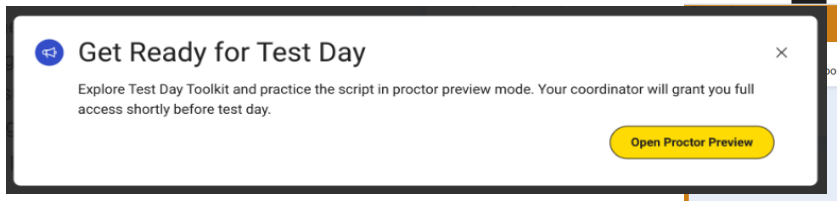
Test Day Toolkit

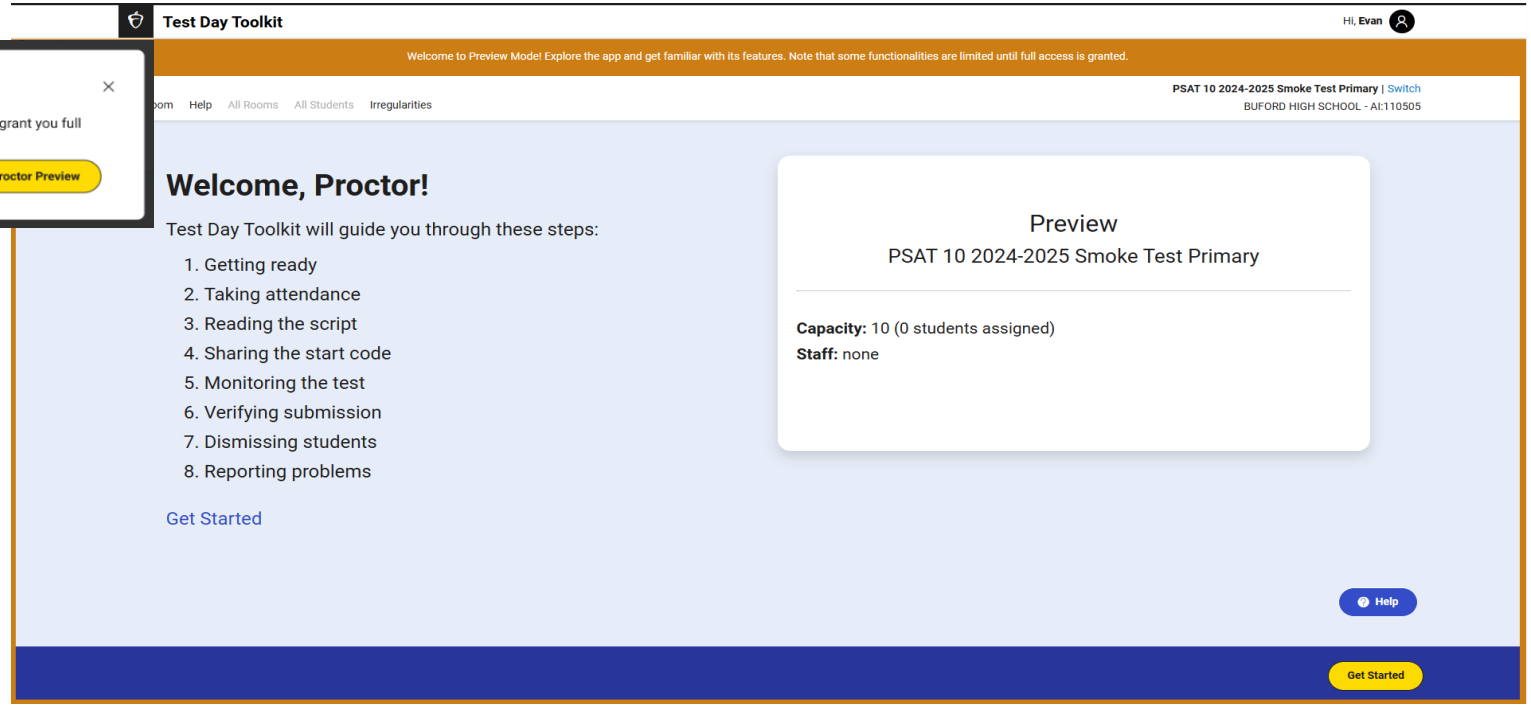
Proctor Screen-by-Screen

CollegeBoard

Proctor Preview

Before Test Coordinators are ready to grant test admin access to proctors, they can still enter preview mode to familiarize themselves with the platform and interact with everything shown in this screen-by-screen





The opportunity is clearly provided upon proctor log in, and once they click “Open Proctor Preview” both the messaging and gold border that persists throughout the site make it clear that they are exploring in preview mode with no real student or institutional data.

