Triton Testing Center - Pepper Canyon Hall Guide for Instructional Staff

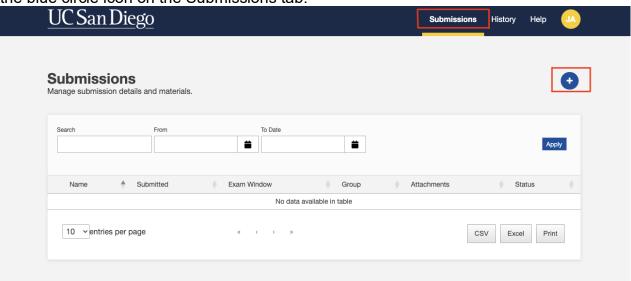## Creating an account

At TTC – Pepper Canyon Hall, we use a scheduling platform called RegisterBlast. In order for your students to test with us, you will first create an instructor account by [completing our short registration form](#). Please allow one business day for account approval. Once approved, we will send you an email with information on how to access your account and how to utilize it.
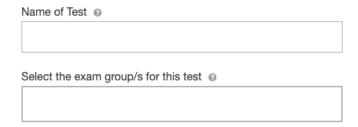
Registering your tests

Once your account has been approved, you will need to create an exam submission for students to schedule a time to test with us. Currently, we are unable to administer tests on a walk-in basis. Please note that the test registration process **does not reserve** a seat for your students.
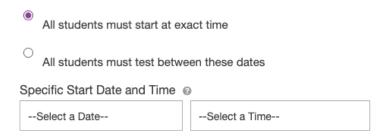
After logging into your RegisterBlast account, create your test submission by selecting the blue circle icon on the Submissions tab.
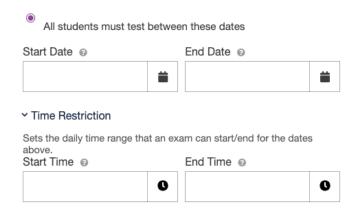

First, you will need to name your test using the following format: Course Code - MM/DD/YYYY - Test Name (i.e. MATH 103 - 07/21/2022 – Midterm). Next, you will select the exam group of the test (i.e. MATH).

Name of Test ⓘ

[   ]

Select the exam group/s for this test ⓘ

[   ]

After this, you will select the testing window. If you would like for your students to take the test in conjunction with the in-class test, you can choose the "All students must start at exact time" option and enter the specific start time and date.

◉ All students must start at exact time

○ All students must test between these dates

Specific Start Date and Time ⓘ

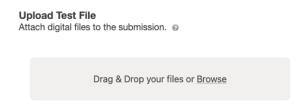[--Select a Date--]   [--Select a Time--]

If you would like for your students to take the test within a certain date window, you may choose the "All students must test between these dates" option and enter the desired window. Please note that the start time and end time restriction apply to **each day individually.** For example, if you select a window from 09/01/25 to 09/03/25 with a start time of 8 AM and end time of 2 PM, students would be restricted to testing between 8 AM and 2 PM on 09/01/25, 09/02/25 and 09/03/25. If you would like for testing to start at a certain time on the first day of the testing window or end by a certain time on the last day of the testing window, you may enter the desired time into the respective field.

◉ All students must test between these dates

Start Date ⓘ   End Date ⓘ

[📅]   [📅]

⌄ Time Restriction

Sets the daily time range that an exam can start/end for the dates above.

Start Time ⓘ   End Time ⓘ

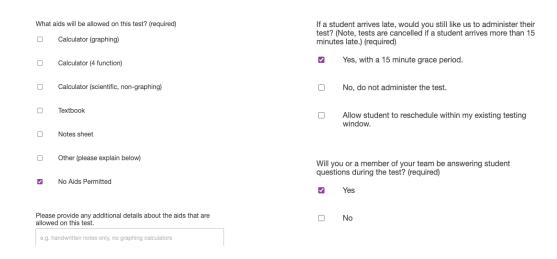[🕐]   [🕐]

Following this, you must enter the allotted minutes for the test. **The duration entered must be the in-class duration** for the test as **extended time is automatically added when a student registers for the test** based on their accommodations.

Allotted Minutes ⊘

60

While the test materials can be uploaded during initial test registration, **it is not required.** If you would like to upload the files at a later date, you may omit this section and move forward.

