



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 photograph of a classroom scene. In the foreground, a teacher with long dark hair is seen from the side, wearing a light-colored sweater over a collared shirt. She is holding a blue marker and writing on a whiteboard. Behind her, several students are visible, looking towards the whiteboard or the teacher. The background is slightly blurred, showing more of the classroom environment.

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



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

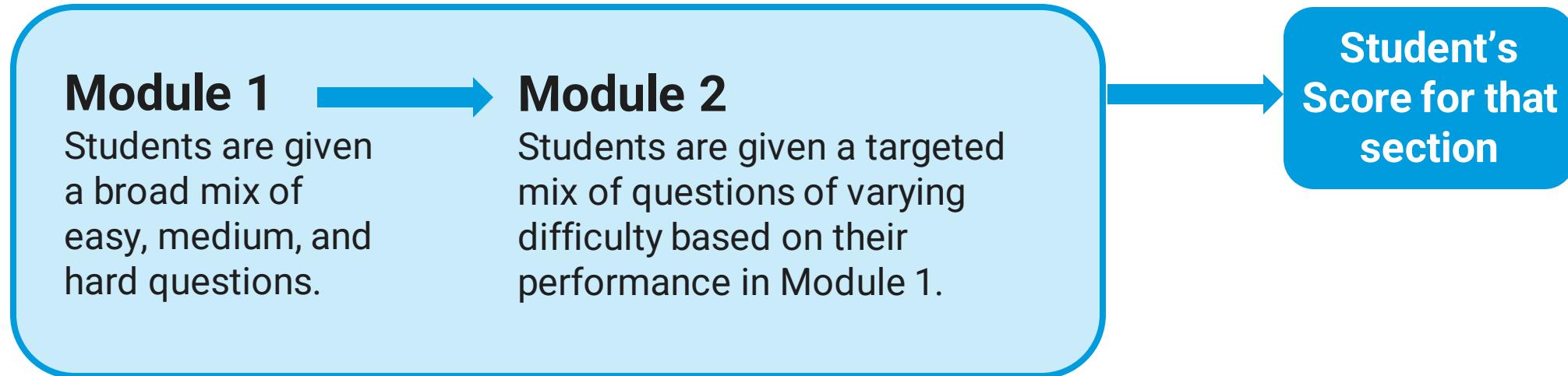
Additional timing options are possible for some accommodations.

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 ($\approx 75\%$) Student-Produced Response ($\approx 25\%$)

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



44 total questions
1 section – with calculator

80 total minutes (1.38 min/question)



70 total minutes (1.59 min/question)

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



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.

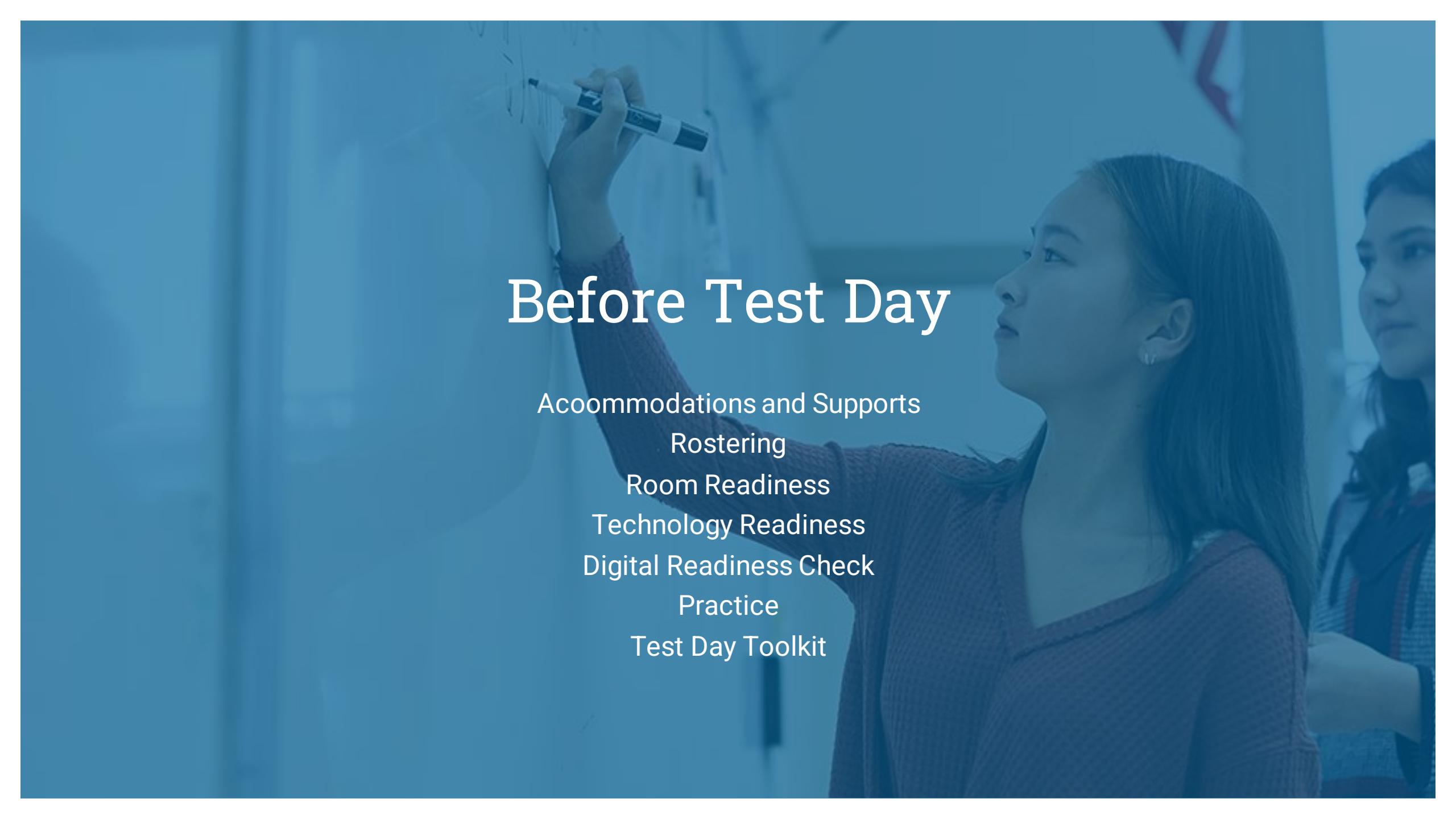
Note: Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.

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 photograph of a classroom scene. In the foreground, a teacher with long dark hair is seen from the side, wearing a light-colored corduroy jacket over a dark top. She is holding a blue marker and writing on a whiteboard. Behind her, several students are seated at desks, looking towards the front of the room where the teacher is writing. The background is slightly blurred, showing more of the classroom environment.

Before Test Day

Acoommodations 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 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)

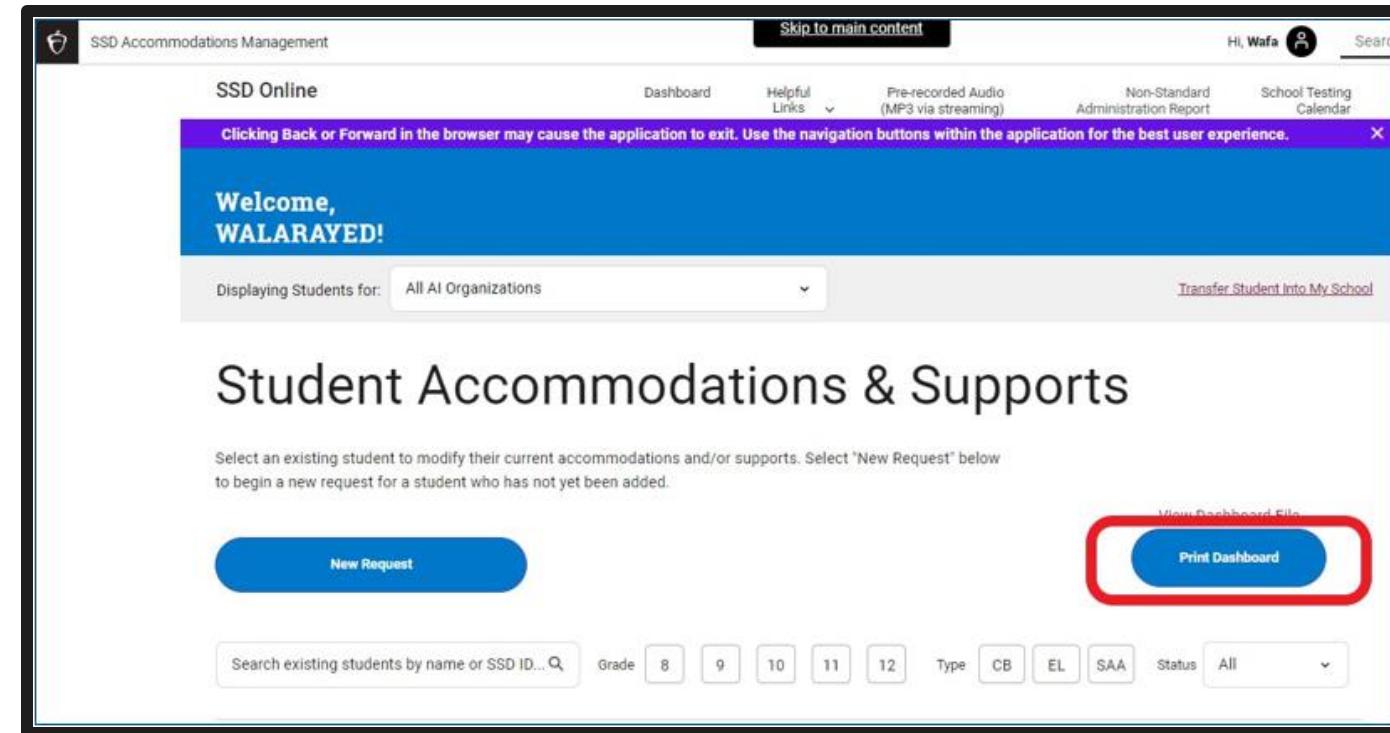
Timing	SAT and PSAT 10
Standard time	2 hours 24 minutes
Time and one-half (reading)	3 hours 41 minutes
Time and one-half (math only)	3 hours 9 minutes
Double time (reading, which includes math)*	4 hours 58 minutes
Double time (math only)	3 hours 44 minutes

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

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

Extra / Extended Time

Includes requests for:

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

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

Paper test for digital assessments

[Cancel](#) [Save Accommodation\(s\)](#)

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.

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 shows the SDMS interface with a navigation bar at the top: Home (underlined), Register students, Manage students, and Student Roster. Below the navigation is a section titled "Students Uploads". A blue header bar contains the text "TOTAL STUDENTS" on the left and "View Student Roster" on the right. Underneath is a section for "SAT School Day". It displays data for Illinois: Total school count with registrations is 18, and Total Registrations is 185. Below this, it shows student distribution by grade: Grade: 12th: 100 students, 11th: 75 students, 10th: 10 students. At the bottom, it says "Accommodated student : 34 students". A timestamp at the bottom left indicates the data was last updated on 08/13/2023 at 3:28:27 PM.

State	Total school count with registrations	Total Registrations
Illinois	18	185

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

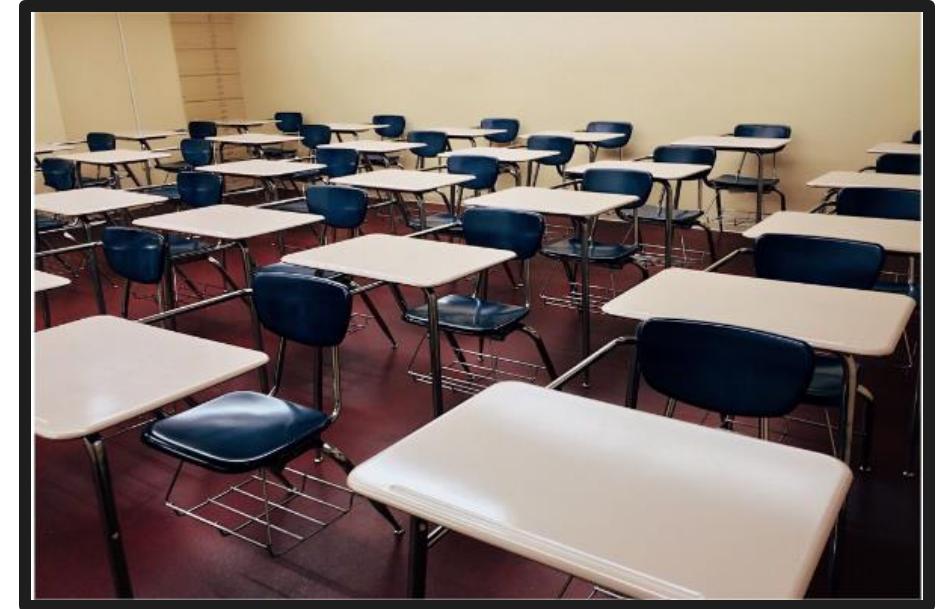
Accommodated student : 34 students

08/13/2023 3:28:27 PM Last bulk data or student record updated [View All](#)

Room Readiness

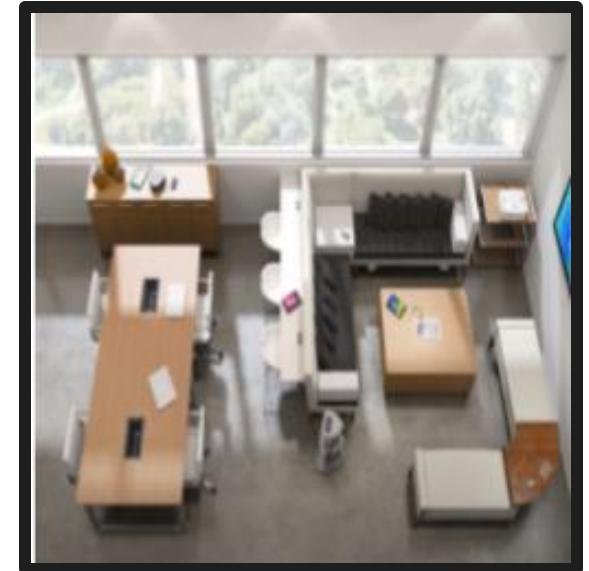
Preparing the Test Rooms

- 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.

