



**Spring 2025**

**SAT SUITE OF ASSESSMENTS**

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# Proctor Manual

**Testing Window:  
April 14–25, 2025**

**Colorado**

**Look inside for:**



**BLUEBOOK AND  
TEST DAY TOOLKIT  
INSTRUCTIONS**



**TESTING ROOM  
PROCEDURES AND  
TROUBLESHOOTING TIPS**

# Parts

## **Proctor Manual**

- 1 Introduction
- 4 Student Digital Readiness Check
- 9 Test Day
- 39 Retesting and Irregularities

## **Accommodations Guide for Proctors**

- 1 Introduction
- 7 How Accommodations Are Provided in Digital Testing
- 21 Accommodated Testing in Bluebook
- 38 Accommodated Testing on Paper
- 48 After the Test

## **Appendix**

- 1 Timing Charts
- 12 In-School Testing Staff Agreement
- 16 SAT Suite of Assessments Seating Chart
- 18 Acceptable Calculators
- 19 Bluebook Testing Tools
- 20 Proctor Essentials for Test Day

Thank you for helping administer the SAT Suite of Assessments. We have compiled several previously separate manuals and guides into this single PDF to help you find all the information you need during the course of your administration. Each part of this manual focuses on a specific aspect of the test administration, and the Appendix includes additional resources and reference materials.

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# Contents

1	<b>Introduction</b>
1	How to Use This Manual
1	Testing Roles
4	<b>Student Digital Readiness Check</b>
4	Benefits of the Student Digital Readiness Check
5	Two Ways to Practice: Test Preview or Full-Length Practice
6	During the Student Digital Readiness Check
7	Technical Troubleshooting
9	<b>Test Day</b>
9	On Test Day
10	Room Readiness
12	Taking Attendance
15	Checking Identity
16	Starting the Test
19	Test Monitoring
26	Answer Submission Verification
28	Dismissing Students with Submitted Answers
29	Dismissing Students with Unsubmitted Answers
30	After Dismissal
31	Technical Troubleshooting in the Testing Room
33	Responding to Problems
36	Student Accommodations
39	<b>Retesting and Irregularities</b>
39	Policies for Retesting/Rescheduling
41	How to Report Irregularities and Set Up Retests

# Introduction

## How to Use This Manual

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

This manual and other downloadable instructive texts will support you as you administer tests using Test Day Toolkit, with its intuitive, user-friendly interface. All resources for the spring 2025 administration are available in the [Colorado Resource Repository](#).


## Testing Roles

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

### Test Coordinator

The test coordinator is expected to be at the school to supervise all activities related to the test administration. They are also responsible for ensuring the student data in your state's information management system is complete and correct.

Responsibilities:

- Complete the on-demand  [College Board required training](#). Optionally, test coordinators can take the Introduction to Administering Accommodations course, found at the link above.
- With the Services for Students with Disabilities (SSD) coordinator, validate that the State Data Management System (SDMS) and Test Day Toolkit rosters for your school are accurate and include all students testing at your school.
- Recruit and train staff using the on-demand training module.
- Plan efficient use of facilities.
- Administer the student digital readiness check to students with the assistance of school staff.
- Consider retest/reschedule options with the principal.
- Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
- Provide printed translated test instructions and word-to-word dictionaries for English language learners (ELLs) using supports.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Handle emergencies and disruptions.
- After testing ends, check the Test Day Toolkit roster to make sure all students' answers were submitted before students are dismissed.
- Review irregularity reports (IRs) entered by staff and submit to College Board.
- If a retest irregularity was submitted for 1 or more students, access Test Day Toolkit within 24–48 hours to set up a retest. See Retesting Policies on page 39 for more guidance. Monitor email for updates to students that may need to retest.
- Complete Reason Not Tested codes in Test Day Toolkit for any student who did not test.




### In This Section

- 1 [How to Use This Manual](#)
- 1 [Testing Roles](#)
- 1 Test Coordinator
- 2 SSD Coordinator
- 2 Technology Coordinator
- 2 Technology Monitor
- 3 Proctor
- 3 Hall and Room Monitors

## SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations and English learner (EL) supports.

Responsibilities:

- Request student accommodations and EL Supports in [SSD Online](#).
- Complete the on-demand  [College Board required training](#). Optionally, SSD coordinators can take the Introduction to Administering Accommodations course, found at the link above.
- With the test coordinator, validate that the SDMS and Test Day Toolkit rosters for your school are accurate and confirm student accommodations in SSD Online are appearing in each.
- Manually add SSD IDs in SDMS to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Follow instructions in the *Accommodations Guide for Coordinators* to ensure paper practice materials are obtained and distributed to students approved for a paper accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in SDMS and Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure students with approved accommodations understand how their accommodations will work for digital tests.
- Work with proctors to ensure student accommodations are administered correctly using instructions in the *Accommodations Guide for Proctors* and if needed, the relevant *Paper Testing Scripts*.
- Upon completion of the test, follow transcription directions for students with an approved paper testing accommodation.

## Technology Coordinator

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


## Technology Monitor

Test coordinators assign at least 1 technology monitor to help students with technical issues on test day in the help room. The technology monitor must be on-site at the school on test day, but they don't need extensive technical expertise. Technical troubleshooting tips can be found in the *Technical Troubleshooting Guide*, available in the [Colorado Resource Repository](#), if students have problems.

## Proctor

Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room. They must follow all testing regulations and refrain from engaging in any tasks unrelated to testing.


Responsibilities:

- Complete the on-demand  [College Board required training](#) and read this *Proctor Manual* before testing.
- Before testing, sign in to Test Day Toolkit with their College Board professional account.
- On test day:
  - ◆ Post Bluebook check-in instructions, Wi-Fi information, if necessary, and room code given in Test Day Toolkit.
  - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
  - ◆ Distribute a sign-in ticket to each student.
  - ◆ Use Test Day Toolkit to take attendance, verify student IDs (if needed), start testing, and monitor the test.
  - ◆ Read a short proctor script from Test Day Toolkit, check desks, and provide students with the start code.
  - ◆ Actively monitor students throughout testing.
  - ◆ Immediately report any disruptions to the test coordinator.
  - ◆ Refer students who require technical support to the help room.
  - ◆ Help students resume testing if they need to restart Bluebook.
  - ◆ Verify answer submission before dismissing students.
  - ◆ Submit IRs in Test Day Toolkit, when necessary.

## Hall and Room Monitors

Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit.

Responsibilities:

- Complete the on-demand  [College Board required training](#) and read the *Hall and Room Monitor Test Day Guide* before testing.
- Help set up the school for testing.
- Direct students to their assigned rooms, the restrooms, or the help room.
- Monitor the testing room, hallways, and restrooms for student misconduct such as using prohibited devices, talking during breaks, or sharing information.
- Ensure students in the school who are not participating in testing don't interrupt or distract testing rooms and students during their breaks.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit IRs in Test Day Toolkit, if needed. IRs will be routed to the test coordinator for review.

# Student Digital Readiness Check

The Colorado Department of Education (CDE) requires that all schools administering the SAT and PSAT-related assessments complete a digital readiness check prior to testing. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the student digital readiness check, students will log in to Bluebook with their sign-in ticket credentials (like they will on test day), complete exam setup, and try a test preview. Schools should have students complete the digital readiness check on the devices they will use on test day.

**These sessions are completed in 30 minutes or less** and should take place 1–2 weeks before you test.

**IMPORTANT:** Proctors should distribute printed sign-in tickets to students for the student digital readiness check. Proctors do not need access to Test Day Toolkit to facilitate the readiness check.

## Benefits of the Student Digital Readiness Check

The student digital readiness check is a dry run that gives you a chance to check student registration data and technical readiness.

Schools that complete the readiness check early will have longer lead times for handling issues related to testing devices, network performance, and accommodations. **Completing the digital readiness check in advance reduces the chance of errors on test day that can lead to the need for a rescheduled test.**

## Student and Staff Readiness

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

## Technical Readiness

You can use the student digital readiness check to assess your device and network readiness for testing.

### In This Section

- 4 [Benefits of the Student Digital Readiness Check](#)
- 4 [Student and Staff Readiness](#)
- 4 [Technical Readiness](#)
- 5 [Two Ways to Practice: Test Preview or Full-Length Practice](#)
- 6 [During the Student Digital Readiness Check](#)
- 6 [Distribute Devices and Sign-In Tickets](#)
- 6 [Signing In to Bluebook](#)
- 6 [Test Your Device](#)
- 6 [Exam Setup](#)
- 6 [Test Preview](#)
- 7 [Technical Troubleshooting](#)
- 7 [A Student Can't Connect to the Internet](#)
- 7 [A Student Using a Chromebook Can't Open Bluebook](#)
- 7 [A Student Can't Reach the Bluebook Sign-In Screen](#)
- 8 [Bluebook Can't Update to the Latest Version](#)
- 8 [A Student Can't Sign In or Their Test Isn't Listed](#)
- 8 [A Student's Device Doesn't Meet Requirements](#)



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

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

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

Prior to the session, you will need to print out a sign-in ticket from Test Day Toolkit for each student completing the digital readiness check. Make sure students sign in to Bluebook with the information from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

- **Test Preview:** The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers. The test preview takes 10–15 minutes.
- **Full-Length Practice:** These tests are scored so students can see where they need to focus their study. Full-length practice tests are timed just like real tests, except that users can start or stop the test anytime. Sign-in tickets are not considered a secure material and do not need to be collected by staff after the digital readiness check.

After they complete a practice test, students can use their sign-in tickets to access [My Practice](#) where they can see their scores. Sign-in tickets are not considered secure material and do not need to be collected by staff after the student digital readiness check.



### STUDENT EXPERIENCE

The screenshot shows the Bluebook student interface. At the top, the Bluebook logo is on the left and the user's name 'Sofia Aguilar' with a profile icon is on the right. A welcome message reads 'Welcome, Sofia. Good luck on test day!'. Below this is the 'Your Tests' section, which has tabs for 'Active' (selected) and 'Past'. A link 'Don't see your test here?' is on the right. The main test card is for 'SAT', with details including the date, location (Springfield High School), and testing accommodations. A 'Start Exam Setup' button is visible. Below the 'Your Tests' section is the 'Practice and Prepare' section, also with 'Active' and 'Past' tabs, and a link 'Learn more about Bluebook practice'. Two cards are shown: 'Test Preview' and 'Full-Length Practice'.

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

# During the Student Digital Readiness Check

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

**IMPORTANT:** No start or room codes are used during the student digital readiness check, therefore Test Day Toolkit should not be used by staff.

## 1. Distribute Devices and Sign-In Tickets

When all students are seated, distribute testing devices and sign-in tickets to confirmed and appropriate students.

## 2. Signing In to Bluebook

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

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

Once students sign in, they'll find their tests listed under **Your Tests** and any accommodations will be listed there. The proctor should verify that students with accommodations have the correct ones, especially if most students don't know what they have. The proctor needs to be provided with a list to be able to check with the student.

## 3. Test Your Device

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

## 4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. Students will find their test listed under **Your Tests**, then select **Start Exam Setup** to go through the screens. Students must complete exam setup before they can test. If students are taking the SAT, they'll be able to select 4 institutions to send their scores to for free.

For detailed student walk-through presentations that demonstrate the exam setup screens students in Colorado will see, visit the [Colorado Resource Repository](#).

## 5. Test Preview

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

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

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

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

## Technical Troubleshooting

Let technology staff know which students experienced technical issues using personal devices or managed devices assigned to them one-to-one.

### A Student Can't Connect to the Internet

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

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

To check for an internet connection, open a browser and navigate to [collegeboard.org](https://collegeboard.org) on a testing device. Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook without turning the device off.

### A Student Using a Chromebook Can't Open Bluebook

To use Bluebook on a Chromebook, the student should:

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

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

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

After making sure the device is connected to the internet, try one of the following steps in order:

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Switch to a backup device with Bluebook installed, if available.
3. Reinstall Bluebook if possible. Students using personal devices can download Bluebook again at [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org).

## Bluebook Can't Update to the Latest Version

After making sure the device is connected to the internet, try one of the following steps:

1. **School-managed devices:** Ask technology staff for help. It's possible they prevent their devices from auto-updating.
2. Switch to a backup device with Bluebook installed if available.
3. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to go to **Bluebook Exams** in the app store and select **Open**.

## A Student Can't Sign In or Their Test Isn't Listed

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

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

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

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

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

# Test Day

## On Test Day

### Test Security

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

### Test Day Timing

Assessments in the digital SAT Suite have 2 sections—(1) Reading and Writing and (2) Math—with a break in between. For students testing with standard time, the Reading and Writing section is 64 minutes long and the Math section is 70 minutes long, with a 10-minute break in between sections.

Some students in Colorado will also take the SAT with optional Essay, which adds an additional hour to the total testing time.

If schools didn't administer a student digital readiness check for students before test day, proctors should allow an additional 30 minutes to administer the readiness check to students on test day before starting the test. This extra time doesn't include the test preview portion, which can be skipped if the readiness check is administered on test day. Instructions for administering the readiness check are included in Student Digital Readiness Check on page 4.

### Accessing Test Day Toolkit

All testing staff need to use Test Day Toolkit on test day. Accessing Test Day Toolkit the first time requires 2-step verification, which can take a while, so don't wait until test day to do it.

#### Good to Know

- For each new administration, access Test Day Toolkit and select the upcoming administration before test day.
- Use the personalized link in your access email even if you used Test Day Toolkit before.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- Start by clicking the personalized link in your access email and entering the code we send you.
- Staff get access emails with instructions as soon as their coordinator adds them to their Test Day Toolkit staff list.



#### In This Section

- 9 [On Test Day](#)
- 9 [Test Security](#)
- 9 [Test Day Timing](#)
- 9 [Accessing Test Day Toolkit](#)
- 10 [Room Readiness](#)
- 10 [How to Prepare Your Room](#)
- 12 [Taking Attendance](#)
- 12 [How to Take Attendance](#)
- 15 [Checking Identity](#)
- 15 [How to Check Identity](#)
- 16 [Starting the Test](#)
- 17 [How to Start the Test](#)
- 19 [Test Monitoring](#)
- 20 [How to Monitor Testing](#)
- 26 [Answer Submission Verification](#)
- 27 [How to Verify Answer Submission](#)
- 28 [Dismissing Students with Submitted Answers](#)
- 28 [How to Dismiss Students with Submitted Answers](#)
- 29 [Dismissing Students with Unsubmitted Answers](#)
- 29 [How to Dismiss Students with Unsubmitted Answers](#)
- 30 [After Dismissal](#)
- 30 [How to Finish Proctoring](#)
- 31 [Technical Troubleshooting in the Testing Room](#)
- 33 [Responding to Problems](#)
- 34 [How to Respond to Problems](#)
- 35 [Next Steps](#)
- 36 [Student Accommodations](#)
- 36 [Testing Groups](#)

## 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.
  - ◆ The link won’t work if the email 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 or 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 you have immediate access to. The code expires after 3 minutes.
  - ◆ You’ll see the contact options your test coordinator provided to College Board.

**IMPORTANT:** If you’re at a school that screens incoming email, the code could expire before you receive it.

4. Enter the code we send you.
  - ◆ 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 test coordinator grants you full access.

## Room Readiness

Before students arrive on test day, proctors should make sure their room is ready. If your room has problems you can’t correct, tell your test coordinator immediately.

## How to Prepare Your Room

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



### STAFF EXPERIENCE

The screenshot shows the Test Day Toolkit staff experience homepage. At the top, there is a navigation bar with "Test Day Toolkit" on the left and "Hi, Kevin" with a profile icon on the right. Below the navigation bar, there are links for "Home", "Help", "All Rooms", "Staff", "All Students", "Downloads", and "Irregularities". The main content area is divided into two columns. The left column has a heading "Welcome, Proctor!" followed by a list of steps: "1. Getting ready", "2. Taking attendance", "3. Reading the script", "4. Sharing the start code", "5. Monitoring the test", "6. Verifying submission", "7. Dismissing students", and "8. Reporting problems". Below the list is a "Get Started" button. The right column has a white box with the text "Room 104" and "PSAT 8/9 Primary". Below this box, it says "Capacity: 20 (15 students assigned)" and "Staff: Kevin Carter (Proctor)". At the bottom right of the main content area, there is a "Help" button. At the very bottom of the page, there is a dark blue bar with a yellow "Get Started" button.

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

2. Make sure your room has enough seats and meets these requirements:
  - ◆ Chairs have backs.
  - ◆ Seats face the same direction.
  - ◆ Students are seated so they can't see each other's screens.
  - ◆ You have unimpeded access to every student and can easily see their devices.
  - ◆ Students are separated by at least 3 feet on the right and left (measured from center of desk) to allow for the proctor's freedom of movement during active monitoring and to reduce distractions.
  - ◆ Power outlets are available and easily located.
  - ◆ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions. Students with more than 3 hours of testing time and students taking the SAT with optional Essay should be seated closest to power outlets.
  - ◆ Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
  - ◆ Students have a large, smooth writing surface, such as a desk or table, so they have adequate space to accommodate their testing device, scratch paper, and external calculator (if used).
  - ◆ Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
  - ◆ Students won't be seated on more than 1 side of a rectangular table or around round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. Partitions and dividers are allowed only if testing in a computer lab, and if they are low enough so that proctors can see students' testing devices.

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

3. Check the rest of the room and confirm:
  - ◆ It doesn't have visible maps, charts, or other teaching materials.
  - ◆ You know where power outlets are located.
4. For testing in Bluebook, check that you have the following supplies:
  - ◆ A copy of the Wi-Fi name and password.
  - ◆ A sign-in ticket for each student.
  - ◆ 1 sheet of scratch paper per student (plus some extra sheets in case students request more).
  - ◆ Recommended: A printed seating chart. (Large rooms may require more than 1 seating chart.)
  - ◆ Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging.
  - ◆ Testing devices for students (if applicable).
  - ◆ For some Non-English Proficient (NEP) and Limited English Proficient (LEP) students taking SAT School Day, the PSAT™10, or PSAT™ 8/9 with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
5. Post this information so it's visible from all seats:
  - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
  - ◆ Add the Wi-Fi name and password.
  - ◆ Add the name or room number of the help room.
  - ◆ Write the following instruction: "Do not leave until I dismiss you."
  - ◆ Write the following instruction: "Do not close your device or turn off your screen at any time during or after testing until you've seen the Congratulations screen."
6. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.



### Additional Guidance

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



### Tip

A clock that's visible to all students is recommended, but optional.

# Taking Attendance

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

## Good to Know

- Students sign in to Bluebook with the credentials on the sign-in ticket you give them.
- Students enter 2 different codes into Bluebook, a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in, and when they enter the start code, timed testing begins.
- See Help on page 14 if you encounter issues.

## How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
  - ♦ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
  - ♦ Names will move from one list to another as you and your students move through the steps shown below.



### STAFF EXPERIENCE

Step 1 of 9

Room Code: WPJLZ

Last updated 2 minutes ago

Refresh Data

### Take Attendance

Hide Directions

- 1 Ask students to check in.**  
Tell students to follow the instructions you posted. You'll see their names in the **Entered Room Code** list when they enter the room code.  
What if no students appear in the "Assigned" list?
- 2 Mark students present.**  
Before you mark a student present, make sure you see them in your room. If students are present but not shown in the **Entered Room Code** list, prompt them to enter the room code.  
What if students don't see today's test listed in Bluebook\*?
- 3 Check student progress.**  
Students are listed as **Ready to Test** when they complete app check-in. If everyone you marked present is ready to test, click **Next Step** and read the script.  
What if some students are behind?

ASSIGNED (3)	ENTERED ROOM CODE (1)	READY TO TEST (0)
Dach, Dalsha K.	Emmerich, Erick S. Present UNDO	Students are listed here when they complete app check-in.
Emmerich, Sterling R.		
Labadie, Adam C.		

Back Next Step Help

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



2. Ask students to turn in or put away prohibited items (depending on school policy), take a seat, and check in to Bluebook.
  - ◆ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
  - ◆ If a student has a preferential seating accommodation, click their name on the **Attendance** screen to check the note (e.g., “near door” or “front of room”) so you can direct them to an appropriate seat.
  - ◆ View the complete list of Prohibited Items on page 18.

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



## STUDENT EXPERIENCE

On Test Day: Enter the Room Code

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

The room code contains **letters only**.

