

Rhode Island


Digital SAT[®] with Essay

Digital PSAT[™] 10

Session Goals

Our goal today is to share the latest information about the spring 2021 administration of the Rhode Island digital SAT with Essay and digital PSAT 10 based on current planning.

Any changes to these testing procedures or policies due to COVID-19 will be communicated to test coordinators through RIDE's and the College Board's test coordinator listservs, the Commissioner's Field Memo, the Monthly Test Coordinator Webinars, and the RIDE website (<http://www.ride.ri.gov/SAT>)

For returning coordinators, look for the  symbol to call out new or updated policies and procedures.

Fall vs. Spring

- As always, the health and safety of students and educators is our first priority.
 - At this time, the fall flexibility options that were provided are only applicable to that testing window.
 - Any potential spring flexibility options are still being determined and will be shared by College Board and RIDE when information is available.
- The processes for Fall 2020 and Spring 2021 testing are different. For a full list of differences, visit <http://www.ride.ri.gov/SAT>.

	Fall 2020	Spring 2021
College Board Test Ordering Site (TOS)	Was used.	Will not be used.
Assessments Paid for by RIDE	SAT with Essay	SAT with Essay and PSAT 10
Mode	Paper/Pencil	Digital for both assessments

Rhode Island State Assessment Program: SAT with Essay and PSAT 10

Test Dates and Student Eligibility

Participation in RI PSAT 10 and SAT School Day

Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)

Students are expected to participate in the tests for their current grade level (grade 10 or 11). *It is the responsibility of the LEA* to ensure that the student's Enrollment Census information is accurate.

NOTES:

- SAT *includes* the ESSAY.
- Scores from any date(s) other than what are published in the *RISAP Test Coordinator Handbook* or the RIDE website are not considered valid for state assessment purposes.
- Students who do not take the PSAT 10 or SAT with Essay within the test windows of the RIDE-posted dates will be considered non-participants for accountability purposes.
- Students who qualify for the DLM alternate assessments do not take the PSAT 10. There are no alternate assessments at the 10th grade.
- First-Year EL students may want to take the entire PSAT 10 or SAT. Please make sure you talk with your EL students before you request a Math-only state-allowed accommodation for these students. Remember, scores from ELA tests will not be used for accountability purposes, but you will get scores and families will receive score reports.

English Learners

Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)

Students are expected to participate in the tests for their current grade level. *It is the responsibility of the LEA to ensure that the student's Enrollment and LEP Census information is accurate.*

	ELA Test (PSAT 10, SAT, RICAS, or DLM)	Math Test (PSAT 10, SAT, RICAS, or DLM)	Science Test (NGSA or DLM Science)
First-Year EL Students (on or after April 1, 2020)	Not Required	Required	Required
All Other EL Students	Required	Required	Required

NOTES:

- If a First-Year EL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and families will receive a score report. The ELA score **will not** be used for accountability purposes. Only complete sets of test scores are college-reportable (scores from both ELA and math).

Students Attending Outplacement Schools

Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)

- Students tuitioned from a Rhode Island district are expected to participate in the tests for their current grade level.

NOTES:

- It is the responsibility of the Rhode Island LEA to ensure that the outplacement school understands which tests must be administered to the student and that the student's Enrollment Record and Special Education Census information is accurate.
- **Out-of-State Schools:**
 - **ONLY** the tests given as part of the Rhode Island State Assessment Program can be administered. This includes the PSAT 10 and SAT. Any other administration date such as the PSAT/NMSQT, Saturday, or other school- or district-sponsored School Day administrations, do not count for state assessments; scores from other administrations will not be used for state assessment or accountability purposes.
 - Tests must be administered within the published testing windows.



SAT with Essay

Digital Administration

- **RIDE requires the SAT with Essay to be administered digitally to all 11th grade students, excluding students who qualify for the alternate assessment.**
- The Essay is required for all students taking the SAT.
- **Accommodated Testing Window** is for students with accommodations that require:
 - testing time beyond a standard school day
 - some separate settings
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

	SAT with Essay
Primary Testing Window	April 13-15, 2021
Accommodated Testing Window	April 13-26, 2021
Makeup Testing Window	April 27-29, 2021



PSAT 10 Test Dates

Digital Administration

- **RIDE requires the PSAT 10 be given to all 10th graders, excluding students who qualify for the alternate assessments.**
- Schools can schedule all students anytime within the primary digital testing window: April 13-23.
 - This includes all students with any approved accommodation.
- Students who need a makeup test due to a testing irregularity or who were absent during the primary/accommodated testing window will test April 27-29.

	PSAT 10
Primary/Accommodated Testing Window	April 13-23, 2021
Makeup Testing Window	April 27-29, 2021

What's New in 2021?



Changes for 2020-21

Digital

- American Institutes for Research (AIR) is now Cambium Assessment, Inc.™ (CAI).

Accommodations and English Learner Supports

- The SSD Online platform is being redesigned to be more efficient and streamlined.
- Some accommodations may be referred to in new ways (how they are administered won't change). Examples:
 - 50% extended time will be referred to as *time and one-half*
 - 100% extended time will be referred to as *double time*
 - Braille graphs and figures will be referred to as *raised line drawings*
- SSD coordinators can download a copy of test directions from SSD Online for students approved for a written copy of oral instructions.

Online Optional Questionnaire


- Students can now opt-in to Student Search Service® and complete the optional questionnaire online, providing more flexibility for schools.

Key Dates and Checklists

Implementation Key Dates

Preliminary Spring 2021 Key Dates

- Key Dates document will be posted on the Test Coordinator web page at www.ride.ri.gov/tc. Dates are tentative.

