

PSAT-RELATED ASSESSMENTS

Proctor and Hall Monitor Test Day Guide

Introduction

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

This guide is divided into several parts. Part 1 is for hall monitors, Part 2 is for proctors, and Part 3 is for both proctors and monitors. Please refer to the parts that pertain to your role on test day.

This guide covers everything you'll need to know about test day procedures. Read it ahead of time and use it on test day. **Testing staff should not share this guide with anyone else.**

Test Security

To keep scores valid and testing fair, it's critical that testing staff enforce the test security measures shared in this guide. These measures include new and revised policies and procedures that support digital testing.

What's Different About Digital

The digital test is a shorter, more secure test and one that's easier to give.

Some digital test administration roles, tools, and procedures differ from paper testing, including:

- **Bluebook:** The testing app installed on student devices provides most test day instructions and times each student individually.
- **Test Day Toolkit:** Digital test administration depends on Test Day Toolkit, a web application. All test coordinators, proctors, and monitors need to access it on test day. Proctors use it to take attendance, read the script, start the test, monitor student progress, and report irregularities.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.

UNDERSTANDING THE STUDENT EXPERIENCE

The **Student Experience** notes included throughout this guide share relevant details from Bluebook™.

Test Day Timing

Assessments in the digital SAT® Suite of Assessments have 2 sections—Reading and Writing, and Math—with a break in between. For students testing with standard time, each section is about an hour with a 10-minute break.

First-Time Access to Test Day Toolkit

Accessing Test Day Toolkit requires two-step verification, so don't wait until test day to sign in for the first time.

Good to Know

- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- You'll need to click the personalized link in your access email and enter the code we send to you.
- Staff get access emails as soon as their coordinator adds them to their toolkit staff list.
- Contact your test coordinator if you have access issues.

How to Sign In for the First Time

1. Click the link in your personalized access email.
 - ◆ Look for the email from College Board with “Test Day Toolkit” in the subject line.
 - ◆ It won't work if it was forwarded to you.
2. Sign in to your College Board professional account.
 - ◆ If you don't have an account, you can create one after you click the link.
3. Choose a way for us to send you a code.
 - ◆ Make sure you select an email address or phone number you have immediate access to.
 - ◆ Staff will see the contact details their coordinator entered into Test Day Toolkit.
4. Enter the code we send you.
 - ◆ If you see a “You're all set” message, you've completed first-time access successfully, but you can't use Test Day Toolkit until your coordinator grants you full access.

IMPORTANT: *The next time you sign in, just go to testday.collegeboard.org and sign in to your College Board account.*

Part 1: For Hall Monitors

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 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. Direct students to form a line outside the help room, if necessary. Make sure they maintain a safe distance from each other and remain quiet.

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.

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 that they're losing testing time, and if their behavior seems suspicious, use Test Day Toolkit to report an irregularity.

See Responding to Problems on page 18 for details on handling and reporting issues.

Part 2: For Proctors

Room Readiness

Before students arrive on test day, proctors should make sure their room is ready. If your room has problems you can't correct, tell your test coordinator immediately.

How to Prepare Your Room

1. Sign in to Test Day Toolkit at testday.collegeboard.org.
 - ◆ Follow the instructions for setting up your room.
2. Make sure your room has enough seats and meets these requirements:
 - ◆ The chairs have backs.
 - ◆ Seats face the same direction.
 - ◆ Students can't easily see each other's screens.
 - ◆ You have unimpeded access to every student and can easily see them.
 - ◆ Students are separated by at least 3 feet on the right and left (measured from center of desk).
 - ◆ Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
 - ◆ Tables that seat more than 1 student are at least 6 feet long and 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 at 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.)

