



Spring 2026 Connecticut SAT School Day

School Test Coordinator Training



SAT Suite Support



College Board



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CSDE



Agenda

- 1** Testing Window and Key Dates
- 2** College Board Systems
- 3** Staff Test Day Preparation and Test Day Experience
- 4** Student Readiness Check and Test Day Experience
- 5** Rescheduling and Retesting
- 6** Reporting Irregularities
- 7** Training and Resources
- 8** Q&A

Testing Window and Key Dates

CT Spring 2026 SAT School Day Testing Window

Monday, March 2 – Thursday, April 30, 2026

- ✓ There is no separate make-up testing window
- ✓ ALL testing must be complete by April 30

2025-26 CT SAT School Day Key Dates

Activity	Key Date
CB Approved Accommodations and EL/ML Supports Deadline	January 12, 2026
State Data Management System (SDMS) Welcome Email	January 29, 2026
Test Day Toolkit Welcome Email	February 2-6, 2026
College Board's Required Online Training Opens	January 20, 2026

2025-26 CT SAT School Day Score Release Schedule

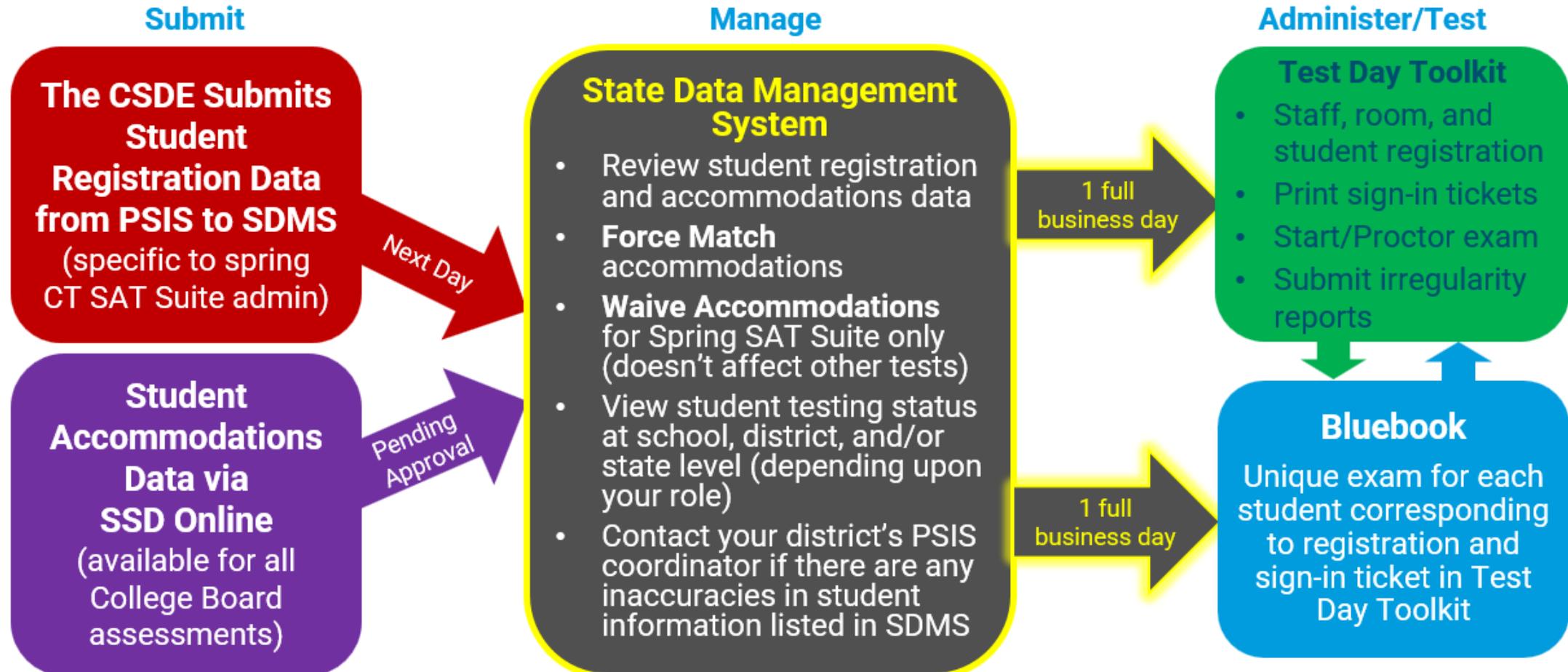
Testing Window	Test Submission Dates	Educator Portal Release	Student Release	Electronic Score Report (ESR) File Release
Testing Window 1	Mar 2-13, 2026	Mar 31, 2026	Apr 2, 2026	Apr 8, 2026
Testing Window 2	Mar 16–27, 2026	Apr 14, 2026	Apr 16, 2026	Apr 22, 2026
Testing Window 3	Mar 30 – Apr 10, 2026	Apr 28, 2026	Apr 30, 2026	May 6, 2026
Testing Window 4	Apr 13 – 30, 2026	May 12, 2026	May 14, 2026	May 20, 2026

College Board Systems

State Data Management System (SDMS)



Student Data Flow Across College Board Systems



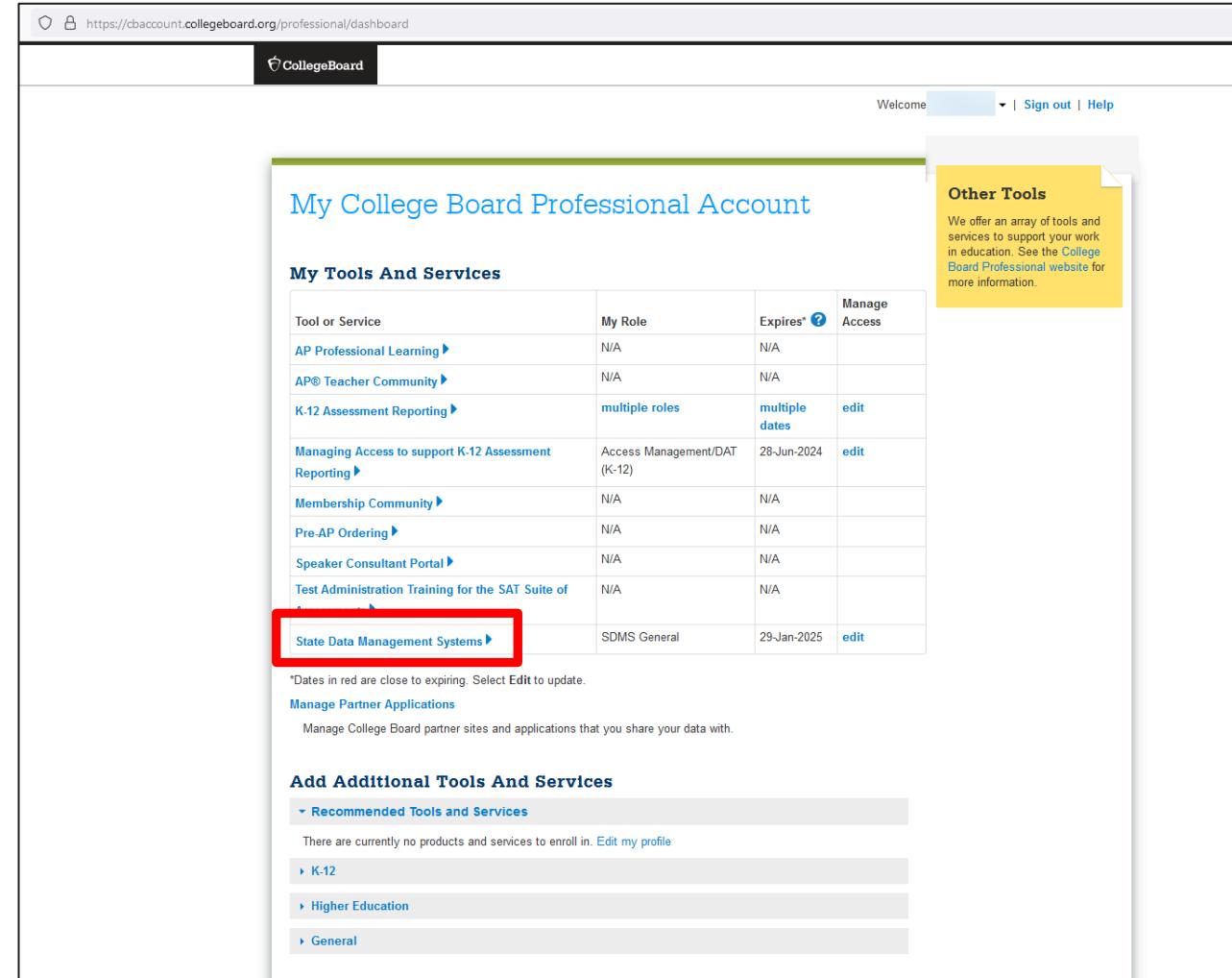
Access the State Data Management System (SDMS)

From My Dashboard, users choose State Data Management System.

If SDMS is not available in their list, we ask that they go back to the SDMS Welcome email they received.

If they cannot locate the Welcome email, they should check their spam/junk folder.

If they did not receive a Welcome email, coordinators can contact our customer support team at 866.609.2205.



The screenshot shows the CollegeBoard Professional Dashboard at the URL <https://cbaccount.collegeboard.org/professional/dashboard>. The dashboard features a navigation bar with the CollegeBoard logo, a 'Welcome' dropdown, 'Sign out', and 'Help' links. The main content area is titled 'My College Board Professional Account' and contains a table titled 'My Tools And Services'. The table lists various tools with columns for 'Tool or Service', 'My Role', 'Expires*', and 'Manage Access'. One row, 'State Data Management Systems', is highlighted with a red box. The 'Expires*' column for this row shows '29-Jan-2025' and the 'Manage Access' column shows 'edit'. A yellow box on the right labeled 'Other Tools' contains text about other tools available for education. At the bottom, there are sections for 'Manage Partner Applications' and 'Add Additional 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	
K-12 Assessment Reporting	multiple roles	multiple dates	edit
Managing Access to support K-12 Assessment Reporting	Access Management/DAT (K-12)	29-Jun-2024	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	N/A	N/A	
State Data Management Systems	SDMS General	29-Jan-2025	edit

SDMS User Roles and Permissions

Who Receives Access to SDMS?

Activity	District Test Coordinator	School Test Coordinator	School SSD Coordinator	School Tech Coordinator
Student Records	View	View	View	View
Force Match Accommodations	No	Yes	Yes	No
Waive Accommodations	No	Yes	Yes	No

Force Matching SSD IDs to Registrations

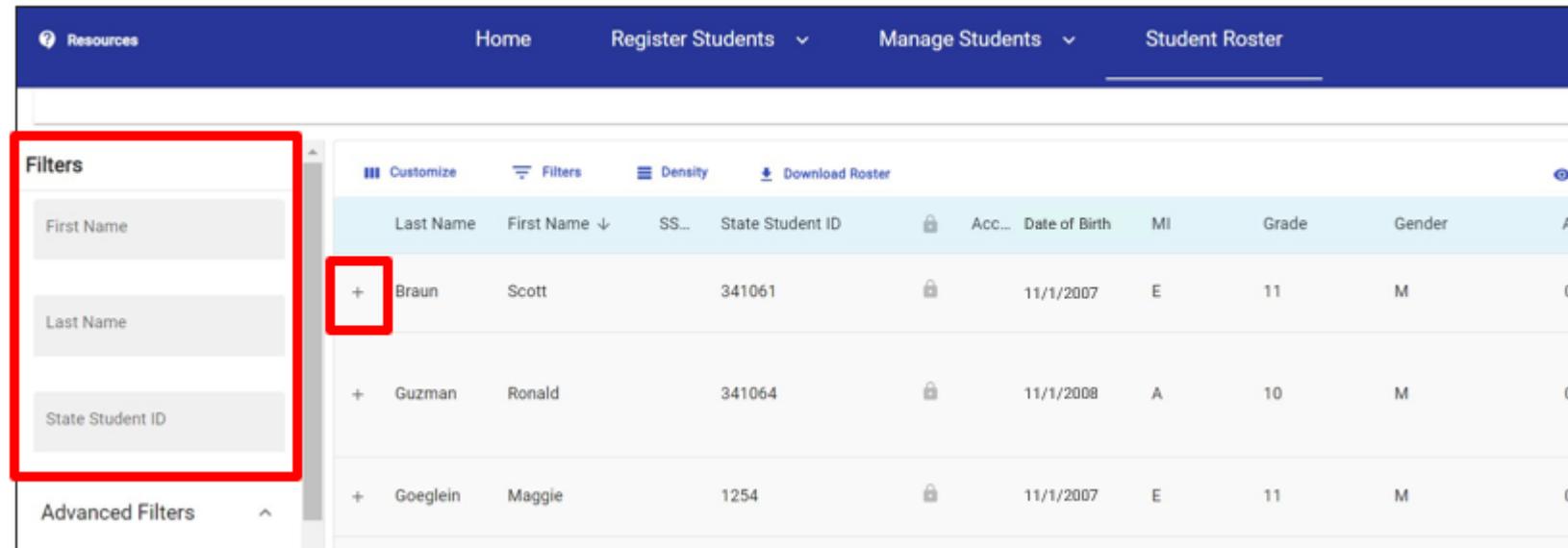
What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration will automatically be matched to their accommodations in SDMS. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because this information comes from two different sources, in some situations, these records may have differences that do not permit the system to automatically match registration and accommodations data.
 - For example, if the student's name in SSD Online is different from the name provided in the student's test registration.
- To do this, you must know the student's SSD ID number, which is available in SSD Online. If you (or the student) don't know their SSD ID number, the student or coordinator can call our customer support team at 866.609.2205 to obtain the number.

Force Matching – Finding a Student’s Record

Searching from the Student Roster

- Navigate to the Student Roster.
- Use the filters on the left or scroll through the alphabetical roster.
- Click the **+** sign to expand the student record and scroll to the **Testing Information** section.



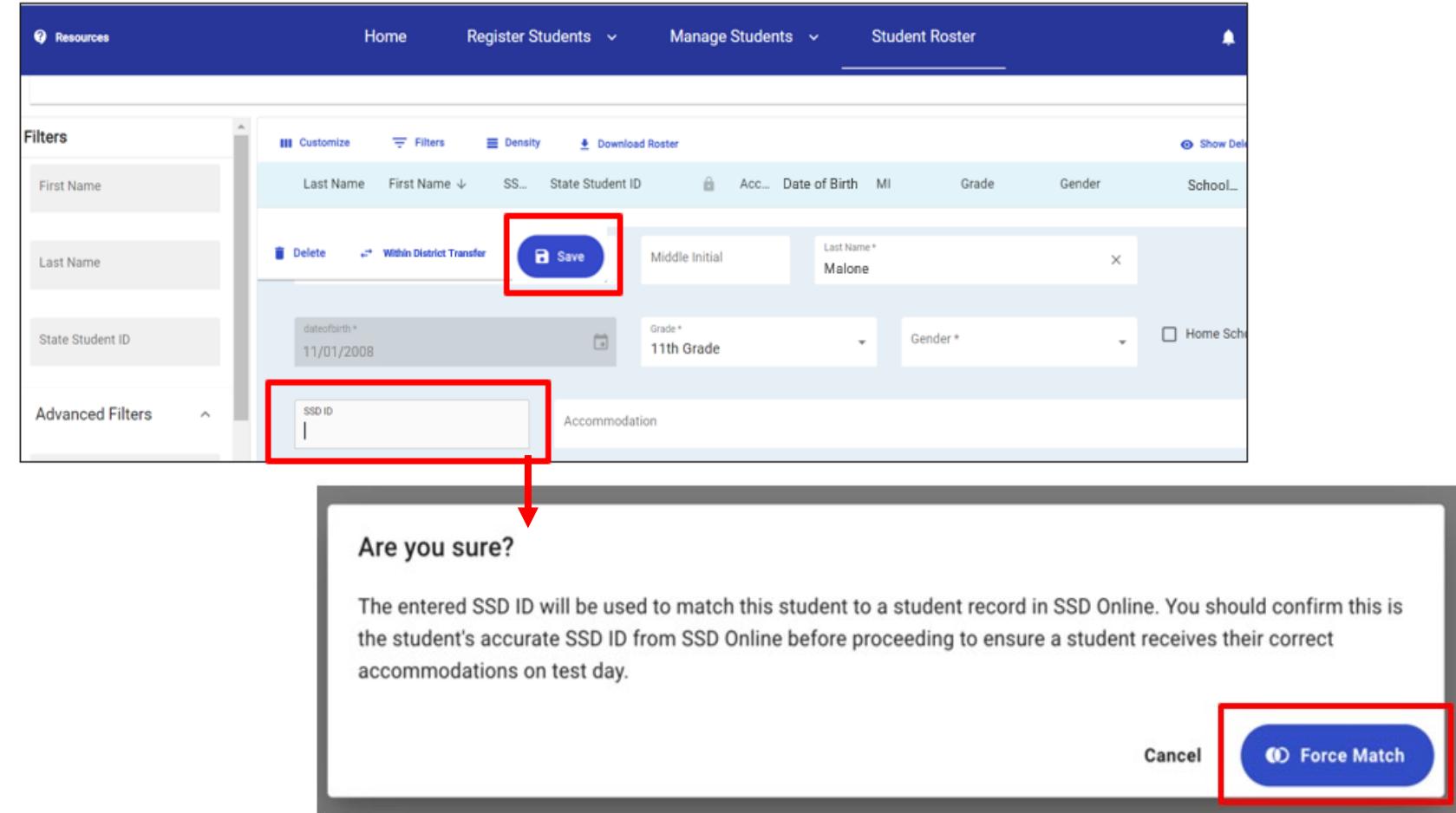
The screenshot shows a software interface for managing student rosters. At the top, there is a navigation bar with links for 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Student Roster' link is underlined, indicating it is the active page. On the left side, there is a sidebar titled 'Filters' containing three input fields: 'First Name', 'Last Name', and 'State Student ID'. Each of these fields has a red box drawn around it. Below the 'Filters' section is a link 'Advanced Filters' with a downward arrow. The main area of the screen displays a table of student records. The columns are labeled 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Date of Birth', 'MI', 'Grade', and 'Gender'. The table contains three rows of data. The first row shows 'Braun' as the last name, 'Scott' as the first name, '341061' as the state student ID, and '11/1/2007' as the date of birth. The second row shows 'Guzman' as the last name, 'Ronald' as the first name, '341064' as the state student ID, and '11/1/2008' as the date of birth. The third row shows 'Goeglein' as the last name, 'Maggie' as the first name, '1254' as the state student ID, and '11/1/2007' as the date of birth. Each row has a red box around the '+' sign in the 'Last Name' column, which is used to expand the record.

Last Name	First Name	SS...	State Student ID	Acc...	Date of Birth	MI	Grade	Gender
Braun	Scott		341061		11/1/2007	E	11	M
Guzman	Ronald		341064		11/1/2008	A	10	M
Goeglein	Maggie		1254		11/1/2007	E	11	M

Force Matching – Making the Forced Match

In SDMS, enter the student's SSD ID from SSD Online into the SSD ID field in the student's detailed record.

- Locate the SSD ID Field and enter the SSD ID.
- Click the blue **Save** button.
- In the pop-up that appears, confirm that the SSD ID number you have entered for this student is accurate and push the blue **Force Match** button.
- Once the matching SSD ID is completed, the 10-digit SSD ID number will display in the student profile.



Waiving Accommodations

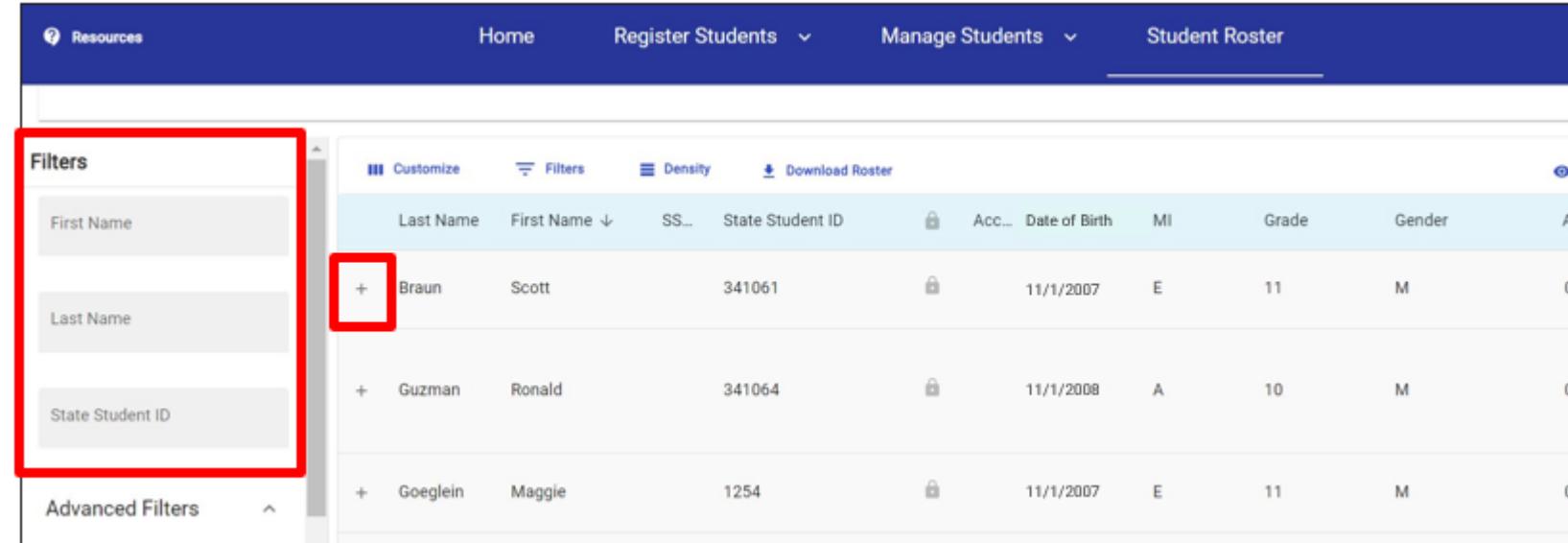
Waiving an Accommodation for the Spring SAT School Day Only

- If a student has approved accommodations in their SSD Online profile but the IEP team, student, and family have determined that it is not best for the student to use one or more accommodations on the spring CT SAT School Day, the School Test Coordinator or SSD Coordinator can waive the student's accommodation(s) in SDMS.
 - **Waiving a student's accommodations in SDMS applies to the Spring 2026 SAT School Day administration only.**
 - Waiving accommodations for spring testing does not affect the student's SSD Online profile.
 - Prior to waiving any accommodations in SDMS, the school must obtain consent in writing from the student's parent/guardian or the student (if 18 or older).
 - Accommodations must be waived no less than two business days prior to the student's digital test date to ensure the student's test package is configured properly. Students testing with a paper accommodation need their accommodations waived (or restored) no less than four days prior to their test date.
- The CSDE strongly encourages students to use the accommodations as documented per their implemented IEP and Section 504 Plans.

Waiving Accommodations – Finding a Student’s Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.
- Click the **+** sign to expand the student record and scroll to the **Testing Information** section.

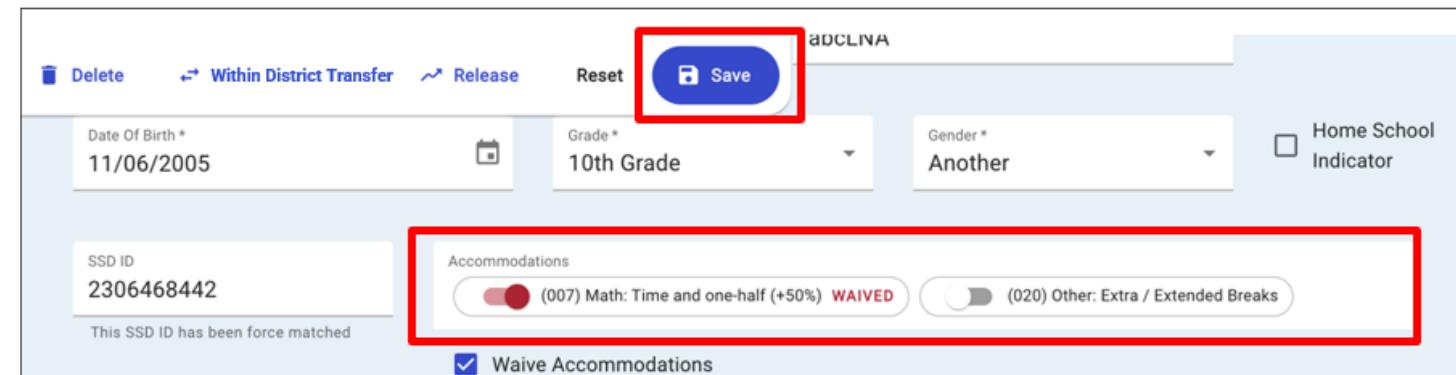


The screenshot shows a software interface for managing student rosters. At the top, there is a navigation bar with links for Resources, Home, Register Students, Manage Students, and Student Roster. The Student Roster link is underlined, indicating it is the active page. On the left, there is a sidebar titled 'Filters' containing three input fields: 'First Name', 'Last Name', and 'State Student ID'. Each of these fields has a red box drawn around it. Below the 'Filters' section is a link to 'Advanced Filters'. The main area of the screen displays a table of student records. The columns are labeled: Last Name, First Name, SS..., State Student ID, Acc..., Date of Birth, MI, Grade, and Gender. The table contains three rows of data, each with a red box around the '+' sign in the first column, indicating it is a link to expand the record. The data in the table is as follows:

Last Name	First Name	SS...	State Student ID	Acc...	Date of Birth	MI	Grade	Gender
Braun	Scott		341061		11/1/2007	E	11	M
Guzman	Ronald		341064		11/1/2008	A	10	M
Goeglein	Maggie		1254		11/1/2007	E	11	M

Waiving Accommodations – Toggling for Waiver

- Scroll to the section that displays the student's testing accommodations and click the checkbox "Waive Accommodations."
- **Use the toggle button next to the specific accommodation** the student does not want to use for the Spring 2026 administration. Press the blue **Save** button to apply the change.
- If a student changes their mind, you can use the toggle button to reinstate the accommodation for the Spring 2026 administration.



