November Newsletter

Welcome to Spring 2025 SAT & PSAT 10 Testing!

In the upcoming months, expect to receive our newsletters on or around the 15th of each month filled with crucial information to help you prepare for spring 2025. Your dedication to education and commitment to ensuring a smooth testing process is greatly appreciated.

The College Board Rhode Island Field Team

Spring 2024 Digital SAT & PSAT 10 Testing Window	
Primary Window Opens	**Tuesday, April 1, 2025**
Primary Window Closes	**Friday, April 11, 2025**
Retakes/Absentees Window Opens	**Monday, April 21, 2025**
Retakes/Absentees Window Closes	**Friday, April 25, 2025**

Upcoming Tasks/Due Dates

Please review the table below outlining actions, roles, and respective due dates that are coming due in the next two months. For any questions or clarifications, don't hesitate to reach out.

Task	Owner	Date Due
Critical-Update your College Board Account	All test day staff	12/20/2024
Register for SSD Coordinator training on 12/10/24 or 12/16/24.	SSD Coordinator	12/9/2024
Register for Test Coordinator training on 1/27/25 or 1/28/25	Test Coordinator	1/26/2025

If you have any questions, please contact RISCHOOLDAY@collegeboard.org.

Update Your College Board Account-Critical Task

All test day staff must have an updated College Board Educator account to access important test day tools necessary to administer spring state-provided SAT and PSAT 10, such as Test Day Toolkit, State Data Management System, and online training. Users with an existing College Board Educator account should complete this required update by December 20, 2024, to ensure they do not lose access.

Test day staff with an existing College Board Educator account must go to collegeboard.org/login and complete the following steps:

1. Sign in to your account with your current credentials

2. Use the Get Help Professional link in the upper right corner of the login screen if you've forgotten the email address or password associated with your existing account login.

3. Verify your email address. Your email address will become your new username. Please use your work / professional email address and not a personal one.

4. Create a password.

5. Add and verify a mobile phone number (optional).

6. Opt in to multifactor authentication (MFA) for added security.

Important: Test staff will not be able to administer a test without an updated College Board account. Ensure all supporting test staff have completed this required account update by telling them to sign in to their College Board accounts now.

2025 SSD Enhancements

An announcement was sent on November 6 regarding the SAT Suite of Assessments for students approved to test with accommodations with extended time and/or reading assistance.

We made these changes based on feedback from many of you and your students to improve the testing experience for students who use these accommodations.

The following changes will go into effect in March 2025 for all tests in the SAT Suite of Assessments, including SAT School Day, SAT Weekend, and PSAT-related assessments.

Embedded Text-to- Speech

Starting spring 2025, the Bluebook testing application will include an embedded text to speech (TTS) tool for students who require reading assistance as an accommodation.

·   The built-in TTS tool eliminates the need for external technology, which prevents configuration issues and provides a more standardized experience for students across different devices.

·   No configuration will be required.

·   Students who prefer to use their own 3rd-party screen reader or text to speech technology can still do so with the Screen Reader (Non-embedded) accommodation.

Extended Time

Starting spring 2025, students with College Board-approved accommodations for extended time will have the optional ability in the Bluebook testing application to move to the next section or end testing before their full amount of extended time expires.

What to know:

·   Standard testing time must be completed.

·   Once the exam begins, only the student can waive their unused extended time, and they'll do so directly through Bluebook during the exam.

·   If a student waives their unused extended time, they won't be able to return to view, change, or submit answers.

More information about the specifics of these updates will be shared in upcoming training sessions.

Updating Coordinator Information

If you need to update the Test Coordinator, SSD Coordinator, Technology Coordinator, backup staff for these roles, or your school's Principal, please use the [Update Your Coordinator Form.](#)

Training Opportunities

Register today for training! More opportunities will be available up to and beyond the testing window.