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

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

[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

Test coordinator prints sign-in tickets for students from Test Day Toolkit.



Test coordinator distributes sign-in tickets to proctor(s) of Digital Readiness Check.



Students sign into Bluebook using sign-in ticket. This is the same information they will use to sign in on test day.



Students can now take an optional test preview (10 minutes) to explore the testing interface.

Digital Readiness check is COMPLETE!



Students will click the 'Test Your Device' button. Bluebook will check that their device is up to date.



Students will see the checklist of what to bring on test day and a final screen confirming setup is complete.



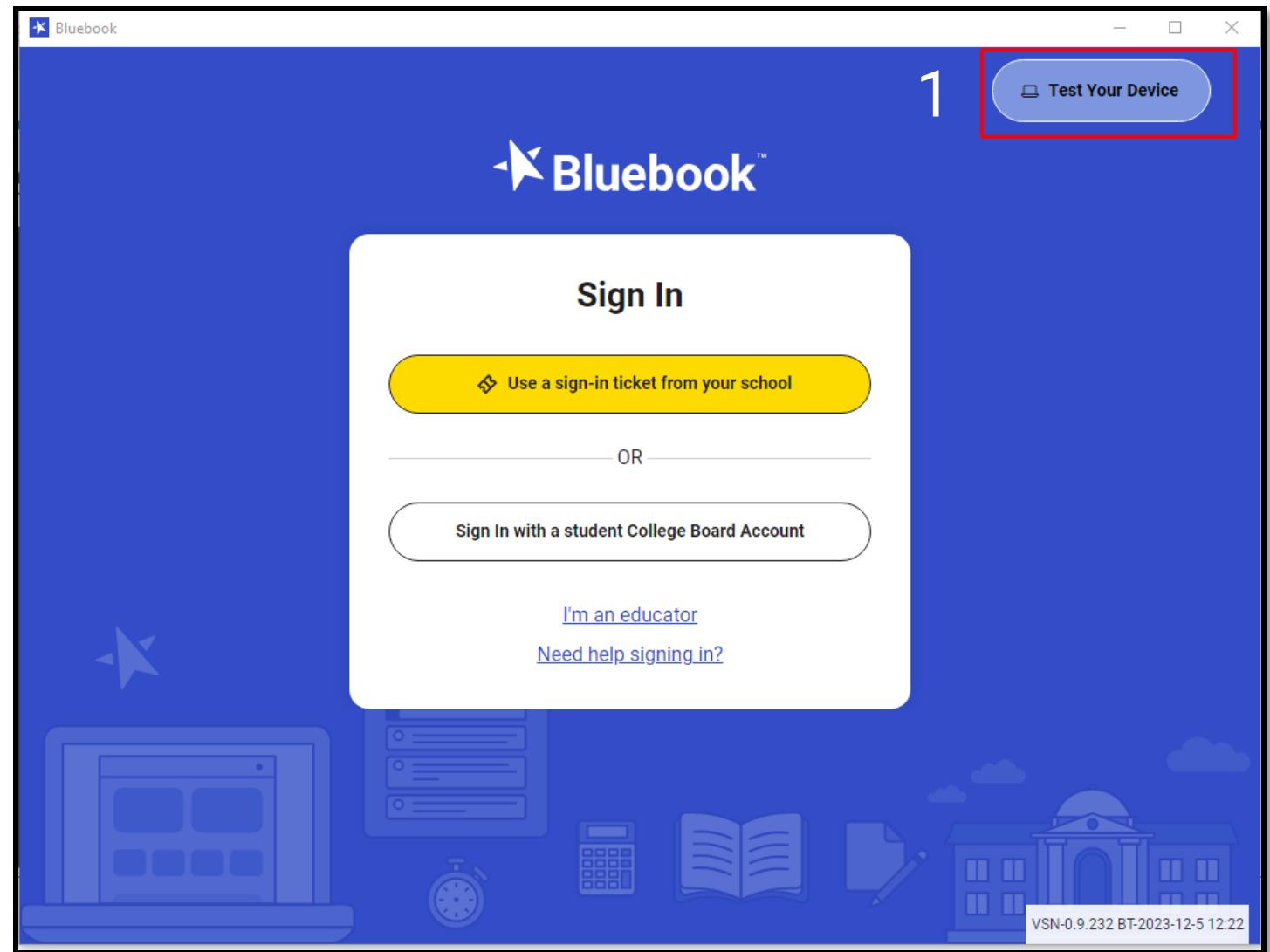
Students will agree to testing rules, have the option to opt-in to BigFuture School App, select their 4 free score sends, and review optional questions.



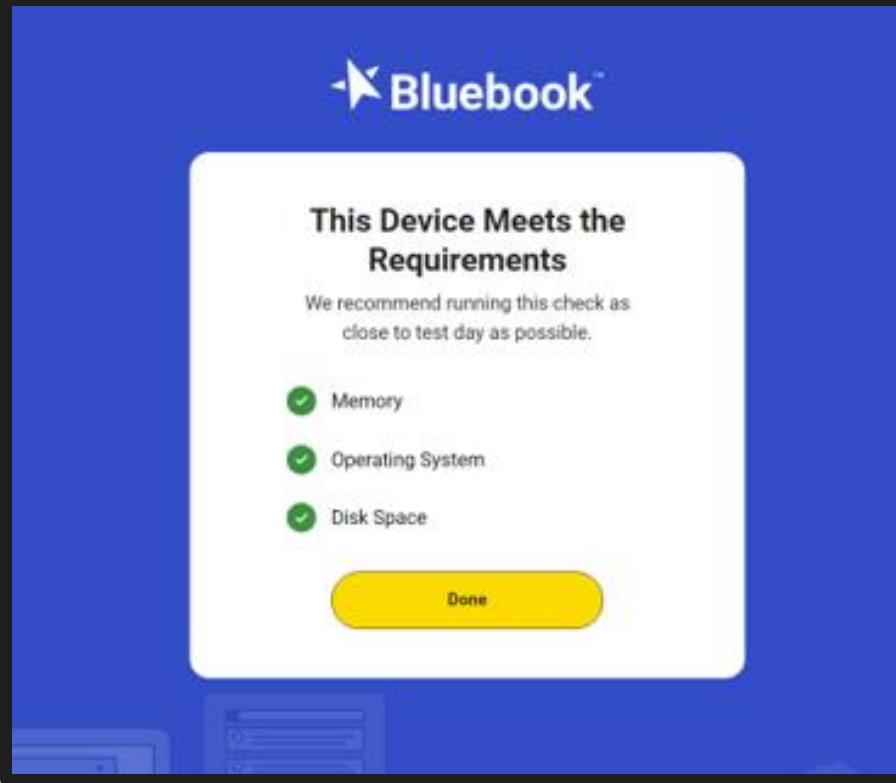
Students will complete exam setup, including confirming their name and approved accommodations (if applicable) are correct.

1. Device Readiness Check

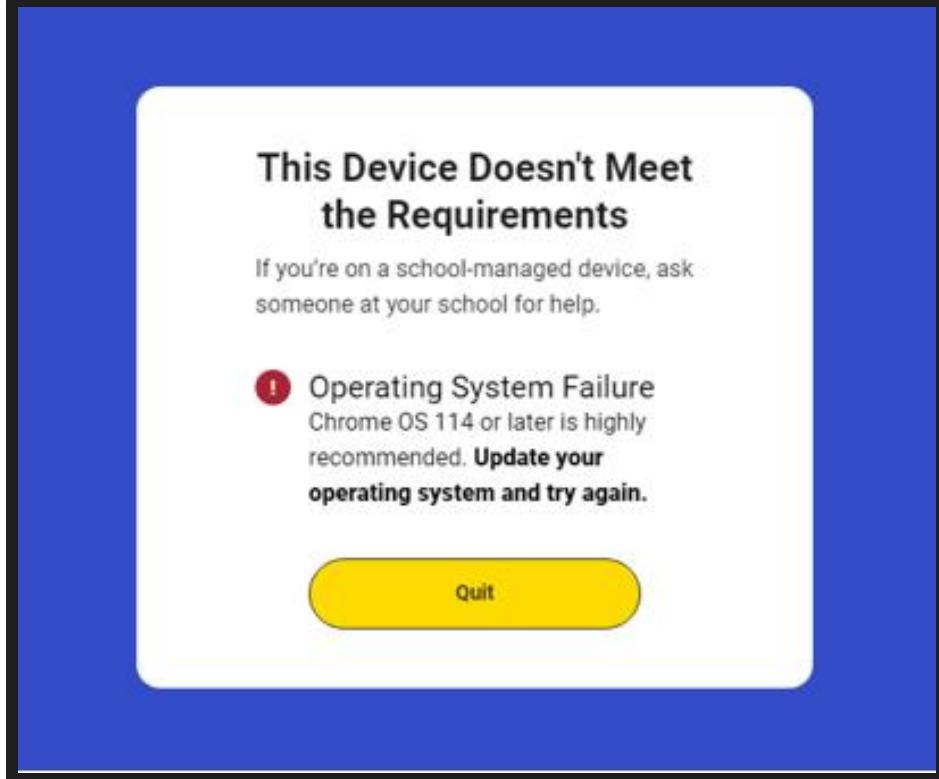
- Click 'Test Your Device' in the upper right corner.
- Students do not need to sign in for this step.



Device Readiness Check



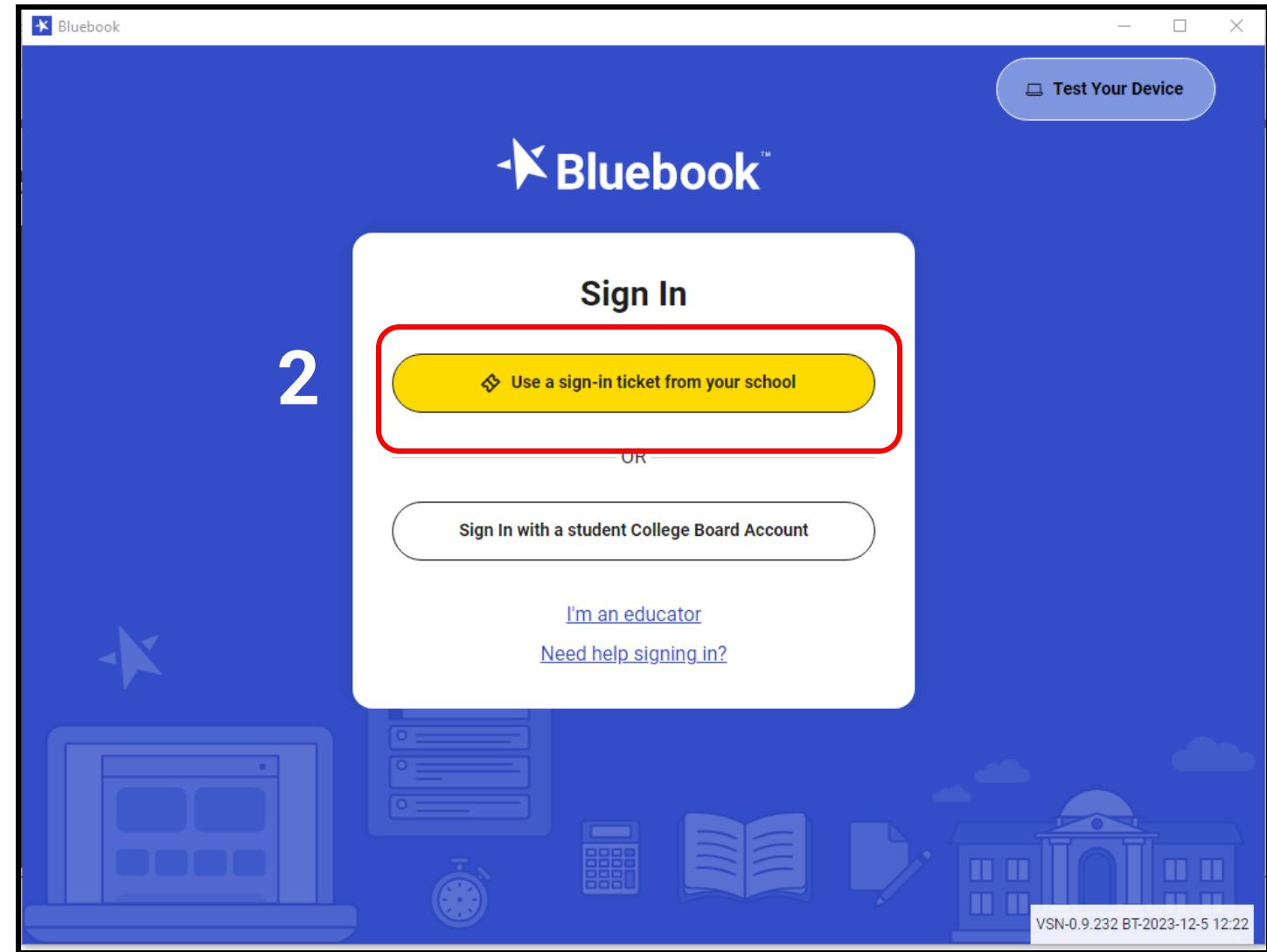
The screenshot shows the Bluebook Device Readiness Check interface. At the top left is the Bluebook logo. Below it, a white box contains the text "This Device Meets the Requirements". Underneath this, a smaller text says "We recommend running this check as close to test day as possible." A bulleted list shows three items with green checkmarks: "Memory", "Operating System", and "Disk Space". At the bottom is a yellow "Done" button.



