



**Spring 2024**

**SAT SUITE OF ASSESSMENTS**

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# Test Coordinator Manual

**MICHIGAN**

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# 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<sup>®</sup> and AP<sup>®</sup> to expand opportunities for students and help them develop the skills they need. Our BigFuture<sup>®</sup> program helps students plan for college, pay for college, and explore careers. Learn more at [cb.org](https://collegeboard.org).

## Contact Us

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### Educator Support

**Michigan Educator Hotline:** Customer support for the SAT and PSAT-related assessments is available at 866-870-3127.

**Email:** [michiganadministratorsupport@collegeboard.org](mailto:michiganadministratorsupport@collegeboard.org)

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# Contents

1	<b>Introduction</b>
1	How to Use This Manual
2	What's Different About Digital
3	<b>Test Coordinator Planning</b>
3	Digital Testing Reminders
3	Technology
4	Overview of the Test
5	Space
7	Staff
8	Staff Qualifications and Responsibilities
11	Room Assignments
12	<b>Digital Readiness Check</b>
12	What You'll Learn from the Digital Readiness Check
13	Before the Digital Readiness Check
14	Preparation Checklist
17	During the Digital Readiness Check
18	Technical Troubleshooting
19	<b>Test Day</b>
19	On Test Day
19	Test Day Oversight
21	Technical Troubleshooting for Testing Room Staff
22	Responding to Problems
25	Student Accommodations
28	<b>After the Test</b>
28	Retesting and Irregularities
28	What to Do with Materials
28	Sharing Scores
31	<b>Appendix</b>
31	Acceptable Calculators
32	Bluebook Testing Tools
33	Proctor Essentials for Test Day



# Introduction

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## How to Use This Manual

Administering the SAT<sup>®</sup> Suite of Assessments in school involves numerous staff positions and tasks. College Board wants this to be a seamless, intuitive, easy-to-follow process. In response to feedback from educators who administered the digital SAT Suite in fall 2023, we've combined a number of separate fall guides and documents into this single manual for spring in-school testing.

Please note that you'll no longer receive or need to manage printed manuals and administration-related documents. This manual and other downloadable instructive texts, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat), will support you and your staff as you administer the tests using Test Day Toolkit.

## Who This Manual Is For

We've designed this manual for test coordinators so you can find information in one place for all the different processes you might be leading or participating in.

## What You'll Find in This Manual

Here's a snapshot of the *Test Coordinator Manual*.

**Test Coordinator Planning:** Use this section to get a broad view of digital testing and start developing plans for your testing site. Topics covered are digital testing requirements, facilities planning, staffing and staff ratios, planning for rooms, and introductory information about Test Day Toolkit.

**Digital Readiness Check:** See how to ensure a smooth test day by holding a digital readiness check with your test takers. During this session, students will complete exam setup, which is required for testing.

**Test Day:** This section covers what test coordinators need to know about the flow and sequence of tasks for completing a successful test day, from Test Day Toolkit access to planning for accommodations.

**After the Test:** Learn about postadministration activities, such as receiving scores through the K-12 Reporting Portal.

**Appendix:** At the back of this manual you'll find:

- A list of acceptable calculators
- A list of Bluebook™ testing tools
- A copy of *Proctor Essentials for Test Day*

## Supporting Your Staff

As noted, several separate guides and documents have been combined into this manual; however, a few resources will remain available as separate documents, including those listed below. All of these resources can be found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat). Be sure to help your staff access the information they need, as follows:

- **Proctor Manual:** This full-length manual covers roles and responsibilities, conducting the digital readiness check, and using Test Day Toolkit to check students in, read the opening scripts, monitor progress during testing, and dismiss students.
- **Hall Monitor Test Day Guide:** This guide contains information about supporting the proctors, monitoring students on break, and facilitating communications between testing staff and the test coordinator.
- **Retesting and Irregularities Guide:** Any testing staff who interacts with students or oversees testing should have access to this information to know how to handle situations that interfere with testing.
- **Accommodations Guide:** You and the Services for Students with Disabilities (SSD) coordinator will use this guide to plan for and provide appropriate accommodations for your students.
- **Paper Testing Guide:** This guide provides instructions for administering the tests to students who require a paper version of the test.
- **Technical Troubleshooting Guide:** This guide provides the technology monitor with guidance to troubleshoot issues students encounter with downloading Bluebook, signing in with their credentials, starting the test, and submitting responses.

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## 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 staff need to access it on test day. Test coordinators will use Test Day Toolkit for entering test day staff, creating rooms, pre-assigning students to rooms, and submitting testing irregularities.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.

## Setting Up

- Schools complete a digital readiness check to get students familiar with Bluebook, confirm students' personal information is correct, and verify that devices are ready for test day.
- Schools provide internet access in all testing rooms. Students need an internet connection to begin testing and at the end of the test to submit responses. Students who lose network connectivity momentarily during testing can continue without losing testing time.

