



RIDE Rhode Island
Department
of Education

Digital Implementation Workshop for Test Coordinators

Spring 2024 RIDE SAT / PSAT 10

January 2024



Today's Agenda



Trainer: Jenn Wolf Belda

Objective

To provide a deep understanding of the RIDE-provided Spring 2024 Digital SAT and PSAT 10 assessments and support school test coordinators to best prepare schools.

Agenda

Test Overview

- Testing Window and Key Deadlines
- Test Specifications
- Student Eligibility
- Staff Roles and Eligibility
- Fall 2023 to Spring 2024 Differences

Before Test Day

- Accommodations and Supports
- Rostering
- Room Readiness
- Technology Readiness
- Digital Readiness Check
- Practice
- Test Day Toolkit

On Test Day

- Student Check-In
- Proctors Check-In Students
- Monitoring Testing

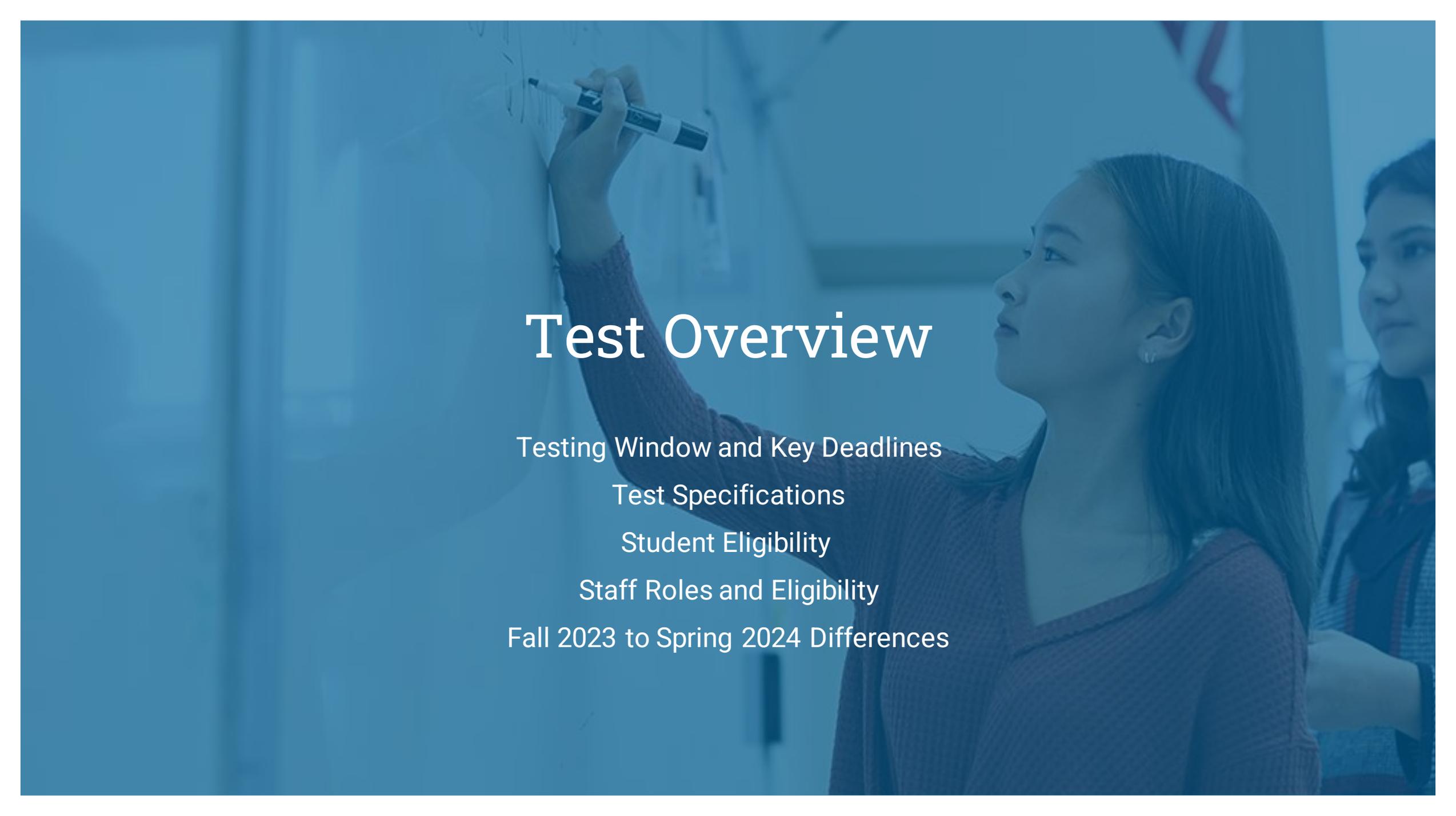
After The Test

- Score Return Dates
- College Board's K-12 Assessment Reporting Portal
- Student Score Reports

Training and Communication

Resources

Questions and Answers

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

Test Overview

Testing Window and Key Deadlines

Test Specifications

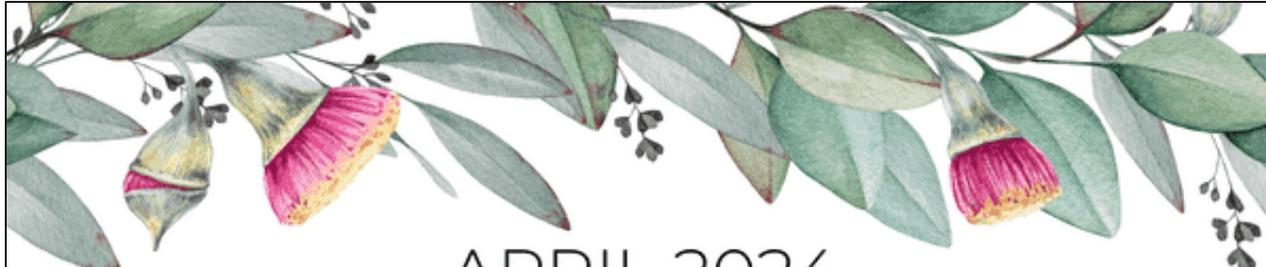
Student Eligibility

Staff Roles and Eligibility

Fall 2023 to Spring 2024 Differences

Testing Window and Key Deadlines

Spring 2024 Digital Testing Window for SAT & PSAT 10



APRIL 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	Easter Monday 1	2	3	4	5	6
7	8	Ramadan Ends 9	10	11	12	13
14	15	16	17	18	19	20
Spring Break for RI Schools						
21	Passover Begins 22	23	24	25	26	27
28	29	Passover Ends 30	1	2	3	4

Homemade

Rhode Island SAT School Day and PSAT 10 Spring 2024 Testing Window

- Primary: April 1 – April 12
- Retests/Absentees: April 22 – April 26

Please note: New tests will not be provisioned after April 23.

Sample Testing Schedules (Standard Time)

Timeline	Monday	Tuesday	Wednesday	Thursday	Friday
Week of April 1		Morning: SAT Afternoon: PSAT 10	Morning: PSAT 10 Absentees Afternoon: SAT Absentees		
Week of April 22		All SAT Reschedules and Retests	All PSAT 10 Reschedules and Retests		

Timeline of Key Activities

Activity	SAT School Day Spring 2023-24
College Board Accommodation Requests	Deadline: February 12
EL Time and One-half Requests	Deadline: February 12
State Allowed Accommodation Requests	Deadline: February 12
Test Day Toolkit Available to Coordinators	Week of February 6
Required Test Staff Training Available (Online)	Week of February 12
Digital Readiness Activities	Two Weeks to One Day Prior To Testing
State Testing Window	Primary: April 1 – April 12 Retests: April 22 – April 26
Score Release in College Board's K-12 Reporting Portal	Tested April 1-12: Starting April 30 (educators) Tested April 22-26: Starting May 14 (educators)

SAT and PSAT 10

Overall Testing Time (with breaks)

Timing	PSAT 10	SAT
Standard time (with breaks)	2 hours 24 minutes	2 hours 24 minutes

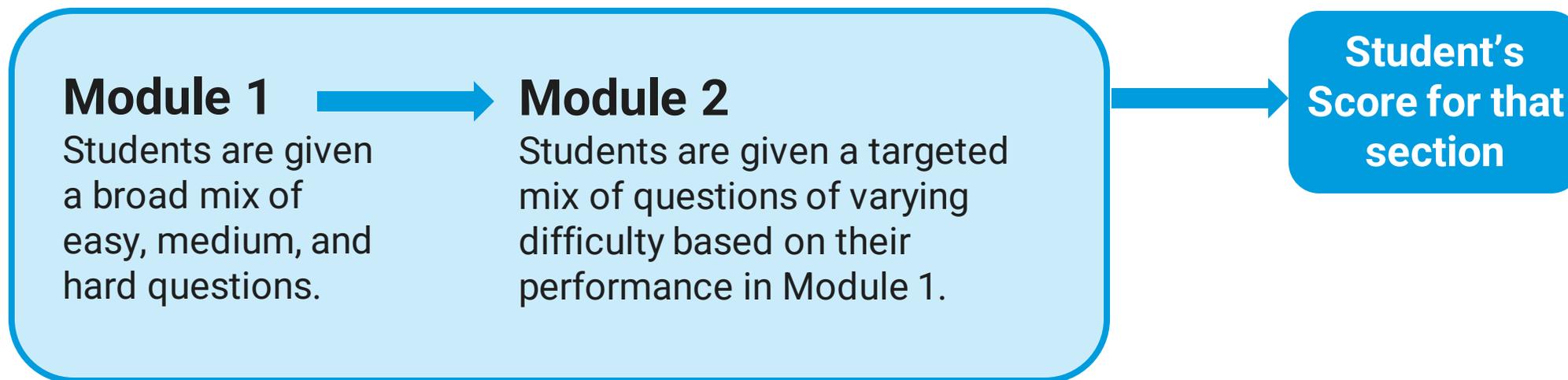
Additional timing options are possible for some accommodations.

Reading and Writing	Math
54 questions (1 section, 2 modules)	44 questions (1 section, 2 modules)
64 minutes (32 minutes per module)	70 minutes (35 minutes per module)
Discrete Questions Multiple Choice with 4 Options	Discrete Questions Multiple Choice with 4 Options (≈75%) Student-Produced Response (≈25%)

There is a 10-minute computer-timed break after the Reading and Writing section prior to the Math section.

Test Specifications

Digital SAT and PSAT 10 have two modules per section



NOTE: This set-up is called “[multi-stage](#)” adaptive. As opposed to “item-level” adaptive testing, students can go back to prior questions within a module, and the test adapts based upon a greater amount of student performance information than a single response.

Paper vs. Digital SAT Test Specifications – Reading & Writing



96 total questions (2 sections)

54 total questions (1 section)

100 total minutes (1.04 min/question)

64 total minutes (1.19 min/question)

Set based questions

Discrete questions

Paper vs. Digital SAT Test Specifications – Math



58 total questions
2 sections – calculator and no calculator

80 total minutes (1.38 min/question)

Discrete and set based questions
Four-option multiple-choice ($\approx 78\%$)
Student-produced response (SPR) ($\approx 22\%$)



44 total questions
1 section – with calculator

70 total minutes (1.59 min/question)

Discrete questions
Four-option multiple-choice ($\approx 75\%$)
Student-produced response (SPR) ($\approx 25\%$)

Student Eligibility

RIDE SAT School Day and PSAT 10 Student Eligibility

- All public-school students, whether served by their home school or outplaced to a serving school, are required to participate in state assessments based on their grade level in your student information system (SIS) at the time of testing.
 - Homeschooled students may test. They will test digitally with the school and will need to be registered in the SIS as "H" for homeschool.
 - Alternate Assessment Students: Students who qualify for the alternate assessments will not take the SAT or the PSAT 10.
 - Tenth-grade students will not participate in state assessments. There are NO alternate assessments at the 10th grade.
 - Eleventh-grade students will take the Dynamic Learning Maps (DLM) alternate assessments in English language arts, mathematics, and science.
- Students Attending Outplacement Schools: It is expected that students attending an outplacement school, whose tuition is paid for by a Rhode Island LEA, will participate in the required tests for their current grade level. Students attending outplacement schools are expected to participate in the PSAT 10 administration in grade 10, and the SAT or DLM alternate assessments in grade 11.
- All questions regarding student eligibility should be directed to RIDE by calling Tricia Bowler at (401) 222-8478 or writing to tricia.bowler@ride.ri.gov. Please do not include any secure student information if sending an email inquiry.

Staff Roles and Eligibility

Testing Staff Roles and Responsibilities Overview



School Test Coordinator

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports



Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC to administer the SAT to students testing with accommodations

Testing Staff Roles and Responsibilities Overview



Technology Coordinator

- Works with TC and SSD coordinators to meet student technology needs for test day
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room



Technology Monitor*

*New required role for digital testing on testing days

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school technology coordinator or another staff member altogether



Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students when needed, and keeps room free of distractions
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

Test Staff Eligibility



Please note that while many requirements remain the same as in previous years, there are some key differences for the digital SAT Suite.

School Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the TC for the same test their child or household member is taking.
- Staff members may serve as the TC for the same test their child or household member is taking if their *child or household member* attends a **different school (including within the district)**.

Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

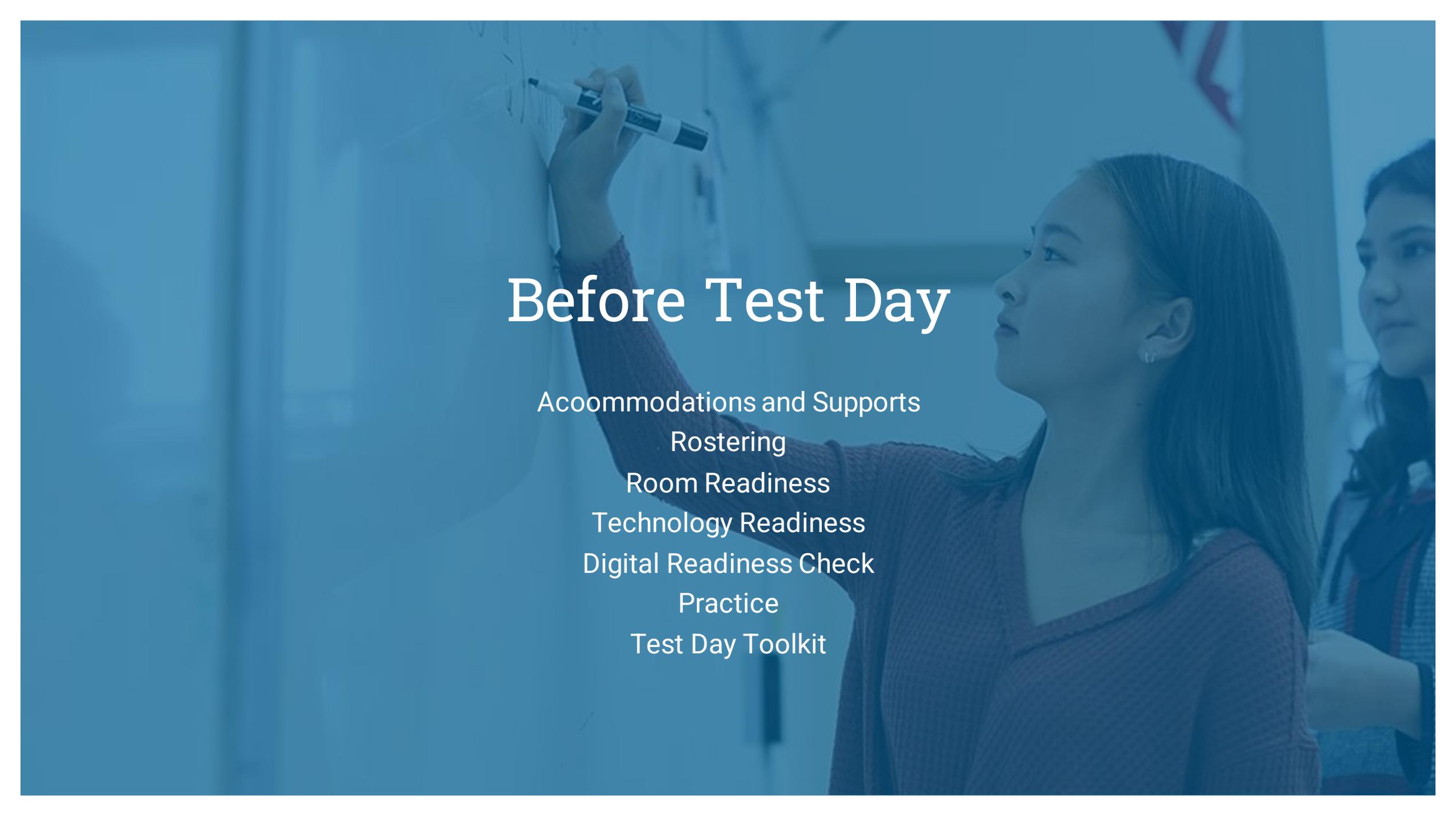
Note: Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.

Fall 2023 to Spring 2024 Differences

Fall 2023 to Spring 2024: What is Different?

College Board continues to learn from feedback to improve and enhance the digital testing experience.

Updated Item	Fall 2023	Spring 2024
Guides	Multiple Guides	One Test Coordinator Manual and one Proctor Manual with fewer supplemental guides.
Scratch Paper	3 pieces required for each student	1 piece required for each student; more allowed if requested
Staff	Individual Staff and Room Information Upload to Test Day Toolkit	Option For College Board Assistance for Bulk Staff Upload and Room Setup in Test Day Toolkit
Digital Readiness Check	No status reporting available for Digital Readiness Check	Exam Setup Status Available in the State Data Management System (SDMS)
Rostering	School/District Rostering: <ul style="list-style-type: none">Schools or Districts Upload Student Rosters To SAT Suite Ordering & Registration (SSOR)	RIDE Rostering: <ul style="list-style-type: none">RIDE will upload full enrollments files daily starting in early February.SSOR Not Used In Spring
Accommodations	No State Allowed Accommodations	State Allowed Accommodations available
EL Supports	No English Language Supports for PSAT/NMSQT	English Language Supports available for SAT and PSAT 10.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

Before Test Day

Accommodations and Supports

Rostering

Room Readiness

Technology Readiness

Digital Readiness Check

Practice

Test Day Toolkit

Accommodations and Supports

Accommodations



Universal Tools

Some tools are available to all test takers and don't require accommodation requests:

- Zoom
- Color contrast
- Calculator (Desmos)
- Math Reference Sheet
- Annotator (highlighter and notepad)
- Mark for review
- Answer eliminator (Strikethrough)
- Question navigator (to quickly review and navigate to specific questions)
- Expand passage or item
- Student clock counts down time left for each section and gives a five-minute warning

- ❑ SSD Online is integrated with Test Day Toolkit and Bluebook. Approved accommodations in SSD Online will automatically transfer to Bluebook if matched to student information.
- ❑ College Board-approved accommodations, state-allowed accommodations, and extended time for EL students must be entered in SSD Online.
- ❑ For digital testing, the default for all accommodated students is online testing. Paper tests are available if:
 - Students cannot test digitally due to their disability, as stated in their IEP/Section 504 plan.
 - When a request for an accommodated paper test is approved in SSD Online, College Board will take proper measures to ship paper materials to the school for testing.

Requesting Accommodations and EL Supports

- SSD Coordinators should request testing accommodations for students with disabilities and time and one-half support for English language learners in SSD Online.
 - **Returning SSD Coordinators:**
Ensure access to SSD Online is still active.
 - **New SSD Coordinators:**
Please complete the [SSD Online Access Request form](#) and return it to College Board. A Principal or Assistant Principal signature is required.

Spring 2024 Deadlines

Activity	Deadline
College Board Approved Accommodations Requests	February 12, 2024
English Learner (EL) Time and One-Half Requests	February 12, 2024
State-Allowed Accommodations (SAAs) Requests <i>Open as of January 9, 2024</i>	February 12, 2024

- State-Allowed Accommodations should be used only in very rare circumstances, as they result in a non-college reportable score.
- Accommodations and Supports may be submitted after the deadline but are not guaranteed for approval in time for your scheduled test day.

State Allowed Accommodations

State Allowed Accommodations (SAAs) are accommodations for tests that are not approved and/or supported by College Board but are approved for students testing in the RIDE-provided spring 2024 administration.

- Participation and diploma requirements are satisfied when students use SAAs.
- Scores for students using SAAs are not college reportable.

Select New Accommodation/Support Type

College Board (CB) Approved Accommodations

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

English Learner (EL) Support

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

State Allowed Accommodations (SAA)

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

[Return to Dashboard](#)

Digital SAT and PSAT Testing Time (with Breaks)

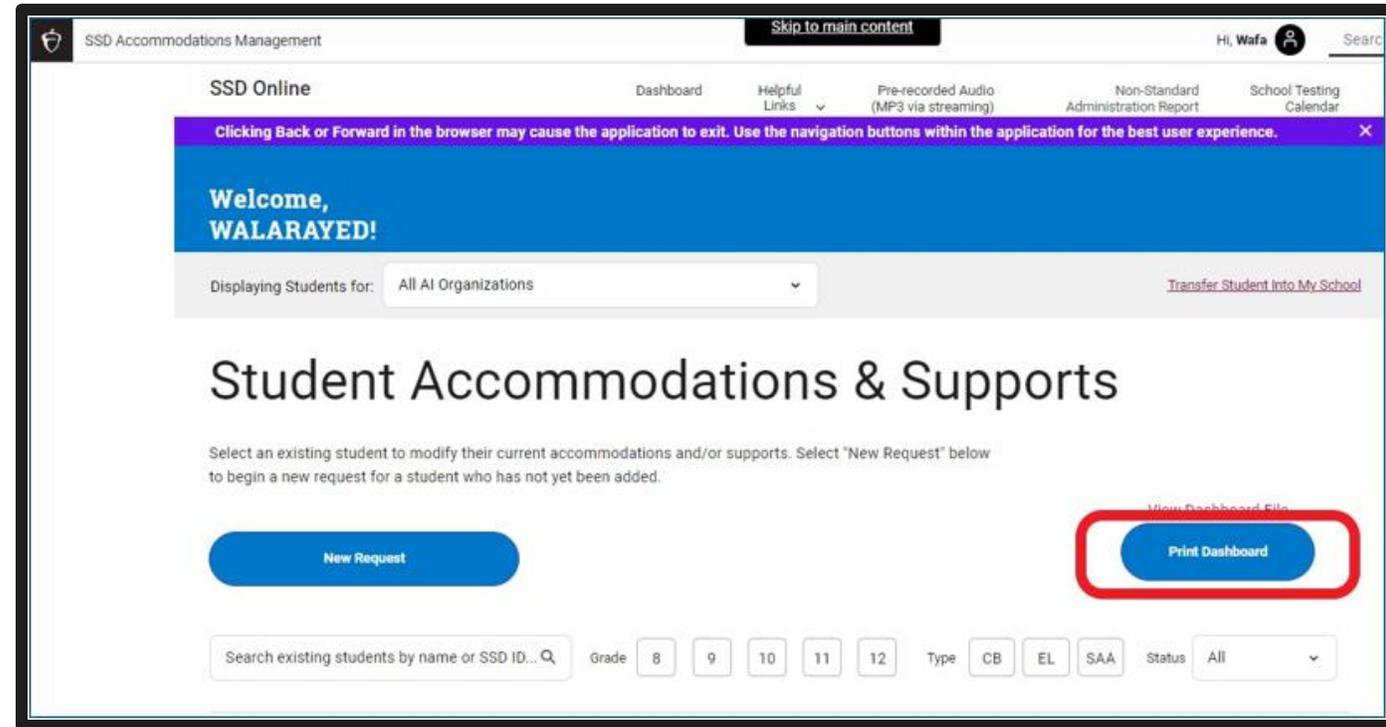
Timing	SAT and PSAT 10
Standard time	2 hours 24 minutes
Time and one-half (reading)	3 hours 41 minutes
Time and one-half (math only)	3 hours 9 minutes
Double time (reading, which includes math)*	4 hours 58 minutes
Double time (math only)	3 hours 44 minutes

All tests include a 10-minute break between the Reading and Writing and Math sections

*Double time (reading) includes a 20-minute nutrition break between Reading and Writing and Math.

