The SAT®
Test Day Toolkit
USER GUIDE

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

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

Student Roster and Check-In
Check students in. View room assignments, accommodations, and other details.

Irregularities
If something goes wrong, let us know what happened.

Voucher Data
View the data you need to create ETS payment vouchers.

Help and Contact Info
Find the answers you need.
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General Navigation

This section will walk you through each page on the navigation bar and touch on all the functions and elements in each area.

Home Page

Once you’ve successfully logged into Test Day Toolkit, you will be on your personalized toolkit home page.

**Navigation Bar**
Gives you quick access to the toolkit features.

**Auto Setup Tool**
Track your setup progress and see what still needs to be completed.

**Administration Detail**
- Registered Students: The number of students registered for the administration.
- Testing Groups: The number of different testing groups that you have for this administration. This will help you determine the number of testing rooms you need.
- Total Rooms: The number of rooms you’ve added to the administration.
- Total Capacity: The number of seats you’ve designated at your test center.
- Approved Staff: The number of staff you’ve added to this administration.

**Test Administration Tools**
Each tile contains access to a different administration area/tool and a brief description of what you can use it for.

**Close Your Test Center**
*NOTE: Some options will direct you to contact Test Administration (TA) Support.*

**Help and Support Tools**
Each tile contains access to a tool to help you wrap up your administration and get help answering questions.
Rooms Page

Select Rooms from the navigation bar.

You’ll use this page to create testing rooms, define the number of seats in each room, and view all created rooms.

On test day, you’ll be able to see the Seating Chart and Room Status for each testing room.

Room Details

Click into each testing room to view and edit details:

- Change the room status
- Assign a proctor and/or room monitor
- Rename the room
- Adjust room capacity

After testing is completed, you can select Download All Seating Charts to obtain a file for your records.
Staff Page

Select Staff from the navigation bar.

You’ll use this page to add staff to the test administration. Click Add Staff.

The first time you add a staff member, complete the fields under Add New Staff to Test Day Toolkit. Once you add a staff member, they’ll be available for you to quickly add for future administrations. You can search for previously added staff under Select from Your Staff List.

Check to see which staff members have signed in via the Sign-In Success column. Once they log in, the circle will turn green and the status will change to “Confirmed.”

To update a staff member profile, click on a staff member’s name and select Edit to make updates to their profile information and room assignments.

Grant or remove access for a staff member by clicking the box next to each name and selecting the action in the Choose an action drop down.

**IMPORTANT:** Staff will be able to log into TDKT prior to you granting access, but will see a limited view. Once you grant their access, staff will have full functionality. We recommend providing access the morning of the test.

**NOTE:** Staff and student names have been altered to protect privacy.
Students Page

Select Students from the navigation bar.

You’ll use this page to see all active registrations and student details for your test center.

A Room column: Each student's room assignment will appear once you place students into rooms either manually or by Auto Setup.

B Seat and Status columns: If your staff is using Test Day Toolkit for check in and seating charts, you’ll see each student's seat assignment and arrival status.

C Check box: Click the box next to the students that you want to move or remove from a room and click Choose an action.

D Filter Table: Use filter functionality to select an option to filter.
Printable Student Rosters Page

Select Printable Student Rosters from the navigation bar.

You’ll use this page to download and print your Room Directory, Test Center Roster, and Room Rosters.

A Room directory for students: Print these lists for use on test day. No sensitive information is included, so this directory can be posted for students to find their assigned testing room.

B Test Center Roster: Print the list of students for staff assisting with the check-in process.

C Room Rosters: Print the list of students assigned to each room for staff to use to check students in if they can’t access the toolkit on test day. After the test, you’ll print and submit these as your final rosters.
Irregularities Page
Select Irregularities from the navigation bar.

You and your staff will use this page to submit irregularities.

**IMPORTANT:** If you submit an irregularity in Test Day Toolkit you do not need to submit a paper Irregularity Form.

Voucher Data Page
Select Voucher Data from the navigation bar.