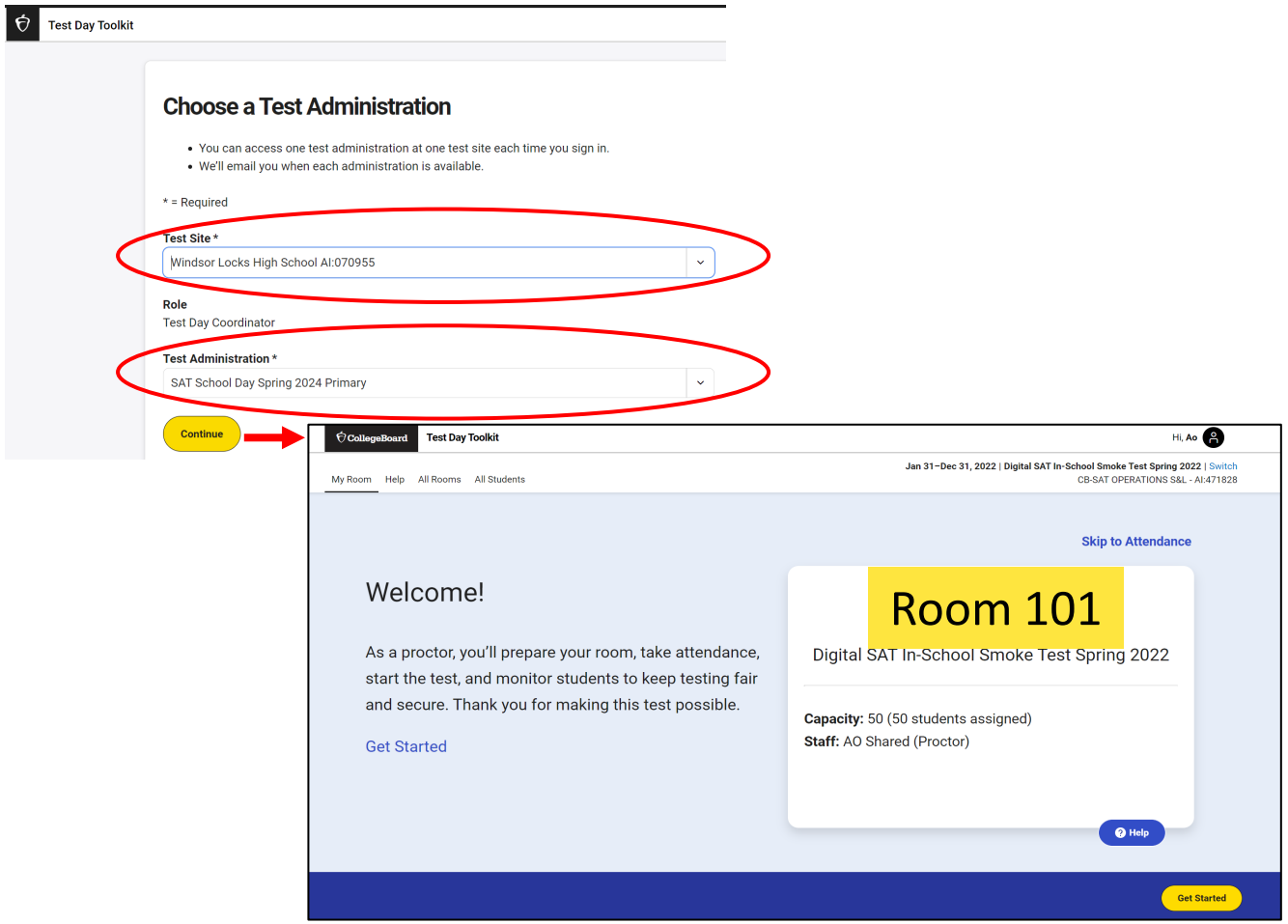
The slides that follow are for when proctors enter Test Day Toolkit for real.

Test Day Toolkit: Proctor Screen-by-Screen 1

Proctor Home Page: Select Test Site and Test Administration

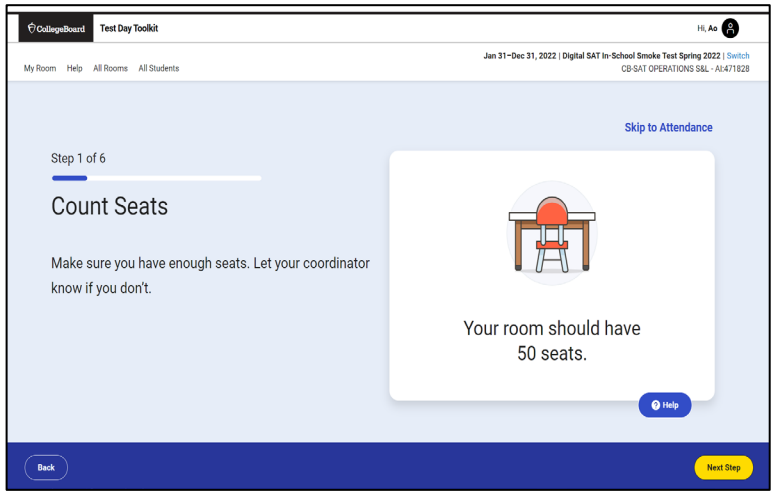
- After logging in, use the drop downs to select the Test Site (match your AI Code) and Test Administration you wish to manage, then the yellow button to “Continue”

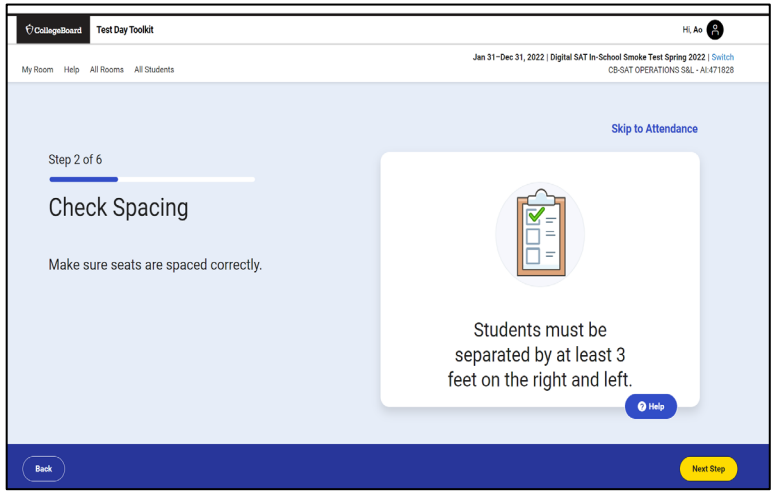
- Verify your assignment using the information on the proctor home page

