



Spring 2024

SAT WEEKEND

Test Coordinator Manual



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](https://collegeboard.org).

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Introduction

How to Use This Manual

In response to feedback from digital test center staff in 2023, we've combined a number of separate guides and documents into this single manual for spring 2024 weekend testing.

Please note that you'll no longer receive or need to manage printed manuals and administration-related documents. This manual and other downloadable instructive texts available at satsuite.collegeboard.org/digital-sat-testing-staff will support you and your staff as you administer the test using Test Day Toolkit, with its intuitive, user-friendly interface.

Who This Manual Is For

We've designed this manual for test coordinators so you can find information in one place for all the different processes you might be leading or participating in.

What You'll Find in This Manual

Here's a snapshot of the *Test Coordinator Manual*.

Test Coordinator Planning: Use this section to get a broad view of digital testing and start developing plans for your test center. Topics covered are digital testing requirements, planning for rooms, and introductory information about Test Day Toolkit.

Test Coordinator Checklist: Use this section to plan for the administration, starting with action items to complete 5 weeks before the day you plan to start testing. The action items are grouped by which role completes them.

Test Day: This section covers what test coordinators need to know about the flow and sequence of tasks for completing a successful test day, from Test Day Toolkit access to responding to problems to planning for accommodations.

After the Test: This section covers accounting for any materials associated with the administration. It also covers the policies and procedures for submitting Irregularity Reports (IRs) in Test Day Toolkit as part of a digital test administration.

Appendix: At the back of this manual you'll find:

- A list of Acceptable Calculators
- A list of Bluebook™ testing tools

You'll also find stand-alone copies of the following resources, which you can copy separately for staff if needed:

- A copy of *Proctor Essentials for Test Day*
- A copy of the *SAT Test Center Confirm Student Identity* guide
- A copy of *Preventing Test Security Breaches*
- A copy of the *Hall Monitor Test Day Guide*
- A copy of the *Technical Troubleshooting Guide*, used by the technology monitor in the help room

Typographical icons are used throughout this guide to draw your attention to specific information and action items:

 Security requirement

 Information about providing testing accommodations

Supporting Your Staff

Be sure to help your staff access the information they need, as follows:

- **Proctor Manual:** This full-length manual covers what's different about digital testing; roles and responsibilities; and using Test Day Toolkit to check students in, read the opening scripts, monitor progress during testing, and dismiss students.
- **Hall Monitor Test Day Guide:** This guide contains information about supporting the proctors, monitoring students on break, and acting as a liaison between testing staff and the test coordinator.
- **School-Based Accommodations Guide:** You and the Services for Students with Disabilities (SSD) coordinator will use this guide to plan for and provide appropriate accommodations for your students testing in schools on a weekday.
- **Technical Troubleshooting Guide:** This guide provides the technology monitor with guidance to troubleshoot issues students encounter with downloading Bluebook, signing in with their credentials, starting the test, and submitting responses.

What's Different About Digital

The digital test is a shorter, more secure test and one that's easier to give.

Some digital test administration roles, tools, and procedures differ from paper testing, including:

- **Bluebook:** The testing app installed on student devices provides most test day instructions and times each student individually.
- **Test Day Toolkit:** Digital test administration depends on Test Day Toolkit, a web application. All test coordinators, proctors, and monitors need to access it on test day. Proctors use it to check students in, read the script, start the test, monitor student progress, and report irregularities.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.

Setting Up

- Your test center must provide Wi-Fi to students and staff on test day. Work with school technology staff to make sure it's available to everyone, including students testing on their own devices.
- 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 using their College Board professional account.
- Students install the Bluebook testing app on their devices before arriving at the test center.

Accommodations

- All staff and student materials for center-based administrations are digital. If a student has an accommodation for paper test materials, College Board will ship the materials to the SSD coordinator who oversees school-based testing.
- Because the test is shorter, most students will be able to test in 1 day.
- Some accommodations are administered differently than they are with paper testing. For example, students approved for large print will use the zoom functionality on their devices that's available to all test takers to enlarge font size.
- The Test Day section includes information about center-based accommodations. For detailed information about administering school-based accommodations, refer to the *SAT Weekend School-Based Accommodations Guide*. (Use the same password that you received for this manual to open the guide.)
- The following accommodations are now offered in center-based testing:
 - ◆ Breaks as needed
 - ◆ Double time extended time testing for reading or for math

Test Coordinator Planning

Digital Testing Reminders

If this is your first experience with digital testing, the information in this chapter will help you begin planning for a successful test day. If you have already administered the digital test, use this chapter to refresh your understanding of the technological tools, staff roles, and testing procedures that the digital test includes.

Technology

Test Day Toolkit

Overview

You and your staff will use Test Day Toolkit to administer the test.

You'll use Test Day Toolkit to complete these tasks:

- View your roster.
- Enter room names and capacity.
- Assign students to rooms.
- Add staff, along with their email address and phone number.
- Assign staff to roles and rooms.

For school-based accommodations, SSD coordinators will use Test Day Toolkit before test day to access the roster, assign students to rooms, and add staff.

Proctors use it on test day to check students in, read the script, share the start code with students testing digitally, and report irregularities.

Test Day Toolkit Access

You and your testing staff will use College Board professional accounts to sign in to Test Day Toolkit on any device that connects to the internet.

Start setting up your test administration when you get an email from College Board telling you your roster is available in Test Day Toolkit.

You should get an email about 3 weeks before test day. See Planning for Different Test Center Sizes on page 7 for preliminary planning steps you can take before you receive your roster.

First-Time Access to Test Day Toolkit

To ensure the success of test day, all staff members will need access to Test Day Toolkit regardless of their role. Accessing Test Day Toolkit requires 2-step verification, so don't wait until test day to sign in for the first time. Testing staff who have already used Test Day Toolkit can skip the following instructions. Just go to testday.collegeboard.org and sign in to your College Board account.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter the code we send you by text, voice message, or email.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email. Returning users can just go to testday.collegeboard.org.

When you add staff, they'll receive an email with Test Day Toolkit access instructions, so accurate contact information is critical.

[Test Day Toolkit access FAQs](#) are available.

IMPORTANT: *Testing can't happen without Test Day Toolkit.*

Bluebook and Device Readiness

Most students will test with a personal device. They'll receive instructions from College Board and are responsible for downloading Bluebook and setting it up before arriving at the test center.

If students are using a device loaned by College Board, it will be sent to your test center with Bluebook already installed. These students will be told to arrive early to the test center so they can retrieve their device and complete exam setup.

If Students Are Unprepared

If students arrive at your test center without Bluebook installed, you can let them download it in their testing room. This doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can dismiss these students.

If students arrive without a device, you can offer them a device with Bluebook installed if one is available. Otherwise, dismiss them.

Any students you dismiss can contact College Board if they have questions about rescheduling.

Preparing Devices for Students Who Attend Your School

If students enrolled at your school will be testing with a school-managed device, work with your school technology staff to install Bluebook on those devices before test day. Send staff to cb.org/bluebook-deployment for complete instructions.

Technical Troubleshooting

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

- Students can often solve technical issues themselves by following the instructions in Bluebook error messages.
- Proctors can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor.
- 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 to resolve an issue.

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

Overview of the Test

Section Breakdown and Timing

The total standard testing time for the digital 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.

Each section is 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 DIGITAL SAT SUITE

Reading and Writing			Math	
Module 1	Module 2		Module 1	Module 2
32 minutes	32 minutes	10-minute break	35 minutes	35 minutes

This timing is for students taking the digital test with standard time only. Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extra breaks will receive a 5-minute break at the end of Module 1 within each test section. See the *SAT Weekend School-Based Accommodations Guide* for an overview of extended timing and breaks. (Use the same password that you received for this manual to open the guide.)

Space Requirements

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

Technology Considerations for Room Selection

With just a few exceptions, the staffing ratios and room requirements for digital testing are the same as for paper testing.

Before you determine the seating capacity of each room, familiarize yourself with Bluebook's internet requirements and College Board electricity policies.

Internet

Although students can keep testing if their connection drops momentarily, they need the internet at the start and end of the exam.

Because internet speed can vary from room to room, it's critical for technology staff at your school or district to check the rooms you chose, especially if they've never been used for digital testing. Ask technology staff to check the device maximums of wireless access points (WAPs) within range of each room. See the Technical Readiness Checklist at bluebook.collegeboard.org/test-admin/checklist for complete instructions on working with technology 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.

Testing Room Requirements

The testing room and seating guidelines for the digital test are the same as those for paper administrations, with some additions. Choose rooms with optimal access to power and strong internet; this is especially important for extended time testing rooms. You can use power strips, surge protectors, and extension cords if you have them.

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:
 - ◆ Internet access with enough bandwidth to support the expected number of test takers.
 - ◆ A working clock, visible to students.
 - ◆ Proper lighting.
 - ◆ Proper ventilation.
 - ◆ 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.
 - ◆ Outlets or power strips. (These are required in rooms where students are testing for more than 3 hours. Please be fair and use your judgment while providing power access for students testing for less than 3 hours.)
 - ◆ Proper seating that follows the seating requirements.

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.

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

- Chairs have backs.
- Seats face the same direction.
- Students can't easily see each other's screens.
- You have unimpeded access to every student and can easily see them.
- 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 is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
- Tables that seat more than 1 student are at least 6 feet long and 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 at round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers.

Help Room Requirements

Designate 1 room as the help room students can go to for technical support from the technology monitor. Ensure there are adequate desks or tables, outlets, and that it's near the testing rooms.

Staff

Each test center will have one test coordinator and at least 1 other staff member. Ensure that testing is staffed according to the guidelines below. Additional staff beyond the guidelines should not be recruited.

