

Spring 2025 Idaho SAT® School Day **Coordinator Workshop**



Testing Window

Available Dates and Scheduling

- Today's session is focused on the Idaho SAT School Day provided by IDSDE for Grade 11 Students as well as grade 12 students who have not yet been able to take the SAT
- Test students on any school day(s) during the window
- Make-up and re-testing dates may also be scheduled for any school day(s) during the window
- Schools may test morning, afternoon, or both to provide multiple sessions in a single day
- Make certain to take into account your spring break and student/staff-observed holidays

SAT School Day	March 3 – April 30, 2025	
Please reserve the final week of the window for make-ups and re-tests		

Before We Start

A Critical Note about Student Personally Identifiable Information (PII)

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email.**
- Student PII includes:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
 - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.



The Idaho College Board & IDSDE Team

Your Team at School

Introductions & Orientation

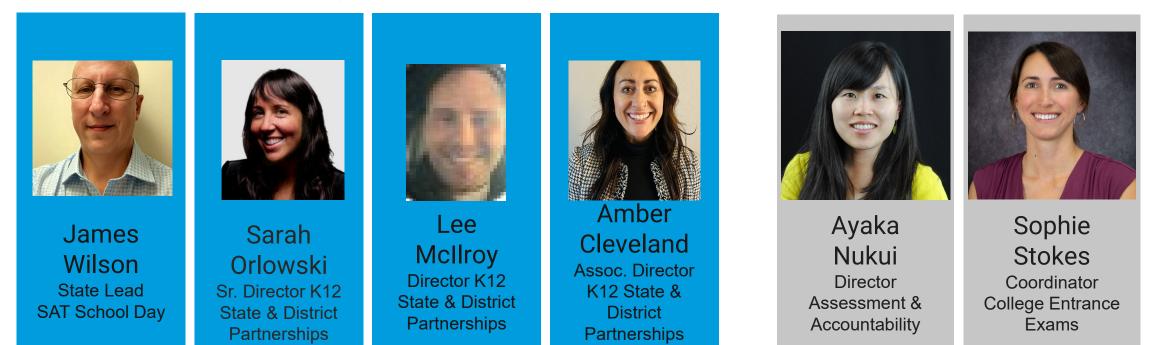
SAT Suite Support

College Board

 $\mathbf{\hat{\nabla}}$ CollegeBoard



IDSDE



Who to contact, when, and how

State Policy/Procedure Question?

(i.e., not related to College Board policy or systems)

IDSDE:

Sophie Stokes 208-332-6948 <u>sstokes@sde.idaho.gov</u>

* **For example:** not completed onboarding survey, not completed training, lack of Test Day Toolkit activity preparing for testing, etc.



CollegeBoard

Your State Implementation Team

- Receives questions from IDSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- May reach out proactively if systems monitoring raises concern*

<u>College Board</u> Policy/Procedure Question (including troubleshooting)?

- 866-253-0385
 IdahoSDSupport@collegeboard.org
- This state contract-specific customer support is the fastest way to have your question heard and responded to.
- Please specify your state in the opening of your call or email.

Your Team: Testing Staff Roles and Responsibilities

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 sign-in tickets
- Submits irregularity reports



20

Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC and Technology Coordinator to administer the SAT to students testing with accommodations

Testing Staff Roles and Responsibilities Overview

Technology Coordinator

- Works with STC and SSD coordinators to meet students' test day tech needs
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing

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Tests network configuration and internet connectivity in each testing room

Technology Monitor

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school tech coordinator or another staff member

 Starts and monitors the test using Test Day Toolkit

Proctor

- Actively monitors the room, assists students as needed, keeps room distraction free o
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit

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Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

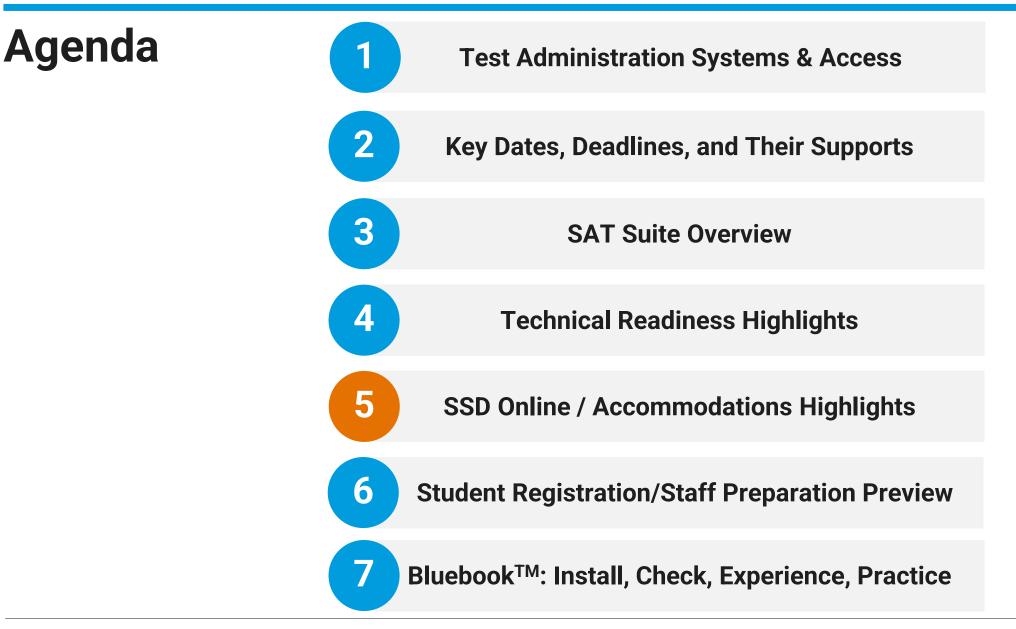
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Processing & preparing changes in coordinator-level roles

Keeping College Board informed and your testing staff trained

- As soon as you have a change in principal or coordinator (primary or backup, whether test, tech, or SSD), please submit those changes through College Board's <u>update your coordinator form</u>
- Submitting these changes will result in:
 - New staff receiving future newsletter and announcement distributions
 - Removed staff no longer receiving newsletter and announcement distributions
 - Note: school test coordinators remain responsible for assigning/re-assigning interactive checklist tasks
- New coordinators are expected to:
 - Engage with prior training through recordings and posted presentation decks
 - Participate in future trainings (in-person, virtual, and on-demand)
 - Close gaps in understanding by attending your state's College Board field team's office hours





Test Administration Systems

SSD Online, State Data Management System, Test Day Toolkit, Bluebook, and their interaction

Student Data Flow Across College Board Systems

your role)

Manage

Submit

Student Registration Data via School or District Upload (specific to spring SAT Suite admin)

Next Day

pending

Approval

Student Accommodations Data via SSD Online (available for all College Board assessments)

CollegeBoard

Test Day Toolkit **State Data Management** School and test System student registration Review student registration and accommodations data 1 full and sign-in tickets business day for accuracy Start and proctor exam, submit Force Match • accommodations irregularity reports Waive Accommodations for the Spring SAT Suite only (does not affect other Bluebook tests) Individualized exam Effect student transfers for each student that 1 full View student testing status corresponds to business day at school, district, and/or Test Day Toolkit state level (depending upon registration and

sign-in ticket

12

Administer/Test

Have You Updated Your College Board Account Yet?

Accessing these College Board systems require a current professional account updated for 2025 following these 4 simple steps:

- 1. Sign in to your account with your current credentials.
- 2. Verify your email address:
 - ✓ Please use your official, valid WORK email address
- 3. Create a password.
- 4. Add and verify a mobile phone number (optional).
- 5. Opt-in to multifactor authentication (MFA) for added security.

College Board educator accounts have been updated to a more modern, improved user experience.

You'll now log in using a unique and valid email address instead of a username.

Updating your account takes less than three minutes!

Complete this process by December 31, 2024.

Update Your Account Today!



College Board Educator Account

Your College Board Educator Account is your ticket into a variety of College Board systems and processes

If you already have a College Board Educator account, you must update your account using the steps provided on the previous slide.

- The email address you use must be your professional school or district provided email. Do not use a personal email address to access College Board systems.
- If you do not remember your password, please use this **Forgot Password** feature.

If you do not already have a College Board educator account, you will need to create one here.

For all users, the email associated with your account should be your professional school or district provided email address and must match the email that was:

- Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September, or
- Submitted later to College Board's <u>Update Your Coordinator Form</u>



Key Dates and Deadlines

Working toward test day: activities & training

In-person training to support these activities

- Spring 2025 Idaho SAT® School Day Coordinator Workshops November 12 - 14 Subsequent Webinar and Posted Recording
- <u>SSD Coordinator Training Webinar</u>
 <u>December 12, 9:30-11:30AM</u>
 Online (Link will be in newsletter, e-announcements, and posted <u>here</u>)

<u>Test Coordinator Training Webinar</u> January 22, 9:30-11:30AM & 1:30-3:30PM Online (Link will be in newsletter, e-announcements, and posted <u>here</u>)

<u>Virtual Office Hours</u>

Beginning mid-February through the end of testing

OTHER GOLD SOURCE RESOURCES:

- IDSDE Assessment & Accountability Newsletter and <u>CEE Webpage</u>
- <u>IdahoSDSupport@collegeboard.org</u> distributed info / materials

11/12

Begin review of prior and submission of new accommodations SSD Online

01/13

Deadline for submitting accommodations

02/03

State Data Management System (SDMS) & Test Day Toolkit available

02/05

On-line, On-Demand training modules available for testing staff, including proctors and monitors

03/03

Testing Window opens. Deadline for any changes to a student's SDMS record is 1 full business day before testing.

