

The HCC Testing and Workforce Certification Center administers a variety of exams via nationally-renowned test vendors in addition to **HCC Classroom Exams**. Please visit our website at hcc.edu/testing for the full list of exams offered.

The HCC Classroom exams include:

- HCC testing for HCC students with accommodations via the HCC Office for Students with Disabilities and Deaf Services (OSD/DS) located in DON 147, Tel: 552.2558 or 552.2417
- HCC Make-Up exams
- HCC Online Program Exams

For each of the HCC exam groups, faculty members must create an account in and submit all exams via REGISTER BLAST (please follow the guidelines below). Once your student has completed the exam, test center personnel will hand-deliver the exam to your Division Mailbox in one of our red envelopes within a day. *Please return the red envelope to your Division Staff Assistant or directly to the test center in KC 204.*

Students schedule their own test dates and times

- Students with accommodations (OSD/DS) will schedule all exams via the OSD/DS office, located in DON 147, Tel: 413.552.2558 or 413.552.2417
- HCC Make-Up Exam and Online Program Exams: Students will schedule exam dates/times via REGISTER BLAST by going to hcc.edu/testing and selecting the appropriate Exam Group.
- All test appointments must be scheduled a full 48 hours prior to the preferred test date and time
- **PLEASE NOTE:** The test center does not accept walk-in testers

HCC FACULTY ENROLLMENT IN REGISTER BLAST

PLEASE LOG INTO: <http://www.registerblast.com/holyoke/professor/enroll>

- 1) Complete the quick and easy Professor Enrollment form which requires your
 - a. First name b. Last name
 - c. Email address – please enter the email address you will use as your login username
 - d. Password – passwords must contain at least 8 characters, including at least one number, one uppercase letter and, one lower case letter
 - e. Confirm your Password – enter the same value entered in the “PASSWORD” field (obviously)
- 2) Click on ENROLL. Email ehebertdancik@hcc.edu so the required EXAM GROUPS are added to your account
- 3) Once enrolled and, PRIOR TO SUBMITTING AN EXAM, please email ehebertdancik@hcc.edu so the required EXAM GROUPS can be added to your account.

HELPFUL TIPS

- a. After enrolling, click on THIS LINK when the new page loads:
<https://www.registerblast.com/holyoke/professor>
- b. Enter your EMAIL and PASSWORD.
- c. Click on the SIGN IN button to access the REGISTER BLAST admin portal.
- d. We recommend that you BOOKMARK the new page for future access.

HCC FACULTY TEST SUBMISSION VIA REGISTER BLAST

PLEASE LOG INTO: <https://www.registerblast.com/holyoke/professor>

- Log into the REGISTER BLAST (RB) PROFESSOR SUBMISSION portal.
- Once logged in ,click on the SUBMISSIONS heading in the green bar at the top of the page
- Then, click on NEW SUBMISSION

- 1) **UPLOAD SUBMISSION** – click on this link and complete the form to upload the testing information; instructions, file and notes to be submitted to the Testing Center
 - a. **FORM INSTRUCTIONS** – complete all the required fields
 - i. **TEST NAME** – give this submission a name you will recognize
i.e. Math 101, Ch. 5
 - ii. **FILE** – click the **BROWSE** button to **FIND THE FILE** on your system that you want to upload, **HIGHLIGHT** it and, click the **OPEN** button
 - iii. **ADD AN ADDITIONAL FILE TO THIS TEST** –you can upload several files to your submission
 - iv. **ANSWER** the applicable questions
 - v. **ADD student names.** Please separate student names with a comma or, even better, number the names
 - vi. Click on **SUBMIT**
 - b. **MY SUBMISSIONS** – all submissions will be listed for editing or for the Professor’s records
- 2) **STUDENTS** – this link helps you keep track of all students registering for and taking exams
 - a. Click inside the **ON** or **AFTER** field and choose the **MONTH** and **DAY**
 - b. Click inside the **ON** or **BEFORE** field and choose the **MONTH** and **DAY**
 - c. Click on **RUN REPORT**
- 3) **ASSIGN SUBMISSION** – once you have uploaded the testing information, instructions, files and notes, you could assign that submission to a specific testing center staff member but **ONLY** if you are asked to by the test center
- 4) **LOGOUT** – please remember to logout of the site when not using it

PLEASE NOTE

**ALL TEST SUBMISSIONS MUST BE SUBMITTED TO THE TEST CENTER
AT LEAST 48 HOURS PRIOR TO THE STUDENT TEST DATE AND TIME**

THANK YOU