



Spring 2026 Connecticut SAT School Day

School Test Coordinator Training



SAT Suite Support



College Board



**Domonique
Bernard**
Director of
Implementation



**Kisha
Smith**
Senior Director
SSD Customer
Service



**Jenny
Caccavale**
Sr. Director K12
State & District
Partnerships



Stella
Asst. Program
Manager, CT
SAT



**Michelle
Rosado**
Program
Manager, CT
SAT



**Abe
Krisst**
Bureau Chief,
Performance
Office



**Deirdre
Ducharme**
Special
Populations,
Connecticut
Statewide
Assessments

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

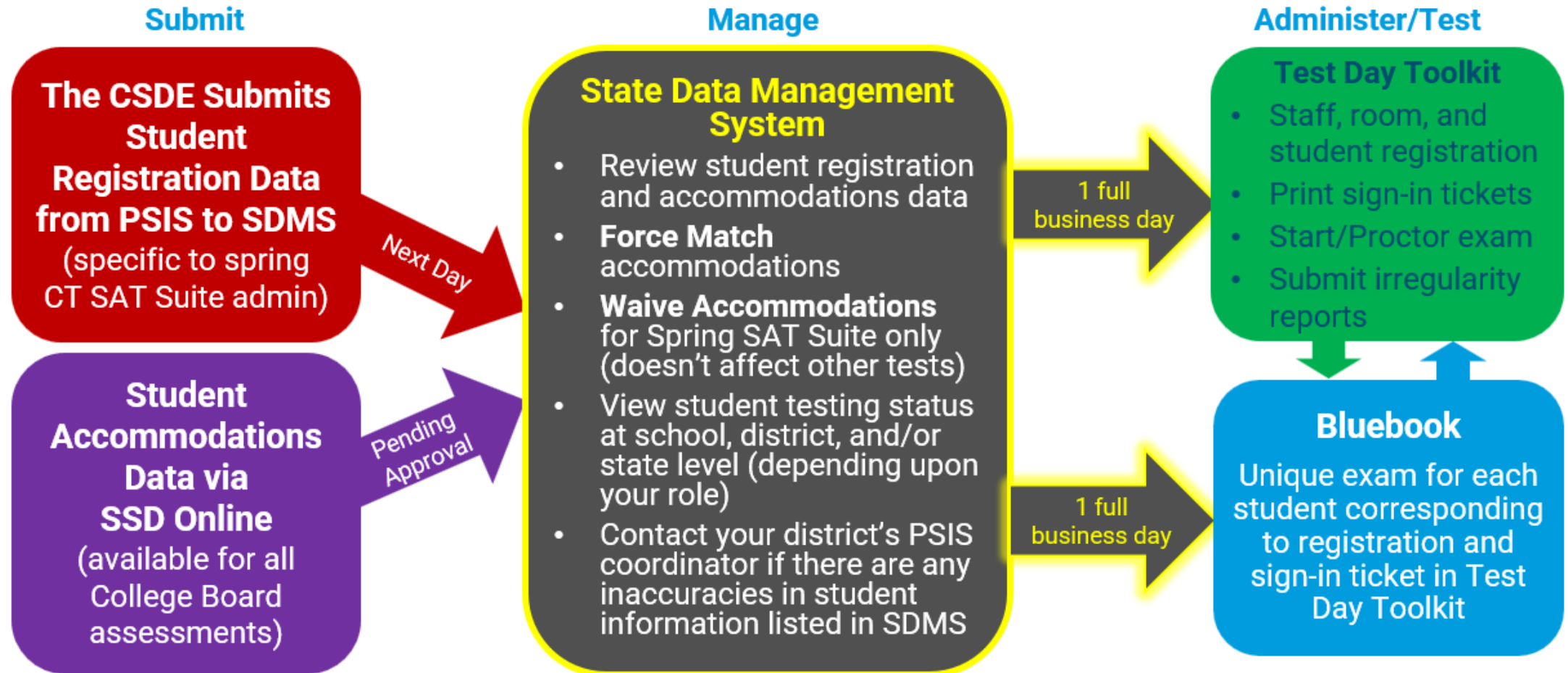
2025-26 CT SAT School Day Score Release Schedule

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 'My College Board Professional Account' dashboard. At the top, there's a navigation bar with the CollegeBoard logo and a 'Welcome' dropdown menu with links for 'Sign out' and 'Help'. The main content area is titled 'My Tools And Services' and contains a table with the following data:

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)	28-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

*Dates in red are close to expiring. Select Edit to update.

Below the table, there are sections for 'Manage Partner Applications' and 'Add Additional Tools And Services'. The 'Add Additional Tools And Services' section includes a 'Recommended Tools and Services' subsection with a message: 'There are currently no products and services to enroll in. [Edit my profile](#)'. Below this, there are three expandable sections: 'K-12', 'Higher Education', and 'General'.

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

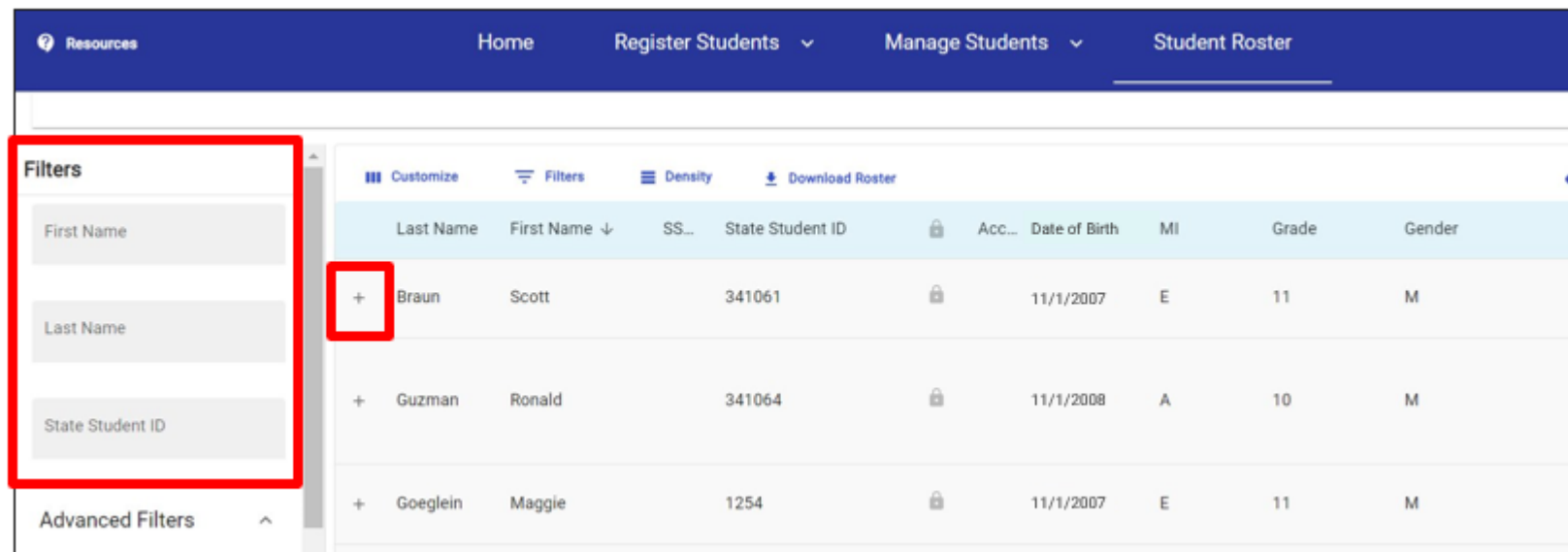
What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- 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 the 'Student Roster' page. On the left, a 'Filters' sidebar is highlighted with a red box, containing input fields for 'First Name', 'Last Name', and 'State Student ID'. Below these is an 'Advanced Filters' link. The main roster table has columns: Last Name, First Name, SS..., State Student ID, Acc..., Date of Birth, MI, Grade, Gender, and a final column with a '+' icon. The first row of data is for 'Braun, Scott' with State Student ID '341061'. A red box highlights the '+' icon in the first column of this row. Below it are rows for 'Guzman, Ronald' and 'Goeglein, Maggie'.

	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.

The screenshot shows the 'Student Roster' page in SDMS. On the left, there are filter boxes for 'First Name', 'Last Name', 'State Student ID', and 'Advanced Filters'. The main area displays a student's record for 'Malone'. The 'Save' button is highlighted with a red box. Below the record, the 'SSD ID' field is highlighted with a red box. A red arrow points from the 'SSD ID' field to the 'Force Match' button in the confirmation dialog below.

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**

Waiving Accommodations

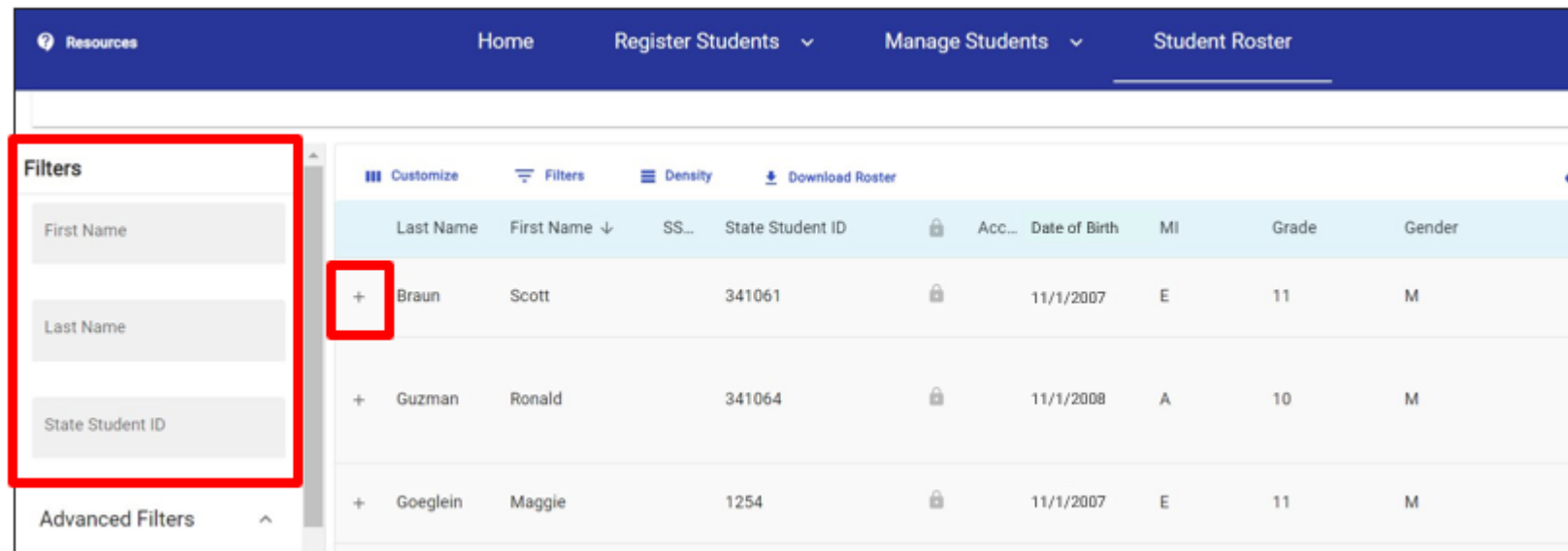
Waiving an Accommodation for the Spring SAT School Day Only

- 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 the 'Student Roster' page. On the left, a 'Filters' sidebar is highlighted with a red box, containing input fields for 'First Name', 'Last Name', and 'State Student ID'. The main roster table has columns: Last Name, First Name, SS..., State Student ID, Acc..., Date of Birth, MI, Grade, Gender, and a final column with a '+' icon. The first row of data is for 'Braun, Scott' with SS# 341061. A red box highlights the '+' icon in the first column of this row. Below it are rows for 'Guzman, Ronald' and 'Goeglein, Maggie'. Above the table, there are links for 'Customize', 'Filters', 'Density', and 'Download Roster'.

	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 web form for managing student testing accommodations. At the top, there are action buttons: Delete, Within District Transfer, Release, Reset, and a blue Save button with a floppy disk icon, which is highlighted by a red rectangle. Below these are input fields for Date Of Birth (11/06/2005), Grade (10th Grade), Gender (Another), and a Home School Indicator checkbox. The SSD ID is 2306468442, with a note "This SSD ID has been force matched". The Accommodations section, also highlighted by a red rectangle, contains two toggle switches: "(007) Math: Time and one-half (+50%) WAIVED" (which is turned on) and "(020) Other: Extra / Extended Breaks" (which is turned off). At the bottom, there is a checked checkbox labeled "Waive Accommodations".

College Board Systems for Testing

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.

CollegeBoard

Welcome

My College Board Professional Account

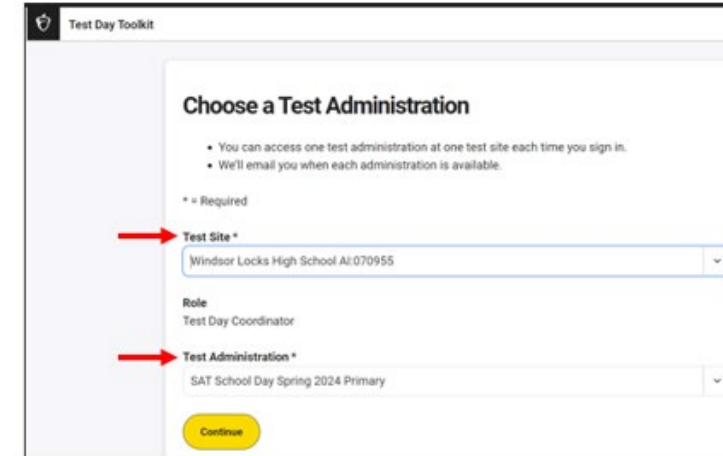
My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
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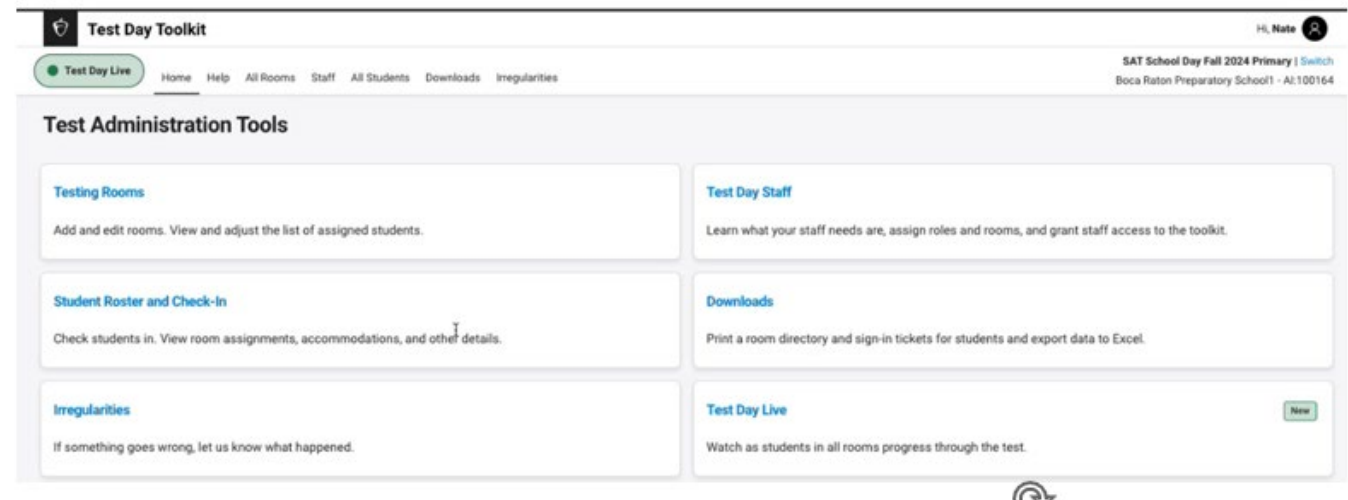
Test Day Toolkit

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.




