Test Center Professor Exam Submission Process:

HOURS OF OPERATION: **Monday - Thursday:** 8:00 AM – 6:00 PM
                                      Friday: 9:00 AM – 5:00 PM

All exams are stopped and picked up 10 minutes before closing.

The Testing Center is here to assist you with students who need
- To make up an exam – missed an in-person exam on the day the exam was given
- To test due to technology issues
- Need special accommodations that cannot be met in the classroom or in the online format.

There is an online process for professors to submit exam submission and a separate online process for students to schedule an appointment to take their exam.

All testing is by appointment and the exam guideline for the exam must be submitted and approved **BEFORE** the student can make an online appointment.

To have a student to take a test in the Testing Center:

- **Instructors:**
  - Log into www.registerblast.com/osuokc/professor/login
    - If this is the first time you have accessed Register Blast, enter your email and click forgot password. You should get an email with a link for you to set your password.

  - Need an account?
    - If you get a message that says your email is not in Register Blast, you will need to **create an account** at www.registerblast.com/osuokc/professor/enroll .
    - Please, give the Testing Center 24 hours to approve your account.
      - If you need the approval sooner than 24 hours, please call us at 405.945.8648

  - Each exam requires an **exam submission/guideline** to be submitted with
    - The instructions for the exam
    - The names of the students that can take the exam
    - Any necessary documents
    - Time limit for the exam. (Put in the actual minutes you are allowing for the exam, including all accommodated time. If you don't want your exams to be timed, please enter 123 for the time, and put in the special instructions that the "test is not timed")

  - **Each student** that is listed on the exam submission **needs to have exactly the same instructions for the exam**. If there is a student with any instructions that are different from the other testers, a separate exam submission will need to be submitted.

- - Students who can take the exam will need to be listed in the submission.
      - List the students' names as they appear on their ID. <mark>(First name Last name)</mark>
      - You can add or delete students, if necessary, after the exam is submitted.
    - Upload any necessary documents (i.e. exams, charts, Academic Honesty Sheets with exam/review codes, etc.)

  - **Provide contact information**.
    - It is best to give us a cell phone number, so we can contact you immediately, if there are issues with the delivery of the exam.

  - Submit Exam Submission **no later than 1:00 p.m. one business day before the student needs to test**. If your exam is on Monday, submit the submission no later than 1:00 p.m. on Friday.

  - **Exam Submissions must be submitted** to the Testing Center **and approved** by the Testing Center **BEFORE a student can** register to **take the exam** in the Testing Center. (Call the Testing Center, 405.945.8648, if you have concerns or questions)

  - **The instructor's name and course number** MUST BE ON ALL TESTS.

  - **Instructors must pick up all tests on the end date for the exam or soon after**. Also, all exams need to be picked up at the end of the semester. *Unused exams will be shredded if not picked up within 2 weeks of EOT.*

  - **If a test is brought to the Testing Center**: All tests must be delivered and picked up by the course instructor or authorized personnel.
    - Faculty members may also be asked to present an ID.
    - Authorized personnel, such as a work-study, can deliver and/or pick up tests with permission form and their ID.

  - Testing Center staff does NOT distribute nor accept homework assignments, handouts, review sheets, etc.

- **For a student to take a test**,
  - Students need to register for an appointment, after the exam is submitted and approved, at www.osuokc.edu/assessment/schedule-exam
  - <mark>**OSU-OKC students do NOT pay a proctoring fee for OSU-OKC course exams.**</mark>
  - Students MUST present a **photo ID** (OSU-OKC ID, driver's license, or other government-issued ID).
  - Student's name on the ID must match the student's name on the roster. (If it doesn't the student will not be allowed to test. Please ask them to update their account in Records before coming in to test, and/or to get an OSU-OKC Student ID.)
  - Students MUST know their INSTRUCTOR'S NAME and their COURSE TITLE and EXAM TITLE to take a test.
  - <mark>**No hats or head coverings are allowed in the testing rooms. Students will be asked to take head coverings off**</mark>. (Exception is hijab, etc.) **No headbands larger than ½ inch**
  - **No Jackets or outerwear** – rooms are kept at approx.. 72 degrees, please plan accordingly

- o Students may not bring their children to the Testing Center while testing.
- o Students may not eat or drink in the testing rooms.
- o Students may not have cell phones or other electronic devices in testing rooms. All phones and electronic devices must be turned off and stored in a locker.
- o Any index cards/notes/charts the student may be allowed to use on the exam will be attached to the exam and NOT given back to the student.
- All incidents of Academic Dishonesty will be documented and reported to the instructor.

A complete list of prohibited items is available in the Testing Center and at
[*Prohibited Items*](#) *.*

** We have a few videos to show you how our online submission works:

[Understanding the Professor Portal](#)

[Professor Guide Submission](#)

[Using Professor History and Help](#)

There are other helps your profile under the help tab:

We are grateful to be able to team up with experts as yourselves in assisting our students to accomplish their goals.

Let us know if you have any questions or need assistance. We are happy to help.