

The background of the slide is a collage. The top left shows a line of yellow school buses, with the number '32' visible on the front of one. The bottom left shows a classroom with blue walls, decorated with colorful balloons and framed pictures. There are several small white tables and chairs arranged in the room.

SAT Junior State Administration

Spring 2026

Christen Roseberry, Program Consultant
Office of Assessment and Accountability



Kentucky Department of
EDUCATION

Agenda

- Administration Overview
- Testing Dates
- Testing Format
- Student Eligibility to Test
- Accountability and Student Data Review and Rosters (SDRR)
- Training and Test Security
- Administration Reminders

2026 Spring Junior SAT State Administration Overview

Spring 2026 SAT Junior State Administration – Overview

- KRS 158.6453 establishes the inclusion of a college admissions exam within the state testing program.
- Beginning with the 2025-2026 school year, the College Board was awarded the contract to provide the SAT for the state administration of the college admissions exam.
- The college admissions exam is required as part of the state testing program.

2026 Spring Junior SAT State Administration – Testing Dates

Spring 2026 SAT Junior State Administration – Test Window

- **March 2 – April 10, 2026**
- *Please note: This is different from previous college admissions exam state administrations. There are not separate windows for initial and make-up testing, all testing must take place during this 6-week test window.*

2026 Spring Junior SAT State Administration – Testing Format

Spring 2026 SAT Junior State Administration – Test Format

- The SAT Junior State Administration will be an online administration.
- The assessment will be a multi-stage adaptive exam.
- Paper testing will be available for approved accommodations.

2026 Spring Junior SAT State Administration – Student Eligibility to Test

Spring 2026 SAT Junior State Administration – Students Eligible to Test

- All grade 11 public school students in Kentucky
- Students in the Early Graduate Program (EGP)
- Students retained in grade 11
- Grade 11 foreign exchange students are expected to test

Spring 2026 SAT Junior State Administration – Students Not Expected to Test

- Kentucky Alternate Assessment Program students take the Transition Attainment Record (TAR) in place of the SAT.
- First-Year English Learner (EL) students are not required to participate.
- Students who are not classified as grade 11 by April 10 in Infinite Campus do not participate.
- Students who are medically exempt (homebound or hospitalized are not necessarily exempt from testing; the medical condition or disability will determine how the situation is handled).
- Students who have received a perfect score of 1600 on the national SAT exam.

2026 Spring Junior SAT State Administration – Accountability and Student Data Review and Rosters (SDRR)

Spring 2026 SAT Junior State Administration – Postsecondary Readiness

- The SAT Junior State Administration is used as an option for students to meet benchmarks in postsecondary readiness set by the Council on Postsecondary Education.
- KRS 158.6455 requires that postsecondary readiness for each high school student be measured by one benchmark.
- Students can demonstrate postsecondary readiness by meeting or exceeding a college readiness benchmark score on the state administration college admissions exam or a college placement exam approved by the Council on Postsecondary Education.

Spring 2026 SAT Junior State Administration – Benchmarks

Area	CPE Benchmarks*	College Board SAT Benchmarks
English (Writing)	490	480
Reading	490	480
Math (Quantitative Reasoning)	510	530
Math (College Algebra)	540	530
Math (Calculus)	640	530

*SAT benchmarks as set by the Council on Postsecondary Education (CPE) are used for Kentucky’s Postsecondary Readiness accountability purposes.

Spring 2026 SAT Junior State Administration – SDRR and Nonparticipation

- The SAT Junior State Administration is a required state assessment.
- Nonparticipation will not be collected as part of the spring 2026 administration.
- SAT will be included in SDRR as part of the Postsecondary Readiness indicator in grade 12 and upon graduation in Spring Rosters and Fall Data Review.

2026 Spring Junior SAT State Administration Training and Security Expectations

Spring 2026 Junior State Administration – KDE Training Expectations

- Everyone involved in state-required testing must have the following:
 - [Administration Code](#)
 - [Inclusion of Special Populations](#), if providing accommodations
- All testing staff are expected to follow all state testing regulations and College Board's testing policies, including during off-site testing.
- ***Please note:*** If there are instances of student misbehavior or testing improprieties, they must be reported as allegations/irregularities to ***KDE and College Board***.

Spring 2026 SAT Junior State Administration – Test Security Expectations

- Testing staff are expected to follow all rules outlined in the test administration manuals.
- KDE staff may conduct testing site observations.
- Scores can be lowered or invalidated based on findings from investigations.

Spring 2026 SAT State Administration – Potential Allegation

- **November 1 – January 12, 2026**, is the window for schools to request College Board-approved accommodations for the spring state administration.
- We strongly encourage schools to complete these requests prior to leaving for winter break.
- *Please note: If a school fails to request accommodations for a student, this is considered an allegation. The DAC should enter the allegation into the online KDE/CAVEON reporting system.*

Spring 2026 SAT State Administration – English Learner (EL) Supports

- Students with a Program Services Plan (PSP) have access to specific English Learner (EL) supports, provided that the accommodations are clearly documented in their plan. While College Board's system does not require documentation for certain supports, it remains the district's responsibility to ensure that they request only those supports for which a student is formally identified on their IEP, 504 Plan, or PSP. Supports should not be requested or provided unless they are explicitly included in the student's official plan.
- The word-to-word bilingual dictionary and translated test directions, do not require SSD entry but must still be listed as accommodations in the PSP. In all cases, documentation in the PSP is required for students to receive these supports.

2026 Spring Junior SAT State Administration – Reminders

2026 Spring Junior SAT State Administration – Roster Reminder

- KDE will use Infinite Campus (IC) to verify rosters for the SAT state administration.
- Prior to Jan. 23, 2026, ensure that your grade 11 data is up to date in IC before the student registrations are provided to College Board.

2026 Spring Junior SAT State Administration – Parent Consent

- Collecting parent consent for participation for the SAT State Administration is not required. However, districts and schools must provide written notification to parents or guardians to ensure they are informed that students will have the opportunity to share their SAT scores with up to four colleges or universities at no cost.

Spring 2026 Junior SAT State Administration – Seating Charts

- Required for group and individual sessions
- SAT Seating Chart will fulfill requirements for both SAT and KDE
- Keep a copy on file for four years and then destroy them. (If an allegation or irregularity occurs, keep until resolved.)

Seating Chart

Use this chart to indicate how seats were assigned to students seated in your testing room. For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Fill in your name, role (proctor or monitor), date, center/school and room number, and page information (e.g., page 1 of 1).

Name _____

Role _____ Date _____

Center/School Number _____ Room Number _____

Page _____ of _____

Sample Seating Chart

1. For each occupied seat, write in the student's full last name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

3. Indicate the location of the entrance doors.

If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

REAR

Students face this direction

Room entrance

FRONT

Students face this direction

Spring 2026 SAT State Administration – Calculator Policy

- SAT’s calculator policy applies to all SAT testing, including in-school state administrations.
- *Please note: the SAT calculator policy does differ from KDE’s calculator policy used for the Kentucky Summative Assessment administration.*
- It is the examinee’s responsibility to know if their calculator is permitted for SAT testing.
- [SAT Calculator Policy](#)
- Students cannot share calculators.
- All students will have access to a DESMOS scientific and graphing calculator in Bluebook, throughout the Math section.

Contact Information

Christen Roseberry

502-564-4394

christen.roseberry@education.ky.gov



Fall Workshop: Preparing for the Spring 2026 SAT Junior State Administration

Presented by: College Board and KDE

November 2025



Agenda

1. Implementation Timeline
2. System Access & Roles
3. Accommodations & EL Supports
4. Student Readiness & Test Day
5. Score Release & Next Steps
6. Resources
7. Q&A

KDE Spring 2026 Test Administration Window

Spring 2026 Test Administration	Dates
Single Testing Window	March 2 – April 10, 2026

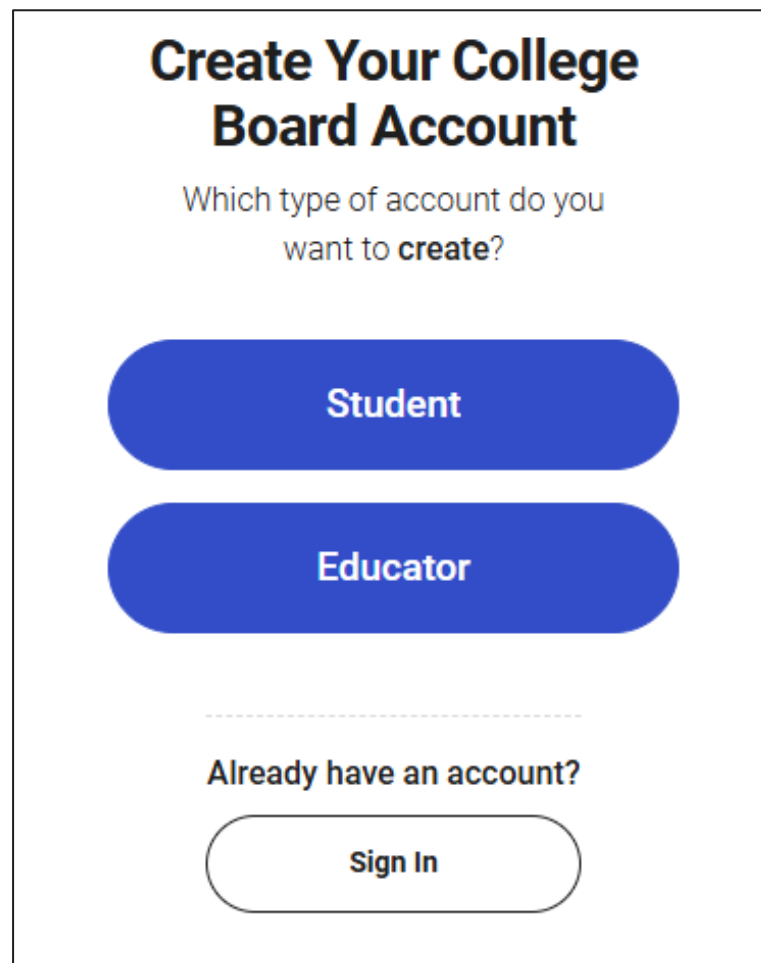
Note: All testing, including retests, must take place within this window. Schools may test at any time throughout the window during regular hours. However, the SAT is a timed assessment, so students must complete their test in one sitting unless they have an approved accommodation that allows for multi-day testing.

2025 – 2026 Implementation Timeline

Activity	Implementation Dates
College-Board Approved Accommodations	Now – January 12, 2026
EL Supports Requests	December 2025 – January 12, 2026
School Onboarding	October 6 – December 12, 2025
College Board Monthly Newsletter	November 6 – April 2, 2026
Interactive Coordinator Checklist	December 1 – April 29, 2026
State-Allowed Accommodation Requests	January 9 – February 9, 2026
College Board’s Required Online Training	January 26 – February 27, 2026
Access to Test Day Toolkit and College Board’s State Data Management System	Week of February 2, 2026
Student Readiness Activities	1 – 2 weeks prior to test date
State Testing Window	March 2 – April 10, 2026

Create Your College Board Professional Account

All Test staff will need a College Board Professional Account for access to College Board systems. If you don't already have one, create it on the [Professional Dashboard](#).



The screenshot shows a web form titled "Create Your College Board Account". Below the title is the question "Which type of account do you want to create?". There are two large blue buttons: "Student" and "Educator". Below these buttons is a dashed line, followed by the text "Already have an account?". At the bottom is a white button with a black border labeled "Sign In".

Create Your College Board Account

Which type of account do you want to create?

Student

Educator

Already have an account?









Sign In

Overview: College Board Systems and Access

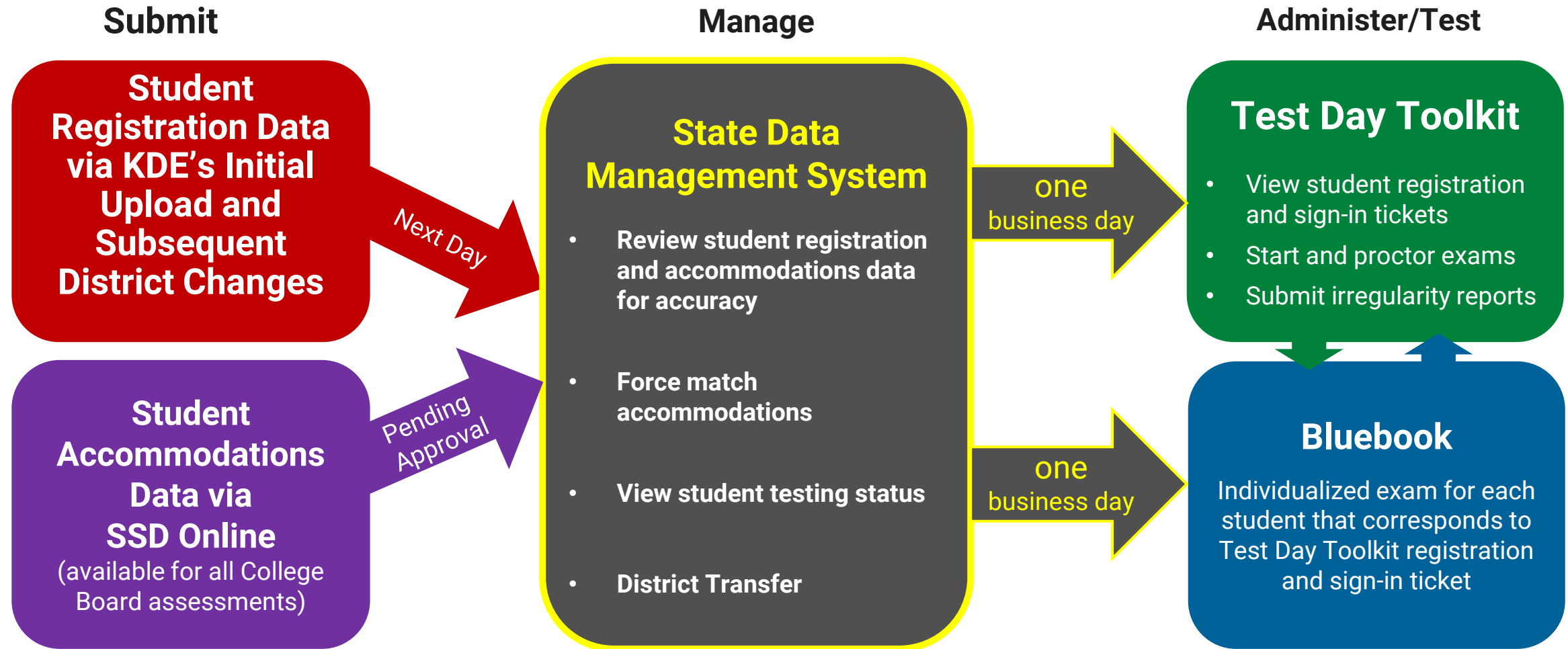
System Name	System Use	System Access
SAT Suite Ordering and Registration (SSOR)	SSOR will be used for setting up schools for Spring 2026 testing. It is also used for ordering non-state-contract tests.	Access is provisioned through the College Board Professional Account. An Access Manager will use the Managing Access Tool to assign additional access managers and SSOR roles as needed.
Test Day Toolkit	Test staff use Test Day Toolkit to manage SAT Suite testing. Proctors use Test Day Toolkit to administer tests to students.	Once the information for a new coordinator is pulled into CB's records through authorized processes, the new coordinator will receive the welcome email in early February and confirm access through multifactor authentication (if brand new) or log into Test Day Toolkit directly (if returning).
Bluebook	Bluebook is the application that students use to take College Board's digital assessments, including SAT School Day.	Students can access Bluebook for practice using their College Board accounts or a student sign-in ticket; however, they cannot test unless they are granted access by a proctor.
Services for Students with Disabilities (SSD) Online	SSD Online is the site through which SSD Coordinators request and manage accommodations and supports for students who need them.	SSD Coordinators gain access to SSD Online by submitting College Board's SSD Coordinator form , which requires a school Principal or Assistant Principal's signature.
State Data Management System (SDMS)	SDMS is used to register students for spring testing.	Staff are added to and updated in SDMS per agreed-upon business rules between College Board and KDE. Users are sent SDMS welcome emails during the first week in February.

College Board Systems Usage: SSOR & SDMS

School onboarding takes place in the SAT Suite Ordering and Registration (SSOR) site.

Systems Usage	SSOR	SDMS
Ordering Tests for Fall Testing		
Registering Students for Fall Testing		
Setting Up Schools for Spring 2026 SAT Junior State Admin		
Registering Students for Spring 2026 SAT Junior State Admin		

Student Data in College Board Systems



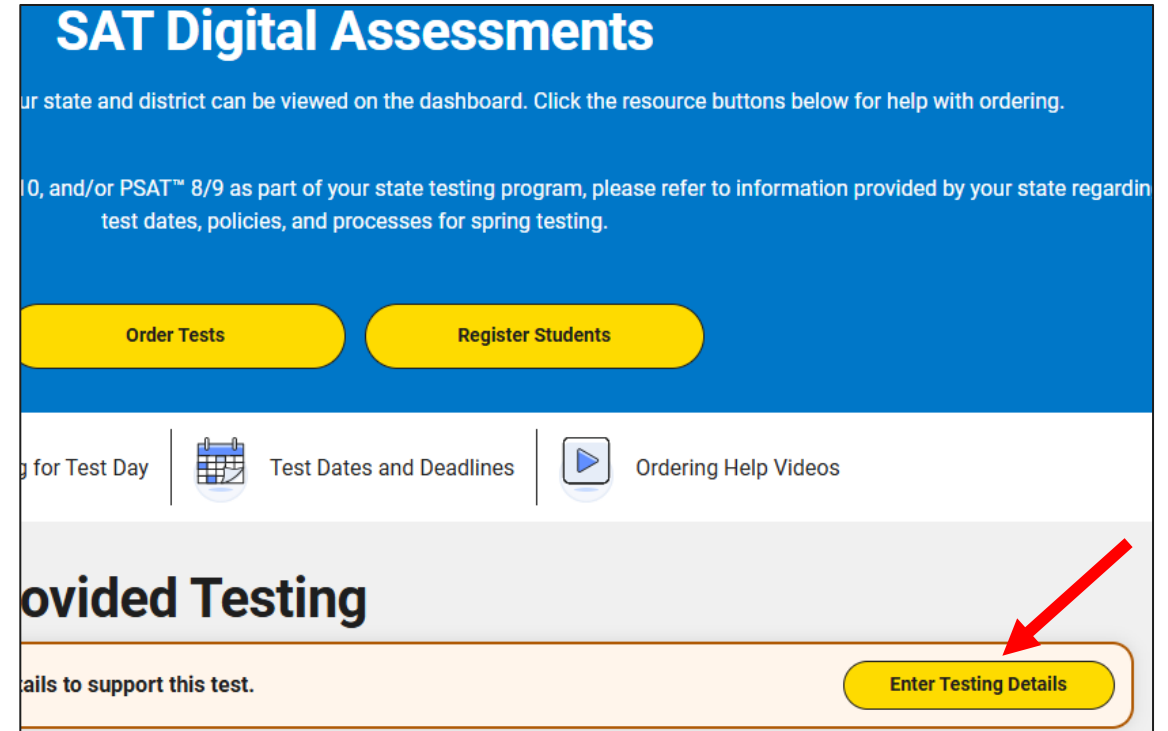
School Onboarding

School Onboarding Overview

- Each year, College Board collects school addresses and staff contact info for all schools with eligible SAT School Day testers. College Board refers to this process as school onboarding or school establishment.
- DACs can use this [guidance document](#) to complete the school onboarding survey, if they have not already done so. There is a [video tutorial](#), as well.
- School onboarding ensures schools are set up for SAT testing in Spring 2026.
- College Board Attending Institution (AI)/School codes are confirmed during school onboarding.
- If a school is new or does not have an AI/School Code, one will be assigned.
- The BAC and the principal will receive an AI/School Code Confirmation email in early January.

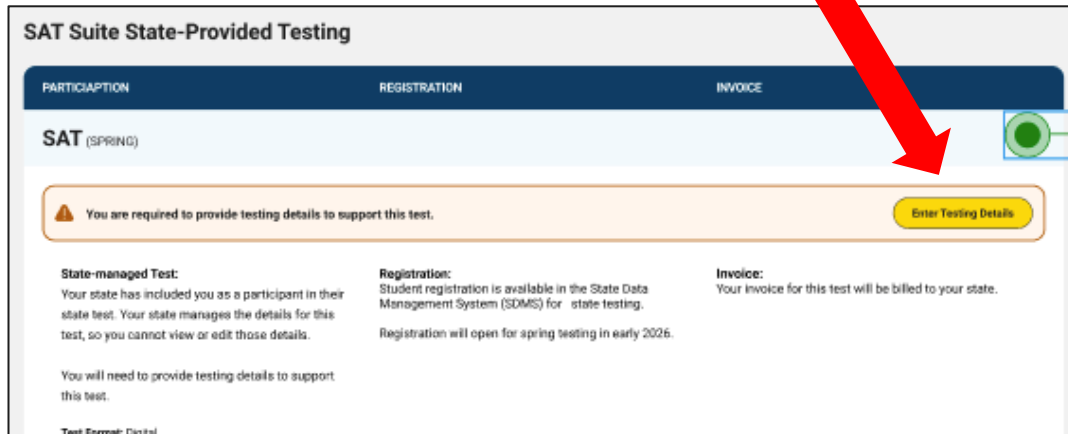
Updating Coordinator Information

- The SSOR School Onboarding Survey will remain open indefinitely to allow coordinators to update information as needed.
- Users with the **SAT Suite Ordering** role at the **school level** can update school contacts, while those with the **SAT Suite Ordering** role at the **district level** can update district contacts.
- To make updates, select **Enter Testing Details** on the **SAT Suite State-Provided Testing** landing page in SSOR.



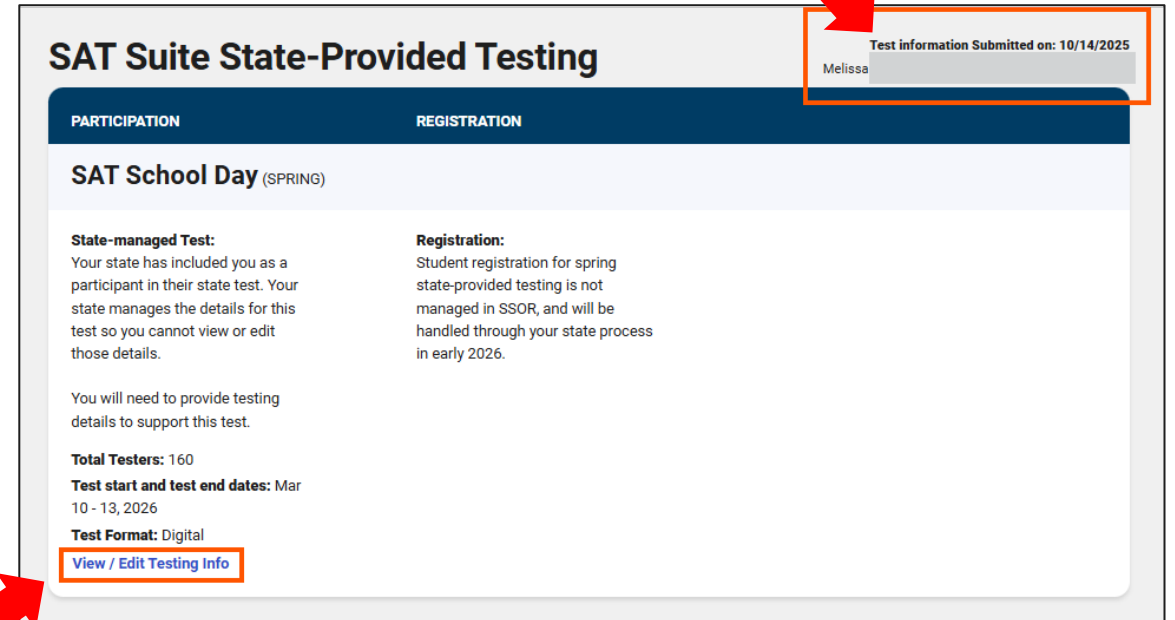
Check for Completion / Update Coordinator Information

Survey not complete



The screenshot shows the 'SAT Suite State-Provided Testing' page with tabs for PARTICIPATION, REGISTRATION, and INVOICE. Under the REGISTRATION tab, there is a yellow warning box that says 'You are required to provide testing details to support this test.' and a yellow button labeled 'Enter Testing Details'. Below this, there are sections for 'State-managed Test', 'Registration', and 'Invoice' with descriptive text. A red arrow points from the 'Survey not complete' text to the 'Enter Testing Details' button.