A B C D E

Join Room

Back Step 3 of 10 Next

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

3. Mark students present in Test Day Toolkit after they enter the room code.
  - ◆ When students enter the room code, their name will appear in the **Entered Room Code** list.
  - ◆ If students are present but their names are not appearing in the **Entered Room Code** list, they might need help or a reminder to follow the posted instructions.
  - ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to Checking Identity on page 15.

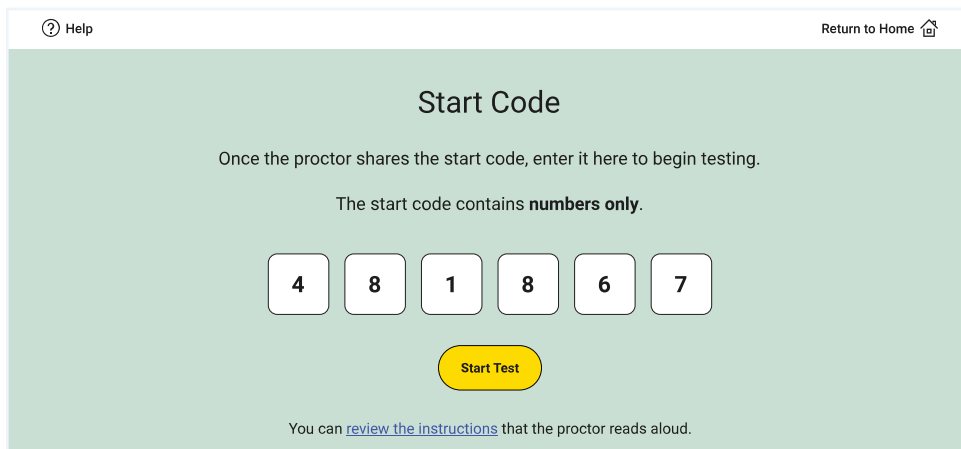
**IMPORTANT:** Students can complete Bluebook check-in only after you mark them present.

4. Check student progress.

- ◆ When students complete Bluebook check-in, their name moves to the **Ready to Test** list.
- ◆ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.
- ◆ If some of your students had to complete exam setup before checking in, they may lag by a few minutes. You can wait for them, but you don't have to.
- ◆ Ask the test coordinator to assist any student with incorrect accommodations.



**STUDENT EXPERIENCE**



When students check in to Bluebook, they confirm any accommodations they'll be testing with, read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Their device is then locked, and they see the screen where they'll enter the start code you provide at the end of the proctor script.

## Help

### Students Not on Your Room Roster

To find the student's correct room assignment, go to the **All Students** page in Test Day Toolkit and search for the student by name. If you can't find them, send the student to your test coordinator.

### Bluebook Check-In Issues

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

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

## Room Changes

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

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

## Deciding When to Start the Test

If some students take a long time to move to the **Ready to Test** list, check their progress by looking at their device. Test Day Toolkit statuses can lag, and they might be on the start code screen. If they're not and they can't complete check-in quickly, help them after you read the script so other students can start testing.

## Students with a Preferential Seating Accommodation

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

## Other Issues

See Responding to Problems on page 33 for details on handling and reporting anything that goes wrong.

# Checking Identity

If you don't know a student, follow these additional steps when you take attendance.

## Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in How to Take Attendance on page 12.
- See Help on page 16 if you encounter problems.

## How to Check Identity

1. Make sure the student's photo ID is acceptable.
  - ◆ All students must bring a valid photo ID on test day.
  - ◆ IDs must be government- or school-issued, valid, original, and in good condition with legible text.
2. Check the student's appearance.
  - ◆ Compare the student's appearance to the ID photo.
3. Check the student's name.
  - ◆ Make sure the name and birth date (if available) on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
  - ◆ Click **Check In**.



### Important

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

## Help

### If You Can't Verify Identity

Send students to your test coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

### ID Examples

For students testing at your school who regularly attend a different school, acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.
- SAT Student ID form (visit [sat.org/id](https://sat.org/id) for more information)—only accepted in U.S. test sites for testers under 21 years of age.

Unacceptable IDs include:

- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Any document without a photo.
- Any expired document.
- 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.

## Starting the Test

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

### Good to Know

- Read the script exactly as written.
- The proctor script is very short.
- Wait until the end of the script to give students your room's 6-digit start code.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.

## How to Start the Test



### STUDENT EXPERIENCE

Help
Return to Home

### Get Your Desk Ready

**Put these items on your desk:**

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

**Put these items under your desk:**

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

**Put these items in your bag:**

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

Back
Step 6 of 10
Next

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

1. Start reading the script in Test Day Toolkit.
  - ◆ Click **Next Step** on the Attendance screen in Test Day Toolkit.
  - ◆ Pay close attention to the labels that indicate which parts should be read aloud.
  - ◆ The first part of the script covers breaks and security policies.
2. Check desks and calculators and collect prohibited items.
  - ◆ When it's time to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items.
  - ◆ At the same time, you'll give students any materials their accommodations or supports require.
  - ◆ Finally, you'll check that students are using an acceptable calculator and ask them to clear saved formulas.
  - ◆ Keep the collected items near you.
3. Finish reading the script.
  - ◆ In this part of the script, you'll tell students to keep their devices open and uncovered during the whole test.
  - ◆ You'll also tell students not to leave until you dismiss them.
4. Provide the 6-digit start code.
  - ◆ When you finish the script, you'll see the unique 6-digit start code for your room.
  - ◆ Don't post or read the start code ahead of time.
  - ◆ Write the start code on the board.



### STUDENT EXPERIENCE

Students start their own test by entering the start code and can do so at slightly different times. Their tests are timed individually.

## Additional Information

### Allowed on Student Desks

These are the only items allowed on student desks (except for an approved accommodation):

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks and students should be reminded to clear saved formulas before testing begins)
- An external mouse and mouse pad
- An external keyboard for tablets (students taking the SAT with optional Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays). Keyboards are necessary for all students using Windows tablets. The Highlights & Notes tool will not be available to Windows tablet users without an external keyboard. For SAT with Essay testers, an external keyboard will be necessary to type the essay. If your school's only option is to test with Windows tablets, and external keyboards cannot be acquired, contact College Board.
- Scratch paper you provided
- A pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials, if applicable

### Allowed Under Student Desks

These items are allowed under student desks:

- Power cord
- Portable charger
- Backup testing device
- Backup calculator or batteries
- Snack and drink (allowed on breaks)
- Hand sanitizer and cleaning supplies (allowed on breaks)

### Prohibited Items

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

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

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



### Additional Guidance

Hooded shirts may be worn but hoods must be down during testing. Brimmed caps can be brought into the testing room but must be put away, not worn, during testing.

## 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 stored under the student's desk during testing.

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

Service animals are allowed under certain circumstances. Your test coordinator will let you know if a service animal or emotional support animal can be admitted to your testing room.

## Calculators

Students can use an embedded Desmos graphing calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. Not all graphing calculators are acceptable. See the list in the Appendix. Students must clear all saved formulas on their handheld calculators before testing.

## 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

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

# Test Monitoring

While students take the test, proctors and room monitors keep the room free of distractions and walk around the room continuously, actively monitoring to watch for raised hands, devices displaying nontest content, students not actively testing, and suspicious behavior.

## Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times. To minimize disruptions of students being on different break times, wait to provide the start code until all students are ready to begin.
- There may be variation in end times for extended time testing now that students can move ahead early.
- Bluebook times the test and starts the breaks automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the Reading and Writing section and Math section of the test. For SAT with optional Essay, students will also have a 10-minute break between the Math section and Essay section of the test.

## How to Monitor Testing

### Observe the Room

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

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

See Handle and Report Irregularities on page 26 to learn how to respond to these violations.

As you walk around the room, collect scratch paper and sign-in tickets from empty desks (if applicable).

If a student requests additional scratch paper, give them an extra sheet and have them write their name on it. Make sure to collect all scratch paper you distributed when testing is finished. Return all used scratch paper to the test coordinator at the end of the test session.

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

### Complete the Seating Chart

If your test coordinator gave you a seating chart, complete it according to the instructions on the printout. Verify the name of the student on the sign-in ticket with the name that displays in Bluebook.

After testing has finished, return the completed seating chart to your test coordinator.

### Monitor Student Progress in Test Day Toolkit

After you provide students with the start code, click **Next Step** to navigate to the monitoring dashboard, which lists students and their testing status. Testing statuses show which part of the test students are in.

To see which students are in each part of the exam, click a testing status in the Filters section on the left side of the screen.

**IMPORTANT:** Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated. No action is required if students are testing smoothly.



These testing statuses are listed at the top of the Filters section:

- **Not Started:** Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.
- **Section 1:** Students are testing in Section 1.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section 2:** Students are testing in Section 2.
- **Section 3:** Students are testing in Section 3, the SAT Essay.

Students with these statuses need your attention:

- **Exited:** Students exited the test and might be using their device improperly. They'll need your help to continue their test and submit their answers. Read more about Students with an Exited Status on page 24.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted.

Near the end of the test, check the **Ready to Dismiss** module at the bottom of the Filters section.

- **Submitted:** Students' answers have been submitted to College Board.

**IMPORTANT:** If students have an **Exited** status, check their device immediately to make sure it's open and not asleep or being used improperly.



### STAFF EXPERIENCE

**Monitoring Dashboard** Start Code: 391676

[Show Directions](#)

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

**Testing Status Filters**

Status	Count
<a href="#">Not Started</a>	0
<a href="#">Section 1</a>	1
<a href="#">Break</a>	1
<a href="#">Section 2</a>	1

**Needs Attention**

Status	Count
<a href="#">Exited</a>	1
<a href="#">Submission Pending</a>	0

**Ready to Dismiss**

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

**Student List: Break (1)** [Clear Filters](#)

Students have a break between test sections. If they leave the room, they shouldn't take anything except a snack (and an ID if they don't attend your school).

Student ^	Accommodations	Attendance ^	Testing ^	Last Updated
<a href="#">Ledner, Maximilian W.</a>	None	● Checked in to center	Break	Dec 10, 2024 1:52 PM

[Help](#)

The proctor clicked **Break** to filter the monitoring dashboard, showing that only one student is on break. Another student is in Section 2.

## Be Aware of Student Breaks

The standard break is 10 minutes, and Bluebook will tell students when to take their break (and any extra breaks they are approved for). If student start times were slightly staggered, their break times will be too. To reduce variance with breaks, instruct students that they are to enter the start code together and only when instructed to do so.

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

Additionally, students testing with some extended time accommodations (for example, up to double time on the entire test) will receive a 20-minute nutrition break in place of the standard break between the Reading and Writing section and the Math section. Your room may have a mixture of students with standard 10-minute breaks and students with the longer nutrition breaks. See Accommodated Breaks on page 36 for a list of accommodations that include a nutrition break.

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



### STUDENT EXPERIENCE

85%

## Take a Break: Do Not Close Your Device

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

**Remaining Break Time:**  
**9:58**

**Follow these rules during the break:**

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

Sofia Aguilar

Bluebook ends each section when time is up and displays break instructions. Students can't start or end scheduled breaks early. When their break time ends, students click a button to start the next section; no proctor action or instruction is needed.

Some students may return late from break due to factors beyond their control. They can still click the **Resume** button to proceed to the next section when they return. If a student returns especially late, Bluebook may resume the test without the student's action. If the student has lost more than 1 minute of testing time and feels the loss of time affected their performance, report an irregularity to request a retest.

When students go on break, do what you can to minimize distractions, and warn students who are disruptive.

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Student Accommodations on page 36 for more information.

If students leave the room on a scheduled break, they should take only their snack and drink. Students who leave the room for unscheduled breaks shouldn't take anything with them.



### STUDENT EXPERIENCE

Students approved to take breaks as needed will use a **Pause** button to stop their clock. Only students with this accommodation will see this button.

Watch for and report break violations like the following:

- Acting suspiciously while taking excessive breaks
- Acting suspiciously while returning late from break
- Leaving the room with anything other than their snack
- Using their device for anything other than testing
- Accessing a mobile phone or other prohibited electronic device
- Talking to other students after a warning

### Admit Students Returning from Break

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

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



### Reminder

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



### Additional Guidance

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

## Additional Information

### Students with an Exited Status

If students have an **Exited** status, check their device immediately to make sure it's open and that students are using it properly.

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

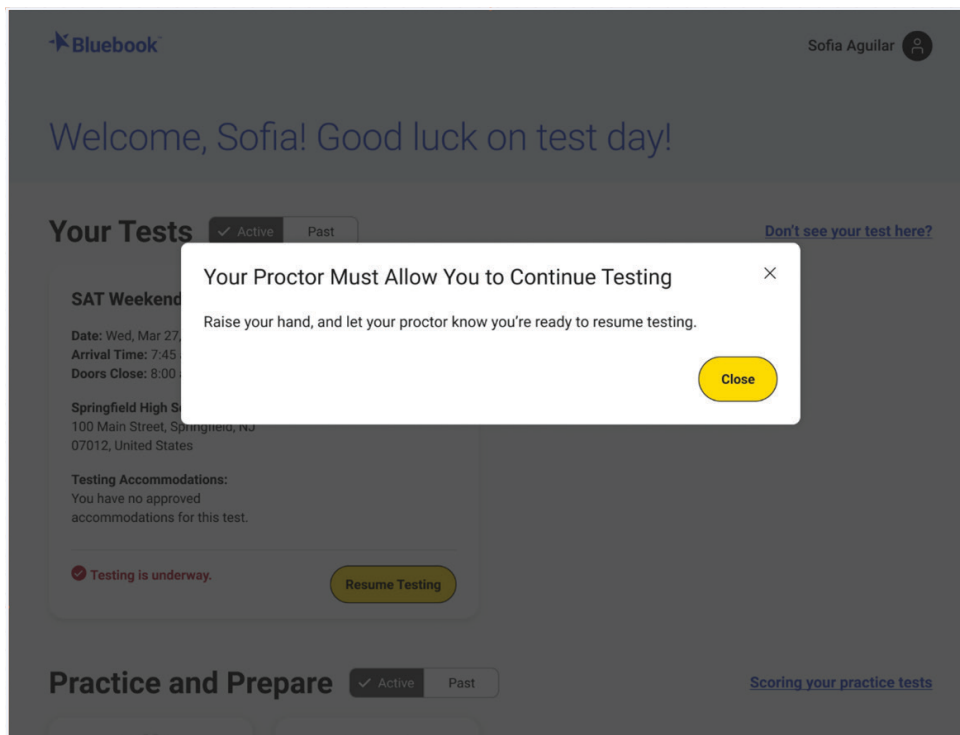
### Allow Students to Continue Testing

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

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



### STUDENT EXPERIENCE



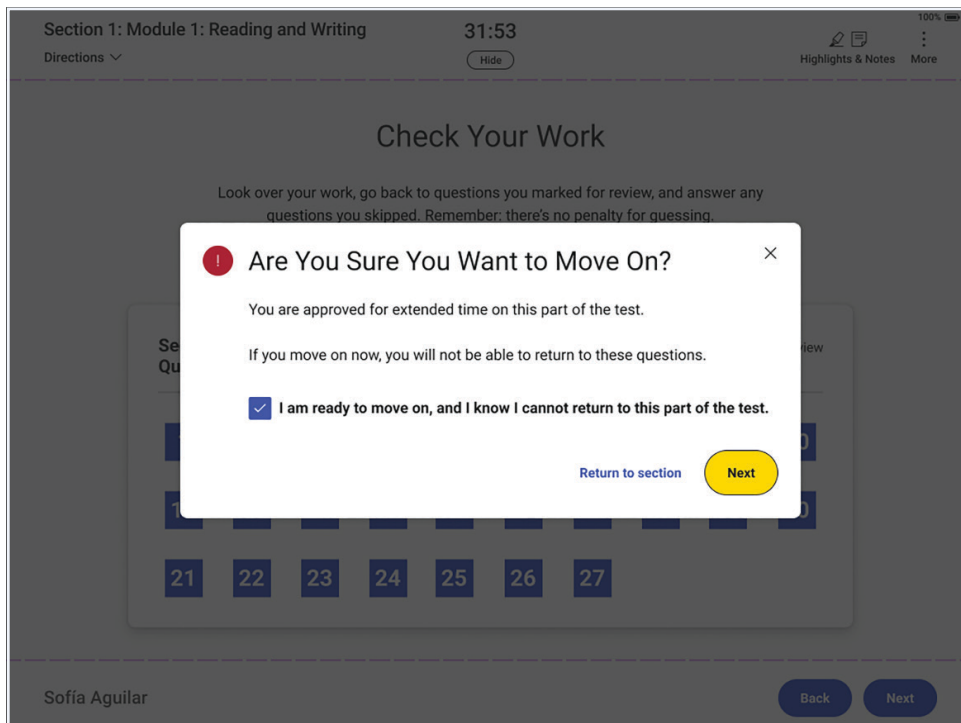
When students reopen Bluebook, they need to click **Resume Testing** on their homepage and ask their proctor to let them continue testing.

### Extended Time Students Ending Early

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



#### STUDENT EXPERIENCE



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

### Troubleshooting

See Technical Troubleshooting in the Testing Room on page 31 if students have technical issues.

### Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in Student Accommodations on page 36.

### Access to Electricity

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

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

**IMPORTANT:** Students approved to test with extended time and students taking the SAT with optional Essay must receive access to power when they need it.

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

The following options are allowed:

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

The following options are not allowed once testing has started:

- You cannot move some students so others can charge their device.
- Furniture cannot be moved.
- Students may not replace the battery on their testing device during testing.

### **Handle and Report Irregularities**

If a student is in possession of test content, notes, answers, formulas, or other aids or if testing is disrupted for multiple students, ask testing staff to alert your test coordinator right away.

See Responding to Problems on page 33 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Follow your test coordinator's guidance and refer to Retesting and Irregularities on page 39 for a comprehensive overview of the IR submission process.

## **Answer Submission Verification**

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

If all students in your room started testing within a few minutes of each other, wait until time is up for all of them before you get started. In addition to the steps listed on the next page, follow any guidance from your test coordinator.

Students who test with extended time accommodations don't need to stay for their full time, so they may take breaks and finish testing at very different times.

### **Good to Know**

- If students are connected to the internet when their time is up, their answers are submitted automatically and they see the **Congratulations** screen with confetti.
- You'll also see their status change to **Submitted** in Test Day Toolkit.
- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically but will be saved on their device.

## How to Verify Answer Submission

1. Check the **Filters** section on the Test Day Toolkit monitoring dashboard.
2. If the filters show that all students who started the test have a **Submitted** status, all students are ready to dismiss.
  - ◆ Dismiss all students at once.
  - ◆ Follow the instructions in Dismissing Students with Submitted Answers on page 28.
3. If some students who started the test don't have a **Submitted** status, help them submit their answers before they leave your room.
  - ◆ Follow the instructions in Dismissing Students with Submitted Answers on page 28.
  - ◆ Help the remaining students submit their answers.



### STAFF EXPERIENCE

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

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

Back Next Step

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

## Dismissing Students with Submitted Answers

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

### Good to Know

- Students are required to stay for the full standard testing time.
- Unless a student's device is offline, closed, covered, or asleep when time is up, their answers are submitted automatically, they see the **Congratulations** screen with confetti, and their status in Test Day Toolkit changes to **Submitted**.
- Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated.
- If a student wants to cancel their scores, you can submit an irregularity in Test Day Toolkit or refer these requests to your test coordinator.

### How to Dismiss Students with Submitted Answers

1. On the Test Day Toolkit monitoring dashboard, click **Submitted** to see which students' answers are submitted.
2. Collect scratch paper.
  - ◆ Each sheet should be intact with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
  - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting rule violations in Responding to Problems on page 33.
3. Check sign-in tickets for notes about test content.
  - ◆ If you find any, confiscate the sign-in ticket, give it to your test coordinator, and report an irregularity.
  - ◆ Otherwise, let students keep their sign-in tickets.
  - ◆ SAT School Day students need sign-in tickets to update their 4 free score sends within 3 days of their test date.
4. If necessary, return prohibited items.
5. Let students with submitted answers leave the room.
6. If some students need help submitting their answers, follow the instructions in How to Dismiss Students with Unsubmitted Answers on page 29.
7. If not, follow the instructions in After Dismissal on page 30.

### Additional Information

#### Keep Distractions to a Minimum

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



## Dismissing Students with Unsubmitted Answers

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

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

### Good to Know

- Never use the device swap feature after a student's testing time runs out—their answers could be lost.
- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically but will be saved on their device.
- Students need to submit their answers using the device they used during the test.

