SAT Suite

Fall 2026

SAT SUITE OF ASSESSMENTS

Test Coordinator Manual

Look inside for:

- Bluebook and Test Day Toolkit Instructions
- Manage Facilities, Staff, and Test Day Activities

Testing Window:
October 1–30, 2026

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Thank you for helping administer the SAT Suite of Assessments. This guide brings together the **Test Coordinator Manual**, the **Accommodations Guide for Coordinators**, 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 Coordinators* section.

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Contact College Board

Educator Support

FOR ALL ASSESSMENTS: 866-630-9305 (U.S.)
+ 1 212-713-8000 (International)

WEB: **collegeboard.org/in-school-support**

For Help with Accommodations

WEB: **cb.org/ssdform**

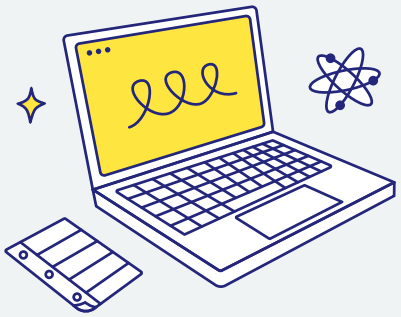
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PART ONE:

Test Coordinator Manual

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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** will support you and your staff as you administer tests using Test Day Toolkit, with its intuitive, user-friendly interface.

Administration Overview

The following table provides an overview of the different components of a digital test administration. It reflects both the typical sequence of these events and the digital tools required by staff and students in completing these tasks. Further information about these administration tasks may be found in this manual.

The fall 2026 in-school testing window for the SAT Suite of Assessments is October 1–30. While different students from your school may test on different days, each student can only obtain one valid score during the testing window.

TEST ADMINISTRATION OVERVIEW

Activity	Timeframe	Digital Tool(s) Used
Services for Students with Disabilities (SSD) requests	No later than 7 weeks before test day	SSD Online
Test ordering, testing contact validation, and student data submission	No later than 3 weeks before test day (Orders placed on or after October 1 will incur a late fee)	SSOR
Roster validation and student registration	No later than 2 weeks before test day	SSOR
Student readiness check	No later than 1 week before test day	Bluebook (students) (Test coordinators need Test Day Toolkit to print sign-in tickets)

In This Section

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Activity	Timeframe	Digital Tool(s) Used
Test readiness	No later than 1 week before test day	Test Day Toolkit Bluebook
Test day	October 1–30, 2026	Test Day Toolkit (staff) Bluebook (students)
Score release	3–4 weeks after test day	K–12 educators score reporting portal

For a more detailed overview of a typical administration, refer to the Test Coordinator Checklist on page 10.

Technology

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

Bluebook

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Get an overview of requirements by device type at **bluebook.collegeboard.org/technology/devices/requirements/overview**.

ASK TECH: Bluebook works on Chromebooks only if verified mode is enabled. Instructions are available at **bluebook.org/verified-mode**.

Test Day Toolkit Overview

You and your staff will use Test Day Toolkit to administer the test. A College Board professional account is required. Coordinators use Test Day Toolkit to complete these tasks:

- View the roster.
- Enter room names and seating capacity.
- Assign students to rooms (optional).
- Add staff to the upcoming administration so they can access Test Day Toolkit.
- Assign staff to roles and rooms.
- Monitor student progress on test day.

Before test day, proctors sign in to Test Day Toolkit and use proctor preview.

On test day, they'll use Test Day Toolkit to take attendance, read the script, share the room code and start code with students, monitor testing, and report irregularities.

TIP: Get detailed Test Day Toolkit setup instructions at **bluebook.org/toolkit**.

Test Day Toolkit Access

For Coordinators

Set up Test Day Toolkit for your next test administration when you get an email from College Board telling you it's available. You should get an email in early September if your order was placed before then. Otherwise, you'll get access when you place your order.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

TIP: Access emails are personalized and can't be shared. Don't forward them.

TIP: Test Day Toolkit access FAQs are available at **bluebook.org/toolkit-access-help**.

For Staff

Staff get access when you add them to an upcoming test in Test Day Toolkit.
Important reminders:

- Test coordinators are responsible for giving new and returning staff access before each test administration.
- After you add staff, we'll send them access instructions, so enter contact information they can use to complete multifactor authentication.

Learn more at **bluebook.org/staff-access**.

Test Day Toolkit Timesavers and Best Practices

Put these tips into practice for faster setup and a smoother test day:

- Use the Test Day Live dashboard to monitor student progress across rooms and spot issues. **New:** Test Day Live displays timing information, including actual student start times and estimated end times.
- Boost proctor confidence by adding them early so they can practice the script. They'll see Test Day Toolkit in preview mode until you grant them full access, just before test day.
- To avoid test delays, we recommend staggering room code entry.
- If you're testing more than 500 students in a single physical room, assign each area its own Test Day Toolkit room to improve Test Day Toolkit and network performance.
- Share the work; give a colleague access to coordinator features in Test Day Toolkit.
- Learn the benefits of assigning students to rooms before test day and decide if it's right for you.

Learn more at **bluebook.org/toolkit-timesavers**.

Testing Roles

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

Staff qualifications include the following:

- Individuals must be high school graduates, be 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.

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**.

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

Test Coordinator

As the test coordinator, you're required to be at the school to supervise all activities related to the test administration. You are assigned the SAT Suite registration role in the Managing Access tool. Your purchaser will also provide your contact details in SSOR to ensure you receive important communications about the administration.

Responsibilities:

- Complete the **College Board required training**. If testing students with accommodations, also complete the accommodations modules.
- With the Services for Students with Disabilities (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**.
- 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 form if they need to submit an Irregularity Report (IR).
- 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 to 48 hours to set up a retest. See Retesting Policies on page 67 for more guidance.
- Monitor email for updates about students who may need to retest.

SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations and EL supports. They're assigned the SAT Suite registration role in the Managing Access tool. SSD coordinators can learn how to access SSD Online at **accommodations.collegeboard.org/ssd-onlin/access-dashboard**.

Responsibilities:

- Request student accommodations and EL supports using College Board's **SSD Online**.
- Apply PSAT™ 8/9 One-Time Supports in SSOR for any eligible students who need them.
- 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 that are identified in SSD Online.
- 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.



TIP: If you don't have access, work with your test coordinator to request PSAT 8/9 One-Time Supports and validate accommodations data in SSOR.

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.

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 the *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**. 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 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*.

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 accessing 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 and accounts payable contact listed in SSOR receive billing-related communications via email, including invoices after testing. Billing and accounts payable 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:

- Download the **SSOR registration template** and review the file specifications for SSOR.
- Ensure student data aligns with the **file specifications** and upload 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.

Test Coordinator Checklist

This checklist includes all of the approaching milestones to help you keep testing on track, along with a recommended timeline for staff to complete their assigned activities.

IMPORTANT: Please note that if your school is testing on multiple days, all steps should be completed by the first day of testing. This will be considered your **intended start date**. As long as your student data is populated in Test Day Toolkit and all testing dates fall in the testing window, you are free to make changes to your intended start date or subsequent test dates without notifying College Board.

No Later Than Seven Weeks Before Test Day

MILESTONE: Request SSD accommodations

All testing accommodations must be requested at least seven weeks before your intended start date. See below for details.

STAFF ACTIONS

Role	Tasks
SSD Coordinator	• College Board publishes deadlines for submitting accommodation requests at accommodations.collegeboard.org/request-accommodations/dates-deadlines. Students must have College Board approval to test with accommodations for all in-school assessments. • If you plan to request any testing accommodations for your students, you can submit those requests through SSD Online at any time before the accommodations deadline—**whether or not your school has selected an intended start date for testing**. We recommend submitting those requests as early as possible so your students will be ready to test. If a student with testing accommodations has transferred into your school, you can transfer their accommodations to your SSD Online dashboard using the student's SSD ID and other identifying information. • Once your school's start date has been selected, any approved accommodations will apply.

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No Later Than Three Weeks Before Test Day

MILESTONES: Order completion; Initial registration

- Select your intended start date in SSOR, select grades of students testing, and order test quantities.
- Identify your staff and make sure all staff contact information, including your own, is up to date in SSOR.
- Upload student registration data.

IMPORTANT: Plan to upload data when the enrollment data has settled for the majority of testers. Schools or districts with a high degree of student mobility may want to wait until after the first few days of school to upload.

TIP: Although we recommend placing your initial order in SSOR at least 3 weeks before the start of testing, you're welcome to place your order earlier, as soon as you're ready to do so.

CRITICAL STAFF ACTIONS

Role	Tasks
SSOR Access Manager	• Enable access to SSOR for the purchaser, data coordinator, test coordinator, and SSD coordinator by assigning them SSOR roles. Visit **Accessing SSOR** and our **Help Center** for more information on assigning roles.
Purchaser	• Confirm your order details in SSOR, including contact information. You must be assigned the SAT Suite ordering role in the Managing Access tool to complete this task. If you do not have access, contact your SSOR access manager. **IMPORTANT:** Place your initial order at least 3 weeks before you intend to start testing. Orders may be updated as needed until registration activities begin. **Orders placed on or after the first day of the testing window will incur a 10% late fee.**
Data Coordinator	• View the **file upload data specifications** and download the **SSOR registration file template**. You must be assigned to the SAT Suite data coordinator role in the Managing Access tool to access and upload student data in SSOR. If you don't have access, contact your SSOR access manager. • Work with the test coordinator or information manager at your organization to pull all of the required student data for each grade testing. Remember, this data needs to be reformatted to meet the file upload data specifications linked above before uploading the file to SSOR. • Upload your data file and review any errors or warnings identified by SSOR. Create a new file using the template and incorporate any necessary data formatting corrections. Upload your corrected file to continue in the upload flow. • Submit initial registration file in SSOR. Your district may also submit this file on behalf of your school if they ordered tests for your school. • Once you've completed the submission, email your test coordinator and SSD coordinator **using the provided template** letting them know the roster is available for validation in Step 2 of SSOR.

MILESTONE: Begin staff and facility preparations

ADDITIONAL STAFF ACTIONS

Role	Tasks
Test Coordinator	• Identify your testing rooms and set them up in Test Day Toolkit. • Recruit test day staff. • Use the email we'll send you to access Test Day Toolkit. • Follow the instructions to **set up Test Day Toolkit for the SAT Suite**. • Enter staff contact info immediately. As soon as you do, we'll send them a Test Day Toolkit access email and they can use preview mode to click through the proctor experience without viewing students or start codes. • Read this manual and begin the **College Board required training**. You'll receive a link to access training as soon as your order has been placed or, if you ordered early, as soon as the training system opens. • Work with technology staff to prepare your network and any school-managed devices. Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements. • Schedule your student readiness check 1 week before test day to help students familiarize themselves with Bluebook and to check technical readiness.
Technology Coordinator	• Check network speed and device capacity in each testing room. • Access school-managed devices and install Bluebook. • Make sure assistive technology is available for students who need it. • Prepare shared devices for the student readiness check. • Go to **bluebook.org/tech-tasks** for specifications and instructions.
SSD Coordinator	• Confirm all accommodations are accurate in SSD Online. • If your school decides to host a full-length practice session during the student readiness check, call customer service to order paper practice materials for any students who are approved for them. • Work with your technology coordinator to ensure assistive technology is set up on student devices for those who may need it. • Submit requests for any students testing with EL supports in SSD Online. Unlike other accommodations that carry over with student registrations, EL support requests must be completed every year for each student who needs them. **IMPORTANT:** If a student has approved accommodations to test with paper materials, please note that shipments will be processed upon completed registration. Work with your test coordinator to plan appropriate test dates.

No Later Than Two Weeks Before Test Day

MILESTONE: Review, validate, and register students for testing

The school's test coordinator should confirm all students who intend to test have accurate records in the SSOR registration roster, and the SSD coordinator should confirm student records match their College Board accommodations. Be sure to include all away students who do not typically attend the school but requested to test there. Remember to enter the "away" student's School Code (also known as AI or CEEB code) in the Attending AI Code field on their SSOR record so their scores are sent to their school after testing.

IMPORTANT: Carefully check the accuracy of student data prior to registration.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• If you have not completed the task assigned to you under Three Weeks Before Test Day, please complete it now. • Work with your SSD coordinator to confirm that students have the correct accommodations and supports reflected in SSOR. • Validate your roster for each test in SSOR and register students if their information is correct. • Delete registrations for students who have un-enrolled or will no longer be testing at your school. • Work with your technology coordinator to prepare the network and testing devices for the student readiness check. • Ensure you and your staff has completed the **College Board required training** and have access to PDF manuals and guides. **IMPORTANT:** Students who appear on your roster in SSOR still need to be registered for the test. You can register 1 student at a time or multiple students at once by selecting the checkboxes next to their names in the roster and then using the **Register Students** button.
SSD Coordinator	• With the test coordinator, validate the registration data in SSOR for SSD students. • Confirm the accommodations in SSD Online match the accommodations in SSOR. Some accommodations displayed in SSOR or Test Day Toolkit are not listed in SSD Online, but they are necessary to match the student's test experience with their approved accommodations. See your *Accommodations Guide* for more details. • Note any students who have pending requests for accommodations and supports. Check back before test day to confirm they have been updated. • If you have students taking the PSAT 8/9, you will see the option in SSOR to apply PSAT 8/9 One-Time Supports. Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an Individualized Education Program (IEP), 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports. Additional information about applying these supports can be found on student profile cards in SSOR.
All Staff	• Begin the **College Board required training** and read manuals and/or test day guides. • Complete steps to access Test Day Toolkit and preview the proctor test day experience.

No Later Than One Week Before Test Day

MILESTONES: Student readiness check; Test readiness

Help students unlock opportunities and get the full value of the test by familiarizing themselves with Bluebook. Fix any issues found in the student readiness check as you prepare for test day.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• If you have not completed the registration and setup tasks assigned to you under Two Weeks Before Test Day, please complete those now. • Check if any new students were added to your SSOR registration roster and register them. Also review your roster to check if any existing students will no longer be testing at your school, and delete these registrations. • Check that any newly registered students and/or updated accommodations made in SSOR have populated in Test Day Toolkit. • If you need to add or delete any individual students from your registration roster, do so in SSOR. Sign-in tickets should not be printed until the updates appear. • If you need to delete and re-add a student for any reason, please be aware that deleting a student will undo any readiness steps they have already completed. The student may need to go through the exam setup process and answer the student information questions again before testing starts. You can't delete a student once they enter their room code or start testing. • Check Test Day Toolkit to identify any multi-day testers at your school and follow instructions in your *Accommodations Guide* to set up separate rooms in Test Day Toolkit for each day of the exam for these students. Students testing over multiple days will appear in your roster twice. • Print sign-in test tickets for the student readiness check. • Prepare staff and students for the student readiness check. • Review the Student Readiness Check section of this manual with your testing staff and conduct the student readiness check. • If you've not already done so, ensure your staff has completed their **College Board required training** and has access to PDF manuals and guides. • If applicable, receive and securely store paper test materials. • Download the *Student Guide* from the **Educator Experience** and share with your students so they can start preparing for test day.
SSD Coordinator	• If you have not completed the registration and accommodations tasks assigned to you under Two Weeks Before Test Day, please complete those now. • Review pending accommodations requests in SSD Online to see if they have been approved. • Ensure students with accommodations are prepared for the student readiness check. Work with the technology coordinator to confirm assistive technology is configured in Bluebook for approved students. • Work with your test coordinator to confirm how all the accommodations for your students will be administered on test day.

Role	Tasks
Technology Coordinator	• If you have not completed the device management tasks assigned to you under Two Weeks Before Test Day, please complete them now. • Work with the SSD coordinator to confirm assistive technology is configured for Bluebook for approved students. • Make sure all testing devices have the latest version of Bluebook. Check **bluebook.org/releases**. • Tell students using personal or assigned devices to open Bluebook before test day so it can auto-update and bring their device to school fully charged on test day. Students using personal devices can learn how to prepare them at **bluebook.org/device-prep**. • Confirm plans to deliver fully charged shared devices to testing rooms.
All Staff	• Complete the **College Board required training** and read manuals and/or test day guides. • If they haven't already, staff should complete steps to access Test Day Toolkit and preview the proctor test day experience. • Assist your test coordinator in conducting the student readiness check (if applicable). • If students notice issues with their personal information like incorrect date of birth or their nickname being used, alert the test coordinator so they can update the registration before test day.

No Later Than the Day Before Test Day

MILESTONE: Final preparation

Fix any issues found during the student readiness check as you prepare for test day.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Print fresh sign-in tickets for all students. • Grant full access to Test Day Toolkit for your staff so they're no longer in preview mode and can use the toolkit for test day activities. • Make any final announcements. • Assemble test kits containing Wi-Fi information, sign-in tickets, scratch paper, extension cords, sticky notes, and bags for prohibited devices. • Perform the final step in the **technical readiness checklist**. • Make sure that any newly registered students and/or updates to accommodations made in SSOR have populated in Test Day Toolkit.
Technology Coordinator	• Perform the final readiness check described in the **network checklist**. **IMPORTANT:** Students won't be able to take the test if your network doesn't meet these configuration requirements.

TIP: If you have not completed the tasks assigned to you under No Later Than One Week Before Test Day, please complete those now.

Test Day

MILESTONE: Administer the test

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Sign in to Test Day Toolkit and check to see if your roster was updated. You might need to assign new students to rooms. • Follow the steps under the Test Day section of this manual. • Gather student scratch paper from the proctors and keep for 30 days in case of test security investigations. • In Test Day Toolkit, monitor student progress across all rooms on Test Day Live. • Confirm every student's answers are submitted to College Board. Go to **bluebook.org/school-answer-submission** for guidance. • Review and submit any IRs in Test Day Toolkit immediately after testing. If you need to request a retest, you can do so once testing has concluded. See Retesting and Irregularities on page 66 for more information.
Technology Monitor	• Stay in the help room and use the tips in the *Technical Troubleshooting Guide* to assist students.
Proctors and Hall/ Room Monitors	• Follow the steps in the *Proctor Manual* and *Hall and Room Monitor Test Day Guide*. • Confirm that students have written their names in the top right corner of their scratch paper. At the end of the test, collect all student scratch paper and give it to the test coordinator. • Confirm all student answers are submitted before dismissing them. • Report irregularities, as needed, in Test Day Toolkit.

After Test Day

MILESTONE: Score release and invoicing

STAFF ACTIONS

Role	Tasks
Billing Contact/ Accounts Payable	• View information about payment on the **Invoicing** page. ◆ Don't send payment until you receive your official invoice via email.
District/School Coordinator	• Access scores in the online **K–12 score reporting portal** and review prior to student score release.
Counselors	• Prepare for student score release.
Test Coordinator	• Retain any irregularity information before Test Day Toolkit closes in case follow-up is required. Find out how at **bluebook.collegeboard.org/irregularity-data-retention**. • Complete any student score cancellation requests before the deadline. • Download score report PDFs in the online K–12 score reporting portal and share with students. • Remind students who have access to BigFuture® School (U.S. students only) they have the option to provide their mobile phone number during exam setup to access their scores on the mobile app.

Test Coordinator Planning

Overview of the Test

Standard Section Timing and Breaks

The chart below represents the standard timing for all assessments in the SAT Suite.

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 *10-min. break*	35 minutes	35 minutes

Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extended time receive a break after the first module in applicable sections. See the *Accommodations Guide for Coordinators* for additional information about accommodated testing.

Since each student starts at a slightly different time, break timing may be slightly staggered. Once a student's break time elapses, they will be prompted to start the next section by a **Resume Testing** button on their screen.

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Staff Qualifications and Responsibilities

Individuals must be high school graduates, be at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff.

Staff should adhere to the following conflict of interest policies:

- Test coordinators may not serve in that role for a specific assessment at the same testing school that a member of household or immediate family is testing for that same assessment.
  - For example: Sheila is the test coordinator for SAT School Day and the PSAT™ 10 during the testing window. She has a household member taking the PSAT 8/9 during the same testing window at her school. A different staff member is serving as test coordinator for the PSAT 8/9. Sheila and her family member are not in violation of the conflict of interest policy in this case.
- Technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing.
- Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in cancellation of student scores.

All testing staff must review and agree to the conditions for participating in the SAT Suite administration and complete the **College Board required training**.

Establishing Roles At a Glance

All necessary activities that testing staff must complete for a successful in-school digital test administration depend on roles being set up first.

The following table summarizes the systems needed for various roles, which staff can be assigned to each role, what these roles are responsible for, and how access is provided.

ESTABLISHING ROLES AT A GLANCE

Application	Role and Eligibility	Responsibilities	How Access Works
SSD Online Requesting and managing student testing accommodations.	**SSD coordinator** Staff responsible for helping students with testing accommodations.	Requests and manages testing accommodations for students who need them in SSD Online.	College Board must provide staff access to SSD Online. See **How to Access the SSD Online Dashboard**. The SSD coordinator will log in to SSD Online to submit and manage accommodation requests for students at your school. Approved accommodations in SSD Online will be matched to student records created in SSOR and can also be viewed there.
Managing Access tool Assigning roles to staff to complete ordering and registration activities in SSOR and accessing student scores in the K–12 score reporting portal.	**SSOR access manager** Principal, staff manager, or institution administrator.	Assigns roles to staff in SSOR to allow them to order, upload student data, and/or register students to test in SSOR.	Your institution's access managers will assign roles in the Managing Access tool for SSOR and the K–12 reporting portal. For more information on how to set up the SSOR access manager role, see **our FAQ page**. For more information on SSOR roles you can assign, see **our FAQ page**. To learn how to assign and manage K–12 reporting roles, see our **Help Center page**.
	K–12 reporting access manager Principal, staff manager, or institution administrator.	Assigns roles to staff to allow them to view, download, and receive summary score reports for their students in K–12 score reporting portal.	

Application	Role and Eligibility	Responsibilities	How Access Works
SSOR Ordering tests; uploading student data; registering students to test.	**Purchaser** Someone authorized to buy a good or service on behalf of their school.	Places and manages test orders for the SAT Suite using SSOR. Provides contact information on the SSOR order for staff who will receive important communications related to the test and their supporting roles, including the technology coordinator, test coordinator, billing contact, accounts payable contact, and the school's principal.	The **purchaser** must be assigned the **SAT Suite ordering** role for SSOR by your institution's SSOR access manager. The purchaser will log in to SSOR to place orders for the SAT Suite.
	Data coordinator Staff responsible for pulling test taker data from your institution's student information systems and uploading to SSOR.	Downloads the registration file template and ensures student data is formatted according to SSOR's file specifications; uploads and submits test taker data for test registration in Step 1 of the registration dashboard.	The data coordinator must be assigned the **SAT Suite data coordinator** role for SSOR by your institution's access manager. The data coordinator will log in to SSOR to upload student data in Step 1 of the registration dashboard.
	Registration staff Test coordinators and SSD coordinators.	Manages test registrations in an online registration roster in Step 2 of the registration dashboard. This includes confirming that student testing accommodations are available on those students' SSOR records that need them.	Test coordinators and SSD coordinators should be assigned the **SAT Suite registration** role for SSOR by your institution's access manager. This role will log in to SSOR to register students in Step 2 of the registration dashboard. • **Test coordinators** will review student data uploaded by the data coordinator for accuracy, and make updates as needed. They will register students once the student data, including accommodations, have been validated. • **SSD coordinators** will review accommodations associated to the student's SSOR record to confirm they are accurate and add One-Time Supports for PSAT 8/9.
Test Day Toolkit Assign roles to staff, set up rooms, complete test readiness activities, and administer the test.	**Test coordinator**	Provides access to other colleagues that will be responsible for test readiness and test day activities in Test Day Toolkit, including proctors, room/hall monitors, and technology monitors.	The test coordinator contact provided on your SSOR order by your purchaser will receive an email with instructions on how to set up access to Test Day Toolkit. Once you have access to Test Day Toolkit, you'll add other staff access.

Staff Ratios

Each testing site will have 1 test coordinator and 1 technology monitor.

Room Staff Ratios

One proctor will be assigned per room. Add room monitors, as needed, according to the following tables:

FOR EACH STANDARD TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH EXTENDED TIME TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

Hall Monitor Ratios

Test coordinators should plan to recruit at least 1 hall monitor for testing. Depending on your number of testing rooms, you may need more.

NUMBER OF HALL MONITORS NEEDED

Number of Rooms	Number of Hall Monitors Needed
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 hall monitor for each additional 5 rooms)

Staffing a Small Administration

If there are fewer than 50 students testing at your school **and** fewer than 5 testing rooms, the test coordinator may choose to serve as the hall monitor. No other hall monitor needs to be recruited in this scenario.