Survey complete



The screenshot shows the 'SAT Suite State-Provided Testing' page with tabs for PARTICIPATION and REGISTRATION. Under the REGISTRATION tab, there is a section for 'SAT School Day (SPRING)'. It includes information about the 'State-managed Test', 'Registration', and 'Invoice'. Below this, there are statistics: 'Total Testers: 160', 'Test start and test end dates: Mar 10 - 13, 2026', and 'Test Format: Digital'. A red arrow points from the 'Survey complete' text to a box in the top right corner that says 'Test information Submitted on: 10/14/2025' and 'Melissa'. Another red arrow points from the 'Update your testing information' text to a button labeled 'View / Edit Testing Info'.

Update your testing information

Test Specifications

The SAT has two modules in each section

Writing Section

Reading &

Module 1

Students are given a broad mix of easy, medium, and hard questions.

Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1

Reading and Writing Score
(200-800)



10-min break between sections



Math Section

Math

Module 1

Students are given a broad mix of easy, medium, and hard questions.

Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1

Math Score
(200-800)

Composite Score
(400-1600)

Multi-Stage Adaptive Testing vs Item Level Adaptive Testing

	Multi-Stage Adaptive Testing (MST)	Item Adaptive
Test Delivery	Sets of questions (called modules)	One item at a time
Adaptive	Based on how students perform in the previous module	Based on how a student responds to each question
Navigation	Students can review items within a module	Students are unable to return to a question
Test Length	Supports shorter test lengths	Supports shorter test lengths
Examples	GRE, SAT	ACCUPLACER, NWEA – MAP

Digital SAT Test Specifications at-a-glance: Reading and Writing



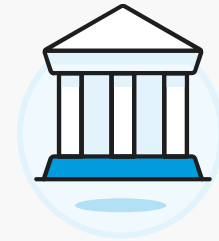
54 total questions

*1 section
divided into 2 modules*



64 total minutes

1.19 min/question



Discrete questions

Digital SAT Test Specifications at-a-glance: Math



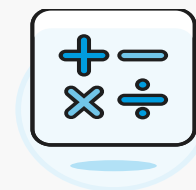
44 total questions

*1 section
divided into 2 modules
Calculator permitted for entire
section*



70 total minutes

1.59 min/question



Discrete questions

*75%: Four-option multiple-choice
25%: Student-produced
responses (SPR)*

Analysis in Science Score

The SAT measures **science** skills throughout the Reading and Writing and Math sections. A separate science test is not required. This approach saves 35–40 minutes of additional testing time.

- The **Analysis in Science** score reflects students' critical thinking and problem-solving abilities and their understanding of scientific reasoning and data interpretation.
- **Reading and Writing section includes science passages that:**
 - Present hypotheses, methods, data, and findings
 - Reflect real-world scientific writing and analysis
- **Math section** includes:
 - Problems set in science contexts
 - Skills often applied in science coursework

Test Timing

SAT School Day: Standard Administration Timing

SAT School Day	
Subject	Testing Time
Reading/Writing Section	64 minutes
Break	10 minutes
Math Section	70 minutes
Total hours and minutes	2 hours 24 minutes

Flexible start/end time for scheduling allowed

Note: Plan for approximately 3 hours to administer the SAT. This accounts for test-day administrative activities, actual testing time, and the 10-minute break.

Services for Students with Disabilities (SSD) Online Guidance

College Board Accommodation Types

Category	Description	Who Qualifies	Approval Required	Score Reporting	Renewal / Duration
College Board–Approved Accommodations	Supports for students with documented disabilities that provide access to the test without changing what is measured.	Students with documented disabilities (IEP, 504 plan, or equivalent).	Yes, must be approved by College Board through SSD Online.	College-reportable. Scores can be sent to colleges.	Remain active for the student’s K–12 career. Do not need to be resubmitted unless there is a change in the plan or accommodation.
State-Allowed Accommodations (SAAs)	Accommodations permitted by the state for only the SAT Junior State administration. These may alter what the test measures.	Students with disabilities who require an accommodation not approved by College Board.	No, determined by state policy; entered locally.	Not college-reportable. Scores are used for state testing only.	Must be requested annually and are only applicable to state testing.
English Learner (EL) Supports	Supports that help English learners access test content without altering what is measured.	Students identified as active English learners.	No College Board approval required; follow state policy.	College-reportable. Scores can be sent to colleges.	Must be requested annually.
Temporary Conditions Supports	Emergency accommodations for injuries where testing cannot be rescheduled.	Students with temporary conditions, such as a broken arm	Yes, must be approved by College Board through SSD Online	College-reportable. Scores can be sent to colleges.	Requested for the administration only.

Most Used Extended Time Accommodations

Amount of Extended Time	Test Time (no break)	Total Time (Test Time + Breaks)
Standard Time	2 Hours 14 Minutes	2 Hours 24 Minutes
Up to Time and One-Half for Entire Test	Up to 3 Hours 22 Minutes	Up to 3 Hours 42 Minutes
Up to Time and One-Half (Math Only)	Up to 2 Hours 50 Minutes	Up to 3 Hours 5 Minutes
Up to Double Time for Entire Test	Up to 4 Hours 28 Minutes	Up to 4 Hours 58 Minutes
Up to Double Time (Math Only)	Up to 3 Hours 24 Minutes	Up to 3 Hours 39 Minutes

Note: Once standard time has elapsed in each module, students with extended time accommodations can move to the next module when they are ready. Please note that breaks are timed and cannot be ended early or skipped.

Ending Extended Time Early

Section 1: Reading and Writing 31:08 100%
Directions ▾ Hide Highlights & Notes More

Check Your Work

Look over your work, go back to questions you marked for review, and answer any questions you skipped. Remember: there's no penalty for guessing.

When the timer reaches zero, you'll automatically move on.
Please stay seated and remain quiet.

Section 1: Reading and Writing Questions ☐ Unanswered ☒ For Review

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27			

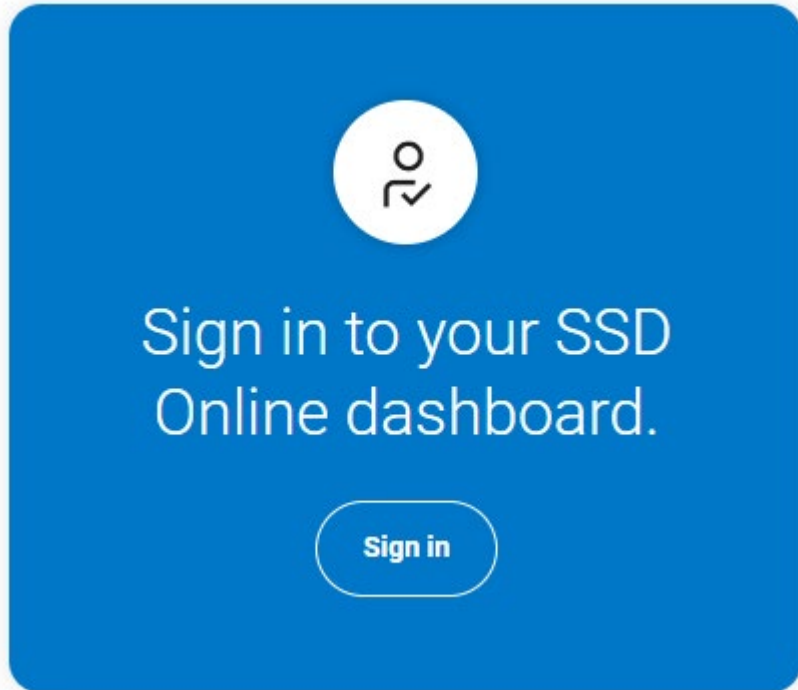
Sofía Aguilar

If you're finished working, you can move on early. ✕

Back Next

- Students must sit for standard time for each module.
- Students will be able to move ahead at the module level.
- Students can't go back once they've moved to the next module.
- Break times will not change. Students will be required to take their full break.
- Students approved for multi-day testing will still test over two or more days.

Services for Students with Disabilities (SSD) Online



SSD Online is College Board's system for managing accommodation requests for students with disabilities and supports for English learners.

Through SSD Online, coordinators can:

- Submit new requests or remove previously approved ones
- Monitor the status of each student's accommodations via a dashboard
- View important announcements and policy updates related to accommodations

New SSD Coordinators



SSD Coordinator Form

Becoming your school's SSD Coordinator

The SSD Coordinator acts as a liaison between the school and the College Board, ensuring that students can take College Board exams with the appropriate accommodations.

As the SSD coordinator, you will manage students' SSD Online records and submit accommodations requests.

1. Create (or confirm) your College Board professional account first
 - Go to collegeboard.org/account and sign in or select "Create Account."
 - Use the same professional account for every school you serve; do not create multiple accounts.
2. Complete one request per school
 - If you are an SSD coordinator for more than one school, submit a separate form for each institution.
3. Upload written approval from your school administrator (principal, assistant principal, or superintendent) confirming your request to serve as the SSD coordinator for your school.
 - This can be in the form of an email, letter, or other official correspondence. The approval must clearly state your school's name and the administrator's title.
4. Agree to the Educator Legal Terms
 - By submitting this form, you acknowledge and accept the College Board [Legal Terms for Educators and Institutions](#).
5. School affiliation will be verified
 - As part of validating the request, we will confirm your affiliation with the school and your role.
6. You will be notified once your request has been processed. Access information will also be sent to the school administrator.
 - Please allow up to 5 business days for processing.
7. This form does not save progress — please complete it in one sitting.

Important: Every school should designate at least one SSD coordinator. If your school has multiple coordinators, designate one as the primary. The school's primary SSD coordinator is also designated the **testing coordinator** for any SAT Weekend school-based testing. This role includes receiving secure test materials for paper-based testing and overseeing test-day accommodations.

SSD Online Access Key Requirements:

- The school must have an **Attending Institution (AI) code** to establish SSD Online access.
- Educators must have a **College Board professional account**.
- Each school should designate **one Primary SSD Coordinator**.
- Additional SSD Coordinators may be granted SSD Online access if permitted by district/school policy.

How to Request Access (for new SSD Coordinators):

- Complete the [SSD Coordinator Form](#). An email confirmation is sent to the SSD Coordinator upon submission.

EL Supports Overview

Support Type	Description	SSD Online Entry Required	Approval Status	Availability
Word-to-Word Bilingual Dictionaries	Allows students to use an approved paper word-to-word bilingual dictionary	No	N/A	List available now
Translated Test Directions	Students receive translated test directions in supported languages.	No	N/A	Updated versions available for download in February 2026
Text-to-Speech (Math)	Enables Text-to-Speech functionality for the Math section only.	Yes	Automatically approved	Available December 2025
EL Math-Only	Provides access to the Math section of the SAT only (Reading & Writing section is not presented to the student)	Yes	Automatically approved	Available December 2025
Up to Time and One Half-Entire Test	Students may be provided automatic Up to Time and One-half for both sections of SAT.	Yes	Automatically Approved	Available December 2025

2025-2026 SSD Deadlines

Request Type	Open for Requests	Deadline
CB Approved Accommodations	Now	January 12
English Language Learner (EL) Supports	Mid-December	January 12
State Allowed Accommodations (SAAs)	January 9	February 9

Notes:

- EL students can utilize the following supports: 1) translated test directions, 2) approved word-to-word bilingual dictionary, 3) up to time and one-half (+50% extended time), Text-to-Speech (Math), English Learner Math Only
- In Kentucky, all College Board Approved accommodations are also available as SAAs. However, SAAs should be used only in rare circumstances, as they do **not** produce college-reportable scores.

SSD and Accommodations Webinar

- Assessment Coordinators and SSD Coordinators are encouraged to participate in **College Board's [SSD and Accommodations webinar](#)** on **Wednesday, November 12, from 10:00 AM to 12:00 PM ET.**
- This session provides important information about accommodations for the **Spring 2026 SAT School Day (Junior State Administration)**, including:
 - Key SSD deadlines
 - Submitting accommodation requests
 - English learner supports
 - Temporary conditions
 - Viewing accommodations in **Test Day Toolkit**

Educators can access this session **live or by viewing the recording** to ensure they have the most up-to-date guidance on managing accommodations.

Universal Tools

Universal Tools in Bluebook (Available to All Students)

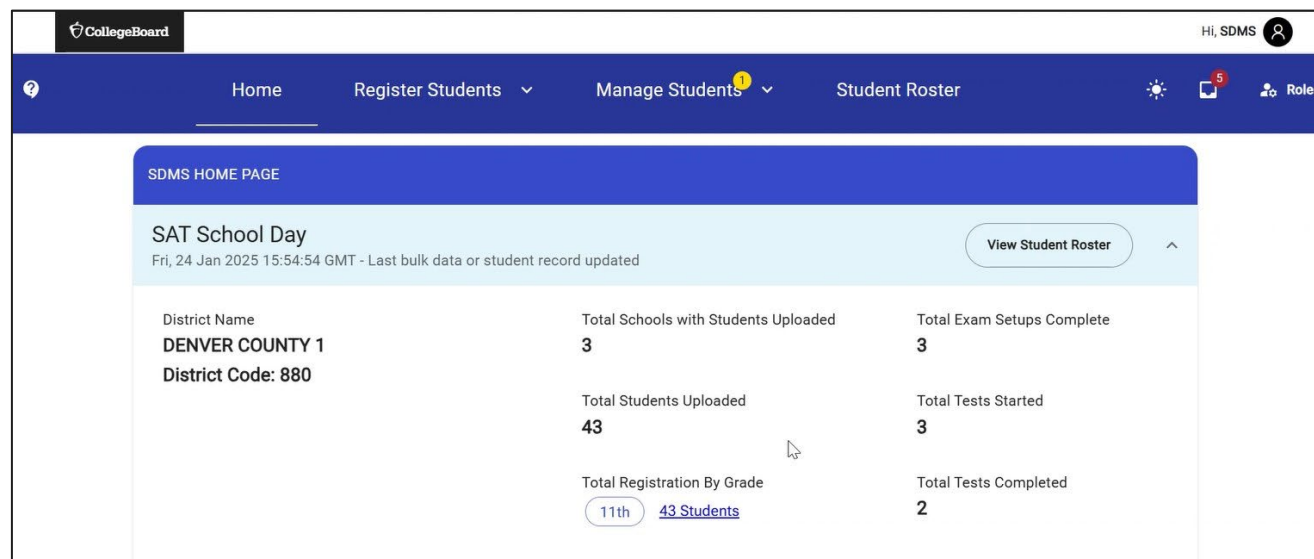
Bluebook provides several built-in tools to support all students during testing:

- **Testing Timer** – Displays time remaining in each section. The timer can be hidden until 5 minutes remain, when an alert appears.
- **Calculator** – A **Desmos** calculator is available in Bluebook with both a scientific and graphing option. It can be moved anywhere on the screen. Students can also use an approved [handheld calculator](#), if preferred. Calculators can be used during the entirety of the math section.
- **Reference Sheet** – Contains commonly used formulas; available on all tests with math questions.
- **Highlights & Notes** – Allows highlighting text and adding notes within a question.
- **Mark for Review** – Use the bookmark icon to flag questions to revisit later.
- **Line Reader** – Helps maintain focus when reading test content.
- **Option Eliminator** – Cross out answer choices that are incorrect; can be undone if needed.
- **Question Menu** – Displays skipped or marked questions and allows quick navigation within the section.
- **Zoom** – Use keyboard shortcuts (laptops) or pinch and zoom (tablets) for better visibility.

Student Registration

What is College Board's State Data Management System (SDMS)?

- SDMS is College Board's web-based student data management system for state testing.
- KDE registers students for testing via an initial file upload to SDMS followed by the district enrollment changes.
- SDMS is configured by role. KDE made the configurations for SDMS as part of our implementation.

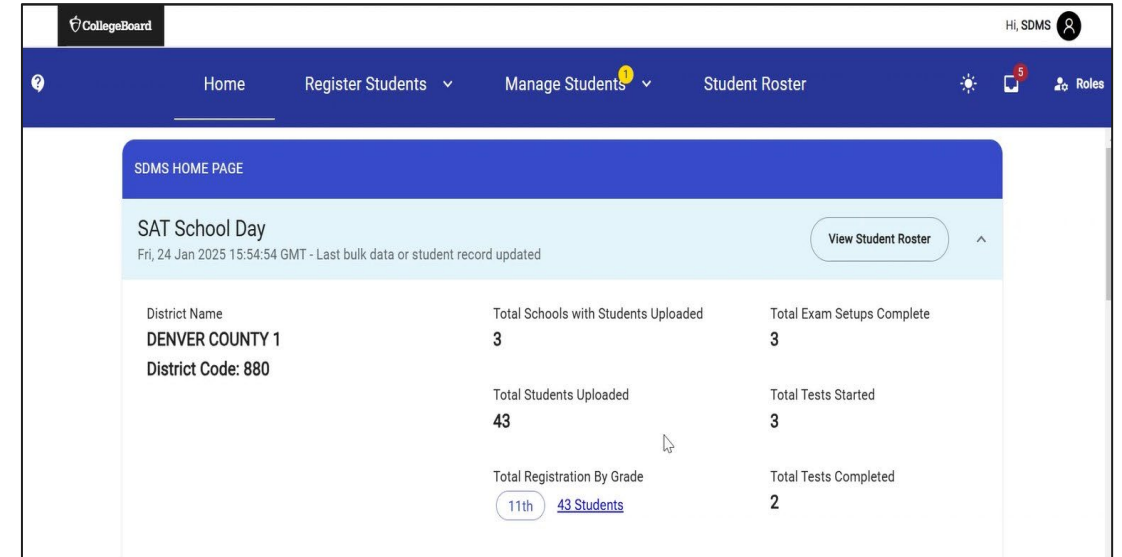


Access to SDMS and Test Day Toolkit

- College Board will provide schools with access to College Board's State Data Management System (SDMS) and Test Day Toolkit, the web application used to administer digital assessments, in early February.
- DACs and BACs entered via the SSOR onboarding survey will receive access to Test Day Toolkit and may add other testing staff, as needed.
- In SDMS, BACs and SSD Coordinators will be able to check rosters and force match accommodations.

Student Registration

- Beginning in early February, KDE will submit registration files via College Board's State Data Management System (SDMS), extracted from the state enrollment system.
- Districts and schools will gain access to College Board's State Data Management System (SDMS) & Test Day Toolkit in early February to check rosters, force matching any student test accommodations, print test tickets (from Test Day Toolkit).
- After KDE's initial upload, districts can update student registrations at their district and schools in the SDMS platform.



Using the State Data Management System (SDMS)

- **Districts and schools will be granted access to SDMS in late January 2026.**
 - There will be student data in the system at that time from the KDE upload.

	District Assessment Coordinator (and backup)	School Test Coordinator (and backup)	School SSD Coordinator (and backup)	School Tech Coordinator
Edit Student Records (Add new, Edit demographics, such as first name, DoB)	Yes	No	No	No
Force Match Accommodations	Yes	Yes	Yes	No
Manage Cross-District Transfer Request Received/Made	Yes	No	No	No
View Cross-District Transfer Request Received	Yes	No	No	No
Manage Released Students	Yes	No	No	No

Taking a Paper Test Form of the SAT

Paper Testing Logistics

Scenario	Process Description	Initiated By	Example(s)
Paper testing schools	Identified during onboarding with KDE approval. Entire school must test on paper.	KDE & School	<ul style="list-style-type: none">• Juvenile justice centers• School-based religious exemptions
Individual students testing with paper-based accommodations	SSD Coordinators request paper accommodations via SSD Online. If approved, materials are automatically shipped.	SSD Coordinator	<ul style="list-style-type: none">• Braille paper test• Students with seizure disorders• Students with concussions
Individual paper testers in schools testing online	Test Coordinator submits students to College Board. After KDE approval, College Board marks them for paper testing, and materials are automatically shipped.	BAC or DAC	<ul style="list-style-type: none">• Individual religious exemptions• Technology access restrictions

Off-Site Testing

Off-Site Testing Overview

- Most schools participating in the Spring 2026 SAT Junior State Administration will use their schools as the test location. However, if you need more space, or if (for example) your school is a virtual school, you must indicate your intent to test off site via the school onboarding survey in SSOR.
- College Board will correspond with off-site testers to assist them with their unique needs and ensure all tech requirements are met at the off-site testing locations.

Testing Staff Roles and Responsibilities

Testing Staff Roles and Responsibilities



Building Assessment Coordinator (BAC)

- Oversees planning and test day activities for all students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports



Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the BAC in determining rooms and staff required for administering the test to students with accommodations and EL supports
- Collaborates with the BAC to administer the assessment to students testing with accommodations

Testing Staff Roles and Responsibilities, Continued



Technology Coordinator

- Works with the BAC and SSD coordinators to meet student technology needs for test day
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room



Technology Monitor

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school technology coordinator or another staff member altogether



Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students when needed, and keeps room free of distractions
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area and restroom

Test Staff Eligibility

BACs

- A staff member whose *child or household member* is testing in the **same building** may not serve as the BAC for SAT School Day.
- Staff members may serve as the BAC for the same test their child or household member is taking if the child attends a **different school (including within the same district)**.

Proctors

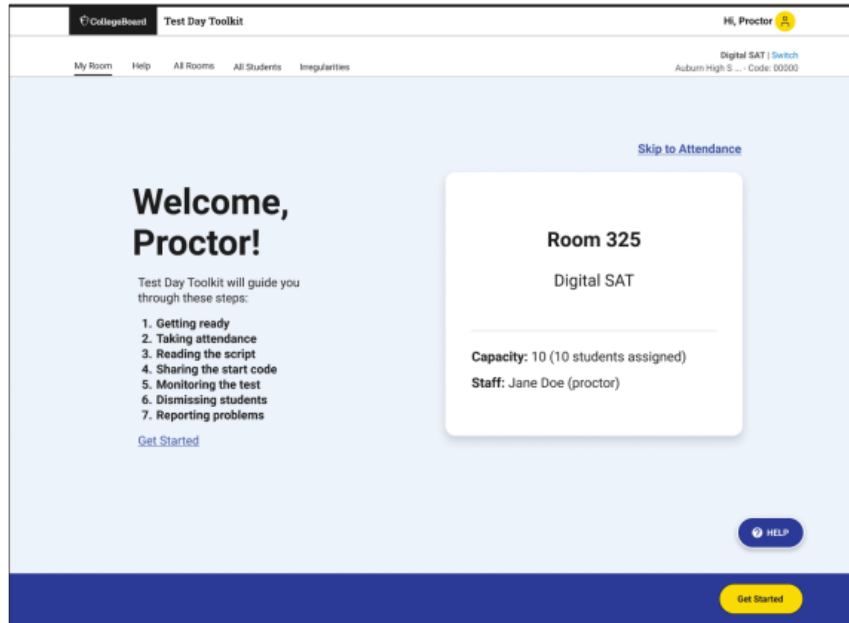
- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

Technology Monitors

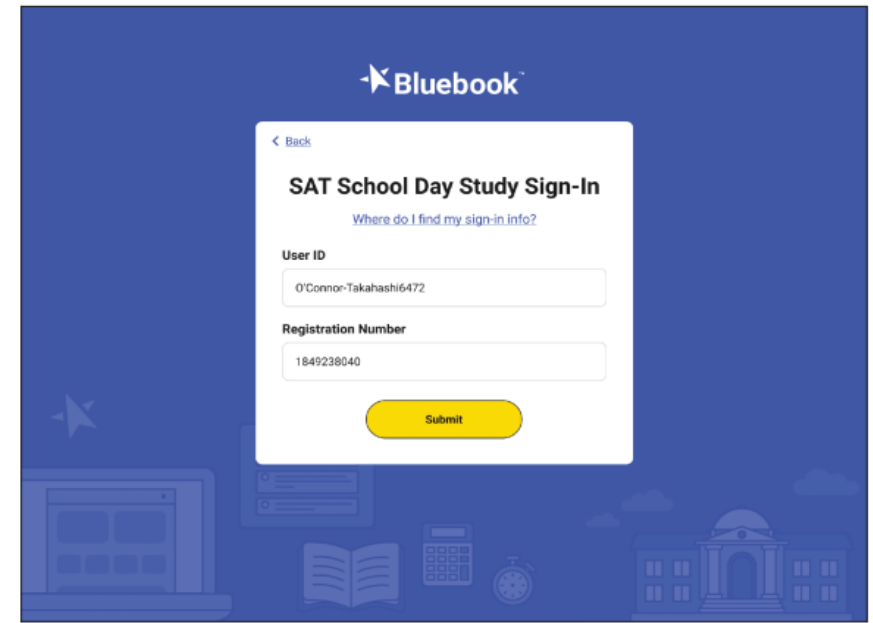
- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

Note: Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that does not include teaching as part of the regular school curriculum.