### How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students.
2. Make sure their test ended. If you see a countdown clock, tell them to let you know when their time runs out; their answers should submit automatically.
3. If you see the Bluebook homepage, find the test under **Your Tests**.
4. Tell the student to take one of the following actions depending on what you see:
  - ♦ If there's a **Resume Testing** button: The student should click the button and wait until their testing time runs out and let you know if their answers are submitted.
  - ♦ If there's a **Submit Answers** button: The student should check their internet connection and click the button. See *How to Check for an Internet Connection* on page 33.
  - ♦ If the test isn't shown: The student should click **Past**. If the exam is listed with the message "Your answers have been submitted," you can dismiss the student.
5. If you see an **Answer Submission Incomplete** error message, tell the student to follow the instructions shown. If they need to check their connection, see *How to Check for an Internet Connection* on page 33.
6. If you see an **Answer Submission Pending** error message, dismiss the student and tell your test coordinator that College Board will contact them about the student's test.
7. If some students' answers are still not submitted, tell them to keep their device and send them to the help room. If most students in your room need help, follow your test coordinator's instructions.



#### Tip

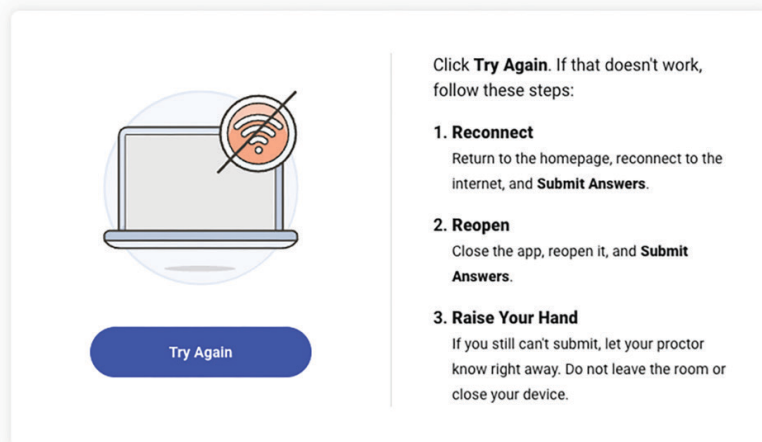
If the actions in step 4 work and Bluebook confirms answer submission, it's okay if the student's status in Test Day Toolkit doesn't update.



## STUDENT EXPERIENCE

## Answer Submission Incomplete

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



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

- 1. Reconnect**  
Return to the homepage, reconnect to the internet, and **Submit Answers**.
- 2. Reopen**  
Close the app, reopen it, and **Submit Answers**.
- 3. Raise Your Hand**  
If you still can't submit, let your proctor know right away. Do not leave the room or close your device.

If a student doesn't have an internet connection when time runs out, they'll see an **Answer Submission Incomplete** screen or an internet connection error.

Their answers won't be submitted automatically, but they'll be saved on their testing device. When back online, they'll need to sign in to Bluebook on the same testing device and click the **Submit Answers** button on their homepage.

## After Dismissal

Thank you for proctoring! Test day is almost over.

### How to Finish Proctoring

1. If you have any irregularities, report them in Test Day Toolkit.
  - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
  - ◆ Report any security issues or rule violations.
  - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
  - ◆ Submit reports. They'll be routed to your test coordinator.
  - ◆ See Retesting and Irregularities on page 39 for more information.
2. Check the room for student belongings and gather your supplies.
3. Report back to your test coordinator.
  - ◆ Tell your test coordinator about students whose answers weren't submitted. Let the test coordinator know if you sent students to the help room or if they used shared devices.
  - ◆ Let them know about any other problems.
  - ◆ Hand over materials, including your seating chart (if you have one) and all scratch paper, even if it's unused.

## Technical Troubleshooting in the Testing Room

You can send students with technical issues to the help room at any time, but we recommend doing so in the following cases:

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

Send students to your test coordinator in these cases:

- You don't have a sign-in ticket for them or the credentials on their sign-in ticket don't work.
- The test isn't listed on their homepage.
- There's an issue with their accommodations.
- The student's name or date of birth is incorrect in Bluebook.

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

### None of Your Students Can Start

If none of your students can start the test, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor or the test coordinator. They may need to work with your school's technology coordinator and tech support.

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

If Bluebook doesn't open properly, try one of the following fixes:

1. Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection. Get tips on How to Check for an Internet Connection on page 33.
3. You can also 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](https://bluebook.app.collegeboard.org).

### A Student Can't Sign In or Their Test Isn't Listed

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

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

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

## A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in. If the student is on the start code screen, try one of the following fixes:

1. Reenter the start code.
2. Make sure the student is marked present on the Test Day Toolkit Attendance page.
3. Restart the device and open Bluebook again.
4. 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. The student can start testing after they return to their testing room; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

## A Student's Testing Is Interrupted

If a technical issue during the test prevents a student from continuing, try one of the following fixes:

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

### How to Complete a Device Swap

Device swap is a Bluebook feature that syncs test data so students can continue testing on a new device. Use it only if the student has entered the start code and has time remaining, and all troubleshooting tips have failed.

**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 student has time remaining on a test, can't continue testing on the original device, and a backup device is available, complete these steps to swap devices:

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 **Let Student Continue Testing** button.
4. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

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



### Additional Guidance

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.

## A Student Needs Proctor Approval to Continue Testing

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

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

## How to Check for an Internet Connection

If a troubleshooting tip directs you to make sure a device is connected to the internet, open a browser and navigate to [collegeboard.org](https://collegeboard.org). Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook **without** turning the device off.

If they don't have a connection, make sure the device's Wi-Fi is turned on and airplane mode is turned off.

## Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call College Board at 866-917-9030 as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to Retesting and Irregularities on page 39.

### Good to Know

- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Irregularity Reports (IRs) completed by proctors are routed to the test coordinator for review before submission to College Board.
- Report excessive and suspicious unscheduled student breaks.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check their sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator.

## How to Respond to Problems

### When to Call College Board

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

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

If a school closure prevents testing as planned, the test coordinator should reschedule for another day within the testing window. If that's impossible, they should call College Board at 866-917-9030.

### Rule Violations

Follow the instructions for early dismissal and reporting irregularities if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. **If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions below).**

**Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.**

Proctors should collect any scratch paper, sign-in tickets, 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. After collecting evidence, ensure any test content is deleted before the device is returned to the student.

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, whether testing with standard time or extended time, must stay at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 35.

### Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 31. Follow the instructions for reporting irregularities in Next Steps on page 35.

### Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call College Board at 866-917-9030.

### Approved Accommodations Not Given

Ask the student if they want to continue testing without the approved accommodations or stop testing. An accommodations waiver must be completed by a parent or guardian if a student is under the age of 18 to excuse the student from using approved accommodations. Accommodation waiver forms can be found in the [Colorado Resource Repository](#). If a student began testing, but their approved accommodations were not given, submit a retest IR.

### Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 35.

## Test Question Issues

If a student thinks something is wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them it's better to guess than leave a question blank. Only answer questions about procedure, never about test content.

Ask them to see you after the test so you can report the problem to College Board. Wait until other students finish testing before talking to the student.

Get instructions for reporting irregularities in Next Steps below.

## Next Steps

### Early Dismissal

All students must stay until standard time ends except in cases of illness or rule violations. To dismiss a student before standard time ends, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Click **Undo Check-In** in Test Day Toolkit.
5. Submit an IR in Test Day 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:** Use the normal procedure to dismiss extended time students who choose to end their test after standard time ends and before their full extended time ends.

### Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and choose between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board. Refer to Retesting and Irregularities on page 39 for more information.

## Additional Information

### Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Viewing nontest content or accessing other applications on their device
- Impersonation
- Accessing or using prohibited devices or aids during testing or during breaks
- Switching devices or seats without permission
- 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 under Allowed on Student Desks and Allowed Under Student Desks on page 18.

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

## Student Accommodations

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

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

### Testing Groups

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

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)
- S9: School (Double Time – Essay only)
- S10: School (Time and One-half – Essay only)
- S11: School (Double Time – Math and Essay)
- S12: School (Time and One-half – Math and Essay)
- S13: School (SAA – EL Math only)

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

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

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

Beginning with spring 2025 testing, once the standard time has fully elapsed on a module, students testing with extended time can move on when they are ready. They are no longer required to stay for their entire approved time, and they can be checked out once they have submitted their answers. The names of the extended time accommodations have been updated to indicate this change, as in “Reading: Up to Double Time.”

**All testing groups, including S1: School (Standard Time), may include students with the accommodations explained in this section.**

### Accommodated Breaks

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

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



Break accommodations include:

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

### Small-Group Testing

Double-check room assignments to make sure students approved for small-group testing aren’t assigned to larger rooms.

For students approved for small-group testing, small-group rooms shouldn’t have more than 15 students. Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room as long as they do not exceed 15 students.

### Permission to Test Blood Sugar

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

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor or for other medical reasons. 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 at their desk unless specifically approved by SSD. 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.



#### Tip

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

## Digital Testing Features

Many students who use 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.

## 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

Schools should follow their district policies regarding service animals and emotional support animals. If allowed by school/district policy, the SSD coordinator must request this accommodation in SSD Online and receive approval for the student to be allowed to have the animal in the testing room.

## 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 via a link at the bottom of the start code screen.

## Assistive Technology

If you have students approved for testing with assistive technology that isn't built into Bluebook, go to [cb.org/accommodated-testing](https://cb.org/accommodated-testing). You'll find information about approved assistive technology that students will use while testing with Bluebook. Some assistive technology may require special configuration before test day. It's important that students try a test preview or full-length practice test using their assistive technology in Bluebook prior to taking the test.

# Retesting and Irregularities

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

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

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

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

## Policies for Retesting/Rescheduling

### Rescheduling Policies

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

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

### Retesting Policies

If schools encounter issues after the room code has been entered, students may be eligible for retesting.

Examples of scenarios that would call for retesting include:

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

**IMPORTANT:** Each student has only 2 retest opportunities resulting from irregularities.

#### In This Section

- 39 [Policies for Retesting/Rescheduling](#)
- 39 Rescheduling Policies
- 39 Retesting Policies
- 41 [How to Report Irregularities and Set Up Retests](#)
- 42 Irregularity Chart
- 43 How to Set Up a Retest
- 43 How to Administer Retests
- 44 Retesting and Irregularities FAQs

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

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

Schools can set up retests in Test Day Toolkit when they submit an IR, although only certain IR types will have an option for retesting. It may take up to 1 full business day for a student to appear in the Test Day Toolkit retest roster following the submission of an IR.

If a student is listed in a retest irregularity form, the student's score from the initial test date will be on a temporary hold until the last published score release date. If the student doesn't retest, the original test score will be sent to Colorado Department of Education.

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

### Additional Considerations

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

Test coordinators are responsible for the following:

- Determining in advance of test day when their school can offer retesting in the event of an issue.
- Ensuring proctors know about their school's retesting policies and the procedures for correctly completing an IR in Test Day Toolkit.
- Reviewing and correcting all IRs in Test Day Toolkit before submitting them to College Board. (This includes making sure the right students are listed in each form and replacing incorrect forms with the correct ones.)
- Submitting completed IRs as soon as possible within 5 calendar days of the test date. Retest IRs must be submitted no later than 3 calendar days before the close of the testing window. Late submission could delay score release. **Students may not be able to retest if the request is submitted in Test Day Toolkit more than 5 calendar days after testing. All retesting must be completed by April 25.**

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

Staff should also be prepared to handle student requests to cancel their scores on test day, which must be submitted in Test Day Toolkit within 5 calendar days of their test date. Test coordinators should document students' requests for score cancellation and keep for their records. Canceled scores will still be reported to Colorado Department of Education but won't be available to the student, school, or district in the K-12 score reporting portal.



### Important

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

## How to Report Irregularities and Set Up Retests

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

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

**IMPORTANT:** If you're not sure which form to use, ask the test coordinator for additional guidance.



### STAFF EXPERIENCE

#### Add Irregularity

**When not to submit an irregularity:** If students didn't enter a room code, follow the instructions for rescheduling tests.

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

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

	Expand All	Collapse All
I need to retest students who entered the room code.		+
I need to report a security issue or rule violation.		+
I need to report a non-security issue without setting up a retest.		+
I need to cancel a score on behalf of a student.		+

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

## Irregularity Chart

Use the table below to find out how to respond to different kinds of irregularities, and then learn How to Set Up a Retest on page 43.

**IMPORTANT:** Remember to follow any state and district policies related to irregularities, rescheduling, and retesting, including policies related to student and/or parental consent.

IRREGULARITY CHART		
Problem	Options	Forms
<b>Accommodations are wrong or missing in Bluebook</b> <i>Example: Bluebook didn't give student extended time</i>	Correct the error before rescheduling the test for students who didn't enter the room code	<i>Don't submit a form</i>
	Correct the error before retesting students who entered the room code	Accommodations error in Bluebook or registration
<b>Other accommodations issue</b> <i>Examples: Bluebook-embedded text-to-speech didn't work; other assistive technology was unavailable; a student approved for preferential seating was seated incorrectly</i>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> <li>▪ Assistive technology/screen reader issue (no retest)</li> <li>▪ Accommodations issue (no retest)</li> </ul>
	Retest students who entered the room code	<ul style="list-style-type: none"> <li>▪ Assistive technology/screen reader issue</li> <li>▪ Staff accommodations mistake</li> </ul>
<b>Technology issue</b> <i>Examples: Answer submission failure; network outage; start code didn't work</i>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> <li>▪ Answers not submitted (no retest)</li> <li>▪ Student technology issue before timed testing (no retest)</li> <li>▪ Student technology issue during timed testing (no retest)</li> <li>▪ Other technology issue (no retest)</li> </ul>
	Retest students who entered the room code	<ul style="list-style-type: none"> <li>▪ Student technology issue</li> <li>▪ Network and staff technology issues</li> </ul>
<b>Disruptive student behavior</b>	To retest the students who were disrupted: <ul style="list-style-type: none"> <li>▪ Reschedule testing for students who didn't enter the room code or retest students who entered the room code</li> <li>▪ Report the disruptive student in the Prohibited items and behaviors form</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disruption caused by another student</li> <li>▪ Prohibited items and behaviors (no retest)</li> </ul>
	To report without retesting: <ul style="list-style-type: none"> <li>▪ Report the disruptive student</li> <li>▪ In the same form, identify the students whose testing was disrupted</li> </ul>	Prohibited items and behaviors (no retest)
<b>Security issues and rule violations</b> <i>Examples: Theft of test content, possession of a prohibited device, giving and receiving help, using their device improperly, damaging a testing device, proctored by a family member</i>	Report the problem without setting up a retest	<ul style="list-style-type: none"> <li>▪ Prohibited items and behaviors (no retest)</li> <li>▪ Testing device misuse (no retest)</li> <li>▪ Conflict of interest (no retest)</li> </ul>
	To retest students, select <b>Other</b> when asked to describe the problem and under <b>Detailed Description</b> , enter "The student was involved in a security issue, but we still need to retest them."	Testing conditions and administration mistakes

Problem	Options	Forms
<b>Illness and other issues</b> <i>Examples: Ambiguous test question, noise disturbance, distracting staff behavior, fire drill, emergency</i>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> <li>Testing conditions and administration mistakes (no retest)</li> <li>School evacuation (no retest)</li> <li>Test content issue (no retest)</li> <li>Illness and early departure (no retest)</li> <li>Other issues (no retest)</li> </ul>
	Retest students who entered the room code	<ul style="list-style-type: none"> <li>Testing conditions and administration mistakes</li> <li>School evacuation</li> <li>Test content issue</li> <li>Illness and early departure</li> </ul>
<b>A student wants to cancel their score</b>	Cancel scores on behalf of a student only if they're not retesting	Score cancellation

## How to Set Up a Retest

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

## How to Administer Retests

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

### Retest Rosters

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

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



### STAFF EXPERIENCE

The screenshot shows the 'Test Day Toolkit' interface. At the top, it says 'Test Day Toolkit' and 'Hi, Amy'. The main content area is titled 'Choose a Test Administration'. Below the title, there are two bullet points: 'You can access one test administration at one test site each time you sign in.' and 'We'll email you when each administration is available.' Below this, there is a note '\* = Required'. The 'Test Site \*' dropdown menu is set to 'HIGH SCHOOL AI:000000'. The 'Role' is 'TDTK Administrator'. The 'Test Administration \*' dropdown menu is set to 'PSAT 8/9 Retest 1'. Below the dropdown menu, there is a list of test administrations: 'PSAT 8/9 Primary', 'PSAT 10 Primary', and 'SAT Primary'. The 'PSAT 8/9 Primary' option is highlighted.

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

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

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

## Retesting and Irregularities FAQs

### How can I tell the difference between a network issue and a student technology issue?

If multiple students have trouble connecting to the internet, use a network and staff technology form to report the issue.

### What if a student isn't listed within 1 business day?

If the student isn't listed on a retest roster within 1 business day, make sure you submitted an IR form to College Board:

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

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

If a student wants to cancel their score, go to the **Irregularities** page in Test Day Toolkit, click **Add Irregularities**, and complete the score cancellation form within 5 calendar days of the test date.

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

If you're not sure which form to use, ask your test coordinator—we can't respond to questions in an IR. Retest forms set up new tests automatically.



# Accommodations Guide for Proctors

**Colorado**



## **In This Part:**



**BLUEBOOK  
TESTING  
PROCEDURES**



**PAPER TESTING  
PROCEDURES**

# Contents

1	<b>Introduction</b>
1	How to Use the Accommodations Guides
2	What's New for Spring 2025
3	Readiness and Test Day Roles
7	<b>How Accommodations Are Provided in Digital Testing</b>
7	Test Aids, Alternate Test Formats, and Support Staff
11	Students Testing Over Multiple Days
12	Timing and Breaks in the Accommodated Testing Room
18	In the Testing Room on Test Day
21	<b>Accommodated Testing in Bluebook</b>
21	Once Students Are Seated
24	Starting the Digital Test
26	Digital Test Monitoring
30	Answer Submission Verification
32	After Dismissal
33	Technical Troubleshooting in the Testing Room
35	Responding to Problems
38	<b>Accommodated Testing on Paper</b>
38	How to Proctor Paper Tests
40	Paper Testing Procedures for Proctors
44	Using the Proper Materials
45	The Transcription Process
48	<b>After the Test</b>
48	After All Students Have Been Dismissed
48	Retesting and Irregularities
49	For Students Who Didn't Test

# Introduction

## How to Use the Accommodations Guides

We've rearranged accommodations information into a coordinator guide and a proctor guide to better focus on the information each testing staff role needs. In addition, each accommodations guide has been placed within the relevant manual (*Test Coordinator Manual* or *Proctor Manual*), available in the [Colorado Resource Repository](#), to keep all needed information in one place for each role.

If you're asked to administer the test to students testing on paper, you'll use a second publication of paper testing scripts specific to the assessment being delivered. These *Paper Testing Scripts* focus on the scripts that staff proctoring paper-based testing will use to administer the appropriate test—SAT® School Day, PSAT™ 10, or PSAT™ 8/9—on test day. You can download the version you need from the Help page in Test Day Toolkit.

## What You'll Find in This Guide

Here's a snapshot of the *Colorado Accommodations Guide for Proctors*.

**How Accommodations Are Provided for Digital Testing:** Use this section to learn about different accommodations you may be called upon to administer in your testing room. Topics covered include how accommodations work for digital testing, testing aids and alternate formats, and timing and breaks.

**Accommodated Testing in Bluebook:** This section covers what proctors need to know to successfully test students with accommodations using Bluebook, the College Board digital testing app.

**Appendix:** At the back of this *Proctor Manual*, you'll find additional resources.

You'll see margin notes indicating additional guidance, reminders, and tips, and you'll also see the following icons to highlight information:



Security requirement



Procedures for testing in Bluebook



Procedures for testing on paper



Identifies training references

**TIP:** The Contents button at the bottom of each page returns you to the main contents page if using the larger manual electronically.



### In This Section

- 1 [How to Use the Accommodations Guides](#)
- 1 [What You'll Find in This Guide](#)
- 2 [What's New for Spring 2025](#)
- 3 [Readiness and Test Day Roles](#)
- 4 [Your Role as Proctor](#)
- 5 [Student Digital Readiness Check](#)
- 5 [Support Staff](#)

This guide includes information you'll need to proctor students with accommodations such as:

- Use of assistive technology, such as Text-to-Speech (Embedded) and Screen Reader (Non-Embedded).
- Paper supplements such as reader's script.
- Approved accommodation of paper tests for digital assessments.
- Human reader or scribe.
- Braille accommodations.
- Limited testing time or up to more than double time (which will require multiple-day testing).
- Extended time testing for reading or for math.
- Accommodated breaks, including breaks as needed.
- Enlarged fonts (students will use the zoom feature on their devices).
- Nontiming accommodations such as preferential seating, wheelchair access, medical devices and aids, permission for food/medication while testing, service animals and emotional support animals, written copy of verbal instructions, and sign language interpreters.

