



NH SAT School Day: SAT Coordinators' Digital SAT Training

October 2023



Agenda

- ✓ Digital SAT School Day: When & Who
- ✓ Role of Technology Coordinator
- ✓ Technology Requirements
- ✓ Install, Update, and Explore Bluebook
- ✓ Test Day Tool Kit
- ✓ School Onboarding
- ✓ Support/Resources - Q&A @ Office Hrs



Digital SAT School Day

NH Testing Window: March 25 – April 5

- Plan to test all students by April 5
- Reserve April 8 - 12 for students who were absent or experienced irregularities during initial testing
- All students must test by April 12

We will have a second Test Coordinators Workshop [HERE](#) Feb. 7th!

Testing Staff Roles and Responsibilities Overview



Test Coordinator

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes test tickets
- Submits Irregularity Report



SSD Coordinator

- Submits accommodation requests for all students who require them
- Assists the test coordinator in determining rooms and staff required for administering the test with accommodations
- Partners with the test coordinator to administer the SAT to students who are testing with accommodations

Testing Staff Roles and Responsibilities



Technology Coordinator

- Works with Test Coordinator and SSD Coordinator to meet student needs for test day
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and check internet connectivity in each testing room



Technology Monitor*

- New required role for digital testing on testing days
- Assists students and staff with technical troubleshooting in the help room on test day



Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, helps students, keeps room free of distraction
- Distributes sign-in tickets to students
- Reports irregularity in Test Day Toolkit



Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways
- Provides relief to proctors
- Directs students to help room, break area, restroom

The Role of Technology Coordinator

Works with Test Coordinator and SSD Coordinator to meet student and administrator test day needs.

- Ensures devices used for testing meet technical specifications.
- Installs Bluebook™ on student devices for testing.
- Tests network configuration and checks internet connectivity in each testing room.

 **Test Coordinator**

 **SSD Coordinator**

 **Proctor**

 **Monitors**

- Room
- Hall
- Tech

Technology Requirements

Ensure Devices Meet Requirements



Personal **or** School Managed:
Lap/Desktop (Mac/Windows)
Tablet (iPad/Windows)

School Managed Chromebook



Device should
be able to hold
a charge for 3
hours




Device must be
able to **connect**
to Wi-Fi

For more information visit: <https://bluebook.collegeboard.org/technology/devices/requirements>

School-Managed Chromebooks

You can only run Bluebook™ on a **school-managed Chromebook**—NOT personal Chromebooks.

To confirm a Chromebook is school managed: (1) click on the clock at the bottom right of the screen; (2) if it is school managed the managed device icon  will appear.

Chrome OS 114 (or above) is recommended. Bluebook™ won't run below Chrome OS 102.

150 MB of available disk space is required for 1 exam, plus an additional 50 MB for each additional exam.

External mice are permitted.

External keyboards are not permitted.

Specifications For **Windows** Lap/Desktop or Tablet

Windows 10 and 11 (Home, Pro, Education, and Enterprise). Windows 10 in S mode is not supported.

250 MB of available disk space is required for 1 exam, plus an additional 50 MB for each additional exam.

External mice are permitted (and recommended for Tablets).

External keyboards:

- Laptops – not permitted
- Tablet – permitted and recommended

MacOS For Lap/Desktop

MacOS 11.4 or later.

150 MB of available disk space is required for 1 exam, plus an additional 50 MB for each additional exam.

External mice are permitted.

External keyboards are not permitted for Laptops.

iPads (not iPad mini)

iPadOS 14 or later.

150 MB of available disk space is required for 1 exam, plus an additional 50 MB for each additional exam.

External mice AND keyboards are permitted AND recommended.

Network Requirements

All students and testing staff (coordinators, proctors, and monitors) must connect to your Wi-Fi on test day. This includes:

- Students and testing staff who are unaffiliated with your institution.

- Students and testing staff who are using personal devices.

You may need to set up guest access.

Be sure to share the network password with staff so they can share it with students.

<https://bluebook.collegeboard.org/technology/networks>

Bandwidth Requirements	
Test	Bandwidth
SAT School Day & PSAT-related Tests	200 Kbps

Install, Update, and Explore Bluebook™

Install Bluebook™ On Student Devices

Bluebook™ can be installed on devices that are school managed or student owned (except for student owned Chromebooks). Bluebook™ should be installed on whatever device the student will use during test day.

For more information on device readiness visit:
<https://bluebook.collegeboard.org/technology/devices>



Get notified about
Bluebook releases and
other news.

Get Email Updates

Update Bluebook™ On Student Devices

If deployed properly, Bluebook™ performs routine updates when students launch it but releases occasionally require a new deployment.

If Bluebook™ cannot auto-update, a message displays that reinstallation is needed before students can test.

Device Type	Latest Bluebook Version
Chromebooks	BT-2023-9-21 21:23
Macs	VSN-1.12.7 BT-2023-9-21 21:26
iPads	VSN-1.12.7 BT-2023-9-21 21:26
Windows	VSN-0.9.204 BT-2023-09-21 21:32

Above information current as of 9/25/2023

For more information on Bluebook™ updates
visit: <https://bluebook.collegeboard.org/technology/updates>

Explore Bluebook™

<https://bluebook.app.collegeboard.org>

Bluebook Application Tools

Built-in Desmos graphing calculator & math reference sheets

The screenshot displays the Bluebook application interface. At the top, a timer shows 0:10. Below it, a purple banner reads "This is Practice. To see your actual AP Exam, go to My Exams." The main content area is divided into several sections:

- Section 1, Module 1 - Math Reference Sheet:** This section contains various mathematical formulas and diagrams:
 - A circle with radius r , with formulas $A = \pi r^2$ and $C = 2\pi r$.
 - A rectangle with length ℓ and width w , with formula $A = \ell w$.
 - A general triangle with base b and height h , with formula $A = \frac{1}{2}bh$.
 - A right triangle with legs a and b , and hypotenuse c , with formula $c^2 = a^2 + b^2$.
 - Special Right Triangles: A 30-60-90 triangle with sides x , $x\sqrt{3}$, and $2x$; and a 45-45-90 triangle with legs s and s , and hypotenuse $s\sqrt{2}$.
 - A cone with radius r and height h , with formula $V = \frac{1}{3}\pi r^2 h$.
 - A pyramid with length ℓ , width w , and height h , with formula $V = \frac{1}{3}\ell wh$.
- Calculator:** A window titled "Calculator" with a grid and a numeric keypad. The grid shows a coordinate plane with x and y axes ranging from -10 to 10.
- Problem Solving Window:** A window titled "SAT Section 2: Math" with a timer showing 24:48. It contains a problem: "If $\ln x$ for $0 < x \leq 2$ and $x^2 \ln 2$ for $2 < x \leq 4$, then $\lim_{x \rightarrow 2} f(x)$ is". Below the problem, there are input fields and a "Next" button.

Bluebook Application Tools

Flag and review

SAT Section 2: Math 35:00

Directions ▾ Hide Calculator Refer

1

If $f(x) = x + 7$ and $g(x) = 7x$, what is the value of $4f(2) - g(2)$?

