Rhode Island
SAT® with Essay
Digital PSAT™ 10
Our goal today is to share the latest information about the spring 2020 administration of the Rhode Island SAT with Essay and digital PSAT 10 based on current planning.

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

For returning coordinators, look for the symbol to call out new or updated policies and procedures.
Rhode Island State Assessment Program: SAT with Essay and PSAT 10

Test Dates and Student Eligibility
SAT with Essay

Paper Administration

- RIDE requires the SAT with Essay to be administered to all 11th grade students who are not taking the DLM alternate assessments and PSAT 10 to eligible 10th graders.
- The Essay is required for all students.
- Test dates should already have been chosen by the schools in the survey sent in September.
- **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).

<table>
<thead>
<tr>
<th></th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Test Date</td>
<td>March 25, 2020</td>
<td>March 25, 2020</td>
<td>April 14, 2020</td>
</tr>
<tr>
<td>Accommodated Testing Window</td>
<td>March 25-April 7, 2020</td>
<td>March 25-April 7, 2020</td>
<td>April 14-27, 2020</td>
</tr>
<tr>
<td>Makeup Test Date</td>
<td>April 14, 2020</td>
<td>*April 28, 2020</td>
<td>*April 28, 2020</td>
</tr>
</tbody>
</table>

*If schools are closed on April 28, College Board will allow testing on April 29*
PSAT 10 Test Dates

- Schools can flexibly schedule students within the digital testing window: April 14-30.
- Students who need a makeup test due to a testing irregularity will test on April 30.
  - Information on which irregularities qualify a student for a make-up test will be covered later in the presentation.
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.
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 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 October 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 (see www.ride.ri.gov/tc).
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.

<table>
<thead>
<tr>
<th></th>
<th>ELA Test</th>
<th>Math Test</th>
<th>Science Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year EL Students</td>
<td>Not Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><em>(on or after April 1, 2019)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Other EL Students</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**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 parents 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).
What’s New in 2020?
Changes for 2019-20

SAT with Essay
- Room monitor-to-student ratios have changed from 1 monitor for every 10 students to one monitor for every 20 students in accommodated rooms.
- MP3 audio content is now available to download from SSD Online rather than needing a physical flash drive shipped.

Digital PSAT 10
- More intuitive way to find the PSAT10 digital test!

Both Assessments
- Seating distance is now 3 feet from center of desk instead of 4 feet; two students can be seated at tables at least 6 feet long.
- Test coordinators will be able to schedule their own UPS pickups.
- Labels will be available to place on the outside of answer sheet bags/boxes and return envelopes associated with an irregularity for faster processing time.
- Translated test directions will be available in French.
Key Dates and Checklists
Implementation Key Dates

• Key Dates document is posted to the RIDE website. Please note these are tentative.

Preliminary Spring 2020 Key Dates

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit school setup survey</td>
<td>September 26, 2019</td>
</tr>
<tr>
<td>Access list of approved bilingual observers, if necessary</td>
<td>September 27, 2019</td>
</tr>
<tr>
<td>Implementation Overview Webinar*</td>
<td>November 5, 2019</td>
</tr>
<tr>
<td>Scores &amp; Reports Workshop*</td>
<td>November 6, 2019</td>
</tr>
<tr>
<td>Accommodations and Supports Workshop*</td>
<td>November 13, 2019</td>
</tr>
<tr>
<td>DEADLINE to submit off-site testing plans, if necessary</td>
<td>December 20, 2019</td>
</tr>
<tr>
<td>RIDE will pull student data from wVIES for on-site testing</td>
<td>January 7, 2020</td>
</tr>
<tr>
<td>On-site testing: all test takers must report to testing</td>
<td>January 14, 2020</td>
</tr>
<tr>
<td>RISE - RISE will pull student data from wVIES for on-site testing</td>
<td>January 7, 2020</td>
</tr>
<tr>
<td>RISE will pull student data from wVIES for on-site testing</td>
<td>January 14, 2020</td>
</tr>
<tr>
<td>RISE - RISE will pull student data from wVIES for on-site testing</td>
<td>January 7, 2020</td>
</tr>
<tr>
<td>Financial Aid Implementation Workshop</td>
<td>January 20 and 26, 2020</td>
</tr>
<tr>
<td>Online coordinator training is available</td>
<td>N/A February</td>
</tr>
<tr>
<td>DEADLINE to submit accommodation requests in SSD Online</td>
<td>March 25, 2020, April 14</td>
</tr>
<tr>
<td>Coordinator's Planning kit arrives</td>
<td>April 14 (February 28, 2020)</td>
</tr>
<tr>
<td>Translated test directives will be available for printing on RISE website</td>
<td>February 2020</td>
</tr>
<tr>
<td>Preadministration materials and pro-D test kit arrives</td>
<td>4 weeks prior to test day</td>
</tr>
<tr>
<td>Nonstandard Administration Report (NAR) is available</td>
<td>March 25, 2020, April 14</td>
</tr>
<tr>
<td>Testing Tips Webinar*</td>
<td>3/6/19</td>
</tr>
<tr>
<td>Secure test materials arrive</td>
<td>1 week prior to test day</td>
</tr>
<tr>
<td>Primary test date</td>
<td>March 25 or April 14</td>
</tr>
<tr>
<td><strong>ILE</strong> to order makeup materials</td>
<td>4/11/19</td>
</tr>
<tr>
<td>Accommodated testing windows for students designated on the IAR</td>
<td>4/17/19 or 4/22/19</td>
</tr>
<tr>
<td>Makeup test date</td>
<td>4/14/19 or 4/29/19 or 5/6/19</td>
</tr>
<tr>
<td>Scores are released</td>
<td>May</td>
</tr>
</tbody>
</table>

