JCCC Testing Services Scheduling System

If you are a instructor who has a student who needs to makeup a Face-to-Face or Hybrid Exam, enrolled in a Self-paced course or has ADA Accessibility accommodations this system can assist with scheduling on campus proctoring.

To begin using this system instructors will need to go to Canvas and find the course that has the student who needs to schedule testing time in Testing Services.
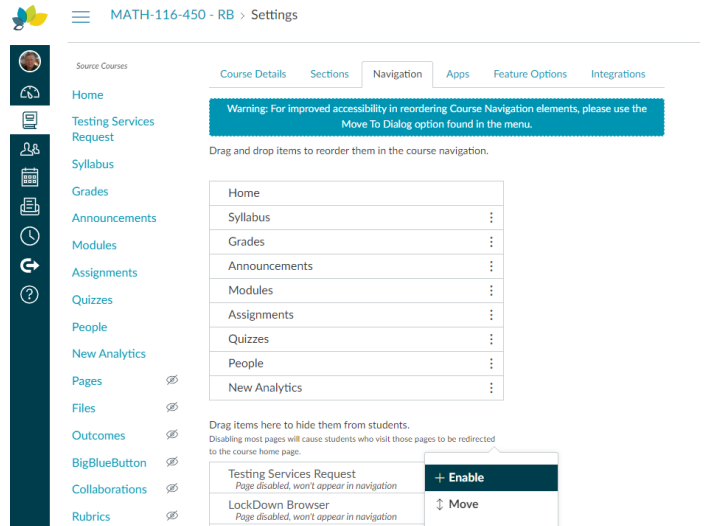
The scheduling system uses a Canvas menu option that the instructor will need to Enable by going to the Canvas Course Settings, click on the Navigation Tab at the top of the page and Enable the "Testing Services Request".

This course navigation element may be located at the bottom of the list of menu options. Once you have enabled the menu option you can drag it to the best location on your menu and **SAVE** these settings.

Next the instructor will Click on the "Testing **Service Request**" menu icon now located on the Canvas Menu.

This will then launch the request system in a window inside Canvas. Some of you may see previous submissions while others may not see any activity.

To start a new request for a student you will need to click on the circle located to the right of the screen with a plus in the center.
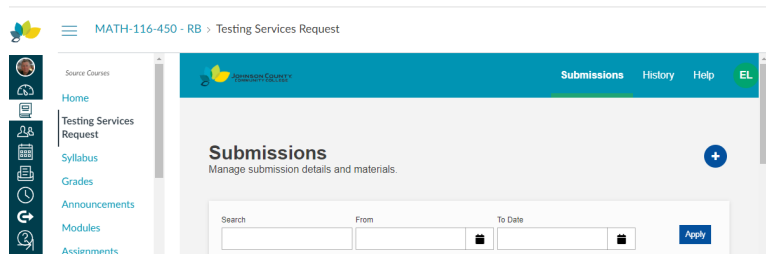
Next, the instructor will begin working through a series of questions called the **"Submission Builder"**.

It will be important to review the Details section that will have important guidelines that may be updated to help instructors stay current on any changes to the system.

Submission Builder
Build and configure submissions.

1 **Details**
Define the submission.

2 **File Management**
Add submission files.

When naming the Exam provide detail about which exam or quiz and instructor last name example :

CHEM-122-003-80235 Unit 1 Exam - Lovitt

Do not include a student name in the Exam Name field !!!

Next select the Canvas course from drop down box

The Start Date and End Date will indicate the range of dates when you will accept any student work from Testing Services. Keep in mind this does not guarantee the student a space only the range of dates.

Finally, you will enter the amount of time you will allocate for the exam. Adjustments for any accommodations for Access Services will be added on the system side.

Note Very Important!!!
If you are using Canvas for your exam the instructor will need to Moderate the Quiz inside the Canvas. The request form does not make these adjustments.

Details
Create an identity and time for the submission.

This software is not compatible with the Safari browser.

Submit exams at least 48 hours (excluding weekends) prior to the beginning of the specified testing window.

For students taking the same exam in the same section, list multiple student email addresses (6 max) in the restriction field.

This system adjusts time limits to allow for extended time when needed for paper exams, however, exams administered within Canvas will require you to time adjustments there.