## What's New for Spring 2025

We've made several enhancements to how accommodations are administered for spring 2025 testing.

- Beginning in spring 2025, the Bluebook testing application will include an embedded text-to-speech tool for students to use as an accommodation.
  - ◆ This built-in tool eliminates the need for external technology, reducing configuration issues and providing a more standardized experience for students across different devices. No configuration will be required. Extended time will not be provided automatically for the new accommodation Text-to-Speech (Embedded).
  - ◆ Students who want to use third-party screen readers (e.g., JAWS, NVDA, or VoiceOver) will be approved for Screen Reader (Non-Embedded). Some configuration may be needed.
  - ◆ The accommodation of Screenreader/Text-to-Speech is now called Screen Reader (Non-Embedded). Students currently approved for this accommodation will automatically be approved for both Screen Reader (Non-Embedded) and the new Text-to-Speech (Embedded).



### Tip

With the exception of paper tests, these accommodations are provided with Bluebook testing, and most of them are offered in 1 day of testing.

- Starting in spring 2025, students with extended time (time and one-half, double time, or more) will have the option of moving to the next part of the test before their full extended time expires, once the standard testing time has passed. While students are encouraged to use all of the time that they need and are approved for, they will not be required to stay for their full extended time if they finish testing or are ready to move on sooner. This new policy applies to students who are approved for an accommodation of extended time, as well as to students who are approved for extended time as an English learner (EL) accommodation, state-allowed accommodation (SAA), or temporary support. Please note these important points about how this change affects the testing experience:
  - ◆ Accommodation names for extended time now include the words “Up to” (e.g., “Reading: Up to Time and One-half”).
  - ◆ Schools still need to plan the test administration to ensure students can use their full time on test day. Students are encouraged to use their approved time. Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students from ending their test before time is called.
  - ◆ Bluebook will ask the student to verify that they are ready to move on and confirm that they understand they cannot go back to the module once they are done.
  - ◆ Students will need to wait their entire break time before starting the next module or section.
  - ◆ See Timing and Breaks in the Accommodated Testing Room on page 12 for more information about how this new feature works in Bluebook and how proctors will administer extended time to paper testers.
- A new group type, S13, has been added for state-allowed accommodation (SAA) for EL Math Only.

## Readiness and Test Day Roles

**Test Coordinator:** The test coordinator is expected to be at the school to supervise all activities related to the test administration. They are responsible for staff recruitment, training, and assignments; overseeing the use of facilities; supervising all activities of the test administration; and handling any emergencies or disruptions.

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

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

**Technology Monitor:** Test coordinators assign at least 1 technology monitor to help students with technical issues on test day in the help room.

**Proctors:** Proctors are responsible for conducting a secure, valid administration. They’re accountable for everyone in the testing room and everything that takes place in their room. See Your Role as Proctor on page 4 for more details.


**Hall/Room Monitors:** Hall and room monitors assist with test administration duties. Monitors don’t administer the test, but they’ll have access to Test Day Toolkit to help direct students to their assigned rooms, answer questions, monitor testing areas, and submit irregularities if needed.

## Your Role as Proctor

As a proctor, you're responsible for conducting a secure, valid administration. You're accountable for everyone in the testing room and everything that takes place in your room.

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

Responsibilities:

- Complete the  **College Board required training** on-demand and read this *Accommodations Guide for Proctors* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.
- Prepare ahead for test day.
  - ◆ If testing students in Bluebook, review the section on Accommodated Testing in Bluebook on page 21.
  - ◆ If testing students on paper, set aside time to review the section on Accommodated Testing on Paper on page 38.

 On test day, for students testing in Bluebook, the proctor must:

- ◆ Post check-in instructions, Wi-Fi name, password, and room code.
- ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
- ◆ Distribute a sign-in ticket and 1 sheet of scratch paper to each student.
- ◆ Use Test Day Toolkit to take attendance, start testing, and monitor the test.
- ◆ Read a short proctor script, check desks, and provide students with the start code.
- ◆ Actively monitor students throughout testing.
- ◆ Refer students who require technical support to the help room.
- ◆ Use Test Day Toolkit to allow students to continue testing if they need to restart Bluebook.
- ◆ Immediately report any disruptions to the test coordinator.
- ◆ Submit irregularities in Test Day Toolkit, if necessary.

 On test day, for students testing on paper, the proctor must:

- ◆ Keep test materials secure, and follow all instructions for distribution, collection, and return of paper materials.
- ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
- ◆ Follow scripts exactly and minimize confusion by giving students ample opportunity to ask questions about procedure.
- ◆ Accurately time each test module.
- ◆ Actively monitor students throughout testing.
- ◆ Record the start and stop times where indicated in the script and on the board as soon as each module begins.
- ◆ Announce the remaining time as indicated in the script.
- ◆ Work with other testing staff to complete transcription of student answers into Bluebook.

**IMPORTANT:** Proctors administering paper testing will follow a different flow in Test Day Toolkit, as instructed later in this guide under How to Proctor Paper Tests on page 38.

## Student Digital Readiness Check

The Colorado Department of Education (CDE) requires that all schools administering the SAT and PSAT-related assessments complete a digital readiness check prior to testing. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the student digital readiness check, students will log in to Bluebook with their sign-in ticket credentials (like they will on test day), complete exam setup, and try a test preview. Schools should have students complete the digital readiness check on the devices they will use on test day.

**These sessions are completed in 30 minutes or less** and are expected to be completed 1–2 weeks before you test.

**IMPORTANT:** Proctors should distribute printed sign-in tickets to students for the student digital readiness check. Proctors do not need access to Test Day Toolkit to facilitate the readiness check.

Refer to the Student Digital Readiness Check chapter of this *Proctor Manual* if you are asked to help lead this student session.

## Support Staff


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

Some support staff may be required to:

- Accompany students when they go to the restroom during testing time.
- Assist the proctor in ensuring the security of test materials.
- Facilitate accommodated students' nutrition break.

General qualifications for support staff include:

- Current or retired professional: administrative, secretarial, or clerical staff; or graduate student.
- Ability to follow oral and written instructions precisely.
- Appropriate language skills:
  - ◆ A human reader or scribe must speak English clearly.
  - ◆ A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor.

 Sign language interpreters aren't permitted to have access to testing materials at any time; they are only allowed to sign spoken directions.

## Administering Tests with a Human Reader or Scribe

Students who require a human reader or scribe for the SAT Suite must be approved for “Human reader (scribe) for digital tests,” even if the student is approved for a paper test.

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

- Each student must have their own human reader or writer/scribe. (Human readers and scribes may not be shared during the same testing session.)
- Administer the test in a 1:1 setting with up to time and one-half unless a student is already approved for up to double time or more extended time.
- For scribes assigned to a student taking the SAT with optional Essay on paper:
  - ◆ Scribes may only write what the student dictates in English; they may not prompt the student in a way that would result in a different response.
  - ◆ Students should dictate punctuation, but they do not need to dictate spelling unless the spelling is in question.

The *Paper Testing Scripts* include more information to give staff serving as a human reader or scribe in the paper testing room.

### **Human Reader Responsibilities**

Human readers are responsible for clearly and accurately reading all test scripts, including test directions, questions, and passages. Human readers may also need to read back a student's response when requested by the student. Human readers and scribes require a 1:1 setting.

### **Writer/Scribe Responsibilities**

Depending on the student's needs, a writer/scribe may be required to:

- Complete the student's identifying information on the test book.
- For students taking a paper test, circle the answers within the test book corresponding to the answers chosen by the student.
- For students taking the test in Bluebook, record the answers chosen by the student in the app.
- Make any corrections indicated by the student.
- Assist the student in turning pages.
- For students taking the SAT with optional Essay, record the essay as dictated by the student.

### **Sign Language Interpreter**

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



# How Accommodations Are Provided in Digital Testing

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

All students test digitally in the Bluebook testing app unless they are approved for a paper test or require the use of an alternate type of test format. Here are some scenarios that explain when a student would test digitally or with an alternate test format that requires a paper test.

### ACCOMMODATED TESTING SCENARIOS – DIGITAL FORMATS AND ADMINISTRATION

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

### In This Section

- 7 [Test Aids, Alternate Test Formats, and Support Staff](#)
- 8 [Braille Test Formats](#)
- 9 [Assistive Technology](#)
- 10 [Medical Devices and Aids](#)
- 10 [Permission for Food/ Medication During Testing](#)
- 10 [Preferential Seating](#)
- 10 [Service Animals and Emotional Support Animals](#)
- 11 [Written Copy of Verbal Instructions](#)
- 11 [English Language Supports](#)
- 11 [State-Allowed Accommodations \(SAAs\)](#)
- 11 [Students Testing Over Multiple Days](#)
- 11 [Who Tests Over Multiple Days](#)
- 12 [Administering the Test Over 2 Days](#)
- 12 [Administering the Test Over More than 2 Days](#)
- 12 [Timing and Breaks in the Accommodated Testing Room](#)
- 14 [Standard and Accommodated Section Timing and Breaks](#)
- 16 [Testing with Paper Materials](#)
- 18 [In the Testing Room on Test Day](#)
- 18 [Accessing Test Day Toolkit](#)
- 19 [Room Readiness](#)

**ACCOMMODATED TESTING SCENARIOS – PAPER TEST FORMATS AND ADMINISTRATION**

Approved Accommodation	Paper Test Format(s) Provided	Administer the Test Using This Guide, Plus:
Paper test for digital assessments	Paper test book (large print if approved)	The appropriate <i>Paper Testing Scripts</i> downloaded from the Help page in Test Day Toolkit
Paper test for digital assessments and human scribe for paper exams	Paper test book (large print if approved) and scribe to enter answers in test book and on the Essay answer sheet if applicable	The appropriate <i>Paper Testing Scripts</i> downloaded from the Help page in Test Day Toolkit
Paper test for digital assessments and printed copy of verbal instructions	Paper test book (large print if approved) and copy of instructions downloaded from <a href="#">Colorado Resource Repository</a>	The appropriate <i>Paper Testing Scripts</i> downloaded from the Help page in Test Day Toolkit
Braille and paper test for digital assessments	Paper braille test with provided regular-type test book, <i>Guide to the Nemeth Code</i> , <i>Braille Reference Information</i> , and raised line drawings supplement if approved	The appropriate <i>Paper Testing Scripts</i> downloaded from the Help page in Test Day Toolkit

To request a paper test for digital assessments, use the Other category on SSD Online.

- In rare conditions, a student approved for human reader for digital tests might be approved to take a digital adaptive test without a reader’s script. In that case, the student would take the test in Bluebook, and a human reader will read from the screen.
- Students testing with a human reader or screen reader will also be provided with up to time and one-half extended time (or more if requested and approved).
- Extended time will not be provided automatically for Text-to-Speech (Embedded). If a student needs extended time as an accommodation, that will need to be requested as well. See the appendix for detailed timing information for testing in Bluebook and testing with paper materials. For more information about how accommodations are provided in digital testing, visit [satsuite.collegeboard.org/sat/accommodations/using-accommodations](https://satsuite.collegeboard.org/sat/accommodations/using-accommodations).

### Braille Test Formats

Unless approved for a paper test, students approved for braille will test in Bluebook using refreshable braille or a screen reader. Prior to test day, students should practice with their accommodations and make sure that they are familiar with the settings on their refreshable braille devices. If a student is approved for both braille and a paper test, then they’ll test with a paper braille test.

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

- For paper braille tests, students approved for braille will receive UEB for literary text with Nemeth Code for math. Students must be approved for Braille-UEB Technical to receive UEB for math. Paper braille materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each paper braille test, a regular-type test book is included for the proctor’s use as a reference.
- Provide each student with a copy of the *Guide to the Nemeth Code* and the *Braille Reference Information*. The *Guide to the Nemeth Code* lists the current versions of Nemeth Code mathematical symbols with their meanings. The *Braille Reference Information* contains math reference material required for the braille test.
- Students taking the braille test may refer to the *Guide to the Nemeth Code* during the test.



#### Reminder

Students approved for large print usually test in Bluebook. They don’t receive a large-print test book unless approved for paper tests for digital assessments.

Students approved for a human reader or screen reader may also be approved to use the raised line drawings supplement. If a student doesn't read braille but chooses to use the supplement, you should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-print tests.

When questions in the Math sections refer to figures, students approved to use the raised line drawings supplement may refer to it.

## Assistive Technology

Many students will be approved for the new accommodation, Text-to-Speech (Embedded). Some students may be approved to use a different type of screen reader with the accommodation of Screen Reader (Non-Embedded) or for other types of assistive technology. Test Day Toolkit will list the specific type of assistive technology that the student is approved for.

If a student plans to test with the Text-to-Speech (Embedded) accommodation, no additional configuration is required. Here is a brief description of what they'll see when they test with this tool:

1. The student will see the Bluebook text-to-speech controller once they begin the exam setup process. They'll continue seeing the controller throughout the test, and they can move it to any part of the screen.
2. The Bluebook text-to-speech settings include voice selection, speed, and volume. These can be adjusted by selecting the relevant buttons or the **Settings** button.
3. The Bluebook text-to-speech controller also allows the student to select a **Pointer Mode** to select specific text on the screen to play.

For students approved for the former accommodation Screenreader (Text-to-Speech):

- Their original accommodation will be renamed Screen Reader (Non-Embedded).
- They will also be approved for the new accommodation, Text-to-Speech (Embedded), which is built into Bluebook. If the accessibility menu was previously installed on a school-managed Chromebook, the student will see both the floating accessibility menu and the text-to-speech tool.
- Students approved for both Screen Reader (Non-Embedded) and Text-to-Speech (Embedded) should test with the accommodation they are most comfortable with. They should practice using the accessibility features and the assistive technology with the digital exam before taking the test.
- If you have students approved for assistive technology that isn't built into Bluebook, go to [bluebook.collegeboard.org/students/accommodations-assistive-technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology). You'll find information about:
  - ♦ Approved screen readers—JAWS, NVDA, Dragon NaturallySpeaking, etc.—that students can use in Bluebook, including specific settings to be configured before test day to ensure an optimal test experience.
  - ♦ How students can enable and use the accessibility features in the operating system for approved accommodations such as screen reader, magnification, color contrast, speech-to-text, etc.
  - ♦ Students using a Chromebook with assistive technology will need additional setup by your school's IT department. See [bluebook.org/chromebook-screen-reader](https://bluebook.org/chromebook-screen-reader). Students should practice using the accessibility features and the assistive technology with the digital exam before taking the test.



### Additional Guidance

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



### Additional Guidance

Students using a Chromebook must reconfigure the assistive technology on their device on test day.

## 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.

A student needs an approved accommodation to bring an emotional support animal into the testing room.

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

Other medical devices, such as devices used for testing blood sugar, require an accommodation. Students approved to test blood sugar may do so at any time during the test. These students will likely have break accommodations as well, to allow for no loss of testing time.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor or for other medical reasons. Only students who are specifically approved to have a mobile phone in the testing room may do so. (Approval to test blood sugar doesn't include permission to bring a mobile phone; the student must be separately approved for use of a mobile phone.) In these circumstances, the proctor will be asked to hold the student's phone at their desk. Prior to testing, they should confirm with the student what actions are needed in the event there is 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 continuous glucose monitor (CGM) for blood glucose monitoring.

No other device may be connected to the phone. In no case may a student keep their phone at their desk unless specifically approved by SSD.

## 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").

## Service Animals and Emotional Support Animals

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

## Written Copy of Verbal Instructions

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

## English Language Supports

College Board provides access to translated test directions and word-to-word bilingual dictionaries for English learners approved by their schools to use these supports. Your school may also allow eligible EL students to test with extended time.

Your test coordinator will identify the students who require EL supports and the languages they need, obtain the supports, and plan for time and one-half for those who need it.

## State-Allowed Accommodations (SAAs)

When using SAAs, students, schools, and the state will receive scores; however, the scores aren't accepted by colleges, universities, or scholarship programs. These accommodations must be requested for each state administration and are only available for the specific test administration they're approved for. In your testing room, you may have students testing with SAAs along with students testing with approved accommodations.

SSD coordinators can enter SAAs in SSD Online beginning in January every year. No documentation is required for approval, but requests must be made to administer a test with SAAs.

Refer to training information available for state testing in the [Colorado Resource Repository](#).

## Students Testing Over Multiple Days

If you have students approved for accommodations that require testing over multiple days, you'll follow the same instructions listed under How to Start the Test on page 24 and in Test Day Toolkit for checking in students and starting the test each day.

The new extended-time policy, while it might shorten testing time for students testing over 2 or more days with extended time, does not remove the requirement to test over 2 or more days. Students must still be tested as required to avoid a misadministration. Each day may be shortened if students have completed standard time and are ready to move on before their extended time is up, but students cannot move on to the next day's test module(s). Breaks will continue to be the same length as before.

## Who Tests Over Multiple Days

Most students test in 1 day, including most students approved for time and one-half or double time. Students approved for the following accommodations may test over 2 days:

- Limited time testing (depending on amount of approved time)
- Up to more than double time
- Testing with either a paper test or paper supplement (reader's script or raised line drawings) and approved for up to double time
- Taking the SAT with optional Essay and approved for up to double time
- Taking the SAT with optional Essay, testing with either a paper test or paper supplement and approved for up to time and one-half or up to double time

## Administering the Test Over 2 Days

For each day of testing, Bluebook will show a separate test card—1 for each day of testing. Each card will indicate “Day 1” or “Day 2.” Students taking the test in Bluebook will need to select the test card for the correct day of testing.

For students testing over more than 1 day:

- Students must complete Day 1 of testing before they can take Day 2.
- The test must be taken on consecutive days. Day 2 of testing is the next school day after Day 1.
- Students will have a sign-in ticket with temporary credentials for each day of testing. The credentials are the same for both days, so it does not matter which is used for Day 1 or Day 2, but make sure to have a ticket for each day. Don't issue Day 2 tickets to students until Day 2.
- Bluebook automatically ends Day 1 after the appropriate section without any action needed from the proctor.
- If only 1 test section is taken on each day of testing, there are no standard breaks during testing.
- When the student completes the exam section on each day, their responses will be submitted. The proctor must not dismiss the student until Bluebook ends the test and they are in a **Submitted** status. Day 1 answers must be submitted successfully before students can test on Day 2.

**IMPORTANT:** If a student encounters a technical issue that prevents them from submitting Day 1 responses that can't be resolved before beginning Day 2, the test coordinator will need to submit a retest IR.

## Administering the Test Over More than 2 Days

Students who test over more than 2 days will take a paper test. See Testing Students Over Multiple Days on page 42 for instructions.

**IMPORTANT:** For paper testing over multiple days, there will be only 1 test card in Bluebook for the transcribers.

## Timing and Breaks in the Accommodated Testing Room

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

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

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

## Extended Time in Bluebook Testing

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

- In Section 1, Module 1, of the SAT, where standard time is 32 minutes and time and one-half is 48 minutes, students will be able to move on after 32 minutes. On the Check Your Work screen, which students see after completing the last question of a module, a **Next** button will appear.
- The button will be inactive until after the standard time for that module (e.g., 32 minutes) has passed.
- Once a student leaves a module, regardless of how much time they take once the standard time has expired, they will not be able to return to it to view, change, or give answers.
- Students will be required to confirm their understanding of this when they click **Next**.

## Extended Time in Paper Testing

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

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

## Breaks for Bluebook and Paper Testing

The following points apply to all testing rooms:

### Scheduled breaks after Section 1 and Section 2 (for SAT with optional Essay):

Students may go to the restroom, and they may consume snacks and beverages in designated areas. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

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

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



### Tip

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

**Additional scheduled break time:** Students may be approved for extra and/or extended breaks. In addition, students approved for extended time automatically receive extra breaks in the sections where extended time is applied. These accommodated breaks, as with all scheduled breaks, are separate from the testing time. Scheduled breaks are initiated and timed by Bluebook; students and proctors do not take any action to initiate or end them. (They won't see a **Pause** button for these breaks.) For more details on providing breaks in the paper testing room, see Accommodated Breaks for Paper Testers on page 43.

