

SAT SUITE OF ASSESSMENTS

Accommodations Guide for Proctors

Look inside for:**BLUEBOOK TESTING
PROCEDURES****PAPER TESTING
PROCEDURES**

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Introduction

How to Use the Accommodations Guides

In response to feedback from educators administering the SAT® Suite of Assessments, we've rearranged accommodations information to better focus each of the following publications. The information they contain, while familiar and largely the same as what you are used to, is more carefully aimed at the role of the person using each guide.

- This is the *SAT Suite Accommodations Guide for Proctors*. It contains just the information you need to successfully prepare for and deliver the test with accommodations in Bluebook™, the College Board digital testing application, or on paper. Some proctor tasks, such as completing transcriptions, have been shifted to this guide from the *Paper Testing Scripts* (formerly called *Paper Testing Guides*).
- Similarly, some activities the coordinator is responsible for, such as managing testing materials and providing Test Day Toolkit access to staff, have been shifted out of this proctor guide and into a separate *SAT Suite Accommodations Guide for Coordinators*.
- The *Paper Testing Scripts* focus on the scripts that staff proctoring paper-based testing will use to administer the appropriate test—SAT School Day, the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), or PSAT™ 8/9—on test day.

Who This Guide Is For

We've designed this guide for proctors so you can find information in one place for tasks you complete to make accommodated testing go smoothly in your testing room. It includes ways you prepare for test day as well as everything you do on test day to deliver the test, whether in Bluebook or in an alternate format.

What You'll Find in This Guide

Here's a snapshot of the *SAT Suite Accommodations Guide for Proctors*.

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

Planning to Test Students with Accommodations: Use this section to learn about different accommodations you may be called upon to administer in your testing room. Topics covered include how accommodations work for digital testing, testing aids and alternate formats, support staff, and timing and breaks.

Accommodated Testing in Bluebook: This section covers what proctors need to know to successfully test accommodated students using Bluebook.

Accommodated Testing on Paper: This section covers the policies and procedures for testing students approved for testing on paper, including distributing materials, using the proper scripts, and transcribing answers after students have been dismissed. It also includes a brief overview of what to do with materials.


After the Test: This section covers policies and procedures for submitting Irregularity Reports (IRs) in Test Day Toolkit as part of a digital test administration.

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

- Timing Chart for Testing in Bluebook
- Timing Chart for Testing with Paper Materials
- A list of acceptable calculators
- A list of Bluebook testing tools
- The *Technical Troubleshooting Guide*
- A copy of *Proctor Essentials for Test Day*

We use the following icons to highlight information:

 *Link to required training*

 *Procedures for testing in Bluebook*

 *Procedures for testing on paper*

Setting Up

- Students testing with accommodations will be registered with all other students at your school. Most, if not all, students with accommodations will test in Bluebook and will take part in the digital readiness check (see next section).
- Schools provide internet access in all testing rooms for students and staff. Students need an internet connection to begin testing and at the end of the test to submit responses. Students who lose network connectivity momentarily during testing can continue without losing testing time.

This guide includes information you'll need to proctor students with accommodations such as:

- Use of assistive technology (AT).
- Paper supplements such as reader's script.
- Approved accommodation of paper tests for digital assessments.
- Human reader or scribe.
- Braille accommodations.
- Limited testing time or more than double time (which will require multiple-day testing).
- Extended-time testing for reading or for math. This includes time and one-half and double time.
- Accommodated breaks, including breaks as needed.
- Enlarged fonts (students will use the zoom feature on their devices).
- Nontiming accommodations such as preferential seating, wheelchair access, medical devices and aids, permission for food/medication while testing, service animals and emotional support animals, written copy of verbal instructions, and sign language interpreters.

With the exception of paper tests, these accommodations are provided in Bluebook testing, and most of them are offered in 1 day of testing.

Digital Readiness Check

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

These sessions can be completed in 30 minutes or less. We suggest completing the readiness check as soon as possible, but ideally no later than 1–2 weeks before you test.

Refer to the Digital Readiness Check chapter of your *Proctor Manual* if you are asked to help lead this student session.

Roles and Responsibilities

There are a variety of roles involved in preparing for and delivering a digital SAT Suite test administration. This section provides guidance about those roles and their related responsibilities.

Information Technology Roles

Technology Coordinator

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

Readiness and Test Day Roles

Test Coordinator: The test coordinator is expected to be at the school to supervise all activities related to the test administration. They are responsible for registration activities and validating student data; staff recruitment, training, and assignments; overseeing the use of facilities; supervising all activities of the test administration; and handling any emergencies or disruptions.

Services for Students with Disabilities (SSD) Coordinator: The SSD coordinator is responsible for supporting students who'll be testing with accommodations. This includes requesting accommodations and supports, validating student accommodations data, helping the test coordinator to seat students in appropriate groups, and working with proctors and technology coordinators to ensure students can test successfully with their accommodations.

Technology Monitor: Test coordinators assign at least 1 technology monitor to help students with technical issues on test day in the help room.

Proctors: Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room. See Your Role as Proctor on page 4 for more details.


Hall/Room Monitors: Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit to help direct students to their assigned rooms, answer questions, monitor testing areas, and submit irregularities if needed.

Your Role as Proctor

As a proctor, you're responsible for conducting a secure, valid administration. You're accountable for everyone in the testing room and everything that takes place in your room.

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

Responsibilities:

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

IMPORTANT: Proctors administering paper testing will follow a different flow in Test Day Toolkit, as instructed in this guide under *How to Proctor Paper Tests* on page 30.

- For students testing on paper:
 - ◆ Keep test materials secure, and follow all instructions for distribution, collection, and return of paper materials.
 - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
 - ◆ Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
 - ◆ Accurately time each test module.
 - ◆ Actively monitor students throughout testing.
 - ◆ Record the start and stop times where indicated in the script and on the board as soon as each module begins.
 - ◆ Announce the remaining time as indicated in the script.
 - ◆ When testing ends, collect and keep together each student's test book with answers recorded in it, sign-in ticket, and completed *Paper Test Taker Administration Instructions* booklet.
 - ◆ Work with other testing staff to complete transcription of student answers into Bluebook.

Planning to Test Students with Accommodations

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

How Accommodations Work for Digital Testing

Although the process of requesting and being approved for accommodations hasn't changed with digital testing in Bluebook, some accommodations are administered differently. For example:

- Some students will receive differently named accommodations on digital tests due to the nature of the assessment:
 - ◆ **Screen reader:** Most students approved for a human reader or braille will be approved to test with a screen reader (text-to-speech). Most students approved for human reader or braille can use their own third-party technology or the text-to-speech functionality on their devices.
 - ◆ **Scribe:** Most students approved for a scribe will be approved to test with dictation (speech-to-text). Students can use their own third-party technology or the speech-to-text functionality on their devices.
 - ◆ **Paper test for digital assessment:** In rare occasions, a student may not be able to test with digital accommodations. If, due to their disability, they need to test with a paper test, including a paper braille test, the SSD coordinator should submit the request in SSD Online by the accommodations request deadline.
- Some approved accommodations aren't needed for testing in Bluebook, including use of a computer, large print or magnification device, 4-function calculator, and written copy of verbal instructions. All of these accommodations are met through the functionality of Bluebook and/or the testing device (for example, students can use the zoom functionality to enlarge font size, and all math questions allow use of a calculator).
- Some accommodations are administered differently than you may be used to:
 - ◆ When students test in Bluebook, their extended time and accommodated breaks are incorporated into their test package. Bluebook does all of the timing; the proctor doesn't time the test for them.
 - ◆ Most students will complete testing in 1 day, including students testing with time and one-half and double time. Exceptions include students testing with limited time, more than double time, or with both double time and human reader, paper test, or raised line drawings.
 - ◆ Students testing with extra, extended, or breaks as needed can test in the same room as students testing without accommodated breaks.
 - ◆ Students testing with paper supplements (e.g., reader script, raised line drawings) will have a slightly longer test even if taking the test digitally.

See the appendix for detailed timing information for testing in Bluebook and testing with paper materials. For more information about how accommodations are provided in digital testing, visit satsuite.collegeboard.org/sat/accommodations/using-accommodations.

ADDITIONAL GUIDANCE:

If a student testing on paper is approved for written copy of verbal instructions, you'll need to print a copy from online resources at satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instructions.

Test Aids, Alternate Test Formats, and Support Staff

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

ACCOMMODATED TESTING SCENARIOS		
Approved Accommodation	Paper or Digital Test Format	Administer the Test Using This Guide plus:
Printed copy of verbal instructions	Test in Bluebook Access Verbal Instructions from the Help page in Bluebook	Test Day Toolkit
Braille	Test with AT in Bluebook (unless also approved for a paper test)	Test Day Toolkit
Raised line drawings	Test with AT in Bluebook with raised line drawings supplement	Test Day Toolkit
Human reader	Test with AT in Bluebook	Test Day Toolkit
Human reader for digital tests	Test in Bluebook with human reader and reader script	Test Day Toolkit
Writer/scribe	Test in Bluebook with AT	Test Day Toolkit
Human scribe	Test in Bluebook with scribe to enter answers	Test Day Toolkit
Paper test for digital assessments	Paper test book (large print if required)	The appropriate <i>Paper Testing Scripts</i> (provided by your test coordinator or downloaded from the Help page in Test Day Toolkit)
Paper test for digital assessments and printed copy of verbal instructions	Paper test book (large print if required) and copy of instructions downloaded from satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instruction	The appropriate <i>Paper Testing Scripts</i>
Braille and paper test for digital assessments	Paper braille test	The appropriate <i>Paper Testing Scripts</i>

- In rare cases, a student may be approved for a human scribe for digital tests. The scribe should record the responses in Bluebook.
- A student approved for human reader for digital tests will take the digital test, and a human reader will use a reader script to read the test aloud. Testing with a human reader requires one-to-one testing.
- Students testing with a scribe, a human reader, or screen reader will also be provided with time and one-half extended time (or more if requested and approved) and extra breaks.
- For students taking the test on paper or digitally with paper supplements, you'll receive one or more Testing Room Materials Report forms to use for distributing student materials.

Braille Test Formats

Proctors testing students using braille tests and/or supplements should review the different materials provided for the SAT Suite, described below. These formats will be included in the test shipment as needed for approved accommodations.