7

Sculptor Ruth Asawa's works have been widely _____. Critics have raved about her public fountains in San Francisco, for example, and her intricate loop-wire sculptures—which combine basket-weaving techniques she learned in Mexico City with modernist and abstract expressionist styles—are regarded as masterpieces.

Which choice completes the text with the most logical and precise word or phrase?

(A) commended

(B) collected

(C) refu

(D) imit

Section 1, Module 1: Reading and Writing Questions

Current Unanswered For Review

1 2 3 4 5 6 7 8 9 10

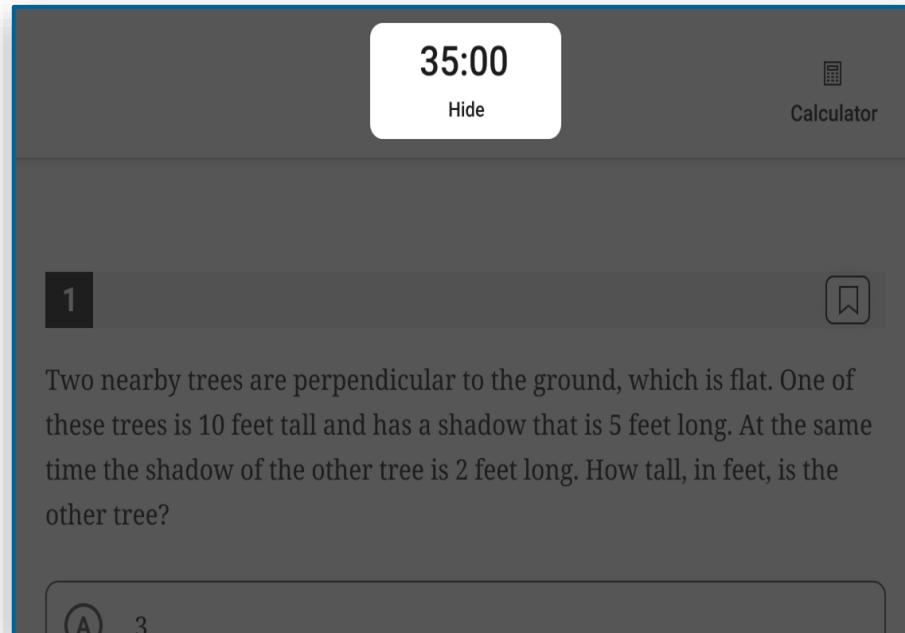
11 12 13 14

Go to Review Page

Question 7 of 14 ▾

Bluebook Application Tools

Hideable test timer



Bluebook Application Tools

Full annotation tools

The screenshot displays the Bluebook application interface. On the left, a text passage is shown with a yellow highlight over the sentence: "pieces by the spoken-word poet don't lose their _____ nature when printed: the language has the same pleasant musical quality on the page as it does when performed by Phi." Two circular icons with document symbols are positioned above the text. On the right, a question is displayed: "Which choice completes the text with the most logical and precise word or phrase?" Below the question are three answer choices: (A) scholarly, (B) melodic, and (C) jarring. At the bottom of the interface, a dark grey bar contains the text "New Annotation: 'pieces by the spoken-word poet... _____ nature when printed: t'" and a "CLOSE X" button. Below this bar, there are two settings: "Highlight Color:" with a yellow circle icon and "Underline style:" with a blue underline icon. A large white text box with a yellow border is positioned below these settings, containing a vertical cursor.

Digital Readiness Check

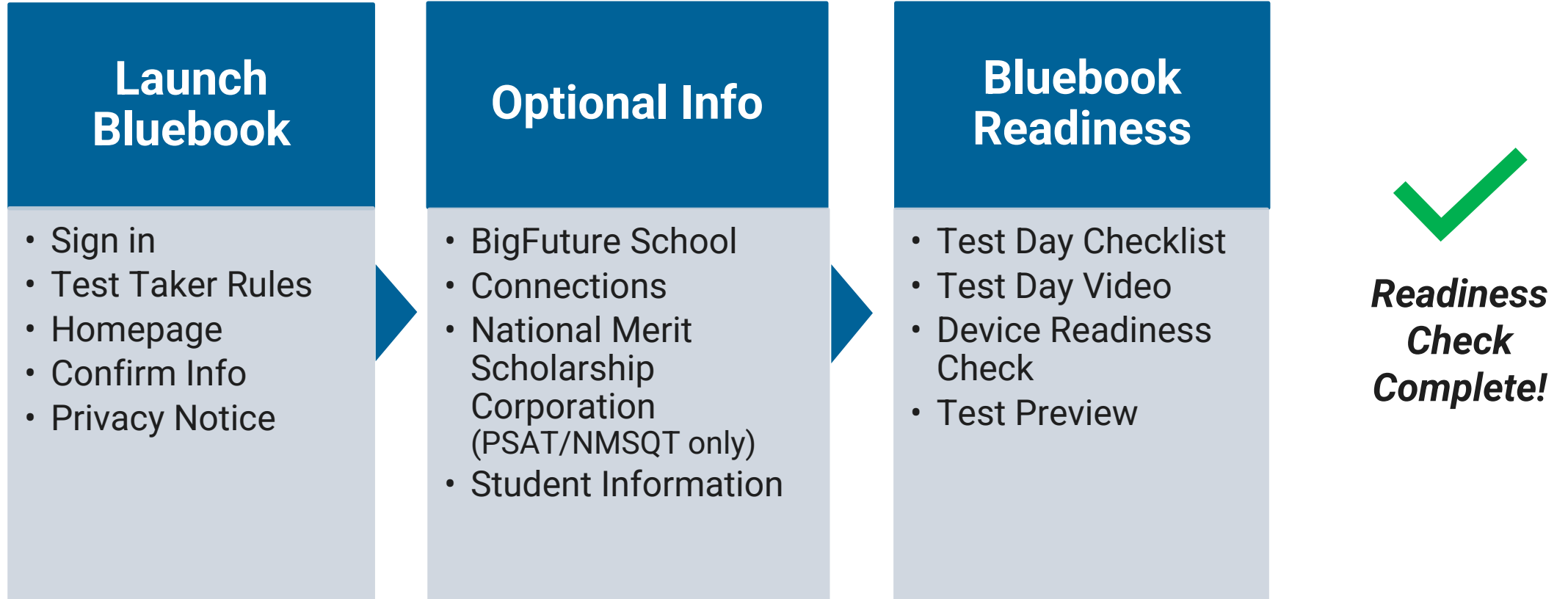
The Digital Readiness Check is scheduled 1-2 weeks prior to the test date by the Test Coordinator to ensure student and staff technical readiness.

Students will sign into Bluebook™ using the device they will test with complete exam set up and may also take a test preview or full-length practice.

To enable the digital readiness check:

- Bluebook™ must be installed on all devices that students will use during test day (whether school-managed or student-provided)
- The network must be configured to allow all necessary traffic.
- The password to any necessary guest network must have been shared with administrating staff.

