CollegeBoard

Idaho Department of Education

Spring 2025 Idaho SAT® School Day Coordinator Workshop

November 2024

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.

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The Idaho College Board & IDSDE Team

Your Team at School

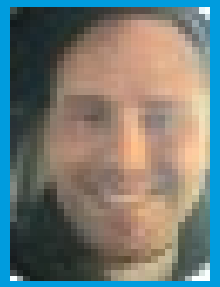
Introductions & Orientation

SAT Suite Support

College Board

James Wilson
State Lead
SAT School Day

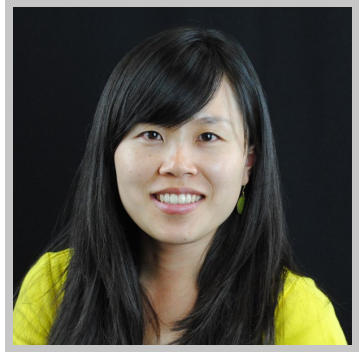
Sarah Orlowski
Sr. Director K12 State & District Partnerships



Lee McIlroy
Director K12 State & District Partnerships

Amber Cleveland
Assoc. Director K12 State & District Partnerships

IDSDE



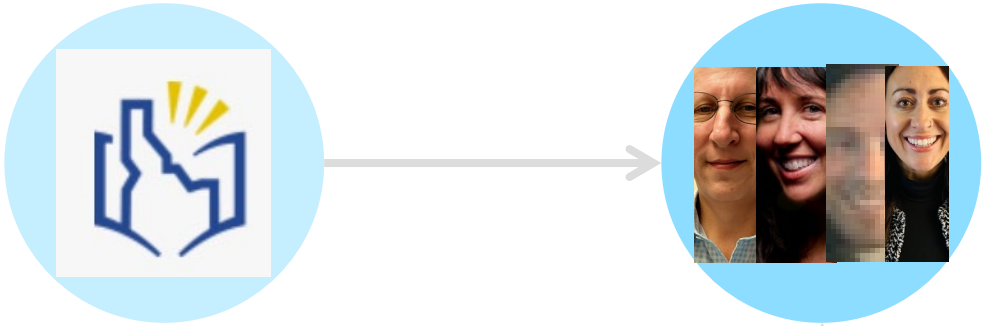
Ayaka Nukui
Director Assessment & Accountability

Sophie Stokes
Coordinator College Entrance Exams

Who to contact, when, and how

<u>State</u> Policy/Procedure Question?
(i.e., not related to College Board policy or systems)

IDSDE:
Sophie Stokes
208-332-6948
sstokes@sde.idaho.gov



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.

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

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

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
- Tests network configuration and internet connectivity in each testing room

Technology Monitor

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

Proctor

- Starts and monitors the test using Test Day Toolkit
- 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

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

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 update your coordinator form
- 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

Agenda

1. Test Administration Systems & Access
2. Key Dates, Deadlines, and Their Supports
3. SAT Suite Overview
4. Technical Readiness Highlights
5. SSD Online / Accommodations Highlights
6. Student Registration/Staff Preparation Preview
7. Bluebook™: Install, Check, Experience, Practice

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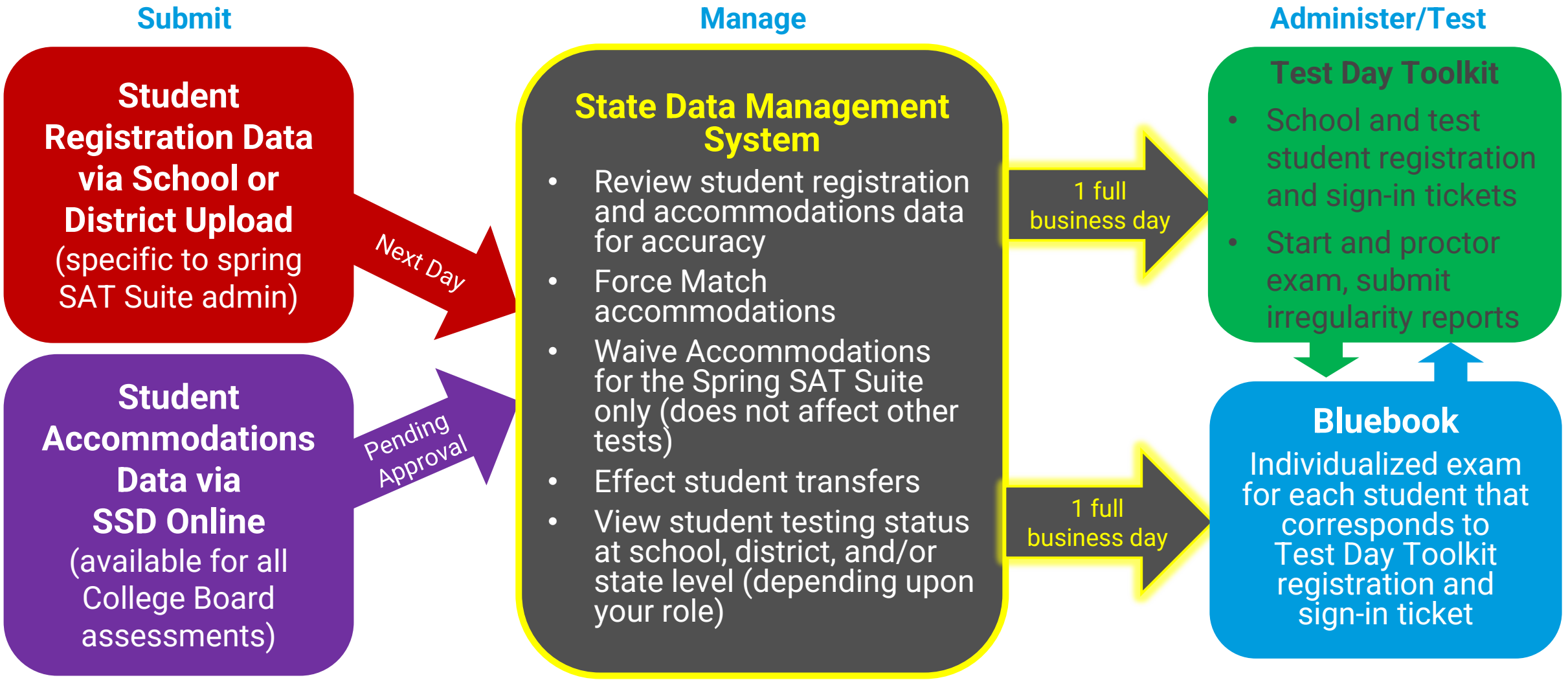
Test Administration Systems

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

Student Data Flow Across College Board Systems



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.

Update Your Account Today!

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.

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 **Update Your Coordinator Form**

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
- **SSD Coordinator Training Webinar**
  December 12, 9:30-11:30AM
  Online (Link will be in newsletter, e-announcements, and posted here)
- **Test Coordinator Training Webinar**
  January 22, 9:30-11:30AM & 1:30-3:30PM
  Online (Link will be in newsletter, e-announcements, and posted here)
- **Virtual Office Hours**
  Beginning mid-February through the end of testing

OTHER GOLD SOURCE RESOURCES:

- IDSDE Assessment & Accountability Newsletter and CEE Webpage
- IdahoSDSupport@collegeboard.org 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

Testing window closes.

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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:

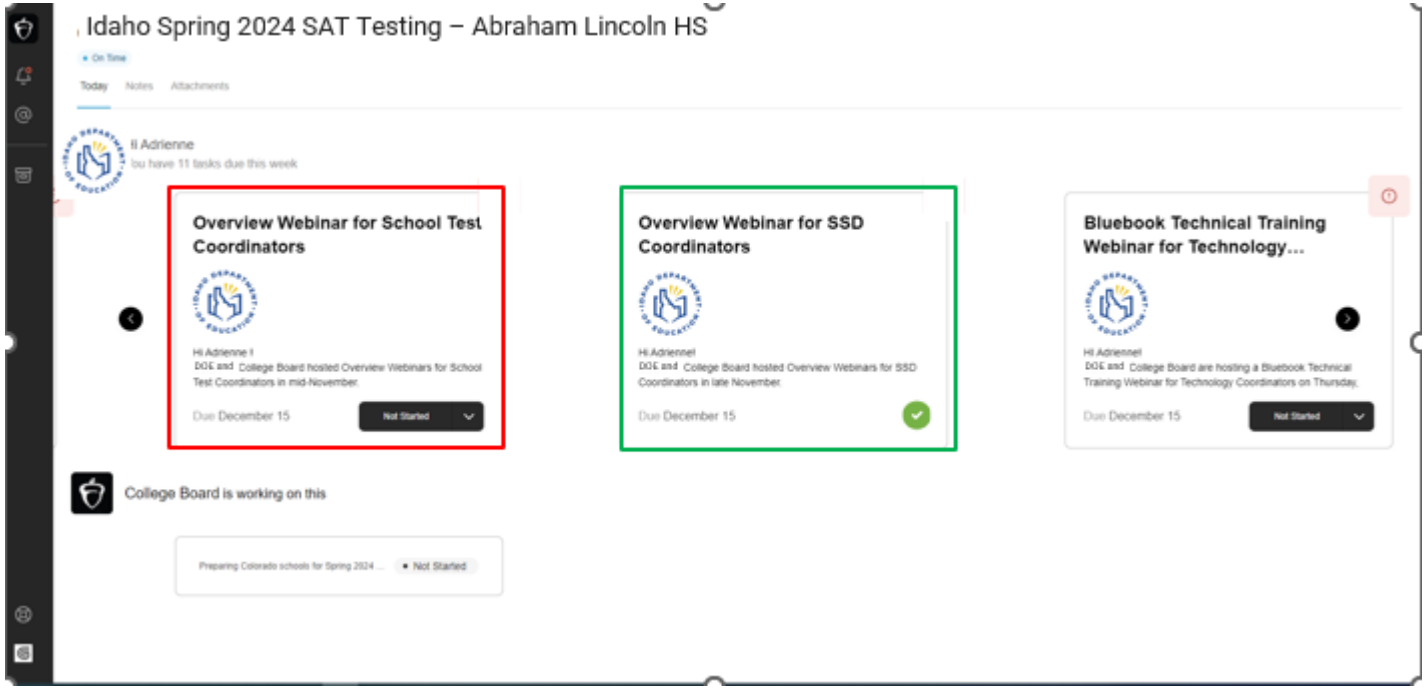
- A welcome email and initial tasks will launch November 20 from IdahoSDSupport@collegeboard.org
- A preview of the checklist is provided in the six slides that follow

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.



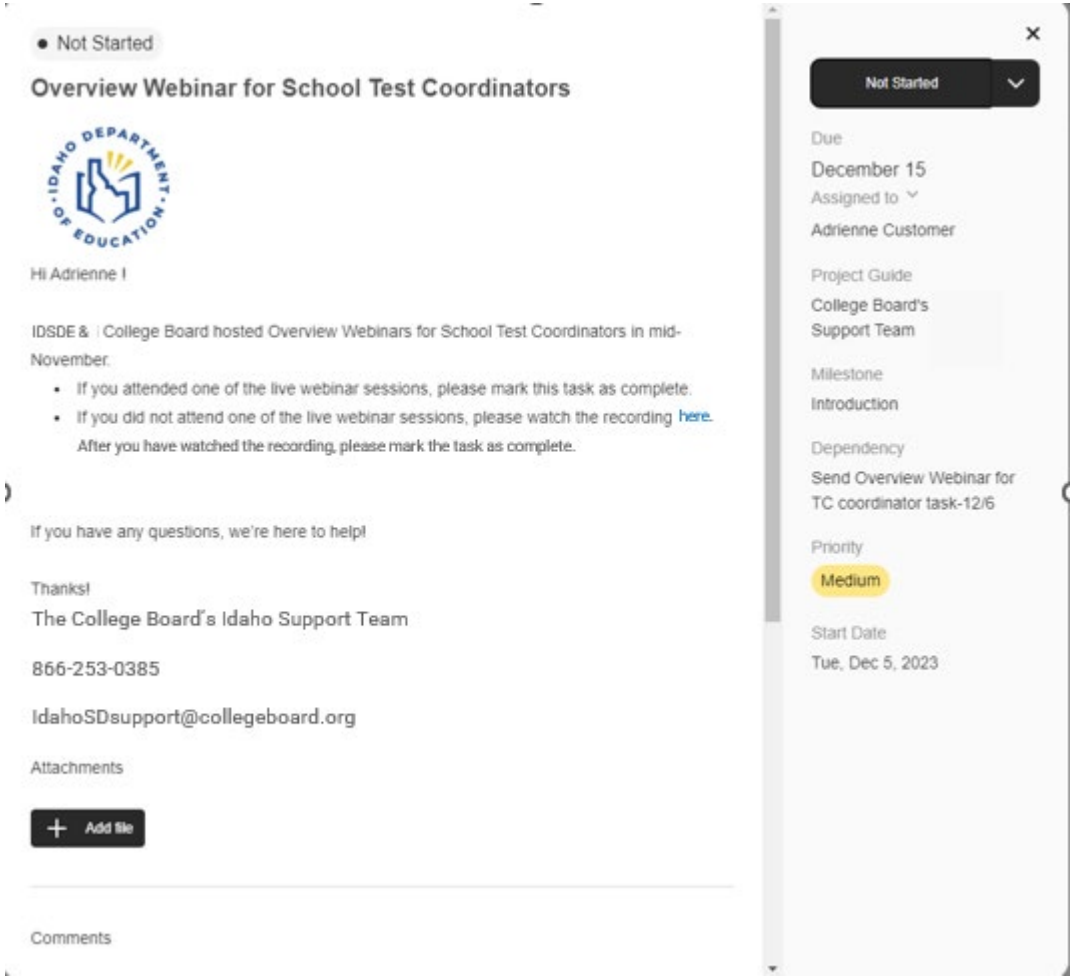
We recommend you bookmark your project plan for easy access.

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.

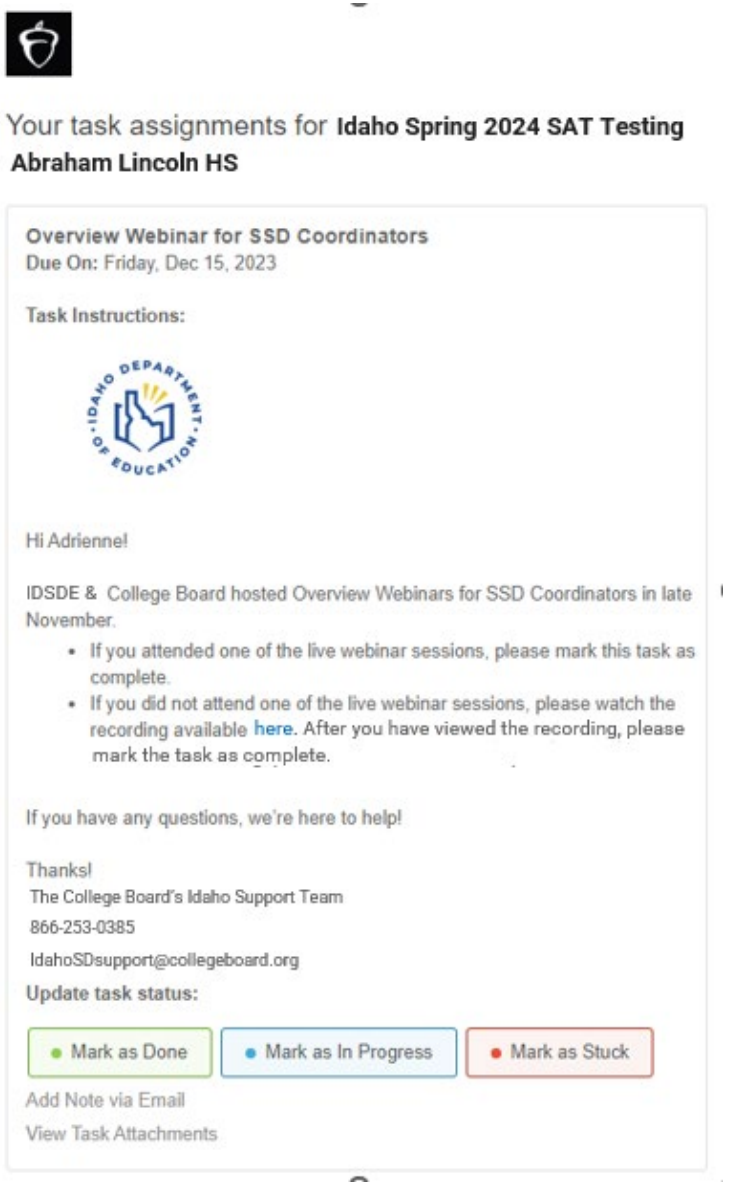


Task Notification Email

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

Overview Webinar for SSD Coordinators
Due On: Friday, Dec 15, 2023

Task Instructions:

Hi Adrienne!

IDSDE & 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 available here. After you have viewed the recording, please mark the task as complete.

If you have any questions, we're here to help!

Thanks!
The College Board's Idaho Support Team
866-253-0385
IdahoSDsupport@collegeboard.org

Update task status:

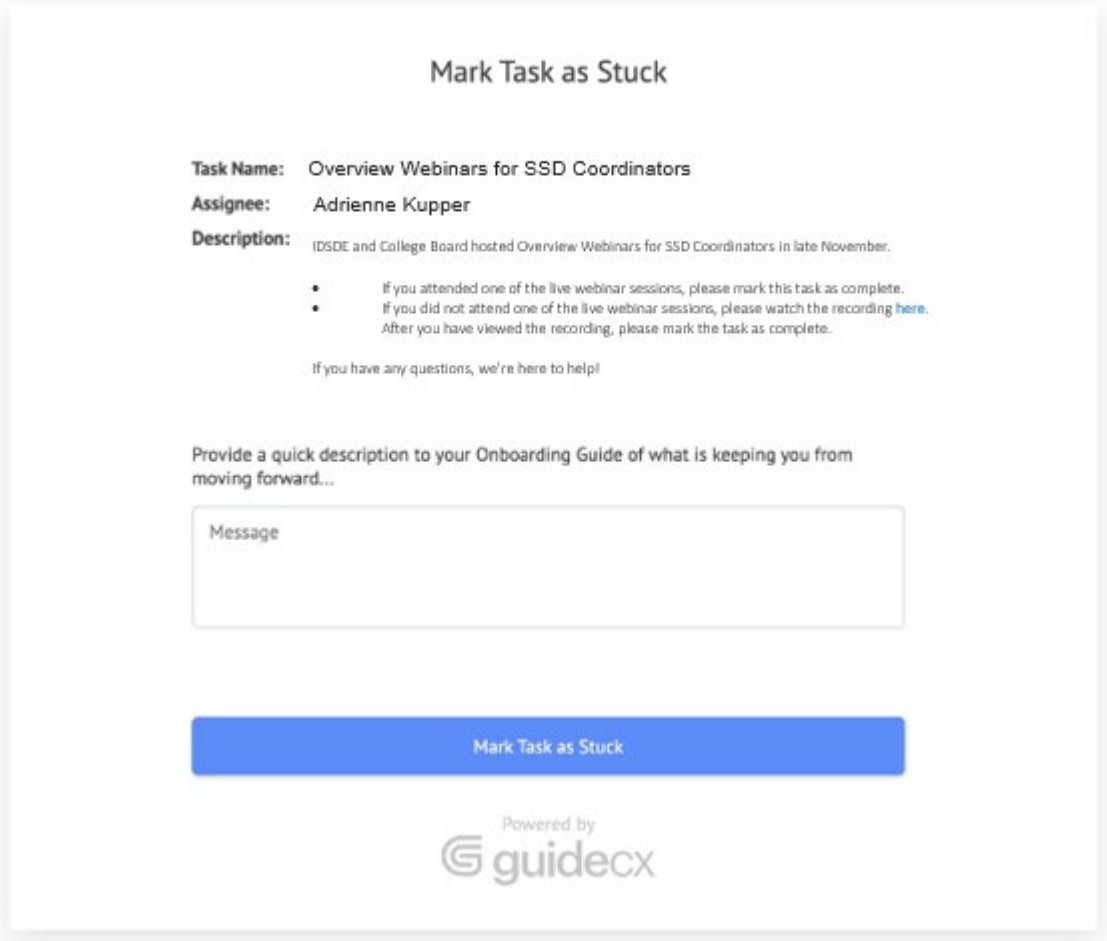
Mark as Done | Mark as In Progress | Mark as Stuck

Add Note via Email
View Task Attachments

When You Are Stuck

When you **mark a task as stuck**, you'll see a pop-up 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.