 CollegeBoard

2020-21 Rhode Island Digital SAT® School Day with Essay and PSAT™ 10 Administration
Key Dates

Activity	Date
Submit school set-up survey	By September 25, 2020
Implementation and Accommodations Overview Webinar*	November 17, 2020
Accommodations and Supports Webinar*	December 9, 2020
DEADLINE to submit off-site testing plans, if necessary	December 18, 2020
RIDE will pull student data from eRIDE for initial pre-identification information. Ensure that eRIDE is up to date.	January 2021
Access list of approved bilingual dictionaries, if necessary	January 2021
State-allowed accommodations and EL time and one-half entry window opens	January 2021
Translated test directions will be available for printing on RIDE website	February 2021
DEADLINE to submit accommodation entries and EL time and one-half in SSD Online	February 22, 2021
Nonstandard Administration Report (NAR) is available	Week of March 1, 2021
Online coordinator training is available	Week of March 2, 2021
SAT and PSAT 10 coordinators provisioned in TIDE	March 4, 2021
Coordinators can create TA user accounts for proctors	Starting March 4, 2021
Face-to-Face Digital Workshop*	Mid-March 2021
Digital shipment arrives	Mid-March 2021
Complete technical readiness evaluation and conduct preadministration session	Late March 2021
Print testing tickets	Late March 2021
Primary SAT with Essay testing window	April 13-15, 2021
Primary PSAT 10 testing window	April 13-23, 2021
Makeup SAT with Essay and PSAT 10 testing window	April 27-29, 2021
Scores are released	May

As of October 2020

*Visit the RIDE website for links to register for webinars and workshops. Presentation content will be available on RIDE website soon after the presentation is concluded.

Specific dates will be updated throughout the year.

Coordinator Checklist

This training will follow along with the Coordinator Checklist. This checklist is posted at www.ride.ri.gov/tc and contains a timeline of when to complete activities.

Separated into sections:

- September - January
- February
- 3-6 Weeks Before Test Day
- 2 Weeks Before Test Day
- 1 Week Before Test Day
- On Test Day
- After Testing

NOTE: These are **suggested** timelines, but you can complete the tasks when it is right for your school. Just be aware of deadlines.

2021 Rhode Island Digital SAT® School Day and Digital PSAT™ 10 Coordinator Checklist

Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing. You may choose to do things at different times; be aware of deadlines.

NOTE: Spring 2021 SAT with Essay policies and procedures are different than the October 2020 SAT with Essay administration.

September -January – Suggested Readiness Activities for SAT with Essay and PSAT 10

Complete	Activity
<i>General Readiness Activities</i>	
	Schools complete survey to identify test day staff. Due September 25.
	Ensure new SSD coordinators get access to SSD Online by submitting the request form available at www.collegeboard.org/ssd
	SSD coordinators should begin entering new College Board accommodations and review existing accommodations in SSD Online.
	Create a College Board professional account, at www.collegeboard.org if you don't have one.
	Review RI School Directory information and update, if necessary.
	Register for trainings at www.ride.ri.gov/sat .
	Submit an off-site testing plan if testing at a location other than your school. Due December 18, 2020.
<i>Digital Testing Activities</i>	
	Review the resources at digital testing portal with technology coordinator.

February – Technology Setup and Readiness Activities for Technology Coordinators

Complete	Activity
<i>General Administrative Activities</i>	
	Share the Step-by-Step Guide for Technology Coordinators to ensure your school is prepared to test.

General Information

Build Your Schedule

Administration Timing: SAT with Essay

- The time below includes ONLY testing time with breaks.
- You will need to add additional administrative time, such as seating students, passing out and collecting test tickets, and for conducting the preadministration session if you did not conduct it prior to the test day.

SAT with Essay	SAT with Essay Standard Room <i>(in minutes)</i>
Reading Test	65
Break	10
Writing and Language Test	35
Math (no calculator) Test	25
Break	5
Math (with calculator) Test	55
Break	2
Essay	50
Total (hours, minutes)	4 hours 7 minutes

Build Your Schedule

Administration Timing: PSAT 10

- The time below includes ONLY testing time with breaks.
- You will need to add additional administrative time, such as seating students and setting up computers.

PSAT 10	PSAT 10: Standard Room <i>(in minutes)</i>
Reading	60
Break	5
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	45
Total Time	2 hours 55 minutes

September – January

- Create a College Board Professional Account
- Register for Trainings
- Think About Staffing Needs
- School Set Up
- Review and Enter Accommodations in SSD Online
- Update Student Enrollment and Order Paper Test Materials

Create College Board Professional Account

College Board Professional Account

A College Board Professional Account is required for access to all College Board systems. Each user creates their own account at collegeboard.org and then requests access to the features they need. Users may request access to the following features:

- **College Board Reporting Portal**
 - The school data access manager is responsible for assigning access to school and district staff.
- **SSD (Services for Students with Disabilities) Online System**
 - The school SSD Coordinator requests access from the College Board.
 - Access request requires a principal's signature.
 - Others may also request access with the school principal's approval.
- **College Board Online Test Day Training**
 - The test coordinator will receive access from the College Board. The test coordinator may grant access to all test day staff.

Setting up College Board Accounts

District and school staff serving in the following roles should have a College Board Professional Account:

- SAT and PSAT 10 Coordinator
- SSD Coordinator
- Technology Coordinator
- District Data Manager

Instructions for creating College Board accounts:

- RIDE will not create these accounts. To find instructions on creating new accounts:
 1. Go to: www.ride.ri.gov/sat and click on the **Test Coordinator and SSD Coordinator Accounts** tab.
- For additional information about setting up an Educator Professional Account, you can view an eModule at: <https://satsuiteofassessments.articulate-online.com>
- If you already had a professional account, you don't need to create another one this year, it remains active.
 - Confirm your username and password works.

Register for Trainings

College Board and RIDE are here to support you!

- Throughout the 2020-21 school year, there will be a number of ways the College Board and RIDE will support you, including webinars, workshops, and printed resources.
- Register at: <https://www.ride.ri.gov/Assessment-Training.aspx>

Topic	Type	Date	Note
Accommodations & Supports	Webinar	December 9, 2020	Detailed information about the process and policies for accommodations and supports.
Online Training	On-Demand Modules	February 2020	Required training. Link to access the training will be emailed to coordinators and available on the RIDE website once training is available. Training requirements will be discussed in upcoming slides.
Digital Training	Workshop	March 15-17, 2021	Everything you need to know about the RI administration of the SAT with Essay and PSAT 10. Participation counts as official coordinator training.

