

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.

The screenshot shows a Proctor interface with three main columns: **ASSIGNED (174)**, **ENTERED ROOM CODE (0)**, and **READY TO TEST (1)**. Above the columns are three numbered steps: 1. Ask students to check in, 2. Mark students present, and 3. Check student progress. The **ENTERED ROOM CODE** column contains a message: "Students are listed here after they enter the room code and before they finish checking in to the app." The **READY TO TEST** column shows a student's name and a "Ready" status with a green checkmark.

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

The screenshot shows the Proctor interface with the **Testing Status Filters** on the left and the **Student List: All Students (175)** on the right. The filters include: **Not Started** (162), **Section 1** (5), **Break** (0), **Section 2** (2), **Needs Attention** (1), **Exited** (3), **Submission Pending** (0), and **Ready to Dismiss**. The student list table has columns for Student, Accommodations, Attendance, and Testing.

Student	Accommodations	Attendance	Testing
abomhnxitezyI.N. jatilmoddikbFN M.	None	● Not arrived	Not Started
abomhnxitezyI.N. jatilmoddikbFN M.	None	● Not arrived	Not Started
abomhnxitezyI.N. jatilmoddikbFN M.	None	● Not arrived	Not Started
ackmmvkgqwkfI.N. yghfomidkyypFN	None	● Not arrived	Not Started
ahnluiezxednI.N. zygpcrgkoeFN	None	● Not arrived	Not Started
ahnluiezxednI.N. zygpcrgkoeFN	None	● Not arrived	Not Started

- 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.