

**PSAT 8/9**

# Proctor Script Practice Resource

## Introduction

Proctors can use this document as practice to learn what to expect when reading the script in Test Day Toolkit. The actual script in Test Day Toolkit is subject to change from what you see here before test day.

You'll read the start code out loud for your testing room at the end of the script. Students must enter that code before they can start testing. This document does not include your testing room's start code.

**IMPORTANT:** Do not read from this PDF on test day. Proctors will read the script aloud to students from Test Day Toolkit.

## Test Day Toolkit Experience

On test day, you'll start by following instructions in Test Day Toolkit. Before students enter, be sure to silence your personal devices and confirm you have all the materials you need to administer testing so that you do not distract students. After you check students in and they check in to Bluebook™, you'll begin reading the script.

### Next Up: Read the Script

Click **Next Step** to read the script. On the last page, you'll share the start code and students can begin testing in Bluebook™.



Script Page

Next Up: Read the Script

### Read aloud to students

Welcome. Today you're taking the PSAT 8/9, which focuses on what you're learning now. It's a chance to see where you might need to improve. Please listen carefully to these instructions. When I finish, I'll give you the start code. If you haven't completed check-in yet, pause while I read. You can finish checking in later.

If you'd like to follow along as I read these instructions, click **Review the Instructions**. If you're not on the start code screen yet, click **Help** and then **Verbal Instructions**.

You agreed to follow the rules and keep test content confidential. I will dismiss anyone who tries to break the rules, and their scores will be canceled. They may also be prevented from taking College Board tests in the future.

Bluebook should be the only application open on your device unless you're using approved assistive technology. Other open applications will be detected and could result in your score being canceled. Close all other applications now.

*[Pause until all students have closed other applications.]*

Does anyone need more time to close other applications?

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Next Step

### Welcome

### Read aloud to students

Bluebook times everyone individually and will tell you when it's time to take your break. You might start your break at slightly different times than your neighbor, so please be quiet at all times.

To take a break at any other time, go to the **More** menu and click **Unscheduled Break**. You'll lose testing time if you take an unscheduled break.

If you have an approved accommodation for breaks as needed, select **Pause** under the timer instead so you don't lose testing time. I'll come around soon to make sure you cleared your desk as instructed in Bluebook. I'll also give you any materials related to your accommodations. And if you brought a calculator, I'll make sure it's acceptable.

If you have phones, smartwatches, or other prohibited devices, turn them off and put them away now.

You should have 1 sheet of scratch paper, which I'll collect after the test so don't tear it. Write your full name in the top right corner. If you don't have one, let me know when I come by your desk.

*[Click **Next Step** to see what's allowed on and under desks.]*

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Next Step

### Breaks and Desk Check

### Check each student's desk for prohibited items.



#### Allowed on Desks

- Testing device (no detachable privacy screens)
- External keyboard (tablets only)
- Mouse and mouse pad
- Scratch paper and sign-in ticket
- Pen or pencil
- Calculator (handheld battery-operated only)
- Photo ID



#### Allowed Under Desks Only

- Power cord
- Portable charger
- Calculator covers
- Food and drink
- Hand sanitizer and cleaning supplies



#### Prohibited Items

Everything else must be set aside in an area where you can see it (unless it's an approved accommodation).

Prohibited items include phones, smartwatches, and other electronics, detachable privacy screens, headphones and earbuds, fidget devices, notes and other reference materials.

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Next Step

### Don't Read Aloud

### Attention Proctor

If your students are using any of the following accommodations, click **Next Step**:

- Assistive technology
- Human reader
- Scribe
- Raised line drawings

**If they're not, skip ahead.**

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Next Step

Don't Read Aloud

### Read aloud to students

*[For students testing with a **screen reader** or **other assistive technology**, read:]*

If you're using text-to-speech, a screen reader, or other approved assistive technology, now is the time to make sure it's working. If you customized your settings during practice, you may need to repeat this step now. Remember, you can use the built-in features on your device.

More information is available on the Bluebook Help page.

*[For students testing with a **human reader**, read:]*

Readers must read questions aloud as often as requested. It's important that they read only exactly what is in the script. They must not elaborate, even if the student asks.

*[For students testing with a **scribe**, read:]*

Scribes must write only the answers and corrections that students dictate. They can't prompt the student in a way that would result in a different response. Scribes will read student answers back to them if students want to review their work.

*[For students testing with **raised line drawings**, read:]*

The raised line drawings have the same labels and numbers as the detailed descriptions you'll hear.

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Next Step

Accommodated  
Testing Supports

### Read aloud to students

Please pay attention to these final instructions.

Don't leave until I confirm your answers are submitted and dismiss you.  
Don't close your laptop or cover your tablet before then. I've posted a reminder here.

*[Underline the **Do not leave at the end of the test until I dismiss you** reminder you posted.]*

If you need help or extra scratch paper at any time, raise your hand and I'll come over. Remember to write your full name on extra scratch paper.

Does anyone have any questions?

*[Answer student questions before continuing.]*

I'll give you the start code in a moment. When you enter the code and click **Start Test**, your timer will start and you can begin testing.

If you don't see the start code screen yet, finish checking in.

I'll read the start code now and write it on the board. Good luck!

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Next Step

### Final Instructions

Read this start code aloud and write it on the board.

Start Code:  
**XXXXXX**

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Next Step

### Read the Start Code

**NOTE:** On test day, the script in Test Day Toolkit will display your testing room's unique start code.

**NOTE:** After you read the script, you'll use the monitoring dashboard in Test Day Toolkit to check students' statuses as they work through the test. You won't read anything to students before dismissing them. For further instructions on student dismissal, see the [Proctor Manual](#).