

<https://testday.collegeboard.org/>

Each screen will give you something to read or do. Click next to go to the subsequent screen—once you're here, it's tough to get lost because your only options are to go forward or back.

## 1. Pick the PSAT:

The screenshot shows a web browser window with the URL [testday.collegeboard.org](https://testday.collegeboard.org/). The page title is "Test Day Toolkit | The College Board". The main heading is "Choose a Test Administration". Below the heading, there are two bullet points: "You can access one test administration at one test site each time you sign in." and "Each administration is available 3-4 weeks before test day. We'll email you when it's ready." Below these points, there is a note: "\* = Required". The form has three sections: "Test Site \*" with a dropdown menu showing "HENRY M JACKSON HIGH SCHOOL AI:480711", "Role" with a dropdown menu showing "Test Day Coordinator", and "Test Administration \*" with a dropdown menu showing "PSAT/NMSQT Fall 2023 | Oct 2–31, 2023". At the bottom of the form is a yellow "Continue" button.

## 2. You'll get an overview of the steps:

The screenshot shows a "Welcome, Proctor!" screen. On the left, there is a list of steps: "1. Getting ready", "2. Taking attendance", "3. Reading the script", "4. Sharing the start code", "5. Monitoring the test", "6. Dismissing students", and "7. Reporting problems". Below the list is a "Get Started" link. On the right, there is a white box with the text "C225" and "PSAT/NMSQT Fall 2023". Below this, it says "Capacity: 25 (25 students assigned)" and "Staff: Travis Birse (Proctor)". At the bottom right, there is a "Help" button and a "Get Started" button.

### 3. It walks you through room setup:

[Home](#) [Help](#) [All Rooms](#) [Staff](#) [All Students](#) [Student Sign-In Tickets](#) [Irregularities](#)


Oct 2–31, 2023 | PSAT/NMSQT Fall 2023 | [Switch](#)  
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[the Digital Readiness Check Guide.](#)

Step 1 of 6

## Count Seats and Check Spacing

Make sure you have enough seats. Let your coordinator know if you don't.



**Your room should have 25 seats separated by at least 3 feet on the right and left (measured from the center of each desk).**

Help

Back

Next Step

### 3b...including what to write on the board:

Step 6 of 6

## Write Test Day Instructions on the Board

Tell students to start Bluebook™ check-in as soon as they sit down on test day.

**Don't project your screen. Don't share the room code before test day.**

Student instructions

Complete Bluebook Check-In Now

1. Close all applications.
2. Connect to Wi-Fi.
3. Open Bluebook.
4. Click the first button and use your ticket to sign in.
5. Click the card for today's test.
6. Enter the room code.
7. Follow all instructions in Bluebook.
8. Keep going until you're asked for the start code.

Room Code:

**GXHLC**

Help

4. Students sign in by entering the room code in the Blue Book app. You can monitor their check-in progress here:

Step 1 of 9

Room Code: GXHLC

Last updated less than a minute ago

Refresh Data

## Take Attendance

Hide Directions

1 Ask students to check in.

Tell students to follow the instructions you posted. You'll see their names in the **Entered Room Code** list when they enter the room code. What if no students appear in the "Assigned" list?

2 Mark students present.

Before you mark a student present, make sure you see them in your room. If students are present but not shown in the **Entered Room Code** list, prompt them to enter the room code. What if students don't see today's test listed in Bluebook™?

3 Check student progress.

Students are listed as **Ready to Test** when they complete app check-in. If everyone you marked present is ready to test, click **Next Step** and read the script. What if some students are behind?

ASSIGNED (25)	ENTERED ROOM CODE (0)	READY TO TEST (0)
<div><div></div><div></div><div></div><div></div><div></div></div>	Students are listed here after they enter the room code and before they finish checking in to the app.	Students are listed here when they complete app check-in.

Help

5. It gives you the script to read, box by box:

Home Help All Rooms Start All Students Tickets Irregularities

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Important Updates

- iPad alert: An issue affecting up to one third of iPads running iPadOS 17 could prevent some students from completing the exam. Details and recommendations are available on [Bluebook Alerts for Professionals](#) (right-click to open in new tab).
- Don't provide codes during the digital readiness check. Use Test Day Toolkit to print sign-in tickets but don't provide room or start codes before test day. [Learn more in the Digital Readiness Check Guide](#).

Step 2 of 9

## 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™.

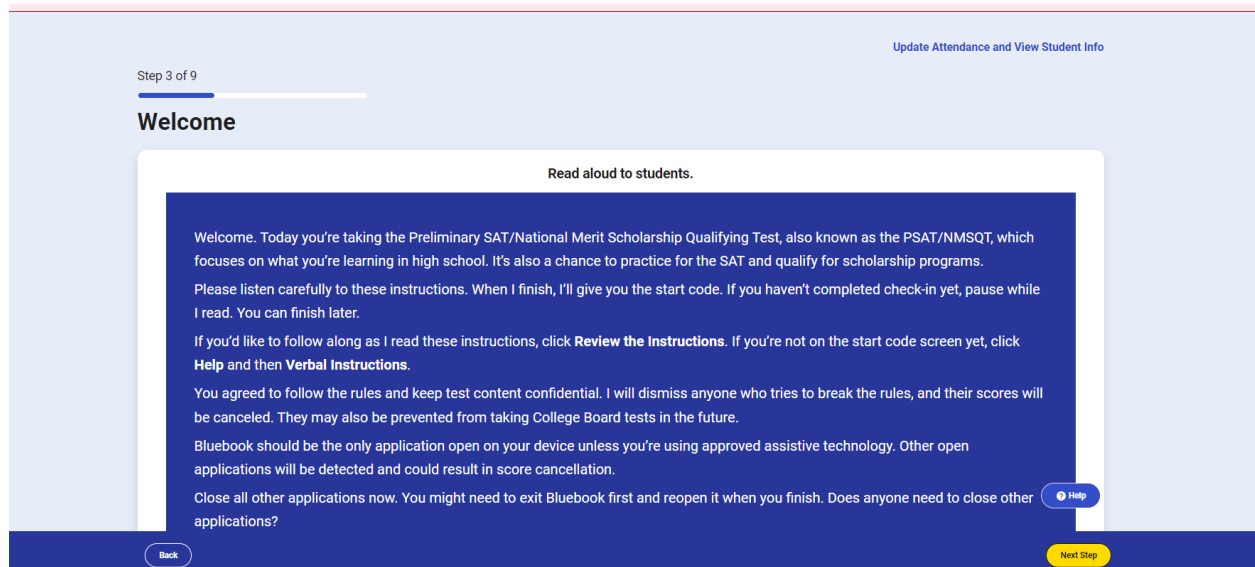


Help

Back

Next Step

- 5b. There is much less for proctors to read because students will read more of it for themselves before they begin the test.



6. When you and your students are ready, you can give them the start code. After this, you will be able to monitor their progress on the screen:

