



**SAT<sup>®</sup> Suite**

**Spring 2026**

**SAT SUITE OF ASSESSMENTS**

# Proctor Manual

**Testing Window:**  
**March 2–April 30, 2026**

**Look inside for:**



**BLUEBOOK AND  
TEST DAY TOOLKIT  
INSTRUCTIONS**



**TESTING ROOM  
PROCEDURES AND  
TROUBLESHOOTING  
TIPS**

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Thank you for helping administer the SAT Suite of Assessments. This guide brings together the **Proctor Manual**, the **Accommodations Guide for Proctors**, and an **Appendix** with helpful resources and references—all in one place to make your test administration smoother. If you’re administering the test in an accommodated room, refer to the *Accommodations Guide for Proctors* section.

# About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at [cb.org](http://cb.org).

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# Introduction

## How to Use This Manual

Administering the SAT® Suite of Assessments in school involves numerous staff positions and tasks.

This manual and other downloadable instructive texts available at [satsuite.collegeboard.org/k12-educators/educator-experience/in-school/start](https://satsuite.collegeboard.org/k12-educators/educator-experience/in-school/start) will support you as you administer tests using Test Day Toolkit, with its intuitive, user-friendly interface.

## Who This Manual Is For

We've designed this manual for proctors so you can find information in one place for tasks you complete to make testing smooth 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.

## Testing Roles

This section outlines the responsibilities associated with in-school testing roles.

**Staff qualifications** include the following:

- Individuals must be high school graduates, at least 18 years old, speak English fluently, and should have experience administering standardized tests.
- Staff must not be engaged in providing private PSAT-related assessment or SAT preparation conducted outside the auspices of their school or district for compensation.
- Staff should also reflect the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner. They should possess the same level of integrity and maturity expected of a member of the school staff.
- All testing staff must review and agree to the conditions for participating in the digital SAT Suite and complete training.
- Testing staff will need a College Board professional account in order to use the SAT Suite Ordering and Registration (SSOR) system and Test Day Toolkit.



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## Your Role as Proctor

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

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

Responsibilities:

- Complete the  **College Board required training** and read this *Proctor Manual* before testing.
- Before test day, sign in to Test Day Toolkit with a College Board professional account. If they don't already have an account, they can create one after they click the link in the Test Day Toolkit access email or by going to [collegeboard.org](https://collegeboard.org). Proctors can review the script and preview the test day experience as soon as the test coordinator adds them to Test Day Toolkit.
- **On test day:**
  - ◆ Post Bluebook™ check-in instructions, Wi-Fi name, 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.
  - ◆ Immediately report any disruptions to the test coordinator.
  - ◆ Refer students who require technical support to the help room.
  - ◆ Help students resume testing if they need to restart Bluebook.
  - ◆ Verify answer submission before dismissing students.
  - ◆ Submit Irregularity Reports (IRs) in Test Day Toolkit.

**IMPORTANT:** Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the *SAT Suite Accommodations Guide for Proctors* and the relevant *Paper Testing Script*.

## Other Testing Roles

### Test Coordinator

The test coordinator is required to be at the school to supervise all activities related to the test administration. They are assigned the SAT Suite registration role in the Managing Access tool.

Responsibilities:

- Complete the  **College Board required training**. If testing students with accommodations, also complete the accommodations modules.
- With the SSD coordinator, validate that the SSOR roster is accurate and includes all students testing at your school, including away students (i.e., students who don't regularly attend your school).
- Correct any errors in student registration data found before registering students in SSOR.
- When validation is complete, register students for testing before test day.
- Recruit and train staff.
- Learn about technology requirements at [bluebook.org/tech-conversation-guide](https://bluebook.org/tech-conversation-guide).
- Plan efficient use of facilities.
- Administer the student readiness check to students with the assistance of school staff.

- Consider retest/reschedule options with your principal and let proctors know if a retest can be supported. This will help proctors complete the correct irregularity form if they need to submit an irregularity.
- Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
- Provide printed translated test instructions and word-to-word dictionaries for English learner (EL) students using supports.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Monitor student progress across all rooms using the Test Day Live feature in Test Day Toolkit. After testing ends, use the feature to find out if any students' answers are still unsubmitted.
- Handle emergencies and disruptions.
- Review IRs entered by staff and submit to College Board.
- If a retest irregularity was submitted for 1 or more students, access Test Day Toolkit within 24–48 hours to set up a retest. See Retesting Policies on page 39 for more guidance.
- Monitor email for updates about students who may need to retest.

## Technology Coordinator

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

The technology coordinator contact information is provided by the purchaser in SSOR.

## SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations. They're assigned the SAT Suite registration role in the Managing Access tool.

Responsibilities:

- Request student accommodations and EL supports using College Board's [SSD Online](#).
- Complete the  [College Board required training](#).
- With the test coordinator, validate that the SSOR roster is accurate and confirm student accommodations in SSD Online are appearing in SSOR.
- Manually add SSD IDs in SSOR to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Follow instructions in the *Accommodations Guide for Coordinators* to ensure paper practice materials are obtained and distributed to students approved for a paper test accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in SSOR and Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure students with approved accommodations are able to use them during the student readiness check and understand how their accommodations will work for testing.
- Work with proctors to ensure student accommodations are administered correctly using instructions in the *Accommodations Guide for Proctors* and, if needed, the relevant *Paper Testing Script*.
- Supervise the transcription of answers on behalf of students testing with paper accommodations.

## Technology Monitor

Test coordinators assign at least one technology monitor to help students with technical issues in the help room. The technology monitor must be on-site at the school on test day, but they don't need technical expertise. Technical troubleshooting tips can be found in the *Technical Troubleshooting Guide* if students have problems.

## Hall and Room Monitors

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

Responsibilities:

- Complete the  **College Board required training** and read the *Hall and Room Monitor Test Day Guide* before testing.
- Help set up the school for testing.
- Direct students to their assigned rooms, restrooms, or the help room.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student rule violations such as using prohibited devices, talking during breaks, or sharing information.
- Ensure students in the school who are not participating in testing don't interrupt or distract testing rooms and students during their breaks.
- Assist proctors, as needed.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit IRs in Test Day Toolkit, if needed.

## SSOR Roles

### SAT Suite Ordering/Registration Access Manager

Staff with the SSOR access manager role use the Managing Access tool to assign ordering and registration roles to colleagues—and themselves—so they can order tests, update contact information, and/or register test takers using SSOR. Access managers can also assign others this access manager role, allowing for coverage if the primary access manager is unavailable, they leave the institution, or their role expires.

**IMPORTANT:** The access manager must assign each role to 1 or more of their colleagues so they can access SSOR. If the access manager also needs access to SSOR, they'll need to assign themselves the SAT Suite ordering, data coordinator, and/or registration role.

### SAT Suite Ordering Role

Staff with the SAT Suite ordering role can place and manage test orders for the SAT Suite using SSOR. The access manager should assign the ordering role to someone authorized to buy a good or service on behalf of their school.

The purchaser will work with the district and test coordinator to schedule the test date. Schools have the discretion to begin testing after the intended start date without needing to inform College Board, but it's important to provide an accurate date so that communications are received on time.

The purchaser is responsible for maintaining accurate school contact information in SSOR. This information ensures the school receives important communications, including invoices. Contact information can be reviewed and uploaded during order placement or on the school's Contact Information page in SSOR.

The billing contact listed in SSOR receives billing-related communications via email, including invoices after testing. Billing contact information is provided when an order is placed or edited.

**IMPORTANT:** School test coordinator contact information must be entered for each assessment a school plans to administer even if the school didn't place an order for the assessment. Without this information, student registration information won't appear in Test Day Toolkit.

## **SAT Suite Data Coordinator Role**

Staff with the SAT Suite data coordinator role can upload and submit test taker data for test registration in SSOR. They will submit an initial data file and also have the opportunity to submit add-on data files for new students who transfer to their school or who may have been missed in a prior upload. The access manager may want to assign this role to staff responsible for pulling test taker data from their institution's student information systems, formatting the data, and uploading that data into SSOR for test registration. Responsibilities include:

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

The access manager should assign the data coordinator the SAT Suite data coordinator role in the Managing Access tool.

## **SAT Suite Registration Role**

Staff with the SAT Suite registration role can manage test registrations in an online roster in SSOR. They can view the test taker data uploaded by data coordinators and validate the data for accuracy, including the ability to make updates.

Once the test taker data is validated as correct, they can register test takers. This role should be assigned to staff responsible for reviewing and confirming registrations, including ensuring all test takers who need accommodations have them provided.

The access manager should assign the test coordinator and SSD coordinator the SAT Suite registration role in the Managing Access tool.

## **Practice for Test Day with Proctor Preview**

Review the script and preview test day as soon as your coordinator adds you to Test Day Toolkit. Proctor preview provides the exact same experience as test day, but with guardrails so you can explore without fear of mistakes. To get started, just click the link in your Test Day Toolkit access email, sign in, and step through the proctor screens. You'll see an orange border around Test Day Toolkit when you're in proctor preview mode. When you sign in the same way on test day, you'll see the real thing; if you don't, ask your coordinator to grant you full access. Sign in now to boost your confidence and get a head start!

# Student Readiness Check

Schools administering the SAT and PSAT-related assessments will complete a student 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 student readiness check, students will sign 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**, and we suggest completing the readiness check as soon as possible, but ideally no later than the week before you test.

## Benefits of the Student Readiness Check

The student readiness check gives students a chance to prepare themselves for testing. Completing the student readiness check in advance also reduces the chance of errors on test day that can lead to the need for a rescheduled test.

The readiness check will save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).

## Two Ways to Practice: Test Preview or Full-Length Practice

Your test coordinator will determine if your students will complete either a test preview or a full-length practice test as part of the student readiness check.

If students will take a full-length practice test, the test coordinator will budget 3 hours for the readiness check.

Make sure students sign in to Bluebook with the information from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

**REMINDER:** Students don't need room codes or start codes for practice or preview. Proctors do not use Test Day Toolkit during the student readiness check.

- **Test Preview:** The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers.
- **Full-Length Practice:** These tests are scored so students can see where they need to focus their study. Full-length practice tests are timed just like real tests, except that users can start or stop the test anytime.



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## Student Readiness Check Two Ways to Practice: Test Preview or Full-Length Practice

While taking practice tests in Bluebook, students can toggle on and experiment with certain built-in accommodations (text-to-speech, screen readers, etc.), but only students with approved accommodations can use these accommodations on test day.

After they complete a practice test, students can use their sign-in tickets to access **My Practice** where they can see their scores.



### STUDENT EXPERIENCE:

Bluebook Sofia Aguilar

Welcome, Sofía. Good luck on test day!

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

**SAT**

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

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

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

It's time to set up your exam. [Start Exam Setup](#)

**Practice and Prepare**  Active  Past [Learn more about Bluebook practice](#)

**Test Preview**

**Full-Length Practice**

### Explore BigFuture



#### Plan for Life After High School

Whether you're interested in a four-year university, community college, or career training, BigFuture has what you need to start planning your future, your way.

[Go to BigFuture](#)

Students can see their Test Preview and Full-Length Practice options when they sign in to Bluebook.

## During the Student Readiness Check

The test coordinator should be available during the student readiness check to make sure staff have what they need and to assist with any questions.

**IMPORTANT:** Do not use Test Day Toolkit or share codes during the student readiness check.

### 1. Distribute Devices and Sign-In Tickets

As students arrive in the classroom, the proctor should direct them to their seats. As with test day, students who arrive together should not be seated together. When all students are seated, distribute testing devices and sign-in tickets.

**IMPORTANT:** You can put sign-in tickets on desks as a way to assign seats or hand students their tickets as they arrive.

### 2. Signing In to Bluebook

The sign-in tickets you distribute are unique to each student, and they'll use them to complete the student readiness check.

**How to sign in:** When students open Bluebook, they'll see 2 ways to sign in—with a College Board account or using the sign-in ticket. **Even if your students have College Board accounts, they must sign in using the info on their sign-in ticket or they won't be able to access their test.**

Once students sign in, they'll find their tests listed under **Your Tests** and any accommodations will be listed there. Students should confirm that all personal and accommodations information is correct and let the proctor know if it's not.

If a student's personal information or accommodations are incorrect in Bluebook, the test coordinator should follow the instruction provided in their *Test Coordinator Manual*.

### 3. Test Your Device

When students are signing in to Bluebook, they'll see a button at the top right of their screens that reads **Test Your Device**. Have them click this, and Bluebook will quickly check that their device meets all requirements.

### 4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. Students will find their test listed under **Your Tests**, then select **Start Exam Setup** to go through the screens. Students must complete exam setup before they can test.

- They'll confirm their name and approved accommodations are correct.
- They'll read and agree to the testing rules for their exam.
- They may have the option to share their phone number so they can get their scores delivered via a mobile app called BigFuture School.
  - ◆ If they provide their number, we'll text them a link after the test to download the app, send a code they'll use to sign in, and let them know when their scores are ready.  
**College Board won't use their phone number for any other reason.**
  - ◆ The BigFuture School app is not available to students under 13 or students testing internationally—those students won't see this page.
- Students will review the privacy notice.

- Students will be asked a series of questions about themselves. All questions are optional. The questions will ask for or about students':
  - ◆ Basic contact info (email and address).
  - ◆ Race and ethnicity and their first and best language.
  - ◆ GPA, intended major, and level of educational aspiration.
  - ◆ Parent/guardian's highest education level.
- Next, if applicable, students can opt in to Connections™, a free program where College Board sends them messages about nonprofit colleges, scholarship providers, and government agencies administering educational programs.
  - ◆ If students opt in to Connections, none of their personal information will be shared with participating organizations.
  - ◆ Connections is not available to students under 13 or students testing internationally—those students won't see this page.
  - ◆ If their school, district, or state chooses not to provide access to Connections for its students, then students won't see this page.
  - ◆ Students taking the PSAT 8/9 won't see this page.
- If they're taking the SAT, they'll be able to select 4 institutions to send their scores to for free.
- They'll see a checklist, letting them know what to bring on test day.
- They'll see a final screen, letting them know exam setup is complete.

## 5. Test Preview

After students complete exam setup, have them take a test preview. The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. On the Bluebook homepage, students can select **Test Preview** under **Practice and Prepare**.

Test previews are untimed. Ensure you leave enough time to allow students to try out all the testing tools, and if they will use assistive technology to test, they should use it here, too.

