

Submitting a Challenge Exam

A yellow pencil is positioned diagonally across the right side of the image, resting on a multiple-choice test paper. The test paper features several questions with circular bubbles for answers labeled A, B, C, and D. The background is a soft-focus view of the test paper, with a semi-transparent dark grey overlay on the left side where the text is placed.

UTAH VALLEY UNIVERSITY
TESTING SERVICES

Overview

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

This process is ONLY for professors and advisors to submit exams for students challenging courses for credit.

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

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 page has a dark green header with the UVU logo and navigation links for '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 positioned below the form. To the right of the form 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', and 'Edit Submission Video'. At the bottom of the form, there is 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)'.

STAR VALLEY
UVU
UNIVERSITY

Students Submissions Profile Sign In

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

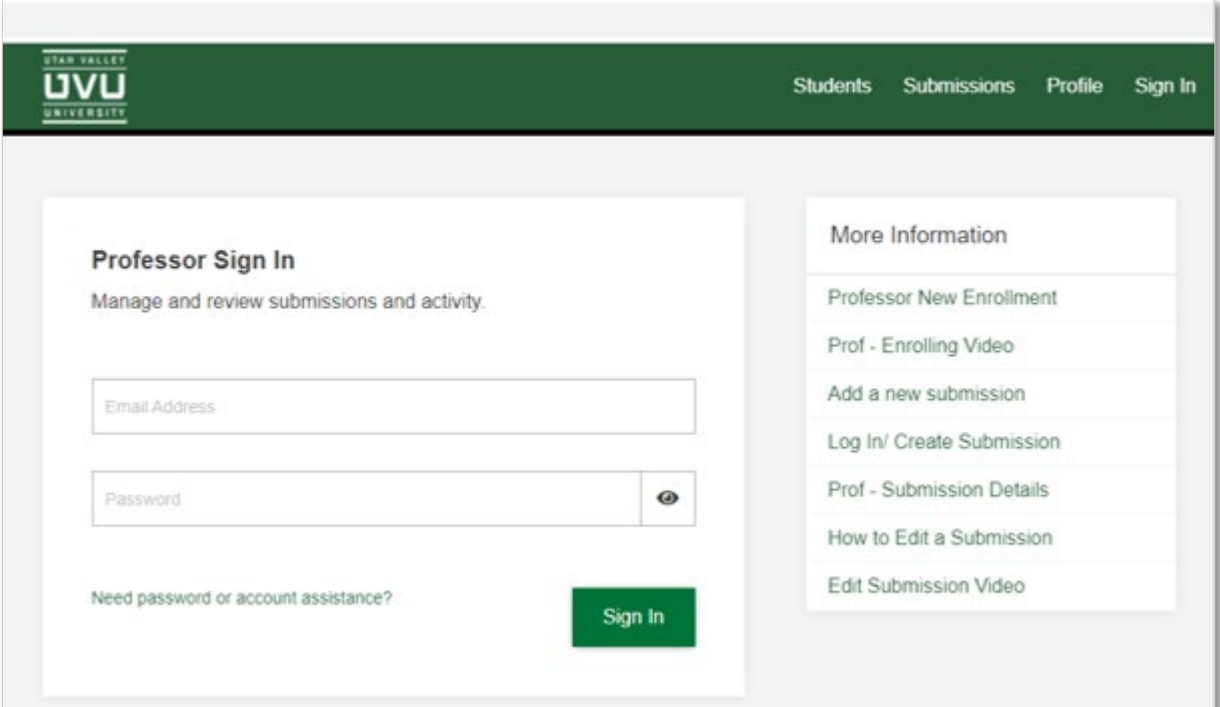
- Professor New Enrollment
- Prof - Enrolling Video
- Add a new submission
- Log In/ Create Submission
- Prof - Submission Details
- How to Edit a Submission
- Edit Submission Video

