State Funded SAT® School Day Digital

Spring 2022

Presentation will be posted at https://sde.ok.gov/college-and-career-readiness-assessments
Session Goals

Our goal today is to share the latest information about the spring 2022 administration of the State Funded SAT School Day digital.

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

- Detailed checklists and technology preparation is provided.
Test Dates for 2022
State Funded SAT® School Day Digital
SAT School Day Digital

<table>
<thead>
<tr>
<th>Digital Testing Windows</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Window</td>
<td>April 13 – 15 &amp; April 19 - 20</td>
</tr>
<tr>
<td>Accommodated</td>
<td>April 13 – 26</td>
</tr>
<tr>
<td>Makeup Date</td>
<td>April 26</td>
</tr>
</tbody>
</table>
What’s New for 2022?
Flexible Administration Policies 2021-2022

Flexible start times - Schools can start testing earlier and/or later than usual and split their students into different testing groups on a single day.

- All testing must start before the first group to test completes testing; no group of students can begin testing after another group has completed the test.
  - A group must complete all testing before they are dismissed for lunch.
  - Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.

- Offsite testing locations – Schools may use alternate locations to test students. A request in advance must be provided to College Board. Due by January 21, 2022
  - Email OKSAT@collegeboard.org to request offside location
Your Resources & Supports
Your College Board Professional Account

Confirm your access and password to your College Board account are still active.

Returning Test Coordinator

Create an account on collegeboard.org

New Test Coordinator
Digital Testing Resources

https://digitaltesting.collegeboard.org/test-day-planning

- Updated for 2022
- Coordinator Checklist
- Detailed instructions
Digital Testing Resources: Checklist

- Clear action items
- Coordinator Checklist
- Policies and Planning activities

https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos
Digital Testing Resources Accommodations

NEW Accommodated Testing Manual for 2022

https://digitaltesting.collegeboard.org/accommodations/delivering-digital-tests-with-accommodations

Delivering Digital Tests with Accommodations
Self-service form to update coordinator and school contact information

You will also need to follow the process to establish a new SSD coordinator in SSD Online.

bit.ly/UpdateYourCoordinator
Approximately 6 weeks prior to test day, all test coordinators will receive an email notification with a link to access the online training.

The training will be available through your College Board Professional Account.

Share the link with other staff, as necessary.

### Training and Administration

<table>
<thead>
<tr>
<th>Training</th>
<th>April Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Test Day Training (required training)</td>
<td>March 2, 2022</td>
</tr>
</tbody>
</table>
The proctor training is not required; however, proctors are required to be trained in some way by the test coordinator.

An optional PowerPoint that can be provided to your hall and room monitors will be available prior to test day on https://sde.ok.gov/college-and-career-readiness-assessments

<table>
<thead>
<tr>
<th>Training</th>
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<tr>
<td>Hall and Room Monitor</td>
<td>March 2, 2022</td>
</tr>
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</table>
State Inbox and Support Line for SAT School Day Questions

OKSAT@collegeboard.org

Contact College Board School Day support toll free 855-373-6387
Recommended Next Steps
3-4 Months Before Test

- Create or sign into your College Board Professional Account
## Implementation Key Dates

<table>
<thead>
<tr>
<th>Activities</th>
<th>April Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Institution (AI) Code confirmation</td>
<td>December 2021-January 2022</td>
</tr>
<tr>
<td>Off-Site Request Deadline</td>
<td>January 21</td>
</tr>
<tr>
<td>Request Accommodations for SAT deadline</td>
<td>February 22</td>
</tr>
<tr>
<td>EL +50% Request Window</td>
<td>February 22</td>
</tr>
<tr>
<td>Test Day Online Training Modules Available</td>
<td>March 2</td>
</tr>
<tr>
<td>TIDE Provisioning for Test Coordinators</td>
<td>March 4</td>
</tr>
<tr>
<td>TOS Order Deadline</td>
<td>March 11</td>
</tr>
<tr>
<td>Weekly Digital Readiness Checks Begin</td>
<td>March 14</td>
</tr>
</tbody>
</table>
## Implementation Key Dates

<table>
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<tr>
<th>Activities</th>
<th>April Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct Preadministration Session</td>
<td>Early April</td>
</tr>
<tr>
<td><strong>Digital Window 1</strong></td>
<td><strong>April 13 – 15</strong></td>
</tr>
<tr>
<td>Accommodated Test Administration (Eligible Students Only)</td>
<td>April 13 - 26</td>
</tr>
<tr>
<td>Deadline to Request Makeup Tests</td>
<td>April 15</td>
</tr>
<tr>
<td>Makeup Test</td>
<td>April 26</td>
</tr>
</tbody>
</table>
Recommended
Next Steps
3-4 Months Before Test

- Review Key
  Activates and dates
Staff Roles and Responsibilities
A successful test experience for students takes a school-based team.
The Test Coordinator is responsible for all aspects of the School Day administration.