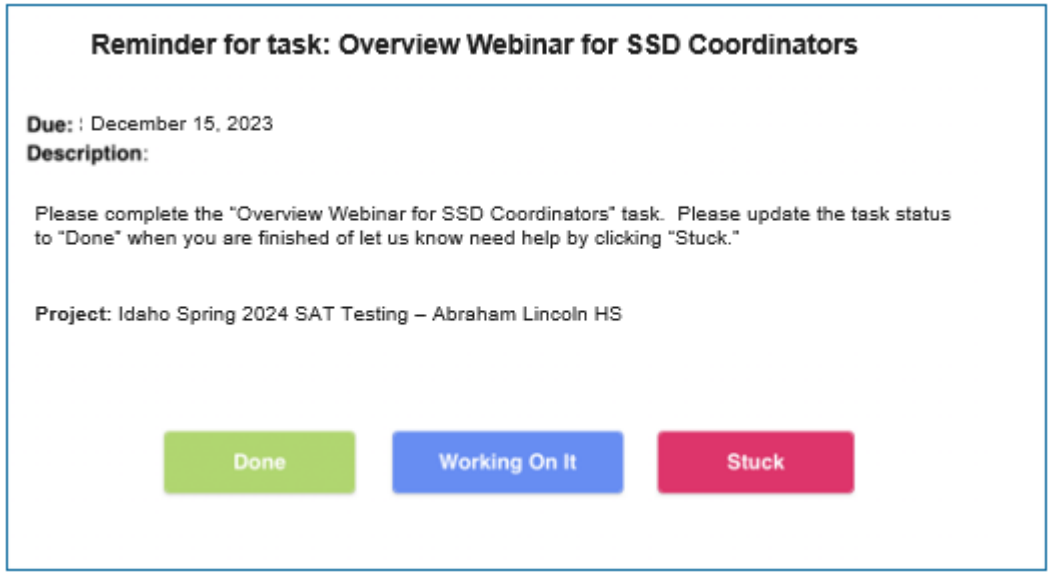
Once you click "Mark Task as Stuck," a support ticket will be opened with the Idaho Customer Service team.



Task 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.

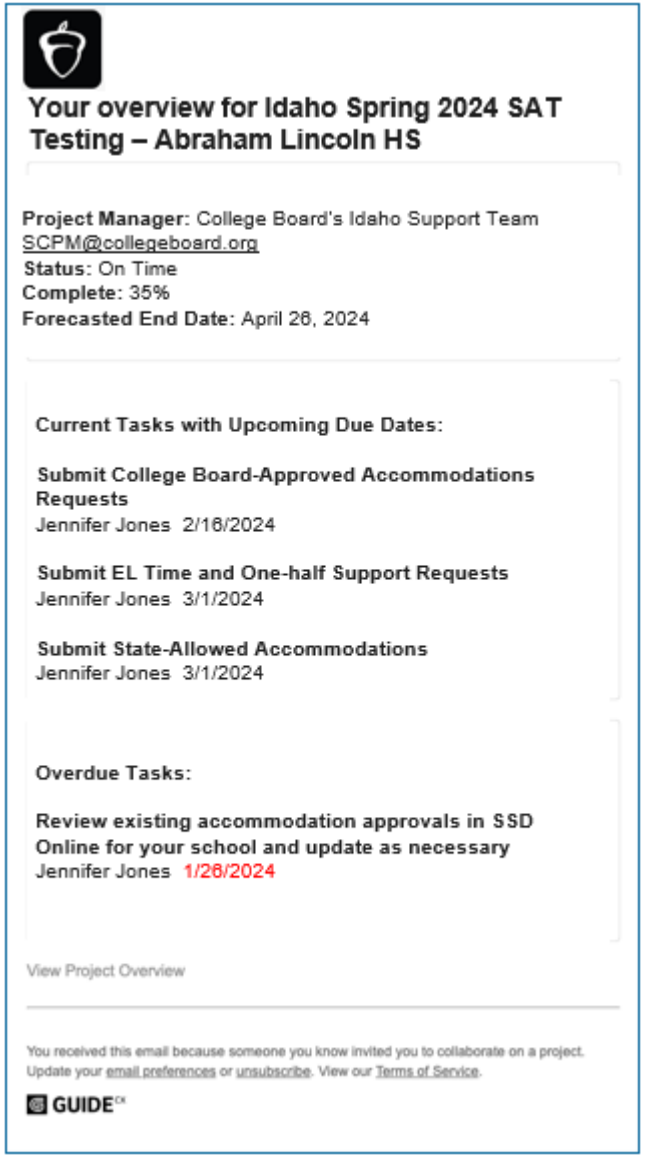


Project Overview Email

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
SCPM@collegeboard.org
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 2/16/2024

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 1/26/2024

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

CollegeBoard

SAT Suite

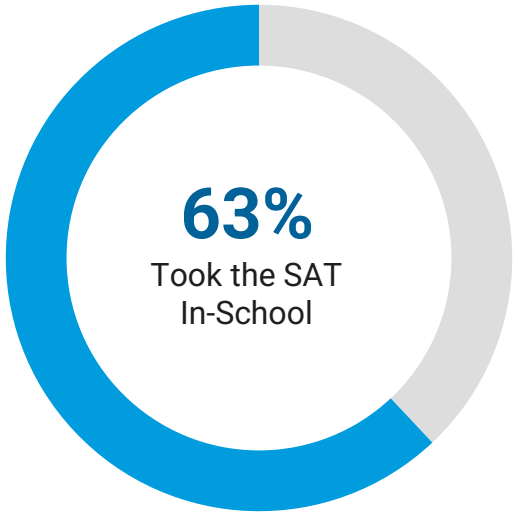
Test Overview

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

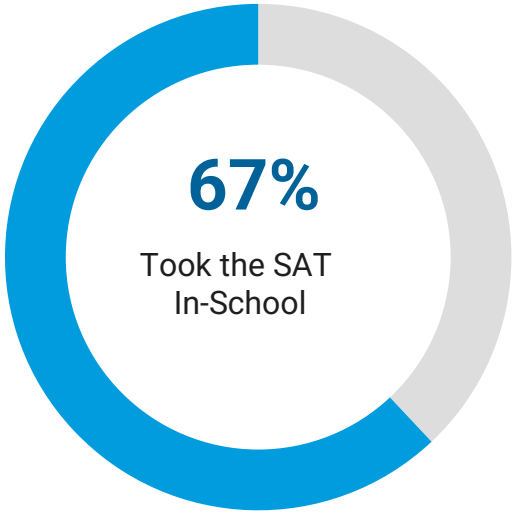
- The SAT is key to helping **identify students from unknown backgrounds and helping them succeed**
- The SAT is **more fair than other measures in many ways**, and differentiates beyond (and with) GPA
- **Scores should always be in context**, and the SAT should not be the only, or even the most, important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

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

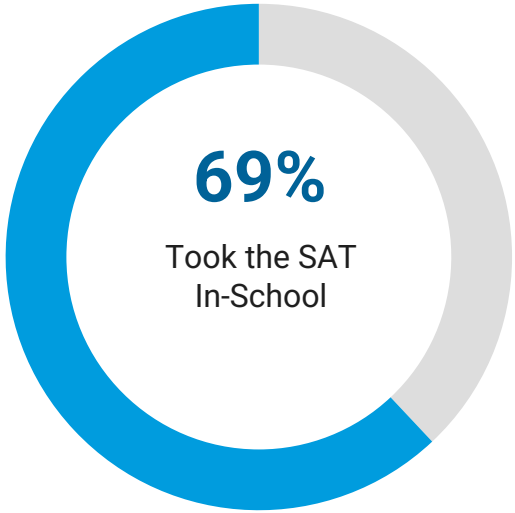
Proportion of SAT takers who take the SAT on a school day



Class of 2022



Class of 2023



Class of 2024

Beyond the Admissions Decision: New Trends in Test Score Use

https://highered.collegeboard.org/testscoreusecasestudies

Key Findings

Providing **clear and detailed information** 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 **inform testing policies that align with institutional priorities**

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

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 Math Score

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

54 total questions

1 section
2 modules – initial & adaptive

64 total minutes

1.19 min/question

Discrete questions

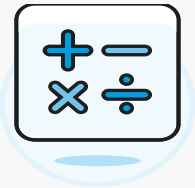
Digital SAT Test Specifications at-a-glance: Math

44 total questions

1 section
2 modules – initial & adaptive
both with calculator

70 total minutes

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

1. **Shorter Tests**
2. **Questions are tailored according to students' achievement**
3. **Allows students to navigate back to questions within a module**
4. **More secure testing**
5. **Allows disruptions in internet connectivity**
6. **More precise measurement**

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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 school managed.
(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.**

* **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

- Student and Coordinator/Proctor/Monitor devices must be able to connect to the school network via ethernet or Wi-Fi.
- 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/technology/networks

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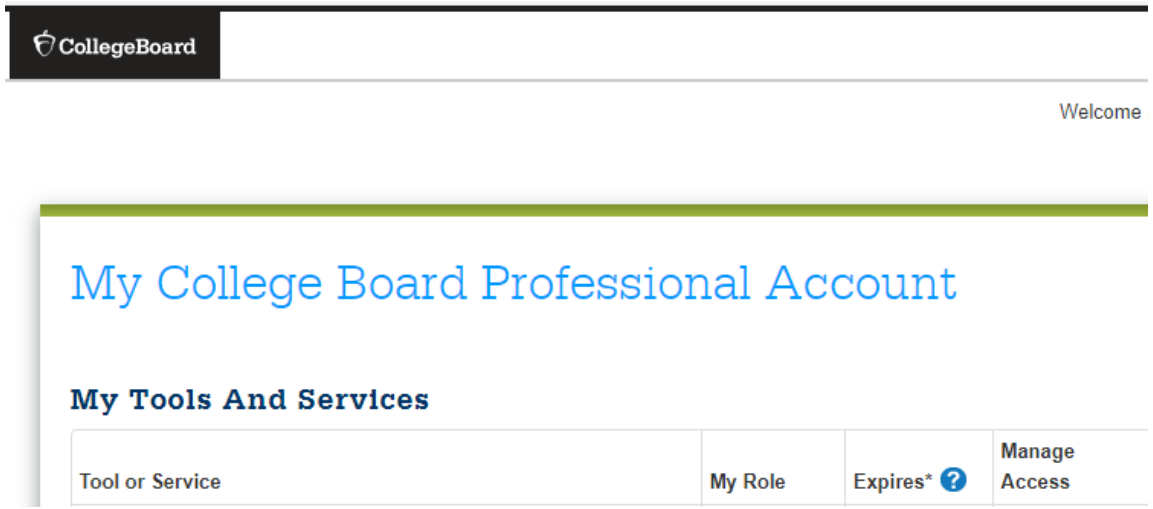
SSD Online Accommodations

Deadline is January 13 (SSD Coordinator Training December 12)

Accessing SSD Online

General Information

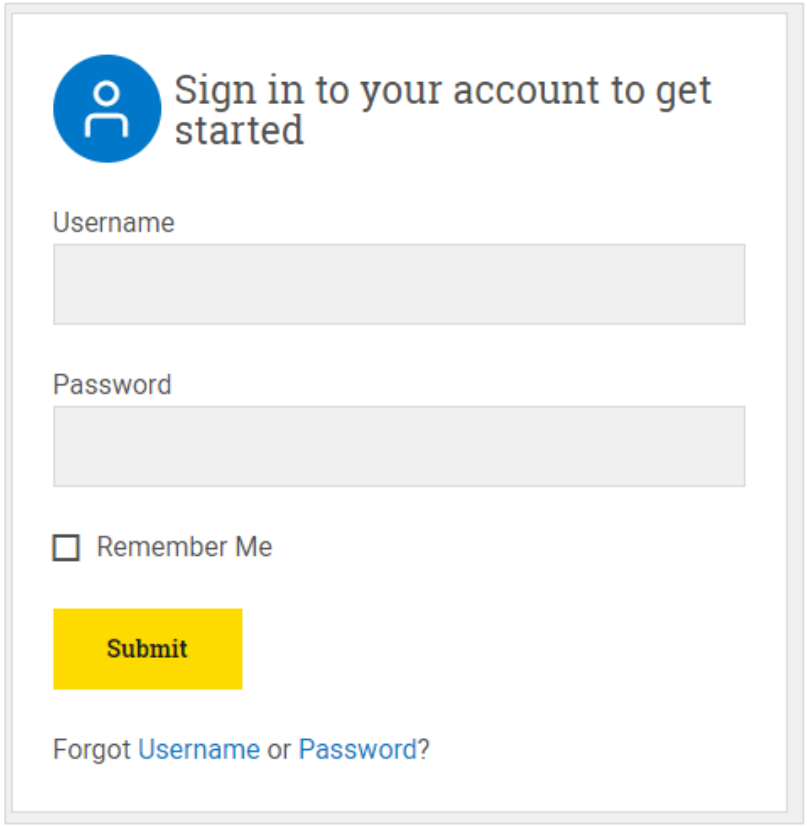
- You must have an updated* College Board professional educator account
  - The email associated with your account must match the email that was either:
    - Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September
    - Submitted later to College Board's Update Your Coordinator Form)
  - 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:



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

Returning SSD Coordinators

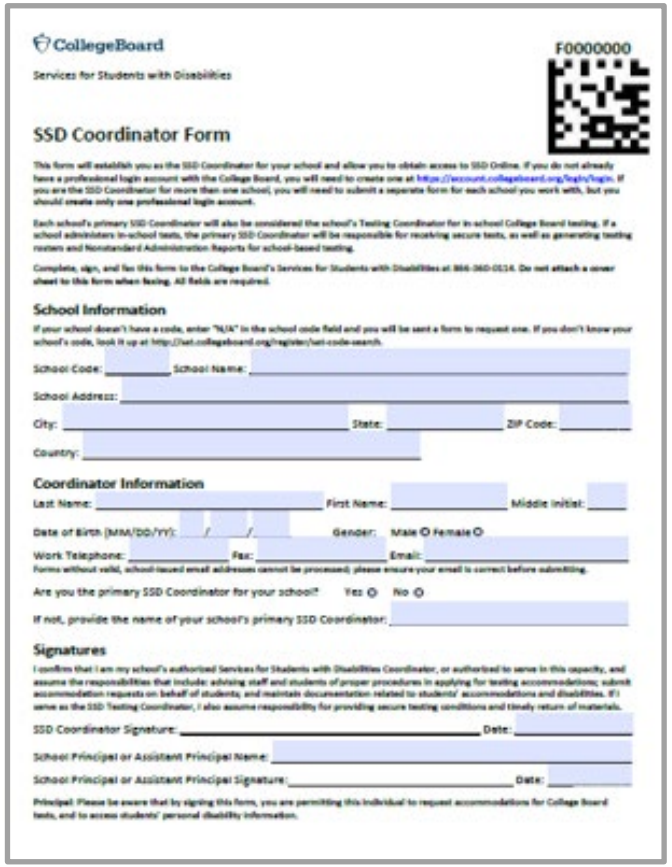
Confirm Access



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

New SSD Coordinators

SSD Coordinator Form



CollegeBoard

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Services for Students with Disabilities

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at https://account.collegeboard.org/login/login. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 866-360-0114. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at http://sat.collegeboard.org/register/sat-code-search.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: ____

Date of Birth (MM/DD/YY): ___/___/___ Gender: Male O Female O

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes O No O

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- 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 SSD Coordinator Form pictured at left (also available at www.collegeboard.org/ssd) 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)

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

NEW SP25: Ending Extended Time Early

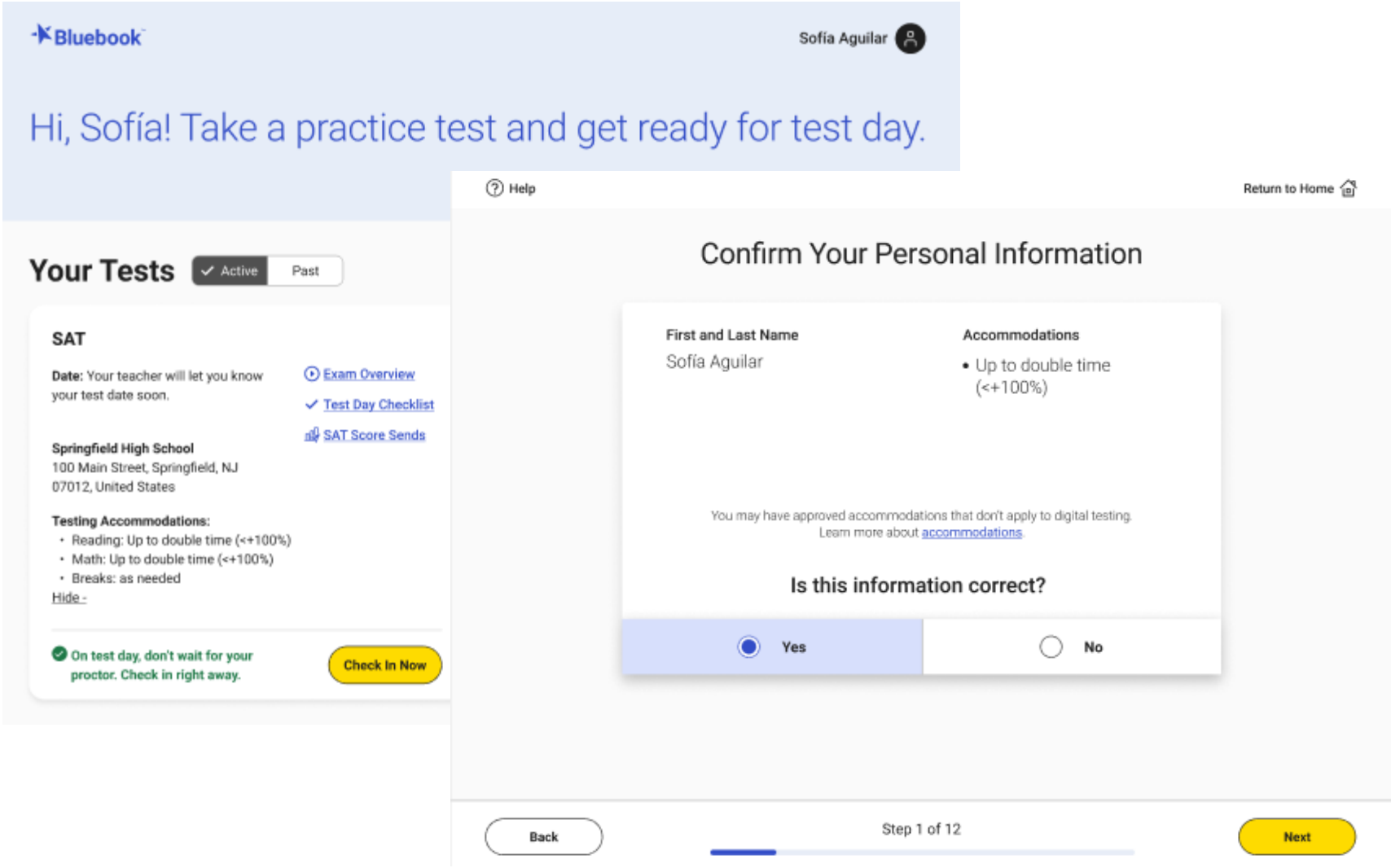
Availability and Accessing

- 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”

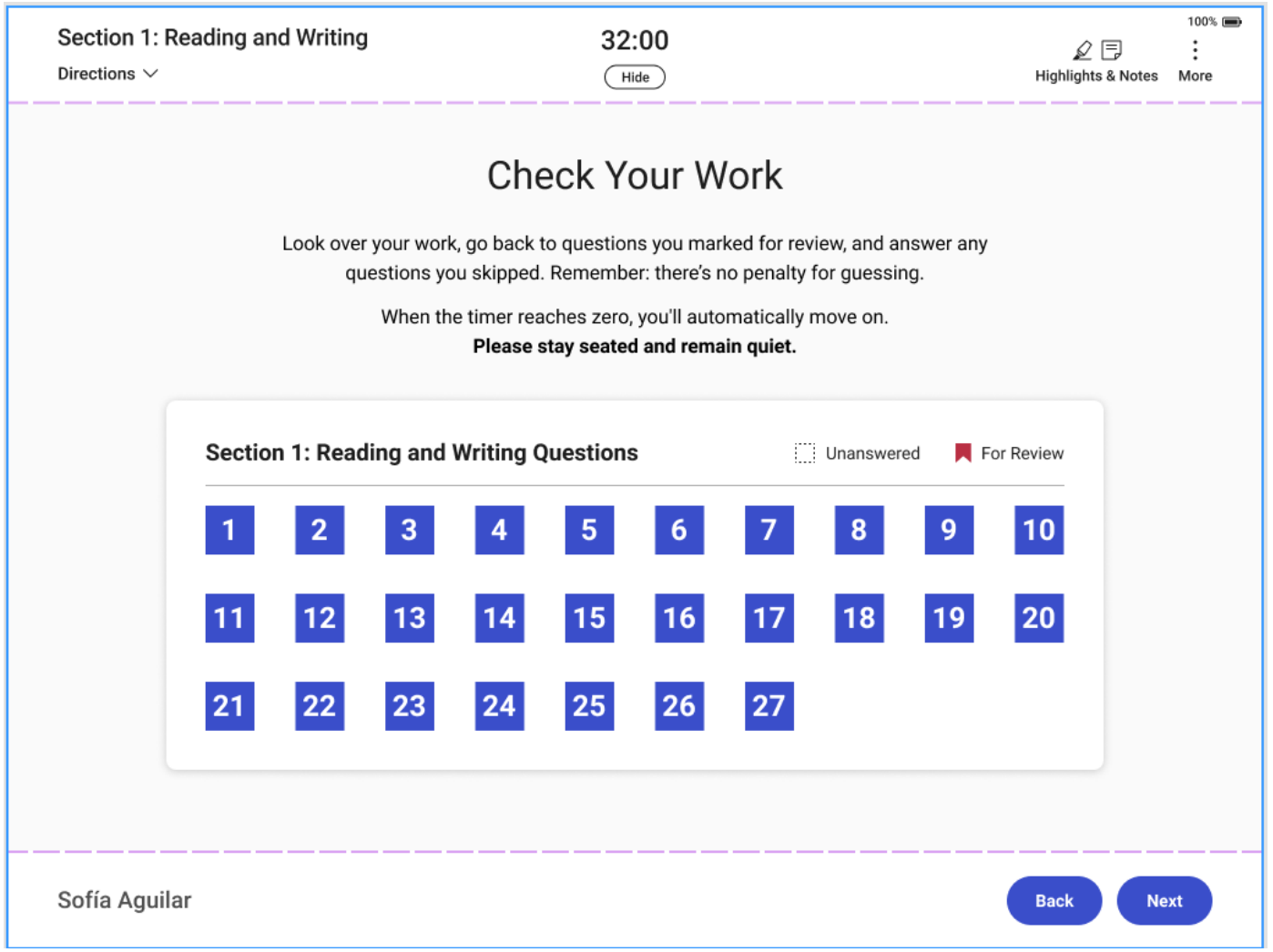
- Student accommodations will now read “Up to” their amount of approved extended time on their test card and during the exam setup and check in flows.