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.*

3. Check the rest of the room and confirm:
 - ◆ It has a clock that's visible to all students.
 - ◆ It doesn't have visible maps, charts, or other teaching materials.
 - ◆ You know where power outlets are located.
4. Check that you have the following supplies:
 - ◆ A copy of the Wi-Fi name and password.
 - ◆ A sign-in ticket for each student.
 - ◆ 3 sheets of scratch paper per student.
 - ◆ Recommended: a printed seating chart. (Large rooms may require more than 1 seating chart.)
 - ◆ Recommended: power strips, surge protectors, extension cords, or laptop carts for charging.
 - ◆ Testing devices for students (if applicable).
 - ◆ For some students taking the PSAT™ 8/9 with EL supports, printed copies of translated test directions.
5. Post this information so it's visible from all seats:
 - ◆ Add the Wi-Fi name and password.
 - ◆ Copy the Bluebook check-in directions and room code displayed in Test Day Toolkit.
 - ◆ Add the name or room number of the help room.
6. Distribute a sign-in ticket and 3 sheets of scratch paper for each student.

Taking Attendance

When students are seated, they check in to Bluebook, and proctors take attendance in Test Day Toolkit.

Good to Know

- Students enter 2 different codes in to Bluebook, a 5-letter room code and then a 6-digit start code.
- The room code lets students check in to Bluebook and the start code starts the student's test timer.
- Seating charts are not available in Test Day Toolkit.
- See Help on page 6 if you encounter issues.

How to Take Attendance

1. Navigate to the **Attendance** page in Test Day Toolkit.
 - ◆ After you complete your room readiness check, you'll see a page that lists students under 1 of 3 labels: **Assigned**, **Entered Room Code**, and **Ready to Test**.
 - ◆ Names will move from one list to another as you and your students move through the steps listed below.
2. Ask students to turn in prohibited items, take a seat, and check in to Bluebook.
 - ◆ As students enter your room, assign them a seat, and tell them to follow the instructions you posted.
 - ◆ View the complete list of Prohibited Items on page 9.

IMPORTANT: *If a student doesn't see a check-in button on their Bluebook homepage, tell them to complete exam setup.*

STUDENT EXPERIENCE

When students are seated, they click the **Star** icon, sign in with the credentials on their sign-in ticket, click the exam check-in button, enter the room code, and follow the onscreen instructions.

3. Mark students present in Test Day Toolkit after they enter the room code.
 - ◆ When students enter the room code, their name will appear in the **Entered Room Code** list.
 - ◆ If you know a student and see them in the room, click **Mark Present** near their name. If you don't know a student, refer to Checking Identity on page 6.

IMPORTANT: *Students can complete Bluebook check-in only after you mark them present.*

4. Check student progress.
 - ◆ When students complete Bluebook check-in, their name moves to the **Ready to Test** list.
 - ◆ When all students sitting in your room are ready to test, go to the next step and start reading the proctor script.
 - ◆ If some of your students had to complete exam setup before checking in, they may lag by a few minutes. You can wait for them, but you don't have to.

STUDENT EXPERIENCE

When students check in to Bluebook, they confirm the accommodations they'll be testing with (if applicable), read a few reminders, type a security pledge, and follow instructions for clearing their desks.

Their device is then locked down and they see the screen where they'll enter the start code you provide at the end of the proctor script.

Help

Bluebook Check-In Issues

If students don't see Bluebook on their device, it might not be installed. If they have a personal device, they can go to bluebook.app.collegeboard.org to download it.

If a student is using a device managed by your school and can't download Bluebook, give them a backup device or send them to the help room.

Room Changes

If a student is preassigned in Test Day Toolkit to a different testing room, use the app to move them to your room before they enter the room code. If they've already entered the room code for their original room, they'll need to enter the start code for their original room as well.

Unknown Students

If you don't know a student, see Checking Identity on this page for detailed instructions.

Deciding When to Start the Test

If some students take a long time to move to the **Ready to Test** list, check their progress by looking at their device. Test Day Toolkit statuses can lag—especially for students testing on a Mac or an iPad—and they might be on the start code screen.

If they're not, ask them if they need help. If they can't complete check-in quickly, move to the next step. You can help them get started later.

Students with a Preferential Seating Accommodation

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

Other Issues

See Responding to Problems on page 18 for details on handling and reporting anything that goes wrong.

Checking Identity

If you don't know a student, follow these additional steps when you take attendance.

