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General Navigation

Use the functions of Test Day Toolkit to manage paper and pencil testing in your test center. This section of the guide 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, indicate 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.

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Testing Groups</th>
<th>Staff</th>
<th>Seats Taken</th>
<th>Seating Chart</th>
<th>Room Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 10</td>
<td>-</td>
<td>-</td>
<td>0/20</td>
<td>Not started</td>
<td>Ready</td>
</tr>
<tr>
<td>Room 11</td>
<td>-</td>
<td>-</td>
<td>0/20</td>
<td>Not started</td>
<td>Ready</td>
</tr>
<tr>
<td>Room 12</td>
<td>-</td>
<td>-</td>
<td>0/20</td>
<td>Not started</td>
<td>Ready</td>
</tr>
</tbody>
</table>

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**.

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 sign into the toolkit prior to you granting access, but will see a limited view. Once you grant their access, staff will have full functionality. We recommend granting access the morning of the test.

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.

**NOTE:** Sample names are used for some staff and student names, and other names have been grayed out 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.

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

**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.

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

**Filter Table:** Use filter functionality to select an option to filter. Examples include: testing group type, accommodations, room and seat assignments, and status.
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.

**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.

**Test Center Roster**: Print the list of all registered students at the test center. To protect student privacy, if you decide to download and print it for staff use, download the list without photos.

**NOTE**: The roster with a list of students is available as soon as Test Day Toolkit access opens for your test administration. The photo roster feature is only available to test coordinators starting 4 days before test day.

**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:** All irregularities must be submitted through Test Day Toolkit. No paper forms will be provided.

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Irregularities

If something goes wrong, let us know what happened by submitting an irregularity report. We rely on your reports to make decisions about makeup tests and score cancellation—and we appreciate your help.

Anyone can create, save, and review reports, but only coordinators can submit them to the College Board.

![Add Report](image)

No one at your test center has saved or submitted reports for this test date.

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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.

---

Voucher Data

Use the information on this page to create payment vouchers at the time of payment after testing.

**IMPORTANT:** Make sure your roster is updated with attendance data first.

**Standard Attendance Information**

Use this table to complete step 2 of creating a standard ETS voucher.

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Number of Tests</th>
<th>Registered</th>
<th>Withdrawn</th>
<th>No Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>4</td>
<td>01</td>
<td>0</td>
<td>01</td>
</tr>
</tbody>
</table>

**Standard Staff Role Information**

Use this table to complete step 3 of creating a standard ETS voucher.

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Staff Role</th>
<th>Room Type</th>
<th>Room #</th>
<th>Experience in Each Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT (AD)</td>
<td>Coordinator</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Proctor</td>
<td>SAT</td>
<td>110</td>
<td>22</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Proctor</td>
<td>SAT</td>
<td>118</td>
<td>19</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Grader</td>
<td>SAT</td>
<td>118</td>
<td>19</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Helper</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Proctor</td>
<td>SAT</td>
<td>118</td>
<td>20</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Helper</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>SAT (AD)</td>
<td>Proctor</td>
<td>SAT</td>
<td>118</td>
<td>5</td>
</tr>
</tbody>
</table>
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 in Test Day Toolkit, but others may require you to contact College Board to provide more information. Follow the prompts to complete your closure.

How to Close Your Test Center
Call TAS at 866-502-6384 and select option 3 or Email tas@ets.org.
If you call after hours, leave a message including:
- Your name and phone number
- Your test center code and name
- Your city and state
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.

Move students from the room you want to delete into another room. You will not be able to delete a room with students assigned to it.

Click the Room Name of the room you’d like to delete. Click Edit and then click Delete Room.
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 Auto-Setup button will be available.

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.

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.

![Staff list](image)

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

![Confirmation message](image)

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 grant or revoke access. You can only perform one action per batch, so only select those you need to grant access to or only those you need to revoke access for 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 needed, 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**.

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: <a href="#">Click to add</a></td>
</tr>
<tr>
<td>Room 12</td>
<td>T1: SAT (accommodated)</td>
<td>Proctor: <a href="#">Click to add</a></td>
</tr>
<tr>
<td>Room 13</td>
<td>T5: SAT (accommodated)</td>
<td>Proctor: <a href="#">Click to add</a></td>
</tr>
</tbody>
</table>

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

![Add Staff to Room 10](image)
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 proctor’s name.

```
Proctor (1 required)
Proctor, Edward M
```

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 students 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 students 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**.

Using Start and Stop Testing Proctor 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 Proctor Seating Chart

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

Provide proctors with the following instructions for completing the seating chart for their testing room:

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**.

![Printable Student Rosters](image)

**Test Center Roster**

The test center roster lists all registered and wait-listed students alphabetically. Print it before the test and use it to check students in if you can’t access Test Day Toolkit.

- Print the test center roster right before test day so it’s as up to date as possible.
- Do not show this roster to students since it includes sensitive student information.
- Give copies to staff who check students into the test center.

![Print Test Center Roster](image)

Submitting an Irregularity

**IMPORTANT:** All irregularities must be submitted through Test Day Toolkit. No paper forms will be provided.

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.

![Submit Irregularity](image)

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.

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