## Accommodations

- Nearly all materials for staff and students are digital. On rare occasions, College Board will still ship paper test materials for students approved by College Board to use them, but otherwise no printed materials will be shipped.
- Because the test is shorter, most students will be able to test in 1 day.
- Some accommodations are administered differently than they are with paper testing. For example, students approved for large print will use the zoom functionality on their devices that's available to all test takers to enlarge font size.
- For more detailed information about administering accommodations, refer to the *Accommodations Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

# Test Coordinator Planning

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## Digital Testing Reminders

If this is your first experience with digital testing, the information in this chapter will help you begin planning for a successful test day. If you have already administered the digital test, use this chapter to refresh your understanding of the technological tools, staff roles, and testing procedures that the digital test includes.

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## Technology

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

### Bluebook

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

### Test Day Toolkit

#### Overview

You and your staff will use Test Day Toolkit to administer the test. If your staff and testing room information was submitted to us, we'll create your initial room and staff lists in Test Day Toolkit.

You'll use Test Day Toolkit to complete these tasks:

- View your roster.
- Enter your room list as needed.
- Assign students to rooms (optional).
- Edit your staff list as needed.
- Assign staff to roles and rooms.

Proctors use it on test day to take attendance, read the script, share the room and start codes with students, monitor testing, and report irregularities.

Go to [support.satsuite.collegeboard.org/state-testing/test-readiness/set-up-test-day-toolkit](https://support.satsuite.collegeboard.org/state-testing/test-readiness/set-up-test-day-toolkit) for step-by-step instructions on Test Day Toolkit setup.

#### Test Day Toolkit Access

You and your testing staff will use College Board professional accounts to sign in to Test Day Toolkit on any device that connects to the internet.

Start setting up your test administration when you get an email from College Board telling you that Test Day Toolkit is available.

First-time access requires two-step verification. Start by clicking the link in your personalized access email. Returning users can just go to [testday.collegeboard.org](https://testday.collegeboard.org).

When you add staff, they'll receive an email with Test Day Toolkit access instructions, so accurate contact information is critical.

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**IMPORTANT:** *Testing can't happen without Test Day Toolkit.*

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### Device Readiness

Students 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).

## School-Managed Devices

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

When students open Bluebook, it auto-updates if necessary. This can overwhelm your network and delay testing if too many students do it at once, so ask students to open Bluebook on their own before test day or any group readiness activities. They don't have to sign in.

## If Students Testing on Personal Devices Are Unprepared

Students testing on personal devices must complete the digital readiness check just as students testing on school-managed devices. When possible, test coordinators should aim to complete the digital readiness check 1–2 weeks prior to test day. Whether testing on school-managed or personal devices, MDE recommends that students who have not completed the digital readiness check prior to test day be tested in a separate room from students who have already completed the digital readiness check prior to test day. (See Digital Readiness Check on page 12 for more information.)

## 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 often solve technical issues themselves by following the instructions in Bluebook error messages.

**Proctors** can try the basic tips in their manual and on the Test Day Toolkit **Help** page or send students to the technology monitor.

**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, they'll report an irregularity to set up a retest. They can contact their technology coordinator or call College Board for assistance.

For a complete understanding of technical troubleshooting on test day, review the troubleshooting instructions in the *Proctor Manual* as well as the *Technical Troubleshooting Guide*, found at [michigan.gov/mme](http://michigan.gov/mme) and [michigan.gov/psat](http://michigan.gov/psat).

# 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 5-minute break to the total testing time.

### STANDARD TIMING FOR THE SAT WITH ESSAY

Reading and Writing			Math			Essay
Module 1	Module 2		Module 1	Module 2		
32 minutes	32 minutes	10-minute break	35 minutes	35 minutes	5-minute break	50 minutes

### STANDARD TIMING FOR THE PSAT 10 AND PSAT 8/9

Reading and Writing			Math	
Module 1	Module 2		Module 1	Module 2
32 minutes	32 minutes	10-minute break	35 minutes	35 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*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat), 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.

For prolonged delays, 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 Irregularity Report (IR) in Test Day Toolkit.

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## 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 may 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 staff, students, and parents of modifications to the normal school day.

## Technology Considerations for Room Selection

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

### Internet

Although students can keep testing if their connection drops momentarily, they need the internet at the start and end of the exam.

Because internet speed can vary from room to room, it's critical for technology staff at your school or district to check the rooms you chose, especially if they've never been used for digital testing. Ask technology staff to check the device maximums of wireless access points (WAPs) within range of each room. The IT professionals at your school can refer to [cb.org/bluebook-tech](https://cb.org/bluebook-tech) for detailed information on technical specifications for Bluebook.

## 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.
  - ◆ A working clock, visible to students.
  - ◆ Proper lighting.
  - ◆ Proper ventilation.
  - ◆ 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.)

## 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.

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

- The chairs have backs.
- Seats face the same direction.
- Students are seated so they 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) to allow for the proctor's freedom of movement during active monitoring and to reduce distractions.
- Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions. Students with more than 3 hours of testing time 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, so that students can utilize scratch paper, when needed.

- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Students must not be seated around rectangular tables or at round tables (to prevent lines of sight to screens around their table or neighboring 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.*

## Technology Help Room Requirements

Designate at least 1 room as the help room where students can go for technical support from the technology monitor. Ensure there are adequate desks or tables, outlets, and that it's near the testing rooms.

## Staff

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

### Room Staff Ratios

One proctor will be assigned per room. Then add 1 room monitor for the following scenarios:

- Standard rooms with more than 34 students.
- Extended time rooms with more than 20 students.
- Larger rooms with more than 50 students (1 room monitor for each additional 50 students).

