CollegeBoard

Delaware Digital SAT/PSAT 10® School Day

Spring 2022

This presentation is being recorded and will be posted to the DDOE High School SAT website soon.

Session Goal

Our goals today are to share the latest information about the spring 2022 administration of the Delaware SAT/PSAT 10 School Day based on current planning.

Submit Questions

Enter your questions in the Q/A feature.

We will do our best to respond and will post an FAQ on the DDOE High School Website in the coming weeks.

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Test Dates for Spring 2022

Implementation Overview

Digital SAT with Essay and PSAT 10

The Accommodated Testing Window is for students with accommodations that require:

- testing time beyond a standard school day
- separate setting or test format
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

- The DDOE is providing the digital SAT with Essay to 11th grade students and the digital PSAT 10 to 10th grade students in spring 2022.

  - The Essay is required for all students taking the SAT.

  - Schools have the option to administer the test to all students on a single day within the designated window or may spread students out across multiple days of the digital window.

  - Again, this year, schools will be allowed to start testing earlier and/or later than usual and split their students into different testing groups.

  - Each student **must complete all sections of the test in one day** unless the student has been approved for accommodations that extend testing time beyond a day.

Digital SAT with Essay School Day

SAT with Essay Testing Window Dates	
Digital Testing Window	March 23-25 and 29-30
Accommodated Testing Window	March 23-April 5
Makeup Test Day	April 13-14

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Digital PSAT 10 School Day

PSAT 10 Testing Window Dates	
Digital Testing Window	April 13-14
Accommodated Testing Window	April 13 -14 and 26-28
Makeup Test Day	April 26-28

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What's New for 2022?

Changes for 2021-22

NEW

All Delaware schools will administer SAT with Essay and PSAT 10 digitally.

NEW

All students will be registered for SAT with Essay and PSAT 10 through the state via the bulk registration process.

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Your Resources & Supports

Your College Board Professional Account

Returning Test Coordinator ---------

Confirm your access and password to your College Board account are still active.

New Test Coordinator ---------

Create an account on collegeboard.org

DDOE High School SAT Website:

https://www.doe.k12.de.us/site/Default.aspx?PageID=2717

Delaware Department of Education

| DOE Main | Schools | Instruction and Assessment | Supports | Educato |

| Standards and Instruction | Assessment | Early Learning | Exceptional Children |

Instruction and Assessment / Assessment / High School SAT

HIGH SCHOOL SAT

SAT

SAT Information and Resou

While high school grades are a very useful indica
perform in college, there is great variation in gra
rigor within and across high schools. More than
Board created the first standardized college entr
universities identify students who could succeed
connect students with educational opportunitie

EL First Year Exemption for Multiple Students

Family & Educator Resource Materials

- DDOE SAT Digital School Day Key Dates 2022
- SAT Coordinator Implementation Handbook
- Delaware Test Coordinator Supplemental Guide 2021: Flexible Policies for Administering SAT School Day, PSAT 10 and PSAT 8/9
- FAQs for Students and Families
- FAQs for Districts
- Student PSAT scores and AP Potential: http://studentscores.collegeboard.org/
- Khan Academy SAT Practice
- Score Reporting Portal: View scores for the SAT, SAT Subject Tests, PSAT/NMSQT, PSAT 10, and PSAT 8/9 and find access codes for students who need them.
- **Testing Supports for English Learners**
  - PSAT 10 Translated Test Directions
  - PSAT 8/9 Translated Test Directions
  - College-Board Approved Word-to-Word Glossaries
- **Translated Test Directions**

Albanian	Chinese	Gujarati	Polish	Spanish
Arabic	English	Haitian Creole	Portuguese	Urdu
Bengali	French	Hindi	Russian	Vietnamese

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2022 Implementation Handbook

NEW Updated for 2022
- Coordinator Checklist
- Detailed instructions

CollegeBoard | Delaware Department of Education

Spring 2022

DELAWARE

Coordinator Implementation Handbook

SAT School Day

General Information for 2022

The Delaware Department of Education (DDOE) is providing the SAT® with Essay for eligible high school students in spring 2022. All schools that participate in SAT School Day must participate digitally. Cambium Assessment, Inc.™ (CAI) will deliver the test using the CAI Test Delivery System.

Delaware requires all districts to test 10th graders using the digital PSAT™ 10 on April 13–14, 2022. The makeup testing window dates for digital PSAT 10 are April 26–28, 2022. Districts have the option to test 9th graders using the PSAT™ 8/9 between February 21–March 25, 2022, or April 13–19, 2022. Schools can determine which test date, within these test windows, best suits their school schedule. PSAT 8/9 is at the cost of the district and is offered in either digital or paper/pencil version.

Implementation Handbook: A look inside

- **Policies and Planning activities**
- **Clear action items**
- **Coordinator Checklist**

DDOE SAT Digital School Day Key Dates 2022

- Prior to Test Day
- The Day Before The Test
- Test Day
- After Testing

Delaware SAT/PSAT 10 School Day
Digital Administration Spring 2022 Timeline

Activity	Role	SAT with Essay Deadline (Primary Test Window: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (Primary Test Window: April 13 – 14, 2022)	Comments
Submit Offsite Testing Requests	School Test Coordinator	January 22, 2022		Submit requests via online Offsite Request Form
Install College Board Secure Browser	Technology Coordinator	February 1, 2022		Refer to our setup guide at: https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide for more information.
Complete Technical Readiness Activities	Technology Coordinator	February 1, 2022		Refer to the Coordinator Checklist https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos for more information.
Submit Requests for College Board Accommodations Requests, EL Supports, and State Allowed Accommodations	SSD Coordinator	February 1, 2022		To request access for SSD Online, complete and return this form: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf To access SSD Online using your College Board Account at: ssdonline.collegeboard.org/ Accommodation requests should be submitted as early as possible but no later than the deadline for each specific test date. View the 2021- 2022 Accommodations and Supports Handbook.
Deadline to submit Late Requests in SSD Online	SSD Coordinator	February 8, 2022		Late requests only for specific scenarios: • New student to school • New plan or accommodation needed. For situations arising after the deadline but before the primary test date, submit the request, call 855-373-6387choose option 1 (educators) then option 2 (SSD Office).

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https://www.doe.k12.de.us/site/Default.aspx?PageID=2717

College Board Digital Testing Website

Digital Preparedness

- Testing System Overview
- Computer Requirements
- Step-by-Step Guide
- Supported Operating Systems
- Network Configuration
- Secure Browser Installation

Digital Preparedness

Get to know the technology requirements for testing on the Cambium Assessment, Inc.™ (CAI) system; configure your hardware, software, and network; and evaluate your test readiness.