Students do not get a score or any feedback on their answers.

Once all students have tested their device requirements, completed exam setup, and spent some time exploring the test preview, the student readiness check is complete.

# Troubleshooting the Student Readiness Check

If these troubleshooting tips don't work, tell your test coordinator.

**IMPORTANT:** Tell technology staff which students experienced issues using personal devices or managed devices assigned to them one-to-one.

## A Student Can't Connect to the Internet

If no one in the room can connect, school or district technology staff should make sure traffic to and from the domains listed at [bluebook.org/networks](https://bluebook.org/networks) can bypass any security appliances and software.

If only some students have an issue, make sure their device Wi-Fi is on and airplane mode is off.

To check for an internet connection, open a browser and navigate to [collegeboard.org](https://collegeboard.org) on a testing device. 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.

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

After making sure the device is connected to the internet, one of these fixes should work. Try them in order.

1. Make sure the student opened the correct digital testing application. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.
3. Use 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](https://bluebook.app.collegeboard.org).

## A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook isn't installed correctly and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available.

## Bluebook Can't Update to the Latest Version

If a device isn't running the latest version of Bluebook and can't update, an error message will display when the student opens it. Try the following steps:

1. Check the student's internet connection.
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 go to **Bluebook Exams** in the app store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent devices from auto-updating.
4. Use a backup device with Bluebook installed if available.

## 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 that they used the credentials on their sign-in ticket.

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

If students 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 Data is Incorrect in Bluebook

If a student's personal information or accommodations are incorrect in Bluebook, the test coordinator should follow the instructions provided in the Retesting and Irregularities chapter of their *Coordinator Manual*.

## A Student's Device Doesn't Meet Requirements

If a problem is identified when a student clicks **Test Your Device**, Bluebook will suggest a remedy. If it's not possible to fix the issue during the session and other devices are available, give the student one. Let your technology coordinator know about the device issue.

# Test Day—Before Students Arrive

## 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.

**TIP:** Discover what it's like to proctor using Test Day Toolkit—sign in as soon as you get your access email and enter preview mode.

## 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.
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).

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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.

## 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. Click the link in your access email and sign in to Test Day Toolkit.
  - ◆ Follow the instructions for setting up your room.



#### STAFF EXPERIENCE:

Test Day Toolkit will guide you through these steps:

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

Room 104  
PSAT 8/9 Primary

Capacity: 20 (15 students assigned)  
Staff: Kevin Carter (Proctor)

Get Started

After you sign in to Test Day Toolkit, you'll be taken straight to the homepage for the room you're assigned to.

**2.** Make sure your room has enough seats and meets these requirements:

- ◆ Chairs have backs.
- ◆ Seats face the same direction.
- ◆ Seats cannot be up against the back wall of the testing room as this impedes a proctor's ability to view student devices.
- ◆ Students are seated so they can't see each other's screens.
- ◆ You have unimpeded access to every student and can easily see their devices.
- ◆ 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.
- ◆ Power outlets in the testing room are available and easily located.
- ◆ Seating in the testing room 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 on more than 1 side of a rectangular table or around 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 if they are low enough so that proctors can see students' testing devices.

**IMPORTANT:** Elevated theater/auditorium-style seating is permitted for testing, though not recommended. If you're testing in this type of room, keep in mind that 3-foot distancing and desk space rules apply. Every other row must be empty, and students cannot have a clear line of sight to each other's screens.

**3.** Check the rest of the room and confirm:

- ◆ There are no displayed materials related to test content, such as charts, maps, or math formulas. (Remove or cover them up during the test.)
- ◆ You know where power outlets are located.

**4.** 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).
- ◆ Recommended: A 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 students taking the test with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.

**5.** 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 leave until I dismiss you."
- ◆ 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."

**IMPORTANT:** Students must use the network written on the board unless the technology monitor authorizes use of an alternate internet connection.

**6.** Place a sign-in ticket and 1 sheet of scratch paper on each desk unless your test coordinator told you to hand them out when students arrive.



### Additional Guidance

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.



### Tip

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

# Student Accommodations

There may be students testing at your school with approved accommodations. Your Test Day Toolkit student roster lists accommodation information for each student.

For a comprehensive overview of accommodated testing, including how to administer the test on paper to approved students, refer to the *Accommodations Guide*.

## Nontiming Accommodations

All testing groups, including standard time, may include students with nontiming accommodations, as detailed in this section.

### Accommodated Breaks

Students with a break accommodation will take longer or additional breaks without losing testing time (i.e., the clock stops). Extended and extra breaks, as well as nutrition breaks for test timings that include them, are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for. All testing groups, including standard time, may include students with accommodated breaks.

**IMPORTANT:** Because students with break accommodations may be seated with students without break accommodations, some rooms might include students who take breaks and finish testing at different times.

Break accommodations include:

- **Extra breaks:** Students are provided additional breaks at specified times. The breaks are provided by Bluebook—there is no button for pausing the test.
- **Extended breaks:** Students will have as many breaks as students with standard time but breaks will be twice as long. The breaks are provided by Bluebook—there is no button for pausing the test.
- **Breaks as needed:** Students may break during a test section when they need to. They click a button to pause their test in Bluebook.
- **Nutrition break:** Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section. Students can go to a designated area for consuming food and drinks. If they remain in the testing room, they should consume any food or drinks away from their desks and testing materials. Accommodations that necessitate a nutrition break are:
  - ◆ Reading: Up to Double Time
  - ◆ Reading: Up to Time and One-half with any paper tests or supplements (e.g., Reader's Script, Raised Line Drawings)
  - ◆ Math: More than Double Time

### Small-Group Testing

Students assigned for small-group testing should not be assigned to larger rooms. Unless approved for other accommodations, students with small-group testing are in testing group S1 with accommodations code 039.

If you have students approved for small-group testing, small-group rooms shouldn't have more than 15 students. If any student approved for small-group testing is assigned to a room with more than 15 students, your test coordinator should move them to a smaller room.

Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room.



### Tip

In your testing room, you may have a mixture of students who have the standard 10-minute break and students who have a 20-minute nutrition break.

## Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the test. Approval to test blood sugar doesn't include permission to use a mobile phone.

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 or for other medical reasons. Only students who are specifically approved to have a mobile phone in the testing room may do so. In these circumstances, the proctor must keep the tester's phone on their desk at all times and must directly supervise the tester when accessing the phone app to monitor blood sugar.

Prior to testing, proctors should confirm with the student what actions are needed in the event there is a notification. The phone must be in airplane mode or guided access 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 devices may be connected to the phone.

In no case may a student keep their phone at their desk unless specifically approved by College Board. Phone settings must be adjusted so sounds are produced only when responding to medical status.

## Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. All other students should keep these items under their desks and they can be consumed in the testing room. Students with this accommodation can access these items at any point during the test, not just breaks.

## Preferential Seating

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

## Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor. They should not have access to student testing devices at any time.

## Service Animals and Emotional Support Animals

Service animals, such as guide dogs, may be permitted without an accommodation and shouldn't be turned away. A student does need an approved accommodation to bring an emotional support animal into the testing room. Students are encouraged to request accommodations for both service animals and emotional support animals, so schools are prepared.

If a student without an accommodation for a service or support animal shows up at the school with an animal, ask the following questions:

- Is the animal needed due to a disability?
- What service has the animal been trained to provide? (The animal doesn't need to be certified, just trained.)

If the student explains the service, allow the service animal in, even if the student doesn't have an approved accommodation. The student's room assignment shouldn't change.

Don't admit unapproved support animals that aren't trained to provide a service. In this circumstance, tell the student emotional support animals require an approved accommodation, and they should contact customer service if they have questions.

## Written Copy of Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. All students will be able to access these instructions in Bluebook by clicking **Verbal Instructions** on the Help page. They are also available via a link at the bottom of the start code screen.

## Assistive Technology

Check your Test Day Toolkit roster to find out which of these assistive technology accommodations each student is approved for:

- Text-to-Speech (Embedded) for full test or math only.
- Screen Reader (Non-Embedded) for full test or math only.
- Other non-embedded technology.

No configuration is required for the Text-to-Speech (Embedded) accommodation, which is built into Bluebook. If students at your school use non-embedded assistive technology on a Chromebook, technology staff need to configure their device. Go to Assistive Technology on page 55 to learn more about device and student readiness.

## Testing Groups

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several different group types, which involve combinations of timing and other accommodations that can be tested together. Students with different accommodations might be in the same testing group and can test together. For example, a student testing with standard time can be seated in the same room as a student testing with standard time and extended breaks. For digital administrations, testing groups include:

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)

Additional testing groups for paper test takers will test separately. Refer to the *Accommodations Guide* for more information.

In some cases where students were not preassigned to a testing room in Test Day Toolkit, students in different testing groups may test in the same room.

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

Students approved for extended time for reading will receive that extended time on all sections of the test. Students with extended time also receive extra breaks between the appropriate modules.

Once the standard time has fully elapsed on a module, students testing with extended time can move on when they are ready. They are no longer required to stay for their entire approved time, and they can be checked out once they have submitted their answers.

# Test Day—Once Students Arrive

## Taking Attendance

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

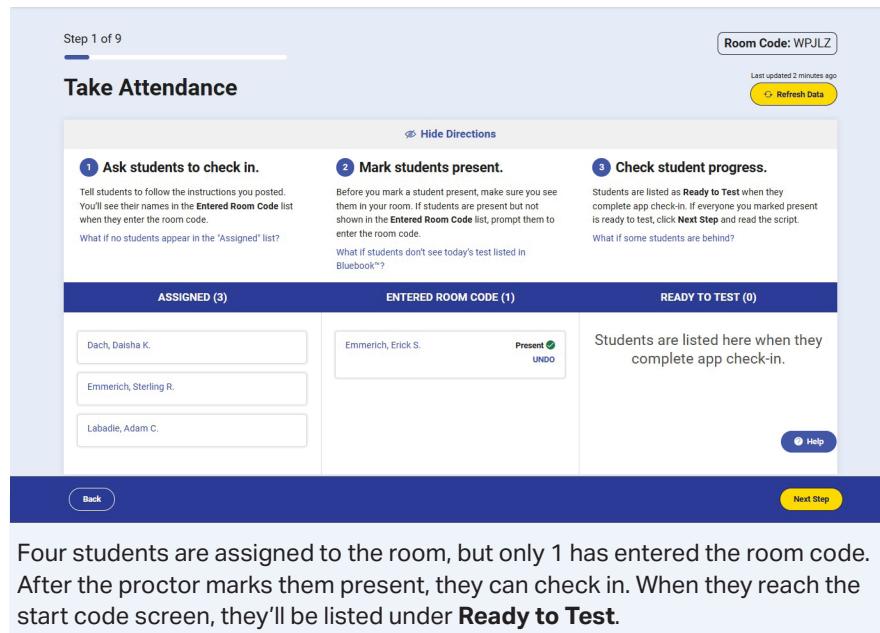
### Key Takeaways

- 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. When they enter the start code, timed testing begins.
- See Help on page 19 if you encounter issues.

### How to Take Attendance

1. After you complete your room readiness check, continue to the **Attendance** page in Test Day Toolkit.
  - ◆ The **Attendance** page 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 shown below.

#### STAFF EXPERIENCE:



Four students are assigned to the room, but only 1 has entered the room code. After the proctor marks them present, they can check in. When they reach the start code screen, they'll be listed under **Ready to Test**.



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2. Ask students to turn in or put away prohibited items (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 on page 22.

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



#### STUDENT EXPERIENCE:

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#### On Test Day: Enter the Room Code

The proctor will give you a code. Enter it here to complete check-in.

The room code contains **letters only**.

**A** **B** **C** **D** **E**

**Join Room**

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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 20.

**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, continue 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:

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### Start Code

Once the proctor shares the start code, enter it here to begin testing.

The start code contains **numbers only**.

4    8    1    8    6    7

[Start Test](#)

You can [review the instructions](#) that the proctor reads aloud.

When students check in to Bluebook, they confirm any accommodations they'll be testing with, 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.

### Bluebook Check-In Issues

If students don't see the **Star** icon on their device, Bluebook might not be installed. If they have a personal device, they can go to [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org) to download it.

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

If students have technical issues when they try to check in, refer to Technical Troubleshooting in the Testing Room on page 35.

### Room Changes

To move a student who's preassigned to a testing room and hasn't entered the room code, navigate to the **Attendance** screen for that room and find their name in the **Assigned** list. Click the student's name to open their profile page and then click **Change Testing Room** or **Remove from Current Room**.

If the student already entered the room code for their original room, they'll need to enter the start code for that room as well.

### 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 haven't moved to the **Ready to Test** list 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 37 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.

## How to Check Identity

1. Make sure the student's photo ID is acceptable.
  - ◆ Any students not familiar to staff must bring a valid photo ID on test day.
  - ◆ Photo IDs must be government- or school-issued, valid, original, and in good condition with legible English language text.
  - ◆ Digital IDs aren't acceptable.
2. Compare the student's appearance to the ID photo.
3. Confirm the name and birthdate (if available) on the student's ID match the information in Test Day Toolkit.
  - ◆ It's OK if a student's middle name or initial isn't listed in both places, but if they are, they should match.
4. Click **Check In** to mark the student present.
5. Continue to Taking Attendance on page 17.

## 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:

- Physical valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official, physical 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.
- SAT Student ID form —only accepted in U.S. test sites for testers under 21 years of age (visit [sat.org/id](https://sat.org/id) for more information).
  - ◆ 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 [sat.org/id](https://sat.org/id).

Unacceptable IDs include:

- Digital IDs or any electronic document presented on a device.
- 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.
- Any photocopies, digital images, or reproductions of IDs.
- 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.



### Important

You don't need to check the identity of most of your students, particularly those who attend your school. You may need to confirm a student's identity in rare cases, when they are unknown to you or school staff.

# Starting the Test

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

## Key Takeaways

- At the end of the script, you'll give students your room's start code, and they'll begin the test.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.

## How to Start the Test

- Start reading the script in Test Day Toolkit.
  - After you take attendance, continue to the beginning of the script.



### STUDENT EXPERIENCE:

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#### Get Your Desk Ready

##### Put these items on your desk:

- Your testing device
- Your personal calculator if you brought one. There's also a graphing calculator built into the app.
- An external mouse or keyboard. You can use an external keyboard with a tablet—not with a laptop.
- A pencil or pen.
- The scratch paper your proctor provided you. Write your full name at the top of each sheet.

