

## How to Access the RegisterBlast Student Registration Portal- (No Access to Blackboard / Course has Ended)

1. To access the RegisterBlast student registration portal, select the RegisterBlast Campus location your instructor has submitted testing to

[King Campus RegisterBlast Student Registration Portal](#)

[Markham Campus RegisterBlast Student Registration Portal](#)

[Newnham Campus RegisterBlast Student Registration Portal](#)

[Seneca@York Campus RegisterBlast Student Registration Portal](#)

2. Sign in by selecting the 'Sign In' option at the top of the screen.

**Seneca**  
POLYTECHNIC

My Exams

My History

Sign In

### Exam Registration

Welcome to Seneca's Newnham Campus Test Centre

To schedule testing at another Test Centre location, select the Campus your instructor has provided testing at:

[King Campus](#)

[Markham Campus](#)

[Seneca@York Campus](#)

If you cannot find the test you are to register for, contact your instructor to determine if they have set up testing for you and that it is set at the correct campus location.

**Note:** The "All timeslots are full" message is due to the chosen test date falling outside of the required 2 day / 48 hour in advance registration window. Contact the Newnham Campus Test Centre if you continue to have difficulty registering, 437.312.0728

1 **Select Seneca Course Option** (required)

Select an option

2 **Choose an exam** (required)

Choose a group above

### More Information

#### Cancellations and Rescheduling

- If you need to cancel or reschedule your test date, you must do so more than 24 hours in advance. Your new testing date must be agreed upon between you and your instructor before scheduling a new date.

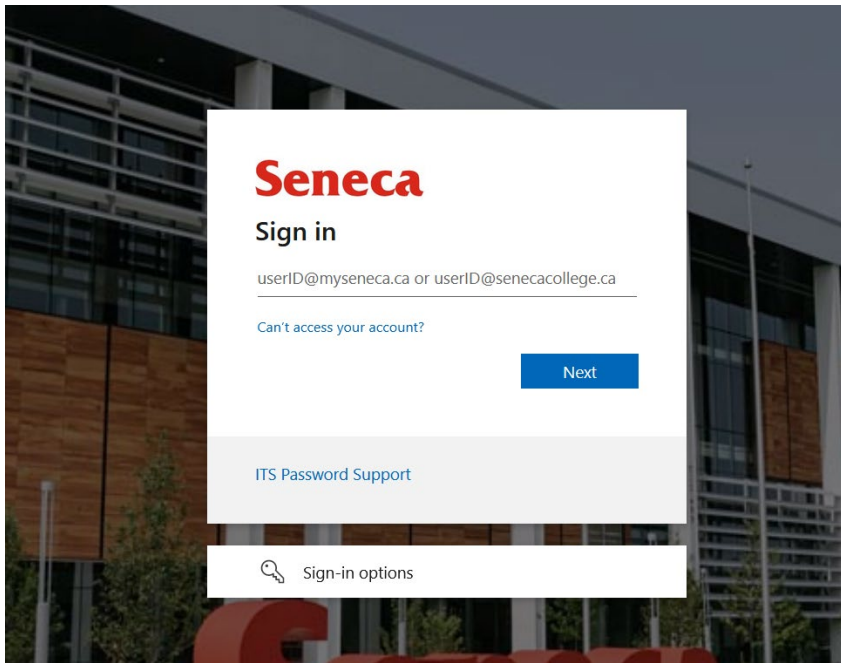
[How to Schedule](#)

[How to Reschedule](#)

[How to Cancel](#)

[Trouble Scheduling?](#)

3. If prompted, sign in with Seneca login credentials



## How to Register for a Deferred / Supplemental Test

**Note:** an exam submission must be provided to the Test Centre by your instructor before you can register to write.

## 1. Select Seneca Course Test / Exam

Select the Seneca Course Test / Exam option from the drop-down menu.

**Exam Registration**

Welcome to Seneca's Newnham Campus Test Centre

To schedule testing at another Test Centre location, select the Campus your instructor has provided testing at:

[King Campus](#)

[Markham Campus](#)

[Seneca@York Campus](#)

If you cannot find the test you are to register for, contact your instructor to determine if they have set up testing for you and that it is set at the correct campus location.

**Note:** The "All timeslots are full" message is due to the chosen test date falling outside of the required 2 day / 48 hour in advance registration window. Contact the Newnham Campus Test Centre if you continue to have difficulty registering, 437.312.0728

**More Information**

**Cancellations and Rescheduling**

- If you need to cancel or reschedule your test date, you must do so more than 24 hours in advance. Your new testing date must be agreed upon between you and your instructor before scheduling a new date.

[How to Schedule](#)

[How to Reschedule](#)

[How to Cancel](#)

[Trouble Scheduling?](#)

**1 Select Seneca Course Option (required)**

Select an option

Select an option

**2 Choose an exam (required)**

Choose a group above

## 2. Choose your Course

Find and select **Deferred / Supplemental Exam** from the course drop-down menu.

**1 Select Seneca Course Option (required)**

Seneca Course Test / Exam

**2 Choose your course (required)**

Select an option

Select an option

Accounting Basics I

**Deferred / Supplemental Exam**

Financial Aspects of Marketing

Integrated Marketing Communications

IT Project Mgmt. Fundamentals, Tools and Techniques

Management Accounting

RGB101 - RegisterBlast 101

RGB101BBB.10001.2234 - Ultra

Sentiment Analysis and Text Mining

**3**

### 3. Choose a Test / Exam

- Find and select the specific Deferred / Supplemental exam within the Choose an Exam drop-down menu.
- Verify the selection by the attached instructor name.