#### EXAMPLE:

Room Type	Number of students	Proctors needed	Room monitors needed
Standard time	34	1	0
Standard time	45	1	1
Standard time (large room)	145	1	3
Extended time	30	1	1

### Hall Monitor Ratios

Test coordinators should plan to recruit at least 1 hall monitor for testing. If you have more than 5 testing rooms, add 1 hall monitor for every 5 rooms.

#### EXAMPLE:

Number of rooms	Proctors	Hall Monitors	Test Coordinators
3	3	1	1
6	6	2	1

### 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.

## 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.

Testing staff may not be recruited if they have any of the following conflicts of interest:

- They've taken any College Board test within 180 days of the SAT School Day administration.
- They're engaged in any paid, private SAT preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- Test coordinators and technology monitors may not serve as staff at the same testing school that a member of their 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 cancellation of the student's score.

Check with your district testing staff to make sure you are aware of any additional district or state requirements for testing staff, which are found on page 11 of the [Michigan Department of Education \(MDE\) Office of Educational Assessment and Accountability \(OEAA\) Assessment Integrity Guide \(AIG\)](#).

Testing staff should be selected from the following list: licensed teachers or licensed educational administrators employed by the school district; paraprofessionals or non-licensed administrative personnel employed by the school district; licensed substitute teachers who are employed by the district for the purpose of administering the test.

All testing staff must review and agree to the conditions for participating in the SAT Suite administration and complete training. They must also complete the required OEAA Test Security Training. Requirements are in the AIG (see above) on page 12.

### Adding Staff to Test Day Toolkit

For Michigan, the primary school test coordinator, backup school test coordinator, and district test coordinator will be added to Test Day Toolkit based upon the most recent entries in [Michigan's Educational Entity Master \(EEM\)](#). The primary school test coordinator will be responsible for adding proctors, room monitors, hall monitors, and rooms to Test Day Toolkit or contacting College Board to request that we add the test staff on their behalf.

### Testing Roles

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

The MDE requires that all roles that have access to test materials, student responses, or other sensitive materials or information must complete the OEAA required security training as outlined in the AIG.

#### IT Roles

##### Technology Coordinator

The technology coordinator can be a district- or school-level staff member, but must be assigned at the building level in EEM and have the expertise and admin rights to install Bluebook on managed devices and configure the network (or manage staff who do). The IT professionals at your school can explore the list of relevant responsibilities available at [cb.org/bluebook-tech](https://cb.org/bluebook-tech).

## Readiness and Test Day Roles

### Test Coordinator

As the test coordinator, you're expected to be at the school to supervise all activities related to the test administration. You are also responsible for ensuring student pre-identification information in the [OEAA Secure Site](#) is complete and correct.

Responsibilities:

- Complete the required College Board [training](#).
- Complete the MDE required test security training as outlined in the MDE Assessment Integrity Guide.
- Plan and implement assessment administration and test security training for all staff participating in the administration of the assessment.
- With SSD coordinator, validate that the Test Day Toolkit roster for your school is accurate and includes all students testing at your school.
- Recruit and train staff.
- Plan efficient use of facilities.
- Administer digital readiness check with school staff and students.
- Consider retest/reschedule options with 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.
- Supervise all activities of the test administration.
- Safeguard student registration data.
- Supervise admission of students.
- Plan for and handle emergencies and disruptions.
- After testing ends, check Test Day Toolkit roster to make sure all students' answers were submitted.

### SSD Coordinator

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

Responsibilities include:

- Request student accommodations using College Board's [SSD Online](#).
- Complete the required College Board [training](#).
- With the test coordinator, validate that the Test Day Toolkit roster for your school is accurate and confirm student accommodations in SSD Online are appearing in each.
- Manually add SSD IDs to any students missing their approved accommodations.
- Work with the test coordinator to designate rooms required for testing students with accommodations.
- Ensure paper practice materials are obtained and implemented with students approved for a paper accommodation.
- Continuously monitor new and updated requests for student accommodations in SSD Online. Confirm these updates are reflected in Test Day Toolkit.
- Work with the technology coordinator to ensure assistive technology is configured in Bluebook for approved students.
- Ensure approved students understand how their accommodations will work for digital tests.
- Work with proctors to ensure student accommodations are administered correctly.
- Supervise staff member(s) designated to transcribe answers on behalf of students testing with paper accommodations.

### Technology Monitor

Test coordinators assign at least 1 technology monitor to help students with technical issues on test day. The technology monitor must be on-site, but they don't need technical expertise. Technical troubleshooting tips can be found in the *Technical Troubleshooting Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

### 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.

They must follow all testing regulations and refrain from engaging in any tasks unrelated to testing. Proctors should meet the following requirements: Licensed teachers or licensed educational administrators employed by the school district; paraprofessionals or non-licensed administrative personnel employed by the school district; licensed substitute teachers who are employed by the district for the purpose of administering the test.

Responsibilities:

- Complete the required College Board [training](#) and read the *Proctor Manual* (available at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat)) before testing.
- Complete the MDE required test security training as outlined in the MDE Assessment Integrity Guide.
- Before testing, sign in to Test Day Toolkit with a College Board professional account.

