

SAT SUITE OF ASSESSMENTS

Proctor Manual

**In-School Testing Window:
October 1–31, 2024**

Look inside for:



**BLUEBOOK AND
TEST DAY TOOLKIT
INSTRUCTIONS**



**TESTING ROOM
PROCEDURES AND
TROUBLESHOOTING TIPS**

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Introduction

How to Use This Manual

Administering the SAT[®] Suite of Assessments in school involves numerous staff positions and tasks.

This manual and other downloadable instructive texts available at satsuite.collegeboard.org/k12-educators/educator-experience will support you as you administer tests using Test Day Toolkit, with its intuitive, user-friendly interface.

Who This Manual Is For

We've designed this manual for proctors so you can find information in one place for tasks you complete to make testing smooth in your testing room. It includes ways you prepare for test day as well as everything you do on test day, to deliver the digital test.

If you are new to digital testing, be sure to read An Overview of Digital Testing later in this section.

What You'll Find in This Manual

Here's a snapshot of the *Proctor Manual*.

Roles and Responsibilities: Refer to this section for guidance about the roles and responsibilities of the testing staff, and what your role as proctor entails.

Digital Readiness Check: Your test coordinator may ask you to hold a digital readiness check with test takers at your school. This chapter provides information about holding the readiness check, including how to guide students to complete exam setup, which is required for testing.

Test Day: This section covers what proctors need to know about the flow and sequence of tasks for testing students using Bluebook™, the College Board digital testing application.

Retesting and Irregularities: This section covers the policies and procedures for requesting retests and submitting Irregularity Reports (IRs) in Test Day Toolkit as part of a digital test administration.

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

- A list of acceptable calculators
- A list of Bluebook testing tools
- *Proctor Essentials for Test Day*

An Overview of Digital Testing

Digital testing technology and support include these tools and staff:

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

Setting Up

- Testing staff will order tests for their students and complete a 2-step registration process in the SAT Suite Ordering and Registration (SSOR) site.
- Schools may complete a digital readiness check to get students familiar with Bluebook, confirm students' personal information is correct, and verify that devices are ready for test day.
- 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.

Accommodations

- Nearly all materials for staff and students are digital. When necessary, College Board will still ship paper test materials for students approved by College Board to use them, but otherwise no printed materials will be shipped.
- Most students will be able to test in 1 day.
- The Test Day chapter in this manual is suitable for use in administering a small number of accommodations, including:
 - ◆ Non-timing 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.
 - ◆ Accommodated breaks, including breaks as needed.
 - ◆ Extended-time testing for reading or for math. This includes time and one-half and double time.
 - ◆ Enlarged fonts (students will use the zoom feature).
- For detailed information about administering all accommodations, refer to the *SAT Suite Accommodations Guide for Proctors*.

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, how they are established, and their related responsibilities.

Establishing Roles At a Glance

All the necessary activities that testing staff need to complete to have a successful in-school digital test administration can't take place without the roles being set up first.

The following table summarizes the systems needed for various roles, which staff can be assigned to each role, what these roles are responsible for, and how access is provided.

ESTABLISHING ROLES AT A GLANCE			
Application	Role and Eligibility	Responsibilities	How Access Works
<p>SSD Online: Requesting and managing student testing accommodations.</p>	<p>SSD coordinator: Staff responsible for helping students with testing accommodations.</p>	<p>Requests and manages testing accommodations for students that need them in SSD Online.</p>	<p>College Board must provide staff access to SSD Online. See How to Access the SSD Online Dashboard.</p> <p>The SSD coordinator will log in to SSD Online to submit and manage accommodation requests for students at your school.</p> <p>Approved accommodations in SSD Online will be matched to student records created in SSOR and can also be viewed there.</p>
<p>Managing Access tool: Assigning roles in SSOR to staff to complete ordering and registration activities.</p>	<p>Access manager: Principal, staff manager, or institution administrator.</p>	<p>Assigns roles to staff in SSOR to allow them to order, upload student data, and/or register students to test in SSOR.</p>	<p>Your institution's access manager will assign roles in the Managing Access tool for SSOR.</p> <p>For more information on how to set up the SSOR access manager role, see the following FAQ pages:</p> <ul style="list-style-type: none"> ▪ For schools ▪ For districts <p>For more information on SSOR roles you can assign, see the following FAQ pages:</p> <ul style="list-style-type: none"> ▪ For schools ▪ For districts