Your school should have one Test Coordinator and one Backup Test Coordinator.

### SAT School Day Test Coordinator

- **Test Coordinator**
  - Planning test day rooms
  - Setting up digital needs.
  - Completing test day forms
  - Preparing for makeup test
- **Planning for test day staff**
  - Manage staff
  - Supervise all test activities
  - Supervise Accommodated testing

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**Managing Test Site**

**Setting up digital needs.**
## Test Coordinator Estimated time commitment

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training: Implementation Overview, Online Training Courses, Reviewing Self-Service Materials</td>
<td>2-4 hours</td>
</tr>
<tr>
<td>School Setup: Configuring Rooms, Creating Support Staff Accounts</td>
<td>1-3 hours</td>
</tr>
<tr>
<td>Test Administration</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>Pre- and post-administration activities</td>
<td>1-2 hours</td>
</tr>
</tbody>
</table>
The SSD Coordinator is responsible for students with accommodations including English Language Learners (EL).

Your school should have one SSD Coordinator.

- Entering accommodation requests in SSD Online.
- Accessing and printing the Nonstandard Administration Report (NAR).
- Assisting the test coordinator in determining rooms.
- Assist the test coordinator in determining staff.
- Administer the SAT to students with accommodations (as needed).
Technology Coordinator

- Obtain devices that meet requirements
  - Check Network configuration
  - Install CAI's secure browser on devices

- Check Bandwidth

- Install content filters and firewall

Technology Coordinator

- Work with Test Coordinator
  - Available for all Padministrations
  - Troubleshoot Padministration days

- Available all test days
  - Troubleshoot Test Days
Each Proctor is responsible for managing all activities that happen in the testing room.

Your school should have one Proctor for each room.
Each Hall/Room Monitor is responsible for ensuring students have a secure and quiet testing environment.

Your school will determine how many Hall/Room Monitors you need based on the number of students testing.
Recommended
Next Steps
3-4 Months Before Test

- Plan for the number of staff needed
- Identify SSD Coordinator
- Identify Technology Coordinator
Services for Students with Disabilities (SSD)
SSD Online Account

Returning SSD Coordinator:
• Confirm your access and password to SSD Online are still active.

New SSD Coordinator:
• Have a College Board Professional Account
• Complete the SSD Coordinator Form, found at: bit.ly/GetSSDAccess22
• Link SSD Online to College Board Professional Account using a one-time access code.

https://accommodations.collegeboard.org/ssd-online
Review Student Needs

Students with Approved College Board Accommodations

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

Students without Approved College Board Accommodations

- Enter Accommodations in SSD Online.
SSD Accommodations

Student/s IEP and/or 504 accommodation documentation

SSD Coordinator enters student accommodations into SSD Online

College Board approves accommodation

Test Coordinator has complete roster of students with accommodations. These are activated for the test.

If materials are needed, (e.g., student has paper test accommodation) they are delivered in time for accommodated window.
### English Learner Supports Available

<table>
<thead>
<tr>
<th>Time and One Half (+50%)</th>
<th>Translated Test Directions</th>
<th>Approved word-for-word bilingual dictionaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended time for English learner students is available.</td>
<td>College Board provides translated test directions for designated languages are in PDF format which must be printed by the school before testing.</td>
<td>A list of approved word-for-word bilingual dictionaries is available on:</td>
</tr>
<tr>
<td>This support must be requested in SSD Online.</td>
<td>Languages: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese</td>
<td><a href="https://collegereadiness.collegeboard.org/pdf/sat-suite-college-board-approved-dictionaries.pdf">https://collegereadiness.collegeboard.org/pdf/sat-suite-college-board-approved-dictionaries.pdf</a></td>
</tr>
<tr>
<td></td>
<td>An approved translator can orally provide translated test directions to the student in languages not available in PDF format.</td>
<td></td>
</tr>
</tbody>
</table>
English Learner Time and One Half (+50%)

Although not an accommodation, students who require EL Time and One Half (+50%) must be identified in SSD Online by the SSD Coordinator.

- SSD Coordinator adds students via EL entry tab in SSD online
- College Board automatically approves (no documentation/letter required)
- Test Coordinator works with SSD Coordinator to create roster of English Learners receiving time and one half
- Materials are sent to schools in time for testing.