On test day:

- ◆ Post check-in instructions, Wi-Fi name, password, and room code.
- ◆ 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.
- ◆ Follow seating requirements when assigning and directing students to seats in the testing room.
- ◆ Actively monitor students throughout testing.
- ◆ Immediately report any disruptions to the test coordinator.
- ◆ Refer students who require technical support to the help room.
- ◆ Submit irregularities in Test Day Toolkit.

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**IMPORTANT:** Proctors administering paper testing will follow a different flow in Test Day Toolkit as instructed in the *Paper Testing Guide for the assessment they're administering* (found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat)).

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### 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.

Responsibilities:

- Help set up the school for testing.
- Direct students to their assigned rooms and to the restrooms.
- Answer students' questions.
- Monitor the testing room, hallways, and restrooms for student misconduct 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.
- Serve as liaison between testing rooms, the technology monitor, and the test coordinator.
- Submit irregularities in Test Day Toolkit, if needed.

## Room Assignments

### Testing Groups

Your roster will be available in Test Day Toolkit about 3 weeks before 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. 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)
- 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)
- 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 the *Accommodations Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

Students approved for extended time for reading will receive that extended time on all sections of the test. Students approved for extended time for math will receive that extended time on the Math section only. Extra breaks after the first module are included for sections with extended time applied.

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, move each of them to their own room.

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 Standard Time, may include students with the following accommodations.**

- Accommodated Breaks
- Small-Group Testing
- Medical Devices and Aids
- Permission for Food/Medication During Testing
- Preferential Seating
- Service Animals and Emotional Support Animals
- Written Copy of Verbal Instructions
- Assistive Technology

**IMPORTANT:** *Students in the same group type (for example, S1) may be timed differently if students have unlike break times. To minimize disruptions and students testing on varying schedules, you may want to work with the SSD coordinator to organize students in rooms with similar break times instead of relying only on group types.*

# Digital Readiness Check

Schools administering the SAT and PSAT-related assessments will complete a digital 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 digital readiness check, students will log 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 we suggest completing the readiness check as soon as possible, but ideally no later than 1–2 weeks before you test.

This chapter covers everything you'll need to know about digital readiness check procedures. **The test coordinator should ensure that anyone giving the digital readiness check has 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.

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**IMPORTANT:** *Schools that complete the digital readiness check early will have longer lead times for handling issues related to testing devices, network performance, and accommodations.*

**Completing the digital readiness check in advance reduces the chance of errors on test day that can lead to the need for a rescheduled test.**

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## What You'll Learn from the Digital Readiness Check

The digital readiness check is a dry run that gives you a chance to check student registration data and technical readiness.

### Student and Staff Readiness

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, see what to bring on test day, and answer a few optional questions unless their parents have opted their student out. They will also have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).

### Technical Readiness

Consult with your technology staff to make the digital readiness check a useful technical dry run and avoid delays on test day.

See Best Practices: Devices, Rooms, and Timing on page 13 for guidance on approximating test day conditions.

### Devices

When students sign in to Bluebook, the app checks their device to make sure it meets operating system, memory, and space requirements. To take full advantage of the digital readiness check, make sure students have a device that will be used on test day.

Students can test on these devices:

- Personal and school-managed Windows and Mac laptops and desktops
- School-managed Chromebooks
- Personal and school-managed iPads and Windows tablets

### About Managed Devices

Use the digital readiness check to make sure Bluebook is installed on managed devices properly. If it isn't, ask technology staff to correct the problem.

Managed devices can be assigned to students one-to-one or shared (from a laptop cart or in a computer lab, for example).

If students will test on school-managed devices, students should use those devices for the digital readiness check. **Note:** Students don't need to use the same shared device on test day.

Go to [cb.org/bluebook-deployment](https://cb.org/bluebook-deployment) for complete device specs and installation instructions.

### Networks

Work with technology staff ahead of time so you can gauge network readiness during the digital readiness check. You'll be able to confirm:

- How many students can be assigned to each testing room
- If personal devices can access the internet

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

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Send technology staff to [cb.org/bluebook-networks](https://cb.org/bluebook-networks) for bandwidth and configuration requirements.

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## Before the Digital Readiness Check

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

### Best Practices: Devices, Rooms, and Timing

To get the most accurate assessment of your technical readiness, work with technology staff to simulate test day conditions.

- Use the same devices students will use on test day.
  - ◆ If students will test on a personal device or a one-to-one managed device, make sure they bring that device to the digital readiness check.
  - ◆ If students will test on shared, school-managed devices, make sure they're given one of the devices that will be used on test day.
- Use the same rooms that will be used on test day.
- Schedule sessions with as many simultaneous test takers as on test day.

Ask technology staff these questions about test day:

- Should students take the test on personal devices, school-managed devices, or either?
- When can Bluebook be deployed to school-managed devices (if applicable)?
- Do we have a guest network students can use to access the internet on personal devices (if applicable)?
- Did I choose testing rooms with the best internet speed?
- Do you have a plan to adjust network configuration before test day—including any content filters or security applications used to control network traffic?