*Visit the RIDE website for links to register for webinars and workshops. Presentation content will be available on RISE website when the presentation concludes.
This training will follow along with the Coordinator Checklist, that will be posted on the RIDE website for general timelines of when to complete activities.

Separated into sections:
- September - January
- February
- 4-6 Weeks Before Test Day
- 3 Weeks Before Test Day
- 1-2 Weeks 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.
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 Enrollment in eRIDE
Create 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.

- For additional information about setting up an Educator Professional Account, you can view an eModule at: https://satsuiteofassessments.articulate-online.com

- If you already have one, you don’t need to create another one this year. Confirm your username and password works.
Register for Trainings
Throughout the 2019-20 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/InstructionAssessment/Assessment/StatewideAssessmentTraining.aspx

<table>
<thead>
<tr>
<th>Topic</th>
<th>Type</th>
<th>Date</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISAP Test Coordinator Handbook</td>
<td>PDF</td>
<td>November 2019</td>
<td>Reviews key Rhode Island and College Board policies to prepare your school for testing</td>
</tr>
<tr>
<td>Accommodations &amp; Supports</td>
<td>Webinar</td>
<td>November 13</td>
<td>Detailed information about the process and policies for accommodations &amp; supports</td>
</tr>
<tr>
<td>Face-to-Face Training</td>
<td>Workshop</td>
<td>January 28 and 29</td>
<td>Everything you need to know about the RI administration of the SAT with Essay and PSAT 10. Participation counts as official training.</td>
</tr>
<tr>
<td>Testing Tips</td>
<td>Webinar</td>
<td>March 11</td>
<td>Last minute reminders and helpful hints for a successful SAT with Essay administration</td>
</tr>
<tr>
<td>Digital Hands-On Training</td>
<td>Workshop</td>
<td>March 16 and 17</td>
<td>Hands-on training in the TIDE system. Bring a computer!</td>
</tr>
<tr>
<td>Making the Most of the SAT Suite of Assessments</td>
<td>Workshop</td>
<td>TBD</td>
<td>Learn about the K-12 Reporting Portal and Khan Academy to help improve student outcomes.</td>
</tr>
<tr>
<td>Online Training</td>
<td>On-Demand Modules</td>
<td>February 2020</td>
<td>Required training</td>
</tr>
</tbody>
</table>
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, including accommodated test materials.
  - 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 ordering makeup materials.
  - 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.
  • 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 reconcile accommodated testing materials and administer the SAT with Essay and PSAT 10 to students with accommodations.
Cooperative Roles

Promoting partnership to support students with disabilities

<table>
<thead>
<tr>
<th>Test Coordinator</th>
<th>SSD Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for planning the administration for ALL students, including those with accommodations</td>
<td>• Responsible for entering accommodation requests and printing the list of students who will receive accommodations.</td>
</tr>
<tr>
<td>• All shipments will be addressed to the test coordinator</td>
<td></td>
</tr>
<tr>
<td>• Responsible for returning all materials for scoring</td>
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</tr>
</tbody>
</table>

Cooperative Responsibilities

The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.
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 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 AIR’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 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

We will discuss how many additional staff members you will need for testing in upcoming slides.

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

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

**Instructions for creating College Board accounts:**

- RIDE will not create these accounts. If you had a College Board Professional Account and/or SSD Coordinator account, they are still active for this year. 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.
School Set Up
School Set Up

- College Board and RIDE distributed a survey on September 12, 2019 to collect test dates and contact information for the Rhode Island SAT School Day with Essay and Digital 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 2020.
  - Deadline to respond was September 26, 2019.
  - Coordinators will receive an email the week of December 9 from College Board with confirmation of your chosen test dates and contact information.
    - **NOTE:** Contact Sarah Thaler at sthaler@collegeboard.org if you feel your test dates are incorrect.

- To update any missing or inaccurate information:
  - **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 participated in the SAT or PSAT 10 administration last spring, or if you administer other College Board assessments, your AI code will remain the same.
  • Your AI code is listed in the School Directory.
Accommodations and English Learner Supports
Accommodations

Any accommodations needed by a student must be in the student’s IEP and/or 504 Plan.

Accommodations will be entered by the SSD coordinator through the Services for Students with Disabilities (SSD) Online system. This ensures that:

- coordinators have accurate rosters of students using accommodations on test day.
- students receive correct paper materials, if required.
- Students receive the correct online test experience in the College Board TIDE system.

