

# 1. Select School and Event – Proctor Home Page

Test Day Toolkit

### Choose a Test Administration

- You can access one test administration at one test site each time you sign in.
- We'll email you when each administration is available.

\* = Required

Test Site \*

Windsor Locks High School AI:070955

Role

Test Day Coordinator

Test Administration \*

SAT School Day Spring 2024 Primary

Continue

- After logging in, use the drop downs to select the school and assessment event you have been assigned to proctor.
- Verify your assignment using the information on the proctor home 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

# 2. Confirm Room Setup (5 Screens)

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My Room Help All Rooms All Students

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Step 1 of 6

### Count Seats

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

Skip to Attendance

Help

Your room should have 50 seats.

Back Next Step

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My Room Help All Rooms All Students

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Step 2 of 6

### Check Spacing

Make sure seats are spaced correctly.

Skip to Attendance

Help

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

Back Next Step

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Step 3 of 6

### Cover Teaching Materials

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

Skip to Attendance

Help

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

Back Next Step

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Step 4 of 6

### Distribute Scratch Paper

If you need more paper, contact your coordinator.

Skip to Attendance

Help

Place 1 sheet of scratch paper on each desk.

Back Next Step

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My Room Help All Rooms All Students

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Step 5 of 6

### Distribute Test Tickets

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

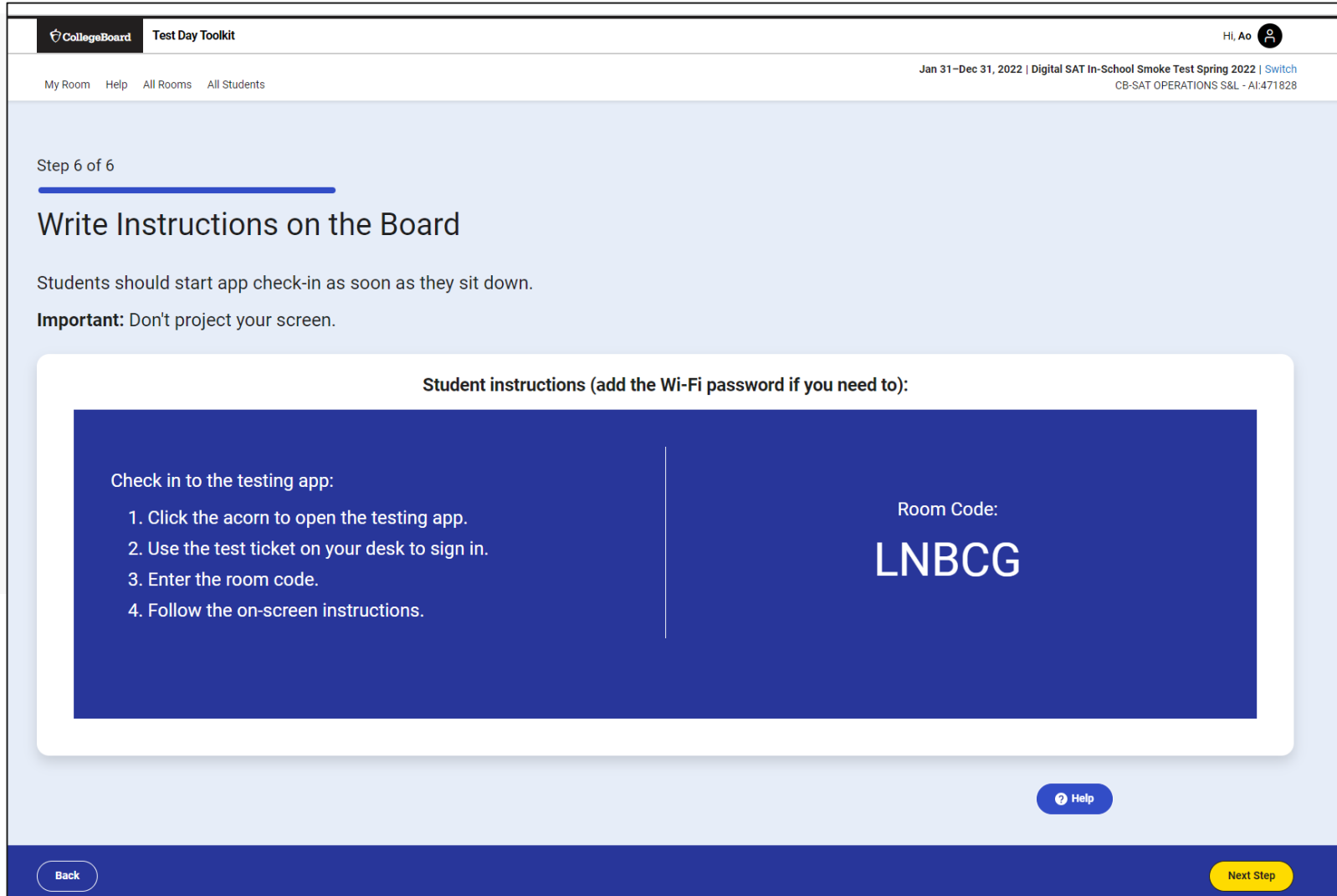
Skip to Attendance

Help

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

Back Next Step

# 3. Write Instructions on Board – Provide Room Code



CollegeBoard Test Day Toolkit

Hi, Ao

My Room Help All Rooms All Students

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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**

Help

Back Next Step

# 4. Take Attendance

Only students pre-assigned to this room appear here

All students who have entered this room code appear here. Mark present once you visually confirm.

Students ready in Bluebook.

CollegeBoard Test Day Toolkit

Hi, Pushkar

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

Step 1 of 6

Room Code: BACJB

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 Mark Present	Ledner, Maximilian W. Ready ✓
