



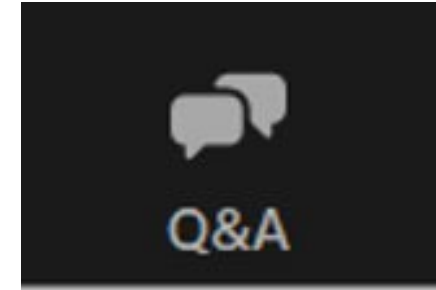
# Ohio Spring 2024 Digital SAT<sup>®</sup> School Day: School Test Coordinator Training

December 2023



# Housekeeping

- Please use the Q&A feature on Zoom for any questions.
- We'll address questions at the end of each section. If they pertain to a unique need, we'll follow up with you after the presentation.
- If your question is not answered during our time today, we will follow-up via email.
- Our session is being recorded. The recording will be available via a link shared on [www.collegeboard.org/ohio](http://www.collegeboard.org/ohio)



# College Board's Ohio Team

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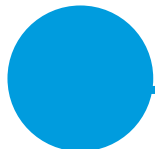
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## Peter Griffin

Director, Outreach &  
Implementation



# Session Goals



Our objective today is to present the most current information regarding the Spring 2024 administration and offer an overview of the digital SAT.



In this session, we will provide an overview of the tasks and responsibilities of the school test coordinator.



By the end of the session, you will have a clear understanding of the next steps required to prepare your school for the Spring 2024 SAT.




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# Today's Agenda

- Digital SAT School Day Test Window
- Staff Roles and Responsibilities
- Testing Window and Key Dates
- Test Specifications and Features
- Test Administration System Overview
- Bluebook Overview
- Test Day Toolkit
- Services for Students with Disabilities (SSD)
- Preparing Students for the Digital SAT School Day
- Technology Requirements
- Resources/ Questions & Answers

# Staff Roles and Responsibilities

# Overview of Changes for Returning Coordinators

Former Digital Paper/Pencil SAT Suite 		NEW Digital SAT Suite 
<ul style="list-style-type: none"> <li>Schools/Districts managed registration process (Bulk Upload)</li> </ul>	Changed to...	<ul style="list-style-type: none"> <li>Schools/Districts managed registration process in the College Board State Data Management System (SDMS)</li> </ul>
<ul style="list-style-type: none"> <li>SSD Online</li> </ul>	Remains...	<ul style="list-style-type: none"> <li>SSD Online</li> </ul>
<ul style="list-style-type: none"> <li>TIDE and Cambium</li> </ul>	Replaced with...	<ul style="list-style-type: none"> <li>Test Day Toolkit (TDTK) and Bluebook</li> </ul>
<ul style="list-style-type: none"> <li>Coordinator and Proctor Manuals</li> </ul>	Remains...	<ul style="list-style-type: none"> <li>Coordinator and Proctor Manuals</li> </ul>
<ul style="list-style-type: none"> <li>Pre-Administration Session</li> </ul>	Now shorter and called...	<ul style="list-style-type: none"> <li>Exam Setup (part of Digital Readiness Check)</li> </ul>

# 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

# Testing Staff Policy



Please note that while many requirements remain the same as previous years, there are some key differences for the digital SAT.

## Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the TC.
- Staff members may serve as TCs if their *child or household member* taking the SAT attends a **different school within the district**.

## Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their own child or household member**.

## Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as tech monitor.

**Note:** Staff members are not permitted to engage in any paid, **private** SAT-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.

# Staff Requirements

## Staff Roles:

- Technology Monitor **NEW**
  - Help Room
- Proctor
- Room Monitor
- Hall Monitor

### NUMBER OF HALL MONITORS NEEDED

Number of Rooms	Number of Hall Monitors Needed
1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5+ (1 monitor for each additional 5 rooms)

Number of Students	Number of Room Monitors Needed
1-34	0
35-50	1
51-100	2
101 or more	3+ (1 monitor for each additional 50 students)

### FOR EACH ACCOMMODATED TESTING ROOM

Number of Students	Number of Room Monitors Needed
1-20	0
More than 20	1+ (1 monitor for each additional 20 students)

Identify other potential staff members, as backups, in case of changes closer to test day.

# Testing Window and Key Dates

# Ohio Spring 2024 SAT School Day Testing Window – 1

March 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 ★	5	6	7	8	9
10 Ramadan Starts	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Good Friday	30
April 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
31 Easter	1	2	3	4	5	6
7	8	9 Ramadan Ends	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 ★	27
28	29	30				

## Spring SAT School Day Testing Window

Monday March 4 – Friday April 26

- Schools have the **flexibility** to test students on any weekday within the eight-week testing window.
- In cases of absence on the primary test date(s), students will be provided with an **alternative testing opportunity** on a feasible subsequent day.
- Testing can occur in **both morning and afternoon** sessions, and **multiple sessions** can be run in a single day.

# Ohio Spring 2024 SAT School Day Testing Window – 2

March 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4 ★	5	6	7	8	9
10 Ramadan Starts	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Good Friday	30
April 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
31 Easter	1	2	3	4	5	6
7	8	9 Ramadan Ends	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 ★	27
28	29	30				

## Spring SAT School Day Testing Window

Monday March 4 – Friday April 26

## Recommended Primary Testing Window

Monday, March 4 – Friday, April 19

## Recommended Makeup Testing Window

Monday, April 22 – Friday, April 26

Score Release	Test Submission Dates	Educator Score Release	Student Score Release
<b>Release 1</b>	3/4-3/15	4/2/24	4/4/24
<b>Release 2</b>	3/18-3/29	4/16/24	4/18/24
<b>Release 3</b>	4/1-4/12	4/20/24	5/2/24
<b>Release 4</b>	4/15-4/26	5/14/24	5/16/24



# 2023 – 2024 Key Dates

Activity	SAT School Day Spring 2023-24
Accommodations Requests (EL supports and SAA)	Deadline January 16, 2024
State Data Management System (SDMS) Opens	Last week in January 2024
Test Day Toolkit Open	First Week in February 2024
Online Training Available	Late January 2024
Digital Readiness Activities	February 2024
State Testing Window	March 4 – April 26, 2024
Score Release*	April – May 2024

\*Score release date is dependent on when the test was administered

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# Student Registration – Spring 2024

- Spring SAT School Day will **not** be ordered via SSOR. All registrations for the Spring SAT School day will occur through the State Data Management System (SDMS)
- Districts/schools will submit a registration file for all 11th grade students for testing at the end of January 2024 in SDMS.
- College Board will provide schools access to Test Day Toolkit during the first week of 2024.
- School Test Coordinators will receive access to Test Day Toolkit and can add proctors, room monitors, and technology monitors.

**Note:** The printed materials used to support digital testing (i.e. handbooks and guides) will NOT be shipped to schools; rather, PDF version of the documents will be provided on the College Board website and the Ohio SAT School Day page: [satsuite.collegeboard.org/ohio](https://satsuite.collegeboard.org/ohio)

# Test Specifications and Features

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# What is a **Section** of the Digital SAT School Day?

The digital SAT School Day is composed of two **Sections**:



## Reading & Writing

64 Minutes  
54 Questions



## Math

70 Minutes  
44 Questions

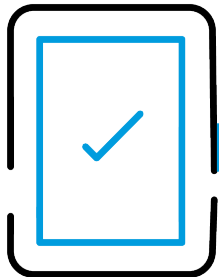
# What is a **Module** of the Digital SAT School Day? – 1

Each **Section** of the digital SAT School Day is composed of two **Modules**:

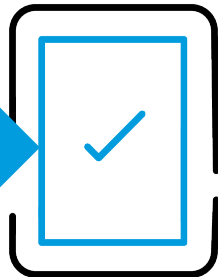


## Reading & Writing

64 Minutes  
54 Questions



Module 1  
32 Minutes  
27 Questions

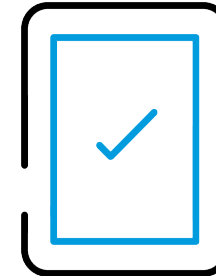


Module 2  
32 Minutes  
27 Questions

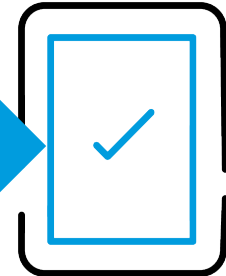


## Math

70 Minutes  
44 Questions



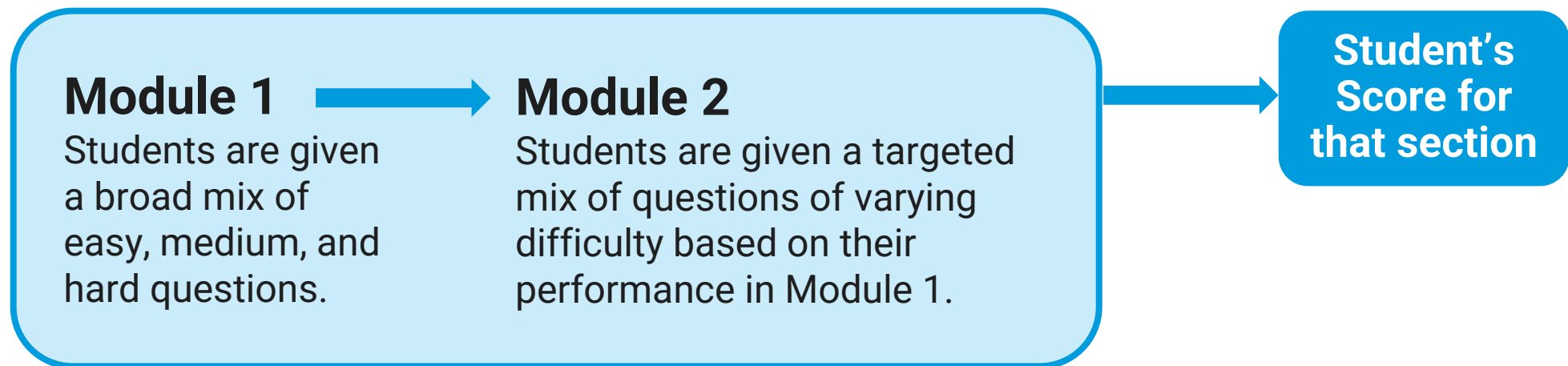
Module 1  
35 Minutes  
22 Questions



Module 2  
35 Minutes  
22 Questions

# What is a **Module** of the Digital SAT School Day? – 2

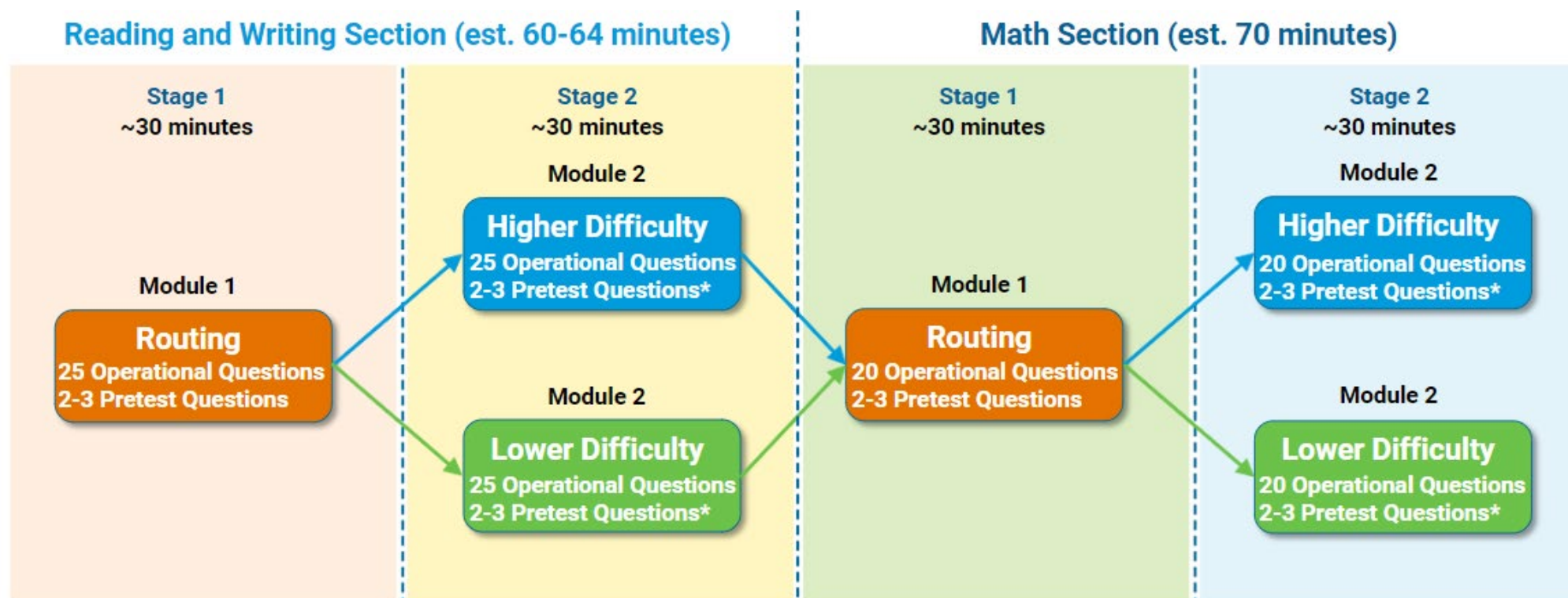
Each **Section** of the digital SAT School Day is composed of two **Modules**:



NOTE: This set-up is called “**multi-stage**” adaptive. As opposed to “item” adaptive testing, students can go back to prior questions within a module, and the test adapts based upon a greater amount of student performance information than a single response.

