CollegeBoard

RIDE Rhode Island Department of Education

Digital Implementation Workshop for Test Coordinators

Spring 2024 RIDE SAT / PSAT 10

January 2024

Today's Agenda

Trainer: Jenn Wolf Belda

Objective

To provide a deep understanding of the RIDE-provided Spring 2024 Digital SAT and PSAT 10 assessments and support school test coordinators to best prepare schools.

Agenda

Test Overview
- Testing Window and Key Deadlines
- Test Specifications
- Student Eligibility
- Staff Roles and Eligibility
- Fall 2023 to Spring 2024 Differences

Before Test Day
- Accommodations and Supports
- Rostering
- Room Readiness
- Technology Readiness
- Digital Readiness Check
- Practice
- Test Day Toolkit

On Test Day
- Student Check-In
- Proctors Check-In Students
- Monitoring Testing

After The Test
- Score Return Dates
- College Board's K-12 Assessment Reporting Portal
- Student Score Reports

Training and Communication

Resources

Questions and Answers

Test Overview

Testing Window and Key Deadlines

Test Specifications

Student Eligibility

Staff Roles and Eligibility

Fall 2023 to Spring 2024 Differences

CollegeBoard

Testing Window and Key Deadlines

Spring 2024 Digital Testing Window for SAT & PSAT 10

Rhode Island SAT School Day and PSAT 10 Spring 2024 Testing Window

- Primary: April 1 – April 12
- Retests/Absentees: April 22 – April 26

Please note: New tests will not be provisioned after April 23.

Sample Testing Schedules (Standard Time)

Timeline	Monday	Tuesday	Wednesday	Thursday	Friday
Week of April 1		Morning: SAT Afternoon: PSAT 10	Morning: PSAT 10 Absentees Afternoon: SAT Absentees		
Week of April 22		All SAT Reschedules and Retests	All PSAT 10 Reschedules and Retests		

Timeline of Key Activities

Activity	SAT School Day Spring 2023-24
College Board Accommodation Requests	Deadline: February 12
EL Time and One-half Requests	Deadline: February 12
State Allowed Accommodation Requests	Deadline: February 12
Test Day Toolkit Available to Coordinators	Week of February 6
Required Test Staff Training Available (Online)	Week of February 12
Digital Readiness Activities	Two Weeks to One Day Prior To Testing
State Testing Window	Primary: April 1 – April 12 Retests: April 22 – April 26
Score Release in College Board's K-12 Reporting Portal	Tested April 1-12: Starting April 30 (educators) Tested April 22-26: Starting May 14 (educators)

SAT and PSAT 10
Overall Testing Time (with breaks)

Timing	PSAT 10	SAT
Standard time (with breaks)	2 hours 24 minutes	2 hours 24 minutes

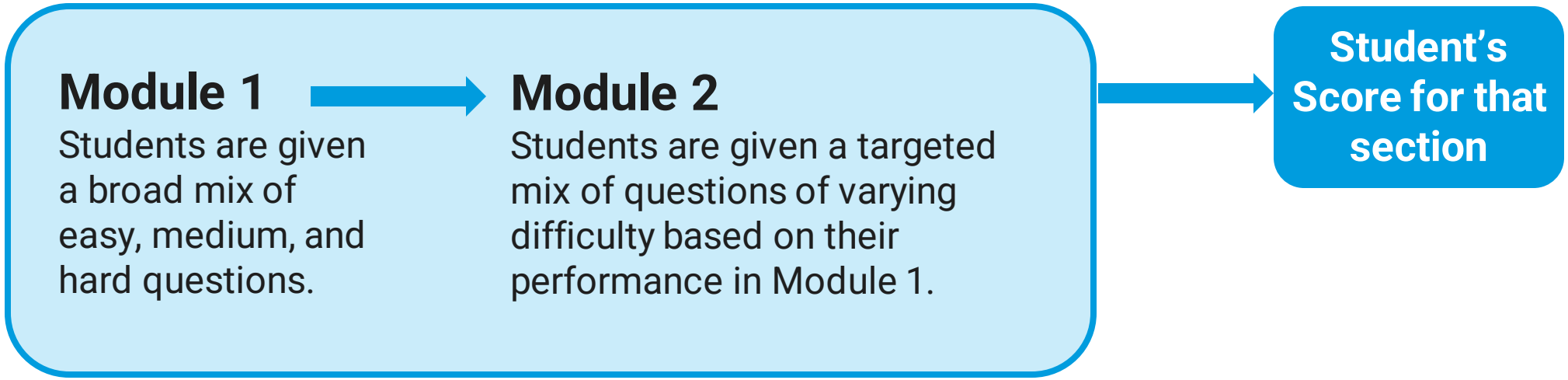
Additional timing options are possible for some accommodations.

Reading and Writing	Math
54 questions (1 section, 2 modules)	44 questions (1 section, 2 modules)
64 minutes (32 minutes per module)	70 minutes (35 minutes per module)
Discrete Questions Multiple Choice with 4 Options	Discrete Questions Multiple Choice with 4 Options (≈75%) Student-Produced Response (≈25%)

There is a 10-minute computer-timed break after the Reading and Writing section prior to the Math section.

Test Specifications

Digital SAT and PSAT 10 have two modules per section



NOTE: This set-up is called "multi-stage" adaptive. As opposed to "item-level" adaptive testing, students can go back to prior questions within a module, and the test adapts based upon a greater amount of student performance information than a single response.

Paper vs. Digital SAT Test Specifications – Reading & Writing

96 total questions (2 sections)	→	54 total questions (1 section)
100 total minutes (1.04 min/question)	→	64 total minutes (1.19 min/question)
Set based questions	→	Discrete questions

Paper vs. Digital SAT Test Specifications – Math

58 total questions 2 sections – calculator and no calculator	→	44 total questions 1 section – with calculator
80 total minutes (1.38 min/question)	→	70 total minutes (1.59 min/question)
Discrete and set based questions Four-option multiple-choice (≈78%) Student-produced response (SPR) (≈22%)	→	Discrete questions Four-option multiple-choice (≈75%) Student-produced response (SPR) (≈25%)

Student Eligibility

RIDE SAT School Day and PSAT 10 Student Eligibility

- All public-school students, whether served by their home school or outplaced to a serving school, are required to participate in state assessments based on their grade level in your student information system (SIS) at the time of testing.
  - Homeschooled students may test. They will test digitally with the school and will need to be registered in the SIS as "H" for homeschool.
  - Alternate Assessment Students: Students who qualify for the alternate assessments will not take the SAT or the PSAT 10.
  - Tenth-grade students will not participate in state assessments. There are NO alternate assessments at the 10th grade.
    - Eleventh-grade students will take the Dynamic Learning Maps (DLM) alternate assessments in English language arts, mathematics, and science.

- Students Attending Outplacement Schools: It is expected that students attending an outplacement school, whose tuition is paid for by a Rhode Island LEA, will participate in the required tests for their current grade level. Students attending outplacement schools are expected to participate in the PSAT 10 administration in grade 10, and the SAT or DLM alternate assessments in grade 11.

- All questions regarding student eligibility should be directed to RIDE by calling Tricia Bowler at (401) 222-8478 or writing to tricia.bowler@ride.ri.gov. Please do not include any secure student information if sending an email inquiry.

Staff Roles and Eligibility

Testing Staff Roles and Responsibilities Overview

School Test Coordinator

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports

Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC to administer the SAT to students testing with accommodations

Testing Staff Roles and Responsibilities Overview

Technology Coordinator

- Works with TC and SSD coordinators to meet student technology needs for test day
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room

Technology Monitor*

*New required role for digital testing on testing days

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school technology coordinator or another staff member altogether

Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students when needed, and keeps room free of distractions
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit

Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

Test Staff Eligibility

Please note that while many requirements remain the same as in previous years, there are some key differences for the digital SAT Suite.

School Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the TC for the same test their child or household member is taking.
- Staff members may serve as the TC for the same test their child or household member is taking if their *child or household member* attends a **different school (including within the district)**.

Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

Note: Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.

Fall 2023 to Spring 2024 Differences

Fall 2023 to Spring 2024: What is Different?

College Board continues to learn from feedback to improve and enhance the digital testing experience.

Updated Item	Fall 2023	Spring 2024
Guides	Multiple Guides	One Test Coordinator Manual and one Proctor Manual with fewer supplemental guides.
Scratch Paper	3 pieces required for each student	1 piece required for each student; more allowed if requested
Staff	Individual Staff and Room Information Upload to Test Day Toolkit	Option For College Board Assistance for Bulk Staff Upload and Room Setup in Test Day Toolkit
Digital Readiness Check	No status reporting available for Digital Readiness Check	Exam Setup Status Available in the State Data Management System (SDMS)
Rostering	School/District Rostering: • Schools or Districts Upload Student Rosters To SAT Suite Ordering & Registration (SSOR)	RIDE Rostering: • RIDE will upload full enrollments files daily starting in early February. • SSOR Not Used In Spring
Accommodations	No State Allowed Accommodations	State Allowed Accommodations available
EL Supports	No English Language Supports for PSAT/NMSQT	English Language Supports available for SAT and PSAT 10.

Before Test Day

Acoommodations and Supports

Rostering

Room Readiness

Technology Readiness

Digital Readiness Check

Practice

Test Day Toolkit

Accommodations and Supports

Accommodations

Universal Tools

Some tools are available to all test takers and don't require accommodation requests:

- Zoom
- Color contrast
- Calculator (Desmos)
- Math Reference Sheet
- Annotator (highlighter and notepad)
- Mark for review
- Answer eliminator (Strikethrough)
- Question navigator (to quickly review and navigate to specific questions)
- Expand passage or item
- Student clock counts down time left for each section and gives a five-minute warning

- SSD Online is integrated with Test Day Toolkit and Bluebook. Approved accommodations in SSD Online will automatically transfer to Bluebook if matched to student information.
- College Board-approved accommodations, state-allowed accommodations, and extended time for EL students must be entered in SSD Online.
- For digital testing, the default for all accommodated students is online testing. Paper tests are available if:
  - Students cannot test digitally due to their disability, as stated in their IEP/Section 504 plan.
  - When a request for an accommodated paper test is approved in SSD Online, College Board will take proper measures to ship paper materials to the school for testing.

Requesting Accommodations and EL Supports

- SSD Coordinators should request testing accommodations for students with disabilities and time and one-half support for English language learners in SSD Online.
  - **Returning SSD Coordinators:**
    Ensure access to SSD Online is still active.
  - **New SSD Coordinators:**
    Please complete the SSD Online Access Request form and return it to College Board. A Principal or Assistant Principal signature is required.

Spring 2024 Deadlines

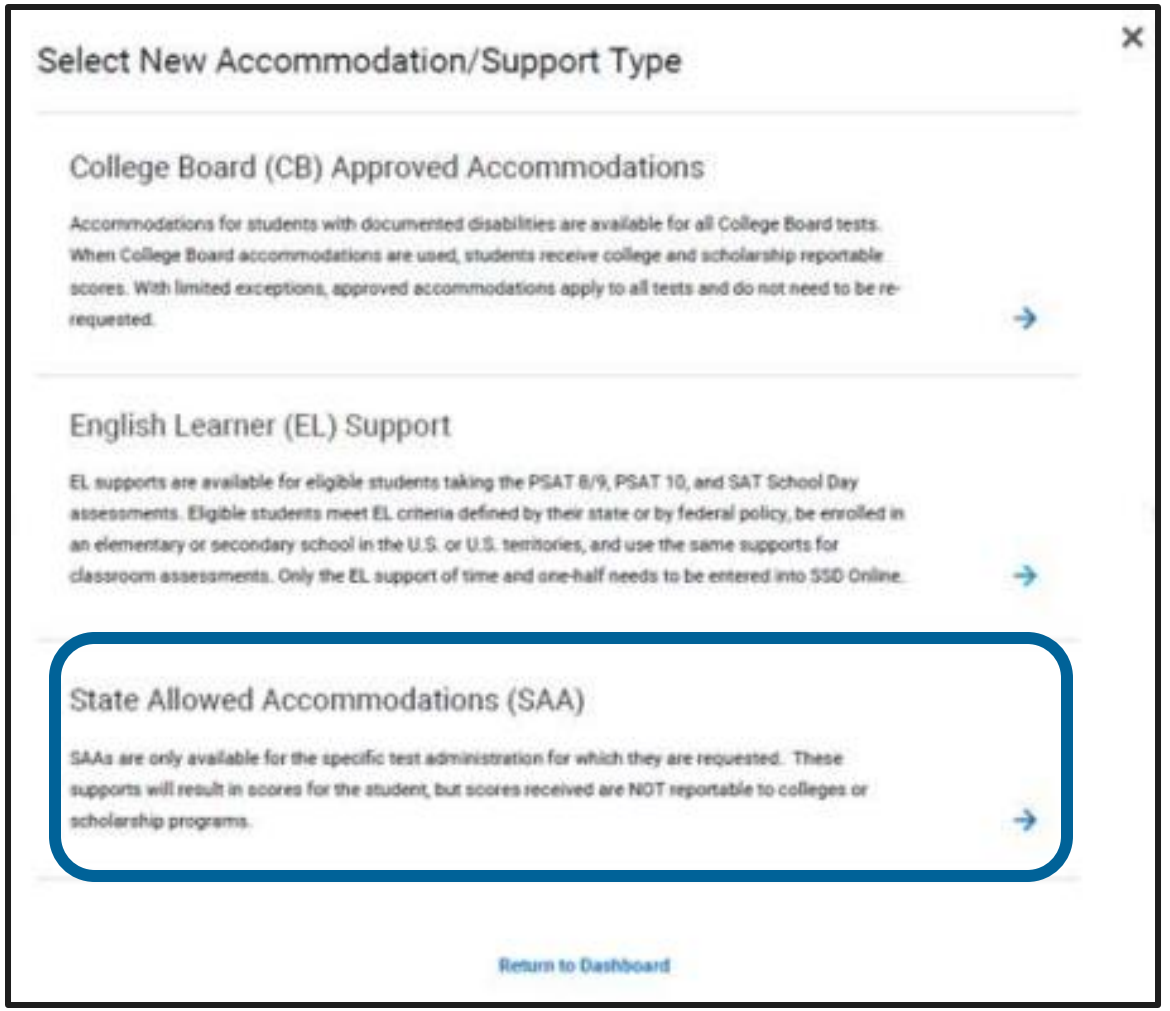
Activity	Deadline
College Board Approved Accommodations Requests	February 12, 2024
English Learner (EL) Time and One-Half Requests	February 12, 2024
State-Allowed Accommodations (SAAs) Requests ***Open as of January 9, 2024***	February 12, 2024

- State-Allowed Accommodations should be used only in very rare circumstances, as they result in a non-college reportable score.
- Accommodations and Supports may be submitted after the deadline but are not guaranteed for approval in time for your scheduled test day.

State Allowed Accommodations

State Allowed Accommodations (SAAs) are accommodations for tests that are not approved and/or supported by College Board but are approved for students testing in the RIDE-provided spring 2024 administration.

- Participation and diploma requirements are satisfied when students use SAAs.
- Scores for students using SAAs are not college reportable.



Digital SAT and PSAT Testing Time (with Breaks)

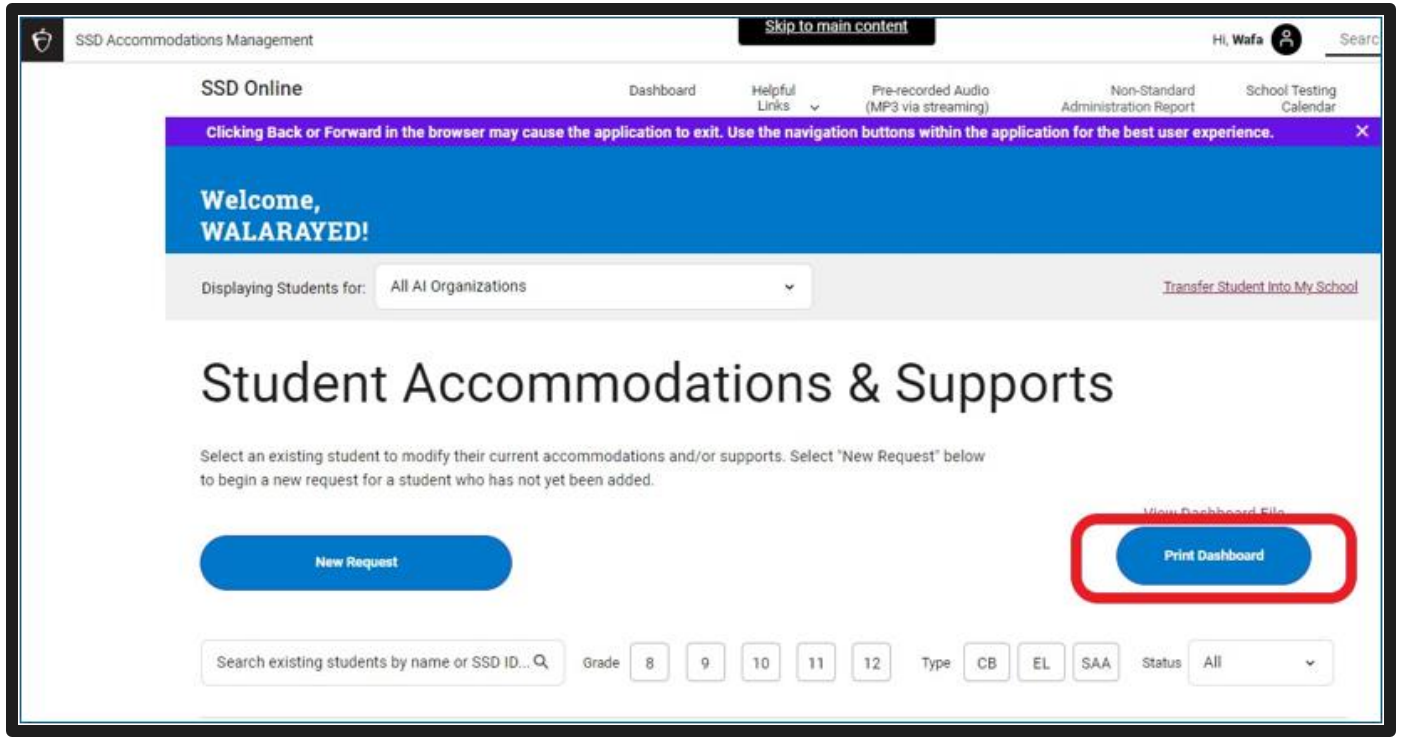
Timing	SAT and PSAT 10
Standard time	2 hours 24 minutes
Time and one-half (reading)	3 hours 41 minutes
Time and one-half (math only)	3 hours 9 minutes
Double time (reading, which includes math)*	4 hours 58 minutes
Double time (math only)	3 hours 44 minutes

All tests include a 10-minute break between the Reading and Writing and Math sections

*Double time (reading) includes a 20-minute nutrition break between Reading and Writing and Math.

Printing the SSD Dashboard

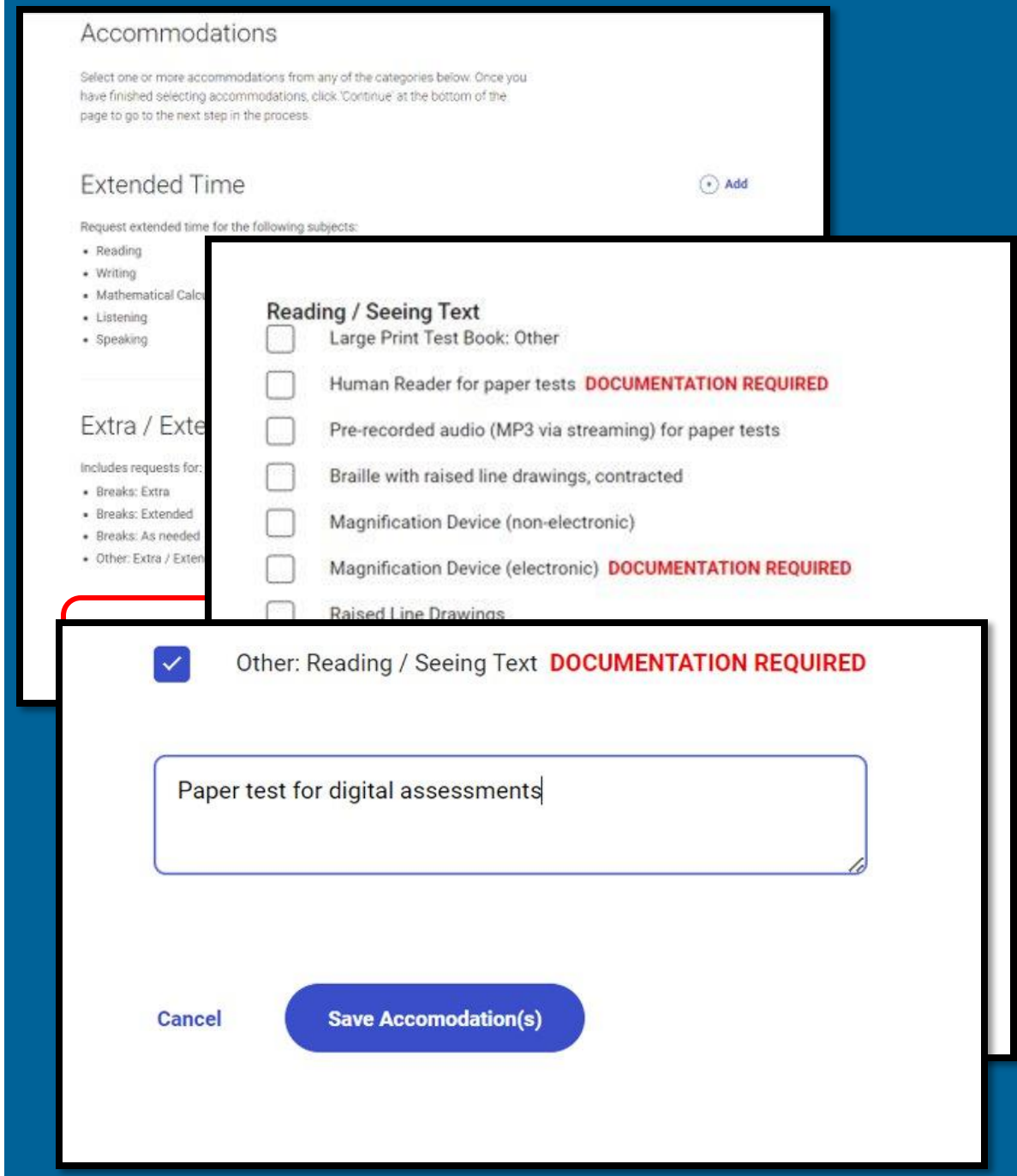
- Review the approved accommodations for all students at your school to make sure they still meet students' needs.
- New this year, you can export the SSD Online dashboard to make this process easier.
  - Click the blue “Print Dashboard” button to export the dashboard.
  - Sort and filter data in the .csv file.



NOTE: The Nonstandard Administration Report (NAR) is no longer available. Please utilize the Print Dashboard functionality when planning testing rooms.

Requesting a Paper Testing Accommodation

- Most students will take the digital SAT or digital PSAT 10
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT and PSAT 10, are not adaptive tests and are **longer** testing experiences.
- SSD Coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.



English Learner (EL) Supports for Digital Testing

Translated Test Directions

- Printed versions of the test directions can be downloaded by educators in February 2024 and distributed to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.
- Other languages can be supported "on the fly" by approved translators.

Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on College Board's website.

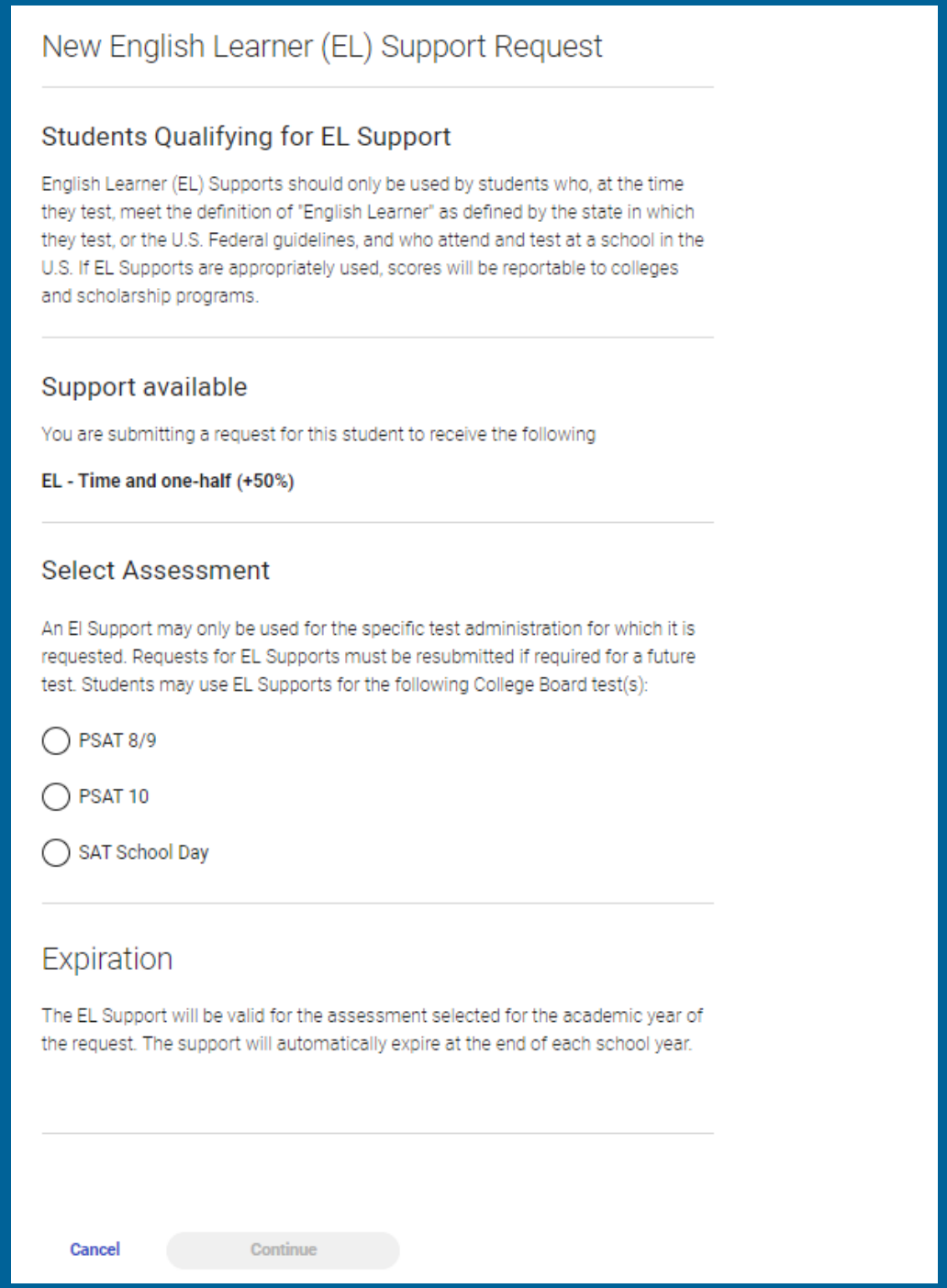
EL Time and One-Half (+50%)

- Students must sit for the entire time allotted. They cannot go ahead in the test even if they are the only one testing.
- Submit in SSD Online on an annual basis. They are automatically approved, and no documentation is required.
- Students using this support may be tested with other students using the same timing.

Requesting English Learner Supports

- EL time and one-half must be requested in SSD Online annually.
  - No documentation is required.

- Use of translated test directions and approved word-to-word bilingual dictionaries **does not** require a submission in SSD Online.



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Rostering

Digital SAT Suite Student Data Privacy

Information provided by the state:

- First and last name
- Attending institution
- Date of birth
- Grade level (test is derived by grade level)
- Gender
- State Student ID

❖ *Please exercise caution when handling student PII.*
❖ *If it becomes necessary to discuss an issue that involves PII, please opt for communication via telephone whenever possible.*

Registration and Rostering

RIDE is scheduled to upload an initial registration files beginning February 6, 2024

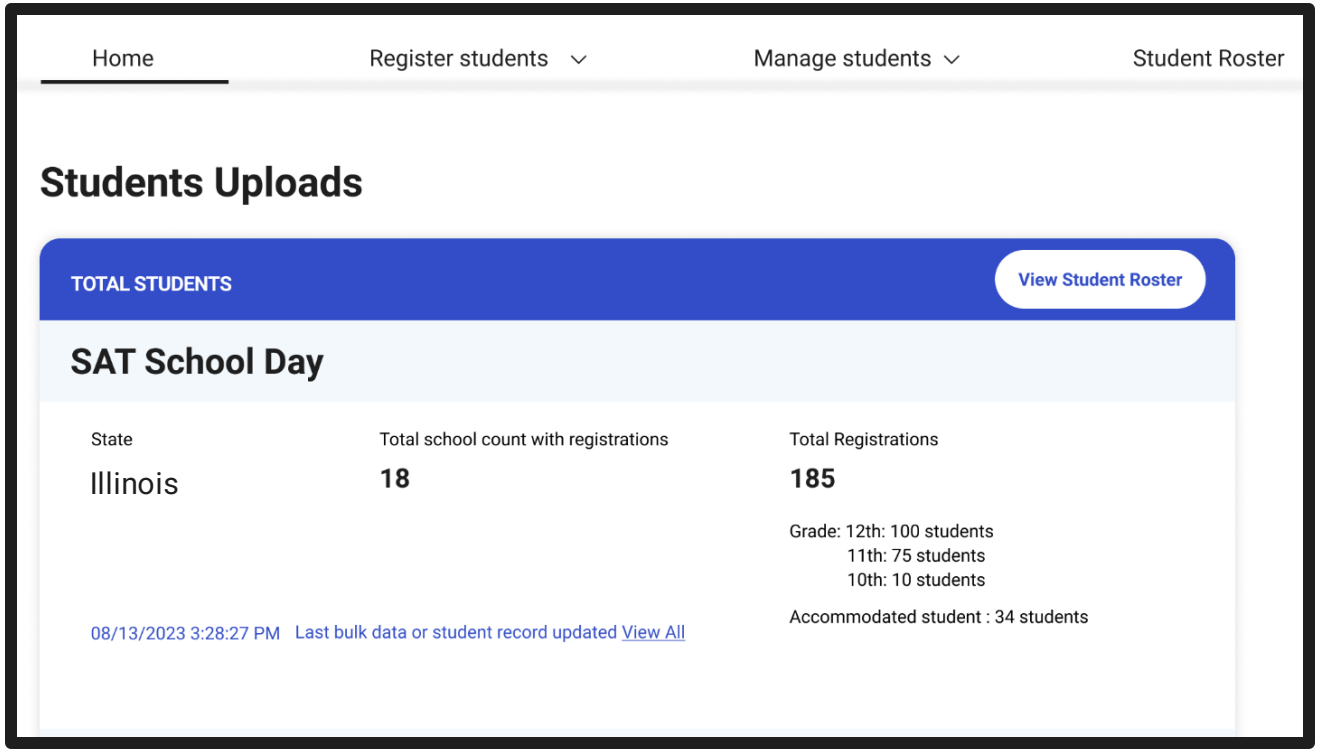
School rosters will populate into the State Data Management System (SDMS)

Rosters – with SSD information – are scheduled to populate into Test Day Toolkit the week of February 12, 2024

State Data Management System (SDMS)

The State Data Management System (SDMS) is the new College Board system that RIDE will use to register students for Spring 2024 testing.

- School test and SSD coordinators will have access to SDMS to complete several important tasks, such as:
  - Waiving accommodations for students for spring 2024 tests
  - Monitoring test readiness and completion status
- Additional information regarding SDMS will be available in early February.



