SAT School Day

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Interactive Checklist for Spring 2024

Introducing the all-new Interactive Checklist designed to streamline tracking your tasks! Email notifications will be sent to your school's test coordinator, SSD coordinator, and technology coordinator focusing on specific tasks assigned to each role.

Here's what you need to know about your checklist:

- **Tailored Just for You**: Your checklist is personalized to match your role within your school's administration.
- **Project Plan Overview**: Quickly grasp all your tasks with a glance at your project plan.
- **Easy Interaction via Email**: Simply click the buttons in task notification emails to engage with your checklist effortlessly.
- **Your Preference Matters**: If you prefer emails over the project plan view, use what works best for you.
- **Weekly Project Updates**: Stay in the loop with a weekly project overview email, highlighting your priorities and any overdue items.
- **Role-Specific Focus**: See only the tasks relevant to your role(s) on your School Testing Team. For instance:
  - If you're the School Test Coordinator, view only Test Coordinator tasks.
  - Holding multiple roles? No worries—you'll see tasks for all your roles.
- **Multi-School Efficiency**: Juggling roles at different schools? You'll get a checklist for each school, ensuring clarity and focus. For example:
  - If you're the SSD Coordinator for two schools, you receive two checklists, each detailing tasks for the respective school.

All emails from the interactive checklist will be sent from SCPM@collegeboard.org. Please ensure that these emails are not diverted to a spam/junk folder.

For questions either call 866-609-2205 or email OHSAT@collegeboard.org

Upcoming Dates

Below are important dates and deadlines.

Action	Role Responsible	Important Date
AI Confirmation First Round	Test Coordinator	January 5, 2024
Interactive Checklist Launches	Test Coordinator, SSD Coordinator, Technology Coordinator	January 8, 2024
Deadline for College Board Approved Accommodations and EL Extended Time Requests	SSD Coordinator	January 16, 2024
Deadline for State Approved Accommodations	SSD Coordinator	January 16, 2024

Trainings Opportunities

Training opportunities and resources.

Training	Date and Time	Join Live/ Watch Recording
Ohio SSD Coordinator Live Recorded Webinar	Recorded Thursday November 30, 2023	Watch the recorded webinar **WATCH RECORDING**
Ohio Test Coordinator Live Recorded Webinar	Recorded Wednesday December 6, 2023	Watch the recorded webinar **WATCH RECORDING**
Ohio Technology Coordinator Live Recorded Webinar	Recorded Thursday December 7, 2023	Watch the recorded webinar **WATCH RECORDING**
District Test Coordinator Live Recorded Training	Recorded Monday December 11, 2023	Watch the recorded webinar **WATCH RECORDING**

Ohio Test Coordinator Training Session 2	Thursday February 1, 2024 10:00 AM – 11:30 AM	No Pre-Registration Needed **CLICK TO JOIN ZOOM** Passcode: **HOURS2024!**

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Technical Readiness

Technology Coordinators should start checking devices, internet capabilities, and downloading Bluebook™ ahead of scheduled digital readiness checks and the start of the test window.

Install Bluebook™

Bluebook can be installed on devices that are school managed or student owned (except for student owned Chromebooks). Bluebook will be installed on whatever device that the student will use during test day. For more information on device readiness visit:
https://bluebook.collegeboard.org/technology/devices

If you installed Bluebook in the fall, it is important to ensure that updates are performed. If deployed properly, Bluebook performs routine updates when students launch it but releases occasionally require a new deployment. If Bluebook cannot auto-update, a message displays that reinstallation is needed before students can test.

For Bluebook updates visit: https://bluebook.collegeboard.org/technology/updates

To enroll in Bluebook update emails visit: https://form.collegeboard.org/f/opt-In-for-bluebook-emails

Device Specifications

Devices may be used by more than one student for testing. If used for more than one student on the same school day, ensure that maintain power for the duration of each test session.

Chromebook ChromeOS114+
https://bluebook.collegeboard.org/technology/devices/requirements#chromebook-spec

Windows 10 and 11 (Home, Po, Education, and Enterprise)
https://bluebook.collegeboard.org/technology/devices/requirements#windows-spec

macOS 11.4+
https://bluebook.collegeboard.org/technology/devices/requirements#mac-spec

For iPad information visit:
https://bluebook.collegeboard.org/technology/devices/requirements#ipad-spec

Internet Check and Network Configuration

Students and testing staff must connect to the internet on test day. Depending on your district or state policy, your school may be testing guests and others who are testing on personal devices. Ensure that guests have access to the network or are provided with a guest network.

- Network Speed
  - Download: 200 kbps (0.2 Mbps)
  - Upload: 100 Kbps (0.2 Mbps)

- Network Configuration
  - Let traffic to and from the domains listed below bypass your security appliances and software.
  - Remember to exempt them from all SSL/TLS decryption rules if you're certificate pinning.
  - Open the 443/TCP port and protocol for traffic to and from those domains.

Students won't be able to test if your network doesn't meet these configuration requirements. https://bluebook.collegeboard.org/technology/networks/specifications

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Submitting English Learner (EL) Supports

English Learner (EL) supports are provided through SSD Online. While not an accommodation, and approval is automatic, the SSD coordinator must submit the support prior to the published state deadline in order for the student to receive the correct test package.
Using this support results in a college-reportable score for students.

The deadline to submit English Language (EL) supports is January 16, 2024. We want to ensure you have the information needed to make the process as smooth as possible.
EL Time and One-Half (+50%):
EL Time and One-Half, where students receive extended time on each section of the test, provides a college-reportable score for students.
- During testing sessions, students are required to remain seated for the entire allotted time, promoting a fair and supportive environment.
- Group testing is permitted for students using the same timing, fostering collaboration and camaraderie.
- Timely submission in SSD Online is crucial for ensuring students receive the correct test package.
Keep in mind that EL Supports, including Time and One-Half, must be renewed annually.
The process of requesting EL Time and One-Half is streamlined through SSD Online and requires no documentation.
Translated Test Directions:
Starting February 2024, educators can easily download printed versions of test directions in various languages. Languages provided include:
- Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.
Additionally, we can seamlessly accommodate other languages through approved translators, ensuring flexibility and inclusivity.
Word-to-Word Bilingual Dictionaries:
You have access to a comprehensive list of approved dictionaries on the College Board's website.

These dictionaries serve as a valuable resource during testing without the need for an SSD Online submission.

The use of translated test directions and approved bilingual dictionaries doesn't require an SSD Online submission.

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State Testing School Contact Update

Use this form to update vital school information or inform College Board of any changes in your testing staff. Contact information provided via this form will be used for upcoming interactive checklist reminders. Don't forget to share this update with your State Department of Education's database/directory.

Click Here to Update Your School Information

SAT School Day is a partnership between College Board and the Ohio Department of Education & Workforce.

If you have any questions about eligibility or state policy reach out to Michael.Reiser@education.ohio.gov

For additional state-provided resources visit collegeboard.org/ohio