In rare cases, if a submission seems to interfere with the test construct or is one that is often misinterpreted or entered by mistake, RIDE and/or the College Board may ask for additional clarification from the SSD Coordinator.

Most accommodations entered into SSD online will automatically be “approved” by College Board and will not require documentation from the IEP to be submitted.

More information about the accommodation process, along with digital options, will be available in the Accommodations and Supports webinar on November 13.
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 request access to the SSD Online system.

- To access the system, the SSD Coordinator will need to:
  - Have a College Board Professional Account
  - Complete the SSD Coordinator Form, found at: https://accommodations.collegeboard.org/ssd-online/get-access
  - Receive an access code to link your SSD Online access to your College Board professional account. (First time only)
If a student has accommodations that were approved by College Board for earlier tests (PSAT 8/9 or PSAT/NMSQT, for example), verify:

- these accommodations match the accommodations in the student’s current identified IEP/504.
- the student name, birth date, and graduation date are correct in SSD Online by clicking on the student’s name in the dashboard.

For students **without accommodations entered in SSD Online**, those accommodations will need to be entered into SSD Online.

For any **students no longer at your school**,

- Notate the information on the Eligibility Roster and fax the roster to (866) 360-0114. Those students will be removed from your College Board Dashboard.
- If the Dashboard is not accurate and students are still listed, it does not impact your ability to administer the test.
- Update the Enrollment Census on eRIDE by contacting your District Data Manager.

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.
Universal Tools

• For students taking the PSAT 10 digitally, there are universal tools that are available to all students testing digitally and do not need to be entered in SSD Online.

• Some of these universal tools may be in a student’s IEP or 504 Plan. If that is the case, they still don’t need to be entered into SSD Online.

• A complete list of accommodations is available at www.ride.ri.gov/tc (click on the ACCOMMODATIONS tab).

Do Not Enter into SSD Online

• Embedded calculator (for use on With Calculator section of the math test)
• Context Menu
• Expand Button
• Formulas
• Help Link
• Highlighter
• Line Reader
• Mark for Review
• Navigation Buttons
• Notes
• Questions Drop-Down List
• Strikethrough
• Student Clock
• Zoom In/Zoom Out
Adjust TIDE Settings

Some of the accommodations and other test supports require the Test Coordinator to log into TIDE and configure the settings for the student prior to test day. A complete list of accommodations is available at [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc) (click on the ACCOMMODATIONS tab).

### Accommodations that require configuration in TIDE prior to test day

- Assistive Technology
- Color Contrast
- Four-function Calculator (for use on *Without Calculator* section of the math test)
- Masking
- Mouse Pointer
- Non-Embedded Accommodations
- Permissive Mode (used with assistive technology)
- Streamline Mode
- Text-to-Speech
- Timing
- Zoom/Font Size
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

Students can use translated test directions and/or approved word-for-word bilingual glossaries.

- Translated test directions for designated languages are in PDF format (available in February 2020) and must be printed by the school ahead of test day.
  - Albanian, Arabic, Bengali, Chinese (Mandarin), French (new in 2020), 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 glossaries is available at [http://www.ride.ri.gov/SAT](http://www.ride.ri.gov/SAT)

English learners can be provided with 50% extended time for the SAT with Essay and PSAT 10.

- Although not an accommodation, students must be identified in SSD Online in order to receive correct testing materials and to configure student settings in TIDE.

- Students will be automatically approved, and no documentation will be required.

- Must be entered in SSD Online each year starting in January.
SSD Resources

- A webinar about accommodations and supports will be available on November 13, 2019 and will cover:
  - Accommodations for SAT with Essay and the digital PSAT 10
  - 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
- A complete list of accommodations for all state assessments is available at www.ride.ri.gov/accommodations.
Update Enrollment in eRIDE
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 November Monthly Test Coordinator Webinar. Information on this webinar 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.

SAT with Essay: Pre-ID labels will be shipped to each school for all 11th grade students to be affixed to the student answer sheets. Materials shipments are determined using:

- Students registered in the Pre-ID file for 11th grade
- Students receiving accommodations requiring accommodated tests

PSAT 10: Digital registrations will be created in TIDE for students taking the PSAT 10.
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 will 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 for PSAT 10**: Students taking the PSAT 10 who require paper/pencil version of the test as an accommodation should contact Sarah Thaler at College Board (sthaler@collegeboard.org) by February 1, 2020. This includes students who:
  - are homeschooled.
  - require paper as an accommodation.

• **Ordering Paper Materials for SAT with Essay**: College Board will ship a small overage of standard SAT with Essay test materials to account for any students who were not included in the initial registration file, typically students who are last minute transfers into the school, homeschoolers, etc.
  - Material orders will be determined based on registration files provided by RIDE.
February

- Digital Readiness Activities
Digital Testing Portal

Digital Testing Portal:
digitaltesting.collegeboard.org

- 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 PSAT 10 administration. Refer to the *Rhode Island PSAT 10 and SAT Test Coordinator Manual* for more information.
College Board delivers the digital PSAT 10 using the American Institutes for Research (AIR) test delivery system and supporting tools.

