CollegeBoard

State Funded SAT® School Day Paper & Pencil

Ohio | Department of Education

Spring 2023

Presentation will be posted at collegeboard.org/Ohio

Session Goals

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

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
Paper and Pencil State Funded SAT®

Key Dates: Administration Dates 2023

Administration Dates	March	April
Primary Test	March 1	April 12
Accommodated Test Window	March 1 - 14	April 12 – 25
Makeup Test	March 22 **OR** April 25	April 25

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**

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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.

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

Collegeboard.org/ohio

Implementation Handbook: A look inside

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

Coordinator Checklist

- 4-6 Months Before The Test
- 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/PaperChecklist22

Implementation Key Dates

Some dates are tentative and will be updated.

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	October 2020	October 2020
Overview webinar available	Paper and Digital	November 9, 2020	November 9, 2020
Accommodations and supports webinar available	Paper and Digital	December 10, 2020	December 10, 2020
List of approved word-to-word glossaries available on www.collegeboard.org/Ohio	Paper and Digital	December 2020	December 2020
Test coordinator receives attending institution (AI) code, test date, and mode confirmation	Paper and Digital	December 2020	December 2020
Deadline to submit off-site testing plans	Paper and Digital	December 18, 2020	December 18, 2020
Bulk registration access codes sent to bulk registration coordinator	Paper and Digital	January 4, 2021	January 4, 2021

Recorded Webinars

Posted to collegeboard.org/ohio

Mode	Topic	Date
Recorded Webinar	Implementation Overview Paper and Pencil	Late November
Live Webinar	SSD Accommodations Overview	November 3, 2022
Recorded Webinar	Bulk Registration Paper and Pencil	Early December

SSD Resources

Posted to collegeboard.org/ohio

Mode	Topic	Available
Module	Entering accommodations into SSD Online	December
Module	Maintaining your dashboard in SSD Online	December

Hall and Room Monitor Training

Posted to collegeboard.org/ohio

Mode	Topic	Available
Downloadable Presentation (PDF)	Hall and Room Monitor Training for Paper Testing	December

2023 Testing Manuals

Updated 2023 SAT School Day manuals provide specialized information to each type of test day staff.
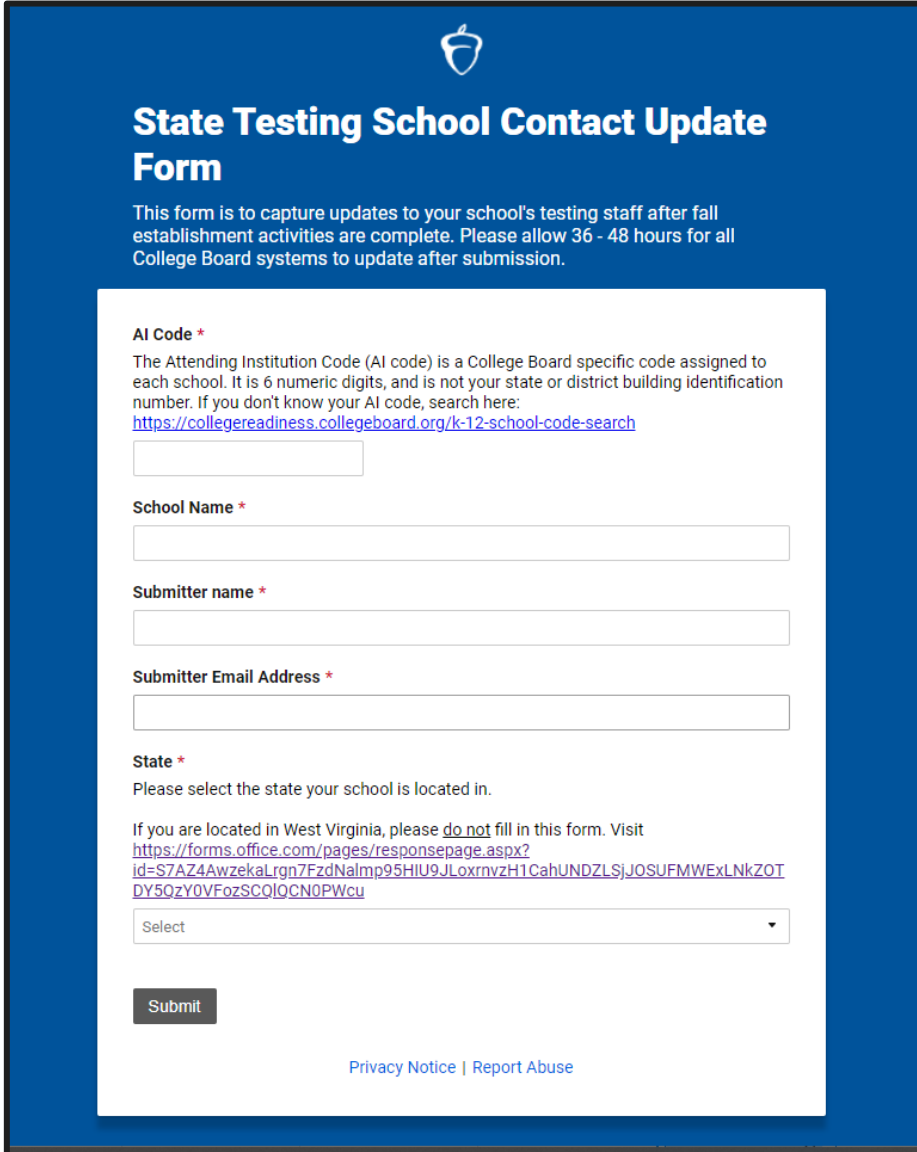
- Coordinator Manual
  - Updated information about the test day set-up, preadministration session, forms, and return of materials
- Standard Testing Manual
  - All test day scripts, and information needed by proctors in standard rooms
- Accommodated Testing Manual
  - All test day scripts for proctors in accommodated rooms
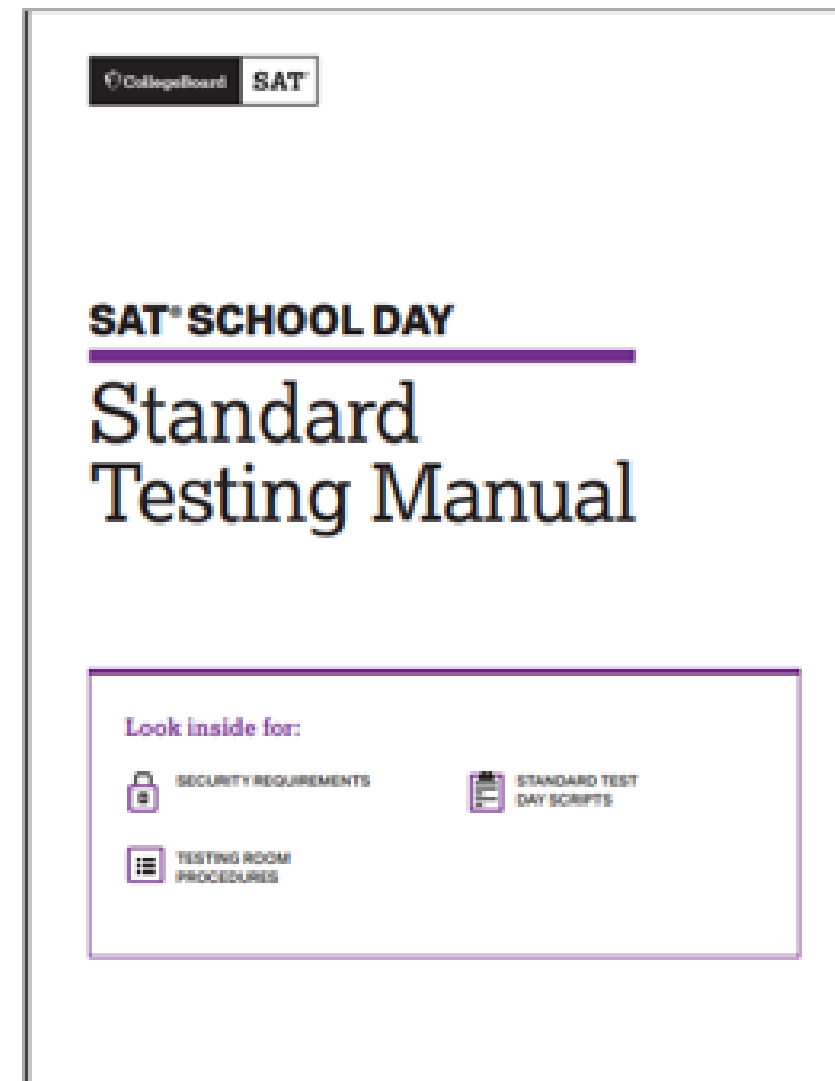
Update Your Coordinator Form

