SAT SUITE OF ASSESSMENTS

Test Coordinator Manual

State-Provided

Look inside for:

BLUEBOOK AND
TEST DAY TOOLKIT
INSTRUCTIONS

MANAGING FACILITIES,
STAFF, AND TEST
DAY ACTIVITIES

Parts

Thank you for helping administer the SAT Suite of Assessments. This guide brings together the **Test Coordinator Manual**, the **Accommodations Guide for Coordinators**, and an **Appendix** with helpful resources and references—all in one place to make your test administration smoother. If you're administering the test in an accommodated room, refer to the *Accommodations Guide for Coordinators* section.

About College Board

College Board reaches more than 7 million students a year, helping them navigate the path from high school to college and career. Our not-for-profit membership organization was founded more than 120 years ago. We pioneered programs like the SAT® and AP® to expand opportunities for students and help them develop the skills they need. Our BigFuture® program helps students plan for college, pay for college, and explore careers. Learn more at **cb.org**.

Contact College Board

Educator Support

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Part One Contents

Introduction

How to Use This Manual

Administering the SAT® Suite of Assessments in school involves numerous staff positions and tasks.

This manual and other downloadable instructive texts available at **satsuite.collegeboard.org/k12-educators/educator-experience/state/start** will support you and your staff as you administer tests using Test Day Toolkit, with its intuitive, user-friendly interface.

Administration Overview

Technology

Bluebook™ and Test Day Toolkit work together to make testing possible.

Bluebook

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Get an overview of requirements by device type at **bluebook.collegeboard.org/technology/devices/requirements/overview**.

ASK TECH: Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Instructions are available at **bluebook.org/verified-mode**.

Test Day Toolkit Overview

You and your staff will use Test Day Toolkit to administer the test. A College Board professional account is required. Coordinators use Test Day Toolkit to complete these tasks:

- View your roster.
- Enter room names and seating capacity.
- Edit your room list as needed.
- Assign students to rooms (optional).
- Add or edit your staff list as needed.
- **New:** Use Test Day Live to monitor student progress across all rooms.

Proctors should sign in to Test Day Toolkit before test day so they can confirm their access to the upcoming administration and use proctor preview.

On test day, proctors use Test Day Toolkit to take attendance, read the script, share the room code and start code with students, monitor testing, and report irregularities.

Go to **bluebook.org/toolkit** for step-by-step instructions on Test Day Toolkit setup, best practices, and timesavers.

Test Day Toolkit Access

For Coordinators

Set up Test Day Toolkit for your next test administration when you get access to the toolkit.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

For Staff

Staff get access when you add or reassign them to an upcoming test in Test Day Toolkit. Important reminders:

- Add staff as soon as possible so they can preview the proctor experience without viewing student information. Proctor preview is clearly identified by a banner at the top of the screen.
- We'll send staff an email with Test Day Toolkit access instructions, so enter contact information they can access quickly.
- Add all staff, new and returning, to every test administration they're involved in. Learn how at **bluebook.org/toolkit-timesavers**.
- Track staff progress by checking the Sign-In Success column on the Staff page.

State Data Management System

For state accountability administrations, schools and districts don't place orders for assessments in the SAT Suite through College Board's SAT Suite Ordering and Registration (SSOR) system. Instead, students are registered for their spring 2026 state assessments via the State Data Management System (SDMS).

State departments of education upload their rosters of eligible students into SDMS in early 2026 for all schools in their state (except for Idaho and Ohio, where schools or their district, at their discretion, upload their roster of eligible students). SDMS uploaders use the enrollment data from their student information system to perform this bulk upload registration of students. Any approved accommodation requests for a student in SSD Online (or, for West Virginia, in the West Virginia Education Information System, or WVEIS) automatically appear in that student's record in SDMS.

Depending on permissions assigned by their state department of education, district test coordinators, school test coordinators, and Services for Students with Disabilities (SSD) coordinators may use SDMS to view student rosters, waive accommodations, and/or "force match" a student's accommodations, if necessary. Detailed information about using SDMS and permissions for testing staff will be provided during their role- and state-specific training.

Tip

Test Day Toolkit access FAQs are available at **bluebook.org/toolkit-access-help**.

Testing Roles

This section outlines the responsibilities associated with in-school testing roles.

Technology Coordinator

The technology coordinator can be a district- or school-level staff member but must have the expertise and permissions to install Bluebook on managed devices and configure the network (or manage staff who do). A complete list of responsibilities is available at **bluebook.org/tech-tasks**.

Test Coordinator

As the test coordinator, you're required to be at the school to supervise all activities related to the test administration. You are also responsible for ensuring the student data in your state's information management system is complete and correct.

Responsibilities:

- If your state or district policies require it, complete the ☀ **College Board required training**. Optionally, test coordinators can take the Introduction to Administering Accommodations course, available on the College Board training site.
- With the SSD coordinator, validate that the Test Day Toolkit rosters for your school are accurate and include all students testing at your school, including away students (i.e., students who don't regularly attend your school), as allowed by your state.
- Recruit and train staff.
- Learn about technology requirements at **bluebook.org/tech-conversation-guide**.
- Plan efficient use of facilities.
- Administer the student readiness check to students with the assistance of school staff.
- Consider retest/reschedule options with your principal and let proctors know if a retest can be supported. This will help proctors complete the correct irregularity form if they need to submit an irregularity.
- Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
- Provide printed translated test instructions and word-to-word dictionaries for English learner (EL) students using supports.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Monitor student progress across all rooms using the Test Day Live feature in Test Day Toolkit. After testing ends, use the feature to find out if any students' answers are still unsubmitted.
- Handle emergencies and disruptions.
- Review irregularity reports (IRs) entered by staff and submit to College Board.
- If a retest irregularity was submitted for 1 or more students, access Test Day Toolkit within 24–48 hours to set up a retest. See Retesting Policies on page 36 for more guidance.
- Monitor email for updates about students who may need to retest.

SSD Coordinator

The SSD coordinator is responsible for supporting students who'll be testing with accommodations.

Responsibilities:

- Request student accommodations and EL supports using College Board's **SSD Online**.
- If your state or district policies require it, complete the ☼ **College Board required training**.
- With the test coordinator, validate that the SDMS and Test Day Toolkit rosters for your school are accurate and confirm student accommodations in SSD Online are appearing in both SDMS and Test Day Toolkit.
- Manually add SSD IDs in SDMS to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Follow instructions in the *Accommodations Guide for Coordinators* to ensure paper practice materials are obtained and distributed to students approved for a paper test accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in SDMS and Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure students with approved accommodations are able to use them during the student readiness check and understand how their accommodations will work for testing.
- Work with proctors to ensure student accommodations are administered correctly using instructions in the *Accommodations Guide for Proctors* and, if needed, the relevant *Paper Testing Script*.
- Supervise the transcription of answers on behalf of students testing with paper accommodations.

Technology Monitor

Test coordinators assign at least one technology monitor to help students with technical issues in the help room. The technology monitor must be on-site at the school on test day, but they don't need technical expertise. Technical troubleshooting tips can be found in the *Technical Troubleshooting Guide* if students have problems.

Proctor

Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room.

They must follow all testing regulations and refrain from engaging in any tasks unrelated to testing. Proctors should be current or retired faculty members or other professional staff members of your school.

Refer to your state or district policy for additional eligibility requirements for proctors and other testing staff.

Responsibilities:

- Complete the ☼ **College Board required training** and read the *Proctor Manual* before testing.
- Before test day, sign in to Test Day Toolkit with a College Board professional account. If they don't already have an account, they can create one after they click the link in the Test Day Toolkit access email or by going to **collegeboard.org**. Proctors can review the script and preview the test day experience as soon as the test coordinator adds them to Test Day Toolkit.

- **On test day:**
  - ◆ Post Bluebook check-in instructions, Wi-Fi name, password, and room code.
  - ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
  - ◆ Distribute a sign-in ticket to each student.
  - ◆ Use Test Day Toolkit to take attendance, start testing, and monitor the test.
  - ◆ Read a short proctor script, check desks, and provide students with the start code.
  - ◆ Actively monitor students throughout testing.
  - ◆ Immediately report any disruptions to the test coordinator.
  - ◆ Refer students who require technical support to the help room.
  - ◆ Help students resume testing if they need to restart Bluebook.
  - ◆ Verify answer submission before dismissing students.
  - ◆ Submit IRs in Test Day Toolkit.

> **IMPORTANT:** Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the *Accommodations Guide for Proctors*.

Hall and Room Monitors

Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit. They can be a current professional or a member of administrative, secretarial, or clerical staff.

Refer to your state or district policy for additional eligibility requirements for proctors and other testing staff.

Responsibilities:

- If your state or district policies require it, complete the 💡 **College Board required training** and read the *Hall and Room Monitor Test Day Guide* before testing.
- Help set up the school for testing.
- Direct students to their assigned rooms, restrooms, or the help room.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student rule violations such as using prohibited devices, talking during breaks, or sharing information.
- Ensure students in the school who are not participating in testing don't interrupt or distract testing rooms and students during their breaks.
- Assist proctors, as needed.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit IRs in Test Day Toolkit, if needed (depending on school policy).

Test Coordinator Planning

Overview of the Test
Standard Section Timing and Breaks

The charts below represent the standard timing for all assessments in the SAT Suite. The SAT with Essay has an additional section 3, which adds 50 minutes of testing and a 10-minute break to the total testing time. Students taking the SAT in Delaware and New Hampshire and students participating in DoDEA administrations will take the SAT with Essay.

STANDARD TIMING FOR THE SAT SUITE

SECTION 1 Reading and Writing		SECTION 2 Math	
Module 1	Module 2	Module 1	Module 2
32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes

STANDARD TIMING FOR THE SAT WITH ESSAY

SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay
Module 1	Module 2	Module 1	Module 2	
32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	50 minutes

Bluebook automatically sets the applicable test time for students testing with extended time. Students approved for extended time receive a break after the first module in applicable sections. See the *Accommodations Guide for Coordinators* for additional information about accommodated testing.

To ensure testing is fair, schools are expected to manage students so they resume testing once the break between sections has elapsed. Since each student starts at a slightly different time, break timing may be slightly staggered. Staff should use Test Day Toolkit and active monitoring to be generally aware of student progress in the test, including breaks. Once the break time elapses, students will be prompted to start the next section by a **Resume Testing** button on their screen.

Due to the possibility of unexpected short delays, timed testing does not automatically resume once the break has expired. Students running late due to delays beyond their control may still proceed by clicking the prompt to resume testing.

In the event of prolonged delays, however, students may return to find that their test has resumed automatically. If the student has lost more than 1 minute of test time according to the Bluebook clock and feel the loss of time has affected their performance, staff should submit a retest request by completing an IR in Test Day Toolkit.

Staff Qualifications and Responsibilities

Individuals must be high school graduates, at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff.

IMPORTANT: Refer to your state or district policy for additional eligibility requirements for proctors and other testing staff.

Staff should adhere to the following conflict of interest policies:

- Test coordinators may not serve in that role for a specific assessment at the same testing school that a member of household or immediate family is testing for that same assessment.
  - ◆ For example: Sheila is the test coordinator for SAT School Day and the PSAT™ 10 during the testing window. She has a household member taking the PSAT™ 8/9 during the same testing window at her school. A different staff member is serving as test coordinator for the PSAT 8/9. Sheila and her family member are not in violation of the conflict of interest policy in this case.
- Technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing.
- Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in invalidation of the student's score.

All testing staff must review and agree to the conditions for participating in the SAT Suite administration and complete the ☀ **College Board required training**.

Establishing Roles At a Glance

Test coordinators who were identified in the **SAT Suite Ordering and Registration** site in the fall will be provided with access to Test Day Toolkit and SDMS.

SSD coordinators who were identified in SSOR in the fall will be provided with access to SDMS. They need to make sure that they have access to SSD Online; to establish access to that system, they should follow the steps at **accommodations.collegeboard.org/ssd-online/access-dashboard**.

Backup test coordinators who were identified in SSOR in the fall will be provided access to Test Day Toolkit in the test coordinator role to provide additional support to the test coordinator as they prepare for test day.

To update any testing staff at your school, sign in to SSOR to submit your changes.

Staff Ratios

Each testing site will have 1 test coordinator and at least 1 technology monitor.

Room Staff Ratios

One proctor will be assigned per room. Add room monitors, as needed, according to the following tables:

FOR EACH STANDARD TESTING ROOM	
Number of Students	**Number of Room Monitors Needed**
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH EXTENDED TIME TESTING ROOM	
Number of Students	**Number of Room Monitors Needed**
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

If your state has additional requirements for testing room staff ratios, follow those guidelines as well.

Hall Monitor Ratios

Test coordinators should plan to recruit at least 1 hall monitor for testing. Depending on your number of testing rooms, you may need more.

NUMBER OF HALL MONITORS NEEDED	
Number of Rooms	**Number of Hall Monitors Needed**
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 hall monitor for each additional 5 rooms)

Staffing a Small Administration

If there are fewer than 50 students testing at your school **and** fewer than 5 testing rooms, the test coordinator may choose to serve as the hall monitor. No other hall monitor needs to be recruited in this scenario.

Device Readiness

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks.

They can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example). Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff; student device information is at **bluebook.org/device-prep**.

IMPORTANT: Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

School-Managed Devices

Work with school or district technology staff to make sure Bluebook is installed on testing devices before the student readiness check so students can become familiar with Bluebook testing tools.

ASK TECH: Technology staff will find Bluebook installation instructions and device requirements at **bluebook.org/devices**.

Personal Devices

If any students will test on personal devices, work with school or district technology staff to make sure they can access the internet. They may need to use your school's guest Wi-Fi. Personal Chromebooks aren't permitted. Complete student instructions are available at **bluebook.org/device-prep**.

If Students' Personal Devices Are Unprepared

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, students can also download Bluebook on personal devices in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can reschedule the test for those students. You can also provide them with a school-managed device that has Bluebook installed.

Technical Troubleshooting

Technical troubleshooting starts with the student; might escalate to the proctor, technology monitor, or test coordinator; and could require a call to College Board.

- **Students** can solve most technical issues themselves by following the instructions in Bluebook error messages or restarting Bluebook or their device.
- **Proctors** can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor. Once testing starts, they should send students to the technology monitor to avoid disturbing others.
- **Technology monitors** use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- **Test coordinators** can sometimes use Test Day Toolkit to resolve an issue. In some cases, you'll report an irregularity to set up a retest. You can contact your technology coordinator or call College Board, listed in this manual, for assistance if you need to.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Proctor Manual* as well as in the *Technical Troubleshooting Guide* in the Appendix of this manual.

Tip

Use the new Test Day Toolkit feature, Test Day Live, to watch student progress across rooms and spot potential issues.

Space

The testing room and seating guidelines for your school include some additions for digital testing.

You'll need to do the following to prepare for in-school testing:

- Identify which rooms in your facility can be used for testing during the regular school day.
- Choose rooms with optimal access to power; this is especially important for extended time testing rooms. You can use power strips, surge protectors, and extension cords if you have them.
- Arrange to minimize distractions. No fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.
- Reschedule lunch for all participating students, if necessary. Some students approved for extended time receive a 20-minute nutrition break between the Reading and Writing section and the Math section, which allows more time for students to eat.
- Plan activities for students who won't be testing.
- Notify your school population of modifications to the normal school day.

Technology Considerations for Room Selection

Before you determine the seating capacity of each room, familiarize yourself with the following internet requirements and electricity policies.

Network Requirements

Although students can keep testing if their connection drops momentarily, they need the internet at the start and end of the exam. They must use the school-managed network to access the internet unless prevented by a technical issue that can't be resolved. In these cases, staff can let students use an alternate connection. If they do, submit an IR.

Because internet speed can vary from room to room, it's critical for technology staff who manage the network to check the rooms you chose, especially if they've never been used for digital testing.

ASK TECH: Ask technology staff to check the device maximums of wireless access points within range of each room. They can learn more at **bluebook.org/networks**.

Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff.

Electricity

Unless they're testing with extended time, students are instructed to arrive with a fully charged device that will last the length of the test; however, you may provide access to power for students if it can be done fairly and without disrupting other students.

You must give students with extended time accommodations access to power, but it doesn't need to be continuous.

Keep in mind that students are prohibited from accessing other applications during the test, which helps minimize the drain on their battery.

Testing Room Requirements

Choose rooms with optimal access to power and strong internet; this is especially important for extended time testing rooms. You can use power strips, surge protectors, and extension cords if you have them.

To ensure an effective and secure administration, testing rooms must meet these requirements:

- Rooms must be located away from noisy areas and distracting activities.
- Rooms must be near restrooms for use during breaks.
- Rooms must be near the help room for students who need technical support during testing.
- Rooms must have:
  - ◆ Internet access with enough bandwidth to support the expected number of test takers.
  - ◆ Proper lighting.
  - ◆ Proper ventilation.
  - ◆ A working clock, visible to all students, if testing on paper.
  - ◆ No displayed materials related to test content, such as charts, maps, or math formulas. (Remove or cover them up during the test.)
  - ◆ An area to write or display Wi-Fi sign-in information and other test day instructions for students.
  - ◆ Outlets or power strips. (These are required in rooms where students are testing for more than 3 hours. Please be fair and use your judgment while providing power access for students testing for less than 3 hours.)
  - ◆ Proper seating that follows the seating requirements.

> **Tip**
>
> A clock that's visible to all students is recommended, but optional, in the testing rooms.

Seating Requirements

Follow these seating requirements to prevent security problems and ensure student comfort. Proctors will assign seats. Never allow students to choose their own seats. Students who arrive together should be seated apart. Proctors can move students who lose power and need to access a power outlet if it does not disrupt other students. Proctors should use the *SAT Suite of Assessments Seating Chart* in the Appendix to record student seat assignments.

Make sure each testing room has enough seats and meets these requirements:

- Chairs have backs.
- Seats face the same direction.
- Seats cannot be against the back wall of the testing room as this impedes a proctor's ability to view student testing devices.
- Students are seated so they can't easily see each other's screens.
- Proctors have unimpeded access to every student and can easily see them and their devices.
- Students are separated by at least 3 feet on the right and left (measured from center of desk) to allow for the proctor's freedom of movement during active monitoring and to reduce distractions.
- Seating in the testing room is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions. Students with more than 3 hours of testing time and students taking the SAT with Essay should be seated closest to power outlets.
- Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
- Students have a large, smooth writing surface, such as a desk or table.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Students won't be seated on more than 1 side of a rectangular table or around round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab and they are low enough so that proctors can see students' testing devices.)

IMPORTANT: If digital testing is in a computer lab, seats can face different directions, but students must not have a direct line of sight to other screens.

Elevated theater/auditorium-style seating is permitted for testing, though not recommended. If you need to use this type of room to test all of your students, keep in mind that 3-foot distancing and desk space rules apply. Every other row must be empty, and students cannot have a clear line of sight to each other's screens.

Help Room Requirements

Designate one help room or area where students can go to for technical support from the technology monitor. Ensure there are enough desks or tables, outlets, and that it's near the testing rooms.

Room Assignments

Testing Groups

Your roster will be available in Test Day Toolkit after students have been registered. This should happen no later than two weeks before your test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several group types, which involve combinations of timing and other accommodations that can be tested together. Testing groups include:

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)
- S9: School (Double Time – Essay only)
- S10: School (Time and One-half – Essay only)
- S11: School (Double Time – Math and Essay)
- S12: School (Time and One-half – Math and Essay)
- S13: School (SAA – EL Math only)
- P1: Paper (Standard Time)
- P3: Paper (Time and One-half)
- P5: Paper (Double Time)
- P6: Paper (More than Double Time)

More information about testing students with accommodations, including accommodations requiring paper or alternate test formats, is included in your *Accommodations Guide.*

Students in the one-to-one testing group must test in their own room. If students approved for one-to-one testing are assigned to the same room, adjust as needed so each student is in their own room.

For all testing groups, students can't move to the next test module/section or submit their answers until the full standard time has elapsed. Once the standard time has fully elapsed on a module, students testing with extended time can move on when they're ready. They're not required to stay for their entire approved time, and they can be checked out once they've submitted their answers.

Accommodations that don't involve the timing of the test, such as those covered in the next few sections, can be administered in any room, including rooms with standard time testing.

> ⚠
> **Important**
>
> Don't include references to accommodations when you name rooms in Test Day Toolkit.

Accommodated Breaks

Students with a break accommodation will take longer or additional breaks without losing testing time (i.e., the clock stops). Extended and extra breaks, as well as nutrition breaks for test timings that include them, are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for. All testing groups, including standard time, may include students with accommodated breaks.

> **IMPORTANT:** Because students with break accommodations may be seated with students without break accommodations, some rooms might include students who take breaks and finish testing at different times.

Break accommodations include:

- **Extra breaks:** Students are provided additional breaks at specified times. The breaks are provided by Bluebook—there is no button for pausing the test.
- **Extended breaks:** Students will have as many breaks as students with standard time but breaks will be twice as long. The breaks are provided by Bluebook—there is no button for pausing the test.
- **Breaks as needed:** Students may break during a test section when they need to. They click a button to pause their test in Bluebook. Once they're done with their break, they click the **Resume Testing** button.
- **Nutrition break:** Some students approved for extended time will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section. Students can go to a designated area for consuming food and drinks. If they remain in the testing room, they should consume any food or drinks away from their desks and testing materials. Accommodations that necessitate a nutrition break are:
  - ◆ Reading: Up to Double Time
  - ◆ Reading: Up to Time and One-half on the SAT with Essay
  - ◆ Reading: Up to Time and One-half with any paper tests or supplements (e.g., Reader's Script, Raised Line Drawings)
  - ◆ Math and Writing: Up to Double Time on the SAT with Essay with any paper tests or supplements
  - ◆ Math: More than Double Time

Tip

In your testing room, you may have a mixture of students who have the standard 10-minute break and students who have a 20-minute nutrition break.

Small-Group Testing

Students assigned for small-group testing should not be assigned to larger rooms. Unless approved for other accommodations, students with small-group testing are in testing group S1 with accommodations code 039.

If you have students approved for small-group testing, small-group rooms shouldn't have more than 15 students. If any student approved for small-group testing is assigned to a room with more than 15 students, move them to a smaller room.

Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room.

Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the test. Approval to test blood sugar doesn't include permission to use a mobile phone.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor or for other medical reasons. Only students who are specifically approved to have a mobile phone in the testing room may do so. In these circumstances, the proctor must keep the tester's phone on their desk at all times and must directly supervise the tester when accessing the phone app to monitor blood sugar.

Prior to testing, proctors should confirm with the student what actions are needed in the event there is a notification. The phone must be in airplane mode or guided access mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.) In either case, the camera feature must be disabled. Bluetooth may be enabled, but only to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring. No other devices may be connected to the phone.

In no case may a student keep their phone at their desk unless specifically approved by College Board. Phone settings must be adjusted so sounds are produced only when responding to medical status.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. All other students should keep these items under their desks and they can be consumed in the testing room. Students with this accommodation can access these items at any point during the test, not just breaks.

Preferential Seating

Test Day Toolkit will indicate where students approved for preferential seating should sit (e.g., "near door" or "front of room").

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor. They should not have access to student testing devices at any time.

Service Animals and Emotional Support Animals

Schools should follow their district policies regarding service animals and emotional support animals. If allowed by school/district policy, the SSD coordinator must request this accommodation in SSD Online and receive approval for the student to be allowed to have the animal in the testing room.

Written Copy of Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. All students will be able to access these instructions in Bluebook by clicking **Verbal Instructions** on the Help page. They are also available via a link at the bottom of the start code screen.

Assistive Technology

Check your Test Day Toolkit roster to find out which of these assistive technology accommodations each student is approved for:

- Text-to-Speech (Embedded) for full test or math only.
- Screen Reader (Non-Embedded) for full test or math only.
- Other non-embedded technology.

No configuration is required for the Text-to-Speech (Embedded) accommodation, which is built into Bluebook. If students at your school use non-embedded assistive technology on a Chromebook, technology staff need to configure their device. Go to Assistive Technology on page 66 to learn more about device and student readiness.

Test Day Toolkit Timesavers and Best Practices

Put these tips into practice for faster setup and a smoother test day:

- Use the new Test Day Live dashboard to monitor student progress across rooms and spot issues.
- Boost proctor confidence by adding them early so they can practice the script. They'll see Test Day Toolkit in preview mode until you grant them full access, just before test day.
- If you're testing more than 500 students in a single physical room, assign each area its own Test Day Toolkit room to improve Test Day Toolkit and network performance.
- If you're concerned about network speed, consider staggering room code entry.
- Share the work; give a colleague access to coordinator features in Test Day Toolkit.
- Learn the benefits of assigning students to rooms before test day and decide if it's right for you.

Learn more at **bluebook.org/toolkit-timesavers**.