Good to Know

- Checking a student's photo ID prevents impersonation.
- These instructions supplement the steps in Taking Attendance on page 5.
- See Help on page 7 if you encounter problems.

How to Check Identity

1. Make sure the student's photo ID is acceptable. Away students are required to bring a valid photo ID on test day.
 - ◆ Photo IDs must be government or school issued, original, and in good condition.
2. Check the student's appearance.
 - ◆ Compare the student's appearance to the ID photo.
3. Check the student's name.
 - ◆ Make sure the name and birth date on the ID matches the name and birth date in Test Day Toolkit.
4. Mark the student present.
 - ◆ Click **Check In**.

Help

If You Can't Verify Identity

Direct students to your test coordinator if they don't have an acceptable ID or if anything else prevents you from verifying their identity.

ID Examples

Acceptable IDs include:

- Valid driver's license, nondriver ID card, or driver's permit (must have a photo).
- Official school-produced student ID card from the school the student currently attends.
- Government issued passport or U.S. Global Entry ID card.
- Government issued military or national ID card.
 - ◆ For U.S. service members and their family members, in countries where passports are required, DoD Common Access Cards (CACs) are acceptable alternative IDs
 - ◆ Some other countries have different ID requirements. For a full list, go to satsuite.collegeboard.org/digital/what-to-bring-do/id-requirements.

Unacceptable IDs include:

- Any document that's torn, scuffed, scarred, or damaged.
- Any document that appears tampered with or digitally altered.
- Any document that bears a statement such as "not valid as identification."
- Any document without a photo.
- Any expired document.
- Electronic document presented on a device.
- Credit or debit card of any kind, even one with a photograph.
- Birth certificate.
- Social Security card.
- Employee ID card.
- Missing child (Child Find) ID card.
- Any temporary ID card.

Starting the Test

After you take attendance and students check in to Bluebook, you'll read the script, check desks, and provide students with the start code.

Good to Know

- The proctor script is very short.
- Read the script exactly as written.
- Proctors don't read aloud after students start timed testing; Bluebook provides students with the information they need.
- Wait until the end of the script to give students your room's unique start code.

How to Start the Test

1. Start reading the script in Test Day Toolkit.
 - ◆ Click **Next Step** on the **Attendance** screen in Test Day Toolkit.
 - ◆ Pay close attention to the labels that indicate which parts should be read aloud.
 - ◆ The first part of the script covers rules, consequences, and breaks.

STUDENT EXPERIENCE

Bluebook instructs students to clear their desks and write their full name on each sheet of scratch paper.

2. Check desks and calculators and collect prohibited items.
 - ◆ When it's time to check desks, you'll see a screen in Test Day Toolkit that lists prohibited items.
 - ◆ You'll also check that students are using an acceptable calculator. (See Acceptable Calculators on page 21).
 - ◆ Keep the collected items near you.
3. Finish reading the script.
4. Provide the start code.
 - ◆ When you finish the script, you'll see the unique 6-digit start code for your room.
 - ◆ Don't post or read the start code ahead of time.

STUDENT EXPERIENCE

Students enter the code to start their test and can do so at slightly different moments. Their tests are timed individually.

Additional Information

Allowed on Student Desks

These are the only items allowed on student desks (except for an approved accommodation):

- Sign-in tickets
- 1 testing device
- 1 calculator
- An external mouse and mouse pad
- An external keyboard (tablets only)
- Scratch paper you provided
- A pen or pencil

Allowed Under Student Desks

These items are allowed under student desks:

- Power cords
- Portable chargers
- Backup testing device
- Backup calculator or batteries
- Snack and drink
- Hand sanitizer and cleaning supplies

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 cannot access these items during the test or breaks:

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or ear plugs
- 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.

Service animals are allowed under certain circumstances. See *Service Animals and Emotional Support Animals* on page 17 to learn more.

Calculators

Students can use an embedded calculator in Bluebook, but they may also bring a battery-powered handheld calculator. Not all graphing calculators are approved. See the list under *Acceptable Calculators* on page 21.

