

Rhode Island

Digital SAT[®] with Essay

Digital PSAT[™] 10

Part 1

Session Goals

Part 1 will provide an general overview of the digital PSAT 10 and SAT with Essay administration.

Participation in Part 1 and Part 2 of this digital training will count as completion of the required online coordinator training and TIDE training.

Spring Flexibility

Schools may stagger start times for assessments without College Board approval

- All groups taking an assessment must begin testing before the first group finishes to maintain test security.
- If using staggered start times, schools are required to collect all electronic devices, including cell phones, from any student taking the SAT with Essay or PSAT 10 for the duration of the school day, until all students have completed testing. If a student requires their cell phone because of an accommodation, such as to monitor blood sugar, follow the directions in the Coordinator Manual to allow this.
- Testing must start early enough to finish before school ends.

Extended breaks

- If local health and safety guidelines require you to limit the number of students accessing restrooms or hallways at one time, you may double the time of scheduled breaks, including accommodated breaks, to ensure that all students have enough time to access the restrooms or hallways.
- Hall monitors must help ensure that students do not share any test content if they leave the room and that students re-enter their assigned testing rooms in a safe way.
- If extended breaks are provided, they must be provided to all students.

Spring Flexibility

PPE (personal protection equipment) will be allowed during testing

- PPE includes items such as the use of masks, gloves, and hand sanitizer during testing.
- The use of PPE should follow local guidance.
- Closely monitor students while testing to ensure that prohibited materials have not been hidden within a student's PPE.

Spacing of students should follow local guidelines

- Follow local guidance on the spacing of your students.

Off-site testing is allowed if you need more space to administer the test and maintain social distancing guidelines.

- Requests to test at an off-site location are required for Spring 2021 testing and can be filed at www.sat.org/offsiterequest
- Disregard the deadline of December 18, 2020, as College Board will accept late plans.

SAT with Essay

Digital Administration

- RIDE requires the SAT with Essay to be administered digitally to all 11th grade students.
- 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
 - separate setting or test format
 - Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

Testing Window	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 to be administered digitally to all 10th grade students.
- Schools can schedule all students anytime within the digital testing window: April 13- May 5, 2021.
 - This includes all students with any approved accommodation.

Testing Window	PSAT 10
Primary Testing Window	April 13-May 5, 2021
Accommodated Testing Window	April 13-May 5, 2021

Implementation Key Dates

Spring 2021 Key Dates

Key Dates document is posted on the Test Coordinator web page at www.ride.ri.gov/tc.

 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

A Coordinator Checklist is posted at www.ride.ri.gov/tc and contains a timeline of when to complete activities.

Separated into sections:

- 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 potential 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.

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

Testing Staff Roles

Role	Responsibilities
Test Coordinator	Responsible for managing all aspects of the digital administration.
SSD Coordinator	Responsible for the completion of tasks associated with Services for Students with Disabilities (SSD) and the setup of approved accommodations and/or English learner (EL) supports in TIDE.
Technology Coordinator	Responsible for managing all technical readiness activities including environment setup, hardware and software management, and internet connectivity.
Proctors	Current or retired teachers, counselors, administrators responsible for conducting a secure, valid administration in the testing room, including delivery of test instructions and monitoring student testing. Referred to as "test administrators" by RIDE. Review the (<i>Rhode Island Test Coordinator Handbook, page 9</i>) for information on who can serve as proctors.
Room and Hall Monitors	School staff or other qualified adults who have been trained to help the test coordinator and proctors. Review the (<i>Rhode Island Test Coordinator Handbook, page 9</i>) for information on who can serve as monitors.

Digital Readiness Activities

Digital Testing Portal

- Refer to the College Board Digital Testing Portal for sign-in links, how 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