The screenshot shows the 'Test Day Toolkit' login interface. It features a section titled 'Choose a Test Administration' with two bullet points: 'You can access one test administration at one test site each time you sign in.' and 'We'll email you when each administration is available.' Below this, there are two required fields marked with an asterisk: 'Test Site *' and 'Test Administration *'. The 'Test Site' dropdown menu is currently set to 'Windsor Locks High School AI:070955'. The 'Test Administration' dropdown menu is set to 'SAT School Day Spring 2024 Primary'. A 'Continue' button is located at the bottom of the form. Red arrows point to the 'Test Site' and 'Test Administration' dropdown menus.



The screenshot shows the 'Test Day Toolkit' Home page. At the top, there is a navigation bar with the 'Test Day Toolkit' logo and a user profile icon. Below the navigation bar, there is a 'Test Administration Tools' section. This section contains six 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.), '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 next to the 'Test Day Live' card. The page also includes a top navigation menu with links: 'Test Day Live', 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Downloads', and 'Irregularities'. The top right corner displays the current test administration: 'SAT School Day Fall 2024 Primary | Switch' and 'Boca Raton Preparatory School1 - AI:100164'.

Test Day Toolkit- Test Day Live

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

 **Test Day Toolkit**

Test Day Live

Home

Help


All Rooms

Staff

All Students

Downloads

Irregularities

Hi, Nate 

SAT School Day Fall 2024 Primary | [Switch](#)
Boca Raton Preparatory School1 - AI: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 Live

Watch as students in all rooms progress through the test.

New

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 Toolkit- Test Day Live -Continued

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

200	10	34	156	0	0
Students on the roster	Not checking in to Bluebook	Checking in to Bluebook	Ready to test	Started testing	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	10	0	0	3	187
Students on the roster	Not checking in to Bluebook	Checking in to Bluebook	Ready to test	Started testing	Submitted answers
Displaying 3 results					
Student ^	Testing Group	Accommodations	Room	Attendance ^	Testing ^
Breitenberg-brdb, Telly S.	S3: Time and One-half	• 027 - Refreshable Braille • 049 - 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	• 128 - Assistive Technology Compatible Test form (ATC) • 063 - Other Center-based • 039 - 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

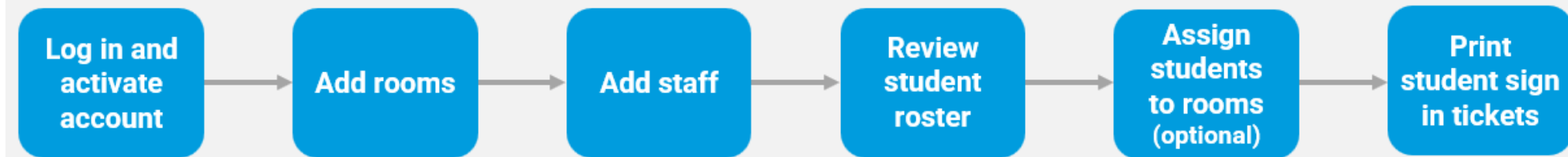
Coordinators can easily drill into each milestone to identify testing rooms that may need attention

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.

Before test day, test coordinators complete the following activities in Test Day Toolkit to prepare for the test administration.



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 top screenshot shows the 'All Rooms' page in the Test Day Toolkit. It features a search bar, a table of existing rooms, and an 'Add Rooms' dropdown menu with options for 'Reuse rooms' and 'Create new rooms'.

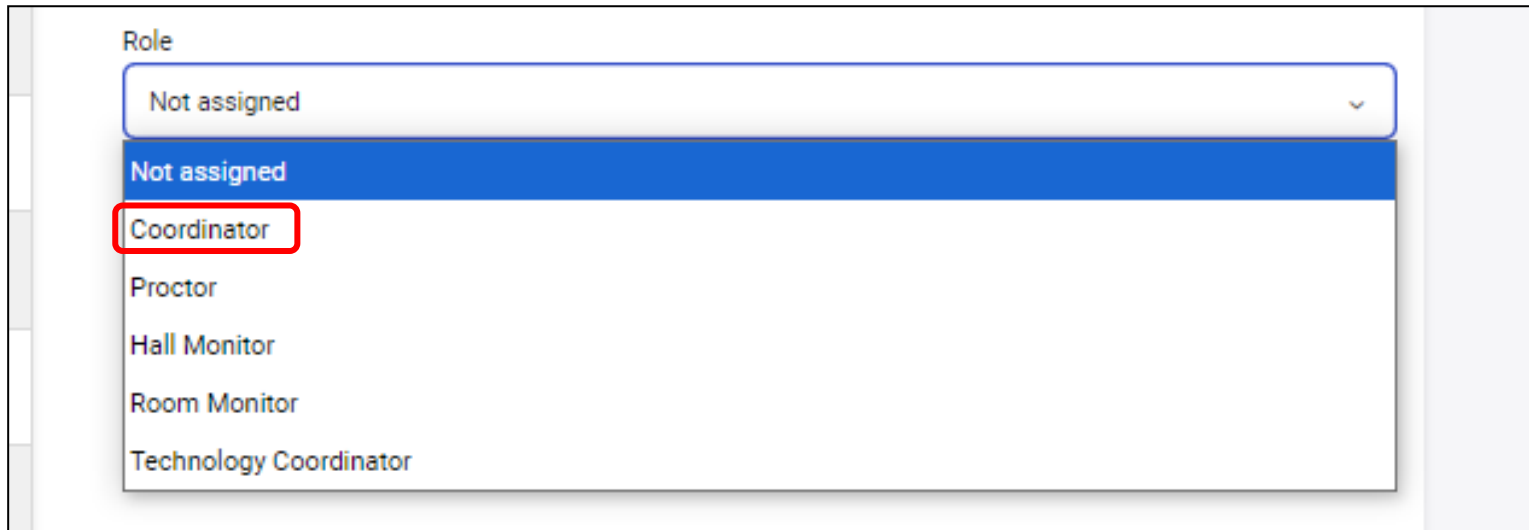
Room Name ^	Testing Groups	Staff	Seats Taken
Abbie rooms	-	Coordinator: New Coordemail	0/20
asdf	-	-	0/10
Basket Ball Court	AT:	Proctor: Click to add	1/100
Blah	-	-	0/100
			0/120
			0/2000
			0/50

The bottom screenshot shows the 'Create New Rooms' modal. It includes a table for adding new rooms with columns for 'Room Name' and 'Capacity'.

Room Name *	Capacity *

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.



A screenshot of a web application interface showing a dropdown menu for selecting a role. The dropdown is titled "Role" and currently displays "Not assigned". The menu is open, showing a list of roles: "Not assigned", "Coordinator", "Proctor", "Hall Monitor", "Room Monitor", and "Technology Coordinator". The "Coordinator" option is highlighted with a blue background and is also enclosed in a red rectangular box, indicating it is the selected or recommended option.

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

🔍 Search assigned staff

Displaying 1-30 of 59 results (0 selected)

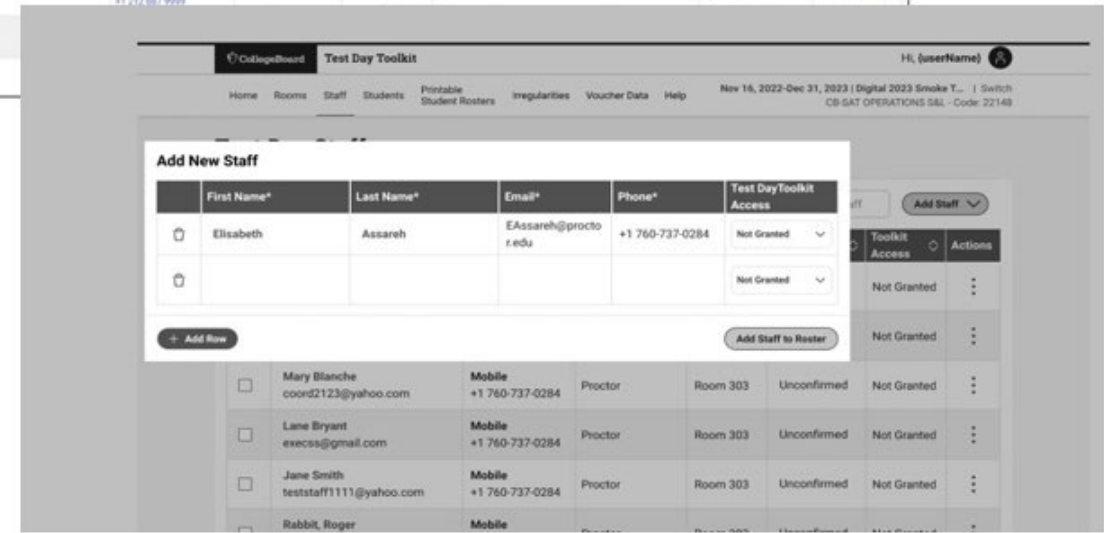
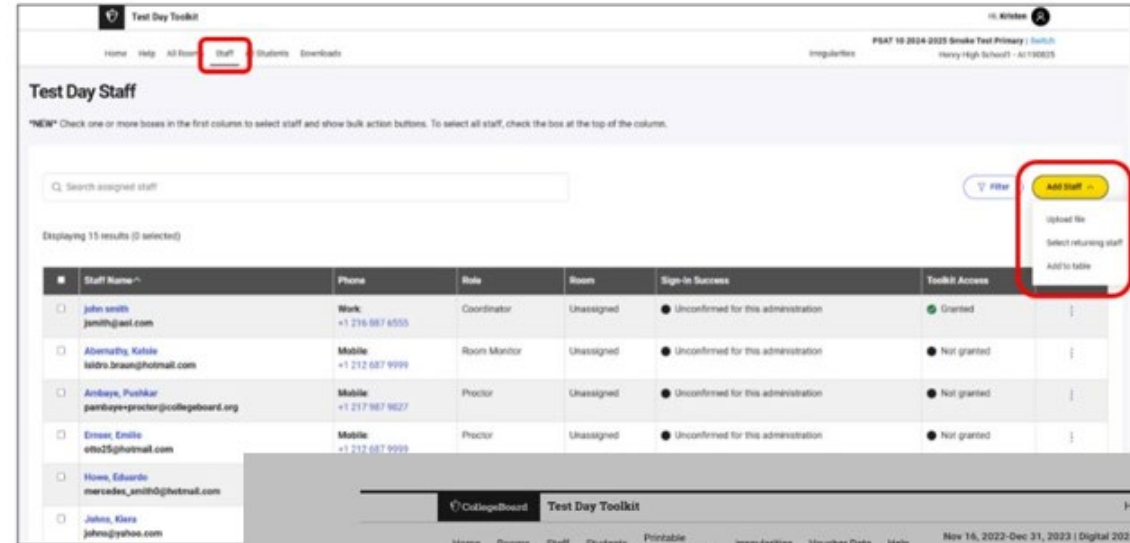
Show 30 | 60

	First Name ^	Last Name ^	Email	Phone	Role
<input type="checkbox"/>	Coord	AnotherTest	another2222@yahoo.com	• Mobile: +17035551111	Proctor
<input type="checkbox"/>	Staff	Automation Test	autotake@collegeboard.org	• Mobile: +1 202 555 1234	Proctor
<input type="checkbox"/>	Staff	Automation Test Coordinator	auto+4@collegeboard.org	• Mobile: +1 202 555 1234	Coordinator
<input type="checkbox"/>	Staff	Automation Test Hall Monitor	auto+6@collegeboard.org	• Mobile: +1 202 555 1234	Hall Monitor
<input type="checkbox"/>	Staff	Automation Test Proctor	auto+5@collegeboard.org	• Mobile: +1 202 555 1234	Proctor
<input type="checkbox"/>	Nate	Cheng	testfoo@test.io	• Mobile: +19495823721	Coordinator
<input type="checkbox"/>	December	Eighteen	dec18@yahoo.com	• Mobile: +17035551111	Proctor
<input type="checkbox"/>	E.	Sim	simulatest1@simulatest.com	• Simmer	

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



Test Day Toolkit- Assigning Staff to Roles and Rooms

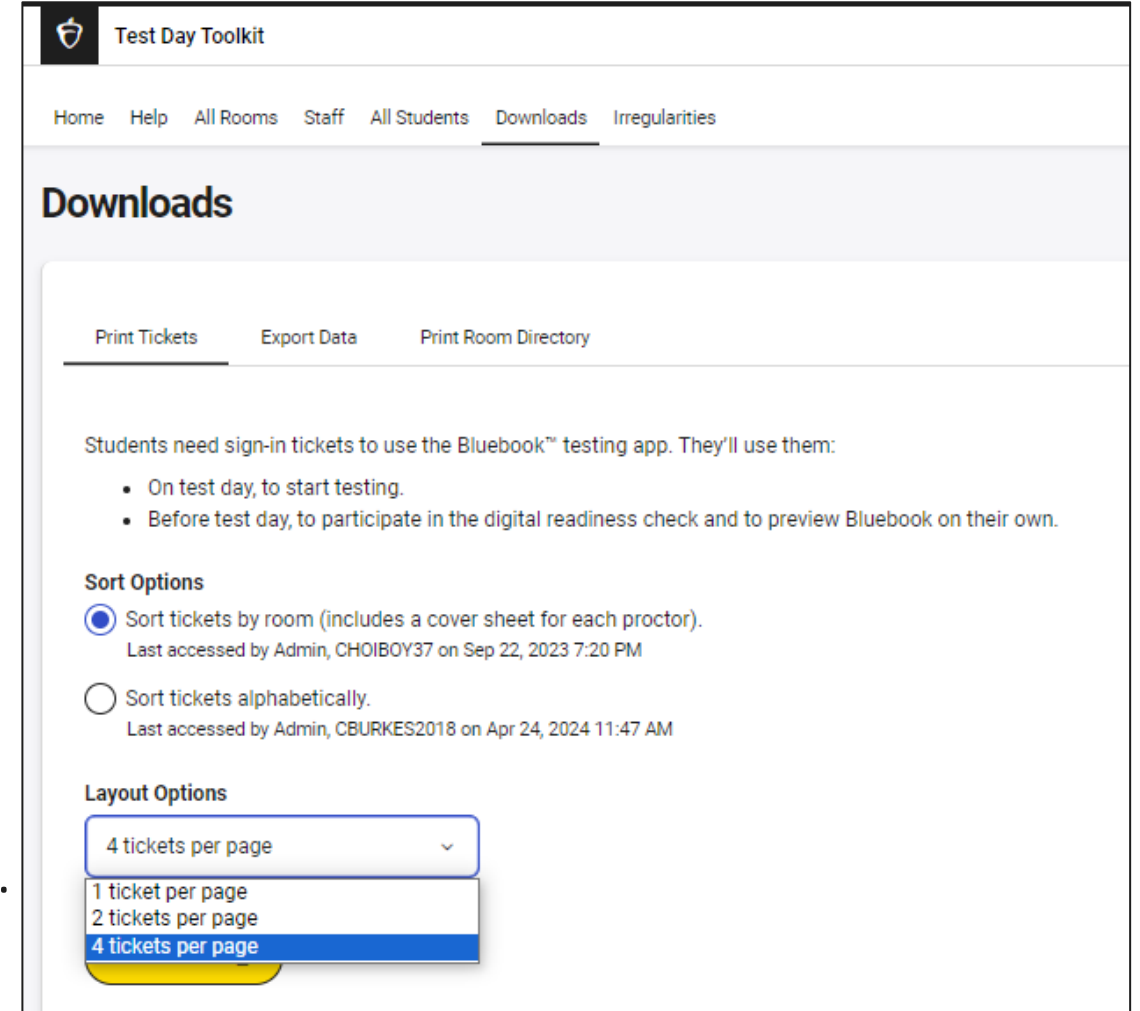
- Assign 1 proctor to each room (only 1 proctor can be assigned to a room).
- Proctors can be assigned to only 1 room at a time per test administration. If someone is proctoring multiple times during the testing window, assign them to a new room after each session.
- Assign hall and room monitors as 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 'Test Day Toolkit' interface. At the top, there's a navigation bar with links: Home, Help, All Rooms, Staff, All Students, Downloads (which is highlighted), and Irregularities. Below this is a section titled 'Downloads'. Under 'Downloads', there are three tabs: 'Print Tickets' (which is selected), 'Export Data', and 'Print Room Directory'. The 'Print Tickets' tab contains the following content:

- A message: "Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:" followed by two bullet points:
 - On test day, to start testing.
 - Before test day, to participate in the digital readiness check and to preview Bluebook on their own.
- A section titled 'Sort Options' with two radio button options:
 - ☒ Sort tickets by room (includes a cover sheet for each proctor). Last accessed by Admin, CHOIBOY37 on Sep 22, 2023 7:20 PM
 - ☐ Sort tickets alphabetically. Last accessed by Admin, CBURKES2018 on Apr 24, 2024 11:47 AM
- A section titled 'Layout Options' with a dropdown menu. The dropdown is open, showing three options: '1 ticket per page', '2 tickets per page', and '4 tickets per page' (which is highlighted in blue).

