

## Ohio SAT® School Day Coordinator Checklist

Use this checklist to make sure you've accomplished all the tasks required to prepare for this spring's testing in the paper mode. You may choose to do things at different times; be aware of deadlines.

### September - January – Suggested Readiness Activities for SAT School Day

Complete	Activity
<i>General Readiness Activities</i>	
	Schools provide information to identify test day staff, testing mode, and testing dates.
	Ensure new SSD coordinators get access to SSD Online by submitting the request form available at <a href="http://www.collegeboard.org/ssd">www.collegeboard.org/ssd</a>
	SSD coordinators should begin requesting new College Board accommodations and review existing accommodations in SSD Online.
	Create a College Board professional account, at <a href="http://www.collegeboard.org">www.collegeboard.org</a> if you don't have one.
	Submit an off-site testing plan if testing at a location other than your school.

### 3-4 Weeks Prior to Test Day – Suggested Readiness Activities

Complete	Activity
<i>General Administrative Activities</i>	
	Complete the online test coordinator training at <a href="http://www.collegeboard.org/ptat">www.collegeboard.org/ptat</a>
	Identify your students who are testing and create a Master Student List.
	Create room rosters by assigning students to testing rooms.
	Estimate how many standard and accommodated rooms you'll need based on the number of students testing. Identify which rooms in your facility can be used for testing.
	Designate a secure area for receiving, checking, and storing your test materials.
	Reschedule lunch for all participating students, if necessary. (You won't be able to break for lunch during testing.)
	Arrange to minimize distractions: no fire drills or other disruptive events should be scheduled for test day. Bells and announcements should be silenced while testing is in progress.
	Plan activities for students who won't be testing, such as field trips, practice testing, an alternative school schedule, etc.
	Plan for your preadministration session.
	Make a list of available staff and what role they should fill. Use the number of testing rooms and their capacity to determine testing room assignments. Include any needed support staff for accommodated testing.
<i>Working with Students and Staff</i>	
	Work with your SSD coordinator to review the NAR to ensure all students testing with accommodations and/or supports, including SAAs and EL 50% time and one-half support, are included.
	Work with the SSD coordinator to identify students, if any, who will need support staff such as readers, scribes, or sign language interpreters. Recruit staff to fill these positions.
	Review the Testing Staff Agreement with testing staff.
	Distribute Student Guides and student data privacy notice to students.
	Distribute and collect consent forms.
	Notify your school population of modifications to the normal school day.
	If you have students approved for the pre-recorded audio (MP3) format, work with the SSD coordinator to make sure the streaming application has been installed and tested on all computers to be used for testing. Ensure proctors have necessary access to the streaming application.

## 2 Weeks Prior to Test Day

Complete	Activity
<i>General Administrative Activities</i>	
	Plan test day schedule and accommodated testing window schedule.
	Update Master Student List and room rosters as necessary to include newly enrolled students and any additional approved accommodations or EL supports needed.
<i>Working with Students and Staff</i>	
	Notify school staff of testing room assignments and alternative arrangements for non-testing students.
	Schedule and conduct staff training.
	Confirm consent. Apply pre-ID labels to answer sheets and help staff conduct your preadministration session.

## 1 Week Prior to Test Day

Complete	Activity
<i>General Administrative Activities</i>	
	Review and print your NAR to make sure you have planned for all students approved to test with accommodations and supports.
	Revise room rosters, if needed.
	If students are using student-provided bilingual dictionaries, collect them and confirm they don't include any improper writing or pages. You will redistribute to students on test day.
	Prepare testing room packets for proctors.
	Ensure that testing room arrangements align with seating policies.
	Call UPS at 800-PICK-UPS (742-5877) to arrange pickup of materials on test day.
	Make sure computers are provided in testing rooms for students approved to use them.
	Test the equipment to be used for pre-recorded audio (MP3) or assistive technology-compatible (ATC) testing.
	Check test materials within 24 hours of receipt.
<i>Working with Students and Staff</i>	
	Review facility preparation with custodial staff.
	Hold a brief assembly with students who are testing to prepare them for test day.
	Review assignments with staff. Ensure all proctors have reviewed scripts associated with their room types.
	Conduct the preadministration session if you haven't already.
	Notify students of when and where to report on test day. Post testing room assignments.
	Post room assignments for non-testing students, as necessary.

## On Test Day

Complete	Activity
<i>General Administrative Activities</i>	
	Make sure that all announcements and bells are discontinued for the duration of testing.
	Complete and distribute your testing room packets to proctors.
	Maintain security in your school and support testing staff while testing is in progress.
	Report test administration irregularities (if any).
<i>Working with Students and Staff</i>	
	Remind staff to cover any instructional materials in the testing rooms before admitting students.
	Admit students to the testing area/rooms. Annotate your Master Student List or have staff annotate room rosters as students check in.
	Post any revised testing room assignments and room assignments for non-testing students.

## After Testing is Complete

<b>Complete</b>	<b>Activity</b>
<i>General Administrative Activities</i>	
	Collect materials from proctors.
	Prepare materials for return.
	Make copies of key forms and store securely.
	Request makeup materials, if necessary.