

**SAT JUNIOR STATE ADMINISTRATION**

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# Coordinator Implementation Handbook

Kentucky

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# General Information for Spring 2026

- The Kentucky Department of Education (KDE) is providing the SAT® Junior State Administration in spring 2026.
- The expectation is for all public schools with eligible grade 11 students, with few exceptions, to administer the SAT.
- The SAT is delivered to students in Bluebook™, College Board's digital testing app. Testing staff administer the SAT using Test Day Toolkit, College Board's web app.

## TESTING WINDOW

Date	
Testing Window Opens	Monday, March 2, 2026
Testing Window Closes	Friday, April 10, 2026

All testing, including absentees and retests, must conclude on April 10, 2026.

## Contact Information

- **Web Support:**
  - ◆ College Board offers support and digital resources at [collegeboard.org/kentucky](https://collegeboard.org/kentucky).
  - ◆ KDE offers support on the College Admissions Exam page at [education.ky.gov/AA/Assessments/Pages/ACT.aspx](https://education.ky.gov/AA/Assessments/Pages/ACT.aspx).
- **Customer Service:** SAT School Day Customer Support, 866-609-2430.
- **Kentucky State-Specific Email:** [kentuckysat@collegeboard.org](mailto:kentuckysat@collegeboard.org).

## About the SAT

Widely accepted at U.S. colleges, including those that are test optional, the SAT is also a globally recognized college admissions test. The SAT, by design, measures a range of skills and knowledge, and questions on the assessments reflect the work students are doing every day in high school courses to prepare for college and career. When used in combination with high school grade point average (HSGPA), SAT scores are shown to be the best predictors of a student's potential to succeed in postsecondary education.

## How the SAT Is Organized

The SAT measures the knowledge and skills that students are learning in school and that matter most for college and career readiness. There are two sections of the SAT—(1) Reading and Writing and (2) Math.

The SAT uses multistage adaptive testing. Both the Reading and Writing section and the Math section are divided into two equal-length and separately timed parts, called modules. The first module contains a mix of easy, medium, and hard questions. Based on how the student performs on the first module, the second module of questions will either be more difficult or less difficult overall but will still contain a mix of easy, medium, and hard questions.

To learn more about how the SAT adapts to each student's performance, watch our What is Digital SAT Adaptive Testing? video at [youtube.com/watch?v=IFYjH9NzhJU](https://youtube.com/watch?v=IFYjH9NzhJU).

Having a personalized test that adapts to a student's performance level results in a more efficient assessment of a student's academic strengths. This tailored experience also benefits the student by creating a shorter, more precise test. Additionally, the student can navigate freely within each module by previewing upcoming questions or returning to earlier questions (as time permits).

The SAT follows the same timing as all other tests in the SAT Suite. The test breaks down like this:

TEST BREAKDOWN		
Section	Time Allotted (min.)	Number of Questions
Reading and Writing	64	54
Math	70	44

Students must complete all sections of the test based on their approved timing. If they have been approved for extended time (Up to Time and One-Half, Up to Double Time, or more), they have the option of moving to the next part of the test before their full extended time expires, once the standard testing time has passed. For more information, see Testing with Accommodations and Supports on page 7.

If a student leaves before dismissal, their test may be considered incomplete, and their scores may be ineligible for scholarship consideration or may be subject to cancellation. Students must not close their laptop lid or cover or turn off their tablet screen at any point until they are dismissed.

## Schools and Testing Situations

Schools are set up for SAT administrations using the SAT Suite Ordering and Registration (SSOR) site at [ordering.collegeboard.org](https://ordering.collegeboard.org). Detailed information about using SSOR can be found at [collegeboard.org/kentucky](https://collegeboard.org/kentucky) in the Resources section.

Schools that are established in SSOR will include off-site testing locations and virtual schools.

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site request via SSOR to test this student at another location, such as the central office.

## Attending Institution (AI) Codes

All participating schools, including virtual schools, will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most school test coordinators/building assessment coordinators (STCs/BACs) will receive email confirmation of their school's AI code in January. The AI code connects student data to schools.