The screenshot shows a student profile edit screen. At the top, there are buttons for Delete, Within District Transfer, Release, Reset, and Save. The Save button is highlighted with a red box. Below these are fields for Date of Birth (11/06/2005), Grade (10th Grade), and Gender (Another). A Home School Indicator checkbox is also present. In the middle, there's a section for SSD ID (2306468442) with a note that it has been force matched. At the bottom, there's a 'Accommodations' section with two toggle buttons. The first toggle is for (007) Math: Time and one-half (+50%) and is set to 'WAIVED' (highlighted with a red box). The second toggle is for (020) Other: Extra / Extended Breaks. A 'Waive Accommodations' checkbox is also present. The 'Save' button at the top is also highlighted with a red box.

College Board Systems for Testing

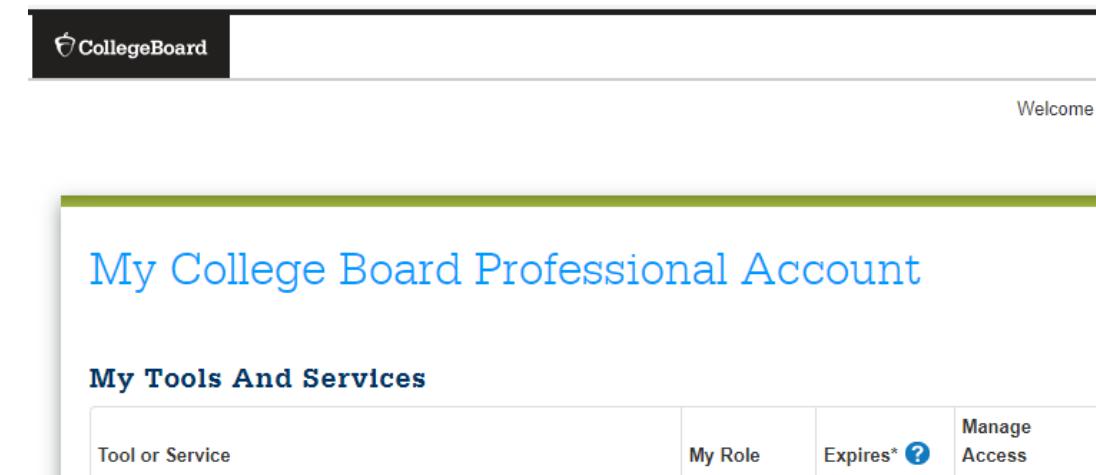
Test Day Toolkit

 **CONNECTICUT**
Education

Accessing Test Day Toolkit

General Information

- Coordinators will receive an access invitation email by the end of the first week in February
- For first time access, coordinators will need to use the link provided the invitation access email and multi-factor authenticate in.
- After initial access, coordinators can also access Test Day Toolkit via the link under **“My Tools and Services”** in their College Board account dashboard.
- Student information will not appear in Test Day Toolkit until it has been uploaded to SDMS by CSDE.
 - Please allow 2 business days for information to appear in Test Day Toolkit once the upload is complete.



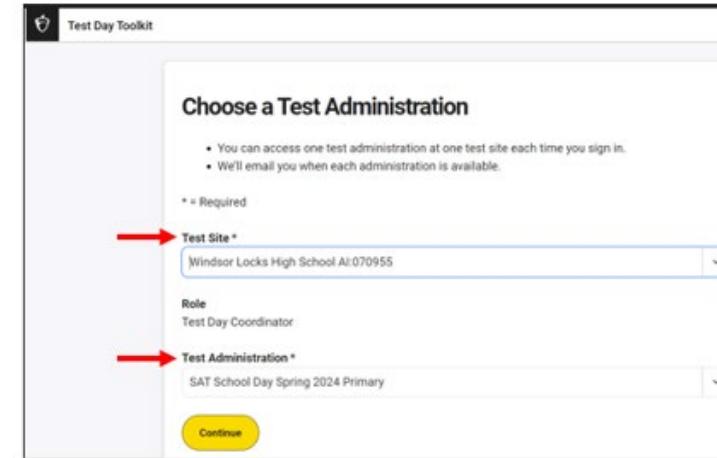
The screenshot shows the College Board Professional Account dashboard. At the top, there is a black header bar with the College Board logo and a 'Welcome' link. Below this is a green horizontal bar. The main content area has a white background with a title 'My College Board Professional Account' in blue. Underneath, there is a section titled 'My Tools And Services' in blue. A table is displayed with the following columns: 'Tool or Service', 'My Role', 'Expires*', and 'Manage Access'. The 'Manage Access' column contains a blue question mark icon.

Tool or Service	My Role	Expires*	Manage Access
			?

Test Day Toolkit

Test Coordinator Home Page

- Users can log into Test Day Toolkit via their College Board account dashboard or Test Day Toolkit's direct link: <https://testday.collegeboard.org/>
- Upon logging in to Test Day Toolkit, use the drop-down menus to select the **Test Site** and **Test Administration**. Click **Continue** to view the **Home** page
- Use the menu at the top of the Home page or the blue text titles to complete necessary tasks.



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 A1:070955

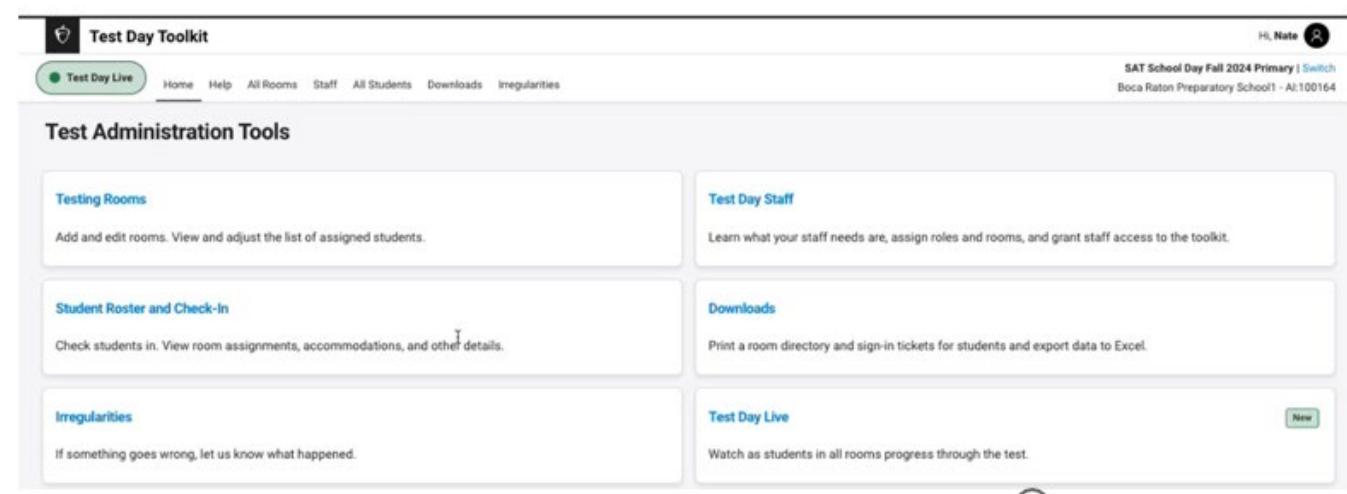
Role

Test Day Coordinator

Test Administration *

SAT School Day Spring 2024 Primary

Continue



Test Day Toolkit

Test Day Live Home Help All Rooms Staff All Students Downloads Irregularities

Hi, Name

SAT School Day Fall 2024 Primary | Switch
Boca Raton Preparatory School1 - A1:100164

Test Administration Tools

Testing Rooms

Add and edit rooms. View and adjust the list of assigned students.

Student Roster and Check-In

Check students in. View room assignments, accommodations, and other details.

Irregularities

If something goes wrong, let us know what happened.

Test Day Staff

Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.

Downloads

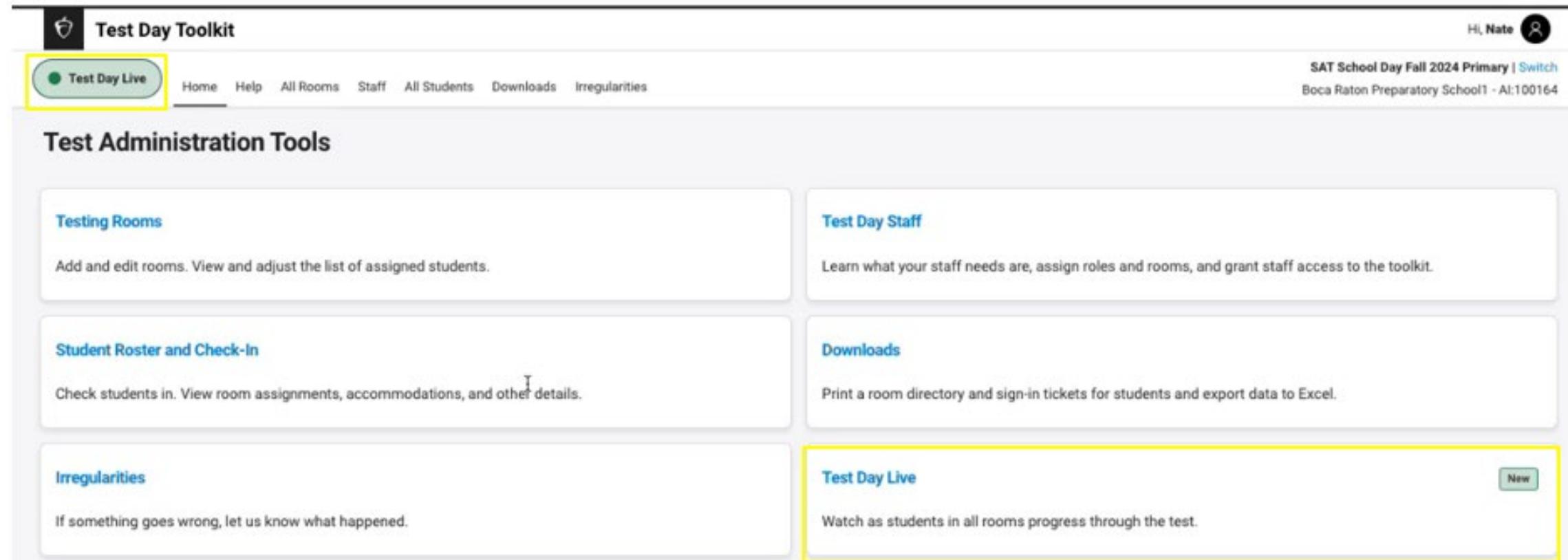
Print a room directory and sign-in tickets for students and export data to Excel.

Test Day Live

Watch as students in all rooms progress through the test.

Test Day Toolkit- Test Day Live

NEW for Spring 2026: Test Day Live allows coordinators to view all testing rooms in one view.



The screenshot shows the Test Day Toolkit interface. At the top, there is a navigation bar with a shield icon, the text "Test Day Toolkit", a "Hi, Nate" greeting, and a user profile icon. Below the navigation bar, a menu bar includes "Test Day Live" (which is highlighted with a yellow box), "Home", "Help", "All Rooms", "Staff", "All Students", "Downloads", and "Irregularities". To the right of the menu bar, the text "SAT School Day Fall 2024 Primary | Switch" and "Boca Raton Preparatory School1 - AI:100164" is displayed. The main content area is titled "Test Administration Tools" and contains six boxes: "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.), "Downloads" (Print a room directory and sign-in tickets for students and export data to Excel.), "Irregularities" (If something goes wrong, let us know what happened.), and "Test Day Live" (Watch as students in all rooms progress through the test. A "New" button is located in the top right corner of this box). The "Test Day Live" box is also highlighted with a yellow box.

Test Day Toolkit- Test Day Live -Continued

NEW for Spring 2026: Test Day Live allows coordinators to view all testing rooms in one view.

200 Students on the roster	10 Not checking in to Bluebook	34 Checking in to Bluebook	156 Ready to test	0 Started testing	0 Submitted answers
Displaying 34 results					
Show 30 60 1					
Student^	Testing Group	Accommodations	Room	Attendance^	Testing^
Auer-brdb, Vicky T.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bashirian-brdb, Audie J.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bins-brdb, Freddie Z.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bruen-brdb, Ryan H.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In

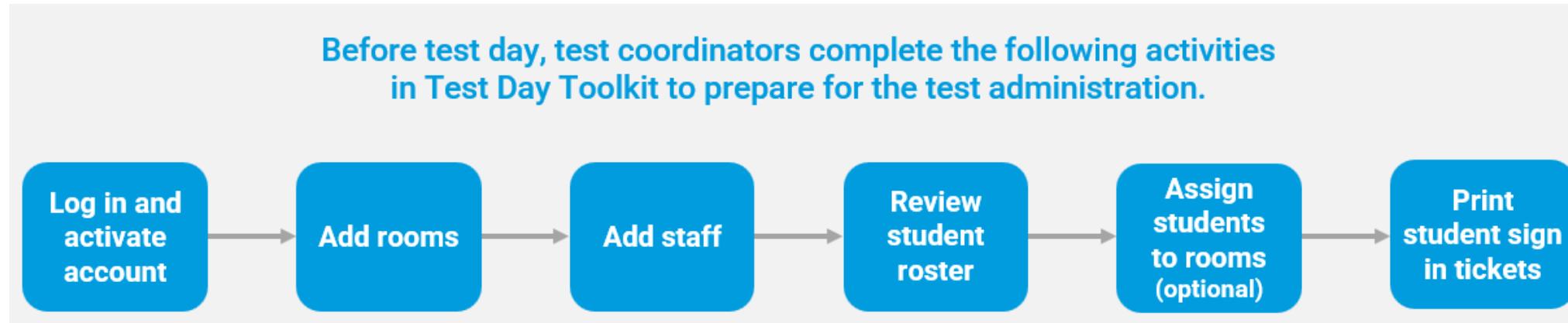
200 Students on the roster	10 Not checking in to Bluebook	0 Checking in to Bluebook	0 Ready to test	3 Started testing	187 Submitted answers
Displaying 3 results					
Student^	Testing Group	Accommodations	Room	Attendance^	Testing^
Breitenberg-brdb, Telly S.	S3: Time and One-half	<ul style="list-style-type: none">027 - Refreshable Braille049 - Other (modified setting) - Eum aut quod c...016 - Extra Breaks	Room HPWHD	● Checked in to room	Section 2, Module 2
Huels-brdb, Columbus Z.	S3: Time and One-half	<ul style="list-style-type: none">128 - Assistive Technology Compatible Test form (ATC)083 - Other Center-based039 - Small group testing	Room HPWHD	● Checked in to room	Section 2, Module 2
Sanford-brdb, Ernestina G.	S1: Standard Time	None	Room TZLMF	● Checked in to room	Submission Pending

Coordinators can easily drill into each milestone to identify testing rooms that may need attention

Test Day Toolkit- Coordinator Pre-Test Day Experience

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

- All assessment 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 a device provided by the school.



Test Day Toolkit- Adding Testing Rooms

- Navigate to the All Rooms.
- To use rooms from another administration, select **Reuse rooms** from the **Add Rooms** dropdown menu, choose an administration, and click **Save**.
- To add new rooms, select **Create new rooms** from the **Add Rooms** dropdown menu and use the table to name each room and give it a seating capacity.

The screenshot displays the Test Day Toolkit software interface. The top navigation bar includes links for Home, Help, All Rooms, Staff, All Students, Downloads, and Inequalities. The top right corner shows a user profile for 'Hi, Kristen' and a 'Switch' button. The main content area is titled 'All Rooms' and shows a table with 25 results. The table columns are Room Name, Testing Groups, Staff, and Seats Taken. The 'Rooms Taken' column contains buttons for 'Add Room', 'Reuse rooms', and 'Create new rooms'. The bottom section shows a 'Create New Rooms' dialog box with fields for Room Name and Capacity, and a 'Show testing groups' link.

Test Day Toolkit

Home Help All Rooms Staff All Students Downloads

All Rooms

Displaying 25 results

Room Name*	Testing Groups	Staff	Seats Taken
Abbie room		Coordinator: New Coordinator	0/20
asdf			0/10
Basket Ball Court	A1:	Proctor: Click to add	1/100
Blah			0/100
			0/120
			0/2000
			0/50

Add Room

Reuse rooms

Create new rooms

0/20

0/10

1/100

0/100

0/120

0/2000

0/50

All Rooms

Displaying 5 results

Room Name*	Testing Groups	Staff
empty hybrid	A1: standard	
Room 1: Monitoring Dashboard Tests		Proctor
Room 2: Attendance Telemetry Tests		
Room 3: Empty Room		
testing		Proctor

Search All Rooms

Create New Rooms

Show testing groups

* = required

Room Name*	Capacity*

+ Add New

Click to assign hall monitors

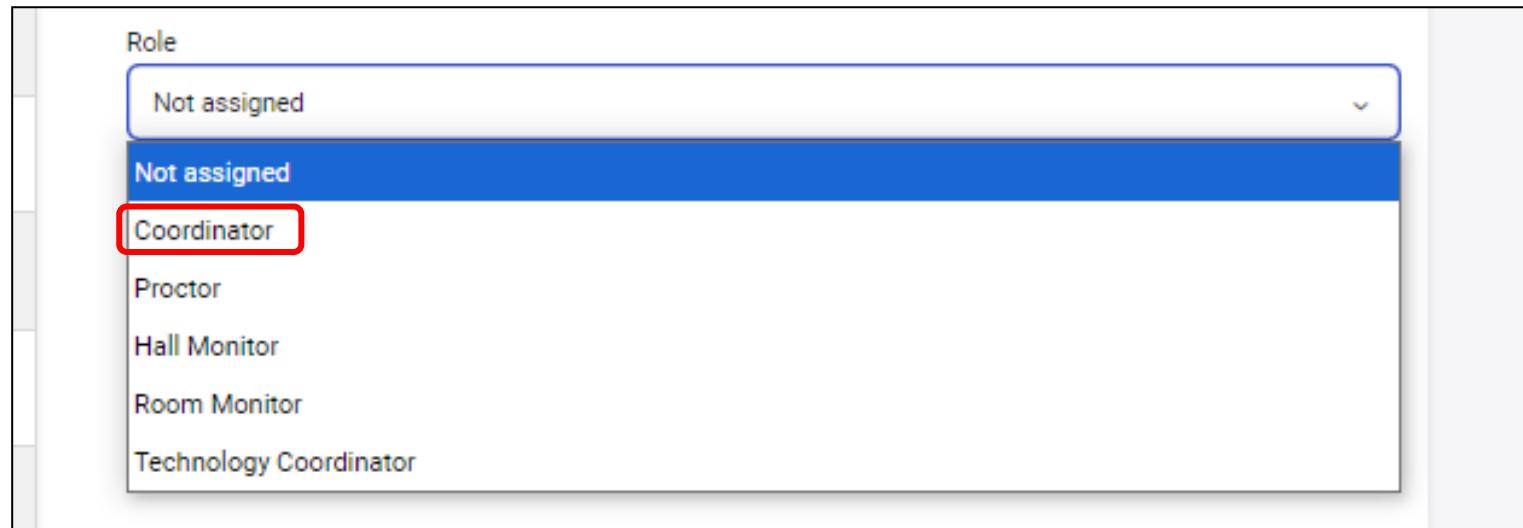
Jason McArdle

Total: 0 seats in 0 rooms

Add Room

Test Day Toolkit- Adding Additional Test Coordinators

STCs are able to add an additional test coordinator as a role in Test Day Toolkit for in-school administrations. This allows STCs to add backup coordinators without contacting Customer Service.



Test Day Toolkit- Adding Returning Staff

- Navigate to the **Staff Page**.
- Click **Select Returning Staff** from the **Add Staff** dropdown menu.
- Check the boxes next to staff names.
- Click **Add Selected Staff**.
- Update Contact Details by selecting **Edit Staff** in the **Actions** column on the **Staff Page**.

Select Returning Staff From List

Q Search assigned staff

Displaying 1-30 of 59 results (0 selected)

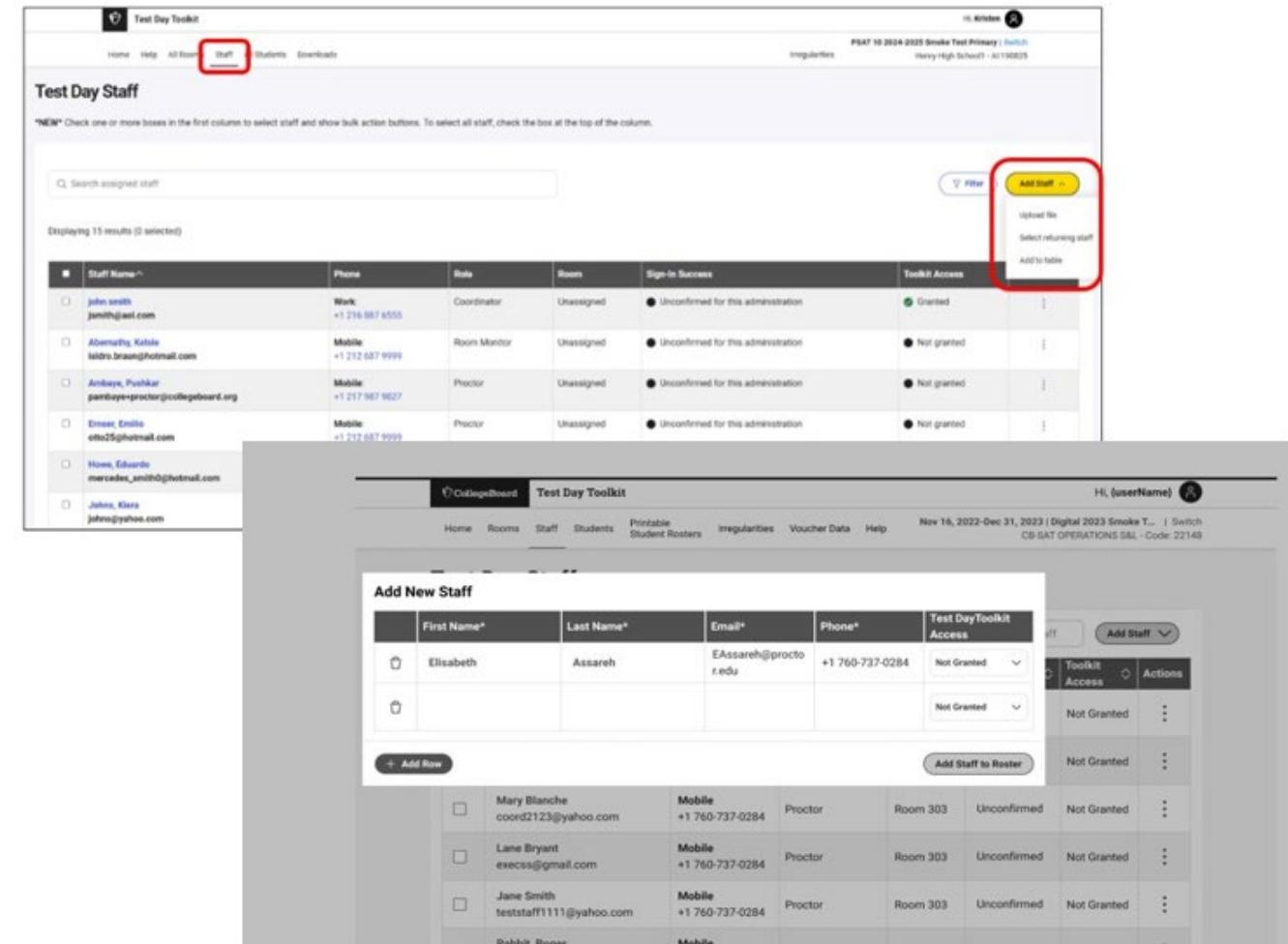
Show 30 | 00

<input type="checkbox"/>	First Name	Last Name	Email	Phone	Role
<input type="checkbox"/>	Coord	AnotherTest	another2222@yahoo.com	+ Mobile: +17035551111	Proctor
<input type="checkbox"/>	Staff	Automation Test	autofake@collegeboard.org	+ Mobile: +12025551234	Proctor
<input type="checkbox"/>	Staff	Automation Test Coordinator	auto+4@collegeboard.org	+ Mobile: +12025551234	Coordinator
<input type="checkbox"/>	Staff	Automation Test Hall Monitor	auto+5@collegeboard.org	+ Mobile: +12025551234	Hall Monitor
<input type="checkbox"/>	Staff	Automation Test Proctor	auto+5@collegeboard.org	+ Mobile: +12025551234	Proctor
<input type="checkbox"/>	None	Cheng	rexfax@tert.io	+ Mobile: +19495823721	Coordinator
<input type="checkbox"/>	December	Eighteen	dec18@yahoo.com	+ Mobile: +17035551111	Proctor

Add Selected Staff

Test Day Toolkit- Adding New Staff

- Navigate to the **Staff Page** and Click **Add Staff**
- For bulk uploads, click **Upload File** and follow the instructions to download the template, complete it, and upload it
- To enter staff manually, click **Add to Table** and complete a row for each new staff member



The screenshots illustrate the Test Day Toolkit interface for managing staff. The top screenshot shows the 'Test Day Staff' page, which lists 15 staff members with columns for Staff Name, Phone, Role, Room, Sign-In Success, and Toolkit Access. The 'Add Staff' button is highlighted with a red box. The bottom screenshot shows the 'Add New Staff' form, where a new staff member is being added with fields for First Name, Last Name, Email, Phone, and Toolkit Access. The 'Add Staff' button is also highlighted with a red box.

