

**PSAT-RELATED ASSESSMENTS**

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# Accommodations Guide

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## Using This Guide

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

This guide provides instructions for administering the digital Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT<sup>®</sup>) and the PSAT<sup>™</sup> 8/9 to students with disabilities who'll 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 PSAT 8/9 to English language learners.

If you are a primary Services for Students with Disabilities (SSD) coordinator, you'll use this guide to help the test coordinator administer the digital test with accommodations. Please read the guide from cover to cover. **Testing staff should not share this guide with anyone else.** You'll use this guide as a supplement to the other staff materials for administering the PSAT-related assessments, along with Test Day Toolkit, the College Board web-based application for test administration.

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## What's New

Tests in the digital SAT<sup>®</sup> Suite of Assessments 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.

A new ordering and registration system will support in-school testing this fall. The SAT Suite of Assessments Ordering and Registration (SSOR) system requires new roles for schools, which are explained in the Registration Guides available at [satsuite.org/educator-experience](https://satsuite.org/educator-experience).

- All roster functions for digital testing will be handled in Test Day Toolkit, including for students with accommodations. SSD coordinators won't generate a Nonstandard Administration Report (NAR). Instead, they'll be able to use an enhanced SSD Online dashboard to track and manage their students' accommodation requests.

- The SSD coordinator can share responsibility for registration with the test coordinator. In this role, you'll validate the accuracy of student data together.
- Schools are encouraged to complete a digital readiness check before test day with their test takers. Between registration and the digital readiness check, the SSD coordinator needs to monitor accommodation requests closely to make sure they are reflected in SSOR. SSD numbers can be manually added to a student's data in SSOR if the system hasn't matched the student correctly to their accommodations.
- Paper materials must be ordered well in advance of the digital readiness check session for students approved for a paper test for digital assessments who will participate in school-wide full-length practice. Paper materials take about 5 weeks to deliver. These students should be registered as early as possible to ensure their materials arrive in time.

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## Planning to Test Students with Accommodations

College Board provides testing accommodations to students 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 or needs who have been approved for accommodations by College Board.

### How Accommodations Work for Digital Testing

For digital testing, 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.
  - ◆ Students approved for a human reader, pre-recorded audio, or braille test with a screen reader (text-to-speech) can use their own third-party technology or the screen reading functionality on their devices.
  - ◆ Students approved for a scribe test with dictation (speech-to-text). Students can use their own third-party technology or the dictation or speech recognition functionality on their devices.
  - ◆ If you have a student who wants to continue testing with the format they're approved for (e.g., human reader, braille, etc.), please submit the change in SSD Online or have the student contact SSD as soon as possible before your selected start date for testing. Except for students approved for braille, these students will still test digitally.
- Some accommodations aren't needed for digital PSAT-related assessments:
  - ◆ Students approved for use of computer test without additional accommodations.
  - ◆ Students approved for large print, enlarged answer sheet, or magnification device can use the zoom functionality on their devices to enlarge font size or change the background. This functionality is available to all students.

**NOTE:** *If a student requires a 3rd-party magnifier tool, they would need to be approved for it as an Assistive Technology.*

  - ◆ 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.
- Some accommodations are administered differently:
  - ◆ Students approved for double time test in 1 day.
  - ◆ Students testing with extra, extended, or breaks as needed can test in the same room as students testing without accommodated breaks.

## Making Sure Accommodations Are Correct in Test Day Toolkit

During the digital readiness check, if a student notices that their accommodations aren't right, you need to correct them in SSOR so that they show up correctly in Test Day Toolkit before the student can test.

Similarly, if a student realizes on test day that their 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 to test later in the window.

## How Accommodations Are Provided for Digital Testing

The table below and at [satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests](https://satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests) lists how other approved accommodations are provided for digital PSAT-related assessments.

Approved Accommodation	PSAT-related Assessments Details and Testing Options
<b>Extended Time and Breaks</b>	
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. Students must stay for the entire time they are approved for as an accommodation.
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause their exam to take breaks as needed. The pause feature appears below the timer.
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of the regularly scheduled break applied.
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.
<b>Braille</b>	
Braille with Raised Line Drawings, Contracted	Students approved for a braille accommodation take the digital exam using a refreshable braille display (with a raised line drawings paper supplement) or a screen reader. Students using a screen reader need to use headphones. If a student is unable to test using the digital exam, they should ask their SSD coordinator to request a paper braille exam, or they should contact the SSD office.
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, they should ask their SSD coordinator to request a paper exam, or they should contact the SSD office.
<b>Large Print, Magnification, Color</b>	
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., Ctrl +/- or Command +/-).