Digital Readiness Check – Exam Setup Flow



Using Accommodations on Digital Tests

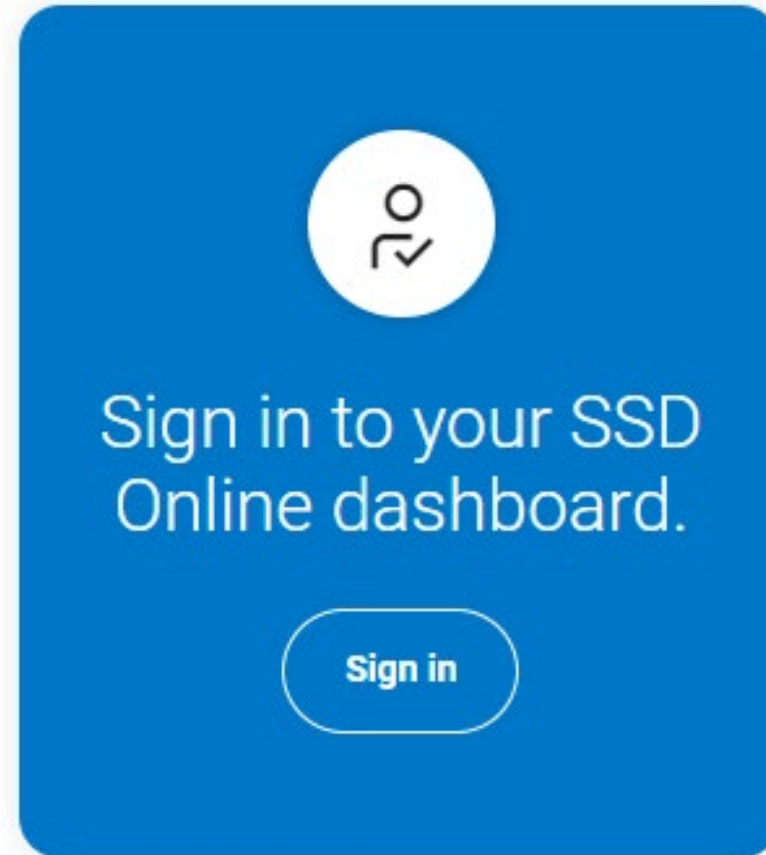
The default for all students is to test digitally unless a student cannot due to:

- IEP/504 requirements
- Special Circumstances (e.g., Incarceration or Treatment setting where not permitted for security/safety)

Services for Students with Disabilities (SSD) Online Account

<https://accommodations.collegeboard.org/ssd-online>

- **Returning SSD Coordinator:**
 - Confirm your user access and password to SSD Online are still active
- **New SSD Coordinator:**
 - Have a College Board Professional Account
 - Complete the [SSD Coordinator Form](http://www.collegeboard.org/ssd), found at: www.collegeboard.org/ssd
 - Follow instructions in welcome email to confirm account



There will be an SSD Coordinator Webinar that will go in-depth into accommodations policy and key dates.

New SSD Coordinators

SSD Coordinator Form

CollegeBoard
Services for Students with Disabilities

F0000000

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/register>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing reviews and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 888-360-0314. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at <http://test.collegeboard.org/register/test-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male Female

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes No

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

To access the SSD Online system, the new SSD coordinator (SSDC) will need to request access:

- School must have Attending Institution (AI) code for SSD access
- Have a College Board Professional Account (EPL), complete SSD Coordinator Form, found on www.collegeboard.org/ssd
- Complete steps outlined on access email
- One primary SSDC only / allowed multiple users with access to SSD online if allowed by school/district policy

Universal Tools Now Available to All Students

- Zoom & Passage/Item Expansion
- Color Contrast
- Calculator & Math Reference Sheet
- Strikethrough, Annotation, Mark for Review, and Question Navigator
- Personal Countdown Clock

Other tools that still require an approved accommodation are more easily applied in new digital:

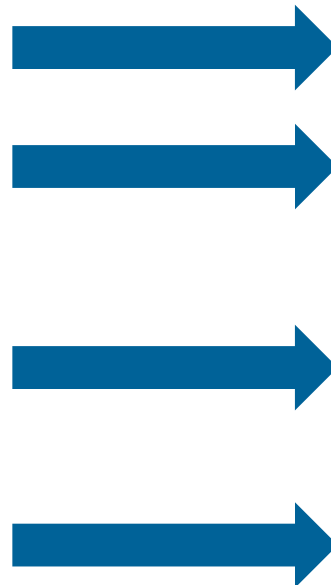
- Extended time
- Extra and/or extended breaks or breaks as needed
- Text-to-Speech and Speech-to-Text
- Assistive Technology, etc.

Non-technology embedded accommodations remain unchanged in their administration.

Students with Approved Accommodations



College Board Approved Accommodation in SSD Online
Human Reader
Pre-Recorded Audio/MP3
Braille with Raised Line Drawings
Human Writer/Scribe
Writer/Scribe
Large Print Test Book/Answer Sheet
AT Magnifier



Digital Accommodation
Screen Reader (Text to Speech)
Screen Reader/Refreshable Braille Display
Screen Reader/Refreshable Braille Display
Dictation
Dictation (Speech to Text)
Screen Zoom
Screen Zoom

Standard and Extended Time

Timing	SAT	SAT with Essay
Standard time	2 hours 24 minutes	3 hours 34 minutes
Time and one-half (reading)	3 hours 41 minutes	4 hours 56 minutes
Time and one-half (math only)	3 hours 9 minutes	3 hours 59 minutes
Double time (reading)	4 hours 48 minutes	6 hours 28 minutes
Double time (math only)	3 hours 44 minutes	4 hours 34 minutes

- Testing is no longer limited to mornings.
 - Schools can test in the morning and/or in the afternoon.
 - Schools can run multiple testing sessions in a day.

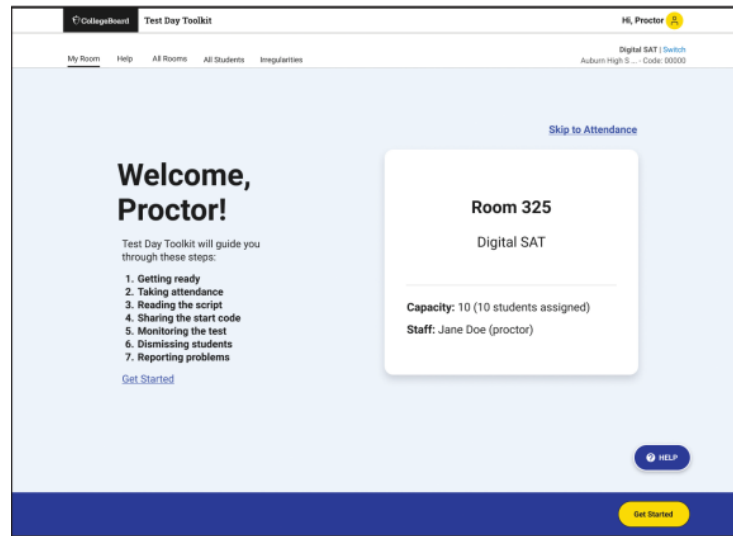
More Information Regarding Accommodations

There will be a **January 30, 2024 live webinar** and subsequent on-demand Learning Management System (LMS) training for New Hampshire SSD Coordinators specific to accommodation requests and implementation.