In the "Restrictions" section: List student email addresses. **Do not type student names.**

In the "File Management: section: Attach the test as a pdf or word document.

When an exam is submitted through this system, students receive an email informing them that they may schedule.

Students must schedule at least 24 hours prior to their desired appointment date/time.

If an exception is needed, **faculty** may contact the testing center director at mcoope62@jccc.edu or 913-469-2306.

Exam Name ⊘

Exam #1 - MATH 116=450 Fall 2023

Select the exam group/s for this test ⊘

Course Test 2023 > MATH-116-450 - RB
Course Test 2023 > RegisterBlast Testing

Start Date ⊘

09/03/2023

> Time Restriction

Allotted Minutes ⊘

60

Next

End Date ⊘

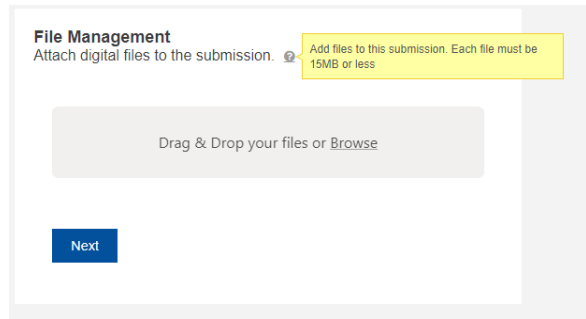| ‹		September 2023				›
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Done

> Time Restriction

Allotted Minutes ⊘

60

The **File Management** section of the Submission Builder will provide the opportunity for the instructor to add a digital file.

This can be a PDF or Word file that can not exceed 15 MB.

File Management
Attach digital files to the submission. 🔵 Add files to this submission. Each file must be 15MB or less

Drag & Drop your files or Browse

Next

Submission Builder
Build and configure submissions.

1 **Details**
   Define the submission.

2 **File Management**
   Add submission files.

3 **Additional Information**
   Provide the details.

4 **Eligibility & Restrictions**
   Limit submission recipients.

5 **Exam Instructions**
   Create instructions.

Additional Information
Answer any additional questions.

Type of Course (required)

Face-to-Face Makeup or ADA ▼
- Choose an option -
Face-to-Face Makeup or ADA
Hybrid Makeup or ADA
Self-Paced

I agree to the following: NO materials or resources go into the lab with a student unless it is designated below. Thank you for your attention to detail.

Please select all applicable options for materials allowed

☐ Book

☐ Notecard (both sides - front & back)

☐ Note sheet (8.5 x 11; both sides)

☐ COLLECT notes and attach to exam (will only collect 8.5 x 11 sheets)

☐ Calculator

☐ Charts/Tables/Formulas/Images

☐ Other resources: (to be supplied by student if possible)

☐ Other - please explain

Scratch Paper

☐ NO Testing Services scratch paper (scratch paper will be provided to any student upon request unless above box is checked)

☐ Check box for Testing Services to provide their standard scantron (DataLink 3000) to student. NOTE: Testing Services is not responsible for lost or unfilled scantrons. Inform your student to fill out both the test & scantron. Faculty must pick up scantrons in person. Scantrons not picked up will be shredded on last day of semester.

The Additional Information section of the Submission Builder will be where the instructor identifies the Type of course in the drop-down menu. Then goes into greater detail on what optional materials will be allowed in the Testing Center.

Note if Calculator is checked you will have the ability to select the highest type of calculator allowed.

Choose highest type of calculator allowed (required)

- Choose an option - ▼
- Choose an option -
Graphing
Scientific
Financial
Basic

Additional Information continues with the instructor identifying if the student will be taking a computer or paper exam.

Please Note:
If the Computer Exam is selected the instructor may need to make accommodation adjustments for additional time in Canvas. Testing Services does not have the ability to modify testing times in our LMS.

The instructor can also include any passwords required inside Canvas .

Exam Results:
The instructor will then acknowledge that the exams results will be provided electronically inside the Testing Request System. Covered later.

Eligibility and Restrictions will be where the instructor lists the student email addresses of the specific people who can take this requested exam. After the name appears in the drop-down make sure you click on the name to add it to the list.

Final Instructions allows the instructor to add any final information NOT visible to the student.

Once completed you can **Submit or Submit and Print.**

After Summitting the Request the student will receive an email notifying them they can go the menu option in Canvas to register for the exam.