Test Day Toolkit- Sign-in Ticket Layout Options

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>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.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach Date of Birth: 04/23/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>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.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Erick S. Emmerich Date of Birth: 08/07/1998</p> <p>STUDENT INSTRUCTIONS</p> <p>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.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Sterling R. Emmerich Date of Birth: 09/11/2001</p> <p>STUDENT INSTRUCTIONS</p> <p>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.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>

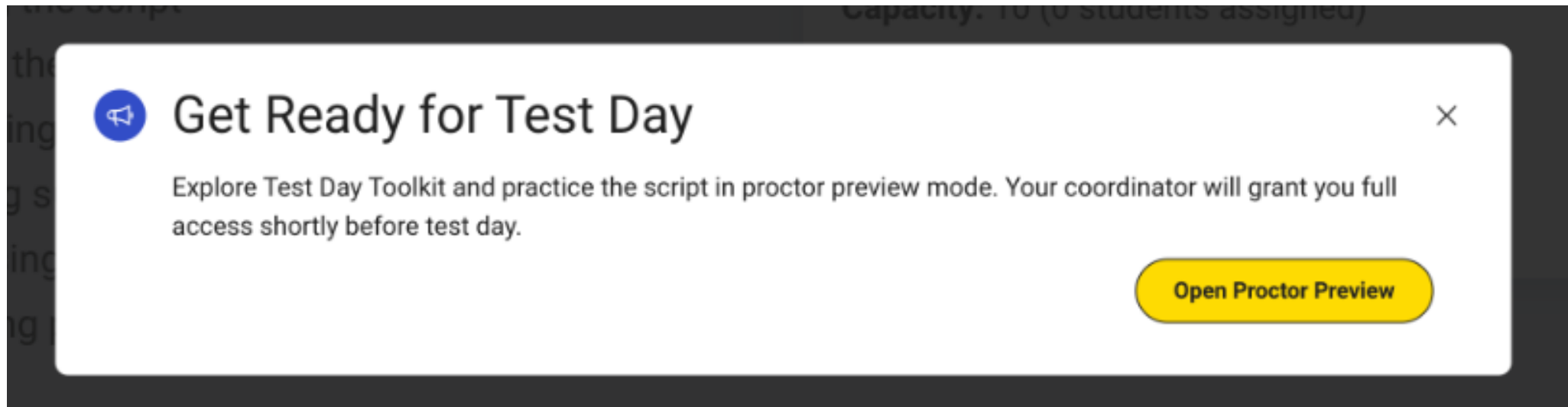
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Test Day Toolkit- Proctor Pre-Test Day Experience

Proctor Preview

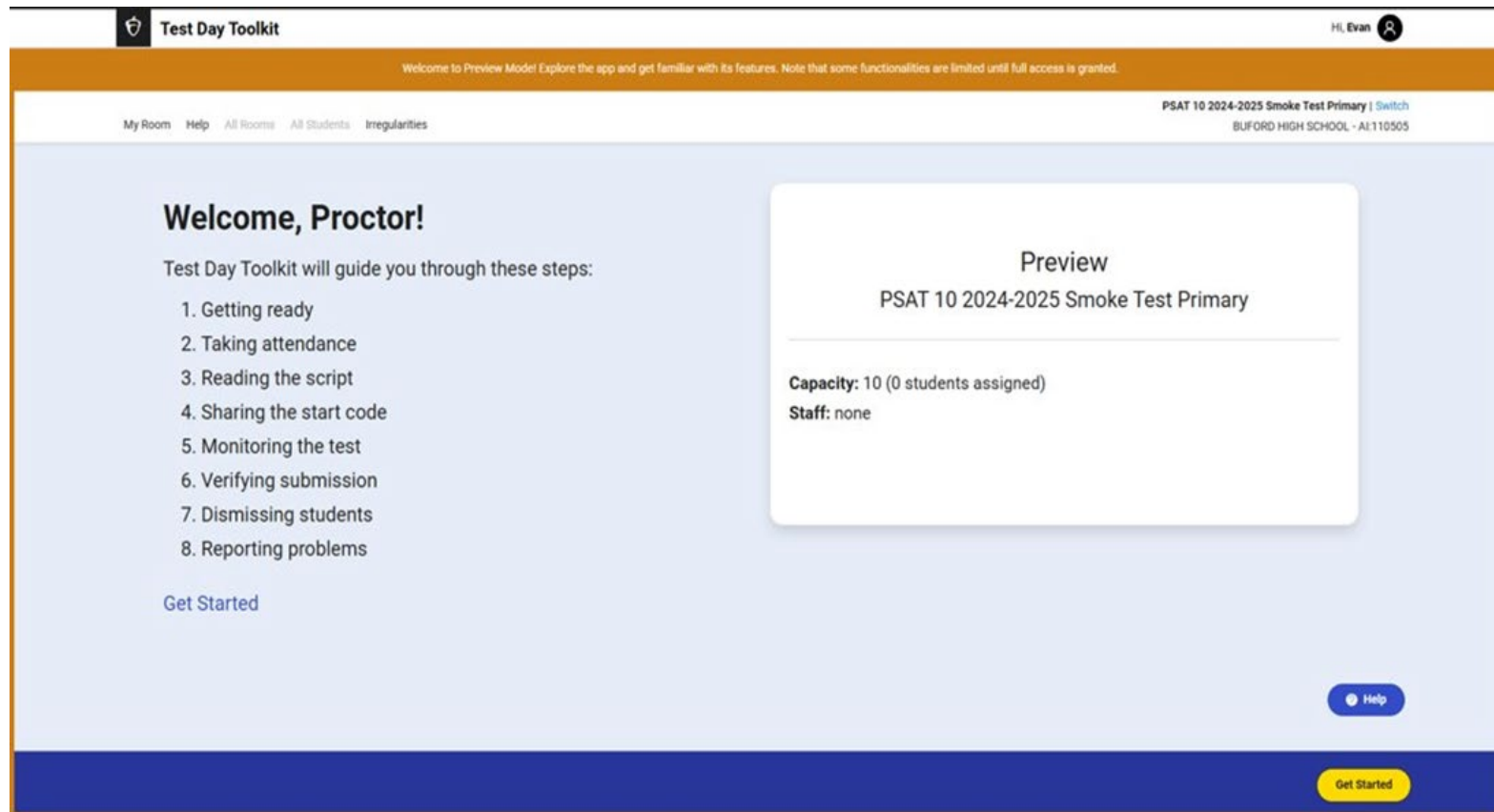
Ahead of test day, proctors will be able to move through Test Day Toolkit in a preview mode. They will be able to walk through the proctor flow, practice reading the script and become familiar with the monitoring dashboard without access to student PII.



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.



Staff Test Day Preparation

Planning Time

When planning for testing, consider the following questions

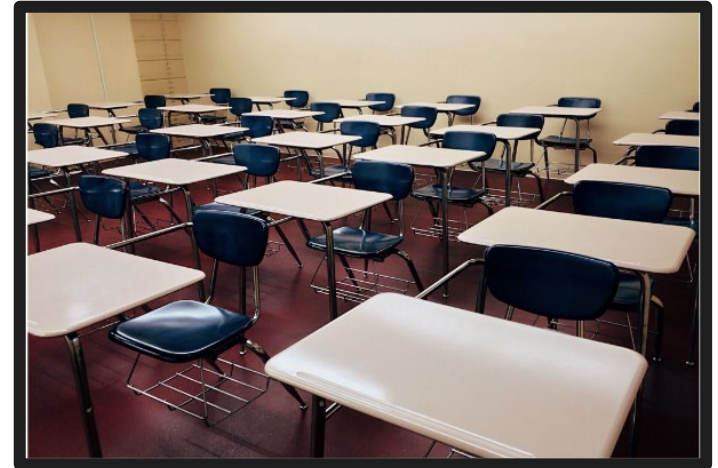
- School Name
- Test Day Date and Time
- Number of students taking SAT
- For required online training will you train test day staff on site? If yes, who will lead the training? When?
- When will your Technology Coordinator upload Bluebook onto student devices?
- Date of Student Readiness Check (SRC)?
- 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)

Mac

(laptop or desktop)

School-managed Chromebook

iPad



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

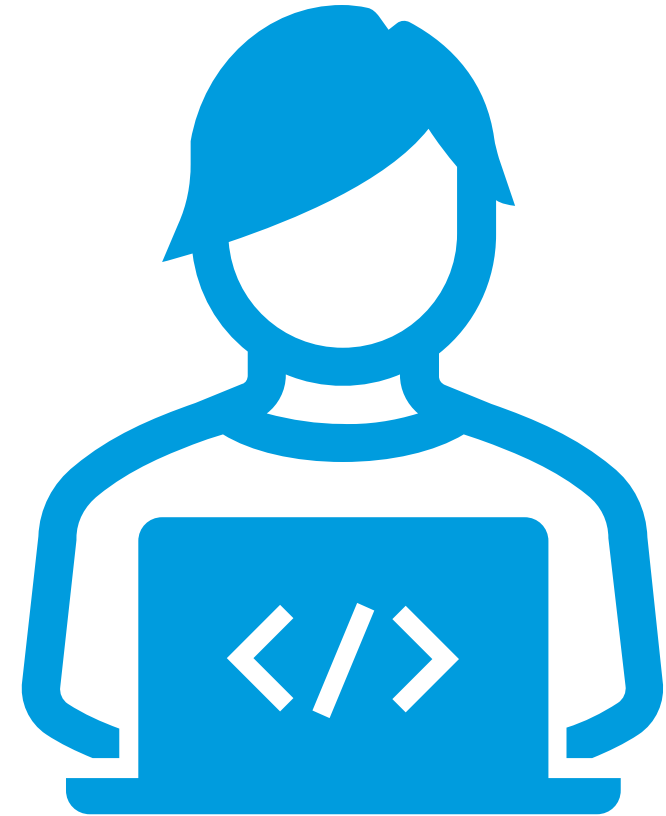
If student is testing with extended time, make sure they have access to power for the duration of their testing time.



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

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)

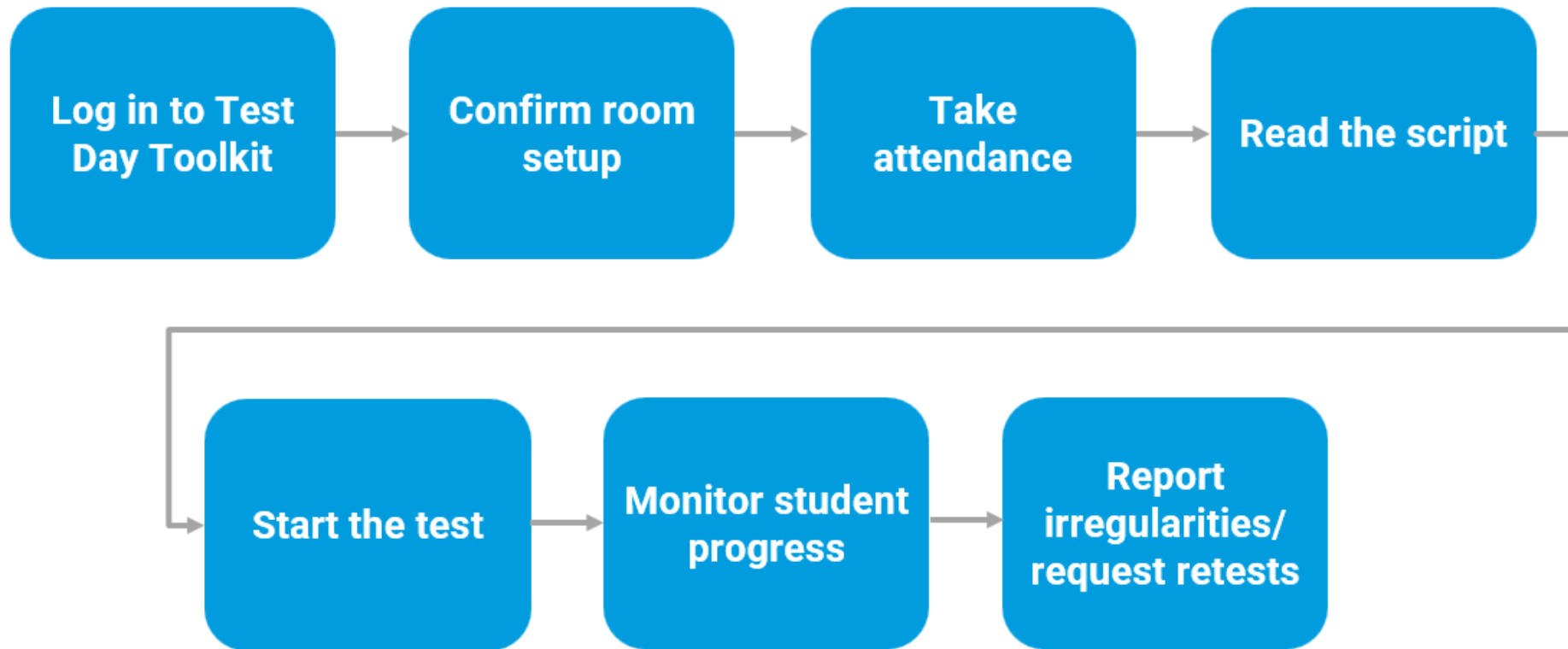
- If there is an extra room and proctor available, it is recommended that schools designate a Late Room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to the proctor's room.
- If no Late Room is available, late-arriving students must be rescheduled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

 Test Day Toolkit

Hi, Caryn 

PSAT 8/9 2024-2025 Smoke Test Primary | [Switch](#)
Sue Landers High School - AI:471828

[Home](#) [Help](#) [All Rooms](#) [Staff](#) [All Students](#) [Downloads](#) [Irregularities](#)

 Coordinator Tools

Welcome, Proctor!