##### Put these items under your desk:

- Power cord/portable charger. But if you need to plug in during testing, you may.
- Food and drink. You can eat and drink during the break but not in the test room (unless you have an approved accommodation).

##### Put these items in your bag:

- Mobile phone, smartwatch, or any other devices including cameras, recording devices, or timers. Your proctor may collect these items before testing.
- Notes, books, or any other reference materials
- Headphones or earbuds unless you have an approved accommodation.

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

- 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.
- Check that students are not using a prohibited calculator and tell them to clear saved formulas. (See Calculators on page 23.)
- Keep the collected items near you.

- Finish reading the script until you arrive at the start code.

4. Read the 6-digit start code aloud and write it on the board.

- Students start the test when they enter the code into Bluebook.
- Don't post or read the start code ahead of time.



#### 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.

## 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 and students must be reminded to clear saved formulas before testing begins)
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil
- For test takers using EL supports, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials, if applicable

### 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)

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



### 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.

## 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

## 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.

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.

Your test coordinator will let you know if a service animal or emotional support animal can be admitted to your testing room.

Everything else is prohibited, unless a student has an approved accommodation.

## Calculators

Students can use an embedded Desmos calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. They can toggle between scientific and graphing options at any point in the Math section.

Calculators can't have cords, and calculator covers must be kept under students' desks during testing. Backup calculators or batteries must also be kept under students' desks. Students using calculators with raised or enlarged displays that are visible to other students may be seated at the discretion of the test coordinator.

Before testing, students must delete any stored documents, turn off all sound, and cover any infrared data ports with tape. Any programs that have algebra functionality (e.g., solving equations, expanding algebraic expressions, factoring algebraic expressions, etc.) must also be deleted.

Although scientific, graphing, and 4-function calculators are permitted, 4-function calculators are not recommended, and any calculators with features mentioned in the list of prohibited calculators below are prohibited.

## Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in computer algebra system (CAS) functionality. Examples of such devices include:
  - ◆ Casio: ClassPad 300, 330, or 400; ClassPad II (fx-CP400); ClassPad fx-CG 500 or fx-CG500; Algebra fx 2.0; all model numbers that begin with CFX-9970G.
  - ◆ Hewlett Packard: HP Prime; HP 48GII; all model numbers that begin with 40G, 49G, or 50G.
  - ◆ Texas Instruments: TI-Nspire CAS, TI-Nspire CX II CAS; all model numbers that begin with TI-89 or TI-92 or have CAS in the model name. Note that TI-Nspire models that do not include "CAS" in the name are acceptable.
- Calculators with apps, menus, or programs that perform symbolic algebra manipulation (e.g., solving algebra equations symbolically).
- Calculators with QWERTY keyboards.
- Devices with wireless internet capability, Bluetooth, or cellular connectivity.
- Devices with built-in cameras or audio/video recording.

- Tablets and laptop computers (unless an approved accommodation).
- Electronic writing pads or pen-input devices.
- Cell phone calculator apps.
- Calculators that use paper tape.

## Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices (including smartwatches, smart glasses, and mobile phones) in the test site to protect test content and prevent security breaches, unless the student has an approved accommodation. 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.

## Late Arrivals

If students arrive after you start reading the script, send them to the late testing room (if available). If there's no late room, direct them to your test coordinator.

# 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, students not actively testing, and suspicious behavior.

## Key Takeaways

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- There may be variation in end times for extended time testing now that students can move ahead early.
- Bluebook times the test and starts the break(s) automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the 2 sections of the test, each of which is about an hour long.

## How to Monitor Testing

### Observe the Room

Walk around the room often and remain alert. 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 Handle and Report Irregularities on page 30 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 you see the low-battery warning on a student's screen, tell them to plug in their device.

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.

**IMPORTANT:** While students are testing, be sure to monitor your room carefully for any student with their hand raised. If Bluebook crashes or a student tries to exit Bluebook, use Test Day Toolkit to let them continue testing.

## 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, continue to the monitoring dashboard, which lists students and their testing status.

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 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 28.
- **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 not asleep or being used improperly.



## STAFF EXPERIENCE:

## Monitoring Dashboard

Start Code: 391676

[Show Directions](#)[Reload](#)

Filter by testing status to see which students might need attention, and then check their screen to see if they're testing smoothly or not.

## Testing Status Filters

Status	Count
Not Started	0
Section 1	1
<b>Break</b>	<b>1</b>
Section 2	1

## Needs Attention

Status	Count
Exited	1
Submission Pending	0

## Ready to Dismiss

Student	Accommodations	Attendance	Testing	Last Updated
Ledner, Maximilian W.	None	Checked in to center	Break	Dec 10, 2024 1:52 PM

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

The proctor clicked **Break** to filter the monitoring dashboard, showing that only one student is on break.

## 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.

Student break times can vary in length and when they take place. Once the standard time on the module is up, students testing with extended time will have the option to move to the break when they are ready. Students can take unscheduled breaks as well but lose testing time if they do.

Additionally, students testing with some extended time accommodations (for example, up to double time on the entire test) will receive a 20-minute nutrition break in place of the standard break between the Reading and Writing section and the Math section.

Your room may have a mixture of students with standard 10-minute breaks and students with the longer nutrition breaks. See Accommodated Breaks on page 14 for a list of accommodations that include a nutrition break.

**IMPORTANT:** Testing devices must remain in the testing room and opened or uncovered during breaks. Students should be allowed to have food and drinks during scheduled breaks, especially the longer break between sections.



## STUDENT EXPERIENCE:

85%

## Take a Break: Do Not Close Your Device

After the break, a **Resume Testing Now** button will appear and you'll start the next section.

**Follow these rules during the break:**

1. Do not disturb students who are still testing.
2. Do not exit the app or close your laptop.
3. Do not access phones, smartwatches, textbooks, notes, or the internet.
4. Do not eat or drink near any testing device.
5. Do not speak in the test room; outside the test room, do not discuss the exam with anyone.

Sofía Aguilar

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 Student Accommodations on page 14 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.

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
- Accessing a mobile phone or other prohibited electronic device
- Talking to other students after a warning



## Reminder

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



## Additional Guidance

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

## 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.

## Additional Information

### Students with an Exited Status

If students have an **Exited** status, check their device immediately to make sure it's open and that students are using it properly. If they're having a technical issue, refer them to the help room for support.

**IMPORTANT:** Exiting the test, closing laptops, and covering tablets can lead to incomplete answer submission and delayed scores or retesting.

### Allow Students to Continue Testing

To allow a student to continue testing after their device crashes or loses power, after they quit or exit Bluebook, or after a device swap:

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

**IMPORTANT:** The timer will pause for a limited period, giving students a chance to recover from technical issues.



### STUDENT EXPERIENCE:

The screenshot shows the Bluebook student interface. At the top, there's a header for the "SAT Weekend Exam" with details: Date: Wed, Mar 27, 2024; Arrival Time: 7:45 a.m. ET; Doors Close: 8:00 a.m. ET. Below this is the location: Springfield High School, 100 Main Street, Springfield, NJ, 07012, United States. A "Testing Accommodations" section is partially visible. A central pop-up message reads: "Your Proctor Must Allow You to Continue Testing" with a close button. Below the message, it says "Raise your hand, and let your proctor know you're ready to resume testing." and "Note to proctor: Select the student's name in Test Day Toolkit then click Let Student Continue Testing." At the bottom of the pop-up is a yellow "Close" button. The background shows navigation buttons for "Test Preview" and "Full-Length Practice". At the bottom of the screen, there's a banner that says "Explore BigFuture".

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

## Extended Time Students Ending Early

Students who test with College Board-approved extended time accommodations can now choose to end each section before their full extended time ends. Always allow the student to use their full time; the choice must be theirs. Standard testing time must be completed.



### STUDENT EXPERIENCE:

Section 1: Module 1: Reading and Writing      31:53      100%

Check Your Work

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

! Are You Sure You Want to Move On?

You are approved for extended time on this part of the test.

If you move on now, you will not be able to return to these questions.

I am ready to move on, and I know I cannot return to this part of the test.

[Return to section](#) [Next](#)

21 22 23 24 25 26 27

Sofía Aguilar [Back](#) [Next](#)

As soon as standard time runs out, students with extended time can click the **Next** button on the Check Your Work screen in Bluebook. They'll be warned that they can't return to the section and will be asked to affirm their decision. If they're ending the first section, their break will start. If they're ending the last section, their answers will be submitted.

## Troubleshooting

See Technical Troubleshooting in the Testing Room on page 35 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 Student Accommodations on page 14.

## Access to Electricity

Student devices should be fully charged, but they can plug into available outlets if they need to. Do what you can to accommodate students who request access to power without disturbing other students.

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

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

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

The following options are allowed:

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

The following options are not allowed once testing has started:

- You cannot move some students so others can charge their device.
- Furniture cannot be moved.
- Students may not replace the battery on their testing device 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 37 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 Retesting and Irregularities on page 39 for a comprehensive overview of the IR submission process.

## Answer Submission Verification

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

### Key Takeaways

- Students are required to stay for the full standard testing time. If all students in standard time rooms started testing within a few minutes of each other, wait until time is up for all of them before starting dismissal.
- Students who test with extended time accommodations may choose to end their test before their extended time ends, so they may take breaks and finish testing at very different times.
- If students are connected to the internet when their time is up, their answers are submitted automatically and they'll see the **Congratulations** screen.
- 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. Tell students to remain in their seats with their device open until you dismiss them.
2. Use the **Filters** on the Test Day Toolkit monitoring dashboard to check answer submission status.
  - ◆ If the filters show that all students who started the exam have a **Submitted** status, all students are ready to dismiss.
  - ◆ If some students who started the exam don't have a **Submitted** status, help them after you dismiss students with submitted answers.

**STAFF EXPERIENCE:**

Filter by testing status to see which students might need attention, and then check their screen to see if they're testing smoothly or not. [Reload](#)

Testing Status Filters		Student List: All Students (12)				
Status	Count	Student	Accommodations	Attendance	Testing	Last Updated
<a href="#">Not Started</a>	4	<a href="#">Haag, Lester B.</a>	None	<span>● Not arrived</span>	Not Started	Nov 14, 2024 11:54 AM
<a href="#">Section 1</a>	1	<a href="#">Schulist, Cov R.</a>	None	<span>● Checked in to room</span>	Not Started	Nov 14, 2024 11:54 AM
<a href="#">Break</a>	1	<a href="#">Emmerich, Erick S.</a>	None	<span>● Checked in to room</span>	App Check-In	Nov 19, 2024 5:09 PM
<a href="#">Section 2</a>	1	<a href="#">Volkman, Soledad B.</a>	None	<span>● Checked in to room</span>	Ready to Test	Nov 14, 2024 11:54 AM
<b>Limited Use Only</b>		<a href="#">Kunze, Elva K.</a>	None	<span>● Checked in to room</span>	Section 1, Module 1	Nov 14, 2024 11:54 AM
<a href="#">Section 3</a> <span>?</span>		<a href="#">Ledner, Maximilian W.</a>	None	<span>● Checked in to room</span>	Break	Nov 14, 2024 11:54 AM
<b> ⓘ Needs Attention</b>		<a href="#">Wisoky, Johnpaul C.</a>	None	<span>● Checked in to room</span>	Section 2, Module 1	Nov 14, 2024 11:54 AM
<b>Ready to Dismiss</b>		<a href="#">Wisoky, Johnpaul C.</a>	None	<span>● Checked in to room</span>	Section 3, Module 1	Nov 14, 2024 11:54 AM <span>?</span> <a href="#">Help</a>
Status	Count					
<a href="#">Submitted</a>	1					

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

The monitoring dashboard shows a room with students in various stages of testing. When almost everyone in the room has a Submitted status, the proctor will dismiss them before helping the remaining students.

## Dismissing Students with Submitted Answers

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

### Key Takeaways

- Unless a student's device is offline, closed, covered, or asleep when time is up, their answers are submitted automatically. They'll see the **Congratulations** screen, and their status in Test Day Toolkit will change 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

- Follow the dismissal instructions in Test Day Toolkit. Be as quiet as possible to minimize disturbances to other students still testing.
- Collect scratch paper.
  - Each sheet should be intact with no ripped or removed parts.
  - Make sure the student's full name, the test name, and the date is written on each sheet, even if it's unused.
  - If a student doesn't return all their scratch paper, follow the instructions for reporting rule violations in Responding to Problems on page 37.

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, continue to After Dismissal on page 34 to finish up.

## Additional Information

### Keep Distractions to a Minimum

If necessary, remind students to leave as quickly and quietly as possible because other students may still be testing.

## Dismissing Students with Unsubmitted Answers

If some of your students have unsubmitted answers, help them before they leave the room.

**IMPORTANT:** Don't wait—help students submit their answers before they leave your room to prevent scoring delays and retesting.

### Key Takeaways

- 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.
- Students need to submit their answers using the device they used during the test.

### How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students.
2. Tell students to take one of the actions listed in the table that follows.
  - ◆ If the actions in the table work and Bluebook confirms answer submission, it's OK if the student's status in Test Day Toolkit doesn't update.
  - ◆ If the actions below don't work, tell the student to take their device to the help room. If most students in your room need help, follow your test coordinator's instructions.

#### NEXT STEPS FOR STUDENTS WITH UNSUBMITTED ANSWERS

Displayed on Screen	Student Action	Proctor Action
Test is shown with time remaining	Review answers until time runs out.  Students with extended time can click the <b>Next</b> button on the review page to end their test.	If the student's answers are submitted when time runs out, dismiss them.
Answer Submission Incomplete error message	Follow the instructions shown in Bluebook.	No proctor action required.

Displayed on Screen	Student Action	Proctor Action
Answer Submission Pending error message	Do not continue trying to submit answers.	Dismiss the student and submit an Answer Submission Issues IR. Tell your test coordinator College Board will contact them about the student's test.
Bluebook homepage with <b>Resume Testing</b> button	Click the button and continue testing until time runs out.  Students with extended time can click the <b>Next</b> button on the review page to end their test.	Use Test Day Toolkit to let the student continue.  If the student's answers are submitted when time runs out, dismiss them.
Bluebook homepage with <b>Submit Answers</b> button	Check their internet connection by opening a browser and going to <a href="https://collegeboard.org">collegeboard.org</a> . If the device is online, click the <b>Submit Answers</b> button on the Bluebook homepage.  If the device is offline, make sure device Wi-Fi is on and airplane mode is off.  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 the student's answers are submitted, dismiss them.
Bluebook homepage with the test not listed	Click <b>Past</b> .	If the test is listed with the message “Your answers have been submitted,” dismiss the student.