Device Readiness

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks.

They can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example). Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff; student device information is at **bluebook.org/device-prep**.

> **IMPORTANT:** Bluebook works on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

School-Managed Devices

Work with school or district technology staff to make sure Bluebook is installed on testing devices before the student readiness check so students can become familiar with Bluebook testing tools.

> **ASK TECH:** Technology staff will find Bluebook installation instructions and device requirements at **bluebook.org/devices**.

Personal Devices

If any students will test on personal devices, work with school or district technology staff to make sure they can connect to the internet using the school network. They may need to use your school's guest Wi-Fi. Complete student instructions are available at **bluebook.org/device-prep**.

If Students' Personal Devices Are Unprepared

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, students can also download Bluebook on personal devices in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, reschedule the test for those students. You can also provide them with a school-managed device that has Bluebook installed.

Technical Troubleshooting

Technical troubleshooting starts with the student; it might escalate to the proctor, technology monitor, or test coordinator, and could require a call to College Board.

- **Students** can solve most technical issues themselves by following the instructions in Bluebook error messages or restarting Bluebook or their device.
- **Proctors** can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor. Once testing starts, they should send students to the technology monitor to avoid disturbing others.
- **Technology monitors** use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- **Test coordinators** can sometimes use Test Day Toolkit or SSOR to resolve an issue. In some cases, you'll report an irregularity to set up a retest. You can contact your technology coordinator or call Educator Support, listed in this manual, for assistance if you need to.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Proctor Manual* as well as in the *Technical Troubleshooting Guide* in the Appendix of this manual.

> **TIP:** Use the Test Day Live dashboard in Test Day Toolkit to watch student progress across rooms and spot potential issues.

Space

The testing room and seating guidelines for your school include some additions for digital testing.

You'll need to do the following to prepare for in-school testing:

- Identify which rooms in your facility can be used for testing during the regular school day.
- Choose rooms with optimal access to power; this is especially important for extended time testing rooms. You can use power strips, surge protectors, and extension cords if you have them.
- Arrange to minimize distractions. No fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.
- Reschedule lunch for all participating students, if necessary. Some students approved for extended time receive a 20-minute nutrition break between the Reading and Writing section and the Math section, which allows more time for students to eat.
- Plan activities for students who won't be testing.
- Notify your school population of modifications to the normal school day.

Testing Room Requirements

Before you determine the seating capacity of each room, familiarize yourself with the following internet requirements and electricity policies.

Network Requirements

Students can keep testing if their connection drops momentarily, but they need the internet at the start and end of the test. Work with technology staff to meet these requirements:

- Students must connect to the internet using the network managed by your school.
- Every room must provide strong, consistent internet.
- If your school is supporting away students, make sure they can connect to the internet using the school network.
- Network traffic to and from certain domains must be allowed to bypass all security appliances and software.

> **ASK TECH:** Ask IT to check all testing rooms and configure the network for test day. They can learn more at **bluebook.org/networks**.

Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff.

Electricity

Unless they're testing with extended time, students are instructed to arrive with a fully charged device that will last the length of the test; however, you may provide access to power for students if it can be done fairly and without disrupting other students.

You must give students with extended time accommodations access to power, but it doesn't need to be continuous.

Keep in mind that students are prohibited from accessing other applications during the test, which helps minimize the drain on their battery.

Other Testing Room Requirements

To ensure an effective and secure administration, testing rooms must meet these requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms must be near restrooms for use during breaks.
- Rooms must be near the help room for students who need technical support during testing.
- Rooms must have:
  - Proper lighting.
  - Proper ventilation.
  - A working clock, visible to all students, if testing on paper.
  - No displayed materials related to test content, such as charts, maps, or math formulas. (Remove or cover them up during the test.)
  - An area to write or display Wi-Fi sign-in information and other test day instructions for students.



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

Seating Requirements

Follow these seating requirements to prevent security problems and ensure student comfort. Proctors will assign seats. Never allow students to choose their own seats. Students who arrive together should be seated apart. Proctors can move students who lose power and need to access a power outlet if it does not disrupt other students. Proctors should use the *SAT Suite of Assessments Seating Chart* in the Appendix to record student seat assignments.

Make sure each testing room has enough seats and meets these requirements:

- Chairs have backs.
- Seats face the same direction.
- Seats cannot be against the back wall of the testing room as this impedes a proctor's ability to view student testing devices.
- Students are seated so they can't easily see each other's screens.
- Proctors have unimpeded access to every student and can easily see them and 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.
- 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, at study carrels, at seats with lapboards, at language laboratory booths, or at tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.)

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

Elevated theater/auditorium-style seating is permitted for testing, though not recommended. If you need to use this type of room to test all of your students, 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.

Help Room Requirements

Designate one help room or area where students can go to for technical support from the technology monitor. Ensure there are enough desks or tables, outlets, and that it's near the testing rooms.

Room Assignments

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 a 5-minute break between the first and second module of each section. 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



> **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.

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, 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.

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. **These students may eat and drink at their desks and do not need to leave the testing room to do so.** Students with this accommodation can access these items at any point during the test, not just breaks. All other students should keep these items under their desks; they can only consume snacks and drinks during scheduled breaks and in designated break areas.

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

- Text-to-Speech (Embedded) for entire test or Math sections only.
- Screen Reader (Non-Embedded) for entire test or Math sections 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 104 to learn more about device and student readiness.

Headphone Policy

Students approved to use assistive technology are instructed to bring approved headphones with them on test day—they must be wired, non-Bluetooth, and incapable of recording. **Optional:** You can prepare approved headphones in case students forget theirs. If you do, offer them on a fair, first-come, first-served basis.

Entire test: Students approved to use Text-to-Speech for the entire test can use it as soon as they sign in to Bluebook. To avoid disturbing others, they should plug their headphones in before starting check-in.

Math only: Students approved to use assistive technology for math only should keep their headphones under their desk until they return from the break between sections. To avoid disturbing others, they should plug their headphones in before clicking **Resume Testing Now**.

Embedded Text-to-Speech Features

If a student is approved for Text-to-Speech (Embedded), the Bluebook Text-to-Speech toolbar is available automatically. Students use the toolbar to start and stop playback and to select and adjust voice, speed, and volume. They can move it to any part of the screen.

No special preparation or troubleshooting steps are required. Testing staff are not expected to teach students how to use Text-to-Speech or other testing tools. Students are advised to practice using these features before test day. Most technical issues are resolved when students exit Bluebook or restart their device.

Other Accommodations

More information about testing students with accommodations, including accommodations requiring paper or alternate test formats, is included in your *Accommodations Guide*.

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 EL – Text-to-Speech for Math Sections (Embedded).

For more information about EL supports, see English Learner Supports on page 96.

Testing Groups

Your roster will be available in Test Day Toolkit after students have been registered. This should happen no later than two weeks before your test day. Only students registered in SSOR will appear on Test Day Toolkit rosters. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several group types, which involve combinations of timing and other accommodations that can be tested together. 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)
- P1: Paper (Standard Time)
- P3: Paper (Time and One-half)
- P5: Paper (Double Time)
- P6: Paper (More than Double Time)

Students in the one-to-one testing group must test in their own room. If students approved for one-to-one testing are assigned to the same room, adjust as needed so each student is in their own room.

For all testing groups, students can't move to the next test module/section or submit their answers until the full standard time has elapsed. Once the standard time has fully elapsed on a module, students testing with extended time can move on when they're ready. They're not required to stay for their entire approved time, and they can be checked out once they've submitted their answers.



IMPORTANT: Don't include references to accommodations when you name rooms in Test Day Toolkit.

Registration for Schools

Registration

For fall 2026, SAT School Day, PSAT/NMSQT®, and PSAT 8/9 are available for ordering and registration in the **SAT Suite Ordering and Registration (SSOR) system**. PSAT 10 and other assessments offered in spring are also available for ordering but won't be available for registration until spring 2027.

> **REMINDER:** SAT School Day is only available to order for U.S. schools (including DoWEA schools).

This chapter outlines the tasks involved and who on your staff needs to complete them. Once tests are ordered and the registration window is open, you'll upload student data to an online registration roster in SSOR, which will be used by each school's test coordinator and SSD coordinator to:

- Validate the data uploaded.
- Confirm accommodations are applied for students who are approved for them.
- Make data corrections as needed.
- Register students for testing.

Granting Access to SSOR

Enabling Colleagues to Order Tests, Upload Data, and Register Students

If you haven't used SSOR before, read this section carefully to help you plan for managing access to SSOR at your school. If you tested in the 2025-26 school year, you may still need to add new staff to cover these roles and responsibilities or extend the access of current staff to make sure their roles don't expire.

There are several roles involved in ordering a test in the SAT Suite and registering students. Schools will be responsible for the following:

- Ordering tests (if their districts aren't ordering on their behalf)
- Reviewing and updating school contact information in SSOR to ensure the right staff members receive timely communications and access to Test Day Toolkit
- Uploading student test registration data for tests they ordered (or for tests ordered by their district where their district indicated schools will upload data)
- Validating uploaded student test registration data and registering students to test

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Some tests may not be available to order if the assessments are required as part of a state's testing program. Schools are responsible for reviewing and confirming the uploaded registration data is accurate for all test takers for their location, including away students (students who don't attend the school administering the test or who are homeschooled). Once this validation is complete, the school may register the students.

> **IMPORTANT:** These activities can't take place without the roles being assigned in the Managing Access tool. For more information about managing access for a school, see **satsuite.collegeboard.org/help-center/ssor/accessing**.

Staff members are assigned the SAT Suite ordering role, SAT Suite data coordinator role, or the SAT Suite registration role by the SSOR access manager to support ordering and/or registration activities in SSOR. Staff can be assigned more than one role. Every institution should have all roles assigned.

For more information about staff roles and responsibilities for the registration process, refer to SSOR Roles on page 8.

Registration Overview

The **SSOR** system enables authorized users to manage ordering and registration for the SAT Suite.

Registering students in SSOR is a two-part process, described below.

1. **Upload Data (Staff assigned the SAT Suite data coordinator role)**

   This part involves uploading a student data file into SSOR. The person responsible for submitting this student data file requires the SAT Suite data coordinator role assigned to them in the Managing Access tool. If you are assigned this role but don't see the option to upload data, have someone assigned the SAT Suite ordering role at your school log in to SSOR and confirm an order has been placed and all required testing contact information is updated for your school.

   When the data coordinator uploads a data file into SSOR, a series of data checks is run to ensure the data they're uploading aligns to **established file specifications**.

   Before you get started, here are some important clarifications about uploading data:

   - Student data submission for registration is available only after an order has been placed in SSOR and no earlier than about 4 weeks before the testing window opens. When submitting student data in SSOR, schools or districts will create their student data files based off the test, grade(s), and quantities ordered.
   - A separate registration data file submission is required for each assessment; however, data for multiple grades taking the same assessment must be submitted together.
     - After the initial file is submitted for each assessment, the data coordinator can upload and submit add-on files with any additional students needed for testing.
   - Once data is uploaded and submitted in Step 1, the data coordinator must notify the test coordinator or other school staff member(s) in the registration role that the data is ready for validation. SSOR doesn't send any notification of this, so staff will rely on communications from the data coordinator that they can begin Step 2.

   > **IMPORTANT:** If your school has decided to opt out of Connections™, a College Board program for school day test takers (described at **satsuite.org/k12bigfutureschool**), you should submit an opt-out form before you begin registering students to allow time for the Connections opt-in to be removed from Bluebook before testing.

2. **Register Students (Staff assigned the SAT Suite registration role)**

   This part, Step 2, includes the reviewing of student data that was uploaded and submitted in Step 1 to validate its accuracy as well as the actual registration of the students. The person responsible for validating the uploaded students requires the SAT Suite registration role assigned to them in the Managing Access tool.

   Some important points to keep in mind about registering students:

   - Validation of data and registration activities must be completed in advance of readiness activities. See the **Test Dates and Deadlines**.

   Once students are registered in SSOR, staff in the registration role should monitor their SSOR roster regularly and take the following actions as needed:

   - Delete registrations for students who moved out of their school before testing
   - Delete inaccurate registrations for students who require corrected registrations
   - Add registrations for students who moved to their school
   - Confirm that new accommodations changes from SSD Online appear in SSOR and Test Day Toolkit before students begin testing

Uploading Test Taker Data to SSOR (Step 1)

Registration opens about 4 weeks before the beginning of the testing window. Once your school has placed a test order in SSOR and registration has opened, you can begin the process of uploading student data that will be used to register students for testing. As mentioned in the Registration Overview, the first part of this process is the uploading of data by your data coordinator in Step 1 of the registration view in SSOR.

1. View the Test Coordinator Checklist on page 10 to plan for the optimal time to submit your data. Be sure to give yourself time to make data corrections. We recommend at least 1 week for preparing to upload data.
2. Check your order with the purchaser and validate the test and grades you can register for using the **SSOR registration dashboard**. Make sure your order is accurate.
3. Download the **Registration File Template** and review the data file specifications. It's important that you review the **full data file specifications**, but here are some important notes to keep in mind while preparing your file:
   - For data to be processed correctly, files must be submitted with columns in the correct order and with the exact column headers positioned in the first row of the data. **You should use the Registration File Template to ensure all columns and headers are accurate in your file upload.** Attempting to recreate the template on your own may result in mistakes.
   - Your file name may not contain special characters.
     - Acceptable file name characters: uppercase letters (A–Z), lowercase letters (a–z), numbers (0–9), period (.), hyphen (-), parentheses (( )), underscore (_), and space ( ).
     - If any unaccepted characters are present, you'll receive an error message and will be required to fix the file name and reupload your file.
   - The following columns are required (in the order provided in the template) in the file upload; however, not all columns require data. **Do not delete or reorder any columns provided in the template.**

ORDER OF REQUIRED COLUMN HEADERS IN DATA FILE UPLOAD

Order	Column Header	Data Required?
A.	Testing AI Code	Required
B.	Attending AI Code	Optional
C.	First Name	Required
D.	Middle Initial	Optional
E.	Last Name	Required
F.	Date of Birth	Required
G.	Gender	Required
H.	Grade	Required
I.	Test	Required
J.	School Student ID	Required
K.	District Student ID	Optional
L.	State Student ID	Optional

- These columns are already populated in the **Registration File Template** and don't need to be added manually. You should use the template to ensure there are no errors with the column order or column header names.

4. Create 1 registration data file with your student information for each assessment that includes the students who your school is responsible for uploading data for. Districts must do the same for the students they are responsible for uploading data for and also confirm that all schools intending to test are included in their district order and in the data file(s). You can work with your school/district data administrator to help expedite this process.
   - Use the **Registration File Template** and add your student data below the predefined headers (don't edit, reorder, remove, or add headers). Using the template ensures the column headers in your file are in the correct order and use the expected header name values. **We strongly recommend using Microsoft Excel with our template to create your file. If your computer opens a different program by default, you may need to open Excel and use the File menu to open the template.**
   - Format the data exactly per the **file specifications**, including the exact column headings provided.
   - If you copy and paste data into the file template, make sure you don't copy and paste blank rows below your data or beyond the last expected column in the file template. If you accidentally paste blank rows/columns of data, your file won't be processed correctly, and you'll need to remove the blank rows/columns and reupload your file. You can proactively select and delete columns or rows falling beyond the columns or rows containing data in your file before uploading your data. This will ensure any unseen spaces are removed.
   - If you download your error and warnings report during the upload process and make corrections within the report file, you must remove the errors and warnings columns before uploading corrected data to SSOR.
5. Review your registration data file and make sure all required fields are provided and each field is formatted as described in our file specifications.

> **IMPORTANT:** Column headings must be the first row in your file. If you're using a Mac device, your application may add an extraneous row above the column headings. You must delete this extra row.



> **TIP:** An Attending AI code is required for students who are testing at a school they don't regularly attend. See our **FAQ page** for more information on registering away students.

6. Run quality checks of the data you pulled to make sure you aren't missing data, all testers are in the file, and the data looks accurate (e.g., first/last names aren't swapped, data isn't duplicated or shifted).
7. Upload your formatted data file in SSOR (data coordinators).
   - Once your data has been uploaded, College Board will check that your file matches the template. See File Format Check on page 37 for help with this step. This step will complete almost instantly, so be sure to wait.
   - After the file format check is complete, SSOR will run a series of validations to confirm the student data meets the file specifications. This process may take several hours to complete and you'll receive an email when processing is finished. After you receive the email, sign in to SSOR again to check if there were any errors or warnings identified.
   - See Data Errors and Warnings on page 39 for help troubleshooting errors and warnings.
8. Review your data file and fix all flagged errors identified in the SSOR error report.
   - For warnings listed, determine if data corrections are needed in your file. If all the flagged data is correct and you have no errors, you can ignore the warnings and continue to the next step.
   - You must remove any errors and warning columns from your file or copy and paste the corrected data into a new template before uploading the corrected file.
   - See Troubleshooting File Format and Data Errors and Warnings on page 37 for more information on resolving data errors and warnings.
9. SSOR will provide an onscreen sample of up to 10 rows of the data you uploaded for a final quality check. Make sure you look at this sample carefully to catch any problems that may not have been caught by SSOR's data validations before you submit your data.

> **TIP:** Always carefully check the onscreen sample from SSOR before submitting your data to create the SSOR registration roster. Doing so will let you fix any global errors (e.g., first and last names reversed).

10. If you find errors when viewing the sample data, correct those errors in your file and upload the updated file to SSOR.
11. Once the file is checked and no errors are found, the data coordinator will submit the file.
    - Submitting your data will generate an online registration roster in SSOR (Step 2) for all students uploaded in your data file. For schools, a roster will be created with all the students testing at their school. For districts, a roster will be created with all the students testing at all the schools associated with their district.
    - Once you submit your file, the process to create the online registration roster may take up to an hour. You won't receive other reminders or notifications. Be sure to check back to get an update on the status after an hour.
    - After you have confirmed your data has been successfully submitted in Step 1 in SSOR, be sure to notify staff who are in the registration role so they can begin validation and registration in Step 2.

> **IMPORTANT:** If both your school and district are uploading data, then both must submit their data files before the online registration roster is available to schools in Step 2. Schools may need to check with their district to confirm they have submitted their data file. See Registration Information for Schools Working with a District in the Appendix for more details on shared registration roles.

12. Districts and schools can upload add-on registration files to add students who were missing from their prior file upload(s). This feature will help address large lapses in your initial upload file, such as entire cohorts of students not being included. You can upload multiple add-on files up until the registration deadline at the end of the testing window.
    - You should **not** use the add-on upload feature to correct data already supplied in prior uploads; you should only upload add-on files to add students who were missing from your prior file upload(s). If a school or district wants to submit corrected data for a large number of students using an add-on file, they should first delete all the incorrect student data from their SSOR roster as described in registration Step 2.
    - In order to prevent duplicate student registrations, SSOR won't process individual students in an add-on file if it determines they are duplicates based on School Student ID. After you submit your add-on file, you can access a list of any unprocessed students from that file so you can review and ensure those students are available in the school's SSOR registration roster.

Registering Students in SSOR (Step 2)

The second part of the process is registering students. Registering students involves careful reviewing and, if necessary, correcting of uploaded student data to validate the accuracy of the students to be registered. Once the data has been validated, the SAT Suite registration role must then complete student registration by registering students in SSOR.

1. Use the Test Coordinator Checklist on page 10 to plan registration activities and give yourself time to view and make data corrections. We recommend at least 1 week for this crucial step.
2. Review all the data in the SSOR registration roster and confirm there are no major data issues (e.g., first/last names aren't swapped, data isn't duplicated or shifted, large number of students aren't missing). If you do find major data issues, you can manually fix the data within the roster or delete the incorrect students and request that the data coordinator who originally submitted the data submit a corrected add-on file.
    - You can read more about your options for correcting student data on this **FAQ page**.
3. Once you determine there are no major issues with the data uploaded, you can view and validate each student prior to registering them, including making minor corrections to data that may be incorrect or missing:
    - Make data corrections as needed to student data (name, gender, date of birth, etc.).
    - Delete students who no longer attend your school prior to testing.
    - Add students who may not have been included in the data upload. Schools may need to add away students who don't normally attend their school who have contacted them to be tested. Be sure to include the appropriate Attending AI code for these students. See **satsuite.collegeboard.org/help-center/how-do-i-register-student-who-testing-my-school-does-not-attend-my-school** for more information.

      > **IMPORTANT:** Validating the Attending AI code on the student's SSOR record is critical for protecting student privacy. Make sure the Attending AI code is the code for the school the student attends, as this is the school the student's scores will be sent to. A blank Attending AI code will default to the Testing AI code on the student's SSOR record.

    - If you're registering a new student who recently transferred to your school, be sure to confirm they have not previously taken the relevant test during the current testing period.

4. Validate that accommodations and supports are accurate for students approved for them. The SSD coordinator should use the SSD Online dashboard to review the students in the grade(s) who have been approved for accommodations, or who may have accommodation requests that are still under review with College Board.
   - The SSD coordinator can export a roster from the SSD Online dashboard or SSOR roster for review and validation of multiple records.
   - In the SSOR registration roster, the SSD coordinator can click the student's name to verify that the student has accommodations and they are correct. Note that the name of the accommodation in SSD Online may be different from how the accommodation is provided in the digital test, which is what SSOR will show. For a full list of accommodations and how they're provided in digital testing, see **Using Accommodations** or refer to your *Accommodations Guide*.
   - If the accommodations for a student are missing or incorrect, staff can resolve them using SSOR (see Handling Accommodations in the Registration Flow on page 43 for additional guidance).

     > **IMPORTANT:** You may have 1 or more students who are approved to receive a paper test for digital assessments. Plan to register students with this accommodation as early as possible to avoid any possible testing delays due to lead time needed to ship their materials. We recommend a minimum of 3 weeks before your intended start date.

   - If you have students taking the PSAT 8/9, you will see the option in SSOR to apply PSAT 8/9 One-Time Supports. Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an IEP, 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports. Additional information about applying these supports can be found on student profile cards in SSOR.
5. Once student data and accommodations/supports (as applicable) are validated, register your students. You can register 1 student at a time, or register multiple students at once by selecting the students and clicking **Register Students**.
   - You must click the **Register Students** button to complete the process. After a student is registered, the Registration Status column will update to Registered along with the date and time (ET) of their registration.
   - After you register students, they will become available in Test Day Toolkit, allowing schools to perform test readiness activities. Allow 1 to 2 hours for students to become available in the toolkit after you register them in SSOR.
   - If your district completes this step for you and you don't see students in Test Day Toolkit within 2 hours, someone with SAT Suite ordering role access at your school should log in to SSOR and confirm that all required testing contact information is updated for your school. Without the required contact information saved in SSOR, no registered students will appear in Test Day Toolkit.

6. Once you have registered students, monitor your SSOR registration roster on a regular basis. You'll need to make changes in SSOR 1 student at a time. You may need to add SSD IDs or waive accommodations for a student in SSOR, but other changes to accommodations made in SSD Online will update automatically in SSOR. As you make edits to your data, please be aware that once you register a student, their information will flow through to Test Day Toolkit. **Changes to registration data only flow in that 1 direction—from SSOR to Test Day Toolkit. A registered student's data, excluding accommodations data, can only be changed by deleting them in SSOR and adding a new, updated record for them and registering them again.** Once students have begun testing by entering the 5-letter room code in Bluebook, their records in SSOR can't be edited or deleted, so be sure to complete any necessary changes prior to student testing. Here are some common changes you may need to make:
   - If a registered student moves to another school, delete that student's registration.
   - If a new student moves to your school or requests to test at your school, add that student to your registration roster and register them.
   - If you or your staff notice student data (name, date of birth, grade, etc.) is not correct after you have registered the student, you will need to delete the registered student and add a new record for that student with the corrected data in SSOR and register the student again.

     > **IMPORTANT:** You may delete a student in SSOR provided they have not yet entered the room code for the test. Deleting a registered student in SSOR will delete the student from Test Day Toolkit. Any test readiness activities already completed will need to be repeated with the new record added. Once a student has entered the room code in Bluebook to begin testing, you cannot delete their SSOR registration. (See Retesting and Irregularities on page 66 for more information.)

   - The SSD coordinator should ensure any newly approved or changed accommodations are reflected in the SSOR roster by checking against the data in SSD Online.
   - If a student's accommodations are missing or they don't want to use them, you may have to edit the student's SSOR record to add the student's SSD ID or edit their record to indicate the student wants to waive their approved accommodations. Accommodation updates can be made in SSOR provided the student hasn't entered the 5-letter room code to begin testing in Bluebook.

