



SAT Coordinators Workshop: Spring 2024 Digital SAT[®] School Day Testing

January 2024



Welcome

State Contract Implementation



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Session Goals



Our objective today is to present the most current information regarding the Spring 2024 administration and offer an overview of the digital SAT.



This session will build on last fall's overview webinars to provide a detailed review of the of the school test coordinator's tasks and responsibilities



By the end of the session, you will have a clear understanding of the next steps required to prepare your school for the Spring 2024 SAT.

Agenda

✓ Digital SAT School Day Test Window

✓ Review: Test Specs, Staffing, Checklist

✓ State Data Management System

✓ Test Administration Systems

✓ Using Accommodations on Digital Test

✓ Using Test Day Toolkit & Proctoring

✓ Further Support, Resources, Q & A



New Hampshire Spring 2024 Digital SAT Testing

New Hampshire schools will participate in testing for students in grade 11 (or previously untested seniors):

The testing window is March 25 through April 12.

- We recommend that schools plan to test all students by April 5.
- We recommend that schools reserve the week of April 8-12 to test students who were absent and students who experienced testing irregularities.

Review

- **Test Specification & Features**
- **Staff Roles & Responsibilities**
- **Interactive Checklist**

Test Specifications & Features

Reading & Writing

1 Section, 2 Modules
(Multi-Stage Adaptive)

54 Discrete Multiple-Choice Questions

64 Minutes

Essay 50 Minutes

Math

1 Section, 2 Modules
(Multi-Stage Adaptive)

44 Discrete Questions
- Four-option multiple-choice ($\approx 75\%$)
- Student-produced response ($\approx 25\%$)

70 Minutes

Staff Roles & Responsibilities

Test Coordinator

- Oversees planning and test day activities for ALL students
- Works with Technology Coordinator to ensure building, room, and device readiness
- Works with SSD Coordinator to ensure all accommodations are requested and implemented
- Identifies staff to support test administration, ensures they have access to training and resources
- Registers students and manages that roster in College Board's State Data Management System
- Prints and distributes sign-in tickets
- Submits Irregularity Report

SSD Coordinator

- Submits & oversees the implementation of accommodations for students who require them
- Assists Test Coordinator to determine room and staff requirements due to accommodations
- Works with Technology Coordinator to ensure digital accommodations are successfully deployed

Technology Coordinator

- Ensures building network, room by room Wi-Fi, and individual testing device readiness
- Responsible for Bluebook's successful installation and function on every student's device
- Works with SSD Coordinator to ensure digital accommodations are successfully deployed



Technology Monitor

Proctors

Room/Hall Monitors

Staff member selection



Please note that while many requirements remain the same as previous years, there are some key differences for the digital SAT.

The Test Coordinator's Role:

- The test coordinator is prohibited from administering assessments to their own child in the same building. For example, they can oversee PSAT 10 but not SAT if their child is taking the SAT.

Test Coordination Across Buildings:

- Test coordinators may administer the same test if their child is also taking it, but this is permissible only when the tests are conducted in different buildings within the district.

Proctoring Guidelines:

- A proctor is not allowed to oversee their own child during a test. However, they can serve as a proctor in the same building while their child is testing in a separate room.

Tech Monitor Limitation:

- A tech monitor whose child is testing in the same building is ineligible to assume that role.

Restrictions on Paid SAT Preparation:

- Staff members are not permitted to engage in any paid, private SAT-related assessment preparation. Please note that this excludes teaching course content and providing test familiarization as part of the regular school curriculum.

Interactive Checklist

Specific to you and your school's administration:

- Project Plan for your role(s) at your school(s)
(multiple roles and/or schools will provide you with multiple Project Plans)
- Task Notification Emails
- Weekly Project Overview Email


Introduction and instructions:

- Complete overview distributed December 8 from IdahoSDSupport@collegeboard.org
- Welcome email and initial tasks launched first week in January

Refresher (next six slides)

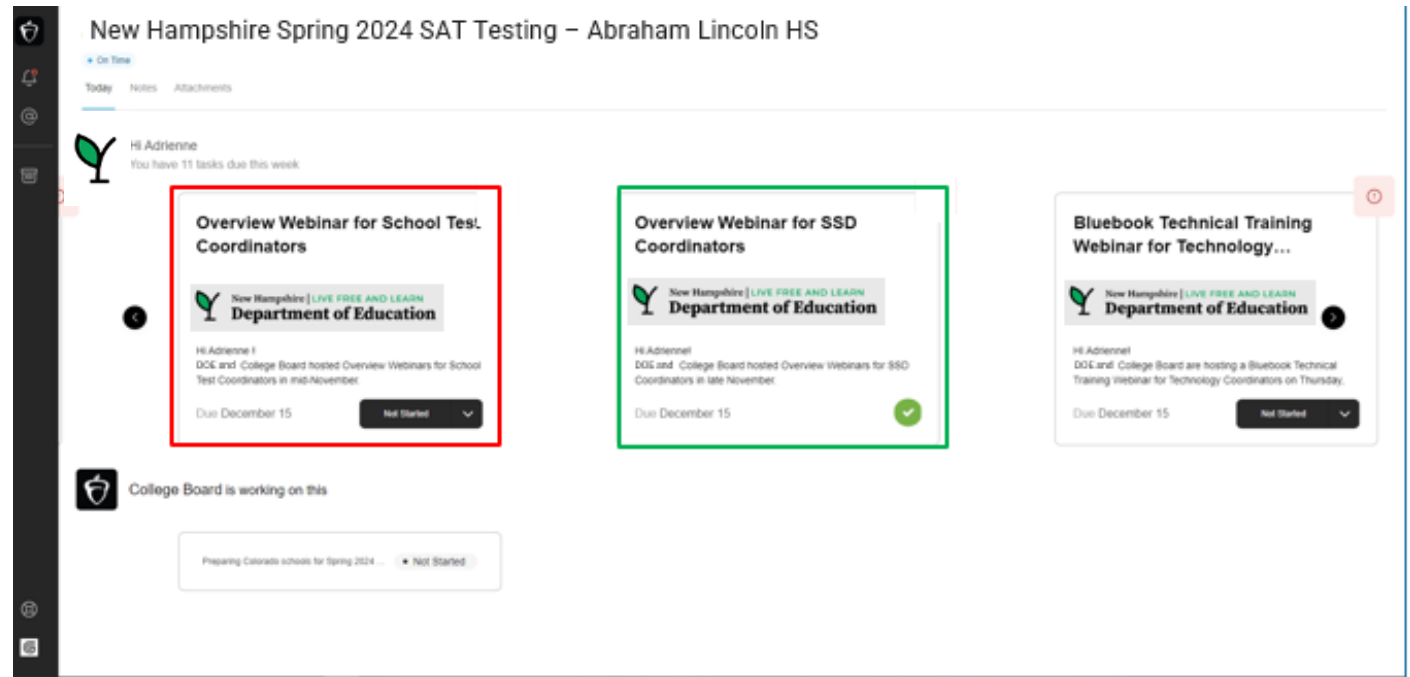
Project Plan View

After clicking “View Project”, you will see the **Project Plan** for your role(s).

- Overdue tasks are outlined in **red**.
- Complete tasks are outlined in **green**.
- Open tasks are outlined in **grey**.
- If you can't start a task yet, you'll see a  symbol. They appear for your awareness, but there's no action to take at that moment.
- You can update task status using the button at the bottom of the task card.

If you want to see more information about a task, click on the task card.

We will add tasks to your plan over the coming months. When we do so, your plan view will update.



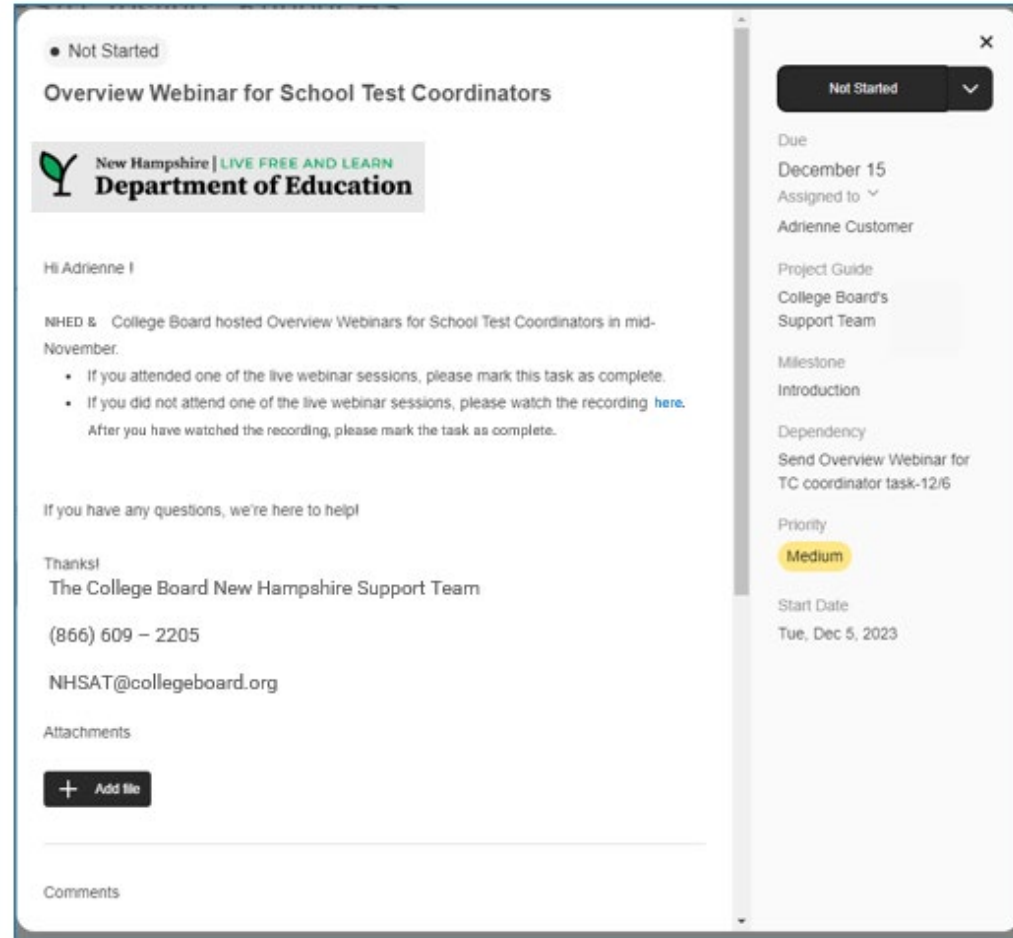
We recommend you bookmark your project plan for easy access.

Detailed View of Task Card

If you click on the **task card**, you will see **detailed information** about that task.

This includes:

- **Instructions** for completing the task;
- **Links** that may be needed;
- **Deadline** for task completion;
- **Status button**, to update task status.



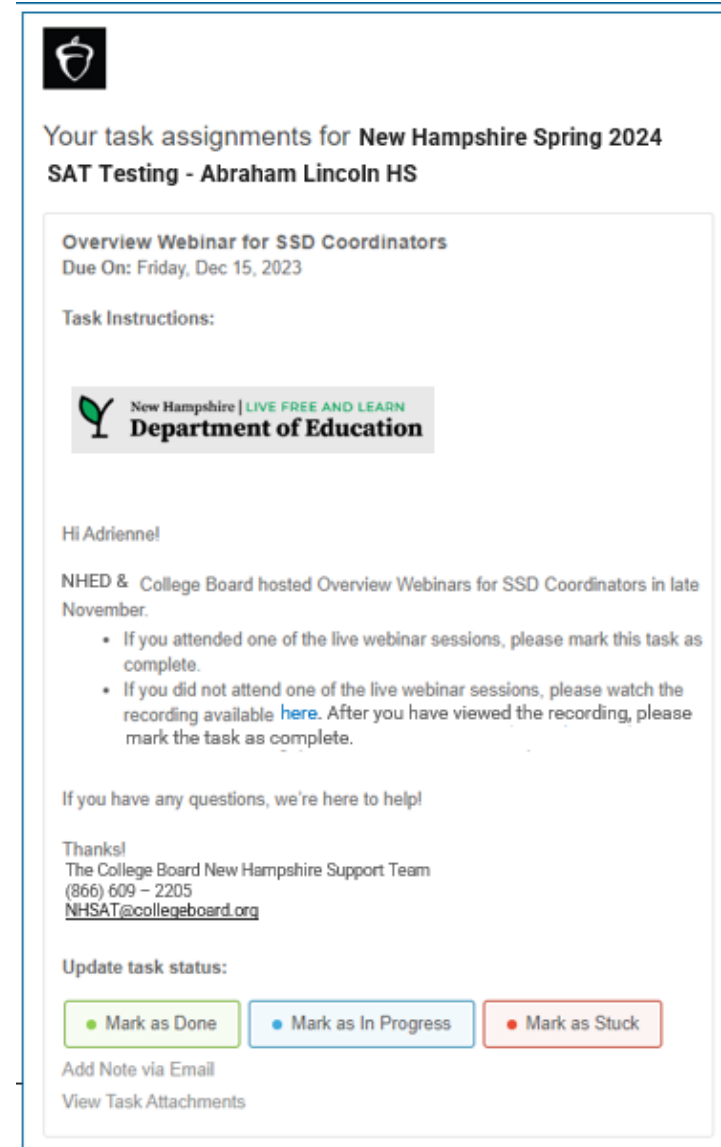
The screenshot shows a task card titled "Overview Webinar for School Test Coordinators" with a status of "Not Started". The card includes the New Hampshire Department of Education logo and a message from the College Board New Hampshire Support Team. The message provides instructions for marking the task as complete based on whether the user attended a live webinar session or watched a recording. The card also displays contact information for the support team and an "Add file" button. On the right side, a sidebar shows the task's due date (December 15), assigned person (Adrienne Customer), project guide (College Board's Support Team), milestone (Introduction), dependency (Send Overview Webinar for TC coordinator task-12/6), priority (Medium), and start date (Tue, Dec 5, 2023).

Task Notification Email

You will receive a custom **task notification email** for each task need to complete. The email includes directions and relevant links.

Through this email, you will provide a status update -- done, in progress, or stuck.

- Marking a task as **done** lets us know you're finished with that task.
- Marking a task as **in progress** lets us know you're working on that task.
- Marking a task as **stuck** lets us know you need help.



The screenshot shows an email interface with a blue header bar. At the top left is the College Board logo. The main heading reads "Your task assignments for New Hampshire Spring 2024 SAT Testing - Abraham Lincoln HS". Below this, a task card is displayed with the title "Overview Webinar for SSD Coordinators" and a due date of "Friday, Dec 15, 2023". The task instructions section includes a logo for the New Hampshire Department of Education and a personalized greeting "Hi Adrienne!". The body text explains that NHD & College Board hosted overview webinars and provides instructions for marking the task as complete based on attendance or viewing a recording. At the bottom, there are three buttons for "Mark as Done", "Mark as In Progress", and "Mark as Stuck", along with links for "Add Note via Email" and "View Task Attachments".

