

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

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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 2024 CT SAT.

Agenda

✓ Digital SAT School Day Test Window

✓ State Data Management System

✓ Test Administration Systems

✓ Using Accommodations on Digital Test

✓ Using Test Day Toolkit & Proctoring

✓ Further Support, Resources, Q & A



2024 Digital CT SAT School Day Testing

Students in grade 11 are required to take the CT SAT.

The testing window is March 4 through April 19.

Schools can choose whichever dates to test students. All students do not need to be tested on the same day. Schools should plan to test all students by April 12.

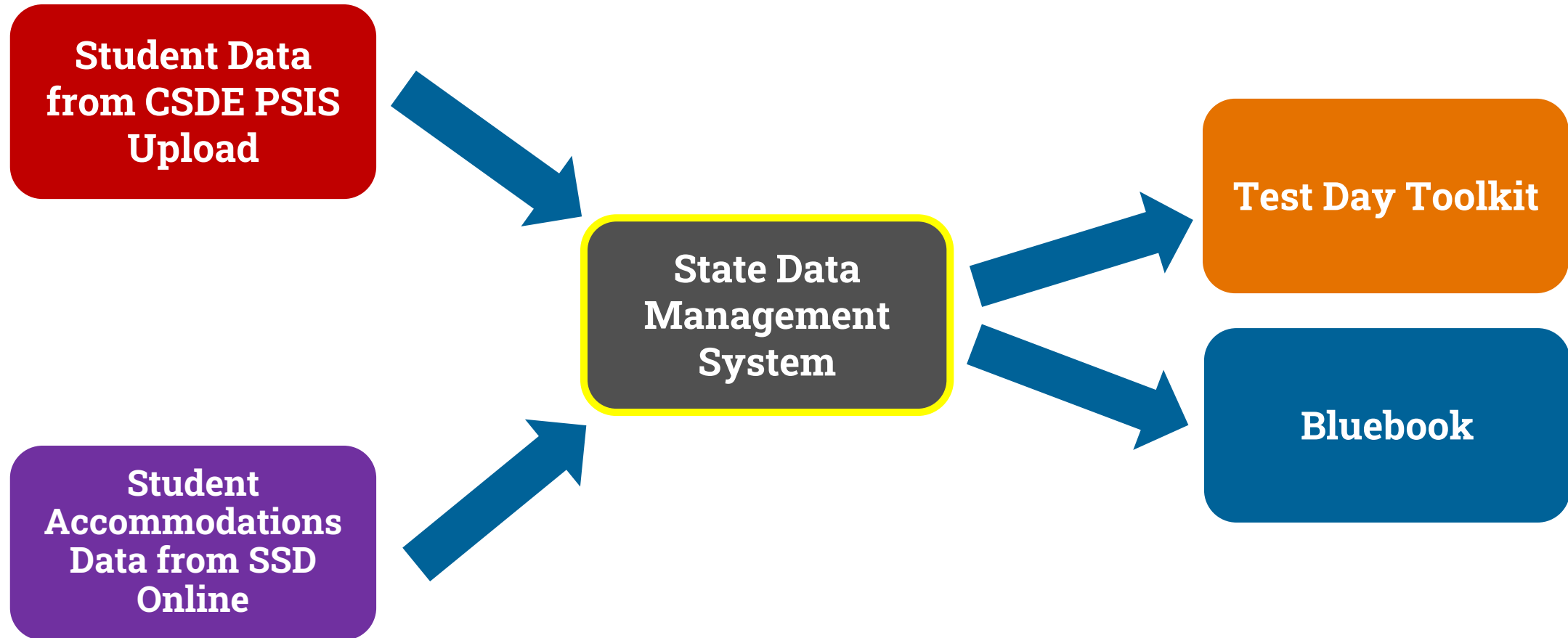
We recommend that schools reserve the week of April 15-19 to test students who were absent and students who experienced testing irregularities.

State Data Management System (SDMS)

Student Registration – Spring 2024

- CSDE uploads a registration file from PSIS for all grade 11 students into College Board’s State Data Management System (SDMS). Updated files will be uploaded each Tuesday and daily during the testing window to account for new or updated students.
- College Board sent an email January 30, 2024, granting Test Coordinators, SSD Coordinators, Tech Coordinators and DAs access to SDMS for data review and management purposes.
- CT SAT is NOT ordered via SSOR.

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 (written documentation must be provided by student/guardian and maintained locally).
- **Student rosters from SDMS automatically populate Test Day Toolkit.**
- **Student data in SDMS determines the generation of a student's test in Bluebook.**

Accessing SDMS

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

thusband@collegeboard.org

Password

.....

Remember my email address

Sign In

The SDMS Dashboard

The screenshot displays the SDMS Dashboard interface. At the top left is the CollegeBoard logo. The top right shows the user name 'Hi, Tania' with a profile icon. Below this is a dark blue navigation bar with the following items: 'Home' (underlined), 'Register Students' with a dropdown arrow, 'Manage Students' with a dropdown arrow, and 'Student Roster'. On the far right of the navigation bar are a notification bell icon with a red '2' badge and a 'Roles' icon.

The main content area features a blue header for 'TOTAL STUDENTS'. Below this is a light blue card titled '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 with an upward arrow.

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

Managing Students: Seeing Details

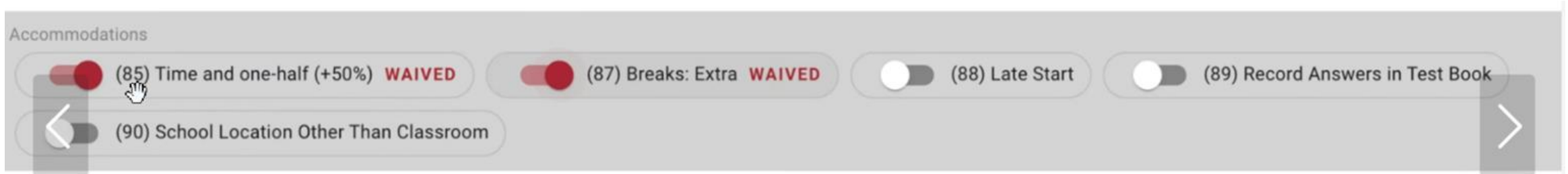
Scroll down to “Student Details” to **waive** any listed accommodations or **force match** a student’s registration with their SSD ID.

The screenshot displays a web interface for managing students. 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 row is visible with 'Ross' and 'Betsy' in the first two columns, and '3311223344' in the last column. Below the table, a 'Student Details' section is highlighted with a red circle. This section contains a form with a 'First Name*' field containing 'Betsy' and a 'Mid' field. Other fields like 'dateofbirth*' and 'Grade' are partially visible at the bottom.

Managing Students: Waiving Accommodations

If a student is approved for accommodations in SSD Online but would like to waive them for the 2024 CT SAT, 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.**



Managing Students: Force Matching

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, 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.

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

Managing Students: Force Matching

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



Adjust Your View: Expand or Collapse Summary

Note: What appears in your summary depends on whether viewing as a district or a school, as does your ability to filter what you see: 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 statistics for State CO, including Total Count With Registrations (2), Exam Setup Complete (0), and Registration counts by grade (9 PSAT 8/9, 10 PSAT 10, 11 SAT) and assessment (1 PSAT 8/9, 1 PSAT 10, 4 SAT). Below the summary is a table with columns for First Name, Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Gra., Gen., AI Code, School Name, Testing S., Test Mode, and Registrati... The table shows one student: Kevin Husband, SSD ID 1235896, born 5/11/2006, attending Warren Woods Tower High School.

The screenshot shows the 'Student Roster' interface with the 'State Summary' section collapsed. The 'VIEW DETAILS' dropdown is set to 'School' and is circled in red. The summary displays statistics for State CO, including Total Registrations (6) and Total Submitted Test (0). Below the summary is a table with columns for First Name, Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Gra., Gen., AI Code, School Name, Testing S., Test Mode, and Registrati... The table shows two students: Kevin Husband, SSD ID 1235896, born 5/11/2006, attending Warren Woods Tower High School, and Kevin Husband, SSD ID 1235896, born 5/11/2006, attending Cripple Creek-Victor Junior-Senior High School.

