



# Spring 2025 CT SAT® School Day Test Coordinator Workshop



February 2025

# SAT Suite Support

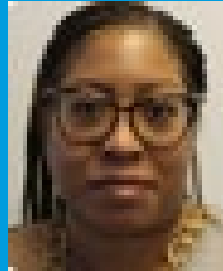


## College Board



**James  
Wilson**  
State Lead  
SAT School Day

**Domonique  
Bernard**  
Director of  
Implementation



**Kisha  
Smith**  
Senior Director  
SSD Customer  
Service



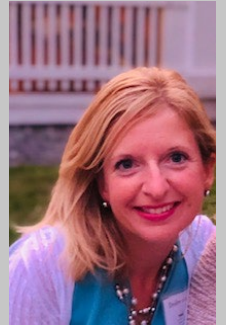
**Dianna  
Frank**  
Sr. Director K12  
State & District  
Partnerships



**Michelle  
Rosado**  
Program  
Manager, CT  
SAT



**Abe  
Krisst**  
Bureau Chief,  
Performance  
Office



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

## CSDE

---

# Testing Window

## Available Dates and Scheduling

- Today's session is focused on the Connecticut SAT School Day provided by CSDE for Grade 11 Students
- Test students on any school day(s) during the window
- Make-up and re-testing dates may also be scheduled for any school day(s) during the window
- Schools may test morning, afternoon, or both to provide multiple sessions in a single day
- Make certain to take into account your spring break and student/staff-observed holidays

**March 3 – April 23**

# Who to contact, when, and how

## State Policy/Procedure Question?

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



## Your State Implementation Team

- Receives questions from CSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- May reach out proactively if College Board systems monitoring raises concern\*

## **CSDE:**

Michelle Rosado

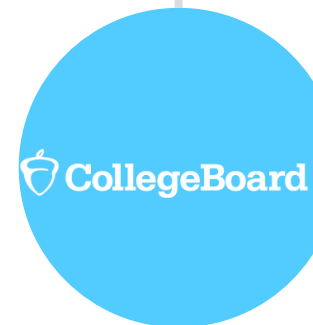
860-713-6748

[Michelle.Rosado@ct.gov](mailto:Michelle.Rosado@ct.gov)

Deirdre Ducharme

860-713-6859

[Deirdre.Ducharme@ct.gov](mailto:Deirdre.Ducharme@ct.gov)



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

- **866-609-2205**  
**[ctsat@collegeboard.org](mailto:ctsat@collegeboard.org)**
- This state contract-specific customer support is the fastest way to have your question heard/responded to.
- Please specify your state in the opening of your call or email.

\* **For example:** not completed onboarding survey, not completed training, lack of Test Day Toolkit activity preparing for testing, etc.

---

# Student Personally Identifiable Information (PII)

## A Critical Note

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email**.
- Student PII includes:
  - Name
  - Date of Birth
  - Address
  - Phone Number
  - Email Address
  - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
  - SASIDs may be shared by email
- If in doubt, err on the side of caution and ask for assistance before sharing.

# Your Team: Testing Staff Roles and Responsibilities



## School Test Coordinator (STC)

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports



## Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC and Technology Coordinator to administer the SAT to students testing with accommodations

# Testing Staff Roles and Responsibilities Overview



## Technology Coordinator

- Works with STC and SSD coordinators to meet students' test day tech needs
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room



## Technology Monitor

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school tech coordinator or another staff member



## Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students as needed, keeps room distraction free
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



## Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

---

# Test Staff Eligibility

## School Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the STC for the same test their child or household member is taking.
- Staff members may serve as the STC for the same test their child or household member is taking if their *child or household member* attends a **different school (including within the district)**.

## Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

## Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

**Note:** Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.



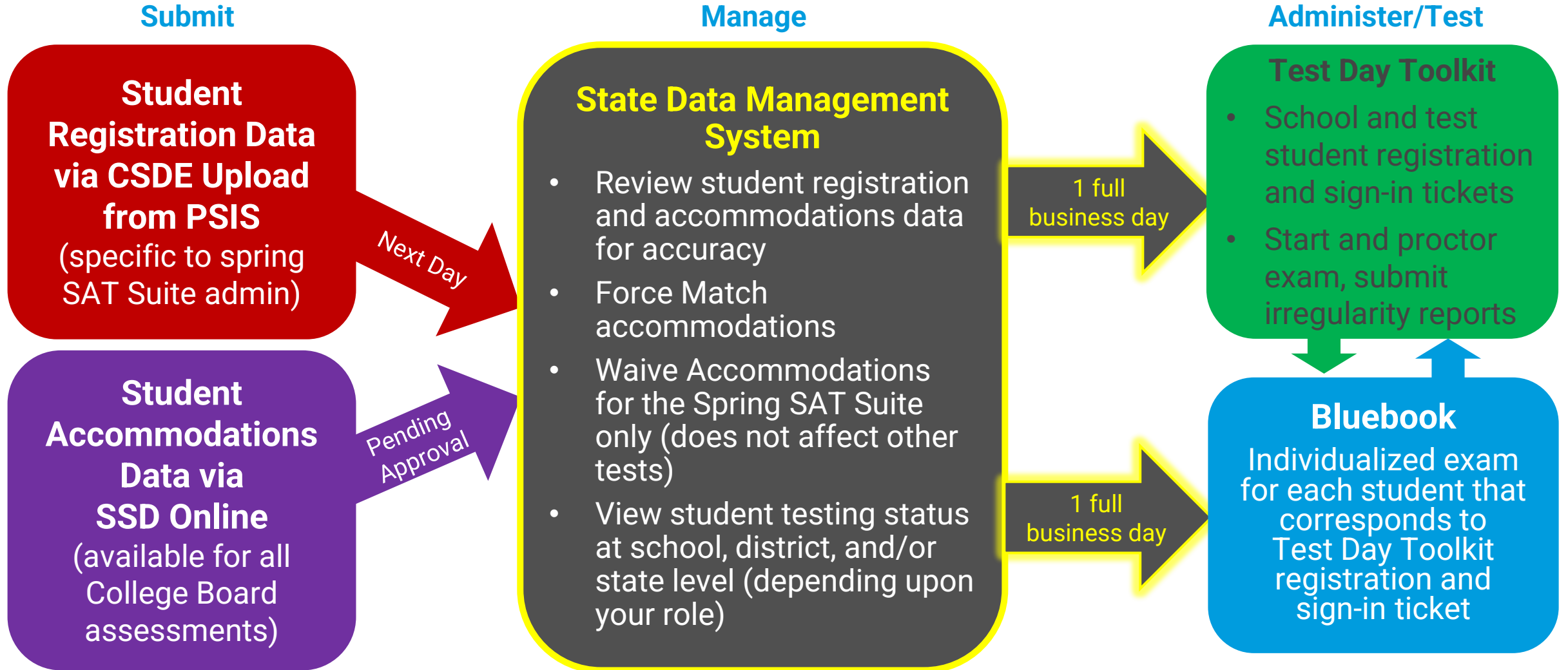
# Agenda

- 1** Test Admin Systems & Student Registration
- 2** Test Day Toolkit:  
Digitally Preparing Rooms, Staff, and Students
- 3** Tech Spec for Test Day Readiness (Review)
- 4** The Digital Readiness Check
- 5** Proctors' Test Day Screen-by-Screen
- 6** Students' Test Day Screen-by-Screen
- 7** Q & A

# Test Admin Systems & Student Registration

SSD Online, State Data Management System,  
Test Day Toolkit, Bluebook, and their interaction

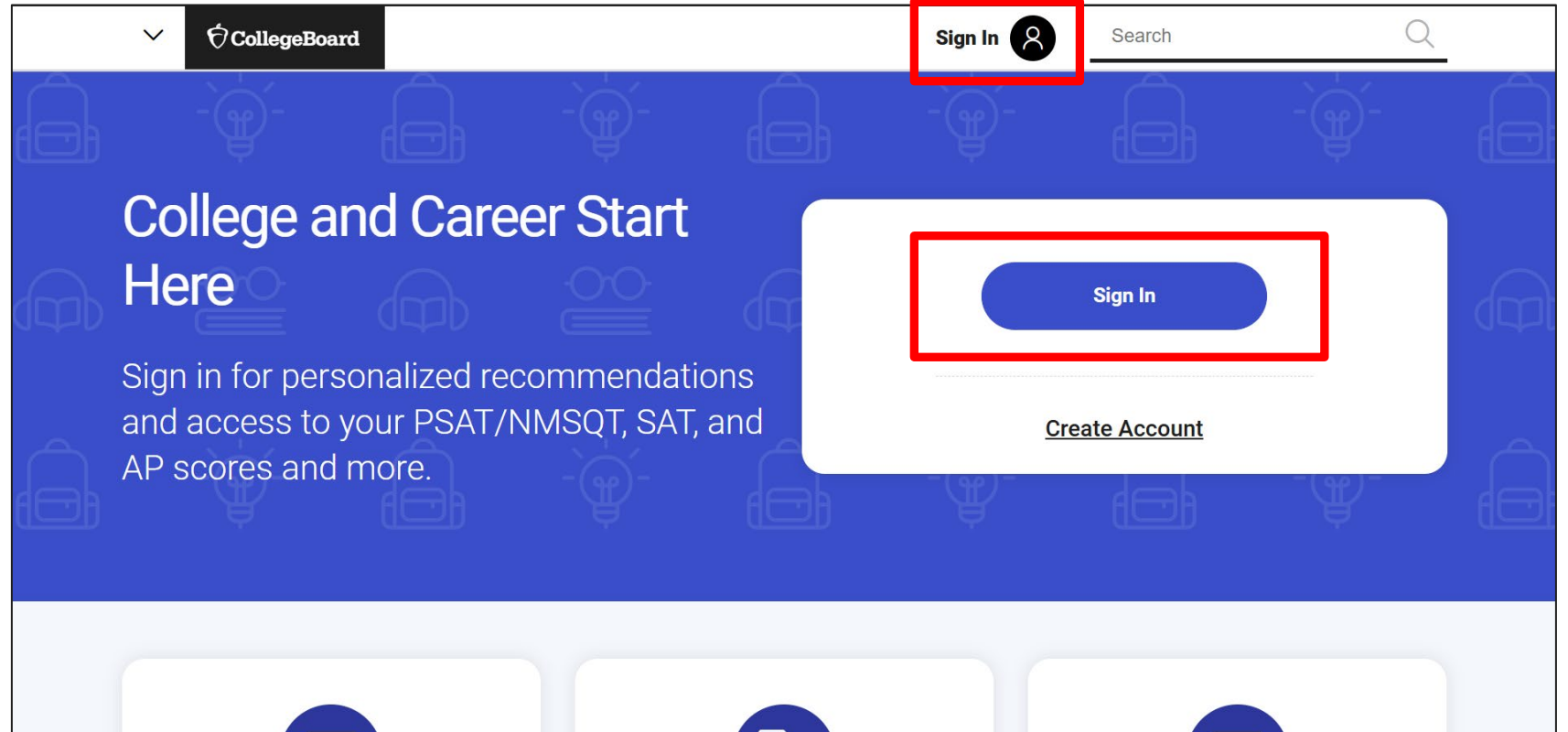
# Student Data Flow Across College Board Systems



# Sign In With a College Board Educator Account

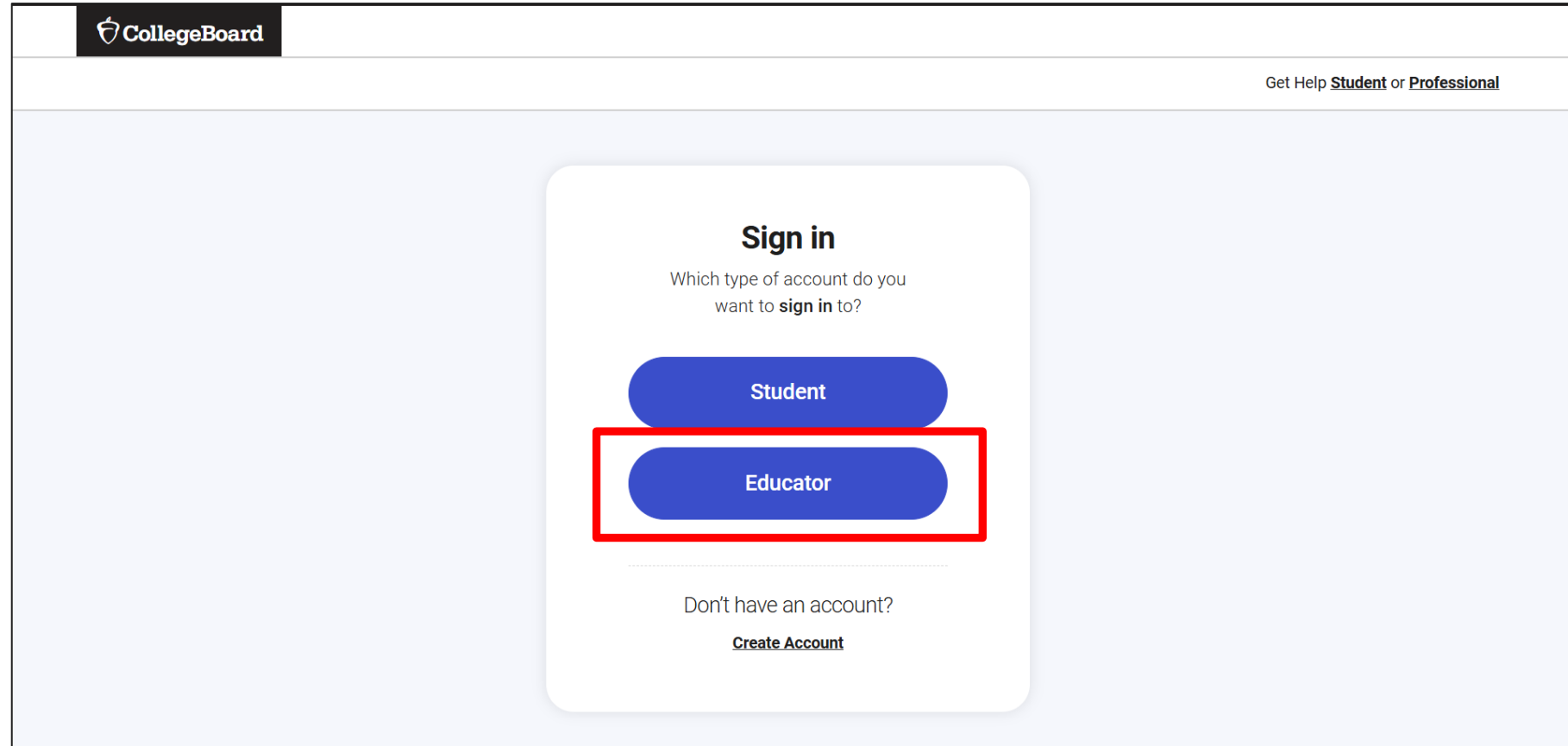
At [www.collegeboard.org](http://www.collegeboard.org), click the blue **Sign In** button to access your College Board Educator Account.

(You can also use the Sign In icon at the top of the page)



# Click the Educator Button

Click the **Educator** button.



# Enter Email Address and Password

Enter your email address and password, then click **Next**.

CollegeBoard

Get Help [Student](#) or [Professional](#)

### Sign in

Enter the email address on your account to get started.

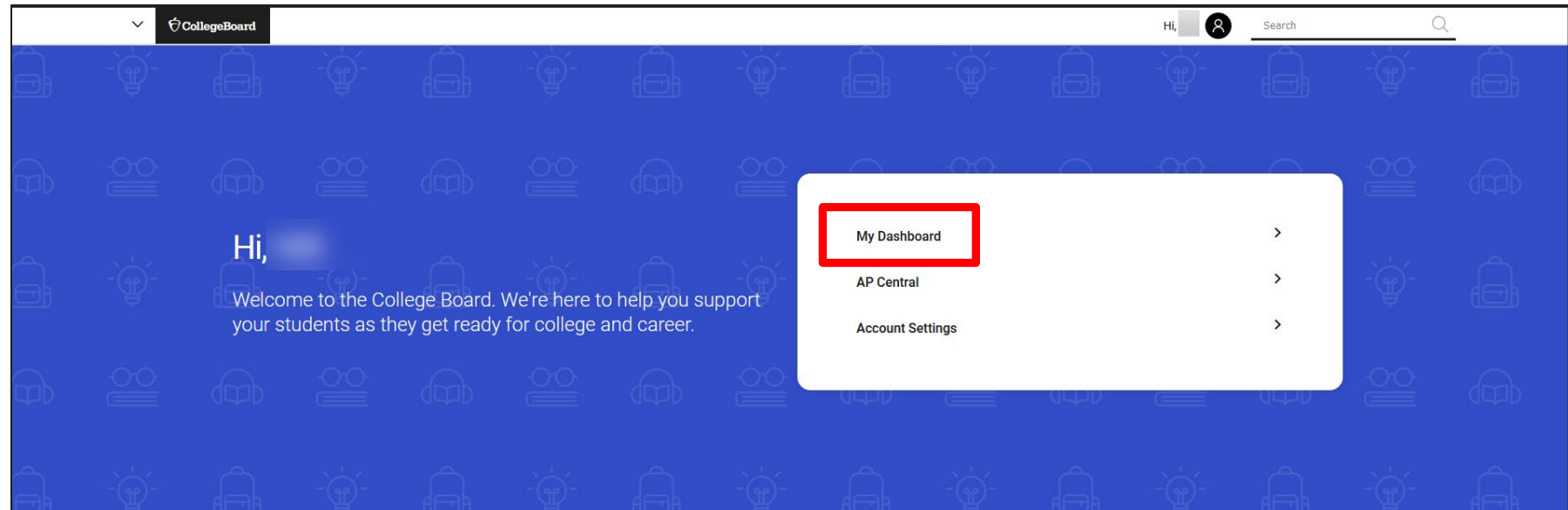
Email address

**Next**

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

# Navigate to My Dashboard

Click on **My Dashboard**.



# Access the State Data Management System (SDMS)

From My Dashboard, choose **State Data Management System (SDMS)**.

If State Data Management System is not listed, go back to your SDMS Welcome email and click the access button there. If upon re-entry SDMS still is not listed, call your state's College Board Customer Service Helpline.

If you cannot locate your Welcome email, first check your spam/junk folder. If still not located, call your state's College Board Customer Service Helpline.

The screenshot shows the 'My College Board Professional Account' dashboard. The 'My Tools And Services' table is the central focus, with the 'State Data Management Systems' row highlighted by a red box. The table has four columns: 'Tool or Service', 'My Role', 'Expires', and 'Manage Access'. Below the table, there are sections for 'Manage Partner Applications' and 'Add Additional Tools And Services'.