Test Day Toolkit- Assigning Staff to Roles and Rooms

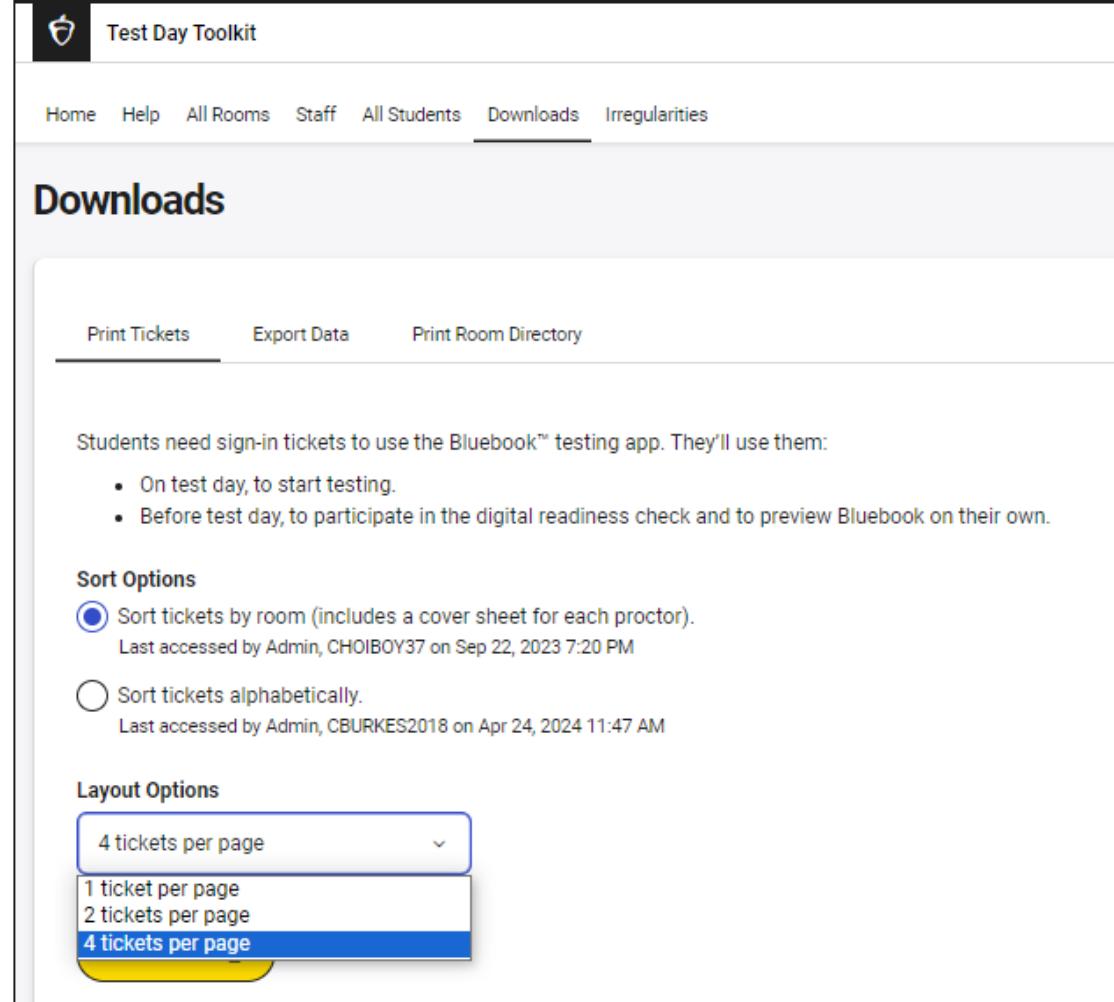
- Assign 1 proctor to each room (only 1 proctor can be assigned to a room).
- Proctors can be assigned to only 1 room at a time per test administration. If someone is proctoring multiple times during the testing window, assign them to a new room after each session.
- Assign hall and room monitors as needed to meet required staffing ratios.
- Assign 1 or more technology monitors.
- Don't assign technology or hall monitors to a room.

Test Day Toolkit- Printing Sign-in Tickets

Follow the steps below to print sign-in tickets for the Student Readiness Check and test day:

1. Click **Downloads** on the Home page.
2. Go to the **Print Tickets** tab and select sort and layout options (1, 2, or 4 per page). Save time and effort by choosing the alphabetical sort option and the 1-per-page print option.
3. Click **Print Tickets**.

Note: College Board does not consider sign-in tickets secure test materials. Per College Board policy, students may keep sign-in tickets after the Student Readiness Check.



The screenshot shows the 'Downloads' section of the Test Day Toolkit. At the top, there are three buttons: 'Print Tickets' (which is selected), 'Export Data', and 'Print Room Directory'. Below this, a note states: 'Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:'. A bulleted list follows: 'On test day, to start testing.' and 'Before test day, to participate in the digital readiness check and to preview Bluebook on their own.' Under 'Sort Options', there are two radio buttons: 'Sort tickets by room (includes a cover sheet for each proctor)' (selected) and 'Sort tickets alphabetically'. The 'Sort tickets by room' option was last accessed by Admin, CHOIBOY37 on Sep 22, 2023 7:20 PM. Under 'Layout Options', a dropdown menu is open, showing '4 tickets per page' (selected), '1 ticket per page', '2 tickets per page', and '4 tickets per page' again (highlighted with a yellow background).

Test Day Toolkit- Sign-in Ticket Layout Options

Sign-In Ticket	Bluebook
Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests	
Name: Laurie M. Abbott Date of Birth: 12/15/2004	
STUDENT INSTRUCTIONS	
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.	
User ID <input type="text"/>	
Registration Number <input type="text"/>	

Sign-In Ticket	Bluebook
Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests	
Name: Daisha K. Dach Date of Birth: 04/23/2004	
STUDENT INSTRUCTIONS	
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.	
User ID <input type="text"/>	
Registration Number <input type="text"/>	

Sign-In Ticket	Bluebook
Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests	
Name: Laurie M. Abbott Date of Birth: 12/15/2004	
STUDENT INSTRUCTIONS	
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.	
User ID <input type="text"/>	
Registration Number <input type="text"/>	

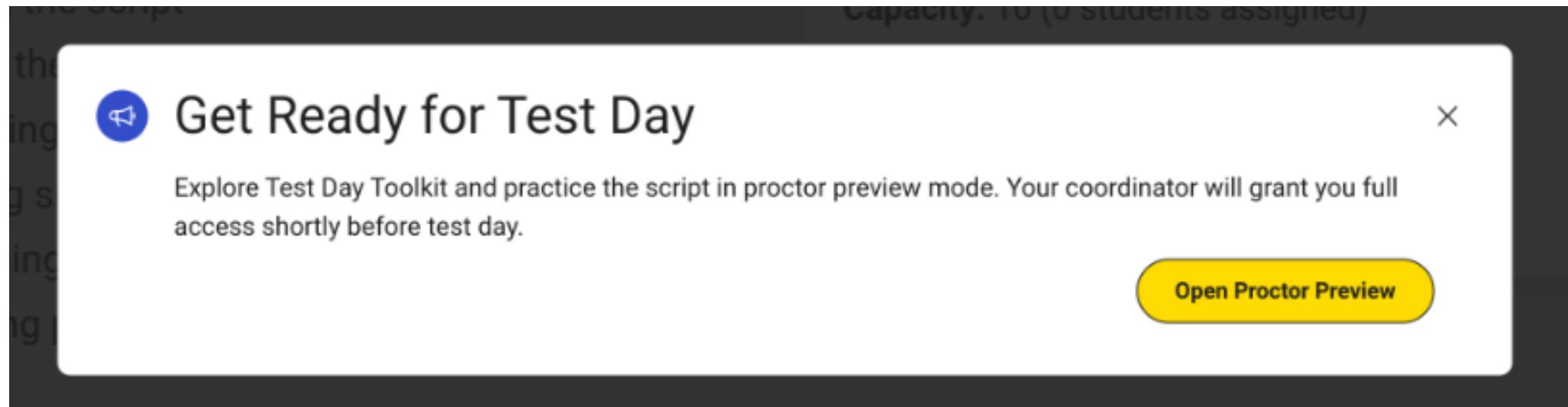
Sign-In Ticket	Bluebook
Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests	
Name: Daisha K. Dach Date of Birth: 04/23/2004	
STUDENT INSTRUCTIONS	
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.	
User ID <input type="text"/>	
Registration Number <input type="text"/>	

Sign-In Ticket	Bluebook
Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests	
Name: Laurie M. Abbott Date of Birth: 12/15/2004	
STUDENT INSTRUCTIONS	
Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.	
User ID <input type="text"/>	
Registration Number <input type="text"/>	

Test Day Toolkit- Proctor Pre-Test Day Experience

Proctor Preview

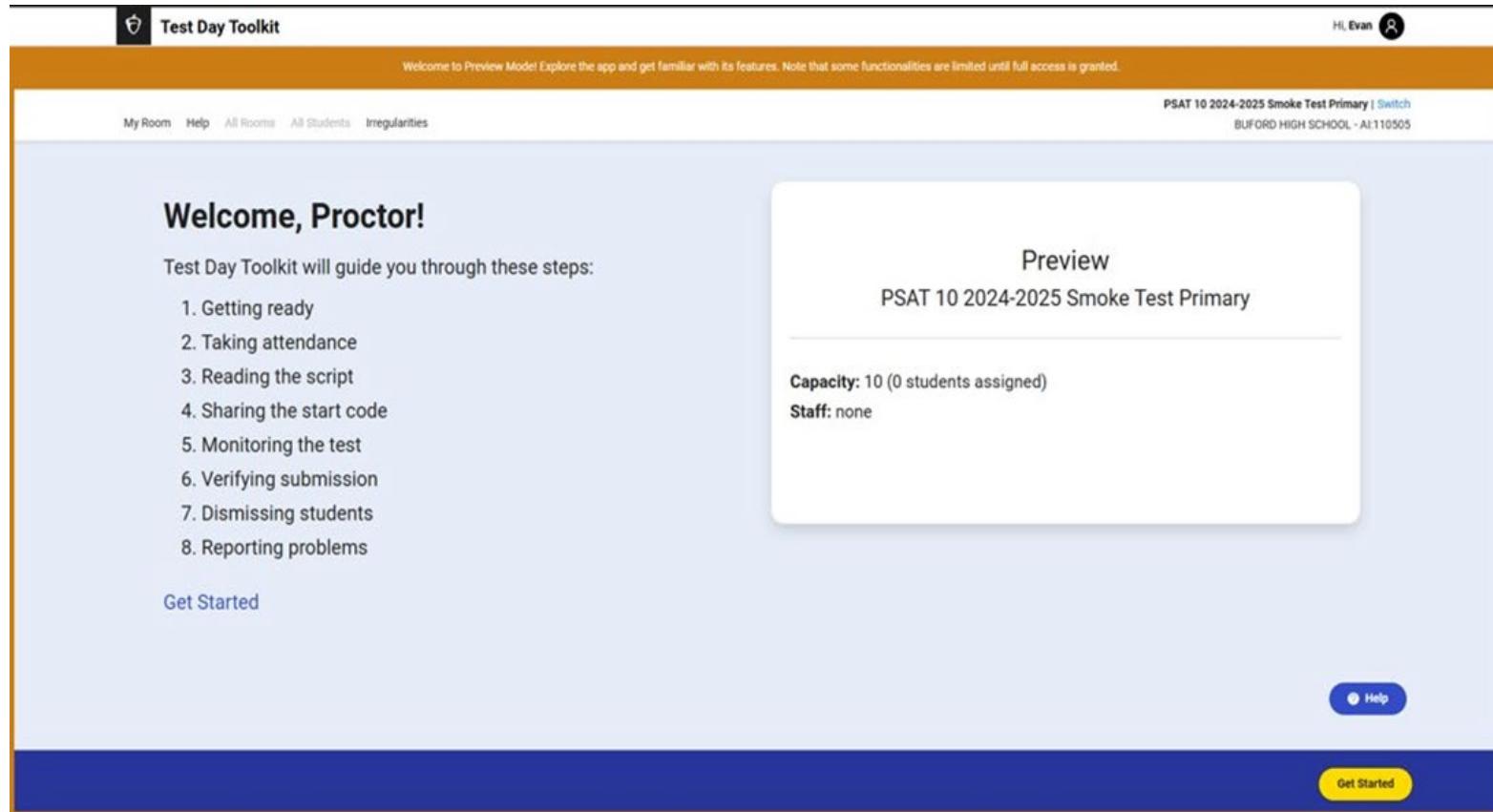
Ahead of test day, proctors will be able to move through Test Day Toolkit in a preview mode. They will be able to walk through the proctor flow, practice reading the script and become familiar with the monitoring dashboard without access to student PII.



Test Day Toolkit- Proctor Pre-Test Day Experience - Continued

Proctor Preview

- There is no student data in Preview Mode. If proctors are still in preview mode on test day, they will need to request full access from the test coordinator.



The screenshot shows the Test Day Toolkit app interface in Preview Mode. At the top, there is a navigation bar with a shield icon, the text "Test Day Toolkit", and a user profile "Hi, Evan". Below the navigation bar, a banner reads "Welcome to Preview Mode! Explore the app and get familiar with its features. Note that some functionalities are limited until full access is granted." The main content area has a header "Welcome, Proctor!" and a sub-header "Test Day Toolkit will guide you through these steps:". A numbered list follows: 1. Getting ready, 2. Taking attendance, 3. Reading the script, 4. Sharing the start code, 5. Monitoring the test, 6. Verifying submission, 7. Dismissing students, 8. Reporting problems. A "Get Started" button is located below this list. To the right, a "Preview" box displays "PSAT 10 2024-2025 Smoke Test Primary". Inside the box, it says "Capacity: 10 (0 students assigned)" and "Staff: none". At the bottom of the app interface, there is a blue bar with a "Help" button and a "Get Started" button.

Staff Test Day Preparation

Planning Time

When planning for testing, consider the following questions

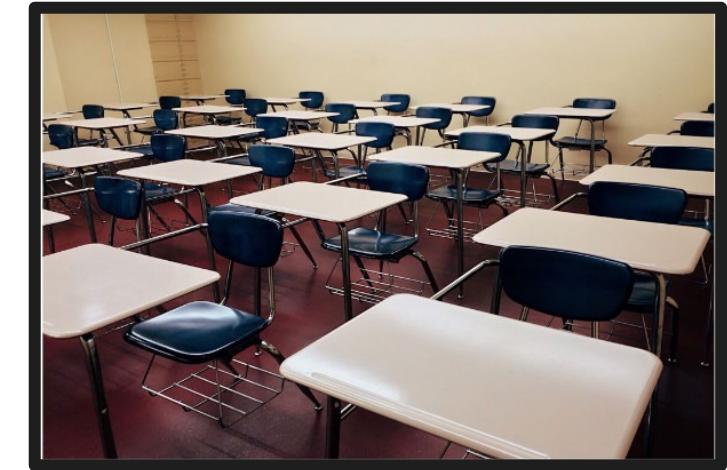
- School Name
- Test Day Date and Time
- Number of students taking SAT
- For required online training will you train test day staff on site? If yes, who will lead the training? When?
- When will your Technology Coordinator upload Bluebook onto student devices?
- Date of Student Readiness Check (SRC)?
- Will sign-in tickets be collected after SRC?
- How many testing rooms are needed? (Consider extended time and 1:1 testers)
- Will rooms other than classrooms be used for testing? (i.e. library, auditorium, gym, etc.)
- How many proctors are needed?
- How many hall monitors are needed?
- How many help room monitors as needed?
- How many backup test day staff need to be trained?
- Are there any paper testers at your school?
- Will any staff who do not work at your school proctor on test day? If yes, do they have appropriate credentials to access WiFi?
- Is there a formal dismissal or conclusion to testing?
- What day(s) do you plan on administering re-tests?



Preparing Testing Rooms

- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- All chairs must have backs and face forward in the same direction.
- Tablet-arm chairs may be used if they have a minimum writing surface of 12x15 inches.
- Maps, charts, or other teaching materials must not be visible.
- Students cannot use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers.*
- Computer labs may be used for testing; seats can face different directions, but students must not have a direct line of sight to other screens.
- Students must be seated with at least 3 feet from the center of their computer to the center of the next student's computer.
- Access to power strips/power supply should be available.

*Partitions/dividers can be used in a computer lab as long as they are low enough for the proctor to see the students' testing devices.



Device Requirements



Windows
(laptop, desktop, or tablet)



Device should be plugged into a power source or be able to hold a charge for 3 hours for the SAT



Device must be able to connect to the school network via ethernet or Wi-Fi

Mac
(laptop or desktop)

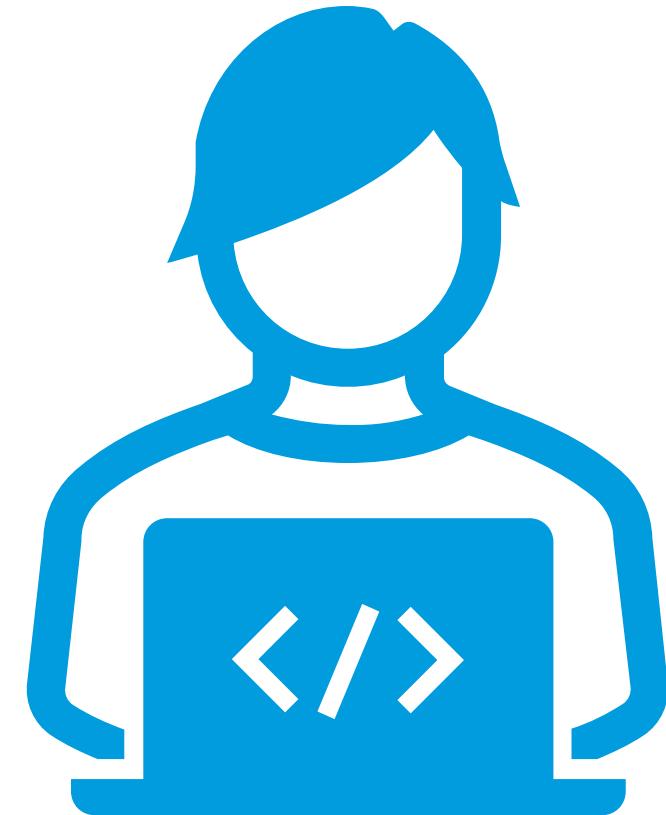
School-managed Chromebook

If student is testing with extended time, make sure they have access to power for the duration of their testing time.

iPad

Help Room (Optional)

- The Help Room should be staffed with personnel who are prepared to help students troubleshoot technical issues. While optional, College Board strongly recommends setting up a Help Room on test day.
- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out, and extra charging cords and power strips.
- A copy of the Technical Troubleshooting Guide, located in the Test Coordinator Manual, as well as the phone number for Customer Support (866-609-2205), should be provided for Help Room staff.



Late Room (Optional)

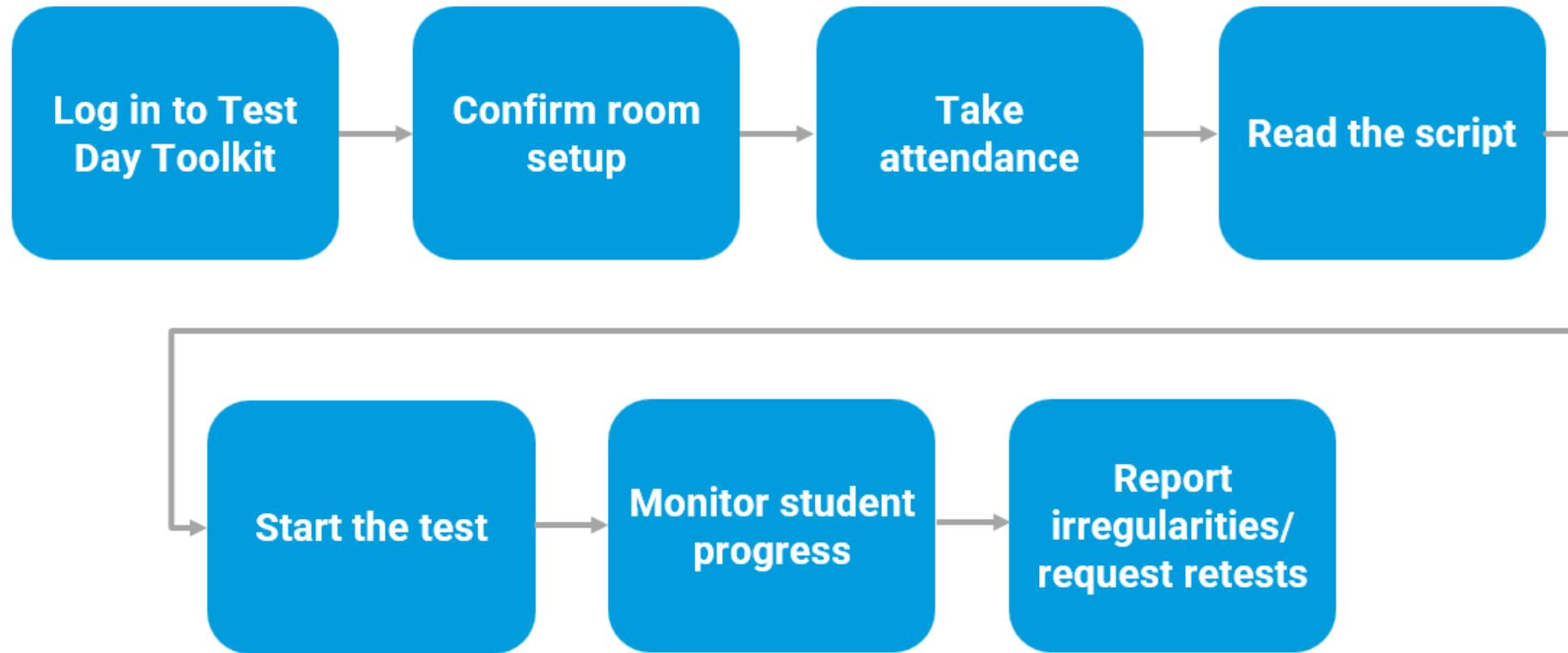
- If there is an extra room and proctor available, it is recommended that schools designate a Late Room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to the proctor's room.
- If no Late Room is available, late-arriving students must be rescheduled for another day within the testing window.



Staff Test Day Experience

Proctor Test Day Experience

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



Proctor Test Day Experience- Proctor Home Page

The screenshot shows the Test Day Toolkit interface. At the top, there is a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Downloads, and Irregularities. The top right corner shows a user profile with the name 'Hi, Caryn' and a switch icon. Below the navigation bar, the session information is displayed: 'PSAT 8/9 2024-2025 Smoke Test Primary | Switch' and 'Sue Landers High School - AI:471828'. A 'Coordinator Tools' button is located in the top right of the main content area. The main content area features a large 'Welcome, Proctor!' heading and a list of steps: 1. Getting ready, 2. Taking attendance, 3. Reading the script, 4. Sharing the start code, 5. Monitoring the test, 6. Verifying submission, 7. Dismissing students, 8. Reporting problems. A 'Get Started' button is located at the bottom left of this section. To the right, a detailed room information box is shown for 'Room 101': 'Digital SAT In-School Smoke Test Spring 2022'. It includes 'Capacity: 50 (50 students assigned)' and 'Staff: AO Shared (Proctor)'. A 'Help' button is located at the bottom right of this box. A large blue 'Get Started' button is positioned at the bottom right of the entire page.

Proctor Test Day Experience- Confirm Room Setup

Step 1 of 6

Count Seats and Check Spacing

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

Your room should have 10 seats separated by at least 3 feet on the right and (measured from the of each desk)

Step 2 of 6

Check Access to Electricity

Locate the outlets and check your supplies for power strips, surge protectors, and extension cords.

Ask your coordinator if you're not sure how to help students who need to charge their device.

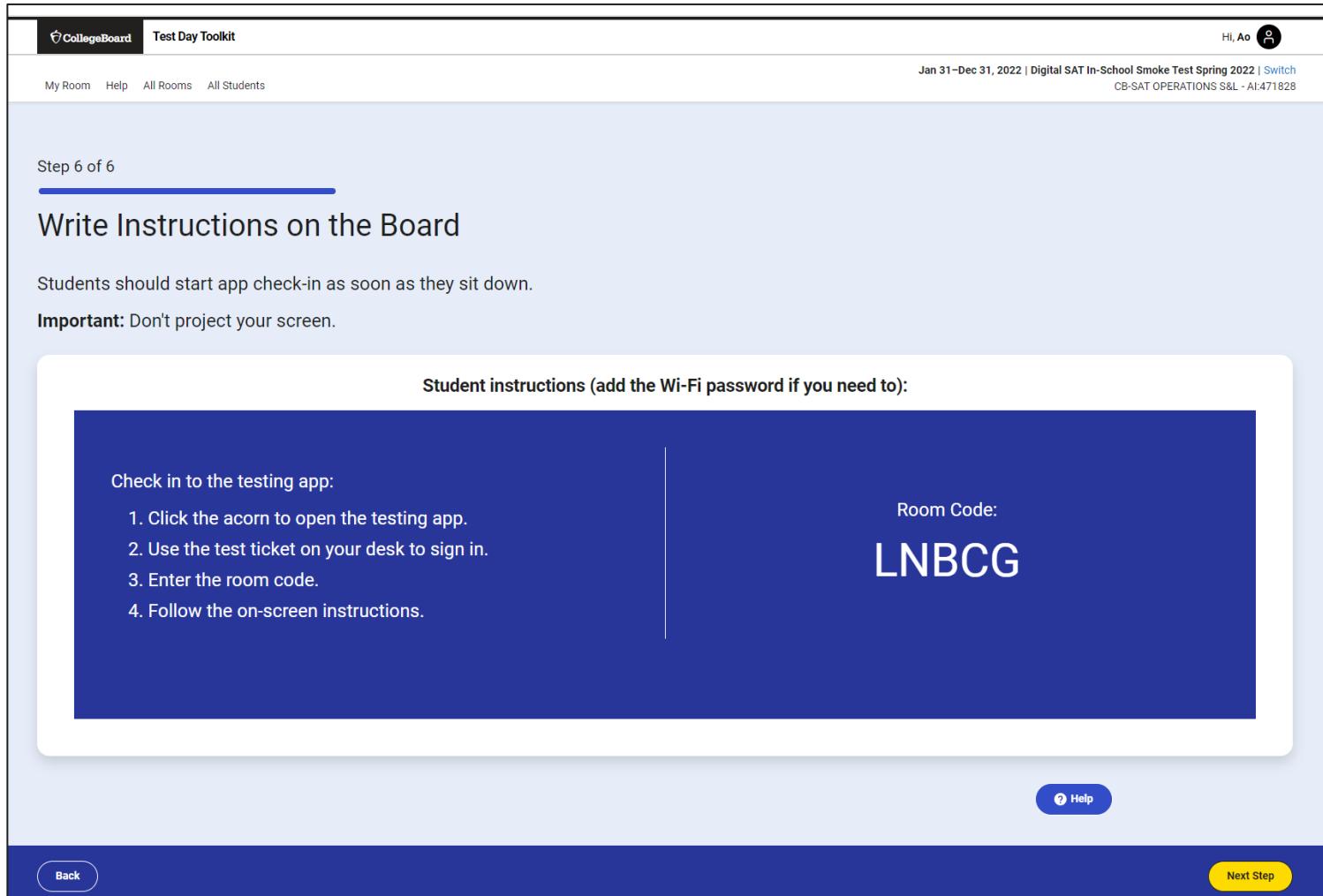
Step 3 of 6

Distribute Sign-In Tickets

Place a sign-in ticket on each desk randomly or according to a seating chart.

