Session Goals

Our goal today is to share the latest information about the spring 2023 administration of the Ohio State-Funded SAT School Day digital test.

For returning coordinators, look for the **NEW** symbol to call out new or updated policies and procedures.

❑ Preparation timeline depends on whether your school/district is testing March or April.

Test Dates for 2023 State-Funded SAT® School Day Digital

Key Dates: Digital Administration Dates

Digital Testing Windows	March	April
Window #1	March 1-3	April 12 – 14 & 18 - 19
Accommodated	March 1 - 14	April 12 – 25
Window #2	March 22-24 & 28-29 **OR** April 25-27	April 25 - 27

Implementation Key Dates March Administration

Activities	March Administration
AI Code confirmation	December 2022-January 2023
Bulk Registration Recorded Webinar	Mid-December 2022
Bulk Registration Window Opens	January 2, 2023
Bulk Registration File Submitted	January 6, 2023
Request Accommodations for SAT	January 10, 2023
Off-Site Request Deadline	January 20, 2023
State Approved Accommodations (not EL-math only)	January 25, 2023
EL +50% Request Window	January 25, 2023
NAR Available	Late January 2023

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Implementation Key Dates March Administration

Activities	March Administration
SDQ/Preadmin Available	February 6, 2023
TIDE Provisioning for Test Coordinators	February 6, 2023
Primary Test Window	**March 1-3**
Accommodated Test Administration (Eligible Students Only)	March 1 – 14
Makeup Test Date	March 22-24 & 28-29 **OR** April 25-27

CollegeBoard

Implementation Key Dates April Administration

Activities	April Administration
AI Code confirmation	December 2022-January 2023
Bulk Registration Recorded Webinar	December 2022
Bulk Registration Window Opens	January 2, 2023
Off-Site Request Deadline	January 20, 2023
Bulk Registration File Submitted	February 3, 2023
Request Accommodations for SAT	February 21, 2023
State Approved Accommodations (not EL-math only)	February 21, 2023
EL +50% Request Window	February 21, 2023
NAR Available	Late January

Implementation Key Dates April Administration

Activities	March Administration
SDQ/Preadmin Available	February 6, 2023
TIDE Provisioning for Test Coordinators	March 13, 2023
Primary Test Window	**April 12 – 14, 18-19**
Accommodated Test Administration (Eligible Students Only)	April 12 – 25
Makeup Test Date	April 25-27

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Offsite Requests

- The primary (AI) test coordinator must submit an off-site testing request form if test materials will be returned directly from the off-site testing location(s)
- Each off-site location must have a unique test coordinator for each location.
- If the off-site test coordinator will be returning materials to the school (AI) to be consolidated and returned to College Board, the Testing Request form does not have to be completed.
- Schools and districts must submit by **January 20, 2023**

CollegeBoard

College Board Off-site Testing Request: Spring 2023

Welcome to the SAT Suite of Assessments state-sponsored School Day. If your school is covered under a state contract in spring 2023, you must submit this off-site testing request form if you need additional return kits to return test materials directly from the off-site testing location(s). Please complete the form in its entirety by the deadline to ensure an adequate number of return materials are shipped with the test materials.

IMPORTANT NOTE: If the off-site test coordinator will be sending test materials back to the school (AI) for consolidated return to College Board, you do not need to complete this off-site testing request form.

Information regarding off-site testing:
- In addition to your primary test coordinator, your school must have a unique test coordinator for each off-site location. Off-site test coordinators oversee all testing responsibilities for that location and are accountable for all students testing at their location.
- Each off-site test coordinator is responsible for ensuring that the off-site testing location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator Manual.
- All test materials will be shipped to the school (AI) address. Primary test coordinators are responsible for arranging the secure transport of test materials to each off-site testing location.
- All test administration communication will be sent to the primary test coordinator, who will disseminate the information to the off-site testing staff.
- If a student is homebound due to a disability or temporary/permanent medical condition, please contact the Services for Students with Disabilities (SSD) office to determine testing options. If a student is homebound due to a disciplinary action, the student may be tested at an off-site location, such as a district office. Please submit this form if an additional return kit is needed to return test materials directly from the off-site testing location.

Recommended Next Steps
3-4 Months Before Test

❑ Review Key Activates and dates

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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

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2023 Implementation Handbook

NEW Updated for 2023
- Coordinator Checklist
- Detailed instructions

Implementation Handbook:
A look inside

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

Collegeboard.org/ohio
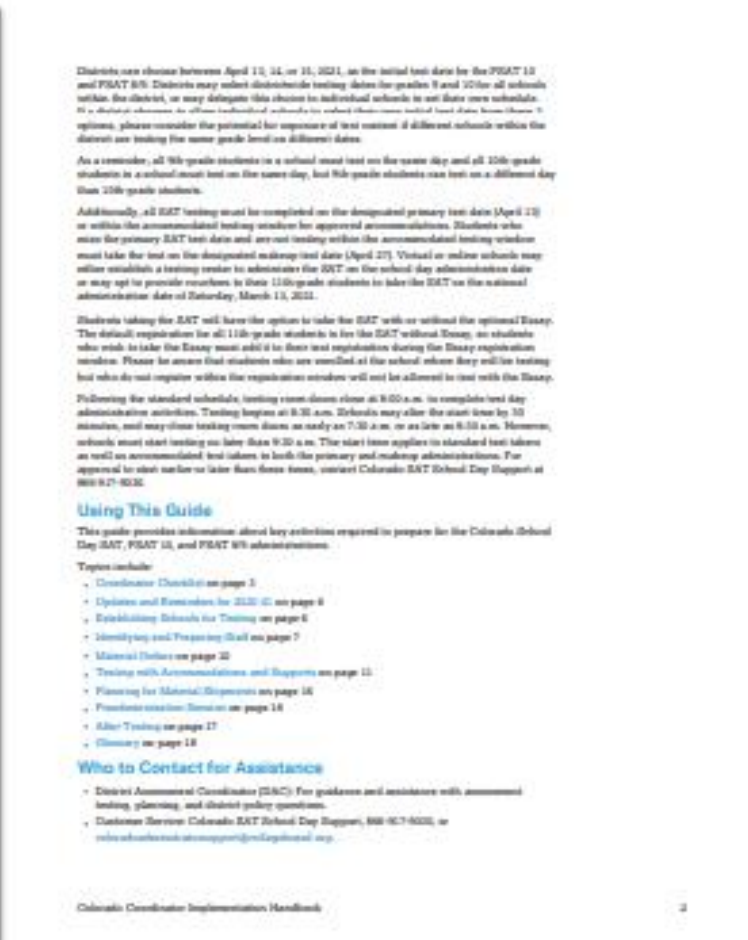
Coordinator Checklist

- 2-3 Months Before The Test
- 3-4 Weeks Before The Test
- 2 Weeks Before The Test
- 2-3 Days Before The Test
- The Day Before The Test
- Test Day
- After Testing

bit.ly/DigitalChecklistSAT

Ohio Digital SAT® School Day Coordinator Checklist

Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing in the digital mode. You may choose to do things at different times; be aware of deadlines.

September - January – Suggested Readiness Activities for SAT School Day

Complete	Activity
General Readiness Activities	
	Schools provide information to identify test day staff, testing mode, and testing dates.
	Ensure new SSD coordinators get access to SSD Online by submitting the request form available at www.collegeboard.org/ssd
	SSD coordinators should begin requesting new College Board accommodations and review existing accommodations in SSD Online.
	Create a College Board professional account, at www.collegeboard.org if you don't have one.
	Submit an off-site testing plan if testing at a location other than your school.
Digital Testing Activities	
	Review the resources at digital testing portal with technology coordinator.

February – Technology Setup and Readiness Activities for Technology Coordinators

Complete	Activity
General Administrative Activities	
	Share the Step-by-Step Guide for Technology Coordinators to ensure your school is prepared to test.
	Check for supported operating systems
	Check for supported web browsers
	Disable automatic updates to operating systems
	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
	Install the secure browser
	Run the CAI network/bandwidth diagnostic tool
	Prepare for delivery of tests with accommodations
	Complete the technical readiness evaluation

CollegeBoard.org/Ohio

Microsite with Ohio-specific information.

Stay up to date with collegeboard.org/Ohio

| Activity	Mode	March Administration	April Administration
Deadline for surveys that establish schools for testing and identify testing staff and mode choice	Paper and Digital	Late October 2022	Late October 2022
English Learner time and one half (+50% extended time) window opens	Paper and Digital	Late October 2022	Late October 2022
Overview webinar available	Paper and Digital	First Week November 2022	First Week November 2022
Accommodations and supports webinar available	Paper and Digital	Early December 2022	Early December 2022
List of approved word-to-word dictionaries available on www.collegeboard.org/Ohio	Paper and Digital	Late December 2022	Late December 2022

Digital Testing Resources

NEW

Updated 2023 SAT School Day manuals provide specialized information to each type of test day staff.

digitaltesting.collegeboard.org/

- Coordinator Manual
  - Updated information about the test day set-up, preadministration session
- Standard Testing Manual
  - All test day scripts, and information needed by proctors in standard rooms
- Accommodated Testing Manual
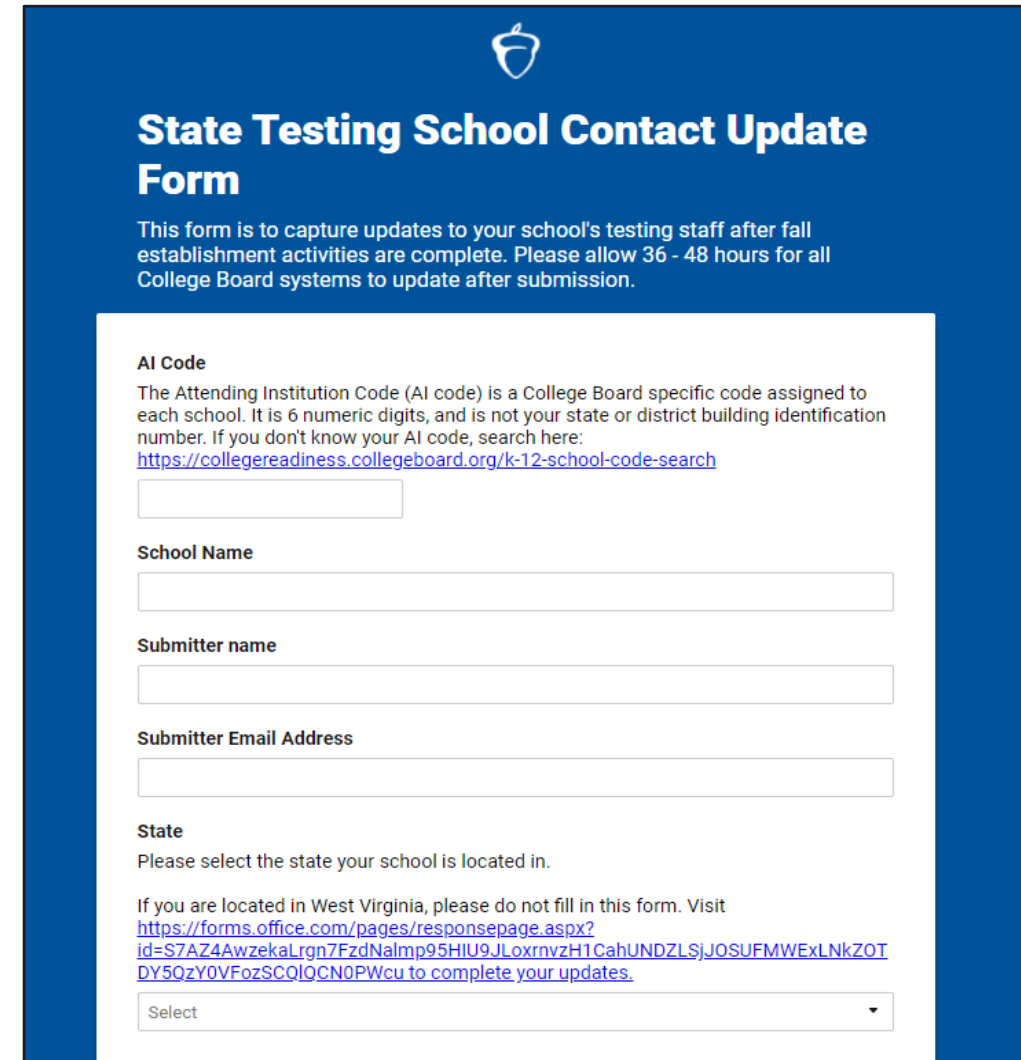 - All test day scripts for proctors in accommodated room