# What is a **Module** of the Digital SAT School Day?

Each **Section** of the digital SAT School Day is composed of two **Modules**:



## Key Benefits:

- ✓ Test adaptivity
- ✓ High measurement precision
- ✓ High test reliability
- ✓ Greater variety in test content
- ✓ Greater test-taking flexibility

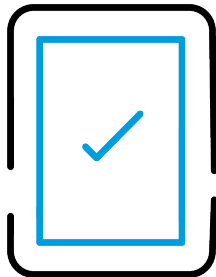
# Reading and Writing and Math using Standard Time

Total standard time is **2 Hours and 24 Minutes**, which includes a **10-minute break** between Reading & Writing and Math

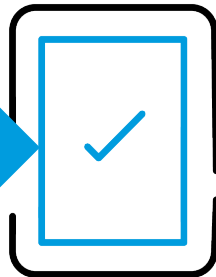


## Reading & Writing

64 Minutes  
54 Questions



Module 1  
32 Minutes  
27 Questions



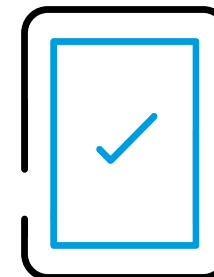
Module 2  
32 Minutes  
27 Questions

10 Min. Break

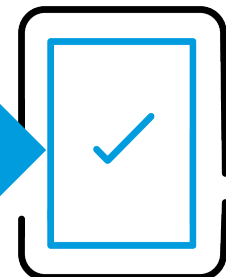


## Math

70 Minutes  
44 Questions



Module 1  
35 Minutes  
22 Questions



Module 2  
35 Minutes  
22 Questions



# Digital SAT Testing Time (with breaks)

Timing	SAT School Day
Standard time	2 hours 24 minutes
Time and one-half (reading*)	3 hours 41 minutes
Time and one-half (math only)	3 hours 4 minutes
Double time (reading*)	4 hours 48 minutes
Double time (math only)	3 hours 39 minutes

*\* Time and one-half and double-time reading results in time and one-half for all sections*

Testing is no longer limited to mornings.

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

Students must sit for the entire amount of time for which they are approved; self-pacing is not allowed.

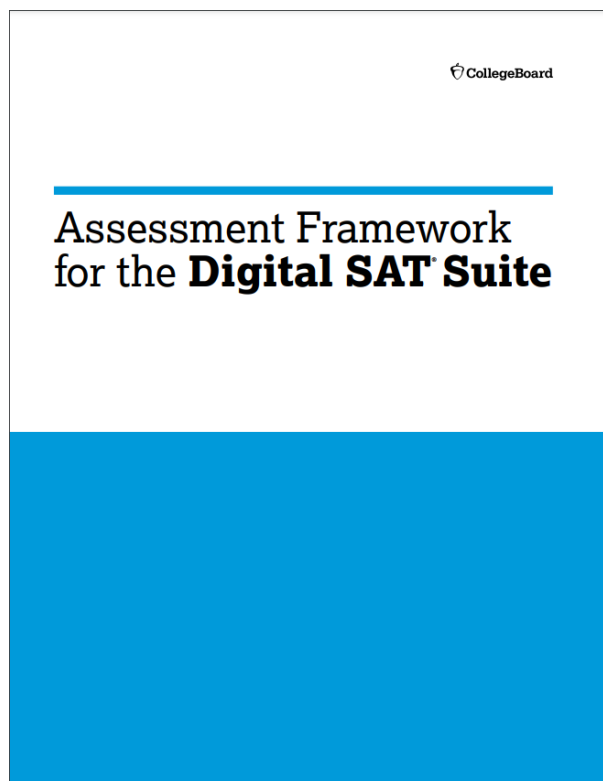
# Sample Testing Schedules (standard time example 1)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Week of March 4	Morning SAT (all grade 11)				
Week of March 11		Assessments Reschedules and Retests	Assessments Reschedules and Retests	Assessments Reschedules and Retests	

# Sample Testing Schedules (standard time example 2)

Session	Monday	Tuesday	Wednesday	Thursday	Friday
Week of March 4	Morning SAT 1/2 grade 11	Afternoon SAT 1/2 grade 11		Morning SAT Reschedules & Retests	
Week of March 11		Morning SAT Reschedules and Retests	Afternoon SAT Reschedules and Retests		Morning SAT Reschedules and Retests

# Digital SAT Suite Framework & Specifications



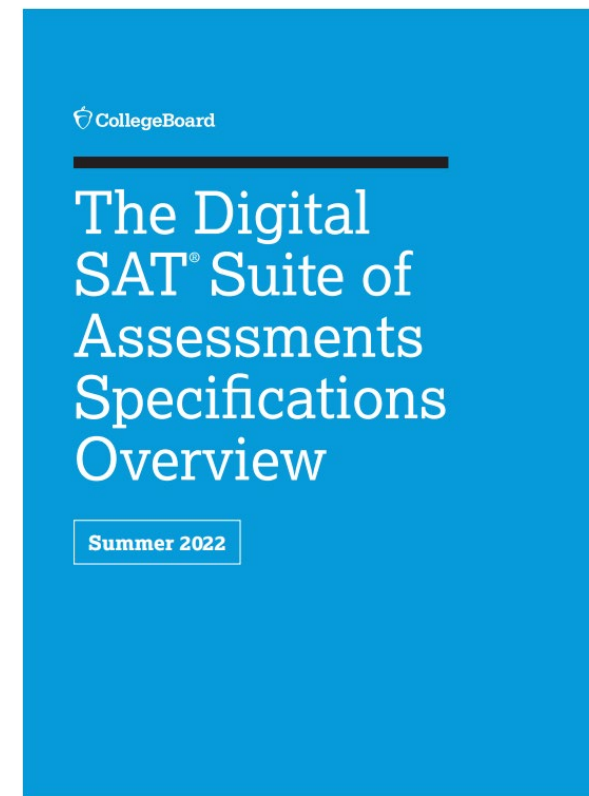
[Assessment Framework for the Digital SAT Suite of Assessments](#)

## College Board Research Site

### SAT Suite of Assessments and College Readiness




Use these reports and resources to interpret information about the SAT Suite of Assessments' characteristics, validity, reliability, norms, scaling, and growth across assessments.

- SAT Validity
- Concordance
- Growth Across Assessments
- SAT Technical Resources
- Official SAT Practice Technical Support



[The Digital SAT Suite of Assessments Specifications Overview](#)

# Overview of Test Specification Changes – Reading and Writing

Former Paper/Pencil SAT Suite 		NEW Digital SAT Suite 
• Evidence-Based Reading and Writing	Now called...	• Reading and Writing
• 2 Sections: Reading, Writing and Language	Now organized as...	• 1 Section: Reading and Writing • 2 Modules
• 96 Total Questions	Reduced to...	• 54 Total Questions
• 100 Total Minutes	Reduced to...	• 64 Total Minutes
• Average 1.04 min/question	Increased to...	• Average 1.19 min/question
• Lengthy reading passage; set-based questions	Now looks like...	• Short reading passage; discrete question

# Digital SAT – RW Test Questions

## RW question 2

Jan Gimsa, Robert Sleigh, and Ulrike Gimsa have hypothesized that the sail-like structure running down the back of the dinosaur *Spinosaurus aegyptiacus* improved the animal's success in underwater pursuits of prey species capable of making quick, evasive movements. To evaluate their hypothesis, a second team of researchers constructed two battery-powered mechanical models of *S. aegyptiacus*, one with a sail and one without, and subjected the models to a series of identical tests in a water-filled tank.

Which finding from the model tests, if true, would most strongly support Gimsa and colleagues' hypothesis?

- A) The model with a sail took significantly longer to travel a specified distance while submerged than the model without a sail did.
- B) The model with a sail displaced significantly more water while submerged than the model without a sail did.
- C) The model with a sail had significantly less battery power remaining after completing the tests than the model without a sail did.
- D) The model with a sail took significantly less time to complete a sharp turn while submerged than the model without a sail did.

## RW question 6

In recommending Bao Phi's collection *Sông I Sing*, a librarian noted that pieces by the spoken-word poet don't lose their \_\_\_\_\_ nature when printed: the language has the same pleasant musical quality on the page as it does when performed by Phi.

Which choice completes the text with the most logical and precise word or phrase?

- A) jarring
- B) scholarly
- C) melodic
- D) personal

## RW question 11

### Text 1

What factors influence the abundance of species in a given ecological community? Some theorists have argued that historical diversity is a major driver of how diverse an ecological community eventually becomes: differences in community diversity across otherwise similar habitats, in this view, are strongly affected by the number of species living in those habitats at earlier times.

### Text 2

In 2010, a group of researchers including biologist Carla Cáceres created artificial pools in a New York forest. They stocked some pools with a diverse mix of zooplankton species and others with a single zooplankton species and allowed the pool communities to develop naturally thereafter. Over the course of four years, Cáceres and colleagues periodically measured the species diversity of the pools, finding—contrary to their expectations—that by the end of the study there was little to no difference in the pools' species diversity.

Based on the texts, how would Cáceres and colleagues (Text 2) most likely describe the view of the theorists presented in Text 1?

- A) It is largely correct, but it requires a minor refinement in light of the research team's results.
- B) It is not compelling as a theory regardless of any




## RW question 14

According to Naomi Nakayama of the University of Edinburgh, the reason seeds from a dying dandelion appear to float in the air while \_\_\_\_\_ is that their porous plumes enhance drag, allowing the seeds to stay airborne long enough for the wind to disperse them throughout the surrounding area.

Which choice completes the text so that it conforms to the conventions of Standard English?

