



# SAT/PSAT 10 CHECKLIST

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## 1. TECHNICAL READINESS

- Check network requirements
- Configure student devices
- Upload Bluebook to student devices
- Confirm test day staff access to Test Day Toolkit

## 2. TEST DAY STAFF

- Assign Tech Coordinator
- Assign Proctors (at least 1 per room recommended)
- Assign Room Monitors (1 per room recommended)
- Assign Hall Monitors (Recommended, as needed)
- Assign Tech Monitor
- Assign SSD Coordinator
- Confirm that *all* test day staff have updated/created a College Board Educator Account
- Confirm that *all* test day staff have access to Test Day Toolkit
- Confirm that *all* test day staff have completed LMS training by Friday, 3/28

## 3. BEFORE TEST DAY

- Create rooms in Test Day Toolkit
- Assign staff to rooms in Test Day Toolkit
- Create/print student rosters in Test Day Toolkit
- Create test day staff schedule
- Print student sign-in tickets
- Assign and staff "Help Room" (Having a specific "Tech Help Room" recommended)
- Assign and staff "Late Room"
- Create seating charts

- Student dismissal procedures (*Be sure to account for students with extended time. ALL students must sit for standard time*)

#### 4. ACCOMMODATIONS

- Confirm that all accommodations are accurate in Bluebook
- Force match accommodations as needed
- Create seating charts and room assignments (*STC and SSD Coordinator should work closely to create optimal seating arrangements based upon student need, especially extended time.*)

#### 5. ROOM READINESS (FOR EACH TESTING ROOM)

- Room is away from a noisy area
- Display Area (such as a whiteboard)
- All chair backs facing same direction
- Access to power strips/power supply
- No visible maps, charts, or teaching materials
- No round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers
- Tablet-arm chairs (if used) have a minimum writing surface of 12x15 inches
- Students are seated *at least* 3 feet from the center of their computer to the center of the next student's computer

#### 6. TEST DAY

- All test day staff in their room at least 15 minutes prior to testing
- Room assignments/rosters printed and displayed
- Student test tickets printed and in appropriate test room
- Test day staff schedule printed and posted
- Any necessary signage printed and posted i.e. Help Room, Late Room, Bathroom, etc.
- Scratch paper is available in all rooms (1 sheet per student)
- All test day staff have access to Test Day Toolkit
- All students have access to Bluebook





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SCHOOL NAME: \_\_\_\_\_

TEST DAY: \_\_\_\_\_

TEST TIME: \_\_\_\_\_

SCHOOL TEST COORDINATOR NAME: \_\_\_\_\_

SSD COORDINATOR NAME: \_\_\_\_\_

TECH COORDINATOR NAME: \_\_\_\_\_

TOTAL NUMBER OF ROOMS NEEDED: \_\_\_\_\_

TOTAL NUMBER OF PROCTORS NEEDED: \_\_\_\_\_

TOTAL NUMBER OF MONITORS NEEDED: \_\_\_\_\_

TOTAL NUMBER OF TEST DAY STAFF LAPTOPS NEEDED: \_\_\_\_\_

COMPUTER LAB USED FOR TESTING (Y/N): \_\_\_\_\_

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