Test Coordinator Pre-Test Tasks

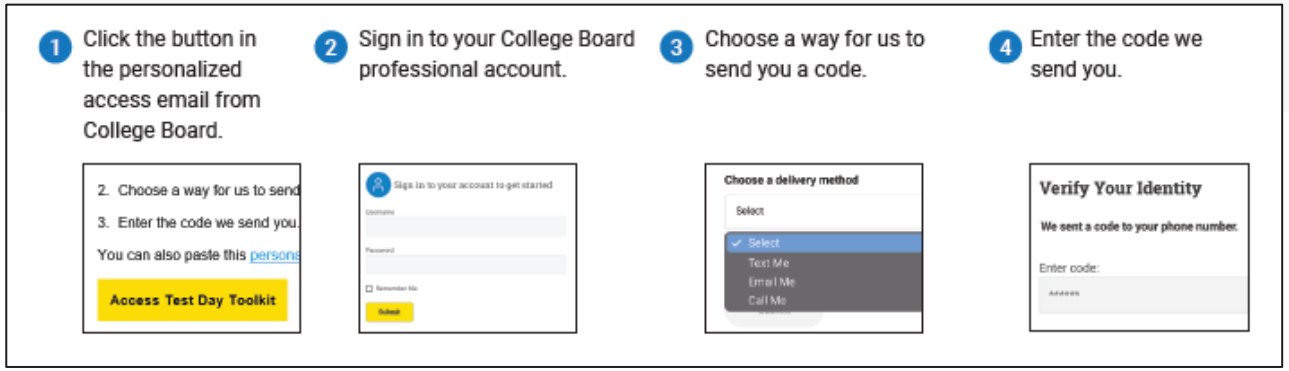
Test Day Toolkit is a web-based application all test coordinators, proctors, and monitors need to access on test day using:

- Their College Board professional account log-in credentials (www.collegeboard.org).
- A personal or school-provided laptop, tablet, or mobile device.

Complete the following Test Day Toolkit tasks before testing each event (i.e., PSAT 8/9, PSAT 10, SAT School Day, Retests):

Log in and activate account * → Select school and event → Add Rooms → Assign students to rooms (optional) → Add staff → Assign staff to rooms/ roles → Print student sign in tickets

*



Outside of Test Day Toolkit:

Confirm network readiness

Conduct digital readiness check

Print translated test directions