Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing. If you follow this work plan, you will be ready and prepared on testing day.

Technology Setup and Readiness Activities for SAT School Day/PSAT 10 Technology Coordinators

- Technology Coordinators needing additional information can refer to the [Technical Specifications Manual](#)

Date	Activity	Additional Information and Resources
SEPTEMBER		
	❑ Test staff create a College Board professional account.	
	❑ Identify/verify testing staff and school information.	
	❑ SSD Coordinators begin to enter accommodations into College Board's SSD Online system.	
DECEMBER		
	❑ SSD Coordinators must submit off-site testing plans, if necessary.	
JANUARY	SSD Coordinators	
	❑ Face-To-Face Implementation Workshop	
	❑ Ensure enrollment information is accurate. ❑ RIDE will pull student data from eRide for student registration.	
	❑ SSD accommodation request window opens ❑ SSD Coordinators enter any EL students requiring starting by end of month.	
	❑ Begin working with principal and other test day staff to determine room and staffing needs.	
	❑ Nonstandard Administration Report (NAR) is available.	
1/20/23	❑ Deadline for SSD Coordinators to submit off-site testing requests to College Board.	
FEBRUARY		
2/1/23	❑ Online training for test coordinators available	

	❑ Review the sample Testing Staff Agreement with anyone you intend to recruit to serve on the testing staff, including support staff.	
Week of 3/6/23	❑ Digital Shipment Arrives-inventory all materials. ❑ Designate a secure area for receiving, checking, and storing your test materials. ❑ Secure test materials as they arrive.	
	❑ Coordinator's Planning Kit arrives-inventory all materials.	
	❑ Print translated test directions	• SAT School Day Supports for English Learners - SAT Suite (collegeboard.org)
	❑ Plan for your preadministration session.	
	❑ Plan test day schedule and accommodated testing window schedule	
	❑ Identify your students who are testing and create a Master List.	
	❑ Reschedule lunch for all participating students, if necessary. (You won't be able to break for lunch during testing.) ❑ Plan activities for students who won't be testing, such as field trips, practice testing, an alternative school schedule, etc. ❑ Notify your school population of modifications to the normal school day	
3-6 WEEKS BEFORE TEST DAY MARCH	Test Coordinators	
	❑ TIDE loaded with student data and open to Test Coordinators ❑ Create user accounts in TIDE for all test administration support staff.	
	❑ Work with your SSD coordinator to review the NAR to ensure all students testing with accommodations and/or supports, including SAAs and EL 50% extended time support, are included. ❑ Review student test settings in TIDE to ensure that approved accommodations have been properly configured. ❑ Estimate how many standard and accommodated rooms you'll need based on the number of students	

	testing. Identify which rooms in your facility can be used for testing.	
	❑ Create room rosters by assigning students to testing rooms.	
	❑ Make a list of available staff and what role they should fill. Use the number of testing rooms and their capacity to determine testing room assignments. Include any needed support staff for accommodated testing.	
	❑ Arrange to minimize distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.	
	❑ Work with the SSD coordinator to identify-- students, if any, who will need support staff such as readers, scribes, or sign language interpreters and recruit staff to fill these positions.	
	❑ Distribute Student Guides to students.	
	❑ Schedule and conduct staff training. ❑ Staff training should be completed by 2/24/23	
Technology Coordinators: Begin preparing digital workstations and school network for testing.		
	❑ College Board Digital Preparedness: https://digitaltesting.collegeboard.org/digital-preparedness	
	❑ Confirm staff and student test-taking work stations meet software and hardware requirements.	• Supported Operating Systems
	❑ Confirm all staff work stations use one of the supported web browsers.	• Supported Browsers
	❑ Disable applications that interfere with testing.	• Prevent these common application types from launching on any student test-taking computer during testing: • Antivirus software performing scans • Screen savers and sleep or hibernate mode • Automatic updates to software or applications (e.g., Java) • Disable any other applications that will launch automatically and

		terminate testing, including the following: • Cameras (still and video) • Screen capture programs (live and recorded, e.g., Skype) • Email • Instant messaging • Application switching • Media players (e.g., iTunes) • Printing • Disable the following features on Mac OS X: • Exposé or Spaces • Applications launching from function keys • Updates to iTunes • Dictation to Siri
	❑ Ensure all content filters, firewalls, and proxy servers are open to these ports and protocols.	• Port/Protocol: 80/TCP • Purpose: HTTP (initial connection only) • Port/Protocol: 443/TCP • Purpose: HTTPS (secure connection)
	❑ Confirm batteries hold a charge for 5 hours or devices have access to a reliable power source.	
	❑ Disable pop-up blocking software for computers that need access to TIDE and TA Interface.	
	❑ Enable JavaScript for computers that need access to TIDE and TA Interface.	
	❑ Determine the number of wireless access points you need and confirm that the test site has sufficient wireless coverage.	• Use the following recommended ratio of devices: • Testing Device: 802.11g • Ratio of Devices to 802.11g WAP: 20 • Ratio of Devices to 802.11n WAP: 40 • Testing Device: 802.11n • Ratio of Devices to 802.11g WAP: 20 • Ratio of Devices to 802.11n WAP: 40 • Testing Device: Mix of 802.11g and 802.11n