Sign In

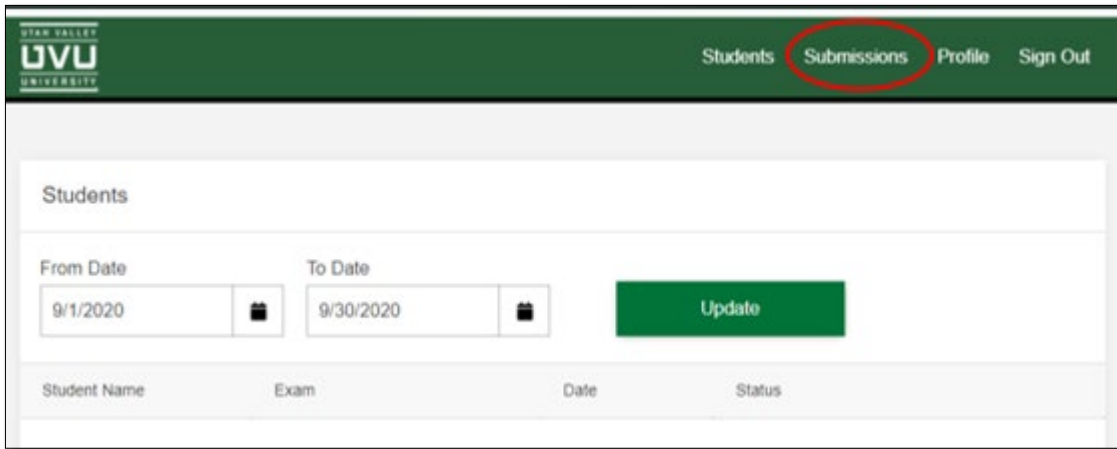
Visit:

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

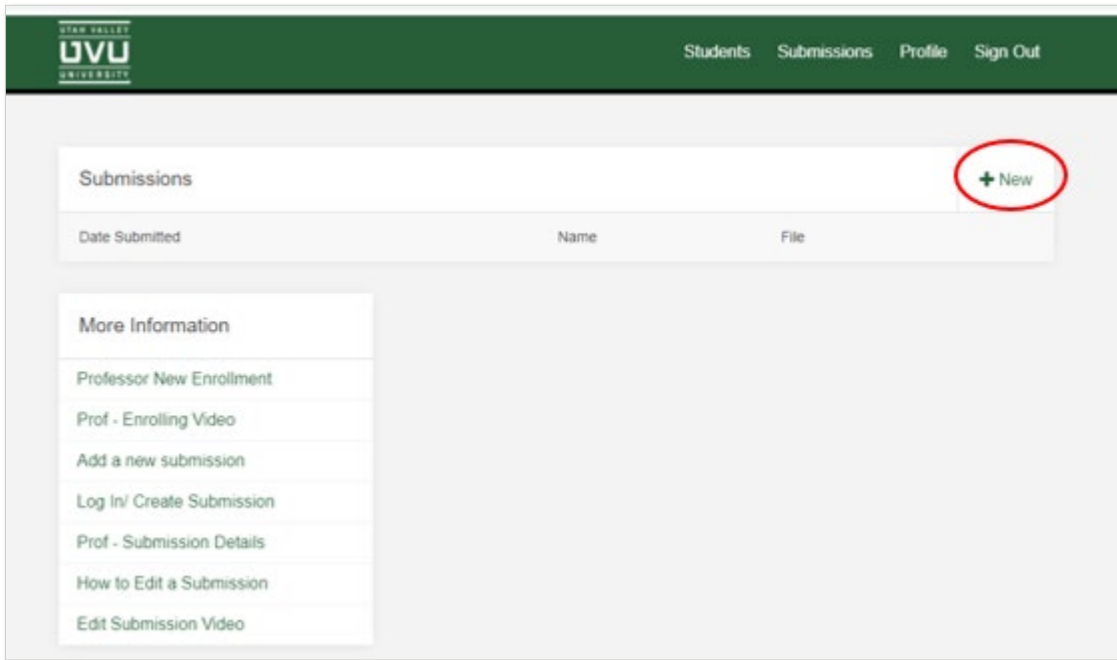
Sign in with the same username and password you entered when enrolling.