- Students who test with braille test formats test with standard time unless approved for other accommodations.
- Braille test formats are in Unified English Braille (UEB) with Nemeth Code for math. These materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each braille test, a regular-type test book is included for the proctor's use as a reference.
- Provide each student with a copy of the *Guide to the Nemeth Code* and the *Braille Reference Information*. The *Guide to the Nemeth Code* lists the current versions of Nemeth Code mathematical symbols with their meanings. The *Braille Reference Information* contains math reference material required for the braille test.
- Students taking the braille test may refer to the *Guide to the Nemeth Code* during the test.

Students approved for a human reader or screen reader may also be approved to use the *Raised Line Drawings Supplement*. If a student doesn't read braille but chooses to use the supplement, you should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-print tests.

When questions in the Math sections refer to figures, students approved to use the *Raised Line Drawings Supplement* may refer to it while testing.

Medical Devices and Aids

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

Service animals, such as guide dogs, may be permitted without an accommodation and shouldn't be turned away. However, a student does need an approved accommodation to bring an emotional support animal into the testing room.

Other medical devices, such as devices used for testing blood sugar, require an accommodation. Students approved to test blood sugar may do so at any time during the test. These students will likely have break accommodations as well, to allow for no loss of testing time.

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

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

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

GUIDANCE:

Students must be separately approved for use of raised line drawings in addition to their braille accommodations.

Support Staff


Some College Board–approved accommodations require support staff to assist the testing staff and students during the test administration. Support staff, such as human readers or writers/scribes, must be assigned by the school and may not be a relative of the student.

Some support staff may be required to:

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

General qualifications for support staff include:

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

 *Sign language interpreters aren’t permitted to have access to testing materials at any time; they are only allowed to sign spoken directions.*

Administering Tests with a Human Reader or Scribe

Students who require a human reader or scribe for the SAT Suite must be approved for “Human reader (scribe) for digital tests,” even if the student is approved for a paper test.

A human reader or scribe can also serve as the proctor for their student.

- Each student must have their own human reader or writer/scribe (human readers and scribes may not be shared during the same testing session).
- Administer the test in a one-to-one setting with time and one-half unless a student is already approved for double time or more extended time.

The *Paper Testing Scripts* include more information to give staff serving as a human reader or scribe in the paper testing room.

Human Reader Responsibilities

Human readers are responsible for clearly and accurately reading all test scripts, including test directions, questions, and passages. Human readers may also need to read back a student’s response when requested by the student.

Writer/Scribe Responsibilities

Depending on the student’s needs, a writer/scribe may be required to:

- Complete the student’s identifying information on the test book.
- For students taking a paper test, circle the answers within the test book corresponding to the answers chosen by the student. For students taking the test in Bluebook, record the answers chosen by the student in the app.
- Make any corrections indicated by the student.
- Assist the student in turning pages.

Timing and Breaks in the Accommodated Testing Room

All tests are timed by module. Students testing with accommodations must be given the entire amount of time, and they can't move on to the next SAT Suite module until their time is expired in Bluebook (or time is called in the paper testing room).

During the break after Section 1, students may go to the restroom, and they may consume snacks and beverages. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

Additional scheduled break time: Students may be approved for extra and/or extended breaks. These accommodated breaks, as with all scheduled breaks, are separate from the testing time. Scheduled breaks are initiated and timed by Bluebook; students and proctors do not take any action to initiate or end them. (They won't see a **Pause** button for these breaks.)

- Students approved for extra breaks receive an extra 5-minute break after the first module in each section. Students testing with extended time automatically receive extra breaks on the section(s) with extended time.
- Students approved for extended breaks receive double the amount of time given for the regularly scheduled 10-minute break. Any 20-minute nutrition breaks won't be extended.
- Students approved for both extra and extended breaks will receive double the amount of time for each extra break.

Breaks "as needed": Some students may be approved for breaks as needed. These students may break when they need to during a test module by using the **Pause** button in Bluebook. This is the only break accommodation that makes use of the pause feature.

Unscheduled breaks: To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- Students are allowed to take an unscheduled break without asking permission. Do what you can to minimize distractions, and warn students who are disruptive.
- **Never leave the testing room unattended.** If possible, have a monitor accompany the student to ensure rule violations don't occur.

REMINDER:

Bluebook automatically times the test and schedules the accommodated breaks. No proctor action is needed.

ADDITIONAL GUIDANCE:

If a student takes multiple unscheduled breaks and you consider the activity suspicious, submit an Irregularity Report (IR) in Test Day Toolkit.

Standard and Accommodated Section Timing and Breaks

The total standard testing time for each assessment in the digital SAT Suite is 2 hours and 14 minutes, plus an additional 10 minutes for a break. There are 2 sections: (1) Reading and Writing and (2) Math. Students with standard timing will have 64 minutes to complete the Reading and Writing section and 70 minutes to complete the Math section.

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

STANDARD TIMING FOR THE SAT SUITE

Reading and Writing			Math	
Module 1	Module 2	Break	Module 1	Module 2
32 minutes	32 minutes	10-minute break	35 minutes	35 minutes

Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extended time for Reading receive a break after the first module in both the Reading and Writing section and the Math section. For extended time for Math only, students receive a break after the first Math module.

Students approved for extended breaks receive breaks that are twice the length of regular breaks. Students testing with some accommodations—double time on the entire test, more than double time for math, or time and one-half with a human reader using a reader script or raised line drawings—receive a longer nutrition break between the 2 sections.

READING: TIME AND ONE-HALF SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
Module 1	Module 2	Break	Module 1	Module 2
48 minutes	48 minutes	10-minute break	53 minutes	53 minutes
5-minute break			5-minute break	

READING: DOUBLE TIME SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
Module 1	Module 2	Break	Module 1	Module 2
64 minutes	64 minutes	20-minute nutrition break	70 minutes	70 minutes
5-minute break			5-minute break	

Bluebook automatically sets the applicable test time for students testing with extended time.

Testing with Paper Materials

Students testing with a paper materials—including a paper test book, a reader script, or raised line drawings—will have different timing. The chart below shows timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments.

PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS*

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

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

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

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

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

PAPER: DOUBLE TIME SECTION TIMINGS AND BREAKS

Paper – Reading and Writing			Paper – Math	
Module 1	Module 2	Break	Module 1	Module 2
78 minutes	78 minutes	End of Day 1	86 minutes	86 minutes
5-minute break			5-minute break	

In the Testing Room on Test Day

On test day, begin with these activities, then continue with the testing procedures that apply to the accommodations you’re administering in your testing room—either Accommodated Testing in Bluebook on page 14, or Accommodated Testing on Paper on page 30.

Test Security

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

First-Time Access to Test Day Toolkit

All testing staff need to use Test Day Toolkit on test day. Accessing Test Day Toolkit the first time requires 2-step verification, which can take a while, so don’t wait until test day to do it.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- Start by clicking the personalized link in your access email and entering the code we send you.
- Staff get access emails with instructions as soon as their coordinator adds them to their toolkit staff list.

How to Sign In for the First Time

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

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

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

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

Room Readiness

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

How to Prepare Your Room

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

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

3. Check the rest of the room and confirm:
 - ◆ It doesn't have visible maps, charts, or other teaching materials.
 - ◆ You know where power outlets are located (if students are testing in Bluebook).
 - ◆ There is a working clock visible to students, if testing on paper.
4. Make sure you have all the testing materials and support staff you need to support students with these accommodations:
 - ◆ Raised line drawings
 - ◆ Braille
 - ◆ Human reader
 - ◆ Writer/scribe
 - ◆ Paper testing
 - ◆ Written copy of verbal instructions (if testing on paper)
5. Check that you have the following supplies:
 - ◆ A copy of the Wi-Fi name and password.
 - ◆ A sign-in ticket for each student.
 - ◆ 1 sheet of scratch paper per student (plus some extra sheets in case students request more).
 - ◆ If administering 1 or more serialized alternate test formats (paper test, reader's script, etc.), a Testing Room Materials Report form with a seating chart, and a list from your coordinator of the individual materials assigned to each student.
 - ◆ Recommended (for testing in Bluebook): Printed seating chart. (Large rooms may require more than 1 seating chart.)
 - ◆ Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging.
 - ◆ Testing devices for students (if applicable).
 - ◆ For some students testing with English Learner (EL) supports, printed copies of translated test directions or approved word-to-word dictionaries.
6. Post this information so it's visible from all seats:
 - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
 - ◆ Add the Wi-Fi name and password.
 - ◆ Add the name or room number of the help room.
 - ◆ Write the following instruction: "Do not close your device or turn off your screen at any time during or after testing until you've seen the Congratulations screen."
7. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.

RECOMMENDATION:

A clock that's visible to all students is recommended, but optional, in the Bluebook testing room.

Taking Attendance in the Paper Testing Room

If your students are taking the test on paper (including any students testing over more than 2 days), **you won't check students in**, but you do need to take attendance as follows:

1. If you don't know the student, use the information under Checking Identity on page 15.
2. Navigate to the **Attendance** page in Test Day Toolkit.
3. Ensure that each student you admit to the room is on the list of assigned students. See Help on page 15 if a student isn't listed on your room roster.
4. Assign each student to a seat (don't let them choose their own seat).

When these steps are complete, turn to Accommodated Testing on Paper on page 30.



Accommodated Testing in Bluebook

Most students testing with accommodations will test in Bluebook. Prepare for this testing using the information in this section. If your students are taking the test on paper (including any students testing over more than 2 days), go to Accommodated Testing on Paper on page 30.

IMPORTANT: *If you have students testing over 2 days, get more information from Students Testing Over Multiple Days on page 18.*

Once Students Are Seated

IMPORTANT: *These instructions are for students taking a digital test in Bluebook. If your students are taking the test on paper (including any students testing over more than 2 days), go to Accommodated Testing on Paper on page 30.*

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

Good to Know

- Students sign in to Bluebook with the credentials on the sign-in ticket you give them.
- Students enter 2 different codes into Bluebook, a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in, and when they enter the start code, timed testing begins.
- See Help on page 15 if you encounter issues.

How to Take Attendance

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

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

ADDITIONAL GUIDANCE:

Hooded shirts may be worn but hoods must be down during testing. Brimmed caps can be brought into the testing room but must be put away, not worn, during testing.