		• Ratio of Devices to 802.11g WAP: 20 • Ratio of Devices to 802.11n WAP: 40–50 (depending on the mix of wireless cards used)
	❑ Ensure that content filters and firewalls are configured to allow access to the TA Interface and TIDE.	• Use a wildcard to whitelist these URLs at the root level because testing servers and satellites may be changed during the school year: • *.airast.org • *.tds.airast.org • *.cloud1.tds.airast.org • *.cloud2.tds.airast.org • If your filtering system has both internal and external filtering, URLs must be whitelisted in both filters.
	❑ Install the College Board Secure Browser on each student device. Versions are available for all supported operating systems.	• [CB Secure Browser](#)
	❑ Run the AIR Network/Bandwidth Diagnostic Tool.	• [Network/Bandwidth Diagnostic Tool](#)
	❑ Complete technical readiness evaluation	
	❑ Assist with the Technical Readiness Evaluation closer to test day.	• [Digital Test Preview Guide](#)
TWO WEEKS BEFORE TEST DAY March 31, 2023	Test Coordinators prepare materials and finalize implementation plan for administration of test	
	❑ Configure student test settings in TIDE to account for any accommodations ❑ Verify settings are the same	
	❑ Print testing tickets	
	❑ Make-up materials must be ordered	
	❑ Update Master Student List	

	❑ Notify school staff of testing room assignments.	
	❑ Provide each proctor with a copy of Quick Start Guide for review	
	❑ Ensure there are testing tickets for ALL students taking the test.	
1 WEEK BEFORE TEST DAY April 7, 2023	Test Coordinators finalize implementation schedule/plan.	
	❑ Revise standard and accommodated room rosters if needed	
	❑ Finalize and confirm accommodated student settings in TIDE	
	❑ If students are using student-provided glossaries, collect them and confirm they don't include any improper writing or pages. You will redistribute to students on test day.	
	❑ Have SSD coordinator print your NAR to make sure you have planned for all students approved to test with accommodations and supports.	
	❑ Notify students of when and where to report on test day. Post testing room assignments.	
	❑ Post room assignments for non-testing students	
	❑ Review assignments with staff. Ensure all proctors have reviewed scripts associated with their room types.	
	❑ Hold a brief assembly with students who are testing to prepare them for test day.	
	❑ Conduct your preadministation session, if you haven't already.	
	❑ Review preparation with technology coordinator.	
	❑ Review facility preparation with custodial staff.	
1 DAY BEFORE TEST DAY April 17, 2023		
	❑ Prepare testing room packets for proctors.	
	❑ Ensure that testing room arrangements align with seating policies.	
	❑ Check that all staff have signed the Testing Staff Agreement.	

	❑ Remind staff to cover any instructional materials in the testing rooms before admitting students.	
	❑ Print test tickets for all students who are testing if you haven't already.	
• ON TEST DAY • April 18, 2023		
	❑ Make sure that all announcements and bells are discontinued for the duration of testing.	
	❑ Add test books in serial number and Essay books to testing packets.	
	❑ Deliver your testing room packets to proctors.	
	❑ Admit students to the testing area/rooms. Annotate your Master Student List or have staff annotate room rosters as students check in.	
	❑ Post any revised testing room assignments and room assignments for non-testing students.	
	❑ Maintain security in your school and support testing staff while testing is in progress.	
	❑ Report test administration irregularities (if any)	
	❑ Remind proctors to post "Quiet, Please" and "No Electronic Devices" flyers, if available.	
	❑ Remind staff to instruct students to power off electronic devices and to then collect them according to school policy.	
	❑ Open the College Board Secure Browser on all student devices. ("AIR Secure Test" on iPad and Chromebooks.)	
	❑ Prepare for digital makeup testing on April 25	
AFTER TESTING		
	❑ Collect materials from proctors	
	❑ Prepare materials for return.	
	❑ Make copies of key forms and store them securely.	
	❑ Return test materials.	
	❑ Request makeup materials, if necessary	
MAY		

	❏ Score Reporting Workshop	