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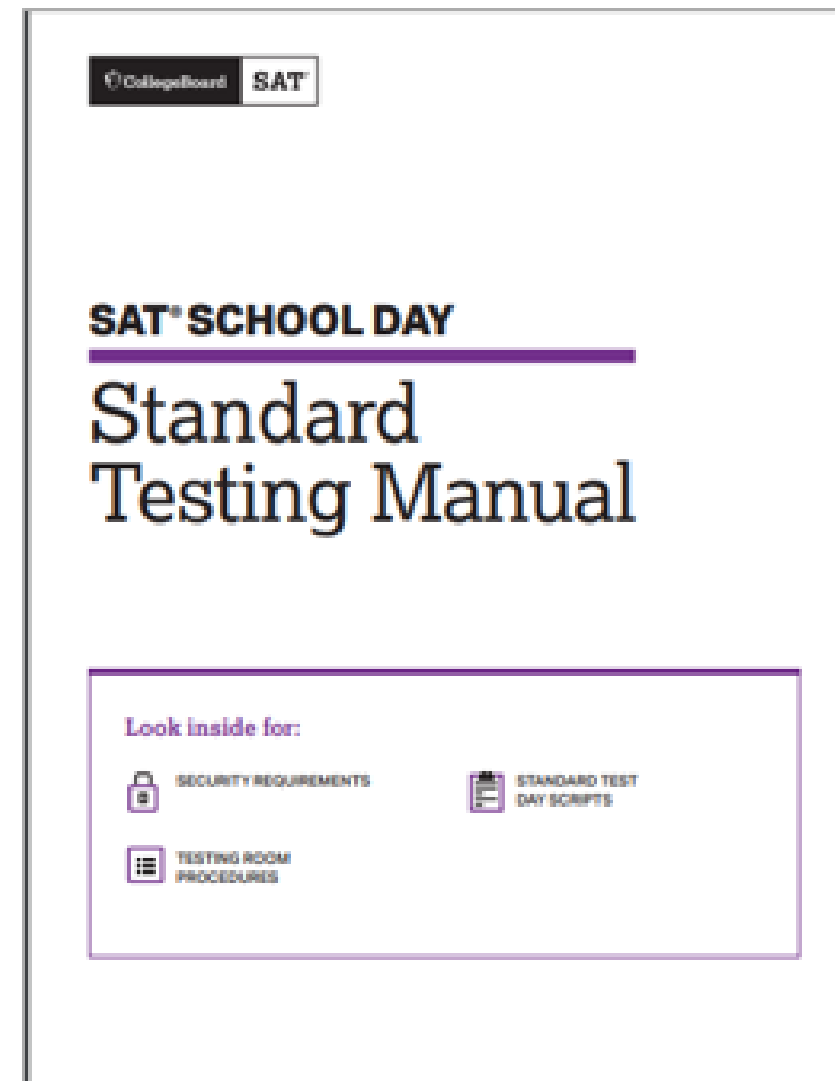
Update Your Coordinator Form

Self-service form to update coordinator contact information

To add a new SSD Coordinator, you will also need to follow the process to establish a new SSD coordinator in SSD Online.

bit.ly/UpdateYourCoordinator

State Testing School Contact Update Form

This form is to capture updates to your school's testing staff after fall establishment activities are complete. Please allow 36 - 48 hours for all College Board systems to update after submission.

AI Code

The Attending Institution Code (AI code) is a College Board specific code assigned to each school. It is 6 numeric digits, and is not your state or district building identification number. If you don't know your AI code, search here:
https://collegereadiness.collegeboard.org/k-12-school-code-search

School Name

Submitter name

Submitter Email Address

State
Please select the state your school is located in.

If you are located in West Virginia, please do not fill in this form. Visit https://forms.office.com/pages/responsepage.aspx?id=S7AZ4AwzekaLrgn7FzdNalmp95HIU9JLoxrnvzH1CahUNDZLSjJOSUFMWExLNkZOTDY5QzY0VFozSCQlQCN0PWcu to complete your updates.

Select ▾

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Test Coordinator SAT School Day Training

Approximately 6 weeks prior to test day, all test coordinators will receive an email notification with a link to access the online training.

The training will be available through your College Board Professional Account.

Share the link with other staff, as necessary

Training	March Administration	April Administration
Online Test Day Training (required training)	Late January 2023	Early March 2023

Proctor and Hall/Room Monitors SAT School Day Training

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

An optional PowerPoint that can be provided to your hall and room monitors will be available prior to test day on collegeboard.org/Ohio

Training	March Administration	April Administration
Hall and Room Monitor	Late January 2023	Early March 2023

State Inbox and Support Line for SAT School Day Questions

OHSAT@collegeboard.org

Contact College Board School Day support
toll free 855-373-6387
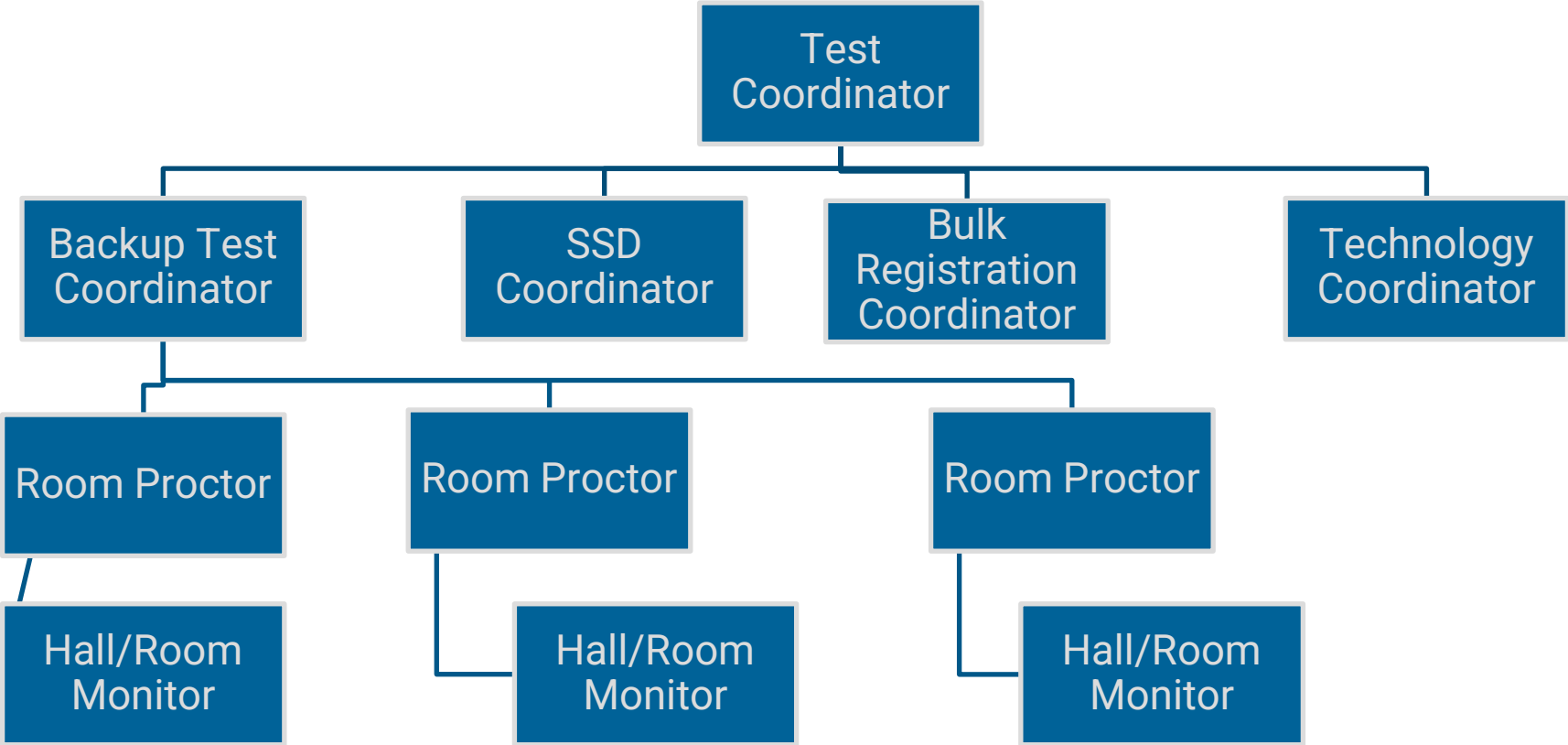
Recommended Next Steps

3-4 Months Before Test

❑ Create or sign into your College Board Professional Account

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Staff Roles and Responsibilities

