

SAT SUITE OF ASSESSMENTS

Hall and Room Monitor Test Day Guide

Colorado

Introduction

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

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

Test Security

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

An Overview of Digital Testing

Digital testing technology and support include these tools and staff:

- **Bluebook™:** The testing app installed on student devices provides most test day instructions and times each student individually.
- **Test Day Toolkit:** All test day staff need to access it on test day. Proctors use it to take attendance, read the script, start the test, monitor student progress, and report irregularities. Hall and room monitors use it to report irregularities and help proctors as needed.
- **Help room and technology monitor:** Proctors can send students to the help room, where a technology monitor will assist them with simple troubleshooting.
- **Internet access:** Students need the internet to begin testing and to submit their responses at the end of the test. During the test, students who lose their connection momentarily can continue without losing testing time.

Test Day Timing

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

Some students in Colorado will also take the SAT with optional Essay, which adds an additional hour to the total testing time.

Accessing Test Day Toolkit

All testing staff need to use Test Day Toolkit on test day. Accessing Test Day Toolkit the first time requires 2-step verification, which we recommend attempting at least a few days ahead of testing.

Good to Know

- For each new administration, access Test Day Toolkit and select the upcoming administration before test day.
- Use the personalized link in your access email even if you used Test Day Toolkit before.
- To verify your identity, we require a few extra steps the first time you sign in to Test Day Toolkit.
- Start by clicking the personalized link in your access email and entering the code we send you.
- Staff get access emails with instructions as soon as their coordinator adds them to their Test Day Toolkit staff list.

How to Sign In for the First Time

1. Click the link in your personalized access email.
 - ♦ Look for the email from College Board with “Test Day Toolkit” in the subject line.
 - ♦ The link won’t work if the email was forwarded to you.
 - ♦ Staff who didn’t get an access email should contact their test coordinator.
 2. Sign in to your College Board professional account or create one after you click the link.
 3. Choose a way for us to send you a code.
 - ♦ Make sure you select an email address you have immediate access to. The code expires after 3 minutes.
 - ♦ You’ll see the contact options your test coordinator provided to College Board.
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- IMPORTANT:** *If you’re at a school that screens incoming email, the code could expire before you receive it.*
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4. Enter the code we send you.
 - ♦ If you see a “You’re all set” message, you’ve completed first-time access successfully, but you can’t use Test Day Toolkit until your test coordinator grants you full access.

Monitoring Hallways

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

What to Look for

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

Help Other Staff

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

Help technology monitors manage students, if necessary. Make sure students remain quiet and don't close the lids of their testing devices or turn off the screen.

Relay messages between staff members using the system set up by the test coordinator ahead of test day.

Help Students Find Their Way

Direct students to the break area, restroom, or help room.

Monitor Students on Break

Standard testing includes a 10-minute break between test sections. Students can use the restroom and eat a snack in the break areas. They can't talk or access any device, and they should remain quiet.

Unless they're going to the help room with their testing device, students should not have anything with them except a drink and snack. (Homeschooled students should also bring an ID.)

Students might also take an unscheduled break, during which they can use the restroom or go to the help room.

IMPORTANT: *Make sure any student who leaves the testing room with a device is on their way to or from the help room.*

Manage Test Day Issues

Contact your test coordinator immediately if you see students with prohibited devices or have any concerns about test security.

If you notice students taking excessive breaks, remind them they're losing testing time, and if their behavior seems suspicious, use Test Day Toolkit to report an irregularity, if instructed by your test coordinator.

See Responding to Problems on page 5 for details on handling and reporting issues.

Monitoring Rooms

Room monitors help proctors run a fair and secure administration by keeping the testing room free of distractions.

What to Look For

Walk around the room often and remain alert. Keep your device with you so you can refer to Test Day Toolkit and respond to student concerns quickly. Watch for raised hands and students who do any of the following:

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

See Responding to Problems on page 5 to learn how to respond to these violations or follow instructions from your proctor or test coordinator.