## Approved Accommodation

## PSAT-related Assessments Details and Testing Options

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.
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### Reading and Writing Accommodations

Human Reader, Screen Reader for Digital Exams	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. This is not a tool within the application; it is the same functionality that a student uses with other applications.
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Students receive an exam format with time and one-half extended time applied. If a student is unable to test using a screen reader, they should ask their SSD coordinator to request a human reader and reader's script, or they should contact the SSD office.

Writer/Scribe, Dictation for Digital Exams	Students approved for 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. This is not a tool within the application; it is the same functionality that a student uses with other applications.
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If a student is unable to test with dictation, they should ask their SSD coordinator to request a scribe, or they should contact the SSD office.

Pre-recorded Audio	Students approved for pre-recorded audio 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. This is not a tool within the application; it is the same functionality that a student uses with other applications.
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Students testing with this accommodation receive an exam format with time and one-half extended time applied.

### Assistive Technology

Assistive Technology	Students can take a digital exam using approved assistive technology software.
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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 using the app tools and functionality available through their device's operating system.
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### 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.
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### 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.
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### Audio

Auditory Amplification/FM System	Students can use their FM system. Students are allowed to use headphones.
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## PSAT 8/9 English Language Supports

College Board provides access to translated test directions and word-to-word bilingual dictionaries for English learners approved by their schools to use these supports.

Your school may also allow eligible EL students to test with extended time.

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.

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 [psat.org/8-9-resources](https://psat.org/8-9-resources) 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 extended time, the SSD coordinator will submit an EL request for extended time in SSD Online. Although not an accommodation, this request must be made in SSD Online so that the student receives a digital test that is properly configured for the extended time.

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## Test Aids, Alternate Test Formats, and Support Staff

All students test digitally in Bluebook 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. If an exception is requested, a student can take the digital test in Bluebook and a human reader will use a reader script that will be sent to read the test aloud. Testing with a human reader requires one-to-one testing with time and one-half extended time (or more if approved).

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**IMPORTANT:** *If you have a student testing with one of these alternate paper test formats, you or your proctor will follow the instructions for these students in Test Day Toolkit and in the Paper Linear Test Day Scripts document. Download this from the Test Day Toolkit Help page.*

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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 test 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](https://accommodations.collegeboard.org/printed-copies-verbal-instructions).

## Standard and Accommodated Section Timing and Breaks

The total standard testing time for digital PSAT-related assessments is 2 hours and 14 minutes. There are two 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.

Each section is composed of two 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 DIGITAL PSAT-RELATED ASSESSMENTS

Reading and Writing			Math	
MODULE 1	MODULE 2		MODULE 1	MODULE 2
32 minutes	32 minutes	10-minute break	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 both the Reading and Writing section and the Math section.

Students approved for extended breaks receive breaks that are twice the length of regular breaks (10 minutes after the first module in the extended time section(s), and 20 minutes between sections).

### READING: TIME AND ONE-HALF SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
MODULE 1	MODULE 2		MODULE 1	MODULE 2
48 minutes	48 minutes	10-minute break	53 minutes	52 minutes
5-minute break			5-minute break	

### READING: DOUBLE TIME SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
MODULE 1	MODULE 2		MODULE 1	MODULE 2
64 minutes	64 minutes	10-minute break	70 minutes	70 minutes
5-minute break			5-minute break	

## Linear Section Timing and Breaks

Students testing with a paper test book, a human reader, or raised line drawings will have different timing. The following tables show timing and breaks for linear testing with standard and extended timing for reading (the entire test).

### PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS\*

#### Math

MODULE 1	MODULE 2		MODULE 1	MODULE 2
39 minutes	39 minutes	10-minute break	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\*\*

#### Reading and Writing

#### Math

MODULE 1	MODULE 2		MODULE 1	MODULE 2
59 minutes	58 minutes	10-minute break	65 minutes	64 minutes
5-minute break			5-minute break	

\*\* This timing also applies to the Human Reader accommodation.