Sign In to TIDE

Sign In to the TA Interface

Install the Secure Browser

Access Test Administration Training

Practice Giving a Test Using the TA Interface

Preview the Student Digital Test Experience

Digital Preparedness

Testing System Overview

Computer Requirements

Step-by-Step Guide

Supported Operating Systems

Network Configuration

Secure Browser Installation

Upcoming Events

AUGUST 16, 2021
Bulk Registration Opens

SEPTEMBER 20, 2021
Fall Digital PSAT 8/9 Testing Opens

Section Topics

Testing System Overview
Learn about the CAI applications and tools that ensure a smooth, secure administration.

https://digitaltesting.collegeboard.org/digital-preparedness

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Available Webinars and Modules

Training Course	Description	Date Available
Digital Proctor Administering Tests with the TA Interface	How to administer digital tests using the Test Administration Interface.	On-demand (available now)
Understand College Board Accommodations— State Version	How to add and update accommodations in SSD Online.	On-demand (available now)
Digital Accommodations Overview for 2021-22	How to update test settings in the TIDE platform.	On-demand (available now)
DDOE Delaware Digital SAT/PSAT 10® School Day	Digital SAT and PSAT 10 Implementation Overview	December 8 and 14, 2021 Link to recording will be available on the DDOE HS SAT Website

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Upcoming Training

Training Course	Description	Delivery Mode	Date Available
Digital SAT/PSAT Coordinator Training	*Required* online digital test administration training for test coordinators.	OnDemand, self-paced learning	Emails with training link will be sent to test coordinators on February 9, 2022. Training can also be accessed from your College Board account once the training opens.
TIDE Training – OnDemand	How to navigate the TIDE system to administer digital SAT and PSAT 10 assessments.	OnDemand, self-paced learning	Emails will be sent to test coordinators prior to the opening of the TIDE training window, February 9, 2022.
Digital SAT/PSAT Workshop	Digital testing policy/procedures, technical readiness, test site demo	Live Webinar	Late February

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SAT/PSAT 10 School Day Timeline

Implementation Key Dates

Activity	Role	SAT with Essay Deadline (*Primary Test Window*: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (*Primary Test Window*: April 13 – 14, 2022)	Comments
Submit Offsite Testing Requests	School Test Coordinator	January 22, 2022		Submit requests via online Offsite Request Form
Install College Board Secure Browser	Technology Coordinator	February 1, 2022		Refer to our setup guide at: https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide for more information.
Complete Technical Readiness Activities	Technology Coordinator	February 1, 2022		Refer to the Coordinator Checklist https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos for more information.
Submit Requests for College Board Accommodations Requests, EL Supports, and State Allowed Accommodations	SSD Coordinator	February 1, 2022		To request access for SSD Online, complete and return this form: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf To access SSD Online using your College Board Account at: ssdonline.collegeboard.org/ Accommodation requests should be submitted as early as possible but no later than the deadline for each specific test date. View the 2021-2022 Accommodations and Supports Handbook.
Deadline to submit Late Requests in SSD Online	SSD Coordinator	February 8, 2022		Late requests only for specific scenarios: • New student to school • New plan or accommodation needed. For situations arising after the deadline but before the primary test date, submit the request, call 855-373-6387choose option 1 (educators) then option 2 (SSD Office).

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Implementation Key Dates

Activity	Role	SAT with Essay Deadline (*Primary Test Window*: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (*Primary Test Window*: April 13 – 14, 2022)	Comments
Receive Access to TIDE	School Test Coordinator, District Test Coordinator	February 9, 2022		Users will receive an email with instructions from **DoNotReply@cambiumassessment.com** Refer to https://digitaltesting.collegeboard.org/ for more information. Once access is established it is available for all test dates.
Window to complete TIDE Training	School Test Coordinator	February 9 – 23, 2022 (*Complete training at least four weeks prior to test day.*)	February 9 – March 13, 2022 (*Complete training at least four weeks prior to test day.*)	Email will be sent to Test Coordinators prior to the opening of the TIDE training window. To access TIDE training go to: https://www.collegeboard.org/ptat
Receive Access to Digital SAT/PSAT Online Test Coordinator Training	School Test Coordinator	February 9 – March 16, 2022 (*Complete at least one week prior to test day.*)	February 9 – April 6, 2022 (*Complete at least one week prior to test day.*)	Email will be sent to School Test Coordinators prior to the opening of the online training window. All Test Coordinators are required to complete training no later than one week prior to test day. To access Test Coordinator training go to: https://www.collegeboard.org/ptat
Setup Proctor Accounts	School Test Coordinator	February 9 – 27, 2022 (*Complete at least 4 weeks prior to test day.*)	February 9 – March 16, 2022 (*Complete at least 4 weeks prior to test day.*)	Refer to page 14 of the Test Information and Distribution Engine User Guide for instructions on how to Setup User Accounts in TIDE. Proctors can refer to the Proctor Checklist for a list of items to complete leading up to test day.
Materials Arrive In Schools	School Test Coordinator	March 1 – 3, 2022		Schools will receive all testing manuals and test day forms. The materials will be used for primary and makeup test dates.
Confirm TIDE Test Settings	School Test Coordinator	March 9, 2022	March 30, 2022	Use TIDE to assign the appropriate settings for students with accommodations. Refer to the TIDE and AT Settings webpage or take the Digital Accommodations Overview – Entering Accommodations in the TIDE platform OnDemand training.

Implementation Key Dates

Activity	Role	SAT with Essay Deadline (Primary Test Window: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (Primary Test Window: April 13 – 14, 2022)	Comments
Deadline to complete Digital SAT/PSAT Online Test Coordinator Training	School Test Coordinator	March 16, 2022 (At least one week prior to test day.)	April 6, 2022 (At least one week prior to test day.)	Email was sent to School Test Coordinators prior to the opening of the online training window. All Test Coordinators are required to complete training no later than one week prior to test day. To access Test Coordinator training go to: https://www.collegeboard.org/ptat
Print Test Tickets & Confirm Student Device Readiness for initial Testing Window	School Test Coordinator	March 15 – 18, 2022	April 4 – 8, 2022	Print the test tickets via TIDE the week prior to testing. Reminder: Student test settings must be set for each testing window.
Primary Testing Window	School Test Coordinator	March 23 – 25 and 29-30, 2022	April 13 – 14, 2022	Students without accommodations and some students with accommodations as identified on the Nonstandard Accommodations Report (NAR) will test during this window. For PSAT 10 only, the Makeup Administration can be used as an extended primary test administration.
Deadline to Return Test Day Forms from Primary Window	School Test Coordinator	No later than March 25, 2022	No later than April 15, 2022	All test day forms including any irregularities should be returned after each testing window.
Accommodated Testing Window	SSD Coordinator	March 23 – April 5, 2022	April 13 – 14 and 26-28, 2022	Eligible students who are designated on the Nonstandard Accommodations Report (NAR) can test during this window. Access the NAR in SSD Online.

Implementation Key Dates

Activity	Role	SAT with Essay Deadline (*Primary Test Window*: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (*Primary Test Window*: April 13 – 14, 2022)	Comments
Deadline to Return Test Day Forms from Accommodated Testing Window	School Test Coordinator	No later than April 6, 2022	No later than April 15, 2022	All test day forms including any irregularities should be returned after each testing window.
Print Test Tickets & Confirm Student Device Readiness for makeup Testing Window	School Test Coordinator	April 6 – 8, 2022	April 20 – 22, 2022	Print the test tickets via TIDE the week prior to testing.
Makeup Administration	School Test Coordinator	April 13 – 14, 2022	April 26 – 28, 2022	
Deadline to Return Test Day Forms	School Test Coordinator	No later than April 15, 2022	No later than April 29, 2022	All test day forms including any irregularities should be returned after each testing window.
Scores Available to Students	Students	TBD	TBD	Scores available online through the College Board Student Reporting Portal at: https://studentscores.collegeboard.org/home
Scores Available to Educators	School Test Coordinator	TBD	TBD	To access, login to your College Board account and select the tool from your dashboard or go to: https://k12reports.collegeboard.org/login

Note: Dates in this document may be updated as they are confirmed.