Training	Date and Time	Registration
SAT Suite of Assessments: Services for Students with Disabilities (SSD Online) AM or PM session offered for in-person sessions. 9-11:30AM 1-3:30PM	Tuesday, Dec. 10, 2024 In-person Monday, Dec. 16, 2024 Webinar	In-person sessions: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1974 Webinar: https://register.gotowebinar.com/register/6013486817885547616
SAT Suite Test Day Training for Test Coordinators Part 2 AM or PM session offered for in-person sessions. 9-11:30AM 1-3:30PM	Monday, Jan. 27, 2025 In-person Tuesday, Jan. 28, 2025 Webinar	In-person sessions: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1976 Webinar: https://attendee.gotowebinar.com/register/8983254530370014805
Spring 2025 RIDE Coordinator Office Hours	Tuesday, March 18, 2025, 10:30 – 11:30AM Tuesday, March 25, 2025, 2:30-3:30PM	March 18: https://collegeboard.zoom.us/webinar/register/WN_VLJ8M8_sQJqawV8M6PxDSg March 25: https://collegeboard.zoom.us/webinar/register/WN_N7nZLBTZSNCgQwabN_7WTg

Understanding SAT Suite Assessment Results for School Teams	Wednesday, May 28, 2025 Webinar	Webinar https://attendee.gotowebinar.com/register/1460579591568526940 In-Person https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1980
AM or PM session offered for in-person sessions. 9-11:30AM 1-3:30PM	Thursday, May 29, 2025 In-Person	

For questions contact RISCHOOLDAY@collegeboard.org or Tricia Federico at RIDE tricia.federico@ride.ri.gov.

Beginning the Technical Readiness Process

BluebookTM is the digital testing application students will use on test day. Learn more about what it takes to prepare devices and your network for using this tool for the spring 2025 testing window.

- For detailed information on Bluebook device requirements, please visit: Device Requirements.

- To learn more about device readiness, visit: Device Readiness.

- Refer to the Network Readiness page for information on network preparedness.

Test Day Toolkit is the web-based platform that testing staff use to set up their test administrations, assign staff, assign students to rooms, proctor the test, and log irregularities. While Test Day Toolkit is a web-based platform that is not installed on devices, staff using Test Day Toolkit must have devices and internet connectivity throughout the test administration.

Interactive Checklist Launches November 20

To assist school test coordinators in managing their digital SAT and PSAT 10 preparations, College Board is launching the interactive checklist tool for test coordinators on Wednesday, November 20. A welcome email will be sent to primary test coordinators, SSD Coordinators, Technology Coordinators, and District Test Coordinators. An informative slide deck is attached.

Each school will be provided with a checklist to help the test coordinator guide their activities and report completion status to College Board and RIDE. The interactive checklist provides automatic reminder emails regarding upcoming tasks as you prepare for spring testing. New this year, test coordinators will receive all task emails and can reassign tasks to other test staff. District coordinators will have view-only capability for their respective school's projects, as well as a custom reports in a Resources tab, all housed within GuideCX.

For questions, contact RISCHOOLDAY@collegeboard.org.

SSD Coordinator & Accommodations

New SSD Coordinators:

- **Establish a College Board Professional Account:** If you haven't done so already, you can create one at www.collegeboard.org if needed.

- **Complete the SSD Coordinator Form:** This form can be found at https://accommodations.collegeboard.org/media/pdf/ssd-coordinator.pdf. After submitting the form, you can expect to receive instructions on how to access SSD Online via email, typically within 3-5 business days.

Returning SSD Coordinators: Review and confirm your account details, ensuring seamless login and access to SSD Online.

While some districts allow multiple SSD coordinators, it's vital to designate one individual as the primary SSD coordinator for streamlined communications with the College Board.

SAT / PSAT 10 for Spring 2025 is a partnership between College Board and Rhode Island Department of Education

If you have any questions about eligibility or state policy reach out to Tricia Federico tricia.federico@ride.ri.gov / 401-222-8478

For additional state-provided resources visit https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat

November 2024