

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: <u>exam@cotr.bc.ca</u>



# 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 <u>New Incognito Window or New InPrivate Window</u> 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)

# Step 5. Select Exam Time

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



# 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

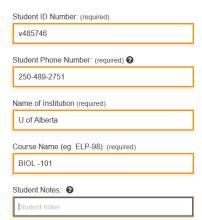
# Step 7. Acknowledge the Guidelines

### Exam guideline acknowledgement



## Step 8. Provide the Needed Information

### **Needed information**



Step 9. Submit Request