Room Readiness

Preparing the Test Rooms

- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- A clock must be visible to all students.
- All chairs must have backs and face forward in the same direction.
- Tablet-arm chairs may be used if they have a minimum writing surface of 12x15 inches.
- Maps, charts, or other teaching materials must not be visible.
- Students cannot use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers.
- Computer labs may be used for testing.
- Students must be seated with at least 3 feet from the center of their computer to the center of the next student's computer.
- Access to power strips/power supply should be available.

Help Room

- The Help room should be staffed with personnel who are prepared to help students with troubleshooting issues.
- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out, and extra charging cords and power strips.

Late Room

- If there is an extra room and proctor available, it is recommended to add a late room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to that proctor's room.
- If no late room is available, those students would need to be scheduled to test on another day within the testing window.

Technology Readiness

Testing Device Requirements

Laptop
Tablet
School-Managed Device
(Chromebook or Desktop)

External mice are allowed
(wired or Bluetooth)

Testing device should be plugged into a power source or be able to hold a charge for the full exam.

Testing device must be able to connect to the school network via ethernet or Wi-Fi.

Device Specifications

- Windows laptops/tablets must be running Windows 10 or 11 (Home, Pro, Education, and Enterprise) and have at least 250 MB of free space available. Windows SE is not supported.
- Mac laptops must be running macOS 11.4 or later and have at least 150 MB of free space available. Both Intel and Apple processors are supported.
- iPads must be running iPadOS 14-16 OR 17.1+ (not 17.0.0 – 17.0.3) and have at least 150 MB of free space available.
- School-managed Chromebooks from 2017 or later and should be running Chrome 114+ and have at least 150 MB of free space available. You cannot run Bluebook on a personal Chromebook. Bluebook won't run on an OS below ChromeOS 102.
- For the latest information, visit: https://bluebook.collegeboard.org/technology/devices/requirements

Download Bluebook

Chromebook Installation	Mac Installation	iPad Installation	Windows Installation
Bluebook runs in kiosk mode, so it's available only on Chromebooks managed through the Admin console in Google Workspace.	Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.	Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.	Students needs write access to their local folder to allow for installation and testing.

Network Requirements

Remember to exempt the below domains from all SSL/TLS decryption rules if you're certificate pinning.

Open the 443/TCP port and protocol for traffic to and from those domains.

Test	Bandwidth
SAT School Day (and other assessments in the Suite)	200 Kbps Upload and Download

Network Specifications – Bluebook Technology | College Board

Bypass List

Let traffic to and from these domains bypass firewalls, content filters, proxy servers, and any other security appliances or software:

- **College Board**: Use a wildcard at the root level to make Bluebook testing possible: *.collegeboard.org
- **Apple App Store**: Enable Bluebook updates if students are testing on Macs or iPads.
- **Sentry**: Use a wildcard at the root level to help us troubleshoot test day issues: *.sentry.io

Digital Readiness Check

What is a Digital Readiness Check?

- A digital readiness check is a student-led pre-administration session to check for device readiness, registration accuracy, and to allow access to practice the testing experience.
- Administer a Digital Readiness Check session 1-2 weeks prior to the scheduled test day.
- Test Day Toolkit is **NOT** needed to manage a Digital Readiness Check.
- Do **NOT** provide room or start codes to students during the Digital Readiness Check. Those codes are provided only during Check-In on the scheduled test day.

The Digital Readiness Check has three components, two of which are mandatory:

1. Device Readiness
2. Exam Setup
3. Test Preview (Optional)

Conducting a Digital Readiness Check – allow 25 min

Start Here

Test coordinator prints sign-in tickets for students from Test Day Toolkit.

Test coordinator distributes sign-in tickets to proctor(s) of Digital Readiness Check.

Students sign into Bluebook using sign-in ticket. This is the same information they will use to sign in on test day.

Students will click the 'Test Your Device' button. Bluebook will check that their device is up to date.

Students will complete exam setup, including confirming their name and approved accommodations (if applicable) are correct.

Students will agree to testing rules, have the option to opt-in to BigFuture School App, select their 4 free score sends, and review optional questions.

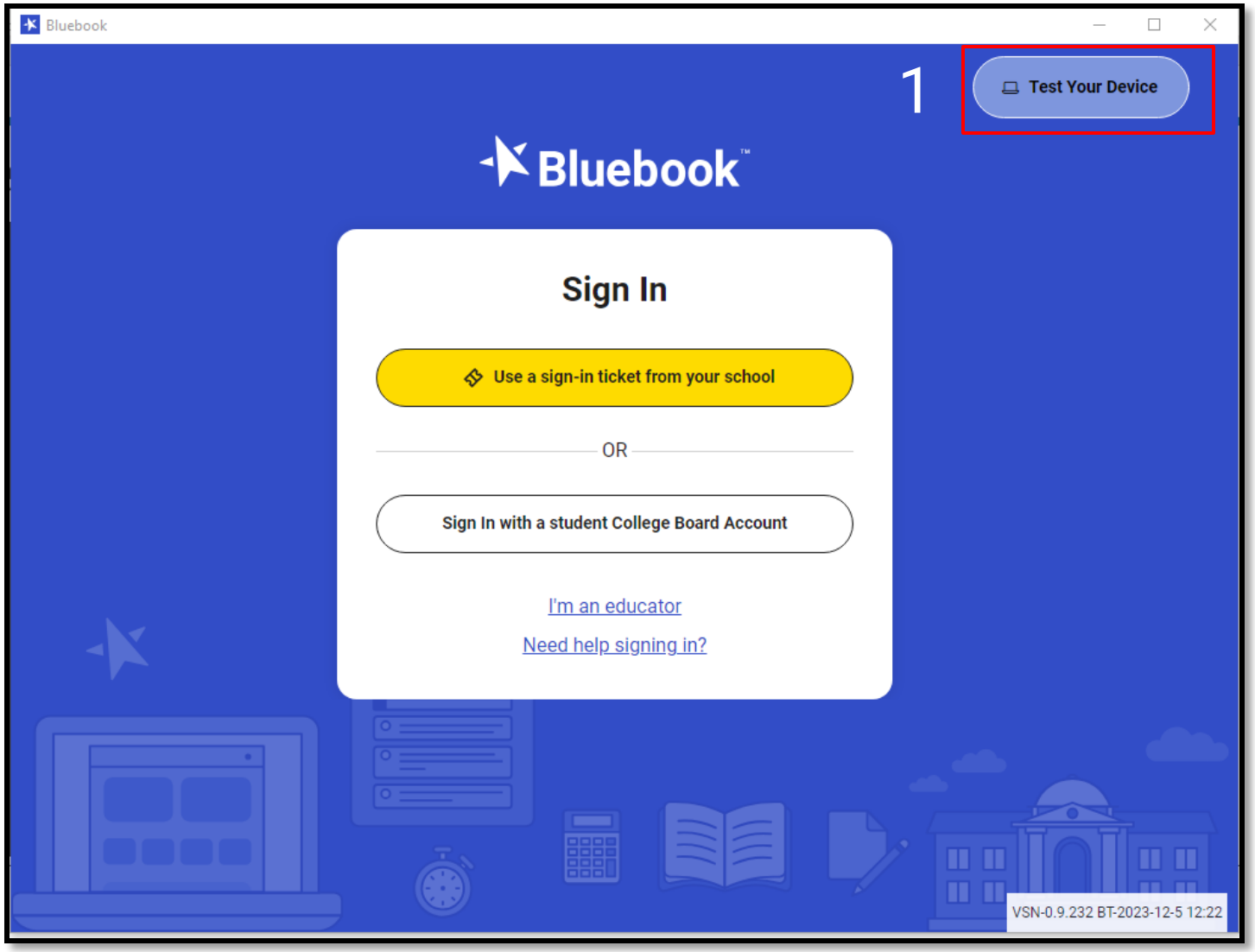
Students will see the checklist of what to bring on test day and a final screen confirming setup is complete.

Students can now take an optional test preview (10 minutes) to explore the testing interface.

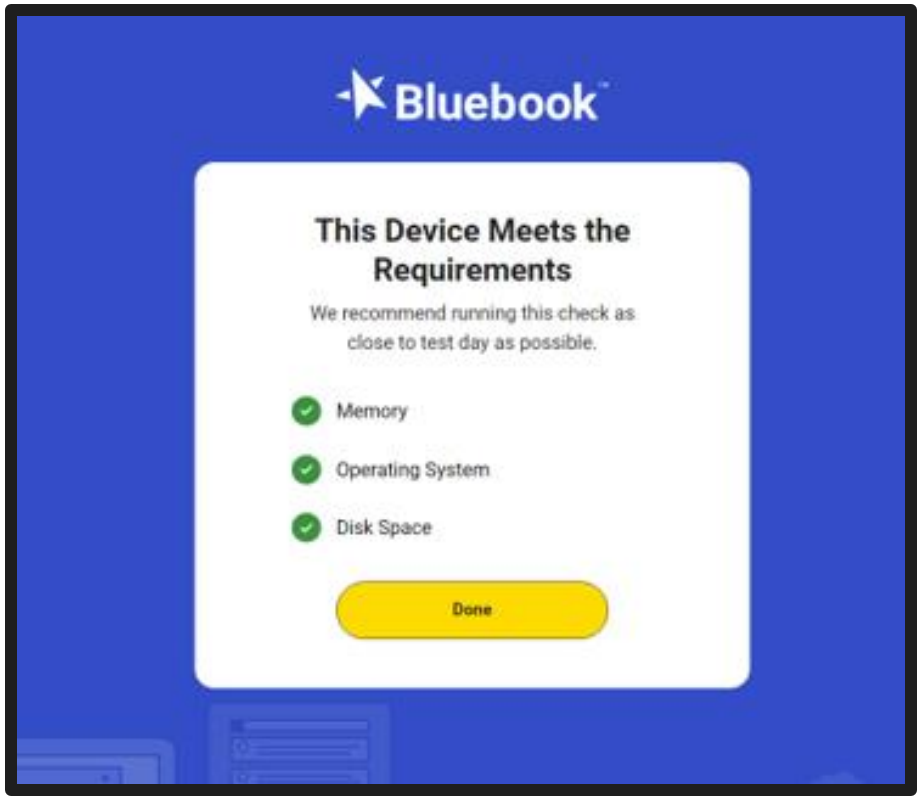
Digital Readiness check is COMPLETE!

1. Device Readiness Check

- **Click 'Test Your Device' in the upper right corner.**
- **Students do not need to sign in for this step.**

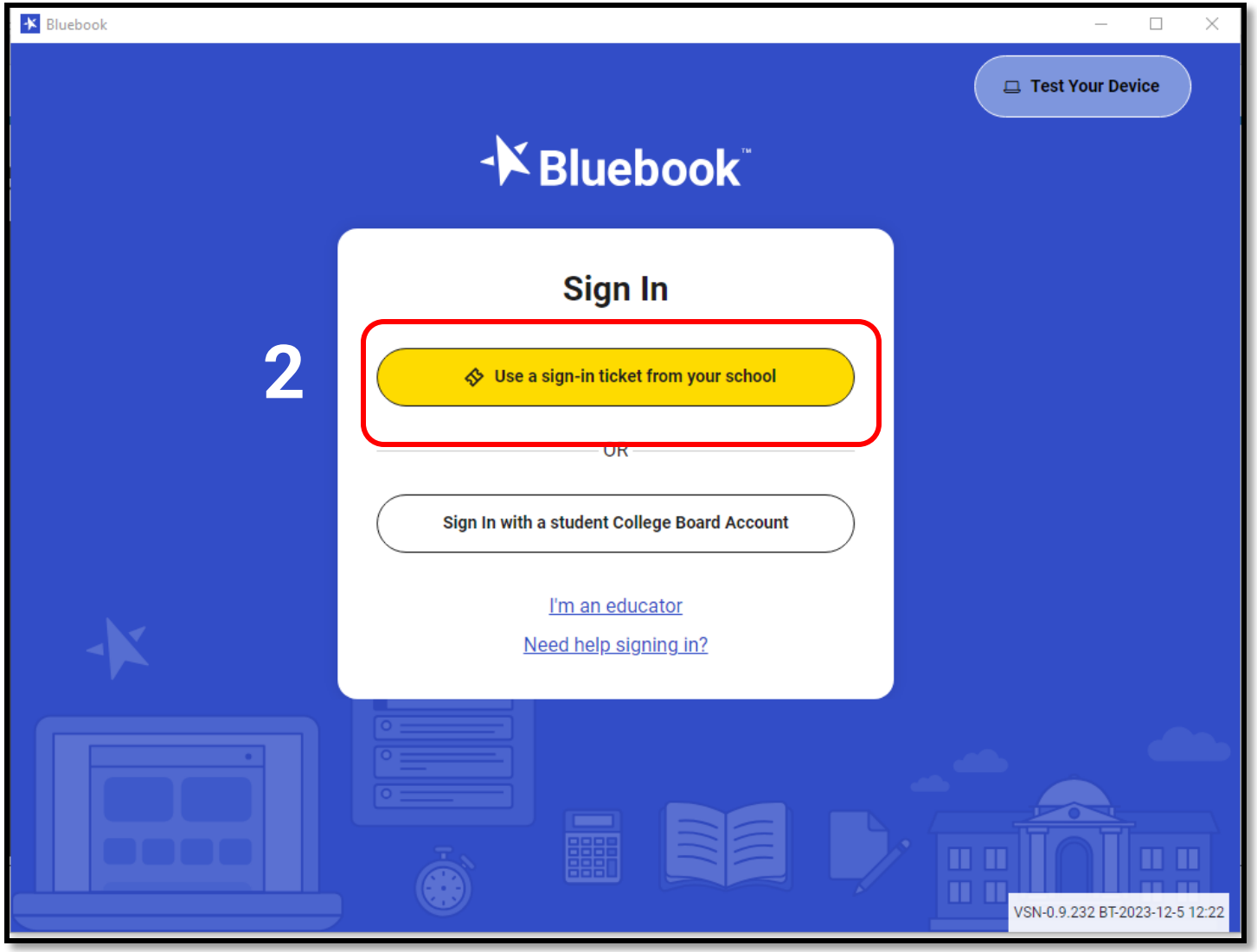


Device Readiness Check



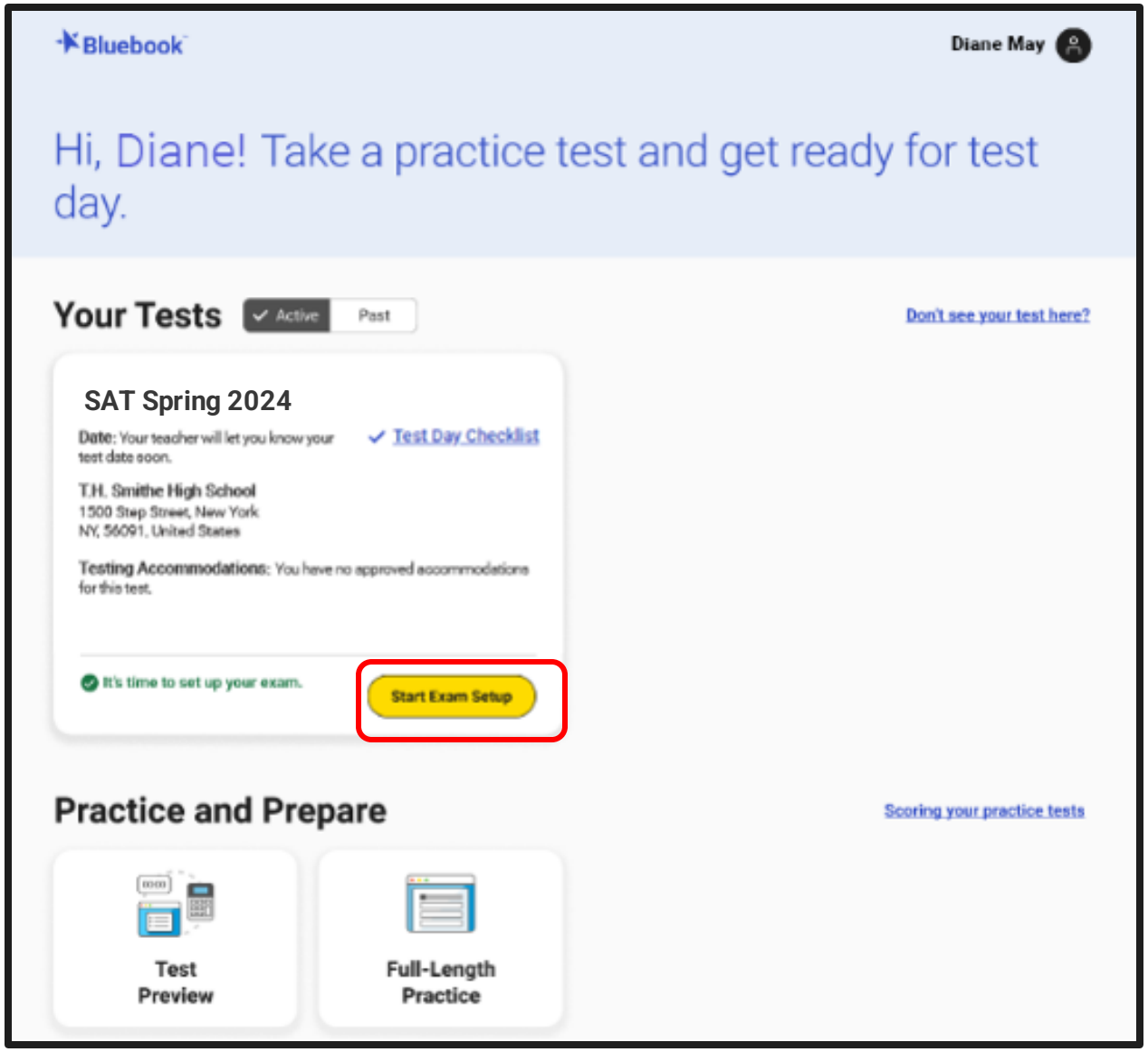
2. Login to Bluebook

Students should use their sign-in ticket to login to Bluebook.



Bluebook Home Page Test Card

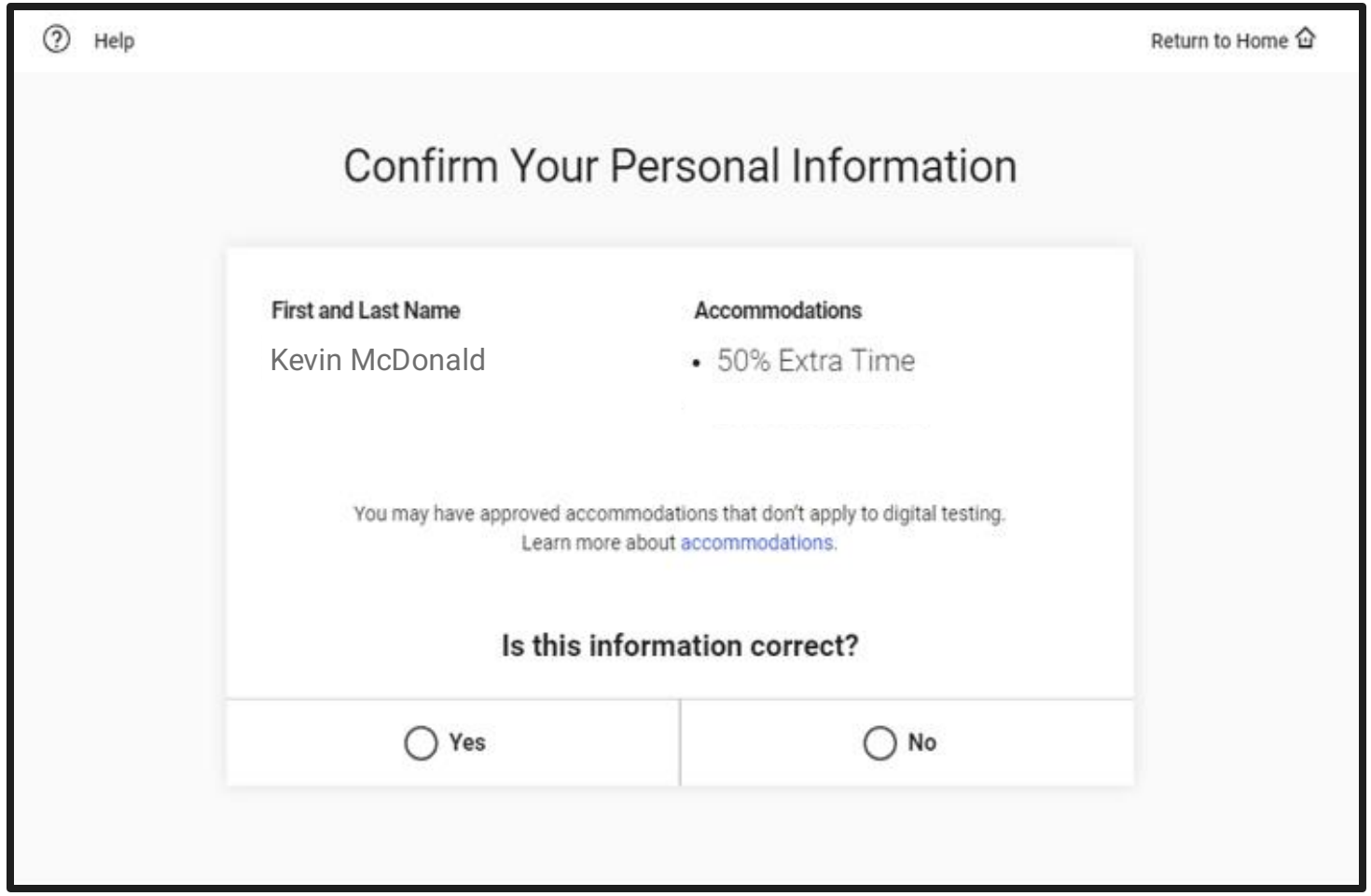
Once the students have completed the device test and ensured their testing device is configured correctly for test day, they can begin Exam Setup.



Exam Setup – Confirm Your Information

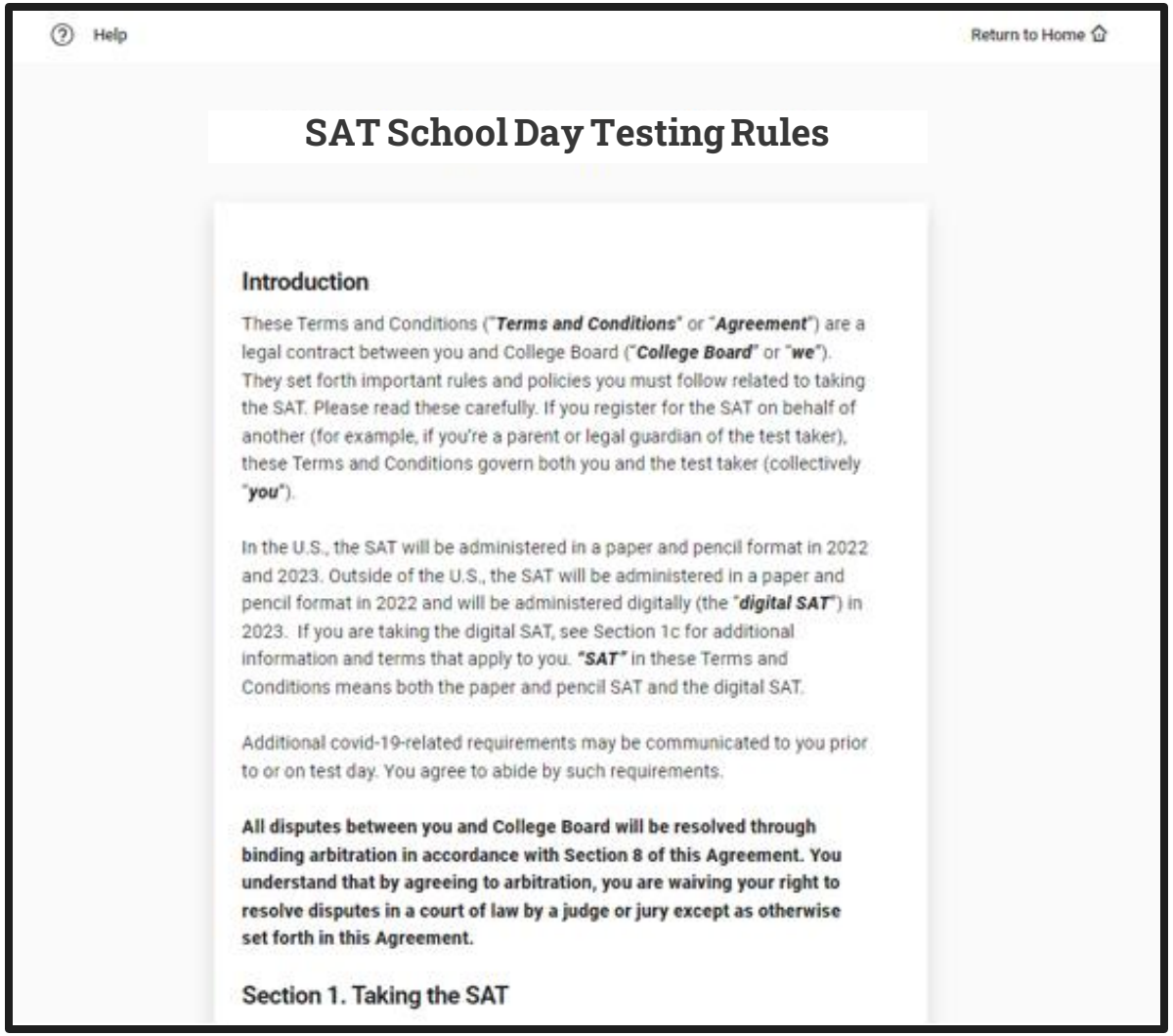
- **Students should carefully review their registration information.**
- **The student's name as submitted from RIDE's upload will be shown.**
- **Any approved accommodations in SSD Online will be reflected on this screen.**

Note: If there is a discrepancy with a student's registration, please work with your SSD coordinator, school SIS clerk, or RIDE to resolve.



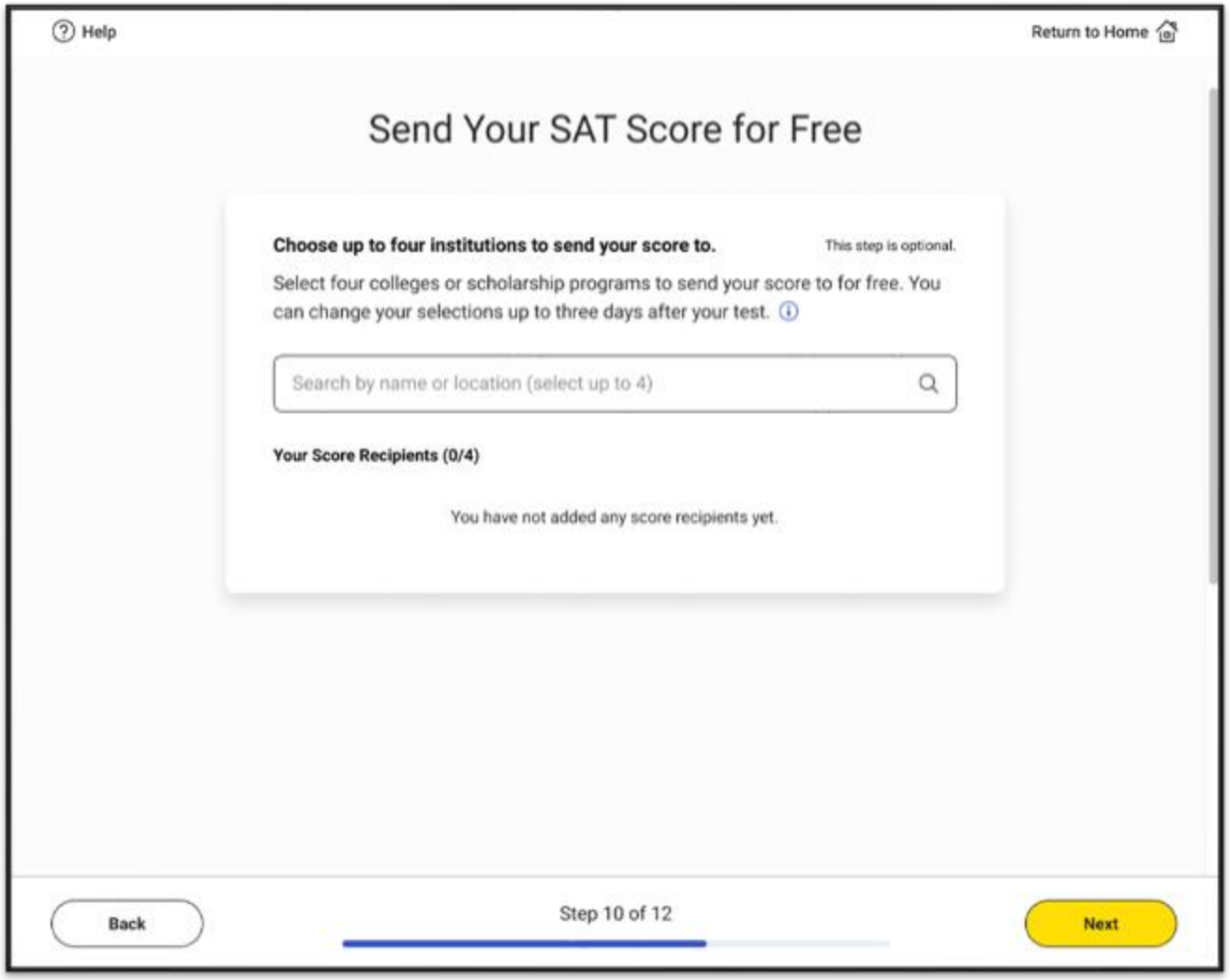
Exam Setup – Testing Rules

All students will review and agree to the Testing Rules.

