



School Test Coordinator (STC) Training Part 2

Spring 2025 Digital SAT and PSAT 10

January 27, 2025



Agenda

- 1 Testing Window and SSD Deadlines
- 2 SDMS – New Features for Spring 2025!
- 3 Test Day Toolkit – New Features for 2025!
- 4 Digital Readiness Check
- 5 Planning for Test Day
- 6 On Test Day
- 7 Irregularity Reports
- 8 Training and Support
- 9 Resources

Testing Window

RIDE Spring 2025 Digital Testing Window

Tuesday, April 1 – Friday, April 25, 2025

- ✓ RIDE recommends that schools plan primary testing during the weeks of April 1-11 and reserve the week of April 21 to test absentees and retests due to irregularities.
- ✓ ALL testing must be complete by April 25.

APRIL 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Important Dates and Deadlines

Activity	Date
Welcome Email for Test Day Toolkit	February 3, 2025
Welcome Email for SDMS	February 4, 2025
Accommodations Deadline	February 10, 2025
LMS Opens	February 18, 2025

Test Day Toolkit – New Features!

Test Day Toolkit

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, 'Continue';
- Once selected, you can always click "switch" under your name at right to toggle between Test Sites and/or Administrations;
- Use the menu or the larger buttons with the blue text titles to navigate tasks.

*Access to Test Day Toolkit goes live on Feb. 3.

Test Day Toolkit

Choose a Test Administration

- You can access one test administration at one test site each time you sign in.
- We'll email you when each administration is available.

* = Required

Test Site *
Windsor Locks High School AI:070955

Role
Test Day Coordinator

Test Administration *
SAT School Day Spring 2024 Primary

Continue

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

Test Administration Tools

- Testing Rooms**
Add and edit rooms. View and adjust the list of assigned students.
- Test Day Staff**
Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.
- Student Roster and Check-In**
Check students in. View room assignments, accommodations, and other details.
- Print Sign-In Tickets**
Students need Bluebook sign-in tickets to take the test.
- Irregularities**
If something goes wrong, let us know what happened.

New options for adding Staff to Test Day Toolkit

The screenshot shows the 'Test Day Staff' management interface. At the top, the 'Staff' menu item is highlighted. A search bar is present with the text 'Search assigned staff'. Below the search bar, it says 'Displaying 15 results (0 selected)'. A table lists staff members with columns for Staff Name, Phone, Role, Room, Sign-in Success, and Toolkit Access. A dropdown menu for 'Add Staff' is open, showing options: 'Add Staff', 'Upload file', 'Select returning staff', and 'Add to table'.

Staff Name	Phone	Role	Room	Sign-in Success	Toolkit Access
<input type="checkbox"/> John Smith jsmith@aol.com	Work: +1 216 887 6555	Coordinator	Unassigned	● Unconfirmed for this administration	● Granted
<input type="checkbox"/> Abernathy, Kelsie isidro.braun@hotmail.com	Mobile: +1 212 687 9999	Room Monitor	Unassigned	● Unconfirmed for this administration	● Not granted
<input type="checkbox"/> Ambaye, Pushkar pambaye+proctor@collegeboard.org	Mobile: +1 217 987 9827	Proctor	Unassigned	● Unconfirmed for this administration	● Not granted
<input type="checkbox"/> Ernser, Emilio otto25@hotmail.com	Mobile: +1 212 687 9999	Proctor	Unassigned	● Unconfirmed for this administration	● Not granted
<input type="checkbox"/> Howe, Eduardo mercedes_smith0@hotmail.com	Mobile: +1 212 687 9999	Proctor	Unassigned	● Unconfirmed for this administration	● Not granted
<input type="checkbox"/> Johns, Kiera johns@yahoo.com	Mobile: +1 202 529 9023	Proctor	Unassigned	● Unconfirmed for this administration	● Not granted

A test coordinator will be able to upload staff from CSV (new), add staff from staff inventory (available now) and manually add staff (available now).

Import Staff into Test Day Toolkit

Upload File

1 Prepare File 2 Check File Format 3 Check Data Format

Download the template and add staff data. [Download CSV Template](#)

Requirements +

Tips +

Upload your file. [Browse for your file](#)

A test coordinator will now be able to upload a .csv file of staff information into Test Day Toolkit.

	A	B	C	D
1	First Name	Last Name	Email	Phone
2				
3				

Utilize Staff Inventory (existing feature)

× Select Returning Staff From List

Search assigned staff

Displaying 1-30 of 59 results (0 selected)

Show 30 | 60

	First Name^	Last Name^	Email	Phone	Role
<input type="checkbox"/>	Coord	AnotherTest	another2222@yahoo.com	• Mobile: +17035551111	Proctor
<input type="checkbox"/>	Staff	Automation Test	autofake@collegeboard.org	• Mobile: +1 202 555 1234	Proctor
<input type="checkbox"/>	Staff	Automation Test Coordinator	auto+4@collegeboard.org	• Mobile: +1 202 555 1234	Coordinator
<input type="checkbox"/>	Staff	Automation Test Hall Monitor	auto+6@collegeboard.org	• Mobile: +1 202 555 1234	Hall Monitor
<input type="checkbox"/>	Staff	Automation Test Proctor	auto+5@collegeboard.org	• Mobile: +1 202 555 1234	Proctor
<input type="checkbox"/>	Nate	Cheng	tesfsa@test.io	• Mobile: +19495823721	Coordinator
<input type="checkbox"/>	December	Eighteen	dec18@yahoo.com	• Mobile: +17035551111	Proctor
<input type="checkbox"/>	F	Kim	fkim+test1@collegeboard.org	• Home:	

Add Selected Staff

A test coordinator will continue to be able to add staff from staff inventory.

Options for Adding Rooms

The user interface for adding rooms has been updated to make it easier and quicker to add rooms.

Test Day Toolkit

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

Hi,
Test Automation In-School SAT
BUFORD HIGH SCHC

All Rooms

Search All Rooms

Displaying 25 results

Room Name ^	Testing Groups	Staff	Seats Taken
Abbie room	-	Coordinator: New Coordemail	<input type="text" value="0/20"/>
asdf	-	-	<input type="text" value="0/10"/>
Basket Ball Court	A1:	● Proctor: Click to add	<input type="text" value="1/100"/>
Blah	-	-	<input type="text" value="0/100"/>
Cafeteria	A1:	-	<input type="text" value="0/120"/>
Capacity	-	-	<input type="text" value="0/2000"/>
Kristen Room	T1:	-	<input type="text" value="0/50"/>

Add Rooms ^

- Reuse rooms
- Create new rooms

Utilizing Room Inventory

Test coordinators will continue to be able to import rooms from prior administrations from the room inventory. **New this spring** – active administrations will also be available, allowing them to copy rooms across their current SAT SD and PSAT 10 administrations.

The screenshot displays the 'Test Day Toolkit' interface. The main area is titled 'All Rooms' and includes a search bar labeled 'Search All Rooms'. Below the search bar, it states 'Displaying 4 results' and shows a table with the following data:

Room Name ^	Testing Groups
Datagen Room ID:677	S1: Standard Time
dev test	-
ep test	S1: Standard Time
Kristen Room	-

Below the table, there is a 'Hall Monitors' section with a link '+ Click to assign hall monitors' and a list containing 'Terrell Marks'. At the bottom of this section, it says '0 more hall monitors recommended'.

An overlay modal titled 'Choose an Administration' is open on the right. It features a dropdown menu with the text 'Save time by using rooms you already created:' and a search input field containing 'Choose an administration -'. The dropdown menu is open, showing a list of administrations: '- Choose an administration -', '2024 - PSAT 10 2024-2025 Smoke Test Primary', '2024 - PSAT 10 Spring 2024 Primary', '2024 - PSAT 8/9', and '2024 - SAT School Day Spring 2024 Primary'. At the bottom of the modal, it displays 'Total: 0 seats in 0 rooms' and a 'Save' button.

Manually adding new rooms

A test coordinator can manually add new rooms (room name and capacity) to Test Day Toolkit. The user interface has been updated to make it easier to enter rooms consecutively in a table.

The screenshot displays the 'Test Day Toolkit' interface. On the left, the 'All Rooms' section shows a search bar and a table with 5 results. The table has columns for Room Name, Testing Groups, and Staff. The right side shows a 'Create New Rooms' modal with a table for adding new rooms. The modal includes a search bar, a table with columns for Room Name and Capacity, and an '+ Add Row' button. At the bottom of the modal, it shows 'Total: 0 seats in 0 rooms' and an 'Add Rooms' button.

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

All Rooms

Search All Rooms

Displaying 5 results

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

Hall Monitors

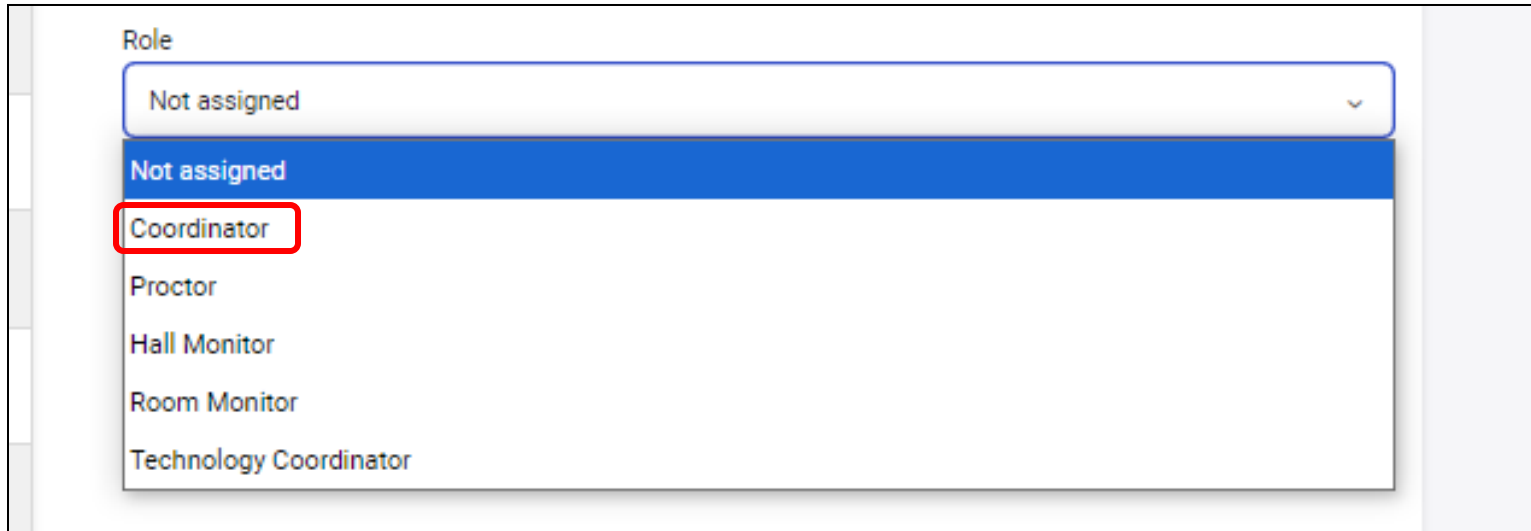
+ Click to assign hall monitors

- Jason McArtor

Total: 0 seats in 0 rooms

Add Rooms

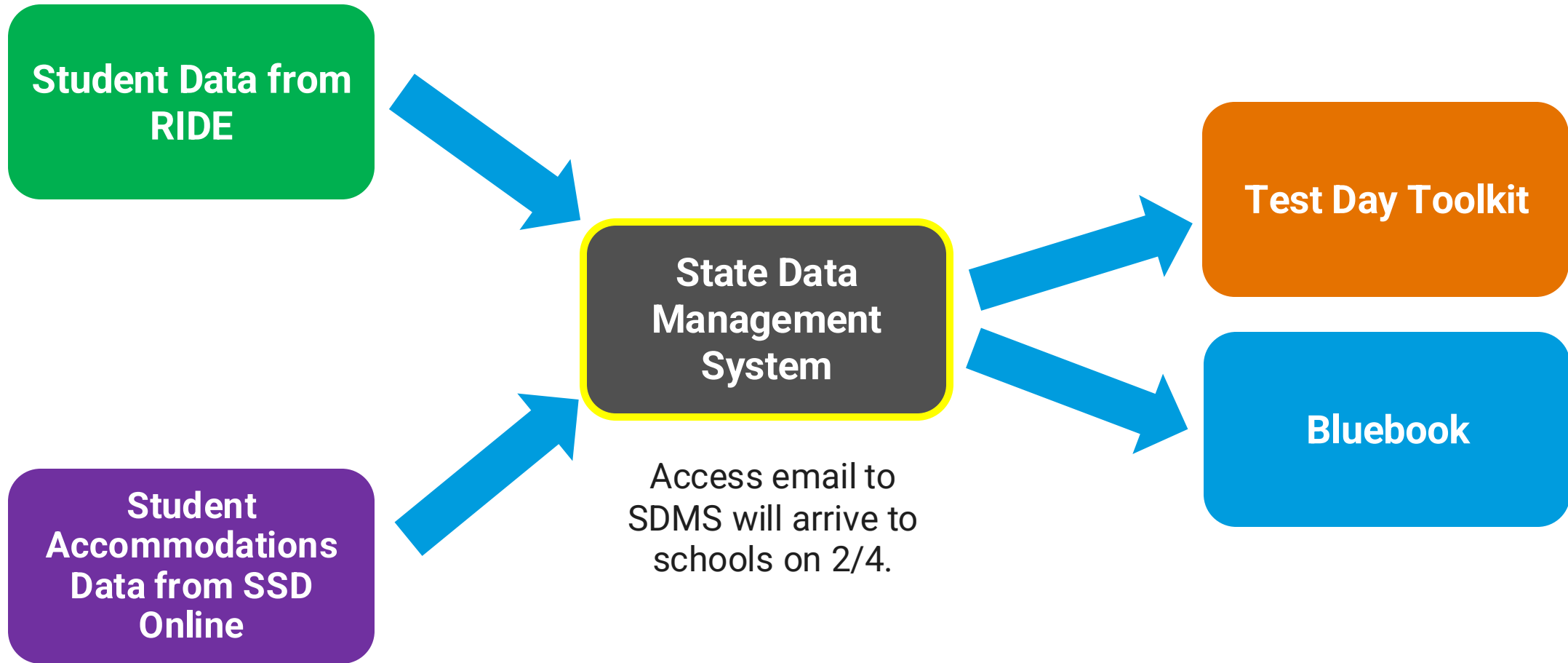
Self-Service: Adding Additional Test Coordinators



A test coordinator will now be able to add an additional test coordinator as a role in Test Day Toolkit for in-school administration. This will allow them to add backup coordinators without requiring a call to Customer Support.

State Data Management System – New Features

State Data Management System (SDMS)



Access the State Data Management System (SDMS)

From My Dashboard, users choose **State Data Management System**.

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

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

If they did not receive a Welcome email, we ask that they contact College Board's Customer Service Helpline for their state.

The screenshot shows the 'My College Board Professional Account' dashboard. The 'My Tools And Services' table is as follows:

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

*Dates in red are close to expiring. Select [Edit](#) to update.

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

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

SDMS Welcome Email

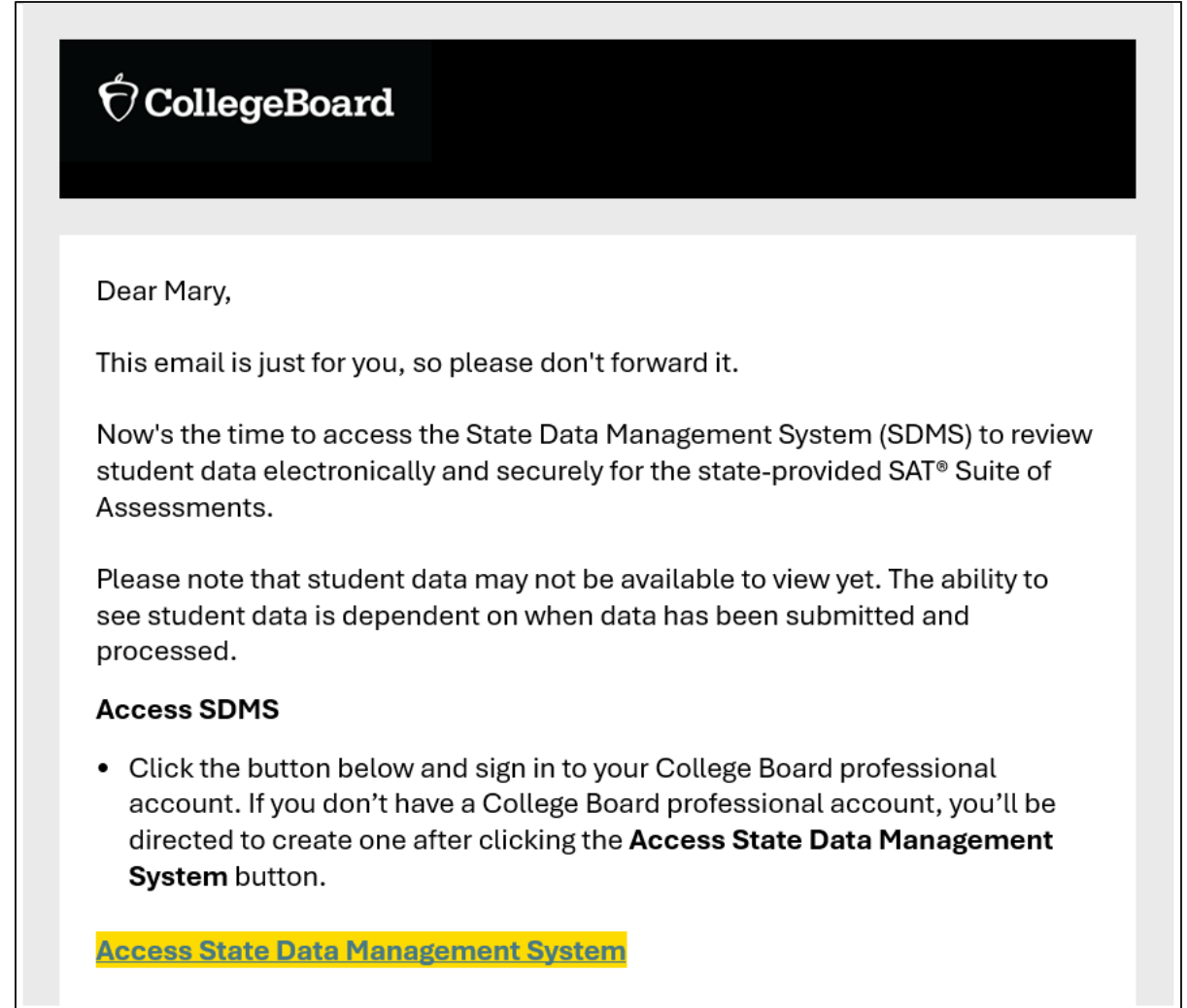
SDMS users will receive a welcome email on February 3rd, 2025.