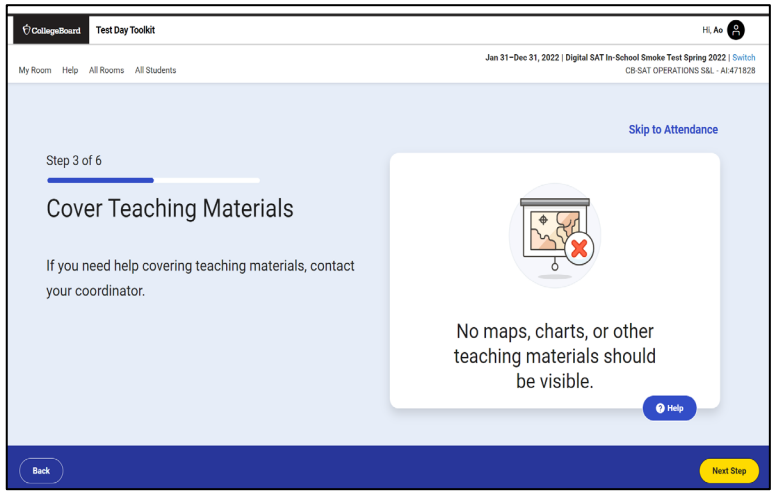


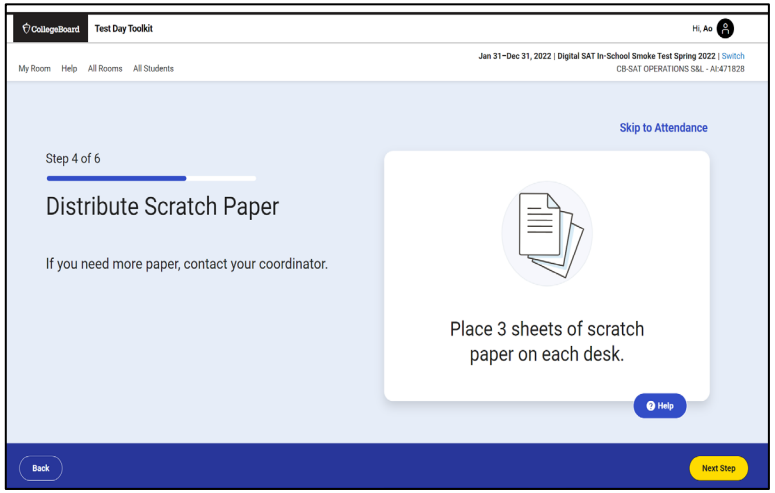
Test Day Toolkit: Proctor Screen-by-Screen 2

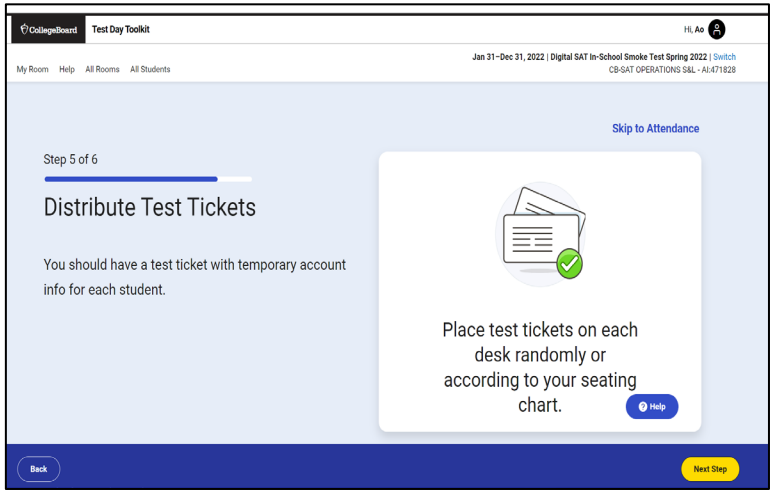
Confirm Room Setup (5 Screens)