STUDENT EXPERIENCE

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

3. Mark students present in Test Day Toolkit after they enter the room code.
 - ◆ When students enter the room code, their name will appear in the **Entered Room Code** list.
 - ◆ If students are present but their names are not appearing in the **Entered Room Code** list, they might need help or a reminder to follow the posted instructions.
 - ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to Checking Identity on page 15.

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



4. Check student progress.

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

STUDENT EXPERIENCE

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

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

Help

Students Not on Your Room Roster

To find the student's correct room assignment, go to the **All Students** page in Test Day Toolkit and search for the student by name. If you can't find them, send the student to your test coordinator.

Late Arrivals

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

Bluebook Check-In Issues

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

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

Deciding When to Start the Test

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

Students with a Preferential Seating Accommodation

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

Other Issues

See Responding to Problems on page 27 for details on handling and reporting anything that goes wrong.

Checking Identity

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

Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in How to Take Attendance on page 14.
- See Help on page 16 if you encounter problems.



How to Check Identity

1. Make sure the student's photo ID is acceptable.
 - ◆ Away students are required to bring a valid photo ID on test day.
 - ◆ IDs must be government- or school-issued, original, and in good condition.
2. Check the student's appearance.
 - ◆ Compare the student's appearance to the ID photo.
3. Check the student's name.
 - ◆ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. For Bluebook testing only (not paper), mark the student present.
 - ◆ Click **Check In**.

Help

If You Can't Verify Identity

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

ID Examples

For away students, acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.
 - ◆ For U.S. service members and their family members, in countries where passports are required, DoD Common Access Cards (CACs) are acceptable alternative IDs.
 - ◆ Some other countries have different ID requirements. For a full list, go to satsuite.collegeboard.org/sat/what-to-bring-do/id-requirements.

Unacceptable IDs include:

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



Starting the Digital Test

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

Good to Know

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

How to Start the Test

1. Start reading the script in Test Day Toolkit.
 - ◆ Click **Next Step** on the Attendance screen in Test Day Toolkit.
 - ◆ Pay close attention to the labels that indicate which parts should be read aloud.
 - ◆ This part of the script covers breaks and security policies.

STUDENT EXPERIENCE

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

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

STUDENT EXPERIENCE

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



Students Testing Over Multiple Days

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

Who Tests Over Multiple Days

IMPORTANT: *Most students test in 1 day, including most students approved for time and one-half or double time.*

Students approved for the following accommodations may test over 2 days:

- Limited time testing (depending on amount of approved time)
- More than double time
- Testing with both a paper test or paper supplement (reader script or raised line drawings) and approved for double time

Administering the Test Over Two Days

For each day of testing, Bluebook will show a separate testing card—one for each day of testing. Each card will indicate “Day 1” or “Day 2” along with the exam date. Students taking the test in Bluebook will need to select the exam card for the correct day of testing.

For students testing over more than 1 day:

- Students must complete Day 1 of testing before they can take Day 2.
- The test must be taken on consecutive days. Day 2 of testing is the next school day after Day 1.
- Students will have a test ticket with temporary credentials for each day of testing. The credentials are the same for both days, so it does not matter which is used for Day 1 or Day 2, but make sure to have a ticket for each day. Don't issue Day 2 tickets to students until Day 2.
- Bluebook automatically ends Day 1 after the Reading and Writing section without any action needed from the proctor.
- For students testing with standard time and no accommodated breaks, there are no breaks during testing because only one exam section is taken on each day. However, if the student has also been approved for extended time or an accommodation of extra breaks or breaks as needed, their digital exam will enable them to take their approved break(s) during each day of testing. Students may also take unscheduled breaks, but their test timer will continue to run.
- When the student completes the exam section on each day, their responses will be submitted. The proctor must not dismiss the student until Bluebook ends the test and they are in a **Submitted** status.

IMPORTANT: *If a student encounters a technical issue that prevents them from submitting Day 1 responses that can't be resolved before beginning Day 2, the test coordinator will need to submit a retest irregularity form.*

Students who test over more than 2 days will take a paper test. See Testing Students Over Multiple Days on page 32 for instructions.

IMPORTANT: *For paper testing over multiple days, there will be only 1 testing card in Bluebook for the transcribers.*



Additional Information

Allowed on Student Desks

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

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials

Allowed Under Student Desks

These items are allowed under student desks:

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

See Medical Devices and Aids on page 7 for additional information about what is allowed in the testing room.

Prohibited Items

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

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

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. Not all graphing calculators are acceptable. See the list under Acceptable Calculators on page 43.



Electronic Device Policies

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

Managing Issues

See Responding to Problems on page 27 for details on handling and reporting anything that goes wrong.

Digital Test Monitoring

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

IMPORTANT: *These instructions are for students taking a digital SAT Suite test in Bluebook. If your students are taking the test on paper, go to Accommodated Testing on Paper on page 30.*

Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- Bluebook times the test and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.

How to Monitor Testing

Observe the Room

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

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

See Handle and Report Irregularities on page 23 to learn how to respond to these violations.

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

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

Complete the Seating Chart

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

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



Monitor Student Progress in Test Day Toolkit

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

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

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

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

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

Students with these statuses need your attention:

- **Exited:** Students exited the test and they might be using their device improperly. They'll need your help to continue their test and submit their answers. Read more about Students with an Exited Status on page 22.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted.

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

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

IMPORTANT: *If students have an **Exited** status, check their device immediately to make sure it's open and they're using it properly.*

Be Aware of Student Breaks

The standard break is 10 minutes, and Bluebook will tell students when to take their break (and any extra breaks they are approved for). If student start times were slightly staggered, their break times will be too. Students can take unscheduled breaks as well but lose testing time if they do.

IMPORTANT: *Testing devices must remain in the testing room and opened or uncovered during breaks.*

STUDENT EXPERIENCE

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

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

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Timing and Breaks in the Accommodated Testing Room on page 9 for more information.

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

STUDENT EXPERIENCE

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

REMINDER:

There is no Pause button for extra or extended breaks. Bluebook times these breaks for students.



Watch for and report break violations like the following:

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

Admit Students Returning from Break

NOTE: Ensure students leave and return quietly for their breaks as they'll be taking breaks at different times.

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

Additional Information

Students with an Exited Status

If students have an Exited status, check their device immediately to make sure it's open and students are using it properly.

IMPORTANT: Exiting the test, closing laptops, and covering tablets can lead to incomplete answer submission and affect scoring.

Students can't continue testing without proctor approval. To allow them to continue:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click the **Let Student Continue Testing** button.

STUDENT EXPERIENCE

When students reopen Bluebook, they need to click **Resume Testing** on their homepage and ask their proctor to let them continue testing.

Troubleshooting

See Technical Troubleshooting in the Testing Room on page 25 if students have technical issues.

Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in Test Aids, Alternate Test Formats, and Support Staff on page 6.

Access to Electricity

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

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

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

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

The following options are allowed:

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

ADDITIONAL GUIDANCE:

During the break(s), also watch for any student devices with a red low-battery warning in the upper-right corner of their screen.



The following options are not allowed once testing has started:

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

Handle and Report Irregularities

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

See Responding to Problems on page 27 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Follow your test coordinator's guidance and refer to the retesting and irregularities information in your *Proctor Manual* for a comprehensive overview of the Irregularity Report (IR) submission process.

Answer Submission Verification

Before you dismiss students, make sure their answers are submitted.

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

Good to Know

- If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the Congratulations screen with confetti.
- You'll also see their status change to **Submitted** in Test Day Toolkit.
- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically, but will be saved on their device.

How to Verify Answer Submission

1. Check the Filters section on the Test Day Toolkit monitoring dashboard.
2. If the filters show that all students who started the test have a **Submitted** status, all students are ready to dismiss.
 - ◆ Dismiss all students at once.
 - ◆ Follow the instructions for Dismissing Students with Submitted Answers below.
3. If some students who started the test don't have a **Submitted** status, help them submit their answers before they leave your room.
 - ◆ Follow the instructions for Dismissing Students with Submitted Answers below.
 - ◆ Help the remaining students submit their answers.

Dismissing Students with Submitted Answers

After verifying answer submission, dismiss students with submitted answers before helping any students whose answers are not submitted.

Good to Know

- Students are required to stay for their entire testing time, including students testing with an extended time accommodation.
- Unless a student's device is offline, closed, covered, or asleep when time is up, their answers are submitted automatically, they see the Congratulations screen with confetti, and their status in Test Day Toolkit changes to **Submitted**.
- Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated.
- If a student wants to cancel their scores, you can submit an irregularity in Test Day Toolkit or refer these requests to your test coordinator.



How to Dismiss Students with Submitted Answers

1. On the Test Day Toolkit monitoring dashboard, click **Submitted** to see which students' answers are submitted.
2. Collect all scratch paper.
 - ◆ Each sheet should be intact, with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
 - ◆ If a student doesn't return all their scratch paper, follow the instructions for rule violations in Responding to Problems on page 27.
3. Check sign-in tickets for notes about test content.
 - ◆ If you find any, confiscate the sign-in ticket, give it to your test coordinator, and report an irregularity.
 - ◆ Otherwise, let students keep their sign-in tickets.
 - ◆ SAT School Day students need sign-in tickets to update their 4 free score sends within 3 days of their test date.
4. If necessary, return prohibited items.
5. Let students with submitted answers leave the room.
6. If some students need help submitting their answers, follow the instructions in How to Dismiss Students with Unsubmitted Answers below.
7. If not, follow the instructions in After Dismissal on page 25.

How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students.
2. Make sure their test ended. If you see a countdown clock, tell them to let you know when their time runs out; their answers should submit automatically.
3. If you see the Bluebook homepage, find the test under **Your Tests**.
4. Tell the student to take 1 of the following actions depending on what you see:
 - ◆ If there's a **Resume Testing** button: The students should wait until their testing time runs out and then let you know if their answers are submitted.
 - ◆ If there's a **Submit Answers** button: The student should check their internet connection and click the button. See How to Check for an Internet Connection on page 26.
 - ◆ If the test isn't shown: The student should click **Past**. If the exam is listed with the message "Your answers have been submitted," you can dismiss the student.
5. If you see an **Answer Submission Incomplete** error message, tell the student to follow the instructions shown. If they need to check their connection, see How to Check for an Internet Connection on page 26.
6. If you see an **Answer Submission Pending** screen, dismiss the student and tell your coordinator that College Board will contact them about the student's test.
7. If some students' answers are still not submitted, tell them to keep their device and send them to the help room. If most students in your room need help, follow your test coordinator's instructions.

