



## Faculty FAQs for Proctoring Services

### Scheduling

**1. Who can use the testing center for proctored exams?**

- Any SSU faculty member teaching fulling online courses can use the testing center to proctor exams.
- Non-SSU faculty may also utilize the testing center to proctor exams; however, non-SSU faculty must contact the Testing Center directly for more information and instructions.

**2. How do I request exams to be proctored?**

- SSU fully online faculty members must first create an account for the professor portal in Registerblast to upload exam request submission form for each exam offered during the semester. (Link: [Professor Portal Enrollment](#))

**3. How do I access the professor portal after creating initial account for Registerblast?**

- Use [Professor Portal Access](#) link every time to log into Registerblast account. Creating an account for each exam is not necessary. All exams can be submitted through one account.

**4. What is the deadline to submit exam request submission form in Registerblast?**

- To allow students to register for exams in timely manner, the testing office ask for exam request submissions to be received a week before the semester starts. This will allow for time to update the online registration system and prevent delays in students scheduling exams.

**5. How do students schedule course exams?**

- Students can schedule exams online at <http://registerblast.com/ssu/Exam>. Students will click on proctoring services, college of business administration, and choose professor and course to display calendar with times and dates of available testing session.

**6. What are times and dates available to students to take exams?**

- The normal testing times and dates for testing with the exception of Holidays and special campus events are Mondays at 9:00 AM and 2:00 PM; Wednesdays at 9:00 AM, 2:00 PM, and 6:00 PM; and Thursdays at 2:00 PM and 6:00 PM.

**7. What items should I submit to testing office before test administration?**

- The following items should be submitted 3 days in advance of exam: course syllabus, class roster/addendum, password and any revised test day instructions.

**8. How do I make changes to previously submitted exam?**

- Email all changes to exams to [parkerw@savannahstate.edu](mailto:parkerw@savannahstate.edu) and [testing@savannahstate.edu](mailto:testing@savannahstate.edu).

**9. What if a student missed an exam? How do I provide an extension?**

- Faculty must send an e-mail notification to [parkerw@savannahstate.edu](mailto:parkerw@savannahstate.edu) and [testing@savannahstate.edu](mailto:testing@savannahstate.edu) approving student to test after testing window has closed. The date and time of extension should be expressed specifically.

### Testing Formats

**1. What testing formats can be used?**

- Faculty may utilize online tools such as Blackboard, RESPONDUS, or D2L. Paper-based exams are also accepted.

**2. What is the preferred testing format?**

- The testing office highly encourage the utilization of online system for all tests. It makes for easy transmission and accountability of tests completed. The test password and instructions for all tests should be forwarded by email to ([testing@savannahstate.edu](mailto:testing@savannahstate.edu) and [parkerw@savannahstate.edu](mailto:parkerw@savannahstate.edu)) at least 2-3 days in advance of the testing window.

**3. What are the procedures for administering a paper-based test?**

- If you provide a paper-pencil test, the appropriate number of scantron answer sheets and the appropriate number of copies for each test must be delivered to Whiting Hall 247 or 257 at least 2-3 days in advance.
- The testing center ask that you allow at least 24 hours to deliver all completed tests and answer sheets to the main office of your department for pick up at your convenience.

### Professor Portal in Registerblast

**1. How do I log into my account?**

- Use [Professor Portal Access](#) link every time to log into Registerblast account. Saving this link to your internet favorites for easy access is highly recommended.

**2. How can I retrieve my password?**

- Passwords can be requested through the [Professor Portal Access](#) link. Once requested, it will be sent to the e-mail used to establish account.

**3. How do I submit instructions and information for exams?**

- Once logged into Registerblast account, exams can be submitted under “Upload Submissions” tab. A different submission is needed for all exam category offering for semester (e.g. midterm and final exam).

**4. How can I track exam rosters and no-shows reports for each exam?**

- Exam rosters and no-shows reports can be access under the “Student” tab in Registerblast account by entering the test date(s) associated with your inquiry.

**Security of Test and Testing Session/ General Instructions**

**1. What measures are in place to ensure the security of tests and to deter academic dishonesty?**

- Students must provide valid photo identification to take an exam.
- Students are made aware of all policies and procedures prior to testing.
- Test proctors monitor students the entire duration of the testing session to prevent irregularities.
- All test materials are kept securely in lock and key location until test administration.
- Testing office utilizes privacy screens and computer monitoring software to deter and prevent academic dishonesty.
- If an irregularity occurs, a formal report is sent to the faculty e-mail with date, time, detailed description of incident and supporting documents, if applicable.

**2. How can I assist the testing office in a seamless process?**

- Provide all testing information and materials to testing office well in advance of testing session.
- Encourage students to register early for all exams to be taken in the semester.
- Encourage students to review and adhere to the [Test Center Rules](#) prior to testing session.
- Remind students of upcoming testing period for exams to help reduce reschedules and no-shows.