Test Day Toolkit will guide you through these 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

[Get Started](#)

Room 101

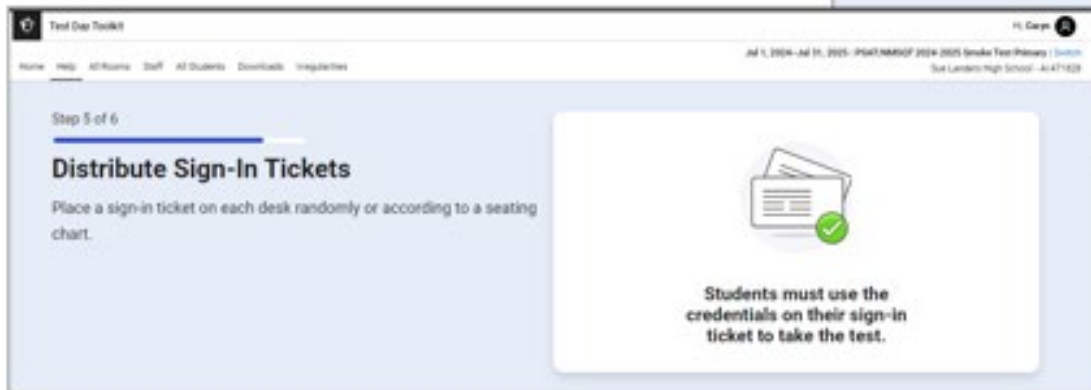
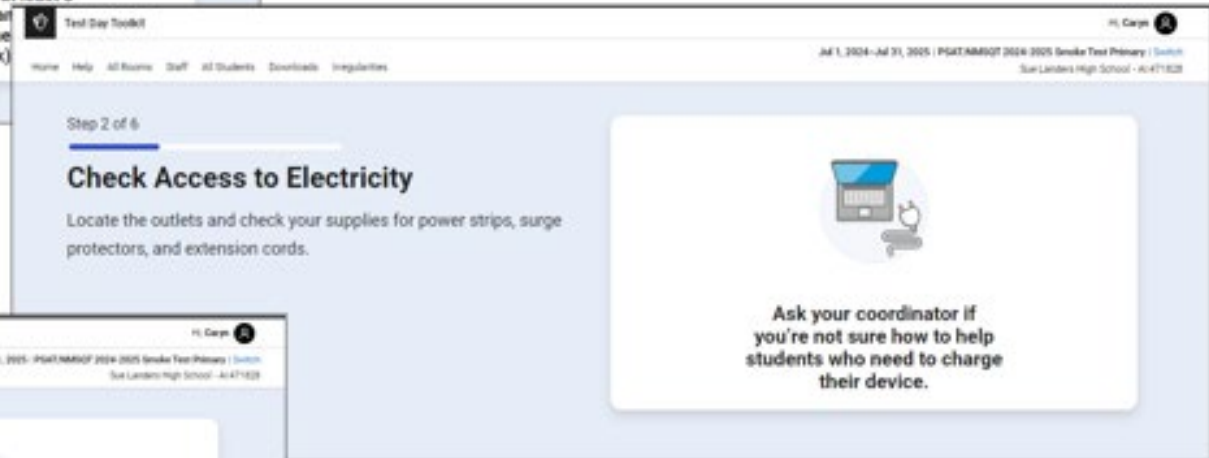
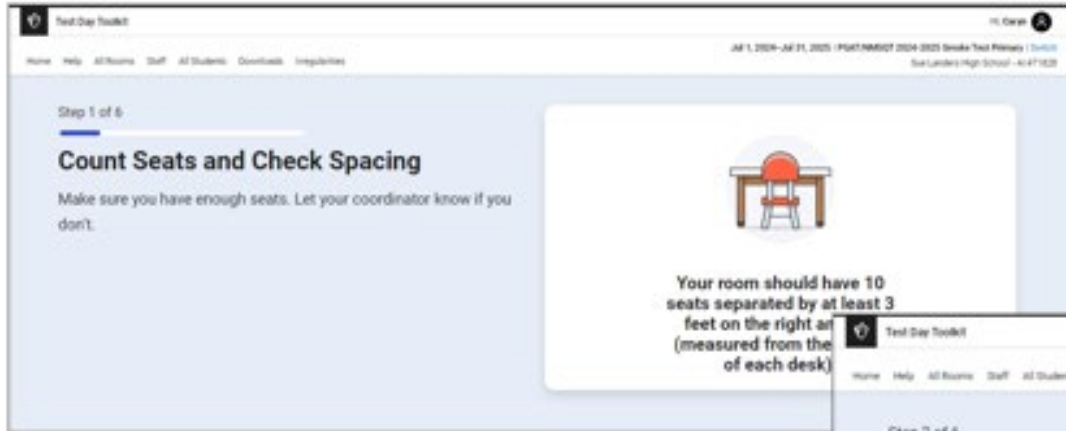
Digital SAT In-School Smoke Test Spring 2022

Capacity: 50 (50 students assigned)
Staff: AO Shared (Proctor)

 Help

[Get Started](#)

Proctor Test Day Experience- Confirm Room Setup



Proctor Test Day Experience- Instructions and Room Code

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

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

The image displays two screenshots of the 'Test Day Toolkit' web interface, which is used for proctoring the PSAT 8/9 2024-2025 Smarter Test Primary.

Left Screenshot (Step 3 of 9): 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 finish checking in later, 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 need **Help** and then **Verbal Instructions**.

You agreed to follow the rules and keep test content confidential. I will dismiss anyone who does not follow the rules. They may also be prevented from taking College Board tests in the future.

Bluebook 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 applications.

[Pause until all students have closed other applications.]

Does anyone need more time to close other applications?

Right Screenshot (Step 9 of 9): 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

Test Day Toolkit

Hi, Caryn

Jul 1, 2024-Jul 31, 2025 | PSAT/NMSQT 2024-2025 Smoke Test Primary | [Switch](#)
Sue Landers High School - AI:471828

HomeHelpAll RoomsStaffAll StudentsDownloadsIrregularities

Monitoring Dashboard

Start Code: 394896

Show Directions

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.

Reload

Testing Status Filters

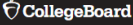
Status	Count
Not Started	1
Section 1	0
Break	0
Section 2	0
<div>Needs Attention</div>	
<div>Status</div>	<div>Count</div>
Exited	1
Submission Pending	0
<div>Ready to Dismiss</div>	
Dismiss students with Submitted status. How do I help the others?	
<div>Status</div>	<div>Count</div>
Submitted	0


Student List: All Students (3)

Student ^	Accommodations	Attendance ^	Testing ^	Last Updated
XYZProtas,XYZAliaksej	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

Help

Proctor Test Day Experience- Dismiss Students

 **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

HomeHelpAll RoomsStaffAll StudentsDownloadsIrregularities

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 AllCollapse 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)

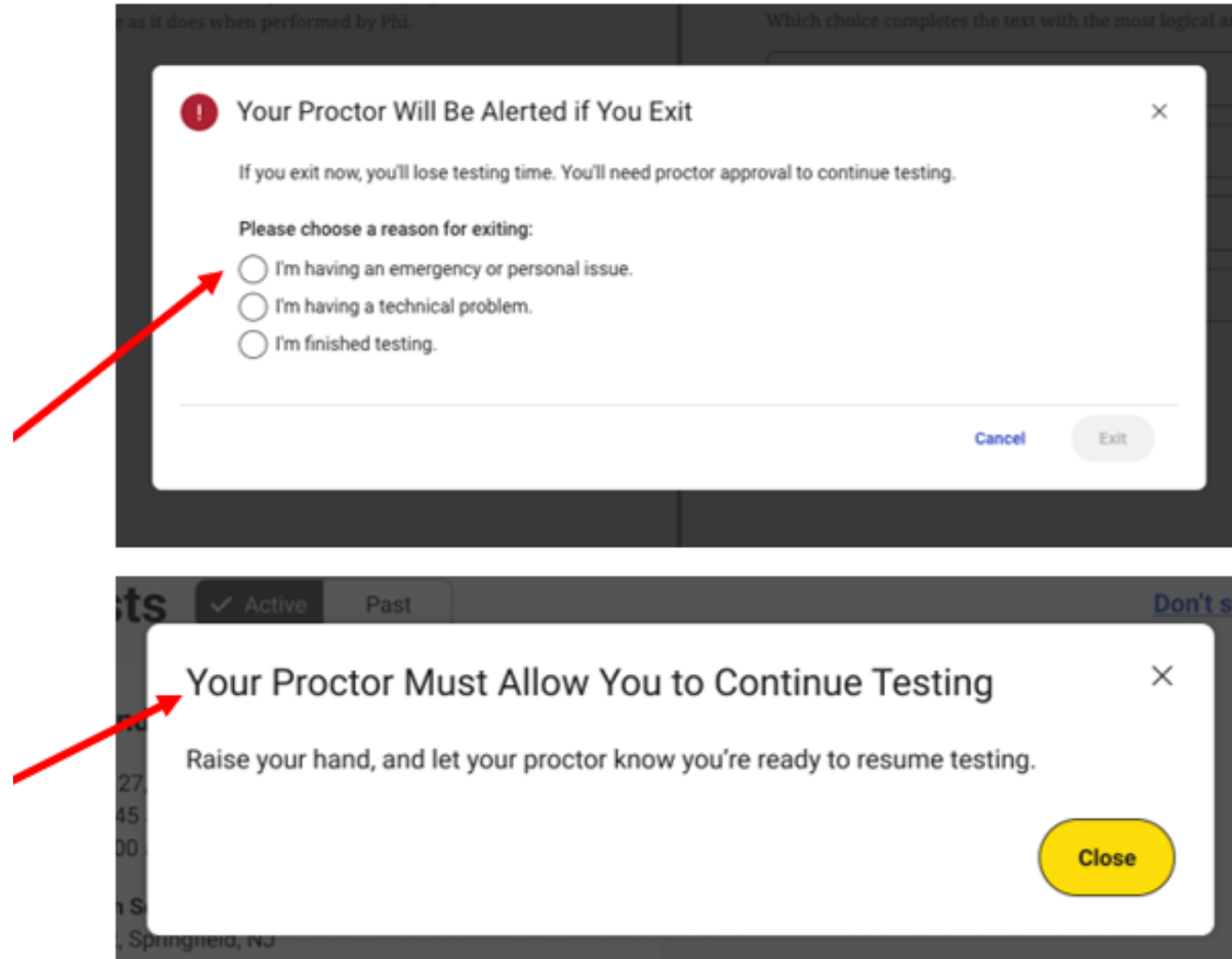
Report a student who used or possessed a prohibited aid or device or engaged in a prohibited behavior.

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 displays the 'Test Day Toolkit' interface. At the top, there's a navigation bar with links: Home, Help, All Rooms, Staff, All Students, Sign-in Tickets and Data Export, and Irregularities. The user is logged in as 'Hi, Kristen'. The main header shows 'Laurie M. Abbott'. Below this, there's a 'Back' link. The profile section includes a placeholder for a photo (labeled 'Photo not available') and a 'How to Check Identity' section with five steps: 1. Make sure the student's ID is acceptable. 2. Compare the student's appearance to the ID photo and check their mask for answer keys. 3. Compare the name and birth date on their ID to those shown here and on their test ticket. 4. Ask the student if they set up the testing app on the device they brought with them. 5. Direct them to a seat. Don't let them choose their own. Below the photo placeholder, the student's name 'Laurie M. Abbott' and testing room 'Room 10: Monitoring Dashboard Tests' are listed. On the right, there's a vertical stack 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

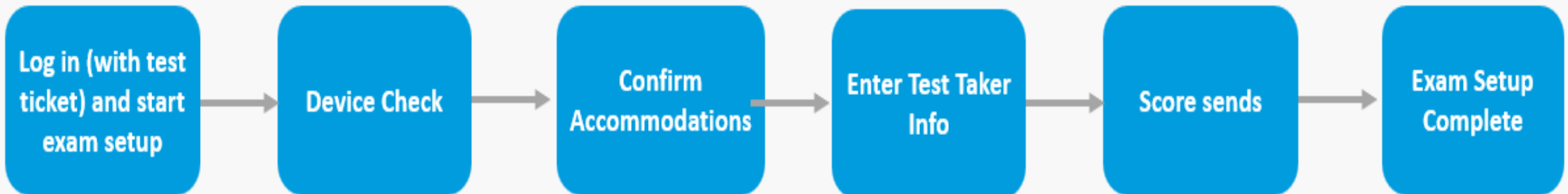
Student Readiness Check- Bluebook

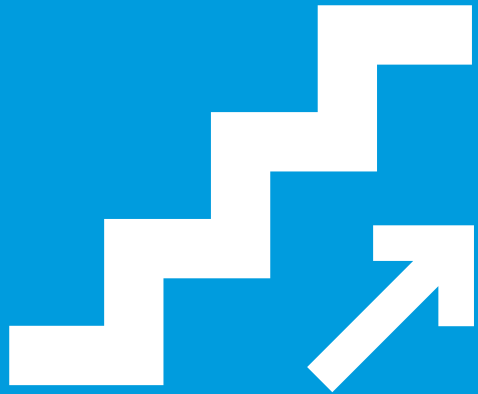
Before test day, students will be able to complete the following activities in Bluebook:

- 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

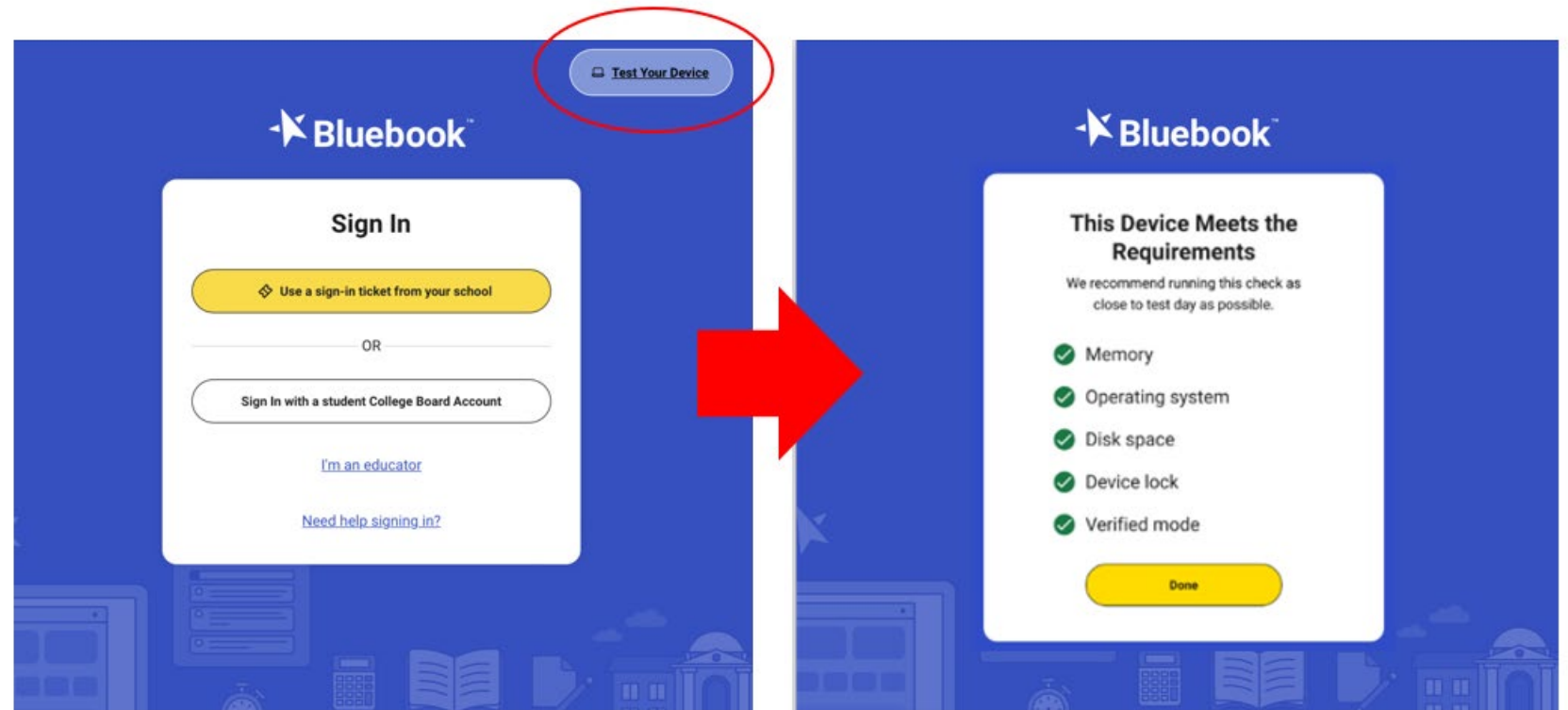
Purpose of the Student Readiness Check:

- ✓ 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

Test Your Device



Sign In

Use a sign-in ticket from your school


OR

Sign In with a student College Board Account

[I'm an educator](#)

[Need help signing in?](#)

Test Your Device



Back

Sign In With a Ticket from your School

User ID

Registration Number

Submit

[Need help signing in?](#)

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 interface for a student named Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name with a profile icon is on the right. Below this is a welcome message: "Welcome, Alexander. Good luck on test day!". The main section 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?". Under the "Active" tab, there is a card for the "SAT" test. The card contains the following information: "Date: Your teacher will let you know your test date soon." with links to "Exam Overview" and "Test Day Checklist"; the school name "Springfield High School" and address "100 Main Street, Springfield, NJ 07012, United States"; 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 "On test day, don't wait for your proctor. Check in right away." and a yellow button labeled "Start Exam Setup".