Upload Test File
Attach digital files to the submission. ⊘

Drag & Drop your files or Browse

During the test registration process, you will provide information about permitted testing aids, late arrival policy and student question assistance. For testing aids, please provide as many details as possible (i.e. handwritten one-sided note sheet, open book, no aids permitted etc.) to ensure a smooth check-in process for your students.

What aids will be allowed on this test? (required)

☐ Calculator (graphing)

☐ Calculator (4 function)

☐ Calculator (scientific, non-graphing)

☐ Textbook

☐ Notes sheet

☐ Other (please explain below)

☑ No Aids Permitted

Please provide any additional details about the aids that are allowed on this test.

e.g. handwritten notes only, no graphing calculators

If a student arrives late, would you still like us to administer their test? (Note, tests are cancelled if a student arrives more than 15 minutes late.) (required)

☑ Yes, with a 15 minute grace period.

☐ No, do not administer the test.

☐ Allow student to reschedule within my existing testing window.

Will you or a member of your team be answering student questions during the test? (required)

☑ Yes

☐ No

Finally, you may enter the eligible test takers for your test. If students are added to the restrictions section, only these students will be able to register for your test. If students are not added to the restrictions section, all students with a RegisterBlast account will be able to register for your test. Please note that we are only open for accommodated and makeup testing at this time. **Any other student registrations will be cancelled.**
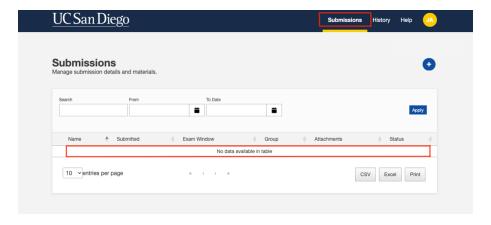
Eligibility and Restrictions
Limit Eligible Takers

If this exam is intended for specific people, begin typing the student's Email. Then, select the proper search result.

Restrictions ⊘

Search for student

After submitting, please allow 1 business day for TTC staff to review and approve your test submission. Please note that **approval of your test submission does not automatically register students to take your test**. Each student will need to register for the test using their RegisterBlast student account.

Uploading your tests
To upload your test materials at a later date, you will have to log into RegisterBlast, select the respective test under the Submissions tab and upload the files.

Retrieving completed tests
Tests will be scanned and uploaded to Register Blast within one business day of the student completing your test. To find completed tests in Register Blast, follow these steps:

1. Log in to Register Blast.
2. Click **History** in the upper right corner of the screen.
3. Adjust the dates at the top of the screen to fit your test's testing window. You may also use the search box to find a specific test or a specific student.
4. Once a test has been uploaded, a sticky note icon will appear next to a student's name.
5. Click the sticky note icon and then click the test's file name to download.

In addition to tests being scanned and returned via Register Blast, you may elect to pick up the physical copies beginning **one business day after the test has been completed**. **Tests can be collected in Pepper Canyon Hall 364 between the hours of 8:00am and 3:30pm**. Please bring a photo identification with you when coming to pick up tests. If you are the instructor of record and someone else will be picking up tests on your behalf, please email tritontesting@ucsd.edu with the name of your designee.

To expedite test pickup, you can email tritontesting@ucsd.edu with the name of your course and your approximate pickup time. We will do our best to pull your tests from our files and have them ready for you when you arrive.

Important Reminders

- We ask that you **register your testing dates with us by the end of Week 2 each quarter.** This will ensure we have adequate space and staffing on hand to administer your tests. There is no need to upload a test file at this point.
- If you're not able to register your testing dates with us by the end of week 2, please do so as soon as you know the dates or by no later than **5 days before the testing date(s).** There is no need to upload a test file at this point.
- Students must have an account with us and schedule a time to take your test with us **at least 3 days in advance of their test day.**
- You should upload your test file to Register Blast at least one business day before your testing windows open.
- Your test file will remain in our secure Register Blast system until the day before your testing window is set to open. At that time, our career staff will print copies of the test for every student scheduled to take the test in the TTC. Printed test copies will be put into individual envelopes and remain securely locked away in our office until your student's testing time.
- Physical test copies will be retained only for 1 quarter and then will be shredded. (i.e. FA22 tests will be shredded after the end of the WI23 quarter).

If you have any questions, or need assistance in getting your account up and running, please do not hesitate to reach out to tritontesting@ucsd.edu or visit our Virtual Front Desk (shared with the Academic Integrity Office). We're always happy to help!