04/30



Interactive Checklist

An Overview

Interactive Checklist

Key Points regarding implementation for school-level staff

Specific to you and your school/program's administration:

- **Primary** Test Coordinator will receive an interactive checklist for **each** school/program they serve in that capacity
- Primary Test Coordinators may delegate tasks within their checklist to other coordinators on their team (e.g., their backup test coordinator, SSD coordinator, tech coordinator, etc.)
- Task notification and weekly project overview emails
 - Sent to the primary Test Coordinator or the individual to whom they assigned the task
 - Only the individual responsible for the task (either the primary coordinator or their assignee) can mark a task complete
 - The individual responsible for the task can set the frequency for reminder emails

Introduction & Instructions:

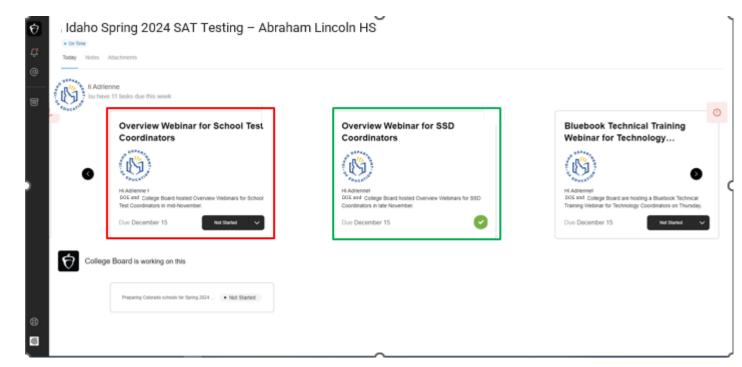
- A welcome email and initial tasks will launch November 20 from IdahoSDSupport@collegeboard.org
- A preview of the checklist is provided in the six slides that follow

Project Plan View

After clicking "View Project", you will see the **Project Plan** for your role(s).

- Overdue tasks are outlined in **red**.
- Complete tasks are outlined in green.
- Open tasks are outlined in grey.
- If you can't start a task yet, you'll see a symbol. They appear for your awareness, but there's no action to take at that moment.
- You can update task status using the button at the bottom of the task card.

If you want to see more information about a task, click on the task card.



We recommend you bookmark your project plan for easy access.

Detailed View of Task Card

If you click on the **task card**, you will see **detailed information** about that task.

This includes:

- Instructions for completing the task;
- Links that may be needed;
- **Deadline** for task completion;
- **Status button**, to update task status.

Not Started	
Overview Webinar for School Test Coordinators	Not Starled V
N N N N N N N N N N N N N N N N N N N	Due
	December 15
	Assigned to ~
* COUCATIO	Adrienne Customer
Hi Adrienne I	Project Guide
	College Board's
IDSDE & College Board hosted Overview Webinars for School Test Coordinators in mid-	Support Team
November.	Milestone
 If you attended one of the live webinar sessions, please mark this task as complete. 	Introduction
 If you did not attend one of the live webinar sessions, please watch the recording here. 	
After you have watched the recording, please mark the task as complete.	Dependency
	Send Overview Webinar for TC coordinator task-12/6
If you have any questions, we're here to help!	
	Priority
Thanksl	Medium
The College Board's Idaho Support Team	Start Date
866-253-0385	Tue, Dec 5, 2023
IdahoSDsupport@collegeboard.org	
Attachments	
+ Add Ble	

Task Notification Email

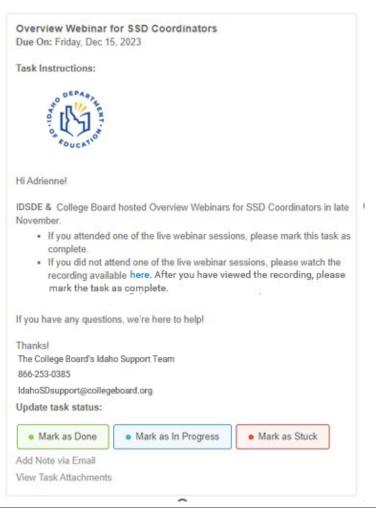
You will receive a custom **task notification email** for each task need to complete. The email includes directions and relevant links.

Through this email, you will provide a status update – done, in progress, or stuck.

- Marking a task as **done** lets us know you're finished with that task.
- Marking a task as **in progress** lets us know you're working on that task.
- Marking a task as **stuck** lets us know you need help.



Your task assignments for Idaho Spring 2024 SAT Testing Abraham Lincoln HS



When You Are Stuck

When you **mark a task as stuck**, you'll see a popup where you'll be asked to tell us more about the difficulty you're having. Providing this information will help us provide you with targeted support.

Once you click "Mark Task as Stuck," a support ticket will be opened with the Idaho Customer Service team.

Task Name:	Overview Webinars for SSD Coordinators
Assignee:	Adrienne Kupper
Description:	IDSDE and College Board hosted Overview Webinars for SSD Coordinators in late November.
	 If you attended one of the live webinar sessions, please mark this task as complete. If you did not attend one of the live webinar sessions, please watch the recording here. After you have viewed the recording, please mark the task as complete.
	If you have any questions, we're here to help!
	ck description to your Onboarding Guide of what is keeping you from ard
moving forwa	
moving forwa	

Task Due Date Reminder Emails

If you haven't completed a task, you will receive a **task due date reminder email the day before the task is due**. In that reminder email, you can update the status of the task.

If you haven't completed a task by the due date, you will receive another reminder **the day after the task is due**. You can also update the status of the task in the overdue reminder email.

Reminder for task: Overview Webinar for SSD Coordinators				
Due: 1 December 15, 2023 Description:				
Please complete the "Overview Webinar for SSD Coordinators" task. Please update the task status to "Done" when you are finished of let us know need help by clicking "Stuck."				
Project: Idaho Spring 2024 SAT Testing – Abraham Lincoln HS				
Done Working On It Stuck				

Project Overview Email

Each Monday you'll receive a **project overview email**. In this email you will see:

- Project completion percentage: this lets you know how far along you are with your completed tasks. This number will change as we add more tasks to your plan.
- **Upcoming tasks:** these are tasks that you should be working on, along with their due dates.
- **Overdue tasks:** these are tasks you haven't completed but which were already due, along with their due dates.

If you completed a task, it won't appear on your project overview email. (If you're all caught up, you may receive an email that doesn't show any upcoming or overdue tasks.)



Your overview for Idaho Spring 2024 SAT Testing – Abraham Lincoln HS

Project Manager: College Board's Idaho Support Team <u>SCPM@collegeboard.org</u> Status: On Time Complete: 35% Forecasted End Date: April 26, 2024

Current Tasks with Upcoming Due Dates:

Submit College Board-Approved Accommodations Requests Jennifer Jones 2/18/2024

Submit EL Time and One-half Support Requests Jennifer Jones 3/1/2024

Submit State-Allowed Accommodations Jennifer Jones 3/1/2024

Overdue Tasks:

Review existing accommodation approvals in SSD Online for your school and update as necessary Jennifer Jones 1/28/2024

View Project Overview

You received this email because someone you know invited you to collaborate on a project. Update your email preferences or unsubscribe. View our Terms of Service.

GUIDE°



SAT Suite

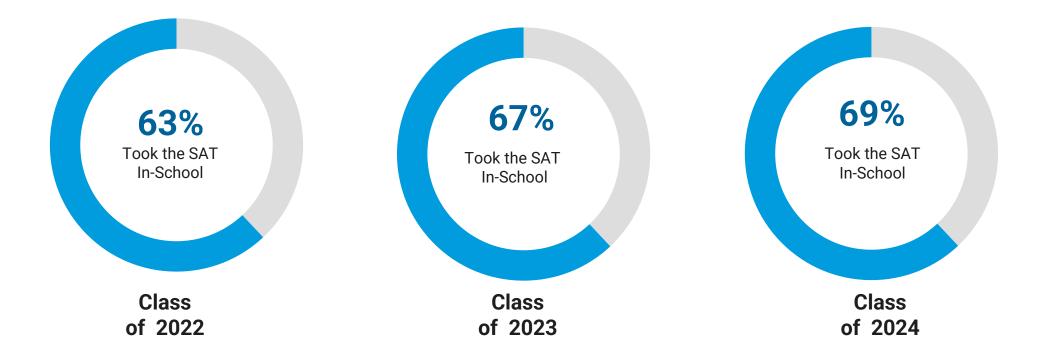
Test Overview

For millions of students, the SAT helps them connect with and stand out to colleges

- The SAT is key to helping identify students from unknown backgrounds and helping them succeed
- The SAT is **more fair than other measures in many ways**, and differentiates beyond (and with) GPA
- Scores should always be in context, and the SAT should not be the only, or even the most, important factor in admissions

Whether scores are required or optional, the SAT remains an important part of the admissions process.