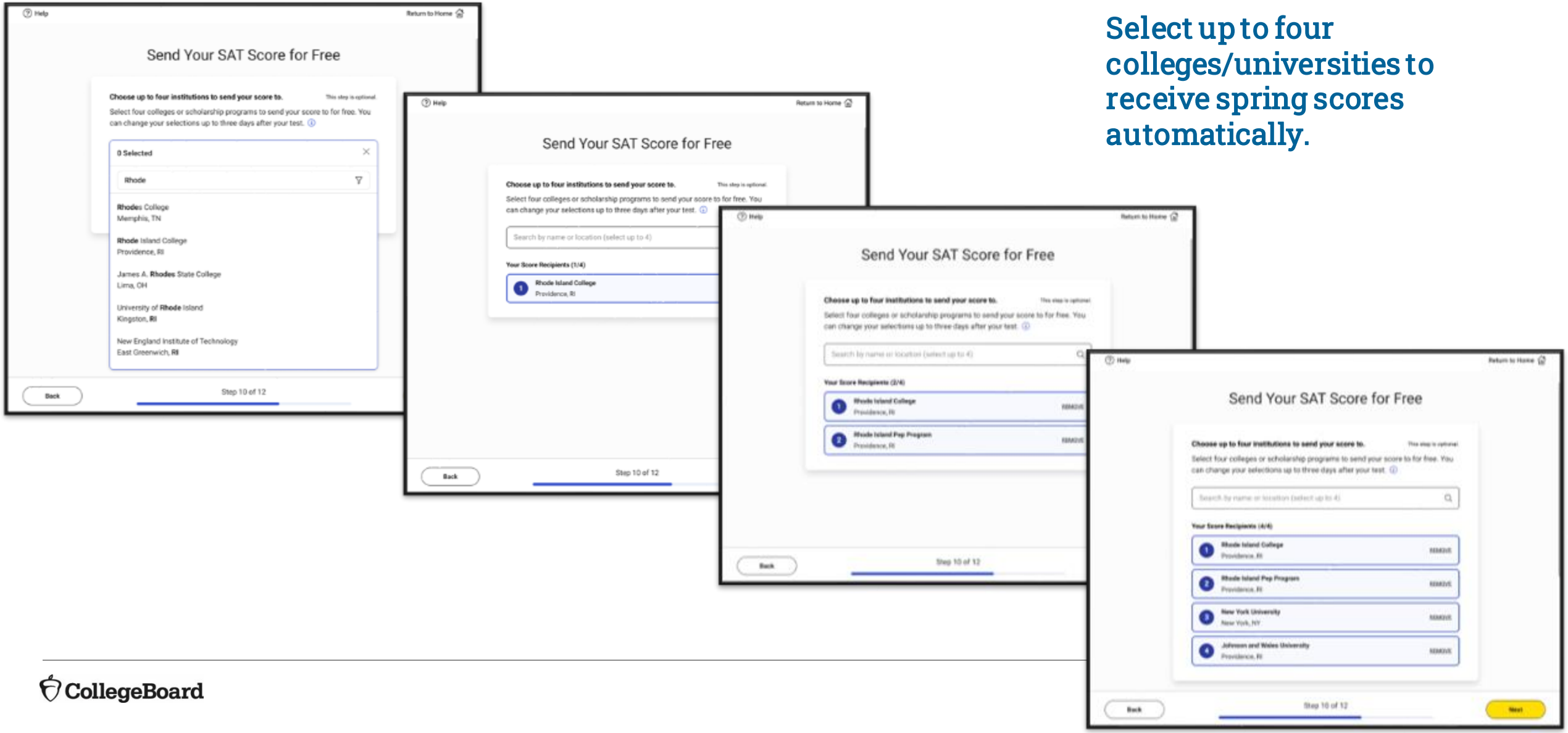


Select Up to 4 Free Score Sends to Colleges

- **Students taking SAT will have the option to send their scores to up to 4 colleges and/or scholarship programs of their choice, up to 3 days after they test.**
- **No school codes needed; just begin typing the name of the school or location in the box to select.**



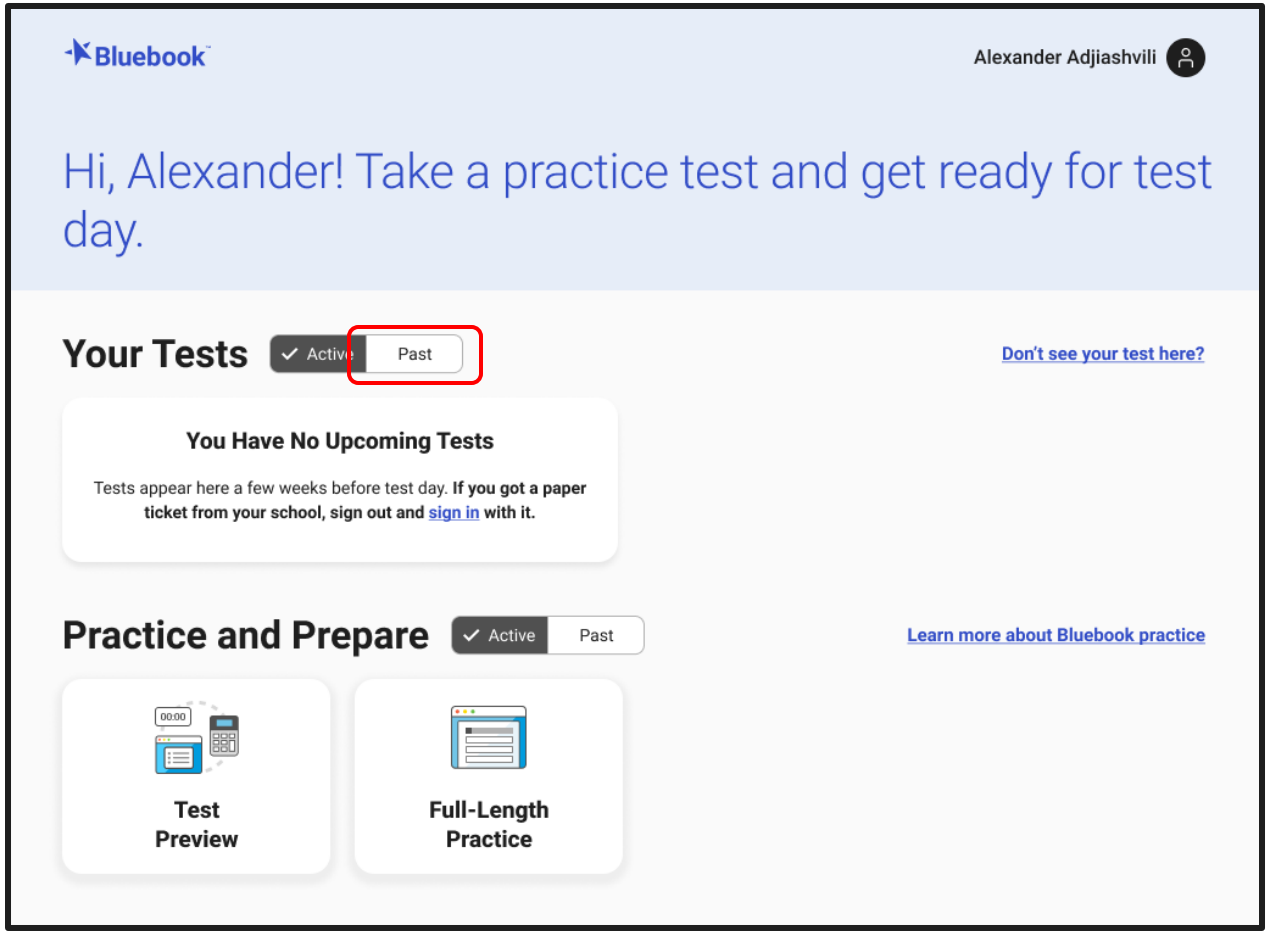
Free Score Sends – SAT Only



Select up to four colleges/universities to receive spring scores automatically.

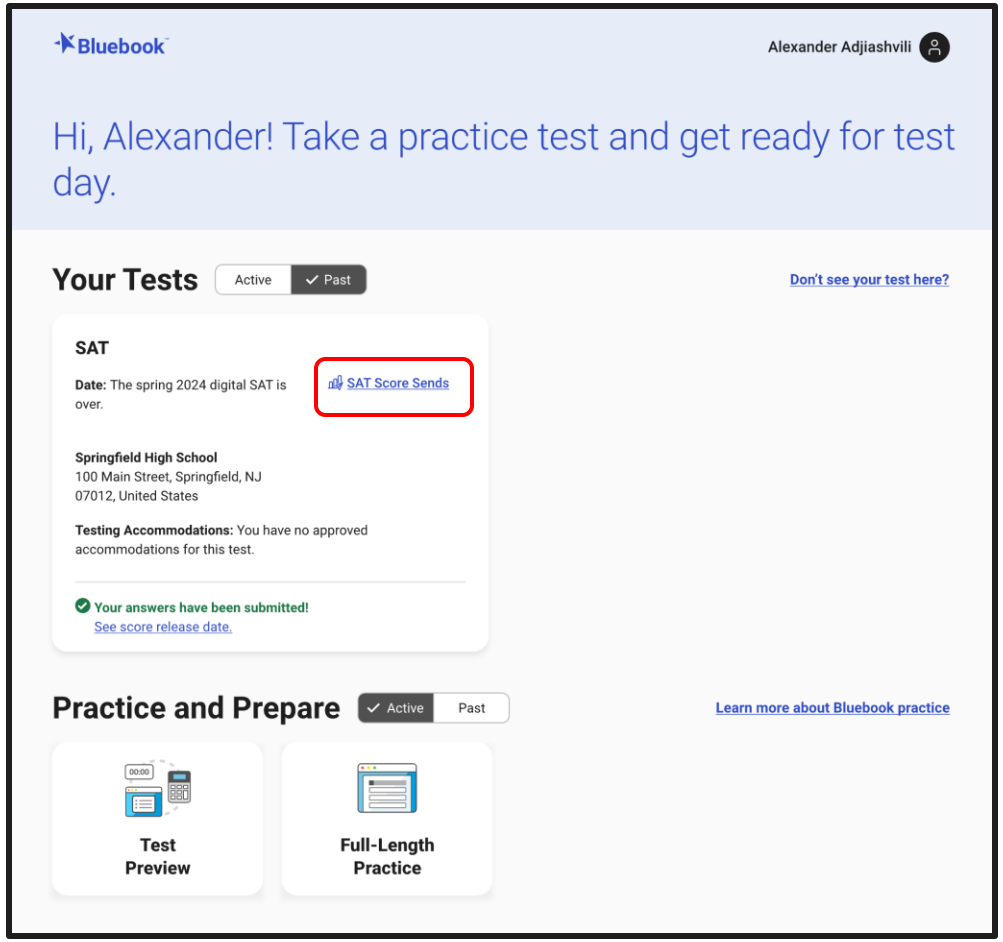
After the Test – Score Sends – Test Day +3

- **After students take SAT, they still have the option to add or edit their score sends.**
- **Using their sign-in ticket, they login to Bluebook and toggle 'Past' in the 'Your Tests' header.**



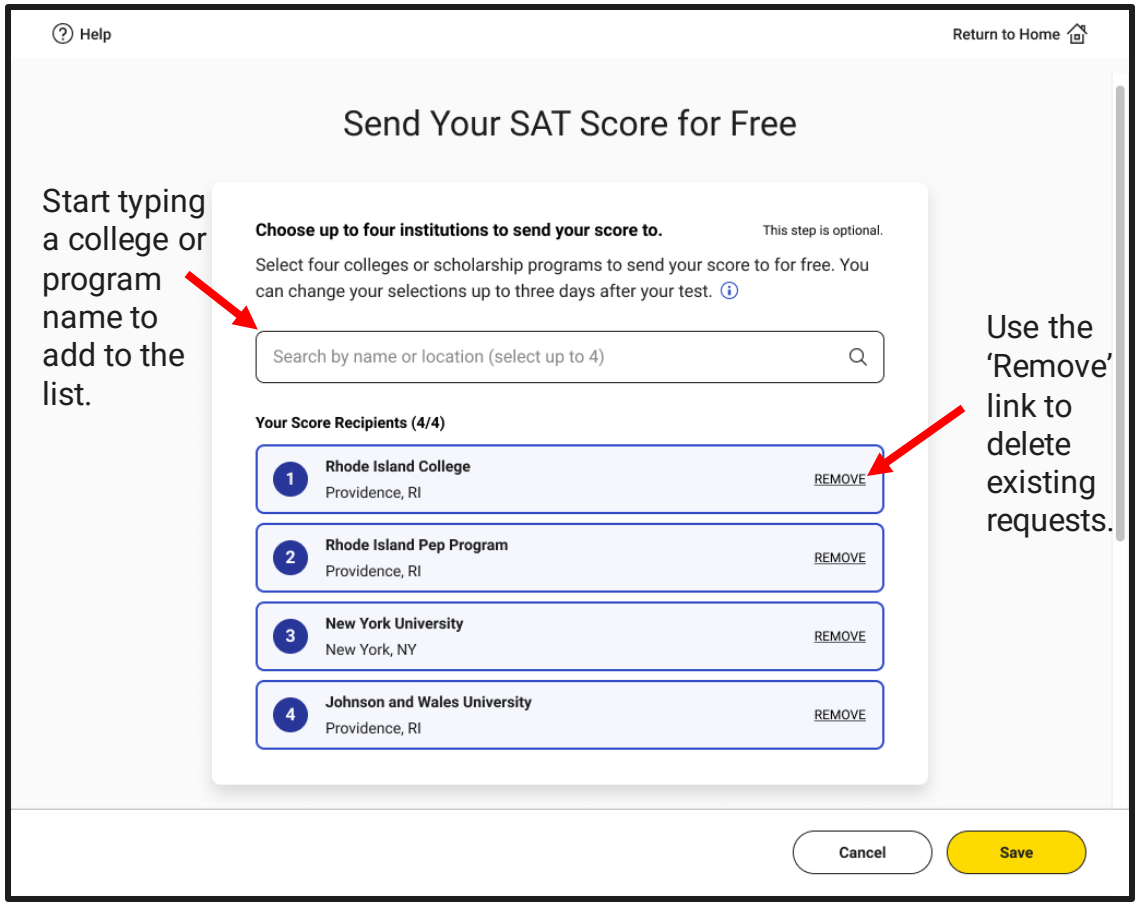
After the Test – Score Sends – Test Day +3

Students can click on 'SAT Score Sends' to access the Score Sends selection page.



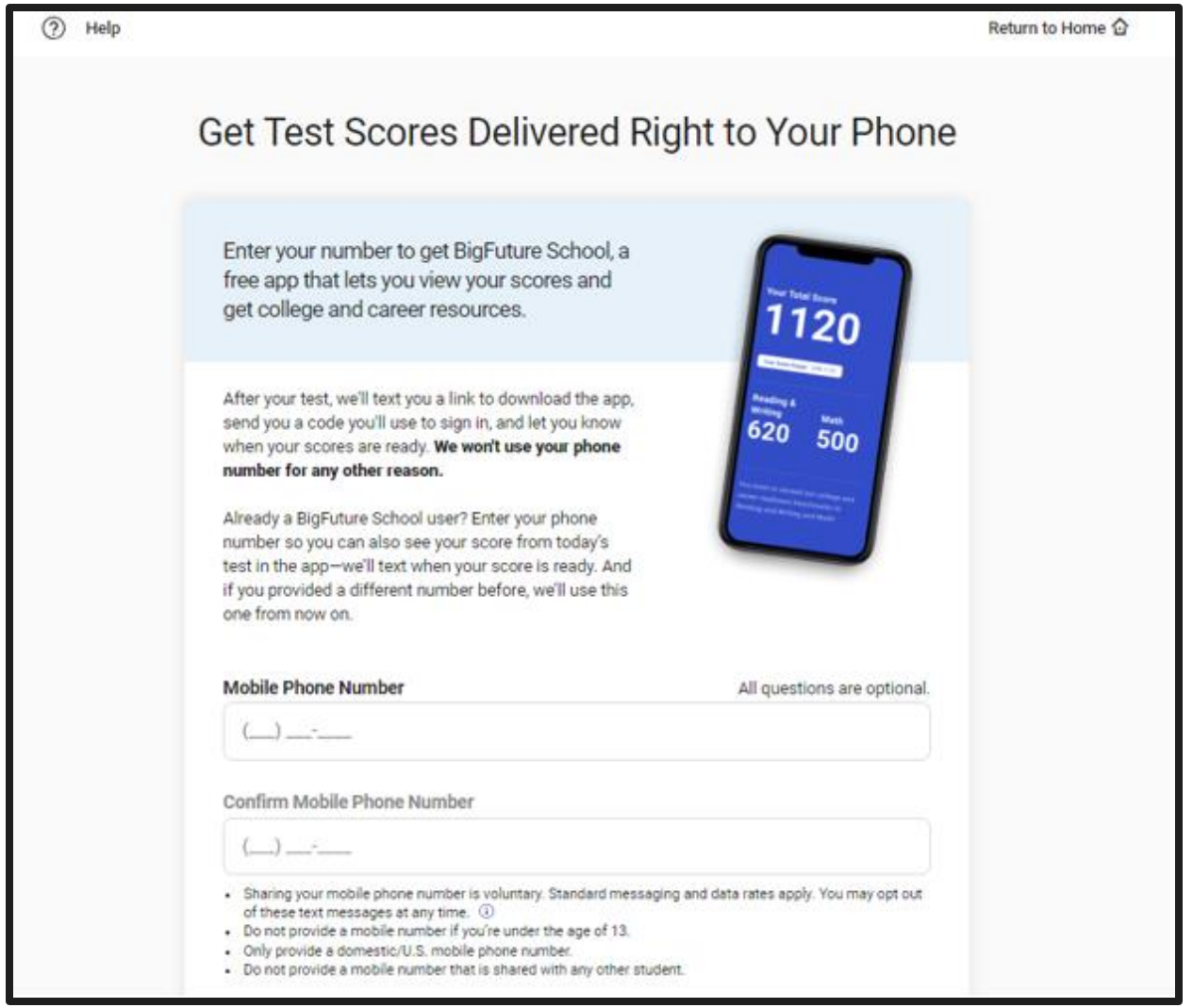
After the Test – Score Sends – Test Day +3

- Students can use the 'Remove' link to delete an existing score send.
- They can search for a college or scholarship program to add by typing the name in the Search box and selecting the correct one.
- Three days after they test, the Score Sends will not be editable.



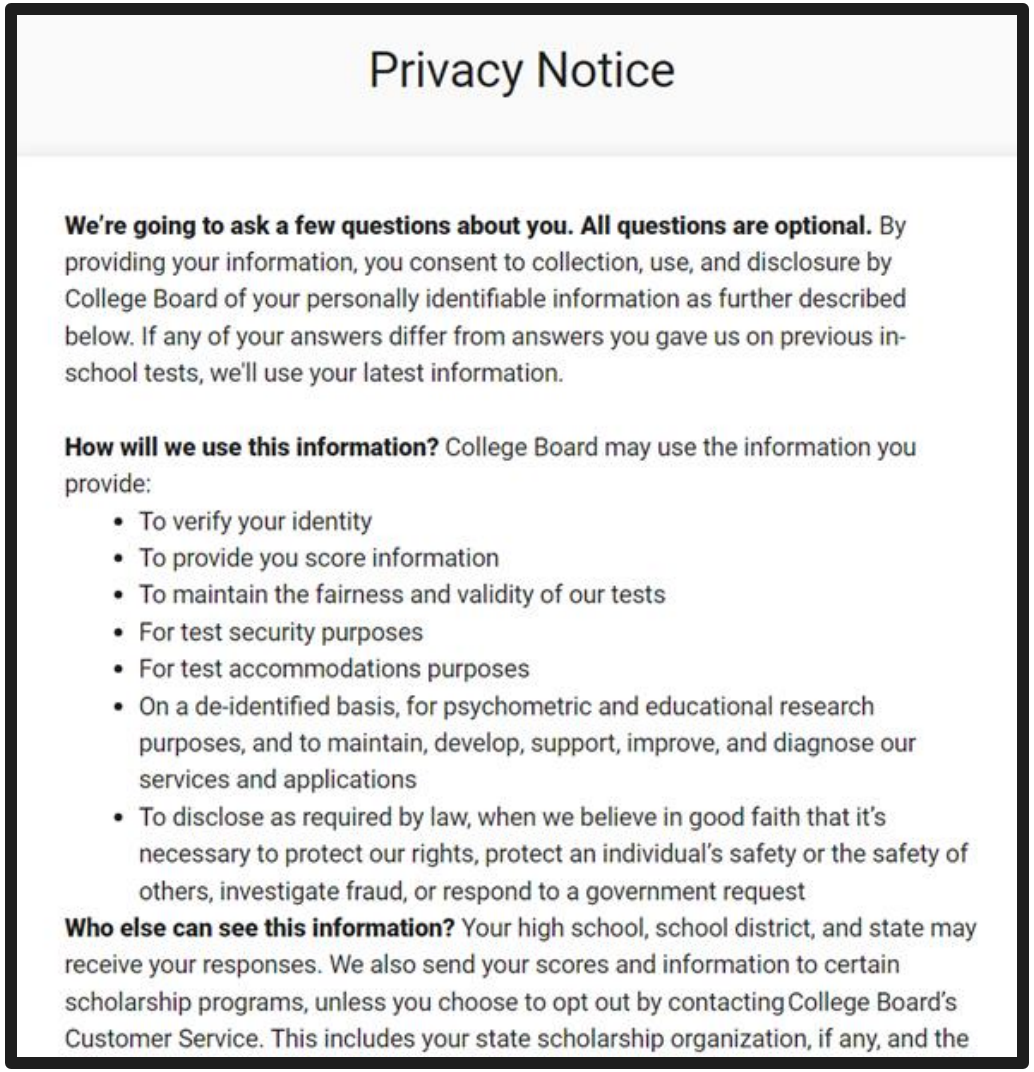
Exam Setup – BigFuture School App - optional

- **Students may opt-in to BigFuture School App, which will allow them to receive a notification when their scores are ready.**
- **Even if students entered their phone number in the fall, they must do so again to receive the notification for when spring 2024 scores are available.**



Exam Setup – Tell Us About Yourself - optional

- **Optional information collected from students:**
  - **Home/mailing address**
  - **Email address**
  - **Race**
  - **Ethnicity**
  - **High school Grade Point Average (GPA)**
  - **Intended college major or areas of study or interest**
  - **Level of education aspirations**
  - **First language**
  - **Best language**
  - **Parents' highest level of education**



Privacy Notice

We're going to ask a few questions about you. All questions are optional. By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.

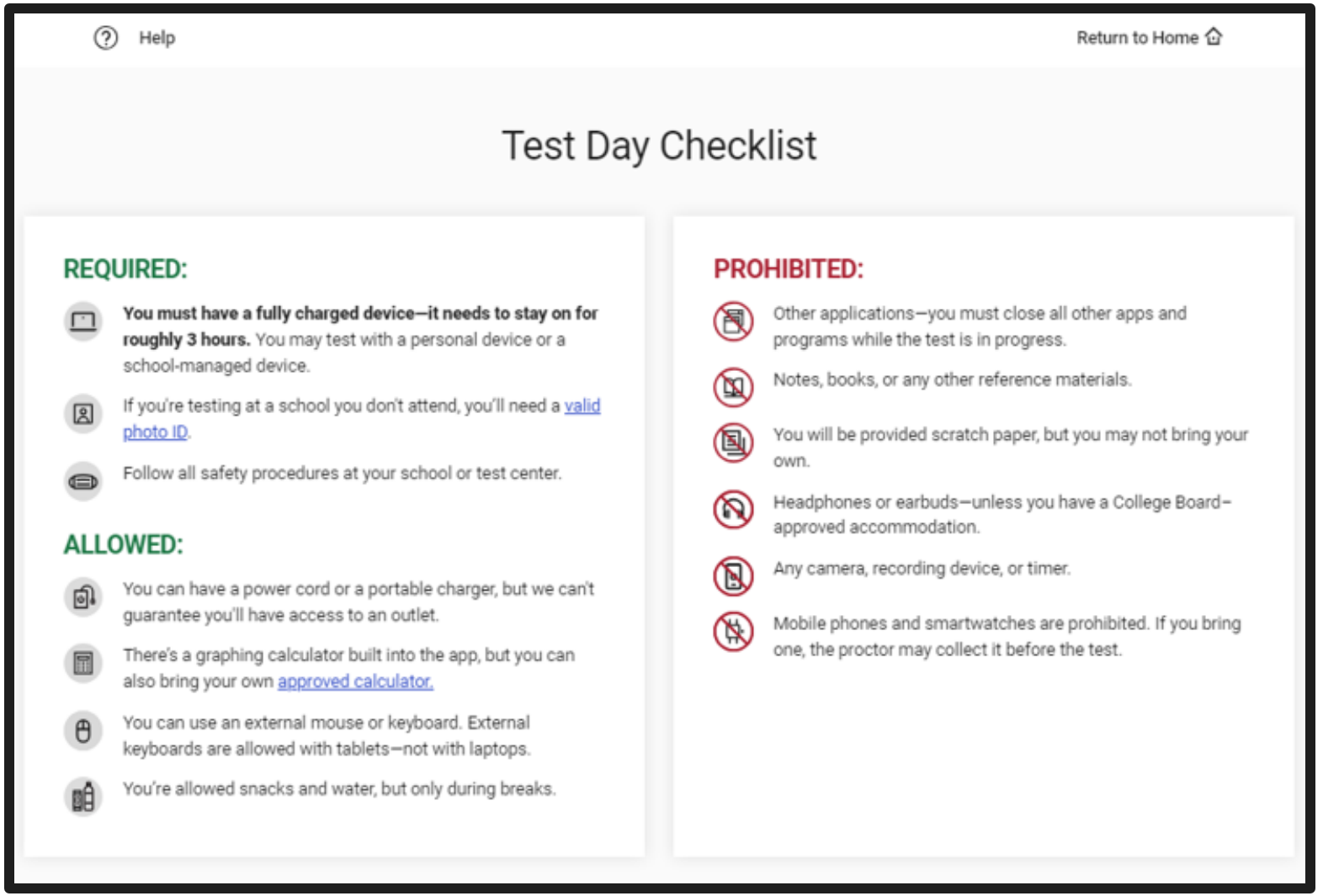
How will we use this information? College Board may use the information you provide:

- To verify your identity
- To provide you score information
- To maintain the fairness and validity of our tests
- For test security purposes
- For test accommodations purposes
- On a de-identified basis, for psychometric and educational research purposes, and to maintain, develop, support, improve, and diagnose our services and applications
- To disclose as required by law, when we believe in good faith that it's necessary to protect our rights, protect an individual's safety or the safety of others, investigate fraud, or respond to a government request

Who else can see this information? Your high school, school district, and state may receive your responses. We also send your scores and information to certain scholarship programs, unless you choose to opt out by contacting College Board's Customer Service. This includes your state scholarship organization, if any, and the

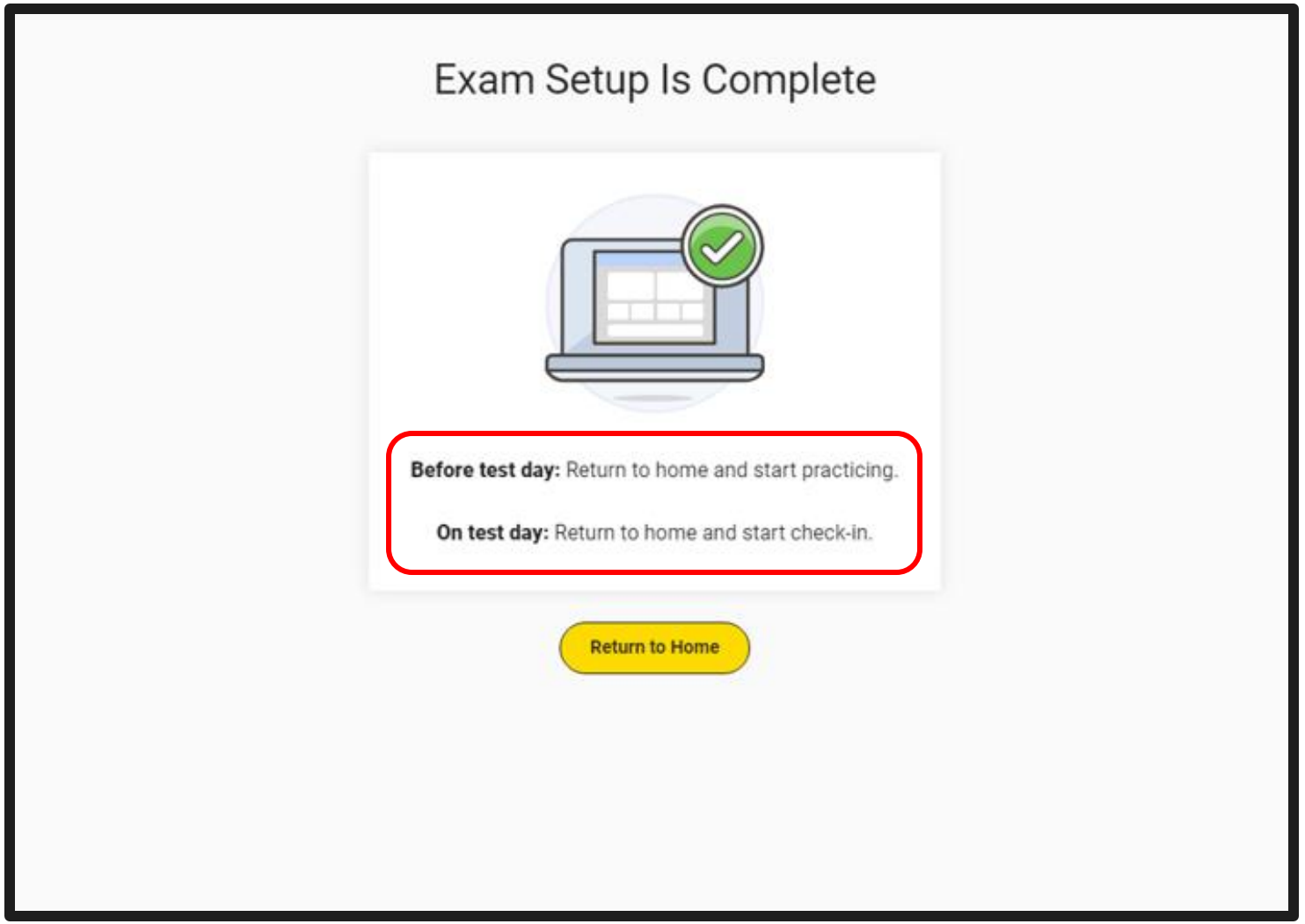
Exam Setup – Test Day Checklist

- **The Test Day Checklist will share information with students about what is required, allowed, and prohibited on test day.**



Exam Setup Is Complete

- **Once Exam Setup is complete, students do not need to go any further before test day.**
- **Students should not be provided room codes or start codes until the day of testing during the Check-In process.**