When You Are Stuck

When you **mark a task as stuck**, you'll see a pop-up where you'll be asked to tell us more about the difficulty you're having. Providing this information will help us provide you with targeted support.

Once you click "Mark Task as Stuck," a support ticket will be opened with the Idaho Customer Service team.

Mark Task as Stuck

Task Name: Overview Webinars for SSD Coordinators
Assignee: Adrienne Kupper
Description: DOE and College Board hosted Overview Webinars for SSD Coordinators in late November.


- If you attended one of the live webinar sessions, please mark this task as complete.
- If you did not attend one of the live webinar sessions, please watch the recording [here](#). After you have viewed the recording, please mark the task as complete.

If you have any questions, we're here to help!

Provide a quick description to your Onboarding Guide of what is keeping you from moving forward...

Message

Mark Task as Stuck

Powered by  guidecx

Task Due Date Reminder Emails

If you haven't completed a task, you will receive a **task due date reminder email** the day before the **task is due**. In that reminder email, you can update the status of the task.

If you haven't completed a task by the due date, you will receive another reminder **the day after the task is due**. You can also update the status of the task in the overdue reminder email.

Reminder for task: Overview Webinar for SSD Coordinators

Due: December 15, 2023
Description:

Please complete the "Overview Webinar for SSD Coordinators" task. Please update the task status to "Done" when you are finished or let us know need help by clicking "Stuck."

Project: New Hampshire Spring 2024 SAT Testing – Abraham Lincoln HS

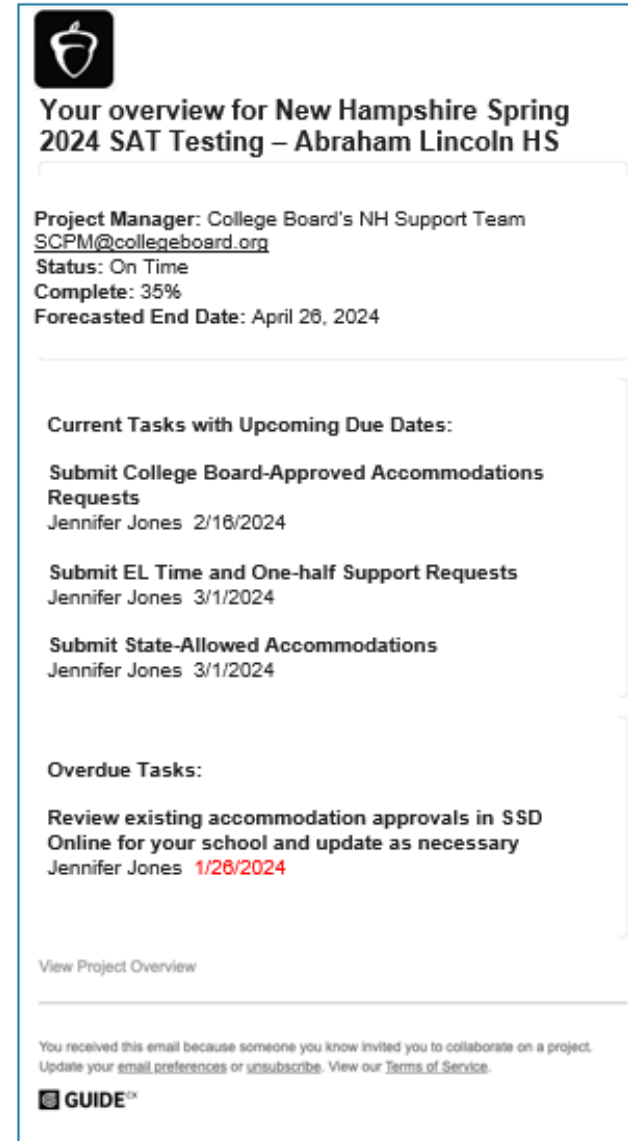
[Done](#) [Working On It](#) [Stuck](#)

Project Overview Email

Each Monday you'll receive a **project overview email**. In this email you will see:

- **Project completion percentage:** this lets you know how far along you are with your completed tasks. This number will change as we add more tasks to your plan.
- **Upcoming tasks:** these are tasks that you should be working on, along with their due dates.
- **Overdue tasks:** these are tasks you haven't completed but which were already due, along with their due dates.

If you completed a task, it won't appear on your project overview email. (If you're all caught up, you may receive an email that doesn't show any upcoming or overdue tasks.)



The screenshot shows an email interface for a project overview. At the top left is a shield icon. The main heading reads "Your overview for New Hampshire Spring 2024 SAT Testing – Abraham Lincoln HS". Below this, the Project Manager is identified as "College Board's NH Support Team" with the email address "SCPM@collegeboard.org". The status is "On Time", completion is at "35%", and the "Forecasted End Date" is "April 26, 2024".

The "Current Tasks with Upcoming Due Dates" section lists three items:

- Submit College Board-Approved Accommodations Requests** by Jennifer Jones on 2/16/2024
- Submit EL Time and One-half Support Requests** by Jennifer Jones on 3/1/2024
- Submit State-Allowed Accommodations** by Jennifer Jones on 3/1/2024

The "Overdue Tasks" section lists one item:

- Review existing accommodation approvals in SSD Online for your school and update as necessary** by Jennifer Jones on 1/26/2024

At the bottom, there is a "View Project Overview" link, a footer note about email preferences, and the "GUIDE" logo.

New Hampshire Timeline Quick Peak

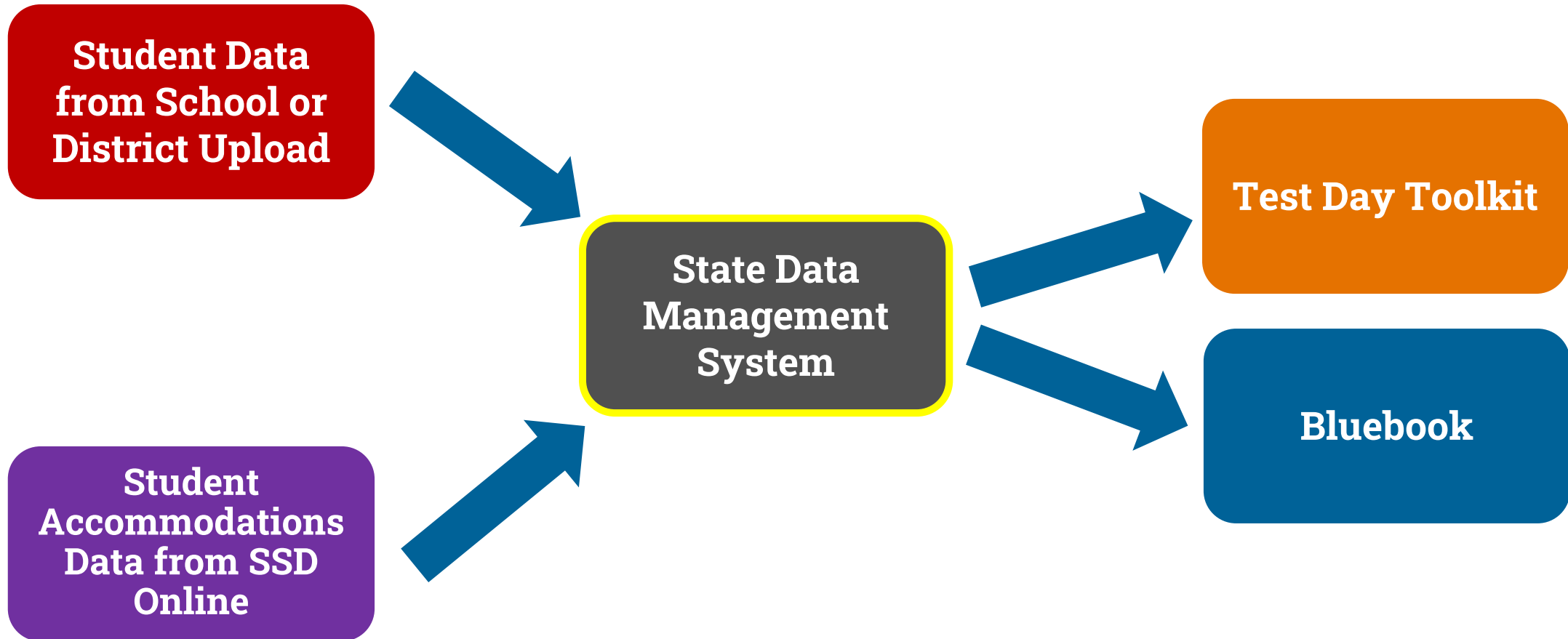
Task Name	Start Date	Due Date
Experience Overview Email	1/16/2024	NA
Prepare to Administer Webinar - Test Coordinators	1/16/2024	1/23/2024
Prepare to Administer Webinar - SSD Coordinators	1/16/2024	1/23/2024
Prepare to Administer Webinar - Tech Coordinators	1/16/2024	1/23/2024
SSD Coordinator Training Webinar Email	1/23/2024	2/6/2024
Review existing accommodation approvals in SSD Online for your school and update as necessary	1/17/2024	1/26/2024
Hands-On Test Day Tutorial	1/23/2024	2/7/2024
Submit new accommodations requests for students	1/24/2024	2/5/2024
Submit Time and One-half Requests for Multilingual Learners in SSD Online	1/29/2024	2/5/2024
Consider Test Day Staff and Testing Rooms	2/6/2024	2/20/2024
Confirm Staff, Site, and Student Readiness for Test Day	2/22/2024	3/7/2024
Confirm students' testing accommodations have been approved and are appearing correctly in Test Day Toolkit	3/12/2024	3/22/2024
Confirm testing devices and school network are ready for test day	3/12/2024	3/22/2024
The SAT testing window opens soon!	3/19/2024	3/25/2024
The SAT testing window closes soon!	4/3/2024	4/12/2024

State Data Management System (SDMS) / Student Registration

Student Registration – Spring 2024

- Spring SAT is NOT ordered via SSOR. Schools or their districts, at their discretion, will upload a registration file for all students into College Board's State Data Management System (SDMS).
- College Board will send an email approximately February 1, 2024, granting Test Coordinators access to SDMS.
- Instructions and templates for bulk registering students will be provided with that access.

State Data Management System (SDMS) Function



SDMS Function Review

- **Data from SDMS integrates with accommodations data from SSD Online**
 - Approved accommodations will appear in the student's record in SDMS
 - Approved accommodations may be waived in SDMS if a student chooses and their guardian consents
- **Student rosters from SDMS automatically populate Test Day Toolkit**
- **Student data in SDMS determines the generation of a student's test in Bluebook**

Step-by-Step through SDMS

1. Invitation Email & Initial User Login

Now's the time to use the State Data Management System (SDMS) to submit student data electronically and securely.

Access State Data Management System (SDMS)

1. Click the button below and sign into your College Board professional account.

[Access State Data Management System](#)

You can also paste [this personalized link](#) into your browser.

SDMS Access Tips

- If you don't have a College Board professional account, create one after clicking the **Access State Data Management System** button above.
- If you sign in successfully, but don't land on a page that has State Data Management System as the header, click the **Access State Data Management System** button in this email again.
- This email is just for you, so please don't forward it. Each SDMS user will receive their own unique access email.

Contact Us



If you have questions, email us or call 877-348-5728.

[Email Us](#)

Thank you. We couldn't do this without you.

Sincerely,

College Board



Sign In

Email Address

Password

Remember my email address

[Sign In](#)

Step-by-Step through SDMS

2. Dashboard

The screenshot displays the CollegeBoard SDMS dashboard. At the top left is the CollegeBoard logo. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. On the right, it shows the user 'Hi, Tania' with a profile icon, a notification bell with a '2' badge, and a 'Roles' icon.

The main content area features two data cards. The first card is titled 'TOTAL STUDENTS' and 'SAT School Day no essay', with a timestamp '1/6/2024 4:48:51 PM - Last bulk data or student record updated' and a 'View Student Roster' button. It contains the following data:

State	Total School Count With Registration	Exam Setup Complete
Colorado Department of Education Initiative	1	0
	Total Registrations	Total Started Test
	2	0
	Registration by Grade	Total Submitted Test
	11th 2 Students	0

The second card is titled 'PSAT 10', with the same timestamp and 'View Student Roster' button. It contains the following data:

State	Total School Count With Registration	Exam Setup Complete
Colorado Department of Education Initiative	1	0

Step-by-Step through SDMS

3. Register Students: Bulk Upload or Individual Addition

The screenshot displays the SDMS interface with a blue header bar. A dropdown menu is open, showing 'Upload File' and 'Add a Student' options. Below the header, there are two main sections for student registration statistics.

TOTAL STUDENTS

SAT School Day no essay
1/6/2024 4:48:51 PM - Last bulk data or student record updated [View Student Roster](#) ^

State	Total School Count With Registration	Exam Setup Complete
Colorado Department of Education Initiative	1	0
	Total Registrations	Total Started Test
	2	0
	Registration by Grade	Total Submitted Test
	11th 2 Students	0

PSAT 10
1/6/2024 4:48:51 PM - Last bulk data or student record updated [View Student Roster](#) ^

Step-by-Step through SDMS

4. Bulk Upload Data File



Upload File

1 Upload your CSV file
Make sure the file you are uploading is in CSV format and it was created from the provided **template**.
Only one upload can be "in flight" at a time.

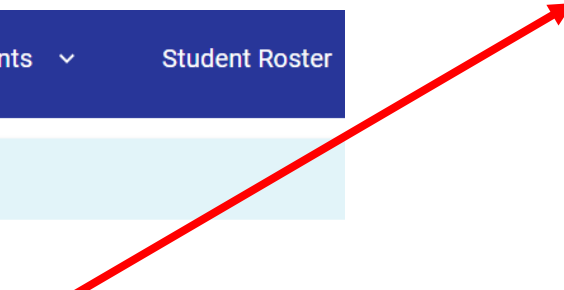
📁 Drag and Drop a file, or [browse](#)

Continue Back Cancel

2 File format check
We'll check the format of your file once the upload is complete

3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

template



CSV Template Provided *

- Download and save on your computer
- Enter Student Data
- Upload as CSV File

* Fields:

- Mandatory:
 - Test Indicator (i.e., which test)
 - AI Code
 - Student First Name
 - Student Last Name
 - Student Date of Birth
 - Student Grade
 - Student Gender
 - State Student ID
- Optional: Other IDs, Demographics

Step-by-Step through SDMS

5. Correct any formatting errors

Home Register Students Manage Students Student Roster

Upload File

Great work! 2023_2024_SDMS_1 Record Test Clean.csv was successfully uploaded

Your file has formatting errors
Please fix these 2 file format errors and then upload the file again

- AC Additional Column
Ethn
- MC Missing Column
Ethnicity Other hisp/lat

Continue Back Cancel

3 Data Errors and Warnings Check
We'll check the details of your data once the file format check is complete

It is easy to avoid this error: use the CSV template provided.

