Our goal today is to share the latest information about the April, 2019 administration of the PSAT 10.

The College Board and RIDE will be continuing to finalize implementation details and as more information becomes available we will share it through the RIDE SAT site: [http://www.ride.ri.gov/SAT](http://www.ride.ri.gov/SAT)

We will discuss:

1. General information for spring testing
2. Technology Setup and Readiness Activities for the Technology Coordinator
3. Readiness Activities for the PSAT 10 Test Coordinator
A helpful checklist of activities that reviews what will be discussed in this webinar is available.

- Contains activities for technology coordinators as well as SAT and PSAT 10 coordinators, with suggested timelines. You may choose to do things at different times, just be aware of deadlines.

**Coordinator Checklist**

Available on RIDE website
General Information
Spring Test Administration

Test Dates

- Who takes the PSAT 10?
  - PSAT 10: 10th grade students
  - **Exception:** students taking the DLM alternate assessments.

- PSAT 10 options:
  - Test all students on one day
  - Test students over multiple days
  - Accommodated testing window is for any students with accommodations for PSAT 10
  - If a school needs more flexibility with the digital testing window, due to technology constraints, contact Heather Heineke at RIDE by **April 1st, 2019**

<table>
<thead>
<tr>
<th></th>
<th>SAT School Day</th>
<th>Digital PSAT 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Test Date(s)</td>
<td>April 9, 2019</td>
<td>April 9-11, 2019</td>
</tr>
<tr>
<td>Accommodated Testing Window</td>
<td>April 9-22, 2019</td>
<td>April 9-22, 2019</td>
</tr>
<tr>
<td>Makeup Test Date</td>
<td>April 23, 2019</td>
<td>April 23, 2019</td>
</tr>
</tbody>
</table>
### Implementation

#### Key Dates

**Spring 2019 Key Dates**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Digital PSAT 10 Shipment</td>
<td>Week of February 25, 2019</td>
</tr>
<tr>
<td>PSAT 10 Online Training</td>
<td>February 26, 2019</td>
</tr>
<tr>
<td>Access to TIDE</td>
<td>February 26, 2019</td>
</tr>
<tr>
<td>Conduct Preadministration Session</td>
<td>Early March – Early April 2019</td>
</tr>
<tr>
<td>Paper Test Material Shipment (for students that require paper/pencil testing)</td>
<td>Week of April 1, 2019</td>
</tr>
<tr>
<td>Test Administration</td>
<td>PSAT 10: April 9-11, 2019</td>
</tr>
<tr>
<td>Accommodated Testing Window</td>
<td>April 9 – 22, 2019</td>
</tr>
<tr>
<td>Makeup Test Administration (Digital)</td>
<td>April 23, 2019</td>
</tr>
</tbody>
</table>
It is expected that all students will test digitally and therefore no answer sheets or test books will be sent EXCEPT in the following instances:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th grade student requires:</td>
<td>Test booklets for these accommodated test formats, answer sheets, and return materials kits will automatically be sent to schools.</td>
</tr>
<tr>
<td>• Braille</td>
<td></td>
</tr>
<tr>
<td>• Braille graphs &amp; figures</td>
<td></td>
</tr>
<tr>
<td>• Accommodation categorized as “other”</td>
<td></td>
</tr>
<tr>
<td>10th grade student has IEP/504 that requires student to take the paper/pencil PSAT 10</td>
<td>Contact Sarah Thaler at the College Board (224-470-0293 or <a href="mailto:sthaler@collegeboard.org">sthaler@collegeboard.org</a>) to request paper test materials</td>
</tr>
<tr>
<td>10th grade homeschooler testing at your school</td>
<td>Contact Sarah Thaler at the College Board (224-470-0293 or <a href="mailto:sthaler@collegeboard.org">sthaler@collegeboard.org</a>) to request paper test materials</td>
</tr>
</tbody>
</table>
The Tools
NGSA and PSAT 10

• The NGSA science test and the PSAT 10 both use the TIDE system, however, they are configured differently for each test and are not combined. This means you will have two sets of the following (one set for NGSA and one for PSAT10):
  - Logins/passwords:
    - Logins/passwords are not interchangeable; NGSA passwords/logins will not work on the College Board TIDE system.
  - Secure browsers:
    - If using the same devices for PSAT10 and the NGSA, make sure that students understand which secure browser they are to use. Remind proctors/test administrators to check to make sure students are using the right secure browser.
  - Accommodations (File Layouts):
    - Accommodations can be entered into TIDE individually or by file upload for both tests, however, the file layouts for NGSA and PSAT 10 are different and not interchangeable. Make sure you use the right one for each test.
Digital Testing Portal

- Contains the most up-to-date information regarding digital testing.
We deliver the digital PSAT 10 using the American Institutes for Research (AIR) test delivery system and supporting tools.

