



Spring 2024

SAT SUITE OF ASSESSMENTS

Proctor Manual

ILLINOIS

**Testing Window:
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Introduction

How to Use This Manual

Administering the SAT® Suite of Assessments in school involves numerous staff positions and tasks. College Board wants this to be a seamless, intuitive, easy-to-follow process. In response to feedback from educators who administered the digital SAT Suite in fall 2023, we've combined a number of separate fall guides and documents into this single manual for spring in-school testing.

Please note that you'll no longer receive or need to manage printed manuals and administration-related documents. This manual and other downloadable instructive texts available at isbe.net/Pages/sat-psat.aspx will support you as you administer the tests using Test Day Toolkit, with its intuitive, easy-to-follow user interface.

Who Should Use This Manual

Proctors should use this manual to find information in 1 convenient place. This manual describes tasks the proctor must complete to ensure testing will run smoothly. It also addresses what proctors must do on test day to deliver the digital tests successfully.

What You'll Find in This Manual

Here's a snapshot of the *Proctor Manual*.

Roles and Responsibilities: Refer to this section for guidance about the roles and responsibilities of the testing staff, and what your role as proctor entails.

Digital Readiness Check: Your test coordinator may ask you to hold a digital readiness check with test takers at your school. This chapter provides information about holding the readiness check, including how to guide students to complete exam setup, which is required for testing.

Test Day: This section covers what proctors need to know about the flow and sequence of tasks for testing students using Bluebook™, the College Board digital testing application.

Appendix: At the back of this manual you'll find:

- A list of Acceptable Calculators
- A list of Bluebook testing tools
- A copy of *Proctor Essentials for Test Day*

What's Different About Digital

The digital test is shorter, more secure, and easier to give.

Some digital test administration roles, tools, and procedures differ from paper testing, including:

- **Bluebook:** The testing app installed on student devices provides most test day instructions and times each student individually.
- **Test Day Toolkit:** Digital test administration depends on Test Day Toolkit, a web application. All test coordinators, proctors, and monitors need to access it on test day. Proctors use it to take attendance, read the script, start the test, monitor student progress, and report irregularities.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.

Setting Up

- Schools complete a digital readiness check to get students familiar with Bluebook, confirm students' personal information is correct, and verify that devices are ready for test day.
- Schools provide internet access in all testing rooms. Students need an internet connection to begin testing and at the end of the test to submit responses. Students who lose network connectivity momentarily during testing can continue without losing testing time.

Accommodations

- Nearly all materials for staff and students are digital. On rare occasions, College Board will still ship paper test materials for students approved by College Board to use them, but otherwise no printed materials will be shipped.
- Because the test is shorter, most students will be able to test in 1 day.
- Some accommodations are administered differently than they are with paper testing. For example, students approved for large print will use the zoom functionality on their devices that's available to all test takers to enlarge font size.
- For more detailed information about administering accommodations, refer to the *Accommodations Guide*.

Roles and Responsibilities

There are a variety of roles involved in preparing for and delivering a digital in-school test administration. This section provides guidance about those roles, how they are established, and their related responsibilities.

Establishing Roles At a Glance

Test coordinators who were identified via the onboarding survey in the fall will be provided with access to Test Day Toolkit and the State Data Management System (SDMS).

SSD coordinators who were identified via the onboarding survey in the fall will be provided with access to SDMS. They need to make sure that they have access to SSD Online; to establish access to that system, they should follow the steps at accommodations.collegeboard.org/ssd-online/access-dashboard.

Backup test coordinators who were identified via the onboarding survey in the fall will be provided access to Test Day Toolkit with the test coordinator role to provide additional support to the test coordinator as they prepare for test day.

To update any testing staff at your school, use the State Testing School Contact Update Form at app.smartsheet.com/b/form/52d92e5ded3a438db7e10fdf5da697b2.

Testing Roles

This section outlines the responsibilities associated with in-school testing roles.

Information Technology Roles

Technology Coordinator

The technology coordinator can be a district- or school-level staff member but must have the expertise and admin rights to install Bluebook on managed devices and configure the network (or manage staff who do). A complete list of responsibilities is available at cb.org/bluebook-tech.

Readiness and Test Day Roles

Test Coordinator

The test coordinator is expected to be at the school to supervise all activities related to the test administration.

Responsibilities:

- Complete the required [training](#).
- With SSD coordinator, validate Test Day Toolkit rosters for your school are accurate and include all students testing at your school (including outplaced students).
- Recruit and train staff.
- Plan efficient use of facilities.
- Administer digital readiness check to students with the assistance of school staff.
- Consider retest/reschedule options with principal and let proctors know if a retest can be supported. This will help proctors complete the correct irregularity form if they need to submit an irregularity.
- Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Handle emergencies and disruptions.
- After testing ends, check Test Day Toolkit roster to make sure all students' answers were submitted.

SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations.

Responsibilities:

- Request student accommodations with College Board's SSD Online by the posted deadlines.
- Complete the required [training](#).
- With the test coordinator, validate Test Day Toolkit rosters for your school are accurate and confirm student accommodations in SSD Online are appearing in each.
- Manually add SSD IDs to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Ensure paper practice materials are obtained and implemented with students approved for a paper accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in SDMS and Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure students with approved accommodations understand how their accommodations will work for digital tests.
- Work with proctors to ensure student accommodations are administered correctly.
- Supervise the transcription of answers in Bluebook on behalf of students testing with paper accommodations.

Technology Monitor

Test coordinators assign at least 1 technology monitor to help students with technical issues on test day in the help room. The technology monitor must be on-site, but they don't need technical expertise—we'll provide simple troubleshooting tips in the *Technical Troubleshooting Guide* if students have problems.

Proctors

Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room.

They must follow all testing regulations and refrain from engaging in any tasks unrelated to testing. Proctors should be current or retired faculty members or other professional staff members of your school.

Responsibilities:

- Complete the required [training](#) and read the *Proctor Manual* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account. On test day:
 - ◆ Post check-in instructions, Wi-Fi name, password, and room code.
 - ◆ Distribute a sign-in ticket to each student.
 - ◆ Use Test Day Toolkit to take attendance, start testing, and monitor the test.
 - ◆ Read a short proctor script, check desks, and provide students with the start code.
 - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
 - ◆ Actively monitor students throughout testing.
 - ◆ Immediately report any disruptions to the test coordinator.
 - ◆ Refer students who require technical support to the help room.
 - ◆ Submit irregularities in Test Day Toolkit.

IMPORTANT: Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the *Paper Testing Guide* for the assessment they're administering (found on the *Test Day Toolkit Help* page).

Hall and Room Monitors

Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit. They can be a current professional or a member of administrative, secretarial, or clerical staff.

Responsibilities:

- Help set up the school for testing.
- Direct students to their assigned rooms and to the restrooms.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student misconduct such as using prohibited devices, talking during breaks, or sharing information.
- Ensure students in the school who are not participating in testing don't interrupt or distract testing rooms and students during their breaks.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit irregularities in Test Day Toolkit, if needed.