End of Module Review Screen

New Button for Extended Time Testers

- When standard time has been reached, the “Next” button becomes active.

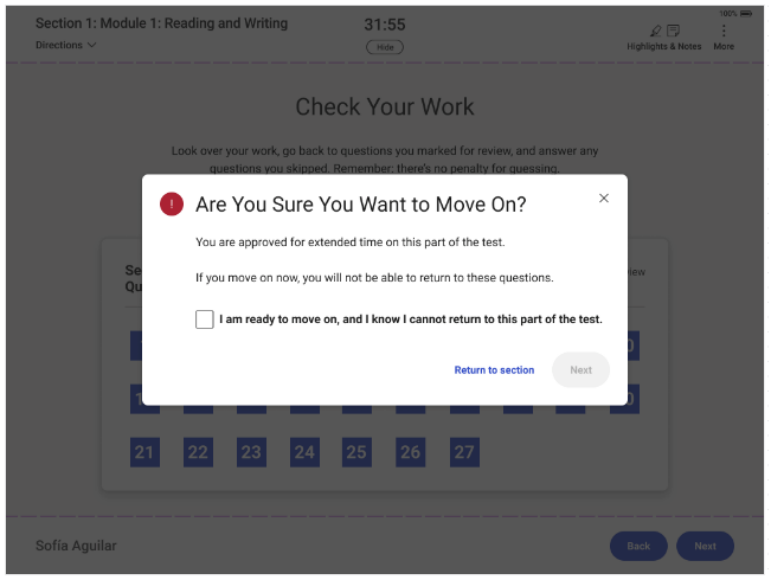


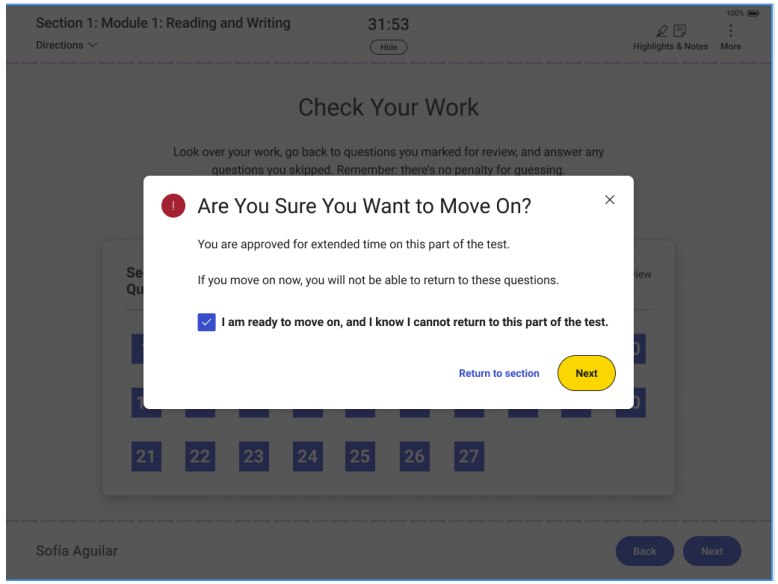
Note: These features are still under development. Design may change slightly and the content is not yet final.

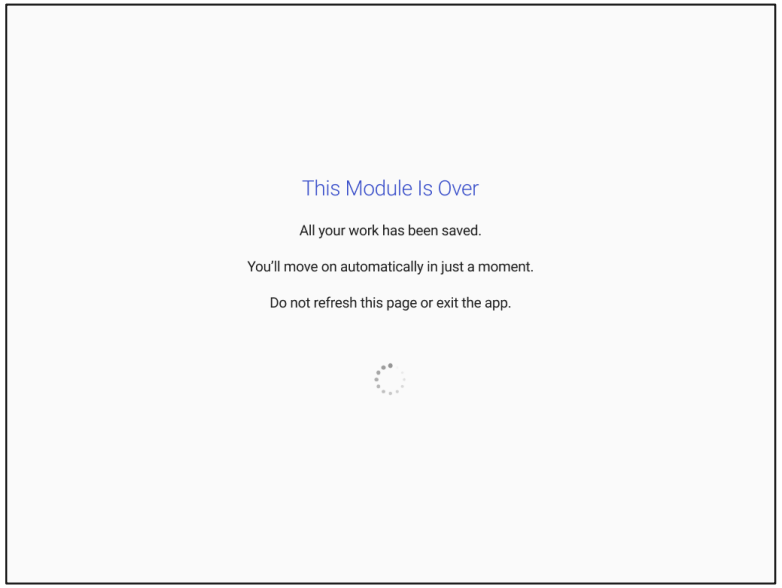
Confirmation Modal

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.

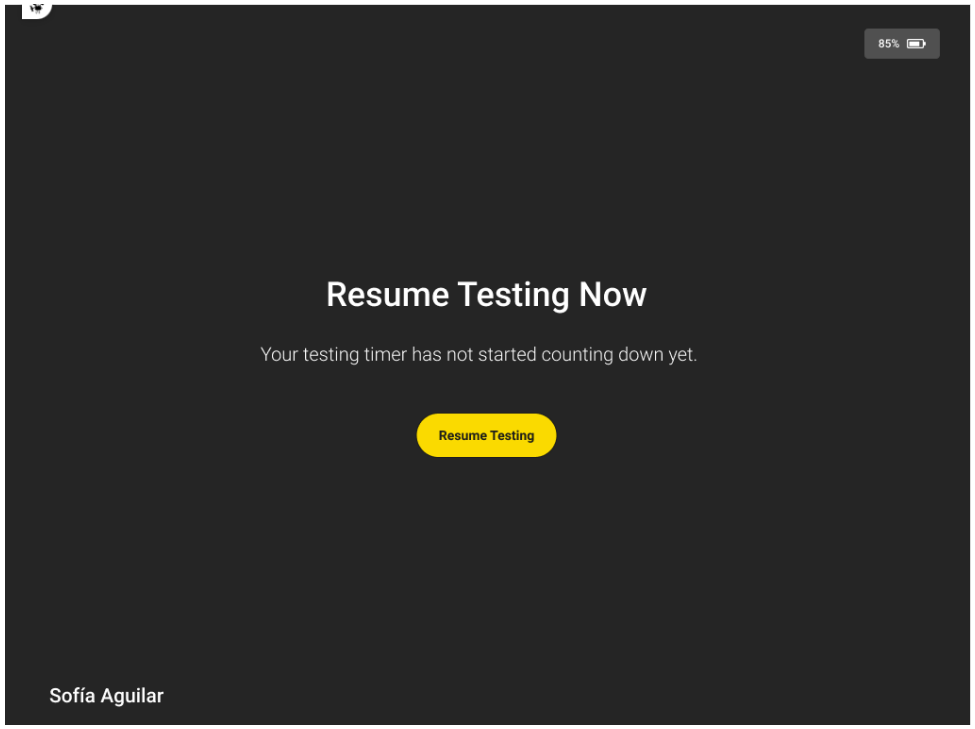






Break Screens

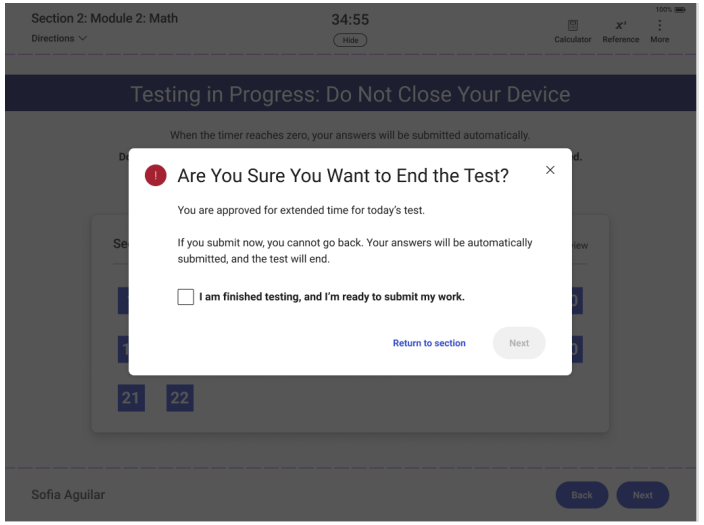
Break screens do not change for Extended Time testers

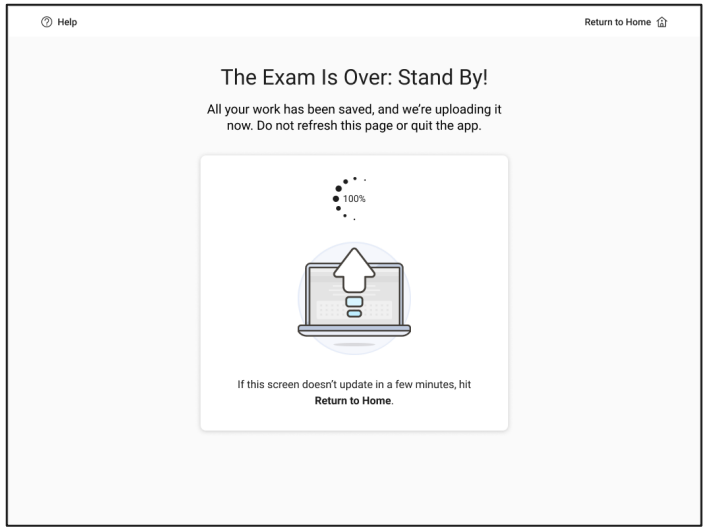


End of Module/End of Test Review Screen

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.





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

CollegeBoard

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)

CollegeBoard

Bluebook™

Installing Bluebook™ on Students' Testing Devices

General Information

- Install Bluebook **on any individual device other than a Chromebook** at: https://bluebook.app.collegeboard.org/. 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: **Chromebook, Windows, iPad, Mac**
- 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.

Digital Readiness Check Screen-by-Screen

Purpose

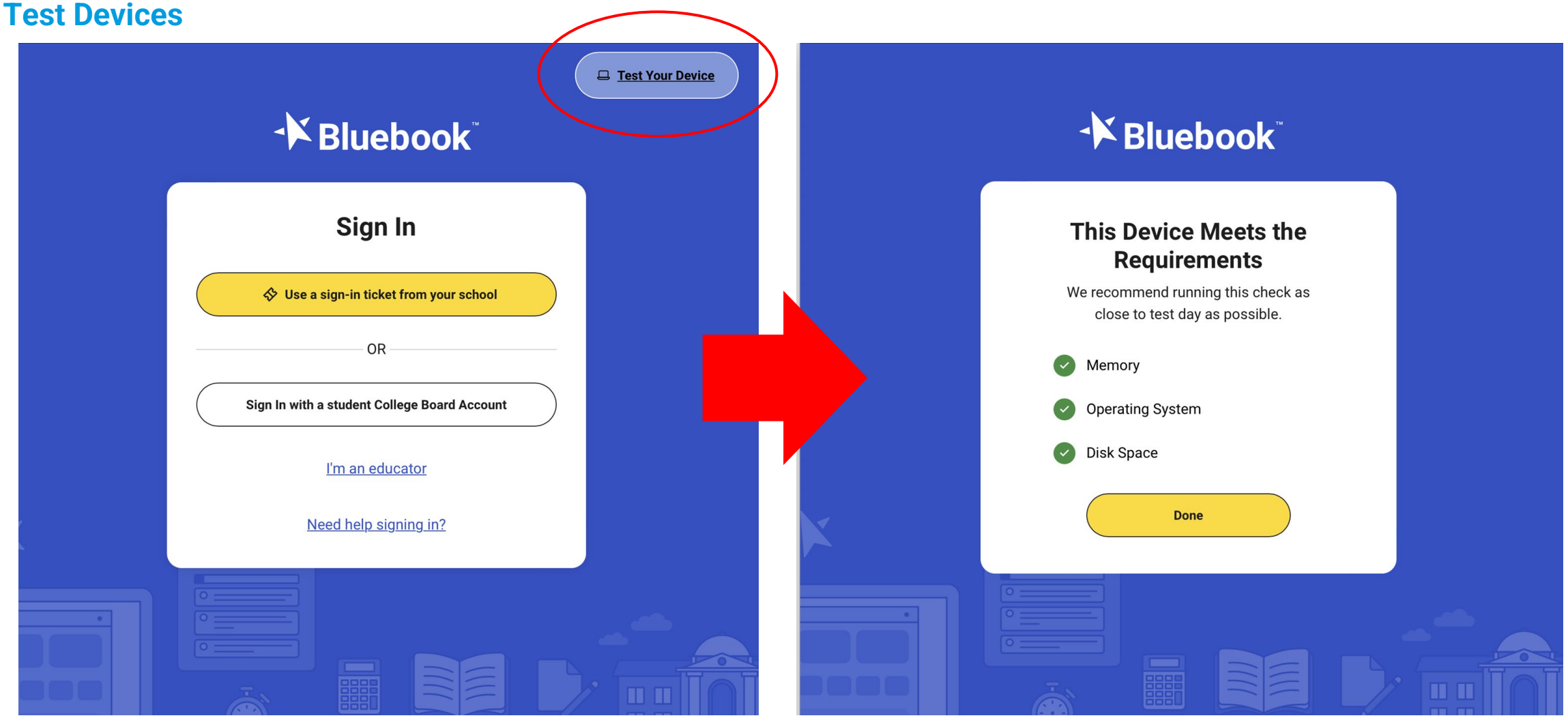
- Ensure testing devices meet technical requirements
- Ensure Bluebook™ is installed correctly
- Complete Exam Set-Up process
  - Review privacy policy and use of this app statement
  - Provide (optional) test taker information
  - Opt into BigFuture School and Connections opportunities if desired
  - 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

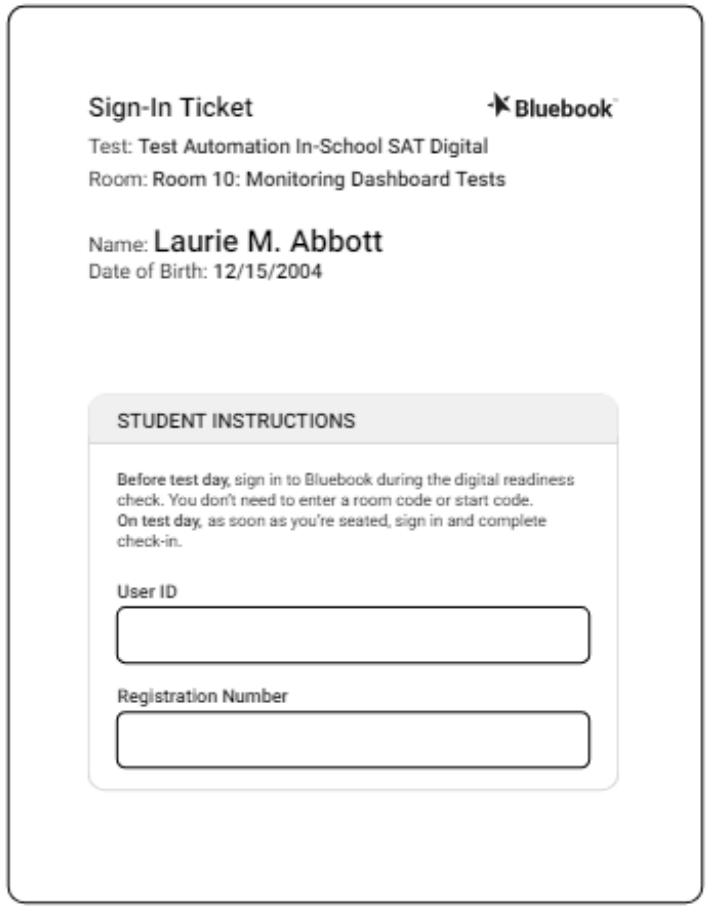
Digital Readiness Check Screen-by-Screen

1. Test Devices



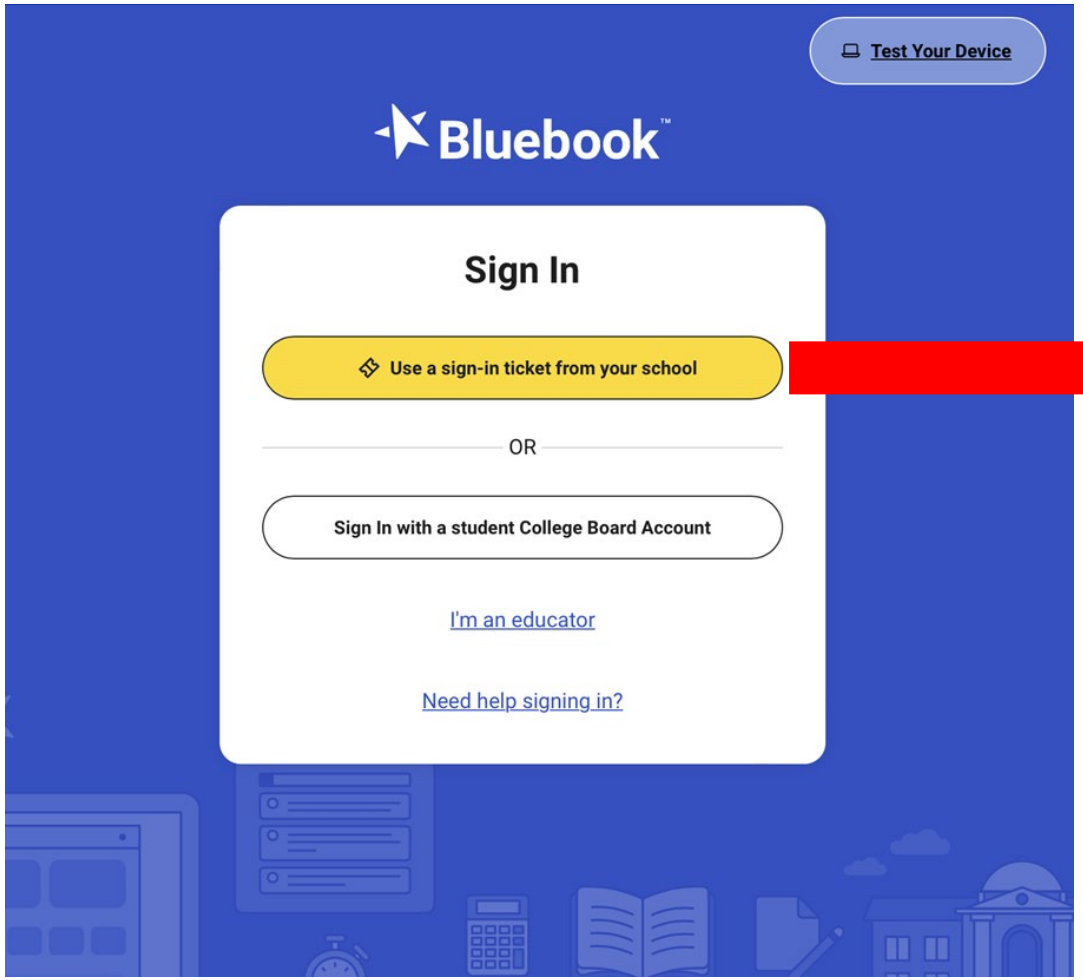
Digital Readiness Check Screen-by-Screen