Self-service form to update coordinator contact information
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.
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

Select

Submit

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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

4-6 Months Before Test

- Create or sign into your College Board Professional Account.

SAT School Day
Timeline and Checklist

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 College Board 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
Conduct Preadministration Session	Mid-February 2023
Primary Test Date	**March 1**
Accommodated Test Administration (Eligible Students Only)	March 1 – 14
Deadline to Request Makeup Materials	March 3, 2023
Makeup Test Date	**March 22 OR April 25**

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

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Implementation Key Dates April Administration

Activities	April Administration
Conduct Preadministration Session	Early April 2023
Primary Test Date	**April 12**
Accommodated Test Administration (Eligible Students Only)	April 12 – 25
Deadline to Request Makeup Materials	April 14
Makeup Test Date	**April 25**

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Recommended Next Steps
4-6 Months Before Test

❑ Review Key Activates and dates

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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

SSD Coordinator

Room Proctor

Room Proctor

Room Proctor

Hall/Room Monitor

Hall/Room Monitor

Hall/Room Monitor
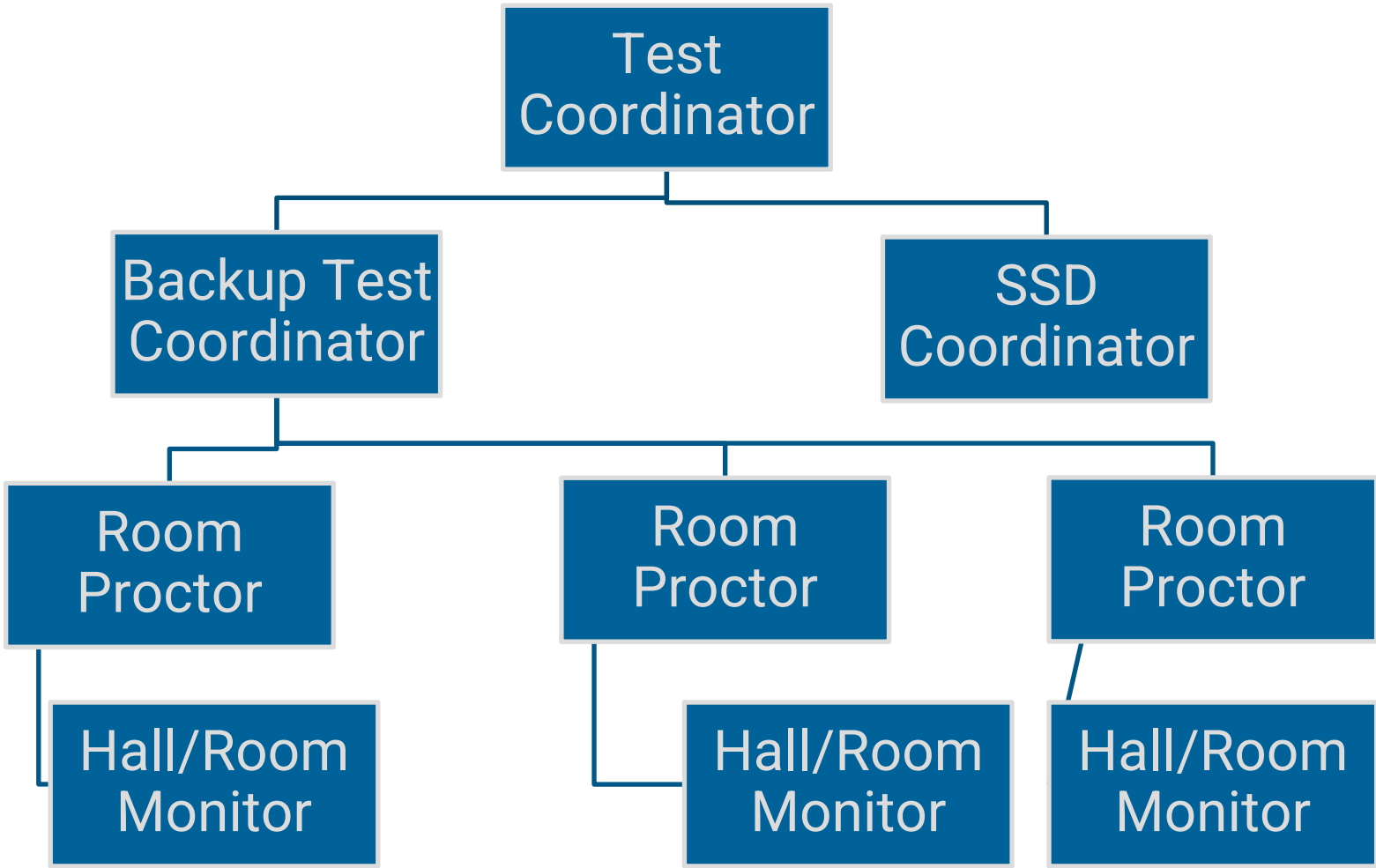
Test Coordinator SAT School Day Training