Digital Readiness Check

Schools administering the SAT and PSAT™-related assessments will complete a digital readiness check prior to testing. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try an optional test preview.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible, but ideally no later than 1 week before you test.

This chapter covers everything you'll need to know about digital readiness check procedures. **The test coordinator should ensure that anyone giving the digital readiness check has this chapter.** The test coordinator and staff involved with the readiness check should read it ahead of time and use it on the day of the readiness check.

IMPORTANT: *Schools that complete the digital readiness check early will have longer lead times for handling issues related to testing devices, network performance, and accommodations. These schools reduce the chance of errors on test day that can lead to the need for a rescheduled test.*

What You'll Learn from the Digital Readiness Check

The digital readiness check is a dry run that gives you a chance to check student registration data and technical readiness.

Student and Staff Readiness

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to sign up to receive scores and other educational information on the BigFuture® School mobile application (for SAT with Essay and PSAT 10 only).

Technical Readiness

Consult with your technology staff to make the digital readiness check a useful technical dry run and avoid delays on test day.

See Best Practices: Devices, Rooms, and Timing on page 7 for guidance on approximating test day conditions.

Devices

When students sign in to Bluebook, the app checks their device to make sure it meets operating system, memory, and space requirements. To take full advantage of the digital readiness check, make sure students have a device that will be used on test day.

Students can test on these devices:

- Personal and school-managed Windows and Mac laptops and desktops
- School-managed Chromebooks
- Personal and school-managed iPads and Windows tablets

About Managed Devices

Use the digital readiness check to make sure Bluebook is installed on managed devices properly. If it isn't, ask technology staff to correct the problem.

Managed devices can be assigned to students one-to-one or shared (from a laptop cart or in a computer lab, for example).

If students will test on school-managed devices, students should use those devices for the digital readiness check. **Note:** Students don't need to use the same shared device on test day.

Go to cb.org/bluebook-deployment for complete device specs and installation instructions.

Networks

Work with technology staff ahead of time so you can gauge network readiness during the digital readiness check. You'll be able to confirm:

- How many students can be assigned to each testing room
- If personal devices can access the internet
- If technology staff know where to find network requirements

IMPORTANT: Proper network configuration and good room choices can prevent many test day issues that keep students from testing.

Send technology staff to cb.org/bluebook-networks for bandwidth and configuration requirements.

Before the Digital Readiness Check

Make your digital readiness check as useful as possible by thinking ahead about devices, rooms, timing, staffing, and activities.

Best Practices: Devices, Rooms, and Timing

To get the most accurate assessment of your technical readiness, work with technology staff to simulate test day conditions.

- Use the same devices students will use on test day.
 - ◆ If students will test on a personal device or a one-to-one managed device, make sure they bring that device to the digital readiness check.
 - ◆ If students will test on shared, school-managed devices, make sure they're given one of the devices that will be used on test day.
- Use the same rooms that will be used on test day.
- Schedule sessions with as many simultaneous test takers as on test day.

Ask technology staff these questions about test day:

- Should students take the test on personal devices, school-managed devices, or either?
- When can Bluebook be deployed to school-managed devices (if applicable)?
- Do we have a guest network students can use to access the internet on personal devices (if applicable)?
- Did I choose testing rooms with the best internet speed?
- Do you have a plan to adjust network configuration before test day—including any content filters or security applications used to control network traffic?

Flexibility

It's not always possible to schedule sessions in a way that mirrors your testing schedule. Schools have flexibility and can consider other options. For example, schools with many test takers might choose to stagger sessions across days or during homeroom, English classes, or free/reading periods.

Staffing

The test coordinator should be available during the digital readiness check to assist with any questions. Depending on when and how a school chooses to administer the readiness check, the test coordinator may need to prepare staff to assist. Staff **do not** need access to Test Day Toolkit to facilitate a digital readiness check.

- **If the readiness check will occur in multiple rooms simultaneously**, additional staff will be needed to monitor student device readiness and to record any issues that will require follow up.
- **If the readiness check will be staggered and groups of students can come to a single room throughout the day**, the test coordinator can manage the event and record the issues for follow up.

Please see Technical Troubleshooting on page 12 for how to follow up on any issues encountered during the readiness check.

IMPORTANT: *If your school will be holding the digital readiness check in multiple rooms simultaneously, you may want to consider setting up a **help room** for students who encounter persistent issues that keep them from advancing in the digital readiness check. This could be staffed by the technology monitor (if this role has been assigned).*

Two Ways to Practice: Test Preview or Full-Length Practice

As part of the digital readiness check, have your students complete either a test preview or a full-length practice test.

If you want students to take a full-length practice test, budget 3 hours for the digital readiness check.

Make sure students sign in to Bluebook with the information from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

IMPORTANT: *Students don't need room codes or start codes for practice or preview. Proctors do not use Test Day Toolkit during the digital readiness check.*

Test Preview: The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers.

Full-Length Practice: These tests are scored so students can see where they need to focus their study. Full-length practice tests are timed just like real tests, except that users can pause any time.

After they complete a practice test, students can use their sign-in tickets to access **My Practice** where they can see their scores and answer explanations.

Preparation Checklist

The test coordinator is responsible for ensuring the digital readiness check runs as smoothly as possible and will need to plan ahead to ensure the school and the staff administering the readiness check are ready.

To prepare for the readiness check, the test coordinator will need to complete the steps outlined in the checklist that follows.

Accommodations

- ☐ Work with the SSD coordinator to ensure accommodation requests are submitted by the deadline. Any requests for new accommodations or accommodation changes need to be submitted 7 weeks ahead of the day you plan to start testing.
- ☐ Work with the SSD coordinator to confirm students are matched to their correct accommodations in the State Data Management System (SDMS) 3 weeks before testing.

Registration

- ☐ The test and SSD coordinators must validate that Test Day Toolkit rosters for your school are complete and correct and contain each student's accommodations as approved in SSD Online.

Technology

Complete the device and network tasks that apply to your school:

- ☐ Ask technology staff to install Bluebook on school-managed devices before the session.
- ☐ Make sure the shared, school-managed devices students will use on test day are available for the session.
- ☐ Tell students to bring the devices they'll use on test day. **Tip:** To avoid delays due to simultaneous Bluebook updates, ask students to open Bluebook on their own a day or 2 before the digital readiness check.
- ☐ If your school is using Chromebooks, make sure accessibility features are enabled for students who need them. And if your students haven't tested in kiosk mode before, make sure you and your staff are prepared to help them.
- ☐ Make sure the guest network is ready, and you know the password.
- ☐ Confirm technology staff configured the network to allow all necessary traffic.

Schedule Sessions and Reserve Rooms

- ☐ Work with administration to reserve time before test day for the digital readiness check.
 - ◆ Confirm there are no conflicting planned events at the school.
 - ◆ Decide what time of day students will complete the readiness check.
 - ◆ Work with staff on instructions for supporting the readiness check.
 - ◆ Make sure your technology monitor and proctors can attend.
 - ◆ If needed, reserve rooms you'll use for the readiness check.