Electronic Device Policies

College Board strictly limits student access to electronic devices other than testing devices, including smartwatches and mobile phones, in the test site to protect test content and prevent security breaches. Using 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.

Late Arrivals

Students who arrive to their assigned room after the proctor reads the script should be directed to the late testing room (if available). If there’s no late room, direct these students to your test coordinator.

Managing Issues

See *Responding to Problems* on page 18 for details on handling and reporting anything that goes wrong.

Test Monitoring

While students take the test, proctors and room monitors keep the room free of distractions and walk around the room every 10–15 minutes to watch for raised hands, devices displaying nontest content, and suspicious behavior.

Good to Know

- Students start their own test when they enter the start code, so they'll probably take breaks at slightly different times.
- Bluebook times the test and starts the break automatically.
- Students lose testing time when they take unscheduled breaks.
- Students can only access snacks and drinks during scheduled breaks (unless they have an approved accommodation).
- Students should never be left unattended.
- With standard timing, students will have a 10-minute break in between the 2 sections of the test, each of which is about an hour long.

How to Monitor Testing

Observe the Room

Walk around the room often and remain alert. Watch for raised hands and students who do any of the following:

- Test on someone else's device
- Angle their device so someone else can see it
- View nontest content or use other applications on their device
- Copy, screenshot, record, or capture test content in any way
- Pass notes

See Handle and Report Irregularities on page 12 to learn how to respond to these violations.

As you walk around the room, collect scratch paper and sign-in tickets from empty desks (if applicable).

Complete the Seating Chart

If your test coordinator gave you a seating chart, complete it according to the instructions on the printout. Verify the name of the student on the sign-in ticket with the name that displays in Bluebook.

After testing has finished, return the completed seating chart to your test coordinator.

Monitor Student Progress in Test Day Toolkit

After you provide students with the start code, click **Next Step** to navigate to the **Monitoring Dashboard**, which lists students and their testing status. Testing statuses show which part of the test students are in.

To see which students are in each part of the exam, click a testing status in the **Filters** section on the left side of the screen.

IMPORTANT: *Students who lose their connection can keep testing, but their device can't send updates, so their testing status in Test Day Toolkit could be outdated—especially if students are testing on a Mac or an iPad. No action is required if students are testing smoothly.*

These testing statuses are listed at the top of the **Filters** section:

- **Not Started:** Students haven't entered the start code. Students who still have this status after you provide the start code might need your help.
- **Section 1:** Students are testing in Section 1.
- **Break:** Students are on a scheduled or an unscheduled break.
- **Section 2:** Students are testing in Section 2.

Students with these statuses need your attention:

- **Exited:** Students exited the test or closed Bluebook. They might be using their device improperly.
- **Submission Pending:** The test has ended, but students' answers haven't been submitted.

Near the end of the test, check the **Ready to Dismiss** module at the bottom of the **Filters** section.

- **Submitted:** Students' answers have been submitted to College Board.

IMPORTANT: *If students have an **Exited** status, look at their screens immediately to see if they need help or are using their device improperly.*

Be Aware of Student Breaks

The standard break is 10 minutes. If student start times were slightly staggered, their break times will be too. Students can take unscheduled breaks as well but lose testing time if they do.

IMPORTANT: *Testing devices must remain in the testing room during breaks. Laptops and Chromebooks must be open and tablets must be uncovered.*

STUDENT EXPERIENCE

Bluebook ends Section 1 and displays break instructions when time is up. Students can't start their scheduled break or Section 2 early. They can use any extra time to review their answers. When their break time ends, students click a button to start the next section; no proctor action or instruction is needed.

Students are allowed to leave the room without asking permission. Do what you can to minimize distractions, and warn students who are disruptive.

Some students in your room may be approved to take extra breaks, extended breaks, or breaks as needed. Refer to Student Accommodations on page 15 for more information.

If students leave the room on a scheduled break, they should take only their snack and drink. Students who leave the room for unscheduled breaks shouldn't take anything with them.

STUDENT EXPERIENCE

Students approved to take breaks as needed will use a **Pause** button to stop their clock. Only students with this accommodation will see this button.