Test Delivery System Overview

Test Information Distribution Engine (TIDE)

Test Administration (TA) Interface

CB Secure Browser
Test coordinators use TIDE to manage data and configure the digital PSAT 10 ahead of test day.

**AIR Systems**

**Test Information Distribution Engine (TIDE)**

Functions include:
- Managing school and user data
- Managing Digital Student Roster data and test registrations
- Monitoring digital test sessions
- Modifying test settings for students with accommodations
- Printing test tickets
AIR Systems

Test Administration Interface (TA)

Functions include:
- Allowing proctors to administer operational tests
- Approving students into the test sessions
- Monitoring and managing test timing
- Monitoring student test status

Proctors use the TA Interface to administer the digital PSAT 10.
AIR Systems

CB Secure Browser

Functions include:
• Delivering test content
• Securing the desktop to maintain test security
• Collecting student responses

Students use the College Board’s (CB) Secure Browser to access and take the test. Schools are required to download and install the CB Secure Browser on all student test-taking devices.
AIR Systems

Additional Information for Schools giving both the NGSA science test and the PSAT10.

• Schools must download the College Board’s Secure Browser
  • The CB Secure Browser only works for the PSAT10. The state science test, NGSA, has its own secure browser.

• This means that test coordinators and proctors will:
  • will have multiple logins (College Board and NGSA TIDE systems).
  • Student data elements, test sessions, accommodation settings, and permissions for the digital PSAT 10 in TIDE will need to be set in each test separately.
  • Remember that 10th grade students will take the digital PSAT 10 and 11th graders will take the paper-and-pencil SAT.

• The College Board’s versions of the TA Interface and CB Secure Browser have timing functionality built in to ensure that all students receive their fully allotted testing time.
Readiness Activities for the Technology Coordinator
Technology Coordinator

Roles and Responsibilities: Technology Coordinator

- Each school must be assigned a technology coordinator who is accountable for setup tasks.
- Technology coordinators must be available for all preadministration and test day activities.
- They are also responsible for managing all technical aspects of digital test delivery in a school, 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 AIR’s Secure Browser on testing devices.
  - Troubleshooting issues with test-taking devices and networks on test day.
  - Check with your district to confirm you have the support and authorization to execute all technical requirements.
Technical Setup and Readiness

Recommend starting the activities as soon as possible

Provide the technology coordinator with the technical requirements and the setup and preparedness Step-by-Step Guide:

<table>
<thead>
<tr>
<th>Part One: Technology and Setup Verification</th>
<th>Part Two: Test Readiness and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Check for Supported Operating Systems</td>
<td>1. Install the CB Secure Browser</td>
</tr>
<tr>
<td>2. Check for Supported Web Browsers</td>
<td>2. Run AIR's Network/Bandwidth Diagnostic Tool</td>
</tr>
<tr>
<td>3. Disable Applications that Interfere with Testing</td>
<td>3. Prepare for Delivery of Tests with Accommodations</td>
</tr>
<tr>
<td>4. Check Batteries or Power Source</td>
<td>4. Complete the Technical Readiness Evaluation:</td>
</tr>
<tr>
<td>5. Disable Pop-Up Blockers on Staff Computers</td>
<td>○ Test the CB Secure Browser</td>
</tr>
<tr>
<td>6. Enable JavaScript on Staff Computers</td>
<td></td>
</tr>
<tr>
<td>7. Check Content Filters, Firewalls, and Proxy Servers</td>
<td></td>
</tr>
<tr>
<td>8. Confirm Wireless coverage</td>
<td></td>
</tr>
<tr>
<td>9. Whitelist Appropriate URLs</td>
<td></td>
</tr>
</tbody>
</table>
Test Room Devices for Proctors and Test Takers

- 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 have power cords and battery of **at least 5 hours**.
- Each digital testing room must have a dedicated device which the proctor will use to access the TA software and to launch and monitor testing progress.
- 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.*
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.