Test Administration System



Test Day Toolkit (Staff)



Bluebook (Students)

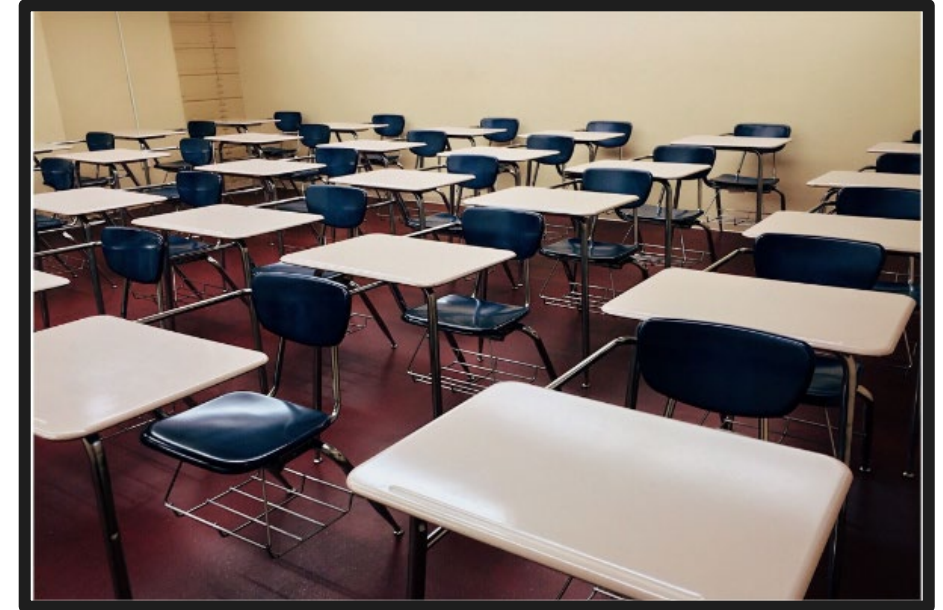
[Test Day Toolkit](#) is the online platform that **testing staff** use to administer the SAT. [Bluebook](#) is the application that **students** use to take the SAT. Bluebook and Test Day Toolkit work together to make digital testing possible.

A woman with long dark hair is sitting outdoors, working on a laptop. She is wearing a light-colored shirt and a watch. The background shows trees and a fence. The entire image is covered with a semi-transparent blue overlay. The text "Room Readiness" is written in white, bold, sans-serif font in the center of the image.

Room Readiness

Preparing Testing Rooms

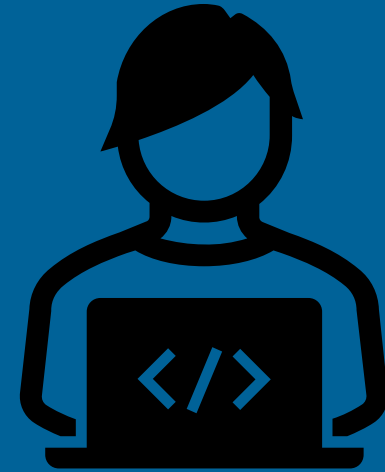
- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- All chairs must have backs and face forward in the same direction.
- Tablet-arm chairs may be used if they have a minimum writing surface of 12x15 inches.
- Maps, charts, or other teaching materials must not be visible.
- Students cannot use round tables, study carrels, seats with lapboards, language laboratory booths or tables with partitions or dividers.*
- Computer labs may be used for testing; seats can face different directions, but students must not have a direct line of sight to other screens.
- Students must be seated with at least three feet from the center of their computer to the center of the next student's computer.
- Access to power strips/power supply should be available.



*Partitions/dividers can be used in a computer lab as long as they are low enough for the proctor to see the students' testing devices.

Help Room (Optional)

- If the school has the available resources, College Board strongly recommends setting up a Help Room on test day. The Help Room should be staffed with personnel who are prepared to help students with troubleshooting issues.
- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out and extra charging cords and power strips.
- A copy of the Technical Troubleshooting Guide, located in the Test Coordinator Manual, as well as the phone number for Customer Support, should be provided to Help Room staff.



Late Room (optional)

- If there is an extra room and proctor available, it is recommended that schools designate a Late Room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to the proctor's room.
- If no Late Room is available, late-arriving students must be rescheduled for another day within the testing window.



Preparing for Test Day: Sign-in Tickets

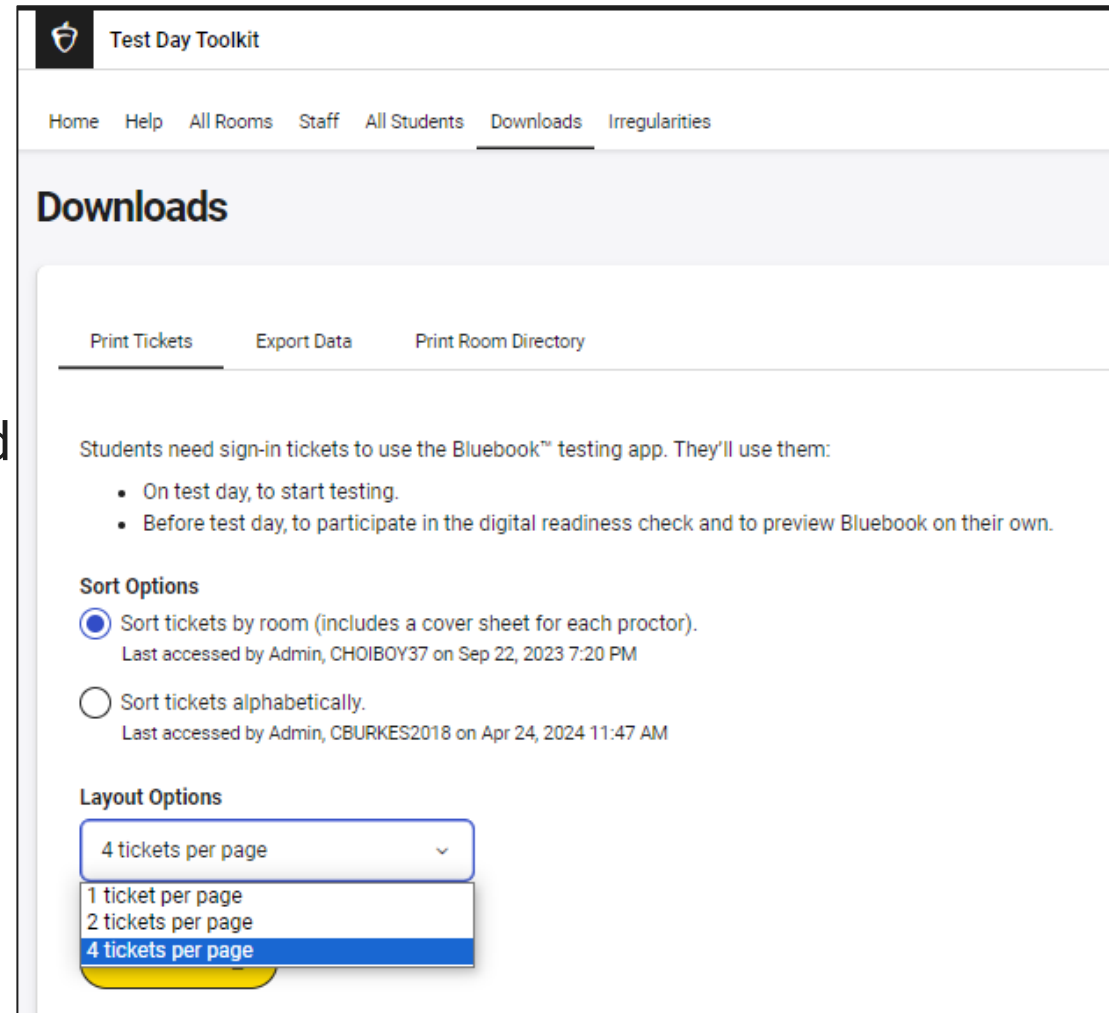
Available in early February 2026 when Test Day Toolkit opens

Printing Sign-in Tickets

Follow the steps below to print sign-in tickets for the Digital Readiness Check and test day:

1. Click **Downloads** on the Home page.
2. Go to the **Print Tickets** tab and select sort and layout options (1, 2, or 4 per page). Save time and effort by choosing the alphabetical sort option and the 1-per-page print option.
3. Click **Print Tickets**.

Note: College Board does not consider sign-in tickets secure test materials. If BACs permit students to take their sign-in tickets home, new sign-in tickets must be printed for the operational test administration.



The screenshot shows the 'Test Day Toolkit' interface. At the top, there's a navigation bar with links: Home, Help, All Rooms, Staff, All Students, Downloads (which is highlighted), and Irregularities. Below this is a section titled 'Downloads'. Under 'Downloads', there are three tabs: 'Print Tickets' (which is selected), 'Export Data', and 'Print Room Directory'. The 'Print Tickets' tab contains the following content:

- A message: "Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:" followed by two bullet points:
 - On test day, to start testing.
 - Before test day, to participate in the digital readiness check and to preview Bluebook on their own.
- A section titled 'Sort Options' with two radio button options:
 - ☒ Sort tickets by room (includes a cover sheet for each proctor). Last accessed by Admin, CHOIBOY37 on Sep 22, 2023 7:20 PM
 - ☐ Sort tickets alphabetically. Last accessed by Admin, CBURKES2018 on Apr 24, 2024 11:47 AM
- A section titled 'Layout Options' with a dropdown menu. The dropdown is open, showing three options: '1 ticket per page', '2 tickets per page', and '4 tickets per page' (which is highlighted in blue).

Printing Sign-in Tickets

Sign-In Ticket	Bluebook	Sign-In Ticket	Bluebook
<p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott</p> <p>Date of Birth: 12/15/2004</p>		<p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach</p> <p>Date of Birth: 04/23/2004</p>	
<p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/>		<p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/>	
<p>Sign-In Ticket</p> <p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Erick S. Emmerich</p> <p>Date of Birth: 08/07/1998</p>		<p>Sign-In Ticket</p> <p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Sterling R. Emmerich</p> <p>Date of Birth: 09/11/2001</p>	
<p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/>		<p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/>	

<p>Sign-In Ticket</p> <p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott</p> <p>Date of Birth: 12/15/2004</p>	<p>✶ Bluebook</p>
<div> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/> </div>	
✂	
<p>Sign-In Ticket</p> <p>Test: Test Automation In-School SAT Digital</p> <p>Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach</p> <p>Date of Birth: 04/23/2004</p>	<p>✶ Bluebook</p>
<div> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.</p> <p>On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID</p> <input type="text"/> <p>Registration Number</p> <input type="text"/> </div>	

Sign-In Ticket

Test: Test Automation In-School SAT Digital

Room: Room 10: Monitoring Dashboard Tests

Name: Laurie M. Abbott

Date of Birth: 12/15/2004

Bluebook

STUDENT INSTRUCTIONS

Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code.

On test day, as soon as you're seated, sign in and complete check-in.

User ID

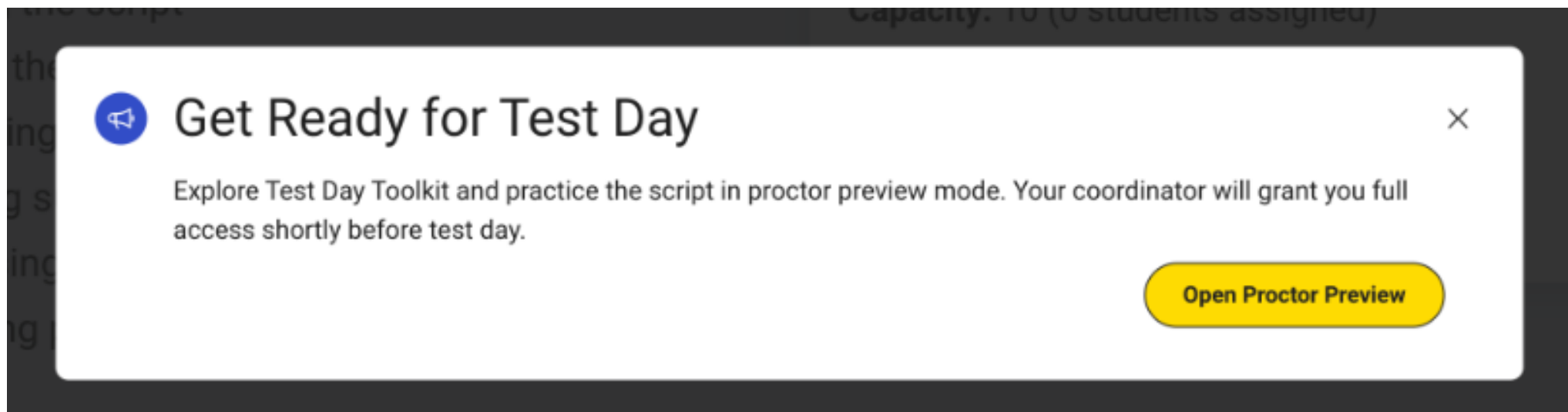
Registration Number

A woman with long dark hair is sitting on a wooden bench outdoors, working on a laptop. She is wearing a light-colored long-sleeved shirt. The background shows green foliage and a building. The entire image is covered with a semi-transparent blue overlay. The text "Pre-Test Day Experience" is written in white, bold, sans-serif font across the center of the image.

Pre-Test Day Experience

Proctor Pre-Test Day Experience: Proctor Preview

Ahead of test day, proctors will be able to move through Test Day Toolkit in a preview mode. They will be able to walk through the proctor flow, practice reading the script and become familiar with the monitoring dashboard without access to student PII.



Proctor Pre-Test Day Experience: Proctor Preview, Cont'd

Test Day Toolkit

Hi, Evan

Welcome to Preview Mode! Explore the app and get familiar with its features. Note that some functionalities are limited until full access is granted.

My RoomHelpAll RoomsAll StudentsIrregularities

PSAT 10 2024-2025 Smoke Test Primary | Switch
BUFORD HIGH SCHOOL - At:110505

Welcome, Proctor!

Test Day Toolkit will guide you through these steps:

1. Getting ready
2. Taking attendance
3. Reading the script
4. Sharing the start code
5. Monitoring the test
6. Verifying submission
7. Dismissing students
8. Reporting problems

[Get Started](#)

Preview

PSAT 10 2024-2025 Smoke Test Primary

Capacity: 10 (0 students assigned)
Staff: none

[Help](#)

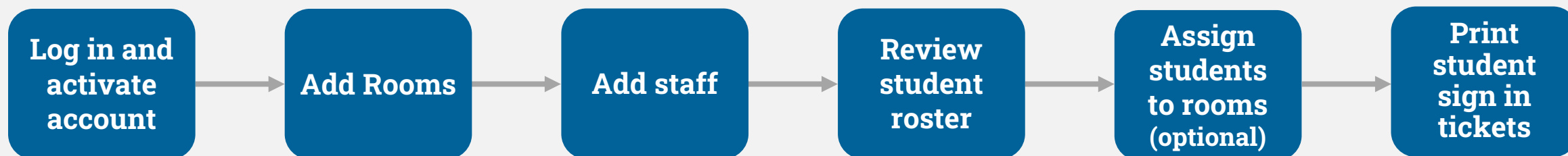
[Get Started](#)

Coordinator Pre-Test Day Experience – Test Day Toolkit

Digital test administrations depend on Test Day Toolkit, a web application.

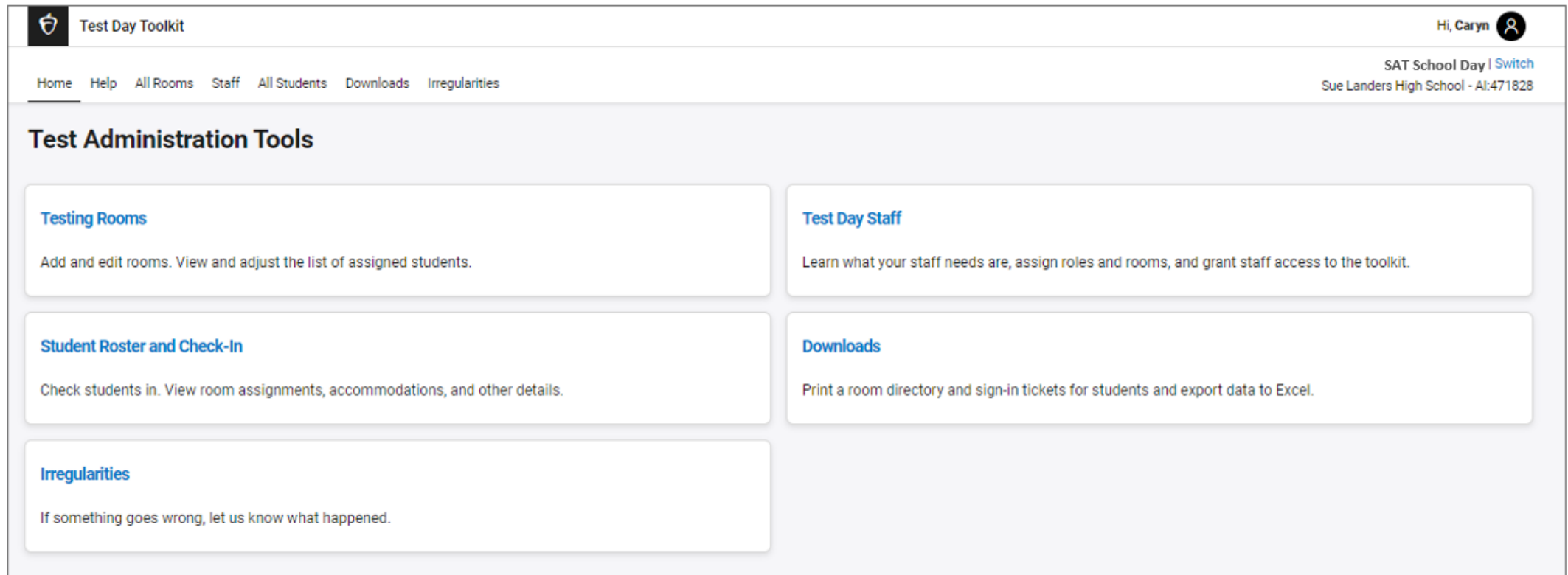
- All assessment coordinators, proctors and monitors need to access it on test day.
- They'll need a College Board professional account to access it.
- They can use their own laptop, tablet, mobile device or a device provided by the school.

Before test day, assessment coordinators complete the following activities in Test Day Toolkit to prepare for the test administration.



Test Day Toolkit – Home Page

<https://testday.collegeboard.org/> or navigate from your College Board dashboard.
College Board account required to sign in.



The screenshot displays the 'Test Day Toolkit' home page. At the top, a navigation bar includes the 'Test Day Toolkit' title and a user profile for 'Hi, Caryn'. Below this, a secondary navigation bar lists links: Home, Help, All Rooms, Staff, All Students, Downloads, and Irregularities. The main content area is titled 'Test Administration Tools' and features five interactive cards: 'Testing Rooms' (Add and edit rooms. View and adjust the list of assigned students.), 'Test Day Staff' (Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.), 'Student Roster and Check-In' (Check students in. View room assignments, accommodations, and other details.), 'Downloads' (Print a room directory and sign-in tickets for students and export data to Excel.), and 'Irregularities' (If something goes wrong, let us know what happened.).

Test Day Toolkit

Hi, Caryn

SAT School Day | [Switch](#)
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Test Administration Tools

Testing Rooms

Add and edit rooms. View and adjust the list of assigned students.

Test Day Staff

Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.

Student Roster and Check-In

Check students in. View room assignments, accommodations, and other details.


Downloads


Print a room directory and sign-in tickets for students and export data to Excel.

Irregularities

If something goes wrong, let us know what happened.

Creating Rooms in Test Day Toolkit

Test Day Toolkit

Hi, Caryn 

[Home](#) [Help](#) [All Rooms](#) [Staff](#) [All Students](#) [Downloads](#) [Irregularities](#)

SAT School Day | [Switch](#)

Sue Landers High School - AI:471828

All Rooms

Displaying 12 results

Add Rooms ^

Reuse rooms

Create new rooms

Room Name ^	Testing Groups	Staff	Seats Taken
2024 09 23 Rm 224	S6: More than Double Time	● Proctor: Click to add	<input type="text" value="2/20"/>
2024 09 23 Rm 218	S2: Time and One-half - Math only	● Proctor: Click to add	<input type="text" value="1/20"/>
2024 09 23 Rm 220	S5: Double Time	Proctor: Proctor Kalasinski	<input type="text" value="1/20"/>
2024 09 23 Rm 212	S3: Time and One-half	● Proctor: Click to add	<input type="text" value="1/20"/>
2024 09 23 Rm 228	S1: Standard Time	● Proctor: Click to add	<input type="text" value="7/20"/>
Robert's Room	-	-	<input type="text" value="0/26"/>
Sm. Theater	-	Proctor: Kevin Carr	<input type="text" value="0/20"/>



Test Day Staff

NEW Check one or more boxes in the first column to select staff and show bulk action buttons. To select all staff, check the box at the top of the column.

Filter

Add Staff ^

Displaying 3 results (0 selected)

<input type="checkbox"/>	Staff Name ^	Phone	Role	Room	Sign-In Success	Toolki	
<input type="checkbox"/>	Carr, Kevin kealca89@yahoo.com	Mobile: +1 313 434 6029	Proctor	Room 104	● Unconfirmed for this administration	● Not granted	⋮
<input type="checkbox"/>	Kalasinski, Proctor dkalasinski+pp@collegeboard.org	Work: +1 810 772 8255	Proctor	2024 09 23 Smoke Accommodation 3	✔ Confirmed	✔ Granted	⋮
<input type="checkbox"/>	Shukla, Jayrag jashukla@collegeboard.org	Work: +1 201 823 2832	Coordinator	Unassigned	✔ Confirmed	✔ Granted	⋮

Upload file

Select returning staff

Add to table



All Students

If a student is missing from your roster, go to [Help](#) for guidance. Excel export available on the [Downloads](#) page.

Displaying 1-30 of 32 results (0 selected)

Show 30 | 60

< 1 2 >

■	Student ^	Date of Birth	State ID	Testing Group	Accommodations	Room	Grade Level ^
<input type="checkbox"/>	Al Zuhairi, Rima Reg. no.: P011743317	06/13/2005	N/A	S1: Standard Time	None	2025 02 04 Smoke Test Standard	9
<input type="checkbox"/>	Alatorre-Paz, Donovan Reg. no.: P009085975	07/02/2005	N/A	S1: Standard Time	None	2024 09 23 Smoke Test Standard	N/A
<input type="checkbox"/>	Alcala, Ashley Reg. no.: P009085976	05/17/2007	N/A	S1: Standard Time	None	2024 09 23 Smoke Test Standard	N/A
<input type="checkbox"/>	Alhajali, Yazan - Day 1 Reg. no.: P009085980	08/21/2008	N/A	S6: More than Double Time	<ul style="list-style-type: none">003 - Reading: Up to More than double time (>+100%) - 150016 - Extra Breaks	2024 09 23 Smoke Accommodation 1	N/A
<input type="checkbox"/>	Alhajali, Yazan - Day 2 Reg. no.: P009085980	08/21/2008	N/A	S6: More than Double Time	<ul style="list-style-type: none">003 - Reading: Up to More than double time (>+100%) - 150016 - Extra Breaks	2024 09 23 Smoke Accommodation 1	N/A
<input type="checkbox"/>	Almohsen, Ezzulddin Reg. no.: P011743323	10/29/2008	N/A	S1: Standard Time	<ul style="list-style-type: none">018 - Breaks as needed	2025 02 04 Smoke Test Standard	9



Downloads

[Print Tickets](#)

[Export Data](#)

[Print Room Directory](#)

Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:

- On test day, to start testing.
- Before test day, to participate in the digital readiness check and to preview Bluebook on their own.