TIP:

If the actions in step 4 work and Bluebook confirms answer submission, it's okay if the student's status in Test Day Toolkit doesn't update.

STUDENT EXPERIENCE

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

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



After Dismissal

Thank you for proctoring! Test day is almost over.

How to Finish Proctoring

1. If you have any irregularities, report them in Test Day Toolkit.
 - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
 - ◆ Report any security issues or rule violations.
 - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
 - ◆ Submit reports. They'll be routed to your test coordinator.

See Retesting and Irregularities in your *Proctor Manual* for more information.

2. Check the room for student belongings and gather your supplies.
3. Report back to you test coordinator.
 - ◆ Tell your test coordinator about students whose answers weren't submitted. Let the test coordinator know if you sent students to the help room or if they used shared devices.
 - ◆ Let them know about any other problems.
 - ◆ Hand over materials, including your seating chart (if you have one) and all scratch paper, even if it's unused.

Technical Troubleshooting in the Testing Room

If a student is having technical trouble and testing hasn't started yet, you can try the tips below.

When to Send Students to the Help Room

- Helping the student delays the start of testing.
- You want to avoid distracting students who are testing successfully.
- None of the troubleshooting steps that follow resolve the issue.

When to Send Students to the Coordinator

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

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

None of Your Students Can Start

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

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

- Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
- Check the student's internet connection. Get tips on How to Check for an Internet Connection on page 26.
- You can also switch to a backup device with Bluebook installed if one is available.



A Student Can't Start Timed Testing

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

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

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

If Most Students Are Ready to Start

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

A Student's Testing Is Interrupted

Try the following fixes in order:

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

How to Complete a Device Swap

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

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

If a student has time remaining on a test but can't continue testing on the original device, and there is a backup device available, complete these steps:

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

IMPORTANT: *Students should reenter their answers if they're returned to an earlier part of the test.*

How to Check for an Internet Connection

If a troubleshooting tip directs you to make sure a device is connected to the internet, open a browser and navigate to collegeboard.org. Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook without turning the device off.

If they don't have a connection, make sure their device's Wi-Fi is turned on and airplane mode is turned off.

ADDITIONAL GUIDANCE:

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

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to the Retesting and Irregularities chapter in your *Proctor Manual*.

Good to Know

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

How to Respond to Problems

When to Call Us

Test coordinators should call us as soon as possible if:

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

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

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 28 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions.

IMPORTANT: *If other students were disrupted, complete a separate IR for those students (see Disturbances and Interruptions on page 28).*

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

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

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

Early Departure

Students must stay until their testing time is up, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 28.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 25. Follow the instructions for reporting irregularities in Next Steps below.

Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call us.

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

Approved Accommodations Not Given

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

Unapproved Accommodations Given

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

Test Question Issues

If a student thinks something's wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them for most students who are trying their best on every question, it is better to guess than leave a question blank, especially if the student can eliminate one or two answer options before guessing. Only answer questions about procedure, never about test content.

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

Get instructions for reporting irregularities in Next Steps below.

Next Steps

Early Dismissal

All students must stay for their entire testing time except in cases of illness or rule violations. To dismiss a paper tester early, collect their test materials and submit an IR in Test Day Toolkit. To dismiss a student early from Bluebook testing, follow these steps:

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

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

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

Reporting Irregularities

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

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

ADDITIONAL GUIDANCE:

Proctors do not need to review test content or provide an opinion, either to the student or in the IR.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

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

Device and Aid Access During Testing

Students may not access other applications or programs on their testing device before leaving the testing room. During testing, students can access the permitted items listed under Allowed on Student Desks on page 19 and Allowed Under Student Desks on page 19. Everything else is prohibited, unless a student has an approved accommodation that requires it.

Items Permitted During Breaks

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



Accommodated Testing on Paper

When you proctor paper testing, you'll need to time the test and breaks for the students in your room. Follow the instructions in this section to provide the specific materials assigned to your students, follow proper instructions and scripts to administer the test successfully, and transcribe student answers into Bluebook after you've dismissed them from testing.

In particular, please review and refer to these sections as you prepare for paper testing:

- How to Proctor Paper Tests (an overview of the steps to take on test day).
- Administering Paper Testing (important policies related to timing the tests and ensuring students record their responses properly).
- Using the Proper Materials, Using the Proper Scripts, the Transcription Process, and After All Students Have Been Dismissed (details about recording the materials used in your room, administering the proper timing for your room, and what to do after students are dismissed).

How to Proctor Paper Tests

Ahead of test day, learn about the types of materials you may receive for proctoring the test on paper. Take time to review the scripts along with the instructions in the following sections.

Be aware of these important differences in paper testing:

- Unless approved for other accommodations, students testing with a paper test record their responses in the test book. If a student is not able to circle the answers in the test book themselves, they would need an additional accommodation to use a scribe. In this case, the scribe would record the answers for the student in the test book and return it according to instructions.
- Never use Bluebook to time students testing on paper. Proctors need to time these students by following the scripts in the *Paper Testing Scripts* and using a separate clock or watch.
- Do not sign in to Bluebook until after the student has fully completed testing. Transcription cannot begin until testing is finished and students have been dismissed. Students must not be involved in the transcription process.

Work with your test coordinator to access and download the *Paper Testing Scripts* for the test you're administering in your room. You can print the scripts or access them electronically on your device. (An online copy is also available on the Help page of Test Day Toolkit.)

Prepare your room and materials for testing by following the instructions under In the Testing Room on Test Day on page 11 in this guide. Then continue as follows:

1. When all students are seated in the room, click **Next Step** on the Student Check-In page in Test Day Toolkit.
2. Open the *Paper Testing Scripts* and start the test preparation by reading the instructions to students under **Start All Testing Here** in the scripts.
 - ◆ Read the student instructions (script) aloud.
 - ◆ Follow the proctor instructions to distribute test materials and collect or store away prohibited items.
3. Guide students to complete the *Paper Test Taker Administration Instructions*:
 - ◆ Distribute the specific test materials to each student, using the list provided by the test coordinator, along with the student's unique sign-in ticket.
 - ◆ Follow the directions in the script to distribute 1 copy of the *Paper Test Taker Administration Instructions* booklet and if administering SAT School Day, a *Score Sends Code List*, to each student and walk students through the different sections to read or complete.
 - ◆ When they have finished completing the booklet, students will place the booklets under their desks. You'll collect them once testing is over.

REMINDER:

You'll use Test Day Toolkit to check students' registration, room assignment, and accommodations, but you won't use it while administering the test. In addition, no one in the paper testing room should access Bluebook during testing.



4. Begin testing, monitor students, and time testing.
 - ◆ Help students and actively monitor the room to maintain test security.
 - ◆ Use the Section Timing tables in the back of the *Paper Testing Scripts* to time the test, announce time remaining, and manage breaks. Do not use Bluebook to time the paper test.
5. Dismiss students.
 - ◆ After testing is complete, collect each student's test book and *Paper Test Taker Administration Instructions*. If administering a PSAT-related assessment, also collect each student's sign-in ticket. SAT School Day test takers should keep their sign-in ticket. Keep each student's materials together for transcription purposes.
 - ◆ Don't dismiss anyone until you are sure you have each student's complete information and matching testing materials.
 - ◆ Return any collected items and dismiss students.
6. Report any irregularities.
 - ◆ Follow the instructions for Responding to Problems on page 27.
7. Return all test materials to the test coordinator. All testing materials must be returned to College Board following instructions provided in the test materials shipment.
8. Complete transcriptions, then return all test books, *Paper Test Taker Administration Instructions*, scratch paper, and any other test materials to the test coordinator. All testing materials must be returned to College Board following instructions provided in the test materials shipment.

NOTE: Exception: Score Sends Code List booklets (used for SAT School Day) can be discarded.

Administering Paper Testing

Timing the Tests

College Board tests are timed. A specific amount of extended time may be appropriate for a student with a disability, but “untimed” or “unlimited time” is not available as an accommodation. The amount of time approved for each student is listed in Test Day Toolkit.

Students approved for extended time for reading must receive that extended time on all sections of the SAT Suite. Other students may have approval for math-only extended time (Section 2). Students with extended time will receive an additional break after the first module in the relevant test sections.

Students must be given their full amount of approved time on each module of the SAT Suite, even if they stop work before time is called. Students may not move to the next module until all time has elapsed.

Use the Timing and Breaks for Paper Testing on page 34 to help you conduct the SAT Suite smoothly.

Never use Bluebook to time students testing on paper, as this will prevent you from being able to transcribe the responses into Bluebook. Instead, follow the scripts and use a separate clock or watch.

Posting Times During Testing

Once you've started each section, record the start and stop times in the scripts, then post the times on the board for students to see. Use the section timing charts in the appendix to ensure you have correctly calculated the stop time based on the time you started the section.



Testing Students Over Multiple Days

Students whose accommodations require more than 2 days of testing will automatically test on paper, using the appropriate *Paper Testing Scripts*.

The test coordinator and the proctor should work together to plan for more than 2 days of testing. Please note:

- The decision letter will provide the amount of time the student can test during 1 session.
- Plan the test day so that students can complete a given module in the time allowed. For example, if a student with standard timing can test for a maximum of 80 minutes at a sitting, plan to administer the Reading and Writing section (2 modules of 39 minutes each) on 1 day and the Math section modules (43 minutes each) the next 2 consecutive days.

For the proctor:

- We recommend that you use paper clips or other means to mark the scripts and additional instructions you'll need to find easily when testing these students.
- On test day, during the opening script, when you reach **Give Additional Testing Instructions**, include the instructions to students given under **Additional Testing Instructions for Multiple-Day Testing**.
- On subsequent test days, check students in, making sure to seat them in the same seats as before (using the seating chart). Collect any personal electronic devices, labeling them as you did on Day 1, explain which day of testing you're starting, then turn to the marked place in the script and begin testing.

Accommodated Breaks for Paper Testing

During their breaks, students approved for accommodated breaks are still subject to the same regulations that apply to standard breaks. Post break times for the students, as noted in the scripts.