Proportion of SAT takers who take the SAT on a school day



Beyond the Admissions Decision: New Trends in Test Score Use

	€CollegeBo	ard				
	UNIVER ARIZON	RSITY OF				
- Andre	Placement in I		€ Colle	geBoard		
Key Takeaways The University of Arizona uses clear communication with students and counselors to	Overview Public flagship Located in Tuoson, Artz.		UNI	FORD /ERSITY ing Test-Taking Prepares		
highlight how test scores are used and why students should submit them.			Studen	∲ CollegeBoard		
While test scores are used primarily to place students in math courses, fewer students have submitted scores or sat for the institution's math placement exams. This has led to an increase in student	Policy and Prac Test-optional policie Arizona, given the sti such a policy for adm universities. Howeve submitted scores. P	Key Takeaways Samford encourages students to take a standardized test, regurdless of whether they	Institut Ore • Religi affiliar	Beyond the A New Trends i		
placements into introductory math courses. Partnerships with the math department ensure that students receive clear	submitted scores. Pr submitted test score pandemic, that rate c shift in score reports to clarify their score- To clearly communic support students in c	submit it for admission, because it is believed the experience of taking the test will serve students well in the future if/when they apply to graduate school and/or enter	Policy :	At the onset of the pandemic, col quickly pivoted to a test-optional several years later, higher educat about standardized tests and bee deciding how and when they inco how they convey their policies to	admissions model. Now, ion is thinking differently coming more intentional in rporate test scores and students and families.	Participating Institutions Bryn Mawr College Colorado College Samford University
institutional test policy guidance.	University of Arizona website. The Universi clearly communicatin test scores submitte against students.	certain careers. Students who apply without test scores receive a regular cadence of reminders until they submit scores. They are also	Samford i pandemic Samford i optional F they stror	Though many institutions are cla there is considerable variation in valued, considered, and used acr Additionally, colleges vary in how value and use of test scores, imp end up aharing accress in admissi	how test scores are oss institutions. I they communicate the acting how many students	Southern Connecticut State University of Arizona *Additional Institutions to come
Additionally, there has been an increased of channels, including newsletters, works counselors about how test scores are bei	hops, and campus fly-in	encouraged to air for an exam even after they have been admitted if they have yet to take one. As a result, 90% of students have a score on file at the point of enrollment.	general a nursing. A students : students i Samford i is necess	(once they enroll). The following case studies ill environment. Each case study communicating their testing p innovative ways. We selected responses about their use of 1	offers insights into how the policies and how they use tes institutions for the case stud	se institutions are t scores in different and lies based on prior survey
		Admissions advisors and the Academic Success Center staff use test scores as one way to	philosoph admission holistic m the inform decisions	Key Takeaways:		
		monitor students' academic progress in their first and second years. Students can also use scores to test out of certain classes.	successfi the test s they train other part curriculur	Providing clear and detailed information about testing policies builds trust and reduces confusion for students and families, especially when institutions collect access post-	Increased emphasis is being placed on SAT' and ACT scores after the admissions decision- making process. SAT scores can be invaluable for placing students into appropriate	Understanding students' SAT/ACT scores alongside college outcome data can help inform testing policies that align with institutional priorities. Colleges described
				admission, and plan to use them to support the student later, instructions highlighted this transparency and the use of multiple communication methods as key to reaching	courses, particularly in math. Additionally, colleges described how having scores for all or most of the incoming student body, regardless of their use in admissions, helps in	how collecting test scores from ensating students' post- admission decision making increases their ability to predict students' on campus performance, including their
				intervola as key to reading attuding trust, and ultimately, they described an increase in the likelihood of students submitting scores.	undestanding the academic profile of the incoming class, and aids in developing retention models and allocating support resources effectively.	first-year GPA, second-year GPA, credit accumulation,



https://highered.collegeboard.org/ testscoreusecasestudies

Key Findings

Providing <u>clear and detailed information</u> about testing policies builds trust and reduces confusion.

SAT scores can be invaluable for a range of purposes including course placement, understanding the incoming class, developing retention models and allocating support resources.

Understanding students' SAT scores alongside college outcome data can help <u>inform testing policies that</u> <u>align with institutional priorities</u>

The SAT has two modules in each section

Reading & Writing Section

Module 1 Students are given a

broad mix of easy, medium, and hard questions.

Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1 Student's Reading/Writing Score

Math Section

Module 1	Module 2	
Students are given a broad mix of easy, medium, and hard questions.	Students are given a targeted mix of questions of varying difficulties based on their performance in module 1	Student's Math Score

Digital SAT Test Specifications at-a-glance: Reading and Writing







54 total questions

1 section 2 modules – initial & adaptive

64 total minutes

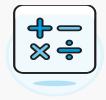
Discrete questions

1.19 min/question

Digital SAT Test Specifications at-a-glance: Math







44 total questions

70 total minutes

1 section 2 modules – initial & adaptive both with calculator

1.59 min/question

Discrete questions

75%: Four-option multiple-choice 25%: Student-produced responses (SPR)

Multi-Stage Adaptive Testing vs Item Level Adaptive Testing

	Multi-Stage Adaptive Testing (MST)	Item Adaptive			
Test Delivery	Sets of questions (called modules)	One item at a time			
Adaptive	Based on how students perform in the previous module	Based on a student responds to each question			
Navigation	Students can review items within a module	Students are not able to go back to a question			
Test Length	Supports shorter test lengths	Supports shorter test lengths			
Examples	GRE, digital SAT	ACCUPLACER, SBAC, NWEA – MAP, NCLEX			

Benefits of Multi-Stage Adaptive Testing



Shorter Tests



More secure testing



Questions are tailored according to students' achievement



Allows disruptions in internet connectivity



Allows students to navigate back to questions within a module



More precise measurement





Technical Readiness for Testing

Devices & Networks

General Device Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility https://bluebook.collegeboard.org/students/approved-devices







Desktop, Laptop, Full-Sized Tablet *

Desktops & Chromebooks must be <u>school managed</u>. (other devices may be personal)

All external mice permitted, tablets only may use external keyboard (required for SAT with essay) Must be charged for **3 hours of battery operation**

(SAT with essay requires 4) or be plugged into a power source.

Students testing with extended time, extended breaks, or breaks as needed must have access to power if needed. Must be able to connect to the school network via ethernet or Wi-Fi.

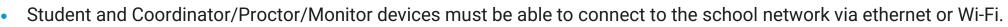
Internet is only needed to start and submit the test.**

 $\mathbf{\hat{\nabla}}$ CollegeBoard

Minimum Screen Requirements: Size = 8" tablet, 10" computer Resolution = 1024x768
 ** Students can continue testing even if internet is lost and proctor loses Test Day Toolkit access

Network Specifications & Requirements

Supporting Bluebook[™] and Test Day Toolkit



- Internet connection is required to start and submit the test only.
- Once started, students may continue testing in Bluebook[™] even if internet is lost and proctor loses Test Day Toolkit access.

Important questions to answer:

- On test day will there be any students or testing staff:
 - Unaffiliated with your institution who need network access?
 - Using a personal device that will need network access?

(You may need provide them with passwords and/or guest access)

- Do you have enough wireless access points (WAPs) in each room to accommodate the students testing simultaneously in that space?
- Have you configured your network to permit the required traffic from Bluebook[™] and Test Day Toolkit to:
 - Bypass your security appliances and software?
 - Be exempt from all SSL/TLS decryption rules if you're certificate pinning?
 - Pass through your 443/TCP port?

Minimum Bandwidth (Download & Upload)

> 200 Kbps (0.2 Mbps)

For up-to-date details and directions on configuring your network, please visit:

https://bluebook.collegeboard.org/t echnology/networks



SSD Online Accommodations

Deadline is January 13 (SSD Coordinator Training December 12)

Accessing SSD Online

General Information

- You must have an updated* College Board professional educator account
 - The email associated with your account must match the email that was either:
 - Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September
 - Submitted later to College Board's <u>Update Your Coordinator Form</u>)
 - Older accounts must be updated to our new user experience
- Once you are approved for access (next slide) you may:
 - Log in directly at ssdonline.collegeboard.org using your College Board professional educator account credentials
 - Access will also automatically appear in your College Board professional educator account under your listed "Tools and Services" pictured here:

CollegeBoard			Welcom
My College Board Profession	nal Acc	rount	
My Concyc Dourd I Toression	101 1 100	JUUIIU	
My Tools And Services			

* Instructions for updating your College Board professional educator account follow the confirming/requesting access slides

Returning SSD Coordinators

Confirm Access

Sign in to your account to get started
Username
Password
Remember Me
Submit
Forgot Username or Password?

- Confirm that you still have access to SSD Online by logging in to your College Board Account at <u>www.collegeboard.org</u>.
 - -If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
 - -Choose SSD Online from your <u>Account Dashboard</u> or login to SSD Online directly at: <u>ssdonline.collegeboard.org</u>.