Printing the SSD Dashboard

- Review the approved accommodations for all students at your school to make sure they still meet students' needs.
- New this year, you can export the SSD Online dashboard to make this process easier.
 - Click the blue “Print Dashboard” button to export the dashboard.
 - Sort and filter data in the .csv file.



NOTE: The Nonstandard Administration Report (NAR) is no longer available. Please utilize the Print Dashboard functionality when planning testing rooms.

Requesting a Paper Testing Accommodation

- Most students will take the digital SAT or digital PSAT 10
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT and PSAT 10, are not adaptive tests and are **longer** testing experiences.
- SSD Coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time ⊕ Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculators
- Listening
- Speaking

Extra / Extended Time

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended

Reading / Seeing Text

- Large Print Test Book: Other
- Human Reader for paper tests **DOCUMENTATION REQUIRED**
- Pre-recorded audio (MP3 via streaming) for paper tests
- Braille with raised line drawings, contracted
- Magnification Device (non-electronic)
- Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- Raised Line Drawings

Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accomodation(s)

English Learner (EL) Supports for Digital Testing

Translated Test Directions

- Printed versions of the test directions can be downloaded by educators in February 2024 and distributed to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.
- Other languages can be supported “on the fly” by approved translators.

Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on [College Board’s website](#).

EL Time and One-Half (+50%)

- Students must sit for the entire time allotted. They cannot go ahead in the test even if they are the only one testing.
- Submit in SSD Online on an annual basis. They are automatically approved, and no documentation is required.
- Students using this support may be tested with other students using the same timing.

Requesting English Learner Supports

- EL time and one-half must be requested in SSD Online annually.
 - No documentation is required.
- Use of translated test directions and approved word-to-word bilingual dictionaries **does not** require a submission in SSD Online.

New English Learner (EL) Support Request

Students Qualifying for EL Support

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

Support available

You are submitting a request for this student to receive the following

EL - Time and one-half (+50%)

Select Assessment

An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test. Students may use EL Supports for the following College Board test(s):

- PSAT 8/9
- PSAT 10
- SAT School Day

Expiration

The EL Support will be valid for the assessment selected for the academic year of the request. The support will automatically expire at the end of each school year.

Cancel

Continue

Rostering

Digital SAT Suite Student Data Privacy

Information provided by the state:

- First and last name
 - Attending institution
 - Date of birth
 - Grade level (test is derived by grade level)
 - Gender
 - State Student ID
-
- ❖ *Please exercise caution when handling student PII.*
 - ❖ *If it becomes necessary to discuss an issue that involves PII, please opt for communication via telephone whenever possible.*

Registration and Rostering

RIDE is scheduled to upload an initial registration files beginning
February 6, 2024



School rosters will populate into the State Data Management System (SDMS)



Rosters – with SSD information – are scheduled to populate into
Test Day Toolkit the week of February 12, 2024

State Data Management System (SDMS)

The State Data Management System (SDMS) is the new College Board system that RIDE will use to register students for Spring 2024 testing.

- School test and SSD coordinators will have access to SDMS to complete several important tasks, such as:
 - Waiving accommodations for students for spring 2024 tests
 - Monitoring test readiness and completion status
- Additional information regarding SDMS will be available in early February.

The screenshot displays the SDMS interface. At the top, there are navigation links: Home, Register students (with a dropdown arrow), Manage students (with a dropdown arrow), and Student Roster. Below this is a section titled 'Students Uploads'. A blue header bar contains 'TOTAL STUDENTS' on the left and a 'View Student Roster' button on the right. Underneath, a light blue section is titled 'SAT School Day'. A table follows with three columns: 'State', 'Total school count with registrations', and 'Total Registrations'. The row for 'Illinois' shows a total school count of 18 and total registrations of 185. Below the table, there is a timestamp '08/13/2023 3:28:27 PM' and a link 'Last bulk data or student record updated View All'. To the right of the table, there is a breakdown of registrations by grade: 'Grade: 12th: 100 students', '11th: 75 students', and '10th: 10 students'. At the bottom right, it states 'Accommodated student : 34 students'.

State	Total school count with registrations	Total Registrations
Illinois	18	185

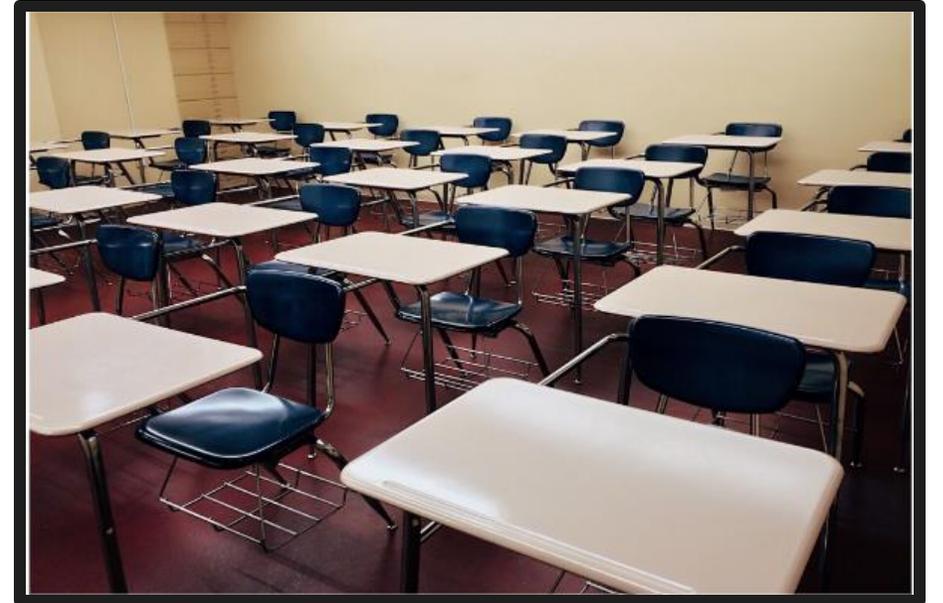
Grade: 12th: 100 students
11th: 75 students
10th: 10 students

Accommodated student : 34 students

Room Readiness

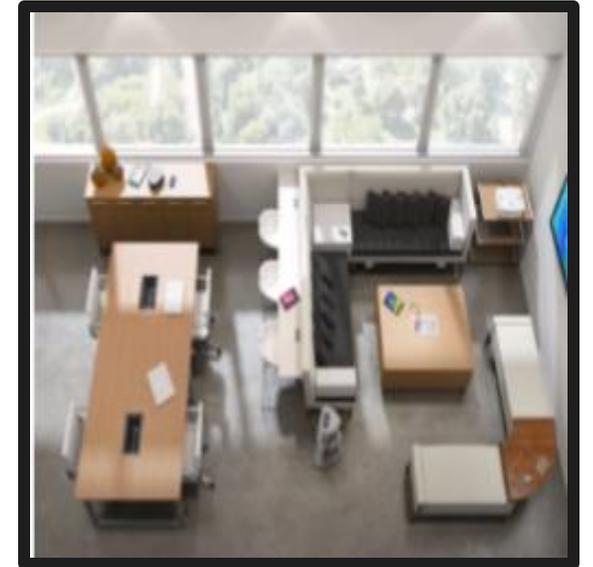
Preparing the Test Rooms

- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- A clock must be visible to all students.
- All chairs must have backs and face forward in the same direction.
- Tablet-arm chairs may be used if they have a minimum writing surface of 12x15 inches.
- Maps, charts, or other teaching materials must not be visible.
- Students cannot use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers.
- Computer labs may be used for testing.
- Students must be seated with at least 3 feet from the center of their computer to the center of the next student's computer.
- Access to power strips/power supply should be available.



Help Room

- The Help room should be staffed with personnel who are prepared to help students with troubleshooting issues.
- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out, and extra charging cords and power strips.



Late Room

- If there is an extra room and proctor available, it is recommended to add a late room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to that proctor's room.
- If no late room is available, those students would need to be scheduled to test on another day within the testing window.



Technology Readiness

Testing Device Requirements



Laptop
Tablet
School-Managed Device
(Chromebook or Desktop)

External mice are allowed
(wired or Bluetooth)



Testing device should be
plugged into a power
source or be able to hold
a charge for the full
exam.



Testing device must be
able to connect to the
school network via
ethernet or
Wi-Fi.

Device Specifications

- Windows laptops/tablets must be running Windows 10 or 11 (Home, Pro, Education, and Enterprise) and have at least 250 MB of free space available. Windows SE is not supported.
- Mac laptops must be running macOS 11.4 or later and have at least 150 MB of free space available. Both Intel and Apple processors are supported.
- iPads must be running iPadOS 14-16 OR 17.1+ (not 17.0.0 – 17.0.3) and have at least 150 MB of free space available.
- School-managed Chromebooks from 2017 or later and should be running Chrome 114+ and have at least 150 MB of free space available. You cannot run Bluebook on a personal Chromebook. Bluebook won't run on an OS below ChromeOS 102.
- For the latest information, visit: <https://bluebook.collegeboard.org/technology/devices/requirements>

Download Bluebook

Chromebook Installation

Bluebook runs in kiosk mode, so it's available only on Chromebooks managed through the Admin console in Google Workspace.

Mac Installation

Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.

iPad Installation

Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.

Windows Installation

Students needs write access to their local folder to allow for installation and testing.

Network Requirements

Remember to exempt the below domains from all SSL/TLS decryption rules if you're certificate pinning.

Open the 443/TCP port and protocol for traffic to and from those domains.

Bypass List

Let traffic to and from these domains bypass firewalls, content filters, proxy servers, and any other security appliances or software:

- **College Board:** Use a wildcard at the root level to make Bluebook testing possible: *.collegeboard.org
- **Apple App Store:** Enable Bluebook updates if students are testing on Macs or iPads.
- **Sentry:** Use a wildcard at the root level to help us troubleshoot test day issues: *.sentry.io

Test	Bandwidth
SAT School Day (and other assessments in the Suite)	200 Kbps Upload and Download

[Network Specifications – Bluebook Technology | College Board](#)

Digital Readiness Check

What is a Digital Readiness Check?

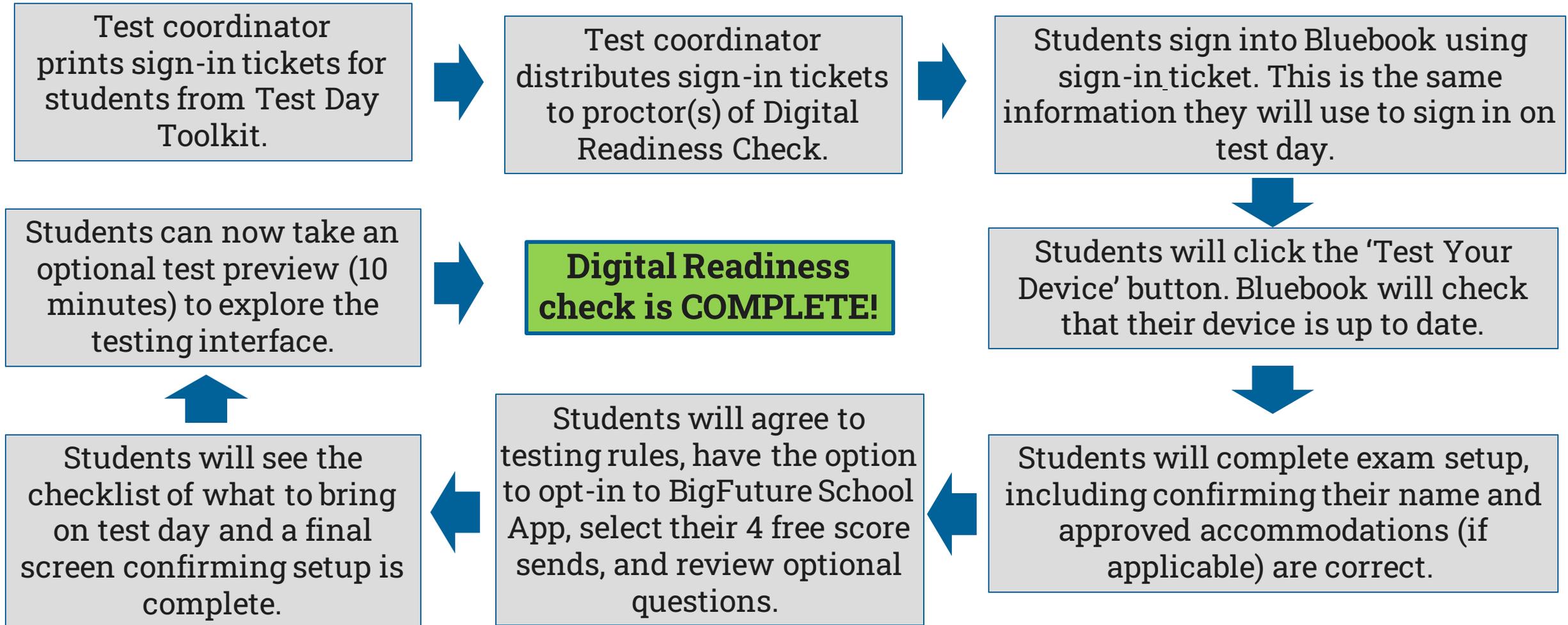
- A digital readiness check is a student-led pre-administration session to check for device readiness, registration accuracy, and to allow access to practice the testing experience.
- Administer a Digital Readiness Check session 1-2 weeks prior to the scheduled test day.
- Test Day Toolkit is **NOT** needed to manage a Digital Readiness Check.
- Do **NOT** provide room or start codes to students during the Digital Readiness Check. Those codes are provided only during Check-In on the scheduled test day.

The Digital Readiness Check has three components, two of which are mandatory:

1. Device Readiness
2. Exam Setup
3. Test Preview (Optional)

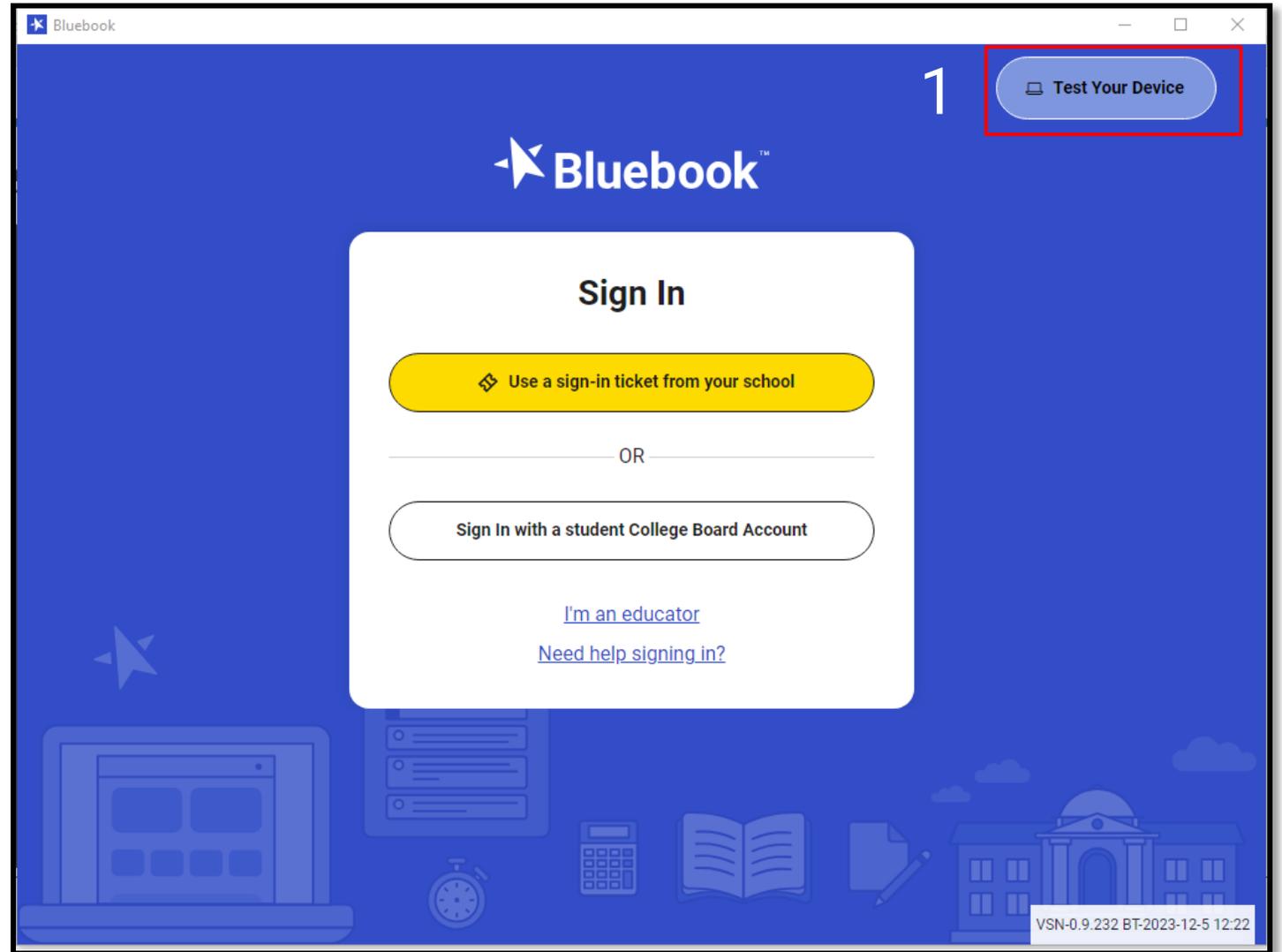
Conducting a Digital Readiness Check – allow 25 min

Start Here

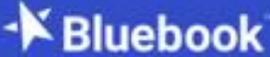


1. Device Readiness Check

- Click 'Test Your Device' in the upper right corner.
- Students do not need to sign in for this step.



Device Readiness Check



This Device Meets the Requirements

We recommend running this check as close to test day as possible.

- ✓ Memory
- ✓ Operating System
- ✓ Disk Space

Done



This Device Doesn't Meet the Requirements

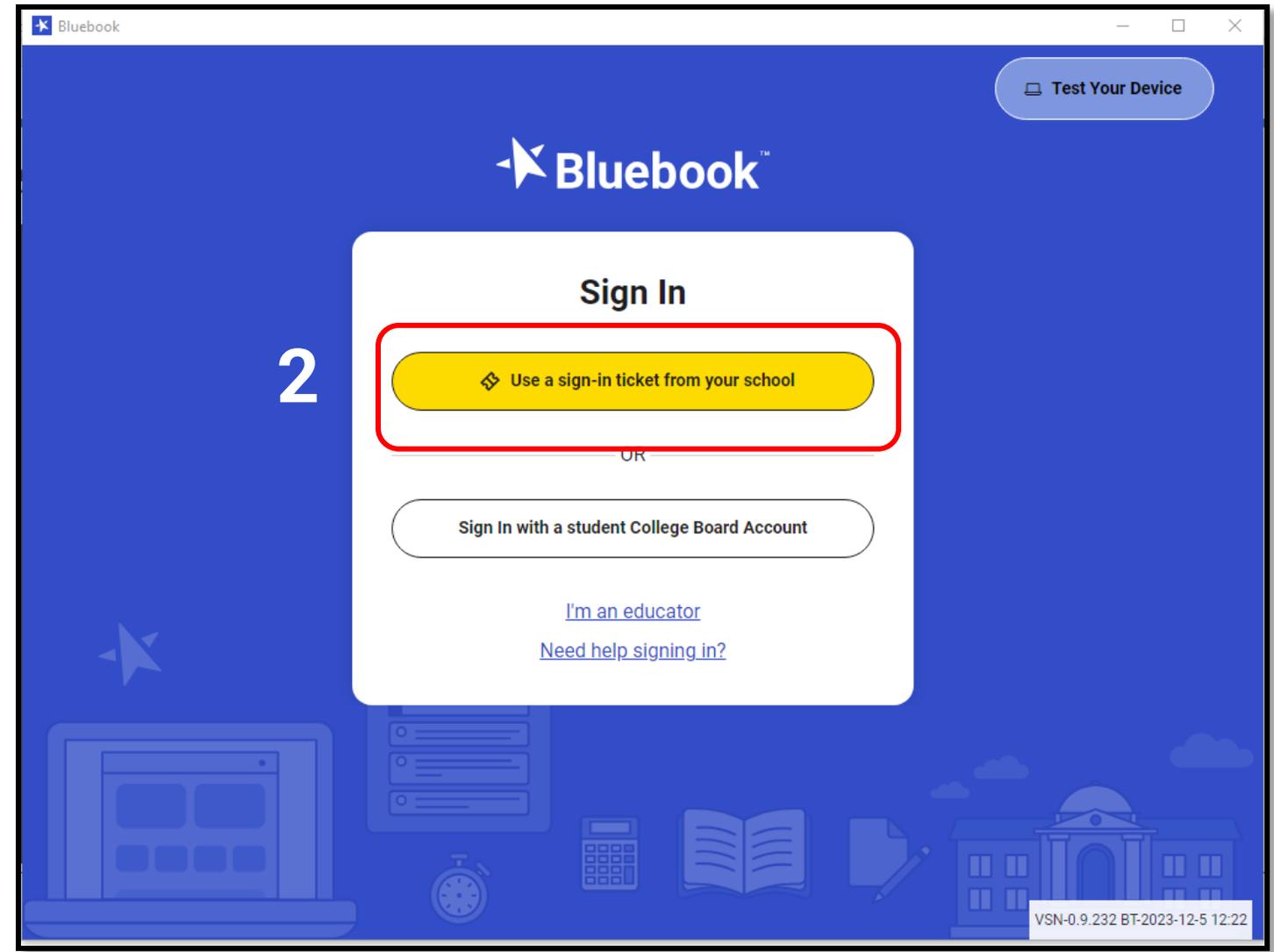
If you're on a school-managed device, ask someone at your school for help.

- ! **Operating System Failure**
Chrome OS 114 or later is highly recommended. **Update your operating system and try again.**

Quit

2. Login to Bluebook

Students should use their sign-in ticket to login to Bluebook.



Bluebook Home Page Test Card

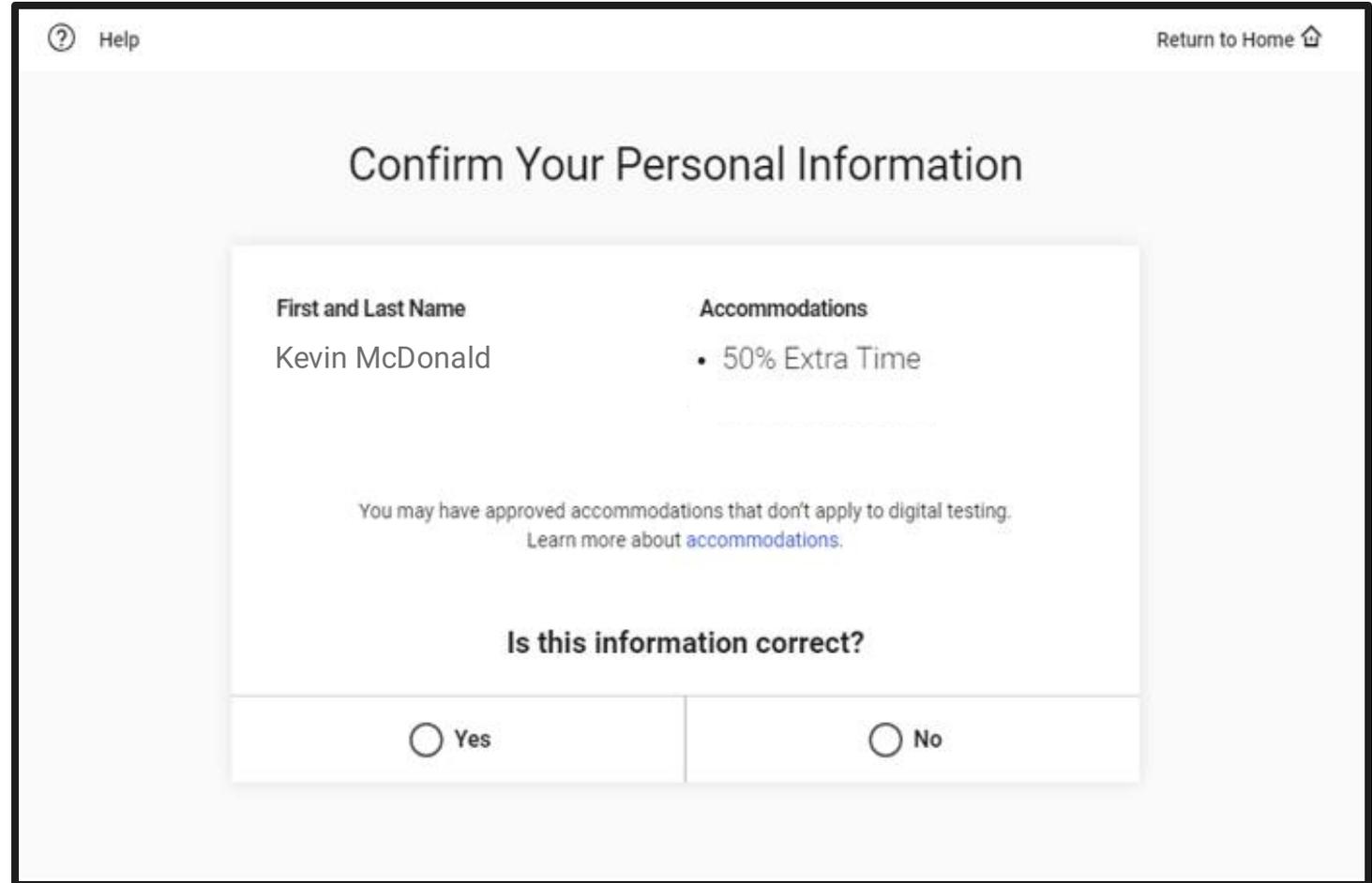
Once the students have completed the device test and ensured their testing device is configured correctly for test day, they can begin Exam Setup.