- A) falling,
- B) falling:
- C) falling;
- D) falling

# Overview of Test Specification Changes – Math

Former Paper/Pencil SAT Suite 		NEW Digital SAT Suite 
• Math	Remains...	• Math
• 2 Sections (Calculator and Non-Calculator)	Now organized as...	• 1 Section (Calculator used entire time) • 2 Modules
• 58 Total Questions	Reduced to...	• 44 Total Questions
• 80 Total Minutes	Reduced to...	• 70 Total Minutes
• Average 1.38 min/question	Increased to...	• Average 1.59 min/question
• Discrete and set based questions	Now looks like...	• Discrete questions only
• Multiple-choice (~78%)	Adjusted to...	• Four-option Multiple-choice (~75%)
• Student-produced Response (~22%)	Adjusted to...	• Student-produced Response (~25%)

# Digital SAT Suite Content: Reading and Writing

## Content Domains

## Skill/Knowledge Testing Points

## Domain Description & Distribution

### Craft and Structure

- Words in Context
- Text Structure and Purpose
- Cross-Text Connections

- Measures the comprehension, vocabulary, analysis, synthesis, and reasoning skills and knowledge needed to understand and use high-utility words and phrases in context, evaluate texts rhetorically, and make connections between topically related texts

≈28% / 13-15 questions

### Information and Ideas

- Central Ideas and Details
- Command of Evidence
  - Textual
  - Quantitative
- Inferences

- Measures comprehension, analysis, and reasoning skills and knowledge and the ability to locate, interpret, evaluate, and integrate information and ideas from texts and informational graphics (tables, bar graphs, and line graphs)

≈26% / 12-14 questions

### Standard English Conventions

- Boundaries
- Form, Structure, and Sense

- Measures the ability to edit texts to conform to core conventions of Standard English sentence structure, usage, and punctuation

≈26% / 11-15 questions

### Expression of Ideas

- Rhetorical Synthesis
- Transitions

- Measures the ability to revise texts to improve the effectiveness of written expression and to meet specific rhetorical goals

≈20% / 8-12 questions



# Digital SAT Suite Content: Math – 1

## Content Domains

## Skill/Knowledge Testing Points

## Domain Description & Distribution

### Algebra

- Linear equations in one variable
- Linear equations in two variables
- Linear functions
- Systems of two linear equations in two variables
- Linear inequalities in one or two variables

- Measures the ability to analyze, fluently solve, and create linear equations and inequalities as well as analyze and fluently solve equations and systems of equations using multiple techniques.

≈35% / 13-15 questions

### Advanced Math

- Equivalent expressions
- Nonlinear equations in one variable and systems of equations in two variables
- Nonlinear functions

- Measures skills and knowledge central for progression to more advanced math courses, including demonstrating an understanding of absolute value, quadratic, exponential, polynomial, rational, radical, and other nonlinear equations.

≈35% / 13-15 questions

# Digital SAT Suite Content: Math – 2

## Content Domains

## Skill/Knowledge Testing Points

## Domain Description & Distribution

### Problem-Solving & Data Analysis

- Ratios, rates, proportional relationships, and units
- Percentages
- One-variable data: distributions and measures of center and spread
- Two-variable data: models and scatterplots
- Probability and conditional probability
- Inference from sample statistics and margin of error
- Evaluating statistical claims: observational studies and experiments

- Measures the ability to apply quantitative reasoning about ratios, rates, and proportional relationships; understand and apply unit rate; and analyze and interpret one- and two-variable data.

≈15% / 5-7 questions

### Geometry and Trigonometry

- Area and volume
- Lines, angles, and triangles
- Right triangles and trigonometry
- Circles

- Measures the ability to solve problems that focus on area and volume; angles, triangles, and trigonometry; and circles

≈15% / 5-7 questions

# Testing Rooms

**All rooms used for testing should meet the criteria below:**

- ✓ Free from noise and distractions
- ✓ Close to restrooms
- ✓ Desks at least 3 feet apart, measured from center of desk to center of desk
- ✓ Staff can see all student screens
- ✓ Clock and board that students can see
- ✓ Desk/tables have plenty of room
- ✓ All chairs have backs
- ✓ Good ventilation
- ✓ Electrical outlets or power strips
- ✓ No instructional materials are visible
- ✓ Computer lab where students cannot see other student screens and can be easily monitored
- ✓ **No round tables**
- ✓ **No study carrels**
- ✓ **No seats with lapboards**
- ✓ **No language laboratory booths**
- ✓ **No tables with partitions/dividers (except in a computer lab)**

- In testing rooms cover up or remove any instructional materials on test day
- If any extended time accommodations, ensure desks have access to power
- Decide on late room - need an extra room and proctor; if not students that are late will have to test later in the testing window



# Seating Requirements

The following are seating requirements for all testing rooms:

- ✓ Chairs must have backs.
- ✓ Seats must face the same direction.
- ✓ Students can't easily see each other's screens.
- ✓ Each student must be separated by a minimum of 3 feet from right to left (measure center of desk).
- ✓ Staff access to every student must be unimpeded.
- ✓ Tables that seat more than one student must have enough space for students to sit at least 3 feet apart.
- ✓ Students have a large, smooth writing surfaces, such as a desk or table.
- ✓ Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.

**IMPORTANT:** If digital testing is in a computer lab, seats can face different directions, but students must not have a direct line of sight to other screens.

## Seating Chart

1. For each occupied seat, write in the student's full name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

3. Indicate the location of the entrance doors.

If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

REAR

Johnson, Tam	Stevens, Kathy	Samuels, Sarah	Bleus, Frank	Smith, Jared		
Brun, Robert	Kent, Joana	Vasques, Oscar	Lang, Gregore	Lim, Jeon		
Alexias, Bruce	Nike, Mary	Stevens, Steve	Roberts, Brenda	Jackson, Jasen		
Hernandez, Jorge	Young, Jada	Dripler, Janice	Brothers, Eric	Ritchards, Marie		

FRONT

Students face this direction

Room Entrance

# Proctor Supplies

## Each testing room should get:

- A bin, plastic bag, or large envelope to hold prohibited devices collected in the testing room
- Proctor Supplies
  - ✓ Sign-in Tickets
  - ✓ Wi-Fi name and password
  - ✓ 3 sheets of scratch paper for each student (only 1 provided at a time)
  - ✓ Extension cord or power strip (if available)
  - ✓ Seating charts are not required, but pdf copies are available to be printed
  - ✓ EL students will require printed translated test directions





# Permitted and Prohibited Items








**\*Some devices are allowed if a student has an approved accomodation for the item**

**Snacks should only be accessed during breaks**






## Items Allowed on Student's Desks

(These are the only items allowed on student's desks)

-  Fully charged testing device
-  Sign-in ticket
-  Calculator (if desired, the testing app has an embedded calculator)
-  External mouse and pad (if desired)
-  External keyboard for tablets only
-  Scratch paper provided by the proctor
-  Pencil or pen for making notes


## Permitted Items During Testing

(These are stored under the student's desk or in a backpack)

-  Charging cord or power bank
-  Snacks/drinks
-  Hand sanitizer and cleaning supplies

## Prohibited Items

(Students cannot access these items during the test or breaks)

-  Mobile phone, smartwatch, or electronic devices other than testing device
-  Watches that beep, make a noise, or have an alarm
-  External keyboard, if using a laptop
-  Stylus, secondary battery
-  Separate computer monitor
-  Privacy screen not permanently fixed to device
-  Books, notebooks, keyboard maps, or references of any kind
-  Scratch paper not provided by the proctor
-  Sticky notes/papers with login/password info must be collected before start code is entered
-  Headphones, earbuds, or earplugs
-  Any camera or recording device
-  Separate timer
-  Another testing device
-  Weapons or firearms

# Irregularities – In Test Day Toolkit

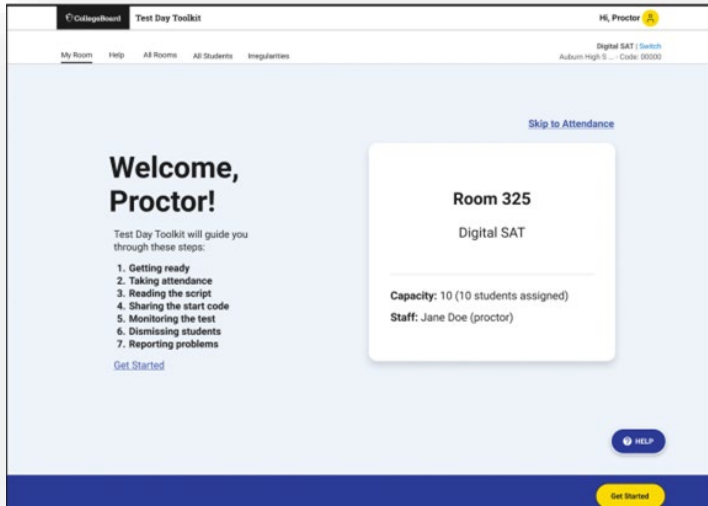
NEW

- You will need to fill out an Irregularity Report (IR) for any incidents that occur during the testing event. Types of incidents that would require an IR include:
  - Security Incidents
  - Misconduct
  - Test Question Errors or Ambiguity
  - Other Incidents or Disturbances
  - Student Complaints
  - Staff Mis-administrations
- For a group irregularity, you only must fill out one report, but include student information for all involved.
- Submission of Irregularity Reports (IRs) can possibly delay results.
- If more than half of your testing students are interrupted for more than 10 minutes, call College Board.
- If there is a student issue or technology issue that interrupts testing for more than 1 minute, fill out an irregularity report.

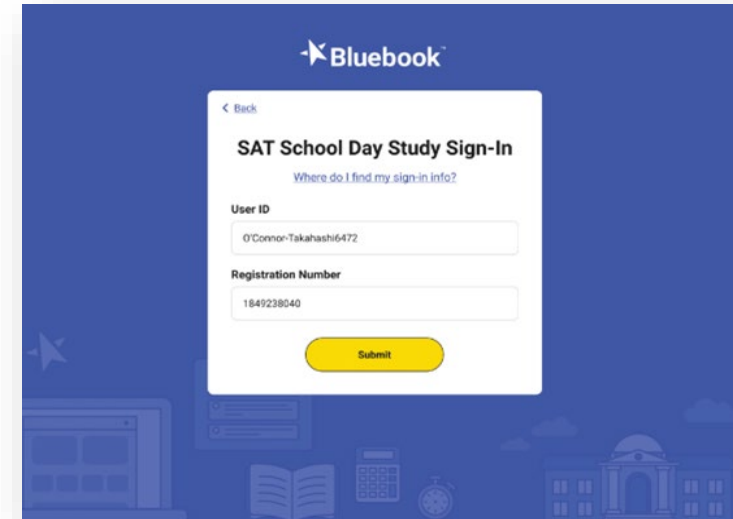
# Test Administration System Overview



# Digital Test Administration Systems



**Test Day Toolkit (Staff)**



**Bluebook (Students)**

- **Test Day Toolkit** is the online application that **testing staff** use to administer the digital SAT Suite of Assessments.
- **Bluebook** is the application that **students** use to take the digital SAT Suite of Assessments. Bluebook and Test Day Toolkit work together to make digital testing possible.

# Bluebook™ Overview

# Install Bluebook On Student Devices

Bluebook™ can be installed on devices that are school managed or student owned (except for student owned Chromebooks). Bluebook™ should be installed on whatever device the student will use during test day.