The screenshot shows the Bluebook Device Readiness Check interface. At the top right is the text "This Device Doesn't Meet the Requirements". Below this, a smaller text says "If you're on a school-managed device, ask someone at your school for help." A red exclamation mark icon is followed by the text "Operating System Failure" and a note that "Chrome OS 114 or later is highly recommended." It also includes the instruction "Update your operating system and try again." At the bottom is a yellow "Quit" button.

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 Test Card. At the top right, it says "Diane May" with a profile icon. The main message reads: "Hi, Diane! Take a practice test and get ready for test day." Below this, there's a section titled "Your Tests" with tabs for "Active" (which is selected) and "Past". To the right of this is a link "Don't see your test here?". A large card displays the following information:

- SAT Spring 2024**
- Date: Your teacher will let you know your test date soon. [Test Day Checklist](#)
- T.H. Smith High School
1500 Step Street, New York, NY, 56091, United States
- Testing Accommodations: You have no approved accommodations for this test.

A message at the bottom left says "It's time to set up your exam." followed by a "Start Exam Setup" button, which is highlighted with a red rectangle. Below this, there's a "Practice and Prepare" section with two options: "Test Preview" and "Full-Length Practice". To the right of this section is a link "Scoring your practice tests".

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-based application window titled "Confirm Your Personal Information". At the top left are "Help" and "Return to Home" buttons. The main content area displays personal information: "First and Last Name" (Kevin McDonald) and "Accommodations" (50% Extra Time). A note below states: "You may have approved accommodations that don't apply to digital testing. Learn more about [accommodations](#)". At the bottom, a question "Is this information correct?" is followed by two radio buttons: "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 right are "Help" and "Return to Home" links. The main title is "SAT School Day Testing Rules". Below it is a section titled "Introduction". The text explains that the Terms and Conditions ("Terms and Conditions" or "Agreement") are a legal contract between the user and College Board ("College Board" or "we"). It states that they set forth important rules and policies for taking the SAT. If registered on behalf of another (e.g., parent or legal guardian), both are governed. The text also notes that the SAT will be paper and pencil in the U.S. and digital outside. It mentions COVID-19 requirements and arbitration clauses. At the bottom is a section titled "Section 1. Taking the SAT".

SAT School Day Testing Rules

Help Return to Home

Introduction

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").

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.

Additional covid-19-related requirements may be communicated to you prior to or on test day. You agree to abide by such requirements.

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.

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-based application for selecting score recipients. At the top right is a "Return to Home" link. Below it, the main title is "Send Your SAT Score for Free". A sub-instruction says "Choose up to four institutions to send your score to." A note states "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." A search bar is labeled "Search by name or location (select up to 4)". Below the search bar, a section titled "Your Score Recipients (0/4)" displays the message "You have not added any score recipients yet." At the bottom, there are "Back" and "Next" buttons, with "Step 10 of 12" centered between them.

Free Score Sends – SAT Only

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

The screenshots illustrate the 'Send Your SAT Score for Free' process, showing the selection of four institutions to receive scores automatically. The steps are as follows:

- Step 10 of 12:** A list of institutions to choose from:
 - Rhode Island College, Providence, RI
 - Rhode Island College, Memphis, TN
 - James A. Rhodes State College, Lima, OH
 - University of Rhode Island, Kingston, RI
 - New England Institute of Technology, East Greenwich, RI
- Step 10 of 12:** A list of institutions to choose from:
 - Rhode Island College, Providence, RI
- Step 10 of 12:** A list of institutions to choose from:
 - Rhode Island College, Providence, RI
 - Rhode Island Prep Program, Providence, RI
- Step 10 of 12:** A list of institutions to choose from:
 - Rhode Island College, Providence, RI
 - Rhode Island Prep Program, Providence, RI
 - New York University, New York, NY
 - Johnson and Wales University, Providence, RI

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. At the top right, it says "Alexander Adjashvili" with a profile icon. The main content area has a blue header bar with the text "Hi, Alexander! Take a practice test and get ready for test day." Below this, there are two tabs: "Active" (which is checked) and "Past". A red box highlights the "Past" tab. To the right of the tabs is a link "Don't see your test here?". The "Your Tests" section displays a message: "You Have No Upcoming Tests" and "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 "Practice and Prepare" section features two buttons: "Test Preview" (with an icon of a computer monitor and calculator) and "Full-Length Practice" (with an icon of a laptop). To the right of the "Full-Length Practice" button is a link "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 platform interface. At the top right, it says "Alexander Adjashvili" with a profile icon. The main header says "Hi, Alexander! Take a practice test and get ready for test day." Below this, there's a "Your Tests" section with tabs for "Active" (which is selected) and "Past". A link "Don't see your test here?" is also present. The "Active" tab shows one test entry for "SAT". The test details include: "Date: The spring 2024 digital SAT is over.", a "SAT Score Sends" button which is highlighted with a red rectangle; "Springfield High School", "100 Main Street, Springfield, NJ 07012, United States"; and "Testing Accommodations: You have no approved accommodations for this test.". A message at the bottom says "Your answers have been submitted! See score release date." In the "Practice and Prepare" section below, there are two buttons: "Test Preview" (with an icon of a computer monitor and calculator) and "Full-Length Practice" (with an icon of a laptop). A link "Learn more about Bluebook practice" is located to the right of the "Full-Length Practice" button.

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.

The screenshot shows a web page titled "Send Your SAT Score for Free". At the top, there's a search bar labeled "Search by name or location (select up to 4)" with a magnifying glass icon. Below it, a section titled "Your Score Recipients (4/4)" lists four institutions:

Rank	Institution	Location	Action
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

Two red arrows point to the "REMOVE" links for the second and fourth items in the list. To the right of the list, a vertical text overlay reads: "Use the 'Remove' link to delete existing requests."

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:

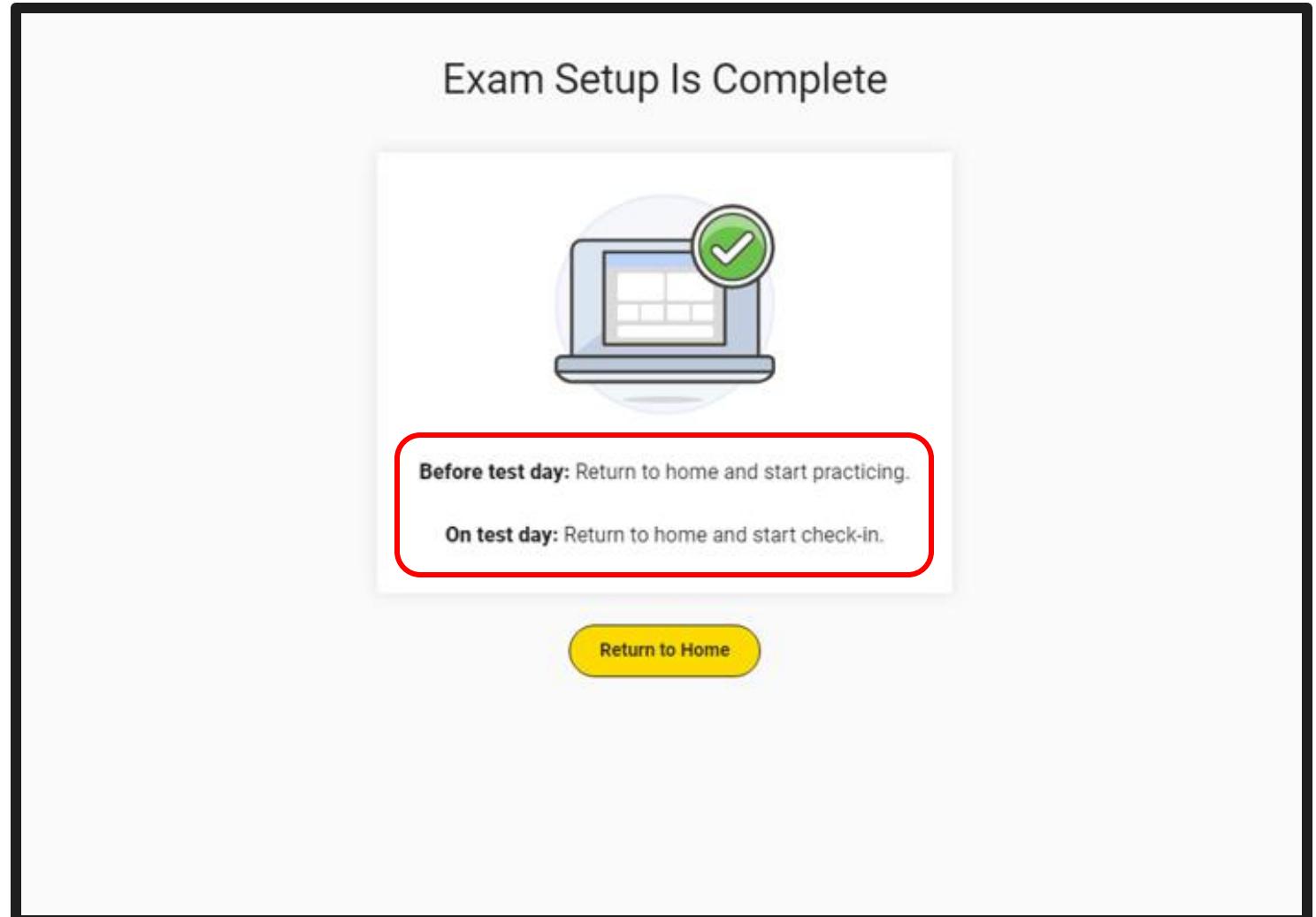
- You can have a power cord or a portable charger, but we can't guarantee you'll have access to an outlet.
- There's a graphing calculator built into the app, but you can also bring your own [approved calculator](#).
- You can use an external mouse or keyboard. External keyboards are allowed with tablets—not 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's a navigation bar with the CollegeBoard logo, the title "Test Day Toolkit", and links for Home, Rooms, Staff, Students, Sign-In Tickets and Data Export, Irregularities, and Help. To the right, it shows the date "Apr 17, 2024 | SAT Spring 2024 | Switch T.H. SMITH HS - AI 000110" and user status "Hi, AI". Below the navigation is a section titled "Test Administration Tools" containing six boxes: "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.), and "Help and Contact Info" (Find the answers you need.).

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.

The screenshot shows the 'Test Day Toolkit' interface for managing testing rooms. At the top, there are navigation links: Home, Rooms (which is the active tab), Staff, Students, Sign-In Tickets and Data Export, Irregularities, and Help. The date is listed as April 17, 2024 | SAT Spring 2024 | Switch T.H. SMITHE HS - AI:000110. On the right, there are 'Hi, AI' and a profile icon.

The main area is titled 'All Rooms'. It features a search bar with 'Add Rooms' and 'Search Rooms' buttons. Below this is a section titled 'Add Rooms' with instructions: 'Complete the table below to add rooms. You can auto-assign students to rooms when your total capacity is high enough.' It includes a dropdown menu 'Select from the list', an 'Import Rooms' button, and a note '* = Required'. A table allows adding room names and capacities, with a 'Delete' link and an 'Add Row +' button. The table shows the following data:

Room Name *	Capacity *	Action
		Delete
Total: 0 seats in 0 rooms		Add Row +

At the bottom are 'Save' and 'Cancel' buttons.

