SAT SUITE OF ASSESSMENTS

Accommodations Guide for Coordinators

Look inside for:

ACCOMMODATED TESTING IN BLUEBOOK

ACCOMMODATED TESTING ON PAPER

About College Board

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

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Educator Support

PHONE FOR ALL ASSESSMENTS: 888-477-7728 (U.S.)
+1-212-237-1335 (International)

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

For Help with Accommodations

SSD COORDINATOR'S HELP LINE: 844-255-7728 (U.S.)
+1-212-713-8333 (International)

EMAIL: **SSD@info.collegeboard.org**

2425-X-117-4

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Introduction

How to Use the Accommodations Guides

In response to feedback from educators administering the SAT® Suite of Assessments, we've rearranged accommodations information to better focus each of the following publications. The information they contain, while familiar and largely the same as what you are used to, is more carefully aimed at the role of the person using each guide.

- This is the *SAT Suite Accommodations Guide for Coordinators*. Based on the prior *SAT Suite Accommodations Guide*, it contains information you need for planning and managing the administration of the test to accommodated students. Some coordinator activities, such as managing testing materials, have been added to this guide, and some proctor instructions for administering accommodations have been shifted to the new proctor version of the guide.

- The *SAT Suite Accommodations Guide for Proctors* is similar, but contains just the information proctors need to successfully prepare for and deliver the test in Bluebook™, the College Board digital testing application, or on paper. Some proctor tasks, such as completing transcriptions, have been shifted to this guide from the *Paper Testing Guides* (now called *Paper Testing Scripts*).

- The *Paper Testing Scripts* focus on the scripts that the proctor for paper-based testing uses to administer the appropriate test on test day.

ADDITIONAL GUIDANCE:

All 3 guides will be necessary if you are testing students with paper tests.

Who This Guide Is For

We've designed this guide for test coordinators and the Services for Students with Disabilities (SSD) coordinators who support them. You can find information in one place for all the different processes you might be leading or participating in for testing students with accommodations. You'll find information in this guide to help you fulfill these responsibilities:

- Ensure braille practice materials or raised line drawings are ordered and distributed to students approved for them or who need them for practice.

- Manage the test administration:
  - ◆ Recruit and train staff to administer the test with accommodations.
  - ◆ If administering paper testing, ensure the security of test materials from their arrival until their return. Notify Educator Support immediately if there are discrepancies in your shipment.
  - ◆ Supervise all activities of accommodated test administrations.

What You'll Find in This Guide

This guide includes most of the information you'll need on test day; however, you'll need to refer to your *Test Coordinator Manual* for the following information:

- Detailed information about staff system and information technology (IT) roles
- Registration for schools (and schools working with a district)
- Digital readiness check

Here's a snapshot of this *SAT Suite Accommodations Guide for Coordinators*.

Test Coordinator Checklist: Use this section to plan for the administration, starting with action items to complete at least 7 weeks before the day you plan to start testing. The action items are grouped by which role completes them.

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

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

Accommodated Testing in Bluebook: This section covers what coordinators need to know for completing successful accommodated testing in the digital app.

Accommodated Testing on Paper: This section covers what coordinators need to know to distribute paper testing materials and prepare proctors for administering the digital test on paper.

After the Test: This section covers procedures to complete after testing is over.

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

- Timing Chart for Testing in Bluebook
- Timing and Breaks for Testing with Paper Materials
- A list of acceptable calculators
- A list of Bluebook testing tools
- A copy of the *Technical Troubleshooting Guide*
- A copy of *Proctor Essentials for Test Day*

We use the following icons to help you easily identify content relevant to your work:

💡 *Link to required training*

🖥 *Procedures for testing in Bluebook*

✍ *Procedures for testing on paper*

Information for Your Staff

As noted, several separate guides and documents have been combined into this guide; however, a few resources will remain available as separate documents, including those listed below. Be sure to help your staff access the information they need to administer SAT School Day, the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®), or the PSAT™ 8/9, as follows:

- **Test Coordinator Manual:** You and any staff assisting with managing accommodations for students will use information from the Registration chapter in this manual to ensure students receive the correct accommodations on test day.
- **SAT Suite Accommodations Guide for Proctors:** This guide provides proctors with information and instructions for administering accommodated testing.
- **Proctor Manual:** Your proctors should have a copy of this manual for additional information about how to report irregularities. It also provides information to any staff conducting the digital readiness check. Other proctor tasks—using Test Day Toolkit for checking students in, reading the opening scripts, monitoring progress during testing, and dismissing students, as well as general handling of situations that interfere with testing—are covered in the *SAT Suite Accommodations Guide for Proctors*.
- **Hall Monitor Test Day Guide:** This guide contains information about supporting the proctors, monitoring students on break, and assisting the test coordinator.
- **Paper Testing Scripts:** If one or more students require testing on paper, your staff will use the appropriate script(s) in this document in conjunction with the *SAT Suite Accommodations Guide for Proctors* to administer the test and transcribe student answers into Bluebook. (Be sure to access the version that matches the assessment the proctor is administering: PSAT 8/9, PSAT/NMSQT, or SAT School Day.)
- **Technical Troubleshooting Guide:** This guide provides the technology monitor with guidance to troubleshoot issues students encounter with downloading Bluebook, signing in with their credentials, starting the test, and submitting responses.
- **Proctor Essentials for Test Day:** This 2-page flyer includes key information and a check list for proctors testing students in Bluebook.

Setting Up

- Students testing with accommodations will be registered with all other students at your school. Most, if not all, students with accommodations will test in Bluebook and will take part in the digital readiness check. For information on these steps, please read the Digital Readiness Check section of the *Test Coordinator Manual* and/or the *Proctor Manual*.

- Schools provide internet access in all testing rooms for students and staff. Students need an internet connection to begin testing and at the end of the test to submit responses. Students who lose network connectivity momentarily during testing can continue without losing testing time.

This guide includes information you'll need to manage testing for students with accommodations such as:

- Use of assistive technology (AT).
- 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 more than double time (which will require multiple-day testing).
- Extended-time testing for reading or for math. This includes time and one-half and double time.
- 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.

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

Digital Testing Staff Agreement

Certain activities present a conflict of interest and bar you or your staff from administering the SAT Suite. It's important you review and understand these conditions when recruiting staff for test day. Avoid recruiting testing staff members who have any of the following conflicts of interest:

- **If you are the test coordinator or technology monitor:** Have a member of your household or immediate family (related student) taking the test in your test site. (Your household/family member can test at a different location on the same test date.) **If in another staff role:** Have a related student taking the test in the same testing room where you are working. (Immediate family includes parents, siblings, children, grandparents, and spouse. This applies even if they don't reside in the same household.) A breach of this rule may result in the related student's scores being canceled.

- Are engaged in providing private test preparation conducted outside the auspices of their school or district for compensation. (The teaching and normal review of course content, including test familiarization that's part of regularly scheduled school coursework, are acceptable.)

- Have taken the SAT within 180 days of test day.

IMPORTANT: *All testing staff must review and agree to the conditions in Test Day Toolkit for administering the SAT Suite.*

How to Request Accommodations

Most students work with their schools to request accommodations for College Board tests. Using the College Board SSD Online system, SSD coordinators can request and manage accommodations. Once approved within the system, with limited exceptions, students remain approved for College Board accommodations until 1 year after high school graduation.

Begin applying for accommodations early. Where documentation is required, it may take College Board up to 7 weeks to review any necessary documents. Note that some English learner (EL) supports (such as extended time), while not requiring College Board approval, must be requested through SSD Online.

SSD Coordinator Resources in SSD Online

The College Board SSD Online system provides an extensive dashboard for managing accommodations for your students. You'll use this system to request accommodations, monitor status of requests, and ensure student registrations reflect approved accommodations. More information is provided about how SSD Online and the SAT Suite Ordering and Registration system (SSOR) interact in the **Test Coordinator Manual**.

Schools can have multiple SSD coordinators with access to SSD Online. Visit **collegeboard.org/ssdonline** for detailed instructions for accessing and using SSD Online.

How Accommodations Work for Digital Testing

Although the process of requesting and being approved for accommodations hasn't changed with digital testing in Bluebook, some accommodations are administered differently. For example:

- Some students will receive differently named accommodations on digital tests due to the nature of the assessment:
  - ◆ **Screen reader:** Most students approved for a human reader or braille will be approved to test with a screen reader (text-to-speech). Most students approved for human reader or braille can use their own third-party technology or the text-to-speech functionality on their devices.
  - ◆ **Scribe:** Most students approved for a scribe will be approved to test with dictation (speech-to-text). Students can use their own third-party technology or the speech-to-text functionality on their devices.
  - ◆ **Paper test for digital assessment:** In rare occasions, a student may not be able to test with digital accommodations. If, due to their disability, they need to test with a paper test, including a paper braille test, the SSD coordinator should submit the request in SSD Online by the accommodations request deadline.
- Some approved accommodations aren't needed for testing in Bluebook, including use of a computer, large print or magnification device, 4-function calculator, and written copy of verbal instructions. All of these accommodations are met through the functionality of Bluebook and/or the testing device (for example, students can use the zoom functionality to enlarge font size, and all math questions allow use of a calculator).