Staff Roles and Responsibilities

Testing Staff Roles

SAT School Day Test Coordinator and
PSAT 10 Test Coordinator

- The **Test Coordinator** is responsible for all aspects of the School Day administration including:
 - planning rooms and staff for test day.
 - receiving and securing all test materials.
 - Completing setup tasks within the Test Information Distribution Engine (TIDE) platform.
 - managing test site and staff, and supervising all activities related to testing, including accommodated testing.
 - collecting, packing, and returning test materials, completing test day forms and preparing for makeup testing.
 - acting as the main contact between RIDE/College Board, including receiving emails and notices relating to SAT with Essay and PSAT 10.

Testing Staff Roles

SSD Coordinator

- The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
 - Acting as the main contact between RIDE/College Board concerning accommodations.
 - Entering accommodation requests in SSD Online.
 - Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
 - Partnering with the test coordinator to ensure test settings in TIDE are configured correctly.
 - Administer the SAT with Essay or PSAT 10 to students with accommodations, as needed.

Testing Staff Roles

Technology Coordinator

- Each school must assign a technology coordinator who is accountable for setup tasks.
- Technology coordinators must be available for all preadministration and test day activities.
- They are responsible for managing all technical aspects of the digital SAT with Essay and PSAT 10 delivery, including:
 - Setting up network configurations and ensuring connectivity meets bandwidth, content filters, and firewall requirements.
 - Ensuring schools have enough devices that meet system requirements.
 - Supporting the install of CAI's Secure Browser on testing devices.
 - Troubleshooting issues with test-taking devices and networks on test day.
- Check with your district to confirm the technology coordinator has the support and authorization to execute all technical requirements.

Testing Staff Roles

Proctor (Test Administrator)

- The **proctor(s)** is responsible for:
 - managing all activities that happen in the testing room
 - conducting the test using the TA Interface and monitoring test-takers to ensure a fair administration.
- Each room requires one proctor
- Who can be a Proctor (Test Administrator)?
 - RIDE policy indicates that the following individuals can serve as test administrators (*Test Coordinator Handbook, page 9*):
 - Individuals employed by the LEA as teachers
 - LEA and school-level administrators (e.g., principals, assistant principals, directors, assistant superintendents, associate superintendents, superintendents) who hold certificates for their positions as administrators
 - Long-term substitute teachers holding a teaching certificate, or state equivalent credentials, employed by the LEA as teachers
 - School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certificates for their positions
 - Teachers employed by the LEA who hold provisional certificates
- **NOTE:** RIDE policy prohibits student teachers from administering any portion of any state assessment.

Testing Staff Roles

Room Monitor and Hall Monitor

- The **room monitor(s) and hall monitor(s)** are responsible for assisting the test coordinator and proctor.
 - Room monitors help set up the testing area and monitor testing.
 - Hall monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.
- Who can be a room monitor/hall monitor?
 - RIDE policy (*Test Coordinator Handbook, page 9*) says that anyone serving as room or hall monitor must be a school employee. Student teachers may serve as monitors, but they may not administer any state assessment.

School Set Up

School Set Up

- College Board distributed a survey in September to collect contact information for the Rhode Island SAT School Day with Essay and PSAT 10.
 - College Board will use this information, along with information in the RIDE School Directory (address, for example) to set up your school to administer the SAT with Essay and PSAT 10 in spring 2021.
 - Deadline to respond was September 25, 2020.
 - Coordinators will receive an email in the December/January timeframe from College Board with confirmation of your contact information.
- **To update any missing or inaccurate information in the confirmation email:**
 - Contact RISchoolDay@collegeboard.org AND do the following:
 - **Public Schools, Charter Schools**
 - Contact your District Data Manager
 - **Out-of-state and Outplacement Schools:**
 - Your data manager will need an account in eRIDE and access to the School Profile application, which allows you to update school information. To get an account and access to the School Profile, contact Mario Goncalves at Mario.goncalves@ride.ri.gov or at 401-222-8968 for assistance.

AI Codes

- Attending Institution (AI) Codes are required to administer College Board exams, enter student accommodations into SSD Online, and to receive materials and students' exam scores.
 - AI codes are six-digit numbers that are unique to your school.
 - If you have participated in any College Board assessments previously, your AI code will remain the same.
 - Your AI code is listed in the [School Directory](#).

Accommodations and English Learner Supports

Accommodations and Supports Process

The Accommodations and Supports webinar will be held on December 9, 2020 and will cover:

- Accommodations for digital SAT with Essay and the digital PSAT 10
- A review of the new, redesigned SSD Online platform.
- Entering accommodations into SSD Online
- Maintaining your dashboard in SSD Online
- How to enter accommodations into SSD Online after the deadline
- Emergency Accommodations: Situations such as temporary conditions caused by injury or accident

Register at: www.ride.ri.gov/accommodations

The general process to prepare for administering with accommodations includes the following steps. Each step will be discussed in more detail in the next slides.

1. SSD coordinators create a College Board professional account, if they don't currently have one.
2. Obtain access to SSD Online, the system with which accommodations are entered.
3. For students without a current "approval", enter new accommodations and monitor "approval" status.
4. For students with a current "approval", confirm that the information is still accurate.
5. Adjust student settings in TIDE based on "approved" accommodations in SSD Online.

SSD Online Account

- If you are a returning SSD Coordinator, confirm your access and password to SSD Online are still active.
- If you are a new SSD Coordinator, you will need to:
 - have a College Board Professional Account,
 - complete the SSD Coordinator Form (<https://accommodations.collegeboard.org/ssd-online/get-access>),
 - and receive an access code to link your SSD Online access to your College Board professional account. (First time only)

Review Student Needs



Students will stay on your Dashboard for one year after graduation in the chance they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard and it will not impact your ability to administer the test.

