



SAT School Day



Ohio November 2024 Newsletter

Table of Contents

- **Spring 2025 SAT School Day Testing Window**
- **Upcoming Tasks and Due Dates**
- **Interactive Checklist**
- **Off-Site Testing Requests**
- **State Testing School Contact Update**
- **Training Opportunities**
- **Technical Readiness**

Ohio SAT School Day Testing Window	
Testing Window Opens	March 3, 2025
Testing Window Closes	April 30, 2025

Upcoming Tasks and Due Dates

Task	Due Date
Access the Interactive Coordinator Checklist —School Test Coordinators, SSD Coordinators, and Technology Coordinators will receive an introductory email with important information about tasks and deadlines for spring testing.	November 18, 2024
Establish a College Board Professional Account - To complete required tasks, you will need a College Board professional account. If you haven't already done so, you can create a College Board Professional Account here: https://account.collegeboard.org/	November 22, 2024
Submit SSD Coordinator Form to College Board - To access SSD Online, new SSD Coordinators must complete and submit the SSD Coordinator Form to College Board. Step-by-step instructions on accessing the SSD Online Dashboard can be found here . For more information on SSD Online, please visit https://accommodations.collegeboard.org/ssd-online .	December 13, 2024
Update Your College Board Professional Account —If you already have a College Board Professional Account, you will need to update your account in order to complete required tasks. Instructions on updating your account can be found here .	December 31, 2024

Introducing the Interactive Checklist

The Interactive Checklist is designed to help coordinators stay on track as they prepare for the Spring 2025 SAT School Day test administration. Starting November 18th, school test coordinators will receive emails alerting them to key tasks and deadlines pertinent to spring testing. Each email will include directions for completing the task along with a completion deadline to help coordinators manage their schedules.

The School Test Coordinator will be responsible for sharing relevant tasks with SSD Coordinators, Technology Coordinators, and other test staff, if applicable. School test coordinators will also have the ability to assign tasks to other members of their testing team (i.e. accommodations-related tasks assigned to the SSD Coordinator or technical readiness tasks assigned to the tech coordinator).

A few things to know about your Interactive Checklist:

- Your checklist is specific to you and your school's administration
- You will see an overview of all tasks in your project plan
- You will receive a project overview email each week that shows current and overdue tasks
- You can interact with the checklist via task notification emails
- If you have a role at more than one school, you will receive a checklist for each school

Off-site Testing Requests

Most schools participating in the Spring 2025 SAT School Day administration will use their schools as the test location. However, if you need more space or your school is a virtual school testing at one or more off-site locations, you should submit an Off-site Testing Request at sat.org/offsiterequest before February 28, 2025.

Submission of the form is automatically approved unless otherwise communicated by College Board. College Board will use the submissions to provide information about technical readiness to off-site testing staff.

State Testing School Contact Update

***NEW:** Our [State Testing School Contact Update Form](#) is now open and will serve as your tool for notifying College Board of any changes in your testing staff. Once the form has been submitted and the validation process is complete, College Board will update the contact information for your school.

Training Opportunities

Ohio SAT School Day- Training Opportunities	
SSD Coordinator Training	Recording available December 6
District Test Coordinator Training	Recording available December 13
Tech Coordinator Training	Recording available December 13
School Test Coordinator Training	Recording available January 24
State Data Management System Training	Recording available January 24

Trainings will be released once they become available. All trainings will be linked in the corresponding month's newsletter and posted to **The SAT in Ohio College Board website:** www.collegeboard.org/ohio.

In addition to these trainings, College Board will hold Office Hours sessions leading up to and during the testing window.

Technical Readiness Process

Bluebook™ is the digital testing application students will use on test day. Learn more about what it takes to prepare devices and your network for using this tool for the spring 2025 testing window.

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

Test Day Toolkit (TDTK) is the web application used for the digital SAT administration. Coordinators will use TDTK to set up and prepare for testing. Test Day staff will use TDTK to administer and monitor testing. Test Day Toolkit can be accessed on any device that connects to the internet.

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 all other Ohio SAT School Day questions, reach out to OHSAT@collegeboard.org

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