  NOTE: *If a student testing on paper is approved for written copy of verbal instructions, you'll need to print a copy from online resources at* **satsuite.collegeboard.org/k12-educators/tools-resources/verbal-instructions**.

- Some accommodations are administered differently than you may be used to:
  - When students test in Bluebook, their extended time and accommodated breaks are incorporated into their test package. Bluebook does all of the timing; the proctor doesn't time the test for them.
  - Most students will complete testing in 1 day, including students testing with time and one-half and double time. Exceptions include students testing with limited time, more than double time, or with both double time and human reader, paper test, or raised line drawings.
  - Students testing with extra breaks, extended breaks, or breaks as needed can test in the same room as students testing without accommodated breaks. See Timing and Breaks in the Accommodated Testing Room on page 15 for more information.
  - Students testing with paper supplements (e.g., reader script, raised line drawings) will have a slightly longer test even if taking the test digitally.

See the appendix for detailed timing information for testing in Bluebook and testing with paper materials.

How Accommodations Are Provided in Digital Testing

The SSD coordinator will use SSD Online to confirm students' approved accommodations. The table below and at **satsuite.collegeboard.org/sat/accommodations/using-accommodations** lists how approved accommodations are provided for digital testing in Bluebook.

Approved Accommodation	SAT Suite Details and Testing Options
Extended Time with Breaks	
Extended Time	Students receive their approved amount of extended time within the digital exam and also receive extra breaks. Students approved for extended time for reading receive extended time for the entire test. Students approved for extended time for math only receive it only for the Math section. Students approved for double time test in one day.
Breaks Accommodations	
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause the testing timer to take breaks as needed. The pause feature appears below the student's timer in Bluebook. (This is the only break accommodation that features a **Pause** button. Bluebook automatically times extra and extended breaks for the student.)
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of the regularly scheduled break applied. There is no pause button; these students will simply take the length of break that Bluebook instructs them to. **NOTE:** *The doubling of break time doesn't apply to a 20-minute nutrition break.*
Extra Breaks	Students approved for this accommodation receive an exam with an extra 5-minute break applied between Module 1 and Module 2 in each applicable section. There is no pause button; these students will simply take breaks when Bluebook instructs them to take them.
Extra and Extended Breaks	Students approved for this accommodation receive an exam with twice the time of regularly scheduled breaks and extra breaks applied. There is no pause button; these students will simply take the extra breaks for the length of time that Bluebook instructs them to. **NOTE:** *The doubling of break time doesn't apply to a 20-minute nutrition break.*

REMINDER:

Students must stay for the entire approved testing time.

Approved Accommodation	SAT Suite Details and Testing Options
Braille	
Braille	Students approved for a braille accommodation take the digital exam using a screen reader or (if requested and approved) refreshable braille. Students using a screen reader need to use headphones, and they will receive time and one-half (unless approved for more time). If a student is unable to test using the digital exam, no later than 7 weeks before test day their SSD coordinator should request paper testing accommodations along with a paper braille exam (using the Other category). Students taking the paper Braille test don't receive extended time unless they're also approved for it.
Raised Line Drawings (formerly Braille Graphs and Figures)	Students can take the digital exam and use the raised line drawing supplement.
Braille Writer	For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, their SSD coordinator should request paper testing accommodations along with a paper test (using the Other category) by the accommodations request deadline.
Large Print, Magnification, Color	
Large-Print Exam, Large-Print Answer Sheet, Magnification Device (electronic/non-electronic)	Students take the digital exam using their device's functions to zoom in and zoom out (e.g., Control +/- or Command +/-). Students approved for large print will not receive a paper test unless they request and are approved for paper testing for digital assessments.
Color Overlay/Color Contrast	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
Reading and Writing Accommodations	
Human Reader, Screen Reader for Digital Exams	Most students approved for a human reader or screen reader can take a digital exam using the text-to-speech functionality available through their device's operating system or their own text-to-speech software. Visit bluebook.collegeboard.org/students/accommodations-assistive-technology for more information about screen readers.
	IMPORTANT: *A screen reader is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.*
	Students receive an exam package with time and one-half extended time and extra breaks applied.
	Some additional setup may be required. See Assistive Technology (AT) on page 19 for more information. Have the student try their assistive technology (AT) on a practice test before test day to ensure they are properly set up. If using a Chromebook, they will have to reconfigure their AT setup on test day.

ADDITIONAL GUIDANCE:

Students using a screen reader do not receive a raised line drawings supplement unless separately approved for one.

OTHER INFO:

Large print, magnification, and color overlay/contrast accommodations do not apply to the SAT Suite, but may be required for other College Board exams.

Approved Accommodation	SAT Suite Details and Testing Options
Writer/Scribe, Dictation for Digital Exams	Students approved for a writer/scribe or dictation can take the digital exam using speech-to-text functionality available through their device's operating system or their own speech-to-text software.
	IMPORTANT: *Speech-to-text is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.*
	In rare conditions, a student who is unable to test with dictation may be approved in SSD Online for the accommodation of human scribe for digital tests.
Assistive Technology (AT)	
Assistive Technology	Students can take a digital exam using approved AT software.
Assistive Technology–Compatible (ATC) Test Format	Students approved for this accommodation will test with a standard digital exam (with any other approved accommodations).
Calculators	
4-Function Calculator	All math questions allow the use of a calculator. A calculator is built into the digital exam and is a universal tool for all students.
Limited Time	
Limited Time	Students test over multiple days if the test time exceeds their approved time. For all 2-day testing, Bluebook will deliver 2 separate test cards, 1 for each day. It will automatically end testing for the day at the appropriate time. No additional action is required of the proctor. Students testing with accommodations that require 3 or more days will test using a paper exam.
Audio	
Auditory Amplification/FM System	Students can use their FM system. Students are allowed to use headphones. Some FM systems require the proctor to use a handheld mic to give instructions to the student.

OTHER INFO:

The ATC and 4-function calculator accommodations don't apply to digital tests but may be required for other College Board tests.

Test Coordinator Checklist

At Least Seven Weeks Before Test Day

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
SSD coordinator	☐ Submit accommodations requests through SSD Online at any time before the accommodations deadline—**whether or not your school has selected an intended start date for testing**. ☐ Work with the test coordinator to validate that each student's accommodations are correctly reflected in the the SAT Suite Ordering and Registration (SSOR) system. See the **Test Coordinator Manual** for full instructions.

Five Weeks Before Test Day

See the Test Coordinator Checklist in the **Test Coordinator Manual** for tasks related to completing your order.

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
Test coordinator	☐ Work with your SSD coordinator to confirm all accommodations are accurate in SSD Online. ☐ If your school decides to host a full-length practice session during the digital readiness check, order braille practice materials or raised line drawings for any students who need them for practice. ☐ Work with your technology coordinator to ensure AT is set up on student devices for those who may need it. ☐ Begin planning for staff recruitment if you'll be testing students with accommodations who need to be tested in separate rooms. ☐ Recruit support staff for testing students approved to test with a human reader or writer/scribe if a digital alternative isn't being provided. See How Accommodations Are Provided in Digital Testing on page 5 for more information. **IMPORTANT:** *If a student has approved accommodations to test with paper materials, please note that shipments will be processed upon completed registration. Work with your SSD coordinator to plan appropriate test dates.*

REMINDER:

Students must have College Board approval to test with accommodations for all SAT Suite assessments, and students may have significant testing delays or may not be able to test at all if this deadline is missed. We recommend submitting those requests as early as possible so your students will be ready to test.

Four Weeks Before Test Day

See the Test Coordinator Checklist in the **Test Coordinator Manual** for tasks related to submitting your initial registration.

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
SSD coordinator	☐ Submit requests for any students testing with the EL support of time and one-half in SSD Online.
Test coordinator	☐ Begin reviewing the accommodations modules in the ᨬ **College Board required training**.

Three Weeks Before Test Day

See the Test Coordinator Checklist in the **Test Coordinator Manual** for tasks related to reviewing, validating, and registering students for testing.

