



PSAT-RELATED ASSESSMENTS

Digital In-School Testing Roles Overview

Introduction

Thank you for participating in this SAT® Suite of Assessments digital administration.

This overview describes the roles of digital testing staff. Read it ahead of testing to get acquainted with the main responsibilities of each role.

In-School Testing Roles

School and/or District

The school or district has the following responsibilities:

- Order tests.
- Select test dates and grades for multiple schools.
- Upload student registration data.
- Submit payment for district-supported assessments.

Purchaser

The purchaser is responsible for placing and managing orders using the SAT Suite Ordering and Registration (SSOR) site. This should be someone authorized to buy goods or services on behalf of their school. They should work with the district and test coordinator to schedule the test date. Schools have the discretion to begin testing after the intended start date without needing to inform College Board.

Data Coordinator

The data coordinator is responsible for creating a student registration data file for uploading to the SSOR site once an order has been placed for the school. Each test requires a separate registration file.

Responsibilities include:

- Upload the formatted data registration file in SSOR.
- Review errors and warnings identified in SSOR.
- Submit data once you have corrected all errors. (Submitting data will generate an online registration roster in SSOR.)

Technology Coordinator

The technology coordinator can be a district- or school-level staff member, but must have access/admin rights to managed devices that will be used for testing.

Responsibilities include:

- Inventory devices and complete network checks.
- Install Bluebook™ on all school-managed testing devices and check for updates at bluebook.collegeboard.org/technology/updates

Test Coordinator

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

Responsibilities include:

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

SSD Coordinator

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

Responsibilities include:

- Request student accommodations with College Board's Services for Students with Disabilities (SSD).
- Complete the required training.
- With test coordinator, validate SSOR roster and confirm that student accommodations in SSD Online are appearing in SSOR.
 - ◆ Manually add SSD IDs to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Ensure paper practice materials are ordered and distributed to students approved for a paper accommodation.
- Continuously monitor new and updated requests for student accommodations in [SSD Online](#). Confirm that these updates are reflected in SSOR and Test Day Toolkit.
- Work with proctors to ensure student accommodations are administered correctly.
- Record answers on behalf of students testing with paper supports.

Technology Monitor

Each school needs an on-site technology monitor to staff the help room for the entire duration of testing. This is a new role for digital testing. They don't need technical expertise—we provide tips in the *Technical Troubleshooting Guide* for troubleshooting problems students may have while downloading Bluebook, signing in to their College Board accounts, starting the test, and submitting responses.

They also use tips provided by technology staff at your school or district to troubleshoot internet access issues that interfere with testing. They are able to submit irregularities in Test Day Toolkit if they occur in the help room.

Proctors

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

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

Responsibilities include:

- Complete training and read the *Proctor and Hall Monitor Test Day Guide* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.

On test day:

- ◆ Use Test Day Toolkit to take attendance, start testing, and monitor the test.
- ◆ Post check-in instructions, Wi-Fi name and password, and room code.
- ◆ Distribute a sign-in ticket to each student.
- ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
- ◆ Actively monitor students throughout testing.
- ◆ Immediately report any disruptions to the test coordinator.
- ◆ Refer students that require technical support to the help room.
- ◆ Submit irregularities in Test Day Toolkit.

NOTE: Proctors administering paper linear testing will follow a different flow in Test Day Toolkit as instructed in the Paper Linear Test Day Scripts guide for the assessment they're administering (found on the Test Day Toolkit Help page).

Hall and Room Monitors

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

Responsibilities include:

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