Troubleshooting Inaccurate Student Data

If student data is accurate in the SSOR roster but there are multiple students missing, then the data coordinator who uploaded the initial data can submit an add-on file with the missing students' information. This enables you to retain previously added student records from your initial uploads in addition to any new student records from the add-on file.

If your district or school submitted data with errors that affect multiple student records, you have several options:

- If all students in the registration roster have incorrect data, the test coordinator and data coordinator can work together to delete **all** the uploaded data and submit an updated add-on file with correct student information.
- If only some of the students in the registration roster have inaccurate data, the test coordinator and data coordinator can work together to delete only those students with data issues and then upload an add-on file that includes corrected data for the students who were deleted.
- The school's test coordinator can manually edit the inaccurate student records as long as they haven't registered that student in SSOR. If the student is registered, they can delete the registered record with inaccurate data and create a new record with the correct data and register the student again. (See How to Correct Mistakes on page 73 of the Retesting and Irregularities chapter for more information.)

> **IMPORTANT:** Deleting a registration will remove any associated data with it, including responses given during exam setup and access to practice test results. Students who have entered the 5-letter room code in Bluebook to begin testing can't be deleted. This is why it is critical to ensure student data is accurate as early as possible before students are progressing with readiness or testing activities.

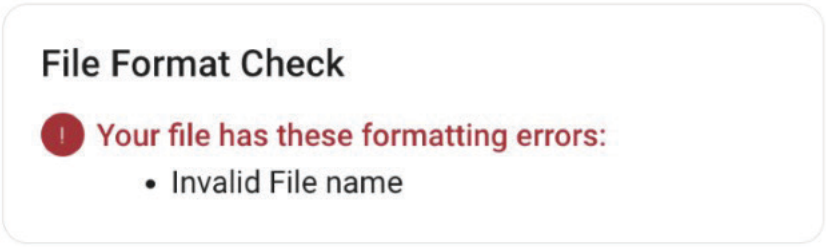
Troubleshooting File Format and Data Errors and Warnings

File Format Check

When you upload a file in SSOR, the system will first check to ensure that your file's format matches the required template format. If you see a "Your file has these formatting errors" message, this means the file did not meet the required file format specifications. There are four possible errors.

Invalid File Name

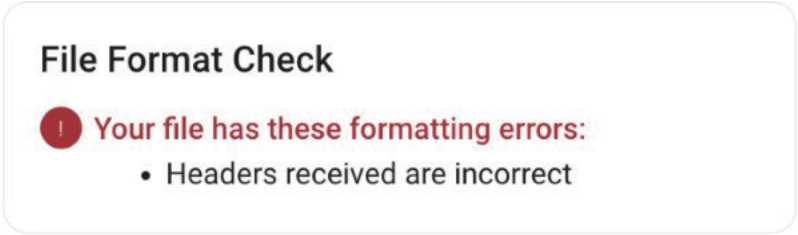
In some cases, the file name of the file you are uploading may contain unsupported special characters.



Acceptable file name characters include: uppercase letters (A–Z), lowercase letters (a–z), numbers (0–9), period (.), hyphen (-), parenthesis (( )), underscore (_), and space ( ). If any unacceptable characters are present, you'll receive an error message and will be required to fix the file name and reupload your file.

Headers Received Are Incorrect

The header is the first row of your file template where column names are listed (e.g., First Name, Grade). If there are any issues with the header row or the column names in the row, including missing column names, you'll get an error message letting you know the names or order of columns don't match College Board's template for SSOR data.

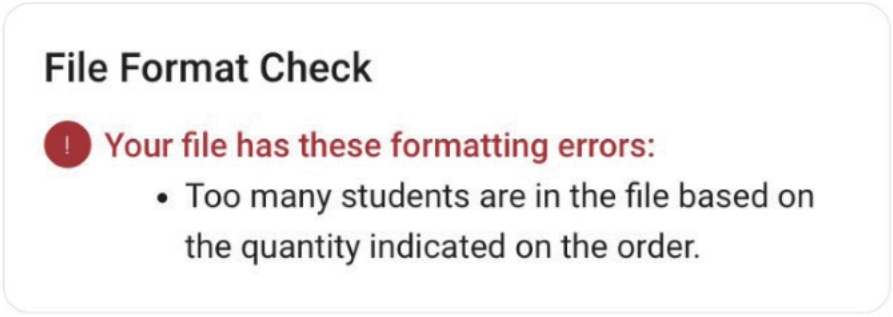


To correct, check the following and resubmit:

- Download a fresh **Registration File Template** and transfer your data into the new template file. Make sure not to edit the header row in any way.
- Do **not** edit, remove, or reorder the headers provided in the template, even if you aren't providing any data under headers for optional fields.
- Column headers must be the first row in your file. If you're using Numbers on a Mac device, your application may add an extraneous row above the column headers with your file name. You must remove this extra row in the Numbers settings before saving your file.

Too Many Students Are In the File

In some cases, you may have too many students in your file upload.

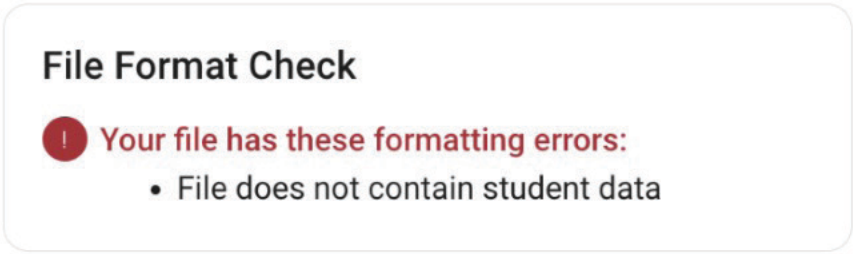


To correct, check the following and resubmit:

- Confirm that the number of students included in your file does not exceed the total number of tests ordered by your institution. If it does, work with your purchaser to update your order to increase the number of tests available.
- Confirm that the students included in your file are only in those grades covered by your institution's order. If you and your district ordered different grades for the same assessment, then it's possible your district already submitted data for the grade(s) they ordered. In this case, you may not need to upload all the grades you intend to test. If you're unsure, reach out to your district coordinator to confirm which grade(s) you should upload.
- If you're trying to submit an add-on file, make sure only students not currently in the roster are in your file. Add-on files can't make changes to existing student records, so you don't need to include existing students in your file.
- If you exported data from your own student information system to create your SSOR data file upload, extra rows with empty spaces may have been appended in your data export. SSOR reads these additional rows with empty spaces as additional rows of data. Check your file and ensure there are no additional rows containing empty spaces. When in doubt, just copy and paste the cells containing student data into a fresh SSOR Registration File Template.

File Doesn't Contain Student Data

In this case, the file you uploaded is just the template file containing headers only and no student data.



To correct, check the following and resubmit:

- Make sure you save your file after you add student data to the template. It may be helpful to use the **Save As** option when creating your file so you can rename the file that has student data to ensure you upload the correct version.

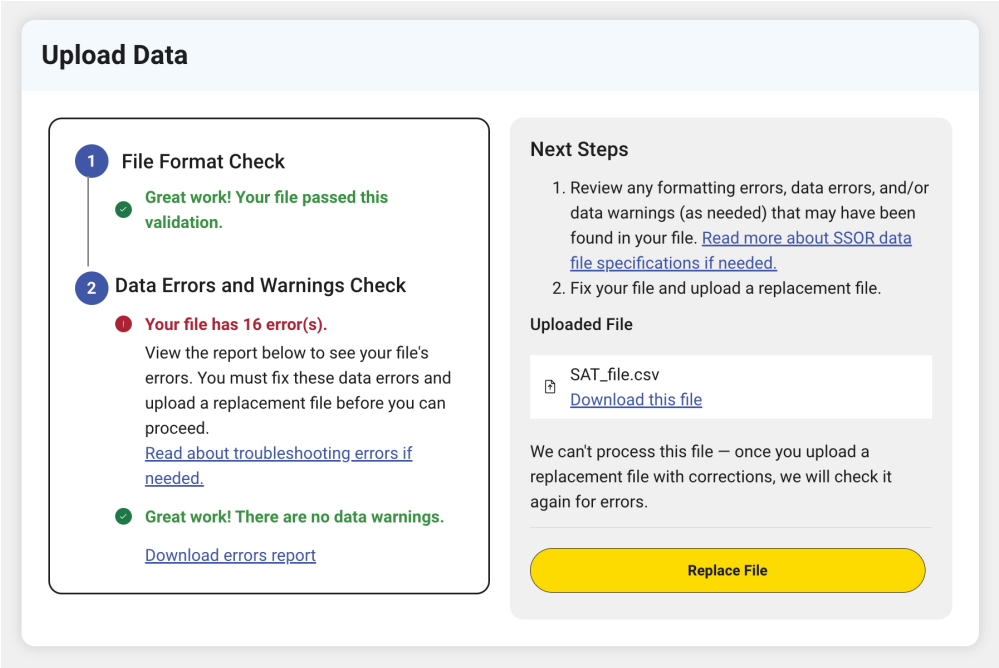
Data Errors and Warnings

Once the file passes the file format check, you may receive a notice of errors or warnings.

- If errors are identified, your file cannot be submitted until the errors are corrected.
- If warnings are identified, you'll want to review them, but there may be no changes needed.

Download the errors and warnings report to identify the data corrections that are required. You may need to expand columns to read the entire list of errors and warnings. Errors and/or warnings are provided in the far right of the errors and warnings report for each row of data where one or more have been identified.

The link to download the errors and warnings report will appear underneath the results of the Data Errors and Warnings Check, as depicted in the bottom-left corner of the below image:



Follow these steps to fix errors and/or warnings:

1. Review the errors and correct them. When correcting, be sure to make corrections in your original file and not the error report.
2. Review the warnings to determine if any corrections are needed.
3. Upload your corrected file once all fixes are made.
4. After validating your fixes are complete, resubmit your file with corrections in SSOR (Step 1).

Reading the Report

The error report will show the data you uploaded along with an error message or warning on each line where there is an issue. As you're reading the report, pay careful attention to the following columns:

- Column M – identifies there being an error or warning in the row
- Column N – identifies the count of errors in the row
- Column O – identifies each of the errors in the row
- Column P – identifies the number of warnings in the row
- Column Q – identifies the type of warning to be reviewed

A Guide to Errors and Resolutions

The following table provides the potential errors you may encounter and how to correct them.
When correcting, be sure to make corrections in your original file and not the error report.
Upload your corrected file once all fixes are made.

ERRORS AND RESOLUTIONS

Affected Column	Error Description	How Do I Correct This Error?
Testing AI Code	Testing AI Code is invalid and/or not covered by this order	Check to ensure that the Testing AI code is correct. It should be up to 6 digits (e.g., 123654, 8791). If your AI code begins with 1 or more zeroes, these may not be visible when you edit your file, but SSOR will add these for you when we process your file. Be sure there are no leading or trailing spaces around the number. If you are a school SAT Suite data coordinator, then the Testing AI code should be the same as your school's AI code. If you are a district SAT Suite data coordinator and the Testing AI code is valid, then double-check which schools your district purchaser allocated to for the assessment order. Your district's SAT Suite ordering user may need to update the order for your district to include all desired Testing AI codes.
	Testing AI Code is missing	You must include a Testing AI code for each test taker in your file. Make the necessary additions and upload a corrected file.
Attending AI Code	Attending AI Code is invalid	Check to ensure that the Attending AI code is correct. It should be up to 6 digits (e.g., 330814, 5623). If the Attending AI code begins with 1 or more zeroes, these may not be visible when you edit your file, but SSOR will add these for you when we process your file. Confirm there are no leading or trailing spaces around the number. If you leave this value blank, SSOR will default to the Testing AI code provided as the Attending AI code for that student. Make the necessary changes and upload a corrected file.
First Name	First Name is missing	You must include a First Name of at least 1 letter (A–Z) for each test taker in your file. Make the necessary additions and upload a corrected file.
	First Name has invalid characters	The First Name field must contain 1 or more letters (A–Z) and may additionally contain hyphens (-), spaces ( ), and apostrophes ('). Any other special characters, numbers, or symbols are **not** allowed. Remove any other symbols from this field and upload a corrected file.
Middle Initial	Middle Initial has invalid characters	The Middle Initial field may contain a single letter (A–Z). Be sure there are no leading or trailing spaces around the 1-character letter. Leave this field blank if you do not wish to include a Middle Initial. Make the necessary changes and upload a corrected file.
Last Name	Last Name is missing	You must include a Last Name of at least 1 letter for each test taker in your file. Make the necessary additions and upload a corrected file.
	Last Name has invalid characters	The Last Name field must contain 1 or more letters (A–Z) and may additionally contain hyphens (-), spaces ( ), and apostrophes ('). Any other special characters, numbers, or symbols are **not** allowed. Remove any other symbols from this field and upload a corrected file. This field is for last names only; don't include suffixes, such as "Jr."

Affected Column	Error Description	How Do I Correct This Error?
Gender	Gender (F, M, A) is missing	You must include a gender value for each test taker in your file. Ensure Gender is entered as a single letter: F, M, or A. Use F for female, M for male, or A for not specified. Make the necessary additions and upload a corrected file.
	Gender has invalid characters (expected values: F, M, A)	The acceptable value for Gender is F, M, or A. Use single letters instead of other abbreviations or spelling out the entire word. Use F for female, M for male, or A for not specified. Be sure there are no leading or trailing spaces around the 1-character value. Make the necessary additions and upload a corrected file.
Date of Birth	Date of Birth is invalid; PSAT-related assessments test takers must be between 7–50 years of age	Test takers must be between ages 7 and 50. Ensure you have entered the birth date correctly for this record. Make the necessary changes and upload a corrected file.
	Date of Birth is not a valid date	Date of Birth must be in MM/DD/YYYY or MM/DD/YY format and be in the past, e.g., 06/23/2007 or 12/21/05. Double-check to ensure you did not enter the current year instead of the student's actual birth year. Be sure to view and set the format for this column to be MM/DD/YYYY or MM/DD/YY with formatting tools in your .csv file upload. Lastly, be sure there are no leading or trailing spaces around the date value entered. Make the necessary changes and upload a corrected file.
	Date of Birth (MM/DD/YYYY) is missing	You must include a Date of Birth for each test taker in the MM/DD/YYYY or MM/DD/YY format, e.g., 06/23/2007 or 12/21/05. Make the necessary additions and upload a corrected file.
Grade	Grade is missing	You must include a Grade for each test taker in your file, e.g., 10 for 10th grade or 9 for 9th grade. (See **specifications** for a full list.) Make the necessary additions and upload a corrected file.
	Grade is invalid and/or not covered by this order	Double-check that the grades entered are in the correct format and there is an order placed by your institution for that grade. **Reminder:** Schools cannot upload grades ordered by a district where the district indicated they would upload for those grades. Similarly, districts cannot upload grades ordered only by their schools. If you are missing grades in your order, you will need to work with the purchaser at your organization who placed the order. Additionally, be sure there are no leading or trailing spaces around the grade value. Lastly, you may see this error if you also have an error with the Testing AI code provided. Double-check that the Testing AI code provided is also accurate. Make the necessary corrections and upload a corrected file.
Test	Test is invalid	You must include a single test value for each test taker in your file. You must use 1 of the following 3-character values: SAT, PNM, P10, or P89. Each value corresponds to a test: SAT = SAT School Day PNM = PSAT/NMSQT P10 = PSAT 10 P89 = PSAT 8/9 Additionally, be sure there are no leading or trailing spaces around the 3-character Test value. Every student in a data file should have the same test value. A separate file is required for each assessment you're ordering. Make the necessary additions and upload a corrected file.

Affected Column	Error Description	How Do I Correct This Error?
School Student ID	School Student ID is missing	You must include an ID in this field for every student in your file. Make the necessary corrections and upload a corrected file. If your school doesn't use school student IDs or you're testing students who don't normally attend your school, you can make up unique numeric values (e.g., 1, 2, 3, 4) or unique alphanumeric values (e.g., YoonJulie123, CabralRobert123) for each student as needed.
	School Student ID exceeds maximum field length	The School Student ID field can be a maximum of 30 alphanumeric characters. Edit or delete the value in this field and upload a corrected file.
	School Student ID has invalid characters	The School Student ID field can only contain alphanumeric characters. Remove special characters (including spaces) and upload a corrected file.
	All students have the same School Student ID	Students in your file cannot share the same school student ID. Update your file to ensure each student has a unique student ID.
District Student ID	District Student ID exceeds maximum field length	The District Student ID field can be a maximum of 30 alphanumeric characters. Edit or delete the value in this field and upload a corrected file.
	District Student ID has invalid characters	The District Student ID field can only contain alphanumeric characters. Remove special characters (including spaces) and upload a corrected file.
	All students have the same District Student ID	Students in your file cannot share the same district student ID. Update your file to ensure each student has a unique student ID.
State Student ID	State Student ID exceeds maximum field length	The State Student ID field can be a maximum of 30 alphanumeric characters. Edit or delete the value in this field and upload a corrected file.
	State Student ID has invalid characters	The State Student ID field can only contain alphanumeric characters. Remove special characters (including spaces) and upload a corrected file.
	All students have the same State Student ID	Students in your file cannot share the same state student ID. Update your file to ensure each student has a unique student ID.
Combination of multiple columns	This record is a duplicate; ensure Student IDs are different if both records are needed	This error indicates that 2 or more records have completely matching information. If you have multiple test takers with the same name, gender, date of birth, and grade then you should ensure that each of them has a unique student ID (School, District, or State) so our system creates an individual record for each student and that you have a way to distinguish them in Test Day Toolkit and in score reporting.

Handling Accommodations in the Registration Flow

The SAT Suite registration role may need to be assigned to staff with access to SSD Online to ensure synchronization of student data in SSOR and accommodation data in SSD Online.

IMPORTANT: Schools don't order standard and accommodated testing materials separately. The registration system manages the accommodations needed by matching the data uploaded or entered in SSOR to the student data entered for accommodations in SSD Online.

- The SSD coordinator must identify any accommodation changes as early as possible using the SSOR registration roster.
- Test coordinators can waive students' accommodations on test day, but it's strongly recommended that they obtain parental consent before doing so.
- The SSOR registration roster provides some tools that allow school staff to manage accommodations and supports associated with the student's SSOR registration record. They can:
  - Waive or remove accommodations for students who don't want to use their approved testing accommodations. Waiving accommodations will remove the accommodations from their SSOR record, but it won't remove them from SSD Online.
  - Add missing accommodations using the student's SSD ID if approved accommodations aren't listed for a student who should have them.
  - Change the SSD ID associated with the student's SSOR record if it's incorrect.
  - Apply One-Time Supports for students taking the PSAT 8/9. Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an IEP, 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports. Additional information about applying these supports can be found on student profile cards in SSOR.
- It's important to take the time to review each accommodated student's record in SSOR to ensure changes have been made correctly. If accommodations are updated in SSD Online, those updates will be reflected in SSOR and in Test Day Toolkit automatically.
- Staff should reach out to College Board if they have questions or need assistance resolving accommodations issues prior to test day.

IMPORTANT: Be sure to validate the correct accommodations are available in Test Day Toolkit for a student who needs them. Do not have a student enter the 5-letter room code to start their test if their accommodations are not accurate in Bluebook and Test Day Toolkit.

Verifying Accommodations and Supports

Verify students have the accommodations they need by following these steps:

1. **Make sure SSD ID numbers appear in SSOR.** Using SSD Online and the SSOR roster, verify all students appear in SSOR with their accommodations. Do this by confirming the SSD ID number on their SSD Online record is also present on their SSOR record.
   - To view the SSD ID number for a student in SSOR:
     a. Click on the **student's name** in SSOR.
     b. Scroll to the **Accommodations** section and view the SSD ID.
     c. If the student data provided in SSOR matches the student data in SSD Online, you'll see their SSD ID number, otherwise it will be blank.
   - All students with an SSD ID number in SSD Online should have the same SSD ID number in SSOR. If you find a student's expected SSD ID number is missing or incorrect in SSOR, follow the instructions under Accommodations Troubleshooting on page 45 to resolve. This must be done before test day.

2. **Make sure accommodations and supports in SSOR are correct.** Confirm student accommodations in SSOR align with the approved accommodations in SSD Online and that PSAT 8/9 One-Time Supports are applied correctly. You should resolve all accommodations issues before registering a student. SSOR will allow you to make accommodations updates after the student has been registered and before they enter their room code to test, but it may take up to **5 minutes** for these changes to be reflected in Test Day Toolkit. If accommodation changes are made, be sure the student does not enter the 5-letter room code to start testing until these changes are reflected in Test Day Toolkit. Allow enough time for the changes to appear.
   - There are some instances where **approved accommodations may appear in SSD Online but will not be present in SSOR, or vice versa**. These are expected and do not require you to take any further action:
     - SSD Online reflects approved accommodation requests. SSOR and Test Day Toolkit may include some additional accommodations, such as extra breaks or extended time, that accompany certain accommodations whether or not the student has requested them. For example, **students with extended time will show both extended time and extra breaks in SSOR and Test Day Toolkit**, even though extra breaks don't appear in SSD Online.
     - As another example, **students with special formats such as human reader or scribe will show extended time in SSOR and Test Day Toolkit**, even though extended time doesn't appear in SSD Online.
     - In some cases, **SSD Online may show supports or accommodations that don't apply to the assessment being administered** (e.g., extended time for listening or speaking), so they won't appear in SSOR.
   - If a student has an accommodation not described above that is missing or incorrect in SSOR, or if a student no longer wants to use their approved accommodations, follow instructions under Accommodations Troubleshooting on page 45 to resolve. This must be done before test day.

> **IMPORTANT:** Accommodations requests pending in SSD Online will not appear in SSOR or Test Day Toolkit until approved in SSD Online. If the student's expected SSD ID number appears in SSOR, the accommodations will update automatically in SSOR and Test Day Toolkit once approved. Be sure the student does not enter the 5-letter room code to start testing until all their approved accommodations appear in both SSOR and Test Day Toolkit.

Accommodations Troubleshooting

1. **If the student's SSD ID number is missing in SSOR:** Review the student data in SSOR and compare it to the student data in SSD Online.
   - If the student data (e.g., first name, last name) is incorrect in SSOR, you have 3 options, depending on the student's status:
     a. If the student isn't registered yet, update the student's data to match what is in SSD Online:
        i. Click the student's name in SSOR.
        ii. Click the **Edit** button and update the student's data to match the student data in SSD Online.
        iii. Click the **Save changes** button, and their approved accommodations should now populate.
     b. If the student is registered but they haven't entered their 5-letter room code to begin testing, delete the student record in SSOR and add a new record with the correct data. Their approved accommodations should populate the new record.
     c. If the student is registered and they've already entered their 5-letter room code to begin testing, you should submit an IR in Test Day Toolkit to set up a retest. Once a retest IR is submitted, you can access the student's registration in SSOR and make updates to their accommodations. Details for how to submit IRs are included in the Retesting and Irregularities chapter of the *Test Coordinator Manual*.
   - If the student's data is correct in SSOR, you can add their SSD ID number in SSOR:
     a. Click the student's name in SSOR.
     b. Click **Edit** at the top of the student's profile card and then scroll down to the **Accommodations** section.
     c. Enter the student's SSD ID from SSD Online in the designated field.

        > **IMPORTANT:** Be sure you input the SSD ID number designated for that student. Double-check the number you enter to ensure it's accurate.

     d. Click the **Use this ID** button, and their approved accommodations should now populate.
2. **If the student's SSD ID number is correct in SSOR, but accommodations are missing:** View the student in SSD Online to confirm if the missing accommodation(s) are pending approval. If they are, SSOR will be updated automatically once approved in SSD Online. Accommodations that aren't requested at least 7 weeks before test day may not be approved in time for them to appear in SSOR.
3. **If the student's SSD ID number is incorrect in SSOR:** You can edit the student's SSOR record and replace the incorrect SSD ID with the correct one. Once the ID is corrected, SSOR will reflect the approved accommodations.
4. **If the student's SSD ID number is correct in SSOR, but the listed accommodations for the student are still wrong:** Contact SSD for assistance.
5. **To waive or remove approved accommodations for a student ahead of test day:** You can waive or remove approved accommodations from a student's SSOR record in the following cases:
   - The student doesn't want to use their approved accommodations on test day
   - Accommodations were incorrectly associated to a student (e.g., you're testing twins with the same name)
   - The SSD ID was manually added to the wrong student

   To address any of these scenarios, open the student's SSOR record for editing and waive accommodations as needed. This allows you to remove the accommodations from their SSOR record, but it won't remove them from SSD Online. Before waiving accommodations, it's highly recommended that you obtain parental consent. If a student wants to waive their accommodations on test day and you don't have parental consent, consider rescheduling the student.