Sort Options

- ☒ Sort tickets by room (includes a cover sheet for each proctor).
Last accessed by Admin, Z9Z9P2555698 on Jan 6, 2025 2:34 PM
- ☐ Sort tickets alphabetically.
Last accessed by Admin, KMCARTOR_0722 on Jan 7, 2025 9:41 AM

Layout Options

4 tickets per page



Print Tickets



Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Leroy Abbey**
Date of Birth: 12/17/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

abbey9494

Registration Number

1010863086



Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Abdul Adams**
Date of Birth: 12/26/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

adams7274

Registration Number

1010817665

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **John Abbot**
Date of Birth: 12/10/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

abbot2328

Registration Number

1010860468

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Alan Adams**
Date of Birth: 10/27/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

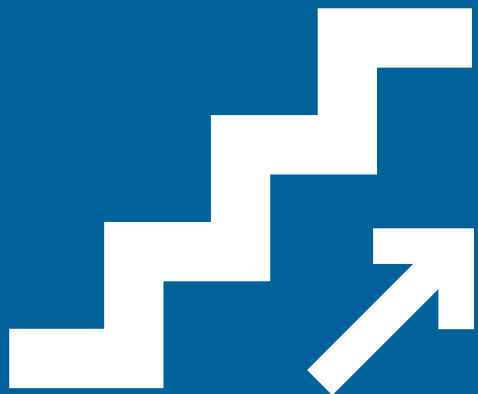
adams2611

Registration Number

1010822454



Student Readiness Check



Student Readiness Check (Exam Setup)

Purpose of the Student Readiness Check:

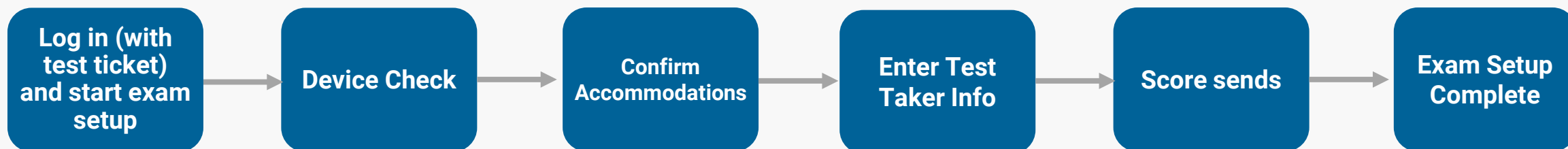
- ✓ Ensure test devices meet technical requirements
- ✓ Ensure Bluebook is installed correctly
- ✓ Complete Exam Setup process
 - ✓ Review test taker rules
 - ✓ Provide optional test taker information
 - ✓ Opt into in BigFuture School and Connections
- ✓ Add Free Score Sends
- ✓ Complete Test Preview or Full-Length Practice Test
 - ✓ Explore universal tools
 - ✓ Answer sample questions

The student readiness check will take approximately 20 minutes. Schools should complete the student readiness check 1-2 weeks prior to testing.

Student Pre-Test Day Experience – Bluebook

Before test day, students will be able to complete the following activities in Bluebook.

- Review a test preview.
- Complete a full-length practice.
- Complete exam setup as part of the school's digital readiness check.



Practice Opportunities:

- Review Test Preview (optional)
- Complete full-length practice (optional)

Power On Your Device & Locate Bluebook™

Bluebook will either appear
an icon on the desktop



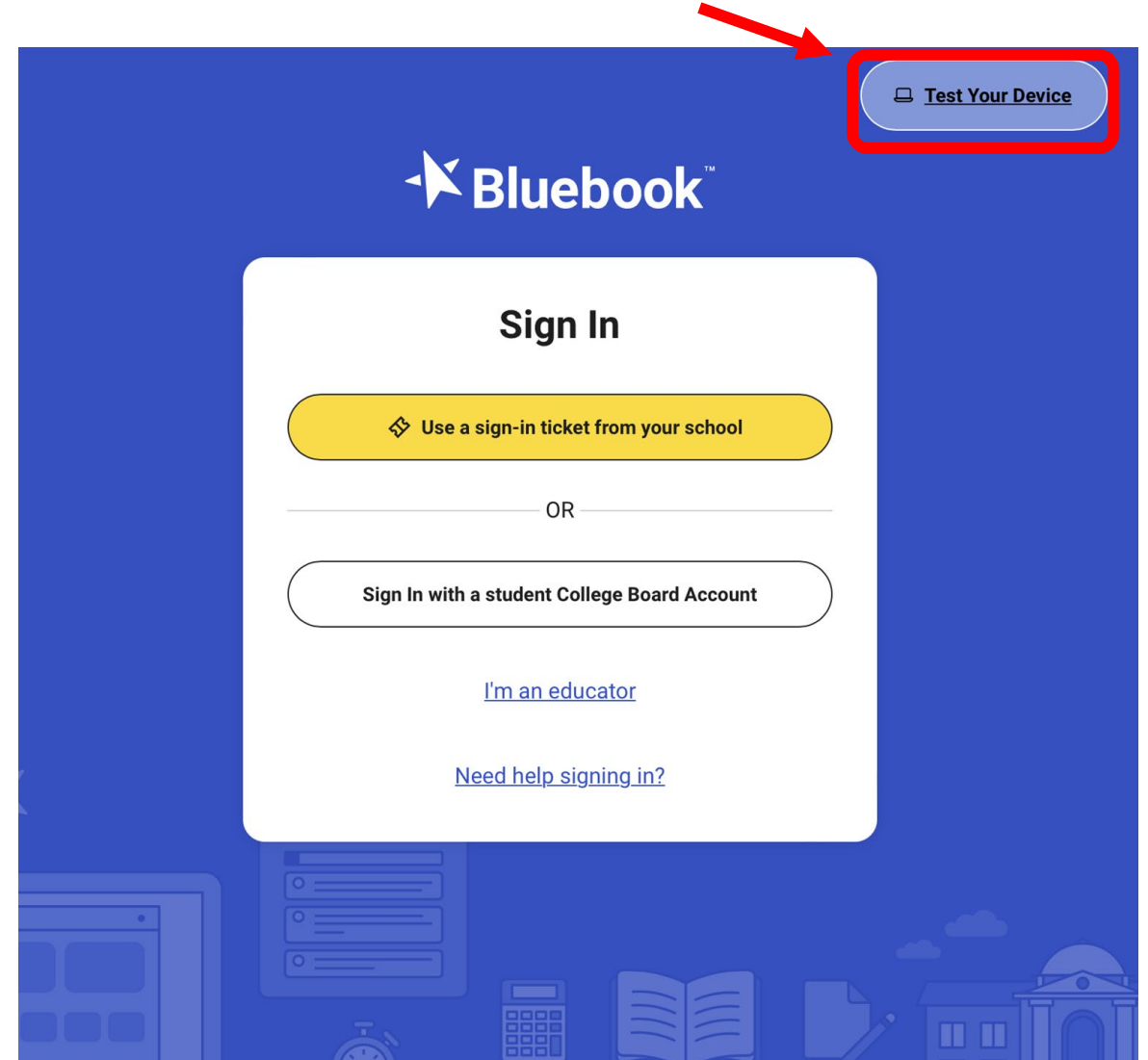
Or in the app menu



Note: If students don't see Bluebook on their desktop or in the app menu, restart the testing device.

Test Your Device

Students can test the device before signing in by selecting the **Test Your Device** button



Test Your Device

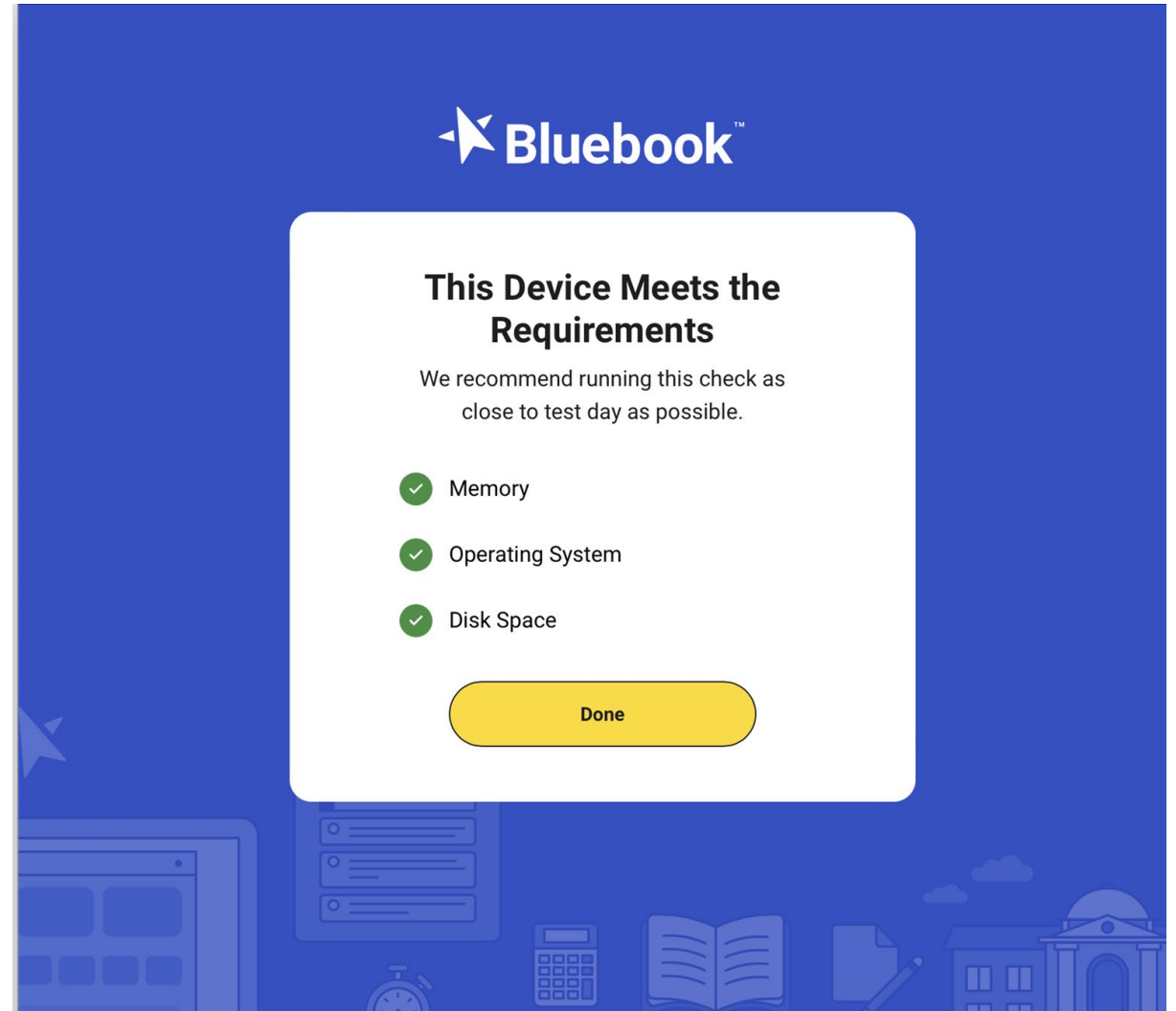


If the device meets the requirements, select **Done**.



If the device does not meet the requirements, let the proctor know.

Note: Steps may change slightly prior to spring testing.



Sign into Bluebook

It is now time to sign in to Bluebook using the sign-in ticket provided.

Click “Use a sign-in ticket from your school” on test day.

The Bluebook sign-in interface. At the top right is a button labeled 'Test Your Device'. The Bluebook logo is centered at the top. Below it is a white box titled 'Sign In'. Inside this box, there is a yellow button with a ticket icon and the text 'Use a sign-in ticket from your school'. Below this is a horizontal line with the word 'OR' in the center. Underneath is a white button with the text 'Sign In with a student College Board Account'. At the bottom of the white box are two links: 'I'm an educator' and 'Need help signing in?'. The background is blue with faint icons of a laptop, server rack, calculator, books, and a building.

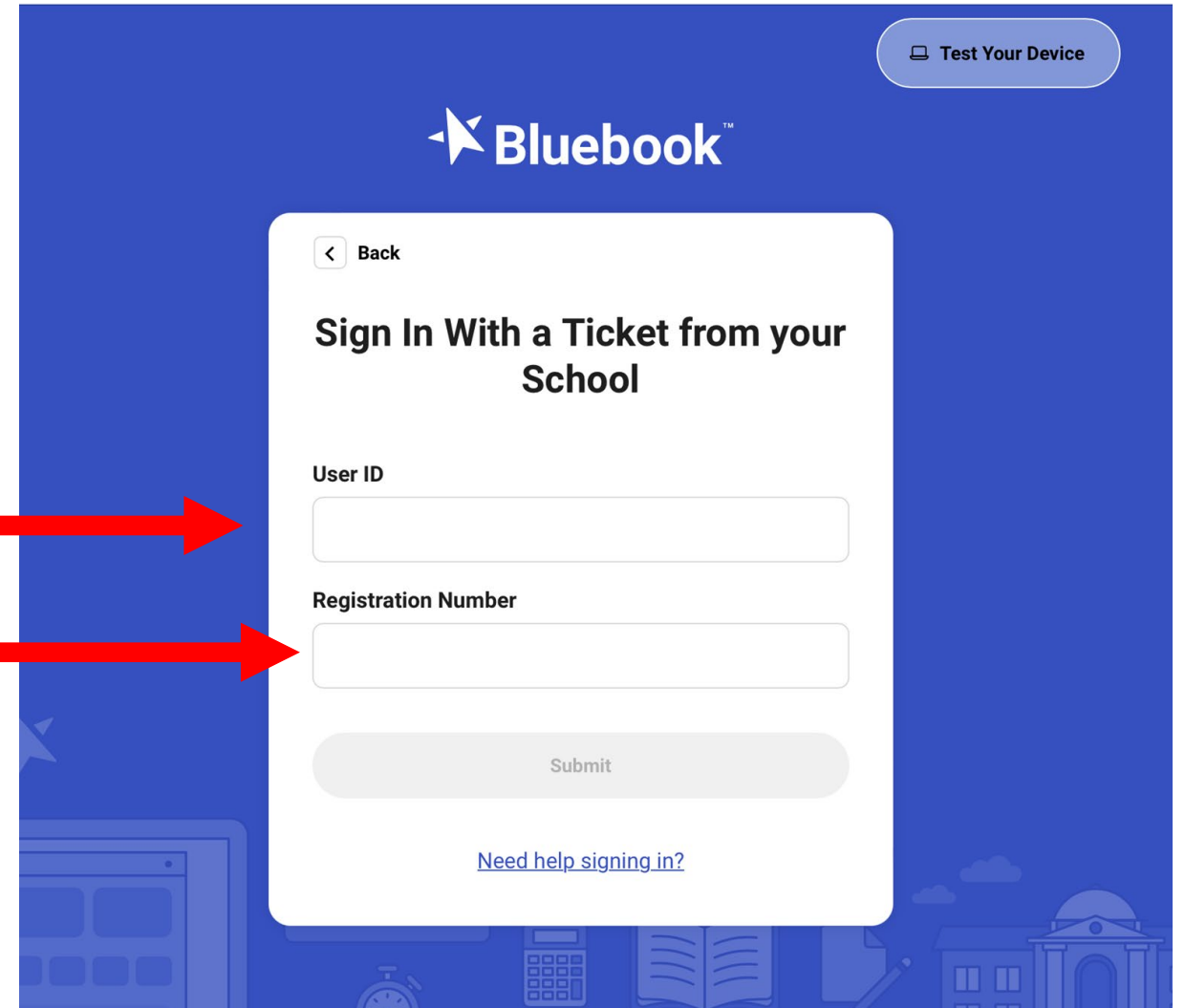
Note: Steps may change slightly prior to spring testing.

Sign into Bluebook

The sign in ticket will contain:

1. User ID

2. Registration Number

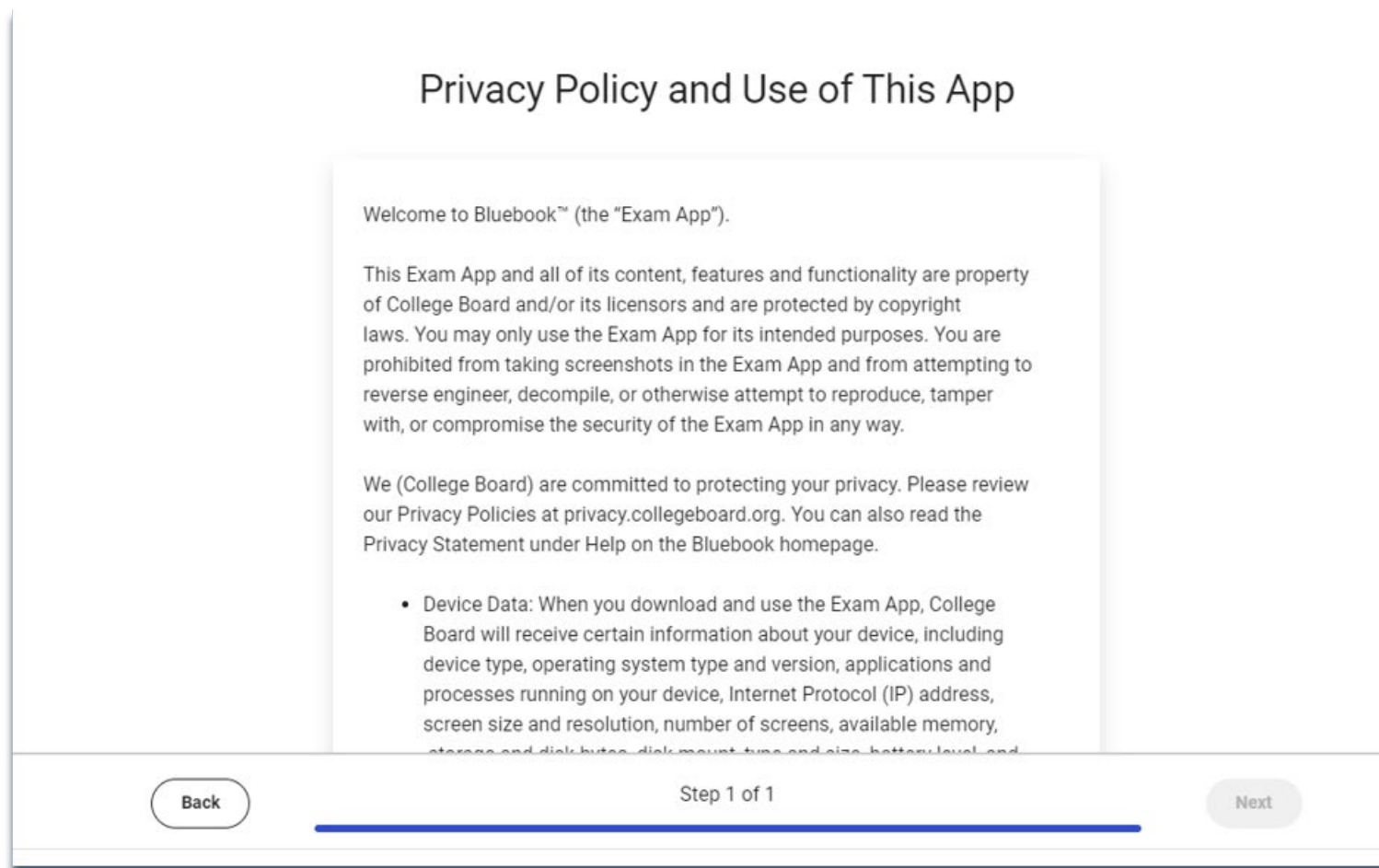


The image shows a mobile app interface for signing into Bluebook. At the top right, there is a button labeled "Test Your Device". The Bluebook logo is centered at the top. Below it, a white card contains the text "Sign In With a Ticket from your School". There are two input fields: "User ID" and "Registration Number". A red arrow points from the text "1. User ID" to the "User ID" input field. Another red arrow points from the text "2. Registration Number" to the "Registration Number" input field. Below the input fields is a "Submit" button. At the bottom of the card, there is a link that says "Need help signing in?". The background of the app is blue with faint icons of school-related items like a laptop, calculator, books, and a building.

Note: Steps may change slightly prior to spring testing.

Sign into Bluebook

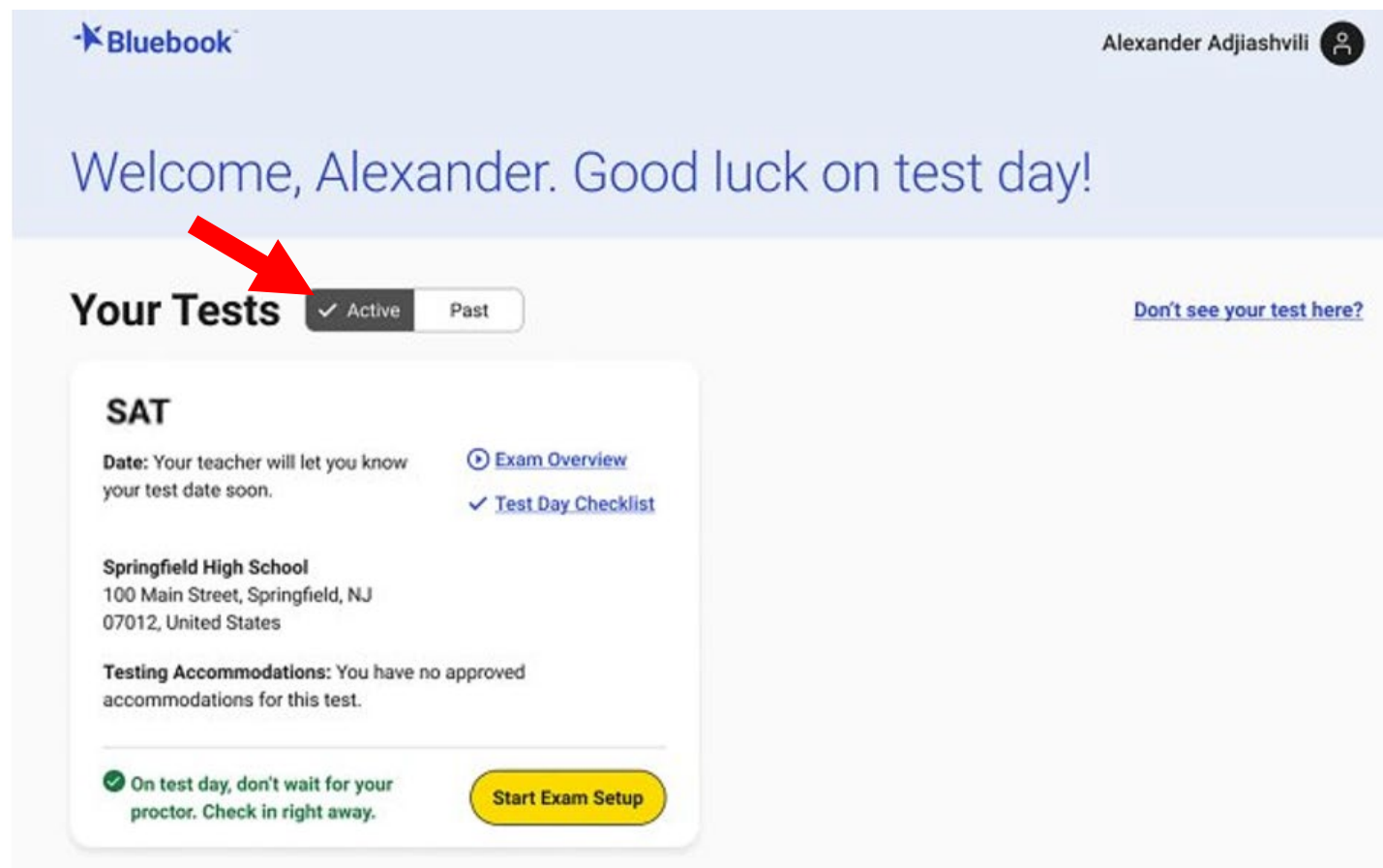
Students will scroll down to review the entire privacy policy. Then click **Next**.



Note: Steps may change slightly prior to spring testing.

Compare Your Test Ticket and Bluebook

This information pertains to the student's test, which appears on what College Board refers to as the **test card** in Bluebook. The student should ensure that the “**Active**” tab is selected.



Note: Steps may change slightly prior to spring testing.

Compare Your Test Ticket and Bluebook

After signing in, students must confirm that the information on the screen is correct.

Ensure the correct test is displayed.

Ensure the correct school name is displayed.

If applicable, ensure the correct accommodations are displayed.

The screenshot shows the Bluebook interface for a student named Alexander Adjashvili. The header includes the Bluebook logo and the student's name. A welcome message reads "Welcome, Alexander. Good luck on test day!". Below this, the "Your Tests" section has tabs for "Active" and "Past". A link "Don't see your test here?" is on the right. The main content area displays the "SAT" test ticket. It includes the date information, links for "Exam Overview" and "Test Day Checklist", the school name "Springfield High School" with its address, and the testing accommodations status. At the bottom, there is a green checkmark icon with the text "On test day, don't wait for your proctor. Check in right away." and a yellow "Start Exam Setup" button.