For more information on device readiness visit:  
<https://bluebook.collegeboard.org/technology/devices>

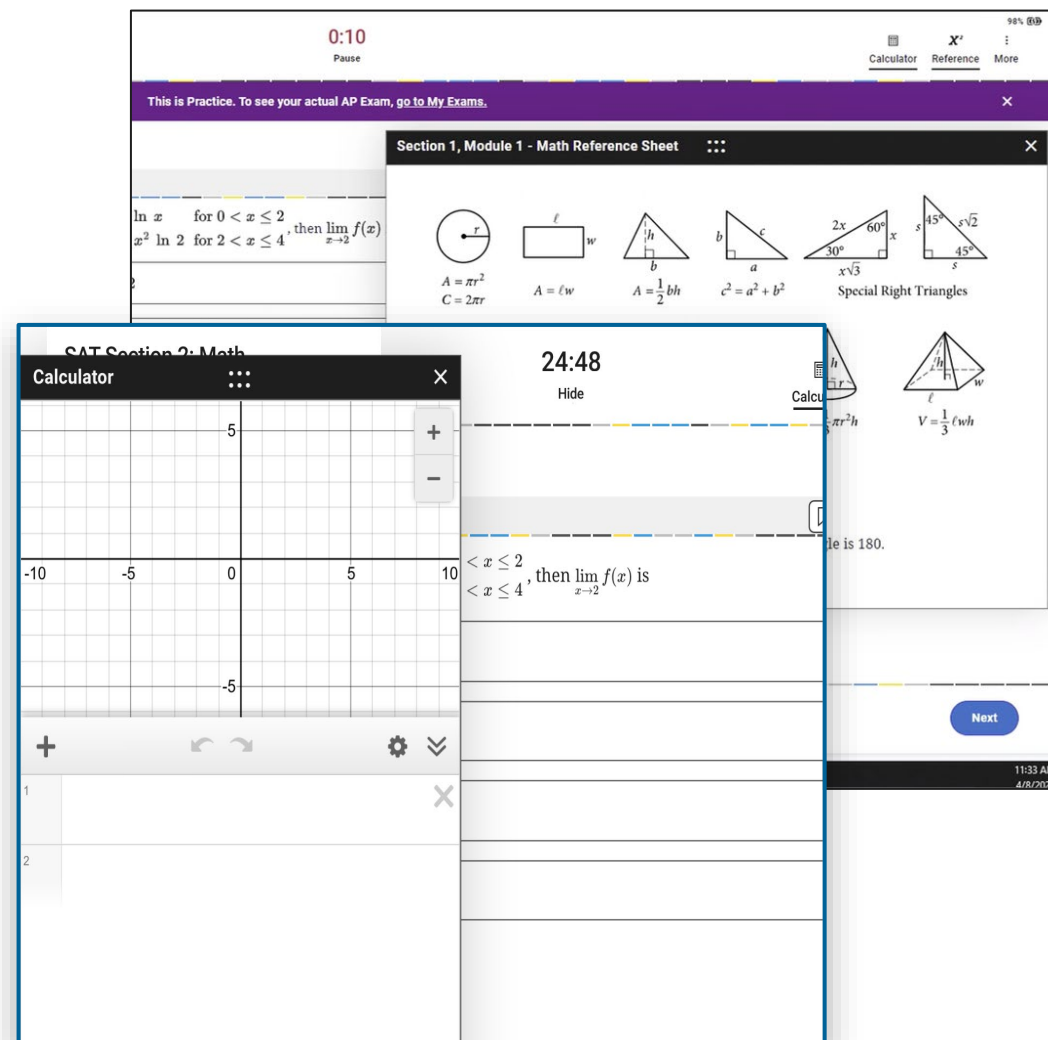


Get notified about  
Bluebook releases and  
other news.

[Get Email Updates](#)

# Bluebook Application Tools: Desmos Calculator

**Built-in Desmos Graphing Calculator  
& Math Reference Sheets**



# Bluebook Application Tools: Flag and Review

Flag & Review

SAT Section 2: Math35:00HideCalculatorRefer

1

If  $f(x) = x + 7$  and  $g(x) = 7x$ , what is the value of  $4f(2) - g(2)$ ?

7

Sculptor Ruth Asawa's works have been widely \_\_\_\_\_. Critics have raved about her public fountains in San Francisco, for example, and her intricate loop-wire sculptures—which combine basket-weaving techniques she learned in Mexico City with modernist and abstract expressionist styles—are regarded as masterpieces.  
Which choice completes the text with the most logical and precise word or phrase?

(A) commended

(B) collected

(C) refused

(D) imitated

Section 1, Module 1: Reading and Writing Questions

☒ Current ☐ Unanswered ☒ For Review

12345678910

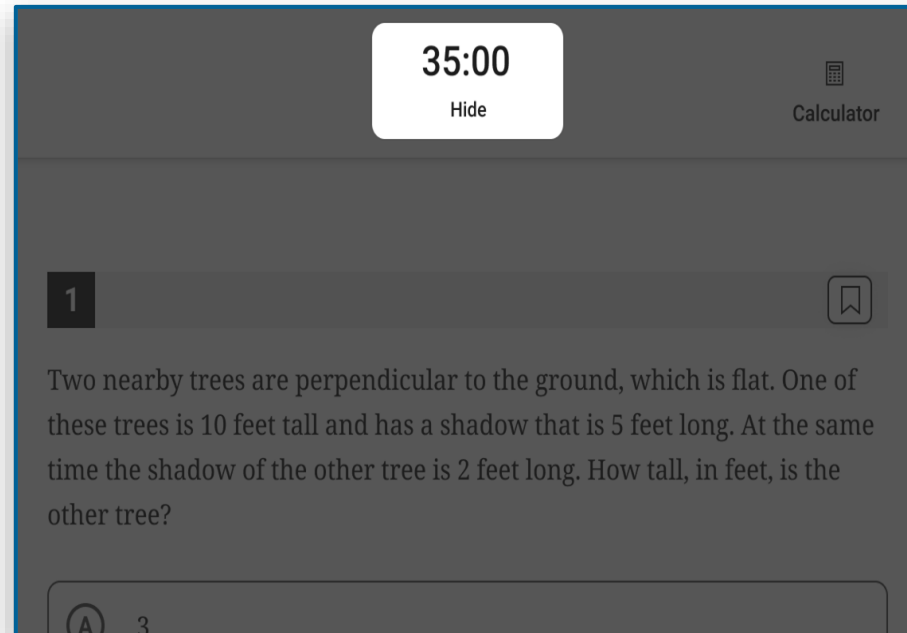
11121314

Go to Review Page

Question 7 of 14

# Bluebook Application Tools: Hide/Unhide

**Hide/Unhide Test Timer**



# Bluebook Application Tools/ Annotation

## Full Annotation Tools

The screenshot displays the Bluebook application interface. On the left, a text passage is shown with a highlighted section: "In recommending Bao Phi's collection *Sông I Sing*, a librarian noted that pieces by the spoken-word poet don't lose their \_\_\_\_\_ nature when printed; the language has the same pleasant musical quality on the page as it does when performed by Phi." To the right of the passage is a question box labeled "1" containing the text: "Which choice completes the text with the most logical and precise word or phrase?". Below the question are three answer choices: (A) scholarly, (B) melodic, and (C) jarring. At the bottom of the interface, a "New Annotation" toolbar is visible, featuring a "Highlight Color" selector (a yellow circle) and an "Underline style" selector (a box with a 'u' and a checkmark). Below these selectors is a large, empty text input area for annotations.

# Digital Readiness Check

The Digital Readiness Check is scheduled 1-2 weeks prior to the test date by the Test Coordinator to ensure student and staff technical readiness.

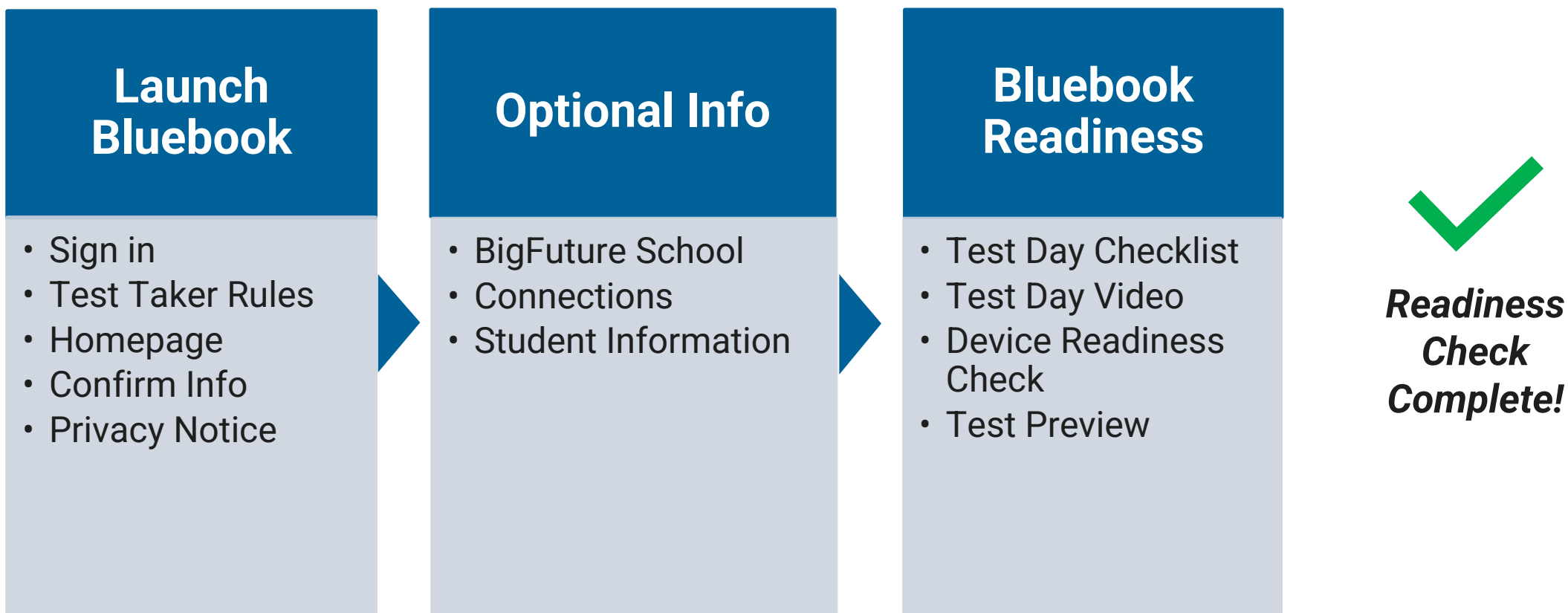
Students will sign into Bluebook™ using the device they will test with complete exam set up and may also take a test preview or full-length practice.

## To enable the digital readiness check:

- Bluebook™ must be installed on all devices that students will use during test day (whether school-managed or student-provided)
- The network must be configured to allow all necessary traffic.
- The password to any necessary guest network must have been shared with administrating staff.



# Digital Readiness Check – Exam Setup Flow



# Test Day Toolkit™

# Test Day Toolkit – For Test Coordinators

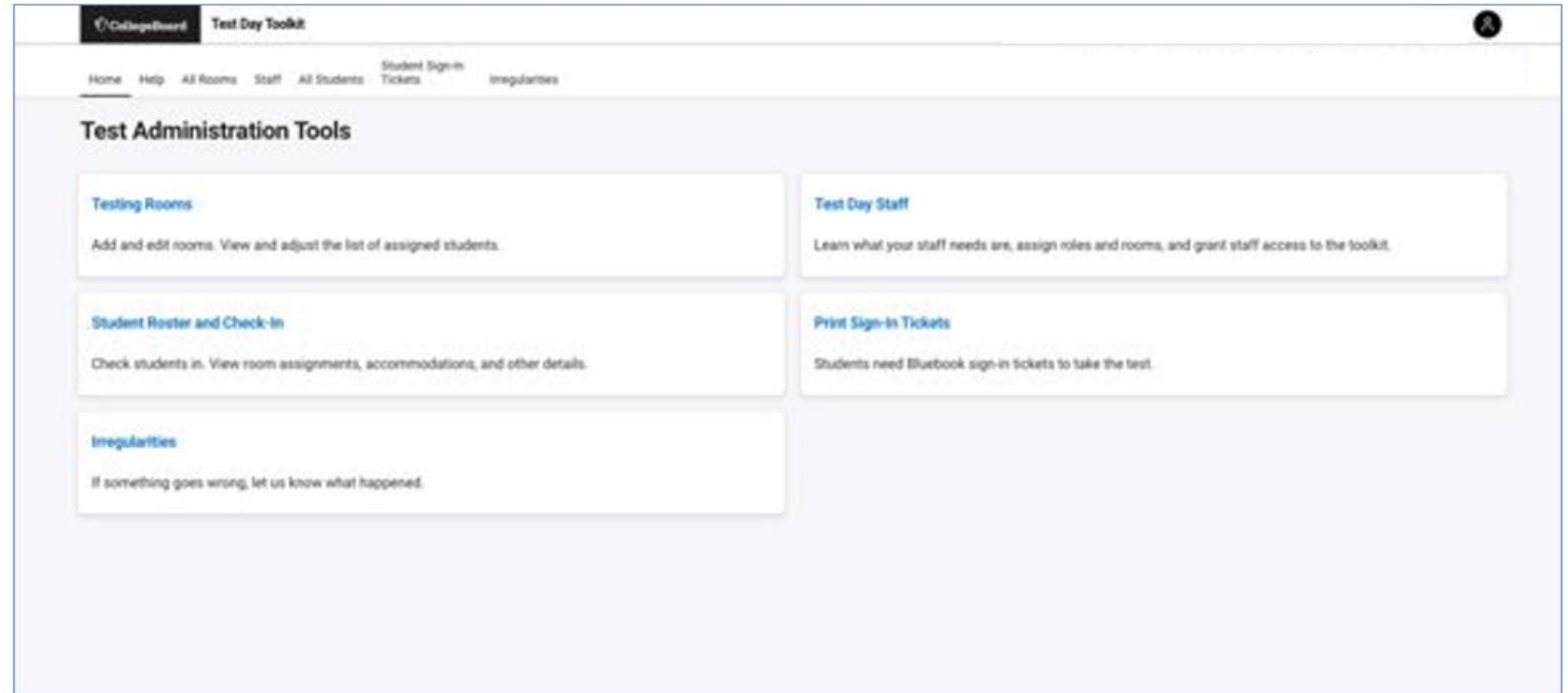
Organize:

- Staff
- Rooms
- Rosters

Print student sign-in tickets

Monitor testing

Submit irregularity reports



# Test Day Toolkit – Pre-Test Day Steps

Digital test administrations depend on Test Day Toolkit, a web application.