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

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

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

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

## Standard and Accommodated Section Timing and Breaks

The total standard testing time for each assessment in 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.

Sections 1 and 2 are each composed of 2 equal-length modules of test questions. Each Reading and Writing module lasts 32 minutes, while each Math module lasts 35 minutes. Each module is separately timed, and students can move backward and forward among questions in a given module before time runs out. When time runs out on the first module of each section, Bluebook moves students to the second module. When students complete the Reading and Writing section, they are moved to the Math section after a 10-minute break between the sections.

For Colorado SAT School Day administrations, students have the option to take Section 3, the optional SAT Essay. When students complete the Math section, they are moved to the Essay section after a 10-minute break between the sections. The Essay section has 1 question (prompt) and students with standard timing will have 50 minutes to complete it. There is no division into modules for standard time.



### Reminder

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



### Additional Guidance

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



STANDARD TIMING FOR THE SAT, PSAT 10, AND PSAT 8/9				
Reading and Writing		Break	Math	
Module 1	Module 2	10-minute break	Module 1	Module 2
32 minutes	32 minutes		35 minutes	35 minutes

STANDARD TIMING FOR THE SAT WITH OPTIONAL ESSAY						
Reading and Writing		Break	Math		Break	Essay
Module 1	Module 2	10-minute break	Module 1	Module 2	10-minute break	50 minutes
32 minutes	32 minutes		35 minutes	35 minutes		

Bluebook automatically sets the applicable test time and extra breaks for students testing with extended time. As noted earlier, students will have the option to move on anytime after standard time has fully elapsed. Students approved for extended time receive a break after the first module in applicable sections. Students taking the SAT with optional Essay receive a break after the first half of the extended time for the optional Essay.

See the charts in the appendix for details about timing and breaks for different accommodations.

READING: UP TO TIME AND ONE-HALF FOR THE SAT WITH OPTIONAL ESSAY							
Reading and Writing		Break	Math		Break	Essay	
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2	10-minute break	1st Half	2nd Half
48 minutes	48 minutes		53 minutes	53 minutes		38 minutes	37 minutes
5-minute break		5-minute break		5-minute break			

READING: UP TO DOUBLE TIME FOR THE SAT WITH OPTIONAL ESSAY						
Reading and Writing		Break	Math		Essay	
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2	1st Half	2nd Half
64 minutes	64 minutes		70 minutes	70 minutes	50 minutes	50 minutes
5-minute break		5-minute break		Day 1 Ends	5-minute break	

## Testing with Paper Materials

Students testing with paper materials, including a paper test book, a reader’s script, or raised line drawings, will have different timing. The charts below show timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments. If you are administering the SAT with optional Essay, see the tables later in this section.

### PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS\*

Paper–Reading and Writing		Break	Paper–Math	
Module 1	Module 2	10-minute break	Module 1	Module 2
39 minutes	39 minutes		43 minutes	43 minutes

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

The following 2 tables show the time used by students who test for the full amount of extended time. As a reminder, extended time students cannot end a module or section before the full standard time shown in the previous chart has elapsed. Breaks will be for the full scheduled time and can’t be ended early.

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

Paper–Reading and Writing		Break	Paper–Math	
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2
59 minutes	59 minutes		65 minutes	65 minutes
5-minute break			5-minute break	

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

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

Paper–Reading and Writing		Break	Paper–Math	
Module 1	Module 2	End of Day 1	Module 1	Module 2
78 minutes	78 minutes		86 minutes	86 minutes
5-minute break			5-minute break	

As a reminder, students testing with standard time can't end a module or section early.

**PAPER: STANDARD TIME SECTION/BREAK FOR THE SAT WITH OPTIONAL ESSAY**

Paper-Reading and Writing		Break	Paper-Math		Break	Paper-Essay
Module 1	Module 2	10-minute break	Module 1	Module 2	10-minute break	50 minutes
39 minutes	39 minutes		43 minutes	43 minutes		

The following 2 tables show the time used by students who test for the full amount of extended time. As a reminder, extended time students cannot end a module or section before the full standard time shown in the previous chart has elapsed. Breaks will be for the full scheduled time and can't be ended early.

**PAPER: UP TO TIME AND ONE-HALF FOR THE SAT WITH OPTIONAL ESSAY**

Paper-Reading and Writing		Break	Paper-Math		Paper-Essay
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2	38 minutes
59 minutes	59 minutes		65 minutes	65 minutes	5-min. break
5-min. break			5-min. break	End of Day 1	37 minutes

**PAPER: UP TO DOUBLE TIME FOR THE SAT WITH OPTIONAL ESSAY**

Paper-Reading and Writing		Break	Paper-Math		Paper-Essay
Module 1	Module 2	20-minute nutrition break	Module 1	Module 2	50 minutes
78 minutes	78 minutes		86 minutes	86 minutes	5-min. break
5-min. break			5-min. break	End of Day 1	50 minutes

## In the Testing Room on Test Day

Before test day, confirm your access to Test Day Toolkit. On test day, continue with these activities to prepare your room and admit students for testing. At the end of these activities, you'll be directed to turn to the testing procedures that apply to the accommodations you're administering in your testing room—either Accommodated Testing in Bluebook on page 21 or Accommodated Testing on Paper on page 38.

### Accessing Test Day Toolkit

All testing staff need to use Test Day Toolkit on test day. Accessing Test Day Toolkit the first time requires 2-step verification, which can take a while, so don't wait until test day to do it.

#### Good to Know

- For each new administration, access Test Day Toolkit and select the upcoming administration before test day.
- Use the personalized link in your access email even if you used Test Day Toolkit before.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- Start by clicking the personalized link in your access email and entering the code we send you.
- Staff get access emails with instructions 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.
    - ◆ The link won't work if the email 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 or 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 you have immediate access to. The code expires after 3 minutes.
    - ◆ You'll see the contact options your test coordinator provided to College Board.
- IMPORTANT:** If you're at a school that screens incoming email, the code could expire before you receive it.
4. Enter the code we send you.
    - ◆ 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 test coordinator grants you full access.



#### Tip

See Test Day in this *Proctor Manual* for additional information about screens that staff and students will see during test day.

## Room Readiness

Before students arrive on test day, proctors should make sure their room is ready. If your room has problems you can't correct, tell your test coordinator immediately.

### How to Prepare Your Room

1. Sign in to Test Day Toolkit at [testday.collegeboard.org](https://testday.collegeboard.org).
    - ◆ Follow the instructions for setting up your room.
  2. Make sure your room has enough seats and meets these requirements:
    - ◆ Chairs have backs.
    - ◆ Seats face the same direction.
    - ◆ Students are seated so they can't see each other's screens.
    - ◆ You have unimpeded access to every student and can easily see their devices.
    - ◆ Students are separated by at least 3 feet on the right and left (measured from center of desk) to allow for the proctor's freedom of movement during active monitoring and to reduce distractions.
    - ◆ Power outlets are available and easily located.
    - ◆ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions. Students with more than 3 hours of testing time and students taking the SAT Essay should be seated closest to power outlets.
    - ◆ Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
    - ◆ Students have a large, smooth writing surface, such as a desk or table, so they have adequate space to accommodate their testing device, scratch paper, and external calculator (if used).
    - ◆ Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
    - ◆ Students won't be seated on more than 1 side of a rectangular table or around round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. Partitions and dividers are allowed only if testing in a computer lab, and if they are low enough so that proctors can see students' testing devices.
- IMPORTANT:** Elevated theater/auditorium-style seating is permitted for testing, though not recommended. If you are testing in this type of room, keep in mind that 3-foot distancing and desk space rules apply. Every other row must be empty, and students cannot have a clear line of sight to each other's screens.
3. Check the rest of the room and confirm:
    - ◆ It doesn't have visible maps, charts, or other teaching materials.
    - ◆ You know where power outlets are located (if students are testing in Bluebook).
  4. Make sure you have all the testing materials and support staff you need to support students with these accommodations:
    - ◆ Raised line drawings
    - ◆ Braille
    - ◆ Human reader
    - ◆ Writer/scribe
    - ◆ Paper testing
    - ◆ Written copy of verbal instructions (if testing on paper)



### Additional Guidance

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



### Tip

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

5. If your students are taking the test on paper, turn now to Prepare Your Room and Materials for Testing on page 39.
6. Check that you have the following supplies:
  - ◆ A copy of the Wi-Fi name and password.
  - ◆ A sign-in ticket for each student.
  - ◆ 1 sheet of scratch paper per student (plus some extra sheets in case students request more).
  - ◆ Recommended: A printed seating chart. (Large rooms may require more than 1 seating chart.)
  - ◆ Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging.
  - ◆ Testing devices for students.
  - ◆ For some students taking the test with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
  - ◆ For some Non-English Proficient (NEP) and Limited English Proficient (LEP) students taking SAT School Day, the PSAT10, or PSAT 8/9 with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
7. Post this information so it's visible from all seats:
  - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
  - ◆ Add the Wi-Fi name and password.
  - ◆ Add the name or room number of the help room.
  - ◆ Write the following instruction: "Do not leave until I dismiss you."
  - ◆ Write the following instruction: "Do not close your device or turn off your screen at any time during or after testing until you've seen the Congratulations screen."
8. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.

# Accommodated Testing in Bluebook

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

## Once Students Are Seated

**IMPORTANT:** These instructions are for students taking a digital test in Bluebook. If your students are taking the test on paper (including any students testing over more than 2 days), go to Accommodated Testing on Paper on page 38.

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

### Good to Know

- Students sign in to Bluebook with the credentials on the sign-in ticket you give them.
- Students enter 2 different codes into Bluebook, a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in, and when they enter the start code, timed testing begins.
- See Help on page 22 if you encounter issues.

### How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
  - ◆ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
  - ◆ Names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to turn in or put away prohibited items (depending on school policy), take a seat, and check in to Bluebook.
  - ◆ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
  - ◆ If a student has a preferential seating accommodation, click their name on the Attendance screen to check the note (e.g., "near door" or "front of room") so you can direct them to an appropriate seat.
  - ◆ View the complete list of Prohibited Items.

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



### In This Section

- 21 [Once Students Are Seated](#)
- 21 Good to Know
- 21 How to Take Attendance
- 22 Help
- 23 Checking Identity
- 24 [Starting the Digital Test](#)
- 24 Good to Know
- 24 How to Start the Test
- 25 Additional Information
- 26 [Digital Test Monitoring](#)
- 26 Good to Know
- 26 How to Monitor Testing
- 29 Additional Information
- 30 [Answer Submission Verification](#)
- 30 Good to Know
- 31 How to Verify Answer Submission
- 31 Dismissing Students with Submitted Answers
- 32 [After Dismissal](#)
- 32 How to Finish Proctoring
- 33 [Technical Troubleshooting in the Testing Room](#)
- 33 None of Your Students Can Start
- 33 A Student Can't Reach the Bluebook Sign-In Screen
- 33 A Student Can't Start Timed Testing
- 34 A Student's Testing Is Interrupted
- 34 A Student Needs Proctor Approval to Continue Testing
- 34 How to Check for an Internet Connection
- 35 [Responding to Problems](#)
- 35 Good to Know
- 35 How to Respond to Problems
- 36 Next Steps
- 37 Additional Information

**STUDENT EXPERIENCE**

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

3. Mark students present in Test Day Toolkit after they enter the room code.
  - ◆ When students enter the room code, their name will appear in the Entered Room Code list.
  - ◆ If students are present but their names are not appearing in the Entered Room Code list, they might need help or a reminder to follow the posted instructions.
  - ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to Checking Identity on page 23.

**IMPORTANT:** Students can complete Bluebook check-in only after you mark them present.

4. Check student progress.
  - ◆ When students complete Bluebook check-in, their name moves to the Ready to Test list.
  - ◆ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.
  - ◆ If some of your students had to complete exam setup before checking in, they may lag by a few minutes. You can wait for them, but you don't have to.
  - ◆ Ask the test coordinator to assist any student with incorrect accommodations.

**STUDENT EXPERIENCE**

When students check in to Bluebook, they confirm any accommodations they'll be testing with, read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Their device is then locked, and they see the screen where they'll enter the start code you provide at the end of the proctor script.

## Help

### Students Not on Your Room Roster

To find the student's correct room assignment, go to the **All Students** page in Test Day Toolkit and search for the student by name. If you can't find them, send the student to your test coordinator.

### Late Arrivals

Late arrivals can be checked in up until you start reading instructions to students. If your room has already started, send late arrivals to the late room, if your school set one up, or to your test coordinator for another room assignment.

### Bluebook Check-In Issues

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

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

### Deciding When to Start the Test

If some students take a long time to move to the Ready to Test list, check their progress by looking at their device. Test Day Toolkit statuses can lag, and they might be on the start code screen. If they're not and they can't complete check-in quickly, help them after you read the script so other students can start testing.

### Students with a Preferential Seating Accommodation

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



## Other Issues

See Responding to Problems on page 35 for details on handling and reporting anything that goes wrong.

## Checking Identity

If you don't know a student, follow these additional steps when you take attendance.

### Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in How to Take Attendance on page 21.
- See Help below if you encounter problems.

### How to Check Identity

1. Make sure the student's photo ID is acceptable.
  - ◆ All students must bring a valid photo ID on test day.
  - ◆ IDs must be government- or school-issued, valid, original, and in good condition with legible text.
2. Check the student's appearance.
  - ◆ Compare the student's appearance to the ID photo.
3. Check the student's name.
  - ◆ Make sure the name and birth date (if available) on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
  - ◆ Click **Check In**.

## Help

### If You Can't Verify Identity

Send students to your test coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

### ID Examples

For students testing at your school who regularly attend a different school, acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.
- SAT Student ID form (visit [sat.org/id](https://sat.org/id) for more information)—only accepted in U.S. test sites for testers under 21 years of age.

Unacceptable IDs include:

- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Any document without a photo.
- Any expired document.
- 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.

## Starting the Digital Test

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

### Good to Know

- Read the script exactly as written.
- The proctor script is very short.
- Wait until the end of the script to give students your room's 6-digit start code.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.

### How to Start the Test

1. Start reading the script in Test Day Toolkit.
  - ◆ Click **Next Step** on the Attendance screen in Test Day Toolkit.
  - ◆ Pay close attention to the labels that indicate which parts should be read aloud.



#### STUDENT EXPERIENCE

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

2. Check desks and calculators and collect prohibited items.
  - ◆ When it's time to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items.
  - ◆ At the same time, you'll give students any materials their accommodations or supports require.
  - ◆ Finally, you'll check that students are using an acceptable calculator and ask them to clear saved formulas.
  - ◆ Keep the collected items near you.
3. Finish reading the script.
  - ◆ In this part of the script, you'll tell students to keep their devices open and uncovered during the whole test.
  - ◆ You'll also tell students not to leave until you dismiss them.
4. Provide the 6-digit start code.
  - ◆ When you finish the script, you'll see the unique 6-digit start code for your room.
  - ◆ Don't post or read the start code ahead of time.
  - ◆ Write the start code on the board.



#### STUDENT EXPERIENCE

Students start their own test by entering the start code and can do so at slightly different times. Their tests are timed individually.

## Additional Information

### Test Security

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

### Allowed on Student Desks

These are the only items allowed on student desks (except for an approved accommodation):

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks and students should be reminded to clear saved formulas before testing begins)
- An external mouse and mouse pad
- An external keyboard for tablets (students taking the optional Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays). Keyboards are necessary for all students using Windows tablets. The Highlights & Notes tool will not be available to Windows tablet users without an external keyboard. For SAT with Essay testers, an external keyboard will be necessary to type the essay. If your school's only option is to test with Windows tablets, and external keyboards cannot be acquired, contact Colorado Customer Support at 866-917-9030, option 1.
- Scratch paper you provided
- A pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials, if applicable

### Allowed Under Student Desks

These items are allowed under student desks:

- Power cord
- Portable charger
- Backup testing device
- Backup calculator or batteries
- Snack and drink (allowed on breaks)
- Hand sanitizer and cleaning supplies (allowed on breaks)

### Prohibited Items

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

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

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



### Reminder

In the paper testing room, students may not have testing devices or any related items such as keyboards or chargers.



### Additional Guidance

Hooded shirts may be worn, but hoods must be down during testing. Brimmed caps can be brought into the testing room but must be put away and not worn during testing.

## Calculators

Students can use an embedded Desmos graphing calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. Not all graphing calculators are acceptable. See the list under Acceptable Calculators in the appendix. Students must clear all saved formulas on their handheld calculators before testing.

## 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.

## Managing Issues

See Responding to Problems on page 35 for details on handling and reporting anything that goes wrong.

# Digital Test Monitoring

While students take the test, proctors and room monitors keep the room free of distractions and walk around the room continuously, actively monitoring to watch for raised hands, devices displaying nontest content, students not actively testing, and suspicious behavior.

## Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times. To minimize disruptions of students being on different break times, wait to provide the start code until all students are ready to begin.
- There may be variation in end times for extended time testing now that students can move ahead early.
- Bluebook times the test and starts the breaks automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the Reading and Writing section and Math section of the test. For SAT with optional Essay, students will also have a 10-minute break between the Math section and Essay section of the test.

## How to Monitor Testing

### Observe the Room

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

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

See Handle and Report Irregularities on page 30 to learn how to respond to these violations.

As you walk around the room, collect scratch paper and sign-in tickets from empty desks (if applicable).

If a student requests additional scratch paper, give them an extra sheet and have them write their name on it. Make sure to collect all scratch paper you distributed when testing is finished. Return all used scratch paper to the test coordinator at the end of the test session.

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

### Complete the Seating Chart

If your test coordinator gave you a seating chart, complete it according to the instructions on the printout. Verify the name of the student on the sign-in ticket with the name that displays in Bluebook.

After testing has finished, return the completed seating chart to your test coordinator.

### Monitor Student Progress in Test Day Toolkit

After you provide students with the start code, click **Next Step** to navigate to the monitoring dashboard, which lists students and their testing status. Testing statuses show which part of the test students are in.

To see which students are in each part of the exam, click a testing status in the Filters section on the left side of the screen.

**IMPORTANT:** Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated. No action is required if students are testing smoothly.

These testing statuses are listed at the top of the Filters section:

- **Not Started:** Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.
- **Section 1:** Students are testing in Section 1.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section 2:** Students are testing in Section 2.
- **Section 3:** Students are testing in Section 3, the SAT Essay.

Students with these statuses need your attention:

- **Exited:** Students exited the test and might be using their device improperly. They'll need your help to continue their test and submit their answers. Read more about Students with an Exited Status on page 29.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted. Near the end of the test, check the Ready to Dismiss module at the bottom of the Filters section.
- **Submitted:** Students' answers have been submitted to College Board.

**IMPORTANT:** If students have an **Exited** status, check their device immediately to make sure it's open and not asleep or being used improperly.

## Be Aware of Student Breaks

The standard break is 10 minutes, and Bluebook will tell students when to take their break (and any extra breaks they are approved for). If student start times were slightly staggered, their break times will be too. To reduce variance with breaks, instruct students that they are to enter the start code together and only when instructed to do so.

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

Additionally, students testing with some extended time accommodations (for example, up to double time on the entire test) will receive a 20-minute nutrition break in place of the standard break between the Reading and Writing section and the Math section. Your room may have a mixture of students with standard 10-minute breaks and students with longer nutrition breaks. See Timing and Breaks in the Accommodated Testing Room on page 12 for a list of accommodations that include a nutrition break.

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



### STUDENT EXPERIENCE

Bluebook ends each section when time is up and displays break instructions. Students can't start or end scheduled breaks early. When their break time ends, students click a button to start the next section; no proctor action or instruction is needed.

Some students may return late from break due to factors beyond their control. They can still click the **Resume** button to proceed to the next section when they return. If a student returns especially late, Bluebook may resume the test without the student's action. If the student has lost more than 1 minute of testing time and feels the loss of time affected their performance, report an irregularity to request a retest.

When students go on break, do what you can to minimize distractions, and warn students who are disruptive.

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Timing and Breaks in the Accommodated Testing Room on page 12 for more information.

If students leave the room on a scheduled break, they should take only their snack and drink. Students who leave the room for unscheduled breaks shouldn't take anything with them.



### STUDENT EXPERIENCE

Students approved to take breaks as needed will use a **Pause** button to stop their clock. Only students with this accommodation will see this button.