- Verify that student accommodations are in the student's IEP and/or 504 Plan.
- **Services for Students with Disabilities (SSD) Online:**
 - Verify any accommodations already in SSD Online and the student name, birth date, and graduation date are correct (click on the student's name in the dashboard).
 - Enter new accommodations for new students or update existing accommodations for students already in SSD Online.
 - For students no longer at your school, notate the information on the Eligibility Roster. The process for updating this roster will change with the new SSD platform.
 - Training on how to use the new SSD Online will be available in the December 9th Accommodations webinar.
- Verifying accommodations in the student's IEP/504 and in SSD ensures that:
 - Coordinators have accurate rosters of students using accommodations on test day.
 - Student settings are configured correctly in TIDE.

English Learner Supports

Scores will be college and scholarship reportable



EL Supports are not currently available for PSAT/NMSQT, weekend SAT testing, or AP testing

Translated Test Directions and/or approved word-for-word bilingual dictionaries:

- Translated test directions are in PDF format (available in February 2021) and must be printed by the school ahead of test day. Languages available are:
 - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- List of approved word-for-word bilingual dictionaries is available at <http://www.ride.ri.gov/accommodations>.

Time and one-half:

- Although not an accommodation, students must be entered in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- Must be entered in SSD Online each academic year. If students were entered for October 2020 SAT testing, they will not need to be re-entered for spring 2021. New entries can be done starting in January.

Update Student Enrollment and Order Paper Materials

Registration and Material Orders



Do not order materials in the College Board Test Ordering Site for Spring 2021

- **Student registration** will be done through a file upload between College Board and RIDE.
- RIDE will create student registration files for **all** state assessments.
 - Dates for when RIDE will run student registration files and when LEAs need to have their enrollments updated will be provided during the Monthly Test Coordinator Webinar. Information on these webinars can be found at www.ride.ri.gov/tc.
 - Only students with grades 10 or 11 will be registered.
 - Alternate Assessment students must have *alternate assessment* as their Testing Code (code=3) in the Special Education Census so they are not registered by mistake.
- Digital registrations will be created in TIDE for students taking the SAT with Essay and PSAT 10.
- College Board will also use this file to determine how many manuals, student guides, and other ancillary support materials to send to each school.

Homeschoolers

- Homeschooled students may take the PSAT 10 and SAT at their local public high school at no expense to them.
- Scores will not be used for accountability purposes.
- Homeschooled students must take the paper version of either the PSAT 10 or SAT.

The following information can be found at www.ride.ri.gov/sat

- **Process:**
 - **Parents** of homeschooled students must contact their school district to indicate they would like their child to take the PSAT 10 or SAT.
 - Homeschooled students will take the test in their local high school with all other students.
 - **Districts** must ensure the following in order for homeschooled students to be registered correctly:
 - Enrollment type = H (homeschooled)
 - Enrollment record must be active
 - Grade = 10 or 11th grade
 - School = The LEA's 190 school
 - SASID: each homeschooled student must have a valid SASID
 - **Schools** must ensure that the homeschooled indicator is bubbled in box 2 of the Student Answer Sheet.
 - Provide parents with the school's preadministration and test day schedules, parent privacy letter, and other necessary information.

Material Orders

- **Ordering Paper Materials:** Students taking the PSAT 10 or SAT with Essay who require paper/pencil edition should contact RISchoolDay@collegeboard.org by February 1, 2021. This includes students who:
 - are homeschooled.
 - require a paper test as an accommodation.

February

- Digital Readiness Activities

Digital Testing Portal

- Refer to the College Board Digital Testing Portal for sign-in links, where to install the Secure Browser, technical requirements, and helpful resources.
- NOTE: Some information on the Digital Testing Portal may not align with the Rhode Island administrations. Refer to the *Rhode Island PSAT 10 and SAT Test Coordinator Manual* for more information.

Digital Testing Portal:

digitaltesting.collegeboard.org



CAI Systems

American Institutes for Research (AIR) has become Cambium Assessment, Inc.™ (CAI).

Test Delivery System Overview

College Board delivers the digital PSAT 10 and SAT with Essay using the CAI test delivery system and supporting tools.

Test Information Distribution Engine (TIDE)

The TIDE interface features a top navigation bar with the CollegeBoard logo and user information. Below this, there are two main sections: 'Preparing for Testing' and 'Administering Tests'. The 'Preparing for Testing' section includes links for Users, Students, Test Settings and Tools, and Rosters. The 'Administering Tests' section includes links for Monitoring Test Progress and Print Test Tickets. A search bar for finding students by ID is also present.

Test Administration (TA) Interface

The TA interface displays a table of active tests for a 'Student Digital Test Preview' session. The table has columns for Student Name, Registration Number, Test, Time, Test Status, Test Settings, and Actions. There are four rows of data, all for 'GUEST' users taking the 'Student Digital Test Preview' test. The time remaining for each test is approximately 55 minutes. The test status for the first three rows is 'Approved' (0/0 answered), and for the fourth row, it is 'Started' (0/15 answered). The interface also shows a clock at 54:36 and a session ID of DEMO-01C4-1.

Student Name	Registration Number	Test	Time	Test Status	Test Settings	Actions
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/0 answered	Standard	👁️ ⏸️
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/0 answered	Standard	👁️ ⏸️
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Approved 0/15 answered	Standard	👁️ ⏸️
GUEST	GUEST	Student Digital Test Preview	≈ 55 min remaining	Started 0/15 answered	Standard	👁️ ⏸️

Secure Browser

The Secure Browser sign-in page has a title 'Please Sign In'. It contains three input fields: 'First Name' with the example 'EX: JORDAN', 'Registration Number' with the example 'EX: 123456789', and 'Session ID' with the example 'UAT'. Each field has a corresponding icon (person, ID card, and key) to its left.

CAI Systems

Test Information Distribution Engine (TIDE)

Functions include:

- Managing school and staff data
- Managing rosters
- Monitoring digital test sessions
- Modifying student test settings
- Printing student test tickets

Test coordinators use TIDE to manage data and configure the digital assessments ahead of test day.

