CollegeBoard

**IDAHO**

# Coordinator Implementation Handbook

**SAT School Day**

## Contents

## General Information for 2024

The Idaho State Department of Education (SDE) is providing the SAT® in spring 2024 for public school students in the 11th grade and, if they have not previously taken the SAT in Idaho, in 12th grade as well.

This Implementation Handbook applies to the administration of the Idaho-provided SAT School Day for spring 2024 only.

The 2024 Idaho SAT School Day will be administered digitally during the state's chosen testing window of March 4–April 19.

- We recommend that schools plan to test all students by April 12.
- We recommend that schools reserve the week of April 15 to test students who were absent and students who experienced testing irregularities.
- Schools may administer the test to their entire student body of test takers on a single day within the testing window or test multiple subsets of their student body of test takers on multiple days within the testing window.

## Getting Assistance

- **District Test Coordinator (DTC):** For guidance and assistance with testing, planning, and district policy questions.
- **Customer Service:** Idaho SAT School Day Support, 866-253-0385 or **IdahoSDSupport@collegeboard.org** for technical questions and implementation support.
- **Field Team:** Lee McIlroy, **lmcilroy@collegeboard.org**
- **Idaho State Department of Education:** Ayaka Nukui, **anukui@sde.idaho.gov** for state policy questions and testing population requirements.

# Coordinator Interactive Checklist

The Interactive Checklist Tool for test coordinators is designed to help schools organize the tasks they need to complete for spring 2024 test administration. Schools receive:

- A school-specific checklist.
- Automated email reminders, in which they can mark tasks as complete or let College Board know they need support.

DTCs will have access to a district-level dashboard to monitor their schools' progress on preparation activities.

# Updates and Reminders for Spring 2024

The SAT Suite of Assessments is now offered digitally for all assessments. While the transition to digital brings a number of student- and educator-friendly changes, many important features of the SAT have stayed the same. That said, we're not simply creating a digital version of the current paper and pencil tests—we're taking full advantage of what digital testing makes possible. The digital tests will be easier to take, more secure, and more relevant.

- Nearly all materials for staff and students are digital. College Board will still ship linear paper test materials for students with those accommodations.
- Testing staff use Test Day Toolkit, a web-based application, to administer the test. Test Day Toolkit requires a College Board account and can be used on any personal or school-provided device that connects to the internet.
- Students use the Bluebook™ testing application to take the test on Mac and Windows devices, iPads, and school-managed Chromebooks.
- Students will find full-length practice tests in Bluebook and can preview and try the testing tools available on test day, so they have more places and ways to practice.
- Students will have more time, on average, to answer each question, meaning that, more so than ever before, the tests measure your skills and knowledge, not test-taking speed.
- In the Reading and Writing section, there are shorter reading passages, and only 1 question tied to each passage.

- Bluebook has a built-in Desmos calculator. Students can use this or their own approved calculator for the entire Math section.
- The digital test is more secure because every student will have a unique test form, so it will be practically impossible to share answers.
- Bluebook times each student individually, so they'll start the test, take breaks, and complete testing at slightly different times.

# Schools and Testing Situations

## Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Test coordinators will receive email confirmation of their school's AI code beginning in January. The AI code connects student data to schools.

## Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location.

To request an off-site testing location:

1. Identify the number of locations that you'll need for off-site testing.
2. Submit the online off-site form available at **sat.org/offsiterequest** with the required information. You'll receive email confirmation of your off-site request once your form is submitted.
3. Complete your off-site requests no later than midnight ET, March 1, 2024.

A few things to note about off-site testing:

- Each off-site location must be assigned an off-site test coordinator who is responsible for ensuring that the test location meets the digital testing policies and technical specifications, such as room configuration, seating, and test day staffing as described in the coordinator manual. Off-site test coordinators are responsible for knowing which students are testing at their location. An off-site technology monitor may be needed to staff a help room and assist students with basic troubleshooting.
- Off-site testing locations must have Wi-Fi networks that meet bandwidth and configuration requirements as outlined on **cb.org/bluebook-networks**. Off-site testing staff should ensure that they have access to the off-site location's guest network name and password, back-up devices (fully charged with Bluebook installed), additional device chargers, and extra power supplies as needed.
- Email communications for the test administration will be sent to the primary AI test coordinator. The primary AI test coordinator is responsible for provisioning off-site testing staff access to Test Day Toolkit and for ensuring the off-site test coordinator has student sign-in tickets for test day.
- If a student is approved to test with paper test materials, the materials will be shipped to the AI location. The test coordinator at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location. Students approved for paper testing will identify their answers in the test book, and testing staff are required to transcribe the multiple-choice responses into Bluebook once testing is complete. The off-site test coordinator must ensure paper test materials are securely transported back to the AI location or returned directly to College Board.