The screenshot shows the Bluebook Home Page for a user named Diane May. At the top, the Bluebook logo is on the left and the user's name 'Diane May' with a profile icon is on the right. Below the header, a blue banner contains the text: 'Hi, Diane! Take a practice test and get ready for test day.' The main content area is titled 'Your Tests' and includes a filter for 'Active' (selected) and 'Past'. A link 'Don't see your test here?' is on the right. The primary test card is for 'SAT Spring 2024'. It lists the date as 'Your teacher will let you know your test date soon.' with a 'Test Day Checklist' link. The location is 'T.H. Smith High School, 1500 Step Street, New York, NY, 56091, United States'. Testing accommodations are listed as 'You have no approved accommodations for this test.' At the bottom of the card, a green checkmark icon is followed by the text 'It's time to set up your exam.' and a yellow 'Start Exam Setup' button, which is highlighted with a red rectangle. Below this section is a 'Practice and Prepare' section with a link 'Scoring your practice tests'. It contains two buttons: 'Test Preview' with an icon of a document and a calculator, and 'Full-Length Practice' with an icon of a document.

Exam Setup – Confirm Your Information

- **Students should carefully review their registration information.**
- **The student's name as submitted from RIDE's upload will be shown.**
- **Any approved accommodations in SSD Online will be reflected on this screen.**

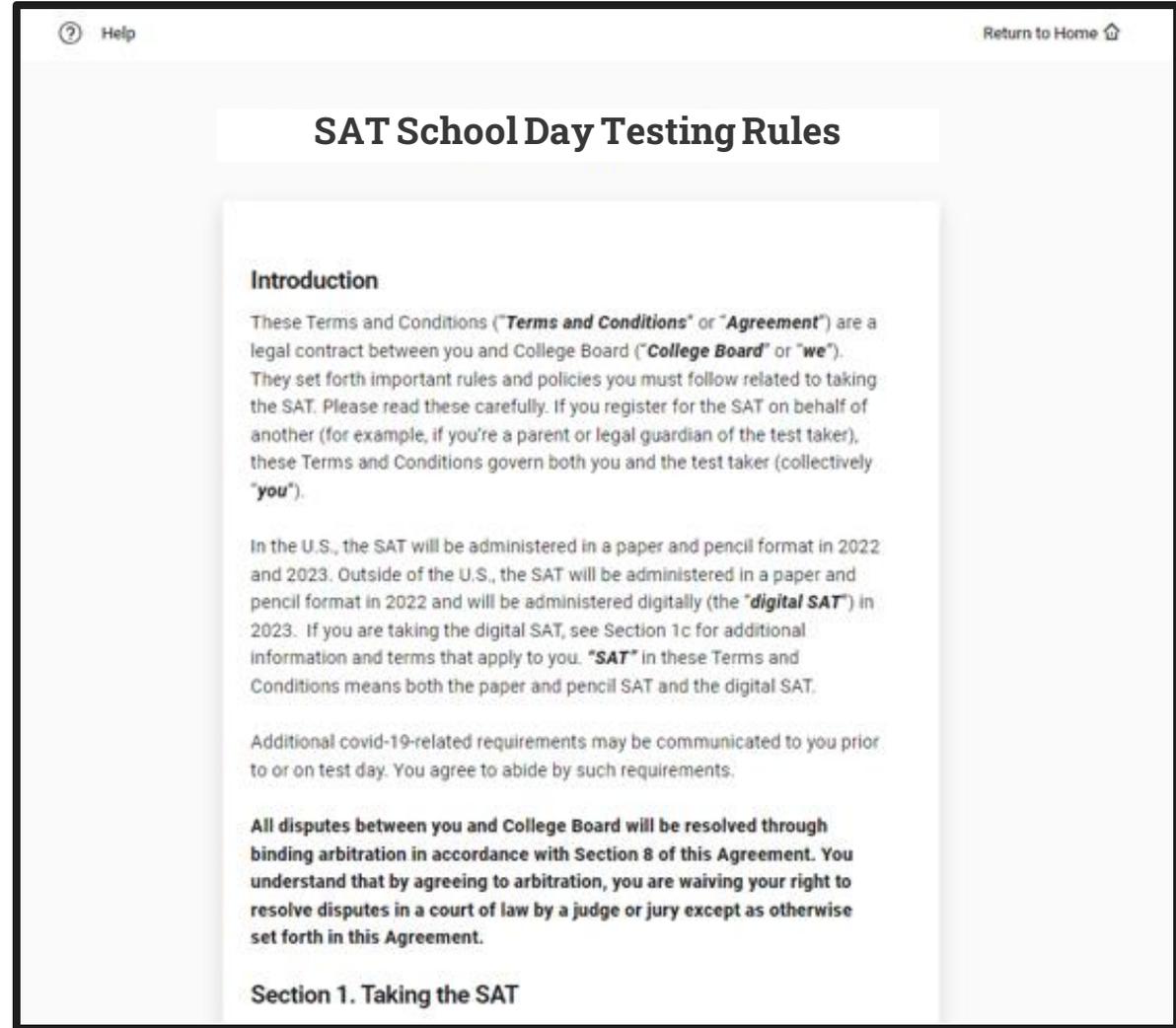
Note: If there is a discrepancy with a student's registration, please work with your SSD coordinator, school SIS clerk, or RIDE to resolve.



The screenshot shows a web interface for confirming personal information. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this is a white box containing two columns of information: 'First and Last Name' with the value 'Kevin McDonald' and 'Accommodations' with a list containing '50% Extra Time'. Below the information is a note: 'You may have approved accommodations that don't apply to digital testing. Learn more about accommodations.' At the bottom of the box is the question 'Is this information correct?' followed by two radio button options: 'Yes' and 'No'.

Exam Setup – Testing Rules

All students will review and agree to the Testing Rules.



The screenshot shows a web page titled "SAT School Day Testing Rules". At the top left, there is a "Help" link with a question mark icon. At the top right, there is a "Return to Home" link with a house icon. The main heading is "SAT School Day Testing Rules". Below this, there is an "Introduction" section. The text in the introduction states: "These Terms and Conditions ('Terms and Conditions' or 'Agreement') are a legal contract between you and College Board ('College Board' or 'we'). They set forth important rules and policies you must follow related to taking the SAT. Please read these carefully. If you register for the SAT on behalf of another (for example, if you're a parent or legal guardian of the test taker), these Terms and Conditions govern both you and the test taker (collectively 'you')." Below this, there is a paragraph about the administration of the SAT: "In the U.S., the SAT will be administered in a paper and pencil format in 2022 and 2023. Outside of the U.S., the SAT will be administered in a paper and pencil format in 2022 and will be administered digitally (the 'digital SAT') in 2023. If you are taking the digital SAT, see Section 1c for additional information and terms that apply to you. 'SAT' in these Terms and Conditions means both the paper and pencil SAT and the digital SAT." Another paragraph mentions: "Additional covid-19-related requirements may be communicated to you prior to or on test day. You agree to abide by such requirements." A bolded paragraph states: "All disputes between you and College Board will be resolved through binding arbitration in accordance with Section 8 of this Agreement. You understand that by agreeing to arbitration, you are waiving your right to resolve disputes in a court of law by a judge or jury except as otherwise set forth in this Agreement." At the bottom of the visible text, it says "Section 1. Taking the SAT".

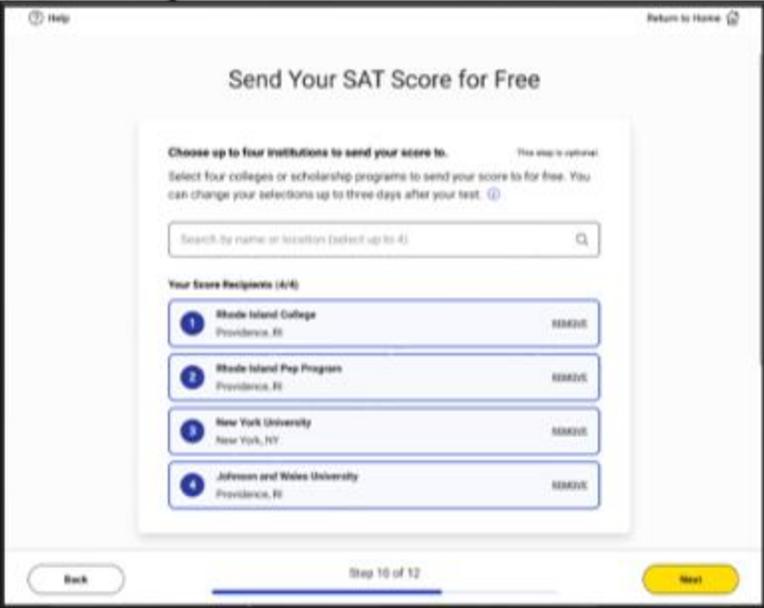
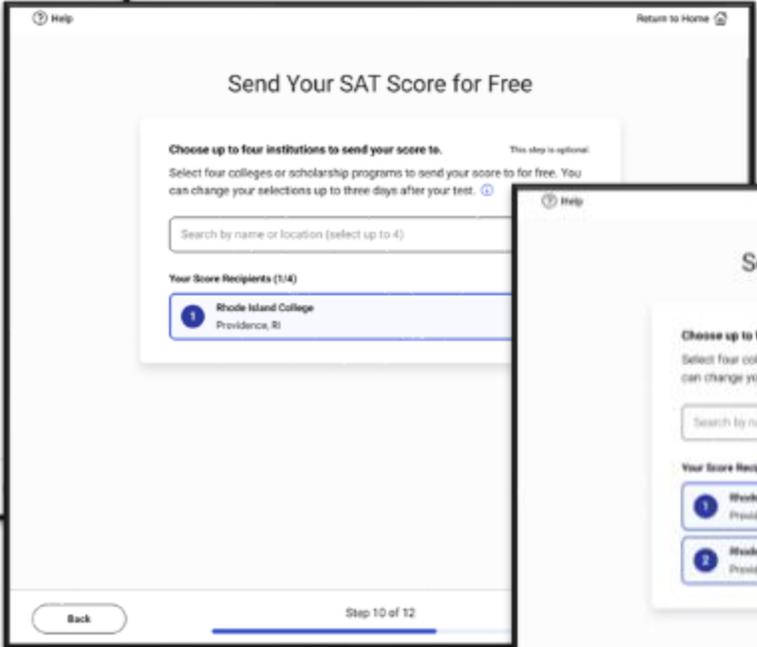
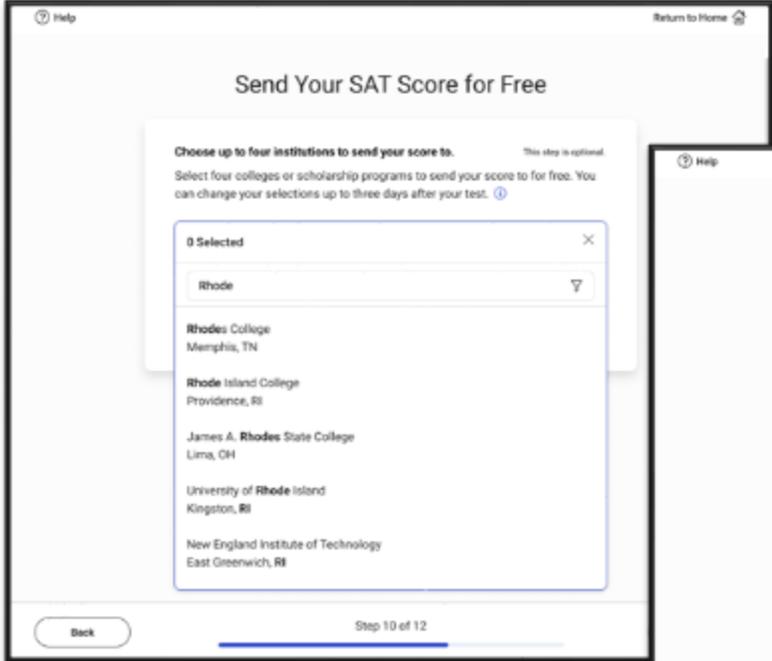
Select Up to 4 Free Score Sends to Colleges

- **Students taking SAT will have the option to send their scores to up to 4 colleges and/or scholarship programs of their choice, up to 3 days after they test.**
- **No school codes needed; just begin typing the name of the school or location in the box to select.**

The screenshot shows a web interface for sending SAT scores. At the top left is a 'Help' icon and at the top right is a 'Return to Home' icon. The main heading is 'Send Your SAT Score for Free'. Below this, there is a text box that says 'Choose up to four institutions to send your score to.' followed by 'This step is optional.' and 'Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test.' Below the text is a search input field with the placeholder text 'Search by name or location (select up to 4)' and a magnifying glass icon. Underneath the search field, it says 'Your Score Recipients (0/4)' and 'You have not added any score recipients yet.' At the bottom of the interface, there is a 'Back' button, a progress indicator showing 'Step 10 of 12', and a 'Next' button.

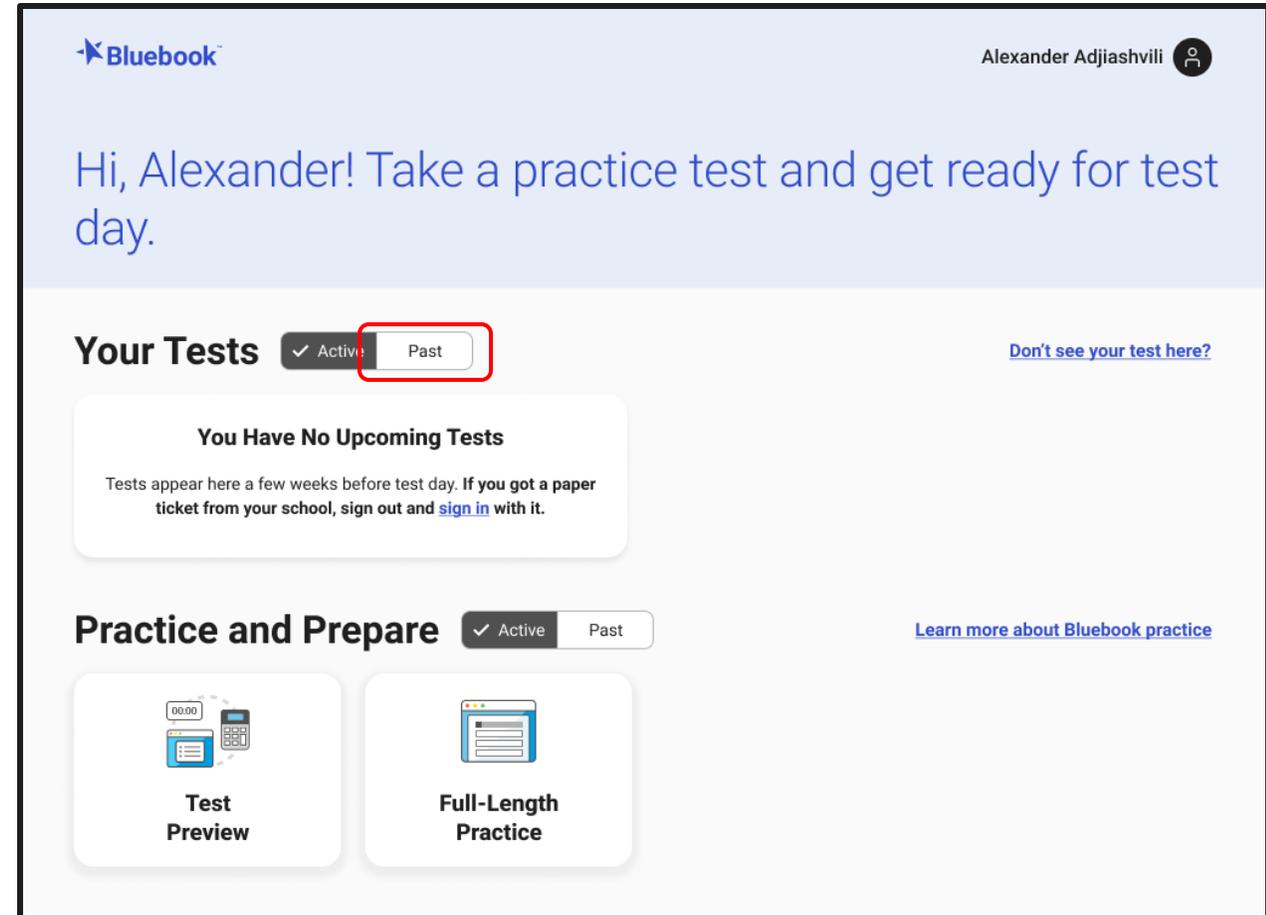
Free Score Sends – SAT Only

Select up to four colleges/universities to receive spring scores automatically.



After the Test – Score Sends – Test Day +3

- After students take SAT, they still have the option to add or edit their score sends.
- Using their sign-in ticket, they login to Bluebook and toggle 'Past' in the 'Your Tests' header.



The screenshot shows the Bluebook user interface for Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name is on the right. Below the header, a message says "Hi, Alexander! Take a practice test and get ready for test day." The main content area is titled "Your Tests" and features a toggle switch with "Active" selected and "Past" highlighted with a red box. To the right of the toggle is a link that says "Don't see your test here?". Below this is a message: "You Have No Upcoming Tests" with a sub-message: "Tests appear here a few weeks before test day. If you got a paper ticket from your school, sign out and sign in with it." The bottom section is titled "Practice and Prepare" and has a toggle switch with "Active" selected and "Past" highlighted. Below this are two buttons: "Test Preview" and "Full-Length Practice". To the right of the "Practice and Prepare" toggle is a link that says "Learn more about Bluebook practice".

After the Test – Score Sends – Test Day +3

Students can click on 'SAT Score Sends' to access the Score Sends selection page.

The screenshot shows the Bluebook user interface for Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name is on the right. Below the header, a greeting says "Hi, Alexander! Take a practice test and get ready for test day." The main content is divided into two sections: "Your Tests" and "Practice and Prepare".

Your Tests section includes a filter for "Active" and "Past" tests. A card for the "SAT" test is displayed, with a red box highlighting the "SAT Score Sends" link. The card contains the following information:

- SAT**
- Date:** The spring 2024 digital SAT is over.
- Springfield High School**
100 Main Street, Springfield, NJ
07012, United States
- Testing Accommodations:** You have no approved accommodations for this test.
- ✓ Your answers have been submitted!**
[See score release date.](#)

Practice and Prepare section includes a filter for "Active" and "Past" practice. It features two buttons: "Test Preview" and "Full-Length Practice".

After the Test – Score Sends – Test Day +3

- Students can use the ‘Remove’ link to delete an existing score send.
- They can search for a college or scholarship program to add by typing the name in the Search box and selecting the correct one.
- Three days after they test, the Score Sends will not be editable.

Send Your SAT Score for Free

Start typing a college or program name to add to the list.

Choose up to four institutions to send your score to. This step is optional.
Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test. ⓘ

Search by name or location (select up to 4)

Your Score Recipients (4/4)

1	Rhode Island College Providence, RI	REMOVE
2	Rhode Island Pep Program Providence, RI	REMOVE
3	New York University New York, NY	REMOVE
4	Johnson and Wales University Providence, RI	REMOVE

Use the ‘Remove’ link to delete existing requests.

Cancel Save

Exam Setup – BigFuture School App - optional

- **Students may opt-in to BigFuture School App, which will allow them to receive a notification when their scores are ready.**
- **Even if students entered their phone number in the fall, they must do so again to receive the notification for when spring 2024 scores are available.**

Help Return to Home

Get Test Scores Delivered Right to Your Phone

Enter your number to get BigFuture School, a free app that lets you view your scores and get college and career resources.

After your test, we'll text you a link to download the app, send you a code you'll use to sign in, and let you know when your scores are ready. **We won't use your phone number for any other reason.**

Already a BigFuture School user? Enter your phone number so you can also see your score from today's test in the app—we'll text when your score is ready. And if you provided a different number before, we'll use this one from now on.

Mobile Phone Number All questions are optional.

() - -

Confirm Mobile Phone Number

() - -

- Sharing your mobile phone number is voluntary. Standard messaging and data rates apply. You may opt out of these text messages at any time. ⓘ
- Do not provide a mobile number if you're under the age of 13.
- Only provide a domestic/U.S. mobile phone number.
- Do not provide a mobile number that is shared with any other student.

Exam Setup – Tell Us About Yourself - optional

- **Optional information collected from students:**
 - **Home/ mailing address**
 - **Email address**
 - **Race**
 - **Ethnicity**
 - **High school Grade Point Average (GPA)**
 - **Intended college major or areas of study or interest**
 - **Level of education aspirations**
 - **First language**
 - **Best language**
 - **Parents' highest level of education**

Privacy Notice

We're going to ask a few questions about you. All questions are optional. By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.

How will we use this information? College Board may use the information you provide:

- To verify your identity
- To provide you score information
- To maintain the fairness and validity of our tests
- For test security purposes
- For test accommodations purposes
- On a de-identified basis, for psychometric and educational research purposes, and to maintain, develop, support, improve, and diagnose our services and applications
- To disclose as required by law, when we believe in good faith that it's necessary to protect our rights, protect an individual's safety or the safety of others, investigate fraud, or respond to a government request

Who else can see this information? Your high school, school district, and state may receive your responses. We also send your scores and information to certain scholarship programs, unless you choose to opt out by contacting College Board's Customer Service. This includes your state scholarship organization, if any, and the

Exam Setup – Test Day Checklist

- The Test Day Checklist will share information with students about what is required, allowed, and prohibited on test day.

Help Return to Home

Test Day Checklist

REQUIRED:

- You must have a fully charged device—it needs to stay on for roughly 3 hours. You may test with a personal device or a school-managed device.
- If you're testing at a school you don't attend, you'll need a [valid photo ID](#).
- Follow all safety procedures at your school or test center.