If you are a virtual school and are not sending your students to test at their home schools, please contact Christen Roseberry at KDE ([christen.roseberry@education.ky.gov](mailto:christen.roseberry@education.ky.gov)) for customized guidance on how to set up for testing.

## Identifying and Preparing Test Day Staff

STCs/BACs who were identified in SSOR in the fall will be provided with access to Test Day Toolkit and the State Data Management System (SDMS).

Coordinators who were identified in SSOR as the school's primary Services for Students with Disabilities (SSD) coordinator will be provided access to SDMS. They need to make sure that they have access to SSD Online. To establish access to that system, they should follow the steps at [accommodations.collegeboard.org/ssd-online](https://accommodations.collegeboard.org/ssd-online).

Backup STCs/BACs who were identified in SSOR in the fall will be provided access to Test Day Toolkit with the test coordinator role to provide additional support to the STC/BAC as

they prepare for test day. To update any testing staff at your school, sign in to SSOR to submit your changes.

## Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. STCs/BACs and SSD coordinators must each have a College Board professional account to access tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click **Create Account**, and follow the instructions. An educator only needs to create an account once.

Test day staff will use their College Board professional account to access updates and the following tools and services:

- **K-12 score reporting portal:** For access to detailed roster report and test scores.
- **SDMS:** Where authorized users manage student registration for the SAT Junior State Administration.
- **SSD Online:** To submit requests for accommodations and certain English learner (EL) supports and to make changes to existing approved accommodations for students.
- **Test Day Toolkit:** The web application that all testing staff use to administer the digital SAT Suite of Assessments.

**Please note:** To access College Board's SSD Online system, the SSD coordinator will need to fill out the SSD Coordinator Form at [cb.org/ssdcoordinator](https://cb.org/ssdcoordinator). As part of this form, they will need to upload an email or letter from their school administrator (principal, assistant principal, or superintendent) confirming their request to serve as the SSD coordinator for their school. This document must also clearly state the school's name and administrator's title.

## Staff Qualifications

Staff should adhere to the following conflict of interest policies:

- STCs/BACs may not serve in that role for a specific assessment at the same testing school where a member of their household or immediate family is testing for that same assessment.
- Technology monitors may not serve as staff at the same testing school where a member of their household or immediate family is testing.
- STCs/BACs and technology monitors may serve as testing staff at a different location on the same day that a member of their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.
- Coaches may proctor their team's athletes as long as they are full-time employees of the district.

Failure to comply with the conflict of interest policies may result in invalidation of the student's score.

## Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an STC/BAC, a backup STC/BAC, an SSD coordinator, a technology coordinator, proctors for each testing room, a technology monitor, and necessary room and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the STC/BAC is responsible for coordinating the administration for all students, the STC/BAC, technology coordinator, and SSD coordinator should work closely together and with their district assessment coordinator (DAC) to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Additionally, the DAC will identify one person responsible for submitting SAT registration files to update student registrations.

#### TESTING STAFF ROLES AND RESPONSIBILITIES

Role	Primary Responsibility	Identify to College Board?
District assessment coordinator (DAC)	Coordinating rosters with schools and ensuring all schools follow policies and procedures related to the SAT.	Yes
School test coordinator/building assessment coordinator (STC/BAC)	Responsible for coordinating SAT administration for all students.	Yes
Backup STC/BAC	Responsible for coordinating SAT administration if the STC/BAC is not available.	Yes
Services for Students with Disabilities (SSD) coordinator	Responsible for requesting accommodations and working with the STC/BAC to coordinate the administration for students with disabilities.	Yes
Technology coordinator	Makes sure the school's technology and network infrastructure can support digital testing, including student testing devices, STC/BAC and proctor devices, and the school's network.	Yes
Proctor(s)	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor(s)	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall monitor(s)	Responsible for monitoring the hallways on test day.	No
Technology monitor	Responsible for staffing the help room for the duration of testing and providing technical troubleshooting for students and staff.	No

Staff members can serve multiple roles, if necessary. To update testing staff information for staff identified to College Board, sign in to SSOR and submit your changes.