6. **If you have a student who is new to your school who will test with accommodations:** You can transfer the student to your school in SSD Online in the following cases:
   - If you know the student's SSD ID, transfer the student to your school in SSD Online using their SSD ID, first and last name, date of birth, and graduation date.
   - If you don't know the student's SSD ID or they don't have one (but they do have a College Board account), transfer the student to your school in SSD Online using their first and last name, date of birth, graduation date, and student address.
   - If you have a large quantity of new students, College Board may be able to assist you with a bulk transfer. Call customer service for help in these circumstances.
7. **If a student taking the PSAT 8/9 is missing supports:** You can apply PSAT 8/9 One-Time Supports for the student directly in SSOR.
   - Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an IEP, 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports.
   - PSAT 8/9 One-Time Supports are only available for students taking a non-state-provided PSAT 8/9 assessment.
   - If the student requires accommodations not included among the 5 One-Time Supports listed in SSOR, coordinators are required to submit a request in SSD Online for those accommodations.
   - PSAT 8/9 One-Time Supports can't be combined with College Board-approved accommodations from SSD Online. Coordinators will have the ability to use one or the other for each student needing accommodations or supports.
8. **If a student's graduation date is wrong:** An incorrect graduation date in SSD Online can cause student accommodations to expire prematurely. If needed, you can update a student's graduation date in SSD Online by correcting the information of the student's profile page.

Registration Resources

Schools can find detailed information about registration at **satsuite.collegeboard.org/k12-educators/educator-experience/in-school/register**. Schools also have access to optional SSOR training and step-by-step walkthroughs at **https://learnupon.collegeboard.org/content-details/5040297/0**. Additional information about ordering, registration, and invoicing features for SSOR are available in the help center at **satsuite.collegeboard.org/help-center/ssor**.

Other important information about delivering digital tests, including the student readiness check, technology requirements, using Test Day Toolkit, and administering digital accommodations can be found at **satsuite.collegeboard.org/k12-educators/educator-experience/in-school/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.

This chapter covers everything you'll need to know about student readiness check procedures. **The test coordinator should ensure that anyone giving the student readiness check has read this chapter.** The test coordinator and staff involved with the readiness check should read it ahead of time and use it on the day of the readiness check.

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).

New for fall 2026, we are providing an optional 30-minute lesson plan on our **Student Readiness Check webpage** so you can deliver the session with minimal preparation. We'll provide access to a downloadable, student-facing slideshow to help guide the session and keep students engaged and on track. These resources will be available in the **Testing Staff PDF Downloads Center** by late summer 2026.

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Best Practices

Make your student readiness check as useful as possible by thinking ahead about technology, rooms, timing, staffing, and activities.

Work with Technology Staff

You'll need the help of technology staff to make sure the network and testing devices are ready for the student readiness check and test day.

ASK TECH: Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff.

If possible, use the same devices you'll use on test day. Device preparation varies:

- **Personal testing devices:** Students need to download Bluebook to an approved device, check their settings, and bring that device to the student readiness check.
- **One-to-one school-managed devices:** Students need to download Bluebook and bring their device to the student readiness check. If they can't download the app themselves, your technology staff needs to install it for them.
- **Shared managed devices (from a laptop cart, for example):** Ask technology staff to provide the same set of devices that will be used on test day and make sure that Bluebook is installed. **Note:** Students don't need to use the same shared device on test day.

IMPORTANT: Bluebook works on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

Do what you can to create demands on the network that are similar to test day:

- Make sure technology staff configure the network to meet Bluebook requirements.
- Try to use the same rooms you'll use on test day.
- If possible, schedule sessions with as many simultaneous test takers as on test day.

IMPORTANT: Proper network configuration and good room choices can prevent many test day issues that keep students from testing.

Flexibility

It's not always possible to schedule sessions in a way that mirrors your testing schedule. Schools have flexibility and can consider other options. For example, schools with many test takers might choose to stagger sessions across days or during homeroom, English classes, or free/reading periods.

Staffing

The test coordinator should be available during the student readiness check to assist with any questions. Depending on when and how a school chooses to administer the readiness check, the test coordinator may need to prepare staff to assist. Staff should **not** access Test Day Toolkit to facilitate a student readiness check.

- **If the readiness check will occur in multiple rooms simultaneously,** additional staff will be needed to monitor student device readiness and record any issues that will require follow-up.
- **If the readiness check will be staggered and groups of students can come to a single room throughout the day,** the test coordinator can manage the event and record the issues for follow-up.

See Troubleshooting the Student Readiness Check on page 53 for how to follow up on any issues encountered during the readiness check.

IMPORTANT: If your school will be holding the student readiness check in multiple rooms simultaneously, you may want to consider setting up a help room for students who encounter persistent issues that keep them from advancing in the readiness check. This could be staffed by the technology monitor, if this role has been assigned.

ADDITIONAL GUIDANCE: To track session participation, navigate to **Downloads** in Test Day Toolkit, click **Export Data** to download an Excel file, and sort students by exam setup status.

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

As part of the student readiness check, have your students complete either a test preview or a full-length practice test.

If you want students to take a full-length practice test, budget 3 hours for the student readiness check.

Proctors need to 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.

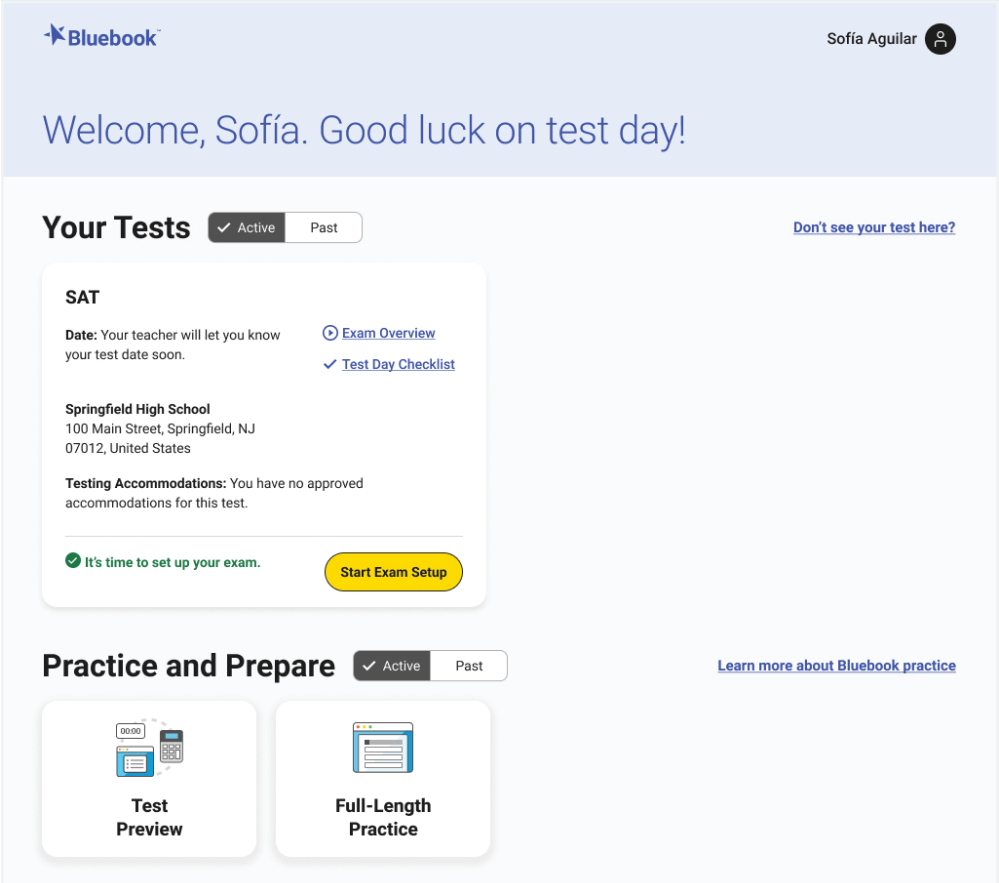
- **Test Preview:** The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers.
- **Full-Length Practice:** These tests are scored so students can see where they need to focus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

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.

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.

STUDENT EXPERIENCE:



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

Preparation Checklist

The test coordinator is responsible for ensuring the student readiness check runs as smoothly as possible and will need to plan ahead to ensure the school and the staff administering the readiness check are ready.

To prepare for the readiness check, the test coordinator will need to complete the steps outlined in the checklist that follows.

Accommodations

- ☐ Work with the SSD coordinator to ensure accommodation requests are submitted by the deadline. Any requests for new accommodations or accommodation changes need to be submitted 7 weeks ahead of the day you plan to start testing.
- ☐ Work with the SSD coordinator to confirm students are matched to their correct accommodations and supports in SSOR 3 weeks before testing.

Registration

- ☐ Work with the data coordinator and SSD coordinator to validate registration.

Technology

- ☐ Confirm technology staff configured the network to allow all necessary traffic.
- ☐ Ask technology staff to complete the device tasks that apply to your school:
  - ☐ Installing Bluebook on school-managed devices.
  - ☐ Configuring testing devices for students who use screen readers and other assistive technology. Get guidance about Chromebooks and assistive technology at **bluebook.org/chromebook-screen-reader** and information for other device types at **bluebook.org/accommodated-testing**.

Schedule Sessions and Reserve Rooms

- ☐ Work with administration to reserve time before test day for the student readiness check.
  - ☐ Confirm there are no conflicting planned events at the school.
  - ☐ Decide what time of day students will complete the readiness check.
  - ☐ Work with staff on instructions for supporting the readiness check.
  - ☐ Make sure your technology monitor and proctors can attend.
  - ☐ If needed, reserve rooms you'll use for the readiness check.

Due to the short length of the readiness check, students should not require access to electricity unless you're planning to have your students complete a full-length practice test.

Students and Parents/Guardians

- ☐ Notify students and parents/guardians about the student readiness check. They'll need to know that:
  - ☐ If your students will test on personal devices or school-managed devices assigned to them one-to-one, they need to bring those devices from home.
  - ☐ If students will use school-managed devices that are shared or remain at the school, they may complete the readiness check with any of the devices that will be used for testing.
  - ☐ **Tip:** To avoid potential delays due to simultaneous Bluebook updates, ask students to open Bluebook on their own a day or 2 before the student readiness check.
- ☐ Have students review the testing rules and *Student Guide* for the relevant assessment with their parents/guardians. The testing rules for all assessments are found on the **College Board Privacy Center**. *Student Guides* are available at **satsuite.collegeboard.org/k12-educators/educator-experience/in-school/start/downloads**.

Sign-In Tickets

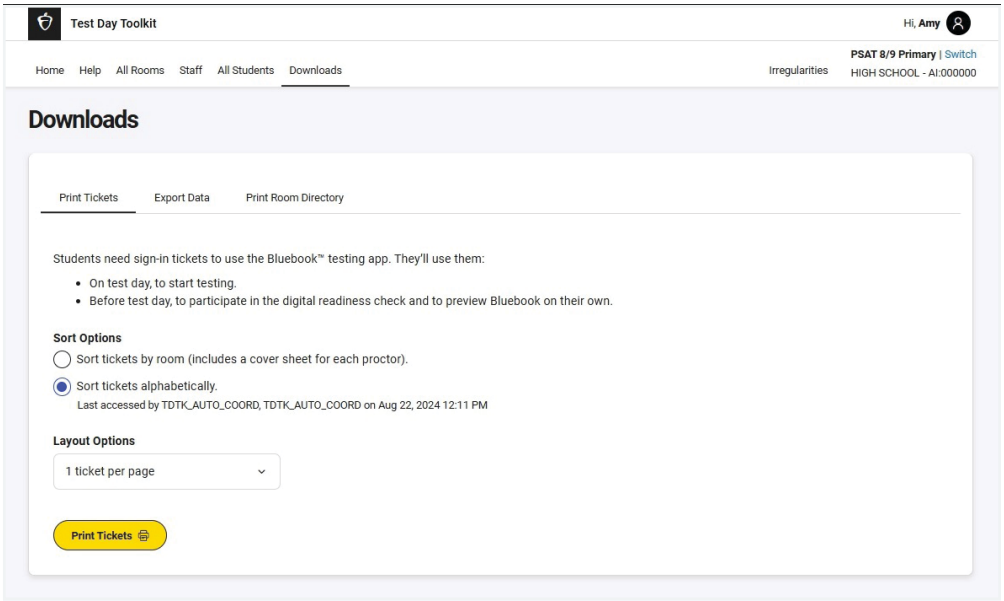
☐ Print sign-in tickets so students can access Bluebook. They'll use them during the student readiness check and on test day. You can also give them to students so they can take practice tests at home. You'll need to print another set of tickets for test day.

Follow these steps to print a PDF with a sign-in ticket for each student:

a. Sign in to Test Day Toolkit.
b. Click **Downloads** on the homepage.
c. Go to the **Print Tickets** tab and select sort and layout options. You can print 1, 2, or 4 per page.
d. Click the **Print Tickets** button.
e. Choose your printer's single-sided option.
f. Add the tickets to your room kits.

IMPORTANT: If your school is hosting any away students who don't normally attend your school, the test coordinator may want to provide sign-in tickets to those students so they can complete student readiness activities on their own. If you don't do this, the away students will have to complete exam setup on test day.

STAFF EXPERIENCE:



Save time and effort by choosing the alphabetical sort option and the 1-per-page print option.

Room Kits

☐ Assemble kits for staff. The kits are optional, but it is helpful for staff to be provided with:

- A list of students assigned to each proctor's testing room, if not taking place during an existing class period.
- Each student's unique sign-in ticket.
- Instructions for connecting to Wi-Fi, including password (especially important for away students and anyone using personal devices).
- Instructions on how to manage the readiness check (including a reminder to staff to access this guide) and how to report issues to technology staff so they can be resolved prior to test day.

REMINDER: Staff should not use Test Day Toolkit or share room or start codes during the student readiness check.

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.

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.

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 or supports 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 How to Correct Mistakes on page 73.

> **IMPORTANT:** Chromebooks must have verified mode enabled in order use Bluebook. Learn more at **bluebook.org/verified-mode**.

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.

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.
- If they're taking the PSAT/NMSQT, students will answer a few questions to determine their eligibility to enter the National Merit® Scholarship Program administered by National Merit Scholarship Corporation (NMSC®).
- 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.
- 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.

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, let technology staff at your school or district know so they can address device and network issues before test day.

> **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** 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** 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**.

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 How to Correct Mistakes on page 73.

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

On Test Day

This chapter covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day.

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 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.

Test Day Oversight

Test coordinators supervise all test day activities, making sure staff have everything they need.

Sign In to Test Day Toolkit

No later than test day morning, check your roster and grant full Test Day Toolkit access to staff.

> **IMPORTANT:** Until you grant staff full access to Test Day Toolkit, they'll be limited to proctor preview mode.

1. Sign in to Test Day Toolkit at **testday.collegeboard.org**.
2. Check your roster for updates and assign new students to rooms or reassign students with new accommodations as needed.
3. Grant staff full access.
   - On the **Staff** page, find a staff name, and choose **Grant toolkit access** in the **Actions** column.
   - To grant access to all staff at once, click the checkbox at the top of your staff list and click the **Grant toolkit access** button that appears.

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Keep in mind the following:

- You may grant full access to staff 1 day prior to the beginning of the testing window.
- You don't need to turn full access on and off during the testing window.
- You should immediately remove access for any staff who don't need it, including staff no longer employed by your school or district.

Test Day Morning

If you haven't already, organize these supplies for proctors testing students in Bluebook:

- A copy of the Wi-Fi name and password for each proctor. If your school is supporting away students, they may also need instructions for using guest Wi-Fi.
- 1 sheet of scratch paper per student (plus extra scratch paper for students who request more during testing).
- A sign-in ticket for each student.
- Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging (prioritize extended time testing rooms).
- Fully charged testing devices for students (if applicable).
- Recommended: Printed seating chart, which is included in the Appendix of this manual. The first page contains important instructions for test coordinators. (Proctors in large testing rooms may need more than 1 chart.)
- For some students taking the test with EL supports, printed copies of translated test directions (available at **satsuite.collegeboard.org/translated-test-directions**) or approved word-to-word dictionaries.

> **IMPORTANT:** If your school is providing testing devices, make sure Bluebook is installed and the devices are fully charged.

Prepare your school:

- Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
- Make sure all testing staff have a device with access to Test Day Toolkit.
- Optional: Print and post the Room Directory from Test Day Toolkit to help students find their room.

  > **IMPORTANT:** To protect student privacy, make sure room names don't include accommodation information.

- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If possible, reserve a room for students who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.

Supporting Your Staff

For a successful test day, decide how to facilitate breaks and communication. Plan a break schedule for staff as needed, making sure testing rooms and hallways are always monitored, and set up a signaling system so staff can communicate with each other quickly.

Work with the SSD coordinator to understand how your students' accommodations must be administered so that you can prepare your proctors.

Hold a brief meeting before students arrive to share last-minute instructions. Be sure to:

- Let proctors know the test timing for the students in their room.
- Distribute supplies.
- Remind staff to use power strips, surge protectors, and extension cords safely.
- Let staff know where the help room and late room (if you have one) are located.
- Remind staff to enforce all policies shared in this manual and to never leave students alone in the room.
- Ensure staff are aware of school policy regarding retesting and how to submit IRs.
- Tell staff to connect to Wi-Fi and sign in to Test Day Toolkit.
- Make sure proctors and hall monitors have access to all the resources they need and have read the *Proctor Manual* and the *Hall and Room Monitor Test Day Guide*, respectively. Technology monitors should read the *Technical Troubleshooting Guide*. These guides are available at **satsuite.org/educator-experience**.
- Also remind proctors to monitor their room carefully during testing for any student with their hand raised.

Monitoring Test Day Activity

To keep things running smoothly throughout test day:

- In Test Day Toolkit, monitor student progress across all rooms on Test Day Live.
- Minimize distractions and limit access to the testing area.
- Work with the technology monitor to troubleshoot technical issues covered in the *Technical Troubleshooting Guide*.
- Enforce rules and watch for irregularities, including students who access prohibited electronic devices during testing or breaks.
- Remind students to remain silent when taking breaks and during dismissal, as other students may still be testing.
- Only allow testing staff and students into the testing area.
- Remind proctors to keep their device with them so they can refer to Test Day Toolkit and respond to student concerns quickly.

When all testing is finished, make sure to collect all materials from your proctors, including scratch paper, sign-in tickets (in cases of early dismissal or rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days as they may be needed for test security investigations.

For tips on using Test Day Toolkit to get an overview of room activity, visit **Test Day Oversight**.

Irregularities

Your school may encounter problems on test day. We are here to help.

Refer to Retesting and Irregularities on page 66 for a comprehensive overview of the IR submission process.

Call College Board immediately if testing is interrupted for more than half of students for more than 10 minutes or you have any urgent concerns about test security. If you need to close your school on your intended test date, you can reschedule testing for another day in the window. Although schools can use flexible start times, staff should start early enough to allow students with extended time to complete the test within standard school hours.

If students violate the rules or leave early for any reason, or if technical problems occur, see Responding to Problems on page 61 for details on handling and reporting anything that goes wrong.

Absentees

Absent students who haven't entered the room code should be rescheduled to test on another day in the testing window. See Retesting and Irregularities on page 66 for more information about rescheduling policies.

Technical Troubleshooting for Proctors

This section on troubleshooting in the testing room will be used by proctors, and is provided here for your reference as test coordinator.

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.
- 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.

> **IMPORTANT:** If a student's testing was interrupted for more than 1 minute, report an irregularity even if you resolve the issue.

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.
   - **Chromebooks:** Exit Bluebook and sign in to the device.
   - **All devices:** Open a browser and go to **collegeboard.org**. If you can't get to this site, make sure device Wi-Fi is on and airplane mode is off.
   - **Chromebooks:** 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**.

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, this means that Bluebook isn't 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.

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.



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

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. Open a retest irregularity form for student technology issues, select **Device swap issue**, and submit the IR.

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**.

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. Testing staff may approach you on test day with issues related to irregularities.
For detailed guidance on reporting irregularities in Test Day Toolkit, refer to Retesting and Irregularities on page 66.

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 63.
- 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 63 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 62). 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, the test coordinator should take photos for evidence in a way that does not distract or disrupt other students who are testing. After collecting the photo evidence, the test coordinator will:

1. Ensure any test content is deleted from the prohibited device before returning it to the student.
2. Submit a test security IR. If applicable, indicate that you have photo evidence.
3. Securely save the photo and any other evidence you collected, including seating charts, in case it is needed by College Board test security. After 60 days, securely destroy any associated evidence.

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 on page 63, and submit an IR.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting for Proctors on page 58.

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 66).

Unapproved Accommodations Given

Tell the student to stop testing, follow the instruction for Early Dismissal on page 63, 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 no-retest 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 66 for more information.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones not required for an approved accommodation, 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

Device and Aid Access During Testing

Students may not access other applications or programs on their testing device before leaving the testing room. During testing, students can access the permitted items listed below.

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing. Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved. Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 26 to learn more.

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

Items Permitted During Testing

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

Items Permitted During Breaks

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

Prohibited Items

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

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

- Phones, smartwatches, smart glasses, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer

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.

Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 26 to learn more.

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



ADDITIONAL GUIDANCE: Students aren't permitted to wear hats or head coverings (except when worn for medical or religious reasons) while testing; if they're wearing a head covering, they must store it under their desk. If they're wearing a hooded garment 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 following list of prohibited calculators are not permitted.

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.

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 (October 1–30, 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.

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Policies for Retesting/Rescheduling

Rescheduling Policies

Rescheduling a test date may be necessary 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.

Examples of issues that might require rescheduling a test date include:

- Student absences due to illness.
- Technical issues that prevent students from signing in to Bluebook.
- Fires, floods, severe storms, or other widespread weather-related events that prevent the start of testing.
- Local tragedies or emergencies that prevent the start of testing.
- Prolonged schoolwide network or power outages that prevent the start of testing.
- Scheduling conflicts with group activities (e.g., absentees due to team sporting events).

Students can use the same sign-in tickets from their initial test date if their test is rescheduled, as long as the tickets were not previously handed out to students on test day.

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.

Exceptions

If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook homepage, the student's registration data in the SSOR system will need to be updated as explained in How to Correct Mistakes on page 73.

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 and before time runs out.
- 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.

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

- Answer submission errors.
- 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 just by submitting 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 IR, 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.

For the PSAT/NMSQT, National Merit Scholarship Corporation may contact the test coordinator if a retest IR is filed but the student chooses not to participate in the retest. A response is required before scores can be released. See National Merit Scholarship Program below for more information.

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



IMPORTANT: Students must complete all test sections during a retest. College Board can't combine sections from original and retest administrations for scoring.

National Merit Scholarship Program

If a student who encounters an issue on the PSAT/NMSQT doesn't retest, National Merit Scholarship Corporation (NMSC®) may contact the test coordinator with options for the student to enter the National Merit® Scholarship Program. Respond to communications from NMSC as soon as possible to ensure timely release of the affected students' scores.

Depending on the type of irregularity, their score may be ineligible for program consideration. Students who receive a PSAT/NMSQT score report should carefully review the message that appears below the NMSC Selection Index score for information about their entry to the National Merit Scholarship Program.

College Board will forward all reports of misconduct or testing irregularities to NMSC, which reserves the right to make its own independent judgment about a student's participation in the National Merit Scholarship Program.

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.
- 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.