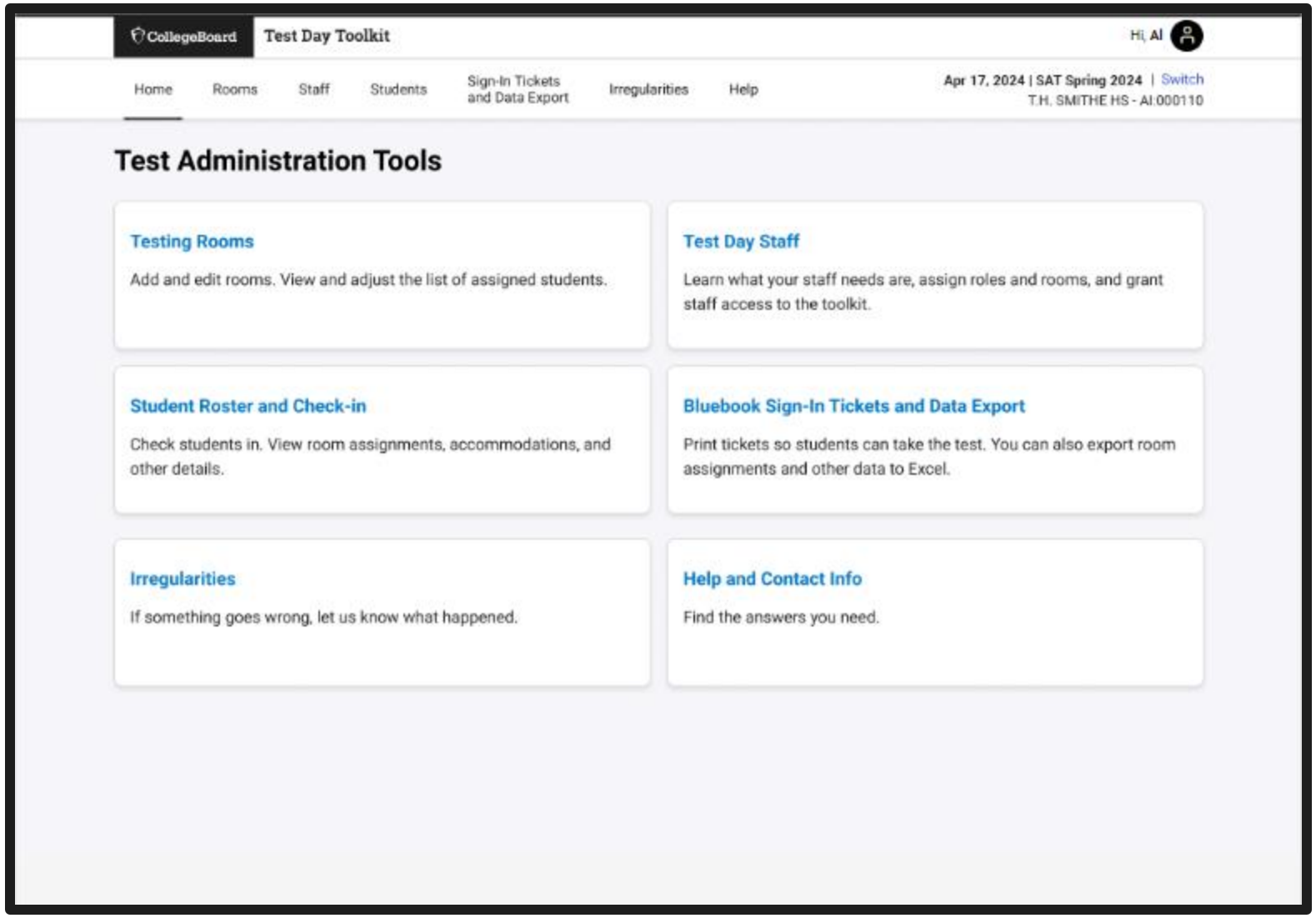
CollegeBoard

Test Day Toolkit

Home Page

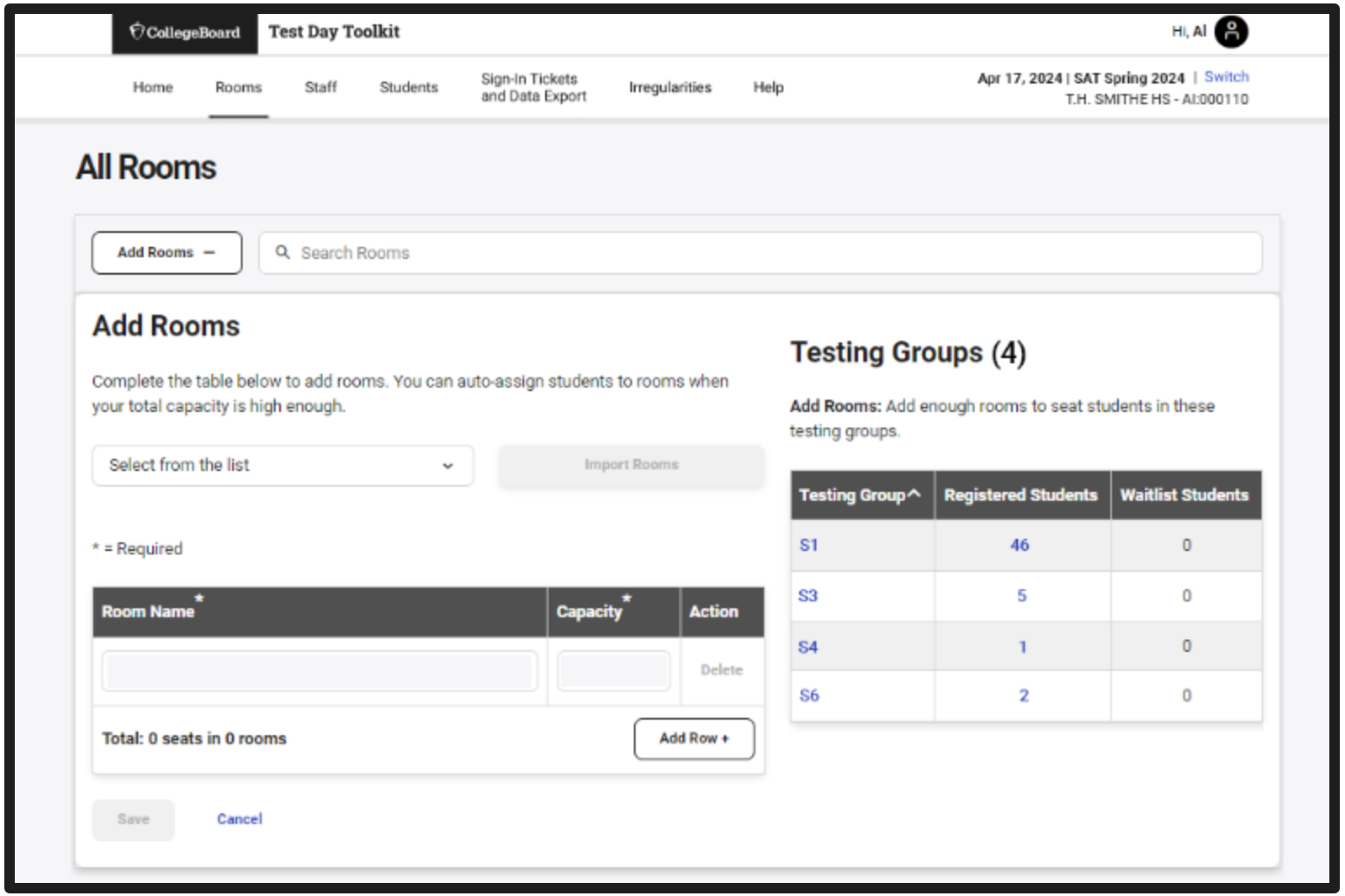
- **In early February, test coordinators and backup test coordinators will automatically have access to Test Day Toolkit through their College Board account.**

- **Test Day Toolkit allows coordinators or proctors to:**
  - **Add or edit test rooms**
  - **Add test day staff**
  - **Check-in students**
  - **Access student sign-in tickets**
  - **Report irregularities**



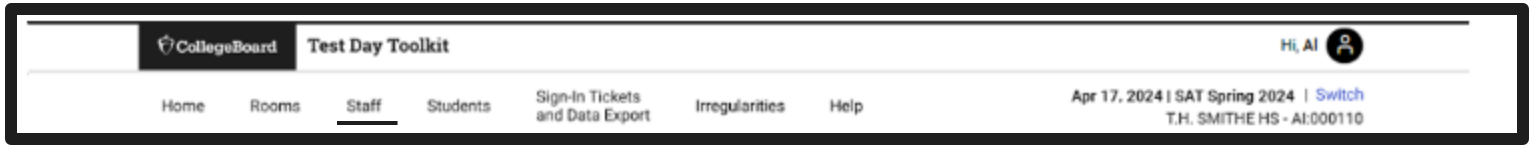
Add or Edit Testing Rooms

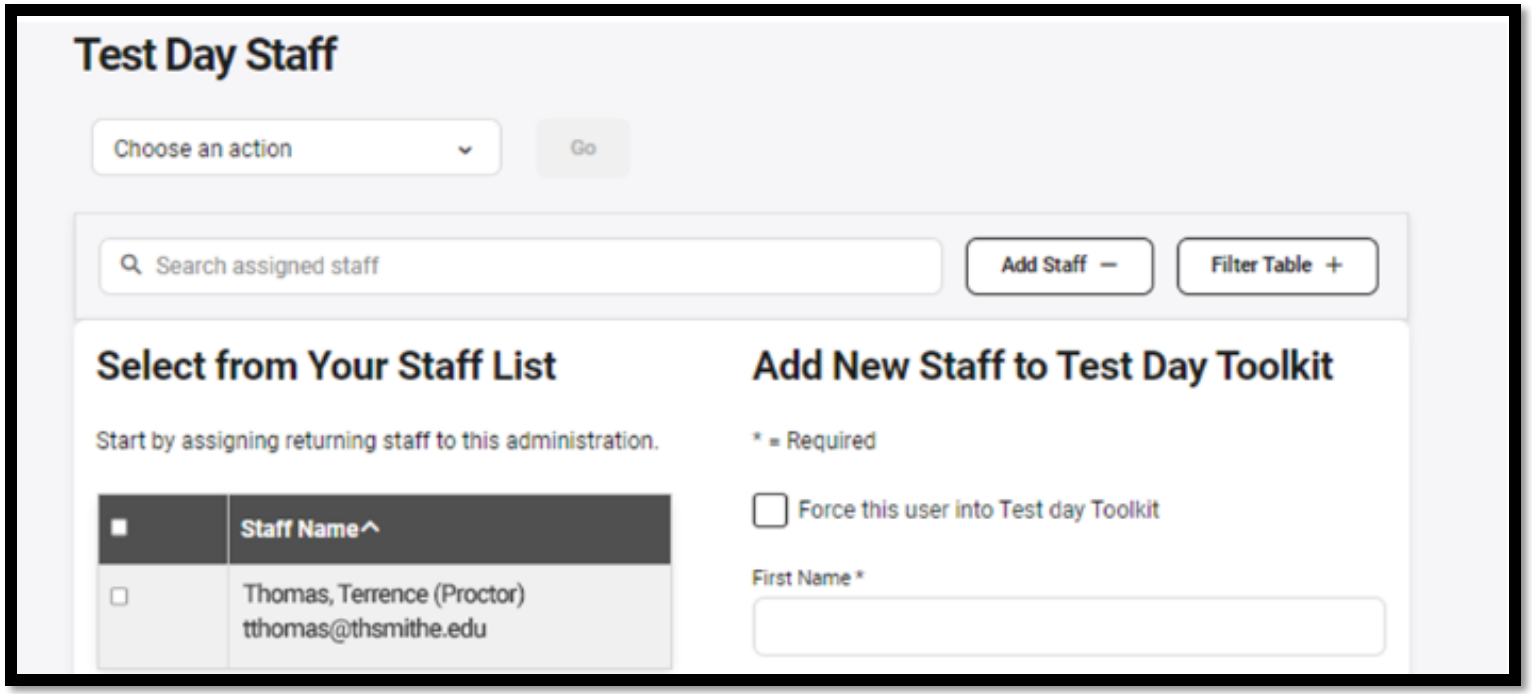
- **Test coordinators have the option of adding students to testing rooms ahead of test day, but that is not mandatory.**



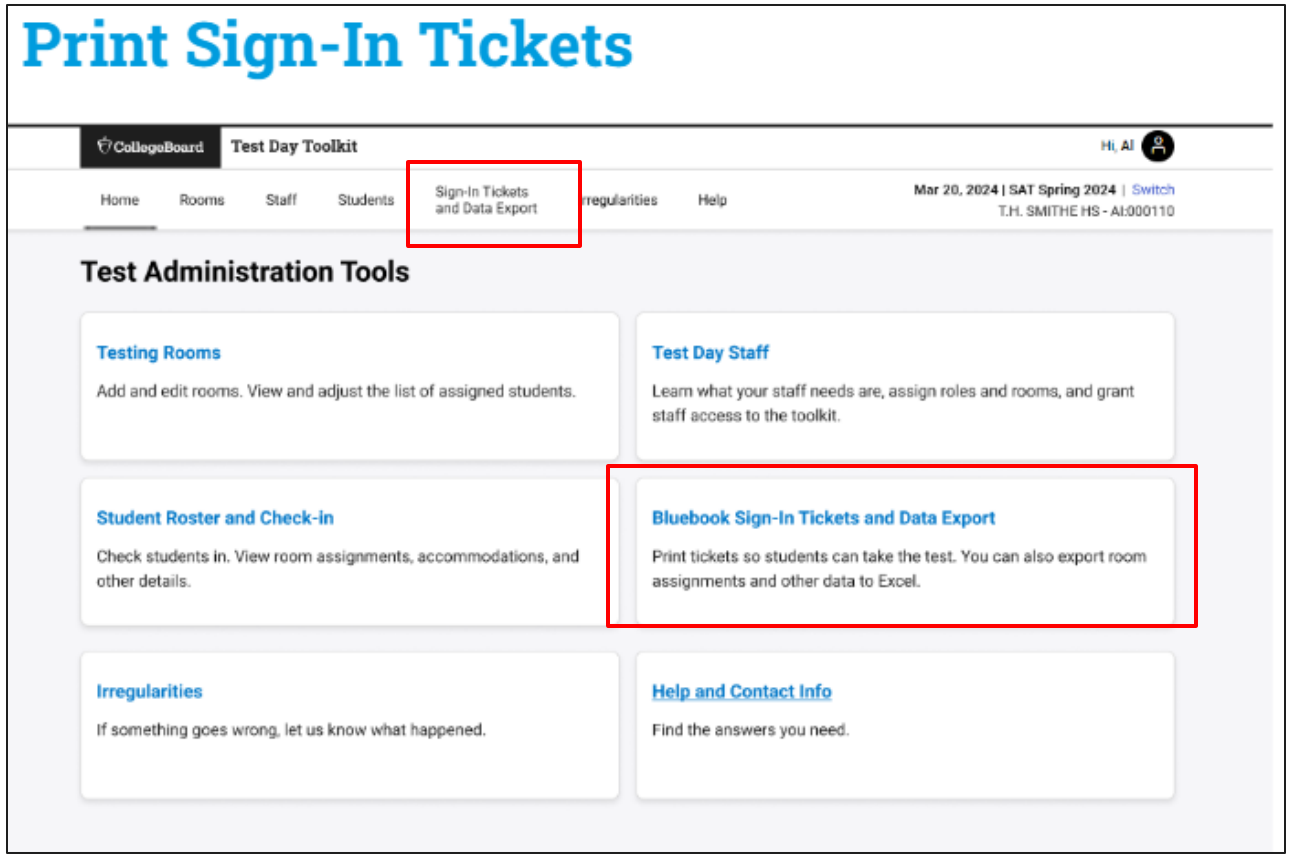
Add Test Day Staff

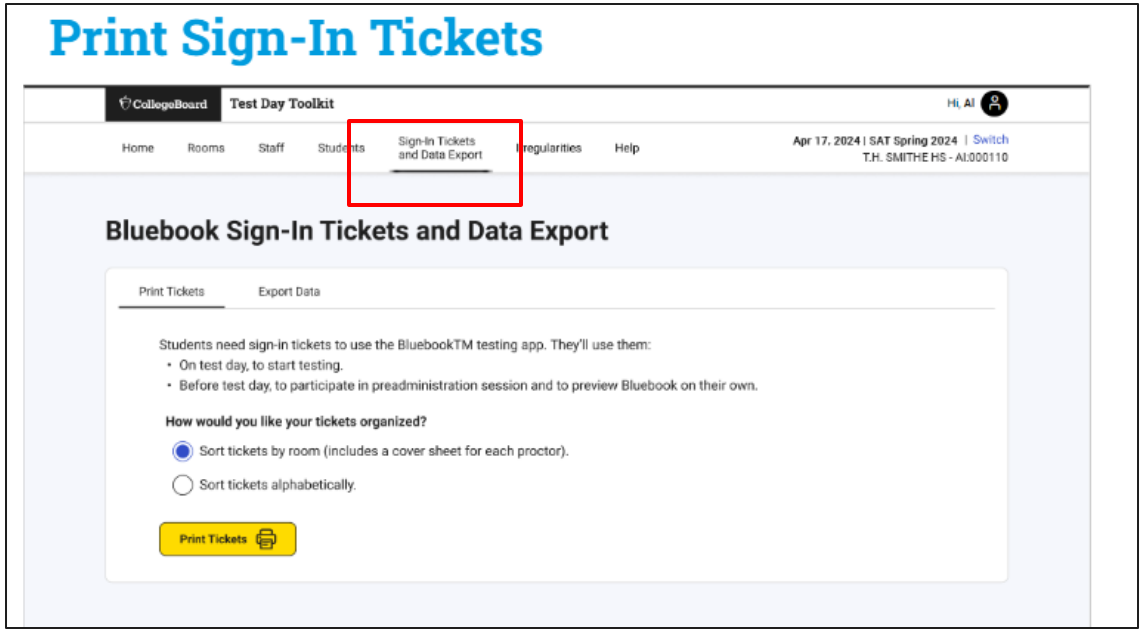
- **Test Coordinators have 2 options for adding test day staff into Test Day Toolkit.**
  - **(1) If your school participated in fall testing, those staff are still available in the Staff List, and you can add more manually, as needed.**
  - **(2) If your school did not participate in fall testing, you may enter them into Test Day Toolkit manually.**
- **Note: If you have a large number of staff/rooms to enter, you may send this information College Board support. More information on this process will be communicated to you in early February.**





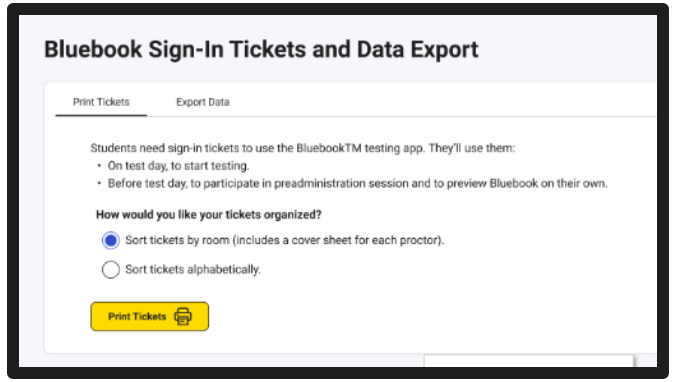
Print Sign-in Tickets





Print Sign-in Tickets

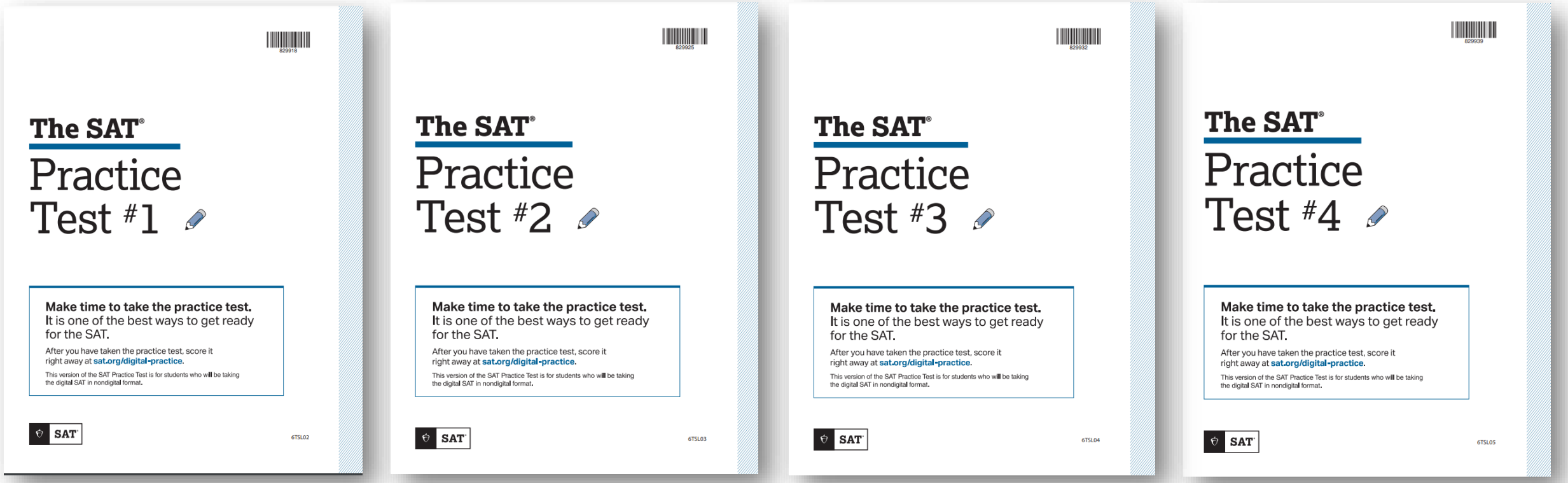
- **Test Coordinators can print Sign-in tickets.**
- **For Printing, there are two options:**
  - **Option 1: Print by room, with a cover sheet for each proctor.**
  - **Option 2: Print alphabetically by last name.**
- **Note: By default, tickets print 4 to a page.**



Practice

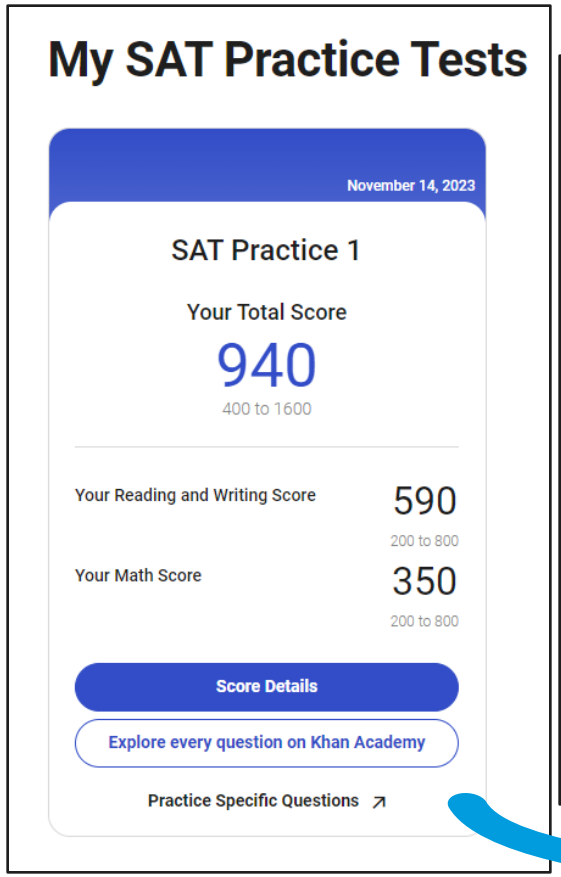
- Paper
- Bluebook
- Khan Academy

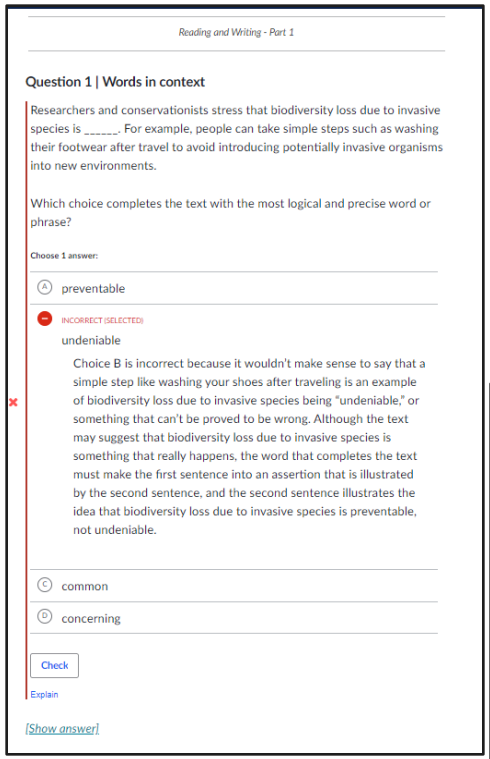
Option #1: Paper SAT Suite Practice Tests



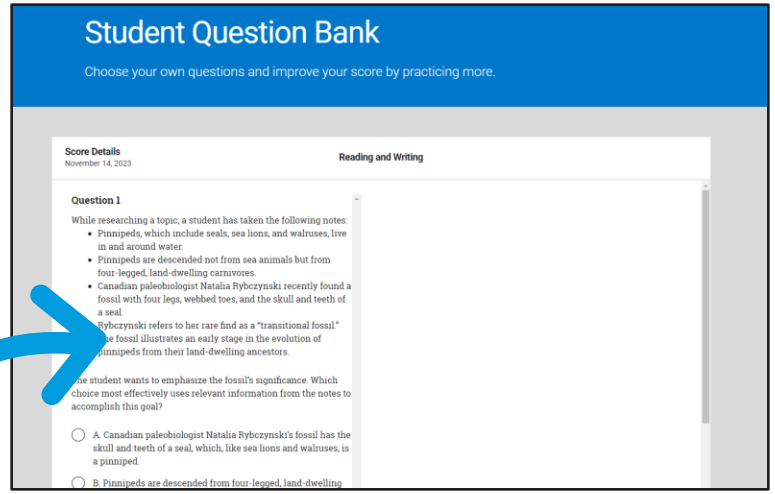
SAT: https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/linear
PSAT 10: https://satsuite.collegeboard.org/psat-10/preparing/practice-tests/paper

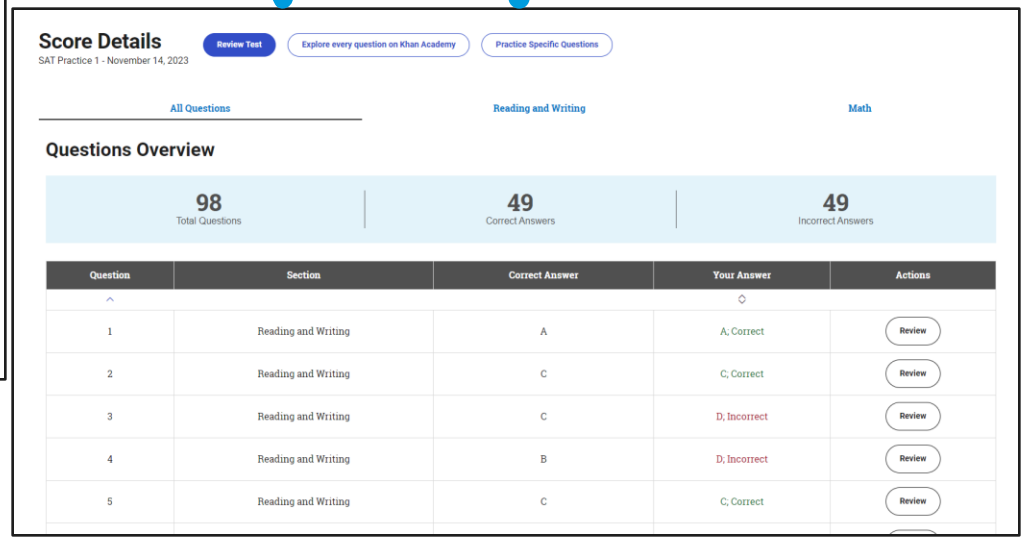
Reviewing Scores on MyPractice





See questions with explanations on MyPractice.

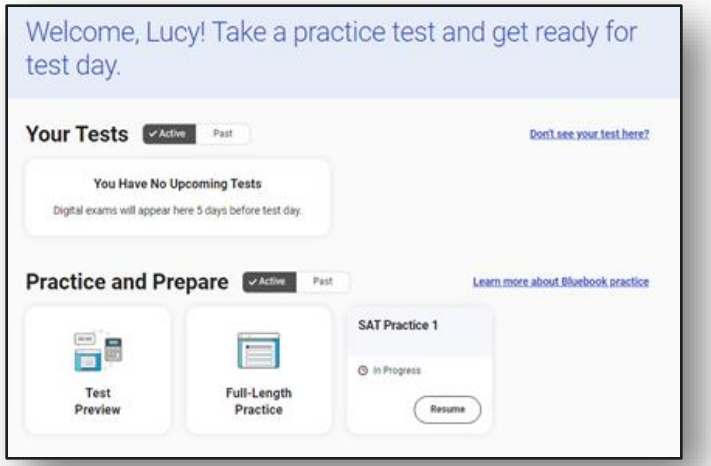


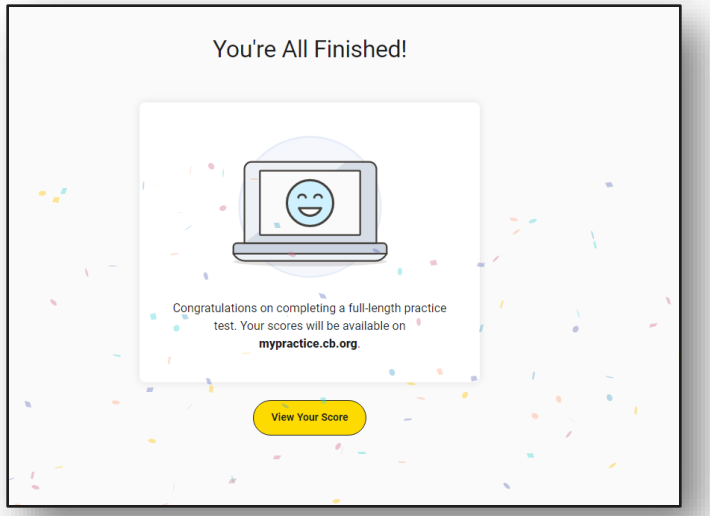


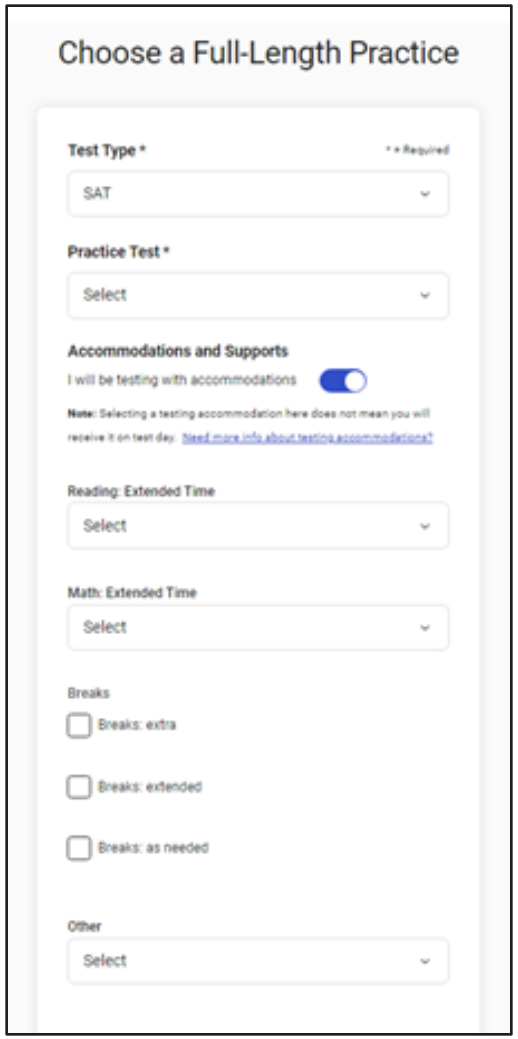
Use the Student Question Bank to explore similar questions and create personalized practice.

Option #2: Bluebook Digital SAT Suite Practice Tests

- ✓ Four Full-Length Practice exams for all SAT Suite Assessments currently available
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Questions Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.







Option #3: Khan Academy: Official Digital SAT Course

Assignments and progress reports

- In-depth lesson articles
- Video worked examples
- Practice exercises
- 3 difficulty levels

Mastery enabled

- Course Challenge
- Quizzes and unit tests
- Skills Progress data available

Khan Academy

Reading and Writing

11 skills

Hundreds of official Digital SAT items developed

Math

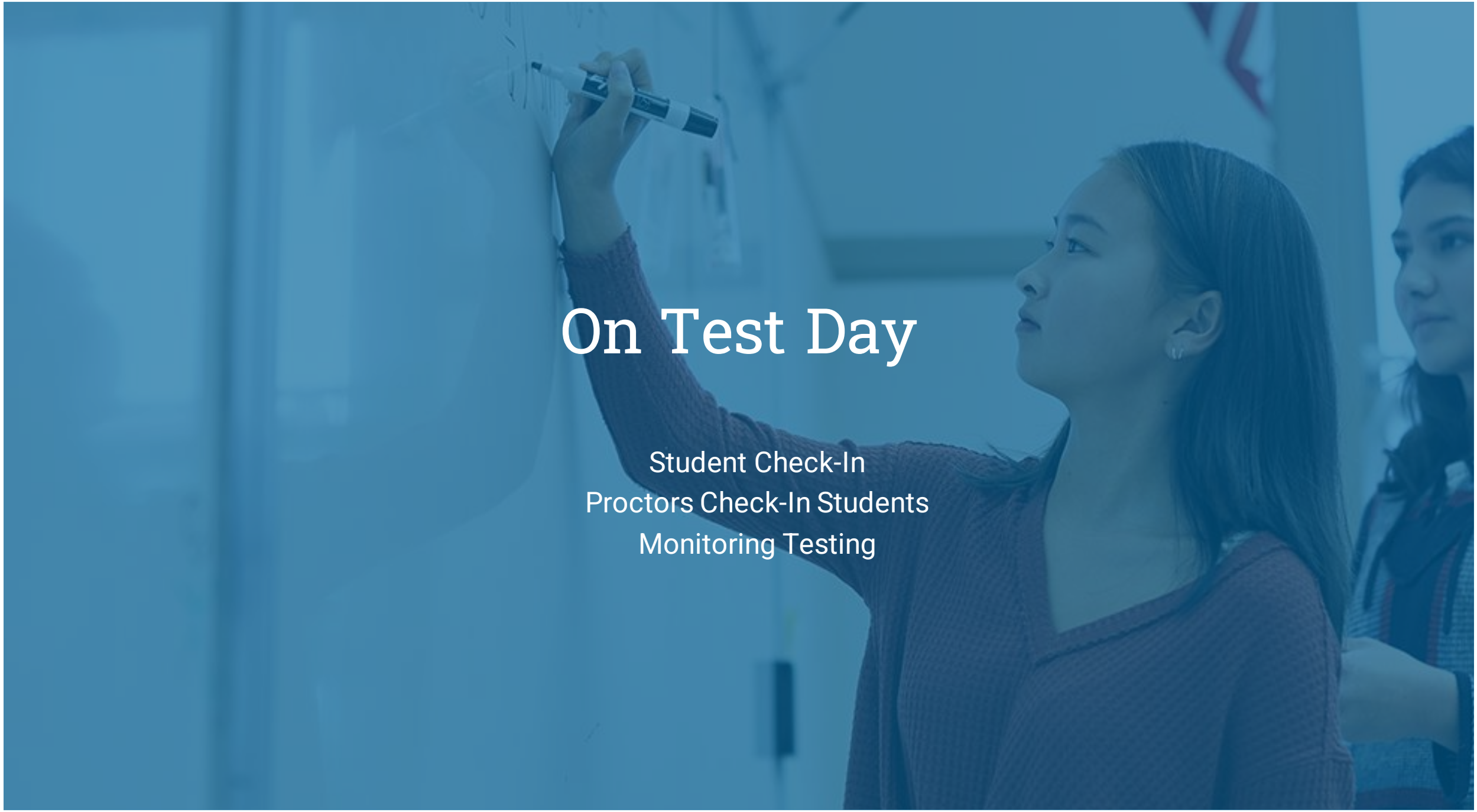
37 skills

Thousands of adapted Digital SAT items developed

Check for Understanding

What do students do during the Digital Readiness Check?