- Run the diagnostic tool in areas of the building that will be used for testing and at a time of day when network activity is most similar to network usage on test day. The results may influence how testing is scheduled within the testing window.
- The tool will display your current upload and download speed as well as a gauge of whether you can reliably test the number of students you enter.
- Communicate with the test coordinator if there are network issues.
Readiness Activities for the PSAT 10 Coordinator
Prepare Yourself

Suggested Timeline: Weeks of March 11 and March 18
The College Board sent an email notification to all test coordinators with login instructions for online training.

- The test coordinator must complete all required training courses prior to test day and will be able to share training with staff who will be supporting the test administration.
- Access training at www.collegeboard.org/ptat if email wasn’t received.

**Training Courses**

- Digital Coordinator Training
- Digital Proctor Training
- TIDE Training

Training for all staff must be completed at least two weeks prior to test day.
Accommodations and Supports Webinar:
January 18th, 10:00am-11:30am

Online Digital Trainings (REQUIRED):
Now available at www.collegeboard.org/ptat

Digital Kickoff Webinar:
March 4, 2019

Hall and Room Monitor Training:
Available on RIDE website

SAT Testing Tips:
March 6th, 2:00pm - 3:00pm

Open Office Hours:
April 2nd, 1:00pm - 2:00pm
Resources Available on the Digital Portal

- Digital Quick Start Guide
  - Will receive copies in digital shipment
  - Assists the proctors with simple troubleshooting on test day
- TIDE User Guide
  - Information on accessing and using TIDE as the test coordinator
- Manage Student Settings Guide
  - Information on configuring test settings in TIDE
- AIR Digital Test Preview Guide
  - How to provide test administration practice to proctors and students
- AIR Test Administrator (TA) User Guide
  - Information on how to use the TA interface
Create Your Rosters

Suggested Timeline: Weeks of March 11 and March 18
**Student registration** will be done through a file upload between the College Board and RIDE.

RIDE created student registration files for *all* state assessments in January.

- Alternate Assessment students must have *alternate assessment* as their Testing Code in the Special Education Census so they are not registered by mistake.

Digital registrations will be created in TIDE for students registered by RIDE taking the PSAT 10.

RIDE will submit additional files:

- One in late March to account for additional students that may have enrolled in your school after the January submission.
- One in mid-April for additional students that were not yet submitted and need to test on the makeup.
Prepare Your School

Homeschooled Students

Homeschooled students may take the PSAT 10 at their local public high school at no expense to them. Scores will not be used for accountability purposes (www.ride.ri.gov/sat).

Process:

- **Parents** of homeschooled students must contact their school district to indicate that they would like their child to take the PSAT 10.
- 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 = 10th or 11th grade
  - School = 190 school for your district
  - 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, and other necessary information.
- **Homeschooled Students** should use 970000 as their AI Code.
Build Your Lists

Tasks for the Coordinator

- Coordinators will locally create students lists for testing
  - Master student list will include ALL students testing (including any homeschoolers who were not registered by RIDE or students testing with paper/pencil due to an accommodation)
  - Students on the master student list should then be divided into individual room rosters
  - Update your lists until test day
- Coordinators will work with the SSD Coordinator to understand how many students will be testing with accommodations
  - The Nonstandard Administration Report (NAR), which is printed by the SSD Coordinator from SSD Online, will list all students testing with accommodations or English learners testing with extended time
Build Your Lists

Available about 4 weeks prior to test day

PSAT 10 NAR

- Lists ALL students receiving accommodations
  - Any student listed on the NAR can test in the accommodated window
- Provides student summary and guidance on testing specific accommodations
- Schools should also refer to the tables of testing tools and digital alternatives to accommodations provided in the Digital PSAT 10 Accommodated Manual for additional information on digitally testing students with accommodations.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025797</td>
</tr>
<tr>
<td>Evergreen</td>
<td>Kevin</td>
<td>#0007025810</td>
</tr>
<tr>
<td>Gourie</td>
<td>Nibitha</td>
<td>#0007025842</td>
</tr>
<tr>
<td>Goraomla</td>
<td></td>
<td>#0007025812</td>
</tr>
<tr>
<td>Treaomllarklkaltkjtl</td>
<td></td>
<td>#0007025801</td>
</tr>
<tr>
<td>Treaomlkka</td>
<td></td>
<td>#0007025804</td>
</tr>
<tr>
<td>Tetromla</td>
<td></td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