Application	Role and Eligibility	Responsibilities	How Access Works
<p>SSOR: Ordering tests; uploading student data; registering students to test.</p>	<p>Purchaser: Someone authorized to buy a good or service on behalf of their school.</p>	<p>Places and manages test orders for the SAT Suite using SSOR.</p> <p>Provides contact information on the SSOR order for staff who will receive important communications related to the test and their supporting roles, including the technology coordinator, test coordinator, billing coordinator/contact, and the school’s principal.</p>	<p>The purchaser must be assigned the SAT Suite ordering role for SSOR by your institution’s access manager.</p> <p>The purchaser will log in to SSOR to place orders for the SAT Suite in the ordering view of SSOR.</p>
	<p>Data coordinator: Staff responsible for pulling test taker data from your institution’s student information systems and uploading to SSOR.</p>	<p>Uploads and submits test taker data for test registration in Step 1 of the registration view in SSOR.</p>	<p>The data coordinator must be assigned the SAT Suite data coordinator role for SSOR by your institution’s access manager.</p> <p>The data coordinator will log in to SSOR to upload student data in Step 1 of the registration view of SSOR.</p>
	<p>Registration staff: Test coordinators and SSD coordinators.</p>	<p>Manages school test registrations in an online registration roster in Step 2 of the registration view of SSOR. This includes confirming that student testing accommodations are available on those students’ SSOR records that need them.</p>	<p>This role must be assigned the SAT Suite registration role for SSOR by your institution’s access manager.</p> <p>This role will log in to SSOR to register students in Step 2 of the registration view of SSOR.</p> <ul style="list-style-type: none"> ▪ Test coordinators will review student data uploaded by the data coordinator for accuracy, and make updates as needed. They will register students once the student data, including accommodations, have been validated. ▪ SSD coordinators will review accommodations associated to the student’s SSOR record to confirm they are accurate.
<p>Test Day Toolkit: Assign roles to staff, set up rooms, complete test readiness activities, and administer the test.</p>	<p>Test coordinator</p>	<p>Provides access to other colleagues that will be responsible for test readiness and test day activities in Test Day Toolkit, including proctors, room/hall monitors, and technology monitors.</p>	<p>The test coordinator contact provided on your SSOR order by your purchaser will receive an email with instructions on how to set up access to Test Day Toolkit.</p> <p>Once you have access to Test Day Toolkit, you’ll add additional access to other staff.</p>

Testing Roles

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

Staff qualifications include the following:

- Individuals must be high school graduates, at least 18 years old, speak English fluently, and should have experience administering standardized tests.
- Staff should not be engaged in providing private PSAT-related assessment or SAT preparation conducted outside the auspices of their school or district for compensation.
- Staff should also reflect the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner. They should possess the same level of integrity and maturity expected of a member of the school staff.
- All testing staff must review and agree to the conditions for participating in the digital SAT Suite and complete training.
- Testing staff will need a College Board professional account in order to use SSOR and Test Day Toolkit.

System Roles

SAT Suite Ordering/Registration Access Manager

Staff with the access manager role use the Managing Access tool to assign ordering and registration roles to colleagues—and themselves—so they can order tests and/or register test takers using SSOR. Access managers can also assign others this access manager role, allowing for coverage if the primary access manager is unavailable or leaves the institution.

IMPORTANT: *The access manager must assign each role to 1 or more of their colleagues so they can access SSOR. If the access manager also needs access to SSOR, they'll need to assign themselves the SAT Suite ordering, data coordinator, and/or registration role.*

SAT Suite Ordering Role

Staff with SAT Suite ordering role can place and manage test orders for the SAT Suite using SSOR. The access manager should assign the purchaser role to someone authorized to buy a good or service on behalf of their school.

The purchaser will work with the district and test coordinator to schedule the test date. Schools have the discretion to begin testing after the intended start date without needing to inform College Board.

The billing contact receives billing-related communications via email, including invoices after testing. Billing contact information is provided by the purchaser when an order is placed or edited.

SAT Suite Data Coordinator Role

Staff with the SAT Suite data coordinator role can upload and submit test taker data for test registration in SSOR. The access manager may want to assign this role to staff responsible for pulling test taker data from their institution's student information systems, formatting the data, and uploading that data into SSOR for test registration. Responsibilities include:

- Upload the formatted data registration file in SSOR.
- Review errors and warnings identified in SSOR.
- Submit data once you have corrected all errors. (Submitting data will generate an online registration roster in SSOR.)

The access manager should assign the data coordinator the SAT Suite data coordinator role in the Managing Access tool.

SAT Suite Registration Role

Staff with the SAT Suite registration role can manage test registrations in an online roster in SSOR. They can view the test taker data uploaded by data coordinators and validate the data for accuracy, including the ability to make updates.

Once the test taker data is validated as correct, they can register test takers. This role should be assigned to staff responsible for reviewing and confirming registrations, including ensuring all test takers who need accommodations have them provided.

The access manager should assign the test coordinator and Services for Students with Disabilities (SSD) coordinator the SAT Suite registration role in the Managing Access tool.

Technology Roles

Technology Coordinator

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


The technology coordinator information is provided by the purchaser when they place or edit and order in SSOR.

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 assigned the SAT Suite registration role in the Managing Access tool.


Responsibilities:

- Complete the  **College Board required training**. If testing students with accommodations, also complete the SSD training.
- With the Services for SSD coordinator, validate that the SSOR roster is accurate and includes all students testing at your school (including away students).
- When validation is complete, register students for testing.
- Recruit and train staff.
- Plan efficient use of facilities.
- Administer digital readiness check to students with the assistance of school staff.
- Consider retest/reschedule options with principal and let proctors know if a retest can be supported. This will help proctors complete the correct irregularity form if they need to submit an irregularity.
- Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
- Provide printed translated test instructions and word-to-word glossaries for English Language learners using supports.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Handle emergencies and disruptions.
- After testing ends, check the Test Day Toolkit roster to make sure all students' answers were submitted before students are dismissed.
- Review IRs entered by staff and submit to College Board.
- If a retest irregularity was submitted for 1 or more students, access Test Day Toolkit within 24–48 hours to set up a retest. See Retesting Policies on page 34 for more guidance.
- Monitor email for updates to students that may need to retest.

SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations. They're assigned the SAT Suite registration role in the Managing Access tool.