ALLOWED:

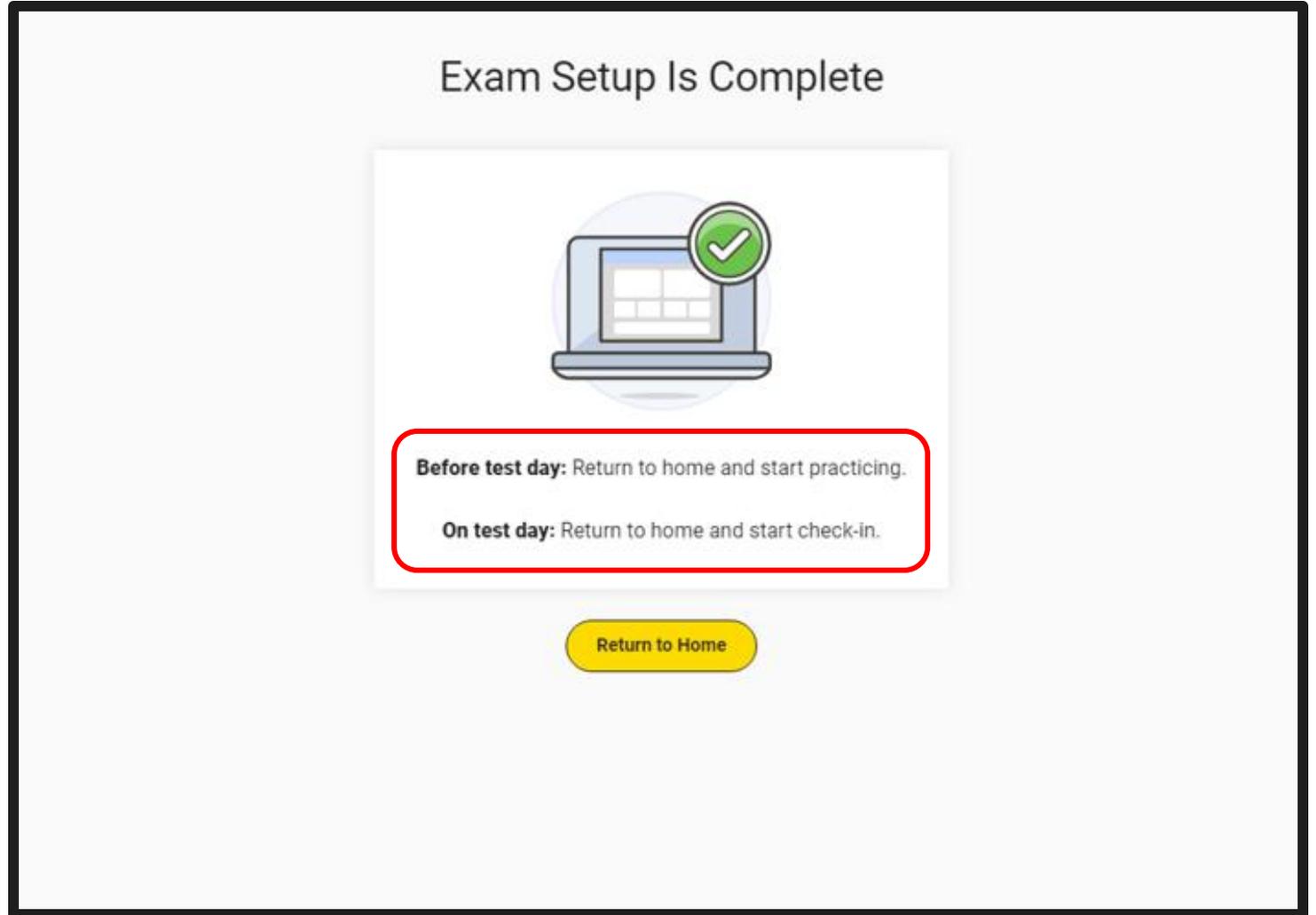
- You can have a power cord or a portable charger, but we can't guarantee you'll have access to an outlet.
- There's a graphing calculator built into the app, but you can also bring your own [approved calculator](#).
- You can use an external mouse or keyboard. External keyboards are allowed with tablets—not with laptops.
- You're allowed snacks and water, but only during breaks.

PROHIBITED:

- Other applications—you must close all other apps and programs while the test is in progress.
- Notes, books, or any other reference materials.
- You will be provided scratch paper, but you may not bring your own.
- Headphones or earbuds—unless you have a College Board–approved accommodation.
- Any camera, recording device, or timer.
- Mobile phones and smartwatches are prohibited. If you bring one, the proctor may collect it before the test.

Exam Setup Is Complete

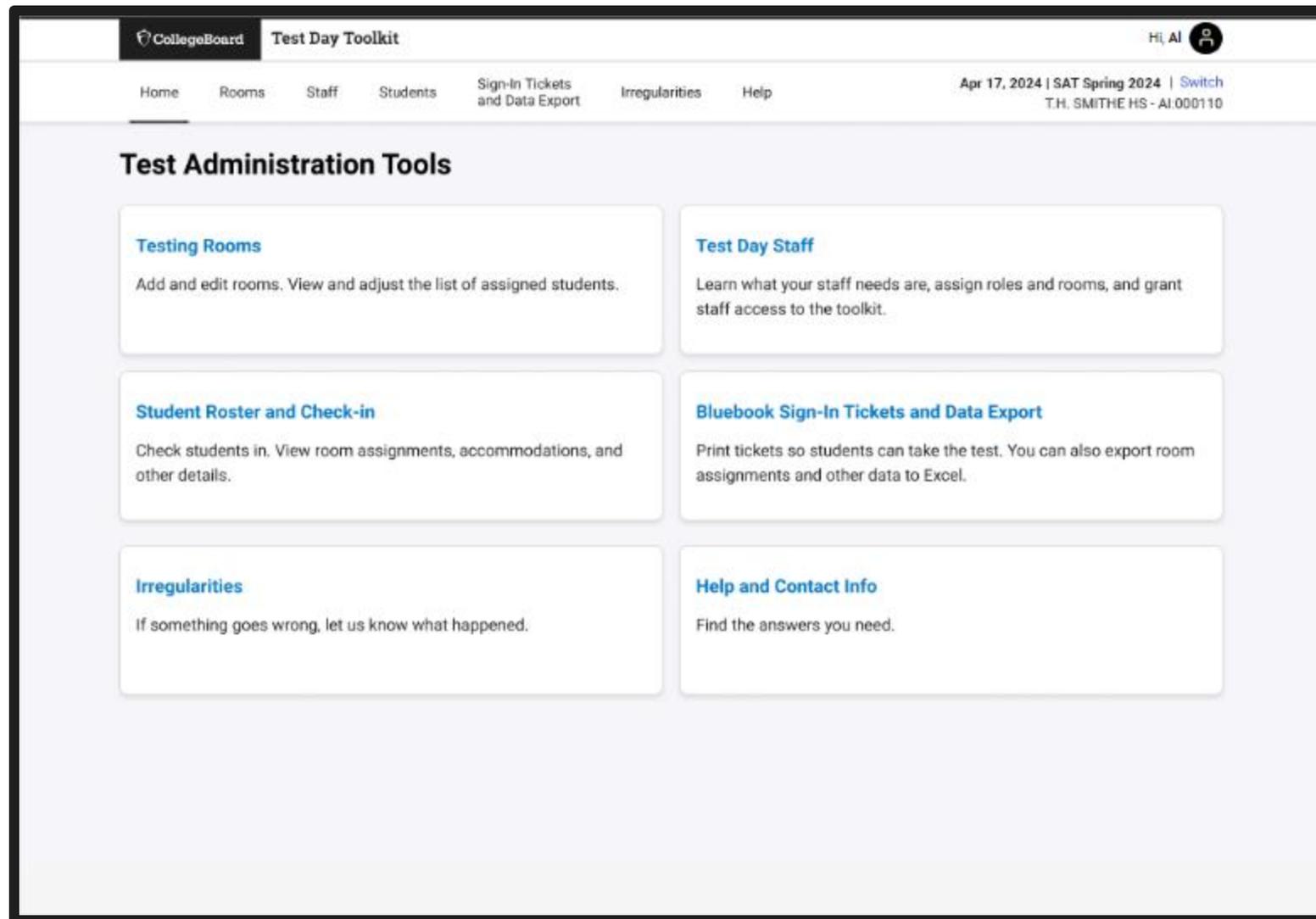
- **Once Exam Setup is complete, students do not need to go any further before test day.**
- **Students should not be provided room codes or start codes until the day of testing during the Check-In process.**



Test Day Toolkit

Home Page

- In early February, test coordinators and backup test coordinators will automatically have access to Test Day Toolkit through their College Board account.
- Test Day Toolkit allows coordinators or proctors to:
 - Add or edit test rooms
 - Add test day staff
 - Check-in students
 - Access student sign-in tickets
 - Report irregularities



The screenshot shows the 'Test Day Toolkit' interface. At the top, there is a navigation bar with the CollegeBoard logo, the title 'Test Day Toolkit', and a user profile 'Hi, AI'. Below this is a secondary navigation menu with links for 'Home', 'Rooms', 'Staff', 'Students', 'Sign-In Tickets and Data Export', 'Irregularities', and 'Help'. The main content area is titled 'Test Administration Tools' and contains six tool cards: 'Testing Rooms' (Add and edit rooms), 'Test Day Staff' (Learn what your staff needs are), 'Student Roster and Check-in' (Check students in), 'Bluebook Sign-In Tickets and Data Export' (Print tickets), 'Irregularities' (Report issues), and 'Help and Contact Info' (Find answers).

Add or Edit Testing Rooms

- **Test coordinators have the option of adding students to testing rooms ahead of test day, but that is not mandatory.**

CollegeBoard Test Day Toolkit

Hi, AI

Home Rooms Staff Students Sign-In Tickets and Data Export Irregularities Help

Apr 17, 2024 | SAT Spring 2024 | Switch
T.H. SMITHE HS - AI:000110

All Rooms

Add Rooms - Search Rooms

Add Rooms

Complete the table below to add rooms. You can auto-assign students to rooms when your total capacity is high enough.

Select from the list Import Rooms

* = Required

Room Name *	Capacity *	Action
<input type="text"/>	<input type="text"/>	Delete

Total: 0 seats in 0 rooms Add Row +

Save Cancel

Testing Groups (4)

Add Rooms: Add enough rooms to seat students in these testing groups.

Testing Group ^	Registered Students	Waitlist Students
S1	46	0
S3	5	0
S4	1	0
S6	2	0

Add Test Day Staff

- **Test Coordinators have 2 options for adding test day staff into Test Day Toolkit.**
 - (1) If your school participated in fall testing, those staff are still available in the Staff List, and you can add more manually, as needed.
 - (2) If your school did not participate in fall testing, you may enter them into Test Day Toolkit manually.
- **Note: If you have a large number of staff/rooms to enter, you may send this information College Board support. More information on this process will be communicated to you in early February.**

The screenshot displays the 'Test Day Toolkit' interface. At the top, there is a navigation bar with the CollegeBoard logo, 'Test Day Toolkit' title, and user information 'Hi, AI'. Below this is a secondary navigation bar with links for Home, Rooms, Staff (selected), Students, Sign-In Tickets and Data Export, Irregularities, and Help. The date 'Apr 17, 2024 | SAT Spring 2024' and a 'Switch' button are also visible, along with the school name 'T.H. SMITHE HS - AI:000110'.

The main content area is titled 'Test Day Staff'. It features a dropdown menu for 'Choose an action' and a 'Go' button. Below this is a search bar labeled 'Search assigned staff' and two buttons: 'Add Staff -' and 'Filter Table +'.

The interface is split into two columns. The left column is titled 'Select from Your Staff List' and includes the instruction 'Start by assigning returning staff to this administration.' Below this is a table with a checkbox and a 'Staff Name' column. One staff member is listed: Thomas, Terrence (Proctor) with email tthomas@thsmithe.edu.

The right column is titled 'Add New Staff to Test Day Toolkit'. It includes a legend '* = Required' and a checkbox labeled 'Force this user into Test day Toolkit'. Below this is a form field for 'First Name *'.

Print Sign-in Tickets

Print Sign-In Tickets

CollegeBoard Test Day Toolkit Hi, AI

Home Rooms Staff Students **Sign-In Tickets and Data Export** Irregularities Help

Mar 20, 2024 | SAT Spring 2024 | Switch
T.H. SMITHE HS - AL000110

Test Administration Tools

- Testing Rooms**
Add and edit rooms. View and adjust the list of assigned students.
- Test Day Staff**
Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.
- Student Roster and Check-in**
Check students in. View room assignments, accommodations, and other details.
- Bluebook Sign-In Tickets and Data Export**
Print tickets so students can take the test. You can also export room assignments and other data to Excel.
- Irregularities**
If something goes wrong, let us know what happened.
- Help and Contact Info**
Find the answers you need.

Print Sign-In Tickets

CollegeBoard Test Day Toolkit Hi, AI

Home Rooms Staff Students **Sign-In Tickets and Data Export** Irregularities Help

Apr 17, 2024 | SAT Spring 2024 | Switch
T.H. SMITHE HS - AL000110

Bluebook Sign-In Tickets and Data Export

Print Tickets Export Data

Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:

- On test day, to start testing.
- Before test day, to participate in preadministration session and to preview Bluebook on their own.

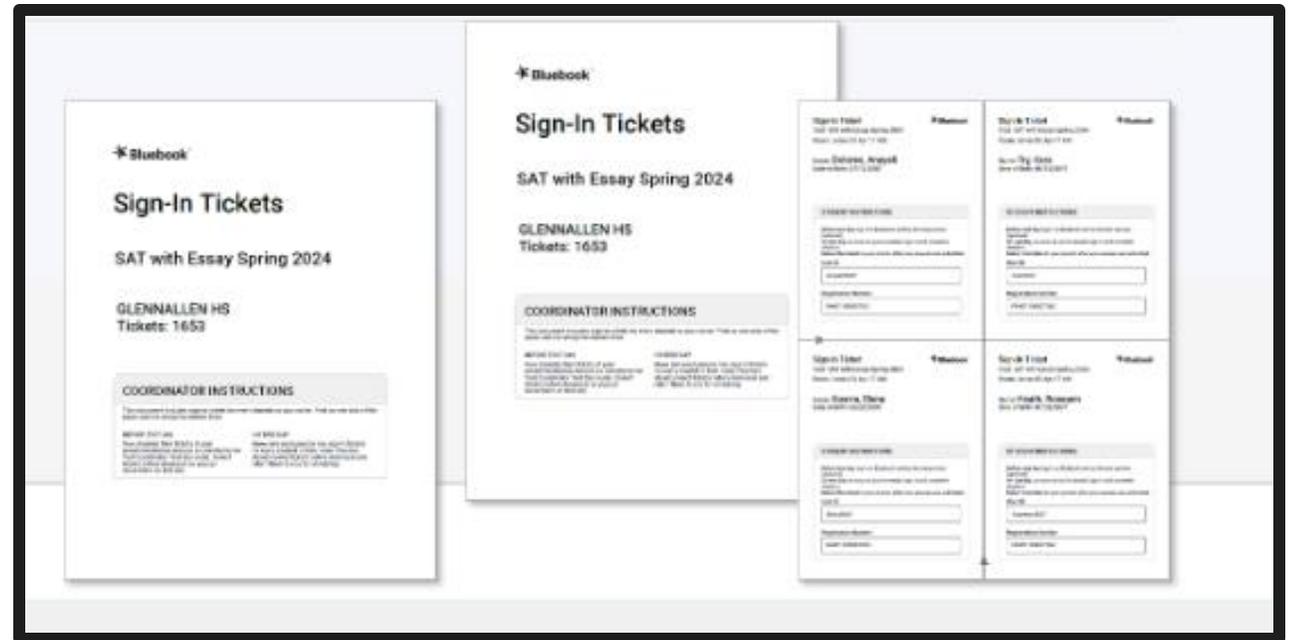
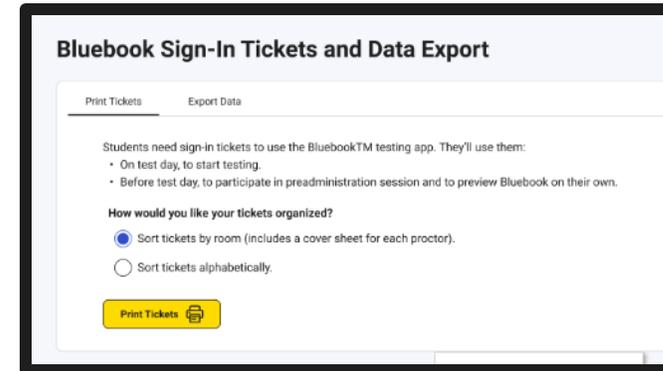
How would you like your tickets organized?

- Sort tickets by room (includes a cover sheet for each proctor).
- Sort tickets alphabetically.

Print Tickets

Print Sign-in Tickets

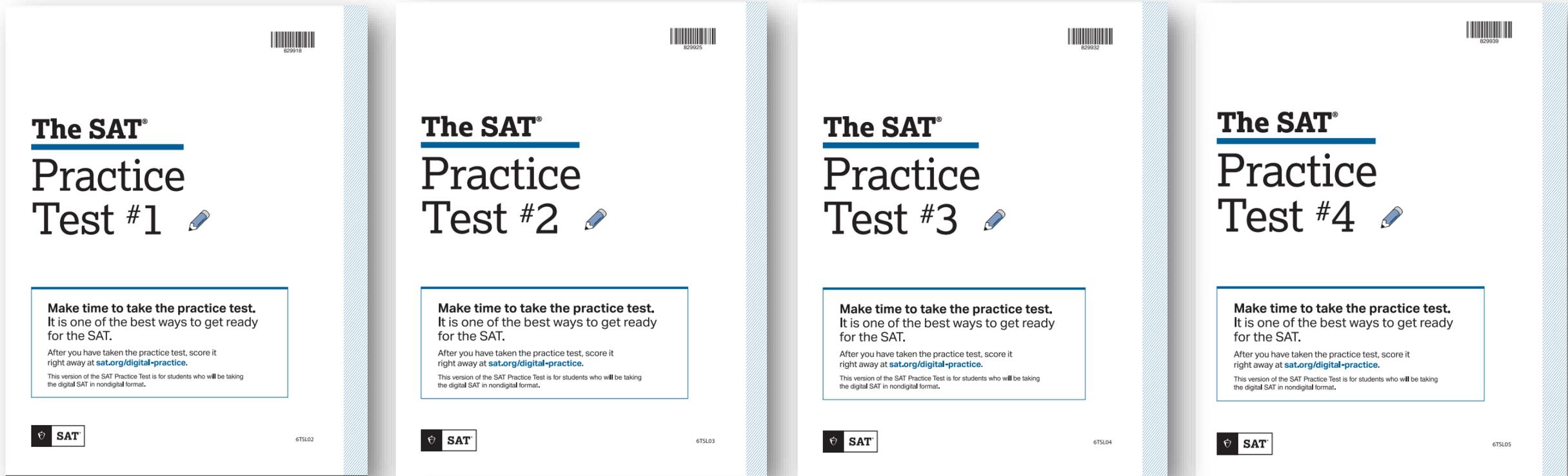
- **Test Coordinators can print Sign-in tickets.**
- **For Printing, there are two options:**
 - **Option 1: Print by room, with a cover sheet for each proctor.**
 - **Option 2: Print alphabetically by last name.**
- **Note: By default, tickets print 4 to a page.**



Practice

- Paper
- Bluebook
- Khan Academy

Option #1: Paper SAT Suite Practice Tests



SAT: <https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/linear>
PSAT 10: <https://satsuite.collegeboard.org/psat-10/preparing/practice-tests/paper>

Reviewing Scores on MyPractice

My SAT Practice Tests

November 14, 2023

SAT Practice 1

Your Total Score

940

400 to 1600

Your Reading and Writing Score

590

200 to 800

Your Math Score

350

200 to 800

Score Details

Explore every question on Khan Academy

Practice Specific Questions

Reading and Writing - Part 1

Question 1 | Words in context

Researchers and conservationists stress that biodiversity loss due to invasive species is _____. For example, people can take simple steps such as washing their footwear after travel to avoid introducing potentially invasive organisms into new environments.

Which choice completes the text with the most logical and precise word or phrase?

Choose 1 answer:

preventable

INCORRECT (SELECTED)
undeniable

Choice B is incorrect because it wouldn't make sense to say that a simple step like washing your shoes after traveling is an example of biodiversity loss due to invasive species being "undeniable," or something that can't be proved to be wrong. Although the text may suggest that biodiversity loss due to invasive species is something that really happens, the word that completes the text must make the first sentence into an assertion that is illustrated by the second sentence, and the second sentence illustrates the idea that biodiversity loss due to invasive species is preventable, not undeniable.

common

concerning

Check

Explain

Show answer

See questions with explanations on MyPractice.

Student Question Bank

Choose your own questions and improve your score by practicing more.

Score Details
November 14, 2023

Reading and Writing

Question 1

While researching a topic, a student has taken the following notes:

- Pinnipeds, which include seals, sea lions, and walrus, live in and around water.
- Pinnipeds are descended not from sea animals but from four-legged, land-dwelling carnivores.
- Canadian paleobiologist Natalia Rybczynski recently found a fossil with four legs, webbed toes, and the skull and teeth of a seal.

Rybczynski refers to her rare find as a "transitional fossil" because the fossil illustrates an early stage in the evolution of pinnipeds from their land-dwelling ancestors.

The student wants to emphasize the fossil's significance. Which choice most effectively uses relevant information from the notes to accomplish this goal?

A. Canadian paleobiologist Natalia Rybczynski's fossil has the skull and teeth of a seal, which, like sea lions and walrus, is a pinniped.

B. Pinnipeds are descended from four-legged, land-dwelling

Score Details

SAT Practice 1 - November 14, 2023

Review Test

Explore every question on Khan Academy

Practice Specific Questions

All Questions

Reading and Writing

Math

Questions Overview

98

Total Questions

49

Correct Answers

49

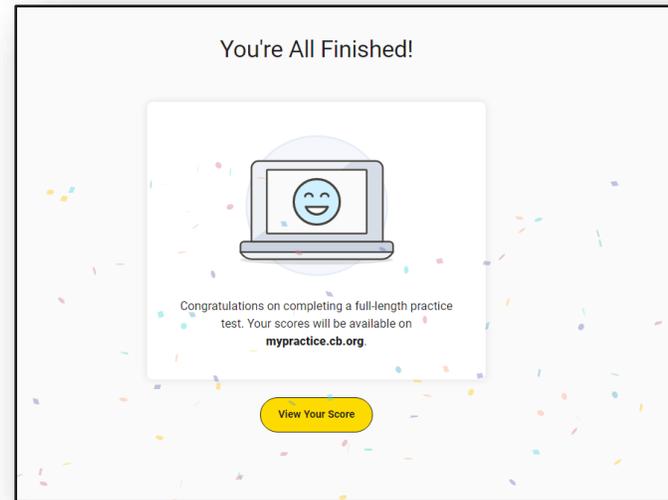
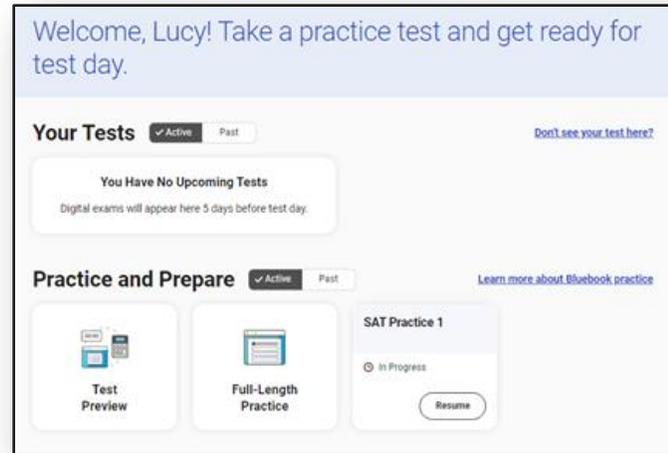
Incorrect Answers

Question	Section	Correct Answer	Your Answer	Actions
1	Reading and Writing	A	A, Correct	Review
2	Reading and Writing	C	C, Correct	Review
3	Reading and Writing	C	D, Incorrect	Review
4	Reading and Writing	B	D, Incorrect	Review
5	Reading and Writing	C	C, Correct	Review

Use the Student Question Bank to explore similar questions and create personalized practice.

Option #2: Bluebook Digital SAT Suite Practice Tests

- ✓ Four Full-Length Practice exams for all SAT Suite Assessments currently available
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Questions Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.