To the right, under 'Testing Groups (4)', it says 'Add Rooms: Add enough rooms to seat students in these testing groups.' A table lists the testing groups and their student counts:

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 shows the 'Test Day Toolkit' interface. At the top, there's a navigation bar with links for Home, Rooms, Staff (which is underlined), Students, Sign-In Tickets and Data Export, Irregularities, and Help. On the far right, it shows the date 'Apr 17, 2024 | SAT Spring 2024 | Switch T.H. SMITHE HS - AI:000110' and a 'Hi, AI' button. The main content area has a title 'Test Day Staff' and a sub-section 'Select from Your Staff List'. It says 'Start by assigning returning staff to this administration.' Below this is a table with two rows. The first row has a checkbox and the header 'Staff Name ^'. The second row shows a checkbox followed by 'Thomas, Terrence (Proctor)' and the email 'tthomas@thsmithe.edu'. To the right of this table is a section titled 'Add New Staff to Test Day Toolkit' with a note '* = Required'. It includes a checkbox for 'Force this user into Test day Toolkit' and a field for 'First Name *' with a placeholder 'First Name'.

	Staff Name ^
<input type="checkbox"/>	Thomas, Terrence (Proctor) tthomas@thsmithe.edu

Print Sign-in Tickets

Print Sign-In Tickets

CollegeBoard Test Day Toolkit

Home Rooms Staff Students **Sign-In Tickets and Data Export** Irregularities Help Mar 20, 2024 | SAT Spring 2024 | Switch T.H. SMITHE HS - AI:000110

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

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

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.**

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](#)

Bluebook

Sign-In Tickets

SAT with Essay Spring 2024

GLENNALLEN HS
Tickets: 1653

COORDINATOR INSTRUCTIONS

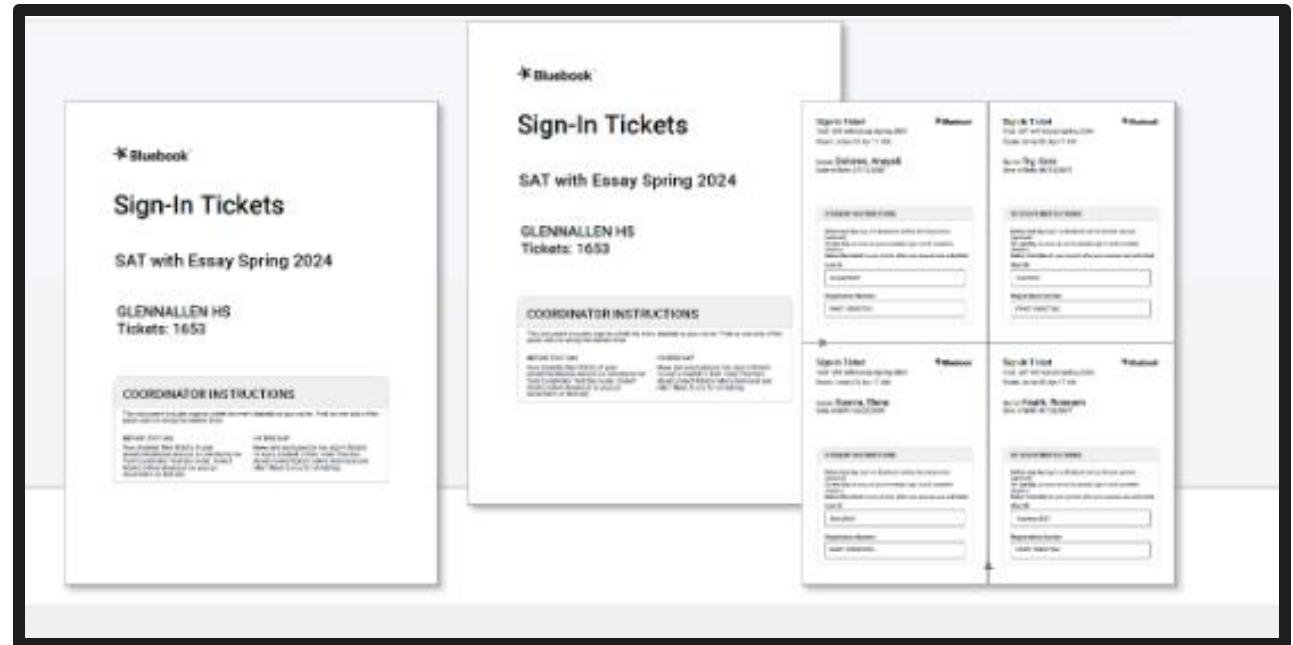
Instructions for the coordinator to follow when printing sign-in tickets.

Sign-In Sheet

Instructions for the sign-in sheet to follow when printing sign-in tickets.

Room Tickets

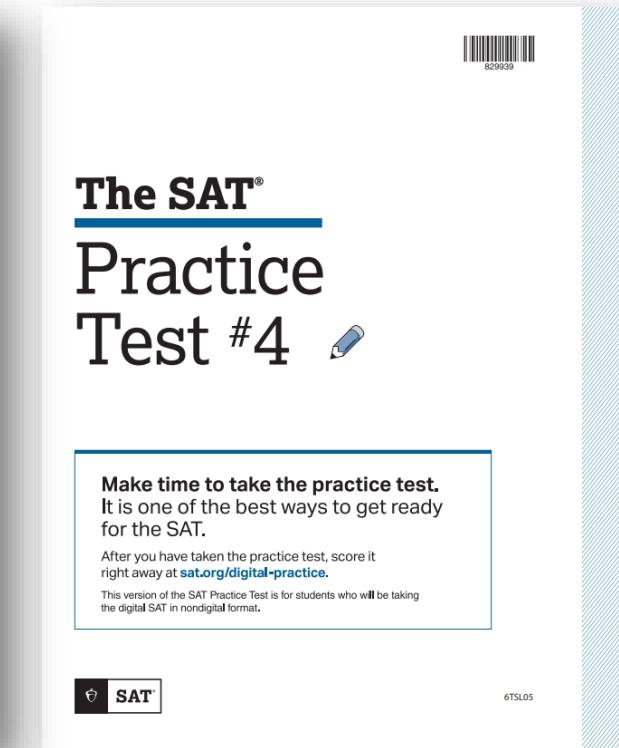
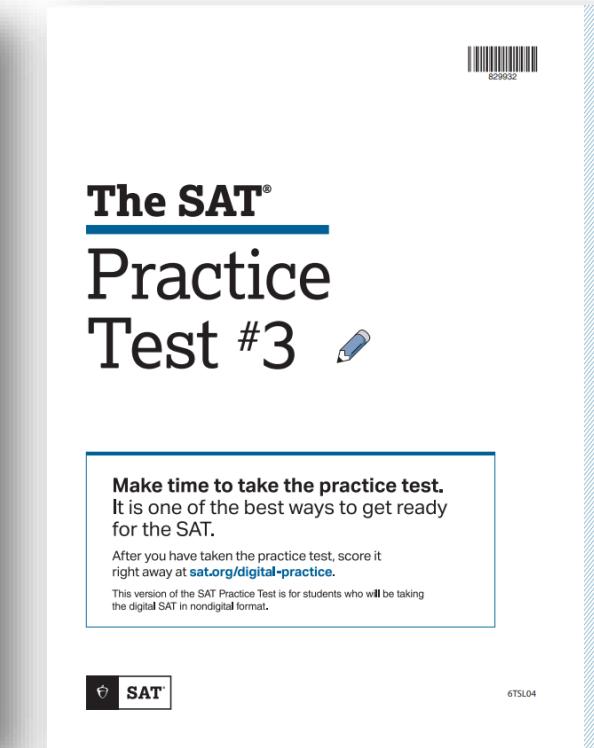
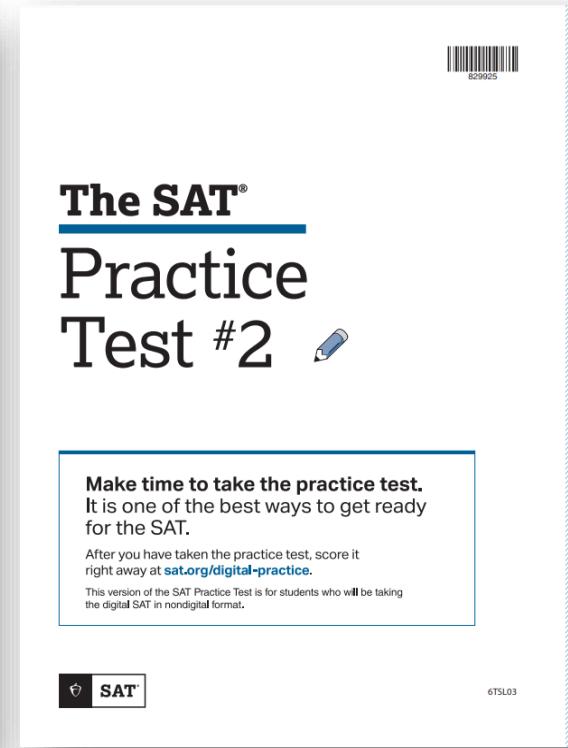
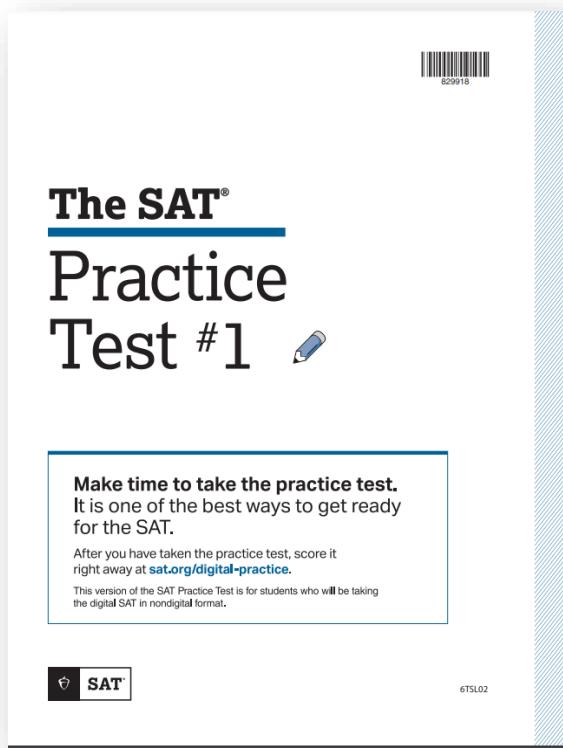
Instructions for the room ticket to follow when printing sign-in tickets.



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:

A preventable

B 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.

C common

D concerning

[Check](#)
[Explain](#)
[\[Show answer\]](#)

See questions with explanations on MyPractice.

Score Details
SAT Practice 1 - November 14, 2023

All Questions Reading and Writing Math

Questions Overview

Total Questions	Correct Answers	Incorrect Answers
98	49	49

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

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

Rybcynski 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?

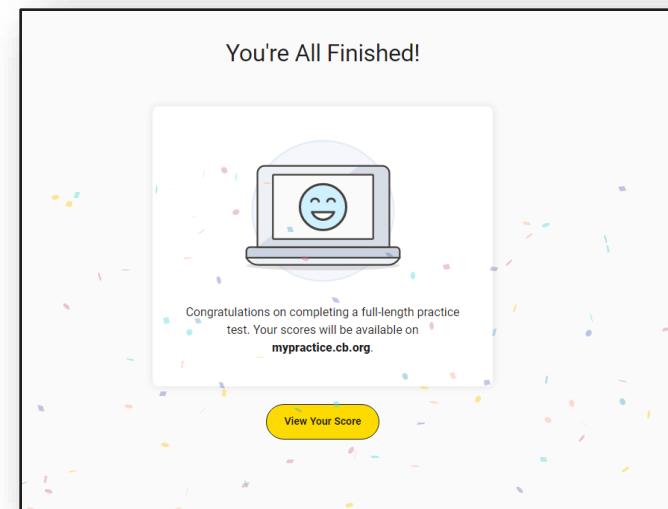
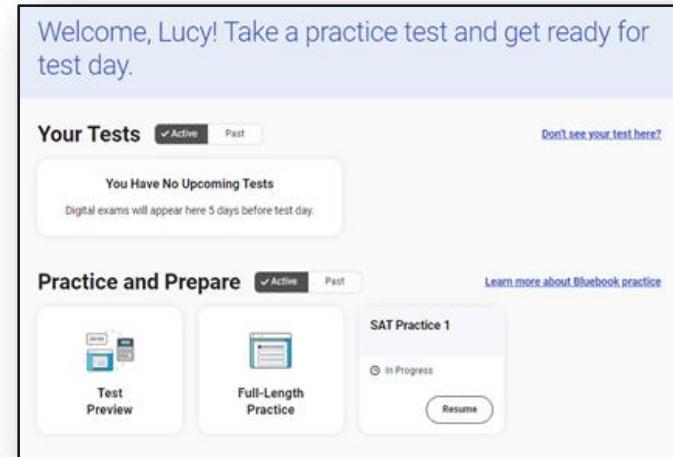
A Canadian paleobiologist Natalia Rybcynski's fossil has the skull and teeth of a seal, which, like sea lions and walruses, is a pinniped.