Watch for and report break violations like the following:

- Acting suspiciously while taking excessive breaks
- Acting suspiciously while returning late from break
- Leaving the room with anything other than their snack
- Using their device for anything other than testing
- Talking to other students after a warning

Admit Students Returning from Break

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.

Additional Information

Troubleshooting

See Technical Troubleshooting on page 14 if students have device or connectivity issues.

Accommodations

If you need to confirm a student's accommodations, click their name to view their profile. Learn more about different accommodations in Student Accommodations on page 15.

Access to Electricity

Student devices should be fully charged, but if they request access to power, do what you can to accommodate them. Try not to disturb other students.

Use your best judgment when providing power access and treat all students fairly.

IMPORTANT: *Students approved to test with extended time must receive access to power when they need it.*

The testing clock won't stop, so students should continue to test while their device charges.

The following options are allowed:

- You can assign the student to an open seat near an outlet.
- You can move power strips, extension cords and/or laptop carts.
- Students can use their own external power sources (power banks) without permission. Power banks should be stored under desks when not in use.

The following options are not allowed:

- You cannot move some students so that others can charge their device.
- Furniture cannot be moved.
- Students may not replace their battery during testing.

Handle and Report Irregularities

If a student is in possession of test content, notes, answers, formulas, or other aids or if testing is disrupted for multiple students, ask the hall monitor to alert your test coordinator right away.

See Responding to Problems on page 18 to find out how to handle and report other issues, including student rule violations, early departure, and technology problems. Refer to the *Retesting and Irregularities Guide* for a comprehensive overview of the Irregularity Report (IR) submission process.

Dismissal

If all students in your room started testing within a few minutes of each other, wait until time is up for all of them before starting dismissal. In addition to the steps listed below, follow any guidance from your test coordinator.

Good to Know

- Students are required to stay for their entire testing time, including students testing with an extended time accommodation.
- Remain on the Test Day Toolkit **Monitoring Dashboard** until you've dismissed all students.
- If students are connected to the internet when their time is up, their answers are submitted automatically, they see the **Congratulations** screen, and their status in Test Day Toolkit changes to **Submitted**.
- If a student doesn't have a connection when time is up or if they close their laptop before reaching the **Congratulations** screen, their answers won't be submitted automatically, but will be saved on their device.
- If a student wants to cancel their scores, you can submit an irregularity in Test Day Toolkit or refer these requests to your test coordinator.

How to Dismiss Students

1. When testing is over, collect all scratch paper.
 - ◆ Each sheet should be intact, with no ripped or removed parts. Make sure the student's full name is written on each sheet, even if it's unused.
 - ◆ If a student doesn't return all their scratch paper, follow the instructions for reporting violations in Responding to Problems on page 18.
2. Make sure each student's answers were submitted.
 - ◆ Check the **Filters** section on the Test Day Toolkit **Monitoring Dashboard**.
 - ◆ If the only filters not equal to zero are **Submitted** and **Not Started**, all students are ready to dismiss.
 - ◆ If other filters are greater than zero, dismiss students whose answers are submitted first, and then help the others.
3. Dismiss students whose answers were submitted.
 - ◆ Click **Submitted** to see which students' answers are submitted.
 - ◆ Check sign-in tickets for notes about test content. If you find any, confiscate them, give them to your coordinator, and submit an irregularity.
 - ◆ If necessary, return prohibited items.
 - ◆ If some of your students need help submitting their answers, follow the instructions in Dismissing Students Whose Answers Aren't Submitted on this page before dismissing them.
4. If you have any irregularities, report them in Test Day Toolkit.
 - ◆ Navigate to the **Irregularities** page in Test Day Toolkit.
 - ◆ Report any security violations.
 - ◆ For all other irregularities, follow your test coordinator's instructions for choosing between a retest form and a report-only form.
 - ◆ Submit reports. They'll be routed to your test coordinator.
5. After students leave, check the room and gather your supplies.
 - ◆ Make sure students didn't leave anything behind.
 - ◆ Return everything to your coordinator, including all scratch paper, even if it's unused.