The screenshot displays the TIDE web application interface. At the top, there is a navigation bar with the CollegeBoard logo on the left and user information on the right, including 'Administration: Spring 2018' and 'Role: DA'. Below the navigation bar, the interface is divided into two main sections. The left section, titled 'Preparing for Testing', has an orange background and features a large circular icon with a person and a gear. Below this icon are four horizontal buttons: 'Users', 'Students', 'Test Settings and Tools', and 'Rosters', each with a dropdown arrow. The right section, titled 'Administering Tests', has a teal background and features a large circular icon with a person and a computer monitor. Below this icon are two horizontal buttons: 'Monitoring Test Progress' and 'Print Test Tickets', each with a dropdown arrow. A search bar labeled 'Find Student by ID' is located in the top right corner of the main content area.

CAI Systems

Proctors use the TA Interface to administer the digital assessments.

Test Administration Interface (TA)

Functions include:

- Conducting preadministration session
- Creating test sessions
- Approving students into the test sessions
- Monitoring and managing test timing
- Monitoring student test status
- Identifying students who may need assistance

The screenshot displays the CollegeBoard Test Administration Interface (TA) for a 'Student Digital Test Preview' session. The interface includes a top navigation bar with the CollegeBoard logo, a clock showing 54:36, and a session ID of DEMO-01C4-1. Below the navigation bar, the main content area shows 'Students in your Student Digital Test Preview Test Session' with 0 students awaiting approval and 4 active tests. A table lists the active tests, with columns for Student Name, Registration Number, Test, Time, Test Status, Test Settings, and Actions.

Student Name	Registration Number	Test	Time	Test Status	Test Settings	Actions
GUEST	GUEST	Student Digital Test Preview	# 55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	# 55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	# 55 min remaining	Approved 0/15 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	# 55 min remaining	Started 0/15 answered	Standard	

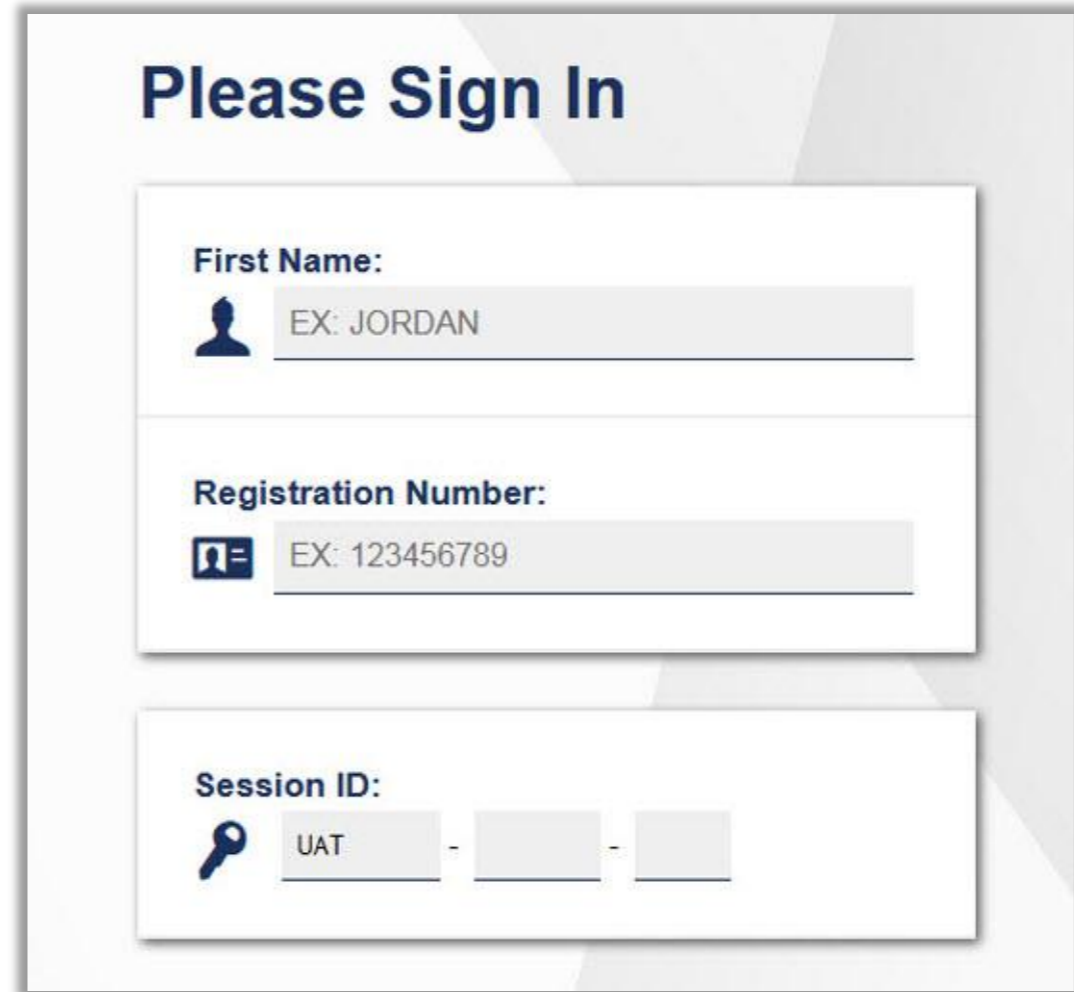
CAI Systems

Secure Browser

Functions include:

- Secures the desktop by restricting access to prohibited applications
- Collecting student responses


Students use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices.




The screenshot shows a 'Please Sign In' form with three input fields. The first field is for the 'First Name' with an example of 'JORDAN'. The second field is for the 'Registration Number' with an example of '123456789'. The third field is for the 'Session ID' with an example of 'UAT' followed by three empty boxes separated by dashes.