- Download and save on your computer
- Enter Student Data
- Upload as CSV file

Do not add, delete, move, or rename any columns.

If you do receive this error, review your file, fix the formatting errors listed on the screen, click “back”, and then upload your corrected file.

Step-by-Step through SDMS

6. Receive confirmation there are NO formatting errors

Home Register Students Manage Students Student Roster

Upload File

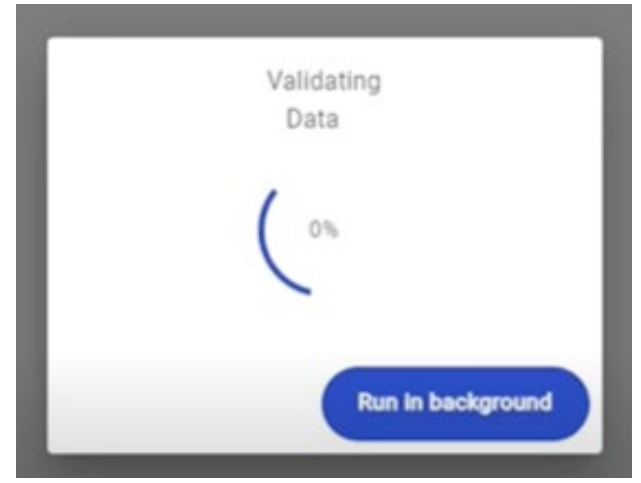
Great work! [2023_2024_SDMS_Student Data TEST HAPPY PATH.csv](#) was successfully uploaded

2 All file format checks passed, Total Students: 36
Double check, make sure these counts are correct before proceeding

By Grade: 36		By Assessment: 36	
9th	12 Students	PSAT89	12 Students
10th	7 Students	PSAT10	7 Students
11th	17 Students	SAT	17 Students
12th	0 Students		

Continue Back Cancel

Press "Continue" to validate your DATA.



(this may take a little time)

Step-by-Step through SDMS

7. Review any data warnings and errors

Home Register Students Manage Students Student Roster

Upload File

- Great work! 2023_2024_SDMS_Student Data TEST HAPPY PATH.csv was successfully uploaded
- Nice going! All file format checks passed
- 3** Data Errors and Warnings Check

! Your file has these 36 formatting errors
You must fix these errors or upload a clean file

Download Report **Fix Errors**

! Your file has these 36 formatting warnings
You may review these warnings and fix if necessary, but this is not a barrier to proceeding.

Fix Warnings

Continue Back Cancel

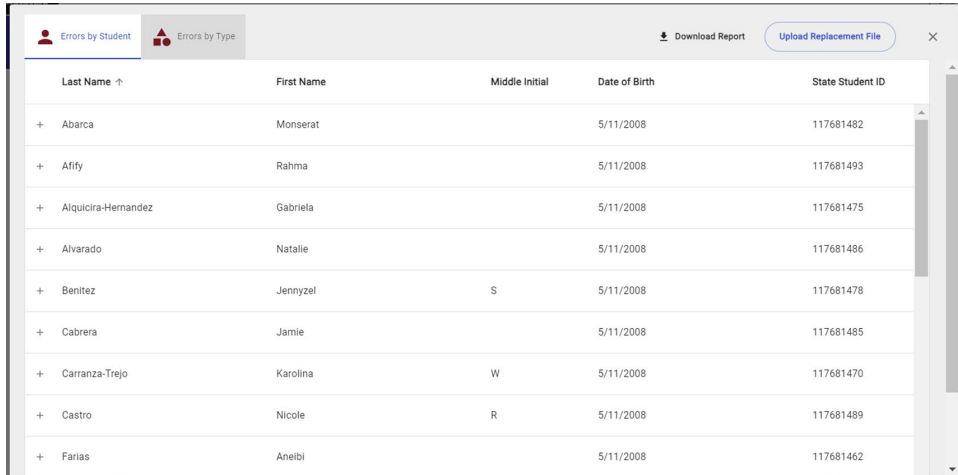
Warnings: review and fix if necessary, but not a barrier to submitting registration

Errors: must be fixed to submit registration. Two methods:

- Download error report, correct your CSV data file, click “back” to then upload your corrected file and proceed again through format and data validation
- Click the blue button with the wrench that says “Fix Errors” and correct them directly within SDMS (next slide)

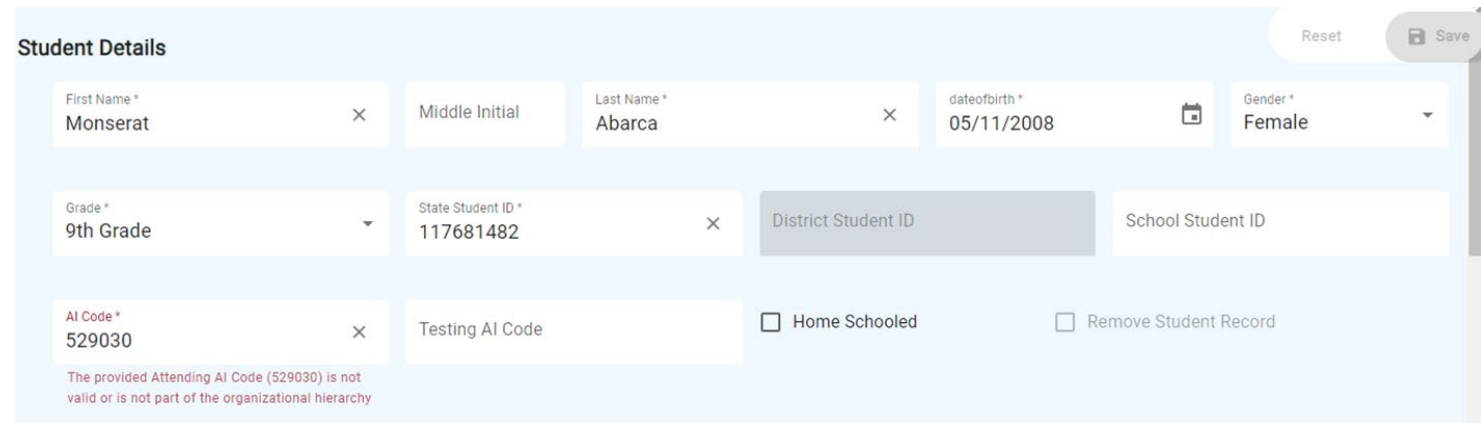
Step-by-Step through SDMS

8. Correcting data errors in SDMS directly



Last Name ↑	First Name	Middle Initial	Date of Birth	State Student ID
+ Abarca	Monserat		5/11/2008	117681482
+ Afify	Rahma		5/11/2008	117681493
+ Alquicira-Hernandez	Gabriela		5/11/2008	117681475
+ Alvarado	Natalie		5/11/2008	117681486
+ Benitez	Jennyzel	S	5/11/2008	117681478
+ Cabrera	Jamie		5/11/2008	117681485
+ Carranza-Trejo	Karolina	W	5/11/2008	117681470
+ Castro	Nicole	R	5/11/2008	117681489
+ Farias	Aneibi		5/11/2008	117681462

- A. Sort:** Click whether you want your errors sorted by student or type of error
- B. Click on any listed record**
- C. Student details** will show and explain the error that must be fixed



Student Details Reset Save

First Name * Monserat	Middle Initial	Last Name * Abarca	dateofbirth * 05/11/2008	Gender * Female
Grade * 9th Grade	State Student ID * 117681482	District Student ID	School Student ID	
AI Code * 529030	Testing AI Code	<input type="checkbox"/> Home Schooled	<input type="checkbox"/> Remove Student Record	

The provided Attending AI Code (529030) is not valid or is not part of the organizational hierarchy

Step-by-Step through SDMS

9. Submit

Upload File

- ✓ Great work! **2023_2024_SDMS_1 Record Test Clean.csv** was successfully uploaded
- ✓ Nice going! All file format checks passed
- 3 Data Errors and Warnings Check

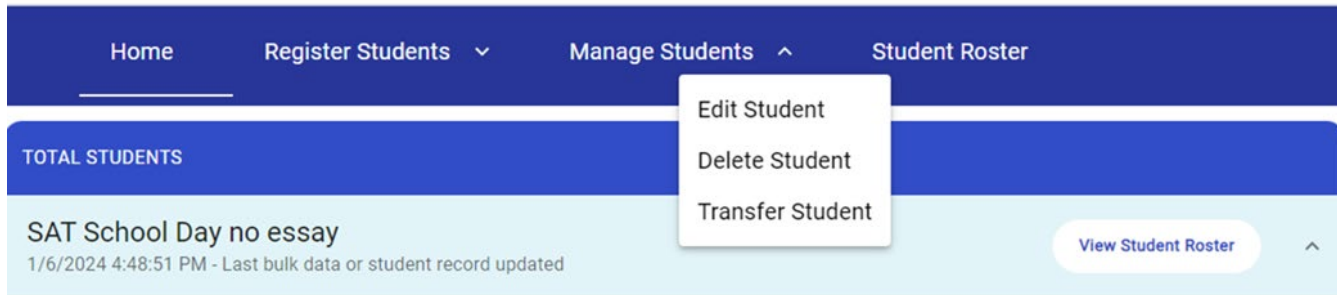
✓ **No errors proceed to submit**
Your file has no errors

✓ **No Warnings proceed to submit**
Your file has no warnings

Submit Back Cancel

Step-by-Step through SDMS

10. From Initial Upload to 3 Days Before Testing:
Review and repeat uploads and/or revise registrations in SDMS as necessary



Students and their circumstances change.

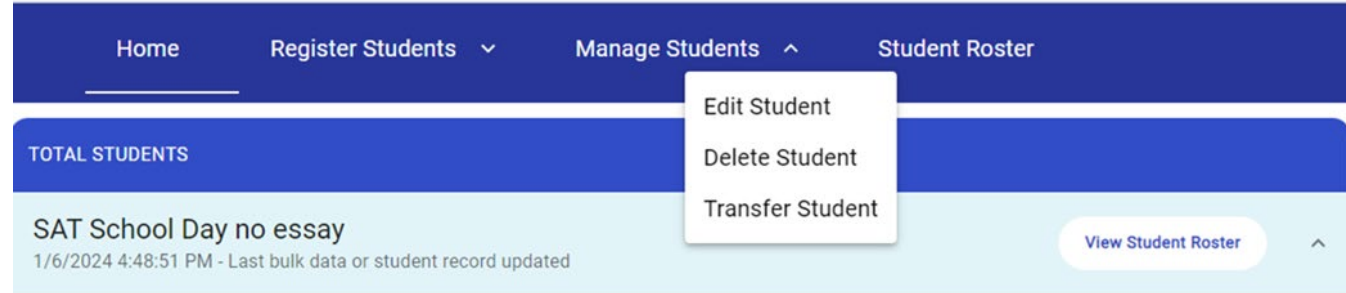
Schools may therefore change their registrations up to three days before testing a student and still have their test package generated for them in **Bluebook** and appear for proctors in **Test Day Toolkit**.

Schools may do so by either:

- Repeating steps 1 – 9 above. Files may have either just the “deltas” (students designated for addition, deletion, or revision) or an entire complete registration file (last submission controls).
- Click “Manage Students” on the masthead in SDMS (pictured above) and follow the prompts to make individual changes directly in SDMS. This method will be common for waiving accommodations. The following slides will show “Manage Students” in more detail.

Manage Students: Accessing the Record

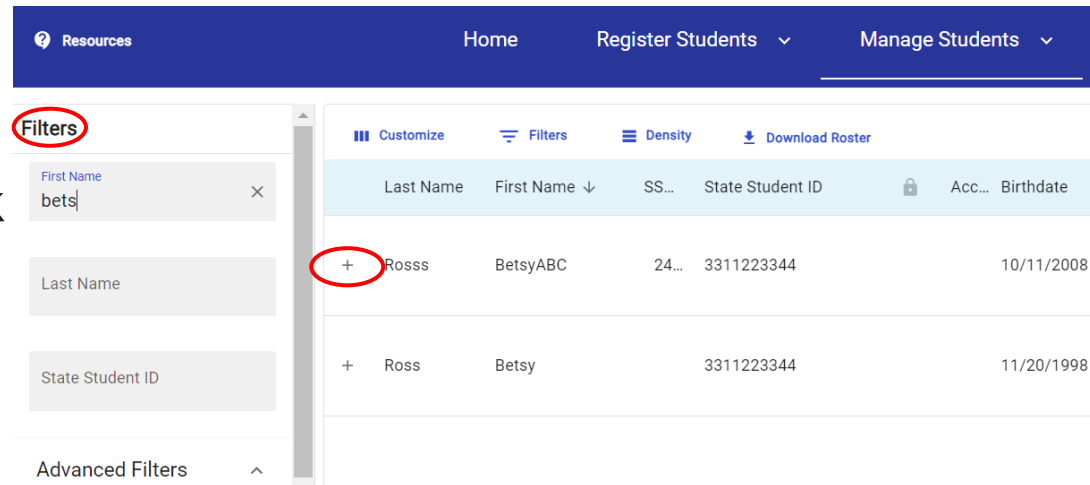
A. Click Manage Student



B. Select as appropriate:

- 1) Edit Student – waive accommodations, edit other fields in student record
- 2) Delete Student – student will no longer test in their original registered district
- 3) Transfer Student – student remains in the district, but at different school

C. Use the filters at left to search for the student (name or SSID), then click the “+” sign next to their name



Manage Students: Available Functions

Click **“Delete”** and confirm to delete (no further steps to discuss)

Click **“Transfer”** and follow steps on next slides to transfer student within district

Scroll down to **edit** fields in student details, including to see and **waive** any listed accommodations or **force match** a student’s registration with their SSD ID (discussed after slides showing transfer function)

The screenshot displays a student management interface. On the left, a 'Filters' sidebar contains input fields for 'First Name' (with 'bets' entered), 'Last Name', 'State Student ID', and 'AI Code'. The main area shows a table with columns for 'Last Name', 'First Name', 'SS...', and 'State Student ID'. A student record for 'Ross, Betsy' with ID '3311223344' is visible. Below the table, there are buttons for 'Delete', 'Transfer', 'Reset', and 'Save', with 'Delete' and 'Transfer' circled in red. Below the buttons is a 'Student Details' section with a form containing a 'First Name*' field with 'Betsy' entered, and other fields like 'Mid' and 'dateofbirth*' partially visible.

Manage Students: Transfer Students

Complete the “New School” fields, and click the blue button bottom right.

Transfer Student - Betsy Ross ✕

Current School

AI Code 529030	State School ID 3311223344	
Organization CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL	District Name CRIPPLE CREEK-VICTOR RE-1	District Code 46020

New School

attending school code 060005	State School ID <input type="text"/>	
Organization <input type="text"/>	District Name <input type="text"/>	District Code <input type="text"/>

Cancel ↔ Transfer Betsy Ross

Manage Students: Waiving Accommodations

If a student is approved for accommodations in SSD Online but would like to waive them for their Spring 2024 test administration, SSD Coordinators are able to do this in SDMS.

