



SAT SUITE OF ASSESSMENTS

Accommodations Guide

State-Provided

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Using This Guide

With the transition to digital testing, College Board continues supporting all students, including those who receive accommodations on test day.

This guide provides instructions for administering the digital SAT® School Day and PSAT-related assessments—including the PSAT™ 10 and the PSAT™ 8/9—to students with disabilities who will be testing with accommodations that require alternate formats, support staff or other aids, and/or other accommodations requiring specific room assignments. Also provided are instructions for administering tests to English language (EL) learners.

If you are a primary SSD coordinator, you'll use this guide to help you support the test coordinator administer the digital test with accommodations. Please read the guide from cover to cover. You'll use this guide as a supplement to the other staff materials for administering the SAT Suite, along with Test Day Toolkit, the College Board web-based application for test administration.

School Day Support (Educators Only)

SCHOOL DAY SUPPORT HOTLINE: 866-609-2205

- General SAT School Day questions and policies
- Test material questions or issues
- Services for Students with Disabilities (SSD) questions about testing with accommodations
- Security issues
- Other test administration questions
- Technical assistance with Bluebook™ or with managed devices

What's New

Assessments in the digital SAT suite are shorter, more secure, and easier to administer.

This administration introduces new roles, tools, and procedures, including:

- **Bluebook:** The testing app installed on student devices shares 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 will use it to check students in, 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.

UNDERSTANDING THE STUDENT EXPERIENCE

The **Student Experience** notes included throughout this guide share relevant details from Bluebook.

Planning to Test Students with Accommodations

College Board provides testing accommodations to students with disabilities who demonstrate a need for them. As you prepare for the administration, you may be called upon to provide a variety of accommodations to students with documented disabilities who have been approved for accommodations by College Board.

How Accommodations Work for Digital Testing

For digital testing in Bluebook, some accommodations are administered differently than they are on paper and pencil tests. For example:

- Some students will receive different accommodations on digital tests due to the nature of the assessment:
 - ◆ Most students approved for a human reader, pre-recorded audio, or braille will test with a screen reader (text-to-speech). Students can use their own third-party technology or the text-to-speech functionality on their devices.
 - ◆ Students approved for a scribe will test with dictation (speech-to-text). Students can use their own third-party technology or the speech-to-text functionality on their devices.
 - ◆ In rare occasions a student may not be able to test with digital accommodations. If, due to their disability, they need to test with a paper test, including a paper braille test, submit the request in SSD Online by the SSD deadline.
- Some accommodations aren't needed for testing in Bluebook:
 - ◆ Students approved for large print, enlarged answer sheet, or magnification device will use the zoom functionality on their devices to enlarge font size or change the background. This functionality is available to all students as a universal tool.
 - ◆ Because all math modules permit a calculator, the accommodation of 4-function calculator isn't needed.
 - ◆ All students have access to a written copy of verbal instructions in Bluebook (as noted in the script read to them before testing), so printed copies don't need to be provided for students approved for this accommodation. If students need the directions in large print, they can use the zoom tool (Control +/- or Command +/-).
- Some accommodations are administered differently:
 - ◆ Most students will complete testing in 1 day. Students approved for double time taking the SAT with Essay, as required by some states, will test over 2 days.
 - ◆ Students testing with extra, extended, or breaks as needed can test in the same room as students testing without accommodated breaks. However, we recommend placing students with accommodated breaks in a separate testing room from students without accommodated breaks.
 - ◆ Students testing with paper supplements (e.g., reader script, raised line drawings) will have a slightly longer test.

See the appendix for detailed timing information for testing in Bluebook and testing with paper materials.

Making Sure Accommodations Are Correct in Test Day Toolkit

In advance of test day, the SSD coordinator should confirm with each student that the test accommodations the student has access to in Bluebook are consistent with the test accommodations that have been requested by the SSD coordinator and approved by College Board.

During exam setup, if a student’s accommodations aren’t correct, you need to correct them in SSD Online so that they show up correctly in Test Day Toolkit before the student can test. Call School Day Support if accommodations are correct in SSD Online but are still not correct in Test Day Toolkit. (Allow at least 2 days for any corrections to show up in the toolkit.) The only exception to this process is that if a student is waiving accommodations, the change must be made in SDMS, the registration system. If allowed under state policy, accommodations must be waived in SDMS not less than 2 business days before a student plans to test.

Similarly, on test day if a student’s accommodations aren’t correct, or if they decide they want to waive their accommodations, they won’t be able to test until their registration shows up as correct in Test Day Toolkit. These students will need to be rescheduled.

If a student doesn’t receive approved accommodations, follow steps given under Approved Accommodations Not Given on page 33.

How Accommodations Are Provided in Digital Testing

Testing staff, especially the SSD coordinator, will use SSD Online to confirm students’ approved accommodations. The names of some accommodations don’t always match how the accommodation is listed and provided digitally. State-allowed accommodations (SAAs) are given digitally in the same manner as College Board–approved accommodations.