Is this a computer or paper exam? (required)

- Choose an option -

- Choose an option -
Paper Exam
Computer Exam

Anything else you would like to remind the student regarding this exam?

☐ I understand this exam will be returned electronically via the Professor module. Instructions to retrieve are under the Help tab. Testing Services personnel is not responsible for incorrect or incomplete information entered for this exam. (required)

Eligibility and Restrictions
Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Email . Then, select the proper search result. The maximum number of restrictions for this exam is 6. You must enter at least 1.

Restrictions ⊘

elovitt@

Ed Lovitt (elovitt@jccc.edu)

Next

Final Instructions
Please add anything else Testing Services might need to know. This information is NOT visible to the student.

Instructions ⊘

Submit   Submit and Print

TC Testing Center via RegisterBlast.com <support@registe
To EdTech
                                                            Thu 8/24

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Hi, edtech !

Your professor has sent an exam to the testing center for you. Please go to your Canvas portal and register for your exam.

Email: edtech@jccc.edu

Tracking Submissions

After the instructor has submitted the request there will be a listing of submissions and the status. These submissions should be immediately approved so students can register for a time.

The Submissions and History tabs will contain additional details on status of student scheduling, cancelling and finally the results for the instructor to download and review.

If the status indicates "Checked Out" to the right of the item on the submission will be a icon that contains a digital PDF of the completed exam if you are using "Paper Exam"

If you are using "Computer Exam" these results will appear in Canvas.

Help Tab

Additional guides are available including videos and step by step instructions.

For questions regarding scheduling or testing-related questions, contact Testing Services by email at testingservices@jccc.edu or by phone, 913-469-4439, Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m.
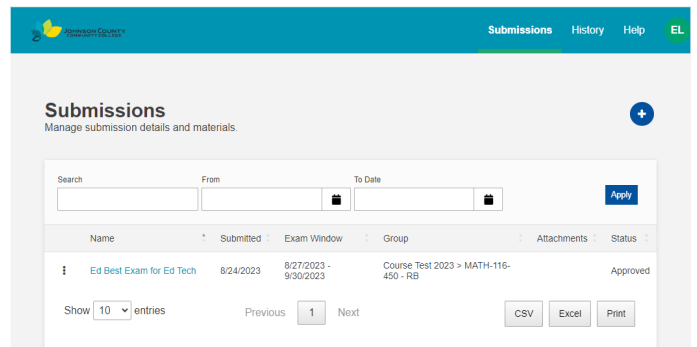
The Educational Technology Center can also provide instructors with assistance in completing these requests.
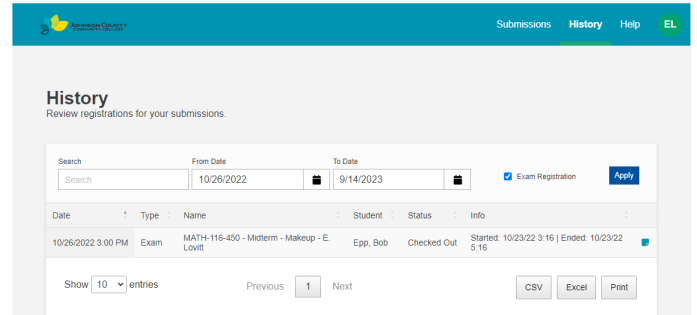
https://jccc.zoom.us/my/jcccedtech
email: edtech@jccc.edu
Phone: 913-469-3842
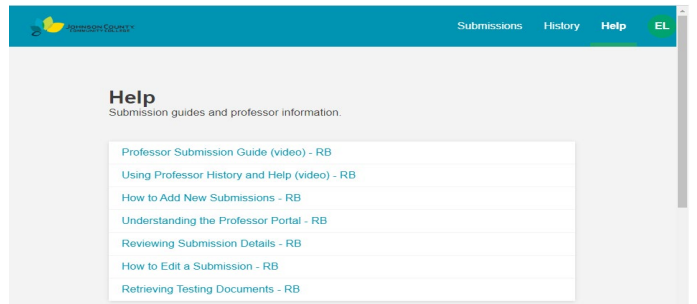
Profile located inside the User Icon in the upper right corner provides additional customization on notification preferences.