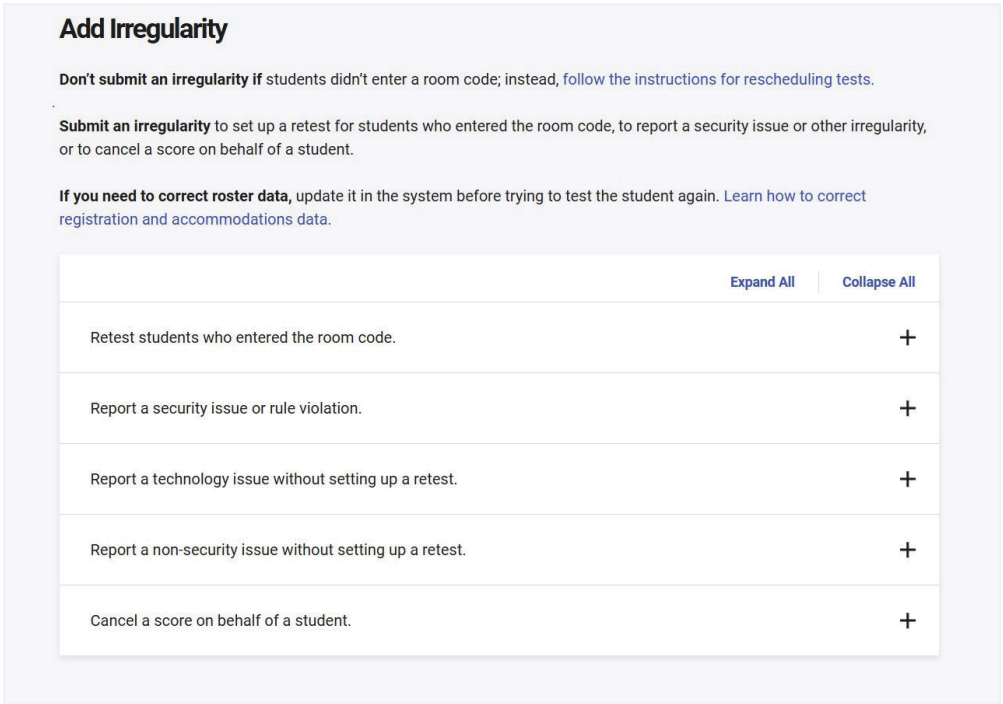
How to Report Irregularities and Set Up Retests

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:



Submit an IR 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, and then learn How to Set Up a Retest on page 71 and How to Correct Mistakes on page 73.

IRREGULARITY CHART

Problem	Options	Forms
Approved accommodations are wrong or missing in Bluebook *Example: Bluebook didn't give student extended time*	After correcting the error, **reschedule** the test for students who didn't enter the room code	*Don't submit a form*
	After correcting the error, **retest** students who entered the room code	Wrong or missing accommodations in Bluebook
Other accommodations issue *Examples: Bluebook-embedded text-to-speech didn't work; other assistive technology was unavailable; a student approved for preferential seating was seated incorrectly*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	• Assistive technology/screen reader issue (no retest) • Accommodations issue (no retest)
	Retest students who entered the room code	• Assistive technology/screen reader issue • Staff accommodations mistake
Technology issue *Examples: Answer submission failure; disruptive internet issue; start code didn't work; allowed student to use an alternate internet connection*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	• Answer submission error (no retest) • Internet issue (no retest) • Student technology issue before timed testing (no retest) • Student technology issue during timed testing (no retest) • Staff technology issue (no retest)
	Retest students who entered the room code	• Internet issue • Student technology issue • Staff technology issues
Disruptive student behavior	To retest the students who were disrupted: • **Reschedule** testing for students who didn't enter the room code or **retest** students who entered the room code • **Report** the disruptive student in the prohibited behaviors form	• Disruption caused by another student • Prohibited behaviors (no retest)
	To report without retesting: • **Report** the disruptive student • In the same form, identify the students whose testing was disrupted	Prohibited behaviors (no retest)
Security issues and rule violations *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*	**Report** the problem without setting up a retest	• Prohibited behaviors (no retest) • Prohibited use of electronic devices (no retest) • Conflict of interest (no retest)

Problem	Options	Forms
Illness and other issues *Examples: Ambiguous test question, noise disturbance, distracting staff behavior, fire drill, emergency, incorrect name*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	• Testing conditions and administration mistakes (no retest) • School evacuation (no retest) • Test content issue (no retest) • Illness and early departure (no retest) • Wrong student data in Bluebook (no retest)
	Retest students who entered the room code	• Testing conditions and administration mistakes • School evacuation • Test content issue • Illness and early departure
A student wants to cancel their score	**Cancel** 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 Reschedule Testing

If students didn't enter the 5-letter room code in Bluebook, choose any date during the testing window without submitting an IR. But first, make sure issues with technology, registration, or accommodations don't recur during the retest. See How to Correct Mistakes on page 73.

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.

Avoid Unnecessary Retesting

- If you're completing a retest IR, list only the students you want to retest. If other students were involved but won't retest, list them on a no-retest IR.
- If a student completed the test and a technology error prevented answer submission, do not submit a retest IR of any kind. If the instructions at **In-School Testing and Answer Submission** don't work, submit an answer submission error (no retest) form.
- If you or your students discover critical registration information is incorrect after testing has started, call College Board—the student might not need to retest.

Step-by-Step Instructions for Setting Up a Retest

1. Fix issues with registration, accommodations, or technology so they don't recur during the retest. No action in SSOR is necessary unless there's incorrect data. See How to Correct Mistakes on page 73.
2. On the **Irregularities** page in Test Day Toolkit, click **Add Report**.
3. Select **Retest students who entered the room code**.
4. Open the appropriate form.
5. Select the students who need to retest, and answer the questions.
6. Submit the form.

Listing Students in a Retest Form

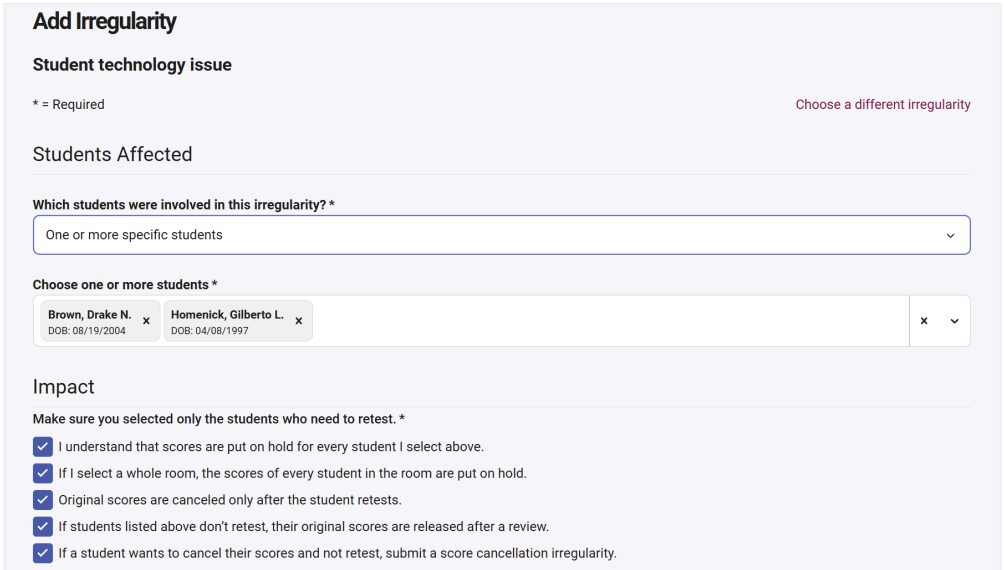
We prepare a retest for every student selected in a retest IR form—or, if you select a whole room, every student assigned to that room—so only list students you plan to retest. This is important for two reasons:

- When you set up a retest, we put a temporary hold on students' scores.
- Each student has only 2 opportunities to retest as a result of irregularities.

If every student in 1 or more rooms was affected by the same irregularity, you have 2 options:

1. To retest every student, submit 1 form. When asked which students were involved, select **A roomful of students**, and then select each room from the dropdown menu.
2. To retest only some of the students involved, submit 2 forms: a retest form listing only the students who need to retest and a no-retest form that lists the others.

STAFF EXPERIENCE:



College Board prepares a retest for every student selected in a retest IR form, so only list students you plan to retest.

How to Review and Submit Irregularities

Remember to review and submit staff IRs as well as your own.

1. After testing is complete, go to the Test Day Toolkit **Irregularities** page for a list of all reports.
2. Delete duplicate forms.
3. Delete retest forms for absent students and others who didn't enter the room code.
4. If the wrong form was chosen, replace it with the correct one.
5. Make sure the correct students are selected.
6. Click **Submit to College Board** in each form.

How to Correct Mistakes

Make sure issues with technology, registration, or accommodations don't recur during the retest. **Correct errors before you try to test students again.**

Technology

Assistive technology: Read our guidance about Chromebooks and assistive technology at **bluebook.org/chromebook-screen-reader** or get information for other device types at **bluebook.org/accommodated-testing**, and encourage students to practice with their assistive technology on their testing device.

Chromebooks: Direct technology staff to **bluebook.org/chromebook-checklist** to review device readiness steps, make sure verified mode is enabled, and free up space by clearing user profiles.

Internet: Ask technology staff if you should test in rooms with stronger Wi-Fi and make sure the network is configured to let required traffic pass through. Refer them to **bluebook.org/network-checklist**.

Registration and Accommodations Data

To correct Bluebook registration and accommodations data, sign in to **SSOR** and complete the steps for one of the scenarios listed below. **Allow enough time before testing for updates to appear in Test Day Toolkit.**

> **IMPORTANT:** If you or your students discover that critical registration information is incorrect after testing has started, please contact College Board for assistance; they may not need to retest.

Unlisted test: If the student's test wasn't listed in Bluebook, register them in SSOR using their record. If a student doesn't have a record in SSOR, create a new record and use it to register the student.

Incorrect personal information: If a student didn't enter the room code, correct their name, birthdate, or other personal information by deleting their SSOR record, adding a new record, and registering the student with their new record.

Missing accommodations or supports: If a student's approved accommodations or supports weren't available in Bluebook, add the student's SSD ID or apply PSAT 8/9 One-Time Supports to their record in SSOR. SSD IDs are available in SSD Online.

If the information in SSOR is correct, but there's still an error in Bluebook or Test Day Toolkit, call us so we can help you fix the issue.

> **IMPORTANT:** College Board may have limited ability to help correct registration errors in a student's name or date of birth after they've started testing. These errors can result in delayed or canceled scores and, for SAT School Day, mismatches between score sends and a student's college application.

How to Waive Accommodations

We highly recommended getting parental consent before waiving accommodations for students under the age of 18. If a student wants to waive their accommodations on test day and you don't have parental consent, consider rescheduling the student.

If a student wants to test without their accommodations and hasn't entered the 5-letter room code yet, you can waive their accommodations in a few minutes. Proctors should tell students to exit Bluebook and send them to the test coordinator.

Test coordinators should take these steps:

1. Click the student's name in the SSOR roster to open their student record.
2. Click **Edit**.
3. Scroll to the **Accommodations** section of the student's profile card and make any necessary changes to the student's selected and waived accommodations or supports.
4. Save the student record after making all necessary changes.
5. Check Test Day Toolkit after 5–10 minutes to make sure the student's information has been updated. If necessary, assign the student to a different room.
6. Tell the student to sign back in to Bluebook and confirm their accommodations have been waived.
7. Send the student to their testing room.

If accommodations don't update within 10 minutes or there are too many students requesting to waive accommodations, you can reschedule their test date.

How to Administer Retests

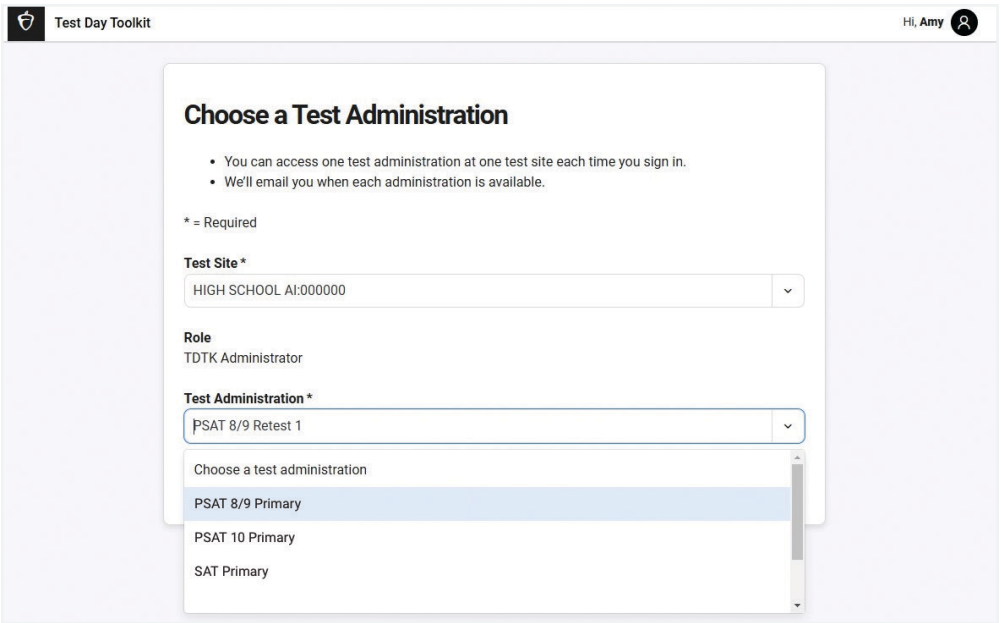
After you submit a retest IR to College Board, we'll prepare a new test within 1 business day.

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:



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 prevents tests from being scored. 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, call College Board for additional guidance—we can't respond to questions in an IR. Retest forms set up new tests automatically.

After the Test

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

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77 Sharing Scores
77 BigFuture School and Connections
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Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Before the close of the testing window, it's recommended that you save your irregularity data. You may need to retain your IR data because one or more of your school's irregularities is not yet resolved, your district or state has policies that require data retention, or if you think students and parents may have questions about the irregularity later. Instructions for how to save your irregularity data are available at **bluebook.collegeboard.org/irregularity-data-retention**.

What to Do with Materials

For digital testing, you will have a small amount of materials to take care of after your administration is finished. Your proctors will return to you scratch paper, sign-in tickets (from students suspected in rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days in case they are needed for test security investigations.

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board in your *Accommodations Guide for Coordinators* on page 116. For any remaining materials, including any tracking information for return shipments, keep them on hand for 30 days.

When you dispose of materials that are no longer required, use a paper shredder or another secure disposal method.

Sharing Scores

When scores for the SAT Suite are released, schools will need to let their students know there are multiple ways to view their scores. As part of school day testing, students will not be contacted by College Board directly unless they're using the BigFuture School mobile app to receive their scores.

Students who chose to participate in BigFuture School by providing a mobile phone number during testing can view their scores on the BigFuture School app. Students can also review score report PDFs with educators at their school. A downloadable score report PDF called "Your Score Report" is provided for every test taker. Schools have access to the downloadable score report PDFs for their students through the online K–12 score reporting portal. Scores are generally available in the K–12 score reporting portal a day or 2 before they're available to students.

You can find more information about the K–12 score reporting portal and the reporting features available at **satsuite.collegeboard.org/help-center/k12-reporting-portal**.

> **IMPORTANT:** Schools must share the downloadable score report PDFs with all students.

As always, students age 13 and older may use their personal College Board student account to view additional insights online.

BigFuture School and Connections

BigFuture School is a free mobile app for students age 13 and older who take SAT School Day, PSAT/NMSQT, PSAT 10, or PSAT 8/9 in the United States. It's designed for students to use to get their test scores quickly, get help on planning for college and career, and learn about financial aid and scholarships.

Students may also have the opportunity to opt in to Connections—a feature that allows College Board to share messages from nonprofit colleges and scholarship programs that may be a good match. Connections puts privacy first. No personal information is shared with institutions unless a student directly chooses to do so, and participating students may opt out at any time. Please know that your school, district, or state may choose to not provide access to Connections for its students or students who test at their schools.

Students who choose not to download the BigFuture School app or who don't have a mobile phone can still access their scores and planning information. Educators will continue to receive PDF score reports for all assessments they administer, which must be shared with students. As always, students age 13 and older can sign in with their personal College Board accounts to the Student Score Reports portal at **studentscores.collegeboard.org** to get additional insights online.

If your students provided a mobile phone number when they tested, they can download the BigFuture School mobile app and they'll get a text message from College Board telling them when their scores are available to view.

Planning for Payment

Invoices are based on tests submitted. Your school's billing and accounts payable contacts will receive official invoices via email and are responsible for arranging for payment. For detailed payment instructions, visit **satsuite.collegeboard.org/k12-educators/educator-experience/in-school/after-test-day/invoicing**.

> **IMPORTANT:** Do not send payment based on the estimate listed in your SSOR order. Wait for the official invoice to be emailed to the billing and accounts payable contacts so you know exactly what you owe.

Purchase Orders

If you require a purchase order number on your invoice, it needs to be added to your order in **SSOR** prior to the testing window closing. Check with your organization's SSOR access manager if you're unsure of the authorized person to place or edit orders.

Contact Us

If you have any billing-related questions, please contact us:

- For PSAT-related assessments: **psatbilling@collegeboard.org**
- For SAT School Day: **satbilling@collegeboard.org**

Fee Waivers

College Board is supporting schools and districts serving low-income students by providing a price discount for in-school assessments based on the federally estimated child poverty rate percentage. The order details page in SSOR provides an estimate of your invoice amount, which includes the adjustments to provide support for low-income students.

Other benefits of fee waivers include unlimited score reports to send to colleges, waived application fees at participating colleges, free CSS Profile® applications to apply for financial aid from participating schools, and more.



PART TWO:

Accommodations Guide for Coordinators

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Introduction

What You'll Find in This Guide

This *SAT Suite Accommodations Guide for Coordinators* includes information about administering the test to students with accommodations such as:

- Use of assistive technology, such as Text-to-Speech (Embedded) and Screen Reader (Non-Embedded).
- Paper supplements such as a reader's script.
- Approved accommodation of paper tests for digital assessments.
- Human reader or scribe.
- Braille accommodations.
- Limited testing time or more than double time (which will require multiple-day testing).
- Extended time testing for reading or for math.
- Accommodated breaks, including breaks as needed.
- Enlarged fonts (students will use the zoom feature on their devices).
- 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.

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What's New in 2026

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

- 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
- 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 are is a new English learner support: EL – Text-to-Speech for Math Sections (Embedded).
- Test coordinators and SSD coordinators can now apply PSAT 8/9 One-Time Supports in SSOR. Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an IEP, 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports. One-Time Supports aren't available for state-provided testing or other assessments in the SAT Suite. These supports include:
  - Reading: Up to Time and One-half (+50%)
  - Extra Breaks
  - Small-Group Testing
  - EL – Up to Time and One-Half (+50%)
  - Text-to-Speech for Entire Digital Test (Embedded)

How to Request Accommodations in SSD Online

Most students work with their schools to request accommodations for College Board tests. Using the College Board SSD Online system, SSD coordinators can request and manage accommodations for their students. Once approved within the system, with limited exceptions, students remain approved for College Board accommodations until one year after high school graduation.

The College Board **SSD Online** system provides an extensive dashboard for managing accommodations for your students. The SSD coordinator will use this system to request accommodations, monitor the status of requests, and ensure student registrations reflect approved accommodations. Schools can have multiple SSD coordinators with access to SSD Online. Visit **collegeboard.org/ssdonline** for detailed instructions for accessing and using SSD Online. More information is provided about how SSD Online and the SAT Suite Ordering and Registration system (SSOR) interact in the Registration chapter of this manual.

Once submitted, the **Accommodations & Supports Dashboard** allows students to see decision letters and accommodations. The SSD coordinator is responsible for entering their student and parent emails in SSD Online so that the student gets access to the dashboard to see the status of the request and other important information.

On rare occasions, a student may not be able to test with digital accommodations. If, due to their disability, they need to test with a paper test, the SSD coordinator should submit a request for paper testing in SSD Online by the accommodations request deadline. If the student needs a paper braille test, the SSD coordinator should submit a request for Paper Braille Testing.



ADDITIONAL GUIDANCE: Begin applying for accommodations early. Where documentation is required, it may take College Board up to 7 weeks to review any necessary documents.

Technology

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

Bluebook

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Get an overview of requirements by device type at **bluebook.collegeboard.org/technology/devices/requirements/overview**.

> **ASK TECH:** Bluebook works on Chromebooks only if verified mode is enabled. Instructions are available at **bluebook.org/verified-mode**.

Approved accommodations for extended time, breaks, and Text-to-Speech (Embedded) are provided in Bluebook and require no special setup or staff action. However, setup is required for non-embedded screen readers and other external assistive technology. Learn more about assistive technology at **bluebook.org/accommodated-testing**.

Test Day Toolkit Overview

You and your staff will use Test Day Toolkit to administer the test. A College Board professional account is required. Coordinators use Test Day Toolkit to complete these tasks:

- View the roster. You can search or filter by accommodations. Testing groups are also listed.
- Enter room names and seating capacity.
- Assign students to rooms (optional).
- Add staff to the upcoming administration so they can access Test Day Toolkit.
- Assign staff to roles and rooms.
- Monitor student progress on test day.

Before test day, proctors sign in to Test Day Toolkit and use proctor preview.

On test day, they'll use Test Day Toolkit to take attendance, read the script, share the room code and start code with students, monitor testing, and report irregularities.

> **TIP:** Get detailed Test Day Toolkit setup instructions at **bluebook.org/toolkit**.

Testing Roles

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

For more information about SSD staff roles and responsibilities, see Staff Responsibilities for Accommodated Testing on page 107.

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 2 roles responsible for reviewing accommodations and ensuring students testing with accommodations and supports have a smooth administration.

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

Technology 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**. 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.

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.

Test Coordinator Checklist

The following checklist is abridged to focus on activities for test coordinators and SSD coordinators. Refer to the unabridged Test Coordinator Checklist on page 10 for additional activities for other testing roles.

IMPORTANT: Please note that if your school is testing on multiple days, all steps should be completed by the first day of testing. This will be considered your **intended start date**. As long as your student data is populated in Test Day Toolkit and all testing dates fall in the testing window, you are free to make changes to your intended start date or subsequent test dates without notifying College Board.

No Later Than Seven Weeks Before Test Day

✔ **MILESTONE:** Request SSD accommodations

All testing accommodations must be requested at least seven weeks before your intended start date. See below for details.

STAFF ACTIONS

Role	Tasks
SSD Coordinator	• College Board publishes deadlines for submitting accommodation requests at accommodations.collegeboard.org/request-accommodations/dates-deadlines. Students must have College Board approval to test with accommodations for all in-school assessments. • If you plan to request any testing accommodations for your students, you can submit those requests through SSD Online at any time before the accommodations deadline—**whether or not your school has selected an intended start date for testing**. We recommend submitting those requests as early as possible so your students will be ready to test. If a student with testing accommodations has transferred into your school, you can transfer their accommodations to your SSD Online dashboard using the student's SSD ID and other identifying information. • Once your school's start date has been selected, any approved accommodations will apply.

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No Later Than Three Weeks Before Test Day

MILESTONE: Begin staff and facility preparations

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Identify your testing rooms and set them up in Test Day Toolkit. • Recruit test day staff. • Use the email we'll send you to access Test Day Toolkit. • Follow the instructions to **set up Test Day Toolkit for the SAT Suite**. • Enter staff contact info immediately. As soon as you do, we'll send them a Test Day Toolkit access email and they can use preview mode to click through the proctor experience without viewing students or start codes. • Read this manual and begin the **College Board required training**. You'll receive a link to access training as soon as your order has been placed or, if you ordered early, as soon as the training system opens. • Work with technology staff to prepare your network and any school-managed devices. Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements. • Schedule your student readiness check 1 week before test day to help students familiarize themselves with Bluebook and to check technical readiness.
SSD Coordinator	• Confirm all accommodations are accurate in SSD Online. • If your school decides to host a full-length practice session during the student readiness check, call customer service to order paper practice materials for any students who are approved for them. • Work with your technology coordinator to ensure assistive technology is set up on student devices for those who may need it. • Submit requests for any students testing with EL supports in SSD Online. Unlike other accommodations that carry over with student registrations, EL support requests must be completed every year for each student who needs them. **IMPORTANT:** If a student has approved accommodations to test with paper materials, please note that shipments will be processed upon completed registration. Work with your test coordinator to plan appropriate test dates.

TIP: Although we recommend placing your initial order in SSOR at least 3 weeks before the start of testing, you're welcome to place your order earlier, as soon as you're ready to do so.

No Later Than Two Weeks Before Test Day

MILESTONE: Review, validate, and register students for testing

The school's test coordinator should confirm all students who intend to test have accurate records in the SSOR registration roster, and the SSD coordinator should confirm student records match their College Board accommodations. Be sure to include all away students who do not typically attend the school but requested to test there. Remember to enter the "away" student's School Code (also known as AI or CEEB code) in the Attending AI Code field on their SSOR record so their scores are sent to their school after testing.