Responsibilities:

- Request student accommodations and EL Supports using College Board's [SSD Online](#).
- Complete the  [College Board required training](#).
- With the test coordinator, validate that the SSOR roster is accurate and confirm student accommodations in SSD Online are appearing in SSOR.
- Manually add SSD IDs to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Follow instructions in the *SAT Suite Accommodations Guide for Coordinators* to ensure paper practice materials are obtained and distributed to students approved for a paper accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in SSOR and Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure students with approved accommodations understand how their accommodations will work for digital tests.
- Work with proctors to ensure student accommodations are administered correctly using instructions in the *SAT Suite Accommodations Guide for Proctors* and if needed, the relevant paper testing scripts.
- Supervise the transcription of answers on behalf of students testing with paper accommodations.

Technology Monitor


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

Proctors

Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room.

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

Responsibilities:

- Complete the  [College Board required training](#) and read this *Proctor Manual* before testing.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.
- On test day:
 - ◆ Post check-in instructions, Wi-Fi name, password, and room code.
 - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
 - ◆ Distribute a sign-in ticket to each student.
 - ◆ Use Test Day Toolkit to take attendance, start testing, and monitor the test.
 - ◆ Read a short proctor script, check desks, and provide students with the start code.
 - ◆ Actively monitor students throughout testing.
 - ◆ Immediately report any disruptions to the test coordinator.

- ◆ Refer students who require technical support to the help room.
- ◆ Verify answer submission before dismissing students.
- ◆ Submit IRs in Test Day Toolkit.

IMPORTANT: Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the SAT Suite Accommodations Guide for Proctors and the relevant paper testing scripts.

Hall and Room Monitors

Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit. They can be a current professional or a member of administrative, secretarial, or clerical staff.

Responsibilities:

- Help set up the school for testing.
- Direct students to their assigned rooms and to the restrooms.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student misconduct such as using prohibited devices, talking during breaks, or sharing information.
- Ensure students in the school who are not participating in testing don't interrupt or distract testing rooms and students during their breaks.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit IRs in Test Day Toolkit, if needed.

Digital Readiness Check

Schools administering the SAT and PSAT-related assessments will complete a digital readiness check prior to testing. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible, but ideally no later than 1–2 weeks before you test.

This chapter covers everything you'll need to know about digital readiness check procedures. **The test coordinator should ensure that anyone giving the digital readiness check has this chapter.** The test coordinator and staff involved with the readiness check should read it ahead of time and use it on the day of the readiness check.

IMPORTANT: *Schools that complete the digital readiness check early will have longer lead times for handling issues related to testing devices, network performance, and accommodations.*

Completing the digital readiness check in advance reduces the chance of errors on test day that can lead to the need for a rescheduled test.

What You'll Learn from the Digital Readiness Check

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

Student and Staff Readiness

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).
- Allow students taking the PSAT/NMSQT to answer entry requirement questions for the National Merit Scholarship Program.

Technical Readiness

With a little planning, you can use the digital readiness check to assess your device and network readiness for testing. Find out if:

- Testing devices meet operating system, memory, and space requirements.
- Bluebook is installed properly.
- Devices are configured properly for students who use assistive technology.
- Testing rooms have enough bandwidth to support the expected number of test takers.
- Personal devices can access the internet.
- Technology staff configured the network to allow all necessary traffic. If they reverse these changes after the digital readiness check, they'll need to reinstate them on test day.

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

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

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

Make sure students sign in to Bluebook with the information from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

- **Test Preview:** The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers.
- **Full-Length Practice:** These tests are scored so students can see where they need to focus their study. Full-length practice tests are timed just like real tests, except that users can start or stop the test any time.

After they complete a practice test, students can use their sign-in tickets to access **My Practice** where they can see their scores.

REMINDER:

Students don't need room codes or start codes for practice or preview. Proctors do not use Test Day Toolkit during the digital readiness check.

During the Digital Readiness Check

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

IMPORTANT: Do not use Test Day Toolkit or share codes during the digital readiness check.

1. Distribute Devices and Sign-In Tickets

As students arrive in the classroom, the proctor should direct them to their seats. As with test day, students who arrive together should not be seated together. When all students are seated, distribute testing devices and sign-in tickets.

IMPORTANT: You can put sign-in tickets on desks as a way to assign seats or hand students their tickets as they arrive.

2. Signing In to Bluebook

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

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

Once students sign in, they'll find their tests listed under **Your Tests** and any accommodations will be listed there. Students should confirm their accommodations are right and let the proctor know if they are incorrect.

3. Test Your Device

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

4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. Students will find their test listed under **Your Tests**, then select **Start Exam Setup** to go through the screens. Students must complete exam setup before they can test.

- They'll confirm their name and approved accommodations are correct.
- They'll read and agree to the testing rules for their exam.
- They may have the option to share their phone number so they can get their scores delivered via a new mobile app called BigFuture School.
 - ◆ If they provide their number, we'll text them a link after the test to download the app, send a code they'll use to sign in, and let them know when their scores are ready. **We won't use their phone number for any other reason.**
 - ◆ The BigFuture School app is not available to students under 13 or students testing internationally—those students won't see this page.
- If they're taking the PSAT/NMSQT, students will answer a few questions to determine their eligibility to enter the National Merit® Scholarship Program administered by National Merit Scholarship Corporation.
- Students will review the privacy notice.
- Students will be asked a series of questions about themselves. All questions are optional.
 - ◆ We'll ask for their basic contact info (email and address).
 - ◆ We'll ask about their race and ethnicity and their first and best language.
 - ◆ We'll ask about their GPA, intended major, and level of educational aspiration.
 - ◆ We'll ask about their parent/guardian's highest education level.
- Next, if applicable, students can opt in to Connections™, a free program where College Board sends them messages about nonprofit colleges, scholarship providers, and government agencies administering educational programs.
 - ◆ If students opt in to Connections, none of their personal information will be shared with participating organizations.
 - ◆ Connections is not available to students under 13 or students testing internationally—those students won't see this page.
 - ◆ If their school, district, or state chooses not to provide access to Connections for its students, then students won't see this page.
 - ◆ Students taking the PSAT 8/9 won't see this page.
- If they're taking the SAT, they'll be able to select 4 institutions to send their scores to for free.
- They'll see a checklist, letting them know what to bring on test day.
- They'll see a final screen, letting them know exam setup is complete.