- Navigate to the student's profile in SDMS.
- Use the toggle switch next to each of the student's accommodations listed under their "student details" to waive any that the student does not want to use.
- We recommend that the school obtain the request to waive accommodations in writing from the student's parent/guardian or the student (if 18 or older).
- Accommodations must be waived no later than 4 days prior to the student's test to make sure the student's test package is configured properly.



Manage Students – Force Match

If a student’s SDMS registration data does not exactly match their demographic data in SSD Online, a match will not occur and that student’s approved accommodations will not appear in SDMS, nor, as a consequence, in Test Day Toolkit or their exam in Bluebook.

If you are certain the student in SDMS is the same student associated with a particular SSD ID in SSD Online, you may “force match” these students by entering the SSD ID from SSD Online in the SSD ID field in SDMS under that student’s “student details”. This will generate the confirmation prompt on the next slide to confirm.

The screenshot shows the 'Student Details' form in SDMS. At the top, there are navigation options: 'Customize', 'Filters', 'Density', 'Download Roster', and 'Show Deleted Students'. Below this is a table header with columns: 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Narr'. The form itself has several input fields: 'Middle Initial', 'Last Name*' (containing 'TestFifteen'), 'dateofbirth*' (containing '01/11/2005'), 'Grade*' (containing '11th Grade'), 'Gender*', and a 'Home Schooled' checkbox. At the bottom, there is an 'SSD ID' field, which is circled in red, and an 'Accommodation' field.

Manage Students – Force Match

Are you sure?

The entered SSD ID will be used to match this student to a student record in SSD Online. You should confirm this is the student's accurate SSD ID from SSD Online before proceeding to ensure a student receives their correct accommodations on test day.

Cancel

 Force Match



Manage Students **Reminder** – Locked Records Cannot be Managed

The screenshot displays the 'Student Roster' management interface. The top navigation bar includes 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. On the left, there are filter options for 'First Name', 'Last Name', 'State Student ID', and 'AI Code'. The main area shows a table with columns for 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Birthdate', 'MI', 'Grade', 'Gender', 'AI Code', and 'School Name'. A yellow warning banner with a lock icon and the text 'The record is still under progress' is overlaid on the first row of the table. Below the table, the 'Student Details' section shows fields for 'First Name *' (Luís), 'Middle Initial' (E), 'Last Name *' (Meyet), 'dateofbirth *' (07/06/2000), 'Grade *' (11th Grade), 'Gender *' (Male), and a 'Home Schooled' checkbox.

For example, when a record has been recently added, this warning may appear until it is fully processed.

Manage Students **Reminder** – Registration Change Deadline

- Student records can be managed through the listed REGISTRATION CHANGES DEADLINE found in the 2023-2024 PreAdmin Schedule View provided.
- Changes can only be made up until the student begins testing (*determined based on the exam download telemetry*)
- There are some exceptions for students scheduled for a retest administration (E.g., the ability to change an AI after initial testing when a retest has been scheduled)

Adjust Your View: Expand or Collapse Summary

Note: What appears in your summary depends on whether viewing as state, district, or school, as does your ability to filter what you see: all districts in state, all schools within district, all students within a school

The screenshot shows the 'Student Roster' interface with the 'State Summary' section expanded. The 'VIEW DETAILS' dropdown is set to 'District' and is circled in red. The summary displays the following data:

Category	Value
State	CO
Total Count With Registrations	2
Exam Setup Complete	0
Registration By Grade:	
9	1 Student
10	0 Students
11	5 Students
Registration By Assessment:	
PSAT 8/9	1 Student
PSAT 10	0 Students
SAT	4 Students
Total Registrations	6
Total Started Test	0
Total Submitted Test	0

The table below shows a single student record:

First Name	Last Name	SSD ID	State Studen...	Accommodations	Birthdate	MI	Gr...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrat...	Tes...
Kevin	Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		

The screenshot shows the 'Student Roster' interface with the 'State Summary' section collapsed. The 'VIEW DETAILS' dropdown is set to 'State' and is circled in red. The summary displays the following data:

Category	Value
State	CO
Total Count With Registrations	2
Exam Setup Complete	0
Registration By Grade:	
9	1 Student
10	0 Students
11	5 Students
Registration By Assessment:	
PSAT 8/9	1 Student
PSAT 10	0 Students
SAT	4 Students
Total Registrations	6
Total Started Test	0
Total Submitted Test	0

The table below shows two student records:

First Name	Last Name	SSD ID	State Studen...	Accommodations	Birthdate	MI	Gr...	Gen...	AI Code	School Na...	Testing Sc...	Test Mode	Registrat...	Tes...
Kevin	Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
Kevin	Husband	1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				

View Student Roster – District Filter

CollegeBoard
Hi, Tania

Home
Register Students ▾
Manage Students ▾
Student Roster

Roles

Filters

First Name

Last Name

State Student ID

Advanced Filters ^

AI Code

State School Code

School Name

Selected District Summary

1/9/2024 6:18:53 PM - Last bulk data or student record updated

VIEW DETAILS: School District ^

State	Total Count With Registrations	Exam Setup Complete	Registration By Grade:
CO	1	0	9 1 Student
District	Total Registrations	Total Started Test	Registration By Assessment:
WARREN WOODS PUBLIC SCHOOLS	4	0	10 0 Students
District Code: 46020		Total Submitted Test	11 3 Students
		0	PSAT 8/9 1 Student PSAT 10 0 Students SAT 3 Students

District Code	District Name	Grade	Registered Students
46020	WARREN WOODS PUBLIC SCHOOLS	9,10,11	2
46020	WARREN WOODS PUBLIC SCHOOLS	9,10,11	2
46020	WARREN WOODS PUBLIC SCHOOLS	9,10,11	2

View Student Roster – Student Details

The student roster view – in addition to providing the option to download that roster – provides the most options to adjust what columns you see, apply filters, and manage the density of information on the screen.

Home Register Students Manage Students Student Roster


Filters



Columns Filters Density Download Roster Show Deleted Students

	First Name	Last Name ↑	SSD ID	State Studen...	Accommodations	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrati...	Tes...
+	Kevin	Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
+	Kevin	Husband	1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
+	Madhan	Moole	456			Invalid Date	M	11	M	529030					
+	Betsy	Ross	2312182...	3311223344		10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-		PAPER		

1 row selected Rows per page: 25 1-5 of 5

View Student Roster – Manage Columns in View

CollegeBoard Hi, Tania 


Home Register Students Manage Students Student Roster 2  Role 

Filters

First Name

Last Name






State Student ID





Advanced Filters 




AI Code

State School Code

School Name

 Columns
 Filters
 Density
 Download Roster
 Show Deleted Students

First Name	Last Name 	SSD ID	State Studen... 	Accommodations	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrati...	Tes...
		1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
		1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
		456			Invalid Date	M	11	M	529030					
+ Betsy	Ross	2312182...	3311223344		10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-		PAPER		

1 row selected
Rows per page: 25  1-5 of 5  

Find column

Column title

- Detail panel toggle
- First Name
- Last Name
- SSD ID
- State Student ID
- Record Lock
- Accommodations
- Birthdate
- MI
- Grade
- Gender
- AI Code

Hide all Show all

View Online Registration Roster – Multi-Faceted Filters

The screenshot displays the CollegeBoard Student Roster interface. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. A user profile 'Hi, Tania' is visible in the top right. Below the navigation bar is a 'Filters' sidebar on the left with input fields for 'First Name', 'Last Name', 'State Student ID', 'AI Code', 'State School Code', and 'School Name'. The main area shows a table of student data with columns: Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Grade, Gender, AI Code, School Name, Testing Status, Test Mode, Registration, and Test Date. A filter overlay is active, showing three filters: 'First Name starts with Filter value', 'Last Name starts with Filter value', and 'Test Mode starts with Filter value'. The table contains three rows of data, with the first row selected. The bottom of the table shows '1 row selected' and 'Rows per page: 25'.

Last Name	SSD ID	State Student ID	Accommodations	Birthdate	MI	Grade	Gender	AI Code	School Name	Testing Status	Test Mode	Registration	Test Date	First Name
WARREN WOODS TOWER HIGH SCHOOL				5/11/2006	K	11	M	529030			PPT			Kevin
CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				5/11/2006	K	11	M	529030						Kevin
Moole	456			Invalid Date	M	11	M	529030						Madhan
Ross	2312182...	3311223344		10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-		PAPER			Betsy

Screens are mockups, final views may vary

View Student Roster – Field Level Menu Options

CollegeBoard Hi, Tania

Home Register Students Manage Students **Student Roster** 2 Roles

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

Columns Filters Density Download Roster Show Deleted Students

First Na...	Last Name ↑	SSD ID	State Studen...	Accommodations	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrati...	Tes...
	Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
	Husband	1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
+	Madhan	Moole	456		Invalid Date	M	11	M	529030					
+	Betsy	Ross	2312182...	3311223344	10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-		PAPER		

1 row selected Rows per page: 25 1-5 of 5

View Student Roster – Sort

The screenshot shows the CollegeBoard Student Roster interface. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Student Roster' tab is active. On the left, there is a 'Filters' sidebar with input fields for 'First Name', 'Last Name', 'State Student ID', 'Advanced Filters', 'AI Code', 'State School Code', and 'School Name'. The main area displays a table of student records. The table has columns for 'Last Name', 'SSD ID', 'State Student ID', 'Accommodati...', 'Birthdate', 'MI', 'Gra...', 'Gen...', 'AI Code', 'School N...', 'Testing ...', 'Test Mode', 'Registrat...', 'Tes...', and 'First Name'. The 'Last Name' column header is circled in red, indicating it is the current sort criterion. The table contains four rows of student data. At the bottom right, there is a 'Rows per page' dropdown set to 25 and a page indicator '1-5 of 5'. A speaker icon is visible in the bottom right corner.

Last Name	SSD ID	State Student ID	Accommodati...	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing ...	Test Mode	Registrat...	Tes...	First Name
+ Husband	1235896			5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT			Kevin
+ Husband	1235896			5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL					Kevin
+ Moole	456			Invalid Date	M	11	M	529030						Madhan
+ Ross	231218...	3311223344		10/16/2008		11	F	529030	CRIPPLE CREEK-VICTOR JUNIOR-		PAPER			Betsy

Screens are mockups, final views may vary

View Student Roster – Density

CollegeBoard Hi, Tania

Home Register Students Manage Students Student Roster 2 Roles

Filters

First Name

Last Name

State Student ID

Advanced Filters

AI Code

State School Code

School Name

Columns **Filters** **Density** [Download Roster](#) [Show Deleted Students](#)

First Name	Last Name	State Student ID	Accommodati...	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing ...	Test Mode	Registrat...	Tes...
Kevin	+ Husband	1235896		5/11/2006	K	11	M	529030	WARREN WOODS TOWER HIGH SCHOOL		PPT		
Kevin	+ Husband	1235896		5/11/2006	K	11	M	529030	CRIPPLE CREEK-VICTOR JUNIOR-SENIOR HIGH SCHOOL				
Madhan	+ Moole	456		Invalid Date	M	11	M	529030					

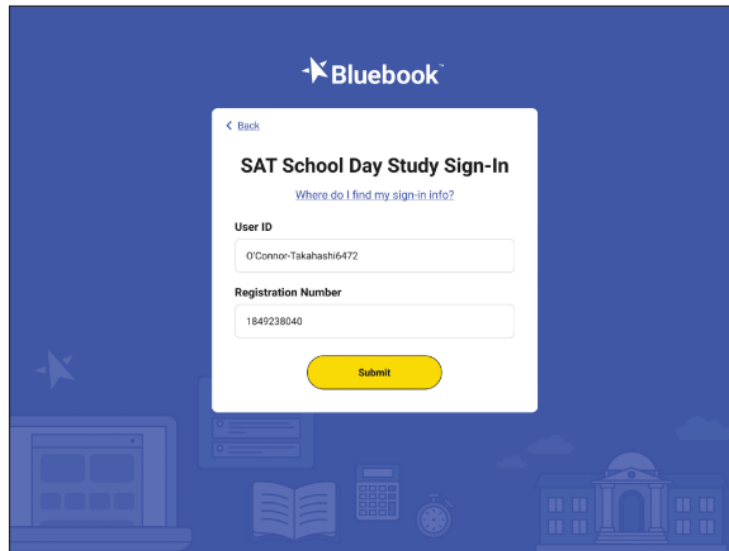
1 row selected

Rows per page: 25 1-5 of 5

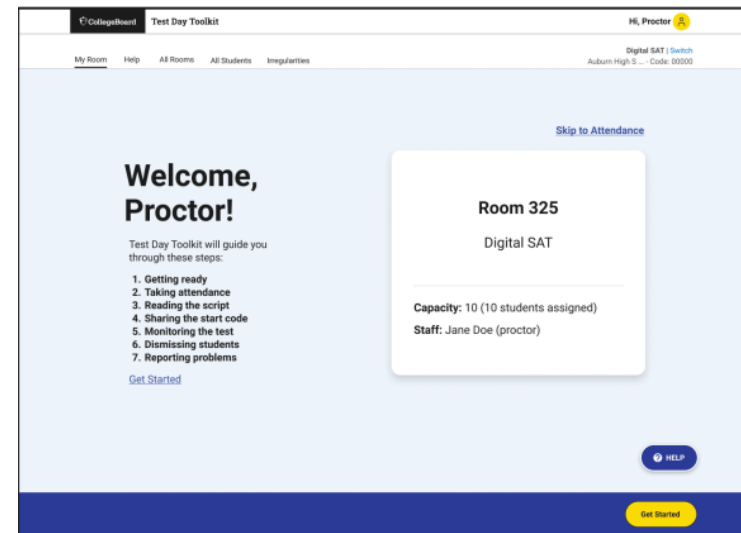
screens are mockups, final views may vary

Test Administration System Overview

Test Administration System



Bluebook
(for Students)



Test Day Toolkit
(for Test Coordinators and
Proctors)

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

There are no planned Bluebook releases before the test administration window.

However, College Board reserves the right to push an update in case there's a critical issue.

When properly configured, Bluebook's auto-update functionality ensures that students are testing with the latest version of the application.