Due to the short length of the readiness check, students should not require access to electricity unless you're planning to have your students complete a full-length practice test.

Students and Parents/Guardians

- ☐ Notify students and parents/guardians about the digital readiness check. They'll need to know that:
 - ◆ If your students will test on personal devices or school-managed devices assigned to them one-to-one, they need to bring those devices from home.
 - ◆ If students will use school-managed devices that are shared or remain at the school, they may complete the readiness check with any of the devices that will be used for testing.
- ☐ Have students review the testing rules and student guide for the relevant assessment with their parents/guardians. Students guides are available at isbe.net/Pages/sat-psat.aspx.

Sign-In Tickets

Print sign-in tickets for students. They use these tickets to access Bluebook during the digital readiness check that can be given to students to take home to complete practice in Bluebook, if desired, and on test day. Print 2 sets of tickets—one for the digital readiness check and one for test day. A fresh sign-in ticket should be used for test day.

Follow these steps to print sign-in tickets:

1. Sign in to Test Day Toolkit.
2. Click **Bluebook Sign-In Tickets and Data Export** on the homepage.
3. Go to the **Print Tickets** tab to print the PDF.
 - ◆ The PDF will include a sign-in ticket with unique credentials for each student on your roster.
 - ◆ There are 4 tickets per page.

IMPORTANT: *Make sure the single-sided print option is selected.*

4. Cut sign-in tickets, sort them by room, and add them to your room kits.

IMPORTANT: *For SAT School Day, students are able to use their sign-in ticket credentials to update their free score send elections up to 3 days after test day. Students may take home their sign-in tickets after testing provided that the proctor has checked them for any test content.*

Room Kits

- ☐ Test coordinators should assemble kits for staff. The kits are optional, but it would be helpful for staff to be provided with:

- ◆ A list of students assigned to each proctor's room, if not taking place during an existing class period.
- ◆ Each student's unique sign-in ticket.
- ◆ Network information (with Wi-Fi and login for anyone bringing in outside devices or who doesn't normally access the school network).
- ◆ Instructions to staff on how to manage the digital readiness check (including a reminder to staff to access this guide) and how to report issues to technology staff so they can be resolved prior to test day.

IMPORTANT: *Staff do not need access to Test Day Toolkit to facilitate a digital readiness check. No room codes or start codes are needed.*

IMPORTANT: *If your school is hosting any outplaced students who don't normally attend your school, the test coordinator may want to share sign-in tickets with those students so they can complete digital readiness activities on their own.*

During the Digital Readiness Check

The test coordinator should be available during the digital readiness check to make sure staff have what they need and to assist with any questions.

IMPORTANT: Do not use Test Day Toolkit or share codes during the digital readiness check.

1. Distribute Devices and Sign-In Tickets

As students arrive in the classroom, the proctor should direct them to their seats. As with test day, students who arrive together should not be seated together. When all students are seated, distribute testing devices and sign-in tickets.

IMPORTANT: You can put sign-in tickets on desks as a way to assign seats or hand students their tickets as they arrive.

2. Signing In to Bluebook

The sign-in tickets you distribute are unique to each student, and they'll use them to complete the digital readiness check and to sign in on test day.

How to sign in: When students open Bluebook, they'll see 2 ways to sign in—with a College Board account or using the sign-in ticket. **Even if your students have College Board accounts, they must sign in using the info on their sign-in ticket or they won't be able to access their test.**

Once students sign in, they'll find their tests listed under **Your Tests** and any accommodations will be listed there. Students should confirm their accommodations are right and let the proctor know if they are incorrect.

3. Test Your Device

When students are signing in to Bluebook, they'll see a button at the top right of their screens that reads **Test Your Device**. Have them click this, and Bluebook will quickly check that their device meets all requirements.

4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. Students will find their test listed under **Your Tests**, then select **Start Exam Setup** to go through the screens. Students must complete exam setup before they can test.

For detailed information about the exam setup screens students in Illinois will see, visit the ISBE website, under the "Presentations and Webinars" drop-down: isbe.net/Pages/sat-psat.aspx.

5. Test Preview (optional)

After students complete exam setup, it's highly recommended that they participate in an optional test preview if they are not already familiar with Bluebook. The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. On the Bluebook homepage, students can select **Test Preview** from under **Practice and Prepare**.

Test previews are untimed. Ensure you leave enough time to allow students to try out all the testing tools, and if they use assistive technology to test, they can use it here, too.

Students do not get a score or any feedback on their answers.

Once all students have tested their device requirements, completed exam setup, and spent some time exploring the test preview, the digital readiness check is complete.

Note that students may participate in a full-length practice test in Bluebook which will allow them to check their answers in MyPractice at mypractice.collegeboard.org. If you plan to do this, allow sufficient time.

Technical Troubleshooting

If these troubleshooting tips don't work, tell your test coordinator.

A Student's Device Doesn't Meet Requirements

If a problem is identified when a student clicks **Test Your Device**, Bluebook will suggest a remedy. If it's not possible to fix the issue during the session and other devices are available, give the student one. Let your technology coordinator know about the device issue.

A Student Can't Reach the Bluebook Sign-In Screen

If Bluebook doesn't open properly, try the following fixes in order:

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection by opening a browser and navigating to **collegeboard.org**. If they're not connected, refer to A Student Can't Connect to the Internet below.
3. Switch to a backup device with Bluebook installed, if available.
4. Reinstall Bluebook if possible. Students using personal devices can download Bluebook again at bluebook.app.collegeboard.org.
5. If students had trouble using Bluebook on their personal device or a managed device assigned to them one-to-one, make sure they get help from technology staff before test day.

Bluebook Can't Update to the Latest Version

If a student's device can't update to the latest version of Bluebook, try the following steps:

1. Make sure the student can access the internet by asking them to go to **collegeboard.org**. If they can't reach this site, refer to A Student Can't Connect to the Internet below.
2. If they're using a personal Mac or iPad, ask them to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to go to **Bluebook Exams** in the app store at apps.apple.com/us/app/bluebook-for-students-mac/id1645016851 and select **Open**.
3. If the student is using a school-managed device, your test coordinator should ask for help from school or district technology staff. It's possible auto-updates are prevented.
4. Switch to a backup device if available.

A Student Can't Connect to the Internet

If only some students have an issue, check their internet connection:

- Make sure their device is not in airplane mode and has Wi-Fi turned on.
- Make sure they're signed in to the right network with the right password.
- Give them a backup device with Bluebook installed, if available.

If no one in the room can connect, school or district technology staff should make sure traffic to and from the domains listed at cb.org/bluebook-networks can bypass any security appliances and software.

A Student Can't Sign In or Their Test Isn't Listed

Make sure the student clicked the first sign-in button when they opened Bluebook and entered the credentials on their sign-in ticket.

If students signed in with their College Board account instead, they should sign out, click the first button, and use the credentials on their ticket to sign in again.