A. Students sign-in to Bluebook with their College Board account.
B. Students test their device readiness.
C. Students complete Exam Setup.
D. All of the above.
E. B & C only.



On Test Day

Student Check-In
Proctors Check-In Students
Monitoring Testing

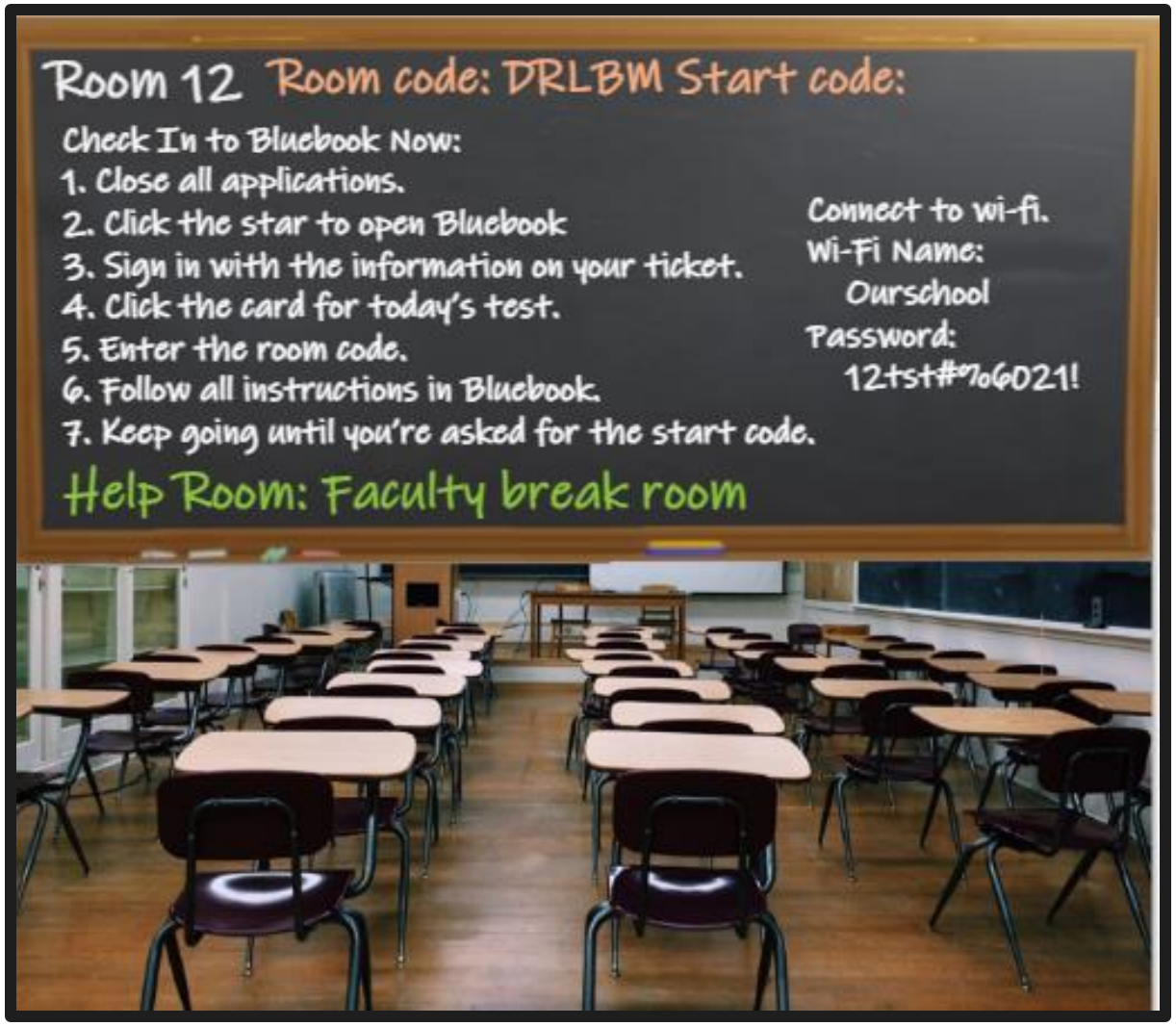
CollegeBoard

Student Check-In

Student Experience

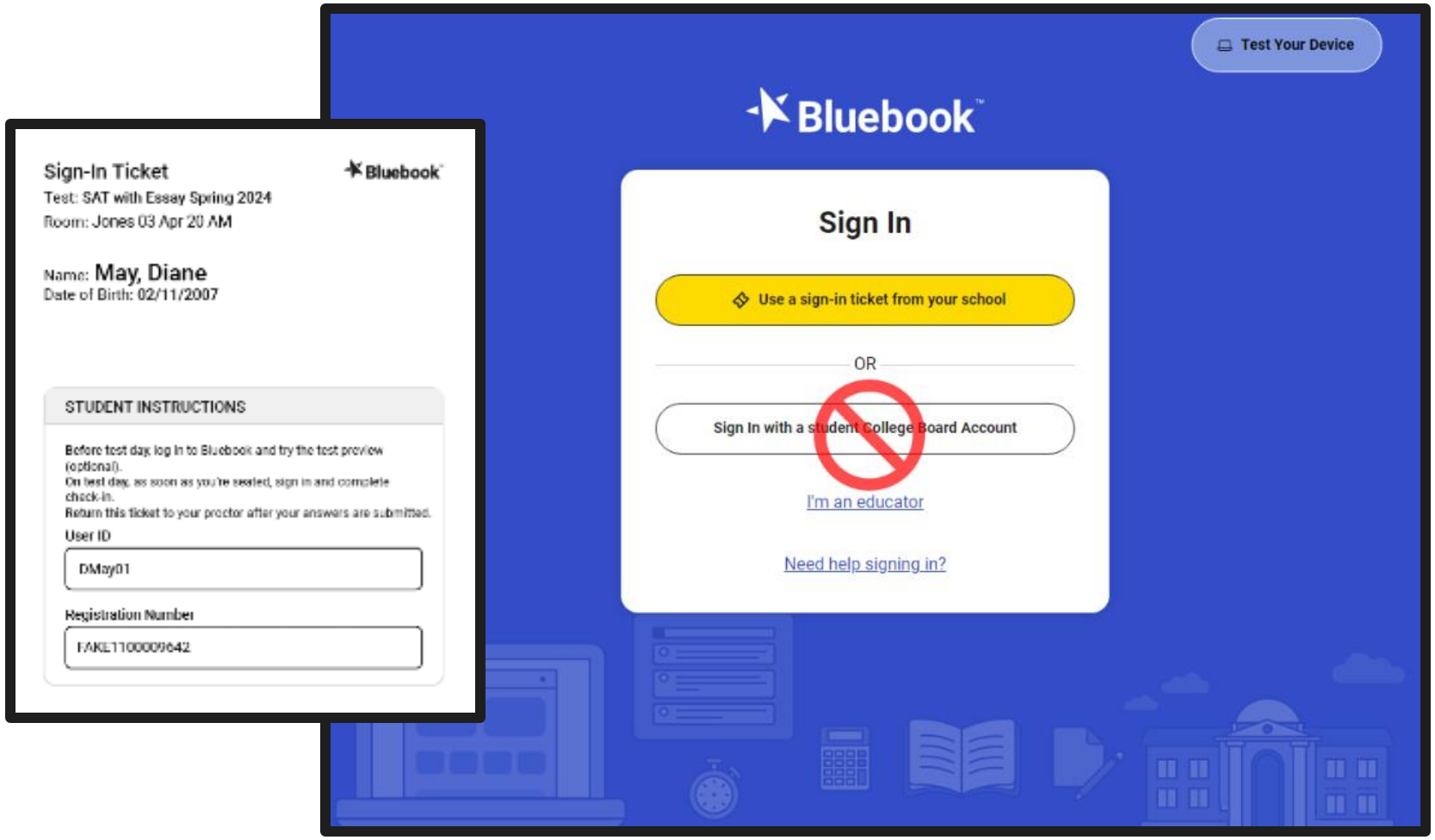
Getting Started

- **Once seated, students can open their devices, ensure connection to the Wi-Fi and follow directions the proctor has written on the board.**



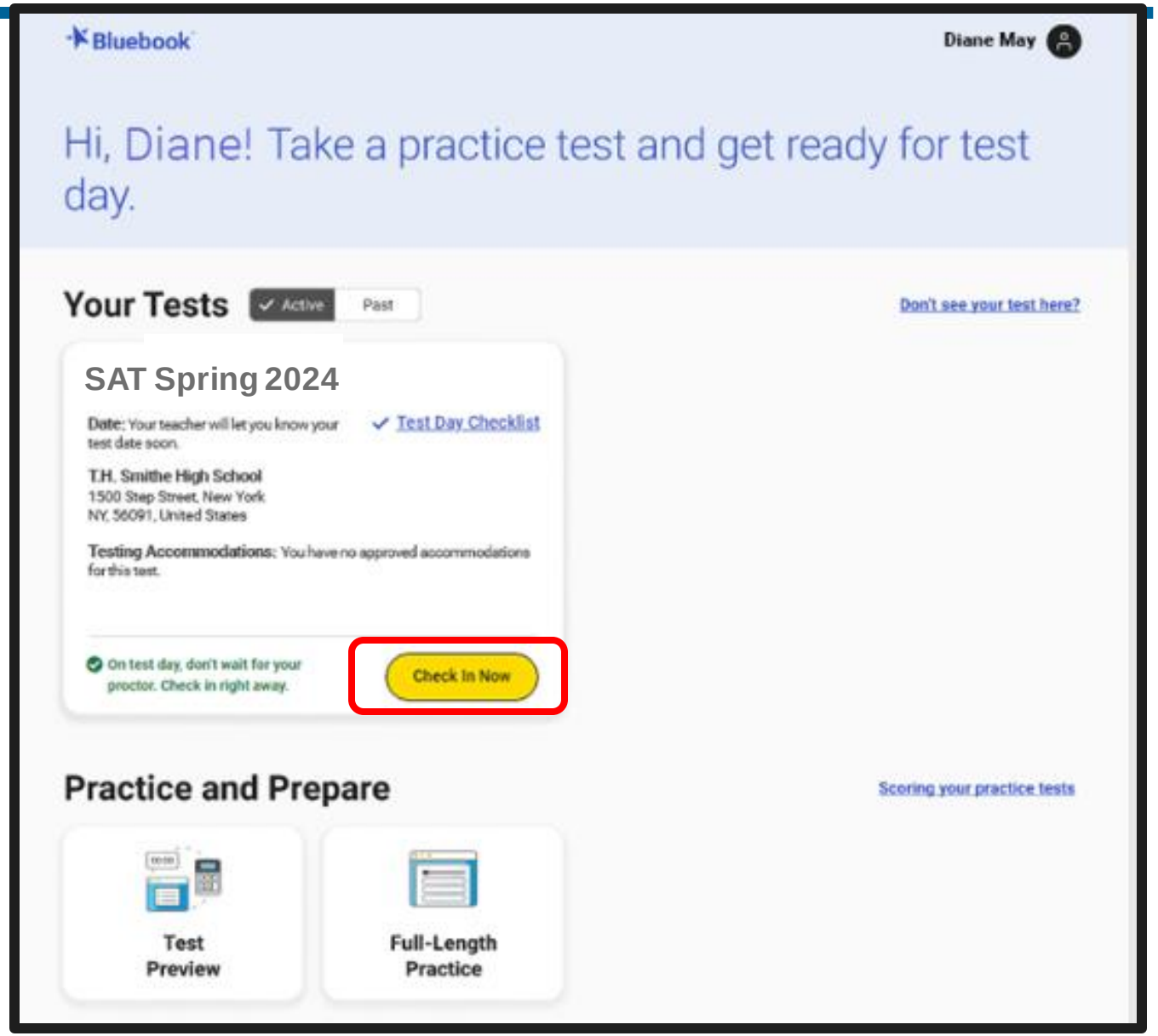
Getting Started

- **Students should sign in using their individual sign-in ticket distributed by the proctor.**
- **Students should not sign in using their College Board account.**



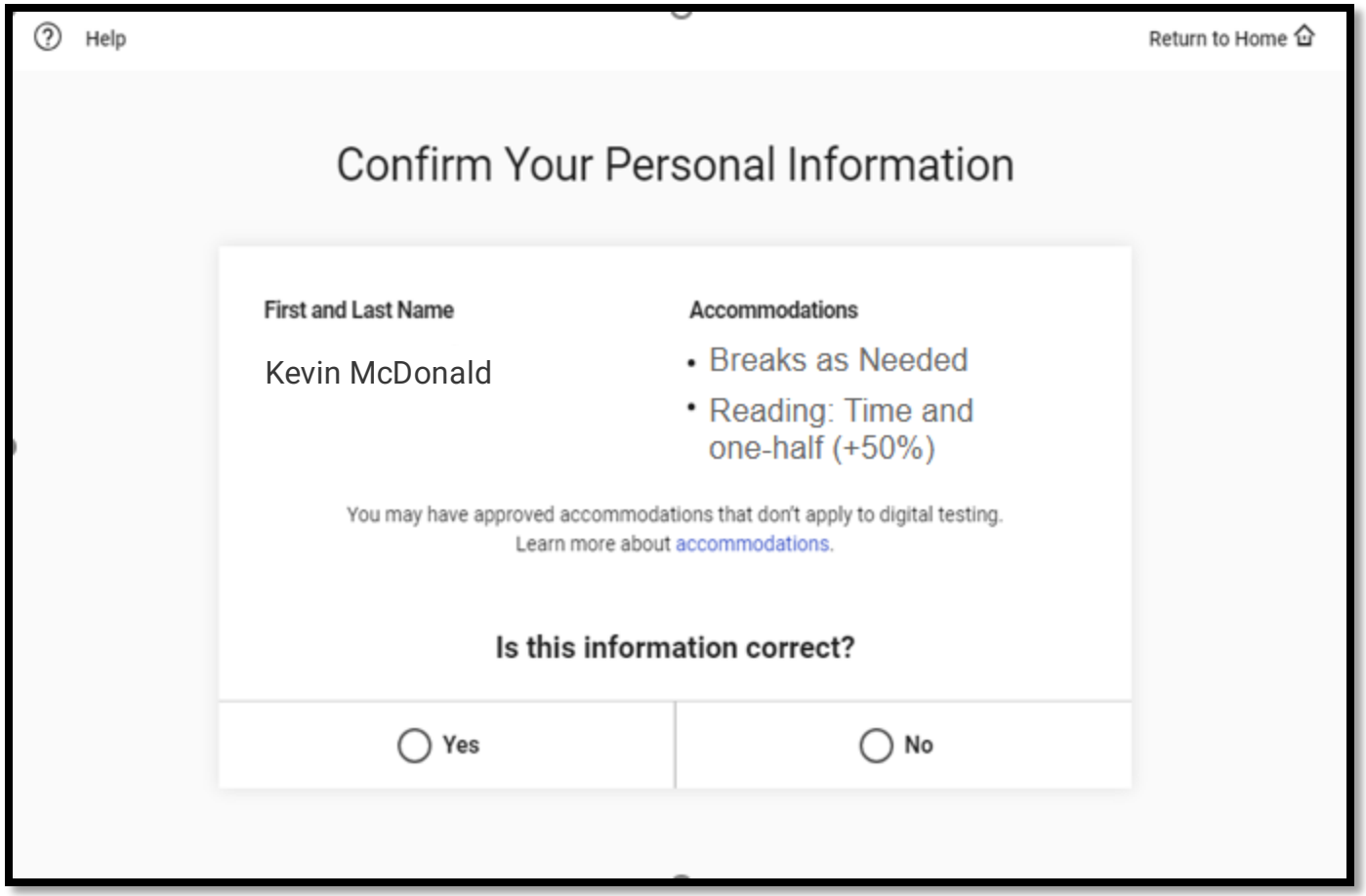
Bluebook Homepage

- **Students should have completed the Digital Readiness Check prior to test day.**
- **If completing Digital Readiness activities on Test Day, please allow for 30 minutes of additional time at the beginning of the test session.**
- **Students select the Check-In Now button on test day.**



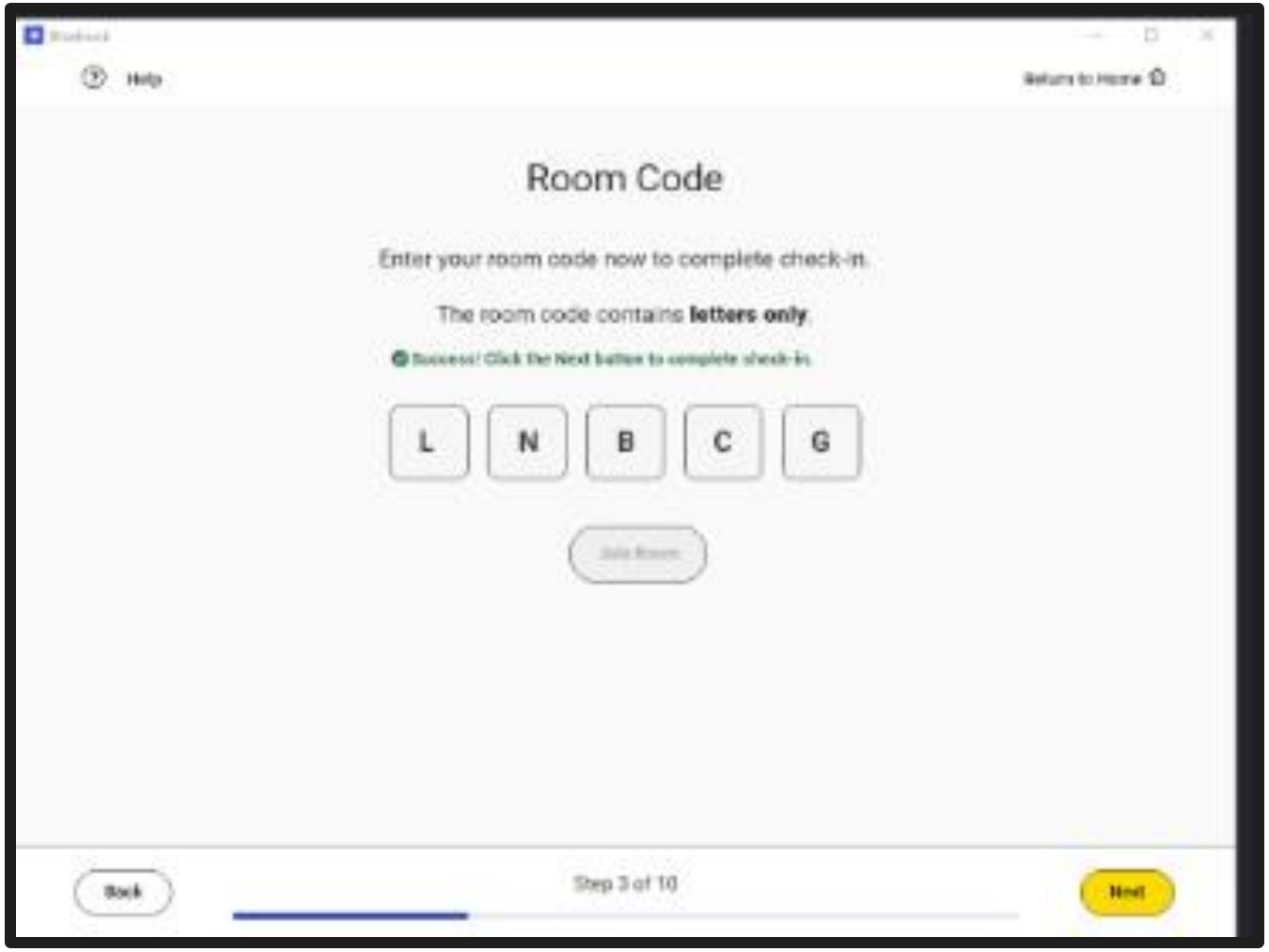
Confirm Personal Information

- **Students confirm their personal information and any accommodations they may be using.**
- **Students have done this step previously in the Digital Readiness Check.**



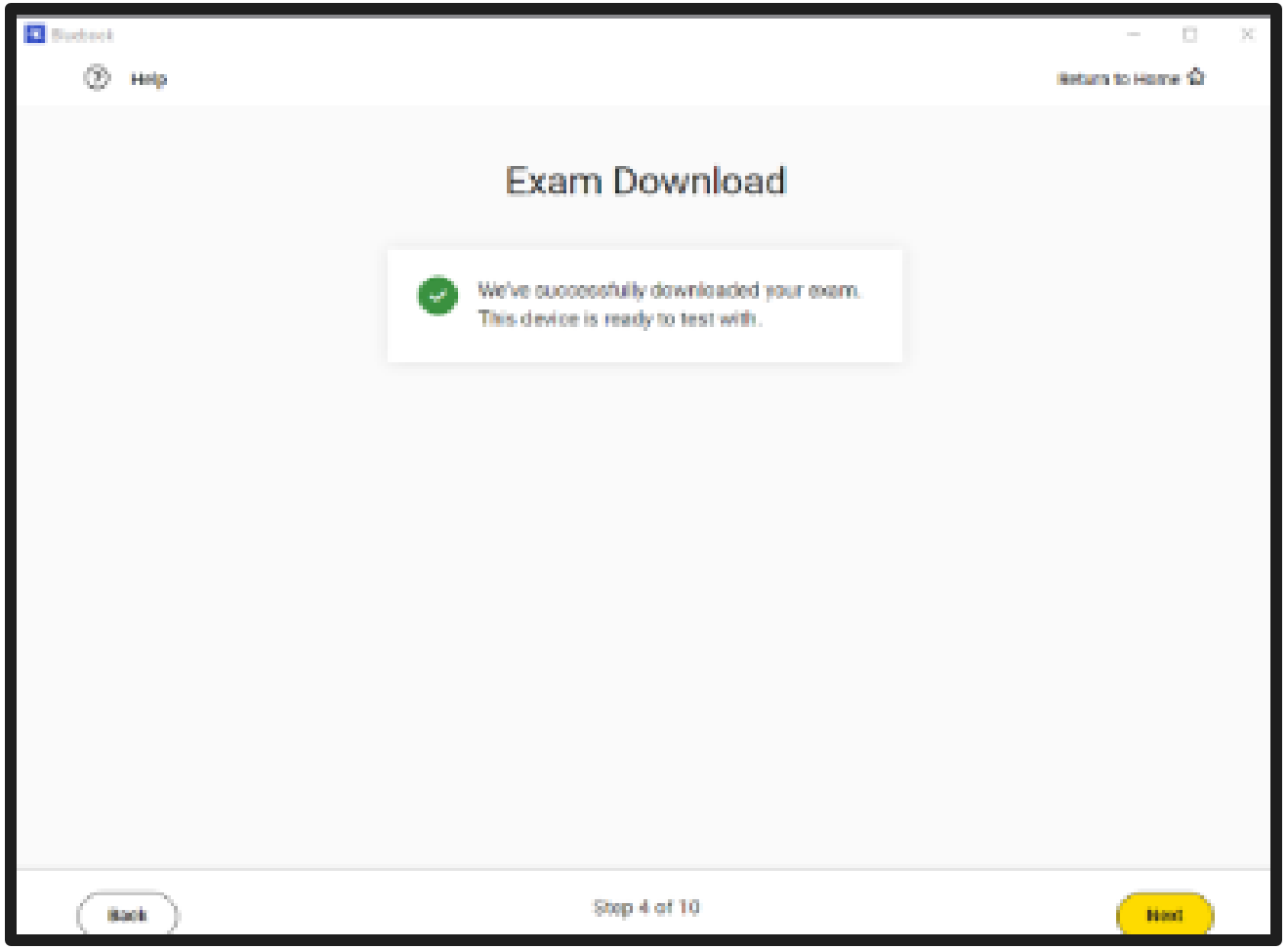
Room Code

- **Students will enter the 5-digit room code written on the board.**
- **Students will not be able to proceed until the proctor then marks them as present in Test Day Toolkit.**



Exam Downloaded

- **Once marked present the exam is downloaded onto a student's device.**

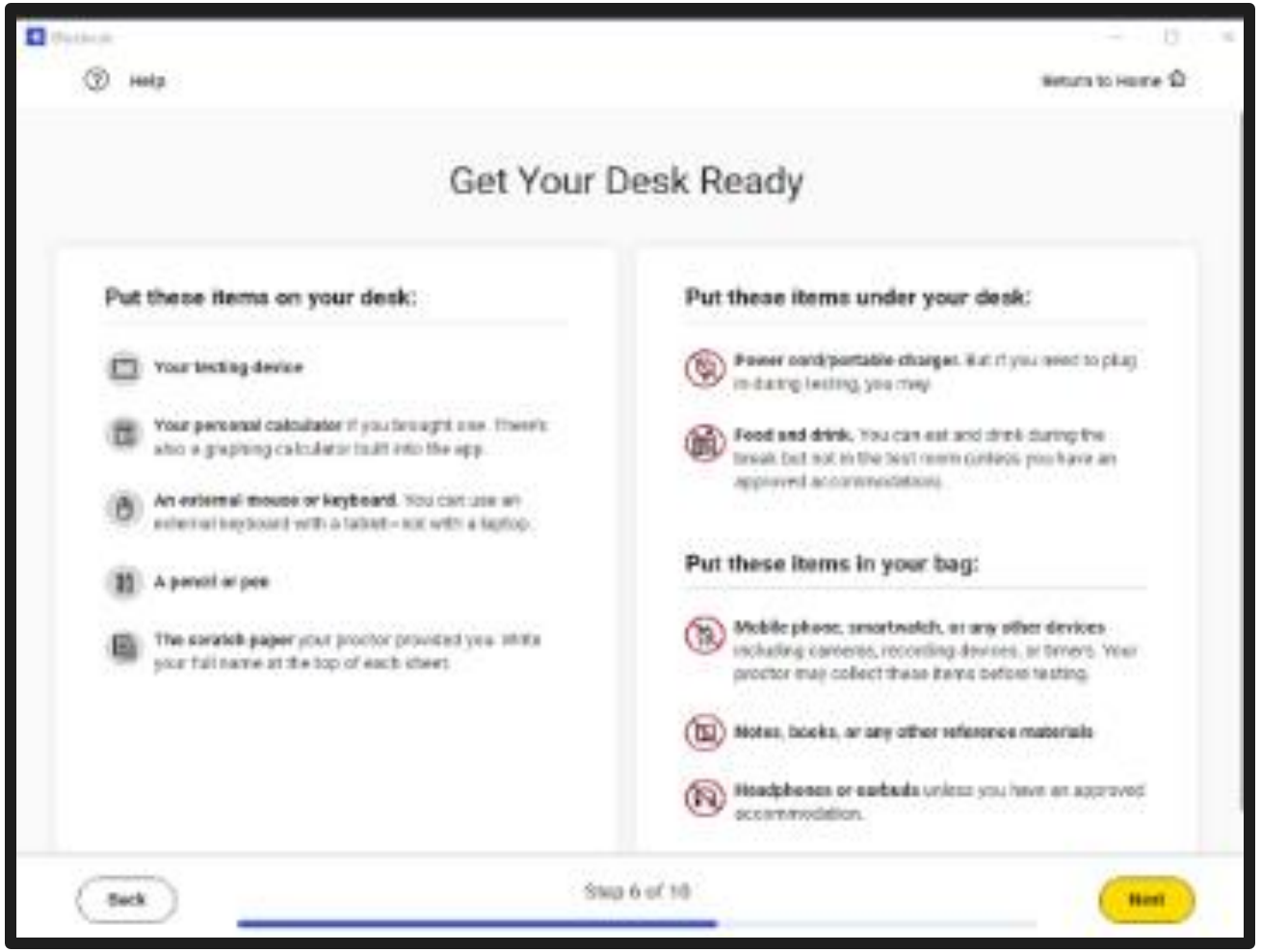


Digital Test Security

- **Students must retype the security pledge for digital testing and agree to those rules and consequences of breaking them.**

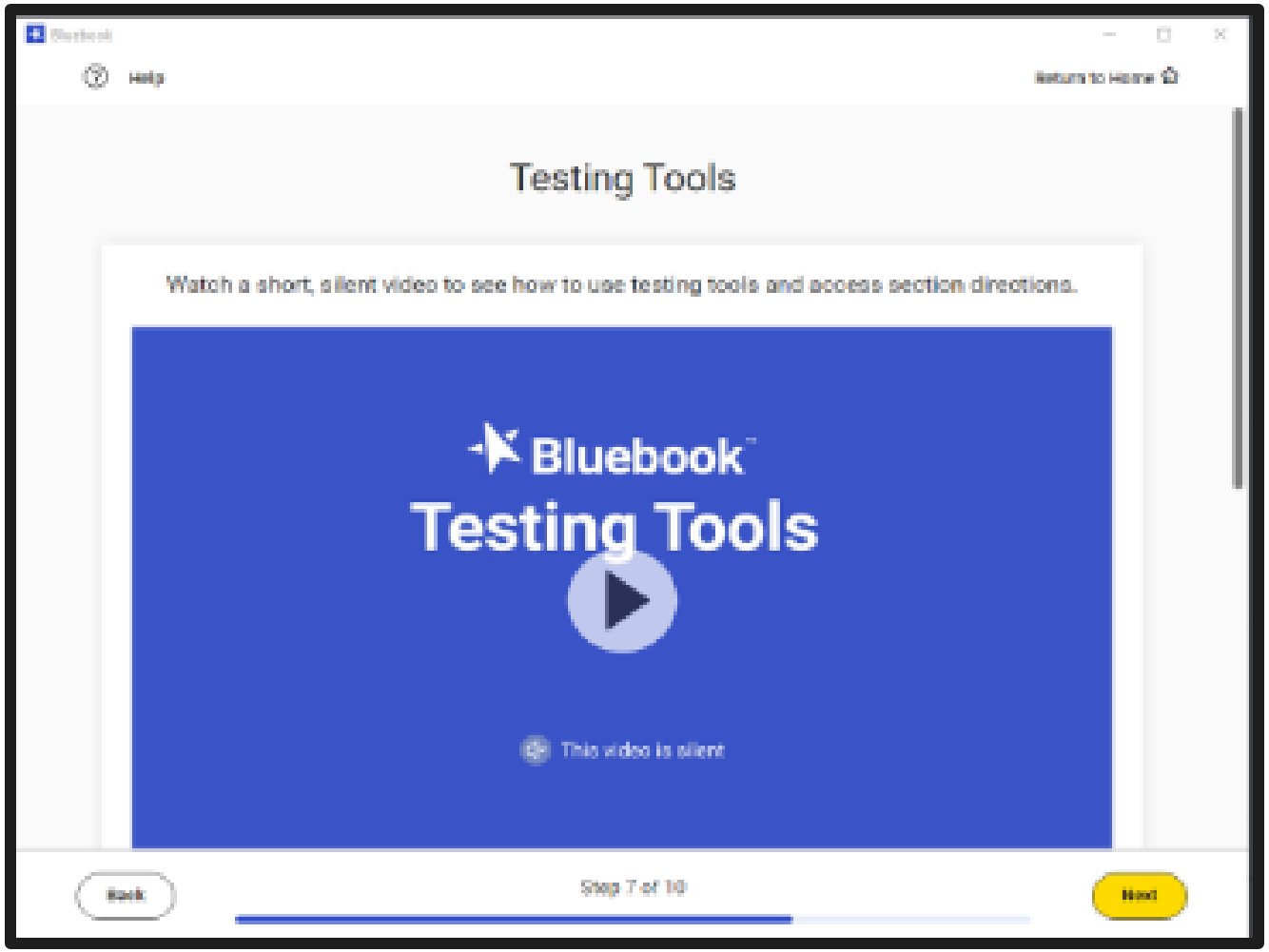
Get Your Desk Ready

- **Students are given instructions about getting their desk ready to test.**
- **Information is shared on what can and cannot be on desks.**