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
Test coordinator	☐ Use the email we'll send you to access Test Day Toolkit.
	☐ Follow the instructions to **Set Up Test Day Toolkit for SAT Suite**.
	☐ As you create your staff list be sure to account for accommodated testing, especially if testing students approved for paper materials, support staff, assistive technology, and other accommodations requiring specific arrangements.
SSD coordinator	☐ Validate the registration data in SSOR for SSD students.
	☐ Confirm the accommodations in SSD Online match the accommodations in SSOR.
	NOTE: *Some accommodations displayed in SSOR or Test Day Toolkit are not listed in SSD Online, but they are necessary to match the student's test experience with their approved accommodations. See the Registration chapter of your Test Coordinator Manual for more details.*
All staff	☐ Complete ᨬ **College Board required training** and review manuals and guides.

One to Two Weeks Before Test Day

Check your digital readiness

See the Test Coordinator Checklist in the **Test Coordinator Manual** for tasks related to the digital readiness check.

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS	

Role	Tasks
Test coordinator	☐ If you have not completed the tasks assigned to you under 3 Weeks Before Test Day (above), please complete those now.
	☐ Speak to students approved for screen readers or other AT to ensure that their devices are properly configured. See **bluebook.collegeboard.org/students/ accommodations-assistive-technology** for more information.
	IMPORTANT: *Students using Chromebooks will need to repeat this setup on test day.*
	☐ If testing students using paper materials for testing (test formats or supplements), prepare to receive, check, and securely store these materials in the week before the test.
	☐ Print and display resources around your testing site to provide useful reminders to parents, guardians, and students.
	◆ The **Do Not Close Device Poster** shows students what it looks like when they successfully submit their answers in the Bluebook testing app.
	◆ The **Bluebook Check-In Poster** tells students your school's Wi-Fi information before signing into the Bluebook testing app. Print and write in these details before displaying in the testing rooms.
All staff	☐ Complete ϙ **College Board required training** and read test day manuals and guides.
	☐ If staff is proctoring paper test takers, instruct them to download and review before test day: the *SAT Suite of Assessments Accommodations Guide for Proctors* and the relevant *Paper Testing Scripts* guide (available on the Help page in Test Day Toolkit) for the test they are administering.

One or Two Days Before Test Day

Milestone: Final preparation

See the Test Coordinator Checklist in the **Test Coordinator Manual** for tasks related to fixing any issues found in the digital readiness check.

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
Test coordinator	☐ Two days before the test, review your roster to confirm students are registered with the proper accommodations and there are no last-minute changes needed to room assignments or staffing. ☐ Confirm you have a sign-in ticket printed for all students (reprint if necessary). ☐ If administering paper accommodations, follow instructions under Managing Paper Testing Materials on page 24 to prepare proctors. ☐ Connect to Wi-Fi on a personal device in a testing room to make sure the network is set up. ☐ Work with your IT staff to troubleshoot any last-minute network setup issues.

Test Day

Milestone: Administer the test

STAFF ACTIONS FOR TESTING STUDENTS WITH ACCOMMODATIONS

Role	Tasks
Test coordinator	☐ Grant full Test Day Toolkit access to your staff. ☐ Follow the steps under the On Test Day section of this guide. 　◆ Follow instructions under Accommodated Testing in Bluebook on page 30 for students taking the test digitally. 　◆ If testing students using paper materials, follow instructions under Accommodated Testing on Paper on page 32 to distribute materials. ☐ Gather student scratch paper from the proctors and keep for 30 days in case of test security investigations. ☐ Review and submit any Irregularity Reports (IRs) in Test Day Toolkit immediately after testing.
Proctors and hall/room monitors	☐ Follow the steps in the *SAT Suite of Assessments Accommodations Guide for Proctors* and **Hall Monitor Test Day Guide**. ☐ Confirm all student answers are submitted before dismissing them. ☐ Confirm that students have written their names in the top right corner of their scratch paper. At the end of the test, collect all student scratch paper and give it to the test coordinator.

ADDITIONAL GUIDANCE:

Test Day Toolkit closes after the end of the testing window. To retain your IR information, follow the instructions at **bluebook.collegeboard.org/ irregularity-data-retention**.

Test Coordinator Planning

Planning to Test Students with Accommodations

College Board provides testing accommodations to students with disabilities who demonstrate a need for them. As you prepare for the administration, you may be called upon to provide a variety of accommodations to students with documented disabilities who have been approved for accommodations by College Board.

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

Bluebook and Paper Testing

Successful testing for students testing with accommodations depends on good planning for staff and room assignments, proper support for longer testing times (e.g., charging capability), an understanding of the types of accommodations you might have to provide, and an understanding of how accommodations are provided, as explained in How Accommodations Are Provided in Digital Testing on page 5.

Most accommodated students test in Bluebook. Your proctors can find procedures needed for administering accommodations along with information about the different accommodations in their *SAT Suite of Assessments Accommodations Guide for Proctors*.

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

For testing students on paper, your role as coordinator will include:

- Ensuring your proctors have training and receive copies of the *SAT Suite of Assessments Accommodations Guide for Proctors* and the appropriate *Paper Testing Scripts*.
- Managing the testing materials for these students, including receipt, checking, securely storing, distributing, and returning them after the test.
- Supporting the proctors by providing a test-day kit of materials as outlined under Create Testing Room Kits for Proctors on page 23.

Making Sure Accommodations Are Correct in Test Day Toolkit

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

Similarly, if a student notices on test day that their accommodations aren't correct, or if they decide they want to waive their accommodations, they won't be able to test until their registration shows up as correct in Test Day Toolkit. These students will need to be rescheduled. If a student tests without the correct accommodations, submit an IR. The student may need to retest.

Refer to your **Test Coordinator Manual** for more information on SSOR and registration.

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 EL students to test with extended time.

Once you identify the students who require EL supports and the languages they need, you'll have to obtain the supports and plan for time and one-half for those who need it. Provide the relevant printed translated test directions to the proctor to distribute to students so they can read along with the proctor.

For students testing with translated test directions or word-to-word dictionaries, do the following:

- Print the translations and review the list of approved dictionaries available at **satsuite.org/educator-experience** so you can obtain copies for test day. No translations or dictionaries will be shipped.
- Students may supply their own dictionaries; however, you should confirm any dictionaries are on the approved list and plan to collect them for your review a day or 2 before testing. This is an important precaution to minimize the chances of dictionaries being used to bring written notes or test aids into the testing room.
- Store the dictionaries securely until you're ready to provide them to proctors on test day.

For any EL students who will test with time and one-half, work with appropriate school staff to request extended time for these students in SSD Online.

Roles and Responsibilities

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

Information Technology Roles

Technology Coordinator

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

Readiness and Test Day Roles

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

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

Technology 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.

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 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

Approved Accommodation	Paper or Digital Test Format	Administer the Test Using This Guide plus:
Printed copy of verbal instructions	Test in Bluebook Access **Verbal Instructions** from the Help page in Bluebook	Test Day Toolkit
Braille	Test with AT in Bluebook (unless also approved for a paper test)	Test Day Toolkit
Raised line drawings	Test with AT in Bluebook with raised line drawings supplement	Test Day Toolkit
Human reader	Test with AT in Bluebook	Test Day Toolkit
Human reader for digital tests	Test in Bluebook with human reader and reader script	Test Day Toolkit
Writer/scribe	Test in Bluebook with AT	Test Day Toolkit
Human scribe	Test in Bluebook with scribe to enter answers	Test Day Toolkit
Paper test for digital assessments	Paper test book (large print if required)	The appropriate *Paper Testing Scripts*
Paper test for digital assessments and printed copy of verbal instructions	Paper test book (large print if required) and copy of instructions downloaded from **satsuite.collegeboard.org/ k12-educators/tools-resources/ verbal-instruction**	The appropriate *Paper Testing Scripts*
Braille and paper test for digital assessments	Paper braille test	The appropriate *Paper Testing Scripts*

- In rare cases, a student may be approved for a human scribe for digital tests. The scribe should record the responses in Bluebook.
- A student approved for human reader for digital tests will take the digital test, and a human reader will use a reader script to read the test aloud. Testing with a human reader requires one-to-one testing.
- Students testing with a scribe, a human reader, or screen reader will also be provided with time and one-half extended time (or more if requested and approved) and extra breaks.
- For students taking the test on paper or digitally with paper supplements, you'll receive one or more Testing Room Materials Report forms to use for distributing student materials to the proctor(s).

Timing and Breaks in the Accommodated Testing Room

All tests are timed by module. Students testing with accommodations must be given the entire amount of time, and they can't move on to the next SAT Suite module until their time is expired in Bluebook (or time is called in the paper testing room).

During the break after Section 1, students may go to the restroom, and they may consume snacks and beverages. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

Additional scheduled break time: Students may be approved for extra and/or extended breaks. 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.)

