

Spring 2019

Digital Testing Room Quick Start Guide

**FOR DIGITAL TESTS IN THE
SAT[®] SUITE OF ASSESSMENTS**



Testing Room Procedures for Proctors

To administer a digital test in the SAT® Suite of Assessments, you must have a device from which to manage student tests and a device for each student assigned to your room. You should also have a test ticket for each student. Use this supplement with your assigned manual which includes the proctor scripts, test day policies, and detailed procedures.

Flip over to the back page to see common testing room errors and troubleshooting tips.

1 Check that the CB Secure Browser is open

on all student devices. If not, instruct students to launch the Secure Browser.

On Chromebooks and iPads, look for the **AIR Secure Test** application and ask students to select **College Board** under “Please Select Your State/Organization.”

Note: If you have a default state version of the AIR Secure Test application, you must click on the menu icon located in the bottom right corner of the screen. You must then select **College Board** from the Assessment State/Organization selection menu.

Make sure the upper left-hand corner reads “College Board.”

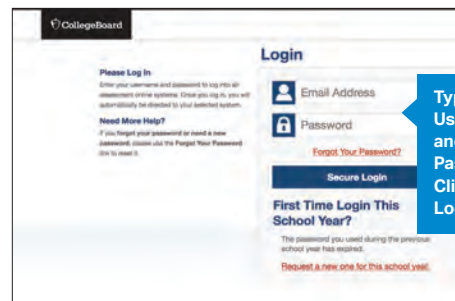


2 On your proctor device, navigate to the digital testing portal at digitaltesting.collegeboard.org.

A. Click **Sign in to the TA Interface**.

B. Log in with your credentials.

Note: Devices accessing the TA Interface must disable pop-up blocking software.



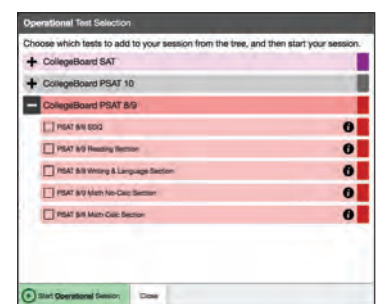
3 Complete these steps each time you start a new test section:

A. Click the plus sign for the test you are administering—SAT, PSAT™ 10, or PSAT™ 8/9.

B. Click the checkbox next to the appropriate test section.

Note: Give the tests in the order they appear on the screen, starting with the Reading Section. If you're instructed to give the Questionnaire first, start there.

C. Click **Start Operational Session**.



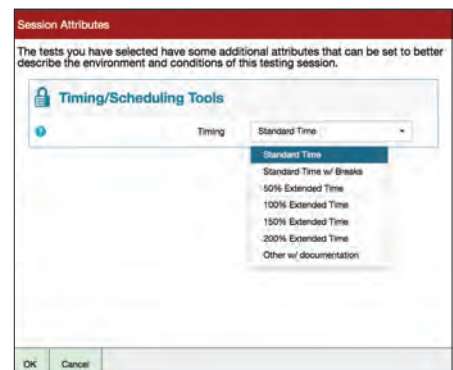
4 Set the Session Attributes

A. Open the Timing/Scheduling Tools.

B. Select the appropriate timing for this test section (e.g., Standard Time) from the drop-down menu.

Note: If you don't know which to choose, ask your test coordinator.

The TA Interface generates an error message if a student's time settings do not match the time settings for the test session.



5 As prompted by the testing scripts, post the Session ID, start/stop times, and break time where they're visible to students.

6 **Admit Students (First Approval)**

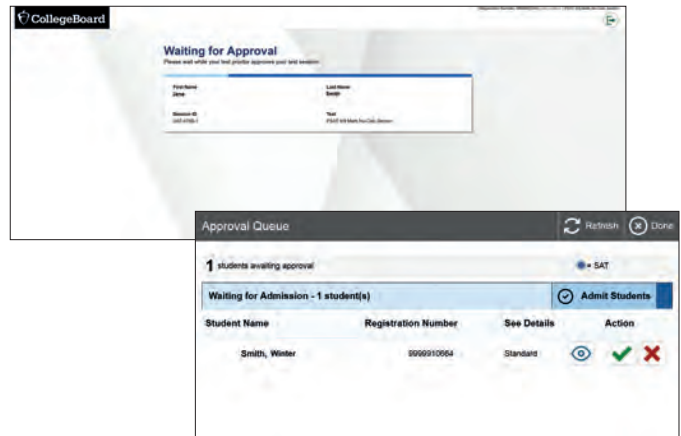
After students sign in and select the test, approve all students to the session.

1. Click the **Approvals** button on the TA Interface.
2. **Critical:** Click **Refresh** on the Approval Queue pop-up until all your students are listed.

TIP: Check the count of students waiting for admission above the table to make sure it matches the number of students in your room.

3. Click the **Admit Students** button.
4. Click **Yes** to confirm.

TIP: Click the red X next to a student's name to deny them entry.