Watch for and report break violations like the following:

- Acting suspiciously while taking excessive breaks
- Acting suspiciously while returning late from break
- Leaving the room with anything other than their snack
- Using their device for anything other than testing
- Accessing a mobile phone or other prohibited electronic device
- Talking to other students after a warning



### Reminder

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



### Additional Guidance

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

## Admit Students Returning from Break

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

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

## Additional Information

### Students with an Exited Status

If students have an **Exited** status, check their device immediately to make sure it's open and that students are using it properly.

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

### Allow Students to Continue Testing

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

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



#### STUDENT EXPERIENCE

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

### Extended Time Students Ending Early

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



#### STUDENT EXPERIENCE

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

## Troubleshooting

See Technical Troubleshooting in the Testing Room on page 33 if students have technical issues.

## Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in Test Aids, Alternate Test Formats, and Support Staff on page 7.

## Access to Electricity

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

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

**IMPORTANT:** Students approved to test with extended time and students taking the SAT with optional Essay must receive access to power when they need it.

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

The following options are allowed:

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

The following options are not allowed once testing has started:

- You cannot move some students so others can charge their device.
- Furniture cannot be moved.
- Students may not replace the battery on their testing device during testing.

## Handle and Report Irregularities

If a student is in possession of test content, notes, answers, formulas, or other aids or if testing is disrupted for multiple students, ask the hall monitor to alert your test coordinator right away.

See Responding to Problems on page 35 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Follow your test coordinator's guidance and refer to the Retesting and Irregularities chapter in this *Proctor Manual* for a comprehensive overview of the IR submission process.

# Answer Submission Verification

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

If all students in your room started testing within a few minutes of each other, wait until time is up for all of them before you get started. In addition to the steps listed below, follow any guidance from your test coordinator.

Students who test with extended time accommodations don't need to stay for their full time, so they may take breaks and finish testing at very different times.

## Good to Know

- If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the Congratulations screen with confetti.
- You'll also see their status change to **Submitted** in Test Day Toolkit.
- If a student's device is offline, closed, covered, or asleep when time is up, their answers won't be submitted automatically but will be saved on their device.



## How to Verify Answer Submission

1. Check the Filters section on the Test Day Toolkit monitoring dashboard.
2. If the filters show that all students who started the test have a **Submitted** status, all students are ready to dismiss.
  - ◆ Dismiss all students at once.
  - ◆ Follow the instructions in Dismissing Students with Submitted Answers below.
3. If some students who started the test don't have a **Submitted** status, help them submit their answers before they leave your room.
  - ◆ Follow the instructions in Dismissing Students with Submitted Answers below.
  - ◆ Help the remaining students submit their answers.

## Dismissing Students with Submitted Answers

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

### Good to Know

- Students are required to stay for the full standard testing time.
- Unless a student's device is offline, closed, covered, or asleep when time is up, their answers are submitted automatically, they see the Congratulations screen with confetti, and their status in Test Day Toolkit changes to **Submitted**.
- Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated.
- If a student wants to cancel their scores, you can submit an irregularity in Test Day Toolkit or refer these requests to your test coordinator.

### How to Dismiss Students with Submitted Answers

1. On the Test Day Toolkit monitoring dashboard, click **Submitted** to see which students' answers are submitted.
2. Collect scratch paper.
  - ◆ Each sheet should be intact with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
  - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting rule violations in Responding to Problems on page 35.
3. Check sign-in tickets for notes about test content.
  - ◆ If you find any, confiscate the sign-in ticket, give it to your test coordinator, and report an irregularity.
  - ◆ Otherwise, let students keep their sign-in tickets.
  - ◆ SAT School Day students need sign-in tickets to update their 4 free score sends within 3 days of their test date.
4. If necessary, return prohibited items.
5. Let students with submitted answers leave the room.
6. If some students need help submitting their answers, follow the instructions in How to Dismiss Students with Unsubmitted Answers on page 32.
7. If not, follow the instructions in After Dismissal on page 32.

## How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students.
2. Make sure their test ended.
  - ◆ If you see a countdown clock, tell them to let you know when their time runs out; their answers should submit automatically.
  - ◆ After standard time ends, students with an extended time accommodation can click Next to end their test before their full time expires.
3. If you see the Bluebook homepage, find the test under Your Tests.
4. Tell the student to take one of the following actions depending on what you see:
  - ◆ If there's a **Resume Testing** button: The student should click the button and wait until their testing time runs out and let you know if their answers are submitted.
  - ◆ If there's a **Submit Answers** button: The student should check their internet connection and click the button. See How to Check for an Internet Connection on page 34.
  - ◆ If the test isn't shown: The student should click **Past**. If the exam is listed with the message "Your answers have been submitted," you can dismiss the student.
5. If you see an Answer Submission Incomplete error message, tell the student to follow the instructions shown. If they need to check their connection, see How to Check for an Internet Connection on page 34.
6. If some students' answers are still not submitted, tell them to keep their device and send them to the help room. If most students in your room need help, follow your test coordinator's instructions.



### STUDENT EXPERIENCE

If a student doesn't have an internet connection when time runs out, they'll see an Answer Submission Incomplete screen or an internet connection error.

Their answers won't be submitted automatically, but they'll be saved on their testing device. When back online, they'll need to sign in to Bluebook on the same testing device and click the **Submit Answers** button on their homepage.

## After Dismissal

Thank you for proctoring! Test day is almost over.

### How to Finish Proctoring

1. If you have any irregularities, report them in Test Day Toolkit.
  - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
  - ◆ Report any security issues or rule violations.
  - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
  - ◆ Submit reports. They'll be routed to your test coordinator.
  - ◆ See the Retesting and Irregularities chapter in this *Proctor Manual* for more information.
2. Check the room for student belongings and gather your supplies.
3. Report back to your test coordinator.
  - ◆ Tell your test coordinator about students whose answers weren't submitted. Let the test coordinator know if you sent students to the help room or if they used shared devices.
  - ◆ Let them know about any other problems.
  - ◆ Hand over materials, including your seating chart (if you have one) and all scratch paper, even if it's unused.



### Tip

If the actions in step 4 work and Bluebook confirms answer submission, it's okay if the student's status in Test Day Toolkit doesn't update.

## Technical Troubleshooting in the Testing Room

You can send students with technical issues to the help room at any time, but we recommend doing so in the following cases:

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

Send students to your test coordinator in these cases:

- You don't have a sign-in ticket for them or the credentials on their sign-in ticket don't work.
- The test isn't listed on their homepage.
- There's an issue with their accommodations.
- The student's name or date of birth is incorrect in Bluebook.

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

### None of Your Students Can Start

If none of your students can start the test, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor or the test coordinator. They may need to work with your school's technology coordinator and tech support.

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

If Bluebook doesn't open properly, try one of the following fixes:

1. Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection. Get tips on How to Check for an Internet Connection on page 34.
3. You can also 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](https://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 one of the following fixes:

1. Reenter the start code.
2. Make sure the student is marked present on the Test Day Toolkit Attendance page.
3. Restart the device and open Bluebook again.
4. 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. The student can start testing after they return to their testing room; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

## A Student's Testing Is Interrupted

If a technical issue during the test prevents a student from continuing, try one of the following fixes:

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

### How to Complete a Device Swap

Device swap is a Bluebook feature that syncs test data so students can continue testing on a new device. Use it only if the student has entered the start code and has time remaining, and all troubleshooting tips have failed.

**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 student has time remaining on a test, can't continue testing on the original device, and a backup device is available, complete these steps to swap devices:

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 **Let Student Continue Testing** button.
4. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

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

## A Student Needs Proctor Approval to Continue Testing

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

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

## How to Check for an Internet Connection

If a troubleshooting tip directs you to make sure a device is connected to the internet, open a browser and navigate to [collegeboard.org](https://collegeboard.org). Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook **without** turning the device off.

If they don't have a connection, make sure the device's Wi-Fi is turned on and airplane mode is turned off.



### Additional Guidance

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.

## Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call Colorado Customer Support at 866-917-9030, option 1, as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to the Retesting and Irregularities chapter in this *Proctor Manual*.

### Good to Know

- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- IRs completed by proctors are routed to the test coordinator for review before submission to College Board.
- Report excessive and suspicious unscheduled student breaks.
- 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.
- Before proctors dismiss students, they should check their sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator.

### How to Respond to Problems

#### Rule Violations

Follow the instructions for early dismissal and reporting irregularities if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 36). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

Proctors should collect any scratch paper, sign-in tickets, 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. After collecting evidence, ensure any test content is deleted before the device is returned to the student.

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 at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 36.

## Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 33. Follow the instructions for reporting irregularities in Next Steps below.

## Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices.

If students must leave the room, monitor them and secure their testing devices.

If testing is disrupted for more than half of students for more than 10 minutes, call Colorado Customer Support at 866-917-9030, option 1.

## Approved Accommodations Not Given

**If allowed under state policy:** Ask the student if they want to continue testing without the approved accommodations or stop testing. An accommodations waiver must be completed to excuse a student from using approved accommodations. Accommodation waiver forms can be found in the [Colorado Resource Repository](#). If a student began testing, but their approved accommodations were not given, submit a retest IR.

## Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for early dismissal and reporting irregularities in Next Steps below.

## Test Question Issues

If a student thinks something is wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them it's better to guess than leave a question blank. Only answer questions about procedure, never about test content.

Ask them to see you after the test so you can report the problem to College Board.

Wait until other students finish testing before talking to the student.

Get instructions for reporting irregularities in Next Steps below.

## Next Steps

### Early Dismissal

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

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Click **Undo Check-In** in Test Day Toolkit.
5. Submit an IR in Test Day 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:** Use the normal procedure to dismiss extended time students who choose to end their test after standard time ends and before their full extended time ends.

## Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and choose between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board.

## **Additional Information**

### **Unfair Advantage**

Examples of violations that give students an unfair advantage include:

- Viewing nontest content or accessing other applications on their device
- Impersonation
- Accessing or using prohibited devices or aids during testing or during breaks
- Switching devices or seats without permission
- 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 in Additional Information on page 25. Everything else is prohibited, unless a student has an approved accommodation that requires it.

### **Items Permitted During Breaks**

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

# Accommodated Testing on Paper

When you proctor paper testing, you'll need to time the test and breaks for the students in your room. Follow the instructions in this section to provide the specific materials assigned to your students, follow proper instructions and scripts to administer the test successfully, and transcribe student answers into Bluebook after you've dismissed them from testing.

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

## How to Proctor Paper Tests

Ahead of test day, learn about the types of materials you may receive for proctoring the test on paper. Take time to review the scripts along with the instructions under the following sections.

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

Be sure to prepare yourself by reviewing the guidelines for timing the test, testing students over multiple days, and managing accommodated breaks under Paper Testing Procedures for Proctors on page 40.

## Important Differences in Paper Testing

Be aware of these important differences in paper testing:

- **Recording answers.** Unless approved for other accommodations, students testing with a paper test record their responses in the test book. If a student is not able to circle the answers in the test book themselves, they would need an additional accommodation to use a scribe. Students approved for an additional accommodation to use a scribe will test 1:1 with a scribe who will record the answers for the student in the test book.
- **Timing the test.** Never use Bluebook to time students testing on paper. Proctors will administer the test using the instructions in the *Paper Testing Scripts*, timing the students with a separate clock or watch.
- **Administering the Test.** Do not sign in to Bluebook until after the student has fully completed testing. Transcription cannot begin until testing is finished, and students have been dismissed. Students must not be involved in the transcription process.



### In This Section

- 38 [How to Proctor Paper Tests](#)
- 38 Important Differences in Paper Testing
- 39 Prepare Your Room and Materials for Testing
- 39 Administer the Paper Test
- 40 [Paper Testing Procedures for Proctors](#)
- 41 Timing the Tests
- 42 Posting Times During Testing
- 42 Testing Students Over Multiple Days
- 42 Using the Proper Scripts
- 43 Recording Responses
- 44 [Using the Proper Materials](#)
- 44 Using the Testing Room Materials Report Form
- 44 Missing Test Materials
- 45 [The Transcription Process](#)
- 45 Preparing for Transcription
- 45 Opportunities Offered for Students
- 45 After Testing
- 46 Transcribing Paper Test Responses



## Prepare Your Room and Materials for Testing

1. Prepare your room by following the instructions under In the Testing Room on Test Day on page 18.
2. Check the kit supplied by your test coordinator to make sure you have the following supplies:
  - ◆ A sign-in ticket for each student. (For students taking SAT School Day, you should have 2 copies of each sign-in ticket.)
  - ◆ A Testing Room Materials Report form with a seating chart along with a list from your coordinator of the individual materials assigned to each student.
  - ◆ Serialized paper test materials and serialized *Paper Test Taker Administration Instructions* booklets, as listed on the Testing Room Materials Report form.
  - ◆ *Score Sends Code List* booklets (1 per student taking SAT School Day only).
  - ◆ A list of Colorado state student IDs for students taking the optional Essay.
  - ◆ For some students testing with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
  - ◆ For some Non-English Proficient (NEP) and Limited English Proficient (LEP) students taking SAT School Day, the PSAT 10, or PSAT 8/9 with EL supports, printed copies of translated test directions or approved word-to-word dictionaries.
3. Work with your test coordinator to access the *Paper Testing Scripts* for the test you're administering in your room. You can print the scripts or access them electronically on your device. (An online copy is also available on the Help page of Test Day Toolkit.)
4. Carefully review the sections Using the Proper Materials on page 44 and Using the Proper Scripts on page 42 before test day.

## Administer the Paper Test

You'll use Test Day Toolkit to check students' registration, room assignment, and accommodations, but you won't use it while administering the test. In addition, no one in the paper testing room should access Bluebook during testing.

1. As students enter the room, you won't check them in with Test Day Toolkit, but you do need to admit and seat students as follows:
  - ◆ If you don't know the student, use the information under Checking Identity on page 23.
  - ◆ Navigate to the **Attendance** page in Test Day Toolkit to check that each student you admit is on the list of assigned students. See Help on page 22 if a student isn't listed on your room roster.
  - ◆ Assign each student to a seat (don't let them choose their own seat).
  - ◆ Distribute a sign-in ticket and 1 sheet of scratch paper (optional for paper testers) to each student.
2. Open the *Paper Testing Scripts* and start the test preparation by reading the instructions to students under Start All Testing Here in the scripts.
  - ◆ Read the student instructions (script) aloud.
  - ◆ Follow the proctor instructions in the *Paper Testing Scripts* to collect or store away prohibited items.
3. Guide students to complete the *Paper Test Taker Administration Instructions*:
  - ◆ Distribute the specific test materials to each student, using the list provided by the test coordinator, along with the student's unique sign-in ticket.
  - ◆ Follow the directions in the script to distribute 1 copy of the *Paper Test Taker Administration Instructions* booklet and a *Score Sends Code List* if administering SAT School Day to each student and walk students through the different sections to read or complete.
  - ◆ When they have finished completing the booklet, students will place the booklets under their desks. You'll collect them once testing is over.

4. Begin testing, monitor students, and time testing.
  - ◆ Help students and actively monitor the room to maintain test security.
  - ◆ Use the Section Timing tables in the back of the *Paper Testing Scripts* to time the test, announce time remaining, and manage breaks. Do not use Bluebook to time the paper test.
  - ◆ For extended time testing, follow the guidance in the scripts for allowing students to move ahead early, if applicable.
5. Dismiss students.
  - ◆ When students are finished testing, collect each student's test book, scratch paper, and *Paper Test Taker Administration Instruction* booklet. If administering a PSAT-related assessment, also collect each student's sign-in ticket. SAT School Day test takers should keep their sign-in ticket. Keep each student's testing materials together for transcription purposes.
  - ◆ Collect and set aside any other materials (EL supports and for SAT School Day, the *Score Sends Code List* booklets).
  - ◆ Don't dismiss anyone until you are sure you have each student's complete information and matching testing materials.
  - ◆ Return any prohibited items collected from students prior to testing and dismiss them.
6. Complete transcriptions, following the directions provided in the section Transcribing Paper Test Responses on page 46.

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

7. Place each student's *Paper Test Taker Administration Instructions* booklet, Essay test book and answer sheet, if you administered the SAT with optional Essay, and sign-in ticket inside their test book.
8. Be sure to follow all instructions under After All Students Have Been Dismissed on page 48 to report any irregularities or special reporting codes and return all materials to the test coordinator.

## Paper Testing Procedures for Proctors

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

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

## Timing the Tests

College Board tests are timed. A specific amount of extended time may be appropriate for a student with a disability, but “untimed” or “unlimited time” is not available as an accommodation. The amount of time approved for each student is listed in Test Day Toolkit.

Students approved for extended time for reading must receive up to that extended time on all sections of the test. Other students may have approval for math-only extended time (Section 2) or writing only (applies only to the optional SAT Essay). Students with extended time will receive an additional break after the first module in the relevant test section(s).

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

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

Never use Bluebook to time students testing on paper, as this will prevent you from being able to transcribe the responses into Bluebook. Instead, follow the scripts and use a separate clock or watch.

## Posting Times During Testing

Once you've started each section, record the start and stop times in the scripts, then post the times on the board for students to see. Use the section timing charts in the appendix of the *Paper Testing Scripts* to ensure you have correctly calculated the stop time based on the time you started the section.

## Testing Students Over Multiple Days

Students whose accommodations require more than 2 days of testing will automatically test on paper, using the appropriate *Paper Testing Scripts*.

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

- The decision letter (accessed in SSD Online by the SSD coordinator) will provide the amount of time the student can test during 1 session.
- Plan the test day so that students can complete a given module in the time allowed. For example, if a student with standard timing can test for a maximum of 80 minutes at a sitting, plan to administer the Reading and Writing section (2 modules of 39 minutes each) on 1 day and the Math section modules (43 minutes each) the next 2 consecutive days.
- Plan testing for full extended time. Students who need more than 2 days of testing should be provided their full extended time, but they may choose to end a module when they are ready (once the full standard time has elapsed and everyone in the room is ready to move on). They can end testing early, but they cannot move on to test module(s) that are scheduled for the next testing day. Doing so might necessitate a retest.

For the proctor:

- We recommend that you use paper clips or other means to mark the scripts and additional instructions you'll need to find easily when testing these students. If accessing the scripts online, use the bookmark feature in Adobe Reader (Control/Command + B) to mark these places in the document.
- On test day, during the opening script, when you reach Give Additional Testing Instructions in the *Paper Testing Scripts*, include the instructions to students given under Additional Testing Instructions for Multiple-Day Testing.
- On subsequent test days, check students in, making sure to seat them in the same seats as before (using the seating chart). Collect any personal electronic devices, labeling them as you did on Day 1, explain which day of testing you're starting, then turn to the marked place in the script and begin testing.

## Using the Proper Scripts

All testing begins under Start All Testing Here in the *Paper Testing Scripts*. Before test day, become familiar with the script(s) you need to use for the students in your room.

Each SAT Suite script provides specific timing, and some scripts include additional instructions based on the type of accommodation the script is used for.

If you are testing students with timing requirements that need combined scripts (such as math-only extended time), Accommodated Breaks for Paper Testers on page 43 gives additional information about section timing and breaks for various paper testing. Students must be grouped with other students using the same test timing and break accommodations.

Use the chart under Timing and Breaks for Testing with Paper Materials in the appendix to help you plan ahead to conduct testing smoothly with multiple scripts.

## Accommodated Breaks for Paper Testers

During their breaks, students approved for accommodated breaks are still subject to the same regulations that apply to standard breaks. Post break times for the students, as noted in the scripts.

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

Handle accommodated breaks in the paper testing room as follows:

- **Extra breaks:** Students approved for extra breaks receive an extra 5-minute break after the first module in each section. Extra breaks automatically apply to students testing with extended time. Extra breaks are included in 3 of the scripts:
  - ◆ Script 2: Standard Time with Extra Breaks can be used for students approved for extra breaks who receive standard time on some or all of the test.
  - ◆ Scripts 3 and 4 include extra breaks and can be used for students receiving extended time for some or all of the test.
- **Extended breaks:** Give extended breaks to approved students by doubling the standard time of the regularly scheduled 10-minute break after Section 1 and the 10-minute break after Section 2 if taking the SAT Essay. If students ask to resume testing sooner, they may, but you shouldn't prompt students to end their breaks early.
  - ◆ Use Script 1: Standard Time for students testing with extended breaks if they aren't approved for extended time or extra breaks.
  - ◆ Give extended breaks to approved students testing with extended time by using Script 3 or 4 as appropriate and doubling the length of each break.