New SSD Coordinators

SSD Coordinator Form

⊖ CollegeBoard			F0000000
Services for Students with Disabilities			E PARTY N
			- 14005
SSD Coordinator Form			- Þ398
This form will establish you as the SED Coordinator for your sch			the Real Providence
have a professional logic account with the College Board, you wo because the SSD Coordinator for more than one school, you will should create only one professional logic account.	di need to create	one at https://woownt.o	offeeting and ong feeting heating the
lack school's primary SID-Coordinator will also be sonoidered it chool administrations in-colool teeds, the primary SID-Coordinator writen and Nonstandard Administration Reports for school-bee	will be responsib		
Complete, sign, and fan title form to the College Board's Service chard to this form when facing. All fields are required.	a for Students wit	P Disabilities at \$85 060-	0534. Do not attach a cover
School Information			
If your school doesn't have a code, enter "NUK" in the school or	de field and you v	all be sent a form to repo	and one. If you don't know your
wheel's code, look it up at http://ket.collegeboard.org/register;			
School Code: School Name:			
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City:Country:Coordinator Information Last Neme:Country: Date of Birts. (NAN/DO/YY): Work: Yakgbont: Par: Pare: without valu, what itsuad weak addresses connet be p Are you the primery SSD Coordinator for your school If not, provide the neme of your school's primery SS	First Name Gender: roomand; pirese PT Yes O	Maie O Female O Email: Email: No O	Middle Initiat
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City: Country: Coordinator Information Last Name: Last Name: Sate of Birts (MAN/DO/YY): / Vers Visisphore: Fax: Vers without valid, what inward weat addresses connect by p Are you the primary SSD Coordinator for your school's not, provide the name of your school's primary SS Signatures Signature Signatures Signatures Signatures Signatures Signature	State: First Name Gander: rormand, plane Ves O D Coardingtor with Disabilities and a proper pro- phone prover and the providing and the providing and the providing and the pro- state of the providing and the pro- state of the providing and the pro- term of the providing and the pro- state of the providing and the pro- state of the providing and the pro- state of the providing and the pro- phone pro- term of the providing and the pro- state of the pro- term of the providing and the pro- state of the pro- state of the pro- term of the pro- state of the p	Mate O Female O Drait: Brait: No O Continents, or suffer in continent is captive for continent is captive for	Middle Initiat
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City:Country:Coordinator Information Last Name:Coordinator State of Stat	State: First Name Gender: romand, place R ² Yes O D Coerdingtor auth Studolftos har providing to	Mate O Female O Email: Interaction and to some No O Coordination of applying for interaction and section of an ensuing another and the some more tracing conditions as 	_ Middle Initiat:

• To access SSD Online, new SSD coordinators need to request access and meet the following criteria:

-School must have an Attending Institution (AI) Code

- -New SSD coordinator must:
 - Have a College Board professional educator account
 - Complete and submit the <u>SSD Coordinator Form</u> pictured at left (also available at <u>www.collegeboard.org/ssd</u>) following the directions provided on the form
- Please note:
 - -The new SSD Coordinator will receive an email confirmation when their form is received
 - -Each school must have one Primary SSD Coordinator.
 - -Schools may have multiple SSD coordinators with SSD Online access if permitted by district/school policy.

NEW SP25: Bluebook's Embedded Text-to-Speech (TTS)

Functions and Features

- Is available on all set-up, check-in, and testing pages (including as an option on test previews and full-length practice tests)
- Works offline if internet access is lost, and does not increase exam download size or Bluebook's bandwidth requirements (i.e., device and network requirements do NOT change)
- Will appear as an embedded toolbar with basic controls: play, pause, speed, volume, select a voice
- Can start from the top of the screen or student may select a sentence to speak
- Highlights the sentence being spoken
- Reads math and tables
- Provides short descriptions for images and graphs
- Does NOT automatically come with extended time (this must be requested as a separate accommodation; however, non-Bluebook screen readers for visually impaired students does come with automatic up to +50%, as they read and describe everything that appears on the screen, not just selected content)

Bluebook's Embedded Text To Speech (TTS)

Section 2, Module 1: M	ath 33:53		X ²	40% ®⊃ :
Directions \checkmark	Hide	Calculator	Reference	More
	THIS IS A PRACTICE TEST			
	1 Ark for Review			
	certain bird species can fly at an average speed of 16 meters per second			
	<mark>/hen in continuous flight.</mark> At this rate, how many meters would this bird pecies fly in 4 seconds?			
	(A) 64			
ſ	(B) 20			
	© 16			
ſ	(D) 12			
	Text-to-Speech	:::		^
	■ (⁶ 2%) ◄	1.0x \	~ ◀))	¢
Sofía Aguilar	Question 1 of 22 个		Ne	kt

NEW SP25: Ending Extended Time Early

Availability and Accessing

- Available to:
 - All assessments in Bluebook: SAT School Day, SAT Weekend, PSAT/NMSQT, PSAT 10, PSAT 8/9, AP
 - All variations of extended time (50, 100, >100), SAAs, and EL 50%
 - Provisional accommodations (e.g., when extended time is auto-added for a test taker approved for screen reader)
- Students accessing:
 - Must sit (at a minimum) for the standard time for each module
 - Break times will NOT change (including extra and nutrition breaks). Students must take full break time(s).
 - Students approved for multi-day testing will still test over two or more days. Division of sections/days will be the same.
 - Can move ahead at the module level once standard time has expired, including:
 - From one section to the next if ending the second module early
 - From their final section to submission, including for the SAT Essay
 - Can't go back once they've moved forward into the next module, even if time was remaining

Updates to accommodation display names

Addition of phrase "Up to"

 Student accommodations will now read "Up to" their amount of approved extended time on their test card and during the exam setup and check in flows.

-KBluebook	Sofía Aguilar 🔗	
Hi, Sofía! Take a practice te	est and get ready for test day.	
	⑦ Help	Return to Home
Your Tests 🗸 Active Past	Confirm Your Personal Information	
SAT Date: Your teacher will let you know your test date soon.	First and Last Name Accommodations Sofia Aguilar • Up to double time (<+100%)	
On test day, don't wait for your proctor. Check in right away.	Ves O No	
	Back Step 1 of 12	Next

End of Module Review Screen

New Button for Extended Time Testers

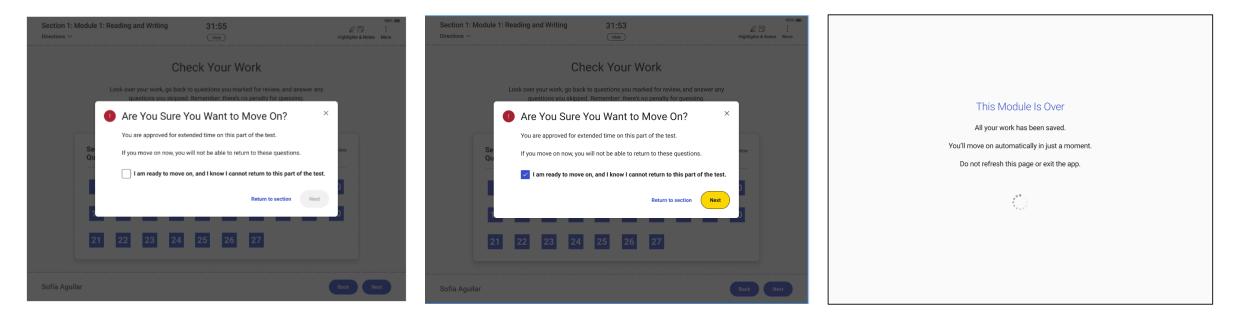
• When standard time has been reached, the "Next" button becomes active.

Section 1: I	Reading ar	nd Writing]			:00				⊮ E Highlights &	
				Che	eck Y	our W	/ork				
				-				view, and a for guessi	-		
			When th			you'll auto d and rema		move on.			
	Sectio	n 1: Read	ling and	Writing ()uestions	5		Unanswer	red 📕 F	or Review	
	1	2	3	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27				
Sofía Aguil	ar									Back	Next

Confirmation Modal

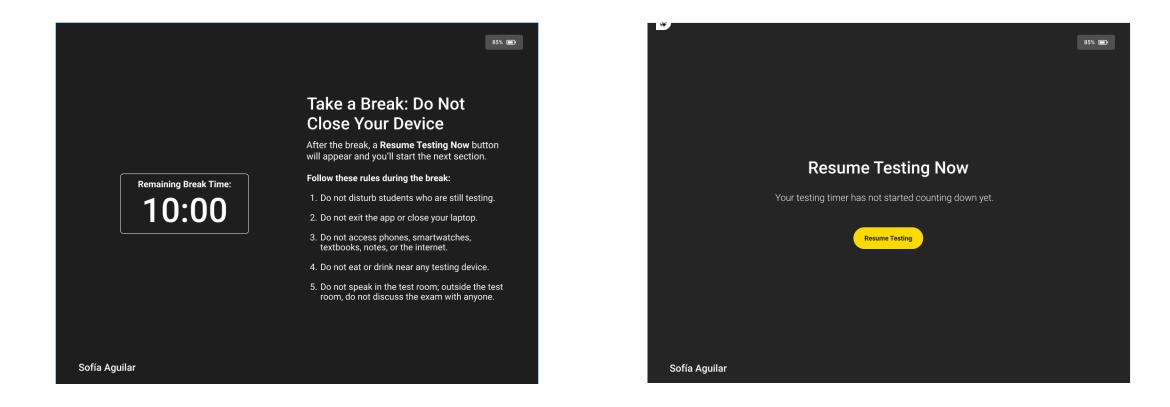
Safeguards to prevent accidental or unconsidered opting out of Extended Time

- When the student clicks "Next", they will need to confirm their understanding that they cannot return to the module/part if they opt to move forward.
- If in this confirmation modal they check the box and click "Next" again, only then will they proceed to the end of module screen and rejoin the existing flow of the exam.



Break Screens

Break screens do not change for Extended Time testers



End of Module/End of Test Review Screen

Safeguards to prevent accidental or unconsidered ending of the exam with Extended Time remaining

- The final review screen follows the same safeguards as the end of module screens:
 - -The new "Next" button for extended time testers is inactive until standard time has been reached.
 - -If the student clicks "Next", a confirmation modal appears that also emphasizes that confirming will end the test.
- If in this confirmation modal the student checks the box and clicks "Next" again, the student will flow through the existing results submission screens including the "Congratulations" (confetti) screen.