This email will come from e.collegeboard.org.

Users can click on the link in the email to access SDMS.

This email should not be forwarded, as it states in the first sentence.

If you do not have a College Board account, the link will prompt the creation of an account first.



Using the State Data Management System (SDMS)

- Districts and schools will be granted access to SDMS on February 4.

	District Assessment Coordinator (and backup)	School Test Coordinator (and backup)	School SSD Coordinator (and backup)	School Tech Coordinator
Student Records	View	View	View	View
Waive Accommodations/Force Match	Edit	Edit	Edit	View

RIDE will upload a new enrollment file to SDMS daily around 7AM ET.

Home Page Dashboard – Additional Metrics

In late February 2025, five additional metrics will appear on the SDMS Home page, providing insight into **Retest** and **Not Tested** statuses as well.

SDMS HOME PAGE

SAT School Day View Student Roster

Fri, 14 Mar 2025 15:44:06 GMT - Last bulk data or student record updated

State
ST

Total Schools with Students Uploaded 1,000	Total Students Uploaded 100,000	Total Registration By Grade 11th 100,000 Students
Total Exam Setups Complete 94,667	Total Tests Started 94,667	Total Tests Completed 5,333
Total Retests Scheduled 122	Total Retest Exam Setups Complete 0	Total Retests Started 0
Total Retests Completed 0	Total Students Not Tested 0	

Waiving Accommodations and Force Matching SSD IDs in SDMS

Waiving Accommodations in SDMS

Students can waive all or part of their approved accommodations for spring 2025 SAT or PSAT 10.

Note: Waiving accommodations for spring testing does not affect the student's SSD Online profile.

Example: A student is approved for extra breaks and up to time and one-half. After a conversation with the student and their family, they have decided that they just want the extra breaks with standard time for spring SAT. The SSD Coordinator logs the conversation locally via their own process.

The coordinator then logs into SDMS and waives the up to time and one-half for this student's SAT registration. The test package is re-provisioned within two business days, and when the student logs into Bluebook to take the SAT, they will see only Extra Breaks as their approved accommodation. The student still has Extra Breaks and Up to Time and One-half approved in SSD Online for all other College Board tests, such as AP.

Waive Accommodations

The screenshot shows a student profile in the SDMS system. At the top, there are action buttons: Delete, Within District Transfer, Release, Reset, and Save. The 'Save' button is highlighted with a red box. Below these buttons, the student's information is displayed: Date Of Birth (11/06/2005), Grade (10th Grade), Gender (Another), and Home School Indicator (unchecked). The SSD ID is 2306468442, with a note that it has been force matched. The 'Accommodations' section is highlighted with a red box and contains two toggle buttons: '(007) Math: Time and one-half (+50%) WAIVED' (checked) and '(020) Other: Extra / Extended Breaks' (unchecked). Below the accommodations, the 'Waive Accommodations' checkbox is checked.

Login to SDMS and find the student by searching the name or student ID in Roster or Manage Students.

Expand the student profile and use the toggle buttons next to the accommodations to waive the accommodations.

Press the blue Save button to apply the change.

Note: If a student changes their mind, you can use the toggle button to reinstate that accommodation for the Spring 2025 administration – it can take up to 2 business days to re-provision a test package.

Force Matching SSD IDs to Registrations

- For most students with accommodations, their registration will automatically be matched to their accommodations in SDMS. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.
- However, because they come from two different sources, in some situations, these records are not able to be matched. This may happen if, for example, the student's name is different in SSD Online from the name provided in the student's test registration.
 - The functionality to force match SSD IDs in SDMS makes it easy for School Test Coordinators, and SSD Coordinators 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 and coordinator can call the Rhode Island SAT School Day Support at 1-866-609-2205 to find out the SSD ID.

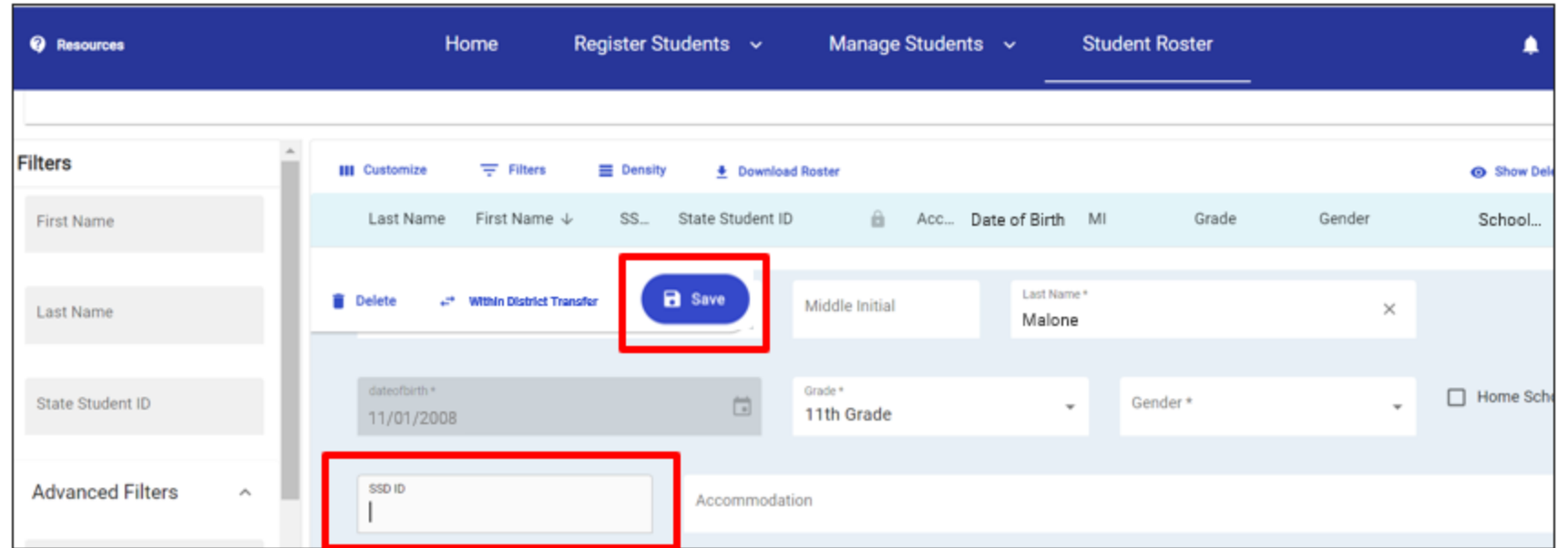
Force Match Accommodations

In the student's detailed record, users locate the SSD ID field.

Enter the student's SSD ID number into this field.

After the number is entered, the save button will appear in blue.

Click the blue Save button.

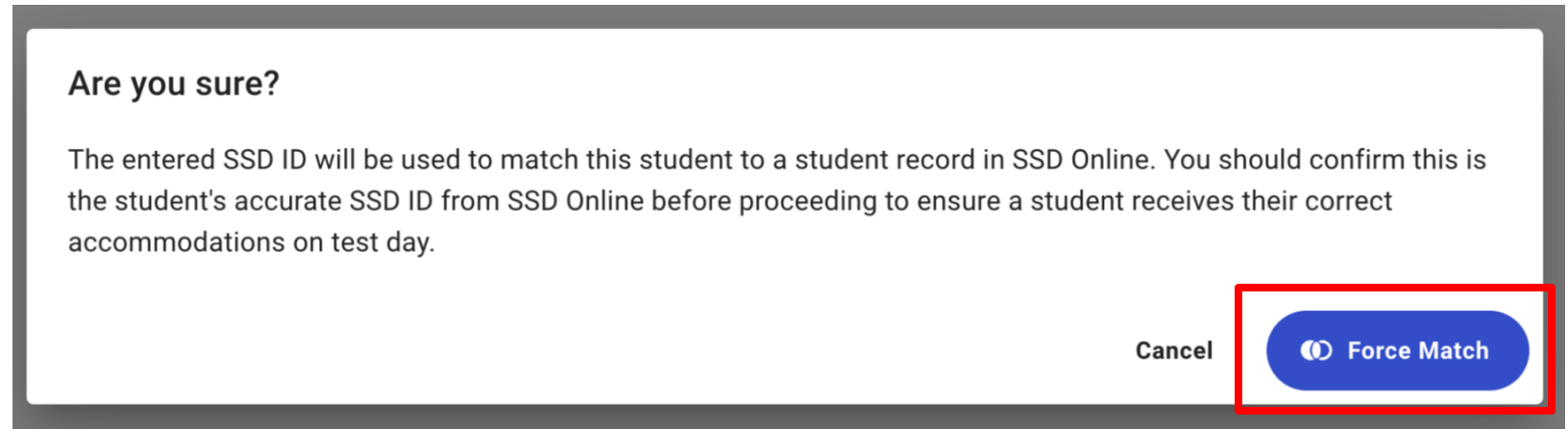


The screenshot shows a web application interface for managing student records. The top navigation bar includes 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main content area is titled 'Filters' and contains a form for editing a student's record. The form includes fields for 'First Name', 'Last Name', 'State Student ID', 'dateofbirth' (11/01/2008), 'Grade' (11th Grade), and 'Gender'. A 'Save' button is highlighted with a red box, and the 'SSD ID' field is also highlighted with a red box. The 'SSD ID' field is currently empty, and the 'Save' button is blue, indicating it is active.

Accommodations Management Tools – Force Match

Users receive a popup asking them to confirm that the SSD ID number they have entered for this student is accurate.

After they've confirmed this, they click the blue **Force Match** button.



Matched SSD ID

Once the matching SSD ID is completed, the 10-digit SSD ID number will display in the student profile.

The screenshot shows a web application interface for managing students. The top navigation bar includes 'Resources', 'Home', 'Register Students', 'Manage Students', and 'Student Roster'. The main content area is titled 'Filters' and contains a form for editing student information. The form includes fields for 'Last Name', 'First Name', 'SS...', 'State Student ID', 'Middle Initial', 'Last Name *' (with value 'TestFifteen'), 'dateofbirth *' (with value '01/11/2005'), 'Grade *' (with value '11th Grade'), 'Gender *', and 'SSD ID' (with value '7738675309'). There are also buttons for 'Delete', 'Transfer', 'Reset', and 'Save'. A 'Home Sch' checkbox is visible on the right side of the form.

Spring 2025 Updates – Accommodations & Supports

- Embedded Text to Speech
- Ending Extended Time Early

For more information about SSD Online and Accommodations, please visit the RIDE Assessment webpage for the recorded webinar and deck from the December SSD and Accommodations training.

Bluebook's Embedded Text to Speech (TTS)

Embedded Text to Speech:

- Appears as an embedded toolbar with basic controls: play, pause, speed, volume, select a voice (2 available, male or female)
- Highlight the spoken sentence
- Include 'start from the top' or 'select sentence' to speak
- Read math questions, tables, images, and graphs (short description)
- Be available on all set up, check in, and directions pages
- Be available as an option on test previews and full-length practice tests
- Reads essay responses where applicable (but not highlight)
- Does not require internet connection to function
- Not increase download size or bandwidth requirements

Embedded Text-to-Speech

Available now for enabling in practice SAT/PSAT tests in Bluebook!

Reading: Extended Time ⓘ
Select ▾

Math: Extended Time
Select ▾

Breaks

Extra Breaks ⓘ

Extended Breaks ⓘ

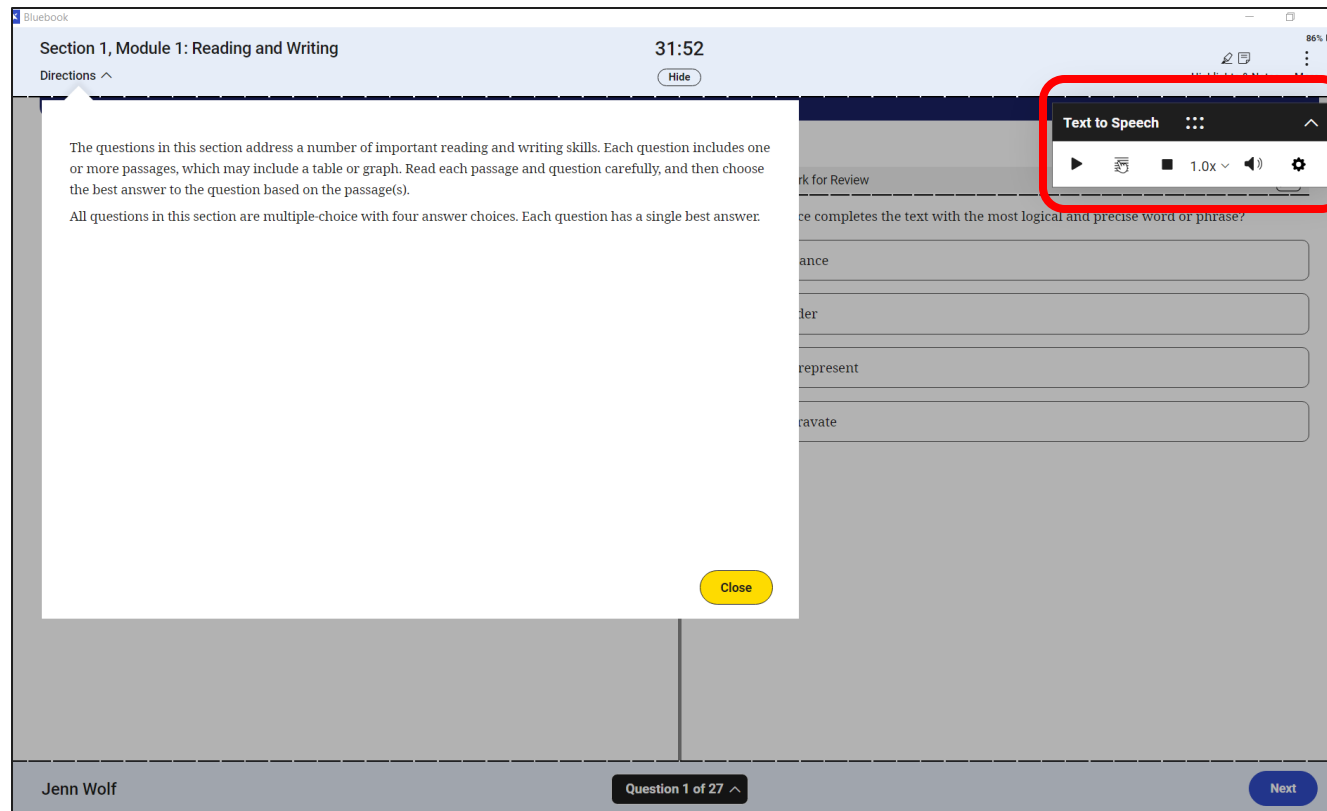
Breaks as Needed ⓘ

Other

Raised Line Drawings ⓘ

Text to Speech (embedded)

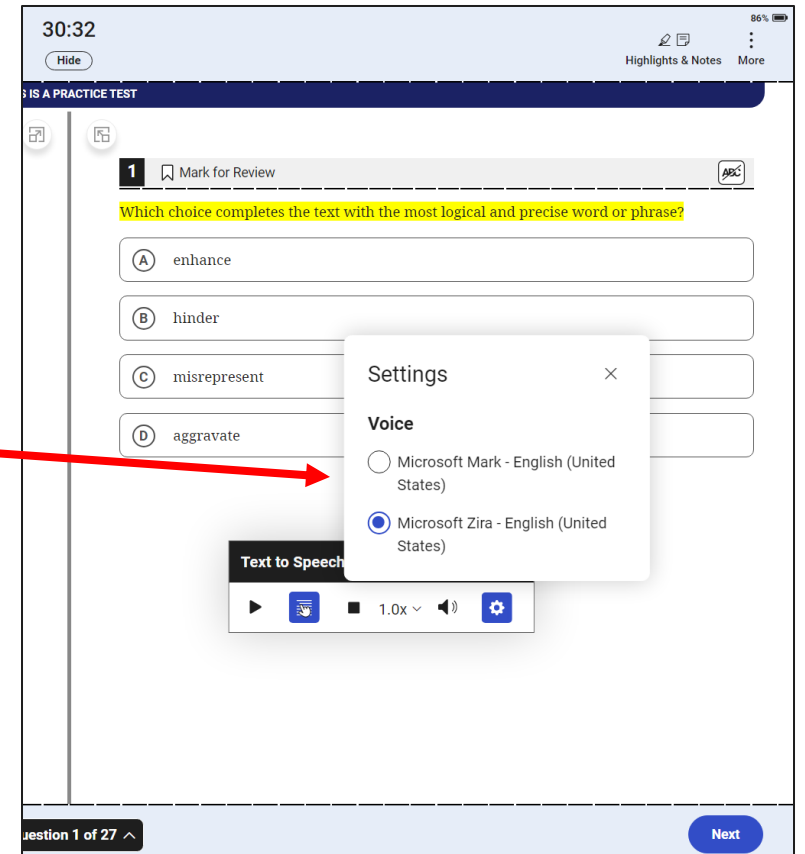
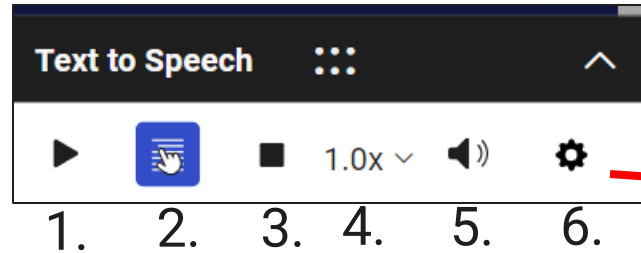
If you want to print out a practice test you can find them at cb.org/practicepdf.