5. Test Preview

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

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

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

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

Technical Troubleshooting

If these troubleshooting tips don't work, tell your test coordinator.

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

A Student Can't Connect to the Internet

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

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

To check for an internet connection, open a browser and navigate to collegeboard.org. Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook without turning the device off.

A Student Using a Chromebook Can't Open Bluebook

To use Bluebook on a Chromebook, the student should:

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

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

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

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

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

Bluebook Can't Update to the Latest Version

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

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

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

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

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

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

A Student's Device Doesn't Meet Requirements

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

Test Day

On Test Day

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

Test Security

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

Test Day Timing

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

First-Time Access to Test Day Toolkit

All testing staff need to use Test Day Toolkit on test day.

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

If you used Test Day Toolkit at your school before, skip the following instructions. Just go to testday.collegeboard.org and sign in to your College Board account.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- Start by clicking the personalized link in your access email and entering the code we send you.
- Staff get access emails with instructions as soon as their coordinator adds them to their toolkit staff list.

How to Sign In for the First Time

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

IMPORTANT: *If you’re at a school that screens incoming email, the code could expire before you receive it. Choose the phone number option if you can.*
4. Enter the code we send you.
 - ◆ If you see a “You’re all set” message, you’ve completed first-time access successfully, but you can’t use Test Day Toolkit until your test coordinator grants you full access.

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

Room Readiness

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

How to Prepare Your Room

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

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

RECOMMENDATION:

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

3. Check the rest of the room and confirm:
 - ◆ It doesn't have visible maps, charts, or other teaching materials.
 - ◆ You know where power outlets are located.
4. Check that you have the following supplies:
 - ◆ A copy of the Wi-Fi name and password.
 - ◆ A sign-in ticket for each student.
 - ◆ 1 sheet of scratch paper per student (plus some extra sheets in case students request more).
 - ◆ Recommended: Printed seating chart. (Large rooms may require more than 1 seating chart.)
 - ◆ Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging.
 - ◆ Testing devices for students (if applicable).
 - ◆ For some students taking the test with English Learner (EL) supports, printed copies of translated test directions or approved word-to-word dictionaries.
5. Post this information so it's visible from all seats:
 - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
 - ◆ Add the Wi-Fi name and password.
 - ◆ Add the name or room number of the help room.
 - ◆ Add the following instruction: "Don't leave at the end of the test until I dismiss you."
6. Distribute a sign-in ticket and 1 sheet of scratch paper to each student.

Taking Attendance

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

Good to Know

- Students sign in to Bluebook with the credentials on the sign-in ticket you give them.
- Students enter 2 different codes into Bluebook, a 5-letter room code and then a 6-digit start code.
- When a student enters the room code, they can finish checking in, and when they enter the start code, timed testing begins.
- See Help on page 16 if you encounter issues.

How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
 - ◆ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
 - ◆ Names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to turn in or put away prohibited items (depending on school policy), take a seat, and check in to Bluebook.
 - ◆ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
 - ◆ View the complete list of Prohibited Items on page 19.

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

STUDENT EXPERIENCE

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

3. Mark students present in Test Day Toolkit after they enter the room code.

- ◆ When students enter the room code, their name will appear in the **Entered Room Code** list.
- ◆ If students are present but their names are not appearing in the **Entered Room Code** list, they might need help or a reminder to follow the posted instructions.
- ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to Checking Identity on page 17.

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

4. Check student progress.

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

STUDENT EXPERIENCE

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

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

Help

Bluebook Check-In Issues

If students don't see the star icon on their device, Bluebook might not be installed. If they have a personal device, they can go to bluebook.app.collegeboard.org to download it.

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

Room Changes

If a student is preassigned to a different testing room, use Test Day Toolkit to move them to your room before they enter the room code. If they've already entered the room code for their original room, they'll need to enter the start code for that room as well. If you're sending a student to the late room, check whether they were preassigned to your room and unassign them if necessary.

Unknown Students

If you don't know a student, see Checking Identity on page 17 for detailed instructions.

Deciding When to Start the Test

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

Students with a Preferential Seating Accommodation

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

Other Issues

See Responding to Problems on page 28 for details on handling and reporting anything that goes wrong.

Checking Identity

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

Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in How to Take Attendance on page 15.
- See Help below if you encounter problems.

How to Check Identity

1. Make sure the student's photo ID is acceptable.
 - ◆ Any students not familiar to staff must bring a valid photo ID on test day.
 - ◆ IDs must be government- or school-issued, original, and in good condition.
2. Check the student's appearance.
 - ◆ Compare the student's appearance to the ID photo.
3. Check the student's name.
 - ◆ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
 - ◆ Click **Check In**.

Help

If You Can't Verify Identity

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

ID Examples

For away students, acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government-issued passport or U.S. Global Entry ID card.
- Government-issued military or national ID card.
 - ◆ For U.S. service members and their family members, in countries where passports are required, DoD Common Access Cards (CACs) are acceptable alternative IDs.
 - ◆ Some other countries have different ID requirements. For a full list, go to satsuite.collegeboard.org/sat/what-to-bring-do/id-requirements.