Room Staff Ratios

One proctor will be assigned per room. Then add 1 room monitor for the following scenarios:

- Standard rooms with more than 34 students.
- Extended time rooms with more than 20 students.
- Larger rooms with more than 50 students (1 room monitor for each additional 50 students).

Hall Monitor Ratios

Test coordinators should plan to recruit at least 1 hall monitor for testing. If you have more than 5 testing rooms, add 1 hall monitor for every 5 rooms.

Planning for Different Test Center Sizes

Before your roster is finalized, you can do some preliminary planning to prepare for staffing your center. As soon as you can, you should enter your rooms with their capacities in Test Day Toolkit; this will help you use the auto-setup feature to assign students to rooms and optimize your staff once your roster is available in Test Day Toolkit.

Some points to consider as you plan:

- ◆ **Small administrations:** If you expect to only use 1 testing room with fewer than 19 students, the test coordinator can serve as proctor, and you can hire one other staff member to serve as hall/technology monitor. If testing fewer than 50 students in under 5 rooms, the test coordinator can serve as hall/technology monitor.
- ◆ **Room size:** The size of the rooms you have available will affect how many room or hall monitors you need, based on the required staff ratios. Generally, using smaller rooms will mean more rooms and thus possibly more hall monitors. Grouping more testers together in larger rooms may entail hiring additional room monitors. For maximum flexibility, if you can, you should have a mixture of room sizes, using the smaller rooms for testing groups C2 and C3 and small group testing (if any).
- ◆ Here is an example staff model for a medium-sized test center with a room size of 30.

Test Center Size	Number of Rooms	Staff Needed (Room Capacity = 30)
200	(6) C1: Standard time (1) C2: Time and one-half (1) C3: Double time	(1) Test coordinator (1) Technology monitor (6) Standard time proctors (1) Time and one-half proctors (1) Double time proctor (2) Hall monitors

Honoraria Payment

Staff members will need to complete all readiness and test day activities to receive the honorarium. This includes acknowledging the digital testing staff agreement in Test Day Toolkit and fulfilling respective duties on test day. Staff payment processing is based on a number of factors, including the number of students who tested and whether your test administration included extended time testing. In all cases, each person can only be paid for 1 staff role in a single administration. Honorarium payment will be dispersed based on your location; your center will be served by the same vendors and processes as in the past.

Make sure to follow all instructions on the coordinator’s website at ets.org/supervisor for vendor account setup and reporting for payment purposes.

Payment Processing

International staff in countries supported by service providers: Staff will continue to be paid via the local service provider. Coordinators testing in international centers who are paid by a local SAT service provider should complete an electronic spreadsheet summary voucher and submit it by email to ServiceProviderSSV@ets.org.

All other staff: Test center staff must complete a one-time account setup to receive their individual payment. We'll be unable to process a payment for any staff who haven't created an account as directed in the instructions on the [coordinator's website](#). Make sure your recruited staff members receive instructions for the vendor that applies to them (which you can download from the website). Vendors include:

- Navisite
- Western Union
- Individual service providers

Any questions about payments should be emailed to honoraria2@ets.org, noting the test center name, number, and test date.

Staff Qualifications and Responsibilities

Individuals must be high school graduates, be at least 18 years old, speak English fluently, possess the same level of integrity and maturity expected of a member of the school staff, and not be prohibited by law or regulation from working with minors or on school property.

Staff should not present a conflict of interest (no immediate family member taking the test in the same testing room where the related staff member is working). Staff should not be engaged in providing private SAT preparation conducted outside the auspices of their school or district for compensation. They should reflect the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner. Staff should have experience administering standardized tests.

All testing staff must review and agree to the conditions for participating in the administration and complete training.

Test Coordinator

As the test coordinator, you're expected to be at the test center to supervise all activities related to the test administration. You should be a faculty member or other professional staff member of an educational or governmental institution and affiliated with the organization serving as the test center.

Responsibilities:

- Complete the required [training](#).
- Recruit and train staff.
- Ask school or district technology staff to complete the tasks outlined at bluebook.collegeboard.org/technology/tasks.
- Plan efficient use of facilities.
- Use Test Day Toolkit to assign students and staff to rooms.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Handle emergencies and disruptions.

SSD Coordinator

College Board provides testing accommodations to students with disabilities who demonstrate a need for them. Some accommodations, such as time and one-half or extra breaks, are administered in test centers. These accommodations may be referred to as center-based accommodations.

Some accommodations such as the use of a writer/scribe or human reader, one-to-one testing, or the accommodation of paper test for digital assessments, are referred to as school-based accommodations because they require specific testing materials and/or testing requirements that are offered in a school setting rather than in a center.

The SSD coordinator for both center and school-based testing is expected to fulfill these responsibilities:

- Submit accommodations requests in SSD Online.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in Test Day Toolkit.
- Ensure approved students understand how their accommodations will work for digital tests. Work with students using assistive technology to help them set up and try out their technology before test day.

The primary SSD coordinator takes wider responsibility for all aspects of test administration for school-based testing; essentially they act as the test coordinator for the school-based administration. They manage the school-based testing staff and ensure secure handling of testing materials. They're expected to supervise all activities related to every test they're scheduled for, and to administer the test. If they expect to have 2 or more rooms with students testing, they are responsible for recruiting proctors to supervise additional rooms.

As the person responsible for school-based testing administrations, the primary SSD coordinator fulfills these responsibilities in addition to the responsibilities listed above:

- Ensure paper practice materials are ordered and distributed to students approved for a paper accommodation.
- Manage the test administration:
 - ◆ Recruit and train staff, if necessary.
 - ◆ Ensure the security of test materials from their arrival until their return.
 - ◆ Check test materials on arrival; notify the SSD office immediately if there are discrepancies.
 - ◆ Supervise all activities of every school-based test administration (see Test Coordinator above).
 - ◆ Administer the test.
 - ◆ Handle emergencies.

Technology Monitor

Test coordinators assign at least 1 technology monitor to help students with technical issues on test day. The technology monitor must be on-site, but they don't need technical expertise—we'll provide simple troubleshooting tips if students have problems.

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.

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 institution or a neighboring institution) or graduate students.

Responsibilities:

- Complete the required **training** and read the *Proctor Manual* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.
- On test day:
 - ◆ Post check-in instructions, Wi-Fi name, and password.
 - ◆ Use Test Day Toolkit to check students in, start testing, and monitor the test.
 - ◆ Read a short proctor script, check desks, and provide students with the start code.
 - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
 - ◆ Actively monitor students throughout testing.
 - ◆ Immediately report any disruptions to the test coordinator.
 - ◆ Refer students who require technical support to the help room.
 - ◆ Submit irregularities in Test Day Toolkit.

SSD Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the *SAT Weekend Paper Testing Guide* (found on the *Test Day Toolkit Help* page).

Hall and Room Monitors

Hall and room monitors assist you and your proctors with test administration duties.

Monitors don't administer the test, but they will have access to Test Day Toolkit. They can be current or retired professionals; members of administrative, secretarial, or clerical staff; or graduate students.

Responsibilities:

- Help set up the test center.
- Admit students to the test center.
- Direct students to their assigned rooms and to the restrooms.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student misconduct such as using prohibited devices, talking during breaks, or sharing information.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit irregularities in Test Day Toolkit, if needed.

Room Assignments

Group Types for Reserving Rooms

Your roster will be available in Test Day Toolkit about 3 weeks before test day. Be sure to review your roster for updates in Test Day Toolkit as you hire and train your staff. Before receiving the roster, you can use historical data for preliminary planning of staff and room requirements, or if you are a new center, you can use your test center's capacity.

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes 3 different group types, based on timing. The table that follows lists the 3 group types that your test center could have, based on your students' accommodations.

- C1: Center (Standard Time), which can include:
 - ◆ Extra breaks
 - ◆ Extended breaks
 - ◆ Standard timing + nontiming accommodations (e.g., preferential seating)
- C2: Center (Time and One-half), which can include:
 - ◆ Time and One-half for reading
 - ◆ Time and One-half for math only
 - ◆ Time and One-half for reading + other accommodations
 - ◆ Time and One-half for math only + other accommodations
- C3: Center (Double Time), which includes:
 - ◆ Double Time for reading
 - ◆ Double Time for math only
 - ◆ Double Time for reading + other accommodations
 - ◆ Double Time for math only + other accommodations

All testing groups, including Standard Time, may include students with the following accommodations:

- Accommodated Breaks
- Small-Group Testing
- Medical Devices and Aids
- Permission for Food/Medication During Testing
- Preferential Seating
- Service Animals and Emotional Support Animals
- Written Copy of Verbal Instructions

See Testing Groups and Room Assignments on page 22 for more information about these accommodations.

Key Considerations for Test Day Planning

One way to keep test day smooth is to understand how Bluebook digital testing works, make a few related decisions, and share them with proctors and other testing staff.

Prepare for Multifactor Authentication in Test Day Toolkit

If you are using email to authenticate users, it takes up to 30 minutes for the email to arrive. Be sure to get your staff onboarded before test day. Remember, you can give them access ahead of test day without granting full access to the roster. Taking this step allows staff to sign in, get familiar with the toolkit, review important materials, and use links ahead of test day.

Student Devices for Testing

- Bluebook makes several tools available to students while they're testing. The full list of testing tools can be found at bluebook.collegeboard.org/students/tools and in the appendix of this manual.
- If some students are using devices issued by your center (i.e., school-managed), work with your IT staff to ensure Bluebook is pushed out to those devices.
- Some students testing at your center may have been approved to use a device loaned by College Board. If this is the case, you'll receive instructions and device(s) with Bluebook preinstalled ahead of test day. These students are directed to arrive 30 minutes early to receive their devices and complete exam setup. At the end of exam setup, they'll receive an admission ticket to use for check in to the center.