SAT School Day Staff Structure

A successful test experience for students takes a school-based team

Test Coordinator

- Backup Test Coordinator
  - Room Proctor
    - Hall/Room Monitor
  - Room Proctor
    - Hall/Room Monitor
  - Room Proctor
    - Hall/Room Monitor
- SSD Coordinator
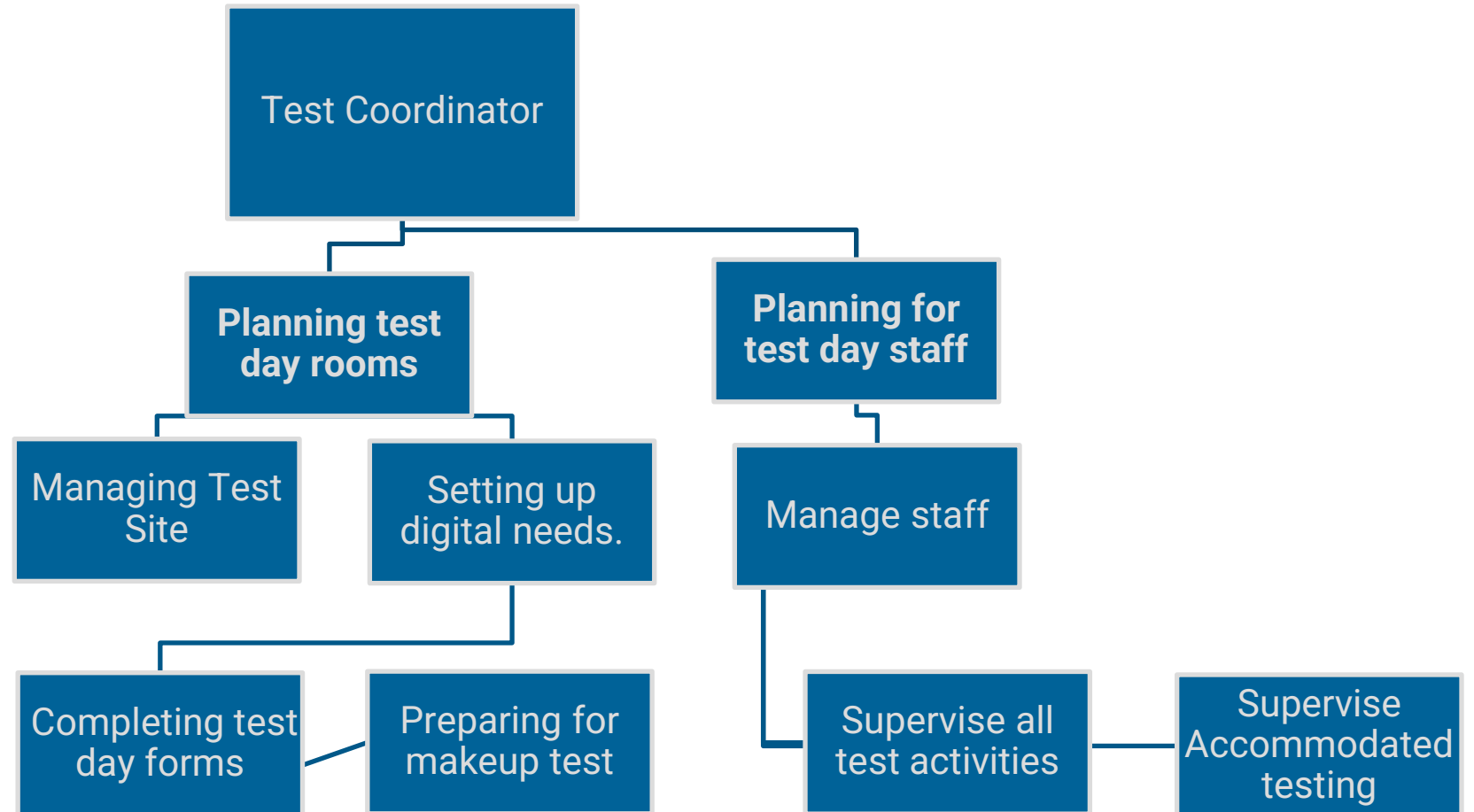- Bulk Registration Coordinator
- Technology Coordinator

SAT School Day Test Coordinator

The Test Coordinator is responsible for all aspects of the School Day administration.

Your school should have one Test Coordinator and one Backup Test Coordinator.

Test Coordinator

Planning test day rooms
- Managing Test Site
- Setting up digital needs.
  - Completing test day forms
  - Preparing for makeup test

Planning for test day staff
- Manage staff
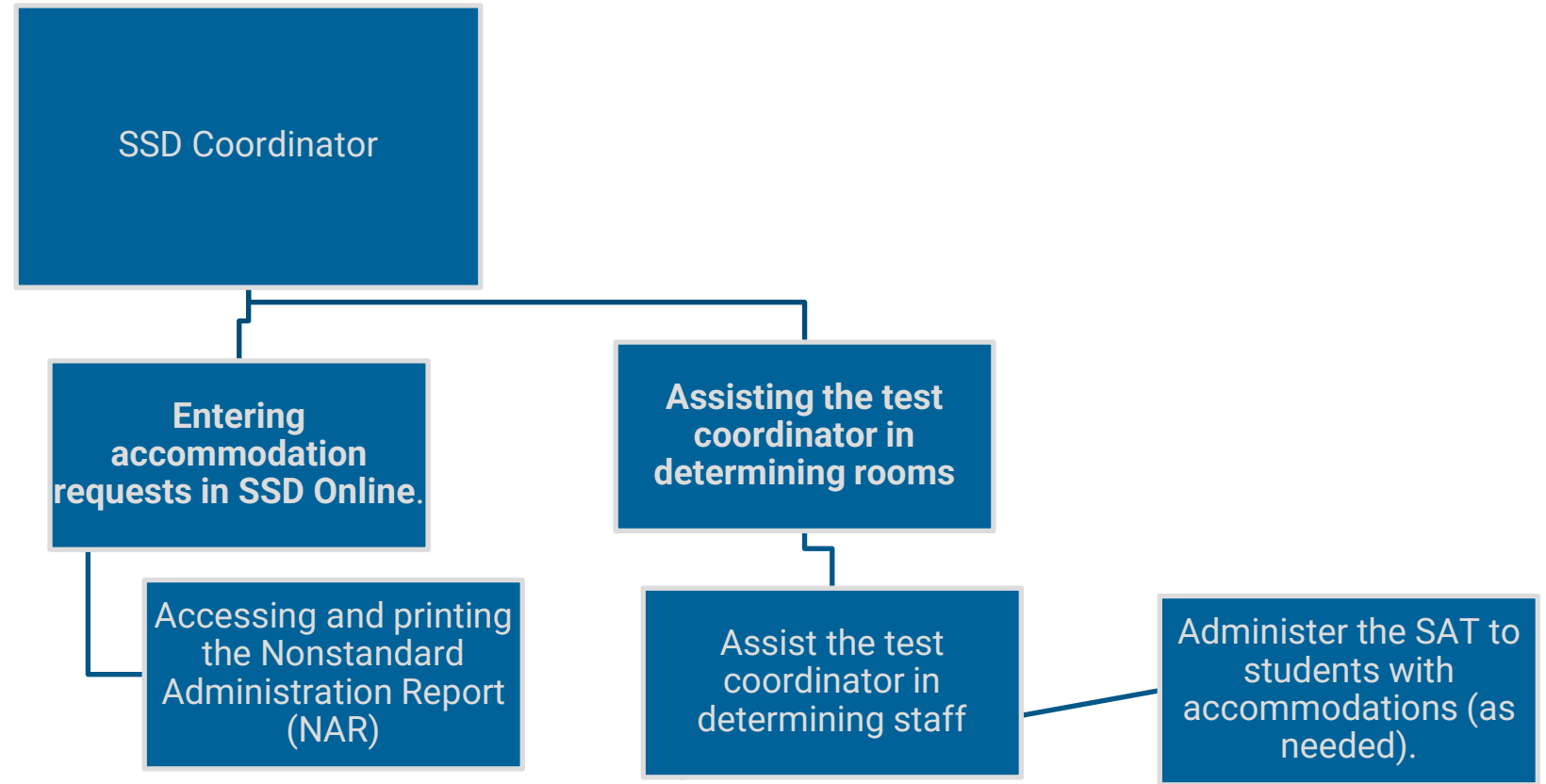 - Supervise all test activities
  - Supervise Accommodated testing

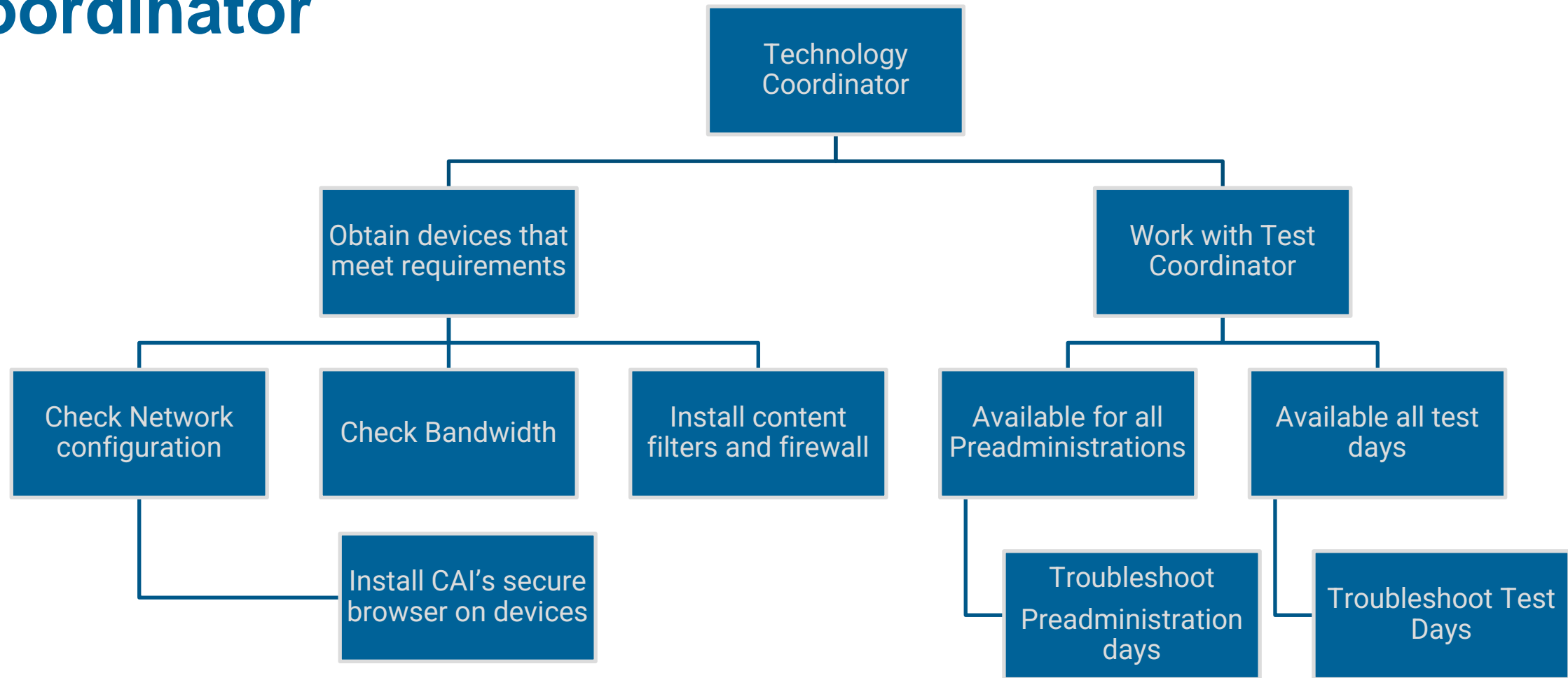# SAT School Day SSD Coordinator

The SSD Coordinator is responsible for students with accommodations including English Language Learners (EL).