IMPORTANT: Carefully check the accuracy of student data prior to registration.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• If you have not completed the task assigned to you under Three Weeks Before Test Day, please complete it now. • Work with your SSD coordinator to confirm that students have the correct accommodations and supports reflected in SSOR. • Validate your roster for each test in SSOR and register students if their information is correct. • Delete registrations for students who have un-enrolled or will no longer be testing at your school. • Work with your technology coordinator to prepare the network and testing devices for the student readiness check. • Ensure you and your staff has completed the **College Board required training** and have access to PDF manuals and guides. **IMPORTANT:** Students who appear on your roster in SSOR still need to be registered for the test. You can register 1 student at a time or multiple students at once by selecting the checkboxes next to their names in the roster and then using the **Register Students** button.
SSD Coordinator	• With the test coordinator, validate the registration data in SSOR for SSD students. • Confirm the accommodations in SSD Online match the accommodations in SSOR. Some accommodations displayed in SSOR or Test Day Toolkit are not listed in SSD Online, but they are necessary to match the student's test experience with their approved accommodations. • Note any students who have pending requests for accommodations and supports. Check back before test day to confirm they have been updated. • If you have students taking the PSAT 8/9, you will see the option in SSOR to apply PSAT 8/9 One-Time Supports. Students taking the PSAT 8/9 are eligible if they regularly use the selected supports in their daily classwork; they have an IEP, 504 plan, or regular school support plan; or have approval from a parent/guardian for the supports. Additional information about applying these supports can be found on student profile cards in SSOR.

No Later Than One Week Before Test Day

MILESTONES: Student readiness check; Test readiness

Help students unlock opportunities and get the full value of the test by familiarizing themselves with Bluebook. Fix any issues found in the student readiness check as you prepare for test day.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• If you have not completed the registration and setup tasks assigned to you under Two Weeks Before Test Day, please complete those now. • Check if any new students were added to your SSOR registration roster and register them. Also review your roster to check if any existing students will no longer be testing at your school, and delete these registrations. • Check that any newly registered students and/or updated accommodations made in SSOR have populated in Test Day Toolkit. • If you need to add or delete any individual students from your registration roster, do so in SSOR. Sign-in tickets should not be printed until the updates appear. • If you need to delete and re-add a student for any reason, please be aware that deleting a student will undo any readiness steps they have already completed. The student may need to go through the exam setup process and answer the student information questions again before testing starts. You can't delete a student once they enter their room code or start testing. • Check Test Day Toolkit to identify any multi-day testers at your school and follow instructions under Setting Up Rooms in Test Day Toolkit for Two-Day Testing on page 102. Students testing over multiple days will appear in your roster twice. • Print sign-in test tickets for the student readiness check. • Prepare staff and students for the student readiness check. • Review the Student Readiness Check section of this manual with your testing staff and conduct the student readiness check. • If you've not already done so, ensure your staff has completed their **College Board required training** and has access to PDF manuals and guides. • If applicable, receive and securely store paper test materials. • Download the *Student Guide* from the **Educator Experience** and share with your students so they can start preparing for test day.
SSD Coordinator	• If you have not completed the registration and accommodations tasks assigned to you under Two Weeks Before Test Day, please complete those now. • Review pending accommodations requests in SSD Online to see if they have been approved. • Ensure students with accommodations are prepared for the student readiness check. Work with the technology coordinator to confirm assistive technology is configured in Bluebook for approved students. • Work with your test coordinator to confirm how all the accommodations for your students will be administered on test day.

No Later Than the Day Before Test Day

MILESTONE: Final preparation

Fix any issues found during the student readiness check as you prepare for test day.

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Print fresh sign-in tickets for all students. • Grant full access to Test Day Toolkit for your staff so they're no longer in preview mode and can use the toolkit for test day activities. • Make any final announcements. • Assemble test kits containing Wi-Fi information, sign-in tickets, scratch paper, extension cords, sticky notes, and bags for prohibited devices. • Perform the final step in the **technical readiness checklist**. • Make sure that any newly registered students and/or updates to accommodations made in SSOR have populated in Test Day Toolkit.

TIP: If you have not completed the tasks assigned to you under No Later Than One Week Before Test Day, please complete those now.

Test Day

MILESTONE: Administer the test

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Sign in to Test Day Toolkit and check to see if your roster was updated. You might need to assign new students to rooms. • Follow the steps under the Test Day section of this manual. • Gather student scratch paper from the proctors and keep for 30 days in case of test security investigations. • In Test Day Toolkit, monitor student progress across all rooms on Test Day Live. • Confirm every student's answers are submitted to College Board. Go to **bluebook.org/school-answer-submission** for guidance. • Review and submit any IRs in Test Day Toolkit immediately after testing. If you need to request a retest, you can do so once testing has concluded. See Retesting and Irregularities for more information.

After Test Day

MILESTONE: Score release and invoicing

STAFF ACTIONS

Role	Tasks
Test Coordinator	• Retain any irregularity information before Test Day Toolkit closes in case follow-up is required. Find out how at **bluebook.collegeboard.org/irregularity-data-retention**. • Complete any student score cancellation requests before the deadline. • Download score report PDFs in the online K–12 score reporting portal and share with students. • Remind students who have access to BigFuture School (U.S. students only) they have the option to provide their mobile phone number during exam setup to access their scores on the mobile app.

Test Coordinator Planning for Accommodated Testing

To prepare for accommodated testing, use the information in this planning section to recruit the staff needed, make room assignments, provide Test Day Toolkit access, and help ensure technical requirements are met.

How Accommodations Are Provided in Digital Testing

The SSD coordinator will use SSD Online to confirm students' approved accommodations. The table below and the **Using Accommodations** webpage list how approved accommodations are provided for digital testing in Bluebook.

HOW ACCOMMODATIONS ARE PROVIDED IN DIGITAL TESTING

Approved Accommodation	SAT Suite Details and Testing Options
Extended Time with Breaks	
Extended Time Up to Time and One-half, Up to Double Time, or Up to More than Double Time	• Students receive their approved amount of extended time within the digital exam and also receive extra breaks. Once the standard time has elapsed on a module, students can move on when they are ready to. • Students may not end their break time early. • Students approved for extended time for reading receive extended time for the entire test. Students approved for extended time for math only receive it only for the Math section. • Most students approved for up to double time test in 1 day.

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Approved Accommodation	SAT Suite Details and Testing Options
Breaks Accommodations	
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause the testing timer to take breaks as needed. The **Pause** button appears below the student's timer in Bluebook.
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of scheduled break(s) applied. There is no **Pause** button; these students will simply take the length of break that Bluebook instructs them to. **NOTE:** The doubling of break time doesn't apply to the 20-minute nutrition break that's required on tests with up to double time for reading and more than double time for math only or for reading.
Extra Breaks	Students approved for this accommodation receive an exam with an extra 5-minute break applied between module 1 and module 2 in each applicable section. There is no **Pause** button; these students will simply take breaks when Bluebook instructs them to take them.
Extra and Extended Breaks	Students approved for this accommodation receive an exam with twice the time of regularly scheduled breaks and extra breaks applied. There is no **Pause** button; these students will simply take the extra breaks for the length of time that Bluebook instructs them to. **NOTE:** The doubling of break time doesn't apply to the 20-minute nutrition break that's required on tests with up to double time for reading and more than double time for math only or for reading.
Braille	
Refreshable Braille	Students approved for a refreshable braille accommodation will take the digital exam using refreshable braille. If a student is unable to test using the digital exam, no later than 7 weeks before test day, their SSD coordinator should request a paper braille test.
Braille Paper Testing (UEB with Nemeth Code or UEB with Technical Math)	Students approved for paper braille will receive a paper test in 1 of 2 formats—UEB with Nemeth Code or UEB with Technical Math. Students taking the paper braille test don't receive extended time unless they're also approved for it.
Raised Line Drawings	Students can take the digital exam and use the raised line drawings supplement. If a student is taking a digital test or a non-braille paper test, raised line drawings must be requested in SSD Online. For paper braille tests, raised line drawings are already included and do not need to be requested separately. The *Braille Figure Supplement* is shipped from College Board and must be returned after testing.
Braille Writer	For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, no later than 7 weeks before test day, their SSD coordinator should request paper testing accommodations along with a paper test (using the Other category).

ADDITIONAL GUIDANCE: Students using refreshable braille do not receive a raised line drawings supplement unless separately approved for one.

Approved Accommodation	SAT Suite Details and Testing Options
Large Print, Magnification, Color	
Large Print for Paper Exams, Large-Print Answer Sheet for Paper Exams, Magnification Device (electronic/non-electronic)	Students take the digital exam using their device's functions to zoom in and zoom out (e.g., Control +/- or Command +/-). Students approved for large print for paper exams will not receive a paper test unless they request and are approved for paper testing for digital assessments. **REMINDER:** Large Print for Paper Exams, Large-Print Answer Sheet for Paper Exams, and Magnification Device (non-electronic) do not apply to the SAT Suite, but may be required for other College Board exams, so you may still see these options in Test Day Toolkit.
Color Overlay/Color Contrast	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
Reading and Writing Accommodations	
Human Reader for Digital Tests	On rare occasions, a student might be approved for human reader for digital tests. A reader's script will be provided. Students test using Bluebook in a one-to-one setting and test with time and one-half unless approved for more time.
Human Scribe for Digital Assessments	In rare conditions, a student who is unable to test with dictation may be approved in SSD Online for the accommodation of human scribe for digital assessments. A scribe will record the responses in Bluebook. Students will test in a one-to-one setting. Students approved for this accommodation test with time and one-half extended time.
Assistive Technology	
Assistive Technology	Students can take a digital exam using approved assistive technology software.
Dictation for Digital Exams	Students approved for dictation can take the digital exam using the speech-to-text functionality available through their device's operating system or their own speech-to-text software. Students approved for this accommodation test with time and one-half extended time. **This is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.**
Text-to-Speech for Entire Test (Embedded)	Students take the entire test using the built-in text-to-speech functionality. Students approved for this accommodation will not be automatically approved for extended time.
Text-to-Speech for Math Sections (Embedded)	Students take the Math section of the digital exam using the built-in text-to-speech functionality. Students approved for this accommodation will not be automatically approved for extended time.

ADDITIONAL GUIDANCE: The Human Reader for AP Paper Exams and Human Scribe for AP Paper Exams accommodations don't apply to the SAT Suite.

ADDITIONAL GUIDANCE: Students approved for Text-to-Speech (Embedded) must use wired, non-Bluetooth headphones.

Approved Accommodation	SAT Suite Details and Testing Options
Screen Reader for Entire Digital Test (Non-Embedded)	Students may be approved to use a non-embedded screen reader on their testing device for the entire test. Have the student try their screen reader software on a practice test before test day to ensure they are properly set up. Some additional setup may be required. If using a Chromebook, they will have to adjust their settings every time they open Bluebook. Students approved for this accommodation will not be automatically approved for extended time. See Assistive Technology on page 104 for more information.
Screen Reader for Math Sections (Non-Embedded)	Students may be approved to use a non-embedded screen reader on their testing device for the Math section only. Have the student try their screen reader software on a practice test before test day to ensure they are properly set up. Some additional setup may be required. If using a Chromebook, they will have to adjust their settings every time they open Bluebook. Students approved for this accommodation will not be automatically approved for extended time. See Assistive Technology on page 104 for more information.
Calculators	
4-Function Calculator	For the SAT Suite, all math questions allow the use of a calculator. A Desmos calculator is built in to the digital exam and is a universal tool for all students. Students may bring an acceptable handheld calculator if they prefer to use one for the test.
Limited Time	
Limited Time	Students test over multiple days if the test time exceeds their approved time. For all 2-day testing, Bluebook will deliver 2 separate test cards, 1 for each day. Bluebook will automatically end testing for the day at the appropriate time. No additional action is required of the proctor. Students testing with accommodations that require 3 or more days will test using a paper exam.
Audio	
Auditory Amplification/ FM System	Students can use their FM system. Students are allowed to use headphones. Some FM systems require the proctor to use a handheld mic to give instructions to the student.

IMPORTANT: Proctors need to ensure students approved for Screen Reader for Math Sections only use it during the Math section.

REMINDER: The 4-function calculator accommodation does not apply to the SAT Suite but may be required for other College Board tests so you may still see this option in Test Day Toolkit.

Bluebook Versus Paper Testing

Most students with accommodations test in Bluebook. Your proctors can find procedures needed for administering accommodations to students in Bluebook, along with information about the different accommodations, in their *Accommodations Guide for Proctors* provided in the *Proctor Manual*.

Occasionally, you may have one or more students who are approved to test on paper. The proctor(s) will use Test Day Toolkit to confirm students are assigned to their room, but after that confirmation, they will not check the students in or complete any other steps in Test Day Toolkit until students have completed testing. Instead, they will follow different instructions and use the appropriate *Paper Testing Script* for administering the test to these students. Bluebook will not be used by the students or proctors during testing. Do not use Bluebook to time a test for a student approved to test on paper. Once students have completed testing and have been dismissed, staff will use Test Day Toolkit and Bluebook to transcribe the student's answers into their digital test. For testing students on paper, your role as coordinator will include:

- Ensuring your proctors have training and receive copies of the *Accommodations Guide for Proctors* and the appropriate *Paper Testing Script* to review before test day (links provided on the Help page of Test Day Toolkit) to review before test day.
- Managing the testing materials for these students, including receipt, checking, securely storing, distributing, and returning them after the test.
- Supporting the proctors by providing a test day kit of materials as outlined under Create Testing Room Kits for Proctors on page 112.

Making Sure Accommodations Are Correct in Test Day Toolkit

During exam setup, if a student notices that their accommodations aren't correct, you need to correct them in the SSOR system so that they show up correctly in Test Day Toolkit before the student can test. You'll need to check SSD Online first, and if correct there, make sure their SSD ID has been added to their registration in SSOR. Also, students may have automatically applied accommodations (such as extra breaks with extended time) that ensure they get what they need for digital testing. Contact Educator Support (listed at the front of this manual) if you need to expedite a correction/change request.

Similarly, if a student notices on test day that their accommodations aren't correct, or if they decide they want to waive their accommodations, they won't be able to test until their registration shows up as correct in Test Day Toolkit. See How to Waive Accommodations on page 74 of the Retesting and Irregularities chapter of this manual for more information on waving accommodations.

See the Registration chapter of this manual for more information on SSOR and registration.

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 EL – Text-to-Speech for Math Sections (Embedded).

Once you identify the students who require EL supports and the languages they need, you'll have to obtain the supports and plan for the appropriate testing conditions for those who need them.

No translations or dictionaries will be shipped. For students testing with translated test directions or word-to-word dictionaries, do the following:

- Print the translations to provide to the proctor. They will distribute the translated directions to students so they can read along with the proctor.
- Review the list of approved dictionaries available at **satsuite.org/educator-experience** so you can obtain copies for test day.
- Students may supply their own dictionaries; however, you should confirm any dictionaries are on the approved list and plan to collect them for your review a day or 2 before testing. This is an important precaution to minimize the chances of dictionaries being used to bring written notes or test aids into the testing room.
- Store the dictionaries securely until you're ready to provide them to proctors on test day.
- For any EL students who will test with time and one-half, work with appropriate school staff to request extended time for these students in SSD Online.
- Students approved in SSD Online for EL – Text-to-Speech for Math Sections (Embedded) will see the built-in text-to-speech tool in Bluebook for the Math section of the test. The tool won't be visible for the Reading and Writing section.

TYPES OF EL SUPPORTS

EL Support Type	Description
EL – Time and One-half	Students receive time and one-half extended time for the entire test and can use translated test directions and word-to-word dictionaries.
EL – Text-to-Speech for Math Sections (Embedded)	Students don't receive extended time. They use the built-in text-to-speech tool in Bluebook for the Math section and can use translated test directions and word-to-word dictionaries.

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 **Verbal Instructions** 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 refreshable braille	Test Day Toolkit
Raised line drawings	Test in Bluebook using approved accommodations and 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

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 *Paper Testing Script* 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 *Paper Testing Script* 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 **satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instruction**	The appropriate *Paper Testing Script* downloaded from the Help page in Test Day Toolkit
Braille Paper Testing – UEB with Nemeth Code; Braille Paper Testing – UEB with Technical Math	Paper braille test with regular-type test book, *Braille Reference Information*, and the raised line drawings supplement if approved. Students will also receive either the *Guide to the Nemeth Code* or the *Guide to the UEB Technical Code*.	The appropriate *Paper Testing Script* 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.

Please note the following additional information regarding specific accommodations:

- 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.
- 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.
- For students taking the test on paper or digitally with paper supplements, you'll receive 1 or more Testing Room Materials Report forms to use for distributing student materials to the proctor(s).

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.

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.

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.

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

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

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

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



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



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

The following applies only to some extended-time testing rooms:

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



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.

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 *10-min. break*	35 minutes	35 minutes

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 *5-min. break*	48 minutes *10-min. break*	53 minutes *5-min. break*	53 minutes

READING: UP TO DOUBLE TIME SECTION TIMING AND BREAKS

SECTION 1 Reading and Writing		SECTION 2 Math	
Module 1	**Module 2**	**Module 1**	**Module 2**
64 minutes *5-min. break*	64 minutes *20-min. nutrition break*	70 minutes *5-min. break*	70 minutes

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.

> **IMPORTANT:** See Managing Paper Testing Materials on page 110 for instructions for managing paper materials and Preparing Proctors for Paper Testing for administering the test to students with the accommodation of paper test for digital assessments. Responses for students testing on paper must be transcribed after the test, following the instructions given in the *SAT Suite Accommodations Guide for Proctors* in the *Proctor Manual*. More information about timing is provided in the Appendix.

PAPER: STANDARD TIME SECTION TIMING AND BREAKS*

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	**Module 2**	**Module 1**	**Module 2**
39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes

*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**

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	**Module 2**	**Module 1**	**Module 2**
59 minutes *5-min. break*	59 minutes *20-min. nutrition break*	65 minutes *5-min. break*	65 minutes

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

PAPER: UP TO DOUBLE TIME SECTION TIMING AND BREAKS

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	**Module 2**	**Module 1**	**Module 2**
78 minutes *5-min. break*	708 minutes **End of Day 1**	86 minutes *5-min. break*	86 minutes

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

Students Testing Over Multiple Days

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

The 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

Setting Up Rooms in Test Day Toolkit for Two-Day Testing

Even if you test students in the same physical room, you'll need to create separate rooms for each day of the exam for students who'll be testing over two days.

1. In Test Day Toolkit, navigate to **All Students**. Students testing over multiple days will appear in your roster twice if testing over 2 days, once with "Student Name—Day 1" and once with "Student Name—Day 2."

   > **IMPORTANT:** If you have more than 1 student testing over 2 or more days, check their accommodations to determine if they can test together in the same room. The test coordinator can minimize disruption by seating students with extended time in separate rooms from students testing with standard time.

2. To create rooms, go to **All Rooms**. Select **Add Rooms**. Give the first room a name (for example, "Cafeteria 9AM Day 1") and a seating capacity. Then repeat that step to create a room for "Cafeteria 9AM Day 2."
3. Navigate back to **All Students**. Use the checkboxes next to the student name(s) with the Day 1 label. Select **Choose a Room** and move the student(s) to your Day 1 room. Next, select **Choose a Room** and move the student(s) to your Day 2 room.

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. The *Accommodations Guide for Proctors* includes instructions for testing students over multiple days.

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

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 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.



> **ADDITIONAL GUIDANCE:** Students who test with braille test formats, digitally or on paper, test with standard time unless approved for other accommodations.

Assistive Technology

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

- Text-to-Speech (Embedded) for entire test or Math sections only.
- Screen Reader (Non-Embedded) for entire test or Math sections only.
- Other non-embedded technology.

> **TIP:** Students approved for assistive technology accommodations are not automatically approved for extended time. Extended time must be requested and approved separately.

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:

- Contact technology staff if students need to use a screen reader or other non-embedded assistive technology on a Chromebook. No special preparation is required for other devices or for Text-to-Speech (Embedded).
- Encourage students to practice using Bluebook with their approved technology.
- Students can learn how to customize settings and use keyboard shortcuts at **bluebook.org/accommodated-testing**.
- Remind students to bring approved headphones on test day.

Headphone Policy

Students approved to use assistive technology are instructed to bring approved headphones with them on test day—they must be wired, non-Bluetooth, and incapable of recording. **Optional:** You can prepare approved headphones in case students forget theirs. If you do, offer them on a fair, first-come, first-served basis.

Entire test: Students approved to use Text-to-Speech for the entire test can use it as soon as they sign in to Bluebook. To avoid disturbing others, they should plug their headphones in before starting check-in.

Math only: Students approved to use assistive technology for math only should keep their headphones under their desk until they return from the break between sections. To avoid disturbing others, they should plug their headphones in before clicking **Resume Testing Now**.

Embedded Text-to-Speech Features

If a student is approved for Text-to-Speech (Embedded), the Bluebook Text-to-Speech toolbar is available automatically. Students use the toolbar to start and stop playback and to select and adjust voice, speed, and volume. They can move it to any part of the screen.

No special preparation or troubleshooting steps are required. Testing staff are not expected to teach students how to use Text-to-Speech or other testing tools. Students are advised to practice using these features before test day. Most technical issues are resolved when students exit Bluebook or restart their device.

Screen Readers and Other Non-Embedded Technology

Devices for students approved to use screen readers and other assistive technology need to be prepared before test day.

> **IMPORTANT:** If students are approved to use non-embedded assistive technology for math only, make sure they don't use it during Section 1.

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**.

Testing Groups

Your roster will be available in Test Day Toolkit after students have been registered. This should happen no later than two weeks before your test day. Only students registered in SSOR will appear on Test Day Toolkit rosters. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several group types, which involve combinations of timing and other accommodations that can be tested together. 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)
- P1: Paper (Standard Time)
- P3: Paper (Time and One-half)
- P5: Paper (Double Time)
- P6: Paper (More than Double Time)

Students in the one-to-one testing group must test in their own room. If students approved for one-to-one testing are assigned to the same room, adjust as needed so each student is in their own room.

For all testing groups, students can't move to the next test module/section or submit their answers until the full standard time has elapsed. Once the standard time has fully elapsed on a module, students testing with extended time can move on when they're ready. They're not required to stay for their entire approved time, and they can be checked out once they've submitted their answers.

See Timing and Breaks in the Accommodated Testing Room on page 98 for more information about accommodated breaks and administering extended time.

Accommodations that don't involve the timing of the test, such as those covered in the next few sections, can be administered in any room, including rooms with standard time testing.

> **IMPORTANT:** Don't include references to accommodations when you name rooms in Test Day Toolkit.

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, 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.

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. **These students may eat and drink at their desks and do not need to leave the testing room to do so.** Students with this accommodation can access these items at any point during the test, not just breaks. All other students should keep these items under their desks; they can only consume snacks and drinks during scheduled breaks and in designated break areas.

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

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.

Planning Space and Staff

Staff Qualifications and Responsibilities

Individuals must be high school graduates, be at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff.

Staff should adhere to the following conflict of interest policies:

- Test coordinators may not serve in that role for a specific assessment at the same testing school that a member of household or immediate family is testing for that same assessment.
  - For example: Sheila is the test coordinator for SAT School Day and the PSAT 10 during the testing window. She has a household member taking the PSAT 8/9 during the same testing window at her school. A different staff member is serving as test coordinator for the PSAT 8/9. Sheila and her family member are not in violation of the conflict of interest policy in this case.
- Technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing.
- Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in cancellation of student scores.

All testing staff must review and agree to the conditions for participating in the SAT Suite administration and complete the **College Board required training**.

Staff Responsibilities for Accommodated Testing

Support Staff

Some College Board–approved accommodations require support staff to assist the testing staff and students during the test administration. These testing staff will also need to complete the Testing Staff Agreement in Test Day Toolkit.

Support staff, such as human readers or writers/scribes, must be assigned by the school and may not be a relative of the student.

Some support staff may be required to:

- Serve as a human reader or writer/scribe.
- 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.

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 taking a paper test. The accommodation of Human Reader (Scribe) for AP Paper Exams doesn't apply to SAT.

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

- Assign a separate human reader or writer/scribe for each student approved for one (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. (Reader's scripts are provided.) Human readers may also need to read back a student's response when requested by the student. For the SAT Suite of Assessments, students must be approved for human reader for digital tests even if taking a paper test.

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.

For the SAT Suite of Assessments, students must be approved for writer/scribe for digital tests even if taking a paper test.

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.

Room Assignments

Your roster will be available in Test Day Toolkit several weeks before test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train any additional staff you might need.

You might have students with accommodations who require testing in separate rooms. Students in the same group type who are taking the test in Bluebook can usually test in the same room as long as they can be seated to minimize distractions. See Timing Charts for Testing in Bluebook and on Paper in the Appendix for more information.

Test Day Toolkit Access

For Coordinators

Set up Test Day Toolkit for your next test administration when you get an email from College Board telling you it's available. You should get an email in early September if your order was placed before then. Otherwise, you'll get access when you place your order.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

TIP: Test Day Toolkit access FAQs are available at **bluebook.org/toolkit-access-help**.

