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Greetings and Happy Holidays!

Please see below for the upcoming tasks and information regarding SAT and PSAT 10 for Spring 2025.

We appreciate all you do for your students and families. Please enjoy a restful holiday!

The College Board Rhode Island Field Team

Spring 2025 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

Update Your College Board Account – Critical Task

All test day staff, including proctors, must have an updated College Board Educator account to access important test day tools necessary to administer spring state-provided SAT and PSAT 10 assessments, such as Test Day Toolkit, State Data Management System (SDMS), 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.
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.

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 Professional Account	All test day staff	December 20, 2024

Register for Test Coordinator training on 1/27/25 or 1/28/25.	Test Coordinator	1/26/2025
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If you have any questions, please contact RISCHOOOLDAY@collegeboard.org.

Training Opportunities

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

Training	Date and Time	Registration
RIDE SAT/PSAT 10 Spring Test Coordinator Workshop – Part 2	Monday, Jan. 27, 2025 In-person	In-person sessions: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1918
AM or PM session offered	Tuesday, Jan. 28, 2025 Webinar	Webinar: https://attendee.gotowebinar.com/register/8983254530370014805

For questions contact RISCHOOOLDAY@collegeboard.org

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Beginning the Technical Readiness Process

Bluebook™ 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 202 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 application 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 application that is not installed on devices. Staff using Test Day Toolkit must have devices and internet connectivity throughout the test administration.

Overview of the Interactive Checklist

To assist school test coordinators in managing their SAT and PSAT 10 preparations, College Board launched the Interactive Checklist on November 20, 2024.

Each school was 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.

As there are changes to your test day staff, it is essential to complete the Update Your Coordinator form so that newly assigned staff receive notifications about Interactive Checklist tasks.

For questions, contact RISCHOOLEDAY@collegeboard.org.

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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 www.collegeboard.org/ssd. After submitting the form, you can expect to receive instructions on how to access SSD Online via email, typically within 3-5 business days.
- **SSD Training Deck & Recording:** This information can be found [here](#) in the SAT/PSAT10 folder

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.

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State Testing School Contact Update

This form (below) serves as a crucial tool for updating essential school contact information and notifying College Board of any changes in your testing staff.

[Click Here to Update Your School Information](#)

SAT / PSAT 10 for Spring 2024 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>

December 2024

The Rhode Island SAT/PSAT 10 Field Team

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