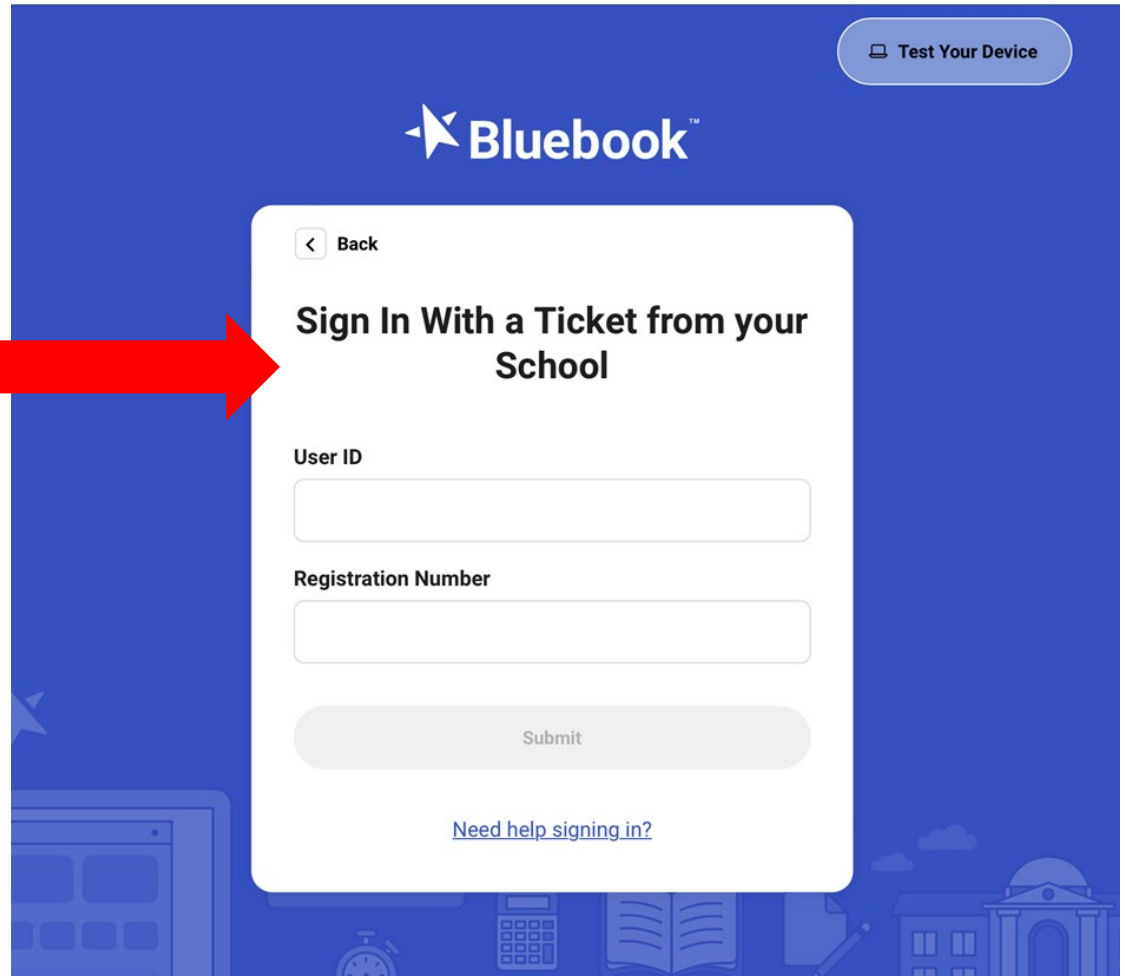
2. Distribute Sign-In Tickets



Digital Readiness Check Screen-by-Screen

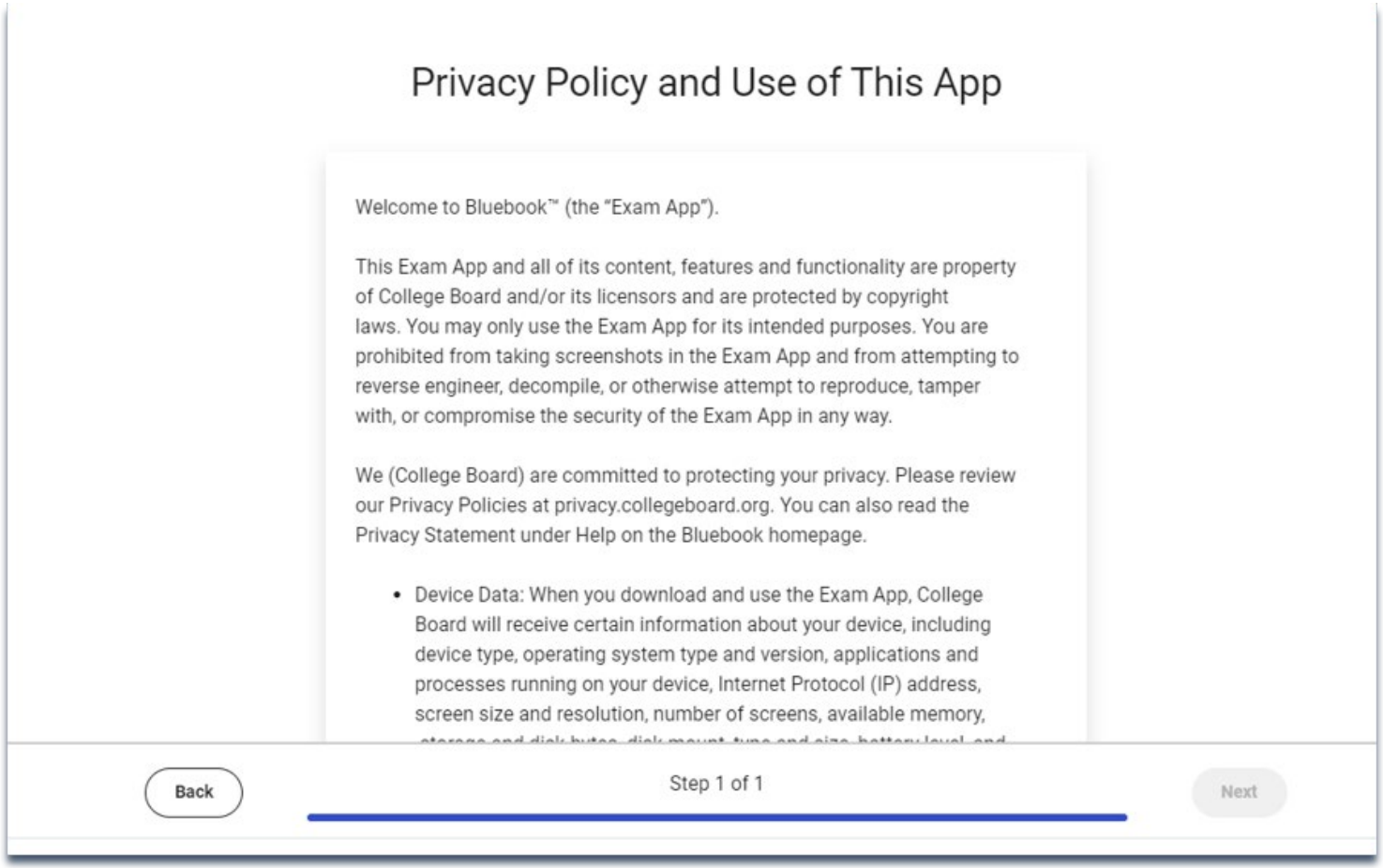
3. Student signs into Bluebook™ using Sign-In Ticket Credentials





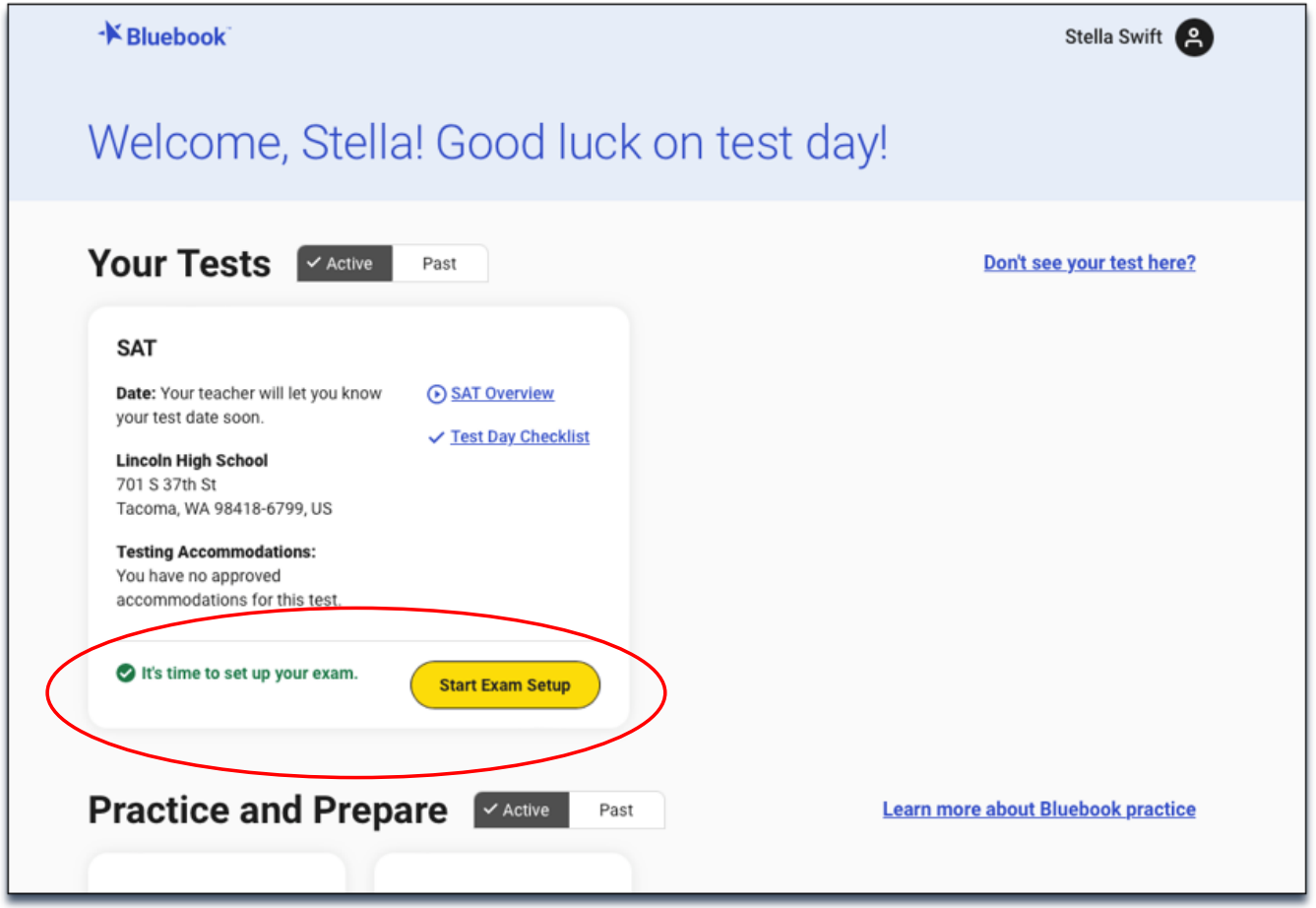
Digital Readiness Check Screen-by-Screen

4. Review privacy policy and use of this app statement



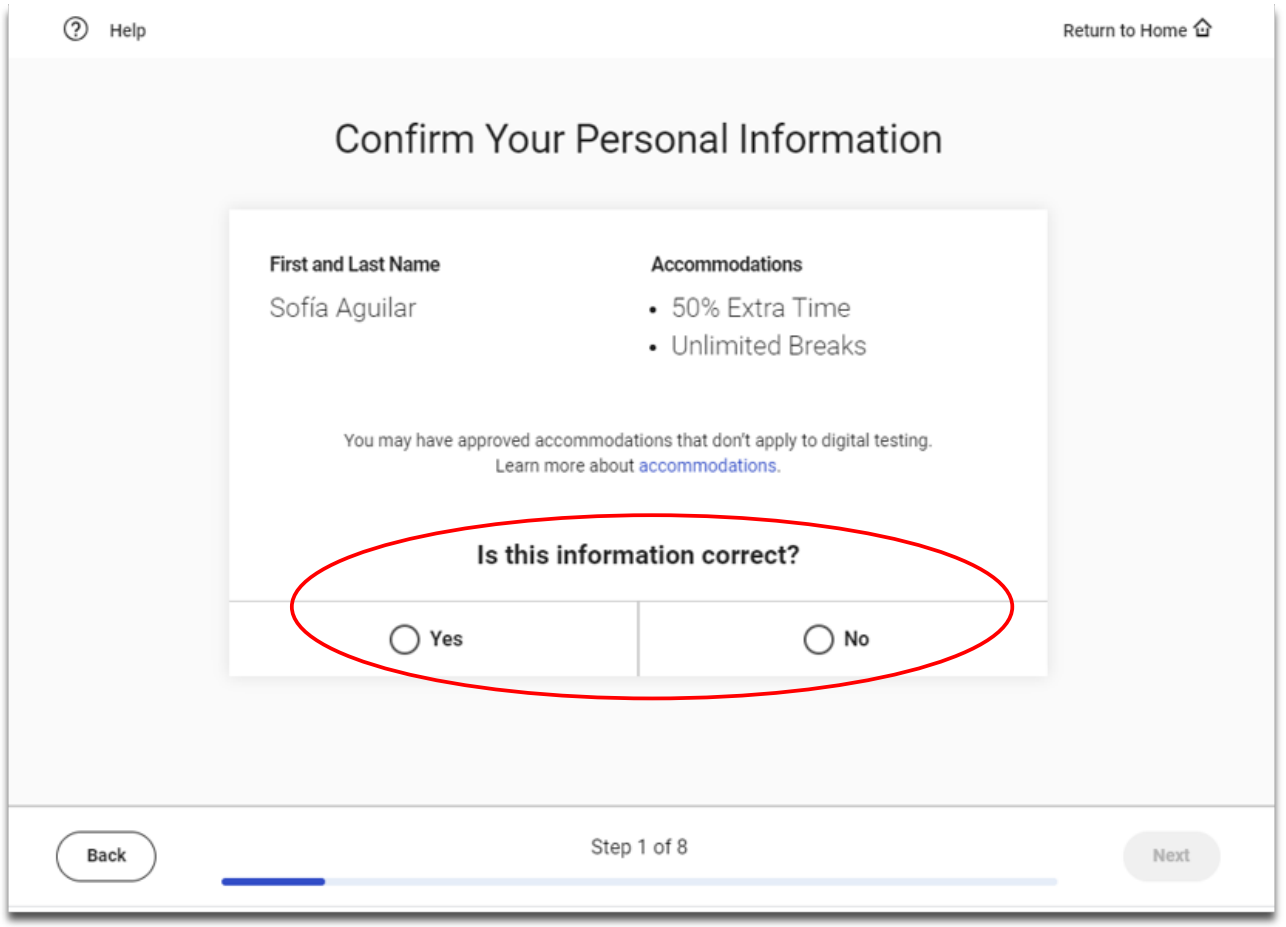
Digital Readiness Check Screen-by-Screen

5. Start Exam Set-Up



Digital Readiness Check Screen-by-Screen

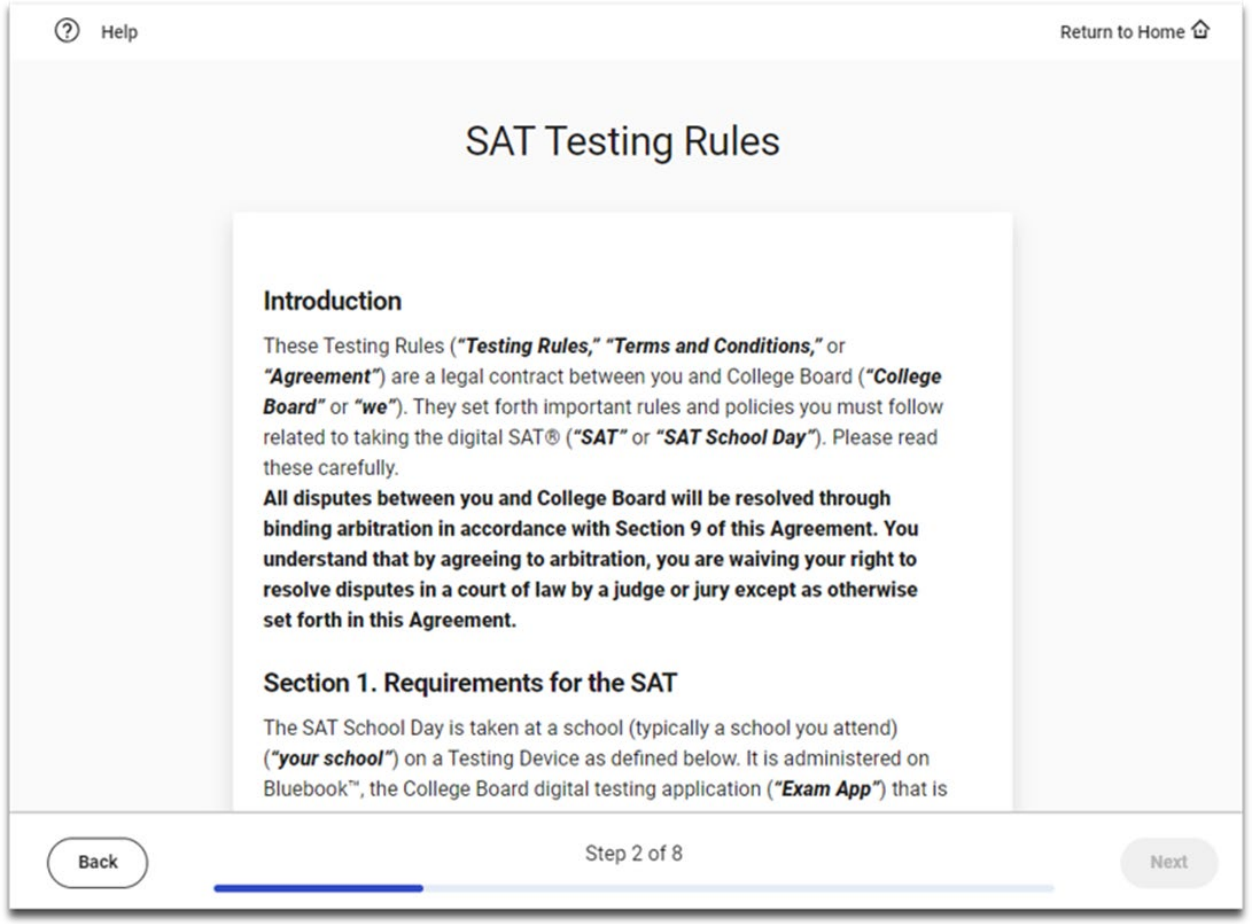
6. Students Confirm Personal Information



Digital Readiness Check Screen-by-Screen

7. Review & Agree to Test Taker Rules

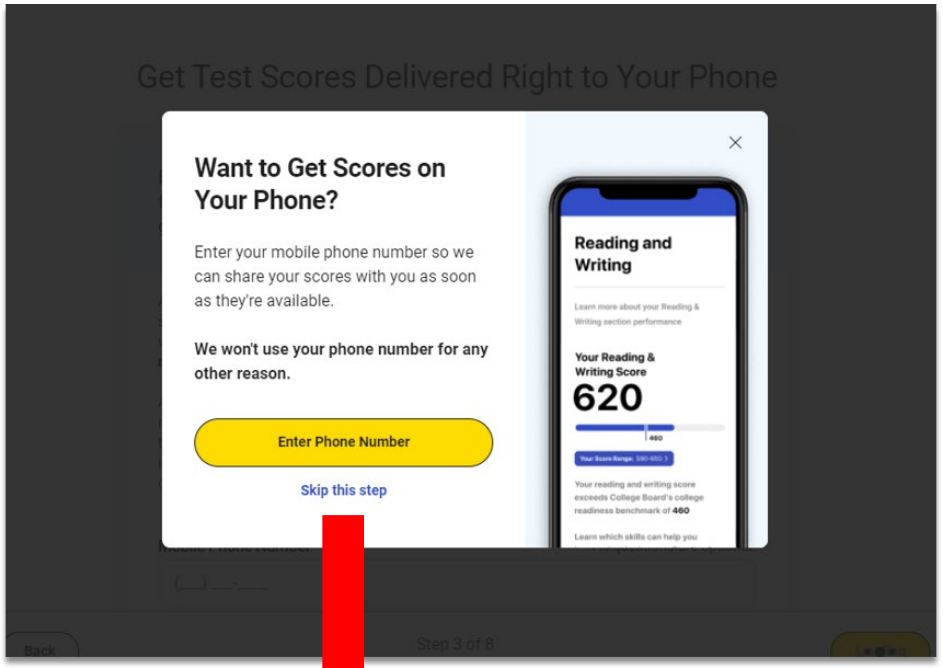
NOTE:
Students taking PSAT 10 and PSAT 8/9 will see the rules for those assessments.