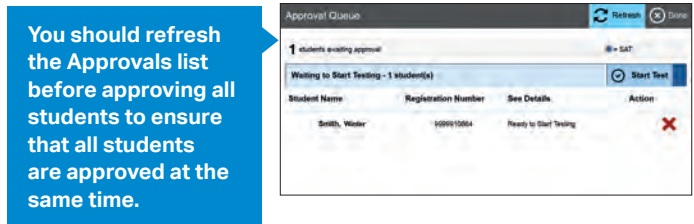
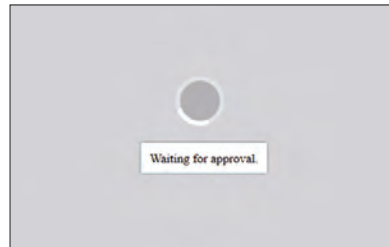
7 **Start Test (Second Approval)**

These steps start test time.

1. Click the **Approvals** button on the TA Interface.
2. **Critical:** Click **Refresh** on the Approval Queue pop-up until all your students are listed.

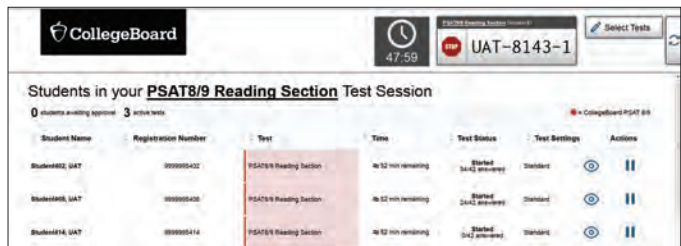
TIP: Check the count of students waiting to start testing above the table to make sure it matches the number of students in your room.

3. Click the **Start Test** button.
4. Click **Yes** to confirm.



8 **Monitor student testing in the TA Interface.**

The TA Interface periodically refreshes to show a summary of each student's remaining time. Each student's remaining testing time may differ slightly depending on the exact minute they entered the test. The CB Secure Browser manages individual student testing time.



WARNING: Students must be allotted their full testing time per section. Do **not** stop the session early by clicking on the STOP button.

9 **For Extended Time and Extra Breaks Sessions**

When testing time is complete and all student test statuses show as "Completed," click **Stop** to end the session. Then click **Select Test** to administer the next section.

For Standard Time Sessions:

When all students' testing time expires or the 5-minute buffer time is reached, the session automatically ends.

When the section time ends, the TA Interface timer counts up for a maximum of 5 minutes. This 5-minute buffer will account for any variability in student start times.



Testing Room Troubleshooting

Refer to your manual's Irregularity Chart for detailed instructions on how to handle and report all test day irregularities. Communicate all issues to the test coordinator or technology coordinator.

Error	Action
A student can't sign in to the Secure Browser	<p>If a student can't sign in, they'll see an error message. The following are the most common student sign-in errors:</p> <p>"The session is not available for testing"</p> <p>Verify that the student entered the Session ID as it appears in the TA Interface. Also, verify that both you and the student are using the correct sites.</p> <p>"Your First Name/Registration Number is not entered correctly"</p> <p>Verify that the student correctly entered the First Name and Registration Number exactly as they appear on the test ticket.</p> <p>"Session has expired"</p> <p>The Session ID corresponds to a closed session. Verify that your session is open and ensure that the student enters the correct Session ID.</p>
A student entering your test session cannot be approved because of a student timing mismatch	<ol style="list-style-type: none">1. Confirm that you have selected the appropriate timing for your test.2. If you have made the proper selection and suspect that the student has the wrong time settings, contact your test coordinator.
A student's test session closes unexpectedly	<p>To help a student reenter a test session after a pause, power loss, technical failure, or other problem, follow these steps:</p> <ol style="list-style-type: none">1. Ask the student to sign into the Secure Browser using the credentials from the test ticket and the Session ID for the current active session.2. Approve the student's reentry to the test from the TA Interface.
The Secure Browser becomes unresponsive	<p>If the Secure Browser is unresponsive and the student cannot continue testing, force-quit the Secure Browser.</p> <p>*To force-quit on Windows, use: Ctrl + Alt + Shift + F10</p> <p>*To force-quit on Mac OS X*, use: Ctrl + Alt + Shift + F10</p> <p>*(the Ctrl key may appear as Control, Ctrl, or ^)</p> <p>When the Secure Browser reopens, ask the student to sign in as described above.</p> <p>Note: If you are using a laptop, you may need to press Function before pressing F10.</p>
You accidentally close the TA browser during an active session	<p>If you accidentally close the browser during the test, your session remains active for 20 minutes. To return to the test session in the TA Interface immediately:</p> <ol style="list-style-type: none">1. Navigate to the TA Interface from digitaltesting.collegeboard.org.2. Log in using your credentials.3. Enter the Session ID for the active session in progress.4. Click Enter.