

Accommodated Students: RegisterBlast Instructions

Students with exam accommodations approved by the [Accessibility Services Office](#) will schedule their exams through RegisterBlast, our online exam registration system.

Students using RegisterBlast must register no later than one week prior to their midterm or lab exam (to the hour) or three weeks prior to the first day of final exams.

Important note: When using a public computer to register for your exams, use a [New Incognito Window or New InPrivate Window](#) on any web browser for privacy purposes.

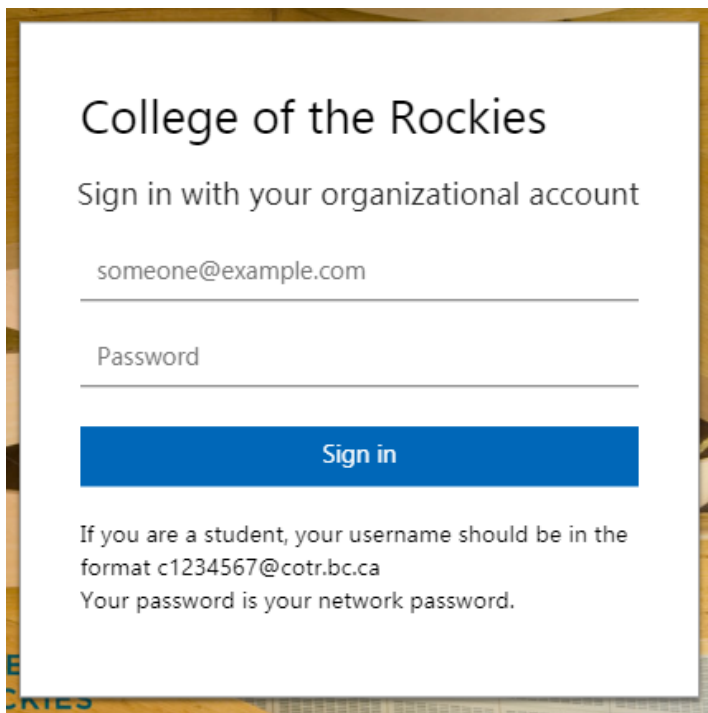
Access RegisterBlast here: <https://canada.registerblast.com/cotr/Exam/List>

You have the option of signing, which will allow you to review your accommodations prior to the exam, or proceed with Step 1

To sign in, click sign in



You will be taken to a sign-in page.

A sign-in page for the College of the Rockies. It features the college's logo and name at the top. Below that, it says "Sign in with your organizational account". There are two input fields: one for an email address (pre-filled with "someone@example.com") and one for a password. A blue "Sign in" button is positioned below the fields. At the bottom, there is instructional text: "If you are a student, your username should be in the format c1234567@cotr.bc.ca" and "Your password is your network password."

[javascript:DisplayMessage\(59\)](#)

Sign using your student number example: c1234567@cotr.bc.ca, and your network password.

Step 1. Select Student Type

Are you a College of the Rockies student or do you fall under one of these other headings? (required)

Step 2. Select Exam Type

Choose a group (required)


Step 3. Select Scheduled Exam

Choose an exam (required)

Step 4 Review your accommodations

Step 5. Select Exam Date

Enter the date of your exam or classroom help. (required)

Step 6. Select Exam Time

Enter the class start time. If times are full, try booking further out or a shorter booking length (required)

Step 7. Enter Personal Information (use your college email address)

Enter student's first, last name and email

Please use your College of the Rockies email address

First Name (required)

Last Name (required)

Email (required)

Verify Email (required)

Step 8. Acknowledge the Guidelines

Exam guideline acknowledgement

- Photo Identification must be shown prior to writing any exam;
- Smart Watches, cellular phones or any devices capable of storing text or data are to be turned off and left outside the testing area in locker provided;
- Coats, caps, hats etc. and excess layered clothing must be removed and stored in the closet provided. Please note you may be

I agree to follow the above guidelines

Step 8. Required extra information

Needed information

Student's Phone Number: (required) ?

Would this exam interfere with a following class time?
(required)

No Yes

If yes, complete your registration and please contact
exam@cotr.bc.ca, immediately.

Invigilator Name (required) ?

Invigilator Job Title (required) ?

Invigilator's Phone Number: (required)

Invigilator's Email Address: (required) ?

Invigilator's Town/City and Province (required)

Student Notes: ?

Step 9 Click Add to Cart

Step 10 Click Confirm