Unacceptable IDs include:

- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Any document without a photo.
- Any expired document.
- Electronic document presented on a device.
- Credit or debit card of any kind, even one with a photograph.
- Birth certificate.
- Social Security card.
- Employee ID card.
- Missing child (Child Find) ID card.
- Any temporary ID card.

Starting the Test

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

Good to Know

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

How to Start the Test

1. Start reading the script in Test Day Toolkit.
 - ◆ Click **Next Step** on the Attendance screen in Test Day Toolkit.
 - ◆ Pay close attention to the labels that indicate which parts should be read aloud.
 - ◆ The first part of the script covers breaks and security policies.

STUDENT EXPERIENCE

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

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

STUDENT EXPERIENCE

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

Additional Information

Allowed on Student Desks

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

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Accommodations-related materials (if applicable)

Allowed Under Student Desks

These items are allowed under student desks:

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

Prohibited Items

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

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

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

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 33 to learn more.

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.

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. Not all graphing calculators are acceptable. See the list under College Board Calculator Policies.

Electronic Device Policies

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

Late Arrivals

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

Managing Issues

See Responding to Problems on page 28 for details on handling and reporting anything that goes wrong.

Test Monitoring

While students take the test, proctors and room monitors keep the room free of distractions and walk around the room every 10–15 minutes to watch for raised hands, devices displaying nontest content, students not actively testing, and suspicious behavior.

Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- Bluebook times the test and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.

How to Monitor Testing

Observe the Room

Walk around the room often and remain alert. Watch for raised hands and students who do any of the following:

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

See Handle and Report Irregularities on page 23 to learn how to respond to these violations.

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

If a student requests additional scratch paper, give them an extra sheet and have them write their name on it. Make sure to collect all scratch paper you distributed when testing is finished.

Complete the Seating Chart

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

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

Monitor Student Progress in Test Day Toolkit

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

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

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

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

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

Students with these statuses need your attention:

- **Exited:** Students exited the test and might be using their device improperly. They'll need your help to continue their test and submit their answers. Read more about Students with an Exited Status on page 22.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted.

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

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

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

Be Aware of Student Breaks

The standard break is 10 minutes, and Bluebook will tell students when to take their break (and any extra breaks they are approved for). If student start times were slightly staggered, their break times will be too. Students can take unscheduled breaks as well but lose testing time if they do.

IMPORTANT: *Testing devices must remain in the testing room and open or uncovered during breaks.*

STUDENT EXPERIENCE

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

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

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Student Accommodations on page 31 for more information.

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

REMINDER:

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

STUDENT EXPERIENCE

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

Watch for and report break violations like the following:

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

Admit Students Returning from Break

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

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

Additional Information

Students with an Exited Status

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

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

Students can't continue testing without proctor approval. To allow them to continue:

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

STUDENT EXPERIENCE

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

Troubleshooting

See Technical Troubleshooting in the Testing Room on page 26 if students have technical issues.

Accommodations

If you need to confirm a student's accommodations, click their name in Test Day Toolkit to view their profile. Learn more about different accommodations in Student Accommodations on page 31.

Access to Electricity

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

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

IMPORTANT: *Students approved to test with extended time must receive access to power when they need it.*

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

TIP:

During break, look out for any student devices with a red low-battery warning in the upper-right corner of their screen.

The following options are allowed:

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

The following options are not allowed once testing has started:

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

Handle and Report Irregularities

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

See Responding to Problems on page 28 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Follow your test coordinator's guidance and refer to Retesting and Irregularities on page 34 for a comprehensive overview of the IR submission process.

Answer Submission Verification

Before you dismiss students, make sure their answer sheets are submitted.

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

Good to Know

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

How to Verify Answer Submission

1. Check the **Filters** section on the Test Day Toolkit monitoring dashboard.
2. If the filters show that all students who started the test have a **Submitted** status, all students are ready to dismiss.
 - ◆ Dismiss all students at once.
 - ◆ Follow the instructions in Dismissing Students with Submitted Answers on page 24.
3. If some students who started the test don't have a **Submitted** status, help them submit their answers before they leave your room.
 - ◆ Follow the instructions in Dismissing Students with Submitted Answers on page 24.
 - ◆ Help the remaining students submit their answers.

Dismissing Students with Submitted Answers

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

Good to Know

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

How to Dismiss Students with Submitted Answers

1. On the Test Day Toolkit monitoring dashboard, click **Submitted** to see which students' answers are submitted.
2. Collect scratch paper.
 - ◆ Each sheet should be intact with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
 - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting rule violations in Responding to Problems on page 28.
3. Check sign-in tickets for notes about test content.
 - ◆ If you find any, confiscate the sign-in ticket, give it to your test coordinator, and report an irregularity.
 - ◆ Otherwise, let students keep their sign-in tickets.
 - ◆ SAT School Day students need sign-in tickets to update their 4 free score sends within 3 days of their test date.
4. If necessary, return prohibited items.
5. Let students with submitted answers leave the room.
6. If some students need help submitting their answers, follow the instructions in Dismissing Students with Unsubmitted Answers on page 25.
7. If not, follow the instructions in After Dismissal on page 26.