All test coordinators, proctors, and monitors need to access it on test day.

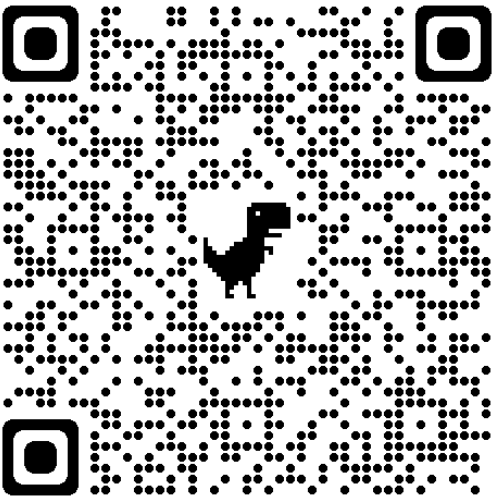
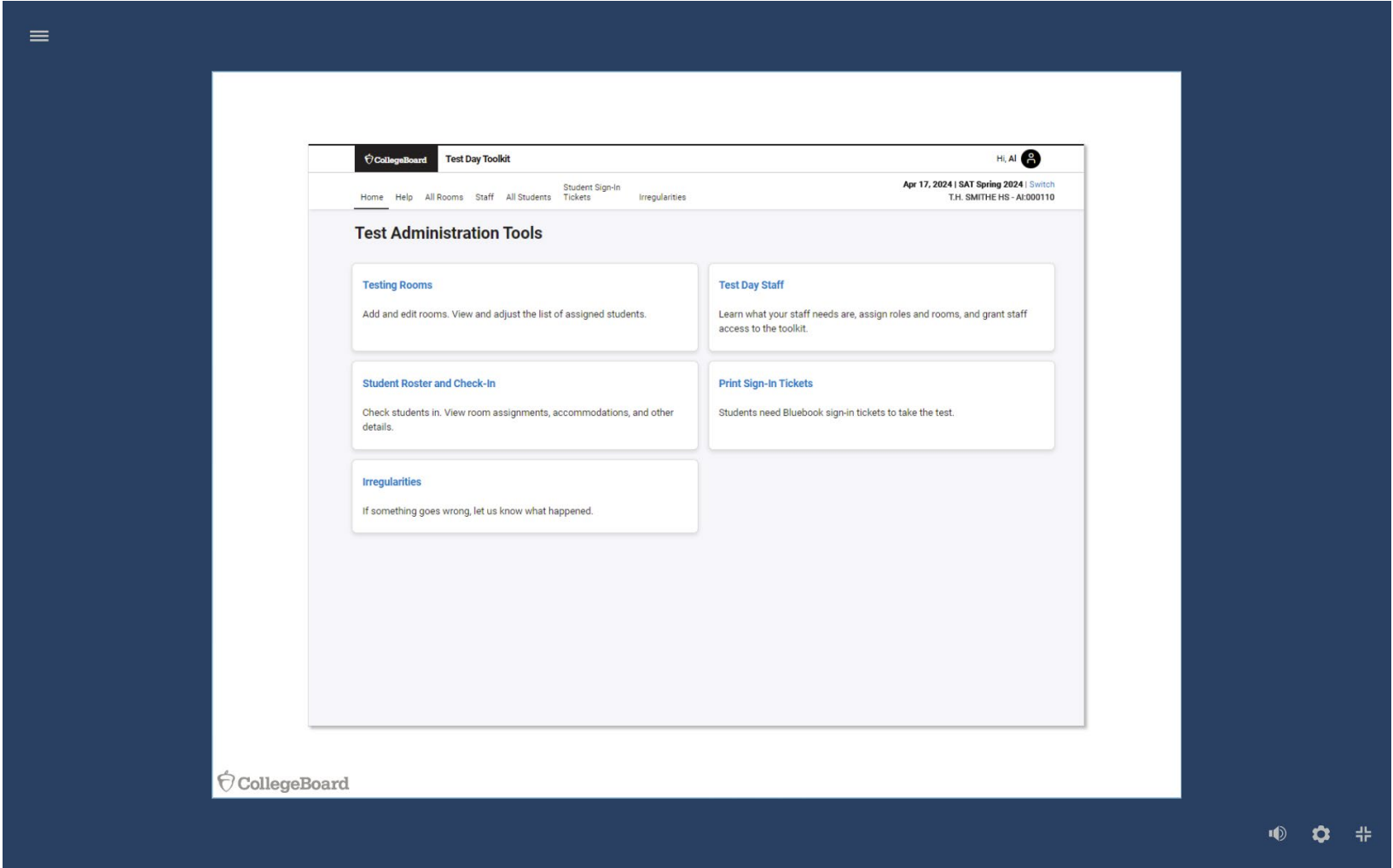
- They'll need a College Board professional account to access it.
- They can use their own laptop, tablet, or one provided by the school.

Before test day, test coordinators complete the following activities in Test Day Toolkit to prepare for the test administration.



# Explore Test Day Toolkit™

<https://tinyurl.com/TDTK-SIM>



# Add Rooms

CollegeBoard

Test Day Toolkit

Hi, Pushkar

Home

Help

All Rooms

Staff

All Students

Student Sign-In Tickets

Irregularities

All Rooms

Add Rooms +

Search Rooms

Displaying 20 results

Room Name ^	Testing Groups	Staff	Seats Taken
Bridget's Room 6.1	S1: SAT (Standard time)	Proctor: <a href="#">Click to add</a>	11/25
Christine Content UAT Room 3.9	S1: SAT (Standard time)	-	0/20
Lindsay Content UAT Room 3.9	A0	Proctor: <a href="#">J JULIEFARRIS</a>	13/30
NYO SAT SD Room	A0	Proctor: <a href="#">P PGRUENBERG</a>	11/25
Reston SAT SD Room	A0	Proctor: <a href="#">S SHEP64</a>	15/25
SAT Advisory Demo	S1: SAT (Standard time)	Proctor: <a href="#">Carol CSIKOR</a>	7/20
Test Room Feb 24	A0	Proctor: <a href="#">Click to add</a>	3/10
Tom's Accommodated room	S3: SAT (Double time)	Proctor: <a href="#">Click to add</a>	5/99
Tom's INT Room	S1: SAT (Standard time)	Proctor: <a href="#">Click to add</a>	6/99
z3.15 UAT Kristen McArtor	A0	Proctor: <a href="#">K KILMEMEG</a>	27/30
z3.24 Request	S1: SAT (Standard time)	Proctor: <a href="#">Click to add</a>	1/25
	A0	Proctor: <a href="#">L LINDASTEINKATZ</a>	1/3

dd.collegeboard.org/rooms

# Add Staff

CollegeBoard

Test Day Toolkit

Hi, Ashley

Home

Help

All Rooms

Staff

All Students

Student Sign-In Tickets

### Test Day Staff

Choose an action

Go

Search assigned staff

Add Staff +

Filter Table +

Displaying 10 results (0 selected)

	Staff Name ^	Phone	Role	Room	Sign-In Success	Toolkit Access
<input type="checkbox"/>	<a href="#">Estevan</a> emora@cb.org	Mobile: +1 209 513 2035	Coordinator	roomCodeTest2	Confirmed	Granted
<input type="checkbox"/>	<a href="#">Ambaye, Pushkar_Dev</a> pambaye_dev@collegeboard.org	Mobile: +1 213 555 6677	Room Monitor	BBTest0f0	Unconfirmed for this administration	Not granted
<input type="checkbox"/>	<a href="#">Coord, Pushkar</a> pambaye+coord@collegeboard.org	Mobile: +1 212 666 7477	Coordinator	BBTest0f0	Confirmed	Granted
<input type="checkbox"/>	<a href="#">Help, TestUser</a> thelp+test@collegeboard.org	Mobile: +1 212 988 9988	Proctor	roomCodeTest1	Confirmed	Granted

# Test Day Toolkit – For Proctors



Check room readiness

Admit and  
prepare students to  
test

(Script built-in to Test  
Day Toolkit)



Monitor testing



Submit irregularity  
reports for Test  
Coordinator  
approval



# Test Day Toolkit and Bluebook: Proctor and Student Flow

## Test Day Toolkit

### ● Proctors

Prepare Your Room and Provide *Room Code*      Take Attendance      Read Instructions      Provide *Start Code*      Monitor Testing      Dismiss Students/ Submit any IRs



### ● Students

Check In or Complete Exam Setup and Enter *Room Code*

Enter *Start Code* to Start Testing

Submit Answers

# Services for Students with Disabilities (SSD)

# Accommodations



## Universal Tools

Some tools are available to all test takers and don't require accommodation requests:

- Zoom
- Color contrast
- Calculator (Desmos)
- Math Reference Sheet
- Annotator (highlighter and notepad)
- Mark for review
- Answer eliminator (Strikethrough)
- Question navigator (to quickly review and navigate to specific questions)
- Expand passage or item
- Student clock counts down time left for each section and gives a five-minute warning

- ❑ SSD Online is integrated with Test Day Toolkit and Bluebook. Approved accommodations in SSD Online will automatically transfer to Bluebook if matches to student information can be made.
- ❑ College Board-approved accommodations, state-allowed accommodations, and extended time for EL students must be entered in SSD Online.
- ❑ For digital testing, the default for all accommodated students is online testing. Paper tests are available if:
  - Students cannot test digitally due to their disability IEP/Section 504 Plan.
  - When a request for an accommodated paper test is approved in SSD Online, College Board will take proper measures to ship paper materials to the school for testing.

# Spring 2024 Deadlines

Activities	Deadline
College Board Approved Accommodations and EL Extended Time Requests	January 16, 2024
State-Allowed Accommodations (SAAs)Requests	January 16, 2024

**Note 1:** EL students can utilize the following supports: 1) translated test directions, 2) an approved word-to-word bilingual dictionary, and 3) time and one-half (+50% extended time).

**Note 2:** State-Allowed Accommodations should only be used in **very rare** circumstances, as they result in a **non-college reportable score**.