If students made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

Test Day

On Test Day

This chapter covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day.

Test Security

To keep scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here. These measures include new and revised policies and procedures that support digital testing.

Test Day Timing

Assessments in the digital SAT Suite of Assessments have 2 sections—Reading and Writing, and Math—with a break in between. For students testing with standard time, each section is about an hour with a 10-minute break.

Students taking the SAT in Illinois will also take the SAT Essay, which adds an additional hour to the total testing time.

If schools didn't administer a digital readiness check for students before test day, proctors should allow an additional 15–20 minutes to administer the digital readiness check to students on test day before starting the test. This extra time doesn't include the test preview portion, which can be skipped if the digital readiness check is administered on test day. Instructions for administering the digital readiness check are included earlier in this manual.

First-Time Access to Test Day Toolkit

Accessing Test Day Toolkit requires 2-step verification, so don't wait until test day to sign in for the first time.

Testing staff who have already used Test Day Toolkit can skip the following instructions. Just go to testday.collegeboard.org and sign in to your College Board account.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter the code we send you by text, voice message, or email.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.

How to Sign In for the First Time

1. Click the link in your personalized access email.
 - ◆ Look for the email from College Board with "Test Day Toolkit" in the subject line.
 - ◆ It won't work if it was forwarded to you.
 - ◆ Staff who didn't get an access email should contact their test coordinator.
2. Sign in to your College Board professional account.
 - ◆ If you don't have an account, you can create one after you click the link.
3. Choose a way for us to send you a code.
 - ◆ Make sure you select an email address or phone number you have immediate access to. The code expires after 3 minutes.
 - ◆ Staff will see the contact options their test coordinator provided to College Board.

IMPORTANT: *If you're at a school that screens incoming email, the code could expire before you receive it. Choose the phone number option if you can.*

4. Enter the code we send you by text, voice message, or email.
 - ♦ If you see a “You’re all set” message, you’ve completed first-time access successfully, but you can’t use Test Day Toolkit until your coordinator grants you full access.

IMPORTANT: The next time you sign in, just go to testday.collegeboard.org and sign in to your College Board account.

Room Readiness

Before students arrive on test day, proctors should make sure their room is ready. If your room has problems you can’t correct, tell your test coordinator immediately.

How to Prepare Your Room

1. Sign in to Test Day Toolkit at testday.collegeboard.org.
 - ♦ Follow the instructions for setting up your room.
2. Make sure your room has enough seats and meets these requirements:
 - ♦ The chairs have backs.
 - ♦ Students are seated so they can’t easily see each other’s screens.
 - ♦ You have unimpeded access to every student and can easily see them.
 - ♦ Students are separated by at least 3 feet on the right and left (measured from center of desk) to allow for the proctor’s freedom of movement during active monitoring and to reduce distractions.
 - ♦ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions. Students with more than 3 hours of testing time should be seated closest to power outlets.
 - ♦ Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
 - ♦ Students have a large, smooth writing surface, such as a desk or table.
 - ♦ Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
 - ♦ Students won’t be seated around rectangular tables or at round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students’ testing devices.)

IMPORTANT: If digital testing is in a computer lab, seats can face different directions, but students must not have a direct line of sight to other screens.

3. Check the rest of the room and confirm:
 - ♦ It has a clock that’s visible to all students.
 - ♦ It doesn’t have visible maps, charts, or other teaching materials.
 - ♦ You know where power outlets are located.
4. Check that you have the following supplies:
 - ♦ A copy of the Wi-Fi name and password.
 - ♦ A sign-in ticket for each student.
 - ♦ 1 sheet of scratch paper per student (plus some extra sheets in case students request more).
 - ♦ Recommended: Printed seating chart. (Large rooms may require more than 1 seating chart.)
 - ♦ Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging.
 - ♦ Testing devices for students (if applicable).
 - ♦ For some students taking SAT with Essay, the PSAT™ 10, or PSAT™ 8/9 with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.

5. Post this information so it's visible from all seats:
 - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
 - ◆ Add the Wi-Fi name and password.
 - ◆ Add the name or room number of the help room.
 - ◆ Write the following instruction: "Do not close your device or turn off your screen at any time during or after testing until you've seen the Congratulations screen."
6. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.

Taking Attendance

When students are seated, they check in to Bluebook, and proctors take attendance in Test Day Toolkit.

Good to Know

- Students sign in to Bluebook with the credentials on the sign-in ticket you give them.
- Students enter 2 different codes into Bluebook, a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in, and when they enter the start code, timed testing begins.
- See Help on page 16 if you encounter issues.

How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
 - ◆ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
 - ◆ Names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to turn in prohibited items (or put them away, depending on school policy), take a seat, and check in to Bluebook.
 - ◆ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
 - ◆ View the complete list of Prohibited Items on page 19.

IMPORTANT: *If a student doesn't see a Check-In button on their Bluebook homepage, tell them to complete exam setup.*

STUDENT EXPERIENCE

When students are seated, they click the **Star** icon, sign in with the credentials on their sign-in ticket, click the exam **Check-In** button, enter the room code, and follow the onscreen instructions.

3. Mark students present in Test Day Toolkit after they enter the room code.
 - ◆ When students enter the room code, their name will appear in the **Entered Room Code** list.
 - ◆ If students are present but their names are not appearing in the **Entered Room Code** list, they might need help or a reminder to follow the posted instructions.
 - ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to ID Examples on page 17.

IMPORTANT: *Students can complete Bluebook check-in only after you mark them present.*

4. Check student progress.

- ◆ When students complete Bluebook check-in, their name moves to the **Ready to Test** list.
- ◆ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.
- ◆ If some of your students had to complete exam setup before checking in, they may lag by a few minutes. You can wait for them, but you don't have to.

STUDENT EXPERIENCE

When students check in to Bluebook, they confirm any accommodations they'll be testing with, read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Their device is then locked and they see the screen where they'll enter the start code you provide at the end of the proctor script.

Help

Bluebook Check-In Issues

If students don't see Bluebook on their device, it might not be installed. If they have a personal device, they can go to bluebook.app.collegeboard.org to download it.

If a student is using a device managed by your school and can't download Bluebook, give them a backup device or send them to the technology monitor.

Room Changes

If a student is preassigned in Test Day Toolkit to a different testing room, use Test Day Toolkit to move them to your room before they enter the room code. If they've already entered the room code for their original room, they'll need to enter the start code for their original room as well. If you're sending a student to the late room, check whether they were preassigned to your room and unassign them if necessary.

Unknown Students

If you don't know a student, see Checking Identity on page 17 for detailed instructions.

Deciding When to Start the Test

If some students take a long time to move to the **Ready to Test** list, check their progress by looking at their device. Test Day Toolkit statuses can lag and they might be on the start code screen. If they're not and they can't complete check-in quickly, help them after you read the script so other students can start testing.

Students with a Preferential Seating Accommodation

Test Day Toolkit will indicate where students approved for preferential seating should sit (e.g., "near door" or "front of room").