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

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



Reading and Writing

11 skills

Hundreds of official Digital SAT items developed

Mastery enabled

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

Math

37 skills

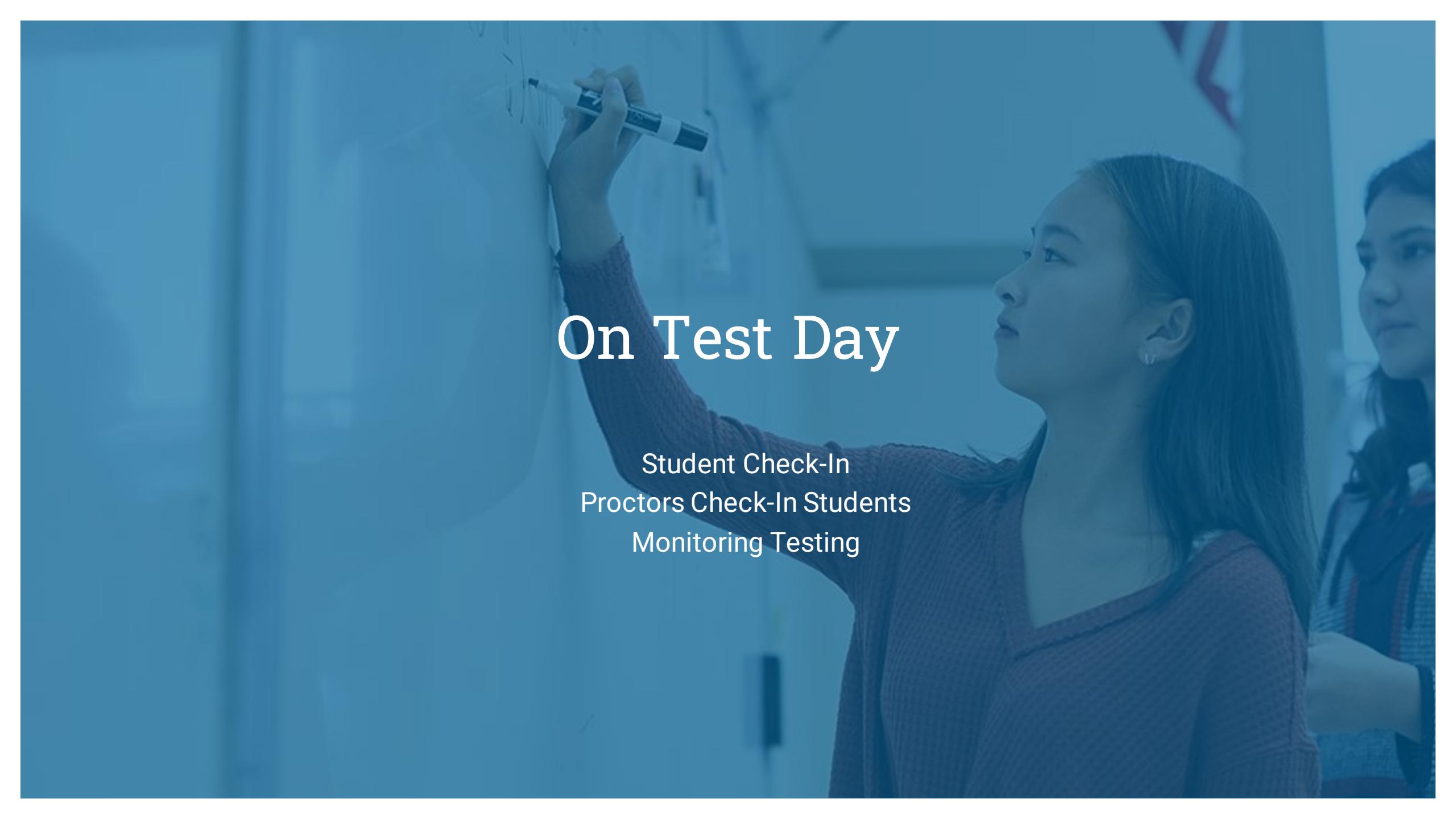
Thousands of adapted Digital SAT items developed

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 photograph showing a student with long dark hair looking upwards towards a whiteboard. A proctor, wearing a white shirt, is visible in the background, holding a marker and writing on the board. The scene is set in a classroom environment.

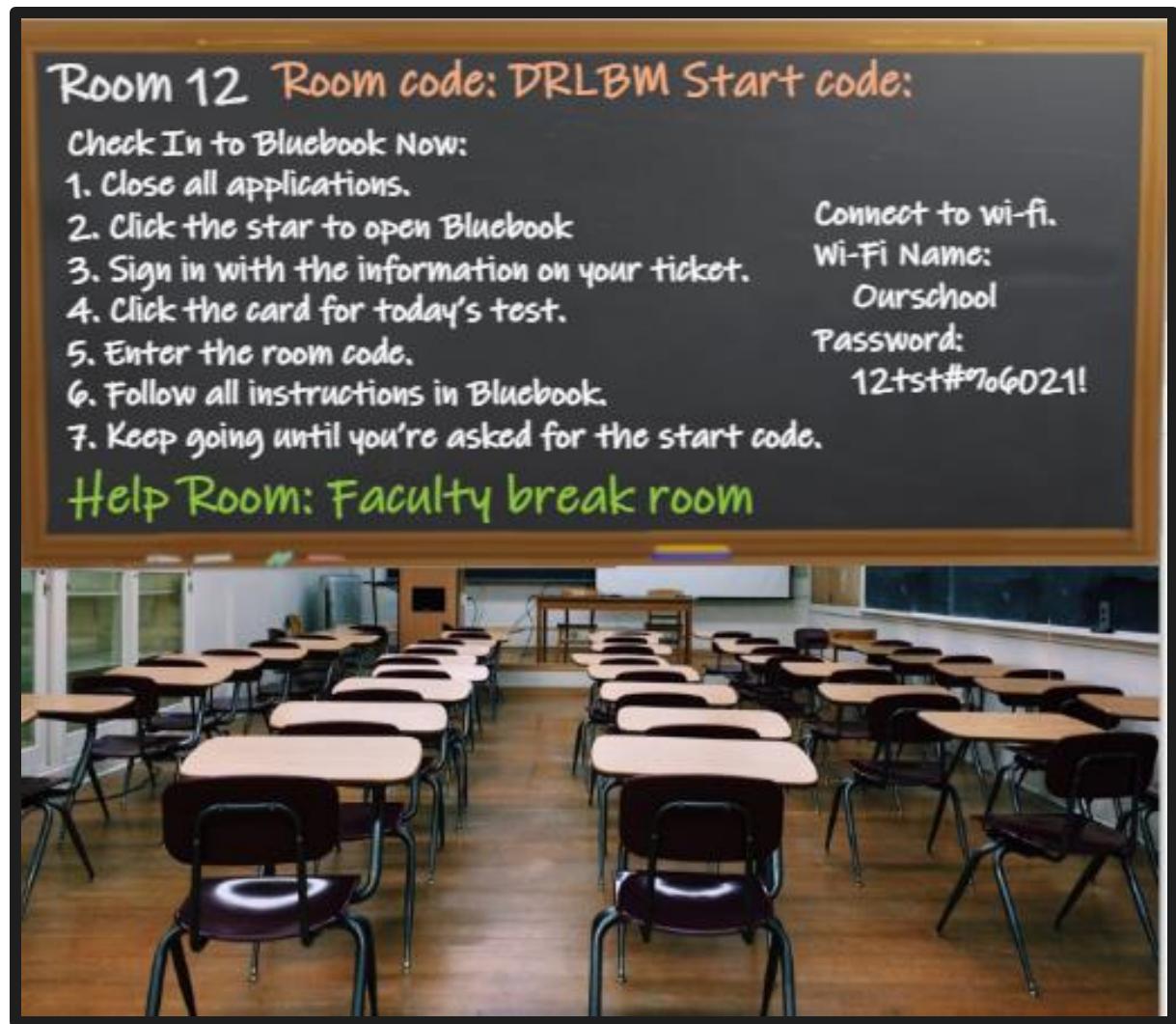
On Test Day

Student Check-In
Proctors Check-In Students
Monitoring Testing

Student Check-In

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.**

Sign-In Ticket
Test: SAT with Essay Spring 2024
Room: Jones 03 Apr 20 AM

Name: May, Diane
Date of Birth: 02/11/2007

STUDENT INSTRUCTIONS

Before test day, log in to Bluebook and try the test preview (optional).
On test day, as soon as you're seated, sign in and complete check-in.
Return this ticket to your proctor after your answers are submitted.

User ID
DMay01

Registration Number
FAKE1100009642

Bluebook™

Test Your Device

Sign In

Use a sign-in ticket from your school

OR

Sign In with a student College Board Account

I'm an educator

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.

Hi, Diane! Take a practice test and get ready for test day.

Your Tests Active Past [Don't see your test here?](#)

SAT Spring 2024

Date: Your teacher will let you know your test date soon. [Test Day Checklist](#)

T.H. Smith High School
1500 Step Street, New York
NY, 56091, United States

Testing Accommodations: You have no approved accommodations for this test.

On test day, don't wait for your proctor. Check in right away. [Check In Now](#)

Practice and Prepare

[Test Preview](#) [Full-Length Practice](#)

[Scoring your practice tests](#)

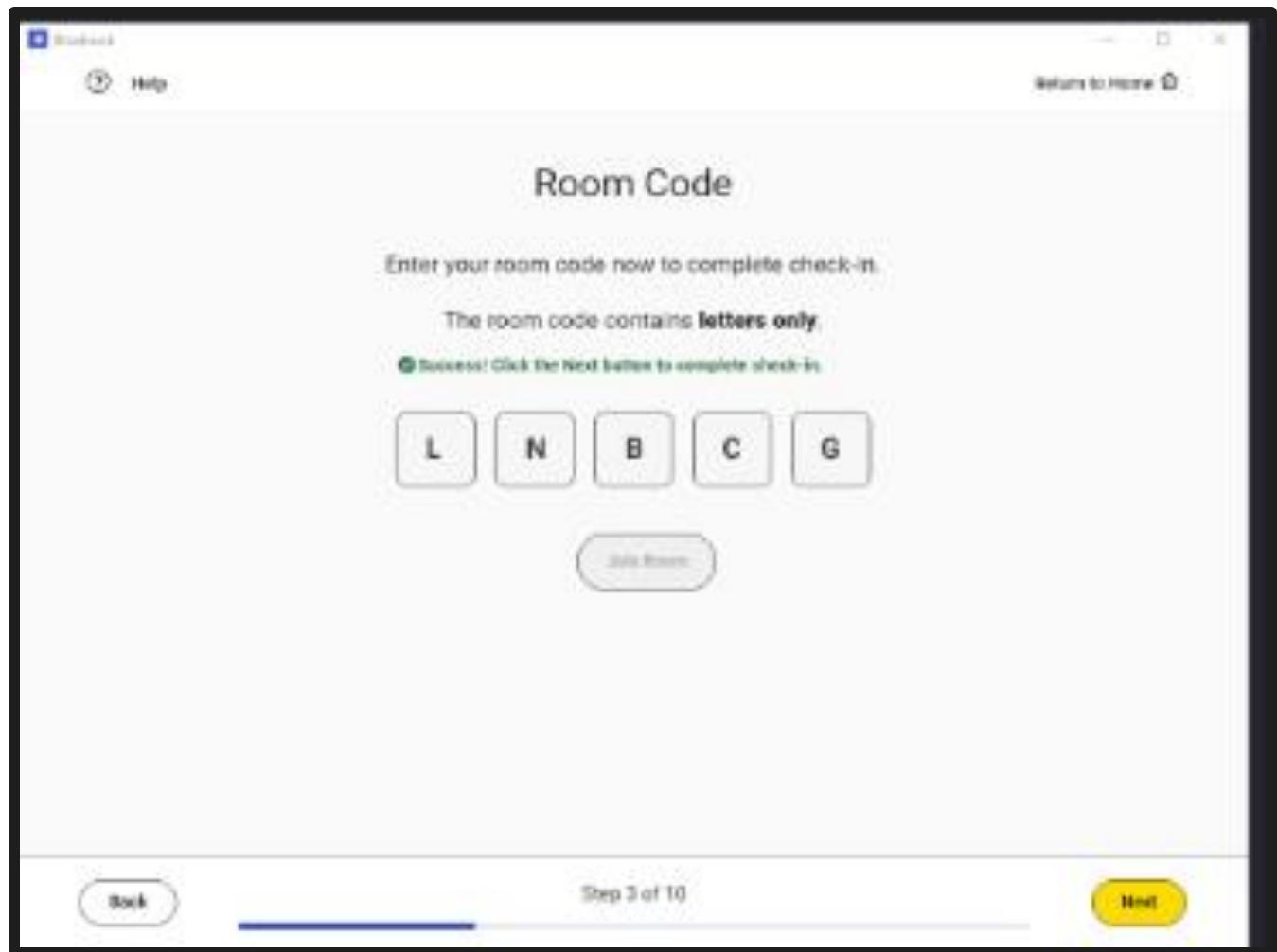
Confirm Personal Information

- 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 user interface for confirming personal information. At the top right is a "Return to Home" link. The main title is "Confirm Your Personal Information". Below it, there are two columns: "First and Last Name" (Kevin McDonald) and "Accommodations" (Breaks as Needed, Reading: Time and one-half (+50%)). A note states: "You may have approved accommodations that don't apply to digital testing. Learn more about accommodations." At the bottom, a question "Is this information correct?" is followed by two radio buttons: "Yes" and "No".