Choose a Full-Length Practice

Test Type * ** Required
SAT

Practice Test *
Select

Accommodations and Supports
I will be testing with accommodations

Note: Selecting a testing accommodation here does not mean you will receive it on test day. [Need more info about testing accommodations?](#)

Reading: Extended Time
Select

Math: Extended Time
Select

Breaks
 Breaks: extra
 Breaks: extended
 Breaks: as needed

Other
Select

Option #3: Khan Academy: Official Digital SAT Course

Assignments and progress reports

- In-depth lesson articles
- Video worked examples
- Practice exercises
- 3 difficulty levels

Mastery enabled

- Course Challenge
- Quizzes and unit tests
- Skills Progress data available



Reading and Writing

11 skills

Hundreds of official Digital SAT items developed

Math

37 skills

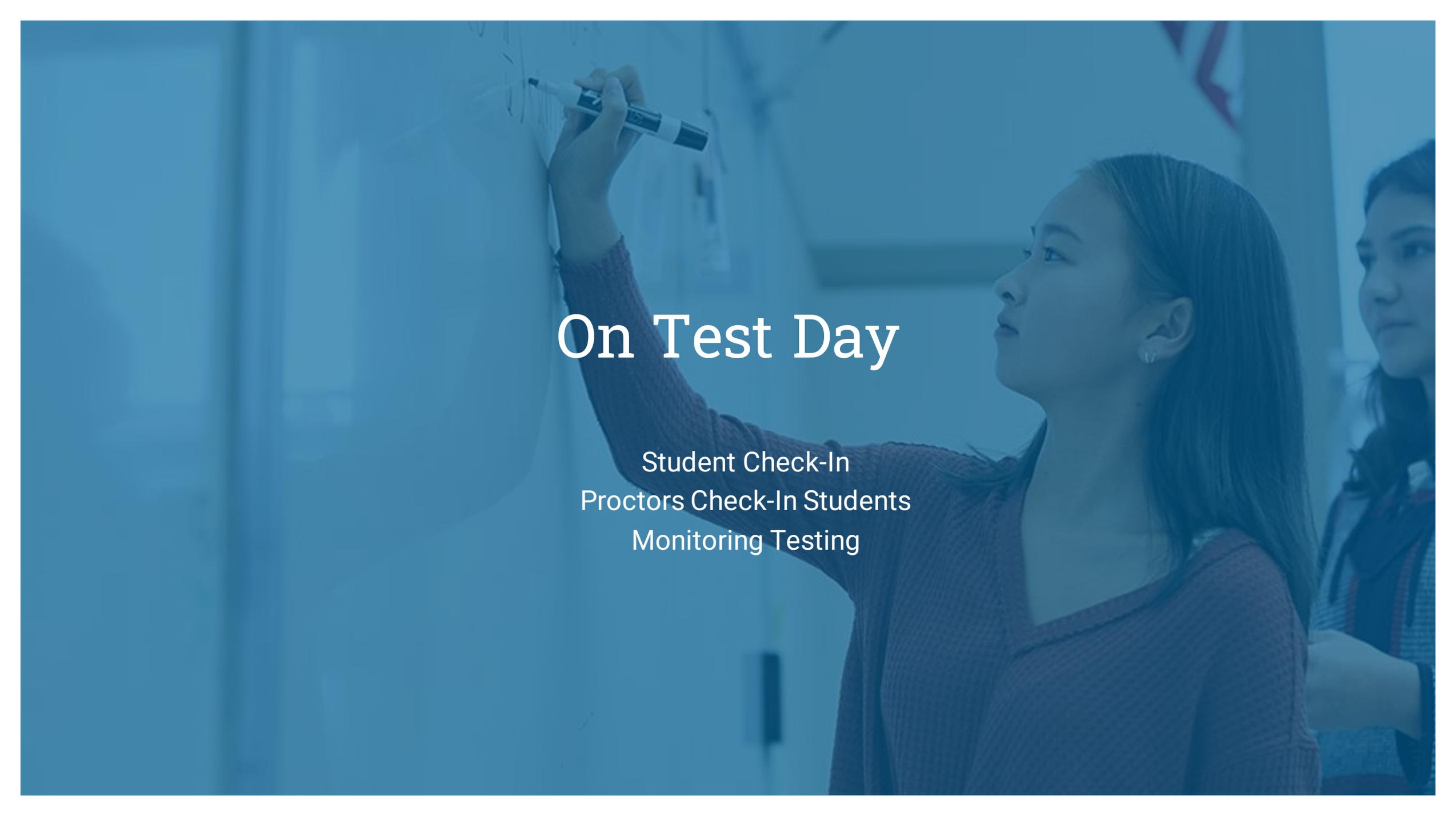
Thousands of adapted Digital SAT items developed

Check for Understanding



What do students do during the Digital Readiness Check?

- A. Students sign-in to Bluebook with their College Board account.
- B. Students test their device readiness.
- C. Students complete Exam Setup.
- D. All of the above.
- E. B & C only.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

On Test Day

Student Check-In

Proctors Check-In Students

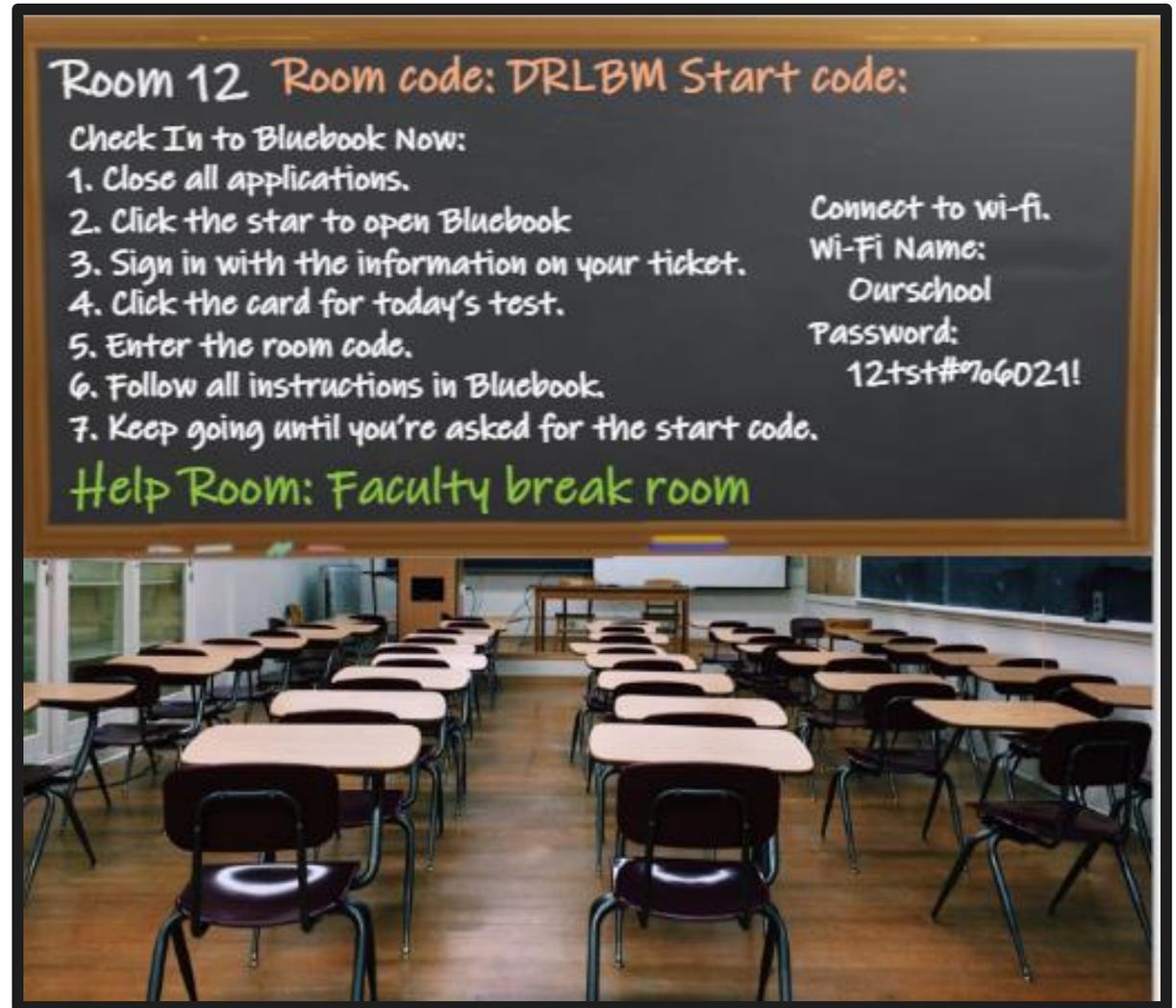
Monitoring Testing

Student Check-In

Student Experience

Getting Started

- **Once seated, students can open their devices, ensure connection to the Wi-Fi and follow directions the proctor has written on the board.**



Getting Started

- **Students should sign in using their individual sign-in ticket distributed by the proctor.**
- **Students should not sign in using their College Board account.**

The image shows a Bluebook sign-in interface. On the left, a 'Sign-In Ticket' is displayed with the following information:

- Test: SAT with Essay Spring 2024
- Room: Jones 03 Apr 20 AM
- Name: **May, Diane**
- Date of Birth: 02/11/2007

Below the ticket information are 'STUDENT INSTRUCTIONS' and two input fields:

- User ID: DMay01
- Registration Number: FAKEL100009642

On the right, the Bluebook sign-in screen is shown. It features the Bluebook logo and a 'Test Your Device' button. The main sign-in area has two options:

- A yellow button: 'Use a sign-in ticket from your school' (indicated as the correct path).
- A button: 'Sign In with a student College Board Account' (indicated as incorrect by a red prohibition sign).

Additional links on the sign-in screen include 'I'm an educator' and 'Need help signing in?'.

Bluebook Homepage

- **Students should have completed the Digital Readiness Check prior to test day.**
- **If completing Digital Readiness activities on Test Day, please allow for 30 minutes of additional time at the beginning of the test session.**
- **Students select the Check-In Now button on test day.**

The screenshot displays the Bluebook homepage for a user named Diane May. At the top, the Bluebook logo is on the left and the user's name 'Diane May' is on the right. A greeting reads: 'Hi, Diane! Take a practice test and get ready for test day.' Below this is a 'Your Tests' section with tabs for 'Active' and 'Past'. A test entry for 'SAT Spring 2024' is shown, including the date, location (T.H. Smith High School), and testing accommodations. A 'Check In Now' button is highlighted with a red box. Below the test entry is a 'Practice and Prepare' section with two options: 'Test Preview' and 'Full-Length Practice'.

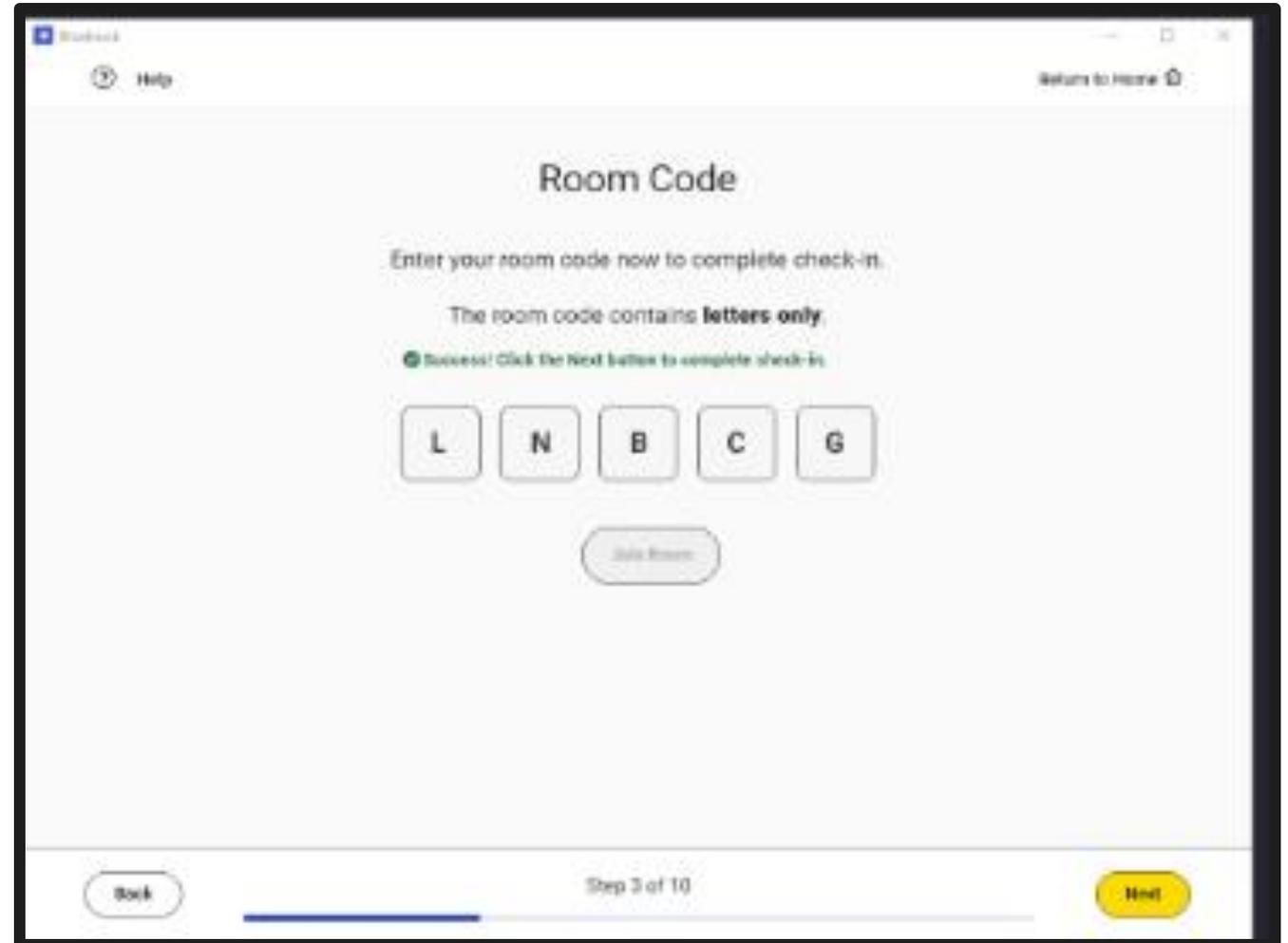
Confirm Personal Information

- **Students confirm their personal information and any accommodations they may be using.**
- **Students have done this step previously in the Digital Readiness Check.**

The screenshot shows a web interface for confirming personal information. At the top left is a 'Help' link with a question mark icon, and at the top right is a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this, there are two columns of information: 'First and Last Name' with the value 'Kevin McDonald', and 'Accommodations' with a bulleted list: 'Breaks as Needed' and 'Reading: Time and one-half (+50%)'. A note below the accommodations states: 'You may have approved accommodations that don't apply to digital testing. Learn more about accommodations.' At the bottom, the question 'Is this information correct?' is followed by two radio button options: 'Yes' and 'No'.

Room Code

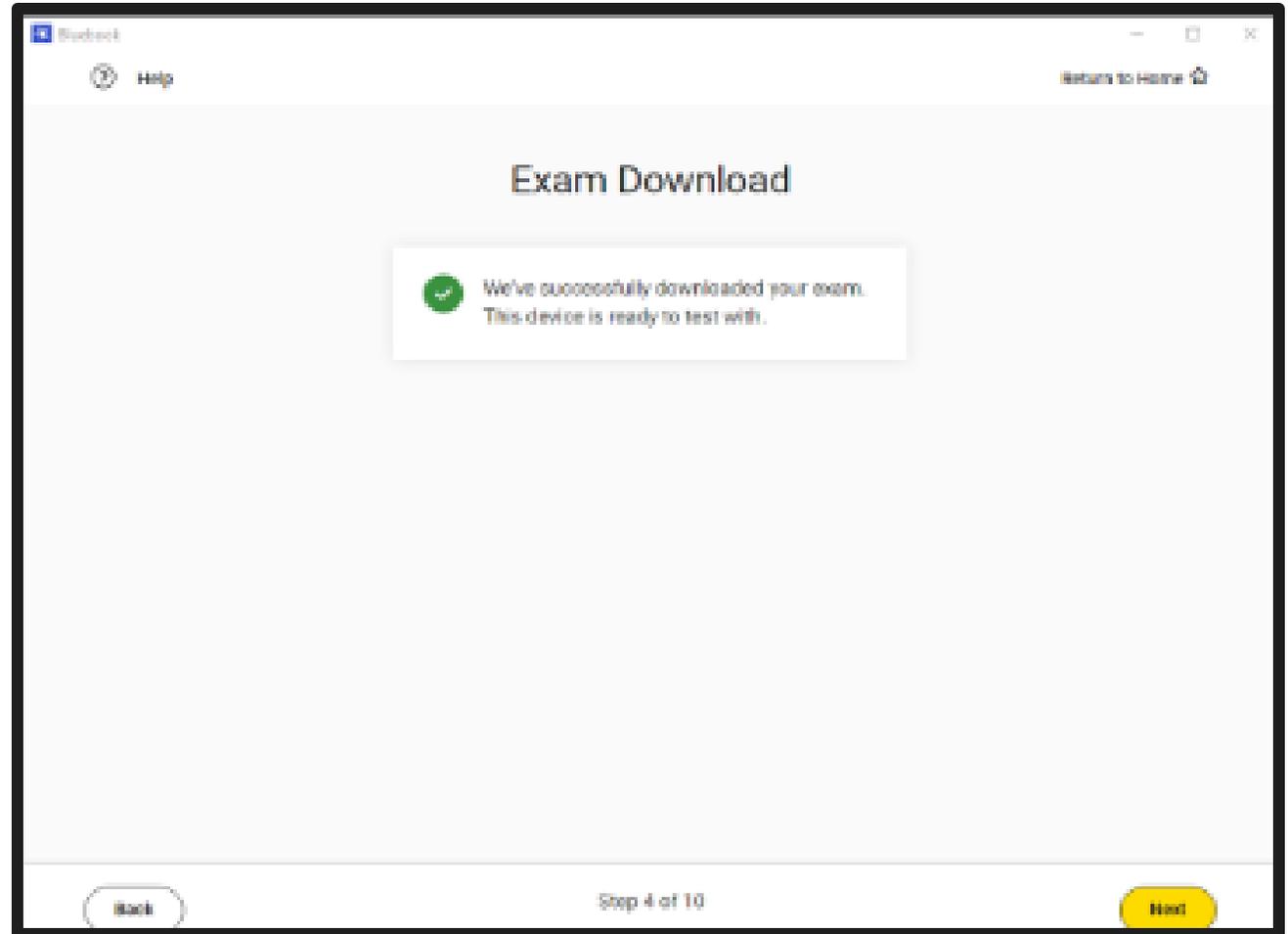
- **Students will enter the 5-digit room code written on the board.**
- **Students will not be able to proceed until the proctor then marks them as present in Test Day Toolkit.**



The screenshot shows a mobile application interface for entering a room code. At the top, there is a navigation bar with a 'Help' icon and a 'Return to Home' button. The main heading is 'Room Code'. Below the heading, the text reads: 'Enter your room code now to complete check-in. The room code contains **letters only**. Success! Click the Next button to complete check-in.' There are five input fields, each containing a letter: 'L', 'N', 'B', 'C', and 'G'. Below these fields is a 'Go Home' button. At the bottom of the screen, there is a progress bar with a 'Back' button on the left, 'Step 3 of 10' in the center, and a 'Next' button on the right.

Exam Downloaded

- **Once marked present the exam is downloaded onto a student's device.**



Digital Test Security

- **Students must retype the security pledge for digital testing and agree to those rules and consequences of breaking them.**

help returns to home

Digital Test Security

You're bound by the following rules for today's exam:

- You may not give or receive help during the exam. You may not share or post anything related to this exam.
- Your answers must be entirely your own. College Board will review your responses.
- If you attempt to cheat, your score will be canceled, college admissions offices may be notified, and you will be disqualified from taking any AP, SAT, or CLEP exams.

Test Security Pledge

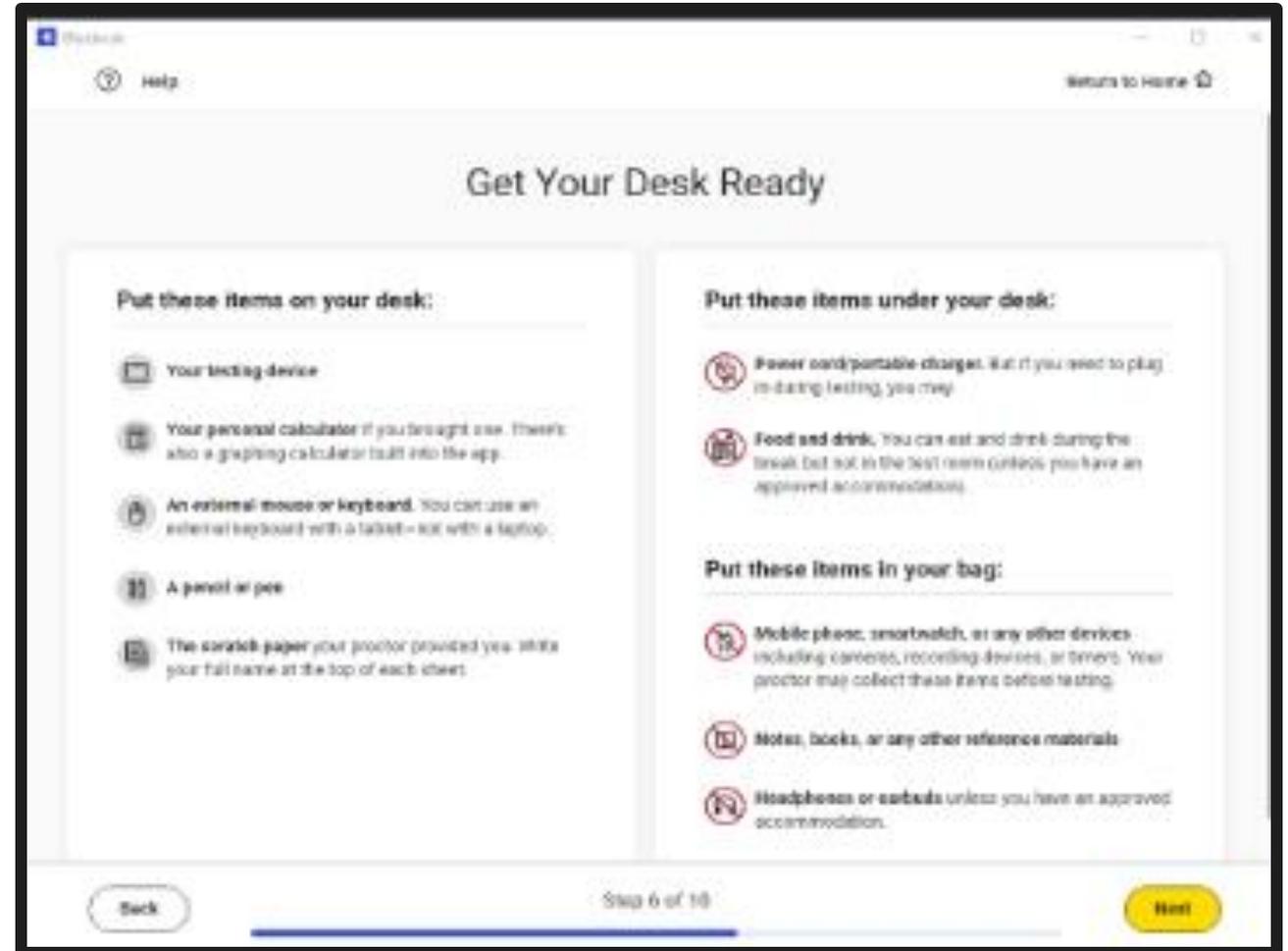
I am the person who is supposed to take this exam. I agree to follow the rules above and understand what will happen if I break them.