Bluebook

Alexander Adjashvili

Welcome, Alexander. Good luck on test day!

Your Tests ✓ Active Past [Don't see your test here?](#)

SAT

Date: Your teacher will let you know your test date soon. [▶ Exam Overview](#)
[✓ Test Day Checklist](#)

Springfield High School
100 Main Street, Springfield, NJ
07012, United States

Testing Accommodations: You have no approved accommodations for this test.

✓ On test day, don't wait for your proctor. Check in right away. [Start Exam Setup](#)

Start Exam Setup

If the information on the test card is correct, the student should select **Start Exam Setup**.

The screenshot shows the Bluebook user interface. At the top, the Bluebook logo is on the left, and the user's name 'Alexander Adjashvili' with a profile icon is on the right. Below the header, a welcome message reads 'Welcome, Alexander. Good luck on test day!'. The main section is titled 'Your Tests' and includes tabs for 'Active' (selected) and 'Past'. A link 'Don't see your test here?' is on the right. The 'SAT' test card is displayed, showing the date information, school name 'Springfield High School' with its address, and testing accommodations. At the bottom of the card, a green checkmark icon is next to the text 'On test day, don't wait for your proctor. Check in right away.' To the right of this text is a yellow button labeled 'Start Exam Setup', which is pointed to by a large red arrow.

Note: Steps may change slightly prior to spring testing.

Students Confirm Personal Information

Students must verify that their name and any testing accommodations (if applicable) are correct. If so, select **“Yes”** and then click **Next**.

If the information is not correct, select **“No”** and notify the proctor, who will provide further guidance.

Note: In some cases, BACs may need to make corrections that require the student to resume exam setup on a different day. Completing this step **1–2 weeks before test day** helps ensure any necessary updates can be made prior to the scheduled test day.

The screenshot shows a web interface for confirming personal information. At the top, there is a 'Help' link with a question mark icon and a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this, a white box contains the following information:

First and Last Name	Accommodations
Sofia Aguilar	<ul style="list-style-type: none">• Time and One-half (+50%)• Breaks as Needed

Below the table, a message states: 'You may have approved accommodations that don't apply to digital testing. [Learn more about accommodations.](#)'

The question 'Is this information correct?' is followed by two radio button options: 'Yes' and 'No'.

At the bottom of the interface, there is a 'Back' button, a progress indicator showing 'Step 1 of 8' with a blue bar, and a 'Next' button.

Review & Agree to Test Taker Rules

Scroll down to read the testing rules. Then click **Next**.

The screenshot shows a web interface for reviewing SAT testing rules. At the top, there is a navigation bar with a question mark icon and the word "Help" on the left, and a "Return to Home" link with a house icon on the right. The main heading is "SAT Testing Rules". Below this, the text is organized into sections. The first section is titled "Introduction" and contains a paragraph explaining that the rules are a legal contract between the user and the College Board, setting forth rules for taking the digital SAT. The second section is titled "Section 1. Requirements for the SAT" and contains a paragraph stating that the SAT School Day is taken at a school on a testing device, specifically the Bluebook app. At the bottom of the screen, there is a progress bar and navigation controls. On the left is a "Back" button, in the center is the text "Step 2 of 8" with a blue progress bar, and on the right is a "Next" button.

Help Return to Home

SAT Testing Rules

Introduction

These Testing Rules ("**Testing Rules**," "**Terms and Conditions**," or "**Agreement**") are a legal contract between you and College Board ("**College Board**" or "**we**"). They set forth important rules and policies you must follow related to taking the digital SAT® ("**SAT**" or "**SAT School Day**"). Please read these carefully.

All disputes between you and College Board will be resolved through binding arbitration in accordance with Section 9 of this Agreement. You understand that by agreeing to arbitration, you are waiving your right to resolve disputes in a court of law by a judge or jury except as otherwise set forth in this Agreement.

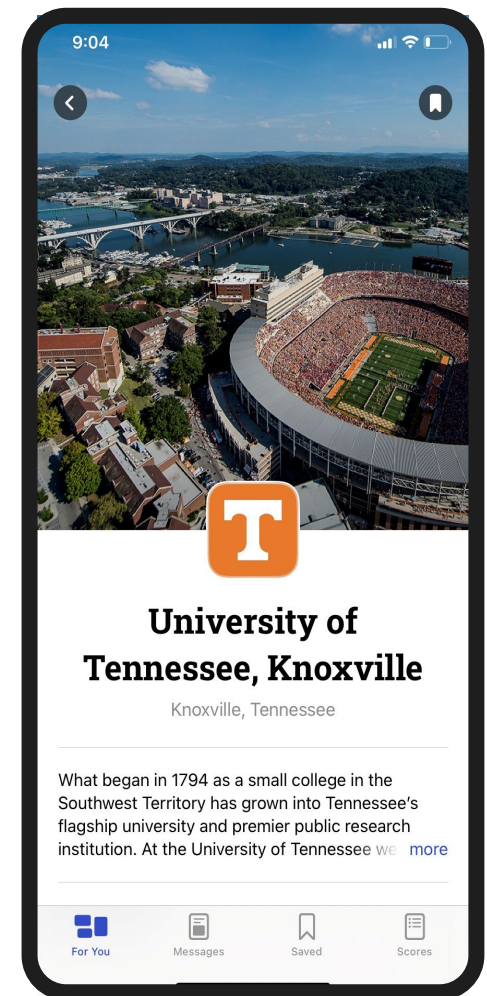
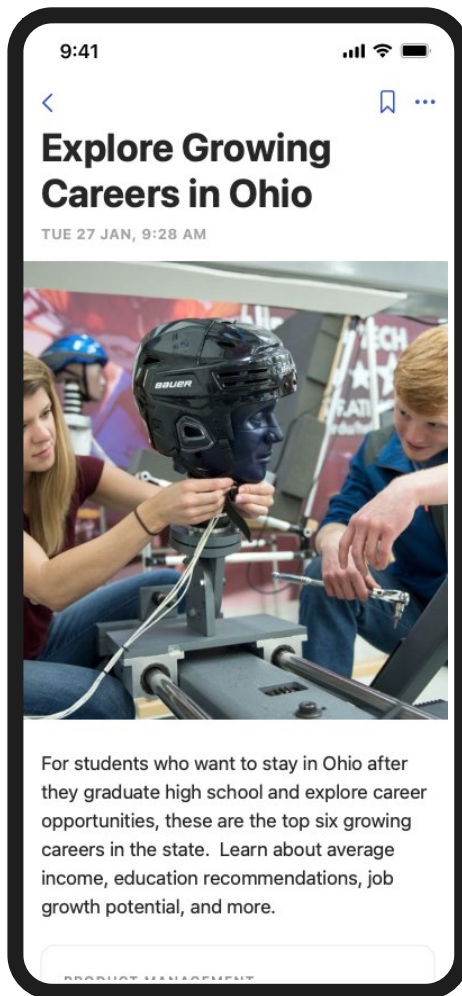
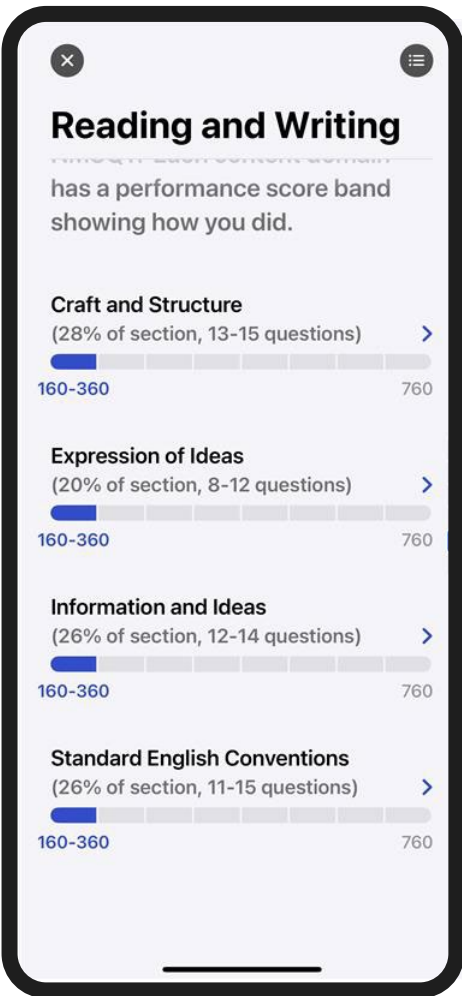
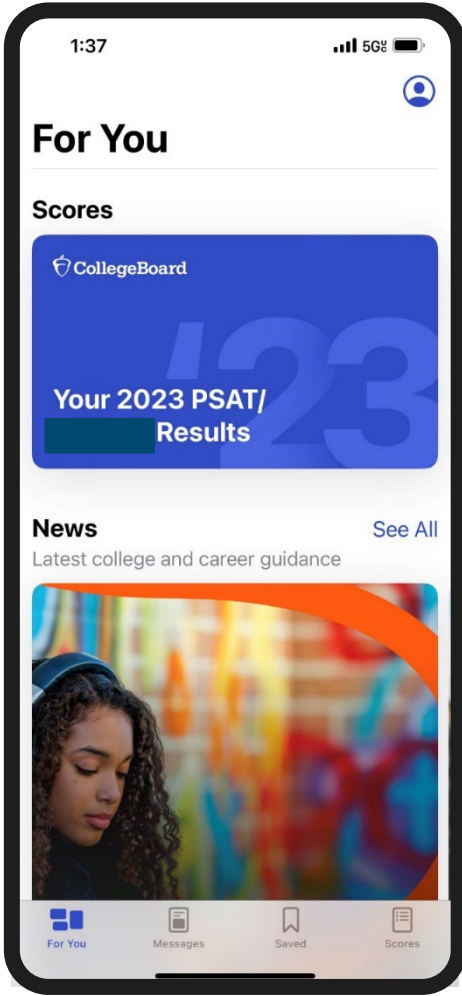
Section 1. Requirements for the SAT

The SAT School Day is taken at a school (typically a school you attend) ("**your school**") on a Testing Device as defined below. It is administered on Bluebook™, the College Board digital testing application ("**Exam App**") that is

Back Step 2 of 8 Next

BigFuture School App

Students who provide a mobile number when taking the SAT will be able to access their score in BigFuture School.

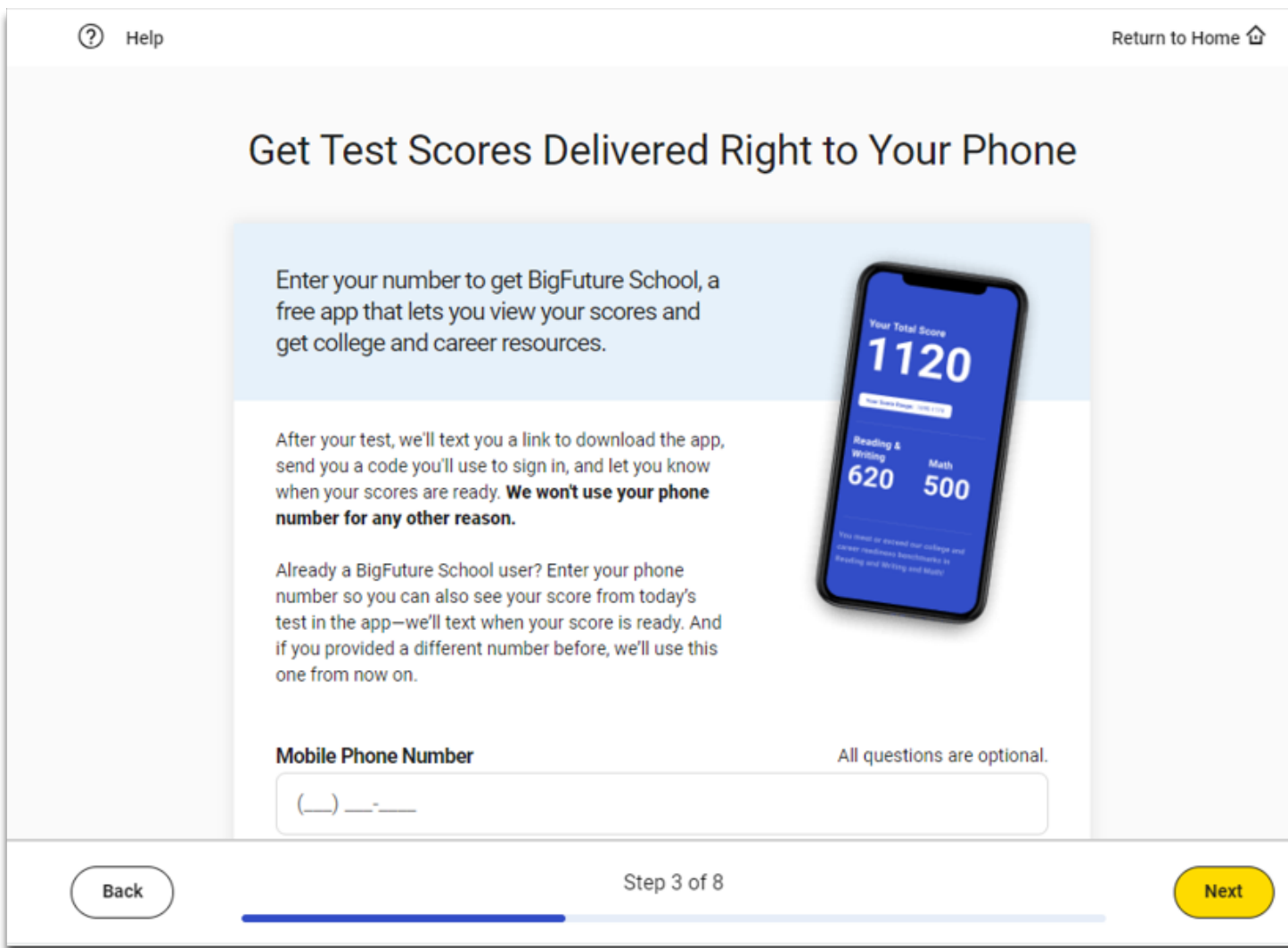


BigFuture School Participation (Optional)

Students may provide a mobile phone number to access scores through the free **BigFuture School** mobile app.

To participate, enter a mobile phone number and select **Next**.

To decline, leave the field blank and select **Next**.



The screenshot shows a web interface for the BigFuture School app. At the top, there is a 'Help' link with a question mark icon and a 'Return to Home' link with a house icon. The main heading is 'Get Test Scores Delivered Right to Your Phone'. Below this, a light blue box contains the text: 'Enter your number to get BigFuture School, a free app that lets you view your scores and get college and career resources.' To the right of this text is an image of a smartphone displaying the app's interface, which shows 'Your Total Score 1120', 'Reading & Writing 620', and 'Math 500'. Below the blue box, the text reads: 'After your test, we'll text you a link to download the app, send you a code you'll use to sign in, and let you know when your scores are ready. **We won't use your phone number for any other reason.**' This is followed by another paragraph: 'Already a BigFuture School user? Enter your phone number so you can also see your score from today's test in the app—we'll text when your score is ready. And if you provided a different number before, we'll use this one from now on.' Below this text is a 'Mobile Phone Number' label and a text input field with a placeholder '() - -'. To the right of the input field, it says 'All questions are optional.' At the bottom of the form, there is a 'Back' button, a progress indicator showing 'Step 3 of 8' with a blue bar, and a yellow 'Next' button.

BigFuture School Participation (Optional)

Students who do not provide a mobile phone number will have another opportunity to enter it or may choose to skip this step.

Get Test Scores Delivered Right to Your Phone

Want to Get Scores on Your Phone?

Enter your mobile phone number so we can share your scores with you as soon as they're available.

We won't use your phone number for any other reason.

Enter Phone Number

[Skip this step](#)

Reading and Writing

Learn more about your Reading & Writing section performance

Your Reading & Writing Score

620

400

Your Score Range: 590-600 >

Your reading and writing score exceeds College Board's college readiness benchmark of **400**

Learn which skills can help you

Back Step 3 of 8

Note: Steps may change slightly prior to spring testing.

Privacy Notice

Scroll down to review the Privacy Notice related to the optional questions, then select **Next**.

The screenshot shows a web interface for a Privacy Notice. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'Privacy Notice'. Below this, the text states: 'We're going to ask a few questions about you. All questions are optional. By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.' This is followed by the question 'How will we use this information?' and a list of seven uses: to verify identity, provide score information, maintain fairness and validity of tests, for test security, for test accommodations, for research and service improvement, and for legal disclosure. At the bottom, there is a 'Back' button, a progress indicator showing 'Step 4 of 8' with a blue bar, and a yellow 'Next' button.

Help

Return to Home

Privacy Notice

We're going to ask a few questions about you. All questions are optional. By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.

How will we use this information? College Board may use the information you provide:

- To verify your identity
- To provide you score information
- To maintain the fairness and validity of our tests
- For test security purposes
- For test accommodations purposes
- On a de-identified basis, for psychometric and educational research purposes, and to maintain, develop, support, improve, and diagnose our services and applications
- To disclose as required by law, when we believe in good faith that it's necessary to protect our rights, protect an individual's safety or the safety of

Back

Step 4 of 8

Next

Optional Student Information

Students may provide an email address and mailing address. These questions are optional.

Select **Next** to continue.

The screenshot shows a web form titled "Your Contact Info" with a light gray background. At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The form contains three sections: "Email Address" with an information icon and a note that all questions are optional, a text input field with a password strength indicator, and instructions not to use parental or guardian emails; "Address" with an information icon and instructions on how the address is used for test administration; and "Country" with two radio button options: "U.S., U.S. Territories and Puerto Rico" and "Outside the U.S.". At the bottom, there is a "Back" button, a progress indicator showing "Step 5 of 11" with a blue bar, and a yellow "Next" button.

Help ? Return to Home

Your Contact Info

Email Address ⓘ All questions are optional.
Please provide your email. Do not provide a parent, guardian, other caring adult, and any other individual's email.

Address ⓘ
Your home or mailing address is used to assist College Board in matching your test submission to your record for purposes of test administration, score reporting, testing accommodations, and test security.

Country

☐ U.S., U.S. Territories and Puerto Rico

☐ Outside the U.S.

Back Step 5 of 11 Next

Optional Student Information

Students may provide information about their race, ethnicity and first or best language. These questions are optional.

Select **Next** to continue.

The screenshot shows a web form titled "Tell Us About Yourself" with a progress bar at the bottom indicating "Step 6 of 11". The form contains two optional questions. The first question is "Are you of Hispanic, Latino, or Spanish origin?" with a help icon and the text "All questions are optional." and "Check as many as apply." Below this question are five checkboxes: "No, not of Hispanic, Latino, or Spanish origin", "Yes, Cuban", "Yes, Mexican", "Yes, Puerto Rican", and "Yes, another Hispanic, Latino, or Spanish Origin". The second question is "What is your race?" with a help icon and the text "Check as many as apply." Below this question are two checkboxes: "Asian (including Indian subcontinent and Philippines origin)" and "Black or African American (including Africa and Afro-Caribbean origin)". At the bottom of the form, there are "Back" and "Next" buttons, with the "Next" button highlighted in yellow.

Help Return to Home

Tell Us About Yourself

Are you of Hispanic, Latino, or Spanish origin? ⓘ All questions are optional.
Check as many as apply.

☐ No, not of Hispanic, Latino, or Spanish origin

☐ Yes, Cuban

☐ Yes, Mexican

☐ Yes, Puerto Rican

☐ Yes, another Hispanic, Latino, or Spanish Origin

What is your race? ⓘ
Check as many as apply.

☐ Asian (including Indian subcontinent and Philippines origin)

☐ Black or African American (including Africa and Afro-Caribbean origin)

Back Step 6 of 11 Next

Optional Student Information

Students may provide information about their academic goals. These questions are optional.

Select **Next** to continue.

The screenshot shows a web form titled "What Are Your Academic Goals?". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The form contains three sections, each with an information icon (i):

- Grade Point Average**: Includes the text "All questions are optional." and "Indicate your cumulative grade point average for all academic subjects in high school." Below this is a dropdown menu labeled "Select your GPA".
- Intended Major**: Includes the text "Select up to five majors or areas of study that interest you." Below this is a dropdown menu labeled "Select up to five majors".
- Level of Education Aspirations**: Includes the text "What is the highest level of education you plan to complete beyond high school?". Below this are two radio button options: "Specialized training or certificate program" and "Two-year associate of arts or sciences degree (such as AA, AAS, or AS)".

At the bottom of the form is a navigation bar with a "Back" button on the left, "Step 7 of 11" in the center, and a yellow "Next" button on the right. A blue progress bar is visible below the step indicator.

Optional Student Information

Students may provide information about their family's highest level of education. These questions are optional.

Select **Next** to continue.

The screenshot shows a web form titled "Tell Us About Your Family". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The main heading is "Tell Us About Your Family". Below this is a white box containing the instruction "Please indicate your parent or guardian's highest level of education." followed by an information icon. To the right of this instruction is the text "All questions are optional." Below the instruction are two sections: "Parent 1: Highest Education Level" and "Parent 2: Highest Education Level". Each section has a dropdown menu with the text "Select highest education level" and a downward arrow. At the bottom of the form, there is a "Back" button on the left, a progress indicator in the center showing "Step 8 of 11" with a blue progress bar, and a yellow "Next" button on the right.

Connections Opt-In (Optional)

Students may choose to participate in **Connections**.

To participate, select the box labeled “**Yes, I want to participate in Connections**” and then select **Next**.


To decline, leave the box unchecked and select **Next**.

?

 Help

Return to Home

Introducing Connections!



You qualify for this scholarship
4 new colleges are interested in you
How to get financial aid

Hear From Colleges and Scholarship Programs Looking for Students Like You

Connections is a free program that lets you hear directly from nonprofit colleges, scholarship programs, and educational organizations that are interested in students like you. Read on for more details, then check the box below to sign up.

We use the information you and your school, district, or state provide as part of this test, including your score range, to make connections that

☐ Yes, I want to participate in Connections.

Back

Step 5 of 8

Next

SAT Free Score Sends (Optional)

At this step, students have the option to send SAT scores to up to four colleges or scholarship programs at no cost.

Enter the name of the college or scholarship program and select the correct option from the list.

To skip this step, leave the field blank.

Select **Next** to continue.

The screenshot shows the 'Send Your SAT Score for Free' interface. At the top, there is a 'Help' link with a question mark icon and a 'Return to Home' link with a house icon. The main heading is 'Send Your SAT Score for Free'. Below this, a box contains the following text: 'Choose up to four institutions to send your score to.' followed by 'This step is optional.' in a smaller font. Below that, it says 'Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test.' with an information icon. Then, it says 'Go to sat.org/scores to find out what you can do with your SAT score.' Below this is a search bar with the placeholder text 'Search by name or location (select up to 4)' and a magnifying glass icon. Under the search bar, it says 'Your Score Recipients (0/4)' and 'You have not added any score recipients yet.' At the bottom of the interface, there is a 'Back' button, a progress bar indicating 'Step 6 of 8', and a yellow 'Next' button.

SAT Free Score Sends (Optional)

If fewer than four programs have been selected, a message will appear stating “**You Haven’t Made All of Your Selections.**” Students will then have the option to add additional programs by selecting **Make More Selections.**


If all intended selections have been made, select **I’m Done.**


The screenshot displays the 'Send Your SAT Score for Free' interface. At the top, there are links for 'Help' and 'Return to Home'. The main heading is 'Send Your SAT Score for Free'. Below this, instructions state: 'Choose up to four institutions to send your score to. This step is optional. Select four colleges or scholarship programs to send your score to for free. You can'. A white modal box is centered on the screen with the title 'You Haven't Made All of Your Selections' and a close button (X). The message inside the box says: 'You can select four programs to send your SAT score to for free.' At the bottom of the modal are two buttons: 'Make more selections' (blue text) and 'I'm Done' (yellow button). Below the modal, the text 'You have not added any score recipients yet.' is visible. At the bottom of the screen, there is a 'Back' button, a progress indicator showing 'Step 6 of 8', and a 'Next' button.

Test Day Checklist

Review items that are **required, allowed** and **prohibited** during testing.




Select **Next** to continue.

 Help





Return to Home 

Test Day Checklist







REQUIRED:

-  You must have a fully charged device—it needs to stay on for roughly 3 hours. You may test with a personal device or a school-managed device.
-  If you're testing at a school you don't attend, you'll need a [valid photo ID](#).
-  Follow all safety procedures at your school or test center.