## Training

All STCs/BACs are required to complete the online training course. A link will be sent to STCs/BACs by the end of January to access the training. Coordinators are also required to ensure their proctors are trained. Proctors can be trained either through the online modules at [professionaltraining.collegeboard.org](https://professionaltraining.collegeboard.org) or via an in-person group session, with their training completion recorded on the Professional Training Coordinator dashboard. Other test staff, such as technology monitors and/or room and hall monitors, also can be trained using the online modules at [professionaltraining.collegeboard.org](https://professionaltraining.collegeboard.org) or in-person by the STC/BAC.

There are many opportunities for in-person and/or virtual trainings for the Kentucky-provided SAT Junior State Administration. For more details, go to [collegeboard.org/kentucky](https://collegeboard.org/kentucky) and check the Training section.

## Publications

College Board provides resources to help you with test preparation and administration, which can be downloaded closer to test day. Titles for these manuals and guides may include:

- *Test Coordinator Manual*
- *Proctor Manual*
- *Hall and Room Monitor Test Day Guide*
- *Technical Troubleshooting Guide*

Additionally, KDE sends out a weekly Monday newsletter to DACs. At the beginning of each month, College Board sends a monthly newsletter to all STCs/BACs and DACs.

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## Registration

For the SAT Junior State Administration, schools and districts don't place orders through SSOR. Instead, KDE will register students for their spring 2026 state assessments via SDMS. These registrations will be edited and maintained by DACs (or their designees). School-level staff, such as STCs/BACs, may not edit student registrations. That is a DAC-level permission only.

KDE will upload the rosters of eligible students into SDMS on January 26, 2026 for all schools in the state. Any approved accommodation requests for a student in SSD Online automatically appear on that student's test registration in SDMS.

DACs can edit student registrations, manage student rosters via the between and within district functions, and force match accommodations to student registrations. STCs/BACs may view all student registrations in SDMS, as well as force match accommodations. SSD coordinators can also view all accommodations in SDMS, as well as force match accommodations. DACs should work with their school staff to keep rosters in SDMS current. DACs can add new students via a file upload or one by one in SDMS, if the students are not already registered at another district or school in the state.

Detailed information about using SDMS and permissions for testing staff will be provided during role-specific training.

## Testing with Accommodations and Supports

Requests for accommodations and supports for the SAT are submitted by the designated SSD coordinator in College Board's SSD Online system.

Requests for College Board-approved accommodations can be submitted as soon as a school has its AI code. **Requests must be submitted by the school that will test the student.** When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. The window to request College Board-approved accommodations closes in early January.

State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that while SAAs will result in scores for the students, the scores received are **not** reportable to colleges or scholarship programs and cannot be used as remediation-free scores. The window to request SAAs opens in early January and closes in early February.

Similarly, various EL supports are also available to students. Students will receive college and scholarship reportable scores when any of the supports are used. The window to request EL supports closes in early January.

Once approved for College Board-approved accommodations, students remain approved for all other College Board assessments, including AP® Exams. If a student's Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

The digital SAT is accessible to students testing with accommodations. Some of the accessibility features are universal and available to all students, while other features require approval or setup by the STC/BAC. The universal tools available for the digital SAT include: bookmark/mark for review, embedded Desmos calculator, annotation tool, strikethrough/option eliminator, and zoom in/zoom out. For more information about Bluebook testing tools, check out [bluebook.collegeboard.org/students/tools](https://bluebook.collegeboard.org/students/tools).