**Breaks As Needed:** Some students may be approved for breaks as needed. These students may break when they need to during a test module. Most students' needs are met with a 10-minute break. However, if a student requests additional time, grant the request.

- For students testing with standard time, use Script 1.
- For students testing with extended time, use Script 3 or 4 as appropriate.

**Nutrition Breaks:** Students testing on paper will have a longer, 20-minute nutrition break after Section 1 if they have the following accommodations:

- Reading: Up to Time and One-half
- Reading: Up to Double Time on the SAT with Essay
- Math: Up to Double Time and Writing: Up to Double Time if taking the optional SAT Essay

## Recording Responses

All students will be recording answers in their test book. Some students may be approved to record answers using a large-print test book or dictating answers to a writer/scribe. For students testing with paper and approved for a scribe, the scribe should record the answers in the test book and transcribe them after the test. Staff must carefully follow all instructions under The Transcription Process on page 45 to avoid invalid transcription or other issues that might cause a misadministration.

## Using the Proper Materials

All test books show a pencil on the front cover along with a symbol (e.g., heart, sun, etc.) that you'll use to match the book with the student assigned to use it (you'll receive a list of students and their assigned symbols). Test books show the title of the assessment (e.g., "The SAT Test Book," "The PSAT 8/9 Test Book," etc.), and they will also have a label indicating the student's name. There is no separate answer sheet for the Reading and Writing questions or the Math questions. Students will circle their answers in the test book. Students completing the optional SAT Essay will receive an answer sheet just for this section.

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

- Test books with a standard font size
- Test books for students using braille (a separate test book is provided for each test section)
- Large-print test books (font size matching student's approved accommodation)
- Raised line drawings supplement
- Reader's script for students approved for human reader

## Using the Testing Room Materials Report Form

The Testing Room Materials Report form shipped with your tests helps staff manage testing materials. Proctors use the form to indicate testing room information, number of test formats received, and number of test formats returned. You'll also record the number received/returned and serial numbers of the *Paper Test Taker Administration Instructions* booklets received for the students they're testing. On test day, you'll complete the following tasks with the form:

### Before Testing

- Print and sign their name and confirm testing room information on the first page.
- Check the test formats and test taker instruction booklets received against the serial numbers the test coordinator listed on the form.

### Once Testing Starts

- Record the serial number of each test book/format distributed to each seat in the room on the seating chart included in the form.



If any test security issues arise, the chart will be used in test security investigations.

### After Testing

- On page 4 of the form, record test formats and test taker instructions booklets being returned to the test coordinator after testing.

## Missing Test Materials

If you discover a discrepancy in the count or serial numbers of materials listed on your Testing Room Materials Report form, follow these procedures.

If testing has not yet begun:

- Determine the serial number of the missing book if you can, and check the desk of the student who was assigned that serial number as well as the desks of students who received the test books with serial numbers right before and after the missing book's number.
- If the test book is still missing, place the room in a monitor's charge and notify your coordinator. Don't leave the room unattended.

If testing has already begun:

- Notify your coordinator right away.
- Minimize the disruption by waiting until a scheduled break or the end of the testing session to search the room.

- Announce that a test book is missing and that all students must remain in the room until it is found.
- Search each desk (even unoccupied desks) as well as student belongings around each desk.
- If it's still missing, place the room in a monitor's charge and ask your coordinator to call Colorado Customer Support at 866-917-9030, option 1, immediately. Don't leave the room unattended.

 The test coordinator should submit an IR in Test Day Toolkit based on information provided by Colorado Customer Support.

## The Transcription Process

Students will be recording answers in their test book. Some students may be approved to record answers using a large-print test book or dictating answers to a writer/scribe. See Test Aids, Alternate Test Formats, and Support Staff on page 7 for more information.

The testing staff is responsible for transcribing the student answers from the test book into Bluebook. They will use Test Day Toolkit and Bluebook to perform the tasks associated with transcription. You must transcribe student answers only after students have completed testing and been dismissed. Be sure to follow these requirements, and follow all instructions under Transcribing Responses on page 47.

Staff must follow these transcription requirements to avoid a misadministration:

- Transcribing answers must be done in one sitting and within a limited time—starting before the student finishes testing prevents staff from transcribing all answers into Bluebook.
- Staff must not sign in to Bluebook until after the student has fully completed testing. Transcription cannot begin until testing is finished, and students have been dismissed. Students must not be involved in the transcription process.
- Transcription for students testing over multiple days must occur after the student has completed all days of testing.
- For a student who records their essay with a braille writer, the essay must be transcribed to the student's Essay answer sheet.
- If a student is not able to circle answers, the proctor should work with them to determine how they will mark their answers for the transcription process.

## Preparing for Transcription

Before testing begins, proctors need to allocate at least 30 minutes for distributing, reviewing, and completing the *Paper Test Taker Administration Instructions*. Students who dictate answers will need a scribe to help them complete some sections of this booklet.

## Opportunities Offered for Students

If applicable to your state or district, the *Paper Test Taker Administration Instructions* include an introduction to the app called BigFuture® School, and our Connections™ program. The state of Colorado offers these programs to students taking the SAT Suite of Assessments.

## After Testing

Proctors must take care to collect all student materials and keep each student's materials together for the transcription to be successful.

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

Once students are dismissed, the two people assigned to each transcription will use Test Day Toolkit to navigate to the correct room for the student, then they'll sign in to Bluebook on behalf of the student.

Full instructions for transcribing students' responses are given under Transcribing Paper Test Responses on page 46.

## Transcribing Paper Test Responses

The staff needs to complete these steps after students have finished testing and have been dismissed.

### Before Transcription

#### Gather Materials

Gather the following materials for the student requiring transcription:

- The student's *Paper Test Taker Administration Instructions* booklet.
- The student's test book with their answers recorded in it. For students who took the SAT with optional Essay, keep their Essay answer sheet tucked in the back of their test book. You won't need it for transcription, but it must be kept with student materials and returned to your test coordinator after transcription is complete.
- The student's sign-in ticket. For SAT School Day, your test coordinator should have given you a separate copy of your students' tickets. If not, you can ask your coordinator to look up the student's credentials in Test Day Toolkit.

#### Get the Room Code in Test Day Toolkit

Sign in to Test Day Toolkit.

- If you've been assigned to the student's room, you'll be taken straight to the room page.
- If you haven't yet, go to **All Students**, search for the student, and click their room name.
- Navigate to step 6 in the toolkit and note the room code.

#### Record Student Information in Bluebook

Please adapt the instructions in step 2 to the contents of your students' *Paper Test Taker Administration Instructions* booklet. Some booklets won't ask for students' mobile phone number, for example. Skip over any steps that reference information not included for your students.

1. Open Bluebook and sign in with the student's credentials. You should be able to see their test card.
  - ◆ Click **Start Exam Setup**.
  - ◆ Agree to the app's Terms and Conditions.
2. Consult the student's administration instructions booklet to:
  - ◆ Enter the student's mobile number and recovery email, if given (doesn't apply to PSAT 8/9).
  - ◆ If a signed consent form is on file, enter the student's contact information and answers to the optional questions, if given.
  - ◆ If offered for your students, and if the student opted in to Connections, indicate their agreement to participate (doesn't apply to PSAT 8/9).
  - ◆ If the student indicated selections for free SAT score sends, add them into Bluebook (only applies to SAT School Day).

**NOTE:** If a student did not respond to questions in the *Paper Test Taker Administration Instructions* booklet, or you do not have access to their responses, you should still proceed through the screens, transcribing any answers that were provided. Leave any questions the student did not answer blank.

3. Agree to the Testing Rules for the exam.
4. When you have finished exam setup, you will be redirected to the homepage, where you should now see the option to click **Check In Now** on the test card.
  - ◆ Enter the room code.
  - ◆ Type in the test security pledge.



### Mark Student Present in Test Day Toolkit

When you reach the start code prompt in Bluebook, return to Test Day Toolkit.

- Navigate to the **Attendance** screen and mark the student present.
- Click through to the end of the script and note the start code.

### Start the Transcription in Bluebook

Return to Bluebook, which should still display the test card.

- Click **Complete Check-In** on the test card.
- Enter the start code and begin the transcription.

### Transcription

Ensure that two staff members are assigned to each student's transcription. You must work together to enter and verify the student's responses. Complete all transcriptions no later than the school day after the student finishes testing.

### Controlling the Timing of Bluebook

Unlike a test taker, you'll be able to control the timing in Bluebook as you transcribe student answers. You'll be given additional time for a second person to verify your entries on a given module, and you can advance the test when you need to. You do not have to wait for the clock to wind down; when you have finished both the transcription and verification, you can end the test.

**IMPORTANT:** The transcribers can move to the next module when they're ready, but once they finish a module and progress to the next part of the test, they won't be able to go back. This means the entry and quality control processes must be completed before moving on from a given module.

### Transcribing Responses

Students have been informed that they will not receive credit for questions where it appears they selected multiple options or where their response is not clearly circled. They have also been instructed to erase a circled answer fully if they change their mind.

**IMPORTANT:** If you are unsure which choice a student intended to select or what they have written, DO NOT select or enter a response. Examples might include questions with more than one choice circled, multiple answers written but none circled, or student-produced responses that Bluebook won't accept.

1. Working carefully through each question, enter the response the student selected or wrote in their test booklet.
  - ◆ Both transcribers must agree that a transcribed answer reflects the student's response.
  - ◆ If the student left a question blank, circled more than 1 answer, or has not clearly circled a response, skip it and move on to the next question.
2. When you reach the end of a module, go back and verify that all of your selected responses reflect the student's input in their test booklet. Transcribers are given extra time for the second verification, and they can move on to the next module or section when ready (Bluebook will provide 1 or more timed breaks, but you can advance the test when you need to).
3. Once you end the test (or the clock runs out) Bluebook will submit the transcribed answers automatically. Be sure you have reached the Congratulations screen that indicates successful test submission. If you exit Bluebook or close your device before reaching the Congratulations screen, your work on behalf of the student will not be submitted. Work with your test coordinator or IT staff if you are unable to confirm submission.

### After Transcription

Both staff members must sign the Transcriber Security Affidavit (on page 2 of the student's *Paper Test Taker Administration Instructions* booklet). Also make sure to complete the student information on the form.

The proctor should follow instructions under After All Students Have Been Dismissed on page 48 to ensure all required tasks are completed.

# After the Test

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

## After All Students Have Been Dismissed

After students leave the room, you must:

- For paper testing:
  - ◆ Complete all transcriptions as directed under Transcribing Paper Test Responses on page 46.
  - ◆ Complete and sign the Testing Room Materials Report form (which you received from the test coordinator).
  - ◆ Return the report form with all test books and associated *Paper Test Taker Administration Instructions* booklets as well as *Score Sends Code List* booklets (for SAT School Day) and sign-in tickets used for transcription to the test coordinator.
- For all testing:
  - ◆ Return scratch paper, sign-in tickets (from students suspected in rule violations), and seating chart(s) (if used) to your test coordinator.
  - ◆ Submit any irregularities in Test Day Toolkit.
  - ◆ If your test coordinator instructs you to complete the Colorado Special Use Only/Reason Not Tested codes in Test Day Toolkit to indicate student test-taking status(es), complete the instructions under Special Reporting Use/Reason Not Tested Codes on page 49

## Retesting and Irregularities

After testing is completed, you may need to report irregularities and prepare for retests. Refer to the Retesting and Irregularities chapter of this *Proctor Manual* for more information.



### In This Section

- 48 [After All Students Have Been Dismissed](#)
- 48 [Retesting and Irregularities](#)
- 49 [For Students Who Didn't Test](#)
- 49 [Special Reporting Use/Reason Not Tested Codes](#)

## For Students Who Didn't Test

If students didn't test, you'll need to complete the Special Reporting Use field in Test Day Toolkit for those students.

### Special Reporting Use/Reason Not Tested Codes

Your test coordinator may ask you to complete the Colorado Special Reporting feature to indicate student test-taking status.

Use Test Day Toolkit to:

- Record the reason a student didn't take the test.
- Indicate newcomers to the U.S. Newcomers are defined in the Reason Not Tested Codes chart below.
- Indicate part-time public/part-time homeschooled students.

Here's how:

1. Sign in to Test Day Toolkit at [testday.collegeboard.org](https://testday.collegeboard.org).
2. Navigate to the **All Students** page.
3. Use the Attendance status filter to find students who didn't take the test.
4. Click each student's name to open their profile page and use the Special use only dropdown menu to choose the appropriate codes.
5. To enter codes for test takers who are also newcomers to the U.S. or part-time public/part-time homeschooled students, search for them by name on the All Students page and repeat step 4.

**REASON NOT TESTED CODES**

Not Tested Reason	Condition	Action
No Invalidation/ Student Tested	If the student was present on test day and participated in the test.	N/A
Took Other Assessment	If the student took the alternate assessment (CoAlt: DLM ELA/Math) instead of SAT.	Use Code 1
Newcomer to the U.S.	If the student should be identified with Newcomer to the U.S. status because the student enrolled for the first time on or after April 15, 2024, <b>and</b> is Non-English Proficient, based on WIDA Screener and a local body of evidence, regardless of whether the student participated or not.	Use Code 2
Withdrew Before Completion	If the student withdraws and no longer attends your school. Use only if the student moved before the start of the testing window. This code should not be applied until the end of the testing window (April 25, 2025).	Use Code 3
Student Test Refusal	If the student refused to begin testing when provided with an opportunity to test.	Use Code 4
Medical Exemption	If the student is unable to participate in the test due to a documented, significant, and fully incapacitating medical condition or emergency. In order to qualify for medical exemption, the incident or condition must be so severe that it prevents the student from participating in instruction offered either at school or at a state- or district-run facility. <b>Note:</b> This code should not be used for students who are absent during testing due to typical illnesses.	Use Code 7
Part-Time Public/Part-Time Homeschooled Student	If the student should be identified with part-time district and part-time homeschooled status, regardless of whether the student participated or not.	Use Code 8
Parental Excuse	If you receive a parent excusal letter consistent with state law and district policy before student starts testing. Note: A score is produced for all students who meet the test attemptedness criterion unless a misadministration is indicated. Parent excusal coding is not considered valid for students who tested and met attemptedness.	Use Code 9
Absent	If the student was absent for all of testing and one of the other Not Tested Reasons does not apply. This code and reason should not be entered until the end of the testing window (April 25, 2025).	Use Code 10

**IMPORTANT:** Students who tested with a nonapproved accommodation or situations where the test was misadministered will be reported in an IR submitted through Test Day Toolkit. These situations will not be recorded using a Not Tested Reason.

# Appendix



## **In This Part:**



**ACCESS ADDITIONAL  
RESOURCES**

# Contents

1	<b>Timing Chart for Testing in Bluebook</b>
7	<b>Timing and Breaks for Testing with Paper Materials</b>
12	<b>Testing Staff Agreement</b>
12	Introduction
12	Testing Staff Responsibilities
13	Privacy, Data Use and Security, and Confidentiality Rules
15	Miscellaneous
16	<b>Seating Chart</b>
16	Recording Student Seat Assignments
18	<b>Acceptable Calculators</b>
19	<b>Bluebook Testing Tools</b>
20	<b>Proctor Essentials for Test Day</b>

# Timing Chart for Testing in Bluebook

All students taking any of the SAT Suite of Assessments in Bluebook will use the timing in this chart for the Reading and Writing section and the Math section, except those testing with a paper test book (including a braille test book), a human reader, or raised line drawings supplement. For those exceptions, see the Timing Chart for Testing with Paper Materials after this chart. Please note the following additional information about accommodations:

- For students approved for up to more than double time or limited time testing, the student's decision letter will indicate how long the student is approved to test and over how many days. If testing over 2 days, Bluebook will automatically break the test between sections.
- Students testing over more than 2 days will test on paper. See the *Paper Testing Scripts* for the test you're administering on the Help page of Test Day Toolkit for more information.
- Extra breaks are automatically applied to all students with extended time.
- Students testing with extended time have the option to move on when ready once the full standard time has elapsed on the module or section they are currently taking. This means that break times may be less coordinated than in the past, and students may end the test at different times.
- Students in the same group type may be timed differently if students have unlike break times. To minimize disruptions and students testing on varying schedules, you may want to organize students in rooms with similar break times instead of relying only on group types.
- Students approved for Screen Reader (Non-Embedded) will also be approved for Reading: Up to Time and One-half.
- Students approved for Text-to-Speech (Embedded) won't have automatic approval for extended time; the coordinator should confirm their accommodations before using these timing charts.
- Students with SAAs, if applicable to your state, can be tested in the same room as other students with the same timing.
- If you are administering the SAT with Essay, skip down to SAT with Essay Timing Chart.

**PSAT 8/9, PSAT 10, AND SAT TIMING CHART**

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

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



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

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

**SAT WITH ESSAY TIMING CHART**

Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	Break		
GROUP TYPE IN TEST DAY TOOLKIT: S1								
Standard Time	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + breaks = 3:24
Standard Time with Extra Breaks	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	25 minutes	3:04 testing time + breaks = 3:39
	5-min. break						5-min. break	
							25 minutes	
Standard Time and Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	50 minutes	3:04 testing time + breaks = 3:44
Standard Time and Breaks as Needed*	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:04 testing time + variable breaks
GROUP TYPE IN TEST DAY TOOLKIT: S3								
Reading: Up to Time and One-Half	48 minutes	48 minutes	20-min. nutrition break	53 minutes	53 minutes	10 minutes	38 minutes	4:37 testing time + breaks = 5:22
	5-min. break						5-min. break	
							37 minutes	
Reading: Up to Time and One-Half and Extended Breaks	48 minutes	48 minutes	20 minutes	53 minutes	53 minutes	20 minutes	38 minutes	4:37 testing time + breaks = 5:47
	10-min. break						10-min. break	
							37 minutes	

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

Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	Break		
GROUP TYPE IN TEST DAY TOOLKIT: S5								
Reading: Up to Double Time	64 minutes	64 minutes	20-min. nutrition break	70 minutes	70 minutes		50 minutes	<b>End of Day 2</b> (1:40 testing time + breaks = 1:45)
	5-min. break			5-min. break	<b>End of Day 1</b> (4:28 testing time + breaks = 4:58)		5-min. break	
						50 minutes		
Reading: Up to Double Time and Extended Breaks	64 minutes	64 minutes	20 minutes	70 minutes	70 minutes		50 minutes	<b>End of Day 2</b> (1:40 testing time + breaks = 1:50)
	10-min. break			10-min. break	<b>End of Day 1</b> (4:28 testing time + breaks = 5:08)		10-min. break	
						50 minutes		
GROUP TYPE IN TEST DAY TOOLKIT: S2								
Math: Up to Time and One-Half	32 minutes	32 minutes	10 minutes	53 minutes	53 minutes	10 minutes	50 minutes	3:40 testing time + breaks = 4:05
				5-min. break				
Math: Up to Time and One-Half with Extended Breaks	32 minutes	32 minutes	20 minutes	53 minutes	53 minutes	20 minutes	50 minutes	3:40 testing time + breaks = 4:30
				10-min. break				
GROUP TYPE IN TEST DAY TOOLKIT: S4								
Math: Up to Double Time	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes	10 minutes	50 minutes	4:14 testing time + breaks = 4:39
				5-min. break				
Math: Up to Double Time and Extended Breaks	32 minutes	32 minutes	20 minutes	70 minutes	70 minutes	20 minutes	50 minutes	4:14 testing time + breaks = 5:04
				10-min. break				

Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	Break		
GROUP TYPE IN TEST DAY TOOLKIT: S10								
Writing: Up to Time and One-Half	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	38 minutes	3:29 testing time + breaks = 3:54
							5-min. break	
37 minutes								
Writing: Up to Time and One-Half and Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	38 minutes	3:29 testing time + breaks = 4:19
							10-min. break	
							37 minutes	
GROUP TYPE IN TEST DAY TOOLKIT: S9								
Writing: Up to Double Time	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	10 minutes	50 minutes	3:54 testing time + breaks = 4:19
							5-min. break	
50 minutes								
Writing: Up to Double Time and Extended Breaks	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	20 minutes	50 minutes	3:54 testing time + breaks = 4:44
							10-min. break	
							50 minutes	
GROUP TYPE IN TEST DAY TOOLKIT: S12								
Math + Writing: Up to Time and One-Half	32 minutes	32 minutes	10 minutes	53 minutes	53 minutes	10 minutes	38 minutes	4:05 testing time + breaks = 4:35
				5-min. break				
37 minutes								
GROUP TYPE IN TEST DAY TOOLKIT: S11								
Math + Writing: Up to Double Time	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes	50 minutes	50 minutes	<b>End of Day 2</b> (1:40 testing time + breaks = 1:45)
				5-min. break				
50 minutes	<b>End of Day 1</b> (3:24 testing time + breaks = 3:39)							