Your school should have one SSD Coordinator.

SSD Coordinator

Entering accommodation requests in SSD Online.

Accessing and printing the Nonstandard Administration Report (NAR)

Assisting the test coordinator in determining rooms

Assist the test coordinator in determining staff

Administer the SAT to students with accommodations (as needed).

Technology Coordinator

Technology Coordinator

Obtain devices that meet requirements

Work with Test Coordinator

Check Network configuration

Check Bandwidth

Install content filters and firewall

Available for all Preadministrations

Available all test days

Install CAI's secure browser on devices

Troubleshoot Preadministration days

Troubleshoot Test Days

SAT School Day
Bulk Registration Coordinator

The Bulk Registration Coordinator is responsible for submitting the bulk registration file to pre-identify/register students for the SAT School Day.

Your School should have one Bulk Registration Coordinator.
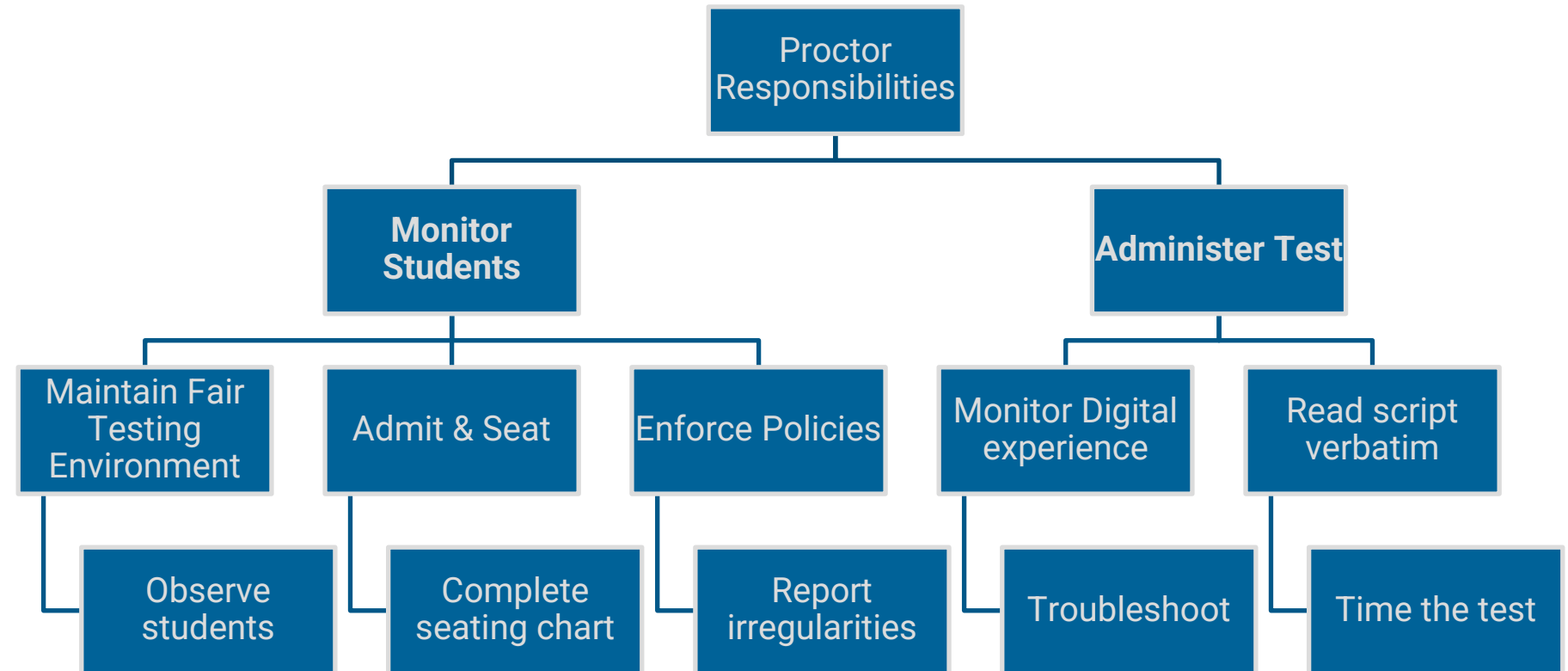
Bulk Registration Coordinator

Bulk Registration

SAT School Day Proctor

Each Proctor is responsible for managing all activities that happen in the testing room.
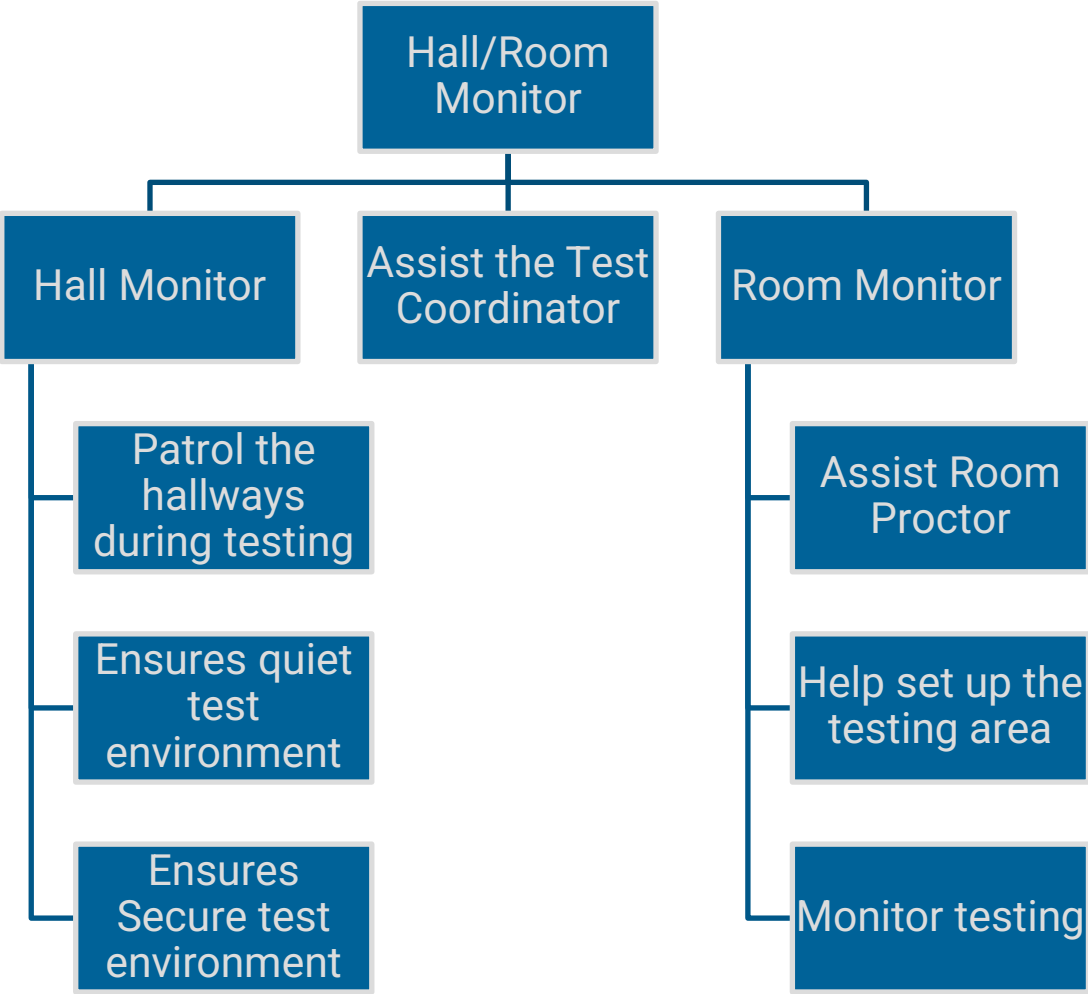
Your school should have one Proctor for each room.

Proctor Responsibilities

- **Monitor Students**
  - Maintain Fair Testing Environment
    - Observe students
  - Admit & Seat
    - Complete seating chart
  - Enforce Policies
    - Report irregularities
- **Administer Test**
  - Monitor Digital experience
    - Troubleshoot
  - Read script verbatim
    - Time the test

SAT School Day Room/Hall Monitor

Each Hall/Room Monitor is responsible for ensuring students have a secure and quiet testing environment.

Your school will determine how many Hall/Room Monitors you need based on the number of students testing.

Hall/Room Monitor

Hall Monitor

Assist the Test Coordinator

Room Monitor

Patrol the hallways during testing

Ensures quiet test environment

Ensures Secure test environment

Assist Room Proctor

Help set up the testing area

Monitor testing

Recommended Next Steps

3-4 Months Before Test

- ❑ Plan for the number of staff needed

- ❑ Identify SSD Coordinator

- ❑ Identify Technology Coordinator

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Services for Students with Disabilities (SSD)

SSD Online Account

Returning **SSD Coordinator**:

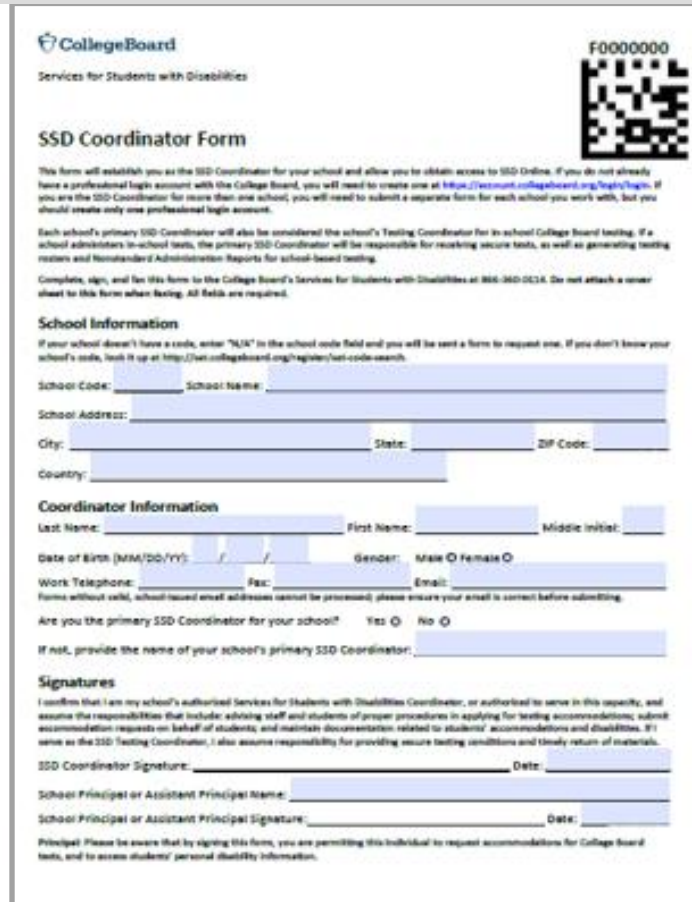- Confirm your access and password to SSD Online are still active.