Other Issues

See Responding to Problems on page 26 for details on handling and reporting anything that goes wrong.

Checking Identity

If you don't know a student, follow these additional steps when you take attendance.

Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in Taking Attendance on page 15.
- See Help below if you encounter problems.

How to Check Identity

1. Make sure the student's photo ID is acceptable.
 - ♦ Outplaced students not familiar to staff are required to bring a valid photo ID on test day.
 - ♦ IDs must be government or school issued, original, and in good condition.
2. Check the student's appearance.
 - ♦ Compare the student's appearance to the ID photo.
3. Check the student's name.
 - ♦ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
 - ♦ Click **Check In**.

Help

If You Can't Verify Identity

Send students to your test coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

ID Examples

For outplaced students, acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.

Unacceptable IDs include:

- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Any document without a photo.
- Any expired document.
- Electronic document presented on a device.
- Credit or debit card of any kind, even one with a photograph.
- Birth certificate.
- Social Security card.
- Employee ID card.
- Missing child (Child Find) ID card.
- Any temporary ID card.

Starting the Test

After you take attendance and students check in to Bluebook, you'll read the script, check desks, and provide students with the start code.

Good to Know

- Read the script exactly as written.
- The proctor script is very short.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.
- Wait until the end of the script to give students your room's 6-digit start code.

How to Start the Test

1. Start reading the script in Test Day Toolkit.
 - ♦ Click **Next Step** on the Attendance screen in Test Day Toolkit.
 - ♦ Pay close attention to the labels that indicate which parts should be read aloud.
 - ♦ The first part of the script covers rules, consequences, and breaks.

STUDENT EXPERIENCE

Bluebook instructs students to clear their desks and write their full name on each sheet of scratch paper.

2. Check desks and calculators and collect prohibited items.
 - ♦ When it's time to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items.
 - ♦ At the same time, you'll give students any materials their accommodations or supports require.
 - ♦ Finally, you'll check that students are using an acceptable calculator.
 - ♦ Keep the collected items near you.
3. Finish reading the script.
4. Provide the 6-digit start code.
 - ♦ When you finish the script, you'll see the start code for your room.
 - ♦ Don't post or read the start code ahead of time.
 - ♦ Write the start code on the board.

STUDENT EXPERIENCE

Students start their own test by entering the start code and can do so at slightly different times. Their tests are timed individually.

Additional Information

Allowed on Student Desks

These are the only items allowed on student desks (except for an approved accommodation):

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- An external mouse and mouse pad
- An external keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks)
- Scratch paper you provided
- A pen or pencil
- For students taking the SAT with Essay, PSAT 10, or PSAT 8/9, translated test directions or approved word-to-word dictionary, if applicable

Allowed Under Student Desks

These items are allowed under student desks:

- Power cord
- Portable charger
- Backup testing device
- Backup calculator or batteries
- Snack and drink (allowed on breaks)
- Hand sanitizer and cleaning supplies (allowed on breaks)

Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove test content.

Unless students have a College Board–approved accommodation, they cannot access these items during the test or breaks:

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks (except for students taking the SAT Essay)
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for SAT with Essay, PSAT 10, and PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or separate timer

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Service animals are allowed under certain circumstances. See *Service Animals and Emotional Support Animals* on page 31 to learn more.

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. Not all graphing calculators are acceptable. See the list under *Acceptable Calculators* on page 32.

Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices, including smartwatches and mobile phones, in the test site to protect test content and prevent security breaches. Accessing a prohibited device or having a device that makes any noise at any time, including breaks, is grounds for dismissal and possible confiscation of the electronic device as part of a thorough investigation. College Board may prohibit individuals from taking the SAT, PSAT/NMSQT®, AP®, or CLEP® exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test.

Late Arrivals

Students who arrive to their assigned room after the proctor reads the script should be directed to the late testing room (if available). If there's no late room, direct these students to your test coordinator.

The late room proctor should use Test Day Toolkit to check the student out of their original room before directing the student to their seat. The student will be added to the late room roster when they enter the room code for the late room.

Managing Issues

See *Responding to Problems* on page 26 for details on handling and reporting anything that goes wrong.

Test Monitoring

While students take the test, proctors and room monitors keep the room free of distractions and walk around the room every 10–15 minutes to watch for raised hands, devices displaying nontest content, and suspicious behavior.

Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- Bluebook times the test and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the 2 sections of the test, each of which is about an hour long.

How to Monitor Testing

Observe the Room

Walk around the room often and remain alert. Watch for raised hands and students who do any of the following:

- Test on someone else's device
- Angle their device so someone else can see it
- View nontest content or access other applications on their device
- Copy, screenshot, record, or capture test content in any way
- Pass notes

See Handle and Report Irregularities on page 22 to learn how to respond to these violations.

As you walk around the room, collect scratch paper and sign-in tickets from empty desks (if applicable).

If a student requests additional scratch paper, give them an extra sheet and have them write their name on it. Make sure to collect all scratch paper you distributed when testing is finished.

Complete the Seating Chart

If your test coordinator gave you a seating chart, complete it according to the instructions on the printout. Verify the name of the student on the sign-in ticket with the name that displays in Bluebook.

After testing has finished, return the completed seating chart to your test coordinator.

Monitor Student Progress in Test Day Toolkit

After you provide students with the start code, click **Next Step** to navigate to the **Monitoring Dashboard**, which lists students and their testing status. Testing statuses show which part of the test students are in.

To see which students are in each part of the exam, click a testing status in the **Filters** section on the left side of the screen.

IMPORTANT: *Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated. No action is required if students are testing smoothly.*

These testing statuses are listed at the top of the **Filters** section:

- **Not Started:** Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.
- **Section 1:** Students are testing in Section 1.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section 2:** Students are testing in Section 2.
- **Section 3:** Students are testing in Section 3, the SAT Essay.

Students with these statuses need your attention:

- **Exited:** Students exited the test or closed Bluebook. They might be using their device improperly.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted.

Near the end of the test, check the **Ready to Dismiss** module at the bottom of the **Filters** section.

- **Submitted:** Students' answers have been submitted to College Board.

IMPORTANT: *If students have an **Exited** status, look at their screens immediately to see if they need help or are using their device improperly.*

Be Aware of Student Breaks

The standard break is 10 minutes. If student start times were slightly staggered, their break times will be too. Students can take unscheduled breaks as well but lose testing time if they do.

IMPORTANT: *Testing devices must remain in the testing room during breaks. Laptops and Chromebooks must be open and tablets must be uncovered.*

STUDENT EXPERIENCE

Bluebook ends each section when time is up and displays break instructions. Students can't start or end scheduled breaks early. They can use any extra time to review their answers. When their break time ends, students click a button to start the next section; no proctor action or instruction is needed.

Some students may return late from break due to factors beyond their control. They can still click the button to proceed to the next section when they return. If a student returns especially late, Bluebook may resume the test without the student's action. If the student has lost more than 1 minute of testing time and feels the loss of time affected their performance, report an irregularity to request a retest.

