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# GTCC Assessment Center Testing Instruction Form

**This form and a copy of the exam must be submitted a minimum of 24 hours before the first testing date.**

## Assessment Center Policies for Faculty Members

1. The Assessment Center is intended to test students with DAS accommodations, students who have missed an in-class test, and students/community members who require test proctoring for other institutions or third-party vendors. Any questions about accommodating a specific situation can be addressed by Priscilla Bohannon, the Assessment Center Coordinator ([pambohannon@gtcc.edu](mailto:pambohannon@gtcc.edu) or 336 334 4822 ext. 50226)
2. While the testing center is happy to accept walk-ins *if and only if* we have been provided with the test and testing make an appointment for faculty testing. Please see Register Blast instructions for scheduling assistance.
3. The assessment ce0.4



# Instructions for Scheduling a GTCC Faculty Test

Go to <https://www2.registerblast.com/gtcc/Exam/List>

1. Choose Desired Campus (**Jamestown, Greensboro, etc...**).
2. Select the following test.:

# **Instructions for Scheduling a GTCC Faculty Exam with Accommodations (NOT a Separate Room):**

## **PART 1: Steps for getting set-up with the Testing Center**

Go to: <https://www2.registerblast.com/gtcc/exam>

1. Click sign in at the top right of the screen
2. Click reset your password
3. Enter your GTCC email address
4. Click green Request Password Reset button





# Instructions for Scheduling a GTCC Faculty Exam with Accommodations (Separate Room):

## PART 1: Steps for getting set-up with the Testing Center

Go to: <https://www2.registerblast.com/gtcc/exam>

1. Click sign in at the top right of the screen
2. Click reset your password
3. Enter your GTCC email address
4. Click green Request Password Reset button
5. Check your GTCC email for RegisterBlast password link
6. Click the link to set up your password. NOTE: a special character is required for this password. (Adding an ! to the end of your current password will help keep things simple)
7. Using the above information sign into RegisterBlast  
<https://www2.registerblast.com/gtcc/exam>
8. Check to see if your accommodations are visible under item 4. If not, please contact DAS or the Assessment Center and let us know of the issue.

# Instructions for Scheduling a GTCC Faculty Exam with Accommodations (Separate Room):

## PART 2: REQUESTING A DATE AND TIME FOR A TEST AND OR EXAM

Go to: <https://www2.registerblast.com/gtcc/exam>

Log in using your Registerblast credentials before continuing

### 1. Choose Testing with Accommodations

3. Read the Exam Description

4. **Verify your accommodations.** If there is an error, please contact the Assessment Center, and we will work with DAS to resolve any errors. If you do not see any accommodations listed, it is an indication that you are not logged in. Please Sign in to your RegisterBlast account and start at #1.

5. **Choose the date you want to test** (*Reminder at least 24 hours' notice required, 48 hours or more appreciated.*)

6. **Select a time, from those available, to begin your test.**

7. **Enter the name and GTCC email** of the student who will be testing.

8. **Read the guidelines**

9. **Click the checkbox that you have read the guidelines**

10. **Click the green ADD TO CART button.**

11. **Click the green COMPLETE REGISTRATION button.**

12. **You should get an automatic email confirming the appointment**

to get your test to the Assessment Center.

# How to Cancel a GTCC Faculty Test

Go to: <https://www2.registerblast.com/gtcc/Exam/List>

1. Click the My Account/ My Exams/ My History tab at the top of this page.