New SSD Coordinator:

- Have a College Board Professional Account

- Complete the SSD Coordinator Form, found at: www.collegeboard.org/ssd

- Link SSD Online to College Board Professional Account using a one-time access code.

Sign in to your SSD Online dashboard.

Sign in

New SSD Coordinators

To access the SSD Online system, the new SSD coordinator (SSDC) will need to request access:

- School must have Attending Institution (AI) code for SSD access
- Have a College Board Professional Account (EPL), complete <u>SSD Coordinator Form</u>, found on <u>www.collegeboard.org/ssd</u>
- Email sent when SSDC completes professional EPL account set-up
- No access code can begin submitting accommodations immediately.
- 1 Primary SSDC only / allowed multiple users with access SSD online

Review Student Needs

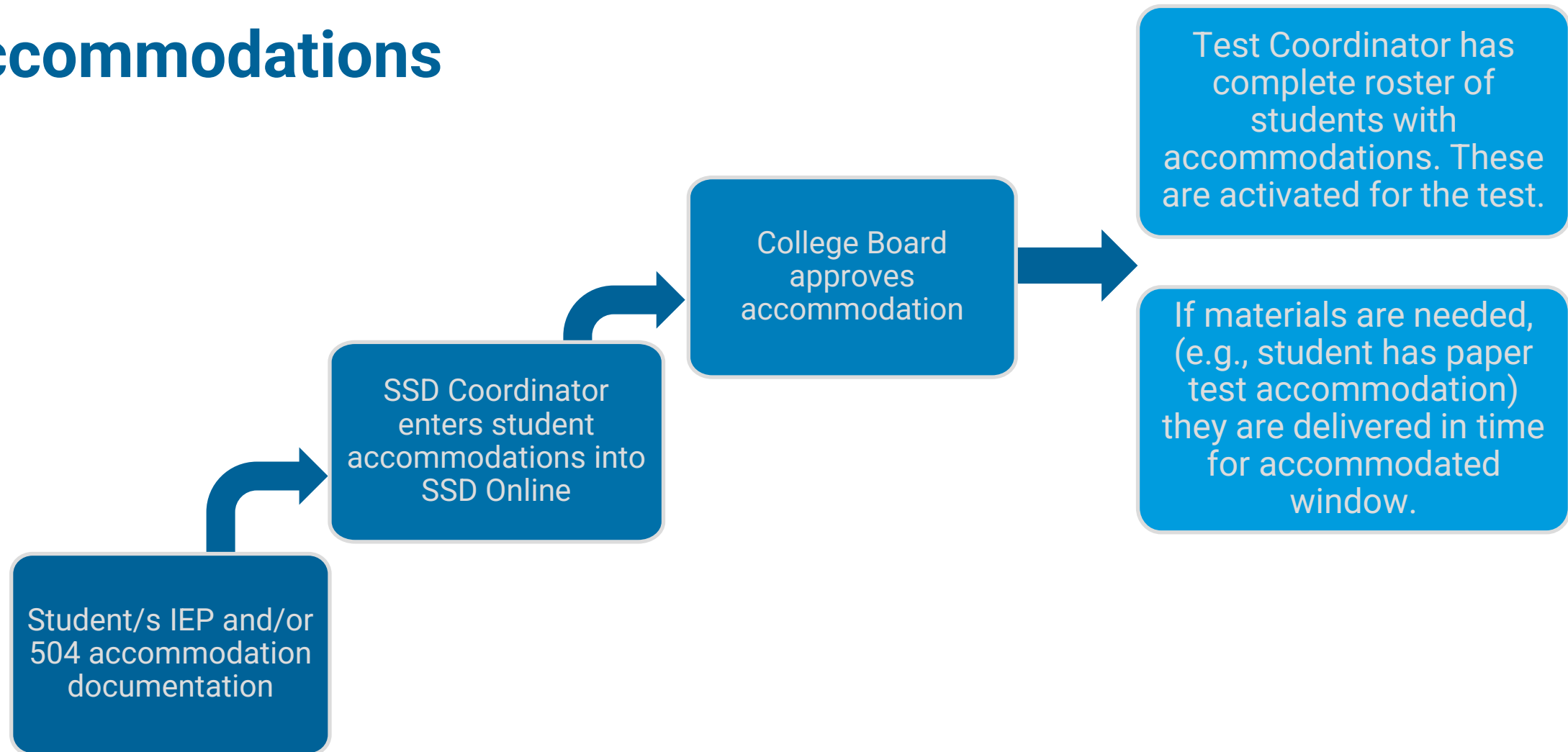**Students with Approved College Board Accommodations**

- Verify accommodations match the accommodations in the student's current identified IEP/504.

- Verify student's name, birth date, and graduation date are correct in SSD Online by clicking on the student's name in the dashboard.

Students without Approved College Board Accommodations

- Enter Accommodations in SSD Online.

SSD Accommodations

Student/s IEP and/or 504 accommodation documentation

SSD Coordinator enters student accommodations into SSD Online

College Board approves accommodation

Test Coordinator has complete roster of students with accommodations. These are activated for the test.

If materials are needed, (e.g., student has paper test accommodation) they are delivered in time for accommodated window.

English Learner (EL) Supports Available

Time and One Half (+50%)
Extended time for English learner students is available.
This support must be requested in SSD Online.

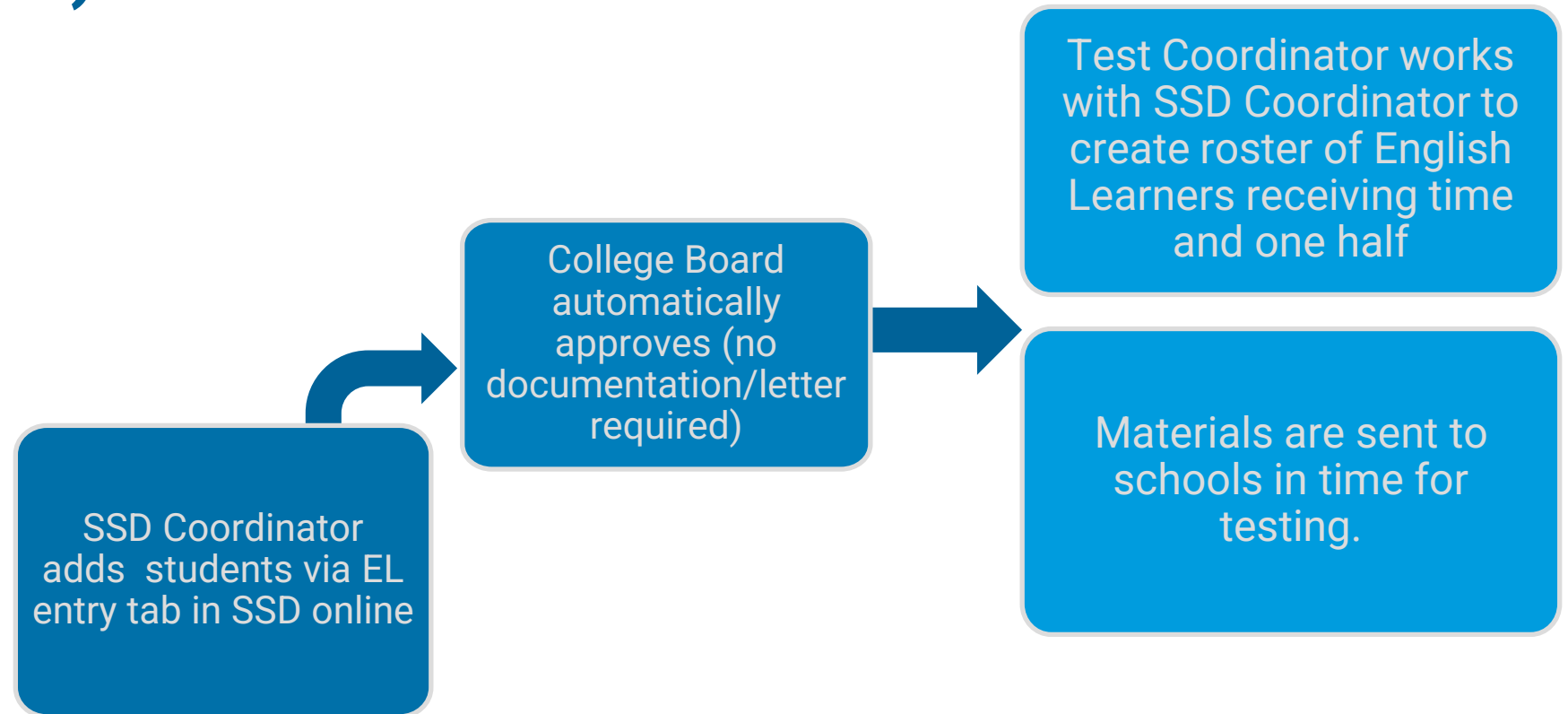| Translated Test Directions |
|---|
| College Board provides translated test directions for designated languages are in PDF format which must be printed by the school before testing. |
| Languages: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese |
| An approved translator can orally provide translated test directions to the student in languages not available in PDF format. |

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

English Learner Time and One Half (+50%)

Although not an accommodation, students who require EL Time and One Half (+50%) must be identified in SSD Online by the **SSD Coordinator.**

SSD Coordinator adds students via EL entry tab in SSD online

→

College Board automatically approves (no documentation/letter required)

→

Test Coordinator works with SSD Coordinator to create roster of English Learners receiving time and one half