# Identifying and Preparing Testing Staff
## Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. Test coordinators and the Services for Students with Disabilities (SSD) coordinators must each have a College Board professional account to access certain tools for the administration. To create an account, go to **collegeboard.org**, click **Create Account**, and follow the instructions. **Click here for help creating an account.** An educator needs to create an account only once.

Test day staff will use their College Board professional accounts to access the following tools and services:

- Test Day Training: Access to training on how to plan and administer the test.
- K–12 Score Reporting Portal: For access to detailed roster report and test scores.
- SSD Online: Required to submit requests for accommodations and certain English learner supports.

**NOTE:** To access College Board's SSD Online system, the SSD coordinator will need to fax the **SSD Coordinator Form**, signed by the school principal, to College Board's Services for Students with Disabilities at 866-360-0114.

## Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:

- They've taken any College Board test within 180 days of the SAT School Day administration.
- They're engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- Test coordinators and technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing. Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in cancellation of the student's score.

## Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, a technology coordinator, proctors for each testing room, necessary room and hall monitors, and a technology monitor. College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities and English learner (EL) students who require additional supports is planned for and administered effectively.

Test coordinators and proctors will use Test Day Toolkit to administer the test to students. Educators will receive access to Test Day Toolkit about six weeks prior to the start of Idaho's testing window. For more information about Test Day Toolkit, visit **satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit**.

| Role | Responsibility | Identify to College Board? |
|------|----------------|---------------------------|
| SAT Test Coordinator | Responsible for coordinating the SAT administration for all students. | Yes |
| Backup Test Coordinator | Responsible for coordinating the SAT School Day assessment administration if the regular coordinator is not available. | No |
| SSD Coordinator | Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities. | Yes |
| Technology Coordinator | Makes sure the school's technology and network infrastructure can support digital testing, including student testing devices, test coordinator and proctor devices, and the school's network. Also supports technical troubleshooting on test day(s). Can be someone at a school or district level. | Yes |
| Proctor | Responsible for conducting a secure, valid administration in the testing room. | No |
| Room Monitor | Responsible for assisting the proctor with activities and monitoring students in the testing room. | No |
| Hall Monitor | Responsible for monitoring the hallways on test day. | No |
| Technology Monitor | Responsible for staffing the help room for the duration of testing and providing technical troubleshooting for students and staff. | No |

The contact information for the SAT test coordinator, SSD coordinator, and technology coordinator were collected in the survey sent from the **IdahoSDSupport@collegeboard.org** email address in September. Staff members can serve multiple roles, if necessary.

If the contact information for the Idaho SAT School Day test coordinator, SSD coordinator, or technology coordinator changes, please use the **Contact Update Form**.

## Training

Test coordinators are required to participate in test day training modules available online. College Board will share these modules with coordinators in February.

Idaho SDE and College Board provide other training via optional in-person and webinar workshops to help SAT test coordinators and SSD coordinators prepare for implementation. Additional information regarding these webinars will be shared in the Idaho Assessment & Accountability Newsletter.

## Publications

Schools will no longer received printed manuals to support testing staff in their test administration. College Board will provide more focused PDFs, each addressing more specific aspects of test preparation and administration, that will be distributed from the **IdahoSDSupport@collegeboard.org** email address and via the Idaho Assessment & Accountability Newsletter closer to test day. Titles for these guides may include:

- *Test Coordinator Manual*
- *Proctor Manual*
- *Accommodations Guide*
- *Technical Troubleshooting Guide*

# Registration

Do **not** place orders directly with College Board in the test ordering site for Idaho SAT School Day, as that site is reserved for schools ordering outside of a state contract. Training workshops and webinars in January 2024 will review bulk registration and updating procedures using the new State Data Management System (SDMS) supporting digital testing.

# Testing with Accommodations and Supports

## Testing Students with IEPs and 504 Plans

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board's online system, SSD Online. The window to request accommodations opens in November and closes February 20, 2024. **Requests must be submitted by the school the student is attending.**

When requests are submitted, students will receive approvals in SSD Online for the accommodations that align with their Individualized Education Plan (IEP) or 504 plan and will result in college and scholarship reportable scores. Some students will receive different accommodations on digital tests due to the nature of the assessment:

- Students approved for a human reader, pre-recorded audio, or braille test with a screen reader (text-to-speech) can use their own third-party technology or the screen reading functionality on their devices.
- Students approved for a scribe test with dictation (speech-to-text). Students can use their own third-party technology or the dictation or speech recognition functionality on their devices.
- If you have a student who wants to continue testing with the format they're approved for (e.g., human reader, braille, etc.), please submit the change in SSD Online or have the student contact SSD as soon as possible before your selected start date for testing. Except for students approved for braille, these students will still test digitally.