# SSD Online Account

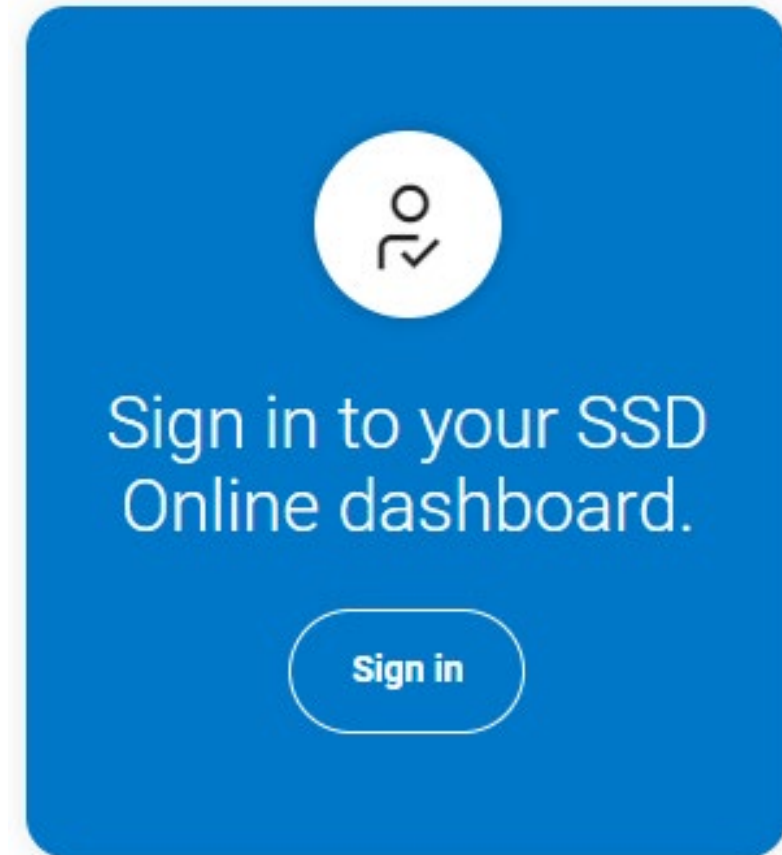
<https://accommodations.collegeboard.org/ssd-online>

## Returning SSD Coordinators:

- Confirm your access and password to SSD Online are still active.

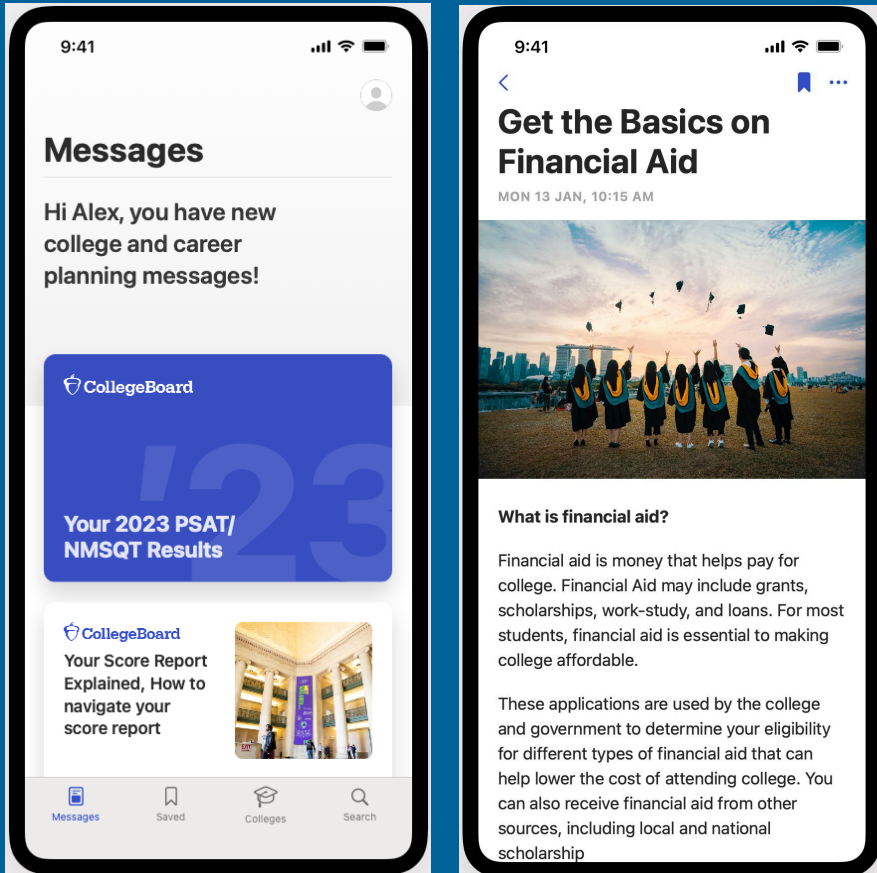
## New SSD Coordinators:

- Create/use a College Board Professional Account.
- Complete the [SSD Coordinator Form](https://www.collegeboard.org/ssd), found at: [www.collegeboard.org/ssd](https://www.collegeboard.org/ssd).
- Follow instructions in the welcome email to confirm your account.



# Preparing Students for the Digital SAT School Day

# Students will choose if they want to opt-into using BigFuture School during Exam Setup



*Images are illustrative and not final*

## Introducing the BigFuture School Mobile App

**NEW**

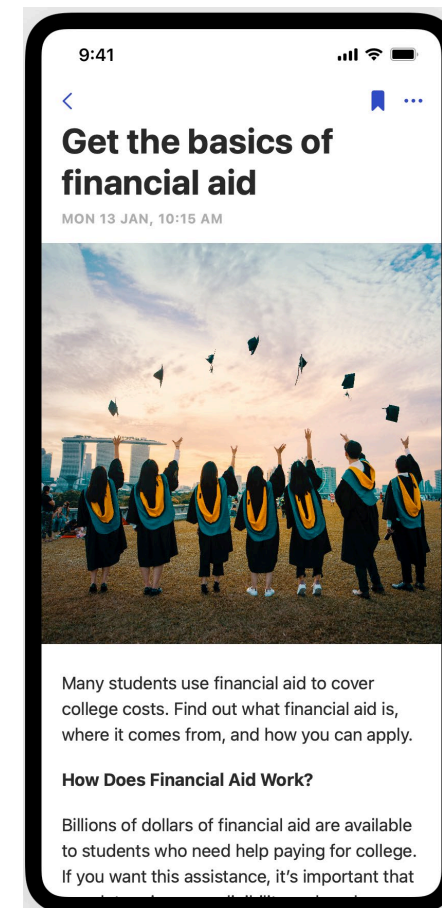
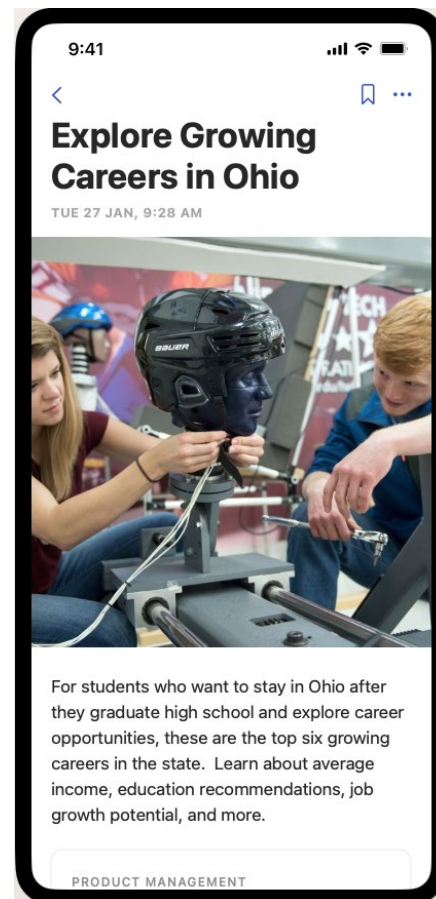
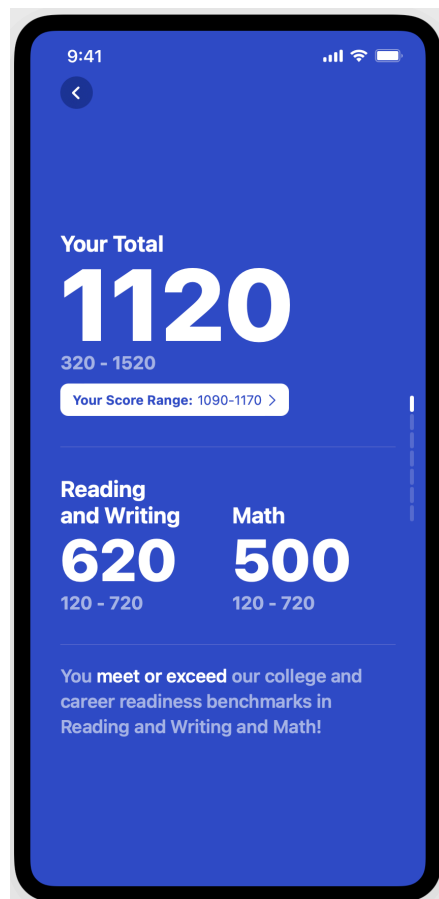
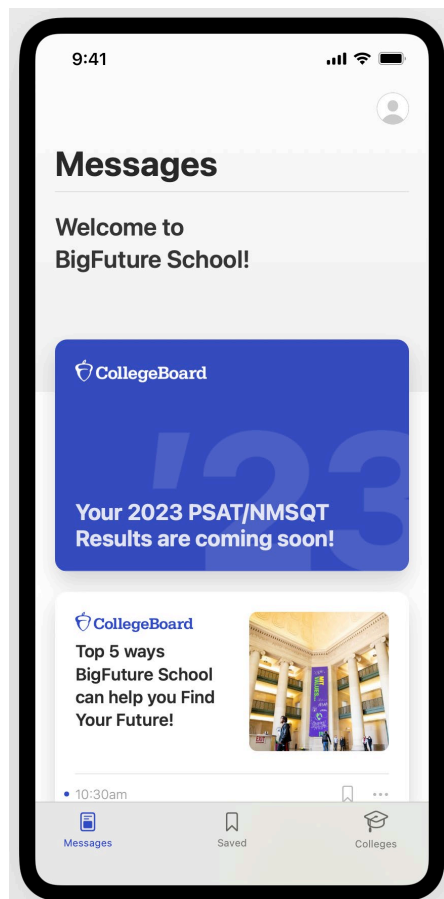
The power to plan – in the palm of students' hands

- Direct access to digital SAT School Day scores.
- Customized career guidance and information about planning and paying for college.
- Connections – a feature exclusively for school day test takers that allows them to hear from nonprofit colleges and scholarship programs that may be a good match – without sharing personal information.

In early 2024, educators will receive aggregate information and insights about student engagement with the app and its features.