Device Type	Latest Bluebook Version
Chromebooks	BT-2023-12-5 17:23
Macs	VSN-1.12.8 BT-2023-12-5 17:26
iPads	VSN-1.12.8 BT-2023-12-5 17:26
Windows	VSN-0.9.232 BT-2023-12-05 17:26

Above information current as of 12/7/2023

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

Device Specific Installation Instructions

[Chromebook Installation – Bluebook Technology | College Board](#)

[Windows Installation – Bluebook Technology | College Board](#)

[Mac Installation – Bluebook Technology | College Board](#)

[iPad Installation – Bluebook Technology | College Board](#)

Explore Bluebook™

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

Digital Readiness Check

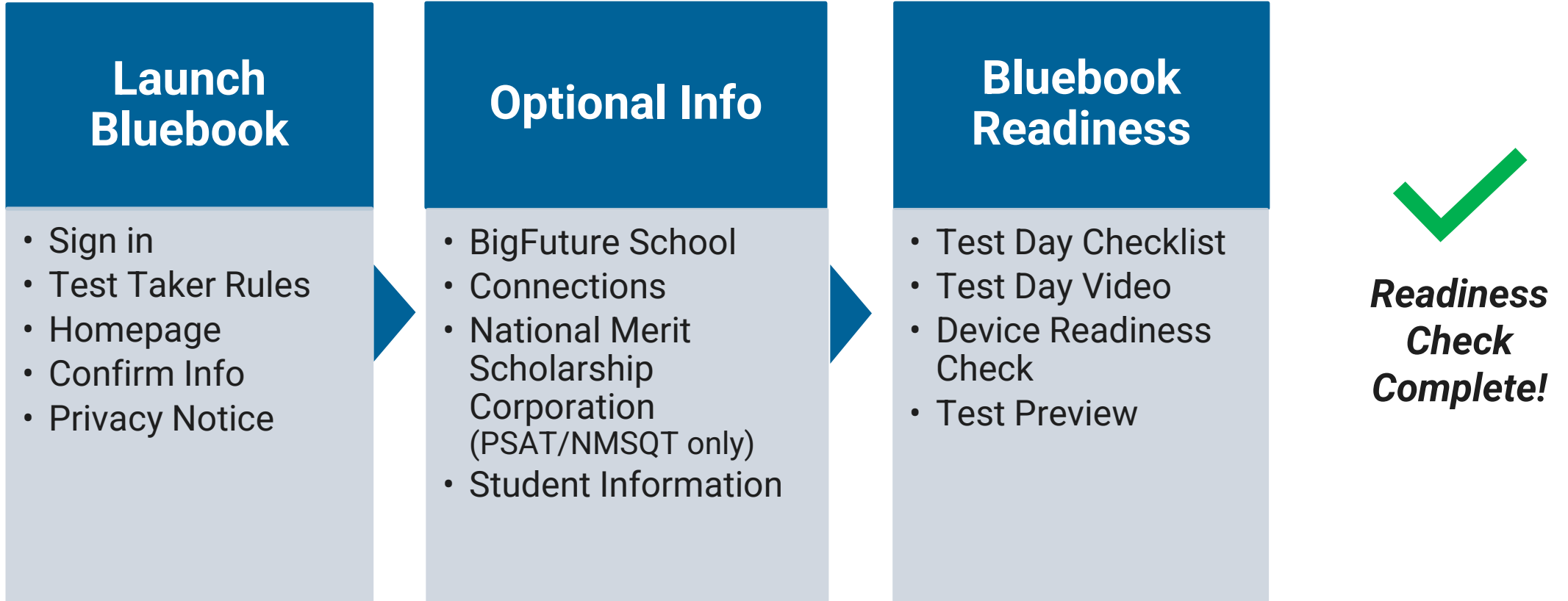
The Digital Readiness Check is scheduled 1-2 weeks prior to the test date by the Test Coordinator to ensure student and staff technical readiness.

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



New Digital Format, A Changing Landscape

1

Putting Privacy First

With the transition to digital testing and the changing student data privacy landscape, beginning in fall 2023 students who test during the school day will have a new way to make the most of score release – without sharing personal information.

2

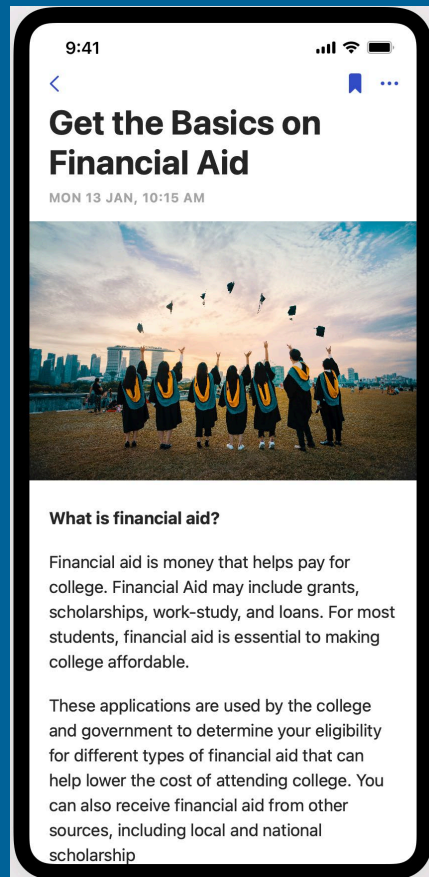
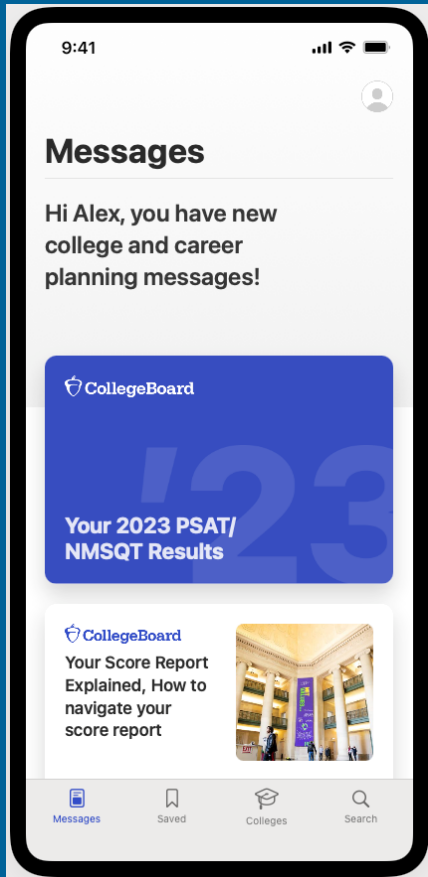
The Power of Score Release

We will release a mobile app that builds on the powerful moment to provide students with personalized and relevant information about colleges, careers, and scholarships.

3

Connecting Students to Opportunity

This app will build on the known positive impact of Search to create productive connections between students and colleges, while enabling students to have control over sharing their information with colleges.



Introducing the BigFuture School Mobile App

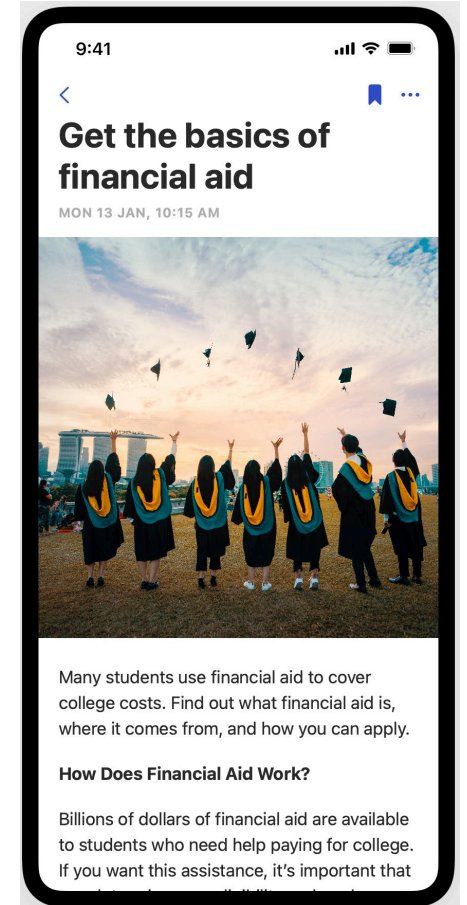
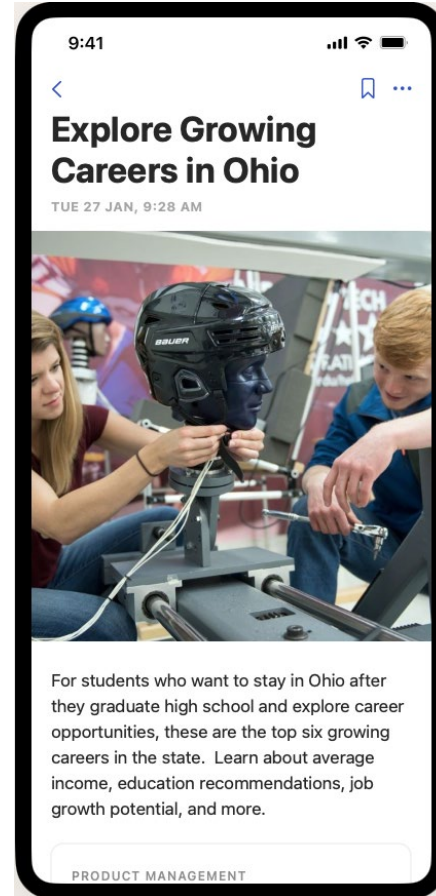
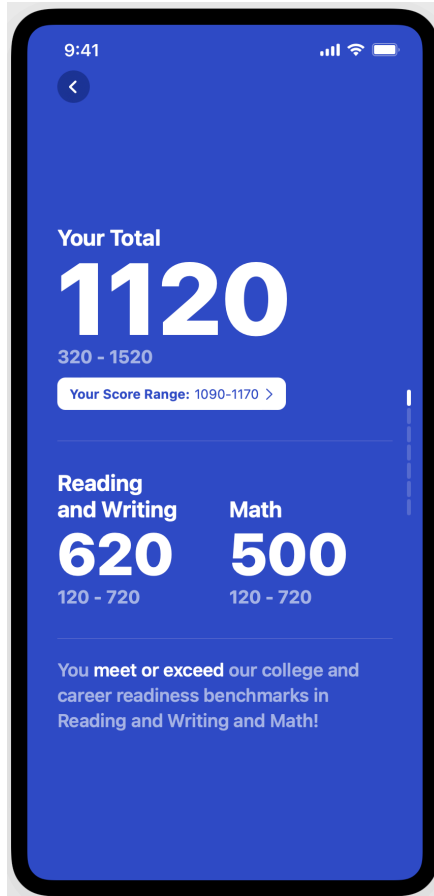
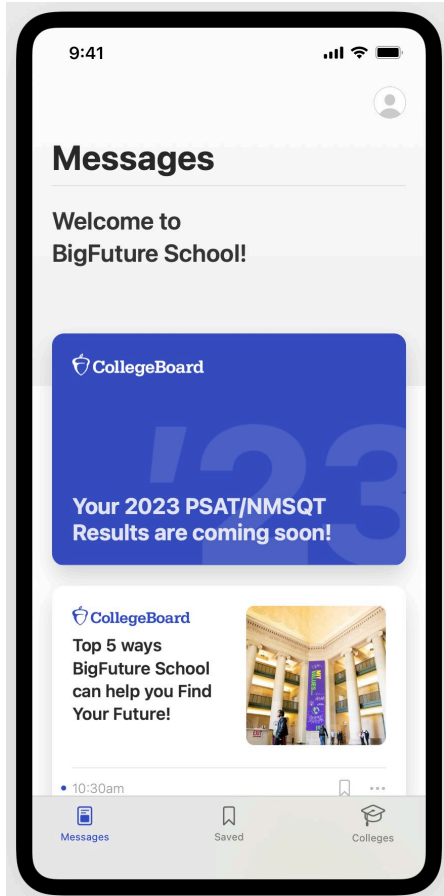
The power to plan – in the palm of students' hands

- Direct access to digital PSAT/NMSQT, PSAT 10 and SAT School Day scores.
- Customized career guidance and information about planning and paying for college.
- Connections – a feature exclusively for school day test takers that allows them to hear from nonprofit colleges and scholarship programs that may be a good match – without sharing personal information.

In early 2024, educators will receive aggregate information and insights about student engagement with the app and its features.

Images are illustrative and not final

The Benefits of BigFuture School



Images are illustrative and not final

How Students Get Access to BigFuture School



During the Testing Experience

Optionally available to students 13 and over taking the digital PSAT/NMSQT in the fall and the PSAT 10, and SAT School Day in the spring



Provide a Mobile Number

The mobile number will **only** be used to prompt students to download and authenticate the BigFuture School app, and to alert them when their scores are available



Protecting Students' Privacy

Students will only receive a limited number of texts to provide secure access to the app - and won't ever receive texts for promotional purposes




Access to BigFuture School Mobile App

Students can view their scores, along with customized guidance on potential career paths, and information about planning and paying for college

Students can sign up for BigFuture School and opt into Connections during their test experience

Get Your Test Scores on Your Phone

BigFuture School is a free mobile app where you can see your test scores and get customized career information and guidance about planning and paying for college.



After you complete the PSAT/NMSQT, we'll text you a link to download the BigFuture School app. We'll also send you text messages about your scores, and we'll text you a code you'll use to log in to the app. We won't use your phone number for any other reason.

Mobile Phone Number All fields are optional.

Confirm Mobile Phone Number

- Sharing your mobile phone number is voluntary. Standard messaging and data rates apply. You may opt out of these text messages at any time. ⓘ
- Do not provide a mobile number if you're under the age of 13.
- Only provide a domestic U.S. mobile phone number.
- Do not share a mobile number that is shared with any other student.

Recovery Email Address

If you're unable to access BigFuture School with your mobile phone, we'll use your email address to help get you into the app. We won't email you for any other reason.


Back Step 3 of 12 Next

Example Only

Find Colleges That Are Right for You

Lorem ipsum fireom isum florem ispum. All questions are optional.

A New Way to Find Colleges and Scholarships



Connections is a feature of the BigFuture School app that allows you to hear about colleges and scholarship organizations that are looking for students like you.

Here's how it works: Colleges and nonprofit scholarship programs let us know what kind of students they're looking for. Then we take the info you share with us—including your score range on this test—and see if there's a match. If there is, College Board lets you know via the BigFuture School app, postal mail, or email.

We will never share your personal information with any organization as part of Connections. If you're interested in one of the colleges or programs we tell you about, you can contact them directly.

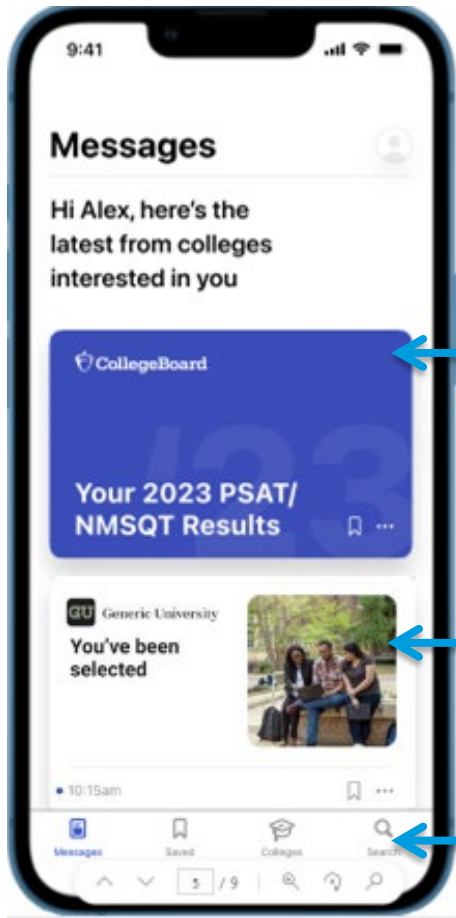
Participation in Connections is voluntary, and you can opt out at any time.