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.

The screenshot shows a web interface for confirming personal information. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this, there are two columns: 'First and Last Name' with the value 'Sofia Aguilar' and 'Accommodations' with a bulleted list: 'Up to double time (<+100%)'. Below these columns is a note: 'You may have approved accommodations that don't apply to digital testing. Learn more about [accommodations](#).' Below the note is the question 'Is this information correct?'. At the bottom of the form are two radio buttons: 'Yes' (which is selected) and 'No'. At the very bottom of the screen, there is a 'Back' button, a progress indicator showing 'Step 1 of 12', and a 'Next' button.

Student Readiness Check- Test Taker Rules

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

The screenshot shows a web interface for the SAT Testing Rules. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'SAT Testing Rules'. Below this is a white box containing the text of the rules. The text includes an 'Introduction' section explaining that the rules are a legal contract and must be read carefully. It also includes a section titled 'Section 1. Requirements for the SAT' which states that the SAT School Day is taken at a school on a testing device. At the bottom of the screen is a navigation bar with a 'Back' button, a progress indicator showing 'Step 2 of 8' with a blue bar, and a 'Next' button.

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

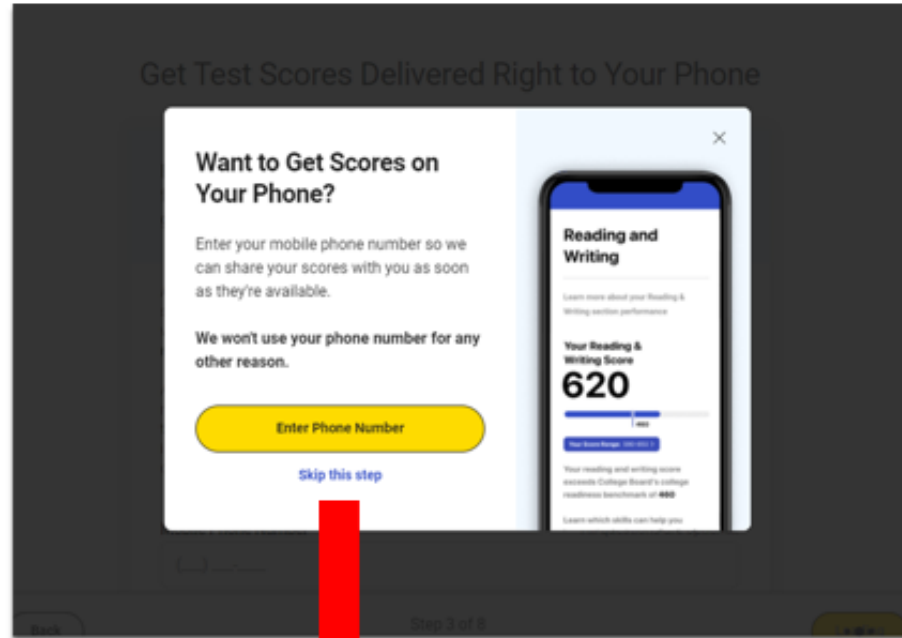
The SAT School Day is taken at a school (typically a school you attend) ("**your school**") on a Testing Device as defined below. It is administered on Bluebook™, the College Board digital testing application ("**Exam App**") that is

Back Step 2 of 8 Next

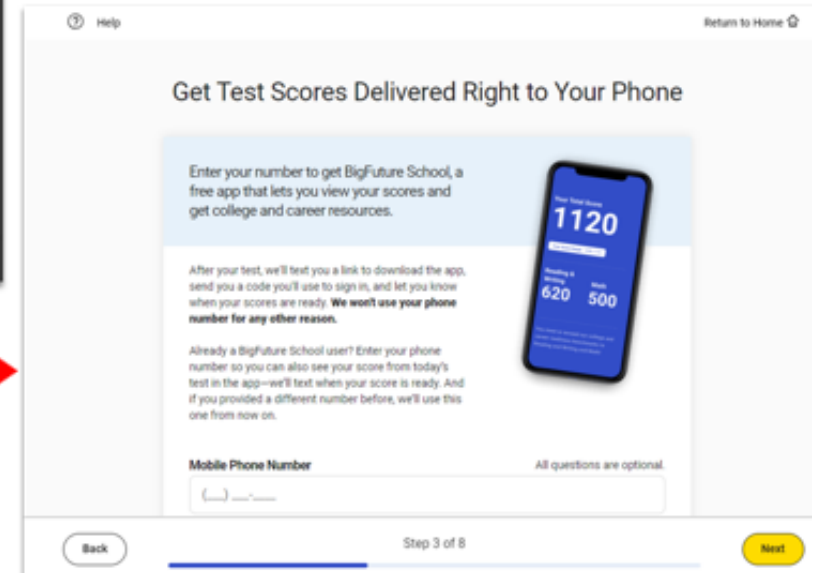
Student Readiness Check- BigFuture School Participation

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.

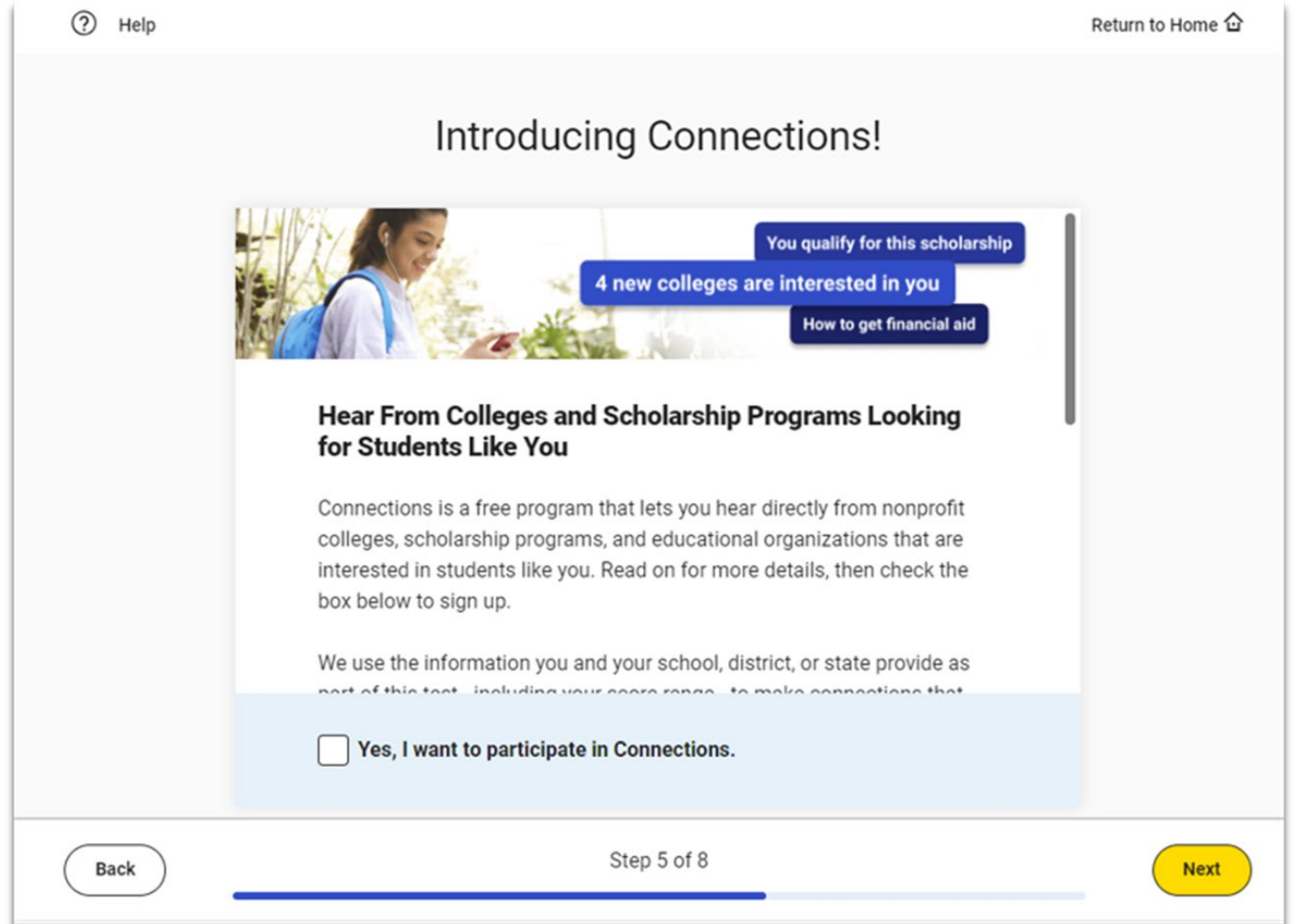


Students who click "skip this step" will not see this screen.



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**.

A screenshot of a web interface for the 'Connections' program. At the top, there is a 'Help' link with a question mark icon and a 'Return to Home' link with a house icon. The main heading is 'Introducing Connections!'. Below this is a banner image of a student with a blue backpack looking at a phone. Overlaid on the banner are three blue callout boxes: 'You qualify for this scholarship', '4 new colleges are interested in you', and 'How to get financial aid'. The main text area has the heading 'Hear From Colleges and Scholarship Programs Looking for Students Like You'. It describes the program as a free way to hear from nonprofit colleges and scholarship programs. Below this, it states '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'. At the bottom of this section is a checkbox labeled 'Yes, I want to participate in Connections.' The footer contains a 'Back' button, a progress indicator showing 'Step 5 of 8' with a blue bar, and a yellow 'Next' button.

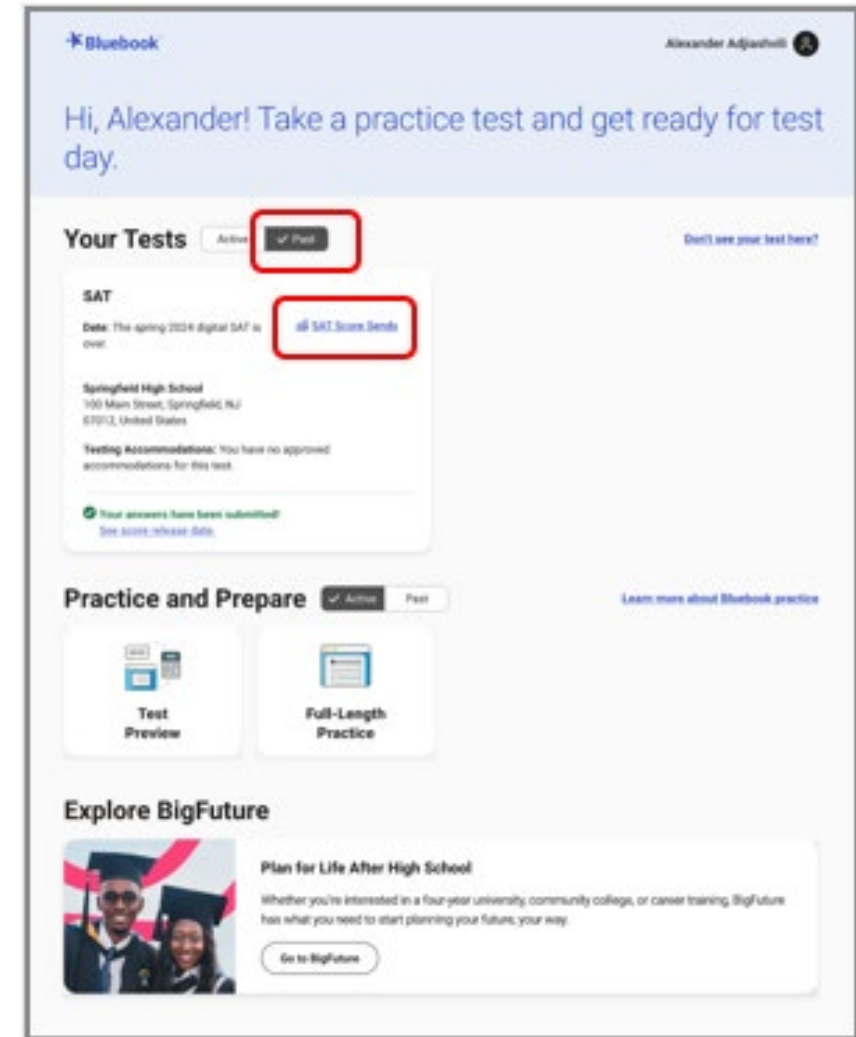
Student Readiness Check- Free Score Sends

- 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 web interface for sending SAT scores for free. At the top, there is a 'Help' link with a question mark icon and a 'Return to Home' link with a house icon. The main heading is 'Send Your SAT Score for Free'. Below this, a box contains the following text: 'Choose up to four institutions to send your score to.' followed by 'This step is optional.' in smaller text. Below that, it 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.' with an information icon. Then, it says 'Go to sat.org/scores to find out what you can do with your SAT score.' Below this is a search bar with the placeholder text 'Search by name or location (select up to 4)' and a magnifying glass icon. Under the search bar, it says 'Your Score Recipients (0/4)' and 'You have not added any score recipients yet.' At the bottom of the interface, there is a 'Back' button, a progress indicator showing 'Step 6 of 8' with a blue bar, and a yellow 'Next' button.

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






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.

