

# Proctor Test Day Tasks

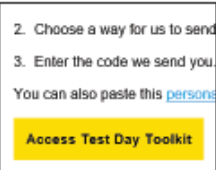
**Test Day Toolkit is a web-based application all test coordinators, proctors, and monitors need to access on test day using:**

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

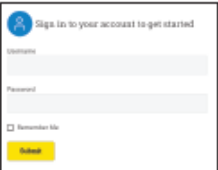
**On test day, proctors complete the following activities in Test Day Toolkit to administer the test:**



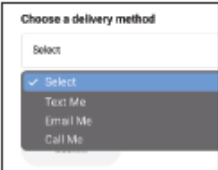
\* **1** Click the button in the personalized access email from College Board.



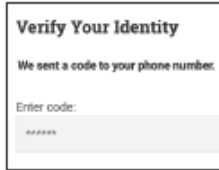
**2** Sign in to your College Board professional account.



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



**4** Enter the code we send you.



← Proctors log in & confirm access before test day

Test coordinators review → & approve proctors' IRs at test end before submission