Additional Information

Dismissing Students Whose Answers Aren't Submitted

1. In the **Filters** section on the Test Day Toolkit **Monitoring Dashboard**, click the **Submission Pending** filter to see students with that status. Ask them to check their connection and try again.
2. If students have any other status, check their screen to make sure their test ended. If you see a countdown clock, tell them to let you know when their time runs out.
3. If some students' answers are still not submitted, send them to the help room. If most students in your room need help, follow your test coordinator's instructions.

IMPORTANT: *Students need to submit their answers using the same device they tested on.*

STUDENT EXPERIENCE

If a student doesn't have an internet connection when time runs out, they'll see an **Answer Submission Incomplete** screen or an internet connection error.

Their answers won't be submitted automatically, but they'll be saved on their testing device. They'll need to sign in to Bluebook on their testing device and click the **Submit Answers** button on their homepage.

Keep Distractions to a Minimum

If necessary, remind students to leave as quickly and quietly as possible because students in your room and others may still be testing.

Technical Troubleshooting

Proctors can send students to the help room at any time, but we recommend doing so in the following cases:

- They want to avoid distracting students who are testing successfully.
- Helping the student takes too much of your time and attention.
- None of the troubleshooting steps listed below resolve the issue.

Proctors should send the student to the test coordinator in these cases:

- They don't have a sign-in ticket for the student or the credentials on their sign-in ticket don't work.
- The test card isn't shown on the student's 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 exam, make sure you read the correct start code and wrote it on the board accurately. If that's not the issue, ask the technology monitor for help.

A Student Can't Reach the Bluebook Homepage

Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.

If the student can't connect to the internet, make sure their device's Wi-Fi is turned on and the device isn't in airplane mode. If they haven't started testing yet, the student can switch to 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 the yellow sign-in button when they opened Bluebook and that they used the credentials on their sign-in ticket.

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

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, try the following fixes in order:

1. Make sure you marked the student present on the Test Day Toolkit **Attendance** page.
2. Reenter the start code.
3. Switch to a backup device with Bluebook installed, if available.
4. Close applications running in the background.
5. Exit Bluebook and sign in again.
6. Restart the device and open Bluebook again.

If Most Students Are Ready to Start

Proctors should consider referring the student to the technology monitor or test coordinator for help so that you can begin reading the script. The student can start testing in your room after their problem is resolved; if they need to read the verbal instructions first, they can open it on the Bluebook start code screen.

A Student's Testing Is Interrupted

Try the following fixes in order:

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

IMPORTANT: *Most issues are resolved by restarting Bluebook or the testing device—and since answers are saved to the testing device, students can pick up where they left off.*

How to Complete a Device Swap

If a backup device is available and a student can't continue testing on their original device, complete these steps:

1. Tell the student to open Bluebook on the new device, sign in, and click **Resume Testing** on their homepage. A pop-up window will tell them their proctor must approve the device swap.
2. Approve the swap by clicking the student's name on the **Test Day Toolkit Dashboard** to open their profile page, and then click the **Approve Device Swap** button.
3. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

IMPORTANT: *If the student has NOT entered the start code yet, you can give them a new device without completing these steps.*

Student Accommodations

There may be students testing at your school with approved accommodations. Your Test Day Toolkit student roster lists accommodation information for each student.

IMPORTANT: *The following policies for assigning students to testing rooms differ from those for paper testing.*

For a comprehensive overview of accommodated testing, including how to administer the test on paper to approved students, refer to the *Accommodations Guide*.

Testing Groups

You might have students with accommodations who require testing in separate rooms. Test Day Toolkit includes several different group types, which involve combinations of timing and other accommodations that can be tested together. For digital administrations, 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)

Students taking the PSAT 8/9 with an extended time EL support may also test in the S3: School (Time and One-half) testing group.

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 approved for extended time for reading will receive that extended time on all sections of the test. Students with extended time also receive extra breaks between modules.

For all testing groups, students can't move to the next test module or submit their answers until their time is up. They are also required to stay for their entire approved test time and can't be checked out before Bluebook ends the test. If students have time to spare, they should use it to review their work.