## ACCOMMODATIONS AND SUPPORTS

College Board-Approved Accommodations	State-Allowed Accommodations (SAAs)	English Learner (EL) Supports
Once approved, can be used for all College Board assessments.	Only available for Kentucky-provided SAT Junior State Administration.	Once approved, can be used for all College Board assessments taken that school year.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student, school/district, and KDE but is not reportable to colleges or scholarship programs.	Result in a score that is reportable for college and scholarship programs.
Requested in SSD Online, and goes through a review process.	Requested in SSD Online and are automatically approved.	Up to Time and One-Half, Text-to-Speech (Math only), and EL Math Only (allowing first-year EL students to take only the Math section of the SAT) are requested in SSD Online and are automatically approved. Using a bilingual dictionary and/or translated test directions does <b>not</b> need to be requested in SSD Online.
Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in separate rooms from the standard rooms.	Some accommodations can be administered in the standard testing room. Extended time must be administered in a separate room from the standard rooms.	Some supports (e.g., bilingual dictionaries and translated test directions) can be administered in the standard testing room. Other accommodations (e.g., Up to Time and One-Half) must be administered in separate rooms from the standard rooms.
Meant for students with documented disabilities that need test accommodations for use on the SAT.	Meant for students whose accommodation needs cannot be granted by College Board or whose families who do not wish to share their student's disability information with College Board.	Meant for students who meet the following criteria at the time of testing: <ul style="list-style-type: none"> <li>▪ Are defined as an English learner by KDE policy</li> <li>▪ Use the same supports in class or for other assessments</li> </ul>
Tests during the testing window.	Tests during the testing window.	Tests during the testing window.

## Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the STC/BAC in determining testing rooms and staff needed for administering the SAT with accommodations. Testing materials for students approved for paper testing are shipped to the STC/BAC; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

## Administering Accommodations

The manuals have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each. Note that the times listed are only the times the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as reading directions.

TEST DURATION	
Timing	SAT (Including Breaks)
Standard Time	2 hours, 24 minutes
Reading: Up to Time and One-Half	3 hours, 42 minutes
Reading: Double Time	4 hours, 58 minutes
Math: Up to Time and One-Half	3 hours, 5 minutes
Math: Double Time	3 hours, 39 minutes

## Accommodated Paper Testing

For the SAT Junior State Administration, students with a paper testing accommodation will record answers in their test book, unless they are approved to dictate answers to a writer/scribe or use a braille writer. The student's digital test must not be accessed by the student or test staff at any time. Completed student test booklets, as well as the completed *Test Taker Administration Instructions*, should be shipped back to College Board, who will handle the transcription process on behalf of the school.

For these tests, STCs/BACs and proctors will not transcribe student answers into Bluebook. This contrasts with other, non-state-provided SAT Suite tests (such as PSAT/NMSQT®). Test staff should not attempt to transcribe non-braille answers, as they will not have the proper materials or instructions to carry this out successfully. College Board will ensure these responses are transcribed into Bluebook after test books are returned following the administration. All return paper test shipments should be postmarked no later than April 10, 2026. Please return the materials as soon as possible after students have completed testing to ensure prompt receipt and transcription. Save the tracking information for the return shipment in case of unexpected issues.

These directions should be followed instead of any instructions to transcribe the answers of students testing with paper accommodations found in the following publications:

- *SAT School Day Test Taker Administration Instructions*
- *SAT School Day Paper Testing Script*
- *Proctor Manual*

If testing students who record their answers with a braille writer, the proctor will need to do the following:

- If the braille writer has a print feature, print the English answers. Print the student's information from the test bundle on the printout.
- If not able to print responses, transcribe the braille answers into the 10-point reference test book provided in the test bundle.
- Include the printout/test book with transcribed answers with the student's other test materials for return to College Board.

## English Learner Supports

EL students will be able to utilize EL supports for the spring 2026 SAT Junior State Administration. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, up to time and one-half, embedded text-to-speech (TTS) for Math sections, and a math-only test (only available for first-year EL students). Students can use one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used.

Use of an approved word-to-word bilingual dictionary:

- List includes approximately 100 dictionaries.
- Use of dictionary does **not** require approval by College Board.
- The Approved Dictionaries List is available at [satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf).

Use of translated test directions:

- Translated test directions will be available as PDFs. Schools must print the directions for students; no printed test directions will ship with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Hmong, Navajo, Pashto, Polish, Portuguese, Russian, Spanish (Mexican and USA), Ukrainian, Urdu, and Vietnamese. College Board will also support “on-the-fly” translations of directions by district-approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2026 at [collegeboard.org/kentucky](https://collegeboard.org/kentucky).