Materials are sent to schools in time for testing.
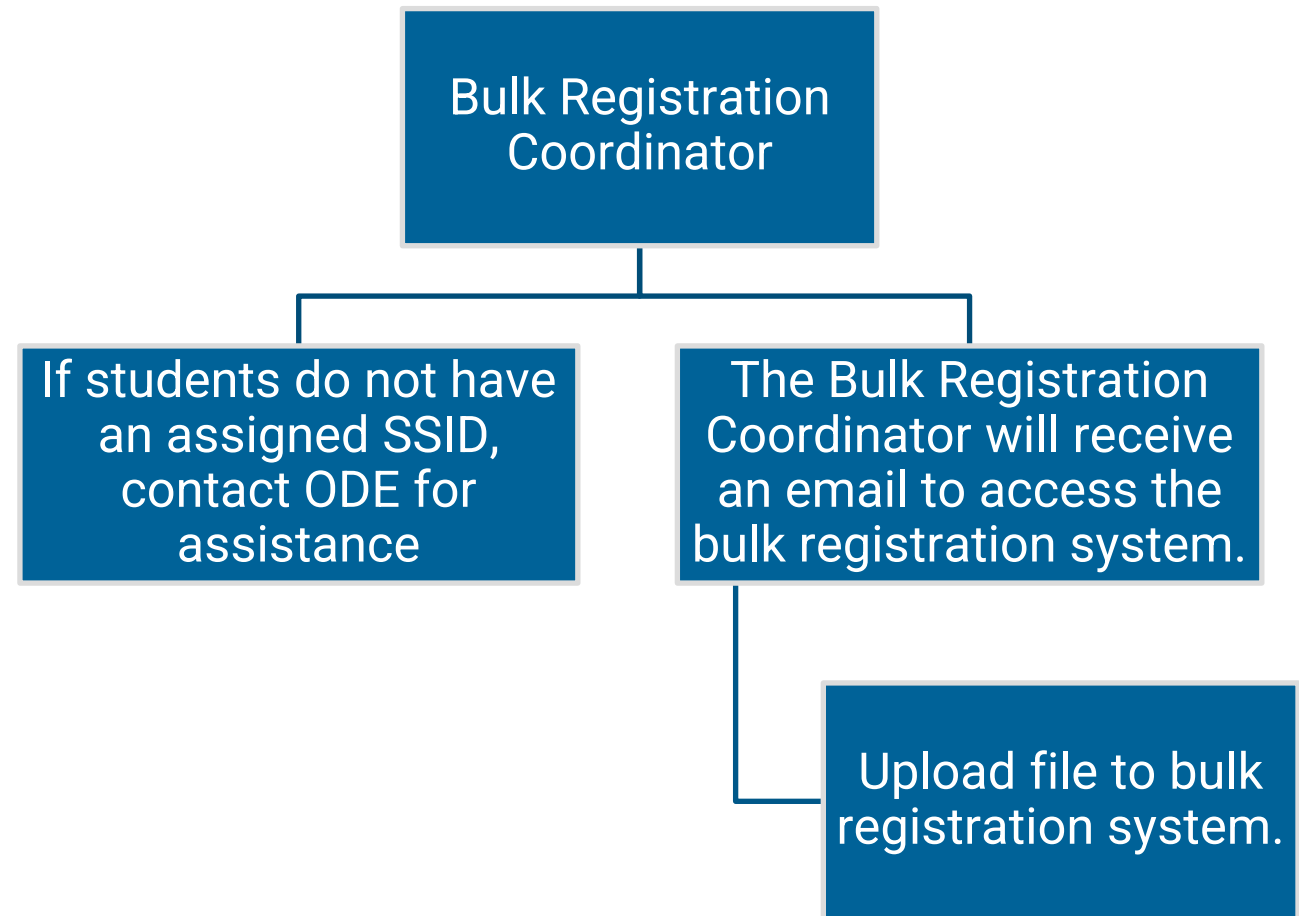
Recommended Next Steps
3-4 Months Before Test

❑ New users need to request access to SSD Online

❑ Existing SSD users should log into the account

Bulk Registration

Bulk Registration Coordinator

Updated bulk registration webinar will be posted on collegeboard.org/Ohio In mid-December.

Some districts bulk upload students at the district level rather than at the school level. Check with your District Test Coordinator if you have any questions

Bulk Registration Coordinator

If students do not have an assigned SSID, contact ODE for assistance

The Bulk Registration Coordinator will receive an email to access the bulk registration system.

Upload file to bulk registration system.

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Bulk Registration: Digital

The bulk registration file will:
Register students and populate them in the Test Information Distribution Engine (TIDE)
Be used to complete preadministration tasks before test day.
Allow you to view students in TIDE the next day after submission.

Additional files within the same testing window may be uploaded to provision students not included in the initial file up to the day prior to testing.

Bulk Registration File Deadline

	March Administration	April Administration
Bulk Registration Window Opens		January 2, 2023
Bulk Registration File Submitted	January 6, 2023	February 3, 2023

Recommended Next Steps

4-6 Months Before Test

- ❑ Identify Bulk Registration Coordinator
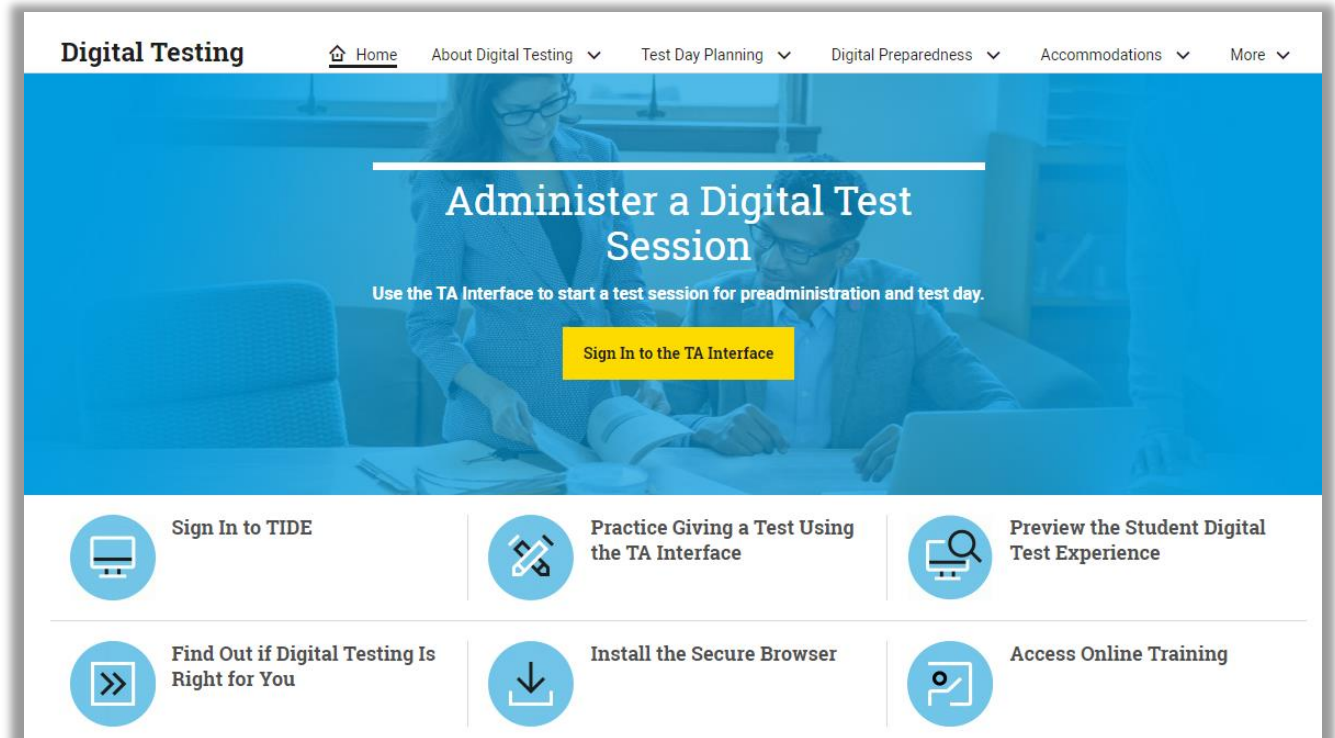
- ❑ Look for bulk upload access email

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College Board
Digital Testing Portal

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.

bit.ly/StepByStepGuideSAT

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.

bit.ly/StepByStepGuideSAT

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

Recommended Next Steps

3-4 Months Before Test

❑ Review Technology and Setup Verification Checklist

❑ Digital Preparedness Step-by-Step Guide

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Technology Requirements

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.

bit.ly/CAINetworkDiagnosticTool

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 mode**, prior to test day in order to ensure operational functionality.

- Desktops, laptops, iPads and/or Chromebooks are allowed.

- 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.

Recommended Next Steps

3-4 Months Before Test

❑ Review the *Quick Guide for Setting Up Your Digital Testing Technology*.

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Cambium Assessment, Inc. ™ (CAI).

Implementation Overview

Digital Administration and Policies

- It is expected that all students will test digitally. Only students who have an accommodation requiring a paper-pencil test can test on paper.

- 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.

- Primary and make-up test days could vary by school.

