

SAT School Day

February 2024 Newsletter Table of Contents (TOC)

[1 Interactive Checklist](#)

[2 Publications](#)

[3 Upcoming Dates](#)

[4 Training Opportunities](#)

[5 Digital Readiness Check](#)

[6 Test Day Toolkit and Preparations](#)

[7 Submitting an Irregularity Report \(IR\)](#)

[8 School-wide Reschedule](#)

[9 Update Your School Information](#)

1 Interactive Checklist

Our interactive checklist emails have begun being released. The interactive checklist emails come from SCPM@collegeboard.org and are sent to the primary school test coordinator, SSD coordinator, and technology coordinator. Make sure to mark this email as safe so it is delivered to your inbox.

Some things to know:

- Emails are sent according to your state's testing window.
- Each email represents a task you need to complete and provides a deadline.
- Depending on the task's status, let us know if it is 'Done', 'In Progress,' or that you are 'Stuck' and someone from our state support team can reach out to you and provide support.

If there are task-related emails from us that you have yet to open, please use these messages to notify us of the task's completion or if you require assistance.

If you are a coordinator and have not received any checklist emails or staff filling any of the above coordinator roles have changed, please use our [Update Your School Information](#) form.

If you have additional questions, reach out to our state support team at 866-609-2205 or email us at OHSAT@collegeboard.org.

2 Publications

Manuals and guides are no longer mailed to schools. Publications are now available for download on the College Board Ohio web page.

Publications include:

[SAT Suite of Assessments Test Coordinator Manual 2024](#)

[Ohio Coordinator Implementation Handbook 2024](#)

[SAT Suite of Assessments Accommodations Guide 2024](#)

[SAT Suite of Assessments Hall Monitor Test Day Guide 2024](#)

[SAT Suite of Assessments Technical Troubleshooting Guide 2024](#)

[Ohio Student Data Privacy Notice 2024](#)

[Return to TOC](#)

3 Upcoming Dates

Below are important dates and deadlines.

Action	Role Responsible	Important Date
State Data Management System (SDMS) Opens	District Test Coordinator/ District Data Coordinator	January 30, 2024 If you did not get access to Test Day Toolkit Contact OHSAT@collegeboard.org
Test Day Toolkit™ Opens	School Test Coordinator	February 5, 2024 If you did not get access to Test Day Toolkit Contact OHSAT@collegeboard.org
Conduct Digital Readiness Check Sessions	School Test Coordinator	Mid- February (at least 1-2 weeks prior to the test date)
Confirm SSD Accommodations in Test Day Toolkit	SSD Coordinator	Mid-February

Confirm Student Device Readiness	Technology Coordinator	Mid-February
Offsite Testing Form Closes	School Test Coordinator	March 1, 2024
State Testing Window	All Test Staff	March 4 – April 26, 2024 Final student upload is April 22
Score Release 1	Educators and students Test submission dates: 3/4 - 3/15	K-12 Score Release 4/2/24 Student Score Release 4/4/24
Score Release 2	Educators and students Test submission dates: 3/16 – 3/29	K-12 Score Release 4/16/24 Student Score Release 4/18/24
Score Release 3	Educators and students Test submission dates: 3/30 – 4/12	K-12 Score Release 4/30/24 Student Score Release 5/2/24
Score Release 4	Educators and students Test submission dates: 4/13 – 4/26	K-12 Score Release 5/14/24 Student Score Release 5/16/24
Student scores may be delayed by irregularity report investigations.		

[Return to TOC](#)

4 Trainings Opportunities

Upcoming 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 SDMS Training	Recorded Thursday February 1, 2024	Watch the recorded webinar WATCH RECORDING
Ohio Office Hours	Office Hours Every Thursday starting February 8 10:30 – 11:30 AM	Join Zoom Meeting Meeting ID 98310021498 Passcode: SATSD2024!

For questions contact OHSAT@collegeboard.org

[Return to TOC](#)

5 Digital Readiness Check

Schools complete the digital readiness check to:

- Get students familiar with Bluebook™.
- Confirm students’ personal information is correct.
- Verify that the devices they will use on test day are ready.
- Save time with setup on test day.

Digital Readiness Check Schedule:

The digital readiness check can be done anytime during the school day (homeroom, English classes, or free periods) and can be staggered across days. While you have flexibility over when this occurs during the school day, you should try to recreate the test experience as closely as possible (a similar number of students, the classroom or space they will use on test day, and the device they will use on test day).

You should:

- Schedule at least 30 minutes (or less) for each session.
- Conduct sessions as soon as possible, but no later than 1-2 weeks prior to test day.
- Use the devices you will use on test day for the digital readiness check (if these are personal devices make sure they bring that exact device used during the readiness check to use during test day).
- Use the same room you that they will test in on test day.
- Have students review the testing rules and student guide for the relevant assessment with their parents/guardians.