## STUDENT EXPERIENCE:

### Answer Submission Incomplete

All of your answers have been saved to this device. Do not attempt to submit from another device.



Try Again

Click **Try Again**. If that doesn't work, follow these steps:

#### 1. Reconnect

Return to the homepage, reconnect to the internet, and **Submit Answers**.

#### 2. Reopen

Close the app, reopen it, and **Submit Answers**.

#### 3. Raise Your Hand

If you still can't submit, let your proctor know right away. Do not leave the room or close your device.

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. When back online, 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 on 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 the Retesting and Irregularities chapter in this manual for more information.
2. Check the room for student belongings and gather your supplies.
3. Report back to your 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 shared below.

## When to Send Students to the Help Room

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

## When to Send Students to the Test 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.

## None of Your Students Can Start

If none of your students can start the test, 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

If Bluebook doesn't open properly, one of these fixes should work. Try them in order:

1. Make sure the student opened the right digital testing app. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.
3. Check the student's internet connection.
  - ◆ **Chromebook users:** Exit Bluebook and sign in to the device.
  - ◆ **All devices:** Open a browser and go to [collegeboard.org](https://collegeboard.org). If you can't get to this site, make sure device Wi-Fi is on and airplane mode is off.
  - ◆ **Chromebook users:** Sign out of the device and open Bluebook without turning the device off.
4. Use a backup device with Bluebook installed, if available.
5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org).

## A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook is not configured correctly, and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available, or send them to the help room.

## 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 that they used the credentials on their sign-in ticket.

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



### Important

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

If students 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 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, one of these fixes should work. Try them 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. Use a backup device with Bluebook installed, if available.

## If Most Students Are Ready to Start

Consider sending the student to the help room so testing can begin for everyone else. The student can start testing after the issue 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

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them 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.

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

## How to Perform a Bluebook Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

**IMPORTANT:** If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finish testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage.
4. After the proctor lets the student continue testing, the student clicks **Resume Testing Now**. They should be returned to the question they last viewed.

**IMPORTANT:** If students are returned to a previous question, they should reenter their answers—unless they'd have to reenter more than 5 answers, in which case they should retest.

## How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

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



### Tip

Most issues are resolved by restarting Bluebook or the testing device.

## Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call College Board as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to Retesting and Irregularities on page 39.

### 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 38.
- 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 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 38 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 38). 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.

## Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 35.

## 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.

## 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 (see Retesting and Irregularities on page 39).

## Unapproved Accommodations Given

Tell the student to stop testing, follow the instruction for Early Dismissal below, and submit an IR.

## Test Question Issues

If a student thinks something is 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 it's better to guess than leave a question blank. 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.

## 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

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. Refer to Retesting and Irregularities on page 39 for more information.

# Retesting and Irregularities

Schools have the option of retesting or rescheduling tests in the SAT Suite in certain circumstances, as long as all testing is completed during the administration window (March 2–April 30, 2026). Schools should plan to start testing early enough in the window to ensure there's enough time to retest or reschedule if necessary.

**IMPORTANT:** Starting testing late in the window could limit your school's ability to retest students.

The first part of this chapter explains the policies for retesting and rescheduling. Information includes examples of possible scenarios, administration planning considerations, and possible consequences for students' scores.

The second part of this chapter contains a general overview of the IR submission options, instructions for setting up a retest in Test Day Toolkit as part of the IR submission process, and other technical guidance.

## Policies for Retesting/Rescheduling

### Rescheduling Policies

Test coordinators may need to reschedule a test date in certain circumstances. As long as affected students have not entered a room code in Bluebook, schools may select a new test date anytime within the administration window without contacting College Board or submitting an IR.

**If students have entered their 5-letter room code, rescheduling is no longer an option. The school will need to submit an IR to set up a retest.**

### Retesting Policies

If schools encounter issues after the room code has been entered, students may be eligible for retesting. When students retest, they retake the entire assessment. They can't retake only certain sections of the assessment.

Examples of scenarios that would call for retesting include:

- Schools that experience disruptions to testing (e.g., fire alarms).
- Students who experience technical issues after testing has started.
- Students who become sick after testing has started.
- Misadministrations, either due to student or testing staff error, that would invalidate the student's score.

**IMPORTANT:** Each student has only 2 opportunities to retest as a result of irregularities.



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Examples of scenarios that don't call for retesting include:

- Absentees (absent students can be rescheduled to test on another day in the testing window).
- Rule violations.
- Students who have already used their 2 opportunities to retest.

Schools can set up retests in Test Day Toolkit when they submit an IR, although some IR types won't have an option for retesting. It may take up to 1 full business day for a student to appear in the Test Day Toolkit retest roster following the submission of an IR.

If a student is listed in a retest irregularity form, the student's score from the initial test date will be on a temporary hold until the last published score release date.

For SAT School Day, a student may choose to opt out of their retest. If the student chooses not to participate in the retest, they should call customer service to confirm whether College Board should release the initial test score or cancel the score. After a student retests, the student's score from the initial test date is no longer reportable.

If a student engaged in prohibited behavior, including gaining an unfair advantage on the test, failure to retest may result in score cancellation.

## **Additional Considerations**

Schools should plan for an alternate test date in case of issues and ensure that bell schedules and schoolwide events are taken into consideration.

Test coordinators are responsible for the following:

- Determining in advance of test day when their school can offer retesting in the event of an issue.
- Ensuring proctors know about their school's retesting policies and the procedures for correctly completing an IR in Test Day Toolkit.
- Reviewing and correcting all IRs in Test Day Toolkit before submitting them to College Board. (This includes making sure the right students are listed in each form and replacing incorrect forms with the correct ones.)
- Submitting completed IRs as soon as possible within 5 calendar days of the test date. Retest IRs must be submitted no later than 3 calendar days before the close of the testing window. Late submission could delay score release. **Students won't be able to retest if the request is submitted in Test Day Toolkit more than 5 calendar days after testing.**
- Determining next steps if retesting is not an option for students.

Although test coordinators are responsible for submitting IRs to College Board, proctors and other staff should know about the option to retest, how to submit a retest IR in Test Day Toolkit, and how this affects students' scores. Testing staff may need to explain students' retesting options in the event of an irregularity.

Staff should also be prepared to handle student requests to cancel their scores on test day, which must be submitted in Test Day Toolkit within 5 calendar days of their test date. Test coordinators should document students' requests for score cancellation and keep for their records. Score cancellation IRs are processed automatically and aren't individually reviewed by College Board staff. Students can cancel their own SAT score send requests in Bluebook within 3 days of testing. Testing staff can't cancel students' score send requests in Test Day Toolkit.

College Board may reach out to the test coordinator if any additional information is required that was not provided in the IR.

# How to Report Irregularities and Set Up Retests

Depending on the problem, you'll need to take one of the following actions:

- **Reschedule:** If students haven't entered the 5-letter room code, reschedule their test during the testing window without submitting an IR. The room code is the first code students enter.
- **Report only:** To report an issue without setting up a retest, use Test Day Toolkit to submit a no-retest form. Use this option if retesting isn't available, the student doesn't want to take a retest, or your school can't offer one.
- **Retest:** If students entered the room code, use Test Day Toolkit to submit a retest form. Retest forms set up new tests automatically.

**IMPORTANT:** If you're not sure which form to use, call us for additional guidance—we can't respond to questions asked in an IR.



## STAFF EXPERIENCE:

### Add Irregularity

Don't submit an irregularity if students didn't enter a room code; instead, follow the instructions for rescheduling tests.

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

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

+		Expand All	Collapse All
Retest students who entered the room code.	+		
Report a security issue or rule violation.	+		
Report a technology issue without setting up a retest.	+		
Report a non-security issue without setting up a retest.	+		
Cancel a score on behalf of a student.	+		

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

## Irregularity Chart

Use the table below to find out how to respond to different kinds of irregularities.

### IRREGULARITY CHART

Problem	Options	Forms
<b>Approved accommodations are wrong or missing in Bluebook</b> <i>Example: Bluebook didn't give student extended time</i>	After correcting the error, <b>reschedule</b> the test for students who didn't enter the room code  After correcting the error, <b>retest</b> students who entered the room code	<i>Don't submit a form</i>  Wrong or missing accommodations in Bluebook
<b>Other accommodations issue</b> <i>Examples: Bluebook-embedded text-to-speech didn't work; other assistive technology was unavailable; a student approved for preferential seating was seated incorrectly</i>	<b>Reschedule</b> testing for students who didn't enter the room code  <b>Report</b> the problem without setting up a retest  <b>Retest</b> students who entered the room code	<i>Don't submit a form</i>  <ul style="list-style-type: none"> <li>▪ Assistive technology/screen reader issue (no retest)</li> <li>▪ Accommodations issue (no retest)</li> </ul> <ul style="list-style-type: none"> <li>▪ Assistive technology/screen reader issue</li> <li>▪ Staff accommodations mistake</li> </ul>
<b>Technology issue</b> <i>Examples: Answer submission failure; disruptive internet issue; start code didn't work; allowed student to use an alternate internet connection</i>	<b>Reschedule</b> testing for students who didn't enter the room code  <b>Report</b> the problem without setting up a retest  <b>Retest</b> students who entered the room code	<i>Don't submit a form</i>  <ul style="list-style-type: none"> <li>▪ Answer submission error (no retest)</li> <li>▪ Internet issue (no retest)</li> <li>▪ Student technology issue before timed testing (no retest)</li> <li>▪ Student technology issue during timed testing (no retest)</li> <li>▪ Staff technology issue (no retest)</li> </ul> <ul style="list-style-type: none"> <li>▪ Internet issue</li> <li>▪ Student technology issue</li> <li>▪ Staff technology issues</li> </ul>

Problem	Options	Forms
<b>Disruptive student behavior</b>  <i>Examples: Theft of test content, possession of a prohibited device, use of ChatGPT or other GenAI, giving and receiving help, using their device improperly, damaging a testing device, proctored by a family member</i>	To retest the students who were disrupted: <ul style="list-style-type: none"> <li>▪ <b>Reschedule</b> testing for students who didn't enter the room code or <b>retest</b> students who entered the room code</li> <li>▪ <b>Report</b> the disruptive student in the prohibited behaviors form</li> </ul>	Disruption caused by another student <ul style="list-style-type: none"> <li>▪ Prohibited behaviors (no retest)</li> </ul>
	To report without retesting: <ul style="list-style-type: none"> <li>▪ <b>Report</b> the disruptive student</li> <li>▪ In the same form, identify the students whose testing was disrupted</li> </ul>	Prohibited behaviors (no retest)
<b>Security issues and rule violations</b>  <i>Examples: Theft of test content, possession of a prohibited device, use of ChatGPT or other GenAI, giving and receiving help, using their device improperly, damaging a testing device, proctored by a family member</i>	<b>Report</b> the problem without setting up a retest	<ul style="list-style-type: none"> <li>▪ Prohibited behaviors (no retest)</li> <li>▪ Prohibited use of electronic devices (no retest)</li> <li>▪ Conflict of interest (no retest)</li> </ul>
<b>Illness and other issues</b>  <i>Examples: Ambiguous test question, noise disturbance, distracting staff behavior, fire drill, emergency, incorrect name</i>	<ul style="list-style-type: none"> <li>▪ <b>Reschedule</b> testing for students who didn't enter the room code</li> <li>▪ <b>Report</b> the problem without setting up a retest</li> <li>▪ <b>Retest</b> students who entered the room code</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Don't submit a form</i></li> <li>▪ Testing conditions and administration mistakes (no retest)</li> <li>▪ School evacuation (no retest)</li> <li>▪ Test content issue (no retest)</li> <li>▪ Illness and early departure (no retest)</li> <li>▪ Wrong student data in Bluebook (no retest)</li> <li>▪ Testing conditions and administration mistakes</li> <li>▪ School evacuation</li> <li>▪ Test content issue</li> <li>▪ Illness and early departure</li> </ul>
<b>A student wants to cancel their score</b>	<b>Cancel</b> scores on behalf of a student only if they're not retesting (don't use to stop or change SAT score sends)	Score cancellation

## How to Set Up a Retest

To retest students who entered the 5-letter room code, submit a retest IR within 5 calendar days of testing or 3 calendar days before the close of the testing window, whichever is sooner. Up to 2 retests can be set up per student, so if there's also an issue during the retest, the student has 1 more opportunity.

## How to Administer Retests

After you submit a retest IR to College Board, we'll prepare a new test within 1 business day.

### Retest Rosters

Each time a test is prepared for a student, they're added to a retest administration roster:

- The roster for your primary test administration lists all registered students.
- The first time you retest a student, a roster for Retest 1 will be added to Test Day Toolkit.
- If you retest a student a second time, a roster for Retest 2 will be added.



### STAFF EXPERIENCE:

The screenshot shows the 'Test Day Toolkit' interface. At the top, there's a 'Test Day Toolkit' button and a 'Hi, Amy' user profile icon. The main area is titled 'Choose a Test Administration'. It includes a note: 'You can access one test administration at one test site each time you sign in. We'll email you when each administration is available.' Below this is a note: '\* = Required'. The 'Test Site\*' field is set to 'HIGH SCHOOL A1:000000'. The 'Role' field is set to 'TDTK Administrator'. The 'Test Administration \*' dropdown menu is open, showing 'PSAT 8/9 Retest 1' (which is selected), 'PSAT 8/9 Primary', 'PSAT 10 Primary', and 'SAT Primary'.

To switch between rosters in Test Day Toolkit, click **Switch** in the upper right corner of the screen and select the appropriate option in the **Test Administration** dropdown menu.

### Step-by-Step Instructions for Administering a Retest

1. Open the retest administration that appears in Test Day Toolkit when the retest is ready.
2. Make sure any previous issues with registration, accommodations, or technology were fixed so they don't recur during the retest. Processing can take 1 business day.
3. If student registration information was corrected, print a new sign-in ticket.
4. Add staff and rooms to the retest administration. **Never edit room names used in a past administration.**
5. Retest the student.