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Staff Roles and Responsibilities

Testing Staff Roles

Role	Qualifications and Responsibilities
Test Coordinator	School staff member responsible for managing all aspects of digital school day preparation and administration.
SSD Coordinator	School staff member who is responsible for the completion of tasks associated with Services for Students with Disabilities (SSD) and the setup of approved accommodations and/or English learner (EL) supports in TIDE.
Technology Coordinator	School staff member responsible for managing all technical readiness activities including environment setup, hardware and software management, and internet connectivity.
Proctors	Current or retired teachers, counselors, administrators responsible for conducting a secure, valid administration in the testing room, including delivery of test instructions and monitoring student testing.
Hall and Room Monitors	School staff or other qualified adults who have been trained to help the test coordinator and proctors.
District Coordinator	District personnel responsible for supporting test coordinators with digital administrations for schools under a state or districtwide contract.

NOTE: In some cases the same individual can serve in multiple roles.

Proctor and Hall/Room Monitors SAT/PSAT 10 School Day Training

Digital proctor training is not required; however, proctors are required to be trained in some way by the test coordinator.

An optional PowerPoint to provide to your hall and room monitors will be available on the DDOE High School SAT website in the coming weeks.
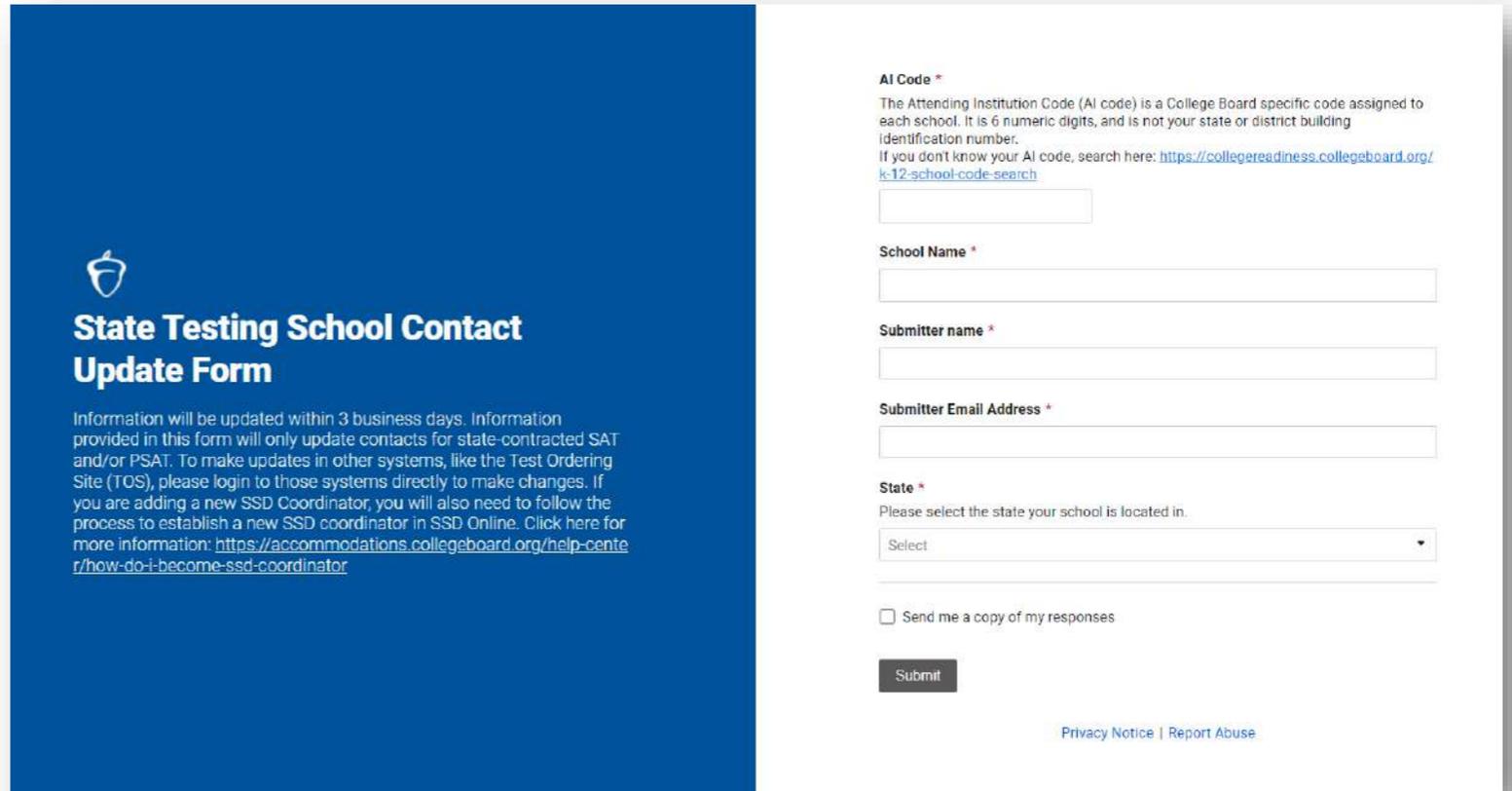
- Coordinators should forward the training link to proctors and any other school staff that may benefit from taking School Day training.

- **Additional Resources**:
  - https://digitaltesting.collegeboard.org/test-day-planning/proctor-practice

  - Digital Proctor Administering Test with the TA Interface

Updating Spring 2022 Contact Information for SAT and PSAT 10

If information for your school's test coordinator, principal, SSD coordinator, or school address changes, use this form to submit updated information: https://app.smartsheet.com/b/form/52d9 2e5ded3a438db7e10fdf5da697b2

If you are adding a new SSD Coordinator, you will also need to follow the process to establish a new SSD coordinator in SSD Online. Click here for more information: https://accommodations.collegeboard.org /help-center/how-do-i-become-ssd- coordinator.