The table below and at satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests lists how approved accommodations are provided for digital testing in Bluebook.

Approved Accommodation	SAT Suite Details and Testing Options
Extended Time and Breaks	
Extended Time	Students receive their approved amount of extended time within the digital exam and also receive extra breaks. Students approved for extended time for reading receive extended time for the entire test. Students approved for extended time for math only receive it only for the Math section. NOTE: <i>Students must stay for the entire time they are approved for as an accommodation.</i>
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause the testing timer to take breaks as needed. The pause feature appears below the student’s timer in Bluebook.
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of the regularly scheduled break applied.

Approved Accommodation	SAT Suite Details and Testing Options
Extra Breaks	Students approved for this accommodation receive an exam with an extra 5-minute break applied between Module 1 and Module 2 in each section.
Extra and Extended Breaks	Students approved for this accommodation receive an exam with twice the time of regularly scheduled breaks and extra breaks applied.
Braille	
Braille	<p>Students approved for a braille accommodation take the digital exam using a refreshable braille display or a screen reader. Students using a screen reader need to use headphones. If a student is unable to test using the digital exam, their SSD coordinator should request paper testing accommodations along with a paper braille test (using the Other category) by the accommodations request deadline.</p> <p>NOTE: <i>Students using a screen reader do not receive a raised line drawings supplement unless separately approved for one.</i></p>
Raised Line Drawings (formerly Braille Graphs and Figures)	Students can take the digital exam and use the raised line drawing supplement.
Braille Writer	For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, their SSD coordinator should request paper testing accommodations along with a paper test (using the Other category) by the accommodations request deadline.
Large Print, Magnification, Color	
Large-Print Exam, Large-Print Answer Sheet, Magnification Device (electronic/non-electronic)	Students can take the digital exam using their device's functions to zoom in and zoom out (e.g., Control +/- or Command +/-). Students approved for large print will not receive a paper test unless they request and are approved for paper testing for digital assessments.
Color Overlay/Color Contrast	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
Reading and Writing Accommodations	
Human Reader, Screen Reader for Digital Exams	<p>Most students approved for a human reader or screen reader can take a digital exam using the screen reader functionality available through their device's operating system (i.e., text-to-speech) or their own screen reader software.</p> <p>IMPORTANT: <i>This is not a tool within the application; it is the same functionality that a student uses with other applications.</i></p> <p>Students receive an exam package with time and one-half extended time applied.</p>

Approved Accommodation	SAT Suite Details and Testing Options
Writer/Scribe, Dictation for Digital Exams	<p>Students approved for a writer/scribe or dictation can take the digital exam using speech-to-text functionality available through their device's operating system (i.e., speech-to-text) or their own speech-to-text software.</p> <p>IMPORTANT: <i>This is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.</i></p> <p>In rare conditions, a student who is unable to test with dictation may be approved in SSD Online for the accommodation of human scribe for digital tests.</p>
Pre-recorded Audio (MP3 via streaming)	<p>Students approved for pre-recorded audio take a digital exam using the screen reader functionality available through their device's operating system (i.e., text-to-speech) or their own screen reader software.</p> <p>IMPORTANT: <i>This is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.</i></p> <p>Students testing with this accommodation receive an exam format with time and one-half extended time applied.</p>
Assistive Technology	
Assistive Technology	Students can take a digital exam using approved assistive technology software.
Assistive Technology–Compatible (ATC) Test Format	Students approved for an ATC test format, if not separately approved for a particular assistive technology, can test with a standard digital exam, which will be automatically shipped to the school for students with this approved accommodation.
Calculators	
4-Function Calculator	All math questions allow the use of a calculator. A calculator is built into the digital exam and is a universal tool for all students.
Limited Time	
Limited Time	Students testing over 2 days can test using the digital exam. They test over multiple days if the test time exceeds their approved time. Students testing for 3 or more days will test using a paper exam, which will be automatically shipped to the school for students with this approved accommodation.
Audio	
Auditory Amplification/FM System	Students can use their FM system. Students are allowed to use headphones.

English Language Supports

College Board provides access to translated test directions and word-to-word bilingual dictionaries for Non-English Proficient (NEP) or Limited-English Proficient (LEP) English learners approved by their schools to use these supports. Your school may also allow eligible English Learner (EL) students to test with extended time for reading (entire test).

Once you identify the students who require EL supports and the languages they need, you'll have to obtain the supports and plan for time and one-half for those who need it. Provide the relevant translated test directions to the proctor to distribute to students so they can read along with the proctor.

For students testing with translated test directions or word-to-word dictionaries, do the following:

- Print the translations and review the list of approved dictionaries available at support.satsuite.collegeboard.org/state-testing so you can obtain copies for test day. No translations or dictionaries will be shipped.
- Students may supply their own dictionaries; however, you should confirm any dictionaries are on the approved list and plan to collect them for your review a day or 2 before testing. This is an important precaution to minimize the chances of dictionaries being used to bring written notes or test aids into the testing room.
- Store the dictionaries securely until you're ready to provide them to proctors on test day.

