

Academic Testing Center

Faculty Submission Instructions for Make-up Exams

If possible, please use the browsers Chrome or Firefox. Internet Explorer does not always update to the latest security certificates (hence may not work).

First time users: Complete Steps 1-2 to create a profile.

Returning users: Begin with Step 3.

- **STEP 1.** Register at: <http://www.registerblast.com/metrostate/professor/enroll>. This creates your faculty profile. Please note that a pop up 'Trust Site' message may appear. Click "OK."
- **STEP 2.** **Wait for a confirmation email from us.**

The Testing Center will verify your faculty status and grant permission to upload exams.

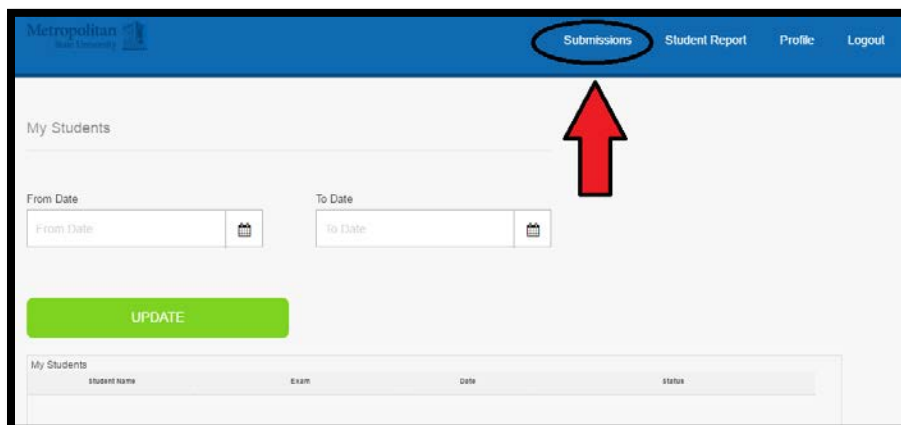
This permission is a critical one-time step that ensures only Metropolitan State faculty upload exams for scheduling. The Testing Center will send a confirmation by email when registration is verified.

- **STEP 3.** Once a confirmation email is received, sign in using your email and password:
<https://www.registerblast.com/metrostate/Professor/Login?ReturnTo=https://www.registerblast.com/metrostate/Professor/Submit>

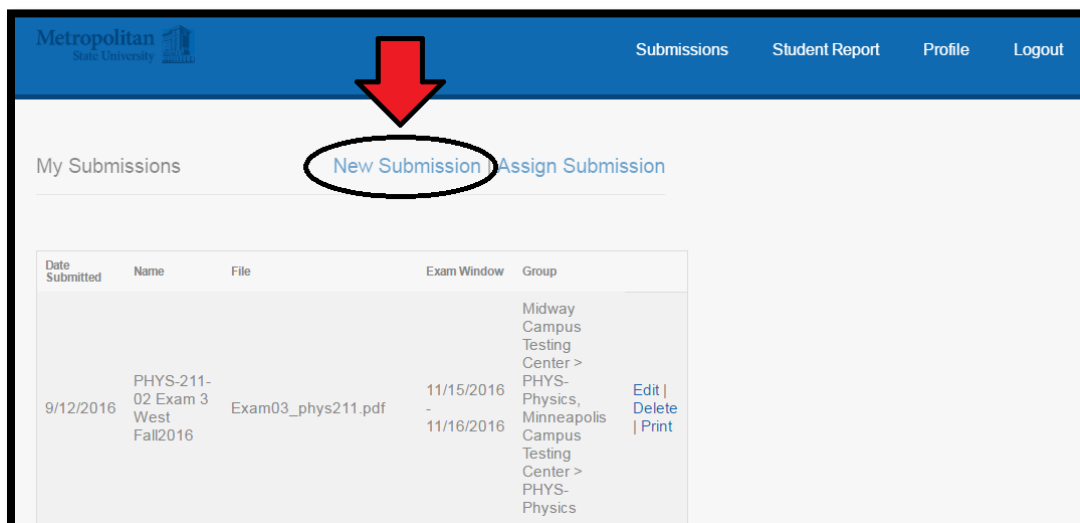
NOTE: An attempted exam submission prior to verification will not be successful.

