

Spring 2022

Ohio Makeup Testing Guide

for digital SAT

After the Test

After successfully administering the digital SAT, as test coordinator, you should prepare to administer the digital test for your students who may have been absent or experienced an irregularity and are eligible to test in the makeup test window. This requires that you follow all of the same policies as those for the primary testing window. Listed below are important preparation tasks to ensure a smooth administration.

- Destroy all test tickets from the primary testing windows.
- Compile the list of students who were absent or experienced an irregularity and are eligible for the makeup.
- Identify the number and types of testing rooms and staff needed for the makeup window.
- From your initial shipment of materials, set aside items, including manuals and IR forms. **You will not be receiving any additional shipment of materials.**
- Your school district may re-register the full roster of students for the makeup window. **Only administer the makeup to students who are eligible to test.**
- Configure test settings for students who need to take a makeup test and require accommodations.
- Build your updated room rosters.
- Print NEW test tickets for students.**

⚠ In TIDE, the **Administration** filter will help you manage student records and print test tickets for the selected test administration. You must select **SAT School Day March 23-25 & March 29-30 2022** or **SAT School Day April 26-28 2022** from the dropdown.

The screenshot shows the 'Search Students' interface in TIDE. The filters are set as follows:

- *State: OHIO - OH
- *District: AKRON PUBLIC SCHOO
- *School: AKRON ALTERNATIVE ACADEMY - 121277
- Administration: - Select -

The 'Administration' dropdown menu is open, showing the following options:

- Select -
- PSAT 8/9 Fall 2021
- PSAT 8/9 Spring 2022
- PSAT 8/9 April 2022
- PSAT 10 April 2022
- SAT School Day March 2-4 2022
- SAT School Day March 23-25 & 29-30 2022
- SAT School Day April 13-15 & 19-20 2022
- SAT School Day April 26-28 2022

Reminder for Coordinators

- Only students with designated accommodations, as listed on the NAR, can test during the accommodated test window. If they experience an irregularity, they must test in the makeup window.
- Students who have previously completed the optional questionnaire during a preadministration session, must complete the questionnaire again on the makeup day, including where the student wants score reports sent.

Refer to the [Digital SAT School Day Coordinator Manual](#) for policies and instructions on returning test-day forms.

If you need assistance or additional manuals or guides, please contact **College Board School Day Support** at

Phone: 855-373-6387 or **Email:** OHSAT@collegeboard.org