For any EL students who will test with time and one-half, work with appropriate school staff to request extended time for these students in SSD Online.

State-Allowed Accommodations (SAAs)

SAAs may be available for schools testing in statewide contracts. When using SAAs, students, schools, and the state will receive scores; however, the scores aren't accepted by colleges, universities, or scholarship programs. These accommodations must be requested for each state administration and are only available for the specific test administration they're approved for.

SSD coordinators can enter SAAs in SSD Online beginning in January every year. No documentation is required for approval, but requests must be made to administer a test with SAAs.

If your school participates in a state contract, each state offers different accommodations that are considered state allowed. Refer to training information from your state department of education for information on SAAs that may be available for state testing.

Test Aids, Alternate Test Formats, and Support Staff

All students test digitally in the Bluebook testing app unless they are approved for a paper test or require use of an alternate type of test format. Here are some scenarios that explain when a student would test digitally or with an alternate test format that requires a paper test:

- A student approved for “paper test for digital assessments” tests with a regular-print paper test book.
- A student approved for braille tests with assistive technology in Bluebook.
- A student approved for braille and “paper test for digital assessments” tests with a paper braille test.
- A student approved for raised line drawings tests in Bluebook, and also receives the raised line drawings paper supplement.
- A student approved for human reader tests with a screen reader in Bluebook.
- A student approved for human reader for digital tests will take the digital test and a human reader will use a reader script to read the test aloud. In rare conditions a student might be approved to take a digital adaptive test without a reader script. In that case, the student would take the test in Bluebook, and a human reader will read from the screen.
- Testing with a human reader requires one-to-one testing.

NOTE: *Students testing with a human reader or screen reader will also be provided with time and one-half extended time (or more, if requested and approved).*

IMPORTANT: *If you have a student testing with one of these alternate paper test formats, the proctor will follow the instructions for these students in Test Day Toolkit and in the Paper Testing Guide for the test you’re administering. Download this from the Test Day Toolkit Help page.*

Supplemental printed test materials, if approved, are also provided for students using alternate test formats.

Students who are deaf or hard of hearing 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**.

For students testing with a paper book who are approved for the accommodation of a printed copy of the verbal instructions, you can download a copy from SSD Online at accommodations.collegeboard.org/printed-copies-verbal-instructions.

For students taking the test digitally with paper supplements, follow the instructions in the *Paper Testing Guide* for managing your paper testing materials. You’ll receive one or more Testing Room Materials Report forms to use for distributing student materials to the proctor(s).

Standard Section Timing and Breaks

The total standard testing time for tests in the digital SAT Suite of Assessments is 2 hours and 14 minutes, plus an additional 10 minutes for a break. There are 2 sections: Reading and Writing and Math. Students with standard timing will have 64 minutes to complete the Reading and Writing section and 70 minutes to complete the Math section.

For some state-provided SAT School Day administrations, a Section 3, the SAT Essay, is included. This section has 1 question (prompt) and students with standard timing will have 50 minutes to complete it.

Section 1 and Section 2 are each composed of 2 equal-length modules of test questions. Each Reading and Writing module lasts 32 minutes, while each Math module lasts 35 minutes. Each module is separately timed, and students can move backward and forward among questions in a given module before time runs out. When time runs out on the first module of each section, Bluebook moves students to the second module. When students complete the Reading and Writing section, they are moved to the Math section after a 10-minute break between the sections.

STANDARD TIMING FOR THE SAT, PSAT™ 10, AND PSAT™ 8/9

Reading and Writing

Math

Module 1	Module 2	10-minute break	Module 1	Module 2
32 minutes	32 minutes		35 minutes	35 minutes

STANDARD TIMING FOR THE SAT WITH ESSAY

Reading and Writing

Math

Essay

Module 1	Module 2	10-minute break	Module 1	Module 2	10-minute break	50 minutes
32 minutes	32 minutes		35 minutes	35 minutes		

Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extended time receive a break after the first module in applicable sections.

Testing with Paper Materials

Students testing with a paper test book, a human reader, or raised line drawings supplement will have different timing. The chart below shows timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments. More information about timing, including SAT with Essay, is provided in the appendix.

PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS*

Paper—Reading and Writing			Paper—Math	
Module 1	Module 2	10-minute break	Module 1	Module 2
39 minutes	39 minutes		43 minutes	43 minutes
5-minute break			5-minute break	

*This timing also applies to the raised line drawings accommodation.

PAPER: TIME AND ONE-HALF SECTION TIMINGS AND BREAKS**

Paper—Reading and Writing			Paper—Math	
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2
59 minutes	59 minutes		65 minutes	65 minutes
5-minute break			5-minute break	

**This timing also applies to the human reader accommodation.

Testing Groups

Your roster will be available in Test Day Toolkit about 3 weeks before test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

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. SAA students can be seated in the same room as other students with the same timing. For digital administrations, testing groups include:

- S1: (Standard Time)
- S2: (Time and One-half – Math only)
- S3: (Time and One-half)
- S4: (Double Time – Math only)
- S5: (Double Time)
- S6: (More than Double Time)
- S7: (Other)
- S8: (One-to-one)
- P1: Paper – Standard Time
- P3: Paper – Time and One-half
- P5: Paper – Double Time
- P6: Paper – More than Double Time

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. See *Accommodated Breaks* on page 11 for more information.