For Staff

Staff get access when you add them to an upcoming test in Test Day Toolkit. Important reminders:

- Test coordinators are responsible for giving new and returning staff access before each test administration.
- After you add staff, we'll send them access instructions, so enter contact information they can use to complete multifactor authentication.

TIP: Access emails are personalized and can't be shared. Don't forward them.

Learn more at **bluebook.org/staff-access**.

Device Readiness

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks.

They can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example). Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff; student device information is at **bluebook.org/device-prep**.

IMPORTANT: Bluebook works on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

School-Managed Devices

Work with school or district technology staff to make sure Bluebook is installed on testing devices before the student readiness check so students can become familiar with Bluebook testing tools.

ASK TECH: Technology staff will find Bluebook installation instructions and device requirements at **bluebook.org/devices**.

Personal Devices

If any students will test on personal devices, work with school or district technology staff to make sure they can connect to the internet using the school network. They may need to use your school's guest Wi-Fi. Complete student instructions are available at **bluebook.org/device-prep**.

If Students' Personal Devices Are Unprepared

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, students can also download Bluebook on personal devices in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, reschedule the test for those students. You can also provide them with a school-managed device that has Bluebook installed.

Technical Troubleshooting

Technical troubleshooting starts with the student; it might escalate to the proctor, technology monitor, or test coordinator, and could require a call to College Board.

- **Students** can solve most technical issues themselves by following the instructions in Bluebook error messages or restarting Bluebook or their device.
- **Proctors** can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor. Once testing starts, they should send students to the technology monitor to avoid disturbing others.
- **Technology monitors** use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- **Test coordinators** can sometimes use Test Day Toolkit or SSOR to resolve an issue. In some cases, you'll report an irregularity to set up a retest. You can contact your technology coordinator or call Educator Support, listed in this manual, for assistance if you need to.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Technical Troubleshooting Guide* in the Appendix of this manual.



TIP: Use the Test Day Live dashboard in Test Day Toolkit to watch student progress across rooms and spot potential issues.

Managing Paper Testing Materials

If you are testing students approved for paper supplements (e.g., reader's script or raised line drawings) and/or students approved to test on paper, you need to plan ahead for managing the materials shipped to you and preparing your proctors to handle them.

Receiving Test Materials

Handling test materials is a vital component of standardized testing, both for security and for timely processing of scores.

The test coordinator should receive testing materials before your selected start date for testing. If you experience late approvals for students with paper accommodations, College Board will attempt to deliver the materials ahead of your testing window, but that may not be possible in all cases.

IMPORTANT: If materials are missing or damaged, or if you have concerns about the timing of deliveries, immediately contact College Board by phone.

Your shipments will be tracked and, if necessary, another shipment will be sent. If materials still have not arrived by the start of testing or testing window, contact Educator Support, listed in your manual. You have the entire testing window to administer the assessment.

Checking the Test Book Shipment

The test coordinator should check the contents of the SAT Suite test materials shipment within 24 hours of delivery.

Test materials are specific for each student and the tests will be labeled with a sticker showing the student's name. Students may only test with the materials sent for them. You'll also receive information about which materials to give to each student on the shipping notice. Be sure to confirm you've matched each student to their designated materials.

> **IMPORTANT:** If you have questions about how to determine if you received the correct materials for your students, please call College Board as soon as you receive your shipment.

Your test shipment should have the following items:

- Shipping notice
- Test books and/or alternate test formats (such as braille)
- *Paper Test Taker Administration Instructions* booklet for each student
- *Score Sends Code List* booklet for each student taking SAT School Day
- Preprinted labels for returning test materials
- Testing Room Materials Report forms

Ensuring Test Materials Security

The integrity of College Board tests and the validity of the test scores rely on the security of test materials. Sharing, loss, and theft of test materials are unfair to students and may result in score cancellation.

Safeguard your materials as follows:

- Compare the serial numbers on test materials against your shipping notice.

  > **IMPORTANT:** Call College Board if the serial numbers on the test materials don't correspond with those on the shipping notice or if you detect any loss, theft, or tampering. In addition to calling, document the discrepancies in Test Day Toolkit with an IR as instructed in the Retesting and Irregularities chapter of this manual.

- Place test materials in a locked area in your school immediately after receipt.
- Know who has access to the area. Limit the number of people authorized to access test materials to those whose professional duties require it.
- Never leave materials unattended or accessible to students or unauthorized staff.
- Use test materials only for the specified testing period unless otherwise authorized by College Board.
- Ensure no test materials are reproduced for any reason or by any method without permission from the College Board SSD office. Copyright laws strictly prohibit reproduction of test materials. Violators may face legal action.
- Once all testing is complete, return all test materials, following the instructions under Returning Materials After the Test on page 116.

Preparing Paper Materials for Proctors

You may receive paper supplements and/or paper test formats for your students. To distribute these to your proctors, complete these tasks:

- On test day, count test books and supplements when distributing to and collecting from any staff administering the SAT Suite. Please be sure to reference your shipping notice to distribute the correct materials for each student.
- Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:
  - Supply your school code and indicate which proctor will be in the room.
  - Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets, if any, issued to that proctor.
  - Use the label on each test book (or the list on the last page of the shipping notice) to make a list of the assigned test materials for every student for each proctor. This will help proctors ensure they distribute the correct materials to each student in their room.

Create Testing Room Kits for Proctors

Create a kit of all these materials for each proctor:

- Testing Room Materials Report form with appropriate information filled out for the testing room
- List of materials assigned to each student (from labels on the materials or from the shipping notice)
- For testing students on paper:
  - Paper tests listed on the Testing Room Materials Report form
  - *Paper Test Taker Administration Instructions* booklets as listed on the Testing Room Materials Report form (1 per student)
  - *Score Sends Code List* booklets (1 per student taking SAT School Day only)
  - A copy of the appropriate *Paper Testing Script*
- Any approved supplements (including any printed verbal instructions)
- EL supports, if any
- Sign-in tickets:
  - Click **Downloads** on the Test Day Toolkit homepage and go to the **Print Tickets** tab. Make sure you choose your printer's single-sided option.
  - For PSAT-related assessments: 1 per student to collect after testing
  - For SAT School Day: 1 per student (to keep) and for paper testing, 1 for the transcribers to use

> **IMPORTANT:** Print 2 copies of each ticket, so that students can retain their sign-in ticket for Bluebook access after the test. If they want to change their 4 free score sends, they have 3 days to sign in to Bluebook to change them. To make or change their selections within those 3 days, they will use the sign-in ticket from this test to sign in to Bluebook. Then they'll go to **My Tests > Past** where this test will be listed and click **SAT Score Sends**.

- Any other notes for the proctor that will help them give a smooth administration (such as the timing in their room and notes about whether they'll need to use more than 1 script)

Distribute the correct kit to each proctor.

On Test Day—Accommodated Testing

Test Security

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

Test Day Oversight

Test coordinators should refer to Part 1 of this manual for detailed guidance on preparing for and overseeing test day administration. Visit the following sections in Part 1:

- Sign in to Test Day Toolkit on page 55
- Supporting Your Staff on page 57
- Monitoring Test Day Activity on page 57
- See Irregularities on page 58
- See Absentees on page 58

In This Section

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113 Test Day Oversight
114 Responding to Problems
114 Accommodated Testing in Bluebook
114 Accommodated Testing on Paper
114 Using the Testing Room Materials Report Form
115 Preparing Proctors for Paper Testing
116 Returning Materials After the Test

Responding to Problems

See Responding to Problems in Part 1 of the manual for detailed instructions on how to respond 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. Testing staff may approach you on test day with issues related to irregularities.

For detailed guidance on reporting irregularities in Test Day Toolkit, refer to the Retesting and Irregularities chapter on page 66 this manual.

Accommodated Testing in Bluebook

Most students testing with accommodations will test in Bluebook. General procedures and instructions for administering Bluebook tests are provided in Part 1 of this manual.

Refer to the following sections in Part 1 for required guidance on administering testing in Bluebook:

- Test Day Morning on page 56
- Technical Troubleshooting for Proctors on page 58

Accommodated Testing on Paper

Unlike proctoring digital testing, your proctor(s) will need to time the test and breaks for the students testing on paper. Follow the instructions in this section to ensure they have the test materials provided for their students as well as the proper instructions and scripts to administer the test successfully.

Using the Testing Room Materials Report Form

Tasks for the Coordinator

On test day, the test coordinator must count test books when distributing to and collecting from any staff administering the SAT Suite. Please be sure to reference the labels on test materials or your shipping notice to distribute the correct materials for each student. Complete these tasks:

1. Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:
   - Supply your school code and indicate which proctor will be in the room.
   - Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets issued to that proctor.
2. Use the sticker on each test book/format to make a list of assigned materials for each proctor and confirm test book assignments with the information on the last page of the shipping notice.
3. Follow the instructions under Create Testing Room Kits for Proctors on page 112 to create a kit of materials, including students sign-in tickets, for each proctor.
4. Distribute the correct kit to each proctor.

Tasks for the Proctor

The Testing Room Materials Report form includes a seating chart. This chart is essential for recording the distribution of test materials in the testing room. Each proctor must complete the form, including the seating chart for the testing room. At the end of the administration, the proctor should return the form to the test coordinator.

Proctors must count the test materials:

- After receiving the materials from the test coordinator
- After distributing materials to students in the testing room
- After collecting materials from each student
- Before dismissing students from the testing room

Preparing Proctors for Paper Testing

Proctors should already have a copy of the *Proctor Manual*, which includes the *Accommodations Guide for Proctors*, and they should be familiar with the procedures they must follow for paper-based testing. Also, ahead of test day if possible, work with your proctors to access and download the *Paper Testing Script* for the assessment they're administering (the links are on the Help page in Test Day Toolkit), which provides a full set of scripts to administer the test.

On test day, distribute to each proctor:

- The testing room kit for their room (see Create Testing Room Kits for Proctors on page 112)
- Include any optional items:
  - Extra pencils
  - Pencil sharpener

> **IMPORTANT:** Proctors should encourage students to use pencils to mark their answers so that they can change their answers when they need to.

Important Reminders to Give Proctors

Always carefully prepare for and administer the test and subsequent transcription of student answers according to the instructions in the *Accommodations Guide for Proctors*, included in the *Proctor Manual*.

- Students do not use any testing devices to take the paper test. They must not attempt to access Bluebook during or after testing. Proctors (or other testing staff as determined by the test coordinator) are responsible for transcribing student answers from the test book or printed from the braille writer into Bluebook after the student has fully completed testing. Instructions for the transcription process are provided in the *Proctor Manual*.
- Staff must not try to take attendance electronically through Test Day Toolkit. Proctors use Test Day Toolkit to verify student identity and assignment to their testing room. No other steps for taking attendance or access to Bluebook take place until after all students have been dismissed from testing.
- Proctors should never try to use Bluebook to time the test. The only valid way to time the paper test is through the use of the appropriate *Paper Testing Script* with a separate watch or timer.
- If appropriate, proctors must prepare ahead for administering the test over multiple days, as instructed in the *SAT Suite Accommodations Guide for Proctors*.
- If testing students with extended time, follow instructions in the *Paper Testing Script* to ensure no one moves on before the full standard time for the module/section has elapsed or before all testers in the room have completed the module/section.

Returning Materials After the Test

Returning materials is a critical part of the coordinator's work. Please follow the instructions carefully, returning all testing materials and completed forms and reports as specified.

After the test administration ends, keep the test materials in secure storage until their return.

Keep your shipping notice with other testing documentation, including tracking information for return shipments, for 30 days. Discard any opened shrinkwrapping or other excess packing materials.

Returning Tests

Your return shipment will contain the test books and other test formats (such as braille books and reader's scripts) along with each student's completed *Paper Test Taker Administration Instructions* booklet. Return these items to the location on the shipping label no later than two days after all students testing on paper have completed testing.

Packing the Shipment

You need to return all paper test books and supplements received, all *Paper Test Taker Administration Instructions* booklets, and all copies of the Testing Room Materials Report form. You should complete the following steps after testing and transcriptions are complete to securely pack and return the test formats and student administration instructions booklets:

1. Keep all test formats together and pack them in the original shipping box.
   - Confirm that the Transcriber Security Affidavit (on page 2 of each student's *Paper Test Taker Administration Instructions* booklet) has been completed.
   - Be sure every test format with answers recorded in it is properly labeled for scoring, including the student's name, testing room, and school code.
   - Make sure the student's registration number is accurately printed on the back cover above the student's name.
   - Carefully match each test format with the same student's *Paper Test Taker Administration Instructions* booklet. Place all items inside the test book to ensure they are shipped together.
   - Be sure to include all completed Testing Room Materials Report forms.
2. Remove, cover, or cross out the original shipping labels, and seal with supplied tape.
3. Use the preaddressed label(s) from your test materials shipment. Call College Board if your label is missing.
   a. **U.S.**
      - Use the supplied preprinted colored return label and preaddressed UPS label. Make sure all labels can be clearly read.
      - Call 1-800-PICK-UPS or visit **ups.com** to arrange for pickup during regular school stops or to schedule a special pickup. Or, take the package to an official UPS Customer Center and ask for a traceable receipt.
   b. **International**
      - Use the supplied preprinted colored return label and pre-addressed UPS label. Make sure all labels can be clearly read.
      - You also received 3 copies of a Commercial Invoice. Please complete these and have them available when your package is picked up, in case your local area requires this.
      - Call the courier to arrange for pickup. Keep a copy of any tracking numbers before shipping the materials.
4. Securely destroy sign-in tickets, *Score Sends Code List* booklets (for SAT School Day only), and any other materials that do not need to be returned or kept on file.

After the Test

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

In This Section

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117 What to Do with Materials

Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Before the close of the testing window, it's recommended that you save your irregularity data. You may need to retain your IR data because one or more of your school's irregularities is not yet resolved, your district or state has policies that require data retention, or if you think students and parents may have questions about the irregularity later. Instructions for how to save your irregularity data are available at **bluebook.collegeboard.org/irregularity-data-retention**.

What to Do with Materials

For digital testing, you will have a small amount of materials to take care of after your administration is finished. Your proctors will return to you scratch paper, sign-in tickets (from students suspected in rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days in case they are needed for test security investigations.

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board under Returning Materials After the Test on page 116. For any remaining materials, including any tracking information for return shipments, keep them on hand for 30 days.

When you dispose of materials that are no longer required, use a paper shredder or another secure disposal method.



Appendix

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Registration Information for Schools Working with a District

Registration Roles Shared with the District

If your school is affiliated with a district that takes an active role in the test ordering and/or student data upload and registration processes, this section explains how the roles in SSOR can work when they overlap between the district and the school.

Both schools and districts may be responsible for the following:

- Ordering tests
- Uploading student test registration data
- Validating and registering students in the online roster

> **IMPORTANT:** As noted in the Registration chapter of this manual, these activities can't take place without the roles being set up in the Managing Access tool.

Staff members are assigned the following roles by the access manager to support ordering and/or registration activities in SSOR. Staff can hold more than one role. Every school should have both a data coordinator and registration role assigned.

- **SAT Suite ordering role:** Staff with this role can place and manage test orders for the SAT Suite in SSOR and also update contact information in SSOR for their organization. This role should be assigned to someone authorized to buy a good or service and sign associated terms on behalf of their school. Your district may manage ordering for you and other schools in the district. **Your school should still confirm that school testing contacts listed in SSOR are accurate even if you don't plan to order separately.**
  - Districts that place an order for their schools must be sure to allocate test quantities for each school that plans to test.
  - Schools need to log in to SSOR to review any orders placed for them by their district and provide additional information such as testing contacts. **Without required school contact information added to SSOR, student registration information won't appear in Test Day Toolkit.**
- **SAT Suite data coordinator role:** Staff with this role can upload and submit test taker data for test registration in SSOR. You may want to assign this role to a staff member responsible for pulling test taker data from your institution's student information systems, and formatting and submitting that data into SSOR for test registration.
  - **Schools and Districts:** The district or school—whichever ordered the tests—will have responsibility for uploading and submitting data in Step 1 of the registration process in SSOR (unless a district delegates that role to the school, as per below). Data must be submitted and the registration roster created before staff assigned the registration role can view and validate student data and register students.
  - **Districts:** Districts can only submit data for tests they have ordered where they indicate on the order that they will submit data for their schools. In some cases, this means that data will be submitted by both district and school. For example, if the district orders for 11th graders to test, and a school orders for 10th graders to test, the district will submit only 11th-grade data, and the school will have to submit 10th-grade data. Districts and schools must both submit their data to create the registration roster before school staff assigned the registration role can view and validate student data and register students.
  - **Schools and Districts:** Once the data coordinator has submitted data for an assessment, they will be able to upload add-on files with additional students, but they can't edit or submit a replacement file for previously submitted data.
  - **Schools:** If their district indicates in their order that schools will submit data, schools will submit student data associated with the district order.

- **SAT Suite registration role:** Staff with this role view the test taker data submitted by data coordinators in an SSOR registration roster. Once data is successfully submitted in Step 1 of the registration process in SSOR, data can only be updated by the SAT Suite registration role(s) using SSOR's online registration roster (Step 2 of the process). This should be the test coordinator at the school or district and the SSD coordinator.

  > **IMPORTANT:** The test coordinator and SSD coordinator roles are set up separately in Test Day Toolkit. The roles established in the Managing Access tool are independent of the test administration roles.

  - School staff with this role can view, validate, and update the data submitted to the SSOR registration roster. District staff with this role can access a district-wide roster to view, validate, and update data for students testing in their district.
  - Users with access to their school or district roster are responsible for validating and making updates to data. Validation includes such tasks as making sure field order (e.g., first name, last name) is correct, confirming that any homeschooled or away students have the correct Attending AI code listed, and confirming accuracy of critical data such as birth dates, gender, grade level, and accommodations. Schools and districts should assign this role to someone who can validate students' data, including any accommodations, is accurate. More than one person can be assigned to this role (i.e., test coordinator and SSD coordinator).

    > **IMPORTANT:** This role needs to be filled by someone who can validate students' data, including any accommodations, is accurate. More than 1 person can be assigned to this role.

  - If major data issues are found in the roster, the registration role user can delete the inaccurate students from the roster and ask the data coordinator who originally submitted the data to upload an add-on file with corrected data.

Overview of Registration for District Testing

Registering students in **SSOR** is a 2-part process.

1. **Upload Data (Staff assigned the SAT Suite data coordinator role)**

   This part involves uploading a student data file into SSOR. The person responsible for submitting this student data file requires the SAT Suite data coordinator role assigned to them in the Managing Access tool. When the data coordinator uploads a data file into SSOR, a series of data checks are run to ensure the data they're uploading aligns to **established file specifications**.

   Here are some important clarifications about uploading data when working with a district on providing testing:

   - Student data submission for registration is available only after an order has been placed in SSOR and no earlier than 4 weeks before the testing window opens. When submitting student data in SSOR, schools and districts will base their submissions off the test, grade(s), and quantities they ordered, respectively.

     > **IMPORTANT:** For district-placed orders, the district will be billed after tests are submitted, and the school will be billed the difference if they also placed an order for the test for different grades. If a district and school both placed an order for the same test and grades, the district will be billed for the total number of tests they allocated to the school, and the school will be billed the remainder if they tested more students than the district ordered for them.



> **TIP:** Districts and schools should verify the number of students they plan to register and test is aligned with the number of tests allocated for each school in the district's assessment order(s).

- A separate registration data file submission is required for each assessment; however, data for multiple grades taking the same assessment can be submitted together.
- Districts can submit student data for orders they placed and should include data for all their schools in their data submission. Alternatively, districts can indicate that schools will submit student data when they place their order.
  - Districts and schools should make sure not to duplicate each other's orders.
  - Duplicate school orders should be deleted before either the school or district begin the registration step.

> **IMPORTANT:** For districts with a high degree of student data mobility, we recommend waiting to upload your student data file until your enrollment has settled. If students transfer out of your district after you've submitted their data in SSOR but before they start testing, a test coordinator with roster access in SSOR should delete the unneeded student records from the roster.

- Schools can submit student data for orders they have placed or for orders placed by their district where the district indicated schools will submit student data. The SSOR registration dashboard displays test quantities and grades the school can upload, as well as the quantities and grades a district must upload. Districts should confirm the number of assessments ordered for each school aligns with the number of students who will be registered.

> **IMPORTANT:** If your district ordered tests, they may ask your school to delete any duplicate orders you may have submitted for the same test and grades. Failure to remove duplicate orders will prevent the school from being able to validate and register students.

- Once data is uploaded and submitted in Step 1, the district and/or school data coordinator must notify the test coordinator or other school staff member(s) in the registration role that the data is ready for validation. SSOR doesn't send any notification of this, so staff will rely on communications from the data coordinator that they can begin Step 2.
- If your district has decided to opt out of Connections, a College Board program for school-day testers (described at **satsuite.org/k12bigfutureschool**), you should submit an opt-out form before you begin registering students to allow time for the Connections opt-in to be removed from the digital exam application before testing. Also ensure that the test coordinator is aware of the opt-out.
- Districts and schools can upload add-on files to add students who were missing from their prior file upload(s). This feature will help your staff address large lapses in their initial upload file, such as entire cohorts of students not being included. You can upload multiple add-on files up until the registration deadline at the end of the testing window.
  - Districts **cannot** use the add-on upload feature to update data already supplied in prior uploads; they should only upload add-on files to add students who were missing from their prior file upload(s). If a district wants to submit corrected data for a large number of students using an add-on file, they should first delete all of the incorrect student data using their online registration roster as described in registration Step 2.
  - In order to prevent duplicate student registrations, SSOR won't process individual students in an add-on file if it determines, based on School Student ID that the student is already in a school's registration roster. After you submit your add-on file, you can access a list of any unprocessed students from that file so you can review and follow up with schools to ensure those students are available in the school's SSOR registration roster.

2. **Register Students (Staff assigned the SAT Suite registration role)**

   Registering students involves careful reviewing and, if necessary, correcting uploaded student data from Step 1 to validate the accuracy of the students to be registered in Step 2. Once the data has been validated, the SAT Suite registration role must then complete student registration by registering students in SSOR.

   Some important points to keep in mind about registering students as part of district testing:

   - Districts have access to a district-wide roster for each test their schools are administering. They can use this roster to validate, update, delete, and register students testing in their district.
   - If a registered student transfers schools within your district, be sure to delete the unneeded registration before adding a new record for the student's updated testing location. Likewise, if a registered student transfers out of your district before testing, delete the unneeded registration from your roster.
   - Districts that requested a contract in SSOR can register up to 150% of their total order. College Board monitors registration volumes and will perform outreach, if necessary, to determine if districts require a contract amendment.

IMPORTANT: Districts should communicate with their schools to clarify whether the district staff or school staff are responsible for managing student data and registrations in Step 2.

Troubleshooting District Data

If submitted data has errors that affect multiple student records, here are some points to keep in mind if the district is involved with providing/validating data:

- The test coordinator can delete all the incorrect uploaded data and contact the data coordinator who originally submitted their data to upload an add-on file for those students requiring corrected data.
- The test coordinator can manually edit the inaccurate student records as long as they haven't registered that student in SSOR. If the student is registered, they can delete the registered record with inaccurate data and create a new record with the correct data and register the student again.
- If you see an error message as described in File Format Check, confirm that the students included in your file are only those grades covered by your institution's order. Schools cannot upload grades ordered by a district where the district indicated they would upload for those grades. Similarly, districts cannot upload grades ordered only by their schools. If you accidentally included students in grades you shouldn't have, remove them from the file and upload the corrected file.
- Data coordinators at the district level should follow troubleshooting advice given in the **Registration Guide for U.S. Districts and Schools**, which repeats what's found in the Registration chapter of this manual.

Requesting Add-On File Uploads from Your Data Coordinator

If you found there are a large number of errors with the data in your roster or there are a large number of students missing, you can contact the data coordinator who submitted the data originally and request they submit an add-on file with those students and their data corrected.

You must follow these steps before students begin testing:

1. Delete all students who have data errors from your online registration roster as outlined in Step 2.
2. Contact the data coordinator who originally submitted the students and request they submit an add-on file upload that includes the required students and data corrections.
3. The data coordinator will submit an add-on file and should notify you when complete so you can validate that the students were successfully added to the online registration roster in Step 2.
4. Double-check the uploaded data, including accommodations, and register the students to test.

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.

