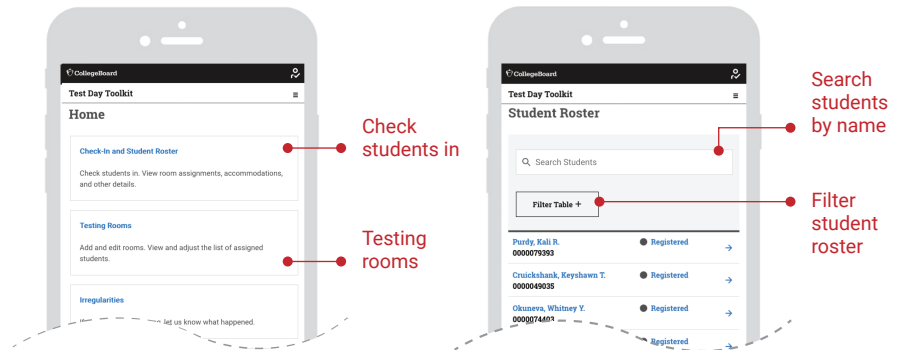


# Test Day How-To Guide

## Check-In

### Test Center Check-In

1. Select the **Check-In and Student Roster** button on the home screen.
2. Type a student's first or last name in the search box or filter the student roster by room, testing group, or status. **Note:** The search won't work if you enter a student's first and last name at the same time.
3. Select a student to view their room assignment and other details. Perform the four-way check.
4. Select the **Center Check-In** button.

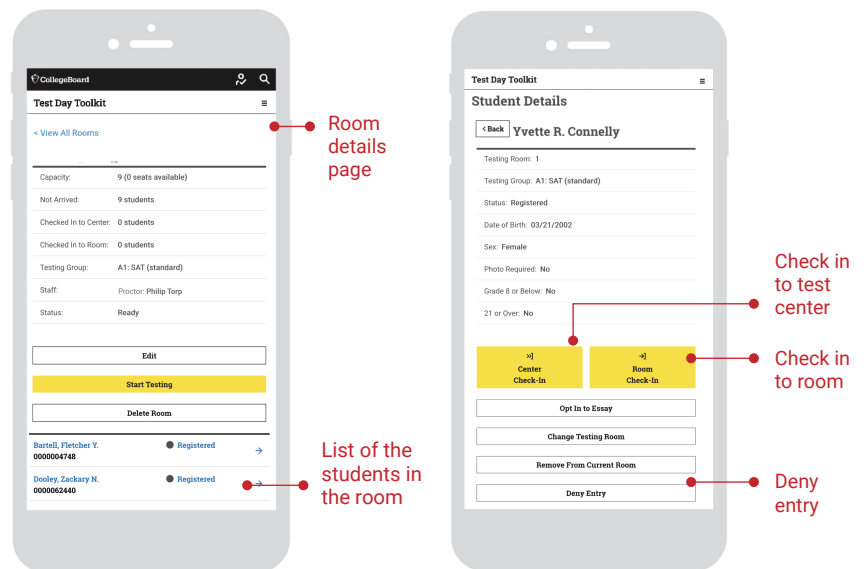


### Room Check-In

If 20 students or fewer are assigned to your room, try these steps:

1. Select the **Testing Rooms** button on the home screen.
2. Find your room in the list and select its name.
3. Scroll down to view the list of students assigned to your room.
4. Select a student to view their details. Perform the four-way check.
5. Select the **Room Check-In** button.

If more than 20 students are assigned to your room, it might be easier to follow steps 1–3 of the test center check-in instructions listed above. When you get to step 4, select the **Room Check-In** button.



### Check-In Tip

- If you can't admit a student, use the **Deny Entry** button on the Student Details screen. Tell your coordinator, note the reason, and report an irregularity. This action can be reversed.

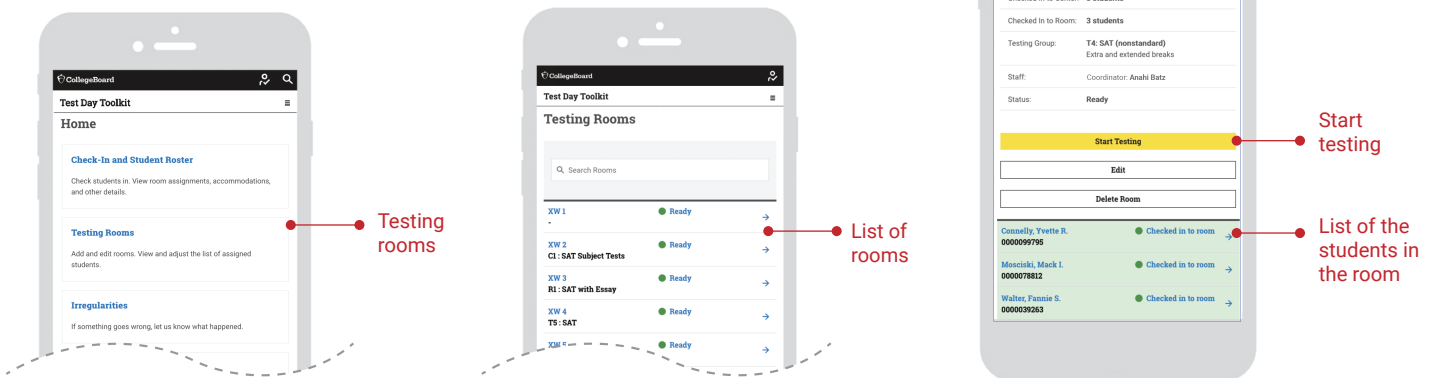
## BREAKS

There's no need to use Test Day Toolkit to check students in and out of their rooms during breaks, but you can view student details to reverify a student's identity.

## Starting and Ending the Test

After you finish reading instructions and before you start timed testing:

1. Navigate to the Testing Rooms screen.
2. Select your room to go to the Room Details screen.
3. Make sure all students who are assigned to your room and checked in to the center have been checked in to your room.
4. Select the yellow **Start Testing** button.
5. Check your room roster against your seating chart and change student statuses if you need to.
6. When the test is over, select the yellow **End Testing** button.



## Reporting an Irregularity

1. Select the **Irregularities** button on the Test Day Toolkit home screen.
2. Select the yellow **Add Report** button.
3. Choose the irregularity that best fits your situation.
4. Tell us who was affected by selecting the whole test center, a room, or individual students.
5. Answer the questions.
6. Click **Submit to Coordinator**. If you don't have time to complete your report, click **Save Draft**.