CAI Systems

Test Information Distribution Engine (TIDE)
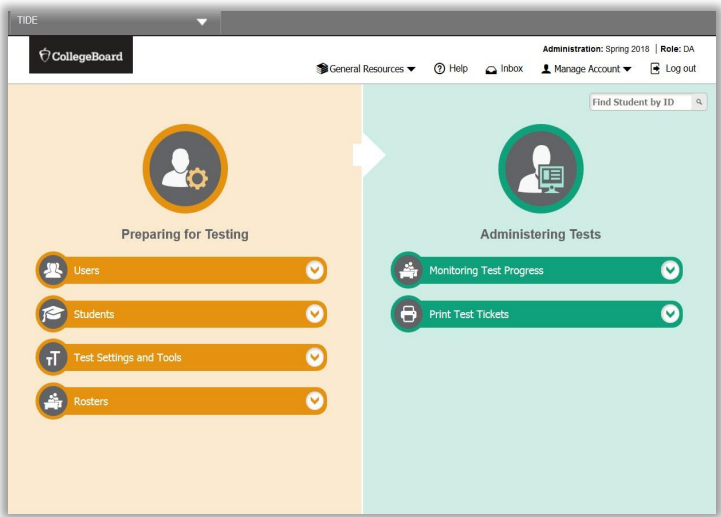
Test Administrator (TA) Interface
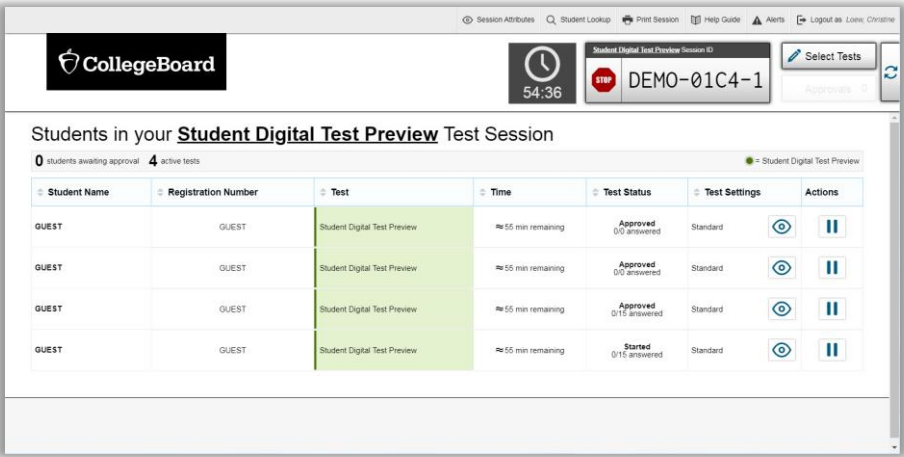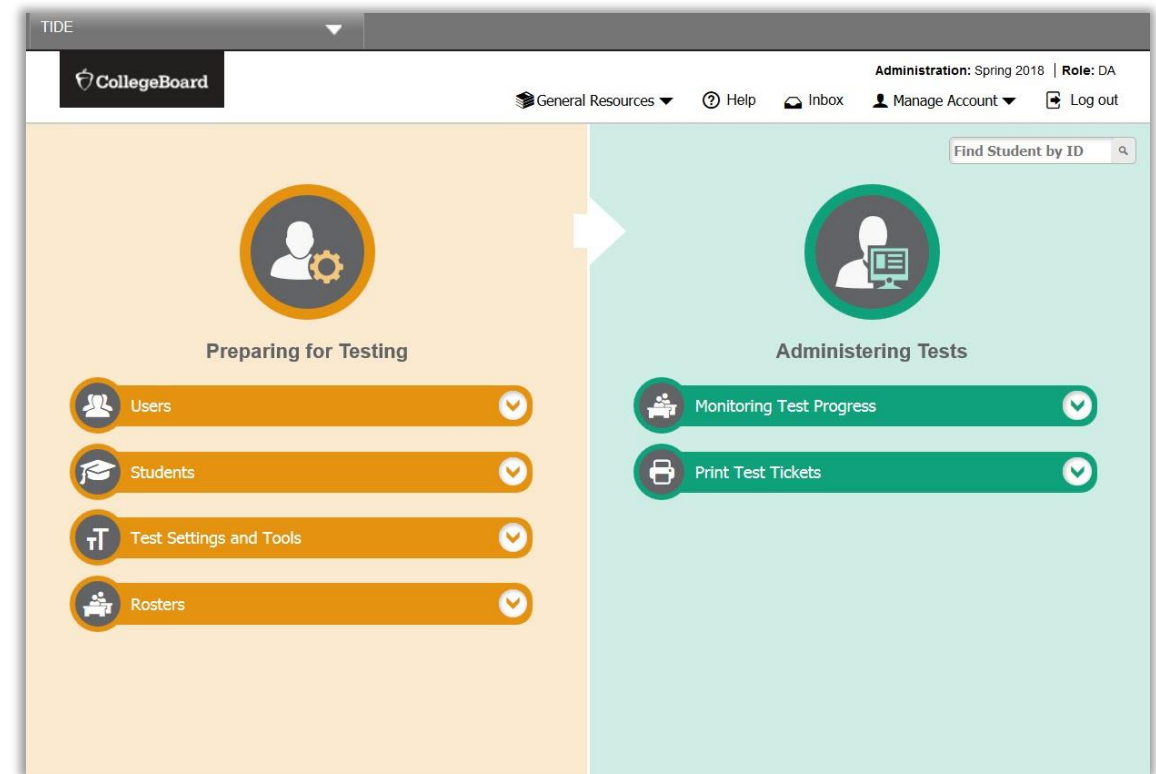
College Board Secure Browser
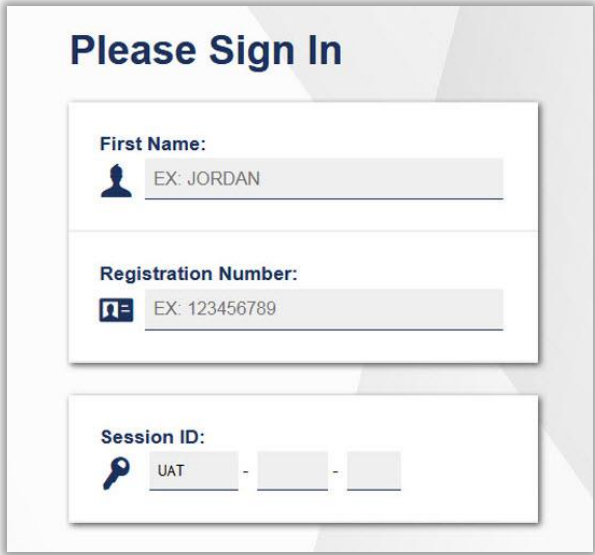
Test Information Distribution Engine (TIDE)

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

Schools Already Using CAI

Test coordinators and other staff will use different login information for College Board assessments and other state assessments that use CAI.

- Testing staff will need to login using separate URLs.

- Student data elements and permissions in TIDE may differ from your state instance.

- Students will be represented separately in each instance of CAI systems.

Access to the Test Information Distribution Engine (TIDE)

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

Once you get access to TIDE, you can assign other users to the **College Board version of TIDE**.
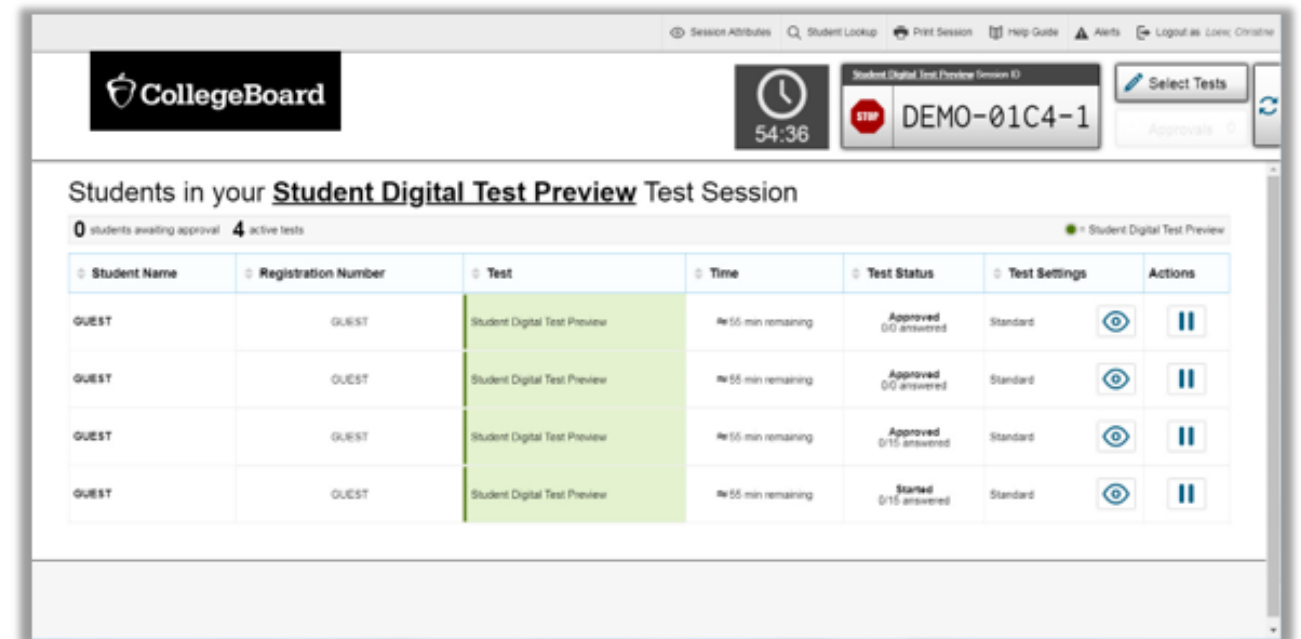
March Testers	April Testers
February 6, 2023	March 13, 2023

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

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

Recommended Next Steps

3-4 Months Before Test

❑ Work with your Technology Coordinator
❑ Check spam/junk folder or mark as safe emails from:

DoNotReply@cambiumast.com

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Plan Your Staff

Plan Your Staff

Planning for Staffing Needs

FOR EACH STANDARD TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM

Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

- Every testing room needs 1 Proctor.

- Unless your school tests only a few students, you will need additional staff to assist the Proctor.

- For rooms with more than 34 students, assign Room Monitors to help.

- For every 5 testing rooms, assign 1 Hall Monitor.

- Required staff-to-student ratios for accommodated testing rooms are 1 staff member per 20 students (instead of 1 to 10).

- A Room Monitor is not required until you have 21 or more accommodated students testing in the same room.

- Follow local, state, and CDC guidance.

Plan Your Staff

Scenario: Your school is testing 100 grade 11 standard testers for SAT School Day.

Option 1

- You have 4 classrooms available, each with capacity for 25 students.

Therefore, you will require 6 staff:

- 1 test coordinator
- 4 proctors
- 1 hall monitor

Test Coordinator			
Proctor for Room #1	Proctor for Room #2	Proctor for Room #3	Proctor for Room #4
Hall Monitor			
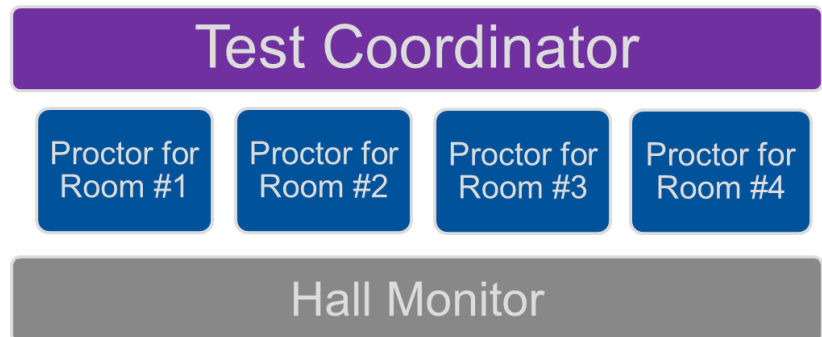
Option 2

- You have the gym available to test, which can fit all 100 students..

Therefore, you will require 5 staff:

- 1 test coordinator
- 1 proctor
- 3 monitors (one hall monitor and 2 room monitors)

Test Coordinator	
Proctor	
Room Monitor	Room Monitor
Hall Monitor	
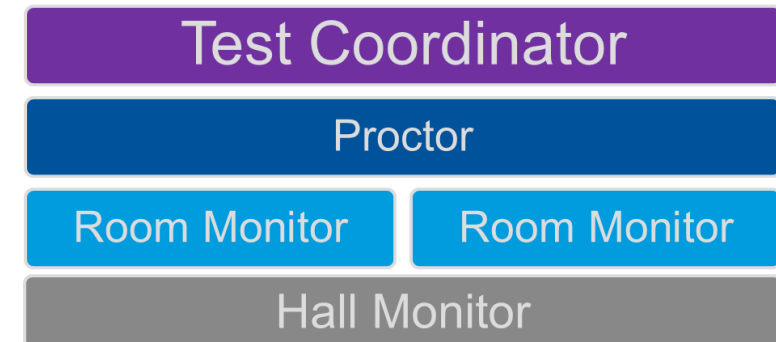
Prepare Your Space for Test Day

Select Your Standard Testing 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

Arrange Your Desks/Tables

⊘ Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

- Use chairs with backs.

- Face seats in the same direction.

- Place chairs directly behind those in the preceding row.

- Separate each student by a minimum of 3 feet from right to left (measure from center of desks).

- At tables, students must be seating at least 3 feet apart and facing the same direction.

- Two students can be seated at a table that is at least 6 feet long.

- Ensure unimpeded access to every student by staff.

- Provide a large, smooth writing surface, preferably desks or tables.

- Tablet armchairs must have a minimum writing surface of 12 x 15 inches.

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 34 students, assign additional room monitors to help.

- If you have more than 20 rooms, you will need an additional hall monitor for every five additional rooms.