The screenshot shows a two-step registration process. Step 2, 'Choose your course (required)', features a dropdown menu with 'Deferred / Supplemental Exam' selected. Step 3, 'Choose an exam (required)', shows a dropdown menu with 'RGB101 Deferred Final Exam - L. Ip' selected. Below the dropdown, a list of options is visible, with 'RGB101 Deferred Final Exam - L. Ip' highlighted in blue. A green vertical line with circles containing the numbers 2 and 3 indicates the current steps.

**2 Choose your course** (required)

Deferred / Supplemental Exam

**3 Choose an exam** (required)

RGB101 Deferred Final Exam - L. Ip

Choose an exam

RGB101 Deferred Final Exam - L. Ip

### 4. Select Accommodations

Select the applicable accommodations you would like applied to this test registration. Otherwise, proceed with selecting a test date.

The screenshot shows the 'Select Accommodations' step. It includes a heading, a brief instruction, and a list of five checkboxes for accommodations: Extended Time One and a half (1.5x), Formula sheet; to be approved by Faculty 5 days prior to assessment, Scrap Paper, Text to Speech application, and Music during timed assessments. A green vertical line with a circle containing the number 4 indicates the current step.

**4 Select Accommodations**

Select the accommodations that you wish to use on this registration.

- ☐ Extended Time One and a half (1.5x)
- ☐ Formula sheet; to be approved by Faculty 5 days prior to assessment
- ☐ Scrap Paper
- ☐ Text to Speech application
- ☐ Music during timed assessments

## 5. Select a Test Date

Choose an available testing date by selecting the calendar widget.

5

Choose a Date (required)

Thursday, July 6, 2023

< July 2023 >

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					

▼

## 6. Select a Test Time

Choose from available start times by selecting the drop-down menu.

6

Choose a Time (required)

Select an option

Select an option

8:30 AM

9:00 AM

9:30 AM

10:00 AM

10:30 AM

11:00 AM

11:30 AM

12:00 PM

12:30 PM

1:00 PM

1:30 PM

2:00 PM

2:30 PM

3:00 PM

Exam Start Time

## 7. Complete Student Information

Finish filling in student information by entering in 9-digit Seneca ID number.

7

### Who is taking this exam?

**Seneca students must login with their Seneca credentials before registering for testing**

First Name (required)

Last Name (required)

Email (required) @myseneca.ca

Student ID Number (required) ?

## 8. Read and agree to the Test Centre Guideline Acknowledgement

- Select the check box below the acknowledgement.
- Select the 'Add to Cart' button to add registration.

8

### Test Centre Acknowledgement

Students are required to follow these procedures:

- provide identification in the form of a Seneca OneCard, virtual Seneca OneCard or government-issued photo identification (provincial health cards are not accepted)
- the Test Centre does not provide any testing aids including calculators, dictionaries, writing instruments, etc.

☐ I agree to follow the above guidelines

Acknowledge Above Requirements

Add to Cart

## 9. Complete Test Registration

a) If another test / exam registration is needed, select the **'Add Another Exam'** option and repeat the previous process.

b) Select the **'Complete Registration'** button to complete your registration(s).

The screenshot shows the Seneca Polytechnic registration interface. At the top is a red header with the Seneca logo and navigation links 'My Exams' and 'Sign Out'. Below the header is a green banner with the text: 'Added to cart. Please note, your registration is not complete until you click the button below.' The main content area is divided into two columns. The left column, titled 'Your Cart', contains a list of items: 'RGB101 Final Exam - L. Ip' with a price of '\$0.00' and a red 'x' icon, and 'Monday, August 28, 2023 10:00 AM'. Below this is a text input field for 'Apply promo/voucher code' and an 'Apply' button. At the bottom of the cart, it shows 'Total exam fees' as '\$0.00' and a green 'Complete Registration' button. To the right of the cart is a red '+ Add Another Exam' link. The right column, titled 'Exam Cart', shows the same item and date. Below it is a red 'Complete Registration' button. Further down, under the 'My History' section, it lists 'RGB101 Midterm 2 - L. Ip' for 'Thursday, July 6, 2023'.

## 10. Registration Confirmation

Once you have completed your registration, a confirmation message will appear on screen with registration details and a confirmation email will be sent to your Seneca email.

The screenshot shows the Seneca Polytechnic registration confirmation page. At the top is a red header with the Seneca logo and navigation links 'My History' and 'Sign In'. Below the header, a large grey box contains the message: '[Name], your registration is complete!'. To the right of this box is a white box titled 'Success' with a red 'Return to Main Page' link. The main content area is divided into two columns. The left column, titled 'RGB101 Final Exam - L. Ip', contains the following details: 'Monday, August 28, 2023 10:00 AM', 'Group: Seneca Course Test / Exam > RGB101 - RegisterBlast 101 > RGB101 Final Exam - L. Ip', 'Location: Markham Campus Test Centre, Room: M190', 'Exam Number: 498408', 'Student ID Number: 987654321', and a list of procedures: 'Students are required to follow these procedures: provide identification in the form of a Seneca OneCard, virtual Seneca OneCard or government-issued photo identification (provincial health cards are not accepted); the Test Centre does not provide any testing aids including calculators, dictionaries, writing instruments, etc.; all electronics and valuables can remain with the student, but must be placed at their feet in an integrity bag, which will be provided; refrain from wearing wristwatches during the test; food is not permitted in the testing rooms; only water in clear containers is permitted; backpacks, briefcases or other bags are not permitted in the testing rooms; coats are not permitted in the testing rooms'.