Yes, I want to participate in Connections

Back Step 5 of 13 Next

The Student Experience - Connections

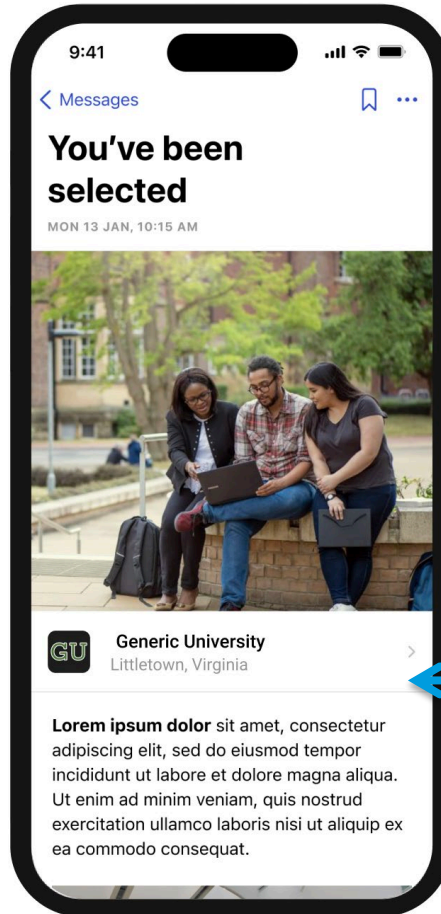
Giving students control over the planning process



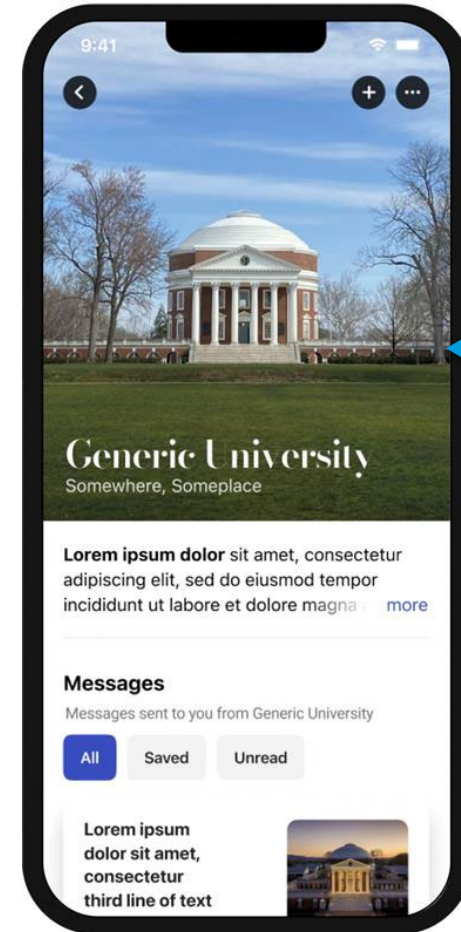
Score alert

College message view

Navigation icons



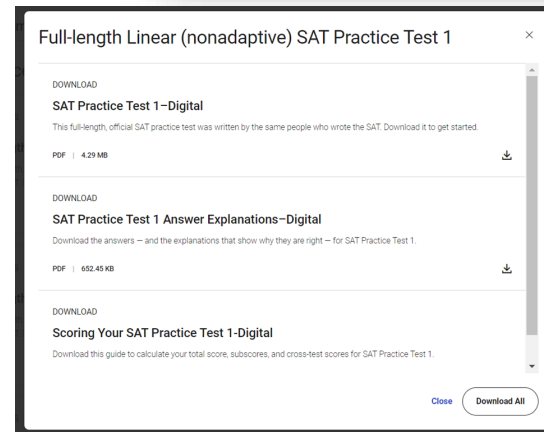
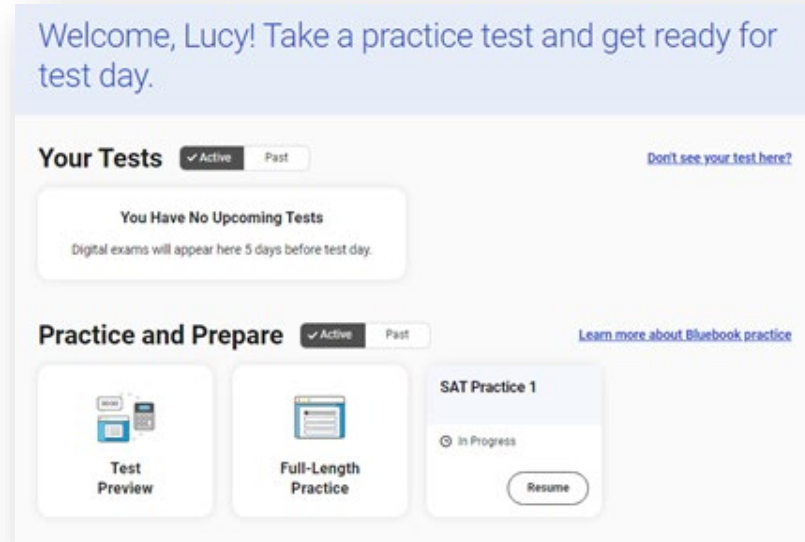
Detailed message view



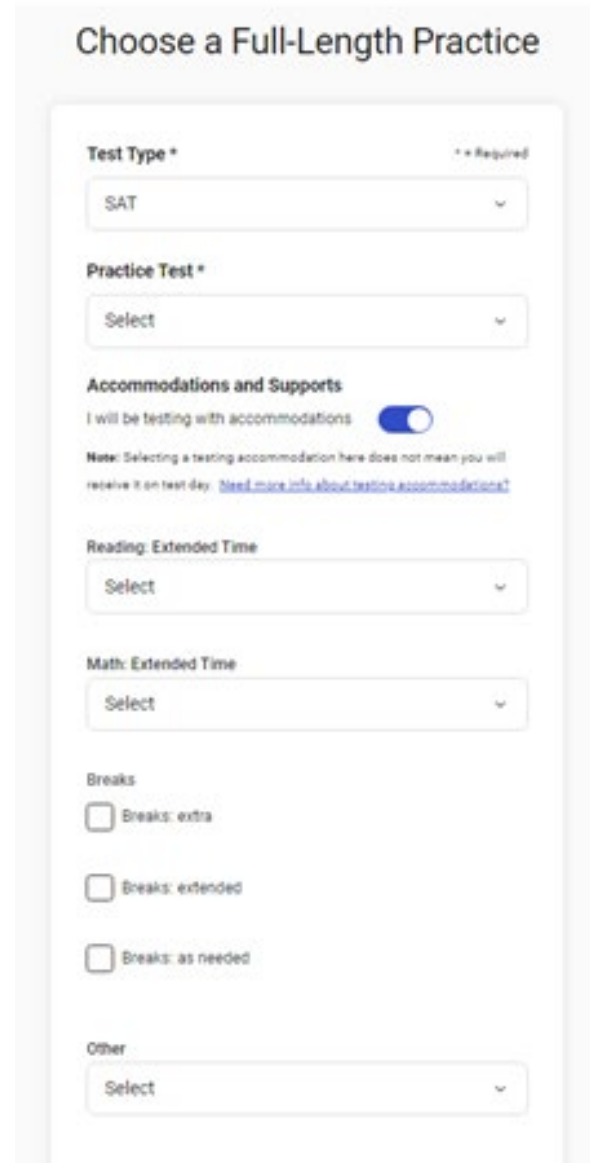
College profile card

Practice Tests on Bluebook

- ✓ 4 Full-Length Practice exams for all SAT Suite Assessments currently available
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Question Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.



4 Full-Length Linear (nonadaptive) Practice Tests are also available to download and print. You can access those HERE.



Additional Support for Students Using MyPractice

mypractice.cb.org

My SAT Practice Tests

November 14, 2023

SAT Practice 1

Your Total Score

940

400 to 1600

Your Reading and Writing Score

590

200 to 800

Your Math Score

350

200 to 800

[Score Details](#)

[Explore every question on Khan Academy](#)

[Practice Specific Questions](#) ↗

Reading and Writing - Part 1

Question 1 | Words in context

Researchers and conservationists stress that biodiversity loss due to invasive species is _____. For example, people can take simple steps such as washing their footwear after travel to avoid introducing potentially invasive organisms into new environments.

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

Choose 1 answer:

preventable

INCORRECT (SELECTED)
undeniable

Choice B is incorrect because it wouldn't make sense to say that a simple step like washing your shoes after traveling is an example of biodiversity loss due to invasive species being "undeniable," or something that can't be proved to be wrong. Although the text may suggest that biodiversity loss due to invasive species is something that really happens, the word that completes the text must make the first sentence into an assertion that is illustrated by the second sentence, and the second sentence illustrates the idea that biodiversity loss due to invasive species is preventable, not undeniable.

common

concerning

[Check](#)

[Explain](#)

[\[Show answer\]](#)

See questions with explanations on Khan Academy



Score Details [Review Test](#) [Explore every question on Khan Academy](#) [Practice Specific Questions](#)

SAT Practice 1 - November 14, 2023

All Questions Reading and Writing Math

Questions Overview

Question	Section	Correct Answer	Your Answer	Actions
1	Reading and Writing	A	A, Correct	Review
2	Reading and Writing	C	C, Correct	Review
3	Reading and Writing	C	D, Incorrect	Review
4	Reading and Writing	B	D, Incorrect	Review
5	Reading and Writing	C	C, Correct	Review

Student Question Bank

Choose your own questions and improve your score by practicing more.

Score Details
November 14, 2023

Reading and Writing

Question 1

While researching a topic, a student has taken the following notes:

- Pinnipeds, which include seals, sea lions, and walruses, live in and around water.
- Pinnipeds are descended not from sea animals but from four-legged, land-dwelling carnivores.
- Canadian paleobiologist Natalia Rybczynski recently found a fossil with four legs, webbed toes, and the skull and teeth of a seal.

Rybczynski refers to her rare find as a "transitional fossil" because the fossil illustrates an early stage in the evolution of pinnipeds from their land-dwelling ancestors.

The student wants to emphasize the fossil's significance. Which choice most effectively uses relevant information from the notes to accomplish this goal?

A. Canadian paleobiologist Natalia Rybczynski's fossil has the skull and teeth of a seal, which, like sea lions and walruses, is a pinniped.

B. Pinnipeds are descended from four-legged, land-dwelling



Use the Student Question Bank to explore similar questions and create personalized practice

Official Digital SAT[®] Prep Course on Khan Academy

Students the Spring 2024 SAT can use this course to better understand the SAT, complete practice questions, and receive video instruction in each of the content domain areas.

Who should use this course?

This course is for learners taking the digital SAT, which includes those taking the test **outside of the U.S., Puerto Rico, and U.S. Virgin Islands** or **within the U.S. starting in spring 2024**. If you're taking the SAT in the U.S. in 2023, please go to [Official SAT Practice](#) to prepare for the paper-and-pencil version of the SAT.

Course summary

- Digital SAT Math
- Digital SAT Reading and Writing

Digital SAT Math

About the digital SAT	Medium: Problem solving and data analysis
Foundations: Algebra	Medium: Advanced math
Foundations: Problem solving and data analysis	Medium: Geometry and trigonometry
Foundations: Advanced math	Advanced: Algebra
Foundations: Geometry and trigonometry	Advanced: Problem solving and data analysis
Medium: Algebra	Advanced: Advanced math
	Advanced: Geometry and trigonometry

Digital SAT Reading and Writing


About the digital SAT	Advanced: SAT Reading and Writing
Foundations: SAT Reading and Writing	
Medium: SAT Reading and Writing	


Educator Question Bank


SAT | PSAT/NMSQT | PSAT 10 | PSAT 8/9

Educator Question Bank

Create custom, targeted question sets to improve instruction

 Find Paper Version

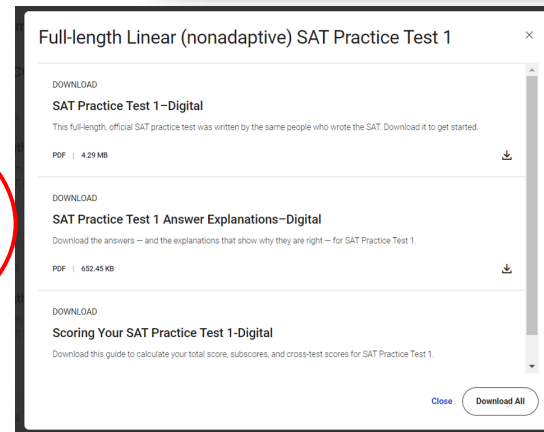
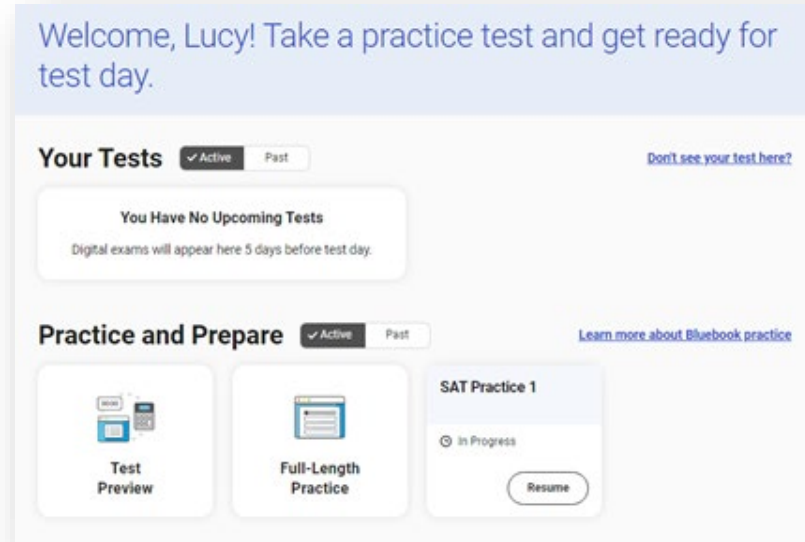
 Find Digital Version

 Filter to help you choose the right questions

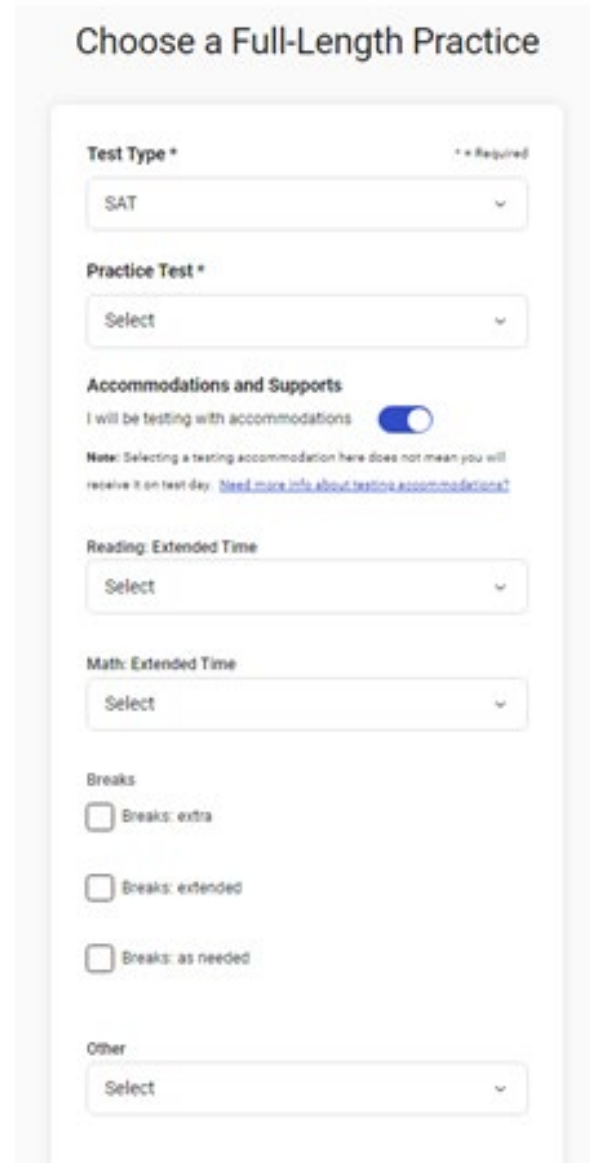
Thousands of PDF exportable practice SAT Suite questions

Practice Tests on Bluebook

- ✓ 4 Full-Length Practice exams for all SAT Suite Assessments currently available
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Question Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.