# The Benefits of BigFuture School

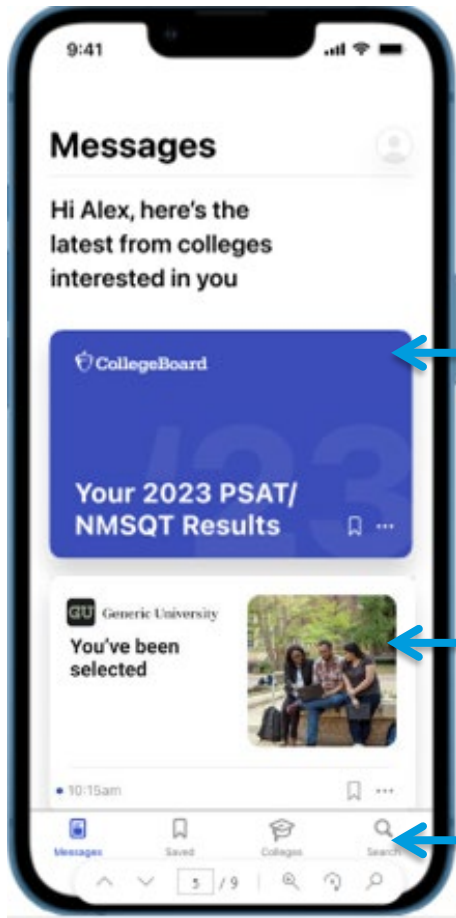


*Images are illustrative and not final*



# The Student Experience - Connections

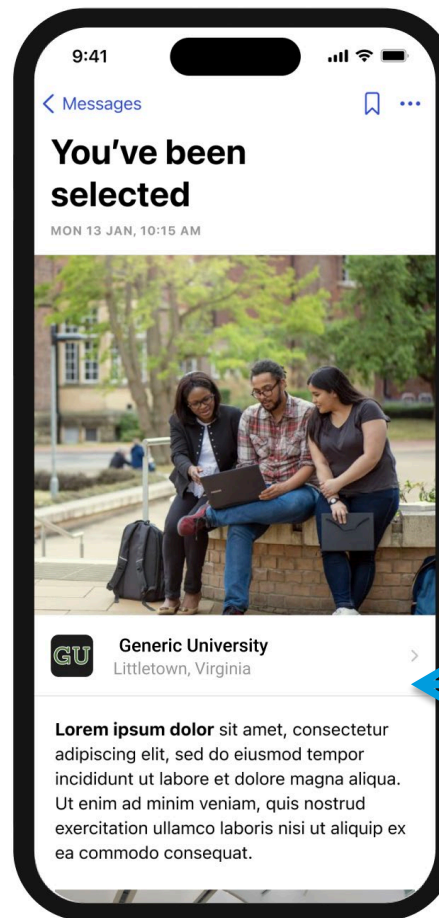
Giving students control over the planning process



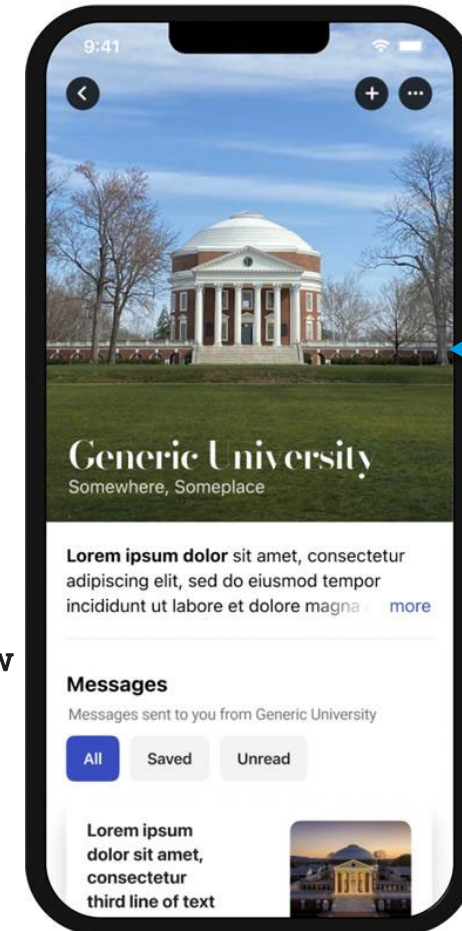
Score alert

College message view

Navigation icons



Detailed message view




College profile card

# Students can sign up for BigFuture School and opt-into Connections during their test experience

Get Your Test Scores on Your Phone

BigFuture School is a free mobile app where you can see your test scores and get customized career information and guidance about planning and paying for college.



After you complete the PSAT/NMSQT, we'll text you a link to download the BigFuture School app. We'll also send you text messages about your scores, and we'll text you a code you'll use to log in to the app. We won't use your phone number for any other reason.

**Mobile Phone Number** All fields are optional.

( ) - -

**Confirm Mobile Phone Number**

( ) - -

- Sharing your mobile phone number is voluntary. Standard messaging and data rates apply. You may opt out of these text messages at any time. ①
- Do not provide a mobile number if you're under the age of 13.
- Only provide a domestic/U.S. mobile phone number.
- Do not share a mobile number that is shared with any other student.

**Recovery Email Address**

If you're unable to access BigFuture School with your mobile phone, we'll use your email address to help get you into the app. We won't email you for any other reason.


Back Step 3 of 12 Next

Example Only

Find Colleges That Are Right for You

Lorem ipsum fream isum fream ispum. All questions are optional.

**A New Way to Find Colleges and Scholarships**



Connections is a feature of the BigFuture School app that allows you to hear about colleges and scholarship organizations that are looking for students like you.

Here's how it works: Colleges and nonprofit scholarship programs let us know what kind of students they're looking for. Then we take the info you share with us—including your score range on this test—and see if there's a match. If there is, College Board lets you know via the BigFuture School app, postal mail, or email.

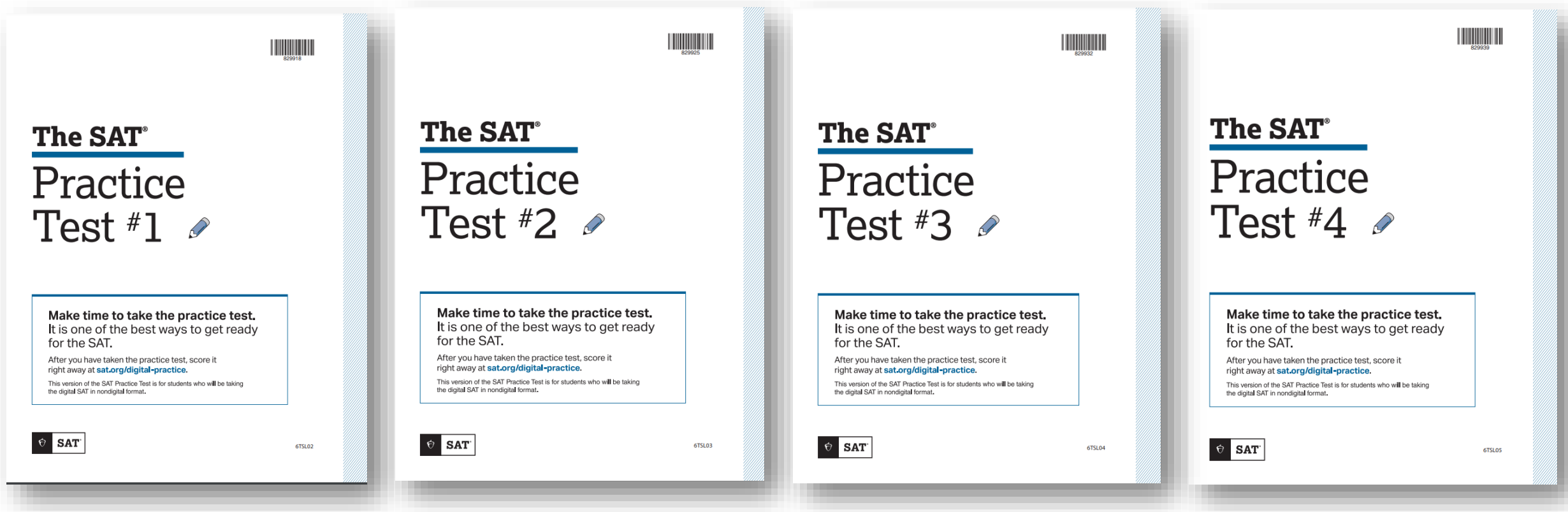
We will never share your personal information with any organization as part of Connections. If you're interested in one of the colleges or programs we tell you about, you can contact them directly.

Participation in Connections is voluntary, and you can opt out at any time.

☐ Yes, I want to participate in Connections

Back Step 5 of 13 Next

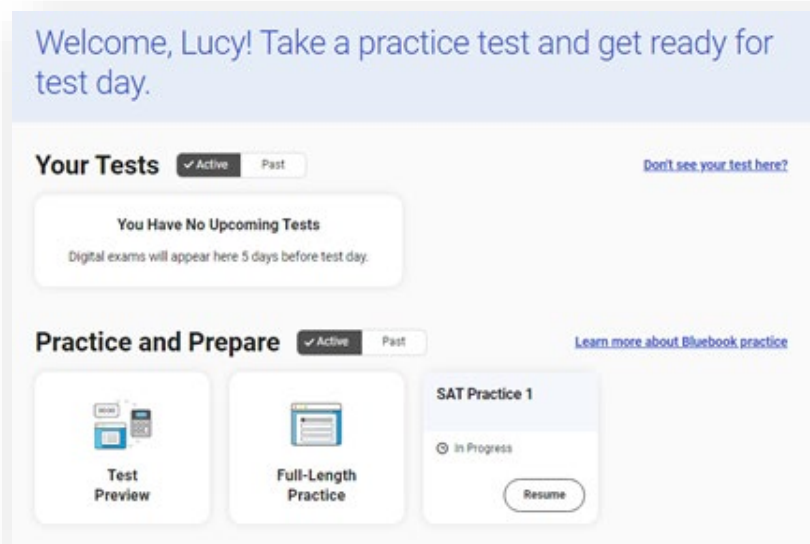
# Linear (Nonadaptive) Digital SAT Suite Practice Tests



[Access the Linear Practice Tests Here](#)

# Digital SAT Suite Practice Tests on Bluebook

- ✓ 4 Full-Length Practice exams for all SAT Suite Assessments currently available
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Question Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.



### Choose a Full-Length Practice

Test Type \* \*\* Required  
SAT

Practice Test \*  
Select

**Accommodations and Supports**  
I will be testing with accommodations ☒

Note: Selecting a testing accommodation here does not mean you will receive it on test day. [Need more info about testing accommodations?](#)

Reading: Extended Time  
Select

Math: Extended Time  
Select

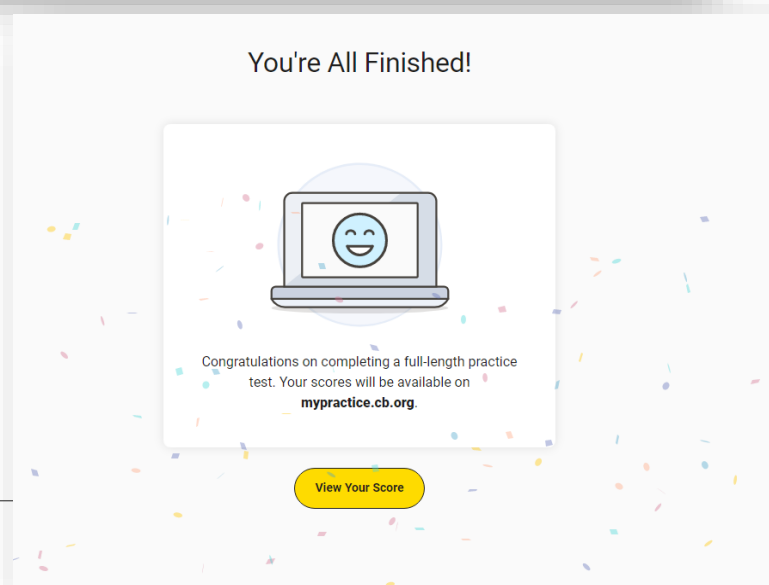
**Breaks**

☐ Breaks: extra

☐ Breaks: extended

☐ Breaks: as needed

**Other**  
Select



# Official Digital SAT<sup>®</sup> Prep Course on Khan Academy

Students the Spring 2024 SAT can use this course to better understand the SAT, complete practice questions, and receive video instruction in each of the content domain areas.

## Test prep Official Digital SAT<sup>®</sup> Prep

### Who should use this course?

This course is for learners taking the digital SAT, which includes those taking the test **outside of the U.S., Puerto Rico, and U.S. Virgin Islands** or **within the U.S. starting in spring 2024**. If you're taking the SAT in the U.S. in 2023, please go to [Official SAT Practice](#) to prepare for the paper-and-pencil version of the SAT.

The screenshot shows the course interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Course summary' section with two items: 'Digital SAT Math' and 'Digital SAT Reading and Writing'. The 'Digital SAT Math' item is selected and highlighted. The main content area displays the details for 'Digital SAT Math' and 'Digital SAT Reading and Writing'.