You’ll use this page to see consolidated information to make filling out your vouchers quick and easy.

**IMPORTANT:** You need to use the Auto Setup and Check In tools in Test Day Toolkit for this information to be generated.
Help Page
Select Help from the navigation bar.

You’ll use this page to access a library of helpful information, tips, and resources. Use the clickable index to take you directly to the information you’re looking for.
Step By Step Guidance

This section will give you step by step guidance on how to complete actions and tasks within Test Day Toolkit.

Closing Your Test Center
Locate How to Close Your Test Center tile on your home page.

Click the Why do you need to close? drop down and select the best option that applies.

Options in the drop down can change between administrations. Certain options will allow you to finish the closure process directly on Test Day Toolkit, but others may require you to contact College Board to provide more information. Follow the prompts to complete your closure.
Adding Rooms

Click **Rooms** in the navigation bar.

Click **Add Rooms +**.

If you’ve used Test Day Toolkit before, you can pull in rooms from past administrations by clicking on **Select from the list**, selecting the administration you want to import rooms from, and then clicking **Import Rooms**. You can always delete unneeded rooms or add more rooms if the import from a previous administration does not fully match your current administration’s needs.

If you need to add a new room, fill out the room name and capacity and click **Save**. For adding multiple rooms, click **Add Row +** and fill out the information for each room you’re adding. Once all rooms are added, click **Save** to save the new rooms to your room list.
Changing a Room's Details
Click Rooms in the navigation bar.

Click the Room Name of the room you’d like to edit. Click Edit.

You can make changes to the room name, capacity, or group type. If you want to change a group type of a room that already has students in it, move the students to another room before completing this step. Otherwise, changing the group type in a room with students already assigned will move them to the list of unassigned students. You can then add them back in. Only one group type can be assigned to a single room.

Deleting a Room
Click Rooms in the navigation bar.

Click the Room Name of the room you’d like to delete. Click Edit and then click Delete Room.

You will not be able to delete a room with students assigned to it. You’ll need to remove students from a room before deleting it.
**Auto-Setup**

**IMPORTANT:** You’ll need to add rooms for Auto-Setup to be enabled. Once you’ve added enough rooms with enough capacity, the button will change to **Auto-Setup**.

Click **Rooms** in the navigation bar. Then click **Auto-Setup**.

Auto-Setup will automatically assign students to rooms, based on group type and room capacity. If you need a certain group type or group of students in a certain room, you should assign that group type or student group to the designated room prior to running Auto-Setup. You can then run Auto-Setup and it will place the rest of your students in the remaining rooms.

![Confirmation Dialog](image)

Click **Confirm** and students will be automatically assigned to rooms.
Adding a New Staff Member
Click Staff in the navigation bar. Then click Add Staff +.
The first time you add a staff member you will complete the fields under Add New Staff to Test Day Toolkit.

Adding a Returning Staff Member
Click Staff in the navigation bar. Then click Add Staff +.
Once you add a staff member for one administration, they will be available for you to quickly add for future administrations. You can search for previously added staff under Select from Your Staff List. Click the boxes of all the staff members you want to add.

Click Add Staff.

Click Add Selected Staff.
Removing a Staff Member From This Administration

Click Staff in the navigation bar.

Select the boxes next to the names of any staff members you wish to remove from this administration.

Click the Choose an action drop down. Then click Remove from administration and Go.

A confirmation will appear. Click Confirm to finalize the staff member removal from this administration. Removing a staff member from an administration does not remove them from your staff list. You will still be able to add them from your staff inventory.
Granting or Revoking Access to a Staff Member

Staff members will still be able to log into Test Day Toolkit prior to you granting them access, but they’ll have a restricted view that does not include any student information. We recommend that coordinators grant access to their staff on the morning of the test.

If you are ready to grant access to your staff for this administration, or you need to revoke access for a staff member who will no longer be involved in testing, click Staff in the navigation bar.

