

# SAT School Day

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### 1 Welcome and Overview of Spring 2024

Welcome to the first SAT School Day spring 2024 newsletter.

Over the next few months, look forward to receiving monthly newsletters packed with essential information to assist you in preparing for the upcoming spring 2024 testing window.

In addition to newsletters, test coordinators will receive an interactive checklist that breaks down tasks and ensures important deadlines are not missed (more about that below).

We appreciate your time and commitment to ensuring a seamless test experience for all students.

Sincerely,

College Board Ohio Field Team

### Spring 2024 Digital SAT Testing Window

Window Opens	Monday, March 4, 2024
Window Closes	Friday, April 26, 2024

## 2 Upcoming Tasks/Due Dates

Please review the table below outlining actions, roles, and respective due dates. Additional upcoming tasks and due dates will be shared in the December newsletter and at [collegeboard.org/ohio](https://collegeboard.org/ohio). For any questions or clarifications, don't hesitate to reach out.

Action	Role Responsible	Important Date
Update School Information Form Open	Test Coordinator	Open Now
Off-Site Testing Request Form Opens	Test Coordinator	Open Now
AI Confirmation First Round	Test Coordinator	January 5, 2024
Deadline for College Board Approved Accommodations and EL Extended Time Requests	SSD Coordinator	January 16, 2024

For questions contact [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

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## 3 Training Opportunities

Please register today for the scheduled training session. Be sure to watch for announcements regarding any additional training sessions or office hours as they become available.

Training	Date and Time	Join Live/ Watch Recording
Ohio SSD Coordinator Live Recorded Webinar	Thursday November 30, 2023 10:00 – 11: 30 AM	No Pre-Registration Needed <a href="#">CLICK TO JOIN ZOOM</a>  Passcode: <b>SSDSP2024!</b>
Ohio Test Coordinator Live Recorded Webinar	Wednesday December 6, 2023 10:00 – 11:30 AM	No Pre-Registration Needed <a href="#">CLICK TO JOIN ZOOM</a>  Passcode: <b>OH1TC2024!</b>
Ohio Technology Coordinator Overview Live Recorded Webinar	Thursday December 7, 2023 10:00 – 11 AM	No Pre-Registration Needed <a href="#">CLICK TO JOIN ZOOM</a>  Passcode: <b>Cbtech2024</b>
District Test Coordinator Overview Live Recorded Training	Monday December 11, 2023 12:30 – 2:00 PM	No Pre-Registration Needed <a href="#">CLICK TO JOIN ZOOM</a>  Passcode: <b>OHDTC2024!</b>

For questions contact [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

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## 4 Beginning the Technical Readiness Process

**Bluebook™** is the digital testing application students will use on test day. Bluebook is installed by the technology coordinator on student devices, provides most test day instructions, and times each student individually.

- For detailed information on Bluebook device requirements, please visit: [Device Requirements](#).
- To learn more about device readiness, visit: [Device Readiness](#).
- Refer to [Network Readiness](#) for information on network preparedness.

**Test Day Toolkit** is the College Board web application for the digital SAT administration. You and your staff will use Test Day Toolkit to administer the test. Test Day Toolkit can be accessed on any device that connects to the Internet.

For questions contact [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

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## 5 SSD Coordinator & Accommodations

### **New SSD Coordinators:**

- Establish a College Board Professional Account: If you haven't done so already, you can create one at [www.collegeboard.org](http://www.collegeboard.org) if needed.
- Complete the SSD Coordinator Form: This form can be found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd).
- After submitting the form, you can expect to receive instructions on how to access SSD Online via email, typically within 3-5 days.

### **Returning SSD Coordinators:**

- Review and confirm your account details, ensuring seamless login and access to SSD Online.

While some districts allow multiple SSD coordinators, it's vital to designate one individual as the primary SSD coordinator for streamlined communications with the College Board.

For questions contact [SSD@info.collegeboard.org](mailto:SSD@info.collegeboard.org)

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## 6 Overview of Interactive Checklist

Our interactive checklist is designed to help you stay on track and offer support to administer the state-provided SAT School Day. Over the coming months you will receive emails alerting you to key tasks.

- Each task comes with an estimated completion time to help you manage your schedule.
- When you mark a task as 'complete' It lets us know you are ready for your next task. You can set your own pace to meet deadlines. We will also send you a friendly reminder should a task be incomplete.
- If you're having trouble completing a task, just select 'I'm stuck' to let us know you need assistance, and our customer support team will reach out.

For questions contact [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

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## 7 Off-Site Testing Requests

Most schools will use their building as the test location. If needed, coordinators can request an off-site testing location.

To request an off-site testing location:

- Identify the number of locations that you will need for off-site testing.
- Submit the online off-site request form available at [sat.org/offsiterequest](https://sat.org/offsiterequest) with the required information. You will receive an email confirmation of your off-site request once the form is submitted.

Complete your off-site requests **no later than midnight ET, March 1, 2024**.

For questions contact [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

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## 8 State Testing School Contact Update

This form (below) serves as a crucial tool for updating essential school information and notifying the College Board of any changes in your testing staff or school information.

[Click Here to Update Your Contact 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](mailto:Michael.Reiser@education.ohio.gov)

For additional state-provided resources visit [collegeboard.org/ohio](https://collegeboard.org/ohio)