4 Full-Length Linear (nonadaptive) Practice Tests are also available to download and print. You can access those HERE.



Using Accommodations on Digital Tests

Review Accommodations Needs

The School SSD Coordinator will have a list of students approved for test day accommodations. Some of these accommodations may require the use of assistive technology, which the student should already be using during regular classroom instruction or assessments. Check with the SSD Coordinator to determine if there are any specific needs to support this technology.

Some accommodations are administered differently on digital exams than on paper and pencil exams. For example, a student who is approved to use a human reader on paper and pencil exams may use a screen reader for digital exams. Also, some accommodations may not be needed for a digital exam. For example, a student who is approved for large print may use the zoom tool that's available to all test takers.

All Bluebook™ exams are configured to work for students who test with accommodations or assistive technology. Students should open Bluebook on the type of device they'll test with and try a test preview or full-length practice test to see how their accommodations and assistive technology will work on test day.

Paper Accommodations & Digital Testing Equivalents



Approved Accommodation	Digital Testing Equivalent
Human Reader	Screen Reader (Text-to-Speech)
Prerecorded Audio (MP3 via Streaming)	Screen Reader (Text-to-Speech)
Braille with Raised Line Drawings, Contracted	Screen Reader, Refreshable Braille Display
Braille, contracted UEB Technical	Screen Reader, Refreshable Braille Display
Raised Line Drawings	Raised Line Drawings (Screen Reader/ Text-to-Speech)
Writer/Scribe to Record Responses	Dictation (Speech-to-Text)
Large Print	Zoom (Universal Tool)

Assistive Technology

Any approved assistive technology a student uses when they're online should still work during the digital exam.

If a student uses assistive technology, such as a screen reader (e.g., JAWS, NVDA, VoiceOver, or ChromeVox), magnification software (e.g., ZoomText Fusion), or dictation software (e.g., Dragon NaturallySpeaking) to interact with a standard web browser, the same commands can be used to navigate through content in the digital exam.

The exception to this would be if a student uses web-based assistive technology or a browser extension (e.g., add-ons, plug-ins, etc.) as they are not supported for use with the Bluebook application.

Configuring & Using Assistive Technology

Configuration steps need to be taken each time a student uses Bluebook, both for answering preview questions and for exam day.

In some cases, your school's technology staff may need to complete the configuration steps on the student's testing device (for instance, if the device is school managed and settings cannot be adjusted by the student).

If any settings need to be adjusted on exam day, configuration steps should be completed before beginning the check-in process in Bluebook. Once a student enters the start code at the end of the check-in process, they won't be able to adjust settings because Bluebook locks their device.

Important: Chromebook Kiosk Accessibility

Students testing with approved accommodations on a **school-managed** Chromebook need the Chromebook floating accessibility menu to use the built-in screen reader and other accessibility features.

School technology professionals who manage Chromebooks need to use their Admin console to enable the feature (Step-by-Step details on next slide).

Once enabled, the menu appears in the bottom right of the screen when students open Bluebook. Students can move it to another corner of the screen if they need to.

[How do I enable accessibility features on Chromebooks? – Bluebook | College Board](#)

For More Information on Accommodations & AT

For more information on digital accommodations visit:

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

For more information on assistive technology visit:

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

Important Final Note on Testing with Accommodations

The New Hampshire deadline for submitting SSD Accommodations requests was **February 5**.

It is imperative that any outstanding requests be submitted **immediately**.

Requests that require documentation review **can take up to 7 weeks to process**; we are now less than 7 weeks away from the first day in the New Hampshire Spring SAT testing window.

College Board and NHED's January training for SSD Coordinators is available **here**.

Test Day Toolkit Overview

The Test Coordinator's Role, Tasks & Activities

Test Day Toolkit – For Test Coordinators

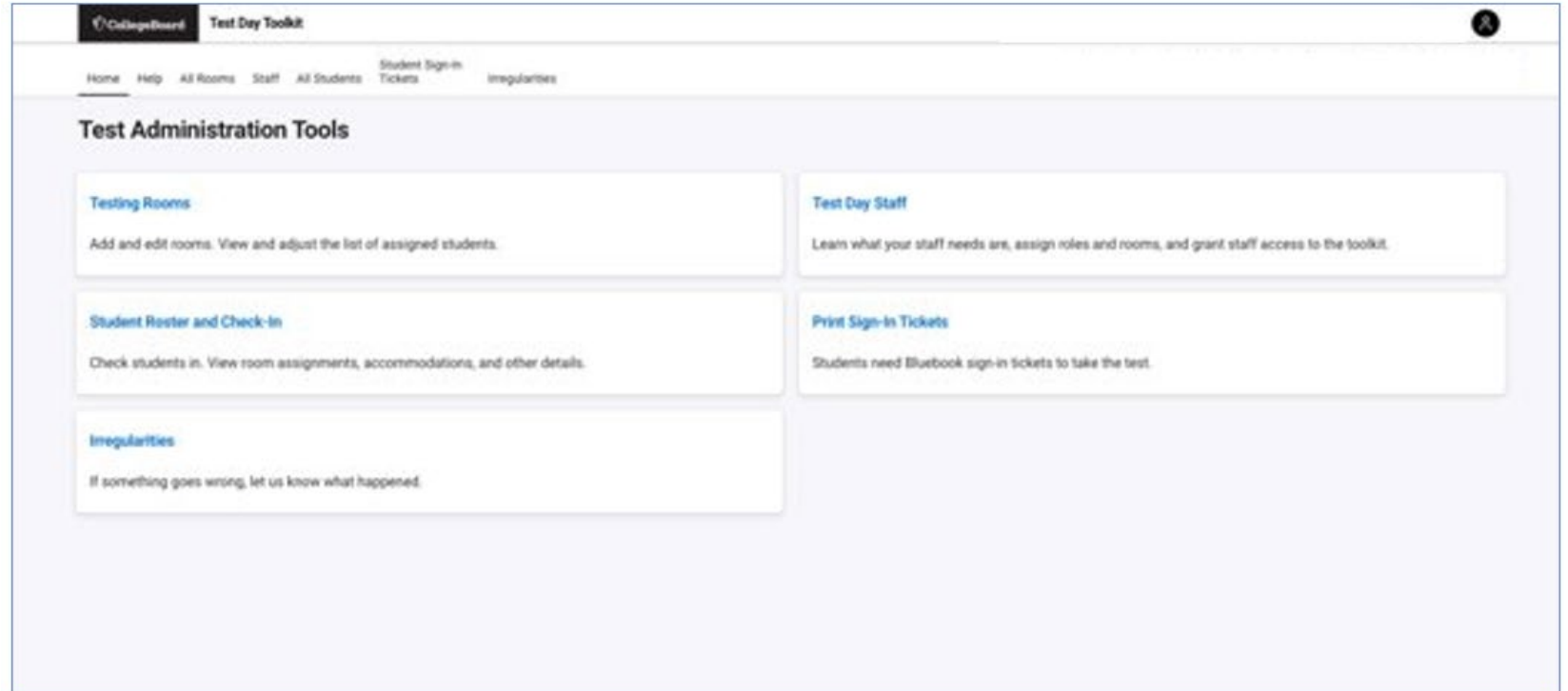
Organize:

- Staff
- Rooms
- Rosters

Print student sign-in tickets

Monitor testing

Submit irregularity reports



Test Day Toolkit – For Proctors



Check room
readiness

Admit and
prepare students to
test (scripting
included)



Monitor testing



Submit irregularity
reports for Test
Coordinator
approval

Test Day Toolkit and Bluebook: Proctor and Student Flow

Test Day Toolkit

● Proctors

Prepare Your Room
and Provide *Room Code*

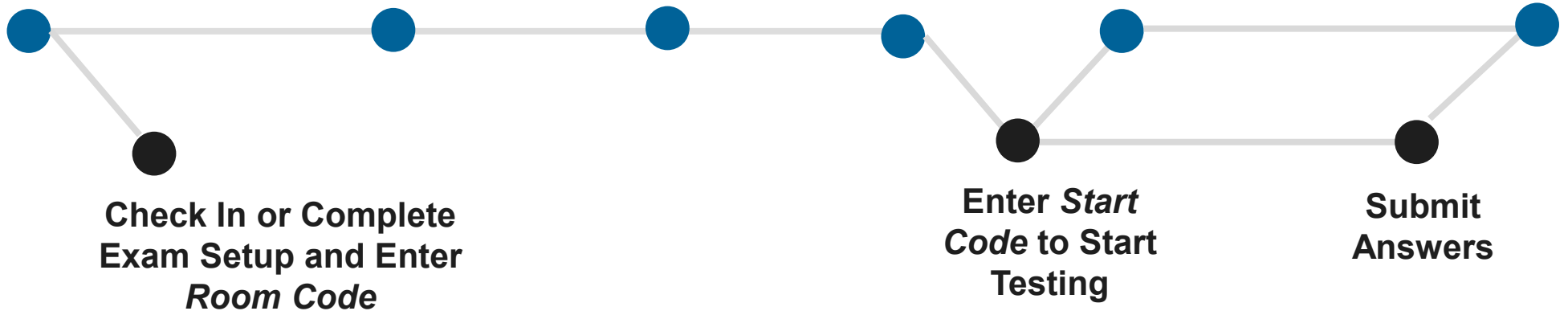
Take
Attendance

Read
Instructions

Provide *Start
Code*

Monitor
Testing

Dismiss Students/
Submit any IRs



● Students

Check In or Complete
Exam Setup and Enter
Room Code

Enter *Start
Code* to Start
Testing

Submit
Answers

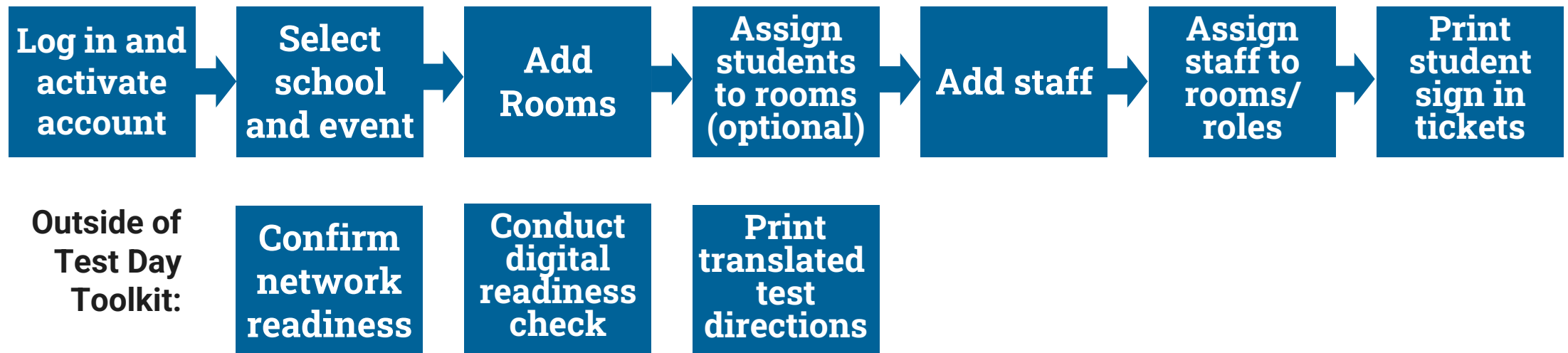
Test Day Toolkit – Pre-Test Day Steps

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:

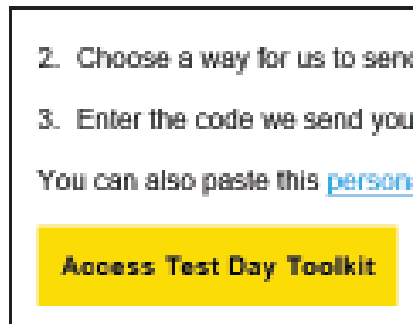
- Check your junk email folder.
- Ask your test coordinator to go to the toolkit's staff overview screen and send you an access email.
- If you are a coordinator, email Test Administration (TA) Support at testadmins@collegeboard.org or call 866-502-6384 (domestic) or call +1-212-520-8570 (international).

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.

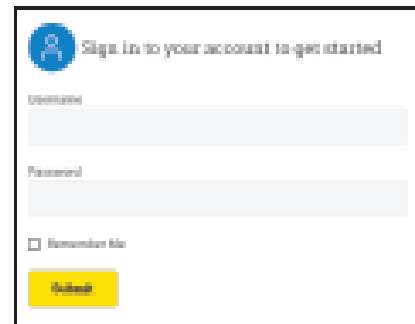


2. Choose a way for us to send you a code.
3. Enter the code we send you.

You can also paste this [personalized link](#).

Access Test Day Toolkit

- 2** Sign in to your College Board professional account.