**AIR Systems**

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
AIR Systems

CB Secure Browser

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

Students use the 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.
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.
AIR Systems

Test Devices: 
Guidance for Determining Bandwidth

• Your network should have enough bandwidth to support online testing at the required performance level. 
  - AIR recommends network bandwidth of at least 20 kilobits per second for each student taking the test at the same time.

• 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.

AIR Systems

Information for Schools Already Using AIR

- Schools must download the College Board’s Secure Browser
  - The CB Secure Browser does not replace browsers used for NGSA and both may be installed on the same device.
  - 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.
    - **AIR Secure Test** is the application for Chromebooks and iPads. You need to change the Organization and Assessment settings in AIR Secure Test before students can test on Chromebooks or iPads.

- **Test coordinators and other staff will use different login information across the NGSA and College Board AIR systems.**
  - If testing the same students on the NGSA and the digital PSAT 10, they will be represented separately in both systems.
Technical Readiness

Setup Overview


<table>
<thead>
<tr>
<th>Part One: Technology and Setup Verification</th>
<th>Part Two: Test Readiness and Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Check for Supported Operating Systems</td>
<td>❑ Install the CB Secure Browser</td>
</tr>
<tr>
<td>❑ Check for Supported Web Browsers</td>
<td>❑ Run AIR's Network/Bandwidth Diagnostic Tool</td>
</tr>
<tr>
<td>❑ Disable Applications that Interfere with Testing</td>
<td>❑ Prepare for Delivery of Tests with Accommodations</td>
</tr>
<tr>
<td>❑ Check Batteries or Power Source</td>
<td>❑ Complete the Technical Readiness Evaluation:</td>
</tr>
<tr>
<td>❑ Disable Pop-Up Blockers on Staff Computers</td>
<td>o Test the CB Secure Browser</td>
</tr>
<tr>
<td>❑ Enable JavaScript on Staff Computers</td>
<td></td>
</tr>
<tr>
<td>❑ Check Content Filters, Firewalls, and Proxy Servers</td>
<td></td>
</tr>
<tr>
<td>❑ Confirm Wireless coverage</td>
<td></td>
</tr>
<tr>
<td>❑ Whitelist Appropriate URLs</td>
<td></td>
</tr>
</tbody>
</table>
Resources Available on the Digital Portal

Available in the Downloads Section

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

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

For test coordinators:
- AIR TIDE User Guide
  - Information on accessing and using TIDE as the test coordinator
- AIR 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 Quick Start Guide
  - Will receive copies in shipment of PSAT 10 testing materials
  - Assists the proctors with simple troubleshooting on test day
- AIR Test Administrator (TA) User Guide
  - Explains how to use the TA interface to administer digital tests.
4-6 Weeks Prior to Test Day

- Prepare Yourself
- Plan Your Space
- Build Your Lists
- Build Your Schedule
- Plan and Prepare Your Staff
Prepare Yourself
Prepare Yourself

Online Coordinator's Test Administration Training

SAT School Day Training
- SAT test coordinators will receive an email 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.
- Plan for approximately 45-60 minutes to complete.
- The content is divided into modules including activities for before, during, and after test day and includes details on both standard and accommodated testing rooms.
- Training is mandatory for all SAT test coordinators.

PSAT Training
- PSAT 10 test coordinators will also receive an email with link to access online training approximately 6 weeks prior to test day.
- Training for the digital PSAT 10 is mandatory for all PSAT 10 coordinators.

More information about accessing training will be available closer to when the training launches.
- Participation in the face-to-face workshop offered in January will count as official training and the online modules do not need to be completed.
Testing Manuals

• The SAT School Day manuals provide specialized information to each type of test day staff.
  • Coordinator’s Manual
    • Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard 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.

**Coordinators must read the manuals prior to test day.**

**Proctors should review the scripts prior to test day.**
Access to TIDE

- PSAT 10 coordinators will receive access to TIDE the week of February 10.
- Email will be from notifications@airast.org
- Login information for the PSAT 10 TIDE instance will be different than login information for other Rhode Island assessments that use AIR.
- Once you get access to TIDE, you can assign other users to the College Board version of TIDE.
Plan Your Space
Prepare Your School

• **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

• **On test day(s), ensure rooms are prepared for testing:**
  • Instructional materials are covered in each testing room
  • Seating and furniture requirements are met
Plan Your Space

Planning for Testing Rooms

• The number of students testing and the size of rooms used for testing will determine number of rooms needed.

• **Options for rooms include:**
  • Larger spaces, such as auditoriums and gymnasiums
  • Smaller spaces, such as classrooms

• **Consider the following when choosing testing rooms:**
  • Rooms are separated from other classes/tests on different schedules or students taking different assessments
  • Rooms where noise and other disruptions can be minimized when classes or other assessments break
  • Rooms where noise and distractions from outside the building are minimized.
  • Rooms are close to restrooms
Plan Your Space

For the SAT with Essay:

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of 3 feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat two students at a table measuring six feet in length.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet arm-chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
Plan Your Space

Seating and Furniture Requirements for PSAT 10

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

SAT with Essay and PSAT 10 have different seating policies.