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.

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 later in the academic year on collegeboard.org/Ohio

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

Receiving and securing all test materials.

Completing test day forms

Preparing for makeup test

Planning for test day staff.

Manage staff

Supervise all test activities

Supervise Accommodated testing
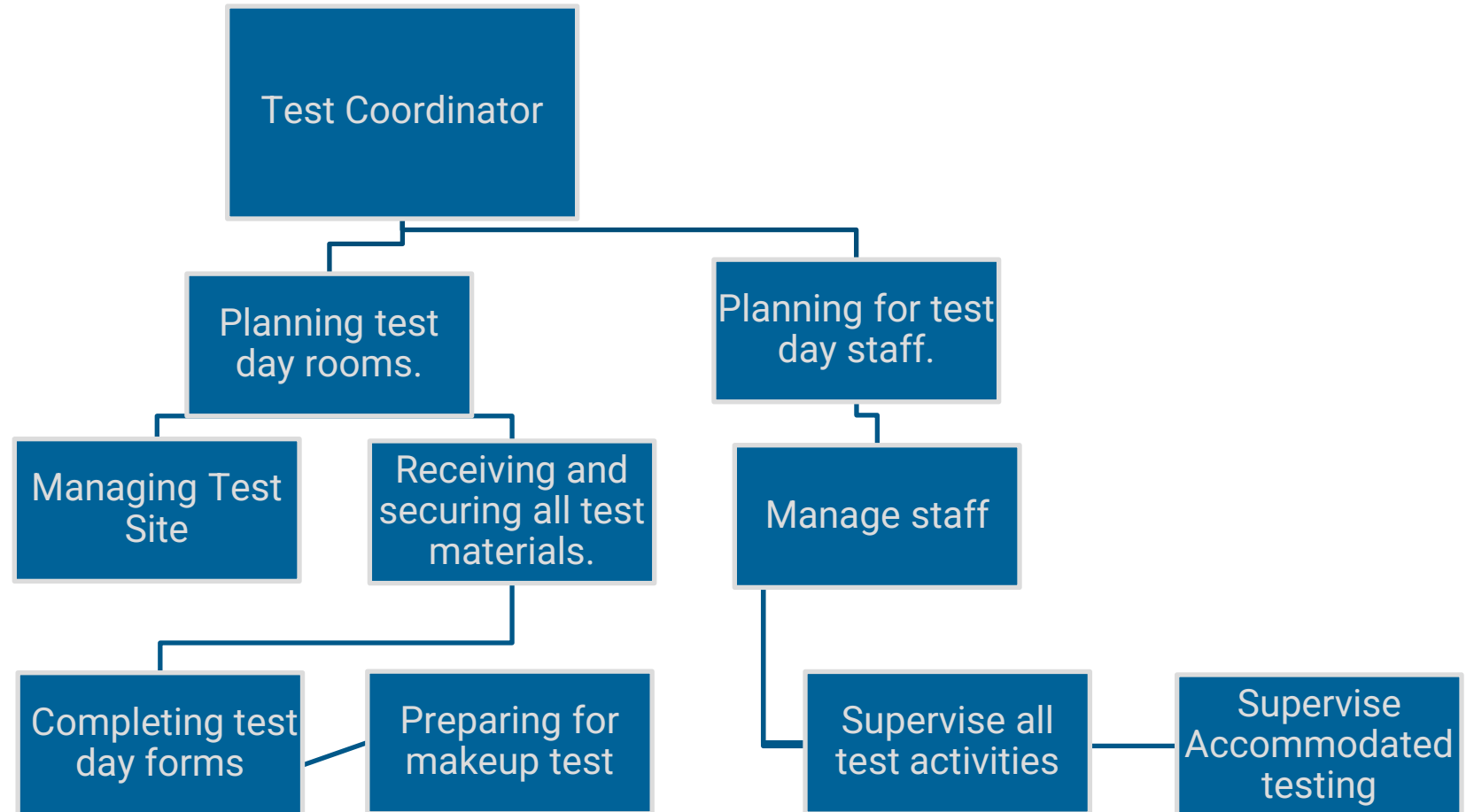
SAT School Day SSD Coordinator