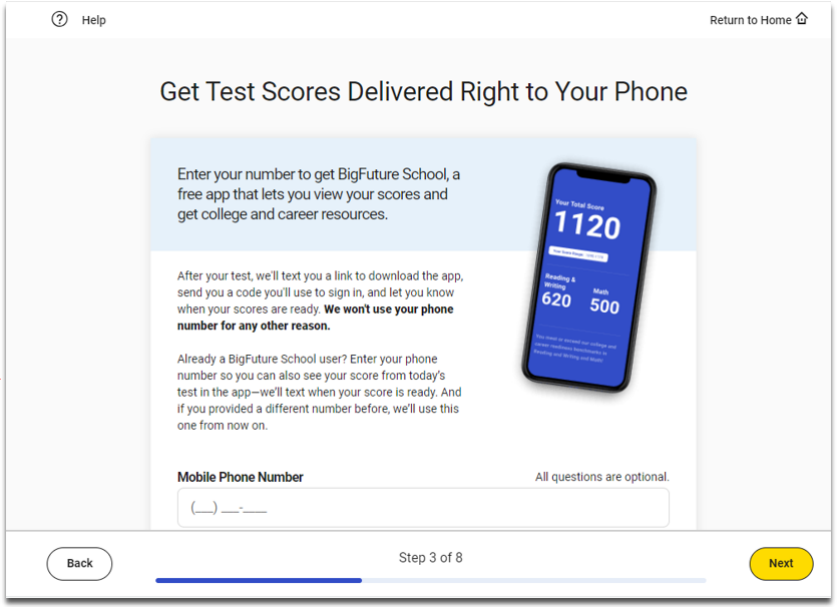
Digital Readiness Check Screen-by-Screen

8. BigFuture School Participation (Opt-In Opportunity)

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

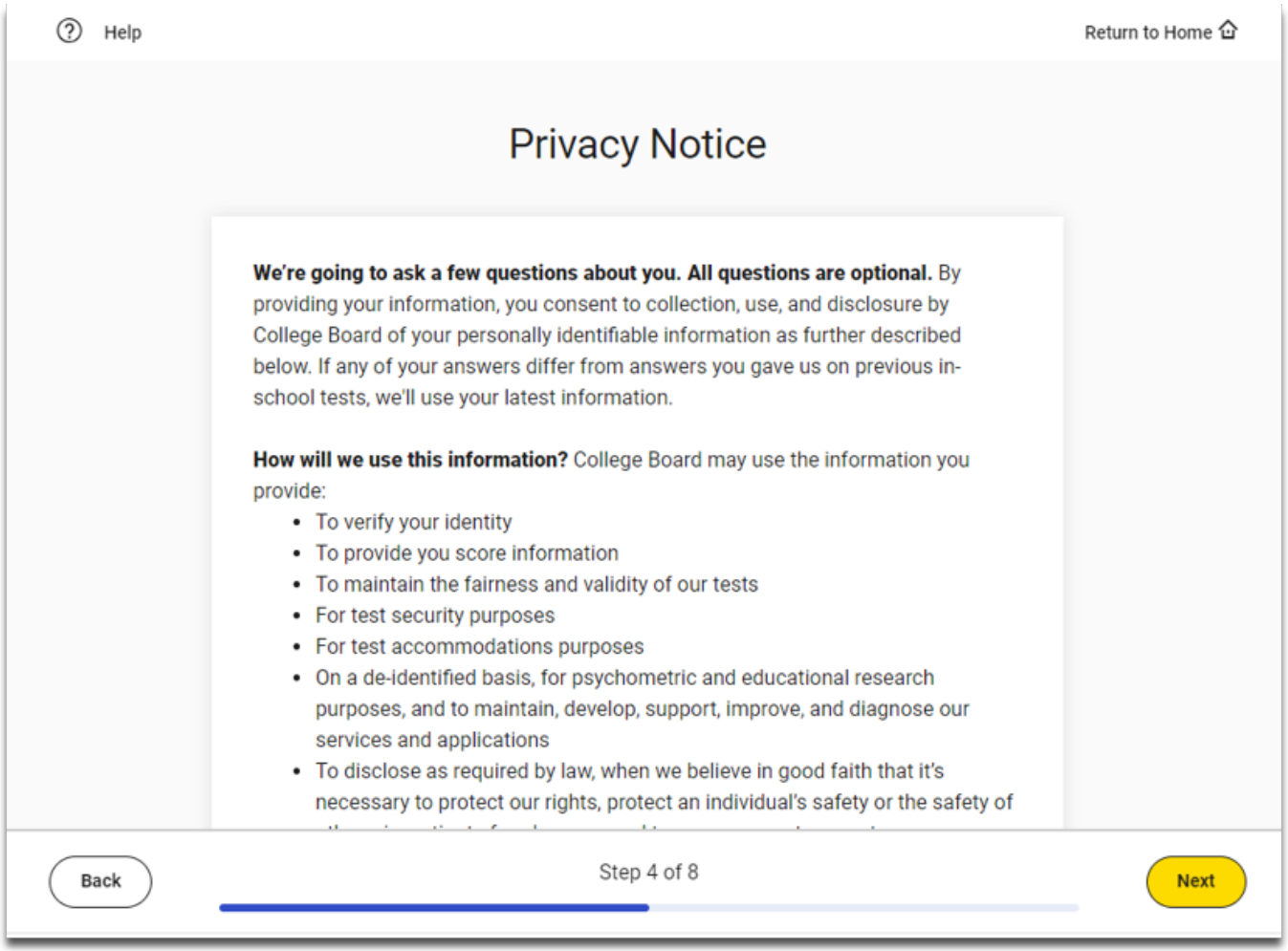


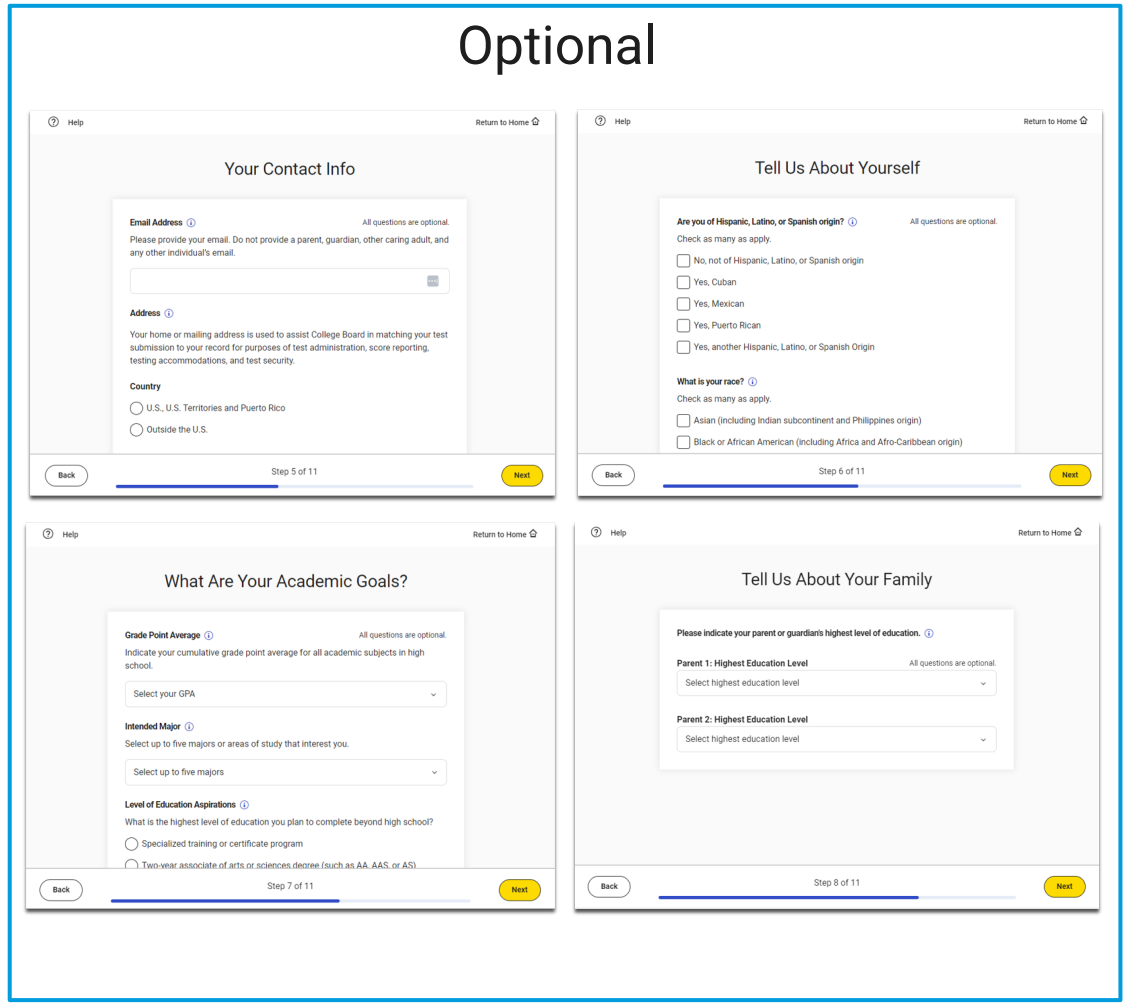
Students who click “skip this step” will not see this screen.



Digital Readiness Check Screen-by-Screen

9. Privacy Notice and Optional Student Information

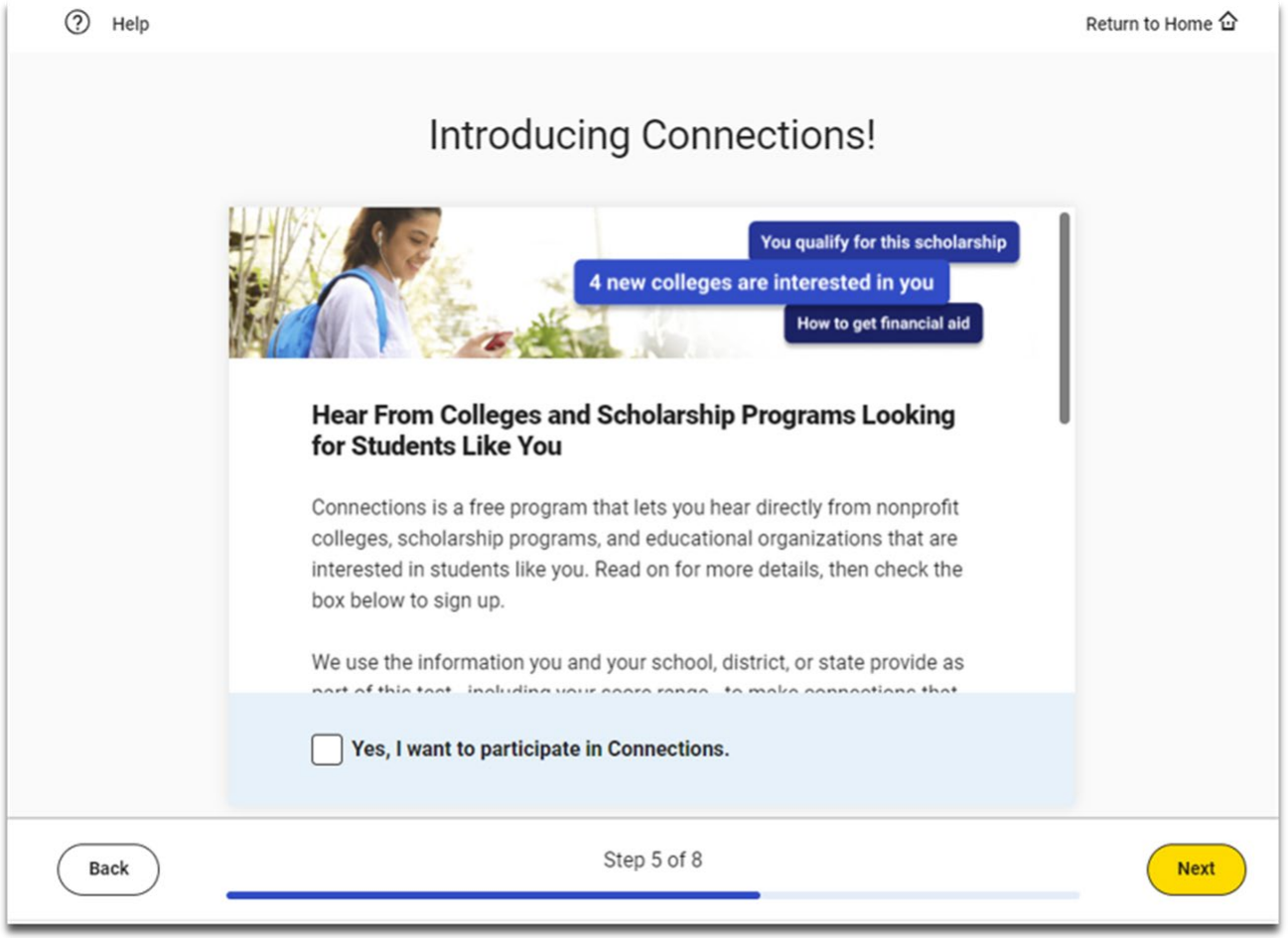




Digital Readiness Check Screen-by-Screen

10. Connections Opt-In

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

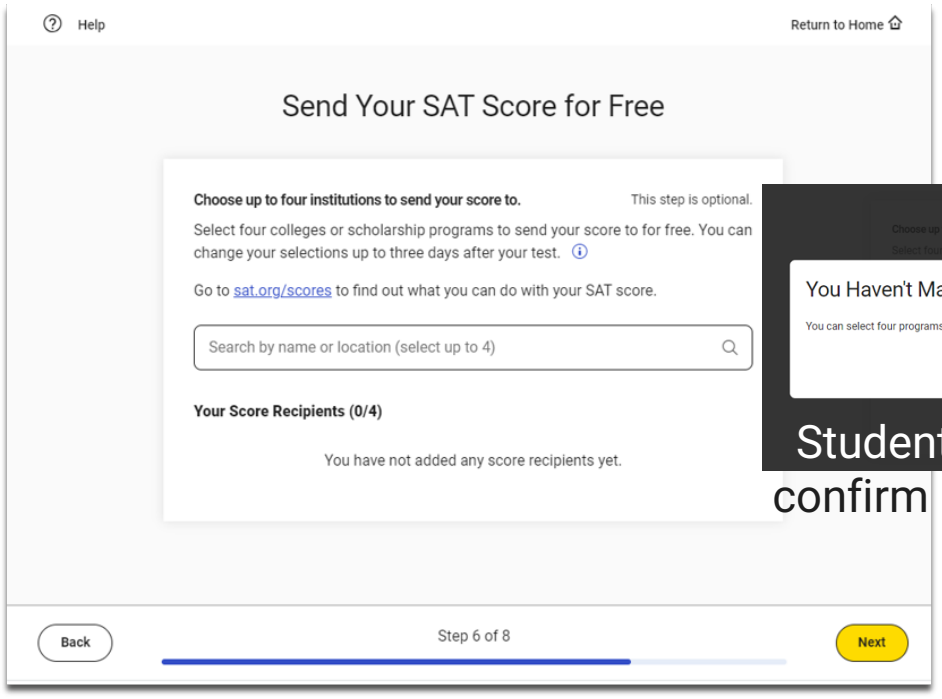


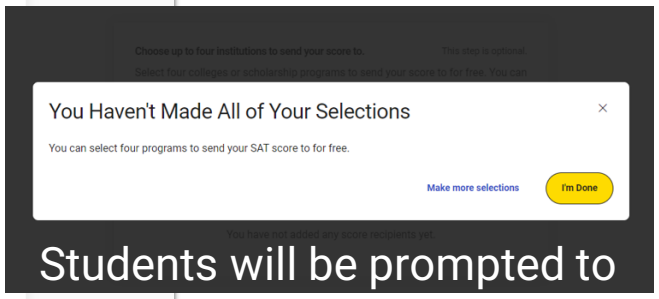
Digital Readiness Check Screen-by-Screen

11. SAT Free Score Sends

NOTE: Students taking PSAT 8/9 and PSAT 10 will not see this screen.

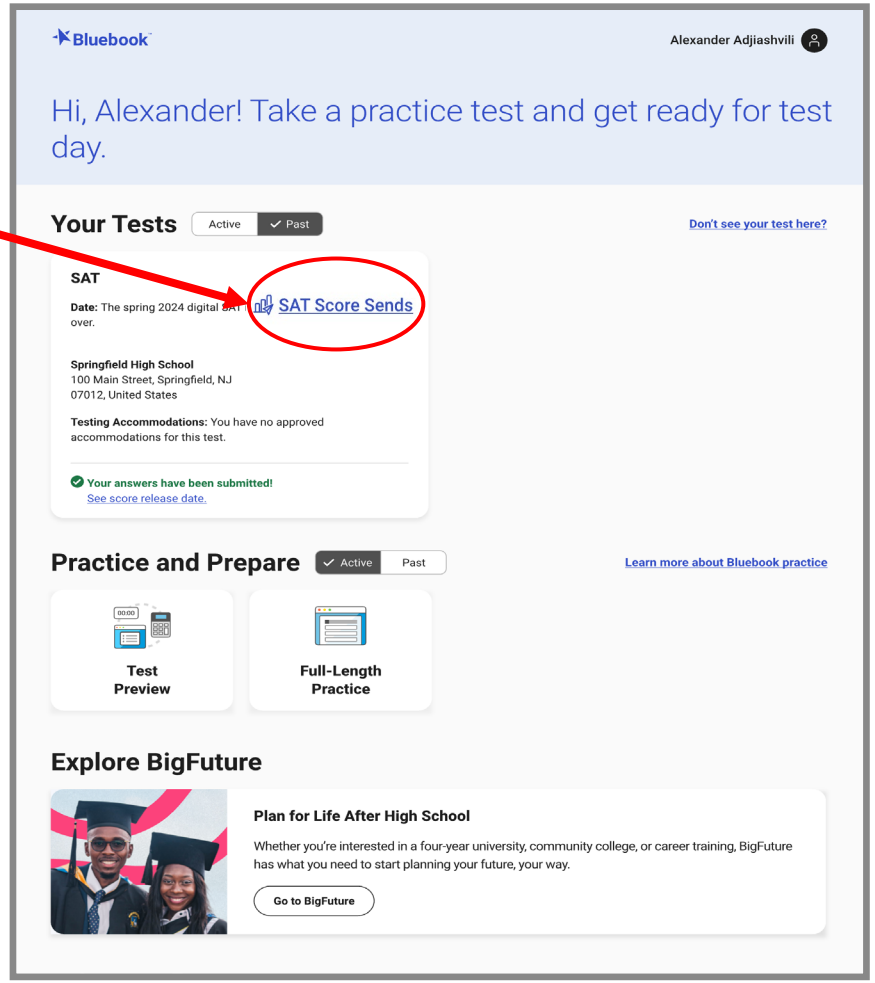
Students can request up to 4 free sends





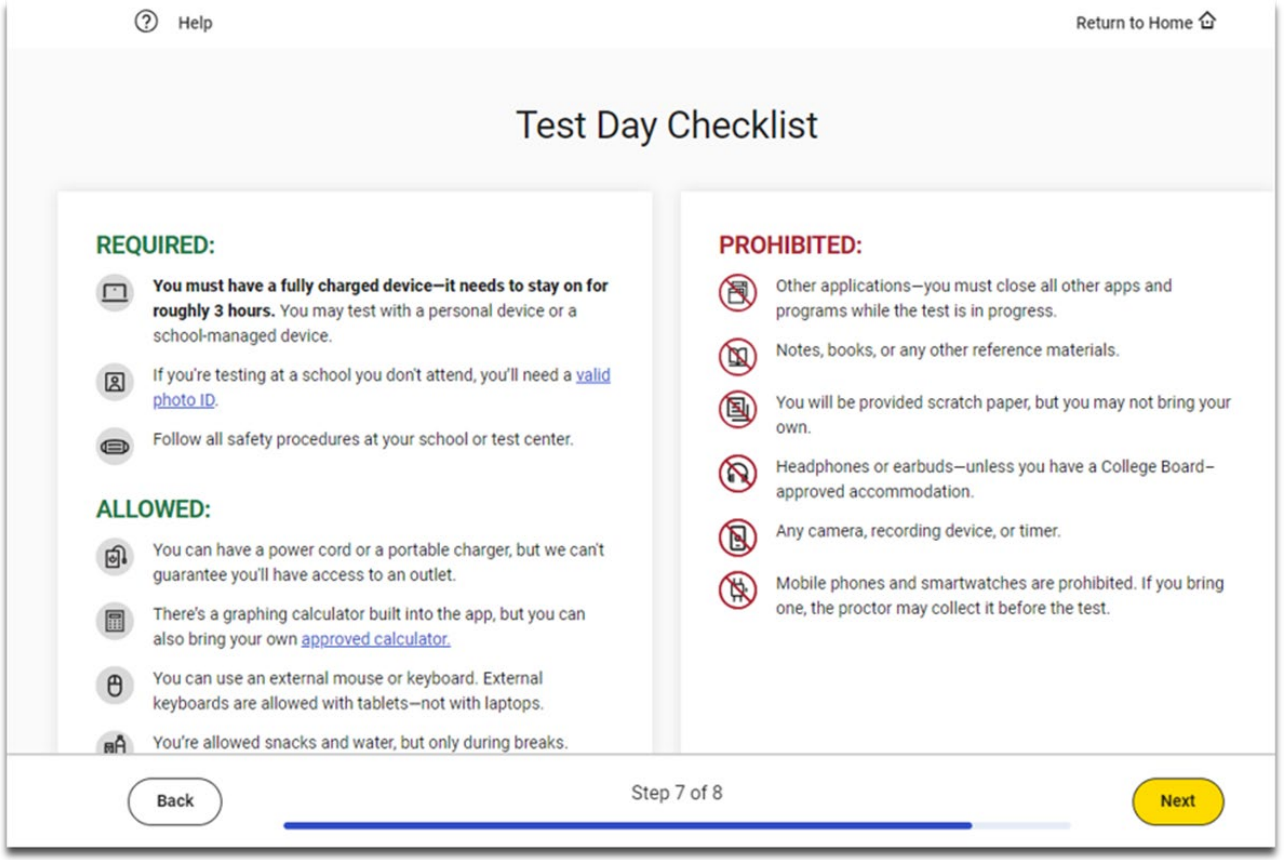
Students will be prompted to confirm if they skip this service