### 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 digital 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 **do not** need access to Test Day Toolkit to facilitate a digital readiness check. **The staff administering the digital readiness check do not have to be the same staff that serve as proctors on test day.**

- **If the readiness check will occur in multiple rooms simultaneously**, additional staff will be needed to monitor student device readiness and to 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.

Please see Technical Troubleshooting on page 18 for how to follow up on any issues encountered during the readiness check.

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

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

As part of the digital 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 digital readiness check.

Make sure students sign in to Bluebook with the info 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.

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

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**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 pause any time.

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

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## Preparation Checklist

The test coordinator is responsible for ensuring the digital 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 accommodations or accommodation changes need to be submitted by February 16, 2024.
- Work with the SSD coordinator to confirm students are matched to their correct accommodations.

## Registration

- The test coordinator and SSD coordinator must validate that the Test Day Toolkit roster for your school is complete and correct, as well as contains each student's accommodations as approved in SSD Online.

## Technology

Complete the device and network tasks that apply to your school:

- Ask technology staff to install Bluebook on school-managed devices before the digital readiness check.
- Make sure the shared, school-managed devices students will use on test day are available for the session.
- Tell students to bring the devices they'll use on test day. **Tip:** To avoid potential delays due to simultaneous Bluebook updates, ask students to open Bluebook on their own a day or 2 before the digital readiness check so it can auto-update if needed. They don't need to sign in.
- Make sure accessibility features are enabled for students who need them.
- If your school is using Chromebooks and your students need accessibility features or your students haven't tested in kiosk mode before, make sure you and your staff are prepared to help them. Guidance is available at [bluebook.collegeboard.org/technology/devices/chromebook](https://bluebook.collegeboard.org/technology/devices/chromebook).
- Make sure the guest network is ready, and you know the password.
- 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 digital 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 digital 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.
- Provide parents/guardians with the opportunity to opt their student out of providing optional information during the digital readiness check. An Opt Out Form and accompanying Guidance Document are located on [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).
- Have students review the testing rules and student guide for the relevant assessment with their parents/guardians. All student guides, which include the testing rules, are found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

## Sign-In Tickets

- Print sign-in tickets for students. They use these tickets to access Bluebook during the digital readiness check and on test day. Print two sets of tickets—one for the digital readiness check that can be given to students to take home to complete practice in Bluebook, if desired, and one for test day. A fresh sign-in ticket must be used for test day to ensure students haven't written notes or content on the tickets.

Follow these steps to print sign-in tickets:

1. Sign in to Test Day Toolkit.
2. Click **Bluebook Sign-In Tickets and Data Export** on the homepage.
3. Go to the **Print Tickets** tab to print the PDF.
  - ◆ The PDF will include a sign-in ticket with unique credentials for each student on your roster.
  - ◆ There are 4 tickets per page.

**IMPORTANT:** Make sure the single-sided print option is selected.

4. Cut sign-in tickets, sort them by room, and add them to your room kits.

**IMPORTANT:** For SAT School Day, students are able to use their sign-in ticket credentials to update their free score send elections up to 3 days after test day. Students may take home their sign-in tickets after testing provided that the proctor has checked them for any test content. If a student wrote on the sign-in ticket they should not take it home. The proctor can copy the sign-in credentials for the student on a spare sheet of scratch paper or ask the test coordinator to print a new ticket.

## 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.
  - ◆ Network information (with Wi-Fi and login for anyone bringing in outside devices or who doesn't normally access the school network).
  - ◆ Guidance to staff on managing the digital readiness check, including:
    - MDE's recommendation that students whose parents opted them out of the optional questions should complete their digital readiness check in a room separate from other students
    - How to report issues to you and the technology staff so they can be resolved prior to test day
    - Pages and sections from this guide related to the digital readiness check

**IMPORTANT:** Staff do not need access to Test Day Toolkit to facilitate a digital readiness check. No room codes or start codes are needed.

**IMPORTANT:** If your school is testing any **homeschooled students**, the test coordinator may want to provide sign-in tickets to the homeschooled students so they can complete digital readiness activities on their own (if they are not able to complete the digital readiness check when the school performs it prior to test day).

## During the Digital Readiness Check

The test coordinator should be available during the digital 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 digital 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.

### 2. Signing In to Bluebook

The sign-in tickets you distribute are unique to each student, and they'll use them to complete the digital 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 their accommodations are right and let the proctor know if they are incorrect.

### 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.

Detailed information about the exam setup screens students in your state will see will be posted on [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

### 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** from 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 digital readiness check is complete.

## Technical Troubleshooting

### 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 for the technology coordinator or technology monitor to fix the issue during the session and other devices are available, give the student one.

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

If Bluebook doesn't open properly, try the following fixes in order:

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection by opening a browser and navigating to [collegeboard.org](https://collegeboard.org). If they're not connected, refer to A Student Can't Connect to the Internet below.
3. Switch to 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](https://bluebook.app.collegeboard.org).
5. If students had trouble using Bluebook on their personal device or a managed device assigned to them one-to-one, make sure they get help from technology staff before test day.

