# 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**

2. Select the following option

   - *Testing with Accommodations Separate Room*

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        notice required, 48 hours or more appreciated.*)

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

12. **You should get an automatic email confirming the appointment**. It's always helpful to forward that to your instructor as a gentle reminder that you've done your part, now they need to get your test to the Assessment Center.