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.


The screenshot displays the 'Student Roster' interface. At the top, there is a navigation bar with 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. On the left, there is a 'Filters' sidebar 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 details. A red circle highlights the 'Columns', 'Filters', 'Density', and 'Download Roster' options in the top right of the table area. The table has columns for First Name, Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Grade, Gender, AI Code, School Name, Testing S..., Test Mode, Registrati..., and Tes... The table contains four rows of student data.

	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

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, a 'Filters' sidebar on the left contains input fields for 'First Name', 'Last Name', 'State Student ID', 'AI Code', 'State School Code', and 'School Name'. The main area shows a table with columns: Last Name, SSD ID, State Studen..., Accommodations, Birthdate, MI, Gra..., Gen..., AI Code, School N..., Testing S..., Test Mode, Registrati..., Tes..., and First Name. 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 student data. At the bottom, it indicates '1 row selected' and 'Rows per page: 25'.

Last Name	SSD ID	State Studen...	Accommodations	Birthdate	MI	Gra...	Gen...	AI Code	School N...	Testing S...	Test Mode	Registrati...	Tes...	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

The screenshot displays the CollegeBoard Student Roster interface. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The user is logged in as 'Hi, Tania'. The 'Filters' sidebar on the left includes 'First Name', 'Last Name', 'State Student ID', 'Advanced Filters', 'AI Code', 'State School Code', and 'School Name'. The main table has columns: First Name, Last Name, SSD ID, State Student ID, Accommodations, Birthdate, MI, Grade, Gender, AI Code, School Name, Testing Status, Test Mode, and Registration. A context menu is open over the 'Last Name' column header, showing options: 'Sort by ASC', 'Sort by DESC', 'Pin to left', 'Pin to right', 'Filter', 'Hide column', and 'Manage columns'. The table contains three rows of student data.

First Name	Last Name	SSD ID	State Student ID	Accommodations	Birthdate	MI	Grade	Gender	AI Code	School Name	Testing Status	Test Mode	Registration
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	

View Student Roster – Sort

The screenshot shows the CollegeBoard Student Roster interface. The top navigation bar includes '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 students. The 'Last Name' column header is circled in red, indicating it is the current sort criterion. The table shows four rows of student data, sorted by last name: Husband, Husband, Moole, and Ross. The first row is selected. The table columns include: 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 bottom of the interface shows '1 row selected' and 'Rows per page: 25'.

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					

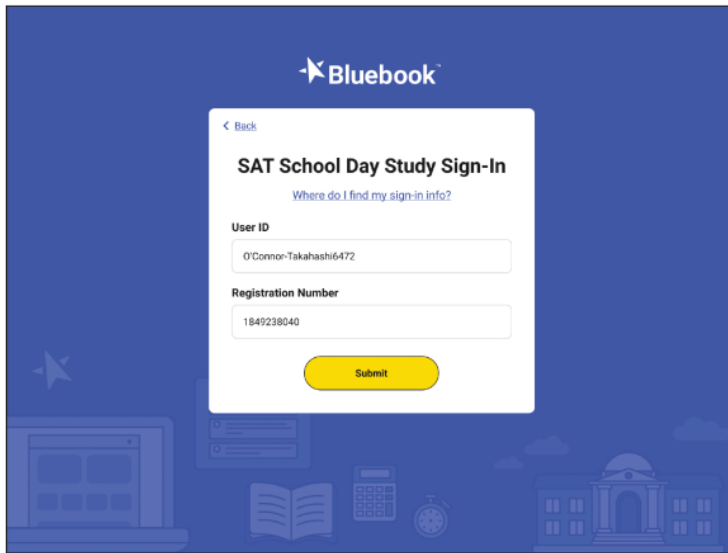
1 row selected

Rows per page: 25 1-5 of 5

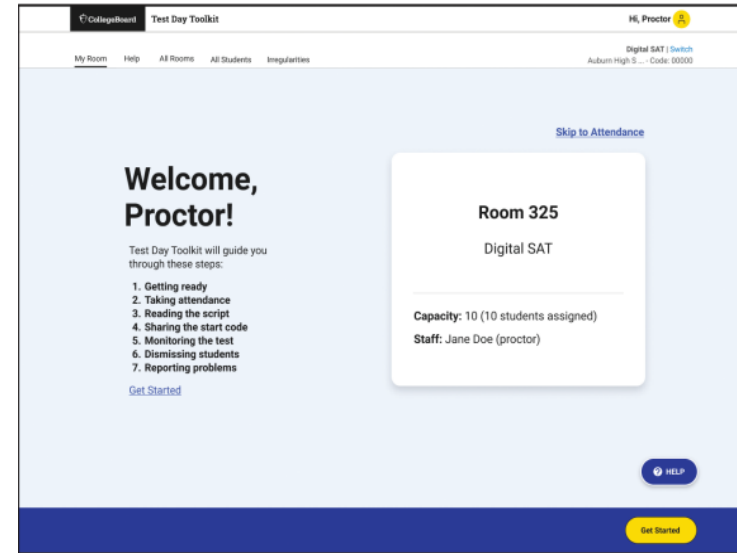
screens are mockups, final views may vary

Test Administration System Overview

Test Administration System



Bluebook
(for Students)



Test Day Toolkit
(for Test Coordinators and
Proctors)

Student Digital Readiness Check

The Digital Readiness Check should be 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.

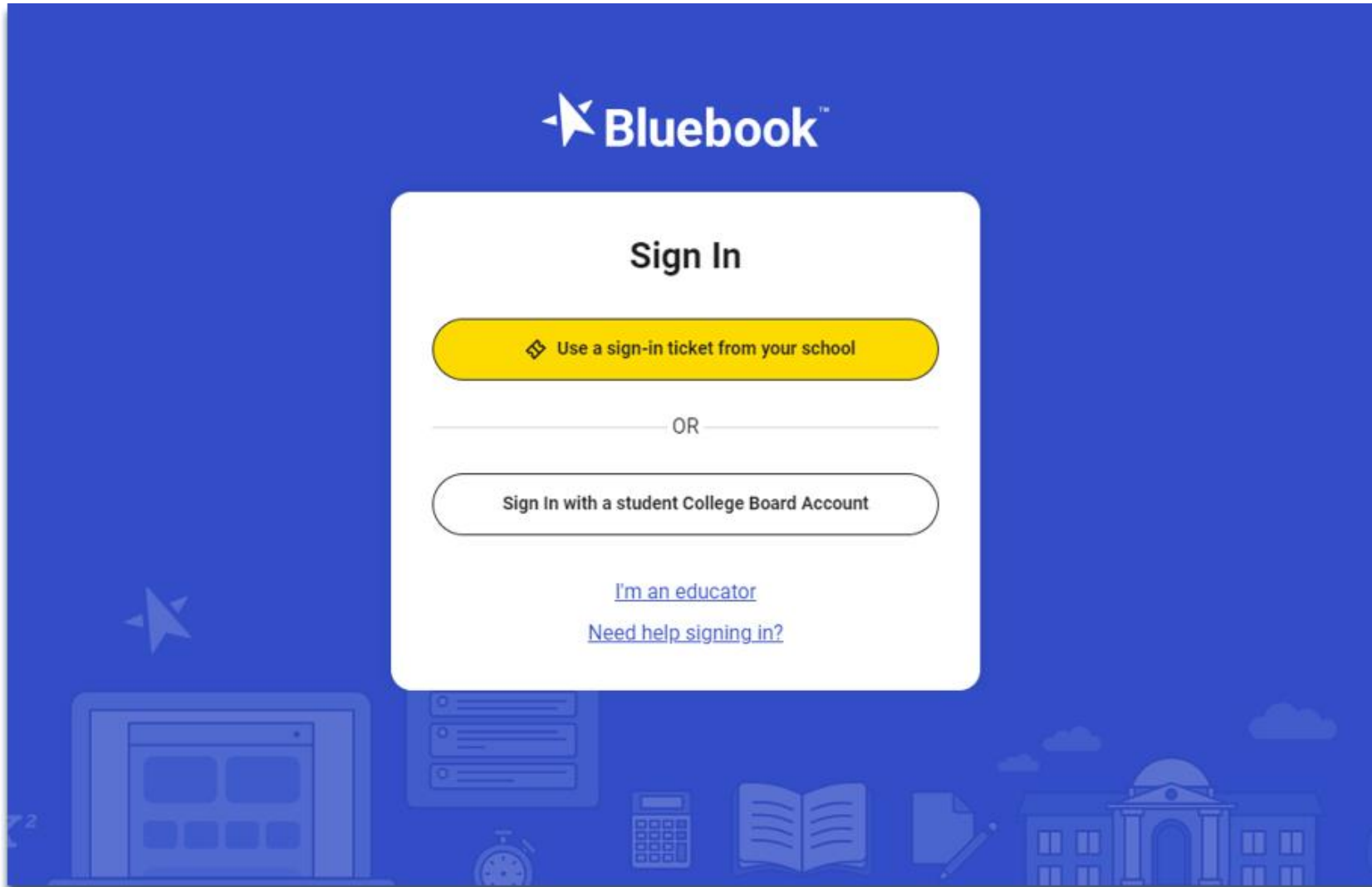
To enable the digital readiness check:

- 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.

Purpose of the Student Digital Readiness Check

- ✓ Ensure devices being used for testing meet technical requirements.
- ✓ Ensure Bluebook is installed correctly.
- ✓ Complete Exam Set-Up process.
 - Review of test taker rules
 - Opportunity to opt-in to participate in BigFuture School and Connections
- ✓ Add 4 Free Score Sends.
- ✓ Complete Test Preview or Full-Length Practice Test.
 - Explore universal tools and ensure correct configuration of assistive technology for approved accommodations.
 - Become familiar with directions in advance and review sample questions.

Students Login to Bluebook



Privacy Policy and Use of Bluebook App

Privacy Policy and Use of This App

Welcome to Bluebook™ (the “Exam App”).

This Exam App and all of its content, features and functionality are property of College Board and/or its licensors and are protected by copyright laws. You may only use the Exam App for its intended purposes. You are prohibited from taking screenshots in the Exam App and from attempting to reverse engineer, decompile, or otherwise attempt to reproduce, tamper with, or compromise the security of the Exam App in any way.

We (College Board) are committed to protecting your privacy. Please review our Privacy Policies at privacy.collegeboard.org. You can also read the Privacy Statement under Help on the Bluebook homepage.

- Device Data: When you download and use the Exam App, College Board will receive certain information about your device, including device type, operating system type and version, applications and processes running on your device, Internet Protocol (IP) address, screen size and resolution, number of screens, available memory, storage and disk bytes, disk mount type and size, battery level, and

Back Step 1 of 1 Next

Start Exam Set-Up

The screenshot shows the Bluebook user interface for Stella Swift. At the top left is the Bluebook logo, and at the top right is the user's name 'Stella Swift' next to a profile icon. A blue banner below the header says 'Welcome, Stella! Good luck on test day!'. The main content area is titled 'Your Tests' and has two tabs: 'Active' (selected) and 'Past'. To the right of the tabs is a link that says 'Don't see your test here?'. Below the tabs is a card for the 'SAT' exam. The card contains the following information: 'Date: Your teacher will let you know your test date soon.' with a link to 'SAT Overview'; 'Lincoln High School' with address '701 S 37th St, Tacoma, WA 98418-6799, US'; and 'Testing Accommodations: You have no approved accommodations for this test.' At the bottom of the card, there is a green checkmark icon followed by the text 'It's time to set up your exam.' and a yellow button labeled 'Start Exam Setup'. Below the SAT card is another section titled 'Practice and Prepare' with 'Active' and 'Past' tabs, and a link to 'Learn more about Bluebook practice'.

Students Confirm Personal Information

Help Return to Home

Confirm Your Personal Information

First and Last Name Sofía Aguilar	Accommodations <ul style="list-style-type: none">• Time and One-half (+50%)• Breaks as Needed
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You may have approved accommodations that don't apply to digital testing.
[Learn more about accommodations.](#)

Is this information correct?

Yes No

Back Step 1 of 8 Next

Review & Agree to Test Taker Rules

The screenshot shows a mobile interface for reviewing the SAT Testing Rules. At the top left is a 'Help' icon and text, and at the top right is a 'Return to Home' icon. The main heading is 'SAT Testing Rules'. Below this is a white card containing the following text:

Introduction

These Testing Rules ("**Testing Rules**," "**Terms and Conditions**," or "**Agreement**") are a legal contract between you and College Board ("**College Board**" or "**we**"). They set forth important rules and policies you must follow related to taking the digital SAT® ("**SAT**" or "**SAT School Day**"). Please read these carefully.

All disputes between you and College Board will be resolved through binding arbitration in accordance with Section 9 of this Agreement. You understand that by agreeing to arbitration, you are waiving your right to resolve disputes in a court of law by a judge or jury except as otherwise set forth in this Agreement.

Section 1. Requirements for the SAT

The SAT School Day is taken at a school (typically a school you attend) ("**your school**") on a Testing Device as defined below. It is administered on Bluebook™, the College Board digital testing application ("**Exam App**") that is

At the bottom of the screen, there is a 'Back' button on the left, 'Step 2 of 8' in the center, and a 'Next' button on the right. A blue progress bar is visible below the 'Step 2 of 8' text.

BigFuture School Participation Option


Help Return to Home

Get Test Scores Delivered Right to Your Phone

Enter your number to get BigFuture School, a free app that lets you view your scores and get college and career resources.

After your test, we'll text you a link to download the app, send you a code you'll use to sign in, and let you know when your scores are ready. **We won't use your phone number for any other reason.**

Already a BigFuture School user? Enter your phone number so you can also see your score from today's test in the app—we'll text when your score is ready. And if you provided a different number before, we'll use this one from now on.



Mobile Phone Number All questions are optional.

() - -

Back Step 3 of 8 Next

BigFuture School Participation Option

Get Test Scores Delivered Right to Your Phone

Want to Get Scores on Your Phone?

Enter your mobile phone number so we can share your scores with you as soon as they're available.

We won't use your phone number for any other reason.

[Enter Phone Number](#)

[Skip this step](#)

Reading and Writing

Learn more about your Reading & Writing section performance

Your Reading & Writing Score
620

400

Your Score Range: 390-650

Your reading and writing score exceeds College Board's college readiness benchmark of 460


Learn which skills can help you

Back Step 3 of 8

Connections Opt-In

Help Return to Home

Introducing Connections!



You qualify for this scholarship

4 new colleges are interested in you

How to get financial aid

Hear From Colleges and Scholarship Programs Looking for Students Like You

Connections is a free program that lets you hear directly from nonprofit colleges, scholarship programs, and educational organizations that are interested in students like you. Read on for more details, then check the box below to sign up.

We use the information you and your school, district, or state provide as part of this test, including your score range, to make connections that

Yes, I want to participate in Connections.

Back Step 5 of 8 Next

SAT Free Score Sends

Help Return to Home

Send Your SAT Score for Free

Choose up to four institutions to send your score to. This step is optional.

Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test. [i](#)

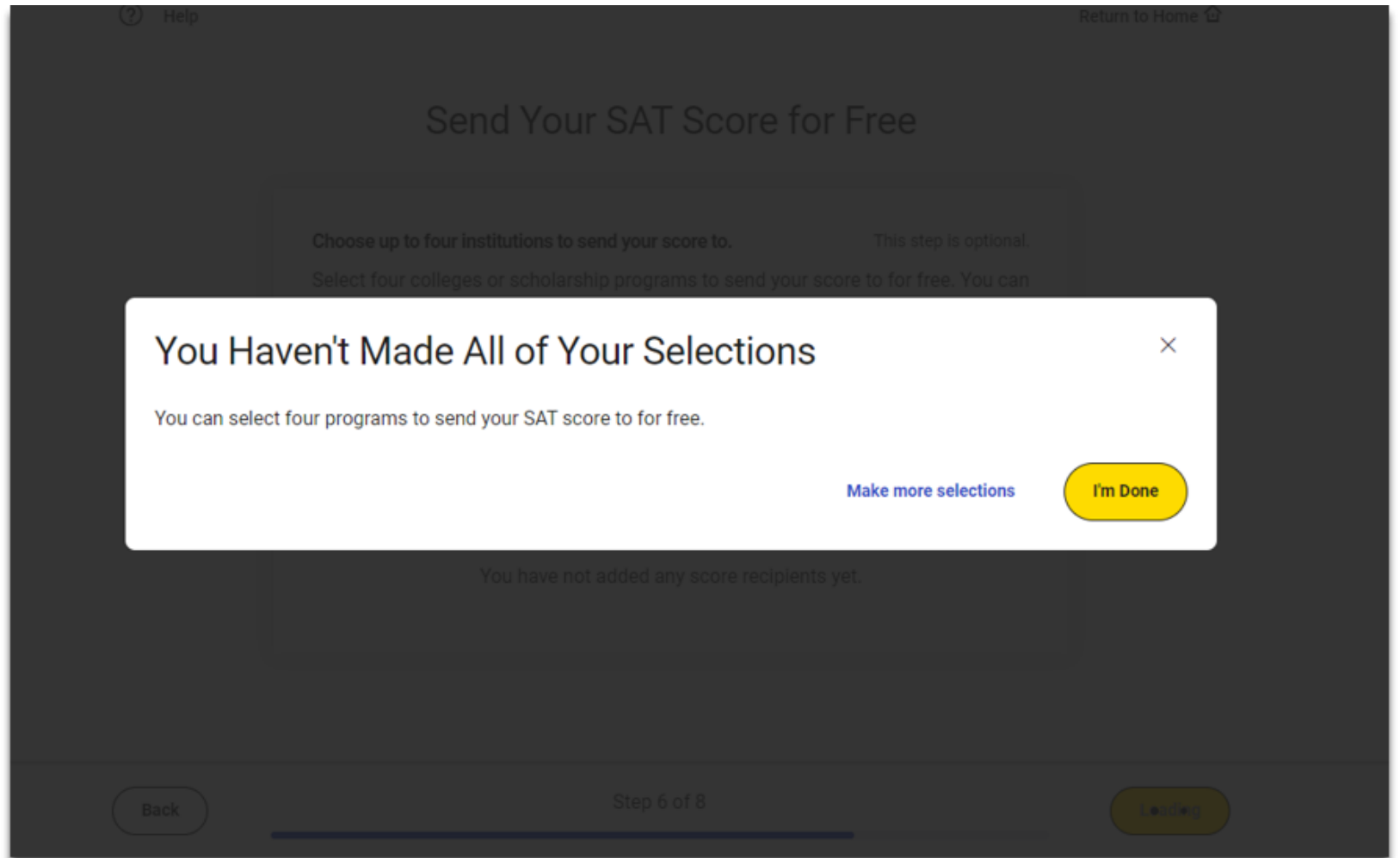
Go to sat.org/scores to find out what you can do with your SAT score.

Your Score Recipients (0/4)

You have not added any score recipients yet.

Back Step 6 of 8 Next

SAT Free Score Sends






Test Day Checklist





Help Return to Home

Test Day Checklist







REQUIRED:

-  **You must have a fully charged device—it needs to stay on for roughly 3 hours.** You may test with a personal device or a school-managed device.
-  If you're testing at a school you don't attend, you'll need a [valid photo ID](#).
-  Follow all safety procedures at your school or test center.

ALLOWED:

-  You can have a power cord or a portable charger, but we can't guarantee you'll have access to an outlet.
-  There's a graphing calculator built into the app, but you can also bring your own [approved calculator](#).
-  You can use an external mouse or keyboard. External keyboards are allowed with tablets—not with laptops.
-  You're allowed snacks and water, but only during breaks.

PROHIBITED:

-  Other applications—you must close all other apps and programs while the test is in progress.
-  Notes, books, or any other reference materials.
-  You will be provided scratch paper, but you may not bring your own.
-  Headphones or earbuds—unless you have a College Board-approved accommodation.
-  Any camera, recording device, or timer.
-  Mobile phones and smartwatches are prohibited. If you bring one, the proctor may collect it before the test.

Back Step 7 of 8 Next

Exam Set-Up Complete

Exam Setup Is Complete



Before test day: Return to home and start practicing.

On test day: Return to home and start check-in.

Return to Home

Free Score Sends in Bluebook

- Students will be able to request where to send their four free *SAT School Day* scores sends as part of Exam Set-Up.
- Score send requests can be changed until three days after the student takes the test in Bluebook.
 - Students will need to use their School Day sign-in ticket credentials to access Bluebook if they would like to add or change score send requests after testing is completed.



Free Score Sends in Bluebook After Testing

Hi, Alexander! Take a practice test and get ready for test day.

Your Tests

Active **✓ Past**

[Don't see your test here?](#)

SAT

Date: The spring 2024 digital SAT is over. [SAT Score Sends](#)

Springfield High School
100 Main Street, Springfield, NJ
07012, United States

Testing Accommodations: You have no approved accommodations for this test.

✓ **Your answers have been submitted!**
[See score release date.](#)



Practice and Prepare

✓ Active Past

[Learn more about Bluebook practice](#)

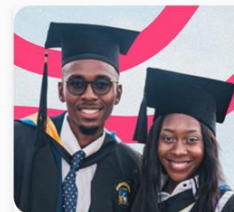


Test Preview



Full-Length Practice

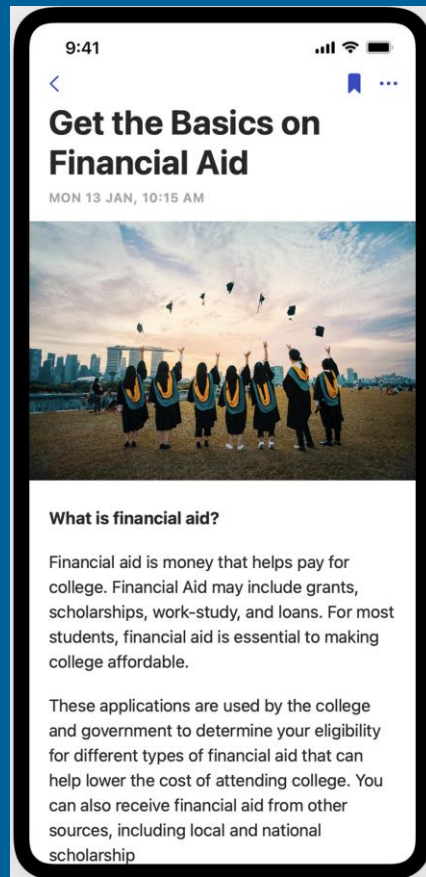
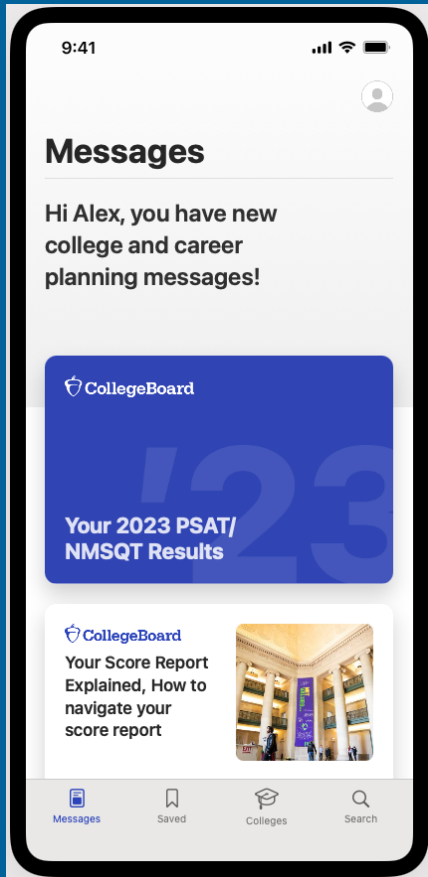
Explore BigFuture



Plan for Life After High School

Whether you're interested in a four-year university, community college, or career training, BigFuture has what you need to start planning your future, your way.