## Retesting and Irregularities FAQs

### What if a student isn't listed within one business day?

If the student isn't listed on a retest roster within one business day, make sure you submitted an IR form to College Board:

1. In Test Day Toolkit, open the administration you used to submit the IR.
  - ◆ If this will be the student's first retest, open the primary test administration.
  - ◆ If this will be the student's second retest, open the Retest 1 administration.
2. On the **Irregularities** page, find the student's IR in your IR list and check the **Status** column.
3. If the status is not **Submitted to College Board**, open the report and click the **Submit to College Board** button.

### How do I request score cancellation on behalf of a student?

If a student wants to cancel their score, complete the score cancellation form within five calendar days of the test date. To open the form, go to the **Irregularities** page in Test Day Toolkit and click **Add Irregularities**.

**IMPORTANT:** The score cancellation form triggers an automated and complete score cancellation. Students can stop or change score sends by signing in to Bluebook within 3 days of testing. They'll need the credentials on their sign-in ticket.

### What should I do if I don't know which IR form to choose?

If you're not sure which form to use, your test coordinator should call College Board for additional guidance—we can't respond to questions in an IR. Retest forms set up new tests automatically.

# Accommodations Guide for Proctors



## In This Part:



**BLUEBOOK  
TESTING  
PROCEDURES**

.....



**PAPER TESTING  
PROCEDURES**

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# Introduction

## What You'll Find in This Guide

This *Accommodations Guide for Proctors* includes information you'll need to proctor students with accommodations such as:

- Use of assistive technology, such as a screen reader and text-to-speech.
- 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 up to more than double time (which will require multiple-day testing).
- Extended-time testing for reading or for math.
- Accommodated breaks, including breaks as needed.
- Enlarged fonts (students will use the zoom feature on their devices).
- English learner (EL) supports.
- 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.

**NOTE:** With the exception of paper tests, these accommodations are provided with testing, and most of them are offered in one day of testing.

## What's New in 2026

We've made several enhancements to how accommodations are administered for 2026 testing.

- Students approved for the accommodation Screen Reader (Non-Embedded) will no longer be automatically approved for extended time. Extended time will need to be requested and approved separately.
- There are now 3 separate braille accommodations:
  - ◆ Refreshable Braille (students approved for refreshable braille will test in Bluebook)
  - ◆ Braille Paper Testing – UEB with Technical Math
  - ◆ Braille Paper Testing – UEB with Nemeth Code



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- There are 2 new accommodations for accessibility options for the Math section only; options for these accommodations already exist for students who are approved to use these tools for the entire test:
  - ◆ Text-to-Speech for Math Sections (Embedded)
  - ◆ Screen Reader for Math Sections (Non-Embedded)
- There is a new English learner support: EL – Text-to-Speech for Math Sections (Embedded).
- College Board now has an **Accommodations & Supports Dashboard**, which is a student portal where students can see decision letters and accommodations.

## 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. The test coordinator and SSD coordinator are also the two roles responsible for reviewing accommodations and ensuring students testing with accommodations and supports have a smooth administration.

**SSD Coordinator:** The Services for Students with Disabilities (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 Coordinator:** The technology coordinator can be a district- or school-level staff member but must have the expertise and permissions to install Bluebook on managed devices and configure the network (or manage staff who do). A complete list of responsibilities is available at [bluebook.org/tech](https://bluebook.org/tech). The technology coordinator information is provided by the purchaser in SSOR.

**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 50 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.

Other staff may be needed by some students with accommodations, such as human readers, human scribes, and sign language interpreters.

## 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 *Accommodations Guide for Proctors* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.
- Prepare ahead for test day.
  - ◆ If testing students in Bluebook, review the section on Accommodated Testing in Bluebook on page 65.
  - ◆ If testing students on paper, set aside time to review the section on Accommodated Testing on Paper on page 83.
- **On test day, for students testing in Bluebook, the proctor must:**
  - ◆ Post check-in instructions, Wi-Fi name, password, and room code.
  - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
  - ◆ Distribute a sign-in ticket and 1 sheet of scratch paper 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.
  - ◆ Use Test Day Toolkit to allow students to continue testing if they need to restart Bluebook.
  - ◆ Immediately report any disruptions to the test coordinator.
  - ◆ Submit irregularities in Test Day Toolkit.
- **On test day, for students testing on paper, the proctor must:**
  - ◆ 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 the script 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.
  - ◆ Work with other testing staff to complete transcription of student answers into Bluebook.

**IMPORTANT:** Proctors administering paper testing will follow a different flow in Test Day Toolkit, as instructed later in this guide under How to Proctor Paper Tests on page 83.

## Student Readiness Check

Schools administering the SAT and PSAT-related assessments will complete a student 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 student readiness check, students will sign 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**, and we suggest completing the readiness check as soon as possible, but ideally no later than the week before you test.

Refer to the Student Readiness Check chapter on page 6 of this manual if you are asked to help lead this student session.

## Support Staff

Some College Board-approved accommodations require support staff to assist the testing staff and students during the test administration.

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.
- Facilitate accommodated students' nutrition break.

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.

**IMPORTANT:** 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 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 up to time and one-half unless a student is already approved for up to double time or more extended time.

## 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. A human reader can only be used for paper tests unless they are specifically approved for digital.

## 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 or in navigating to the next screen.

A writer/scribe can only be used for paper tests unless they are specifically approved for digital.

## Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor. They should not have access to student testing devices at any time.

# How Accommodations Are Provided in Digital Testing

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

All students test digitally in Bluebook unless they're approved for a paper test or require the 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 – DIGITAL FORMATS AND ADMINISTRATION

Approved Accommodation	Digital Test Format(s) Provided	Administer the Test Using This Guide, Plus:
Printed copy of verbal instructions	Test in Bluebook Access <b>Verbal Instructions</b> from the Help page in Bluebook	Test Day Toolkit
Text-to-Speech (Embedded)	Test with built-in text-to-speech in Bluebook	Test Day Toolkit
Screen Reader (Non-Embedded)	Test in Bluebook with approved assistive technology	Test Day Toolkit
Refreshable Braille	Test in Bluebook with Screen Reader (Non-Embedded) or refreshable braille	Test Day Toolkit
Raised line drawings	Test in Bluebook with Text-to-Speech (Embedded) or Screen Reader (Non-Embedded) using provided raised line drawings supplement	Test Day Toolkit
Human reader for digital tests	Test in Bluebook with human reader using provided reader's script	Test Day Toolkit
Human scribe for digital tests	Test in Bluebook with scribe to enter answers	Test Day Toolkit



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## ACCOMMODATED TESTING SCENARIOS – PAPER TEST FORMATS AND ADMINISTRATION

Approved Accommodation(s)	Paper Test Format(s) Provided	Administer the Test Using This Guide, Plus:
Paper test for digital assessments	Paper test book (large print if approved)	The appropriate <i>Paper Testing Script</i> downloaded from the Help page in Test Day Toolkit
Paper test for digital assessments and human scribe for paper exams	Paper test book (large print if approved) and scribe to enter answers in test book	The appropriate <i>Paper Testing Script</i> 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 approved) and copy of instructions downloaded from <a href="https://satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instruction">satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instruction</a>	The appropriate <i>Paper Testing Script</i> downloaded from the Help page in Test Day Toolkit
Paper Braille testing (UEB with Nemeth Code or UEB with Technical Math)	Paper braille test with regular-type test book, <i>Braille Reference Information</i> , and the raised line drawings supplement if approved. Students will also receive either the <i>Guide to the Nemeth Code</i> or the <i>Guide to the UEB Technical Code</i> .	The appropriate <i>Paper Testing Script</i> downloaded from the Help page in Test Day Toolkit

To request a paper test for digital assessments (excluding paper Braille tests), use the Other category in SSD Online.

- In rare cases, a student may be approved for a human scribe for digital tests. The scribe should record the responses in Bluebook or, for paper testing, in the test book.
- In rare cases, a student approved for human reader for digital tests might be approved to take a digital adaptive test without a reader's script. In that case, the student would take the test in Bluebook, and a human reader will read from the screen.
- Students testing with a human reader or human scribe will also be provided with up to time and one-half extended time (or more if requested and approved).
- Extended time will not be provided automatically for Text-to-Speech (Embedded) or Screen Reader (Non-Embedded). If a student needs extended time as an accommodation, that will need to be approved as well.

See the Timing Charts for Testing in Bluebook and on Paper in 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 [Using Accommodations](#).



## Reminder

Students approved for large print usually test in Bluebook, unless they're approved for paper tests on digital assessments.

## Braille Test Formats

Students may be approved for either refreshable braille or braille paper testing. Students approved for refreshable braille will test in Bluebook using a refreshable braille device. Students approved for braille paper testing will be provided with a paper braille test.

Proctors testing students approved for a paper braille test should review the different materials provided, described below. These formats will be included in the test shipment as needed for approved accommodations.

- Students approved for Paper Braille Testing (UEB with Nemeth Code) will receive a paper Braille test with Unified English Braille (UEB) for literary text and with Nemeth Code for math. Students approved for Paper Braille Testing (UEB with Technical Math) will receive UEB for the full test.
- Paper braille materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each paper braille test, a regular-type test book is included for the proctor's use as a reference.
- For students testing with Braille Paper Testing – UEB with Nemeth Code, 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.
- For students testing with Braille Paper Testing – UEB with Technical Math, provide each student with the *Guide to the UEB Technical Code* and the *Braille Reference Information*.
- If applicable, 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 section refer to figures, students approved to use the raised line drawings supplement may refer to it.

## Assistive Technology

Check your Test Day Toolkit roster to find out which of these assistive technology accommodations each student is approved for:

- Text-to-Speech (Embedded) for full test or math only.
- Screen Reader (Non-Embedded) for full test or math only.
- Other non-embedded technology.

Students approved for more than one type should test with the accommodation they are most comfortable with.

To get ready for testing students who use assistive technology:

- Check your Test Day Toolkit roster to find out which specific type of assistive technology each student is approved for.
- Contact technology staff if students need to use a screen reader or other non-embedded assistive technology on a Chromebook.
- Learn how students can optimize their assistive technology at [bluebook.org/accommodated-testing](https://bluebook.org/accommodated-testing).
- Encourage students to practice using Bluebook with their approved technology.

**IMPORTANT:** Starting in fall 2025, students approved for the accommodation Screen Reader (Non-Embedded) will no longer be automatically approved for extended time. Extended time will need to be requested and approved separately.



### Additional Guidance

Students must be separately approved for use of raised line drawings in addition to their braille accommodations. Students who test with braille test formats, digitally or on paper, test with standard time unless approved for other accommodations.

## Embedded Text-to-Speech

Students who are approved to use Text-to-Speech (Embedded) for the full test can use it as soon as they sign in to Bluebook—no configuration is required. Students approved to use it for math only can use it only after they start Section 2.

They'll use these features:

- **Controller:** Students get access to the controller when they begin exam setup and can use it throughout the test. They can move it to any part of the screen.
- **Settings button:** Students use it to select and adjust voice, speed, and volume.
- **Click mode:** Students select specific text to play.



### Tip

Students who test on Macs or iPads can choose from any voices previously downloaded to the device in addition to standard Bluebook options.

## Screen Readers and Other Non-Embedded Technology

If you have students approved for screen readers and other assistive technology that isn't built into Bluebook, go to [bluebook.org/accommodated-testing](https://bluebook.org/accommodated-testing) to learn how they can optimize their assistive technology.

### Math-Only Accommodations

If students are approved to use non-embedded assistive technology for math only, make sure they don't use it during Section 1; they should keep their headphones under their desk until they return from the break between sections.

### Chromebooks

If students at your school use non-embedded assistive technology on a Chromebook, technology staff need to configure their device for them.

Because Bluebook runs in kiosk mode on Chromebooks:

- Students may be unfamiliar with the way accessibility features work.
- Students need to customize their accessibility settings every time they use Bluebook.



**ASK TECH:** If students are testing on Chromebooks, ask the technology staff who manage their devices to enable the accessibility menu and shortcuts in kiosk mode.

Learn more at [bluebook.org/chromebook-screen-reader](https://bluebook.org/chromebook-screen-reader).

## Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the test. Approval to test blood sugar doesn't include permission to use a mobile phone.

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 or for other medical reasons. Only students who are specifically approved to have a mobile phone in the testing room may do so. In these circumstances, the proctor must keep the tester's phone on their desk at all times and must directly supervise the tester when accessing the phone app to monitor blood sugar.

Prior to testing, proctors should confirm with the student what actions are needed in the event there is a notification. The phone must be in airplane mode or guided access 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 devices may be connected to the phone.

In no case may a student keep their phone at their desk unless specifically approved by College Board. Phone settings must be adjusted so sounds are produced only when responding to medical status.

## Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. All other students should keep these items under their desks and they can be consumed in the testing room. Students with this accommodation can access these items at any point during the test, not just breaks.

## Preferential Seating

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

## Service Animals and Emotional Support Animals

The test coordinator will tell you whether a student can test with a service animal or an emotional support animal.

## Written Copy of Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. All students will be able to access these instructions in Bluebook by clicking **Verbal Instructions** on the Help page. They are also available via a link at the bottom of the start code screen.

## English Learner Supports

College Board provides access to translated test directions and word-to-word bilingual dictionaries for English learners approved by their schools to use these supports. Your school may also allow eligible EL students to test with time and one-half or, new for spring 2026 testing, EL – Text-to-Speech for Math Sections (Embedded).

Also new in spring 2026, your school may allow students to test with EL – Math-Only Test. Your test coordinator will identify the students who require EL supports and the languages they need, obtain the supports, and plan for the appropriate testing conditions for those who need them.

## 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 under How to Start the Test on page 68 and in Test Day Toolkit for checking in students and starting the test each day.

The new extended-time policy, while it might shorten testing time for students testing over two or more days with extended time, does not remove the requirement to test over two or more days. Students must be tested as required to avoid a misadministration. Each day may be shortened if students have completed standard time and are ready to move on before their extended time is up, but students cannot move on to the next day’s test module(s). Breaks will continue to be the same length as before.

## Who Tests Over Multiple Days

Most students test in one day, including most students approved for time and one-half or double time. Students approved for the following accommodations may test over two days:

- Limited time testing (depending on amount of approved time)
- Up to more than double time
- Testing with either a paper test or paper supplement (reader’s script or raised line drawings) and approved for up to double time

## Administering the Test Over Two Days

For each day of testing, Bluebook will show a separate test 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 test card for the correct day of testing.