IMPORTANT: *Break time doesn't count as testing time (clock stops).*

During the break after Section 1, students may go to the restroom, and they may consume snacks and beverages. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

Additional Scheduled Break Time: Students with disabilities may be approved for extra and/or extended breaks. You should handle these as follows:

- Students approved for extra breaks receive an extra 5-minute break after the first module in each section. Extra breaks automatically apply to students testing with extended time.
- For students approved for extra breaks who receive standard time on some or all of the test, use Script 2: Standard Time with Extra Breaks.
- Give extended breaks to approved students by doubling the standard time of the regularly scheduled 10-minute break after Section 1. Use Script 1: Standard Time for these students if they aren't approved for extended time or extra breaks.
- Give extra and extended breaks to approved students by using the appropriate script with extra breaks and doubling the length of each break. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.

Breaks "As Needed": Some students may be approved for breaks as needed. These students may break when they need to during a test module. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request. This time doesn't count toward testing time.

Recording Responses

All students will be recording answers in their test book. Some students may be approved to record answers using a large-print test book or dictating answers to a writer/scribe. The scribe should record the answers in the test book and transcribe them after the test. See Test Aids, Alternate Test Formats, and Support Staff on page 6 for more information.

ADDITIONAL GUIDANCE:

Extended break time doesn't apply to any 20-minute nutrition breaks.



Using the Proper Materials

All test books show a pencil on the front cover along with a symbol (e.g., heart, sun, etc.) that you'll use to match the book with the student assigned to use it (you'll receive a list of students and their assigned symbols). Test books show the title of the assessment (e.g., "The SAT Test Book," "The PSAT/NMSQT Test Book," etc.) and follow the color scheme of light blue (SAT), dark green (PSAT/NMSQT), orange (PSAT 10), or maroon (PSAT 8/9). There is no separate answer sheet for students. Students will circle their answers in the test book.

Formats provided for students approved to use paper tests for digital assessments can also include:

- Test books with a dark blue cover for students using a standard font size
- Test books with a light blue cover for students using braille (a separate test book is provided for each test section)
- Large-print test books (font size matching student's approved accommodation)
- Raised line drawings supplement
- Reader's script for students approved for human reader

Using the Testing Room Materials Report Form

The Testing Room Materials Report form shipped with your tests helps staff manage testing materials. Proctors use the form to indicate testing room information, number of test formats received, and number of test formats returned. They'll also record the number received/returned and serial numbers of the *Paper Test Taker Administration Instruction* booklets received for the students they're testing. On test day, proctors will complete the following tasks with the form:

Before Testing

- Print and sign their name and confirm testing room information on the first page.
- Check the test formats and test taker instruction booklets received against the serial numbers the test coordinator listed on the form.

Once Testing Starts

- Record the serial number of each test book/format distributed to each seat in the room on the seating chart included in the form.

 *If any test security issues arise, the chart will be used in test security investigations.*

After Testing

- On page 4 of the form, record test formats and test taker instruction booklets being returned to the test coordinator after testing.

Missing Test Materials

If you discover a discrepancy in the count or serial numbers of materials listed on your Testing Room Materials Report form, follow these procedures.

If testing has not yet begun:


- Determine the serial number of the missing book if you can, and check the desk of the student who was assigned that serial number as well as the desks of students who received the test books with serial numbers right before and after the missing book's number.
- If the test book is still missing, place the room in a monitor's charge and notify your coordinator. Don't leave the room unattended.

If testing has already begun:

- Notify your coordinator right away.
- Minimize the disruption by waiting until a scheduled break or the end of the testing session to search the room.
- Announce that a test book is missing and that all students must remain in the room until it is found.
- Search each desk (even unoccupied desks) as well as student belongings around each desk.



- If it's still missing, place the room in a monitor's charge and ask your coordinator to call Educator Support immediately. Don't leave the room unattended.

 Submit an IR in Test Day Toolkit.

Using the Proper Scripts

Each SAT Suite script provides specific timing, and some scripts include additional instructions based on the type of accommodation the script is used for. See the timing and breaks chart that follows, which summarizes the use of scripts for the most common timing provided for students approved for accommodations.

All testing begins under **Start All Testing Here** in the *SAT Suite Paper Testing Scripts*. Before test day, become familiar with the script(s) you need to use for the students in your room. Consult the information under Timing and Breaks for Testing with Paper Materials on page 41 about group types, section timing for various accommodations, and break information. The scripts provided may need to be combined for students approved for extended time on specific sections of the test.

- **Example:** For students approved for time and one-half for math only:
 - ♦ Use Script 1 for Section 1: Reading and Writing.
 - ♦ Switch to Script 3 for Section 2: Math.

Students must be grouped with other students using the same test and break times.

Timing and Breaks for Paper Testing

SAT SUITE OVERVIEW OF PAPER TIMING AND BREAKS

	Section 1		Section 2		Total SAT Suite—testing + breaks
	Module 1: Reading and Writing	Module 2: Reading and Writing	Module 1: Math	Module 2: Math	
Script 1 Standard Time	39 minutes	39 minutes	43 minutes	43 minutes	2 hours and 44 minutes of testing and 10 minutes of breaks
		10-min. break			
Script 2 Standard Time with Extra Breaks	39 minutes	39 minutes	43 minutes	43 minutes	2 hours and 44 minutes of testing and 20 minutes of breaks
	5-min. break	10-min. break	5-min. break		
Script 3 Time and One-Half	59 minutes	59 minutes	65 minutes	65 minutes	4 hours, 8 minutes of testing and 30 minutes of breaks
	5-min. break	20-min. nutrition break	5-min. break		
Script 4 Double Time	78 minutes	78 minutes	86 minutes	86 minutes	5 hours and 28 minutes of testing and 10 minutes of breaks
	5-min. break	End Day 1 Testing	5-min. break		



Follow Scripts Exactly

To ensure accurate and uniform administration of tests, the proctor must:

- Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
- Accurately time each test section.
- Record the start and stop times where indicated in the script and on the board as soon as each module begins.
- Announce the remaining time as indicated in the script.

The Transcription Process

Students will be recording answers in their test book. Some students may be approved to record answers using a large-print test book or dictate answers to a writer/scribe. See Test Aids, Alternate Test Formats, and Support Staff on page 6 for more information. The testing staff is responsible for transcribing the student answers from the test book into Bluebook. They will use Test Day Toolkit and Bluebook to perform the tasks associated with transcription, as outlined in this section.

Opportunities Offered for Students

The *Paper Test Taker Administration Instructions* include an introduction to the app called BigFuture® School, and the College Board Connections™ program.

Before Testing

Before testing begins, proctors need to allocate at least 30 minutes for distributing, reviewing, and completing the *Paper Test Taker Administration Instructions*. Students who dictate answers will need a scribe to help them complete some sections of this booklet.

After Testing

Proctors must take care to collect all student materials and keep each student's materials together for the transcription to be successful.

IMPORTANT: *Transcription cannot begin until all sections of the test have been completed.*

Once students are dismissed and all students have left the room, the 2 people assigned to each transcription will use Test Day Toolkit to navigate to the correct room for the student, then they'll sign in to Bluebook on behalf of the student.

Full instructions for transcribing students' responses are given in Transcribing Paper Test Responses on page 36.

After All Students Have Been Dismissed

After students leave the room, you must:

- Complete and sign the Testing Room Materials Report form (which you received from the test coordinator).
- Submit any irregularities in Test Day Toolkit.
- Ensure all transcriptions are completed as directed under Transcribing Paper Test Responses on page 36.
- Return the report form with all test books and associated *Paper Test Taker Administration Instructions* booklets, sign-in tickets, and (for SAT School Day) *Score Sends Code Lists* to the test coordinator.



Transcribing Paper Test Responses

The staff needs to complete these steps after students have finished testing and have been dismissed.

Before Transcription

Gather Materials

Gather the following materials for the student requiring transcription:

- The student's *Paper Test Taker Administration Instructions* booklet.
- The student's test book with their answers recorded in it.
- The student's sign-in ticket. Your test coordinator should have given you a separate copy of your students' tickets. If not, you can ask your coordinator to look up the student's credentials in Test Day Toolkit.

Get the Room Code In Test Day Toolkit

Sign in to Test Day Toolkit.

- If you've been assigned to the student's room, you'll be taken straight to the room page.
- If you haven't yet, go to **All Students**, search for the student, and click their room name.
- Navigate to step 6 in the toolkit and note the room code.

Record Student Information In Bluebook

Please adapt the instructions in Step 2 to the contents of your students' *Test Taker Administration Instructions*. Some booklets won't ask for students' mobile phone number, for example. Skip over any steps that reference information not included for your students.

1. Open Bluebook and sign in with the student's credentials. You should be able to see their test card.
 - ◆ Click **Start Exam Setup**.
 - ◆ Agree to the app's Terms and Conditions.
2. Consult the student's administration instructions booklet to:
 - ◆ Enter the student's mobile number and recovery email, if given (doesn't apply to PSAT 8/9).
 - ◆ Enter the student's answers (if given) for entry into the National Merit® Scholarship Program (only applies to PSAT/NMSQT).
 - ◆ Enter the student's contact information and answers to the optional questions, if given.
 - ◆ If offered for your students, and if the student opted in to Connections, indicate their agreement to participate (doesn't apply to PSAT 8/9).
 - ◆ If the student indicated selections for free SAT score sends, add them into Bluebook (only applies to SAT School Day).

IMPORTANT: *If a student did not respond to questions in the Paper Test Taker Administration Instructions booklet, or you do not have access to their responses, you should still proceed through the screens, transcribing any answers that were provided. Leave any questions the student did not answer blank.*
3. Agree to the Testing Rules for the exam.
4. When you have finished exam setup, you will be redirected to the homepage, where you should now see the option to click **Check In Now** on the test card.
 - ◆ Enter the room code.
 - ◆ Type in the test security pledge.

Mark Student Present In Test Day Toolkit

When you reach the start code prompt in Bluebook, return to Test Day Toolkit.

- Navigate to the Attendance screen and mark the student present.
- Click through to the end of the script and note the start code.



Start the Transcription in Bluebook

Return to Bluebook, which should still display the test card.

- Click **Complete Check-In** on the test card.
- Enter the start code and begin the transcription.

Transcription

Ensure that 2 staff members are assigned to each student's transcription. You must work together to enter and verify the student's responses. Complete all transcriptions no later than the school day after the student finishes testing.

Controlling the Timing of Bluebook

Unlike a test taker, you'll be able to control the timing in Bluebook as you transcribe student answers. You'll be given additional time for a second person to verify your entries on a given module, and you can advance the test when you need to. You do not have to wait for the clock to wind down; when you have finished both the transcription and verification, you can end the test.