Tool or Service	My Role	Expires*	Manage Access
<a href="#">AP Professional Learning</a>	N/A	N/A	
<a href="#">AP® Teacher Community</a>	N/A	N/A	
<a href="#">K-12 Assessment Reporting</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Managing Access to support K-12 Assessment Reporting</a>	Access Management/DAT (K-12)	28-Jun-2024	<a href="#">edit</a>
<a href="#">Membership Community</a>	N/A	N/A	
<a href="#">Pre-AP Ordering</a>	N/A	N/A	
<a href="#">Speaker Consultant Portal</a>	N/A	N/A	
<a href="#">Test Administration Training for the SAT Suite of</a>	N/A	N/A	
<a href="#">State Data Management Systems</a>	SDMS General	29-Jan-2025	<a href="#">edit</a>

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

**Manage Partner Applications**  
Manage College Board partner sites and applications that you share your data with.

**Add Additional Tools And Services**

- Recommended Tools and Services
- There are currently no products and services to enroll in. [Edit my profile](#)
- [K-12](#)
- [Higher Education](#)
- [General](#)



# SDMS Terms and Conditions

The first time you access SDMS for Spring 2025, you will be asked to accept the SDMS terms and conditions. This prompt is a reminder of our shared partnership to protect test takers' privacy.

After accepting the terms and conditions you will not see this prompt again during this administration year.

There is also an option to **Download Terms and Conditions** from this prompt.

**Site Terms of Use**

**State and District Management System (SDMS)**

College Board's State and District Management System (SDMS) is designed exclusively for our State partners' authorized personnel at high schools, districts, state education agencies, and their authorized agents ("SDMS Authorized Personnel"). SDMS allows Authorized Personnel to provide College Board with registration information about their test takers for the SAT Suite of Assessments (PSAT™ 8/9, PSAT™ 10,

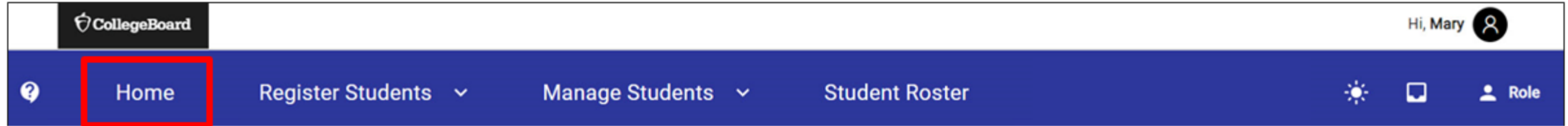
[Download Terms and Conditions](#) Cancel

---

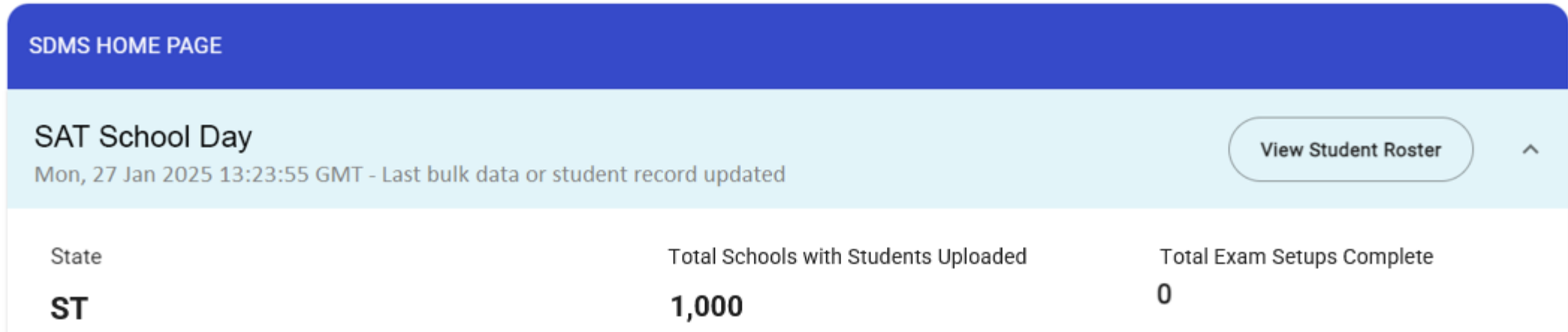
# Home Page – Basic Navigation

# Home Page – Main Navigation Bar

Users land on the Home page dashboard by default upon log-in but may always return by clicking “Home” on the main navigation bar, which may also be used to navigate to other registration and management functions.



The screenshot shows the top navigation bar of the SDMS system. On the left, there is a help icon and the 'CollegeBoard' logo. The main navigation bar is dark blue and contains several items: 'Home' (highlighted with a red box), 'Register Students' with a dropdown arrow, 'Manage Students' with a dropdown arrow, and 'Student Roster'. On the right side of the navigation bar, there is a user profile 'Hi, Mary' with a circular icon, a sun icon for theme, a square icon, and a 'Role' label with a person icon.



The screenshot shows the 'SDMS HOME PAGE' dashboard. At the top, there is a blue header with the text 'SDMS HOME PAGE'. Below this, there is a light blue section titled 'SAT School Day' with the subtitle 'Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated'. To the right of this section is a button labeled 'View Student Roster' and an upward arrow icon. Below the 'SAT School Day' section, there is a table with three columns:

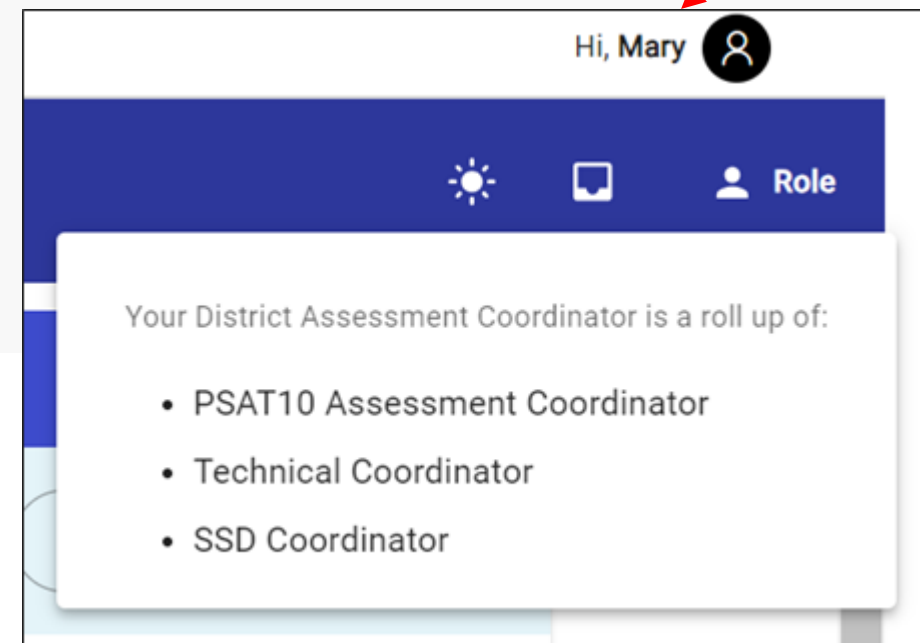
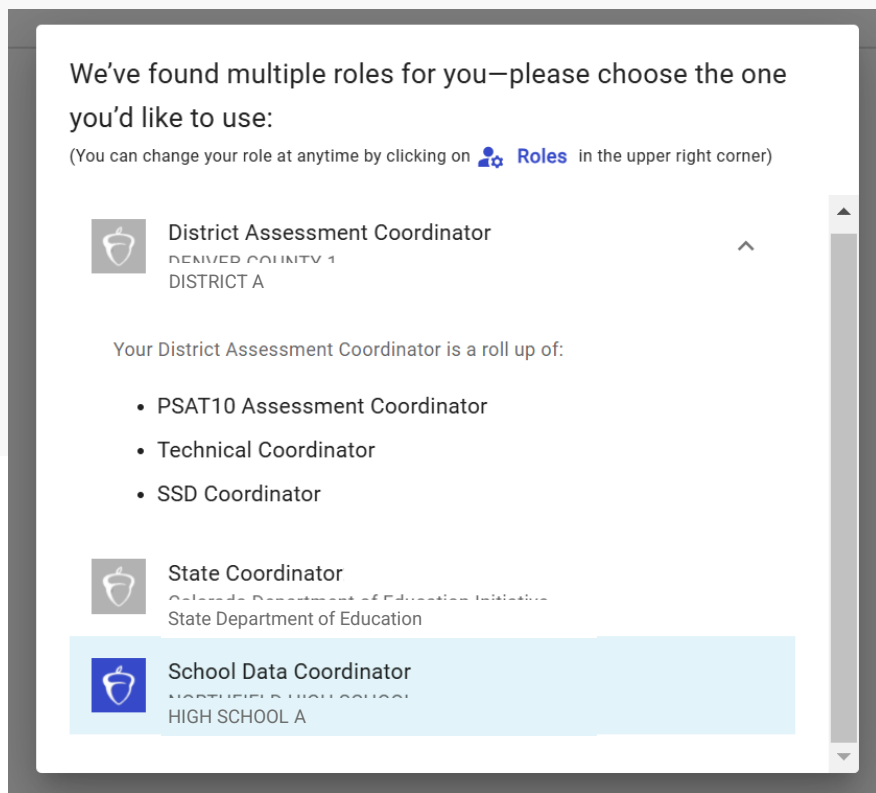
State	Total Schools with Students Uploaded	Total Exam Setups Complete
ST	1,000	0

# Main Navigation Bar – Role Panel Icon



Users with multiple roles can click on **Role** to see more details and options. Depending on the levels of the roles, there are details only, or there are roles which can be toggled.

If a user has only one role, they do not use this feature.



# Home Page Dashboard – School View

Name of the assessment (SAT School Day, SAT School Day with Essay, PSAT 10 or PSAT 8/9)

Date-timestamp of last registration file or student update

Name of the school and school code

SDMS HOME PAGE

SAT School Day

Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

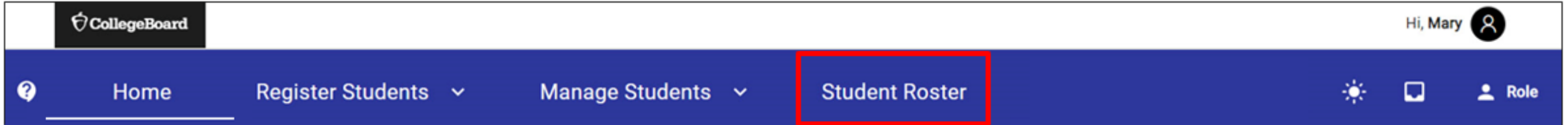
View Student Roster ^

School Name	Total Schools with Students Uploaded	Total Exam Setups Complete
<b>High School A</b> School Code : 123456	<b>1</b>	<b>0</b>
	Total Students Uploaded	Total Tests Started
	<b>300</b>	<b>0</b>
	Total Registration by Grade	Total Tests Completed
	11th 300 Students	<b>0</b>

Metrics that update in near real-time upon a page refresh

View Student Roster button that links to the Student Roster area for more details

# Main Navigation Bar – Student Roster Tab



SDMS HOME PAGE

SAT School Day  
Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated

[View Student Roster](#)

State	Total School Count with Students Uploaded	Exam Setup Complete
ST	1,000	0

Click **Student Roster** to see list and summary data for students, which can be viewed within or downloaded from SDMS. The same actions that are available in the Manage Students area (e.g., edit, delete, transfer) may be performed directly from the Student Roster.

# Getting to Student Details – Student Roster

The **Student Roster** tab brings users to the Student Roster area. In this area, users can view list and summary data on students and perform edits, deletes, and within district transfers on student records.

The screenshot shows the SDMS Home Page interface. At the top, the CollegeBoard logo is on the left, and the user's name 'Hi, Mary' with a profile icon is on the right. A dark blue navigation bar contains several tabs: 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The 'Student Roster' tab is highlighted with a red rectangular box. To the right of the navigation bar are icons for a sun, a document, and a person labeled 'Role'. Below the navigation bar is a blue header for 'SDMS HOME PAGE'. Underneath, there is a light blue section for 'SAT School Day' with the text 'Mon, 27 Jan 2025 13:23:55 GMT - Last bulk data or student record updated' and a 'View Student Roster' button. The main content area displays summary statistics for the state of ST:

State	Total Schools with Students Uploaded	Total Exam Setups Complete
ST	1,000	0
	Total Students Uploaded	Total Tests Started
	100,000	0
	Total Registration by Grade	Total Tests Completed
	11th 100,000 Students	0

# Student Roster – District Summary View

A District user can view and download **list and summary data** for all students in their district.

Downloadable summary information by district or broken out by school is also available.

In **View Details** toggle to “District” or “School”. A **Download Summary** link appears above the table which lists the schools participating. The user clicks this button to initiate a download.

The screenshot shows the 'Student Roster' interface. At the top, there are navigation tabs: Home, Register Students, Manage Students, and Student Roster. A 'District Summary' tab is highlighted. Below the navigation, there is a 'VIEW DETAILS:' toggle with 'School' and 'District' options. The main content area displays summary statistics for the district:

State	Schools with Students Uploaded	Registration By Grade	Registration By Assessment	Exam Setups Complete
ST	1			0
District Name	Students Uploaded	9 100 Students	PSAT 8/9 100 Students	Tests Started
District A	900	10 100 Students	PSAT 10 100 Students	0
District Code: 123456		11 100 Students	SAT 100 Students	Tests Completed
				0

The screenshot shows a table with a 'Download Summary' button highlighted. The table lists the following data:

School Code (AI Code)	School Name	Grade	Students Registered
123456	HIGH SCHOOL A	9,10,11	300



# Student Roster – School Summary View

Showing the number of students registered at their school for each assessment as well as the number of exam setups completed, tests started, and tests completed, these counts are updated in near-real time when the screen is refreshed.

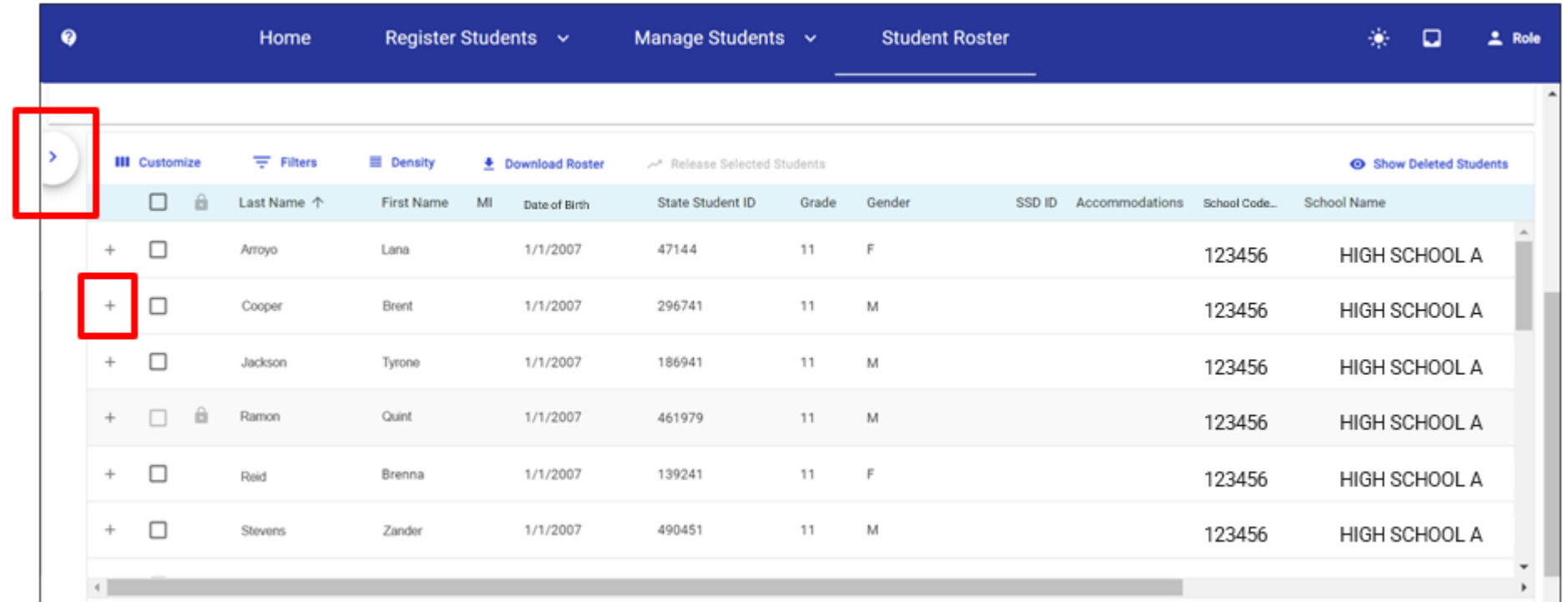
State	Schools with Students Uploaded	Registration By Grade	Registration By Assessment	Exam Setups Complete
ST	1			0
School	Students Uploaded			Tests Started
High School A	900	9 300 Students	PSAT 8/9 300 Students	0
School Code (AI Code):		10 300 Students	PSAT 10 300 Students	Tests Completed
123456		11 300 Students	SAT 300 Students	0

# Student Roster – Student Details

Below the summary, users will find a list of registered students.

Open the left **Filters** menu in the **Student Roster** area to locate a student or students.

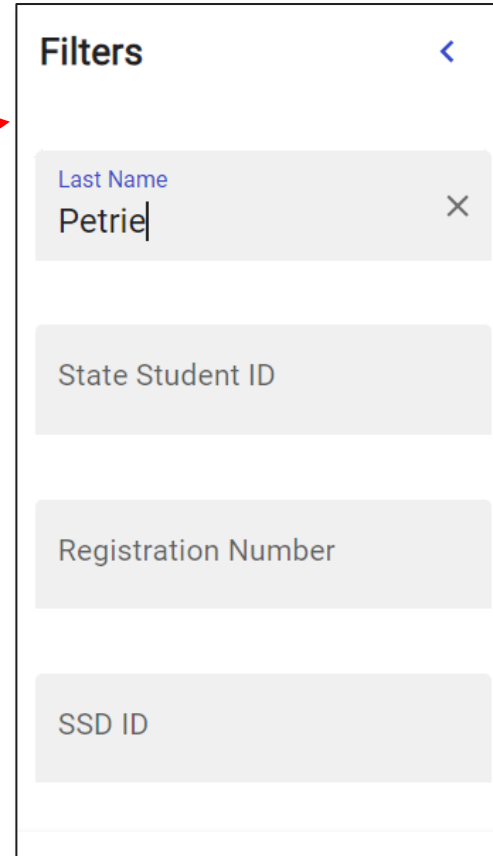
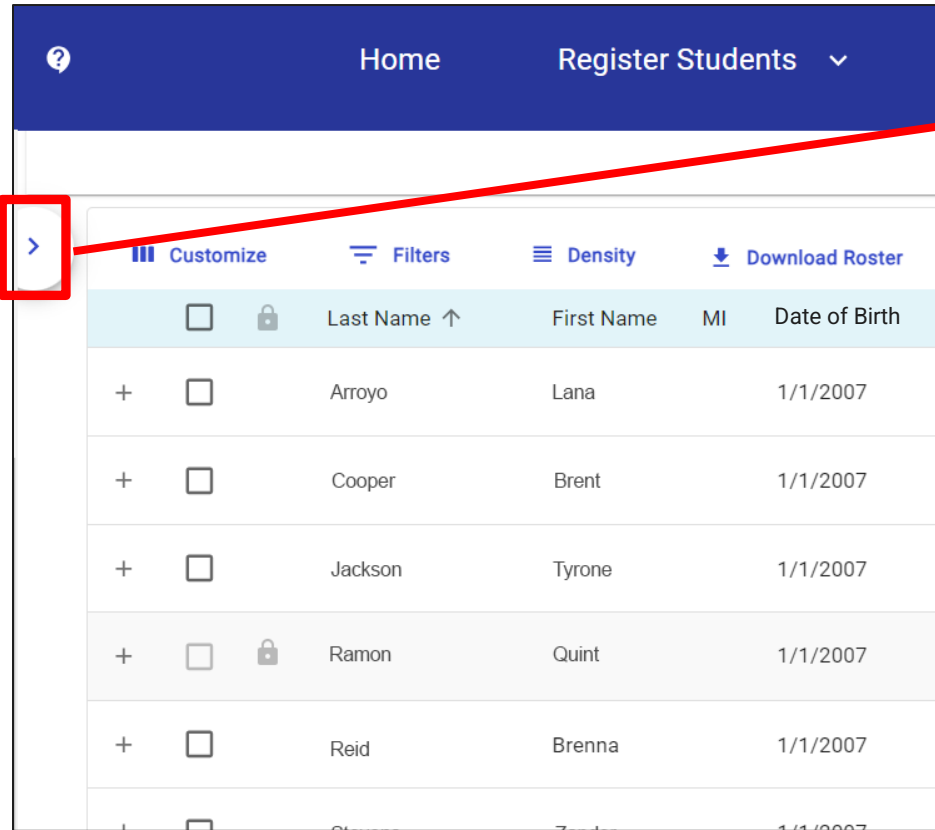
Users can expand or collapse each student record row using the **+** symbol to see more data and edit, delete, complete a within district transfer, or release students.