### PAPER: DOUBLE TIME SECTION TIMINGS AND BREAKS

#### Reading and Writing

#### Math

MODULE 1	MODULE 2		MODULE 1	MODULE 2
78 minutes	78 minutes	10-minute break	86 minutes	86 minutes
5-minute break			5-minute break	

## 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: (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

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

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**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.*

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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 students testing with extended time.

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 are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for.

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.

### **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

The test coordinator will set up all standard and accommodated rooms. Students testing over multiple days will need additional steps for setting up their rooms. In Test Day Toolkit, you'll need to create separate rooms for each day of the exam for these students.

1. In Test Day Toolkit, navigate to **All Students**. Students testing over multiple days will appear in your roster twice (or more if testing more than 2 days), once with “Student Name—Day 1” and once with “Student Name—Day 2.”
2. Navigate to **All Rooms**. Select Add Rooms. Give the first room a name (see the Best Practice that follows) and a seating capacity. Then create a room for Multiple-Testing Day 2. Even if you're using the same room, you need to give it a unique name each time it's used.

3. Navigate back to **All Students**. Use the checkboxes next to the student(s) names with the Day 1 label. Select Choose a Room and move the student(s) to your Day 1 room.
4. Mark the checkboxes next to the student(s) names with the Day 2 label. Select Choose a Room and move the student(s) to your Day 2 room.

SSD Online will show how long a student with this accommodation is approved to test for in one day. Plan ahead with the proctor to decide when testing needs to stop on each day, bearing in mind that you should not stop testing before a test module has been completed. At the end of that approved test time, you'll stop testing and dismiss the students before returning on the next day to resume testing. Do not stop testing before a test module has been completed. Students will start need to complete exam setup again on day 2, then they'll with the next module. See the *Paper Linear Test Day Scripts* for PSAT/NMSQT or PSAT 8/9 on the Test Day Toolkit **Help** page for instructions and timing for administering the paper linear test over more than one day.

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### BEST PRACTICE

Each room must have a unique name for each time it's used. If you're using the same room more than once during the testing window, you'll add a new name in Test Day Toolkit for each session. Start with a room name (e.g., "Cafeteria"), followed by the test date. Include "AM" or "PM" if using AM/PM option.

Example: "Cafeteria Oct 11 AM"

Rooms are sortable by name. You can use letters, numbers, and spaces in a room name. Some special characters (such as parentheses) are also allowed.

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## 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](https://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 practice using their assistive technology with the digital exam prior to 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. You'll help administer the test, 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 in the testing room.

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.

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## About Test Day Toolkit

You'll use Test Day Toolkit to administer the test. It can be accessed on any device that connects to the internet. As noted earlier, the SSD coordinator will no longer use a NAR as the roster for accommodated testing. All roster functionality is handled in Test Day Toolkit, including the student's approved accommodations and room type.

Proctors will use it on test day to check students in, read the script, share the start code with students testing digitally, and report irregularities. (Procedures differ for students approved to take a paper test for digital assessments.)

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**IMPORTANT:** *Testing can't happen without Test Day Toolkit.*

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## First-Time Access to Test Day Toolkit

Accessing Test Day Toolkit the first time requires two-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 the code we send to you.
- 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.
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.
  - ♦ Staff will see the contact details their coordinator entered into Test Day Toolkit.
4. Enter the code sent to your phone.
  - ♦ 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 the day before your testing schedule begins.

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**IMPORTANT:** *The next time you sign in, just go to [testday.collegeboard.org](https://testday.collegeboard.org) and sign in to your College Board account.*

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## 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](http://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.
  - ◆ Seats face the same direction.

**NOTE:** *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.*

  - ◆ Students 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).
  - ◆ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
  - ◆ Tables that seat more than 1 student are at least 6 feet long and 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 at round tables, study carrels, seats with lapboards, language laboratory booths.
  - ◆ Dividers and partitions are allowed only if testing in a computer lab.
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. Make sure you have all the testing materials and support staff you need to support students with these accommodations:
  - ◆ Raised line drawings
  - ◆ Human reader
  - ◆ Writer/scribe
  - ◆ Paper testing
  - ◆ Written copy of verbal instructions (if testing on paper)
5. Check that you have the following supplies:
  - ◆ A copy of the Wi-Fi name and password.
  - ◆ A sign-in ticket for each student.
  - ◆ 3 sheets of scratch paper per student.
  - ◆ If administering 1 or more serialized alternate test formats (paper test, reader's script, etc.), a Testing Room Materials Report form with a seating chart.
  - ◆ Recommended if students are testing in Bluebook: a printed seating chart. (The 2-page PDF is available to download at [satsuite.org/educator-experience](http://satsuite.org/educator-experience). The first page contains important instructions for test coordinators. proctors in large testing rooms may need more than 1 chart.)