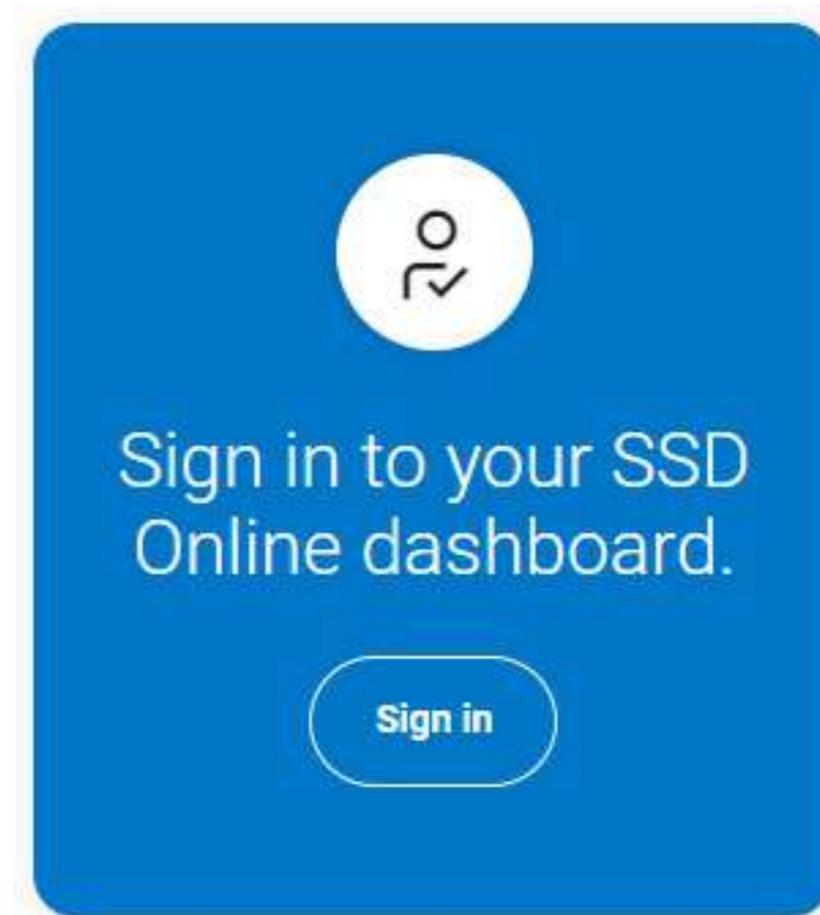# Services for Students with Disabilities (SSD)

SSD Online Account

Returning **SSD Coordinator**:

- Confirm your access and password to SSD Online are still active.

New **SSD Coordinator**:

- Have a College Board Professional Account
- Complete the SSD Coordinator Form, found at: https://accommodations.collegeboard.org/ssd-online/get-access

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Students With Accommodations

Accommodations Essentials

The digital test is accessible for students with accommodations. Here are a few things you should know:

- Accommodations for the digital SAT/PSAT 10 need to be reviewed, and approved, by College Board.
  - Any accommodations needed by a student must be in the student's IEP and/or 504 Plan.
  - The request and approval process is the same, as with paper tests.
  - Requests for College Board accommodations are submitted through the College Board SSD Online System.
    - **Note:** It may take up to seven weeks to receive approval, so submit requests as early as you can.
  - For students already approved for College Board accommodations in the paper testing mode, a new request is not required. These students will be provided an equivalent accommodation for digital testing.

- Accommodated test settings need to be set in TIDE before test day.
  - Schools must indicate in CAI's TIDE system on the student record if the student is testing with accommodations.
  - Schools must also indicate in TIDE if the student is receiving an EL support or an accommodation that is not embedded in the platform (e.g., small group setting).

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Adjust TIDE Settings

Some of the accommodations and other test supports require the Test Coordinator to log into TIDE and configure the settings for the student prior to test day.
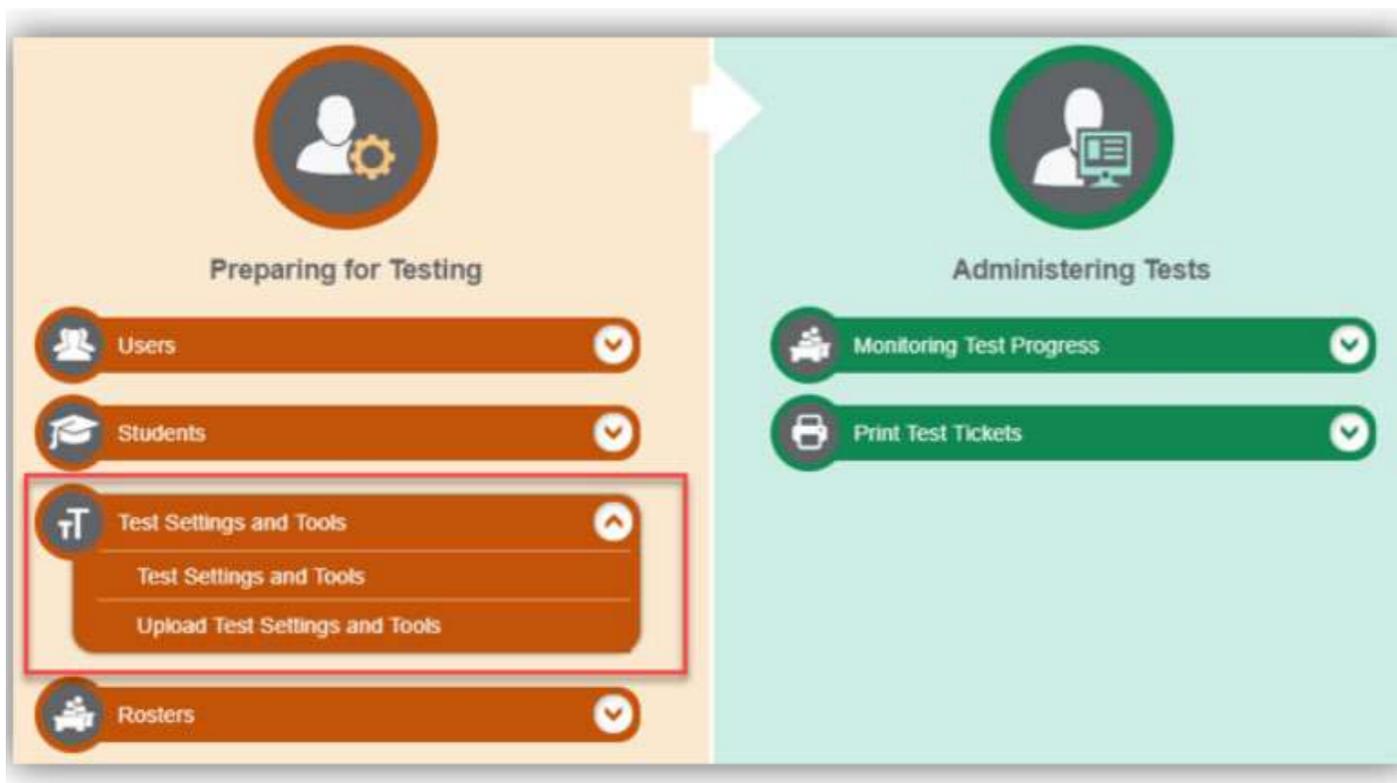
Accommodations that require configuration In TIDE prior to test day

- Assistive Technology
- Color Contrast
- Four-function Calculator (for use on Without Calculator section of the math test)
- Masking
- Mouse Pointer
- Non-Embedded Accommodations
- Permissive Mode (used with assistive technology)
- Streamline Mode
- Text-to-Speech
- Timing
- Zoom/Font Size

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Universal Tools

- There are universal tools that are available to all students testing digitally and do not need to be entered in SSD Online.

- Some of these universal tools may be in a student's IEP or 504 Plan. If that is the case, they still don't need to be entered into SSD Online.

Do Not Enter into SSD Online
• **Embedded calculator (for use on With Calculator section of the math test)**
• **Context Menu**
• **Expand Button**
• **Formulas**
• **Help Link**
• **Highlighter**
• **Line Reader**
• **Mark for Review**
• **Navigation Buttons**
• **Notes**
• **Questions Drop-Down List**
• **Strikethrough**
• **Student Clock**
• **Zoom In/Zoom Out**

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Students with Accommodations

Nonstandard Testing Rooms

Students who require different timing or breaks must be tested in separate rooms. Follow these policies for assigning rooms:

- Students taking the test with extended time, extra or extended breaks, or other accommodations should be assigned a room and a proctor separate from those used for standard administration.

