Testing Staff Roles

Building, Maintaining, and Working as a Team

CollegeBoard

Your Team: Testing Staff Roles and Responsibilities

School Test Coordinator (STC)

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports

Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC and Technology Coordinator to administer the SAT to students testing with accommodations

Testing Staff Roles and Responsibilities Overview



Technology Coordinator

- Works with STC and SSD coordinators to meet students' test day tech needs
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room



Technology Monitor

- Assists students and staff with technical trouble-shooting in the help room on test day
- This role can be filled by the district or school tech coordinator or another staff member



Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students as needed, keeps room distraction free
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

Test Staff Ineligibility Criteria

School Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the STC for the same test their child or household member is taking.
- Staff members may serve as the STC for the same test their child or household member is taking if their *child or household member* attends a **different school (including within the district)**.

Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

Note: Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.

Processing and preparing changes in coordinator-level roles

As soon as you have a change in principal or coordinator (primary or backup, whether test, tech, or SSD), please submit those changes through College Board's SAT Suite Ordering and Registration system, available from your College Board educator account dashboard

Submitting these changes will result in:

- **New staff** receiving future newsletter and announcement distributions
- **Removed staff** no longer receiving newsletter and announcement distributions
- **Note**: school test coordinators remain responsible for assigning/re-assigning interactive checklist tasks

New coordinators are expected to:

- Engage with prior training through recordings and posted presentation decks
- Participate in future trainings (in-person, virtual, and on-demand)
- Close gaps in understanding by attending your state's College Board field team's office hours

College Board Educator Account

Your College Board Educator Account is your ticket into a variety of College Board systems and processes

If you do not already have a College Board educator account, **create one here.**

For all users, the email associated with your account must:

- Be your current school or district provided email address AND
- Match the email that was submitted to College Board by your school when they registered/updated their test administration personnel for Spring SAT School Day.

If your College Board educator account is not associated with your current school or district provided email address and you are unable to log into your account to change it (e.g., your account is associated with an email you can no longer access), please call 866-609-2205 or go to https://satsuite.collegeboard.org/state-partnerships/contact to answer your security questions and have your College Board educator account restored and associated email corrected.