Section 2: Module 2: Math Directions \checkmark	35:11	1001. ➡	Section 2: Module 2: Math	34:55 (Hide)	100% 😁 📰 🗶 X ² 🚦 Calculator Reference More	⑦ Help		Return to Home 🏠
	Progress: Do Not Close			rogress: Do Not Close `			The Exam Is Over: Stand By! All your work has been saved, and we're uploading it now. Do not refresh this page or quit the app.	
Do not close your devic	er reaches zero, your answers will be submitt e, quit the app, or leave the room or your ans- please check your work and go back to any qu Math Questione	wers may not be submitted.	D Are You You are approv	Sure You Want to End the ved for extended time for today's test.	Test? ×		• 100%	
1 2 3	4 5 6 7 3 14 15 16 17	8 9 10		i the test will end. hed testing, and I'm ready to submit my work Return to sectio				
21 22			21 22				If this screen doesn't update in a few minutes, hit Return to Home.	
Sofia Aguilar		Back Next	Sofia Aguilar		Bock Next			

 \oint CollegeBoard Note: These features are still under development. Design may change slightly and the content is not yet final.

NEW SP25: SSD Online Enhancements

Updates for Spring 2025

- Accommodation names (not the accommodation itself, and no re-request is necessary) will be updated for clarity and consistency with what digital testing provides
- Temporary impairments (e.g., broken arm, recent concussion) are now requested in SSD Online in the same manner as other accommodations and supports



Student Registration/Staff Preparation Preview

Student Registration in State Data Management System

School District Uploads File from your Student Information System

- Spring SAT is NOT ordered via SSOR
- Register your students through their bulk upload of all eligible student registration data from your student information system beginning February 1, 2025up until no later than 3 days before you intend to test.
- Data from SDMS integrates with accommodations data from SSD Online
 - Approved accommodations in SSD Online will appear in the student's record in SDMS (discrepancies between the records that prevent automatic matching can be manually force matched within SDMS)
 - Approved accommodations may be waived in SDMS (**not** SSD Online) if a student chooses and their guardian consents
- Student rosters from SDMS automatically populate Test Day Toolkit (please allow 1 full business day)
- Student registration and accommodations data in SDMS determines the generation of a student's individual test in Bluebook[™]

Test Coordinator Pre-Test Tasks in Test Day Toolkit

Complete the following before testing each event (i.e., PSAT8/9, PSAT10, SAT School Day, Re-Tests)

- 1. Log-in, select your school and event
- 2. Add rooms
- 3. Assign **students** to rooms
 - Optional
 - Student roster appears automatically in Test Day Toolkit after uploaded to State Data Management System (SDMS)
- 4. Add staff and/or import them from your roster in Test Day Toolkit for staff who participated in prior tests
- 5. Assign **staff** to their roles (e.g., proctor) and rooms
- 6. Print student sign in tickets
 - Will be used to conduct Digital Readiness Check (but Test Day Toolkit is **not** needed and should **not** be logged into **during** DRC)
 - After DRC Students may keep or take a picture of their sign in ticket so they can log-in on their own for full-length practice tests (especially for students with accommodations)
 - Students will need a physical sign in ticket on test day (i.e., if you don't collect after DRC you will need to re-print)



BluebookTM

Installing Bluebook™ on Students' Testing Devices

General Information

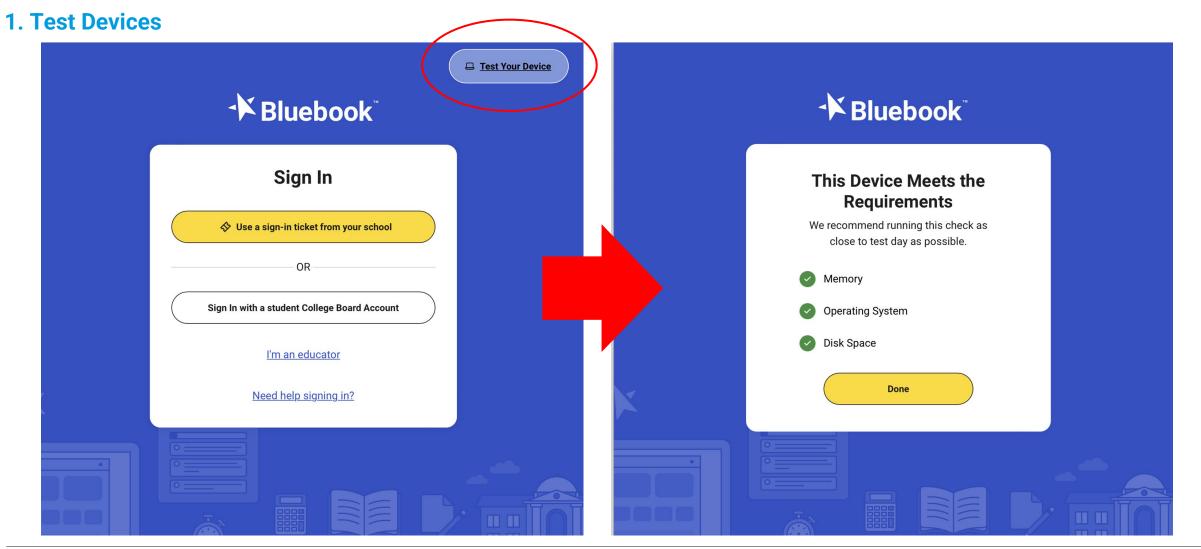
- Install Bluebook **on any individual device other than a Chromebook** at: <u>https://bluebook.app.collegeboard.org/</u>. The webpage will read your device type and automatically provide access to the corresponding application.
- Install Bluebook on multiple devices through your school technology professional's management platform (required for Chromebook) by following the additional instructions provided for each operating system listed here: <u>Chromebook</u>, <u>Windows</u>, <u>iPad</u>, <u>Mac</u>
- Bluebook can be installed on devices that are schoolmanaged or student owned, **except** for student owned Chromebooks (student personal desktops should not be used for practical reasons).
- Ideally, Bluebook should be installed on the same device the student will use on test day. However, shared
 devices (e.g., laptops from a laptop cart) are permitted and common except that students testing with
 embedded accommodations and/or assistive technology should have a dedicated device that they will use:
 - When your school conducts its digital readiness check.
 - If they take full-length practice exams with their accommodations by signing into Bluebook with their test ticket credentials.
 - On test day.

Purpose

- Ensure testing devices meet technical requirements
- Ensure Bluebook[™] is installed correctly
- Complete Exam Set-Up process
 - Review privacy policy and use of this app statement
 - Provide (optional) test taker information
 - Opt into BigFuture School and Connections opportunities if desired
 - Add Free Score Sends for SAT
- Explore platform functions and universal accessibility features
- Receive Test Preview with sample questions and see how to access Full-Length Practice Tests equipped with student's specific accommodations if applicable

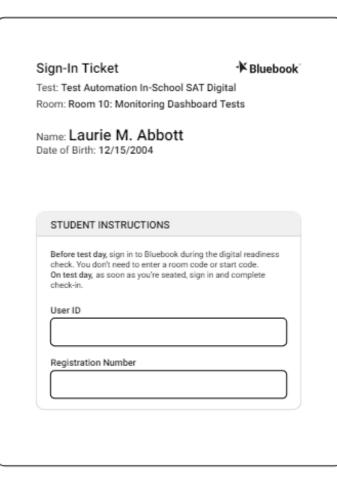
5 – 10 Minutes Required before testing

Recommended 20 Minutes - Optional

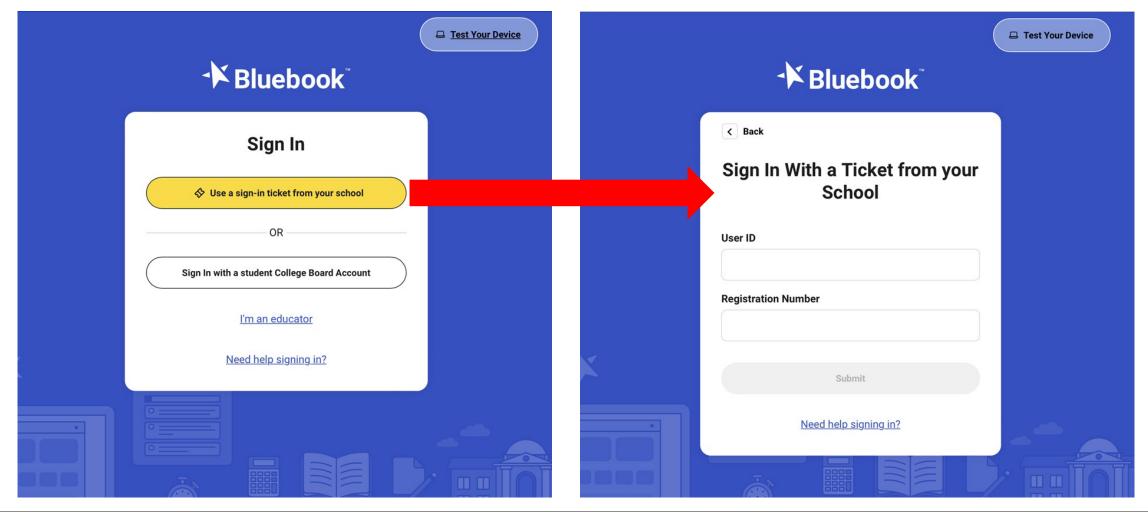


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2. Distribute Sign-In Tickets