Please Sign In

First Name:
 EX: JORDAN

Registration Number:
 EX: 123456789

Session ID:
 UAT - - -

CAI Systems

Information for Schools Already Using AIR



CB Secure Browser icon



SecureTestBrowser icon



- Schools must download the College Board's CAI secure browser
 - Based upon the Operating System on student devices you will install one of the applications below:
 - The **CB Secure Browser** is for devices running on Windows or Mac OS. It does not replace the browser used for NGSA and both must be installed on the same device.
 - **SecureTestBrowser** – formerly AIR SecureTest -- is the application for Chromebooks and iPads. You need to change the Organization and Assessment settings in the SecureTestBrowser before students can test on Chromebooks or iPads.
- **Test coordinators and other staff will use different login information across the NGSA and College Board CAI systems.**
 - If testing the same students for other Rhode Island state assessments and the digital PSAT 10 or SAT with Essay, they will be represented separately in both systems.
 - Test staff will login in separately to each instance of CAI systems.

CAI Systems

Test Devices

Devices for Proctors and Students

- All devices must meet the system and technical requirements.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices must maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device, should pre-test the device in the Student Digital Test Preview prior to test day in order to ensure operational functionality.

**NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.*

External keyboards are required when administering the SAT with Essay on iPads. Wireless or Bluetooth keyboards are not supported.

CAI Systems

Test Devices:

Guidance for Determining Bandwidth

- Your network should have enough bandwidth to support online testing at the required performance level.
- Ensure that your school's network infrastructure can support these values.
- College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time.
- More information about preparing for digital testing can be found at the *Quick Guide for Setting Up Your Digital Testing Technology* available at <https://digitaltesting.collegeboard.org/pdf/quick-guide-digital-testing-technology.pdf>

Technical Readiness

Setup Overview

Get started by reviewing the technical requirements and following the Digital Preparedness Step-by-Step Guide (<https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide>) available on the Digital Testing Portal:

Part One: Technology and Setup Verification	Part Two: Test Readiness and Evaluation
<ul style="list-style-type: none"><input type="checkbox"/> Check for Supported Operating Systems<input type="checkbox"/> Check for Supported Web Browsers<input type="checkbox"/> Disable Automatic Updates to Operating System<input type="checkbox"/> Disable Applications that Interfere with Testing<input type="checkbox"/> Check Batteries or Power Source<input type="checkbox"/> Disable Pop-Up Blockers on Staff Computers<input type="checkbox"/> Enable JavaScript on Staff Computers<input type="checkbox"/> Check Content Filters, Firewalls, and Proxy Servers<input type="checkbox"/> Confirm Wireless coverage<input type="checkbox"/> Allow Appropriate URLs	<ul style="list-style-type: none"><input type="checkbox"/> Install the Secure Browser<input type="checkbox"/> Run CAI's Network/Bandwidth Diagnostic Tool<input type="checkbox"/> Prepare for Delivery of Tests with Accommodations<input type="checkbox"/> Complete the Technical Readiness Evaluation:<ul style="list-style-type: none"><input type="radio"/> Test the Secure Browser

Resources Available on the Digital Portal

Will be Available in the Resources Section for Spring Testing

These resources are not required to administer the PSAT 10 or SAT with Essay; but may be helpful in preparing for testing.

For technology coordinators:

- Quick Guide for Setting Up Your Digital Testing Technology
 - Covers basic technology requirements for online testing

For test coordinators:

- TIDE User Guide
 - Information on accessing and using TIDE as the test coordinator
- Digital Test Preview Guide
 - How to provide test administration practice to proctors and students
- Manage Student Settings Guide
 - Information on configuring test settings in TIDE

For proctors:

- Digital Testing Room Quick Start Guide
 - Will receive copies in shipment of testing materials
 - Assists the proctors with simple troubleshooting on test day
- Test Administrator (TA) User Guide
 - Explains how to use the TA interface to administer digital tests.

Prepare Yourself



Prepare Yourself

Online Coordinator's Test Administration Training

Digital SAT and PSAT 10 School Day Training

- All test coordinators will receive an email notification with a link to access the mandatory online training approximately 6 weeks prior to test day.
- Once accessed, the training will be available through your College Board Professional Account.
- Share the link with other staff, as necessary.
- Trainings available include:
 - SAT and PSAT 10 Coordinator Training (~45-60 minutes)
 - TIDE Training (~35 minutes)
 - Proctor Training (~20-30 minutes)
- Coordinator and TIDE training are **mandatory** for all SAT and PSAT 10 test coordinators.
- There is one Coordinator and TIDE training applicable for both SAT and PSAT 10 coordinators.
- Participation in the face-to-face workshop offered in March will count as the Coordinator training; however, the TIDE training should still be completed.
- The proctor training is not required; however, proctors are required to be trained in some way.

Summary of Training

Training Name	Requirement	Options to Complete
Coordinator Training	Required each year by coordinators	Must complete online training OR attend digital workshop in March
TIDE Training	Required each year by coordinators	Must complete online training
Proctor Training	Proctors are required to be trained in some way each year.	Can complete online training (optional but highly encouraged) or be trained by the coordinator in some way.
Hall and Room Monitor Training	Monitors are required to be trained each year.	There will be a PowerPoint posted on RIDE website that can be provided to monitors.

Plan Your Space

Seating and Furniture Requirements

Guidelines for digital room configurations include:

- using chairs with backs;
- configurations that prevent testers from easily viewing the screens of nearby testers;
- enough space for testing devices and the use of scratch-paper and/or calculators.
- Note that lapboards are not permitted.

Each room must have a:

- dedicated computer for the proctor.
- dedicated test-taking device for each student testing.

