Preparing for and Administering a Digital Preadministration Session

It is recommended to conduct a preadministration prior to test day to give students the practice of using the CB Secure Browser and proctors the practice of using the TA Interface. It will also save time on test day and help to anticipate and manage any technical issues that may arise.

Section 1: Prior to the preadministration session, coordinators should:

2. Assign user accounts for staff that will be administering the preadministration session. (See page 20 of Digital PSAT 10 Coordinator Manual).
3. Assemble a list of students who will participate in the preadministration session.
   - Students do not have to be assigned in TIDE or the TA Interface; however, it may be helpful to create rosters in TIDE to make the printing and sorting of testing tickets easier.
4. The TIDE “Roster” can be used to group students together based upon the room they will be assigned. It is recommended that the students that are grouped together for testing will also be grouped together for the preadministration session to make organizing and distributing test tickets easier. Tell the proctors where and when they’ll be administering the preadministration session. It is suggested to have students in the same room that they will be assigned to on test day.
5. Print test tickets from TIDE (see page 21 of Digital PSAT 10 Coordinator Manual).
   a. Organize the test tickets to correspond to the rooms where students will participate.
6. Provide proctors with optional codes, if your students will use them. This will organize your delivery of paper score reports when they are delivered to your school. (See page 14 in your Digital PSAT 10 Coordinator Manual about optional codes).
7. Inform staff to make note of any issues they encounter during the session with the school’s network or testing devices. This may be an indicator of issues that could arise on test day and be addressed before testing.

To Create Rosters:

**STEP 1:** From the TIDE dashboard, choose ROSTERS
From there, you will see an ADD STUDENTS IN THE ROSTER panel.

STEP 3: In the ROSTER NAME field, enter a roster name using the information below:

- Use a consistent naming convention that takes into account where and with whom the students will test on testing day like the proctors’ name and/or room location. For example, ‘Ms. Jones – Room 123’ or ‘Mr. Hannah – Library’.
- From the Proctor drop-down list, select the proctor.

STEP 4: To add students to the roster, click on Search first to have Available Students populate, then select one of the following options:

1. To add one student: move one student to the roster, click the next ➔ to the student’s name.
2. To move several students: mark the checkboxes for the students you want to add, then click ADD SELECTED.
3. To add all students available: click ADD ALL.
NOTES:

- Rosters should include only those students testing in a specified room.
- Be mindful of accommodations; some accommodations require that students test in separate testing rooms.

Section 2: When ready to administer the preadministration session, proctors should:

2. Direct students to launch the CB Secure Browser on their device.
3. On the proctor device, go to www.digitaltesting.collegeboard.org
4. Click the yellow **Sign in to the TA Interface** and sign in using the proctor’s username and password.
5. Choose the option for CollegeBoard PSAT 10, then choose PSAT 10 Questionnaire. **NOTE:** This will only start the student’s questionnaire, it is not the operational test.
6. Click **Start Operational Session** at the bottom.
7. Find the Session ID in the upper right corner of the screen. A sample is shown on the right. The Session ID is unique to the proctor’s session and should only be generated once the proctor is ready to conduct the session. Each proctor will have their own Session ID.
8. Proctors should post the Session ID on the board exactly as it is shown on the screen.
9. Proctors must follow the scripts on pages 32-33 of the Digital PSAT 10 Coordinator Manual to ensure that proctors distribute test tickets correctly and other testing activities are properly followed.
   
a. There is a two-part approval process when you start a questionnaire or when administering the test: first to enter the session, and second to start the session.
   
b. At this point, proctors should wait for students to complete Section 3 (on following page).

### How to Approve Students

**Part One: Admit Students**
You’ll admit students to the section after they sign in and verify their identity by selecting **Yes**.

1. Click the **Approvals** button on the TA Interface.
2. 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.

Continue reading from the script.

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

**Part Two: Start Test**
You'll start timed testing after students review their test settings and select their Start button.

**⚠️ These steps start test time.**

1. Click the **Approvals** button on the TA Interface.
2. 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.

Continue reading from the script.

**NOTE:** If the preadministration session is being conducted prior to test day, proctors must collect the test tickets from students before they leave the room. These are secure materials.
Section 3: When participating in the preadministration session, students will:

1. launch the CB Secure Browser on their device.

2. type their First Name exactly as it’s printed on the test ticket and the registration number from the test ticket, and the Session ID that was written on the board by the proctor. Then click **Sign In**.

3. verify the information on the screen is correct by choosing **Yes**. Students will see “Waiting for Approval” message.
   a. Proctors will then admit students in the TA Interface as described in Part One: Admit Students on the previous page.
4. click **Start** once all students have been admitted by the proctor. Students will see another “Waiting for Approval” message.
   a. Proctors will then approve students as described in Part Two: Start Test as shown on previous page. **NOTE:** The only “test” is the questionnaire. The PSAT 10 test will not be available until April 9.
5. complete the optional questionnaire. The questions will be shown on the screen and they can skip any question they wish not to answer.
6. return test tickets to the proctor once completed. Proctors should return test tickets to the school testing coordinator for secure storage.