



# Ohio Spring 2024 Digital SAT

## Technology Coordinator Overview



November 8, 2023

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# Agenda

TOPIC
Spring 2024 Test Administration Dates
Test Administration System
Digital Administration Planning and Policy
Technology Requirements
Using Accommodations on Digital Tests
Contact Information
Resources

# Spring 2024 Test Administration Dates

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# Ohio Spring 2024 Digital SAT

Ohio schools will participate in testing for students in grade 11

**Recommended Primary Test Window: March 4 – April 19**

**Recommended Makeup and Retests: April 22 – April 26**

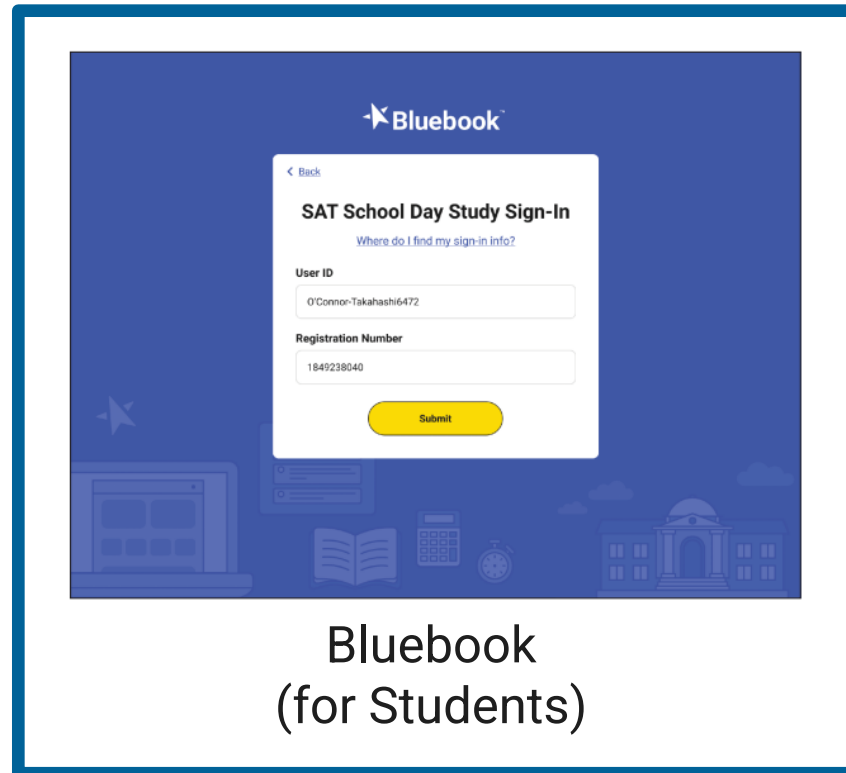
All testing must be completed by April 26.

# SAT Testing Time (with breaks)

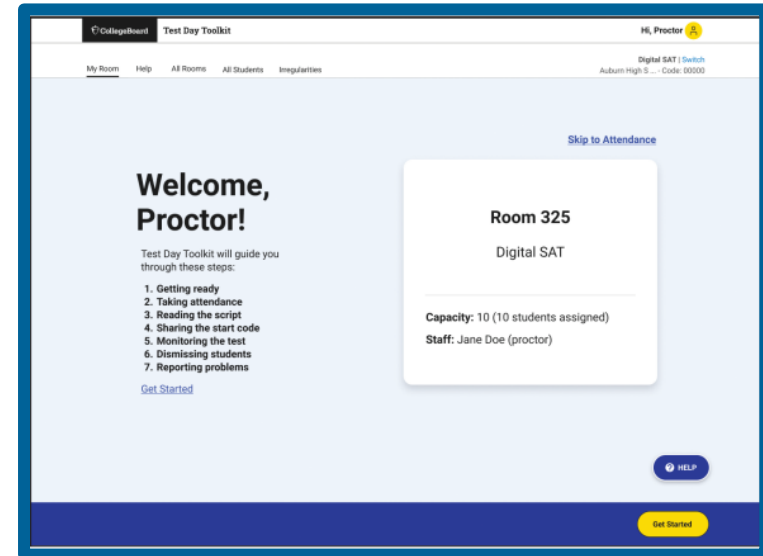
Timing	SAT
Standard time	2 hours 24 minutes
Time and one-half (reading)	3 hours 41 minutes
Time and one-half (math only)	3 hours 9 minutes
Double time (reading)	4 hours 48 minutes
Double time (math only)	3 hours 44 minutes

- Testing schedule is flexible.
  - Schools can test in the morning and/or in the afternoon.
  - Schools can run multiple testing sessions in a day.