Students approved for extended time for reading will receive that extended time on all sections of the test. Students approved for extended time for math will receive that extended time on the Math section only. Extra breaks after the first module are included for sections with extended time applied.

Students in the one-to-one testing group must test in their own room. If students approved for one-to-one testing are assigned to the same room, move each of them to their own room.

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 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 for test timings that include them, are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for.

IMPORTANT: *Students in the same group type (for example, S1) may be timed differently if students have unlike break times. To minimize disruptions and students testing on varying schedules, you may want to work with the test coordinator to organize students in rooms with similar break times instead of relying only on group types.*

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. Students should remain in the testing room and consume any food or drinks away from their desks and testing materials.

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.

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.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. Students approved to test blood sugar may do so at any time during the test.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor. Only students who are specifically approved to have a mobile phone in the testing room may do so. (Approval to test blood sugar doesn't include permission to bring a mobile phone; the student must be separately approved for use of a mobile phone.) In these circumstances, the proctor will be asked to hold the student's phone at their desk. Prior to testing, they should confirm with the student what actions are needed in the event there is 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 continuous glucose monitor (CGM) for blood glucose monitoring.

No other device may be connected to the phone. In no case may a student keep their phone at their desk.

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").

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.

Students Testing Over Multiple Days

If you have students approved for accommodations that require testing over multiple days, you'll follow the same instructions listed here and in Test Day Toolkit for setting up the testing room, checking in students, and starting the test each day. For students testing over more than 1 day:

- Students must complete Day 1 of testing before they can take Day 2.
- Day 2 of testing is the next school day after Day 1.
- For each day of testing, Bluebook will show a separate testing card—one for each day of testing. Each card will indicate “Day 1” or “Day 2” (or more) along with the exam date. Students taking the test in Bluebook, or the transcriber for paper test takers, will need to select the exam card for the correct day of testing.
- Students will have a test ticket with temporary credentials for each day of testing. The credentials are the same for both days, so it does not matter which is used for Day 1 or Day 2, but make sure to have a ticket for each day. Don't issue Day 2 tickets to students until Day 2.
- Because only 1 exam section is taken on each day of testing, there are no breaks during testing. However, if the student has also been approved for an accommodation of extra breaks or breaks as needed, their digital exam will enable them to take their approved break(s) during each day of testing. Students may also take unscheduled breaks, but their test timer will continue to run.
- When the student completes the exam section on each day, their responses will be submitted.

IMPORTANT: *If a student encounters a technical issue that prevents them from submitting Day 1 responses that can't be resolved before beginning Day 2, the test coordinator will need to submit an Irregularity Report (IR) and request a retest.*

Students who test over more than 2 days will take a paper test. See the *Paper Testing Guide* for the applicable test on the Test Day Toolkit Help page for instructions and timing for administering the paper test over multiple days.

Assistive Technology

If you have students approved for testing with a screen reader, dictation, or other assistive technology, go to bluebook.collegeboard.org/students/accommodations-assistive-technology. You'll find information about:

- Approved assistive technology—such as JAWS, NVDA, Dragon NaturallySpeaking, etc.—that students can use while testing with Bluebook, including specific settings to be configured before test day to ensure an optimal test experience.
- How students can enable and use the accessibility features in the operating system for approved accommodations such as screen reader or text-to-speech, magnification, color contrast, speech-to-text, etc.

Students should practice using the accessibility features and the assistive technology with the digital exam before taking the test.

Staff Responsibilities

As the primary SSD coordinator, you provide valuable assistance to the test coordinator as they plan for testing students with accommodations, including identifying additional support staff that might be needed.

Support Staff

Some College Board–approved accommodations require support staff to assist the testing staff and students during the test administration.

Support staff, such as human readers or writers/scribes, must be assigned by the school and may not be a relative of the student.

Some support staff may be required to:

- Accompany students when they go to the restroom during testing time.
- Assist the proctor in ensuring the security of test materials.

General qualifications for support staff include:

- Current or retired professional: administrative, secretarial, or clerical staff; or graduate student.
- Ability to follow oral and written instructions precisely.
- Appropriate language skills:
 - ◆ A human reader or scribe must speak English clearly.
 - ◆ A sign language interpreter must be able to effectively sign instructions to the student and voice the student’s signing to the proctor.

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. They should not have access to student testing devices at any time.

Test Day Toolkit Overview

You and your staff will use Test Day Toolkit to administer the test. It can be accessed on any device that connects to the internet.

The test coordinator uses Test Day Toolkit to complete these tasks:

- View your roster.
- Enter room names and capacity.
- Assign students to rooms (optional).
- Add staff, along with their email address and phone number.
- Assign staff to roles and rooms.