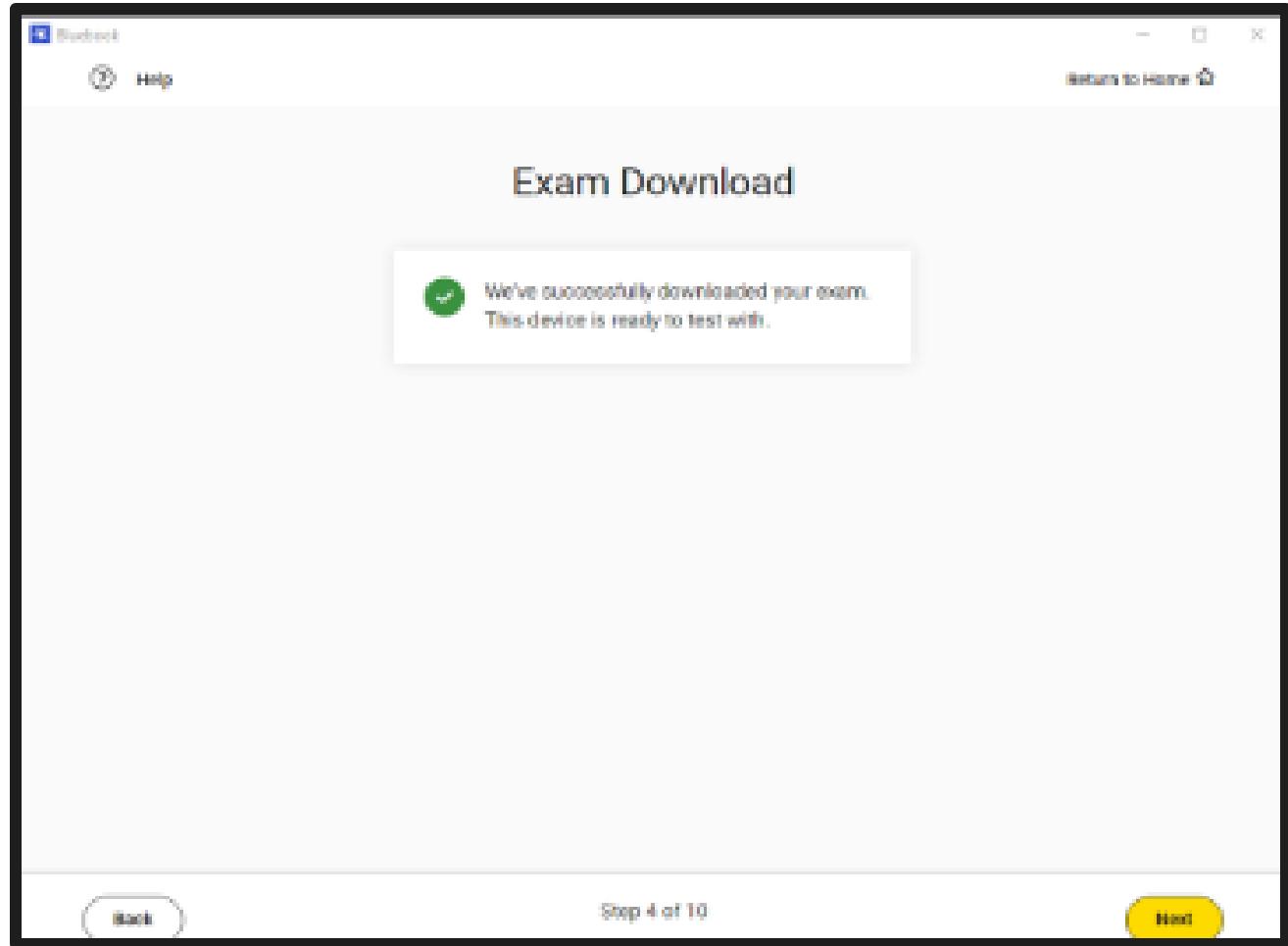
Room Code

- 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.



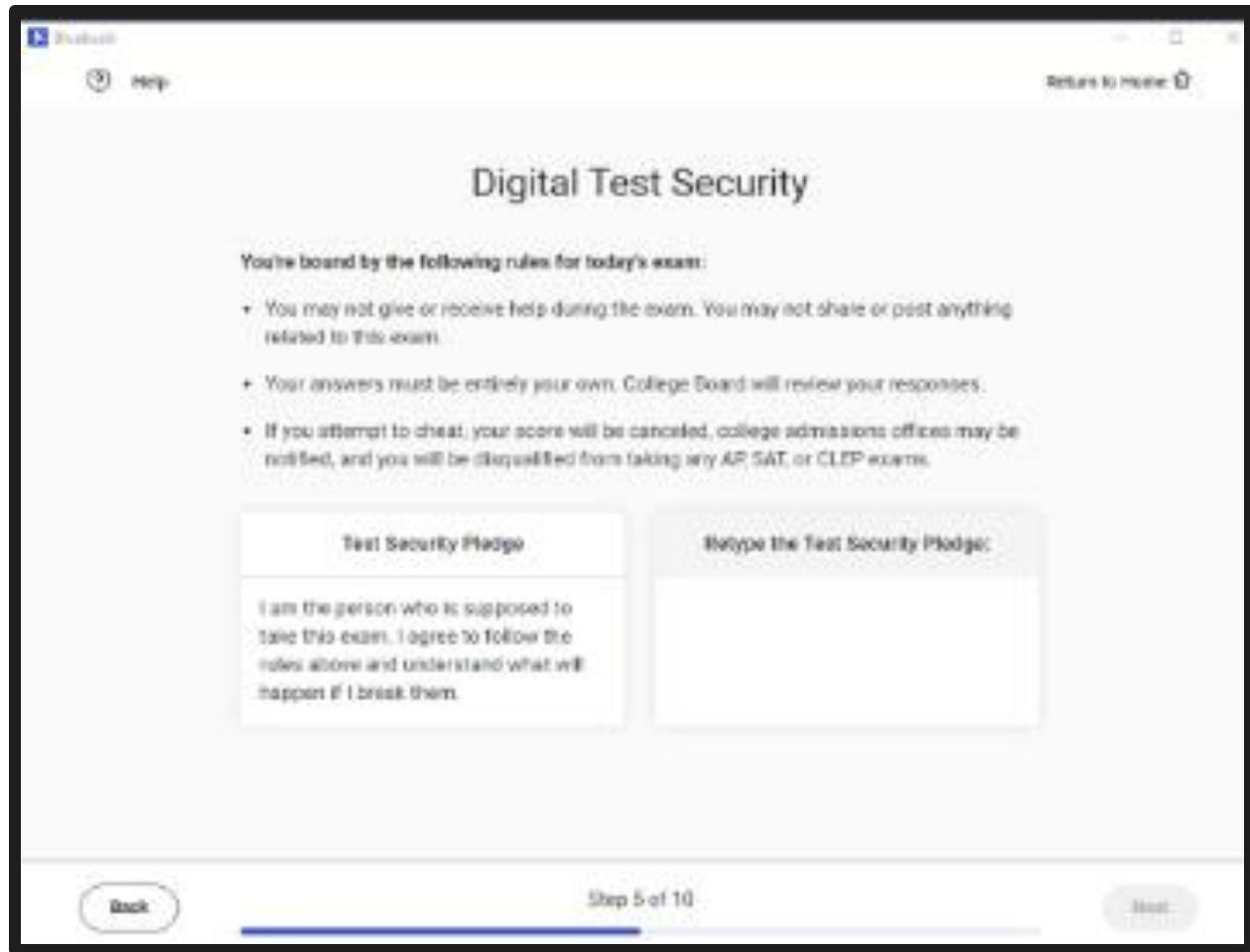
Exam Downloaded

- 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.**



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.**

The screenshot shows a mobile application interface titled "Get Your Desk Ready". At the top, there are navigation icons for "Help" and "Return to Home". The main title "Get Your Desk Ready" is centered above three sections: "Put these items on your desk:", "Put these items under your desk:", and "Put these items in your bag:". Each section contains a list of items with corresponding icons and descriptions. At the bottom, there are "Back", "Next", and "Skip 6 of 10" buttons.

Put these items on your desk:

- Your testing device
- Your personal calculator if you brought one. There's also a graphing calculator built into the app.
- An external mouse or keyboard. You can use an external keyboard with a tablet – not with a laptop.
- A pencil or pen
- The scratch paper your proctor provided you. Write your full name at the top of each sheet.

Put these items under your desk:

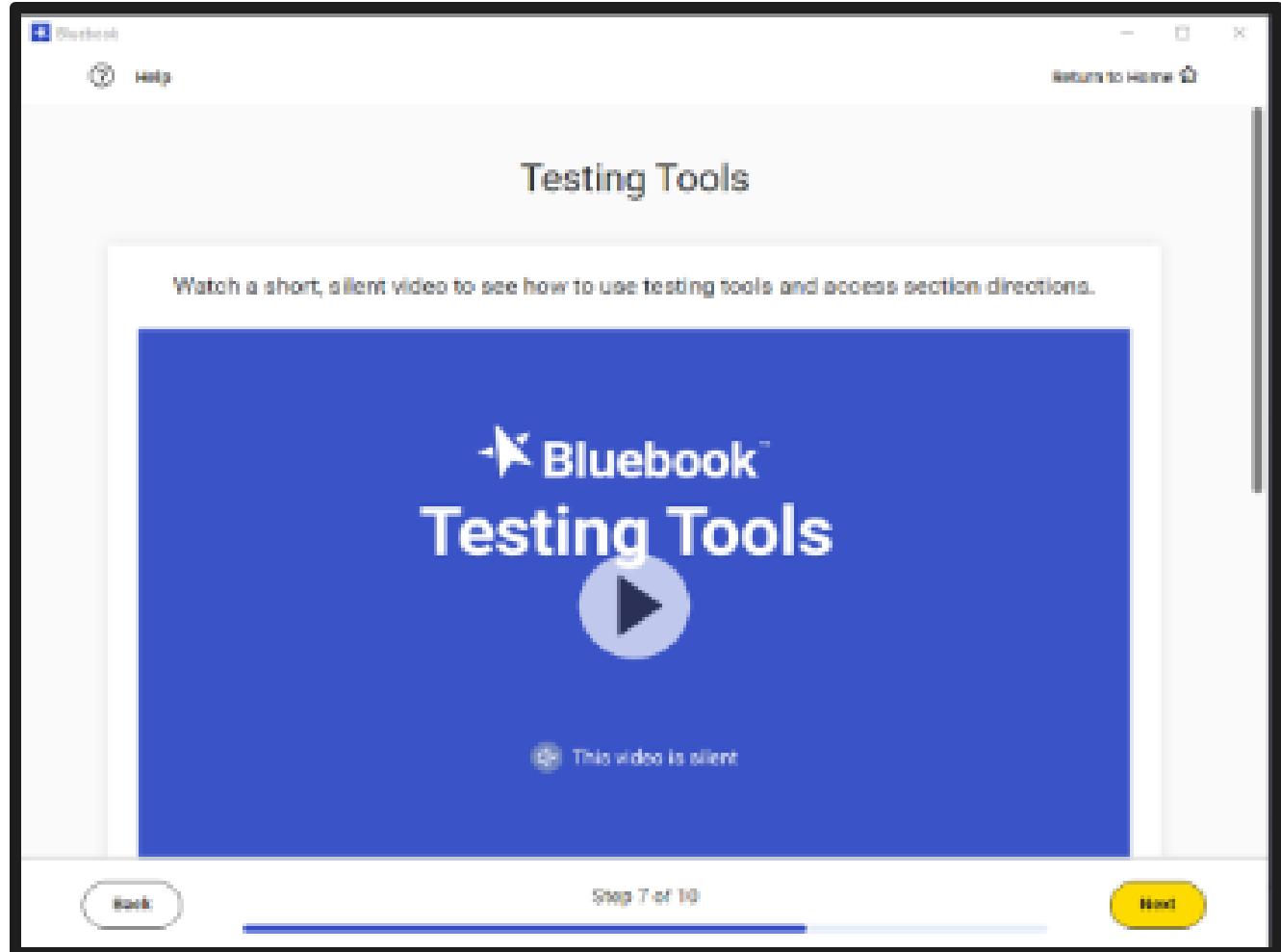
- Power cord/portable charger. But if you need to plug in during testing, you may.
- Food and drink. You can eat and drink during the break but not in the test room (unless you have an approved accommodation).

Put these items in your bag:

- Mobile phone, smartwatch, or any other devices including cameras, recording devices, or timers. Your proctor may collect these items before testing.
- Notes, books, or any other reference materials
- Headphones or earbuds unless you have an approved accommodation.