Students can change whether and where their scores are sent **up to 3 days after testing by using their sign-in ticket** credentials to log back into Bluebook



Digital Readiness Check Screen-by-Screen

12. Review Test Day Checklist



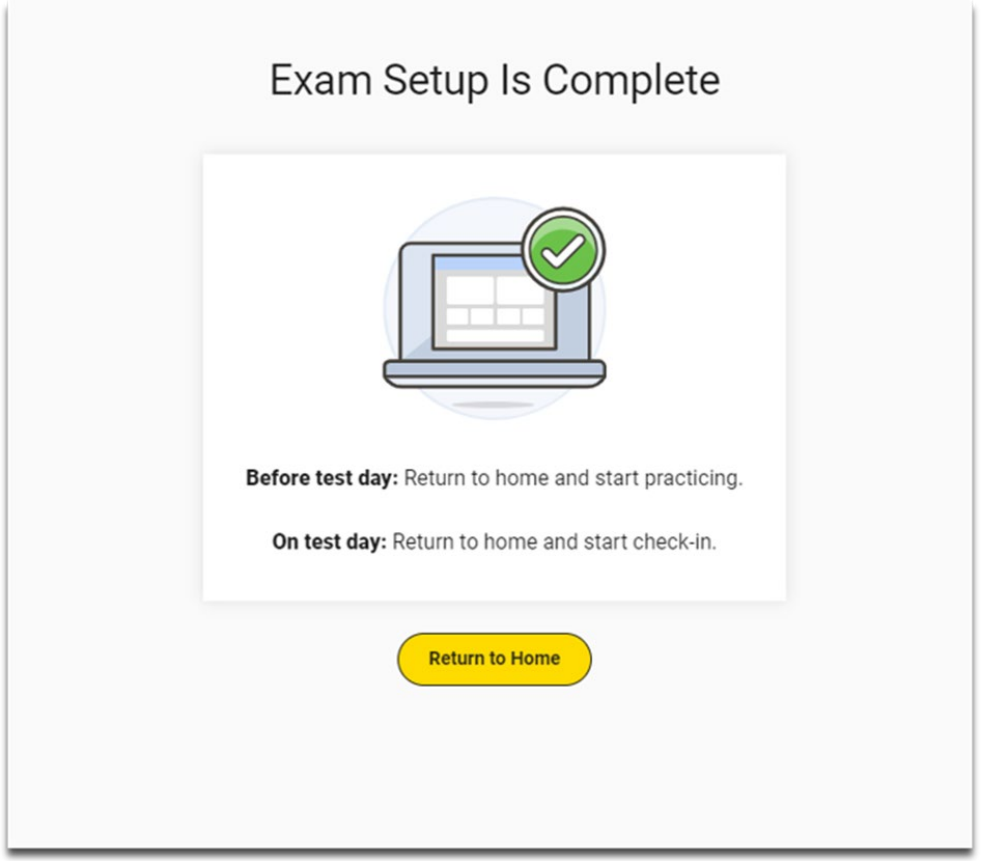
Digital Readiness Check Screen-by-Screen

Exam Set-Up Complete

Recommended:

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

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



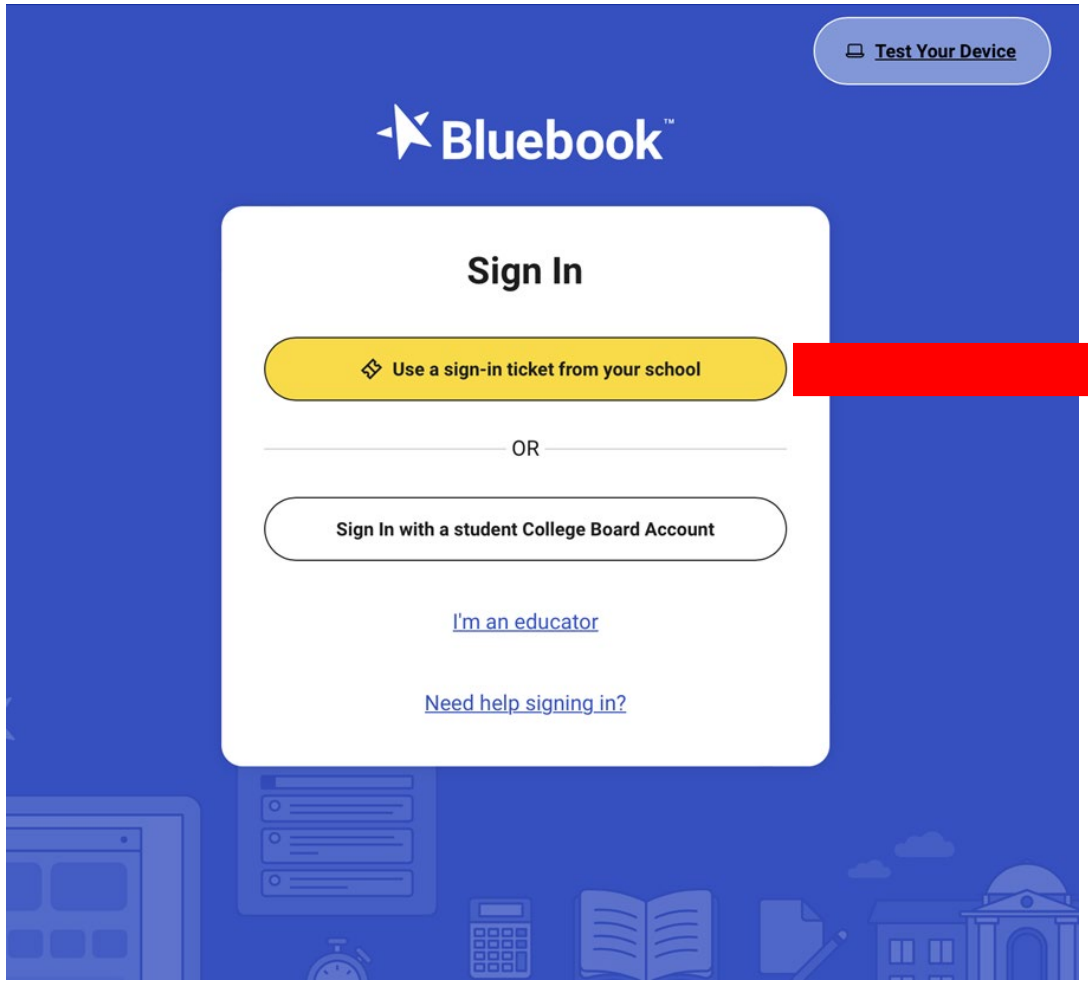
Student Test Day Experience Screen-by-Screen

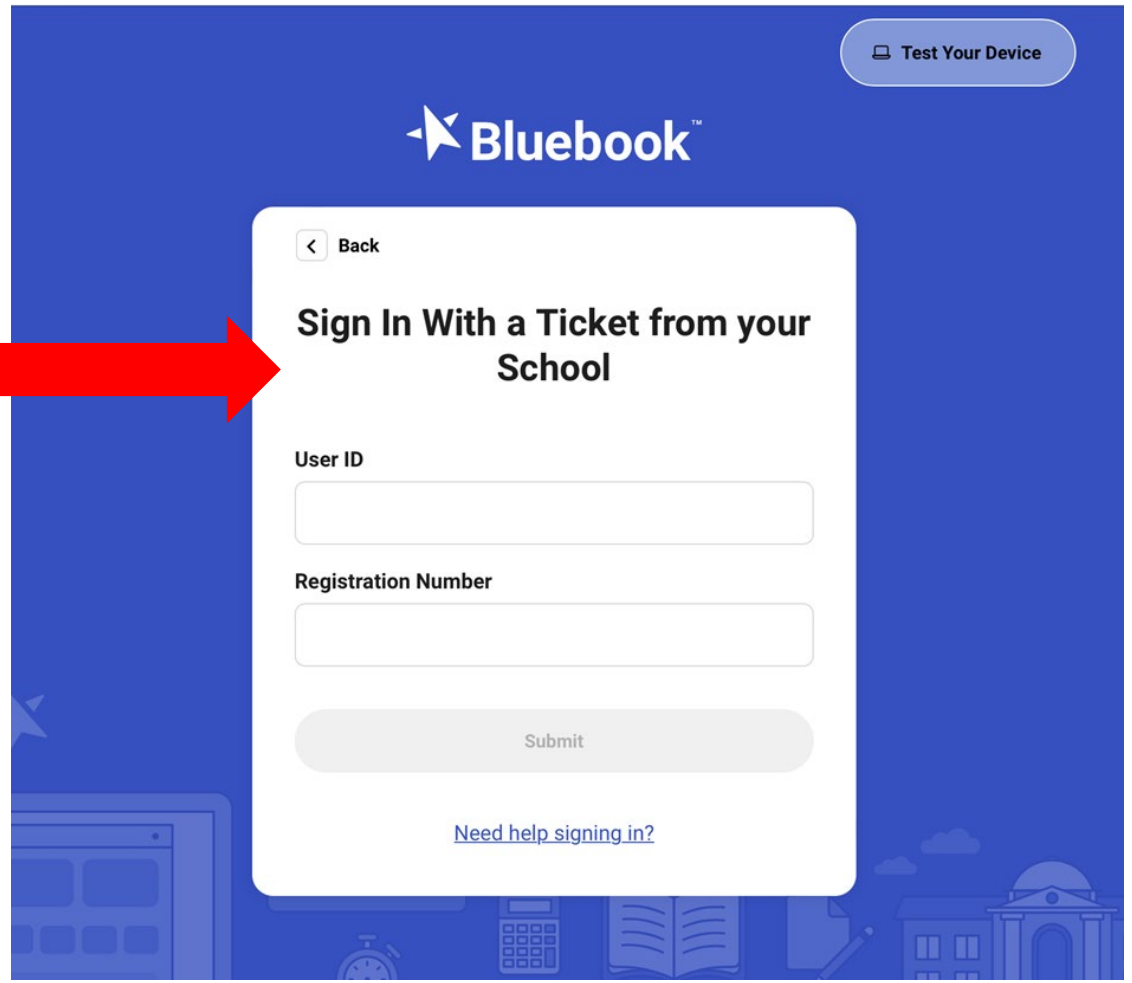
Overview

- 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)

Student Test Day Experience Screen-by-Screen

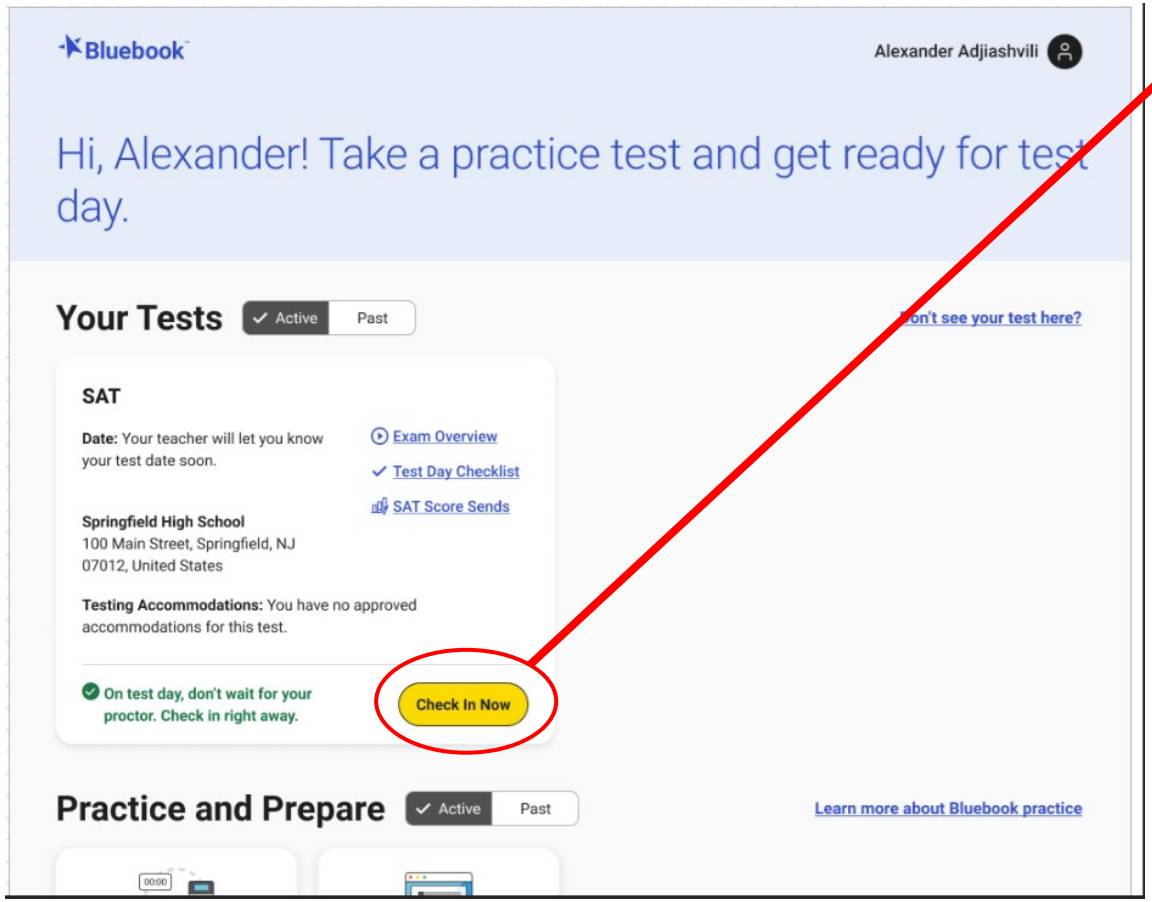
1. Sign-in with ticket-provided credentials