Emmerich, Sterling R.	Haag, Lester B.	Schaefer, Sophie K. Ready ✓
Kunze, Elva K.		Volkman, Soledad B. Ready ✓
Labadie, Adam C.		

Back Next Step

Help

# 5. Read the Script and Provide Start Code

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 'Hi, Ao'. Below this is a secondary navigation bar with 'My Room', 'Help', 'All Rooms', and 'All Students'. The main content area is titled 'Step 2 of 6' and 'Check Desks'. A large blue box contains the following text: 'Read aloud to students. 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 of the screen, there are 'Back' and 'Next Step' buttons.

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 'Hi, Ao'. Below this is a secondary navigation bar with 'My Room', 'Help', 'All Rooms', and 'All Students'. The main content area is titled 'Step 6 of 6' and 'Start the Test'. A large blue box contains the following text: 'Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.' Below this text, the start code '067771' is displayed. At the bottom of the screen, there are 'Back' and 'Next Step' buttons.

# 6. Monitor Student Progress

CollegeBoard Test Day Toolkit Hi, Jeffrey

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

## Monitoring Dashboard

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
<a href="#">Not Started</a>	30
<a href="#">Section 1</a>	2
<a href="#">Break</a>	0
<a href="#">Section 2</a>	2
<b>Needs Attention</b>	
<b>Status</b>	<b>Count</b>
<a href="#">Exited</a>	2
<a href="#">Submission Pending</a>	0
<b>Ready to Dismiss</b>	
Dismiss students with Submitted status. <a href="#">How do I help the others?</a>	
<b>Status</b>	<b>Count</b>
<b>Submitted</b>	<b>9</b>

### 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 ^
<a href="#">Alexander, Nate</a> Reg. no.: 1011704379	None	Submitted
<a href="#">Bolton, Erica</a> Reg. no.: 1011699189	None	Submitted
<a href="#">Cadman, Tyler</a> Reg. no.: 1011720378	None	Submitted
<a href="#">Cattell, Marigold</a> Reg. no.: 1011715710	None	Submitted
<a href="#">Foxley, Tyler</a> Reg. no.: 1011706043	None	Submitted
<a href="#">Summers, Maddison</a> Reg. no.: 1011691326	None	Submitted
<a href="#">Sylvester, Zara</a> Reg. no.: 1011715588	None	Submitted
<a href="#">Tate, Julius</a> Reg. no.: 1011701527	None	Submitted

[Help](#)

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

# 7. Dismiss Students at the End of Testing

CollegeBoard Test Day Toolkit Hi, Ao


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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


# 8. Report Irregularities

A)

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](#)

C)

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

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**

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

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

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