

New Mexico SAT School Day

Digital Administration Spring 2022 Timeline

Activity	Role	Deadline	Comments
Submit Offsite Testing Requests	School Test Coordinator	January 22, 2022	Submit requests via online Offsite Request Form
Submit Requests for College Board Accommodations Requests, EL Supports, and State Allowed Accommodations	SSD Coordinator	February 22, 2022	<p>To request access for SSD Online, complete and return this form: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf</p> <p>Access SSD Online using your College Board Account at: ssdonline.collegeboard.org/</p> <p>Accommodation requests should be submitted as early as possible but no later than the deadline for each specific test date. View the 2021- 2022 Accommodations and Supports Handbook.</p>
Deadline to Submit Late Requests in SSD Online	SSD Coordinator	March 4, 2022	<p>Submit requests as quickly as possible via SSD Online. Call 866-499-6154 to request materials be shipped.</p> <p>For specific scenarios:</p> <ul style="list-style-type: none"> - New student to school - New plan/accommodation needed <p>For situations arising after the deadline but before the primary test date, submit the request, call 866-499-6154 choose option 1 (educators) then option 2 (SSD Office).</p>
Receive Access to TIDE	School Test Coordinator District Test Coordinator	March 4, 2022	<p>Users will receive an email with instructions from DoNotReply@cambiumassessment.com</p> <p>Refer to https://digitaltesting.collegeboard.org/ for more information. Once access is established it is available for all test dates.</p>
Materials Arrive In Schools	School Test Coordinator	March 8 – 10, 2022	Schools will receive all testing manuals and test day forms. The materials will be used for primary and makeup test dates.

Install College Board Secure Browser	Technology Coordinator	March 13, 2022 <i>(At least four weeks prior to test day.)</i>	Refer to our setup guide at: https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide for more information.
Complete TIDE Training	Test Coordinator	March 13, 2022 <i>(At least four weeks prior to test day.)</i>	Email will be sent to Coordinators prior to the opening of the TIDE training window in early March. To access TIDE training go to: https://www.collegeboard.org/ptat
Complete Technical Readiness Activities; Configure Student Test Settings; Setup Proctor Accounts	School Test Coordinator	March 30, 2022 <i>(At least two weeks prior to test day.)</i>	Refer to the Coordinator Checklist https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos for more information.
Complete SAT Online Test Coordinator Training	School Test Coordinator	March 2 – April 6, 2022	Email will be sent to Coordinators prior to the opening of the online training window in early March. All Test Coordinators are required to complete training no later than one week prior to test day. To access Test Coordinator training go to: https://www.collegeboard.org/ptat
Confirm TIDE Test Settings	School Test Coordinator	March 30, 2022	Use TIDE to assign the appropriate settings for students with accommodations. Learn how at TIDE and AT Settings .
Update Rosters; Submit Updates to Pre-ID file	District Test Coordinator	March 4 – April 12, 2022	PED will upload an initial file of students. Districts will be required to upload a file for each test date, only if there are students not appearing in TIDE. Access the tool using your College Board account at: https://bulkreg.collegeboard.org/pbr/home.action Review training module on how to use the College Board Bulk Registration tool.

Print Test Tickets & Confirm Student Device Readiness for Initial Testing Window	School Test Coordinator	April 4 – 8, 2022	Print the test tickets via TIDE the week prior to testing. Reminder: Student test settings must be set for each testing window.
Testing Window	School Test Coordinator	April 13 – 15 and 19 – 20, 2022	Students without accommodations and some students with accommodations as identified on the Nonstandard Accommodations Report (NAR) will test during this window.
Accommodated Testing Window	SSD Coordinator	April 13 – 25, 2022	Eligible students who are designated on the Nonstandard Accommodations Report (NAR) can test during this window. Access the NAR in SSD Online .
Window to Upload Students for Makeup Administration	District Test Coordinator	April 18 – 25, 2022	
Print Test Tickets & Confirm Student Device Readiness for Makeup Testing Window	School Test Coordinator	April 20 – 22, 2022	Print the test tickets via TIDE the week prior to testing.
Makeup Administration	School Test Coordinator	April 26 – 28, 2022	
Deadline to Return Test Day Forms	School Test Coordinator	No later than April 28, 2022	All test day forms including any irregularities should be returned after each testing window.
Scores Available to Students	Students	TBD	Scores available online through the College Board Student Reporting Portal at: https://studentscores.collegeboard.org/home
Scores Available to Educators	School Test Coordinator	TBD	To access, login to your College Board account and select the tool from your dashboard or go to: https://k12reports.collegeboard.org/login

Note: Dates in this document may be updated as they are confirmed.