Select the boxes next to the names of any staff members you wish to add or remove access. You can only perform one action per batch, so only select those you need to add access to or only those you need to remove at one time.

Click the Choose an action drop down. Then click either Grant toolkit access or Revoke toolkit access and Go.

A confirmation will appear. Click Confirm, then click Continue.

Resending an Access Email to a Staff Member

An access email is automatically sent to a new staff member when you add them into the toolkit for the first time. If they cannot locate that email complete the following steps to resend.

Click Staff in the navigation bar.

Select the boxes next to the names of any staff members that need the access email.

Click the Choose an action drop down. Then click Send access email and Go.

A confirmation will appear. Click Close.
**Updating Staff Member Information**

Click **Staff** in the navigation bar.

Select the names of any staff members that need their information updated.

Click **Edit** and make the necessary changes. Then click **Update Staff**.

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**Adding or Switching a Proctor or Room Monitor to a Room**

There are 3 ways to add or switch a staff member from a testing room.

**Option 1 – Rooms Page: Click to Add**

Click **Rooms** in the navigation bar, then **Click to add** in the **Staff** column to add a staff member to that room.

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Testing Groups</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 10</td>
<td>A1: SAT (standard)</td>
<td>Proctor: [Click to add]</td>
</tr>
<tr>
<td>Room 12</td>
<td>T1: SAT (accommodated)</td>
<td>Proctor: [Click to add]</td>
</tr>
<tr>
<td>Room 13</td>
<td>T5: SAT (accommodated)</td>
<td>Proctor: [Click to add]</td>
</tr>
</tbody>
</table>

Click the **Proctor** drop down to select the name. Do the same under **Room Monitor** if required. Click **Save**.

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**Add Staff to Room 10**

Proctor (1 required)

Choose a Proctor

Room Monitor (0 recommended)

Choose a Room Monitor

[Save] [Cancel]
Option 2 – Rooms Page: Edit
Click Rooms in the navigation bar. Select the name of the room you want and click Edit.

Under the proctor title, click the drop down.

- If there was already a proctor assigned, select a new name from the list to swap.
- If a proctor wasn’t assigned, select the name you’re adding.
- If you want to remove a proctor from a room and don’t have a replacement yet, click X at the end of the drop down across from the current proctors name.

Follow the same steps for room monitors under that drop down title.

Option 3 – Staff Page
Click Staff in the navigation bar. Select the name of the staff member you want to add to a room or change from a current room and click Edit.

Scroll to the Room drop down and select the room you want to assign the staff member to. If you want to remove the staff member from their current room assignment without assigning them to a new room, select Not assigned.

Click Update Staff.
Manually Moving a Student

There are 3 ways to manually move students to different rooms.

**IMPORTANT:** You can only move students to rooms with the same group type or to rooms where the group type is not yet set. Moving a student to an empty room will automatically set that room’s group type to that of the student you added.

### Option 1 – Students Page: Choose an Action

Click **Students** in the navigation bar. Select the boxes next to the names of the students you want to move or add to a room (you can select multiple if you are moving them to the same room).

Click the **Choose an action** drop down. Select either **Move selected students to a room** or **Remove selected students from a room**. Click **Go**.

Click **Choose a room** and select the room you’re moving the students to. Then click **Continue**.

### Option 2 – Students Page: Change Testing Room

Click **Students** in the navigation bar. Click on the name of the student you want to change the testing room for.

Click **Change Testing Room**. Select the room that you want to move the student to from the **Choose a room** drop down. Click **Continue**. A confirmation message will appear. Click Close.

### Option 3 – Rooms Page

Click **Rooms** in the navigation bar. Select the room you want to remove or move students from.

Scroll to the list of students assigned to the room. Click the boxes next to the names of the students you want to move or remove (you can select multiple if you are moving them to the same room).

Click the **Choose an action** drop down. Select either **Move selected students to a room** or **Remove selected students from a room**. Click **Go**.

Click the **Choose a room** drop down and select the room you want to move the students to. Click **Continue**.
Checking In Students
There are 2 ways to check in students.

