

UPDATE 03/18/2024, 3:45 PM:

Registrations within Test Day Toolkit have been restored. If you had impacted students, you should now see them in Test Day Toolkit. There are several steps that impacted schools will need to take to ensure that testing can proceed.

1. **Please print new sign-in tickets for all students.** Although not all students were impacted, the most efficient way to ensure that impacted students can access testing smoothly is to print and use new sign-in tickets for all students.
2. **Some students may be unassigned from their testing room in Test Day Toolkit.** While you may reassign students to testing rooms, you may also use the guidance linked below to assign students to rooms on test day.
3. **Impacted students who had already completed the Digital Readiness Check will need to complete the exam setup steps again.** This may be done in advance or on testing day. It should take approximately 5-10 minutes for PSAT 8/9 and 10-15 minutes for PSAT 10 and SAT. Students will be prompted to complete this after logging into Bluebook.

College Board and ISBE recognize the additional burden this issue has created for impacted schools. We sincerely apologize. If you need additional support, please reach out to your designated College Board Illinois Boots on the Ground team member. Their contact information can be found at <https://www.isbe.net/Documents/BOG.pdf>.

Test Day Room Assignments

If students were unassigned from their testing room in Test Day Toolkit, or if they did not have a testing room assigned previously, you do not have to assign them to rooms in advance of testing. Instead, you can use the room code to roster the students into the rooms.

Steps

- As part of the scripted check-in steps in Test Day Toolkit, the proctor writes the room code on the white board/chalk board.
- When students in that testing room login to Bluebook and click Check-in Now, they will be able to enter the room code for that testing room.
- Once students have entered the room code, they will appear on the proctor's screen in Test Day Toolkit as Checked In. They are now rostered to the room.
- Follow the steps in Test Day Toolkit to complete the rest of the standard check-in process with students.
 - Note: Do not reveal the Start Code until all students are ready to test.

Completing Exam Setup on Test Day

If students need to complete Exam Setup on test day, they will be prompted to do so after logging into Bluebook. These students will see Complete Exam Setup on their test card in Bluebook.

- For SAT with Essay, plan an extra 10-15 minutes.
 - This includes time to complete optional questions, provide their mobile number if they would like to participate in BigFuture School, and provide their free score send selections.
 - Free score sends may be selected or changed up to 3 days after test day. Students use their sign in ticket credentials to log into Bluebook to complete selections or changes.
- For PSAT 10, plan an extra 10-15 minutes for optional questions.
 - This includes time to complete optional questions and provide their mobile number if they would like to participate in BigFuture School
- For PSAT 8/9, plan an extra 5-10 minutes for optional questions.
 - This includes time to complete optional questions.