IMPORTANT: *The transcribers can move to the next module when they're ready, but once they finish a module and progress to the next part of the test, they won't be able to go back. This means the entry and quality-control processes must be completed before moving on from a given module.*

Transcribing Responses

Students have been informed that they will not receive credit for questions where it appears they selected multiple options or where their response is not clearly circled. They have also been instructed to erase a circled answer fully if they change their mind.

IMPORTANT: *If you are unsure which choice a student intended to select or what they have written, DO NOT select or enter a response. Examples might include questions with more than one choice circled, multiple answers written but none circled, or student-produced responses that Bluebook won't accept.*

1. Working carefully through each question, enter the response the student selected or wrote in their test booklet.
 - ◆ Both transcribers must agree that a transcribed answer reflects the student's response.
 - ◆ If the student left a question blank, circled more than 1 answer, or did not clearly circle a response, skip it and move on to the next question.
2. When you reach the end of a module, go back and verify that all of your selected responses reflect the student's input in their test booklet. Transcribers are given extra time for the second verification, and they can move on to the next module or section when ready (Bluebook will provide 1 or more timed breaks, but you can advance the test when you need to).
3. Once you end the test (or the clock runs out) Bluebook will submit the transcribed answers automatically. Be sure you have reached the Congratulations screen that indicates successful test submission. If you exit Bluebook or close your device before reaching the Congratulations screen, your work on behalf of the student will not be submitted.

Work with your test coordinator or IT staff if you are unable to confirm submission.

After Transcription

Both staff members must sign the Transcriber Security Affidavit (on page 2 of each student's *Paper Test Taker Administration Instructions* booklet). Also make sure to complete the student information on the form.

The proctor should follow instructions under *After the Test* on page 38 to ensure all required tasks are completed.

After the Test

After you've successfully administered the test, there are still a few key tasks remaining.

Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests, if any. Please refer to the Retesting and Irregularities chapter of your *Proctor Manual* for comprehensive instructions.

What to Do with Materials

For testing in Bluebook, follow instructions under After Dismissal on page 25.

If you tested paper testers in your room, follow instructions under After All Students Have Been Dismissed on page 35.

Appendix

Timing Chart for Testing in Bluebook

All students taking any of the SAT Suite of Assessments in Bluebook will use the timing in this chart, except those testing with a paper test book (including a braille test book), a human reader, or raised line drawings supplement. For those exceptions, see the Timing and Breaks for Testing with Paper Materials on page 41. Please note the following additional information about accommodations:

- Most students will complete testing in 1 day.
- For students approved for more than double time or limited time testing, the student's decision letter will indicate how long the student is approved to test and over how many days. If testing over 2 days, Bluebook will automatically break the test between sections. See Students Testing Over Multiple Days on page 18 for more information.
- Students testing over more than 2 days will test on paper. See the *Paper Testing Scripts* for the test you're administering on the **Help** page of Test Day Toolkit for more information.
- Extra breaks are automatically applied to all students with extended time.
- Students in the same group type may be timed differently if students have unlike break times. To minimize disruptions, your test coordinator may assign students to rooms based on their break times as well as on their group types.
- Students approved for screen reader (text-to-speech) will use Reading: Time and One-Half.

SAT SUITE OF ASSESSMENTS TIMING CHART

Timing	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Module 1: Reading and Writing	Module 2: Reading and Writing		Module 1: Math	Module 2: Math	
Standard Time	S1	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	2:14 testing time + breaks = 2:24
Standard Time with Extra Breaks	S1	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	2:14 testing time + breaks = 2:34
		5-min. break			5-min. break		
Standard Time and Extended Breaks	S1	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	2:14 testing time + breaks = 2:34
Standard Time and Breaks as Needed*	S1	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	2:14 testing time + variable breaks

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

Timing	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Module 1: Reading and Writing	Module 2: Reading and Writing		Module 1: Math	Module 2: Math	
Reading: Time and One-Half	S3	48 minutes	48 minutes	10 minutes	53 minutes	53 minutes	3:22 testing time + breaks = 3:42
		5-min. break			5-min. break		
Reading: Time and One-Half and Extended Breaks	S3	48 minutes	48 minutes	20 minutes	53 minutes	53 minutes	3:22 testing time + breaks = 4:02
		10-min. break			10-min. break		
Reading: Double Time	S5	64 minutes	64 minutes	20-min. nutrition break	70 minutes	70 minutes	4:28 testing time + breaks = 4:58
		5-min. break			5-min. break		
Reading: Double Time and Extended Breaks	S5	64 minutes	64 minutes	20 minutes	70 minutes	70 minutes	4:28 testing time + breaks = 5:08
		10-min. break			10-min. break		
Math: Time and One-Half	S2	32 minutes	32 minutes	10 minutes	53 minutes	53 minutes	2:50 testing time + breaks = 3:05
					5-min. break		
Math: Time and One-Half and Extended Breaks	S2	32 minutes	32 minutes	20 minutes	53 minutes	53 minutes	2:50 testing time + breaks = 3:20
					10-min. break		
Math: Double Time	S4	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes	3:24 testing time + breaks = 3:39
					5-min. break		
Math: Double Time and Extended Breaks	S4	32 minutes	32 minutes	20 minutes	70 minutes	70 minutes	3:24 testing time + breaks = 3:54
					10-min. break		

Timing and Breaks for Testing with Paper Materials

Use this timing chart for students taking the digital test with paper supplements (e.g., reader script or raised line drawings) as well as for students testing with a paper test book. Students testing with a paper test book will complete testing in 1 day unless approved for Reading: Double Time, limited time testing, or more than double time.

IMPORTANT: For paper test takers, the proctor must time the test and breaks using the scripts in the appropriate Paper Testing Scripts for their room. Never try to time the test using Bluebook—attempting to do so will result in a misadministration.

SAT SUITE PAPER MATERIALS TIMING AND BREAKS							
Timing	Group Type in Test Day Toolkit	Section 1			Section 2		Total Testing Time
		Module 1: Reading and Writing	Module 2: Reading and Writing	Break	Module 1: Math	Module 2: Math	
Script 1: Standard Time	P1 or S1	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 2:54
Script 2: Standard Time with Extra Breaks	P1 or S1	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
		5-min. break			5-min. break		
Script 1: Standard Time with Extended Breaks	P1 or S1	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
Script 1: Standard Time with Breaks as Needed*	P1 or S1	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + variable breaks
Script 3: Reading: Time and One-Half	P3 or S3	59 minutes	59 minutes	20-min. nutrition break	65 minutes	65 minutes	4:08 testing time + breaks = 4:38
		5-min. break			5-min. break		
Script 3: Reading: Time and One-Half with Extended Breaks	P3 or S3	59 minutes	59 minutes	20 minutes	65 minutes	65 minutes	4:08 testing time + breaks = 4:48
		10-min. break			10-min. break		

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

Timing	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Module 1: Reading and Writing	Module 2: Reading and Writing		Module 1: Math	Module 2: Math	
Script 4: Reading: Double Time	P5 or S5	78 minutes	78 minutes	End of Day 1 (2:36 + breaks = 2:41)	86 minutes	86 minutes	End of Day 2 (2:52 + breaks = 2:57)
		5-min. break			5-min. break		
Script 1 + Script 3: Math: Time and One-Half	P3 or S2	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:43
					5-min. break		
Script 1 + Script 3: Math: Time and One-Half with Extended Breaks	P3 or S2	39 minutes	39 minutes	20 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:58
					10-min. break		
Script 1 + Script 4: Math: Double Time	P5 or S4	39 minutes	39 minutes	10 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:25
					5-min. break		
Script 1 + Script 4: Math: Double Time with Extended Breaks	P5 or S4	39 minutes	39 minutes	20 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:40
					10-min. break		

Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math section, but they're also allowed to bring their own handheld calculator on test day. The following calculators are acceptable for use.

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

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

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

HEWLETT-PACKARD

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

SHARP

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

TEXAS INSTRUMENTS

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

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	Smart ²

Bluebook Testing Tools

Bluebook makes the following tools available to all students, including those who test with accommodations or supports:

- **Testing Timer:** A timer will let students know how much time is remaining in each part of the test. They can hide it until 5 minutes remain, then they'll get an alert.
- **Calculator:** For tests with math questions, the app has a built-in calculator. Students can also bring their own acceptable calculator.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on all tests with math questions.
- **Highlights & Notes:** Students can use this tool to highlight text, underline, or leave themselves a note.
- **Line Reader:** Students can use the line reader tool to help them focus while they're reading test content.
- **Mark for Review:** Students can use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** Students can cross out answer choices they think are wrong. They can undo this if they change their mind.
- **Question Menu:** Students can see which questions they skipped or marked for review and navigate to any question in the module.

Digital Testing Features

Many students who use accommodations for paper testing will use digital testing features instead. For example, students approved for large print or magnification can use keyboard controls (e.g., Control +/- or Command +/-) on laptops or pinch and zoom on tablets to get a closer look at any part of the question. Those who use a color overlay will use color contrast. These features are available to all students and don't require approval to use.

**SAT SUITE OF ASSESSMENTS**

Technical Troubleshooting Guide

Technology monitors use the tips in this guide to troubleshoot individual and widespread issues. Proctors are provided with some troubleshooting steps but may direct students to you in the help room.

Technology Monitor Responsibilities

As a technology monitor, you must be on-site, but you don't need technical expertise. You're not expected to take any steps not listed here. Your responsibilities include:

- Monitoring students in the help room and making sure they don't use prohibited devices or discuss test content.
- Sending them back to their testing room after you help them so they can complete testing.
- Following local policies regarding student-owned technology when assisting students who use personal devices.
- Sending the student to the test coordinator if the issue can't be resolved using the tips in this guide.
- Telling your coordinator about students who tested on shared devices but couldn't submit their answers and taking steps to prevent loss of data.

When to Notify Your Coordinator

Notify your coordinator in these cases:

- The test isn't shown on a student's Bluebook™ homepage.
- There's an issue with a student's accommodations.
- A student can't complete the test because their issue can't be resolved using the tips in this guide.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and follow your test coordinator's instructions for choosing between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board.