Seating and Security for Digital Testing

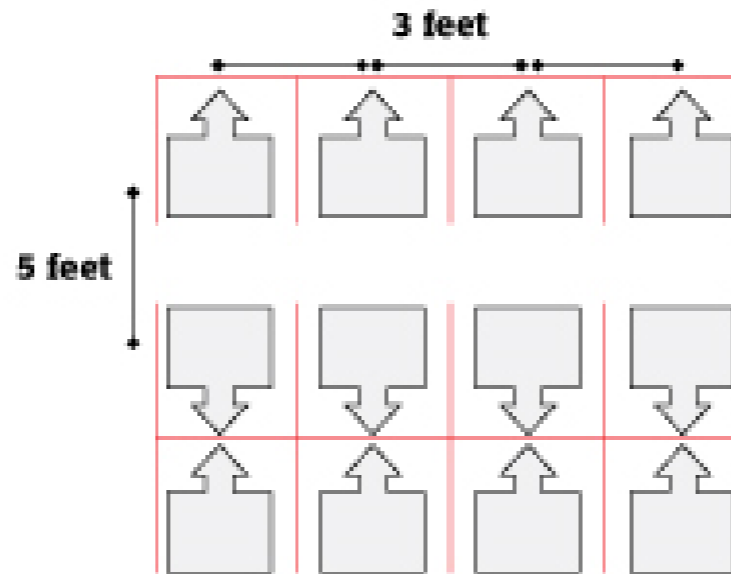
*Use local social distancing guidelines and requirements when arranging seating for students.

Policy	Digital Testing Rooms
Partitions	Partitions and/or dividers between test-takers are highly recommended. Partitions must: <ul style="list-style-type: none">• Conceal a student's writing surface or testing device from other students• Not obstruct the proctor's visibility of students
Seating Distance*	No less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (from center of one computer to the center of the next).
Seating students face-to-face	Face-to-face seating is allowed <u>ONLY</u> with partitions.
Seating students facing same direction	Allowed but recommend the use of partitions.

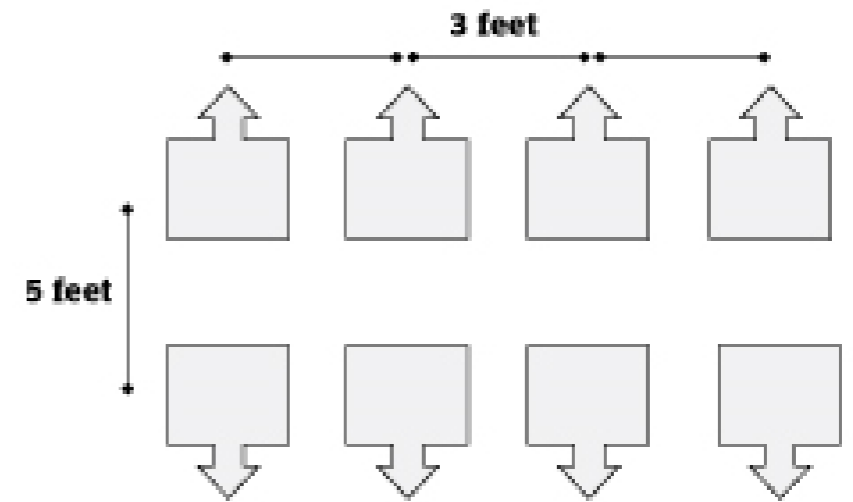
Seating and Security for Digital Testing

Seating and Spacing Requirements

Back-to-back seating with partitions



Back-to-back seating without partitions

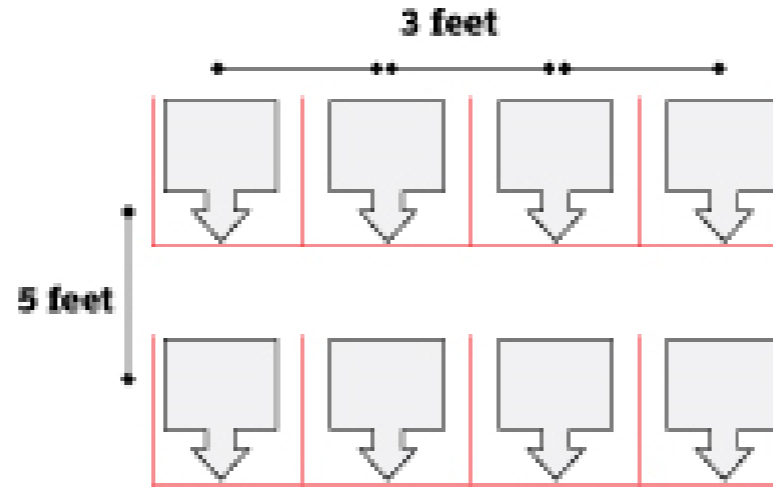


Distances are measured from the center of one computer to the center of the next computer.

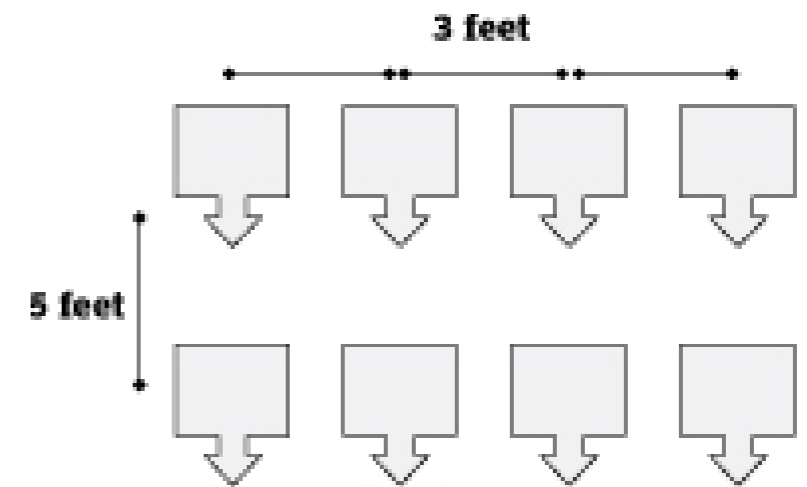
Seating and Security for Digital Testing