Student Readiness Check

Schools administering the SAT and PSAT-related assessments will complete a student readiness check prior to testing. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the student readiness check, students will sign in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less and should take place 1–2 weeks before you test.

This chapter covers everything you'll need to know about student readiness check procedures. **The test coordinator should ensure that anyone giving the student readiness check has read this chapter.** The test coordinator and staff involved with the readiness check should read it ahead of time and use it on the day of the readiness check.

Benefits of the Student Readiness Check

The student readiness check gives students a chance to prepare themselves for testing. Completing the student readiness check in advance also reduces the chance of errors on test day that can lead to the need for a rescheduled test.

The readiness check will save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).

Best Practices

Make your student readiness check as useful as possible by thinking ahead about technology, rooms, timing, staffing, and activities.

Work with Technology Staff

You'll need the help of technology staff to make sure the network and testing devices are ready for the student readiness check and test day.

ASK TECH: Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff.

If possible, use the same devices you'll use on test day. Device preparation varies:

- **Personal testing devices:** Students need to download Bluebook to an approved device, check their settings, and bring that device to the student readiness check.
- **One-to-one school-managed devices:** Students need to download Bluebook and bring their device to the student readiness check. If they can't download the app themselves, your technology staff needs to install it for them.
- **Shared managed devices (from a laptop cart, for example):** Ask technology staff to provide the same set of devices that will be used on test day and make sure that Bluebook is installed. **Note:** Students don't need to use the same shared device on test day.

IMPORTANT: Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

Do what you can to create demands on the network that are similar to test day:

- Make sure technology staff configure the network to meet Bluebook requirements.
- Try to use the same rooms you'll use on test day.
- If possible, schedule sessions with as many simultaneous test takers as on test day.

IMPORTANT: Proper network configuration and good room choices can prevent many test day issues that keep students from testing.

Flexibility

It's not always possible to schedule sessions in a way that mirrors your testing schedule. Schools have flexibility and can consider other options. For example, schools with many test takers might choose to stagger sessions across days or during homeroom, English classes, or free/reading periods.

Staffing

The test coordinator should be available during the student readiness check to assist with any questions. Depending on when and how a school chooses to administer the readiness check, the test coordinator may need to prepare staff to assist. Staff should **not** access Test Day Toolkit to facilitate a student readiness check.

- **If the readiness check will occur in multiple rooms simultaneously,** additional staff will be needed to monitor student device readiness and record any issues that will require follow-up.
- **If the readiness check will be staggered and groups of students can come to a single room throughout the day,** the test coordinator can manage the event and record the issues for follow-up.

See Troubleshooting the Student Readiness Check on page 22 for how to follow up on any issues encountered during the readiness check.

IMPORTANT: If your school will be holding the student readiness check in multiple rooms simultaneously, you may want to consider setting up a help room for students who encounter persistent issues that keep them from advancing in the readiness check. This could be staffed by the technology monitor, if this role has been assigned.

Additional Guidance

To track session participation, navigate to **Downloads** in Test Day Toolkit, click **Export Data** to download an Excel file, and sort students by exam setup status.

Two Ways to Practice: Test Preview or Full-Length Practice

As part of the student readiness check, have your students complete either a test preview or a full-length practice test.

If you want students to take a full-length practice test, budget 3 hours for the student readiness check.

Proctors need to make sure students sign in to Bluebook with the information from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

- **Test Preview:** The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. Students do not get a score or any feedback on their answers.
- **Full-Length Practice:** These tests are scored so students can see where they need to focus their study. Full-length practice tests are timed just like real tests, except that users can start or stop the test anytime.

While taking practice tests in Bluebook, students can toggle on and experiment with certain built-in accommodations (text-to-speech, screen readers, etc.), but only students with approved accommodations can use these accommodations on test day.

After they complete a practice test, students can use their sign-in tickets to access **My Practice** where they can see their scores.

STUDENT EXPERIENCE:

Students can see their Test Preview and Full-Length Practice options when they sign in to Bluebook.

Reminder

Students don't need room codes or start codes for practice or preview. Proctors do not use Test Day Toolkit during the student readiness check.

Preparation Checklist

The test coordinator is responsible for ensuring the student readiness check runs as smoothly as possible and will need to plan ahead to ensure the school and the staff administering the readiness check are ready.

To prepare for the readiness check, the test coordinator will need to complete the steps outlined in the checklist that follows.

Accommodations

☐ Work with the SSD coordinator to ensure accommodation requests are submitted by the deadline. Any requests for new College Board–approved accommodations or accommodation changes need to be submitted 7 weeks before your state testing window opens. (Depending on your state's policy, requests for state-allowed accommodations may have a different timeline.)

☐ Work with the SSD coordinator to confirm students are matched to their correct accommodations 3 weeks before testing.

Registration

☐ The test coordinator and SSD coordinator must validate that the SDMS and Test Day Toolkit rosters for your school are complete and correct and contain each student's accommodations as approved in SSD Online.

Technology

☐ Ask technology staff to complete the device and network tasks that apply to your school:

- ◆ Installing Bluebook on school-managed devices.
- ◆ Configuring testing devices for students who use screen readers and other assistive technology. Get guidance about Chromebooks and assistive technology at **cb.org/chromebook-screen-reader** and information for other device types at **cb.org/accommodated-testing**.

☐ Confirm technology staff configured the network to allow all necessary traffic.

Schedule Sessions and Reserve Rooms

☐ Work with administration to reserve time before test day for the student readiness check.

- ◆ Confirm there are no conflicting planned events at the school.
- ◆ Decide what time of day students will complete the readiness check.
- ◆ Work with staff on instructions for supporting the readiness check.
- ◆ Make sure your technology monitor and proctors can attend.
- ◆ If needed, reserve rooms you'll use for the readiness check.

Due to the short length of the readiness check, students should not require access to electricity unless you're planning to have your students complete a full-length practice test.

Students and Parents/Guardians

☐ Notify students and parents/guardians about the student readiness check. They'll need to know that:

- ◆ If your students will test on personal devices or school-managed devices assigned to them one-to-one, they need to bring those devices from home.
- ◆ If students will use school-managed devices that are shared or remain at the school, they may complete the readiness check with any of the devices that will be used for testing.
- ◆ **Tip:** To avoid potential delays due to simultaneous Bluebook updates, ask students to open Bluebook on their own a day or 2 before the student readiness check so it can auto-update if needed. They don't need to sign in.

☐ Have students review the testing rules and student guide for the relevant assessment with their parents/guardians. Student guides, which include testing rules, are available at **satsuite.collegeboard.org/k12-educators/educator-experience/state/start**.

Sign-In Tickets

☐ Print sign-in tickets so students can access Bluebook. They'll use them during the student readiness check and on test day. You can also give them to students so they can take practice tests at home. You'll need to print another set of tickets for test day.

Follow these steps to print a PDF with a sign-in ticket for each student:

a. Sign in to Test Day Toolkit.

b. Click **Downloads** on the homepage.

c. Go to the **Print Tickets** tab and select sort and layout options. You can print 1, 2, or 4 per page.

d. Choose your printer's single-sided option.

e. Add the tickets to your room kits.

STAFF EXPERIENCE:

Test Day Toolkit				Hi, **Amy**
Home　Help　All Rooms　Staff　All Students　**Downloads**			Irregularities	**PSAT 8/9 Primary** | Switch HIGH SCHOOL - AI:000000

Downloads

Print Tickets　　Export Data　　Print Room Directory

Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:

- • On test day, to start testing.
- • Before test day, to participate in the digital readiness check and to preview Bluebook on their own.

Sort Options

◯ Sort tickets by room (includes a cover sheet for each proctor).

⦿ Sort tickets alphabetically.
　Last accessed by TDTK_AUTO_COORD, TDTK_AUTO_COORD on Aug 22, 2024 12:11 PM

Layout Options

1 ticket per page　　⌄

Print Tickets 🖶

Save time and effort by choosing the alphabetical sort option and the 1-per-page print option.

ⓘ

Important

If your school is hosting any away students who don't normally attend your school, the test coordinator may want to provide sign-in tickets to those students so they can complete student readiness activities on their own. If you don't do this, the away students will have to complete exam setup on test day.

Room Kits

☐ Assemble kits for staff. The kits are optional, but it is helpful for staff to be provided with:

- A list of students assigned to each proctor's testing room, if not taking place during an existing class period.
- Each student's unique sign-in ticket.
- Instructions for connecting to Wi-Fi, including password (especially important for away students and anyone using personal devices).
- Instructions on how to manage the readiness check (including a reminder to staff to access this guide) and how to report issues to technology staff so they can be resolved prior to test day.

🔔

Reminder

Staff should not use Test Day Toolkit or share room or start codes during the student readiness check.

During the Student Readiness Check

The test coordinator should be available during the student readiness check to make sure staff have what they need and to assist with any questions.

IMPORTANT: Do not use Test Day Toolkit or share codes during the student readiness check.

1. Distribute Devices and Sign-In Tickets

As students arrive in the classroom, the proctor should direct them to their seats. As with test day, students who arrive together should not be seated together. When all students are seated, distribute testing devices and sign-in tickets.

IMPORTANT: You can put sign-in tickets on desks as a way to assign seats or hand students their tickets as they arrive.

2. Signing In to Bluebook

The sign-in tickets you distribute are unique to each student, and they'll use them to complete the student readiness check.

How to sign in: When students open Bluebook, they'll see 2 ways to sign in—with a College Board account or using the sign-in ticket. **Even if your students have College Board accounts, they must sign in using the info on their sign-in ticket or they won't be able to access their test.**

Once students sign in, they'll find their tests listed under **Your Tests** and any accommodations will be listed there. Students should confirm that all personal and accommodations information is correct and let the proctor know if it's not.

If a student's personal information or accommodations are incorrect in Bluebook, the test coordinator should work with their district or state to correct the issue in their state data system and SDMS.

3. Test Your Device

When students are signing in to Bluebook, they'll see a button at the top right of their screens that reads **Test Your Device**. Have them click this, and Bluebook will quickly check that their device meets all requirements.

4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. Students will find their test listed under **Your Tests**, then select **Start Exam Setup** to go through the screens. Students must complete exam setup before they can test. If they're taking the SAT, they'll be able to select four institutions to send their scores to for free.

5. Test Preview

After students complete exam setup, have them take a test preview. The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook. On the Bluebook homepage, students can select **Test Preview** under **Practice and Prepare**.

Test previews are untimed. Ensure you leave enough time to allow students to try out all the testing tools, and if they will use assistive technology to test, they should use it here, too.

Students do not get a score or any feedback on their answers.

Once all students have tested their device requirements, completed exam setup, and spent some time exploring the test preview, the student readiness check is complete.

Troubleshooting the Student Readiness Check

If these troubleshooting tips don't work, let technology staff at your school or district know so they can address device and network issues before test day.

> **IMPORTANT:** Tell technology staff which students experienced issues using personal devices or managed devices assigned to them one-to-one.

A Student Can't Connect to the Internet

If no one in the room can connect, school or district technology staff should make sure traffic to and from the domains listed at **bluebook.org/networks** can bypass any security appliances and software.

If only some students have an issue, make sure their device Wi-Fi is on and airplane mode is off.

To check for an internet connection, open a browser and navigate to **collegeboard.org** on a testing device. Chromebook users need to exit Bluebook and sign in to their device first. After confirming their connection, they need to sign out of their device and open Bluebook without turning the device off.

A Student Can't Reach the Bluebook Sign-In Screen

After making sure the device is connected to the internet, one of these fixes should work. Try them in order.

1. Make sure the student opened the correct digital testing application. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.
3. Use a backup device with Bluebook installed, if available.
4. Reinstall Bluebook if possible. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook isn't configured correctly and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available.

Bluebook Can't Update to the Latest Version

If a device isn't running the latest version of Bluebook and can't update, an error message will display when the student opens it. Try the following steps:

1. Check the student's internet connection.
2. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to go to **Bluebook Exams** in the app store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent devices from auto-updating.
4. Use a backup device with Bluebook installed if available.

A Student Can't Sign In or Their Test Isn't Listed

Make sure the student clicked **Use a sign-in ticket from your school** when they opened Bluebook and that they used the credentials on their sign-in ticket.

If they signed in with their College Board account instead, they should sign out, click the first button, and use their ticket to sign in again.

If students made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

A Student's Data is Incorrect in Bluebook

If a student's personal information or accommodations are incorrect in Bluebook, the test coordinator should follow the instructions provided in How to Correct Mistakes on page 41.

A Student's Device Doesn't Meet Requirements

If a problem is identified when a student clicks **Test Your Device**, Bluebook will suggest a remedy. If it's not possible to fix the issue during the session and other devices are available, give the student one. Let your technology coordinator know about the device issue.

Test Day

On Test Day

This chapter covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day.

Test Security

To keep scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here.

Test Day Timing

Assessments in the digital SAT Suite have 2 sections—(1) Reading and Writing and (2) Math—with a break in between. For students testing with standard time, the Reading and Writing section is 64 minutes long and the Math section is 70 minutes long, with a 10-minute break in between sections.

Students taking the SAT in Delaware and New Hampshire and students participating in DoDEA administrations will also take the SAT Essay, which adds an additional hour to the total testing time.

If schools didn't administer a student readiness check before test day, proctors should allow an additional 30 minutes to administer the readiness check to students on test day before starting the test. This extra time doesn't include the test preview portion, which can be skipped if the readiness check is administered on test day. Instructions for administering the student readiness check are included in Student Readiness Check on page 16.

Test Day Oversight

Test coordinators supervise all test day activities, making sure staff have everything they need.

Sign In to Test Day Toolkit

No later than test day morning, check your roster and grant full Test Day Toolkit access to staff:

1. Sign in to Test Day Toolkit at **testday.collegeboard.org**.
2. Check your roster for updates and assign new students to rooms or reassign students with new accommodations as needed.
3. Grant staff full access.
   - On the **Staff** page, find a staff name, and choose **Grant toolkit access** in the **Actions** column.
   - To grant access to all staff at once, click the checkbox at the top of your staff list and click the **Grant toolkit access** button that appears.

Keep in mind the following:

- You may grant full access to staff 1 day prior to the beginning of the testing window.
- You don't need to turn full access on and off during the testing window.
- You should immediately remove access for any staff who don't need it, including staff no longer employed by your school or district.

Test Day Morning

If you haven't already, organize these proctor supplies for proctors testing students in Bluebook:

- A copy of the Wi-Fi name and password for each proctor.
- 1 sheet of scratch paper per student (plus extra scratch paper for students who request more during testing).
- A sign-in ticket for each student.
- Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging (prioritize extended time testing rooms).
- Fully charged testing devices for students (if applicable).
- Recommended: Printed seating chart, which is included in the Appendix of this manual. The first page contains important instructions for test coordinators. (Proctors in large testing rooms may need more than 1 chart.)
- For some students taking the test with EL supports, printed copies of translated test directions (available at **satsuite.collegeboard.org/k12-educators/educator-experience/ state/start**) or approved word-to-word dictionaries.

IMPORTANT: If your school is providing testing devices, make sure Bluebook is installed and the devices are fully charged.

Prepare your school:

- Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
- Make sure all testing staff have a device with access to Test Day Toolkit.
- Optional: Print and post the Room Directory from Test Day Toolkit to help students find their room.

   IMPORTANT: To protect student privacy, make sure room names don't include accommodation information.

- If your school is supporting away or homeschooled students, make sure the local network is accessible to them or there is a public network they can join.
- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If possible, reserve a room for students who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.

Supporting Your Staff

For a successful test day, decide how to facilitate breaks and communication. Plan a break schedule for staff as needed, making sure testing rooms and hallways are always monitored, and set up a signaling system so staff can communicate with each other quickly.

Work with the SSD coordinator to understand how your students' accommodations must be administered so that you can prepare your proctors.

Hold a brief meeting before students arrive to share last-minute instructions. Be sure to:

- Let proctors know the test timing for the students in their room.
- Distribute supplies.
- Remind staff to use power strips, surge protectors, and extension cords safely.
- Let staff know where the help room and late room (if you have one) are located.
- Remind staff to enforce all policies shared in this manual and to never leave students alone in the room.
- Ensure staff are aware of school policy regarding retesting and how to submit IRs.
- Tell staff to connect to Wi-Fi and sign in to Test Day Toolkit.
- Make sure proctors and hall monitors have access to all the resources they need and have read the *Proctor Manual* and the *Hall and Room Monitor Test Day Guide*, respectively. Technology monitors should read the *Technical Troubleshooting Guide.* These guides are available at **satsuite.collegeboard.org/k12-educators/ educator-experience/state/start**.
- Also remind proctors to monitor their room carefully during testing for any student with their hand raised. If Bluebook crashes or a student exits Bluebook, staff will use Test Day Toolkit to let them continue testing.

Monitoring Test Day Activity

To keep things running smoothly throughout test day:

- In Test Day Toolkit, monitor student progress across all rooms on Test Day Live.
- Minimize distractions and limit access to the testing area.
- Work with the technology monitor to troubleshoot technical issues covered in the *Technical Troubleshooting Guide.*
- Enforce rules and watch for irregularities, including students who access prohibited electronic devices during testing or breaks.
- Remind students to remain silent when taking breaks and during dismissal, as other students may still be testing.
- Only allow testing staff and students into the testing area.
- Remind proctors to keep their device with them so they can refer to Test Day Toolkit and respond to student concerns quickly.

When all testing is finished, make sure to collect all materials from your proctors, including scratch paper, sign-in tickets (in cases of early dismissal or rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days as they may be needed for test security investigations.

Irregularities

Your school may encounter problems on test day. We are here to help.

Refer to Retesting and Irregularities on page 35 for a comprehensive overview of the IR submission process.

Call College Board immediately if testing is interrupted for more than half of students for more than 10 minutes or you have any urgent concerns about test security. If you need to close your school on your intended test date, you can reschedule testing for another day in the window. Although schools can use flexible start times, staff should start early enough to allow students with extended time to complete the test within standard school hours.

If students violate the rules or leave early for any reason, or if technical problems occur, see Responding to Problems on page 30 for details on handling and reporting anything that goes wrong.

Absentees

Absent students who haven't entered the room code should be rescheduled to test on another day in the testing window. See Retesting and Irregularities on page 35 for more information about rescheduling policies.

Technical Troubleshooting in the Testing Room

This section on troubleshooting in the testing room will be used by proctors, and is provided here for your reference as test coordinator.

If a student is having technical trouble and testing hasn't started yet, you can try the tips shared below.

When to Send Students to the Help Room

- Helping the student takes too much of your time and attention.
- You want to avoid distracting students who are testing successfully.
- Other students are testing successfully.
- None of the troubleshooting steps that follow resolve the issue.

When to Send Students to the Test Coordinator

- You don't have a sign-in ticket for them or the credentials on their sign-in ticket don't work.
- The test isn't listed on their homepage.
- There's an issue with their accommodations.
- The student's name or date of birth is incorrect in Bluebook.

IMPORTANT: Report an irregularity if you resolve the issue but a student's testing was interrupted for more than 1 minute.

None of Your Students Can Start

If none of your students can start the test, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

A Student Can't Reach the Bluebook Sign-In Screen

If Bluebook doesn't open properly, one of these fixes should work. Try them in order:

1. Make sure the student opened the right digital testing app. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.

2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.

3. Check the student's internet connection.
   - **Chromebook users:** Exit Bluebook and sign in to the device.
   - **All devices:** Open a browser and go to **collegeboard.org**. If you can't get to this site, make sure device Wi-Fi is on and airplane mode is off.
   - **Chromebook users:** Sign out of the device and open Bluebook without turning the device off.

4. Use a backup device with Bluebook installed, if available.

5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook isn't configured correctly and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available, or send them to the help room.

A Student Can't Sign In or Their Test Isn't Listed

Make sure the student clicked **Use a sign-in ticket from your school** when they opened Bluebook and that they used the credentials on their sign-in ticket.

If they signed in with their College Board account instead, they should sign out, click the first button, and use their ticket to sign in again.

If students made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in. If the student is on the start code screen, one of these fixes should work. Try them in order:

1. Reenter the start code.

2. Make sure the student is marked present on the Test Day Toolkit **Attendance** page.

3. Restart the device and open Bluebook again.

4. Use a backup device with Bluebook installed, if available.

If Most Students Are Ready to Start

Consider sending the student to the help room so testing can begin for everyone else. The student can start testing after the issue is resolved; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

A Student's Testing Is Interrupted

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device and open Bluebook again.
3. Follow the instructions below to complete a device swap if backup devices are available.

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

How to Perform a Bluebook Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

IMPORTANT: If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finish testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage.
4. After the proctor lets the student continue testing, the student clicks **Resume Testing Now**. They should be returned to the question they last viewed.

IMPORTANT: If students are returned to a previous question, they should reenter their answers—unless they'd have to reenter more than 5 answers, in which case they should retest.

How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click **Let Student Continue Testing**.

Tip

Most issues are resolved by restarting Bluebook or the testing device.

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call College Board as soon as possible. Testing staff may approach you on test day with issues related to irregularities. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to Retesting and Irregularities on page 35.

Key Takeaways

- The problems mentioned in this section may require you to report irregularities or dismiss students early, as described in Next Steps on page 32.
- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- IRs completed by proctors or monitors are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check student sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator. Otherwise, let students keep their sign-in tickets. (Some states may require that all sign-in tickets be collected. Please refer to and follow your state's policy for collecting sign-in tickets if they have one.)
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug into available outlets if they need to.

How to Respond to Problems

When to Call College Board

Test coordinators should call College Board as soon as possible if:

- They have any urgent concerns about test security.
- Testing for more than half of students is interrupted for more than 10 minutes.

If a school closure prevents testing as planned, the test coordinator should reschedule for another day within the testing window. If that's impossible, they should call College Board.

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 32 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 31). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

Proctors are required to collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If a student accessed a prohibited device to copy test content, the test coordinator should take photos for evidence in a way that does not distract or disrupt other students who are testing. After collecting the photo evidence, the test coordinator will:

1. Ensure any test content is deleted from the prohibited device before returning it to the student.
2. Submit a test security IR. If applicable, indicate that you have photo evidence.
3. Securely save the photo and any other evidence you collected, including seating charts, in case it is needed by College Board test security. After 60 days, securely destroy any associated evidence.

If you're not sure a student violated a rule, you can give them a warning and continue monitoring them closely.

If a student takes excessive breaks, ask them why and where they're going and make sure they leave their testing device, scratch paper, and other items in the room.

Early Departure

Students must stay at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for Early Dismissal below, and submit an IR.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 27.

Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call College Board.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives students a chance to discuss test content.

Approved Accommodations Not Given

If allowed under state policy: Ask the student if they want to continue testing without the approved accommodations or stop testing. An accommodations waiver must be completed by a parent or guardian if a student is under the age of 18 to excuse the student from using approved accommodations. If a student began testing, but their approved accommodations were not given, submit a retest IR.

In either case, submit an IR. They may be eligible for a retest (see Retesting and Irregularities on page 35).

Unapproved Accommodations Given

Tell the student to stop testing, follow the instruction for Early Dismissal below, and submit an IR.

Test Question Issues

If a student thinks something is wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them it's better to guess than leave a question blank. Only answer questions about procedure, never about test content.

Ask them to see you after the test so you can report the problem to College Board. Wait until other students finish testing before talking to the student.

Next Steps

Early Dismissal

All students must stay at least until standard time has fully elapsed and they have finished testing, except in cases of illness or rule violations. To dismiss a student early, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Submit an IR in Test Day Toolkit.

IMPORTANT: Staff should use the normal dismissal procedure if extended time students choose to end their test after standard time ends and before their full extended time ends.

Test Abandonment

If a student leaves without talking to you first, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Click **Undo Check-In**.
3. If you find their scratch paper, sign-in ticket, or personal belongings, give them to your test coordinator.
4. Submit an IR in Test Day Toolkit.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and choose between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board. Refer to Retesting and Irregularities on page 35 for more information.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones, notes, smartwatches, smart glasses, etc.) during testing or during breaks
- Switching devices or seats without permission
- Possessing answer keys, cheat sheets, or test content
- Testing twice in the same testing window without an approved retest

Device and Aid Access During Testing

Students may not access other applications or programs on their testing device before leaving the testing room. During testing, students can access the permitted items listed below.

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing. Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved. Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 14 to learn more.

Everything else is prohibited, unless a student has an approved accommodation that requires it.

Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator approved list in the Appendix (calculator covers must be kept under students' desks and students must be reminded to clear saved formulas before testing begins)
- External mouse and mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays)
- Scratch paper provided by the proctor
- Pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them.

Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove test content.

Unless students have a College Board–approved accommodation, they can't access these items during the test or breaks:

- Phones, smartwatches, smart glasses, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks (except for students taking the SAT Essay)
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved.

Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 14 to learn more.

Everything else is prohibited, unless a student has an approved accommodation.

Additional Guidance

Head coverings worn for medical or religious reasons are permitted during testing as long as they don't obstruct testing staff's ability to view students' eyes and ears. Students aren't permitted to wear other head coverings while testing; if they are wearing one, they must store it under their desk. If they're wearing a hooded shirt in the testing room, their hood must stay down during testing.

Calculators

Students can use an embedded Desmos calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. They can toggle between scientific and graphing options at any point in the Math section.

Calculators can't have cords, and calculator covers must be kept under students' desks during testing. Backup calculators or batteries must also be kept under students' desks. Students using calculators with raised or enlarged displays that are visible to other students may be seated at the discretion of the test coordinator.

Before testing, students must delete any stored documents, turn off all sound, and cover any infrared data ports with tape. Any programs that have algebra functionality (e.g., solving equations, expanding algebraic expressions, factoring algebraic expressions, etc.) must also be deleted.

Although scientific, graphing, and 4-function calculators are permitted, 4-function calculators are not recommended, and any calculators with features mentioned in the list of prohibited calculators below are prohibited.

Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in computer algebra system (CAS) functionality. Examples of such devices include:
  - Casio: ClassPad 300, 330, or 400; ClassPad II (fx-CP400); ClassPad fx-CG 500 or fx-CG500; Algebra fx 2.0; all model numbers that begin with CFX-9970G.
  - Hewlett Packard: HP Prime; HP 48GII; all model numbers that begin with 40G, 49G, or 50G.
  - Texas Instruments: TI-Nspire CAS, TI-Nspire CX II CAS; all model numbers that begin with TI-89 or TI-92 or have CAS in the model name. Note that TI-Nspire models that do not include "CAS" in the name are acceptable.
- Calculators with apps, menus, or programs that perform symbolic algebra manipulation (e.g., solving algebra equations symbolically).
- Calculators with QWERTY keyboards.
- Devices with wireless internet capability, Bluetooth, or cellular connectivity.
- Devices with built-in cameras or audio/video recording.
- Tablets and laptop computers (unless an approved accommodation).
- Electronic writing pads or pen-input devices.
- Cell phone calculator apps.
- Calculators that use paper tape.

Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices, including smartwatches, smart glasses, and mobile phones, in the test site to protect test content and prevent security breaches. Accessing a prohibited device or having a device that makes any noise at any time, including breaks, is grounds for dismissal and possible confiscation of the electronic device as part of a thorough investigation. College Board may prohibit individuals from taking the SAT, PSAT/NMSQT®, AP®, or CLEP® exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test.

Retesting and Irregularities

Schools have the option of retesting or rescheduling tests in the SAT Suite in certain circumstances, as long as all testing is completed during your state's administration window. Schools should plan to start testing early enough in the window to ensure there's enough time to retest or reschedule if necessary.

> **IMPORTANT:** Starting testing late in the window could limit your school's ability to retest students.

The first part of this chapter explains the policies for retesting and rescheduling. Information includes examples of possible scenarios, administration planning considerations, and possible consequences for students' scores.

The second part of this chapter contains a general overview of the IR submission options, instructions for setting up a retest in Test Day Toolkit as part of the IR submission process, and other technical guidance.

> **IMPORTANT:** Remember to follow any state and district policies related to irregularities, rescheduling, and retesting, including policies related to student and/or parental consent.

Policies for Retesting/Rescheduling

Rescheduling Policies

Rescheduling a test date may be necessary in certain circumstances. As long as affected students have not entered a room code in Bluebook, schools may select a new test date anytime within the administration window without contacting College Board or submitting an IR.

Examples of issues that might require rescheduling a test date include:

- Student absences due to illness.
- Technical issues that prevent students from signing in to Bluebook.
- Fires, floods, severe storms, or other widespread weather-related events that prevent the start of testing.
- Local tragedies or emergencies that prevent the start of testing.
- Prolonged schoolwide network or power outages that prevent the start of testing.
- Scheduling conflicts with group activities (e.g., absentees due to team sporting events).

Students can use the same sign-in tickets from their initial test date if their test is rescheduled, as long as the tickets were not previously handed out to students on test day.

If students have entered their 5-letter room code, rescheduling is no longer an option. The school will need to submit an IR to set up a retest.

Exceptions

If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook homepage, the student's registration data will need to be updated as explained in How to Correct Mistakes on page 41.

Retesting Policies

If schools encounter issues after the room code has been entered, students may be eligible for retesting. When students retest, they retake the entire assessment. They can't retake only certain sections of the assessment.

Examples of scenarios that would call for retesting include:

- Schools that experience disruptions to testing (e.g., fire alarms).
- Students who experience technical issues after testing has started.
- Students who become sick after testing has started.
- Misadministrations, either due to student or testing staff error, that would invalidate the student's score.
- Students who are caught with a prohibited device, but there is no evidence of using it for cheating.

IMPORTANT: Each student has only 2 opportunities to retest as a result of irregularities.

Examples of scenarios that don't call for retesting include:

- Absentees (absent students can be rescheduled to test on another day in the testing window).
- Rule violations.
- Students who have already used their 2 opportunities to retest.

Schools can set up retests in Test Day Toolkit when they submit an IR, although some IR types won't have an option for retesting. It may take up to 1 full business day for a student to appear in the Test Day Toolkit retest roster following the submission of an IR.

If a student is listed in a retest irregularity form, the student's score from the initial test date will be on a temporary hold until the last published score release date.

If the student doesn't retest, the original test score will be sent to the state department of education.

If a student engaged in prohibited behavior, including gaining an unfair advantage on the test, failure to retest may result in score invalidation.

Additional Considerations

Schools should plan for an alternate test date in case of issues and ensure that bell schedules and schoolwide events are taken into consideration.

Test coordinators are responsible for the following:

- Determining in advance of test day when their school can offer retesting in the event of an issue.
- Ensuring proctors know about their school's retesting policies and the procedures for correctly completing an IR in Test Day Toolkit.
- Reviewing and correcting all IRs in Test Day Toolkit before submitting them to College Board. (This includes making sure the right students are listed in each form and replacing incorrect forms with the correct ones.)
- Submitting completed IRs as soon as possible within 5 calendar days of the test date. Retest IRs must be submitted no later than 3 calendar days before the close of the testing window. Late submission could delay score release. **Students may not be able to retest if the IR is submitted in Test Day Toolkit more than 5 calendar days after testing.**

Although test coordinators are responsible for submitting IRs to College Board, proctors and other staff should know about the option to retest, how to submit a retest IR in Test Day Toolkit, and how this affects students' scores. Testing staff may need to explain students' retesting options in the event of an irregularity.

Important

Students must complete all test sections during a retest. College Board can't combine sections from original and retest administrations for scoring.

If allowed by state or district policy, staff should also be prepared to handle student requests to cancel their scores on test day, which must be submitted in Test Day Toolkit within 5 calendar days of their test date. Test coordinators should document students' requests for score cancellation and keep for their records. Score cancellation IRs are processed automatically and aren't individually reviewed by College Board staff. Canceled scores will still be reported to your state department of education but won't be available to the student, school, or district in the K–12 score reporting portal. Students can cancel their own SAT score send requests in Bluebook within 3 days of testing. Testing staff can't cancel students' score send requests in Test Day Toolkit.

College Board may reach out to the test coordinator if any additional information is required that was not provided in the IR.

How to Report Irregularities and Set Up Retests

Depending on the problem, you'll need to take one of the following actions:

- **Reschedule:** If students haven't entered the 5-letter room code, reschedule their test during the testing window without submitting an IR. The room code is the first code students enter.
- **Report only:** To report an issue without setting up a retest, use Test Day Toolkit to submit a no-retest form. Use this option if retesting isn't available, the student doesn't want to take a retest, or your school can't offer one.
- **Retest:** If students entered the room code, use Test Day Toolkit to submit a retest form. Retest forms set up new tests automatically.

IMPORTANT: If you're not sure which form to use, call College Board for additional guidance—we can't respond to questions asked in an IR.

STAFF EXPERIENCE:

Add Irregularity

Don't submit an irregularity if students didn't enter a room code; instead, follow the instructions for rescheduling tests.

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

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

	Expand All	Collapse All
Retest students who entered the room code.		+
Report a security issue or rule violation.		+
Report a technology issue without setting up a retest.		+
Report a non-security issue without setting up a retest.		+
Cancel a score on behalf of a student.		+

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

Irregularity Chart

Use the table below to find out how to respond to different kinds of irregularities, and then learn How to Set Up a Retest on page 39 and How to Correct Mistakes on page 41.

> **IMPORTANT:** Remember to follow any state and district policies related to irregularities, rescheduling, and retesting, including policies related to student and/or parental consent.

IRREGULARITY CHART

Problem	Options	Forms
Approved accommodations are wrong or missing in Bluebook *Example: Bluebook didn't give student extended time*	After correcting the error, **reschedule** the test for students who didn't enter the room code	*Don't submit a form*
	After correcting the error, **retest** students who entered the room code	Wrong or missing accommodations in Bluebook
Other accommodations issue *Examples: Bluebook-embedded text-to-speech didn't work; other assistive technology was unavailable; a student approved for preferential seating was seated incorrectly*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	▪ Assistive technology/screen reader issue (no retest) ▪ Accommodations issue (no retest)
	Retest students who entered the room code	▪ Assistive technology/screen reader issue ▪ Staff accommodations mistake
Technology issue *Examples: Answer submission failure; disruptive internet issue; start code didn't work; allowed student to use an alternate internet connection*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	▪ Answer submission error (no retest) ▪ Internet issue (no retest) ▪ Student technology issue before timed testing (no retest) ▪ Student technology issue during timed testing (no retest) ▪ Staff technology issue (no retest)
	Retest students who entered the room code	▪ Internet issue ▪ Student technology issue ▪ Staff technology issues
Disruptive student behavior	To retest the students who were disrupted: ▪ **Reschedule** testing for students who didn't enter the room code or **retest** students who entered the room code ▪ **Report** the disruptive student in the prohibited behaviors form	▪ Disruption caused by another student ▪ Prohibited behaviors (no retest)
	To report without retesting: ▪ **Report** the disruptive student ▪ In the same form, identify the students whose testing was disrupted	Prohibited behaviors (no retest)

Problem	Options	Forms
Security issues and rule violations *Examples: Theft of test content, possession of a prohibited device, use of ChatGPT or other GenAI, giving and receiving help, using their device improperly, damaging a testing device, proctored by a family member* *Retesting in accordance with state policies: Some states allow or require retesting of students involved in certain security issues. For example, a student in possession of a phone might be allowed to retest if there's no evidence of cheating.*	**Report** the problem without setting up a retest	▪ Prohibited behaviors (no retest) ▪ Prohibited use of electronic devices (no retest) ▪ Conflict of interest (no retest)
	To **retest** students, in accordance with your state's policy, select **Other** when asked to describe the problem and under **Detailed Description**, enter "The student was involved in a security issue, but we still need to retest them."	Testing conditions and administration mistakes
Illness and other issues *Examples: Ambiguous test question, noise disturbance, distracting staff behavior, fire drill, emergency, incorrect name*	**Reschedule** testing for students who didn't enter the room code	*Don't submit a form*
	Report the problem without setting up a retest	▪ Testing conditions and administration mistakes (no retest) ▪ School evacuation (no retest) ▪ Test content issue (no retest) ▪ Illness and early departure (no retest) ▪ Wrong student data in Bluebook (no retest)
	Retest students who entered the room code	▪ Testing conditions and administration mistakes ▪ School evacuation ▪ Test content issue ▪ Illness and early departure
A student wants to cancel their score	**Cancel** scores on behalf of a student only if they're not retesting (don't use to stop or change SAT score sends)	Score cancellation

How to Reschedule Testing

If students didn't enter the 5-letter room code in Bluebook, choose any date during the testing window without submitting an IR. But first, make sure issues with technology, registration, or accommodations don't recur during the retest. See How to Correct Mistakes on page 41.

How to Set Up a Retest

To retest students who entered the 5-letter room code, submit a retest IR within 5 calendar days of testing or 3 calendar days before the close of the testing window, whichever is sooner. Up to 2 retests can be set up per student, so if there's also an issue during the retest, the student has 1 more opportunity.

Avoid Unnecessary Retesting

- If you're completing a retest IR, list only the students you want to retest. If other students were involved but won't retest, list them on a no-retest IR.
- If a student completed the test and a technology error prevented answer submission, do not submit a retest IR of any kind. If the instructions at **In-School Testing and Answer Submission** don't work, submit an answer submission error (no retest) form.
- If you or your students discover critical registration information is incorrect after testing has started, call College Board—the student might not need to retest.

Step-by-Step Instructions for Setting Up a Retest

1. Fix issues with registration, accommodations, or technology so they don't recur during the retest. See How to Correct Mistakes on page 41.

2. On the **Irregularities** page in Test Day Toolkit, click **Add Report**.

3. Select **Retest students who entered the room code**.

4. Open the appropriate form.

5. Select the students who need to retest, and answer the questions.

6. Submit the form.

Listing Students in a Retest Form

We prepare a retest for every student selected in a retest IR form—or, if you select a whole room, every student assigned to that room—so only list students you plan to retest. This is important for two reasons:

- When you set up a retest, we put a temporary hold on students' scores.
- Each student has only 2 opportunities to retest as a result of irregularities.

If every student in 1 or more rooms was affected by the same irregularity, you have 2 options:

1. To retest every student, submit 1 form. When asked which students were involved, select **A roomful of students**, and then select each room from the dropdown menu.

2. To retest only some of the students involved, submit 2 forms: a retest form listing only the students who need to retest and a no-retest form that lists the others.

STAFF EXPERIENCE:

Add Irregularity

Student technology issue

* = Required   Choose a different irregularity

Students Affected

Which students were involved in this irregularity? *

One or more specific students   ⌄

Choose one or more students *

| Brown, Drake N.   x   Homenick, Gilberto L.   x | x ⌄ |
| DOB: 08/19/2004   DOB: 04/08/1997 | |

Impact

Make sure you selected only the students who need to retest. *

- ☑ I understand that scores are put on hold for every student I select above.
- ☑ If I select a whole room, the scores of every student in the room are put on hold.
- ☑ Original scores are canceled only after the student retests.
- ☑ If students listed above don't retest, their original scores are released after a review.
- ☑ If a student wants to cancel their scores and not retest, submit a score cancellation irregularity.

College Board prepares a retest for every student selected in a retest IR form, so only list students you plan to retest.

How to Correct Mistakes

Make sure issues with technology, registration, or accommodations don't recur during the retest. **Correct errors before you try to test students again.**

Technology

Assistive technology: Read our guidance about Chromebooks and assistive technology at **bluebook.org/chromebook-screen-reader** or get information for other device types at **bluebook.org/accommodated-testing**, and encourage students to practice with their assistive technology on their testing device.

Chromebooks: Direct technology staff to **bluebook.org/chromebook-checklist** to review device readiness steps, make sure verified mode is enabled, and free up space by clearing user profiles.

Internet: Ask technology staff if you should test in rooms with stronger Wi-Fi and make sure the network is configured to let required traffic pass through. Refer them to **bluebook.org/network-checklist**.

Registration and Accommodations Data

For issues related to registration and accommodations data, test coordinators should work with their district or state to correct the issue in their state data system and SDMS.

How to Waive Accommodations

If allowed by state policy, you can reschedule testing for a student who hasn't entered the 5-letter room code yet and who wishes to test without their accommodations. **Accommodations can't be waived on test day.**

To waive accommodations in SDMS, take these steps:

1. Log in to SDMS using your College Board professional account.
2. Use the **Student Roster** tab to access student information.
3. Use the filters on the left to search for the student.
4. Select the "**+**" symbol next to the student record to expand the student testing information section.
5. In the student details screen, scroll down to the student's testing accommodations.
6. Check the box next to **Waive Accommodations**.
7. Use the **Toggle** buttons next to the accommodations to waive any accommodations the student doesn't want to use for spring state testing.

How to Administer Retests

After you submit a retest IR to College Board, we'll prepare a new test within 1 business day.

Retest Rosters

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

- The roster for your primary test administration lists all registered students.
- The first time you retest a student, a roster for Retest 1 will be added to Test Day Toolkit.
- If you retest a student a second time, a roster for Retest 2 will be added.

STAFF EXPERIENCE:

Test Day Toolkit   Hi, **Amy**

Choose a Test Administration

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

* = Required

Test Site *

HIGH SCHOOL AI:000000

Role
TDTK Administrator

Test Administration *

PSAT 8/9 Retest 1

Choose a test administration

PSAT 8/9 Primary

PSAT 10 Primary

SAT Primary

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

Step-by-Step Instructions for Administering a Retest

1. Open the retest administration that appears in Test Day Toolkit when the retest is ready.
2. Make sure any previous issues with registration, accommodations, or technology were fixed so they don't recur during the retest. Processing can take 1 business day.
3. If student registration information was corrected, print a new sign-in ticket.
4. Add staff and rooms to the retest administration. **Never edit room names used in a past administration.**
5. Retest the student.

Retesting and Irregularities FAQs

What if a student isn't listed within one business day?

If the student isn't listed on a retest roster within one business day, make sure you submitted an IR form to College Board:

1. In Test Day Toolkit, open the administration you used to submit the IR.
   - If this will be the student's first retest, open the primary test administration.
   - If this will be the student's second retest, open the Retest 1 administration.
2. On the **Irregularities** page, find the student's IR in your IR list and check the **Status** column.
3. If the status is not **Submitted to College Board**, open the report and click the **Submit to College Board** button.

How do I request score cancellation on behalf of a student?

If a student wants to cancel their score, complete the score cancellation form within five calendar days of the test date. To open the form, go to the **Irregularities** page in Test Day Toolkit and click **Add Irregularities.**

IMPORTANT: The score cancellation form triggers an automated and complete score cancellation. Students can stop or change score sends by signing in to Bluebook within 3 days of testing. They'll need the credentials on their sign-in ticket.

What should I do if I don't know which IR form to choose?

If you're not sure which form to use, call College Board for additional guidance—we can't respond to questions in an IR. Retest forms set up new tests automatically.

After the Test

After you've successfully administered the test, there are still a few key tasks for you to complete.

Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Before the close of the testing window, you may want to save your irregularity data. You may need to retain your IR data because one or more of your school's irregularities is not yet resolved, your district or state has policies that require data retention, or if you think students and parents may have questions about the irregularity later. Instructions for how to save your irregularity data are available at **bluebook.collegeboard.org/irregularity-data-retention**.

What to Do with Materials

For digital testing, you will have a small amount of materials to take care of after your administration is finished. Your proctors will return to you scratch paper, sign-in tickets (from students suspected in rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days in case they are needed for test security investigations.

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board in your *Accommodations Guide for Coordinators* on page 86. For any remaining materials, including any tracking information for return shipments, keep them on hand for 30 days.

When you dispose of materials that are no longer required, use a paper shredder or another secure disposal method.

Sharing Scores

When scores for the SAT Suite are released, schools will need to let their students know there are multiple ways to view their scores. As part of school day testing, students will not be contacted by College Board directly unless they're using the BigFuture School mobile app to receive their scores.

A downloadable score report PDF called "Your Score Report" is provided for every test taker. Schools have access to the downloadable score report PDFs for their students through the online K–12 score reporting portal. Students who chose to participate in BigFuture School by providing a mobile phone number during testing can view their scores on the BigFuture School app. Students can also review score report PDFs with educators at their school. Scores are generally available in the K–12 score reporting portal a day or 2 before they're available to students.

You can find more information about the K–12 score reporting portal and the reporting features available at **satsuite.collegeboard.org/help-center/k12-reporting-portal**.

As always, students age 13 and older may use their personal College Board student account to view additional insights online.

BigFuture School and Connections

BigFuture School is a free mobile app for students age 13 and older who take SAT School Day, PSAT/NMSQT, PSAT 10, or PSAT 8/9 in the United States. It's designed for students to use to get their test scores quickly, get help on planning for college and career, and learn about financial aid and scholarships.

Students may also have the opportunity to opt in to Connections™—a feature that allows College Board to share messages from nonprofit colleges and scholarship programs that may be a good match. Connections puts privacy first. No personal information is shared with institutions unless a student directly chooses to do so, and participating students may opt out at any time. Please know that your school, district, or state may choose to not provide access to Connections for its students or students who test at their schools.

Students who choose not to download the BigFuture School app or who don't have a mobile phone can still access their scores and planning information. Educators will continue to receive PDF score reports for all assessments they administer, which must be shared with students. As always, students age 13 and older can sign in with their personal College Board accounts to the Student Score Reports portal at **studentscores.collegeboard.org** to get additional insights online.

If your students provided a mobile phone number when they tested, they can download the BigFuture School mobile app and they'll get a text message from College Board telling them when their scores are available to view.

Accommodations Guide for Coordinators
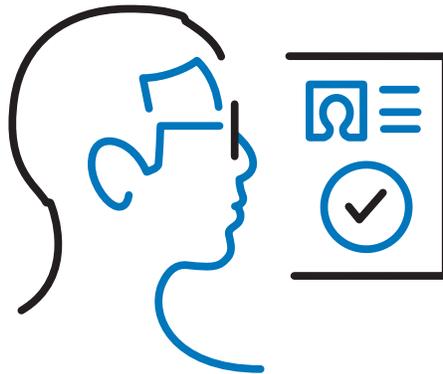
Part Two Contents

Introduction

What You'll Find in This Guide

This *Accommodations Guide for Coordinators* includes information about administering the test to students with accommodations such as:

- Use of assistive technology, such as Text-to-Speech (Embedded) and Screen Reader (Non-Embedded).
- Paper supplements such as a reader's script.
- Approved accommodation of paper tests for digital assessments.
- Human reader or scribe.
- Braille accommodations.
- Limited testing time or more than double time (which will require multiple-day testing).
- Extended time testing for reading or for math.
- Accommodated breaks, including breaks as needed.
- Enlarged fonts (students will use the zoom feature on their devices).
- English learner (EL) supports.
- Nontiming accommodations such as preferential seating, wheelchair access, medical devices and aids, permission for food/medication while testing, service animals and emotional support animals, written copy of verbal instructions, and sign language interpreters.

What's New in 2026

We've made several enhancements to how accommodations are administered for 2026 testing.

- Students approved for the accommodation Screen Reader (Non-Embedded) will no longer be automatically approved for extended time. Extended time will need to be requested and approved separately.
- There are now 3 separate braille accommodations:
  - Refreshable Braille (students approved for refreshable braille will test in Bluebook)
  - Braille Paper Testing – UEB with Technical Math
  - Braille Paper Testing – UEB with Nemeth Code
- There are 2 new accommodations for accessibility options for the Math section only; options for these accommodations already exist for students who are approved to use these tools for the entire test:
  - Text-to-Speech for Math Sections (Embedded)
  - Screen Reader for Math Sections (Non-Embedded)

- There are 2 new state-allowed accommodations (SAAs) for state-provided testing:
  - State-Allowed – Text-to-Speech for Math Sections (Embedded)
  - State-Allowed – Screen Reader for Math Sections (Non-Embedded)
- There are 2 new EL supports for state-provided testing:
  - EL – Text-to-Speech for Math Sections (Embedded)
  - EL – Math-Only Test (availability of this support will depend on your state's policies)
- College Board now has an **Accommodations & Supports Dashboard**, which is a student portal where students can see decision letters and accommodations.

How to Request Accommodations in SSD Online

Most students work with their schools to request accommodations for College Board tests. Using the College Board SSD Online system, SSD coordinators can request and manage accommodations for their students. Once approved within the system, with limited exceptions, students remain approved for College Board accommodations until one year after high school graduation.

The College Board SSD Online system provides an extensive dashboard for managing accommodations for your students. The SSD coordinator will use this system to request accommodations, monitor the status of requests, and ensure student registrations reflect approved accommodations. The new **Accommodations & Supports Dashboard** allows students to see decision letters and accommodations. The SSD coordinator is responsible for entering their student and parent emails in SSD Online so that the student gets access to the dashboard to see the status of the request and other important information.

Schools can have multiple SSD coordinators with access to SSD Online. Visit **collegeboard.org/ssdonline** for detailed instructions for accessing and using SSD Online.

On rare occasions, a student may not be able to test with digital accommodations. If, due to their disability, they need to test with a paper test, the SSD coordinator should submit a request for paper testing in SSD Online by the accommodations request deadline. If the student needs a paper braille test, the SSD coordinator should submit a request for Paper Braille Testing.

Technology

Bluebook and Test Day Toolkit work together to make testing possible.

Bluebook

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks. Get an overview of requirements by device type at **bluebook.collegeboard.org/technology/devices/requirements/overview**.

ASK TECH: Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Instructions are available at **bluebook.org/verified-mode**.