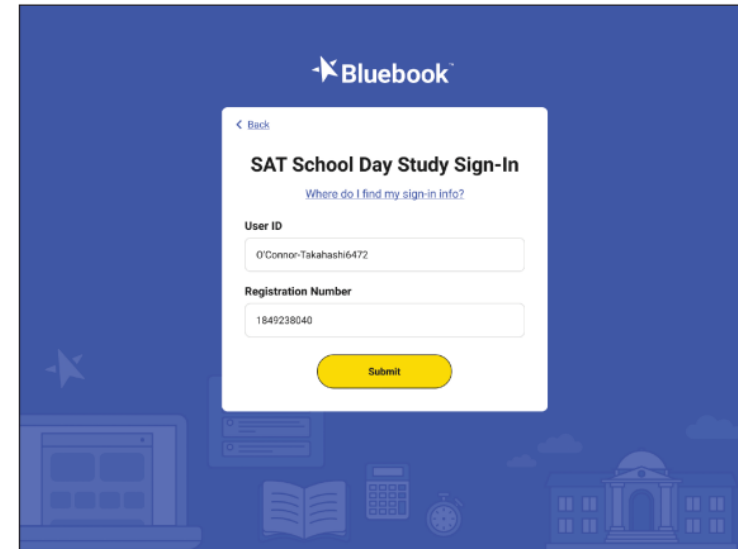
In the interim, for more information on...

- Digital accommodations visit: <https://satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests>
- Assistive technology visit: <https://satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology>

Test Administration System



Test Day Toolkit



Bluebook

Test Day Toolkit and Bluebook: Proctor and Student Flow

Test Day Toolkit

● Proctors

Prepare Your Room
and Provide *Room Code*

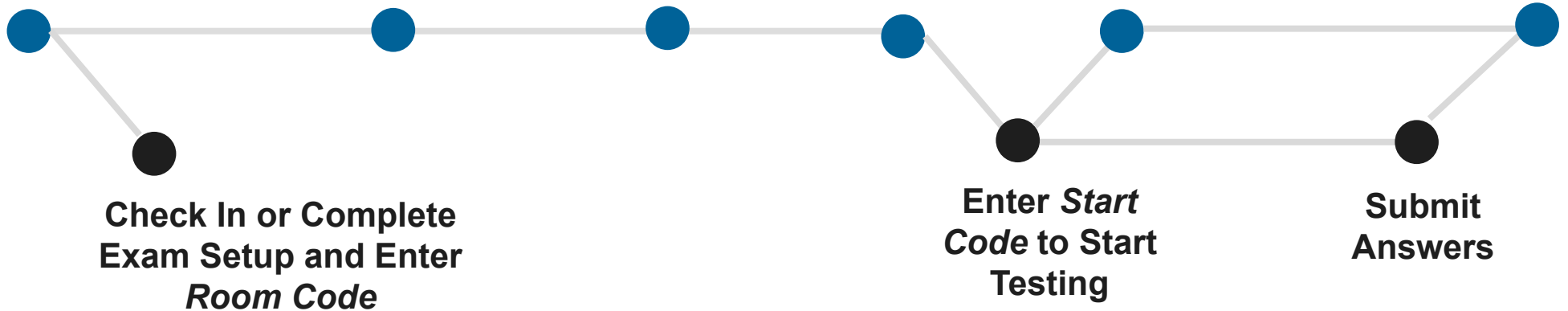
Take
Attendance

Read
Instructions

Provide *Start
Code*

Monitor
Testing

Dismiss Students/
Submit any IRs



● Students

Test Day Toolkit Overview

The Test Coordinator's Role, Tasks & Activities

September 2023

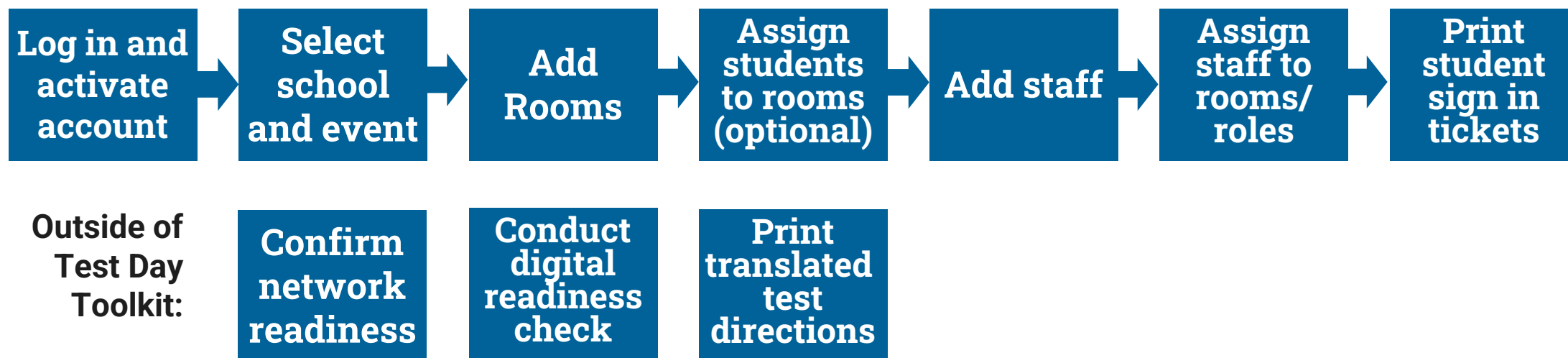
Test Day Toolkit – Pre-Test Day Steps

Digital test administrations depend on Test Day Toolkit, a web application.


All test coordinators, proctors, and monitors need to access it on test day.


- They'll need a College Board professional account to access it.
- They can use their own laptop, tablet, mobile device, or one provided by the school.

Before test day, test coordinators complete the following activities in Test Day Toolkit to prepare for the test administration. Coordinators need to complete test day readiness steps for each event (i.e., SAT School Day, PSAT 8/9, PSAT/NMSQT, retests):



Login and Activate Account


CollegeBoard Test Day Toolkit Sign In 



Sign in to your account to get started

[Continue](#)

[Forgot Username](#) or [Password?](#)



Don't have an account?

[Create Account](#)

Do you need help?

To sign in for the first time, follow the instructions in your personalized access email. If you didn't get an email:

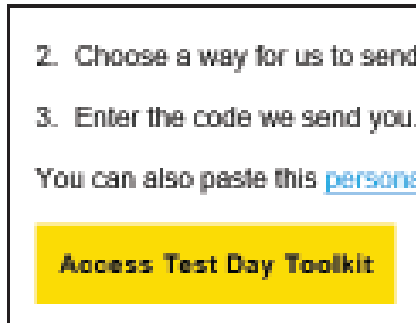
- Check your junk email folder.
- Ask your test coordinator to go to the toolkit's staff overview screen and send you an access email.
- If you are a coordinator, email Test Administration (TA) Support at testadmins@collegeboard.org or call 866-502-6384 (domestic) or call +1-212-520-8570 (international).