Room Planning

You can use Test Day Toolkit to assign students to rooms before test day or let the toolkit create a room roster. Learn more about [setting up Test Day Toolkit](#).

Room Setup

Before students arrive, proctors sign in to Test Day Toolkit and follow steps to check their room and materials. One of these steps is to write check-in instructions on the board. Central check-in is not required for digital testing; however, you may decide to have student admission tickets and IDs checked before sending them to their assigned rooms.

SSD *Students approved for paper test for digital assessments will not have an admission ticket because they aren't using Bluebook for the test. These students can be admitted as long as they are registered and have proper ID.*

Starting the Test

At the end of their script, proctors read a code that students enter in Bluebook to start timed testing. Some points to consider:

- Do you want to give proctors guidance on when to start reading the script? They might have to decide whether to wait for late arrivals or students who take a long time to check in to Bluebook.
- Do you want to stagger room start times by a few minutes? Some test centers, if they have concerns about network speed, find it helpful to have proctors in each room provide the start code a few minutes apart.
- Do you have a plan to help students who arrive unprepared? Test centers can dismiss students who do not arrive prepared. If you are able to help the student, you may want to plan for students who do not bring a device, forget their sign-in information, haven't downloaded the Bluebook application, or don't have their admission ticket ready.

Breaks and Dismissal

After students enter the start code, Bluebook times them individually and guides them with embedded instructions. Proctors don't time the test, start or end the break, or read scripts after timed testing starts. Students start their break and finish testing at slightly different times. Proctors quietly dismiss each student when they raise their hand to indicate their answer submission is complete. Some points to consider:

- Do you want to give proctors extra guidance on managing breaks as needed and other break accommodations?
- Do you want to give proctors extra guidance on dismissal procedures?

Handling Problems and Reporting Irregularities

Proctors can use the troubleshooting tips in their guide to resolve some technical issues quickly, but they can also send students to the help room immediately.

In case some students can't complete their test, proctors will submit an IR through Test Day Toolkit, and College Board will notify you of any scheduled makeup testing.

Test Coordinator Checklist

As you begin planning for test day, it may seem overwhelming to think about all the tasks that need to be accomplished. 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.

Five Weeks Before Test Day

STAFF ACTIONS

Role	Tasks
Test Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> Recruit test day staff using historical data or your test center's capacity if you are a new center. <input type="checkbox"/> Work with your technology coordinator or IT staff to create a technical readiness plan. Learn what to ask them about networks and devices, and choose testing rooms with strong internet connectivity.

Three Weeks Before Test Day

STAFF ACTIONS

Role	Tasks
Test Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> Use the email we'll send you to access Test Day Toolkit. <input type="checkbox"/> Follow the instructions to set up Test Day Toolkit for SAT Weekend. <input type="checkbox"/> Create your staff list, add rooms, run auto-setup to assign students to rooms by test timing, and assign staff to roles and rooms. <input type="checkbox"/> Work with your technology coordinator or IT staff to ensure local networks are configured to specification as detailed on cb.org/bluebook-tech. <input type="checkbox"/> Share required training and test day guides with all staff.
All Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Complete required training and review test day guides.

One to Two Weeks Before Test Day

Milestone: Check your digital readiness

Complete readiness steps for digital testing and check for any technology issues.

STAFF ACTIONS

Role	Tasks
Test Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> If you have not completed the tasks assigned to you under Three Weeks Before Test Day (above), please complete those now. <input type="checkbox"/> Test your network readiness to make sure all students and staff are able to join on test day. Work with your technology coordinator and IT staff to troubleshoot any network setup issues. <input type="checkbox"/> Check your roster to determine if you need to change staff and/or room assignments. <input type="checkbox"/> Instruct staff to create a vendor account to receive payment.
All Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Complete required training and read test day manuals and guides.

The Day Before Test Day

Milestone: Final preparation

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

STAFF ACTIONS

Role	Tasks
Test Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> Connect to Wi-Fi on a personal device in a testing room to make sure the network is set up for guest access. <input type="checkbox"/> Work with your technology coordinator or IT staff to troubleshoot any last-minute network setup issues. <input type="checkbox"/> Review your roster to confirm newly added students have all been assigned to rooms and there are no necessary changes to room assignments or staff needs.

On Test Day

Milestone: Administer the test

STAFF ACTIONS

Role	Tasks
Test Coordinator	<ul style="list-style-type: none"> <input type="checkbox"/> Grant full Test Day Toolkit access to your staff. <input type="checkbox"/> Follow the steps under the Test Day section of this manual. <input type="checkbox"/> Gather student scratch paper from the proctors and keep for 30 days in case of test security investigations. <input type="checkbox"/> Review and submit any IRs immediately after testing. <input type="checkbox"/> Submit honoraria details for all staff.
Technology Monitor	<ul style="list-style-type: none"> <input type="checkbox"/> Stay in the help room and use the tips in the <i>Technical Troubleshooting Guide</i> to assist students.
Proctors and Hall/Room Monitors	<ul style="list-style-type: none"> <input type="checkbox"/> Follow the steps in the <i>Proctor Manual</i> and <i>Hall Monitor Test Day Guide</i>. <input type="checkbox"/> Confirm all student answers are submitted before dismissing them. <input type="checkbox"/> Collect all student scratch paper and give it to the test coordinator.

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 SAT scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here. These measures include new and revised policies and procedures that support digital testing.

Test Day Schedule

This is a sample schedule based on typical start times.

SUGGESTED TESTING SCHEDULE	
7–7:15 a.m. local time	Staff reporting time and room preparation. Grant toolkit access to all staff who need it.
7:15 a.m.	Any student borrowing a testing device arrives to receive it and complete exam setup.
7:45 a.m.	Doors open to test center.
7:45–8:00 a.m.	Students admitted to testing rooms and checked in with Test Day Toolkit.
8 a.m.	Close testing room doors.
8–8:15 a.m.	Students check in to Bluebook. Proctors read opening script.
8:15–8:30 a.m.	Proctor gives the start code. Testing begins.
10:45–11:00 a.m.	Standard time testing ends.
Noon–12:15 p.m.	Extended time testing ends for time and one-half (on entire test).
1–1:15 p.m.	Extended time testing ends for double time (on entire test).

Test Center Oversight

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

Central check-in is not necessary because proctors will use Test Day Toolkit to check students in for testing. You may want to have a central area where you confirm a student is registered before sending them to their assigned testing room.

Sign In to Test Day Toolkit

Before students arrive:

1. Sign in to Test Day Toolkit at testday.collegeboard.org.
2. See if your roster was updated. You might need to assign new students to rooms.
3. Go to the **Staff** page, select everyone on your list.
4. Choose **Grant toolkit access** in the drop-down menu.

Test Day Morning

If you haven't already, organize these proctor supplies:

- A copy of the Wi-Fi name and password for each proctor.
- 1 sheet of scratch paper per student (plus extra scratch paper for students who request more during testing).
- Recommended: power strips, surge protectors, or extension cords (prioritize students testing for more than 3.5 hours).
- Enough paper and tape or sticky notes to create 1 label per student for their prohibited devices.
- A printed seating chart. (The 2-page PDF is available to download at sat.org/digital-testing-staff. The first page contains important instructions for test coordinators. Proctors in large testing rooms may need more than 1 chart.)
- Plastic bags or large envelopes for prohibited devices.
- Bins or other containers to store prohibited devices.

Prepare the test center:

- Post directional signs to the testing rooms, help room, break area, and restrooms.
- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If planning to admit students centrally, set up a table near the center's main entrance.

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.
- Set up a signaling system so staff can communicate with each other quickly.

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 the setup of the test center, including the location of the help room.
- Remind staff to enforce all policies shared in this guide and to never leave students alone in the room.
- Tell staff to connect to Wi-Fi and sign in to Test Day Toolkit.
- Make sure proctors and hall monitors have completed training and read the *Proctor Manual* and *Hall Monitor Test Day Guide*, respectively, available at sat.org/digital-testing-staff. Technology monitors should read the *Technical Troubleshooting Guide*. The guides require the same password to open as you used for this manual. Share it only with staff who need to use a guide.

Monitoring Test Center Activity

To keep things running smoothly throughout test day:

- Minimize distractions and limit access to the testing area.
- Make sure all rooms start testing by 8:30 a.m. local time.
- Work with the technology monitor to troubleshoot technical issues covered in the *Technical Troubleshooting Guide*.
- Enforce rules and watch for irregularities.
- Only allow testing staff and students into the testing area.

Irregularities

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

Call us immediately if testing is interrupted for most students for more than 10 minutes or you have any concerns about test security. If none of your students can start testing by 9:15 a.m., close your test center.

If students violate the rules or leave early for any reason, or if technical problems occur, use Test Day Toolkit to report an irregularity. See Responding to Problems on page 18 for details on handling and reporting anything that goes wrong.

Timing irregularities or other administration issues may necessitate a scheduled makeup. If a student requires a makeup test, College Board will contact you to confirm availability. Makeup tests are typically administered a few weeks after the original test date.

Technical Troubleshooting in the Testing Room

You can send students with technical issues to the help room at any time, but should always do so in the following cases:

- Helping the student takes too much of your time and attention.
- Other students are testing successfully.
- The student forgot their College Board account credentials.
- None of the troubleshooting steps listed below resolve the issue.

Students should be sent to the test coordinator in these cases:

- The test isn't listed on their homepage.
- There's an issue with their accommodations.

