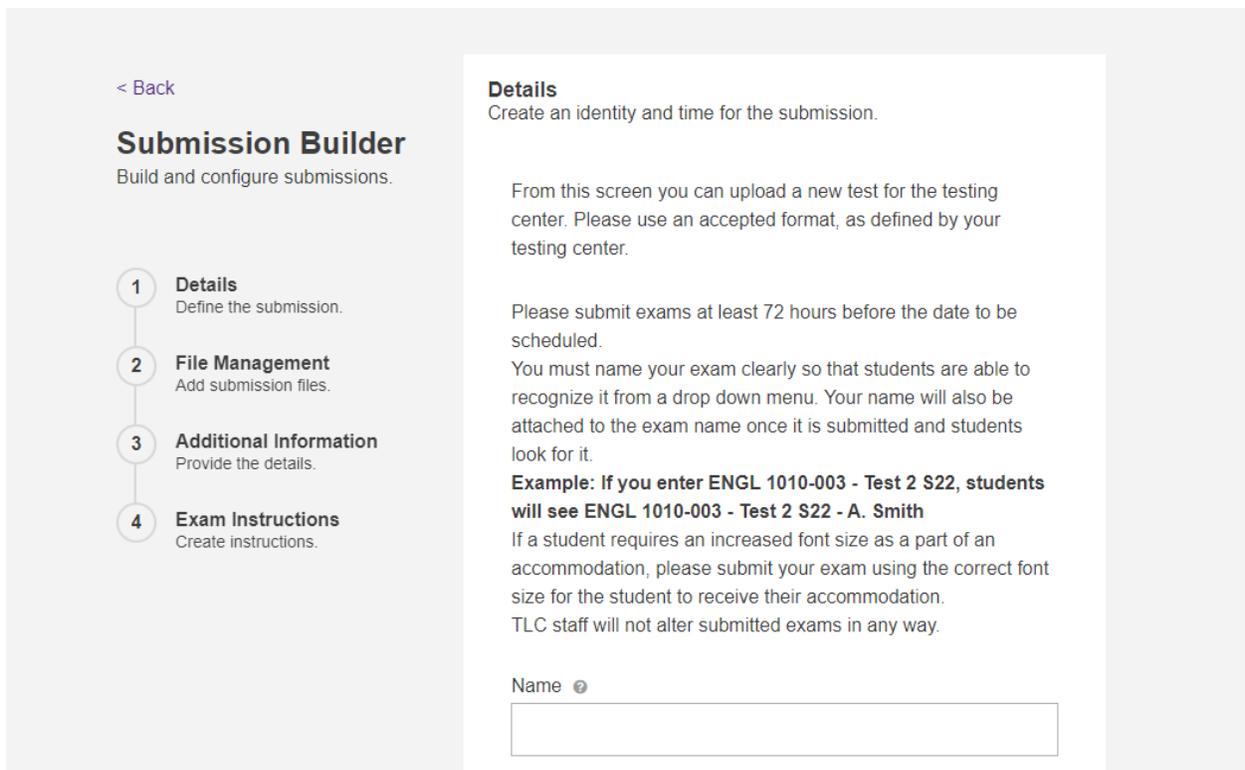
# Submitting Exam Instructions to RegisterBlast

\*\*All exam instructions must be submitted at least 72 hours prior to the testing date. Students will only be able to register once a submission has been processed.

1. Login to RegisterBlast: [www.registerblast.com/tntech/professor/login](http://www.registerblast.com/tntech/professor/login)
2. The first page that will populate is the Submissions page. Click on the blue + icon in the top right corner.



3. You will then be taken to a “Submission Builder” page and must start by naming the exam in the “Name” box:



4. After naming the exam, you will need to select an exam group from the dropdown menu:

Additional time for students with accommodations will be automatically calculated. Please only list the standard time limit. Please note that professors can choose what day students test, but not a specific time. Time restrictions will not be processed, only date restrictions will apply to submissions.

