



SAT School Day



February 2025 Newsletter

Dear District Test Coordinators (DTCs), School Test Coordinators (STCs) and SSD Coordinators:

Welcome to College Board’s February Monthly Newsletter for the SAT School Day. Read further for an overview of February’s test preparation activities, upcoming tasks, training opportunities, and reminders.

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Spring 2025 Testing Window

The testing window for the Spring 2025 SAT School Day is April 1 - 25. All testing must take place within this window. It is recommended that schools test students as early in the window as possible to allow time for retests due to irregularities.

RIDE SAT School Day Testing Window	
Testing Window Start Date	April 1, 2025
Testing Window End Date	April 11, 2025
Makeup Window Start Date	April 21, 2025
Makeup Window End Date	April 25, 2025

Important Tasks and Key Dates

Task	Key Date
Access Test Day Toolkit: School Test Coordinators (STCs) received an email granting them access to Test Day Toolkit on February 3. STCs can now add test staff as needed. Test staff can also access Test Day Toolkit	Monday, February 3

from the My Tools and Services section in their College Board Professional account.	
Access College Board’s State Data Management System (SDMS): District Test Coordinators (DTCs), School Test Coordinators (STCs), and SSD Coordinators received an email granting them access to College Board’s State Data Management System (SDMS).	Monday, February 3
College Board’s Required Online Training: School Test Coordinators (STCs) will receive an email informing them that College Board’s required online training is available. School Test Coordinators (STCs) should forward the training link to all test day staff. The training is available February 18 .	Tuesday, February 18
Update Tasks in the Interactive Coordinator Checklist: School Test Coordinators should mark Interactive Checklist tasks as Complete, In Progress, or I’m Stuck in the interactive checklist tool as needed. <ul style="list-style-type: none"> · Complete: Stops future notifications. · In Progress: Provides an accurate status of the task as the coordinator works to complete it. · I’m Stuck: Triggers a ticket with College Board Customer Support for outreach within one business day. 	Ongoing

Training Opportunities & Support

College Board’s **School Test Coordinator Webinar, Part 2**, was hosted on Tuesday, January 28. Designed primarily for School Test Coordinators (STCs), this webinar covers details about test-day preparation, test administration policies and procedures, deadlines, and resources.

Save the Date!

Rhode Island SAT/PSAT 10 -Office Hours			
Week One Office Hours	March 18	10:30 – 11:30 AM ET	Click Here to Join
Week Two Office Hours	March 25	1:30 – 2:30 PM ET	Click Here to Join

Note: All webinars will be recorded and archived for on-demand access on the RIDE Assessment website.

College Board's State Data Management System (SDMS)

The State Data Management System (SDMS) is College Board's sole student registration system for the RIDE-provided Spring 2025 SAT School Day. As of February 3, RIDE will provide College Board with student registration files on a weekly basis, leading up to the final week of testing.

On February 3, College Board sent an email to District Test Coordinators (DTCs), School Test Coordinators (STCs), and SSD Coordinators granting them access to SDMS. These test staff can also access SDMS from the **My Tools and Services** section in their College Board Professional account.

In SDMS, District Test Coordinators (DTCs), School Test Coordinators (STCs), and SSD Coordinators will be able to view student rosters. Additionally, School Test Coordinators and SSD Coordinators will be able to waive and force match accommodations.

College Board's State Implementation Support Specialist (SISS)

To ensure RIDE districts and schools receive adequate support, College Board has designated a State Implementation Support Specialist (SISS) for the Spring 2025 administration of the SAT School Day.

Greg Maloberti (gmaloberti@collegeboard.org) is the SISS assigned to RIDE. He can provide targeted assistance via email and phone. You may also continue to contact College Board Customer Service at (866) 609-2205 or RISchoolDay@collegeboard.org. Please reach out as needed.

Spring 2025 Publications

The following publications are now available, you can find them [here](#).

- Accommodations and Supports Handbook
 - Test Coordinator Manual
 - Proctor Manual
 - Student Guide
 - College Board Training Completion Dashboard User Guide
 - Guidance for Testing Students with Extended Time Accommodations
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Final Deadline to Update College Board Professional Accounts

Important:

All professionals who did not update their College Board Professional accounts by January 22, 2025, have lost access to their accounts and must create a new one to participate in the Spring 2025 RIDE-provided administrations of SAT School Day.

If you did not update your account by January 22, please use the link below to create a new College Board Educator Account.

[Account Sign Up - College Board](#)

Use the same email address at which you received this newsletter to create your account.

Visit the College Board [Professional Account Help website](#) or call the College Board Helpline at (866) 609-2205 for more information or assistance.

Important Reminders

- **Technical Readiness Help:**
 - o [Device Readiness](#)
 - o [Device Requirements](#)