- Seat students testing with the same type of timing and breaks together – this may require multiple digital testing rooms

- Provide appropriately configured test-taking devices and resources to support students' accommodations

- Students testing in paper mode, due to an accommodation, must test in a separate room from digital test takers.

Test coordinators should be discreet when assigning nonstandard testing rooms to avoid subjecting students to unnecessary attention.

Proctors managing rooms for students testing with accommodations must follow the accommodated scripts based on the type of accommodation a student needs (e.g., extended time).

English Learner Supports

English learners can be provided with time and one-half.

Translated Test Directions

College Board provides translated test directions for designated languages in PDF format which must be printed by the school before testing.

Languages: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese

An approved translator can orally provide translated test directions to the student in languages not available in PDF format.

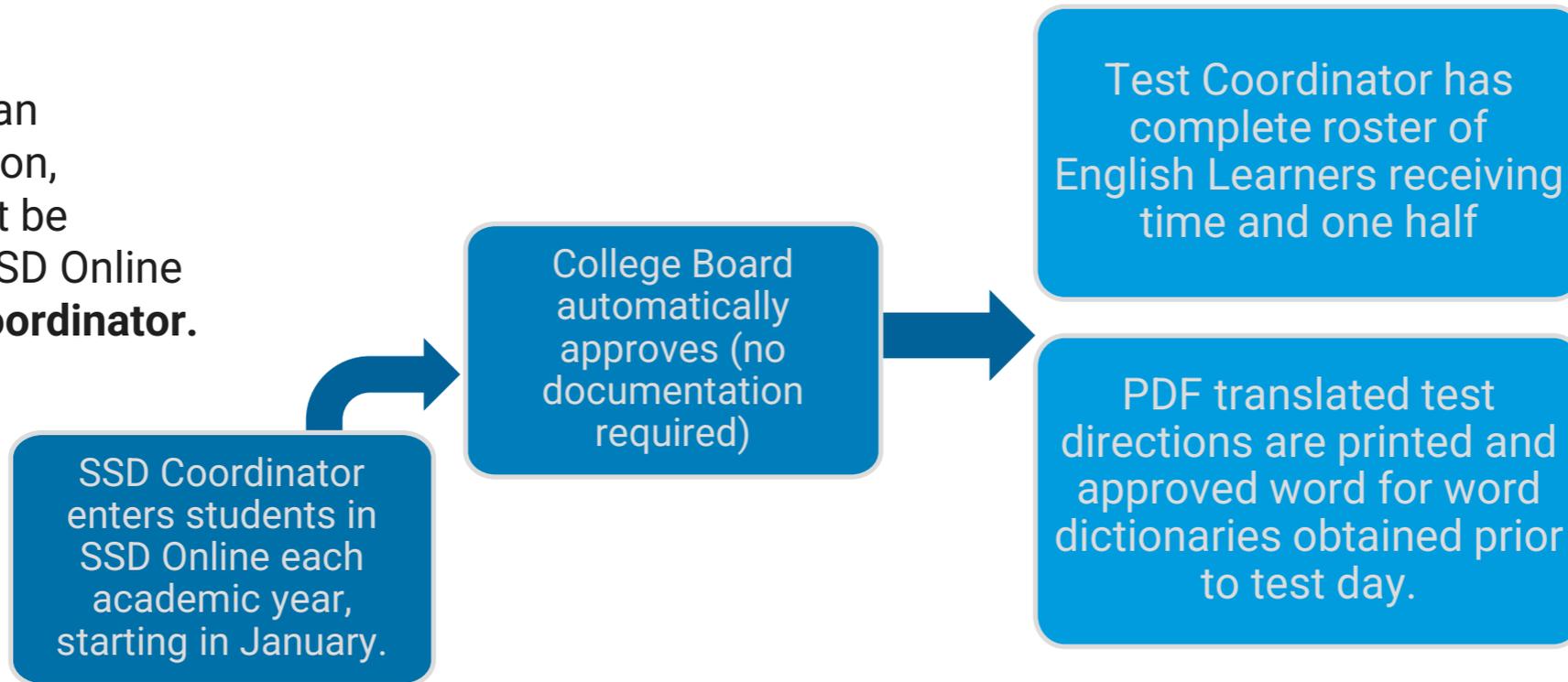**And/Or**

Approved word-for-word bilingual dictionaries

A list of approved word-for-word bilingual dictionaries is available on:

https://collegereadiness.collegeboard.org/pdf/sat-suite-college-board-approved-dictionaries.pdf

Note: Do not use the "EL Support: YES" indicator for EL students who will be testing with translated test directions or bilingual dictionary, without extended time.

English Learner Support

Although not an accommodation, students must be identified in SSD Online by the **SSD Coordinator.**

SSD Coordinator enters students in SSD Online each academic year, starting in January.

College Board automatically approves (no documentation required)

Test Coordinator has complete roster of English Learners receiving time and one half

PDF translated test directions are printed and approved word for word dictionaries obtained prior to test day.

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SSD Resources

Training Course	How to Access	Date Available
Understand College Board Accommodations—State Version	Access module	On-demand (available now)
Digital Accommodations Overview for 2021-22	Access module	On-demand (available now)

