COLLEGE OF THE ROCKIES

College of the Rockies Testing Centre
2700 College Way, Box 8500
Cranbrook, BC | V1C 5L7

250-489-2751 x 3360 | 250-489-8219
Fax 1-877-489-2687 x 3360 Toll Free
Scan and email to: exam@cotr.bc.ca

External Exam: RegisterBlast Instructions

RegisterBlast is our online exam registration system for students taking or rescheduling exams required by an external institution.

Students using RegisterBlast must register no later than one week prior to their midterm or lab exam (to the hour). A $40 invigilation fee is to be paid prior to or on the day of the scheduled exam at the campus where the student is writing the exam.

> Note: Once the maximum number of students per session is reached, exam dates and/or times will no longer be available. You should have your home institution's contact information with you before you begin registering for your exam session. You will then receive a confirmation email. You are required to bring valid government-issued photo ID to your exam session. A photocopy, photograph, or electronic version of your ID will not be accepted. You are responsible for bringing any items that your home institution has approved to be used for your exam session. Arrive 15 minutes prior to the start of your exam session.
>
> 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

Step 1. Select Student Type

Are you a College of the Rockies student or other student? (required)

[External Student ($40)   ⌄]

Step 2. Select Exam Type

Choose a group (required)

You must schedule your exam at least one week in advance.

[Examinations   ⌄]

Step 3. Select Exam Length

Scheduled Exam Length (required)

[2 Hour Exam   ⌄]

Step 4. Select Exam Date

Enter the date of your exam (required)

[Thursday, August 19, 2021   📅]

Step 5. Select Exam Time

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

9:30 AM	⌄

Step 6. Enter Personal Information

Enter student's first, last name and email

If you are a College of the Rockies student, use your college email address.

First Name (required)

Bugs

Last Name (required)

Bunny

Email (required)

bbunny@hotmail.com

Verify Email (required)

bbunny@hotmail.com

Step 7. Acknowledge the Guidelines

Exam guideline acknowledgement

- Invigilation fee collection prior to examination when applicable (external exams $40 fee);
- 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;

☑ I agree to follow the above guidelines

Step 8. Provide the Needed Information

Needed information

Student ID Number: (required)

v485746

Student Phone Number: (required) ❓

250-489-2751

Name of Institution (required)

U of Alberta

Course Name (eg. ELP-98): (required)

BIOL -101

Student Notes: ❓

Student Notes:

Step 9. Submit Request