Ask your technology coordinator:

- What devices are students using on test day (and are these school-managed or personal devices)?
- When can Bluebook be deployed to school-managed devices?
- Will the internet speed work in every room used for testing?
- Are there any content filters that may prevent Bluebook from accessing the internet or interrupt the network connection (such as security applications that control network traffic)?

Ask your SSD Coordinator:

- Have all student accommodations been requested (new or changed accommodations need to be submitted 7 weeks prior to the day you plan to start testing)?
- Are students matched to their correct accommodations in the State Data Management System (SDMS)? (Check this at least three weeks prior to test day.)
- Do any students have accommodations that require assistive technology, and has this technology been tested using Bluebook?
- Have students completed a digital readiness check with their assistive technology or in the environment they will test on test day?

Practice and Prepare:

We want to ensure that students are more than ready for the mechanics of test day, we want to have them comfortable with Bluebook and familiar with the type of test questions they will see on test day. As part of the digital readiness check, have your students complete a test preview or full-length practice test.

If you want students to take the full practice exam in school, you will need to budget about 3 hours. Students may also take this full-length practice test at home. Either way, make sure students sign into Bluebook using the information from their sign-in tickets.

For complete directions and additional information please refer to your State-Provided Test Coordinator manual for spring 2024.

For questions contact OHSAT@collegeboard.org

[Return to TOC](#)

6 Test Day Toolkit and Preparations

Test Day Toolkit is a web application (nothing is downloaded) that you will use to administer test day. All test coordinators, protectors, and monitors need access to Test Day Toolkit on test day.

The test coordinator will serve as the key contact and will receive a personalized email from College Board with a unique link. You cannot use a link that is forwarded to you or forward to someone else. The link was not directly sent to you, you must contact customer support or use the School Contact Update Form.

Accessing Test Day Toolkit for the first time requires a two-step authentication confirmation (you'll receive a code that you will enter to activate your access based on the contact details we have on record).

The School Test Coordinator will use Test Day Toolkit to:

- Assign staff roles and rooms (as well as edit/remove staff as needed).
- View your school roster.
- Assign students to rooms (options but recommended).
- Monitor test day activity.
- Approve Irregularity Reports (IRs) for submission.

Proctors will use Test Day Toolkit to:

- Take attendance and share room start codes with students.
- Read the script (which is much shorter than previous years).
- Monitor testing as it happens.
- Report irregularities (reported irregularities are approved by the test coordinator before being submitted).

Since Test Day Toolkit is a web application, all staff accessing the tool will need to use a College Board professional account to sign in. For more information on adding, editing, assigning roles and rooms, or removing staff visit <https://bluebook.collegeboard.org/test-admin/help/staff>.

For questions contact OHSAT@collegeboard.org

[Return to TOC](#)

7 Submitting an Irregularity Report (IR)

The process for submitting an Irregularity Report (IR) no longer requires returning a paper form! You will need to fill out an Irregularity Report (IR) for any incidents that occur during the testing event.

Examples of incidents that would require an IR include but are not limited to:

- Security incidents
- Student misconduct
- Disturbances or interruptions that impact the test experience (lasting longer than a minute)
- Technical problems that cannot be resolved
- Approved accommodations given/not given
- Test question issues
- Early departure (students need to stay until time is up and not leave early even if they have completed the test)

Test coordinators should call College Board as soon as possible if:

- They have any concerns about test security.

- Testing for more than half of students is interrupted for more than 10 minutes.

If a school closure prevents testing as planned, the test coordinator should reschedule.

For a group irregularity, you only must submit only one report, but include student information for all involved. Remember that submission of Irregularity Reports (IRs) can possibly delay results for students or groups of students involved.

Depending on the irregularity, a student may reschedule (if they did not test) or retest (if they completed some or all the test). If students are to reschedule or retest, their information must be resubmitted to allow for a new test packet to be provisioned. Testing may not occur until the test has been provisioned.

8 School-wide Reschedule

If your school has started testing and there is an interruption for more than 10 minutes that impacts more than half the students, please call Collage Board immediately.

If the school needs to close on an intended test date (such as weather-related closure, local emergency, power or network outage), you can reschedule testing for another day in the window. It is important to schedule within the window to allow for additional time should individual students need to reschedule or retest.

Students can use the same sign-in tickets from their initial test date if the test is rescheduled but only if the tickets were not previously handed out to students. Please refer to the Retesting and Irregularities Guide and the Test Coordinator Manual for details.

For questions reach out to OHSAT@collegeboard.org

[Return to TOC](#)

9 State Testing School Contact Update

Use this form to update vital school information or inform College Board of any changes in your testing staff. Don't forget to share this update with your State Department of Education's database/directory.

Confident

[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