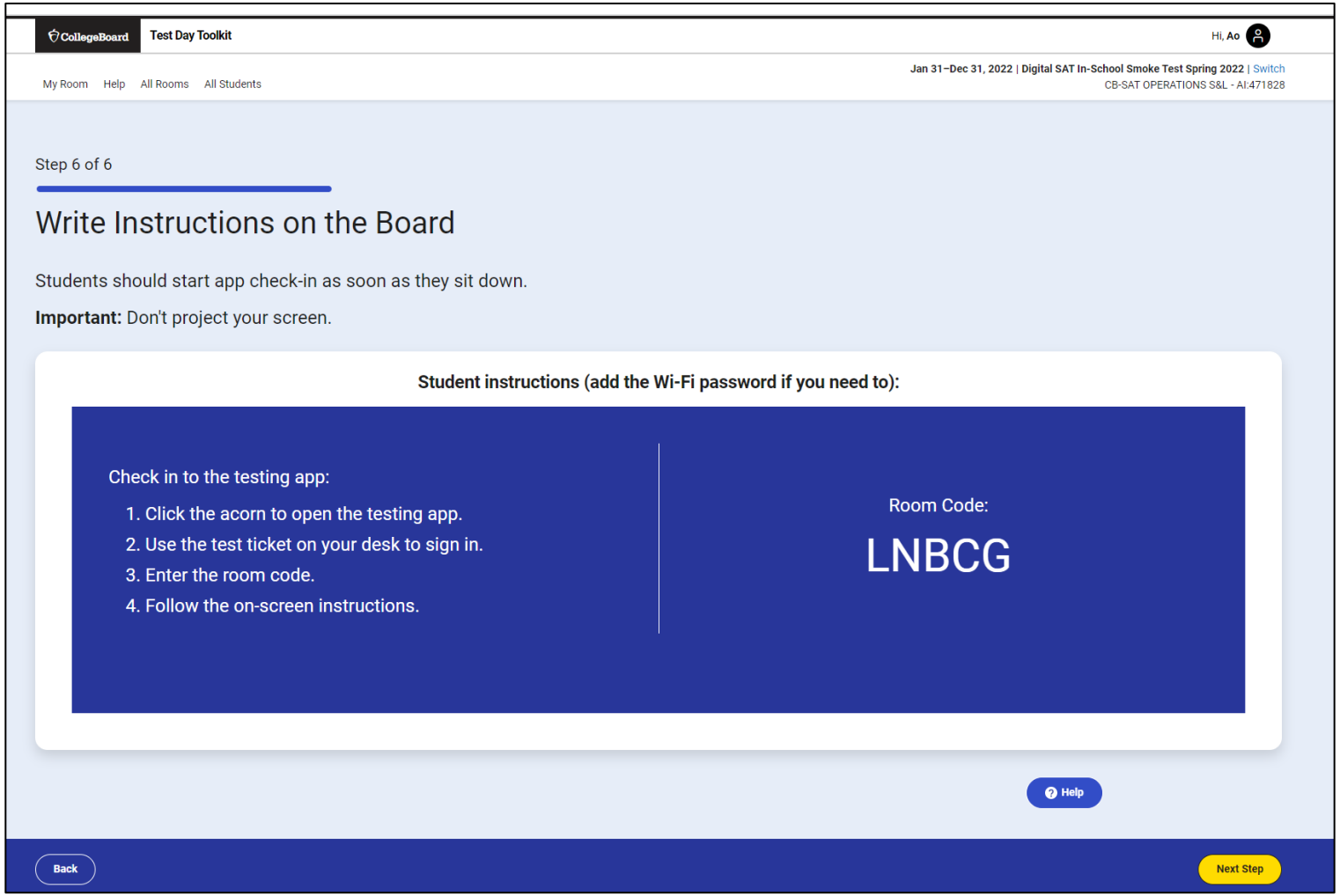






Test Day Toolkit: Proctor Screen-by-Screen 3

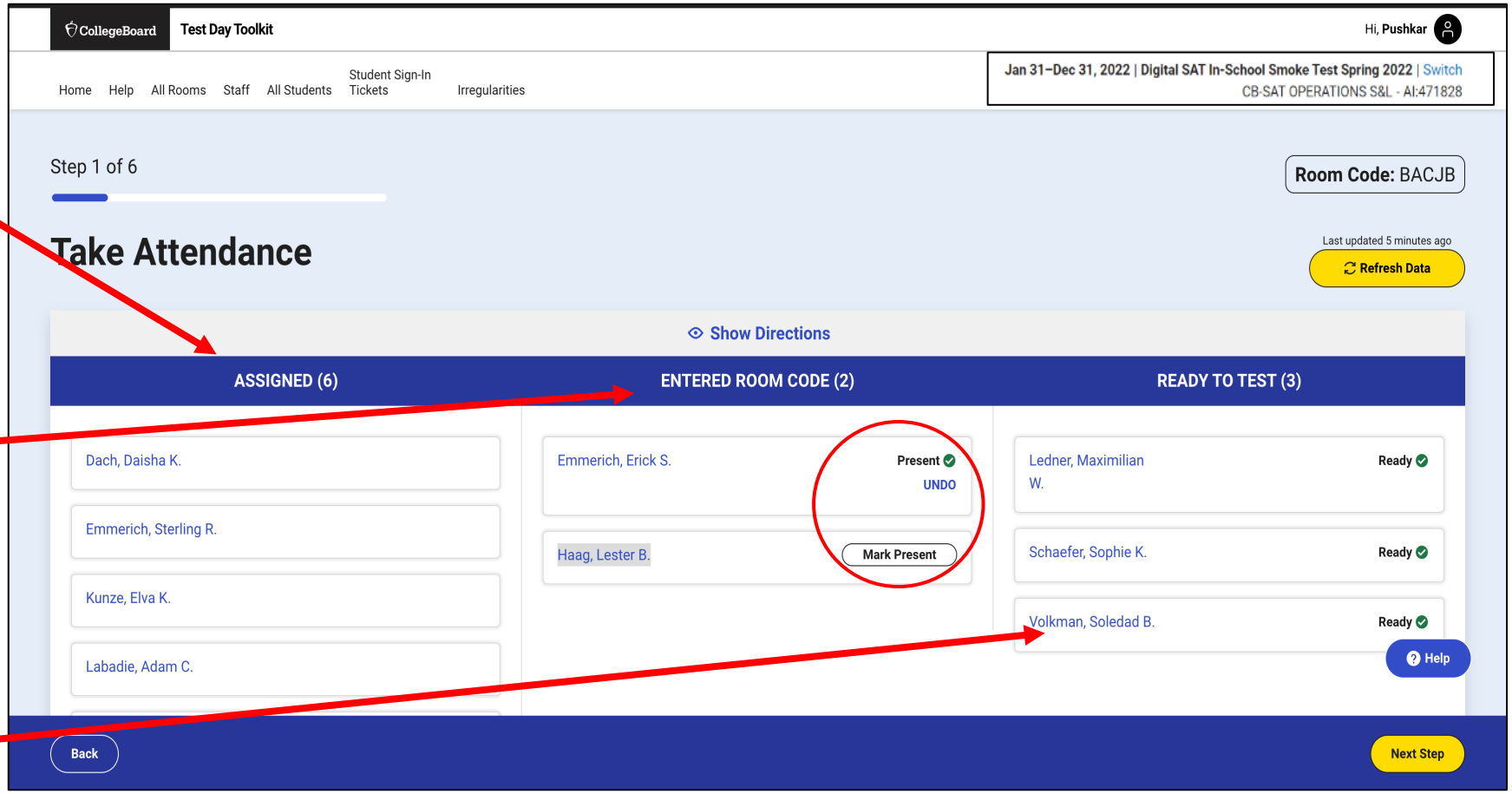
Write Instructions on Board and Provide Room Code



