

Downtown Campus Testing and Accessibility Services

Faculty Frequently Asked Questions

Where is Testing and Accessibility Services located?

Union West Building, Room 210.

What are the hours of operation?

Testing Hours

Monday – Thursday 8:00am – 6:00pm

Friday 9:00am – 5:00pm

Office hours for Accessibility Services

Monday- Friday 8:00am-5:00pm

What type of testing will be offered at the Downtown Campus?

- UCF/Valencia accommodated Testing
- UCF/Valencia Standardized Testing (ACCUPLACER ESL, AAF, PERT and Math Placement test)

Notes:

- Only courses that are designated or taught on Downtown Campus are eligible for testing services. Courses taught on other campuses must use one of the other Valencia testing centers for exam proctoring.
- If you are allowing your students to test at other campuses, you will need to submit a referral for those respective campuses through your atlas account.

How do I set up a RegisterBlast account as a faculty member?

Great news, your account has already been created! Please click the link below to log into RegisterBlast.

[UCF Faculty RegisterBlast log in](#)

How do I submit my faculty test to the Downtown Campus Testing Center?

You will need to submit your exam information through a platform called RegisterBlast. Please follow the steps in the links below.

[How to submit your exam referral \(PDF\) \(Video\)](#)

NOTE: If you are allowing students to test at other campuses, you will need to submit a referral for those respective campuses through your atlas account.

How do I receive my completed exams?

You or a designee can either:

1. Pick up any paper/pencil exams from the Downtown Campus Testing services.
2. Request tests to be scanned and emailed to you.

How do I contact the Testing Staff?

Please contact Downtown Testing Staff at **407-235-3825** or email us at DTCTestingCenter@valenciacollege.edu for more information.

What happens if a student violates the Testing Center policies or is suspected of academic dishonesty?

Students who violate the Downtown Testing and Accessibility Student Standards of Conduct will be directed by the Testing Services staff to stop the test and will be escorted out of the testing center. Any violations will be reported to you, and based on the severity of the incident, may be reported to Student Conduct for disciplinary action. You will also have access to incident reports filled out by the testing center staff.

Is there a charge for students to test at the Downtown Campus Testing and Accessibility Services?

There is no charge to students for taking a course exam.

How do I know that the exam submission is secure?

RegisterBlast takes exam security and privacy very seriously. All submissions are stored on a domestic server, and only Downtown Testing and Accessibility Services staff will have access to that information. Other faculty or students cannot view your test, test materials, or submission information. RegisterBlast is also a member of the National College Testing Association (NCTA) and used by other prominent institutions.

Is there a maximum limit on the number of exams I can submit?

There is no limit to the number of exam you can submit. Please note that seating may be limited at certain times of the semester, student registrations will be accepted on a first come first serve basis.

Is there a file upload size?

The maximum size of all attachments combined are limited to 9MB

Is there a limit to the number of attachments?

There is no limit to the number of attachments. For best results, please add one test file in the first section and all additional items at the end section 4 when you are submitting your exam information into RegisterBlast.

Can I email my exams to the Downtown Campus Testing and Accessibility Services?

No, we are unable to receive exams by email.