The screenshot shows the 'Student Roster' interface. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation bar, there are several action buttons: 'Customize', 'Filters', 'Density', 'Download Roster', 'Release Selected Students', and 'Show Deleted Students'. The main content is a table with the following columns: 'Last Name', 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', 'Accommodations', 'School Code...', and 'School Name'. The table contains six rows of student data. A red box highlights the '+' symbol in the first column of the second row (Cooper, Brent).

		Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommodations	School Code...	School Name
+	<input type="checkbox"/>	Arroyo	Lana		1/1/2007	47144	11	F			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Cooper	Brent		1/1/2007	296741	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Jackson	Tyrone		1/1/2007	186941	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Ramon	Quint		1/1/2007	461979	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Reid	Brenna		1/1/2007	139241	11	F			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Stevens	Zander		1/1/2007	490451	11	M			123456	HIGH SCHOOL A

# Student Roster – Filter Options



Available filter options include:

- Last name
- First name
- Date of Birth
- State Student ID
- Grade
- SSD ID
- School Code (AI Code)
- School Name
- Test Mode
- Registration Status
- District Name
- Registration Number
- State School Code
- State District Code
- Testing School Code
- Exam Setup Status
- Not Tested Reason
- Assessment\*
- Accommodations\* (by code)

Clicking the chevron opens the filter function.

# Student Roster Download

The [Download Roster](#) link allows users to export the student roster detail list to a .csv file

The screenshot shows a web application interface with a dark blue header. The header contains navigation links: Home, Register Students (with a dropdown arrow), Manage Students (with a dropdown arrow), and Student Roster (underlined). On the right side of the header are icons for a help/question mark, a sun (theme), a document (notifications), and a user profile labeled 'Role'.

Below the header is a toolbar with several options: 'Customize' (with a list icon), 'Filters' (with a funnel icon), 'Density' (with a list icon), 'Download Roster' (with a download icon and highlighted by a red box), and 'Release Selected Students' (with a checkmark icon). On the far right of the toolbar is a link 'Show Deleted Students' with an eye icon.

The main content area displays a table of student records. The table has the following columns: a selection checkbox, a lock icon, 'Last Name' (sorted ascending), 'First Name', 'MI', 'Date of Birth', 'State Student ID', 'Grade', 'Gender', 'SSD ID', 'Accommodations', 'School Code...', and 'School Name'. There are four rows of student data:

<input type="checkbox"/>	<input type="checkbox"/>	Last Name ↑	First Name	MI	Date of Birth	State Student ID	Grade	Gender	SSD ID	Accommodations	School Code...	School Name
+	<input type="checkbox"/>	Arroyo	Lana		1/1/2007	47144	11	F			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Cooper	Brent		1/1/2007	296741	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Jackson	Tyrone		1/1/2007	186941	11	M			123456	HIGH SCHOOL A
+	<input type="checkbox"/>	Ramon	Quint		1/1/2007	461979	11	M			123456	HIGH SCHOOL A

# Student Record Overview

There are four sections in each student record:

1. **Student Details** includes demographics and accommodations information.
2. **School Information** includes attending school and testing school.
3. **Testing Information** includes the assessment type, registration status, registration number, and testing mode.
4. **Additional Information** includes when the student's registration was updated and by whom, and any race/ethnicity information, if provided.

The screenshot displays the CollegeBoard Student Record Overview interface. The interface is divided into four main sections, each highlighted with a yellow circle and a number:

- 1. Student Details:** Includes fields for First Name (Christiana), Middle Initial (O), Last Name (Renaudo), Date of Birth (1/1/2007), Grade (11th Grade), Gender (Female), and Home School Indicator.
- 2. School Information:** Includes fields for School Code (123456), State School Code (123456), Attending School Name (HIGH SCHOOL A), Testing School Code (123456), District Code (123456), and District Name (DISTRICT A).
- 3. Testing Information:** Includes fields for Assessment (PSAT 8/9), Registration Status (Registered), Registration Number (P006223164), and Test Mode (Digital).
- 4. Additional Information:** Includes fields for Registration Modified Date/Time, Modified User (mmcoole@collegeboard.org), and checkboxes for Ethnicity (Puerto Rican, Other Hispanic) and Race (White, Black, Asian, American Indian Or Alaskan Native, Native Hawaiian Or Pacific Islander, Other, Two Or More).

---

# Force Matching Accommodations

---

# Force Matching SSD IDs to Registrations

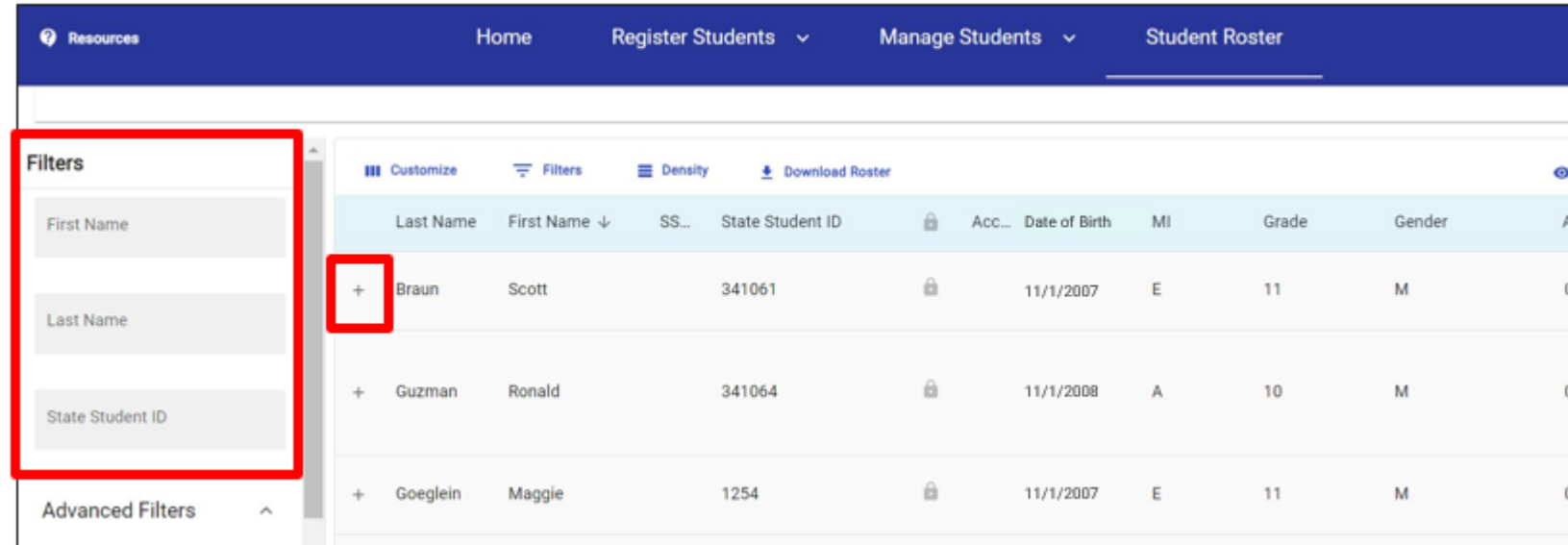
## What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration in SDMS will appear automatically matched with their accommodations. 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 and may have been entered far apart in time, these records may have differences that do not permit the system to automatically match registration and accommodation data. For example, if the student's name in SSD Online is different from the name provided in the student's test registration, SDMS would require permitted personnel to verify these two records belong to the same individual. This verification is called "force matching."
- Force matching SSD IDs in SDMS makes it easy for a school-level Test or SSD Coordinator to match the student test registration to their SSD accommodations using their SSD ID number.
- 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 can call the Connecticut SAT Helpline (866-609-2205) to find out their number.

# Reminder: 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 in a web application. The top navigation bar includes 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. Below the navigation bar, there are options for 'Customize', 'Filters', 'Density', and 'Download Roster'. The main content area is a table with columns: Last Name, First Name, SS..., State Student ID, Acc..., Date of Birth, MI, Grade, and Gender. The first student listed is Braun, Scott, with State Student ID 341061. A red box highlights the '+' sign to the left of the first student's name. To the left of the table is a 'Filters' sidebar with input fields for 'First Name', 'Last Name', and 'State Student ID', and an 'Advanced Filters' section at the bottom.

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



# 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

- After the SSD ID is entered, the save button will turn blue
- 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

The screenshot shows the 'Student Roster' interface in SDMS. The top navigation bar includes 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main area displays a student's detailed record for 'Malone'. The 'Save' button is highlighted with a red box. The 'SSD ID' field is also highlighted with a red box.

The dialog box is titled "Are you sure?". It contains the following text: "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." At the bottom right, there are two buttons: "Cancel" and "Force Match". The "Force Match" button is highlighted with a red box.

---

# Waiving Accommodations

---

# Waiving Accommodations - Policy

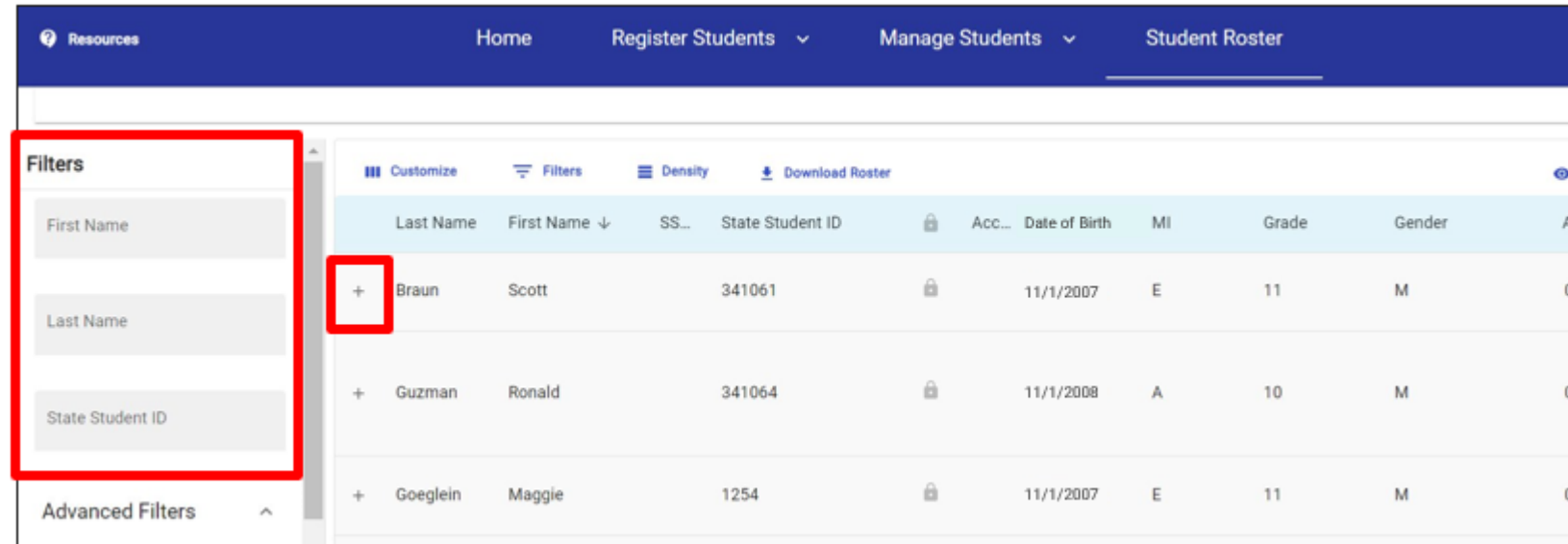
## What to do if a student wants to waive an accommodation for this test only

- If a student has approved accommodations in their SSD Online profile but does not want to use them for the Spring 2025 SAT, their school-level Test or SSD Coordinator can waive their accommodations in SDMS.
  - Waiving a student's accommodations in SDMS applies to the Spring 2025 administration only.
  - If the student would like the accommodations approval removed from their profile entirely, remove the accommodation(s) in SSD Online.
- Prior to waiving any accommodations in SDMS, we recommend that the school obtain instructions in writing from the student's parent/guardian or the student (if 18 or older) regarding which accommodations to waive.
- Accommodations must be waived no later than 2 days prior to the student's digital test date to the student's test to make sure the student's test package is configured properly. Students testing using a paper testing accommodation will need to have their accommodations waived no later than 4 days prior to their scheduled test date to ensure the correct paper testing materials can be shipped to the school.

# Reminder : 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' interface. On the left, there is a 'Filters' panel with input fields for 'First Name', 'Last Name', and 'State Student ID'. Below these is an 'Advanced Filters' section. The main area displays a table of student records. The table has columns for 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Acc...', 'Date of Birth', 'MI', 'Grade', and 'Gender'. The first row is for a student named Braun, Scott, with State Student ID 341061. A red box highlights the '+' sign to the left of this row, indicating that clicking it will 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

# Waiving an Accommodation in SDMS – Student Details Screen

Scroll to the section that display's the student's testing accommodations and click the checkbox "Waive the Accommodations"

SSD ID  
2306468442  
This SSD ID has been force matched

Accommodations

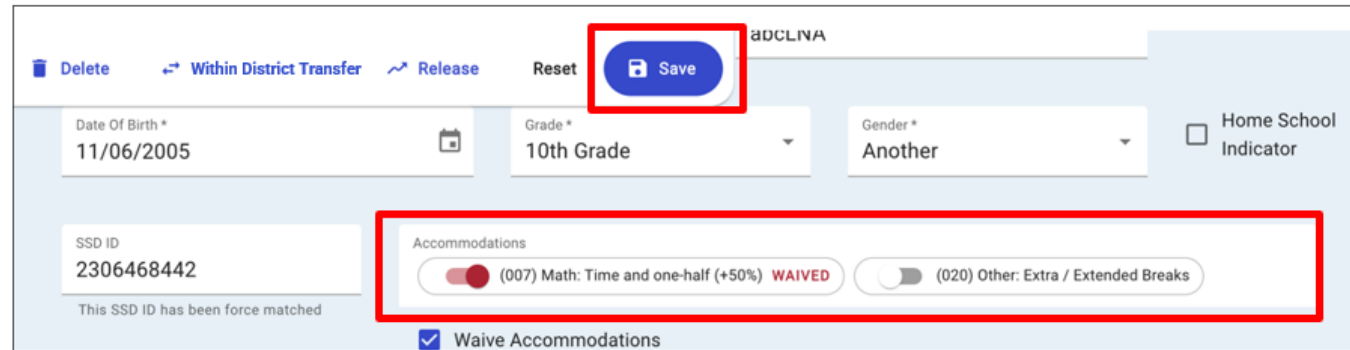
(007) Math: Time and one-half (+50%)  (020) Other: Extra / Extended Breaks

Waive Accommodations

# Waiving an Accommodation in SDMS – Toggling for Waiver

## Individual accommodations can be waived or retained

- Use the toggle button next to the specific accommodation the student does not want to use for the Spring 2025 administration. Press the blue Save button to apply the change.
- If a student changes their mind, you can use the toggle button to reinstate that accommodation for the Spring 2025 administration.
- Accommodations must be waived (or restored) no later than 2 days prior to the student's online test date to make sure the student's test package is configured properly.
- Students testing with a paper accommodation need their accommodations waived (or restored) no later than 4 days prior to their test date.



The screenshot displays the SDMS interface for a student's profile. The student's name is @DCLINA. The interface includes several action buttons: Delete, Within District Transfer, Release, Reset, and a blue Save button (highlighted with a red box). The student's information is as follows: Date of Birth: 11/06/2005, Grade: 10th Grade, Gender: Another, and Home School Indicator: . The SSD ID is 2306468442, with a note that this ID has been force matched. The Accommodations section (highlighted with a red box) shows two items: (007) Math: Time and one-half (+50%) which is currently WAIVED (indicated by a red toggle), and (020) Other: Extra / Extended Breaks which is currently turned off (indicated by a grey toggle). A checkbox for 'Waive Accommodations' is checked at the bottom.

