



On-Campus: RegisterBlast Instructions

RegisterBlast is our online exam registration system for students taking or rescheduling exams.

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>

Step 1. Select Student Type

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

Step 2. Select Exam Type

Choose a group (required)

Step 3. Select Scheduled Exam

Scheduled Exam (required)

Step 4. Select Exam Date

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

Bugs

Last Name (required)

Bunny

Email (required)

studentservices@cotr.bc.ca

Verify Email (required)

studentservices@cotr.bc.ca

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. Needed Information Submit Request

Needed information

Student ID Number: (required)

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