Approved accommodations for extended time, breaks, and Text-to-Speech (Embedded) are provided in Bluebook and require no special setup or staff action. However, setup is required for non-embedded screen readers and other external assistive technology. Learn more about assistive technology at **bluebook.org/accommodated-testing**.

Additional Guidance

Begin applying for accommodations early. Where documentation is required, it may take College Board up to seven weeks to review any necessary documents.

Test Day Toolkit Overview

You and your staff will use Test Day Toolkit to administer the test. A College Board professional account is required. Coordinators use Test Day Toolkit to complete these tasks:

- View your roster. You can search or filter by accommodations. Testing groups are also listed.
- Enter room names and seating capacity.
- Edit your room list as needed.
- Assign students to rooms (optional).
- Add or edit your staff list as needed.
- **New:** Use Test Day Live to monitor student progress across all rooms.

Proctors should sign in to Test Day Toolkit before test day so they can confirm their access to the upcoming administration and use proctor preview.

On test day, proctors use Test Day Toolkit to take attendance, read the script, share the room code and start code with students, monitor testing, and report irregularities.

Go to **bluebook.org/toolkit** for step-by-step instructions on Test Day Toolkit setup, best practices, and timesavers.

Testing Roles

There are a variety of roles involved in preparing for and delivering an SAT Suite test administration. This section provides guidance about those roles and their related responsibilities.

For more information about SSD staff roles and responsibilities, see Staff Responsibilities for Accommodated Testing on page 68.

Readiness and Test Day Roles

Test Coordinator: The test coordinator is expected to be at the school to supervise all activities related to the test administration. They are responsible for staff recruitment, training, and assignments; overseeing the use of facilities; supervising all activities of the test administration; and handling any emergencies or disruptions. The test coordinator and SSD coordinator are also the two roles responsible for reviewing accommodations and ensuring students testing with accommodations and supports have a smooth administration.

SSD Coordinator: The SSD coordinator is responsible for supporting students who'll be testing with accommodations. This includes requesting accommodations and supports, validating student accommodations data, helping the test coordinator to seat students in appropriate groups, and working with proctors and technology coordinators to ensure students can test successfully with their accommodations.

Technology Coordinator: The technology coordinator can be a district- or school-level staff member but must have the expertise and permissions to install Bluebook on managed devices and configure the network (or manage staff who do). A complete list of responsibilities is available at **bluebook.org/tech**. The technology coordinator information is provided by the purchaser in SSOR.

Technology Monitor: Test coordinators assign at least 1 technology monitor to help students with technical issues on test day in the help room.

Proctors: Proctors are responsible for conducting a secure, valid administration. They're accountable for everyone in the testing room and everything that takes place in their room.

Hall/Room Monitors: Hall and room monitors assist with test administration duties. Monitors don't administer the test, but they'll have access to Test Day Toolkit to help direct students to their assigned rooms, answer questions, monitor testing areas, and submit irregularities if needed.

Other staff may be needed by some students with accommodations, such as human readers, human scribes, and sign language interpreters.

Test Coordinator Planning
for Accommodated Testing

To prepare for accommodated testing, use the information in this planning section to recruit the staff needed, make room assignments, provide Test Day Toolkit access, and help ensure technical requirements are met.

How Accommodations Are Provided in Digital Testing

The SSD coordinator will use SSD Online to confirm students' approved accommodations. The table below and the **Using Accommodations** webpage list how approved accommodations are provided for digital testing in Bluebook.

HOW ACCOMMODATIONS ARE PROVIDED IN DIGITAL TESTING

Approved Accommodation	SAT Suite Details and Testing Options
Extended Time with Breaks	
Extended Time Up to Time and One-half, Up to Double Time, or Up to More than Double Time	• Students receive their approved amount of extended time within the digital exam and also receive extra breaks. Once the standard time has elapsed on a module, students can move on when they are ready to. • Students may not end their break time early. • Students approved for extended time for reading receive extended time for the entire test. Students approved for extended time for math only or writing only receive it only for the Math or (in some state testing) the Essay section. • Most students approved for up to double time test in 1 day.
Breaks Accommodations	
Breaks as Needed	Students approved for this accommodation receive an exam that allows them to pause the testing timer to take breaks as needed. The **Pause** button appears below the student's timer in Bluebook. Once they're done with their break, they click the **Resume Testing** button.

Approved Accommodation	SAT Suite Details and Testing Options
Extended Breaks	Students approved for this accommodation receive an exam with twice the time of scheduled break(s) applied. There is no **Pause** button; these students will simply take the length of break that Bluebook instructs them to. **NOTE:** The doubling of break time doesn't apply to the 20-minute nutrition break that's required on tests with up to double time for reading and more than double time for math only or for reading. For the SAT with Essay, a nutrition break is also required for up to time and one half for reading or up to double time for both math and writing.
Extra Breaks	Students approved for this accommodation receive an exam with an extra 5-minute break applied between module 1 and module 2 in each applicable section. There is no **Pause** button; these students will simply take breaks when Bluebook instructs them to take them.
Extra and Extended Breaks	Students approved for this accommodation receive an exam with twice the time of regularly scheduled breaks and extra breaks applied. There is no **Pause** button; these students will simply take the extra breaks for the length of time that Bluebook instructs them to. **NOTE:** The doubling of break time doesn't apply to the 20-minute nutrition break that's required on tests with up to double time for reading and more than double time for math only or for reading. For the SAT with Essay, a nutrition break is also required for up to time and one-half for reading or up to double time for both math and writing.
Braille	
Refreshable Braille	Students approved for a refreshable braille accommodation will take the digital exam using a screen reader or refreshable braille. Students using a screen reader or text-to-speech need to use headphones. If a student is unable to test using the digital exam, their SSD coordinator should request paper testing accommodations along with a paper test (using the Other category) by the accommodations request deadline. Students taking the paper braille test don't receive extended time unless they're also approved for it.
Braille Paper Testing (UEB with Nemeth Code or UEB with Technical Math)	Students approved for paper braille will receive a paper test in one of two formats—UEB with Nemeth Code or UEB with Technical Math. If a student is unable to test using the digital exam, their SSD coordinator should request paper braille accommodations by the accommodations request deadline. Students taking the paper braille test don't receive extended time unless they're also approved for it.

Additional Guidance

Students using text-to-speech or a screen reader do not receive a raised line drawings supplement unless separately approved for one.

Approved Accommodation	SAT Suite Details and Testing Options
Raised Line Drawings	Students can take the digital exam and use the raised line drawings supplement. Raised line drawings must be specifically requested in SSD Online, even if the student is approved for braille. The *Braille Figure Supplement* is shipped from College Board and must be returned after testing.
Braille Writer	For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, their SSD coordinator should request paper testing accommodations along with a paper test (using the Other category) by the accommodations request deadline.
Large Print, Magnification, Color	
Large Print for Paper Exams, Large-Print Answer Sheet for Paper Exams, Magnification Device (electronic/non-electronic)	Students take the digital exam using their device's functions to zoom in and zoom out (e.g., Control +/- or Command +/-). Students approved for large print for paper exams will not receive a paper test unless they request and are approved for paper testing for digital assessments.
Color Overlay/ Color Contrast	Students can take the digital exam using the color settings available through their operating system and/or device screen, or they can use a plastic overlay attached to their device's screen.
Reading and Writing Accommodations	
Human Reader for Digital Tests	On rare occasions, a student might be approved for human reader for digital tests. A reader's script will be provided. Students test using Bluebook in a one-to-one setting and test with time and one-half unless approved for more time.
Human Scribe for Digital Assessments	In rare conditions, a student who is unable to test with dictation may be approved in SSD Online for the accommodation of human scribe for digital assessments. A scribe will record the responses in Bluebook. Students will test in a one-to-one setting. Students approved for this accommodation test with time and one-half extended time.
Assistive Technology	
Assistive Technology	Students can take a digital exam using approved assistive technology software.
Dictation for Digital Exams	Students approved for dictation can take the digital exam using the speech-to-text functionality available through their device's operating system or their own speech-to-text software. Students approved for this accommodation test with time and one-half extended time. **This is not a tool within the Bluebook application; it is the same functionality that a student uses with other applications.**
Text-to-Speech for Entire Test (Embedded)	Students take the entire test using the built-in text-to-speech functionality. Students approved for this accommodation will not be automatically approved for extended time.
Text-to-Speech for Math Sections (Embedded)	Students take the Math section of the digital exam using the built-in text-to-speech functionality. Students approved for this accommodation will not be automatically approved for extended time.

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Reminder

Large Print for Paper Exams, Large-Print Answer Sheet for Paper Exams, and Magnification Device (non-electronic) do not apply to the SAT Suite, but may be required for other College Board exams so you may still see these options in Test Day Toolkit.

Approved Accommodation	SAT Suite Details and Testing Options
Screen Reader for Entire Digital Test (Non-Embedded)	Students may be approved to use a non-embedded screen reader on their testing device for the entire test. Have the student try their screen reader software on a practice test before test day to ensure they are properly set up. Some additional setup may be required. If using a Chromebook, they will have to adjust their settings every time they open Bluebook. Students approved for this accommodation will not be automatically approved for extended time. See Assistive Technology on page 65 for more information.
Screen Reader for Math Sections (Non-Embedded)	Students may be approved to use a non-embedded screen reader on their testing device for the Math section only. Have the student try their screen reader software on a practice test before test day to ensure they are properly set up. Some additional setup may be required. If using a Chromebook, they will have to adjust their settings every time they open Bluebook. Students approved for this accommodation will not be automatically approved for extended time. See Assistive Technology on page 65 for more information.
Calculators	
4-Function Calculator	All math questions allow the use of a calculator. A Desmos calculator is built into the digital exam and is a universal tool for all students. Students may bring an acceptable handheld calculator if they prefer to use one for the test.
Limited Time	
Limited Time	Students test over multiple days if the test time exceeds their approved time. For all multiday testing, Bluebook will deliver separate test cards, 1 for each day. Bluebook will automatically end testing for the day at the appropriate time. No additional action is required of the proctor. Students testing with accommodations that require more than 2 days will test using a paper exam, which will be automatically shipped to the school for students with this approved accommodation.
Audio	
Auditory Amplification/ FM System	Students can use their FM system. Students are allowed to use headphones. Some FM systems require the proctor to use a handheld mic to give instructions to the student.

Important

Proctors need to ensure students approved for Screen Reader for Math Sections only use it during the Math section.

Reminder

The 4-function calculator accommodation does not apply to the SAT Suite but may be required for other College Board tests so you may still see this option in Test Day Toolkit.

Bluebook Versus Paper Testing

Most students with accommodations test in Bluebook. Your proctors can find procedures needed for administering accommodations to students in Bluebook, along with information about the different accommodations, in their *Accommodations Guide for Proctors* provided in the *Proctor Manual*.

Occasionally, you may have one or more students who are approved to test on paper. The proctor(s) will use Test Day Toolkit to confirm students are assigned to their room, but after that confirmation, they will not check the students in or complete any other steps in Test Day Toolkit until students have completed testing. Instead, they will follow different instructions and use the appropriate *Paper Testing Script* for administering the test to these students. Bluebook will not be used by the students or proctors during testing. Do not use Bluebook to time a test for a student approved to test on paper. Once students have completed testing and have been dismissed, staff will use Test Day Toolkit and Bluebook to transcribe the student's answers into their digital test. For testing students on paper, your role as coordinator will include:

- Ensuring your proctors have training and receive copies of the *Accommodations Guide for Proctors* and the appropriate *Paper Testing Script* to review before test day (links provided on the Help page of Test Day Toolkit) to review before test day.
- Managing the testing materials for these students, including receipt, checking, securely storing, distributing, and returning them after the test.
- Supporting the proctors by providing a test day kit of materials as outlined under Create Testing Room Kits for Proctors on page 73.

Making Sure Accommodations Are Correct in Test Day Toolkit

In advance of test day, the SSD coordinator should confirm with each student that the test accommodations the student has access to in Bluebook are consistent with the test accommodations that have been requested by the SSD coordinator and approved by College Board.

During exam setup, if a student's accommodations aren't correct, you need to correct them in SSD Online so that they show up correctly in Test Day Toolkit before the student can test. Call School Day Support if accommodations are correct in SSD Online but are still not correct in Test Day Toolkit. (Allow at least 2 days for any corrections to show up in the toolkit.) Also check that the student's registration record in the registration system, SDMS, is correctly displaying their SSD ID number. If not, the SSD coordinator must correct the SSD ID in SDMS.

The only exception to this process is that if a student is waiving accommodations, the change must be made in SDMS. If allowed under state policy, accommodations must be waived in SDMS not less than 2 business days before a student plans to test.

Similarly, on test day if a student's accommodations aren't correct, or if they decide they want to waive their accommodations, they won't be able to test until their registration shows up as correct in Test Day Toolkit. These students will need to be rescheduled.

If a student doesn't receive approved accommodations, follow steps given under Approved Accommodations Not Given on page 77.

English Learner Supports

College Board provides access to translated test directions and word-to-word bilingual dictionaries for English learners approved by their schools to use these supports. Your school may also allow eligible EL students to test with time and one-half or, new for spring 2026 testing, EL – Text-to-Speech for Math Sections (Embedded).

Also new in spring 2026 for state-provided testing, your school may allow students to test with EL – Math-Only Test. (This support, which results in reportable scores, is only applicable in some states. Check with your state department of education regarding availability.)

Once you identify the students who require EL supports and the languages they need, you'll have to obtain the supports and plan for the appropriate testing conditions for those who need them.

No translations or dictionaries will be shipped. For students testing with translated test directions or word-to-word dictionaries, do the following:

- Print the translations to provide to the proctor. They will distribute the translated directions to students so they can read along with the proctor.
- Review the list of approved dictionaries available at **satsuite.collegeboard.org/ k12-educators/educator-experience/state/start** so you can obtain copies for test day.
- Students may supply their own dictionaries; however, you should confirm any dictionaries are on the approved list and plan to collect them for your review a day or 2 before testing. This is an important precaution to minimize the chances of dictionaries being used to bring written notes or test aids into the testing room.
- Store the dictionaries securely until you're ready to provide them to proctors on test day.
- For any EL students who will test with time and one-half, work with appropriate school staff to request extended time for these students in SSD Online.
- Students approved in SSD Online for EL – Text-to-Speech for Math Sections (Embedded) will see the built-in text-to-speech tool in Bluebook for the Math section of the test. The tool won't be visible for the other sections of the test.

State-Allowed Accommodations (SAAs)

SAAs may be available for schools testing in statewide contracts. When using SAAs, students, schools, and the state will receive scores; however, the scores aren't accepted by colleges, universities, or scholarship programs. These accommodations must be requested for each state administration and are only available for the specific test administration they're approved for.

SSD coordinators can enter SAAs in SSD Online beginning in January every year. No documentation is required for approval, but requests must be made to administer a test with SAAs.

If your school participates in a state contract, each state offers different accommodations that are considered state allowed. Check your state's policies for more information.

Test Aids, Alternate Test Formats, and Support Staff

All students test digitally in Bluebook unless they're approved for a paper test or require the use of an alternate type of test format. Here are some scenarios that explain when a student would test digitally or with an alternate test format that requires a paper test.

ACCOMMODATED TESTING SCENARIOS – DIGITAL FORMATS AND ADMINISTRATION

Approved Accommodation	Digital Test Format(s) Provided	Administer the Test Using This Guide, Plus
Printed copy of verbal instructions	Test in Bluebook Access **Verbal Instructions** from the Help page in Bluebook	Test Day Toolkit
Text-to-Speech (Embedded)	Test with built-in text-to-speech in Bluebook	Test Day Toolkit
Screen Reader (Non-Embedded)	Test in Bluebook with approved assistive technology	Test Day Toolkit
Refreshable Braille	Test in Bluebook with Screen Reader (Non-Embedded) or refreshable braille	Test Day Toolkit
Raised line drawings	Test in Bluebook with Text-to-Speech (Embedded) or Screen Reader (Non-Embedded) using provided raised line drawings supplement	Test Day Toolkit
Human reader for digital tests	Test in Bluebook with human reader using provided reader's script	Test Day Toolkit
Human scribe for digital tests	Test in Bluebook with scribe to enter answers	Test Day Toolkit

ACCOMMODATED TESTING SCENARIOS – PAPER TEST FORMATS AND ADMINISTRATION

Approved Accommodation(s)	Paper Test Format(s) Provided	Administer the Test Using This Guide, Plus
Paper test for digital assessments	Paper test book (large print if approved)	The appropriate *Paper Testing Script* downloaded from the Help page in Test Day Toolkit
Paper test for digital assessments and human scribe for paper exams	Paper test book (large print if approved) and scribe to enter answers in test book and on the Essay answer sheet if applicable	The appropriate *Paper Testing Script* downloaded from the Help page in Test Day Toolkit
Paper test for digital assessments and printed copy of verbal instructions	Paper test book (large print if approved) and copy of instructions downloaded from **satsuite.collegeboard.org/k12-educators/educator-experience/state/start**	The appropriate *Paper Testing Script* downloaded from the Help page in Test Day Toolkit
Paper Braille testing (UEB with Nemeth or UEB with Technical Math)	Paper braille test with regular-type test book, *Braille Reference Information*, and the raised line drawings supplement if approved. Students will also receive either the *Guide to the Nemeth Code* or the *Guide to the UEB Technical Code*.	The appropriate *Paper Testing Script* downloaded from the Help page in Test Day Toolkit

To request a paper test for digital assessments (excluding paper Braille tests), use the Other category in SSD Online.

- In rare cases, a student may be approved for a human scribe for digital tests. The scribe should record the responses in Bluebook or, for paper testing, in the test book.
- In rare cases, a student approved for human reader for digital tests might be approved to take a digital adaptive test without a reader's script. In that case, the student would take the test in Bluebook, and a human reader will read from the screen.
- Students testing with a human reader or human scribe will also be provided with up to time and one-half extended time (or more if requested and approved).
- Extended time will not be provided automatically for Text-to-Speech (Embedded) or Screen Reader (Non-Embedded). If a student needs extended time as an accommodation, that will need to be approved as well.
- For students taking the test on paper or digitally with paper supplements, you'll receive 1 or more Testing Room Materials Report forms to use for distributing student materials to the proctor(s).

See the Timing Charts for Testing in Bluebook and on Paper in the Appendix for detailed timing information for testing in Bluebook and testing with paper materials. For more information about how accommodations are provided in digital testing, visit **Using Accommodations**.

Timing and Breaks in the Accommodated Testing Room

All tests are timed by module: Bluebook doesn't allow students to move to the next module or section until the standard time has fully elapsed. After that, students testing with extended time will have the option to move on when they have checked their work and are ready to go to the next module or section. Bluebook prompts them to acknowledge that they understand they won't be able to return to the module or section once they are done.

All students must complete the entire standard time for the test, so students testing with standard time can't end a module or section early.

> **IMPORTANT:** Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students to end their test before the full extended time is elapsed.

Make sure students who leave the testing room before their full testing time has elapsed do so quietly, without disturbing other students who are still testing.

Extended Time in Bluebook Testing

Here's an example of how extended time will work in the app:

- In Section 1, Module 1, where standard time is 32 minutes and time and one-half is 48 minutes, students will be able to move on after 32 minutes. On the Check Your Work screen, which students see after completing the last question of a module, a **Next** button will appear.

> **IMPORTANT:** While students can move ahead during timed testing, they are required to take their full break time and may not move ahead in the test until the break has expired.

- The button will be inactive until after the standard time for that module (e.g., 32 minutes) has passed.
- Once a student leaves a module or part, regardless of how much time they take once the standard time has expired, they will not be able to return to it to view, change, or give answers.
- Students will be required to confirm their understanding of this when they click **Next**.

Reminder

Students approved for large print usually test in Bluebook, unless they're approved for paper tests on digital assessments.

Extended Time in Paper Testing

Proctors can allow paper testers to move on before their full extended time has elapsed. The following points apply:

- As with Bluebook testing, students cannot move on until the standard time has passed, and once the student testing on paper begins the next module, they may not go back to a prior module.
- If multiple students with extended time are testing in the same room with paper tests, students **cannot** move on to the break until all students have completed the current module and standard time has passed. Proctors must ensure that no staff or student could be perceived as encouraging or pressuring any students to end their test early.
- For the last module of the test once the standard time has passed, if a student testing on paper has finished testing, the proctor can dismiss them individually after following all procedures for collecting and checking their test materials as instructed in the *Paper Testing Script*.

Breaks for Bluebook and Paper Testing

The following points apply to all testing rooms:

Scheduled breaks after Section 1 and Section 2 (for SAT with Essay): Students may go to the restroom, and they may consume snacks and beverages in designated areas. You must always make sure eating or drinking doesn't take place near testing materials. Ideally, snacks and beverages should be consumed outside of the testing room, unless a specific, approved accommodation (such as permission for food/medication during testing time) overrides this rule.

Nutrition break: Some students approved for extended time will receive a 20-minute break instead of a 10-minute break between the Reading and Writing section and the Math section. Accommodations that necessitate a nutrition break are:

- Reading: Up to Double Time
- Reading: Up to Time and One-half on the SAT with Essay
- Reading: Up to Time and One-half with any paper tests or supplements (e.g., reader's script, raised line drawings)
- Math and Writing: Up to Double Time on the SAT with Essay with any paper tests or supplements
- Math: More than Double Time

Additional scheduled break time: Students may be approved for extra and/or extended breaks. In addition, students approved for extended time automatically receive extra breaks in the sections where extended time is applied. These accommodated breaks, as with all scheduled breaks, are separate from the testing time. Scheduled breaks are initiated and timed by Bluebook; students will **not** see a **Pause** button for these breaks.

- Students approved for extra breaks receive an extra 5-minute break after the first module in each section. Students testing with extended time automatically receive extra breaks on the section(s) with extended time.
- Students approved for extended breaks receive double the amount of time given for the regularly scheduled 10-minute break. Any 20-minute nutrition breaks won't be extended.
- Students approved for both extra and extended breaks will receive double the amount of time for each extra break.

Breaks as needed: Some students may be approved for breaks as needed. These students may break when they need to during a test module by using the **Pause** button in Bluebook. Once they're done with their break, they click the **Resume Testing** button. This is the only break accommodation that makes use of the pause feature.

Tip

A proctor may have a mixture of students who have the standard 10-minute break and students who have a 20-minute nutrition break.

Reminder

Bluebook automatically times the test and schedules the accommodated breaks. No proctor action is needed.

Unscheduled breaks: To maintain security, staff should adhere to the following guidelines for permitting unscheduled breaks:

- Students are allowed to take an unscheduled break without asking permission. Do what you can to minimize distractions, and warn students who are disruptive.
- **Never leave the testing room unattended.** If possible, have a monitor accompany the student to ensure rule violations don't occur.

Standard and Accommodated Section Timing and Breaks

The total standard testing time for each assessment in the SAT Suite is 2 hours and 14 minutes, plus an additional 10 minutes for a break. There are 2 sections: (1) Reading and Writing and (2) Math. Students with standard timing will have 64 minutes to complete the Reading and Writing section and 70 minutes to complete the Math section.

Sections 1 and 2 are each composed of 2 equal-length modules of test questions. Each Reading and Writing module lasts 32 minutes, while each Math module lasts 35 minutes. Each module is separately timed, and students can move backward and forward among questions in a given module before time runs out. When time runs out on the first module of each section, Bluebook moves students to the second module. When students complete the Reading and Writing section, they are moved to the Math section after a 10-minute break between the sections.

For some state-provided SAT School Day administrations, a Section 3, the SAT Essay, is included. When students complete the Math section, they are moved to the Essay section after a 10-minute break between the sections. The Essay section has 1 question (prompt) and students with standard timing will have 50 minutes to complete it. There is no division into modules for standard time.

STANDARD TIMING FOR THE SAT, PSAT 10, AND PSAT 8/9

SECTION 1 Reading and Writing		SECTION 2 Math	
Module 1	Module 2	Module 1	Module 2
32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes

STANDARD TIMING FOR THE SAT WITH ESSAY

SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay
Module 1	Module 2	Module 1	Module 2	
32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	50 minutes

Bluebook automatically sets the applicable test time and extra breaks for students testing with extended time. As noted earlier, students will have the option to move on anytime after standard time has fully elapsed, but they will need to take their full break time. Students approved for extended time receive a break after the first module in applicable sections. Students taking the SAT with Essay receive a break after the first half of the extended time for the Essay.

See the Timing Charts for Testing in Bluebook and on Paper in the Appendix for details about timing and breaks for different accommodations.

Additional Guidance

If a student takes multiple unscheduled breaks and you consider the activity suspicious, submit an IR in Test Day Toolkit.