ALLOWED:

-  You can have a power cord or a portable charger, but we can't guarantee you'll have access to an outlet.
-  There's a graphing calculator built into the app, but you can also bring your own [approved calculator](#).
-  You can use an external mouse or keyboard. External keyboards are allowed with tablets—not with laptops.
-  You're allowed snacks and water, but only during breaks.

PROHIBITED:

-  Other applications—you must close all other apps and programs while the test is in progress.
-  Notes, books, or any other reference materials.
-  You will be provided scratch paper, but you may not bring your own.
-  Headphones or earbuds—unless you have a College Board–approved accommodation.
-  Any camera, recording device, or timer.
-  Mobile phones and smartwatches are prohibited. If you bring one, the proctor may collect it before the test.

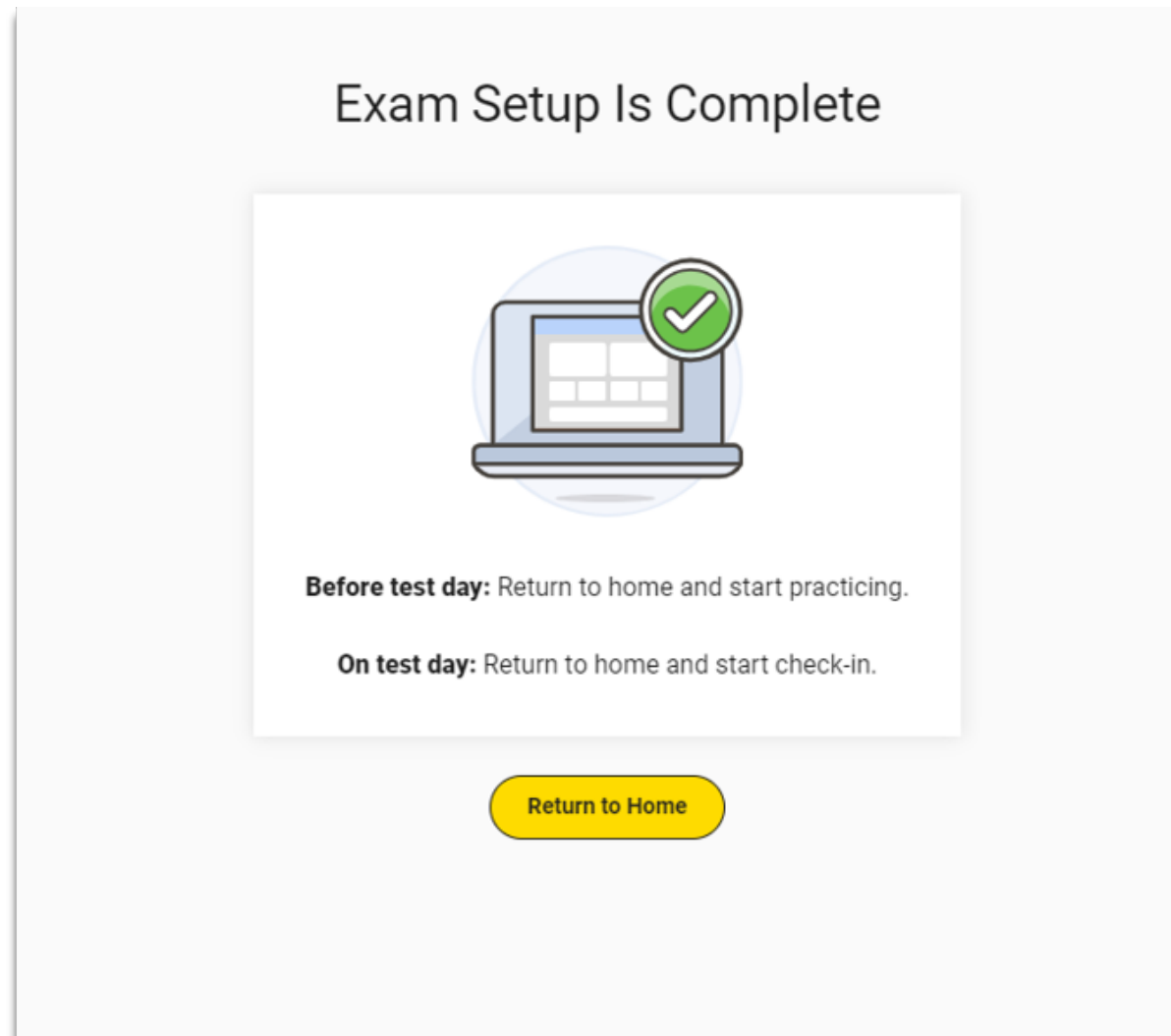
Back

Step 7 of 8

Next

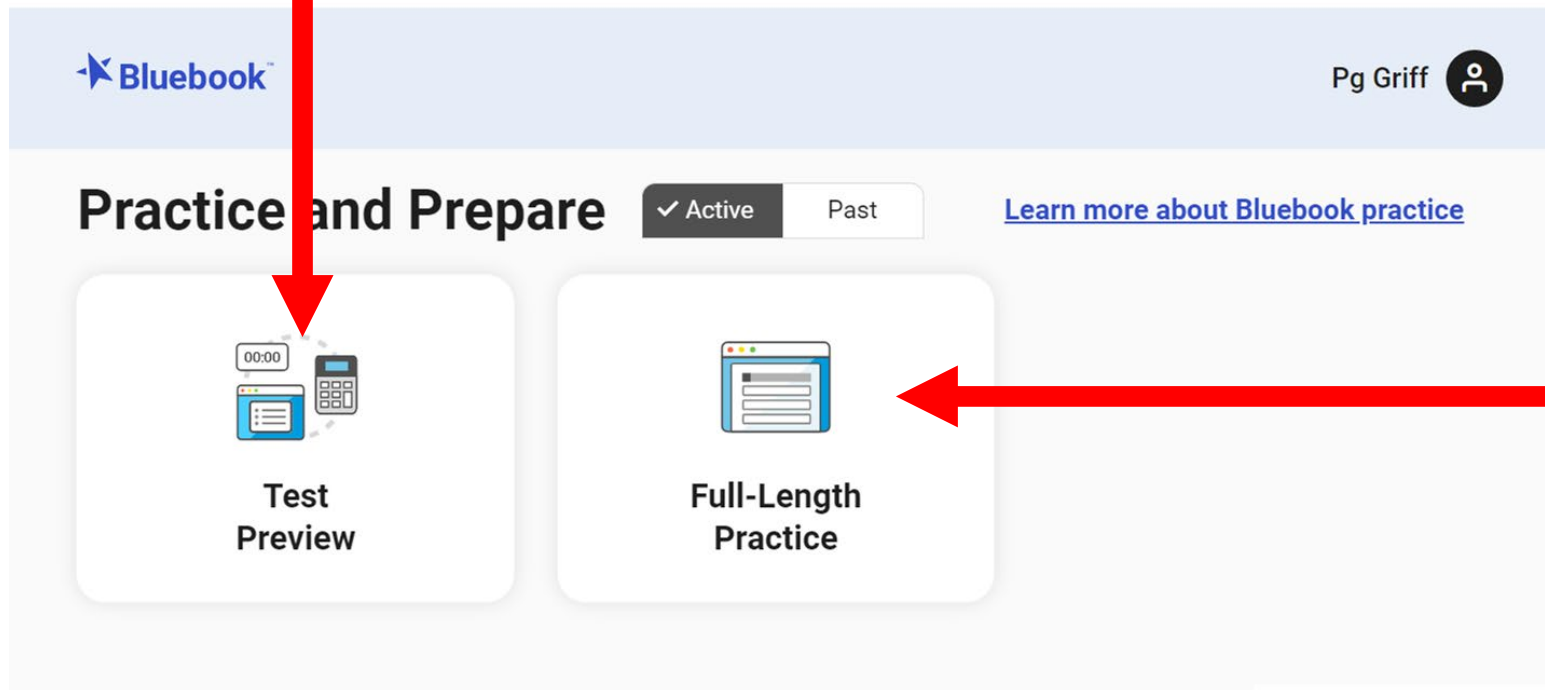
Exam Set-Up Complete

Exam setup is now complete. Select **Return to Home** to finish.



Optional: Test Preview and Full-Length Practice Tests

The test preview is a short set of questions that allows students to become familiar with how Bluebook works.



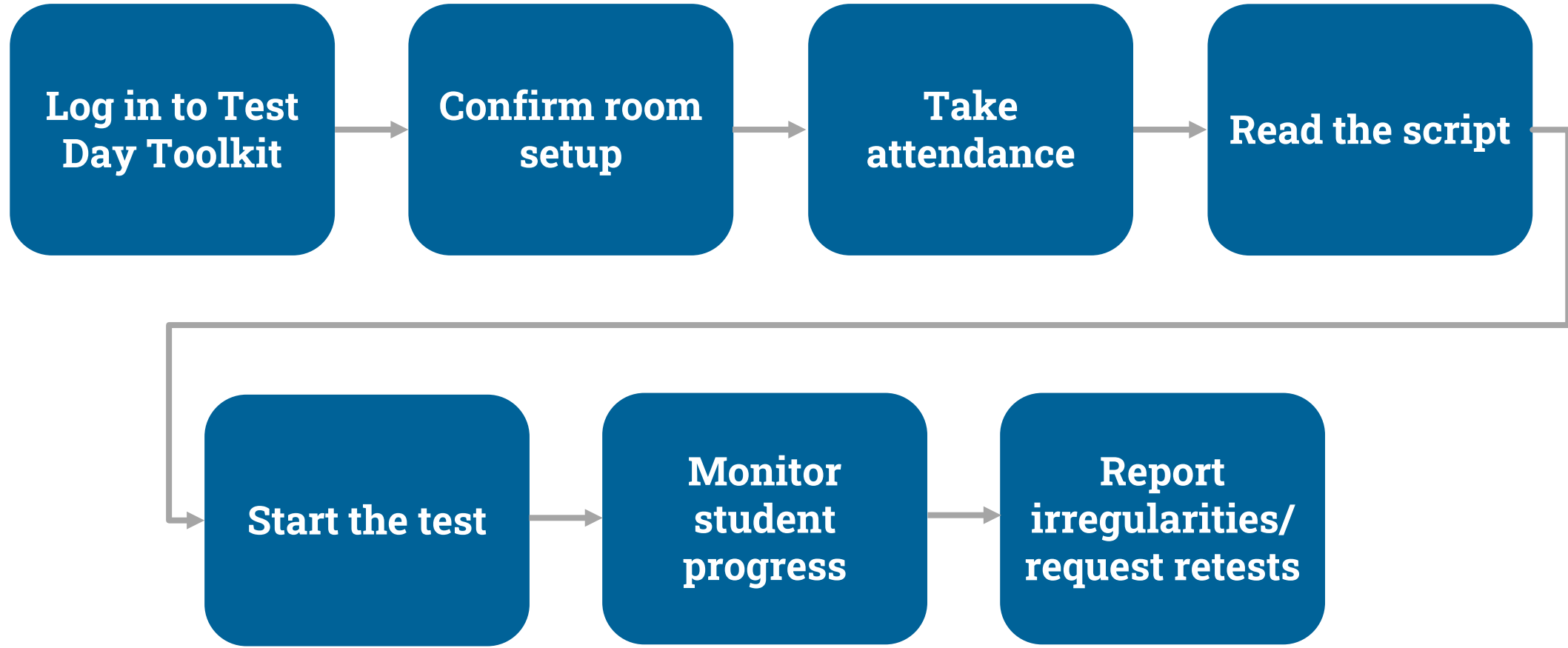
Students can also take a full-length practice test to prepare for test day.




Test Day Experience for Proctors and Students

Proctor Test Day Experience

On test day, proctors complete the following activities in Test Day Toolkit to administer the test:





 [Coordinator Tools](#)

Welcome, Proctor!

Test Day Toolkit will guide you through these steps:

1. Getting ready
2. Taking attendance
3. Reading the script
4. Sharing the start code
5. Monitoring the test
6. Verifying submission
7. Dismissing students
8. Reporting problems

[Get Started](#)

Room 101

Digital SAT In-School Smoke Test Spring 2022

Capacity: 50 (50 students assigned)

Staff: AO Shared (Proctor)

 [Help](#)

[Get Started](#)

Test Day Toolkit

Hi, Caryn


Jul 1, 2024–Jul 31, 2025 | PSAT/NMSQT 2024-2025 Smoke Test Primary | Switch
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Step 1 of 6

Count Seats and Check Spacing

Make sure you have enough seats. Let your coordinator know if you don't.



Your room should have 10 seats separated by at least 3 feet on the right and left sides (measured from the center of each desk)

Test Day Toolkit

Hi, Caryn


Jul 1, 2024–Jul 31, 2025 | PSAT/NMSQT 2024-2025 Smoke Test Primary | Switch
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Step 2 of 6

Check Access to Electricity

Locate the outlets and check your supplies for power strips, surge protectors, and extension cords.



Ask your coordinator if you're not sure how to help students who need to charge their device.

Test Day Toolkit

Hi, Caryn


Jul 1, 2024–Jul 31, 2025 | PSAT/NMSQT 2024-2025 Smoke Test Primary | Switch
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Step 5 of 6

Distribute Sign-In Tickets

Place a sign-in ticket on each desk randomly or according to a seating chart.



Students must use the credentials on their sign-in ticket to take the test.



Step 6 of 6

Write Instructions on the Board

Tell students to start Bluebook™ check-in as soon as they sit down.

Don't project your screen. Don't share the room code before test day.

Student Instructions

Complete Bluebook Check-In Now

1. Close all applications.
2. Connect to Wi-Fi.
3. Open Bluebook.
4. Click the first button and use your ticket to sign in.
5. Click the card for today's test.
6. Enter the room code.
7. Follow all instructions in Bluebook.
8. Keep going until you're asked for the start code.

Room Code:

CHLHZ



Step 1 of 9

Room Code: TNGPT

Last updated less than a minute ago

Refresh Data

Take Attendance

Hide Directions

1 Ask students to check in.

Tell students to follow the instructions you posted. You'll see their names in the **Entered Room Code** list when they enter the room code.

[What if no students appear in the "Assigned" list?](#)

2 Mark students present.

Before you mark a student present, make sure you see them in your room. If students are present but not shown in the **Entered Room Code** list, prompt them to enter the room code.

[What if students don't see today's test listed in Bluebook™?](#)

3 Check student progress.

Students are listed as **Ready to Test** when they complete check-in. If everyone you marked present is ready to test, click **Next Step** and read the script.

[What if some students are behind?](#)

ASSIGNED (3)

Alatorre-Paz, Donovan

Alcala, Ashley

Aryoubi, Bibi Fatema

ENTERED ROOM CODE (0)

Students are listed here after they enter the room code and before they complete check-in.

READY TO TEST (4)

Al Jumaili, Abdullah

Ready

Al Khalidi, Ali

Ready

Al Shaikhli, Faisal

Ready

Al Timimi, Koether

Ready

Test Day Toolkit

Hi, Caryn

PSAT 8/9 2024-2025 Smoke Test Primary | Switch
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Update Attendance and View Student Info

Step 3 of 9

Welcome

Read aloud to students.

Welcome. Today you're taking the PSAT 8/9, which focuses on what you're learning in school. It's also a chance to see where you might need to improve in high school.

Please listen carefully to these instructions. When I finish, I'll give you the start code. If you

I read. You can finish checking in later.

If you'd like to follow along as I read these instructions, click **Review the Instructions**. If you

Help and then **Verbal Instructions**.

You agreed to follow the rules and keep test content confidential. I will dismiss anyone who

be canceled. They may also be prevented from taking College Board tests in the future.

Bluebook should be the only application open on your device unless you're using approved

applications will be detected and could result in your score being canceled. Close all other

[Pause until all students have closed other applications.]

Does anyone need more time to close other applications?

Test Day Toolkit

Hi, Caryn

PSAT 8/9 2024-2025 Smoke Test Primary | Switch
Sue Landers High School - AI:471828

Home Help All Rooms Staff All Students Downloads Irregularities

Update Attendance and View Student Info

Step 9 of 9

Read Start Code

Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.

Start Code:

481867

Test Day Toolkit

Hi, Caryn

HomeHelpAll RoomsStaffAll StudentsDownloadsIrregularities

Jul 1, 2024–Jul 31, 2025 | PSAT/NMSQT 2024-2025 Smoke Test Primary | Switch

Sue Landers High School - AI:471828

Monitoring Dashboard

Start Code: 394896

Show Directions

Filter by testing status to see who's testing smoothly and who's not. If a student's status indicates an issue, check their screen to confirm it.

Reload

Testing Status Filters

Status	Count
Not Started	1
Section 1	0
Break	0
Section 2	0

Needs Attention

Status	Count
Exited	1
Submission Pending	0

Ready to Dismiss

Dismiss students with Submitted status. [How do I help the others?](#)

Status	Count
Submitted	0

Student List: All Students (3)

Student ^	Accommodations	Attendance ^	Testing ^	Last Updated
XYZProtas, XYZAliaksej	None	● Checked in to room		Jun 19, 2024 1:37 PM
XYZKuemper, XYZDarcy	None	● Checked in to room	Ready to Test	Jun 19, 2024 12:55 PM
XYZMilano, XYZSonny	None	● Checked in to room	Exited	Jun 18, 2024 8:02 AM

Help



Step 1 of 2

Dismiss Students

When testing ends:

1. Collect all scratch paper.
2. Click **Back** to check each student's testing status on the dashboard.
3. Dismiss students with a **Submitted** status.
4. If students have any other testing status, follow the instructions on the **Help** page.



Complete all dismissal steps before allowing students to leave.

[? Help](#)[Back](#)[Next Step](#)



Add Irregularity

When not to submit an irregularity: if students didn't enter a room code, [follow the instructions for rescheduling tests](#).

Submit an irregularity to set up a retest for students who entered the room code, to report a security issue or other irregularity, or to cancel a score on behalf of a student.

If you need to correct roster data, update it in the system before trying to test the student again. [Learn how to correct registration and accommodations data](#).

[Expand All](#)[Collapse All](#)

I need to report a security issue or rule violation.

Pending security reports are reviewed when the testing window ends. Delete or submit forms before then to avoid possible score invalidation by the test security team.



[Prohibited items and behaviors \(no retest\)](#)



Report a student who used or possessed a prohibited aid or device or engaged in a prohibited behavior.

[Testing device misuse \(no retest\)](#)



Report a student who misused or damaged a testing device.

[Conflict of interest \(no retest\)](#)



Let us know if a student was proctored by a relative or household member or if there was another conflict of interest.

I need to report a non-security issue without setting up a retest.

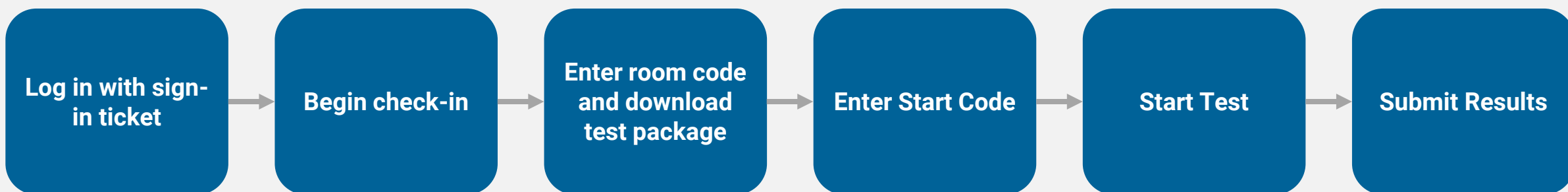
Report a non-security irregularity without setting up a retest.



Student Test Day Experience – Bluebook

On test day, students will enter a room code and a start code to start the test. Students will not be able to start testing until the proctors check them into the room.

If a student has not completed exam setup ahead of test day, they will complete exam setup on test day before starting check-in.





 Test Your Device

[<](#) Back

Sign In With a Ticket from your School

User ID



Registration Number

Submit

[Need help signing in?](#)

BT-LOCAL

Student home page in Bluebook

Alexander Adjashvili 

Hi, Alexander! Take a practice test and get ready for test day.

Your Tests ✓ Active Past

[Don't see your test here?](#)

SAT

^


Date: Your teacher will let you know your test date soon.


Springfield High School
100 Main Street, Springfield,
NJ 07012, United States

✓ On test day, don't wait for your proctor. Check in right away.Check In Now


Practice and Prepare ✓ Active Past

[Scoring your practice tests](#)


Test Preview


Full-Length Practice

Explore BigFuture



Plan for Life After High School

Finding colleges and careers that are right for you doesn't have to be stressful. We can help! Start planning for college, learn how to pay for college, and explore careers.

Go to BigFuture

The Room Code is all letters.

The Room Code screen has a white background.

The Room Code will automatically roster the student to the test room, even if they are not pre-assigned.

The Room Code will not start the test.

[? Help](#)[Return to Home](#)

Room Code

Enter your room code now to complete check-in.

The room code contains **letters only**.

A

B

C

D

E

Back

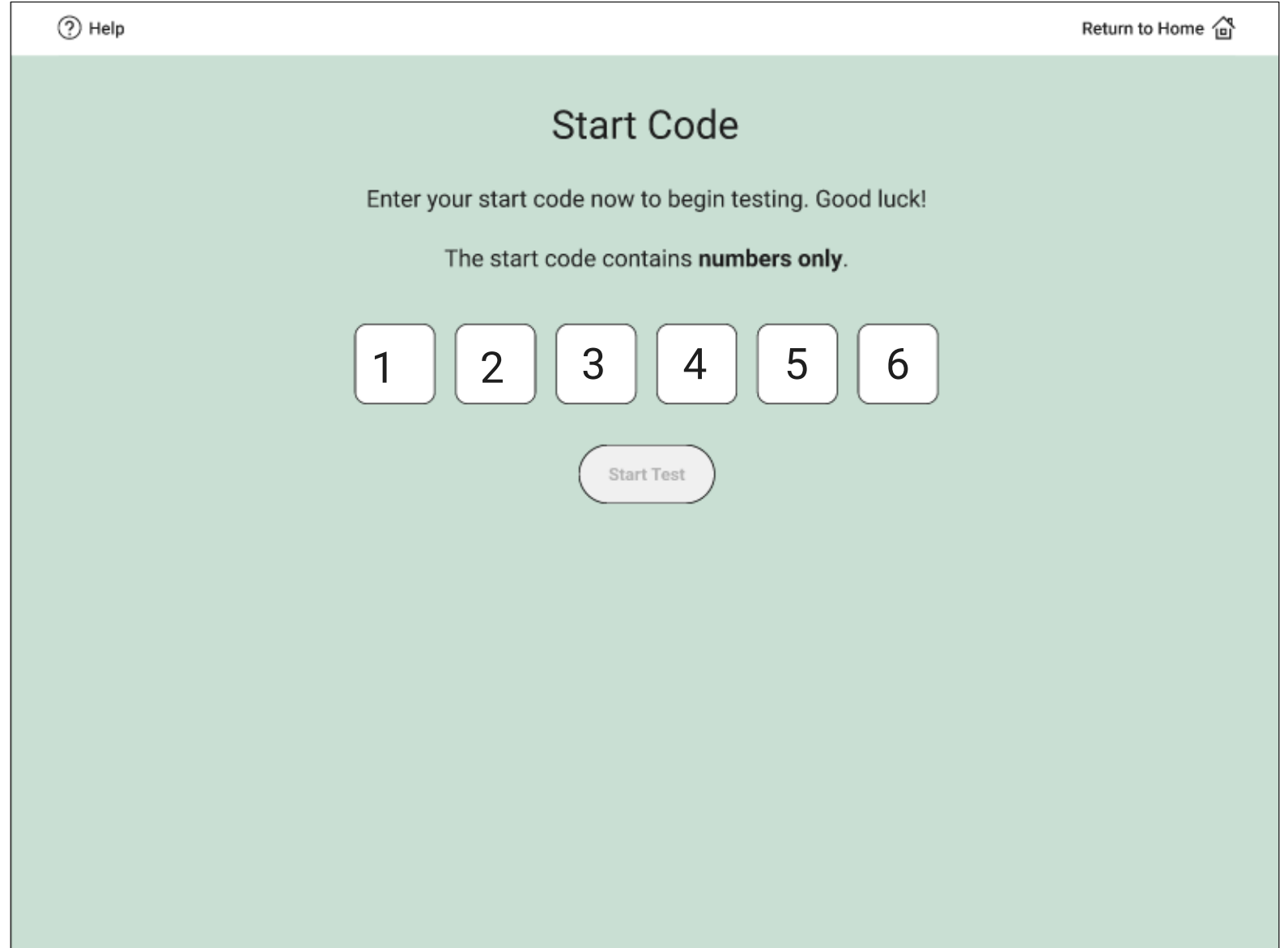
Step 4 of 11

Next

The Start Code is all numbers.