- ◆ Recommended for testing students in Bluebook: power strips, surge protectors, extension cords, or laptop carts for charging.
  - ◆ Testing devices for students (if applicable).
  - ◆ For some students taking the PSAT 8/9 with EL supports, printed copies of translated test directions (available at [satsuite.org/educator-experience](https://satsuite.org/educator-experience)).
6. If testing students in Bluebook, post this information so it's visible from all seats:
    - ◆ Add the Wi-Fi name and password.
    - ◆ Copy the steps and room code displayed in Test Day Toolkit.
    - ◆ Add the name or room number of the help room.
  7. Distribute a sign-in ticket (keep tickets at your desk if proctoring paper testing) and 3 sheets of scratch paper for each student.

## Taking Attendance

For students taking the test on paper, skip ahead to How to Proctor Paper Tests on page 22.

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

### Good to Know

- Students enter 2 different codes in to Bluebook, a 5-letter room code and then a 6-number start code.
- The room code lets students check in to Bluebook and the start code starts the student's test timer.
- Seating charts are not available in Test Day Toolkit.
- See Help on page 14 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, 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 17.

**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 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 Checking Identity.

**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 the accommodations they'll be testing with (if applicable), read a few reminders, type a security pledge, and follow instructions for clearing their desks.

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

---

## Help

### 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.

### 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](https://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 the app 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.

### Other Issues

See Responding to Problems on page 23 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 13.
- See Help If You Can't Verify Identity below if you encounter problems.

### How to Check Identity

1. Make sure the student's photo ID is acceptable. Away students are required to bring a valid photo ID on test day.
  - ◆ Photo 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.
  - ◆ For students testing in Bluebook, click Check In. Don't check students who are approved for paper tests.

### Help If You Can't Verify Identity

Direct 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 away students (who either attend a different school or are homeschooled), 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.
  - ◆ For U.S. service members and their family members, in countries where passports are required, DoD Common Access Cards (CACs) are acceptable alternative IDs.
  - ◆ Some other countries have different ID requirements. For a full list, go to [satsuite.collegeboard.org/digital/what-to-bring-do/id-requirements](https://satsuite.collegeboard.org/digital/what-to-bring-do/id-requirements).

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

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

### Good to Know

- The proctor script is very short.
- Read the script exactly as written.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.
- At the end of the script, you'll 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.
  - ◆ 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.
  - ◆ You'll also check that students are using an acceptable calculator. (See *Acceptable Calculators* on page 26).
  - ◆ 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.
  - ◆ Don't post or read the start code ahead of time.

---

#### STUDENT EXPERIENCE

Students enter the code to start their test and can do so at slightly different moments. 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
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pencil or pen
- 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
- Hand sanitizer and cleaning supplies

## 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 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

## Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery-powered handheld calculator. Not all graphing calculators are approved. See the list under Acceptable Calculators on page 26.

## 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. Using 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, AP<sup>®</sup>, or CLEP<sup>®</sup> 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 23 for details on handling and reporting anything that goes wrong.

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## 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 digital PSAT-related assessments in Bluebook. If your students are taking PSAT-related assessments on paper, go to How to Proctor Paper Tests on page 22.*

### 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 use other applications on their device
- Copy, screenshot, record, or capture test content in any way
- Pass notes

See Handle and Report Irregularities on page 20 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).

#### 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—especially if students are testing on a Mac or an iPad. 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.

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 Section 1 and displays break instructions when time is up. Students can't start their break early and 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.

Students are allowed to leave the room without asking permission. 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
- 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 on page 24 if students have device or connectivity issues.

### 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 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 that 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 23 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems.

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## Dismissal

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**IMPORTANT:** *These instructions are for students taking digital PSAT-related assessments in Bluebook. If your students are taking a PSAT-related assessments on paper, see How to Proctor Paper Tests on page 22.*

---

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, and their status in Test Day Toolkit changes to **Submitted**.
- 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 23.
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, dismiss students whose answers are submitted first, and then 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 below 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

1. In the **Filters** section on the Test Day Toolkit **Monitoring Dashboard**, click the **Submission Pending** filter to see students with that status. Ask them to check their connection and try again.
2. 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.
3. If some students' answers are still not submitted, send them to the help room (if available). If most students in your room need help, follow your test coordinator's instructions.