Proctors use it on test day to take attendance, read the script, share the room and start codes with students, monitor testing, and report irregularities.

Go to cb.org/bluebook-test-admin for step-by-step instructions on Test Day Toolkit setup.

Test Day Toolkit Access

You and your testing staff will use College Board professional accounts to sign in to Test Day Toolkit on any device that connects to the internet.

Start setting up your test administration when you get an email from College Board telling you your roster is available in Test Day Toolkit.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email. Returning users can just go to testday.collegeboard.org.

When you add staff, they'll receive an email with Test Day Toolkit access instructions, so accurate contact information is critical.

Test Day Toolkit access FAQs are available at cb.org/bluebook-test-admin/help.

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.

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 a 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.

Contact your test coordinator if you have access issues.

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.
 - ◆ Staff will see the contact options their coordinator entered into Test Day Toolkit.
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 on test day.

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 and students taking the SAT Essay 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 (if students are testing in Bluebook).
4. To prepare for test day, you will:
 - ◆ Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
 - ◆ Make sure all testing staff have a device with access to Test Day Toolkit.
 - ◆ Test your wired and wireless access points in/around testing rooms.
 - ◆ If your school is supporting students who do not normally attend your school, make sure the local network is accessible to them or there is a public network they can join.
 - ◆ Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
 - ◆ If possible, reserve a room for students to test who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.
 - ◆ For students testing with EL supports, print the appropriate translated test directions.

5. Make sure you have all the testing materials and support staff you need to support students with these accommodations:
 - ◆ Raised line drawings
 - ◆ Braille
 - ◆ Human reader
 - ◆ Writer/scribe
 - ◆ Paper testing
 - ◆ Written copy of verbal instructions (if testing on paper)
6. 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).
 - ◆ If administering one or more serialized alternate test formats (paper test, reader's script, etc.), a Testing Room Materials Report form with a seating chart, and a copy of the Shipping Notice listing the individual materials assigned to each student.
 - ◆ Recommended: A 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 School Day, the PSAT 10, or PSAT 8/9 with EL supports, printed copies of translated test directions.
7. 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."
8. Distribute a sign-in ticket and 1 sheet of scratch paper for each student.

Once Students Are Seated

IMPORTANT: These instructions are for students taking a digital test in Bluebook. If your students are taking the test on paper, go to *How to Proctor Paper Tests* on page 29.

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 20 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 22.

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 20.

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.
- ◆ See Making Sure Accommodations Are Correct in Test Day Toolkit on page 4 for details to assist any student with incorrect accommodations.

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

Late Arrivals

Late arrivals can be checked in up until you start reading instructions to students. If your room has already started, send late arrivals to your test coordinator for another room assignment.

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").

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.

Other Issues

See Responding to Problems on page 32 for details on handling and reporting anything that goes wrong.

ID Examples

For students testing at your school who regularly attend a different school, 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 Digital Test

IMPORTANT: These instructions are for students taking a digital test in Bluebook. If your students are taking the test on paper, go to *How to Proctor Paper Tests* on page 29.

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 unique 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.

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 start code.
 - ◆ When you finish the script, you'll see the unique 6-digit start code for your room.
 - ◆ Write the start code on the board.

STUDENT EXPERIENCE

Students enter the code to start their test 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 tickets
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil
- For students taking the SAT, PSAT 10, or PSAT 8/9, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials

Allowed Under Student Desks

These items are allowed under student desks:

- Power cords
- Portable chargers
- 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
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for SAT School Day, PSAT 10, and PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or ear plugs
- Any camera, recording device, or separate timer

NOTE: For some state-provided administrations, an external keyboard is permitted for the SAT with Essay.

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery-powered handheld calculator. Not all graphing calculators are acceptable. See the list under Acceptable Calculators on page 35.

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.

Managing Issues

See Responding to Problems on page 32 for details on handling and reporting anything that goes wrong.

Digital 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.

IMPORTANT: *These instructions are for students taking a digital SAT Suite test in Bluebook. If your students are taking the test on paper, go to How to Proctor Paper Tests on page 29.*

Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times. To minimize disruptions of students being on different break times, wait to provide the start code until all students are ready to begin.
- Bluebook times the test and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the Reading and Writing section and the Math section of the test, each of which is about an hour long. Students taking the SAT with Essay will receive a 10-minute break after the Math section.

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 26 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.

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. (Used in only in some state-provided testing).

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

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.

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.

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 or drink
- Using their device for anything other than testing
- Talking to other students after a warning

Additional Information

Accommodations

If you need to confirm a student's accommodations, click their name to view their profile.

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 and students taking the SAT Essay 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 32 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* in your *Proctor Manual* for a comprehensive overview of the IR submission process.

Dismissal

IMPORTANT: These instructions are for students taking a digital test in Bluebook. If your students are taking the test on paper, go to *How to Proctor Paper Tests* on page 29.

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 32.
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 submit an irregularity.
 - ◆ 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 28 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 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 wasn’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.