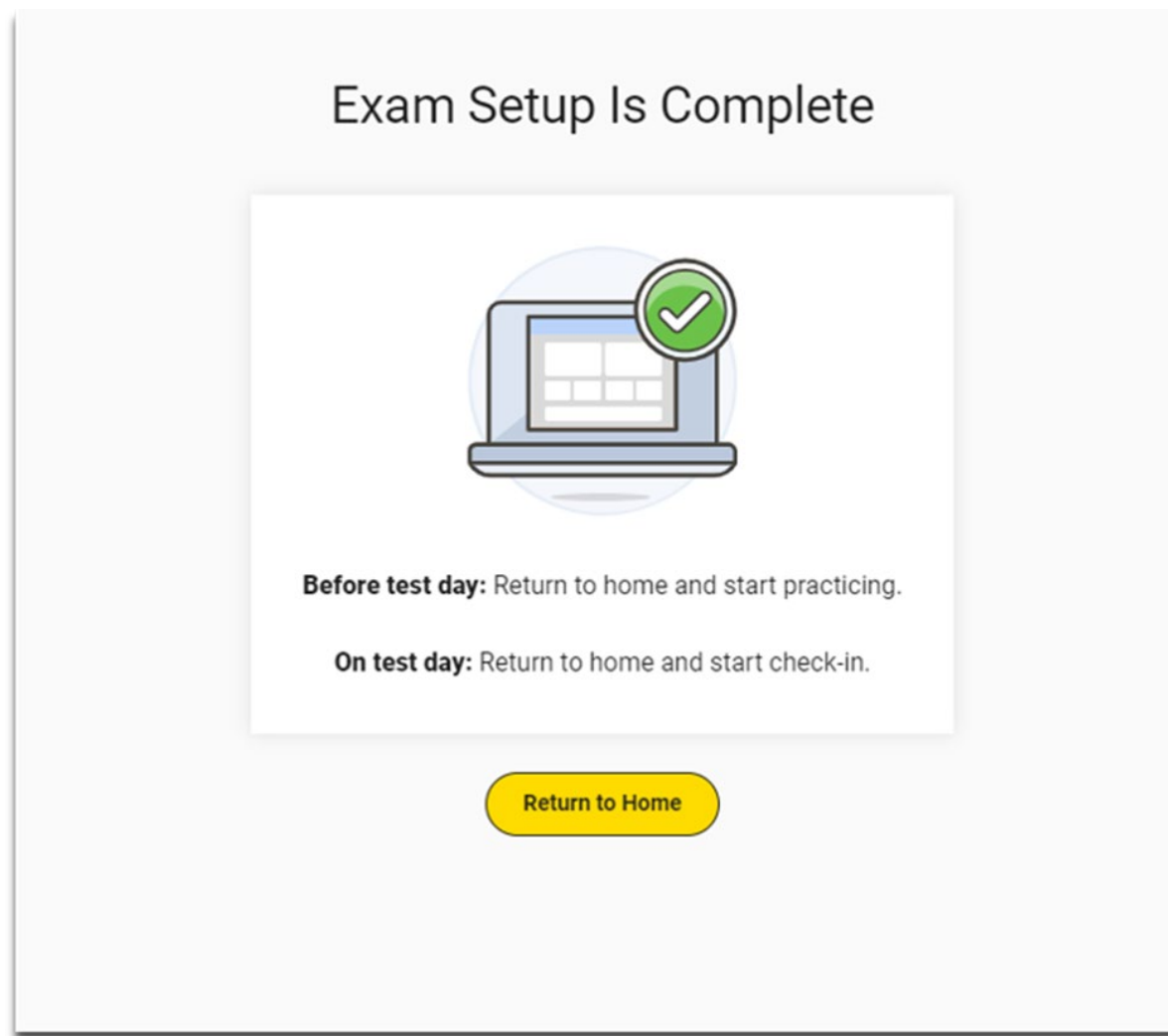
[Back](#)

Step 7 of 8

[Next](#)

Student Readiness Check- Exam Set-Up Complete

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

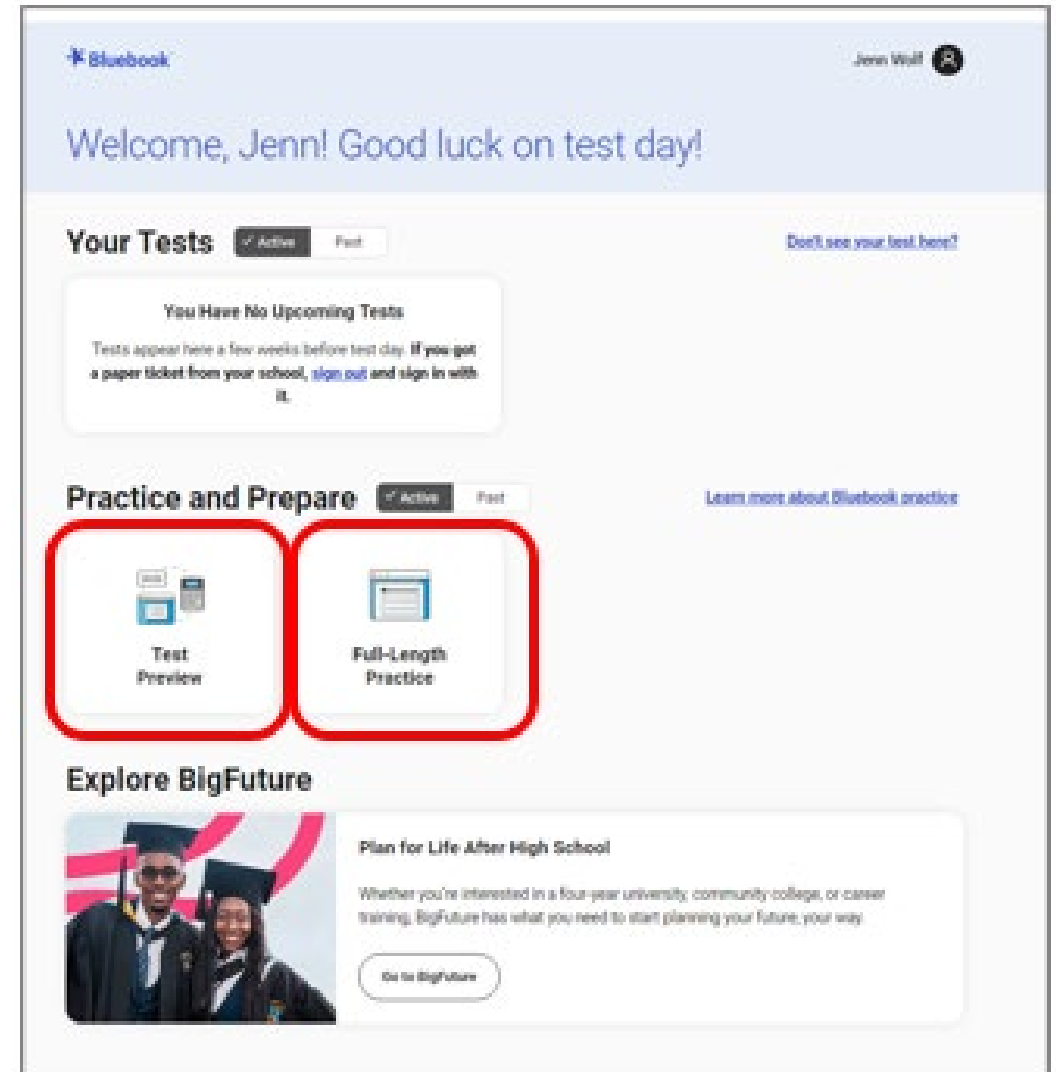


Test Preview and Full-Length Practice Test

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



Student Test Day Experience

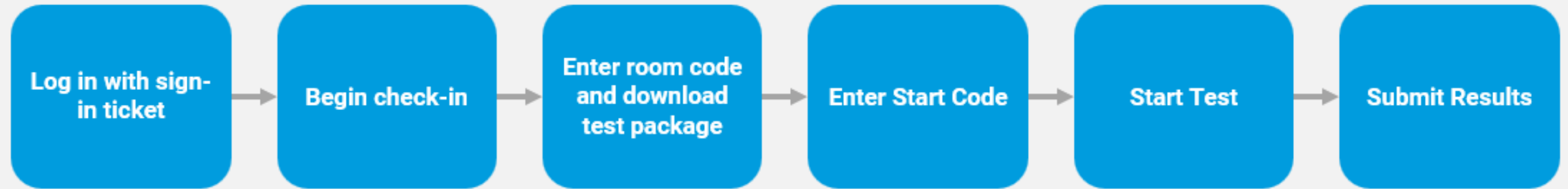
Overview: Student Test Day Experience

- 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

The image displays two sequential screenshots of the Bluebook sign-in interface, connected by a red arrow indicating the flow of the process.

Left Screenshot: Sign In

- Bluebook logo at the top.
- Test Your Device button in the top right corner.
- Sign In title.
- Use a sign-in ticket from your school (highlighted with a yellow background).
- OR separator.
- Sign In with a student College Board Account button.
- [I'm an educator](#) link.
- [Need help signing in?](#) link.

Right Screenshot: Sign In With a Ticket from your School

- Back button in the top left corner.
- Sign In With a Ticket from your School title.
- User ID input field.
- Registration Number input field.
- Submit button.
- [Need help signing in?](#) link.

Student Test Day Experience – Begin Check-In

The screenshot shows the Bluebook student dashboard for Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name is on the right. A blue banner contains the message: "Hi, Alexander! Take a practice test and get ready for test day." Below this, the "Your Tests" section has tabs for "Active" and "Past". A link "Don't see your test here?" is on the right. The main test entry is for the "SAT", with details including the date (to be determined by the teacher), school name (Springfield High School), address (100 Main Street, Springfield, NJ 07012, United States), and testing accommodations (none approved). To the right of these details are links for "Exam Overview", "Test Day Checklist", and "SAT Score Sends". At the bottom of the SAT entry, a green checkmark icon is next to the text: "On test day, don't wait for your proctor. Check in right away." A yellow "Check In Now" button is circled in red. Below the SAT entry is the "Practice and Prepare" section with "Active" and "Past" tabs, and a link "Learn more about Bluebook practice".

Bluebook

Alexander Adjashvili

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

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

SAT

Date: Your teacher will let you know your test date soon. [Exam Overview](#)

[✓ Test Day Checklist](#)

[SAT Score Sends](#)

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

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

✓ On test day, don't wait for your proctor. Check in right away. **Check In Now**

Practice and Prepare ✓ Active Past [Learn more about Bluebook practice](#)

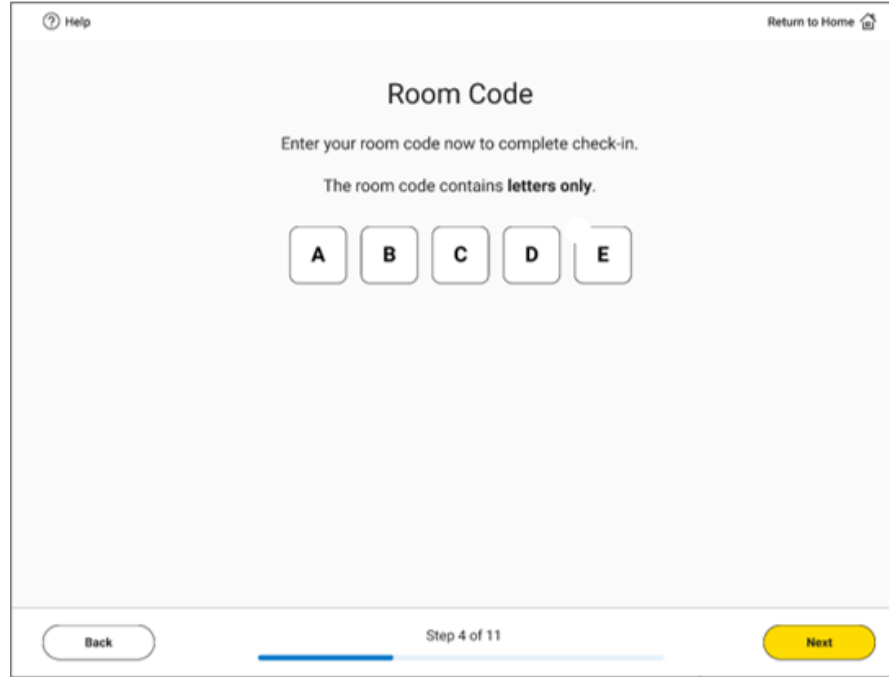
Student Test Day Experience – Room Code and Exam Download

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.



Room Code

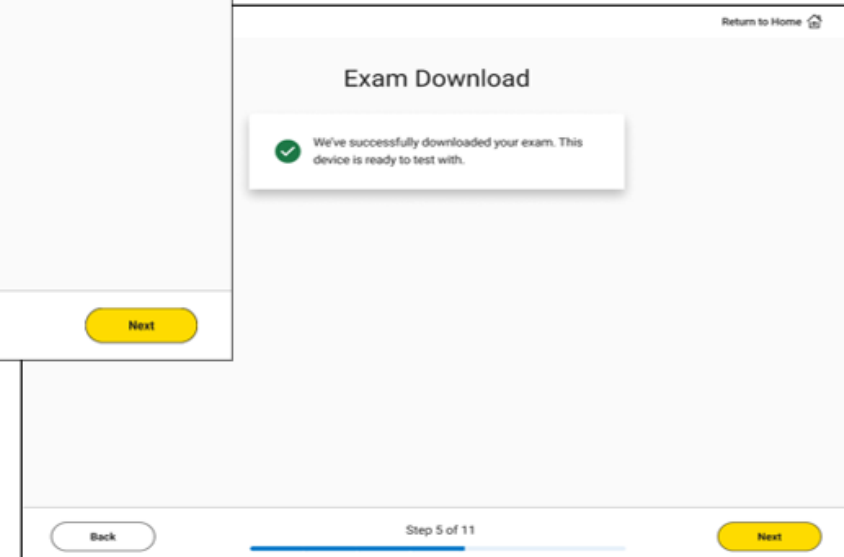
Enter your room code now to complete check-in.

The room code contains **letters only**.

A B C D E

Back Step 4 of 11 Next

This screen shows the 'Room Code' input interface. At the top, there are links for 'Help' and 'Return to Home'. The main heading is 'Room Code', followed by instructions to enter the code to complete check-in. A note specifies that the code contains letters only. Below this, five input boxes labeled A through E are provided for the code. At the bottom, there are 'Back' and 'Next' buttons, and a progress indicator showing 'Step 4 of 11'.



Exam Download

✓ We've successfully downloaded your exam. This device is ready to test with.

Back Step 5 of 11 Next

This screen shows the 'Exam Download' success message. At the top, there is a 'Return to Home' link. A green checkmark icon is next to a message stating that the exam has been successfully downloaded and the device is ready for testing. At the bottom, there are 'Back' and 'Next' buttons, and a progress indicator showing 'Step 5 of 11'.

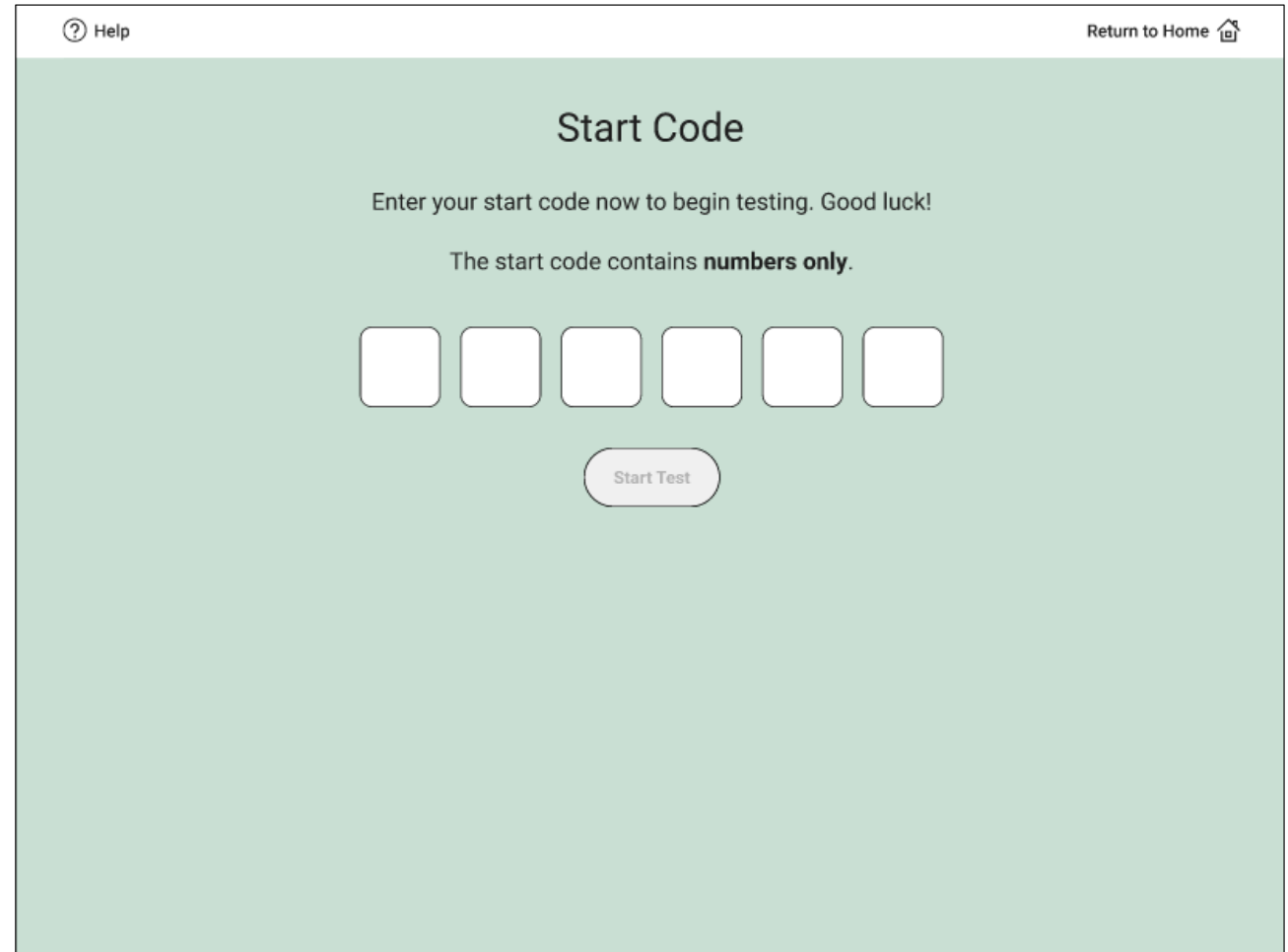
Student Test Day Experience – Start Code

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.