None of Your Students Can Start

If none of your students can start the exam, 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

- Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
- Check the student's internet connection by opening a browser and navigating to collegeboard.org. Make sure their device's Wi-Fi is turned on and airplane mode is turned off.
- You can also switch to a backup device with Bluebook installed if one is available.
- Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at bluebook.app.collegeboard.org.

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, try the following fixes in order:

1. Reenter the start code.
2. Make sure the student is checked in to the room in Test Day Toolkit.
3. Restart the device and open Bluebook again.
4. Switch to a backup device with Bluebook installed, if available.

If Most Students Are Ready to Start

Consider referring the student to the help room so testing can begin for everyone else without further delay. The student can start testing in their testing room after their problem 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

Try the following fixes in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. Follow the instructions below to complete a device swap if backup devices are available.

IMPORTANT: *Most issues are resolved by restarting Bluebook or the testing device—and since answers are saved to the testing device, students can pick up where they left off.*

How to Complete a Device Swap

If the student has not entered the start code, you can give them a new device without completing these steps.

IMPORTANT: *Use a device swap during timed testing only. Never use it after a student's testing time runs out—their answers could be lost.*

If a backup device is available and a student can't continue testing on their original device, complete these steps:

1. Tell the student to shut down their original testing device.
2. Tell the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.
3. Open the student's profile page by clicking the student's name on the Test Day Toolkit monitoring dashboard and then clicking the **Approve Device Swap** button.
4. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

IMPORTANT: *If the student has not entered the start code yet, give them a new device without completing these steps.*

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. Testing staff may approach you on test day with issues related to irregularities. For detailed guidance and instructions for submission of IRs in Test Day Toolkit, refer to the Testing Staff Irregularities Guide in the appendix.

Good to Know

- Proctor and monitor reports 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.
- 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 us as soon as possible if:

- They need to close their test center.
- They have any concerns about test security.
- Testing for most students is delayed or interrupted for more than 10 minutes.
- Individual students are unable to begin testing by 9 a.m. You'll dismiss them by 9:15 a.m. if unable to start testing.

Rule Violations

Follow the instructions for Early Dismissal and Reporting Irregularities in Next Steps on page 20 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted, complete a separate IR for those students.

Proctors should collect any scratch paper or other materials containing copied test content and hand them over to the test coordinator. If the student used a prohibited device to copy test content, proctors should take photos for evidence.

If you're not sure a student deliberately violated a rule, you can give them a warning.

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 should stay until their testing time is up, but if they need to leave early, follow the instructions for Early Dismissal and Reporting Irregularities in Next Steps on page 20.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 17. Follow the instructions for Reporting Irregularities in Next Steps on page 20.

Disturbances and Interruptions

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

Use Test Day Toolkit to report any disturbance or interruption that causes students to lose more than 5 minutes of testing time or gives them a chance to discuss test content. Get instructions for Reporting Irregularities in Next Steps on page 20.

Approved Accommodations Not Given

Ask the student if they want to continue testing without the approved accommodations or stop testing. If the student stops testing, call Educator Support on page ii for additional options.

Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for Early Dismissal and Reporting Irregularities in Next Steps on page 20.

Test Question Issues

If a student thinks something's 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 there's no penalty for guessing.

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.

Get instructions for Reporting Irregularities in Next Steps on page 20.

Next Steps

Early Dismissal

All students must stay for their entire testing time 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.
4. Click **Undo Check-In** in Test Day Toolkit.
5. Submit an IR in the toolkit.

If a student leaves without talking to you first, try to follow this procedure. If they left belongings behind, give them to your test coordinator.

IMPORTANT: *Students must stay until their testing time runs out unless they get sick or violate a rule.*

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in **Test Day Toolkit** and open the appropriate 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.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Impersonation
- Accessing or using prohibited devices or aids
- Viewing nontest content or accessing other applications on their device
- Switching devices or seats
- Giving or receiving test content

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

Items Permitted During Testing

- Photo ID
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- External mouse
- Mouse pad
- External keyboard (tablet only)
- Scratch paper provided by the proctor
- Pen or pencil
- Power cord (must be kept under students' desks)
- Portable chargers (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

Students should take their photo ID with them whenever they leave the room. If they leave the room during the scheduled break, they can take their snack and drink with them.

They can also access hand sanitizer and cleaning supplies during breaks.

Prohibited Items

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

- Mobile phones (which can be used to present the admission ticket, but after check-in must be collected or stored away from desks), smartwatches, fitness trackers, or other wearable technology (simple digital non-smartwatches or analog watches are acceptable)
- Audio players or recorders, notebooks, Bluetooth devices (such as wireless earbuds/headphones), or any other personal computing devices not used as the actual or backup testing device
- Separate timers of any type
- Cameras or any other photographic equipment
- Highlighters or colored pencils
- Books, notes, or references of any kind
- Compasses, rulers, protractors, or cutting devices
- Papers of any kind, including scratch paper not provided by the proctor
- Earplugs
- Unacceptable calculators that have computer-style (QWERTY) keyboards, use paper tape, make noise, or use a power cord
- Detachable privacy screens
- Weapons or firearms

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.

Service animals are allowed under certain circumstances. See *Service Animals and Emotional Support Animals* on page 24 to learn more.

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery-powered handheld calculator. Not all graphing calculators are acceptable. See the list under *Acceptable Calculators* on page 28.

Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices, including smartwatches and mobile phones, in the test site to protect test content and prevent security breaches. Accessing a prohibited device or having a device that makes any noise at any time, including breaks, is grounds for dismissal and possible confiscation of the electronic device as part of a thorough investigation. College Board may prohibit individuals from taking the SAT, PSAT/NMSQT®, AP®, or CLEP® exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test.

Late Arrivals

- Students can be admitted to their room if the proctor hasn’t started reading instructions aloud.
- If their proctor has started, the test coordinator can use Test Day Toolkit to move the student to a room where the proctor isn’t as far along.
- If that’s not possible, tell the student they won’t be able to take the test. Click **Deny Entry** on their profile page in Test Day Toolkit.
- Follow instructions for Reporting Irregularities on page 20.

Student Accommodations

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

IMPORTANT: *The following policies for assigning students to testing rooms differ from those for paper testing.*

Digital Testing Features

Many students who need accommodations for paper testing will use digital testing features instead. For example, students approved for large print or magnification will use keyboard controls to zoom in and zoom out (e.g., Control +/- or Command +/-). Those who use a color overlay will use color contrast. These features are available to all students and don't require approval to use.

Testing Groups and Room Assignments

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several different group types, which involve combinations of timing and other accommodations that can be tested together.

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

For all testing groups, students can't move to the next test module or submit their answers until their time is up. They are also required to stay for their entire approved test time and can't be checked out before Bluebook ends the test. If students have time to spare, they should use it to review their work.

All testing groups may include students with the following accommodations:

Accommodated Breaks

Students with a break accommodation can take longer or additional breaks without losing testing time (the clock stops). Extended and extra breaks are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for.

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

Break accommodations include:

- Extra breaks: Students are provided additional breaks at specified times.
- Extended breaks: Students will have as many breaks as students with standard time but breaks will be twice as long.
- Breaks as needed: Students may break during a test section when they need to. They click a button to pause their test in Bluebook.

Small-Group Testing

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.

Students who use a mobile phone to check their blood sugar must have College Board approval to have their mobile phone in the testing room for use with a continuous glucose monitor (CGM). Only students who are specifically approved may do this. No other device may be connected to the phone.

In no case may a student keep their phone with them. The phone should be kept at the proctor's desk. Before testing starts, they should confirm with the student what actions are needed if there's a notification.

- If the student is using an iPhone, the phone must be in guided access mode.
- If the student is using an Android phone, the phone must be in airplane 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 CGM for blood glucose monitoring.

Permission for Food/Medication During Testing

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

Preferential Seating

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

Sign Language Interpreter

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

Service Animals and Emotional Support Animals

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

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 going to the **Help** page and clicking **Verbal Instructions**. They are also available on the start code screen.

Assistive Technology

If you have students approved for testing with a screen reader, dictation, or other assistive technology (AT), work with your SSD coordinator to ensure these students have the proper settings on their devices and have a chance to practice using their AT with Bluebook. Go to satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology to find information about:

- Approved assistive technology—such as JAWS, NVDA, Dragon NaturallySpeaking, etc.—that students can use while testing with Bluebook, including specific settings to be configured before test day to ensure an optimal test experience. Be sure to work with students to configure their settings ahead of test day.
- How students can enable and use the accessibility features in the operating system for approved accommodations such as screen reader or text-to-speech, magnification, color contrast, speech-to-text, etc.

Students should practice using the accessibility features and the AT with the digital exam before taking the test.

After the Test

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

What to Do with Materials

For digital testing, you will have a small amount of materials to care for after your administration is finished. Your proctors will return to you scratch paper and seating charts (if used).

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board in the *SAT Weekend Paper Testing Guide*. 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.

Testing Staff Irregularity Reports

After testing is completed, you and your staff may need to report irregularities and prepare for makeup testing. College Board will contact you to arrange makeup testing, if needed, which usually takes place a few weeks after the original test date.

You'll complete an electronic form for each irregularity in Test Day Toolkit by answering a custom set of questions. As the test coordinator, all proctor and monitor reports are routed to you before they can be submitted to College Board. Refer to Responding to Problems on page 18 for detailed instructions on submitting an irregularity in Test Day Toolkit.

Irregularity Form Selection

There are 12 forms, grouped into 3 categories:

- Rule Violations and Security Concerns
- Technology Issues
- Other Issues

For help choosing the right form for the irregularity that occurs, see the Irregularity Quick Reference Table that follows.

