**January 2026 Newsletter**

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

Happy New Year!

Welcome to the January Test Coordinator Newsletter for the Spring 2026 SAT/PSAT 10.

Please read this newsletter in its entirety to stay informed about updates pertinent to the Spring 2026 test administration.

The College Board Rhode Island Field Team

| Spring 2026 Digital SAT & PSAT 10 Testing Window | |
|---|---|
| Primary Window Opens | Monday, March 23, 2026 |
| Primary Window Closes | Friday, April 10, 2026 |
| Retakes/Absentees Window Opens | Monday, April 13, 2026 |
| Retakes/Absentees Window Closes | Friday, April 17, 2026 |

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Upcoming Tasks/Due Dates

Please review the table below which outlines 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 |
|---|---|---|
| **Register for Test Coordinator training on 1/13/26 or 1/15/26.** | **Test Coordinator** | **1/12/2026** |
| **Submit EL and College Board Accommodations Requests (SSD Online)** | **SSD Coordinator** | **2/02/2026** |
| **Submit SAA Accommodations Requests** | **SSD Coordinator** | **2/02/2026** |
| **LMS Online Training Modules Available** | **All Test Day Staff** | **2/09/2026** |
| **Register for How to Schedule and Administer the SAT to Students with Accommodations Webinar on 2/26/26** | **SSD Coordinator Test Coordinator Proctor** | **2/25/2026** |

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Training


To support the RIDE Spring 2026 implementation of SAT School Day, College Board has scheduled a series of informative webinars. Refer to the table for details of upcoming webinars, including the title, date, intended audience, and registration link. Please share the registration links with relevant test staff as needed.

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**<br><br>**AM or PM session offered** | **Tuesday, January 13, 2026**<br>**In-person**<br>**9:00 –11:30 am OR**<br>**12:30 – 3:00 pm**<br><br><br>**Thursday, January 15, 2026**<br>**Webinar**<br>**9:30 – 11:00 am** | **In-person sessions: Register Here**<br><br>**Webinar: Register Here** |
| **Required Online LMS Training Modules Available** | **Monday, February 9, 2026** | **Access Here** |
| **How to Schedule and Administer the SAT to Students with Accommodations Webinar** | **Thursday, February 26, 2026**<br>**9:30 – 11:00 am** | **Register Here** |

The window to complete required online Training for Test Coordinators and Test Day Staff is Monday, February 9 – Friday, March 20, 2026. Training should take 30-40 minutes to complete. Schools may elect to train their staff on-site, in person using College Board provided materials. However, everyone who completes the online or in person training must take the online quiz to receive credit. All College Board webinars are recorded and archived here.

For questions contact RISCHOOLDAY@collegeboard.org

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Spring 2026 Publications – Coming Soon!

There will be two main publications: the Test Coordinator Manual and the Proctor Manual. The table below outlines the content for each manual, though not necessarily in the order presented.  These manuals will be available later this month, January 2025.

| Test Coordinator Manual | Proctor Manual |
|---|---|
| Test Coordinator Guidance | Proctor Guidance |
| SAT Suite Accommodations Guide for Coordinators | SAT Suite Accommodations Guide for Proctors |
| Seating Chart | Seating Chart |
| Sample Seating Plans | Sample Seating Plans |
| In-School Testing Staff Agreement | In-School Testing Staff Agreement |
| Technical Troubleshooting Guide | Retesting and Irregularities |
| Retesting and Irregularities | |
| Hall and Room Monitor Guide | |

As there are changes to your test day staff, it is essential to complete the State Testing School Contact Update Form so that newly assigned staff receive notifications about Interactive Checklist tasks.

For questions, contact RISCHOOLDAY@collegeboard.org.

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Proctor Preview in Test Day Toolkit (TDTK)

School Test Coordinators will gain access to the Test Day Toolkit during the first week of February. The Test Day Toolkit supports key test-day tasks, including rostering students, setting up testing rooms, printing sign-in tickets, and administering the assessment. New for the Spring 2026 administration, Proctor Preview allows test day staff to log in ahead of test day to explore the system and walk through the full testing flow without accessing live student data. We strongly encourage coordinators and test day staff to log into the Test Day Toolkit early and take advantage of Proctor Preview to build familiarity and confidence before test day.

State Testing School Contact Update

This form (below) serves as a crucial tool for updating essential school contact information and notifying the College Board of any changes in your testing staff. [Click Here to Update Your School Information](#)

SAT / PSAT 10 for Spring 2026 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](https://ride.ri.gov/instruction-assessment/assessment/psat-and-sat)

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