Approved Accommodations

- Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

- Small group setting
- Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.
- Mathematical Calculations +50% (time and 1/2)
1. Sign in to TIDE.
2. Click Secure Login
3. From the TIDE dashboard, select Students task menu

4. Select View/Edit/Export Students
   - Use the drop down box to make your selection for state, district, and school

One page guide to finding SAT and PSAT 10 registrations is available on the RIDE website.
Plan Your Space

Suggested Timeline: Weeks of March 11 and March 18
Test Coordinators will need to identify and prepare rooms/spaces for the digital test administration.

Additional rooms may need to be set up for students who have accommodations that are testing during the accommodated testing window.

Guidelines for digital room configurations include:

- Using chairs with backs.
- Testing stations should be configured to prevent testers from easily viewing the screens of nearby testers.
- Providing enough space for testing devices and the use of scratch-paper and/or calculators.
- Lapboards are not permitted.

Each room must have a:

- Dedicated computer for the proctor
- Test-taking device for each student testing
## Seating and Security for Digital Testing

<table>
<thead>
<tr>
<th>Policy</th>
<th>Digital Testing Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Partitions</strong></td>
<td>Partitions and/or dividers between test-takers are highly recommended. Partitions must:</td>
</tr>
<tr>
<td></td>
<td>• Conceal a student’s writing surface or testing device from other students</td>
</tr>
<tr>
<td></td>
<td>• Not obstruct the proctor’s visibility of students</td>
</tr>
<tr>
<td><strong>Seating Distance</strong></td>
<td>With Partitions: No less than 3 feet apart side to side and 5 feet back to back (from center of one computer to the center of the next).</td>
</tr>
<tr>
<td></td>
<td>Without Partitions: No less than 4 feet apart side to side and 5 feet back to back (from center of one computer to the center of the next).</td>
</tr>
<tr>
<td><strong>Seating Students Face-to-Face</strong></td>
<td>Face-to-face seating is allowed <strong>ONLY</strong> with partitions.</td>
</tr>
<tr>
<td><strong>Seating Students Facing Same Direction</strong></td>
<td>Allowed but recommend the use of partitions.</td>
</tr>
</tbody>
</table>
Seating and Security for Digital Testing

Back to Back Seating with Partitions

Back to Back Seating without Partitions

Distances are measured from center to center.

CollectedBoard
Seating and Security for Digital Testing

Front to Back Seating with Partitions

Front to Back Seating without Partitions
Seating and Security for Digital Testing

U-shape seating configurations are allowed; however, students must face outwards toward the wall and must not be seated next to each other in the connecting corner.
Plan for Staffing Needs

Suggested timeline: Weeks of March 11 and March 18
Plan Your Staff

Planning for Staffing Needs

- The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms and the number of students in each room
  - Formulas are available in Coordinator Manual
- Check with your school/district for policies around who can act as testing staff
  - Some schools utilize aides, paras, substitutes, coaches
  - RIDE policy on who can act as a proctor/test administrator and as monitors can be found in the Test Coordinator Handbook: http://www.ride.ri.gov/InstructionAssessment/Assessment/RICASAssessments.aspx
- Once you have identified the rooms you are using and know how many students will be in each room, assign testing staff based on formulas.
- Work with your SSD coordinator to identify if any students need additional support staff such as scribes or sign language interpreters, for example.
When preparing your digital testing rooms, please consider the following:

- Assign at least one proctor to each testing room, up to 25 students
- Add two room monitors for testing rooms with 26-50 students
- Add an additional room monitor for each additional 25 students
- Recruit at least one hall monitor, even if testing a single room of students and train the hall monitor to support the proctor

<table>
<thead>
<tr>
<th>Number of Students</th>
<th>Proctors</th>
<th>Additional Room Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-25</td>
<td>1</td>
<td>0-1*</td>
</tr>
<tr>
<td>26-50</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>51-75</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>76-100</td>
<td>1</td>
<td>4</td>
</tr>
</tbody>
</table>

* Since each room has at least one proctor, a separate room monitor is not required, but recommended.
Build Your Schedule

Suggested timeline: Weeks of March 11 and March 18
School schedules may require some adjustments.