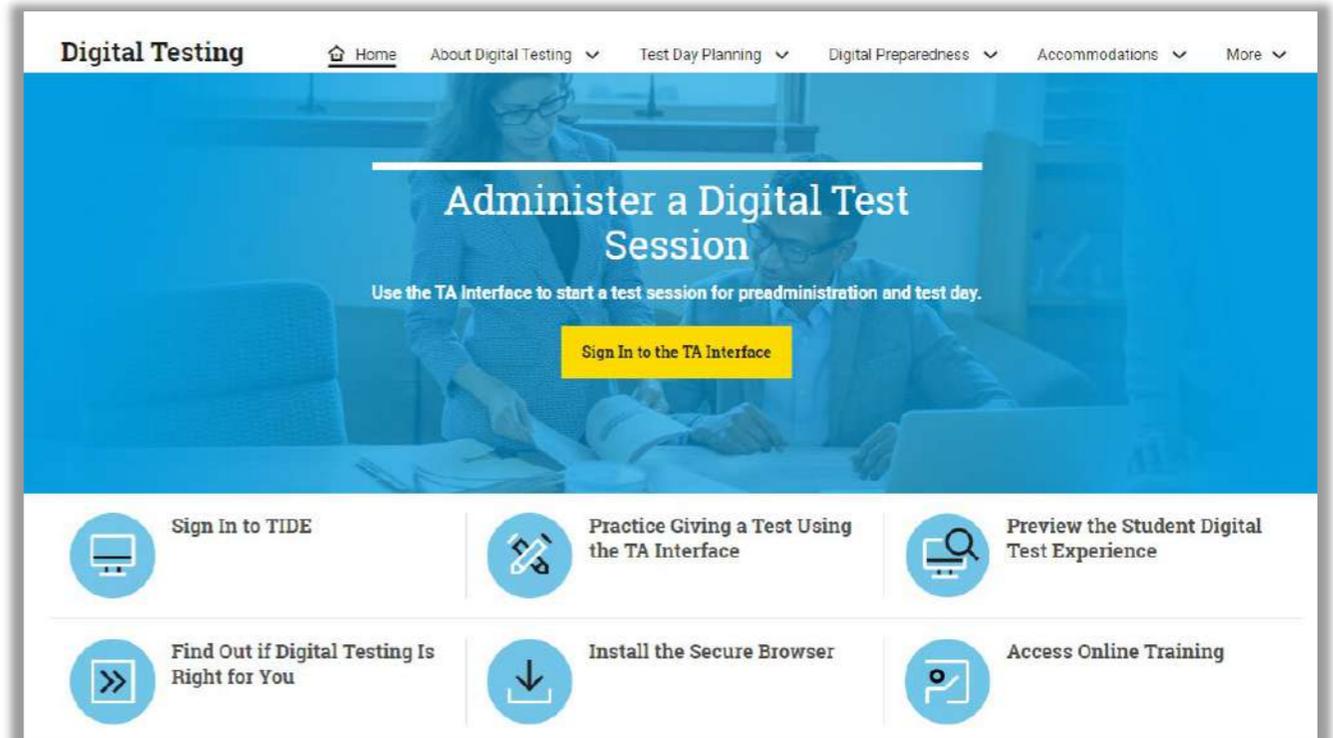https://accommodations.collegeboard.org/

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Digital Testing Portal and Technical Requirements

Digital Testing Portal

Refer to the College Board Digital Testing Portal for sign-in links, how to install the secure browser, technical requirements, and helpful resources

digitaltesting.collegeboard.org

Technical Readiness

:

Review technical requirements and follow the Digital Preparedness Step-by-Step Guide available on the Digital Testing Portal.

digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide

Part One: Technology and Setup Verification
❑ Check for Supported Operating Systems
❑ Check for Supported Web Browsers
❑ Disable Automatic Updates to Operating System
❑ Disable Applications that Interfere with Testing
❑ Check Batteries or Power Source
❑ Disable Pop-Up Blockers on Staff Computers
❑ Enable JavaScript on Staff Computers
❑ Check Content Filters, Firewalls, and Proxy Servers
❑ Confirm Wireless coverage
❑ Allow Appropriate URLs

Digital Preparedness

:

Digital Preparedness Step-by-Step Guide available on the Digital Testing Portal.

digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide

Part Two: Test Readiness
❑ Install the Secure Browser
❑ Run CAI's Network/Bandwidth Diagnostic Tool
❑ Prepare for Delivery of Tests with Accommodations
❑ Complete the Technical Readiness Evaluation: Test the Secure Browser

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Guidance for Determining Bandwidth

Your network should have enough bandwidth to support digital testing at the required performance level.

Ensure that your school's network infrastructure can support many students using the network at once.

College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time.

Selecting Test Devices

Each testing room must have a dedicated device the proctor will use to access the Test Administrator (TA) Interface.

Schools must have the ability to install a secure browser client application on all test-taking devices.

- Devices must be school-owned.
- Devices must connect to the Internet (wired or wireless).
- All devices must meet the system and technical specifications.
- Devices must maintain a charge for at least 5 hours or have access to a reliable power source.

Test Device Specifications

Students testing with an approved assistive technology device, should pre-test the device in the Student Digital Test Preview, prior to test day in order to ensure operational functionality.

- Desktops, laptops, iPads and/or Chromebooks are allowed.
- Chromebooks - CAI only supports versions of Chrome OS™ released on the Google stable channel. For a full list of supported Chromebooks, see support.google.com/chrome/a/answer/6220366
- Apple iPads with a 9.7" display are allowed.
- Apple iPads must be 4th Generation or higher.
- Eternal keyboards are required when administering the SAT on iPads.
- iPad Minis can not be used.
- Wireless or Bluetooth keyboards can not be used.

Test Experience Preview

Test day staff and students should review the Student Digital Test Preview to become familiar with the digital test delivery system and its available features.
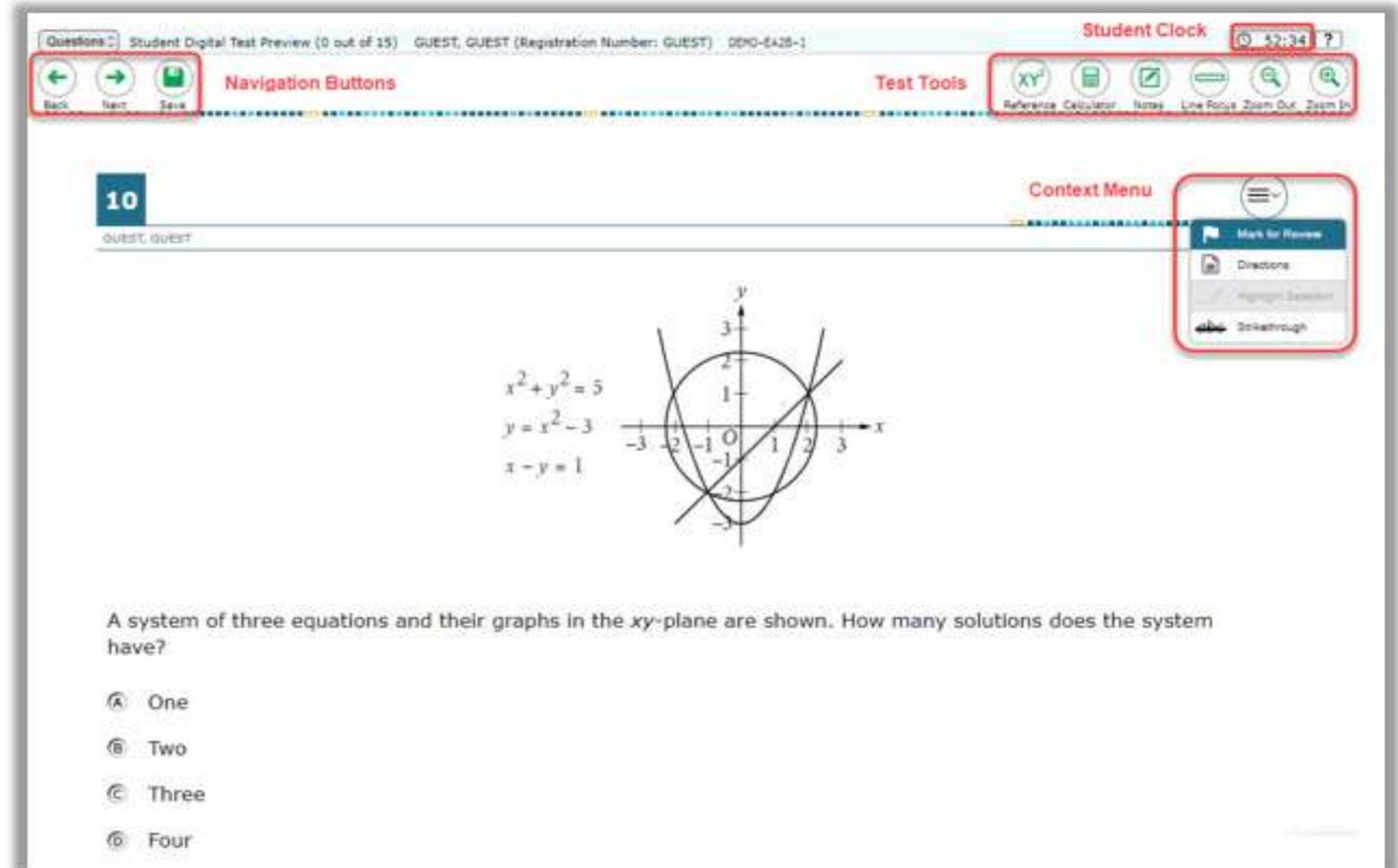
Overview of Universal Test Tools in Test Site

Navigation Buttons: move between questions.

