Have IT dept. install Bluebook (a Kiosk App) on the computer’s students will use to test.

Email Faculty with testing dates (including Digital Reediness Check/Exam Setup dates if possible)

* Plan for EXTENDED time students to arrive by 7:30 a.m.

Inform students and parents:

* Schedule classroom visits to share [videos](https://satsuite.collegeboard.org/sat-suite-benefits-schools-districts/school-district-resource-center), [student guide](https://satsuite.collegeboard.org/media/pdf/psat-nmsqt-student-guide.pdf) & set up create CB accounts.
* Students don’t have to have a CB account to log into the test, BUT it will make it easier for them to get their scores. Scores arrive in their CB accounts about 2 wks after testing.
* Students will use a “sign in ticket” you will create in your “Test Day Took Kit” (a website) to sign into Bluebook (an App) to take their test. Toolkit access comes via email 3-4 wks prior to your first test date OR you can call CB and they will grant you access. Then a link to it will appear on your CB Dashboard.

Sign up for a Test Day Toolkit [Webinar](https://satsuite.collegeboard.org/k12-educators/educator-experience/prepare/test-day-toolkit) for **Test Coordinators**

Have proctor’s sign up for the **Proctor** training [webinar](https://satsuite.collegeboard.org/k12-educators/educator-experience/prepare/test-day-toolkit#webinars).

“[REGISTER](https://satsuite.collegeboard.org/k12-educators/educator-experience/tools-information-districts)” and VALIDATE students in SSOR (SAT Suite Ordering & Registration) by:

* UPLOADING student [DATA Files](https://satsuite.collegeboard.org/k12-educators/educator-experience/get-to-know-digital/ordering-registration?SFMC_cid=EM1014519-&rid=47343194) on my CB dashboard
* Scroll down on the Data Files linked page above to find an “SSOR Registration File with Sample Data”
* Validate that your student’s information is correct in SSOR. If you need to edit student info, it can **only** be done in SSOR not Toolkit
* It will take up to 2-days for the students you validated in SSOR to show up in “Toolkit”

When you get access to your Toolkit you will:

* Use your CB credentials to log in and access it from your CB dashboard. “Test Day Toolkit” will be on the same list as your “access management” & SSOR etc.
* Validate that your student’s information is correct in the Toolkit system including your SSD students (toolkit replaces the NAR which is no long required)
* ADD your proctor’s information into Toolkit. Once you do this, they will receive an email inviting them to create an account. It will prompt them to create a CB acct if they have yet to do so or they can go to [educator collegeboard account](https://account.collegeboard.org/login/signUp?appId=292&DURL=https://www.collegeboard.org/)
* ADD a Technology Monitor to monitor internet & computer issues during testing.
  + - They must [Complete training](https://app.cloud.scorm.com/sc/InvitationConfirmEmail?publicInvitationId=087f68a4-327d-40ab-9a3c-b37c2f5b574b) & read the [Technical Troubleshooting Guide](https://satsuite.collegeboard.org/media/pdf/digital-psat-technical-troubleshooting-guide.pdf)before test day. AND Download [assistive technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology) to computers for students with screen reader accommodation (These students will use a headset & test in the same room with extended time students)
* You can ADD yourself (the Coordinator) to a room to proctor. Your title remains “coordinator” but you go the “all rooms”, choose from your list of staff who will be assigned to that room and you choose yourself. It will just still say coordinator next to your name, but this is no problem.
* ADD a Hall Monitor – you never know what may come up & you need a “runner”
* Print 2 sets of your students “sign-in tickets” (one for students to take home to practice & one for test day)

Schedule your [Digital Readiness Check](https://satsuite.collegeboard.org/k12-educators/educator-experience/prepare/digital-readiness-check) where students will:

* Use their sign in tickets to complete their exam setup, check their personal info for accuracy, answer a few optional questions and accept the terms of the test
* Get a feel for Bluebook & have an opportunity to do a brief test preview or a full-length practice

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| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | **How Long Before Test Day** | **Activities** | **Test Coordinator +** | | --- | --- | --- | | **7 weeks ahead** | 🗸 Submit accommodation requests. 🗸 Grant staff access to registration roles in SSOR. | SSD coordinator Order/registration access manager | | **5–7 weeks ahead** | □ Prepare devices and network. | Technology coordinator | | **5 weeks ahead** | □ Recruit test day staff and start required training. | Test day staff | | **3–4 weeks ahead** | □ Upload initial student data in SSOR. | Data coordinator role | | **2–3 weeks ahead** | □ Validate student data and register students in SSOR. □ Set up staff and rooms in Test Day Toolkit. | Registration roles SSD coordinator | | **1–2 weeks ahead** | □ Conduct digital readiness check. □ Complete required staff training and read test day guides. | Test day staff and students Test day staff | | **1 week ahead** | □ Manage final preparation of devices and networks. □ Ensure student are ready for testing. | Technology coordinator and staff | | |

**On Digital Readiness Check/Exam Set Up Day – Prior to Test Day**

* Proctor will distribute the individual student Sign-in Tickets.
* Students will:

1. Get a Chromebook
2. Turn on Chromebooks – Do **NOT** sign into the Chromebook!
3. **Instead**, they will go to the bottom left hand corner of the screen and C/O “Apps”
4. C/O BLUEBOOK.
5. This will take them to a screen where they must agree to terms
6. C/O the yellow “sign into Bluebook with the student Sign-in Ticket” button.
7. Sign in using the credentials on the “Sign in Ticket” given to them by the proctor.
8. Click on “Start Exam Setup” to complete their “**exam set up**” prior to test day during the digital readiness check.