- **Lunch Periods**
  - Testing cannot be interrupted for lunch
  - Lunches must take place after testing is complete
  - Students may eat snacks during breaks

- **Bell Schedules**
  - Bells must be silenced during test administration

- **Public Address System Announcements**
  - There should be no PA announcements during test administration

- **Students Not Testing**
  - You may need to make alternative arrangements or plan activities for students not testing.
  - Notify your students of any potential modifications to the school day.
### Build Your Schedule

**PSAT 10 Administration Timing**

<table>
<thead>
<tr>
<th>PSAT 10</th>
<th>Standard Room (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Activities</td>
<td>30</td>
</tr>
<tr>
<td>Reading</td>
<td>60</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
</tr>
<tr>
<td>Writing and Language</td>
<td>35</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td>45</td>
</tr>
<tr>
<td>Total Time</td>
<td>3 hours 25 minutes</td>
</tr>
</tbody>
</table>

- The administrative time below includes seating students, preparing the test sessions, and other test day administrative activities.
- This assumes that students have already participated in a preadministration session and completed the optional questionnaire portion.
Build Your Schedule

Planning for the Accommodated Testing Window

- Determine if you will schedule any students to test during the accommodated testing window
  - Identify the test day staff who will administer the test
  - Identify the room(s) being used for testing
  - Notify students of when and where to report
The preadministration session allows students to provide basic information about themselves and their interests using the same digital platform they’ll use to take the test.

- **Highly recommended**
- Students learn how to use the digital testing tools, become familiar with the testing platform, and opt into Student Search Service®.
- Proctors get a chance to practice administering a digital test.
- Coordinators can feel confident that proctors know how to administer a digital test and can troubleshoot any technology issues prior to test day.
- Saves time on test day.
- Estimated time: 25-35 minutes, recommended to be done after staff have completed training.
- Information on administering the preadministration session is available in the digital testing manuals.
- If not done prior to test day, students can still complete the optional questionnaire on test day.
Prepare Your Staff

Suggested timeline: Week of March 25
Prepare Your Staff

Tasks for the Coordinator

- Share assignments with staff
- Create user accounts for staff
- Assign training to your staff
  - Online proctor training is required
  - Consider providing test administration practice
- Distribute copy of applicable manual to review based on staff assignment
- Provide copy of Digital Quick Start Guide for review
Create User Accounts

- Test coordinators must create user accounts in advance of test day to ensure that test day staff have time to set up their accounts and practice managing a test using the TA Digital Test Preview. Follow these steps to create accounts:

  1. Sign in to TIDE.
  2. Under **Preparing for Testing**, select **Users**.
  3. From the drop-down, select **Add Users**.
  4. Enter the user’s email address, then select **Add User**. (Note: the user’s email address will also be their account username.)
  5. Enter the user’s first and last name.
  6. Select the user’s role.
  7. Click **Save**.

- After accounts are created, all users will receive an email from AIR with a link to establish their user account.

- Users must click the link within the time frame specified in the email to create a password and activate their account.
Test Administration Practice

- School staff can use AIR’s sandbox environment to simulate test day and get hands-on experience administering the digital PSAT 10.
- School staff can use the TA Interface Practice site with the Student Digital Test Preview to learn how to start a test session and monitor student testing.
- We recommend schools plan to incorporate this exercise into their staff training.
- Detailed instructions and a resource guide are available on the digital testing portal: https://digitaltesting.collegeboard.org/test-day-planning/test-administration-practice
Prepare to Test Students with Accommodations or EL Supports

Suggested timeline: Week of April 1
Digital Accommodations

The digital PSAT 10 is accessible to students with disabilities.

- Some of the accessibility features are universal and available to all students, while other features require set up by the test coordinator.