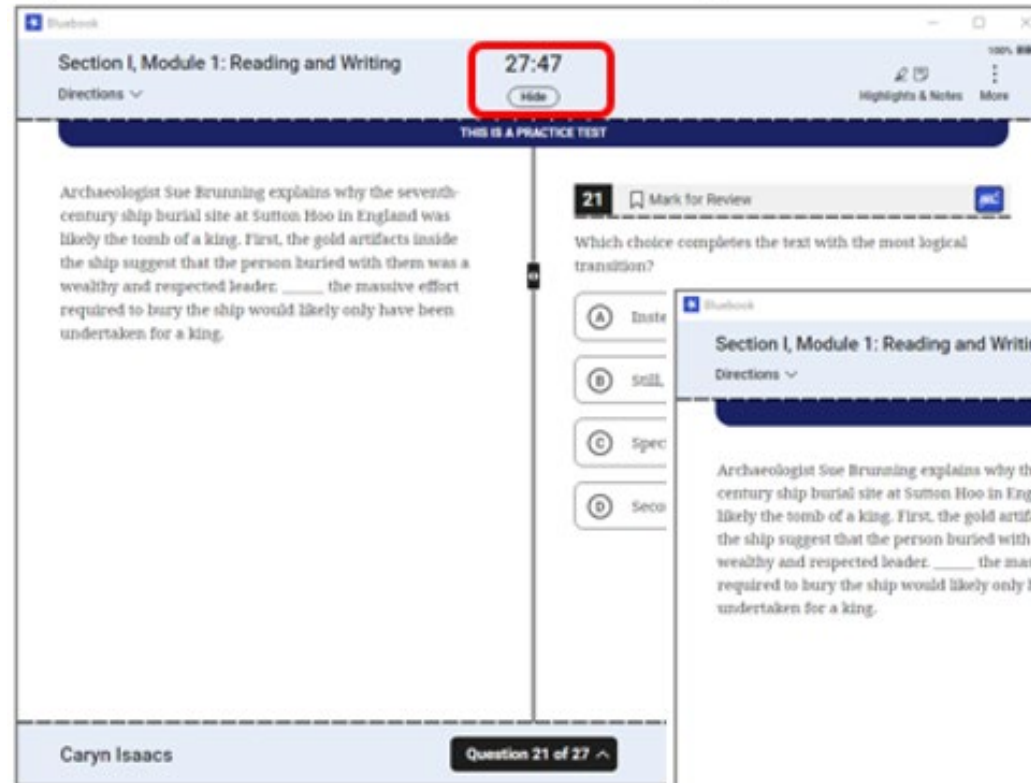
The Start Code **WILL** start the test – proctors should not share with students until they are all ready to begin timed testing.

A screenshot of the 'Start Code' screen from the Student Test Day Experience. The screen has a light green background. At the top left, there is a 'Help' link with a question mark icon. At the top right, there is a 'Return to Home' link with a house icon. The title 'Start Code' is centered at the top. Below the title, the text 'Enter your start code now to begin testing. Good luck!' is displayed. Underneath that, a note states 'The start code contains **numbers only**.' Below the text are six empty square input boxes for entering the start code. At the bottom center, there is a rounded rectangular button labeled 'Start Test'.

Student Test Day Experience – Testing Tools

Testing Timer - Lets students you 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.



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.

Bluebook

Section I, Module 1: Reading and Writing31:13

Directions ▾Hide

Highlights & NotesMore

100%

THIS IS A PRACTICE TEST

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.

2

Mark for Review

ABC

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

⬅

pragmatic

➡

Undo

Ⓚ

controversial

Ⓚ

⬅

extensive

➡

Undo

Ⓚ

universal

Ⓚ

Caryn Isaacs

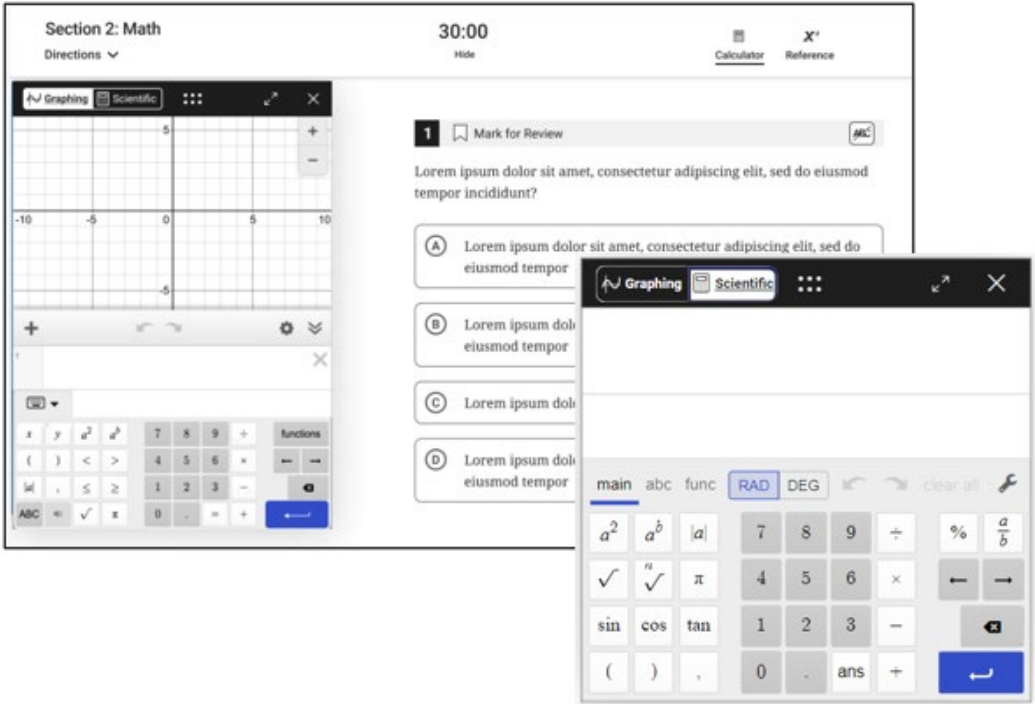
Question 2 of 27 ^

Back

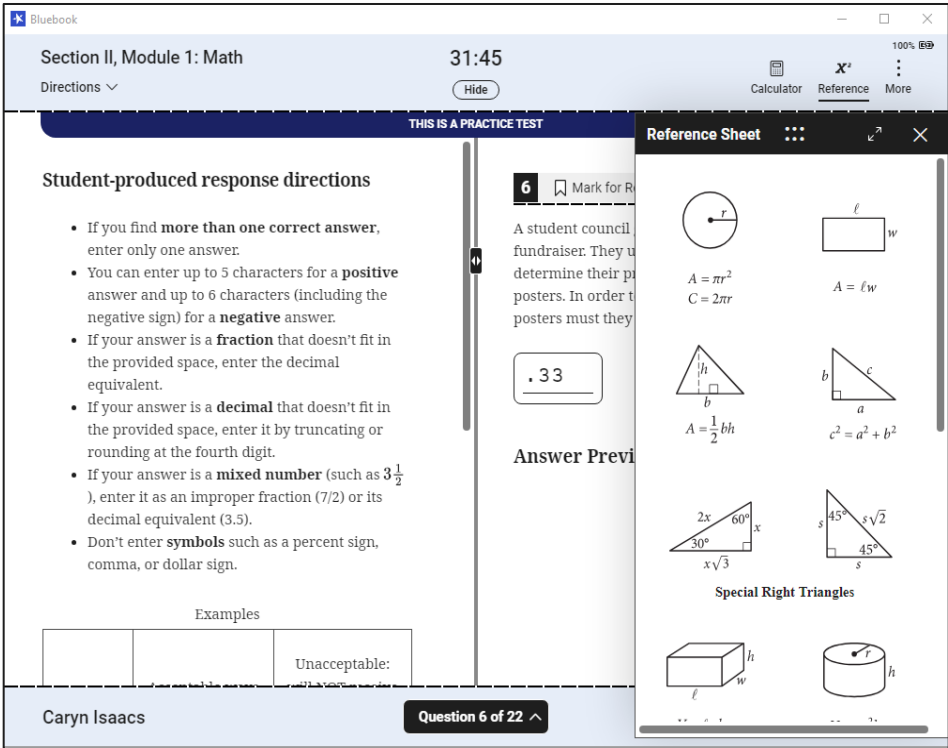
Next

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 the Bluebook test interface. At the top, it says "Section I, Module 1: Reading and Writing" and "30:33". Below this, there's a "Directions" dropdown and a "Hide" button. A banner across the top of the question area says "THIS IS A PRACTICE TEST".

The question area is divided into two columns. The left column contains a reading passage: "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."

The right column contains a question: "Which choice completes the text with the most logical and precise word or phrase?". Below the question are four answer choices: (A) decisive, (B) lacking, (C) variable, and (D) dormant. Each choice is in a text box with a radio button to its left and a plus/minus icon to its right.

A red box highlights the question number "3" and the "Mark for Review" button (which has a bookmark icon) at the top of the question area.

At the bottom of the interface, it says "Caryn Isaacs" on the left, "Question 3 of 27" in the center, and "Back" and "Next" buttons on the right.

Student Test Day Experience – Highlighter and Notes

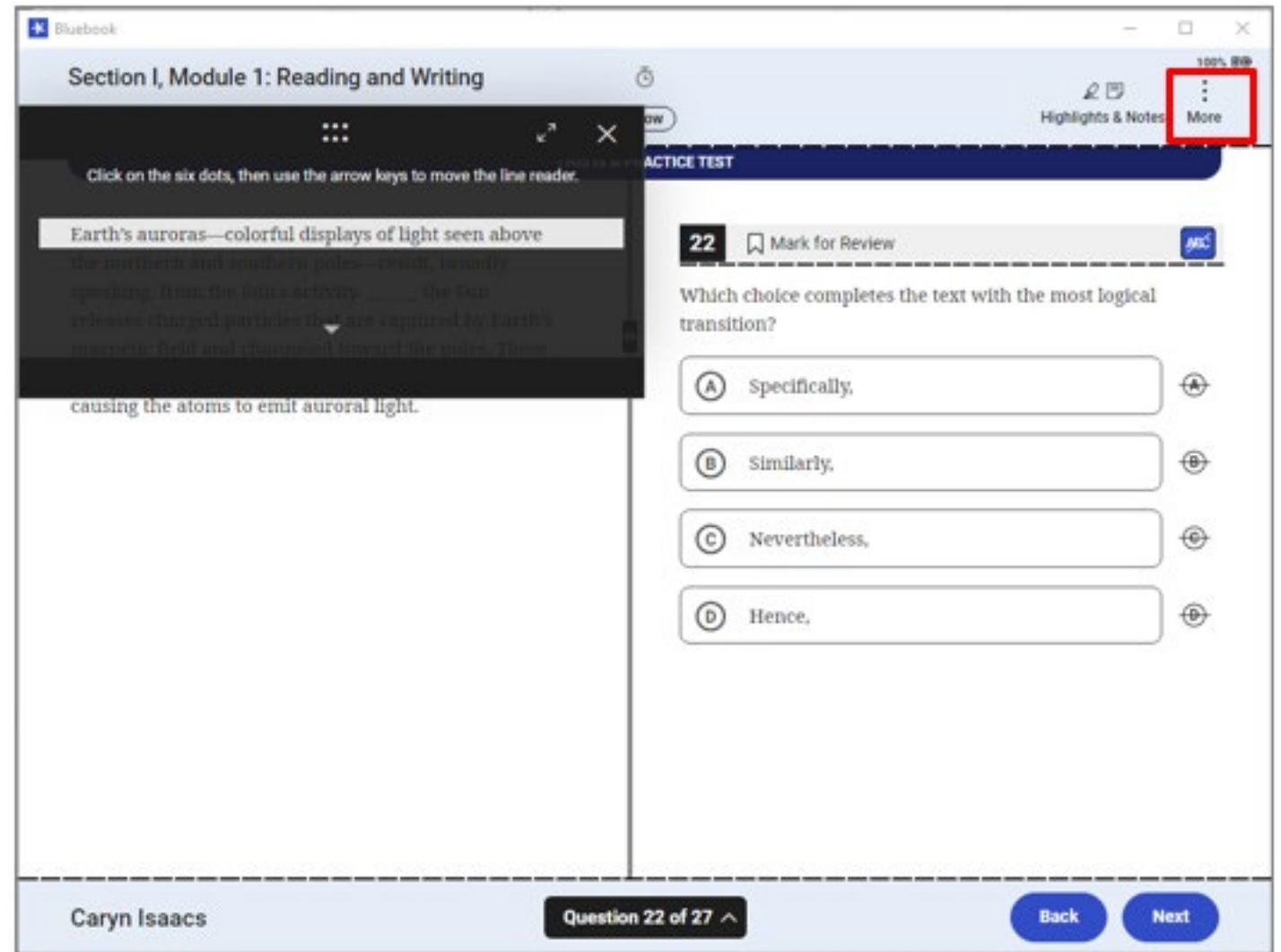
Highlights and Notes- Students can use this tool to highlight text from a question or leave yourself a note.

The screenshot displays the Bluebook test interface. At the top, it shows 'Section I, Module 1: Reading and Writing' and a timer at '28:33'. A red box highlights the 'Highlights & Notes' icon in the top right corner. The main content area is divided into three sections. The left section contains a reading passage about jetties, with some text highlighted in yellow. The middle section shows a sample note: '-long, narrow structures th...' and 'This is a sample note.' The right section contains a multiple-choice question numbered '20' with the prompt 'Which choice completes the text so that it conforms to the conventions of Standard English?'. The question text is: 'Jetties can sometimes have the opposite _____ obstructing the natural flow of sand along the shore can lead to increased erosion in some areas.' The answer choices are: (A) effect, though; (B) effect, though (C) effect; though (D) effect, though, . The bottom of the interface 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.