Test Day Toolkit: Proctor Screen-by-Screen 4

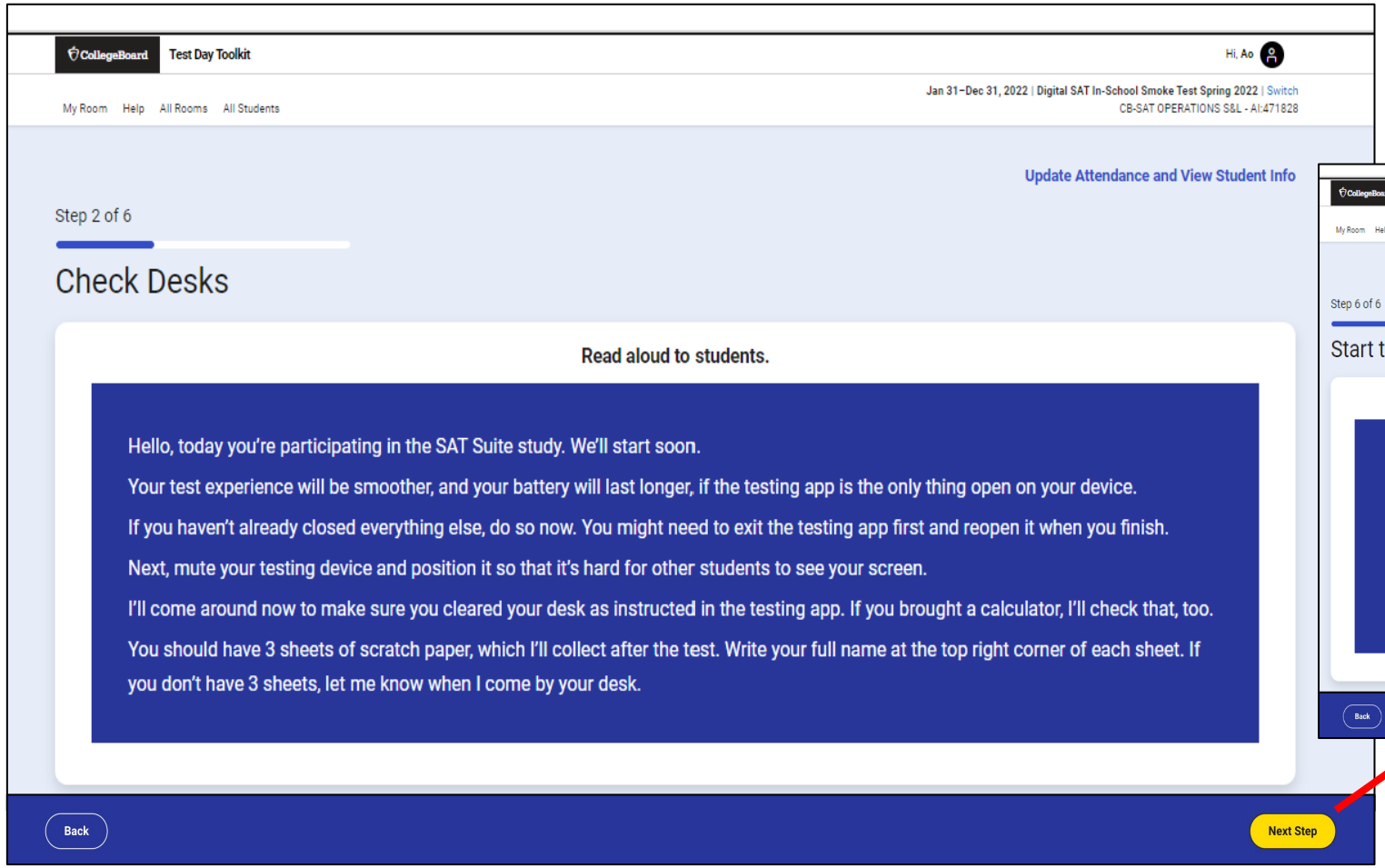
Take Attendance

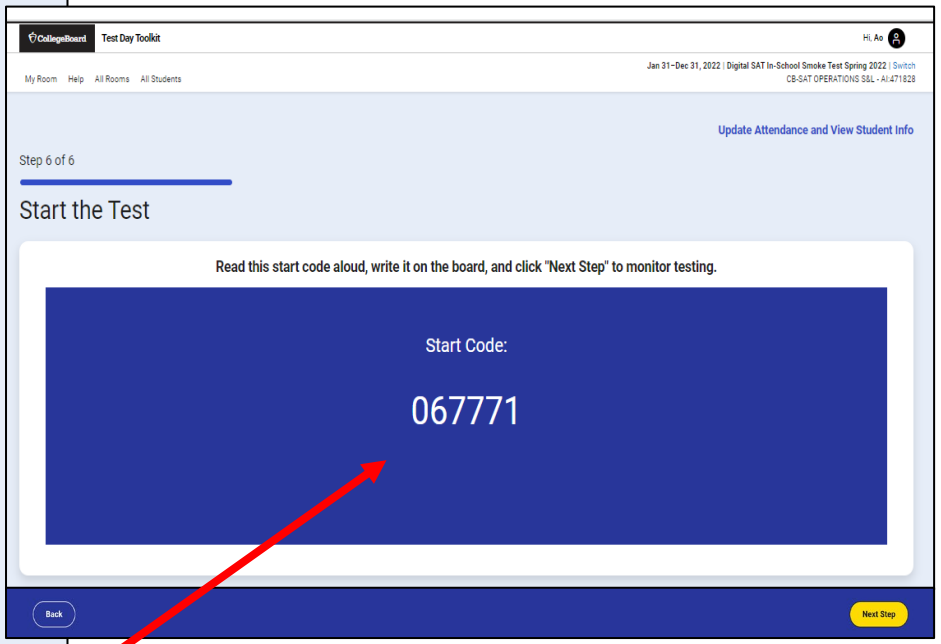
- Only students pre-assigned to this room (optional) will appear here
- All students (pre-assigned or not) who enter this room's code will appear here. Mark them as present once you visually confirm they are there.
- As soon as students complete all pre-test activities in Bluebook they will appear under "ready to test"



