

Submitting an Accommodative Exam

UTAH VALLEY UNIVERSITY
TESTING SERVICES

Overview

This presentation explains how to submit Accommodative Exams in RegisterBlast (UVU Testing Services' new scheduling system).

This process is ONLY for professors to submit exams for students with accommodations. Currently, UVU Testing Services does not offering Make-up Exams for Classroom Testing.

For more information regarding our current faculty services, visit the Faculty Page of our website: <https://www.uvu.edu/testingservices/info/faculty.html>

Time Extensions and Proctorio Removal

Time Extension - If the exam is computer-based, there is a time limit on the exam, and your student has the accommodation for a time extension, you must extend the time limit for the student within the exam platform (Canvas, McGraw Hill, etc.) prior to the testing appointment.

Proctorio Removal - Some accommodations require that you remove Proctorio for the student's exam. Regardless, we highly recommend that you remove Proctorio for all exams taken at the testing center to avoid technical difficulties. Our proctors will monitor the student using cameras and live computer monitoring software. You can find instructions for removing Proctorio for a single student on the [Proctorio Page](#) of the Office of Teaching and Learning's website. Click on the "Proctorio Flexible Exam Settings" button. Once Proctorio is removed for the student, the exam will be password protected. Make sure to include the password on the Accommodative Exam Form that you are submitting to us.

If you need assistance with Canvas or Proctorio, please contact the UVU Office of Teaching and Learning.

Enrollment

(If you have already created a professor account in RegisterBlast, skip to the next page.)

Enroll in RegisterBlast as a professor at:
www.registerblast.com/uvu/professor/enroll

You are not required to use your UVU email, although it is recommended.

Once you have created your account, you will be enrolled as a professor.

The screenshot shows the 'Professor Enrollment' page on the UVU RegisterBlast website. The header is dark green with the UVU logo and navigation links: Students, Submissions, Profile, and Sign In. The main content area is white and contains a form for professor enrollment. The form includes a title 'Professor Enrollment', an introductory paragraph, and several input fields: First Name, Last Name, Email, Password, and Confirm Password. A green 'Enroll' button is at the bottom of the form. To the right of the form is a 'More Information' sidebar with links to 'Professor New Enrollment', 'Prof - Enrolling Video', 'Add a new submission', 'Log In/ Create Submission', 'Prof - Submission Details', 'How to Edit a Submission', and 'Edit Submission Video'. A password requirement note is at the bottom of the form.

Professor Enrollment

In order to be able to electronically submit your tests to the testing center, please enroll below. The testing director will be notified and can follow up if necessary with additional instructions.

First Name

Last Name

Email

Password

Confirm Password

Enroll

Your password must be at least 8 characters long with at least 1 upper case letter(s), 1 lower case letter(s), 1 number(s) and 1 special character(s).