Testing Tools

- **Students can watch a short silent 2-minute video on the testing tools available to them.**

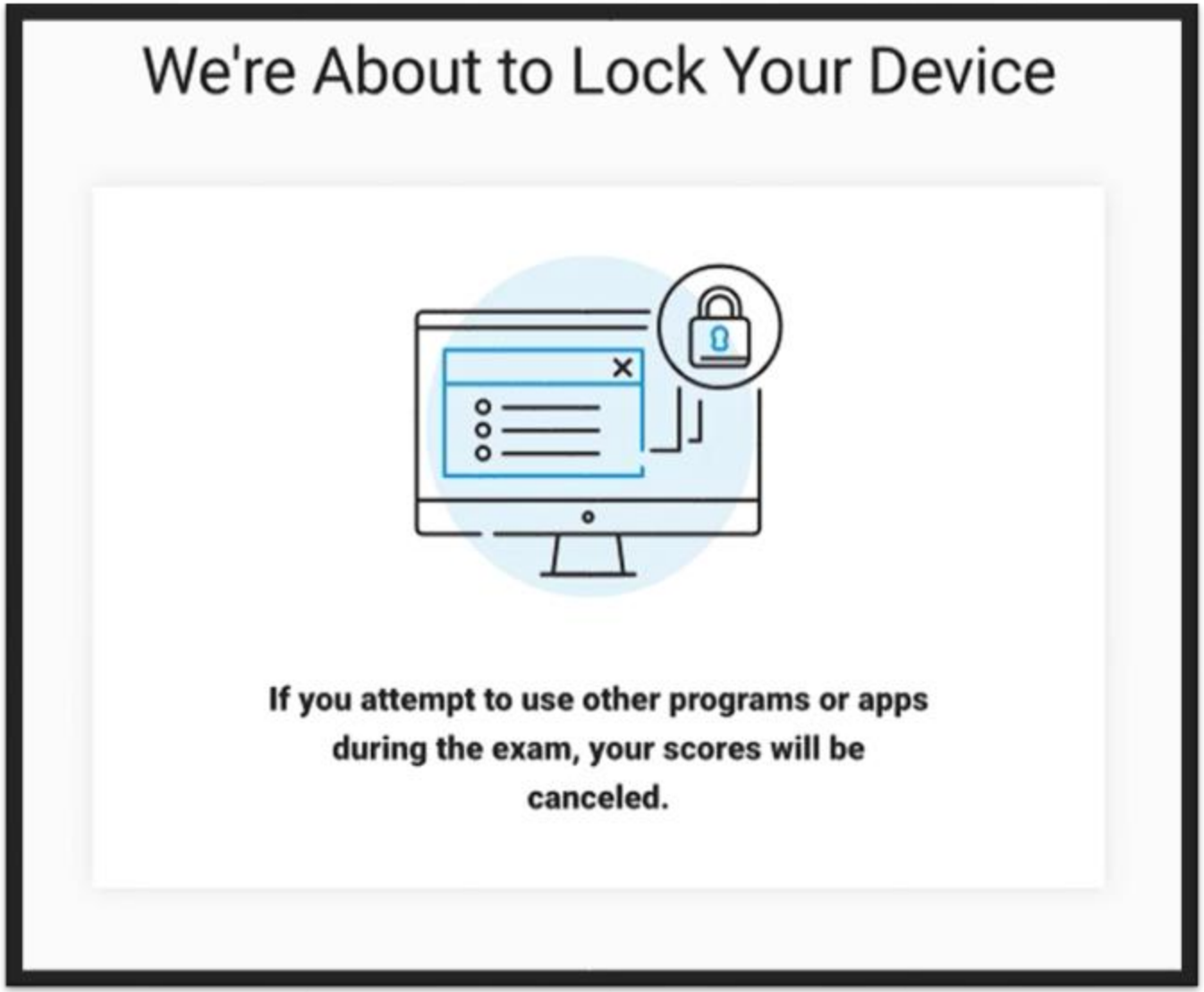


Test Overview

- **Students will see a test overview, describing the content of the test.**

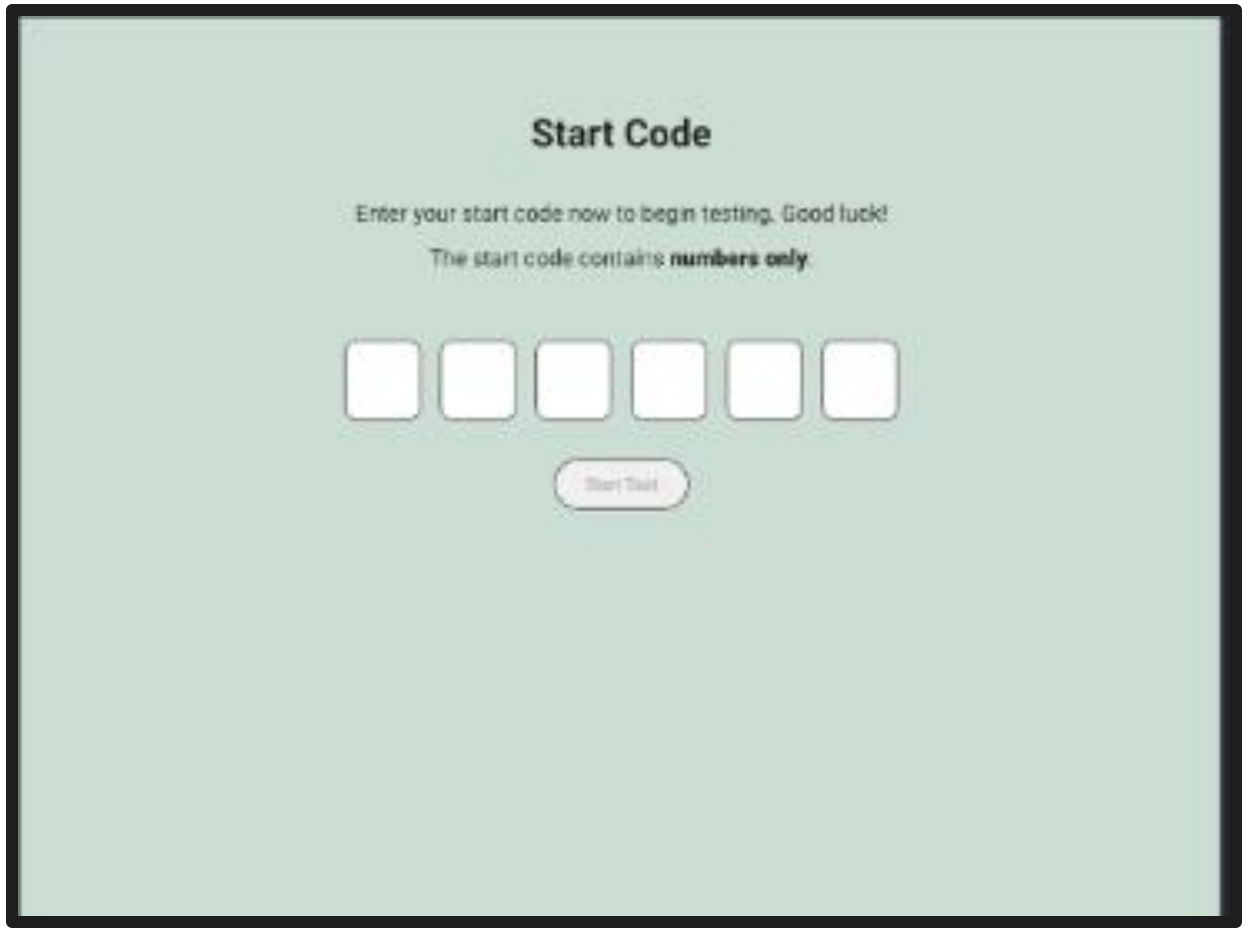
Secure Testing Mode

- **Students are reminded to exit out of any other apps or software.**



Start Code

- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**

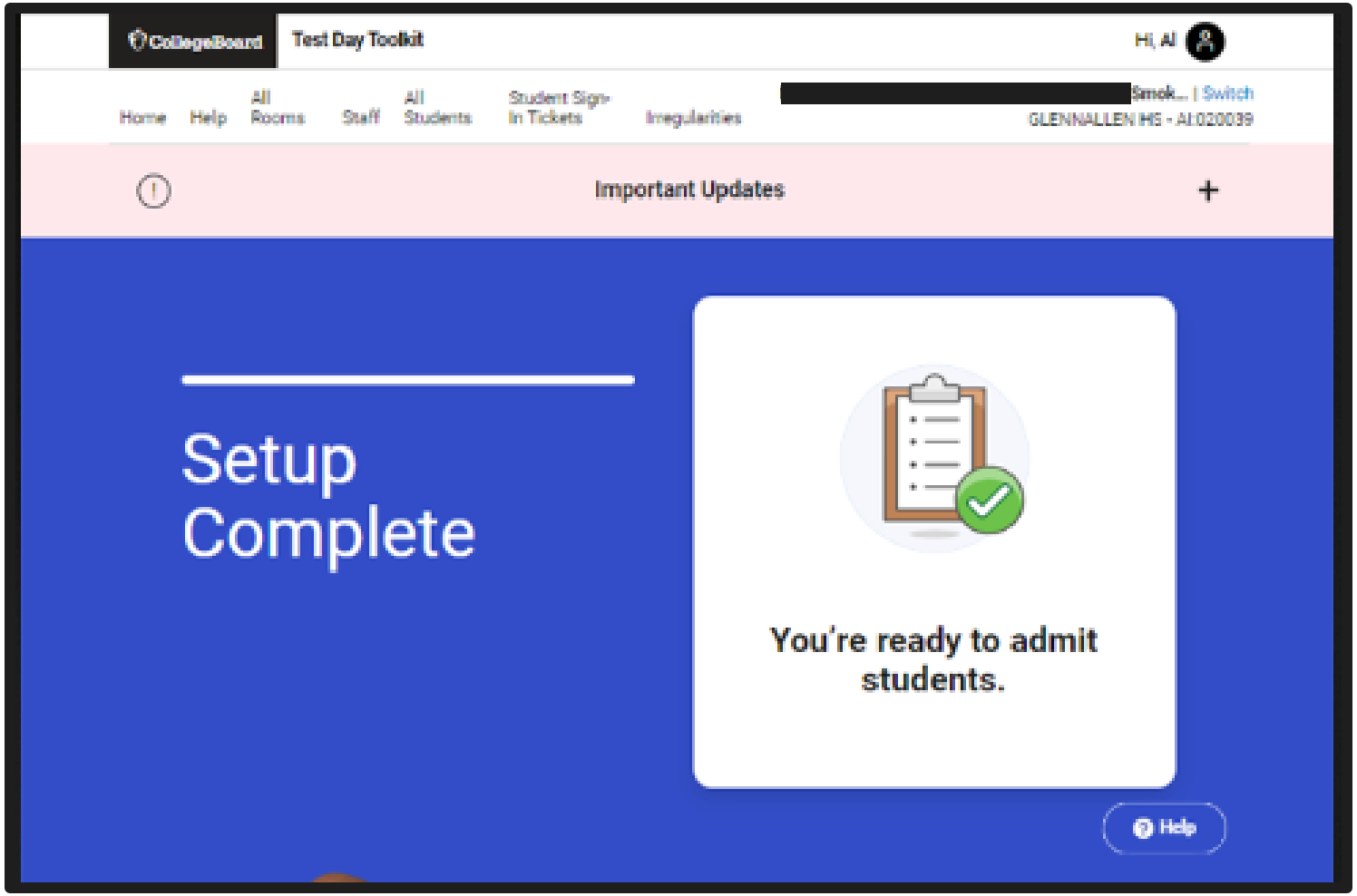


CollegeBoard

Proctor View
Check-In Students

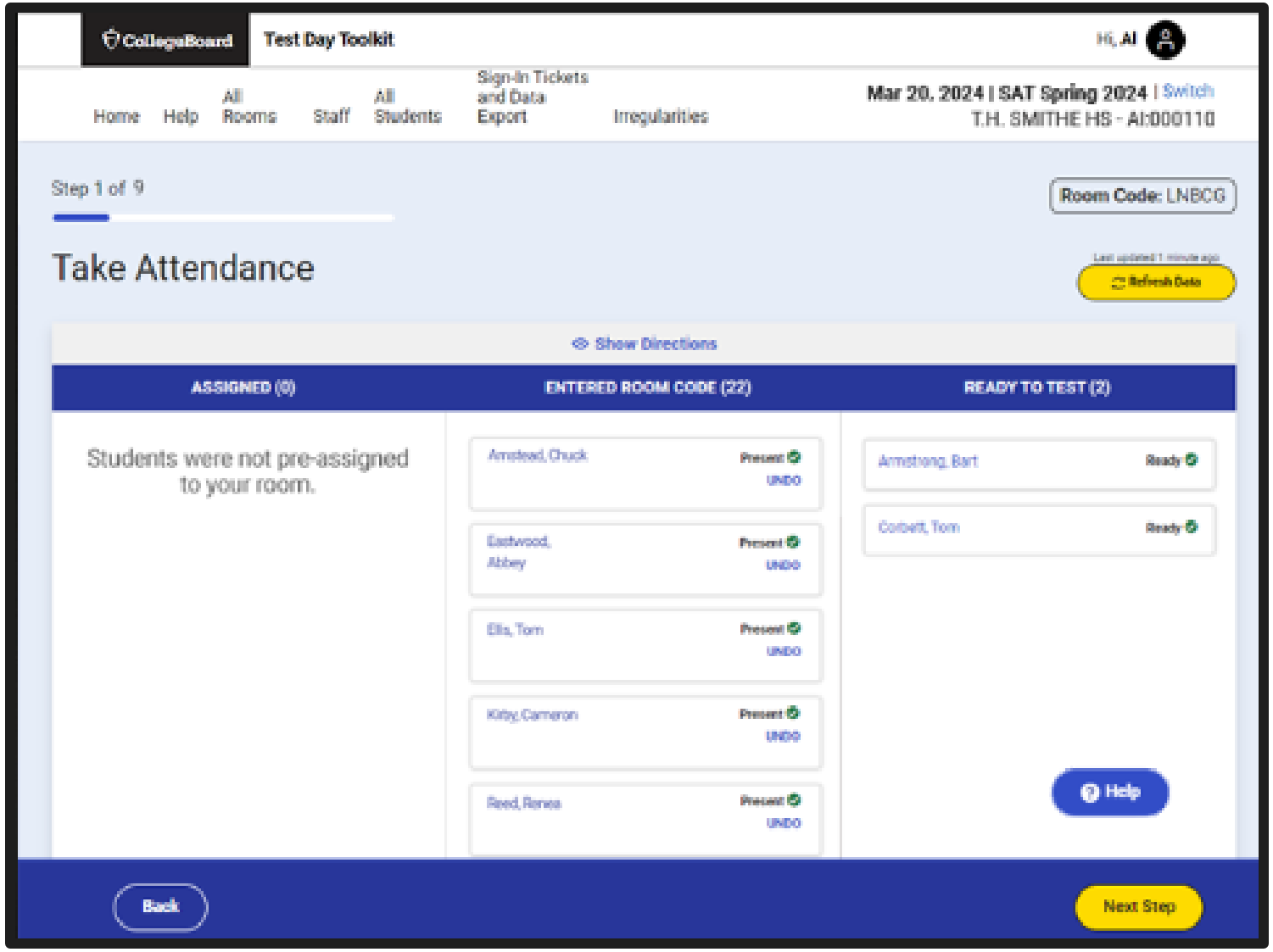
Preparing to Admit Students

- **Proctors will:**
  - **Sign into Test Day Toolkit.**
  - **Arrange the physical room space including: counting seats, covering instructional material, distributing test tickets, and writing the room code and instructions on the board.**
  - **Click Next to begin to admit students.**



Step 1 of 9: Take Attendance

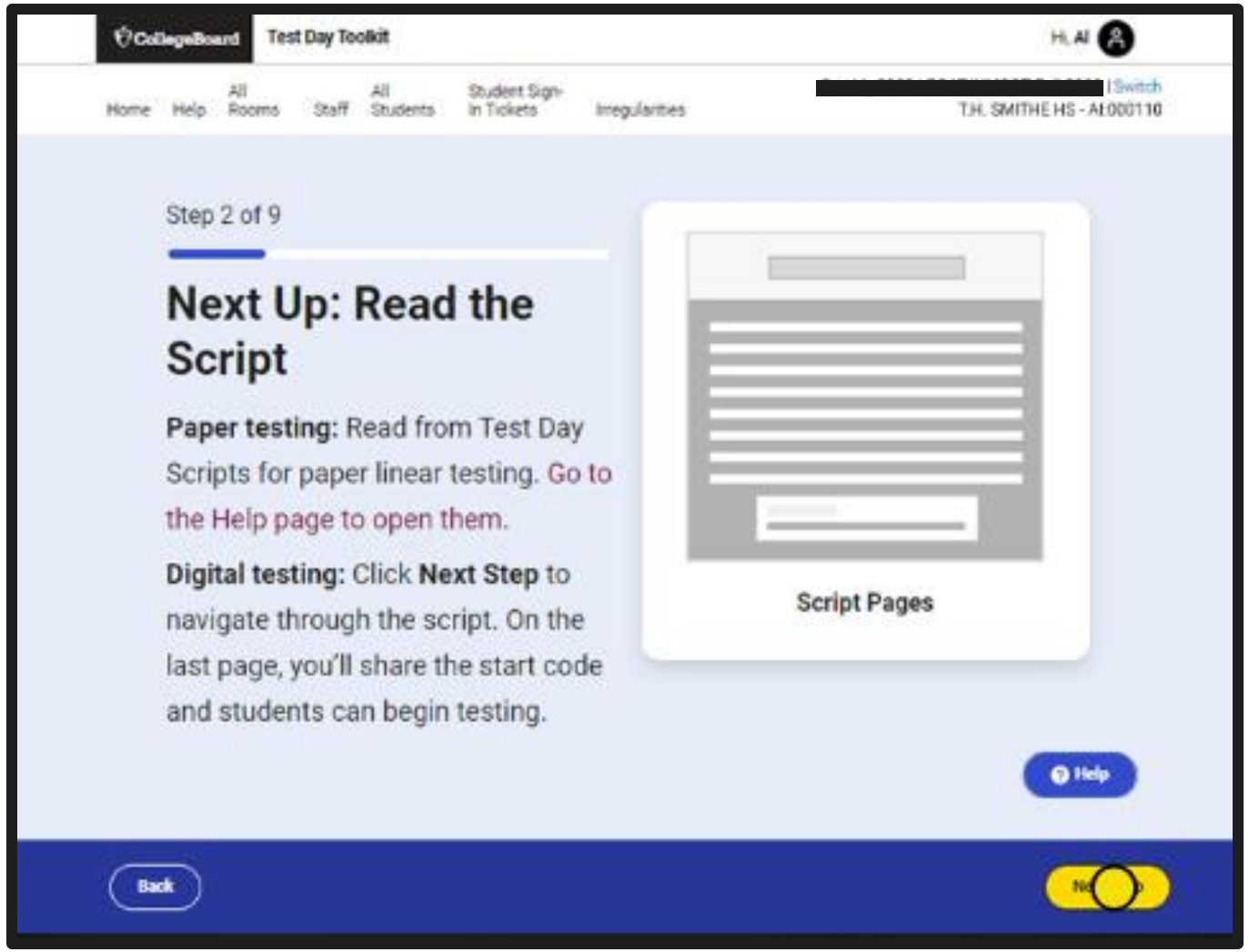
- **Ask students to check in on their device.**
- **Track students entering the room code.**
- **Ensure the sign-in ticket matches the physical student and the device screen.**
- **Check that students are ready to test.**



Step 2 of 9:
Next Up: Read the Script

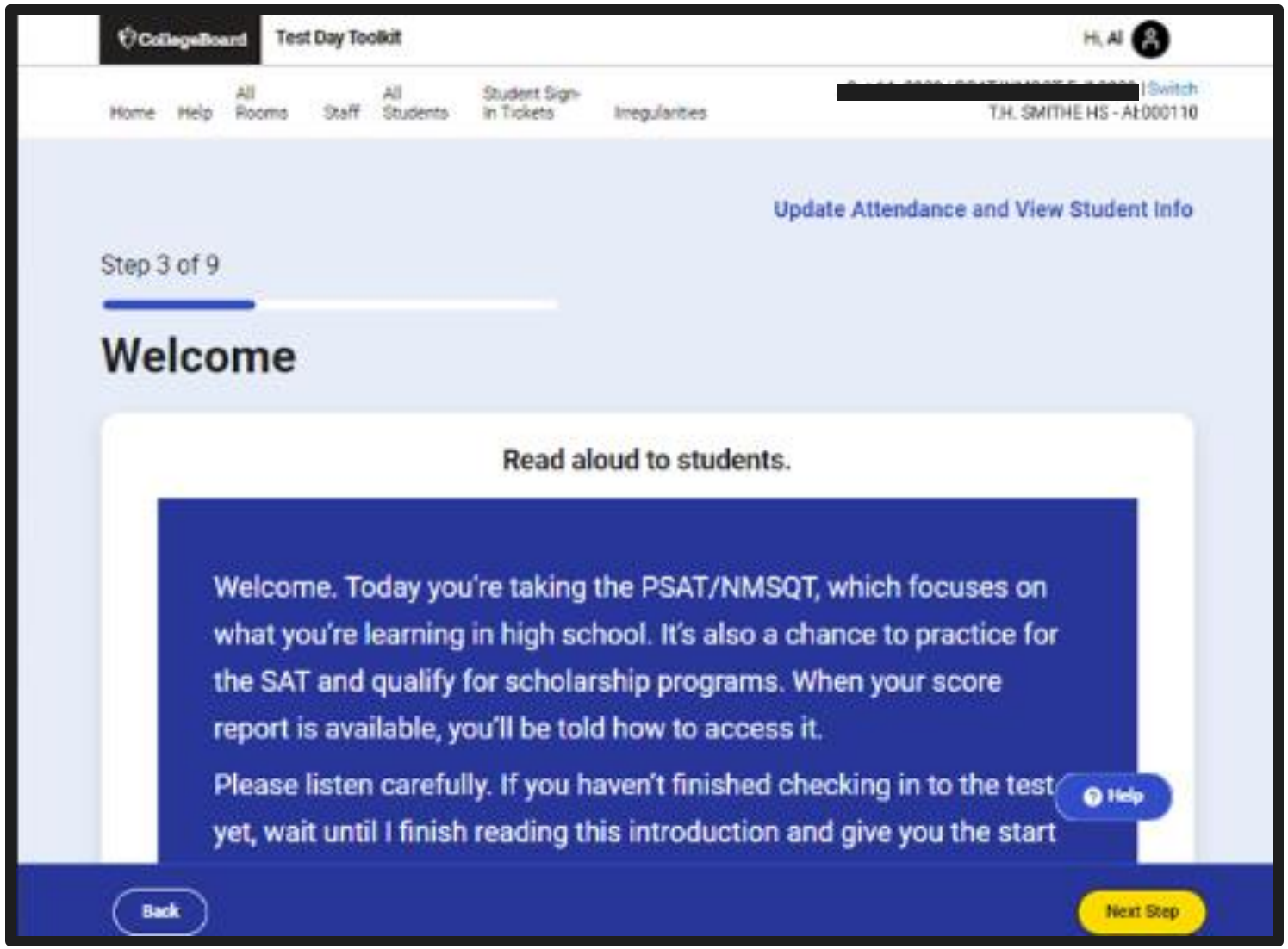
- **Prepare to read the script if this is for a paper test by going to the Help page to open it there, if not already available to the proctor.**

- **For digital testing, click Next Step.**



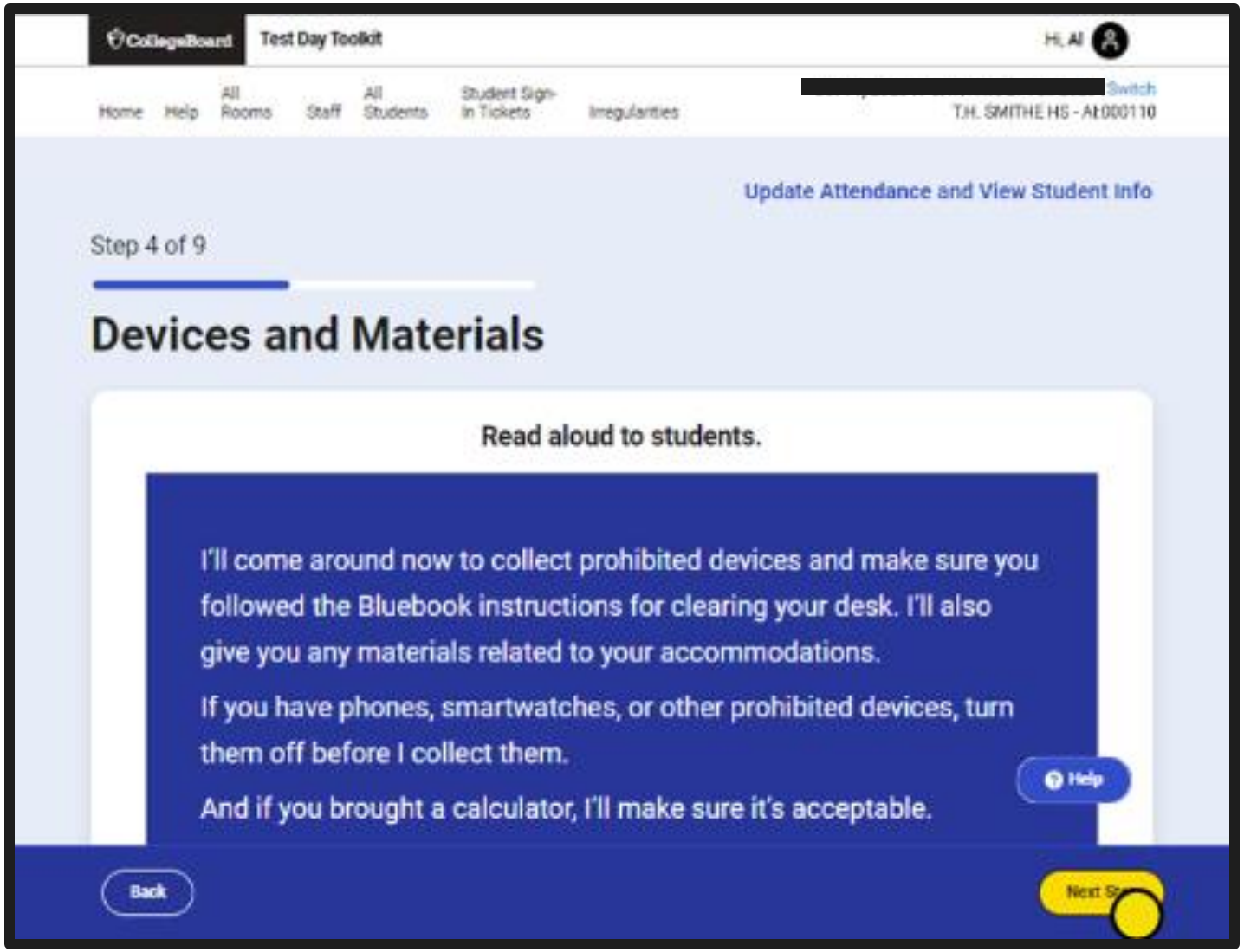
Step 3 of 9: Welcome

- **Proctor will read the script aloud verbatim to all students.**
- **Proctors should pay attention to the labels for what is to be read aloud and what should not be.**