- 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:

- Inform students they will not get extra testing time.
- Students are allowed to take an unscheduled break without asking permission. Do what you can to minimize distractions, and warn students who are disruptive.
- For paper testing, collect the test book before the student leaves the room. Make sure the test book is the actual test book and not a substitute, and fan the pages to make sure no pages have been removed.
- **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.

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

ADDITIONAL GUIDANCE:

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

STANDARD TIMING FOR THE SAT SUITE

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

Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extended time for Reading receive a break after the first module in both the Reading and Writing section and the Math section. For extended time for math only, students receive a break after the first Math module.

Students approved for extended breaks receive breaks that are twice the length of regular breaks. Students testing with some accommodations—double time on the entire test, more than double time for math, or time and one-half with a human reader using a reader script or raised line drawings—receive a longer nutrition break between the 2 sections.

READING: TIME AND ONE-HALF SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
Module 1	**Module 2**	**Break**	**Module 1**	**Module 2**
48 minutes	48 minutes	10-minute break	53 minutes	53 minutes
5-minute break			5-minute break	

READING: DOUBLE TIME SECTION TIMINGS AND BREAKS

Reading and Writing			Math	
Module 1	**Module 2**	**Break**	**Module 1**	**Module 2**
64 minutes	64 minutes	20-minute nutrition break	70 minutes	70 minutes
5-minute break			5-minute break	

Bluebook automatically sets the applicable test time for students testing with extended time.

Testing with Paper Materials

Students testing with a paper materials, including a paper test book, a reader script, or raised line drawings, will have different timing. The chart below shows timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments.

PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS*

Paper—Reading and Writing			Paper—Math	
Module 1	**Module 2**	**Break**	**Module 1**	**Module 2**
39 minutes	39 minutes	10-minute break	43 minutes	43 minutes
5-minute break			5-minute break	

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

PAPER: TIME AND ONE-HALF SECTION TIMINGS AND BREAKS**

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

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

PAPER: DOUBLE TIME SECTION TIMINGS AND BREAKS

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

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 here and in Test Day Toolkit for setting up the testing room, checking in students, and starting the test each day.

Who Tests Over Multiple Days

IMPORTANT: *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)
- More than double time
- Testing with a paper test or paper supplement (reader script or raised line drawings) and approved for double time

Setting Up Rooms for Two-Day Testing Test Day Toolkit

When setting up rooms in Test Day Toolkit, you'll need to create separate rooms for each day of the exam for students who'll be testing over 2 days. You may be able to test students in the same physical room in your building, but you'll need separate rooms in Test Day Toolkit.

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

   IMPORTANT: *If you have more than one student testing multiday, check their accommodations to confirm if they can test in the same room or will need their own multiday room.*

2. To create rooms, go to **All Rooms**. Select **Add Rooms**. Give the first room a name (for example, "Multiple-Day Testing Day 1") and a seating capacity. Then repeat that step to create a room for "Multiple-Testing Day 2."

3. Navigate back to **All Students**. Use the checkboxes next to the student name(s) with the Day 1 label. Select **Choose a Room** and move the student(s) to your "Day 1" room.

4. Mark the checkboxes next to the student name(s) with the Day 2 label. Select **Choose a Room** and move the student(s) to your "Day 2" room.

Administering the Test Over Two Days

For each day of testing, Bluebook will show a separate testing card—one for each day of testing. Each card will indicate "Day 1" or "Day 2" along with the exam date. Students taking the test in Bluebook will need to select the exam 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 test 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 Reading and Writing section without any action needed from the proctor.
- For students testing with standard time and no accommodated breaks, there are no breaks during testing because only 1 exam section is taken on each day. However, if the student has also been approved for extended time or an accommodation of extra breaks or breaks as needed, their digital exam will enable them to take their approved break(s) during each day of testing. Students may also take unscheduled breaks, but their test timer will continue to run.
- When the student completes the exam section on each day, their responses will be submitted.

  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 irregularity form.*

Students who test over more than 2 days will take a paper test. The *SAT Suite Accommodations Guide for Proctors* includes instructions for testing students over multiple days.

Braille Test Formats

Proctors testing students using braille tests and/or supplements 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.

- Students who test with braille test formats test with standard time unless approved for other accommodations.
- Braille test formats are in Unified English Braille (UEB) with Nemeth Code for math. These materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each 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.

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

When questions in the Math section refer to figures, students approved to use the *Raised Line Drawings Supplement* may refer to it while testing.

ADDITIONAL GUIDANCE:

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

Assistive Technology (AT)

If you have students approved for testing with a screen reader, dictation, or other AT, go to **bluebook.collegeboard.org/students/accommodations-assistive-technology**. You'll find information about:

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

Students using a Chromebook with AT will need additional setup by your school's IT department. See **bluebook.collegeboard.org/students/accommodations-assistive-technology/chromebook**. Students should practice using the accessibility features and the AT with the digital exam before taking the test.

ADDITIONAL GUIDANCE:

Chromebooks must be reconfigured for AT on test day.

Testing Groups

Once you have successfully completed the registration process, your roster will be available in Test Day Toolkit within 2 business days. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

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

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)
- P1: Paper (Standard Time)
- P3: Paper (Time and One-half)
- P5: Paper (Double Time)
- P6: Paper (More than Double Time)

ADDITIONAL GUIDANCE:

Students with the same group can be tested in the same room in many cases. More information on groups, breaks, and timing is provided in the Appendix, beginning on page 36.

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

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

IMPORTANT: *Students should not close their devices until they see the Congratulations screen. If a proctor sees a student with a status of **Exited** they should check the student's device in Test Day Toolkit immediately to make sure it's open and that they're using it properly.*

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

Small-Group Testing

If you have students approved for small-group testing, small-group rooms shouldn't have more than 15 students. If any student approved for small-group testing is assigned to a room with more than 15 students, move them to a smaller room.

Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room.

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.

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. 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.

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

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

If a student without an accommodation for a service or support animal shows up at the school with an animal, ask the following questions:

- Is the animal needed due to a disability?
- What service has the animal been trained to provide? (The animal doesn't need to be certified, just trained.)

If the student explains the service, allow the service animal in, even if the student doesn't have an approved accommodation. The student's room assignment shouldn't change.

Don't admit unapproved support animals that aren't trained to provide a service. In this circumstance, tell the student emotional support animals require an approved accommodation, and they should contact Customer Service if they have questions.

Written Copy of Verbal Instructions

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

Planning Space and Staff

Staff Responsibilities

The primary SSD coordinator will provide valuable assistance to the test coordinator as you plan for testing students with accommodations, including identifying additional support staff that might be needed. As test coordinator, you'll need to use the information about staffing and establishing roles that's provided in your **Test Coordinator Manual** to complete the recruitment and training of your testing staff. Here is an overview of the testing roles:

Support Staff

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

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

Some support staff may be required to:

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

General qualifications for support staff include:

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

Administering Tests with a Human Reader or Scribe

Students who require a human reader or scribe 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.

- Assign a separate human reader or writer/scribe for each student approved for one (human readers and scribes may not be shared during the same testing session).
- Administer the test in a one-to-one setting with time and one-half unless a student is already approved for double time or more extended time.

Human Reader Responsibilities

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

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.

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. They should not have access to student testing devices at any time.

Room Assignments

Your roster will be available in Test Day Toolkit about 3 weeks before test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train any additional staff you might need.

You might have students with accommodations who require testing in separate rooms. Students in the same group type who are taking the test in Bluebook can test in the same room as long as they can be seated to minimize distractions. See the appendix for timing charts that include testing group information.

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

Students in the one-to-one testing group must test in their own room.

Technology

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

Bluebook

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

Test Day Toolkit Overview

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

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

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

Proctors use Test Day Toolkit on test day to take attendance, read the script, share the room and start codes with students, monitor testing, and report irregularities.

Go to **cb.org/bluebook-test-admin** for step-by-step instructions on Test Day Toolkit setup.

Test Day Toolkit Access

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

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

You should get an email in early September if your order was placed before then.

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

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

Test Day Toolkit access FAQs are available at **cb.org/bluebook-test-admin/help**.

Device Readiness

Students can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example).

School-Managed Devices

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

When students open Bluebook, it auto-updates if necessary. This can overwhelm your network and delay testing if too many students do it at once, so ask students to open Bluebook on their own before test day or any group readiness activities. They don't have to sign in.

See the Technical Readiness Checklist at **bluebook.collegeboard.org/test-admin/checklist** for complete instructions on working with technology staff.

If Students Testing on Personal Devices Are Unprepared

Students can download Bluebook on personal devices in the testing room. This doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can reschedule the test for those students.

