



## April 2025 Newsletter

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

Welcome to College Board's April Monthly Newsletter for the SAT School Day. Read further for an overview of April's post-test administration activities, upcoming tasks, training opportunities, and reminders.

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### Spring 2025 Testing Window

The primary testing window for the Spring 2025 SAT School Day is now closed. College Board and RIDE would like to thank you for your commitment to students in preparing for and managing a successful Spring 2025 test administration.

The makeup window for the Spring 2025 SAT School Day begins on Monday, April 21. Re-tests should be completed by Friday, April 25.

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
<b>Update Tasks in the Interactive Coordinator Checklist:</b> 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"><li>• <b>Complete:</b> Stops future notifications.</li><li>• <b>In Progress:</b> Provides an accurate status of the task as the coordinator works to complete it.</li><li>• <b>I'm Stuck:</b> Triggers a ticket with College Board Customer Support for outreach within one business day.</li></ul>	<b>Ongoing</b>
<b>Educator Score Release: April 1-11 Test Dates</b>	<b>Tuesday, April 29</b>
<b>Educator Score Release: April 21-25 Test Dates</b>	<b>Tuesday, May 13</b>
<b>Student Score Release: April 1-11 Test Dates</b>	<b>Thursday, May 1</b>
<b>Student Score release: April 21- 25 Test Dates</b>	<b>Thursday, May 15</b>

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### College Board Spring 2025 Post Administration Survey

College Board and RIDE greatly appreciate your participation in the Spring 2025 SAT School Day administration. In late April to early May, College Board will distribute its post administration survey to give coordinators and test staff an opportunity to provide feedback about their experiences this spring. This survey will take approximately 20 minutes to complete; all responses will be kept confidential.

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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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## Fee Waivers for Income-Eligible Students

College Board provides [fee waivers for income-eligible students](#) who take the SAT School Day to access the following:

- Unlimited score reports to send to colleges;
- Waived application fees at participating colleges;
- Two free SAT Weekend tests; and
- Free College Scholarship Service (CSS) Profile applications to apply for financial aid from participating schools.

Access fee waiver code files in the **Download Center** of your school's K-12 Assessment Reporting Portal. If your school needs additional fee waiver codes to distribute, you can contact [RISchoolDay@collegeboard.org](mailto:RISchoolDay@collegeboard.org).

Students can also request fee waivers on their own, without involving anyone from their school. Students can access the request process at this link: [SAT Fee Waivers – SAT Suite | College Board](#).

## 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](#)

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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](mailto:tricia.federico@ride.ri.gov) / 401-222-8478

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

April 2025

**The Rhode Island SAT Team**

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