

Proctor: _____

Room: _____

Accommodations: _____

Number of students: _____

Proctor Essentials for Test Day

At a Glance Info for the Testing Room

Fast Facts



The Bluebook™ testing app times each student's test so you don't have to.



Moving between screens in Test Day Toolkit won't affect what students see in Bluebook.



Every student needs their own paper sign-in ticket to take the test.



Students take breaks and finish testing at different times; do your best to keep the room quiet.



Students can keep testing during momentary drops in connectivity.



Students must submit their answers on the device they finish testing on.

TECHNICAL TROUBLESHOOTING

Check the Proctor Manual

See [Technical Troubleshooting in the Testing Room](#) in your Proctor Manual for detailed help.

Restart Devices First

Students with technical issues should try restarting their device. Only perform a device swap if a student has time remaining.

Still Having Issues?

If a student is still having trouble starting, or if other students are testing successfully, send them to the help room to avoid delays and distractions.

Getting Ready

- Click the link in your access email and sign in to Test Day Toolkit.
- Make sure you have 1 **sign-in ticket** per student.
- When you get to the last step, write the 5-letter **room code** and check-in instructions on the board.

Taking Attendance

- Tell students to follow the check-in steps you posted.
- Go to the **Attendance** page in Test Day Toolkit and mark students present when their name is listed under **Entered Room Code**.
- Make sure students finish checking in by confirming that their name moves to the **Ready to Test** list.
- ★ Students have finished checking in when they reach the start code screen.

Reading the Script

- Read the first part of the script.
- Check desks as instructed in step 5 of the script.
- Continue reading the script.
- Read the 6-digit **start code** aloud and write it on the board.
- ★ Students start their test when they enter the start code.

Monitoring the Test

- Go to the Monitoring Dashboard.
- Use the filters to see which students are in each part of the test.
- Monitor student start times and estimated end times from the columns in the dashboard.
- Walk around often and check for closed or covered devices to avoid answer submission issues.
- Watch for signs of security violations such as students viewing nontest content.

Observing Breaks

- ★ Bluebook automatically times breaks for each student.
- Follow coordinator guidance when students ask to leave the room.
- Make sure students on break don't disturb those who are still testing.
- ★ When the break ends, students click a button to start the next section without waiting for instruction from you.

Verifying Submission

- Before you start dismissal, make sure students' answers are submitted.
- Use the filters on the Monitoring Dashboard to look for students who have a **Submitted** status.
- ★ Students see a **Congratulations** screen when their answers are submitted.
- Look for students who have unsubmitted answers or a status that needs attention.

Dismissing Students

- If all students have a **Submitted** status, dismiss everyone at once.
- If some don't have submitted answers, help them after dismissing the others.
- Collect every student's scratch paper and check sign-in tickets for notes about test content.