### Bluebook Can't Update to the Latest Version

If a student's device can't update to the latest version of Bluebook, try the following steps:

1. Make sure the student can access the internet by asking them to go to [collegeboard.org](https://collegeboard.org). If they can't reach this site, refer to A Student Can't Connect to the Internet below.
2. If they're using a personal Mac or iPad, ask them 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 at [apps.apple.com/us/app/bluebook-for-students-mac/id1645016851](https://apps.apple.com/us/app/bluebook-for-students-mac/id1645016851) and select **Open**.
3. If the student is using a school-managed device, your test coordinator should ask for help from school or district technology staff. It's possible auto-updates are prevented.
4. Switch to a backup device if available.

### A Student Can't Connect to the Internet

If only some students have an issue, check their internet connection:

- Make sure their device is not in airplane mode and has Wi-Fi turned on.
- Make sure they're signed in to the right network with the right password.
- Give them a backup device with Bluebook installed, if available.

If no one in the room can connect, school or district technology staff should make sure traffic to and from the domains listed at [cb.org/bluebook-networks](https://cb.org/bluebook-networks) can bypass any security appliances and software.

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

Make sure the student clicked the first sign-in button 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 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.

# Test Day

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## 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 provide a standardized testing experience, it is critical that all test security policies and procedures are followed. Each section below provides new and revised digital testing standardized procedures.

### 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 between sections.

Students taking the SAT with Essay in Michigan will also take the Essay, which adds an additional hour to the total testing time.

If schools didn't administer a digital readiness check for students before test day, proctors should allow an additional 30 minutes to administer the digital readiness check to students on test day before starting the test. Instructions for administering the digital readiness check are included in Digital Readiness Check on page 12.

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## Test Day Oversight

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

### Sign In to Test Day Toolkit

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:

- 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).
- Testing devices for students (if applicable).
- Recommended: If provided, a printed seating chart. (The 2-page PDF is available to download at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat). The first page contains important instructions for test coordinators. Proctors in large testing rooms may need more than 1 chart.) Seating charts may be helpful if an irregularity occurs that requires additional follow-up, but are not required due to the security of digital testing.
- For some students taking the SAT School Day, PSAT™ 10, or PSAT™ 8/9 with English learner (EL) supports, printed copies of translated test directions (available at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat)) or approved word-to-word dictionaries.

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

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Prepare your testing spaces and staff:

- 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.
- If your school is supporting 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. Let proctors know if you have a late room and what they should do in case of a late arrival.

## 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.
- Set up a signaling system so staff can communicate with each other quickly.

Hold a brief meeting with testing staff, 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 that all policies and procedures shared in this guide are required to be followed.
- Remind staff that students are not to be left without adult supervision in the testing room.
- 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 *Hall Monitor Test Day Guide*, respectively, available at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat). Technology monitors should read the *Technical Troubleshooting Guide*.

## Monitoring Test Day Activity

To keep things running smoothly throughout test day:

- Minimize distractions and limit access to the testing area.
- Work with the technology monitor to troubleshoot technical issues covered in the *Technical Troubleshooting Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).
- Watch for irregularities.
- Only allow testing staff and students into the testing area.

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 these 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 the *Retesting and Irregularities Guide* (found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat)) for a comprehensive overview of the IR submission process.

Call us immediately if testing is interrupted for more than half of students for more than 10 minutes or you have any 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 staff members make a mistake that disrupts the students' testing experience, students violate the rules or leave early for any reason, or if technical problems occur, use Test Day Toolkit to report an irregularity. See Responding to Problems on page 22 for details on handling and reporting anything that goes wrong.

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## Technical Troubleshooting for Testing Room Staff

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

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

Students should be sent to the test coordinator or designated staff member to help in these cases:

- 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.

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

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### None of Your Students Can Start

If none of your students can start the exam, 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 or the test coordinator. They may need to work with your school's technology coordinator and tech support.

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

- Make sure the student opened the right digital testing app. They should click the **Star** icon to open Bluebook.
- Check the student's internet connection by opening a browser and navigating to [collegeboard.org](https://collegeboard.org). Make sure their device's Wi-Fi is turned on and airplane mode is turned off.
- You can also switch to a backup device with Bluebook installed if one is available.

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

Make sure the student clicked the top sign-in button, labeled **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 top sign-in 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, try the following fixes 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. Switch to a backup device with Bluebook installed, if available.

## If Most Students Are Ready to Start

Consider referring the student to the help room so testing can begin for everyone else without further delay. The student can start testing in their testing room after their problem 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

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.

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**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.*

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## How to Complete a Device Swap

If the student has not entered the start code, you can give them a new device without completing these steps.

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**IMPORTANT:** *Use a device swap during timed testing only. Never use it after a student completes the entire test—their answers could be lost.*

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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. Open the student's profile page by clicking the student's name on the Test Day Toolkit monitoring dashboard and then clicking the **Approve Device Swap** button.
3. When the student clicks **Resume Testing Now**, they'll be returned to the question they last viewed.

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## 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. Testing staff may approach you on test day with issues related to irregularities. The MDE indicates that parents of students under 18 should be informed if an irregularity occurs that would require a retest. The retesting decision should be made in conjunction with the parent. For detailed guidance and instructions for submission of IRs in Test Day Toolkit, refer to the *Retesting and Irregularities Guide* found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

## 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.
- Irregularity reports completed by the proctor 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.
- When proctors dismiss students, they should check their 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 must 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. All testing should be scheduled as early in the window as possible to ensure that testing can be completed by April 26. Testing after April 26 is not possible.

### Rule Violations

Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 24 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 you want to retest them, complete a separate IR for those students (see Disturbances and Interruptions below).

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 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. Provide this information in the irregularity report.

### 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 24.

### Technical Problems

For troubleshooting guidance, see Technical Troubleshooting for Testing Room Staff on page 21. Follow the instructions for reporting irregularities in Next Steps on page 24.

### Disturbances and Interruptions

In the event of any 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 page 24.

### 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 student stops testing, they may be eligible for a retest with parental approval. Follow instructions for early dismissal in Next Steps on page 24.

### Unapproved Accommodations Given

Tell the student to stop testing. Follow the instructions for early dismissal and reporting irregularities in Next Steps on page 24.

### 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 page 24.

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#### REMINDER:

*These problem-solving tips are meant to help the testing staff respond to problems in the testing room on test day. Detailed guidance can be found in the Retesting and Irregularities Guide found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).*

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## Next Steps

### Early Dismissal

All students must stay for their entire testing time 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 check their sign-in ticket for test content.
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.

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

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### 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:

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

### 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 tickets
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks)
- External mouse
- Mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks)
- Scratch paper and sign-in information provided by the proctor
- Pen or pencil
- For students taking the SAT, PSAT 10, or PSAT 8/9, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable chargers (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. 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 (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 SAT School Day, PSAT 10, and PSAT 8/9 test takers using EL supports)
- Scratch paper not provided by the proctor
- Headphones, earbuds, or earplugs
- Any camera, recording device, or separate timer

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## 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. While creating testing rooms that include students with different timings is allowed, it is not recommended as it can create classroom disruptions with students being on different break and time schedules.

**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*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat).

## 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.

In some cases where students were not preassigned to a testing room in Test Day Toolkit, students in different testing groups may test in the same room, although this is not recommended.

Students taking the SAT with Essay, PSAT 10, or PSAT 8/9 with an extended time EL support may also test with students with a time and one-half extended time accommodation.

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 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, as well as nutrition breaks, are automatically applied in Bluebook; students can’t shorten or skip the breaks they’re approved for.

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**IMPORTANT:** Students in the same group type (for example, S1) may be timed differently if students have unlike break times. To minimize disruptions and students testing on varying schedules, you may want to work with the SSD coordinator to organize students in rooms with similar break times instead of relying only on group types.

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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.
- Nutrition break: Students approved for some extended time accommodations will also receive a 20-minute break instead of a 10-minute break between the Reading and Writing and Math sections.

### 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 use accommodations for paper testing will use digital testing features instead. For example, students approved for large print or magnification will use keyboard controls to zoom in and zoom out (e.g., Ctrl +/- or Command +/-). Those who use a color overlay will 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

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

## Assistive Technology

If you have students approved for testing with a screen reader, dictation, or other assistive technology, go to [satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology](https://satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology). You'll find information about approved assistive technology that students will use while testing with Bluebook. Some assistive technology may require special configuration before test day. It's important that students try a test preview or full-length practice test using their assistive technology in Bluebook prior to taking the test.

## After the Test

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

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### Retesting and Irregularities

After testing is completed, you and your staff may need to report irregularities and prepare for retests. Please refer to the *Retesting and Irregularities Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat), for comprehensive instructions.

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### What to Do with Materials

For digital testing, you will have a small amount of materials to care for 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 the scratch paper and sign-in tickets on hand for 30 days in case they are needed for security investigations. Keep any seating charts on hand for 3 years.

For students testing with paper or alternate test formats, follow the instructions for returning materials to College Board in the *Paper Testing Guide*, found at [michigan.gov/mme](https://michigan.gov/mme) and [michigan.gov/psat](https://michigan.gov/psat). For any remaining materials, including any tracking information for return shipments, keep them on hand for 3 years.

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

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### Sharing Scores

When scores for the SAT Suite of Assessments 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 can review their PDF score report with educators at their school, and students who chose to participate in BigFuture School by providing a mobile phone number during testing can also view their scores on the BigFuture School app.

In addition, all students may access score information through MDE's MiLearn reporting system through their school information system. If you are unfamiliar with MiLearn, contact the MDE OEAA at [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

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

## Introducing BigFuture School and Connections

BigFuture School is a free mobile app for students age 13 and older who take the SAT School Day, PSAT 10, or PSAT/NMSQT® 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 them to hear 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.

Students will not be able to participate in BigFuture School or Connections if their parents have opted out. Parents must be provided the opportunity to opt their student out of providing optional information during the digital readiness check.

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 log in to their personal College Board accounts at [studentscores.collegeboard.org](https://studentscores.collegeboard.org) to get additional insights about their scores and explore BigFuture.