The Start Code screen has a green background.

The Start Code **WILL** start the test – do not share with students until they are all ready to begin timed testing.

A screenshot of a web application interface for entering a start code. The page has a light green background. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'Start Code'. Below it is the instruction 'Enter your start code now to begin testing. Good luck!'. A note states 'The start code contains **numbers only**.' Below this is a row of six white rounded square buttons containing the numbers 1 through 6. At the bottom center is a rounded rectangular button labeled 'Start Test'.

The SAT always starts with the Reading and Writing section.

The screenshot shows the Bluebook SAT interface. At the top, the window title is "Bluebook". The main header area is light blue and contains the text "Section 1, Module 1: Reading and Writing" on the left, a timer "25:34" in the center, and a "Highlights & Notes" icon on the right. Below the header, there is a "Directions" section with a dropdown arrow. The directions text reads: "The questions in this section address a number of important reading and writing skills. Each question includes one or more passages, which may include a table or graph. Read each passage and question carefully, and then choose the best answer to the question based on the passage(s). All questions in this section are multiple-choice with four answer choices. Each question has a single best answer." A "Close" button is located at the bottom right of the directions box. At the bottom of the interface, there is a grey bar containing the name "Caryn Isaacs", the text "Question 1 of 27", and a "Next" button.

Bluebook

Section 1, Module 1: Reading and Writing

25:34

Highlights & Notes

Directions ^

The questions in this section address a number of important reading and writing skills. Each question includes one or more passages, which may include a table or graph. Read each passage and question carefully, and then choose the best answer to the question based on the passage(s).

All questions in this section are multiple-choice with four answer choices. Each question has a single best answer.

Close

Caryn Isaacs


Question 1 of 27 ^

Next

THIS IS A PRACTICE TEST

Researchers have struggled to pinpoint specific causes for hiccups, which happen when a person's diaphragm contracts _____. However, neuroscientist Kimberley Whitehead has found that these uncontrollable contractions may play an important role in helping infants regulate their breathing.

1

 Mark for Review

Which choice completes the text with the most logical and precise word or phrase?

☐ A involuntarily☐ B beneficially☐ C strenuously☐ D smoothly

Bluebook

Section I, Module 1: Reading and Writing

31:13

100%

Directions ▾

Hide

Highlights & Notes

More

THIS IS A PRACTICE TEST

Ofelia Zepeda's contributions to the field of linguistics are ____: her many accomplishments include working as a linguistics professor and bilingual poet, authoring the first Tohono O'odham grammar book, and co-founding the American Indian Language Development Institute.

2 Mark for Review

Which choice completes the text with the most logical and precise word or phrase?

A

pragmatic

Undo

B

controversial

⊕

⊖

C

extensive

Undo

D

universal

⊕

⊖

Caryn Isaacs

Question 2 of 27 ^

Back

Next

When the click the letter, the option is eliminated.

Hideable Test Timer

Bluebook

Section I, Module 1: Reading and Writing

27:47

100%

Directions ▾

Hide

Highlights & Notes

More

THIS IS A PRACTICE TEST

Archaeologist Sue Brunning explains why the seventh-century ship burial site at Sutton Hoo in England was likely the tomb of a king. First, the gold artifacts inside the ship suggest that the person buried with them was a wealthy and respected leader. ____ the massive effort required to bury the ship would likely only have been undertaken for a king.

21

Mark for Review

ABC

Which choice completes the text with the most logical transition?

A

Instead,

B

Still,

C

Specifically,

D

Second,

Caryn Isaacs

Question 21 of 27 ^

Back

Next

Bluebook

Section I, Module 1: Reading and Writing

100%

Directions ▾

Show

Highlights & Notes

More

THIS IS A PRACTICE TEST

Archaeologist Sue Brunning explains why the seventh-century ship burial site at Sutton Hoo in England was likely the tomb of a king. First, the gold artifacts inside the ship suggest that the person buried with them was a wealthy and respected leader. ____ the massive effort required to bury the ship would likely only have been undertaken for a king.

21

Mark for Review

ABC

Which choice completes the text with the most logical transition?

A

Instead,

B

Still,

C

Specifically,

D

Second,

Caryn Isaacs

Question 21 of 27 ^

Back

Next

The hideable test timer will automatically show itself when there are 2 minutes left in the module/section/test.

Line reader can be enabled through 'More' in upper right corner of the student test screen.

The screenshot shows the Bluebook interface for a practice test. At the top, the window title is 'Bluebook'. Below it, the section is 'Section I, Module 1: Reading and Writing'. In the top right corner, there is a 'More' button (three dots) highlighted with a red box. A 'Highlights & Notes' icon is also visible. A dark overlay window is open, showing a line reader tool. It contains the text: 'Earth's auroras—colorful displays of light seen above the northern and southern poles—result, broadly speaking, from the Sun's activity. _____ the Sun releases charged particles that are captured by Earth's magnetic field and channeled toward the poles. These _____ causing the atoms to emit auroral light.' The line reader has a six-dot menu and arrow keys for navigation. On the right side of the screen, question 22 is displayed: 'Which choice completes the text with the most logical transition?'. The options are: (A) Specifically, (B) Similarly, (C) Nevertheless, and (D) Hence. At the bottom, the user's name 'Caryn Isaacs' is shown, along with 'Question 22 of 27' and 'Back' and 'Next' buttons.

Bluebook

Section I, Module 1: Reading and Writing

100% (69)

Highlights & Notes

More

Click on the six dots, then use the arrow keys to move the line reader.

Earth's auroras—colorful displays of light seen above the northern and southern poles—result, broadly speaking, from the Sun's activity. _____ the Sun releases charged particles that are captured by Earth's magnetic field and channeled toward the poles. These _____ causing the atoms to emit auroral light.

22 Mark for Review

Which choice completes the text with the most logical transition?

(A) Specifically,

(B) Similarly,

(C) Nevertheless,

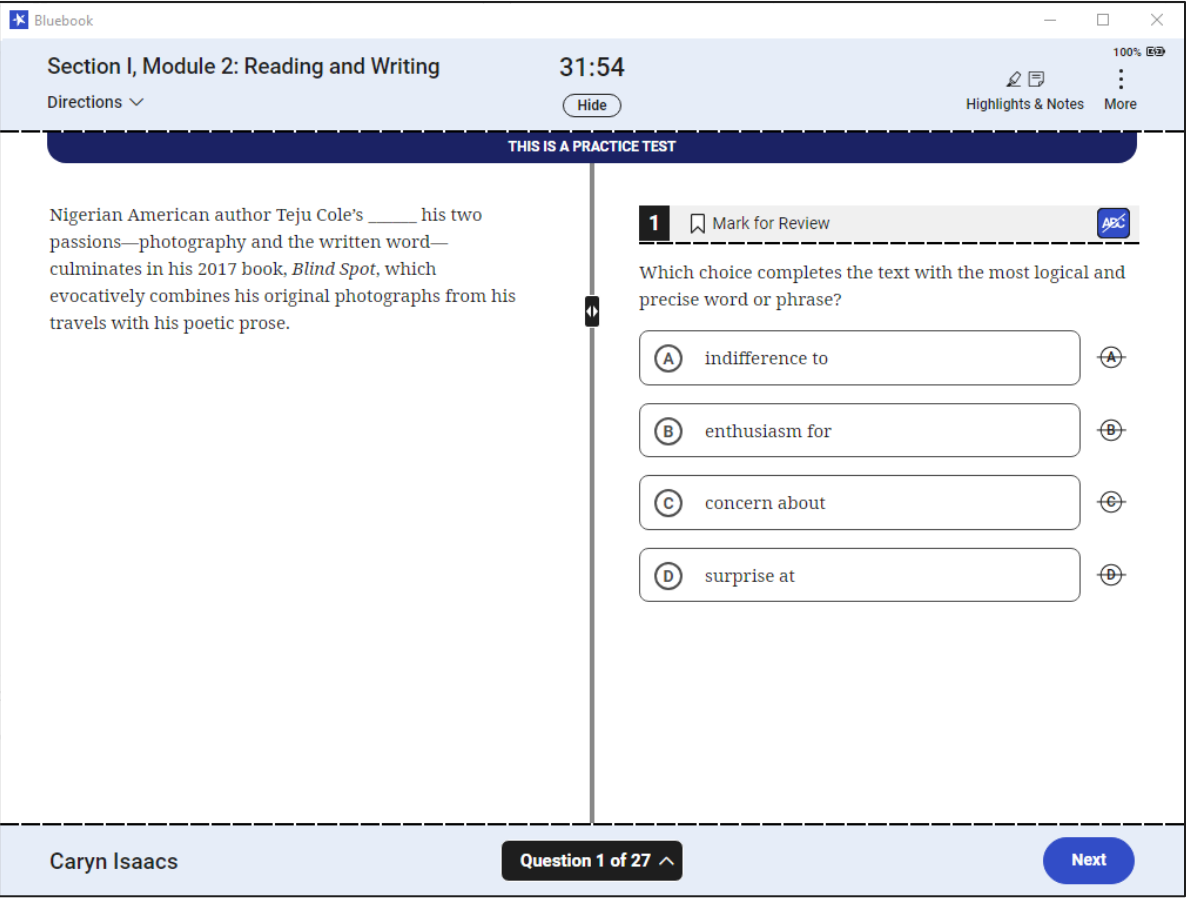
(D) Hence,

Caryn Isaacs

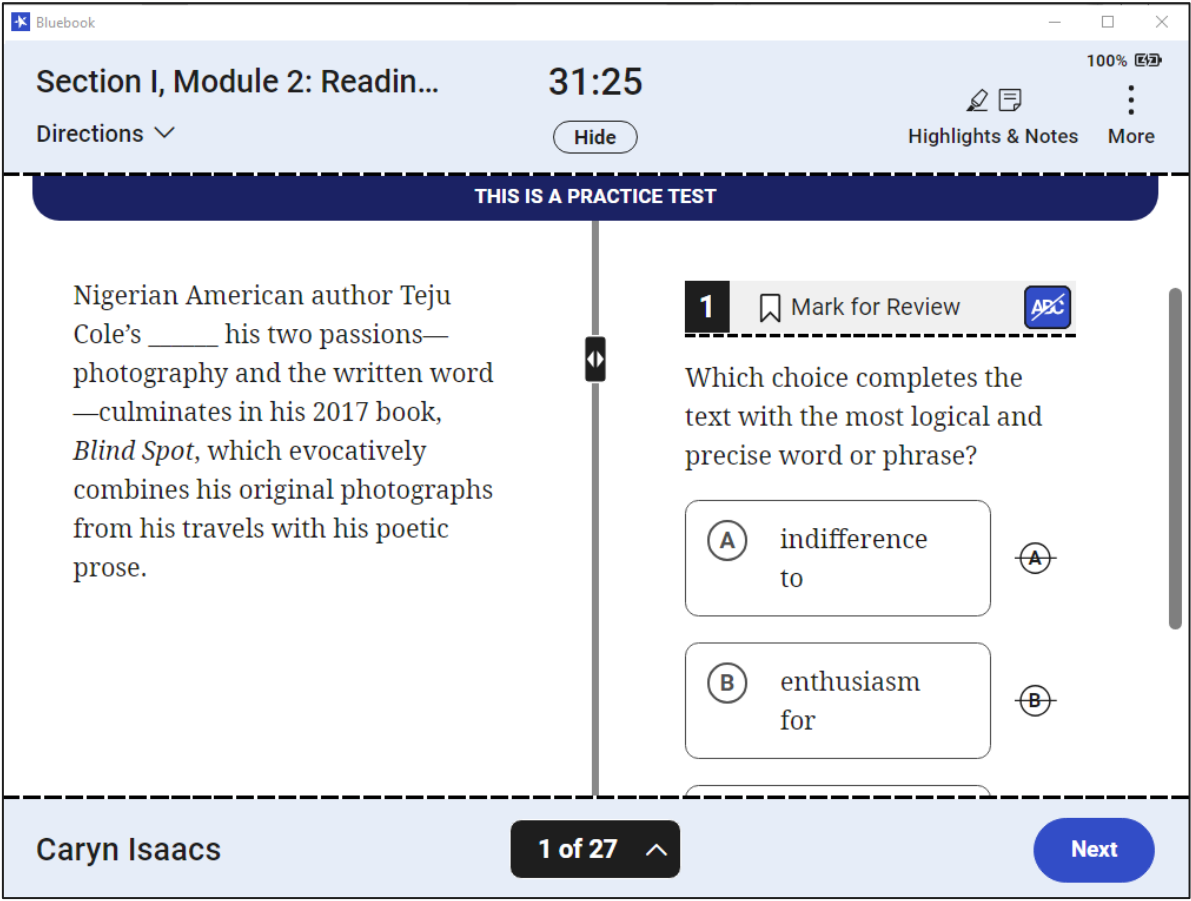
Question 22 of 27

Back Next

Zoom/Magnification



Note: Zoom leverages the accessibility functions of the testing device.



Highlights and Notes

Bluebook

Section I, Module 1: Reading and Writing

28:33

100%

Directions ▾

Hide

Highlights & Notes

More

THIS IS A PRACTICE TEST

Jetties—long, narrow structures that extend from a landmass into the water—are often constructed to protect coastlines from erosion. Jetties can sometimes have the opposite _____ obstructing the natural flow of sand along the shore can lead to increased erosion in some areas.

—long, narrow structures th...

This is a sample note.

20

Mark for Review

Which choice completes the text so that it conforms to the conventions of Standard English?

A

effect, though;

B

effect, though

C

effect; though

D

effect, though,

Caryn Isaacs

Question 20 of 27 ^

Back

Next

Color Contrast

- Leverages the accessibility features of the testing device.

Bluebook

Section 2, Module 1: Math

Directions ▾

18:38

99%

Calculator Reference More

Hide

Student-produced response directions

- If you find **more than one correct answer**, enter only one answer.
- You can enter up to 5 characters for a **positive** answer and up to 6 characters (including the negative sign) for a **negative** answer.
- If your answer is a **fraction** that doesn't fit in the provided space, enter the decimal equivalent.
- If your answer is a **decimal** that doesn't fit in the provided space, enter it by truncating or rounding at the fourth digit.
- If your answer is a **mixed number** (such as $3\frac{1}{2}$), enter it as an improper fraction ($7/2$) or its decimal equivalent (3.5).
- Don't enter **symbols** such as a percent sign, comma, or dollar sign.

Examples

Answer	Acceptable ways to enter answer	Unacceptable: will NOT receive credit
3.5	3.5 3.50 7/2	$3\frac{1}{2}$ 3 1/2
$\frac{2}{3}$	2/3 .6666 .6667	0.66 .66 0.67

3 Mark for Review

Each value in the data set shown represents the height, in centimeters, of a plant.

6, 10, 13, 2, 15, 22, 10, 4, 4, 4

What is the mean height, in centimeters, of these plants?

Answer Preview:

Caryn Isaacs

Question 3 of 22 ^

Back

Next

If Text-to-Speech is provisioned for the student's test, it will show as a small box with tools that can be moved around the test screen.

Bluebook

Section I, Module 1: Reading and Writing31:01

Directions ▾Hide

100%

Highlights & NotesMore

THIS IS A PRACTICE TEST

Companies are providing consumers with more opportunities to purchase customized products than ever before. Whether buying customized sneakers, jewelry, or clothing, consumers can participate in the design of products to meet their specific needs and tastes. In turn, companies profit too: studies have shown that consumers are willing to pay more and wait longer for a customized product. Still, it can be difficult for companies to offer customization while keeping costs low, as the standard methods of mass production may not be able to accommodate making a unique product each time.

Text-to-Speech ⋮ ^

⏸ ■ 1.0x ▾ 🔊 ⚙

6 Mark for Review

Which choice best describes the overall structure of the text?

A It discusses several recent innovations in product manufacturing and then suggests some potential applications of those innovations.

B It describes a company's recent success with new products and then explains multiple factors that may have contributed to that success.

C It introduces a trend in consumer products and then explains how the trend both benefits and poses a challenge to companies.

D It presents two contrasting product-

Caryn Isaacs

Question 6 of 27 ^

Back

Next

Universal Tools for Math Section

Bluebook

Section II, Module 1: Math

34:51

100%

Directions

Hide

Calculator

Reference

More

THIS IS A PRACTICE TEST

1

Mark for Review

Which expression is equivalent to $(2x^2 + x - 9) + (x^2 + 6x + 1)$?

A

$2x^2 + 7x + 10$

B

$2x^2 + 6x - 8$

C

$3x^2 + 7x - 10$

D

$3x^2 + 7x - 8$

Caryn Isaacs

Question 1 of 22

Next

Directions

30:00

Hide



Calculator

χ^2
Reference

1 Mark for Review

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod
 tempor incididunt?

(A) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor

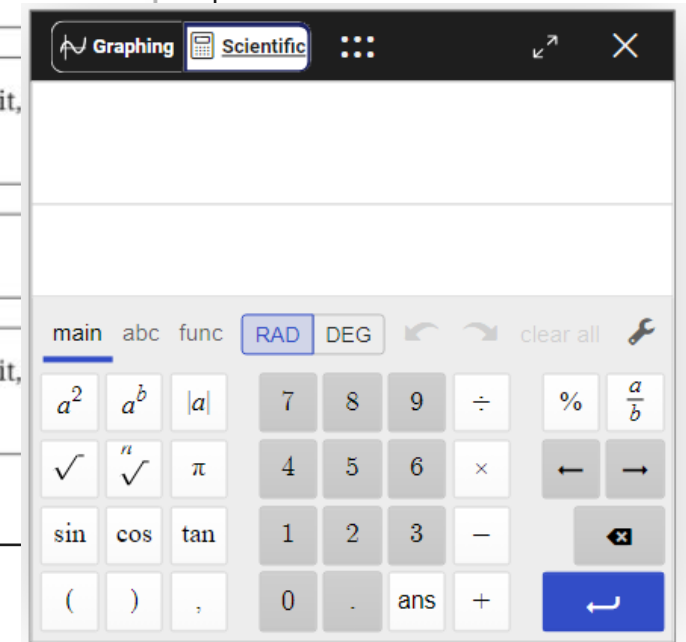
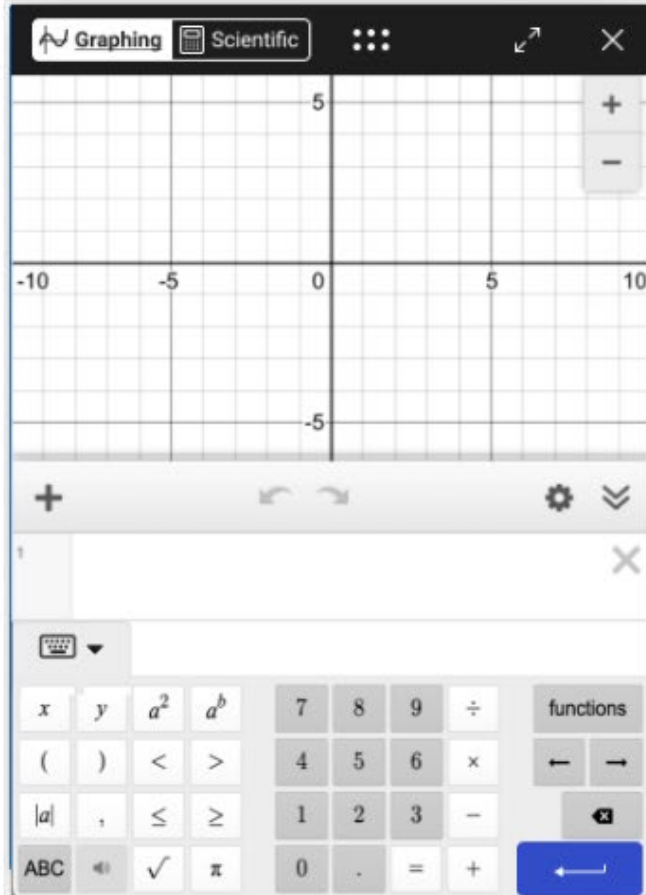
ⓑ Lorem ipsum dolor sit amet, consectetur adipiscing elit,
eiusmod tempor

© Lorem ipsum dolor sit amet, consectetur

Ⓓ Lorem ipsum dolor sit amet, consectetur adipiscing elit,
eiusmod tempor

Desmos calculator

- Scientific and Graphing



Bluebook
Section II, Module 1: Math
31:45

Calculator
X²
Reference
More

Directions ▾
Hide
THIS IS A PRACTICE TEST

Student-produced response directions

- If you find **more than one correct answer**, enter only one answer.
- You can enter up to 5 characters for a **positive** answer and up to 6 characters (including the negative sign) for a **negative** answer.
- If your answer is a **fraction** that doesn't fit in the provided space, enter the decimal equivalent.
- If your answer is a **decimal** that doesn't fit in the provided space, enter it by truncating or rounding at the fourth digit.
- If your answer is a **mixed number** (such as $3\frac{1}{2}$), enter it as an improper fraction ($7/2$) or its decimal equivalent (3.5).
- Don't enter **symbols** such as a percent sign, comma, or dollar sign.

Examples

		Unacceptable:
--	--	---------------


6

.33

Answer Preview

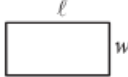
A student council fundraiser. They u
determine their p
posters. In order t
posters must they

Reference Sheet




$$A = \pi r^2$$

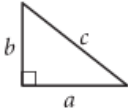
$$C = 2\pi r$$



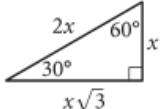
$$A = \ell w$$

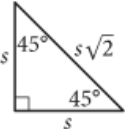


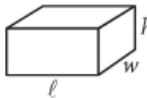
$$A = \frac{1}{2}bh$$

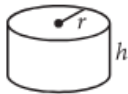


$$c^2 = a^2 + b^2$$



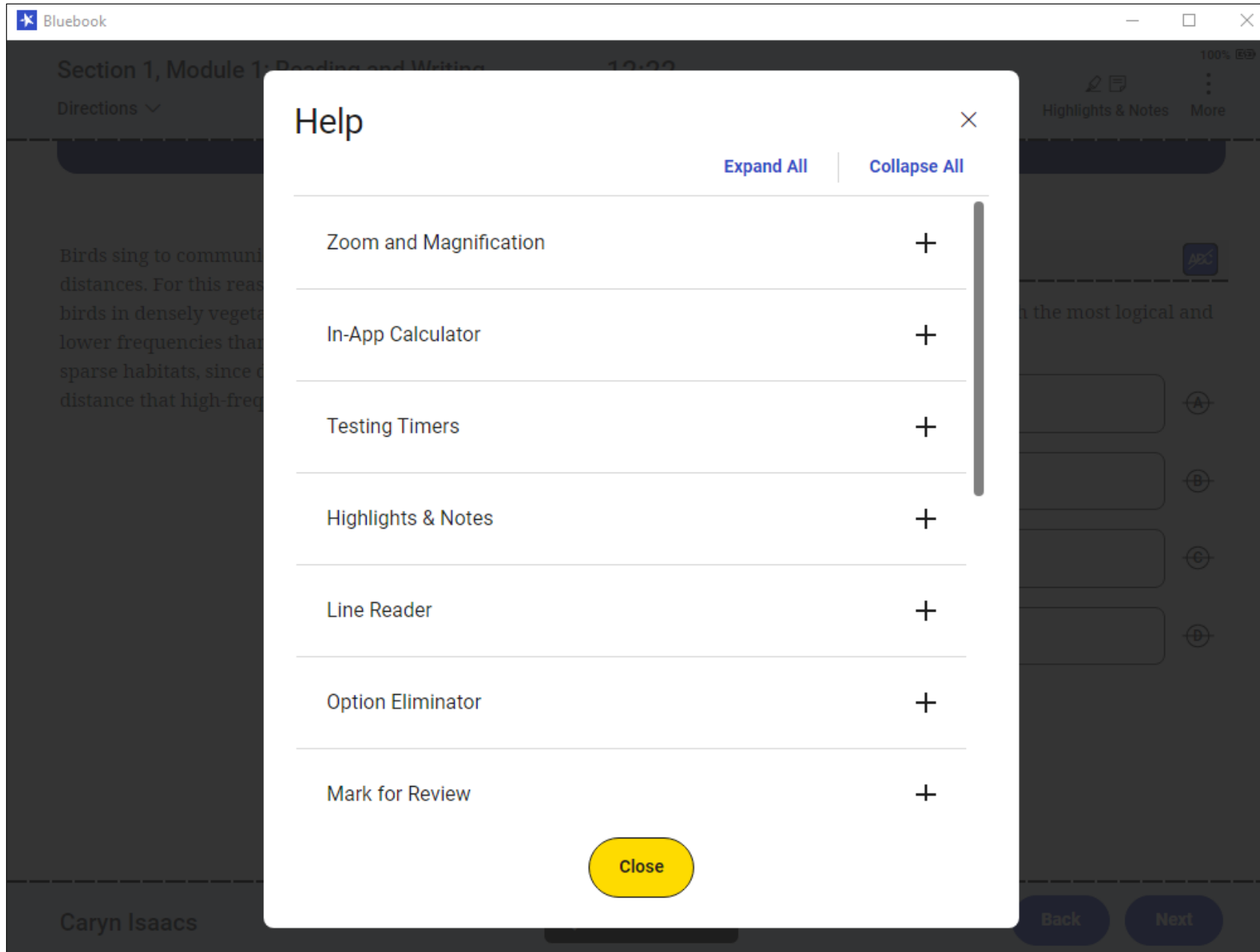






Caryn Isaacs
Question 6 of 22 ^

Universal tools found in Bluebook in the 3-dot menu



Student – Produced Response

Bluebook

Section II, Module 1: Math

34:15

100%

Directions

Hide

Calculator

Reference

More

THIS IS A PRACTICE TEST

Student-produced response directions

- If you find **more than one correct answer**, enter only one answer.
- You can enter up to 5 characters for a **positive** answer and up to 6 characters (including the negative sign) for a **negative** answer.
- If your answer is a **fraction** that doesn't fit in the provided space, enter the decimal equivalent.
- If your answer is a **decimal** that doesn't fit in the provided space, enter it by truncating or rounding at the fourth digit.
- If your answer is a **mixed number** (such as $3\frac{1}{2}$), enter it as an improper fraction ($7/2$) or its decimal equivalent (3.5).
- Don't enter **symbols** such as a percent sign, comma, or dollar sign.