How to Proctor Paper Tests

Ahead of test day, work with your test coordinator to access and download the *Paper Testing Guide* for the test you're administering in your room. It has complete instructions for using the right materials and scripts, getting set up for transcribing student answers after the test, and a full set of scripts to use to administer the test. When you have all students seated, you'll turn to the **Paper Testing Scripts** section and begin with instructions under **Start All Testing Here** (step 3 below).

1. Follow the instructions for Room Readiness on page 17 and Once Students Are Seated on page 19.

2. Open the script.

- ◆ When all students are seated in the room, click **Next Step** on the Student Check-In page in Test Day Toolkit.

NOTE: You won't check students in until you're ready to transcribe their answers.

- ◆ If you're reading from an online copy of the scripts, click the link to the Help page and open the relevant state-provided *Paper Testing Guide* for the assessment you're giving.

IMPORTANT: For students testing on paper, you won't follow the usual flow in Test Day Toolkit unless you need to report an irregularity. All further instructions are in the relevant *Paper Testing Guide*.

3. Start the test preparation by reading the instructions under **Start All Testing Here**.

- ◆ Read the student instructions aloud.
- ◆ Follow the proctor instructions to distribute test materials and collect prohibited items.

4. Guide students to complete the *Paper Test Taker Administration Instructions*.

- ◆ Distribute the specific test materials to each student, using the list provided by the test coordinator, along with the student's unique sign-in ticket.
- ◆ Follow the directions in the script to distribute 1 copy of the *Paper Test Taker Administration Instructions* booklet and a *Score Sends Code List* (if administering SAT School Day) to each student and walk students through the different sections to read or complete.
- ◆ When they have finished completing the booklet, students will place the booklets under their desks. You'll collect them once testing is over.

5. Begin testing, monitor students, and time testing.

- ◆ Help students and actively monitor the room to maintain test security.
- ◆ Use the tables in the back of the *Paper Testing Guide* to time the test, announce time remaining, and manage breaks.

6. Dismiss students.

- ◆ After testing is complete, collect each student's test book and *Paper Test Taker Administration Instructions*. If administering a PSAT-related assessment, also collect each student's sign-in ticket. SAT School Day test takers should keep their sign-in tickets. Keep each student's materials together for transcription purposes.
- ◆ Don't dismiss anyone until you are sure you have each student's complete information and matching testing materials.
- ◆ Return any collected items and dismiss students.

7. Report any irregularities.
 - ◆ Follow the instructions for Responding to Problems on page 32.
8. Complete transcriptions following instructions in the *Paper Testing Guide*, then return all test books, *Paper Test Taker Administration Instructions*, scratch paper, and any other test materials to the test coordinator. All testing materials must be returned to College Board following instructions provided in the test materials shipment.
Exception: *Score Sends Code List* booklets (used for SAT School Day) can be discarded.

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.

Send students to your 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

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 to make sure their device's Wi-Fi is turned on and airplane mode is turned off.
3. You can also switch to a backup device with Bluebook installed if one is available.

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.

If 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 or 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 as instructed in the *Coordinator Manual* 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 into 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 33 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 33).

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 allowed by state policy.

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 below.

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

If allowed under state policy, 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. Submit an IR.

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 under Additional Information on page 22. Everything else is prohibited, unless a student has an approved accommodation that requires it.

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.

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	FX-9860 series
FX-6200 series	CFX-9800 series
FX-6300 series	CFX-9850 series
FX-6500 series	CFX-9950 series
FX-7000 series	CFX-9970 series
FX-7300 series	FX 1.0 series
FX-7400 series	Algebra FX 2.0 series
FX-7500 series	FX-CG-10
FX-7700 series	FX-CG-20 series
FX-7800 series	FX-CG-50
FX-8000 series	FX-CG-500 (Using the stylus is not permitted.)
FX-8500 series	Graph25 series
FX-8700 series	Graph35 series
FX-8800 series	Graph75 series
FX-9700 series	Graph95 series
FX-9750 series	Graph100 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	Smart ²

Timing Chart for Testing in Bluebook

All students taking any of the SAT Suite of Assessments in Bluebook will use the timing in this chart, except those testing with a paper test book (including a braille test book), a human reader, or raised line drawings supplement. For those exceptions, see the Timing Chart for Testing with Paper Materials. Students taking the SAT with Essay, if applicable in your state, will have additional timing as shown in the SAT with Essay chart following this one. Please note the following additional information about accommodations:

- Extra breaks are automatically applied to all students with extended time.
- For students approved for more than double time or limited time testing, the student’s decision letter will indicate how long the student is approved to test and over how many days. Students testing over more than 2 days will test on paper. See the *Paper Testing Guide* for the test you’re administering on the Help page of Test Day Toolkit for more information.
- As indicated in the chart, students in the same group type (S1) may be timed differently if students have unlike break times. To minimize disruptions and students testing on varying schedules, you may want to organize students in rooms with similar break times instead of relying only on group types.
- Students approved for screen reader (text-to-speech) will use Reading: Time and One-Half and will use the S3 group type.
- Students with SAAs, if applicable to your state, can be grouped in the same room as other students with the same timing.