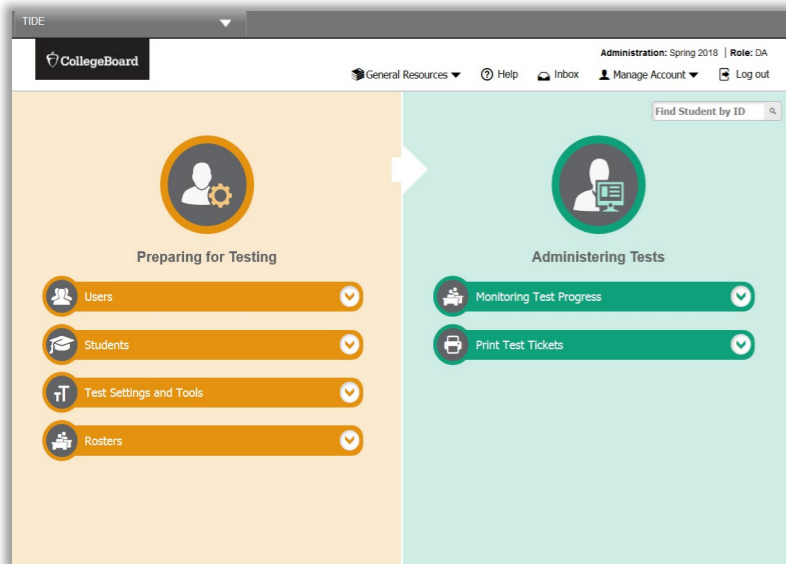
CAI Systems

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

Test Delivery System Overview

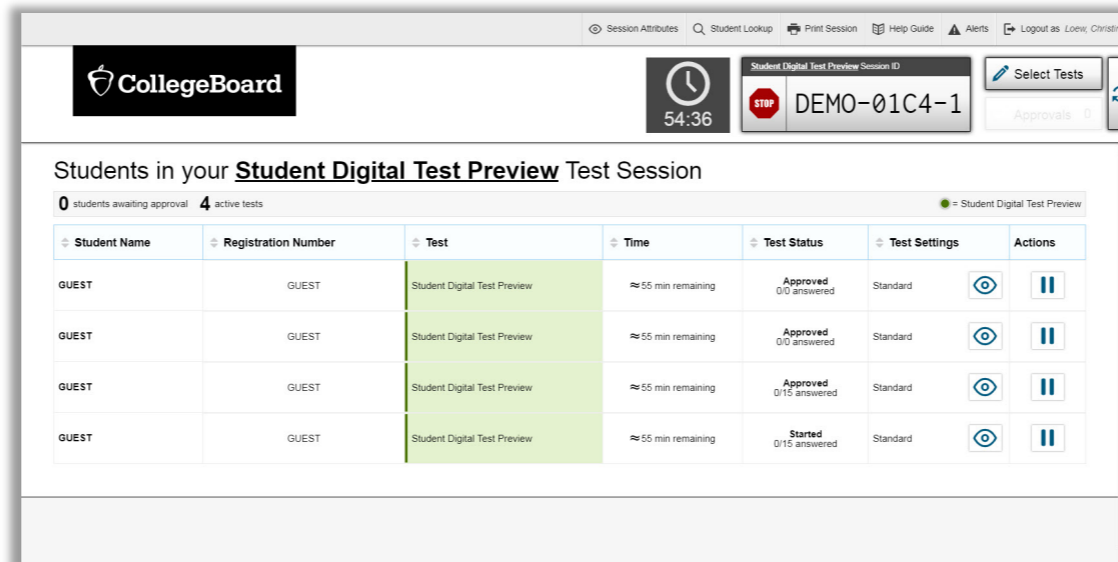
College Board delivers the digital PSAT 10 and SAT with Essay using the CAI test delivery system and supporting tools.

Test Information Distribution Engine (TIDE)



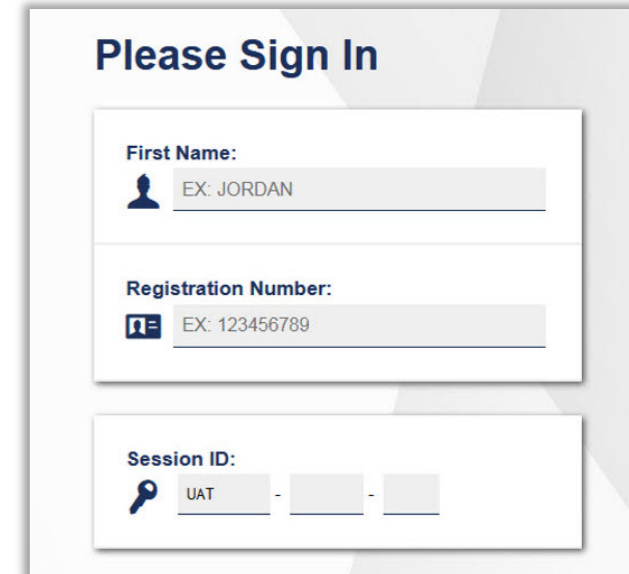
Test Coordinator

Test Administrator (TA) Interface



Proctor

Secure Browser



Student

CAI Systems

Test Information Distribution Engine (TIDE)

Functions include:

- Managing student and staff data
- Managing rosters
- Monitoring digital test sessions
- Modifying student test settings for students with accommodations
- 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 interface. At the top, there is a navigation bar with the CollegeBoard logo, 'General Resources', 'Help', 'Inbox', 'Manage Account', and 'Log out'. The main content area is divided into two panels. The left panel, titled 'Preparing for Testing', features a large circular icon with a person and a gear, and four horizontal buttons: 'Users', 'Students', 'Test Settings and Tools', and 'Rosters'. The right panel, titled 'Administering Tests', features a large circular icon with a person and a computer monitor, and two horizontal buttons: 'Monitoring Test Progress' and 'Print Test Tickets'. A search bar labeled 'Find Student by ID' is located in the top right corner of the right panel. The top right corner of the interface shows 'Administration: Spring 2018 | Role: DA'.

CAI Systems

Proctors use the TA Interface to administer the digital assessments.

Test Administrator Interface (TA)

Functions include:

- Conducting preadministration sessions
- 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 Administrator Interface (TA) for a 'Student Digital Test Preview' session. The interface includes a top navigation bar with options like 'Session Attributes', 'Student Lookup', 'Print Session', 'Help Guide', 'Alerts', and 'Logout as: Lorie, Christine'. A clock shows 54:36 remaining. A session ID 'DEMO-01C4-1' is displayed with a 'STOP' button. A 'Select Tests' button is also visible.