READING: UP TO TIME AND ONE-HALF FOR THE SAT WITH ESSAY

SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	
Module 1	Module 2	Module 1	Module 2	1st Half	2nd Half
48 minutes	48 minutes	53 minutes	53 minutes	38 minutes	37 minutes
5-min. break	*20-min. nutrition break*	*5-min. break*	*10-min. break*	*5-min. break*	

READING: UP TO DOUBLE TIME FOR THE SAT WITH ESSAY

SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	
Module 1	Module 2	Module 1	Module 2	1st Half	2nd Half
64 minutes	32 minutes	70 minutes	70 minutes	50 minutes	50 minutes
5-min. break	*20-min. nutrition break*	*5-min. break*	End of Day 1	*5-min. break*	

Testing with Paper Materials

Students testing with paper materials, including a paper test book, a reader's script, paper Braille tests, or raised line drawings, will have different timing. The charts below show timing for test takers who either have paper supplements or are approved to test with a paper test for digital assessments. If you are administering the SAT with Essay, see the tables later in this section.

> **IMPORTANT:** See Managing Paper Testing Materials on page 71 for instructions for managing paper materials and Preparing Paper Materials for Proctors on page 72 for administering the test to students with the accommodation of paper test for digital assessments. More information about timing is provided in the Appendix.

PAPER: STANDARD TIME SECTION TIMINGS AND BREAKS*

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	Module 2	Module 1	Module 2
39 minutes	39 minutes	43 minutes	43 minutes
	10-min. break		

*This timing also applies to the raised line drawings accommodation.

The following two tables show the time used by students who test for the full amount of extended time. As a reminder, extended time students cannot end a module or section before the full standard time shown in the previous chart has elapsed. Breaks will be for the full scheduled time and can't be ended early.

PAPER: UP TO TIME AND ONE-HALF SECTION TIMING AND BREAKS**

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	Module 2	Module 1	Module 2
59 minutes	59 minutes	65 minutes	65 minutes
5-min. break	*20-min. nutrition break*	*5-min. break*	

**This timing also applies to the accommodation of human reader for digital tests.

PAPER: UP TO DOUBLE TIME SECTION TIMING AND BREAKS

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math	
Module 1	Module 2	Module 1	Module 2
78 minutes	78 minutes	86 minutes	86 minutes
5-min. break	**End of Day 1**	*5-min. break*	

As a reminder, students testing with standard time can't end a module or section early.

PAPER: STANDARD TIME SECTION/BREAKS FOR THE SAT WITH ESSAY

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math		SECTION 3 Paper—Essay
Module 1	Module 2	Module 1	Module 2	
39 minutes	39 minutes	43 minutes	43 minutes	50 minutes
	10-min. break		*10-min. break*	

The following two tables show the time used by students who test for the full amount of extended time. As a reminder, extended time students cannot end a module or section before the full standard time shown in the previous chart has elapsed. Breaks will be for the full scheduled time and can't be ended early.

PAPER: UP TO TIME AND ONE-HALF FOR THE SAT WITH ESSAY

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math		SECTION 3 Paper—Essay
Module 1	Module 2	Module 1	Module 2	
59 minutes	59 minutes	65 minutes	65 minutes	38 minutes
5-min. break	*20-min. nutrition break*	*5-min. break*	**End of Day 1**	*5-min. break*
				37 minutes

PAPER: UP TO DOUBLE TIME FOR THE SAT WITH ESSAY

SECTION 1 Paper—Reading and Writing		SECTION 2 Paper—Math		SECTION 3 Paper—Essay
Module 1	Module 2	Module 1	Module 2	
78 minutes	78 minutes	86 minutes	86 minutes	50 minutes
5-min. break	*20-min. nutrition break*	*5-min. break*	**End of Day 1**	*5-min. break*
				50 minutes

Students Testing Over Multiple Days

If you have students approved for accommodations that require testing over multiple days, you'll follow the instructions listed here and in Test Day Toolkit for setting up the testing room, checking in students, and starting the test each day.

The new extended-time policy, while it might shorten testing time for students testing over two or more days with extended time, does not remove the requirement to test over two or more days. Students must be tested as required to avoid a misadministration. Each day may be shortened if students have completed standard time and are ready to move on before their extended time is up, but students cannot move on to the next day's test module(s). Breaks will continue to be the same length as before.

Who Tests Over Multiple Days

Most students test in one day, including most students approved for time and one-half or double time. Students approved for the following accommodations may test over two days:

- Limited time testing (depending on amount of approved time)
- Up to more than double time
- Testing with either a paper test or paper supplement (reader's script or raised line drawings) and approved for up to double time
- Taking the SAT with Essay and approved for up to double time
- Taking the SAT with Essay, testing with either a paper test or paper supplement and approved for up to time and one-half or up to double time

Setting Up Rooms in Test Day Toolkit for Two-Day Testing

Even if you test students in the same physical room, you'll need to create separate rooms for each day of the exam for students who'll be testing over two days.

1. In Test Day Toolkit, navigate to **All Students**. Students testing over multiple days will appear in your roster twice if testing over 2 days, once with "Student Name—Day 1" and once with "Student Name—Day 2."

   > **IMPORTANT:** If you have more than one student testing over two or more days, check their accommodations to determine if they can test together in the same room. The test coordinator should minimize disruption by seating students with extended time in separate rooms from students testing with standard time.

2. To create rooms, go to **All Rooms**. Select **Add Rooms**. Give the first room a name (for example, "Cafeteria 9AM Day 1") and a seating capacity. Then repeat that step to create a room for "Cafeteria 9AM Day 2."

3. Navigate back to **All Students**. Use the checkboxes next to the student name(s) with the Day 1 label. Select **Choose a Room** and move the student(s) to your Day 1 room. Next, select **Choose a Room** and move the student(s) to your Day 2 room.

Administering the Test Over Two Days

For each day of testing, Bluebook will show a separate test card—one for each day of testing. Each card will indicate "Day 1" or "Day 2." Students taking the test in Bluebook will need to select the test card for the correct day of testing.

For students testing over more than one day:

- Students must complete Day 1 of testing before they can take Day 2.
- The test must be taken on consecutive days. Day 2 of testing is the next school day after Day 1.
- Students will have a sign-in ticket with temporary credentials for each day of testing. The credentials are the same for both days, so it does not matter which is used for Day 1 or Day 2, but make sure to have a ticket for each day. Don't issue Day 2 tickets to students until Day 2.
- Students only have to complete exam setup on Day 1.

- Bluebook automatically ends Day 1 after the appropriate section without any action needed from the proctor.
- If only 1 test section is taken on each day of testing, there are no standard breaks during testing.
- When the student completes the test section on each day, their responses will be submitted. The proctor must not dismiss the student until Bluebook ends the test and they are in a **Submitted** status. Day 1 answers must be submitted successfully before students can test on Day 2.

IMPORTANT: If a student encounters a technical issue that prevents them from submitting Day 1 responses that can't be resolved before beginning Day 2, the test coordinator will need to submit a retest IR.

Administering the Test Over More Than Two Days

Students who test over more than two days will take a paper test. The *Accommodations Guide for Proctors* includes instructions for testing students over multiple days.

IMPORTANT: For paper testing over multiple days, there will be only one test card in Bluebook for the transcribers.

Braille Test Formats

Students may be approved for either refreshable braille or braille paper testing. Students approved for refreshable braille will test in Bluebook using a refreshable braille device. Students approved for braille paper testing will be provided with a paper braille test.

Proctors testing students approved for a paper braille test should review the different materials provided, described below. These formats will be included in the test shipment as needed for approved accommodations.

- Students approved for Paper Braille Testing (UEB with Nemeth Code) will receive a paper Braille test with Unified English Braille (UEB) for literary text and with Nemeth Code for math. Students approved for Paper Braille Testing (UEB with Technical Math) will receive UEB for the full test.
- Paper braille materials include raised line drawings of graphs and figures when graphs and figures are included in the test.
- To supplement each paper braille test, a regular-type test book is included for the proctor's use as a reference.
- For students testing with Braille Paper Testing – UEB with Nemeth Code, provide each student with a copy of the *Guide to the Nemeth Code* and the *Braille Reference Information*. The *Guide to the Nemeth Code* lists the current versions of Nemeth Code mathematical symbols with their meanings. The *Braille Reference Information* contains math reference material required for the braille test.
- For students testing with Braille Paper Testing – UEB with Technical Math, provide each student with the *Guide to the UEB Technical Code* and the *Braille Reference Information*.
- If applicable, students taking the braille test may refer to the *Guide to the Nemeth Code* during the test.

Students approved for a human reader or screen reader may also be approved to use the raised line drawings supplement. If a student doesn't read braille but chooses to use the supplement, you should be prepared to help the student find their place, since all labels and numbers in that book are in braille. Labels and numbers given with figures can be found in corresponding locations in both the regular-type and large-print tests.

When questions in the Math section refer to figures, students approved to use the raised line drawings supplement may refer to it.

Additional Guidance

Students must be separately approved for use of raised line drawings in addition to their braille accommodations. Students who test with braille test formats, digitally or on paper, test with standard time unless approved for other accommodations.

Assistive Technology

Check your Test Day Toolkit roster to find out which of these assistive technology accommodations each student is approved for:

- Text-to-Speech (Embedded) for full test or math only.
- Screen Reader (Non-Embedded) for full test or math only.
- Other non-embedded technology.

Students approved for more than one type should test with the accommodation they are most comfortable with.

To get ready for testing students who use assistive technology:

- Check your Test Day Toolkit roster to find out which specific type of assistive technology each student is approved for.
- Contact technology staff if students need to use a screen reader or other non-embedded assistive technology on a Chromebook.
- Learn how students can optimize their assistive technology at **bluebook.org/accommodated-testing**.
- Encourage students to practice using Bluebook with their approved technology.

IMPORTANT: Starting in fall 2025, students approved for the accommodation Screen Reader (Non-Embedded) will no longer be automatically approved for extended time. Extended time will need to be requested and approved separately.

Embedded Text-to-Speech

Students who are approved to use Text-to-Speech (Embedded) for the full test can use it as soon as they sign in to Bluebook—no configuration is required. Students approved to use it for math only can use it only after they start Section 2.

They'll use these features:

- **Controller:** Students get access to the controller when they begin exam setup and can use it throughout the test. They can move it to any part of the screen.
- **Settings button:** Students use it to select and adjust voice, speed, and volume.
- **Click mode:** Students select specific text to play.

Screen Readers and Other Non-Embedded Technology

If you have students are approved for screen readers and other assistive technology that isn't built into Bluebook, go to **bluebook.org/accommodated-testing** to learn how they can optimize their assistive technology.

Math-Only Accommodations

If students are approved to use non-embedded assistive technology for math only, make sure they don't use it during Section 1; they should keep their headphones under their desk until they return from the break between sections.

Chromebooks

If students at your school use non-embedded assistive technology on a Chromebook, technology staff need to configure their device for them.

Because Bluebook runs in kiosk mode on Chromebooks:

- Students may be unfamiliar with the way accessibility features work.
- Students need to customize their accessibility settings every time they use Bluebook.

ASK TECH: If students are testing on Chromebooks, ask the technology staff who manage their devices to enable the accessibility menu and shortcuts in kiosk mode.

Learn more at **bluebook.org/chromebook-screen-reader**.

Tip

Students who test on Macs or iPads can choose from any voices previously downloaded to the device in addition to standard Bluebook options.

Testing Groups

Your roster will be available in Test Day Toolkit after students have been registered. This should happen no later than two weeks before your test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train your staff.

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several group types, which involve combinations of timing and other accommodations that can be tested together. SAA students can be seated in the same room as other students with the same timing. Testing groups include:

- S1: School (Standard Time)
- S2: School (Time and One-half – Math only)
- S3: School (Time and One-half)
- S4: School (Double Time – Math only)
- S5: School (Double Time)
- S6: School (More than Double Time)
- S7: School (Other)
- S8: School (One-to-one)
- S9: School (Double Time – Essay only)
- S10: School (Time and One-half – Essay only)
- S11: School (Double Time – Math and Essay)
- S12: School (Time and One-half – Math and Essay)
- S13: School (SAA – EL Math only)
- P1: Paper (Standard Time)
- P3: Paper (Time and One-half)
- P5: Paper (Double Time)
- P6: Paper (More than Double Time)

> **IMPORTANT:** Because students with break accommodations may be seated with students without break accommodations, some rooms might include students who take breaks and finish testing at different times.

Students in the one-to-one testing group must test in their own room. If students approved for one-to-one testing are assigned to the same room, adjust as needed so each student is in their own room.

For all testing groups, students can't move to the next test module/section or submit their answers until the full standard time has elapsed. Once the standard time has fully elapsed on a module, students testing with extended time can move on when they're ready. They're not required to stay for their entire approved time, and they can be checked out once they've submitted their answers.

See Timing and Breaks in the Accommodated Testing Room on page 58 for more information about accommodated breaks and administering extended time.

Accommodations that don't involve the timing of the test, such as those covered in the next few sections, can be administered in any room, including rooms with standard time testing.

Important

Don't include references to accommodations when you name rooms in Test Day Toolkit.

Small-Group Testing

Students assigned for small-group testing should not be assigned to larger rooms. Unless approved for other accommodations, students with small-group testing are in testing group S1 with accommodations code 039.

If you have students approved for small-group testing, small-group rooms shouldn't have more than 15 students. If any student approved for small-group testing is assigned to a room with more than 15 students, move them to a smaller room.

Test coordinators can adjust the number of students allowed, depending on student needs and the size of the room.

Permission to Test Blood Sugar

Students approved to test blood sugar may do so at any time during the test. Approval to test blood sugar doesn't include permission to use a mobile phone.

In some cases, a student may have College Board approval to have a mobile phone in the testing room for use with a glucose monitor or for other medical reasons. Only students who are specifically approved to have a mobile phone in the testing room may do so. In these circumstances, the proctor must keep the tester's phone on their desk at all times and must directly supervise the tester when accessing the phone app to monitor blood sugar.

Prior to testing, proctors should confirm with the student what actions are needed in the event there is a notification. The phone must be in airplane mode or guided access mode. (If needed to check their blood sugar, the phone may be taken off airplane mode when the student is accessing the share app, under direct supervision of the proctor, and reengaged following use.) In either case, the camera feature must be disabled. Bluetooth may be enabled, but only to connect the phone's share app to the continuous glucose monitor (CGM) for blood glucose monitoring. No other devices may be connected to the phone.

In no case may a student keep their phone at their desk unless specifically approved by College Board. Phone settings must be adjusted so sounds are produced only when responding to medical status.

Permission for Food/Medication During Testing

Some students may have approval to eat, drink, or access medication during testing. Only students with this approved accommodation can keep snacks, drinks, and medications on their desks. All other students should keep these items under their desks and they can be consumed in the testing room. Students with this accommodation can access these items at any point during the test, not just breaks.

Preferential Seating

Test Day Toolkit will indicate where students approved for preferential seating should sit (e.g., "near door" or "front of room").

Service Animals and Emotional Support Animals

Schools should follow their district policies regarding service animals and emotional support animals. If allowed by school/district policy, the SSD coordinator must request this accommodation in SSD Online and receive approval for the student to be allowed to have the animal in the testing room.

Written Copy of Verbal Instructions

Students may be approved for access to written instructions of the script the proctor reads out loud. All students will be able to access these instructions in Bluebook by clicking **Verbal Instructions** on the Help page. They are also available via a link at the bottom of the start code screen.

Planning Space and Staff

Staff Qualifications and Responsibilities

Individuals must be high school graduates, at least 18 years old, speak English fluently, and possess the same level of integrity and maturity expected of a member of the school staff.

IMPORTANT: Refer to your state or district policy for additional eligibility requirements for proctors and other testing staff.

Staff should adhere to the following conflict of interest policies:

- Test coordinators may not serve in that role for a specific assessment at the same testing school that a member of household or immediate family is testing for that same assessment.
  - For example: Sheila is the test coordinator for SAT School Day and the PSAT 10 during the testing window. She has a household member taking the PSAT 8/9 during the same testing window at her school. A different staff member is serving as test coordinator for the PSAT 8/9. Sheila and her family member are not in violation of the conflict of interest policy in this case.
- Technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing.
- Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in invalidation of student scores.

All testing staff must review and agree to the conditions for participating in the SAT Suite administration and complete the ☀ **College Board required training**.

Staff Responsibilities for Accommodated Testing

Support Staff

Some College Board–approved accommodations require support staff to assist the testing staff and students during the test administration. These testing staff will also need to complete the testing staff agreement in Test Day Toolkit.

Support staff, such as human readers or writers/scribes, must be assigned by the school and may not be a relative of the student.

Some support staff may be required to:

- Serve as a human reader or writer/scribe.
- Accompany students when they go to the restroom during testing time.
- Assist the proctor in ensuring the security of test materials.
- Facilitate accommodated students' nutrition break.

General qualifications for support staff include:

- Current or retired professional: administrative, secretarial, or clerical staff; or graduate student.
- Ability to follow oral and written instructions precisely.
- Appropriate language skills:
  - A human reader or scribe must speak English clearly.
  - A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor.

Administering Tests with a Human Reader or Scribe

Students who require a human reader or scribe must be approved for human reader (scribe) for digital tests, even if the student is approved for a paper test.

A human reader or scribe can also serve as the proctor for their student.

- Assign a separate human reader or writer/scribe for each student approved for one (human readers and scribes may not be shared during the same testing session).
- Administer the test in a one-to-one setting with up to time and one-half unless a student is already approved for up to double time or more extended time.
- For scribes assigned to a student taking the SAT with Essay on paper:
  - Scribes may only write what the student dictates in English; they may not prompt the student in a way that would result in a different response.
  - Students should dictate punctuation, but they do not need to dictate spelling unless the spelling is in question.

Human Reader Responsibilities

Human readers are responsible for clearly and accurately reading all test scripts, including test directions, questions, and passages. Human readers may also need to read back a student's response when requested by the student. A human reader can only be used for paper tests unless they are specifically approved for digital.

Writer/Scribe Responsibilities

Depending on the student's needs, a writer/scribe may be required to:

- Complete the student's identifying information on the test book.
- **For students taking a paper test,** circle the answers within the test book corresponding to the answers chosen by the student.
- **For students taking the test in Bluebook,** record the answers chosen by the student in the app.
- Make any corrections indicated by the student.
- Assist the student in turning pages or in navigating to the next screen.
- For students taking the SAT with Essay, record the essay as dictated by the student.

A writer/scribe can only be used for paper tests unless they are specifically approved for digital.

Sign Language Interpreter

Students who are deaf or hard of hearing may be approved to have an interpreter translate the spoken instructions. Seat these students so they can easily see the interpreter. Sign language interpreters should only sign spoken instructions from the proctor; they are not permitted to sign test questions. A sign language interpreter must be able to effectively sign instructions to the student and voice the student's signing to the proctor. They should not have access to student testing devices at any time.

Room Assignments

Your roster will be available in Test Day Toolkit several weeks before test day. Be sure to review your roster for updates in Test Day Toolkit as you recruit and train any additional staff you might need.

You might have students with accommodations who require testing in separate rooms. Students in the same group type who are taking the test in Bluebook can usually test in the same room as long as they can be seated to minimize distractions. See Timing Charts for Testing in Bluebook and on Paper in the Appendix for more information.

Test Day Toolkit Access

For Coordinators

Set up Test Day Toolkit for your next test administration when you get access to the toolkit.

First-time access requires 2-step verification. Start by clicking the link in your personalized access email.

TIP: Test Day Toolkit access FAQs are available at **bluebook.org/toolkit-access-help**.

For Staff

Staff get access when you add or reassign them to an upcoming test in Test Day Toolkit. Important reminders:

- Add staff as soon as possible so they can preview the proctor experience without viewing student information. Proctor preview is clearly identified by a banner at the top of the screen.
- We'll send staff an email with Test Day Toolkit access instructions, so enter contact information they can access quickly.
- Add all staff, new and returning, to every test administration they're involved in. Learn how at **bluebook.org/toolkit-timesavers**.
- Track staff progress by checking the Sign-In Success column on the Staff page.

Device Readiness

Students use Bluebook to take exams on Mac and Windows devices, iPads, and school-managed Chromebooks.

They can take the test on personal devices, devices managed by your school and assigned to students one-to-one, or shared devices managed by your school (from a laptop cart, for example). Go to **bluebook.org/tech-conversation-guide** for an introduction to technical requirements and tips on working with IT staff; student device information is at **bluebook.org/device-prep**.

IMPORTANT: Starting in 2026, Bluebook will work on Chromebooks only if verified mode is enabled. Instructions for IT staff are available at **bluebook.org/verified-mode**.

School-Managed Devices

Work with school or district technology staff to make sure Bluebook is installed on testing devices before the student readiness check so students can become familiar with Bluebook testing tools.

ASK TECH: Technology staff will find Bluebook installation instructions and device requirements at **bluebook.org/devices**.

Personal Devices

If any students will test on personal devices, work with school or district technology staff to make sure they can access the internet. They may need to use your school's guest Wi-Fi. Personal Chromebooks aren't permitted. Complete student instructions are available at **bluebook.org/device-prep**.

If Students' Personal Devices Are Unprepared

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, students can also download Bluebook on personal devices in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can reschedule the test for those students. You can also provide them with a school-managed device that has Bluebook installed.

Technical Troubleshooting

Technical troubleshooting starts with the student; might escalate to the proctor, technology monitor, or test coordinator; and could require a call to College Board.

- **Students** can solve most technical issues themselves by following the instructions in Bluebook error messages or restarting Bluebook or their device.
- **Proctors** can try the basic tips in their manual and on the Test Day Toolkit Help page or send students to the technology monitor. Once testing starts, they should send students to the technology monitor to avoid disturbing others.
- **Technology monitors** use the *Technical Troubleshooting Guide* to resolve problems that take more time and attention so proctors can focus on their other responsibilities.
- **Test coordinators** can sometimes use Test Day Toolkit to resolve an issue. In some cases, you'll report an irregularity to set up a retest. You can contact your technology coordinator or call College Board, listed in this manual, for assistance if you need to.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Technical Troubleshooting Guide* in this manual.

Managing Paper Testing Materials

If you are testing students approved for paper supplements (e.g., reader's script or raised line drawings) and/or students approved to test on paper, you need to plan ahead for managing the materials shipped to you and preparing your proctors to handle them.

Receiving Test Materials

Handling test materials is a vital component of standardized testing, both for security and for timely processing of scores.

The test coordinator should receive testing materials before your selected start date for testing. If you experience late approvals for students with paper accommodations, College Board will attempt to deliver the materials ahead of your testing window, but that may not be possible in all cases.

IMPORTANT: If materials are missing or damaged, or if you have concerns about the timing of deliveries, immediately contact College Board by phone.

Your shipments will be tracked and, if necessary, another shipment will be sent. If materials still have not arrived by the start of testing or testing window, contact Educator Support, listed in your manual. You have the entire testing window to administer the assessment.

Checking the Test Book Shipment

The test coordinator should check the contents of the SAT Suite test materials shipment within 24 hours of delivery.

Test materials are specific for each student and the tests will be labeled with a sticker showing the student's name. Students may only test with the materials sent for them. You'll also receive information about which materials to give to each student on the shipping notice. Be sure to confirm you've matched each student to their designated materials.

NOTE: If you have questions about how to determine if you received the correct materials for your students, please call College Board as soon as you receive your shipment.

Tip

Use the new Test Day Toolkit feature, Test Day Live, to watch student progress across rooms and spot potential issues.

Your test shipment should have the following items:

- Shipping notice
- Test books and/or alternate test formats (such as braille)
- *Paper Test Taker Administration Instructions* booklet for each student
- *Score Sends Code List* booklet for each student taking SAT School Day
- Preprinted labels for returning test materials
- Testing Room Materials Report forms

Ensuring Test Materials Security

The integrity of College Board tests and the validity of the test scores rely on the security of test materials. Sharing, loss, and theft of test materials are unfair to students and may result in score invalidation.

Safeguard your materials as follows:

- Compare the serial numbers on test materials against your shipping notice.

IMPORTANT: Call College Board if the serial numbers on the test materials don't correspond with those on the shipping notice or if you detect any loss, theft, or tampering. In addition to calling, document the discrepancies in Test Day Toolkit with an IR as instructed in the Retesting and Irregularities chapter of this manual.

- Place test materials in a locked area in your school immediately after receipt.
- Know who has access to the area. Limit the number of people authorized to access test materials to those whose professional duties require it.
- Never leave materials unattended or accessible to students or unauthorized staff.
- Use test materials only for the specified testing period unless otherwise authorized by College Board.
- Ensure no test materials are reproduced for any reason or by any method without permission from the College Board SSD office. Copyright laws strictly prohibit reproduction of test materials. Violators may face legal action.
- Once all testing is complete, return all test materials, following the instructions under Returning Materials After the Test on page 85.