Retype the Test Security Pledge:

Back Step 5 of 10 Next

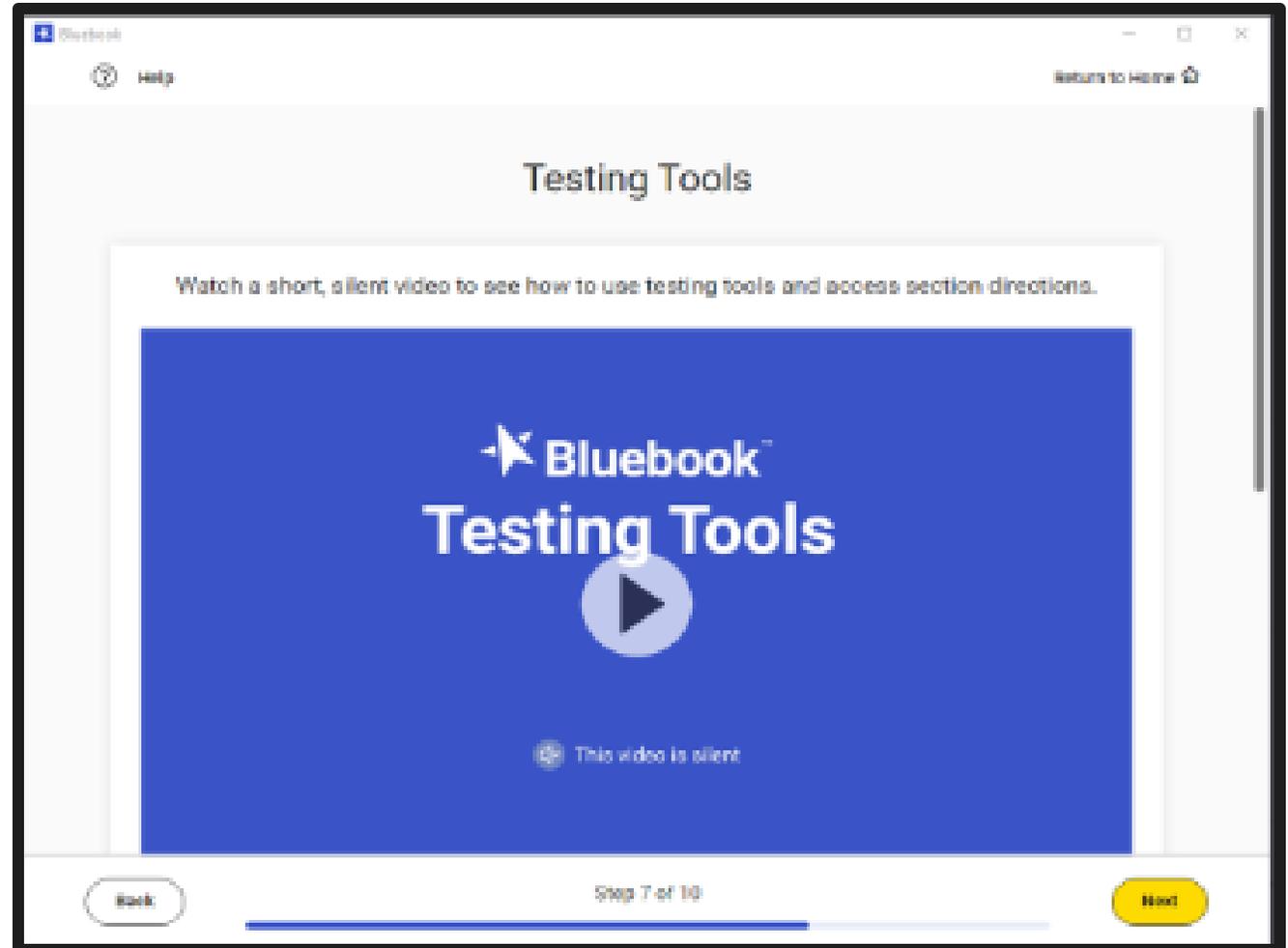
Get Your Desk Ready

- **Students are given instructions about getting their desk ready to test.**
- **Information is shared on what can and cannot be on desks.**



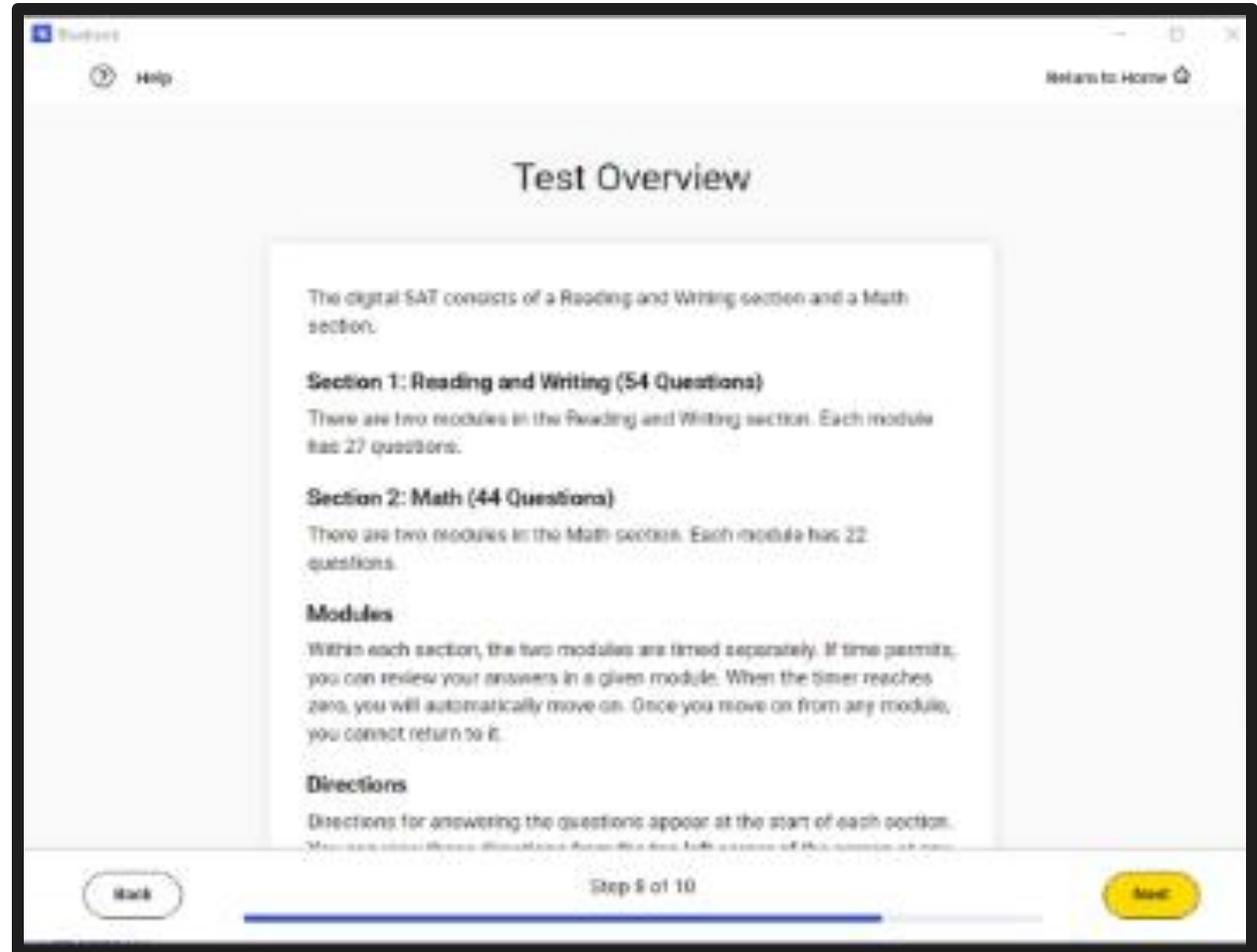
Testing Tools

- **Students can watch a short silent 2-minute video on the testing tools available to them.**



Test Overview

- **Students will see a test overview, describing the content of the test.**



Secure Testing Mode

- **Students are reminded to exit out of any other apps or software.**

We're About to Lock Your Device



If you attempt to use other programs or apps during the exam, your scores will be canceled.

Start Code

- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**



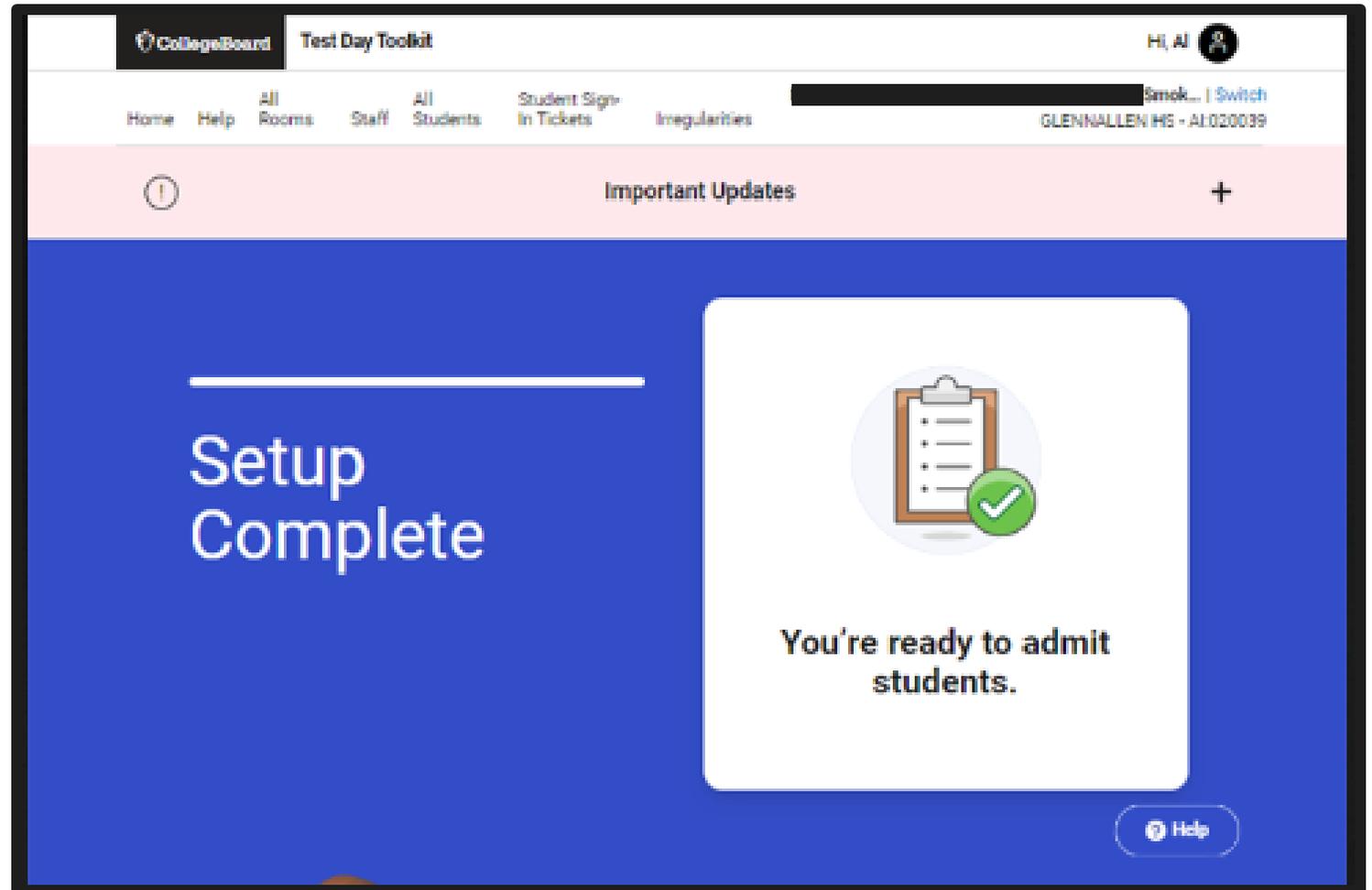
The screenshot shows a digital interface for entering a start code. At the top, the title "Start Code" is centered. Below it, a message reads "Enter your start code now to begin testing. Good luck!" followed by "The start code contains numbers only." in a smaller font. The input area consists of six empty square boxes arranged horizontally. Below these boxes is a rounded rectangular button labeled "Start Test".

Proctor View Check-In Students

Preparing to Admit Students

- **Proctors will:**

- **Sign into Test Day Toolkit.**
- **Arrange the physical room space including: counting seats, covering instructional material, distributing test tickets, and writing the room code and instructions on the board.**
- **Click Next to begin to admit students.**



Step 1 of 9: Take Attendance

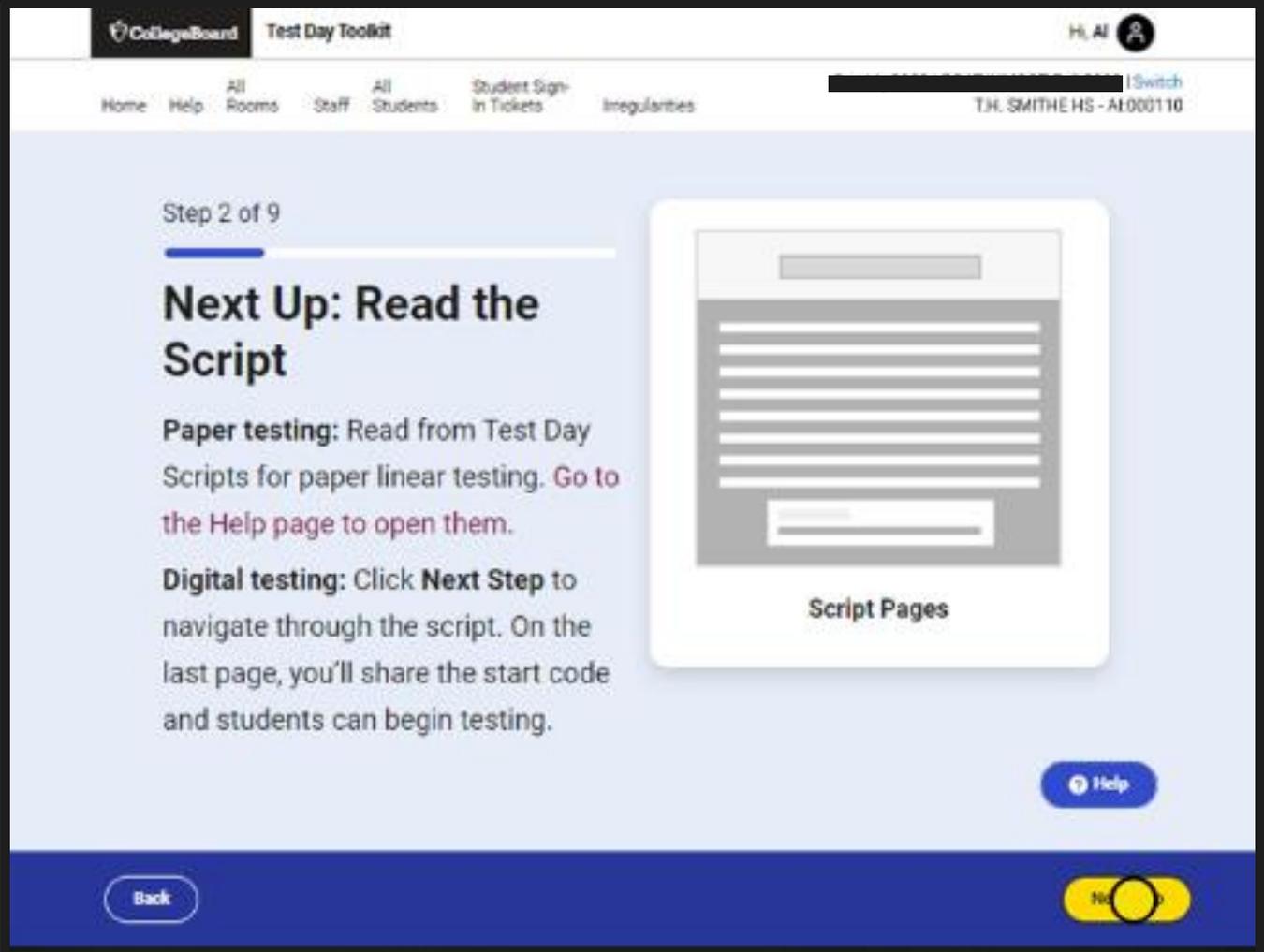
- Ask students to check in on their device.
- Track students entering the room code.
- Ensure the sign-in ticket matches the physical student and the device screen.
- Check that students are ready to test.

The screenshot shows the 'Take Attendance' interface in the CollegeBoard Test Day Toolkit. The page is titled 'Step 1 of 9' and 'Take Attendance'. The room code is 'LNBCG'. The interface is divided into three columns: 'ASSIGNED (0)', 'ENTERED ROOM CODE (23)', and 'READY TO TEST (2)'. The 'ASSIGNED' column shows a message: 'Students were not pre-assigned to your room.' The 'ENTERED ROOM CODE' column lists five students: Amstead, Chuck; Eastwood, Abbey; Ellis, Tom; Kirby, Cameron; and Reed, Renee. Each student has a 'Present' status with a green checkmark and an 'UNDO' button. The 'READY TO TEST' column lists two students: Armstrong, Bart and Colvert, Tom, both with a 'Ready' status and a green checkmark. A 'Show Directions' link is visible at the top. A 'Refresh Data' button is in the top right. A 'Help' button is in the bottom right. 'Back' and 'Next Step' buttons are at the bottom of the page.

ASSIGNED (0)	ENTERED ROOM CODE (23)	READY TO TEST (2)
Students were not pre-assigned to your room.	<p>Amstead, Chuck Present UNDO</p> <p>Eastwood, Abbey Present UNDO</p> <p>Ellis, Tom Present UNDO</p> <p>Kirby, Cameron Present UNDO</p> <p>Reed, Renee Present UNDO</p>	<p>Armstrong, Bart Ready </p> <p>Colvert, Tom Ready </p>

Step 2 of 9: Next Up: Read the Script

- Prepare to read the script if this is for a paper test by going to the Help page to open it there, if not already available to the proctor.
- For digital testing, click Next Step.



The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and "Test Day Toolkit" are visible. The navigation bar includes links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, and Irregularities. The user is logged in as T.H. SMITHE HS - AI000110. The main content area shows "Step 2 of 9" with a progress indicator. The title "Next Up: Read the Script" is prominently displayed. Below the title, there are instructions for paper testing (reading from Test Day Scripts) and digital testing (clicking Next Step). A "Script Pages" icon is shown on the right. At the bottom, there are "Back" and "Next Step" buttons, along with a "Help" button.

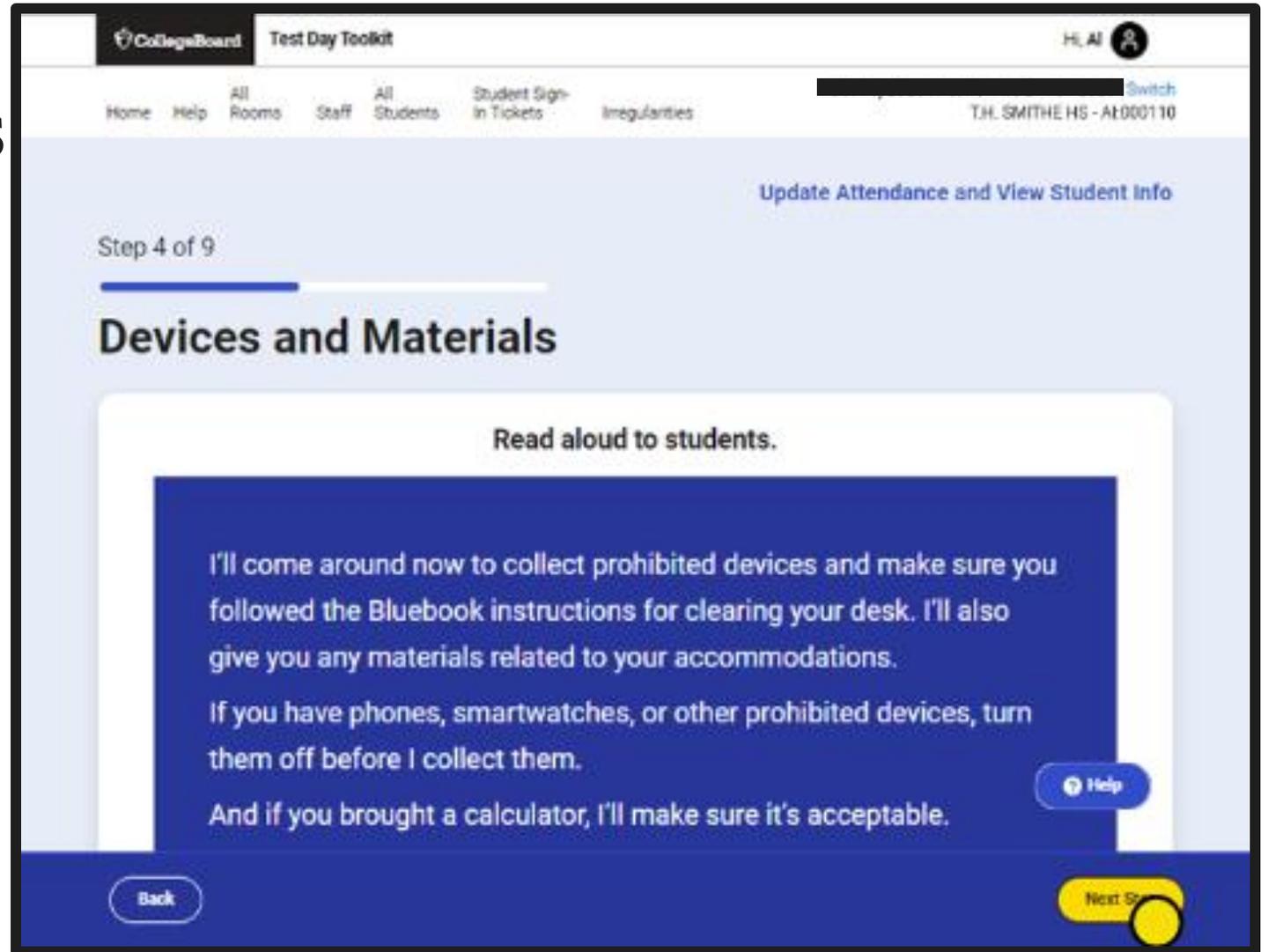
Step 3 of 9: Welcome

- Proctor will read the script aloud verbatim to all students.
- Proctors should pay attention to the labels for what is to be read aloud and what should not be.

The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with the CollegeBoard logo, 'Test Day Toolkit', and a user profile icon labeled 'Hi, AI'. Below this is a secondary navigation bar with links for 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Student Sign-In Tickets', and 'Irregularities'. On the right side of this bar, there is a 'Switch' button and the text 'T.J. SMITHE HS - AI000110'. The main content area features a progress indicator 'Step 3 of 9' with a blue bar, followed by the heading 'Welcome'. Below the heading is a white box containing the instruction 'Read aloud to students.' and a blue box with the following text: 'Welcome. Today you're taking the PSAT/NMSQT, which focuses on what you're learning in high school. It's also a chance to practice for the SAT and qualify for scholarship programs. When your score report is available, you'll be told how to access it. Please listen carefully. If you haven't finished checking in to the test yet, wait until I finish reading this introduction and give you the start'. A 'Help' button is located to the right of the text. At the bottom of the interface, there are 'Back' and 'Next Step' buttons.

Step 4 of 9: Devices and Materials

- **The script includes directions about materials that are available.**



CollegeBoard Test Day Toolkit

Home Help All Rooms Staff All Students Student Sign-In Tickets Irregularities

Hi, AI [Switch]

T.H. SMITHE HS - AL000110

Update Attendance and View Student Info

Step 4 of 9

Devices and Materials

Read aloud to students.

I'll come around now to collect prohibited devices and make sure you followed the Bluebook instructions for clearing your desk. I'll also give you any materials related to your accommodations.

If you have phones, smartwatches, or other prohibited devices, turn them off before I collect them.

And if you brought a calculator, I'll make sure it's acceptable.