[Go to BigFuture](#)



Introducing the BigFuture School Mobile App

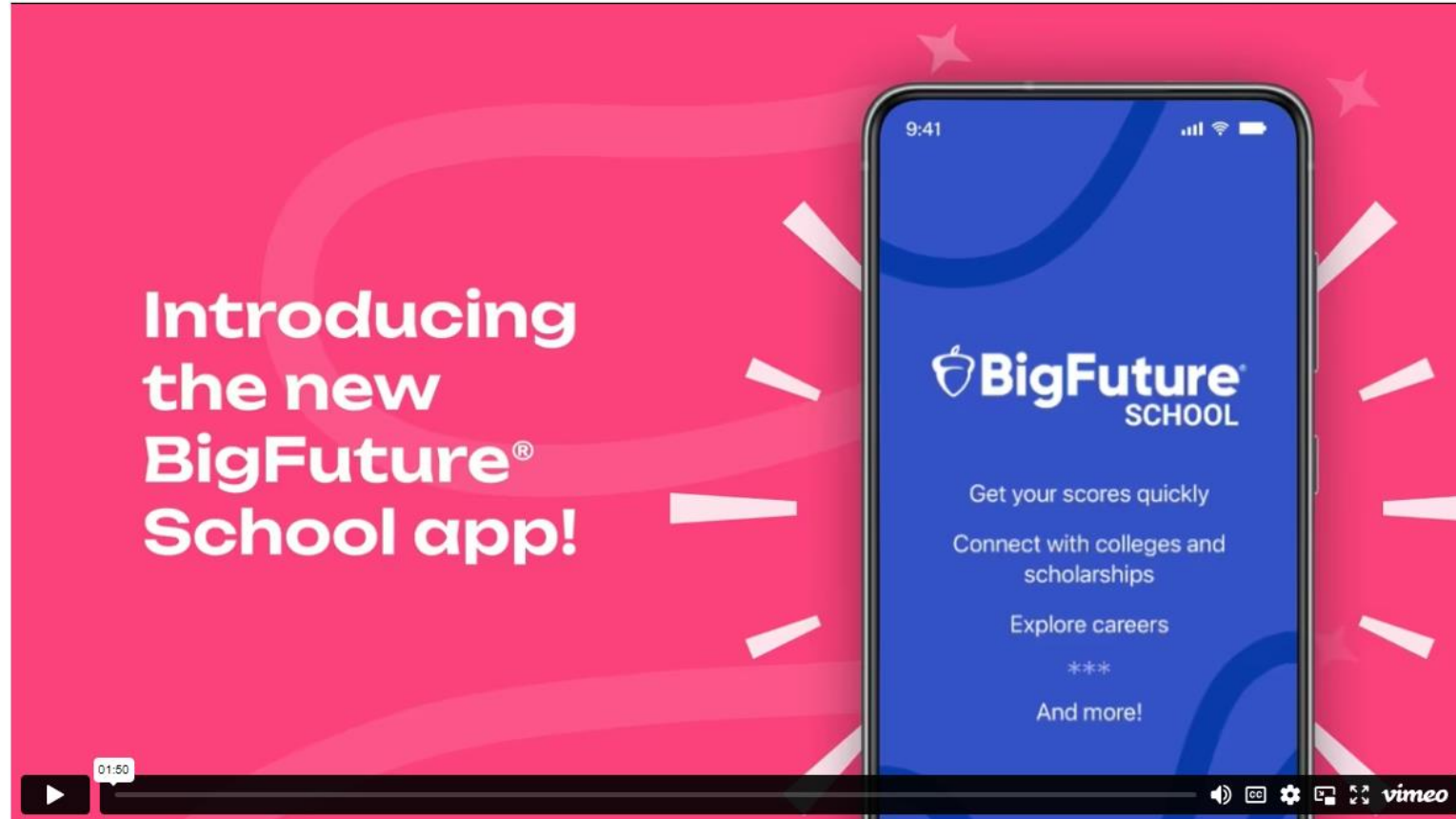
The power to plan – in the palm of students' hands

- 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

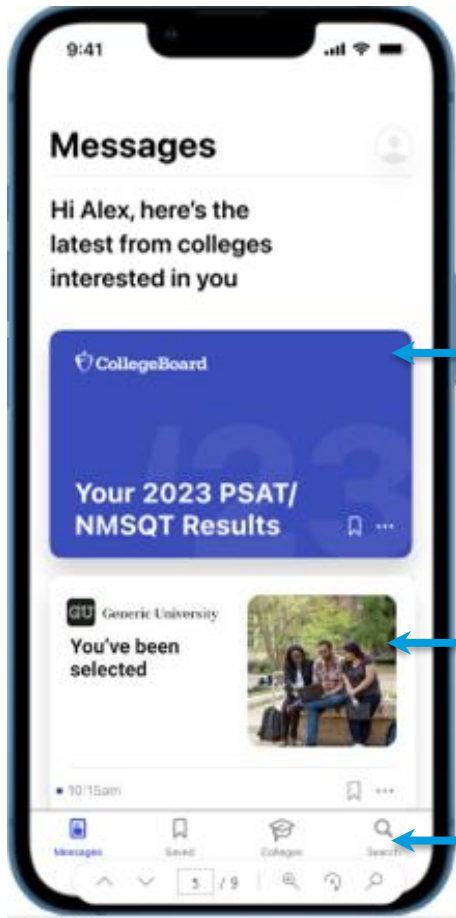
BigFuture School Video



<https://www.youtube.com/watch?v=8EBLaG5ylvs>

The Student Experience - Connections

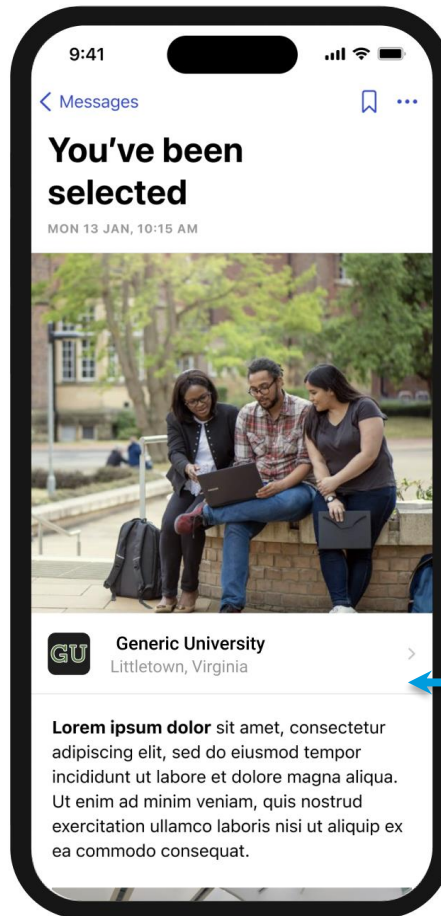
Giving students control over the planning process