Students must use the credentials on their sign-in ticket to take the test.

Proctor Test Day Experience- Instructions and Room Code



The screenshot shows a web-based application for proctoring test days. At the top, there's a header with the CollegeBoard logo, the title "Test Day Toolkit", and a user profile. Below the header, a navigation bar includes links for "My Room", "Help", "All Rooms", and "All Students". The main content area is titled "Step 6 of 6" and "Write Instructions on the Board". It instructs students to start app check-in as soon as they sit down and emphasizes not to project the screen. A large blue box contains "Student instructions (add the Wi-Fi password if you need to):". Inside this box, it says "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. 4. Follow the on-screen instructions. To the right of the instructions, the "Room Code" is listed as "LNBCG". At the bottom of the screen, there are "Back" and "Next Step" buttons, along with a "Help" button.

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

Proctor Test Day Experience- Take Attendance

Take Attendance

Last updated less than a minute ago

Refresh Data

 Hide Directions

1 Ask students to check in.

Tell students to follow the instructions you posted. You'll see their names in the **Entered Room Code** list when they enter the room code. [What if no students appear in the "Assigned" list?](#)

2 Mark students present.

Before you mark a student present, make sure you see them in your room. If students are present but not shown in the **Entered Room Code** list, prompt them to enter the room code.

[What if students don't see today's test listed in Bluebook™?](#)

3 Check student progress.

Students are listed as **Ready to Test** when they complete check-in. If everyone you marked present is ready to test, click **Next Step** and read the script.

[What if some students are behind?](#)

ASSIGNED (3)

ENTERED ROOM CODE (0)

READY TO TEST (4)

Alatorre-Paz, Donovan

Alcala, Ashley

Aryoubi, Bibi Fatema

Students are listed here after they enter the room code and before they complete check-in.

Al Jumaili, Abdullah

Ready 

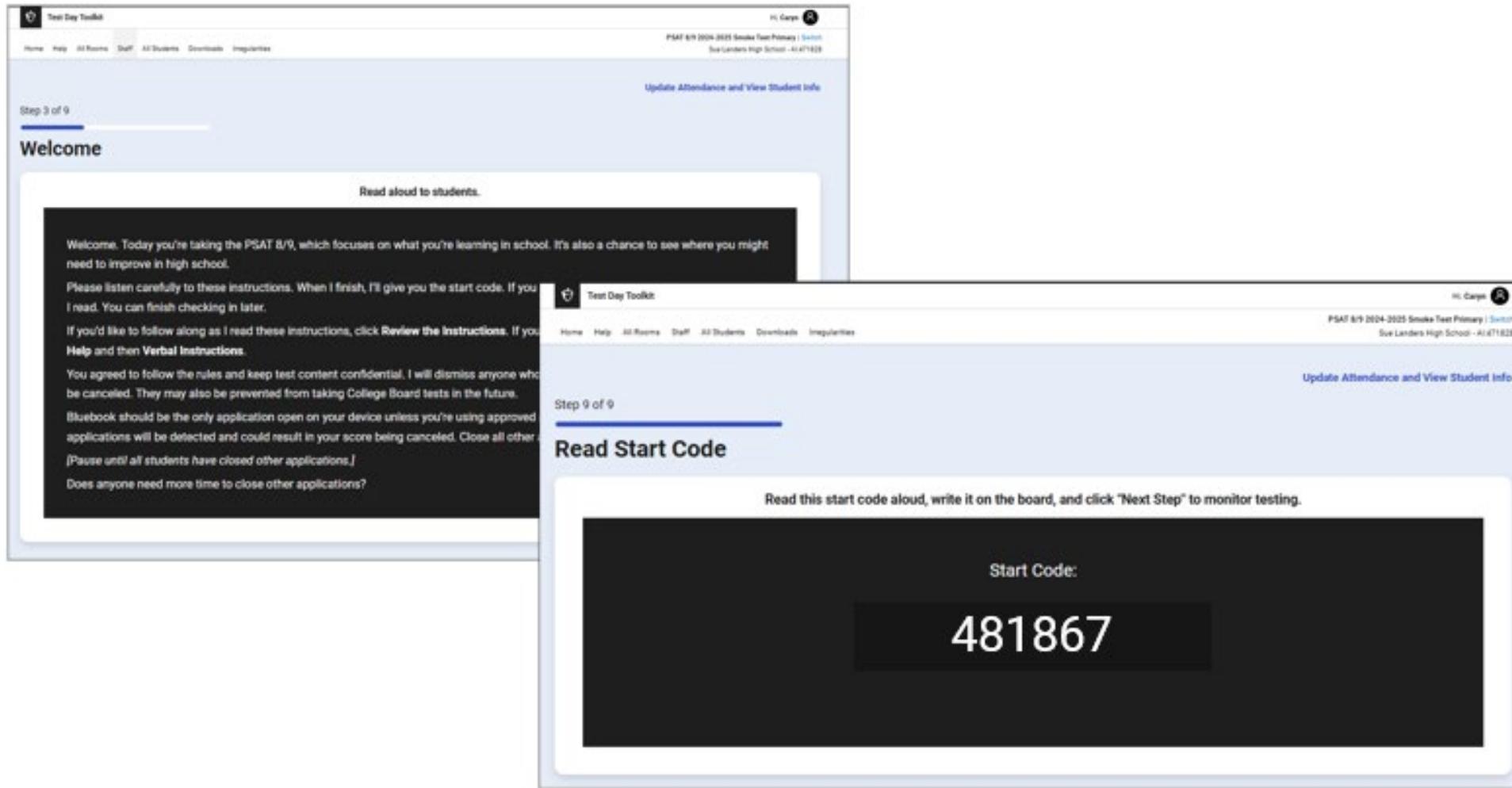
Al Khalidi, Ali

Ready 

Al Shaikhli, Faisal

Ready 

Proctor Test Day Experience- Script and Start Code



Welcome

Read aloud to students.

Welcome. Today you're taking the PSAT 8/9, which focuses on what you're learning in school. It's also a chance to see where you might need to improve in high school.

Please listen carefully to these instructions. When I finish, I'll give you the start code. If you I read. You can finish checking in later.

If you'd like to follow along as I read these instructions, click **Review the Instructions**. If you **Help** and then **Verbal Instructions**.

You agreed to follow the rules and keep test content confidential. I will dismiss anyone who be canceled. They may also be prevented from taking College Board tests in the future.

Blurbook should be the only application open on your device unless you're using approved applications will be detected and could result in your score being canceled. Close all other [Pause until all students have closed other applications.]

Does anyone need more time to close other applications?

Read Start Code

Read this start code aloud, write it on the board, and click "Next Step" to monitor testing.

Start Code:

481867

Proctor Test Day Experience- Monitoring Dashboard

The screenshot shows the Test Day Toolkit Monitoring Dashboard. At the top, there is a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Downloads, and Irregularities. The date range is set from Jul 1, 2024–Jul 31, 2025 for PSAT/NMSQT 2024–2025 Smoke Test Primary. The user is logged in as Caryn. The dashboard title is "Monitoring Dashboard" and the start code is 394896. A "Show Directions" button is available.

Filter by testing status to see who's testing smoothly and who's not. If a student's status indicates an issue, check their screen to confirm it.

Testing Status Filters

Status	Count
Not Started	1
Section 1	0
Break	0
Section 2	0

Needs Attention

Status	Count
Exited	1
Submission Pending	0

Ready to Dismiss

Dismiss students with Submitted status. [How do I help the others?](#)

Status	Count
Submitted	0

Student List: All Students (3)

Student	Accommodations	Attendance	Testing	Last Updated
XYZProtas, XYZAliaksei	None	● Checked in to room		Jun 19, 2024 1:37 PM
XYZKuemper, XYZDarcy	None	● Checked in to room	Ready to Test	Jun 19, 2024 12:55 PM
XYZMilano, XYZSonny	None	● Checked in to room	Exited	Jun 18, 2024 8:02 AM

Proctor Test Day Experience- 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 

Proctor Test Day Experience- Irregularities

Home Help All Rooms Staff All Students Downloads Irregularities

PSAT 8/9 2024-2025 Smoke Test Primary | [Switch](#)

Sue Landers High School - AI:471828

Add Irregularity

When not to submit an irregularity: if students didn't enter a room code, [follow the instructions for rescheduling tests](#).

Submit an irregularity to set up a retest for students who entered the room code, to report a security issue or other irregularity, or to cancel a score on behalf of a student.

If you need to correct roster data, update it in the system before trying to test the student again. [Learn how to correct registration and accommodations data](#).

[Expand All](#)

[Collapse All](#)

I need to report a security issue or rule violation.

Pending security reports are reviewed when the testing window ends. Delete or submit forms before then to avoid possible score invalidation by the test security team.

[Prohibited items and behaviors \(no retest\)](#)

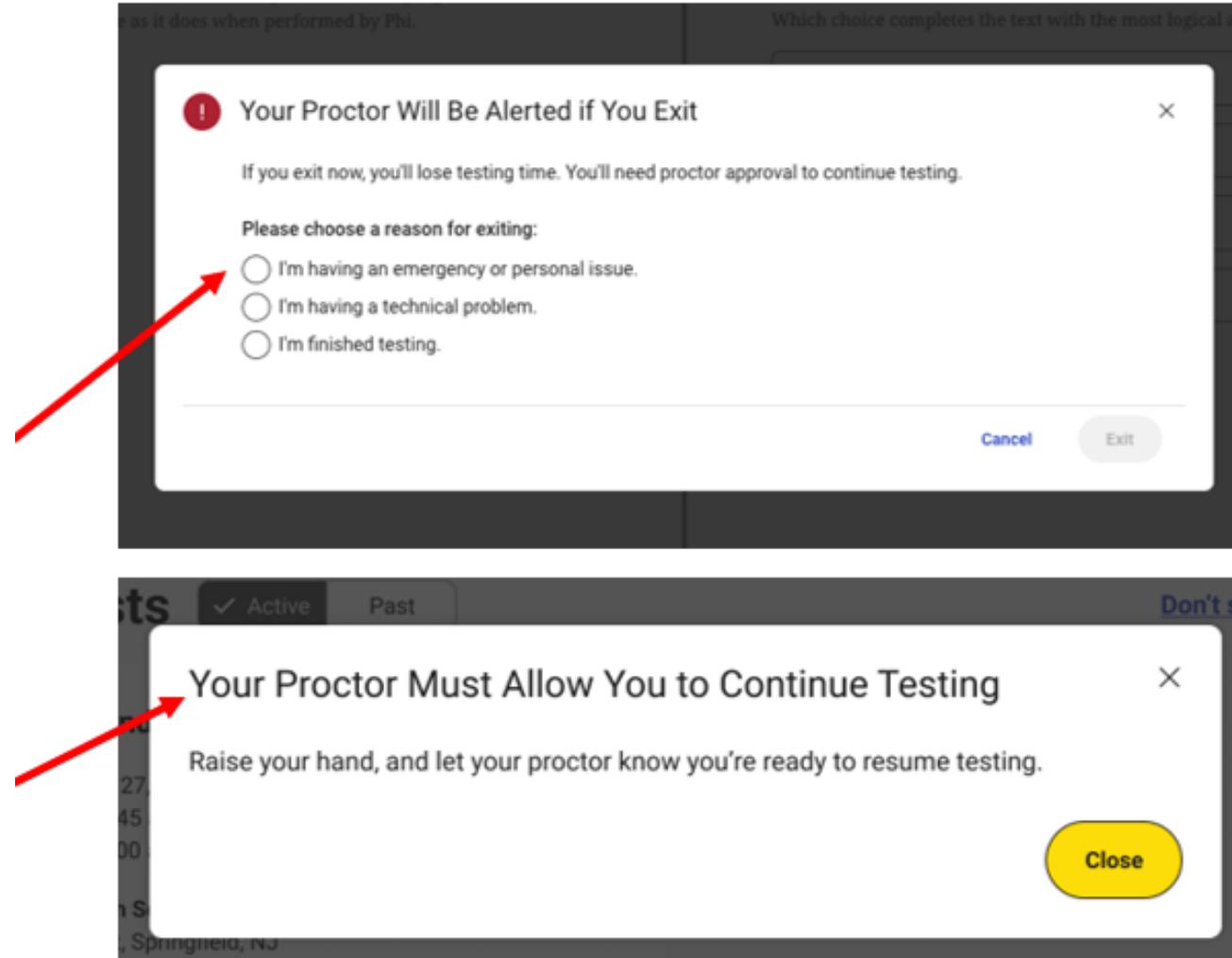
Report a student who used or possessed a prohibited aid or device or engaged in a prohibited behavior.

[Testing device misuse \(no retest\)](#)

Report a student who misused or damaged a testing device.

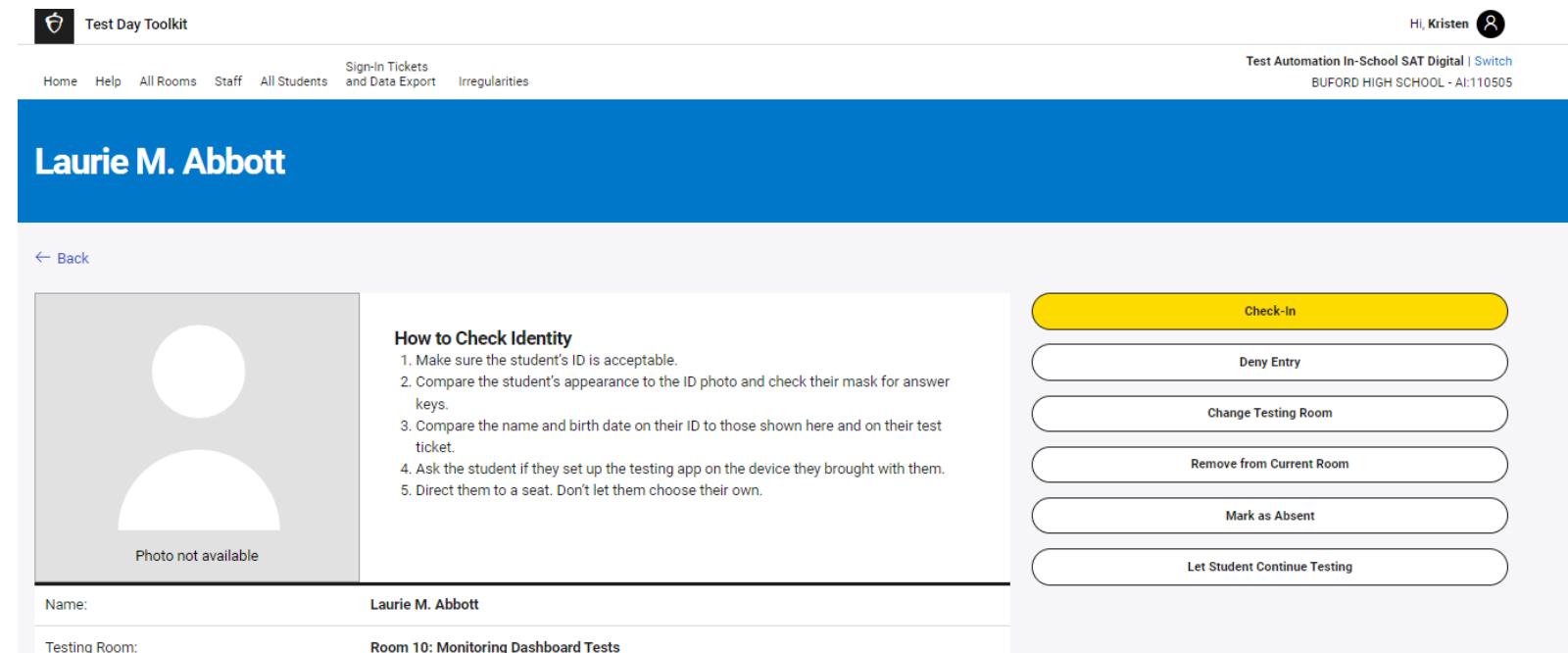
Proctor Test Day Experience- Student Re-Entry into Testing

- Students must provide a reason for exiting a College Board digital test and obtain permission from the proctor to re-enter the test.
- The student will see this pop-up that requires them to give a reason if they click to exit the test. This will alert the proctor.
- When attempting to resume testing, the student will see this pop-up.



Proctor Test Day Experience- Student Re-Entry into Testing - Continued

- The proctor must click on the student's name in Test Day Toolkit to see their profile and select **Let Student Continue Testing** for the student to continue testing.
- Students lose testing time for taking an unscheduled break.



The screenshot shows the Test Day Toolkit interface. At the top, there is a navigation bar with links: Home, Help, All Rooms, Staff, All Students, Sign-In Tickets and Data Export, and Irregularities. On the right, it says "Hi, Kristen" and "Test Automation In-School SAT Digital | Switch BUFRD HIGH SCHOOL - AI:110505". The main content area is titled "Laurie M. Abbott". It includes a "Photo not available" placeholder, a "How to Check Identity" section with 5 steps, and student details: Name: Laurie M. Abbott and Testing Room: Room 10: Monitoring Dashboard Tests. To the right, there is a vertical column of buttons: Check-In (yellow), Deny Entry, Change Testing Room, Remove from Current Room, Mark as Absent, and Let Student Continue Testing.

Student Readiness Check

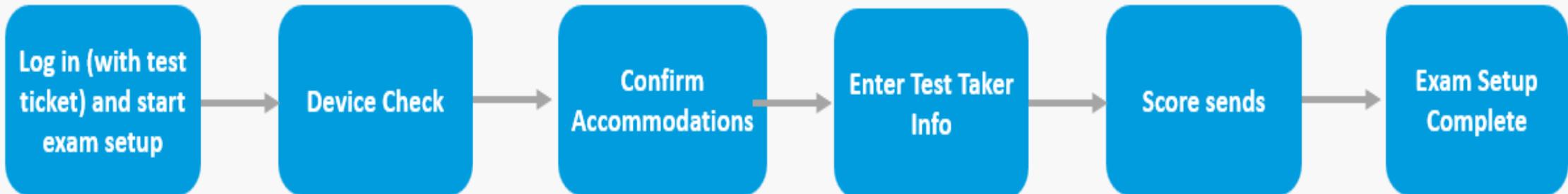
Student Readiness Check- Bluebook

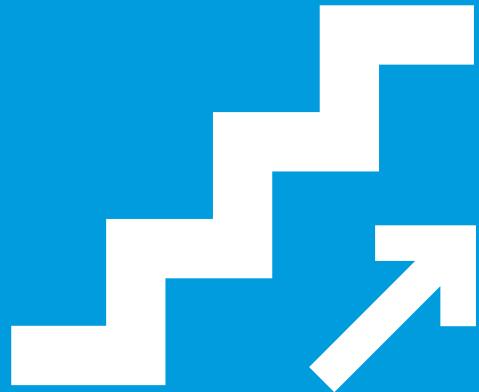
Before test day, students will be able to complete the following activities in Bluebook:

- Complete exam setup as part of the school's student readiness check.
- Review a test preview.
- Complete a full-length practice.

Optional Practice Opportunities:

- Review Test Preview
- Complete full-length practice





Student Readiness Check

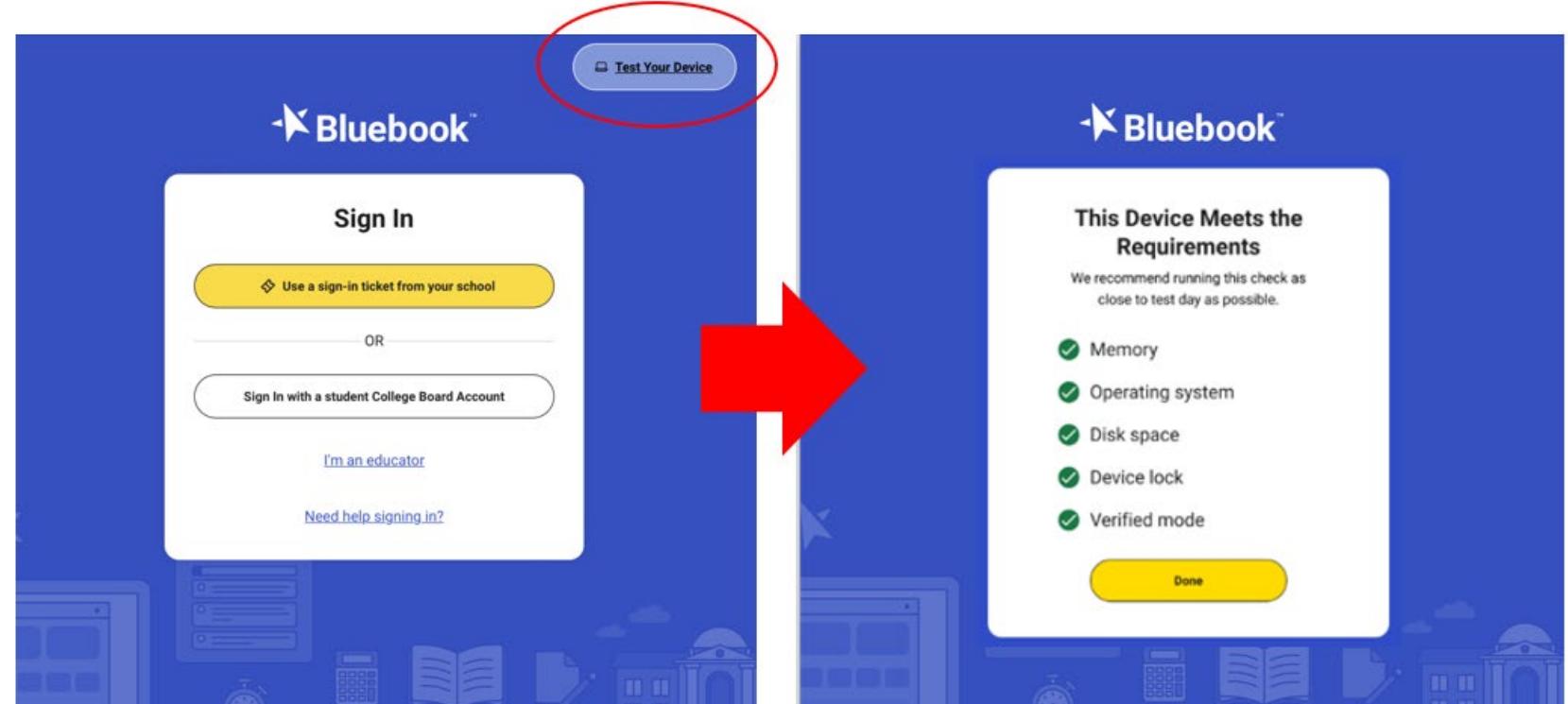
Purpose of the Student Readiness Check:

- ✓ Ensure devices being used for testing meet technical requirements.
- ✓ Ensure Bluebook is installed correctly.
- ✓ Complete Exam Set-Up process.
 - Review privacy policy and use of this app statement.
 - Opt into BigFuture School and Connections opportunities if desired.
 - Add Free Score Sends for SAT.
- ✓ Complete Test Preview or Full-Length Practice Test.
 - Explore universal tools.
 - Answer sample questions.

The student readiness check will take approximately 30 minutes.

Student Readiness Check- Test Devices

- Test your device before you sign in by selecting the **Test Your Device** button
- If the device meets the requirements, select **Done**.
- If the device does not meet the requirements, let your proctor know.



