March 2025 Newsletter

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

Welcome to College Board's March Monthly Newsletter for the SAT School Day. Read further for an overview of March'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 Monday, April 1 - Friday,11. All testing must take place within this window. Re-tests should be completed by Friday, April 25. 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

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Important Tasks and Key Dates

Task	Key Date
Complete 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. Complete training by **March 28**. **Note:** If you attended both the October and January Test Coordinator Workshops, you do not need to complete the online training.	**Friday, March 28**
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. · **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**
Educator Score Release: April 1-11 Test Dates	**Tuesday, April 29**
Educator Score Release: April 21-25 Test Dates	**Tuesday, May 13**
Student Score Release: April 1-11 Test Dates	**Thursday, May 1**
Student Score release: April 21- 25 Test Dates	**Thursday, May 15**

Training Opportunities & Support

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.](#)

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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 daily basis through April 23, 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.

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Paper Testing

Only students with approved accommodation for paper testing will receive a paper test. Designated test staff must transcribe students' multiple-choice answers from the paper test book into Bluebook after the student completes their paper test form. Bluebook is not used to time the student's paper test session. Each student will have a specific test book, identified by a symbol and the student's name. Students using the incorrect test book must retest. For more information about accommodated paper testing, please review the [Spring 2025 SAT/PSAT Test Coordinator Manual](#).

Rescheduling, Retesting, and Reporting Irregularities

All testing irregularity reports (IRs) for the SAT School Day, including those for paper testers, must be submitted in Test Day Toolkit in addition to RIDE.

In the event of unforeseen circumstances, schools may need to reschedule test dates, report irregularities, and retest students. Below are the guidelines for each scenario.

Rescheduling: If students have not entered a room code in Bluebook, schools may select a new test date within the test administration window without contacting College Board or submitting an

Irregularity Report. Examples of rescheduling include individual student absences or weather-related events that prevent schools from testing.

Retesting: Students who encounter issues after the room code has been entered may be eligible for retesting. Expect retests to appear one to two business days after filing the retest irregularity report. Examples of retesting include schools that experience disruptions during a testing session (e.g., fire alarms), students who become sick after testing has started, and mis-administrations due to staff errors.

Each time a test is prepared for a student, they are added to a retest administration roster:

·   The roster for your primary test administration lists all registered students.
·   The first time you retest a student, a roster for **Retest 1** will be added to Test Day Toolkit.
·   If you retest a student a second time, a roster for **Retest 2** will be added
·   To switch between rosters, click **Switch** in the upper right corner of the screen, and select the appropriate option in the **Test Administration** dropdown menu

Reporting Irregularities: Irregularities will be reported in Test Day Toolkit by the STC, proctor, or monitors. STCs must approve submissions by proctors or monitors before they are sent to College Board. Irregularities should be entered on the same day they take place, but if there is a delay, please note that non-retest irregularities **must** be entered no later than 5 days after the irregularity occurred.

For additional details, review the Retesting and Irregularities Guide on pages 33-40 in the Test Coordinator Manual.

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Digital Readiness Check

Schools have fewer issues if they have completed a digital readiness check prior to test day. While exam setup can be completed on test day, completing the digital readiness allows test takers to:

·   Become familiar with Bluebook™
·   Confirm personal information is correct.
·   Verify that the devices they will use on test day are ready.
·   Save time with exam setup on test day.

Digital Readiness Check Schedule:

The digital readiness check can be done anytime during the school day (homeroom, English classes, or free periods) and can be staggered across days. While you have flexibility over when this occurs during the school day, you should try to recreate the test experience as closely as possible (a similar number of students, the classroom or space they will use on test day, and the device they will use on test day).

You should:

·   Schedule at least 30 minutes (or less) for each session.
·   Conduct sessions as soon as possible, but no later than 1-2 weeks prior to test day.
·   Use the devices you will use on test day for the digital readiness check (if these are personal devices make sure they bring that exact device used during the readiness check to use during test day).
·   Use the same room that you will test in on test day.
·   Have students review the testing rules and student guide for the relevant assessment with their parents/guardians.

Ask your technology coordinator:

·   Did we administer an SAT Suite test in the fall? If so, will the network support spring testing? If not, how can we test the network for spring?
·   What devices are students using on test day (and are these school-managed or personal devices)?
·   When can Bluebook be deployed to school-managed devices?
·   Will the internet speed work in every room used for testing? Do we need to be closer to any WIFI source?
·   Are there any content filters that may prevent Bluebook from accessing the internet or interrupt the network connection (such as security applications that control network traffic)?
·   If Bluebook was deployed in the fall, is it up to date on all testing devices for spring?

Ask your SSD Coordinator:

·   Have all student accommodations been requested? New or changed accommodations need to be submitted 7 weeks prior to the day you plan to start testing.
·   Are students matched to their correct accommodations in the State Data Management System (SDMS)? (Check this at least three weeks prior to test day.)
·   Do any students have accommodations that require assistive technology, and has this technology been tested using Bluebook?
·   Have students completed a digital readiness check with their assistive technology or in the environment they will test on test day?

Practice and Prepare:

We want to ensure that students are ready for test day, comfortable with Bluebook as an application and familiar with the type of test questions they will see on test day. As part of the digital readiness check, have your students complete a test preview or full-length practice test.

If you want students to take the full practice exam in school, you will need to budget about 3 hours. Students may also take this full-length practice test at home. Either way, make sure students sign into Bluebook using the information from their sign-in tickets.

For complete directions and additional information please refer to the Test Coordinator Manual for spring 2025.

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 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

March 2025

The Rhode Island SAT Team

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