Course	Content Domain	Level
Digital SAT Math	About the digital SAT	Medium: Problem solving and data analysis
	Foundations: Algebra	Medium: Advanced math
	Foundations: Problem solving and data analysis	Medium: Geometry and trigonometry
	Foundations: Advanced math	Advanced: Algebra
	Foundations: Geometry and trigonometry	Advanced: Problem solving and data analysis
	Medium: Algebra	Advanced: Advanced math
Digital SAT Reading and Writing	About the digital SAT	Advanced: SAT Reading and Writing
	Foundations: SAT Reading and Writing	
	Medium: SAT Reading and Writing	



# Khan Academy: Official Digital SAT Course

Assignments and progress reports

- In-depth lesson articles
- Video worked examples
- Practice exercises
- 3 difficulty levels

Mastery enabled

- Course Challenge
- Quizzes and unit tests
- Skills Progress data available

## Reading and Writing

**11 skills**

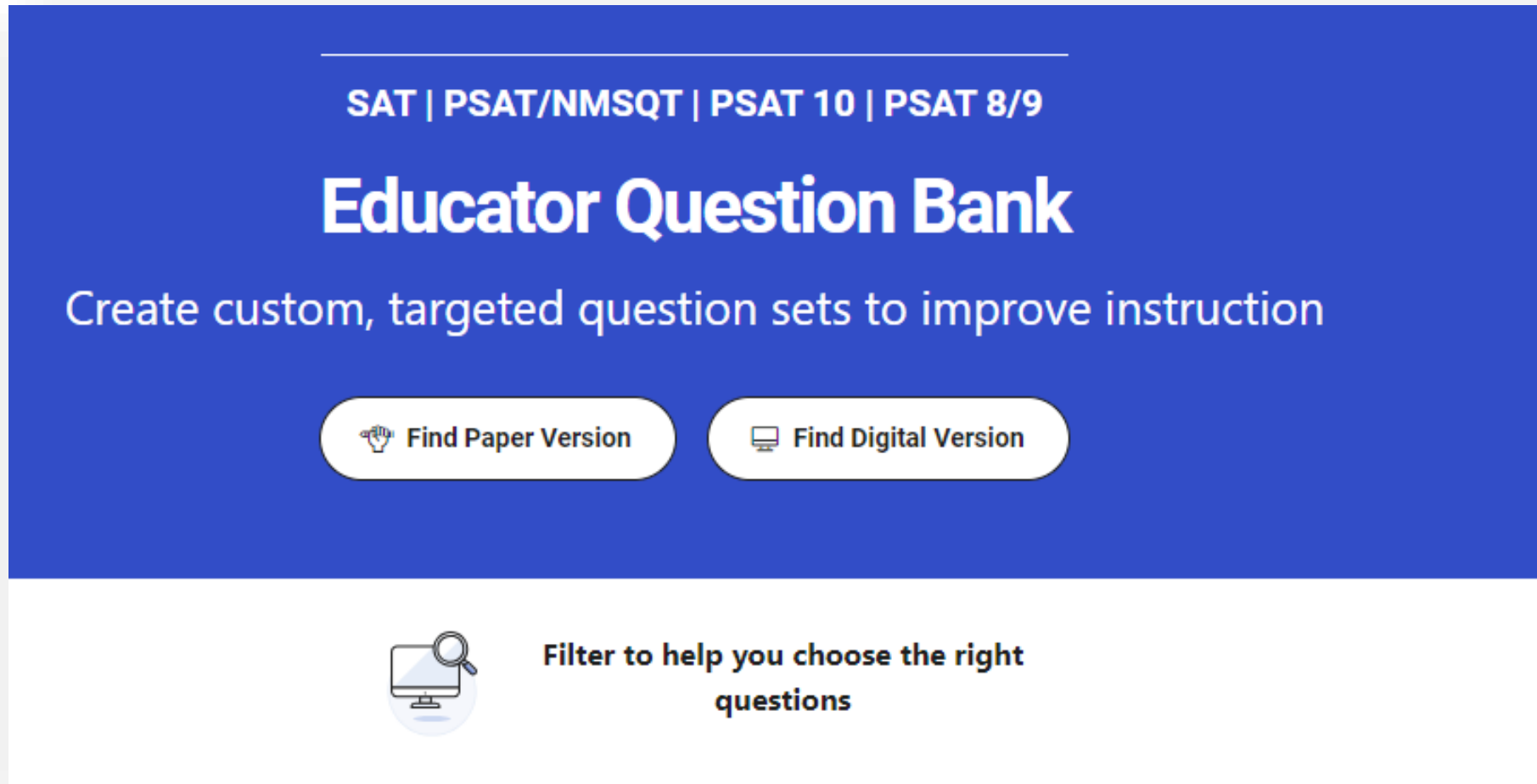
Hundreds of official Digital SAT items developed

## Math

**37 skills**

Thousands of adapted Digital SAT items developed

# Educator Question Bank – 1

A screenshot of the Educator Question Bank website. The top section has a blue background with white text. It lists 'SAT | PSAT/NMSQT | PSAT 10 | PSAT 8/9' and the title 'Educator Question Bank'. Below the title is the tagline 'Create custom, targeted question sets to improve instruction'. There are two white buttons with rounded corners: 'Find Paper Version' with a paper icon and 'Find Digital Version' with a computer monitor icon. The bottom section has a white background and features a magnifying glass icon over a computer monitor, followed by the text 'Filter to help you choose the right questions'.

Thousands of PDF exportable practice SAT Suite questions

# Educator Question Bank – 2

## Educator Question Bank

✓ Assessment:

SAT | [Change](#)

✓ Test:

Math | [Change](#)

Find questions by Domain  
Scores:

- ☐ Algebra
- ☐ Advanced Math
- ☐ Problem-Solving and Data Analysis
- ☐ Geometry and Trigonometry

Cancel

Search

✓	ID #	Difficulty ?	Domain ?	Skill ?
<input type="checkbox"/>	6d99b141	■■■	Geometry and Trigonometry	Lines, angles, and triangles
<input type="checkbox"/>	e10d8313	■■■	Geometry and Trigonometry	Lines, angles, and triangles
<input type="checkbox"/>	bcb66188	■■□	Geometry and Trigonometry	Right triangles and trigonometry
<input type="checkbox"/>	f88f27e5	■■■	Geometry and Trigonometry	Lines, angles, and triangles
<input type="checkbox"/>	5207e508	■□□	Geometry and Trigonometry	Lines, angles, and triangles
<input type="checkbox"/>	f67e4efc	■■□	Geometry and Trigonometry	Area and volume
<input type="checkbox"/>	e5c57163	■■■	Geometry and Trigonometry	Area and volume
<input type="checkbox"/>	33e29881	■■□	Geometry and Trigonometry	Right triangles and trigonometry
<input type="checkbox"/>	5252e606	■□□	Geometry and Trigonometry	Area and volume
<input type="checkbox"/>	5afbdc8e	■■□	Geometry and Trigonometry	Area and volume
<input type="checkbox"/>	c8d60e48	■□□	Geometry and Trigonometry	Lines, angles, and triangles
<input type="checkbox"/>	947a3cde	■■■	Geometry and Trigonometry	Lines, angles, and triangles



# Educator Question Bank

Educators can export the questions in one of three forms:

- ☐ No correct answers or explanations
- ☒ With correct answers and explanations
- ☐ Without answers or headers

Export PDF

## Question ID bcb66188

Assessment	Test	Domain	Skill	Difficulty
SAT	Math	Geometry and Trigonometry	Right triangles and trigonometry	<div><div></div><div></div><div></div></div>

ID: bcb66188

Triangle  $FGH$  is similar to triangle  $JKL$ , where angle  $F$  corresponds to angle  $J$  and angles  $G$  and  $K$  are right angles. If  $\sin(F) = \frac{308}{317}$ , what is the value of  $\sin(J)$ ?

- A.  $\frac{76}{317}$
- B.  $\frac{308}{317}$
- C.  $\frac{317}{308}$
- D.  $\frac{317}{76}$

ID: bcb66188 Answer

Correct Answer: B

Rationale

Choice B is correct. If two triangles are similar, then their corresponding angles are congruent. It's given that right triangle  $FGH$  is similar to right triangle  $JKL$  and angle  $F$  corresponds to angle  $J$ . It follows that angle  $F$  is congruent to angle  $J$  and, therefore, the measure of angle  $F$  is equal to the measure of angle  $J$ . The sine ratios of angles of equal measure are equal. Since the measure of angle  $F$  is equal to the measure of angle  $J$ ,  $\sin(F) = \sin(J)$ . It's given that  $\sin(F) = \frac{308}{317}$ . Therefore,  $\sin(J)$  is  $\frac{308}{317}$ .

Choice A is incorrect. This is the value of  $\cos(J)$ , not the value of  $\sin(J)$ .

Choice C is incorrect. This is the reciprocal of the value of  $\sin(J)$ , not the value of  $\sin(J)$ .

Choice D is incorrect. This is the reciprocal of the value of  $\cos(J)$ , not the value of  $\sin(J)$ .

Question Difficulty: Medium

# Technology Requirements

# Ensure Devices Meet Requirements



Personal **or** School Managed:  
Lap/Desktop (Mac/Windows)  
Tablet (iPad/Windows)

**School-Managed** Chromebook



Device should  
be able to hold  
a charge for 3  
hours



Device must be  
able to **connect**  
to Wi-Fi

For more information visit: <https://bluebook.collegeboard.org/technology/devices/requirements>

# 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.

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

Bandwidth Requirements	
Test	Bandwidth
SAT School Day	200 Kbps

**There will be a Technology Coordinator Webinar that will go in-depth into tech content.**

# Resources

# New Interactive Checklist Tool



This new tool is designed to help schools organize the tasks they need to complete for Spring 2024 test administration.

Coordinators will:

- Receive one-click access to their online, school-specific checklist.
- Receive automated email reminders, with one-click reply options – done, in-progress, or need help – no logins needed!
- Tracks tasks completion and lets College Board know if support is needed.



# Update Your Coordinator Form



Self-service form to update coordinator contact information

To add a new SSD Coordinator, you will also need to follow the process to establish a new SSD coordinator in SSD Online.

[bit.ly/UpdateYourCoordinator](https://bit.ly/UpdateYourCoordinator)

The screenshot shows the 'State Testing School Contact Update Form' on a blue background. At the top is the College Board acorn logo. The title 'State Testing School Contact Update Form' is in white. Below it, a paragraph explains the form's purpose: 'This form is to capture updates to your school's testing staff after fall establishment activities are complete. Please allow 36 - 48 hours for all College Board systems to update after submission.' The form fields are on a white background. The 'AI Code' section includes a description of the code and a link to a search page, followed by a text input field. The 'School Name' section has a text input field. The 'Submitter name' section has a text input field. The 'Submitter Email Address' section has a text input field. The 'State' section has a dropdown menu with 'Select' as the current option. A note at the bottom states that West Virginia users should not fill in this form and provides a link to the response page.

**State Testing School Contact Update Form**

This form is to capture updates to your school's testing staff after fall establishment activities are complete. Please allow 36 - 48 hours for all College Board systems to update after submission.

**AI Code**  
The Attending Institution Code (AI code) is a College Board specific code assigned to each school. It is 6 numeric digits, and is not your state or district building identification number. If you don't know your AI code, search here:  
<https://collegereadiness.collegeboard.org/k-12-school-code-search>

**School Name**

**Submitter name**

**Submitter Email Address**

**State**  
Please select the state your school is located in.

If you are located in West Virginia, please do not fill in this form. Visit <https://forms.office.com/pages/responsepage.aspx?id=S7AZ4AwzekaLrgn7FzdNalmp95HIU9JLoxrnvzH1CahUNDZLSjJOSUFMWExLnkZOTDY5QzY0VFozSCQlQCN0PWcu> to complete your updates.

Select

# Training Offerings for Testing Staff

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



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# Ohio Spring SAT School Day Customer Support

**Phone:** (866) 609-2205

**Email:** [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org)

**State Resources**  
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# Questions & Answers