For students testing over more than one 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 sign-in 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.
- Students only have to complete exam setup on Day 1.
- Bluebook automatically ends Day 1 after the appropriate section without any action needed from the proctor.
- If only 1 test section is taken on each day of testing, there are no standard breaks during testing.
- When the student completes the test 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. Day 1 answers must be submitted successfully before students can test on Day 2.

**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 IR.

## Administering the Test Over More Than Two Days

Students who test over more than two days will take a paper test. See Testing Students Over Multiple Days on page 86 for instructions.

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

## Timing and Breaks in the Accommodated Testing Room

**All tests are timed by module:** Bluebook doesn’t allow students to move to the next module or section until the standard time has fully elapsed. After that, students testing with extended time will have the option to move on when they have checked their work and are ready to go to the next module or section. Bluebook prompts them to acknowledge that they understand they won’t be able to return to the module or section once they are done.

All students must complete the entire standard time for the test, so students testing with standard time can’t end a module or section early.

**IMPORTANT:** Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students to end their test before the full extended time is elapsed.

Make sure students who leave the testing room before their full testing time has elapsed do so quietly, without disturbing other students who are still testing.

## Extended Time in Bluebook Testing

Here's an example of how extended time will work in the app:

- In Section 1, Module 1, where standard time is 32 minutes and time and one-half is 48 minutes, students will be able to move on after 32 minutes. On the Check Your Work screen, which students see after completing the last question of a module, a **Next** button will appear.

**IMPORTANT:** While students can move ahead during timed testing, they are required to take their full break time and may not move ahead in the test until the break has expired.

- The button will be inactive until after the standard time for that module (e.g., 32 minutes) has passed.
- Once a student leaves a module or part, regardless of how much time they take once the standard time has expired, they will not be able to return to it to view, change, or give answers.
- Students will be required to confirm their understanding of this when they click **Next**.

## Extended Time in Paper Testing

Proctors can allow paper testers to move on before their full extended time has elapsed. The following points apply:

- As with Bluebook testing, students cannot move on until the standard time has passed, and once the student testing on paper begins the next module, they may not go back to a prior module.
- If multiple students with extended time are testing in the same room with paper tests, students **cannot** move on to the break until all students have completed the current module and standard time has passed. Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students to end their test early.
- For the last module of the test once the standard time has passed, if a student testing on paper has finished testing, the proctor can dismiss them individually after following all procedures for collecting and checking their test materials as instructed in the appropriate *Paper Testing Script*.

## Breaks for Bluebook and Paper Testing

The following points apply to all testing rooms:

**Scheduled break after Section 1:** Students may go to the restroom, and they may consume snacks and beverages in designated areas. 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.

**Nutrition break:** Some students approved for extended time will receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section. Accommodations that necessitate a nutrition break are:

- Reading: Up to Double Time
- Reading: Up to Time and One-half with any paper tests or supplements (e.g., reader's script, raised line drawings)
- Math: More than Double Time

**Additional scheduled break time:** Students may be approved for extra and/or extended breaks. In addition, students approved for extended time automatically receive extra breaks in the sections where extended time is applied. These accommodated breaks, as with all scheduled breaks, are separate from the testing time. Scheduled breaks are initiated and timed by Bluebook; students will **not** see a **Pause** button for these breaks. For more details on providing breaks in the paper testing room, see Accommodated Breaks for Paper Testers on page 87.

- 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.



### Tip

A proctor may have a mixture of students who have the standard 10-minute break and students who have a 20-minute nutrition break.



### Reminder

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

- 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.

## Standard and Accommodated Section Timing and Breaks

The total standard testing time for each assessment in the 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.

Sections 1 and 2 are each 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

SECTION 1 Reading and Writing		SECTION 2 Math	
Module 1	Module 2	Module 1	Module 2
32 minutes	32 minutes	35 minutes	35 minutes
<i>10-min. break</i>			

Bluebook automatically sets the applicable test time and extra breaks for students testing with extended time. As noted earlier, students will have the option to move on anytime after standard time has fully elapsed, but they will need to take their full break time.

See the Timing Charts for Testing in Bluebook and on Paper in the Appendix for details about timing and breaks for different accommodations.

### READING: UP TO TIME AND ONE-HALF SECTION TIMING AND BREAKS

SECTION 1 Reading and Writing		SECTION 2 Math	
Module 1	Module 2	Module 1	Module 2
48 minutes	48 minutes	53 minutes	53 minutes
<i>5-min. break</i>	<i>10-min. break</i>	<i>5-min. break</i>	



### Additional Guidance

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

**READING: UP TO DOUBLE TIME SECTION TIMING AND BREAKS**

<b>SECTION 1</b> <b>Reading and Writing</b>		<b>SECTION 2</b> <b>Math</b>	
<b>Module 1</b>	<b>Module 2</b>	<b>Module 1</b>	<b>Module 2</b>
64 minutes	64 minutes	70 minutes	70 minutes
<b>5-min. break</b>	<b>10-min. break</b>	<b>5-min. break</b>	

**Testing with Paper Materials**

Students testing with paper materials—including a paper test book, braille paper testing, a reader's script, or raised line drawings—will have different timing. The tables below show timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments. Students testing with supplements will test with Bluebook unless approved for paper test for digital assessments or testing over more than two days.

**PAPER: STANDARD TIME SECTION TIMING AND BREAKS\***

<b>SECTION 1</b> <b>Paper – Reading and Writing</b>		<b>SECTION 2</b> <b>Paper – Math</b>	
<b>Module 1</b>	<b>Module 2</b>	<b>Module 1</b>	<b>Module 2</b>
39 minutes	39 minutes	43 minutes	43 minutes
	<b>10-min. break</b>		

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

The following two tables show the time used by students who test for the full amount of extended time. As a reminder, extended time students cannot end a module or section before the full standard time shown in the previous chart has elapsed. Breaks will be for the full scheduled time and can't be skipped or ended early.

**PAPER: UP TO TIME AND ONE-HALF SECTION TIMING AND BREAKS\*\***

<b>SECTION 1</b> <b>Paper – Reading and Writing</b>		<b>SECTION 2</b> <b>Paper – Math</b>	
<b>Module 1</b>	<b>Module 2</b>	<b>Module 1</b>	<b>Module 2</b>
59 minutes	59 minutes	65 minutes	65 minutes
<b>5-min. break</b>	<b>20-min. nutrition break</b>	<b>5-min. break</b>	

\*\*This timing also applies to the accommodation of human reader for digital tests.

**PAPER: UP TO DOUBLE TIME SECTION TIMING AND BREAKS**

<b>SECTION 1</b> <b>Paper – Reading and Writing</b>		<b>SECTION 2</b> <b>Paper – Math</b>	
<b>Module 1</b>	<b>Module 2</b>	<b>Module 1</b>	<b>Module 2</b>
78 minutes	78 minutes	86 minutes	86 minutes
<b>5-min. break</b>	<b>End of Day 1</b>	<b>5-min. break</b>	

See the timing charts in the Appendix for details about different accommodations.

# In the Testing Room on Test Day

Before test day, confirm your access to Test Day Toolkit. On test day, continue with room readiness activities to prepare your room. At the end of these activities, you'll be directed to turn to the testing procedures that apply to the accommodations you're administering in your testing room.

## 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.



### Tip

Discover what it's like to proctor using Test Day Toolkit—sign in as soon as you get your access email and enter preview mode.

## 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. Click the link in your access email and sign in to Test Day Toolkit.
  - ◆ Follow the instructions for setting up your room.
2. Make sure your room has enough seats and meets these requirements:
  - ◆ Chairs have backs.
  - ◆ Seats face the same direction.
  - ◆ Seats cannot be up against the back wall of the testing room as this impedes a proctor's ability to view student devices.
  - ◆ Students are seated so they can't see each other's screens.
  - ◆ You have unimpeded access to every student and can easily see their devices.
  - ◆ 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.
  - ◆ Power outlets in the testing room are available and easily located.
  - ◆ Seating in the testing room 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 on more than 1 side of a rectangular table or around 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 if they are low enough so that proctors can see students' testing devices.

**IMPORTANT:** Elevated theater/auditorium-style seating is permitted for testing, though not recommended. If you're testing in this type of room, keep in mind that 3-foot distancing and desk space rules apply. Every other row must be empty, and students cannot have a clear line of sight to each other's screens.

3. Check the rest of the room and confirm
  - ◆ There are no displayed materials related to test content, such as charts, maps, or math formulas. (Remove or cover them up during the test.)
  - ◆ You know where power outlets are located (if students are testing in Bluebook).
4. Make sure you have all the testing materials and support staff you need to support students with these accommodations:
  - ◆ Raised line drawings
  - ◆ Braille
  - ◆ Human reader
  - ◆ Writer/scribe
  - ◆ Paper testing
  - ◆ Written copy of verbal instructions (if testing on paper)
5. If your students are taking the test on paper, turn now to Prepare Your Room and Materials for Testing on page 84.



### Additional Guidance

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.



### Tip

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

**6.** 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).
- ◆ Recommended: A 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 students taking the test with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.

**7.** 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 leave until I dismiss you."
- ◆ 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."

**IMPORTANT:** Students must use the network written on the board unless the technology monitor authorizes use of an alternate internet connection.

**8.** Place a sign-in ticket and 1 sheet of scratch paper on each desk unless your test coordinator told you to hand them out when students arrive.

# Accommodated Testing in Bluebook

Most students testing with accommodations will test in Bluebook. Conduct this testing using the information in this section.

## Once Students Arrive

**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 83.

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

### Key Takeaways

- 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. When they enter the start code, timed testing begins.
- See Help on page 66 if you encounter issues.

### How to Take Attendance

1. After you complete your room readiness check, continue to the **Attendance** page in Test Day Toolkit.
  - ◆ The **Attendance** page 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 shown below.
2. Ask students to turn in or put away prohibited items (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 on page 69.

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



### STUDENT EXPERIENCE:

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



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**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 67.

**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, continue 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, 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

If students arrive after you start reading the script, send them to the late testing room (if available). If there's no late room, direct them to your test coordinator.

### Bluebook Check-In Issues

If students don't see the **Star** icon on their device, Bluebook might not be installed. If they have a personal device, they can go to [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org) to download it.

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

If students have technical issues when they try to check in, refer to Technical Troubleshooting in the Testing Room on page 79.

### 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 haven't moved to the **Ready to Test** list 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 81 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.

### How to Check Identity

1. Make sure the student's photo ID is acceptable.
  - ◆ Any students not familiar to staff must bring a valid photo ID on test day.
  - ◆ Photo IDs must be government- or school-issued, valid, original, and in good condition with legible English language text.
  - ◆ Digital IDs aren't acceptable.
2. Compare the student's appearance to the ID photo.
3. Confirm the name and birthdate (if available) on the student's ID match the information in Test Day Toolkit.
  - ◆ It's OK if a student's middle name or initial isn't listed in both places, but if they are, they should match.
4. Click **Check In** to mark the student present.
5. Continue to take attendance.

### 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:

- Physical valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official, physical 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.
- SAT Student ID form —only accepted in U.S. test sites for testers under 21 years of age (visit [sat.org/id](https://sat.org/id) for more information).
  - ◆ 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 [sat.org/id](https://sat.org/id).

Unacceptable IDs include:

- Digital IDs or any electronic document presented on a device.
- 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.
- Any photocopies, digital images, or reproductions of IDs.
- 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, read the script, check desks, and provide students with the start code.

## Key Takeaways

- At the end of the script, you'll give students your room's start code, and they'll begin the test.
- 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.
  - ◆ After you take attendance, continue to the beginning of the script.



### 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.
  - ◆ Check that students are not using a prohibited calculator and tell them to clear saved formulas. (See Calculators on page 70.)
  - ◆ Keep the collected items near you.
3. Finish reading the script until you arrive at the start code.
4. Read the 6-digit start code aloud and write it on the board.
  - ◆ Students start the test when they enter the code into Bluebook.
  - ◆ Don't post or read the start code ahead of time.



### 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.

## Additional Information

### Test Security

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

### 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 and students must be reminded to clear saved formulas before testing begins)
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil
- For test takers using EL supports, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials, if applicable

## 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)

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

## 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

## 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.

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.

Your test coordinator will let you know if a service animal or emotional support animal can be admitted to your testing room.

Everything else is prohibited, unless a student has an approved accommodation.



## 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.

## Calculators

Students can use an embedded Desmos calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. They can toggle between scientific and graphing options at any point in the Math section.

Calculators can't have cords, and calculator covers must be kept under students' desks during testing. Backup calculators or batteries must also be kept under students' desks. Students using calculators with raised or enlarged displays that are visible to other students may be seated at the discretion of the test coordinator.

Before testing, students must delete any stored documents, turn off all sound, and cover any infrared data ports with tape. Any programs that have algebra functionality (e.g., solving equations, expanding algebraic expressions, factoring algebraic expressions, etc.) must also be deleted.

Although scientific, graphing, and 4-function calculators are permitted, 4-function calculators are not recommended, and any calculators with features mentioned in the list of prohibited calculators below are prohibited.

### Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in computer algebra system (CAS) functionality. Examples of such devices include:
  - ◆ Casio: ClassPad 300, 330, or 400; ClassPad II (fx-CP400); ClassPad fx-CG 500 or fx-CG500; Algebra fx 2.0; all model numbers that begin with CFX-9970G.
  - ◆ Hewlett Packard: HP Prime; HP 48GII; all model numbers that begin with 40G, 49G, or 50G.
  - ◆ Texas Instruments: TI-Nspire CAS, TI-Nspire CX II CAS; all model numbers that begin with TI-89 or TI-92 or have CAS in the model name. Note that TI-Nspire models that do not include "CAS" in the name are acceptable.
- Calculators with apps, menus, or programs that perform symbolic algebra manipulation (e.g., solving algebra equations symbolically).
- Calculators with QWERTY keyboards.
- Devices with wireless internet capability, Bluetooth, or cellular connectivity.
- Devices with built-in cameras or audio/video recording.
- Tablets and laptop computers (unless an approved accommodation).
- Electronic writing pads or pen-input devices.
- Cell phone calculator apps.
- Calculators that use paper tape.

## Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices (including smartwatches, smart glasses, and mobile phones) in the test site to protect test content and prevent security breaches, unless the student has an approved accommodation. 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.