# Timing and Breaks for Testing with Paper Materials

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

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

## SAT SUITE PAPER MATERIALS TIMING AND BREAKS

Timing	Section 1 Reading and Writing			Section 2 Math		Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: P1 or S1						
<b>Script 1</b> Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 2:54
<b>Script 2</b> Standard Time with Extra Breaks	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
	5-min. break			5-min. break		
<b>Script 1</b> Standard Time and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
<b>Script 1</b> Standard Time and Breaks as Needed*	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + variable breaks

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

Timing	Section 1 Reading and Writing			Section 2 Math		Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S3						
<b>Script 3</b> Reading: Up to Time and One-Half	59 minutes	59 minutes	20-min. nutrition break	65 minutes	65 minutes	4:08 testing time + breaks = 4:38
	5-min. break			5-min. break		
<b>Script 3</b> Reading: Up to Time and One-Half and Extended Breaks	59 minutes	59 minutes	20 minutes	65 minutes	65 minutes	4:08 testing time + breaks = 4:48
	10-min. break			10-min. break		
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S5						
<b>Script 4</b> Reading: Up to Double Time	78 minutes	78 minutes	<b>End of Day 1</b> (2:36 testing time + breaks = 2:41)	86 minutes	86 minutes	<b>End of Day 2</b> (2:52 testing time + breaks = 2:57)
	5-min. break			5-min. break		
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S2						
<b>Script 1 + Script 3</b> Math: Up to Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:43
				5-min. break		
<b>Script 1 + Script 3</b> Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes	65 minutes	3:28 testing time + breaks = 3:58
				10-min. break		
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S4						
<b>Script 1 + Script 4</b> Math: Up to Double Time	39 minutes	39 minutes	10 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:25
				5-min. break		
<b>Script 1 + Script 4</b> Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes	86 minutes	4:10 testing time + breaks = 4:40
				10-min. break		

**SAT WITH ESSAY PAPER MATERIALS TIMING AND BREAKS**

Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	Break		
GROUP TYPE IN TEST DAY TOOLKIT: P1 or S1								
<b>Script 1</b> Standard Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	10 minutes	50 minutes	3:34 testing time + breaks = 3:54
<b>Script 2</b> Standard Time with Extra Breaks	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	10 minutes	25 minutes	3:34 testing time + breaks = 4:09
	5-min. break			5-min. break			25 minutes	
<b>Script 1</b> Standard Time and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	20 minutes	50 minutes	3:34 testing time + breaks = 4:14
<b>Script 1</b> Standard Time and Breaks as Needed*	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	10 minutes	50 minutes	3:34 testing time + variable breaks
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S3								
<b>Script 3</b> Reading: Up to Time and One-Half	59 minutes	59 minutes	20-min. nutrition break	65 minutes	65 minutes		38 minutes	End of Day 2 (1:15 testing time + breaks = 1:20)
	5-min. break			5-min. break	End of Day 1 (4:08 testing time + breaks = 4:38)		5-min. break	
<b>Script 3</b> Reading: Up to Time and One-Half and Extended Breaks	59 minutes	59 minutes	20 minutes	65 minutes	65 minutes		38 minutes	End of Day 2 (1:15 testing time + breaks = 1:25)
	10-min. break			10-min. break	End of Day 1 (4:08 testing time + breaks = 4:48)		10-min. break	

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

Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time	
	Module 1	Module 2	Break	Module 1	Module 2	Break			
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S5									
<b>Script 4</b> Reading: Up to Double Time	78 minutes	78 minutes	20-min. nutrition break	86 minutes	86 minutes	<b>End of Day 1</b> (5:28 testing time + breaks = 5:58)	50 minutes	<b>End of Day 2</b> (1:40 testing time + breaks = 1:45)	
	5-min. break			5-min. break			5-min. break		50 minutes
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S2									
<b>Script 1 + Script 3</b> Math: Up to Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes	10 minutes	50 minutes	4:18 testing time + breaks = 4:43	
				5-min. break					
<b>Script 1 + Script 3</b> Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes	20 minutes	65 minutes	65 minutes	20 minutes	50 minutes	4:18 testing time + breaks = 5:08	
				10-min. break					
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S4									
<b>Script 1 + Script 4</b> Math: Up to Double Time	39 minutes	39 minutes	10 minutes	86 minutes	86 minutes	<b>End of Day 1</b> (4:10 testing time + breaks = 4:25)	50 minutes	<b>End of Day 2</b> (0:50 testing time)	
				5-min. break					
<b>Script 1 + Script 4</b> Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes	20 minutes	86 minutes	86 minutes	<b>End of Day 1</b> (4:10 testing time + breaks = 4:40)	50 minutes	<b>End of Day 2</b> (0:50 testing time)	
				10-min. break					
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S10									
<b>Script 1 + Script 3</b> Writing: Up to Time and One-Half	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	10 minutes	38 minutes	3:59 testing time + breaks = 4:24	
				5-min. break					
				37 minutes					



Timing	Section 1 Reading and Writing			Section 2 Math			Section 3 Essay	Total Testing Time
	Module 1	Module 2	Break	Module 1	Module 2	Break		
<b>Script 1 + Script 3</b>  Writing: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	20 minutes	38 minutes	3:59 testing time + breaks = 4:49
							10-min. break	
							37 minutes	
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S9								
<b>Script 1 + Script 4</b>  Writing: Up to Double Time	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	10 minutes	50 minutes	4:24 testing time + breaks = 4:49
							5-min. break	
							50 minutes	
<b>Script 1 + Script 4</b>  Writing: Up to Double Time and Extended Breaks	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	20 minutes	50 minutes	4:24 testing time + breaks = 5:14
							10-min. break	
							50 minutes	
GROUP TYPE IN TEST DAY TOOLKIT: P3 or S12								
<b>Script 1 + Script 3</b>  Math + Writing: Up to Time and One-Half	39 minutes	39 minutes	10 minutes	65 minutes	65 minutes		38 minutes	<b>End of Day 2</b> (1:15 testing time + breaks = 1:20)
				5-min. break	<b>End of Day 1</b> (3:28 testing time + breaks = 3:43)		5-min. break	
							37 minutes	
GROUP TYPE IN TEST DAY TOOLKIT: P5 or S11								
<b>Script 1 + Script 4</b>  Math + Writing: Up to Double Time	39 minutes	39 minutes	20-min. nutrition break	86 minutes	86 minutes		50 minutes	<b>End of Day 2</b> (1:40 testing time + breaks = 1:45)
				5-min. break	<b>End of Day 1</b> (4:10 testing time + breaks = 4:35)		5-min. break	
							50 minutes	

# Testing Staff Agreement

## Introduction

This Testing Staff Agreement (“**Agreement**”) applies to all testing staff administering an in-school test in the SAT® Suite of Assessments, which includes SAT School Day, PSAT/NMSQT®, PSAT™ 10, and PSAT™ 8/9 (“**Assessment**”). Each administration of an Assessment constitutes a “**Test Administration**.” Testing Staff includes, without limitation, test coordinators, proctors, monitors, technical support staff, and other staff (“**Testing Staff**” or “**you**”), acting on behalf of the school.

**Test Day Toolkit.** As part of your role as Testing Staff at a Test Administration, you will have access to the College Board web-based tool (application) for administering assessments (“**Test Day Toolkit**”). Test Day Toolkit is accessible via a laptop, mobile phone, tablet, and desktop computer and allows you to perform certain test day related functions.

## Testing Staff Responsibilities

- You agree to fulfill the responsibilities described in this Agreement for each Test Administration for which you are Testing Staff.
- The information relating to the Assessment and the questions contained in them is the property of College Board and is protected by copyright law. As such, you agree that you will not copy, reproduce, or remove any materials from or relating to the Assessment.
- You will not serve as test coordinator or technology monitor at the same testing school where a member of your household or immediate family (“**related student**”) is testing. Your immediate family includes parents, siblings, children, grandparents, and spouse regardless of whether they reside in the same household. You may serve as test coordinator or technology monitor at a different school on the same day that a related student is testing at another school. A breach of this rule may result in cancellation of the student’s score.
- You will not serve as a proctor with a related student testing in your assigned room. You may proctor a different room while the related student is testing in the same school on the same day. A breach of this rule may result in cancellation of the student’s score.
- You will not, and have not, provided any assistance or coaching to students on the Assessment (including directing or changing answers) prior to, during, or after the Test Administration.
- You are not engaged in any private test preparation related to College Board assessments and will not engage in such activity for the remainder of the current school year.
- You will not discuss details about the Assessment including Assessment policies or procedures with anyone other than Testing Staff on an as needed basis, including the media or through social media. You will refer all media questions to the College Board Office of Communications at [communications@collegeboard.org](mailto:communications@collegeboard.org).
- You will comply with terms of this Agreement, which incorporates and supplements the [Legal Terms for Educators and Institutions](#), and you also will comply with the rules and responsibilities applicable to your role as Testing Staff, all of which are incorporated and made part of this Agreement. These include, as applicable, testing staff manuals and resources found at [satsuite.org/educator-experience](https://satsuite.org/educator-experience).
- You will comply with, and are permitted to perform, your Testing Staff role, in accordance with all applicable laws and regulations.

## Test Day Toolkit

**Right to Use.** College Board grants you a nonexclusive, nontransferable, revocable right to access and use Test Day Toolkit solely for the purposes set forth herein. You agree to use Test Day Toolkit only in connection with your role as Testing Staff. You understand that College Board is not granting you any license to the underlying technologies, calculations, and methodologies that compose Test Day Toolkit, the supporting services, or the data stored or available in Test Day Toolkit.

**Ownership.** You understand and acknowledge that all title, proprietary, and intellectual property rights in and to Test Day Toolkit are owned solely by College Board, including, without limitation, copyright, trade secrets, and trademarks. You acknowledge and agree that Test Day Toolkit is protected under U.S. laws and international treaties. You have a limited right to use Test Day Toolkit in accordance with the terms of this Agreement. You agree not to change, alter, or modify Test Day Toolkit or any related materials, and not to attempt to disassemble, decompile, reverse-engineer, or otherwise translate any software incorporated in Test Day Toolkit or any related materials.

## Privacy, Data Use and Security, and Confidentiality Rules

**Privacy Policies.** College Board recognizes the importance of protecting test taker and Testing Staff privacy.

College Board privacy policies located at [collegeboard.org/privacy-center](https://collegeboard.org/privacy-center) (“*Privacy Policies*”) are part of this Agreement and you hereby consent to the collection, use, and disclosure by College Board of your personally identifiable information described in the Privacy Policies. This section supplements the Privacy Policies. College Board may update its Privacy Policies from time to time, and they are subject to change up to one (1) week prior to the Test Administration. You are required to review the Privacy Policies prior to the Test Administration. You further consent to College Board processing your personally identifiable information as necessary for performance and enforcement of this Agreement and its transfer to the United States of America and subject to use and disclosure laws of the United States, as applicable. If you do not consent to this transfer to the United States, do not sign this Agreement or serve as Testing Staff for College Board.

**Data Use and Security.** In your role as Testing Staff at a Test Administration, you may have access to personally identifiable information including, without limitation, test taker or Testing Staff names, phone numbers, addresses, email addresses, dates of birth, gender, and/or photo and accommodations status of students (“*PII*”). You agree to use PII solely as needed for your role as Testing Staff and for no other purpose whatsoever. You will not share, print screenshots or otherwise attempt to display, copy, reproduce or print PII in any manner (excluding sign-in tickets and rosters of test takers showing only name and assigned testing room). You will ensure that this set of rosters will only be handled by Testing Staff, will not indicate in any way accommodations status, and will be timely destroyed as required by this Agreement.

If you are the test coordinator of a Test Administration, you may be able to enter into Test Day Toolkit certain PII of Testing Staff, including the name and contact details of Testing Staff, only after you have received the individual’s express permission for you to (i) provide their PII to College Board and (ii) enter it into Test Day Toolkit for your access and use, for Test Administration purposes only. By entering PII of any Testing Staff, you represent that you have obtained such permission of each individual and you have no reason to believe that such individual is not qualified and suitable to serve as Testing Staff and to administer the Assessment in accordance with the terms of this Agreement.

If you are the test coordinator of a Test Administration, you agree to exercise care when sharing or delegating access in Test Day Toolkit to any test taker PII to any Testing Staff, including, but not limited to, only (i) granting access to the Testing Staff specifically assigned to the applicable Test Administration, (ii) granting access to the test taker PII relevant to the individual Testing Staff's role for the applicable Test Administration day, and (iii) granting any such access to Testing Staff no earlier than the day of Test Administration. You agree and understand that College Board collects, uses, processes, and retains Testing Staff PII solely for Test Administration purposes and as otherwise permitted by its Privacy Policies.

It is essential that PII and Confidential Information herein be held in confidence and securely protected. You agree: (i) to keep your personal device you use for your role as Testing Staff with you at all times during testing; (ii) to notify College Board should your personal device become missing during the Test Administration; (iii) not to disclose any PII to anyone other than Testing Staff or College Board strictly on a need to know basis for purposes of the Test Administration; (iv) not to misuse, transfer, or copy PII for any other reasons whatsoever except as allowed herein; and (v) securely destroy any printed rosters on test day once any relevant Irregularity Reports (as defined in the SAT Suite Test Coordinator/Proctor Manuals and Test Day Toolkit) have been submitted.

**Confidentiality.** Before, during, and after testing, you will be given access to certain College Board proprietary and confidential information and materials (in whatever form, including tangible or intangible, and written or oral) ("**Confidential Information**"). Confidential Information includes without limitation, test information, Test Day Toolkit content, test questions and answers, data, designs, specifications, guides, manuals, and documents. You agree before, during, and after the Test Administration of the Assessment to hold Confidential Information in strict trust and confidence and not to use any Confidential Information for any purpose other than for the performance of your role as Testing Staff. All rights, title to, and interest in Confidential Information will remain with College Board.

**GENERAL DISCLAIMER.** COLLEGE BOARD DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED REPRESENTATIONS OR WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE RELATING TO TEST DAY TOOLKIT. COLLEGE BOARD DOES NOT REPRESENT OR WARRANT THAT TEST DAY TOOLKIT WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL DEFICIENCIES OR ERRORS ARE CAPABLE OF BEING CORRECTED.

## Miscellaneous

**Publicity.** You may not use the College Board name or its trademarks for any reason.

**No Third-Party Beneficiaries.** Each party intends that this Agreement shall not benefit or create any right or cause of action in or on behalf of, any person or entity other than College Board and you.

**Termination.** College Board may terminate this Agreement at any time with or without a written notice to you. We further reserve the right to prohibit you from participating in any future College Board testing or other programs, products, or services.

**Assignability.** You agree not to assign any right or delegate or subcontract any obligation under this Agreement.

**Severability.** If any provision or part of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way, and, to the extent possible, the invalid, illegal, or unenforceable provision will be modified so that it is valid, legal, and enforceable and, to the fullest extent, reflects the intention of the parties.

**Return of College Board Property.** Promptly upon College Board's request and upon termination of the Agreement, you agree to deliver to College Board, all of College Board's property and all copies of College Board's property in your possession.

By clicking **Submit**, you acknowledge that you have read and agree to this Agreement.



SAT SUITE OF ASSESSMENTS

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# Seating Chart

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## Recording Student Seat Assignments

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

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

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

# Seating Chart

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

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

Name \_\_\_\_\_  
 Role \_\_\_\_\_ Date \_\_\_\_\_  
 Center/School Number \_\_\_\_\_ Room Number \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_

- For each occupied seat, write in the student's full last name and as much of the first name as you can fit. Separate the two names with a comma.
- Cross out any unused seats.
- Indicate the location of the entrance doors. If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

Sample Seating Chart

The sample seating chart is a 4x8 grid of rectangular seats. The top row is labeled 'REAR' on the left and 'Room entrance' on the right. The bottom row is labeled 'FRONT' on the left and 'Students face this direction' on the right. The seats are arranged in four rows and eight columns. The names in the seats are as follows:

<del>Zimmer, Jenny</del>	<del>Lauride, Ray</del>	<del>Johns, Tom</del>	<del>Solebury, Marc</del>	<del>Rowston, Bob</del>	<del>Neuman, Cindy</del>	<del>Lee, Phil</del>	<del>Farmer, Chris</del>
<del>Schwartz, Mary</del>	<del>Pailey, Pat</del>	<del>Herbert, Louise</del>	<del>Woodhouse, Sara</del>	<del>Kline, Rick</del>	<del>Roy, Trey</del>	<del>Platz, Anne</del>	
<del>Weaver, Sheena</del>	<del>Holmes, Meave</del>	<del>Richter, Gina</del>	<del>Keeler, Pete</del>	<del>Reese, April</del>	<del>Mazur, Sue</del>		
<del>Tam, Nick</del>	<del>Wong, Uri</del>						

A large empty seating chart grid for student use, consisting of a 4x8 grid of rectangular seats. The top row is labeled 'REAR' on the left and 'FRONT' on the right. The bottom row is labeled 'FRONT' on the left and 'Students face this direction' on the right.

# Acceptable Calculators

Students will have access to a built-in Desmos graphing calculator in Bluebook for use on the Math section, but they're also allowed to bring their own handheld calculator on test day. Students must clear all saved formulas on their handheld calculators before testing. The following calculators are acceptable for use.

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

### HEWLETT-PACKARD

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

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

## RADIOSHACK

EC-4033	EC-4034	EC-4037
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## OTHER

Datexx DS-883	NumWorks
Micronta	Smart <sup>2</sup>

# Bluebook Testing Tools

Bluebook makes the following tools available to all students, including those who test with accommodations or supports:

- **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 the Math section, the app has a built-in calculator. Students can also bring their own acceptable calculators.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on the Math section.
- **Highlights & Notes:** Students can use this tool to highlight text, underline, or leave themselves a note.
- **Line Reader:** Students can use the line reader to help them focus while they're reading test content.
- **Mark for Review:** Students can use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** On multiple-choice questions, 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 module.
- **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.

Students can set up their devices before testing to use color contrast.



**Proctor:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Accommodations:** \_\_\_\_\_

**Number of students:** \_\_\_\_\_

# Proctor Essentials for Test Day

At a Glance Info for the Testing Room

## Fast Facts



The Bluebook™ testing app times each student's test so you don't have to.



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



Students can keep testing during momentary drops in connectivity.



**Students must submit their answers on the device they finish testing on.**



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

## 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.

### Sign-in ticket

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

### Room and start codes

For test day only: Students use the **5-letter room code** to start check-in and the **6-digit start code** to start timed testing. You'll find them in Test Day Toolkit.

## 1 Getting Ready

- Click the link in your access email and sign in to Test Day Toolkit.
- Make sure you have 1 **sign-in ticket** per student.
- Write the 5-letter **room code** and check-in instructions on the board. They're in step 6 of the room readiness section.

## 2 Taking Attendance

- Tell students to follow the check-in steps you posted.
- Go to the **Attendance** page in Test Day Toolkit and mark students present when their name is listed under **Entered Room Code**.
- Make sure students finish checking in by confirming that their name moves to the **Ready to Test** list.
- ★ Students have finished checking in when they reach the start code screen.

## 3 Reading the Script

- Click **Next Step** to read the first part of the script.
- Check desks as instructed in step 5 of the script.
- Continue reading the script.
- Read the 6-digit **start code** aloud and write it on the board.
- ★ Students start their test when they enter the start code.

## 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 and check for closed or covered devices to avoid answer submission issues.
- Watch for signs of security violations such as students viewing nontest content.

## 5 Observing Breaks

- ★ Bluebook automatically times breaks for each student.
- Follow coordinator guidance when students ask to leave the room.
- Make sure students on break don't disturb those who are still testing.
- ★ When the break ends, students click a button to start the next section without waiting for instruction from you.

## 6 Verifying Submission

- Before you start dismissal, make sure students' answers are submitted.
- Use the filters on the Monitoring Dashboard to look for students who have a **Submitted** status.
- Look for students who have unsubmitted answers or a status that needs attention.
- ★ Students see a **Congratulations** screen when their answers are submitted.

## 7 Dismissing Students

- If all students have a **Submitted** status, dismiss everyone at once.
- If some don't have submitted answers, help them after dismissing the others.
- Collect every student's scratch paper and check sign-in tickets for notes.

### 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.