<table>
<thead>
<tr>
<th>Universal Tools</th>
<th>Adjust student settings prior to test day</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Bookmark/Mark for Review</td>
<td>• Assistive Technology</td>
</tr>
<tr>
<td>• Calculator (Math Test - Calculator section ONLY)</td>
<td>• Color Contrast</td>
</tr>
<tr>
<td>• Global Notepad</td>
<td>• Four-function Calculator (for Math Test - No Calculator section)</td>
</tr>
<tr>
<td>• Highlighter</td>
<td>• Masking</td>
</tr>
<tr>
<td>• Line Reader</td>
<td>• Mouse Pointer</td>
</tr>
<tr>
<td>• Strikethrough/Option Eliminator</td>
<td>• Non-Embedded Accommodations</td>
</tr>
<tr>
<td>• Student Clock</td>
<td>• Permissive Mode</td>
</tr>
<tr>
<td>• Zoom In/Out</td>
<td>• Streamline Mode</td>
</tr>
<tr>
<td></td>
<td>• Text-to-Speech/Text-to-Speech Rule</td>
</tr>
<tr>
<td></td>
<td>• Timing</td>
</tr>
<tr>
<td></td>
<td>• Zoom/Font Size</td>
</tr>
</tbody>
</table>

Work with students ahead of test day using the Student Digital Test Preview to confirm that the student’s modified settings will meet their needs on test day.
Managing Accommodation Settings in TIDE

• Accommodations for digital testing must be configured in TIDE prior to test day.
  • The SSD Online and TIDE systems do not communicate with each other, therefore, it must be done locally prior to testing.
  • Confirm that accommodations have been entered in SSD Online and in the “approved” status prior to administering with accommodations.

• Two options for managing settings:
  • File Upload allows a user to modify test settings for multiple students at one time.
  • Settings modified within an individual student’s record.

More information about Managing Student Test Settings is available at:

Prepare English Learner Supports

Translated Test Directions
- PDF versions of the test directions to distribute to students on test day.
  - Available at: www.ride.ri.gov/sat
- Languages not provided in PDF format, can be supported “on the fly” by approved translators.
  - Translator sits next to the student and orally translates the directions as the proctor reads them.
- **NOTE**: Translator can ONLY provide translations of the test directions, not the test content.

Word-to-Word Glossary for EL students
- List of glossaries can be found at www.ride.ri.gov/sat
- Students can use their own glossaries, but collect them prior to test day to review for any information that may be written in them.

50% Extended Time for EL Students
- Must be configured in TIDE after confirming that student information has been entered in SSD Online.
**Prepare English Learner Supports**

**Step 1:** Record the EL Support for Math Only in SSD Online – State-Allowed Accommodations Dashboard

**Step 2:** Configure the test attributes in TIDE:
- Accommodations: State Allowed Accommodations
- English Learner (EL) Supports: Yes

### EL Math Only Testing

- Results in non-reportable college/scholarship scores
- Students will take only the math section of the PSAT 10
  - Students taking the digital PSAT 10 will only take the math sections online; however, if they require a paper test, it will also be lime-green.
Prepare Your Materials

Suggested Timeline: Week of April 1
Assemble Testing Packets

We recommend creating testing room packets for your testing rooms.

- This will make distributing materials to proctors much easier on test day or for the preadministration session.

Consider assembling the following items to create your testing room packets:

- Room roster
- Test tickets (only put in packets on the day of the preadministration session or test day due to test security)
- For nonstandard rooms, a copy of the Nonstandard Administration Report (NAR)
- If applicable, EL supports (translated directions and/or word-to-word glossaries) for students who will be using them.
- A supply of pencils for scratch paper and clear plastic bags (for storing items such as EpiPens).
- A supply of scratch paper, about 5 sheets per student
- A copy of the applicable Digital Manual if not already distributed during training (strongly encouraged) or used for a preadministration session.
- Copies of the Irregularity Report
- Copy of the Digital Testing Quick Start Guide if not already distributed during training
  - Contains helpful tips and troubleshooting for proctors
Print Test Tickets

Ensure that printed test tickets are locked away in a secure area, such as a locked cabinet, closet, or vault, and check them carefully for tampering.

- A test ticket contains the student’s information for signing in to the Secure Browser. Each student must have a test ticket to access the test or the preadministration session.