## Late Arrivals

If students arrive after you start reading the script, send them to the late testing room (if available). If there's no late room, direct them to your test coordinator.

## 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, students not actively testing, and suspicious behavior.

### Key Takeaways

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- There may be variation in end times for extended time testing now that students can move ahead early.
- Bluebook times the test and starts the break(s) automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the 2 sections of the test, each of which is about an hour long.

## How to Monitor Testing

### Observe the Room

Walk around the room often and remain alert. 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 Handle and Report Irregularities on page 74 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 you see the low-battery warning on a student's screen, tell them to plug in their device.

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.

**IMPORTANT:** While students are testing, be sure to monitor your room carefully for any student with their hand raised. If Bluebook crashes or a student tries to exit Bluebook, use Test Day Toolkit to let them continue testing.

### 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, continue to the monitoring dashboard, which lists students and their testing status.

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 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 73.
- **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 not asleep or being used improperly.

## 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.

Student break times can vary in length and when they take place. Once the standard time on the module is up, students testing with extended time will have the option to move to the break when they are ready. Students can take unscheduled breaks as well but lose testing time if they do.

Additionally, students testing with some extended time accommodations (for example, up to double time on the entire test) will receive a 20-minute nutrition break in place of the standard break between the Reading and Writing section and the Math section. Your room may have a mixture of students with standard 10-minute breaks and students with the longer nutrition breaks. See Timing and Breaks in the Accommodated Testing Room on page 58 for a list of accommodations that include a nutrition break.

**IMPORTANT:** Testing devices must remain in the testing room and opened or uncovered during breaks. Students should be allowed to have food and drinks during scheduled breaks, especially the longer break between sections.

**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 58 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.

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
- Accessing a mobile phone or other prohibited electronic device
- Talking to other students after a warning

**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.

**Additional Information****Students with an Exited Status**

If students have an **Exited** status, check their device immediately to make sure it's open and that students are using it properly. If they're having a technical issue, refer them to the help room for support.

**IMPORTANT:** Exiting the test, closing laptops, and covering tablets can lead to incomplete answer submission and delayed scores or retesting.

**Allow Students to Continue Testing**

To allow a student to continue testing after their device crashes or loses power, after they quit or exit Bluebook, or after a device swap:

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

**IMPORTANT:** The timer will pause for a limited period, giving students a chance to recover from technical issues.

**STUDENT EXPERIENCE:**

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

**Reminder**

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

**Additional Guidance**

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

## Extended Time Students Ending Early

Students who test with College Board-approved extended time accommodations can now choose to end each section before their full extended time ends. Always allow the student to use their full time; the choice must be theirs. Standard testing time must be completed.



### STUDENT EXPERIENCE:

As soon as standard time runs out, students with extended time can click the **Next** button on the Check Your Work screen in Bluebook. They'll be warned that they can't return to the section and will be asked to affirm their decision. If they're ending the first section, their break will start. If they're ending the last section, their answers will be submitted.

## Troubleshooting

See Technical Troubleshooting in the Testing Room on page 79 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 53.

## Access to Electricity

Student devices should be fully charged, but they can plug into available outlets if they need to. Do what you can to accommodate students who request access to power without disturbing other students.

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

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

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

The following options are allowed:

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

The following options are not allowed once testing has started:

- You cannot move some students so others can charge their device.
- Furniture cannot be moved.
- Students may not replace the battery on their testing device 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 81 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 Retesting and Irregularities on page 39 for a comprehensive overview of the IR submission process.

## Answer Submission Verification

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

### Key Takeaways

- Students are required to stay for the full standard testing time. If all students in standard time rooms started testing within a few minutes of each other, wait until time is up for all of them before starting dismissal.
- Students who test with extended time accommodations may choose to end their test before their extended time ends, so they may take breaks and finish testing at very different times.
- If students are connected to the internet when their time is up, their answers are submitted automatically and they'll see the **Congratulations** screen.
- 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. Tell students to remain in their seats with their device open until you dismiss them.
2. Use the **Filters** on the Test Day Toolkit monitoring dashboard to check answer submission status.
  - ◆ If the filters show that all students who started the exam have a **Submitted** status, all students are ready to dismiss.
  - ◆ If some students who started the exam don't have a **Submitted** status, help them after you dismiss students with submitted answers.

## Dismissing Students with Submitted Answers

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

### Key Takeaways

- Unless a student's device is offline, closed, covered, or asleep when time is up, their answers are submitted automatically. They'll see the **Congratulations** screen, and their status in Test Day Toolkit will change 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. Follow the dismissal instructions in Test Day Toolkit. Be as quiet as possible to minimize disturbances to other students still testing.
2. Collect scratch paper.
  - ◆ Each sheet should be intact with no ripped or removed parts.
  - ◆ Make sure the student's full name, the test name, and the date is written on each sheet, even if it's unused.
  - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting rule violations in Responding to Problems on page 81.

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, continue to After Dismissal on page 78 to finish up.

## Additional Information

### Keep Distractions to a Minimum

If necessary, remind students to leave as quickly and quietly as possible because other students may still be testing.

## Dismissing Students with Unsubmitted Answers

If some of your students have unsubmitted answers, help them before they leave the room.



**IMPORTANT:** Don't wait—help students submit their answers before they leave your room to prevent scoring delays and retesting.

### Key Takeaways

- 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.
- Students need to submit their answers using the device they used during the test.

## How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students.
2. Tell students to take one of the actions listed in the table that follows.
  - ◆ If the actions in the table work and Bluebook confirms answer submission, it's OK if the student's status in Test Day Toolkit doesn't update.
  - ◆ If the actions below don't work, tell the student to take their device to the help room. If most students in your room need help, follow your test coordinator's instructions.

### NEXT STEPS FOR STUDENTS WITH UNSUBMITTED ANSWERS

Displayed on Screen	Student Action	Proctor Action
Test is shown with time remaining	Review answers until time runs out.  Students with extended time can click the <b>Next</b> button on the review page to end their test.	If the student's answers are submitted when time runs out, dismiss them.
Answer Submission Incomplete error message	Follow the instructions shown in Bluebook.	No proctor action required.

Displayed on Screen	Student Action	Proctor Action
Answer Submission Pending error message	Do not continue trying to submit answers.	Dismiss the student and submit an Answer Submission Issues IR. Tell your test coordinator College Board will contact them about the student's test.
Bluebook homepage with <b>Resume Testing</b> button	Click the button and continue testing until time runs out. Students with extended time can click the <b>Next</b> button on the review page to end their test.	Use Test Day Toolkit to let the student continue. If the student's answers are submitted when time runs out, dismiss them.
Bluebook homepage with <b>Submit Answers</b> button	Check their internet connection by opening a browser and going to <a href="https://collegeboard.org">collegeboard.org</a> . If the device is online, click the <b>Submit Answers</b> button on the Bluebook homepage.  If the device is offline, make sure device Wi-Fi is on and airplane mode is off.  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 the student's answers are submitted, dismiss them.
Bluebook homepage with the test not listed	Click <b>Past</b> .	If the test is listed with the message "Your answers have been submitted," dismiss the student.



#### 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. When back online, 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 on 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 on page 39 for more information.
2. Check the room for student belongings and gather your supplies.
3. Report back to your 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 shared below.

## When to Send Students to the Help Room

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

## When to Send Students to the Test 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.

## None of Your Students Can Start

If none of your students can start the test, 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

If Bluebook doesn't open properly, one of these fixes should work. Try them in order:

1. Make sure the student opened the right digital testing app. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.
3. Check the student's internet connection.
  - ◆ **Chromebook users:** Exit Bluebook and sign in to the device.
  - ◆ **All devices:** Open a browser and go to [collegeboard.org](https://collegeboard.org). If you can't get to this site, make sure device Wi-Fi is on and airplane mode is off.
  - ◆ **Chromebook users:** Sign out of the device and open Bluebook without turning the device off.
4. Use a backup device with Bluebook installed, if available.
5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org).

## A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook is not configured correctly, and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available, or send them to the help room.

## 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 that they used the credentials on their sign-in ticket.

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

If students 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.



### Important

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

## 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, one of these fixes should work. Try them 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. Use a backup device with Bluebook installed, if available.

### If Most Students Are Ready to Start

Consider sending the student to the help room so testing can begin for everyone else. The student can start testing after the issue 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

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them 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.

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

### How to Perform a Bluebook Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

**IMPORTANT:** If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finish testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage.
4. After the proctor lets the student continue testing, the student clicks **Resume Testing Now**. They should be returned to the question they last viewed.

**IMPORTANT:** If students are returned to a previous question, they should reenter their answers—unless they'd have to reenter more than 5 answers, in which case they should retest.

### How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

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



#### Tip

Most issues are resolved by restarting Bluebook or the testing device.

## Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call College Board as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to the Retesting and Irregularities chapter on page 39.

### 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 82.
- 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 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 this manual 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 82 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 82). 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.

## Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 79.

## 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.

## 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.

## Unapproved Accommodations Given

Tell the student to stop testing, follow the instruction for Early Dismissal below, and submit an IR.

## Test Question Issues

If a student thinks something is 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 it's better to guess than leave a question blank. 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.

## 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

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.

# 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.

**IMPORTANT:** Proctors must follow the procedures in this section to test students on paper to avoid a misadministration.

## 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 script along with the instructions in the following sections.

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

Be sure to prepare yourself by reviewing the guidelines for timing the test, testing students over multiple days, and managing accommodated breaks in Paper Testing Procedures for Proctors on page 85. On test day, before students arrive, complete the tasks in Prepare Your Room and Materials for Testing on page 84.

## Important Differences in Paper Testing

Be aware of these important differences in paper testing:

- Recording answers:** 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. Students approved for an additional accommodation to use a scribe will test one-to-one with a scribe who will record the answers for the student in the test book.
- Timing the test:** Never use Bluebook to time students testing on paper. Proctors will administer the test using the instructions in the *Paper Testing Script*, timing the students with a separate clock or watch.
- Administering the test.** 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.



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## Prepare Your Room and Materials for Testing

1. Prepare your room by following the instructions under Room Readiness on page 63.
2. Check the kit supplied by your test coordinator to make sure you have the following supplies:
  - ◆ A sign-in ticket for each student. (For students taking SAT School Day, you should have 2 copies of each sign-in ticket.)
  - ◆ A Testing Room Materials Report form with a seating chart along with a list from your coordinator of the individual materials assigned to each student.
  - ◆ Serialized paper test materials and serialized *Paper Test Taker Administration Instructions* booklets, as listed on the Testing Room Materials Report form.
  - ◆ *Score Sends Code List* booklets (1 per student taking SAT School Day only).
  - ◆ For some students testing with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
3. Check that your SSD coordinator has supplied you with the following for your testing room:
  - ◆ The list of materials assigned to each student, created from the information in the shipping notice
  - ◆ The Testing Room Materials Report form specific to your testing room
  - ◆ Serialized test books/formats assigned to the students in the room
  - ◆ Optional items for paper testing:
    - 1 sheet of scratch paper for each student, plus a few extras (not required for paper test takers)
    - Extra pencils
    - Pencil sharpener
4. Work with your test coordinator to access the *Paper Testing Script* for the test you're administering in your room. You can print the script or access it electronically on your device. (An online copy is also available on the Help page of Test Day Toolkit.)

## Administer the Paper Test

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.

1. As students enter the room, you won't check them in with Test Day Toolkit, but you do need to admit and seat students as follows:
  - a. If you don't know the student, use the information under Checking Identity on page 67.
  - b. Navigate to the **Attendance** page in Test Day Toolkit to check that each student you admit is on the list of assigned students. See Students Not on Your Room Roster on page 66 if a student isn't listed on your room roster.
  - c. Assign each student to a seat (don't let them choose their own seat).
  - d. Distribute a sign-in ticket and 1 sheet of scratch paper (optional for paper testers) to each student
2. Open the *Paper Testing Script* and start the test preparation by reading the instructions to students under **Welcome** in the script.
  - ◆ Follow the proctor instructions in the *Paper Testing Script* to 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 a *Score Sends Code List* if administering SAT School Day 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.
4. Begin testing, monitor students, and time testing.
  - ◆ Help students and actively monitor the room to maintain test security.
  - ◆ Use the Timing and Breaks for Paper Testing table included in the script PDF, and the references for module timing throughout the script to time the test, announce time remaining, and manage breaks. Do not use Bluebook to time the paper test.
  - ◆ For extended time testing, follow the guidance in the script for allowing students to move ahead early, if applicable.
5. Dismiss students.
  - ◆ When students are finished testing, collect each student's test book, scratch paper, and *Paper Test Taker Administration Instructions* booklet. 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 testing materials together for transcription purposes.
6. Collect and set aside any other materials (EL supports and for SAT School Day, the *Score Sends Code List* booklets).
  - ◆ Don't dismiss anyone until you are sure you have each student's complete information and matching testing materials.
  - ◆ Return any prohibited items collected from students prior to testing and dismiss them.
7. Complete transcriptions, following the directions provided in Transcribing Paper Test Responses on page 90.

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

8. Place each student's *Paper Test Taker Administration Instructions* booklet and sign-in ticket inside their test book.
9. Be sure to follow all instructions under After All Students Have Been Dismissed on page 92 to report any irregularities and return all materials to the test coordinator.

## Paper Testing Procedures for Proctors

Uniform procedures are essential to a standardized testing program. The only way to ensure comparable scores is for proctors to follow the same testing procedures and give their instructions exactly as they appear in the *Paper Testing Script*.

- Be alert and vigilant during all phases of test administration; avoid any activity not directly related to the test administration such as using a computer, reading a book, texting, or grading papers.
- Make sure students have appropriate materials and all other items are stored out of sight.
- Follow the script exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
- Record the start and stop times where indicated in the script and on the board as soon as each module begins.
- Accurately time each test module and announce the remaining time as indicated in the script, following the procedures under Timing the Tests on page 86.

## 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 up to that extended time on all sections of the test. 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 section(s).

After the standard time has elapsed on a module, students approved for extended time can move on when they are ready rather than having to wait until their approved time is up. The following points apply:

- Students are encouraged to use their approved time. Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students to end their test before time is called.
- Students cannot move on until the standard time has passed, and once the student begins the next module, they may not go back to a prior module. Students cannot skip any breaks.
- If multiple students with extended time are testing in the same room, students **cannot** move on to the break until all students have completed the current module and standard time has passed.
- For the last module of the test, once the standard time has passed, if a student has finished testing, the proctor can dismiss them individually after following all procedures for collecting and checking their test materials as instructed in the *Paper Testing Script*.