Student Clock: displays time remaining in test section.

Test Tools: appear in the menu at the top of the test page.

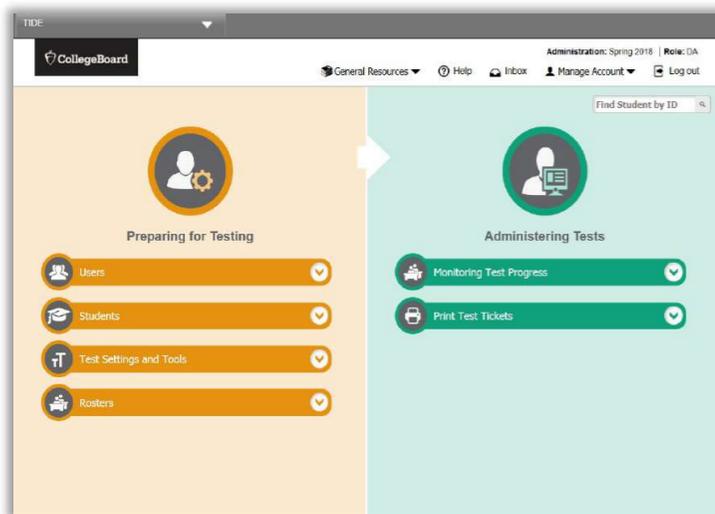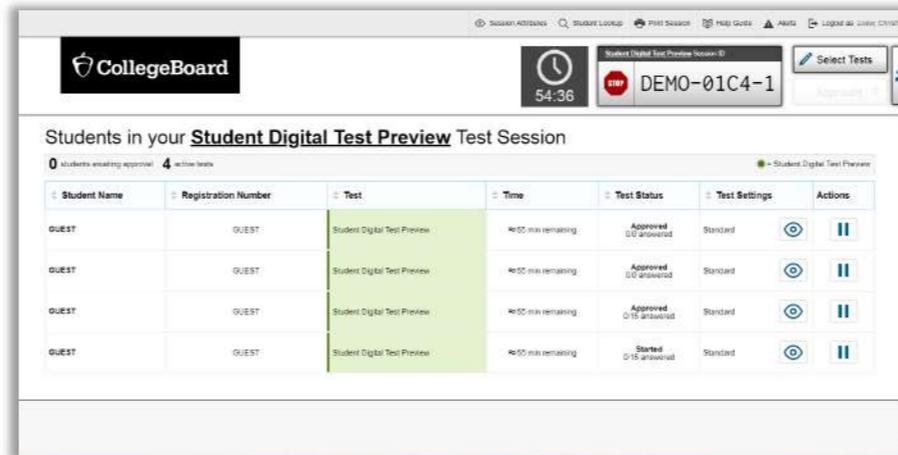**Context Menu Tools**: available from the context menu ☰ for each question.

Cambium Assessment, Inc. ™ (CAI).
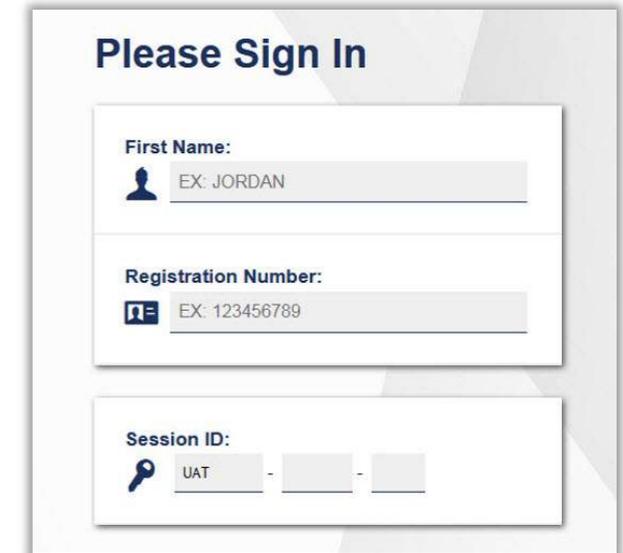
CAI Systems

Test Information Distribution Engine (TIDE)

Test Administrator (TA) Interface

College Board Secure Browser

Test Information Distribution Engine (TIDE)

Test coordinator use TIDE to:

- Manage school and staff data
- Manage rosters
- Monitor digital test sessions
- Modify test settings for students with accommodations
- Print student test tickets
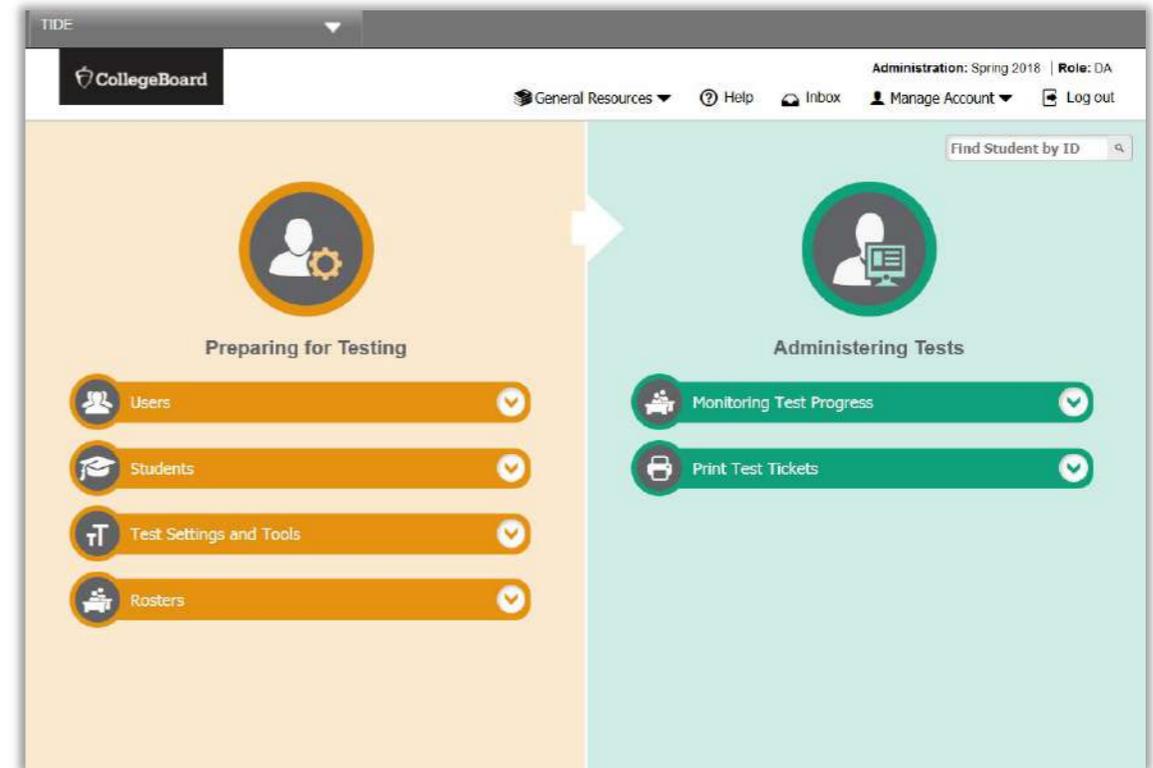
Test Administrator Interface (TA)