Materials are sent to schools in time for testing.
SSD Resources

Recommended
Next Steps
3-4 Months Before Test

- New users need to request access to SSD Online
- Existing SSD users should log into the account
College Board
Digital Testing Portal
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

digitaltesting.collegeboard.org
Technical Readiness


bit.ly/StepByStepGuideSAT

**Part One: Technology and Setup Verification**

- Check for Supported Operating Systems
- Check for Supported Web Browsers
- Disable Automatic Updates to Operating System
- Disable Applications that Interfere with Testing
- Check Batteries or Power Source
- Disable Pop-Up Blockers on Staff Computers
- Enable JavaScript on Staff Computers
- Check Content Filters, Firewalls, and Proxy Servers
- Confirm Wireless coverage
- Allow Appropriate URLs
Digital Preparedness


bit.ly/StepByStepGuideSAT

Part Two: Test Readiness

- Install the Secure Browser
- Run CAI's Network/Bandwidth Diagnostic Tool
- Prepare for Delivery of Tests with Accommodations
- Complete the Technical Readiness Evaluation: Test the Secure Browser
Recommended Next Steps
3-4 Months Before Test

- Review Technology and Setup Verification Checklist
- Digital Preparedness Step-by-Step Guide
Technology Requirements
Guidance for Determining Bandwidth

Your network should have enough bandwidth to support digital testing at the required performance level.

Ensure that your school’s network infrastructure can support many students using the network at once.

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.

bit.ly/CAINetworkDiagnosticTool
Selecting Test Devices

Each testing room must have a dedicated device the proctor will use to access the Test Administrator (TA) Interface. Schools must have the ability to install a secure browser client application on all test-taking devices.

- Devices must be school-owned.
- Devices must connect to the Internet (wired or wireless).
- All devices must meet the system and technical specifications.
- Devices must maintain a charge for at least 5 hours or have access to a reliable power source.
Students testing with an approved assistive technology device, should pre-test the device in the **Student Digital Test Preview mode**, prior to test day in order to ensure operational functionality.

- Desktops, laptops, iPads and/or Chromebooks are allowed.
- Apple iPads with a 9.7” display are allowed.
- Apple iPads must be 4th Generation or higher.
- External keyboards are required when administering the SAT on iPads.
- iPad Minis can not be used.
- Wireless or Bluetooth keyboards can not be used.
Recommended
Next Steps
3-4 Months Before Test

- Review the Quick Guide for Setting Up Your Digital Testing Technology available at:
  
Cambium Assessment, Inc. ™ (CAI).
It is expected that all students will test digitally. Only students who have an accommodation requiring a paper-pencil test can test on paper.

Each student must complete all sections of the test in one day unless the student has been approved for accommodations that extend testing time beyond a day.

Primary and make-up test days could vary by school.
CAI Systems

Test Information Distribution Engine (TIDE)

Test Administrator (TA) Interface

College Board Secure Browser
Test Information Distribution Engine (TIDE)

Test coordinator use TIDE to:
• Manage school and staff data
• Manage rosters
• Monitor digital test sessions
• Modify test settings for students with accommodations
• Print student test tickets
Test coordinators and other staff will use different login information for College Board assessments and other state assessments that use CAI.

- Testing staff will need to login using separate URLs.
- Student data elements and permissions in TIDE may differ from your state instance.
- Students will be represented separately in each instance of CAI systems.
Access to the Test Information Distribution Engine (TIDE)

Test Coordinators will receive access to TIDE:
Email will likely be from DoNotReply@cambiumast.com.

Once you get access to TIDE, you can assign other users to the College Board version of TIDE.

April Testers
March 4, 2022
Proctors use the TA Interface to:
• Conduct preadministration sessions
• Create test sessions
• Approve students into the test sessions
• Monitor and manage test timing
• Monitor student test status
• Identify students who may need assistance
Secure Browser

Students use the Secure Browser to:
• Access test content
• Respond to test questions.
• Prevent them from accessing prohibited applications
Schools must download the College Board’s CAI secure browser.

Depending on the operating system on student devices, you will install one of these applications.

For devices running on Windows or Mac OS.

- **CB Secure Browser**

- **SecureTest Browser**

You need to change the Organization and Assessment settings in the SecureTest Browser before students can test on Chromebooks or iPads.
Recommended
Next Steps
3-4 Months Before Test

- Work with your Technology Coordinator
- Check spam/junk folder or mark as safe emails from:
  DoNotReply@cambiumast.com
Plan Your Staff
Planning for Staffing Needs

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.

- Every testing room needs 1 proctor.
- For rooms with more than 34 students, assign additional room monitors to help.
- If you have more than 20 rooms, you will need an additional hall monitor for every five additional rooms.
- You can get detailed instructions in the Implementation Coordinator Guide.
Plan Your Staff
Planning for Staffing Needs

- Every testing room needs 1 Proctor.
- Unless your school tests only a few students, you will need additional staff to assist the Proctor.
- For rooms with more than 25 students, assign Room Monitors to help.
- For every 5 testing rooms, assign 1 Hall Monitor.
- Additional staff may be needed for students testing with accommodations. Work with your SSD coordinator to determine if any additional room monitors will be needed for these students.
- Follow local, state, and CDC guidance.
Plan Your Staff

Scenario: Your school is testing 100 grade 11 standard testers for SAT School Day.