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 script 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 script, then post the times on the board for students to see.

## Testing Students Over Multiple Days

Students whose accommodations require more than two days of testing will automatically test on paper, according to the instructions in the *Paper Testing Script*.

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

- The decision letter (accessed in SSD Online by the SSD coordinator) 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.
- Plan testing for full extended time. Students who need more than 2 days of testing should be provided their full extended time, but they may choose to end a module when they are ready (once the full standard time has elapsed and everyone in the room is ready to move on). They can end testing early, but they cannot move on to test module(s) that are scheduled for the next testing day. Doing so might necessitate a retest.

For the proctor:

- We recommend that you use paper clips or other means to mark the script and additional instructions you'll need to find easily when testing these students. If accessing the script online, use the bookmark feature in Adobe Reader (Control/Command + B) to mark these places in the document.
- On test day, be sure to read the Instructions for Multiple-Day Testing out loud to students.
- 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.

## Using the Proper Script

All testing begins under Welcome in the *Paper Testing Script*. Before test day, become familiar with the script you need to use for the students in your room.

Each script provides a reference for module timing to help you determine the length for each module. Be sure to only read the appropriate timing for the students in your room.

## Accommodated Breaks for Paper Testers

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 script.

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

Handle accommodated breaks in the paper testing room as follows:

- **Extra breaks:** 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.
- **Extended breaks:** Give extended breaks to approved students by doubling the standard time of the regularly scheduled 10-minute break after Section 1.
- **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.

**Nutrition breaks:** Students testing on paper will have a longer, 20-minute nutrition break after Section 1 if they are testing with Reading: Up to Time and One-half.

## Recording Responses

Students will be recording answers in their test book. Some students may be approved to dictate answers to a writer/scribe or use a braille writer. For students testing with paper and approved for a scribe, the scribe should record the answers in the test book and transcribe them after the test. Staff must carefully follow all instructions under The Transcription Process on page 89 to avoid invalid transcription or other issues that might cause a misadministration.

## Using the Proper Materials

All test books show a pencil on the front cover along with a symbol (e.g., heart, sun, etc.) and a label showing 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 8/9 Test Book," etc.), and they will also have a label indicating the student's name. There is no separate answer sheet for the Reading and Writing questions or the Math questions. Students will circle their answers in the test book.

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

- Test books with a standard font size
- Test books for students using braille (a separate test book is provided for each test section)
- Large-print test books that are 14-point, 20-point, or larger (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 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. You'll also record the number received/returned and serial numbers of the *Paper Test Taker Administration Instructions* booklets received for the students they're testing. On test day, you'll complete the following tasks with the form:

### Before Testing

- Print and sign your name and confirm testing room information on the first page.
- Check the test formats and *Paper Test Taker Instructions* 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.

**IMPORTANT:** 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 *Paper Test Taker Instructions* 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 College Board immediately. Don't leave the room unattended.

**IMPORTANT:** The test coordinator should submit an IR in Test Day Toolkit.

## The Transcription Process

The testing staff is responsible for transcribing the student answers from the test book or printed from the braille writer into Bluebook. They will use Test Day Toolkit and Bluebook to perform the tasks associated with transcription. You must transcribe student answers only after students have completed testing and been dismissed. Be sure to follow these requirements, and follow all instructions under Transcribing Responses on page 91.

Staff must follow these transcription requirements to avoid a misadministration:

- Transcribing answers must be done in 1 sitting and within a limited time. Starting before the student finishes testing prevents staff from transcribing all answers into Bluebook.
- Staff must 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.
- Transcription for students testing over multiple days must occur after the student has completed all days of testing.

## Before Testing

Before testing begins, proctors need to allocate at least 30 minutes for distributing, reviewing, and completing the *Paper Test Taker Administration Instructions*. Some students may be approved for a scribe, who will help them complete some sections. Scribes should record dictated responses in the test book.

If applicable to your state or district, the *Paper Test Taker Administration Instructions* include an introduction to the app called BigFuture School, and our Connections program.

## 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, 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 under Transcribing Paper Test Responses on page 90.

# 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. For SAT School Day, 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' *Paper Test Taker Administration Instructions* booklet. 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 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 1 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 has not clearly circled 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 the 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 All Students Have Been Dismissed on page 92 to ensure all required tasks are completed.

# After All Students Have Been Dismissed

After students leave the room, you must:

- For paper testing:
  - ◆ Complete all transcriptions as directed under Transcribing Paper Test Responses on page 90.
  - ◆ Complete and sign the Testing Room Materials Report form (which you received from the test coordinator).
  - ◆ Return the report form with all test books and associated *Paper Test Taker Administration Instructions* booklets as well as *Score Sends Code List* booklets (for SAT School Day) and sign-in tickets used for transcription to the test coordinator.
- For all testing:
  - ◆ Return any scratch paper, sign-in tickets (from students suspected in rule violations), and seating chart(s) to your test coordinator.
  - ◆ Submit any irregularities in Test Day Toolkit.

## Retesting and Irregularities

After testing is completed, you may need to report irregularities and prepare for retests. Refer to the Retesting and Irregularities chapter on page 39 of this manual for more information.



### In This Section

92 Retesting and Irregularities

# Appendix



## In This Part:



ACCESS  
ADDITIONAL  
RESOURCES

# Appendix Contents

- 1 [Timing Charts for Testing in Bluebook and on Paper](#)
- 1 Timing Chart for Testing in Bluebook
- 4 Timing Chart for Testing with Paper Materials
- 6 [SAT Suite of Assessments Seating Chart](#)
- [Proctor Essentials for Test Day](#)

# Timing Charts for Testing in Bluebook and on Paper

## 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 Chart for Testing with Paper Materials after this chart. Please note the following additional information about accommodations:

- Most students will complete testing in 1 day.
- For students approved for up to 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.
- Students testing over more than 2 days will test on paper. See the *Paper Testing Script* for the test you're administering on the Help page of Test Day Toolkit for more information.
- Extra breaks are automatically applied in Bluebook to all students with extended time.
- Students testing with extended time have the option to move on when ready once the full standard time has elapsed on the module or section they are currently taking. This means that break times may be less coordinated than in the past, and students may end the test at different times.
- Students in the same group type may be timed differently if students have different break times. To minimize disruptions and students testing on varying schedules, you may want to organize students in rooms with similar break times instead of relying only on group types.
- Students approved for Text-to-Speech (Embedded) and Screen Reader (Non-Embedded) won't have automatic approval for extended time; the coordinator should confirm their accommodations before using these timing charts.

## SAT SUITE OF ASSESSMENTS TIMING CHART

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
<b>GROUP TYPE IN TEST DAY TOOLKIT: S1</b>					
Standard Time	32 minutes <i>10-min. break</i>	32 minutes <i>10-min. break</i>	35 minutes	35 minutes	<b>2:24</b> 2:14 testing time + breaks
Standard Time with Extra Breaks	32 minutes <i>5-min. break</i>	32 minutes <i>10-min. break</i>	35 minutes <i>5-min. break</i>	35 minutes	<b>2:34</b> 2:14 testing time + breaks
Standard Time and Extended Breaks	32 minutes <i>20-min. break</i>	32 minutes <i>20-min. break</i>	35 minutes	35 minutes	<b>2:34</b> 2:14 testing time + breaks
Standard Time and Breaks as Needed*	32 minutes <i>10-min. break</i>	32 minutes <i>10-min. break</i>	35 minutes	35 minutes	<b>2:24+</b> 2:14 testing time + variable breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: S3</b>					
Reading: Up to Time and One-Half	48 minutes <i>5-min. break</i>	48 minutes <i>10-min. break</i>	53 minutes <i>5-min. break</i>	53 minutes	<b>3:42</b> 3:22 testing time + breaks
Reading: Up to Time and One-Half and Extended Breaks	48 minutes <i>10-min. break</i>	48 minutes <i>20-min. break</i>	53 minutes <i>10-min. break</i>	53 minutes	<b>4:02</b> 3:22 testing time + breaks

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

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
<b>GROUP TYPE IN TEST DAY TOOLKIT: S5</b>					
Reading: Up to Double Time	64 minutes <b>5-min. break</b>	64 minutes <b>20-min. nutrition break**</b>	70 minutes <b>5-min. break</b>	70 minutes	<b>4:58</b> 4:28 testing time + breaks
Reading: Up to Double Time and Extended Breaks	64 minutes <b>10-min. break</b>	64 minutes <b>20-min. break</b>	70 minutes <b>10-min. break</b>	70 minutes	<b>5:08</b> 4:28 testing time + breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: S2</b>					
Math: Up to Time and One-Half	32 minutes	32 minutes <b>10-min. break</b>	53 minutes <b>5-min. break</b>	53 minutes	<b>3:05</b> 2:50 testing time + breaks
Math: Up to Time and One-Half and Extended Breaks	32 minutes	32 minutes <b>20-min. break</b>	53 minutes <b>10-min. break</b>	53 minutes	<b>3:20</b> 2:50 testing time + breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: S4</b>					
Math: Up to Double Time	32 minutes	32 minutes <b>10-min. break</b>	70 minutes <b>5-min. break</b>	70 minutes	<b>3:39</b> 3:24 testing time + breaks
Math: Up to Double Time and Extended Breaks	32 minutes	32 minutes <b>20-min. break</b>	70 minutes <b>10-min. break</b>	70 minutes	<b>3:54</b> 3:24 testing time + breaks

\*\*Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

## Timing Chart for Testing with Paper Materials

Use this timing chart for students taking the digital test with paper supplements (e.g., reader's script or raised line drawings) as well as for students testing with a paper test book.

**IMPORTANT:** For paper test takers, the proctor must time the test and breaks using the *Paper Testing Script*. They must never try to time the test using Bluebook—attempting to do so will result in a misadministration.

### SAT SUITE OF ASSESSMENTS PAPER MATERIALS TIMING AND BREAKS

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
<b>GROUP TYPE IN TEST DAY TOOLKIT: P1 OR S1</b>					
Standard Time	39 minutes	39 minutes <b>10-min. break</b>	43 minutes	43 minutes	<b>2:54</b> 2:44 testing time + breaks
Standard Time with Extra Breaks	39 minutes <b>5-min. break</b>	39 minutes <b>10-min. break</b>	43 minutes <b>5-min. break</b>	43 minutes	<b>3:04</b> 2:44 testing time + breaks
Standard Time and Extended Breaks	39 minutes	39 minutes <b>20-min. break</b>	43 minutes	43 minutes	<b>3:04</b> 2:44 testing time + breaks
Standard Time and Breaks as Needed*	39 minutes	39 minutes <b>10-min. break</b>	43 minutes	43 minutes	<b>2:54+</b> 2:44 testing time + variable breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S3</b>					
Reading: Up to Time and One-Half	59 minutes <b>5-min. break</b>	59 minutes <b>20-min. nutrition break**</b>	65 minutes <b>5-min. break</b>	65 minutes	<b>4:38</b> 4:08 testing time + breaks
Reading: Up to Time and One-Half and Extended Breaks	59 minutes <b>10-min. break</b>	59 minutes <b>20-min. break</b>	65 minutes <b>10-min. break</b>	65 minutes	<b>4:48</b> 4:08 testing time + breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S5</b>					
Reading: Up to Double Time	78 minutes <b>5-min. break</b>	78 minutes <b>End of Day 1</b>	86 minutes <b>5-min. break</b>	86 minutes <b>End of Day 2</b>	<b>Day 1 = 2:41</b> 2:36 testing time + breaks  <b>Day 2 = 2:57</b> 2:52 testing time + breaks

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

\*\*Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
<b>GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S2</b>					
Math: Up to Time and One-Half	39 minutes	39 minutes <b>10-min. break</b>	65 minutes <b>5-min. break</b>	65 minutes	<b>3:43</b> 3:28 testing time + breaks
Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes <b>20-min. break</b>	65 minutes <b>10-min. break</b>	65 minutes	<b>3:58</b> 3:28 testing time + breaks
<b>GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S4</b>					
Math: Up to Double Time	39 minutes	39 minutes <b>10-min. break</b>	86 minutes <b>5-min. break</b>	86 minutes	<b>4:25</b> 4:10 testing time + breaks
Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes <b>20-min. break</b>	86 minutes <b>10-min. break</b>	86 minutes	<b>4:40</b> 4:10 testing time + breaks

# **SAT Suite of Assessments Seating Chart**

## **Recording Student Seat Assignments**

In the SAT Suite testing site, proctors help keep the test fair and valid by accounting for where students are seated in their testing room. The seating chart provided here can be used to record the student name for each seat in the testing room. Follow the instructions on the chart for recording names.

The paper chart has room for recording up to 49 assigned desks. If testing in a large room, the proctor can complete more than one chart, as indicated in the chart instructions.

The coordinator should retain completed charts for 60 days (or longer if state or local policies dictate) in case of need for a security investigation.

## Seating Chart

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

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

Name	Role	Date	Room Number
Center/School Number	Page _____ of _____		

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

2. Cross out any unused seats.

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

### Sample Seating Chart

REAR									

FRONT									

Students face this direction

REAR									

FRONT									

FRONT  
Students face this direction



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.



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



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



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.**

### TECHNICAL TROUBLESHOOTING

#### Check the Proctor Manual

See [Technical Troubleshooting in the Testing Room](#) in your Proctor Manual for detailed help.

#### Restart Devices First

Students with technical issues should try restarting their device. Only perform a device swap if a student has time remaining.

#### Still Having Issues?

If a student is still having trouble starting, or if other students are testing successfully, send them to the help room to avoid delays and distractions.

## Getting Ready

- Click the link in your access email and sign in to Test Day Toolkit.
- Make sure you have 1 **sign-in ticket** per student.
- When you get to the last step, write the 5-letter **room code** and check-in instructions on the board.

## 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.

## Reading the Script

- 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.

## Monitoring the Test

- 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.
- Watch for signs of security violations such as students viewing nontest content.

## Observing Breaks

- ★ 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.

## 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.
- ★ Students see a **Congratulations** screen when their answers are submitted.
- Look for students who have unsubmitted answers or a status that needs attention.

## 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 about test content.