More Information

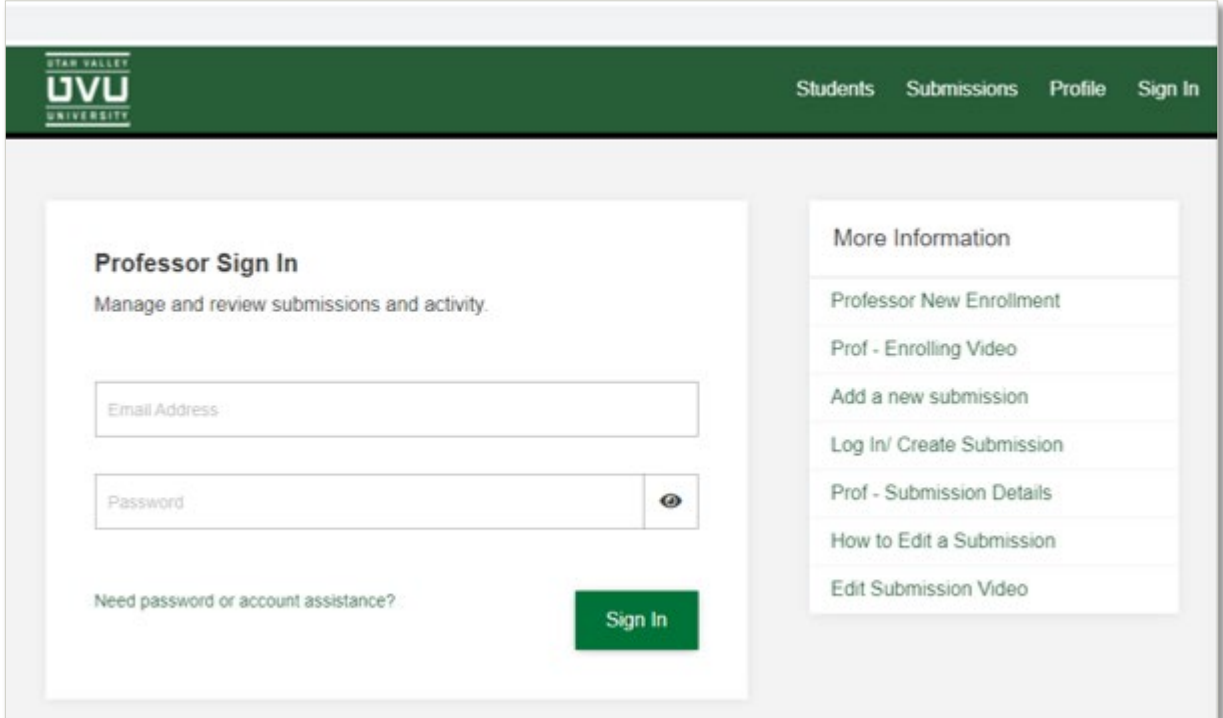
- Professor New Enrollment
- Prof - Enrolling Video
- Add a new submission
- Log In/ Create Submission
- Prof - Submission Details
- How to Edit a Submission
- Edit Submission Video

Sign In

Visit:

www.registerblast.com/uvu/professor/login.

Sign in with the same username and password you entered when enrolling.



The screenshot shows the 'Professor Sign In' page of the Uvu University system. The page has a dark green header with the Uvu University logo on the left and navigation links for 'Students', 'Submissions', 'Profile', and 'Sign In' on the right. The main content area is white and contains a sign-in form. The form has a title 'Professor Sign In' and a subtitle 'Manage and review submissions and activity.' Below the subtitle are two input fields: 'Email Address' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. Below the input fields is a link that says 'Need password or account assistance?'. To the right of this link is a green 'Sign In' button. On the far right of the page, there is a sidebar titled 'More Information' which contains a list of links: 'Professor New Enrollment', 'Prof - Enrolling Video', 'Add a new submission', 'Log In/ Create Submission', 'Prof - Submission Details', 'How to Edit a Submission', and 'Edit Submission Video'.

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Students Submissions Profile Sign In

Professor Sign In
Manage and review submissions and activity.

Email Address

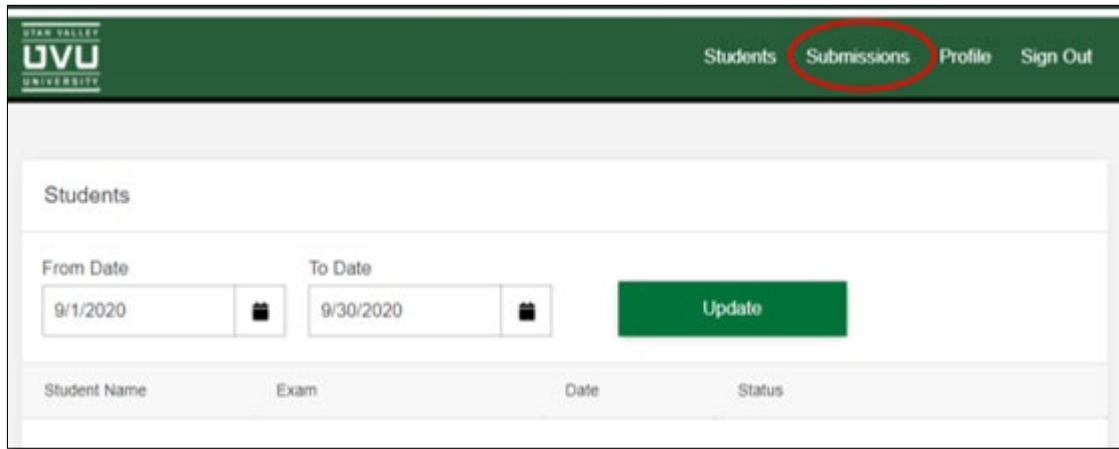
Password

Need password or account assistance?