When students go on break, do what you can to minimize distractions, and warn students who are disruptive.

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Student Accommodations on page 29 for more information.

If students leave the room on a scheduled break, they should take only their snack and drink. Students who leave the room for unscheduled breaks shouldn't take anything with them.

STUDENT EXPERIENCE

Students approved to take breaks as needed will use a **Pause** button to stop their clock. Only students with this accommodation will see this button.

Watch for and report break violations like the following:

- Acting suspiciously while taking excessive breaks
- Acting suspiciously while returning late from break
- Leaving the room with anything other than their snack
- Using their device for anything other than testing
- Talking to other students after a warning

Admit Students Returning from Break

After students return from breaks and continue testing, make sure they're sitting at their assigned desk and using their own device. To do this, check the name that displays at the bottom of the student's Bluebook screen and compare with the name on their sign-in ticket.

Additional Information

Troubleshooting

See Technical Troubleshooting in the Testing Room on page 24 if students have technical issues.

Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in Student Accommodations on page 29.

Access to Electricity

Student devices should be fully charged, but if they request access to power, do what you can to accommodate them. Try not to disturb other students.

Use your best judgment when providing power access and treat all students fairly.

IMPORTANT: *Students approved to test with extended time must receive access to power when they need it.*

The testing clock won't stop, so students should continue to test while their device charges.

The following options are allowed:

- You can assign the student to an open seat near an outlet.
- You can move power strips, extension cords and/or laptop carts.
- Students can use their own external power sources (power banks) without permission. Power banks should be stored under desks when not in use.

The following options are not allowed:

- You cannot move some students so others can charge their device.
- Furniture cannot be moved.
- Students may not replace their battery during testing.

Handle and Report Irregularities

If a student is in possession of test content, notes, answers, formulas, or other aids or if testing is disrupted for multiple students, ask the hall monitor to alert your test coordinator right away.

See Responding to Problems on page 26 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Follow your test coordinator's guidance and refer to the *Retesting and Irregularities Guide* for a comprehensive overview of the Irregularity Report (IR) submission process.

Dismissal

If all students in your room started testing within a few minutes of each other, wait until time is up for all of them before starting dismissal. In addition to the steps listed below, follow any guidance from your test coordinator.

Good to Know

- Students are required to stay for their entire testing time, including students testing with an extended time accommodation.
- Remain on the Test Day Toolkit monitoring dashboard until you've dismissed all students.
- If students are connected to the internet when their time is up, their answers are submitted automatically, they see the **Congratulations** screen with confetti and their status in Test Day Toolkit changes to **Submitted**.
- Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated.
- If a student doesn't have a connection when time is up or if they close their laptop before reaching the **Congratulations** screen, their answers won't be submitted automatically, but will be saved on their device.
- If a student wants to cancel their scores, you can submit an irregularity in Test Day Toolkit or refer these requests to your test coordinator.

How to Dismiss Students

1. When testing is over, collect all scratch paper.
 - ◆ Each sheet should be intact, with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
 - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting violations in Responding to Problems on page 26.
2. Make sure each student's answers were submitted.
 - ◆ Check the **Filters** section on the Test Day Toolkit monitoring dashboard.
 - ◆ If the only filters not equal to zero are **Submitted** and **Not Started**, all students are ready to dismiss.
 - ◆ If other filters are greater than zero, you'll need to dismiss students in 2 groups; dismiss students whose answers are submitted before you help the others.
3. Dismiss students whose answers were submitted.
 - ◆ Click **Submitted** to see which students' answers are submitted.
 - ◆ Check sign-in tickets for notes about test content. If you find any, confiscate them, give them to your coordinator, and report an irregularity. (Students may otherwise keep their sign-in tickets to update their 4 free score sends within 3 days of their test date.)
 - ◆ If necessary, return prohibited items.
 - ◆ If some of your students need help submitting their answers, follow the instructions in Dismissing Students Whose Answers Aren't Submitted on page 24 before dismissing them.
4. If you have any irregularities, report them in Test Day Toolkit.
 - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
 - ◆ Report any security violations.
 - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
 - ◆ Submit reports. They'll be routed to your test coordinator.
5. After students leave, check the room and gather your supplies.
 - ◆ Make sure students didn't leave anything behind.
 - ◆ Return everything to your test coordinator including all scratch paper, even if it's unused.

Additional Information

Dismissing Students Whose Answers Aren't Submitted

Answers are saved to the student's testing device. Before you dismiss students, help them submit their answers to College Board.

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.*

1. In the **Filters** section on the Test Day Toolkit monitoring dashboard, click the **Submission Pending** filter to see students with that status.
2. Ask them if they saw the **Congratulations** screen with confetti; it's possible their answers were submitted but the toolkit hasn't updated yet.
3. If they didn't see the **Congratulations** screen, ask them to check their connection and try again.
4. If students have any other status, check their screen to make sure their test ended. If you see a countdown clock, tell them to let you know when their time runs out.
5. If some students' answers are still not submitted, send them to the help room. If most students in your room need help, follow your test coordinator's instructions.

STUDENT EXPERIENCE

If a student doesn't have an internet connection when time runs out, they'll see an **Answer Submission Incomplete** screen or an internet connection error.

Their answers won't be submitted automatically, but they'll be saved on their testing device. They'll need to sign in to Bluebook on the same testing device and click the **Submit Answers** button on their homepage.

Keep Distractions to a Minimum

If necessary, remind students to leave as quickly and quietly as possible because students in your room and others may still be testing.

Technical Troubleshooting in the Testing Room

You can send students with technical issues to the help room at any time, but we recommend doing so in the following cases:

- Helping the student takes too much of your time and attention.
- You want to avoid distracting students who are testing successfully.
- None of the troubleshooting steps listed below resolve the issue.

Students should be sent to the test coordinator in these cases:

- You don't have a sign-in ticket for them or the credentials on their sign-in ticket don't work.
- The test isn't listed on their homepage.
- There's an issue with their accommodations.
- The student's name or date of birth is incorrect in Bluebook.

IMPORTANT: *Report an irregularity if you resolve the issue but a student's testing was interrupted for more than 1 minute.*

None of Your Students Can Start

If none of your students can start the exam, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

A Student Can't Reach the Bluebook Sign-In Screen

- Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
- Check the student's internet connection by opening a browser and navigating to **collegeboard.org**. Make sure their device's Wi-Fi is turned on and airplane mode is turned off.
- You can also switch to a backup device with Bluebook installed if one is available.

A Student Can't Sign In or Their Test Isn't Listed

Make sure the student clicked the top sign-in button, labeled **Use a sign-in ticket from your school**, when they opened Bluebook and that they used the credentials on their sign-in ticket.

If they signed in with their College Board account instead, they should sign out, click the top sign-in button, and use their ticket to sign in again.

If students made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in.

If the student is on the start code screen, try the following fixes in order:

1. Reenter the start code.
2. Make sure the student is marked present on the Test Day Toolkit **Attendance** page.
3. Restart the device and open Bluebook again.
4. Switch to a backup device with Bluebook installed, if available.