- You can get detailed instructions in the Implementation Coordinator Guide

Recommended Next Steps
3-4 Months Before Test

❏ Start thinking about your school schedule, number of standard testing rooms, and room configuration
❏ Coordinate with your SSD Coordinator for selecting accommodated testing room(s)
❏ Plan for technology resources in each room

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Build Your Test Day Schedule

Avoid Distractions and Interruptions

School schedules may require some adjustments

Lunch Periods

- Lunches must take place only after testing is complete.

- Students may eat snacks during breaks but not break for lunch between test sections.

Bell Schedules

- Bells must be silenced during test administration.

- There should be no scheduled fire drills during test administration.

PA Announcements

- There should be no PA announcements during test administration.

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
Total	195 minutes

Recommended Next Steps

3-4 Months Before Test

❑ Start thinking about your test day schedule.

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Plan for a Preadministration Session & Prepare Students

Preadministration Session Benefits

We strongly recommend holding a preadministration session to complete the Questionnaire section before test day. The questionnaire allows students to provide information about themselves, their school experiences, and plans for college.
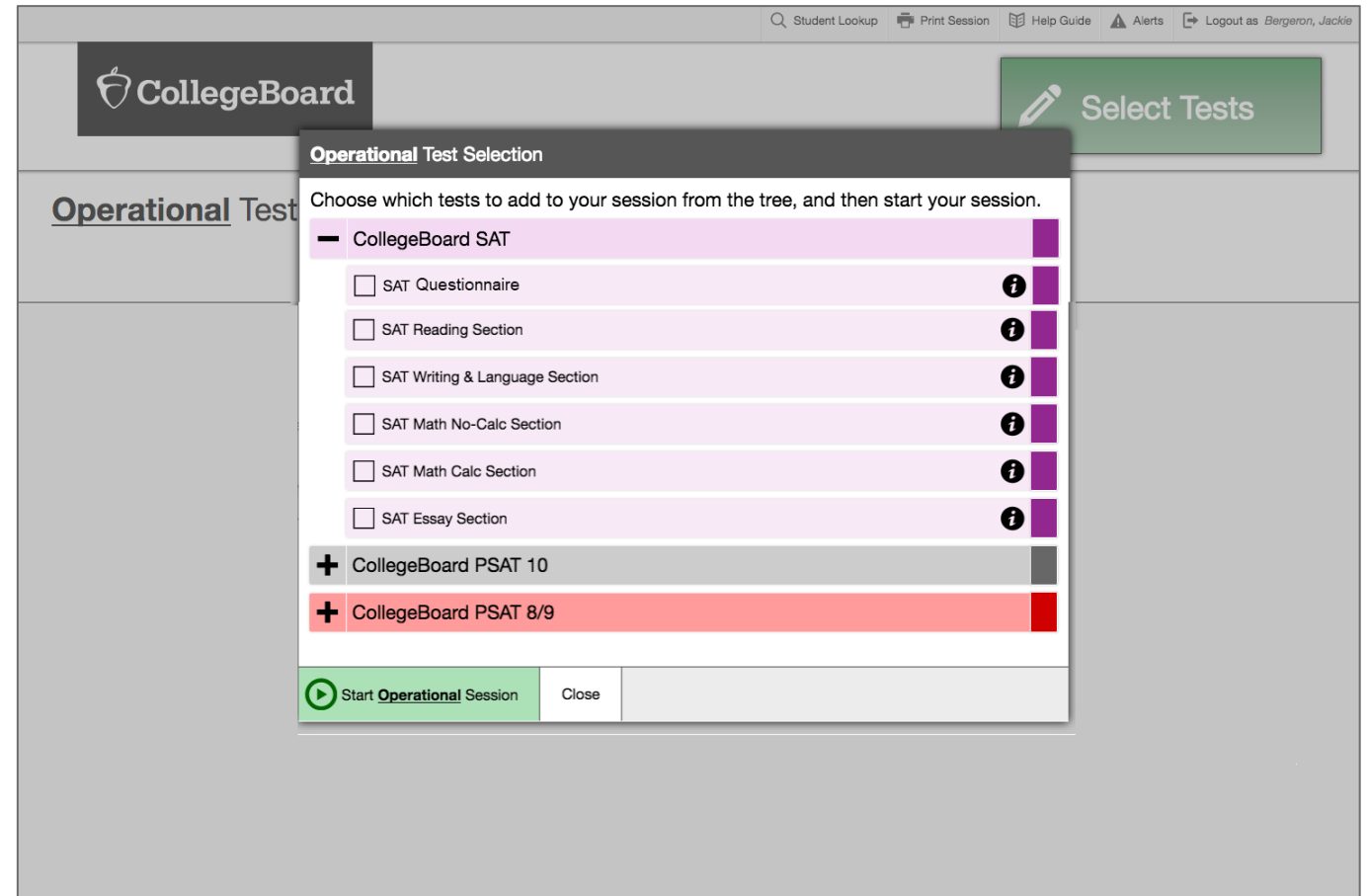
Student Search Service® and Consent

Optional Questionnaire

- 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/universities and scholarship/other educational programs.

- 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.

- **Consent is only required to opt into Student Search Service** and complete the questionnaire. Students can still take the SAT School Day without completing the questionnaire.

Prepare Your Students

Student Preparation

- Distribute Parental Consent Form.

- Students can find answers to general questions about the SAT and what to expect on test day at http://www.collegeboard.org/SATSchoolDay

- Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at http://www.satpractice.org.

- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day.

- Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.

- Encourage students to discuss the Parental Consent Form and the questions asked within the SAT School Day Student Guide with their parents/guardians.

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Official SAT® Practice

Start practicing

FREE practice that is...

Personalized to you
We'll create a tailored practice plan for you based on a diagnostic or your SAT or PSAT/NMSQT® scores

Official
8 full-length, real practice tests and content created in partnership with College Board

Interactive
Thousands of practice questions, videos, lessons, and hints plus study and test-taking tips and strategies

Instant
Get constant feedback and progress so you know where you stand

Free, Official SAT Practice on Khan Academy®

satpractice.org

Full Length Practice Tests
Eight official practice tests plus study and test-taking tips

Video Lessons
Easy-to-follow videos explain problems step by step

Interactive Problems & Instant Feedback
Hints, explanations, and constant progress updates to know where you stand

Daily Practice App
More practice available on your phone featuring questions of the day

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PD on SAT Practice Khan Academy eLearning Module

- Learn more about SAT and the tools used in support of administrations

- A College Board account is not needed to access; however you will be asked to provide your name and email.
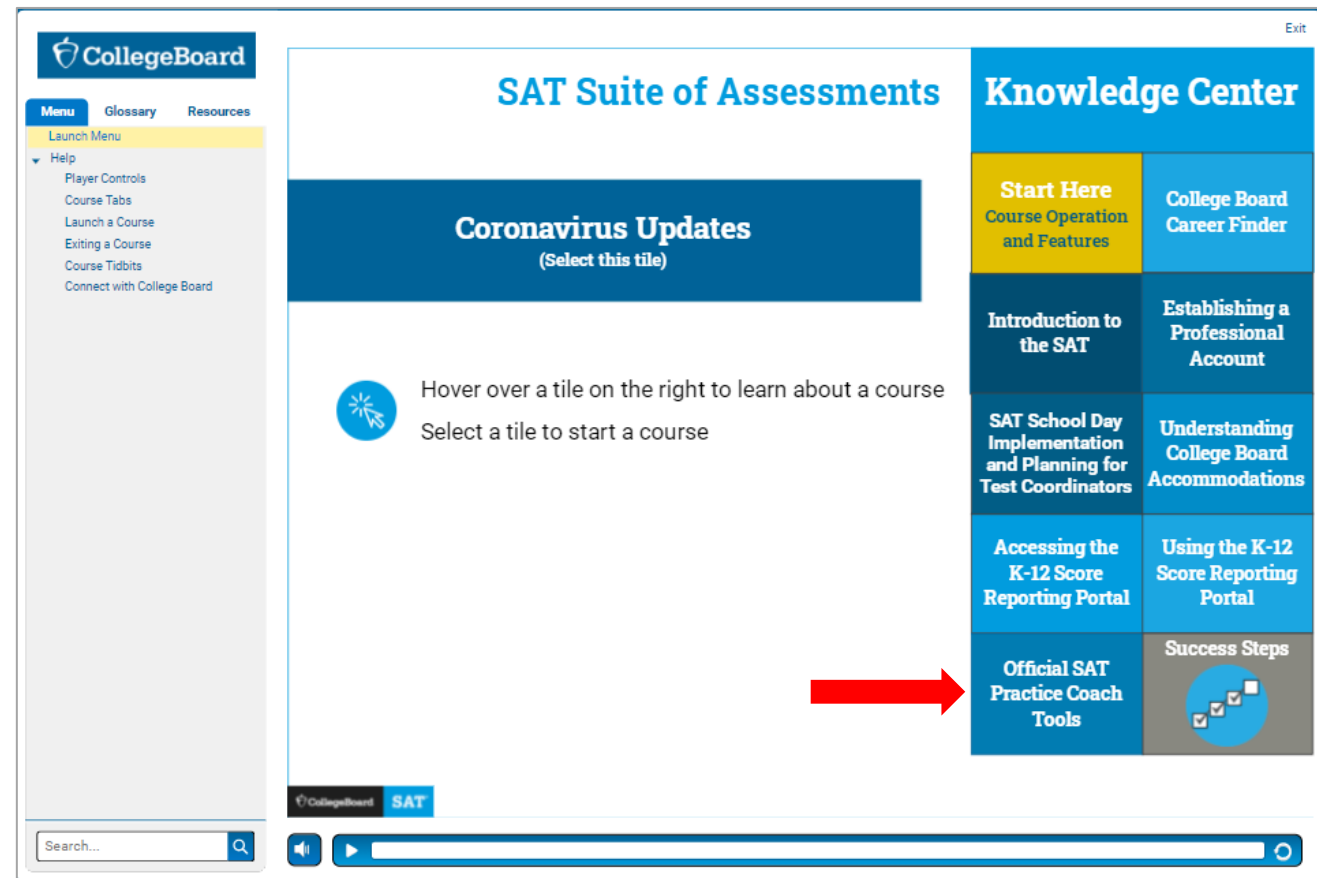
Recommended Next Steps
3-4 Months Before Test

Next Steps

- ❏ Start thinking about preadministration session
- ❏ Review the Parent Consent Letter
- ❏ Prepare your students

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Recommended Next Steps

3-4 Months Before Test

❑ Create or sign into your College Board Professional Account.

❑ Review Key Activities and Dates.

❑ Look for bulk upload access email

❑ New users need to request access to SSD Online.

❑ Existing SSD users should log into their account.

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Recommended Next Steps
4-6 Months Before Test

❑ Look for bulk upload access email

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

❑ Start thinking about your test day schedule.

❑ Start thinking about preadministration session.

❑ Prepare your students

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Next Steps

Website

Review additional information for the SAT School Day at:
CollegeBoard.org/Ohio

State Field Team

If you have questions specific to the State SAT School Day email us at:
OHSAT@collegeboard.org

State Contact

If you have questions for the ODE contact Michael Reiser
Michael.Reiser@education.ohio.gov

Thank You!

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