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

Create Testing Room Kits for Proctors

Create a kit of all these materials for each proctor:

- Testing Room Materials Report form with appropriate information filled out for the testing room
- List of materials assigned to each student (created from the Shipping Notice)
- If testing students on paper:
  - Paper tests listed on the Testing Room Materials Report form
  - *Paper Test Taker Administration Instructions* booklets as listed on the Testing Room Materials Report form (1 per student)
  - *Score Sends Code List* booklets (1 per student)
- Any approved supplements (including any printed verbal instructions)
- EL supports, if any
- Sign-in tickets:
  - Click **Downloads** on the Test Day Toolkit hompage and go to the **Print Tickets** tab. Make sure you choose your printer's single-sided option.
  - For PSAT-related assessments: 1 per student to collect after testing for the transcribers to use
  - For SAT School Day: 1 per student (to keep) and 1 for the transcribers to use
- Any other notes for the proctor that will help them give a smooth administration (such as the timing in their room, and for paper testing, the proper script or scripts to use)

Technical Troubleshooting

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

- **Students** can often solve technical issues themselves by following the instructions in Bluebook error messages.
- **Proctors** can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor. Once testing starts, send students to the help room to avoid disturbing others.

- **Technology monitors** use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- **Test coordinators** can sometimes use Test Day Toolkit or SSOR to resolve an issue. In some cases, you'll report an irregularity to set up a retest. You can contact your technology coordinator or call College Board for assistance if you need to.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *SAT Suite Accommodations Guide for Proctors* and the *Technical Troubleshooting Guide.*

Managing Paper Testing Materials

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

Receiving Test Materials

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

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

If materials are missing or damaged, immediately contact Educator Support by phone. See Contact Us on page ii.

Your shipments will be traced and, if necessary, another shipment will be sent. If materials still have not arrived by the start of testing or testing window:

- Contact Educator Support.
- You have the entire testing window to administer the assessment.

Checking the Test Book Shipment

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

Test materials are specific for each student. Students may only test with the materials sent for them. Information about which materials to give to each student will be provided in your test shipment. Check the Shipping Notice for each student's name and designated materials.

If you have questions about how to determine if you received the correct materials for your students, please call Educator Support as soon as you receive your shipment.

Your test shipment should have the following items:

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

Ensuring Test Materials Security

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

Safeguard your materials as follows:

- Compare the serial numbers on test materials against your Shipping Notice.

🔒 *Call Educator Support immediately (see Contact Us on page ii) if the serial numbers on the test materials don't correspond with those on the Shipping Notice or if you detect any loss, theft, or tampering. In addition to calling, document the discrepancies in Test Day Toolkit with an IR.*

- Place test materials in a locked area in your school immediately after receipt.
- Know who has access to the area. Limit the number of people authorized to access test materials to those whose professional duties require it.
- Never leave materials unattended or accessible to students or unauthorized staff.
- Use test materials only for the specified testing period unless otherwise authorized by College Board.
- Ensure no test materials are reproduced for any reason or by any method without permission from the College Board SSD office. Copyright laws strictly prohibit reproduction of test materials. Violators may face legal action.
- Once all testing is complete, return all test materials, following the instructions under Returning Materials After the Test on page 33.

Preparing Paper Materials for Proctors

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

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

Print 2 sign-in tickets for each paper test taker who is taking SAT School Day to distribute to proctors. These students can retain their copy of the sign-in ticket in case they want to change their free score sends after testing.

Follow the instructions under Create Testing Room Kits for Proctors on page 23. Distribute the correct kit to each proctor.

INFO FOR SAT SCHOOL DAY TEST TAKERS:

If a student wants to change their 4 free score sends, they have 3 days to sign in to Bluebook to change them. To make or change their selections within those 3 days, they will use the sign-in ticket from this test to sign in to Bluebook. Then they'll go to **My Tests> Past** *where this test will be listed, and click* **SAT Score Sends**.

On Test Day

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

Test Day Oversight

Sign In to Test Day Toolkit

Keep in mind the following:

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

Supporting Your Staff

For a successful test day, decide how to facilitate breaks and communication:

- Plan a break schedule for staff as needed, making sure testing rooms and hallways are always monitored.
- Set up a signaling system so staff can communicate with each other quickly.

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

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

- Let proctors know the test timing for the students in their room.
- Distribute supplies.
- Remind staff to use power strips, surge protectors, and extension cords safely.
- Let staff know where the help room and late room (if you have one) are located.
- Remind staff to enforce all policies shared in this guide and to never leave students alone in the room.
- Tell staff to connect to Wi-Fi and sign in to Test Day Toolkit.
- Make sure proctors and hall monitors have completed the 💡**College Board required training** and have access to all the resources they need and have read the *SAT Suite of Assessments Accommodations Guide for Proctors* and *Hall Monitor Test Day Guide*, respectively, available at **satsuite.org/educator-experience**. Technology monitors should read the *Technical Troubleshooting Guide*.

To prevent score delays, avoid retests, and save yourself time later, tell your staff to take these steps:

- During testing, watch for closed laptops and covered tablets.
- During breaks, check for the red low-battery warning and make sure devices are not asleep.
- Before dismissal, verify answer submission.
- Help any students whose answers were not submitted.

Detailed instructions are available in the **Proctor Manual**.

Monitoring Test Day Activity

To keep things running smoothly throughout test day:

- Minimize distractions and limit access to the testing area.
- Enforce rules and watch for irregularities.
- Only allow testing staff and students into the testing area.

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

Irregularities

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

Refer to the retesting and irregularities chapter in your *Test Coordinator Manual* for a comprehensive overview of the IR submission process.

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

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

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. Testing staff may approach you on test day with issues related to irregularities. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to the retesting and irregularities chapter in your *Test Coordinator 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 the proctors or monitors are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper as instructed in the *Test Coordinator Manual* in case of any test security investigations.
- When 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.
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug into available outlets if they need to.

How to Respond to Problems

When to Call Us

Test coordinators should call us as soon as possible if:

- They 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 us.

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 28 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted, complete a separate IR for those students (see Disturbances and Interruptions on page 28).

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.

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

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

Early Departure

Students must stay until their testing time is up, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps below.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 30. 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 the 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, call us.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives them a chance to discuss test content. Get instructions for reporting irregularities in Next Steps below.

Approved Accommodations Not Given

Ask the student if they want to continue testing without the approved accommodations or stop testing. In either case, submit an IR. They may be eligible for a retest. Follow instructions for early dismissal in Next Steps below.

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's wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them for most students who are trying their best on every question, it is better to guess than leave a question blank, especially if the student can eliminate one or two answer options before guessing. 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.

ADDITIONAL GUIDANCE:

Proctors do not need to review test content or provide an opinion, either to the student or in the irregularity report.

Next Steps

Early Dismissal

All students must stay for their entire testing time except in cases of illness or rule violations. To dismiss a paper tester early, collect their test materials and submit an IR in Test Day Toolkit. To dismiss a student early from Bluebook testing, 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: *Students must stay until their testing time runs out unless they get sick or violate a rule.*

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and 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
- 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 below. Everything else is prohibited, unless a student has an approved accommodation that requires it.

Items Permitted During Testing

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

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them. They can also access hand sanitizer and cleaning supplies during breaks.

Prohibited Items

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

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for SAT School Day, PSAT/NMSQT, and PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved AT 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.

Accommodated Testing in Bluebook

Most students testing with accommodations will test in Bluebook. Prepare for this testing using the information in this section. 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 32.

IMPORTANT: *If you have students testing over 2 days, get more information from Students Testing Over Multiple Days on page 17.*

Test Day Morning

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

- A copy of the Wi-Fi name and password for each proctor.
- 1 sheet of scratch paper per student (plus extra scratch paper for students who request more during testing).
- A sign-in ticket for each student.
- Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging (prioritize extended time testing rooms).
- Testing devices for students (if applicable).
- Recommended: Printed seating chart. (The 2-page **Digital SAT Seating Chart** is available to download. The first page contains important instructions for test coordinators. Proctors in large testing rooms may need more than 1 chart.)
- For some students taking SAT School Day, PSAT/NMSQT, or PSAT 8/9 with EL supports, printed copies of translated test directions (available at **satsuite.org/translated-test-directions**) or approved word-to-word dictionaries.

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

Technical Troubleshooting in the Testing Room

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

If a student is having technical trouble and testing hasn't started yet, you can try the tips shared below.

When to Send Students to the Help Room

- Helping the student delays the start of testing.
- You want to avoid distracting students who are testing successfully.
- None of the troubleshooting steps that follow resolve the issue.