Irregularity Quick Reference

Category	Form	Specific Issues
Rule Violations and Security Concerns	<p>Roster or Identification Issues: Use this form if there's a problem verifying a student's identity.</p>	<ul style="list-style-type: none"> ▪ Not on roster* ▪ No admission ticket ▪ Doesn't resemble photo ▪ Mismatch between name on ID, roster, or admission ticket
	<p>Prohibited Items and Behaviors: Use this form if a student used or had a prohibited aid or device or engaged in a prohibited behavior. Use the student technology form to report testing device issues.</p>	<ul style="list-style-type: none"> ▪ In possession of answer keys, cheat sheets, or test content ▪ Used an electronic device to share or record test content ▪ Use or possession of a prohibited item ▪ Refused to turn in a phone or other prohibited device ▪ Prohibited device made noise ▪ Helped another student or received help ▪ Copied from another student ▪ Disruptive behavior ▪ Tried to share or record test content ▪ Tried to test in the wrong room ▪ Didn't return all scratch paper or tried to remove it from room ▪ Discussed test content
	<p>Testing Device Misuse: Use this form if a student misused or damaged a testing device.</p>	<ul style="list-style-type: none"> ▪ Removal or attempted removal of a test center or College Board device ▪ Visited a website or used unauthorized software ▪ Started testing early ▪ Signed in as someone else (impersonation) ▪ Gave someone else their username or password ▪ Used or interfered with someone else's device ▪ Manipulated device to gain unfair advantage ▪ Damaged or defaced testing device
Technology Issues	<p>Student Technology Issues: Use this form to report Bluebook problems and student device issues, including test items that don't display well.</p>	<ul style="list-style-type: none"> ▪ Battery died ▪ Connection dropped ▪ Device froze or crashed ▪ Student device didn't meet requirements ▪ Loaner device unavailable or not working ▪ Another testing application was installed instead of Bluebook ▪ Bluebook was not installed on the student's device ▪ Student didn't complete exam setup before arrival ▪ Student didn't have admission ticket ▪ Bluebook application problem
	<p>Staff Technology Issues: Use this form to report Test Day Toolkit problems and staff device issues.</p>	<ul style="list-style-type: none"> ▪ Battery died ▪ Connection dropped ▪ Device froze or crashed ▪ Test Day Toolkit problem ▪ Staff device issue
	<p>Facility Technology Issues: Use this form to report electricity, network, and other issues at your facility.</p>	<ul style="list-style-type: none"> ▪ Network outage ▪ Power outage

Category	Form	Specific Issues
Other Issues	Accommodations Issues: Use this form if a student didn't receive accommodations, waived accommodations, or if accommodations were given improperly.	<ul style="list-style-type: none"> ▪ The student was not given an approved accommodation. ▪ The student was given an accommodation they weren't approved for. ▪ An accommodation was given incorrectly. ▪ The student waived an accommodation.
	Testing Conditions: Use this form if students tested in conditions that might have impacted their performance.	<ul style="list-style-type: none"> ▪ Poor lighting or uncomfortable temperature ▪ Noise ▪ Interruption ▪ Distracting student behavior
	Test Content Issues: Use this form if a student thinks content is inaccurate or ambiguous. Use the student technology form to report test items that don't display well.	<ul style="list-style-type: none"> ▪ No correct answer ▪ More than 1 correct answer ▪ Ambiguous wording ▪ Not enough information to answer test question
	Test Administration Issues: Use this form to report test day mistakes and other administration issues that might have affected student performance.	<ul style="list-style-type: none"> ▪ Improper seating arrangements ▪ Distracting staff behavior ▪ Student seated in wrong room
	Illness and Early Departure	<ul style="list-style-type: none"> ▪ Illness ▪ Early departure
	Miscellaneous Issues: Use this form to report late arrivals and issues that don't involve security, technology, or accommodations.	<ul style="list-style-type: none"> ▪ Late arrival ▪ Calculator malfunction ▪ No loaned device available for student ▪ Other issues

***How to identify a student who's not on the roster.**

If a student arrives at your test center and they're not on your roster in Test Day Toolkit:

1. Open the **Roster or Identification Issues** form.
2. Select **Whole test center** in response to the question, "Which students were involved in the irregularity?"
3. Provide student details and contact information in response to the question, "Is there anything else we should know?"

Appendix

Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math section, but they're also allowed to bring their own handheld calculator on test day. The following calculators are acceptable for use. This list doesn't include every calculator model.

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable.
- All 4-function calculators are acceptable but not recommended.

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

FX-6000 series	FX-9860 series
FX-6200 series	CFX-9800 series
FX-6300 series	CFX-9850 series
FX-6500 series	CFX-9950 series
FX-7000 series	CFX-9970 series
FX-7300 series	FX 1.0 series
FX-7400 series	Algebra FX 2.0 series
FX-7500 series	FX-CG-10
FX-7700 series	FX-CG-20 series
FX-7800 series	FX-CG-50
FX-8000 series	FX-CG-500 (Using the stylus is not permitted.)
FX-8500 series	Graph25 series
FX-8700 series	Graph35 series
FX-8800 series	Graph75 series
FX-9700 series	Graph95 series
FX-9750 series	Graph100 series

HEWLETT-PACKARD

HP-9G	HP-48 series
HP-28 series	HP-49 series
HP-38G	HP-50 series
HP-39 series	HP Prime
HP-40 series	

SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	
EL-9300 series	EL-9900 series

TEXAS INSTRUMENTS

TI-73	TI-86
TI-80	TI-89
TI-81	TI-89 Titanium
TI-82	TI-Nspire
TI-83/TI-83 Plus	TI-Nspire CX
TI-83 Plus Silver	TI-Nspire CM-C
TI-84 Plus	TI-Nspire CAS
TI-84 Plus CE	TI-Nspire CX CAS
TI-84 Plus Silver	TI-Nspire CM-C CAS
TI-84 Plus C Silver	TI-Nspire CX-C CAS
TI-84 Plus CE-T	TI-Nspire CX II
TI-84 Plus T	TI-Nspire CX II-T
TI-84 Plus CE Python	TI-Nspire CX II CAS
TI-84 Plus CE-T Python Edition	TI-Nspire CX II-T CAS
TI-85	TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	Smart2

Unacceptable Calculators

- Laptops or other computers or tablets other than a testing device, mobile phones, smartwatches, or wearable technology
- Models that can access the internet or have wireless, Bluetooth, cellular, audio/video recording and playing, camera, or any other smartphone-type features
- Models that have a computer-style (QWERTY) keyboard, pen-input, or stylus
- Models that use electrical outlets, make noise, or have a paper tape

In addition, the use of hardware peripherals such as a stylus with an approved calculator isn't permitted. Some models with touchscreen capability are not permitted (e.g., Casio ClassPad).

Bluebook Testing Tools

Bluebook makes the following tools available to all students, including those testing with without accommodations:

- **Testing Timer:** A timer will let students know how much time is remaining in each part of the test. They can hide it until 5 minutes remain, then they'll get an alert.
- **Calculator:** For tests with math questions, Bluebook has a built-in calculator. Students can drag it anywhere on the screen.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on all tests with math questions.
- **Annotate:** Students will use the annotate tool to highlight text from a question or leave themselves a note.
- **Mark for Review:** Students will use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** Students can cross out answer choices they think are wrong. They can undo this if they change their mind.
- **Question Menu:** Students can see which questions they skipped or marked for review, and navigate to any question in the section.
- **Zoom:** Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question.

Proctor Essentials for Test Day

At-a-glance info for the testing room.

Proctor:

Room:

Accommodations:

Wi-Fi name & password:

Students admitted to center:

Center doors close:

Testing starts:

Testing ends:

Fast Facts



The Bluebook™ testing app times the test so you don't have to.



Students must submit their answers on the device they tested on.



Students can keep testing during momentary drops in connectivity.



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



It's okay to move back and forth between screens in Test Day Toolkit.

Key Terms

2-step verification

When you first access Test Day Toolkit, we verify your identity. Look for an access email, click the link, and enter the code we send you.

College Board account

Students sign in to Bluebook with the College Board account they used to register for the SAT®.

Start code

Students use the **6-digit start code** to begin testing. You'll find it in Test Day Toolkit at the end of your script.

1 Getting Ready

- Sign in to Test Day Toolkit at testday.collegeboard.org or click the link in your access email if it's your first time.
- Navigate to your room's homepage and follow the steps to check your room and supplies.
- Write the student check-in instructions on the board. They're shown in step 7.

3 Reading the Script

- Click **Next Step** to read the first part of the script.
- Check desks as instructed in step 9.
- Continue reading the script.
- Read the 6-digit **start code** aloud and write it on the board.
- Students enter the code to begin testing.

5 The Break

- Bluebook ends each section and times the break.
- Bluebook explains break policies and tells students they can leave the room without asking you.
- When the break ends, students click a button to start the next section without waiting for instruction from you.
- Make sure students on break don't disturb those who are still testing.

2 Checking Students In

- Go to the **Student Check-In** page in Test Day Toolkit.
- Follow the instructions to verify each student's identity and check them in to your room.
- Tell students to follow the Bluebook check-in steps you posted.
- When students finish checking in, they reach the start code screen.

4 Monitoring the Test

- Click **Next Step** to go to the **Monitoring Dashboard**.
- Use the filters to see which students are in each part of the test.
- Walk around often.
- Watch for signs of security violations such as inactive test takers.