Get step-by-step instructions and more troubleshooting tips:

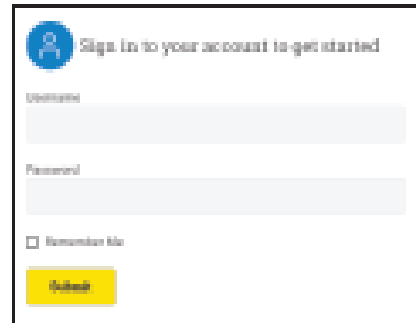
- [Staff Access to Test Day Toolkit \(pdf\)](#)
- [Coordinator Access to Test Day Toolkit \(pdf\)](#)

Login and Activate Account

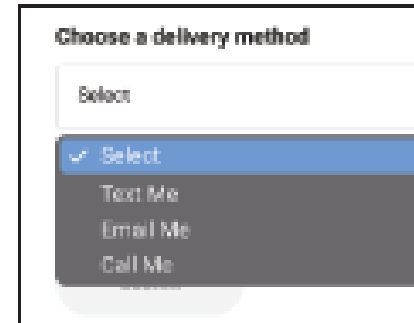
1 Click the button in the personalized access email from College Board.



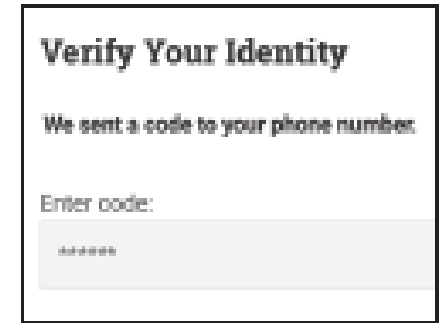
2 Sign in to your College Board professional account.



3 Choose a way for us to send you a code.



4 Enter the code we send you.



Select School and Event

CollegeBoard Test Day Toolkit Hi, Amanda

Choose a Test Administration

- You can access one test administration at one test site each time you sign in.
- Each administration is available 3-4 weeks before test day. We'll email you when it's ready.

* = Required

Test Site *
CB-SAT OPERATIONS S&L AI:471828


Role
Test Day Staff

Test Administration *
Smoke Test AP English Language and Composition | Feb 17, 2023

Choose a test administration

Smoke Test AP English Language and Composition | Feb 17, 2023

Coordinator Home Page

CollegeBoard Test Day Toolkit Hi, Pushkar 

[Home](#) [Help](#) [All Rooms](#) [Staff](#) [All Students](#) [Student Sign-In Tickets](#) [Irregularities](#)

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

Test Administration Tools

Testing Rooms
Add and edit rooms. View and adjust the list of assigned students.

Test Day Staff
Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.

Student Roster and Check-In
Check students in. View room assignments, accommodations, and other details.

Print Sign-In Tickets
Students need Bluebook sign-in tickets to take the test.

Irregularities
If something goes wrong, let us know what happened.

Add Rooms

Test Day Toolkit

Hi, Pushkar

[Home](#)
[Help](#)
[All Rooms](#)
[Staff](#)
[All Students](#)
[Student Sign-In Tickets](#)
[Irregularities](#)

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
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All Rooms

Add Rooms
+

🔍

Displaying 20 results

Room Name ^	Testing Groups	Staff	Seats Taken
Bridget's Room 6.1	S1: SAT (Standard time)	● Proctor: Click to add	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="11/25"/>
Christine Content UAT Room 3.9	S1: SAT (Standard time)	-	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="0/20"/>
Lindsay Content UAT Room 3.9	A0	Proctor: J JULIEFHARRIS	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="13/30"/>
NYO SAT SD Room	A0	Proctor: P PGRUENBERG	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="11/25"/>
Reston SAT SD Room	A0	Proctor: S SHEP64	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="15/25"/>
SAT Advisory Demo	S1: SAT (Standard time)	Proctor: Carol CSIKOR	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="7/20"/>
Test Room Feb 24	A0	● Proctor: Click to add	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="3/10"/>
Tom's Accommodated room	S3: SAT (Double time)	● Proctor: Click to add	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="5/99"/>
Tom's INT Room	S1: SAT (Standard time)	● Proctor: Click to add	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="6/99"/>
z3.15 UAT Kristen McArtor	A0	Proctor: K KILMEMEG	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="27/30"/>
z3.24 Request	S1: SAT (Standard time)	● Proctor: Click to add	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="1/25"/>
z3.24 Request	A0	Proctor: L LINDASTEINKATZ	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="1/3"/>

collegeboard.org/rooms

Add Rooms

All Rooms

Add Rooms —

Import Rooms or Add New Ones

You can import rooms from a past test administration or add rooms manually by completing the table below. You can auto-assign students to rooms when your total capacity is high enough.

* = Required

Room Name *	Capacity *	Action
<input type="text"/>	<input type="text"/>	Delete

Total: 0 seats in 0 rooms

Testing Groups (1)

Add Rooms: Add enough rooms to seat students in these testing groups.

Testing Group ^	Registered Students	Waitlist Students
C1	32	0

View Student Roster

Test Day Toolkit

Hi, Pushkar

[Home](#)
[Help](#)
[All Rooms](#)
[Staff](#)
[All Students](#)
[Student Sign-In Tickets](#)
[Irregularities](#)

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
 CB-SAT OPERATIONS S&L - AI:471828

All Students


Go

Filter Table +

Displaying 1-30 of 528 results (0 selected)

■	Student ^	Testing Group	Accommodations	Room	Attendance ^	Testing ^	Last Updated v
<input type="checkbox"/>	Wright, Tom	S3: SAT (Double time)	<ul style="list-style-type: none"> 002 - Reading: double time (+100%) 007 - Math: time and one-half (+50%) 016 - Breaks: extra 018 - Breaks: as needed 	Tom's Accommodated room	Not arrived	Not Started	Feb 6, 2023 4:08 PM
<input type="checkbox"/>	Mills, Dasha	S3: SAT (Double time)	<ul style="list-style-type: none"> 002 - Reading: double time (+100%) 007 - Math: time and one-half (+50%) 016 - Breaks: extra 018 - Breaks: as needed 	Tom's Accommodated room	Not arrived	Not Started	Feb 6, 2023 4:08 PM
<input type="checkbox"/>	Jzjzjf, Bfzzu A.	Z0: (Invalid GroupType)	<ul style="list-style-type: none"> 007 - Math: time and one-half (+50%) 016 - Breaks: extra 	Unassigned	Not arrived	Not Started	Feb 6, 2023 4:07 PM
<input type="checkbox"/>	Bentley, Hayden	S2: SAT (Time and one-half)	<ul style="list-style-type: none"> 001 - Reading: time and one-half (+50%) 016 - Breaks: extra 025 - Human reader (assistive technology can be used) 	zKatie McAfee Room	Not arrived	Not Started	Feb 6, 2023 3:09 PM

Add Students to Rooms (Optional)

CollegeBoard Test Day Toolkit Hi, Kristen 

Home Help All Rooms Staff All Students Student Sign-In Tickets Irregularities Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

All Students


Choose an action

- Choose an action
- Move selected students to a room**
- Remove selected students from rooms

Displaying 1-30 of 528 results (10 selected)