When to Send Students to the Coordinator

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

IMPORTANT: *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 exam, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

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

- Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
- Check the student's internet connection. Get tips on How to Check for an Internet Connection below.
- You can also switch to a backup device with Bluebook installed if one is available.

A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in.

If the student is on the start code screen, try the following fixes in order:

1. Reenter the start code.
2. Make sure the student is 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 without further delay. The student can start testing in their testing room after their problem is resolved; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

A Student's Testing Is Interrupted

Try the following fixes in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device 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

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

> **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 but can't continue testing on the original device, and there is a backup device available, complete these steps:

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

> **IMPORTANT:** *Students should reenter their answers if they're returned to an earlier part of the test.*

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. 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 their 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.

Accommodated Testing on Paper

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

Important Guidelines for Paper Testing

For testers using paper, neither students nor staff should use Bluebook for any reason during testing. Please follow these guidelines to avoid a misadministration:

- Proctors will administer the test using the instructions in the appropriate *Paper Testing Scripts*, timing the students with a separate clock or watch.
- Unless approved for other accommodations, students testing with a paper test will record their responses in the test book. Students approved for an additional accommodation to use a scribe will test one-to-one with a scribe who will record the answers for the student in the test book.

Using the Testing Room Materials Report Form

Tasks for the Coordinator

On test day, the test coordinator must count test books when distributing to and collecting from any staff administering the SAT Suite. Please be sure to reference your Shipping Notice to distribute the correct materials for each student.

Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:

- Supply your school code and indicate which proctor will be in the room.
- Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets issued to that proctor.

Follow the instructions under Preparing Paper Materials for Proctors on page 25.

Tasks for the Proctor

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

Proctors must count the test materials:

- After receiving the materials from the coordinator
- After distributing materials to students in the testing room
- Before dismissing students from the testing room

Preparing Proctors for Paper Testing

Proctors should already have a copy of the *SAT Suite Accommodations Guide for Proctors* and be familiar with the procedures they must follow for paper-based testing.

On test day, distribute to each proctor the correct testing room kit for their room, which should include (if not already distributed) a copy of the *SAT Suite Accommodations Guide for Proctors* and *Paper Testing Scipts* specific to the test they are administering.

NOTE: *If preferred, your proctors can access these publications digitally.*

- Include any optional items:
  - Extra pencils
  - Pencil sharpener

Important Reminders to Give Proctors

Always carefully prepare for and administer the test and subsequent transcription of student answers according to the instructions in the *SAT Suite Accommodations Guide for Proctors*.

- Students do not use any testing devices to take the paper test. They must not attempt to access Bluebook during or after testing.
- Staff must not try to check students in electronically through Test Day Toolkit. Proctors use Test Day Toolkit to verify student identity and assignment to their testing room. No other steps for check in or access to Bluebook take place until after all students have been dismissed from testing.
- Proctors should never try to use Bluebook to time the test. The only valid way to time the paper test is through the use of the appropriate *Paper Testing Scripts* for their students.
- Transcription of answers cannot begin until a student has completed all modules of the test. Complete instructions are given in the *SAT Suite Accommodations Guide for Proctors*.

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

Returning Materials After the Test

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

Be sure to:

- Confirm with proctors that they checked the testing rooms to make sure nothing has been left behind.
- Ensure that you have a completed affidavit form attesting to the accurate transcription of student answers into Bluebook (this form is in each student's *Paper Test Taker Administration Instructions* booklet). Insert the student's booklet in the matching test book/format to ensure materials are kept together.
- Confirm you have completed the Testing Room Materials Report form(s) for each room.
- After the test administration ends, keep the test materials in secure storage until their return.

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

Returning Tests

Your return shipment will contain the test books and other test formats (such as braille books) along with each student's completed *Paper Test Taker Administration Instructions* booklet. Return these items to the location on the shipping label no later than 2 days after all students testing on paper have completed testing.

Packing the Shipment

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

1. Keep all test formats together and pack them in the original shipping box.
   - Confirm that the Transcriber Security Affidavit (on page 2 of each student's *Paper Test Taker Administration Instructions* booklet) has been completed.
   - Be sure every test format with answers recorded in it is properly labeled for scoring, including the student's name, testing room, and school code.
   - Make sure the student's registration number is accurately printed on the back cover above the student's name.
   - Carefully match each test format with the same student's *Paper Test Taker Administration Instructions* booklet. Place all items inside the test book to ensure they are shipped together.
   - Be sure to include all completed Testing Room Materials Report forms.

2. Remove, cover, or cross out the original shipping labels, and seal with supplied tape.

3. Use the preaddressed label(s) from your test materials shipment. Call Educator Support if your label is missing.

   a. **U.S.**
      - Use the supplied preprinted colored return label and pre-addressed UPS label. Make sure all labels can be clearly read.
      - Next to the return label on each box with transcribed test books, place a Transcription Complete sticker.
      - Call 1-800-PICK-UPS or visit **ups.com** to arrange for pickup during regular school stops or to schedule a special pickup. Or, take the package to an official UPS Customer Center and ask for a traceable receipt.

   b. **International**
      - Use the supplied preprinted colored return label and pre-addressed UPS label. Make sure all labels can be clearly read.
      - You also received 3 copies of a Commercial Invoice. Please complete these and have them available when your package is picked up, in case your local area requires this.
      - Next to the return label on each box containing transcribed test books, place a Transcription Complete sticker.
      - Call the courier to arrange for pickup. Keep a copy of any tracking numbers before shipping the materials.

4. Securely destroy sign-in tickets, *Score Sends Code List* booklets (for SAT School Day only), and any other materials that do not need to be returned or kept on file.

After the Test

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

Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Please refer to the retesting and irregularities chapter of your *Test Coordinator Manual* for comprehensive instructions.

What to Do with Materials

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

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board under Returning Materials After the Test on page 33. For any remaining materials, including any tracking information for return shipments, keep them on hand for 30 days.

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

Appendix

Timing Chart for Testing in Bluebook

All students taking any of the SAT Suite of Assessments in Bluebook will use the timing in this chart, except those testing with a paper test book (including a braille test book), a human reader, or raised line drawings supplement. For those exceptions, see Timing and Breaks for Testing with Paper Materials on page 38. Please note the following additional information about accommodations:

- Most students will complete testing in 1 day.
- For students approved for 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. See Students Testing Over Multiple Days on page 17 for more information.
- Students testing over more than 2 days will test on paper. More information is provided for proctors in the *Paper Testing Scripts* for the test they're administering.
- Extra breaks are automatically applied to all students with extended time.
- Students in the same group type may be timed differently if students have unlike break times. To minimize disruptions, you may want to assign students to rooms based on their break times as well as on their group types.
- Students approved for screen reader (text-to-speech) will use Reading: Time and One-Half.

SAT SUITE OF ASSESSMENTS TIMING CHART

| | Group Type in Test Day Toolkit | Section 1 | | Break | Section 2 | | Total Testing Time |
		Module 1: Reading and Writing	Module 2: Reading and Writing		Module 1: Math	Module 2: Math	
Standard Time	S1	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	2:14 testing time + breaks = 2:24
Standard Time with Extra Breaks	S1	32 minutes / 5-min. break	32 minutes	10 minutes	35 minutes / 5-min. break	35 minutes	2:14 testing time + breaks = 2:34
Standard Time and Extended Breaks	S1	32 minutes	32 minutes	20 minutes	35 minutes	35 minutes	2:14 testing time + breaks = 2:34
Standard Time and Breaks as Needed*	S1	32 minutes	32 minutes	10 minutes	35 minutes	35 minutes	2:14 testing time + variable breaks
Reading: Time and One-Half	S3	48 minutes / 5-min. break	48 minutes	10 minutes	53 minutes / 5-min. break	53 minutes	3:22 testing time + breaks = 3:42

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

	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Module 1: Reading and Writing	Module 2: Reading and Writing		Module 1: Math	Module 2: Math	
Reading: Time and One-Half and Extended Breaks	S3	48 minutes / 10-min. break	48 minutes	20 minutes	53 minutes / 10-min. break	53 minutes	3:22 testing time + breaks = 4:02
Reading: Double Time	S5	64 minutes / 5-min. break	64 minutes	20-min. nutrition break	70 minutes / 5-min. break	70 minutes	4:28 testing time + breaks = 4:58
Reading: Double Time and Extended Breaks	S5	64 minutes / 10-min. break	64 minutes	20 minutes	70 minutes / 10-min. break	70 minutes	4:28 testing time + breaks = 5:08
Math: Time and One-Half	S2	32 minutes	32 minutes	10 minutes	53 minutes	53 minutes / 5-min. break	2:50 testing time + breaks = 3:05
Math: Time and One-Half and Extended Breaks	S2	32 minutes	32 minutes	20 minutes	53 minutes	53 minutes / 10-min. break	2:50 testing time + breaks = 3:20
Math: Double Time	S4	32 minutes	32 minutes	10 minutes	70 minutes	70 minutes / 5-min. break	3:24 testing time + breaks = 3:39
Math: Double Time and Extended Breaks	S4	32 minutes	32 minutes	20 minutes	70 minutes	70 minutes / 10-min. break	3:24 testing time + breaks = 3:54

Timing and Breaks for Testing with Paper Materials

Use this timing chart for students taking the digital test with paper supplements (e.g., reader script or raised line drawings) as well as for students testing with a paper test book. Students testing with a paper test book will complete testing in 1 day unless approved for Reading: Double Time, limited time testing, or more than double time.