Proctors use the TA Interface to:
- Conduct preadministration sessions
- Create test sessions
- Approve students into the test sessions
- Monitor and manage test timing
- Monitor student test status
- Identify students who may need assistance

Secure Browser

Students use the Secure Browser to:
- Access test content
- Respond to test questions.
- Prevent them from accessing prohibited applications

Please Sign In

First Name:
EX: JORDAN

Registration Number:
EX: 123456789

Session ID:
UAT - -

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College Board Secure Browser

Schools must download the College Board's CAI secure browser.

Depending on the operating system on student devices, you will install one of these applications.

For devices running on Windows or Mac OS.

 CB Secure Browser

The application for Chromebooks and iPads.

 SecureTest Browser

NEW You need to change the Organization and Assessment settings in the SecureTest Browser before students can test on Chromebooks or iPads.

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TIDE Access

Test Coordinators will receive access to TIDE:
Email will come from DoNotReply@cambiumast.com.

Once you get access to TIDE, you can assign other users to the College Board version of TIDE.

February 9, 2022

Prepare For Test Day At Your School

Prepare Your School

- **School schedules may require some adjustments**
  - Lunch Periods
    - Testing cannot be interrupted for lunch (if your state uses Sat with Essay, students can have lunch prior to starting the essay)
    - Lunches must take place after testing is complete
    - Students may eat snacks during breaks
  - Bell Schedules
    - Bells must be silenced during test administration
  - Public Address System Announcements
    - There should be no PA announcements during test administration
- **On test day(s), ensure rooms are prepared for testing:**
  - Instructional materials are covered in each testing room
  - Seating and furniture requirements are met

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Select Your Rooms

The number of students testing, and the size of rooms used for testing will determine the number of rooms needed.

- **Options for rooms include:**
  - Larger spaces, such as auditoriums and gymnasiums
  - Smaller spaces, such as classrooms
- **Consider the following when choosing testing rooms:**
  - Rooms are separated from other classes/tests on different schedules or students taking different assessments
  - Rooms where noise and other disruptions can be minimized when classes or other assessments break
  - Rooms where noise and distractions from outside the building are minimized.
  - Rooms are close to restrooms
  - Internet access, wired or wireless.
  - Access to power supply for all devices.

Arrange Your Desks/Tables

Digital testing room seating requirements differ from those for College Board paper-based testing.

- Partitions and/or dividers between students are highly recommended.

- Students must be seated no less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (measured from the center of one computer to the center of the next computer).

- Face-to-face seating configurations are only allowed with the use of partitions.

- U-shaped seating configurations are allowed; however, students must face outward and toward the wall and must not be seated next to one another in the connecting corner.

- Testing stations should be configured to prevent students from viewing one another's computer screens.

- Ensure unimpeded access to every student by staff.

- Provide enough desk space for the testing device, plus the use of scratch paper and a calculator.

- If laptops are used, they must be placed on tables or desks.

Planning for Staffing Needs

Once you determine the rooms you're using for testing and the number of students in each room, you can determine how many staff you need.

- Every testing room needs 1 proctor.

- For rooms with more than 25 students, assign additional room monitors to help.

- If you have more than 5 rooms, you will need an additional hall monitor for every five additional rooms.

- Detailed instructions area available in the Test Coordinator Manual

Build Your Test Day Schedule

Flexible Start Times for Administering SAT School Day

NEW

For SAT School Day, schools can start testing earlier and/or later than usual and split their students across multiple testing groups.

- All testing must start before the first group to test completes testing; that is, no group of students can begin testing after another group has completed the test.

- Cell phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.

Time Your Day

Consider transportation needs. Are students arriving early for breakfast? Are they being dismissed from school after the administration?

SAT School Day	SAT School Day Standard Room (in minutes)
Reading Test	65
Break	10
Writing and Language Test	35
Math (no calculator) Test	25
Break	5
Math (with calculator) Test	55
Break	2
Essay	50
Total (hours, minutes)	4 hours 7 minutes

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Plan for a Preadministration Session

Preadministration Session

It is recommended to conduct a preadministration prior to test day to give students the practice of using the secure browser and proctors the practice of using the TA Interface. It will also save time on test day and help to anticipate and manage any technical issues that may arise.

Purpose: To provide time prior to test day for students to complete the optional questionnaire, opt into Student Search Service®, and identify where to send scores.

- Schedule a preadministration time prior to test day.

- Print test tickets from TIDE for the preadministration session.

- Provide students with a copy of the Digital *SAT School Day Student Guide*.

- Students will use copies of the *Student Questionnaire Instructions* during the session.

- Estimated time: 45 minutes

Students now have the option of opting-in and completing the questionnaire in their online student account allowing for more flexibility to schools.

Preadministration scripts include options for administering the session to students with and without parental consent. Follow school/district guidance around collecting consent.

Student Search Service ®
And Consent

The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.

- Follow your school or district's local guidelines for obtaining consent.

- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them.

- studentsearch.collegeboard.org

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Recommended Next Steps

❑ Create or sign into your College Board Professional Account.

❑ Review Key Activities and Dates.

❑ New SSD Coordinators need to request access to SSD Online.

❑ Existing SSD Coordinators should log into their SSD Online account and update/add any accommodations

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Recommended Next Steps

❑ Begin thinking about and planning for technical readiness activities. Forward technical readiness resources to your Technology Coordinator.

❑ Start thinking about your school schedule, number of rooms, and room resources.

❑ Start thinking about your test day schedule.

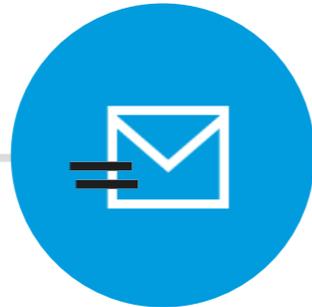❑ Start thinking about planning for administering a preadministration session.

Next Steps

Website

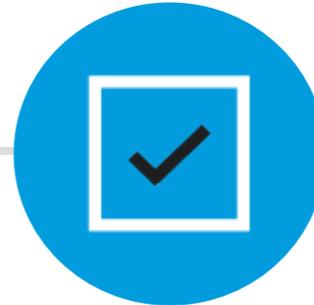Review additional information for the Digital SAT School Day at: https://digitaltesting.collegeboard.org/

State Field Team

If you have questions specific to the Delaware SAT/PSAT 10 School Day contact us at: satschoolday@collegeboard.org or Call: 855-373-6387

State Contact

If you have questions for the Delaware Department of Ed, contact: Michele.postles@doe.k12.de.us

Thank You!

We appreciate you taking the time to learn about administering the SAT/PSAT 10 School Day!

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