<table>
<thead>
<tr>
<th>Policy</th>
<th>Digital Testing Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partitions</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>Seating Distance</td>
<td>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>Seating students</td>
<td>Face-to-face seating is allowed ONLY with partitions.</td>
</tr>
<tr>
<td>face-to-face</td>
<td>Allowed but recommend the use of partitions.</td>
</tr>
<tr>
<td>Seating students</td>
<td></td>
</tr>
<tr>
<td>facing same direction</td>
<td></td>
</tr>
</tbody>
</table>
Seating and Security for Digital Testing

Seating and Spacing Requirements

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

Seating and Spacing Requirements

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.

U-shaped seating with partitions

U-shaped seating without partitions
Build Your Lists
Build Your Lists

Tasks for the Coordinator

Coordinators will create their own lists of students and room rosters.

• Coordinators can identify who RIDE submitted in the registration file.
  • For SAT – View the Roster Report in the K-12 Reporting Portal
    (must have Detail-level access).
    • Starting approximately the week of February 10.
  • For PSAT 10 – Students will be listed in TIDE starting approximately
    the week of February 10.
  • More information will be available when these lists can be
    accessed.

• Coordinators will work with the SSD coordinator to understand how many
  students will be testing with accommodations.

• More information about creating rosters will be in the SAT School Day
  and PSAT 10 Coordinator Manuals.

• The Nonstandard Administration Report (NAR), which is printed from
  SSD Online by the SSD Coordinator, will be the roster of all students
  testing with accommodations and is available approximately 4 weeks
  prior to test day.
  • Available for both PSAT 10 and SAT
Build Your Schedule
Build Your Schedule

Administration Timing: SAT with Essay

- Testing MUST be done in the morning.
- 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 books, and for conducting the preadministration session if you did not conduct it prior to the test day.

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

<table>
<thead>
<tr>
<th>PSAT 10</th>
<th>PSAT 10: Standard Room (in minutes)</th>
</tr>
</thead>
<tbody>
<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>2 hours 55 minutes</td>
</tr>
</tbody>
</table>
The standard schedule includes testing room doors closing at 8 a.m. for test day administrative activities and testing beginning at 8:30 a.m.

Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8:00 a.m. and 9:00 a.m.

A sample schedule is provided. Note that your times may vary depending on a variety of factors, such as the number of students in a testing room and whether students have participated in a preadministration session.

### Sample Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:45-8:00am</td>
<td>Admit students to assigned testing rooms and collect electronic devices (if applicable)</td>
</tr>
<tr>
<td>8:00am</td>
<td>Close testing room doors</td>
</tr>
<tr>
<td>8:00-8:30am</td>
<td>Distribute materials and read preliminary instructions</td>
</tr>
<tr>
<td>8:30am</td>
<td>Begin testing</td>
</tr>
<tr>
<td>Approximately 12:00pm</td>
<td>Testing ends for PSAT 10</td>
</tr>
<tr>
<td>Approximately 1:00pm</td>
<td>Testing ends for SAT with Essay standard rooms</td>
</tr>
</tbody>
</table>
Prepare Your Staff
Determine Staffing Needs

Proctors and Room Monitors

Once you determine the rooms you’re using for testing and the number of students in each room, you can determine how many staff you need.

<table>
<thead>
<tr>
<th>SAT with Essay Standard Testing Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td>1-34</td>
</tr>
<tr>
<td>35-50</td>
</tr>
<tr>
<td>51-100</td>
</tr>
<tr>
<td>101 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SAT with Essay Accommodated Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td>1-20</td>
</tr>
<tr>
<td>20 or more</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSAT 10 Digital Testing Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
</tr>
<tr>
<td>1-25</td>
</tr>
<tr>
<td>26-50</td>
</tr>
<tr>
<td>51-75</td>
</tr>
<tr>
<td>76-100</td>
</tr>
</tbody>
</table>
Determine Staffing Needs

<table>
<thead>
<tr>
<th>Number of Rooms</th>
<th>Hall Monitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>1</td>
</tr>
<tr>
<td>6-10</td>
<td>2</td>
</tr>
<tr>
<td>11-15</td>
<td>3</td>
</tr>
<tr>
<td>16-20</td>
<td>4</td>
</tr>
<tr>
<td>20 or more</td>
<td>5+ (1 additional for each additional 5 rooms)</td>
</tr>
</tbody>
</table>

SAT with Essay and Digital PSAT 10
Prepare Your Staff

Tasks for the Coordinator

• The LEA is responsible for ensuring that everyone involved with preparing for and administering state assessments is properly trained.
• Start identifying staff who will be proctors (test administrators) and monitors and developing a training plan that includes the following:
  • College Board-developed training:
    • Online modules for proctors (about 20-30 minutes)
    • Hall and room monitor presentation
  • RIDEDeveloped presentation on state assessment policies.
  • Review of school protocols and procedures for test day including test security and cell phone policies.