Embedded Text-to-Speech Features

Settings

1. Play All/Pause
2. Play from Anywhere
3. Stop
4. Adjust speed – from .5x – 2x
5. Volume
6. Settings – Voices – Mark/Zira



Ending Extended Time Early

Ending Extended Time Early

- Applies to all variations of extended time, state-allowed accommodations, and EL time and one-half support for multilingual learners.
- Applies to provisional accommodations (ex. extended time automatically added to a test taker approved for screen reader)
- Student must sit at a minimum for standard time for each module.
- Student will be able to move ahead at the module level, for each module (including SAT Essay) until submission
- Student can't go back once they've moved forward into the next module, even if time was remaining.
- Break times will not change (including extra breaks and nutrition break).
- Students will be required to take full break time.
- Students approved for multi-day testing will still test over two or more days. Division of sections/days will be the same.

Updates to accommodation display names

- Student accommodations will now read “Up to” their amount of approved extended time on their test card and during the exam setup and check in flows.
- Available now in full length practice tests!

Practice Test *

PSAT 8/9 Practice 1

Accommodations and Supports

I will be testing with accommodations

Note: Selecting a testing accommodation here does not mean you will receive it on test day. [Need more info about testing accommodations?](#)

Reading: Extended Time ⓘ

Reading: Up to Time and one-half (+50%)

Math: Extended Time

Math: Up to Time and one-half (+50%)

Bluebook Sofia Aguilar

Hi, Sofia! 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:

- Reading: Up to double time (<+100%)
- Math: Up to double time (<+100%)
- Breaks: as needed

[Hide -](#)

On test day, don't wait for your proctor. Check in right away. [Check In Now](#)

Help Return to Home

Confirm Your Personal Information

First and Last Name: Sofia Aguilar

Accommodations: Up to double time (<+100%)

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

Is this information correct?

Yes No

Back Step 1 of 12 Next

End of Module Review Screen

- The “Next” button will only display for students approved for extended time.
- The “Next” button will remain inactive until standard time for the module has been reached.
- If a user hovers over the “Next” button, they will see a tooltip providing guidance as to when it will be active.

Section 1: Reading and Writing 42:08

Directions ▾ Hide Highlights & Notes More

Check Your Work

Look over your work, go back to questions you marked for review, and answer any questions you skipped. Remember: there's no penalty for guessing.

When the timer reaches zero, you'll automatically move on.
Please stay seated and remain quiet.

Section 1: Reading and Writing Questions Unanswered For Review

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27			

Sofia Aguilar

Back Next

You can move on when the timer reaches [32:00].

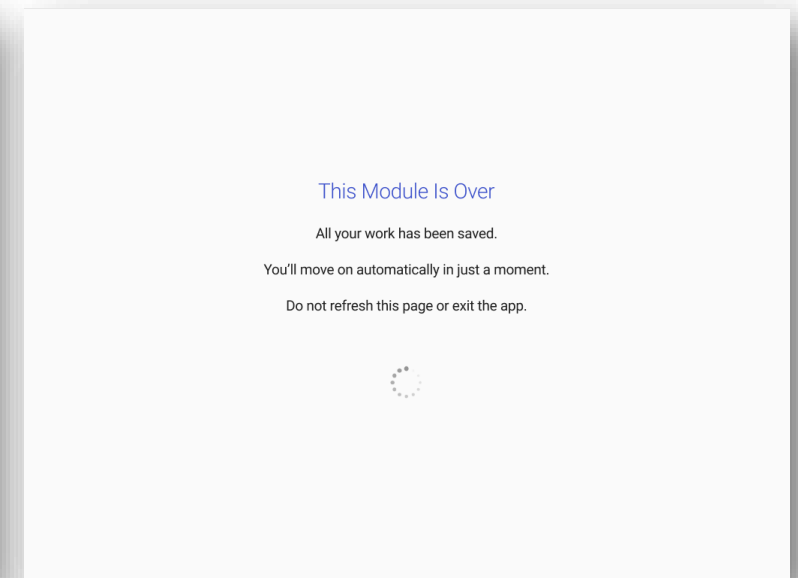
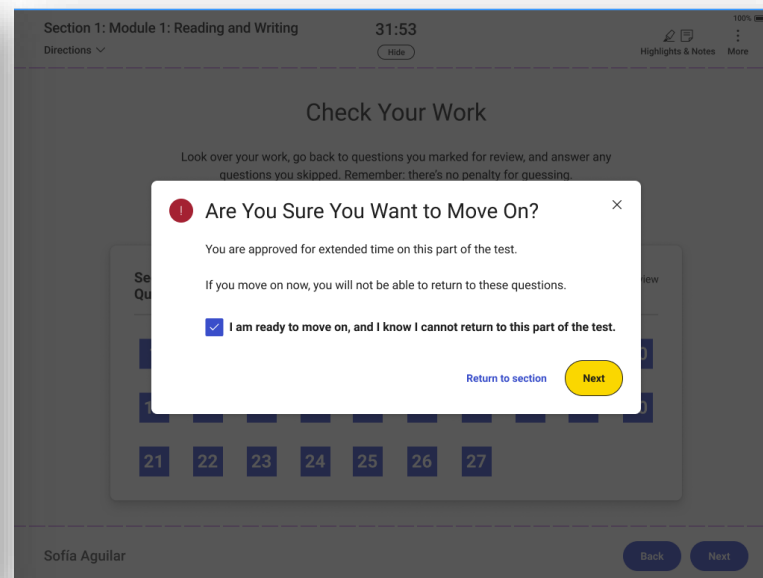
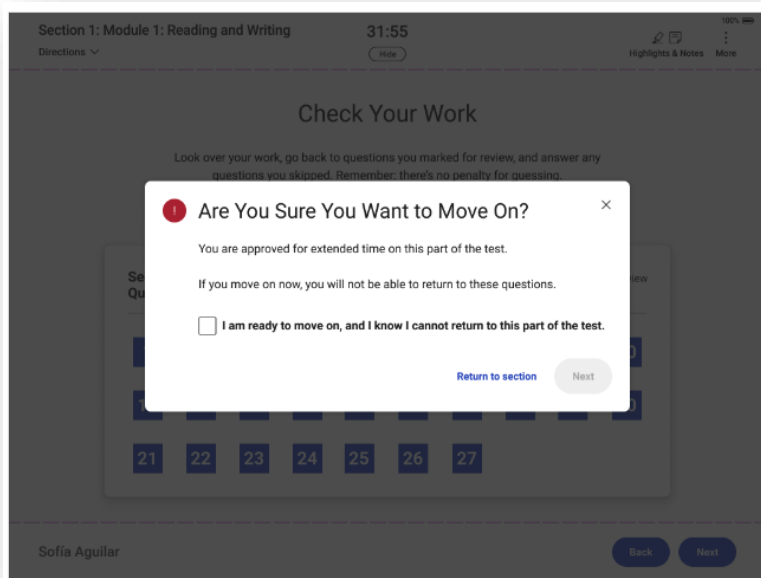
End of Module Review Screen

- When standard time has been reached, the “Next” button becomes active.

The screenshot displays the 'End of Module Review Screen' for 'Section 1: Reading and Writing'. At the top, the section title and a timer showing '32:00' are visible. Below the timer is a 'Hide' button. On the right side, there are icons for 'Highlights & Notes' and 'More', along with a battery indicator showing '100%'. The main heading is 'Check Your Work', followed by instructions: 'Look over your work, go back to questions you marked for review, and answer any questions you skipped. Remember: there's no penalty for guessing.' Below this, it states 'When the timer reaches zero, you'll automatically move on. Please stay seated and remain quiet.' A central box titled 'Section 1: Reading and Writing Questions' contains a grid of question numbers from 1 to 27. The grid is organized as follows: Row 1: 1-10; Row 2: 11-20; Row 3: 21-27. To the right of the grid are two filters: 'Unanswered' (represented by a dashed box icon) and 'For Review' (represented by a red flag icon). At the bottom of the screen, the user's name 'Sofia Aguilar' is shown on the left, and two buttons, 'Back' and 'Next', are on the right. The 'Next' button is highlighted with a red rectangular border.

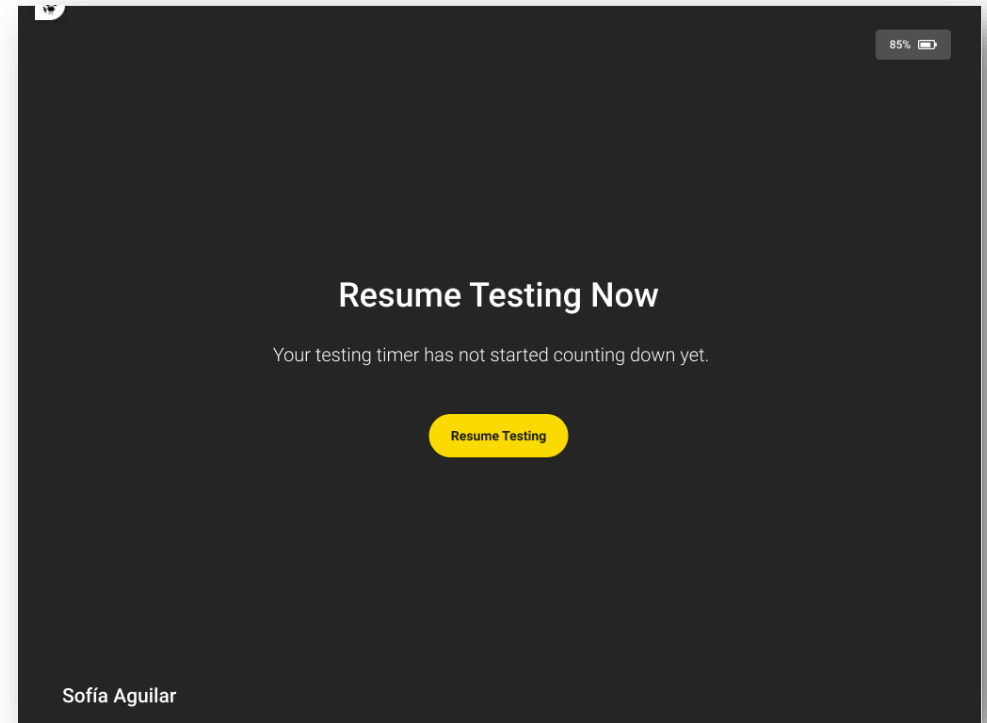
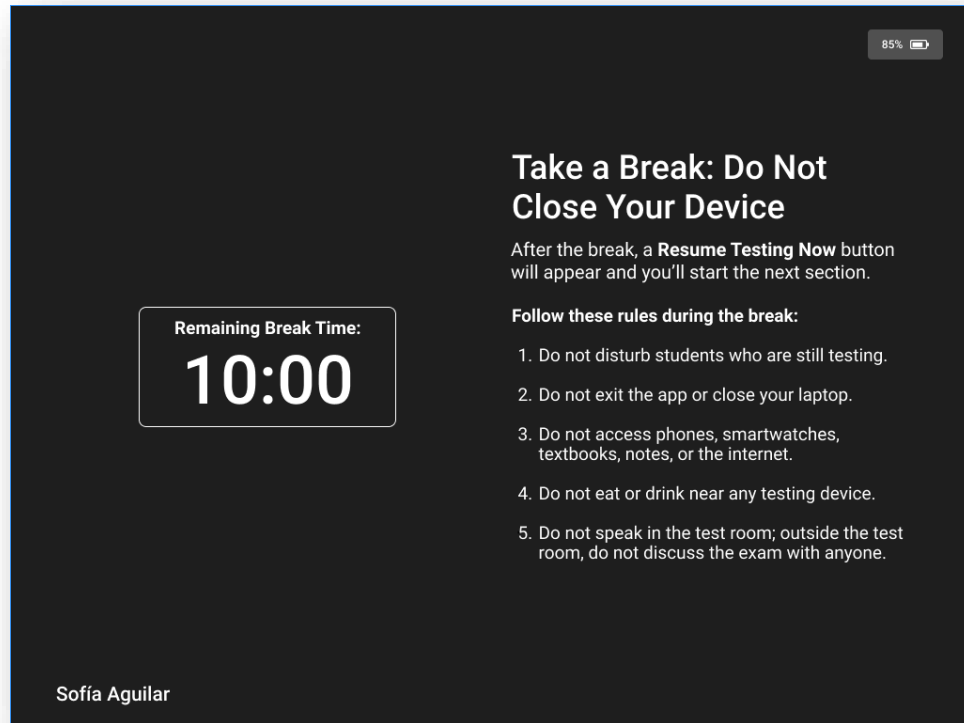
Confirmation Screen

- When the student clicks “Next”, they will need to confirm their understanding that they cannot return to the previous module if they opt to move forward.
- If they check the box and click “Next”, they will proceed to the end of module screen and rejoin the existing flow.



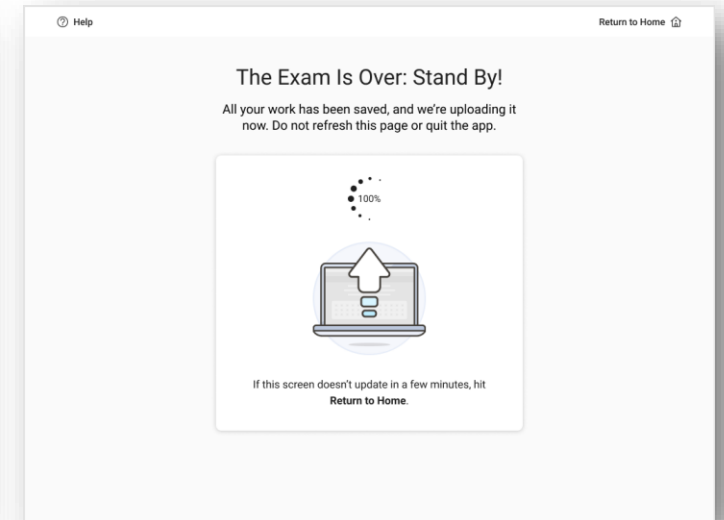
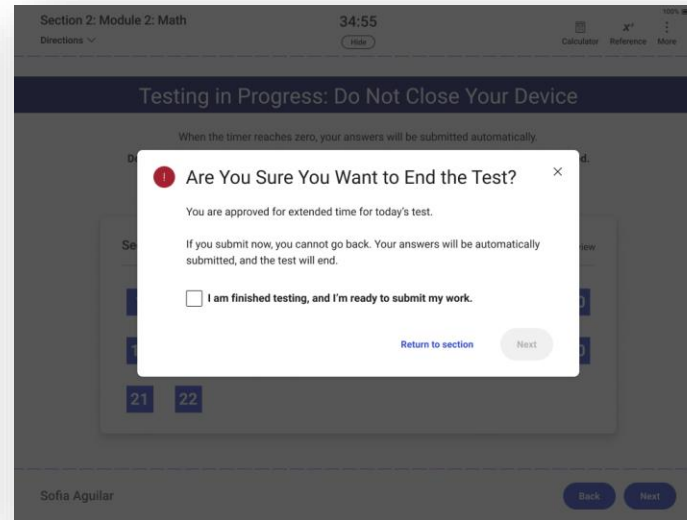
Break Screens

- There are no changes to the break screens.



End of Module/End of Test Review Screen

- The final review screen follows a similar pattern: Next button visible for students with extended time that becomes enabled when standard time has been reached.
- The confirmation flow includes slightly different language indicating it is the end of the test.
- After clicking **Next**, the student will flow through the existing results submission screens including the Congratulations (confetti) screen.



Planning for Test Day

New: SAT/PSAT 10 RIDE Checklist – Spring 2025

Printable checklist to ensure that all test day readiness activities have been done.

Planning document for new coordinators.

'Receipt' of test day planning for future.

Specific to Rhode Island SAT/PSAT 10.



SAT/PSAT 10 CHECKLIST

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 (*1 per room*)
- Assign Hall Monitors (*# recommendation*)
- Assign Tech Monitor
- 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

Test Coordinator Pre-Test Tasks in Test Day Toolkit

Complete the following before testing each event (i.e., SAT, PSAT 10, Retests)

1. Log in to Toolkit, select your school, and test 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
(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)

Room Readiness

Preparing the test rooms

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



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

Help Room

- The Help room should be staffed with personnel who are prepared to help students with troubleshooting issues.
- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out, and extra charging cords and power strips.
- A copy of the Technical Troubleshooting Guide, as well as the phone number for Customer Support, should be provided for Help Room staff, as well.



Late Room

- If there is an extra room and proctor available, it is recommended to add a late room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to that proctor's room.
- If no late room is available, those students would need to be scheduled for another day within the testing window.