Printing Test Tickets from Student List in TIDE
1. Sign in to TIDE.
2. Under Administering Tests, open the Print Test Tickets drop-down.
3. Select Print from Student List from the drop-down.
4. Use the search/filter options to select the students to print.
5. Click Search.
6. Select the students from the list that appears.
7. At the top of the list, select the printer icon.
8. From the drop-down, select My Selected Test Tickets or All Test Tickets.
9. A new window will appear. Select 1×1 Ticket Layout. Tickets should be printed using the 1×1 layout option to ease organization across rooms and facilitate distribution to students.
10. Click Print (a PDF will automatically download).
Prepare Your Students
Prepare Your Students

Student Preparation

- Distribute the *Digital PSAT 10 Student Guide* received in your digital shipment to students as soon as possible
  - Students can find answers to general questions about the PSAT 10 and what to expect on test day
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day
- Provide students with an opportunity to engage in the Student Digital Test Preview.
Planning for Student Check-In

- Schools can plan for either a centralized check in or room check in
  - Tell students where to go on test day
- If your school utilizes a central check-in, you’ll check in each student against a master student list before sending them to an assigned room
- If your school utilizes room check in, proctors will check in students as they arrive to their assigned testing rooms
- Mark attendance on your master student list/roster. Check each student in as follows:
  - Write a “P” (Present) next to the name of each student who checks in
  - After check-in is complete, put an “A” (Absent) next to the name of any student who is absent to track for makeups
Electronic Devices

- Best Practice: Encourage students NOT to bring in phones or electronic devices into the testing room.

- Students using their device at any time during testing may result in cancellation of scores.

- If your school already collects phones and electronic devices for testing, we encourage you to continue using the methods that work for you and your students.

- If you do not currently collect students’ electronic devices, here are some suggestions:
  - Instruct students to disable alarms and power off cell phones when they enter the testing room.
  - Collect students’ cell phones and wearable technology in a basket/envelope/bag before testing begins.
  - Give students sticky notes and/or smaller envelopes to label their items with their name.
  - Collect labeled items from students once they’re seated.
    - If possible, keep student items in the order they were collected in, for easier return after testing.
    - Keep the devices at the front of the room on the associate coordinator’s desk for the duration of testing.
Students with Accommodations

• Ensure that:
  • The required voice settings on computers assigned to students with the text-to-speech accommodation are configured and functional.
  • Students using assistive technology have tried out any and all configurations in the Student Digital Test Preview.
On Test Day and After Testing is Complete
Reporting Test Administration Irregularities

- Use the Irregularity Report (IR) to record an irregularity, including:
  - Security incidents
  - Misconduct
  - Test question errors or ambiguities
  - Other incidents or disturbances
  - Student complaints

- Refer to the chart in the back of the manual when determining whether reporting an IR is necessary.

- You should see the areas in which to call the SAT School Day support line IMMEDIATELY if a student has started testing but cannot complete testing.
Collect the testing room packets from proctors including:

- Copy of manual with completed seating chart on the back
- Annotated room roster or NAR (if applicable)
- Used and unused scratch paper
- Any EL supports, if used
- Completed irregularity charts, if any

**Make copies for your records:**

- Irregularity charts
- Seating charts
- Annotated room rosters or NAR (if applicable)

**Once ALL digital testing is complete, return the materials:**

- You will receive one envelope to return the original irregularity charts and annotated NAR
- Write down the tracking number from the label
Makeup Testing

• Schools may test students who miss the primary testing window on **April 23**
  rd**, 2019
  
  • Students with accommodations or English learners using 50% extended time can be tested anytime during the accommodated testing window of April 9-22.

• Students will test digitally for the makeup
Thank You!

Resources

- Practice Resources
  www.satpractice.org
- RIDE PSAT10 and SAT webpage:
  http://www.ride.ri.gov/SAT
  - Implementation Handbooks
  - Links to training registrations and recorded presentations
  - Information on who can participate
  - Accommodations information
  - Medical exemptions
- Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
  - 401-222-8493
  - Heather.Heineke@ride.ri.gov
- SAT School Day support at 855-373-6387 (option 1) or email
  satschoolday@collegeboard.org