Preparing Paper Materials for Proctors

You may receive paper supplements and/or paper test formats for your students. To distribute these to your proctors, complete these tasks:

- On test day, count test books and supplements when distributing to and collecting from any staff administering the SAT Suite. Please be sure to reference your shipping notice to distribute the correct materials for each student.
- Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:
  - Supply your school code and indicate which proctor will be in the room.
  - Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets, if any, issued to that proctor.
  - For students taking the SAT with Essay, a list of state student ID numbers so that proctors can help students complete this field on the Essay answer sheet.
  - Use the label on each test book (or the list on the last page of the shipping notice) to make a list of the assigned test materials for every student for each proctor. This will help proctors ensure they distribute the correct materials to each student in their room.

Create Testing Room Kits for Proctors

Create a kit of all these materials for each proctor:

- Testing Room Materials Report form with appropriate information filled out for the testing room
- List of materials assigned to each student (from labels on the materials or from the shipping notice)
- For testing students on paper:
  - Paper tests listed on the Testing Room Materials Report form
  - *Paper Test Taker Administration Instructions* booklets as listed on the Testing Room Materials Report form (1 per student)
  - *Score Sends Code List* booklets (1 per student taking SAT School Day only)
  - For students taking the SAT with Essay, a list of their state student ID numbers
  - A copy of the appropriate *Paper Testing Script*
- Any approved supplements (including any printed verbal instructions)
- EL supports, if any
- Sign-in tickets:
  - Click **Downloads** on the Test Day Toolkit homepage and go to the **Print Tickets** tab. Make sure you choose your printer's single-sided option.
  - For PSAT-related assessments: 1 per student to collect after testing
  - For SAT School Day: 1 per student (to keep) and for paper testing, 1 for the transcribers to use

> **IMPORTANT:** Print 2 copies of each ticket, so that students can retain their sign-in ticket for Bluebook access after the test. If they want to change their 4 free score sends, they have 3 days to sign in to Bluebook to change them. To make or change their selections within those 3 days, they will use the sign-in ticket from this test to sign in to Bluebook. Then they'll go to **My Tests > Past** where this test will be listed and click **SAT Score Sends**.

- Any other notes for the proctor that will help them give a smooth administration (such as the timing in their room and notes about whether they'll need to use more than 1 script)

Distribute the correct kit to each proctor.

On Test Day
—Accommodated Testing

This section covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day.

Test Day Oversight
Sign In to Test Day Toolkit

No later than test day morning, check your roster and grant full Test Day Toolkit access to staff:

1. Sign in to Test Day Toolkit at **testday.collegeboard.org**.
2. Check your roster for updates and assign new students to rooms or reassign students with new accommodations as needed.
3. Grant staff full access.
   - On the **Staff** page, find a staff name, and choose **Grant toolkit access** in the **Actions** column.
   - To grant access to all staff at once, click the checkbox at the top of your staff list and click the **Grant toolkit access** button that appears.

Keep in mind the following:

- You may grant full access to staff 1 day prior to the beginning of the testing window.
- You don't need to turn full access on and off during the testing window.
- You should immediately remove access for any staff who don't need it, including staff no longer employed by your school or district.

Supporting Your Staff

For a successful test day, decide how to facilitate breaks and communication. Plan a break schedule for staff as needed, making sure testing rooms and hallways are always monitored, and set up a signaling system so staff can communicate with each other quickly.

Hold a brief meeting before students arrive to share last-minute instructions. Be sure to:

- Let proctors know the test timing for the students in their room.
- Distribute supplies.
- Remind staff to use power strips, surge protectors, and extension cords safely.
- Let staff know where the help room and late room (if you have one) are located.
- Remind staff to enforce all policies shared in this guide and to never leave students alone in the room.

- Ensure staff are aware of school policy regarding retesting and how to submit IRs.
- Tell staff to connect to Wi-Fi and sign in to Test Day Toolkit.
- Make sure proctors and hall monitors have access to all the resources they need and have read the *Accommodations Guide for Proctors* provided in the *Proctor Manual*, and the *Hall and Room Monitor Test Day Guide*, respectively. Technology monitors should read the *Technical Troubleshooting Guide*. These guides are available at **satsuite.collegeboard.org/k12-educators/educator-experience/state/start**.
- Also remind proctors to monitor their room carefully during testing for any student with their hand raised. If Bluebook crashes or a student exits Bluebook, staff will use Test Day Toolkit to let them continue testing.

Monitoring Test Day Activity

To keep things running smoothly throughout test day:

- In Test Day Toolkit, monitor student progress across all rooms on Test Day Live.
- Minimize distractions and limit access to the testing area.
- Work with the technology monitor to troubleshoot technical issues covered in the *Technical Troubleshooting Guide*.
- Enforce rules and watch for irregularities, including students who access prohibited electronic devices during testing or breaks.
- Remind students to remain silent when taking breaks and during dismissal, as other students may still be testing.
- Only allow testing staff and students into the testing area.
- Remind proctors to keep their device with them so they can refer to Test Day Toolkit and respond to student concerns quickly.

When all testing is finished, make sure to collect all materials from your proctors, including scratch paper, sign-in tickets (in cases of early dismissal or rule violations), and seating charts (if used). Keep seating charts on hand for 60 days and all other collected materials on hand for 30 days as they may be needed for test security investigations.

Irregularities

Your school may encounter problems on test day. We are here to help.

Call College Board immediately if testing is interrupted for more than half of students for more than 10 minutes or you have any urgent concerns about test security. If you need to close your school on your intended test date, you can reschedule testing for another day in the window. Although schools can use flexible start times, staff should start early enough to allow students with extended time to complete the test within standard school hours.

If students violate the rules or leave early for any reason, or if technical problems occur, see Responding to Problems on page 76 for details on handling and reporting anything that goes wrong.

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call College Board as soon as possible. Testing staff may approach you on test day with issues related to irregularities. For detailed guidance and instructions for reporting irregularities in Test Day Toolkit, refer to the Retesting and Irregularities chapter in your manual.

Key Takeaways

- The problems mentioned in this section may require you to report irregularities or dismiss students early, as described in Next Steps on page 78.
- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- IRs completed by proctors or monitors are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper as instructed in this manual in case of any test security investigations.
- Before proctors dismiss students, they should check student sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator. Otherwise, let students keep their sign-in tickets. (Some states may require that all sign-in tickets be collected. Please refer to and follow your state's policy for collecting sign-in tickets if they have one.)
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug into available outlets if they need to.

How to Respond to Problems

When to Call College Board

Test coordinators should call College Board as soon as possible if:

- They have any urgent concerns about test security.
- Testing for more than half of students is interrupted for more than 10 minutes.

If a school closure prevents testing as planned, the test coordinator should reschedule for another day within the testing window. If that's impossible, they should call College Board.

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 78 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 77). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

Proctors are required to collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If a student accessed a prohibited device to copy test content, the test coordinator should take photos for evidence in a way that does not distract or disrupt other students who are testing. After collecting the photo evidence, the test coordinator will:

1. Ensure any test content is deleted from the prohibited device before returning it to the student.
2. Submit a test security IR. If applicable, indicate that you have photo evidence.
3. Securely save the photo and any other evidence you collected, including seating charts, in case it is needed by College Board test security. After 60 days, securely destroy any associated evidence.

If you're not sure a student violated a rule, you can give them a warning and continue monitoring them closely.

If a student takes excessive breaks, ask them why and where they're going and make sure they leave their testing device, scratch paper, and other items in the room.

Early Departure

Students must stay at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for Early Dismissal on page 78, and submit an IR.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting in the Testing Room on page 81.

Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call College Board.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives students a chance to discuss test content.

Approved Accommodations Not Given

If allowed under state policy: Ask the student if they want to continue testing without the approved accommodations or stop testing. An accommodations waiver must be completed by a parent or guardian if a student is under the age of 18 to excuse the student from using approved accommodations. If a student began testing, but their approved accommodations were not given, submit a retest IR.

In either case, submit an IR. They may be eligible for a retest.

Unapproved Accommodations Given

Tell the student to stop testing, follow the instruction for Early Dismissal on page 78, and submit an IR.

Test Question Issues

If a student thinks something is wrong with a test question, note the section, module, and question number. Tell them to continue testing, answering as best they can, and remind them it's better to guess than leave a question blank. Only answer questions about procedure, never about test content.

Ask them to see you after the test so you can report the problem to College Board. Wait until other students finish testing before talking to the student.

Next Steps

Early Dismissal

All students must stay at least until standard time has fully elapsed and they have finished testing, except in cases of illness or rule violations. To dismiss a student early, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Submit an IR in Test Day Toolkit.

> **IMPORTANT:** Staff should use the normal dismissal procedure if extended time students choose to end their test after standard time ends and before their full extended time ends.

Test Abandonment

If a student leaves without talking to you first, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Click **Undo Check-In**.
3. If you find their scratch paper, sign-in ticket, or personal belongings, give them to your test coordinator.
4. Submit an IR in Test Day Toolkit.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and choose between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones, notes, smartwatches, smart glasses, etc.) during testing or during breaks
- Switching devices or seats without permission
- Possessing answer keys, cheat sheets, or test content
- Testing twice in the same testing window without an approved retest

Device and Aid Access During Testing

Students may not access other applications or programs on their testing device before leaving the testing room. During testing, students can access the permitted items listed below. Everything else is prohibited, unless a student has an approved accommodation that requires it.

Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator approved list in the Appendix (calculator covers must be kept under students' desks and students must be reminded to clear saved formulas before testing begins)
- External mouse and mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays)
- Scratch paper provided by the proctor
- Pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them.

Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove test content.

Unless students have a College Board–approved accommodation, they can't access these items during the test or breaks:

- Phones, smartwatches, smart glasses, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks (except for students taking the SAT Essay)
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer

Medical Devices and Aids

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved.

Service animals are allowed under certain circumstances. See Service Animals and Emotional Support Animals on page 67 to learn more.

Everything else is prohibited, unless a student has an approved accommodation.

Additional Guidance

Head coverings worn for medical or religious reasons are permitted during testing as long as they don't obstruct testing staff's ability to view students' eyes and ears. Students aren't permitted to wear other head coverings while testing; if they are wearing one, they must store it under their desk. If they're wearing a hooded shirt in the testing room, their hood must stay down during testing.

Calculators

Students can use an embedded Desmos calculator in Bluebook, but they may also bring a battery- or solar-powered handheld calculator. They can toggle between scientific and graphing options at any point in the Math section.

Calculators can't have cords, and calculator covers must be kept under students' desks during testing. Backup calculators or batteries must also be kept under students' desks. Students using calculators with raised or enlarged displays that are visible to other students may be seated at the discretion of the test coordinator.

Before testing, students must delete any stored documents, turn off all sound, and cover any infrared data ports with tape. Any programs that have algebra functionality (e.g., solving equations, expanding algebraic expressions, factoring algebraic expressions, etc.) must also be deleted.

Although scientific, graphing, and 4-function calculators are permitted, 4-function calculators are not recommended, and any calculators with features mentioned in the list of prohibited calculators below are prohibited.

Prohibited Calculators

The following types of calculators are prohibited:

- Calculators with built-in computer algebra system (CAS) functionality. Examples of such devices include:
  - Casio: ClassPad 300, 330, or 400; ClassPad II (fx-CP400); ClassPad fx-CG 500 or fx-CG500; Algebra fx 2.0; all model numbers that begin with CFX-9970G.
  - Hewlett Packard: HP Prime; HP 48GII; all model numbers that begin with 40G, 49G, or 50G.
  - Texas Instruments: TI-Nspire CAS, TI-Nspire CX II CAS; all model numbers that begin with TI-89 or TI-92 or have CAS in the model name. Note that TI-Nspire models that do not include "CAS" in the name are acceptable.
- Calculators with apps, menus, or programs that perform symbolic algebra manipulation (e.g., solving algebra equations symbolically).
- Calculators with QWERTY keyboards.
- Devices with wireless internet capability, Bluetooth, or cellular connectivity.
- Devices with built-in cameras or audio/video recording.
- Tablets and laptop computers (unless an approved accommodation).
- Electronic writing pads or pen-input devices.
- Cell phone calculator apps.
- Calculators that use paper tape.

Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices, including smartwatches, smart glasses, and mobile phones, in the test site to protect test content and prevent security breaches. Accessing a prohibited device or having a device that makes any noise at any time, including breaks, is grounds for dismissal and possible confiscation of the electronic device as part of a thorough investigation. College Board may prohibit individuals from taking the SAT, PSAT/NMSQT, AP, or CLEP exams when we conclude they have deliberately gained or attempted to gain or share an unfair advantage on any College Board test.

Accommodated Testing in Bluebook

Most students testing with accommodations will test in Bluebook. Conduct this testing using the information in this section.

Test Day Morning

If you haven't already, organize these proctor supplies for proctors testing students in Bluebook:

- A copy of the Wi-Fi name and password for each proctor.
- 1 sheet of scratch paper per student (plus extra scratch paper for students who request more during testing).
- A sign-in ticket for each student. (Click **Downloads** on the Test Day Toolkit homepage and go to the **Print Tickets** tab. Make sure you choose your printer's single-sided option.)
- Recommended: Power strips, surge protectors, extension cords, or laptop carts for charging (prioritize extended time testing rooms).
- Fully charged testing devices for students (if applicable).
- Recommended: Printed seating chart, which is included in the Appendix of this manual. The first page contains important instructions for test coordinators. (Proctors in large testing rooms may need more than 1 chart.)
- For some students taking the test with EL supports, printed copies of translated test directions (available at **satsuite.collegeboard.org/k12-educators/educator-experience/ state/start**) or approved word-to-word dictionaries.

IMPORTANT: If your school is providing testing devices, make sure Bluebook is installed and the devices are fully charged.

Technical Troubleshooting in the Testing Room

This section on troubleshooting in the testing room will be used by proctors, and is provided here for your reference as test coordinator.

If a student is having technical trouble and testing hasn't started yet, you can try the tips shared below.

When to Send Students to the Help Room

- Helping the student takes too much of your time and attention.
- You want to avoid distracting students who are testing successfully.
- Other students are testing successfully.
- None of the troubleshooting steps that follow resolve the issue.

When to Send Students to the Test Coordinator

- You don't have a sign-in ticket for them or the credentials on their sign-in ticket don't work.
- The test isn't listed on their homepage.
- There's an issue with their accommodations.
- The student's name or date of birth is incorrect in Bluebook.

IMPORTANT: Report an irregularity if you resolve the issue but a student's testing was interrupted for more than 1 minute.

None of Your Students Can Start

If none of your students can start the test, make sure you read the correct 6-digit start code and wrote it on the board accurately. If that's not the issue, contact the technology monitor.

A Student Can't Reach the Bluebook Sign-In Screen

If Bluebook doesn't open properly, one of these fixes should work. Try them in order:

1. Make sure the student opened the right digital testing app. Unless the student is using a Chromebook, they should click the **Star** icon to open Bluebook.
2. Chromebook users must select **Apps > Bluebook** in the lower left corner *without* signing in to their Chromebook.
3. Check the student's internet connection.
   - **Chromebook users:** Exit Bluebook and sign in to the device.
   - **All devices:** Open a browser and go to **collegeboard.org**. If you can't get to this site, make sure device Wi-Fi is on and airplane mode is off.
   - **Chromebook users:** Sign out of the device and open Bluebook without turning the device off.
4. Use a backup device with Bluebook installed, if available.
5. Reinstall Bluebook, if possible. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A Student Can't Sign In Because Verified Mode Isn't Enabled

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook isn't configured correctly and only the technology staff who manage the device can fix it. Let the student use another device with Bluebook installed, if available, or send them to the help room.

A Student Can't Sign In or Their Test Isn't Listed

Make sure the student clicked **Use a sign-in ticket from your school** when they opened Bluebook and that they used the credentials on their sign-in ticket.

If they signed in with their College Board account instead, they should sign out, click the first button, and use their ticket to sign in again.

If students made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

A Student Can't Start Timed Testing

Students who aren't on the start code screen may just need to complete Bluebook check-in. If the student is on the start code screen, one of these fixes should work. Try them in order:

1. Reenter the start code.
2. Make sure the student is marked present on the Test Day Toolkit **Attendance** page.
3. Restart the device and open Bluebook again.
4. Use a backup device with Bluebook installed, if available.

If Most Students Are Ready to Start

Consider sending the student to the help room so testing can begin for everyone else. The student can start testing after the issue is resolved; if they need to read the verbal instructions first, they can open them on the Bluebook start code screen.

A Student's Testing Is Interrupted

If a technical issue during timed testing prevents a student from continuing, the timer will pause for a limited period, giving students a chance to recover. And, because answers are saved to the device, they can pick up where they left off.

One of these fixes should work. Try them in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device and open Bluebook again.
3. Follow the instructions below to complete a device swap if backup devices are available.

In all cases, the proctor must use Test Day Toolkit to let the student continue testing.

How to Perform a Bluebook Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

IMPORTANT: If a device swap is performed after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finish testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the chance that answers are lost.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage.
4. After the proctor lets the student continue testing, the student clicks **Resume Testing Now**. They should be returned to the question they last viewed.

IMPORTANT: If students are returned to a previous question, they should reenter their answers—unless they'd have to reenter more than 5 answers, in which case they should retest.

How to Let a Student Continue Testing

To allow a student to continue testing after their device crashes, after they quit or exit Bluebook, or after a device swap:

1. Click the student's name on the Test Day Toolkit monitoring dashboard to open their profile page.
2. Click **Let Student Continue Testing**.

Tip

Most issues are resolved by restarting Bluebook or the testing device.

Accommodated Testing on Paper

Unlike proctoring digital testing, your proctor(s) will need to time the test and breaks for the students testing on paper. Follow the instructions in this section to ensure they have the test materials provided for their students as well as the proper instructions and scripts to administer the test successfully.

Using the Testing Room Materials Report Form

Tasks for the Coordinator

On test day, the test coordinator must count test books when distributing to and collecting from any staff administering the SAT Suite. Please be sure to reference the labels on test materials or your shipping notice to distribute the correct materials for each student. Complete these tasks:

1. Note the test formats allocated to each room using the Testing Room Materials Report form. If you'll have more than 1 testing room of students testing with paper tests, make sure you've filled out a separate Testing Room Materials Report form for each room. On each form:
   - Supply your school code and indicate which proctor will be in the room.
   - Record the count and the serial numbers of the test formats and *Paper Test Taker Administration Instructions* booklets issued to that proctor.

2. Use the sticker on each test book/format to make a list of assigned materials for each proctor and confirm test book assignments with the information on the last page of the shipping notice.

3. Follow the instructions under Create Testing Room Kits for Proctors on page 73 to create a kit of materials, including students sign-in tickets, for each proctor.

4. Distribute the correct kit to each proctor.

Tasks for the Proctor

The Testing Room Materials Report form includes a seating chart. This chart is essential for recording the distribution of test materials in the testing room. Each proctor must complete the form, including the seating chart for the testing room. At the end of the administration, the proctor should return the form to the test coordinator.

Proctors must count the test materials:

- After receiving the materials from the test coordinator
- After distributing materials to students in the testing room
- After collecting materials from each student
- Before dismissing students from the testing room

Preparing Proctors for Paper Testing

Proctors should already have a copy of the *Proctor Manual*, which includes the *Accommodations Guide for Proctors*, and they should be familiar with the procedures they must follow for paper-based testing. Also, ahead of test day if possible, work with your proctors to access and download the *Paper Testing Script* for the assessment they're administering (the links are on the Help page in Test Day Toolkit), which provides a full set of scripts to administer the test.

On test day, distribute to each proctor:

- The testing room kit for their room (see Create Testing Room Kits for Proctors on page 73).
- Include any optional items:
   - Extra pencils
   - Pencil sharpener

NOTE: Proctors should encourage students to use pencils to mark their answers so that they can change their answers when they need to.

Important Reminders to Give Proctors

Always carefully prepare for and administer the test and subsequent transcription of student answers according to the instructions in the *Accommodations Guide for Proctors*, included in the *Proctor Manual*.

- Students do not use any testing devices to take the paper test. They must not attempt to access Bluebook during or after testing. Proctors (or other testing staff as determined by the test coordinator) are responsible for transcribing student answers from the test book or printed from the braille writer into Bluebook after the student has fully completed testing. Instructions for the transcription process are provided in the *Proctor Manual*.

- Staff must not try to take attendance electronically through Test Day Toolkit. Proctors use Test Day Toolkit to verify student identity and assignment to their testing room. No other steps for taking attendance or access to Bluebook take place until after all students have been dismissed from testing.

- Proctors should never try to use Bluebook to time the test. The only valid way to time the paper test is through the use of the appropriate *Paper Testing Script* with a separate watch or timer.

- If appropriate, proctors must prepare ahead for administering the test over multiple days, as instructed in the *SAT Suite State-Provided Accommodations Guide for Proctors*.

- If testing students with extended time, follow instructions in the *Paper Testing Script* to ensure no one moves on before the full standard time for the module/section has elapsed or before all testers in the room have completed the module/section.

Returning Materials After the Test

Returning materials is a critical part of the coordinator's work. Please follow the instructions carefully, returning all testing materials and completed forms and reports as specified.

After the test administration ends, keep the test materials in secure storage until their return.

Keep your shipping notice with other testing documentation, including tracking information for return shipments, for 30 days. Discard any opened shrinkwrapping or other excess packing materials.

Returning Tests

Your return shipment will contain the test books and other test formats (such as braille books and reader's scripts) along with each student's completed *Paper Test Taker Administration Instructions* booklet. If applicable, it will also include Essay answer sheets. Return these items to the location on the shipping label no later than two days after all students testing on paper have completed testing.

Packing the Shipment

You need to return all paper test books and supplements received, all *Paper Test Taker Administration Instructions* booklets, all Essay answer sheets received, if applicable, and all copies of the Testing Room Materials Report form. You should complete the following steps after testing and transcriptions are complete to securely pack and return the test formats and student administration instructions booklets:

1. Keep all test formats together and pack them in the original shipping box.
   - Confirm that the Transcriber Security Affidavit (on page 2 of each student's *Paper Test Taker Administration Instructions* booklet) has been completed.
   - Be sure every test format with answers recorded in it is properly labeled for scoring, including the student's name, testing room, and school code.
   - Make sure the student's registration number is accurately printed on the back cover above the student's name.
   - Ensure students who took the SAT with Essay have a state student ID bubbled on their answer sheet.
   - Carefully match each test format with the same student's *Paper Test Taker Administration Instructions* booklet. Place all items inside the test book to ensure they are shipped together.
   - Be sure to include all completed Testing Room Materials Report forms.
2. Remove, cover, or cross out the original shipping labels, and seal with supplied tape.
3. Use the preaddressed label(s) from your test materials shipment. Call State Support as listed in this manual if your label is missing.
   - Use the supplied preprinted return colored label and pre-addressed UPS label. Make sure all labels can be clearly read.
   - Call 1-800-PICK-UPS or visit **ups.com** to arrange for pickup during regular school stops or to schedule a special pickup. Or, take the package to an official UPS Customer Center and ask for a traceable receipt.
4. Securely destroy sign-in tickets, *Score Sends Code List* booklets (for SAT School Day only), and any other materials that do not need to be returned or kept on file.

After the Test

After you've successfully administered the test, there are still a few key tasks for you to complete.

Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Before the close of the testing window, you may want to save your irregularity data. You may need to retain your IR data because one or more of your school's irregularities is not yet resolved, your district or state has policies that require data retention, or if you think students and parents may have questions about the irregularity later. Instructions for how to save your irregularity data are available at **bluebook.collegeboard.org/irregularity-data-retention**.

What to Do with Materials

For digital testing, you will have a small amount of materials to take care of after your administration is finished. Your proctors will return to you scratch paper, sign-in tickets (from students suspected in rule violations), and seating charts (if used). Keep seating charts on hand for 60 days (or more if advised in this manual) and all other collected materials on hand for 30 days in case they are needed for test security investigations.

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board under Returning Materials After the Test on page 85. For any remaining materials, including any tracking information for return shipments, keep them on hand for 30 days.

When you dispose of materials that are no longer required, use a paper shredder or another secure disposal method.

Appendix

In This Part:

ACCESS ADDITIONAL RESOURCES

Appendix Contents

Timing Charts for Testing in Bluebook and on Paper

Timing Chart for Testing in Bluebook

All students taking any of the SAT Suite of Assessments in Bluebook will use the timing in this chart for the Reading and Writing section and the Math section, except those testing with a paper test book (including a braille test book), a human reader, or raised line drawings supplement. For those exceptions, see the Timing Chart for Testing with Paper Materials after this chart. Please note the following additional information about accommodations:

- For students approved for up to more than double time or limited time testing, the student's decision letter will indicate how long the student is approved to test and over how many days. If testing over 2 days, Bluebook will automatically break the test between sections.