Sign in to your account to get started

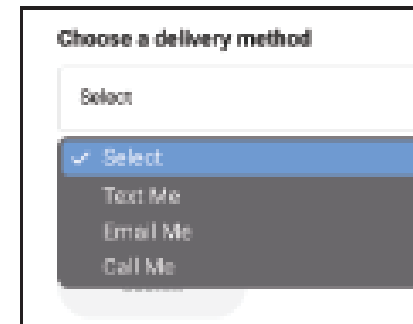
Username

Password

Remember Me

Submit

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

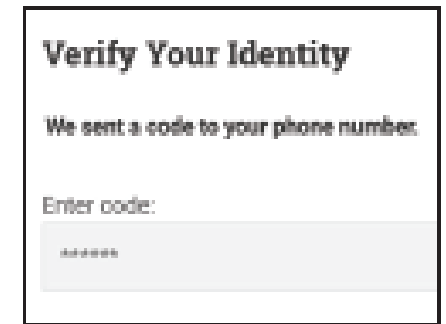


Choose a delivery method

Select

- Select
- Text Me
- Email Me
- Call Me

- 4** Enter the code we send you.



Verify Your Identity

We sent a code to your phone number.

Enter code:

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](#)

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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

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

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 type="text" value="11/25"/>
Christine Content UAT Room 3.9	S1: SAT (Standard time)	-	<input type="text" value="0/20"/>
Lindsay Content UAT Room 3.9	A0	Proctor: J JULIEFHARRIS	<input type="text" value="13/30"/>
NYO SAT SD Room	A0	Proctor: P PGRUENBERG	<input type="text" value="11/25"/>
Reston SAT SD Room	A0	Proctor: S SHEP64	<input type="text" value="15/25"/>
SAT Advisory Demo	S1: SAT (Standard time)	Proctor: Carol CSIKOR	<input type="text" value="7/20"/>
Test Room Feb 24	A0	● Proctor: Click to add	<input type="text" value="3/10"/>
Tom's Accommodated room	S3: SAT (Double time)	● Proctor: Click to add	<input type="text" value="5/99"/>
Tom's INT Room	S1: SAT (Standard time)	● Proctor: Click to add	<input type="text" value="6/99"/>
z3.15 UAT Kristen McArtor	A0	Proctor: K KILMEMEG	<input type="text" value="27/30"/>
z3.24 Request	S1: SAT (Standard time)	● Proctor: Click to add	<input type="text" value="1/25"/>
ad.collegeboard.org/rooms	A0	Proctor: L LINDASTEINKATZ	<input type="text" value="1/3"/>

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 emora@cb.org	Mobile: +1 209 513 2035	Coordinator	roomCodeTest2	✔ Confirmed	✔ Granted
<input type="checkbox"/>	Ambaye, Pushkar_Dev pambaye_dev@collegeboard.org	Mobile: +1 213 555 6677	Room Monitor	BBTest0f0	● Unconfirmed for this administration	● Not granted
<input type="checkbox"/>	Coord, Pushkar pambaye+coord@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'. The user ID is 'CB-SAT Operations S&L - AI-471828'.

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) KCMCAHON@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

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

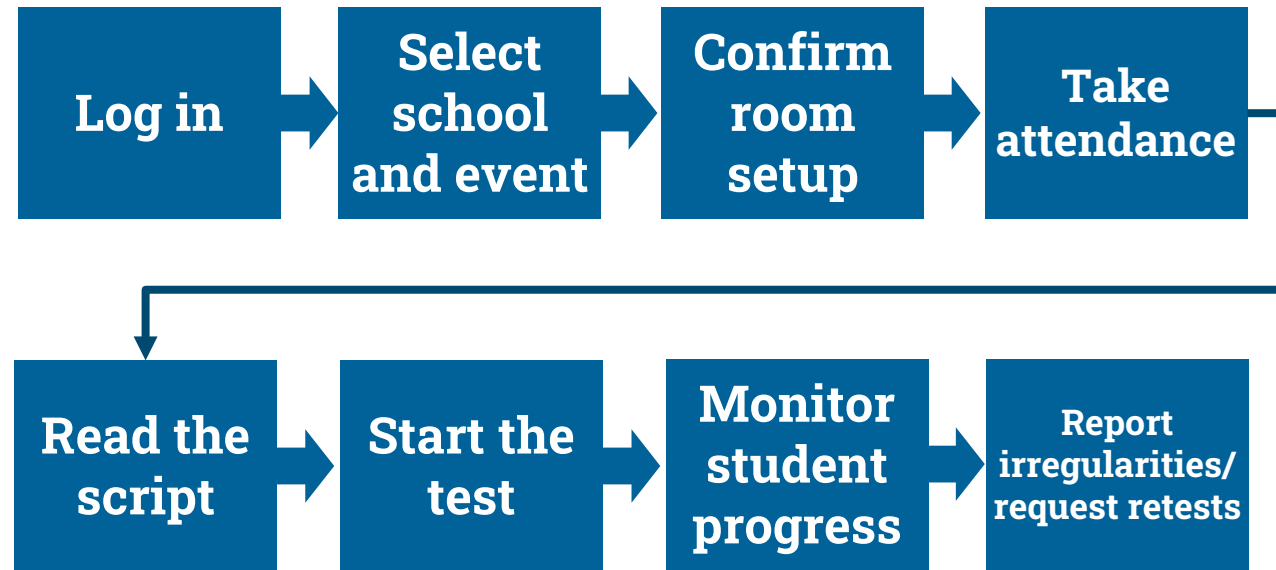
Current Bandwidth:

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 is titled "Test Day Toolkit" and includes a navigation menu with "My Room", "Help", "All Rooms", and "All Students". The user is identified as "Hi, Ao" with a profile icon. The page displays a welcome message, a "Skip to Attendance" link, and a card for "Room 101" with details on capacity and staff. A "Get Started" button is located at the bottom right of the page.

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

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 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 the following content: '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.' To the right of the list, it says 'Room Code: LNBCG'. At the bottom of the interface, there are three buttons: 'Back' (white), 'Help' (blue with a question mark icon), and 'Next Step' (yellow).

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

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'. Below it, a white box contains the instruction 'Read aloud to students.' followed by 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'. Below it, a white box contains the instruction 'Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.' followed by a blue box with the text: 'Start 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.

Getting Ready in the Real World

Considerations that remain despite being digital

Testing Rooms

All rooms used for testing should meet the criteria below:

- ✓ Free from noise and distractions
- ✓ Close to restrooms
- ✓ Desks at least 3 feet apart, measured from center of desk to center of desk
- ✓ Staff can see all student screens
- ✓ Clock and board that students can see
- ✓ Desk/tables have plenty of room
- ✓ All chairs have backs
- ✓ Good ventilation
- ✓ Electrical outlets or power strips
- ✓ No instructional materials are visible
- ✓ Computer lab where students cannot see other student screens and can be easily monitored
- ✓ **No** round tables
- ✓ **No** study carrels
- ✓ **No** seats with lapboards
- ✓ **No** language laboratory booths
- ✓ **No** tables with partitions/dividers (except in a computer lab)

- In testing rooms cover up or remove any instructional materials on test day
- If any extended time accommodations, ensure desks have access to power
- Decide on late room - need an extra room and proctor; if not students that are late will have to test later in the testing window



Seating Requirements

The following are seating requirements for all testing rooms:

- ✓ Chairs must have backs.
- ✓ Seats must face the same direction.
- ✓ Students can't easily see each other's screens.
- ✓ Each student must be separated by a minimum of 3 feet from right to left (measure center of desk).
- ✓ Staff access to every student must be unimpeded.
- ✓ Tables that seat more than one student must have enough space for students to sit at least 3 feet apart.
- ✓ Students have a large, smooth writing surfaces, such as a desk or table.
- ✓ Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

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.

Seating Chart

1. For each occupied seat, write in the student's full name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

3. Indicate the location of the entrance doors.

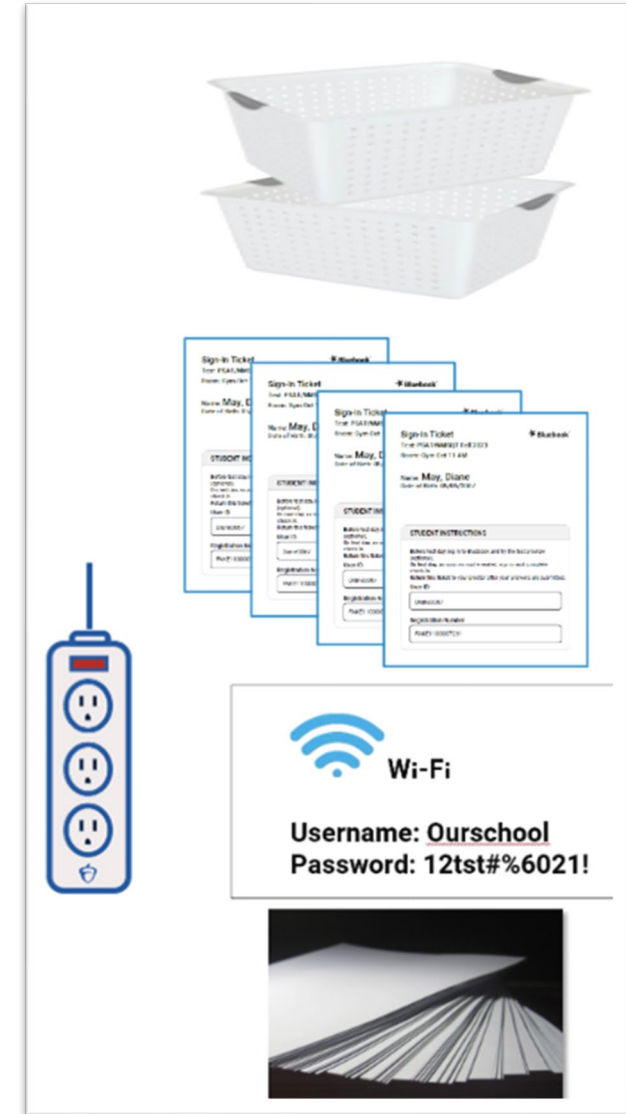
If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

Johnson, Tam	Stevens, Kathy	Samuels, Sarah	Bleus, Frank	Smith, Jared		
Bruu, Robert	Kent, Joana	Vasques, Oscar	Lang, Gregore	Lim, Jeon		
Alexias, Bruce	Nix, Mary	Stevens, Steve	Roberts, Brenda	Jackson, Jason		
Hernandez, Jorge	Young, Jada	Dripler, Janice	Brothers, Eric	Ritchards, Marie		

Proctor Supplies

Each testing room should get:








- A bin, plastic bag, or large envelope to hold prohibited devices collected in the testing room
- Proctor Supplies
 - ✓ Sign-in Tickets
 - ✓ Wi-Fi name and password
 - ✓ 3 sheets of scratch paper for each student (only 1 provided at a time)
 - ✓ Extension cord or power strip (if available)
 - ✓ Seating charts are not required, but pdf copies are available to be printed
 - ✓ EL students will require printed translated test directions



Permitted and Prohibited Items




Items Allowed on Student's Desks

(These are the only items allowed on student's desks)

-  Fully charged testing device
-  Sign-in ticket
-  Calculator (if desired, the testing app has an embedded calculator)
-  External mouse and pad (if desired)
-  External keyboard for tablets only
-  Scratch paper provided by the proctor
-  Pencil or pen for making notes




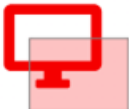








Permitted Items During Testing

(These are stored under the student's desk or in a backpack)

-  Charging cord or power bank
-  Snacks/drinks
-  Hand sanitizer and cleaning supplies

Prohibited Items

(Students cannot access these items during the test or breaks)

-  Mobile phone, smartwatch, or electronic devices other than testing device
-  Watches that beep, make a noise, or have an alarm
-  External keyboard, if using a laptop
-  Stylus, secondary battery
-  Separate computer monitor
-  Privacy screen not permanently fixed to device
-  Books, notebooks, keyboard maps, or references of any kind
-  Scratch paper not provided by the proctor
-  Sticky notes/papers with login/password info must be collected before start code is entered
-  Headphones, earbuds, or earplugs
-  Any camera or recording device
-  Separate timer
-  Another testing device
-  Weapons or firearms

Snacks should only be accessed during breaks



Irregularities – In Test Day Toolkit

- You will need to fill out an Irregularity Report (IR) for any incidents that occur during the testing event. Types of incidents that would require an IR include:
 - Security Incidents
 - Misconduct
 - Test Question Errors or Ambiguity
 - Other Incidents or Disturbances
 - Student Complaints
 - Staff Mis-administrations
- For a group irregularity, you only have to fill out one report, but include student information for all involved.
- Submission of Irregularity Reports (IRs) can possibly delay results.
- If more than half of your testing students are interrupted for more than 10 minutes, call College Board.
- If there is a student issue or technology issue that interrupts testing for more than 1 minute, fill out an irregularity report.

Further Support & Resources

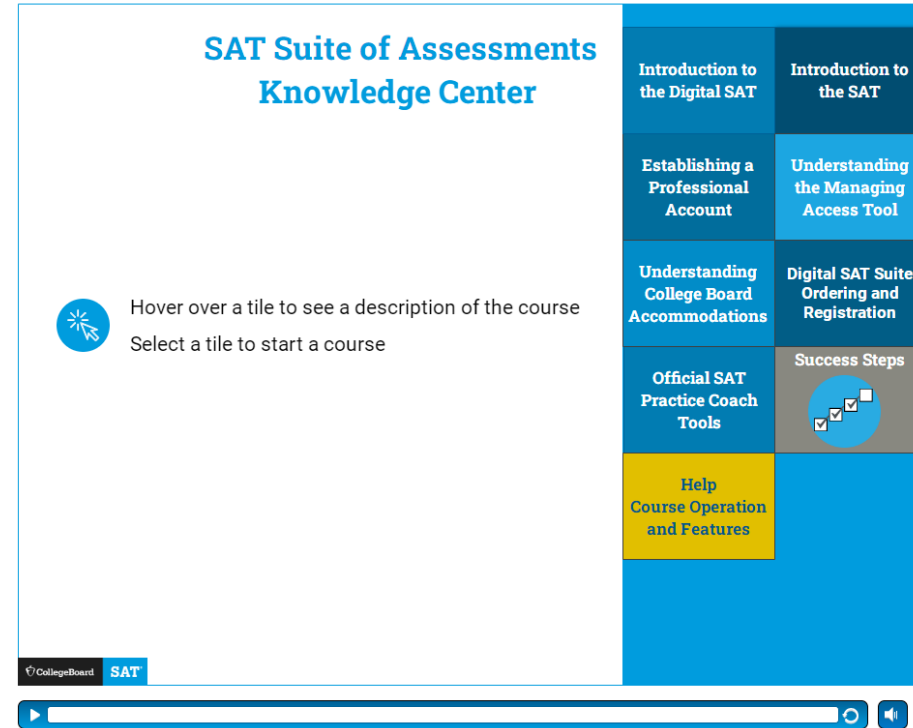
Coming February 2024

On-Demand, Role-Specific, LMS Training (accessible via College Board account) for:

- Test Coordinators
- SSD Coordinators
- Tech Coordinators
- Tech Monitors
- Proctors
 - Room Monitors*
 - Hall Monitors*

Virtual Office Hours starting mid-month, through the testing window.

* These roles should take Proctor training due to frequency with which they relieve that role)



Support

State Contract Customer Support

855-373-6387 | NHSAT@collegeboard.org

Q & A

Thank You