6 Dismissing Students

- Dismiss each student when their testing time ends.
- Complete dismissal steps quietly.
- Use the filters on the **Monitoring Dashboard** to make sure each student's answers were submitted.
- Students see a **Congratulations** screen when their answers are submitted.
- If a student's answers weren't submitted, refer to the dismissal instructions in your manual.

Tech Troubleshooting


Try the troubleshooting steps in your manual or send students to the help room to avoid distractions and keep everyone else on track.

SAT Test Center Confirm Student Identity

Verifying Student Identity

Validation of Admission Documents

Fields to Check	Document to Check Against	
Test Day Toolkit/Roster	Photo ID	Admission Ticket
Test Date	N/A	Must match exactly.
Test Center Information	N/A	Must match exactly.
Student's Name	Must match exactly, unless truncated on roster. See security note below.	Must match exactly.
Registration Number	N/A	Must match exactly.
Date of Birth	If present on ID, must match exactly.	Must match exactly.
Photo Required	Photograph on ID must resemble student's appearance and the photo in the toolkit.	N/A
Age 21 and Over	If "Y," ensure ID is acceptable per rules for these test takers given in the table that follows.	N/A

 *The roster truncates student names. For longer names on student ID documents, the first 12–15 characters of the name on the ID/admission ticket must match what's on the roster. Middle initials are optional; however, if provided, the middle initial on the admission ticket and roster must exactly match the first letter of the middle name on the ID.*

NOTE: Students approved for loaned devices will not have an admission ticket at check-in.

IMPORTANT: The student's gender on the admission ticket must match what's listed in the toolkit; however if their ID indicates a gender other than what's in the toolkit, they can still be admitted.

Additional ID Requirements for Some Students

The table that follows helps you determine if the students you're testing have special ID requirements for the SAT. Visit satsuite.collegeboard.org/digital/what-to-bring-do/id-requirements for the most up-to-date information.

Case Specific ID Requirements		
Group with Specific Requirements	Identification Accepted (Must Be Valid)	Additional Notes
Students traveling to another country to test	<ul style="list-style-type: none">Passport*	Requirement applies to all students regardless of nationality.
Test takers 21 years or older	<ul style="list-style-type: none">Government-issued photo ID	Student ID forms cannot be accepted.
Students testing in Jordan, Korea, Thailand, United Arab Emirates, and Vietnam	<ul style="list-style-type: none">Passport*Government-issued photo ID from the country where they're testing	No other form of ID will be accepted in these countries.
Students testing in Nigeria	<ul style="list-style-type: none">Passport*A national e-ID card (accepted through March 2024)	No other form of ID will be accepted in this country.
Students testing in Nepal and Pakistan	<ul style="list-style-type: none">Passport*	No other form of ID will be accepted in these countries.
Students testing in Ghana	<ul style="list-style-type: none">Passport*Ghana Card	No other form of ID will be accepted in this country.
Students testing in India	<ul style="list-style-type: none">Passport*Aadhaar card (Only the letter and PVC Card forms are valid. The letter must be hard copy format as issued by the government of India in its original form—printouts, copies, screenshots, or e-cards are not acceptable.)	No other form of ID will be accepted in this country.

*For U.S. service members and their family members, in countries where passports are required, DoD Common Access Cards (CACs) are acceptable alternative IDs.

Photo and ID Requirements

Registration Photos

When students register for the SAT they must provide a photo, and they're given examples of what is an acceptable photo to use and what is not.

You'll have access to the registration photo for each student in Test Day Toolkit.


A photo can be black and white or color. To be acceptable, a photo must:

- Show the student's entire face, with both eyes and hair clearly visible
- Include only the student with no other faces in the photo
- Show the student from the front (no profile shots or three-quarter views)

Here are some examples of nonconforming photos:

- 1 or both of the subject's eyes aren't visible or blocked (for example, if the person is wearing sunglasses).
- Multiple faces are shown in the photo.
- The photo is taken from too far away or too close up for easy identification of its subject.
- The person's face isn't visible or recognizable.
- The person is wearing a hat or head covering (that isn't worn for religious purposes).
- The photo is altered using visual effects such as social media filters, lenses, or icons.

In some cases, students submit a photo that doesn't exactly meet the requirements, but the student can be positively identified by looking at both their registration photo and photo ID. We want to ensure all students who registered and prepared to take the test are able to. Please use your best judgment to admit students to your test site.

 *You should never admit a student whose photo has been tampered with or digitally altered.*

Examples of Acceptable Photo Identification

- Government-issued driver's license, nondriver ID card, or learner's permit with a photo.
- Official school produced student identification card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry identification card, or UNHCR card.
- Government-issued military or national identification card.
- Talent Search Identification form (allowed for students in the eighth grade and below at the time of testing).
- SAT Student ID form (must be prepared by the school the student currently attends or a notary, if homeschooled).

Examples of Unacceptable Identification

The following documents aren't acceptable ID under any circumstances:

- Any document that doesn't conform to the requirements.
- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Electronic document presented on a device.
- Credit or debit card of any kind, even one with a photograph.
- Birth certificate.
- Social Security card.
- Employee ID card.
- Missing child (Child Find) ID card.
- Any temporary ID card.

Preventing Test Security Breaches

Report Cheating

Test security is a shared responsibility. Both students and testing staff play a substantial role.

IMPORTANT: *Students and testing staff can submit a confidential incident report online at forms.collegeboard.org/reportcheating or via email at collegeboardtestsecurity@collegeboard.org.*

Protect Test Content

- Ensure no one copies, removes, or photographs any portion of the test.
- Never leave test materials unattended.
- Ensure only students view test content except to verify a reported defect.

Prevent Impersonation

- Check student IDs during check-in to the test center and/or the testing room and following breaks.
- Monitor students to ensure they don't swap seats or devices with another student.
- Limit the number of students permitted to leave the testing room at any one time. If possible, arrange for a hall monitor to accompany any student who leaves the room during the timed portion of the test.
- Ensure each student completes the Test Security Pledge as directed in Bluebook.

Monitor for Copying

- Maintain vigilance in the testing rooms and hallways at all times.
- Assign students to specific seats in each testing room and avoid seating students in alphabetical or other predictable order.
- Never allow students to select their own seats.
- Complete the seating chart for each testing room.

Ensure Electronic Device Collection

- Instruct students to disable alarms and power off their devices when they enter the testing room.
- Collect and label phones, electronic devices, and wearable technology.
- Keep devices out of reach until testing is complete.

Watch for Prohibited Devices

Any electronic device that can be used to send, receive, or play back audio, photograph, text, or video content is strictly prohibited during testing, including, but not limited to:

- Mobile phones, smartwatches, fitness trackers, or other wearable technology (simple nondigital watches are acceptable)
- Audio players or recorders, tablets, laptops, notebooks, Bluetooth devices (e.g., wireless earbuds/headphones), or any other personal computing devices other than students' testing devices
- Separate timers of any kind
- Cameras of any kind to include those hidden in pens and glasses.

EXCEPTION: *Devices approved for use as an accommodation.*

Prevent Use of Prohibited Testing Aids

- Highlighters, mechanical or colored pencils
- Books, dictionaries, or references
- Compass, ruler, or protractor
- Scratch paper or notes
- Headphones, ear buds, or earplugs
- Unacceptable calculators that have computer-like (QWERTY) keypads, use paper tape, make noise, use a power cord, or have Wi-Fi or file storage capabilities

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.



Spring 2024

SAT WEEKEND

Hall Monitor Test Day Guide

Introduction

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

This guide covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day. **Testing staff should not share this guide with anyone else.**

Test Security

To keep SAT® scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here. These measures include new and revised policies and procedures that support digital testing.

Contact Us

When directed to contact us, call +1 212-307-9731 (international) or 877-348-5728 (within the U.S.).

What's Different About Digital

The digital test is a shorter, more secure test and one that's easier to give.

Some digital test administration roles, tools, and procedures differ from paper testing, including:

- **Bluebook™:** The testing app installed on student devices provides most test day instructions and times each student individually.
- **Test Day Toolkit:** Digital test administration depends on Test Day Toolkit, a web application. All test coordinators, proctors, and monitors need to access it on test day. Proctors use it to check students in, read the script, start the test, monitor student progress, and report irregularities.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.

Health and Safety Policies

College Board no longer provides special measures due to covid-19. Please keep the following in mind:

- Masks are optional unless your testing location generally requires masks, according to local laws.
- If your center will continue to require masks, students must remove face coverings during check-in for ID verification.

If possible, post your test center's mask policies in advance of test day so students can come prepared.

Test Day Schedule

This is a sample schedule based on typical start times.

The digital SAT has 2 sections—Reading and Writing, and Math—with a break in between. For students testing with standard time, each section is about an hour with a 10-minute break.

STANDARD TIMING FOR THE DIGITAL SAT				
Reading and Writing		Math		
Module 1	Module 2		Module 1	Module 2
32 minutes	32 minutes	10-minute break	35 minutes	35 minutes

SAMPLE SCHEDULE	
7–7:15 a.m. local time	Staff arrive and set up the test center
7:45 a.m.	Test center doors open to students
8 a.m.	Test center doors close
8:15–8:30 a.m.	Testing starts
10:45–11 a.m.	Standard time testing (group C1) ends
Noon–12:15 p.m.	Extended time for time and one-half testing (group C2) ends
1–1:15 p.m.	Extended time for double time testing (group C3) ends

Honoraria Payment

Your test coordinator will request your honoraria payment on your behalf from ETS®. Only test coordinators will have access to the ETS payment website.

Staff in test centers outside the U.S. may be paid either by a local service provider or by ETS, depending on their test center.