Select the exam group/s for this test 

- Course Exams - TNTECH
- Course Exams - TNTECH > Course Exams - Computer-Based**
- Course Exams - TNTECH > Course Exams - Pencil/Paper
- Course Exams - TNTECH > Final Exam - Computer-Based
- Course Exams - TNTECH > Final Exam - Pencil/Paper
- Course Exams - TNTECH > Makeup Exam - Computer-Based

**\*\*Please contact [TLC@tntech.edu](mailto:TLC@tntech.edu) if the dropdown menu does not display options for you when you click into it/type within it.**

5. Next, select your start and end dates from the calendar feature by clicking on the calendar icon within the box:

Start Date  End Date 

<input type="text"/>		<input type="text"/>					
< 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						

**\*\*Please note that professors can choose what day(s) students test, but not a specific time. Time restrictions will not be processed with exam submissions.**

6. Next, enter the time allotted for your exam submission in minutes:

Allotted Minutes 

60
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7. You may then either click on the blue “Next” icon, which instantly takes you to the next section, or you can manually scroll to the next section, which is “File Management”:

Next

8. If the exam is paper/pencil or has attachments that must be printed and provided to students, you can attach them in the “File Management” section by dragging and dropping or clicking “Browse” to search your computer for the file:

### **File Management**

Attach digital files to the submission.

Drag & Drop your files or [Browse](#)

Next

9. Click “Next” or scroll to the next section, which is “Additional Information.”
10. In “Additional Information,” you will then select the type of test:

### **Additional Information**

Answer any additional questions.

Type of Test (required)

- Choose an option -
- Choose an option -
<b>Computer-based</b>
Paper/Pencil

11. Provide the exam password, if applicable. This is optional and is only possible with computer-based exams:

Exam Password (if applicable)

12. Provide detailed instructions on how students will access a computer-based exam. Is it on iLearn? Hawkes? Please include a link/URL:

If exam is computer-based, please provide detailed instructions on how students will access the exam.

13. Next, list all materials allowed for the exam. What type and model of calculator? Notecard (size, front and back)? Sheets of notes or binders? Will notes need to be collected and saved for you to pick up? Which textbook (title, author, edition)? Scratch paper and pencil provided by TLC?

Please provide a detailed list of materials allowed for this exam. (Example: Calculator (Brand/model: TI-84), If open book, what book is allowed? (Title, author, edition), If open note, which notes are allowed? (Quantity, size, description? Handwritt (required)

14. If the exam is pencil/paper-based, please specify who is authorized to pick up the completed exams; the TLC does not deliver completed exams. (More than one person may be authorized)

If exam is pencil/paper-based, who is authorized to pick up the completed exams? TLC will not deliver completed exams. (More than one person may be authorized)

15. Specify the email addresses of students who will be taking the exam. You can upload your roster list with e-mails via a spreadsheet or word document in the “Test File” section and type *Uploaded above* in this field:

Email Addresses of students taking this exam (required)

16. Enter your cell phone number into the next box (for emergency use only):

Cell number (emergencies only) (required)

17. You must click into the small square to agree that you will adhere to the TLC’s procedures. This is required to complete the submission.

I will adhere to all TLC procedures as outlined on their website.

Agree

18. Click the blue “Next” icon or scroll to the next section, which is “Additional Details.”

19. Provide any additional details not mentioned in the prior sections we may need to know:

**Additional Details**

If needed we will contact you via email for more information about exam details.

Instructions 

20. Once you have entered all of the required information, you can then click the blue “Submit” icon (or “Submit and Print” if needed) below the “Instructions” box in “Additional Details”:

Submit

Submit and Print

21. Once you have successfully submitted the exam instructions, you will see a green confirmation bar at the top of the page:

Your submission has been received!

**\*\*Edits (other than attaching a file) can only be made to the exam submission while the exam is in “Unapproved” status in our system. Once the exam has been processed in our system and registration has been made available, edits (other than attaching a file) must be emailed to [tlc@tnitech.edu](mailto:tlc@tnitech.edu) so we can add them in. This can include exam date changes, time limit edits, additional exam instructions, and adding students who are permitted to take the exam to the exam list.**