Use of Up to Time and One-Half:

- Students will receive Up to Time and One-Half on each section of the SAT. Students approved for extended time have the option of moving to the next part of the test before their full extended time expires, once the standard testing time has passed. While students are encouraged to use all of the time that they need and are approved for, they will not be required to stay for their full extended time if they finish testing or are ready to move on sooner.
- Although not an accommodation, EL students requiring Up to Time and One-Half will need to be identified in SSD Online. Schools can request Up to Time and One-Half for EL students starting now. Students will be automatically approved, and no supporting documentation is required.
- EL students using Up to Time and One-Half can be tested with other students with accommodations testing with the same timing.

EL – Text-to-Speech (TTS) for Math Sections (Embedded):

- The TTS tool appears at the beginning of the Math section and is fully configurable by the student.

EL – Math-Only Test (Only Available to First-Year EL Students):

- First-year EL students approved for this support will only be presented with the Math section of the test and will receive a minimum score of 200 for the Reading and Writing section. This support may be combined with the other EL supports, such as TTS for Math sections.

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## Practice Resources

There are a variety of practice options available to students before test day. Schools can share these with students to help them feel prepared and know what to expect on the test.

- Students can download the Bluebook app at [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org) to access the following resources:
  - ◆ **Test Preview:** A short set of untimed questions that lets students experience digital testing and try out the tools. They will not receive scores or any feedback on their answers.
  - ◆ **Full-Length Practice:** These tests are timed like a real test, except students can move forward from one section to the next before time expires.
  - ◆ Students sign in to Bluebook using a sign-in ticket and can access in-app practice tests there.
- After finishing a practice test in Bluebook, students can use the same sign-in ticket to sign in to My Practice at [mypractice.collegeboard.org](https://mypractice.collegeboard.org) to view their score results, their practice exam questions and answers, and their explanations. As always, students can also later log in to their personal accounts for additional insights about their practice results.
- Students can use Khan Academy® Official SAT Prep at [khanacademy.org/digital-sat](https://khanacademy.org/digital-sat) to get tailored practice that includes videos, articles, and worked examples designed to help them understand and experience digital testing.
- Students can also test their knowledge using our Question of the Day web app at [qotd.collegeboard.org](https://qotd.collegeboard.org).
- Educators can create custom, targeted question sets to improve instruction using our Educator Question Bank at [satsuitequestionbank.collegeboard.org](https://satsuitequestionbank.collegeboard.org).
- Paper practice tests are available for students who will be testing with accommodations that require a paper format or for students who are just looking for additional sample questions.
- You can find more information about practicing with accommodations and assistive technology at [bluebook.collegeboard.org/students/accommodations-assistive-technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology).

More information about practice resources for students is available online at [satsuite.collegeboard.org/practice](https://satsuite.collegeboard.org/practice).

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## Student Readiness Check

Schools administering the SAT Junior State Administration will complete a student readiness check. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the student readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less. The school testing team should complete the student readiness check no later than 1–2 weeks before testing. If a student needs to retest for any reason, they will need to complete the readiness check again for that new administration.

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.

- Save time on test day, as students will be able to complete exam setup, where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).
- Select up to 4 colleges/universities and scholarship programs to send their scores to for free as part of the Kentucky Junior SAT State Administration contract with College Board.
- Make sure Bluebook is installed properly on managed devices.
- Gauge network readiness.

The manuals will contain step-by-step guidance for administering the readiness check.

If students and/or parents are looking for more general resources or information about the SAT, coordinators can direct them to [satsuite.collegeboard.org/sat-suite-benefits-students-parents](https://satsuite.collegeboard.org/sat-suite-benefits-students-parents).

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## Coordinator Interactive Checklist

Launching December 1, the Interactive Checklist Tool for STCs/BACs is designed to help schools organize the tasks they need to complete for the spring 2026 test administration.

STCs/BACs will receive:

- A school-specific checklist of high-level tasks and deadline reminders.
- Interactive email reminders in which STCs/BACs can mark tasks as complete or open a help ticket with the click of a button.

Visit [collegeboard.org/kentucky](https://collegeboard.org/kentucky) for a guidance document about using the Interactive Checklist Tool to prepare for test day.