PSAT-RELATED ASSESSMENTS

Digital Readiness Check Guide

Introduction

With the shift to digital testing, schools administering the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT®) and the PSAT™ 8/9 in the fall of 2023 will complete a digital readiness check. In these sessions, students will get familiar with the Bluebook™ testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible, but ideally no later than 1–2 weeks before you test. Schools need to complete a digital readiness check for each test administration within the window.

This guide covers everything you'll need to know about digital readiness check procedures. **The test coordinator should ensure that anyone giving the digital readiness check has this guide.** The test coordinator and staff involved with the readiness check should read it ahead of time and use it on the day of the readiness check.

IMPORTANT: *Schools that complete the digital readiness check early will have longer lead times for handling issues related to testing devices, network performance, and accommodations.* **These schools reduce the chance of errors on test day that can lead to the need for a rescheduled test.**

What You'll Learn from the Digital Readiness Check

The digital readiness check is a dry run that gives you a chance to check student registration data and technical readiness.

Student and Staff Readiness

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture School™ mobile application (if they're eligible).

Technical Readiness

Consult with your technology staff to make the digital readiness check a useful technical dry run and avoid delays on test day.

See Best Practices: Devices, Rooms, and Timing below for guidance on approximating test day conditions.

Devices

When students sign in to Bluebook, the app checks their device to make sure it meets operating system, memory, and space requirements. To take full advantage of the digital readiness check, make sure students have a device that will be used on test day.

Students can test on these devices:

- Personal and school-managed Windows and Mac laptops and desktops
- School-managed Chromebooks
- Personal and school-managed iPads and Windows tablets

About Managed Devices

Use the digital readiness check to make sure Bluebook is installed on managed devices properly. If it isn't, ask technology staff to correct the problem.

Managed devices can be assigned to students one-to-one or shared (from a laptop cart or in a computer lab, for example).

If students will test on school-managed devices that are shared, students should use those devices for the digital readiness check. **Note:** Students don't need to use the same shared device on test day.

Go to **cb.org/bluebook-deployment** for complete device specs and installation instructions.

Networks

With a little planning, you can gauge network readiness and confirm:

- How many students can be assigned to each testing room
- If personal devices can access the internet
- If technology staff know where to find network requirements

Send technology staff to **cb.org/bluebook-networks** for bandwidth and configuration requirements.

Before the Digital Readiness Check

Make your digital readiness check as useful as possible by thinking ahead about devices, rooms, timing, staffing, and activities.

Best Practices: Devices, Rooms, and Timing

To get the most accurate assessment of your technical readiness, work with technology staff to simulate test day conditions.

- Use the same devices students will use on test day.
  - If students will test on a personal device or a one-to-one managed device, make sure they bring that device to the digital readiness check.
  - If students will test on shared, school-managed devices, make sure they're given one of the devices that will be used on test day.
- Use the same rooms that will be used on test day.
- Schedule sessions with as many simultaneous test takers as on test day.

Ask technology staff these questions about test day:

- Should students take the test on personal devices, school-managed devices, or either?
- When can Bluebook be deployed to school-managed devices (if applicable)?
- Do we have a guest network students can use to access the internet on personal devices (if applicable)?
- Did I choose testing rooms with the best internet speed?

Flexibility

It's not always possible to schedule sessions in a way that mirrors your testing schedule. Schools have flexibility and can consider other options. For example, schools with many test takers might choose to stagger sessions across days or during homeroom, English classes, or free/reading periods.

Staffing

The test coordinator should be available during the digital readiness check to assist with any questions. Depending on when and how a school chooses to administer the readiness check, the test coordinator may need to prepare staff to assist.

- **If the readiness check will occur in multiple rooms simultaneously**, additional staff will be needed to monitor student device readiness and to record any issues that will require follow up.
- **If the readiness check will be staggered and groups of students can come to a single room throughout the day**, the test coordinator can manage the event and record the issues for follow up.

Please see Technical Troubleshooting on page 7 for how to follow up on any issues encountered during the readiness check.

IMPORTANT: *If your school will be holding the digital readiness check in multiple rooms simultaneously, you may want to consider setting up a* **help room** *for students that encounter persistent issues that keep them from advancing in the digital readiness check. This could be staffed by the technology monitor (if this role has been assigned).*

Two Ways To Practice: Test Preview or Full-Length Practice

As part of the digital readiness check, have your students complete either a test preview or a full-length practice test.

If you want students to take a full-length practice test, budget 3 hours for the digital readiness check.

Make sure students sign in to Bluebook with the info from their sign-in tickets (not with a College Board account). They'll find test previews and full-length practice tests under **Practice and Prepare** on the Bluebook homepage.

Test Preview: The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook.