3. Student signs into Bluebook[™] using Sign-In Ticket Credentials

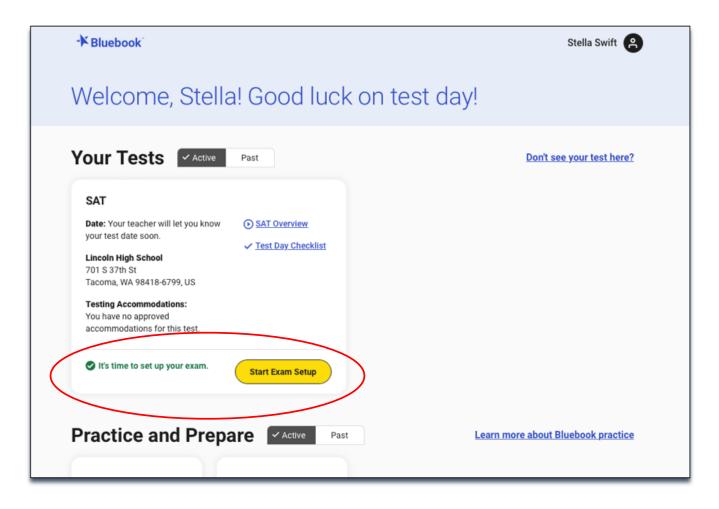


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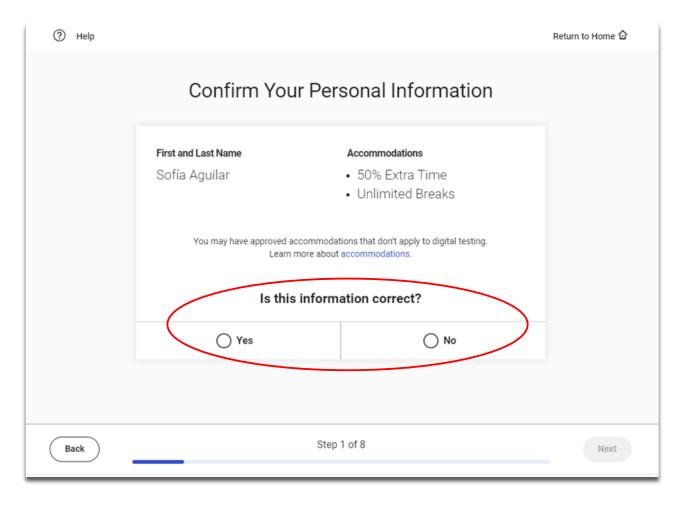
4. Review privacy policy and use of this app statement

Welcome to Bluebook ^{**} (the "Exam App").	
This Exam App and all of its content, features and functionality are property	
of College Board and/or its licensors and are protected by copyright	
laws. You may only use the Exam App for its intended purposes. You are	
prohibited from taking screenshots in the Exam App and from attempting to	
reverse engineer, decompile, or otherwise attempt to reproduce, tamper	
with, or compromise the security of the Exam App in any way.	
We (College Board) are committed to protecting your privacy. Please review	
our Privacy Policies at privacy.collegeboard.org. You can also read the	
Privacy Statement under Help on the Bluebook homepage.	
Device Data: When you download and use the Exam App, College	
Board will receive certain information about your device, including	
device type, operating system type and version, applications and	
processes running on your device, Internet Protocol (IP) address,	
screen size and resolution, number of screens, available memory,	
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5. Start Exam Set-Up



6. Students Confirm Personal Information



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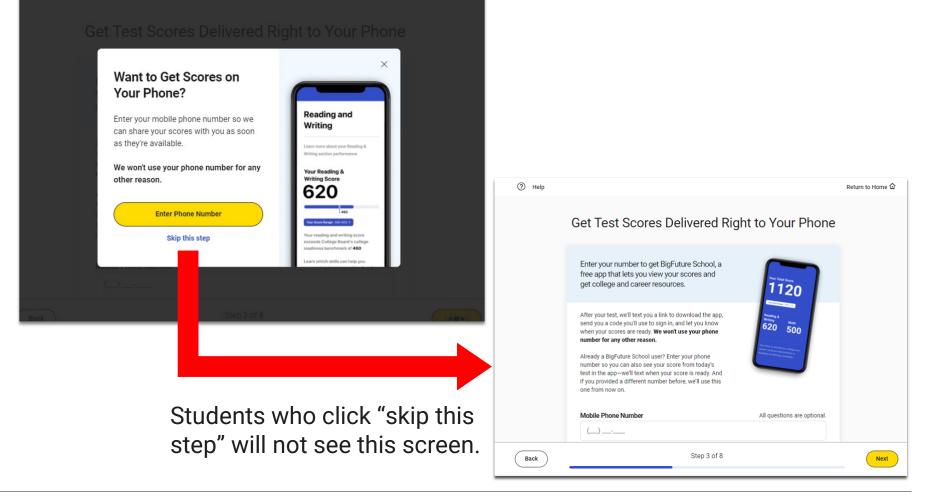
7. Review & Agree to Test Taker Rules

NOTE: Students taking PSAT 10 and PSAT 8/9 will see the rules for those assessments.

(?) Help		Return to Home 🏠
	SAT Testing Rules	
	Introduction These Testing Rules ("Testing Rules," "Terms and Conditions," or "Agreement") are a legal contract between you and College Board ("College Board" or "we"). They set forth important rules and policies you must follow related to taking the digital SAT® ("SAT" or "SAT School Day"). Please read these carefully. All disputes between you and College Board will be resolved through binding arbitration in accordance with Section 9 of this Agreement. You understand that by agreeing to arbitration, you are waiving your right to resolve disputes in a court of law by a judge or jury except as otherwise set forth in this Agreement.	
	Section 1. Requirements for the SAT	
	The SAT School Day is taken at a school (typically a school you attend) ("your school") on a Testing Device as defined below. It is administered on Bluebook [™] , the College Board digital testing application ("Exam App") that is	
Back	Step 2 of 8	Next

8. BigFuture School Participation (Opt-In Opportunity)

NOTE: Students taking PSAT 8/9 will not see this screen.



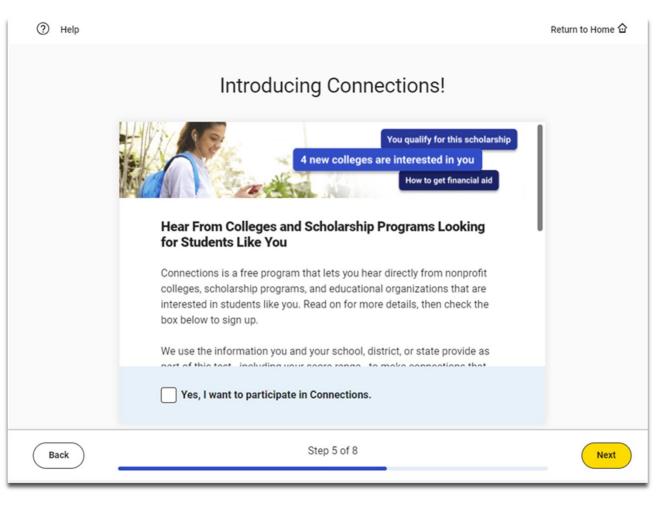
9. Privacy Notice and Optional Student Information

Help		Return to Home 🏠	Optional			
	Privacy Notice		0	Your Contact Info Email Address ① All questions are optional.	Return to Home 🏠	© нер Return to Home Ф Tell Us About Yourself Але you of Hispanic, Latino, or Spanish origin? ⊙ Ал questions are optional.
Back	<text><text><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></text></text>	Next	Bac		Return to Home	Check as many as apply. Check as many as apply.

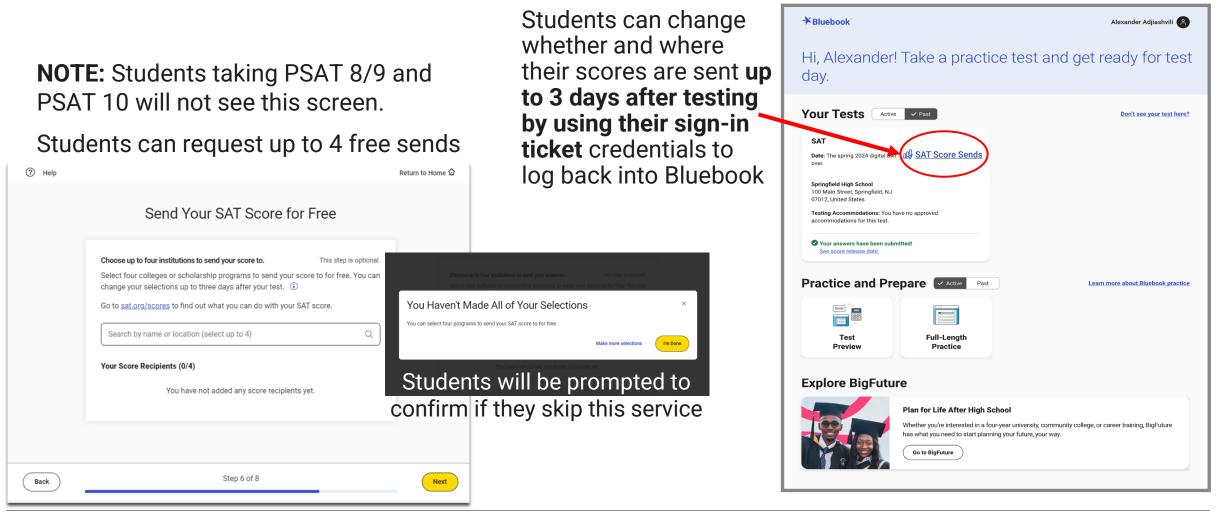
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10. Connections Opt-In

NOTE: Students taking PSAT 8/9 will not see this screen.