If Most Students Are Ready to Start

Consider referring the student to the help room so testing can begin for everyone else without further delay. The student can start testing in their testing room after their problem is resolved; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

A Student's Testing Is Interrupted

Try the following fixes in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. Follow the instructions below to complete a device swap if backup devices are available.

IMPORTANT: Most issues are resolved by restarting Bluebook or the testing device—and since answers are saved to the testing device, students can pick up where they left off.

How to Complete a Device Swap

If the student has not entered the start code, you can give them a new device without completing these steps.

IMPORTANT: Use a device swap during timed testing only. Never use it after a student's testing time runs out—their answers could be lost.

If a backup device is available and a student can't continue testing on their original device, complete these steps:

1. Tell the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.
2. Open the student's profile page by clicking the student's name on the Test Day Toolkit monitoring dashboard and then clicking the **Approve Device Swap** button.
3. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. For detailed guidance and instructions for submission of IRs in Test Day Toolkit, refer to the *Retesting and Irregularities Guide*.

Good to Know

- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Proctor and monitor reports are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- When proctors dismiss students, they should check their sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator.
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug in to available outlets if they need to.

How to Respond to Problems

When to Call Us

Test coordinators should call us as soon as possible if:

- They have any concerns about test security.
- Testing for more than half of students is interrupted for more than 10 minutes.

If a school closure prevents testing as planned, the test coordinator should reschedule for another day within the testing window. If that's impossible, they should call us.

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 27 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and you want to retest them, complete a separate IR for those students (see Disturbances and Interruptions on page 27).

Proctors should collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If the student used a prohibited device to copy test content, proctors should take photos for evidence.

If you're not sure a student deliberately violated a rule, you can give them a warning.

If a student takes excessive breaks, ask them why and where they're going and make sure they leave their testing device, scratch paper, and other items in the room.

Early Departure

Students should stay until their testing time is up, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 27.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 24. Follow the instructions for reporting irregularities in Next Steps on page 27.

Disturbances and Interruptions

In the event of an interruption, don't let students talk or access the prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students call us.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives them a chance to discuss test content. Get instructions for reporting irregularities in Next Steps below.

Approved Accommodations Not Given

Ask the student if they want to continue testing without the approved accommodations or stop testing. In either case, submit an IR. If the student stops testing, they may be eligible for a retest. Follow instructions for early dismissal in Next Steps below.

Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for early dismissal and reporting irregularities in Next Steps below.

Test Question Issues

If a student thinks something's wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them there's no penalty for guessing.

Ask them to see you after the test so you can report the problem to College Board. Wait until other students finish testing before talking to the student.

Get instructions for reporting irregularities in Next Steps below.

Next Steps

Early Dismissal

All students must stay for their entire testing time except in cases of illness or rule violations. To dismiss a student early, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Click **Undo Check-In** in Test Day Toolkit.
5. Report an irregularity.

If a student leaves without talking to you first, try to follow this procedure. If they left belongings behind, give them to your test coordinator.

IMPORTANT: *Students must stay until their testing time runs out unless they get sick or violate a rule.*

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and choose between a retest form and a report-only form.

Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Impersonation
- Accessing or using prohibited devices or aids
- Viewing nontest content or accessing other applications on their device
- Switching devices or seats without permission
- Giving or receiving test content

Device and Aid Access During Testing

Students may not access other applications or programs on their testing device before leaving the testing room. During testing, students can access the permitted items listed below. Everything else is prohibited, unless a student has an approved accommodation that requires it.

Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- External mouse and mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks)
- Scratch paper provided by the proctor
- Pen or pencil
- For students taking the SAT with Essay, PSAT 10, or PSAT 8/9, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them. They can also access hand sanitizer and cleaning supplies during breaks.

Prohibited Items

Unless students have a College Board–approved accommodation, they can't access these items during the test or breaks:

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks (except for students taking the SAT Essay)
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for SAT with Essay, PSAT 10, and PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or separate timer

Student Accommodations

There may be students testing at your school with approved accommodations. Your Test Day Toolkit student roster lists accommodation information for each student.

IMPORTANT: *The following policies for assigning students to testing rooms differ from those for paper testing.*

For a comprehensive overview of accommodated testing, including how to administer the test on paper to approved students, refer to the *Accommodations Guide*.

Testing Groups

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several different group types, which involve combinations of timing and other accommodations that can be tested together. For digital administrations, testing groups include:

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)
- S9: School (Double Time – Essay only)
- S10: School (Time and One-half – Essay only)
- S11: School (Double Time – Math and Essay)
- S12: School (Time and One-half – Math and Essay)

Additional testing groups for paper test takers will test separately. Refer to the *Accommodations Guide* for more information.

In some cases where students were not preassigned to a testing room in Test Day Toolkit, students in different testing groups may test in the same room.

Students taking the SAT with Essay, PSAT 10, or PSAT 8/9 with an extended time EL support may also test in the S3: School (Time and One-half) testing group.

Students approved for extended time for reading will receive that extended time on all sections of the test. Students with extended time also receive extra breaks between modules.

For all testing groups, students can't move to the next test module or submit their answers until their time is up. They are also required to stay for their entire approved test time and can't be checked out before Bluebook ends the test. If students have time to spare, they should use it to review their work.

All testing groups, including S1: School (Standard Time), may include students with the following accommodations:

Accommodated Breaks

Students with a break accommodation can take longer or additional breaks without losing testing time (the clock stops). Extended and extra breaks, as well as nutrition breaks, are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for.

IMPORTANT: *Because students with break accommodations may be seated with students without break accommodations, some rooms might include students who take breaks and finish testing at different times.*

Break accommodations include:

- Extra breaks: Students are provided additional breaks at specified times.
- Extended breaks: Students will have as many breaks as students with standard time but breaks will be twice as long.
- Breaks as needed: Students may break during a test section when they need to. They click a button to pause their test in Bluebook.
- Nutrition break: Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing, and Math sections.

Small-Group Testing

If you have students approved for small-group testing, small-group rooms shouldn't have more than 15 students. If any student approved for small-group testing is assigned to a room with more than 15 students, move them to a smaller room.

Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room.

Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the test. Approval to test blood sugar doesn't include permission to use a mobile phone.

Students who use a mobile phone to check their blood sugar must have College Board approval to have their mobile phone in the testing room for use with a continuous glucose monitor (CGM). Only students who are specifically approved may do this. No other device may be connected to the phone.

In no case may a student keep their phone with them. The phone should be kept at the proctor's desk. Before testing starts, they should confirm with the student what actions are needed if there's a notification.

- If the student is using an iPhone, the phone must be in guided access mode.
- If the student is using an Android phone, the phone must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- In either case, the camera feature must be disabled. Bluetooth may be enabled, but **only** to connect the phone's share app to the CGM for blood glucose monitoring.