SAT SUITE TIMING CHART

	Section 1			Section 2			Section 3	Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	
Standard Time	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + breaks = 3:24
Standard Time with Extra Breaks	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + breaks = 3:34
	5-min. break			5-min. break				
Standard Time with Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	50 minutes	3:04 testing time + breaks = 3:44
Standard Time with Breaks as Needed*	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + variable breaks

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

Timing Chart for Testing in Bluebook

	Section 1			Section 2			Section 3	Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	
Reading: Time and One-Half	48 minutes	48 minutes	10-min. break (20-min. nutrition break if taking the Essay)	53 minutes	52 minutes	10 minutes	38 minutes	4:36 testing time + breaks = 5:11 (or 5:21 for Essay)
	5-min. break			5-min. break			5-min. break	
							37 minutes	
Reading: Time and One-Half with Extended Breaks	48 minutes	48 minutes	20 minutes	53 minutes	52 minutes	20 minutes	38 minutes	4:36 testing time + breaks = 5:46
	10-min. break			10-min. break			10-min. break	
							37 minutes	
Reading: Double Time	64 minutes	64 minutes	20-min. nutrition break	70 minutes	70 minutes	End of Day 1 (4:28 + breaks = 4:58)	50 minutes	End of Day 2 (1:40 + breaks = 1:45)
	5-min. break			5-min. break			5-min. break	
							50 minutes	
Reading: Double Time with Extended Breaks	64 minutes	64 minutes	20 minutes	70 minutes	70 minutes	End of Day 1 (4:28 + breaks = 5:08)	50 minutes	End of Day 1 (1:40 + breaks = 1:50)
	10-min. break			10-min. break			10-min. break	
							50 minutes	
Math: Time and One-Half	32 minutes	32 minutes	10 minutes	53 minutes	52 minutes	10 minutes	50 minutes	3:39 testing time + breaks = 4:04
				5-min. break				
Math: Time and One-Half with Extended Breaks	32 minutes	32 minutes	20 minutes	53 minutes	52 minutes	20 minutes	50 minutes	3:39 testing time + breaks = 4:29
				10-min. break				
Math: Double Time	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes	10 minutes	50 minutes	4:14 testing time + breaks = 4:39
				5-min. break				
Math: Double Time with Extended Breaks	32 minutes	32 minutes	20 minutes	70 minutes	70 minutes	20 minutes	50 minutes	4:14 testing time + breaks = 5:04
				10-min. break				

Timing Chart for Testing in Bluebook

	Section 1			Section 2			Section 3	Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	
Writing: Time and One-Half	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	38 minutes	3:29 testing time + breaks = 3:54
							5-min. break	
							37 minutes	
Writing: Time and One-Half with Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	38 minutes	3:29 testing time + breaks = 4:19
							10-min. break	
							37 minutes	
Writing: Double Time	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:54 testing time + breaks = 4:19
							5-min. break	
							50 minutes	
Writing: Double Time with Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	50 minutes	3:54 testing time + breaks = 4:44
							10-min. break	
							50 minutes	
Math: Time and One-Half and Writing: Time and One-Half	32 minutes	32 minutes	10 minutes	53 minutes	52 minutes	10 minutes	38 minutes	4:04 testing time + breaks = 4:34
				5-min. break				
				37 minutes				
Math: Double Time and Writing: Double Time	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes	End of Day 1 (3:24 + breaks = 3:39)	50 minutes	End of Day 2 (1:40 + breaks = 1:45)
				5-min. break				
				50 minutes				

SAT Suite Timing Chart for Testing with Paper Materials

If administering the SAT with Essay, see the chart following this one.

Students testing with a paper test book (including a braille test book), a human reader, or raised line drawing supplement will have different timing, regardless of whether they are still testing digitally or with all paper materials. Students test in 1 day unless approved for Reading: Double Time.

SAT SUITE PAPER MATERIALS TIMING AND BREAKS

	Section 1			Section 2		Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	
Script 1: Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 2:54
Script 2: Standard Time with Extra Breaks	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
	5-min. break			5-min. break		
Script 1: Standard Time with Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
Script 1: Standard Time with Breaks as Needed*	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + variable breaks
Script 3: Reading: Time and One-Half	59 minutes	59 minutes	20-minute nutrition break	65 minutes	65 minutes	4:08 testing time + breaks = 4:38
	5-min. break			5-min. break		
Script 3: Reading: Time and One-Half with Extended Breaks	59 minutes	59 minutes	20 minutes	65 minutes	65 minutes	4:08 testing time + breaks = 4:48
	10-min. break			10-min. break		
Script 4: Reading: Double Time	78 minutes	78 minutes	End of Day 1 (2:36 + breaks = 2:41)	86 minutes	86 minutes	End of Day 2 (2:52 + breaks = 2:57)
	5-min. break			5-min. break		

