

# Submitting an Accommodative Exam

A yellow pencil with a sharpened lead tip is positioned diagonally across the right side of the image. It rests on a test sheet that features multiple-choice questions with circular bubbles for answers A, B, C, and D. The background is a soft-focus view of the test paper, with some questions and answer options visible, such as '19.', '20.', '21.', '5.', '6.', and '7.'.

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UTAH VALLEY UNIVERSITY  
TESTING SERVICES

# Overview

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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](http://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 the following elements:

- Professor Enrollment** section header.
- Instructional text: "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."
- Form fields for: First Name, Last Name, Email, Password, and Confirm Password.
- A green **Enroll** button.
- A password requirement note: "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)."

On the right side, there is a 'More Information' sidebar with a list of links:

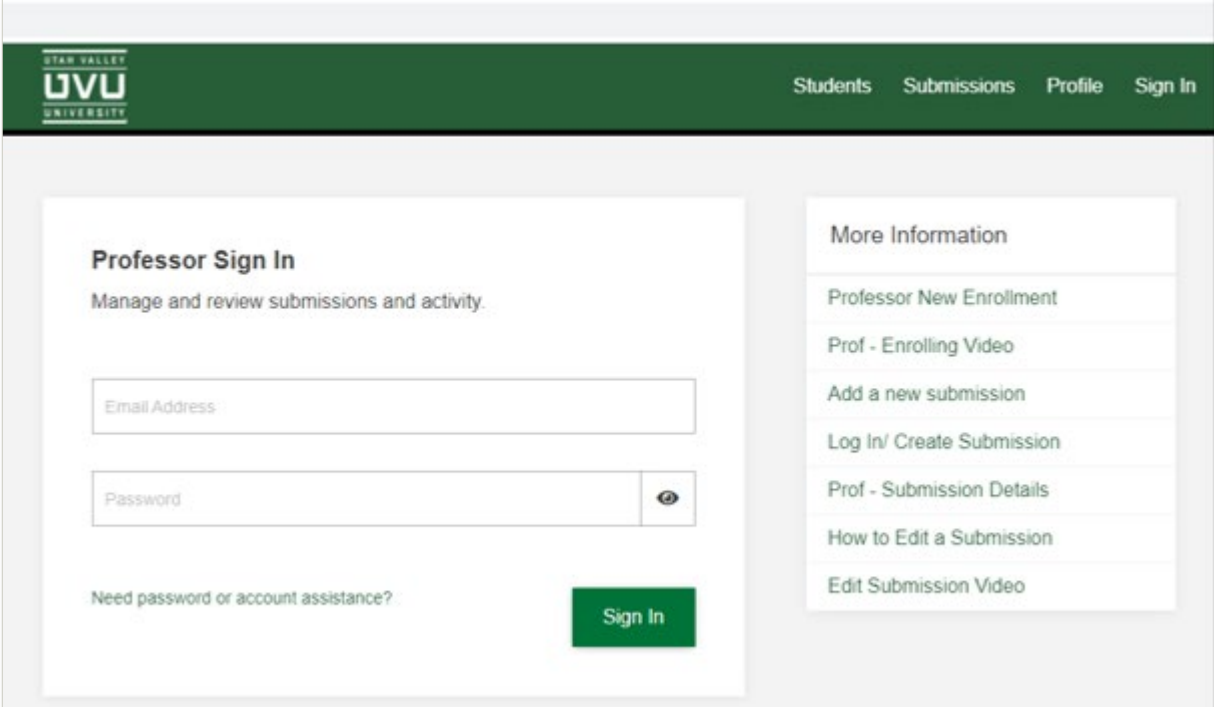
- Professor New Enrollment
- Prof - Enrolling Video
- Add a new submission
- Log In/ Create Submission
- Prof - Submission Details
- How to Edit a Submission
- Edit Submission Video

# Sign In

Visit:

[www.registerblast.com/uvu/professor/login](http://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 the link is a green 'Sign In' button. On the right side of the page, there 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'.

**UTAH VALLEY**  
**UVU**  
UNIVERSITY

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 dashboard with a green header. The header contains the UVU logo on the left and navigation links: 'Students', 'Submissions', 'Profile', and 'Sign Out'. The 'Submissions' link is circled in red. Below the header, there is a 'Students' section with a form for filtering submissions by date. The form has 'From Date' and 'To Date' fields, each with a calendar icon. The 'From Date' field contains '9/1/2020' and the 'To Date' field contains '9/30/2020'. A green 'Update' button is to the right of the 'To Date' field. Below the form is a table 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 dashboard with the 'Submissions' page selected. The green header is the same as the previous screenshot, with 'Submissions' now the active page. Below the header, there is a 'Submissions' section with a table. The table has columns: 'Date Submitted', 'Name', and 'File'. To the right of the table is a green '+ New' button, which is circled in red. Below the table 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
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From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.

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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.





**\*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

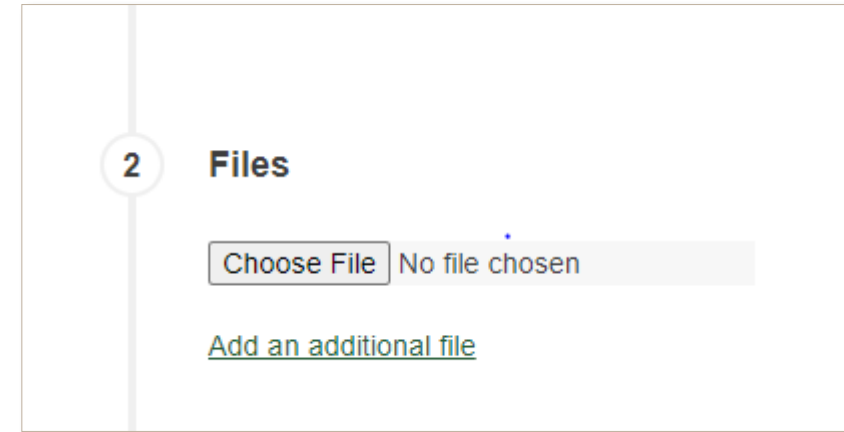
## Complete the Form

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 shows a user interface for uploading files. On the left, a vertical line with a circle containing the number '2' indicates the current step. 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 the text 'No file chosen'. At the bottom of 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

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If you have any questions or concerns about submitting an accommodative exam, please contact us at [testingservices@uvu.edu](mailto: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](http://www.uvu.edu/testingservices) and selecting “Schedule an Appointment” on the home page