Option 1
- You have 4 classrooms available, each with capacity for 25 students.
Therefore, you will require 6 staff:
  - 1 test coordinator
  - 4 proctors
  - 1 hall monitor

Option 2
- You have the gym available to test, which can fit all 100 students.
Therefore, you will require 5 staff:
  - 1 test coordinator
  - 1 proctor
  - 3 monitors (one hall monitor and 2 room monitors)
Prepare Your Space for Test Day
Select Your Standard Testing Rooms

- 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

The number of students testing, and the size of rooms used for testing will determine the number of rooms needed
Arrange Your Desks/Tables

• 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 desks).
• At tables, students must be seating at least 3 feet apart and facing the same direction.
• Two students can be seated at a table that is at least 6 feet long.
• Ensure unimpeded access to every student by staff.
• Provide a large, smooth writing surface, preferably desks or tables.
• Tablet armchairs 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.
Refer to the Quick Start Guide

Recommended Next Steps
3-4 Months Before Test

- Start thinking about your school schedule, number of standard testing rooms, and room configuration
- Coordinate with your SSD Coordinator for selecting accommodated testing room(s)
- Plan for technology resources in each room
Build Your Test Day Schedule
Avoid Distractions and Interruptions

School schedules may require some adjustments

Lunch Periods

• Lunches must take place only after testing is complete.

• Students may eat snacks during breaks but not break for lunch between test sections.

Bell Schedules

• Bells must be silenced during test administration.

• There should be no scheduled fire drills during test administration.

PA Announcements

• There should be no PA announcements during test administration.
Time Your Day

<table>
<thead>
<tr>
<th>SAT School Day</th>
<th>SAT School Day 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>Total</td>
<td>195 minutes</td>
</tr>
</tbody>
</table>

Consider transportation needs.
Are students arriving early for breakfast?
Are they being dismissed from school after the administration?
Flexible Start Times for Administering SAT School Day

For SAT School Day, schools can start testing earlier and/or later than usual and split their students across multiple testing groups.

- All testing must start before the first group to test completes testing; that is, no group of students can begin testing after another group has completed the test.

- Cell phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.
Recommended
Next Steps
3-4 Months Before Test

- Start thinking about your test day schedule.
Plan for a Preadministration Session & Prepare Students
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.
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/universities and scholarship/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.

Consent is only required to opt into Student Search Service and complete the questionnaire. Students can still take the SAT School Day without completing the questionnaire.
Prepare Your Students

Student Preparation

• Distribute Parental Consent Form.

• Students can find answers to general questions about the SAT and what to expect on test day at http://www.collegeboard.org/SATSchoolDay

• Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at http://www.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.

• Encourage students to discuss the Parental Consent Form and the questions asked within the SAT School Day Student Guide with their parents/guardians.
Official SAT® Practice

Start practicing

FREE practice that is...

Personalized to you
We'll create a tailored practice plan for you based on a diagnostic or your SAT or PSAT/NMSQT® scores

Official
8 full-length, real practice tests and content created in partnership with College Board

Interactive
Thousands of practice questions, videos, lessons, and hints plus study and test-taking tips and strategies

Instant
Get constant feedback and progress so you know where you stand
Free, Official SAT Practice on Khan Academy®

- Full Length Practice Tests
  Eight official practice tests plus study and test-taking tips

- Video Lessons
  Easy-to-follow videos explain problems step by step

- Interactive Problems & Instant Feedback
  Hints, explanations, and constant progress updates to know where you stand

- Daily Practice App
  More practice available on your phone featuring questions of the day

satpractice.org
• Learn more about SAT and the tools used in support of administrations
• A College Board account is not needed to access; however, you will be asked to provide your name and email.
Next Steps

- Start thinking about preadministration session
- Review the Parent Consent Letter
- Prepare your students

Recommended Next Steps
3-4 Months Before Test
Review: SAT School Day Digital

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Recommended Next Steps
3-4 Months Before Test

- Create or sign into your College Board Professional Account.
- Review Key Activities and Dates.
- Look for bulk upload access email
- New users need to request access to SSD Online.
- Existing SSD users should log into their account.
Recommended Next Steps
4-6 Months Before Test

- Look for bulk upload access email
- Start thinking about your school schedule, number of rooms, and room resources.
- Start thinking about your test day schedule.
- Start thinking about preadministration session.
- Prepare your students
Next Steps

Website
Review additional information for the SAT School Day at: bit.ly/SATStateFunded22

State Field Team
If you have questions specific to the State SAT School Day email us at: OKSAT@collegeboard.org

State Contact
If you have questions for the OSDE contact Catherine Boomer Catherine.Boomer@sde.ok.gov

Thank You!
We appreciate you taking the time to learn about administering the SAT School Day!