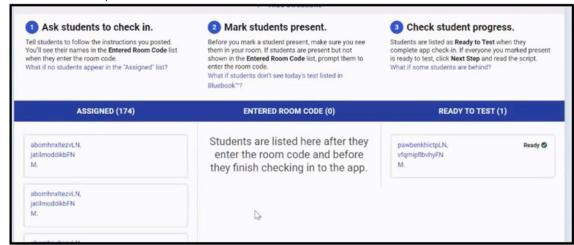
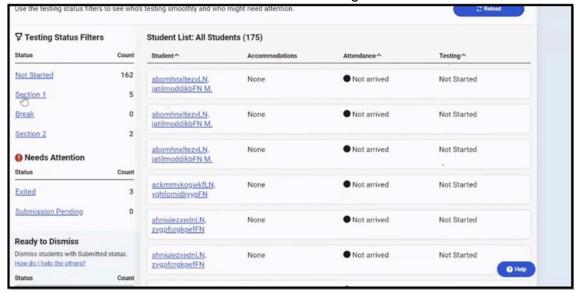
## **Proctor Information for Assigning the PSAT**

- The **Assigned List** are all the students who are assigned to the room.
  - You will need to give the students a Room Code which they will enter on their computer.
  - Once the students enter the room number, their name is moved to the middle column Entered Room Code.
- The Proctor will need to take attendance and mark all the students present. Once a student is marked present, their name shows up in the **Ready to Test** column.
  - The Proctor needs to make sure that all of the students in attendance are in the right hand column – Ready to Test.
  - Absent Students will remain listed in the Assigned column.
- When all students are marked present, Proctors will click Next Step and Read the Script.
  - At the end of the script will be a **6 digit start code**. Once the students enter the start code and click the button, the test will start.



Proctors will be able to see the Test Status of students during the test.



- When completed, Proctors should make sure students see the Congratulations screen. ON the student list (above screen) their Testing Status will change to Submitted.
- If the students can't submit, have them log out of Bluebook, log back in and click Submit Answers.
  They must submit their test using the same device they tested on.
- It is not advised to let them leave until they have Submitted their test.

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