First-Time Access to Test Day Toolkit

To ensure the success of test day, all staff members will need access to Test Day Toolkit regardless of their role.

Accessing Test Day Toolkit requires 2-step verification, so don't wait until test day to sign in for the first time.

Testing staff who have already used Test Day Toolkit can skip the following instructions. Just go to testday.collegeboard.org and sign in to your College Board account.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter the code we send you by text, voice message, or email.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.

How to Sign In for the First Time

1. Click the link in your personalized access email.
 - ◆ Look for the email from College Board with “Test Day Toolkit” in the subject line.
 - ◆ It won't work if it was forwarded to you.
 - ◆ Staff who didn't get an access email should contact their test coordinator.
2. Sign in to your College Board professional account.
 - ◆ If you don't have an account, you can create one after you click the link.
3. Choose a way for us to send you a code.
 - ◆ Make sure you select an email address or phone number you have immediate access to. The code expires after 3 minutes.
 - ◆ Staff will see the contact options their coordinator entered into Test Day Toolkit.

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. Enter the code we send you by text, voice message, or email.
 - ◆ If you see a “You're all set” message, you've completed first-time access successfully, but you can't use Test Day Toolkit until your coordinator grants you full access on test day.

IMPORTANT: *The next time you sign in, just go to testday.collegeboard.org and sign in to your College Board account.*

Admitting Students to the Test Center

As a hall monitor, you'll help students when they arrive at the test center.

Good to Know

- Doors open to students at 7:45 a.m. local time.
- Proctors will verify each student's identity as they enter their testing room.

How to Admit Students to the Test Center

You only need to check that students are registered and send them to their testing rooms. Proctors will conduct ID checks and Test Day Toolkit check-in in the testing rooms.

1. Before students arrive, sign in to Test Day Toolkit.
 - ◆ Go to testday.collegeboard.org and sign in with your College Board professional account.
2. Navigate to **All Students** so you're ready to look up student room assignments.
3. Make sure students have an admission ticket.
 - ◆ If students on your roster don't have an admission ticket, you can allow them to download Bluebook and generate their admission ticket on their device before or after you direct them to their testing room.
 - ◆ Don't admit students who are not on your roster and don't have an admission ticket. If they do have an admission ticket but are not on your roster, ask your test coordinator to call us.

4. Send students to their assigned testing room.
 - ◆ Find the student in Test Day Toolkit, tell them which room they're assigned to, and provide directions.

IMPORTANT: *Don't click the **Check-In** button in Test Day Toolkit. Proctors will do that when students get to the room.*

Late Arrivals

- Students can be admitted to their room if the proctor hasn't started reading instructions aloud.
- If their proctor has started, the test coordinator can use Test Day Toolkit to move the student to a room where the proctor isn't as far along.
- If that's not possible, tell the student they won't be able to take the test. Click **Deny Entry** on their profile page in Test Day Toolkit.
- Follow instructions for Reporting Irregularities on page 6.

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 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 maintain a safe distance from each other, they don't close the lids of their testing devices or turn off the screen, and they remain quiet.

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. Because Bluebook times students individually and students with different test timing may test in the same room, students may break at different times. They 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 their ID, drink, and snack.

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, ask to see an ID and use Test Day Toolkit to report an irregularity.

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

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. For detailed guidance and instructions for submission of IRs in Test Day Toolkit, refer to the Irregularities section of the proctor or coordinator manual.

Good to Know

- Proctor and monitor reports 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.
- 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 us as soon as possible if:

- They need to close their test center.
- They have any concerns about test security.
- Testing for most students is delayed or interrupted for more than 10 minutes.
- Individual students are unable to begin testing by 9:15 a.m.

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, complete a separate IR for those students.

Proctors should collect any scratch paper or other materials containing copied test content and hand them over to the test coordinator. If the student used a prohibited device to copy test content, proctors should take photos for evidence.

If you're not sure a student deliberately violated a rule, you can give them a warning.

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 until their testing time is up, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 6.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room. Follow the instructions for reporting irregularities in Next Steps on page 6.

Next Steps

Early Dismissal

All students must stay for their entire testing time 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.
4. Click **Undo Check-In** in Test Day Toolkit.
5. Report an irregularity.

If a student leaves without talking to you first, try to follow this procedure. If they left belongings behind, give them to your test coordinator.

IMPORTANT: *Students must stay until their testing time runs out unless they get sick or violate a rule.*

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in **Test Day Toolkit** and open the appropriate 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.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Impersonation
- Accessing or using prohibited devices or aids
- Viewing nontest content or accessing other applications on their device
- Switching devices or seats
- Giving or receiving test content

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

Items Permitted During Testing

- Photo ID
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- External mouse
- Mouse pad
- External keyboard (tablet only)
- Scratch paper provided by the proctor
- Pen or pencil
- Power cord (must be kept under students' desks)
- Portable chargers (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

Students should take their photo ID with them whenever they leave the room. If they leave the room during the scheduled break, they can take their snack and drink with them.

They can also access hand sanitizer and cleaning supplies during breaks.

Prohibited Items

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

- Mobile phones (which can be used to present the admission ticket, but after check-in must be collected or stored away from desks), smartwatches, fitness trackers, or other wearable technology (simple digital non-smartwatches or analog watches are acceptable)
- Audio players or recorders, notebooks, Bluetooth devices (such as wireless earbuds/headphones), or any other personal computing devices not used as the actual or backup testing device
- Separate timers of any type



Spring 2024

SAT WEEKEND

Technical Troubleshooting Guide

This guide includes test day troubleshooting tips for technology monitors.

IMPORTANT: Before test day, test coordinators should complete the Network Information Form on page 10.

Overview

Technology monitors should use the tips in this guide to troubleshoot individual and widespread issues. You're not expected to take any steps not listed here.

Proctors are provided with some troubleshooting steps but may direct students to you in the help room. Use the tips in this document to help students before sending them back to their testing room so they can complete testing.

IMPORTANT: You're responsible for monitoring students in the help room and making sure they don't use prohibited devices or discuss test content.

Backup Devices

Students can use backup devices if they have one or if technology staff at your school or district installed Bluebook™ on extra devices.

If the student has not entered the start code yet, they can simply sign in to Bluebook on the new device.

If they already started timed testing, the Bluebook device swap feature must be used. See How to Complete a Device Swap on page 7.

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.*

Testing Device Issues

Unless they're approved for a loaned device, students bring a device to the test center with the Bluebook testing app already installed. Students must complete exam setup to create their admission ticket. You can let students complete exam setup in their assigned testing room if they need to; proctors can check them in afterward.

If students need help, offer guidance but do not take control of personal devices or devices managed by other schools. If the issue can't be resolved using the tips in this guide, the student should be dismissed from testing. Tell the test coordinator you've tried all possible troubleshooting steps.

When to Notify Your Coordinator

Notify your coordinator in these cases:

- The test isn't shown on a student's Bluebook homepage.
- There's an issue with a student's accommodations.
- A student can't complete the exam because their issue can't be resolved using the tips in this guide.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in **Test Day Toolkit**, open the appropriate 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.

When to Call College Board

If a widespread issue delays the start of testing beyond 9:15 a.m. or if testing is interrupted for more than 15 minutes, your test coordinator should call us immediately.

Digital Testing System

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

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. They sign in to Bluebook with a College Board account.

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.

1. Bluebook Installation

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.

2. Bluebook Check-In

After students arrive at their testing room, they'll sign in to Bluebook with their College Board account. Bluebook prompts students to close other applications before they begin the exam.

The screenshot shows the Bluebook check-in page for Alexander Adjiashvili. At the top, there is a navigation bar with the Bluebook logo and the user's name. Below this is a welcome message: "Welcome, Alexander. Good luck on test day!". The main content is divided into three sections: "Your Tests", "Practice and Prepare", and "Explore BigFuture".

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

SAT

Test Date: Wed, May 16, 2023 [Test Tools Video](#)
Arrival Time: 8:00 a.m. ET [Test Day Checklist](#)
Doors Close: 9:00 a.m. ET

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

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

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

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

Test Preview **Full-Length Practice**

Explore BigFuture

Plan for Life After High School

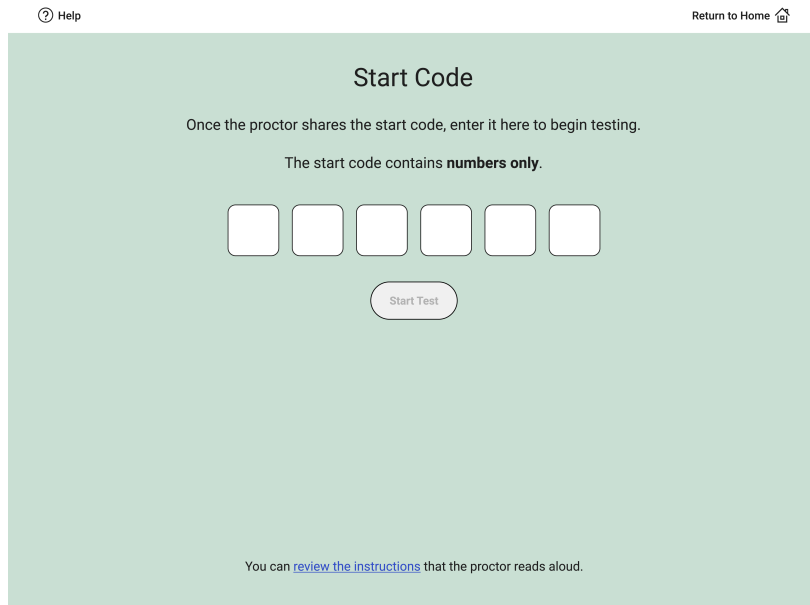
Whether you're interested in a four-year university, community college, or career training, BigFuture has what you need to start planning your future, your way.