IMPORTANT: *While students are testing, be sure to monitor your room carefully for any student with their hand raised. Proctors need to use Test Day Toolkit to allow students to continue testing if they exit Bluebook or their device crashes or loses power.*

Admit Students Returning from Break

IMPORTANT: *Ensure students leave for and return from their breaks quietly, as they may be taking breaks at different times.*

After students return from breaks and continue testing, make sure they're sitting at their assigned desk and using their own device. To do this, check the name that displays at the bottom of the student's Bluebook screen and compare with the name on their sign-in ticket.

Dismissal

You may need to help your proctor dismiss students when they're finished testing. If necessary, remind students to leave as quickly and quietly as possible because students in other rooms may still be testing.

Responding to Problems

ADDITIONAL GUIDANCE:

This section covers actions for proctors and test coordinators to take in handling issues that arise. This information will help monitors assist if necessary.

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 (IRs) completed by proctors are routed to the test coordinator for review before submission to College Board.
- Report excessive and suspicious unscheduled student breaks.
- When students are dismissed, their scratch paper must be collected. Make sure students return any sheets of scratch paper they were given with their name on each sheet. If a student returns a ripped, torn, or partial sheet of scratch paper, ask them to return all pieces. If the student refuses, report an irregularity. Test coordinators should keep all scratch paper for 30 days in case of any test security investigations.
- Before proctors dismiss students, they should check 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.

How to Respond to Problems

When to Call College Board

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

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

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

Rule Violations

Follow the instructions for early dismissal and reporting irregularities if students try to gain an unfair advantage, disturb others, talk during the break, or refuse to follow instructions. **If other students were disrupted and they require a retest, complete a separate IR for those students (see Disturbances and Interruptions on page 6).**

Mention any students who don't want to be retested on the prohibited behavior IR for the student who caused the disruption.

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

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

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

Early Departure

Students must stay until the standard testing time is fully elapsed and they have finished testing, but if they need to leave early, follow the instructions for early dismissal and reporting irregularities in Next Steps below.

IMPORTANT: *Students approved for extended time testing are permitted to submit their answers to the last Math module, or Essay section, if applicable, before the end of their extended time as long as standard time has fully elapsed. They must wait for the proctor to dismiss them.*

Disturbances and Interruptions

In the event of any interruption, don't let students talk or access prohibited devices. If students must leave the room, monitor them and secure their testing devices. If testing is disrupted for more than half of students for more than 10 minutes, call College Board at 866-917-9030.

Next Steps

Early Dismissal

All students must stay until standard time ends except in cases of illness or rule violations. To dismiss a student before standard time ends, follow these steps:

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

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

IMPORTANT: *Use the normal procedure to dismiss extended time students who choose to end their test after standard time ends and before their full extended time ends.*

Reporting Irregularities

Seek help from your test coordinator or a proctor if you need to report an irregularity. Full instructions are in their manuals.

Additional Information

Unfair Advantage

Examples of violations that give students an unfair advantage include:

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

Items Permitted During Testing

- Sign-in ticket
- 1 testing device
- 1 calculator (calculator covers must be kept under students' desks and students should be reminded to clear saved formulas before testing begins)
- External mouse and mouse pad
- An external keyboard for tablets (students taking the Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays). Keyboards are necessary for all students using Windows tablets. The Highlights & Notes tool will not be available to Windows tablet users without an external keyboard. For SAT with Essay testers, an external keyboard will be necessary to type the essay. If your school's only option is to test with Windows tablets, and external keyboards cannot be acquired, contact College Board.
- Scratch paper provided by the proctor
- Pen or pencil
- For EL students, translated test directions or approved word-to-word dictionary, if applicable
- Power cord (must be kept under students' desks)
- Portable charger (must be kept under students' desks)
- Backup testing device (must be kept under students' desks)
- Backup calculator or batteries (must be kept under students' desks)

Items Permitted During Breaks

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

Prohibited Items

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

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

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

Other Items

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

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

Service animals are allowed under certain circumstances. Your test coordinator will tell you whether a student can test with a service animal or an emotional support animal.

ADDITIONAL GUIDANCE:

Hooded shirts may be worn, but hoods must be down during testing. Brimmed caps can be brought into the testing room but must be put away and not worn during testing.