• Materials you will need:
  • PSAT 10 Coordinator Manual
  • SAT School Day Accommodated Testing Manual
  • Any instructions for proctors for logging in to TIDE, distributing testing tickets, starting testing, etc.
Create User Accounts

• For staff who will be administering the PSAT 10, user accounts for TIDE will need to be created.
• These user accounts will use different login information than for other Rhode Island assessments using TIDE.
• The Digital PSAT 10 Coordinator Manual will have instructions on how to create user accounts.
3 Weeks Before Test Day

- Plan for a Preadministration Session
- Prepare Your Students
- Review Your Materials
Plan for a Preadministration Session
Plan a Preadministration Session

SAT with Essay

Purpose: To provide time prior to test day for students to bubble in required demographic information (name, date of birth, SASID), opt into Student Search Service®, complete the optional questionnaire, and identify where to send scores.

- Affix pre-ID label to front of student answer sheets.
- Schedule a preadministration time prior to test day.
- Provide students with a copy of the SAT School Day Student Guide.
- Students will use copies of the SAT School Day Student Answer Sheet Instructions during the session.
- Estimated time: 45-60 minutes if students complete the questionnaire.
- NOTE: The student privacy letter contains a list of information that is and is not required for students to complete on their answer sheets.
The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.

By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them.

NOTE: The manuals will include language about obtaining parental consent to opt-into Student Search Service and complete the questionnaire. This is NOT required in Rhode Island. Ignore all references to parental consent.
Students can send their SAT with Essay scores to colleges, universities, and scholarship programs by bubbling codes on their answer sheet.

The Student Answer Sheet Instructions have the list of codes.

All students taking the SAT with Essay should be encouraged to complete this portion on their answer sheet.

Students can submit additional score sends from their College Board account for a fee.

Low income students have unlimited free score sends from their College Board account.
Parent Privacy Letter

Parent Privacy letter for SAT with Essay

- Discusses how College Board uses the data students submit on the student answer sheets.
- Identifies the required information students must fill out.
- Identifies optional, not-required, information that students may or may not complete.
  - If students leave the optional areas blank, tests will be scored! **Do not tell students or parents otherwise.**
- One printed copy per student will be included with the preadministration shipment, arriving about 4 weeks prior to test day.
  - Must be distributed to parents/guardians prior to conducting a preadministration session.
- Additional privacy information and a translated parent privacy letter are also posted on RIDE SAT website.
We strongly recommend holding a preadministration session to complete the questionnaire section before test day. The questionnaire allows students to provide information about themselves, their school experiences, and plans for college.

If you are unable to schedule a preadministration session, students may complete the Questionnaire on test day.
Preparing for and administering a digital preadministration session

- It is recommended to conduct a preadministration prior to test day to give students the practice of using the Secure Browser and proctors the practice of using the TA Interface. It will also save time on test day and help to anticipate and manage any technical issues that may arise.

Prior to the preadministration session, coordinators should:

- Review the “Planning for the Preadministration Session” section of the PSAT 10 Coordinator Manual.
- Assign user accounts for staff that will be administering the preadministration session.
- Assemble a list of students who will participate in the preadministration session.
  - Students do not have to be assigned to a roster in TIDE or the TA Interface; however, it may be helpful to create rosters in TIDE to make the printing and sorting of testing tickets easier.
  - The TIDE “Roster” can be used to group students together based upon the room they will be assigned. It is recommended that the students that are grouped together for testing will also be grouped together for the preadministration session to make organizing and distributing test tickets easier.
Prepare Your Students
Prepare Your Students

Student Preparation

• Distribute the *SAT School Day Student Guide* or the *Digital PSAT 10 Student Guide* received in your preadministration shipment to appropriate students as soon as possible.
  - Students can find answers to general questions about the SAT with Essay and PSAT 10 and what to expect on test day.
• Distribute the Parent Letter to parents/guardians of students taking the SAT with Essay prior to testing.
• Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at [satpractice.org](http://satpractice.org).
• 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.
• Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.
Prepare Your Students

Essay Practice with the Official SAT Practice

• Practice Tests 1 and 2 have computer-scorable essays.
• Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
• The system analyzes student’s writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
• Students get “Signal Strengths” to get a sense for how well the essay is measuring against different criteria.
• Students can revise and rewrite to improve the essay and writing skills.
• An optional prewriting area is provided to outline and organize ideas.
• Students can view the rubric used to evaluate SAT essays.
• Tips and Strategies are available to help students approach the essay task.
Coach Your Students

Features include:

**Recommended SAT Skills to focus on based on class performance**
- Lesson Plans created by teachers for teachers available for skills in Math, Reading, and Writing
- Additional Khan Academy content

**Recent SAT activity by student**
- Top recommended skills for practice
- Upcoming SAT test date
- Notification if account is connected to their College Board account

**Individual progress by each student**
- Questions attempted, answer choices, and correct answers
- Practice Test scores
Review Your Materials
Review Your Materials

SAT with Essay Shipments

- Your school will receive a number of shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that SAT with Essay materials for students testing with accommodations will arrive separately from standard materials.