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

SAT SUITE PAPER MATERIALS TIMING AND BREAKS

	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Reading and Writing: Module 1	Reading and Writing: Module 2		Math: Module 1	Math: Module 2	
Script 1: Standard Time	P1 or S1	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 2:54
Script 2: Standard Time with Extra Breaks	P1 or S1	39 minutes / 5-min. break	39 minutes	10 minutes	43 minutes / 5-min. break	43 minutes	2:44 testing time + breaks = 3:04
Script 1: Standard Time with Extended Breaks	P1 or S1	39 minutes	39 minutes	20 minutes	43 minutes	43 minutes	2:44 testing time + breaks = 3:04
Script 1: Standard Time with Breaks as Needed*	P1 or S1	39 minutes	39 minutes	10 minutes	43 minutes	43 minutes	2:44 testing time + variable breaks
Script 3: Reading: Time and One-Half	P3 or S3	59 minutes / 5-min. break	59 minutes	20-min. nutrition break	65 minutes / 5-min. break	65 minutes	4:08 testing time + breaks = 4:38
Script 3: Reading: Time and One-Half with Extended Breaks	P3 or S3	59 minutes / 10-min. break	59 minutes	20 minutes	65 minutes / 10-min. break	65 minutes	4:08 testing time + breaks = 4:48
Script 4: Reading: Double Time	P5 or S5	78 minutes / 5-min. break	78 minutes	**End of Day 1 (2:36 + breaks = 2:41)**	86 minutes / 5-min. break	86 minutes	**End of Day 2 (2:52 + breaks = 2:57)**

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

	Group Type in Test Day Toolkit	Section 1		Break	Section 2		Total Testing Time
		Reading and Writing: Module 1	Reading and Writing: Module 2		Math: Module 1	Math: Module 2	
Script 1 + Script 3: Math: Time and One-Half	P3 or S2	39 minutes	39 minutes	10 minutes	65 minutes / 5-min. break	65 minutes	3:28 testing time + breaks = 3:43
Script 1 + Script 3: Math: Time and One-Half with Extended Breaks	P3 or S2	39 minutes	39 minutes	20 minutes	65 minutes / 10-min. break	65 minutes	3:28 testing time + breaks = 3:58
Script 1 + Script 4: Math: Double Time	P5 or S4	39 minutes	39 minutes	10 minutes	86 minutes / 5-min. break	86 minutes	4:10 testing time + breaks = 4:25
Script 1 + Script 4: Math: Double Time with Extended Breaks	P5 or S4	39 minutes	39 minutes	20 minutes	86 minutes / 10-min. break	86 minutes	4:10 testing time + breaks = 4:40

Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math section, but they're also allowed to bring their own handheld calculator on test day. The following calculators are acceptable for use.

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

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

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

HEWLETT-PACKARD

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

SHARP

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

TEXAS INSTRUMENTS

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

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	Smart[2]

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 tests with math questions, the app has a built-in calculator. Students can also bring their own acceptable calculator.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on all tests with math questions.
- **Highlights & Notes:** Students can use this tool to highlight text, underline, or leave themselves a note.
- **Line Reader:** Students can use the line reader tool 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:** 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.

Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question, and they can set up their devices before testing to use color contrast, as noted under Digital Testing Features below.

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.

SAT SUITE OF ASSESSMENTS

Technical Troubleshooting Guide

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

Technology Monitor Responsibilities

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

- Monitoring students in the help room and making sure they don't use prohibited devices or discuss test content.
- Sending them back to their testing room after you help them so they can complete testing.
- Following local policies regarding student-owned technology when assisting students who use personal devices.
- Sending the student to the test coordinator if the issue can't be resolved using the tips in this guide.
- Telling your coordinator about students who tested on shared devices but couldn't submit their answers and taking steps to prevent loss of data.

When to Notify Your Coordinator

Notify your coordinator in these cases:

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

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and follow your test coordinator's instructions for choosing 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.

When to Call College Board

If a widespread issue prevents testing as planned, your test coordinator should reschedule for another day within the testing window. If that's impossible, they should call us.

Testing Devices

Students can test on personal or school-managed Mac and Windows devices and iPads as well as school-managed Chromebooks. Bluebook should be installed on testing devices before exam day.

Backup Devices

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

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

If they already started timed testing, the Bluebook device swap feature must be used. See How to Complete a Device Swap on page 8.

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost.*

Digital Testing System

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

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Bluebook should be installed on testing devices before exam day.

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

Bluebook Check-In

After students arrive at their testing room, they'll sign in to Bluebook with the credentials on their sign-in ticket and start check-in. Students enter the room code provided by the proctor during check-in. Each room's code is shown in Test Day Toolkit. Bluebook prompts students to close other applications before they begin the exam.
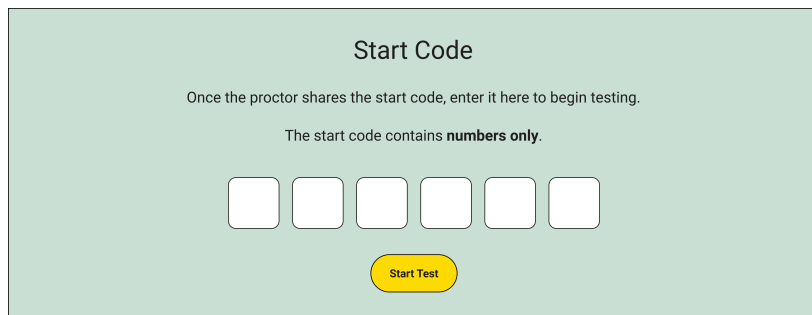
IMPORTANT: *Room and start codes are used on test day only. Don't provide them to students during practice or readiness sessions.*
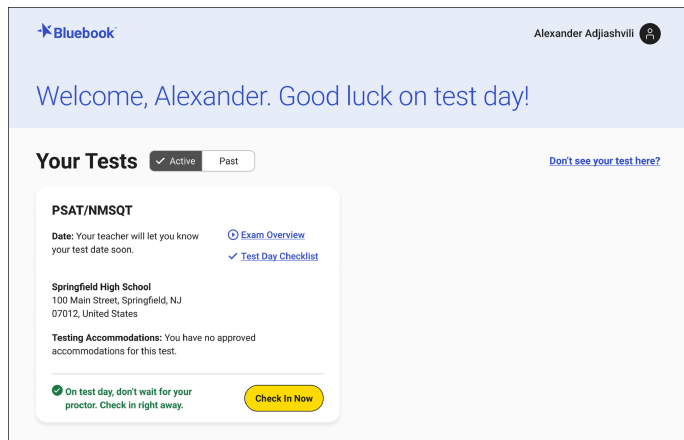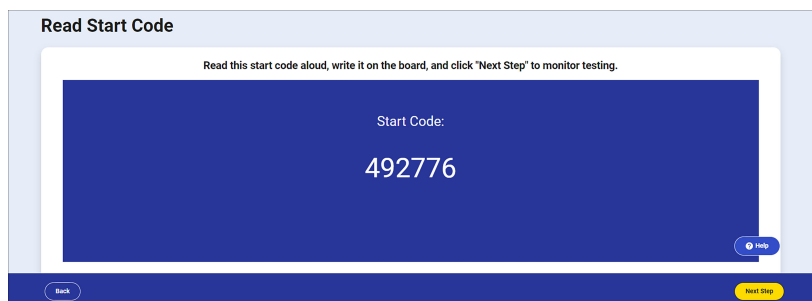

Starting the Exam

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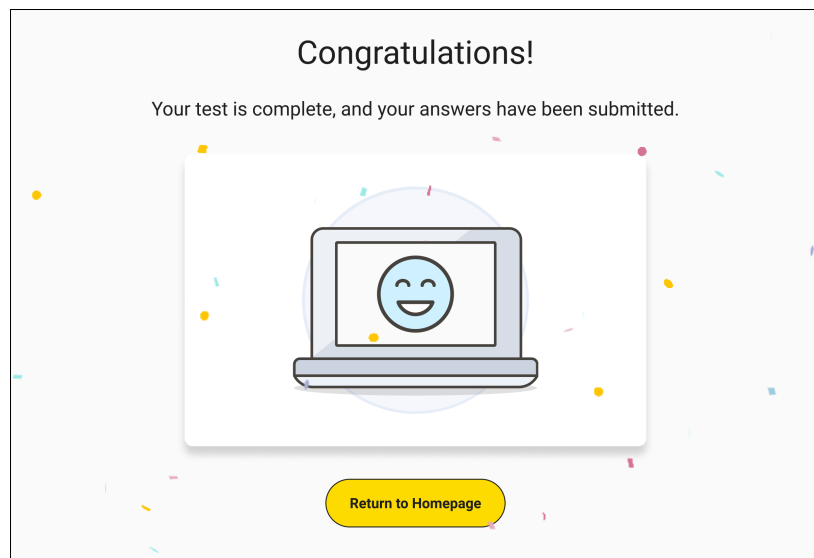
Student's View

Proctor's View

Answer Submission

If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the **Congratulations** screen with confetti. If students are not connected or they close their laptop, their answers won't be submitted automatically, but will be saved on their device.