- Students testing over more than 2 days will test on paper. See the *Paper Testing Script* for the test you're administering on the Help page of Test Day Toolkit for more information.

- Extra breaks are automatically applied to all students with extended time.

- Students testing with extended time have the option to move on when ready once the full standard time has elapsed on the module or section they are currently taking. This means that break times may be less coordinated than in the past, and students may end the test at different times.

- Students in the same group type may be timed differently if students have different break times. To minimize disruptions and students testing on varying schedules, you may want to organize students in rooms with similar break times instead of relying only on group types.

- Students approved for Text-to-Speech (Embedded) and Screen Reader (Non-Embedded) won't have automatic approval for extended time; the coordinator should confirm their accommodations before using these timing charts.

- Students with SAAs, if applicable to your state, can be tested in the same room as other students with the same timing.

- If you are administering the SAT with Essay, skip down to the SAT with Essay Timing Chart.

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: S1					
Standard Time	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes	**2:24** *2:14 testing time + breaks*
Standard Time with Extra Breaks	32 minutes *5-min. break*	32 minutes *10-min. break*	35 minutes *5-min. break*	35 minutes	**2:34** *2:14 testing time + breaks*
Standard Time and Extended Breaks	32 minutes	32 minutes *20-min. break*	35 minutes	35 minutes	**2:34** *2:14 testing time + breaks*
Standard Time and Breaks as Needed*	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes	**2:24+** *2:14 testing time + variable breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S3					
Reading: Up to Time and One-Half	48 minutes *5-min. break*	48 minutes *10-min. break*	53 minutes *5-min. break*	53 minutes	**3:42** *3:22 testing time + breaks*
Reading: Up to Time and One-Half and Extended Breaks	48 minutes *10-min. break*	48 minutes *20-min. break*	53 minutes *10-min. break*	53 minutes	**4:02** *3:22 testing time + breaks*

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: S5					
Reading: Up to Double Time	64 minutes *5-min. break*	64 minutes *20-min. nutrition break***	70 minutes *5-min. break*	70 minutes	**4:58** *4:28 testing time + breaks*
Reading: Up to Double Time and Extended Breaks	64 minutes *10-min. break*	64 minutes *20-min. break*	70 minutes *10-min. break*	70 minutes	**5:08** *4:28 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S2					
Math: Up to Time and One-Half	32 minutes	32 minutes *10-min. break*	53 minutes *5-min. break*	53 minutes	**3:05** *2:50 testing time + breaks*
Math: Up to Time and One-Half and Extended Breaks	32 minutes	32 minutes *20-min. break*	53 minutes *10-min. break*	53 minutes	**3:20** *2:50 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S4					
Math: Up to Double Time	32 minutes	32 minutes *10-min. break*	70 minutes *5-min. break*	70 minutes	**3:39** *3:24 testing time + breaks*
Math: Up to Double Time and Extended Breaks	32 minutes	32 minutes *20-min. break*	70 minutes *10-min. break*	70 minutes	**3:54** *3:24 testing time + breaks*

**Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

SAT WITH ESSAY TIMING CHART

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	Total Testing Time
	Module 1	Module 2	Module 1	Module 2		
GROUP TYPE IN TEST DAY TOOLKIT: S1						
Standard Time	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	50 minutes	**3:24** *3:04 testing time + breaks*
Standard Time with Extra Breaks	32 minutes *5-min. break*	32 minutes *10-min. break*	35 minutes *5-min. break*	35 minutes *10-min. break*	25 minutes *5-min. break* 25 minutes	**3:39** *3:04 testing time + breaks*
Standard Time and Extended Breaks	32 minutes	32 minutes *20-min. break*	35 minutes	35 minutes *20-min. break*	50 minutes	**3:44** *3:04 testing time + breaks*
Standard Time and Breaks as Needed*	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	50 minutes	**3:24+** *3:04 testing time + variable breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S3						
Reading: Up to Time and One-Half	48 minutes *5-min. break*	48 minutes *20-min. nutrition break***	53 minutes *5-min. break*	53 minutes *10-min. break*	38 minutes *5-min. break* 37 minutes	**5:22** *4:37 testing time + breaks*
Reading: Up to Time and One-Half and Extended Breaks	48 minutes *10-min. break*	48 minutes *20-min. break*	53 minutes *10-min. break*	53 minutes *20-min. break*	38 minutes *10-min. break* 37 minutes	**5:47** *4:37 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S5						
Reading: Up to Double Time	64 minutes *5-min. break*	64 minutes *20-min. nutrition break***	70 minutes *5-min. break*	70 minutes **End of Day 1**	50 minutes *5-min. break* 50 minutes **End of Day 2**	**Day 1 = 4:58** *4:28 testing time + breaks* **Day 2 = 1:45** *1:40 testing time + breaks*
Reading: Up to Double Time and Extended Breaks	64 minutes *10-min. break*	64 minutes *20-min. break*	70 minutes *10-min. break*	70 minutes **End of Day 1**	50 minutes *10-min. break* 50 minutes **End of Day 2**	**Day 1 = 5:08** *4:28 testing time + breaks* **Day 2 = 1:50** *1:40 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S2						
Math: Up to Time and One-Half	32 minutes	32 minutes *10-min. break*	53 minutes *5-min. break*	53 minutes *10-min. break*	50 minutes	**4:05** *3:40 testing time + breaks*
Math: Up to Time and One-Half with Extended Breaks	32 minutes	32 minutes *20-min. break*	53 minutes *10-min. break*	53 minutes *20-min. break*	50 minutes	**4:30** *3:40 testing time + breaks*

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

**Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	Total Testing Time
	Module 1	Module 2	Module 1	Module 2		
GROUP TYPE IN TEST DAY TOOLKIT: S4						
Math: Up to Double Time	32 minutes	32 minutes *10-min. break*	70 minutes *5-min. break*	70 minutes *10-min. break*	50 minutes	**4:39** *4:14 testing time + breaks*
Math: Up to Double Time and Extended Breaks	32 minutes	32 minutes *20-min. break*	70 minutes *10-min. break*	70 minutes *20-min. break*	50 minutes	**5:04** *4:14 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S10						
Writing: Up to Time and One-Half	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	38 minutes *5-min. break* 37 minutes	**3:54** *3:29 testing time + breaks*
Writing: Up to Time and One-Half and Extended Breaks	32 minutes	32 minutes *20-min. break*	35 minutes	35 minutes *20-min. break*	38 minutes *10-min. break* 37 minutes	**4:19** *3:29 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S9						
Writing: Up to Double Time	32 minutes	32 minutes *10-min. break*	35 minutes	35 minutes *10-min. break*	50 minutes *5-min. break* 50 minutes	**4:19** *3:54 testing time + breaks*
Writing: Up to Double Time and Extended Breaks	32 minutes	32 minutes *20-min. break*	35 minutes	35 minutes *20-min. break*	50 minutes *10-min. break* 50 minutes	**4:44** *3:54 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S12						
Math + Writing: Up to Time and One-Half	32 minutes	32 minutes *10-min. break*	53 minutes *5-min. break*	53 minutes *10-min. break*	38 minutes *5-min. break* 37 minutes	**4:35** *4:05 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: S11						
Math + Writing: Up to Double Time	32 minutes	32 minutes *10-min. break*	70 minutes *5-min. break*	70 minutes **End of Day 1**	50 minutes *5-min. break* 50 minutes **End of Day 2**	**Day 1 = 3:39** *3:24 testing time + breaks* **Day 2 = 1:45** *1:40 testing time + breaks*

Timing Chart for Testing with Paper Materials

If administering the SAT with Essay, see the chart following this one.

Use this timing chart for students taking the digital test with paper supplements (e.g., reader's script or raised line drawings) as well as for students testing with a paper test book.

IMPORTANT: For paper test takers, the proctor must time the test and breaks using the *Paper Testing Script*. They must never try to time the test using Bluebook—attempting to do so will result in a misadministration.

PSAT 8/9, PSAT 10, AND SAT PAPER MATERIALS TIMING AND BREAKS

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: P1 OR S1					
Standard Time	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes	**2:54** *2:44 testing time + breaks*
Standard Time with Extra Breaks	39 minutes *5-min. break*	39 minutes *10-min. break*	43 minutes *5-min. break*	43 minutes	**3:04** *2:44 testing time + breaks*
Standard Time and Extended Breaks	39 minutes	39 minutes *20-min. break*	43 minutes	43 minutes	**3:04** *2:44 testing time + breaks*
Standard Time and Breaks as Needed*	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes	**2:54+** *2:44 testing time + variable breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S3					
Reading: Up to Time and One-Half	59 minutes *5-min. break*	59 minutes *20-min. nutrition break**	65 minutes *5-min. break*	65 minutes	**4:38** *4:08 testing time + breaks*
Reading: Up to Time and One-Half and Extended Breaks	59 minutes *10-min. break*	59 minutes *20-min. break*	65 minutes *10-min. break*	65 minutes	**4:48** *4:08 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S5					
Reading: Up to Double Time	78 minutes *5-min. break*	78 minutes **End of Day 1**	86 minutes *5-min. break*	86 minutes **End of Day 2**	**Day 1 = 2:41** *2:36 testing time + breaks* **Day 2 = 2:57** *2:52 testing time + breaks*

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

**Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

Timing	SECTION 1 **Reading and Writing**		SECTION 2 **Math**		Total Testing Time
	Module 1	Module 2	Module 1	Module 2	
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S2					
Math: Up to Time and One-Half	39 minutes	39 minutes ***10-min. break***	65 minutes ***5-min. break***	65 minutes	**3:43** *3:28 testing time* *+ breaks*
Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes ***20-min. break***	65 minutes ***10-min. break***	65 minutes	**3:58** *3:28 testing time* *+ breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S4					
Math: Up to Double Time	39 minutes	39 minutes ***10-min. break***	86 minutes ***5-min. break***	86 minutes	**4:25** *4:10 testing time* *+ breaks*
Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes ***20-min. break***	86 minutes ***10-min. break***	86 minutes	**4:40** *4:10 testing time* *+ breaks*

SAT WITH ESSAY PAPER MATERIALS TIMING AND BREAKS

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	Total Testing Time
	Module 1	Module 2	Module 1	Module 2		
GROUP TYPE IN TEST DAY TOOLKIT: P1 OR S1						
Standard Time	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes *10-min. break*	50 minutes	**3:54** *3:34 testing time + breaks*
Standard Time with Extra Breaks	39 minutes *5-min. break*	39 minutes *10-min. break*	43 minutes *5-min. break*	43 minutes *10-min. break*	25 minutes *5-min. break* 25 minutes	**4:09** *3:34 testing time + breaks*
Standard Time and Extended Breaks	39 minutes	39 minutes *20-min. break*	43 minutes	43 minutes *20-min. break*	50 minutes	**4:14** *3:34 testing time + breaks*
Standard Time and Breaks as Needed*	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes *10-min. break*	50 minutes	**3:54+** *3:34 testing time + variable breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S3						
Reading: Up to Time and One-Half	59 minutes *5-min. break*	59 minutes *20-min. nutrition break***	65 minutes *5-min. break*	65 minutes **End of Day 1**	38 minutes *5-min. break* 37 minutes **End of Day 2**	**Day 1 = 4:38** *4:08 testing time + breaks* **Day 2 = 1:20** *1:15 testing time + breaks*
Reading: Up to Time and One-Half and Extended Breaks	59 minutes *10-min. break*	59 minutes *20-min. break*	65 minutes *10-min. break*	65 minutes **End of Day 1**	38 minutes *10-min. break* 37 minutes **End of Day 2**	**Day 1 = 4:48** *4:08 testing time + breaks* **Day 2 = 1:25** *1:15 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S5						
Reading: Up to Double Time	78 minutes *5-min. break*	78 minutes *20-min. nutrition break***	86 minutes *5-min. break*	86 minutes **End of Day 1**	50 minutes *5-min. break* 50 minutes **End of Day 2**	**Day 1 = 5:58** *5:28 testing time + breaks* **Day 2 = 1:45** *1:40 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S2						
Math: Up to Time and One-Half	39 minutes	39 minutes *10-min. break*	65 minutes *5-min. break*	65 minutes *10-min. break*	50 minutes	**4:43** *4:18 testing time + breaks*
Math: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes *20-min. break*	65 minutes *10-min. break*	65 minutes *20-min. break*	50 minutes	**5:08** *4:18 testing time + breaks*

*The total testing time for a student approved for breaks as needed will depend on how often the student requires a break.

**Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

Timing	SECTION 1 Reading and Writing		SECTION 2 Math		SECTION 3 Essay	Total Testing Time
	Module 1	Module 2	Module 1	Module 2		
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S4						
Math: Up to Double Time	39 minutes	39 minutes *10-min. break*	86 minutes *5-min. break*	86 minutes End of Day 1	50 minutes End of Day 2	**Day 1 = 4:25** *4:10 testing time + breaks* **Day 2 = 0:50**
Math: Up to Double Time and Extended Breaks	39 minutes	39 minutes *20-min. break*	86 minutes *10-min. break*	86 minutes End of Day 1	50 minutes End of Day 2	**Day 1 = 4:40** *4:10 testing time + breaks* **Day 2 = 0:50**
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S10						
Writing: Up to Time and One-Half	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes *10-min. break*	38 minutes *5-min. break* 37 minutes	**4:24** *3:59 testing time + breaks*
Writing: Up to Time and One-Half and Extended Breaks	39 minutes	39 minutes *20-min. break*	43 minutes	43 minutes *20-min. break*	38 minutes *10-min. break* 37 minutes	**4:49** *3:59 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S9						
Writing: Up to Double Time	39 minutes	39 minutes *10-min. break*	43 minutes	43 minutes *10-min. break*	50 minutes *5-min. break* 50 minutes	**4:49** *4:24 testing time + breaks*
Writing: Up to Double Time and Extended Breaks	39 minutes	39 minutes *20-min. break*	43 minutes	43 minutes *20-min. break*	50 minutes *10-min. break* 50 minutes	**5:14** *4:24 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P3 OR S12						
Math + Writing: Up to Time and One-Half	39 minutes	39 minutes *10-min. break*	65 minutes *5-min. break*	65 minutes End of Day 1	38 minutes *5-min. break* 37 minutes End of Day 2	**Day 1 = 3:43** *3:28 testing time + breaks* **Day 2 = 1:20** *1:15 testing time + breaks*
GROUP TYPE IN TEST DAY TOOLKIT: P5 OR S11						
Math + Writing: Up to Double Time	39 minutes	39 minutes *20-min. nutrition break***	86 minutes *5-min. break*	86 minutes End of Day 1	50 minutes *5-min. break* 50 minutes End of Day 2	**Day 1 = 4:35** *4:10 testing time + breaks* **Day 2 = 1:45** *1:40 testing time + breaks*

**Students will receive a 20-minute nutrition break in between the Reading and Writing section and the Math section.

SAT Suite of Assessments Seating Chart

Recording Student Seat Assignments

In the SAT Suite testing site, proctors help keep the test fair and valid by accounting for where students are seated in their testing room. The seating chart provided here can be used to record the student name or initials for each seat in the testing room. Follow the instructions on the chart for recording names.

The paper chart has room for recording up to 49 assigned desks. If testing in a large room, the proctor can complete more than one chart, as indicated in the chart instructions.

The coordinator should retain completed charts for 60 days (or longer if state or local policies dictate) in case of need for a security investigation.

Seating Chart

Use this chart to indicate how seats were assigned to students seated in your testing room. For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Fill in your name, role (proctor or monitor), date, center/school and room number, and page information (e.g., page 1 of 1).

Name _____

Role _____ **Date** _____

Center/School Number _____ **Room Number** _____

Page _____ **of** _____

Sample Seating Chart

REAR

1. For each occupied seat, write in the student's full last name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

3. Indicate the location of the entrance doors.

If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

Zunner, Jenny	Lourde, Ray	Johns, Tom	Solebury, Marc
Schwartz, Mary	Beacon, Nathan	Herbert, Louise	Houston, Bob
Weaver, Sheena	Holmes, Meave	Woodhouse, Sara	Kline, Rick	Neuman, Cindy
Tam, Nick	Reesonan, April	Richter, Gina	Roy, Trey	Lee, Phil
Wong, Uri	Mazur, Sue	Keeler, Pete	Platt, Anne	Farmer, Chris

FRONT
Students face this direction

Room entrance

REAR

FRONT
Students face this direction

SAT Suite

SAT SUITE OF ASSESSMENTS

Hall and Room Monitor Test Day Guide

State-Provided

Introduction

Thank you for participating in this test administration. It wouldn't be possible without you.

Hall monitors and room monitors assist with test administration duties and have access to Test Day Toolkit. This guide covers everything monitors need to know about test day procedures. Read it ahead of time and use it on test day. Only share this guide with other testing staff.

Test Security

To keep scores valid and testing fair, it's critical that testing staff enforce the test security measures shared here.

Test Day Timing

Assessments in the digital SAT® Suite have 2 sections—(1) Reading and Writing and (2) Math—with a break in between. For students testing with standard time, the Reading and Writing section is 64 minutes long and the Math section is 70 minutes long, with a 10-minute break in between sections.

Students taking the SAT in Delaware and New Hampshire and students participating in DoDEA administrations will also take the SAT Essay, which adds an additional hour to the total testing time.

Accessing Test Day Toolkit

Sign in to Test Day Toolkit as soon as you get your access email and use proctor preview mode to see what test day will be like.

Key Takeaways

- As soon as your test coordinator adds you to an upcoming test administration, you'll get an access email.
- For each new administration, access Test Day Toolkit and select the upcoming administration before test day.
- Use the personalized link in your access email even if you used Test Day Toolkit before.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- When you sign in, you'll be in preview mode until your test coordinator grants you full access. There will be an orange border around Test Day Toolkit while proctor preview is active.

How to Access Test Day Toolkit

1. Click the link in your personalized access email.
   - Look for the email from College Board with "Test Day Toolkit" in the subject line.
   - Staff who didn't get an access email should contact their test coordinator.

     IMPORTANT: The link won't work if the email was forwarded to you.

2. Sign in to your College Board professional account.
   - Get help with accessing Test Day Toolkit at **bluebook.org/toolkit-access-help**.

3. If it's your first time using Test Day Toolkit, choose a way for us to send you a code and enter it.
   - You'll see the contact options your test coordinator provided to College Board.
   - Make sure you select a phone number or an email address you have immediate access to. The code expires after 3 minutes.

     IMPORTANT: If you're at a school that screens incoming email, the code could expire before you receive it. Choose the phone number option if you can.

4. On the **Choose a Test Administration** page, select your school and assigned test.
   - If you're unable to choose options from the dropdown menu, ask your test coordinator if they assigned you to the upcoming test.

     IMPORTANT: Staff logging in for the first time will see the Testing Staff Agreement after selecting their test administration. The agreement will no longer display once it's been accepted.

5. Practice the script and experience Test Day Toolkit before test day.
   - You'll remain in preview mode until your coordinator grants you full access to Test Day Toolkit.
   - When you're in preview mode, you can't save changes or see students.
   - If you're still in preview mode on test day, ask your coordinator to grant you full access.

Monitoring Hallways

Hall monitors maintain an environment where students can do their best. They treat students with respect, keep the testing area free of noise and distractions, and watch for suspicious behavior.

What to Look for

- Students and proctors who need help
- Students taking frequent or extended breaks
- Multiple students taking unscheduled breaks at the same time
- Students accessing devices or doing anything that could give them an unfair advantage
- People not participating in the administration disrupting testing
- Students or staff talking during testing or breaks
- Students testing outside the testing rooms

How to Monitor Hallways

Help Other Staff

Look for proctors who need you to monitor their room while they take a break. Follow the break rotation schedule if your test coordinator provided one.

Help technology monitors manage students, if necessary. Make sure students remain quiet and don't close the lids of their testing devices or turn off their screens.

Relay messages between staff members. They'll use the signaling system set up by your test coordinator to get your attention.

Help Students Find Their Way

Direct students to the break area, restroom, or help room.

Monitor Students on Break

Standard testing includes a 10-minute break between test sections. Students can use the restroom and eat a snack in the break areas. They can't talk or access any device, and they should remain quiet.

Unless they're going to the help room with their testing device, students should not have anything with them except a drink and snack. (Away or homeschooled students, if allowed by your state, should also bring an ID.)

Students might also take an unscheduled break, during which they can use the restroom or go to the help room.

> **IMPORTANT:** Make sure any student who leaves the testing room with a device is on their way to or from the help room.

Manage Test Day Issues

Contact your test coordinator immediately if you see students with prohibited devices or have any concerns about test security.

If you notice students taking excessive breaks, remind them they're losing testing time, and if their behavior seems suspicious, use Test Day Toolkit to report an irregularity, if instructed by your test coordinator.

See Responding to Problems on page 5 for details on handling and reporting issues.

Monitoring Rooms

Room monitors help proctors run a fair and secure administration by keeping the testing room free of distractions.

What to Look For

Walk around the room often and remain alert. Keep your device with you so you can refer to Test Day Toolkit and respond to student concerns quickly. Watch for raised hands and students who do any of the following:

- Access phones, smartwatches, smart glasses, earbuds, or other prohibited devices or items
- View nontest content or access other applications on their device
- Test on someone else's device
- Angle their device so someone else can see it
- Copy, screenshot, record, or capture test content in any way
- Pass notes
- Close their laptops or cover their tablets

See Responding to Problems on page 5 to learn how to respond to these violations or follow instructions from your proctor or test coordinator.

IMPORTANT: While students are testing, be sure to monitor your room carefully for any student with their hand raised. Proctors need to use Test Day Toolkit to allow students to continue testing if they exit Bluebook™ or their device crashes or loses power.

Admit Students Returning from Break

IMPORTANT: Ensure students leave for and return from their breaks quietly, as they may be taking breaks at different times.

After students return from breaks and continue testing, make sure they're sitting at their assigned desk and using their own device. To do this, check the name that displays at the bottom of the student's Bluebook screen and compare with the name on their sign-in ticket.

Dismissal

You may need to help your proctor dismiss students when they're finished testing. If necessary, remind students to leave as quickly and quietly as possible because students in other rooms may still be testing.

Responding to Problems

Key Takeaways

- The problems mentioned in this section may require you to report irregularities or dismiss students early, as described in Next Steps on page 6.
- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Irregularity Reports (IRs) completed by proctors or monitors are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive and suspicious.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check student sign-in tickets for any writing that could be copied test content. If a sign-in ticket contains test content, the proctor should collect the ticket, submit an IR, and give the ticket to the test coordinator. Otherwise, let students keep their sign-in tickets. (Some states may require that all sign-in tickets be collected. Please refer to and follow your state's policy for collecting sign-in tickets if they have one.)
- Test coordinators can call us when they need help resolving problems, even if a call is not required.
- Students can plug into available outlets if they need to.

How to Respond to Problems

When to Call College Board

Test coordinators should call College Board as soon as possible if:

- They have any urgent concerns about test security.
- Testing for more than half of students is interrupted for more than 10 minutes.

If a school closure prevents testing as planned, the test coordinator should reschedule for another day within the testing window. If that's impossible, they should call College Board.

Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 6 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 6). Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

Proctors are required to collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If a student accessed a prohibited device to copy test content, tell your test coordinator immediately.

If you're not sure a student violated a rule, you can give them a warning and continue monitoring them closely.

If a student takes excessive breaks, ask them why and where they're going and make sure they leave their testing device, scratch paper, and other items in the room.

Additional Guidance

This section covers actions for proctors and test coordinators to take in handling issues that arise. This information will help monitors assist if necessary.

Early Departure

Students must stay at least until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for Early Dismissal below, and submit an IR.

Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call College Board.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives students a chance to discuss test content.

Next Steps

Early Dismissal

All students must stay at least until standard time has fully elapsed and they have finished testing, except in cases of illness or rule violations. To dismiss a student early, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Check the student's testing status and tell them to exit Bluebook if their status is not **Exited**, **Submission Pending**, or **Submitted**.
3. Collect their scratch paper and sign-in ticket.
4. Submit an IR in Test Day Toolkit.

IMPORTANT: Staff should use the normal dismissal procedure if extended time students choose to end their test after standard time ends and before their full extended time ends.

Test Abandonment

If a student leaves without talking to you first, follow these steps:

1. Navigate to the student's page in Test Day Toolkit.
2. Click **Undo Check-In**.
3. If you find their scratch paper, sign-in ticket, or personal belongings, give them to your test coordinator.
4. Submit an IR in Test Day Toolkit.