When to Call College Board

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

Testing Devices

Students can test on personal or school-managed Mac and Windows devices and iPads as well as school-managed Chromebooks. Bluebook should be installed on testing devices before exam day.

Backup Devices

If the troubleshooting tips in this guide don't work, students can use a backup device if they have one or if technology staff at your school or district installed Bluebook on extra devices.

If the student has not entered the start code yet, they can simply sign in to Bluebook on the new device.

If they already started timed testing, the Bluebook device swap feature must be used. See [How to Complete a Device Swap](#) on page 9.

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost.*

Digital Testing System

Bluebook and Test Day Toolkit work together to make digital testing possible.

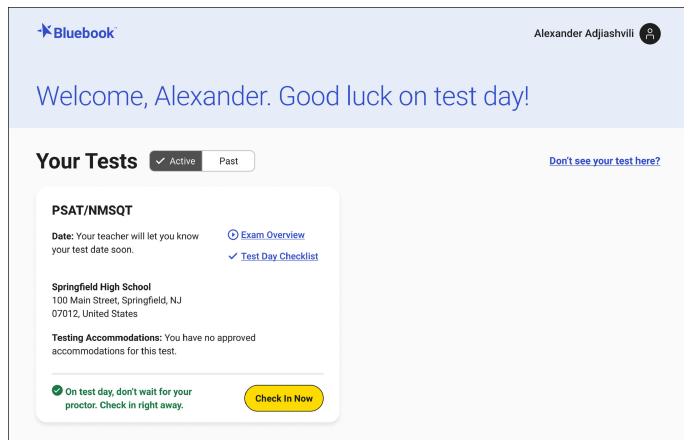
Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Bluebook should be installed on testing devices before exam day.

Coordinators and staff use Test Day Toolkit to administer the exam. They can use any device that connects to the internet, their own or one provided by the school. They access Test Day Toolkit with a College Board professional account.

Bluebook Check-In

After students arrive at their testing room, they'll sign in to Bluebook with the credentials on their sign-in ticket and start check-in. Students enter the room code provided by the proctor during check-in. Each room's code is shown in Test Day Toolkit. Bluebook prompts students to close other applications before they begin the exam.

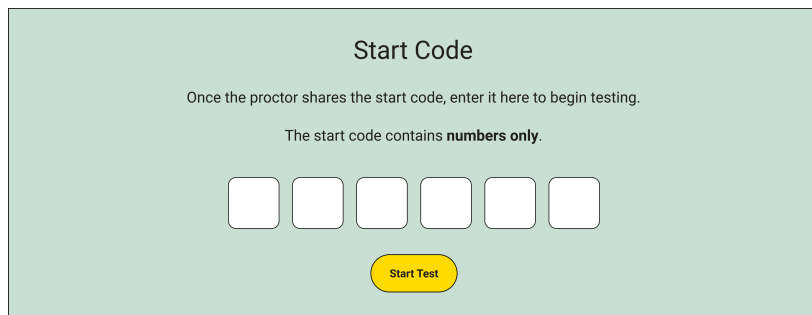
IMPORTANT: Room and start codes are used on test day only. Don't provide them to students during practice or readiness sessions.



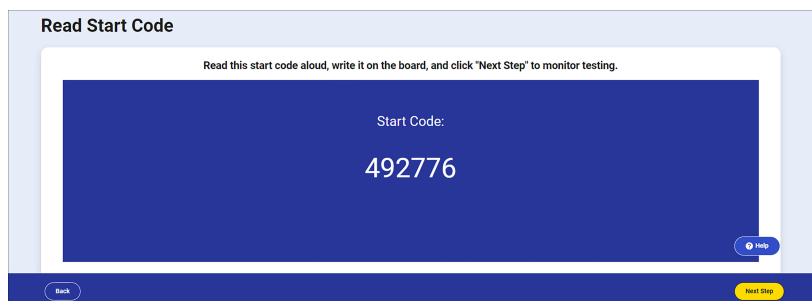
Starting the Exam

To start the exam, students enter the start code their proctor reads at the end of the script. Each room's start code is provided in Test Day Toolkit.

Student's View

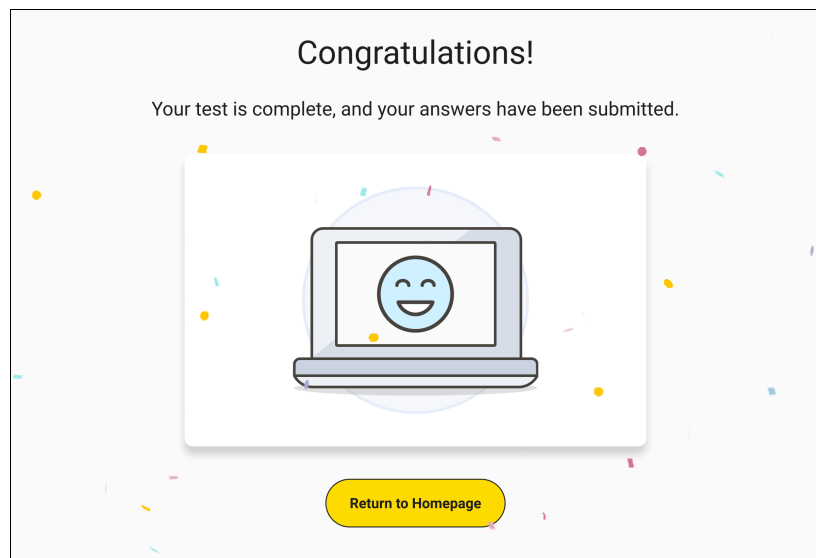


Proctor's View



Answer Submission

If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the **Congratulations** screen with confetti. If students are not connected or they close their laptop, their answers won't be submitted automatically, but will be saved on their device.



Student Issues: Unable to Launch Bluebook

Start by asking students if they tried following instructions in the error message, checked their internet connection, or restarted their device.

Bluebook is not installed.

Bluebook should be installed on testing devices before exam day, but students can download it at bluebook.app.collegeboard.org if they need to. Students using school-managed devices may not be able to do this themselves.

Technology staff who manage school devices can find installation instructions at cb.org/bluebook-deployment.

A student using a Chromebook can't open Bluebook.

To use Bluebook on a Chromebook, the student should:

1. Turn on their Chromebook without signing in to their school user account.
2. Select **Apps > Bluebook** in the lower left corner.
3. Sign in to Bluebook with the credentials on their sign-in ticket.
4. If the student doesn't see the **Apps** menu or Bluebook isn't listed in it, Bluebook is not installed on the device.

If a student using a Chromebook is prompted to install Bluebook, they may be trying to open it after they sign in to their school user account. Tell them to sign out of their school user account and open Bluebook as instructed above.

A student can't reach the Bluebook sign-in screen.

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

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection. For tips, go to How to Check for an Internet Connection on page 9.
3. Switch to a backup device with Bluebook installed, if available.
4. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at bluebook.app.collegeboard.org.

A student's clock settings are preventing them from using Bluebook.

If students see a message instructing them to update their device's clock, they can't use Bluebook until their device settings are changed. Students using school-managed devices may be unable to do this themselves.

Instructions for updating clock settings vary by device type:

- Windows: Go to **Settings > Time & Language** and select **On** under **Set time automatically**.
- Mac: Go to **Preferences > Date & Time** and check the box next to **Set date and time automatically**.
- iPad: Go to **Settings > General > Date and Time** and check the box next to **Set date and time automatically**.
- Chromebook: School technology staff must use their Admin console to update their setting.

Bluebook can't update to the latest version.

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

1. Make sure the student can access the internet. For tips, go to How to Check for an Internet Connection on page 9.
2. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to find **Bluebook Exams** in the App Store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent their devices from auto-updating.
4. Switch to a backup device if available.
5. If these tips don't work, send the student to the test coordinator.

A student is told to quit Grammarly.

If students see a message instructing them to quit Grammarly, try the following steps:

1. Tell the student to click **Quit Grammarly and Continue** as instructed.
2. If Bluebook can't quit Grammarly, the student should click **Quit Bluebook**, uninstall Grammarly, and reopen Bluebook.
3. If Grammarly can't be uninstalled, give the student a backup device *without* it, if available.

Students using managed devices may be unable to uninstall Grammarly without help from school or district technology staff.

Student Issues: Unable to Start the Test

Use these tips to help students who opened Bluebook but can't start testing.

Start by asking students if they tried following instructions in the error message, checking their internet connection, quitting and reopening Bluebook, or restarting their device.

To look up a code or check a student's status, see *How to Use Test Day Toolkit to Troubleshoot Issues* on page 9.

None of the students in a room can start testing.

If none of the students in a room can start testing, make sure the proctor provided students with the correct 6-digit start code for their room. Each room has a unique start code that is displayed at the end of the proctor script. If the correct code was provided, see *Network Issues* on page 9.

A student can't sign in or their test isn't listed.

Make sure the student clicked **Use a sign-in ticket from your school** when they opened Bluebook and entered the credentials on their sign-in ticket.

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

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

A student's device doesn't have enough free space.

If the student sees the message "You Don't Have Enough Free Space," they need to quit Bluebook, delete unwanted files and apps, and relaunch Bluebook.

The student can also switch to a backup device with Bluebook installed, if available.

A student's device fails before they enter the start code.

If the student's device fails (crashes, loses power, or can't start up) before they start timed testing, they can switch to a backup device with Bluebook installed.

A student can't access the exam with the start code.

If the student is on the start code screen but the start code doesn't work, try the following fixes in order:

1. Make sure the student entered the correct 5-letter room code and 6-digit start code.

.....
IMPORTANT: *Students must use the codes for the room they're assigned to in Test Day Toolkit even if they were physically moved to a new room.*
.....

2. Make sure the proctor marked the student present in Test Day Toolkit.
3. Check their internet connection. For tips, go to *How to Check for an Internet Connection* on page 9.
4. Restart the device and reopen Bluebook.
5. Switch to a backup device with Bluebook installed, if available.
6. Reinstall Bluebook.

A student using an iPad is told to disable Guided Access mode.

If a student sees an error message telling them to disable Guided Access, it's because Apple Classroom, or another application is preventing Bluebook from working properly.

