

**SAT SUITE OF ASSESSMENTS**

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# Hall and Room Monitor Test Day Guide

## Introduction

Thank you for participating in this test administration. It wouldn't be possible without you. Hall monitors and room monitors assist with test administration duties and have access to Test Day Toolkit. This guide covers everything monitors need to know about test day procedures. Read it ahead of time and use it on test day. Only share this guide with other testing staff.

## Test Security

To keep scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here.

## Test Day Timing

Assessments in the digital SAT® Suite have 2 sections—(1) Reading and Writing and (2) Math—with a break in between. For students testing with standard time, the Reading and Writing section is 64 minutes long and the Math section is 70 minutes long, with a 10-minute break in between sections.

# Accessing Test Day Toolkit

Sign in to Test Day Toolkit as soon as you get your access email and use proctor preview mode to see what test day will be like.

## Key Takeaways

- As soon as your test coordinator adds you to an upcoming test administration, you'll get an access email.
- For each new administration, access Test Day Toolkit and select the upcoming administration before test day.
- Use the personalized link in your access email even if you used Test Day Toolkit before.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- When you sign in, you'll be in preview mode until your test coordinator grants you full access. There will be an orange border around Test Day Toolkit while proctor preview is active.

## How to Access Test Day Toolkit

1. Click the link in your personalized access email.
  - ◆ Look for the email from College Board with "Test Day Toolkit" in the subject line.
  - ◆ Staff who didn't get an access email should contact their test coordinator.

**IMPORTANT:** The link won't work if the email was forwarded to you.

2. Sign in to your College Board professional account.
  - ◆ Get help with accessing Test Day Toolkit at [bluebook.org/toolkit-access-help](https://bluebook.org/toolkit-access-help).
3. If it's your first time using Test Day Toolkit, choose a way for us to send you a code and enter it.
  - ◆ You'll see the contact options your coordinator entered into Test Day Toolkit.
  - ◆ Make sure you select a phone number or an email address you have immediate access to. The code expires after 3 minutes.

**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. On the **Choose a Test Administration** page, select your school and assigned test.
  - ◆ If you're unable to choose options from the dropdown menu, ask your test coordinator if they assigned you to the upcoming test.

**IMPORTANT:** Staff logging in for the first time will see the Testing Staff Agreement after selecting their test administration. The agreement will no longer display once it's been accepted.

5. Practice the script and experience Test Day Toolkit before test day.
  - ◆ You'll remain in preview mode until your coordinator grants you full access to Test Day Toolkit.
  - ◆ When you're in preview mode, you can't save changes or see students.
  - ◆ If you're still in preview mode on test day, ask your coordinator to grant you full access.

# Monitoring Hallways

Hall monitors maintain an environment where students can do their best. They treat students with respect, keep the testing area free of noise and distractions, and watch for suspicious behavior.

## What to Look for

- Students and proctors who need help
- Students taking frequent or extended breaks
- Multiple students taking unscheduled breaks at the same time
- Students accessing devices or doing anything that could give them an unfair advantage
- People not participating in the administration disrupting testing
- Students or staff talking during testing or breaks
- Students testing outside the testing rooms

## How to Monitor Hallways

### Help Other Staff

Look for proctors who need you to monitor their room while they take a break. Follow the break rotation schedule if your test coordinator provided one.

Help technology monitors manage students, if necessary. Make sure students remain quiet and don't close the lids of their testing devices or turn off their screens.

Relay messages between staff members. They'll use the signaling system set up by your test coordinator to get your attention.

### Help Students Find Their Way

Direct students to the break area, restroom, or help room.

### Monitor Students on Break

Standard testing includes a 10-minute break between test sections. Students can use the restroom and eat a snack in the break areas. They can't talk or access any device, and they should remain quiet.

Unless they're going to the help room with their testing device, students should not have anything with them except a drink and snack. (Away students should also bring an ID.)