Student Readiness Check- Sign Into Bluebook

Proctor distributes sign-in ticket

Sign-In Ticket 

Test: Test Automation In-School SAT Digital
Room: Room 10: Monitoring Dashboard Tests

Name: Laurie M. Abbott
Date of Birth: 12/15/2004

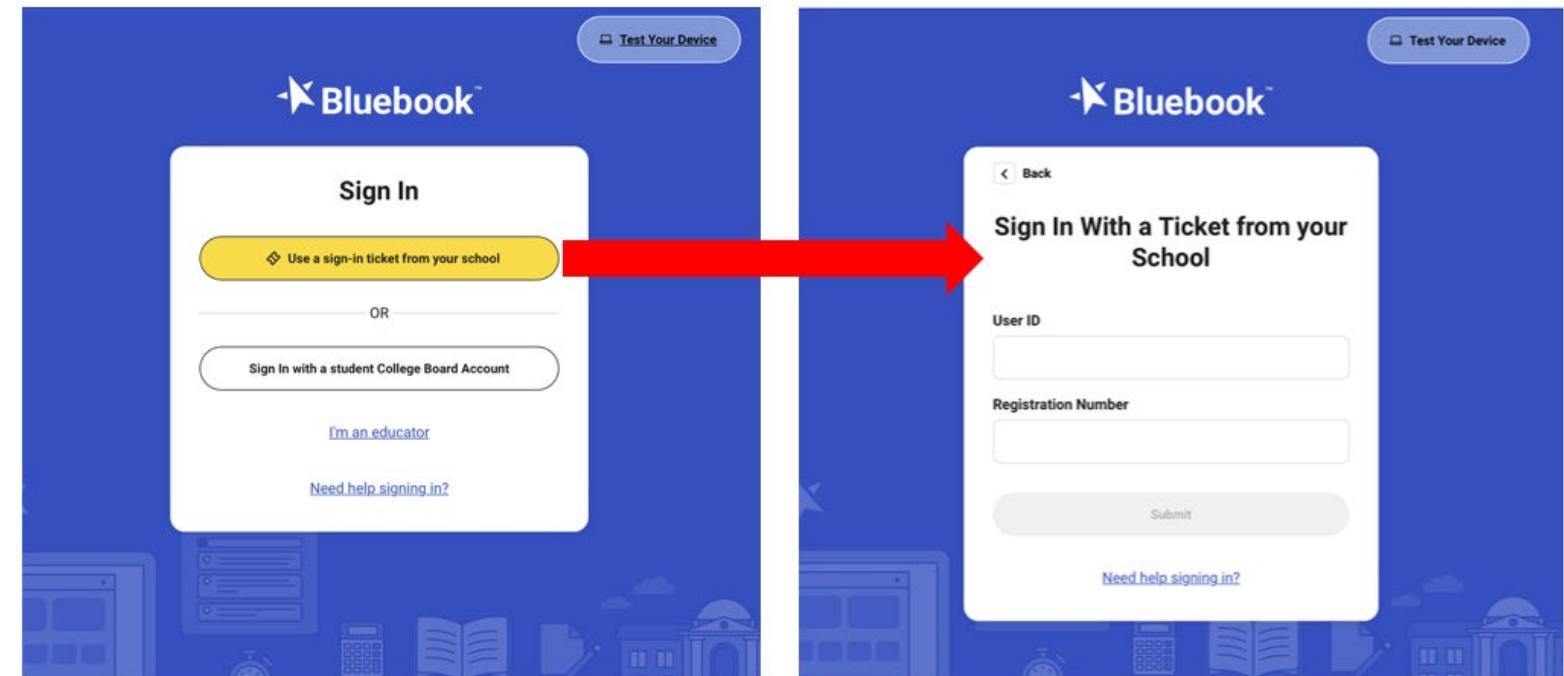
STUDENT INSTRUCTIONS

Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.

User ID

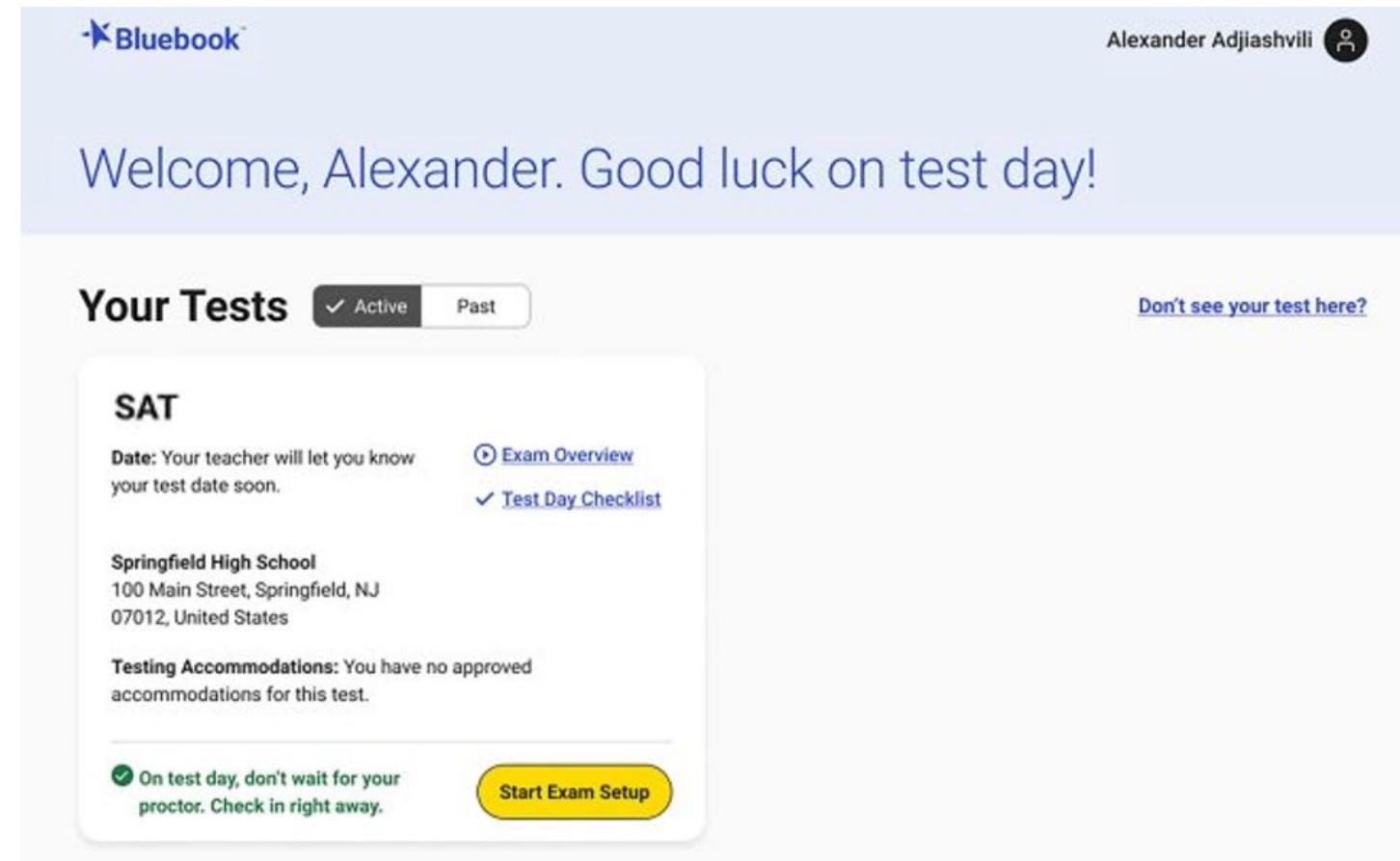
Registration Number

Use your sign-in ticket to sign into Bluebook



Student Readiness Check- Confirm Info and Start Exam Setup

- Upon signing in, you will need to confirm that the information on the test ticket matches the information displayed on the screen.
- If the test ticket information matches the information in Bluebook, you are ready to select **Start Exam Setup**.



The screenshot shows the Bluebook student dashboard. At the top, it says "Welcome, Alexander. Good luck on test day!" and shows the user's name "Alexander Adjashvili" with a profile icon. Below this, the "Your Tests" section is displayed, with "Active" selected. A card for the "SAT" test is shown, with the following details:

- Date:** Your teacher will let you know your test date soon.
- Exam Overview** and **Test Day Checklist** links are available.
- Location:** Springfield High School, 100 Main Street, Springfield, NJ 07012, United States.
- Testing Accommodations:** You have no approved accommodations for this test.

At the bottom of the card, there is a note: "On test day, don't wait for your proctor. Check in right away." and a yellow "Start Exam Setup" button.

Student Readiness Check- Confirm Personal Information

Confirm that your name and approved accommodations (if applicable) are listed. Then, click **Next**.

Note: If any information is inaccurate, let your proctor know. We cannot continue with exam setup until all issues are resolved.

Help Return to Home

Confirm Your Personal Information

First and Last Name	Accommodations
Sofia Aguilar	<ul style="list-style-type: none">Up to double time (<+100%)

You may have approved accommodations that don't apply to digital testing. [Learn more about accommodations](#)

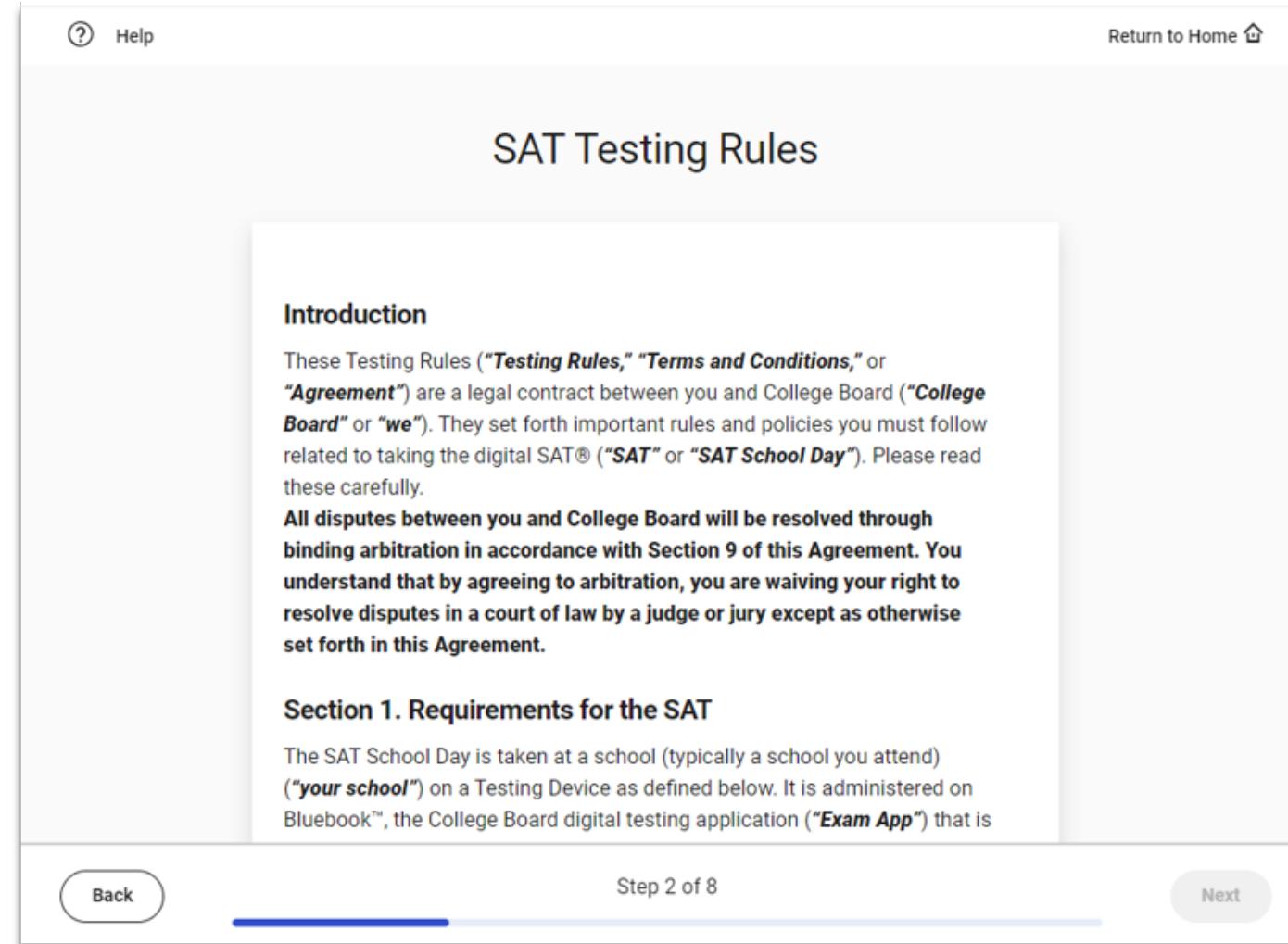
Is this information correct?

Yes No

Back Step 1 of 12 Next

Student Readiness Check- Test Taker Rules

Read and agree to the testing rules for the exam. Then, click **Next**.



The screenshot shows a web-based application for reading and agreeing to testing rules. At the top, there are 'Help' and 'Return to Home' buttons. The main title is 'SAT Testing Rules'. Below the title is a section titled 'Introduction' which contains text about the legal contract between the user and College Board. It also includes a statement about arbitration. Following this is 'Section 1. Requirements for the SAT' with text about the SAT School Day being taken at a school using the Bluebook app. At the bottom, there are 'Back' and 'Next' buttons, and a progress indicator showing 'Step 2 of 8'.

Help Return to Home

SAT Testing Rules

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

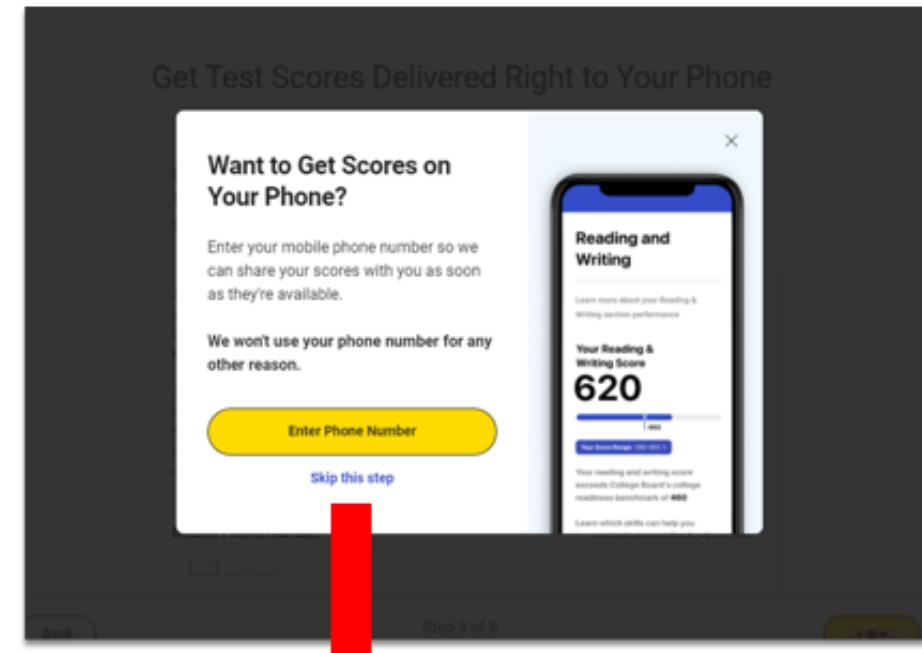
The SAT School Day is taken at a school (typically a school you attend) ("your school") on a Testing Device as defined below. It is administered on Bluebook™, the College Board digital testing application ("Exam App") that is

Back Step 2 of 8 Next

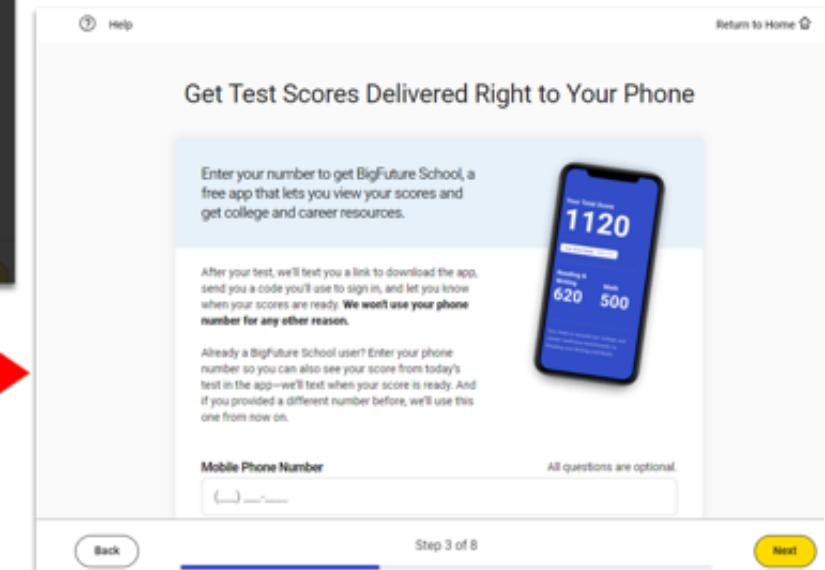
Student Readiness Check- BigFuture School Participation

Students who provide a mobile number when taking the SAT will be able to access their score in BigFuture School.

Students must re-opt in for every administration.



Students who click “skip this step” will not see this screen.

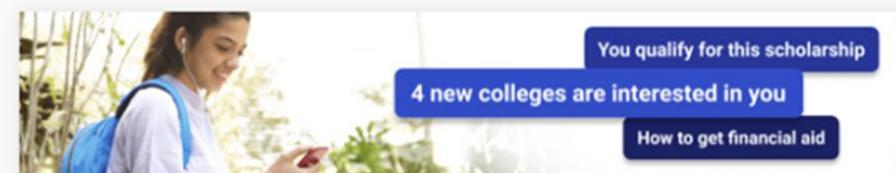


Student Readiness Check- Connections Opt-In (Optional)

- Just like BigFuture School, Connections is free and optional.
- Connections allows you to get information about colleges, universities, and scholarship organizations.
- To opt in, select the box that says “Yes, I want to participate in Connections” and click **Next**.
- If you do not want to opt-in, do not select the box, and click **Next**.

② Help [Return to Home](#)

Introducing Connections!



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.

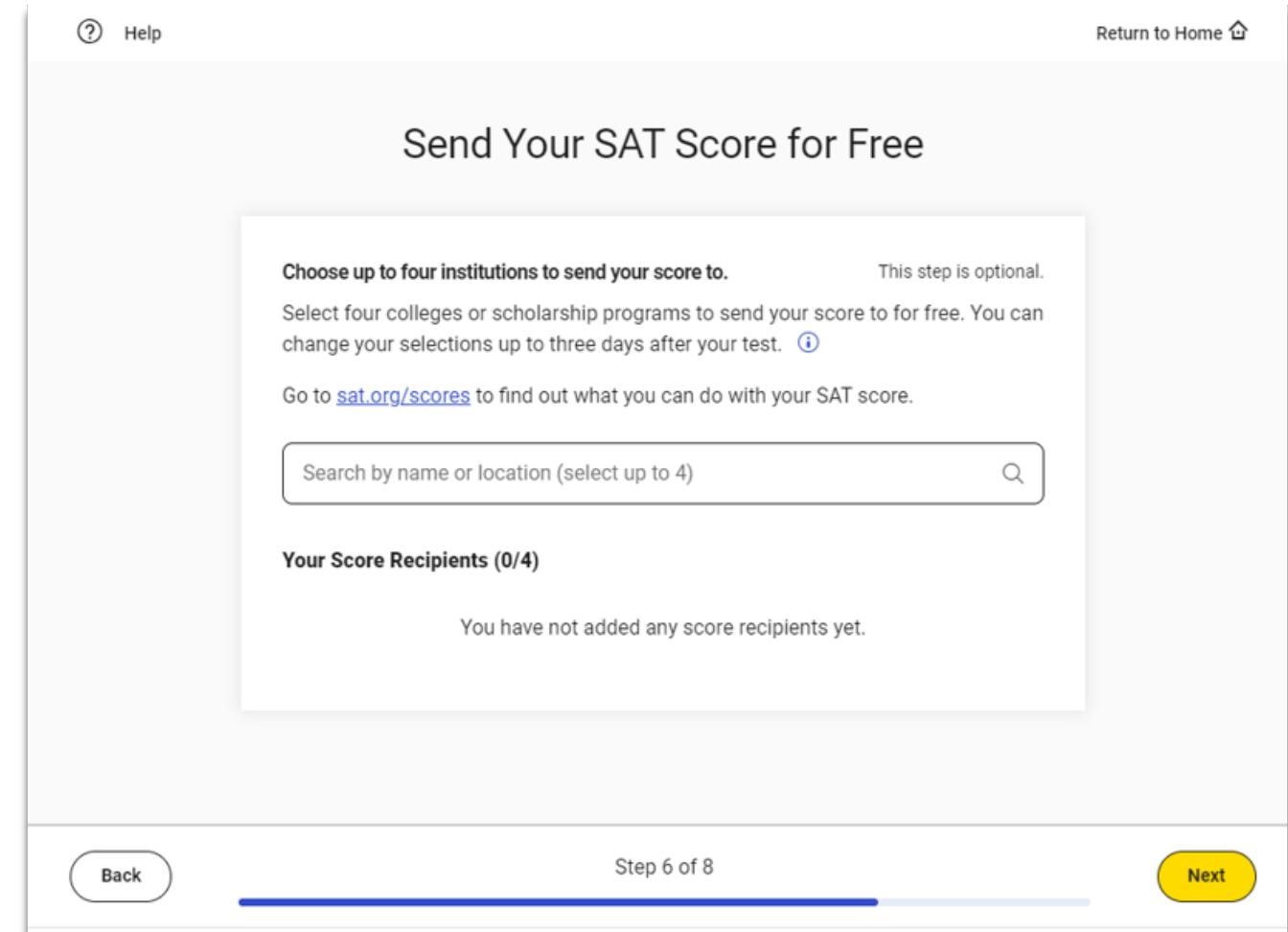
We use the information you and your school, district, or state provide as part of this test—including your score range—to make connections that...

Yes, I want to participate in Connections.

Back Step 5 of 8 Next

Student Readiness Check- Free Score Sends

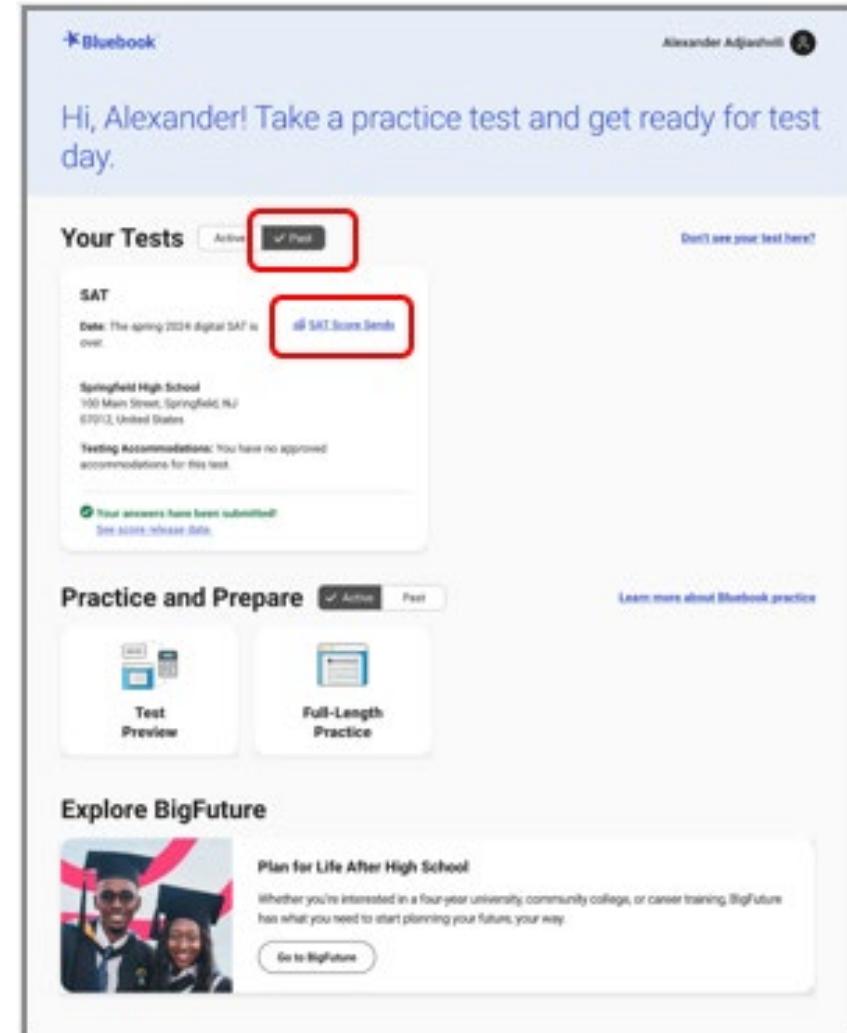
- Students will be able to choose where to send their four free **SAT School Day** scores sends as part of Exam Set-Up.
- Score send requests can be changed until three days after the student takes the test in Bluebook.
- Students will need to use their School Day sign-in ticket credentials to access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



The screenshot shows a step in the Bluebook system for sending SAT scores. The title 'Send Your SAT Score for Free' is at the top. A note says 'Choose up to four institutions to send your score to.' and 'This step is optional.' Below is a search bar with placeholder text 'Search by name or location (select up to 4)'. A note below the search bar says '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.' and a link to 'sat.org/scores'. A section titled 'Your Score Recipients (0/4)' shows a message 'You have not added any score recipients yet.' At the bottom, a progress bar shows 'Step 6 of 8' with 'Back' and 'Next' buttons.

Student Readiness Check- Free Score Sends after Test Day

- Students can edit selections up to TD+3
- Students must login to Bluebook using same credentials from sign-in ticket.
- Select Past tab and then the SAT Score Sends link



The screenshot shows the Bluebook student dashboard. At the top, it greets the user: "Hi, Alexander! Take a practice test and get ready for test day." Below this, the "Your Tests" section shows an "Active" tab and a "Past" tab, with the "Past" tab highlighted by a red box. Under the "Past" tab, there is a box for the "SAT" test. Inside this box, the text "Date: The Spring 2024 digital SAT is over." is displayed, followed by a link "SAT Score Sends" which is also highlighted by a red box. To the right of the SAT box, there is information about "Springfield High School" and "Testing accommodations". Below the SAT box, there is a message "Your answers have been submitted! See score release date." In the "Practice and Prepare" section, there are links for "Test Preview" and "Full-Length Practice". At the bottom, there is a "Explore BigFuture" section with a thumbnail image of two students in graduation caps and gowns, and a link "Go to BigFuture".

Student Readiness Check- Test Day Checklist

Review the Test Day Checklist, then click **Next**.

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

Student Readiness Check- Exam Set-Up Complete

Exam Setup is now complete.
Click **Return to Home**.

Exam Setup Is Complete



Before test day: Return to home and start practicing.