# Test Day Toolkit

Digitally Preparing Rooms, Staff, and Students

---

# Test Coordinator Pre-Test Tasks in Test Day Toolkit

Complete the following before testing each event (i.e., PSAT8/9, PSAT10, SAT School Day, Re-Tests)

1. Log-in, select your school and event
2. Add rooms
3. Assign **students** to rooms
  - Optional
  - Student roster appears automatically in Test Day Toolkit after uploaded to State Data Management System (SDMS)
4. Add staff and/or import them from your roster in Test Day Toolkit for staff who participated in prior tests
5. Assign **staff** to their roles (e.g., proctor) and rooms
6. Print student sign in tickets
  - Will be used to conduct Digital Readiness Check (DRC) (but Test Day Toolkit is **not** needed and should **not** be logged into **during** DRC)
  - After DRC Students may keep or take a picture of their sign in ticket so they can log-in on their own for full-length practice tests (especially for students with accommodations)
  - Students will need a physical sign in ticket on test day (i.e., if you don't collect after DRC you will need to re-print)



# Test Day Toolkit – After Log-In

## Test Coordinator Home Page

- After logging in, use the drop downs to select the Test Site (match your AI Code) and Test Administration you wish to manage, then the yellow button to “Continue”
- Once selected, you can always click “switch” under your name at right to toggle between Test Sites an/or Administrations if you manage multiple
- Use the masthead menu or the larger buttons with the correlated blue text titles and function descriptions to navigate tasks

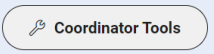
The screenshot displays the 'Test Day Toolkit' interface. The top section is titled 'Choose a Test Administration' and includes instructions: 'You can access one test administration at one test site each time you sign in.' and 'We'll email you when each administration is available.' Below this, a form contains two dropdown menus: 'Test Site \*' (selected: Windsor Locks High School AI:070955) and 'Test Administration \*' (selected: SAT School Day Spring 2024 Primary). A yellow 'Continue' button is located below the form. A red arrow points from the 'Continue' button to the main dashboard. The dashboard features a masthead with the CollegeBoard logo, 'Test Day Toolkit', and a user profile 'Hi, Pushkar' with a 'Switch' button. A navigation menu includes 'Home', 'Rooms', 'Staff', 'Students', 'Sign-In Tickets and Data Export', 'Irregularities', and 'Help'. The main content area is titled 'Test Administration Tools' and contains five tool cards: 'Testing Rooms' (Add and edit rooms. View and adjust the list of assigned students.), 'Test Day Staff' (Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.), 'Student Roster and Check-In' (Check students in. View room assignments, accommodations, and other details.), 'Print Sign-In Tickets' (Students need Bluebook sign-in tickets to take the test.), and 'Irregularities' (If something goes wrong, let us know what happened.).

---

# View, Add, and Edit Staff

# View, Add, and Edit Staff in Test Day Toolkit

## General Functions and Features

- View details under “Test Day Staff”
  - Entered Names, Role, and Phone
  - Room assignment
  - Access and Sign-in Status
- Click “Add Staff” to either:
  - Import staff into this test administration from a prior test administration your school conducted
  - Add staff individually or bulk upload (**new feature**), demonstrated on following three slides
- Click any staff name and then the button  to edit that staff member’s details, including:
  - Proctor room re-assignment \*
  - Designating another staff member as a second Test Coordinator (**new feature**)

The screenshot shows the 'Test Day Toolkit' interface. At the top, there are navigation tabs: Home, Rooms, Staff, Students, Printable Student Rosters, Irregularities, Voucher Data, and Help. The 'Staff' tab is selected and highlighted with a red box and a blue '1'. Below the tabs, there's a search bar for 'Search assigned staff' and an 'Add Staff' button with a dropdown arrow, circled in red with a blue '2'. A dropdown menu is open from the 'Add Staff' button, showing options: 'Import staff from CSV', 'Add Staff from existing list', and 'Manually add staff'. Below this is a table of staff members. The first row is highlighted with a red box and a blue '3'. The table has columns: Staff Name, Phone, Role, Room, Sign-In Success, and a status column. The staff listed are Elisabeth Assareh, Nate Cheng, Mary Blanche, and Lane Bryant, all with the role of 'Proctor' and assigned to 'Room 303'. Below the table, a 'Role' dropdown menu is open, showing options: 'Not assigned', 'Coordinator', 'Proctor', 'Hall Monitor', 'Room Monitor', and 'Technology Coordinator'. A red arrow points from the 'Staff Name' column of the first row to the 'Role' dropdown.

Staff Name	Phone	Role	Room	Sign-In Success	
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted

# Import Staff into Test Day Toolkit

**NEW FEATURE:** Test Coordinators can now upload a .csv file of staff info directly into Test Day Tool Kit

The screenshot displays the 'Test Day Toolkit' interface. The main content area shows a table of 'Test Day Staff' with columns for Staff Name, Phone, Role, Room, Sign-In Success, and Actions. A red circle highlights the 'Add Staff' dropdown menu, which includes the option 'Import staff from CSV'. An arrow points from this option to a modal dialog titled 'Import Staff From CSV'. The modal contains a dashed box with the text 'Drag & drop or click to browse', a link to 'Download an example .csv template', and an 'Upload' button.

Staff Name	Phone	Role	Room	Sign-In Success	Actions
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Granted
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted

# Add Staff from Existing List

Test Coordinators can still add staff to their current test administration from past administrations

The screenshot displays the 'Test Day Staff' management interface. The 'Add Staff' button is circled in red, and its dropdown menu is open, showing three options: 'Import staff from CSV', 'Add Staff from existing list' (highlighted with a red arrow), and 'Manually add staff'. The 'Add Staff Members' dialog box is also visible, showing a list of staff members with columns for Staff Name, Email, and Phone.

Staff Name	Phone	Role	Room	Sign-In Success
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirm
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed Not Granted

Staff Name	Phone
Jane Smith teststaff1111@yahoo.com	Mobile +1 760-737-0284
Rabbit, Roger RRabbit@gmail.com	Mobile +1 760-737-0284
Rabbit, Jessica JRabbit@gmail.com	Mobile +1 760-737-0284
Leghorn, Foghorn FLeghorn@gmail.com	Mobile +1 760-737-0284
Coyote, Wiley WCoyote@yahoo.com	Mobile +1 760-737-0284
Rabbit, Buster BRabbit@yahoo.com	Mobile +1 760-737-0284
Gold, Alyssa AGold@gmail.com	Mobile +1 760-737-0284



# Add Staff Individually

Test Coordinators can always one-off add a new staff member individually

CollegeBoard Test Day Toolkit Hi, {userName}

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch CB-SAT OPERATIONS S&L - Code: 22148

### Test Day Staff

Filter Room 303 X Proctor X Confirmed X Search assigned staff Add Staff

Staff Name	Phone	Role	Room	Sign-In Success	Actions
Elisabeth Assareh EAssareh@proctor.edu	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirm	...
Nate Cheng boo0330+proctor@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Mary Blanche coord2123@yahoo.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted
Lane Bryant execss@gmail.com	Mobile +1 760-737-0284	Proctor	Room 303	Unconfirmed	Not Granted

CollegeBoard Test Day Toolkit Hi, {userName}

Home Rooms Staff Students Printable Student Rosters Irregularities Voucher Data Help Nov 16, 2022-Dec 31, 2023 | Digital 2023 Smoke T... | Switch CB-SAT OPERATIONS S&L - Code: 22148

### Add New Staff

First Name*	Last Name*	Email*	Phone*	Role
Elisabeth	Assareh	EAssareh@proctor.edu	+1 760-737-0284	Proctor
				Not Granted

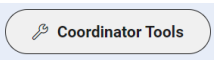
+ Add Row Add Staff to Roster

---

# View, Add, and Edit Rooms

# View, Add, and Edit Staff in Test Day Toolkit – 3 Clicks

## General Functions and Features

1. View details under “All Rooms”
  - Created rooms’ names
  - Testing groups
  - Assigned staff
  - Seating capacity
2. Click “Add Rooms” to either (see next slide):
  - Import rooms into this test administration from another test administration your school created
  - Create a new room
3. Click any room name and then the button  to edit that room’s details

Room Name	Seats Taken	Testing Groups	Staff
Room 101 -- AP English	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add
Room 102 -- AP Math	0 / 20	C1 - Center (Standard Time)	Proctor: John Smith
Cafeteria	0 / 20	C1 - Center (Standard Time)	Proctor: Click to Add



# Import Rooms from another Test Administration

**NEW FEATURE:** Import rooms from current, not just past, test administrations (e.g., SAT, PSAT10, PSAT8/9)

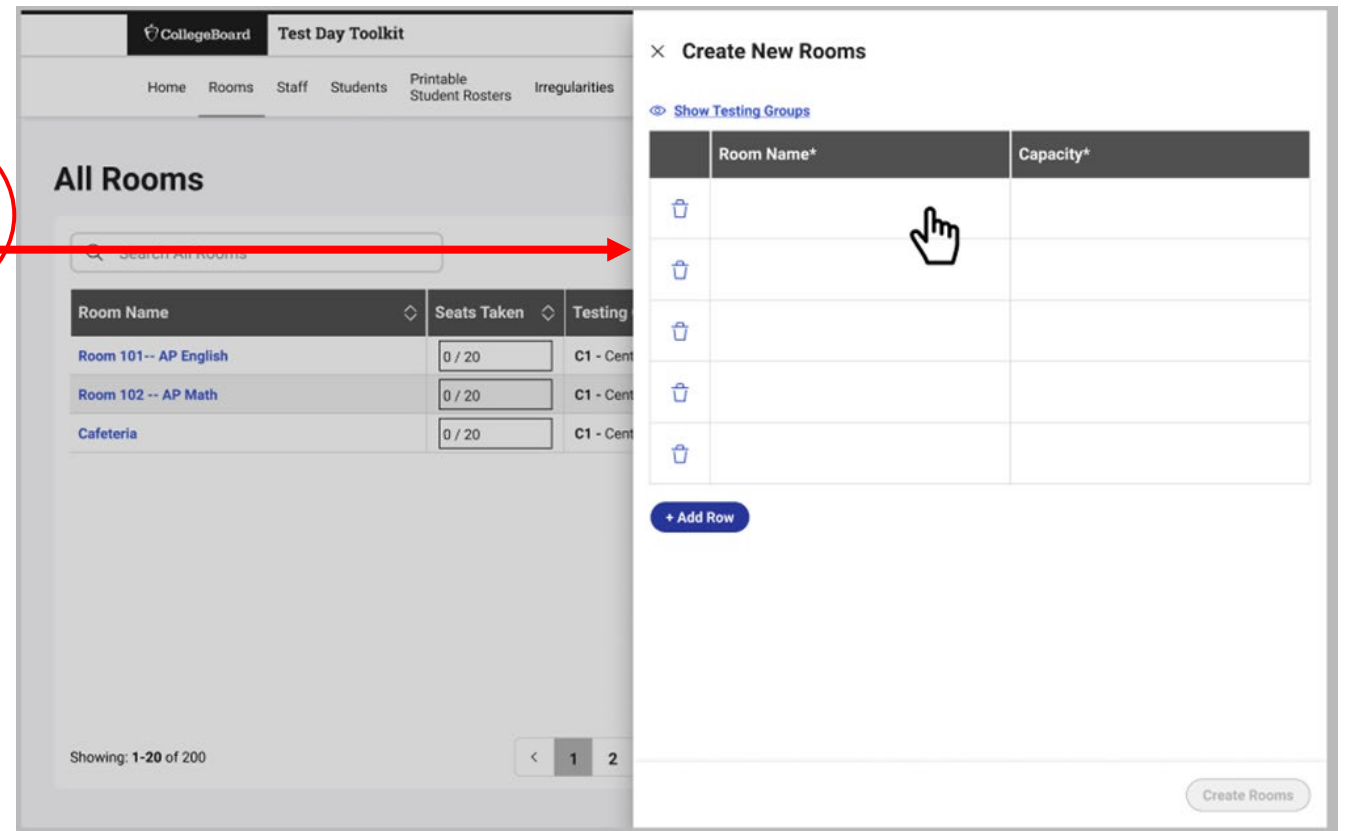
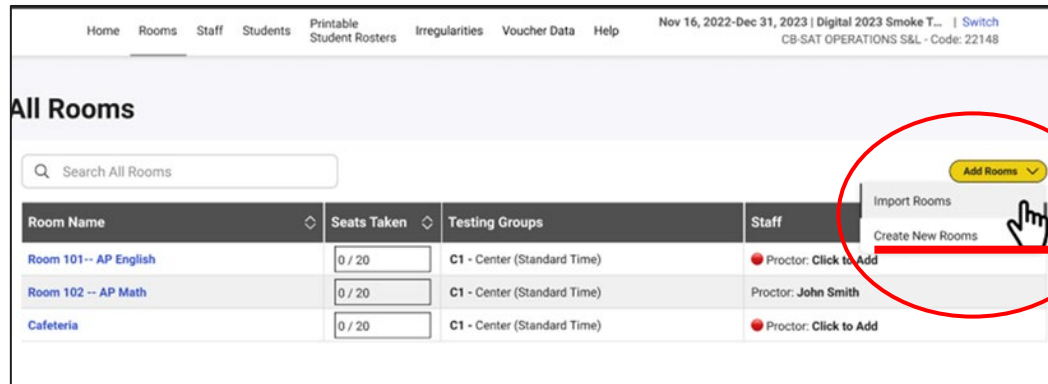
The workflow consists of three main steps:

- Step 1:** On the 'All Rooms' page, click the 'Add Rooms' button (circled in red).
- Step 2:** In the 'Import Rooms' modal, select an event to import rooms from. The dropdown menu shows options like 'US Hist|', '2024 - AP US History', and '2023 - AP US History'.
- Step 3:** In the 'Import Rooms' modal, view the list of rooms to be imported. The table below shows the details:

Room Name	Capacity*
Room 1	20
Room 2	10
Room 3	5
Room 4	15
Room 5	20

# Create New Rooms

**NEW FEATURE:** Newly created rooms can be immediately imported into other current, not just future, test administrations (e.g., SAT, PSAT10, PSAT8/9)



---

# View Student Roster and Details

# View Student Roster and Details in Test Day Toolkit

Most schools will be able to see their entire roster and access all student details from a single screen

## 1. View details under “All Students”

- A. Search for individual students
- B. **New**: The number and type of details shown can be edited by clicking the “columns” button, which also has the added detail “grade level”
- C. The number of rows shown on screen can be edited to 30, 60, 90, or 120 per page by clicking the number to the right of the columns button (**new**)

## 2. Click the box next to student names then “choose an action” from the drop down above (2a; label hidden by “select columns” pop-up here) to move students to rooms

## 3. Click on any student name to see and edit select details for that student.

The screenshot shows the 'Test Day Toolkit' interface. At the top, there's a navigation bar with 'All Students' selected. A 'Select Columns' pop-up is visible on the left, with a 'Save' button. Below it, a search bar is labeled 'A'. A dropdown menu is labeled '2a'. A 'Columns' button is labeled 'B', and a 'Show 30 | 60 | 90 | 120' selector is labeled 'C'. The main table has columns for Student, Testing Group, Accommodations, Room, Attendance, Testing, and Exam Setup. A red circle highlights a student row, with a '3' next to it. A red arrow points from the '2a' dropdown to the student row.

Student	Testing Group	Accommodations	Room	Attendance	Testing	Exam Setup
absbgysedjicLN, kudjmqekokrkrFN M. Reg. no.: FAKE1100019620	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
absbgysedjicLN, kudjmqekokrkrFN M. Reg. no.: FAKE1100019620	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
abuyfodfmavLN, orddeizavizFN M. Reg. no.: FAKE1100021774	S1: Standard Time	None	Basket Ball Court	Not arrived	Not Started	Not Started
Adams, Isabel Reg. no.: FAKE1100023158	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started
adnvwmsjvljyLN, aekmpziaychxFN M. Reg. no.: FAKE1100022811	S1: Standard Time	None	Unassigned	Not arrived	Not Started	Not Started

---

# Download & Print: Sign-In Tickets, Roster, Room Directory





# Test Day Toolkit Downloads



## Printing Sign-In Tickets


- Click “Downloads” in the masthead
- Click “Print Tickets”
- Tick your chosen sorting option
- **New:** Use the “Layout Options” drop-down to choose to print either 1, 2, or 4 tickets per page (view these choices’ output on the next slide)

The screenshot shows the 'Test Day Toolkit' interface. The 'Downloads' link in the masthead is circled in red. Below it, the 'Print Tickets' button is also circled in red. The 'Sort Options' section has a red circle around its heading, and the 'Layout Options' dropdown menu is circled in red, showing '4 tickets per page' selected. The page content includes a navigation bar with 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Downloads', and 'Irregularities'. The 'Downloads' section has buttons for 'Print Tickets', 'Export Data', and 'Print Room Directory'. A text block explains that students need sign-in tickets for the Bluebook testing app, with two bullet points: 'On test day, to start testing.' and 'Before test day, to participate in the digital readiness check and to preview Bluebook on their own.'

# 4, 2, and 1 per page PDF layouts for printing

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

# Test Day Toolkit Exports

## Export Data

- Click “Downloads” in the masthead
- Click “Export Data”
- Click the yellow “Download Excel File” button to download student data, including room assignment, exam setup and test status, etc.

Test Day Toolkit

Home Help All Rooms Staff All Students Downloads Irregularities

### Downloads

Print Tickets **Export Data** Print Room Directory

Export student room assignments and test type. If you entered codes for special reporting use, they'll export as well.

**Download Excel File**

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



# Test Day Toolkit Print

Print Room Directory to help direct students to testing room during check-in on test day

- Click “Downloads” in the masthead
- Click “Print Room Directory”
- Click the yellow “Print Room Directory” button

The screenshot shows the 'Test Day Toolkit' interface. In the masthead, the 'Downloads' link is circled in red. Below it, the 'Downloads' section contains three links: 'Print Tickets', 'Export Data', and 'Print Room Directory', with the latter also circled in red. A yellow button labeled 'Print Room Directory' with a printer icon is highlighted, and a red arrow points from it to a preview of the printed room directory. The preview includes the title 'Digital SAT 2023 Smoke Test Primary CB HIGH SCH (001230)', the heading 'Room Directory', and a table with columns for Count, Name, and Room. The table lists 26 students with their names and assigned rooms, including 'Unassigned' for several students. At the bottom of the preview, it says 'Page 1 of 83' and 'Last updated: June 11, 2024 at 01:48 PM'.

Count	Name	Room
1	Abbey, Angelica M.	Unassigned
2	Abbey, Kurt M.	Unassigned
3	Abbey, Kurt M.	Unassigned
4	Abbey, Rhea M.	Unassigned
5	Abbot, Ally M.	6.1B.24 - Room 320
6	Abbot, Aurelia M.	6.1B.24 - Room 325
7	Abbot, Camellia M.	6.1B.24 - Room 327
8	Abbot, Liv M.	Unassigned
9	Abbot, Ron M.	6.1B.24 - Room 331
10	Adams, Celia M.	Unassigned
11	Adams, Domenic M.	Unassigned
12	Adams, Jazmin M.	Unassigned
13	Adams, Jazmin M.	Unassigned
14	Adams, Kaylee M.	Unassigned
15	Adams, Mary M.	6.1B.24 - Room 321
16	Adams, Nate M.	Unassigned
17	Adams, Ramon M.	6.1B.24 - Room 323
18	Addis, Kieth M.	Unassigned
19	Addis, Kieth M.	Unassigned
20	Addis, Sadie M.	Unassigned
21	Addison, Carl M.	Unassigned
22	Adele, Destiny M.	6.1B.24 - Room 319
23	Adler, Barry M.	Unassigned
24	Adler, Liam M.	Unassigned
25	Adler, Martin M.	6.1B.24 - Room 317
26	Ainsworth, Nina M.	Unassigned

# Tech Spec for Test Day Readiness (Review\*)

\* Full Webinar for Tech Coordinators available on the CT SAT website at [Connecticut SAT School Day--Related Resources](#)

# General Requirements

## Acceptable Devices, Power Requirements, Wi-Fi Accessibility

<https://bluebook.collegeboard.org/students/approved-devices>

<https://bluebook.collegeboard.org/technology/networks>



Desktops, Laptops, Chromebooks,  
Full-Sized Tablets

Chromebooks must be  
school managed

External mice permitted

Tablets may use external keyboard  
(keyboard is required for Window tablets)



Must be charged for  
**3 hours of battery operation**  
(4 is preferred) or be plugged  
into a power source

Testing devices for students testing  
with extended time, extended breaks,  
or breaks as needed must have  
access to power



Must be able to connect to the  
internet via ethernet or Wi-Fi;  
**internet required only to start  
the test and submit responses**

---

# Installing and Maintaining Bluebook

---

# Installing Bluebook™ on Students' Testing Devices

## General Information

- Install Bluebook **on any individual device other than a Chromebook** at: <https://bluebook.app.collegeboard.org/>. The webpage will read your device type and automatically provide access to the corresponding application.
- Install Bluebook **on multiple devices through your school technology professional's management platform (required for Chromebook)** by following the additional instructions provided for each operating system listed here: [Chromebook](#), [Windows](#), [iPad](#), [Mac](#).
- Bluebook can be installed on devices that are school managed or student owned, **except** for student owned Chromebooks (student personal desktops should **not** be used for practical reasons).
- Ideally, Bluebook should be installed on the same device the student will use on test day. However, shared devices (e.g., laptops from a laptop cart) are permitted and common **except** that students testing with embedded accommodations and/or assistive technology should have a dedicated device that they will use:
  - When your school conducts its digital readiness check.
  - If they take full-length practice exams with their accommodations by signing into Bluebook with their test ticket credentials.
  - On test day.