---

**IMPORTANT:** *Students need to submit their answers using the same device they tested on.*

---

#### 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 their 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.

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## How to Proctor Paper Tests

Follow the instructions for Room Readiness on page 12. Admit students one by one. Check in Test Day Toolkit that they're listed in your room, but do not check them in. Keep the sign-in tickets at your desk—you'll use them for the transcription process.

**IMPORTANT:** *You won't perform the check-in of students until after testing is over, when you're ready to transcribe their answers.*

1. Open the script in Test Day Toolkit.
  - ◆ When all students are seated in the room, click **Next Step** on the Student Check-In page in Test Day Toolkit.
  - ◆ Click the **Help** page link and open the *Paper Linear Test Day Scripts* for the PSAT/NMSQT or PSAT 8/9.

**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 Test Day Scripts for the paper linear PSAT-related assessments.*

2. Guide students to complete the *Paper Test Taker Administration Instructions* booklet.
  - ◆ As you distribute test materials, include a copy of the administration instructions booklet with the materials for each student.
  - ◆ Follow the directions in the Test Day Scripts for guiding students to complete the booklet.
  - ◆ When they have finished completing the booklet, tell students to place the booklets under their desks. You'll collect them with the test materials after testing is finished. After testing is complete, you and any transcribers will need to complete the affidavit form in the front of each booklet once each test is transcribed.
3. Start the test.
  - ◆ Read the student instructions aloud.
  - ◆ Follow the proctor instructions to prepare for testing.
4. Monitor and time testing.
  - ◆ Help students and actively monitor the room to maintain test security.
  - ◆ Use the Section Timing Charts in *Paper Linear Test Day Scripts* for the PSAT/NMSQT or PSAT 8/9 to time the test. Follow instructions in the scripts to announce time remaining and manage breaks.
5. Dismiss students.
  - ◆ When time runs out, collect test materials and scratch paper, and return collected items.
  - ◆ Follow instructions to account for their materials and return them to the test coordinator.
6. Report any irregularities.
  - ◆ Follow the instructions for Responding to Problems below.
7. Complete transcriptions as directed in the *Paper Linear Test Day Scripts* for the PSAT/NMSQT or PSAT 8/9.
8. Return all test materials, including *Paper Test Taker Administration Instructions* booklets to the SSD coordinator.

**IMPORTANT:** *All testing materials must be returned to College Board following instructions provided in the test materials shipment.*

---

## 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.

### 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.
- Whenever you dismiss students, collect their scratch paper. Make sure they give you 3 whole sheets of paper with their name on each. If a student hands you 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 you dismiss students, check their sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, collect the ticket, submit an IR, and give the ticket to your 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 widespread issue prevents testing as planned, your test coordinator should reschedule for another day within the testing window. If that's impossible, they should call us.

#### Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 24 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted, complete a separate IR for those students (see Disturbances and Interruptions on page 24).

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 24.

## Technical Troubleshooting

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

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

Proctors should send the student to your coordinator in these cases:

- You don't have a sign-in ticket for the student or the credentials on their sign-in ticket don't work.
- The test card isn't shown on the student's 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.

---

## 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 students 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 the instructions for early dismissal and reporting irregularities under Next Steps.

## 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

If you need to dismiss a student early because of an illness or a security violation, 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 follow your test coordinator's instructions for choosing 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 using other applications on their device
- Switching devices or seats without permission
- Giving or receiving test content

### Device and Aid Access During Testing

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

- 1 testing device
- 1 calculator
- External mouse
- Mouse pad
- External keyboard (tablet only)
- Scratch paper and sign-in information provided by the proctor
- Pen or pencil
- Power cord
- Portable charging device
- Backup testing device

### 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
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or timer

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

#### HEWLETT-PACKARD

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

#### SHARP

EL-5200  
EL-9200 series  
EL-9300 series

#### TEXAS INSTRUMENTS

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

#### RADIOSHACK

EC-4033  
EC-4034  
EC-4037

#### OTHER

Datexx DS-883  
Micronta  
NumWorks  
Smart<sup>2</sup>

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## SSD Office Contact Info:

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Call (do not email) +1 212-307-9731 if you need technical assistance with Bluebook or with managed devices.