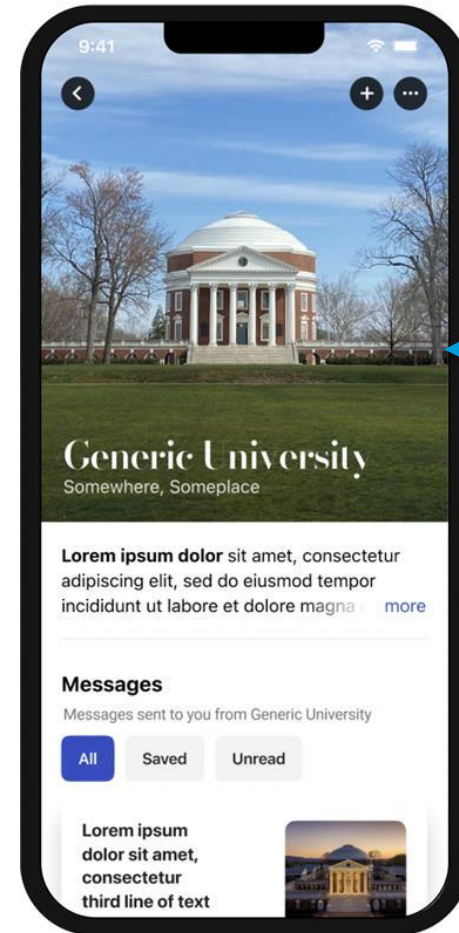
Score alert

College message view

Navigation icons



Detailed message view



College profile card

Test Preview and Full-Length Practice Test

The screenshot displays the Bluebook user interface for Alexander Adjiaishvili. At the top, the Bluebook logo is on the left and the user's name is on the right. A greeting message says, "Hi, Alexander! Take a practice test and get ready for test day." Below this is a section titled "Your Tests" with tabs for "Active" and "Past". A link "Don't see your test here?" is on the right. The main content area features a card for the "PSAT/NMSQT" test. It includes the date information, school details for Springfield High School, and testing accommodations. A green checkmark icon indicates it's time to set up the exam, with a yellow "Start Exam Setup" button. Below the test card is a "Practice and Prepare" section with a link "Scoring your practice tests". Two buttons are shown: "Test Preview" (highlighted with a green border) and "Full-Length Practice" (highlighted with an orange border).

Bluebook Alexander Adjiaishvili

Hi, Alexander! Take a practice test and get ready for test day.

Your Tests Active Past [Don't see your test here?](#)

PSAT/NMSQT

Date: Your teacher will let you know your test date soon. [Test tools video](#)
[Test day checklist](#)

Springfield High School
100 Main Street, Springfield, NJ
07012, United States

Testing Accommodations: You have no approved accommodations for this test.

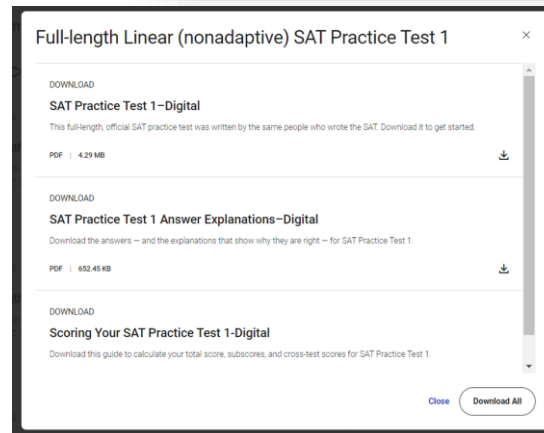
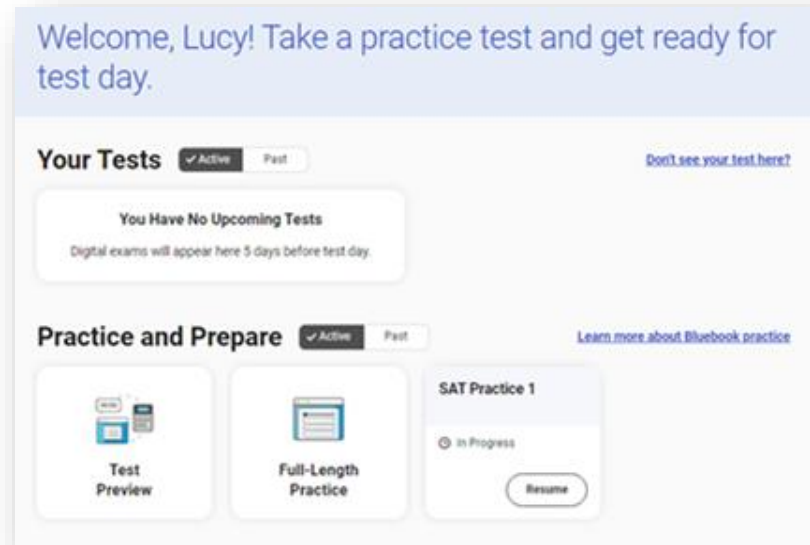
It's time to set up your exam. [Start Exam Setup](#)

Practice and Prepare [Scoring your practice tests](#)

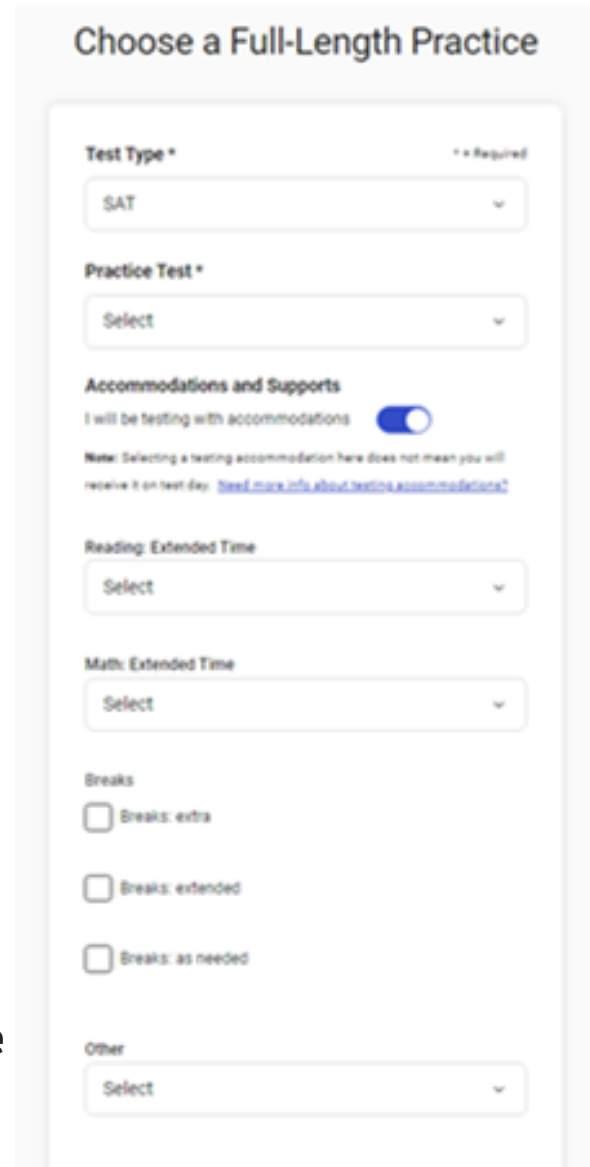
Test Preview **Full-Length Practice**

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.



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.

Test prep Official Digital SAT[®] Prep

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
- Foundations: Algebra
- Foundations: Problem solving and data analysis
- Foundations: Advanced math
- Foundations: Geometry and trigonometry
- Medium: Algebra
- Medium: Problem solving and data analysis
- Medium: Advanced math
- Medium: Geometry and trigonometry
- Advanced: Algebra
- Advanced: Problem solving and data analysis
- Advanced: Advanced math
- Advanced: Geometry and trigonometry

Digital SAT Reading and Writing


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

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 on local 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.

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.

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 Connecticut deadline for submitting SSD Accommodations requests was **January 12, 2024**.

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

If you have new students, please continue to submit requests in SSD online.