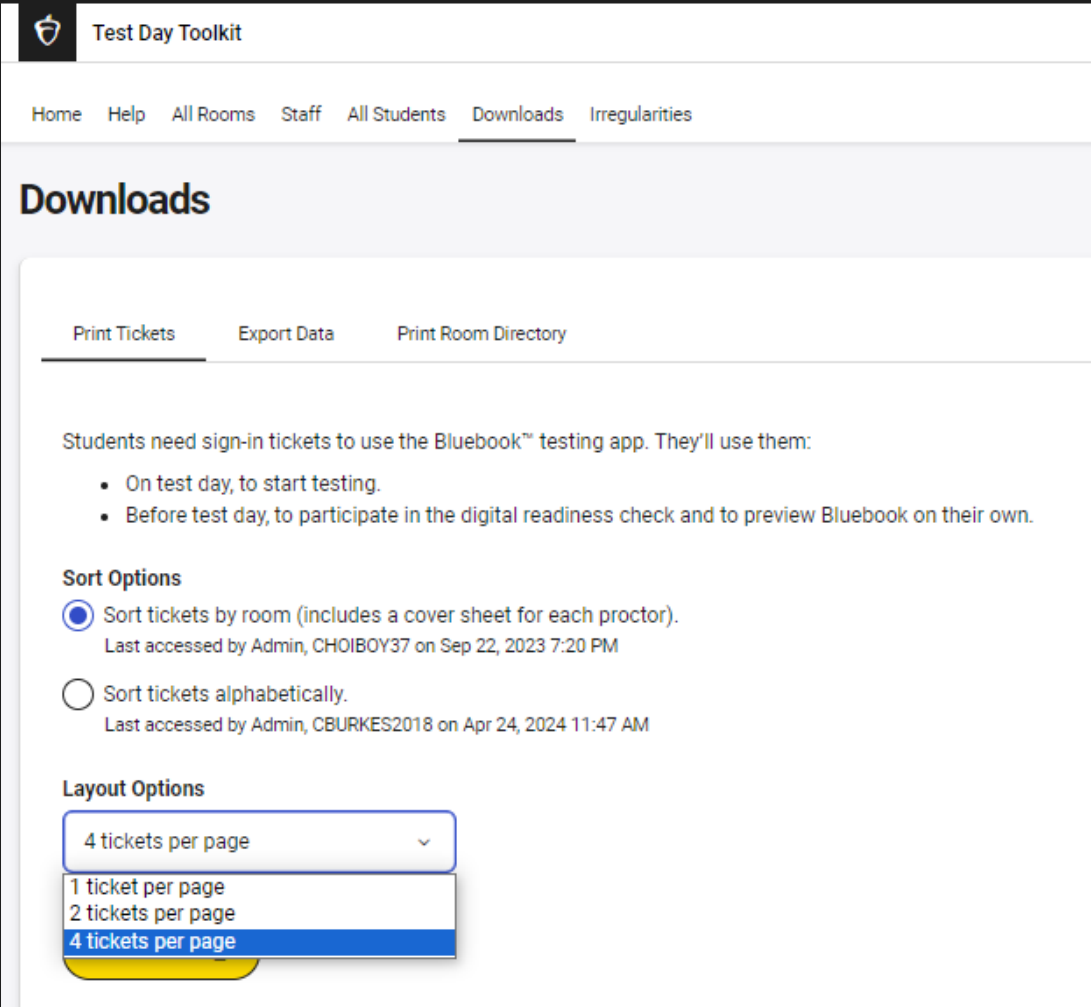


Printing Test Tickets

Test Day Toolkit Updates: Printing sign-in tickets





To print sign-in tickets for Digital Readiness Check and for Test Day, STCs will be able to print student sign-in tickets 1, 2, or 4 per page.



Note: Test tickets are not considered secure test material and should be given to the students after DRC to keep for practice. A fresh set of test tickets should be prepped for test day.




The screenshot shows the 'Test Day Toolkit' interface. At the top, there is a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Downloads, and Irregularities. The 'Downloads' section is active, showing three options: 'Print Tickets', 'Export Data', and 'Print Room Directory'. Below this, a message states: 'Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:' followed by a bulleted list: 'On test day, to start testing.' and 'Before test day, to participate in the digital readiness check and to preview Bluebook on their own.' Underneath, there are 'Sort Options' with two radio buttons: 'Sort tickets by room (includes a cover sheet for each proctor). Last accessed by Admin, CHOIBOY37 on Sep 22, 2023 7:20 PM' (which is selected) and 'Sort tickets alphabetically. Last accessed by Admin, CBURKES2018 on Apr 24, 2024 11:47 AM'. Finally, there are 'Layout Options' with a dropdown menu currently set to '4 tickets per page'. The dropdown menu is open, showing three options: '1 ticket per page', '2 tickets per page', and '4 tickets per page' (which is highlighted in blue).

Test Day Toolkit Updates: Printing sign-in tickets

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach Date of Birth: 04/23/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Erick S. Emmerich Date of Birth: 08/07/1998</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Sterling R. Emmerich Date of Birth: 09/11/2001</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>

<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>	<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Daisha K. Dach Date of Birth: 04/23/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
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<p>Sign-In Ticket </p> <p>Test: Test Automation In-School SAT Digital Room: Room 10: Monitoring Dashboard Tests</p> <p>Name: Laurie M. Abbott Date of Birth: 12/15/2004</p> <p>STUDENT INSTRUCTIONS</p> <p>Before test day, sign in to Bluebook during the digital readiness check. You don't need to enter a room code or start code. On test day, as soon as you're seated, sign in and complete check-in.</p> <p>User ID <input type="text"/></p> <p>Registration Number <input type="text"/></p>
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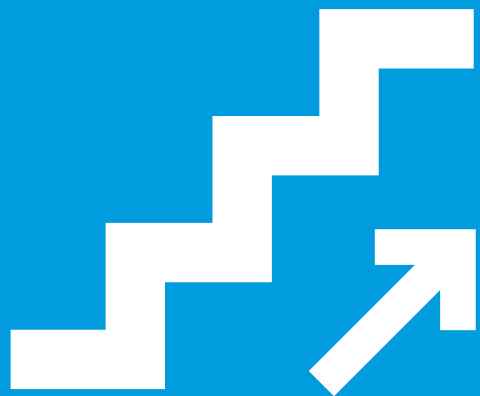
Student Digital Readiness Check

Student Digital Readiness Check

Purpose of the Digital Readiness Check:

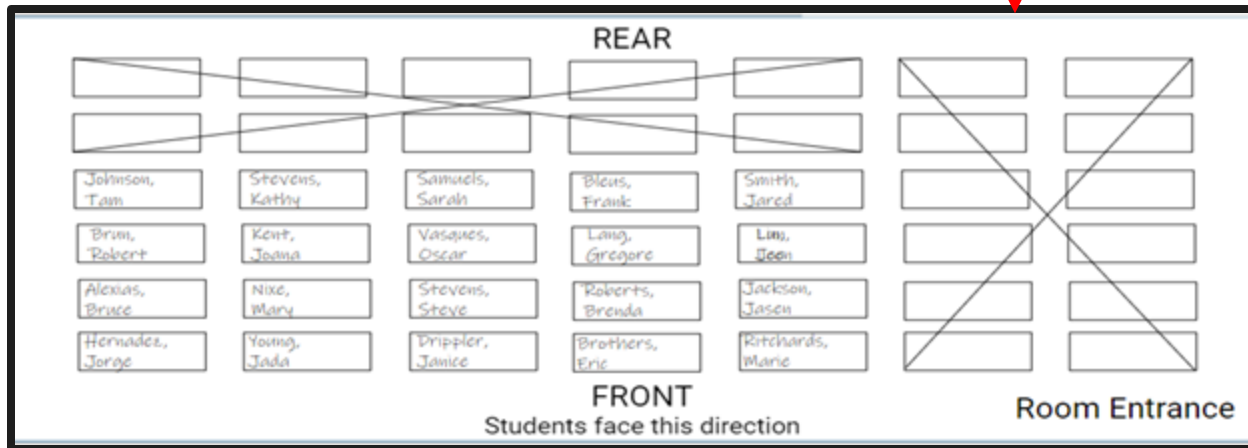
- ✓ Ensure devices being used for testing meet technical requirements
- ✓ Ensure Bluebook is installed correctly
- ✓ Complete Exam Set-Up process
 - ✓ Review of test taker rules
 - ✓ Includes providing optional test taker information
 - ✓ Participation in BigFuture School and opt-in to Connections
- ✓ Add Free Score Sends (SAT only)
- ✓ Complete Test Preview or Full-Length Practice Test
 - ✓ Explore universal tools
 - ✓ Answer sample questions

The digital readiness check will take approximately 30 minutes.



Take Your Seat and Receive Your Sign-In Ticket

Take your **assigned seat**



The proctor will give you a sign-in ticket



Sign-In Ticket Bluebook

Test: SAT with Essay Spring 2024
Room: Jones 03 Apr 20 AM

Name: **May, Diane**
Date of Birth: 02/11/2007

STUDENT INSTRUCTIONS

Before test day log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID

Registration Number

Power On Your Device & locate Bluebook™

Bluebook will either be
an icon on your desktop



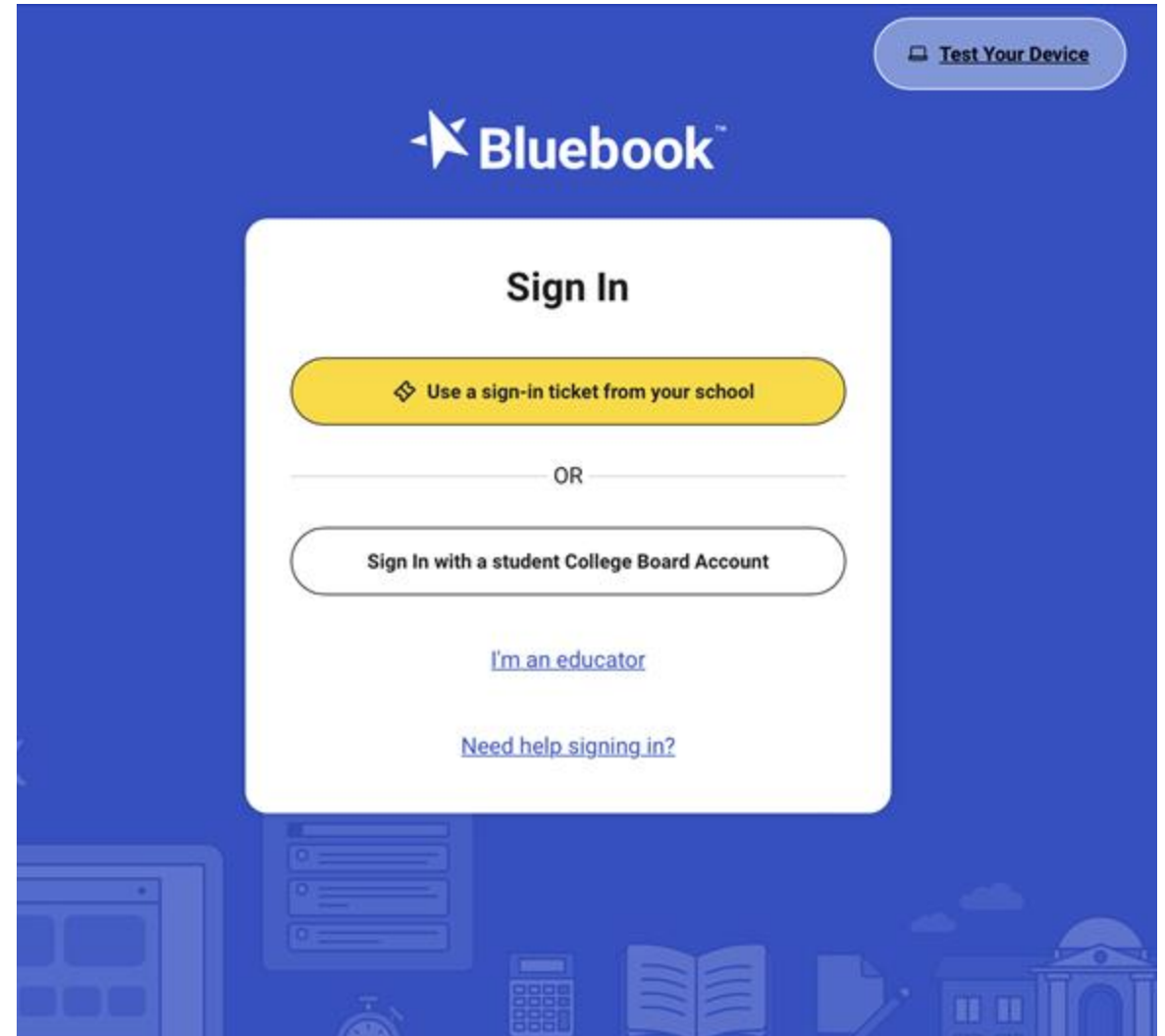
Or in your app
menu



If you don't see Bluebook on your desktop or in the app menu, **restart your device.**

Test Your Device

Test your device before you sign in by selecting the **Test Your Device** button



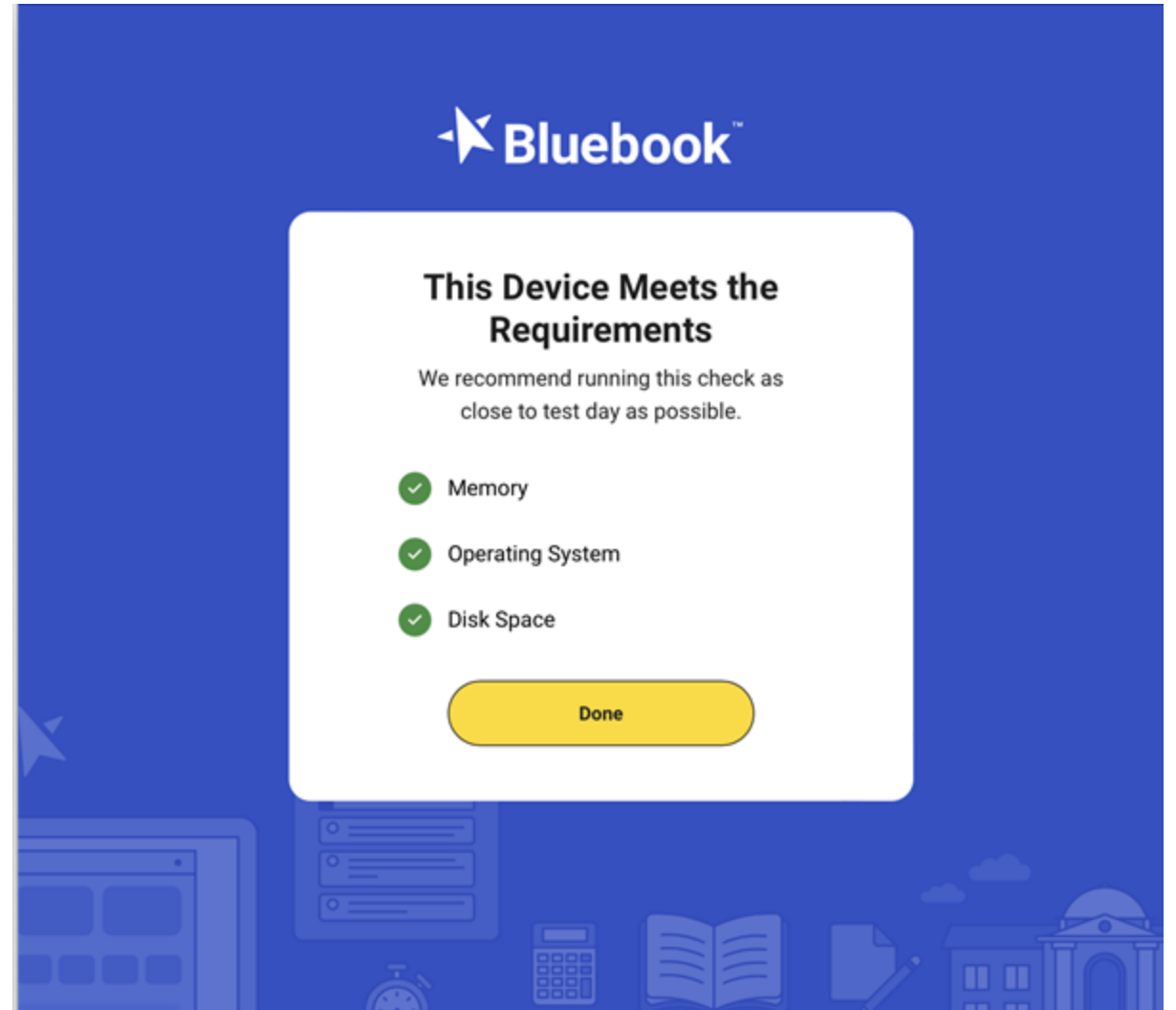
Test Your Device




If the device meets the requirements, select **Done**.



If the device does not meet the requirements, let your proctor know.



Sign into Bluebook

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







 Back

Sign In With a Ticket from your School

User ID

Registration Number

[Need help signing in?](#)

Compare Your Test Ticket and Bluebook

After you sign in confirm your test ticket matches:

Ensure the correct test is displayed.