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

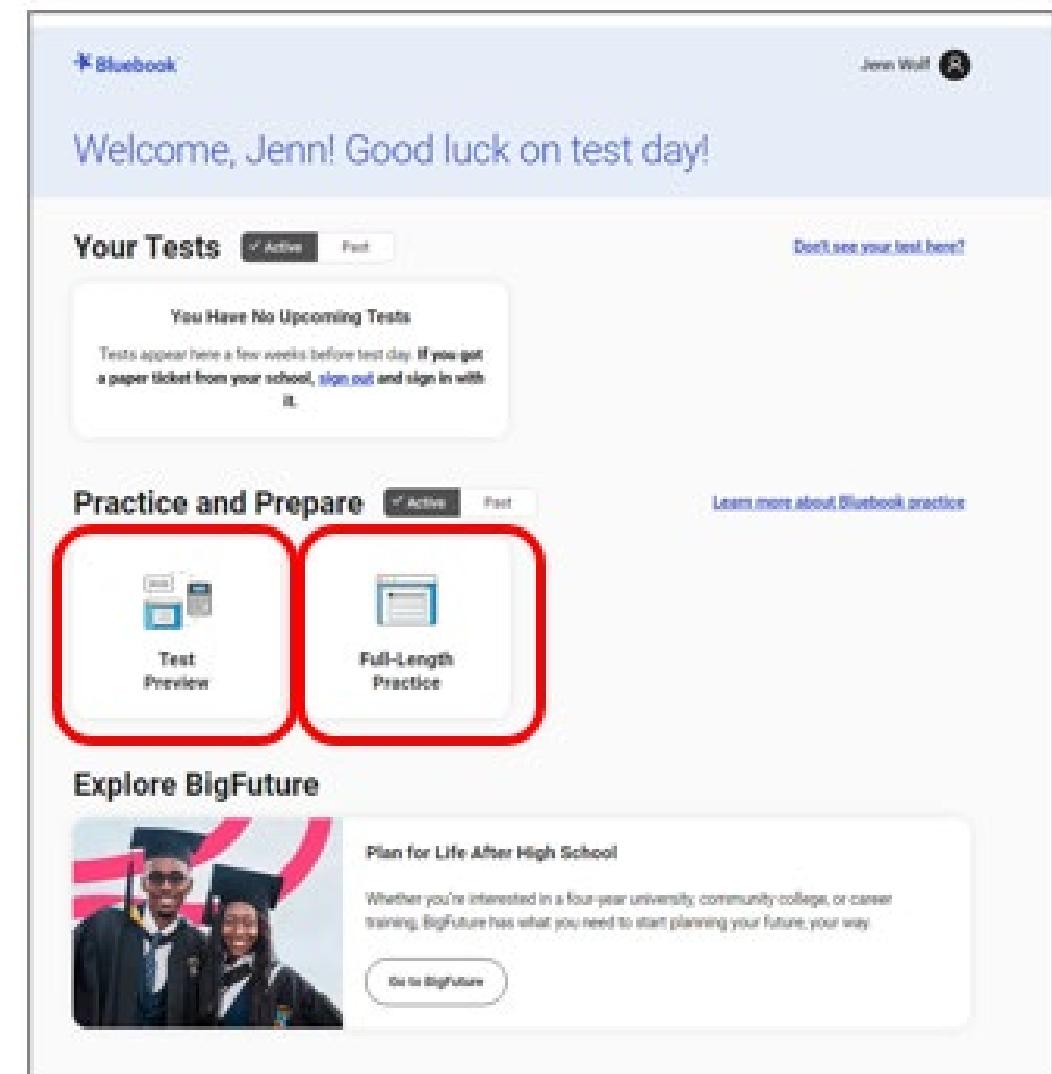
[Return to Home](#)

Test Preview and Full-Length Practice Test

Recommended:

- Test Preview: A sample of questions from Reading & Writing and Math. Approximately 10-15 minutes in length. Not scored. No accommodations.
- Full-Length Practice: Timed, full length practice SAT test. Scored. Accommodations available. Embedded Text-to-Speech available.

Paper full-length practice tests are also available to download



The screenshot shows the Bluebook website interface. At the top, it says "Welcome, Jenn! Good luck on test day!" and "Your Tests" with a "0 Active" button. Below this, a box states "You Have No Upcoming Tests" and provides instructions for paper ticket users. The "Practice and Prepare" section features two buttons: "Test Preview" and "Full-Length Practice", both of which are highlighted with a thick red border. To the right of these buttons, a link says "Learn more about Bluebook practice". Below this, there's a "Explore BigFuture" section with a photo of two graduates and a "Plan for Life After High School" link.

Student Test Day Experience

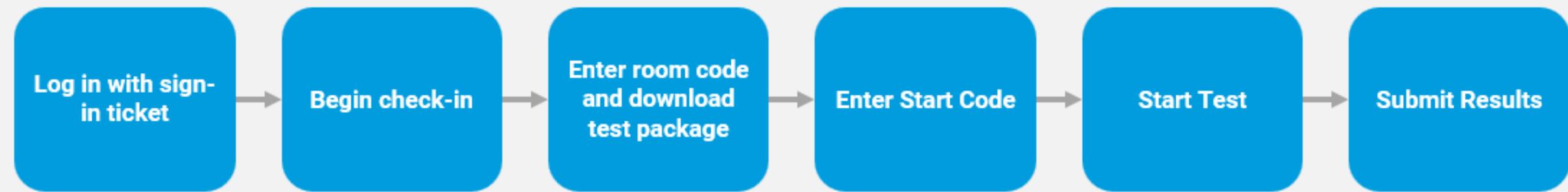
Overview: Student Test Day Experience

- If a Student Readiness Check was not performed before test day, it will be required before students can begin testing.
- Students must sign in on test day using their sign-in tickets (same credentials used during the Student Readiness Check).
- Students must check in.
- Students must enter the room code the proctor provides to them.
 - This starts the test download. Internet is required to download the test.
- Students will complete the check-in process and enter the start code provided to them.
 - Students **can** continue testing after this point even if the internet is lost or the proctor loses Test Day Toolkit access.
- Students will complete their tests and submit their responses.
 - Internet is required to submit responses.

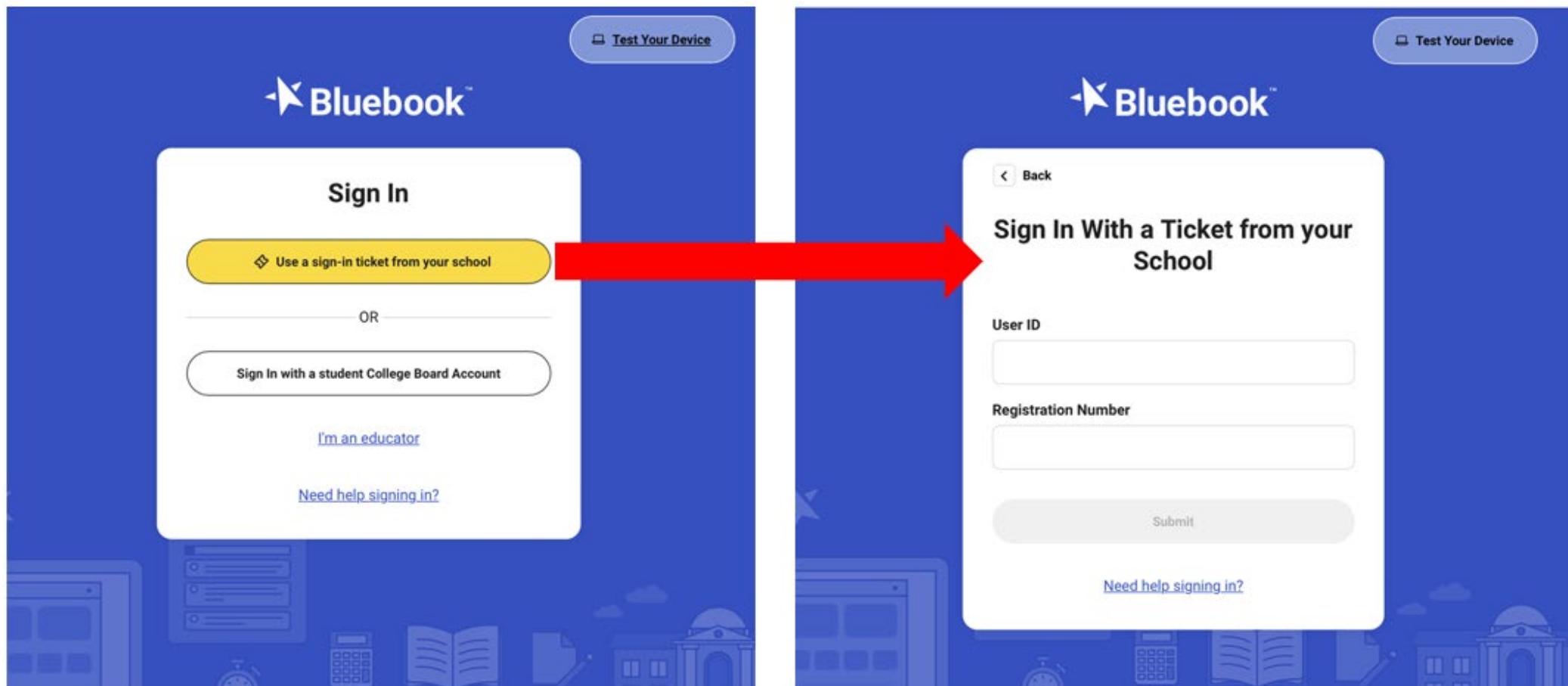
Student Test Day Experience – Bluebook

On test day, students will enter a room code and a start code to start the test. Students will not be able to start testing until the proctor checks them into the room.

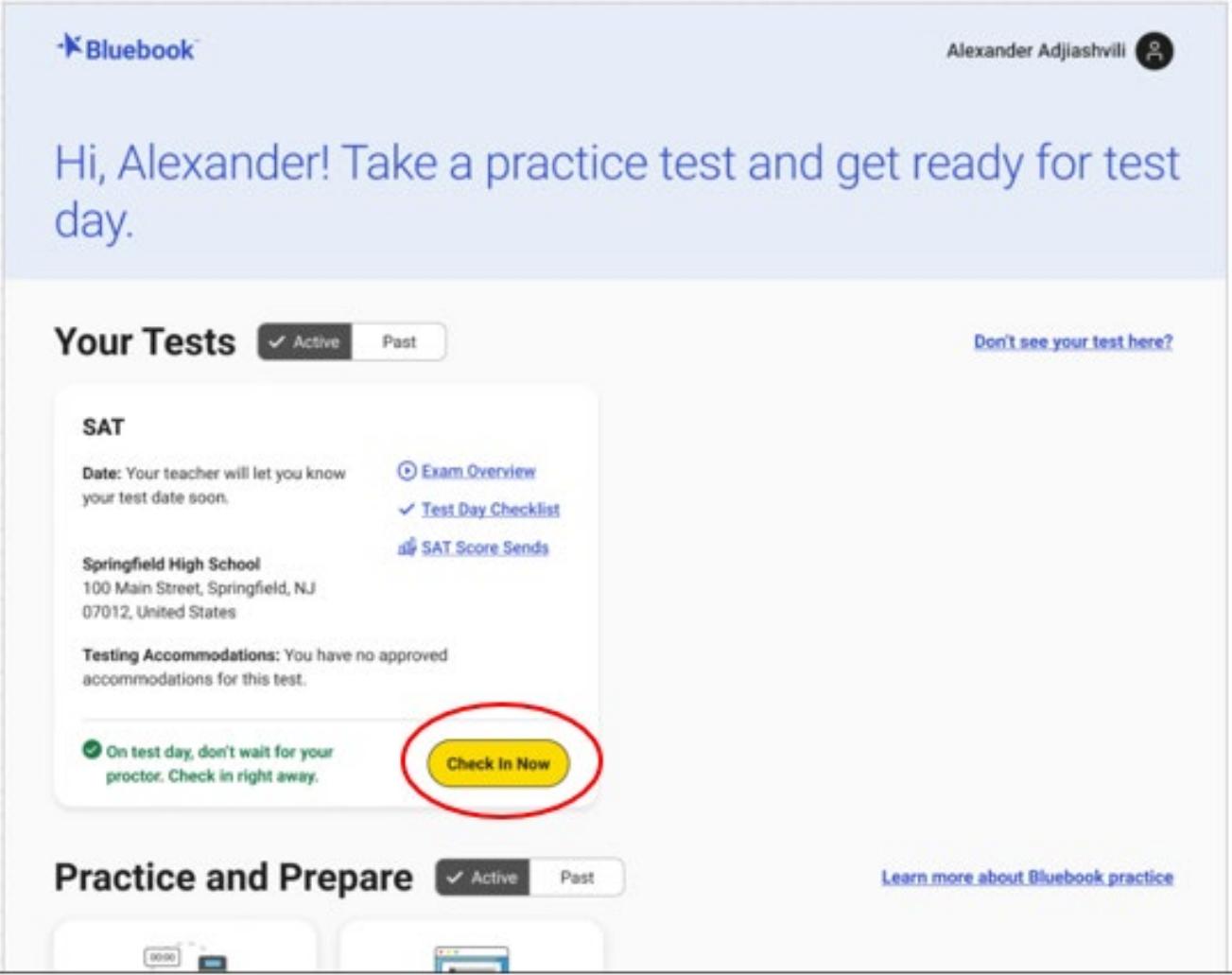
If a student has not completed exam setup ahead of test day, they will complete exam setup on test day before starting check-in.



Student Test Day Experience – Sign in to Bluebook



Student Test Day Experience – Begin Check-In



The screenshot shows a web-based interface for a student named Alexander Adjashvili. The top navigation bar includes the Bluebook logo and the student's name. A greeting message says, "Hi, Alexander! Take a practice test and get ready for test day." Below this, a section titled "Your Tests" shows an "Active" tab selected, with a "Past" tab option. A "Don't see your test here?" link is also present. The main content area is for the SAT test. It displays the following information:

- Date:** Your teacher will let you know your test date soon.
- Exam Overview:** [View](#)
- Test Day Checklist:** [View](#)
- SAT Score Sends:** [View](#)

Below this, the test center information is listed:

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

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

A note at the bottom left says, "On test day, don't wait for your proctor. Check in right away." To the right of this note is a yellow "Check In Now" button, which is circled in red.

At the bottom, there is a "Practice and Prepare" section with an "Active" tab selected, a "Past" tab, and a link to "Learn more about Bluebook practice".

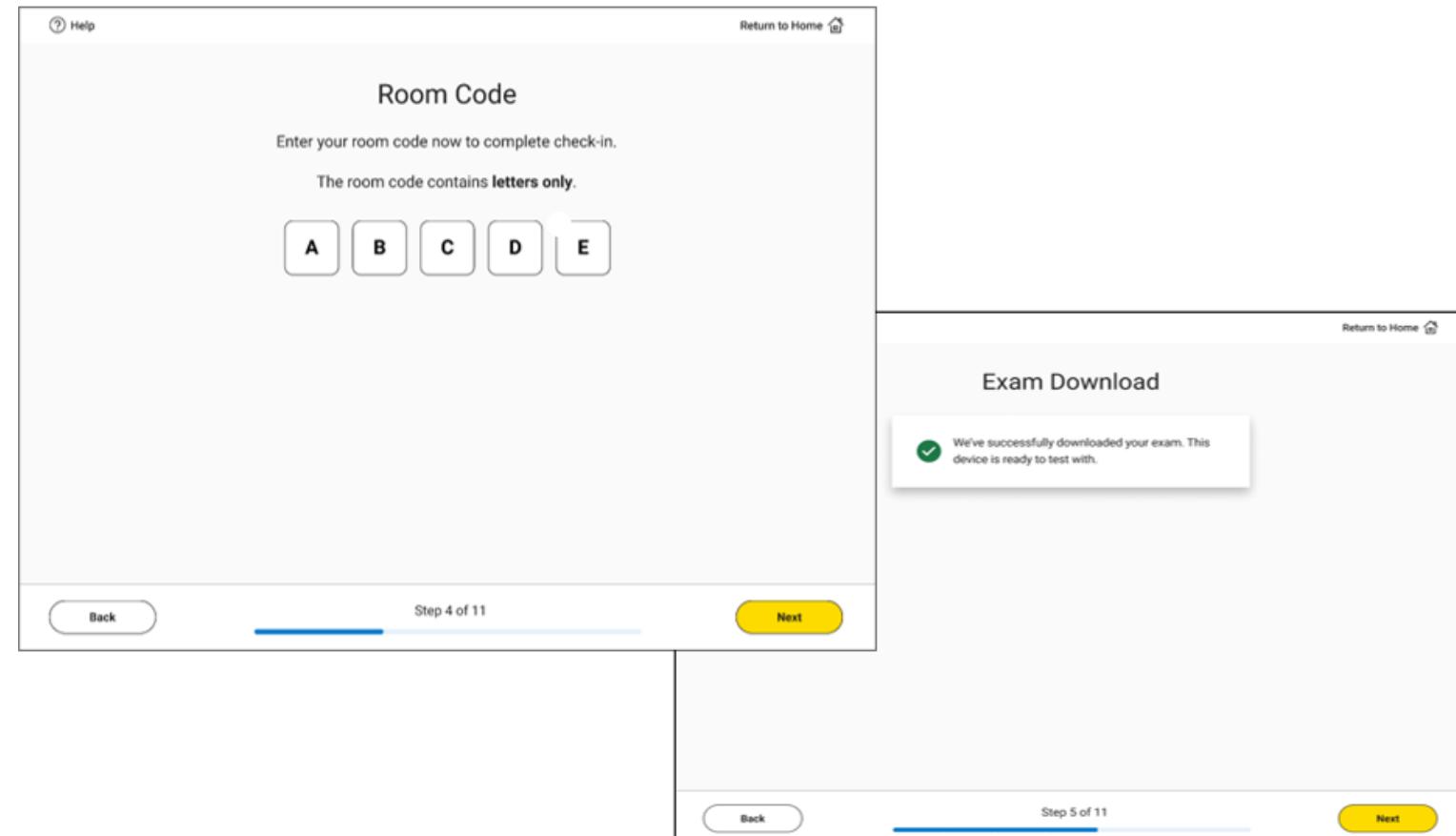
Student Test Day Experience – Room Code and Exam Download

The Room Code contains letters only.

The Room Code will automatically roster the student to the test room, even if they are not pre-assigned.

The Room Code will not start the test.

Reminder: For Exam Download, students will need an internet connection.



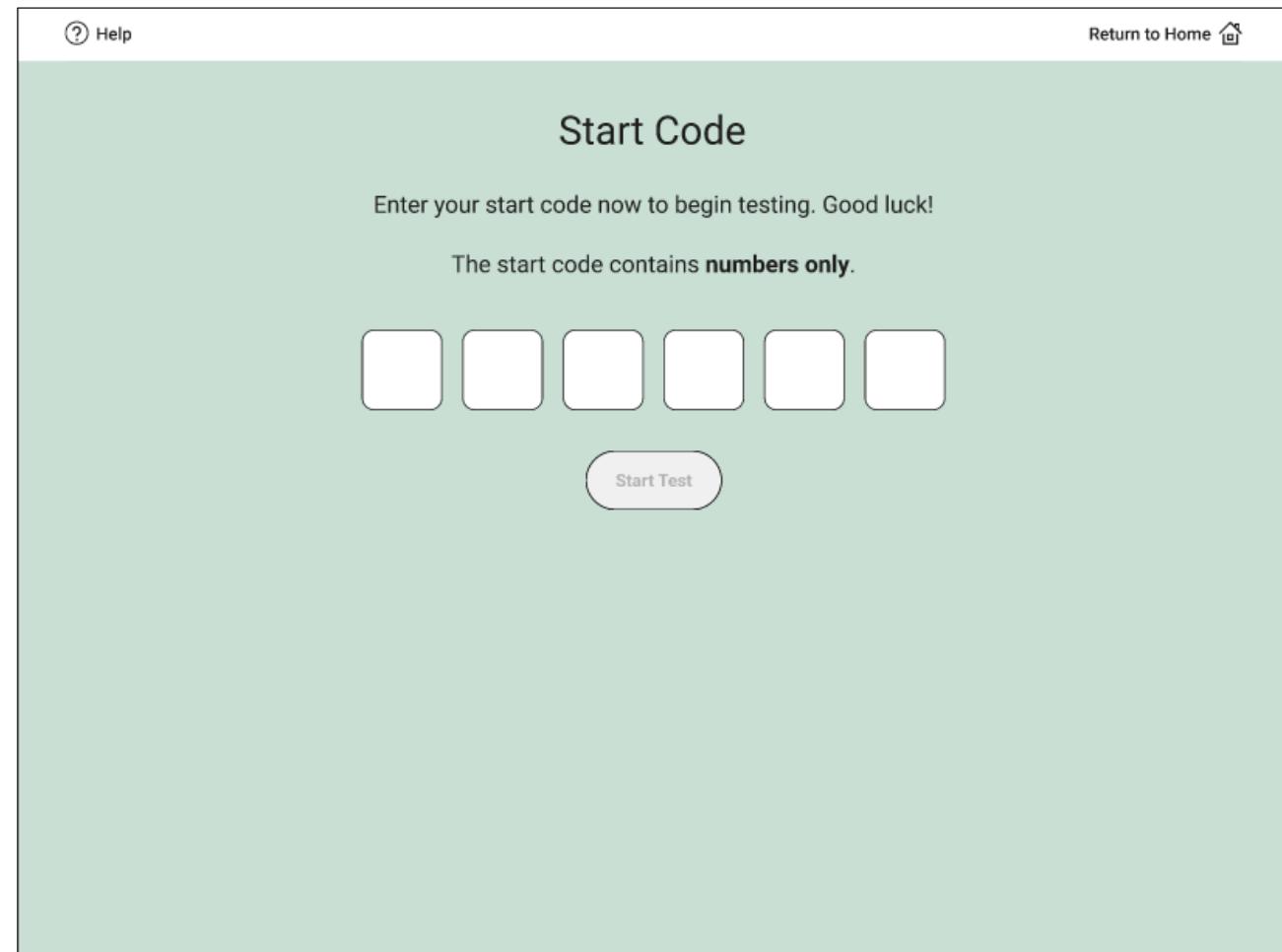
Student Test Day Experience – Start Code

Students will continue until they get to the Start Code screen.

The Start Code contains numbers only.

The Start Code screen has a **green** background.

The Start Code **WILL** start the test – proctors should not share with students until they are all ready to begin timed testing.



Student Test Day Experience – Testing Tools

Testing Timer - Lets students know how much time is remaining in each part of the test.

Students can hide the timer until 5 minutes remain, then they'll get a 5-minute warning.

Section I, Module 1: Reading and Writing
Directions THIS IS A PRACTICE TEST

27:47 100%

Archaeologist Sue Brunning explains why the seventh-century ship burial site at Sutton Hoo in England was likely the tomb of a king. First, the gold artifacts inside the ship suggest that the person buried with them was a wealthy and respected leader. _____ the massive effort required to bury the ship would likely only have been undertaken for a king.

21

Which choice completes the text with the most logical transition?

A Instead
 B Still
 C Specifically
 D Second

Caryn Isaacs Question 21 of 27

Section I, Module 1: Reading and Writing
Directions THIS IS A PRACTICE TEST

100%

Archaeologist Sue Brunning explains why the seventh-century ship burial site at Sutton Hoo in England was likely the tomb of a king. First, the gold artifacts inside the ship suggest that the person buried with them was a wealthy and respected leader. _____ the massive effort required to bury the ship would likely only have been undertaken for a king.

21

Which choice completes the text with the most logical transition?

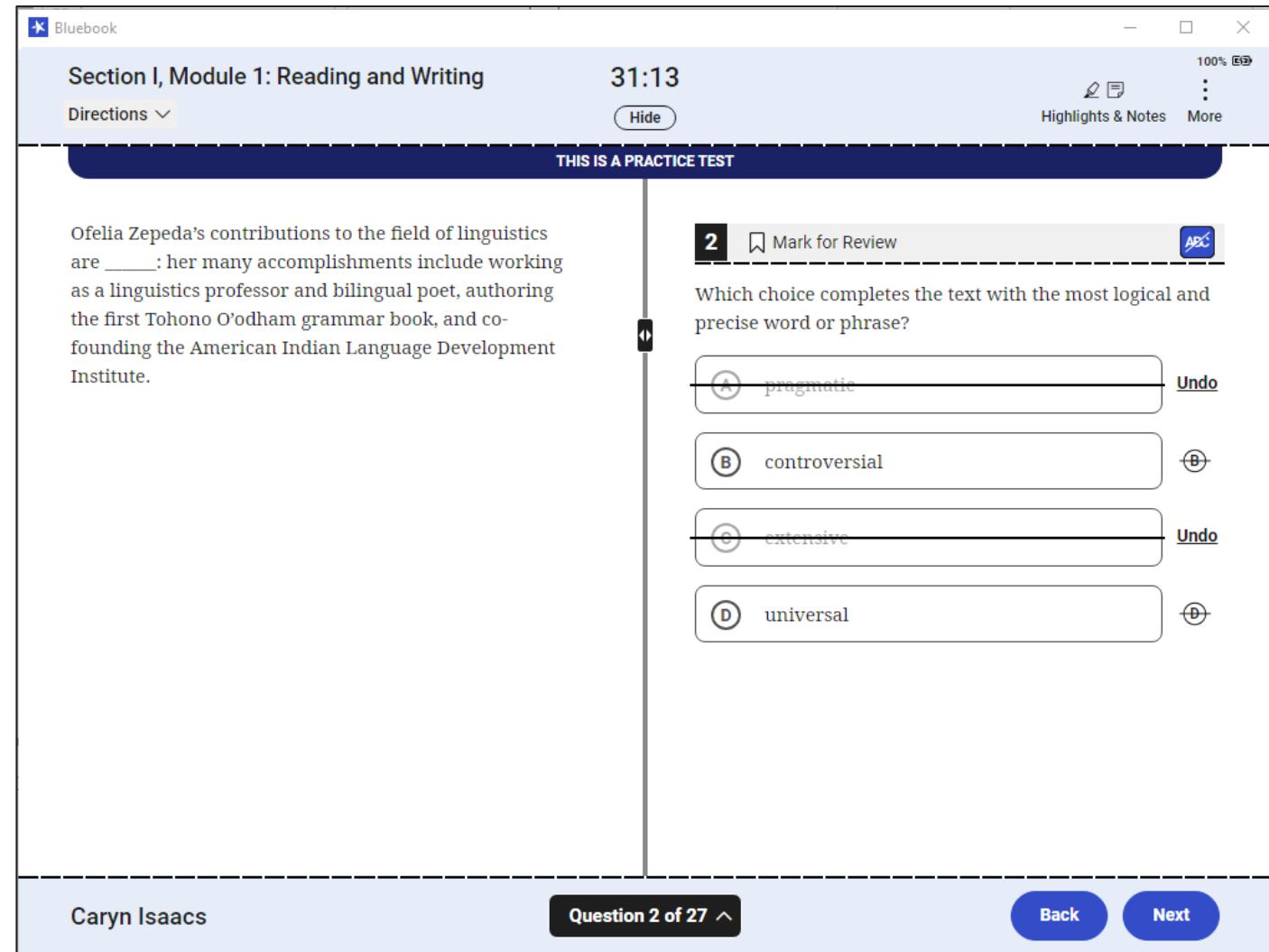
A Instead,
 B Still,
 C Specifically,
 D Second,

Caryn Isaacs Question 21 of 27

Student Test Day Experience – Testing Tools -Continued

Option Eliminator: Students can cross out answer choices they think are wrong.