Digital Testing Features

Many students who need accommodations for paper testing will use digital testing features instead. For example, students approved for large print or magnification will use keyboard controls to zoom in and zoom out (e.g., Ctrl +/- or Command +/-). Those who use a color overlay will use color contrast. These features are available to all students and don't require approval to use.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. All other students should keep these items under their desks. Students with this accommodation can access these items at any point during the test, not just breaks.

Preferential Seating

Test Day Toolkit will indicate where students approved for preferential seating should sit (e.g., “near door” or “front of room”).

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. A sign language interpreter must be able to effectively sign instructions to the student and voice the student’s signing to the proctor. They should not have access to student testing devices at any time.

Service Animals and Emotional Support Animals

Students are encouraged to request accommodations for both service animals and emotional support animals, so schools are prepared. Service animals, such as guide dogs, may be permitted without an accommodation and shouldn’t be turned away. However, a student does need an approved accommodation to bring an emotional support animal into the testing room.

If a student without an accommodation for a service or support animal shows up at the school with an animal, ask the following questions:

- Is the animal needed due to a disability?
- What service has the animal been trained to provide? (The animal doesn’t need to be certified, just trained.)

If the student explains the service, allow the service animal in, even if the student doesn’t have an approved accommodation. The student’s room assignment shouldn’t change.

Don’t admit unapproved support animals that aren’t trained to provide a service. In this circumstance, tell the student emotional support animals require an approved accommodation, and they should contact Customer Service if they have questions.

Written Copy of Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. All students will be able to access these instructions in Bluebook by going to the **Help** page and clicking **Verbal Instructions**. They are also available on the start code screen.

Assistive Technology

If you have students approved for testing with a screen reader, dictation, or other assistive technology, go to satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology. You’ll find information about approved assistive technology that students will use while testing with Bluebook. Some assistive technology may require special configuration before test day. It’s important that students try a test preview or full-length practice test using their assistive technology in Bluebook prior to taking the test.

Appendix

Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math section, but they're also allowed to bring their own handheld calculator on test day. The following calculators are acceptable for use. This list doesn't include every calculator model.

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable.
- All 4-function calculators are acceptable but not recommended.

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

FX-6000 series	CFX-9800 series
FX-6200 series	CFX-9850 series
FX-6300 series	CFX-9950 series
FX-6500 series	CFX-9970 series
FX-7000 series	FX 1.0 series
FX-7300 series	Algebra FX 2.0 series
FX-7400 series	FX-CG-10
FX-7500 series	FX-CG-20 series
FX-7700 series	FX-CG-50
FX-7800 series	FX-CG-500 (Using the stylus is not permitted.)
FX-8000 series	Graph25 series
FX-8500 series	Graph35 series
FX-8700 series	Graph75 series
FX-8800 series	Graph95 series
FX-9700 series	Graph100 series
FX-9750 series	
FX-9860 series	

HEWLETT-PACKARD

HP-9G	HP-48 series
HP-28 series	HP-49 series
HP-38G	HP-50 series
HP-39 series	HP Prime
HP-40 series	

SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	
EL-9300 series	EL-9900 series

TEXAS INSTRUMENTS

TI-73	TI-86
TI-80	TI-89
TI-81	TI-89 Titanium
TI-82	TI-Nspire
TI-83/TI-83 Plus	TI-Nspire CX
TI-83 Plus Silver	TI-Nspire CM-C
TI-84 Plus	TI-Nspire CAS
TI-84 Plus CE	TI-Nspire CX CAS
TI-84 Plus Silver	TI-Nspire CM-C CAS
TI-84 Plus C Silver	TI-Nspire CX-C CAS
TI-84 Plus CE-T	TI-Nspire CX II
TI-84 Plus T	TI-Nspire CX II-T
TI-84 Plus CE Python	TI-Nspire CX II CAS
TI-84 Plus CE-T Python Edition	TI-Nspire CX II-T CAS
TI-85	TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	Smart2

Bluebook Testing Tools

Bluebook makes the following tools available to all students, including those testing with or without accommodations or supports:

- **Testing Timer:** A timer will let students know how much time is remaining in each part of the test. They can hide it until 5 minutes remain, then they'll get an alert.
- **Calculator:** For tests with math questions, the app has a built-in calculator. Students can drag it anywhere on the screen.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on all tests with math questions.
- **Annotate:** Students will use the annotate tool to highlight text from a question or leave themselves a note.
- **Mark for Review:** Students will use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** Students can cross out answer choices they think are wrong. They can undo this if they change their mind.
- **Question Menu:** Students can see which questions they skipped or marked for review and navigate to any question in the section.
- **Zoom:** Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question.

Proctor: _____**Room:** _____**Accommodations:** _____

Proctor Essentials for Test Day

At-a-glance info for the testing room.

Fast Facts



The Bluebook™ testing app times the test so you don't have to.



Students must submit their answers on the device they tested on.



Students can keep testing during momentary drops in connectivity.



Students take breaks and finish testing at different times; do your best to keep the room quiet.



It's okay to move back and forth between screens in Test Day Toolkit.

Key Terms

2-step verification

When you first access Test Day Toolkit, we verify your identity. Look for an access email, click the link, and enter the code we send you.

Sign-in ticket

Every student needs their own paper sign-in ticket to take the test.

Room and start codes

Students use the **5-letter room code** to start check-in and the **6-digit start code** to start timed testing. Both codes are for test day only. You'll find them in Test Day Toolkit.

1 Getting Ready

- Sign in to Test Day Toolkit at **testday.collegeboard.org** or click the link in your access email if it's your first time.
- Make sure you have 1 **sign-in ticket** per student.
- Write the 5-letter **room code** and check-in instructions on the board. They're in step 6 of the room readiness section.

3 Reading the Script

- Click **Next Step** to read the first part of the script.
- Check desks as instructed in step 5.
- Continue reading the script.
- Read the 6-digit **start code** aloud.
- Students start their test when they enter the start code.

5 The Break

- Bluebook ends each section and times the break.
- Follow coordinator guidance when students ask to leave the room.
- When the break ends, students click a button to start the next section without waiting for instruction from you.
- Make sure students on break don't disturb those who are still testing.

Tech Troubleshooting

Try the troubleshooting steps in your manual or send students to the help room to avoid distractions and keep everyone else on track.

2 Taking Attendance

- Tell students to follow the check-in steps you posted.
- Go to the **Attendance** page in Test Day Toolkit.
- Mark students present when you see their name listed under **Entered Room Code**.
- When students finish checking in, they reach the start code screen and their name moves to the **Ready to Test** list.

4 Monitoring the Test

- Click **Next Step** to go to the **Monitoring Dashboard**.
- Use the filters to see which students are in each part of the test.
- Spend most of your time watching students, not looking at your screen.

6 Dismissing Students

- Start dismissal when time runs out for all students (unless some are too far behind).
- Collect scratch paper.
- Use the filters on the **Monitoring Dashboard** to make sure each student's answers were submitted.
- Students see a **Congratulations** screen when their answers are submitted.
- If a student's answers weren't submitted, refer to the dismissal instructions in your manual.