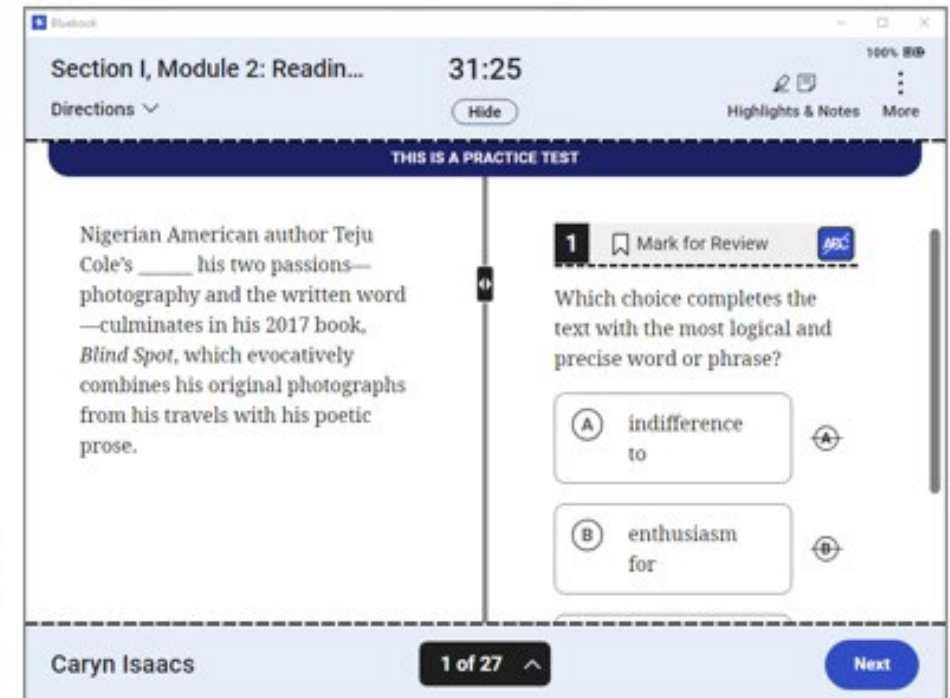
Line Reader can be enabled by selecting “More” in the upper right corner of the testing screen.



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.



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.

Bluebook

Section I, Module 1: Reading and Writing31:01

Directions ▾Hide

100% EV

Highlights & NotesMore

THIS IS A PRACTICE TEST

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.

Text-to-Speech

⏸ ⌨ ⏹ 1.0x 🔊 ⚙

6Mark for ReviewABC

Which choice best describes the overall structure of the text?

AIt discusses several recent innovations in product manufacturing and then suggests some potential applications of those innovations.

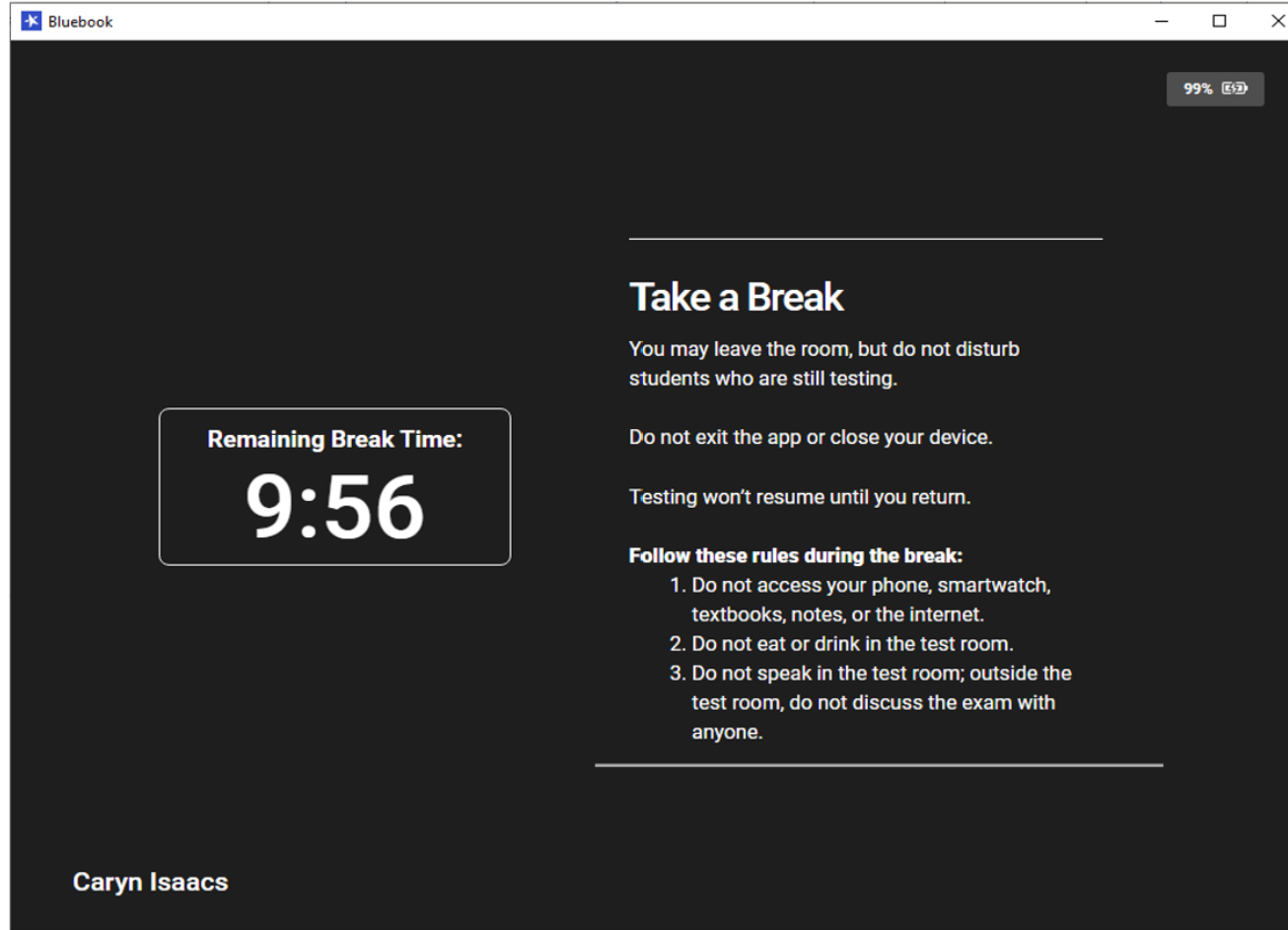
BIt describes a company's recent success with new products and then explains multiple factors that may have contributed to that success.

CIt introduces a trend in consumer products and then explains how the trend both benefits and poses a challenge to companies.

DIt presents two contrasting product-

Caryn IsaacsQuestion 6 of 27BackNext

Student Test Day Experience – Break Screen



Student Test Day Experience – Review Screen

Bluebook

Section I, Module 1: Reading and Writing

24:55

100%

Directions

Hide

Highlights & Notes

More

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

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14

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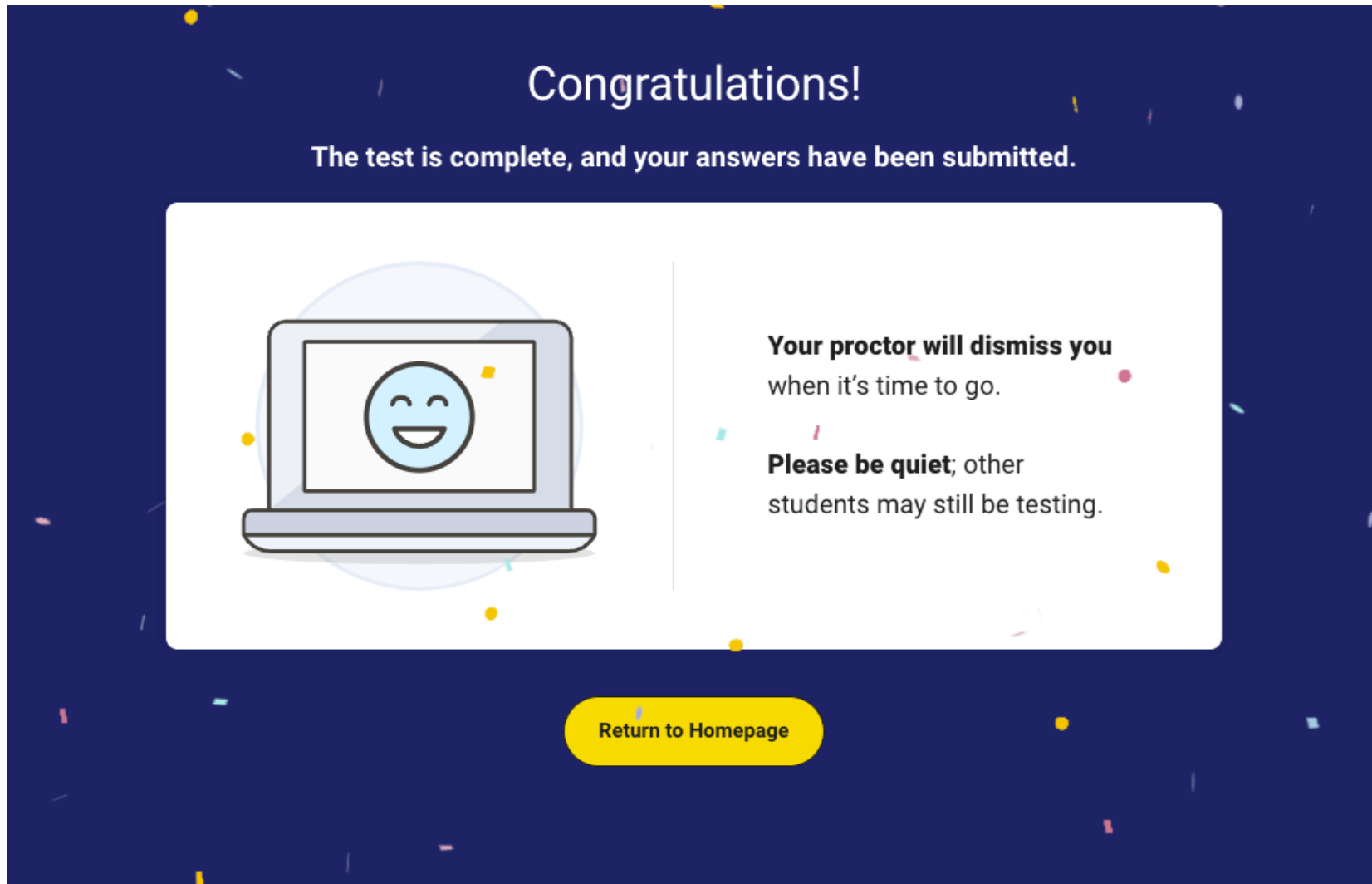
27

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

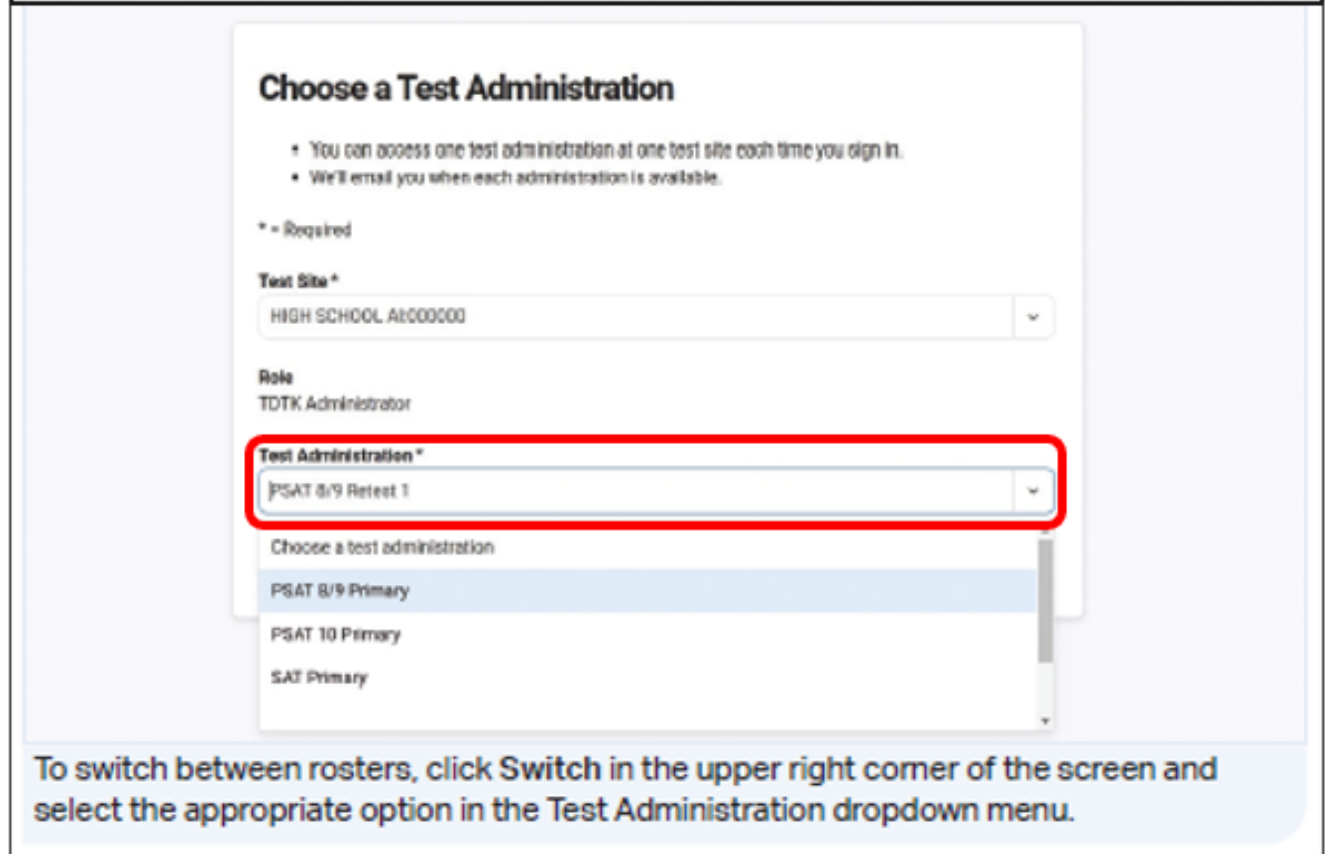
Note: If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook home page, it is not necessary to file an IR. The student's registration data must be updated before rescheduling them to test.

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.



The screenshot shows a web form titled "Choose a Test Administration". It includes instructions: "You can access one test administration at one test site each time you sign in." and "We'll email you when each administration is available." A red box highlights the "Test Administration" dropdown menu, which is currently set to "PSAT 8/9 Retest 1". Below the dropdown, a list of available test administrations is shown: "PSAT 8/9 Primary", "PSAT 10 Primary", and "SAT Primary".

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 ABC000000

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 .

Test Day Toolkit

Home Help All Rooms Staff All Students Downloads **Irregularities**

Irregularities

If something goes wrong, let us know what happened by submitting an irregularity report. We rely on your reports to make sure the test is fair for all students.

Anyone can create, save, and review reports, but only coordinators can submit them to the College Board.

Add Report

No one at your test center has saved or submitted reports for this test date.

I need to retest students who entered the room code -

I need to report a security issue or rule violation without setting up a retest +

I need to report a non-security issue without setting up a retest +

I need to cancel a score on behalf of a student +

Assistive technology/screen reader issue +

Wrong or missing accommodations in Bluebook +

Staff accommodations mistake +

Student technology issue -

Network and staff technology issues +

Testing conditions and administration error +

Disruption caused by another student +

School evacuation +

Test content issue +

Illness and early departure +

Student technology issue

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.

Use the no-test "Answers not Submitted" form to report submission issues.

If the issue happened before the room code was entered, reschedule the test without submitting a form.

Problem Examples:

- Device did not meet requirements
- Students could not start the test after entering the start code
- Battery died
- Bluebook or test closed unexpectedly
- Device froze or crashed
- Exited 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

Download Data

Edit

Total 15 records Show 3 | 5 | 15 | 30 | 45 | 60

< 1 >

	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	✓	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	✓	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.

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.
- Please specify your state in the opening of your call or email.

Q&A

Thank You!