

Bloomsburg University of Pennsylvania

Office of Planning and Assessment

BU Testing Center

How a Student Cancels and/or Reschedules a Scheduled Test Date

To Cancel a Scheduled Test Date:

1. Go to: www.bloomu.edu/testing
2. Click on the name of the testing program (i.e. ACCUPLACER, Foreign Language Placement Tests, etc.) that you have registered for.
3. Click on the red "Register Online" button.
4. Click on "My Registrations."
5. Enter your e-mail address into the required field.
6. Receive e-mail from RegisterBlast.
7. Click on the link provided in the RegisterBlast e-mail.
8. Click "**Cancel**" next to the test date and time that you would like to cancel.
9. Click "Yes, cancel my registration."
10. There should be 0 registrations listed in "**Your History**", if your test date and time has been successfully canceled.

To Reschedule a Scheduled Test Date:

1. First, cancel the test date and time that you initially registered for.
2. Then, go to: www.bloomu.edu/testing
3. Click on the name of the testing program (i.e. ACCUPLACER, Foreign Language

Placement Test, etc.) that you registered for.

4. Select a new test date and time that is convenient for you. You will then receive a new e-mail confirmation (which will be sent to the e-mail address that you entered on the online form, during registration) for the new test date and time.