**CollegeBoard** | **NEW MEXICO** Public Education Department

**Spring 2022**

## NEW MEXICO

# Coordinator Implementation Handbook

SAT School Day

## General Information for 2021-22

- The New Mexico Public Education Department (PED) is providing the SAT® in spring 2022.
- In spring 2022, all schools who meet College Board's minimum technical requirements should administer the SAT in digital mode (more information available at **digitaltesting.collegeboard.org/digital-preparedness**).
- American Institutes for Research (AIR) has become Cambium Assessment, Inc.™ (CAI). Digital testing is delivered using the CAI Test Delivery System, which New Mexico districts are already familiar with.
- Our top priority is the health and safety of students and educators. As the covid-19 pandemic continues to evolve, we will monitor the situation and provide any necessary updates as spring test dates draw nearer.

| | SAT April Administration |
|---|---|
| **Primary Test Date** | April 13–15 and 19–20, 2022 (digital) |
| | April 13, 2022 (paper) |
| **Makeup Test Date** | April 26–28, 2022 (digital) |
| | April 26, 2022 (paper) |
| **Accommodated Testing Window** | April 13–25, 2022 (digital or paper) |

## Implementation Overview

- Schools have the option of administering the test to all students on a single day within the primary test window or spreading the testing out across multiple days of the window.
- All testing in spring 2022 will be conducted in digital mode.

- Each student must complete all sections of the SAT in 1 day, unless the student has been approved for accommodations that extend testing time beyond a day.
- The April 13 test form will be disclosed after the administration.

## Using This Guide

This guide provides information about key activities required to prepare for your SAT School Day administration.

Topics include:

## Contact Information

- **Digital Team:** College Board offers specialized support and digital resources for districts at **digitaltesting.collegeboard.org**.
- **Customer Service:** SAT School Day Customer Support, 866-499-6154 or **schooldayassessments@collegeboard.org**.
- **New Mexico State-Specific Email**: **nmsat@collegeboard.org**.

# Updates and Reminders for 2021-22

College Board has made the following changes for this school year.
1. For the latest updates to policy, please see **sat.org/covid19**.
2. Schools can start testing earlier and/or later than usual and split their students across multiple testing groups:
   a. All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).
   b. No group of students can begin testing after another group has completed the test.
   c. A group must have completed all testing before they are dismissed for lunch.
   d. Mobile phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.
   e. Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at a time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. You may allow students to consume snacks and drinks while standing behind their desks (away from test materials).
   f. Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.
3. For proctors administering the assistive technology–compatible (ATC) format, we have provided standalone scripts for use in the testing room. The test coordinator or SSD coordinator will download and print a copy of the applicable script for each ATC room, based

on the timing accommodations of students in the room. The standalone scripts also include specific ATC instructions and a timing chart.

# Establishing Schools for Testing

In late September/early October, contacts at districts and schools were asked to provide information such as choice of test mode (paper/pencil if unable to administer the SAT in digital mode), spring break dates, and contact information for test day staff.

College Board will use the information provided to establish your school as a test site. Once setup is complete, the test coordinator at each school will receive an email confirming your Attending Institution (AI) code.

## Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December/January. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

## Unique Testing Situations

### Off-Site Locations

Most schools will use their building as the test location. However, if you need more space or, for example, your school has students attending virtually, coordinators can request an off-site testing location. To request an off-site location:

1. Identify the number of locations that you will need for off-site testing. An accurate number is necessary for College Board to send the appropriate amount of return kits for testing materials.

2. Submit the online off-site form available at **sat.org/offsiterequest** with the required information. You will receive email confirmation of your off-site request once your form is submitted.

3. Complete your off-site requests no later than midnight ET, January 21, 2022.

A few things to note about off-site testing:
- Each off-site's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.
- Digital off-site testing is allowed but must conform to the digital testing policies and requirements, including using school-owned devices that meet system and technical specifications.
- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

### Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site testing plan (see above) to test this student at another location, such as the central office. If the expulsion occurs after the submission deadline, call Customer Service as soon as possible to place a late order.

**Homeschooled Students**

Homeschooled students should reach out to their local high school if they want to take the SAT. Work with the student and family to let them know where and when to report on test day, what to bring, and what not to bring. Homeschooled students must provide a photo ID when they report to test.

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# Identifying and Preparing Test Day Staff

## Creating a College Board Professional Account

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

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

- Test Day Training: Access to training on how to plan to test, administer the test, and return test materials
- K–12 score reporting portal: For access to detailed roster report and test scores
- SSD Online: Required to submit requests for accommodations and certain English learner (EL) supports, to make changes to existing approved accommodations for students, to print the Nonstandard Administration Report (NAR), and to download test forms for the pre-recorded audio (MP3 via streaming) format.

**Please note:** To access College Board's SSD Online system, the SSD coordinator will need to fax the **SSD Coordinator Form**, signed by the school principal, to College Board's SSD office at 866-360-0114.