Examples

		Unacceptable:
--	--	---------------

6 Mark for Review

A student council group is selling school posters for a fundraiser. They use the function $p(x) = 5x - 220$ to determine their profit $p(x)$, in dollars, for selling x school posters. In order to earn a profit of \$900, how many school posters must they sell?

. 3 3

Answer Preview: .33

Caryn Isaacs

Question 6 of 22

Back

Next

Mark for Review

Bluebook

Section I, Module 1: Reading and Writing

30:33

100%

Directions ▾

Hide

Highlights & Notes

More

THIS IS A PRACTICE TEST

Some researchers believe that the genes that enable groundhogs and certain other mammals to hibernate through the winter by slowing their breathing and heart rates and lowering their body temperature may be _____ in humans: present yet having essentially no effect on our bodily processes.

3 Mark for Review

Which choice completes the text with the most logical and precise word or phrase?

A

decisive

B

lacking

C

variable

D

dormant

Caryn Isaacs

Question 3 of 27 ^

Back

Next

Navigation Pop-Up

Bluebook

Section I, Module 1: Reading and Writing

29:25

100%

Directions ▾

Hide

Highlights & Notes

More

THIS IS A PRACTICE TEST

Jetties—long, narrow structures that extend from a landmass into the water—are often constructed to protect coastlines from erosion. Jetties can sometimes have the opposite ____ obstructing the natural flow of sand along the shore can lead to increased erosion in some areas.

20 Mark for Review

Which choice completes the text so that it conforms to the conventions of Standard English?

(A) effect, though:

(B)

(C)

(D)

Section I, Module 1: Reading and Writing Questions

Current

☐ Unanswered

For Review

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

Go to Review Page

Caryn Isaacs

Question 20 of 27 ▾

Back

Next

Review Screen

Bluebook

Section I, Module 1: Reading and Writing

24:55

Directions ▾

Hide

Highlights & Notes

More

100%

THIS IS A PRACTICE TEST

Check Your Work

On test day, you won't be able to move on to the next module until time expires.
For these practice questions, you can click **Next** when you're ready to move on.

Section I, Module 1: Reading and Writing Questions

☐ Unanswered

☒ For Review

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

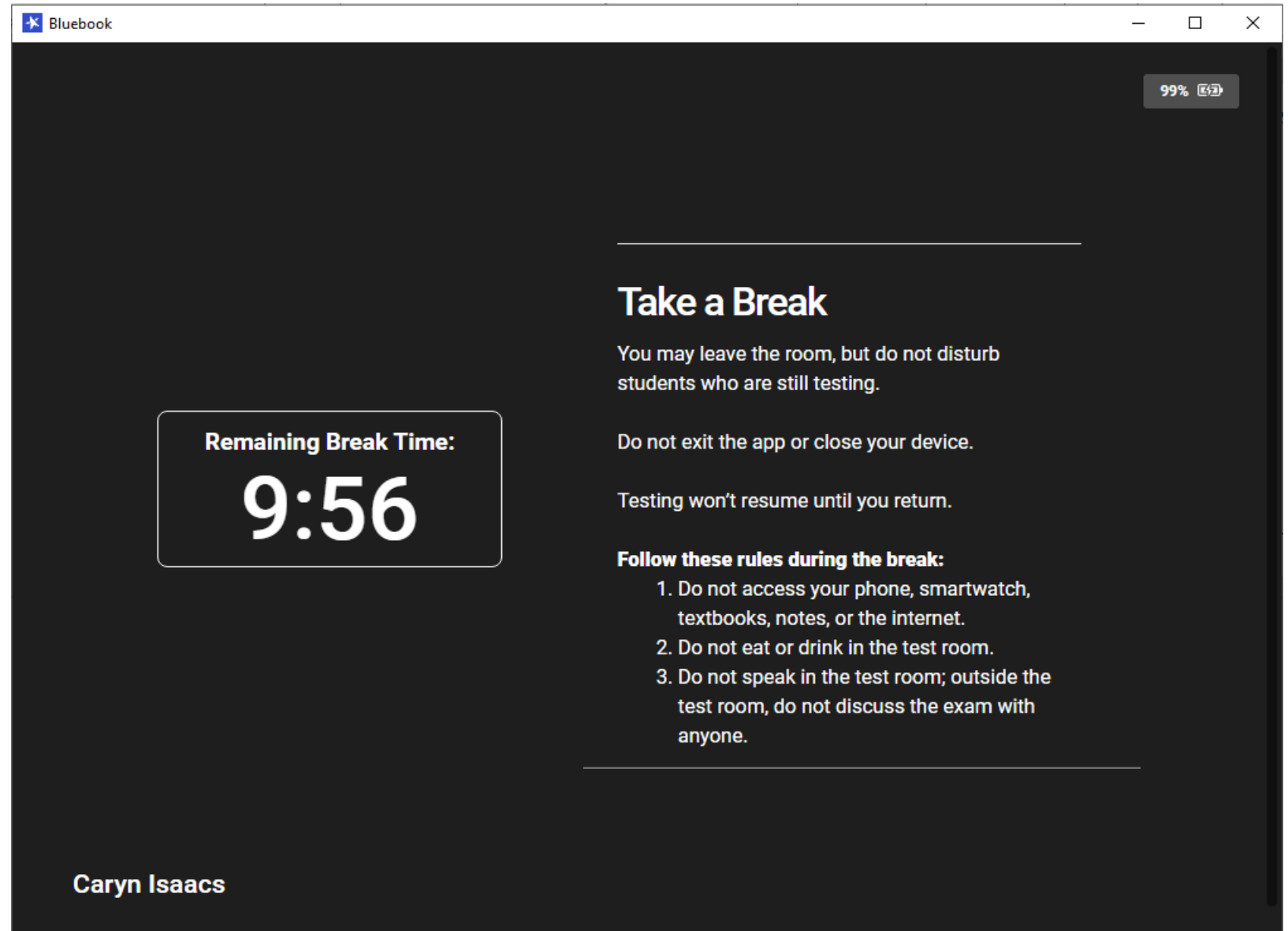
27

Caryn Isaacs

Back

Next

Break screen with countdown timer



Congratulations!

The test is complete, and your answers have been submitted.



Your proctor will dismiss you
when it's time to go.

Please be quiet; other
students may still be testing.

[Return to Homepage](#)

Rescheduling and Retesting

Rescheduling vs. Retesting – Before the Room Code

- Rescheduling a test date may be necessary in certain circumstances. If affected students **have not entered a room code** in Bluebook, schools may select a new test date anytime within the administration window without contacting College Board or submitting an irregularity report (IR.)
- **Examples of rescheduling a test date include:**
 - Individual student absences
 - Hurricanes, tornadoes, fires, floods or other widespread weather-related events
 - Local tragedies or emergencies
 - Prolonged school-wide internet or power outages

Rescheduling vs. Retesting-After the Room Code

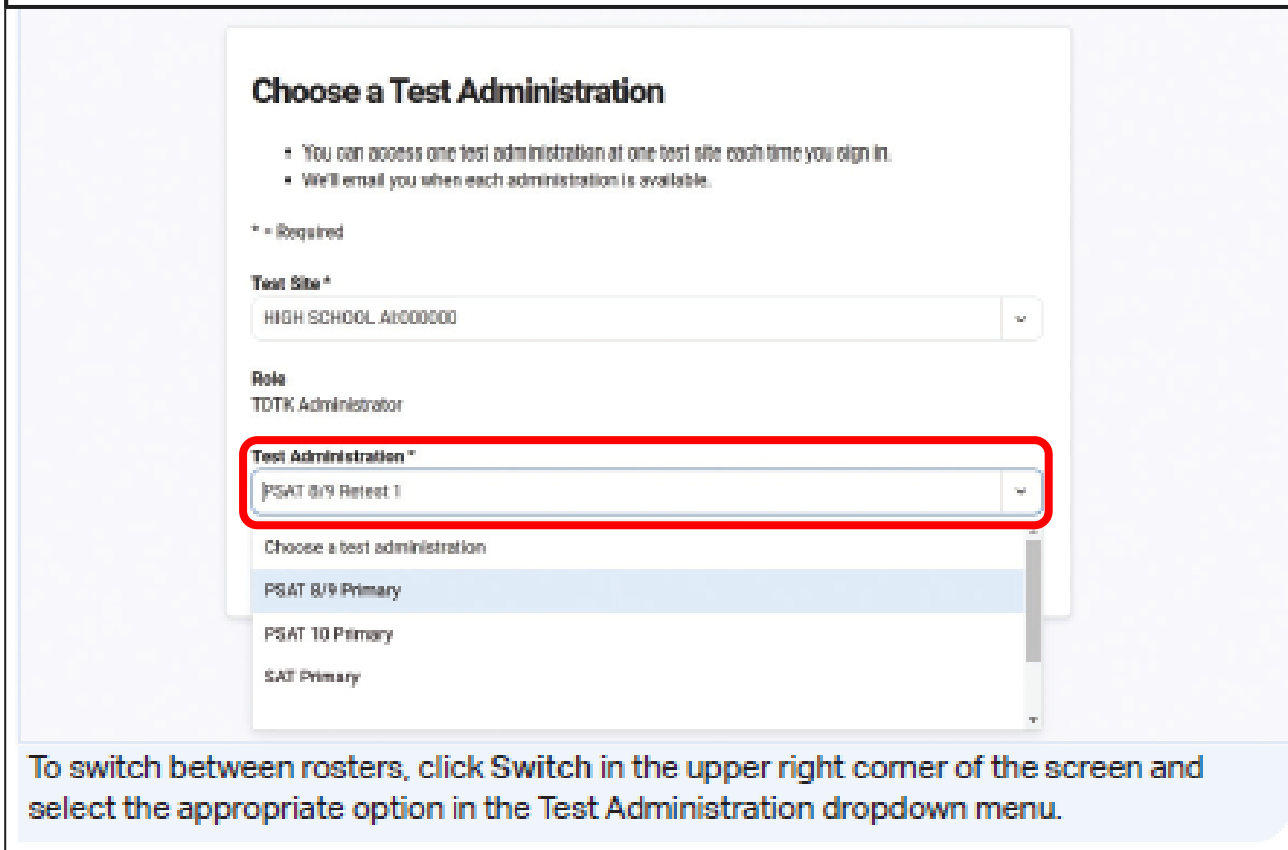
- If schools encounter issues **after the room code** has been entered, students may be eligible for retesting. Expect retests to appear one to two business days after filing the IR.
- **Examples of scenarios that would call for retesting include:**
 - Schools that experience disruptions to testing (e.g., fire alarms)
 - Students who experience prolonged technological issues after testing has started
 - Students who become sick after testing has started
 - Misadministrations due to staff errors

Note: If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook home page, it is not necessary to file an IR. The student's registration data must be updated before rescheduling them to test.

Retesting Students: Choosing a Test Administration

- Each time a test is prepared for a student, they're added to a retest administration roster:
 - The roster for your primary test administration lists all registered students.
 - The first time you retest a student, a roster for **Retest 1** will be added to Test Day Toolkit.
 - If you retest a student a second time, a roster for **Retest 2** will be added.
 - To switch between rosters in Test Day Toolkit, click **Switch** in the upper right corner of the screen and select the appropriate option in the **Test Administration** dropdown menu.

Reminder: The Student Readiness Check must be completed again before a student retests.



The screenshot shows a web interface titled "Choose a Test Administration". It includes a list of instructions: "You can access one test administration at one test site each time you sign in." and "We'll email you when each administration is available." Below this, there is a "Test Site" dropdown menu with "HIGH SCHOOL AB000000" selected. The "Role" is listed as "TDTK Administrator". The "Test Administration" dropdown menu is highlighted with a red rectangle and shows a list of options: "PSAT 8/9 Retest 1", "PSAT 8/9 Primary", "PSAT 10 Primary", and "SAT Primary". The "PSAT 8/9 Retest 1" option is currently selected. Below the dropdown menu, there is a text box with the instruction: "To switch between rosters, click Switch in the upper right corner of the screen and select the appropriate option in the Test Administration dropdown menu."

Reporting Testing Irregularities in Test Day Toolkit

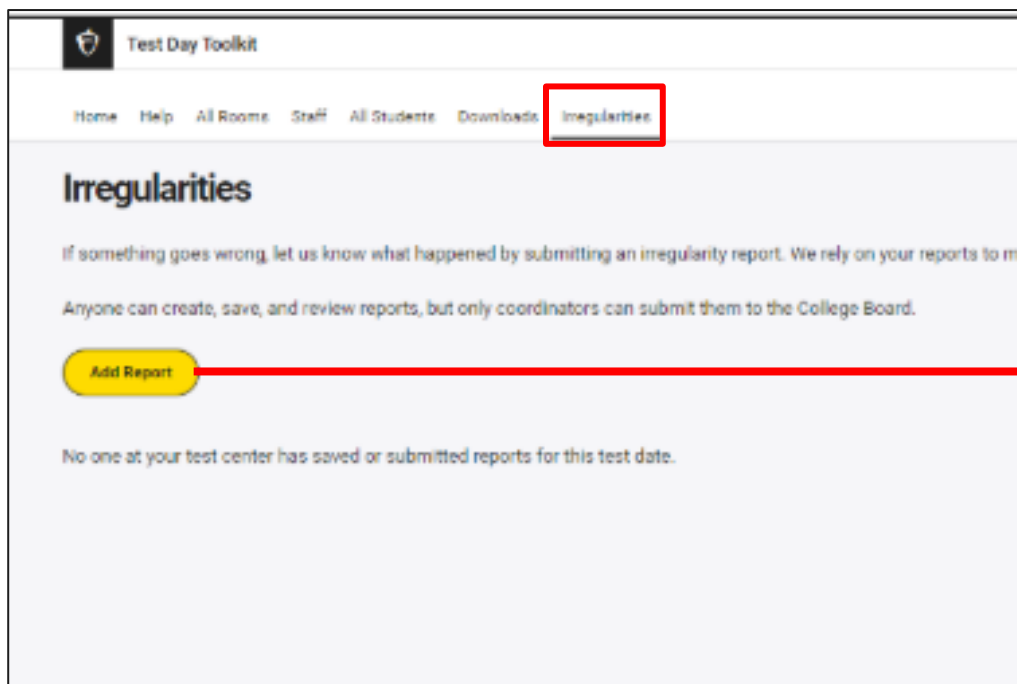
Reporting Testing Irregularities

- This process will be completed in Test Day Toolkit by the BAC, proctor or monitor.
 - BACs must approve submissions by proctors or monitors before they are sent to College Board.
- You will be asked to choose a category for the type of irregularity you are submitting. Choose the category that most closely matches the issue you observed.
- When you enter the irregularity report, you will learn if the irregularity necessitates a retest.
- **Enter irregularities on the same day that they take place.**
 - If you are delayed in entering them, please note that irregularities cannot be entered more than five days after the testing irregularity occurred.
- Irregularities/Allegations must also be reported to the DAC, who will report to KDE via CAVEON.

Submitting Irregularities in Test Day Toolkit

There are four irregularity categories and 25 forms.

Consult the **Retest and Irregularities Guide** within your Test Coordinator Manual for detailed instructions .



Test Day Toolkit

Home Help All Rooms Staff All Students Downloads **Irregularities**

Irregularities

If something goes wrong, let us know what happened by submitting an irregularity report. We rely on your reports to make sure the test is fair for all students.

Anyone can create, save, and review reports, but only coordinators can submit them to the College Board.

Add Report

No one at your test center has saved or submitted reports for this test date.

I need to retest students who entered the room code	-	Assistive technology/screen reader issue	+
I need to report a security issue or rule violation without setting up a retest	+	Wrong or missing accommodations in Bluebook	+
I need to report a non-security issue without setting up a retest	+	Staff accommodations mistake	+
I need to cancel a score on behalf of a student	+	Student technology issue	-
		Network and staff technology issues	+
		Testing conditions and administration error	+
		Disruption caused by another student	+
		School evacuation	+
		Test content issue	+
		Illness and early departure	+

Student technology issue

Use this form only to report Bluebook and device issues that occurred after the room code was entered and before the student's time ran out.

Use the no-test "Answers not Submitted" form to report submission issues.

If the issue happened before the room code was entered, reschedule the test without submitting a form.

Problem Examples:

- Device did not meet requirements
- Students could not start the test after entering the start code
- Battery died
- Bluebook or test closed unexpectedly
- Device froze or crashed
- Exited full screen mode/minimized

Score Release Dates

College Board Score Release Schedule – Kentucky SAT Junior State Administration – Spring 2026

Test Submission Dates	Educator Portal Release	Student Release	Electronic Score Report (ESR) File Release
March 2–13, 2026	March 31, 2026	April 2, 2026	April 8, 2026
March 16–27, 2026	April 14, 2026	April 16, 2026	April 22, 2026
March 30–Apr 10, 2026	April 28, 2026	April 30, 2026	May 6, 2026

Resources and Support

Monthly Newsletter

Distributed to DACs, BACs,
SSDCs, and TechCs

College Board Monthly Newsletter

- **Includes:**
 - Review of checklist items for the month
 - Overview of the information needed for each month's activities
 - Preview of upcoming items for the next month
- **Timeline:**
 - The first newsletter distribution was on **November 6**.
 - Subsequent newsletters will be distributed on the **1st Thursday of each month**.
- Sent from the kentuckysat@collegeboard.org inbox.

Training

Training	Audience	Dates
Fall Workshops 2025 -WKEC (Eddyville): Nov. 5 -NKCES (Alexandria): Nov. 6 -KEDC (Ashland): Nov. 7 -SESC (London): Nov. 10 -KDE (Frankfort): Nov. 17 -KVEC (Hazard): Nov. 19 -GRREC (Bowling Green): Nov. 21	<ul style="list-style-type: none"> • District Assessment Coordinators • Building Assessment Coordinators • SSD Coordinators (optional) • School and District Technology Coordinators (optional) 	November 5 – 21, 2025
Services for Students with Disabilities (SSD) & Accommodations Webinar	<ul style="list-style-type: none"> • SSD Coordinators • Building Assessment Coordinators (optional) • District Assessment Coordinators (optional) 	November 12, 2025

Training, ctd

Training	Audience	Dates
Technical Readiness Webinar	<ul style="list-style-type: none"> District and School Technology Coordinators (strongly recommended) 	January 15, 2026
College Board's Required Online Training	<ul style="list-style-type: none"> Building Assessment Coordinators (required) Proctors (required-either in-person by BAC or via LMS) Hall and Room Monitors (optional) 	January 26, 2026
KDE Monthly SAT Office Hours <i>(Registration Links found in Monday DAC Newsletters from KDE)</i>	<ul style="list-style-type: none"> BACs / DACs SSD Coordinators 	12/2/2025 – Accommodations/EL Supports 1/27/2026 – SDMS and Test Day Toolkit Access 2/25/2026 – Paper Testing Reminders and Q&A 3/18/2026 – Testing Irregularities, Absentees, Retests, Accommodations, Q&A 4/15/2026 – Scores and Reporting, Feedback

College Board's Required Online Training [1/26/26 – 2/27/26]

- **BACs** must complete College Board's required online training.
- **Proctors and Technology Monitors** may either be trained in person by their BAC or complete the online training individually. In both cases, they must complete the associated knowledge check within their College Board professional account.
- **Hall and Room Monitors** may complete the online training, receive in-person training from their BAC, or review the College Board–provided PowerPoint in preparation for the Spring 2026 SAT Junior State Administration.
- **SSD Coordinators** will have access to an optional SSD training module.
- **KDE Policy:** Certified and classified staff may serve as testing staff if they have completed the Administration Code Regulation training (also Inclusion of Special Populations Regulation training if they are providing accommodations), and they must sign a nondisclosure form annually. (Anyone involved with testing – even technical staff – must sign the nondisclosure form annually.)

Test Coordinator Online Training Completion Dashboard

- The primary BAC will be able to track staff training completion.
- BACs who conduct in-person trainings for proctors and monitors will be able to record their staff members' training status as having been trained on site.
- A user guide will be available for assessment coordinators in January 2026.

Staff Training Status

The following table shows staff progress on their required training.

- Check the “Your Trainings” table to ensure you’ve associated yourself with all the test administrations you’re planning to support.
- Only staff that have logged into the training platform and have selected this testing location will appear on the list.
- Staff information will remain in this table for the current season.
- You are able to indicate whether your staff “Trained on-Site” and whether a person is not supporting the administration. ?

+ Filter Staff Table

Download Data ⬇

Edit

Total 15 records Show 3 | 5 | 15 | 30 | 45 | 60

< 1 >

<input type="checkbox"/>	Name	Testing Location	Training Courses	Role	Test Administration	Course Completion Status	Trained On Site	Active Staff
<input type="checkbox"/>	Flintstone, Fred akusuma+demo2@collegeboard.org	LAKELAND SR HS	SAT Weekend Training	Hall Monitor	SAT August 2024	In Progress	✓	Yes
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Coordinator Training	Test Coordinator	SAT School Day Fall 2024 Primary	Completed		No
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Test Day Staff Training	Test Coordinator	SAT School Day Fall 2024 Primary	Not Attempted		No
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Coordinator Training	Test Coordinator	PSAT/NMSQT Fall 2024 primary	Completed	✓	No

Publications

Publication	Delivery Timeline
Accommodations and Supports Handbook	December 2025
Student Guides	January
Paper Testing Scripts	January
Kentucky Implementation Handbook	January
Test Coordinator Manual	January
Proctor Manual	January
Proctor Script Practice Resources	February
Understanding Scores	March

Publications will be available at <https://collegeboard.org/kentucky>

Next Steps

Key Digital Administration Next Steps

Action	Description	Timeframe
Request CB-approved Accommodations and EL Extended Time	Request CB-approved Accommodations, EL Extended Time	Now - January 12
Request New EL Supports	Request Tex-to-Speech (Math) and/or EL Math Only	December – January 12
Request State-allowed Accommodations (SAAs)	Request State-allowed Accommodations as defined by the Kentucky Department of Education	January 9 – February 9
Off-Site Requests	If testing off-site, notify College Board and KDE via the onboarding survey.	Now – February 16
Have all test day staff create College Board professional accounts	Have any test day staff that will be interacting with Test Day Toolkit create College Board Professional Accounts at collegeboard.org	Now

College Board Customer Support

College Board KY SAT Webpage

Slides from today's workshop will be posted on the www.collegeboard.org/kentucky webpage.

*College Board Customer Service:

P: (866) 609-2430

E: Kentuckysat@collegeboard.org

*Expect a response from College Board Customer Service within one business day.

Thank You!