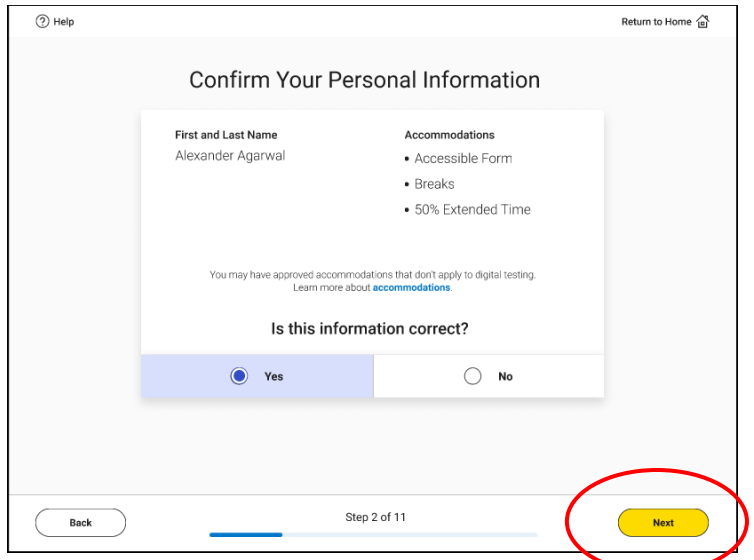


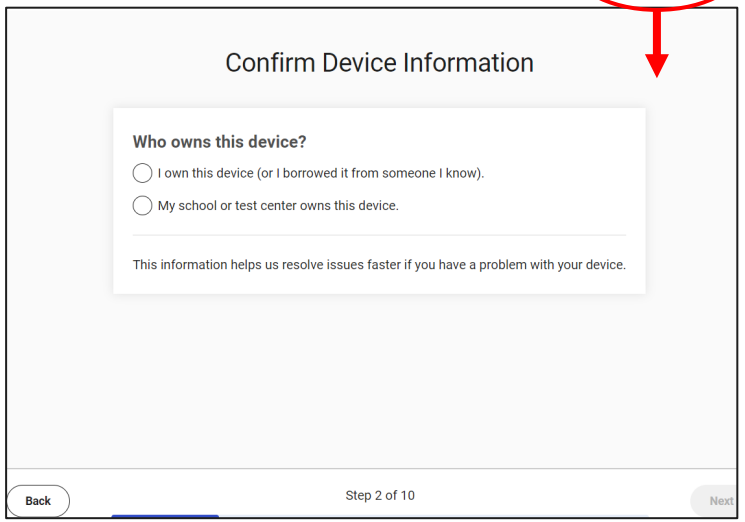


Student Test Day Experience Check Screen-by-Screen

2. Begin Check-in

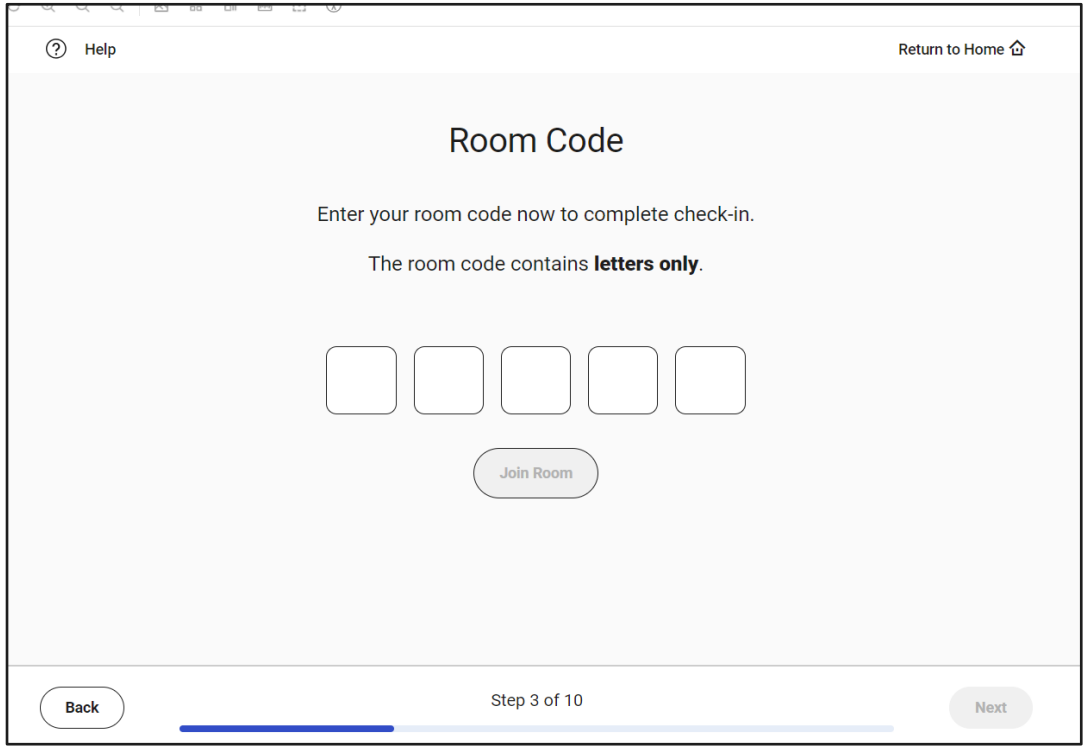


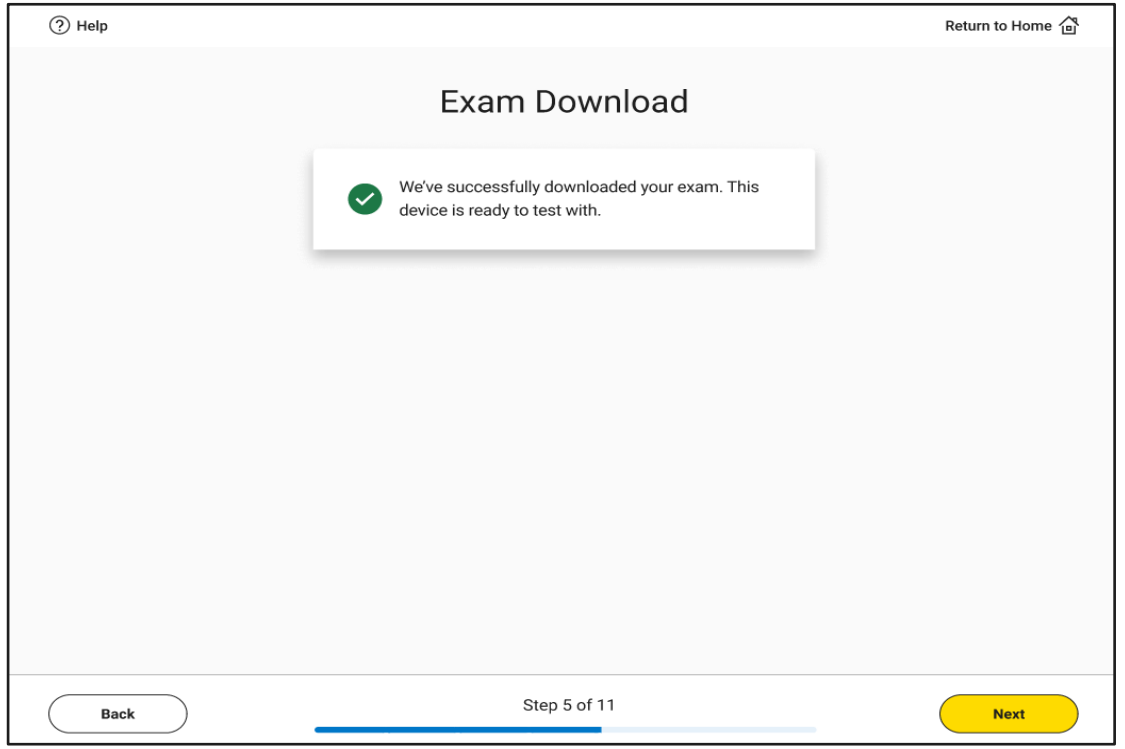




Student Test Day Experience Screen-by-Screen

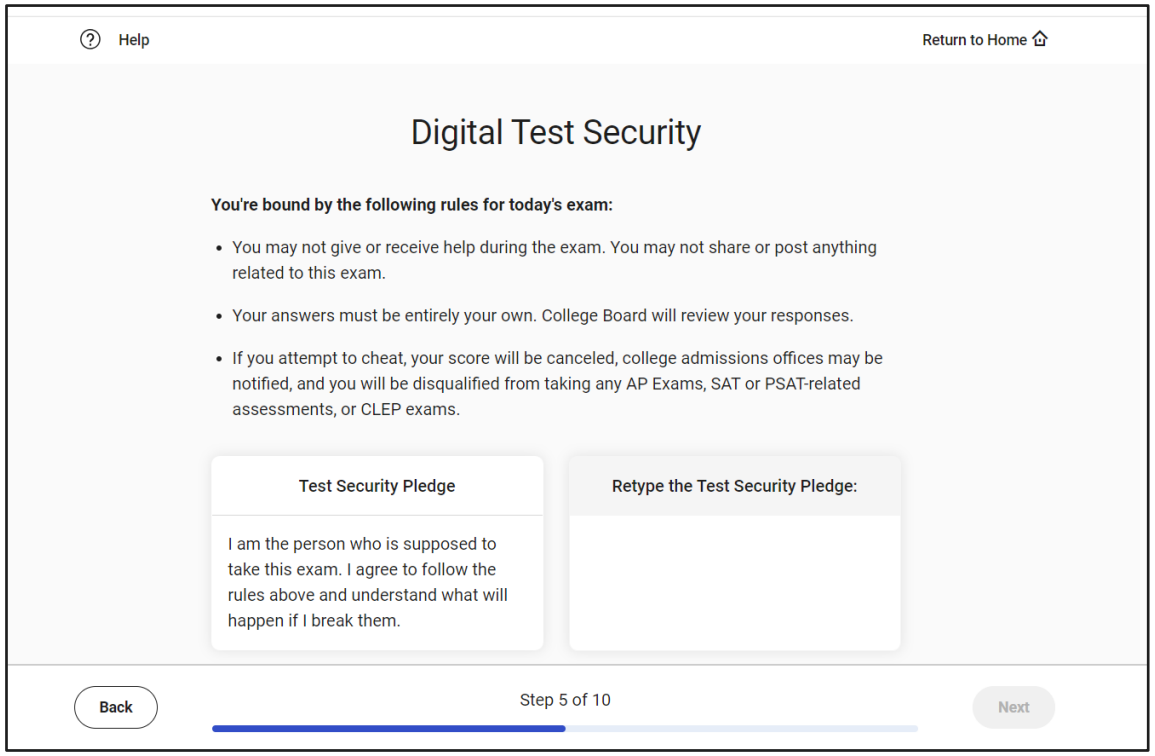
3. Enter proctor-provided room code – Test Downloads

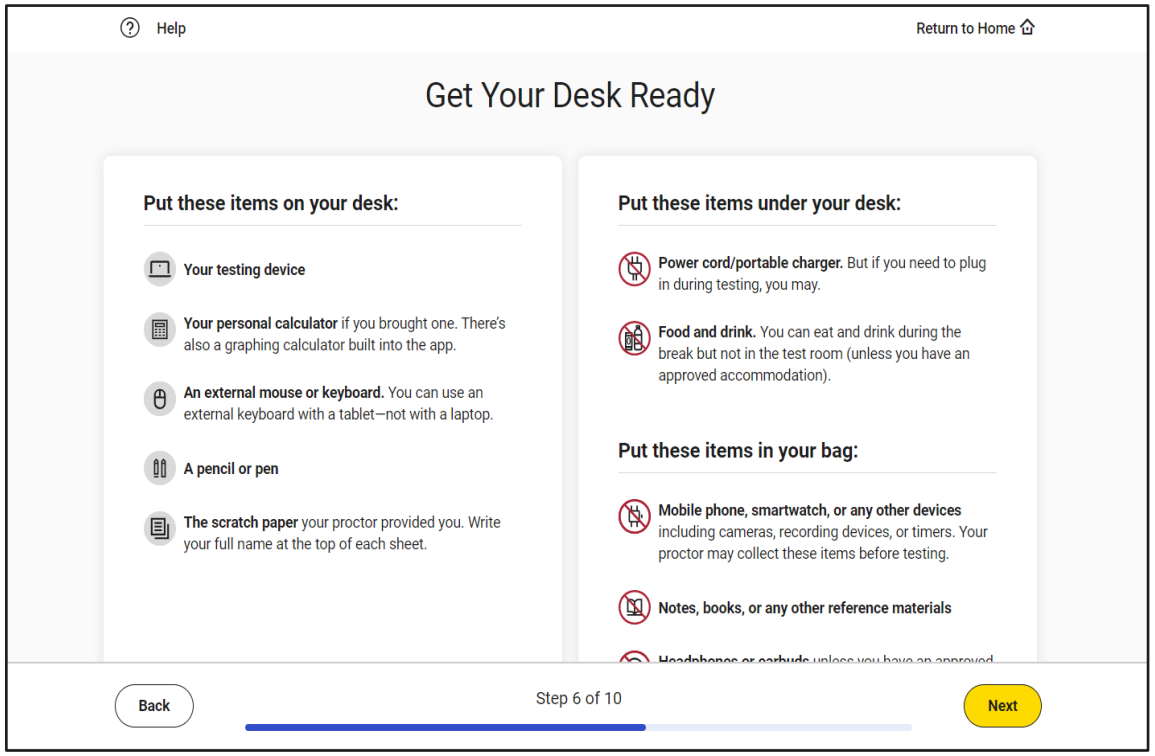




Student Test Day Experience Screen-by-Screen

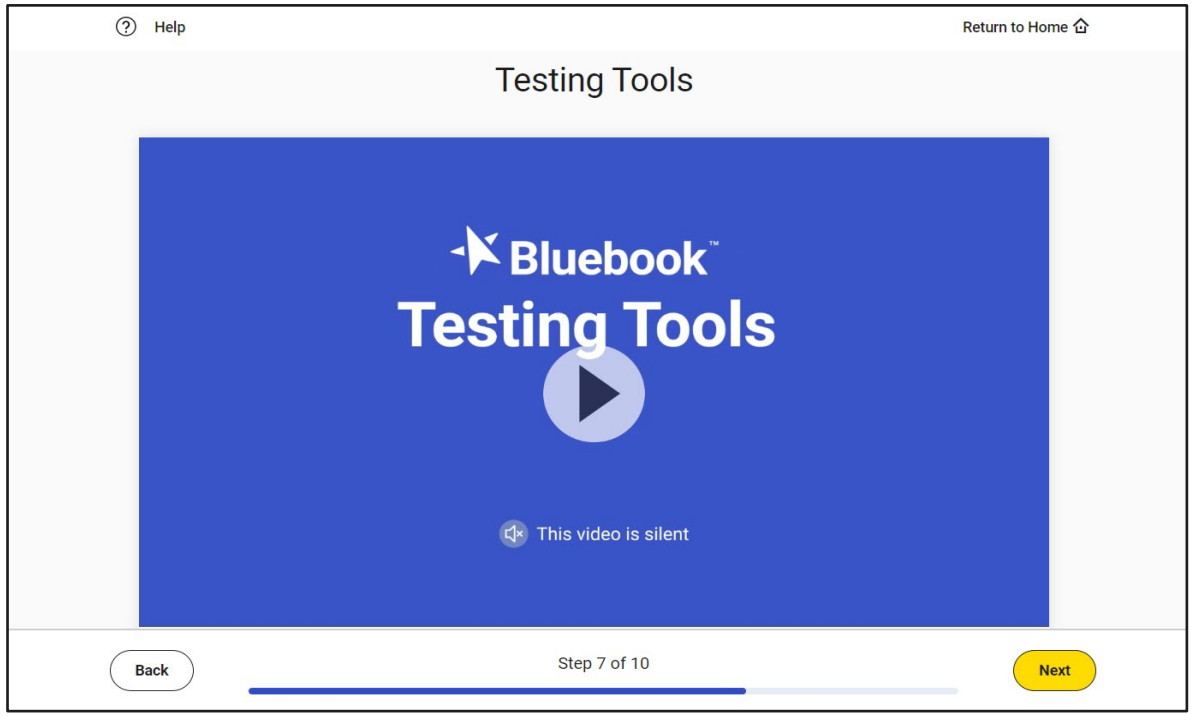
4. Completing Check-in: Security Pledge & Getting Desk Ready

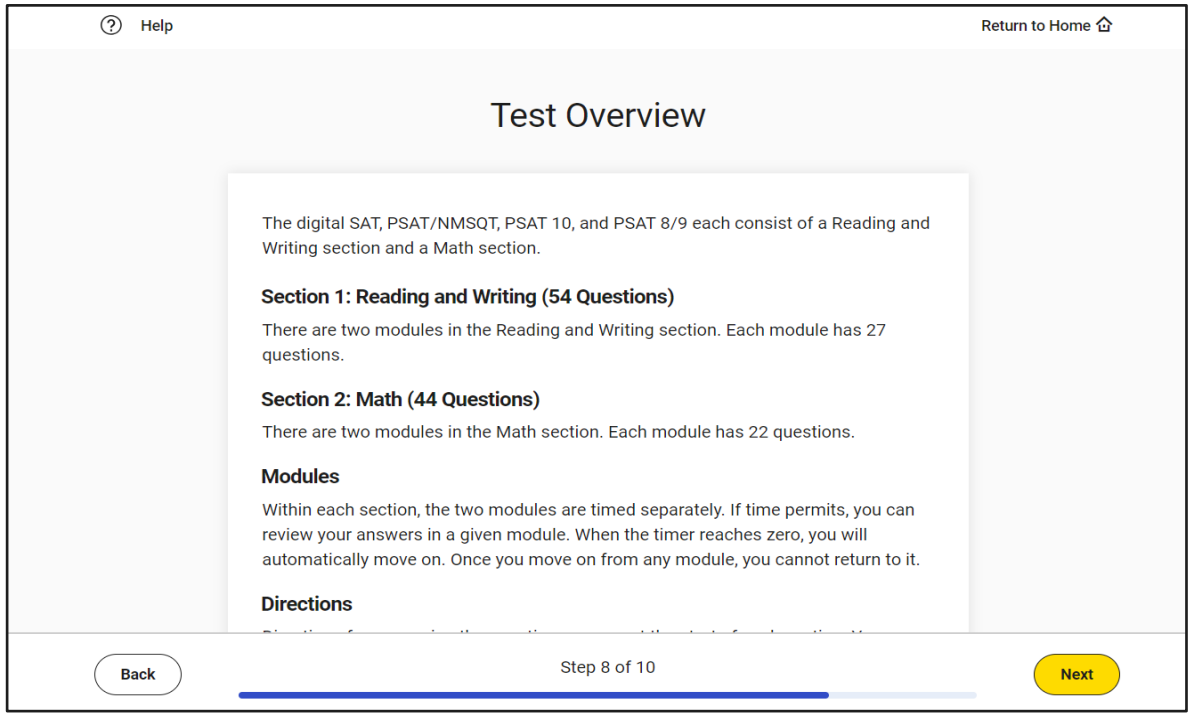




Student Test Day Experience Screen-by-Screen

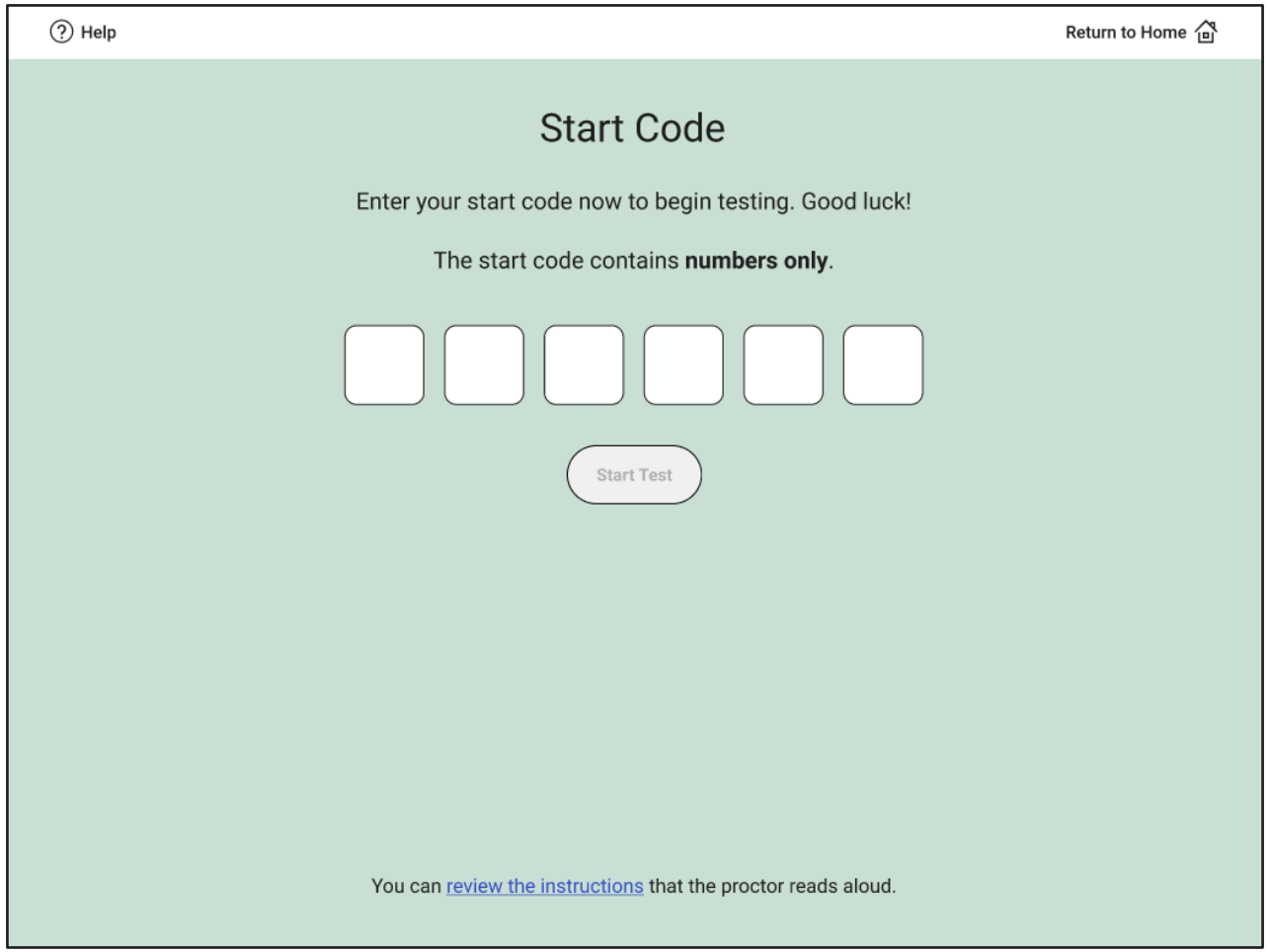
5. Completing Check-in: Video reminder of in-platform tools and written “test overview”





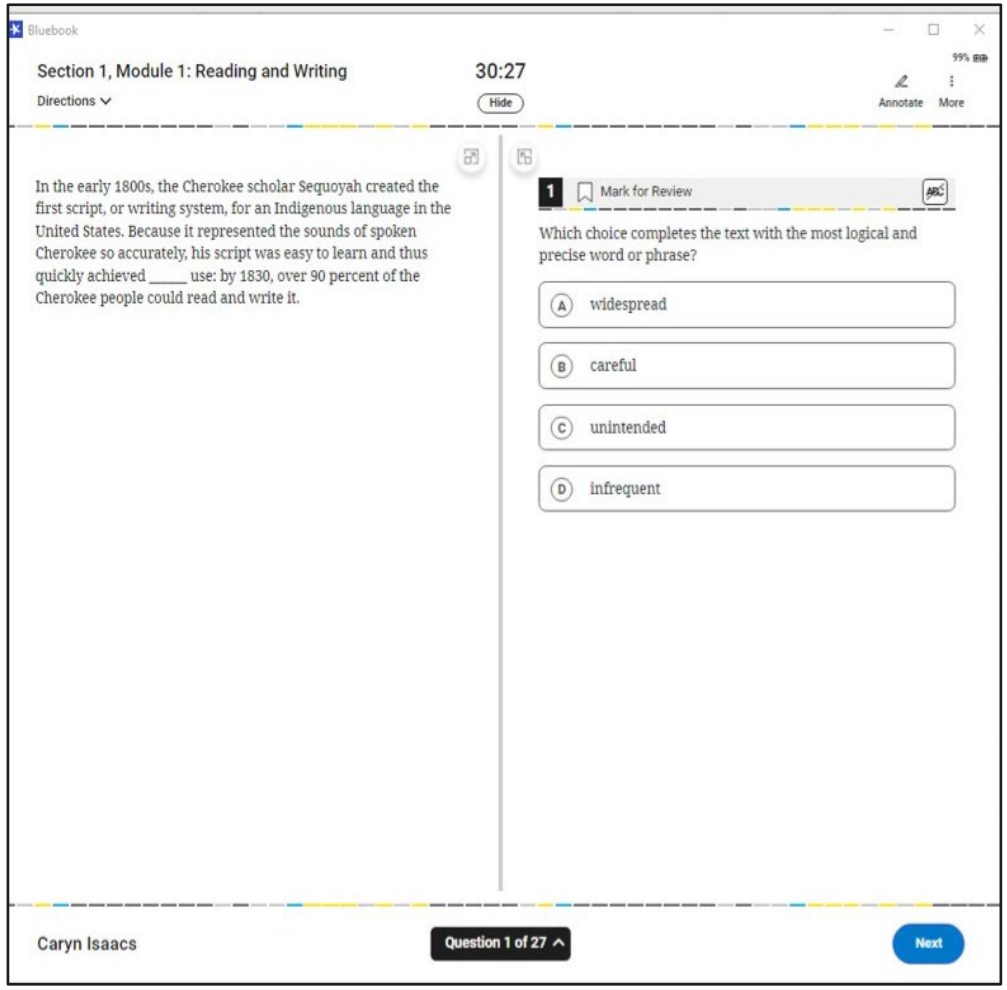
Student Test Day Experience Screen-by-Screen