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.**

The screenshot shows a window titled "Test Overview". At the top right is a "Returns to Home" button. The main content area has a title "Test Overview" and a descriptive paragraph: "The digital SAT consists of a Reading and Writing section and a Math section." Below this are two sections: "Section 1: Reading and Writing (54 Questions)" and "Section 2: Math (44 Questions)". Each section includes a brief description of its structure. A "Modules" section follows, explaining the timing and不可逆性 of the modules. At the bottom, there's a "Directions" section with a note about question directions appearing at the start of each section. Navigation buttons "Back", "Next", and a progress bar "Step 8 of 10" are at the bottom.

The digital SAT consists of a Reading and Writing section and a Math section.

Section 1: Reading and Writing (54 Questions)
There are two modules in the Reading and Writing section. Each module has 27 questions.

Section 2: Math (44 Questions)
There are two modules in the Math section. Each module has 22 questions.

Modules
Within each section, the two modules are timed separately. If time permits, you can review your answers in a given module. When the timer reaches zero, you will automatically move on. Once you move on from any module, you cannot return to it.

Directions
Directions for answering the questions appear at the start of each section.

Step 8 of 10

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.**



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.**

The screenshot shows the CollegeBoard Test Day Toolkit interface. At the top, there is a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, and Irregularities. On the right side of the header, there are user profile icons for 'Hi, AI' and a user named 'GLENNALLEN IHS - AI/020039'. Below the header, there is a pink banner with a circular icon containing a question mark and the text 'Important Updates' followed by a plus sign. The main content area has a blue background and displays the text 'Setup Complete' in large white letters. To the right of this text is a white callout box containing an icon of a clipboard with a checkmark and the message 'You're ready to admit students.' At the bottom right of the main area, there is a small 'Help' button. The overall interface is clean and modern, designed for easy navigation and clear communication of status.

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 'Test Day Toolkit' interface for 'Take Attendance'. At the top, there are navigation links: Home, Help, All Rooms, Staff, All Students, Sign-In Tickets and Data Export, and Irregularities. The date is Mar 20, 2024 | SAT Spring 2024 | Switch T.H. SMITH HS - AI:000110. A user icon shows 'Hi, AI' and a profile picture. On the right, there's a 'Room Code: LNBOG' button, a 'Last updated 1 minute ago' message, and a 'Refresh Data' button.

The main area is titled 'Step 1 of 9' and 'Take Attendance'. It features three tabs: 'ASSIGNED (0)', 'ENTERED ROOM CODE (22)', and 'READY TO TEST (2)'. The 'ENTERED ROOM CODE' tab is active, showing a message: 'Students were not pre-assigned to your room.' Below this, a list of students is shown with their status as 'Present' or 'Ready' and 'UNDO' buttons:

Student Name	Status	Action
Ames, Chuck	Present	UNDO
Eastwood, Abbey	Present	UNDO
Elli, Tom	Present	UNDO
Kirby, Cameron	Present	UNDO
Ried, Renae	Present	UNDO
Armstrong, Bart	Ready	
Corbett, Tom	Ready	

At the bottom, there are 'Back' and 'Next Step' buttons, along with a 'Help' button.

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 shows the CollegeBoard Test Day Toolkit interface. At the top, there's a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, and Irregularities. On the right, there are user profile icons and a switch for T.H. SMITH HS - AH000110. The main content area is titled "Step 2 of 9" and features the heading "Next Up: Read the Script". Below this, there are two sections: "Paper testing" which instructs users to read from Test Day Scripts for paper linear testing and to go to the Help page to open them; and "Digital testing" which instructs users to click "Next Step" to navigate through the script on the last page. A large graphic on the right shows a tablet displaying several horizontal lines, labeled "Script Pages". 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 shows the CollegeBoard Test Day Toolkit interface. At the top, there's a navigation bar with links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, Irregularities, and a user profile. To the right of the profile is a 'Switch' button and the text 'T.H. SMITH HS - AE000110'. Below the navigation, there's a link to 'Update Attendance and View Student Info'. A progress bar indicates 'Step 3 of 9'. The main content area has a title 'Welcome' and a sub-instruction 'Read aloud to students.' Below this is a large blue box containing the welcome script: '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.' At the bottom of the blue box, it says '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'. There are 'Help' and 'Next Step' buttons at the bottom right. A 'Back' button is at the bottom left.

Step 4 of 9: Devices and Materials

- The script includes directions about materials that are available.

The screenshot shows a web-based application titled "CollegeBoard Test Day Toolkit". At the top, there's a navigation bar with links for "Home", "Help", "All Rooms", "Staff", "All Students", "Student Sign-In Tickets", "Irregularities", "Switch", and a user profile for "T.H. SMITH HS - AH000110". Below the navigation, a blue header bar displays "Step 4 of 9" and the title "Devices and Materials". To the right of the title is a link "Update Attendance and View Student Info". The main content area contains a script for the test administrator:

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.

At the bottom of the screen are two buttons: "Back" on the left and "Next Step" on the right, with the "Next Step" button being highlighted in yellow.

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.

CollegeBoard Test Day Toolkit

H, AI A Switch T.H. SMITH HS - AE000110

Update Attendance and View Student Info

Step 5 of 9

Check Desks

Check each student's desk for prohibited items.

Allowed on Desks	Allowed Under Desks	Prohibited Items
 <ul style="list-style-type: none">Testing device (no detachable privacy screens)	 <ul style="list-style-type: none">Power cordPortable chargerFood and drink	 <ul style="list-style-type: none">Everything else must be in a backpack placed against the wall

Back Next Step

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 links for Home, Help, All Rooms, Staff, All Students, Student Sign-In Tickets, and Irregularities. On the right side of the header, there are user profile icons and a "Switch" button. Below the header, a blue banner displays the text "Step 9 of 9" and "Read Start Code". A large blue rectangular area contains the instruction "Read this start code aloud, write it on the board, and click "Next Step" to monitor testing." Below this instruction, the "Start Code:" label is followed by the number "308910". At the bottom of the screen, there are two buttons: a blue "Back" button on the left and a yellow "Next Step" button on the right. The overall background of the toolkit is white with blue and yellow accents.

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		Student list: All Students (15)		
Status	Count	Student	Accomodations	Testing Status
Not Started	0	Achkinson, Carlos	None	Break
Section 1	0	Reg No.: 0000234567		SAT with Essay
Break	5			
Section 2	0			
Limited Use Only				
Section 3	10	Zeus, Sophia	None	Section 3
		Reg No.: 0000984314		SAT with Essay
		Anderson, Florence	None	Break
		Reg No.: 0000078123		SAT with Essay
		Beal, Chris	None	Section 3
		Reg No.: 0000556710		SAT with Essay
		Fredericton, Christina	None	Section 3
		Reg No.: 0000149037		SAT with Essay
		Roberts, Joshua	None	Section 3
		Reg No.: 0000500321		SAT with Essay

[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.

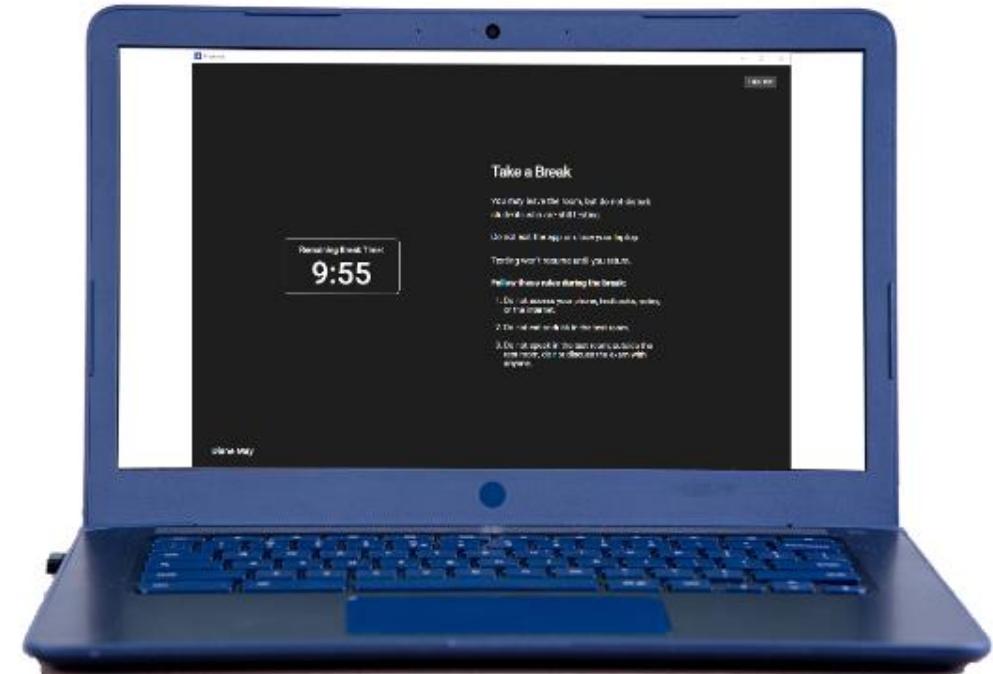
If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

					REAR		
Johnson, Tam	Stevens, Kathy	Samuels, Sarah	Bleus, Frank	Smith, Jared			
Brun, Robert	Kent, Joana	Vasques, Oscar	Lang, Gregore	Lim, Jean			
Alexias, Bruce	Nixe, Mary	Stevens, Steve	Roberts, Brenda	Jackson, Jasen			
Hernandez, Jorge	Young, Jada	Drippler, Janice	Brothers, Eric	Ritchards, Marie			
					FRONT	Students face this direction	
					Room Entrance		

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

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.



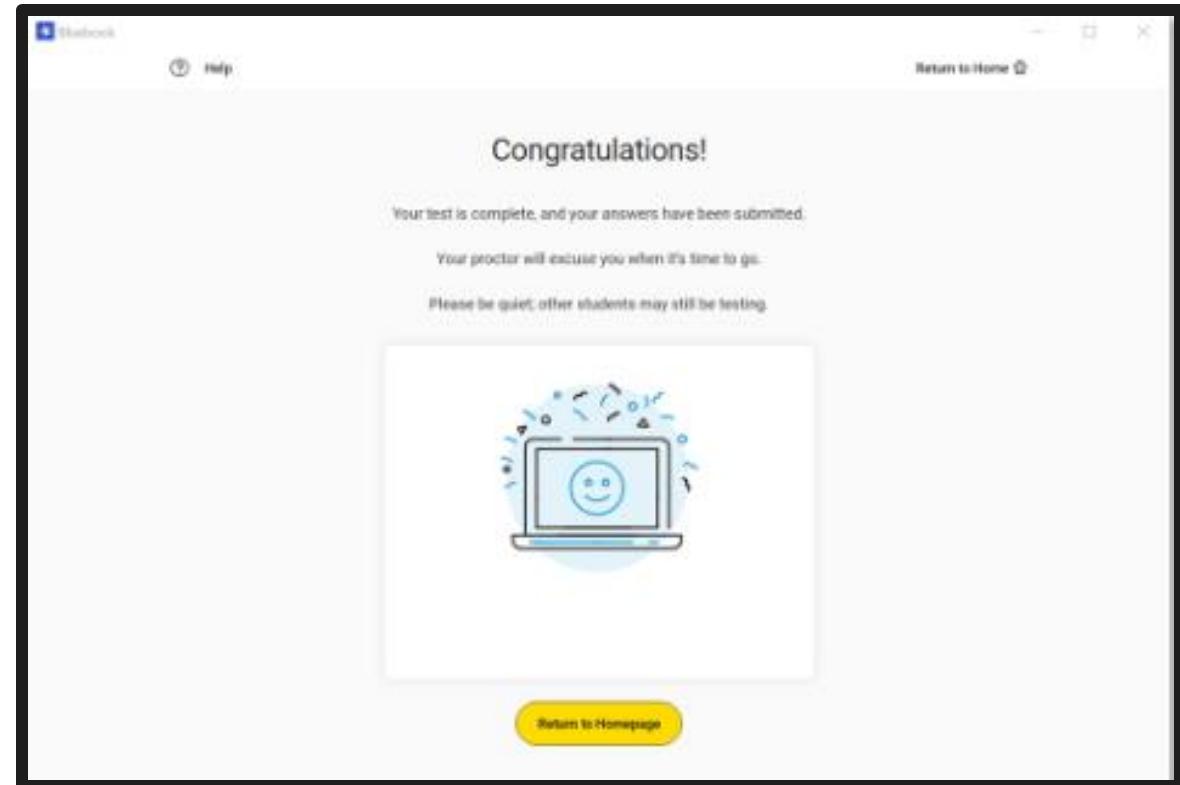
Responding to Problems

- **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.**

The screenshot shows the 'Irregularities' section of the CollegeBoard Test Day Toolkit. At the top, there's a navigation bar with links for Home, Rooms, Staff, Students, Sign-In Tickets and Data Export, Irregularities (which is underlined), and Help. To the right of the date 'Apr 17, 2024' is a 'Test Day Toolkit' link. Below the navigation, the word 'Irregularities' is centered in a large, bold font. A text block explains that users can report irregularities if something goes wrong, and that reports are used for decision-making. It also states that anyone can create, save, and review reports, but only coordinators can submit them. A prominent yellow button labeled 'Add Report' is located at the bottom left of the main content area.