---

# After Installing Bluebook™

## Staying Up to Date

If deployed properly, Bluebook performs routine updates as necessary when students launch the application, but releases occasionally do require a new deployment. If Bluebook cannot auto-update, a message will display stating that reinstallation is needed before that device can be used to test.

- The latest information on Bluebook updates is available at:  
<https://bluebook.collegeboard.org/technology/updates>.
- To receive email updates about Bluebook releases, please complete the form available at:  
<https://form.collegeboard.org/f/opt-in-for-bluebook-emails>.

For the many schools using Chromebooks, please note:

- Bluebook is always aligned to the ChromeOS stable channel. Any version available on the stable channel is supported. The person that manages your Google Admin Console will be able to verify this within the admin console.

All devices' operating system technical requirements, how they are determined, and the frequency of Bluebook updates, are available at: <https://bluebook.collegeboard.org/help-center/when-are-technical-requirements-bluebook-updated>.

---

# After Installing Bluebook™

Applying Accessibility Technology: Review our Fall SSD Coordinator Training available [here](#).

Bluebook provides technology-afforded accommodations for students through:

- [Universal accessibility features](#) available directly in Bluebook to all students without any additional request or configuration.
- [Embedded additional accessibility tools](#) available directly in Bluebook to students with a corresponding approved accommodation.
- [External assistive technology](#) available on the computer of a student if they have an approved accommodation that requires that non-embedded tool to remain provided on their computer after they log into Bluebook .

Please click on the links above and as well as the link for your specific operating system's installation instructions ([Chromebook](#), [Windows](#), [iPad](#), [Mac](#)) for complete details on what accessibility resources are available and how to ensure they are provided to the students who need them.

---

# After Installing Bluebook™

## Checking Devices

School's **must** use Bluebook to conduct a Digital Readiness Check on each testing device:

- A device cannot test until the Digital Readiness Check is completed.
- Although the most basic purpose of the Digital Readiness Check – ensuring device readiness and proper Bluebook installation – takes only a few minutes, it is recommended that schools perform their check at least 1 – 2 weeks prior to testing to provide enough time before test day to:
  - Repair, reconfigure, or replace devices that do not pass the Digital Readiness Check.
  - Ensure devices' operating systems and installed versions of Bluebook are up-to-date before test day.
  - Enable students with accommodations to verify their appearance and configuration in Bluebook and gain access to full-length practice tests with those accommodations.
  - Enable all students to verify their information in Bluebook, have time to familiarize themselves with the platform and its features, as well as gain access to full-length practice tests if they do not have a College Board account.



---

# Troubleshooting

## Prevention and Problem Solving

- Technology Coordinators should work together with their Test and SSD Coordinators to ensure technical readiness for all rooms, all students (with particular attention to student accommodations), and their devices in advance of test day. To be certain, **conduct a Digital Readiness Check 1 – 2 weeks before testing.**
- Stay abreast of:
  - Bluebook updates either [on our webpage](#) or by [opting-in to email updates](#).
  - Updates to [device operating system requirements](#) and [network requirements](#)
- For test day, establish a help room staffed by a technology monitor equipped in advance with the **SAT Suite Proctor Manual's technical troubleshooting guide**. Online Bluebook Troubleshooting Q & A is also available at <https://bluebook.collegeboard.org/technology/help/bluebook-troubleshoot> and through the “Help Page” within Test Day Toolkit. **Remember, internet connection is only required to start and submit the test.** Once started, students may continue testing in Bluebook™ even if the internet is lost and their proctor loses Test Day Toolkit access.



If further support is needed, call the Connecticut SAT Help Desk at 866-609-2205 or email (n non-time sensitive situations) [ctsat@collegeboard.org](mailto:ctsat@collegeboard.org)

# The Digital Readiness Check

# Digital Readiness Check Screen-by-Screen

## Purpose

- Ensure testing devices meet technical requirements.
- Ensure Bluebook™ is installed correctly.
- Complete Exam Set-Up process.
  - Review privacy policy and use of this app statement.
  - Provide (optional) test taker information.
  - Opt into BigFuture School and Connections opportunities if desired.
  - Add Free Score Sends for SAT.
- Explore platform functions and universal accessibility features.
- Receive Test Preview with sample questions and see how to access Full-Length Practice Tests equipped with student's specific accommodations if applicable.

5 – 10 Minutes  
Required before  
testing

Recommended 20  
Minutes - Optional

# Digital Readiness Check Screen-by-Screen

## 1. Test Devices

The image displays two sequential screenshots of the Bluebook interface. The left screenshot shows the 'Sign In' screen with a 'Test Your Device' button circled in red. A large red arrow points from this button to the right screenshot, which shows the 'This Device Meets the Requirements' screen. The 'Test Your Device' button is a rounded rectangle with a laptop icon and the text 'Test Your Device'. The 'This Device Meets the Requirements' screen features a yellow 'Done' button and a list of three checked items: Memory, Operating System, and Disk Space.

**Bluebook™**

**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**

**Bluebook™**

**This Device Meets the Requirements**


We recommend running this check as close to test day as possible.

- ✓ Memory
- ✓ Operating System
- ✓ Disk Space

Done

# Digital Readiness Check Screen-by-Screen

## 2. Distribute Sign-In Tickets

**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

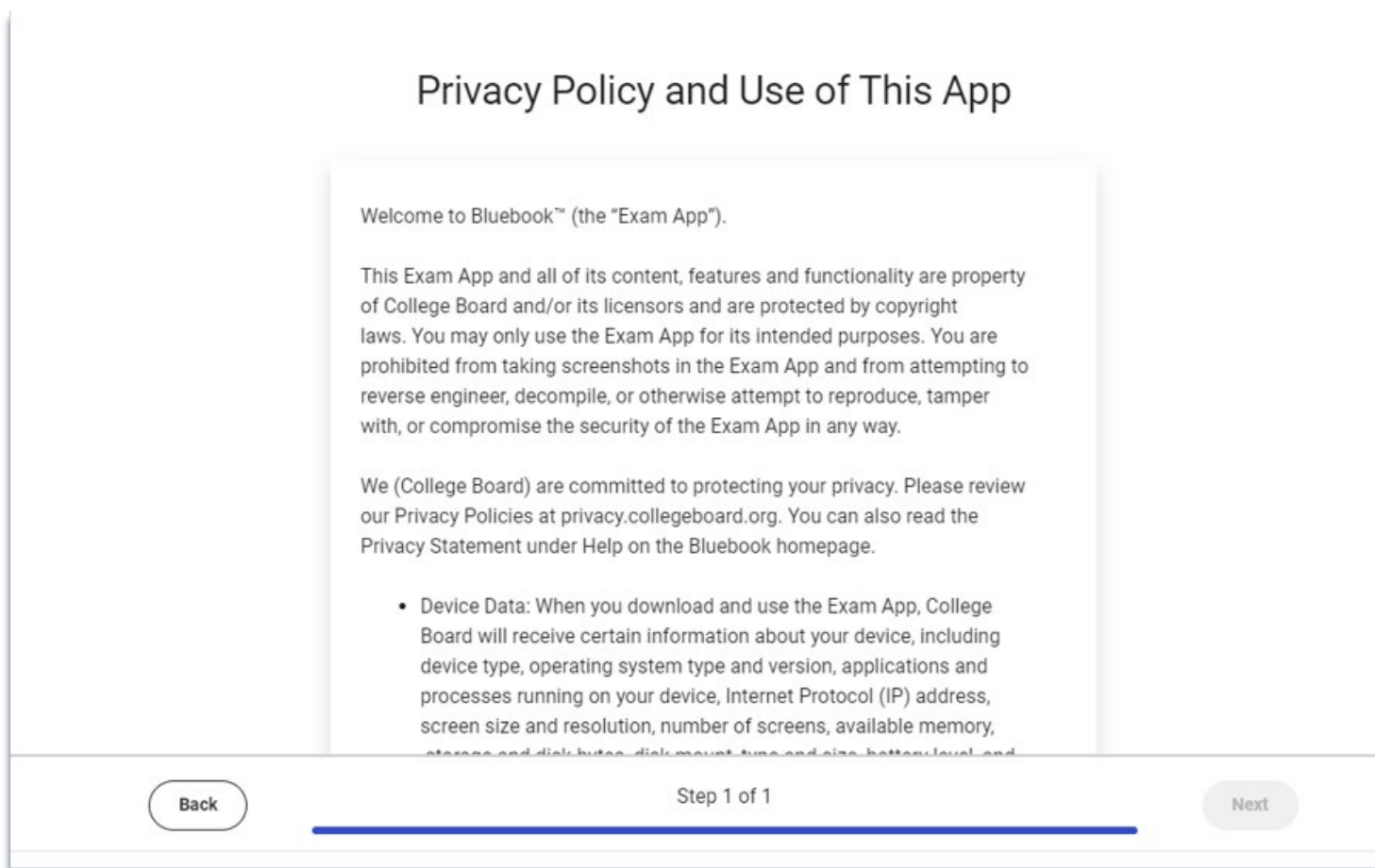
# Digital Readiness Check Screen-by-Screen

## 3. Student signs into Bluebook™ using Sign-In Ticket Credentials

The image displays two sequential screenshots of the Bluebook™ sign-in interface. The first screenshot shows the main 'Sign In' screen with a blue background and the Bluebook™ logo at the top. A white card in the center contains the title 'Sign In' and two options: 'Use a sign-in ticket from your school' (highlighted in yellow) and 'Sign In with a student College Board Account'. Below these are links for 'I'm an educator' and 'Need help signing in?'. A red arrow points from the yellow button to the second screenshot. The second screenshot shows the 'Sign In With a Ticket from your School' screen, which includes a 'Back' button, a 'User ID' input field, a 'Registration Number' input field, a 'Submit' button, and a 'Need help signing in?' link. Both screens feature a 'Test Your Device' button in the top right corner.

# Digital Readiness Check Screen-by-Screen

## 4. Review privacy policy and use of this app statement



# Digital Readiness Check Screen-by-Screen

## 5. Start Exam Set-Up

Bluebook Stella Swift

Welcome, Stella! Good luck on test day!

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

**SAT**

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

**Lincoln High School**  
701 S 37th St  
Tacoma, WA 98418-6799, US

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

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

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



# Digital Readiness Check Screen-by-Screen

## 6. Students Confirm Personal Information

Help Return to Home

### Confirm Your Personal Information

<b>First and Last Name</b> Sofía Aguilar	<b>Accommodations</b> <ul style="list-style-type: none"><li>• 50% Extra Time</li><li>• Unlimited Breaks</li></ul>
---	---

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

**Is this information correct?**

Yes  No

Back Step 1 of 8 Next

# Digital Readiness Check Screen-by-Screen

## 7. Review & Agree to Test Taker Rules

### NOTE:

Students taking PSAT 10 and PSAT 8/9 will see the rules for those assessments.

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

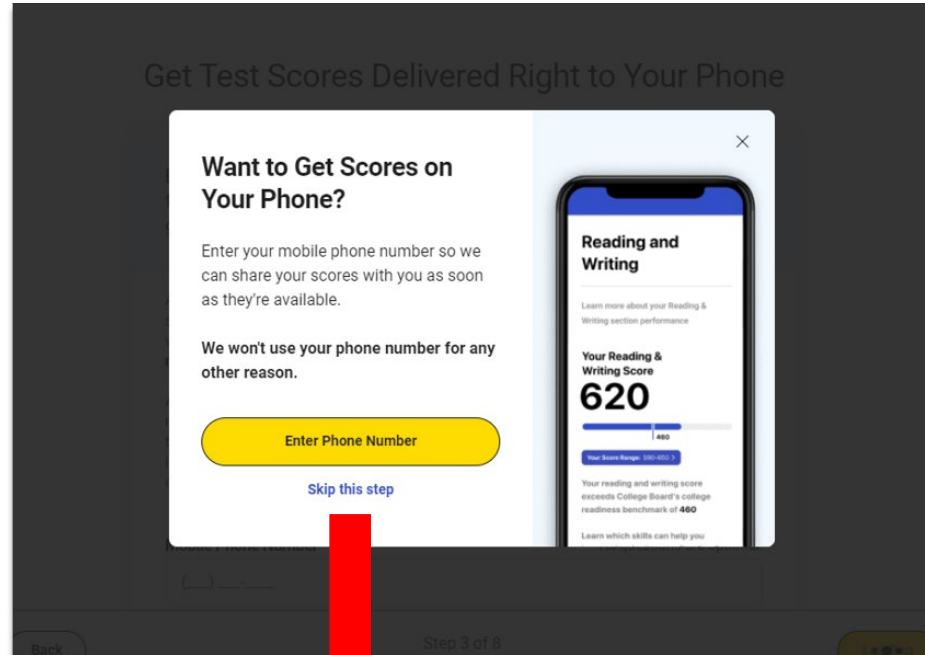
The SAT School Day is taken at a school (typically a school you attend) (**"your school"**) on a Testing Device as defined below. It is administered on Bluebook™, the College Board digital testing application (**"Exam App"**) that is

Back Step 2 of 8 Next

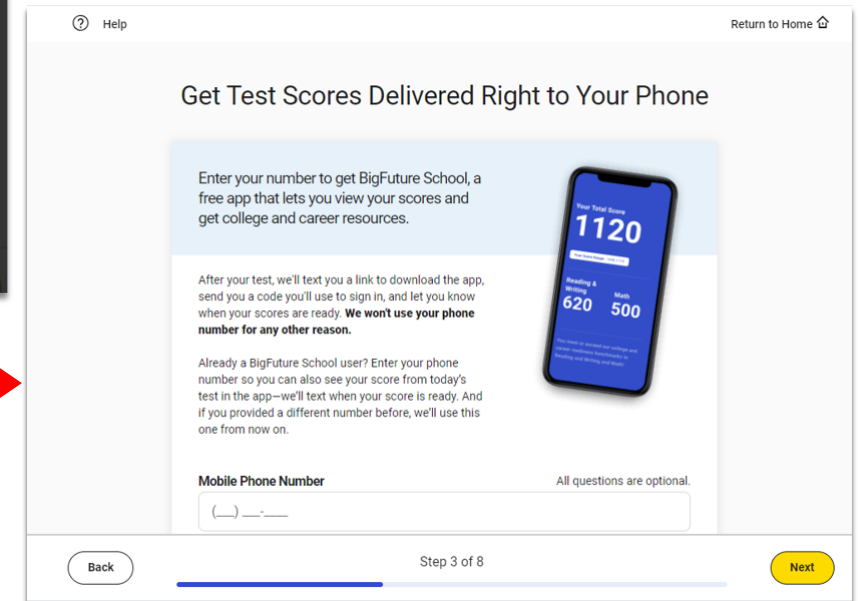
# Digital Readiness Check Screen-by-Screen

## 8. BigFuture School Participation (Opt-In Opportunity)

**NOTE:**  
Students taking PSAT 8/9  
will not see this screen.



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



# Digital Readiness Check Screen-by-Screen

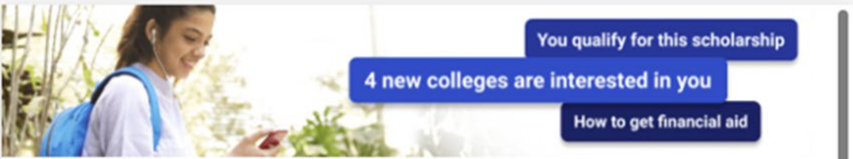
## 9. Connections Opt-In- THIS IS OPTIONAL FOR STUDENTS

### NOTE:

Students taking PSAT 8/9 will not see this screen.

? Help Return to Home

## Introducing Connections!



You qualify for this scholarship  
4 new colleges are interested in you  
How to get financial aid

### Hear From Colleges and Scholarship Programs Looking for Students Like You

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

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

Yes, I want to participate in Connections.