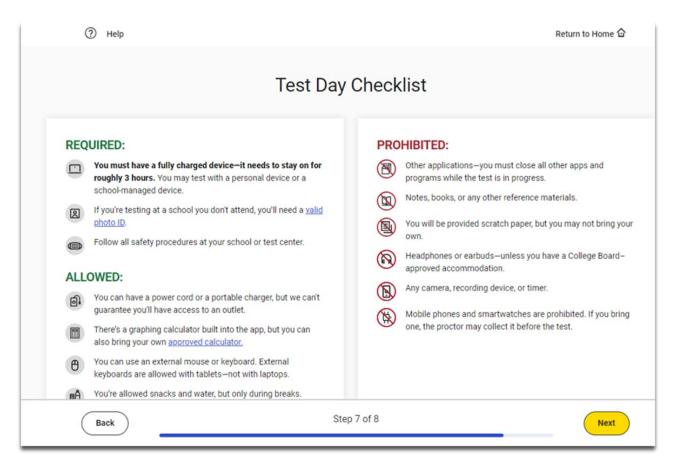


11. SAT Free Score Sends



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12. Review Test Day Checklist

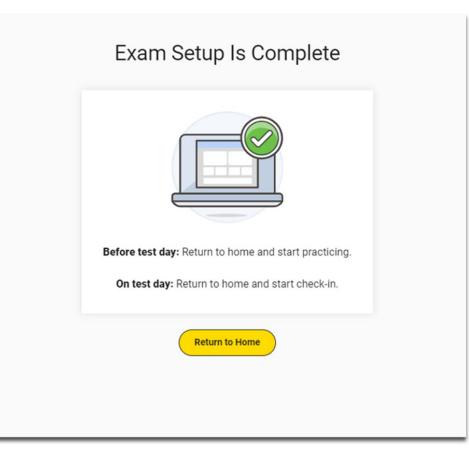


Exam Set-Up Complete

Recommended:

Take 20 minutes after exam set-up is complete to enable students to use the Test Preview provided in BluebookTM with your support and/or guidance.

Be certain to point out the full-length practice tests that are available.



Student Test Day Experience Screen-by-Screen

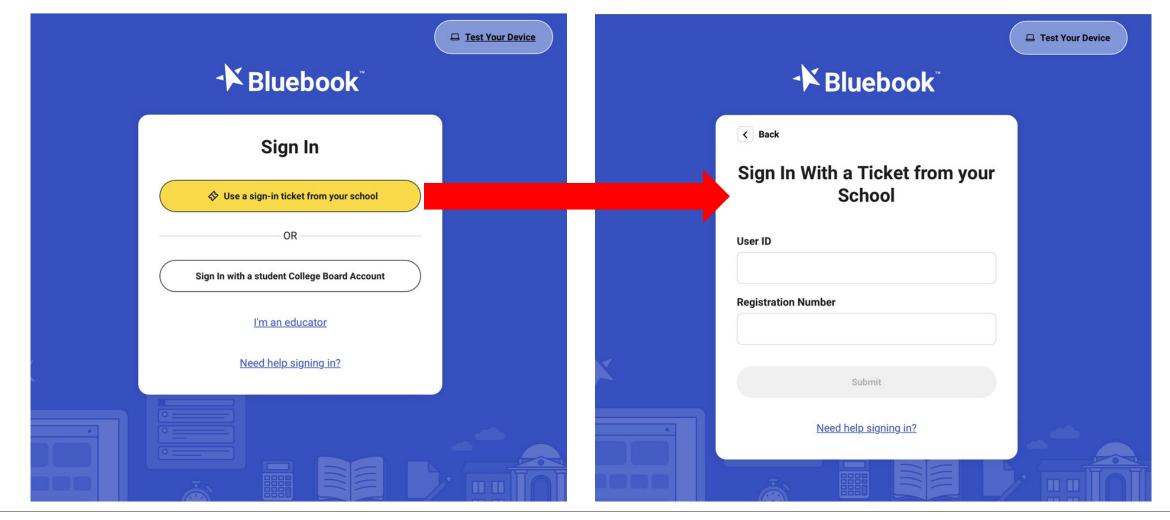
Overview

- If a Digital Readiness Check was not performed before test day, that screen-by-screen process will be required first.
 - 5 10 minutes to complete, unless you also provide the optional test preview (additional 20 minutes)
- Sign-in with ticket (same credentials as during the Digital Readiness Check)
- Begin check-in
- Enter proctor-provided room code
 - This commences the test download
- Complete check-in
- Enter proctor-provided start code
 - Students can continue testing after this point even if the internet is lost and the proctor loses Test Day Toolkit access
- Test
- Submit responses (internet required)

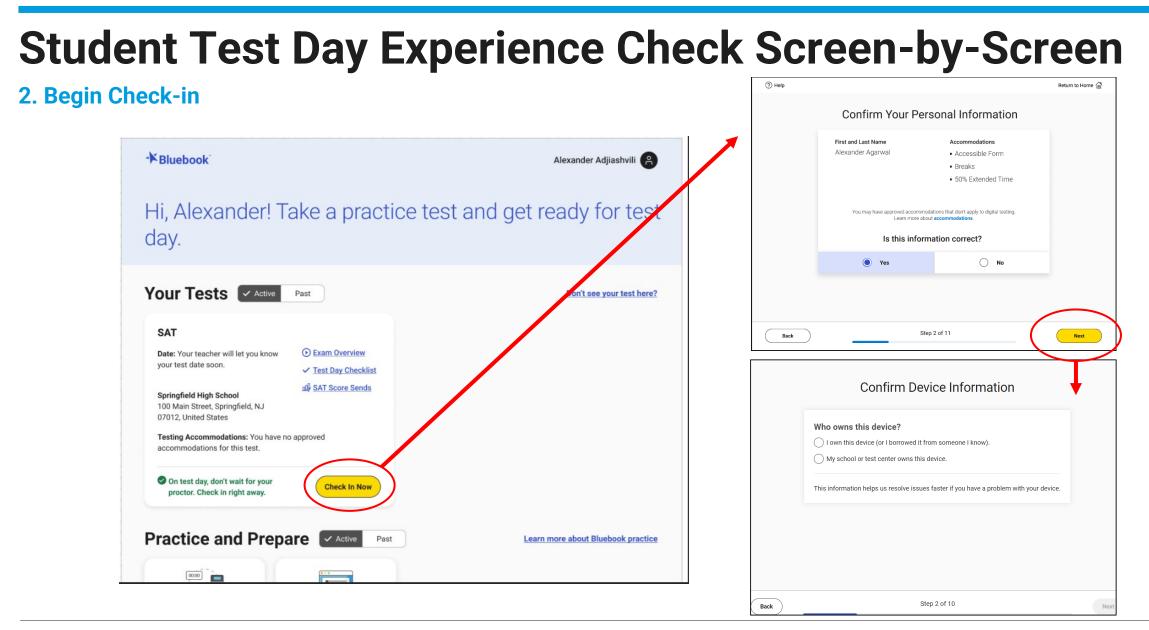
$\mathbf{\hat{\nabla}}$ CollegeBoard

Student Test Day Experience Screen-by-Screen

1. Sign-in with ticket-provided credentials



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Student Test Day Experience Screen-by-Screen

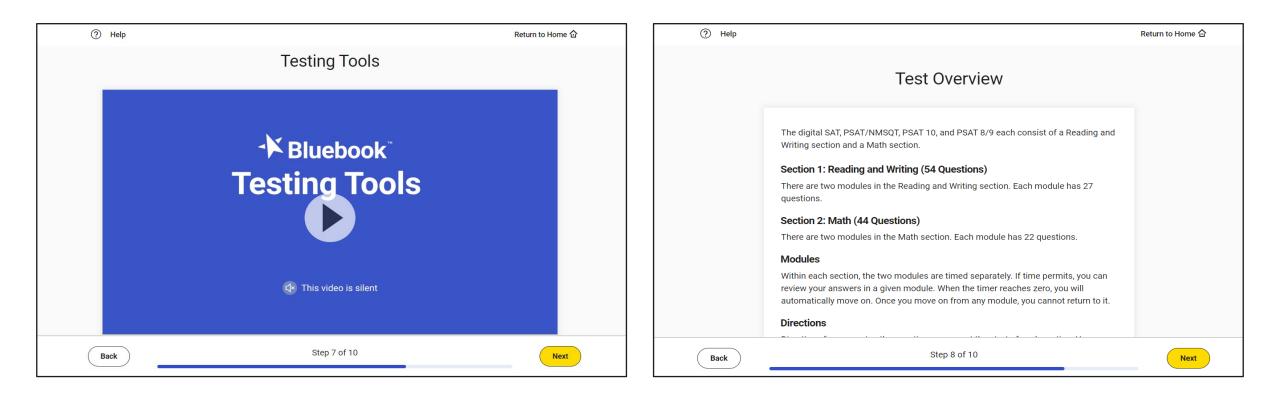
3. Enter proctor-provided room code – Test Downloads

	Peturn to Home 🏠	⑦ Help		Return to Home
Pelp Room Code Enter your room code now to complete check-in. The room code contains letters only. Join Room	Return to Home 🏠	Help	Exam Downloaded Yee We've successfully downloaded your exam. This device is ready to test with.	Return to Home 🕼
Back Step 3 of 10	Next	Back	Step 5 of 11	Next