Back Help Next Step

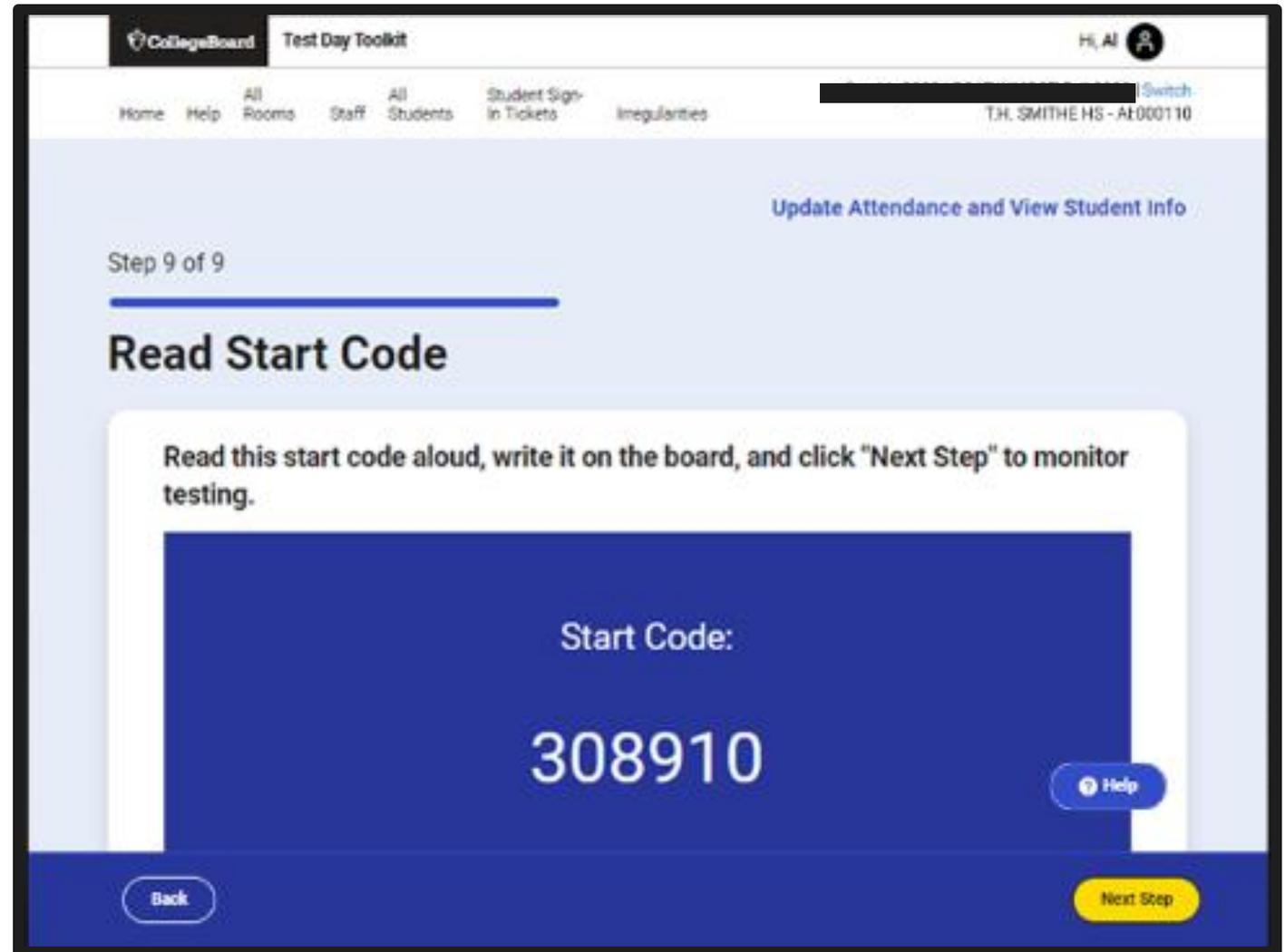
Steps 5-8 of 9: Check Desks and Continue Script

- **These steps remind proctors of what is and is not allowed on desks.**
- **The steps prompt the proctor to collect any items that are not allowed.**
- **The steps continue with directions for the exam.**

The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and 'Test Day Toolkit' are visible. The user is logged in as 'HI, AI' with a profile icon. Navigation links include Home, Help, All Rooms, Staff, All Students, Student Sign-in Tickets, and Irregularities. The current school is identified as 'T.H. SMITHE HS - AI000110'. A link to 'Update Attendance and View Student Info' is present. The main heading is 'Step 5 of 9: Check Desks'. Below this, a white box contains the instruction: 'Check each student's desk for prohibited items.' Three columns are shown: 'Allowed on Desks' (with a laptop icon) listing 'Testing device (no detachable privacy screens)'; 'Allowed Under Desks' (with a desk icon) listing 'Power cord' and 'Portable charger'; and 'Prohibited Items' (with a backpack icon) listing 'Everything else must be in a backpack placed against the wall'. A 'Help' button is next to the prohibited items list. At the bottom, there are 'Back' and 'Next Step' buttons.

Step 9 of 9: Read Start Code

- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**



The screenshot shows the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with the CollegeBoard logo, "Test Day Toolkit", and user information "Hi, AI" with a profile icon. Below this is a secondary navigation bar with links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, and Irregularities. On the right side of this bar, there is a "Switch" button and the text "T.H. SMITHE HS - AI000110".

The main content area has a light blue background. At the top right of this area is a link that says "Update Attendance and View Student Info". Below this, it says "Step 9 of 9" followed by a blue horizontal line. The main heading is "Read Start Code".

Below the heading is a white box containing the instruction: "Read this start code aloud, write it on the board, and click 'Next Step' to monitor testing." Below this instruction is a large dark blue rectangle with the text "Start Code:" and the number "308910" in white. To the right of the number is a blue button with a white question mark icon and the word "Help".

At the bottom of the screen, there is a dark blue bar with two buttons: a white "Back" button on the left and a yellow "Next Step" button on the right.

Monitoring Testing

Monitoring Dashboard

- **Not Started:** This means that students have checked in but not entered the start code.

Monitoring Dashboard

Use the testing status filters to see who's testing smoothly and who might need attention. [Reload](#)

Testing Status Filters

Status	Count
Not Started	0
Section 1	0
Break	5
Section 2	0
Limited Use Only	
Section 3	10

Needs Attention

Status	Count
Exited	0
Submission Pending	0

Ready to Dismiss

Dismiss students with submitted status. [How do I help the others?](#)

Status	Count
Submitted	0

Student list: All Students (15)

Student	Accommodations	Testing Status	Test Name
Achikinson, Carlos Reg No.: 0000234567	None	Break	SAT with Essay
Zeus, Sophia Reg No.: 0000984314	None	Section 3	SAT with Essay
Anderson, Florence Reg No.: 0000078123	None	Break	SAT with Essay
Beal, Chris Reg No.: 0000556710	None	Section 3	SAT with Essay
Fredericton, Christina Reg No.: 0000149037	None	Section 3	SAT with Essay
Roberts, Joshua Reg No.: 0000500321	None	Section 3	SAT with Essay

< 1 — 10 >

[Back](#) [Next Step](#)

Seating Chart

(Recommended Not Required)

- **The Seating Chart is not available in Test Day Toolkit.**
- **A PDF version can be found on the College Board website: <https://satsuite.collegeboard.org/media/pdf/digital-sat-seating-chart.pdf>**

1. For each occupied seat, write in the student's full name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

3. Indicate the location of the entrance doors.

If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

Johnson, Tam	Stevens, Kathy	Samuels, Sarah	Bleus, Frank	Smith, Jared		
Brun, Robert	Kent, Joana	Vasques, Oscar	Lang, Gregore	Lim, Joon		
Alexias, Bruce	Nixe, Mary	Stevens, Steve	Roberts, Brenda	Jackson, Jasen		
Hernandez, Jorge	Young, Jada	Dripler, Janice	Brothers, Eric	Ritchards, Marie		

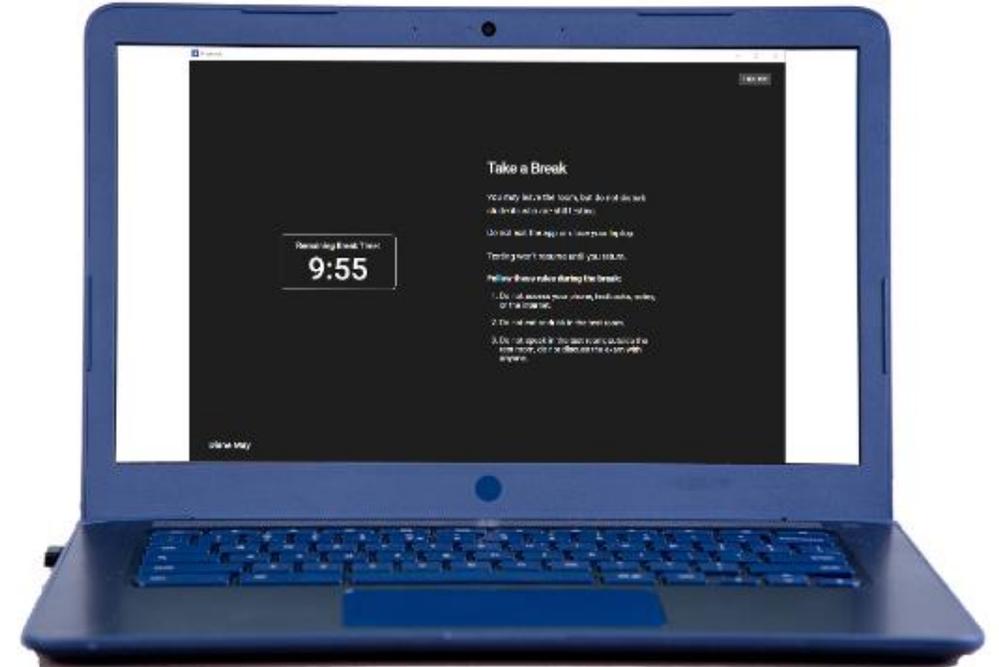
REAR

FRONT
Students face this direction

Room Entrance

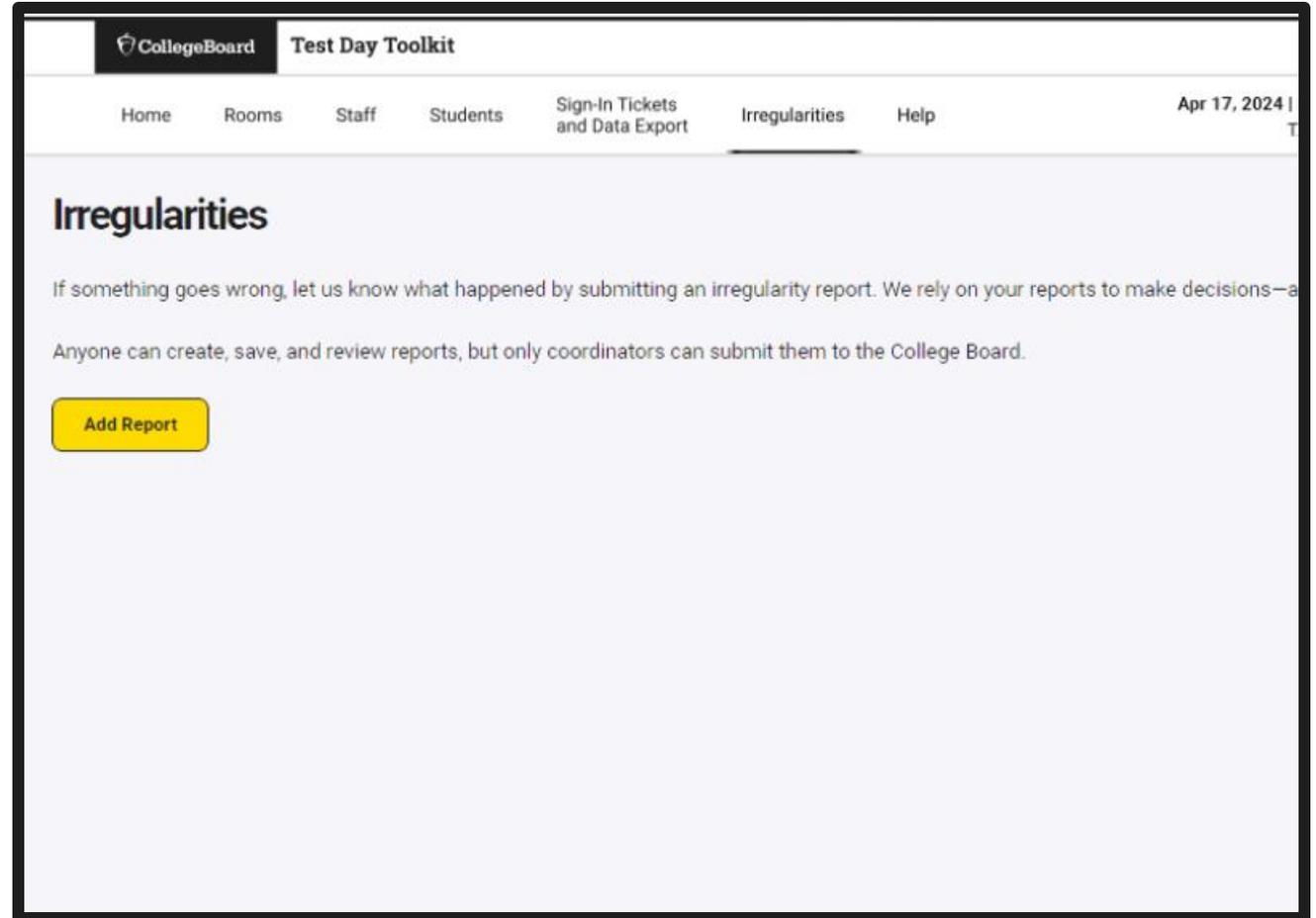
Breaks

- **A 10-minute break is scheduled between the Reading and Writing and Math sections of the test.**
- **Bluebook shows each student how much time is remaining in their break. This may be slightly different for each student.**
- **Students may leave the room during a break to use the restroom.**
- **Students may eat a snack during a break away from their desk.**
- **Students may have an unscheduled break to use the restroom but will lose test time.**



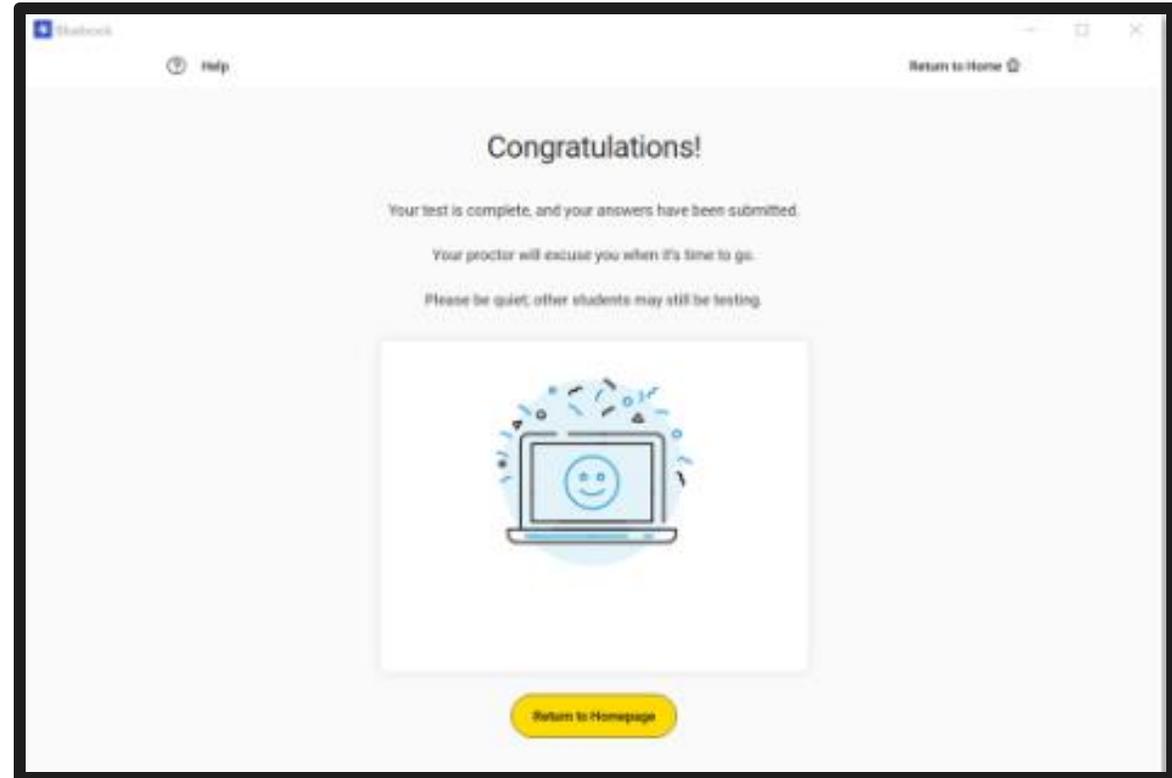
Responding to Problems

- **Students should never be left unattended in the testing room.**
- **Proctors should actively monitor the testing room for any irregularities.**
- **All irregularities should be reported using the digital Irregularity Report (IR) in Test Day Toolkit.**
- **As with paper and pencil testing, thorough descriptions of an incident will allow for proper guidance and in some cases an opportunity for a student to retest.**
- **Test coordinators review and submit all proctor IRs to College Board.**



Student Dismissal

- **Bluebook will provide students with instructions to raise their hand for checkout after the timer stops.**
- **If students are connected to the internet, their answers will be automatically submitted after the timer stops.**
- **Students should look for the congratulations page to know their answers have been submitted.**
- **Proctors can monitor student submission status in Test Day Toolkit. Student movement on the dashboard should be close to simultaneous.**
- **Sign-in tickets and scratch paper are collected at check-out.**
- **Students with connectivity issues have one day to submit answers.**

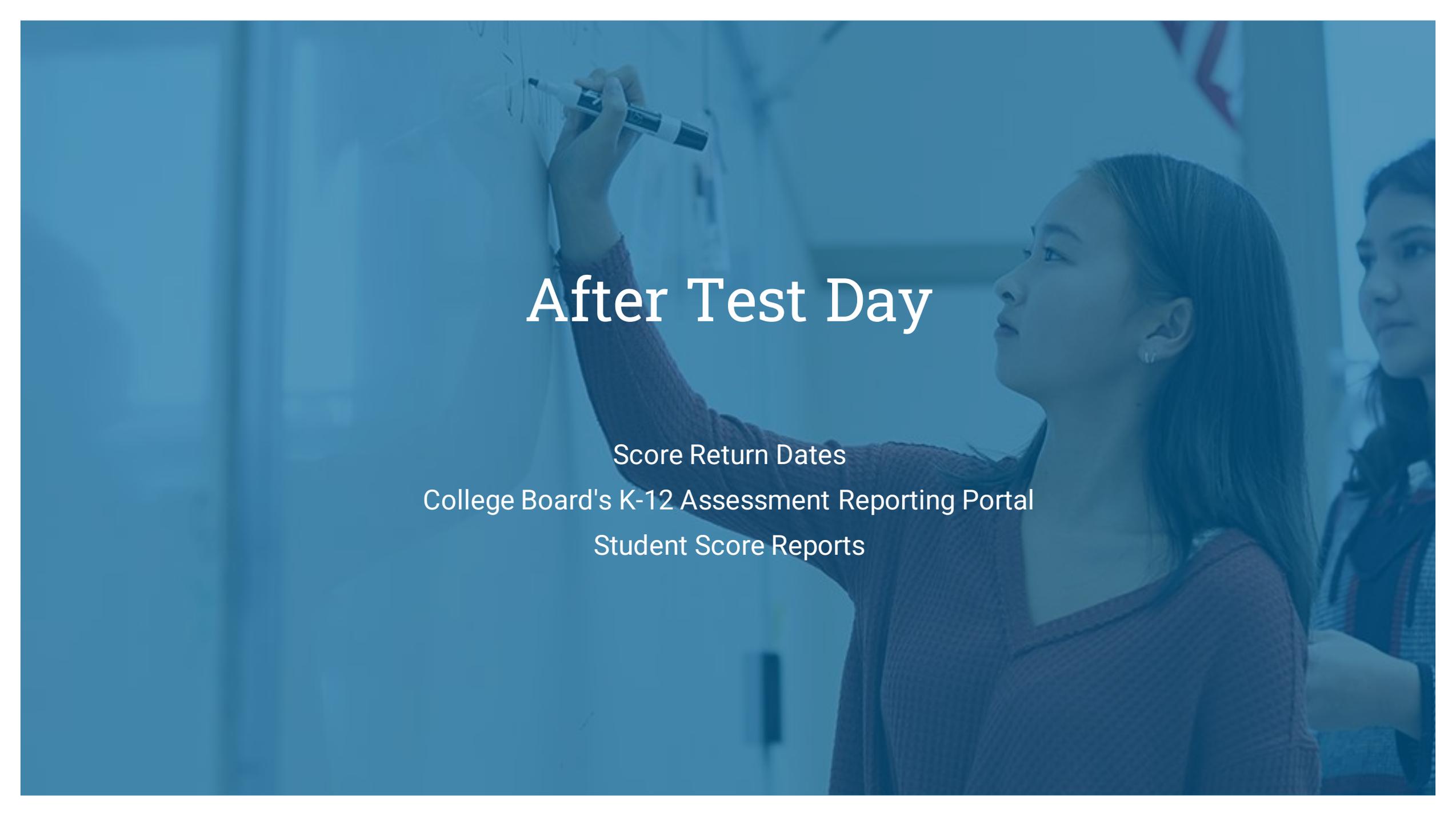


Check for Understanding



What final action is required for students to view test content?

- A. Enter the room code.
- B. Complete the optional Test preview.
- C. Enter the start code.
- D. Complete the seating chart.
- E. All of the above.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

After Test Day

Score Return Dates

College Board's K-12 Assessment Reporting Portal

Student Score Reports

Score Return Dates

Spring 2024 Score Release Timing for SAT and PSAT 10

Score Release	Test Submission Dates	College Board's K-12 Score Reporting Portal Score Release Begins <small>(for educators with access)</small>	Student Score Release Begins <small>(for students with College Board student accounts)</small>
Release 1	3/30/24 - 4/12/24	4/30/24	5/2/24
Release 2	4/13/24 - 4/26/24	5/14/24	5/16/24

College Board's K-12 Assessment Reporting Portal

Access K-12 Assessment Reporting Portal

Click on **K-12 Assessment Reporting** to Access Scores

Data Access Manager: Each building establishes 2-3 staff members who manage College Board SAT Suite of Assessments data for the school. They use the *Managing Access to Support K-12 Assessment Reporting* link to grant staff access.

My College Board Professional Account

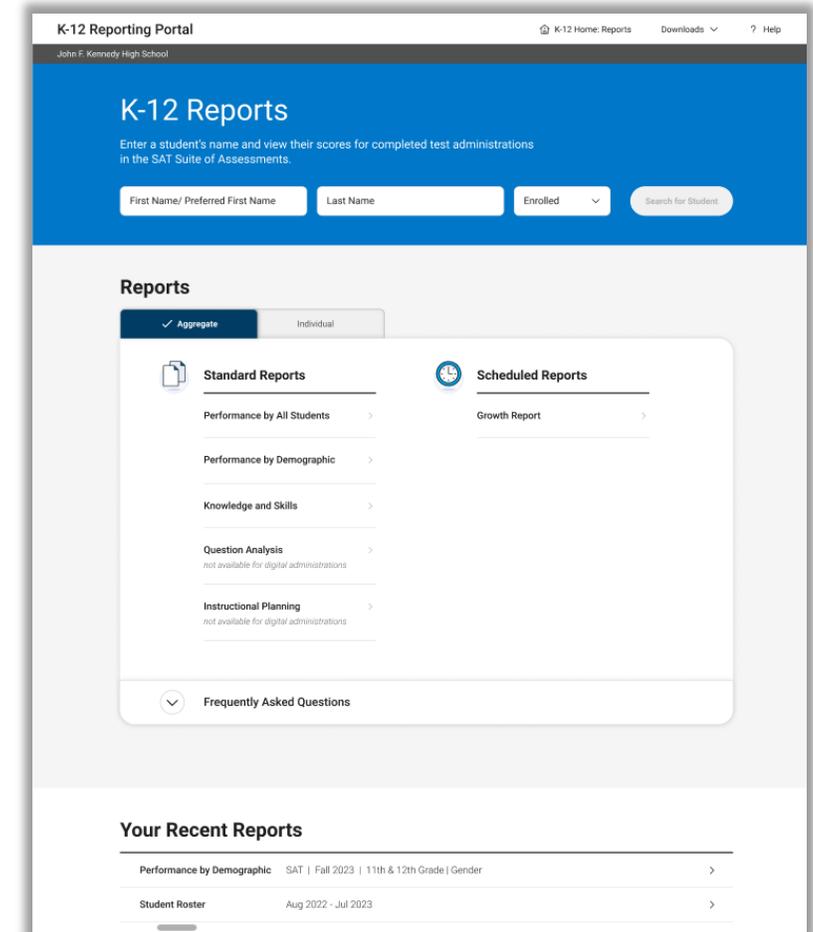
Other Tools
We offer an array of tools and services to support your work in education. See the [College Board Professional](#) website for more information.