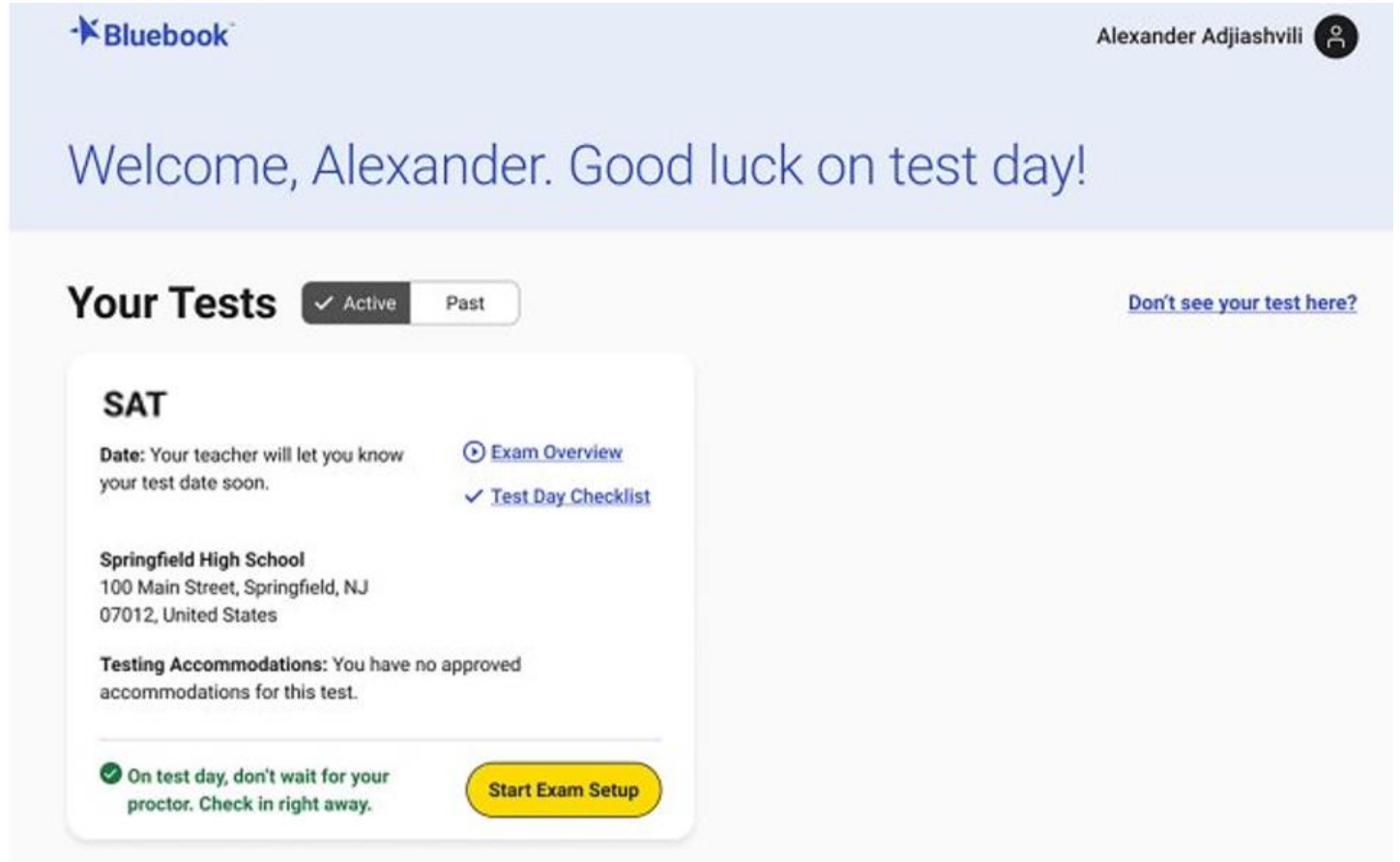
Ensure the correct school name is displayed.

(If applicable) Check that the correct accommodation/s are displayed

The screenshot shows the Bluebook user interface. At the top left is the Bluebook logo, and at the top right is the user's name, Alexander Adjashvili, next to a profile icon. Below the header is a welcome message: "Welcome, Alexander. Good luck on test day!". The main section is titled "Your Tests" and has two tabs: "Active" (selected) and "Past". To the right of the "Your Tests" section is a link that says "Don't see your test here?". The "Active" tab displays a card for an "SAT" exam. The card includes the following information: "Date: Your teacher will let you know your test date soon." with links for "Exam Overview" and "Test Day Checklist"; the school name "Springfield High School" and its address "100 Main Street, Springfield, NJ 07012, United States"; and "Testing Accommodations: You have no approved accommodations for this test." At the bottom of the card, there is a green checkmark icon with the text "On test day, don't wait for your proctor. Check in right away." and a yellow button labeled "Start Exam Setup". Three red arrows point from the text on the left to the "SAT" title, the school name, and the testing accommodations section of the card.

Start Exam Setup

If your test ticket and information in Bluebook match, you are ready to select **Start Exam Setup**.



The screenshot shows the Bluebook user interface. At the top left is the Bluebook logo, and at the top right is the user's name, Alexander Adjashvili, next to a profile icon. A welcome message reads, "Welcome, Alexander. Good luck on test day!". Below this is a "Your Tests" section with two tabs: "Active" (selected) and "Past". To the right of the tabs is a link that says "Don't see your test here?". The main content area displays details for an SAT test. It includes the test name "SAT", a date notice ("Date: Your teacher will let you know your test date soon."), and two links: "Exam Overview" and "Test Day Checklist". The test location is listed as "Springfield High School, 100 Main Street, Springfield, NJ 07012, United States". Under "Testing Accommodations", it states "You have no approved accommodations for this test." At the bottom of the card, there is a green checkmark icon followed by the text "On test day, don't wait for your proctor. Check in right away." and a prominent yellow button labeled "Start Exam Setup".

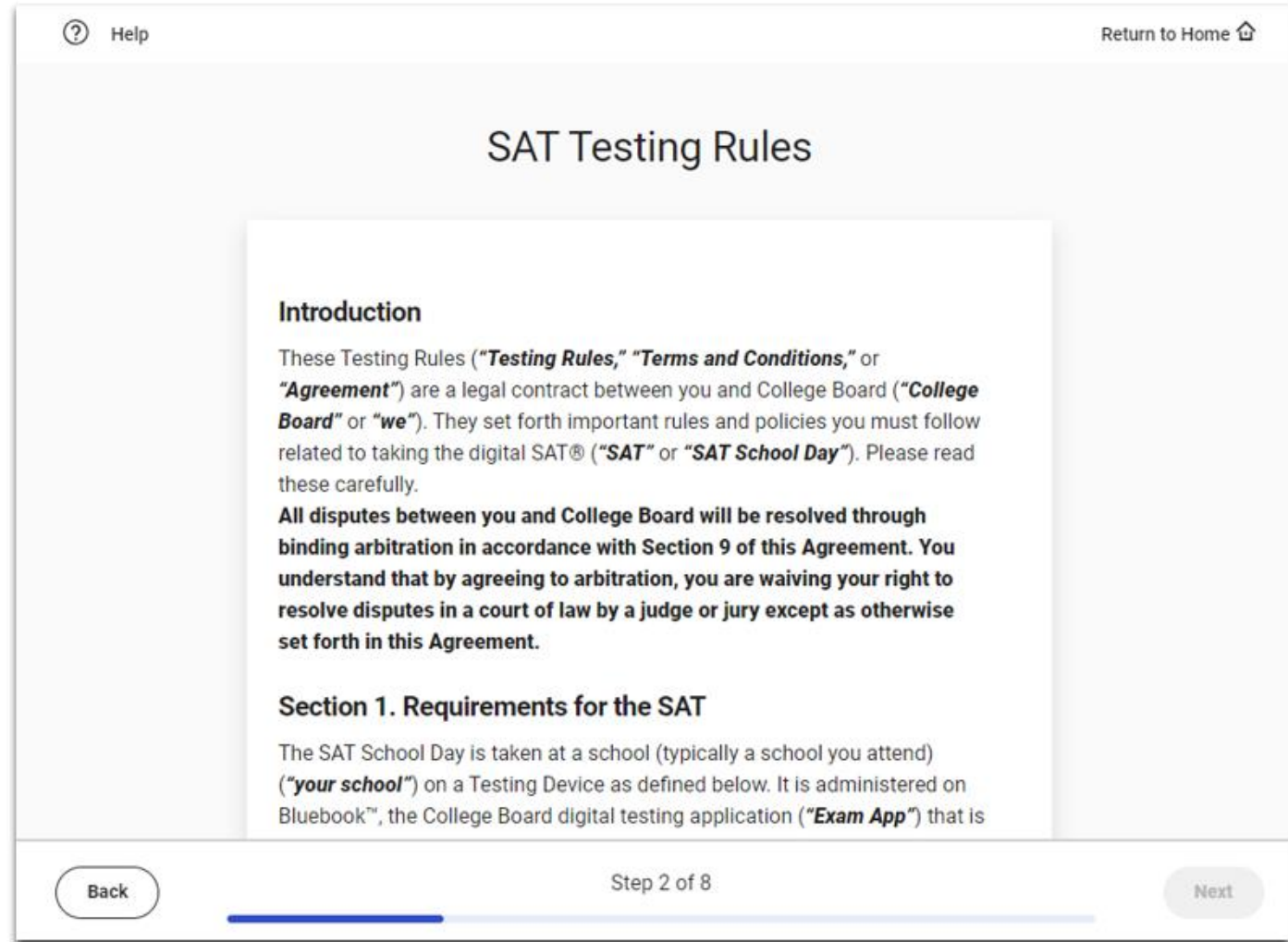
Students Confirm Personal Information

- Confirm that your name and approved accommodations (if applicable) are listed. Then, click **Next**.
- **NOTE:** *“If your accommodations look inaccurate, let me know. We cannot continue with exam setup until all issues are resolved.”*

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

Review & Agree to Test Taker Rules

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



The screenshot shows a web interface for reviewing SAT Testing Rules. At the top left is a "Help" icon and text, and at the top right is a "Return to Home" link with a house icon. The main heading is "SAT Testing Rules". Below this is a white box containing the text of the rules. The text includes an "Introduction" section explaining that the rules are a legal contract and must be read carefully. It also includes a bolded statement: "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." Below this is "Section 1. Requirements for the SAT", which states that the SAT School Day is taken at a school (your school) on a Testing Device (the Exam App). At the bottom of the page, there is a "Back" button on the left, "Step 2 of 8" in the center, and a "Next" button on the right. A blue progress bar is visible below the step indicator.

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

BigFuture School Participation (Optional)

If you want to, you can opt-in to in BigFuture School, a free app that will allow you to see your scores on your phone when they are ready. To opt-in, enter your cell phone number, and click **Next**.

If you do not want to opt-in, do not enter your cell phone number, and click **Next**.


Help Return to Home

Get Test Scores Delivered Right to Your Phone

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

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

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



Your Total Score
1120

Reading & Writing
620

Math
500

Mobile Phone Number All questions are optional.

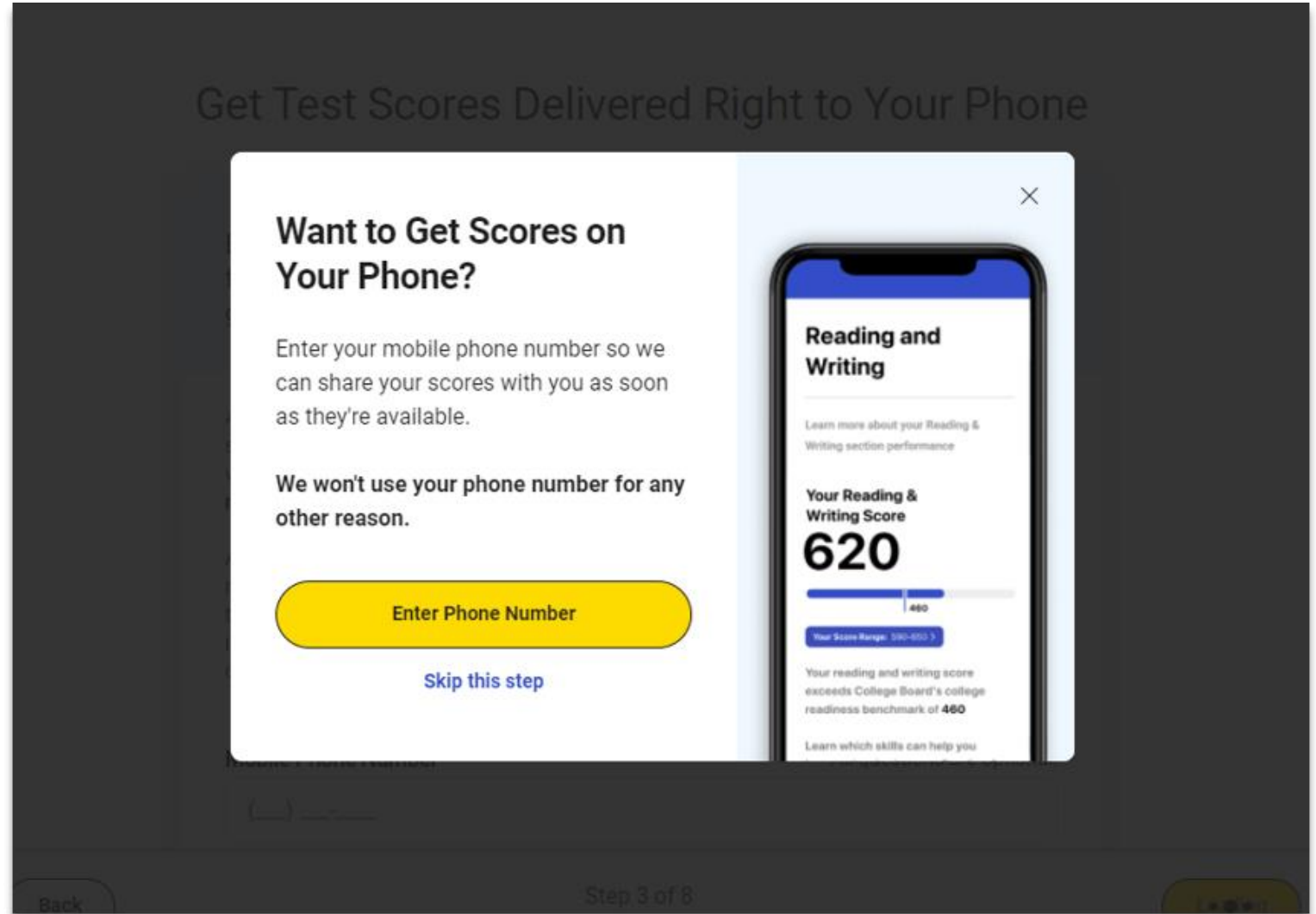
() - -

Step 3 of 8

Back Next

BigFuture School Participation

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



Privacy Notice

Review the privacy notice. Then, click **Next**.

The screenshot shows a web application interface for a Privacy Notice. At the top left, there is a "Help" link with a question mark icon. At the top right, there is a "Return to Home" link with a house icon. The main heading is "Privacy Notice". Below the heading, there is a text block explaining that questions are optional and that the latest information will be used. A section titled "How will we use this information?" lists several purposes for data use, including identity verification, score provision, test security, accommodations, research, and legal disclosure. At the bottom, there are "Back" and "Next" buttons, and a progress indicator showing "Step 4 of 8".

Help

Return to Home

Privacy Notice

We're going to ask a few questions about you. All questions are optional. By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.

How will we use this information? College Board may use the information you provide:

- To verify your identity
- To provide you score information
- To maintain the fairness and validity of our tests
- For test security purposes
- For test accommodations purposes
- On a de-identified basis, for psychometric and educational research purposes, and to maintain, develop, support, improve, and diagnose our services and applications
- To disclose as required by law, when we believe in good faith that it's necessary to protect our rights, protect an individual's safety or the safety of

Back

Step 4 of 8

Next

Optional Student Information

If you want to, you may provide optional contact information, and then click **Next**.

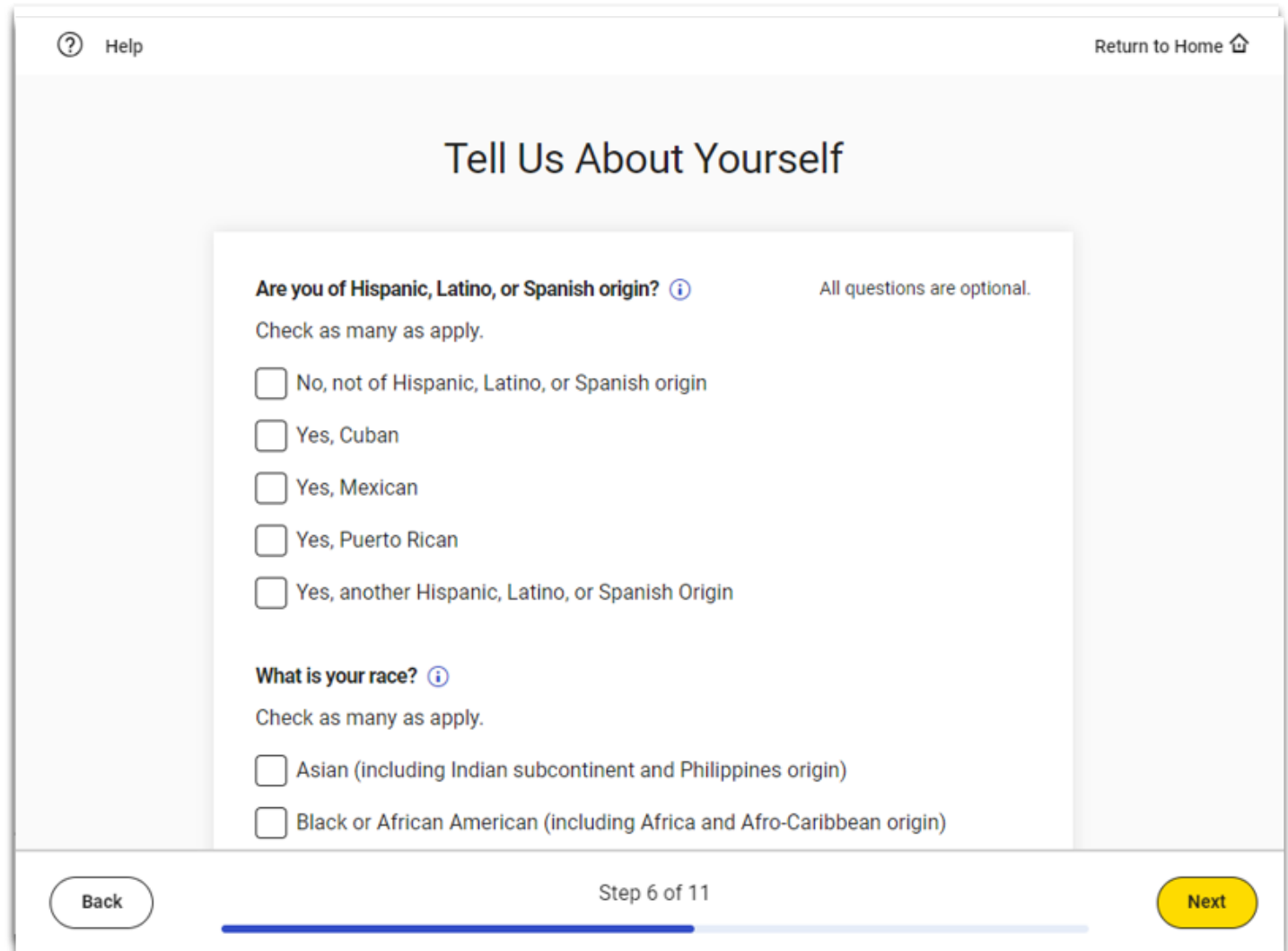
If you do not wish to provide the optional information, simply click **Next**.