Sign In

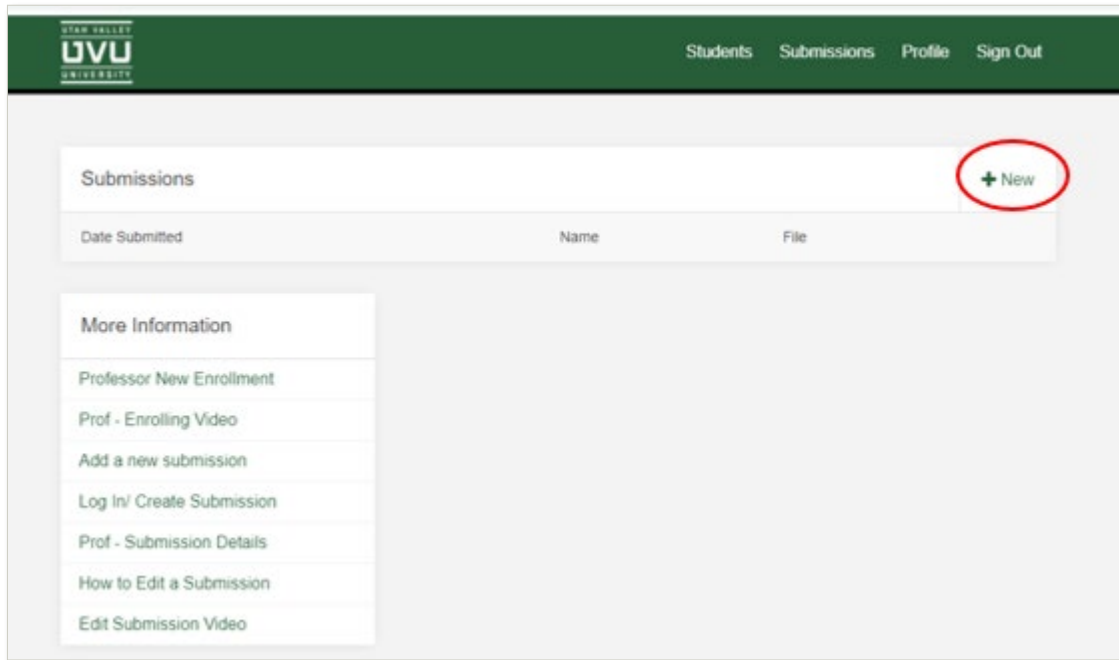
More Information

- Professor New Enrollment
- Prof - Enrolling Video
- Add a new submission
- Log In/ Create Submission
- Prof - Submission Details
- How to Edit a Submission
- Edit Submission Video



The screenshot shows the Uvu University dashboard. The top navigation bar is dark green with the Uvu logo on the left and links for 'Students', 'Submissions', 'Profile', and 'Sign Out' on the right. The 'Submissions' link is circled in red. Below the navigation bar, there is a 'Students' section with a form for filtering submissions by date. The form has 'From Date' and 'To Date' fields, both set to '9/1/2020' and '9/30/2020' respectively, with calendar icons. An 'Update' button is to the right of the 'To Date' field. Below the form is a table header with columns: 'Student Name', 'Exam', 'Date', and 'Status'.

Once logged in, select “Submissions” at the top-right of the page.



The screenshot shows the Uvu University dashboard with the 'Submissions' page selected. The top navigation bar is the same as the previous screenshot, with 'Submissions' now the active tab. Below the navigation bar, there is a 'Submissions' section with a table header: 'Date Submitted', 'Name', and 'File'. To the right of the table header is a '+ New' button, which is circled in red. Below the table header is a 'More Information' section with a list of links: 'Professor New Enrollment', 'Prof - Enrolling Video', 'Add a new submission', 'Log In/ Create Submission', 'Prof - Submission Details', 'How to Edit a Submission', and 'Edit Submission Video'.

From the Submissions page, you can view your past submissions and create new submissions.

To create a new submission, click on the “**+New**” button.

Name the Exam

Please include the course and exam number in the exam name.