# Test Administration System



Bluebook  
(for Students)



Test Day Toolkit  
(for Test Coordinators and  
Proctors)

# Digital Administration Planning and Policy

# Testing Staff Roles and Responsibilities Overview - 1



## School Test Coordinator (STC)

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed.
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes test tickets
- Submits Irregularity Report



# Testing Staff Roles and Responsibilities Overview - 2



## SSD Coordinator

- Submits accommodation requests for all students who require them.
- Submits EL support requests for all students who require them.
- Communicates with students and families about necessary testing accommodations.
- Reviews accommodations for students who received approval previously to ensure those accommodations still meet the needs of the student.
- Assists the school test coordinator in determining rooms and staff required for administering the test with accommodations
- Works with the school test coordinator and technology coordinator to make sure student devices are configured to support assistive technology (as needed) for testing.
- Partners with the school test coordinator to administer the SAT to students who are testing with accommodations.

# Testing Staff Roles and Responsibilities Overview - 3



## Technology Coordinator

- Works with Test and SSD Coordinators to meet students' test day needs.
- Ensures devices used for testing meet technical specifications.
- Install Bluebook on student devices for testing.
- Test network configuration and check internet connectivity in each room.



## Technology Monitor

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the school technology coordinator or in larger districts, may be filled by selected staff.

# Testing Staff Roles and Responsibilities Overview - 4



## Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, helps students, keeps room free of distraction
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



## Room/Hall Monitor

- Direct Students to Assigned Rooms.
- Monitors rooms and hallways
- Provides relief to proctors.
- Directs students to help room, break area, restroom

# Key Digital Administration Steps

Action	Description	Task Lead
Registration	Submit a file of test taker information to register students for the test	State/District Test Coordinator
Submit Accommodations	Accommodations Requests are Submitted following submission schedule	SSD Coordinator
Access Test Day Toolkit	Test Coordinator accesses Test Day Toolkit and assigns staff for test day.	Test Coordinator
<b>Technical Readiness Check</b>	<b>Ensure Bluebook is installed properly, check devices, and test connectivity</b>	<b>Technology Coordinator</b>
Digital Readiness Check	Complete exam set up with students. Staff access Test Day Toolkit	Test Coordinator
Administration	Administer assessments based on testing schedule	All Staff
Scores/Reports	Share scores and reports with students and families	Test Coordinator

# Testing Policy Updates: Start Times & Devices

## Testing Start Times

- Testing may begin at any time during the school day; however, it must be completed by the end of the regular school day.
- Testing cannot be paused for standard test takers, so testing should occur before or after lunch.
- Staggering start times can help alleviate network congestion.

## Devices

- May be used by more than one student for testing.
- Ensure devices can be charged if being used more than once on the same school day.
- If your district does not allow apps to auto-update, have a plan to ensure the Bluebook application is updated prior to testing.

# Testing Policy Updates: Testing Rooms & Assignments

## Testing Rooms

- Each testing room must have a wall clock that is easily visible to all students.
- Spacing and desk requirements remain the same.
- Computer labs may be used.
- Large spaces like gyms or auditoriums with theatre style seating may be used. Verify that you have the connectivity capacity if you are using a large space.

## Room Assignments

- Test Coordinator assigns testing staff to rooms in Test Day Toolkit.
- Students are not required to be pre-assigned to a testing room, but assignments may help Test Coordinators organize testing.
- Students should be assigned to test rooms based on assessment, testing time, and accommodations.
- Students that are re-testing should be assigned to a separate room.

