

Fall 2020 SAT School Day Safety Plan

The New Mexico Public Education Department (NMPED), in partnership with The College Board, is providing an optional SAT School Day administration this fall for Seniors. This offering gives students the opportunity to receive a college-reportable score at no cost to students after the cancellation of Spring 2020 SAT School Day. Due to the current COVID-19 pandemic, the NMPED has established the following “Fall 2020 SAT School Day Safety Plan” consistent with New Mexico Department of Health safety requirements.

Note: This plan was originally published on 10-1-2020. In accordance with changes to the public health order in New Mexico, the plan was revised on 10-20-2020 to reflect that the student to proctor ratio has been decreased to 5:1. All other guidelines remain the same.

As of September 24th, there are 12,484 students registered for the Fall 2020 SAT School Day. More than half of this year’s seniors are registered to take the fall option.

About the SAT School Day

The SAT is a nationally recognized college entrance exam designed to measure knowledge and skills that can consistently predict a student’s success in college and workforce training programs. All skills and knowledge measured on the SAT are found in the New Mexico adopted Common Core State Standards (CCSS).

For students in New Mexico public schools: (1) An optional SAT Day will be available for Seniors in Fall 2020. (2) All Juniors will participate in the SAT during the school day in Spring 2021.

The Fall 2020 administration will be paper only. An Online mode, through a secure browser, and a Paper mode will both be available for the Spring 2021 administration. The exam is administered during the school day in four sections: Reading, Writing & Language, Mathematics, and Essay. The SAT is a timed test. Test scale scores range from 400–1600 for the mathematics and reading/writing sections combined. Essay scores range from 2–8.

The first administration, one of two primary exam dates, for the Fall 2020 SAT School Day took place September 23, 2020.

The second primary exam date is scheduled for October 14th. Currently, the accommodated testing window for students with Individual Education Plans (IEP) or 504 plans is open through October 6. An accommodated window for the October 14th test date will run from October 14 – October 27. Makeup testing for all administrations is October 27th.

	October 2020
Primary Exam Date	October 14
Accommodated Exam Window	October 14 – October 27
Makeup Exam Date	October 27

In partnership with the Department of Health (NMDOH) and the Governor's Office, the NMPED has made the following commitments with Local Education Agencies (LEAs) to ensure safety precautions are taken during the SAT administration:

- The SAT School Day must be administered in accordance with NMPED, DOH, and College Board requirements.
- If the state moves to a more restrictive status, such that it is not practical to administer the SAT, the NMPED reserves the right to cancel the administration.

REQUIREMENTS

New Mexico Public Health Officials and the Governor's Office have reviewed the essential elements of the Fall 2020 SAT School Day Safety Plan and have given their approval to move forward with administration of the SAT with the assurance of following the protocols of the four sections as identified below:

- I. Test Center and Facility Management
- II. Student and Staff Safety Measures
- III. Test Administration
- IV. Post-Test Procedures

SECTION I: EXAM CENTER AND FACILITY MANAGEMENT

Schools who will be participating in the Fall 2020 SAT School Day administration must adhere to the following requirements mandated by the NMPED:

- a) Stagger student arrival and departure to ensure minimized transmission among pods of students.

To accommodate this requirement, College Board is allowing schools to start testing earlier and/or later than usual and split their students across multiple testing groups. All requirements for timing and breaks still apply, and all testing must be completed within the same day (unless students are approved for a multiday testing accommodation). No group of students can begin testing after another group has completed the exam.

For additional scheduling guidance and example testing schedules, please refer to page 4 of the [College Board Test Coordinator Supplemental Guide](#).

- b) Work with local officials and partners to identify community spaces and open classroom buildings so that groups can be convened with maximum social distancing.

Schools do not need to submit an off-site plan for approval for their SAT School Day fall 2020 administrations, they can simply select the sites they want to use and order materials for those sites accordingly. Each location's test coordinator is responsible for ensuring the off-site location

meets the requirements for test material security, room configuration, seating (round tables are prohibited for testing), and test day staffing. For more, please refer to page 6 of the [College Board Test Coordinator Supplemental Guide](#).

- c) Mark spaced lines to enter the building and designate departure.

SECTION II: STUDENT AND STAFF SAFETY MEASURES

All participants, whether students, proctors, or staff, will be required to adhere to the Fall SAT School Day Safety Plan, which incorporates state and College Board COVID-19 regulations.

- a) Groups no larger than 6, which would include one proctor and five students.

Large spaces such as gymnasiums may be used to hold multiple groups, provided that administering the test to one group does not interfere or distract students of another group, and that the space adheres to the 25% occupancy maximum per [New Mexico Department of Health guidelines](#).