Bluebook

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	
GROUP TYPE IN TEST DAY TOOLKIT: S1					
Standard Time	32 minutes	32 minutes ***10-min. break***	35 minutes	35 minutes	**2:24** *2:14 testing time + breaks*
Standard Time with Extra Breaks	32 minutes ***5-min. break***	32 minutes ***10-min. break***	35 minutes ***5-min. break***	35 minutes	**2:34** *2:14 testing time + breaks*
Standard Time and Extended Breaks	32 minutes	32 minutes ***20-min. break***	35 minutes	35 minutes	**2:34** *2:14 testing time + breaks*
Standard Time and Breaks as Needed*	32 minutes	32 minutes ***10-min. break***	35 minutes	35 minutes	**2:24+** *2:14 testing time + variable breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S3					
Reading: Up to Time and One-Half	48 minutes ***5-min. break***	48 minutes ***10-min. break***	53 minutes ***5-min. break***	53 minutes	**3:42** *3:22 testing time + breaks*
Reading: Up to Time and One-Half and Extended Breaks	48 minutes ***10-min. break***	48 minutes ***20-min. break***	53 minutes ***10-min. break***	53 minutes	**4:02** *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.

Bluebook

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

Paper

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

Paper

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

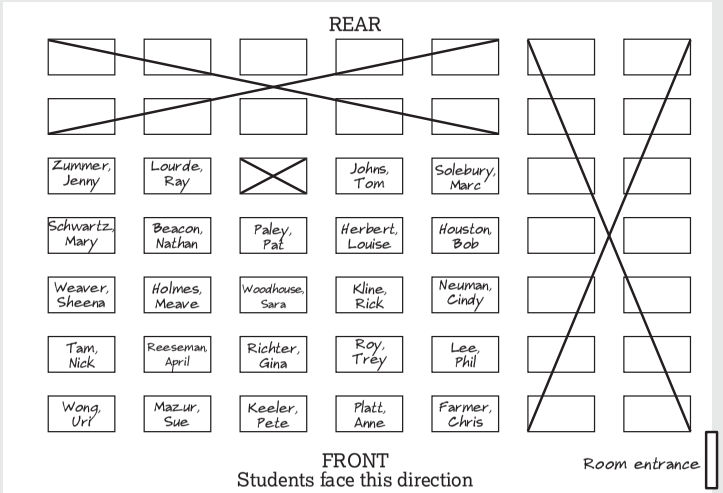
Center/School Number _____ **Room Number** _____

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

SAT® Suite

Fall 2026

SAT SUITE OF ASSESSMENTS

Hall and Room Monitor Test Day Guide

Introduction

Thank you for participating in this test administration. It wouldn't be possible without you.

Hall monitors and room monitors assist with test administration duties and have access to Test Day Toolkit. This guide covers everything monitors need to know about test day procedures. Read it ahead of time and use it on test day. Only share this guide with other testing staff.

Test Security

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

Test Day Timing

Assessments in the 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.

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:** Do not forward the email. Sharing the link may create account and access issues.

2. Sign in to your College Board professional account.
   - Get help with accessing Test Day Toolkit at **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 won't see students or be able to report irregularities.
   - If you're still in preview mode on test day, ask your coordinator to grant you full access.

Monitoring Hallways

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

What to Look for

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

How to Monitor Hallways

Help Other Staff

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

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

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

Help Students Find Their Way

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

Monitor Students on Break

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

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

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

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

Manage Test Day Issues

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

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

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

Monitoring Rooms

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

What to Look For

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

- Access phones, smartwatches, smart glasses, earbuds, or other prohibited devices or items
- View nontest content or access other applications on their device
- Test on someone else's device
- Angle their device so someone else can see it
- Copy, screenshot, record, or capture test content in any way
- Pass notes
- Close their laptops or cover their tablets

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

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

Admit Students Returning from Break

> **IMPORTANT:** Ensure students leave for and return from their breaks quietly, as they may be taking breaks at different times.

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

Dismissal

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

Responding to Problems

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

Key Takeaways

- The problems mentioned in this section may require you to report irregularities or dismiss students early, as described in Next Steps on page 6.
- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Irregularity Reports (IRs) completed by proctors or monitors are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check student sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator.
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug into available outlets if they need to.

How to Respond to Problems

When to Call Us

Test coordinators should call College Board as soon as possible if:

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

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

Rule Violations

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

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

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

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

Early Departure

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

Disturbances and Interruptions

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

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives students a chance to discuss test content.

Next Steps

Early Dismissal

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

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

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

Test Abandonment

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

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

Reporting Irregularities

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

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones not required for an approved accommodation, notes, smartwatches, smart glasses, etc.) during testing or during breaks
- Switching devices or seats without permission
- Possessing answer keys, cheat sheets, or test content
- Testing twice in the same testing window without an approved retest

Items Permitted During Testing

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

Items Permitted During Breaks

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

Prohibited Items

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

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

- Phones, smartwatches, smart glasses, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer



ADDITIONAL GUIDANCE:
Students aren't permitted to wear hats or head coverings (except when worn for medical or religious reasons) while testing; if they're wearing a head covering, they must store it under their desk. If they're wearing a hooded garment in the testing room, their hood must stay down during testing.

Other Items

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

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

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

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SAT Suite

Fall 2026

SAT SUITE OF ASSESSMENTS

Technical Troubleshooting Guide

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

Technology Monitor Responsibilities

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

- Using this guide to troubleshoot technical issues.
- Monitoring students in the help room and making sure they don't use prohibited devices or discuss test content.
- Sending students back to their testing room after you help them so they can complete testing.
- Following local policies regarding student-owned technology when assisting students who use personal devices.
- Telling your test coordinator about students who tested on shared devices but couldn't submit their answers, and taking steps to prevent loss of data.
- When helping students whose testing was interrupted, noting how long their test was interrupted.

When this Guide Won't Help

In some cases, issues can't be resolved using the troubleshooting steps in this guide. Examples include when:

- The test doesn't show on a student's Bluebook™ homepage.
- A student's approved testing accommodations are missing or incorrect.
- A student is testing on a device managed by another school.
- A student is testing on a device managed by your school, but IT help is unavailable.

If You Can't Resolve the Issue

If for any reason you can't resolve the issue, send the student to your test coordinator. Your test coordinator should contact College Board Support on page 15 if a widespread issue prevents testing as planned and it's not possible to test students on another day.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in **Test Day Toolkit**, then follow your test coordinator's instructions for choosing between a retest form and a no-retest 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.

Testing Devices

Bluebook should be installed on testing devices before exam day. Students can test on personal or school-managed Macs and iPads, personal or school-managed Windows devices, and school-managed Chromebooks that meet **all requirements listed on the Bluebook website**.

Backup Devices

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

If the student hasn't entered the start code yet, they can simply sign in to Bluebook on the new device. If they already started timed testing, the only way they can use a backup device is to perform a device swap.

> **IMPORTANT:** Device swaps are a last resort and should only be used if the student has testing time left and has tried restarting Bluebook and the device.

Students must submit their answers from the device they finished testing on—their answers could be lost if they swap devices after time runs out.

See How to Perform a Device Swap on page 11.

If a Student's Personal Device Isn't Ready

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, you can also let students download Bluebook in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can reschedule the test for those students.

You can also provide students with a school-managed device that has Bluebook installed.

Digital Testing Technology

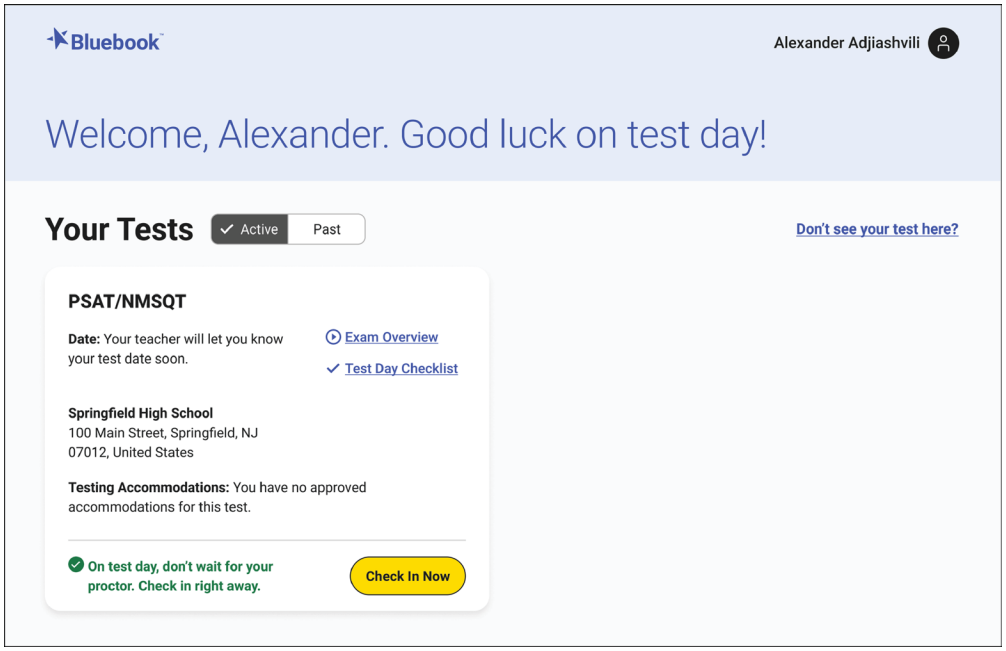
Bluebook and Test Day Toolkit work together to make digital testing possible. Students use Bluebook to take the test, and coordinators and staff use Test Day Toolkit to administer it.

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

Bluebook Check-In

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

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

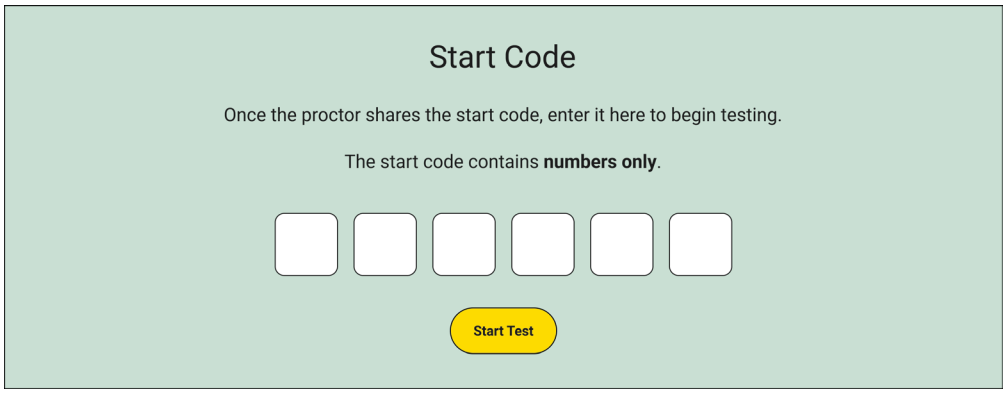


> **ADDITIONAL GUIDANCE:** The Bluebook Text-to-Speech toolbar is automatically available to students approved for the Text-to-Speech (embedded) accommodation. Most technical issues are resolved when students exit Bluebook or restart their device.

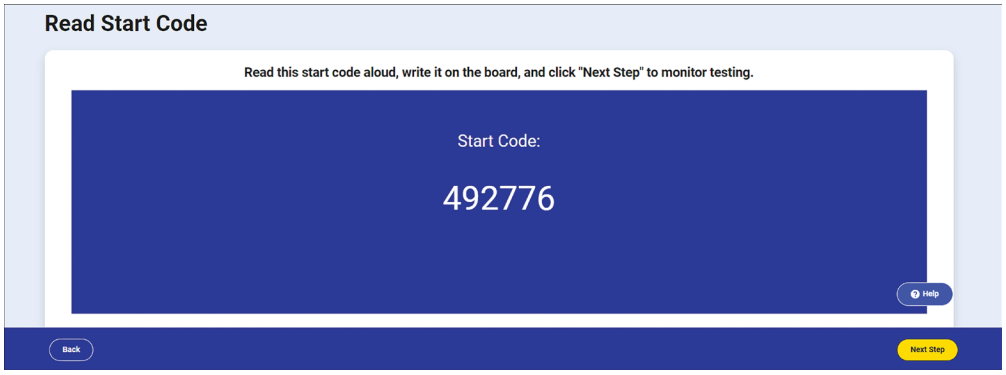
Starting the Exam

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

Student's View

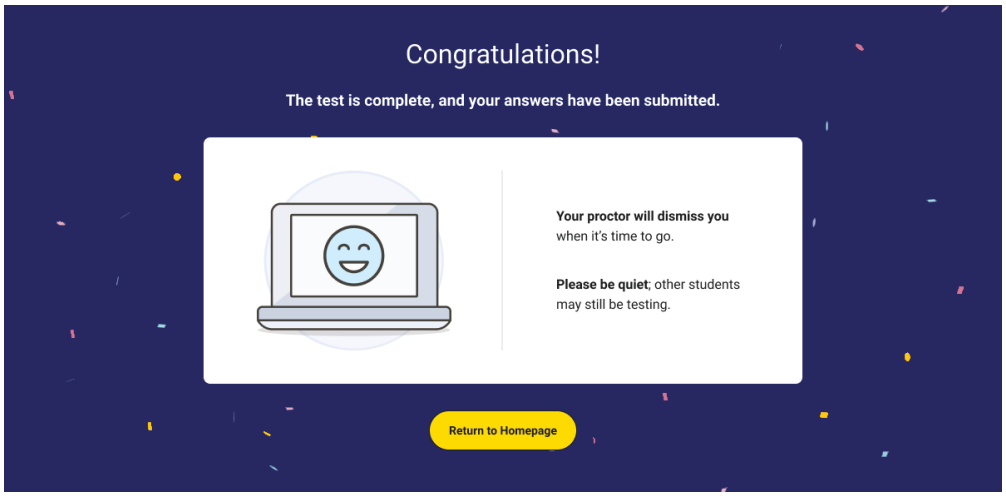


Proctor's View



Answer Submission

If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the **Congratulations** screen.



Student Issues: Unable to Launch Bluebook

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

Bluebook isn't installed

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

Technology staff who manage school devices can find installation instructions at **bluebook.org/devices**.

A student using a Chromebook is told there's a problem loading the application

If a student using a Chromebook gets a message that the application can't load, one of these fixes might work. Try them in order:

1. Hit the refresh button on the student's keyboard.
2. Navigate to a website to confirm the device is online.
3. Restart the device.
4. Give the student a backup device with Bluebook installed.

Technology staff who manage the device can try the **troubleshooting steps** shared in the Bluebook website help center.

A student using a Chromebook can't open Bluebook

To use Bluebook on a Chromebook, the student should:

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

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

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 correct digital testing application. They should click the **star** icon to open Bluebook.
2. Navigate to **collegeboard.org**. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
3. Use a backup device with Bluebook installed.
4. Reinstall Bluebook. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A student's clock settings prevent them from using Bluebook

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

HOW TO UPDATE CLOCK SETTINGS

Device Type	Action
Windows	Go to **Settings > Time & Language**. Select **On** under **Set time automatically**.
Mac	Go to **Preferences > Date & Time**. Select **Set date and time automatically**.
iPad	Go to **Settings > General > Date & Time**. Select **Set date and time automatically**.
Chromebook	School technology staff must use their Admin console to update their settings.

Bluebook can't update to the latest version

If a device can't update to the latest version of Bluebook, one of these fixes should work. Try them in order:

1. Navigate to **collegeboard.org**. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
2. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to find **Bluebook Exams** in the App Store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent their devices from auto-updating.
4. Use a backup device.
5. If these tips don't work, contact the test coordinator.

A student is told to quit Grammarly

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

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

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

Student Issues: Unable to Start the Test

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

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

Refer to How to Use Test Day Toolkit to Troubleshoot Issues on page 11 if a troubleshooting tip directs you to check a student's testing status or look up their room's start code.

None of the students in a room can start testing

If none of the students in a room can start testing, make sure the proctor used Test Day Toolkit to mark them present and provided the correct 6-digit start code for their room (displayed at the end of the script). If the correct code was provided, see Network Issues on page 12.

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

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

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

If a student made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board Support on page 15.

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 configured correctly, and only the technology staff who manage the device can fix it. If possible, give the student a backup device with Bluebook installed.

Technology staff who manage the device can enable verified mode. Instructions are available at **bluebook.org/verified-mode**.

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

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

The student can also use a backup device with Bluebook installed.

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

If the student's device crashes, loses power, or doesn't start up before they start timed testing, they can use a backup device with Bluebook installed.

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

If the student is on the start code screen but the start code doesn't work, one of these fixes should help. Try them in order:

1. Check the student's status in Test Day Toolkit to make sure the proctor marked them present.
2. Make sure the student entered the correct 5-letter room code.
3. Make sure the student entered the 6-digit start code for the room they're checked in to.
4. Navigate to **collegeboard.org**. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
5. Restart the device and reopen Bluebook.
6. Use a backup device with Bluebook installed.
7. Reinstall Bluebook. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

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

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

Do the following:

1. Perform a hard reset of the device. To learn how, refer to A student's iPad freezes while it's locked on page 9.
2. Close other applications.
3. Go to **Settings > Accessibility > Guided Access**.
4. If Guided Access mode is enabled, turn it off. Students using school-managed iPads might need school technology staff to do this for them.
5. If these steps don't work, the student can use a backup device. If the start code wasn't entered, they can switch devices. However, if the start code was entered, and the test hasn't ended, use the device swap feature. See How to Perform a Device Swap on page 11.

Student Issues: After Testing Starts

A student's device battery is running low

Charge devices when the battery gets low. Swap devices only if there's no other option.

A student's device fails during testing

If a device freezes, crashes, or loses power during timed testing, 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.
3. In the rare instances when the steps above don't work, perform a device swap.
   See How to Perform a Device Swap on page 11.

In all cases, the proctor must let the student continue testing by opening the student's profile page in Test Day Toolkit and clicking **Let Student Continue Testing**.



ADDITIONAL GUIDANCE:
When students exit Bluebook, the timer pauses for a limited time, giving students a chance to recover from technical issues.

A student's iPad freezes while it's locked

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

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

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

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

A student's answers aren't submitted

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

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

If the student sees an **Answer Submission Pending** screen, tell them not to try submitting their answers (from any device), and send them to their proctor for dismissal. College Board will contact the coordinator with next steps.

If the student sees the **Answer Submission Incomplete** screen or an internet connection error message when their testing time ends, one of these fixes should work. Try them in order:

1. Navigate to **collegeboard.org**. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
2. Exit and reopen Bluebook.
3. Restart their device and reopen Bluebook.
4. Click **Submit Answers** on the Bluebook homepage.
5. Connect to a different network and try again.

If there's still an issue, the student needs to:

1. Keep their testing device.
2. Go to their proctor who must click **Undo Check-In** in Test Day Toolkit before dismissing them.
3. Connect to the internet on their testing device later, perhaps at home, and try again.

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

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

All students should return to their testing room so their proctor can follow dismissal procedures. Coordinators should submit an **Answer submission error** irregularity form. If the student connected to an alternate network before dismissal, coordinators should let us know when they submit an IR.

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

HOW TO RESOLVE ERROR

Scenario	Action
Device swap attempted after time ran out.	Follow the instructions for A student's answers aren't submitted above. No action required in Test Day Toolkit, even if the proctor previously approved a device swap.
Student attempted to use original device after device swap.	Use a new device. Students can't test on their original device after starting a device swap. Refer to How to Perform a Device Swap on page 11.
No device swap attempted.	Follow the instructions for A student's device fails during testing on page 9.

Student Issues: Reference

How to Use Test Day Toolkit to Troubleshoot Issues

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

How to Perform a 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 attempted after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finished 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 the homepage.
4. Ask their proctor to approve the swap.
5. Click **Resume Testing Now** on the new device. They should be returned to the question they last viewed.

To approve a device swap, proctors click the student's name on the Test Day Toolkit monitoring dashboard and then click **Let Student Continue Testing** on the student's profile page.

How to Check for an Internet Connection

1. **Chromebooks only:** Press and hold the power button, select **Sign Out** to exit Bluebook, and sign in to the device.
2. Open a browser.
3. Navigate to **collegeboard.org**.
4. If the website doesn't load, make sure the device is connected to the wireless network reserved for testing.
5. If the website still doesn't load, see Network Issues on page 12.
6. **Chromebooks only:** After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

Network Issues

Follow these instructions if connectivity issues interfere with testing.

If Testing Hasn't Started

Students need an internet connection to start testing.

A student's device can't connect, but other devices in the same room are connected

Check the student's device:

- Make sure device Wi-Fi is on and airplane mode is off.
- Make sure the student connected to the network reserved for testing and used the right password.
- If the student is using a virtual private network (VPN), tell them to disable it.
- If they're using your guest Wi-Fi network, follow the guidance below.
- Give them a backup device with Bluebook installed.
- If you can't resolve the student's issue, their proctor should notify the coordinator.

A student can't connect to the internet using the guest Wi-Fi network

Make sure they completed all required steps:

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

No one in the room can connect to the internet

Try another internet connection or space. Before you move students, test out the new space by connecting to the same network students will use; if students are using a personal device, make sure you do, too.

> **IMPORTANT:** If you allow any students to use an alternate internet connection, report an Internet Issue irregularity.

You're unable to resolve the issue using the steps above

Contact the technology staff who manage your network and ask them to make sure that traffic to and from the domains listed on **Configure Your Network** can bypass any security appliances and software. Firewalls, content filters, and proxy servers can prevent some or all students from testing successfully.

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

If Testing Has Started

Students need an internet connection to start testing and to submit answers, but not in between.

Without a connection, proctors can't monitor the exam from Test Day Toolkit and must rely on observation to gauge student progress.

> **IMPORTANT:** Once students start testing, they can continue during momentary drops in connectivity. Their answers are saved to their device.

Answer submission: If students don't have an internet connection when their time is up, their answers won't be submitted automatically. If there's a network issue after testing has started and before the end of the test, contact network staff at your school or district. If they're unavailable or unable to solve the problem, help the student submit their answers before they're dismissed. See the instructions for A student's answers aren't submitted on page 10. Don't perform a device swap.

Test Day Toolkit Issues

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

New staff might need help completing multifactor authentication to access Test Day Toolkit for the first time.

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

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

Test Day Toolkit displays inaccurate student statuses or end times

Test Day Toolkit data doesn't always reflect a student's actual testing status or end time. This can happen for several reasons, including a dropped internet connection. Important: Test Day Toolkit doesn't control test timing in Bluebook, and students should continue testing.

If a status on Test Day Live or the monitoring dashboard seems inaccurate or is concerning, proctors should check the student's device. If the student is testing smoothly or their device indicates their answers were submitted, no action is needed.

To help coordinators and proctors anticipate dismissal, Test Day Toolkit also displays an estimated end time for each student. It's a calculation based on the student's start time, and it doesn't update during the test. Learn more at **bluebook.org/toolkit-timesavers**.

Staff didn’t get a Test Day Toolkit access email

- Returning staff can try signing in at **testday.collegeboard.org**. They might not need to use the email.
- Make sure staff are using an access email personalized for them. Access emails won’t work if shared.
- Ask staff to check their junk email folder. The access email will come from College Board and include “Test Day Toolkit” in the subject line.
- Ask staff to add **collegeboard@e.collegeboard.org** to their contacts.
- Ask the coordinator to use Test Day Toolkit to send staff another access email by finding the staff name on the **Staff** page and selecting **Send access email** from the **Actions** column.

Staff don’t have a College Board professional account

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

The multifactor authentication code doesn’t work

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

Staff didn’t get a multifactor authentication code

If staff didn’t get a multifactor authentication code or see only contact info they can’t access quickly, their test coordinator can update their email and phone number in Test Day Toolkit. Mobile numbers are usually the best choice; emails sent to schools can arrive after the code expires, and staff might not get a voice message sent to a school phone number.

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

Staff can't access student information or navigate to their assigned room in Test Day Toolkit

Until staff are granted full access, they’re in preview mode. Test coordinators should go to the **Staff** page, find the correct name, and choose **Grant toolkit access** in the Actions column.

Supplemental Troubleshooting

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

College Board Support

Call 866-630-9305 (within the U.S.) or +1 212-713-8000 (international).

Save time—prepare to answer these questions when you call:

- Is the student using a Chromebook, Windows device, Mac device, or iPad?
- Are they using a personal device or one managed by your school?
- How many students are affected?
- Are the affected students in the same room?
- What error messages did students see? Provide the error code if you can.
- Which students are affected? If possible, have Test Day Toolkit open when you call or write down the students' registration numbers.

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SAT® Suite

FOR COORDINATOR USE

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.



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



Students can keep testing during momentary drops in connectivity.



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



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



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.

Test Day Timeline

SAT® Suite

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.
- ☐ Monitor student start times and estimated end times from the columns in the dashboard.
- ☐ 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.

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