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# Digital Readiness Check

During the digital readiness check, students will:

- Become familiar with Bluebook prior to testing, using the Digital Test Preview or by taking a full-length practice test;
- Confirm their registration information and testing accommodations (if applicable);
- Complete exam setup, review and accept testing rules, and answer a few (optional) questions about themselves.

Schools, specifically the Test Coordinator and the Technology Coordinator, can use the digital readiness check to:

- Make sure Bluebook is installed correctly on student test taking devices;
- Gauge network readiness.

For more information visit: [Network Readiness – Bluebook Technology | College Board](#)

# Technology Requirements



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# Ensure Devices Meet Requirements



Laptop,  
Tablet,  
School Managed Device  
(Chromebook or  
Desktop)



Device should  
be plugged into  
a power source  
or be able to  
hold a charge  
for 3 hours



Device must be  
able to connect  
to the school  
network via  
ethernet or  
Wi-Fi

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# Device Specifications for School-Managed Chromebooks

School-managed Chromebooks from 2017 or later are supported. Bluebook must be run in kiosk mode, so it's available only on Chromebooks managed through the Admin console in Google Workspace. **Students cannot test on personal Chromebooks.** School-managed Chromebooks can be shared or assigned to students 1-to-1

**Use ChromeOS 114+:** Bluebook saves its local cache and restores it if a device loses Wi-Fi or power during an exam—even if your Chromebook fleet is set to erase local user data. If your Chromebooks use a version lower than 114, make sure they're set to “Do not erase local user data” to prevent the loss of student test answers on sign out or reboot.

Devices need 150 MB of available disk space for 1 exam. External keyboards are not permitted. External mice are permitted.

For more information visit:

<https://bluebook.collegeboard.org/technology/devices/requirements#chromebook-spec>

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# Device Specifications for macOS

## Minimum Hardware Specifications:

- Processor: 1 GHz
- RAM: 2 GB
- Free Hard Drive Space: 150 MB for 1 exam
- Note: Both Intel and Apple processors are supported.

## Operating System:

- macOS 11.4+

## Monitors and Screen Displays:

- Minimum Laptop Screen Size: 10 inches
- Minimum Screen Resolution: 1024 x 768
- Second Monitor Not Permitted

## External Mice and Keyboards:

- External Mice Allowed on All Tests, However, Wired Mice Recommended
- External Keyboards not allowed for use with Mac laptops.

For more information

visit: <https://bluebook.collegeboard.org/technology/devices/requirements#mac-spec>

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# Device Specifications for Windows

**SAT Suite:** School-managed and personal Windows laptops, Windows desktops, and Windows tablets. School-managed devices can be shared or assigned to students 1-to-1.

Supported operating systems are Windows 10 and 11 (Home, Pro, Education, and Enterprise). **Windows 10 in S mode is not supported.**

## Minimum Hardware Specifications

- 1 GHz processor
- 2 GB RAM
- 250 MB free hard drive space for 1 exam

**SAT and SAT Suite:** testing devices must hold a charge for at least 3 hours.

For more information visit:

<https://bluebook.collegeboard.org/technology/devices/requirements#windows-spec>

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# Device Specifications for iPads

## Supported Models

- iPad Pro
- iPad Air 2 or later
- iPad (5th generation or later)
- iPad Mini 4 or later

School-managed and personal iPads are supported. School-managed iPads can be shared or assigned 1-to-1.

Supported operating systems are iPadOS 14–16 and 17.1. Students should not test on iPads running version 17.0.0–17.0.3.

Minimum Hardware Specifications: 16 GB+. Requires at least 150 MB of storage for 1 exam (plus 50 MB for each additional exam).

For more information visit:

<https://bluebook.collegeboard.org/technology/devices/requirements#ipad-spec>

# Network Requirements

All students and testing staff (coordinators, proctors, and monitors) must connect to your Wi-Fi on test day. This includes:

- Students and testing staff who are unaffiliated with your institution.
- Students and testing staff who are using personal devices.

You may need to set up guest access. Be sure to share the network password with staff so they can share it with students.