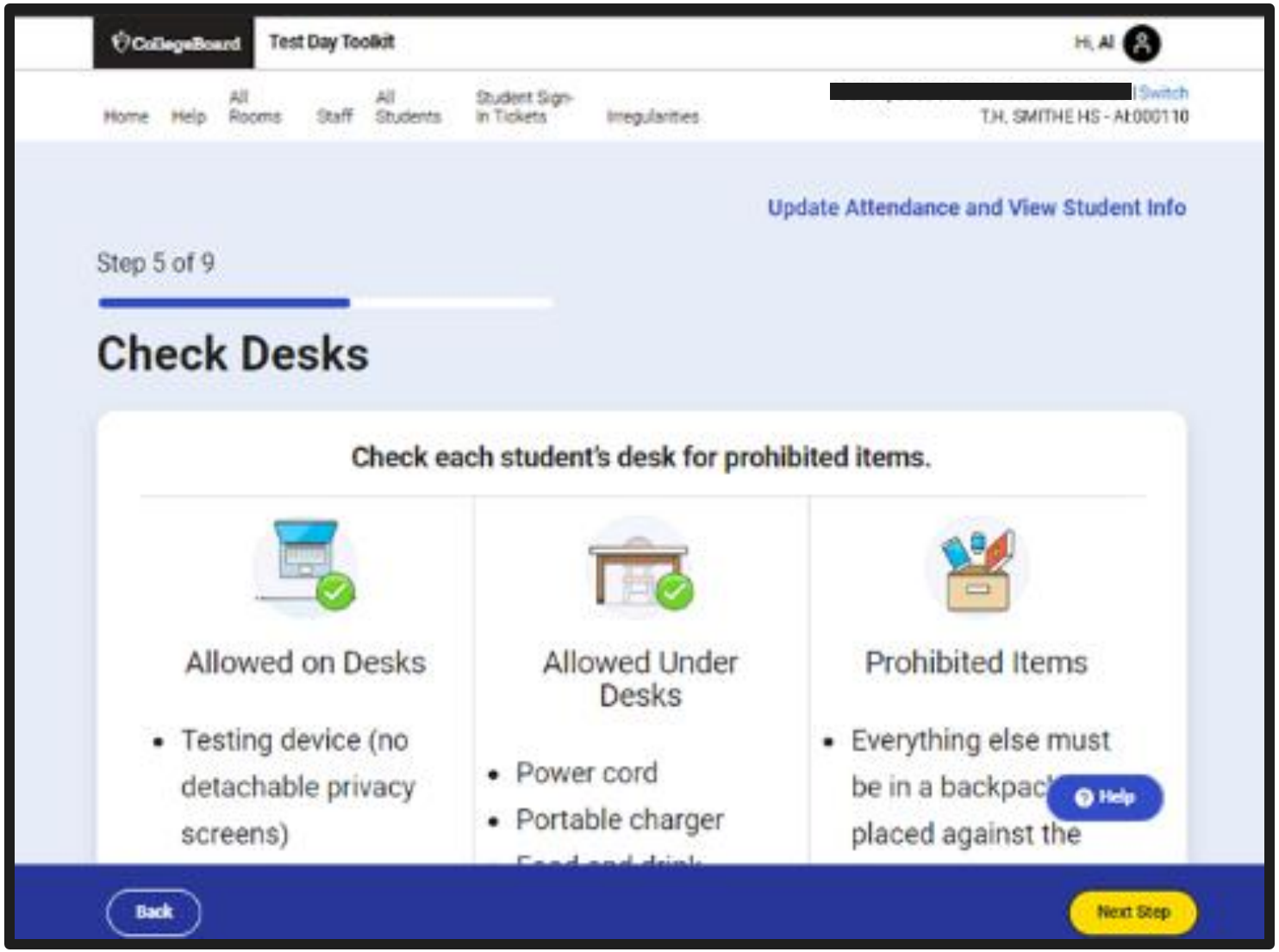
Step 4 of 9: Devices and Materials

- **The script includes directions about materials that are available.**



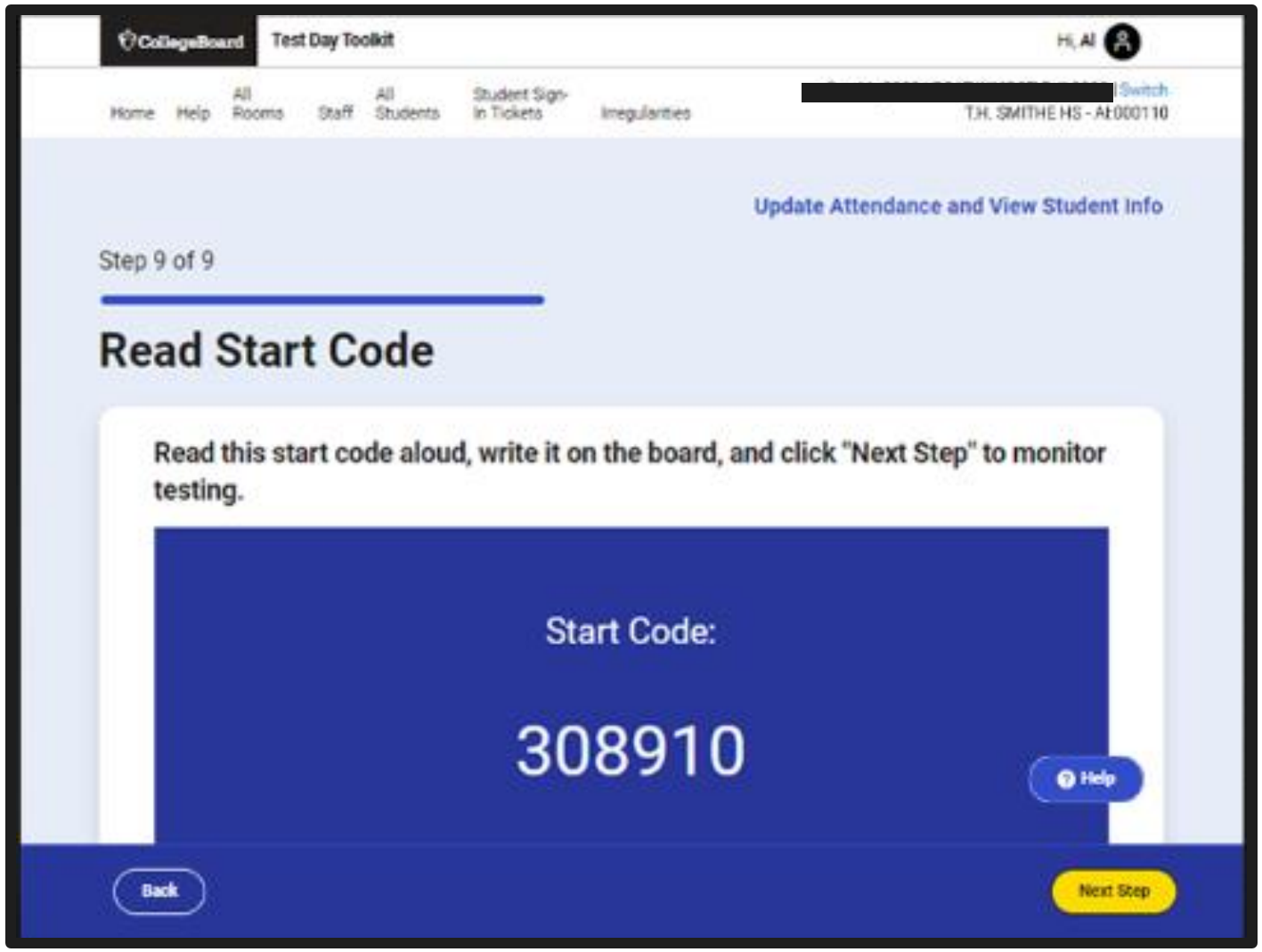
Steps 5-8 of 9: Check Desks and Continue Script

- **These steps remind proctors of what is and is not allowed on desks.**
- **The steps prompt the proctor to collect any items that are not allowed.**
- **The steps continue with directions for the exam.**



Step 9 of 9: Read Start Code

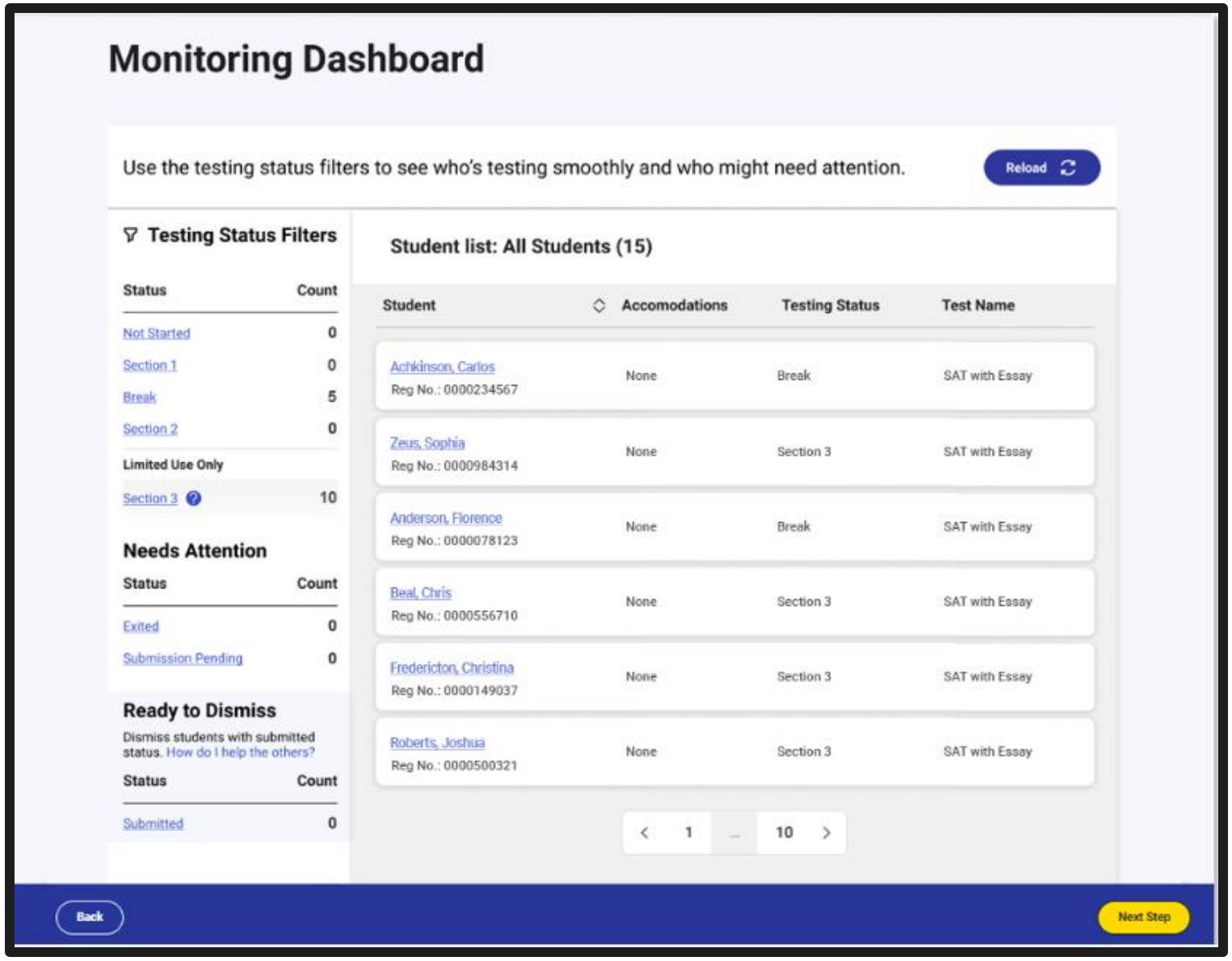
- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**



Monitoring Testing

Monitoring Dashboard

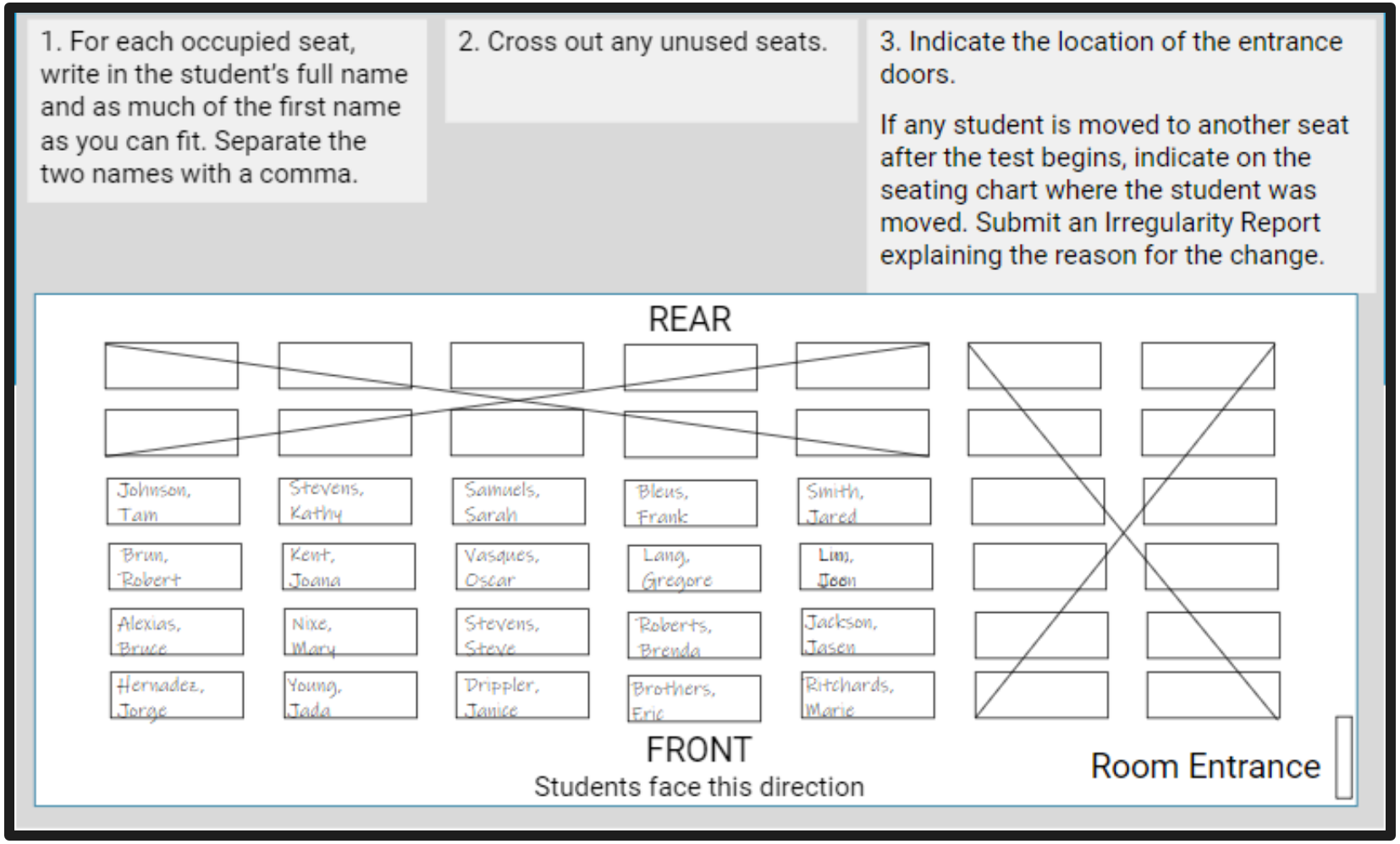
- **Not Started: This means that students have checked in but not entered the start code.**



Seating Chart

(Recommended Not Required)

- **The Seating Chart is not available in Test Day Toolkit.**
- **A PDF version can be found on the College Board website: https://satsuite.collegeboard.org/media/pdf/digital-sat-seating-chart.pdf**

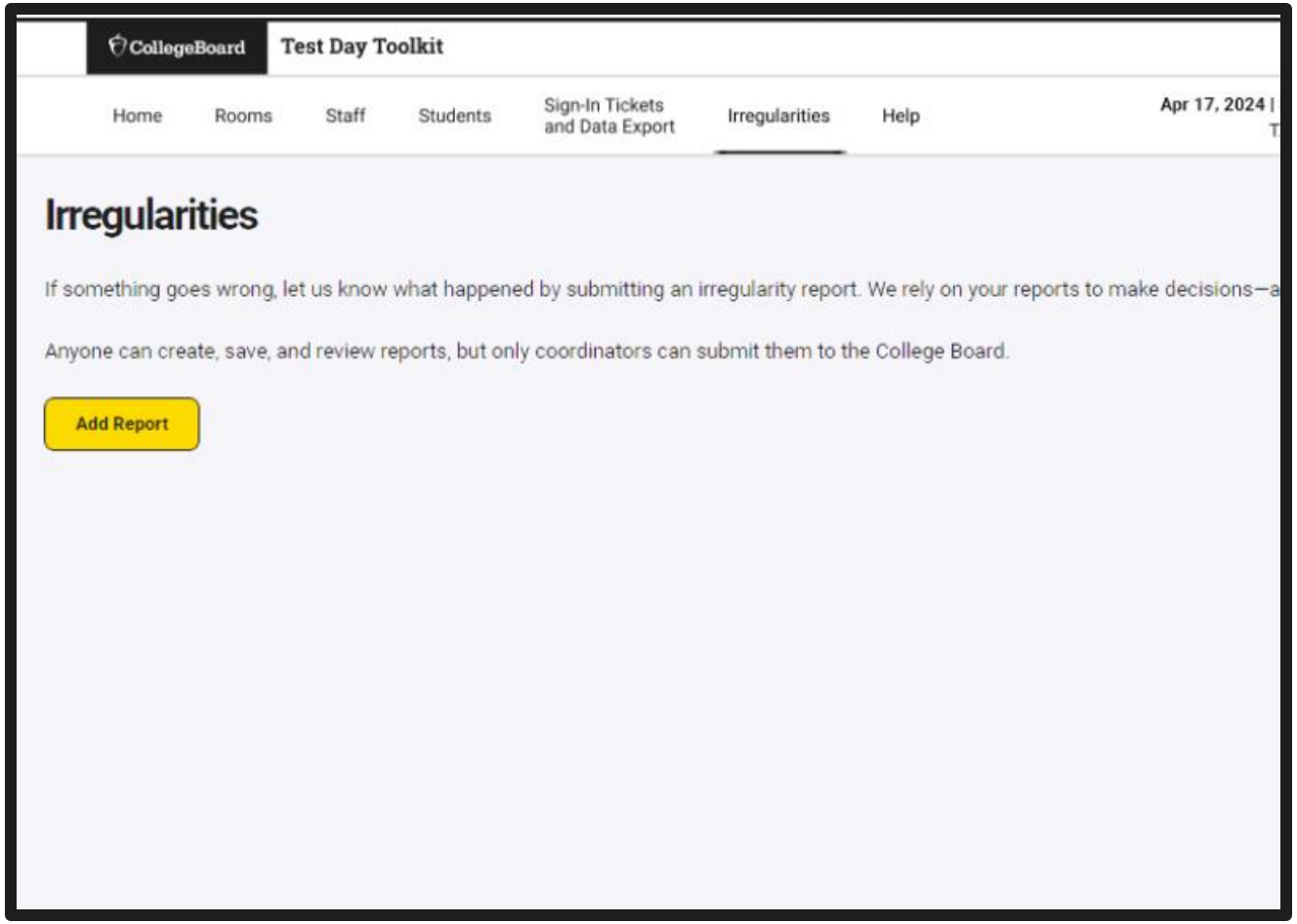


Breaks

- **A 10-minute break is scheduled between the Reading and Writing and Math sections of the test.**
- **Bluebook shows each student how much time is remaining in their break. This may be slightly different for each student.**
- **Students may leave the room during a break to use the restroom.**
- **Students may eat a snack during a break away from their desk.**
- **Students may have an unscheduled break to use the restroom but will lose test time.**

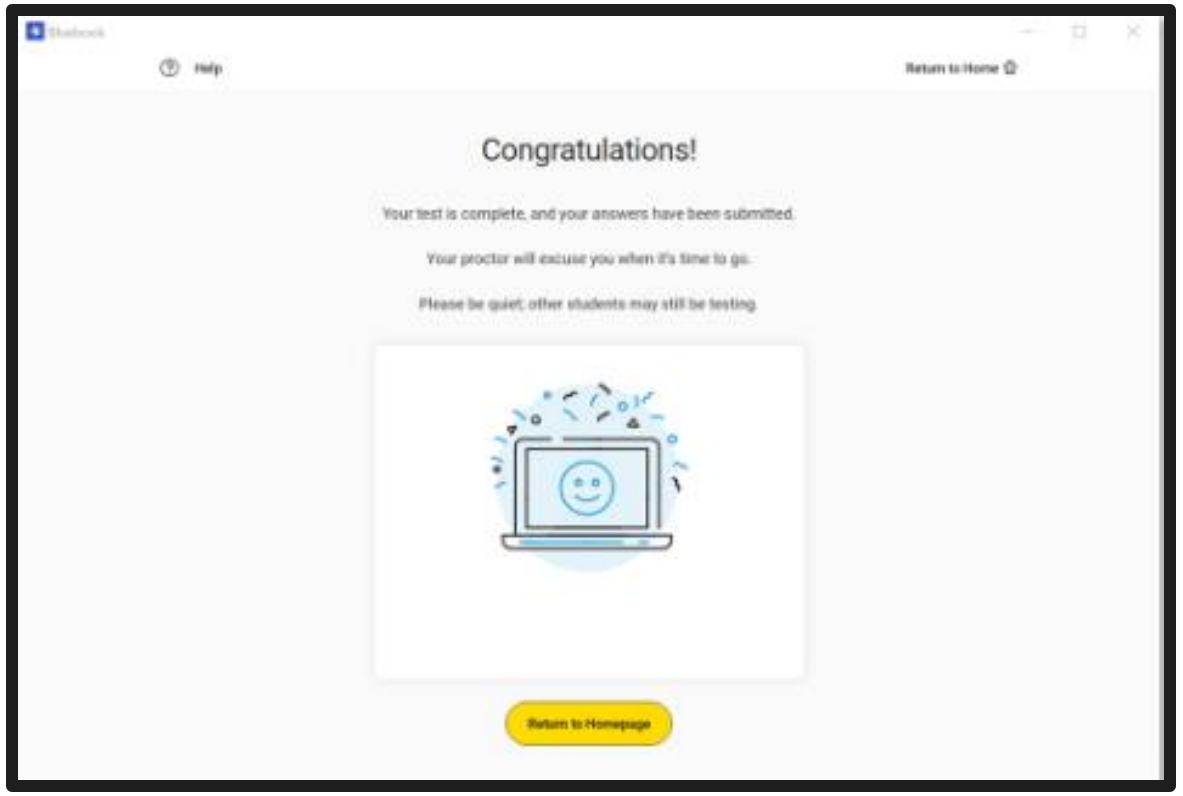
Responding to Problems

- **Students should never be left unattended in the testing room.**
- **Proctors should actively monitor the testing room for any irregularities.**
- **All irregularities should be reported using the digital Irregularity Report (IR) in Test Day Toolkit.**
- **As with paper and pencil testing, thorough descriptions of an incident will allow for proper guidance and in some cases an opportunity for a student to retest.**
- **Test coordinators review and submit all proctor IRs to College Board.**



Student Dismissal

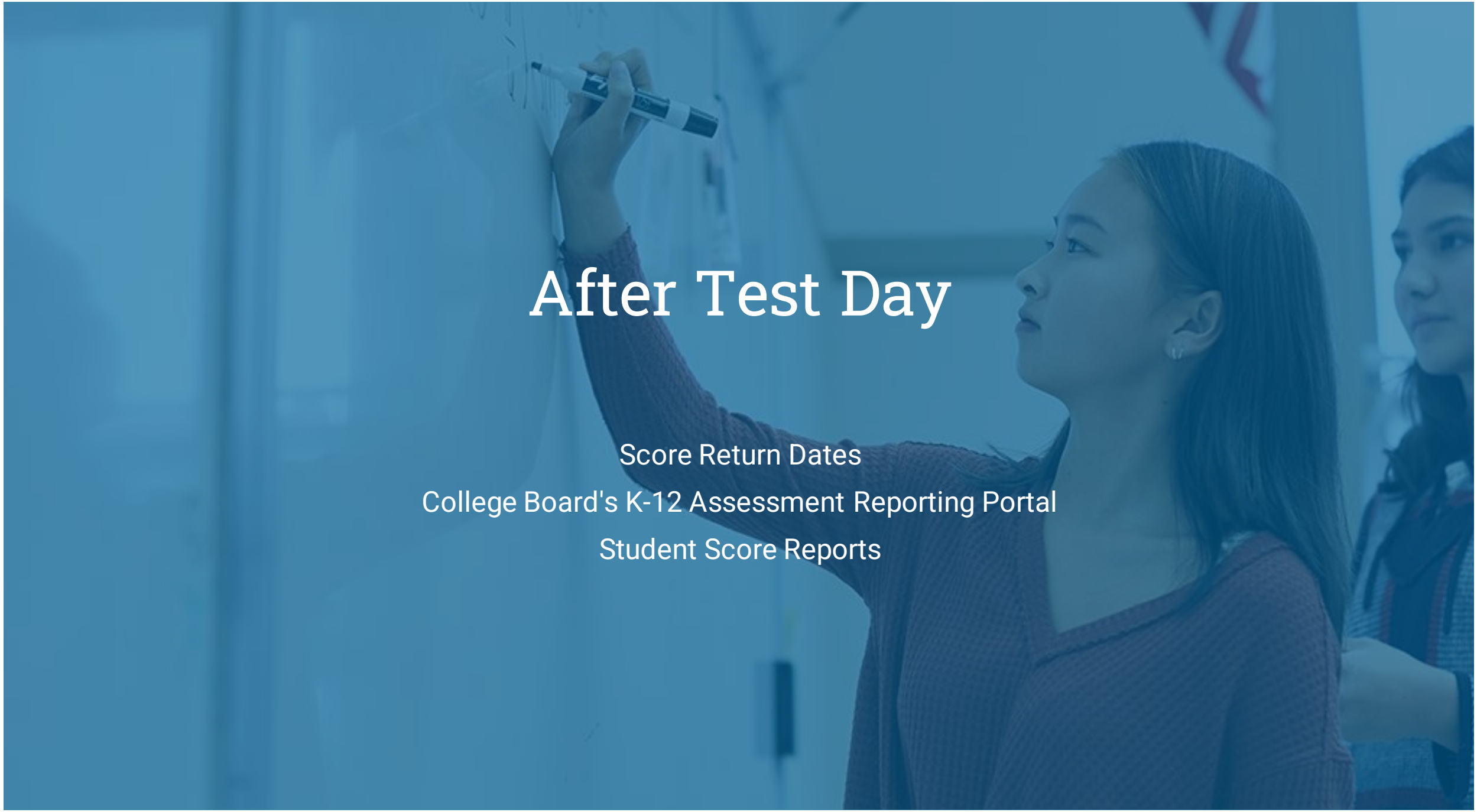
- **Bluebook will provide students with instructions to raise their hand for checkout after the timer stops.**
- **If students are connected to the internet, their answers will be automatically submitted after the timer stops.**
- **Students should look for the congratulations page to know their answers have been submitted.**
- **Proctors can monitor student submission status in Test Day Toolkit. Student movement on the dashboard should be close to simultaneous.**
- **Sign-in tickets and scratch paper are collected at check-out.**
- **Students with connectivity issues have one day to submit answers.**



Check for Understanding

What final action is required for students to view test content?

A. Enter the room code.
B. Complete the optional Test preview.
C. Enter the start code.
D. Complete the seating chart.
E. All of the above.



After Test Day

Score Return Dates

College Board's K-12 Assessment Reporting Portal

Student Score Reports

Score Return Dates

Spring 2024 Score Release Timing for SAT and PSAT 10

Score Release	Test Submission Dates	College Board's K-12 Score Reporting Portal Score Release Begins (for educators with access)	Student Score Release Begins (for students with College Board student accounts)
Release 1	3/30/24 - 4/12/24	4/30/24	5/2/24
Release 2	4/13/24 - 4/26/24	5/14/24	5/16/24

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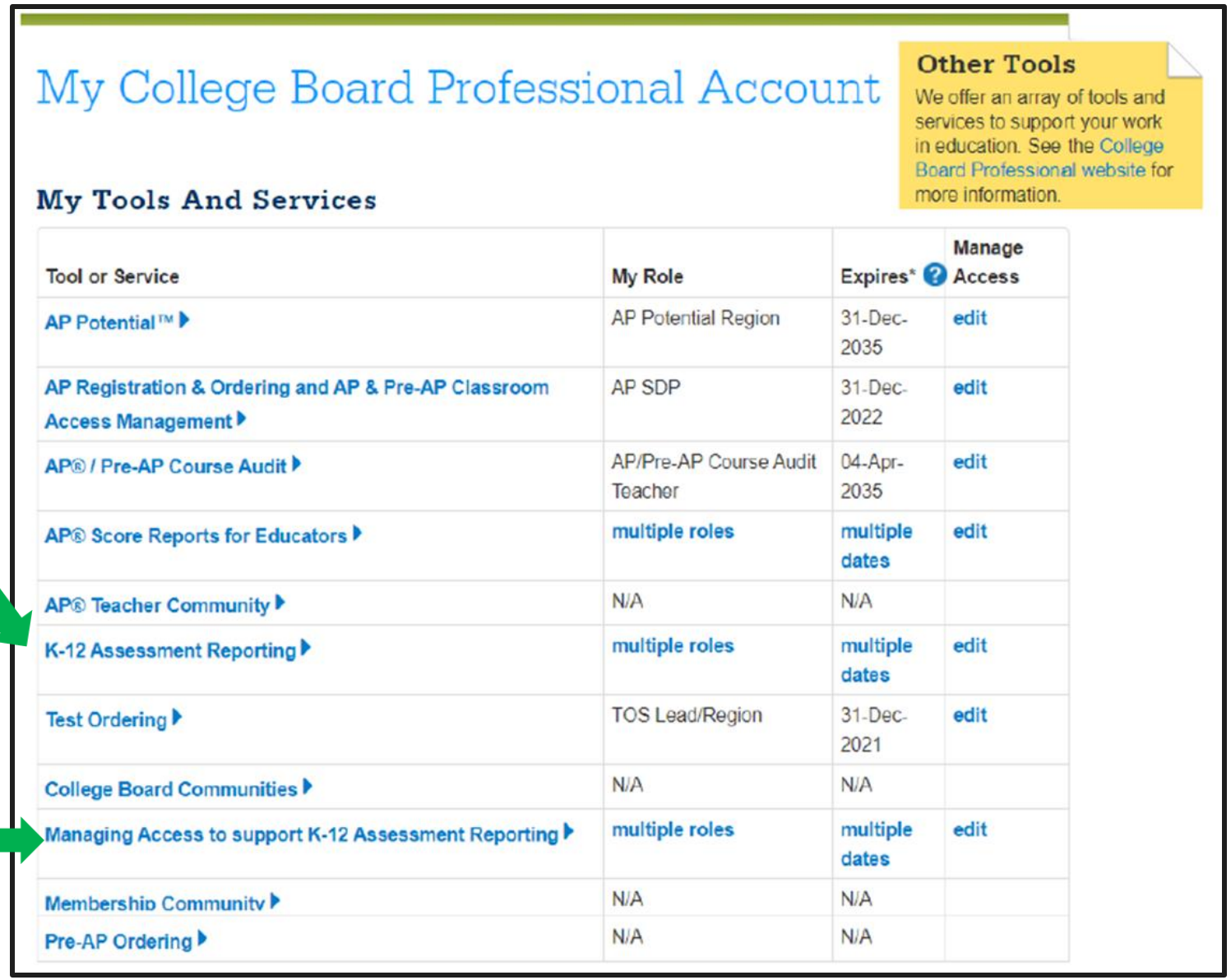
College Board's K-12 Assessment Reporting Portal

Access K-12 Assessment Reporting Portal

Click on **K-12 Assessment Reporting** to Access Scores

Data Access Manager: Each building establishes 2-3 staff members who manage College Board SAT Suite of Assessments data for the school. They use the *Managing Access to Support K-12 Assessment Reporting* link to grant staff access.



My College Board Professional Account

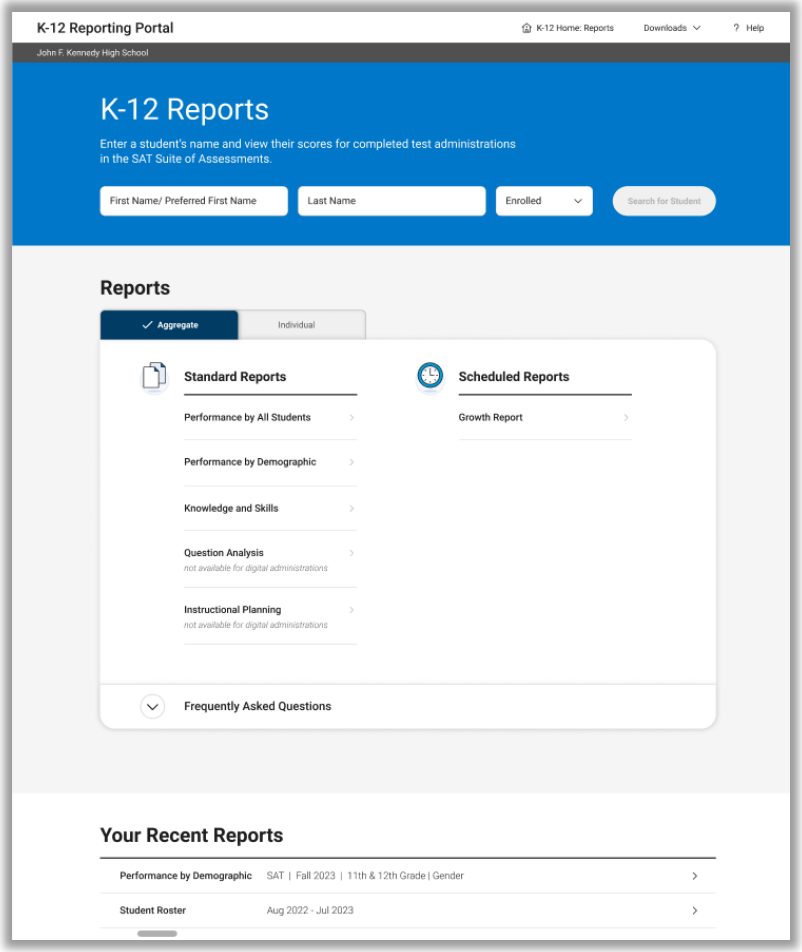
Other Tools
We offer an array of tools and services to support your work in education. See the College Board Professional website for more information.