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

The screenshot shows the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with the CollegeBoard logo, the title "Test Day Toolkit", and a user profile for "Hi, Pushkar". Below the navigation bar, there are links for "Home", "Help", "All Rooms", "Staff", "All Students", "Student Sign-In Tickets", and "Irregularities". The main content area is titled "Test Administration Tools" and contains five tool cards:

- 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.

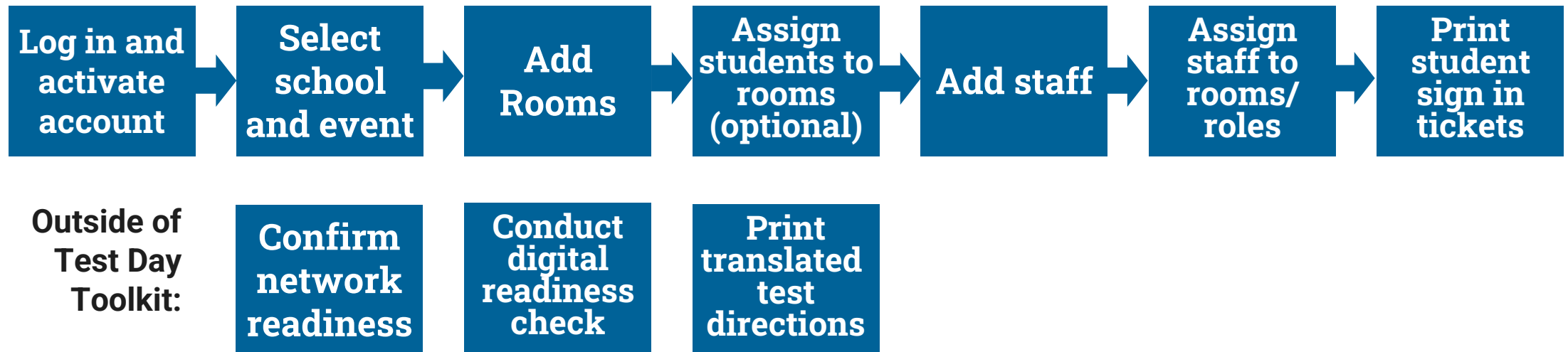
Test Day Toolkit – Pre-Test Day Steps

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

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


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

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



Login and Activate Account


CollegeBoard Test Day Toolkit Sign In



Sign in to your account to get started

[Continue](#)

[Forgot Username or Password?](#)



Don't have an account?

[Create Account](#)

Do you need help?

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

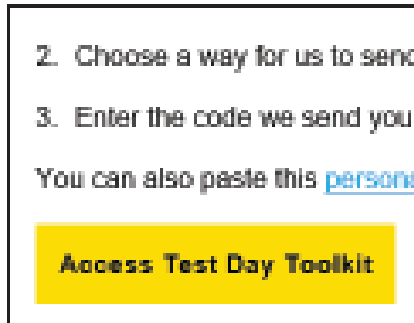
- Check your junk email folder.
- Ask your test coordinator to go to the toolkit's staff overview screen and send you an access email.
- If you are a coordinator, email Test Administration (TA) Support at testadmins@collegeboard.org or call 866-502-6384 (domestic) or call +1-212-520-8570 (international).

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

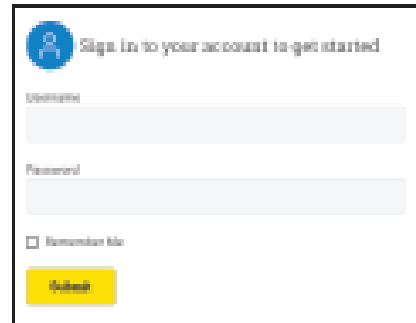
- [Staff Access to Test Day Toolkit \(pdf\)](#)
- [Coordinator Access to Test Day Toolkit \(pdf\)](#)

Login and Activate Account

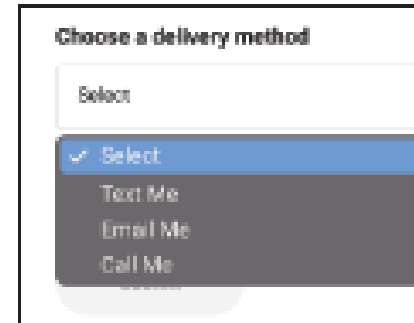
1 Click the button in the personalized access email from College Board.



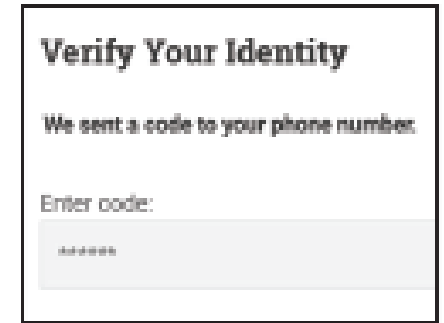
2 Sign in to your College Board professional account.



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



4 Enter the code we send you.



Select School and Event

CollegeBoard Test Day Toolkit Hi, Amanda

Choose a Test Administration

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

* = Required

Test Site *

CB-SAT OPERATIONS S&L AI:471828

Role

Test Day Staff

Test Administration *

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

Choose a test administration

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

Coordinator Home Page

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 JULIEFARRIS	<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"/>
z3.24 Request	A0	Proctor: L LINDASTEINKATZ	<input type="text" value="1/3"/>

td.collegeboard.org/rooms

Add Rooms

All Rooms

Add Rooms —

Import Rooms or Add New Ones

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

* = Required

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

Total: 0 seats in 0 rooms

Testing Groups (1)

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

Testing Group ^	Registered Students	Waitlist Students
C1	32	0

View Student Roster

Test Day Toolkit

Hi, Pushkar

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


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

All Students

Displaying 1-30 of 528 results (0 selected)

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

Add Students to Rooms (Optional)

CollegeBoard Test Day Toolkit Hi, Kristen 

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

All Students


Choose an action

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

Displaying 1-30 of 528 results (10 selected)

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

Add Staff

CollegeBoard Test Day Toolkit Hi, Ashley 

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

Test Day Staff

Choose an action Go

Search assigned staff [Add Staff +](#) [Filter Table +](#)

Displaying 10 results (0 selected)

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

Add Staff and Assign Roles and to Rooms

The screenshot shows the 'Test Day Toolkit' interface for 'Hi, Amy'. The page title is 'Test Day Staff'. There are navigation links for 'Home', 'Help', 'All Rooms', 'Staff', and 'All Students'. The date is 'Feb 17, 2023' and the subject is 'Smoke Test AP English Language and Composition'. 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) KMCMAHON@COLLEGEBOARD.ORG
<input type="checkbox"/> TBD (Coordinator) test_email12@gmail.com
<input type="checkbox"/> WAF COORD (Coordinator)

Add New Staff to Test Day Toolkit

* = Required

Force this user into Test day Toolkit

First Name *

Last Name *

Email *

Phone *
At least one phone number is required.

Mobile Phone

Home Phone

Work Phone

Work Extension


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

Test Day Toolkit Access *

Role

Room

Print Student Test Tickets

CollegeBoard Test Day Toolkit Hi, {userName} 

Home Rooms Staff Students Sign-In Tickets and Data Export Irregularities Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | [Switch](#)
CB-SAT OPERATIONS S&L - Code: 22148

Bluebook Sign-In Tickets and Data Export

Print Tickets Export Data

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 preadministration session and to preview Bluebook on their own.

Choose a Print Option:

Sort tickets by room (includes a cover sheet for each proctor).

Sort tickets alphabetically.

[Print Tickets !\[\]\(f9ccf36cb8f1dba8b11feb5692e99a8b_img.jpg\)](#)

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

Student Data Download

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, {userName}' with a profile icon. Below this is a secondary navigation bar with links for 'Home', 'Rooms', 'Staff', 'Students', 'Sign-In Tickets and Data Export' (which is underlined), 'Irregularities', and 'Help'. On the right side of this bar, it displays the date range 'Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T...' and a 'Switch' link, along with the text 'CB-SAT OPERATIONS S&L - Code: 22148'. The main content area is titled 'Sign-In Tickets and Data Export' and contains two tabs: 'Print Tickets' and 'Export Data' (which is selected). Below the tabs, there is a text instruction: 'Export student room assignments and test type. If you entered codes for special reporting use, they'll export as well.' A prominent yellow button labeled 'Download Excel File' with a download icon is positioned below the text.