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Contents (Not Exhaustive)</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Planning Kit</td>
<td>Sample manuals and test day forms</td>
<td>6 weeks prior to test day</td>
</tr>
<tr>
<td>Preadministration Materials</td>
<td>Answer sheets, student answer sheet instructions for students, student guides, all manuals</td>
<td>3 weeks prior to test day</td>
</tr>
<tr>
<td>Preadministration: Pre-ID Labels</td>
<td>Labels for each student pre-ID’d at your school</td>
<td>3 weeks prior to test day</td>
</tr>
<tr>
<td>Test Materials</td>
<td>Test books, return kits</td>
<td>1 week prior to test day</td>
</tr>
</tbody>
</table>
Review Your Materials

Coordinator Planning Kit for SAT with Essay

• 1 copy of SAT School Day Coordinator Manual
  • Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard accommodated materials

• 2 copies of SAT Standard Testing Manual
  • Includes all test day scripts and information needed by proctors in standard testing rooms

• 1 copy of SAT School Day Accommodated Testing Manual
  • Includes test day scripts and information needed by proctors in accommodated rooms

• 1 Sample Irregularity Report (IR) form

• 1 Test Materials Matrix
  • An illustration of all materials that will be shipped for the Rhode Island SAT School Day
Review Your Materials

SAT with Essay Preadministration Shipment

Preadministration Materials
• Answer Sheets
• Student Answer Sheet Instructions
• SAT School Day Student Guides
• Parent Privacy Letter
• Copies of ALL manuals required to support your school, including manuals to be used by the proctors on test day.

Pre-ID Label Shipment
• Labels will be shipped to schools for all students pre-ID’d by the deadline in a separate shipment than the materials above but around the same time.
  • Schools will receive a label for each pre-ID’d student to be affixed to the SAT answer sheet
  • For any students not included in the pre-ID file, they will grid all required fields on the answer sheet. See parent privacy letter for additional information what fields are and are not required.
Review Your Materials

SAT with Essay Test Materials

Standard and nonstandard materials will be shipped separately

SAT with Essay Test Shipment:

• Test Materials Kit:
  • Coordinator Report Form, envelopes, irregularity reports, roll of tape, etc.

• Multiple choice test books

• Essay test books

• Return envelopes and UPS labels
There is one shipment of materials to support digital testing, arriving approximately 6 weeks prior to test day.

PSAT 10 Materials Shipment:

- Coordinator Manuals
- Digital Quick Start Guides
- Student Answer Sheet Instructions
- Digital PSAT 10 Student Guides
- Test Materials Kit
  - Envelopes, irregularity reports, UPS return labels, etc.
Review Your Materials

• **ALL** shipments will be addressed to the applicable test coordinator (SAT or PSAT).

• Test materials must be stored securely, once delivered.

• Check contents of boxes within 24 hours of delivery using packing lists.
  - Check materials regularly prior to test day.
  - Contact College Board immediately if there is a problem with your shipment or there is evidence of tampering prior to test day.

• Save the boxes your materials arrived in.
  - They will be used to return your SAT with Essay test books after testing.
There are 3 colors of test books for SAT with Essay.

- **Students use PURPLE books if they are testing under the following conditions:**
  - In standard or accommodated rooms on the primary test day
  - 14-pt large print, small group, extended breaks, extra breaks, four function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.

- **Students use BLUE books if they are testing under the following conditions:**
  - Designated to test in the accommodated testing window on the Nonstandard Administration Report (NAR)
  - Reader, MP3 audio, 50% extended time, 100% extended time, breaks as needed, 20-pt large font, braille, and more.

- **Students use GREEN books if they are testing using the state-allowed accommodations:**
  - First-Year EL and taking mathematics section only
  - Having the entire test translated into American Sign Language
  - Responding in American Sign Language to all test questions

Check the NAR for all students testing with accommodations and what color test book they should use.
Prepare Your Materials

Print Test Tickets

• Print test tickets for each student taking the PSAT 10.
  • Instructions will be the *Digital PSAT 10 Coordinator Manual*.
  • Keep them securely stored once printed.
1-2 Weeks Before Test Day

- Review Final Preparations
Review Test Security with Staff

- Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.
- During testing, staff must:
  - Watch for roaming eyes. Some students may try to copy from a neighbor.
  - Carefully observe students using calculators. A smart phone can be disguised as a calculator through the use of a plastic cover.
  - Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
  - Always note any such activities on the Irregularity Report (IR). Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.
- Encourage students to not bring electronic devices into the testing room.
  - Develop a way to collect electronic devices from students who bring them into the testing room.
  - Irregularities related to electronic devices are one of the most common reasons scores are invalidated.
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 will 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’ prohibited devices (see Coordinator Manual for full list) 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 proctor’s desk for the duration of testing.
Review Final Preparations

- Review the checklist in the SAT School Day and Digital PSAT 10 Coordinator Manual to ensure you are prepared for next week.