* During this process, they will be asked a series of questions about their GPA, goals etc. Completing this will help the Collegeboard better connect them to opportunities however, they are NOT required to answer these questions and they can simply click the NEXT button to move on.
* REMIND students to provide their phone number AND create a collegeboard account *(if they haven’t already)* in order to receive a notification of their test scores and view them in their collegebaord account in just a couple of weeks.
* Make sure students check their personal information for accuracy, especially the juniors who will be competing for the National Merit Scholarship program.
* ENCOURAGE students to accept the “Connections” program where they will receive information directly from colleges and scholarship programs. Their information will not be shared elsewhere.

**On Digital Readiness Check/Exam Set Up Day – STUDENT INSTRUTIONS**

* Students will:
* Get a Chromebook
* Turn on Chromebooks – Do **NOT** sign into the Chromebook!
* **INSTEAD**, go to the bottom left hand corner of the screen and C/O **APPS** … this takes you to the BLUEBOOK.
* C/O BLUEBOOK
* AGREE to terms
* Then you will see the “SIGN IN” area
* Sign In using the “Sign-in Ticket” given to you by your proctor.
* Click on yellow “**Start Exam Setup**” to complete your “**exam set up**”.
* Sign out when you have finished your exam setup

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* Get a Chromebook
* Turn on Chromebooks – Do **NOT** sign into the Chromebook!
* **INSTEAD**, go to the bottom left hand corner of the screen and C/O **APPS** … this takes you to the BLUEBOOK.
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* Then you will see the “SIGN IN” area
* Sign In using the “Sign-in Ticket” given to you by your proctor.
* Click on yellow “**Start Exam Setup**” to complete your “**exam set up**”.
* Sign out when you have finished your exam setup

During the exam setup process:

* Check your personal information for accuracy! As a Junior, your information will be used to confirm your eligibility for the National Merit Scholarship program.
* DO provide your email address and cell number so you can be notified when your scores arrive.
* You will be asked a series of questions about their GPA, goals etc. Completing this will help the Collegeboard better connect you to opportunities appropriate for you, however, you are NOT required to answer these questions and can click the NEXT button to move on.
* You are ENCOURAGED students to accept the “Connections” program where you will receive information directly from colleges and scholarship programs. Their information will not be shared elsewhere.
* If you have yet to create a Collegeboard account, doing so will make it easier for you to view your scores.

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* DO provide your email address and cell number so you can be notified when your scores arrive.
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* You are ENCOURAGED students to accept the “Connections” program where you will receive information directly from colleges and scholarship programs. Their information will not be shared elsewhere.
* If you have yet to create a Collegeboard account, doing so will make it easier for you to view your scores.

**On Test Day, PROCTORS will:**

* Log into Test day Toolkit at <https://testday.collegeboard.org/> using the collegeboard credentials
  + Write instructions on the board including the **ROOM Code**
* BEGIN by clicking on “**Get started**” on your Toolkit home page
  + This will guide proctors through setting up the room – what to check and what to distribute and what to write on the board including the 5-letter **Room Code**
  + Have ready:
    - The Wi-fi name and password available for trouble shooting.
    - Have scratch paper and pen or pencils available.
    - Student testing tickets provided by Test Coordinator – place them on the desk so that students do not choose their own seat.

**On test day STUDENTS will:**

* Enter room, put cell phone in predesignated area, look for name/seat, and get a Chromebook,
* Turn on Chromebooks – Do NOT sign in!
* Instead, they will C/O “Apps” in the bottom left hand corner.
* Go to Bluebook
* Sign into Bluebook with Sign-in Ticket given to you by the proctor.
* Because we did the prior exam setup at our digital readiness check, they will see a “**check in now**” button, enter the 4-letter **room code** and follow the instructions in their Bluebook.
* Complete a short “check in process” and go through a test-day check list
* Return the “Home” page

**Proctors will** take attendance **AFTER** students have checked in as listed above.

* + Navigate to your list of students who will be listed in the “assigned” column
  + After they have completed their check in process and entered the room code, they will move to the “entered room code” column.
  + You can count them present once they have “entered room code” and there will be a button next to their name that says “mark present”. They can’t begin until you have counted them present.
  + After you have marked them present **AND** they have completed their “check in process” their name will move to “ready to test”.
* **THEN** you begin reading your script.
* When you finish the script, you will THEN see the 6-digit **Start Code** for your room.
* Students will enter this “start code” to begin their testing.

**During Testing**:

* Students will start at slightly different times, will be timed individually and go on breaks at slightly different times.
* Students cannot advance to the next module or section of the test until their time is up.
* Students will get directions on their screen for the break and DO NOT need permission to leave for the break.
* They cannot resume testing until the break timer has finished. They will click on “resume testing” to begin again.

**After testing**, make SURE students screens show a “submitted” status.

* + Complete irregularity report in toolkit if you had any.

**Overview of test day classroom flow:**

* Proctors log into their Test Day Toolkit web page
* Prepare room with student test tickets, scratch paper and pen/pencils, and room code
* If students have yet to complete exam set up, this must be completed to move forward
* Take attendance online in the Toolkit
* Read instructions and provide start code which will be provided in your online script
* When students enter this code, their test will begin
* Proctors will monitor students both online and in person in the classroom
* When finished students will submit their answers and proctors will confirm their submission prior to dismissal.