## Bandwidth Requirements Vary by Test

Test	Bandwidth
SAT School Day (and other assessments in the Suite)	200 Kbps

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# Install Bluebook On Student Devices

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 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 more information on Bluebook updates visit:

<https://bluebook.collegeboard.org/technology/updates>

For emails about Bluebook and other technology news:

<https://form.collegeboard.org/f/opt-in-for-bluebook-emails>



# Using Accommodations on Digital Tests



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# Review Accommodations Needs

The School Test Coordinator and SSD Coordinator will have a list of students approved for test day accommodations. **Some of these accommodations may require the use of assistive technology**, which the student should already utilize in their regular classroom. No later than 2-4 weeks before testing, after the accommodation requests have been submitted and approvals are available, partner with the SSD Coordinator to determine if there are any specific needs to support this technology.

For more information on digital accommodations visit:

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/using-accommodations-digital-tests>

For more information on assistive technology visit:

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology>

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# Screen Readers and Text-to-Speech

Screen readers are specifically designed to serve the visually impaired, who require assistance navigating from page to page and help with the text and non-text elements on a screen, such as buttons, images, etc. Screen readers also convert digital text to braille for students who use a refreshable braille device.

**Text-to-speech (TTS) software is NOT designed specifically for visually impaired users**, but rather for those who may have a print or reading disability, as well as English Learners.

For comprehensive and up to date information, visit College Board's [Screen Readers and Text-to-Speech webpage](#).

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# Chromebooks and TTS

## Chrome OS (Chromebooks)

To ensure that students are able to access the device's built in **Text-to-Speech** and/or other accessibility features for the Bluebook exam application, the Floating Accessibility Menu should be enabled on specific devices used by these students. It is not available by default.

ChromeVox or Select-to-Speak can be used.

For more information about how to enable accessibility features for Chromebooks visit College Board's [Screen Readers and Text-to-Speech webpage](#).



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# Windows Devices and TTS

## Windows operating systems 10 or 11

To use text-to-speech on Windows devices, student can use the keyboard controls to start and stop narration using Windows Narrator.

For more information about how to enable accessibility features for Windows devices, visit [College Board's Screen Readers and Text-to-Speech webpage](#).



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# macOS and iOS

**Mac operating systems (macOS and higher)  
iOS devices (versions 14-16). Do not use iOS17.**

To ensure students using Apple devices can access TTS and other accessibility features on the Bluebook exam application, enable the settings menu, select accessibility, then choose the desired accessibility feature.

Spoken Content or Apple VoiceOver can be used.

For more information about how to enable accessibility features for Macs and iPads, visit College Board's [Screen Readers and Text-to-Speech webpage](#).



# Speech-to-Text

Voice recognition or speech-to-text (STT) technology transcribes a student's spoken words into text for item responses in a digital exam. Students approved for this technology or for writer/scribe may use STT technology for digital exams.

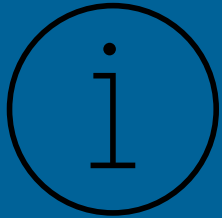
Word prediction must be disabled for STT technology.

Supported STT/dictation applications for Bluebook are:

- Apple Voice Control (Operating System)
- Chromebook Dictation Operating System)
- Windows Speech Recognition/Dictation (Operating System)
- Dragon Naturally/Speaking (3<sup>rd</sup> Party Software)



For the most current information on speech-to-text applications, including guides and custom documentation, visit <https://bluebook.collegeboard.org/students/accommodations-and-assistive-technology/speech-to-text>.



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# Need Help?

- Contact College Board Support
- 1-866-609-2205
- [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

# Resources

For information on device requirements visit:

<https://satsuite.collegeboard.org/digital/device-requirements>

For more information on device readiness visit:

<https://bluebook.collegeboard.org/technology/devices>

For more information on Bluebook updates visit:

<https://bluebook.collegeboard.org/technology/updates>

To access the current digital readiness guide visit:

<https://satsuite-stg.collegeboard.org/media/pdf/digital-psat-digital-readiness-check.pdf>

For more information on assistive technology visit:

<https://satsuite.collegeboard.org/digital/accommodations-digital-testing/assistive-technology>



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- Questions?



# Thank You