Additional Information

Keep Distractions to a Minimum

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

Dismissing Students with Unsubmitted Answers

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

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

Good to Know

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

How to Dismiss Students with Unsubmitted Answers

1. Walk around the room and check the screens of all remaining students
2. Make sure their test ended. If you see a countdown clock, tell them to let you know when their time runs out; their answers should submit automatically.
3. If you see the Bluebook homepage, find the test under **Your Tests**.
4. Tell students to take one of the following actions depending on what you see:
 - ◆ If there's a **Resume Testing** button: The students should wait until their testing time runs out and then let you know if their answers are submitted.
 - ◆ If there's a **Submit Answers** button: The student should check their internet connection and click the button. See *How to Check for an Internet Connection* on page 28.
 - ◆ If the test isn't shown: The student should click **Past**. If the exam is listed with the message "Your answers have been submitted," you can dismiss the student.
5. If you see an **Answer Submission Incomplete** error message, tell the student to follow the instructions shown. If they need to check their connection, see *How to Check for an Internet Connection* on page 28.
6. If some students' answers are still not submitted, tell them to keep their device and send them to the help room. If most students in your room need help, follow your test coordinator's instructions.

TIP:

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

STUDENT EXPERIENCE

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

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

After Dismissal

Thank you for proctoring! Test day is almost over.

How to Finish Proctoring

1. If you have any irregularities, report them in Test Day Toolkit.
 - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
 - ◆ Report any security issues or rule violations.
 - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
 - ◆ Submit reports. They'll be routed to your test coordinator.
 - ◆ See Retesting and Irregularities on page 34 for more information.
2. Check the room for student belongings and gather your supplies.
3. Report back to you test coordinator.
 - ◆ Tell your test coordinator about students whose answers weren't submitted. Let the test coordinator know if you sent students to the help room or if they used shared devices.
 - ◆ Let them know about any other problems.
 - ◆ Hand over materials, including your seating chart (if you have one) and all scratch paper, even if it's unused.

Technical Troubleshooting in the Testing Room

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

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

Send students to your test coordinator in these cases:

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

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

None of Your Students Can Start

If none of your students can start the test, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

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 right digital testing app. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection. Get tips on How to Check for an Internet Connection on page 28.
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 Can't Sign In or Their Test Isn't Listed

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

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

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

A Student Can't Start Timed Testing

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

If the student is on the start code screen, try 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

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

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

How to Complete a Device Swap

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

IMPORTANT: *Never use the device swap feature after a student's testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.*

Complete these steps to swap devices:

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

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

ADDITIONAL GUIDANCE:

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

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 the device's Wi-Fi is turned on and airplane mode is turned off.

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to Retesting and Irregularities on page 34.

Good to Know

- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- IRs completed by proctors 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 for 30 days 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 29 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. **If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 29). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.**

Proctors should collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If the student used a prohibited device to copy test content, proctors should take photos for evidence. After collecting evidence, ensure any test content is deleted before the device is returned to the student.

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

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

Early Departure

Students must stay 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 26. 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 for more than 10 minutes, 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 (see How to Report Irregularities and Set Up Retests on page 35). 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 it's better to guess than leave a question blank. Only answer questions about procedure, never about test content.

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

Get instructions for reporting irregularities in Next Steps below.

Next Steps

Early Dismissal

All students must stay for their entire testing time except in cases of illness or rule violations. To dismiss a student early, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper 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. Refer to Retesting and Irregularities on page 34 for more information.

ADDITIONAL GUIDANCE:

Proctors don't need to review test content or provide an opinion, either to the student or in the IR.

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 EL students, 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.

Prohibited Items

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

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

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

ADDITIONAL GUIDANCE:

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

Student Accommodations

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

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

Testing Groups

IMPORTANT: *The following policies for assigning students to testing rooms differ from those for paper and pencil testing in the past.*

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

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

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

In some cases where students were not preassigned to a testing room in Test Day Toolkit, students in different testing groups may test in the same room.

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

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

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

All testing groups, including S1: School (Standard Time), may include students with the following accommodations:

Accommodated Breaks

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

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

Break accommodations include:

- Extra breaks: Students are provided additional breaks at specified times. The breaks are provided by Bluebook—there is no button for pausing the test.
- Extended breaks: Students will have as many breaks as students with standard time but breaks will be twice as long. The breaks are provided by Bluebook—there is no button for pausing the test.
- Breaks as needed: Students may break during a test section when they need to. They click a button to pause their test in Bluebook.
- Nutrition break: Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section.

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, your test coordinator should move them to a smaller room.

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

Permission to Test Blood Sugar

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

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

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

- If the student is using an iPhone, the phone must be in guided access mode.
- If the student is using an Android phone, the phone must be in airplane mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.)
- In either case, the camera feature must be disabled. Bluetooth may be enabled, but **only** to connect the phone's share app to the CGM for blood glucose monitoring.

Digital Testing Features

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

Permission for Food/Medication During Testing

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

Preferential Seating

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

Sign Language Interpreter

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

Service Animals and Emotional Support Animals

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.

Assistive Technology (AT)

If you have students approved for testing with a screen reader, dictation, or other assistive technology, go to satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology. You’ll find information about approved AT that students will use while testing with Bluebook. Some AT may require special configuration before test day. It’s important that students try a test preview or full-length practice test using their AT in Bluebook prior to taking the test.

Retesting and Irregularities

Schools have the option of retesting or rescheduling tests in the SAT Suite in certain circumstances, as long as all testing is completed during the administration window (October 1–31, 2024). Schools should plan to start testing early enough in the window to ensure there's enough time to retest or reschedule if necessary.

