Room Checklist

YOU SHOULD HAVE:

- Your own device. You’ll use it to manage the test.
- A testing device for each student in your room.
- A test ticket for each student.
- Your manual.
- Backup testing devices (recommended).

BEFORE YOU START:

LOG IN TO THE TA INTERFACE.

1. On your device, navigate to the digital testing portal at digitaltesting.collegeboard.org
2. Click Sign in to TA Interface.
3. Log in with your credentials

NOTE: Pop-up blocking software must be disabled.

MAKE SURE THE SECURE BROWSER IS OPEN ON STUDENT DEVICES.

Students should see “College Board” in the top left corner of their screen. If they don’t:

- Students using Chromebooks or iPads should click the 4-square menu icon to Return to Secure Browser Launchpad in the bottom right corner of their screen. On the launchpad, they should select College Board from the state/organization drop-down.
- Students using other devices should close the browser window they’re in and click the CB Secure Browser icon on their desktop.

Coordinator: Fill this out before distributing to proctors.

Proctor: ________________________________________________________________
Room: ____________________ Script Number: ________________________________
Timing: ____________________
1. Select Test and Set Session Attributes

A. Select the test you’re administering.
B. Click the checkbox next to the appropriate test section.
   □ Give the test sections in the order they appear on the screen. Start with the Reading Test unless your test coordinator asked you to start with the Questionnaire.
C. Click Start Session.
D. Select the appropriate timing for this test section. 
   This step is skipped for the Questionnaire because it’s not timed.

2. Admit Students (First Approval)

A. Post this test section’s Session ID where students can see it.
B. Read from the script to guide students as they sign in.
C. After all students sign in, click the Approvals button.
D. Make sure all students in your room are listed on the Approval Queue pop-up.
   □ Click Refresh until you see the name of every student in your room.
E. Click the Admit Students button.
F. Click Yes to confirm.

3. Start Test (Second Approval)

□ These steps start test time.

A. Click the Approvals button in the TA Interface.
B. When all students are listed, click the Start Test button.
C. Click Yes to confirm.

NOTE: If you don’t know which timing option to choose, ask your test coordinator.
4 Monitor Student Testing

The TA Interface periodically refreshes to show the approximate remaining time for each student. Remaining test times may vary slightly, depending on the exact minute each student entered the test. Students who may need help will be listed at the top of your screen.

Record the Session ID in your manual in case you need to report an irregularity later.

⚠️ Don’t click the Stop button unless you’re administering the Questionnaire. If you do, the test session will end early, and students won’t get their full testing time. Look for the troubleshooting tip on the last page to find out what to do.

5 End a Test Session

Test sessions end automatically when time is up. When you see a message telling you that the session is complete, click OK.

**Exception:** If you’re administering the Questionnaire or any test with the timing of “More than Double Time (> 100%)”, click the Stop button next to the Session ID in the TA Interface. Then click **Select Tests**.

6 Start the Next Test Section

Repeat steps 1–5 until you’ve administered all test sections.

After the last test section ends:

A. Follow the directions in your script to dismiss students.

B. Check the TA Interface for students with timing issues, and complete irregularity reports if you need to.

C. Sign out of the TA Interface.
Troubleshooting Tips

These tips help you respond to technical difficulties on test day. To find out how to handle and report irregularities, refer to the chart in your manual’s appendix. Always let your test coordinator or technology coordinator know when problems occur.

**FIRST, GIVE STUDENTS A BACKUP DEVICE.**
If possible, give students with technical problems a backup testing device so they can start testing again as soon as possible. If a backup device isn’t available, restart the device.

**A student can’t sign in to the secure browser.**
Common error messages:

*The session is not available for testing*
- Make sure the student entered the Session ID shown in the TA Interface.
- Make sure you’re on the correct version of the TA Interface and the student is using the correct secure browser.

*First name is not correct* or *Registration Number is not formatted properly*
- Make sure the student correctly entered their first name and registration number exactly as they appear on their test ticket.

*Session has expired*
- Make sure your session is open.
- Make sure the student entered the Session ID shown in the TA Interface.

*No tests available*
- Confirm with your test coordinator that the student’s printed test ticket is for this test window.

**A timing mismatch is preventing you from approving a student.**

1. Deny the student’s entry to the test. Don’t continue testing with the remaining students.
2. Confirm that you selected the correct timing for your test.
3. If you did, contact your test coordinator. They may need to correct the student’s test settings in TIDE.

**A student’s test session closes unexpectedly.**

Help the student reenter the test session:
1. Ask the student to sign in to the secure browser using the first name and registration number on their test ticket and the Session ID for the current active session.
2. Approve the student’s reentry from the TA Interface.
The secure browser is unresponsive.

1. Power off the student’s device. Then restart it.
2. When the secure browser reopens, ask the student to sign in as described above and approve their reentry from the TA Interface.

You experience technical trouble and lose connectivity to the TA Interface during an active session.

Your session will remain active for 20 minutes. Students can continue to test during this time.

Return to the test session as soon as you can by taking these steps:

1. Navigate to the TA Interface from digitaltesting.collegeboard.org.
2. Log in.
3. Select the option to join your current active session.

You accidentally click the Stop button during an active session.

1. Return to Step 1, and start the section again. Student test time will be maintained on their clocks in the secure browser. Your clock will restart.
2. After all students have started testing again, note the incident for your test coordinator.

NOTE: The test session will end when all students have received their full test time. It’s OK if there’s time remaining on your TA Interface clock.