<input type="checkbox"/>	Student ^	Testing Group	Accommodations	Room	Attendance ^	Testing ^	Last Updated
<input checked="" type="checkbox"/>	Abbey, Kirsten	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:32 PM
<input checked="" type="checkbox"/>	Adams, Jayden	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:34 PM
<input checked="" type="checkbox"/>	Alexander, Nina	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:32 PM
<input checked="" type="checkbox"/>	Amos, Greta	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:34 PM
<input checked="" type="checkbox"/>	Amstead, Russel	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:33 PM
<input checked="" type="checkbox"/>	Apple, Marvin	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:30 PM
<input checked="" type="checkbox"/>	Apple, Marvin	S1: SAT (Standard time)	None	Unassigned	Not arrived	Not Started	Oct 24, 2022 12:31 PM

Add Staff

CollegeBoard Test Day Toolkit Hi, Ashley 



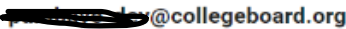
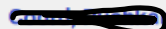
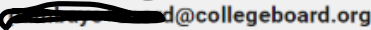
Home Help All Rooms Staff All Students Student Sign-In Tickets Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch
CB-SAT OPERATIONS S&L - AI:471828

Test Day Staff

Choose an action Go

Search assigned staff Add Staff + Filter Table +

Displaying 10 results (0 selected)

<input type="checkbox"/>	Staff Name ^	Phone	Role	Room	Sign-In Success	Toolkit Access
<input type="checkbox"/>	Estevan 	Mobile: +1 209 513 2035	Coordinator	roomCodeTest2	Confirmed	Granted
<input type="checkbox"/>	  @collegeboard.org	Mobile: +1 213 555 6677	Room Monitor	BBTest0f0	Unconfirmed for this administration	Not granted
<input type="checkbox"/>	  @collegeboard.org	Mobile: +1 212 666 7477	Coordinator	BBTest0f0	Confirmed	Granted
<input type="checkbox"/>	Help, TestUser thelp+test@collegeboard.org	Mobile: +1 212 988 9988	Proctor	roomCodeTest1	Confirmed	Granted

Add Staff and Assign Roles and to Rooms

The screenshot shows the 'Test Day Toolkit' interface for 'Hi, Amy'. The page title is 'Test Day Staff'. There are navigation links for 'Home', 'Help', 'All Rooms', 'Staff', and 'All Students'. The date is 'Feb 17, 2023' and the subject is 'Smoke Test AP English Language and Composition'. There are buttons for 'Add Staff' and 'Filter Table'.

Select from Your Staff List

Start by assigning returning staff to this administration.

	Staff Name ^
<input type="checkbox"/>	Alvarado, Alex (Proctor) aalvarado@collegeboard.org
<input type="checkbox"/>	Ambaye, Pushkar (Coordinator) pambaye@collegeboard.org
<input type="checkbox"/>	Carr, Kevin (Technology Coordinator) kealca89@yahoo.com
<input type="checkbox"/>	Carr, Kevin (Coordinator) kcarr@collegeboard.org
<input type="checkbox"/>	Castro, Andrew (Proctor) acastro@collegeboard.org
<input type="checkbox"/>	df, sp (Proctor) skoll@yahoo.com
<input type="checkbox"/>	McArtor, Kristen (Coordinator) kmac@aaa.ooo
<input type="checkbox"/>	Mora, Estevan (Coordinator) emora@collegeboard.org
<input type="checkbox"/>	Nimkar, Gautam (Coordinator) gnimkar@collegeboard.org
<input type="checkbox"/>	apfym test (Coordinator) spinupolu@collegeboard.org
<input type="checkbox"/>	KATY MCMAHON (Coordinator) KMCMAHON@COLLEGEBOARD.ORG
<input type="checkbox"/>	TBD (Coordinator) test_email12@gmail.com
<input type="checkbox"/>	WAF COORD (Coordinator)

Add New Staff to Test Day Toolkit

* = Required

Force this user into Test day Toolkit

First Name *

Last Name *

Email *

Phone *
At least one phone number is required.

Mobile Phone

Home Phone

Work Phone Work Extension


We recommend waiting until test day to grant toolkit access. You can assign roles and rooms to staff who don't have access.

Test Day Toolkit Access *

Role

Room

Print Student Test Tickets

CollegeBoard Test Day Toolkit Hi, Ashley 

Home Help All Rooms Staff All Students Student Sign-In Tickets

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CB-SAT OPERATIONS S&L - AI-471828

Student Sign-In Tickets


Tickets Sorted by Room Tickets Sorted Alphabetically

Tickets Sorted by Room

This print option sorts tickets for all students by testing room and includes a cover sheet for each room.

Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:

- On test day, to start testing.
- Before test day, to participate in a preadministration session and to preview Bluebook on their own.

[Print Tickets Sorted by Room](#) 

Print Student Tickets



Sign-In Tickets

Digital SAT Suite
In-School Study

Room: 228-C
Tickets: 30

INSTRUCTIONS FOR STAFF

Print out this PDF as a one-sided document. Cut out tickets from each page along dashed lines.

BEFORE TEST DAY

Give students their sign-in tickets, and have them complete a test preview in Bluebook. If you conduct a preadmin session, collect the sign-in tickets after and reuse them on test day.

TEST DAY (BEFORE THE TEST)

Give students their sign-in tickets, and tell them to sign in to Bluebook and complete check-in (when they reach the Start Code page, check-in is complete).

TEST DAY (AFTER THE TEST)

Collect all sign-in tickets before you dismiss students. Destroy sign-in tickets with a shredder.

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Leroy Abbey**
Date of Birth: 12/17/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

abbey9494

Registration Number

1010863086

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **John Abbot**
Date of Birth: 12/10/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

abbot2328

Registration Number

1010860468

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Abdul Adams**
Date of Birth: 12/26/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

adams7274

Registration Number

1010817665

Sign-In Ticket



Test: Digital SAT In-School Smoke Test Spring 2022
Room: Room 02

Name: **Alan Adams**
Date of Birth: 10/27/2002

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

adams2611

Registration Number

1010822454

Confirm Network Readiness (available on website)

Bluebook Network Speed Test

Estimate how many students can take a test in your building at the same time.

Your result is based on your entire building's unused bandwidth at the moment you run it. It won't tell you how many students can test in each room.

How to Get the Best Estimate

For the most accurate results, run the speed test:

- When competing network activity approximates test day
- Where exams will be administered
- On networks that will be used on test day

[Avoid common pitfalls: Get more help →](#)

Run Speed Test Now

Which exam are students taking?

PSAT-related exam

How many students will take the exam at the same time?

Run Speed Test Now

Which exam are students taking?

PSAT-related exam

How many students will take the exam at the same time?

Enter a whole number.

5900

Run Speed Test



There is not enough unused bandwidth right now.

Only 105 students can take a PSAT-related exam in your building at the same time.

Remember: Speed typically varies from room to room. If students test in rooms with different speeds, you might be able to test fewer students, or more.

Try the speed test in another room or on another network.