**Option 1 – Students Page**
Click **Students** in the navigation bar. Select the name of the student you want to check in.

If the student is present, use the student details and photo to verify their identity.

Click the corresponding button for completing center or room check in. If you need to deny entry or mark the student as absent, select one of those options. A confirmation will appear. Click **Continue**.

**Option 2 – Rooms Page**
Click **Rooms** in the navigation bar. Click the room that you want and select the name of the student you're checking in.

If the student is present, use the student details and photo to verify their identity.

Click the corresponding button for completing center or room check in. If you need to deny entry or mark the student as absent, select one of those options. A confirmation will appear. Click **Continue**.

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**Using Start and Stop Testing Tools**
When your staff uses the Start and Stop testing features in Test Day Toolkit, you'll receive visibility into each room's status during testing. The toolkit does not currently include room scripts or timers, but we are looking to make feature enhancements in the future. Provide them with the following instructions for updating the status of their testing room:

Click **Rooms** in the navigation bar. Click the room that you want to adjust the status of.

Click **Start Testing**. Once testing begins, the button will change to **End Testing**. Click this when testing is complete.

A confirmation that you want to end testing will appear. Click **Confirm**.
Completing the Seating Chart

**IMPORTANT:** Once students begin testing, proctors should complete the seating chart. You do not need to fill out a paper seating chart if you submit one in Test Day Toolkit.

Click **Rooms** in the navigation bar. Click the room that you want to create or edit a seating chart for.

Click **Manage Seating Chart**. Enter the range of test book serial numbers for your room. Then click **Add this range**. If you have several unconnected ranges, you’ll repeat these steps to add each one.

Click **What wall is the door on?** and **What position is the door?** and select the best option for your room.

Click **Add this door**. If you have multiple doors in your room, repeat the steps to add them all.

You can also add doors directly on the seating chart by selecting the placement tile.
**Assigning Students**

Click on the tiles of the seating chart to assign students. If you don’t have enough space or the seating chart does not match your room set up, click the Adjust Seats drop down in the left corner of the seating chart to adjust the number of rows and columns your seating chart has.

Click the tile that matches the student seat assignment. Use the Student Assigned drop down to select the student name.

Use the Test Book Assigned drop down to select the corresponding student test book number. Click OK. The seat will turn green and include the student’s initials and test book number.

Repeat these steps until all students are added to the room’s seating chart. Then click Submit Chart.
Printing Student Directories and Rosters

Click **Printable Student Rosters** in the navigation bar. Select the tab with the type of roster/directory that you want to print. Then click **Print Room Directory**.

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Submitting an Irregularity

**IMPORTANT:** You do not need to fill out a paper Irregularity Form if you submit in Test Day Toolkit.

Click **Irregularities** in the navigation bar. Then click **Add Report** and select the best option for your irregularity. The category you select will expand and present you with options.

Select the best subcategory that best fits your irregularity and read through the actions to take.
After completing the steps for handling the irregularity, click **Complete the Form**.

Fill out the information for the affected student. Please provide as much detail as possible. This will assist us in handling the irregularity quickly and without additional outreach.

**Missing Materials**

<table>
<thead>
<tr>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
</table>
| Before Testing         | - Coordinators should call the Office of Testing Integrity (OTI) if materials are missing or damaged or if the serial numbers on test books don't match those on the shipping notice.  
                          - Report any signs of theft or tampering.                                                                                     |
| During Testing         |                                                                                                                                             |
| After Students Are Dismissed |                                                                                                                                            |

**Complete the Form**

Click **Save Draft** if you need to return later. When you're ready to submit, click **Submit to College Board**.

If your staff is completing the irregularity, they will have an option to submit for your review. You will then review and click **Submit to College Board** to complete the form.
About College Board

College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, College Board was created to expand access to higher education. Today, the membership association is made up of more than 6,000 of the world’s leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success—including the SAT®, the Advanced Placement® Program, and BigFuture™. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit collegeboard.org.