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

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).
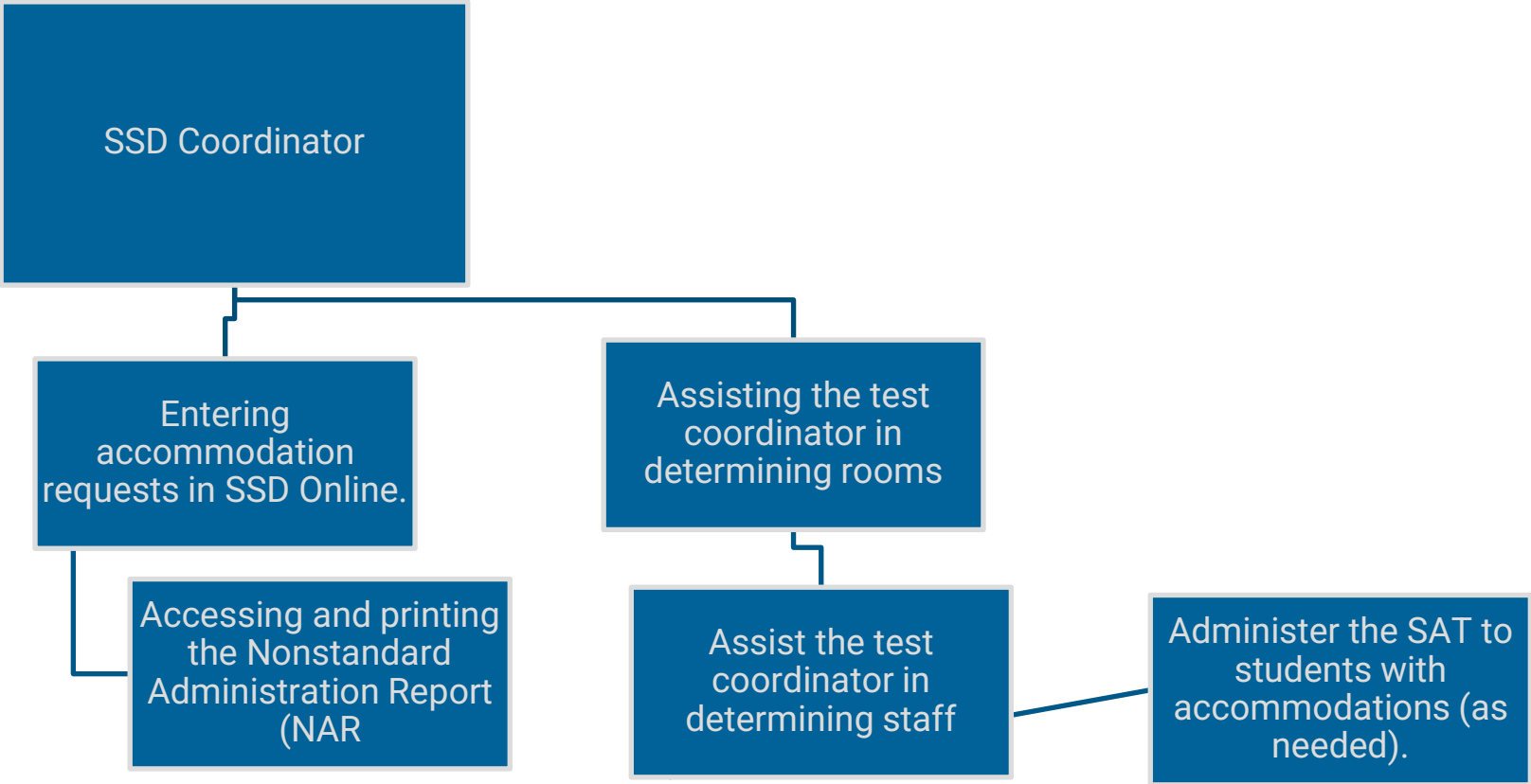
SAT School Day Proctor