- b) Maintain social distancing at all times at a minimum of 6 feet among students.
- c) Ensure all individuals wear at masks all times unless otherwise determined by a 504 Plan or an IEP team and deemed medically necessary. For those cases, students would need special consideration and plans that isolate them from the groups of students.

SECTION III: TEST ADMINISTRATION

College Board follows the Center for Disease Control (CDC) recommendation that all testing locations provide gloves, face coverings, hand sanitizer with at least 60% alcohol, and other personal protective equipment (PPE) available for all students/staff as needed as listed on page 6 of the [NMPED Reentry Guidance](#).

When students arrive on exam day, and before letting them into an exam center, staff should do the following:

- a) Administer the following survey of requirements verbally to all students, and deny entry to any student who does not confirm all the statements below or refuses to answer them:
 1. In the past 14 days, I have not come into close contact (within 6 feet) with someone who has tested positive for COVID-19 test or is presumed to have COVID-19.
 2. I do not have COVID-19 or have reason to believe I have covid-19. Symptoms of COVID-19 include cough, fever, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, new loss of taste or smell.

3. To my knowledge, I am not violating any travel restrictions or quarantining requirements.
4. I agree to wear a mask the entire time I'm at this test center and follow instructions from test center staff, otherwise I will be dismissed.
5. We have taken measures to help create a safe testing environment; however, it isn't possible to entirely remove the risk of COVID-19 exposure. By entering the testing room, you're accepting that risk.

- b)** Screen all students who will be taking the tests for COVID-19 symptoms:
- i. Take temperatures and review for symptoms: fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

Isolate and send home if student or staff shows symptoms of illness. Consider safety and privacy concerns (confidentiality should be maintained). Establish a protocol for students and/or staff who feel ill and/or experience symptoms before, during, or after the test administration. To these ends, applicable requirements include:

- c) Designating areas of the hallway (i.e. lanes) as flow paths to keep students separated and to minimize congregation of students as they enter/exit testing room.
- d) Requiring that students bring their own materials deemed acceptable by the testing requirements (calculators, tissue, etc.).
- e) Requiring students to bring their own water bottle.
- f) Ensuring students are seating a minimum of 6 feet apart.
- g) When a child, staff member, or visitor becomes sick at school:
 - i. Work with school administrators, school nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms.
 - ii. Ensure that school nurses and other healthcare providers use Standard and Transmission-Based Precautions when caring for sick people.
 - iii. Establish procedures for safely transporting anyone who is sick home or to a healthcare facility.
 - iv. Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - v. Close off areas of the school building that have been used by a COVID-19 positive individual, and do not use these areas before cleaning and disinfection.
 - vi. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
 - vii. Advise sick staff members and children not to return until they have met NMDOH criteria to discontinue home isolation.
 - viii. Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and follow NMDOH guidance if symptoms develop. If a person

does not have symptoms, follow appropriate NMDOH guidance for home quarantine.

- ix. Contact NMDOH to activate contact tracing: 1-855-600-3453

SECTION IV: POST-TEST PROCEDURES

Once the SAT exam is completed, proctors should ensure the following:

- a) Proctors are wearing gloves to gather test materials.
- b) All students must remain wearing their mask until allowed to leave the testing site.
- c) Students are dismissed with exit guidance to ensure safety, and discourage the congregation of students in parking lots and common areas.
- d) Any materials such as pencils and paper distributed to and used by students must be properly disposed of.
- e) Proctors ensure that all students have left the building.
- f) Consult with PED Rapid Response and School Health Advocate on closure considerations.
 - i. If one case of Covid-19 is confirmed: Close classroom. Wait 24 hrs. Clean and disinfect.
 - ii. If two or more cases of Covid-19 are confirmed: Close classrooms/wing. Wait 24 hours. Clean and disinfect. Spaces closed due to COVID-19 should be aired out. Once disinfected the closed spaces may be re-opened for use.
- g) Notify College Board of the confirmed case at the testing site via email to nmsat@collegeboard.org

ADDITIONAL RESOURCES AND CONTACT

In addition, LEAs must follow the testing guidelines provided on page 3 of the [College Board Standard Testing Manual](#).

SAT TEST PROCTORING AND ADMINISTRATION SUPPORT:

College Board New Mexico Educator Hotline:
(866) 499-6154 or nmsat@collegeboard.org

NMPED COVID-19 REPORTING

- Notify New Mexico Public Education Department (NMPED) as soon as a confirmed case of COVID-19 is detected: 505-476-5825
- If the case is a staff member, also report to the New Mexico Environment Department (NMENV) within 4 hours of notification by one of these methods:
 - » EMAIL NMENV-OSHA@state.nm.us
 - » CALL 505-476-8700