Students can also undo this, if needed.



The screenshot shows a digital test interface for 'Section I, Module 1: Reading and Writing'. The top bar includes the 'Bluebook' logo, the test title, a timer (31:13), and various navigation and settings icons. A prominent blue bar across the middle of the screen states 'THIS IS A PRACTICE TEST'. The main content area displays a reading passage about Ofelia Zepeda and four multiple-choice options (A, B, C, D) for completing a sentence. Each option is followed by a red 'Undo' button. The student's name, 'Caryn Isaacs', is at the bottom left, and the question number, 'Question 2 of 27', is at the bottom center. Navigation buttons for 'Back' and 'Next' are at the bottom right.

Section I, Module 1: Reading and Writing 31:13

Directions

THIS IS A PRACTICE TEST

2 Mark for Review ABC

Ofelia Zepeda's contributions to the field of linguistics are ____: her many accomplishments include working as a linguistics professor and bilingual poet, authoring the first Tohono O'odham grammar book, and co-founding the American Indian Language Development Institute.

A pragmatic Undo

B controversial Undo

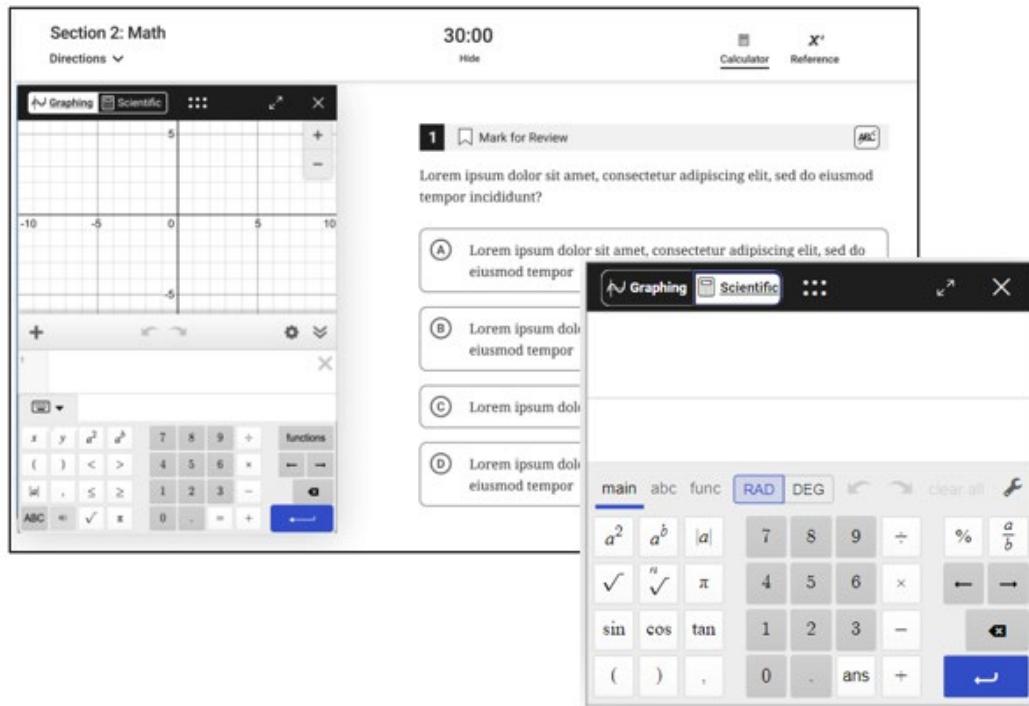
C extensive Undo

D universal Undo

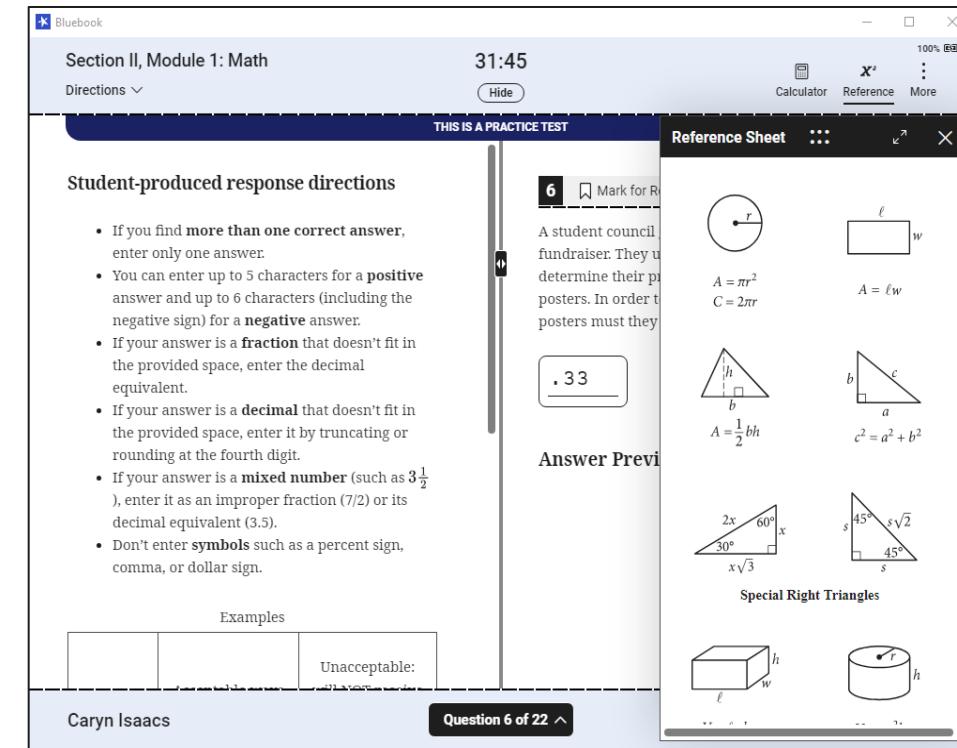
Caryn Isaacs Question 2 of 27 Back Next

Student Test Day Experience – Math Tools

Calculator (Desmos)- Students can toggle between a scientific or graphing calculator and can drag it anywhere on the screen.

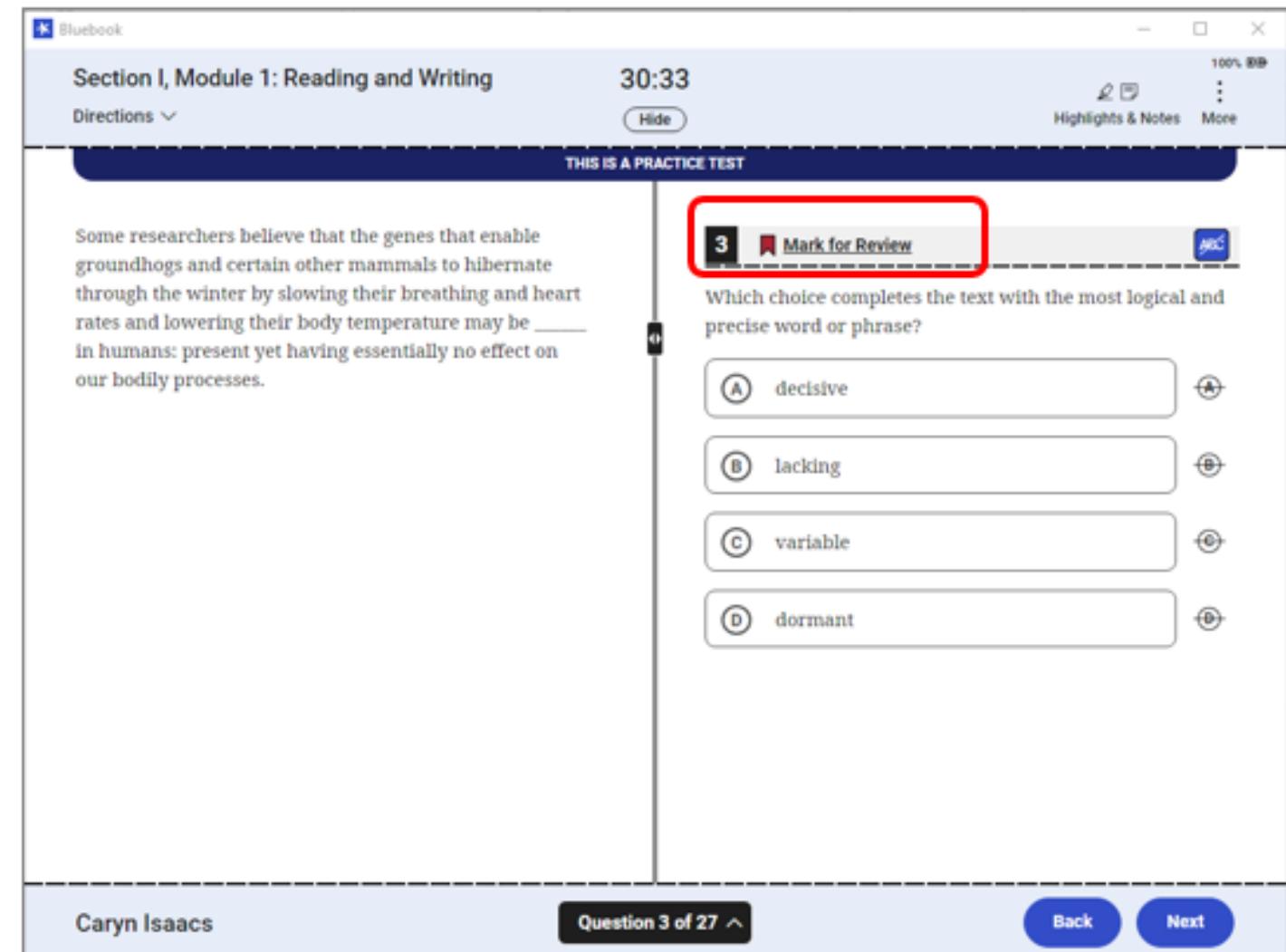


Math Reference Sheet- A reference sheet with commonly used formulas will appear on all tests with math questions.



Student Test Day Experience – Mark for Review

Mark for Review: Students can use the bookmark icon to flag any questions they want to come back to.



The screenshot shows a digital test interface for 'Section I, Module 1: Reading and Writing'. The top bar includes the title, a timer (30:33), and navigation buttons for 'Hide', 'Highlights & Notes', and 'More'. A red box highlights the 'Mark for Review' button for question 3, which is described in the text below.

Section I, Module 1: Reading and Writing 30:33

Directions ▾ Hide Highlights & Notes More

THIS IS A PRACTICE TEST

3  **Mark for Review** 

Some researchers believe that the genes that enable groundhogs and certain other mammals to hibernate through the winter by slowing their breathing and heart rates and lowering their body temperature may be ____ in humans: present yet having essentially no effect on our bodily processes.

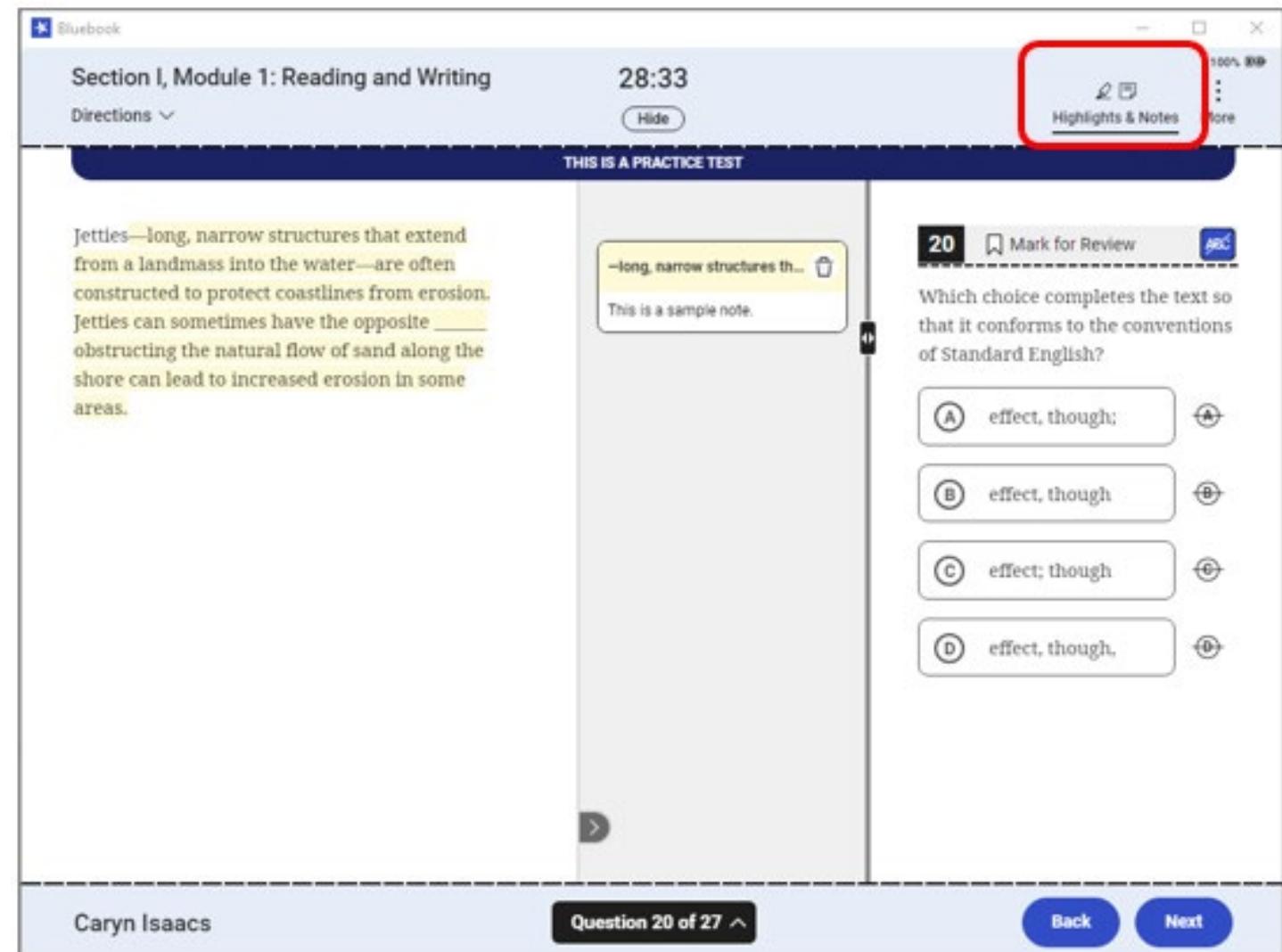
Which choice completes the text with the most logical and precise word or phrase?

(A) decisive (B) lacking (C) variable (D) dormant

Caryn Isaacs Question 3 of 27 ▾ Back Next

Student Test Day Experience – Highlighter and Notes

Highlights and Notes- Students can use this tool to highlight text from a question or leave yourself a note.



The screenshot shows a digital test interface for 'Section I, Module 1: Reading and Writing'. The top right corner features a 'Highlights & Notes' button, which is highlighted with a red box. The main content area displays a reading passage about jetties. A yellow box highlights the text 'long, narrow structures that extend from a landmass into the water—'. A note box is overlaid on the text, containing the truncated text '—long, narrow structures th...' and the message 'This is a sample note.' To the right, a reading comprehension question is shown for 'Mark for Review'. The question asks which choice completes the text so that it conforms to the conventions of Standard English. It lists four options: (A) effect, though; (B) effect, though; (C) effect; though (D) effect, though. The bottom of the screen shows the student's name 'Caryn Isaacs', the question number 'Question 20 of 27', and 'Back' and 'Next' buttons.

Student Test Day Experience – Line Reader

Line Reader- Students can use this tool to focus as they read test content.

Line Reader can be enabled by selecting “More” in the upper right corner of the testing screen.

The screenshot shows a test interface for 'Section I, Module 1: Reading and Writing'. A red box highlights the 'More' button in the top right corner of the window. The main content area displays a reading passage about Earth's auroras. A line reader tool is overlaid on the text, consisting of a dark rectangular box with six small white dots at the top, and a vertical line of dots that moves through the text. The text reads: 'Earth's auroras—colorful displays of light seen above the northern and southern poles—occur, roughly speaking, from the solar activity the Sun releases charged particles that are captured by Earth's magnetic field and channelled toward the poles. These causing the atoms to emit auroral light.'

Question 22 of 27

Which choice completes the text with the most logical transition?

A Specifically,

B Similarly,

C Nevertheless,

D Hence,

Back Next

Student Test Day Experience – Zoom

Zoom- Enlarges the text and images on the test screen.

To use the zoom feature, students can use keyboard shortcuts on laptops or pinch and zoom on tablets.

Section I, Module 2: Reading and Writing 31:54

THIS IS A PRACTICE TEST

Nigerian American author Teju Cole's ____ his two passions—photography and the written word—culminates in his 2017 book, *Blind Spot*, which evocatively combines his original photographs from his travels with his poetic prose.

1 Mark for Review

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

(A) indifference to
(B) enthusiasm for
(C) concern about
(D) surprise at

Caryn Isaacs Question 1 of 27 Next

Section I, Module 2: Readin... 31:25

THIS IS A PRACTICE TEST

Nigerian American author Teju Cole's ____ his two passions—photography and the written word—culminates in his 2017 book, *Blind Spot*, which evocatively combines his original photographs from his travels with his poetic prose.

1 Mark for Review

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

(A) indifference to
(B) enthusiasm for

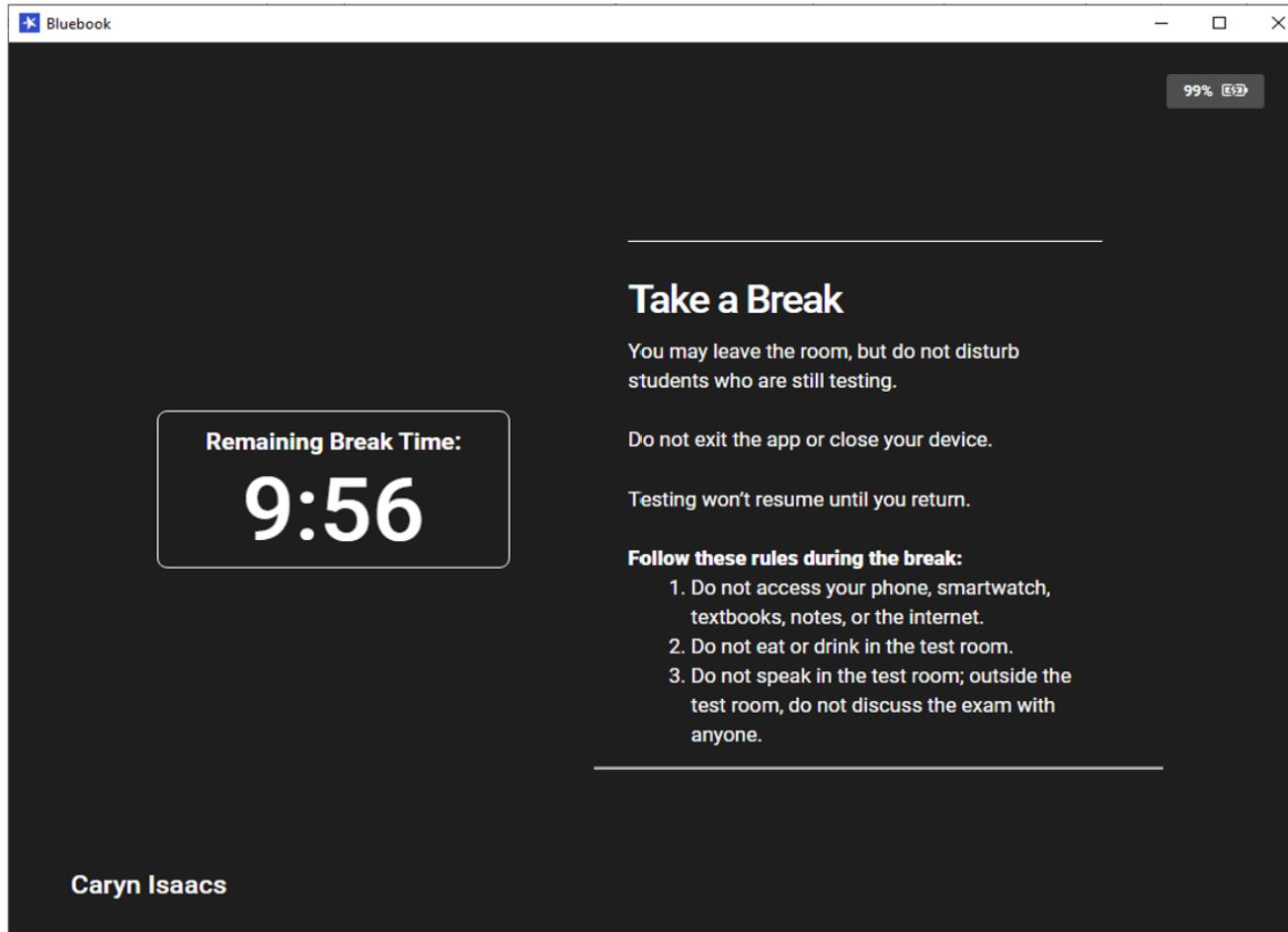
Caryn Isaacs 1 of 27 Next

Student Test Day Experience – Text to Speech

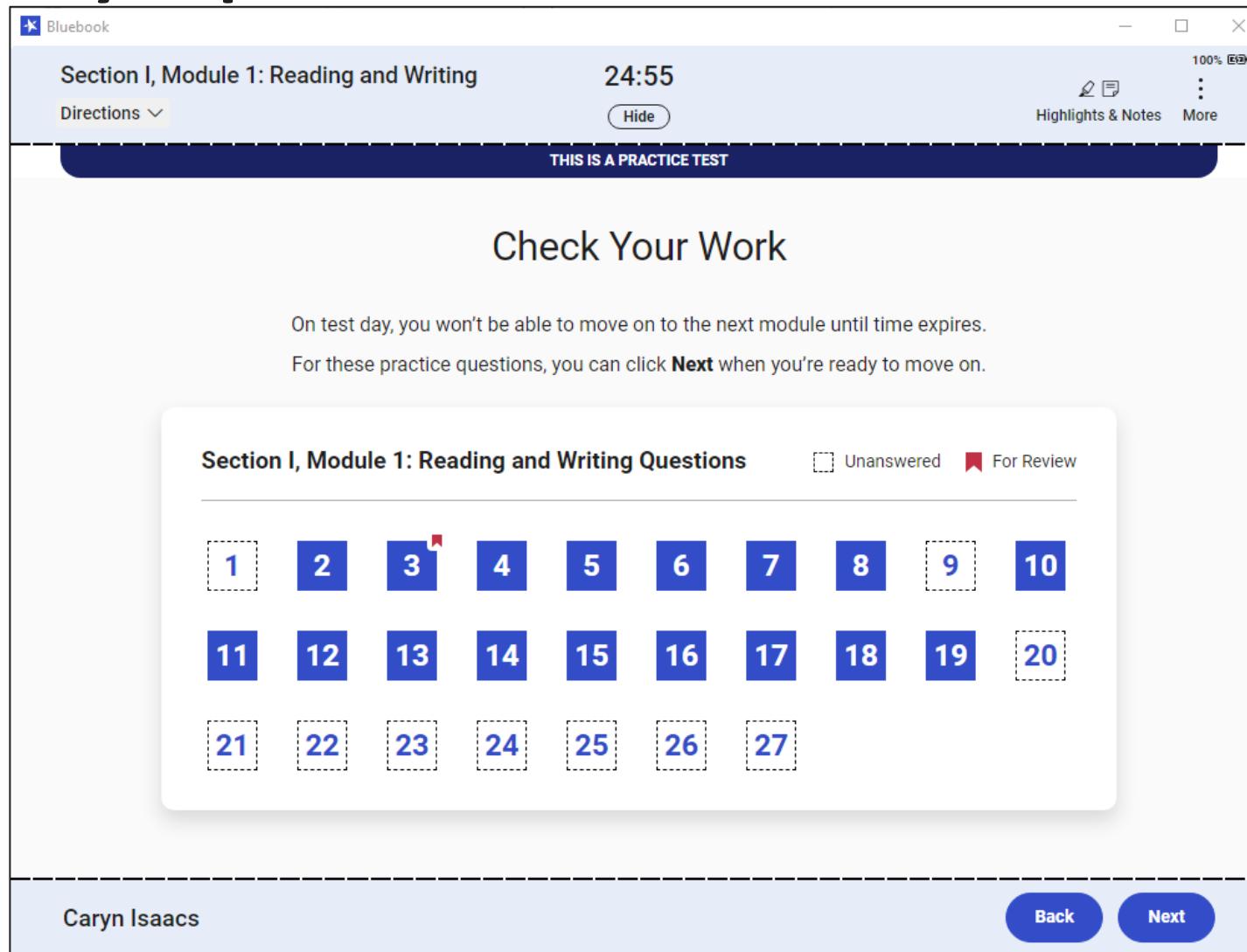
Students with an approved text-to-speech accommodation/support will see a small Text-to- Speech box with tools available to them during testing.