## Identification of Testing Staff

Avoid recruiting anyone to serve on the testing staff if they have any of the following conflicts of interest:

- They are employed part- or full-time at a test preparation company. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)
- They have taken any College Board test within 180 days of test day.

When making staff assignments, adhere to these policies:

- If a staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window, they must not take a role in which they will have access to test books before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In cases where this policy isn't followed, the related student's scores are subject to invalidation.
- Never assign a proctor or other support staff to administer the test to a member of their family. If a staff member administers the test to their own child or other member of their household, the scores will be invalidated, and the student will require a makeup test.

## Roles and Responsibilities of Testing Staff

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

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator, technology coordinator, and SSD coordinator should work closely together and with their district test coordinator to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Additionally, the district test coordinator will identify 1 person responsible for submitting the bulk registration file to register students for the SAT. If districts are administering the digital SAT, a technology coordinator will be identified.

| Role | Primary Responsibility | Identify to College Board? |
|---|---|---|
| SAT test coordinator | Responsible for coordinating SAT administration for all students | Yes |
| Backup test coordinator | Responsible for coordinating the SAT administration if the test coordinator is not available | No |
| SSD coordinator | Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the administration for students with disabilities | Yes |
| Bulk registration coordinator | Responsible for submitting registration files on behalf of the school district | Yes |
| Proctor(s) | Responsible for conducting secure, valid administration in the testing room | No |
| Room monitor(s) | Responsible for assisting the proctor with activities and monitoring students in the testing room | No |
| Hall monitor(s) | Responsible for monitoring the hallways on test day | No |
| Technology coordinator | Responsible for managing all technical aspects of the digital SAT | Yes (if applicable) |

Staff members can serve multiple roles, if necessary. If the contact information for any of the roles required to be identified to College Board needs to be updated, contact SAT School Day Support.

## Training

Training is required for all SAT test coordinators. A link will be sent to SAT test coordinators about 6 weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT test coordinator. Schools can determine the best way to train other test day staff. Specialized training and workshops will be available for those administering the digital SAT.

# Manuals

College Board will ship materials necessary to support digital testing. All manuals for digital testing will be posted electronically at **digitaltesting.collegeboard.org**. The SAT test coordinator will receive manuals about 6 weeks before test day.

| Manual Title | What's Inside |
|---|---|
| *SAT School Day Coordinator Manual* or *SAT School Day Digital Coordinator Manual* | Used by the SAT test coordinator; gives instructions for preparing your school and staff for SAT testing |
| *SAT School Day Standard Testing Manual* or *SAT School Day Digital Standard Testing Manual* | Used by the SAT proctor; gives instructions for testing students testing without accommodations and students testing with accommodations that may be administered in the standard testing room |
| *SAT School Day Accommodated Testing Manual* or *SAT School Day Digital Accommodated Testing Manual* | Used by the SAT proctor; gives instructions for testing students with accommodations in nonstandard testing rooms |

# Ordering Materials

College Board will ship all materials necessary to support digital testing. Do **not** place orders directly with College Board in the Test Ordering Site for SAT spring testing materials.

PED will pre-ID all students for testing using College Board's bulk registration system. Once registered, student data will be available in CAI's Test Information Distribution Engine (TIDE) platform so that coordinators can complete all digital readiness tasks ahead of test day. Closer to test day, districts/schools will provide a second upload to add new students and update students who may have changed schools.

All schools who meet College Board's minimum technical requirements should administer the SAT in digital mode. Only schools that do not meet College Board's minimum technical requirements will be approved to test in paper-based mode (see **digitaltesting.collegeboard.org/digital-preparedness**). Students who have an accommodation requiring a paper/pencil test can test on paper. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support. Do **not** place orders for accommodated materials on the Test Ordering Site.

# Steps to Submit the Bulk Registration File

- The bulk registration coordinator will be emailed an access code to access the online bulk registration tool in January. This access code can be shared. Districts will receive a new access code each year.
- By accessing the online bulk registration tool at **bulkreg.collegeboard.org,** the bulk registration coordinator will upload the file containing the names of all students participating in the SAT.
- Districts/schools will provide additional files:
  - Subsequent files are highly recommended for districts but are optional.
  - A window to submit registration files will be available so schools can add students to TIDE up until test day. The windows will be included in the email that bulk registration coordinators receive in January.
  - It is imperative that the files are received before the deadline so additional students can be added in the CAI TIDE portal.

## Preparing the Bulk Registration File

College Board provides a standard layout in either Microsoft Excel (.xls) or comma-separated values (.csv). Templates and file specifications can be found at **bulkreg.collegeboard.org** by clicking **Getting Started**.

The **required** data for each student include:

- 6-digit AI code
- SAT Test Administration Indicator (Enter "**Y**")
- Name
- Gender
- Date of birth
- Grade
- Home address
- State Student ID

**Important:** The bulk registration file now includes fields for school student ID and district student ID numbers as well. These are not required elements but can be included if desired.