Student Issues: Unable to Launch Bluebook

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

Bluebook is not installed.

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

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

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.

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

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection. For tips, go to How to Check for an Internet Connection on page 9.
3. Switch to a backup device with Bluebook installed, if available.
4. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A student's clock settings are preventing them from using Bluebook.

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

Instructions for updating clock settings vary by device type:

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

Bluebook can't update to the latest version.

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

1. Make sure the student can access the internet. For tips, go to How to Check for an Internet Connection on page 9.
2. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to find **Bluebook Exams** in the App Store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent their devices from auto-updating.
4. Switch to a backup device if available.
5. If these tips don't work, send the student to the test coordinator.

A student is told to quit Grammarly.

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

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

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

Student Issues: Unable to Start the Test

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

Start by asking students if they tried following instructions in the error message, checking their internet connection, quitting and reopening Bluebook, or restarting their device. To look up a code or check a student's status, see How to Use Test Day Toolkit to Troubleshoot Issues on page 8.

None of the students in a room can start testing.

If none of the students in a room can start testing, make sure the proctor provided students with the correct 6-digit start code for their room. Each room has a unique start code that is displayed at the end of the proctor script. If the correct code was provided, see Network Issues on page 9.

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

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

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

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

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

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

The student can also switch to a backup device with Bluebook installed, if available.

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

If the student's device fails (crashes, loses power, or can't start up) before they start timed testing, they can switch to a backup device with Bluebook installed.

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

If the student is on the start code screen but the start code doesn't work, try the following fixes in order:

1. Make sure the student entered the correct 5-letter room code and 6-digit start code.

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

2. Make sure the proctor marked the student present in Test Day Toolkit.
3. Check their internet connection. For tips, go to How to Check for an Internet Connection on page 9.
4. Restart the device and reopen Bluebook.
5. Switch to a backup device with Bluebook installed, if available.
6. Reinstall Bluebook.

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

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

Do the following:

1. Perform a hard reset of the device. To learn how, refer to A student's iPad freezes while it's locked. on page 7.
2. Close other applications.
3. Go to **Settings > Accessibility > Guided Access**.
4. If Guided Access mode is enabled, turn it off. Students using school-managed iPads might need school technology staff to do this for them.
5. If these steps don't work, the student can use a backup device. If the start code wasn't entered, they can simply switch devices. If the start code was entered, and the test hasn't ended, use the device swap feature. See How to Complete a Device Swap on page 8.

Student Issues: After Testing Starts

A student's testing is interrupted.

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

1. Quit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. Complete a device swap if backup devices are available. See How to Complete a Device Swap on page 8.

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

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

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

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

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

A student's answers aren't submitted.

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

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost.*

If the student sees the **Answer Submission Incomplete** screen or an internet connection error message when their testing time ends, they should try the following steps in order:

1. Check their internet connection. For tips, go to How to Check for an Internet Connection on page 9.
2. Quit and reopen Bluebook.
3. If that doesn't work, restart their device and reopen Bluebook.
4. Click **Submit Answers** on the Bluebook homepage.
5. If they still can't submit answers, connect to a different network and try again.

If none of these steps work, the student needs to:

- Keep their testing device.
- Return to their testing room so their proctor can follow dismissal procedures.

- Connect to the internet on their testing device later, perhaps at home, and try again.

If the student tested on a shared device and they can't keep it, notify your coordinator and take these steps to prevent loss of data:
- Don't uninstall the application.
- Don't delete any data or user profiles.
- Don't let other students use the device.
- Don't use the device swap feature.

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

Coordinators can set up a retest for students who can't submit their answers even when connected to the internet.

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

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

Students need to open Bluebook on the device they were using when time ran out and follow the instructions for A student's answers aren't submitted. on page 7. No action is required in Test Day Toolkit, even if the proctor previously approved a device swap.

Student Issues: Reference

How to Use Test Day Toolkit to Troubleshoot Issues

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

How to 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, 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.*

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

How to Check for an Internet Connection

If a troubleshooting tip directs you to make sure a device is connected to the internet:

1. Chromebooks only: Press and hold the power button, select **Sign Out** to quit Bluebook, and sign in to the device.
2. Open a browser.
3. Navigate to collegeboard.org.
4. If the device isn't connected to the internet, see **Network Issues** below.
5. Chromebooks only: After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

Network Issues

Follow these instructions if connectivity issues interfere with testing.

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

If Testing Has Started

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

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

Answer submission: If students don't have a connection when their time is up, their answers won't be submitted automatically. If there's a network issue after testing has started and before the end of the test, contact network staff at your school or district. If they're unavailable or unable to solve the problem, help the student submit their answers before they're dismissed by following the instructions for A student's answers aren't submitted. on page 7

If Testing Hasn't Started

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

1. **If other devices in the same room are connected, check the student's device.**
   - Make sure device Wi-Fi is on and airplane mode is off.
   - Make sure the student connected to the right network with the right password.
   - If the student is using a virtual private network (VPN), tell them to disable it.
   - If they're using your guest network, follow the guidance in step 3.
   - Give them a backup device with Bluebook installed, if available.

   If you can't resolve the student's issue, their proctor should notify the coordinator.
2. **If no one in the room can connect, try these steps.**
   - Ask students to sign in and connect to a different network, if available.
   - Try a different space. Before moving students, test the connection in a backup room by connecting to the same network students will use.
3. **If students are using your guest network, make sure they completed all required steps.**
   - Chromebooks only: Press and hold the power button, select **Sign Out** to quit Bluebook, and sign in to the device.
   - Select the guest Wi-Fi from the list of available networks, open a browser, and follow any instructions for connecting to the internet.
   - Depending on the way your guest network is set up, students may need to enter a password or agree to terms and conditions.

- If given a choice, students should select the option that allows them to stay connected for 4 hours or more (longer for extended-time testing).
- Chromebooks only: After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

4. **Contact the school or district staff who manage your network.**
   - Firewalls, content filters, and proxy servers can prevent some or all students from testing successfully.
   - Make sure traffic to and from the domains listed on **Network Requirements** can bypass any security appliances and software.

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

Test Day Toolkit Access Issues

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

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

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

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

Staff didn't get a Test Day Toolkit access email.

- Make sure staff are using an access email personalized for them. Access emails won't work if shared.
- Ask staff to check their junk email folder. The access email will come from College Board and include "Test Day Toolkit" in the subject line.
- Ask staff to add College Board to their contacts.
- Ask the coordinator to use Test Day Toolkit to send staff another access email by checking the box next to the staff name on the **Staff** page and selecting **Send access email** from the dropdown menu.

Staff doesn't have a College Board professional account.

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

The 2-step verification code doesn't work.

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

Staff didn't get a 2-step verification code.

If staff didn't get a verification code or see only an email address or phone numbers they can't access quickly, their test coordinator should check their contact info in Test Day Toolkit to make sure it's accurate and update it if necessary. Mobile numbers are usually the best choice; email sent to schools can arrive after the code expires and staff might not get a voice message sent to a school phone number.

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

Staff signs in successfully but can't use Test Day Toolkit.

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

Supplemental Troubleshooting

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

College Board Support

Call 888-477-7728 (within the U.S.) or +1 212-237-1335 (international).

SAT® Suite

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.

Test Day Timeline

1 Getting Ready

- ☐ Sign in to Test Day Toolkit at **testday.collegeboard.org** or click the link in your access email if it's your first time.

- ☐ 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.

5 Observing Breaks

- ☐ Note that 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.