The screenshot shows a digital test interface for 'Section I, Module 1: Reading and Writing'. The top bar includes the 'Bluebook' logo, the section title, a timer (31:01), and various navigation and settings icons. A blue banner across the top states 'THIS IS A PRACTICE TEST'. The main content area displays a reading passage: 'Companies are providing consumers with more opportunities to purchase customized products than ever before. Whether buying customized sneakers, jewelry, or clothing, consumers can participate in the design of products to meet their specific needs and tastes. In turn, companies profit too: studies have shown that consumers are willing to pay more and wait longer for a customized product. Still, it can be difficult for companies to offer customization while keeping costs low, as the standard methods of mass production may not be able to accommodate making a unique product each time.' Below the passage is a 'Text-to-Speech' button with playback controls. To the right, a reading comprehension question is shown: 'Which choice best describes the overall structure of the text?' with four multiple-choice options (A, B, C, D). The student's name, 'Caryn Isaacs', is at the bottom left, and the question number 'Question 6 of 27' is at the bottom center. Navigation buttons 'Back' and 'Next' are at the bottom right.

Student Test Day Experience – Break Screen



Student Test Day Experience – Review Screen



The screenshot shows a software window titled "Bluebook" for "Section I, Module 1: Reading and Writing". The time is 24:55, and there are "Directions" and a "Hide" button. A "THIS IS A PRACTICE TEST" banner is at the top. The main content is titled "Check Your Work". It says: "On test day, you won't be able to move on to the next module until time expires. For these practice questions, you can click **Next** when you're ready to move on." Below this is a list of 27 numbered questions. Questions 1, 2, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20 are solid blue boxes. Questions 3, 9, 21, 22, 23, 24, 25, 26, and 27 have dashed outlines and are light blue boxes. There are "Unanswered" and "For Review" filters. At the bottom, the student's name "Caryn Isaacs" is shown, along with "Back" and "Next" buttons.

Bluebook

Section I, Module 1: Reading and Writing 24:55

Directions Hide

THIS IS A PRACTICE TEST

Check Your Work

On test day, you won't be able to move on to the next module until time expires.

For these practice questions, you can click **Next** when you're ready to move on.

Section I, Module 1: Reading and Writing Questions

Unanswered For Review

1 2 3 4 5 6 7 8 9 10

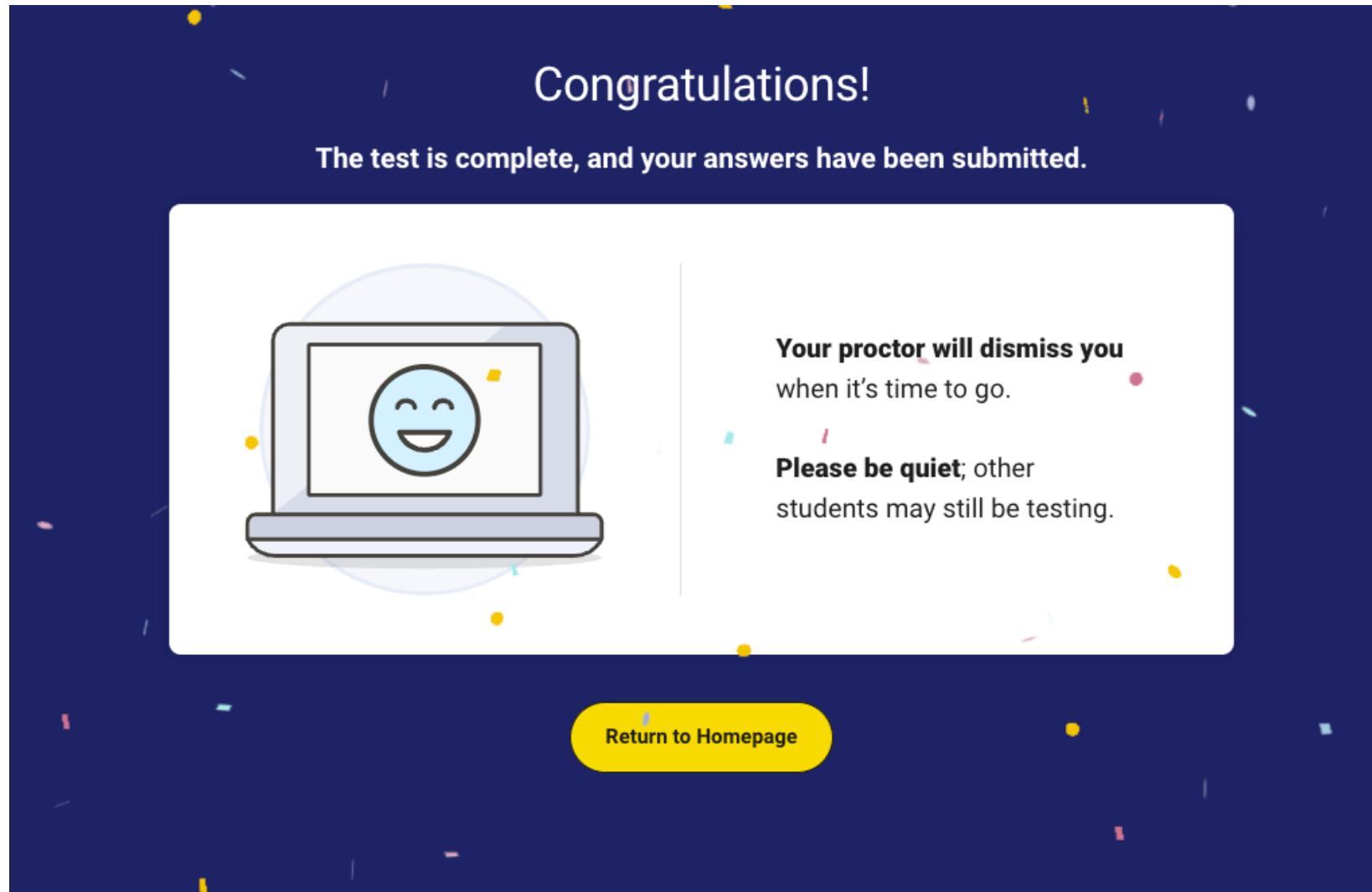
11 12 13 14 15 16 17 18 19 20

21 22 23 24 25 26 27

Caryn Isaacs

Back Next

Student Test Day Experience – Congratulations Screen



Rescheduling and Retesting

Rescheduling vs. Retesting – Before the Room Code

- Schools have the option of retesting or rescheduling tests and should start testing early enough in the window to ensure there's enough time to retest or reschedule if necessary.
- Rescheduling a test date may be necessary in certain circumstances. If affected students **have not entered a room code** in Bluebook, schools may select a new test date anytime within the administration window without contacting College Board or submitting an IR.
- **Examples of rescheduling a test date include:**
 - Individual student absences
 - Hurricanes, tornadoes, fires, floods or other widespread weather-related events
 - Local tragedies or emergencies
 - Prolonged school-wide internet or power outages

Rescheduling vs. Retesting-After the Room Code

- If schools encounter issues **after the room code** has been entered, students may be eligible for retesting. Expect retests to appear one to two business days after filing the IR.
- **Examples of scenarios that would call for retesting include:**
 - Schools that experience disruptions to testing (e.g., fire alarms)
 - Students who experience prolonged technological issues after testing has started
 - Students who become sick after testing has started
 - Misadministrations due to staff errors

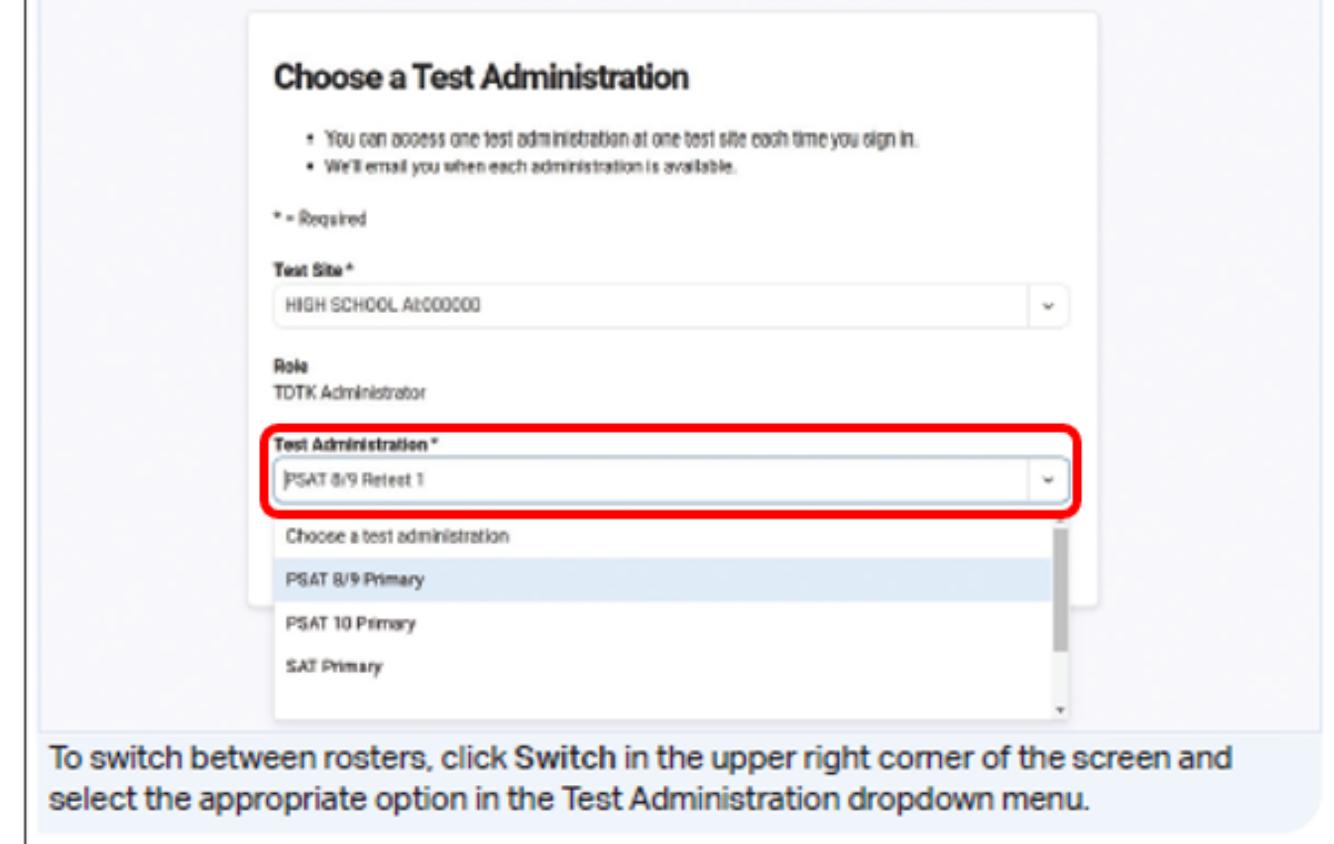
Note: If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook home page, it is not necessary to file an IR. The student's registration data must be updated before rescheduling them to test.

Retesting Students: Choosing a Test Administration

Each time a test is prepared for a student, they're added to a retest administration roster:

- The roster for your primary test administration lists all registered students.
- The first time you retest a student, a roster for **Retest 1** will be added to Test Day Toolkit.
- If you retest a student a second time, a roster for **Retest 2** will be added.
- To switch between rosters in Test Day Toolkit, click **Switch** in the upper right corner of the screen and select the appropriate option in the **Test Administration** dropdown menu.

Reminder: The Student Readiness Check must be completed again before a student retests.



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 *

HIGH SCHOOL A1000000

Role

TDTK Administrator

Test Administration *

PSAT 8/9 Retest 1

Choose a test administration

PSAT 8/9 Primary

PSAT 10 Primary

SAT Primary

To switch between rosters, click **Switch** in the upper right corner of the screen and select the appropriate option in the Test Administration dropdown menu.

Reporting Testing Irregularities in Test Day Toolkit

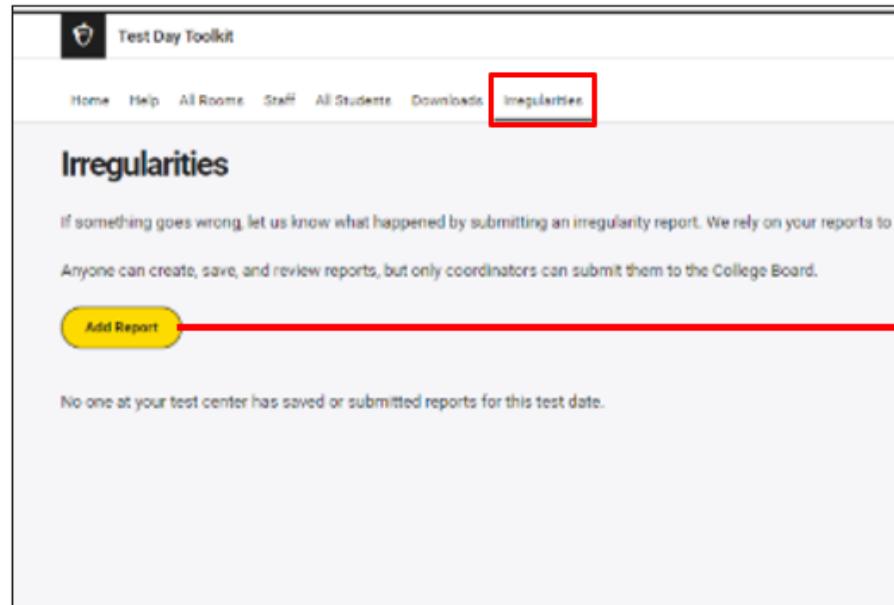
Reporting Testing Irregularities

- This process will be completed in Test Day Toolkit by the STC, proctor or monitor.
 - Test Coordinators must approve submissions by proctors or monitors before they are sent to College Board.
- You will be asked to choose a category for the type of irregularity you are submitting. Choose the category that most closely matches the issue you observed.
- When you enter the irregularity report, you will learn if the irregularity necessitates a retest.
- **Enter irregularities on the same day that they take place.**
 - If you are delayed in entering them, please note that irregularities cannot be entered more than five days after the testing irregularity occurred.
- Review the **Retesting and Irregularities Guide** located in the Test Coordinator Manual.

Submitting Irregularities in Test Day Toolkit

There are four irregularity categories and 25 forms.

Consult the **Retest and Irregularities Guide** within your Test Coordinator Manual for detailed instructions .



The screenshot shows the Test Day Toolkit interface. At the top, there is a navigation bar with links: Home, Help, All Rooms, Staff, All Students, Downloads, and **Irregularities** (which is highlighted with a red box). Below the navigation, there is a section titled "Irregularities" with a sub-instruction: "If something goes wrong, let us know what happened by submitting an irregularity report. We rely on your reports to make sure everyone has a fair test." It also states: "Anyone can create, save, and review reports, but only coordinators can submit them to the College Board." A yellow "Add Report" button is located in this section. A red arrow points from the "Add Report" button to the "I need to cancel a score on behalf of a student" category in the list of irregularities.

<p>I need to retest students who entered the room code</p> <p>I need to report a security issue or rule violation without setting up a retest</p> <p>I need to report a non-security issue without setting up a retest</p> <p>I need to cancel a score on behalf of a student</p>	<p>Assistive technology/screen reader issue</p> <p>Wrong or missing accommodations in Bluebook</p> <p>Staff accommodations mistake</p> <p>Student technology issue</p> <p>Network and staff technology issues</p> <p>Testing conditions and administration error</p> <p>Disruption caused by another student</p> <p>School evacuation</p> <p>Test content issue</p> <p>Illness and early departure</p>	<p>Student technology issue</p> <p>Use this form only to report Bluebook and device issues that occurred after the room code was entered and before the student's time ran out.</p> <p>Use the no-test "Answers not Submitted" form to report submission issues.</p> <p>If the issue happened before the room code was entered, reschedule the test without submitting a form.</p> <p>Problem Examples:</p> <ul style="list-style-type: none">Device did not meet requirementsStudents could not start the test after entering the start codeBattery diedBluebook or test closed unexpectedlyDevice froze or crashedExited full screen mode/minimized
---	--	--

Training and Resources

Online Training

- College Board's required online training is now available for CT Test Staff and can be accessed by going to <https://professionaltraining.collegeboard.org/>.
- Required Test Staff Roles: School Test Coordinators (STCs), Technology monitors, and Proctors are required to complete the online training modules.
- Hall and Room Monitors: Hall and Room Monitors can complete College Board's online module, be trained by their STC using the College Board Hall and Room Monitor Training or review the PowerPoint independently.
- Services for Students with Disabilities (SSD) Coordinators: Training is optional for SSD coordinators but strongly recommended. If SSD coordinators decide to complete training, they can choose between the test coordinator or proctor training based on their test day role.

Training for SAT Suite of Assessments Test Coordinators and Staff

Learn how to administer the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9; keep the tests standardized, fair and maintain an environment where students can do their best.

- Self-paced interactive modules specific to your role that you can test out of, depending on level of experience
- Access most resources and guides for the assessments you are supporting
- Coordinators: view staff training progress to understand how prepared your location is for test day

[Sign In](#)

Sign in to your College Board account
to personalize your visit

[Continue](#)

Don't have an account?
[Create Account](#)

Test Coordinator Online Training Completion Dashboard

- Test coordinators will be able to track staff training completion.
- Test coordinators who conduct in-person trainings for proctors and monitors will be able to record their staff members' training status as having been trained on site.

Staff Training Status

The following table shows staff progress on their required training.

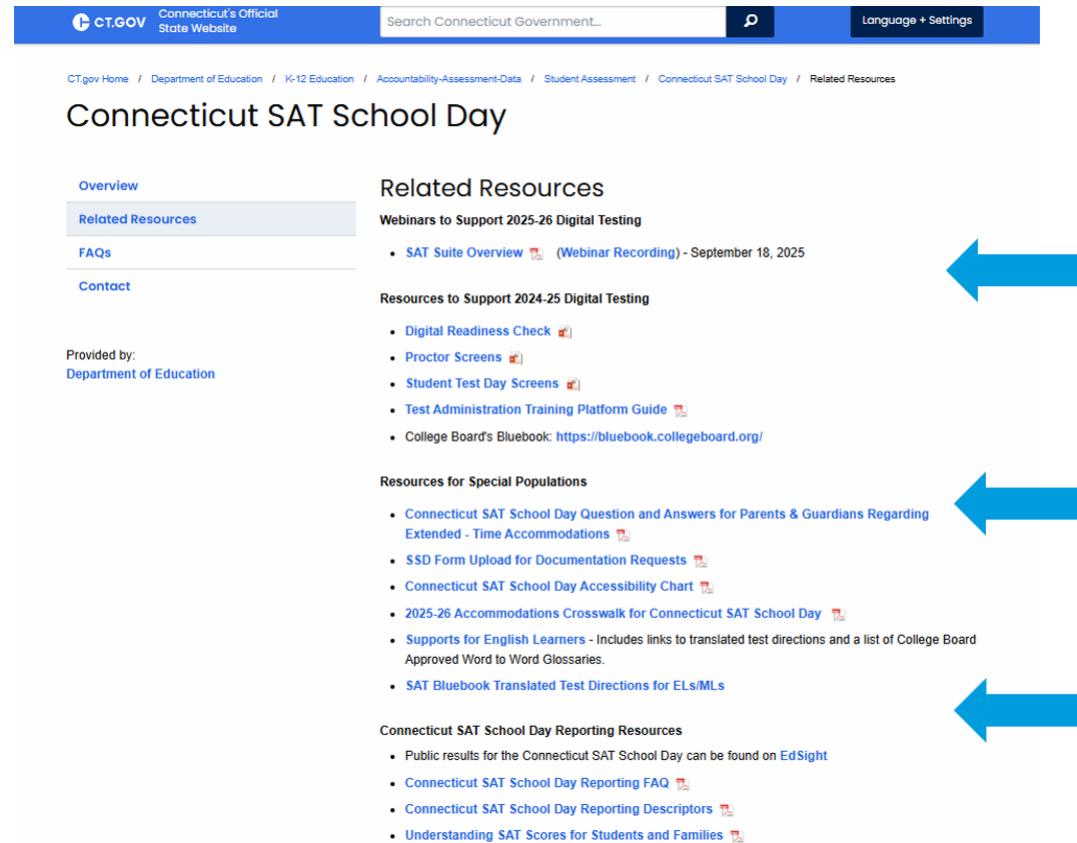
- Check the "Your Trainings" table to ensure you've associated yourself with all the test administrations you're planning to support.
- Only staff that have logged into the training platform and have selected this testing location will appear on the list.
- Staff information will remain in this table for the current season.
- You are able to indicate whether your staff "Trained on-Site" and whether a person is not supporting the administration. ⓘ

+ Filter Staff Table

	Name	Testing Location	Training Courses	Role	Test Administration	Course Completion Status	Trained On Site	Active Staff
<input type="checkbox"/>	Flintstone, Fred akusuma+demo2@collegeboard.org	LAKELAND SR HS	SAT Weekend Training	Hall Monitor	SAT August 2024	In Progress	<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Coordinator Training	Test Coordinator	SAT School Day Fall 2024 Primary	Completed		No
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Test Day Staff Training	Test Coordinator	SAT School Day Fall 2024 Primary	Not Attempted		No
<input type="checkbox"/>	Gajjala, Ramesh akusuma+gajjala@collegeboard.org	White Plains High School	SAT Suite In-School Coordinator Training	Test Coordinator	PSAT/NMSQT Fall 2024 primary	Completed	<input checked="" type="checkbox"/>	No

CSDE's CT SAT School Day Website

Recorded webinars, manuals/guides, and resources will be added to the webpage throughout the school year. [Register](#) for email updates to automatically receive the Student Assessment News.



The screenshot shows the Connecticut SAT School Day website. The top navigation bar includes the CT.GOV logo, a search bar, and language settings. The main content area is titled "Connecticut SAT School Day". On the left, a sidebar menu has "Related Resources" selected. The main content area is divided into several sections: "Related Resources", "Resources to Support 2024-25 Digital Testing", "Resources for Special Populations", and "Connecticut SAT School Day Reporting Resources". Each of these four sections is highlighted with a large blue arrow pointing to it from the right side of the image.

CT.GOV Connecticut's Official State Website

Search Connecticut Government...

Language + Settings

CT.gov Home / Department of Education / K-12 Education / Accountability-Assessment-Data / Student Assessment / Connecticut SAT School Day / Related Resources

Connecticut SAT School Day

[Overview](#)
[Related Resources](#) **←**
[FAQs](#)
[Contact](#)

Provided by:
Department of Education

Related Resources

Webinars to Support 2025-26 Digital Testing

- SAT Suite Overview (Webinar Recording) - September 18, 2025

Resources to Support 2024-25 Digital Testing

- Digital Readiness Check
- Proctor Screens
- Student Test Day Screens
- Test Administration Training Platform Guide
- College Board's Bluebook: <https://bluebook.collegeboard.org/>

Resources for Special Populations

- Connecticut SAT School Day Question and Answers for Parents & Guardians Regarding Extended - Time Accommodations
- SSD Form Upload for Documentation Requests
- Connecticut SAT School Day Accessibility Chart
- 2025-26 Accommodations Crosswalk for Connecticut SAT School Day
- Supports for English Learners - Includes links to translated test directions and a list of College Board Approved Word to Word Glossaries.
- SAT Bluebook Translated Test Directions for ELs/MLs

Connecticut SAT School Day Reporting Resources

- Public results for the Connecticut SAT School Day can be found on [EdSight](#)
- Connecticut SAT School Day Reporting FAQ
- Connecticut SAT School Day Reporting Descriptors
- Understanding SAT Scores for Students and Families

Who to contact, when, and how

State Policy/Procedure Question?

(i.e., *not related to College Board policy or systems*)

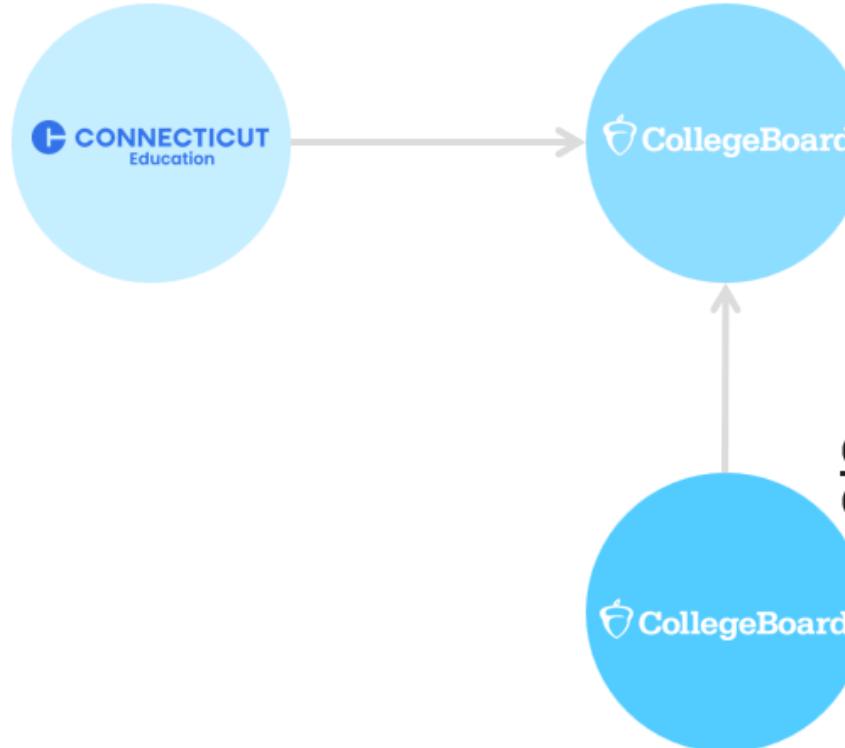
CSDE:

Michelle Rosado
860-713-6748

Michelle.Rosado@ct.gov

Deirdre Ducharme
860-713-6859

Deirdre.Ducharme@ct.gov



Your State Implementation Manager

- Receives questions from CSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- Proactive outreach if College Board monitoring raises concern*

College Board Policy/Procedure Question (*including troubleshooting*)?

- **866-609-2205**
ctsat@collegeboard.org
This state contract-specific aid is fastest way for your question to be heard and responded to.
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Q&A

Thank You!