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                  Administer Test
            Students
      ┌────────┼────────┐          ┌────────┴────────┐
 Maintain    Admit &   Enforce   Distribute      Read script
 Fair        Seat      Policies  tests           verbatim
 Testing
 Environment
    │           │          │          │               │
 Observe     Complete   Report    Account for      Time the test
 students    seating    irregu-   materials
             chart      larities
```
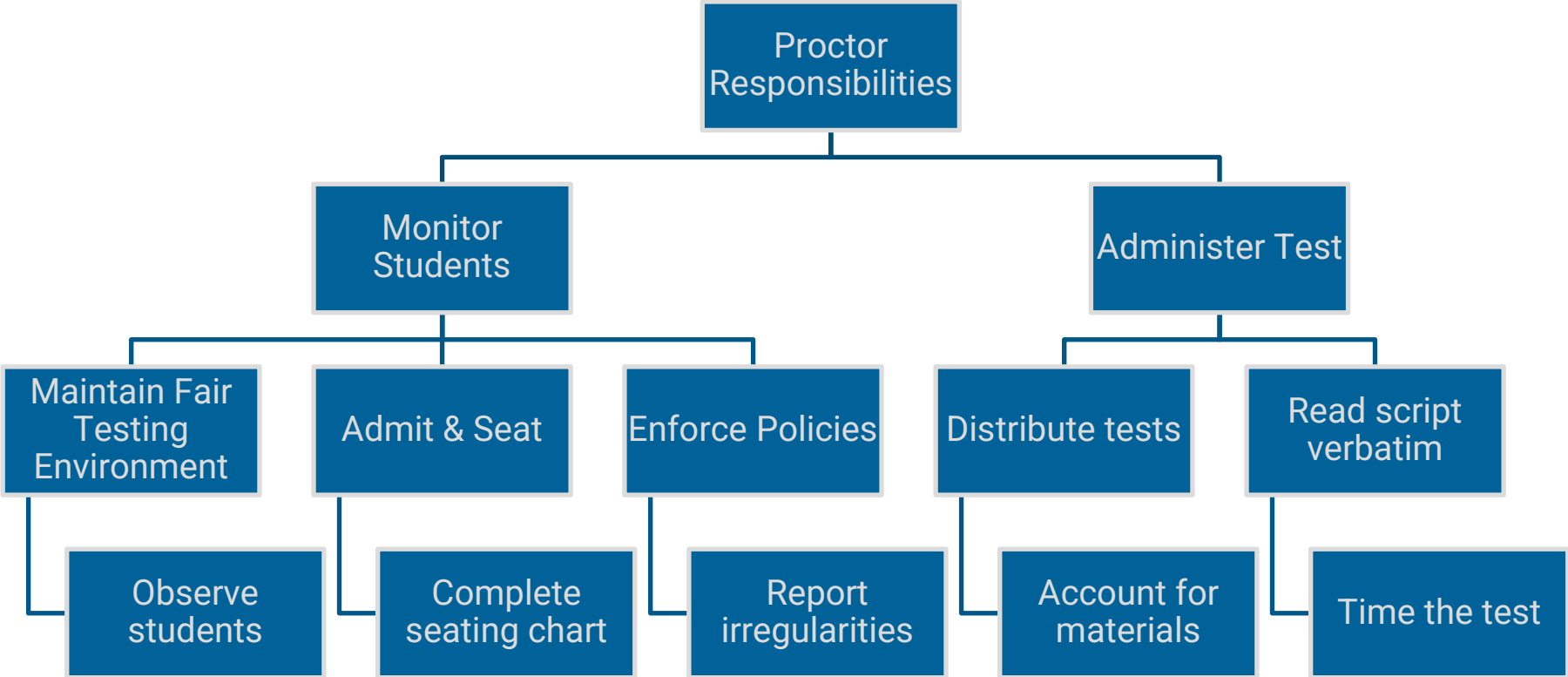
SAT School Day Room/Hall Monitor

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
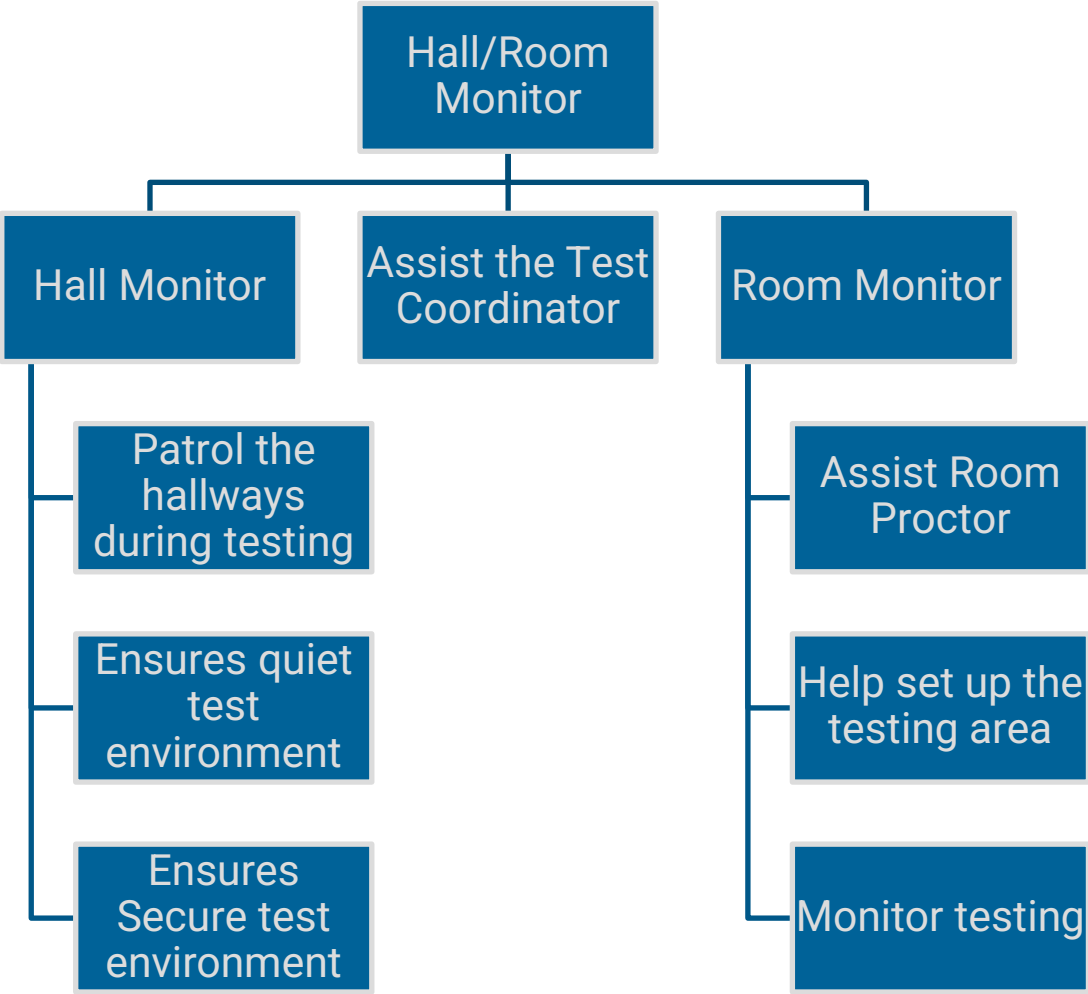
SAT School Day
Bulk Registration Coordinator

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

Recommended Next Steps
4-6 Months Before Test

❑ Plan for the number of staff needed

❑ Identify SSD Coordinator

Services for Students with Disabilities (SSD)

SSD Online Account

https://accommodations.collegeboard.org/ssd-online

Returning **SSD Coordinator**:

- Confirm your access and password to SSD Online are still active.
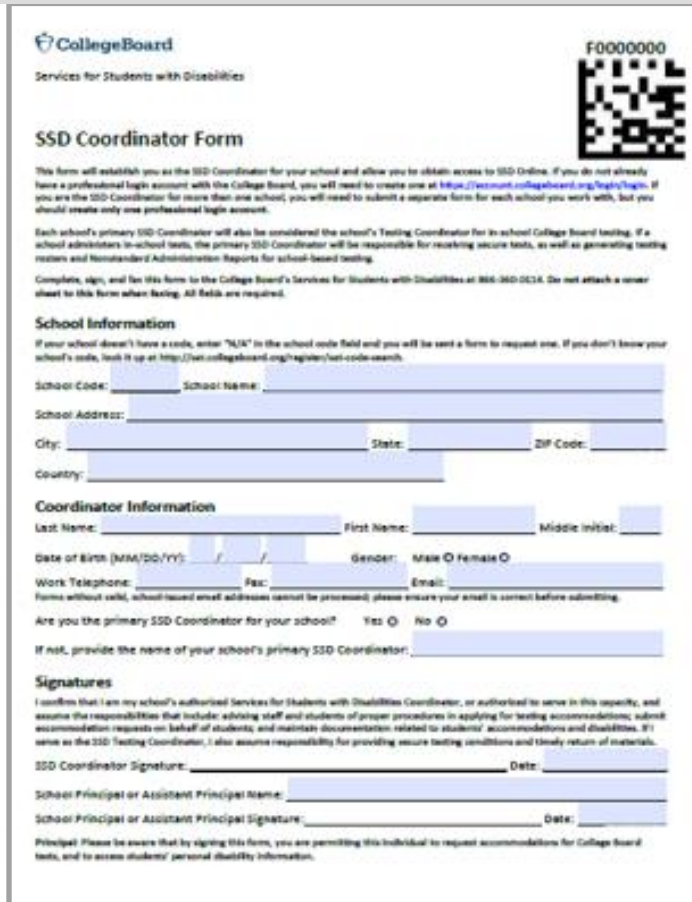
New **SSD Coordinator**:

- Have a College Board Professional Account
- Complete the SSD Coordinator Form, found at: bit.ly/GetSSDAccess22
- Link SSD Online to College Board Professional Account using a one-time access code.

Sign in to your SSD Online dashboard.

Sign in
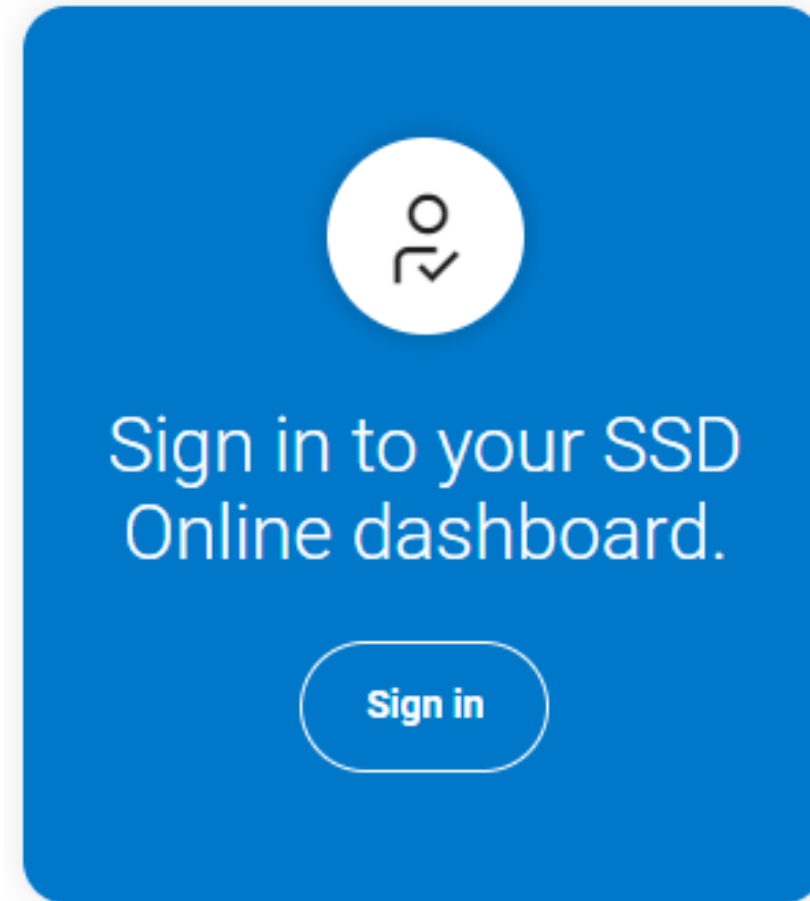
New SSD Coordinators

SSD Coordinator Form

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.

Materials are delivered in time for accommodated window.