The main content area is titled 'Students in your **Student Digital Test Preview** Test Session'. It shows 0 students awaiting approval and 4 active tests. A table lists the active tests:

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	

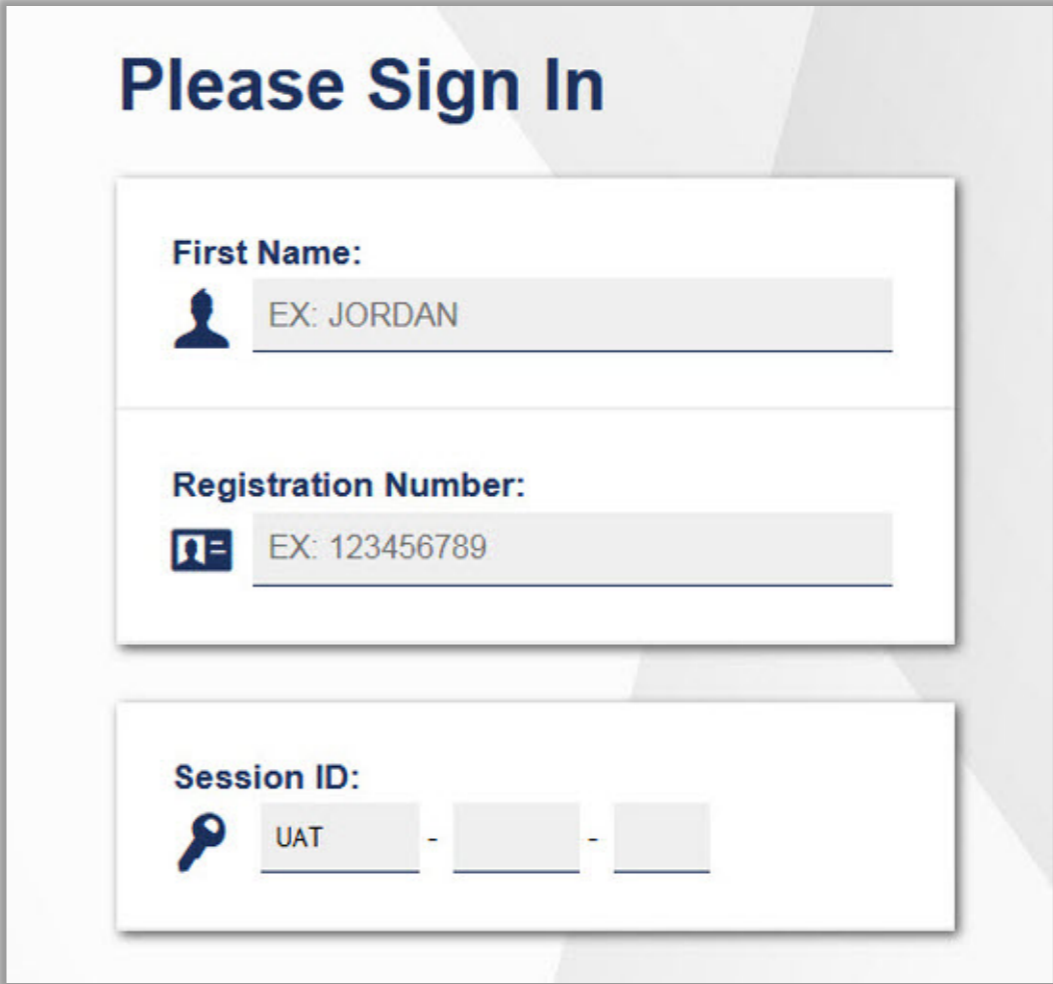
CAI Systems

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.



Please Sign In

First Name:
 EX: JORDAN

Registration Number:
 EX: 123456789

Session ID:
 UAT - -

CAI Systems

Information for Schools Already Using CAI



CB Secure Browser icon



SecureTestBrowser icon



- Schools must download the College Board’s CAI secure browser
 - Depending on 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 access the 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.
 - Testing staff will login in separately to each instance of CAI systems.

***MacOS users: College Board is still testing macOS 11 Big Sur for use with digital tests in the SAT Suite. Restrict testing to versions of macOS 10.11–10.15. Please visit the CB digital Testing Portal for updates.*

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

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.

Testing Manuals



Coordinators must read the manuals prior to test day.

Proctors should review the scripts prior to test day.

- The Digital SAT School Day manuals provide specialized information to each type of test day staff.
 - Coordinator Manual
 - Includes information about the test day set-up, preadministration session, forms, and return of materials
 - Standard Testing Manual
 - Includes all test day scripts and information needed by proctors in standard rooms
 - Accommodated Testing Manual
 - Includes all test day scripts for proctors in accommodated rooms
- The Digital PSAT 10 Coordinator Manual includes information for the coordinator AND scripts for proctors.
- Ancillary materials (manuals, etc.) to support digital testing are expected to be delivered the week of March 15.

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