Students cannot schedule or take an exam until it has been submitted. Faculty should provide notice to students after exam submission.

- **STEP 4.** To submit an exam, click [Submissions](#) at the top right of the page.



Click on “New Submission.” Previous submissions appear in reverse chronological order below.



- **STEP 5.** Complete the required fields in the submission form, which are enumerated in this section. After completing these fields, you must click the “submit” button at the bottom of the submission form. The exam will immediately become available for student scheduling.

1. **Test Name.** Name the exam using the format: **Course# ExamName LastName SemesterYear**. For example: **WRIT-101 Exam 1 Johnson Spr2016**.

Test Name: Please use this format: Course# ExamName LastName Semester (e.g., WRIT-101 Exam 1 Johnson Spr2016)

1 Test Information

Test Name

File
 No file chosen

[Add additional file to this test](#)

This format allows your students and Testing Center proctors to uniquely identify your exam. It is our experience that when this format is not followed, students schedule appointments for the wrong exam – which causes considerable confusion and frustration for them.

2. **Choose File.** Upload the appropriately named exam document.

Test Name: Please use this format: Course# ExamName
 LastName Semester (e.g., WRIT-101 Exam 1 Johnson
 Spr2016)

1 Test Information

Test Name

File
 No file chosen

[Add additional file to this test](#)

Test Name: Please use this format: Course# ExamName
 LastName Semester (e.g., WRIT-101 Exam 1 Johnson
 Spr2016)

1 Test Information

Test Name

File
 No file chosen

[Add additional file to this test](#)

The [Add additional file to this test](#) feature allows you to attach any additional materials needed to administer your exam. You may upload multiple files for an exam if needed.

3. **Apply to Testing Center.** Select the checkbox that matches the subject for the exam. Example: if submitting a physics exam, choose only the PHYS option (leave MATH unchecked).

2 Apply to Testing Center


Select the group(s) to create the exam in:
 Group to Add to


Saint Paul Campus Testing Center > MATH-Mathematics

Saint Paul Campus Testing Center > PHYS-Physics

If the subject for your course does not appear, email us immediately at Testing.Center@metrostate.edu.

4. **Test Open and Close Dates.** Set the testing window for students to complete the exam. The end date is inclusive. **Students will only be able to schedule appointments during Testing Center hours of operation that fall within your selected start and end dates.**
5. **Allotted Minutes for Exam.** Choose the duration (in minutes) of your exam. **Students will only be able to schedule appointments for the duration indicated.**

Test open date
 

Test close date
 

Allotted Minutes for Exam

6. **Nine additional fields provide the information necessary to administer the exam:**

- a. *Phone*: Faculty contact number.
- b. *Course Name*: The course title; e.g. “College Algebra.”
- c. *Course or Exam Type*: Used in tracking Testing Center statistics.
- d. *Exam Delivery*: Identifies whether students will complete a paper or online exam.
- e. *Number of Pages*: Ensures we account for all exam pages upon printing.
- f. *Book Allowed*: Please name the text if allowed for student use during exam.
- g. *Notes Allowed*: Indicate number of allowed pages and document size.
- h. *Page Size*: If notes are not allowed, please also check “none” on the page size.
- i. *Calculator*: Graphing/programmable or scientific/standard.
- j. *Scratch Paper*: Please indicate whether to return or destroy.

7. **Identifying Students: list eligible students by name AND StarID.** List all students eligible to sit exam in this textbox. Separate each student’s name and StarID with a slash. Example: John Doe/aa1234bb; Jane Doe/cc5678dd; and so forth.

Note: The textbox size can be modified for easy viewing by dragging the icon in lower right corner of the textbox. If you prefer to upload a student list instead, please write: “see attached list” in this textbox. The student list can be attached as a file (see #2 above).

8. **Additional Instructions.** Detail any further instructions needed to proctor your exam in this textbox. If such instructions are extensive, you can easily include them as a separate document using the [Add additional file to this test](#) feature near the top of the page.

9. **Finalize the submission.** Click the “submit” button at the bottom of the page to finish the submission process.