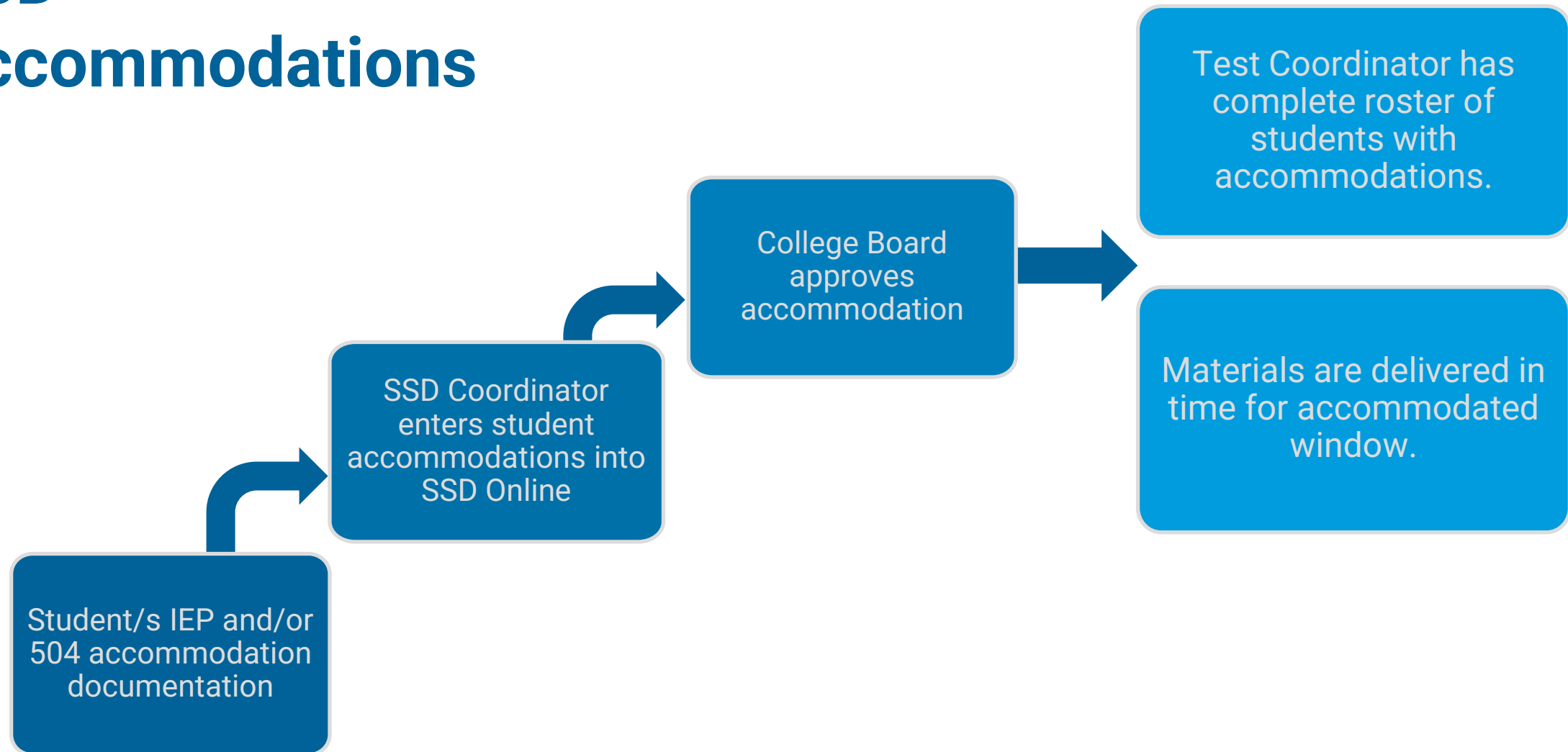
English Learner Supports

English learners can be provided with time and one-half (+50%).

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.

And/Or

Approved word-for-word bilingual dictionaries

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

bit.ly/ApprovedDictionaries22

English Learner Support

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

SSD Coordinator enters students 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.
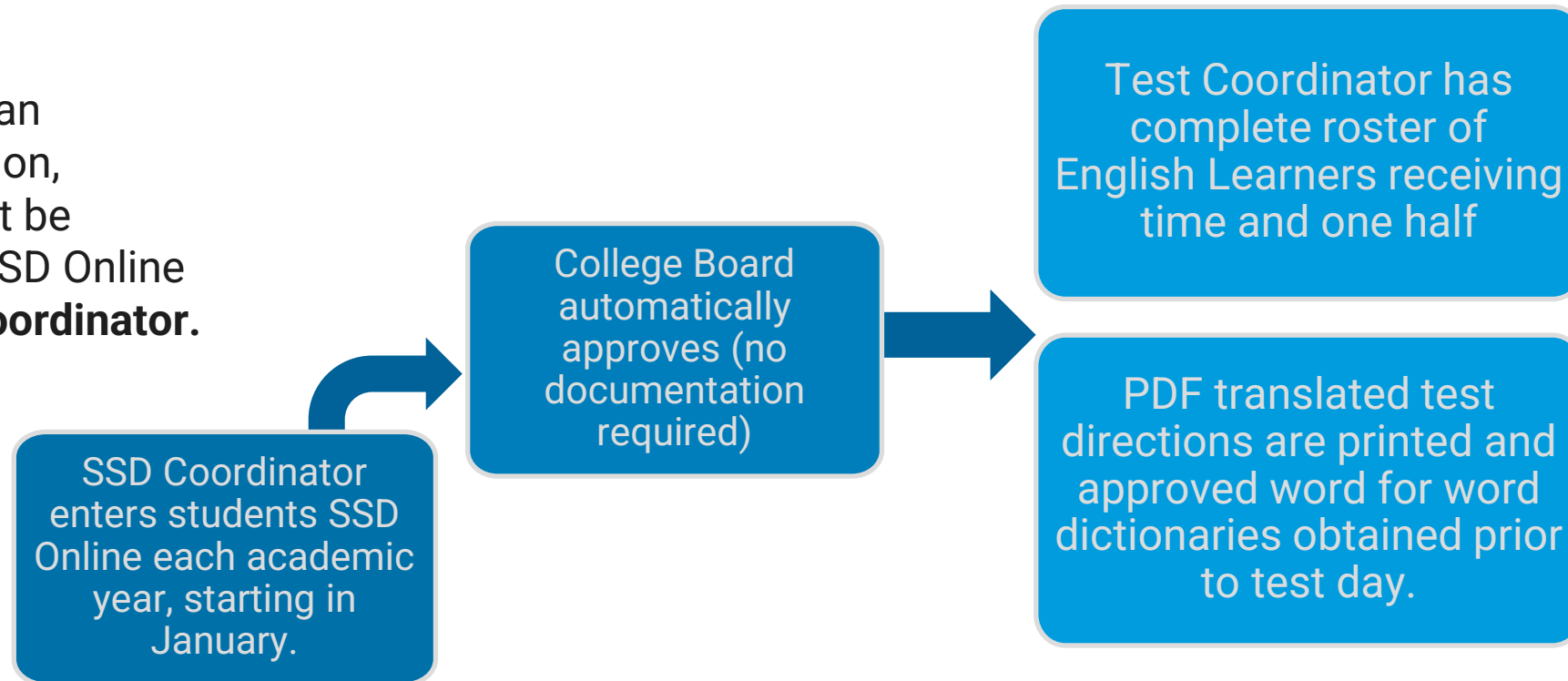
Recommended Next Steps
4-6 Months Before Test

❑ New users need to request access to SSD Online.

❑ Existing SSD users should log into the account.

Bulk Registration

Bulk Registration Coordinator

NEW

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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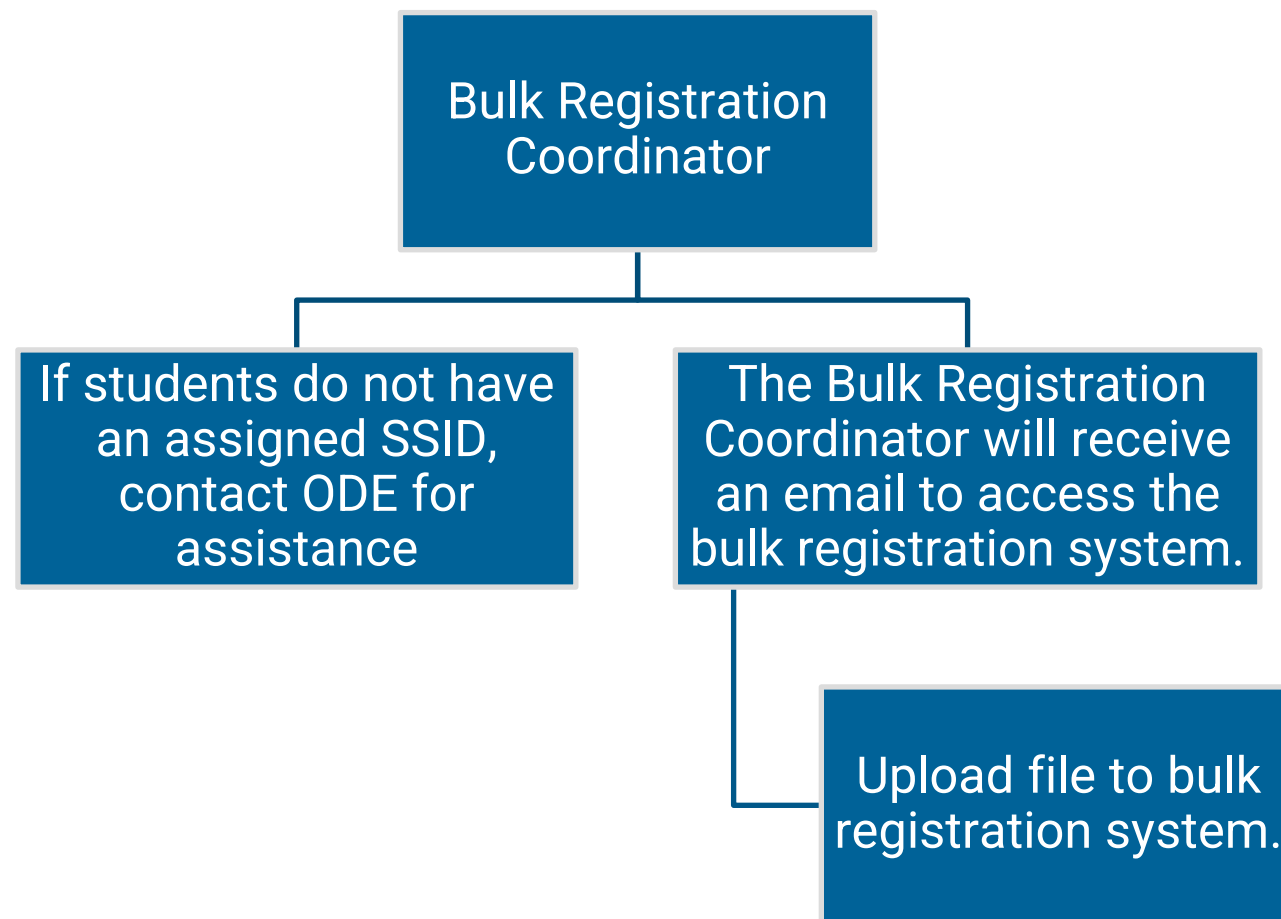
Bulk Registration

Districts/community schools/nonpublic schools must upload a registration file to pre-identify (pre-ID) students for the SAT using the College Board bulk registration system.

Students must be registered with their State Student ID (SSID) number.

Bulk Registration: Paper and Pencil Testing

The bulk registration file will:
Create the material order (test books, answer sheets, manuals, etc.) for your school
Generate pre-printed pre-ID labels to be affixed to the answer sheet.
School will receive an overage of materials to account for any late transfers into your school.

Students not submitted in a bulk registration file can still test, he/she will not receive a pre-printed pre-ID label.