Also note that while some accommodations (e.g., permission for food/drink/medication) can be administered in the standard testing room, other accommodations (e.g., small-group testing) must be administered in rooms separate from the standard rooms.

Once approved, students remain approved for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student's IEP or 504 plan changes, the SSD coordinator must modify the requested accommodations in SSD Online.

## Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations.

## Administering Accommodations

The *Accommodations Guide* will have extensive information about different timing configurations for each section depending on the approved accommodations for each student. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test (including breaks); more time needs to be scheduled in the day to account for administrative activities.

Because the digital tests are shorter, most students, including those approved for double time, test in 1 day.

| Test Duration | |
| --- | --- |
| **Timing** | **SAT (Including Breaks)** |
| Standard Time | 2 hours, 24 minutes |
| Reading: Time and One-Half | 3 hours, 41 minutes |
| Reading: Double Time | 4 hours, 58 minutes |
| Math: Time and One-Half | 3 hours, 4 minutes |
| Math: Double Time | 3 hours, 39 minutes |

# EL Supports

English learners will be able to utilize EL supports for the spring Idaho SAT School Day administration. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use one or any of these supports in combination. EL students will receive college reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

**Use of an approved word-to-word bilingual dictionary:**

- List will include approximately 100 dictionaries for spring 2024.
- Use of dictionary does not require an approval by College Board.
- The approved list is available at **satsuite.collegeboard.org/k12-educators/ administration/sat-school-day/ordering/english-learner-supports**

**Use of translated test directions:**

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board will also support "on the fly" translations of directions by district-approved translators.
- Use of translated test directions does not require approval by College Board.
- Translations will be available in February 2024 to print.

**Use of time and one-half:**

- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online. Students will be automatically approved and no supporting documentation is required. Students can request time and one-half for EL students starting in January 2024.
- EL students using time and one-half can be tested with other students testing with the same timing.

# Practice Resources

There are a variety of practice options available to students before test day. Schools can share these with students to help them feel prepared and know what to expect on the test.

- Students can download Bluebook at **bluebook.app.collegeboard.org** for the following resources:
  - **Test Preview:** A short set of untimed questions lets students experience digital testing and try out the tools. They will not receive scores or any feedback on their answers.
  - **Full-Length Practice:** These tests are timed like a real test, except students can move forward from one section to the next before time expires. Full-length practice scores will be available in Bluebook. Sign-in ticket login credentials are used to access Bluebook and the in-app practice tests. After finishing the practice test in Bluebook, students can use the same sign-in ticket log in to **My Practice** at **mypractice.collegeboard.org** to view their score results and their practice exam questions, answers, and their explanations. As always, students can also later log in to their personal accounts for additional insights about their practice results.
- Students can use Official Digital SAT Prep on Khan Academy® at **khanacademy.org/sat** to get customized practice that includes videos, articles, and worked examples designed to help them understand and experience what's new about the digital SAT Suite.
- Paper practice tests are available for students who will be testing with accommodations that require a paper format, or for students who are just looking for additional sample questions.
- More information about practicing with assistive technology is available at **bluebook/collegeboard.org/students/accomodations-assistive-technology**.

More information about practice resources for students is available online at **satsuite.collegeboard.org/digital/digital-practice-preparation**.

# Planning Your Space

To prepare for test day, you will:

- Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
- Make sure all testing staff have a device with access to Test Day Toolkit.
- If your school is supporting away students, make sure the local network is accessible to them or there is a public network they can join.
- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If possible, reserve a room for students who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.

To promote an effective and secure administration, testing rooms must fulfill these requirements:

- The chairs have backs.
- Seats face the same direction.
- Students can't easily see each other's screens.
- You have unimpeded access to every student and can easily see them.
- Students are separated by at least 3 feet on the right and left (measured from center of desk).

- Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
- Tables that seat more than 1 student have enough space for students to sit 3 feet apart.
- Students have a large, smooth writing surface, such as a desk or table.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Students won't be seated at round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab.)
- It has a clock that's visible to all students.
- It doesn't have visible maps, charts, or other teaching materials.
- Power outlets are available and easily located.

# Digital Readiness Check

With the shift to digital testing, schools administering SAT School Day will complete a digital readiness check. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible. The school testing team should complete the digital readiness check ideally no later than 1–2 weeks before testing. Schools need to complete a digital readiness check for each test administration within the window.

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.
- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).
- Make sure Bluebook is installed on managed devices properly.
- Gauge network readiness.

Please see the manuals for more information about the readiness check.

# Postadministration Activities

For most students testing digitally, testing staff will have relatively few activities to complete when testing is concluded. The manuals will contain information for testing staff regarding the submission of Irregularity Reports and additional steps to take to support rescheduling and retesting students who require it.

More information about after test day activities and scores will be available closer to test day.