The screenshot shows a web application interface for entering contact information. At the top left, there is a 'Help' link with a question mark icon. At the top right, there is a 'Return to Home' link with a house icon. The main heading is 'Your Contact Info'. Below this, there is a central white box containing the form fields. The first field is 'Email Address', with an information icon and the text 'All questions are optional.' and 'Please provide your email. Do not provide a parent, guardian, other caring adult, and any other individual's email.' Below this is an empty text input field with a clear button (X) on the right. The second field is 'Address', with an information icon and the text 'Your home or mailing address is used to assist College Board in matching your test submission to your record for purposes of test administration, score reporting, testing accommodations, and test security.' The third field is 'Country', with two radio button options: 'U.S., U.S. Territories and Puerto Rico' and 'Outside the U.S.'. At the bottom of the form, there is a 'Back' button on the left, a progress indicator showing 'Step 5 of 11' in the center, and a yellow 'Next' button on the right.

Optional Student Information

On the screen that says **Tell Us About Yourself**, you may provide optional information about your demographics. Then, click **Next**.

If you do not wish to provide the optional information, simply click **Next**.



The screenshot shows a web form titled "Tell Us About Yourself". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The main heading is "Tell Us About Yourself". Below this is a white box containing two questions. The first question is "Are you of Hispanic, Latino, or Spanish origin?" with an information icon and the text "All questions are optional." and "Check as many as apply." Below this question are five checkboxes: "No, not of Hispanic, Latino, or Spanish origin", "Yes, Cuban", "Yes, Mexican", "Yes, Puerto Rican", and "Yes, another Hispanic, Latino, or Spanish Origin". The second question is "What is your race?" with an information icon and the text "Check as many as apply." Below this question are two checkboxes: "Asian (including Indian subcontinent and Philippines origin)" and "Black or African American (including Africa and Afro-Caribbean origin)". At the bottom of the form are three elements: a "Back" button on the left, a progress indicator in the center showing "Step 6 of 11" with a blue bar, and a "Next" button on the right.

Optional Student Information

Now, you may provide optional information about your academic goals. Then, click **Next**.

If you do not wish to provide this optional information, simply click **Next**.

The screenshot shows a web form titled "What Are Your Academic Goals?". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The main heading is "What Are Your Academic Goals?". Below this, there is a section for "Grade Point Average" with an information icon and the text "All questions are optional." and "Indicate your cumulative grade point average for all academic subjects in high school." Below this is a dropdown menu labeled "Select your GPA". The next section is "Intended Major" with an information icon and the text "Select up to five majors or areas of study that interest you." Below this is a dropdown menu labeled "Select up to five majors". The final section is "Level of Education Aspirations" with an information icon and the text "What is the highest level of education you plan to complete beyond high school?". Below this are two radio button options: "Specialized training or certificate program" and "Two-year associate of arts or sciences degree (such as AA, AAS, or AS)". At the bottom of the form, there is a "Back" button on the left, "Step 7 of 11" in the center, and a "Next" button on the right. A blue progress bar is visible at the bottom of the form.

Optional Student Information

On the screen that says **Tell Us About Your Family**, you may provide optional information about your family. Then, click **Next**.

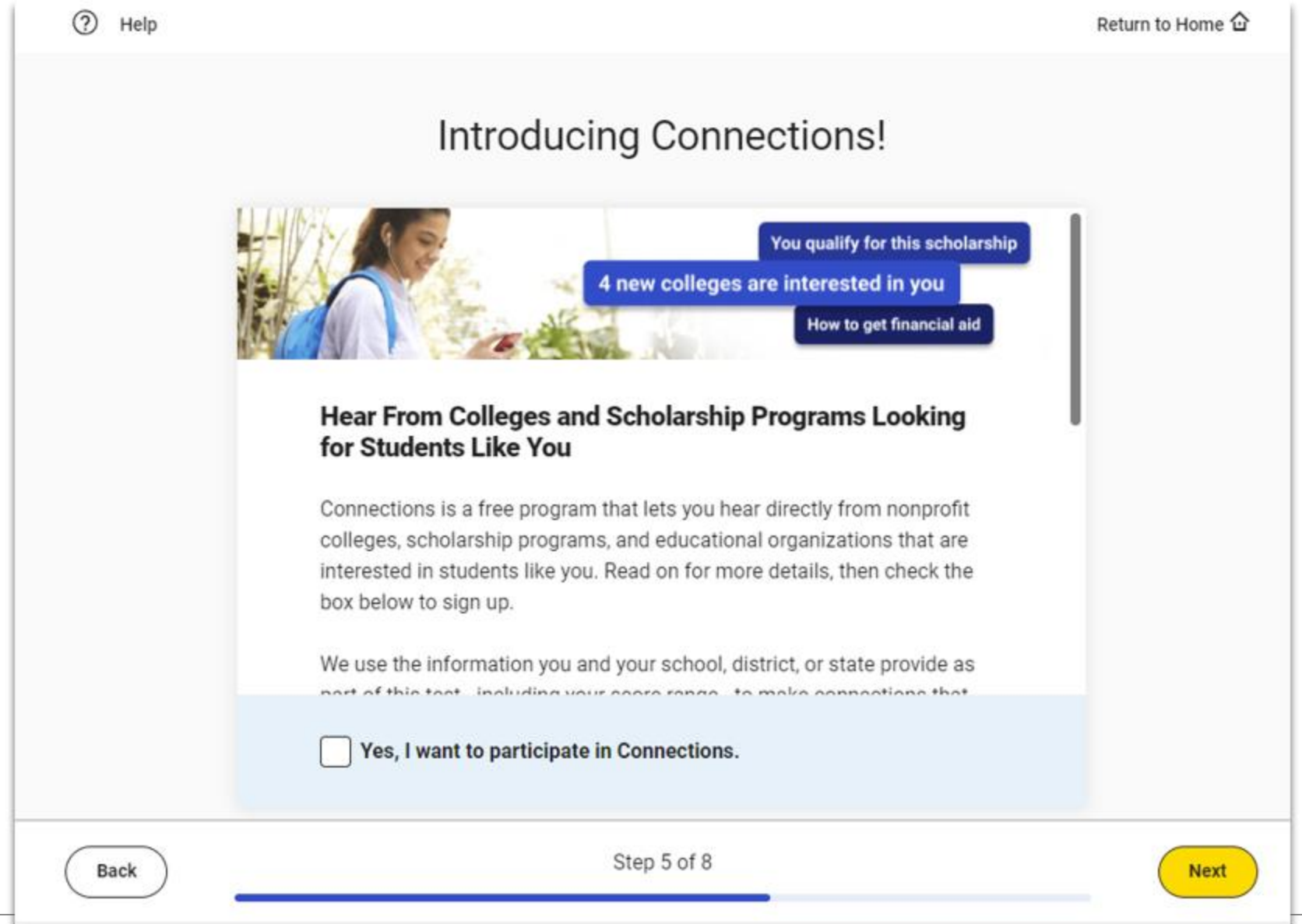
If you do not wish to provide this optional information, simply click **Next**.

The screenshot shows a web form titled "Tell Us About Your Family". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The main heading is "Tell Us About Your Family". Below this is a white box containing the instruction: "Please indicate your parent or guardian's highest level of education." followed by an information icon. To the right of this instruction is the text "All questions are optional." Below the instruction are two sections: "Parent 1: Highest Education Level" and "Parent 2: Highest Education Level". Each section has a dropdown menu with the text "Select highest education level" and a downward arrow. At the bottom of the form, there is a "Back" button on the left, "Step 8 of 11" in the center, and a yellow "Next" button on the right. A blue progress bar is visible below the "Step 8 of 11" text.

Connections Opt-In (Optional)

Just like BigFuture School, Connections is free and optional. If you want to opt-in to Connections (which will allow you to get information about colleges, universities, and scholarship organizations), select the box that says “Yes, I want to participate in Connections” and click **Next**.

If you do not want to opt-in, do not select the box, and click **Next**.



The screenshot shows a web interface for the Connections opt-in process. 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 "Introducing Connections!". Below this is a banner image of a student with a blue backpack looking at a smartphone. Overlaid on the image are three blue callout boxes: "You qualify for this scholarship", "4 new colleges are interested in you", and "How to get financial aid". Below the banner is the section title "Hear From Colleges and Scholarship Programs Looking for Students Like You". The text below reads: "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." Below this is a paragraph: "We use the information you and your school, district, or state provide as part of this test, including your score range, to make connections that". At the bottom of this section is a checkbox labeled "Yes, I want to participate in Connections." The bottom navigation bar contains a "Back" button, "Step 5 of 8" progress indicator, and a "Next" button.

Free Score Sends in Bluebook

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

Send Your SAT Score for Free

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

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

Search by name or location (select up to 4) 🔍

Your Score Recipients

1	Rhode Island College Providence, RI	REMOVE
2	Rhode Island Pep Program Providence, RI	REMOVE
3	New York University New York, NY	REMOVE
4	Johnson and Wales University Providence, RI	REMOVE

Free Score Sends in Bluebook After Testing

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

The screenshot shows the Bluebook user interface for Alexander Adjashvili. At the top, there is a greeting: "Hi, Alexander! Take a practice test and get ready for test day." Below this, the "Your Tests" section is active, with the "Past" tab selected. A red box highlights the "Past" tab, and another red box highlights the "SAT Score Sends" link. The SAT section displays the date "The spring 2024 digital SAT is over," the school name "Springfield High School," and a confirmation message: "Your answers have been submitted! See score release date." Below the SAT section, the "Practice and Prepare" section is visible, with the "Active" tab selected. It contains two buttons: "Test Preview" and "Full-Length Practice." At the bottom, the "Explore BigFuture" section features a "Plan for Life After High School" card with a "Go to BigFuture" button.

Test Day Checklist

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

The screenshot shows a web interface for a 'Test Day Checklist'. At the top left is a 'Help' icon and text. At the top right is a 'Return to Home' icon. The main title is 'Test Day Checklist'. Below the title are two columns of information. The left column is titled 'REQUIRED:' and contains three items: a fully charged device for 3 hours, a valid photo ID for schools not attended, and following safety procedures. The right column is titled 'PROHIBITED:' and contains six items: other applications, reference materials, scratch paper (own not allowed), headphones, cameras/recording devices, and mobile phones/smartwatches. At the bottom, there is a 'Back' button, a progress indicator showing 'Step 7 of 8', and a 'Next' button.

Help Return to Home

Test Day Checklist

REQUIRED:

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

ALLOWED:

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

PROHIBITED:


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

Back Step 7 of 8 Next

Exam Set-Up Complete

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

Exam Setup Is Complete



Before test day: Return to home and start practicing.

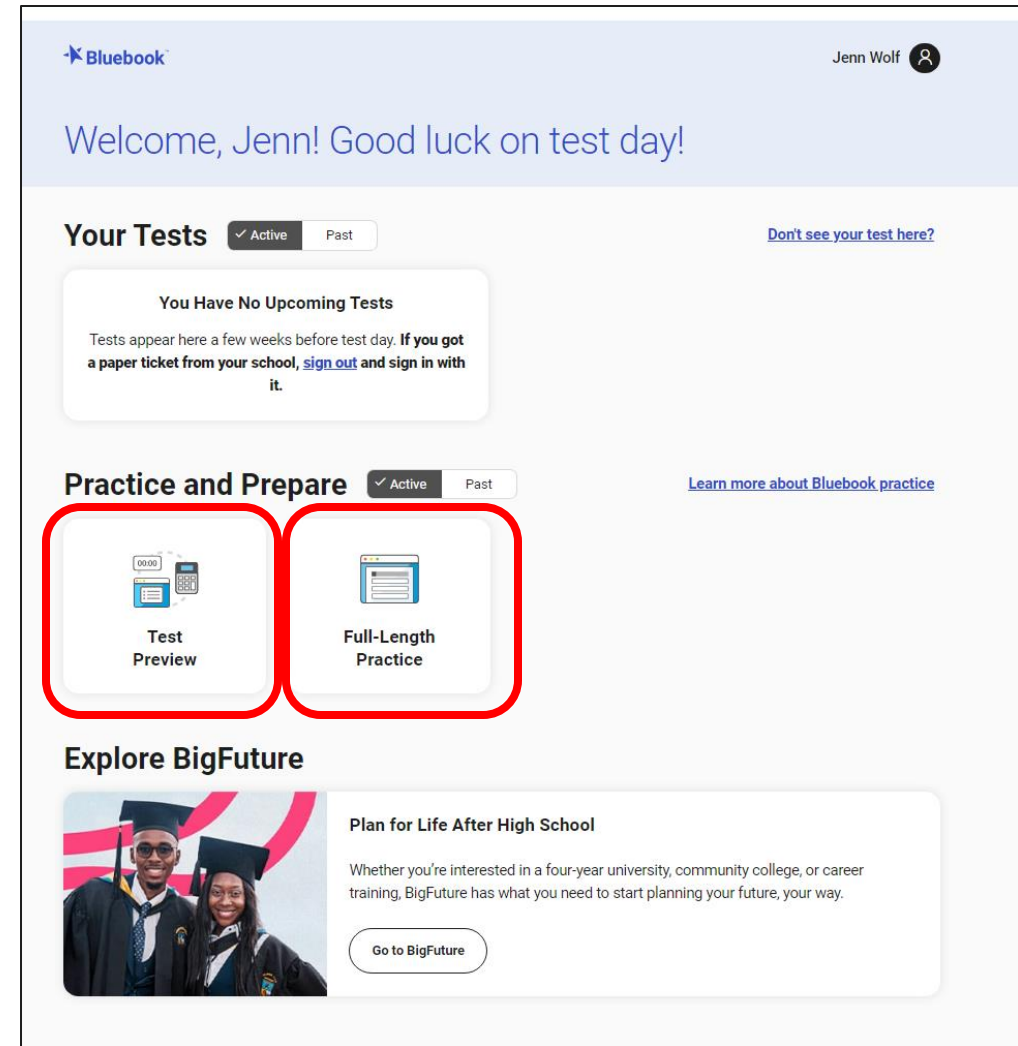
On test day: Return to home and start check-in.

[Return to Home](#)

Test Preview and Full-Length Practice Test

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

Paper full-length practice tests are also available to download via Full-Length Practice



The screenshot displays the Bluebook user interface for a user named Jenn Wolf. At the top, there is a navigation bar with the Bluebook logo and the user's name. Below this, a welcome message reads "Welcome, Jenn! Good luck on test day!". The main content area is divided into sections. The "Your Tests" section has tabs for "Active" and "Past", and a link "Don't see your test here?". Below this is a message: "You Have No Upcoming Tests. Tests appear here a few weeks before test day. If you got a paper ticket from your school, sign out and sign in with it." The "Practice and Prepare" section also has "Active" and "Past" tabs, and a link "Learn more about Bluebook practice". Underneath, two cards are highlighted with red boxes: "Test Preview" (with a calculator icon) and "Full-Length Practice" (with a document icon). The "Explore BigFuture" section features a photo of two graduates and a button "Go to BigFuture" next to the text "Plan for Life After High School. Whether you're interested in a four-year university, community college, or career training, BigFuture has what you need to start planning your future, your way."

On Test Day – Test Day Toolkit

Proctor 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 top 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 right. The bottom screenshot shows the 'Room 101' page. It has 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', 'Digital SAT In-School Smoke Test Spring 2022', 'Capacity: 50 (50 students assigned)', and 'Staff: AO Shared (Proctor)'. There is a 'Skip to Attendance' link at the top right and a 'Get Started' button at the bottom right.

Test Day Toolkit: Proctor Screen-by-Screen

2. Confirm Room Setup (5 Screens)

CollegeBoard Test Day Toolkit

My Room Help All Rooms All Students


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

Skip to Attendance

Step 1 of 6

Count Seats

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



Your room should have 50 seats.

Help

Back Next Step

CollegeBoard Test Day Toolkit

My Room Help All Rooms All Students


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

Skip to Attendance

Step 2 of 6

Check Spacing

Make sure seats are spaced correctly.



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

Help

Back Next Step

CollegeBoard Test Day Toolkit

My Room Help All Rooms All Students


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

Skip to Attendance

Step 3 of 6

Cover Teaching Materials

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



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

Help

Back Next Step

CollegeBoard Test Day Toolkit

My Room Help All Rooms All Students


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

Skip to Attendance

Step 4 of 6

Distribute Scratch Paper

If you need more paper, contact your coordinator.



Place 1 sheet of scratch paper on each desk.