My Tools And Services

Tool or Service	My Role	Expires*	Manage Access
AP Potential™	AP Potential Region	31-Dec-2035	edit
AP Registration & Ordering and AP & Pre-AP Classroom Access Management	AP SDP	31-Dec-2022	edit
AP® / Pre-AP Course Audit	AP/Pre-AP Course Audit Teacher	04-Apr-2035	edit
AP® Score Reports for Educators	multiple roles	multiple dates	edit
AP® Teacher Community	N/A	N/A	
K-12 Assessment Reporting	multiple roles	multiple dates	edit
Test Ordering	TOS Lead/Region	31-Dec-2021	edit
College Board Communities	N/A	N/A	
Managing Access to support K-12 Assessment Reporting	multiple roles	multiple dates	edit
Membership Community	N/A	N/A	
Pre-AP Ordering	N/A	N/A	

Updated Educator Reports in the K-12 Reporting Portal

- Aggregate Performance Reports
  - Select administration and season
  - Select an individual grade, ALL grades, or most common grade combination
  - Knowledge and Skills Report
  - Individual Student Reports
  - Roster report
  - Student score reports (.pdf)
- Skills Insight tool

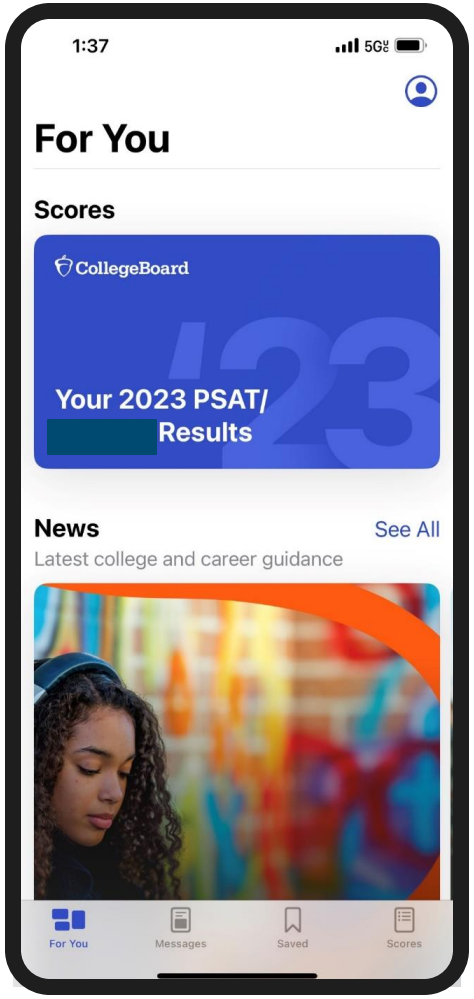


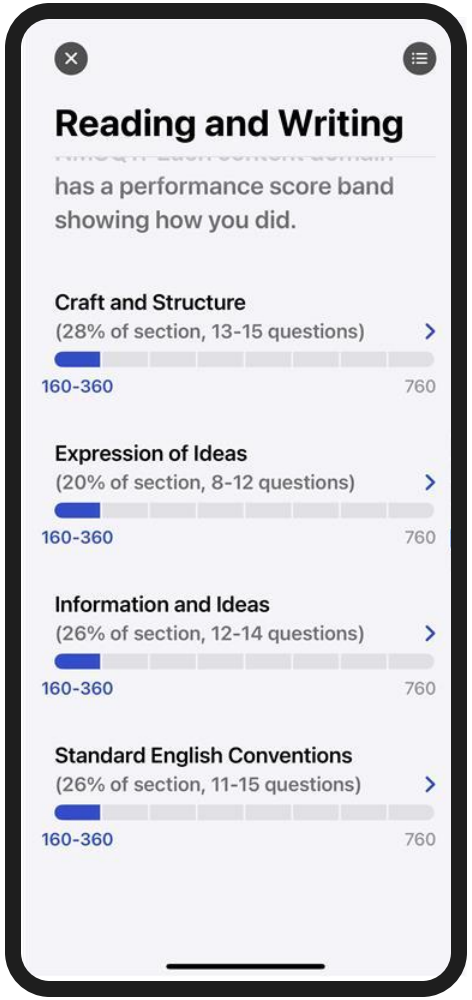
CollegeBoard

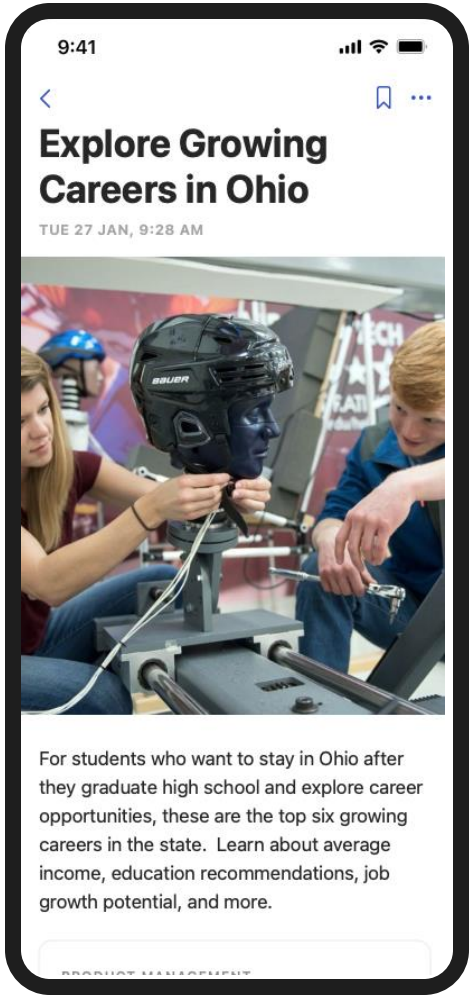
Student Score Reports

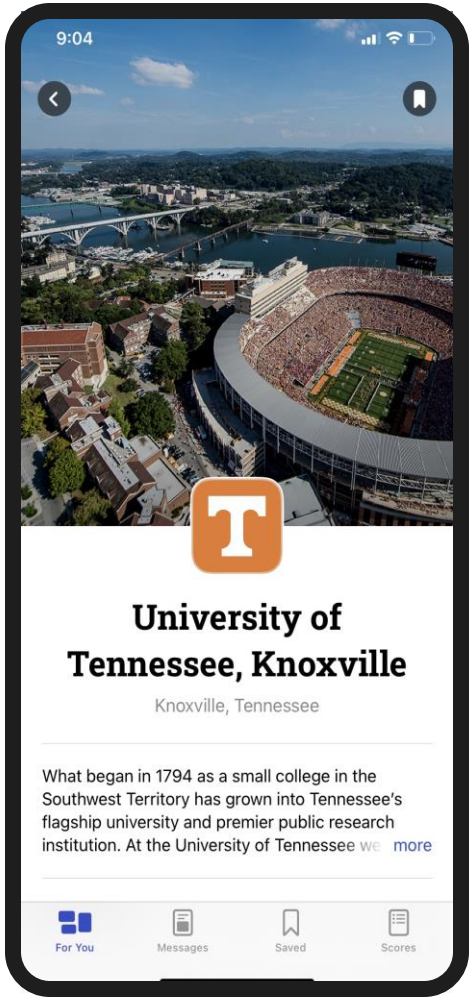
BigFuture School App

Students who provide a mobile number when taking the SAT or PSAT 10 will be able to access their score in BigFuture School.



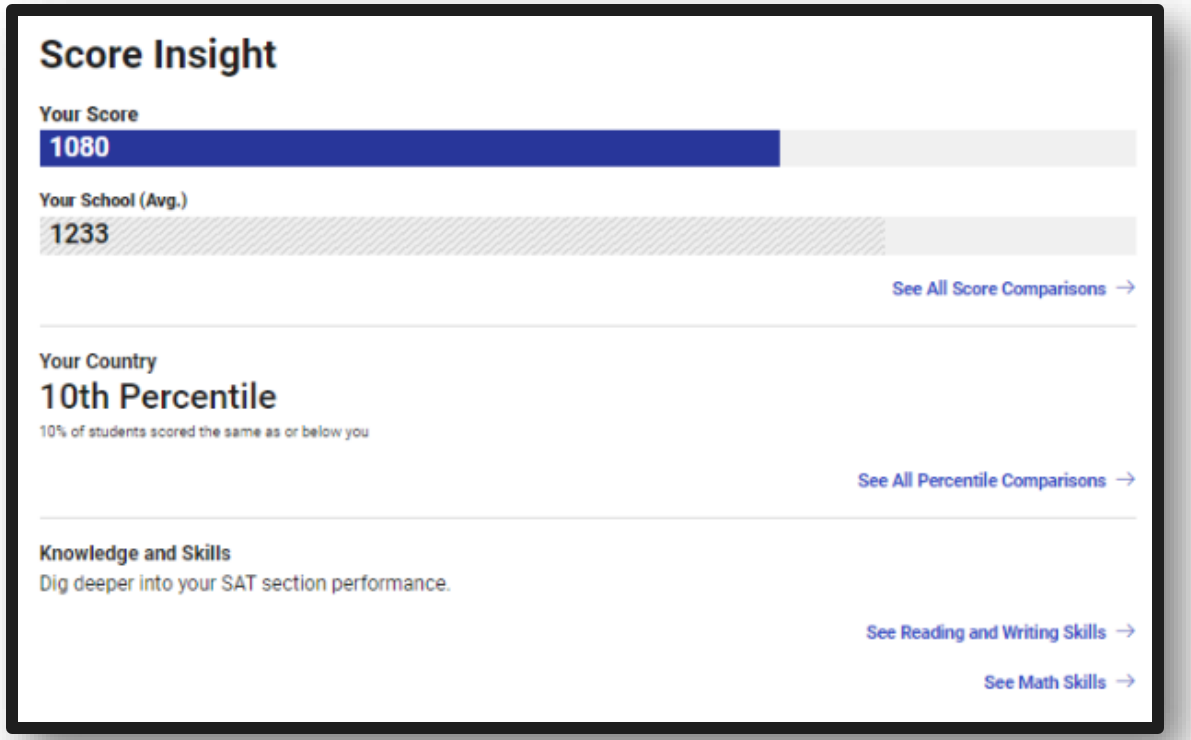


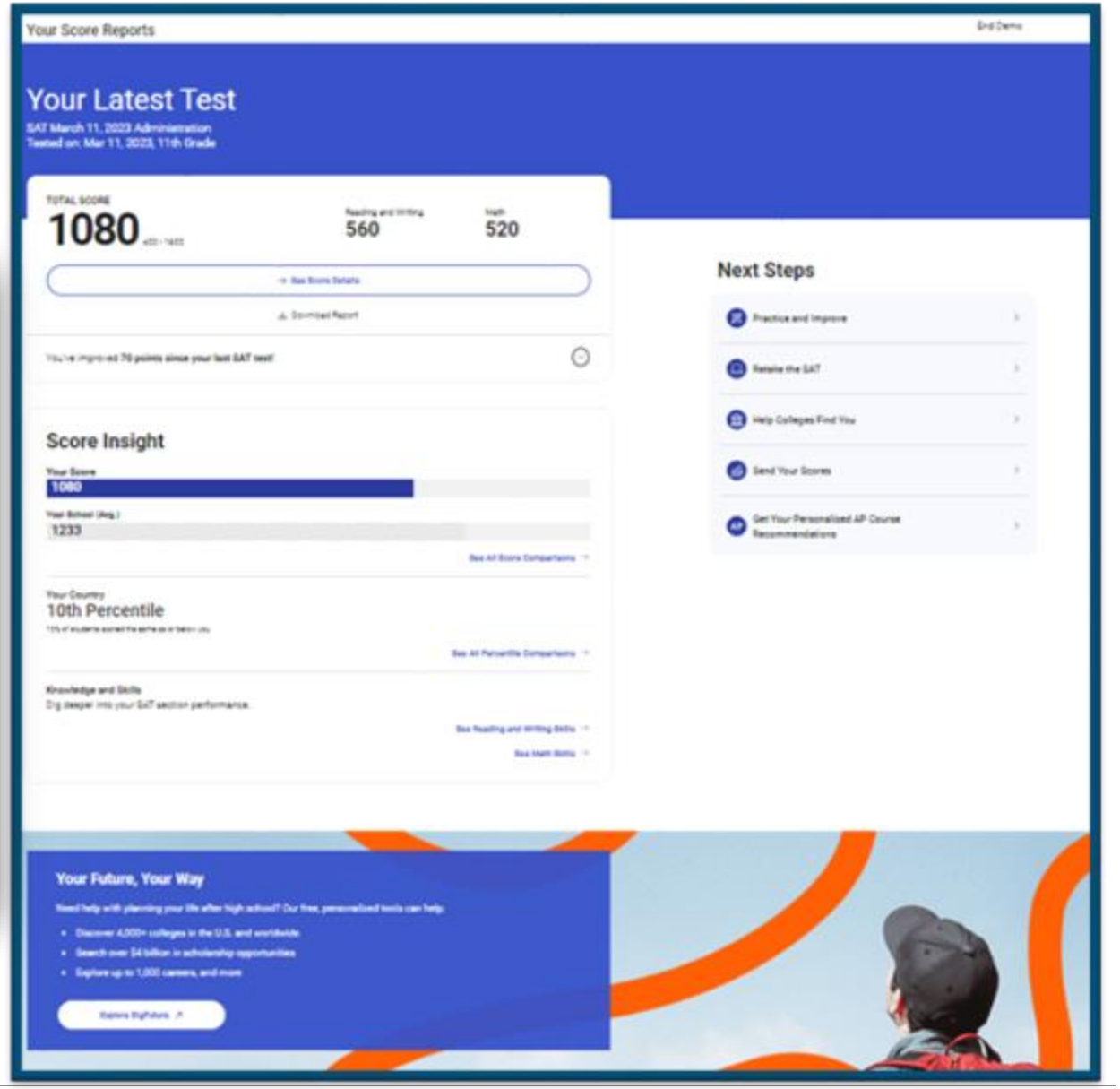




Online Score Report

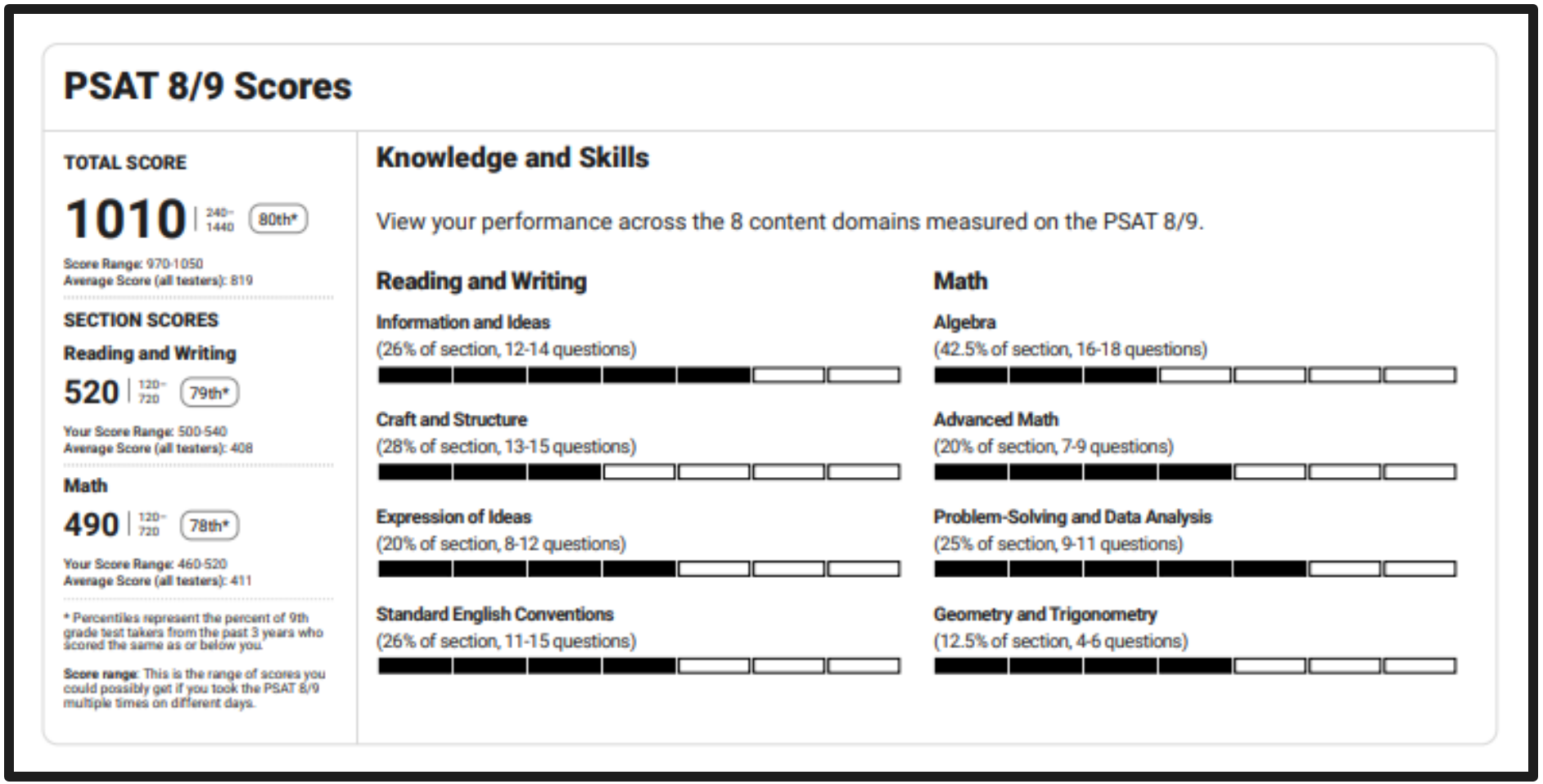
Student College Board Account





Student Score Report PDF
K12 Reporting Portal

Simplified!



PSAT 8/9 Scores

TOTAL SCORE

1010 | 240–1440 | 80th*

Score Range: 970-1050
Average Score (all testers): 819

SECTION SCORES

Reading and Writing

520 | 120–720 | 79th*

Your Score Range: 500-540
Average Score (all testers): 408

Math

490 | 120–720 | 78th*

Your Score Range: 460-520
Average Score (all testers): 411

* Percentiles represent the percent of 9th grade test takers from the past 3 years who scored the same as or below you.

Score range: This is the range of scores you could possibly get if you took the PSAT 8/9 multiple times on different days.

Knowledge and Skills

View your performance across the 8 content domains measured on the PSAT 8/9.

Reading and Writing

Information and Ideas
(26% of section, 12-14 questions)

Craft and Structure
(28% of section, 13-15 questions)

Expression of Ideas
(20% of section, 8-12 questions)

Standard English Conventions
(26% of section, 11-15 questions)

Math

Algebra
(42.5% of section, 16-18 questions)

Advanced Math
(20% of section, 7-9 questions)

Problem-Solving and Data Analysis
(25% of section, 9-11 questions)

Geometry and Trigonometry
(12.5% of section, 4-6 questions)

Resources

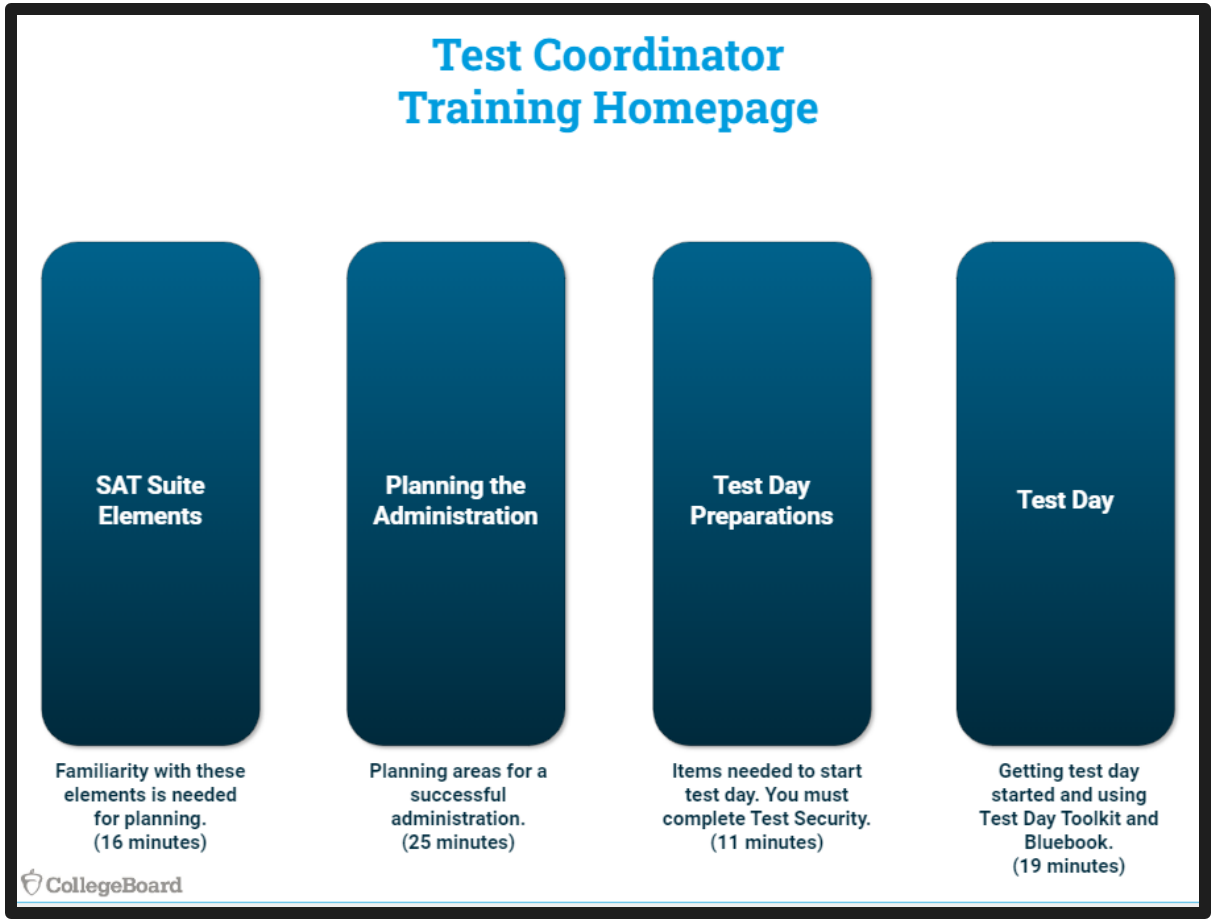
Learning Management System (LMS) Required Training (e-Modules)

College Board has prepared a series of required e-modules that are scheduled to be available in mid-February.

An email is scheduled to be sent to test coordinators with a link to access training the week of February 12.

An College Board educator professional account is required to access training.

New this year: Online training now includes hall monitors and technology monitors!



Additional Training Opportunities

Training	Mode	Duration	Dates/Times
Online Test Day Staff e-Modules	Self-paced via your College Board Professional Account	Around 45 minutes	Launching mid-February
Spring Testing Office Hours	Virtual	1 hour	March 19, 2024, 2:30-3:30 PM March 21, 2024, 2:30-3:30 PM
Understanding and Interpreting Data and Reports Workshops	In-Person & Virtual	2.5 hours	In-Person: May 28, 2024 , 9-11:30AM or 12:30-3PM Virtual: May 29, 2024, 9-11:30AM

Register here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training

Understanding the PSAT and SAT Score Report in Preparation for Spring Testing Webinar

Monday, January 29th from 2PM-3PM

Join College Board for a virtual session designed to help you better understand and utilize students' PSAT and SAT results from the new digital test format. The webinar will provide an overview of the improved and focused reports available in the K12 Score Reporting Portal. Discussion will focus on how these reports can help evaluate outcomes along with aligned resources that can support curriculum development and classroom practices in your schools.

Prior to the session, please ensure that you have access to the K12 Score Reporting Portal for your school and/or district: https://k12reports.collegeboard.org

- Date: Monday, January 29th, 2024
- Time: 2PM-3PM
- Registration Link: https://eventreg.collegeboard.org/d/h1qqvz/

Communication: Monthly Newsletter

Includes:

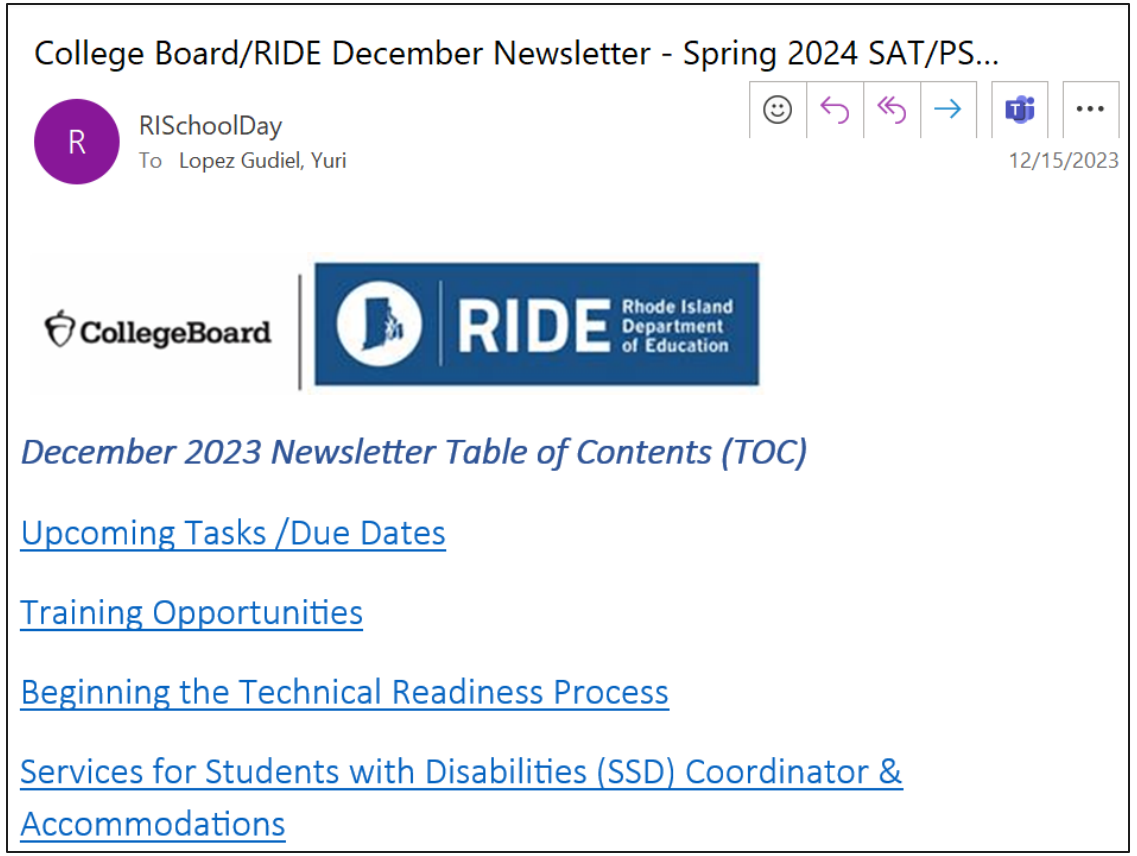
- Overview of the information needed for each month's activities
- Preview of upcoming items for the next month

Timeline:

- Delivered on approximately the 15th of each month
- November through May

Audience:

- Test Coordinator
- SSD Coordinator
- Technology Coordinator
- Backup Coordinators
- Principal
- District Assessment Coordinator


College Board/RIDE December Newsletter - Spring 2024 SAT/PS...

R

RISchoolDay

To Lopez Gudiel, Yuri

12/15/2023

CollegeBoard | RIDE Rhode Island Department of Education

December 2023 Newsletter Table of Contents (TOC)

Upcoming Tasks /Due Dates

Training Opportunities

Beginning the Technical Readiness Process

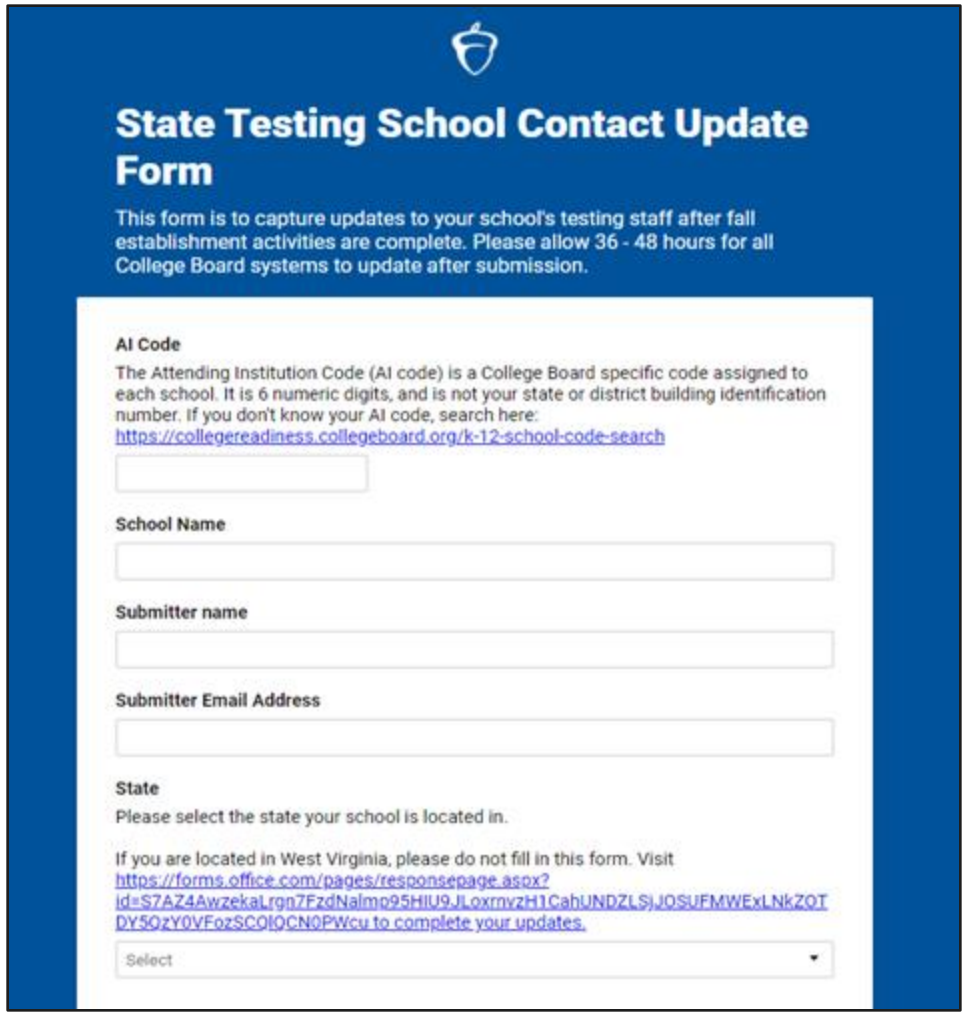
Services for Students with Disabilities (SSD) Coordinator & Accommodations

State Testing School Contact Update Form

Update Your Coordinator Form

A self-service form is available to update STC contact information.

To add a new SSD Coordinator, schools must follow a process to establish a new SSD Coordinator in SSD Online.
bit.ly/UpdateYourCoordinator



Need Assistance?

College Board Customer Support
SAT School Day for State Support
(866) 609-2205

College Board Customer Support Email
rischoolday@collegeboard.org

Rhode Island Department of Education
Tricia Bowler
Tricia.bowler@ride.ri.gov
(401) 222-8478

Additional Training Opportunities

Test Coordinator Training
In-Person – Jan. 23, 2024
Webinar – Jan. 25, 2024

Office Hours
March 19 & 21, 2024

For more information:
https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat

Questions & Answers