Back Step 5 of 8 Next

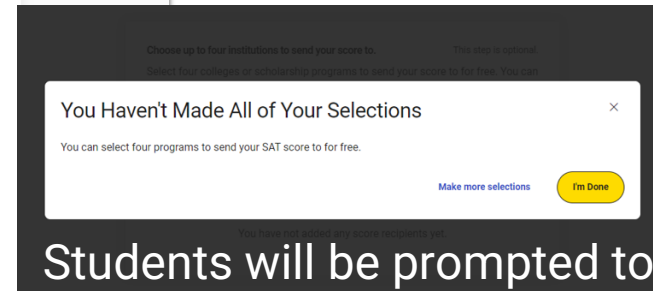
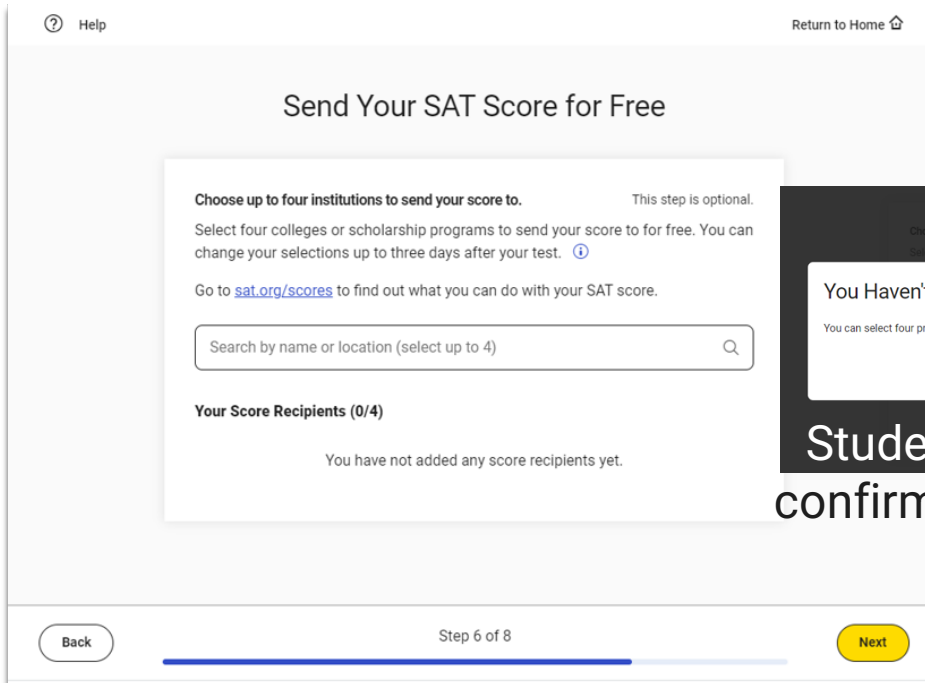
# Digital Readiness Check Screen-by-Screen

## 10. SAT Free Score Sends

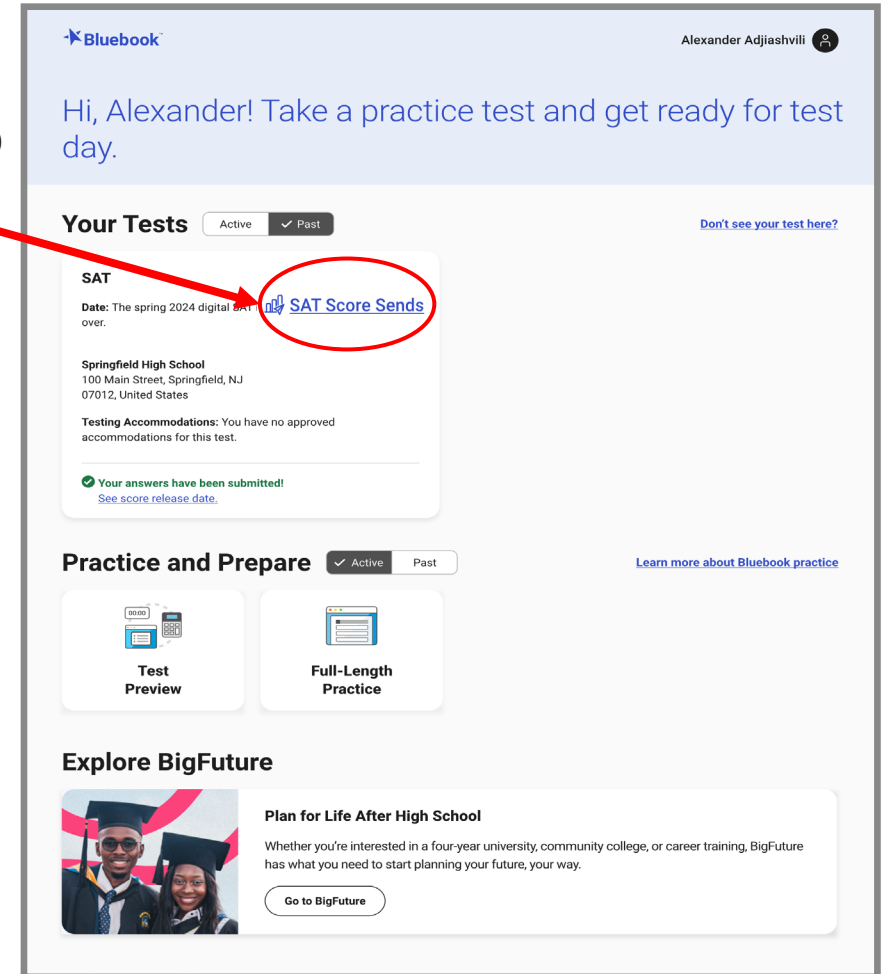
**NOTE:** Students taking PSAT 8/9 and PSAT 10 will not see this screen.

Students can request up to 4 free sends.

Students can change whether and where their scores are sent **up to 3 days after testing by using their sign-in ticket** credentials to log back into Bluebook.



Students will be prompted to confirm if they skip this service.



# Digital Readiness Check Screen-by-Screen

## 11. Review Test Day Checklist

The screenshot shows a mobile application interface for a 'Test Day Checklist'. At the top, there is a 'Help' icon and a 'Return to Home' link. The title 'Test Day Checklist' is centered. The content is divided into two columns: 'REQUIRED' and 'PROHIBITED'. The 'REQUIRED' section lists three items: a fully charged device for 3 hours, a valid photo ID for schools not attended, and following safety procedures. The 'ALLOWED' section lists four items: power cords/portable chargers, a graphing calculator, external mouse/keyboard, and snacks/water during breaks. The 'PROHIBITED' section lists five items: other applications, reference materials, scratch paper, headphones/earbuds, cameras/recording devices/timers, and mobile phones/smartwatches. At the bottom, there are 'Back' and 'Next' buttons, and a progress indicator showing 'Step 7 of 8'.

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

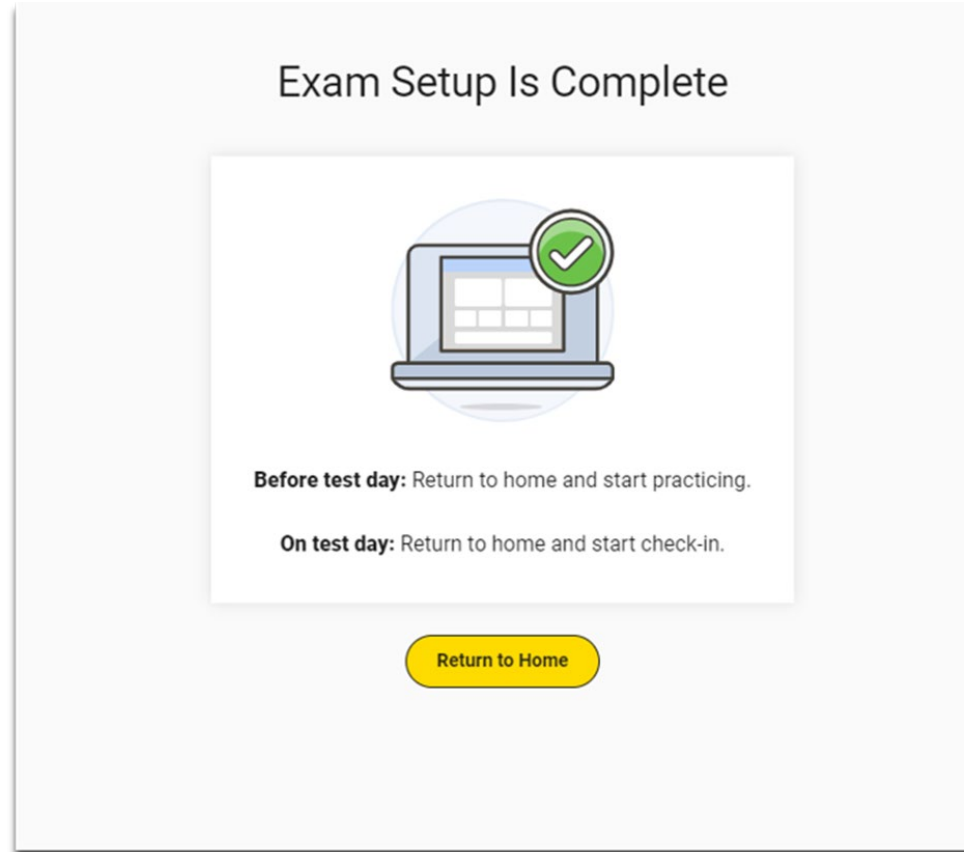
# Digital Readiness Check Screen-by-Screen

## Exam Set-Up Complete

### Recommended:

Take 20 minutes after exam set-up is complete to enable students to use the Test Preview provided in Bluebook™ with your support and/or guidance.

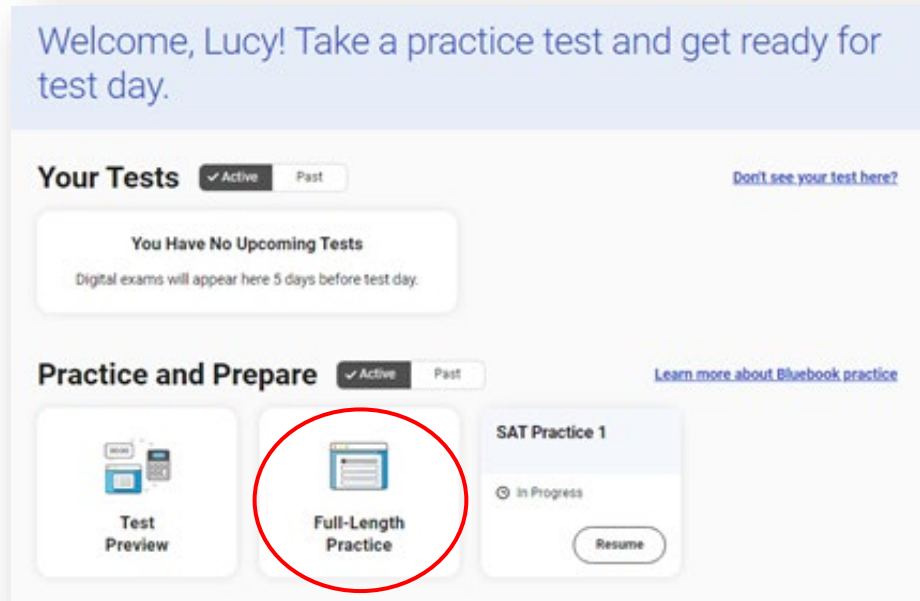
Be certain to point out the full-length practice tests that are available.



# SAT Bluebook™ Practice Tests

## Accessing Full-Length Practice Tests

- Four full-length practice tests are available anytime of the year by signing into Bluebook™ **with College Board account credentials** (anyone can create a College Board account at [www.collegeboard.org](http://www.collegeboard.org)), and are also available Spring 2025 by signing into Bluebook™ **with that student's Sign-In Ticket credentials** printed out by you from Test Day Toolkit.
- Single-click access is always from the student's home screen in Bluebook™.
- No time lost for exiting and coming back.
- Retake as often as you want.





---

# SAT Bluebook™ Practice Tests

## Accessing Full-Length Practice Test Scores

After completing the full-length practice test, students can sign in to [My Practice](#) to:

- View practice score results and practice exam questions, answers, and explanations.
- Access progress bars representing knowledge of all the content domains on the test.
- Use practice test scores to inform the following activities in College Board's [Question Bank](#):
  - Filter questions by domain, skill, and difficulty, allowing targeted practice in areas with the most opportunity to grow.
  - Generate a set of Practice Specific Questions based on practice test results to provide additional review in the areas with the greatest opportunities for improvement.
- Similarly, use scores to inform your official College Board test prep with Khan Academy.

To provide your students with a full tour of all these resources, please share this QR Code:



# SAT Bluebook™ Practice Tests

## Khan Academy Official College Board SAT Prep

- Once students have identified the knowledge and skills they need the most support on in [My Practice](#), they can also start Official Digital SAT Prep on Khan Academy®.
- Khan Academy® includes thousands of practice questions, videos, lessons, and hints to help students build the skills needed.

Test prep  
**Official Digital SAT® Prep**

**Khan Academy**

Course summary

Digital SAT Math

Digital SAT Reading and Writing

**Digital SAT Math**

About the digital SAT

Foundations: Algebra

Foundations: Problem solving and data analysis

Foundations: Advanced math

Foundations: Geometry and trigonometry

Medium: Algebra

Medium: Problem solving and data analysis

Medium: Advanced math

Medium: Geometry and trigonometry

Advanced: Algebra

Advanced: Problem solving and data analysis

Advanced: Advanced math

Advanced: Geometry and trigonometry

**Digital SAT Reading and Writing**

About the digital SAT

Foundations: SAT Reading and Writing

Medium: SAT Reading and Writing

Advanced: SAT Reading and Writing

# Proctors' Test Day Screen-by-Screen

# Test Day Toolkit: Proctor Screen-by-Screen

## 1. Proctor Home Page: Select Test Site and Test Administration

- After logging in, use the drop downs to select the Test Site (match your AI Code) and Test Administration you wish to manage, then the yellow button to “Continue.”
- Verify your assignment using the information on the proctor home page.

The image shows two screenshots of the Test Day Toolkit interface. The first screenshot is the 'Choose a Test Administration' screen. It features a title 'Choose a Test Administration' and 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 is a note '\* = Required'. The 'Test Site \*' dropdown menu is selected with 'Windsor Locks High School AI:070955'. The 'Role' is 'Test Day Coordinator'. The 'Test Administration \*' dropdown menu is selected with 'SAT School Day Spring 2024 Primary'. A yellow 'Continue' button is at the bottom, with a red arrow pointing to the second screenshot.

The second screenshot is the 'Room 101' assignment page. It shows a 'Welcome!' message and instructions: 'As a proctor, you'll prepare your room, take attendance, start the test, and monitor students to keep testing fair and secure. Thank you for making this test possible.' There is a 'Get Started' link. On the right, a white box displays 'Room 101' and 'Digital SAT In-School Smoke Test Spring 2022'. Below this, it shows 'Capacity: 50 (50 students assigned)' and 'Staff: AO Shared (Proctor)'. A 'Skip to Attendance' link is at the top right, and a 'Get Started' button is at the bottom right.

# Test Day Toolkit: Proctor Screen-by-Screen

## 2. Confirm Room Setup (5 Screens)

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch  
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 1 of 6

### Count Seats

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

Skip to Attendance



Your room should have 50 seats.

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch  
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 2 of 6

### Check Spacing

Make sure seats are spaced correctly.

Skip to Attendance



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

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch  
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 3 of 6

### Cover Teaching Materials

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

Skip to Attendance



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

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch  
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 4 of 6

### Distribute Scratch Paper

If you need more paper, contact your coordinator.

Skip to Attendance



Place 3 sheets of scratch paper on each desk.

Help

Back Next Step

CollegeBoard Test Day Toolkit

Jan 31-Dec 31, 2022 | Digital SAT In-School Smoke Test Spring 2022 | Switch  
CB-SAT OPERATIONS SSL - AI471828


My Room Help All Rooms All Students

Step 5 of 6

### Distribute Test Tickets

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

Skip to Attendance



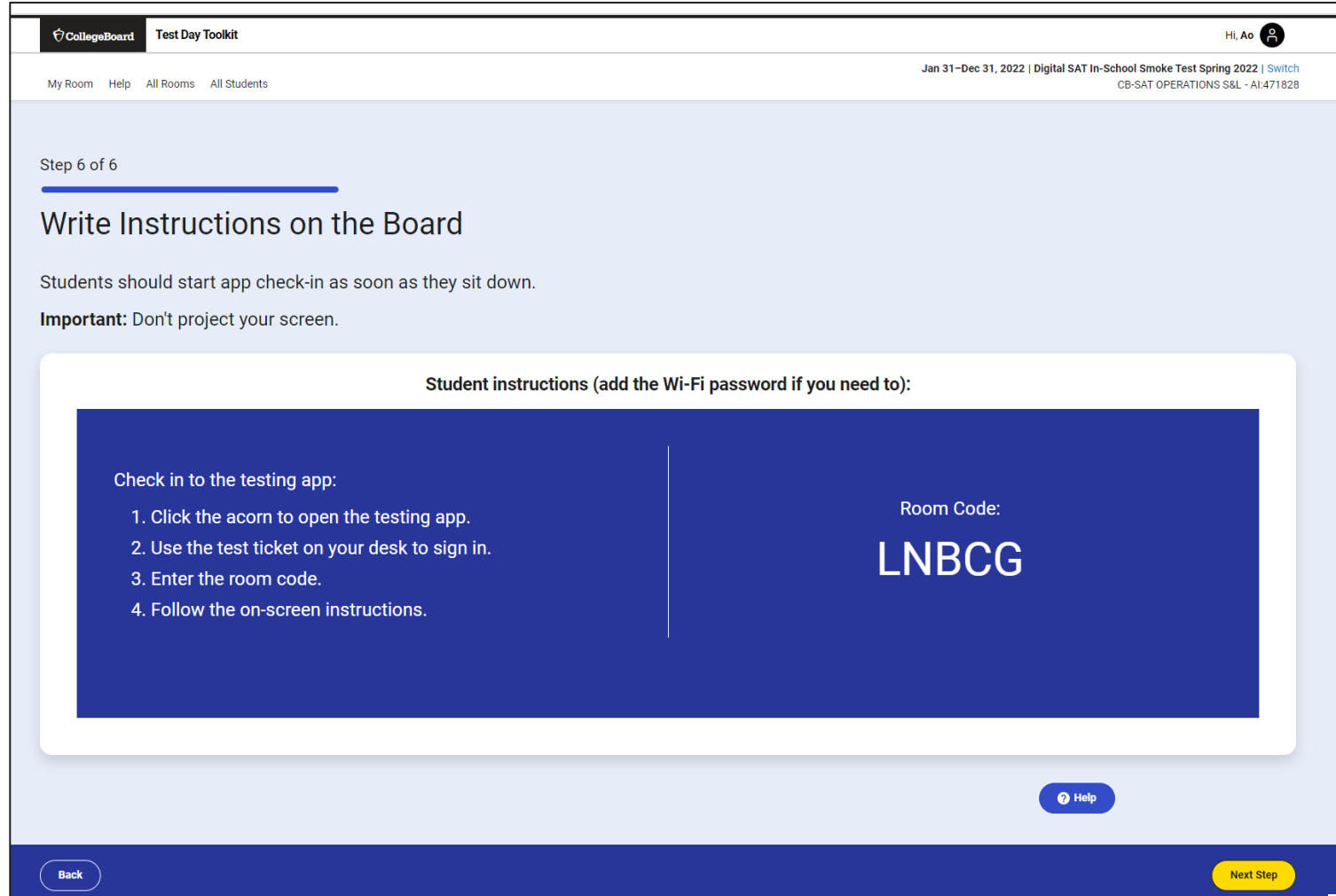
Place test tickets on each desk randomly or according to your seating chart.

Help

Back Next Step

# Test Day Toolkit: Proctor Screen-by-Screen

## 3. Write Instructions on Board and Provide Room Code



The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and "Test Day Toolkit" are visible on the left, and the user's name "Hi, Ao" with a profile icon is on the right. Below this, navigation links for "My Room", "Help", "All Rooms", and "All Students" are on the left, and the date "Jan 31-Dec 31, 2022" and event information "Digital SAT In-School Smoke Test Spring 2022" are on the right. The main content area shows "Step 6 of 6" with a progress bar. The title "Write Instructions on the Board" is followed by the instruction "Students should start app check-in as soon as they sit down." and an "Important" note: "Don't project your screen." A large white box contains the heading "Student instructions (add the Wi-Fi password if you need to):" and a blue box with the following content:

Check in to the testing app:

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**

At the bottom of the interface, there are "Back" and "Next Step" buttons, and a "Help" button with a question mark icon.