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



# Appendix

## Acceptable Calculators

Students will have access to an embedded calculator in Bluebook for use on the Math section, 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-9860 series
FX-6200 series	CFX-9800 series
FX-6300 series	CFX-9850 series
FX-6500 series	CFX-9950 series
FX-7000 series	CFX-9970 series
FX-7300 series	FX 1.0 series
FX-7400 series	Algebra FX 2.0 series
FX-7500 series	FX-CG-10
FX-7700 series	FX-CG-20 series
FX-7800 series	FX-CG-50
FX-8000 series	FX-CG-500 (Using the stylus is not permitted.)
FX-8500 series	Graph25 series
FX-8700 series	Graph35 series
FX-8800 series	Graph75 series
FX-9700 series	Graph95 series
FX-9750 series	Graph100 series

#### HEWLETT-PACKARD

HP-9G	HP-48 series
HP-28 series	HP-49 series
HP-38G	HP-50 series
HP-39 series	HP Prime
HP-40 series	

#### SHARP

EL-5200	EL-9600 series (Using the stylus is not permitted.)
EL-9200 series	
EL-9300 series	EL-9900 series

#### TEXAS INSTRUMENTS

TI-73	TI-86
TI-80	TI-89
TI-81	TI-89 Titanium
TI-82	TI-Nspire
TI-83/TI-83 Plus	TI-Nspire CX
TI-83 Plus Silver	TI-Nspire CM-C
TI-84 Plus	TI-Nspire CAS
TI-84 Plus CE	TI-Nspire CX CAS
TI-84 Plus Silver	TI-Nspire CM-C CAS
TI-84 Plus C Silver	TI-Nspire CX-C CAS
TI-84 Plus CE-T	TI-Nspire CX II
TI-84 Plus T	TI-Nspire CX II-T
TI-84 Plus CE Python	TI-Nspire CX II CAS
TI-84 Plus CE-T Python Edition	TI-Nspire CX II-T CAS
TI-85	TI-Nspire CX II-C CAS

#### RADIOSHACK

EC-4033	EC-4037
EC-4034	

#### OTHER

Datexx DS-883	NumWorks
Micronta	Smart2

## Bluebook Testing Tools

Bluebook makes the following tools available to all students, including those testing with or without accommodations or supports:

- **Testing Timer:** A timer will let students know how much time is remaining in each part of the test. They can hide it until 5 minutes remain, then they'll get an alert.
- **Calculator:** For tests with math questions, the app has a built-in calculator. Students can drag it anywhere on the screen.
- **Reference Sheet:** A reference sheet with commonly used formulas will appear on all tests with math questions.
- **Annotate:** Students will use the annotate tool to highlight text from a question or leave themselves a note.
- **Mark for Review:** Students will use the bookmark icon to flag any question they want to come back to.
- **Option Eliminator:** Students can cross out answer choices they think are wrong. They can undo this if they change their mind.
- **Question Menu:** Students can see which questions they skipped or marked for review, and navigate to any question in the section.
- **Zoom:** Students can use keyboard shortcuts on laptops or pinch and zoom on tablets to get a closer look at any part of the question.

Proctor: \_\_\_\_\_

Room: \_\_\_\_\_

Accommodations: \_\_\_\_\_

# Proctor Essentials for Test Day

At-a-glance info for the testing room.

## Fast Facts



The Bluebook™ testing app times the test so you don't have to.



Students must submit their answers on the device they tested on.



Students can keep testing during momentary drops in connectivity.



Students take breaks and finish testing at different times; do your best to keep the room quiet.



It's okay to move back and forth between screens in Test Day Toolkit.

## Key Terms

### 2-step verification

When you first access Test Day Toolkit, we verify your identity. Look for an access email, click the link, and enter the code we send you.

### Sign-in ticket

Every student needs their own paper sign-in ticket to take the test.

### Room and start codes

Students use the **5-letter room code** to start check-in and the **6-digit start code** to start timed testing. Both codes are for test day only. You'll find them in Test Day Toolkit.

# Test Day Timeline

## 1 Getting Ready

- Sign in to Test Day Toolkit at [testday.collegeboard.org](https://testday.collegeboard.org) or click the link in your access email if it's your first time.
- Make sure you have 1 **sign-in ticket** per student.
- Write the 5-letter **room code** and check-in instructions on the board. They're in step 6 of the room readiness section.

## 3 Reading the Script

- Click **Next Step** to read the first part of the script.
- Check desks as instructed in step 5.
- Continue reading the script.
- Read the 6-digit **start code** aloud.
- Students start their test when they enter the start code.

## 5 The Break

- Bluebook ends each section and times the break.
- Follow coordinator guidance when students ask to leave the room.
- When the break ends, students click a button to start the next section without waiting for instruction from you.
- Make sure students on break don't disturb those who are still testing.

## 2 Taking Attendance

- Tell students to follow the check-in steps you posted.
- Go to the **Attendance** page in Test Day Toolkit.
- Mark students present when you see their name listed under **Entered Room Code**.
- When students finish checking in, they reach the start code screen and their name moves to the **Ready to Test** list.

## 4 Monitoring the Test

- Click **Next Step** to go to the **Monitoring Dashboard**.
- Use the filters to see which students are in each part of the test.
- Spend most of your time watching students, not looking at your screen.

## 6 Dismissing Students

- Start dismissal when time runs out for all students (unless some are too far behind).
- Collect scratch paper.
- Use the filters on the **Monitoring Dashboard** to make sure each student's answers were submitted.
- Students see a **Congratulations** screen when their answers are submitted.
- If a student's answers weren't submitted, refer to the dismissal instructions in your manual.

### Tech Troubleshooting

Try the troubleshooting steps in your manual or send students to the help room to avoid distractions and keep everyone else on track.