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.

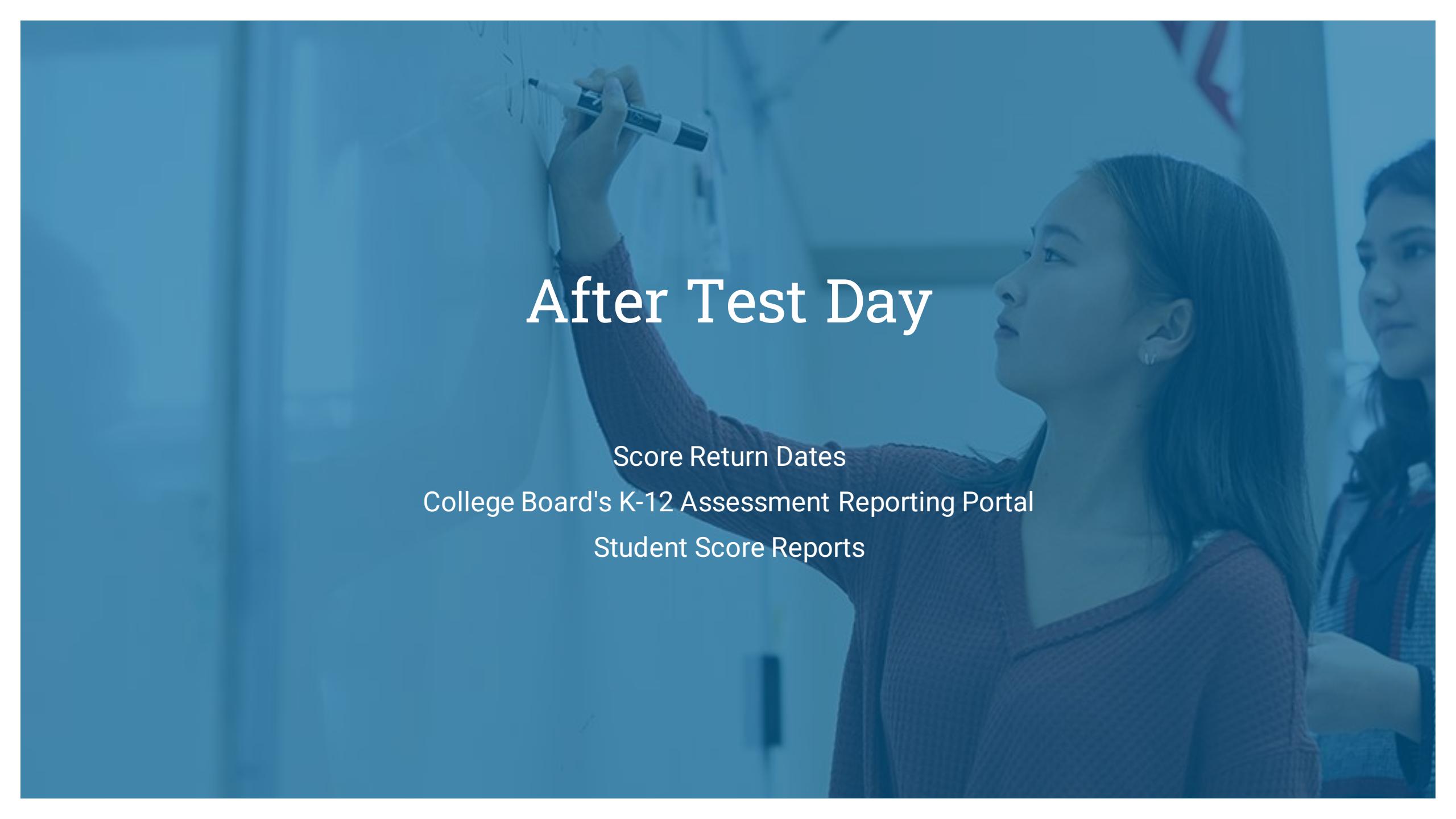


Check for Understanding



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 photograph showing a classroom scene. In the foreground, a teacher with long dark hair is seen from the side, wearing a light-colored corduroy jacket over a white shirt. She is holding a blue marker and writing on a whiteboard. Behind her, several students are visible, looking towards the whiteboard. One student in the center-right is looking up at the board, while others are partially visible on the right side.

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 (for educators with access)	Student Score Release Begins (for students with College Board student accounts)
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

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	

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.

Updated Educator Reports in the K-12 Reporting Portal

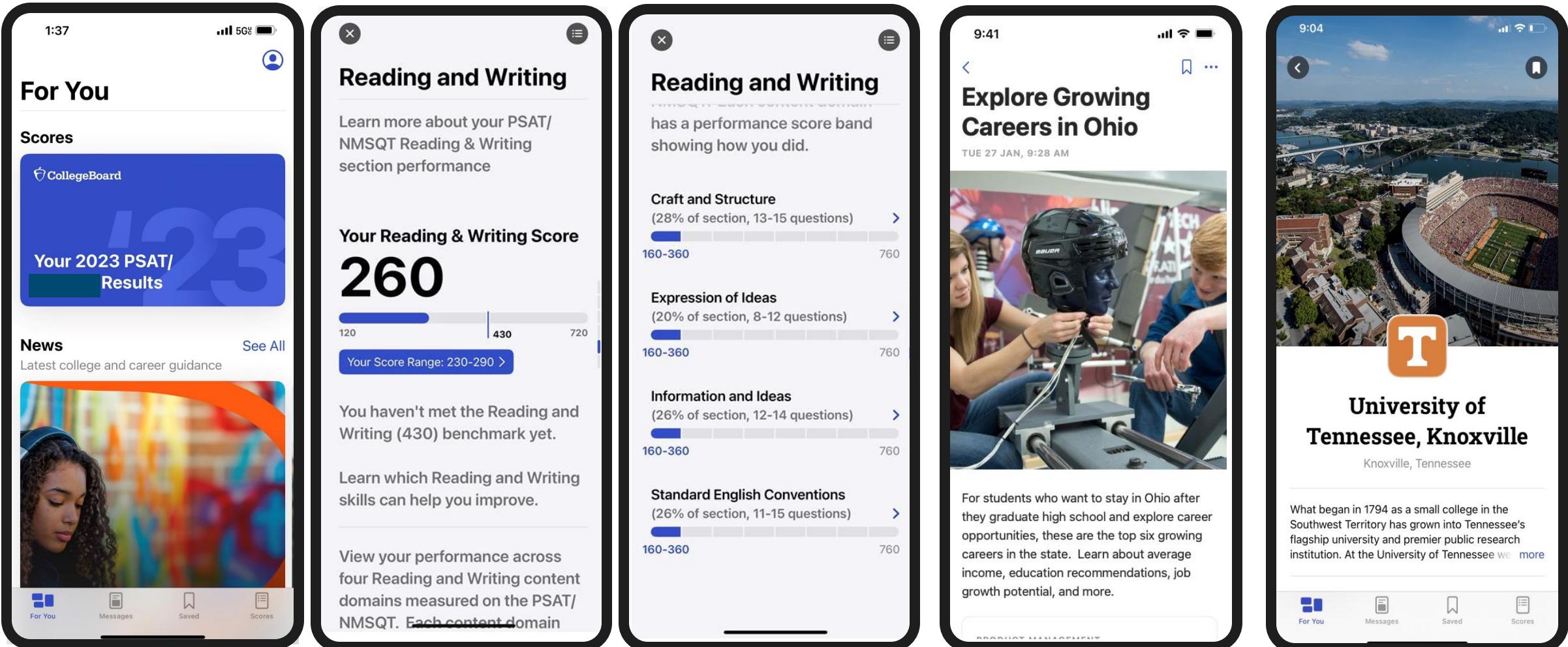
- Aggregate Performance Reports
 - Select administration and season
 - Select an individual grade, ALL grades, or most common grade combination
 - Knowledge and Skills Report
 - Individual Student Reports
 - Roster report
 - Student score reports (.pdf)
- Skills Insight tool

The screenshot displays the K-12 Reporting Portal interface. At the top, there is a header with the portal's name and navigation links for "K-12 Home: Reports", "Downloads", and "Help". Below the header, a search bar prompts users to "Enter a student's name and view their scores for completed test administrations in the SAT Suite of Assessments." It includes fields for "First Name/ Preferred First Name", "Last Name", "Enrolled", and a "Search for Student" button. The main content area is titled "Reports" and features two tabs: "Aggregate" (which is selected) and "Individual". Under the "Aggregate" tab, there are two sections: "Standard Reports" and "Scheduled Reports". The "Standard Reports" section contains links for "Performance by All Students", "Performance by Demographic", "Knowledge and Skills", "Question Analysis" (with a note: "not available for digital administrations"), and "Instructional Planning" (with a note: "not available for digital administrations"). The "Scheduled Reports" section contains a link for "Growth Report". At the bottom of the report section, there is a "Frequently Asked Questions" link. Below the report section, there is a "Your Recent Reports" section which lists "Performance by Demographic" (SAT | Fall 2023 | 11th & 12th Grade | Gender) and "Student Roster" (Aug 2022 - Jul 2023).

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
Tested on: Mar 11, 2023, 11th Grade

TOTAL SCORE
1080 /1600

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 →

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

View My Options →

Next Steps

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



Student Score Report PDF

K12 Reporting Portal

Simplified!

PSAT 8/9 Scores

TOTAL SCORE 1010 240- 1440 80th*	Knowledge and Skills View your performance across the 8 content domains measured on the PSAT 8/9. Reading and Writing Information and Ideas (26% of section, 12-14 questions) Craft and Structure (28% of section, 13-15 questions) Expression of Ideas (20% of section, 8-12 questions) Standard English Conventions (26% of section, 11-15 questions) Math Algebra (42.5% of section, 16-18 questions) Advanced Math (20% of section, 7-9 questions) Problem-Solving and Data Analysis (25% of section, 9-11 questions) Geometry and Trigonometry (12.5% of section, 4-6 questions)
SECTION SCORES Reading and Writing 520 120- 720 79th*	
 Your Score Range: 500-540 Average Score (all testers): 408	
Math 490 120- 720 78th*	
 Your Score Range: 460-520 Average Score (all testers): 411	

* Percentiles represent the percent of 9th grade test takers from the past 3 years who scored the same as or below you.

Score range: This is the range of scores you could possibly get if you took the PSAT 8/9 multiple times on different days.

A photograph of a classroom scene. In the foreground, a teacher with long dark hair, wearing a red ribbed sweater, is seen from the side and back, holding a black marker and writing on a whiteboard. In the background, several students are visible, looking towards the teacher. One student's face is clearly visible on the right side of the frame.

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!

Test Coordinator Training Homepage

The screenshot shows a white header with the text "Test Coordinator Training Homepage" in blue. Below it is a black navigation bar with three items: "SAT Suite Elements", "Planning the Administration", and "Test Day". The main content area contains four dark blue rectangular boxes, each representing an e-module:

- SAT Suite Elements**: Familiarity with these elements is needed for planning. (16 minutes)
- Planning the Administration**: Planning areas for a successful administration. (25 minutes)
- Test Day Preparations**: Items needed to start test day. You must complete Test Security. (11 minutes)
- Test Day**: Getting test day started and using Test Day Toolkit and Bluebook. (19 minutes)

At the bottom left is the CollegeBoard logo.

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

College Board/RIDE December Newsletter - Spring 2024 SAT/PS...



RISchoolDay

To Lopez Gudiel, Yuri



12/15/2023



December 2023 Newsletter Table of Contents (TOC)

[Upcoming Tasks /Due Dates](#)

[Training Opportunities](#)

[Beginning the Technical Readiness Process](#)

[Services for Students with Disabilities \(SSD\) Coordinator & Accommodations](#)

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 a web form titled "State Testing School Contact Update Form". At the top right is a College Board logo. The form instructions state: "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 fields include:

- AI Code:** A text input field with a placeholder and a link to search for AI codes.
- School Name:** A text input field.
- Submitter name:** A text input field.
- Submitter Email Address:** A text input field.
- State:** A dropdown menu with a placeholder "Select".

Below the dropdown is a note: "If you are located in West Virginia, please do not fill in this form. Visit <https://forms.office.com/pages/responsepage.aspx?id=S7AZ4AwzekaLrgn7FzdNalmp95HlU9JLoxmvzH1CahUNDZLSJOSUFMWExLNkZOTDY5OzY0VFozSC0lOCN0Pwcu> 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>**

A photograph of a classroom setting. In the foreground, a person's arm and hand are visible, holding a blue marker and writing on a whiteboard. The person is wearing a dark, ribbed sweater. In the background, a young woman with long dark hair, wearing a red top, is looking towards the whiteboard. Another person's face is partially visible on the right side of the frame.

Questions & Answers