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

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

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

Policies for Retesting/Rescheduling

Rescheduling Policies

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

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

Retesting Policies

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

Examples of scenarios that would call for retesting include:

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

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

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

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

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

If a student is scheduled for a retest, the student's score from the initial test date will be on a temporary hold until the last published score release date. For SAT School Day, a student may choose to opt out of their retest. If the student chooses not to participate in the retest, they should call customer service to confirm whether College Board should release the initial test score or cancel the score. For the PSAT/NMSQT, National Merit Scholarship Corporation may contact the test coordinator regarding the student's participation in the National Merit Scholarship Program. A response is required before scores can be released.

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

National Merit Scholarship Program

If a student who encounters an issue on the PSAT/NMSQT doesn't retest, National Merit Scholarship Corporation (NMSC) may contact the test coordinator with options for the student to enter the National Merit Scholarship Program. Depending on the type of irregularity, their score may be ineligible for program consideration. Students who receive a PSAT/NMSQT score report should carefully review the message that appears below the NMSC Selection Index score for information about their entry to the National Merit Scholarship Program.

College Board will forward all reports of misconduct or testing irregularities to NMSC, which reserves the right to make its own independent judgment about a student's participation in the National Merit Scholarship Program.

Additional Considerations

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

Test coordinators are responsible for the following:

- Determining in advance of test day when their school can offer retesting in the event of an issue.
- Ensuring proctors know about their school's retesting policies and the procedures for correctly completing an IR in Test Day Toolkit.
- Reviewing all IRs in Test Day Toolkit to ensure complete and accurate retest rosters and then submitting them to College Board. (This includes replacing incorrect IRs submitted by other testing staff with corrected IRs before submitting.)
- Submitting completed IRs as soon as possible within 10 calendar days of the test date. Retest IRs must be submitted no later than 3 calendar days before the close of the testing window. Late submission could delay score release. **Students won't be able to retest if the request is submitted in Test Day Toolkit more than 10 calendar days after testing.**
- Determining next steps if retesting is not an option for students.

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

Staff should also be prepared to handle student requests to cancel their scores on test day, which must be submitted within 10 calendar days of their test date. Test coordinators should document students' requests for score cancellation and keep for their records.

How to Report Irregularities and Set Up Retests

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

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

IMPORTANT: *If you're not sure which form to use, call us for additional guidance—we can't respond to questions asked in an IR.*

Irregularity Chart

Use the table below to find out how to respond to different kinds of irregularities, and then learn How to Set Up a Retest on page 37 and How to Correct Mistakes on page 38.

IRREGULARITY CHART		
Problem	Instructions	Forms
Accommodations are wrong or missing in Bluebook <i>Example: Bluebook didn't give student extended time</i>	<ol style="list-style-type: none"> 1. Correct the error 2. Reschedule testing for students who didn't enter the room code 	<i>Don't submit a form</i>
	<ol style="list-style-type: none"> 1. Correct the error 2. Retest students who entered the room code 	Accommodations error in Bluebook or registration
Other accommodations issue <i>Examples: Text-to-speech didn't work; a student approved for preferential seating was seated incorrectly</i>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> ▪ Assistive technology/screen reader issue (no retest) ▪ Accommodations issue (no retest)
	Retest students who entered the room code	<ul style="list-style-type: none"> ▪ Assistive technology/screen reader issue ▪ Staff accommodations mistake
Technology issue <i>Examples: Answer submission failure; network outage; start code didn't work</i>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> ▪ Answers not submitted (no retest) ▪ Student technology issue before timed testing (no retest) ▪ Student technology issue during timed testing (no retest) ▪ Other technology issue (no retest)
	Retest students who entered the room code	<ul style="list-style-type: none"> ▪ Student technology issue ▪ Other technology issue
Disruptive student behavior	To retest the students who were disrupted: <ol style="list-style-type: none"> 1. Reschedule testing for students who didn't enter the room code or retest students who entered the room code 2. Report the disruptive student in the Prohibited items and behaviors form 	<ol style="list-style-type: none"> 1. Disruption caused by another student 2. Prohibited items and behaviors (no retest)
	To report without retesting: <ol style="list-style-type: none"> 1. Report the disruptive student 2. In the same form, identify the students whose testing was disrupted 	Prohibited items and behaviors (no retest)

Problem	Instructions	Forms
<p>Security issues and rule violations <i>Examples: Theft of test content, possession of a prohibited device, giving and receiving help, using their device improperly, damaging a testing device, proctored by a family member</i></p>	Report the problem without setting up a retest	<ul style="list-style-type: none"> ▪ Prohibited items and behaviors (no retest) ▪ Testing device misuse (no retest) ▪ Conflict of interest (no retest)
<p>Illness and other issues <i>Examples: Ambiguous test question; noise disturbance; distracting staff behavior; fire drill; emergency</i></p>	Reschedule testing for students who didn't enter the room code	<i>Don't submit a form</i>
	Report the problem without setting up a retest	<ul style="list-style-type: none"> ▪ Testing conditions and administration mistakes (no retest) ▪ School evacuation (no retest) ▪ Test content issue (no retest) ▪ Illness and early departure (no retest) ▪ Other issues (no retest)
	Retest students who entered the room code	<ul style="list-style-type: none"> ▪ Testing conditions and administration mistakes ▪ School evacuation ▪ Test content issue ▪ Illness and early departure
A student wants to cancel their scores	Cancel scores on behalf of a student only if they're not retesting	Score cancellation

How to Reschedule Testing

If students didn't enter the 5-letter room code in Bluebook, choose any date during the testing window without submitting an IR. But first, make sure issues with technology, registration, or accommodations don't recur during the retest. See *How to Correct Mistakes* on page 38.