# Test Day Toolkit: Proctor Screen-by-Screen

## 4. Take Attendance

- Only students pre-assigned to this room (optional) will appear here.
- All students (pre-assigned or not) who enter this room's code will appear here. Mark them as present once you visually confirm they are there.
- As soon as students complete all pre-test activities in Bluebook™ they will appear under "ready to test."

CollegeBoard Test Day Toolkit

Hi, Pushkar

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

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

Step 1 of 6

Room Code: BACJB

Last updated 5 minutes ago  
Refresh Data

Show Directions

ASSIGNED (6)	ENTERED ROOM CODE (2)	READY TO TEST (3)
Dach, Daisha K.	Emmerich, Erick S. Present ✓ UNDO	Ledner, Maximilian W. Ready ✓
Emmerich, Sterling R.	Haag, Lester B. Mark Present	Schaefer, Sophie K. Ready ✓
Kunze, Elva K.		Volkman, Soledad B. Ready ✓
Labadie, Adam C.		

Back Next Step Help

# Test Day Toolkit: Proctor Screen-by-Screen

## 5. Read the Script and Provide Start Code

The image displays two sequential screenshots of the 'Test Day Toolkit' web application. The left screenshot is titled 'Step 2 of 6: Check Desks' and contains a script for the proctor to read aloud to students. The script includes instructions about the testing app, device preparation, and desk setup. The right screenshot is titled 'Step 6 of 6: Start the Test' and displays a start code of 067771. A red arrow points from the 'Next Step' button in the left screenshot to the 'Next Step' button in the right screenshot.

**Step 2 of 6**  
**Check Desks**

Read aloud to students.

Hello, today you're participating in the SAT Suite study. We'll start soon.

Your test experience will be smoother, and your battery will last longer, if the testing app is the only thing open on your device.

If you haven't already closed everything else, do so now. You might need to exit the testing app first and reopen it when you finish.

Next, mute your testing device and position it so that it's hard for other students to see your screen.

I'll come around now to make sure you cleared your desk as instructed in the testing app. If you brought a calculator, I'll check that, too.

You should have 3 sheets of scratch paper, which I'll collect after the test. Write your full name at the top right corner of each sheet. If you don't have 3 sheets, let me know when I come by your desk.

**Step 6 of 6**  
**Start the Test**

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

Start Code:  
**067771**



# Test Day Toolkit: Proctor Screen-by-Screen

## 6. Monitor Student Progress – Test Day Toolkit troubleshooting

Note that there has been a help tab on every screen, which provides technical FAQs and tips for troubleshooting.

However, Test Day Toolkit has rarely demonstrated technical issues.

More common are unresolved pre-test registration and accommodations issues only being noticed on test day, or test-day loss of internet.


Please use Test Day Toolkit before test day to ensure all information therein is correct, and remember, students can continue testing even with the loss of the internet and connection to Test Day Toolkit.

The screenshot displays the 'Monitoring Dashboard' interface. At the top, there is a navigation bar with 'My Room', 'Help', 'All Rooms', 'All Students', and 'Irregularities'. A red arrow points to the 'Help' tab. The dashboard includes a 'Start Code: 327727' field and a 'Reload' button. Below this, there are 'Testing Status Filters' and a 'Student List: Submitted (9)'. The student list table is as follows:

Student	Accommodations	Testing Status
Alexander, Nate Reg. no.: 1011704379	None	Submitted
Bolton, Erica Reg. no.: 1011699189	None	Submitted
Cadman, Tyler Reg. no.: 1011720378	None	Submitted
Cattell, Marigold Reg. no.: 1011715710	None	Submitted
Foxley, Tyler Reg. no.: 1011706043	None	Submitted
Summers, Maddison Reg. no.: 1011691326	None	Submitted
Sylvester, Zara Reg. no.: 1011715588	None	Submitted
Tate, Julius Reg. no.: 1011701527	None	Submitted

# Test Day Toolkit: Proctor Screen-by-Screen

## 7. Dismiss Students at the End of Testing

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.

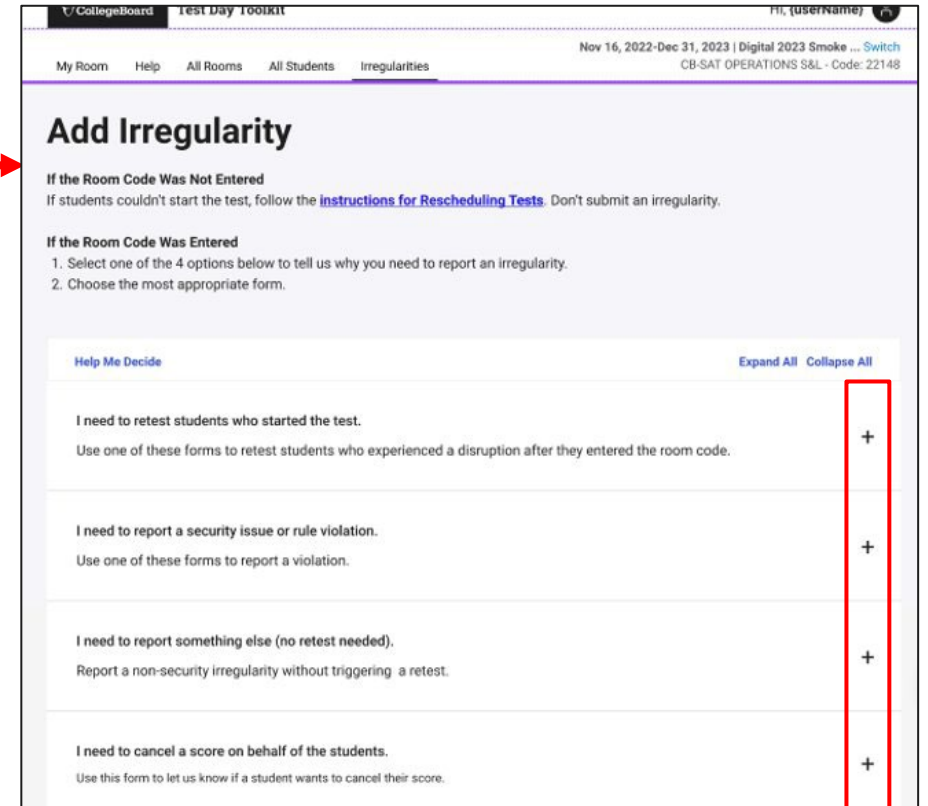
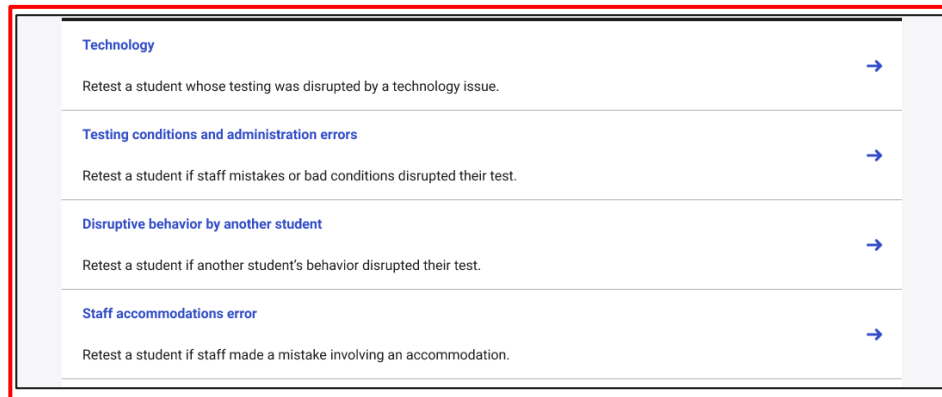
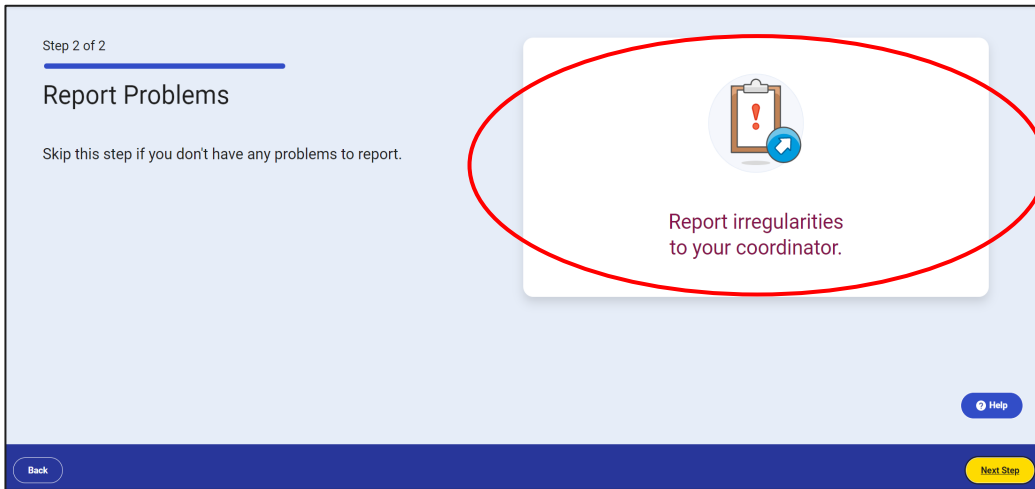
[? Help](#)

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

# Test Day Toolkit: Proctor Screen-by-Screen

## 8. Report Irregularities

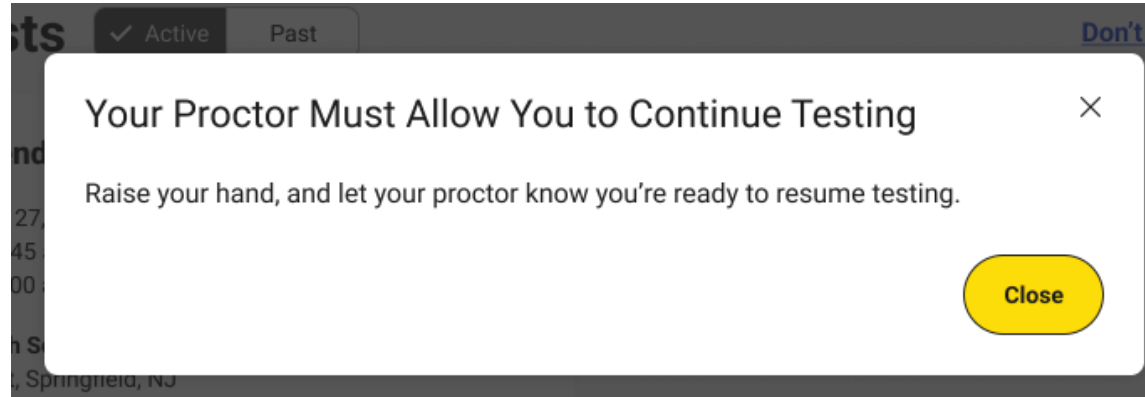
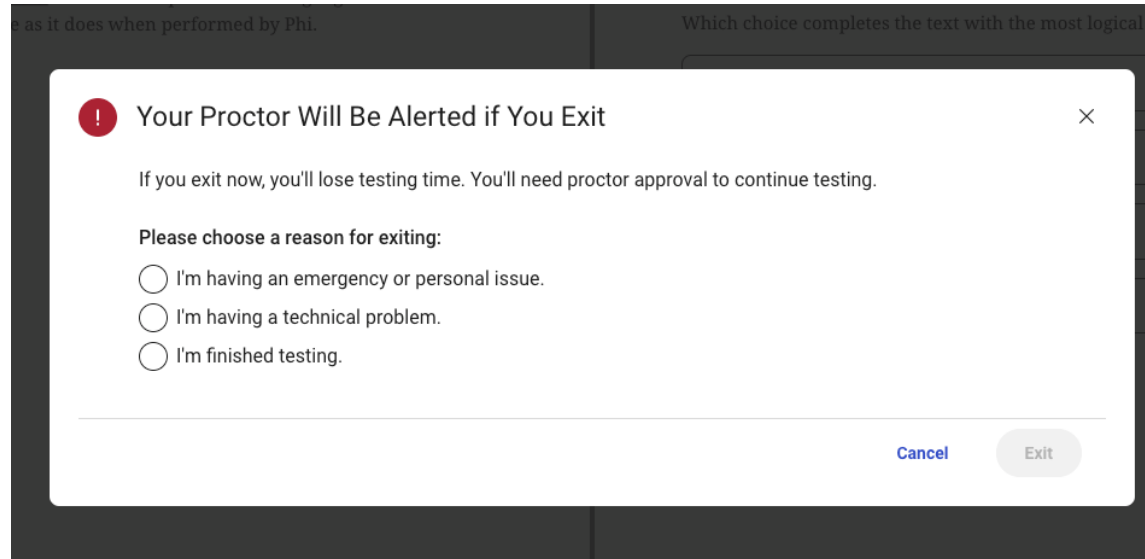
- Click circled box at right.
- Click the “+” sign next to the best general description of the problem.
- Click the best specific description of the problem and then complete the prompts.



# Test Day Toolkit

## Proctor Approval of Student Re-Entry into Testing

- The student will see this pop-up that requires them to give a reason if they click to exit the test, which will also alert the proctor.
- After exiting the test, the student will see this pop-up



# Test Day Toolkit

## Proctor Approval of Student Re-Entry into Testing

- The proctor would then have to click on that student's name in Test Day Toolkit to see their profile, and then click "Let Student Continue Testing" based on whether their continuing the test is both requested and permitted under the circumstances.

The screenshot displays the Test Day Toolkit interface. At the top, the page title is "Test Day Toolkit" and the user is identified as "Hi, Kristen". The navigation menu includes "Home", "Help", "All Rooms", "Staff", "All Students", "Sign-In Tickets and Data Export", and "Irregularities". The current page is for student "Laurie M. Abbott". On the left, there is a placeholder for a photo with the text "Photo not available". In the center, under the heading "How to Check Identity", there are five numbered instructions: 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. On the right side, there is a vertical list of action buttons: "Check-in" (yellow), "Deny Entry", "Change Testing Room", "Remove from Current Room", "Mark as Absent", and "Let Student Continue Testing" (highlighted with a red border). At the bottom, the student's name is listed as "Laurie M. Abbott" and the testing room is "Room 10: Monitoring Dashboard Tests".

# Students' Test Day Screen-by-Screen

---

# Student Test Day Experience Screen-by-Screen

## Overview

- If a Digital Readiness Check was not performed before test day, that screen-by-screen process will be required first.
  - 5 – 10 minutes to complete, unless you also provide the optional test preview (additional 20 minutes)
- Sign-in with ticket (same credentials as during the Digital Readiness Check).
- Begin check-in.
- Enter proctor-provided room code.
  - This commences the test download.
- Complete check-in.
- Enter proctor-provided start code.
  - Students **can** continue testing after this point even if the internet is lost and the proctor loses Test Day Toolkit access.
- Test.
- Submit responses (internet required).

# Student Test Day Experience Screen-by-Screen

## 1. Sign-in with ticket-provided credentials

Test Your Device

Bluebook™

### 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

Bluebook™

Back

### Sign In With a Ticket from your School

User ID

Registration Number

Submit

[Need help signing in?](#)



# Student Test Day Experience Check Screen-by-Screen

## 2. Begin Check-in

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](#)

Help Return to Home

Confirm Your Personal Information

First and Last Name: Alexander Agarwal

Accommodations:  
• Accessible Form  
• Breaks  
• 50% Extended Time

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

Is this information correct?

Yes  No

Back Step 2 of 11 **Next**

Confirm Device Information

Who owns this device?

I own this device (or I borrowed it from someone I know).  
 My school or test center owns this device.

This information helps us resolve issues faster if you have a problem with your device.

Back Step 2 of 10 Next

# Student Test Day Experience Screen-by-Screen

## 3. Enter proctor-provided room code – Test Downloads

Room Code

Enter your room code now to complete check-in.

The room code contains **letters only**.

Join Room

Back Step 3 of 10 Next

Exam Download

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

Back Step 5 of 11 Next

# Student Test Day Experience Screen-by-Screen

## 4. Completing Check-in: Security Pledge & Getting Desk Ready

Help Return to Home

### Digital Test Security

You're bound by the following rules for today's exam:

- You may not give or receive help during the exam. You may not share or post anything related to this exam.
- Your answers must be entirely your own. College Board will review your responses.
- If you attempt to cheat, your score will be canceled, college admissions offices may be notified, and you will be disqualified from taking any AP Exams, SAT or PSAT-related assessments, or CLEP exams.

Test Security Pledge

I am the person who is supposed to take this exam. I agree to follow the rules above and understand what will happen if I break them.

Retype the Test Security Pledge:

Back Step 5 of 10 Next

Help Return to Home

### Get Your Desk Ready

**Put these items on your desk:**

- Your testing device**
- Your personal calculator** if you brought one. There's also a graphing calculator built into the app.
- An external mouse or keyboard.** You can use an external keyboard with a tablet—not with a laptop.
- A pencil or pen**
- The scratch paper** your proctor provided you. Write your full name at the top of each sheet.

**Put these items under your desk:**

- Power cord/portable charger.** But if you need to plug in during testing, you may.
- Food and drink.** You can eat and drink during the break but not in the test room (unless you have an approved accommodation).

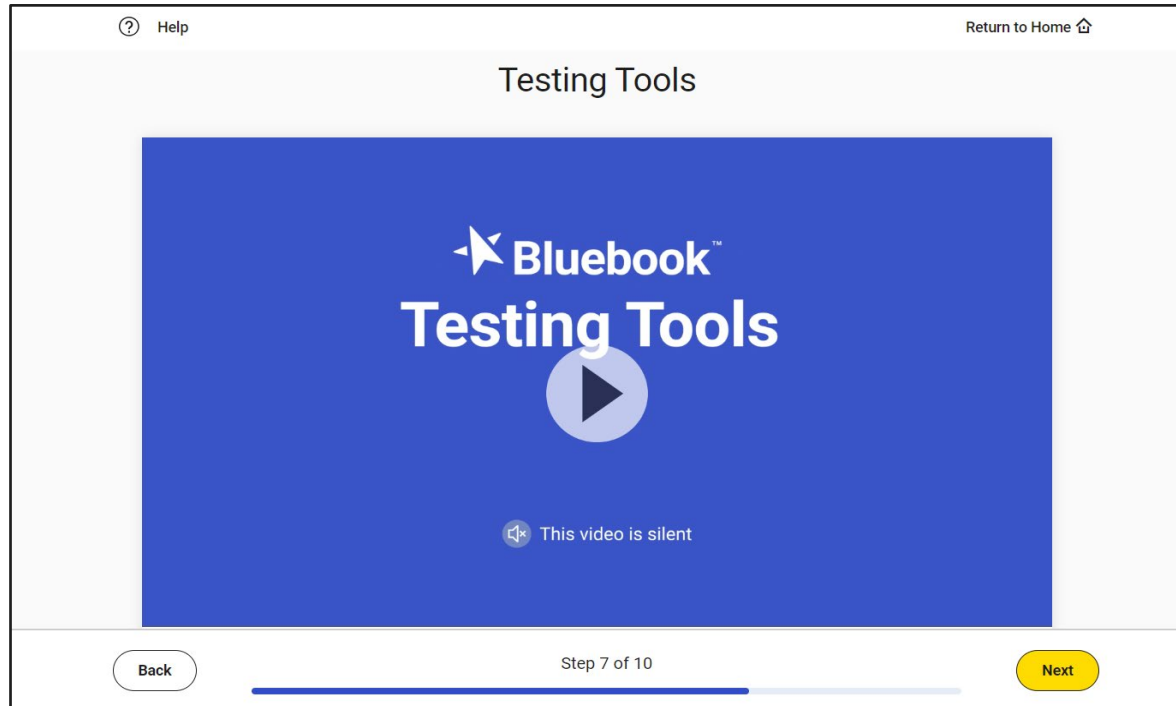
**Put these items in your bag:**

- Mobile phone, smartwatch, or any other devices** including cameras, recording devices, or timers. Your proctor may collect these items before testing.
- Notes, books, or any other reference materials**
- Headphones or earbuds** unless you have an approved accommodation.