Student Data Download

	A	B	C	D	E
1	Student Name	Room	Test Name	Exam Setup Status	Testing Status
2	Abbot, Adalie M.	Jan 24 SAT Rm 1	SAT	Complete	Not Started
3	Adams, Harvey M.	Unassigned	SAT	Complete	Not Started
4	Adams, Logan M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
5	Allcott, Nick M.	Jan 25 SAT Room 1	SAT	Complete	Submitted
6	Alldrige, Caleb M.	Unassigned	SAT	Not Started	Not Started
7	Alldrige, Carmen M.	Unassigned	SAT	Not Started	Not Started
8	Alldrige, Liam M.	Unassigned	SAT	Not Started	Not Started
9	Allen, Chris M.	Jan 24 SAT Rm 1	SAT	Not Started	Not Started
10	Allen, Liliana M.	Unassigned	SAT	Not Started	Not Started
11	Andrews, Gwenyth M.	Jan 24 SAT Rm 1	SAT	Not Started	Not Started
12	Antcliff, Chadwick M.	Unassigned	SAT	Not Started	Not Started
13	Antcliff, Jack M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
14	Ashwell, Dorothy M.	Jan 25 SAT Room 1	SAT	Complete	Submitted
15	Avery, Tony M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
16	Baker, Brooklyn M.	Jan 25 SAT Room 1	SAT	Not Started	Not Started
17	Barrett, Barry M.	Unassigned	SAT	Complete	Not Started
18	Bayliss, Doug M.	Unassigned	SAT	Complete	Not Started
19	Benfield, Darlene M.	Unassigned	SAT	Complete	Not Started
20	Bentley, John M.	Unassigned	SAT	Not Started	Not Started

Test Day Toolkit – For Proctors



Check room readiness

Admit and
prepare students to
test (scripting
included)



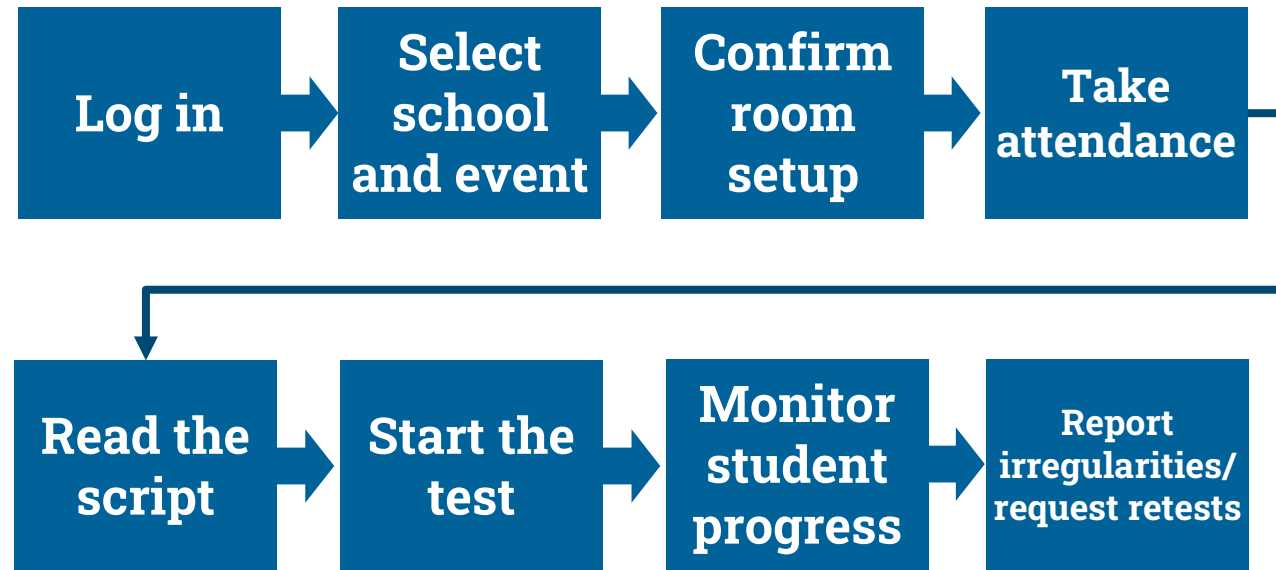
Monitor testing



Submit irregularity
reports for Test
Coordinator approval

Test Day Toolkit – Test Day Steps

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



Test Day Toolkit and Bluebook: Proctor and Student Flow

Test Day Toolkit

● Proctors

Prepare Your Room
and Provide *Room Code*

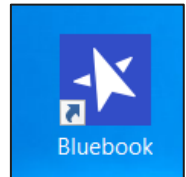
Take
Attendance

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

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 logged in 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 visible at the bottom right.

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 1 sheet 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), 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 the top, it says 'CollegeBoard Test Day Toolkit' and 'Hi, Ao'. Below that, it indicates the date 'Jan 31-Dec 31, 2022' and the event 'Digital SAT In-School Smoke Test Spring 2022'. The main content area is titled 'Step 2 of 6' and 'Check Desks'. A 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, there are 'Back' and 'Next Step' buttons.

The screenshot shows the 'Test Day Toolkit' interface. At the top, it says 'CollegeBoard Test Day Toolkit' and 'Hi, Ao'. Below that, it indicates the date 'Jan 31-Dec 31, 2022' and the event 'Digital SAT In-School Smoke Test Spring 2022'. The main content area is titled 'Step 6 of 6' and 'Start the Test'. A 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, the text 'Start Code:' is followed by the large number '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 SKL - 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

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 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		

FRONT
Students face this direction

REAR

Room Entrance

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 (if applicable)



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



Further Support & Resources

Available Now in your College Board Account

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

- Test Coordinators
- SSD Coordinators
- Proctors
- Technology Monitors
- Room Monitors
- Hall Monitors

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
AP Professional Learning ▶	N/A	N/A	
AP® Teacher Community ▶	N/A	N/A	
Managing Access to support K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
Managing Access to support SAT Suite Ordering and Registration ▶	multiple roles	multiple dates	edit
Membership Community ▶	N/A	N/A	
Pre-AP Ordering ▶	N/A	N/A	
Speaker Consultant Portal ▶	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments ▶	N/A	N/A	
Test Day Toolkit ▶	Test Day Staff	29-Jul-2024	edit

Other Tools

We offer an array of tools and services to support your work in education. See the [College Board Professional website](#) for more information.

Alert Notification

Training for the SAT Suite of Assessments will be available 4 to 6 weeks before your test administration date. You'll receive an email notifying you when training is available; please login at that time to complete your training.

Training for the Digital SAT Suite of Assessments

Please select the test(s) you'll be administering, so we can get you to the right training.

Select "In-school assessment" if you're administering SAT[®] School Day and one or more of the PSAT-Related assessments.

- In-School assessment (SAT School Day/PSAT-Related Assessment)
- SAT Weekend

Back Next

Digital SAT Suite of Assessments: Select Your School

* = Required

* Enter your school name or 6-digit school code.

Back Next

Select Your Digital SAT Suite of Assessments Training

Please select the test(s) you'll be administering so we can get you to the right training. Select all that apply if you're administering multiple assessments.

State-Provided Digital SAT School Day

Select Your Role:

- Test Coordinator
- SSD Coordinator
- Proctor
- Technology Monitor
- Hall Monitor
- Room Monitor

Next

Manuals & Guides

College Board SAT manuals and guides are now available as PDFs on the CSDE website at [Connecticut SAT School Day--Related Resources](#).

Support

State Contract Customer Support

866-609-2205 | CTSAT@collegeboard.org

Q & A

Thank You