Do the following:

1. Perform a hard reset of the device. To learn how, refer to A student's iPad freezes while it's locked. on page 7.
2. Close other applications.
3. Go to **Settings > Accessibility > Guided Access**.
4. If Guided Access mode is enabled, turn it off. Students using school-managed iPads might need school technology staff to do this for them.
5. If these steps don't work, the student can use a backup device. If the start code wasn't entered, they can simply switch devices. If the start code was entered, and the test hasn't ended, use the device swap feature. See How to Complete a Device Swap on page 9.

Student Issues: After Testing Starts

A student's testing is interrupted.

If a technical issue during the test prevents a student from continuing the test, try the following fixes in order:

1. Quit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. Complete a device swap if backup devices are available. See How to Complete a Device Swap on page 9.

A student's iPad freezes while it's locked.

If a student's iPad freezes after it's been locked, they should perform a hard reset. For iPads without a **Home** button:

1. Press and quickly release the **Volume** button nearest to the **Top** button.
2. Press and quickly release the **Volume** button farthest from the **Top** button.
3. Press and hold the **Top** button.
4. When the Apple logo appears, release the **Top** button.
5. Reopen Bluebook, signing in again if you need to.

For iPads with a **Home** button, perform a hard reset this way:

1. Press and hold the iPad's **Top** button and **Home** button at the same time.
2. When the Apple logo appears, release both buttons.
3. Reopen Bluebook, signing in again if you need to.

A student's answers aren't submitted.

Answers are saved to the student's testing device. Follow these instructions to help students submit them to College Board.

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost.*

If the student sees the **Answer Submission Incomplete** screen or an internet connection error message when their testing time ends, they should try the following steps in order:

1. Check their internet connection. For tips, go to How to Check for an Internet Connection on page 9.
2. Quit and reopen Bluebook.
3. If that doesn't work, restart their device and reopen Bluebook.
4. Click **Submit Answers** on the Bluebook homepage.
5. If they still can't submit answers, connect to a different network and try again.

If the student sees an **Answer Submission Pending** screen, send them back to the testing room for dismissal. Tell your coordinator College Board will contact them about the student's test.

Otherwise, the student needs to:

- Keep their testing device.
- Return to their testing room so their proctor can follow dismissal procedures.
- Connect to the internet on their testing device later, perhaps at home, and try again.

If the student tested on a shared device and they can't keep it, notify your coordinator and take these steps to prevent loss of data:

- Don't uninstall the application.
- Don't delete any data or user profiles.
- Don't let other students use the device.
- Don't use the device swap feature.

All students should return to their testing room so their proctor can follow dismissal procedures.

Coordinators can set up a retest for students who can't submit their answers even when connected to the internet.

A student sees the error message "You Cannot Complete Testing on This Device."

Students see the error message "You Cannot Complete Testing on This Device" if they swap devices after time runs out and attempt to submit answers on the new device.

Students need to open Bluebook on the device they were using when time ran out and follow the instructions for A student's answers aren't submitted. on page 7. No action is required in Test Day Toolkit, even if the proctor previously approved a device swap.

Student Issues: Reference

How to Use Test Day Toolkit to Troubleshoot Issues

- To search for the student, go to **All Students** in Test Day Toolkit.
- To find out if the proctor marked the student present, check the student's attendance status. They should have a **Checked in to room** status.
- To check the room code, click the name of the student's assigned room, and click **Skip to Attendance**. The 5-letter room code is in the upper right corner of the screen.
- To check the start code for the student's room, go to the room's **Attendance** page and click **Next Step** until you reach the end of the script. The 6-digit start code is in the center of the screen.

How to Complete a Device Swap

Device swap is a Bluebook feature that syncs test data so students can continue testing on a new device. Use it only if the student has entered the start code, has time remaining, and all troubleshooting tips have failed.

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost.*

Complete these steps to swap devices:

1. Tell the student to shut down their original testing device.
2. Tell the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.
3. Send the student back to their testing room where the proctor will approve the swap.
 - To approve a device swap, proctors click the student's name on the Test Day Toolkit monitoring dashboard and then click the **Let Student Continue Testing** button on the student's profile page.
4. After the student clicks **Resume Testing Now** on the new device, they'll be returned to the question they last viewed.

How to Check for an Internet Connection

If a troubleshooting tip directs you to make sure a device is connected to the internet:

1. Chromebooks only: Press and hold the power button, select **Sign Out** to quit Bluebook, and sign in to the device.
2. Open a browser.
3. Navigate to collegeboard.org.
4. If the device isn't connected to the internet, see **Network Issues** below.
5. Chromebooks only: After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

Network Issues

Follow these instructions if connectivity issues interfere with testing.

IMPORTANT: *Students need an internet connection to start the exam and to submit answers but can keep testing if their connection drops momentarily.*

If Testing Has Started

If there's a momentary drop in connection during testing, students can continue testing; their answers are saved to their devices.

During this time, proctors can't monitor the exam from Test Day Toolkit and must rely on observation to gauge student progress.

Answer submission: If students don't have a connection when their time is up, their answers won't be submitted automatically. If there's a network issue after testing has started and before the end of the test, contact network staff at your school or district. If they're unavailable or unable to solve the problem, help the student submit their answers before they're dismissed by following the instructions for A student's answers aren't submitted. on page 7

If Testing Hasn't Started

If students can't connect to the network and they have not started testing, try these fixes in this order.

1. If other devices in the same room are connected, check the student's device.

- Make sure device Wi-Fi is on and airplane mode is off.
- Make sure the student connected to the right network with the right password.
- If the student is using a virtual private network (VPN), tell them to disable it.
- If they're using your guest network, follow the guidance in step 3.
- Give them a backup device with Bluebook installed, if available.

If you can't resolve the student's issue, their proctor should notify the coordinator.

2. If no one in the room can connect, try these steps.

- Ask students to sign in and connect to a different network, if available.
- Try a different space. Before moving students, test the connection in a backup room by connecting to the same network students will use.

3. If students are using your guest network, make sure they completed all required steps.

- Chromebooks only: Press and hold the power button, select **Sign Out** to quit Bluebook, and sign in to the device.
- Select the guest Wi-Fi from the list of available networks, open a browser, and follow any instructions for connecting to the internet.
- Depending on the way your guest network is set up, students may need to enter a password or agree to terms and conditions.
- If given a choice, students should select the option that allows them to stay connected for 4 hours or more (longer for extended-time testing).
- Chromebooks only: After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

4. Contact the school or district staff who manage your network.

- Firewalls, content filters, and proxy servers can prevent some or all students from testing successfully.
- Make sure traffic to and from the domains listed on [Network Requirements](#) can bypass any security appliances and software.

5. Notify your test coordinator.

If technical support for your network is unavailable or the issue can't be resolved, your test coordinator should test students at another time within the testing window.

Test Day Toolkit Access Issues

Coordinators and staff use Test Day Toolkit to administer the exam. They can use any device that connects to the internet, their own or one provided by the school. They access Test Day Toolkit with a College Board professional account.

New staff might need help completing 2-step verification to access Test Day Toolkit for the first time. Returning toolkit users can just go to testday.collegeboard.org.

New staff receive a personalized access email with instructions when the coordinator adds their contact details to the toolkit. Staff will need to take these steps:

1. Click the link in the email.
2. Sign in to their College Board professional account.
3. Choose a way for us to send them a code.
4. Enter the code we send them.

Staff didn't get a Test Day Toolkit access email.

- Make sure staff are using an access email personalized for them. Access emails won't work if shared.
- Ask staff to check their junk email folder. The access email will come from College Board and include "Test Day Toolkit" in the subject line.
- Ask staff to add College Board to their contacts.
- Ask the coordinator to use Test Day Toolkit to send staff another access email by checking the box next to the staff name on the **Staff** page and selecting **Send access email** from the dropdown menu.

Staff doesn't have a College Board professional account.

They can create one after they click the link in the Test Day Toolkit access email or by going to collegeboard.org.

The 2-step verification code doesn't work.

If staff get a verification code but it doesn't work, it may have expired. Staff can request another code and should choose a contact option they can access within 3 minutes.

Staff didn't get a 2-step verification code.

If staff didn't get a verification code or see only an email address or phone numbers they can't access quickly, their test coordinator should check their contact info in Test Day Toolkit to make sure it's accurate and update it if necessary. Mobile numbers are usually the best choice; email sent to schools can arrive after the code expires and staff might not get a voice message sent to a school phone number.

Test coordinators can update staff contact info in Test Day Toolkit by clicking the staff name on the **Staff** page and then clicking **Edit**.

Staff signs in successfully but can't use Test Day Toolkit.

If staff see a "You're all set" message on exam day, their coordinator needs to check the box next to the staff name on the **Staff** page and choose **Grant toolkit access** in the dropdown menu.

Supplemental Troubleshooting

Extra troubleshooting tips are available at bluebook.org/troubleshooting.

College Board Support

Call 888-477-7728 (within the U.S.) or +1 212-237-1335 (international).

Proctor: _____**Room:** _____**Accommodations:** _____**Number of students:** _____

Proctor Essentials for Test Day

At-a-glance info for the testing room

Fast Facts



The Bluebook™ testing app times each student's test so you don't have to.



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



Students can keep testing during momentary drops in connectivity.



Students must submit their answers on the device they finish testing on.



Moving between screens in Test Day Toolkit won't affect what students see in Bluebook.

KEY TERMS

2-step verification

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

Sign-in ticket

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

Room and start codes

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

1 Getting Ready

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

2 Taking Attendance

- Tell students to follow the check-in steps you posted.
- Go to the **Attendance** page in Test Day Toolkit and mark students present when their name is listed under **Entered Room Code**.
- Make sure students finish checking in by confirming that their name moves to the **Ready to Test** list.
- ★ Students have finished checking in when they reach the start code screen.

3 Reading the Script

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

4 Monitoring the Test

- Click **Next Step** to go to the **Monitoring Dashboard**.
- Use the filters to see which students are in each part of the test.
- Walk around often and check for closed or covered devices to avoid answer submission issues.

5 Observing Breaks

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

6 Verifying Submission

- Before you start dismissal, make sure students' answers are submitted.
- Use the filters on the monitoring dashboard to look for students who have a **Submitted** status.
- Look for students who have unsubmitted answers or a status that needs attention.
- ★ Students see a **Congratulations** screen when their answers are submitted.

7 Dismissing Students

- If all students have a **Submitted** status, dismiss everyone at once.
- If some don't have submitted answers, help them after dismissing the others.
- Collect every student's scratch paper and check sign-in tickets for notes.

Tech Troubleshooting



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