Back Step 6 of 10 Next

# Student Test Day Experience Screen-by-Screen

## 5. Completing Check-in: Video reminder of in-platform tools and written “test overview”



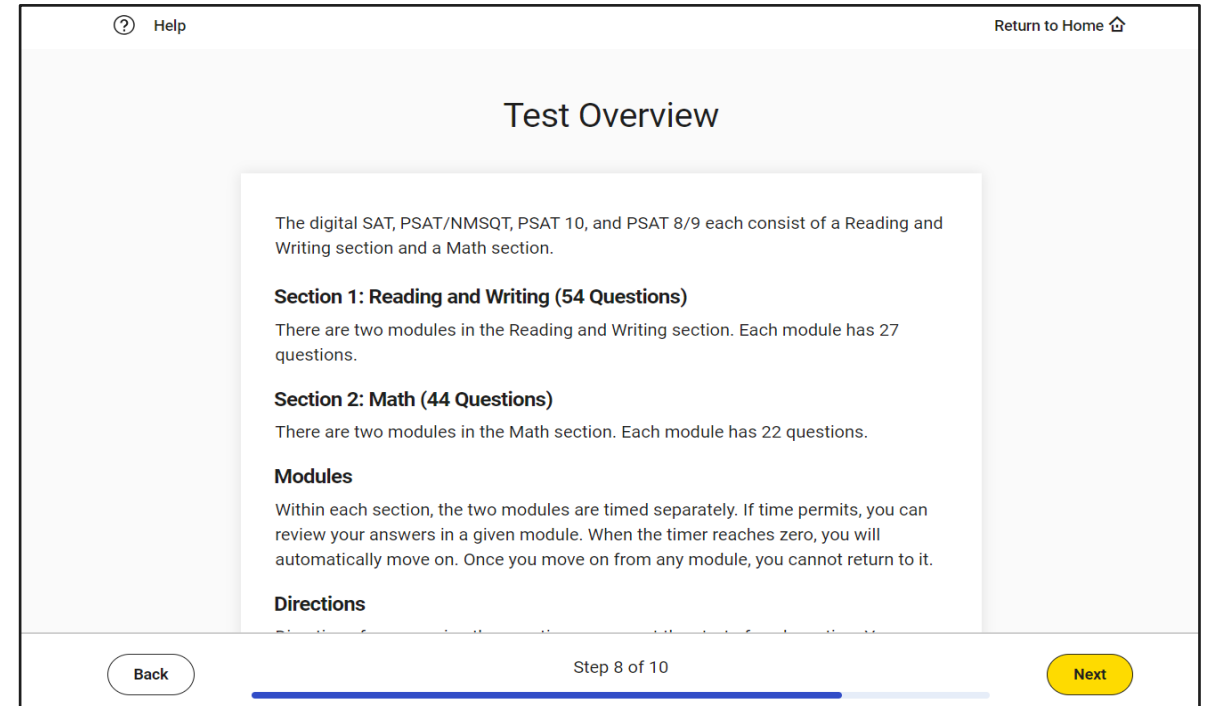
Testing Tools

Bluebook™  
Testing Tools

This video is silent

Step 7 of 10

Back Next



Test Overview

The digital SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 each consist of a Reading and Writing section and a Math section.

**Section 1: Reading and Writing (54 Questions)**  
There are two modules in the Reading and Writing section. Each module has 27 questions.

**Section 2: Math (44 Questions)**  
There are two modules in the Math section. Each module has 22 questions.

**Modules**  
Within each section, the two modules are timed separately. If time permits, you can review your answers in a given module. When the timer reaches zero, you will automatically move on. Once you move on from any module, you cannot return to it.

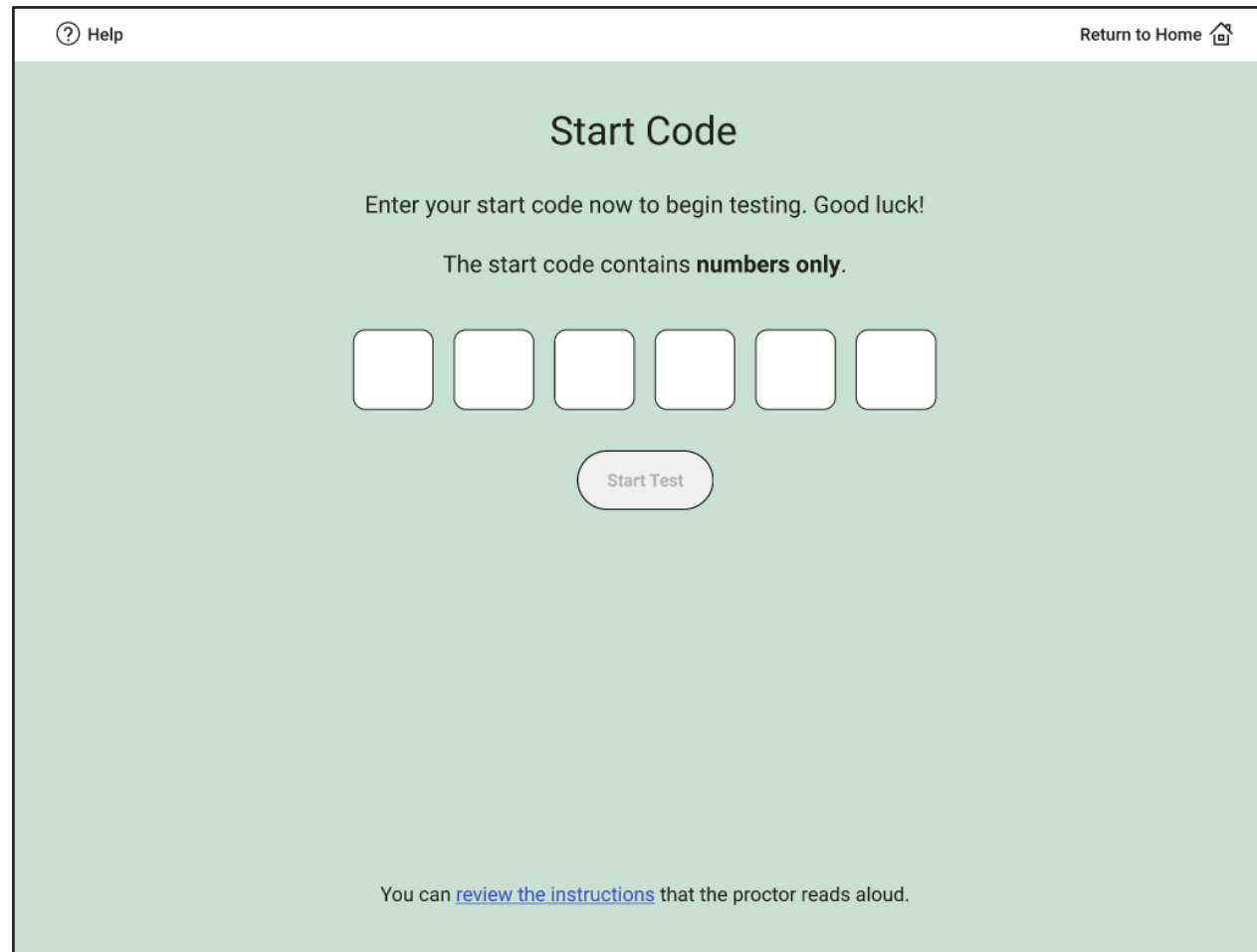
**Directions**

Step 8 of 10

Back Next

# Student Test Day Experience Screen-by-Screen

## 6. Enter proctor-provided start code



The screenshot shows a web interface for entering a start code. 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 'Start Code'. Below it, the text reads: 'Enter your start code now to begin testing. Good luck!' and 'The start code contains **numbers only**.' There are six empty input boxes arranged horizontally. Below the boxes is a 'Start Test' button. At the bottom of the screen, there is a link to 'review the instructions' that the proctor reads aloud.

# Student Test Day Experience Screen-by-Screen

## 7. Testing

Section 1, Module 1: Reading and Writing 30:27 99%

Directions ▾ Hide Annotate More

In the early 1800s, the Cherokee scholar Sequoyah created the first script, or writing system, for an Indigenous language in the United States. Because it represented the sounds of spoken Cherokee so accurately, his script was easy to learn and thus quickly achieved \_\_\_\_\_ use: by 1830, over 90 percent of the Cherokee people could read and write it.

1 Mark for Review

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

- (A) widespread
- (B) careful
- (C) unintended
- (D) infrequent

Caryn Isaacs Question 1 of 27 ^ Next

Section 2, Module 1: Math 34:06 99%

Directions ▾ Hide Calculator Reference More

1 Mark for Review

$4x + 6 = 18$

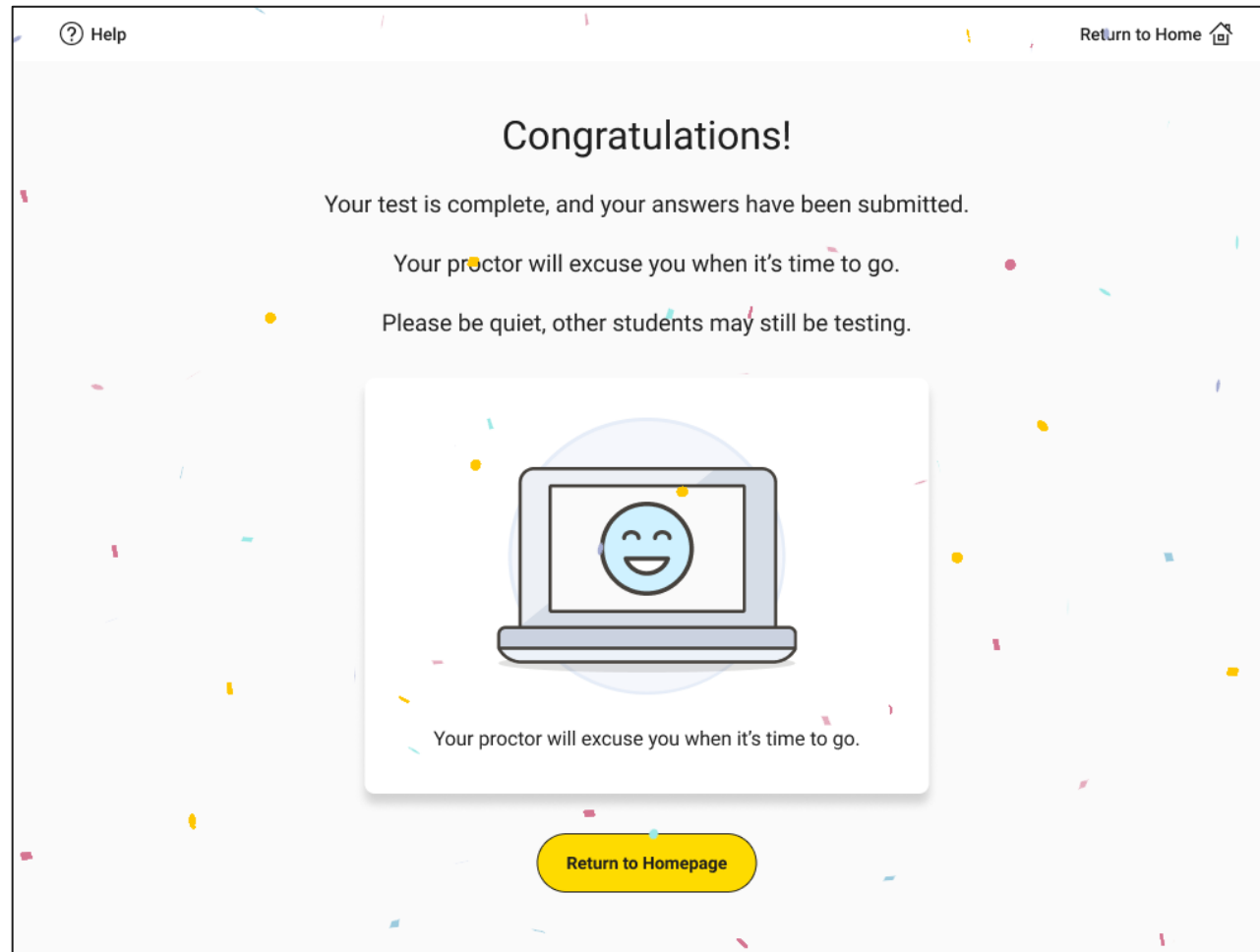
Which equation has the same solution as the given equation?

- (A)  $4x = 108$
- (B)  $4x = 24$
- (C)  $4x = 12$
- (D)  $4x = 3$

Caryn Isaacs Question 1 of 22 ^ Next

# Student Test Day Experience Screen-by-Screen

## 8. Submit Responses



# Physically Preparing Rooms, Staff, and Students



---

# Room Readiness

- All rooms **must**:
  - Be free from noise and distractions (silence bells and announcements, pause drills and construction; good classroom management inside the room and practiced by the hall monitors outside the room; avoid your own distraction with technology – proctoring requires an active presence throughout the room)
  - Be reasonably close to the restrooms
  - Have reasonable lighting, ventilation, and temperature
  - Have a board all students can see
  - Have electrical outlets or power strips (with particular attention to possible access needs during testing by students testing longer due to time and/or break accommodations)
- All rooms **must not**:
  - Have any form of instructional material visible (posters, maps, information on board except as directed by Test Day Toolkit for this test administration, etc.)
  - Be configured in a manner that impedes proctor monitoring whether by line of sight or moving around the room (e.g., poles, dividers, carrels)
- **Recommended**: a proctored “late room” to minimize make-ups without disturbing students already testing and a nearby “help room” with a technology monitor to receive students with more substantial tech needs

---

# Seating Requirements

- **No:**
  - Backless chairs
  - Seating less than 3 feet apart as measured by center-screen to center-screen
  - Writing surfaces that are not smooth and stable with a minimum writing surface of 12"x5" (30x38cm), including tablet-arm chairs (lapboards are not stable and therefore not permitted)
  - Students sitting around a table, regardless of shape, and no round tables
  - Sitting in language lab booths, study carrels, or at a non-computer lab partitioned/"divider-ed" desk/table
  - Computer lab partitioned/"divider-ed" desk that prevents proctor seeing student's testing device screen
  - Tripping hazards or overloaded circuits such as unsafe extension cord and power strip arrangements
  - Seating students in predictable or preferred patterns (e.g., alpha order, regularly assigned seats, near friends or as they came into room together, etc.)
- **Students must be seated so:**
  - They cannot easily see each other's screens (no direct lines of sight)
  - Proctors can move unimpeded amongst them and see students' screens while doing so
- **Recommended:** complete and retain a seating chart in case an irregularity occurs later during testing

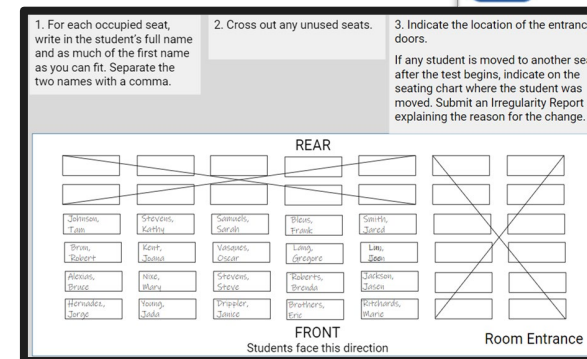
# Proctor Supplies

- **Required:**

- Personal sign-in ticket for each student assigned to the room (printed in advance from Test Day Toolkit)
- Wi-Fi name and password
- Minimum 3 sheets of scratch paper per student (only 1 per student needs to be distributed before testing)
- Sufficient extension cords and power outlets to meet room and seating requirements
- Individual print outs of translated test directions for each multi-lingual learner who needs one

- **Recommended:**

- A bin(s), bag(s), or large envelope(s) to hold prohibited devices collected in the testing room
- A seating chart completed/corrected after testing begins as a record in case an irregularity occurs during testing



---

# Students' Required & Permitted Items

- **Required:**

- Sign-in ticket
- 1 testing device
- Scratch paper provided by the proctor
- For multi-lingual learners, translated test directions provided by the proctor

- **Permitted on the desk:**

- Pen or pencil
- 1 approved calculator - optional (calculator covers must be kept under students' desks)
- External mouse and mouse pad
- External keyboard for tablets
- For multi-lingual learners, an approved word-to-word dictionary

- **Permitted under the desk:**

- Power cord
- Portable charger
- Backup testing device
- Backup calculator or batteries
- Snack or drink for use during the break, away from the testing area

---

# Prohibited Items

## Always Prohibited:

- Any item that would provide an unfair advantage or a way to record, photograph, or remove test content
- Putting the hood of a hooded shirt up during testing
- Having a brimmed hat out during testing (i.e., not just worn, but even not put away)

## Prohibited (from testing *and* breaks) without an accommodation:

- Phones, smartwatches, or other electronic devices in addition to testing device
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials other than those required or permitted for multi-lingual learners
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or separate timer

---

# Lunch and Nutrition Break Considerations

- Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section to enable them to consume nutrition.
- During this nutrition break students must:
  - Remain in the testing room (unless going to the restroom or the help room for technical support, if needed).
  - Consume any food or drink away from their desks and testing materials (plan accordingly for space).
  - Observe all other break rules (i.e., not discussing the test, no prohibited items, etc.).
- Testing locations may, but are not required, to provide nutrition for students.
- Commensurately, students may consume non-school provided nutrition, but this remains subject to all other rules regarding prohibited items (e.g., bags, wrapping, containers could not have been used as illicit “scratch paper”).

---

# Manuals & Guides

## Test Coordinator & Proctor Materials for Standard Testing and Testing with Accommodations

- PDFs
- Mostly focused on physically preparing rooms, staff, and students (this last topic of today's presentation, on which it is more detailed), not our focus of State Data Management System, Test Day Toolkit, and technical readiness with Bluebook.
- Available <https://portal.ct.gov/sde/student-assessment/sat/connecticut-sat-school-day/related-resources>

# Thank You!

