

2024 Spring PSAT 10/SAT State Assessment Guide

2023-
2024



RIDE Rhode Island
Department
of Education

Preparing for the NEW Digital PSAT 10/SAT Assessments

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Introduction to the NEW Digital PSAT 10/SAT Assessment

While the transition to the new digital PSAT 10/SAT is bringing a number of changes, the test will continue to measure the knowledge and skills that students are learning in high school and which matter most for college and career readiness. The PSAT 10/SAT will continue to be scored on a 1600 scale. This will allow educators and students to continue to be able to track growth across the SAT Suite of Assessments over time year after year.

Summary of changes:

- The Spring 2024 SAT School Day and PSAT 10 state assessments will have a longer testing window.
- Instead of over three hours for the current PSAT 10/SAT, the digital PSAT 10/SAT will be shorter (two hours and 14 minutes) and allow for more time per question.
 - The digital PSAT 10 and SAT are composed of two sections: reading and writing and math.

- Students have 64 minutes to complete the reading and writing section and 70 minutes to complete the math section for a total of 134 minutes (2 hours and 14 minutes).
- The digital SAT will have shorter reading passages with one question tied to each passage.
- Passages will reflect a wider range of topics that represent the works students read in college.
- Calculators will be allowed on the entire math section.
- Students and educators will get scores back in days, instead of weeks.
- As a result of the test being fully digital, the assessment management will now be done in Test Day Toolkit in lieu of TIDE.
- Students will be taking the assessment on the Bluebook application instead of Secure Browser application.

Changes In Preparation

As you begin to prepare for the 2024 Spring administration of the PSAT 10/SAT State Assessment, note that there are some changes to the tasks that need to be completed. As a result of the test being fully digital, the assessment management will now be done in Test Day Toolkit in lieu of TIDE, and students will be taking the assessment on the Bluebook application instead of Secure Browser. The checklist below outlines the tasks that should be completed in order for you to be properly prepared for the assessment.

Testing Window

	Primary Testing Window (make-ups may take place in this window immediately following completion of primary testing)	Make-up Testing Window (primary testing cannot begin during this window)
PSAT	April 1-12, 2024	April 22-26, 2024
SAT	April 1-12, 2024	April 22-26, 2024

For questions, please contact Tricia Bowler at (Tricia.Bowler@ride.ri.gov or 401-222-8478)

2023-2024 PSAT/SAT School Day Test Coordinator Checklist

Date	Action Item	Additional Resources
SEPTEMBER		
	Testing staff should create a College Board professional account.	www.collegeboard.com
9/18/23	Test Coordinators attend Part 1 Test Coordinator Training. (visit the RIDE website to view the recorded webinar of the training)	https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials
	SSD Online Coordinators should begin to enter accommodations into College Board’s SSD Online system.	https://ssdonline.collegeboard.org/ssd
NOVEMBER		
11/8/23	Technology Coordinators should attend the Technology Coordinator Webinar. (visit the RIDE website to view the recorded webinar presentation)	Tech Readiness: Understanding Bluebook for SAT-PSAT State Administration GoToStage.com
DECEMBER		
12/12/23 12/14/23	Test Coordinators and SSD Online Coordinators attend SSD Online workshop in person or webinar.	Presentation: Assessment Accommodations RI Department of Education Webinar recording link: Service for Students with Disabilities (SSD online) GoToStage.com
JANUARY		
1/23/24	Test Coordinators attend Part 2 Test Coordinator Training.	Registration link: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1919
	Ensure enrollment information is accurate in enrollment census, special education census and MLL census. RIDE will pull student data for initial pre-identification information	Presentation and recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials
	Begin working with the principal and other test day staff to determine room and staffing needs.	https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials
6-7 WEEKS BEFORE TEST DAY FEBRUARY		
2/8/24	SSD Online Coordinators confirm ALL accommodations requests have been entered into	

	SSD Online and review to ensure they are accurate (changes cannot be made to Bluebook or TDTK).	
	Ensure all staff have access to Test Day Toolkit.	SAT School Day Supports for English Learners - SAT Suite (collegeboard.org)
	Online training for test coordinators is available in Test Day Toolkit.	Refer to pg. 7-8 of this document
	Review the sample Testing Staff Agreement with anyone who will be involved in preparing for or administering the PSAT 10 or SAT, including support staff.	
	Print translated test directions if needed.	
	Plan for your Digital Readiness Check.	
	Plan test day schedule and accommodated testing window schedule.	Digital Readiness Check – SAT Suite College Board
	Schedule and conduct staff training.	
	Technology Coordinators should begin preparing digital workstations and school network for testing.	
	<ul style="list-style-type: none"> ○ Confirm batteries hold a charge for 5 hours or devices have access to a reliable power source ○ Confirm student test-taking workstations meet software and hardware requirements and have Bluebook installed. 	
	Test Coordinators confirm all staff have access to Test Day Toolkit.	
3-4 WEEKS BEFORE TEST DAY FEB-MARCH		
	Ensure students have opportunity to interact with the practice tests.	Refer to pg. 7-8 of this document
	Add any new staff to Test Day Toolkit.	
	Create rooms and assign students.	
	Review rosters in TDTK.	
2/24/24	Ensure all required training is completed.	
	Assign roles in TDTK.	
TWO WEEKS BEFORE TEST DAY MARCH 15, 2024		
	Test Coordinators prepare materials related to test day (QUIET signs, rosters, schedule, room	