Students might also take an unscheduled break, during which they can use the restroom or go to the help room.

**IMPORTANT:** Make sure any student who leaves the testing room with a device is on their way to or from the help room.

### Manage Test Day Issues

Contact your test coordinator immediately if you see students with prohibited devices or have any concerns about test security.

If you notice students taking excessive breaks, remind them they're losing testing time, and if their behavior seems suspicious, use Test Day Toolkit to report an irregularity, if instructed by your test coordinator.

See Responding to Problems on page 5 for details on handling and reporting issues.

# Monitoring Rooms

Room monitors help proctors run a fair and secure administration by keeping the testing room free of distractions.

## What to Look For

Walk around the room often and remain alert. Keep your device with you so you can refer to Test Day Toolkit and respond to student concerns quickly. Watch for raised hands and students who do any of the following:

- Access phones, smartwatches, smart glasses, earbuds, or other prohibited devices or items
- 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
- Close their laptops or cover their tablets

See Responding to Problems on page 5 to learn how to respond to these violations or follow instructions from your proctor or test coordinator.

**IMPORTANT:** While students are testing, be sure to monitor your room carefully for any student with their hand raised. Proctors need to use Test Day Toolkit to allow students to continue testing if they exit Bluebook™ or their device crashes or loses power.

## Admit Students Returning from Break

**IMPORTANT:** Ensure students leave for and return from their breaks quietly, as they may 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.

## Dismissal

You may need to help your proctor dismiss students when they're finished testing. If necessary, remind students to leave as quickly and quietly as possible because students in other rooms may still be testing.

# Responding to Problems



## Additional Guidance

This section covers actions for proctors and test coordinators to take in handling issues that arise. This information will help monitors assist if necessary.

## Key Takeaways

- The problems mentioned in this section may require you to report irregularities or dismiss students early, as described in Next Steps on page 6.
- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Irregularity Reports (IRs) completed by 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 for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check student 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 College Board 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 College Board.

### Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 6 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 6). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

Proctors are required to collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If a student accessed a prohibited device to copy test content, tell your test coordinator immediately.

If you're not sure a student violated a rule, you can give them a warning and continue monitoring them closely.

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 at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for Early Dismissal below, and submit an IR.

## 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.

## Next Steps

### Early Dismissal

All students must stay at least until standard time has fully elapsed and they have finished testing, except in cases of illness or rule violations. To dismiss a student early, follow these steps:

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

**IMPORTANT:** Staff should use the normal dismissal procedure if extended time students choose to end their test after standard time ends and before their full extended time ends.

### Test Abandonment

If a student leaves without talking to you first, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Click **Undo Check-In**.
3. If you find their scratch paper, sign-in ticket, or personal belongings, give them to your test coordinator.
4. Submit an IR in Test Day Toolkit.

### Reporting Irregularities

Seek help from your test coordinator or a proctor if you need to report an irregularity. Full instructions are in their manuals.

## Additional Information

### Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones, notes, smartwatches, smart glasses, etc.) during testing or during breaks
- Switching devices or seats without permission
- Possessing answer keys, cheat sheets, or test content
- Testing twice in the same testing window without an approved retest

## Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks and students must be reminded to clear saved formulas before testing begins)
- External mouse and mouse pad
- External keyboard (tablet only)
- Scratch paper provided by the proctor
- Pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

## Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them.

## Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove test content.

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

- Phones, smartwatches, smart glasses, 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 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer

## Other Items

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.

Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved.

Service animals are allowed under certain circumstances. Your test coordinator will tell you whether a student can test with a service animal or an emotional support animal.



### Additional Guidance

Head coverings worn for medical or religious reasons are permitted during testing as long as they don't obstruct testing staff's ability to view students' eyes and ears. Students aren't permitted to wear other head coverings while testing; if they are wearing one, they must store it under their desk. If they're wearing a hooded shirt in the testing room, their hood must stay down during testing.