Help

Back Next Step

CollegeBoard Test Day Toolkit

My Room Help All Rooms All Students


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

Skip to Attendance

Step 5 of 6

Distribute Test Tickets

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



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

Help

Back Next Step

Test Day Toolkit: Proctor Screen-by-Screen

3. Write Instructions on Board and Provide Room Code

The screenshot shows the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with the CollegeBoard logo, "Test Day Toolkit", and a user profile icon. Below this is a secondary navigation bar with links for "My Room", "Help", "All Rooms", and "All Students". The main content area is titled "Step 6 of 6" and "Write Instructions on the Board". It includes a sub-header "Students should start app check-in as soon as they sit down." and an "Important" note: "Don't project your screen." A large blue box contains the following text: "Student instructions (add the Wi-Fi password if you need to):" followed by a list of four steps: "1. Click the acorn to open the testing app.", "2. Use the test ticket on your desk to sign in.", "3. Enter the room code.", and "4. Follow the on-screen instructions." To the right of the list, the text "Room Code: LNBCG" is displayed. At the bottom of the interface, there are "Back" and "Next Step" buttons, along with a "Help" button.

CollegeBoard Test Day Toolkit

Hi, Ao

My Room Help All Rooms All Students

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

Step 6 of 6

Write Instructions on the Board

Students should start app check-in as soon as they sit down.

Important: Don't project your screen.

Student instructions (add the Wi-Fi password if you need to):

Check in to the testing app:

1. Click the acorn to open the testing app.
2. Use the test ticket on your desk to sign in.
3. Enter the room code.
4. Follow the on-screen instructions.

Room Code:
LNBCG

Help

Back Next Step

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 Mark Present	Ledner, Maximilian W. Ready ✓
Emmerich, Sterling R.	Haag, Lester B.	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 CollegeBoard Test Day Toolkit interface. The left screenshot is titled 'Step 2 of 6: Check Desks' and contains a script for the proctor to read aloud to students. The right screenshot is titled 'Step 6 of 6: Start the Test' and displays a start code '067771' on a blue background. 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 shows the 'Monitoring Dashboard' in the Test Day Toolkit. The top navigation bar includes 'My Room', 'Help' (circled in red with an arrow), 'All Rooms', 'All Students', and 'Irregularities'. The dashboard displays testing status filters and a student list.

Status	Count
Not Started	30
Section 1	2
Break	0
Section 2	2
Needs Attention	
Exited	2
Submission Pending	0
Ready to Dismiss	
Submitted	9

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.

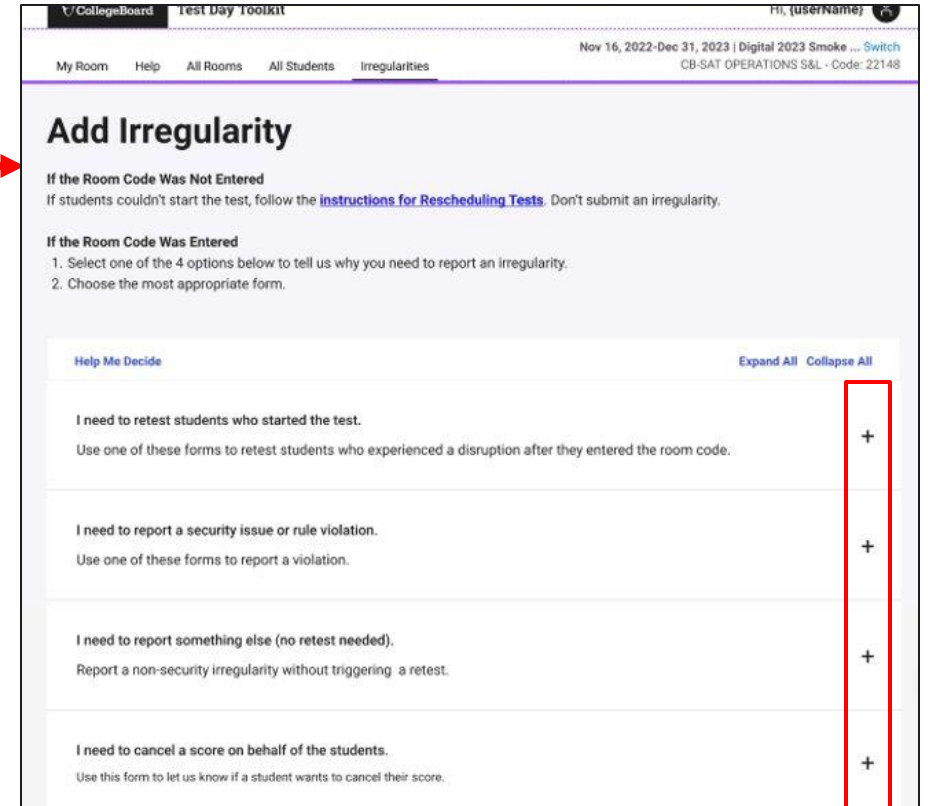
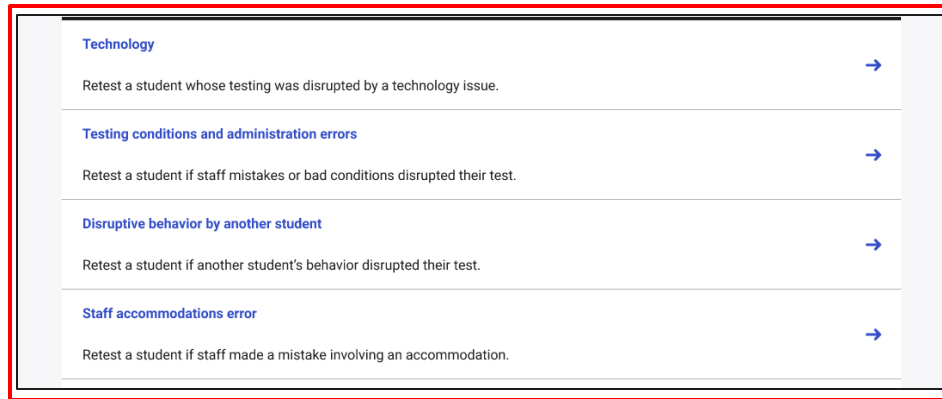
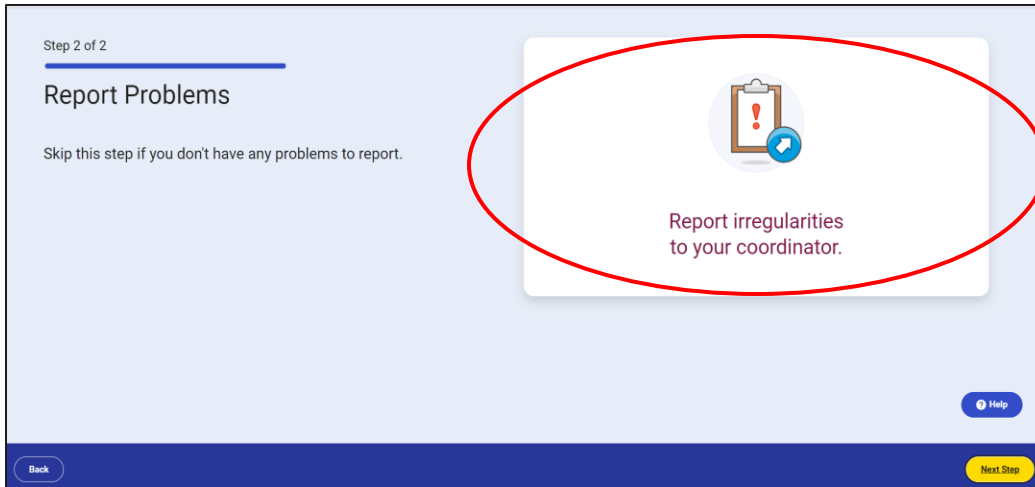
[? Help](#)

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

Test Day Toolkit: Proctor Screen-by-Screen

8. Report Irregularities

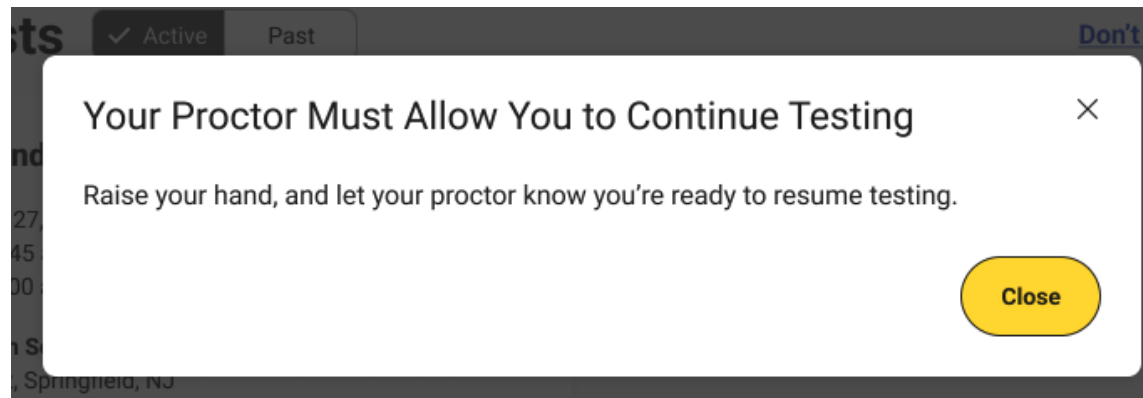
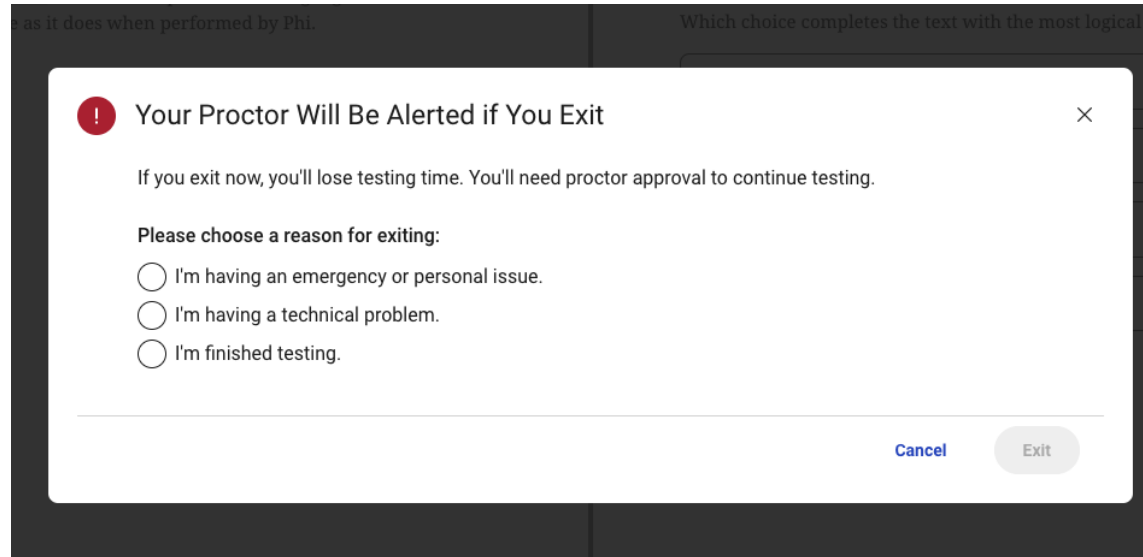
- Click circled box at right
- Click the “+” sign next to the best general description of the problem.
- Click the best specific description of the problem and then complete the prompts



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 user is logged in 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 titled 'Laurie M. Abbott'. On the left, there is a placeholder for a photo with the text 'Photo not available'. In the center, a section titled 'How to Check Identity' lists five steps: 1. Make sure the student's ID is acceptable. 2. Compare the student's appearance to the ID photo and check their mask for answer keys. 3. Compare the name and birth date on their ID to those shown here and on their test ticket. 4. Ask the student if they set up the testing app on the device they brought with them. 5. Direct them to a seat. Don't let them choose their own. On the right, a vertical list of buttons includes 'Check-in', 'Deny Entry', 'Change Testing Room', 'Remove from Current Room', 'Mark as Absent', and 'Let Student Continue Testing'. The 'Let Student Continue Testing' button is highlighted with a red rectangular border. Below the main content, the student's name 'Laurie M. Abbott' and testing room 'Room 10: Monitoring Dashboard Tests' are displayed.

On Test Day

Bluebook™

Student Test Day Experience Screen-by-Screen

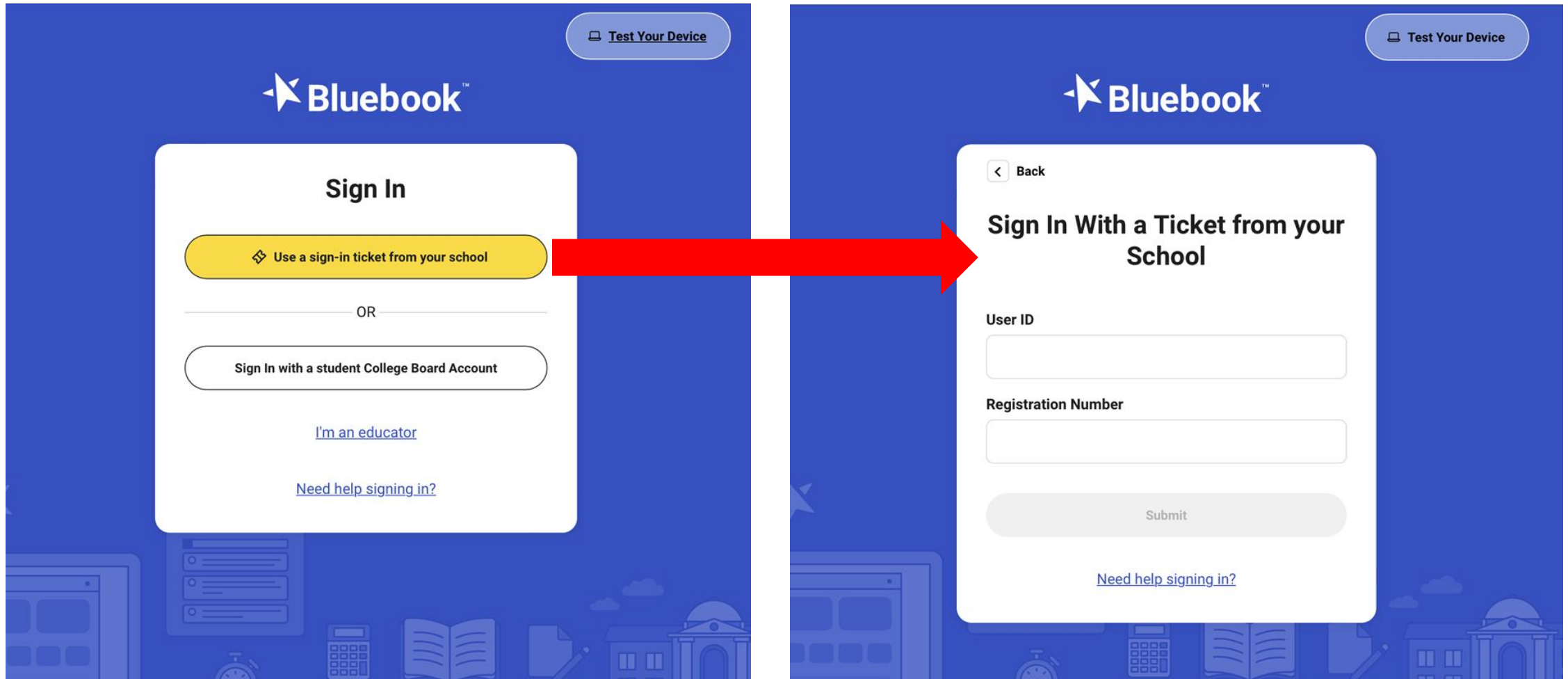
Student Test Day Experience Screen-by-Screen

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



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

Retype the 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.

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).

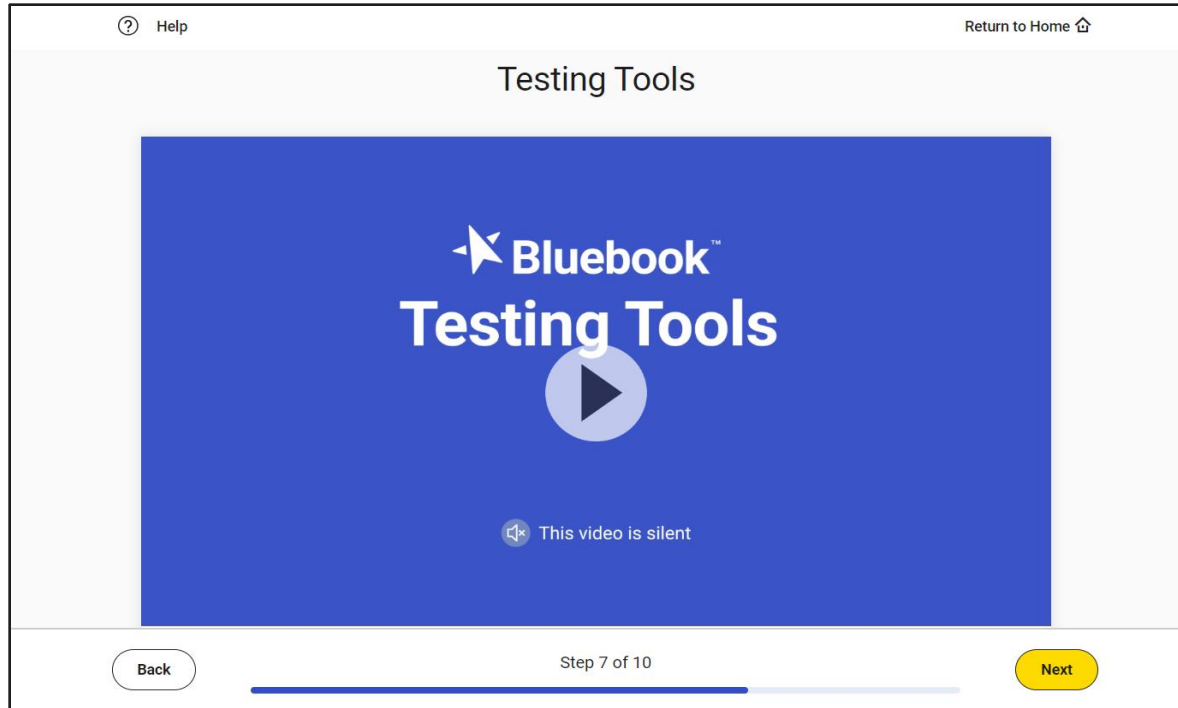
Put these items in your bag:

- **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.