[Get more help →](#)

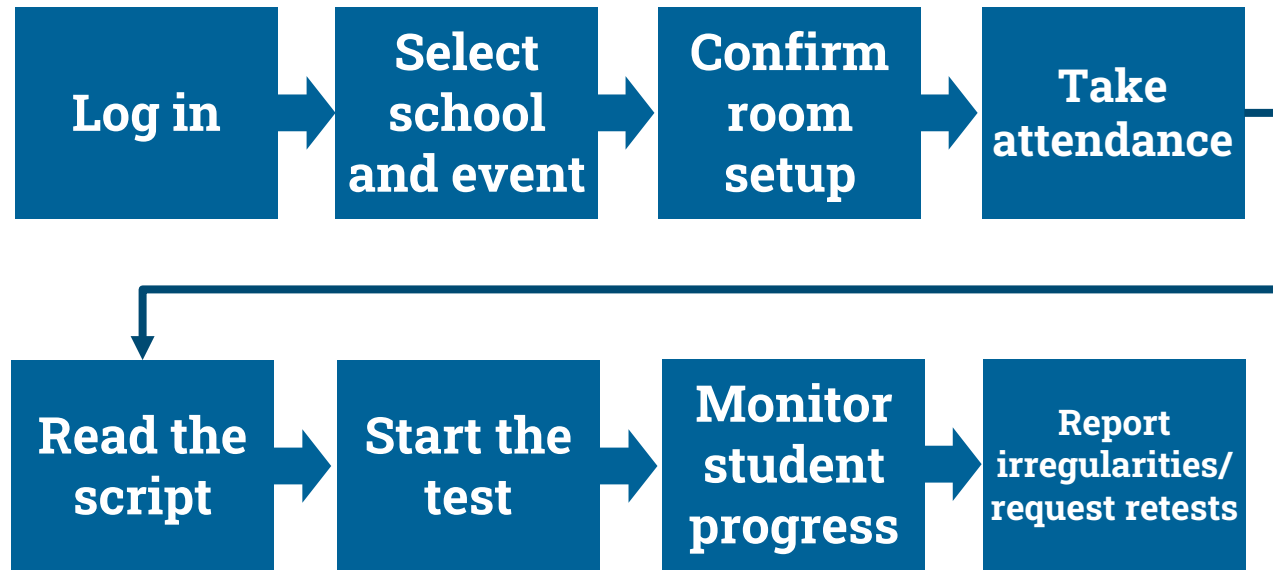
Current Bandwidth:

Download Speed:
79.18 Mbps

Upload Speed:
21.18 Mbps

Test Day Toolkit – Test Day Steps


On test day, proctors complete the following activities in Test Day Toolkit to administer the test:



Proctor Home Page

The screenshot shows the Proctor Home Page for the Digital SAT In-School Smoke Test Spring 2022. The page features a top navigation bar with the CollegeBoard logo and 'Test Day Toolkit' on the left, and a user greeting 'Hi, Ao' with a profile icon on the right. Below the navigation bar, there are links for 'My Room', 'Help', 'All Rooms', and 'All Students'. The main content area is light blue and contains a 'Welcome!' message, a 'Skip to Attendance' link, and a 'Get Started' link. A central white card displays 'Room 101' and 'Digital SAT In-School Smoke Test Spring 2022', along with 'Capacity: 50 (50 students assigned)' and 'Staff: AO Shared (Proctor)'. A 'Help' button is located at the bottom right of the card. A dark blue footer bar contains a yellow 'Get Started' button.

CollegeBoard Test Day Toolkit

Hi, Ao 

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

[My Room](#) [Help](#) [All Rooms](#) [All Students](#)

[Skip to Attendance](#)

Welcome!

As a proctor, you'll prepare your room, take attendance, start the test, and monitor students to keep testing fair and secure. Thank you for making this test possible.

[Get Started](#)

Room 101

Digital SAT In-School Smoke Test Spring 2022

Capacity: 50 (50 students assigned)
Staff: AO Shared (Proctor)

[? Help](#)

[Get Started](#)

Confirm Room Setup

CollegeBoard Test Day Toolkit Hi, Ao


My Room Help All Rooms All Students Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

[Skip to Attendance](#)

Step 1 of 6

Count Seats

Make sure you have enough seats. Let your coordinator know if you don't.



Your room should have 50 seats.

[? Help](#)

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

Confirm Room Setup

CollegeBoard Test Day Toolkit Hi, Ao

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828


My Room Help All Rooms All Students

[Skip to Attendance](#)

Step 2 of 6

Check Spacing

Make sure seats are spaced correctly.



Students must be separated by at least 3 feet on the right and left.

[Help](#)

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

CollegeBoard Test Day Toolkit Hi, Ao

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CB-SAT OPERATIONS S&L - AI:471828


My Room Help All Rooms All Students

[Skip to Attendance](#)

Step 3 of 6

Cover Teaching Materials

If you need help covering teaching materials, contact your coordinator.



No maps, charts, or other teaching materials should be visible.

[Help](#)

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

Confirm Room Setup

CollegeBoard Test Day Toolkit Hi, Ao


Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

My Room Help All Rooms All Students

Step 4 of 6 [Skip to Attendance](#)

Distribute Scratch Paper

If you need more paper, contact your coordinator.



Place 3 sheets of scratch paper on each desk.

[Help](#)

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

CollegeBoard Test Day Toolkit Hi, Ao


Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

My Room Help All Rooms All Students

Step 5 of 6 [Skip to Attendance](#)

Distribute Test Tickets

You should have a test ticket with temporary account info for each student.



Place test tickets on each desk randomly or according to your seating chart.

[Help](#)

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

Write Instructions on the Board

The screenshot shows the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with the CollegeBoard logo, 'Test Day Toolkit', and a user profile icon with the text 'Hi, Ao'. Below this is a secondary navigation bar with links for 'My Room', 'Help', 'All Rooms', and 'All Students'. On the right side of this bar, it displays the date range 'Jan 31-Dec 31, 2022', the event name 'Digital SAT In-School Smoke Test Spring 2022', and a 'Switch' button. Below the navigation is a progress indicator showing 'Step 6 of 6' with a blue underline. The main heading is 'Write Instructions on the Board'. Below the heading, it says 'Students should start app check-in as soon as they sit down.' and 'Important: Don't project your screen.' A large white box contains the heading 'Student instructions (add the Wi-Fi password if you need to):' and a blue box with a white border. Inside the blue box, on the left, it says 'Check in to the testing app:' followed by a numbered list: '1. Click the acorn to open the testing app.', '2. Use the test ticket on your desk to sign in.', '3. Enter the room code.', and '4. Follow the on-screen instructions.' On the right side of the blue box, it says 'Room Code:' followed by 'LNBCG' in large white letters. At the bottom of the interface, there is a dark blue bar with a 'Back' button on the left, a 'Help' button in the center, and a 'Next Step' button on the right.

CollegeBoard Test Day Toolkit

Hi, Ao

My Room Help All Rooms All Students

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CB-SAT OPERATIONS S&L - AI:471828

Step 6 of 6

Write Instructions on the Board

Students should start app check-in as soon as they sit down.

Important: Don't project your screen.

Student instructions (add the Wi-Fi password if you need to):

Check in to the testing app:

1. Click the acorn to open the testing app.
2. Use the test ticket on your desk to sign in.
3. Enter the room code.
4. Follow the on-screen instructions.