All testing groups, including S1: School (Standard Time), may include students with the following accommodations.

Accommodated Breaks

Students with a break accommodation can take longer or additional breaks without losing testing time (the clock stops). Extended and extra breaks are automatically applied in Bluebook; students can't shorten or skip the breaks they're approved for.

Break accommodations include:

- Extra breaks: Students are provided additional breaks at specified times.
- Extended breaks: Students will have as many breaks as students with standard time but breaks will be twice as long.
- Breaks as needed: Students may break during a test section when they need to. They click a button to pause their test in Bluebook.

Small-Group Testing

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.

Students who use a mobile phone to check their blood sugar must have College Board approval to have their mobile phone in the testing room for use with a continuous glucose monitor (CGM). Only students who are specifically approved may do this. No other device may be connected to the phone.

In no case may a student keep their phone with them. The phone should be kept at the proctor's desk. Before testing starts, they should confirm with the student what actions are needed if there's a notification.

- If the student is using an iPhone, the phone must be in guided access mode.
- If the student is using an Android phone, the phone must be in airplane 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 CGM for blood glucose monitoring.

Digital Testing Features

Many students who need accommodations for paper testing are able to use digital testing features instead. For example, students approved for large print or magnification can use keyboard controls to zoom in and zoom out (e.g., Ctrl +/- or Command +/-). Those who use a color overlay can use color contrast. These features are available to all students and don't require approval to use.

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. 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

Students are encouraged to request accommodations for both service animals and emotional support animals, so schools are prepared. Service animals, such as guide dogs, may be permitted without an accommodation and shouldn’t be turned away. However, a student does need an approved accommodation to bring an emotional support animal into the testing room.

If a student without an accommodation for a service or support animal shows up at the school with an animal, ask the following questions:

- Is the animal needed due to a disability?
- What service has the animal been trained to provide? (The animal doesn’t need to be certified, just trained.)

If the student explains the service, allow the service animal in, even if the student doesn’t have an approved accommodation. The student’s room assignment shouldn’t change.

Don’t admit unapproved support animals that aren’t trained to provide a service. In this circumstance, tell the student emotional support animals require an approved accommodation, and they should contact Customer Service if they have questions.

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 going to the **Help** page and clicking **Verbal Instructions**. They are also available on the start code screen.

Part 3: For Proctors and Monitors

Responding to Problems

Use Test Day Toolkit to report irregularities. In a few cases, we want test coordinators to call us as soon as possible. For detailed guidance and instructions for submission of IRs in Test Day Toolkit, refer to the *Retesting and Irregularities Guide*.

Good to Know

- If students are unable to start the test, make sure they signed in to Bluebook with the information on their sign-in ticket.
- Proctor and monitor reports are routed to the test coordinator for review before submission to College Board.
- Don't report unscheduled student breaks unless they're excessive or suspicious.
- When students are dismissed, their scrap paper must be collected. Make sure students return 3 whole sheets of paper with their name on each. 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.
- When proctors dismiss students, they should check 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.
- 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 Us

Test coordinators should call us as soon as possible if:

- They have any 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 us.

Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 19 if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. If other students were disrupted, complete a separate IR for those students (see Disturbances and Interruptions on page 19).

Proctors should collect any scratch paper, sign-in tickets, or other materials containing copied test content and hand them over to the test coordinator. If the student used a prohibited device to copy test content, proctors should take photos for evidence.

If you're not sure a student deliberately violated a rule, you can give them a warning.

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 should stay until their testing time is up, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps on page 19.

Technical Problems

For troubleshooting guidance, see Technical Troubleshooting on page 14. Follow the instructions for reporting irregularities in Next Steps on page 19.

Disturbances and Interruptions

In the event of an interruption, don't let students talk or access the 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 call us.

Use Test Day Toolkit to report any disturbance or interruption that lasts longer than 1 minute or gives them a chance to discuss test content. Get instructions for reporting irregularities in Next Steps on this page.