Test Day Toolkit: Proctor Screen-by-Screen 5

Read the Script and Provide Start Code





Test Day Toolkit: Proctor Screen-by-Screen 6

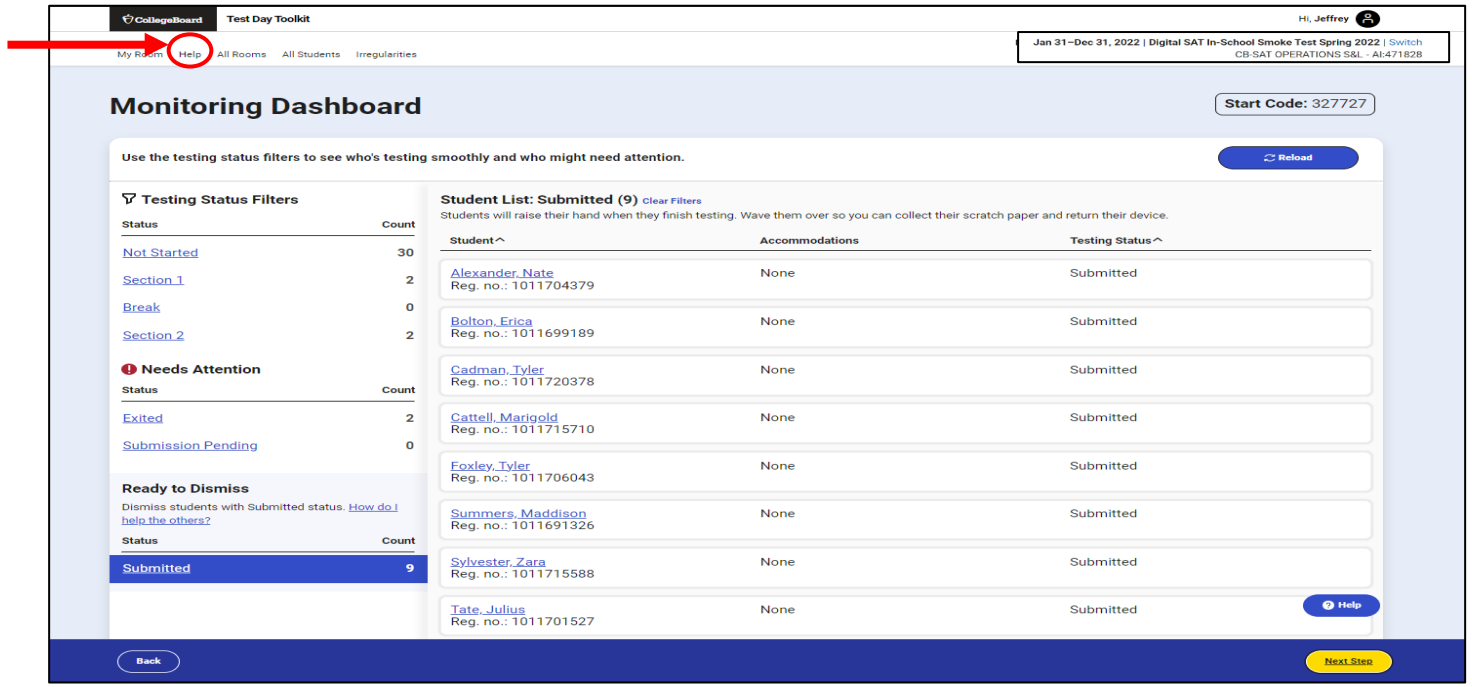
Monitor Student Progress – Test Day Toolkit troubleshooting

Note that there has been a help tab on every screen, which provides technical FAQs and tips for troubleshooting.

However, Test Day Toolkit has rarely demonstrated technical issues.

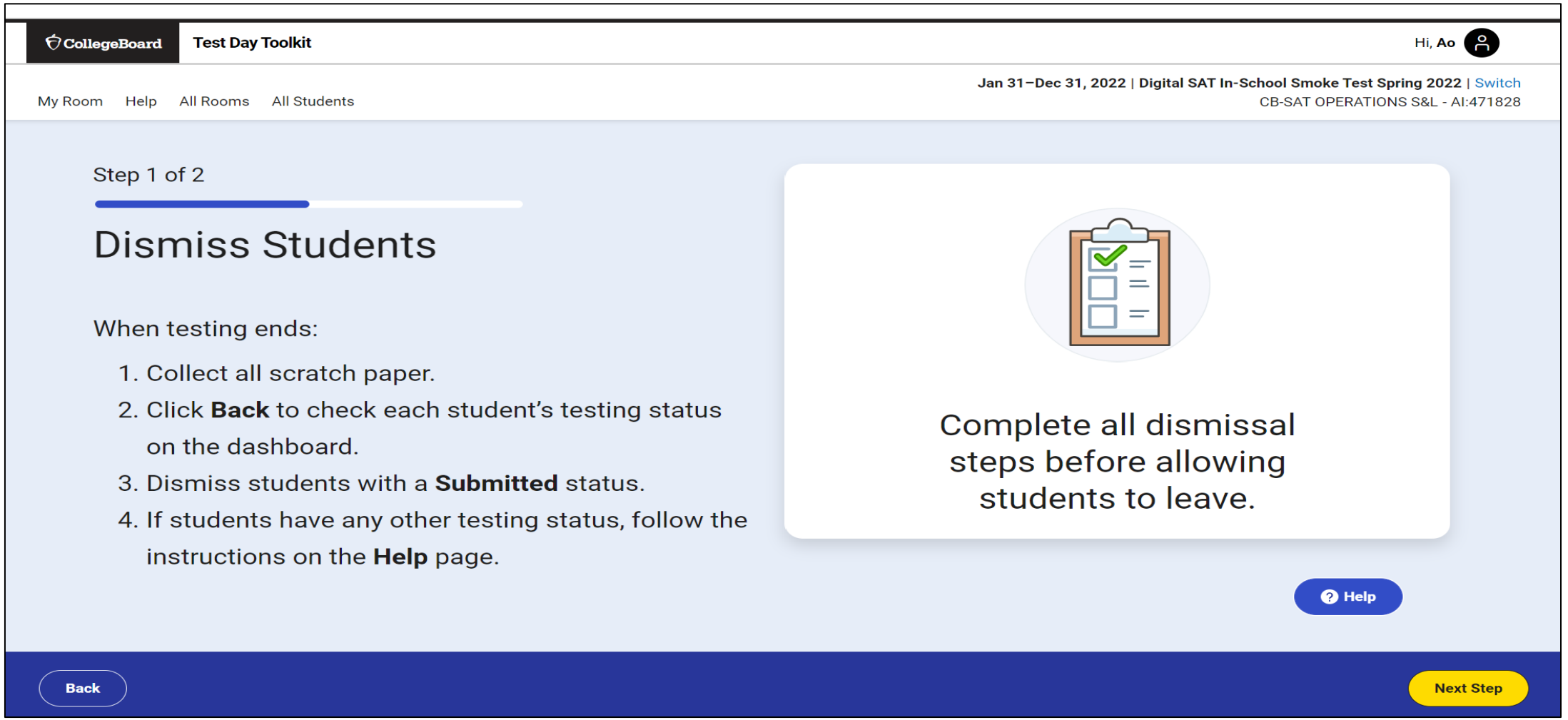
More common are unresolved pre-test registration and accommodations issues only being noticed on test day, or test-day loss of internet.