My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
AP Potential™ ▶	AP Potential Region	31-Dec-2035	edit
AP Registration & Ordering and AP & Pre-AP Classroom Access Management ▶	AP SDP	31-Dec-2022	edit
AP® / Pre-AP Course Audit ▶	AP/Pre-AP Course Audit Teacher	04-Apr-2035	edit
AP® Score Reports for Educators ▶	multiple roles	multiple dates	edit
AP® Teacher Community ▶	N/A	N/A	
K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
Test Ordering ▶	TOS Lead/Region	31-Dec-2021	edit
College Board Communities ▶	N/A	N/A	
Managing Access to support K-12 Assessment Reporting ▶	multiple roles	multiple dates	edit
Membership Community ▶	N/A	N/A	
Pre-AP Ordering ▶	N/A	N/A	

Updated Educator Reports in the K-12 Reporting Portal

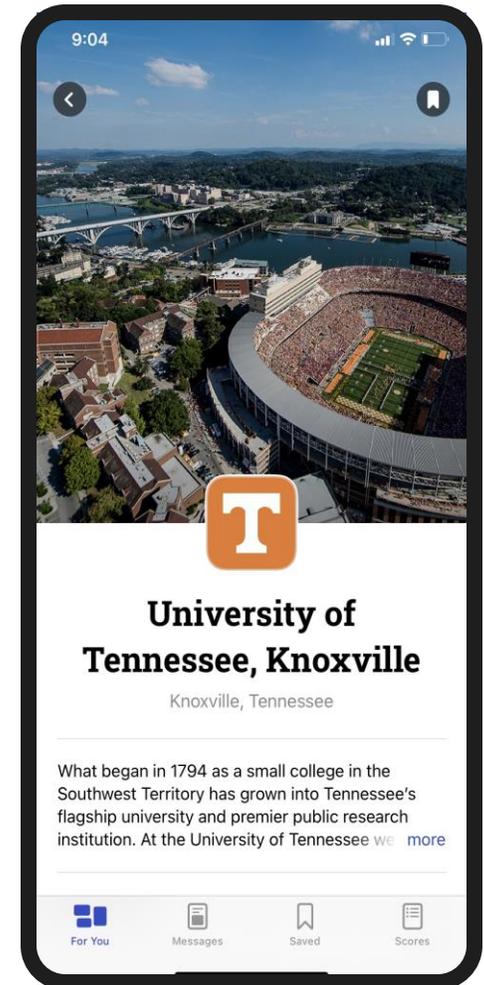
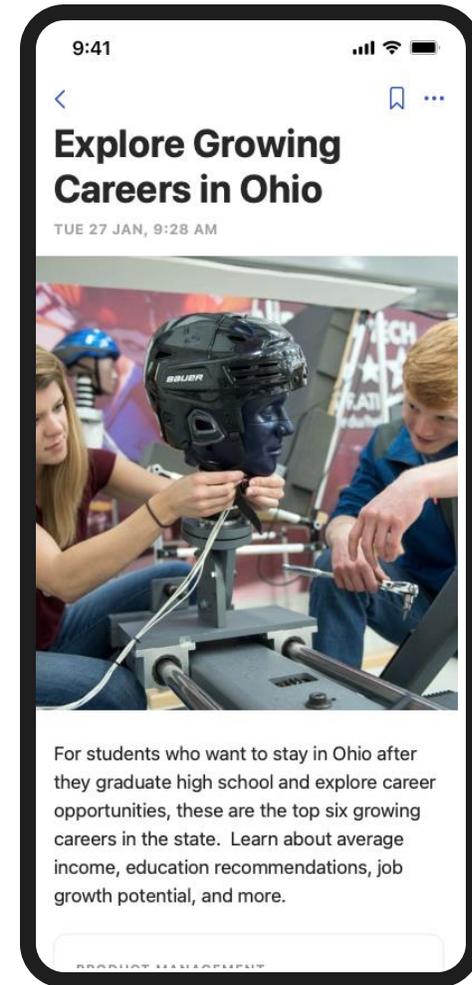
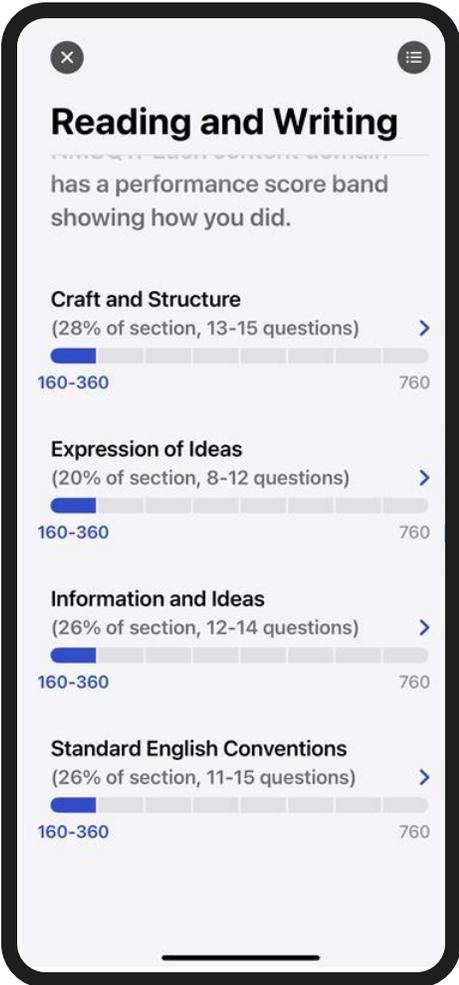
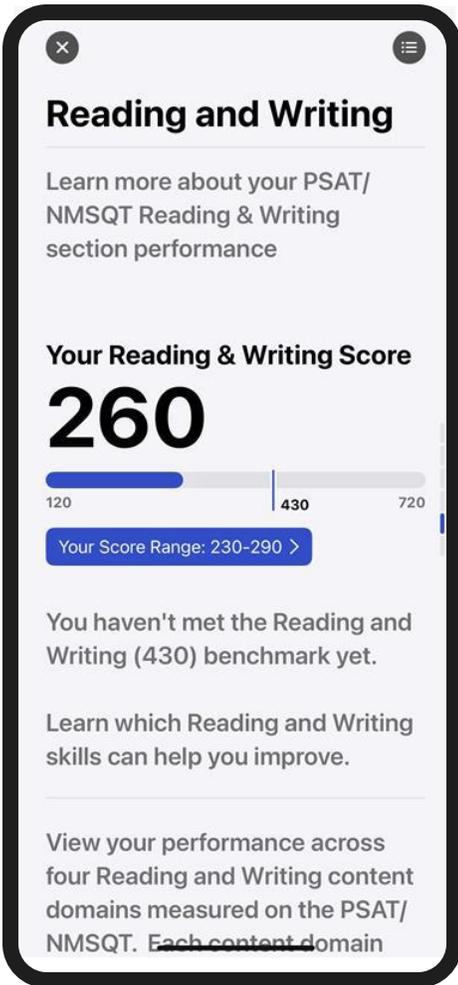
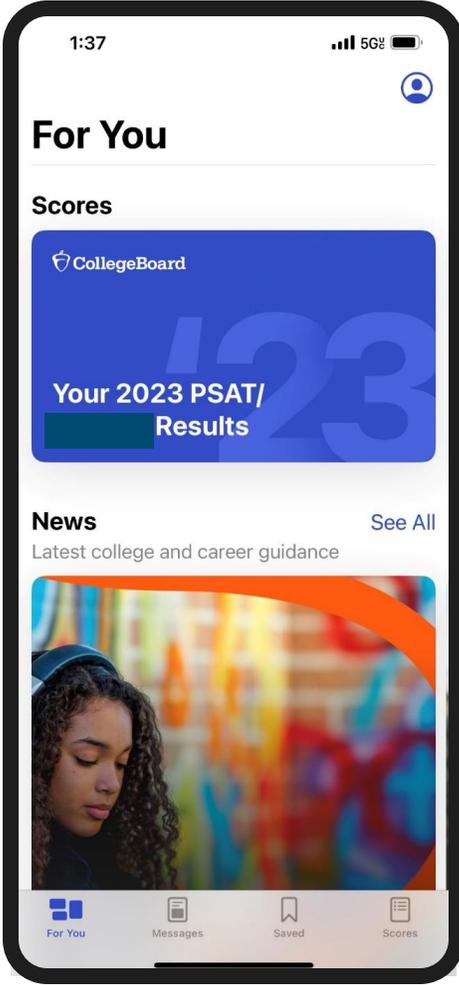
- Aggregate Performance Reports
 - Select administration and season
 - Select an individual grade, ALL grades, or most common grade combination
 - Knowledge and Skills Report
 - Individual Student Reports
 - Roster report
 - Student score reports (.pdf)
- Skills Insight tool



Student Score Reports

BigFuture School App

Students who provide a mobile number when taking the SAT or PSAT 10 will be able to access their score in BigFuture School.



Online Score Report

Student College Board Account

Score Insight

Your Score
1080

Your School (Avg.)
1233

[See All Score Comparisons](#) →

Your Country
10th Percentile
10% of students scored the same as or below you

[See All Percentile Comparisons](#) →

Knowledge and Skills
Dig deeper into your SAT section performance.

[See Reading and Writing Skills](#) →

[See Math Skills](#) →

Your Score Reports

Your Latest Test
SAT March 11, 2023 Administration
Taken on: Mar 11, 2023, 11th Grade

TOTAL SCORE
1080

Reading and Writing: 560 Math: 520

[See Score Details](#)

[Download Report](#)

You've improved 70 points since your last SAT test!

Score Insight

Your Score
1080

Your School (Avg.)
1233

[See All Score Comparisons](#) →

Your Country
10th Percentile
10% of students scored the same as or below you.

[See All Percentile Comparisons](#) →

Knowledge and Skills
Dig deeper into your SAT section performance.

[See Reading and Writing Skills](#) →

[See Math Skills](#) →

Next Steps

- Practice and Improve
- Retake the SAT
- Help Colleges Find You
- Send Your Scores
- Get Your Personalized AP Course Recommendations

Your Future, Your Way

Need help with planning your life after high school? Our free, personalized tools can help.

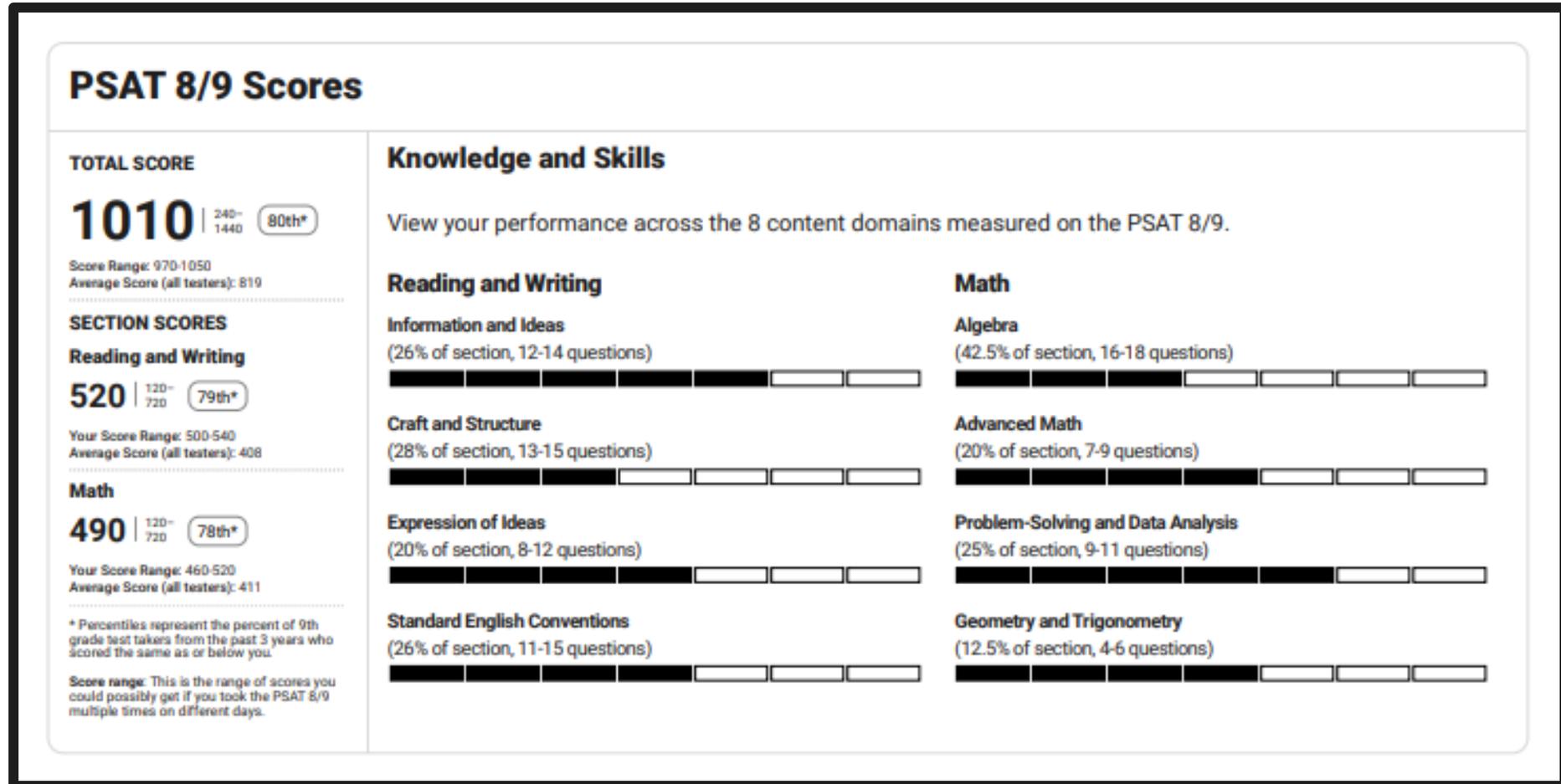
- Discover 4,000+ colleges in the U.S. and worldwide
- Search over \$4 billion in scholarship opportunities
- Explore up to 1,000 careers, and more

[Explore Options](#) →

Student Score Report PDF

K12 Reporting Portal

Simplified!



A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another woman is partially visible on the right side of the frame, looking towards the whiteboard. The background is a blurred office setting with a flag visible. The entire image has a blue tint.

Resources

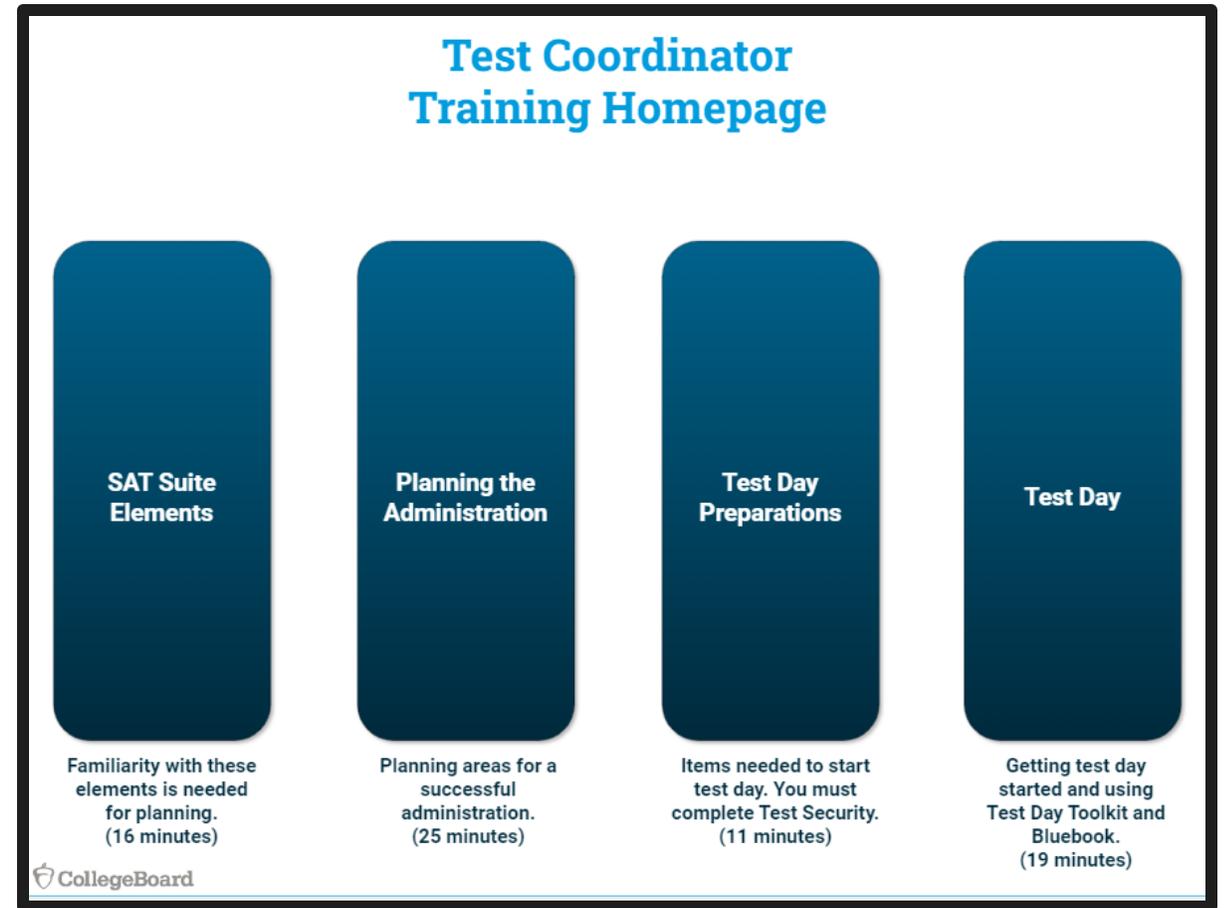
Learning Management System (LMS) Required Training (e-Modules)

College Board has prepared a series of required e-modules that are scheduled to be available in mid-February.

An email is scheduled to be sent to test coordinators with a link to access training the week of February 12.

An College Board educator professional account is required to access training.

New this year: Online training now includes hall monitors and technology monitors!



Additional Training Opportunities

Training	Mode	Duration	Dates/Times
Online Test Day Staff e-Modules	Self-paced via your College Board Professional Account	Around 45 minutes	Launching mid-February
Spring Testing Office Hours	Virtual	1 hour	March 19, 2024, 2:30-3:30 PM March 21, 2024, 2:30-3:30 PM
Understanding and Interpreting Data and Reports Workshops	In-Person & Virtual	2.5 hours	In-Person: May 28, 2024 , 9-11:30AM or 12:30-3PM Virtual: May 29, 2024, 9-11:30AM

Register here: <https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training>

Understanding the PSAT and SAT Score Report in Preparation for Spring Testing Webinar

Monday, January 29th from 2PM-3PM

Join College Board for a virtual session designed to help you better understand and utilize students' PSAT and SAT results from the new digital test format. The webinar will provide an overview of the improved and focused reports available in the K12 Score Reporting Portal. Discussion will focus on how these reports can help evaluate outcomes along with aligned resources that can support curriculum development and classroom practices in your schools.

Prior to the session, please ensure that you have access to the K12 Score Reporting Portal for your school and/or district: <https://k12reports.collegeboard.org>

- Date: Monday, January 29th, 2024
- Time: 2PM-3PM
- Registration Link: <https://eventreg.collegeboard.org/d/h1qqvz/>

Communication: Monthly Newsletter

Includes:

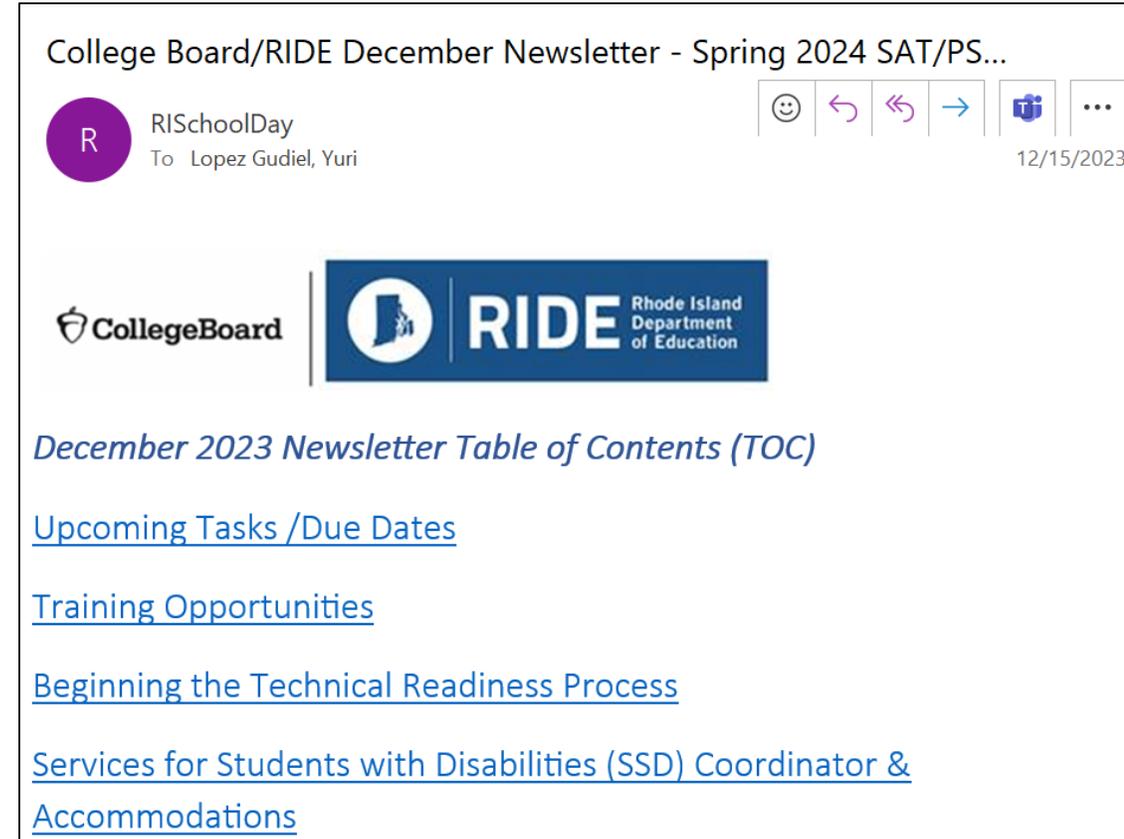
- Overview of the information needed for each month's activities
- Preview of upcoming items for the next month

Timeline:

- Delivered on approximately the 15th of each month
- November through May

Audience:

- Test Coordinator
- SSD Coordinator
- Technology Coordinator
- Backup Coordinators
- Principal
- District Assessment Coordinator



Update Your Coordinator Form



A self-service form is available to update STC contact information.

To add a new SSD Coordinator, schools must follow a process to establish a new SSD Coordinator in SSD Online.

bit.ly/UpdateYourCoordinator

The screenshot shows the 'State Testing School Contact Update Form' interface. At the top, there is a logo and the title 'State Testing School Contact Update Form'. Below the title, a paragraph explains the form's purpose: 'This form is to capture updates to your school's testing staff after fall establishment activities are complete. Please allow 36 - 48 hours for all College Board systems to update after submission.' The form contains several input fields: 'AI Code' (with a search link), 'School Name', 'Submitter name', 'Submitter Email Address', and 'State' (a dropdown menu). A note at the bottom states: 'If you are located in West Virginia, please do not fill in this form. Visit <https://forms.office.com/pages/responsepage.aspx?id=S7AZ4Awzekalrqn7FzdNalmp95HIU9JLoxrmyzH1CahUNDZLSjJOSUFMWEeLkKZOTDY5OzY0VFozSCOIQCN0PWcu> to complete your updates.'

Need Assistance?

**College Board Customer Support
SAT School Day for State Support
(866) 609-2205**

**College Board Customer Support Email
rischoolday@collegeboard.org**

**Rhode Island Department of Education
Tricia Bowler
Tricia.bowler@ride.ri.gov
(401) 222-8478**

Additional Training Opportunities

**Test Coordinator Training
In-Person – Jan. 23, 2024
Webinar – Jan. 25, 2024**

**Office Hours
March 19 & 21, 2024**

**For more information:
[https://ride.ri.gov/instruction-
assessment/assessment/psat-and-sat](https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat)**

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

Questions & Answers