Example: MATH 1050 Exam 2

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Test Information

Download the Accommodative Exam Form Here:

[Accommodative Exam Form](#)

Please upload this form in the files section with any other testing materials including the exam, testing aids, and approved note cards.

Test Name

Test Name

Accommodative Exam Form

Download the “Accommodative Exam Form” found under the “Test Information” heading.

Save the document to your computer before editing, otherwise you may have issues uploading the document later.

New Submission	Clear Form
From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.	
<div><div>1</div><div><h3>Test Information</h3><p>Download the Accommodative Exam Form Here:</p><p>Accommodative Exam Form</p><p>Please upload this form in the files section with any other testing materials including the exam, testing aids, and approved note cards.</p></div></div>	



Submit this form and any additional exam material needed for testing

Instructor Name: _____

Course Name: _____ Exam Name: _____

Contact Information for any clarification needed:

Email: _____ Phone Number: _____

Students the exam is for

(UVID: _____) _____ (UVID: _____)

(UVID: _____) _____ (UVID: _____)

Exam Information

What type of test will this be: ☐ Online Test ☐ Write-On Test

What is the exam password if it is password protected: _____

Exam Date Availability: _____ to _____

Exam Time limit: _____ minutes *(Please do not include the additional accommodative time)*

Testing Aids Allowed

Please select or indicated what testing aids students are allowed.

Calculators Allowed: ☐ Four-Function ☐ Scientific ☐ Financial ☐ Graphing

Dictionaries Allowed: ☐ English Dictionary ☐ ESL Dictionary

Materials Allowed: Total of sheets of Scratch Paper

Notes allowed

Cue Sheets (collected after testing). Sides Size of cue sheets

Open Book (Title and Author of text book) _____

Any additional Instructions or Information

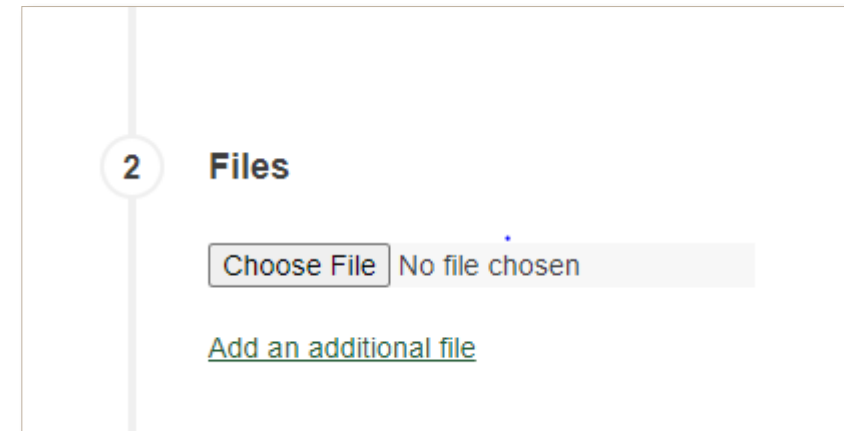
Complete the Form

Be sure to include ALL exam information.

Upload the Exam Documents

After completing the Accommodative Exam Form, upload the file under the “Files” section in RegisterBlast.

Click “Add an additional file” to include any other documents applicable to the exam (i.e. a hard copy of the exam, testing aid packets/visuals, etc.)



The screenshot displays a user interface for uploading files. On the left, a vertical line contains a circle with the number '2'. To the right of this line is the heading 'Files'. Below the heading is a file selection area containing a button labeled 'Choose File' and a text label 'No file chosen'. Below this area is a green, underlined link that reads 'Add an additional file'.

Submit the Exam

Please do not include any information in the Step 4 text box. You should instead enter all instructions for the exam on the Accommodative Exam Form that you are submitting to us.

When ready to submit exam, click the Submit button at the bottom of the page.

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For Testing Staff Only

Please do not include any information in the text box below. Put all instructions for the exam on the Accommodative Exam Form that you are submitting to us.

Additional Instructions

Submit

Submit and Print

Additional Information

If you have any questions or concerns about submitting an accommodative exam, please contact us at testingservices@uvu.edu or 801-863-7095

Please be aware that accommodative students will need to schedule appointments for their exams. They schedule by visiting www.uvu.edu/testingservices and selecting “Schedule an Appointment” on the home page