Please use Test Day Toolkit before test day to ensure all information therein is correct, and remember, students can continue testing even with the loss of the internet and connection to Test Day Toolkit.



Test Day Toolkit: Proctor Screen-by-Screen 7

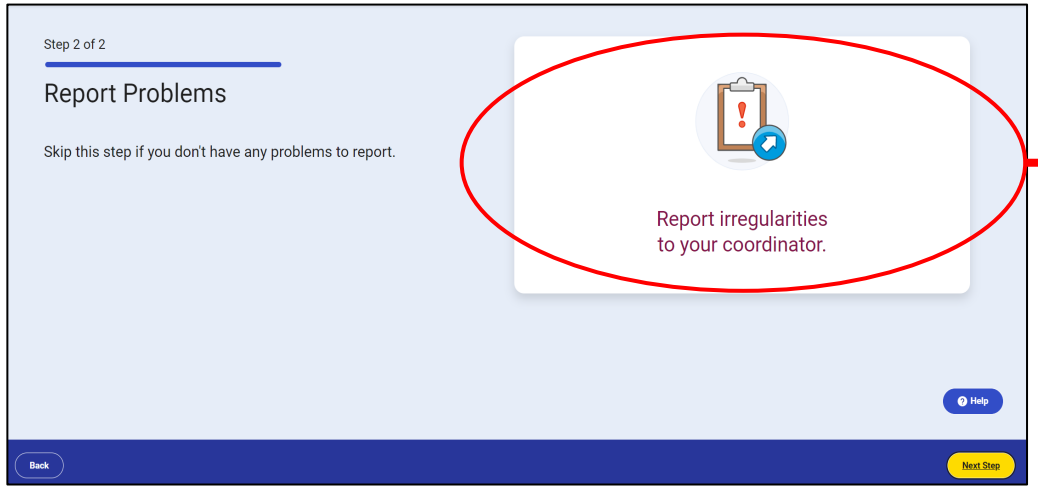
Dismiss Students at the End of Testing

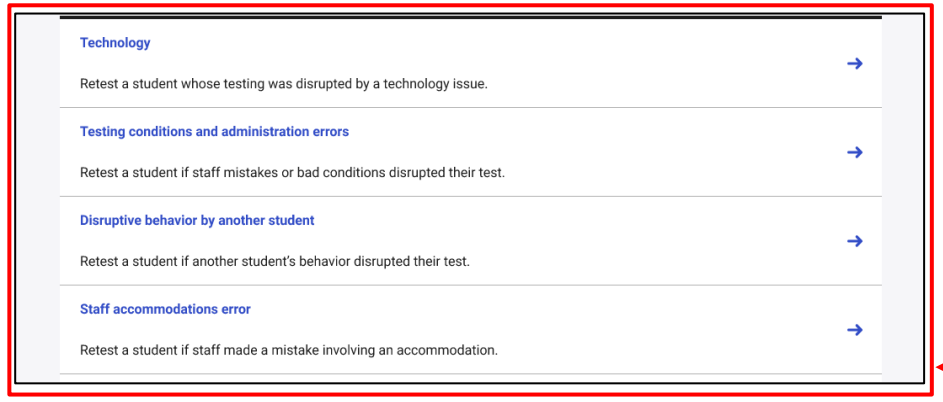


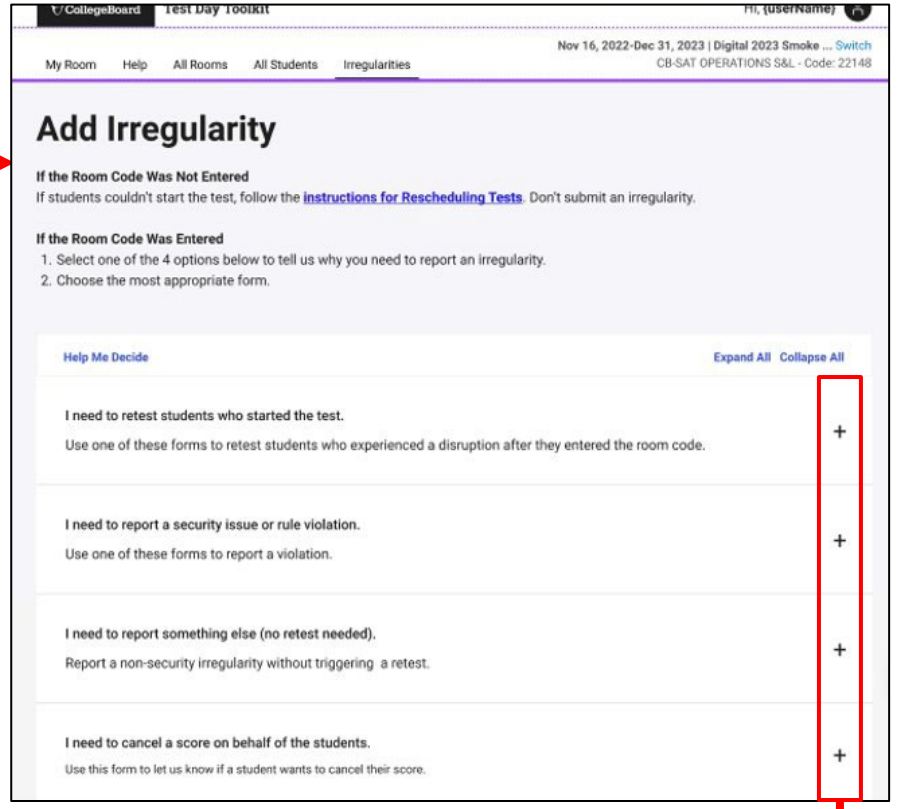
Test Day Toolkit: Proctor Screen-by-Screen 8