[Go to BigFuture](#)

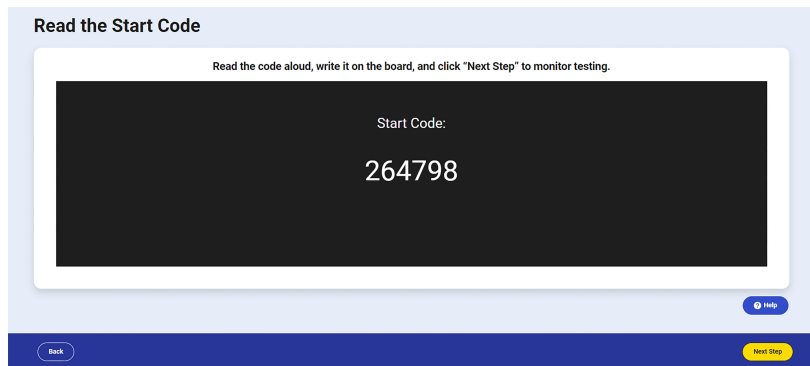
3. Starting the Exam

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



Student Issues

Start by asking students if they tried to resolve their issue by following instructions in the error message, restarting Bluebook, or restarting their device. To look up a code or check a student's status, see How to Use Test Day Toolkit to Troubleshoot Issues on page 7.

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 provided students with the correct 6-digit start code for their room. Each room has a unique start code that is displayed at the end of the proctor script. If the correct code was provided, follow the network troubleshooting guidance.

A student can't reach the Bluebook sign-in screen.

If Bluebook doesn't open properly, try the following fixes in order:

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.

2. Check the student's internet connection by opening a browser and navigating to collegeboard.org. If they're not connected, see Network Issues on page 9.
3. Switch to 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's clock settings are preventing 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.

Instructions for updating clock settings vary by device type:

- Windows: Go to **Settings > Time & Language** and select **On** under "Set time automatically."
- Mac: Go to **Preferences > Date & Time** and check the box next to "Set date and time automatically."
- iPad: Go to **Settings > General > Date and Time** and check the box next to "Set date and time automatically."
- Chromebook: School technology staff must use their Admin console to update their setting.

Bluebook can't update to the latest version.

If a student's device can't update to the latest version of Bluebook, try the following steps:

1. Make sure the student can access the internet by asking them to go to collegeboard.org. If they can't reach this site, see Network Issues on page 9.
2. If they're using a personal Mac or iPad, ask them 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. If the student is using a school-managed device and they attend your school, ask IT staff for help. It's possible they prevent auto-updates on their devices.
4. Switch to a backup device if available.
5. If these tips don't work, send the student to the test coordinator.

A student can't sign in to their College Board account.

After students open Bluebook, they need to click the second sign-in button and sign in to their College Board account. If students forget their College Board account credentials, they can reset them.

Students using Windows and Apple devices can reset their account credentials from the Bluebook sign-in page. Students using Chromebook need to exit Bluebook and use a web browser.

All students need to access their email. If they can't do so on their testing device, let them use their phone. FAQs are available at support.collegeboard.org/help-center/account-help.

If a student is locked out of their account, they'll see a message asking them to wait before trying again. After 10 failed sign-in attempts, call us.

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 switch to a backup device with Bluebook installed, if available.

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

If the student's device fails (crashes, loses power, or can't start up) before they start timed testing, they can switch to 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, try the following fixes in order:

1. Make sure the student entered the correct 6-digit start code.

IMPORTANT: *Students must use the codes for the room they're assigned to in Test Day Toolkit even if they were physically moved to a new room.*

2. Make sure the proctor used Test Day Toolkit to check the student in.
3. Check their internet connection by opening a browser and navigating to collegeboard.org. If they're not connected, see Network Issues on page 9.
4. Restart the device and reopen Bluebook.
5. Switch to a backup device with Bluebook installed, if available.
6. Reinstall Bluebook.

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, 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 down. on page 6.
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 simply switch devices. If the start code was entered, and the test hasn't ended, use the device swap feature. See How to Complete a Device Swap on page 7.

A student's testing is interrupted.

If the student's testing is interrupted, try the following fixes in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. Complete a device swap if backup devices are available. See How to Complete a Device Swap on page 7.

A student's iPad freezes while it's locked down.

If a student's iPad freezes after it's been locked down, they 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 the **Answer Submission Incomplete** screen or an internet connection error message when their testing time ends, they should try the following steps in order:

1. Check their internet connection, making sure the device Wi-Fi is on and airplane mode is off.
2. Exit and reopen Bluebook.
3. If that doesn't work, restart their device and reopen Bluebook.
4. Click **Submit Answers** on the Bluebook homepage.

If students are still unable to submit their answers, they have 5 days to get back online with the device they tested on, sign in to Bluebook, and click **Submit Answers** on their homepage. If the student tested on a device loaned by College Board and they can't submit their answers, ask the student to stay with you while you call us for help.

All students should return to their testing room so their proctor can follow dismissal procedures.

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

Students see the error message "You Cannot Complete Testing on This Device" if they swap devices after time runs out and attempt to submit answers on the new device.

Students need to open Bluebook on the device they were using when time ran out and follow the instructions for A student's answers aren't submitted on page 7

No action is required in Test Day Toolkit, even if the proctor previously approved a device swap.

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 start code for the student's room, go to the room's **Check-In** page and click Next Step until you reach Step 12. The 6-digit start code is in the center of the screen.

How to Complete a Device Swap

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 a backup device is available and a student can't continue testing on their original device, complete these steps:

1. Tell the student to shut down their original testing device.
2. Tell the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.

3. Send the student back to their testing room where the proctor will approve the swap.
 - To approve a device swap, proctors click the student's name on the Test Day Toolkit monitoring dashboard and then click the **Approve Device Swap** button on the student's profile page.
4. After the student clicks **Resume Testing Now** on the new device, they'll be returned to the question they last viewed.

IMPORTANT: *If the student has not entered the start code yet, give them a new device without completing these steps.*

Test Day Toolkit Access Issues

New staff might need help completing 2-step verification to access Test Day Toolkit for the first time. Returning toolkit users can just go to testday.collegeboard.org.

New staff 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 an email or a phone number they can access immediately.
4. Enter the code we sent them.

Staff didn't get a Test Day Toolkit access email

- Ask them to check their junk email folder.
- Ask the coordinator to send an access email manually from the toolkit by checking the box next to the staff name on the **Staff** page and selecting Send access email from the drop-down menu.

Staff doesn'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.

Staff can't complete 2-step verification

When asked to select an option for receiving their code, staff might see only email addresses or phone numbers that are inaccurate or inaccessible. For instance, the phone number might be the main number for their school and not a direct line. If staff select the email option and the code doesn't work, it may have expired. Codes expire after 3 minutes.

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 sign in successfully but can't use Test Day Toolkit

If staff see a "You're all set" message on exam day, ask the coordinator to check the box next to the staff name on the **Staff** page and choose **Grant toolkit access** in the drop-down menu.

Network Issues

Follow these instructions if connectivity issues interfere with testing.

IMPORTANT: *Students need an internet connection to start the exam and to submit answers but can keep testing if their connection drops momentarily.*

If Testing Has Started

If there's a momentary drop in connection during testing, students can continue testing; their answers are saved to their devices.

During this time, proctors can't monitor the exam from Test Day Toolkit and must rely on observation to gauge student progress.

Answer submission: If students don't have a 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, see A student's answers aren't submitted. on page 7 for more instruction.

If Testing Hasn't Started

If students can't connect to the network and they have not started testing, try these fixes in this order.

1. **If other devices in the same room are connected, check the student's device.**
 - Make sure the device Wi-Fi is on and airplane mode is off.
 - Make sure the student signed in to the right network with the right password.
 - If the student is using a virtual private network (VPN), tell them to disable it.
 - Give them a backup device with Bluebook installed, if available.

If you can't resolve the student's issue, their proctor should notify the coordinator.

2. **If no one in the room can connect, try a different network.**

Ask students to sign in to a different network, if available.

3. **Try a different room.**

Test the connection in a backup room by signing in to the same network students will use.

4. **Contact the school or district staff who manage your network.**

Firewalls, content filters, and proxy servers can prevent some or all students from signing in.

Make sure traffic to and from the domains listed on [Network Specifications](#) can bypass any security appliances and software.

5. **Notify your coordinator.**

If technical support for your network is unavailable, or the issue can't be resolved, your test coordinator should dismiss students.

Network Information Form

Coordinators: Work with your technology colleagues to complete this form so that you can refer to it on test day.

Backup Testing Rooms (Recommended)

List backup rooms that can support testing in case network issues are limited to 1 room or area.

Room Name	Maximum Devices

Network Names and Passwords

Identify which users can use each network in column 1. For example, students on personal devices might use a guest network while school staff can access a restricted network if they're on managed devices.

User Type	Network Name	Password

School Network Support (Recommended)

If support is available on test day, add contact information here.

Name: _____

Phone: _____ Email: _____

College Board Support

Phone:

For technical issues or help with Bluebook, setting up managed devices, Test Day Toolkit, or any other assistance, call 866-502-6384 (within the U.S.) or +1 212-520-8570 (international). In addition to regular weekday hours, we are open for extended overnight hours the entire week before the test.

Email:

- For technical issues with Bluebook or setting up managed devices, please contact us by phone (see above).
- For help with Test Day Toolkit, email CBDigitalSupport@collegeboard.org.
- For all other questions, email tas@ets.org.