The screenshot shows the UVU Professor Sign In page. At the top, there is a dark green header with the UVU 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 'Professor Sign In' section. This section has a title, a subtitle 'Manage and review submissions and activity.', and two input fields: 'Email Address' and 'Password'. The password field has a toggle icon for visibility. Below the password field is a link for 'Need password or account assistance?'. A green 'Sign In' button is positioned at the bottom right of the sign-in form. To the right of the sign-in form 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', and 'Edit Submission Video'.



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



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

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

Challenge Exam Form

Download the “Challenge Exam Form” found under in the "Details" section.

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

Submission Builder

Build and configure submissions.

- 1 Details**
Define the submission.
- 2 File Management**
Add submission files.
- 3 Exam Instructions**
Create instructions.

From this screen you can upload a new test for the testing center. Please use an accepted format, as defined by your testing center.

Download the Accommodative Exam Form or Challenge Exam Form Here:

Accommodative Exam Form
Challenge 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: [Redacted]

Course Name: [Redacted] Exam Name: Challenge Exam

Contact Information needed:

Cell Number: [Redacted] Office Number: [Redacted]

Email: [Redacted]

Student(s) the exam is for

[Redacted] (UVID: [Redacted])	[Redacted] (UVID: [Redacted])
[Redacted] (UVID: [Redacted])	[Redacted] (UVID: [Redacted])
[Redacted] (UVID: [Redacted])	[Redacted] (UVID: [Redacted])

Exam Information

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

What is the exam password if it is password protected: [Redacted]

Exam Date Availability: [Redacted] to [Redacted]

Exam Time limit: [Redacted] 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

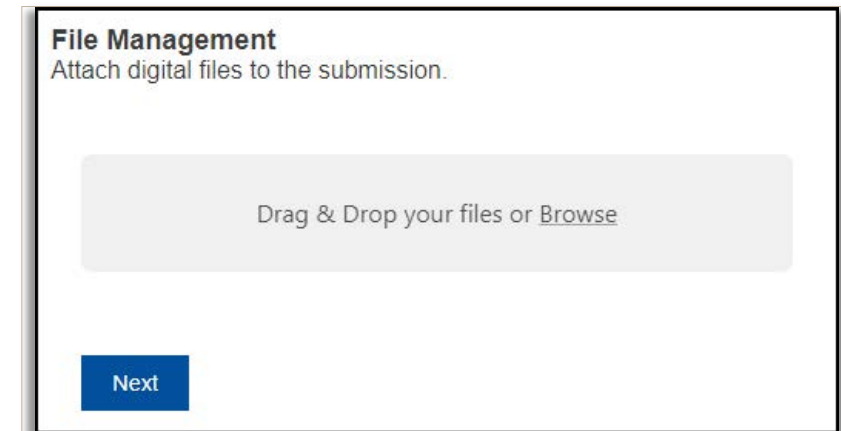
Complete the Form

Be sure to include ALL exam information.

Upload the Exam Documents

After completing the Challenge 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 web interface for file management. At the top, it says "File Management" in bold, followed by the instruction "Attach digital files to the submission." Below this is a large, light gray rectangular area with the text "Drag & Drop your files or [Browse](#)". At the bottom left of the interface is a blue button with the word "Next" in white text.

Submit the Exam

Please do not include any information in the Step 3 text box. You should instead enter all instructions for the exam on the Challenge Exam Form that you are submitting to us.

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

As a reminder, do NOT include any information in the box below, as it is for Testing Center Staff only and will not be seen.

Instructions ⓘ

[Submit](#) [Submit and Print](#)

Additional Information

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

Please be aware that students taking challenge 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