- Actions you may need to take:
  - Confirm accommodation and support settings in TIDE
  - Print translated test directions for students who may need them
  - Collect and review word-for-word bilingual glossaries for any unallowable content/markings
  - Confirm test tickets are available for each student
  - Revise rosters, if necessary
On Test Day

☐ Distributing Materials
☐ Admitting Students
☐ Digital Testing Activities
Distributing Materials
Distribute Materials

• 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.
  • Many schools use plastic bins for each testing room to hold all of the materials.

• The Coordinator Manuals will have suggested contents for each assessment, but will generally include:
  • Cover sheet for information needed by the proctor
  • Room roster
  • Extra pencils
  • Plastic bags for collecting electronic devices
  • Irregularity reports
  • Answer sheets for SAT with Essay or test tickets for PSAT 10
  • SAT with Essay multiple choice test books and Essay test books
Admitting Students
Admit Students

- Determine how you will direct your students on test day.
  - Some schools post room assignments prior to test day and direct students to report directly to that room in the morning.
  - Some schools have a central check-in area and then each student is directed to their testing room.
  - Be sure to provide directions to any students who will be testing in the accommodated testing window where and when to report.
Report Irregularities
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

- Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).

- Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful.

- Keep a copy of any IRs submitted should College Board require additional information during their review.
  - They will also be useful when completing your makeup materials requests.
After Testing

☐ Collecting Materials
☐ Packing and Returning Materials
☐ Preparing for Makeup Testing
☐ Score Reporting
Collecting Materials
Collecting Materials

- Designate an area for proctors to return all testing materials to the test coordinator once testing is complete.
- Ensure that all testing materials are accounted for and answer sheets are not placed in test books before dismissing the proctor.
Packing and Returning Materials
Packing and Returning Materials

• **Schools MUST return all test books this year.**
  • Includes PSAT 10 test books for any books you request for homeschooled students or students with accommodations that require a paper test book.

• There are detailed diagrams in the Coordinator Manuals to help assist you in packing boxes/envelopes.
When You Have Completed Primary Day Testing (either March 25 or April 14)

Keep extra answer sheets, pre-ID labels, and manuals

Keep blue or green test books

Return ALL purple test books

Use these for the makeup date

These can be used for the accommodated window testing; return when all testing is complete

You will get new ones for the makeup date
Returning Materials

- UPS pickups will not be pre-arranged.
- Directions will be provided for coordinators to schedule pickups with UPS in the Coordinator Manual and by email.
  - If UPS regularly stops by at your school, give materials to the driver during those stops.
- Coordinators will need the tracking numbers on the return labels to schedule the pickups and not be charged.
- More information will be available closer to test day regarding timing and how to schedule.

IMPORTANT: When returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify their receipt.

- All answer sheets must be shipped by May 1, 2020.
  - Answer sheets will not be scored if shipped after this date.
Prepare for Makeup Testing
SAT with Essay Makeup

• Students, not testing in the accommodated window, who miss the primary test date will test on 4/14/20 or 4/28/20, as chosen in the school set-up survey.
  • There are also some schools who are closed both makeup days with permission to test on 4/29/20. Please note that emails and other publications may not reference this date.

• Students who have an irregularity during testing may be eligible for makeup. For example, a student who gets sick during testing can participate in the makeup administration.
  • Refer to the Irregularity Chart provided in the manual for details.

• Coordinators will receive an email a day or two prior to test day with instructions on how to order makeup materials.

• New purple SAT with Essay multiple choice and Essay test books will be sent for all students testing on the makeup test date.
  • For students who were absent on the primary test day, keep any pre-labeled answer sheets, for the makeup test date.
  • KEEP blue or green SAT with Essay multiple choice and Essay test books to used throughout the accommodated window.
PSAT 10 Makeup

- Schools can flexibly schedule students within the digital testing window: April 14-30.
  - Includes students who are absent for their initially scheduled test date
- Schools will have a makeup on April 30.
  - The makeup is for students that start the test but have an irregularity that prevents them from completing testing.
  - Includes irregularities such as:
    - Illness
    - Noises made by electronic device (and the student is not using the device)
    - Accommodation test settings not correct
    - Interruption
- A full list of irregularities that are eligible for a makeup are available in the Irregularity Charts of the PSAT 10 Coordinator Manual
Score Reporting
Score Reporting

- Student Reporting Portal - centralized portal for students to access their College Board score reports.

- K-12 Educator Reporting Portal - centralized portal for schools, districts, states
  - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports
  - Download Center: Data files available to manage electronic score downloads — manual and automatic
  - These score reports are for reporting to students and families, not for state assessment reporting or accountability.
  - The PSAT 10 test questions and answer responses will no longer be available in the Question Analysis report. SAT with Essay test questions and answer responses will be available ONLY for schools testing on April 14.

- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at: https://satsuiteofassessments.articulate-online.com

- Educator scores will be released closer to student scores in 2020.
Thank You!

Resources

- Practice Resources: [www.satpractice.org](http://www.satpractice.org)
- RIDE PSAT 10 and SAT webpage: [http://www.ride.ri.gov/SAT](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 (option 1) 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](http://digitaltesting.collegeboard.org)