Students do not get a score or any feedback on their answers.

Full-Length Practice: These tests are scored so students can see where they need to focus their study.

Full-length practice tests are timed just like real tests, except that users can pause at any time.

After they complete a practice test, students can use their sign-in tickets to access **My Practice** at **mypractice.collegeboard.org** where they can see their scores.

Preparation Checklist

The test coordinator is responsible for ensuring the digital readiness check runs as smoothly as possible and will need to plan ahead to ensure the school and the staff administering the readiness check are ready.

To prepare for the readiness check, the test coordinator will need to complete the steps outlined in the checklist that follows.

Accommodations

☐ Work with the SSD coordinator to ensure accommodation requests are submitted by the deadline. Any requests for new accommodations or accommodation changes need to be submitted 7 weeks ahead of the day you plan to start testing.

☐ Work with the SSD coordinator to confirm that students are matched to their correct accommodations in the SAT Suite Ordering and Registration (SSOR) site 3 weeks before testing.

Registration

☐ Work with the data coordinator and SSD coordinator to validate registration.

Technology

Complete the device and network tasks that apply to your school:

☐ Ask technology staff to install Bluebook on school-managed devices before the session.

☐ Make sure that the shared, school-managed devices students will use on test day are available for the session.

☐ Tell students to bring the devices they'll use on test day.

☐ Make sure the guest network is ready, and you know the password.

☐ Confirm that technology staff configured the network to allow all necessary traffic.

Schedule Sessions and Reserve Rooms

☐ Work with administration to reserve 30 minutes before test day for the digital readiness check.

- ◆ Confirm there are no conflicting planned events at the school.
- ◆ Decide what time of day students will complete the readiness check.
- ◆ Work with staff on instructions for supporting the readiness check.
- ◆ Make sure your technology monitor and proctors can attend.
- ◆ If needed, reserve rooms you'll use for the readiness check.

Due to the length of the readiness check, students should not require access to electricity unless you are planning to have your students complete a full-length practice test.

Students and Parents/Guardians

☐ Notify students and parents/guardians about the digital readiness check. They'll need to know:

- ◆ If your students will test on personal devices or school-managed devices assigned to them one-to-one, they need to bring those devices from home.
- ◆ If students will be using school-managed devices that are shared or remain at the school, they may complete the readiness check with any of the devices that will be used for testing.
- ◆ Students should review the testing rules and student guide for the relevant assessment with their parents/guardians.

Sign-In Tickets

☐ Print sign-in tickets for students. They use these tickets to access Bluebook during the digital readiness check and on test day. Follow these steps to print sign-in tickets:

1. Sign in to Test Day Toolkit.
2. Click **Print Sign-In Tickets** on the homepage.
3. Print the PDF.
   - The PDF will include a sign-in ticket with unique credentials for each student on your roster.
   - There are 4 tickets per page.

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IMPORTANT: *Make sure the single-sided print option is selected.*

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4. Cut sign-in tickets, sort them by room, and add them to your room kits.

Room Kits

☐ Assemble kits for staff. The kits are optional, but it would be helpful for staff to be provided with:
   - A list of students assigned to each proctor's room, if not taking place during an existing class period.
   - Each student's unique sign-in ticket.
   - Network information (with Wi-Fi and login for anyone bringing in outside devices or who doesn't normally access the school network).
   - Instructions to staff on how to manage the digital readiness check (including a reminder to staff to access this guide) and how to report issues to technology staff so they can be resolved prior to test day.

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IMPORTANT: *If your school is hosting any* **Away Students** *who don't normally attend your school, the test coordinator may want to share sign-in tickets with those students so they can complete digital readiness activities on their own.*

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During the Digital Readiness Check

The test coordinator should be available during the digital readiness check to make sure staff have they need and to assist with any questions. The staff in the room where the digital readiness check is taking place will carry out the tasks on the day of the readiness check.

1. Distribute Devices and Sign-In Tickets

As students arrive in the classroom, the proctor should direct them to their seats. As with test day, students who arrive together should not be seated together. When all students are seated, distribute testing devices and sign-in tickets.

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IMPORTANT: *Proctors may tape sign-in tickets to desks before student arrive, as a way to assign seating.*

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2. Signing In to Bluebook

The sign-in tickets you distribute are unique to each student, and they'll use them to complete the digital readiness check and to sign in on test day.

How to sign in: When students open Bluebook, they'll see two ways to sign in—with a College Board account or using the sign-in ticket. **Even if your students have College Board accounts, they must sign in using the info on their sign-in ticket.**

3. Test Your Device

When students are signing in to Bluebook, they'll see a button at the top right of their screens that reads **Test Your Device**. Have them click this, and Bluebook will quickly check that their device meets all requirements.