Room Code:
LNBCG

Back Help Next Step

Take Attendance

CollegeBoard Test Day Toolkit Hi, Pushkar

Home Help All Rooms Staff All Students Student Sign-In Tickets Irregularities

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | [Switch](#)
CB-SAT OPERATIONS S&L - AI:471828

Step 1 of 6 Room Code: BACJB

Take Attendance

Last updated 5 minutes ago [Refresh Data](#)

[Show Directions](#)

ASSIGNED (6)	ENTERED ROOM CODE (2)	READY TO TEST (3)
Dach, Daisha K.	Emmerich, Erick S. Present UNDO	Ledner, Maximilian W. Ready
Emmerich, Sterling R.	Haag, Lester B. Mark Present	Schaefer, Sophie K. Ready
Kunze, Elva K.		Volkman, Soledad B. Ready
Labadie, Adam C.		

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

Read the Script and Provide Start Code

The screenshot shows the 'Test Day Toolkit' interface at 'Step 2 of 6'. The main heading is 'Check Desks'. A white box contains the instruction 'Read aloud to students.' Below this is a blue box with the following text: 'Hello, today you're participating in the SAT Suite study. We'll start soon. Your test experience will be smoother, and your battery will last longer, if the testing app is the only thing open on your device. If you haven't already closed everything else, do so now. You might need to exit the testing app first and reopen it when you finish. Next, mute your testing device and position it so that it's hard for other students to see your screen. I'll come around now to make sure you cleared your desk as instructed in the testing app. If you brought a calculator, I'll check that, too. You should have 3 sheets of scratch paper, which I'll collect after the test. Write your full name at the top right corner of each sheet. If you don't have 3 sheets, let me know when I come by your desk.' At the bottom, there are 'Back' and 'Next Step' buttons.

The screenshot shows the 'Test Day Toolkit' interface at 'Step 6 of 6'. The main heading is 'Start the Test'. A white box contains the instruction 'Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.' Below this is a blue box with the text 'Start Code:' followed by the code '067771'. At the bottom, there are 'Back' and 'Next Step' buttons.

Monitor Student Progress

CollegeBoard Test Day Toolkit Hi, Jeffrey

My Room Help All Rooms All Students Irregularities Nov 16, 2022–Dec 31, 2023 | Digital SAT 2023 Smoke Test Primary | Switch ST ANDREW'S-SEWANEE SCH - TC:43230

Monitoring Dashboard

Jan 31–Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch CB-SAT OPERATIONS S&L - AI:471828 Start Code: 327727

Use the testing status filters to see who's testing smoothly and who might need attention. Reload

Testing Status Filters

Status	Count
Not Started	30
Section 1	2
Break	0
Section 2	2

Needs Attention

Status	Count
Exited	2
Submission Pending	0

Ready to Dismiss

Dismiss students with Submitted status. [How do I help the others?](#)

Status	Count
Submitted	9

Student List: Submitted (9) [Clear Filters](#)

Students will raise their hand when they finish testing. Wave them over so you can collect their scratch paper and return their device.

Student ^	Accommodations	Testing Status ^
Alexander, Nate Reg. no.: 1011704379	None	Submitted
Bolton, Erica Reg. no.: 1011699189	None	Submitted
Cadman, Tyler Reg. no.: 1011720378	None	Submitted
Cattell, Marigold Reg. no.: 1011715710	None	Submitted
Foxley, Tyler Reg. no.: 1011706043	None	Submitted
Summers, Maddison Reg. no.: 1011691326	None	Submitted
Sylvester, Zara Reg. no.: 1011715588	None	Submitted
Tate, Julius Reg. no.: 1011701527	None	Submitted

Help

Back Next Step

Dismiss Students

Step 1 of 2

Dismiss Students

When testing ends:

1. Collect all scratch paper.
2. Click **Back** to check each student's testing status on the dashboard.
3. Dismiss students with a **Submitted** status.
4. If students have any other testing status, follow the instructions on the **Help** page.



Complete all dismissal steps before allowing students to leave.

[? Help](#)

[Back](#)

[Next Step](#)

Report Irregularities

Step 2 of 2

Report Problems

Skip this step if you don't have any problems to report.



Report irregularities
to your coordinator.

[? Help](#)

[Back](#)

[Next Step](#)

Report Irregularities/Request Retests

CollegeBoard Test Day Toolkit Hi, (userName)

Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke ... Switch
CB-SAT OPERATIONS S&L - Code: 22148

My Room Help All Rooms All Students Irregularities

Add Irregularity

If the Room Code Was Not Entered
If students couldn't start the test, follow the [instructions for Rescheduling Tests](#). Don't submit an irregularity.

If the Room Code Was Entered

1. Select one of the 4 options below to tell us why you need to report an irregularity.
2. Choose the most appropriate form.

Help Me Decide [Expand All](#) [Collapse All](#)

- I need to retest students who started the test.**
Use one of these forms to retest students who experienced a disruption after they entered the room code. +
- I need to report a security issue or rule violation.**
Use one of these forms to report a violation. +
- I need to report something else (no retest needed).**
Report a non-security irregularity without triggering a retest. +
- I need to cancel a score on behalf of the students.**
Use this form to let us know if a student wants to cancel their score. +

- Technology** →
Retest a student whose testing was disrupted by a technology issue.
- Testing conditions and administration errors** →
Retest a student if staff mistakes or bad conditions disrupted their test.
- Disruptive behavior by another student** →
Retest a student if another student's behavior disrupted their test.
- Staff accommodations error** →
Retest a student if staff made a mistake involving an accommodation.

School Onboarding

School Onboarding:

Activity Type	Purpose	Timing
District Test Coordinator Overview	Initial overview of platforms and processes for Spring 2024 Admin	September 12 In-Person
SAT Coordinators Workshops #1: New Digital SAT Overview #2: Coordinators Training	Initial overview of platforms and processes Initial training for Test, Tech, and SSD Coordinators	October 19-20 Concord NH (NHED Assessment and Accountability Conference)
SSD Coordinator Workshop	Complete/Detailed instructions, Q&A, in advance of January SSD Submission Deadline	January 30, 2024: 11AM-1PM (Webinar)
SAT Coordinator Workshop #3	Complete/Detailed instructions, Q&A, coordinated with coordinators' Test Day Tool Kit access	February 7, 2024 - Two Sessions Available: 10AM-12PM or 1-3PM Concord NH (NHED Event Center)
LMS Training (asynchronous) + Office Hours (synchronous)	Specific modules for each stakeholder, optional drop-in virtual office hours for all	February – Testing Window

Support

State Contract Customer Support

(866) 609 – 2205 | NHSAT@collegeboard.org

Resources

For information regarding...

Device *requirements*:

<https://bluebook.collegeboard.org/technology/devices/requirements>

Device *readiness*:

<https://bluebook.collegeboard.org/technology/devices>

Network *readiness*:

<https://bluebook.collegeboard.org/technology/networks>

Bluebook™ *updates*:

<https://bluebook.collegeboard.org/technology/updates>

Accommodations for Digital SAT generally and Assistive Technology specifically:

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests>

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology>

Thank You