Bulk Registration Pre-ID Label

Students not submitted in a bulk registration file will bubble in all information on the answer sheet rather than have a pre-ID label.

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

Prepare For Test Day At Your School

Prepare Your School

School schedules may require some adjustments.

Lunch Periods

- Testing cannot be interrupted for Lunches.
- 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

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

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

4-6 Months Before Test

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

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Build Your Test Day Schedule

Avoid Distractions and Interruptions

Lunch Periods

- Lunches must take place 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 (hours, minutes)	195 minutes

Recommended Next Steps

4-6 Months Before Test

❑ Start thinking about your test day schedule.

Plan for a Preadministration Session

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.

Each school will receive a shipment of preadministration materials for each assessment 3-4 weeks prior to test day. These shipments will include:

- Answer sheets

- Pre-ID labels

- Student Answer Sheet Instructions

- SAT School Day Student Guides

- Manuals containing preadministration instructions for Coordinators

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Parent/Guardian Consent Notice

Schools **must obtain consent** for students to complete the optional questionnaire before the session.

Provide a link to Student Data Privacy Letter to students prior to the preadministration session.

- Link can be accessed by parents/guardians.
- Describes how student data is shared.

bit.ly/ParentConsentNotice23

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.

- Students must opt in using a consent form.

- Consent forms should remain at the school until the student graduates and does not need to be returned to College Board.

- 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

Preadministration Session

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

During the preadministration session, students can also opt-into Student Search Service®, complete the optional questionnaire, and identify where they want their 4 free score reports to be sent.

Students will use their state-assigned student ID as their Student ID number on the answer sheet.

- Students will use their state-assigned student ID as their Student ID number on the answer sheet.

Recommended Next Steps

4-6 Months Before Test

Next Steps

❑ Start thinking about preadministration session.

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Review SAT School Day Dates

	March Administration	April Administration
Primary Test Day	March 1	April 12
Accommodated Testing Window	March 1 – March 14	April 12 – April 25
Makeup Test Day	March 22 OR April 25	April 25

Recommended Next Steps
4-6 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.

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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!

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