Report Irregularities

- Click circled box at right
- Click the “+” sign next to the best general description of the problem.
- Click the best specific description of the problem and then complete the prompts

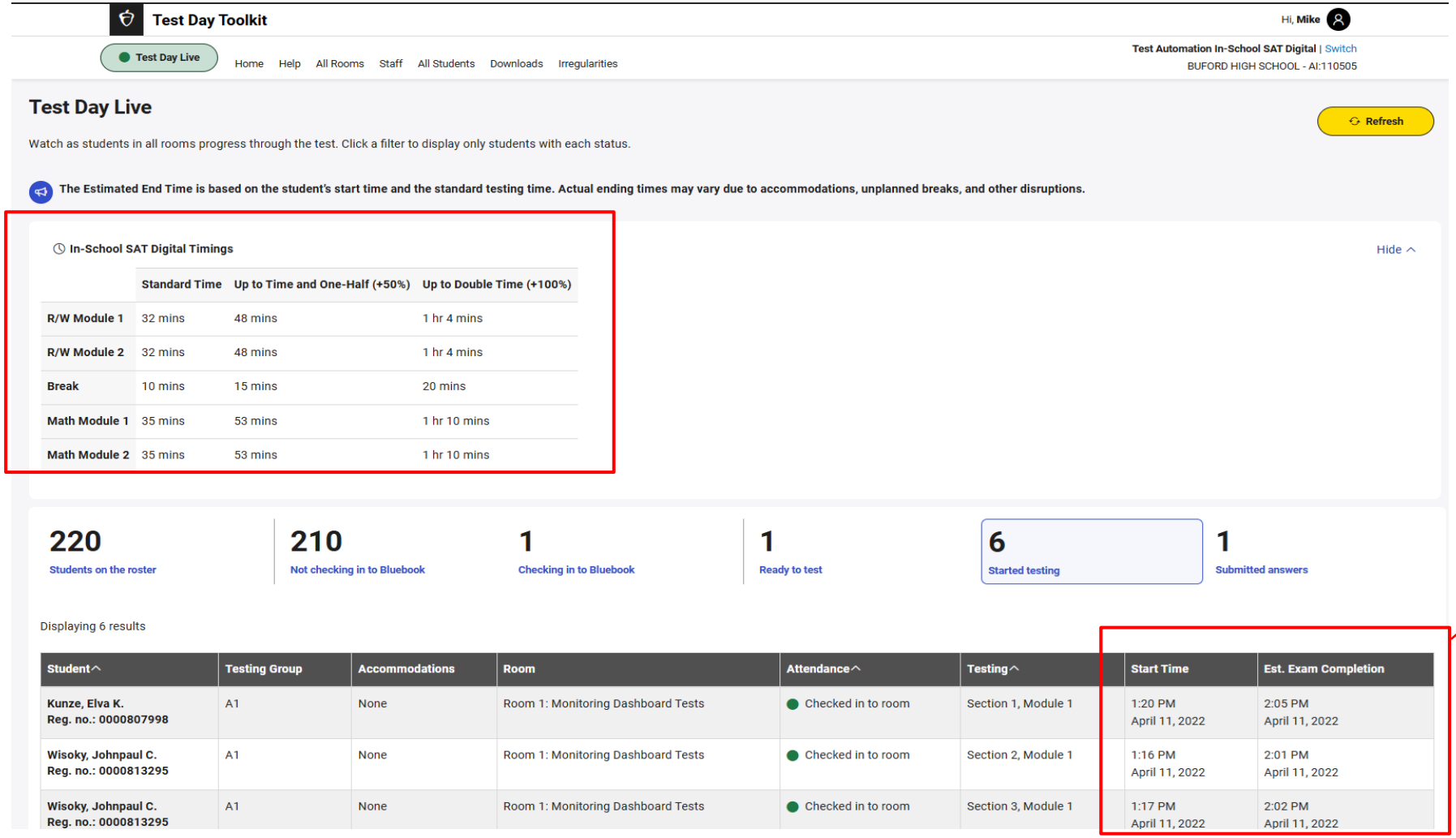


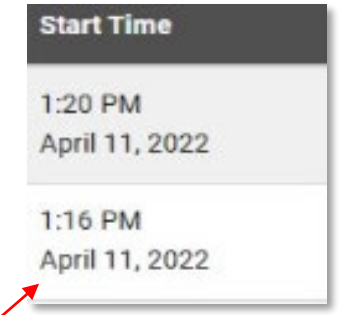




New Spring 2027: Coordinators' Enhanced Timing Insight

Timing Scenarios are posted at the top of the roster and for each student their start and contingent end time





New Spring 2027: Proctors' Enhanced Timing Insight

Each individual student's start and contingent end time is posted