How to Set Up a Retest

To retest students who entered the 5-letter room code, submit a retest IR within 10 calendar days of testing or 3 calendar days before the close of the testing window, whichever is sooner. Up to 2 retests can be set up per student, so if there's also an issue during the retest, the student has 1 more opportunity.

Avoid Unnecessary Retesting

- If you're completing a retest IR, list only the students you want to retest. If other students were involved but won't retest, list them on a no-retest IR.
- Don't submit a retest IR for a student who completed the test but had an answer submission issue. If the instructions at [In-School Testing and Answer Submission](#) don't work, submit an Answers not submitted (no retest) form.
- Call College Board before submitting a retest IR if you or your students discover critical registration information is incorrect after testing has started.

Step-by-Step Instructions for Setting Up a Retest

Navigate to **Irregularities** in Test Day Toolkit.

1. Fix issues with registration, accommodations, or technology so they don't recur during the retest. No action in SSOR is necessary unless there's incorrect data. See *How to Correct Mistakes* on page 38.
2. Click **Add Report**.
3. Select **I need to retest students who entered the room code**.
4. Open the most appropriate form.
5. Select the students involved and answer the questions.
6. Submit the form.

Listing Students in a Retest Form

We prepare a retest for every student selected in a retest IR form—or, if you select a whole room, every student assigned to that room—so only list students you plan to retest. It's important to list only the students you need to retest for these reasons:

- When you set up a retest, we put a temporary hold on students' scores.
- Each student has only 2 retest opportunities resulting from irregularities.

If every student in 1 or more rooms was affected by the same irregularity and you want to retest all of them, submit 1 form. When asked which students were involved, select **A roomful of students**, and then select each room from the dropdown menu.

To retest only some of the students involved, submit 2 forms: a retest form listing only the students who need to retest and a no-retest form that lists the others.

How to Correct Mistakes

Make sure issues with technology, registration, or accommodations don't recur during the retest. **Correct errors before you try to test students again.**

Technology

Assistive technology: Read our guidance about Chromebooks and assistive technology at cb.org/chromebook-screen-reader or get information for other device types at cb.org/accommodated-testing, and encourage students to practice with their assistive technology on their testing device.

Chromebooks: Direct technology staff to bluebook.org/chromebook-checklist to review device readiness steps, including clearing user profiles to free up space.

Internet: Ask technology staff if you should test in rooms with stronger Wi-Fi and make sure the network is configured to let required traffic pass through. Refer them to bluebook.org/network-checklist.

Registration and Accommodations Data

To correct Bluebook registration and accommodations data, sign in to SSOR and complete the steps for one of the scenarios listed below. **Processing can take 1 full business day.**

IMPORTANT: *If you or your students discover that critical registration information is incorrect after testing has started, please contact College Board for assistance; they may not need to retest.*

Unlisted test: If the student's test wasn't listed in Bluebook, register them in SSOR using their record. If a student doesn't have a record in SSOR, create a new record and use it to register the student.

Incorrect personal information: If a student didn't enter the room code, correct their name, birthdate, or other personal information by deleting their SSOR record, adding a new record, and registering the student with their new record.

Missing accommodations: If a student's approved accommodations weren't available in Bluebook, add the student's SSD ID to their record in SSOR. SSD IDs are available in SSD Online.

If the information in SSOR is correct, but there's still an error in Bluebook or Test Day Toolkit, call us so we can help you fix the issue.

IMPORTANT: *Don't change a student's record in SSOR unless the data is incorrect. Students must retest with their original registration.*

How to Waive Accommodations

If a student wants to test without their accommodations and hasn't entered the 5-letter room code yet, you can reschedule their test. **Accommodations can't be waived on test day.**

Take these steps:

1. Click **Edit** to open the student record and click the **Waive all accommodations** checkbox in SSOR.
2. Wait until Test Day Toolkit shows the student's updated accommodations information before administering the test. This could take 1 business day.

How to Administer Retests

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

Retest Rosters

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

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

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

Step-by-Step Instructions for Administering a Retest

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

Irregularities and Retesting FAQs

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

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

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

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

If a student wants to cancel their score, go to the **Irregularities** page in Test Day Toolkit, click **Add Irregularities**, and complete the score cancellation form within 10 calendar days of the test date.

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

If you're not sure which form to use, your test coordinator should call us for additional guidance—we can't respond to questions asked in an IR. Retest forms set up new tests automatically.

Appendix

Acceptable Calculators

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

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

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

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

HEWLETT-PACKARD

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

SHARP

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

TEXAS INSTRUMENTS

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

RADIOSHACK

EC-4033	EC-4037
EC-4034	

OTHER

Datexx DS-883	NumWorks
Micronta	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 the Math section, the app has a built-in calculator. Students can drag it anywhere on the screen.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on the Math section.
- **Highlights & Notes:** Students can use this tool to highlight text, underline, or leave themselves a note.
- **Line Reader:** Students can use the line reader to help them focus while they're reading test content.
- **Mark for Review:** Students can use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** On multiple-choice questions, students can cross out answer choices they think are wrong. They can undo this if they change their mind.
- **Question Menu:** Students can see which questions they skipped or marked for review and navigate to any question in the module.
- **Zoom:** Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question.

Proctor: _____**Room:** _____**Accommodations:** _____**Number of students:** _____

Proctor Essentials for Test Day

At-a-glance info for the testing room

Fast Facts



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



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



Students can keep testing during momentary drops in connectivity.



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



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

KEY TERMS

2-step verification

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

Sign-in ticket

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

Room and start codes

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

1 Getting Ready

- 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.