Preparing and Maintaining the Testing Space

Digital Testing does not remove the physical aspects of a successful administration

CollegeBoard

Room Preparation and Seating Requirements

Make sure your room has enough seats and that all seating meets these requirements

- The chairs have backs and every student has a large, smooth writing surface such as a desk or table.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Students aren't seated around rectangular tables or at round tables, at seats with lapboards, or in language laboratory booths or study carrels (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).
- Students are seated so they can't easily see each other's screens. **IMPORTANT**: If testing in a computer lab, seats can face different directions, but students must not have a direct line of sight to other 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 screens), even at tables that seat more than one student, to allow for the proctor's active monitoring and to reduce distractions.
- Seating is arranged for 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.
- Confirm the room doesn't have visible maps, charts, or other teaching materials displayed. A clock that's visible to all students is recommended but not required.

Distributing Materials in the Testing Room

Proctors may ask their room monitor to provide the following assistance

- Ensure each student receives a sign-in ticket (printed out from Test Day Toolkit) with their name printed on it.
  - Hand sign-in tickets and scratch paper to each student individually and only after a student’s identity is certain
  - Do NOT pass sign-in tickets or scratch paper down rows or any by any other method that permits a student to touch anything other than their own sign-in ticket and scratch paper.
- If you and your proctor are uncertain of a student's identity, ask the student to present their picture ID to verify their identity.

Actively Monitoring: Proctors and Room Monitors

Remain vigilant during the test:

- Walk around the room to monitor students.
- Stay in the room so that students do not gain an unfair advantage. Students should never be left unattended.
- Observe to ensure there is no copying of answers and no communication among students.
- Ensure proper spacing. Watch for roaming eyes and signals between students.
- Ensure no prohibited items are present during testing and breaks.
- Look for any student using or attempting to use a prohibited aid.
- Stay focused and alert throughout the test administration by not reading books, grading papers, or working on a computer.

Remain vigilant during breaks:

- Look to see that student test-taking devices are on the correct screen; devices should remain open.
- Ensure that phones or other prohibited devices are not used.
- Check that any translated test directions or word-to-word dictionaries are closed and left on the desks.
- Monitor students to prevent the discussion of test content.

Actively Monitoring: Hall Monitors

- Direct students to the break area, restroom, or help room.
- Monitor hallways and restrooms for student misconduct (e.g., prohibited devices, talking about test content).
  - Contact your test coordinator immediately if you see students with prohibited devices or have any concerns about test security.
- Students CANNOT leave the testing room with a device unless on their way to or from the help room.
  - Direct students to form a line outside the help room, if necessary.
  - Make sure students maintain a safe distance from each other, they don't close the lids of their testing devices or turn off the screen, and they remain quiet.
  - Technology monitors may ask your assistance to manage students in the help room.
- Relay messages between staff members; use the signals set up by your test coordinator to get your attention.
- Follow the break rotation schedule to provide proctors a break, if your test coordinator provided one.
- If a student takes excessive breaks, remind them they're losing testing time; if their behavior seems suspicious use Test Day Toolkit to report an irregularity, which will be reviewed by the test coordinator.
- See Responding to Problems in the Hall and Room Monitor Test Day Guide for further details on handling and reporting issues.

Monitoring Students on Break

- Standard testing includes a 10-minute break between test sections.
  - Bluebook times students individually and therefore students may be taking breaks at different times depending on how the test coordinator set up rosters in the testing room.
  - Remind students there is no talking allowed in the test room and to be considerate of other students testing.
- Students can use the restroom and eat a snack in the break areas.
- Students may not eat or drink during the test (unless the student has an approved accommodation to do so).
  - When not testing, snacks can be stored under a student's desk or placed in a designated area away from the testing materials.
  - The testing room should have a designated area in which students can eat to ensure test materials and devices are not damaged.
- Students can't 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.
- Students might also take an unscheduled break, during which they can use the restroom or go to the help room.

Unfair Advantage

Violations that give students an unfair advantage include but are not limited to the following:

- Impersonation
- Switching devices or seats without permission
- Accessing or using prohibited devices or aids
- Giving or receiving test content
- Viewing non-test content or accessing other applications on their device
    - Students may not access other applications or programs on their testing device at any time during testing, breaks, or prior to dismissal from the testing room (even after testing is complete).

Allowable Items

During the test (including breaks), students should only have the following items at their desk:

- Sign-in ticket
- 1 testing device
- 1 calculator on desk (calculator covers must be kept under students' desks; backup calculator or batteries must also be kept under students' desks). Students have access to an embedded calculator in Bluebook.
- External mouse and mouse pad
- External keyboard for tablets (students taking the SAT Essay may also use an external keyboard with laptops or Chromebooks if it's necessary for them to be able to type their essays)
- Scratch paper provided by the proctor
- Pen or pencil
- 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)

Prohibited Items

Unless students have a College Board-approved accommodation to the contrary, the following items are prohibited during the test and 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 (unless the student is using approved assistive technology that requires headphones)
- Any camera, recording device, or separate timer

Handling Electronic Devices

Best practice, school collection policies, and further suggestions

Best practice: Encourage students to NOT bring phones or electronic devices into the testing room. Students using their device at any time during testing or breaks may result in invalidation of scores.

School collection policies: If your school already collects phones and electronic devices for testing, we encourage you to continue using the methods that work for you and your students. These methods should still be used even if your school followed the best practice of encouraging students to not bring phones or electronic devices into the testing room. This gives students one more opportunity to avoid any issues.

If your school does not currently collect students' electronic devices for testing, **suggestions include**:

1. Instruct students to disable alarms and power off cell phones when they enter the testing room.
2. Give students sticky notes and/or smaller envelopes to label their items with their name.
3. Collect students' cell phones and wearable technology in a basket/envelope/bag after they are seated but before testing begins.
    a) If possible, keep student items in the order they were collected for easier return after testing.
    b) Keep the devices at the front of the room on the proctor's desk for the duration of testing.

After the Test

- Review the instructions in the Hall and Room Monitor Test Day Guide or Proctor Manual on how to dismiss students when testing is over.
  - Students approved for extended time testing are permitted to submit their answers to the last section of the test before the end of their extended time as long as standard time has fully elapsed. They must wait for the proctor to dismiss them.
- Assist the proctor in collecting test materials such as sign-in tickets and scratch paper when all testing and administrative activities are complete. Make sure students return scratch paper with their name on each sheet and that the scratch paper is not missing pieces.
  - Students may keep their sign-in ticket if they would like to update their 4 free score sends (SAT School Day only). Check sign-in tickets to ensure they do not contain any writing that could be copied test content.
  - Do not allow students to pass testing materials down the rows. Pick up materials from students individually.
  - All materials must be accounted for before dismissing students.
- If an irregularity occurred in a classroom, provide any information that the proctor needs to fill out an Irregularity Report (IR).
- Assist the proctor or test coordinator in any other tasks, as assigned.