Approved Accommodations Not Given

Ask the student if they want to continue testing without the approved accommodations or stop testing. In either case, submit an IR. If the students stops testing, they may be eligible for a retest. Follow instructions for early dismissal in Next Steps on this page.

Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for early dismissal and reporting irregularities in Next Steps on this page.

Test Question Issues

If a student thinks something's 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 there's no penalty for guessing.

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.

Get instructions for reporting irregularities in Next Steps on this page.

Next Steps

Early Dismissal

If you need to dismiss a student early because of an illness or a security violation, 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. Click **Undo Check-In** in Test Day Toolkit.
5. Submit an IR.

If a student leaves without talking to you first, try to follow this procedure. If they left belongings behind, give them to your test coordinator.

IMPORTANT: *Students must stay until their testing time runs out unless they get sick or violate a rule.*

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.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

- Impersonation
- Accessing or using prohibited devices or aids
- Viewing nontest content or using other applications on their device
- Switching devices or seats without permission
- Giving or receiving test content

Device and Aid Access During Testing

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

- 1 testing device
- 1 calculator
- External mouse
- Mouse pad
- External keyboard (tablet only)
- Scratch paper and sign-in information provided by the proctor
- Pen or pencil
- Power cord
- Portable charging device
- Backup testing device

Items Permitted During Breaks

If students leave the room during the scheduled break, they can take their snack and drink with them. They can also access hand sanitizer and cleaning supplies during breaks.

Prohibited Items

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

- Phones, smartwatches, or other electronic devices (except their testing device)
- Detachable privacy screens
- External keyboards for use with laptops or Chromebooks
- Notes, books, or any other reference materials (translated test directions and word-to-word dictionaries are permitted for PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or timer

Appendix

Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math test, but they're also allowed to bring their own handheld calculator on test day. The following calculators are acceptable for use. This list doesn't include every calculator model.

- All scientific calculators, which can perform complex mathematical functions but don't have a graphing feature, are acceptable.
- All 4-function calculators are acceptable but not recommended.

THE FOLLOWING GRAPHING CALCULATORS ARE PERMITTED:

CASIO

FX-6000 series
FX-6200 series
FX-6300 series
FX-6500 series
FX-7000 series
FX-7300 series
FX-7400 series
FX-7500 series
FX-7700 series
FX-7800 series
FX-8000 series
FX-8500 series
FX-8700 series
FX-8800 series
FX-9700 series
FX-9750 series
FX-9860 series

CFX-9800 series
CFX-9850 series
CFX-9950 series
CFX-9970 series
FX 1.0 series
Algebra FX 2.0 series
FX-CG-10
FX-CG-20 series
FX-CG-50
FX-CG-500 (Using the stylus is not permitted.)
Graph25 series
Graph35 series
Graph75 series
Graph95 series
Graph100 series

HEWLETT-PACKARD

HP-9G
HP-28 series
HP-38G
HP-39 series
HP-40 series

HP-48 series
HP-49 series
HP-50 series
HP Prime

SHARP

EL-5200
EL-9200 series
EL-9300 series

TEXAS INSTRUMENTS

TI-73
TI-80
TI-81
TI-82
TI-83/TI-83 Plus
TI-83 Plus Silver
TI-84 Plus
TI-84 Plus CE
TI-84 Plus Silver
TI-84 Plus C Silver
TI-84 Plus CE-T
TI-84 Plus T
TI-84 Plus CE Python
TI-84 Plus CE-T
Python Edition
TI-85

EL-9600 series (Using the stylus is not permitted.)
EL-9900 series

TI-86
TI-89
TI-89 Titanium
TI-Nspire
TI-Nspire CX
TI-Nspire CM-C
TI-Nspire CAS
TI-Nspire CX CAS
TI-Nspire CM-C CAS
TI-Nspire CX-C CAS
TI-Nspire CX II
TI-Nspire CX II-T
TI-Nspire CX II CAS
TI-Nspire CX II-T CAS
TI-Nspire CX II-C CAS

RADIOSHACK

EC-4033
EC-4034

EC-4037

OTHER

Datexx DS-883
Micronta

NumWorks
Smart²