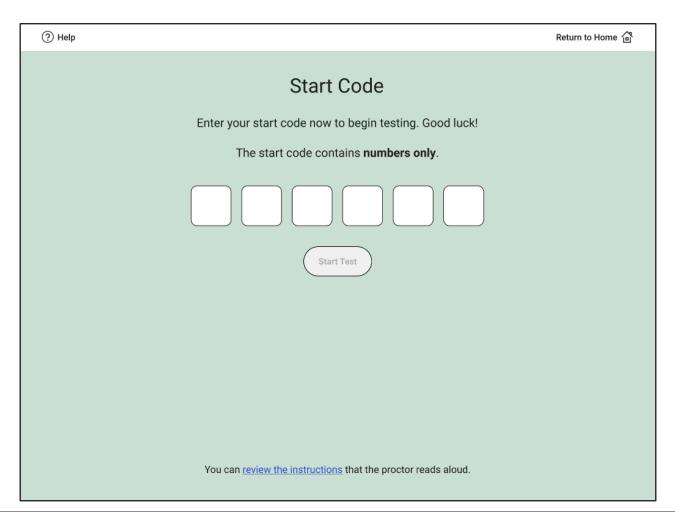
4. Completing Check-in: Security Pledge & Getting Desk Ready

(?) Help			Return to Home 🏠	③ Help	Return to Home 🏠
Digital Test Security					Get Your Desk Ready
	You're bound by the following rules for today	's exam:	Put these items on your desk:		Put these items under your desk:
• You may not give or receive help during the exam. You may not share or post anything related to this exam.			Your testing device	Power cord/portable charger. But if you need to plug in during testing, you may.	
	 Your answers must be entirely your own. College Board will review your responses. If you attempt to cheat, your score will be canceled, college admissions offices may be notified, and you will be disqualified from taking any AP Exams, SAT or PSAT-related assessments, or CLEP exams. 		 Your personal calculator if you brought one. There's also a graphing calculator built into the app. An external mouse or keyboard. You can use an external keyboard with a tablet—not with a laptop. 	app. break but not in the test room (unless you have an approved accommodation).	
	Test Security Pledge	Retype the Test Security Pledge:		()) A pencil or pen	Put these items in your bag:
	I am the person who is supposed to take this exam. I agree to follow the rules above and understand what will happen if I break them.			The scratch paper your proctor provider your full name at the top of each sheet.	d you. Write Mobile phone, smartwatch, or any other devices including cameras, recording devices, or timers. Your proctor may collect these items before testing. Image: Comparison of the state of th
Back	Step 5 of 10		Next	Back	Step 6 of 10

5. Completing Check-in: Video reminder of in-platform tools and written "test overview"



6. Enter proctor-provided start code



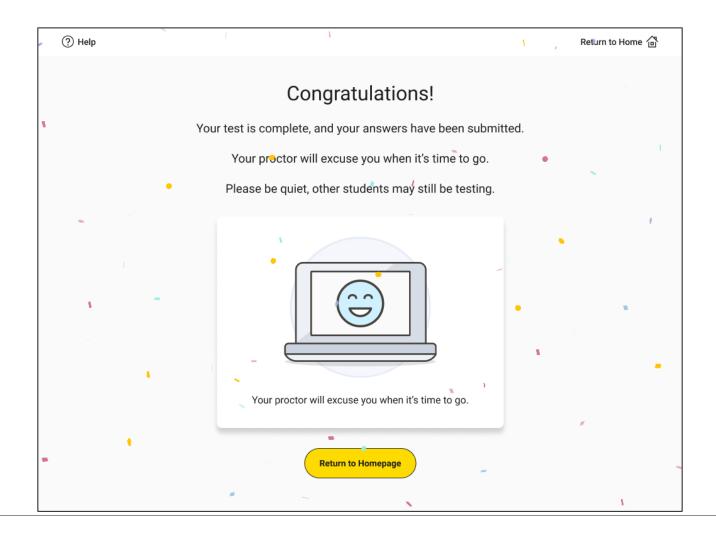
7. Testing

Bluebook Section 1, Module 1: Reading and Writing Directions 🗸	30:27 (Hide)		- □ × 9% 800 ∠ i Annotate More	Section 2, Mo
In the early 1800s, the Cherokee scholar Sequoyah created the first script, or writing system, for an Indigenous language in the United States. Because it represented the sounds of spoken Cherokee so accurately, his script was easy to learn and thus quickly achieveduse: by 1830, over 90 percent of the Cherokee people could read and write it.	Whic	careful unintended	(cal and	
Caryn Isaacs Qu	estion 1 of 27 A		Next	Caryn Isaacs

Bluebook				-	
Section 2, Module 1: Mat	h 34:06		Calculator	X ² Reference	99% ®® : More
l	1 🔲 Mark for Review	ABC			
V	4x+6=18 Which equation has the same solution as the given equation?				
	A 4x = 108				
	(B) $4x = 24$				
	(c) $4x = 12$				
((b) $4x = 3$				
Caryn Isaacs	Question 1 of 22 A			Ne	ext

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8. Submit Responses



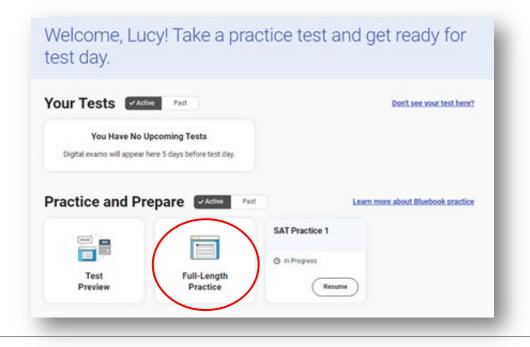


SAT BluebookTM Practice Tests

SAT BluebookTM Practice Tests

Accessing Full-Length Practice Tests

- Four tests are available <u>anytime of the year</u> by signing into Bluebook[™] with College Board account credentials (anyone can create a College Board account at <u>www.collegeboard.org</u>), and are also available <u>Spring 2025</u> by signing into Bluebook[™] with that student's Sign-In Ticket credentials printed out by you from Test Day Toolkit
- Single-click access is always from the student's home screen in Bluebook[™]
- No time lost for exiting and coming back
- Retake as often as you want



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SAT BluebookTM Practice Tests

Accessing Full-Length Practice Test Scores

After completing the full-length practice test, students can sign in to My Practice to:

- View practice score results and practice exam questions, answers, and explanations.
- Access progress bars representing knowledge of all the content domains on the test.
- Use practice test scores to inform the following activities in College Board's <u>Question Bank</u>:
 - Filter questions by domain, skill, and difficulty, allowing targeted practice in areas with the most opportunity to grow.
 - Generate a set of Practice Specific Questions based on practice test results to provide additional review in the areas with the greatest opportunities for improvement.
- Similarly, use scores to inform you official College Board test prep with Khan Academy

To provide your students with a full tour of all these resources, please share this QR Code:



SAT BluebookTM Practice Tests

Khan Academy Official College Board SAT Prep

- Once students have identified the knowledge and skills they need the most support on in <u>My Practice</u>, they can also start Official Digital SAT Prep on Khan Academy®.
- Khan Academy® includes thousands of practice questions, videos, lessons, and hints to help students build the skills needed.

Official Digital	SAT	® Prep	😚 Khan Academy
Course summary Digital SAT Math Digital SAT Reading and Writing	• • •	Digital SAT Math About the digital SAT Foundations: Algebra Foundations: Problem solving and data analysis Foundations: Advanced math Foundations: Geometry and trigonometry Medium: Algebra	Medium: Problem solving and data analysis Medium: Advanced math Medium: Geometry and trigonometry Advanced: Algebra Advanced: Problem solving and data analysis Advanced: Advanced math Advanced: Geometry and trigonometry
		Digital SAT Reading and Writing About the digital SAT Foundations: SAT Reading and Writing Medium: SAT Reading and Writing	Advanced: SAT Reading and Writing



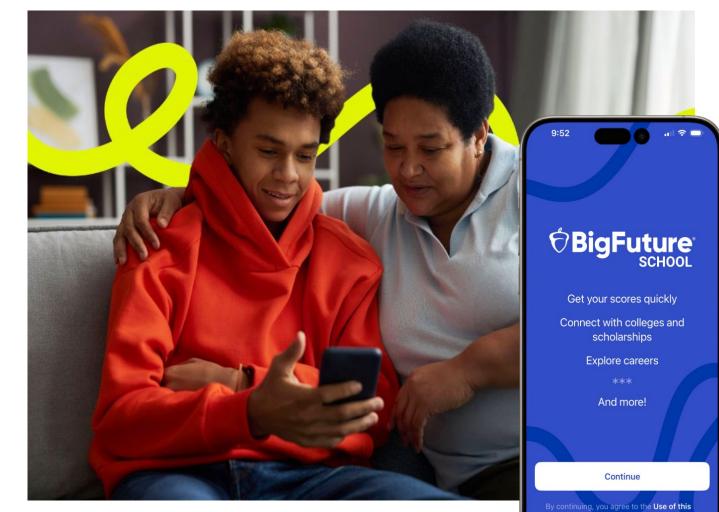
BigFuture School App

Introducing the BigFuture School Mobile App

In-school assessments can propel millions of students toward their goals and help them own their future.

BigFuture School meets students:

- When they are focused on what's next: In-school assessments
- Where they are comfortable consuming information: Mobile phones



op and Privacy Polic

Fall 2024: Students Can Check Their Score in the Mobile App

The moment students get their score and career insights is a launchpad to continue or start planning



Career Insights Snapshot

Career Explorer to discover more

Score Report: PSAT/NMSQT, PSAT 10, SAT in school

Thank You!