Reporting Irregularities

Seek help from your test coordinator or a proctor if you need to report an irregularity. Full instructions are in their manuals.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Accessing any website or application other than Bluebook for any purpose
- Impersonation (i.e., the person taking the test is somebody other than the student registered to test)
- Accessing or using prohibited items (e.g., phones, notes, smartwatches, smart glasses, etc.) during testing or during breaks
- Switching devices or seats without permission
- Possessing answer keys, cheat sheets, or test content
- Testing twice in the same testing window without an approved retest

Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator from the approved list (calculator covers must be kept under students' desks and students must be reminded to clear saved formulas before testing begins)
- External mouse and mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays)
- Scratch paper provided by the proctor
- Pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them.

Prohibited Items

Students are not allowed to access belongings that could give them an unfair advantage or provide a way to record, photograph, or remove test content.

Unless students have a College Board–approved accommodation, they can't access these items during the test or breaks:

- Phones, smartwatches, smart glasses, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks (except for students taking the SAT Essay)
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs (unless the student is using approved assistive technology that requires them; headphones are required for students using text-to-speech or a screen reader)
- Any camera, recording device, or separate timer

Other Items

Epinephrine auto-injectors (e.g., EpiPens) are permitted in the testing room without the need for approved accommodations. They must be placed in a clear bag and stored under the student's desk during testing.

Eyeglasses, hearing aids, and glucose pumps are permitted without the need for approved accommodations; however, if a student with a glucose pump needs other supplies, they would need to be approved.

Service animals are allowed under certain circumstances. Your test coordinator will tell you whether a student can test with a service animal or an emotional support animal.

Additional Guidance

Head coverings worn for medical or religious reasons are permitted during testing as long as they don't obstruct testing staff's ability to view students' eyes and ears. Students aren't permitted to wear other head coverings while testing; if they are wearing one, they must store it under their desk. If they're wearing a hooded shirt in the testing room, their hood must stay down during testing.

SAT SUITE OF ASSESSMENTS

Technical Troubleshooting Guide

Technology monitors use the tips in this guide to troubleshoot individual and widespread issues. Proctors are provided with some troubleshooting steps but may direct students to you in the help room.

Technology Monitor Responsibilities

As a technology monitor you must be on-site, but you don't need technical expertise. You're not expected to take any steps beyond those listed here. Your responsibilities include:

- Using this guide to troubleshoot technical issues.
- Monitoring students in the help room and making sure they don't use prohibited devices or discuss test content.
- Sending students back to their testing room after you help them so they can complete testing.
- Following local policies regarding student-owned technology when assisting students who use personal devices.
- Telling your test coordinator about students who tested on shared devices but couldn't submit their answers and taking steps to prevent loss of data.
- When helping students whose testing was interrupted, noting how long their test was interrupted.

When This Guide Won't Help

In some cases, issues can't be resolved using the troubleshooting steps in this guide. Examples include when:

- The test doesn't show on a student's Bluebook™ homepage.
- A student's approved testing accommodations are missing or incorrect.
- A student is testing on a device managed by another school.
- A student is testing on a device managed by your school but IT help is unavailable.

If You Can't Resolve the Issue

If for any reason you can't resolve the issue, send the student to your test coordinator. Your test coordinator should contact College Board Support on page 14 if a widespread issue prevents testing as planned and it's not possible to test students on another day.

Reporting Irregularities

To report irregularities, navigate to the **Irregularities** page in Test Day Toolkit and follow your test coordinator's instructions for choosing between a retest form and a report-only form. Select the students involved, answer the questions, and submit the report. Staff reports are routed to the test coordinator before they're submitted to College Board.

Testing Devices

Bluebook should be installed on testing devices before exam day. Students can test on any of the following devices as long as they meet **requirements**:

- Personal or school-managed Mac devices and iPads
- Personal or school-managed Windows devices
- School-managed Chromebooks

Backup Devices

If the troubleshooting tips in this guide don't work, students can use a backup device if they have one or if technology staff at your school or district installed Bluebook on extra devices.

If the student has not entered the start code yet, they can simply sign in to Bluebook on the new device. If they already started timed testing, the only way to use a backup device is to perform a device swap.

IMPORTANT: Device swaps are a last resort and should only be used if the student has testing time left and has tried restarting Bluebook and the device.

Students must submit their answers from the device they finished testing on—their answers could be lost if they swap devices after time runs out.

See How to Perform a Device Swap on page 11.

If Students Testing on Personal Devices Are Unprepared

If students are testing on a personal device, they should make sure it meets all requirements and download Bluebook before test day. They'll also need to configure any assistive technology they're approved for.

However, you can also let students download Bluebook in the testing room. It doesn't usually take long, but too many simultaneous downloads could slow your network. If you need to, you can reschedule the test for those students.

You can also provide students with a school-managed device that has Bluebook installed.

Digital Testing System

Bluebook and Test Day Toolkit work together to make digital testing possible. Students use Bluebook to take the test, and coordinators and staff use Test Day Toolkit to administer it.

Coordinators and staff can use any device that connects to the internet, their own or one provided by the school. They access Test Day Toolkit with a College Board professional account.

Bluebook Check-In

After students arrive at their testing room, they'll sign in to Bluebook with the credentials on their sign-in ticket. Students enter the room code provided by the proctor during check-in. Each room's code is shown in Test Day Toolkit. Bluebook prompts students to close other applications before they begin the exam.

IMPORTANT: Room and start codes are used on test day only. Don't provide them to students during practice or readiness sessions.

✦Bluebook™   Alexander Adjiashvili 👤

Welcome, Alexander. Good luck on test day!

Your Tests ✓ Active   Past   **Don't see your test here?**

PSAT/NMSQT

Date: Your teacher will let you know   ▶ **Exam Overview**
your test date soon.
                                                 ✓ **Test Day Checklist**

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**   **Check In Now**
   proctor. Check in right away.

Starting the Exam

To start the exam, students enter the start code their proctor reads at the end of the script. Each room's start code is provided in Test Day Toolkit.

Student's View

<div>

Start Code

Once the proctor shares the start code, enter it here to begin testing.

The start code contains **numbers only**.

☐ ☐ ☐ ☐ ☐ ☐

Start Test

</div>

Proctor's View

<div>

Read the Start Code

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

Start Code:

195474

❓ Help

Back   Next Step

</div>

Answer Submission

If students are connected to the internet when their time is up, their answers are submitted automatically, and they see the **Congratulations** screen.

<div>

Congratulations!

The test is complete, and your answers have been submitted.

Your proctor will dismiss you when it's time to go.

Please be quiet; other students may still be testing.

Return to Homepage

</div>

Student Issues: Unable to Launch Bluebook

Start by asking students if they tried following the instructions in the error message, checking their internet connection, or restarting their device.

Bluebook is not installed.

Bluebook should be installed on testing devices before exam day, but students can download it at **bluebook.app.collegeboard.org** if they need to. Students using school-managed devices may not be able to do this themselves.

Technology staff who manage school devices can find installation instructions at **cb.org/bluebook-deployment**.

A student using a Chromebook is told their device is offline even though it's not.

If a student using a Chromebook gets a message that they're offline even though they're not, only the technology staff who manage the device can correct the issue. Give the student a backup device with Bluebook installed if you can.

Technology staff who manage the device can try the **troubleshooting steps** shared in the Bluebook website help center.

A student using a Chromebook can't open Bluebook.

To use Bluebook on a Chromebook, the student should:

1. Turn on their Chromebook without signing in to their device.
2. Select **Apps > Bluebook** in the lower left corner.
3. Sign in to Bluebook with the credentials on their sign-in ticket.
4. If the student doesn't see the **Apps** menu or Bluebook isn't listed in it, Bluebook is not installed on the device.

If a student using a Chromebook is prompted to install Bluebook, they may be trying to open it after they sign in to their device. Tell them to sign out of their device and open Bluebook as instructed above.

A student can't reach the Bluebook sign-in screen.

If Bluebook doesn't open properly, one of these fixes should work. Try them in order:

1. Make sure the student opened the correct digital testing application. They should click the **star** icon to open Bluebook.
2. Navigate to collegeboard.org. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
3. Use a backup device with Bluebook installed, if available.
4. Reinstall Bluebook if possible. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A student's clock settings prevent them from using Bluebook.

If students see a message instructing them to update their device's clock, they can't use Bluebook until their device settings are changed. Students using school-managed devices may be unable to do this themselves.

Device Type	Action
HOW TO UPDATE CLOCK SETTINGS	
Windows	Go to **Settings > Time & Language** and select **On** under **Set time automatically**.
Mac	Go to **Preferences > Date & Time** and select **Set date and time automatically**.
iPad	Go to **Settings > General > Date & Time** and select **Set date and time automatically**.
Chromebook	School technology staff must use their Admin console to update their settings.

Bluebook can't update to the latest version.

If a device can't update to the latest version of Bluebook, one of these fixes should work. Try them in order:

1. Navigate to collegeboard.org. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
2. **Personal Mac laptops and iPads:** Ask students to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to find **Bluebook Exams** in the App Store and select **Open**.
3. **School-managed devices:** Ask IT staff for help. It's possible they prevent their devices from auto-updating.
4. Use a backup device, if available.
5. If these tips don't work, contact the test coordinator.

A student is told to quit Grammarly.

If students see a message instructing them to quit Grammarly, try the following steps:

1. Tell the student to click **Quit Grammarly and Continue** as instructed.
2. If Bluebook can't quit Grammarly, the student should click **Quit Bluebook**, uninstall Grammarly, and reopen Bluebook.
3. If Grammarly can't be uninstalled, give the student a backup device *without* it, if available.

Students using managed devices may be unable to uninstall Grammarly without help from school or district technology staff.

Student Issues: Unable to Start the Test

Use these tips to help students who opened Bluebook but can't start testing.

Start by asking students if they tried following instructions in the error message, checking their internet connection, exiting and reopening Bluebook, or restarting their device.

Refer to How to Use Test Day Toolkit to Troubleshoot Issues on page 11 if a troubleshooting tip directs you to check a student's testing status or look up their room's start code.

None of the students in a room can start testing.

If none of the students in a room can start testing, make sure the proctor used Test Day Toolkit to mark them present and provided the correct 6-digit start code for their room (displayed at the end of the script). If the correct code was provided, see Network Issues on page 12.

A student can't sign in or their test isn't listed.

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 students signed in with their College Board account instead, they should sign out, click the first button, and use the credentials on their ticket to sign in again.

If a student made 10 failed attempts to sign in with the credentials on their sign-in ticket, they'll be locked out for 5 minutes. After another 10 failed attempts, they'll be locked out for 25 minutes. Finally, if the student has 10 more failed attempts, they'll be locked out until their test coordinator contacts College Board.

A student can't sign in because verified mode isn't enabled.

If a student trying to sign in on a Chromebook sees an error message about verified mode, Bluebook is not configured correctly, and only the technology staff who manage the device can fix it. If possible, give the student a backup device with Bluebook installed.

Technology staff who manage the device can enable verified mode. Instructions are available at **bluebook.org/verified-mode**.

A student's device doesn't have enough free space.

If the student sees the message "You Don't Have Enough Free Space," they need to exit Bluebook, delete unwanted files and apps, and relaunch Bluebook.

The student can also use a backup device with Bluebook installed, if available.

A student's device fails before they enter the start code.

If the student's device crashes, loses power, or doesn't start up before they start timed testing, they can use a backup device with Bluebook installed.

A student can't access the exam with the start code.

If the student is on the start code screen but the start code doesn't work, one of these fixes should work. Try them in order:

1. Make sure the student entered the correct 5-letter room code.
2. Make sure they also entered the 6-digit start code associated with their room.
3. Check the student's status in Test Day Toolkit to make sure the proctor marked them present.
4. Navigate to collegeboard.org. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
5. Restart the device and reopen Bluebook.
6. Use a backup device with Bluebook installed, if available.
7. Reinstall Bluebook. Students using personal devices can download Bluebook again at **bluebook.app.collegeboard.org**.

A student using an iPad is told to disable Guided Access mode.

If a student sees an error message telling them to disable Guided Access, it's because Apple Classroom or another application is preventing Bluebook from working properly.

Do the following:

1. Perform a hard reset of the device. To learn how, refer to A student's iPad freezes while it's locked on page 9.
2. Close other applications.
3. Go to **Settings > Accessibility > Guided Access**.
4. If Guided Access mode is enabled, turn it off. Students using school-managed iPads might need school technology staff to do this for them.
5. If these steps don't work, the student can use a backup device. If the start code wasn't entered, they can simply switch devices. If the start code was entered, and the test hasn't ended, use the device swap feature. See How to Perform a Device Swap on page 11.

Student Issues: After Testing Starts

A student's device battery is running low.

Charge devices when their batteries get low. Swap devices only if there's no other option.

A student's device fails during testing.

If a device freezes, crashes, or loses power during timed testing, one of these fixes should work. Try them in order:

1. Exit Bluebook, close applications running in the background, and sign in again.
2. Restart the device.
3. In the rare instances when the steps above don't work, perform a device swap. See How to Perform a Device Swap on page 11.

In all cases, the proctor must let the student continue testing by opening the student's profile page in Test Day Toolkit and clicking **Let Student Continue Testing**.

A student's iPad freezes while it's locked.

If a student's iPad freezes while it's locked, the student should perform a hard reset. For iPads without a **Home** button:

1. Press and quickly release the **Volume** button nearest to the **Top** button.
2. Press and quickly release the **Volume** button farthest from the **Top** button.
3. Press and hold the **Top** button.
4. When the Apple logo appears, release the **Top** button.
5. Reopen Bluebook, signing in again if you need to.

For iPads with a **Home** button, perform a hard reset this way:

1. Press and hold the iPad's **Top** button and **Home** button at the same time.
2. When the Apple logo appears, release both buttons.
3. Reopen Bluebook, signing in again if you need to.

A student's answers aren't submitted.

Answers are saved to the student's testing device. Follow these instructions to help students submit them to College Board.

IMPORTANT: Never use the device swap feature after a student's testing time runs out—their answers could be lost. Students need to submit their answers using the same device they tested on.

If the student sees an **Answer Submission Pending** screen, tell them not to try submitting their answers (from any device) and send them to their proctor for dismissal. College Board will contact the coordinator with next steps.

If the student sees the **Answer Submission Incomplete** screen or an internet connection error message when their testing time ends, one of these fixes should work. Try them in order:

1. Navigate to collegeboard.org. If the site doesn't load or if the device is a Chromebook, go to How to Check for an Internet Connection on page 11.
2. Exit and reopen Bluebook.
3. Restart their device and reopen Bluebook.
4. Click **Submit Answers** on the Bluebook homepage.
5. Connect to a different network and try again.

If there's still an issue the student needs to:

1. Keep their testing device.
2. Go to their proctor who must click **Undo Check-In** in Test Day Toolkit before dismissing them.
3. Connect to the internet on their testing device later, perhaps at home, and try again.

If the student tested on a shared device and they can't keep it, notify your coordinator, and prevent loss of data:

- Don't use the device swap feature.
- Don't uninstall the application.
- Don't delete any data or user profiles.
- Don't let other students use the device.

All students should return to their testing room so their proctor can follow dismissal procedures. Coordinators should submit an **Answer submission error** irregularity form. If the student connected to an alternate network before dismissal, coordinators should let us know when they submit an IR.

A student sees the error message "You Cannot Complete Testing on This Device."

Students see the error message "You Cannot Complete Testing on This Device" if they swap devices after time runs out and attempt to submit answers on the new device.

Students need to open Bluebook on the device they were using when time ran out and follow the instructions for A student's answers aren't submitted on page 9. No action is required in Test Day Toolkit, even if the proctor previously approved a device swap.

Student Issues: Reference

How to Use Test Day Toolkit to Troubleshoot Issues

- To search for the student, go to **All Students** in Test Day Toolkit.
- To find out if the proctor marked the student present, check the student's attendance status. They should have a **Checked in to room** status.
- To check the room code, advance to the **Write Instructions on the Board** screen where the 5-letter room code is displayed.
- To check the start code for the student's room, go to the room's **Attendance** page and click **Next Step** until you reach the end of the script. The 6-digit start code is in the center of the screen.

How to Perform a Device Swap

The Bluebook device swap feature syncs test data so students can continue testing on a new device. It's a last resort and should only be used if the student:

- Entered the start code.
- Tried restarting Bluebook and the device.
- Has testing time left.

IMPORTANT: If a device swap is attempted after a student's testing time runs out, their answers could be lost. Students must submit their answers from the device they finished testing on.

To swap devices, the student takes these steps:

1. If the original device is offline, try reconnecting to the internet. This will minimize the risk of losing answers.
2. Exit Bluebook and shut down the original testing device.
3. Open Bluebook on the new device, sign in, and click **Resume Testing** on the homepage.
4. Ask their proctor to approve the swap.
5. Click **Resume Testing Now** on the new device. They should be returned to the question they last viewed.

To approve a device swap, proctors click the student's name on the Test Day Toolkit monitoring dashboard and then click **Let Student Continue Testing** on the student's profile page.

How to Check for an Internet Connection

1. **Chromebooks only:** Press and hold the power button, select **Sign Out** to exit Bluebook, and sign in to the device.
2. Open a browser.
3. Navigate to **collegeboard.org**.
4. If the website doesn't load, make sure the device is connected to the wireless network reserved for testing.
5. If the website still doesn't load, see Network Issues on page 12.
6. **Chromebooks only:** After confirming the connection, sign out of the device and open Bluebook *without* turning the device off.

Network Issues

Follow these instructions if connectivity issues interfere with testing.

If Testing Hasn't Started

Students need an internet connection to start testing.

A student's device can't connect, but other devices in the same room are connected.

Check the student's device:

- Make sure device Wi-Fi is on and airplane mode is off.
- Make sure the student connected to the network reserved for testing and used the right password.
- If the student is using a virtual private network (VPN), tell them to disable it.
- If they're using your guest network, follow the guidance below.
- Give them a backup device with Bluebook installed, if available.
- If you can't resolve the student's issue, their proctor should notify the coordinator.

A student can't connect to the internet using the guest network.

Make sure they completed all required steps:

- **Chromebooks only:** Press and hold the power button, select **Sign Out** to exit Bluebook, and sign in to the device.
- Select the guest Wi-Fi from the list of available networks, open a browser, and follow any instructions for connecting to the internet.
- Depending on the way your guest network is set up, students may need to enter a password or agree to terms and conditions.
- If given a choice, students should select the option that allows them to stay connected for 4 hours or more (longer for extended-time testing).
- **Chromebooks only:** After confirming the connection, sign out of the device and open Bluebook without turning the device off.

No one in the room can connect to the internet.

Try another internet connection or space, if available. Before you move students, test out the new space by connecting to the same network students will use; if students are using a personal device, make sure you do, too.

IMPORTANT: If you allow any students to use an alternate internet connection, report an Internet Issue irregularity.

You're unable to resolve the issue using the steps above.

Contact the technology staff who manage your network and ask them to make sure that traffic to and from the domains listed on **Configure Your Network** can bypass any security appliances and software. Firewalls, content filters, or proxy servers can prevent some or all students from testing successfully.

If technical support for your network is unavailable or the issue can't be resolved, your test coordinator should give the test at another time within the window.

If Testing Has Started

Students need an internet connection to start testing and to submit answers, but not in between.

Without a connection, proctors can't monitor the exam from Test Day Toolkit and must rely on observation to gauge student progress.

> **IMPORTANT:** Once students start testing, they can continue during momentary drops in connectivity. Their answers are saved to their device.

Answer submission: If students don't have a connection when their time is up, their answers won't be submitted automatically. If there's a network issue after testing has started and before the end of the test, contact network staff at your school or district. If they're unavailable or unable to solve the problem, help the student submit their answers before they're dismissed. See the instructions for A student's answers aren't submitted on page 9. Don't perform a device swap.

Test Day Toolkit Access Issues

Coordinators and staff use Test Day Toolkit to administer the exam. They can use any device that connects to the internet, their own or one provided by the school. They access Test Day Toolkit with a College Board professional account.

New staff might need help completing 2-step verification to access Test Day Toolkit for the first time.

They'll receive a personalized access email with instructions when the coordinator adds their contact details to the toolkit. Staff will need to take these steps:

1. Click the link in the email.
2. Sign in to their College Board professional account.
3. Choose a way for us to send them a code.
4. Enter the code we send them.

Staff didn't get a Test Day Toolkit access email.

- Make sure staff are using an access email personalized for them. Access emails won't work if shared.
- Ask staff to check their junk email folder. The access email will come from College Board and include "Test Day Toolkit" in the subject line.
- Ask staff to add **collegeboard@e.collegeboard.org** to their contacts.
- Ask the coordinator to use Test Day Toolkit to send staff another access email by finding the staff name on the **Staff** page and selecting **Send access email** from the **Actions** column.

Staff don't have a College Board professional account.

They can create one after they click the link in the Test Day Toolkit access email or by going to **collegeboard.org**.

The 2-step verification code doesn't work.

If staff get a verification code but it doesn't work, it may have expired. Staff can request another code and should choose a contact option they can access within 3 minutes.

Staff didn't get a 2-step verification code.

If staff didn't get a verification code or see only an email address or phone numbers they can't access quickly, their test coordinator should check their contact info in Test Day Toolkit to make sure it's accurate and update it if necessary. Mobile numbers are usually the best choice; emails sent to schools can arrive after the code expires and staff might not get a voice message sent to a school phone number.

Test coordinators can update staff contact info in Test Day Toolkit by clicking the staff name on the **Staff** page and then clicking **Edit**.

Staff can't access student information or navigate to their assigned room in Test Day Toolkit.

Until staff are granted full access, they're in preview mode. Test coordinators should go to the **Staff** page, find the correct name, and choose **Grant toolkit access** in the Actions column.

Supplemental Troubleshooting

Extra troubleshooting tips are available at **bluebook.org/troubleshooting**.

College Board Support

Call 888-477-7728 (within the U.S.) or +1 212-237-1335 (international).

Save time—prepare to answer these questions when you call:

- Is the student using a Chromebook, Windows device, Mac device, or iPad?
- Are they using a personal device or one managed by your school?
- How many students are affected?
- Are the affected students in the same room?
- What error messages did students see?
- Which students are affected? (If possible, have Test Day Toolkit open when you call or write down the students' registration numbers.)

SAT® Suite

FOR COORDINATOR USE

Proctor: _____

Room: _____

Accommodations: _____

Number of students: _____

Proctor Essentials
for Test Day

At a Glance Info for the Testing Room

Fast Facts

The Bluebook™ testing app times each student's test so you don't have to.

Moving between screens in Test Day Toolkit won't affect what students see in Bluebook.

Every student needs their own paper sign-in ticket to take the test.

Students take breaks and finish testing at different times; do your best to keep the room quiet.

Students can keep testing during momentary drops in connectivity.

Students must submit their answers on the device they finish testing on.

TECHNICAL TROUBLESHOOTING

Check the Proctor Manual

See **Technical Troubleshooting in the Testing Room** in your Proctor Manual for detailed help.

Restart Devices First

Students with technical issues should try restarting their device. Only perform a device swap if a student has time remaining.

Still Having Issues?

If a student is still having trouble starting, or if other students are testing successfully, send them to the help room to avoid delays and distractions.

Test Day Timeline

Getting Ready

☐ Click the link in your access email and sign in to Test Day Toolkit.

☐ Make sure you have 1 **sign-in ticket** per student.

☐ When you get to the last step, write the 5-letter **room code** and check-in instructions on the board.

Taking Attendance

☐ Tell students to follow the check-in steps you posted.

☐ Go to the **Attendance** page in Test Day Toolkit and mark students present when their name is listed under **Entered Room Code**.

☐ Make sure students finish checking in by confirming that their name moves to the **Ready to Test** list.

⭐ Students have finished checking in when they reach the start code screen.

Reading the Script

☐ Read the first part of the script.

☐ Check desks as instructed in step 5 of the script.

☐ Continue reading the script.

☐ Read the 6-digit **start code** aloud and write it on the board.

⭐ Students start their test when they enter the start code.

Monitoring the Test

☐ Go to the Monitoring Dashboard.

☐ Use the filters to see which students are in each part of the test.

☐ Walk around often and check for closed or covered devices to avoid answer submission issues.

☐ Watch for signs of security violations such as students viewing nontest content.

Observing Breaks

⭐ Bluebook automatically times breaks for each student.

☐ Follow coordinator guidance when students ask to leave the room.

☐ Make sure students on break don't disturb those who are still testing.

⭐ When the break ends, students click a button to start the next section without waiting for instruction from you.

Verifying Submission

☐ Before you start dismissal, make sure students' answers are submitted.

☐ Use the filters on the Monitoring Dashboard to look for students who have a **Submitted** status.

⭐ Students see a **Congratulations** screen when their answers are submitted.

☐ Look for students who have unsubmitted answers or a status that needs attention.

Dismissing Students

☐ If all students have a **Submitted** status, dismiss everyone at once.

☐ If some don't have submitted answers, help them after dismissing the others.

☐ Collect every student's scratch paper and check sign-in tickets for notes about test content.