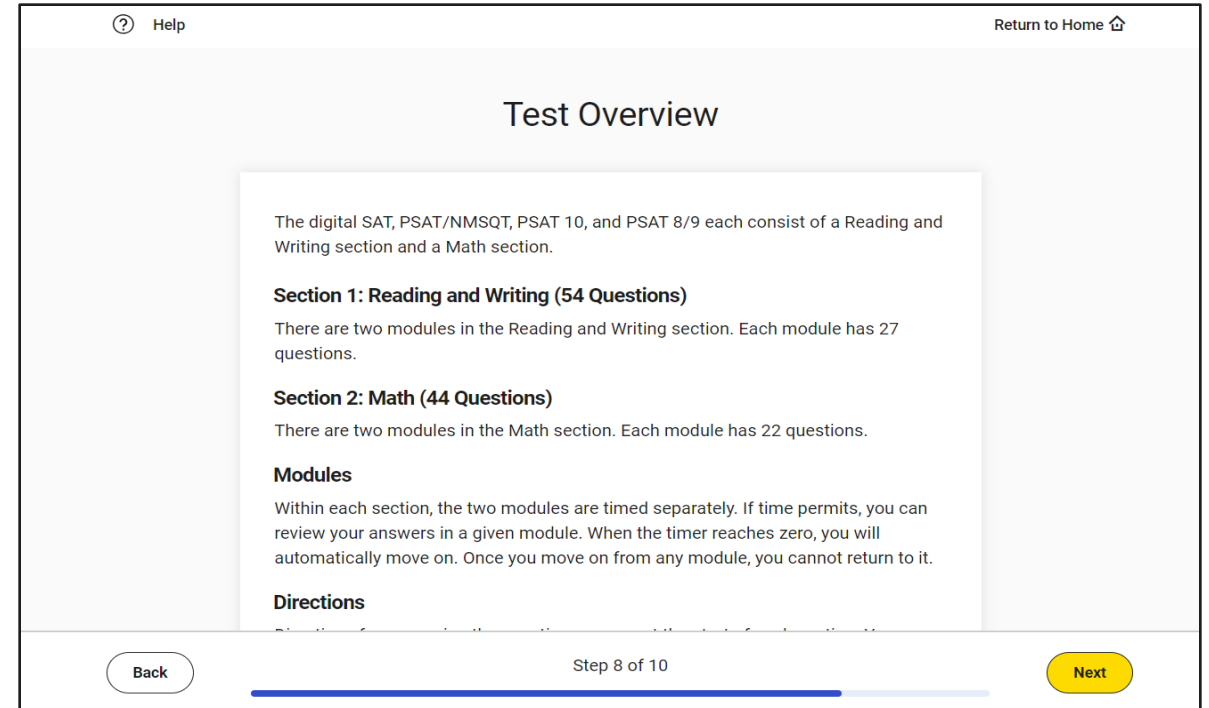
Back Step 6 of 10 Next

Student Test Day Experience Screen-by-Screen

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



The screenshot shows a video player interface for 'Testing Tools'. At the top, there are links for 'Help' and 'Return to Home'. The video content area is a solid blue rectangle with the 'Bluebook Testing Tools' logo and a play button icon in the center. Below the video, a 'This video is silent' notification is visible. The bottom navigation bar includes a 'Back' button, a progress indicator showing 'Step 7 of 10', and a 'Next' button.



The screenshot shows a text-based 'Test Overview' screen. At the top, there are links for 'Help' and 'Return to Home'. The main content area contains the following text:

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.

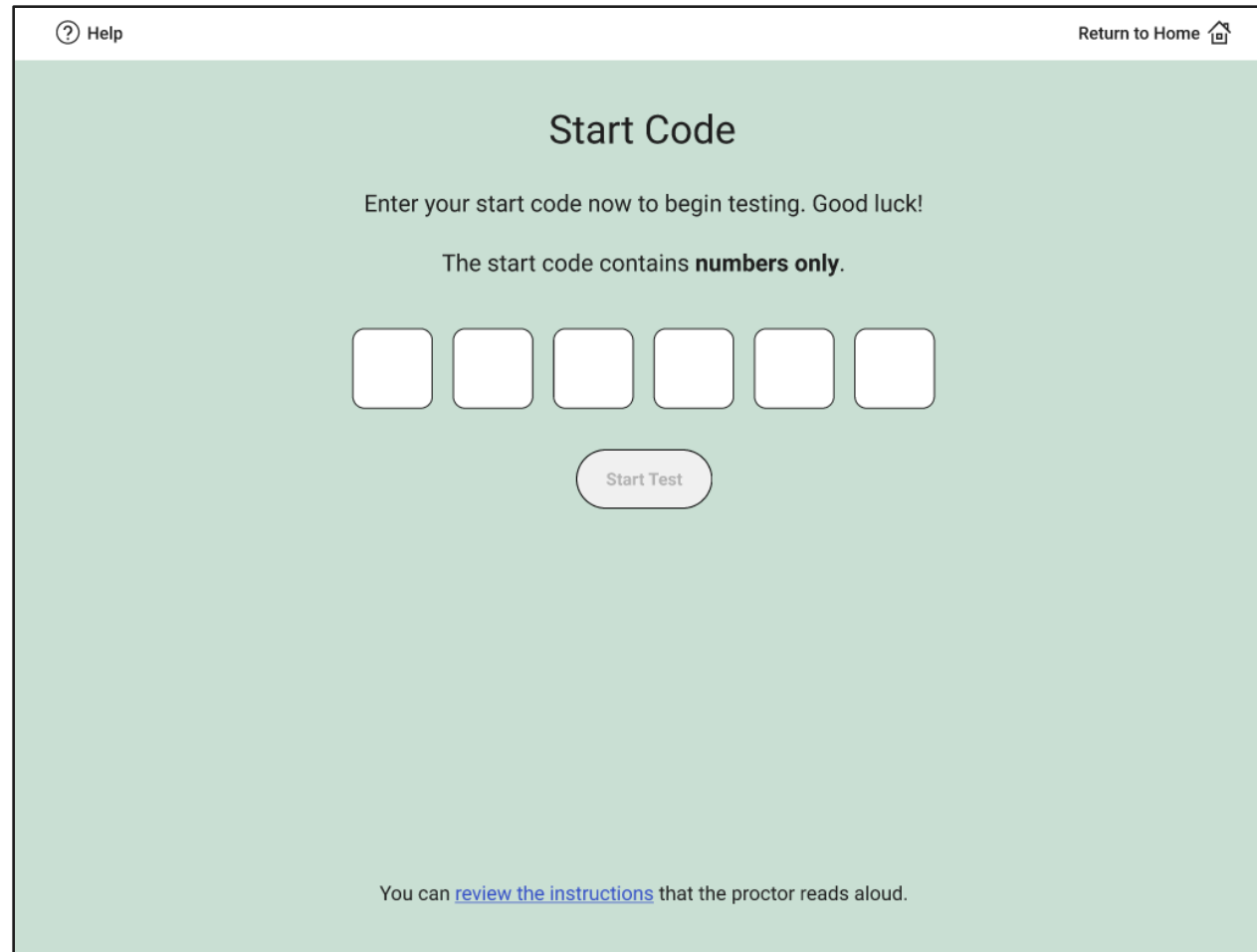
Modules
Within each section, the two modules are timed separately. If time permits, you can review your answers in a given module. When the timer reaches zero, you will automatically move on. Once you move on from any module, you cannot return to it.

Directions

The bottom navigation bar includes a 'Back' button, a progress indicator showing 'Step 8 of 10', and a 'Next' button.

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 is the instruction 'Enter your start code now to begin testing. Good luck!' followed by 'The start code contains **numbers only**.' There are six empty input boxes arranged horizontally for entering the code. Below the boxes is a 'Start Test' button. At the bottom, 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% MBP

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 ABC

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% MBP

Directions ▾ Hide Calculator Reference More

1 Mark for Review ABC

$4x + 6 = 18$

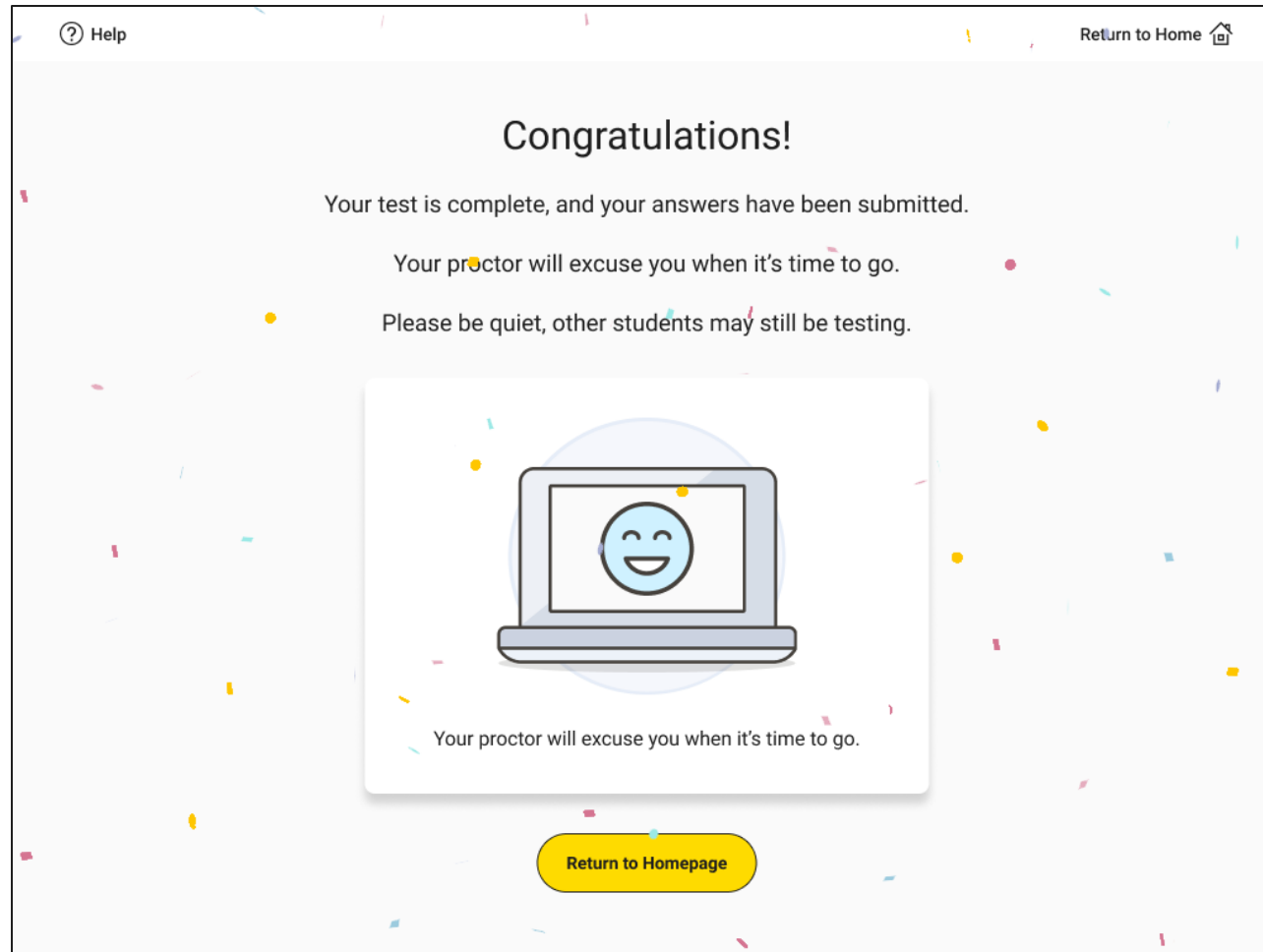
Which equation has the same solution as the given equation?

- (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

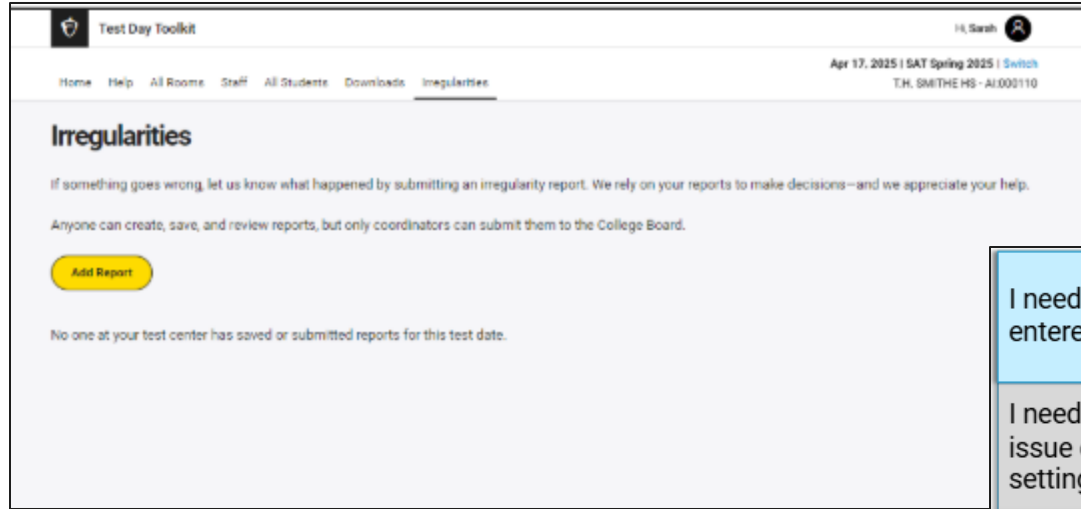


Reporting Testing Irregularities in Test Day Toolkit

Reporting Testing Irregularities

- This process will be done in Test Day Toolkit by the Test Coordinator, a Proctor, or a Monitor.
 - Test Coordinators will have to approve submissions by Proctors or Monitors before they are sent to College Board.
- You will be asked to choose a category for the type of irregularity you are submitting. Choose the category that most closely matches the issue you observed.
- When you enter the irregularity report, you will find out if the irregularity requires that the student is retested.
- **Enter irregularities on the day that they happened.**
 - If you are delayed in entering them, please note that irregularities cannot be entered more than 5 days after the testing irregularity occurred.
- A Retesting and Irregularities Guide is part of the Coordinator manual which will be posted on the RIDE website by the end of January.

Submitting Irregularities in Test Day Toolkit



4 Irregularity categories
25 forms

Consult Retest and Irregularities Guides within your Coordinator Manual.

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

Paper Materials

- If you had a student who needed an accommodated paper test, those materials will begin shipping March 25, 2025. The last day to request a paper test will be April 22, 2025.
- Paper materials instructions can be found in the Test Coordinator Manual.
- Please reach out to Rhode Island Field Support with any questions if you have a paper tester.

Scenarios

Scenario 1

You are a test coordinator in a school with students who have the approved accommodation Up to Time and One-Half.

What are some things to consider when planning for these students' testing experiences?

Solution

- Questions to consider:
- Will the students use any of their extended time? If not, how might that impact what testing room the student is placed into?
- If they do use some of their time, when they decide to move forward in the test, how will the proctor handle the break times and dismissal times that are different from the other test takers in the room?
- If students leave the testing room while other students are still testing because they ended their time early, where do they go?
- How do they indicate quietly that they are finished testing?

Scenario 2

On test day, a student is attempting to login to Bluebook but is not able to do so. What steps should the test coordinator or proctor take?

Solution

- Make sure the student clicked 'Use a sign-in ticket from your school' when they opened Bluebook and entered the credentials on their sign-in ticket.
- If this still doesn't work, send the student to the Help room for further assistance.
- The Technical Troubleshooting Guide can provide more steps for the technology monitor to take.
- They may need to contact Customer Support at 866-609-2205 if the issue persists.

Scenario 3

A student answers aren't submitted, according to a message the student receives when their testing time ends.

Solution

- Good news: Answers are saved to the students' testing device.
- Important: Never device swap after a student's testing time runs out!
- Follow the steps in the Test coordinator or Proctor manual > Technical Troubleshooting Guide> A students' answers aren't submitted.
- Most importantly, do not let them leave the room with their testing device until the test has been submitted.

Training Opportunities

Training

Visit the [RIDE Assessment Training Calendar](https://ride.ri.gov/media/35571/download) for registration links:

<https://ride.ri.gov/media/35571/download>

Training	Date
Online e-Learning Modules (LMS) for Coordinators, Proctors, Hall/Room Monitors	Launching 2/18/2025
Office Hours for Coordinators	Virtual Tuesday, March 18, 2025 Tuesday, March 25, 2025
Data & Reporting Workshops	Virtual: Wednesday, May 28, 2025 In-Person: Thursday, May 29, 2025

Test Coordinator Online Training Completion Dashboard

Available for Spring 2025 in the LMS System

- Test coordinators will be able to track staff training completion
- Test coordinators who conduct in-person trainings for proctors and monitors will be able to record their staff members' training status as having been trained on site
- Updates are being made to the dashboard based on user feedback from the fall
- A user guide will be available for test coordinators in January 2025

Staff Training Status

The following table shows staff progress on their required training.

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

+ Filter Staff Table

Download Data Edit Total 15 records Show 3 | 5 | 15 | 30 | 45 | 60 < 1 >

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

Additional Support

Rhode Island Department of Education

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Helpful Links

- For all RIDE SAT/PSAT 10 information: <https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat>
- [Assessment Manuals & Materials | RI Department of Education](#)
- SSD Online Direct Link: <https://ssdonline.collegeboard.org/>

Q&A

Thank You!