Seating and Spacing Requirements

Front-to-back seating with partitions



Front-to-back seating without partitions

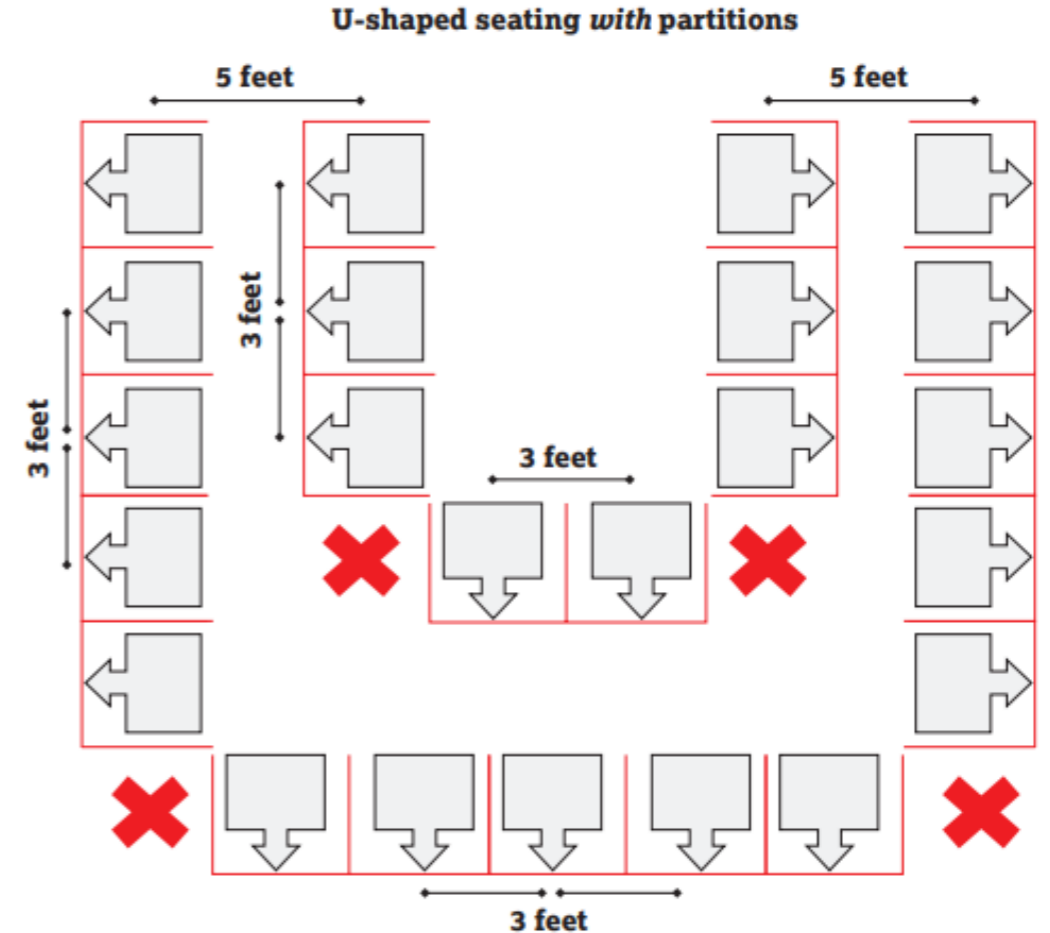
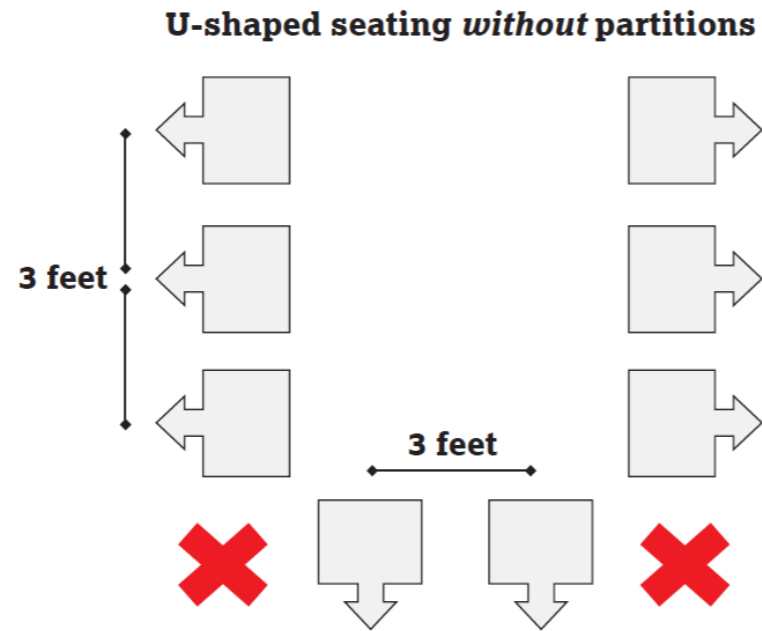


Distances are measured from the center of one computer to the center of the next computer.

Seating and Security for Digital Testing

U-shape seating configurations are allowed. Students must face outwards toward the wall and must not be seated next to each other in the connecting corners.

Seating and Spacing Requirements



Summary

Summary of Tasks:

- Make sure you have necessary accounts (College Board Professional and SSD Online)
- Make sure all student accommodations are in their IEPs and review accommodations in SSD Online
- Identify staff who will be trained and schedule necessary training dates.
 - Due to COVID-19, consider training as many people as you can since you will likely be testing small groups of students.
- Schedule testing days and times.
 - Consider using all available days in the testing windows.
 - Consider other buildings you may have available for additional testing (Off-site testing plan).
 - Draft assignments of students to testing days and locations to ensure you have enough staff and space.
- Make sure all testing devices meet the technology requirements.
- Register for training sessions at www.ride.ri.gov/assessment-training.

Thank You!

Resources

- Practice Resources: www.satpractice.org
- RIDE PSAT 10 and SAT webpage: <http://www.ride.ri.gov/SAT>
 - RISAP Test Coordinator Handbook
 - Links to:
 - Training registrations and recorded presentations
 - Checklists and other helpful publications
 - Information on participation requirements
 - Accommodations information
 - Medical exemptions
- Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
 - 401-222-8493
 - Heather.Heineke@ride.ri.gov
- School Day support at 855-373-6387 or email RISchoolDay@collegeboard.org
 - Dedicated email support that will be monitored by the Rhode Island College Board team
- Digital Testing Portal: digitaltesting.collegeboard.org