4. Exam Setup

After students sign in to Bluebook, they'll complete a quick exam setup. All students must complete exam setup before they can test.

- They'll confirm that their name and approved accommodations are listed.
- They'll read and agree to the testing rules for their exam.
- They'll have the option to share their phone number so they can get their scores delivered via a new mobile app called BigFuture School.
  - If they provide their number, we'll text them a link to download the app, send a code they'll use to sign in, and let them know when their scores are ready. **We won't use their phone number for any other reason.**
  - The BigFuture School app is not available to students under 13 or students testing internationally—those students won't see this page.
- If they're taking the PSAT/NMSQT, students will answer a few questions to determine their eligibility to enter the National Merit® Scholarship Program administered by National Merit Scholarship Corporation. These are the same questions that have historically appeared on the PSAT/NMSQT.
- Students will review the privacy notice.
- Students will be asked a series of questions about themselves. All questions are optional.
  - We'll ask for their basic contact info (email and address).
  - We'll ask about their race and ethnicity and their first and best langauge.
  - We'll ask about their GPA, intended major, and level of educational aspiration.
  - We'll ask about their parent/guardian's highest education level.
- Next, if applicable, students can opt in to Connections™, a free program that lets them hear directly from nonprofit colleges, scholarship programs, and educational organizations.
  - If students opt in to Connections, none of their personal information will be shared with those organizations.
  - Connections is not available to students under 13 or students testing internationally—those students won't see this page.
  - If their school, district, or state chooses to not provide access to Connections for its students, then students won't see this page.
  - Students taking the PSAT 8/9 won't see this page.
- They'll see a checklist, letting them know what to bring on test day.
- They'll see a final screen, letting them know exam setup is complete.
- **How to start exam setup:** On the Bluebook homepage, students will find their test listed under **Your Tests**. They simply select **Start Exam Setup** and start going through the screens.

5. Test Preview

After students complete exam setup, have them take a test preview. The test preview is a short set of questions that students can go through to get a sense of how testing works in Bluebook.

Test previews are untimed. Ensure you leave enough time to allow students to try out all the testing tools, and if they use assistive technology to test, they can use it here, too.

Students do not get a score or any feedback on their answers.

How to start test preview: On the Bluebook homepage, students can select **Test Preview** from under **Practice and Prepare**.

Once all students have tested their device requirements, completed exam setup, and spent some time exploring test preview, the digital readiness check is complete.

Technical Troubleshooting

If these troubleshooting tips don't work, tell your test coordinator.

A student's device does not meet requirements.

If a problem is identified when a student clicks **Test Your Device**, Bluebook will suggest a remedy. If it's not possible to fix the issue during the session and other devices are available, give the student one. Let your technology coordinator know about the device issue.

A student can't reach the Bluebook sign-in screen.

If Bluebook doesn't open properly, try the following fixes in order:

1. Make sure the student opened the correct digital testing application. They should click the **Star** icon to open Bluebook.
2. Check the student's internet connection by opening a browser and navigating to **collegeboard.org**. If they're not connected, refer to A student can't connect to the internet below.
3. Students using personal devices should go to **bluebook.app.collegeboard.org** and download Bluebook again.
4. If possible, switch to a backup device with Bluebook installed.
5. If students had trouble using Bluebook on their personal device or a managed device assigned to them one-to-one, make sure they get help from technology staff before test day.

Bluebook can't update to the latest version.

If a student's device can't update to the latest version of Bluebook, try the following steps:

1. Make sure the student can access the internet by asking them to go to **collegeboard.org**. If they can't reach this site, refer to A student can't connect to the internet below.
2. If they're using a personal Mac or iPad, ask them to check their device settings to make sure automatic updates are turned on. After setting their device to auto-update, they'll need to go to **Bluebook Exams** in the app store and select **Open**.
3. If the student is using a school-managed device, your test coordinator should ask for help from school or district technology staff. It's possible auto-updates are prevented.
4. Switch to a backup device if available.

A student can't connect to the internet.

If only some students have an issue, check their internet connection:

- Make sure their device is not in airplane mode and has Wi-Fi turned on.
- Make sure they're signed in to the right network with the right password.
- Give them a backup device with Bluebook installed, if available.

If no one in the room can connect to the internet, your test coordinator should ask for help from school or district technology staff. Share these reminders:

- They must allow traffic to and from College Board and, if applicable, the Apple app store and the Mac app store.
- They can go to **cb.org/bluebook-networks** to find network specifications and guidance.

A student can't sign in or their test isn't listed.

Make sure the student clicked the yellow sign-in button when they opened Bluebook and that they used the credentials on their sign-in ticket.

If students signed in with their College Board account instead, they should sign out, click the yellow button, and use their ticket to sign in again.