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

SAT Suite Timing Chart for Testing with Paper Materials

	Section 1			Section 2		Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	
Script 3: Math: Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:43
				5-min. break		
Script 3: Math: Time and One-Half with Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:58
				10-min. break		
Script 4: Math: Double Time	39 minutes	39 minutes	10 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:25
				5-min. break		
Script 4: Math: Double Time with Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:40
				10-min. break		

SAT with Essay Timing Chart for Testing with Paper Materials

Students taking the SAT with Essay and testing with a paper test book (including a braille test book), a human reader, or raised line drawing will have different timing, regardless of whether they are still testing digitally or with all paper materials. Here are some important points for the test coordinator to follow when scheduling this testing:

- All students will complete testing in 1 day unless approved for:
 - ♦ Reading: Time and One-Half for SAT with Essay
 - ♦ Reading: Double Time
 - ♦ Math: Double Time for SAT with Essay
 - ♦ Math and Writing: Time and One-Half for SAT with Essay
 - ♦ Math and Writing: Double Time for SAT with Essay

SAT WITH ESSAY PAPER MATERIALS TIMING AND BREAKS

	Section 1			Section 2			Section 3	Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	
Script 1: Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	5 minutes	50 minutes	3:34 testing time + breaks = 3:49
Script 2: Standard Time with Extra Breaks	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	5 minutes	50 minutes	3:34 testing time + breaks = 3:59
	5-min. break			5-min. break				
Script 1: Standard Time with Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	10 minutes	50 minutes	3:34 testing time + breaks = 4:04
Script 1: Standard Time with Breaks as Needed*	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	5 minutes	50 minutes	3:34 testing time + variable breaks
Script 3: Reading: Time and One-Half	59 minutes	59 minutes	20-minute nutrition break	65 minutes	65 minutes	End of Day 1 (4:08 + breaks = 4:38)	38 minutes	End of Day 2 (1:15 + breaks = 1:20)
	5-min. break			5-min. break			5-min. break	

*The total testing time for a student approved for breaks as needed will depend on how often the students requires a break.

SAT with Essay Timing Chart for Testing with Paper Materials

	Section 1			Section 2			Section 3	Total Testing Time		
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay			
Script 3: Reading: Time and One-Half with Extended Breaks	59 minutes	59 minutes	20 minutes	65 minutes	65 minutes	End of Day 1 (4:08 + breaks = 4:48)	38 minutes	End of Day 2 (1:15 + breaks = 1:25)		
	10-min. break			10-min. break			10-min. break			
							37 minutes			
Script 4: Reading: Double Time	78 minutes	78 minutes	20-minute nutrition break	86 minutes	86 minutes	End of Day 1 (5:28 + breaks = 5:58)	50 minutes	End of Day 2 (1:40 + breaks = 1:45)		
	5-min. break			5-min. break			5-min. break			
							50 minutes			
Script 1 + Script 3: Math: Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	5 minutes	50 minutes	4:18 testing time + breaks = 4:38		
				5-min. break						
Script 1 + Script 3: Math: Time and One-Half with Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes	65 minutes	10 minutes	50 minutes	4:18 testing time + breaks = 4:58		
				10-min. break						
Script 1 + Script 4: Math: Double Time	39 minutes	39 minutes	10 minutes	86 minutes	86 minutes	End of Day 1 (4:10 + breaks = 4:25)	50 minutes	End of Day 2 (0:50 + testing time)		
				5-min. break						
Script 1 + Script 4: Math: Double Time with Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes	86 minutes	End of Day 1 (4:10 + breaks = 4:40)	50 minutes	End of Day 2 (0:50 + testing time)		
				10-min. break						
Script 1 + Script 3: Writing: Time and One-Half	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	5 minutes	38 minutes	3:59 testing time + breaks = 4:29		
							5-min. break			
										37 minutes

SAT with Essay Timing Chart for Testing with Paper Materials

	Section 1			Section 2			Section 3	Total Testing Time
	Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	Break	Essay	
Script 1 + Script 3: Writing: Time and One-Half with Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	10 minutes	38 minutes	3:59 testing time + breaks = 4:39
							10-min. break	
							37 minutes	
Script 1 + Script 4: Writing: Double Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	5 minutes	50 minutes	4:24 testing time + breaks = 4:44
							5-min. break	
							50 minutes	
Script 1 + Script 4: Writing: Double Time with Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	10 minutes	50 minutes	4:24 testing time + breaks = 5:04
							10-min. break	
							50 minutes	
Script 1 + Script 3: Math: Time and One-Half with Writing: Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	End of Day 1 (3:28 + breaks = 3:43)	38 minutes	End of Day 2 (1:15 + breaks = 1:20)
				5-min. break			5-min. break	
							37 minutes	
Script 1 + Script 4: Math: Double Time and Writing: Double Time	39 minutes	39 minutes	20-minute nutrition break	86 minutes	86 minutes	End of Day 1 (4:10 + breaks = 4:35)	50 minutes	End of Day 2 (1:40 + breaks = 1:45)
				5-min. break			5-min. break	
							50 minutes	