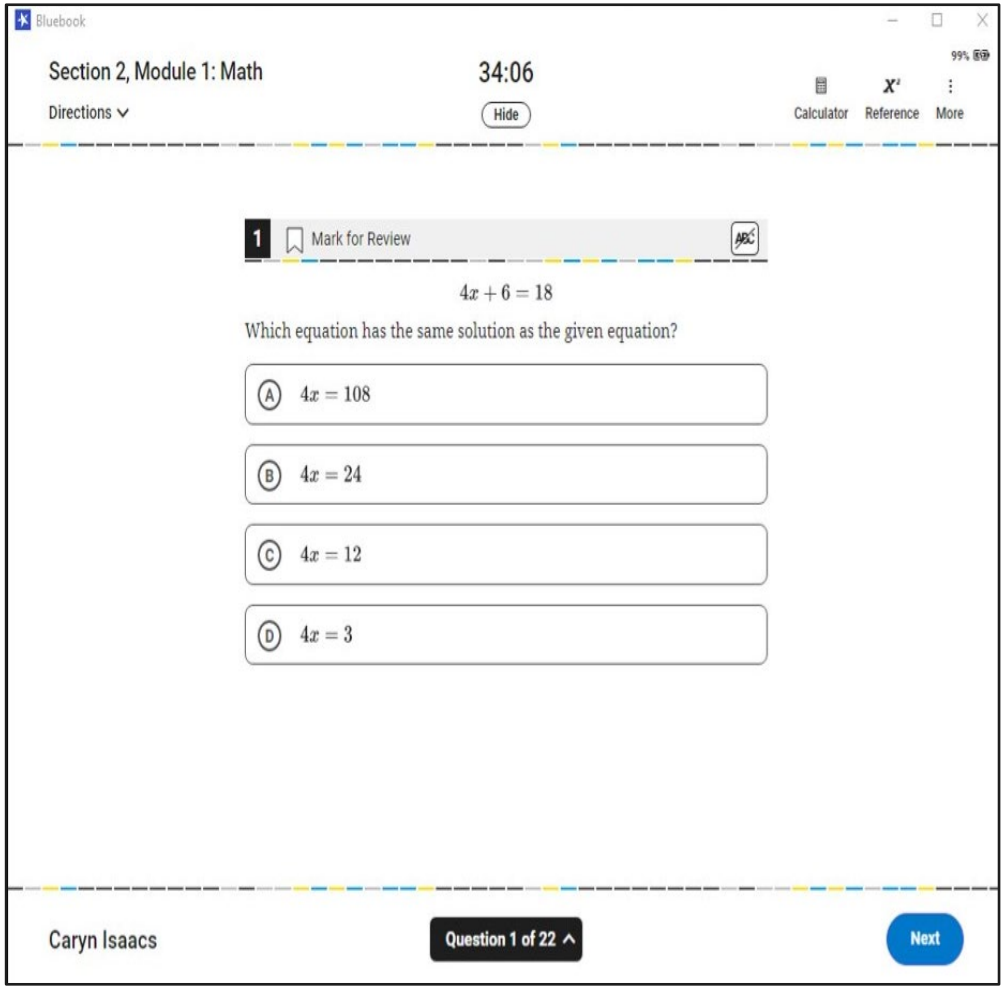
6. Enter proctor-provided start code



Student Test Day Experience Screen-by-Screen

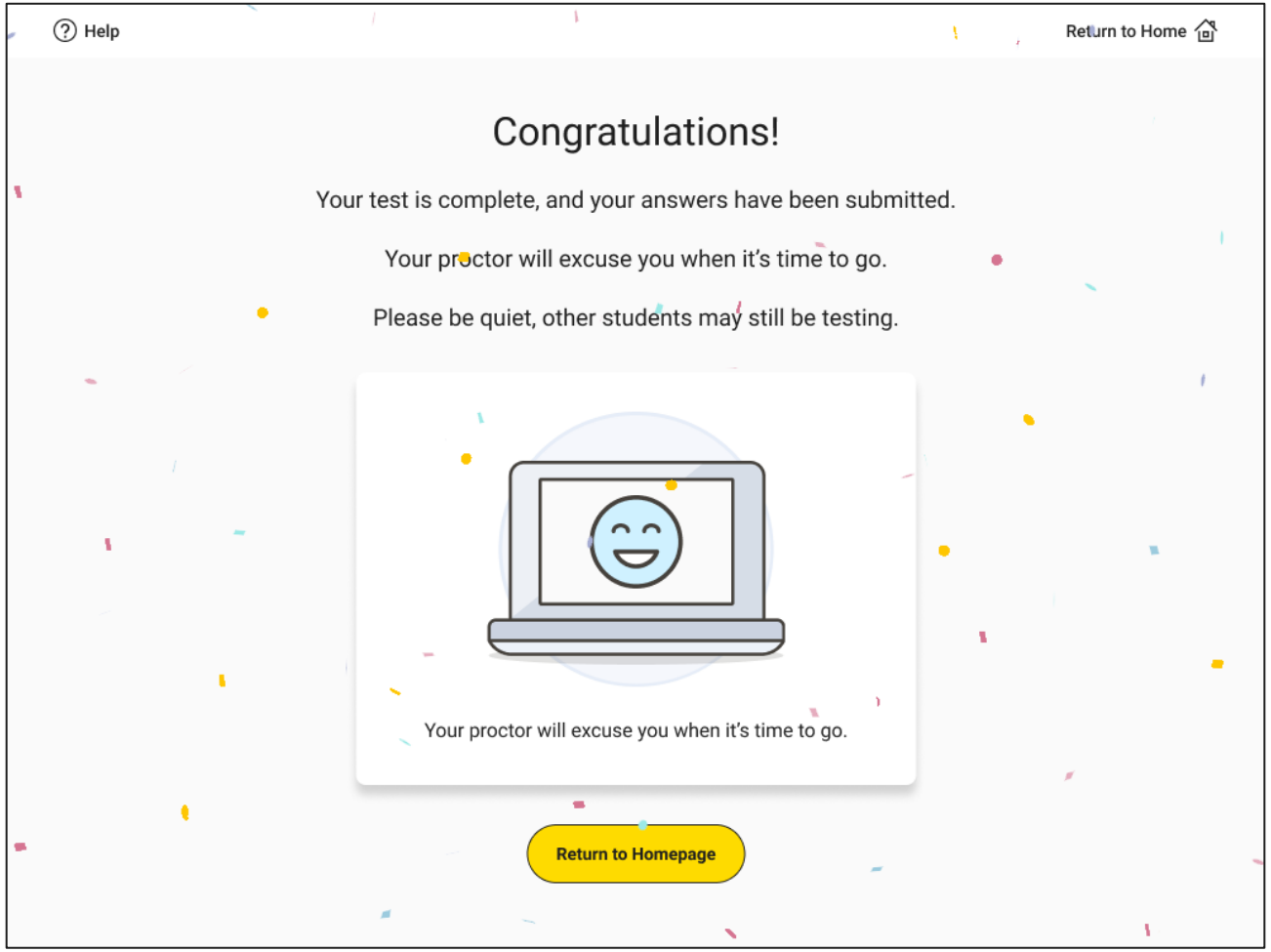
7. Testing





Student Test Day Experience Screen-by-Screen

8. Submit Responses



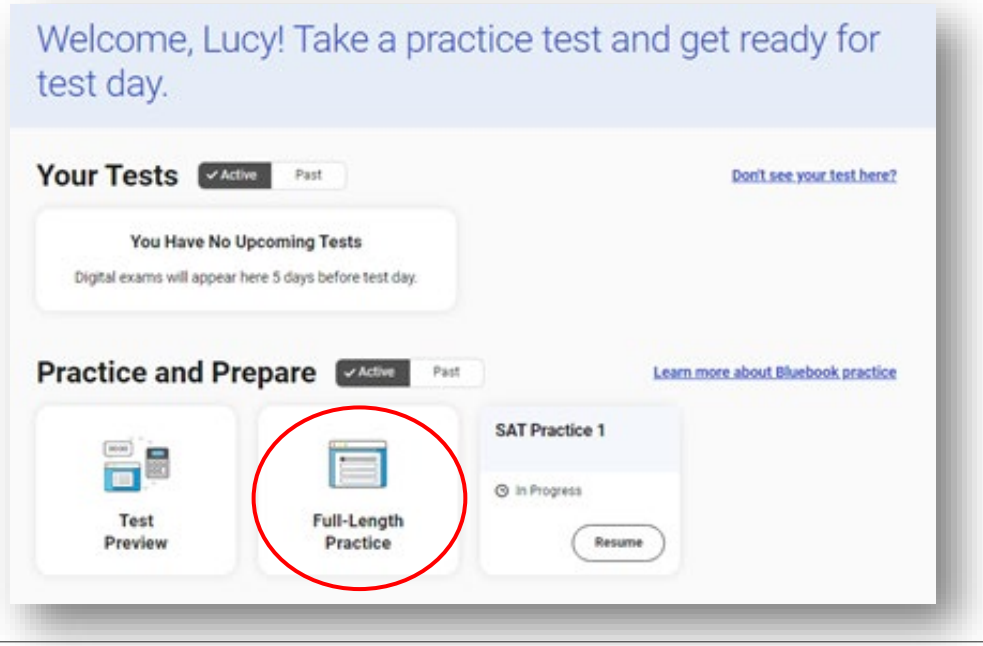
CollegeBoard

SAT Bluebook™ Practice Tests

SAT Bluebook™ Practice Tests

Accessing Full-Length Practice Tests

- Four tests are available anytime of the year by signing into Bluebook™ **with College Board account credentials** (anyone can create a College Board account at www.collegeboard.org), and are also available Spring 2025 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



4 Full-Length Linear (nonadaptive) Practice Tests are also available for download and print HERE.

SAT Bluebook™ Practice Tests

Accessing Full-Length Practice Test Scores

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

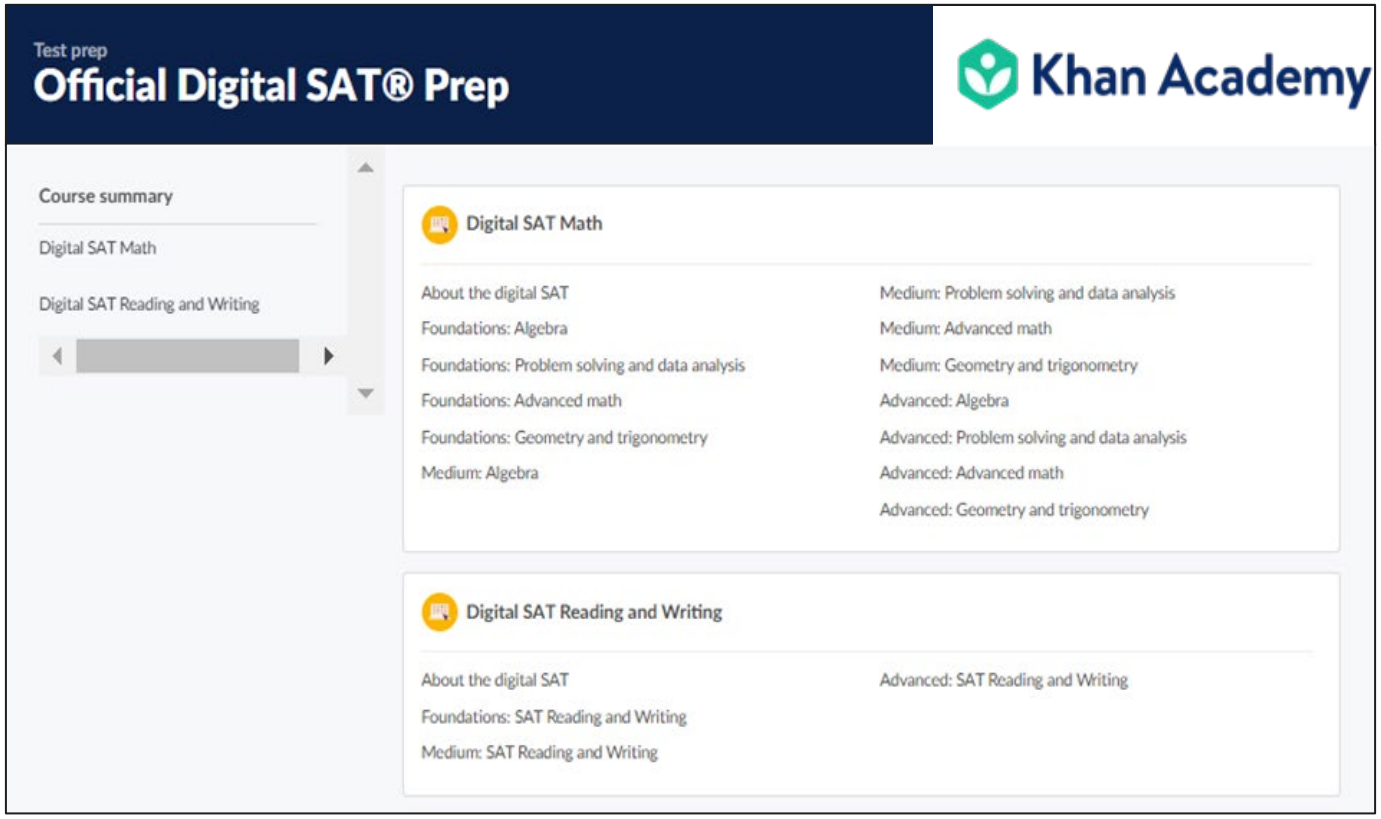
- View practice score results and practice exam questions, answers, and explanations.
- Access progress bars representing knowledge of all the content domains on the test.
- Use practice test scores to inform the following activities in College Board's Question Bank:
  - Filter questions by domain, skill, 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 Bluebook™ Practice Tests

Khan Academy Official College Board SAT Prep

- Once students have identified the knowledge and skills they need the most support on in My Practice, 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.



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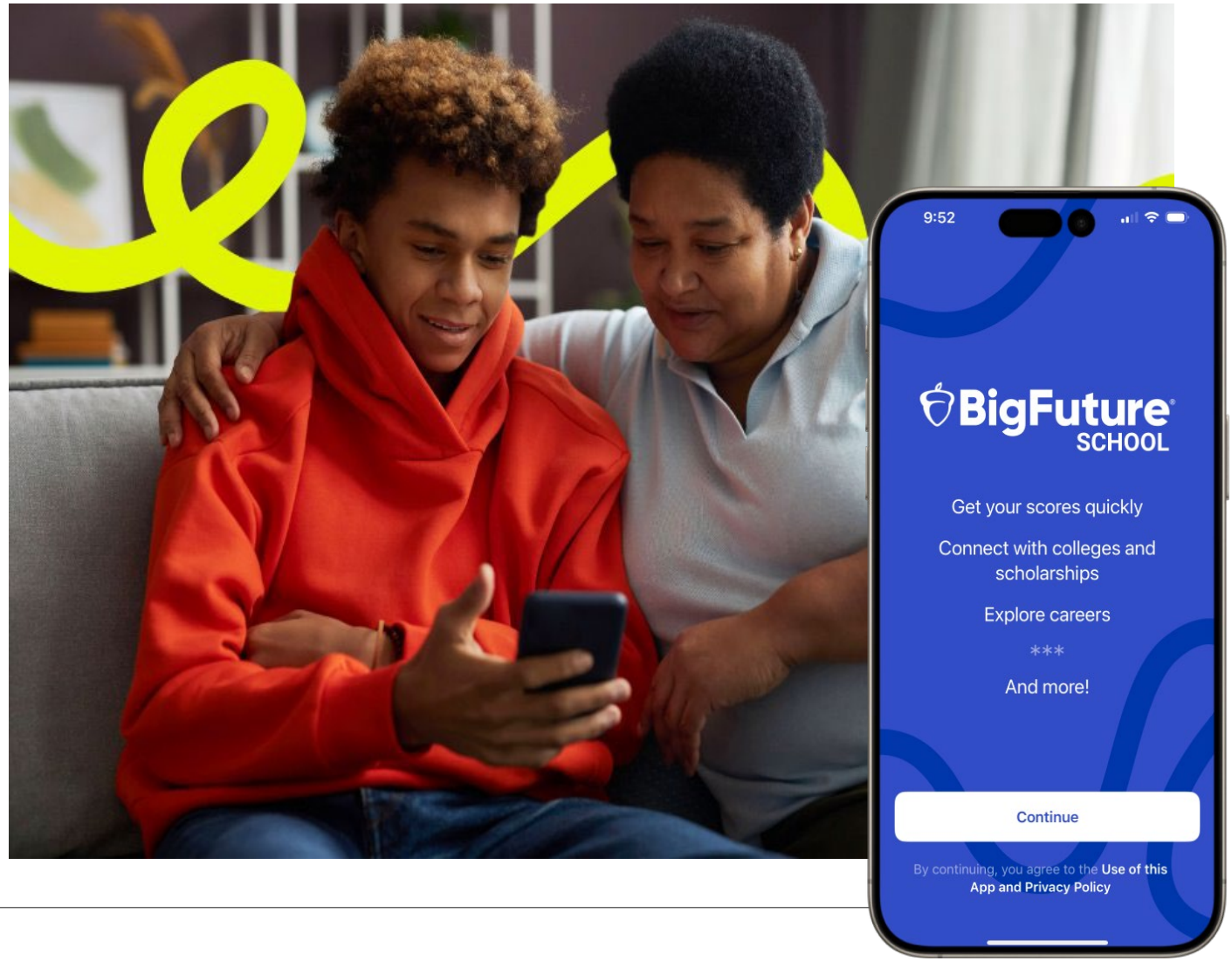
BigFuture School App

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:

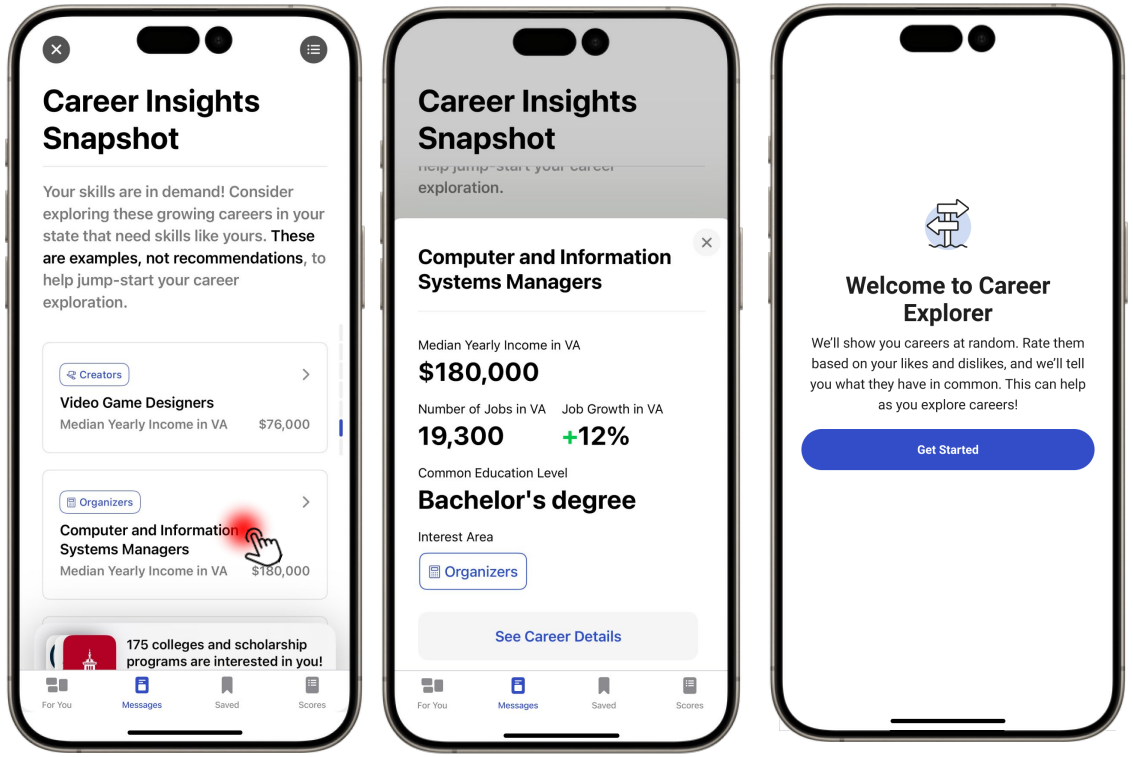
- **When** they are focused on what's next: In-school assessments
- **Where** they are comfortable consuming information: Mobile phones



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

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



Career Insights Snapshot

Career Explorer to discover more

Thank You!

CollegeBoard