	assignments etc) and finalize implementation plan for administration of assessment.	
	Print sign-in tickets.	
	Notify school staff of testing room assignments and schedule.	
	Distribute the Digital Readiness Guide to testing staff.	
	Ensure students with accommodations are prepared for the Digital Readiness Check.	
	Conduct the Digital Readiness Check.	
1 WEEK BEFORE TEST DAY MARCH 25, 2024		
	Test Coordinators finalize implementation schedule/plan.	
	Begin reprinting sign-in tickets if necessary.	
	Make sure all devices have Bluebook installed.	
	Notify students of when and where to report on test day. Post testing room assignments.	
	Post room assignments for non-testing students	
	Review assignments with staff. Ensure all proctors are familiar with Test Day toolkit	
	Hold a brief assembly with students who are testing to prepare them for test day.	
	Review facility preparation with custodial staff.	
1 DAY BEFORE TEST DAY MARCH 28, 2024		
	Prepare testing room packets for proctors (tickets, translated scripts, rosters).	
	Ensure that testing room arrangements align with seating policies.	
	Check that all staff have signed the Testing Staff Agreement.	
	Remind staff to cover any instructional materials in the testing rooms before admitting students.	
DURING TEST WINDOW APRIL 1-17, 2024		

	Make sure that all announcements and bells are discontinued for the duration of testing.	
	Deliver testing packets to proctors.	
	Admit students to the testing area/rooms. Annotate your Master Student List or have staff annotate room rosters as students check in.	
	Post any revised testing room assignments and room assignments for non-testing students.	
	Maintain security in your school and support testing staff while testing is in progress.	
	Report test administration irregularities (if any) to both : <ul style="list-style-type: none"> ○ College Board (through Test Day Toolkit) ○ RIDE (through the State Assessment Test Irregularity Application) 	
	Remind proctors to post Quiet, Please and No Electronic Devices flyers, if available.	
	Remind staff to instruct students to power off electronic devices and to then collect them according to school policy.	
	Keep track of students in need of make-up tests.	
MAKE-UP WINDOW		
APRIL 22-26, 2024		
	Conduct all make up sessions.	
	Collect materials from proctors.	
	Prepare any paper-based tests for return.	
	Return test materials.	
AFTER TESTING		
MAY		
5/28/24	Attend Score Reporting Workshop .	Registration link: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1922

Quick Guide for Using Test Day Toolkit

How do I add staff to TDTK?	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit Staff page 2. Add Staff to open new form and add contact details (or select returning staff from list)
How will staff get access to TDTK	<ol style="list-style-type: none"> 1. Staff will complete 2-step verification <ol style="list-style-type: none"> a. Receive email with instructions b. Click link in email 2. Sign into College Board professional account <ol style="list-style-type: none"> a. Choose a way to get code Enter code
How will I grant test day access to staff?	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit Staff page and check the box next to a name OR check the box at the top of the list to grant access to ALL staff at once. 2. Choose Grant toolkit access from the Action drop-down 3. Click Go
How do I remove staff from a test administration?	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit Staff page and check the box next to a name 2. Choose Remove from administration from the Action drop-down 3. Click Go
Where do I find my student rosters?	<p>Go to:</p> <p style="text-align: center;">Test Day Toolkit All Students page</p>
How do I look up student information?	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit All Students page 2. Search for a student 3. Click their name to view information and accommodations (room assignment can also be changed on this page)
How can I edit student information?	<p>Student roster information cannot be edited in TDTK</p>
How do I print sign-in tickets?	<ol style="list-style-type: none"> 1. Click Print Sign-In Tickets from homepage <ol style="list-style-type: none"> a. Choose an option for printing: Sort alphabetically or by room
How do I know if a student's test submission was successful?	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit All Students page 2. Sort roster by testing status 3. Look for students marked present but don't have submitted status

<p>How do I add testing rooms?</p>	<p>Go to:</p> <ol style="list-style-type: none"> 1. Test Day Toolkit All Rooms page 2. Give each room a seating capacity and a name 3. (if using the room for multiple sessions, must add a room for each to create a unique roster) <p>Use the following naming convention for rooms that are being reused:</p> <ul style="list-style-type: none"> ○ Add month and day after room name: <ul style="list-style-type: none"> • ROOM 211 April 12 AM • ROOM 211 April 12 PM • ROOM 211 April 13 <p>4.If possible, reserve a room for late students (you will need to reassign the students into that room before the can enter a room code)</p>
<p>How do I assign students to rooms?</p>	<p>This is not required but recommended.</p> <ol style="list-style-type: none"> 1. Go to Test Day Toolkit All Students page and filter by roster 2. Select multiple students and use the Action drop-down to move them in bulk

Check College Board’s [“In School Testing”](#) page frequently for any updates in Test Day Toolkit or Bluebook.