## Submitting the Bulk Registration File

1. Go to **bulkreg.collegeboard.org** and log in using your College Board professional account information.
2. Enter the bulk registration access code and click **Add**.
3. Click **Create New Request**.
4. Select the administration, then click **Browse** to select your prepared file.
5. Once uploaded, the file will be processed and validated. The submitter will receive an email when validation is complete, noting any errors or warnings.
   a. Action is not required for warnings, but errors will result in records that are not processed.
   b. If changes are required, follow the guidance onscreen to identify and fix the errors.
6. **Important**: Once the file has been uploaded and successfully verified, click **Submit**.

The submitter will receive a confirmation email when the file has been successfully submitted.

## Note

It is expected that all students will test digitally. Only students who have an accommodation requiring a paper/pencil test can test on paper. No paper test books will be sent to schools testing digitally unless specifically requested. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support at 855-373-6387.

# Testing with Accommodations and Supports

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board's SSD Online system. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. **Requests must be submitted by the school that will test the student.**

When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs and cannot be used as remediation-free scores. The window to request SAAs opens in early January of each year.

| College Board–Approved Accommodations | State-Allowed Accommodations (SAAs) |
|---|---|
| Once approved, can be used for all College Board assessments. | Only available for New Mexico–provided SAT. |
| Result in a score that is reportable for college and scholarship programs. | Result in a score for the student and the school; but is not reportable to colleges or scholarship programs. |
| Requested in SSD Online, go through a review process. | Requested in SSD Online and are automatically approved. |
| Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room.<br><br>Other accommodations (e.g., extended time) must be administered in separate rooms from the standard rooms. | Must be administered in separate testing room(s). |
| Meant for students with documented disabilities that need accommodations for use on the SAT. | Meant for students whose accommodation needs cannot be granted by College Board. |
| Depending on the accommodation, will either test on the primary test day or in the accommodated testing window. | Can test in the accommodated testing window. |

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The NAR, available approximately 30 days prior to the primary test day, will specify when students will test.

Once approved for accommodations by College Board, students remain approved for all other College Board assessments, including AP® Exams. If a student's Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

The digital SAT will be accessible to students testing with accommodations. Some of the accessibility features are universal and available to all students, while other features require approval or setup by the test coordinator. The universal tools available for the digital SAT include: bookmark/mark for review, embedded calculator (Math – Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, and zoom in/out. For students already approved for College Board accommodations in the paper testing mode, a new request isn't required. These students will be provided an equivalent accommodation for digital testing.

Schools must indicate in CAI's TIDE system on the student record if the student is testing with College Board–approved accommodations. Schools must also indicate in TIDE if the student is receiving an EL support or an accommodation that is not embedded in the platform (e.g., small group setting).

Visit digitaltesting.collegeboard.org/accommodations/accommodations-essentials for more information about digital accommodations.

## Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window, are shipped to the test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

# Administering Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each. Note that the times listed are only the times the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

| SAT | | |
| --- | --- | --- |
| | Day 1 (including breaks) | Day 2 (including breaks) |
| Standard Time | 3 hours, 15 minutes | Not applicable |
| Standard Time with Extra Breaks | 3 hours, 25 minutes | Not applicable |
| Standard Time with Extended Breaks | 3 hours, 30 minutes | Not applicable |
| Time and One-Half (Math only) | 4 hours, 6 minutes | Not applicable |
| Double Time (Math only) | 4 hours, 45 minutes | Not applicable |
| Time and One-Half (Reading) | 4 hours, 57 minutes | Not applicable |
| Double Time (Reading) | 4 hours, 25 minutes | 1 hour, 55 minutes |
| Scribe (automatic time and one-half) | 4 hours, 57 minutes | Not applicable |
| Text-to-Speech – Read Test Only | 4 hours, 57 minutes | Not applicable |
| Text-to-Speech – Read Test and Graphics | 4 hours, 25 minutes | 1 hour, 55 minutes |

# English Learner Supports

EL students will be able to utilize EL supports for the spring 2022 SAT School Day. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use 1 or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the national (weekend) administrations of the SAT.

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

- List includes approximately 100 dictionaries.
- Use of dictionary does **not** require approval by College Board.
- Approved list is available at **collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf**.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will ship with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. College Board will also support "on-the-fly" translations of directions by district-approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2022 to print.

Use of time and one-half:

- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot move ahead in the test, even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online. Schools can request time and one-half for EL students starting in January 2022. Students will be automatically approved, and no supporting documentation is required. Schools testing digitally will also need to update the student's test settings in TIDE.
- EL students using time and one-half can be tested with other students with accommodations testing with the same timing and test materials.

# Planning for Material Shipments

Test materials for spring 2022 testing will be addressed to the SAT test coordinator. Note that each shipment may have multiple boxes.

## Paper/Pencil Shipments

| Shipment | Estimated Delivery | Main Contents (Not Exhaustive) |
|---|---|---|
| Coordinator Planning Kit | 6 weeks before test day | Sample copies of each manual:<br>- *SAT School Day Coordinator Manual*<br>- *SAT School Day Standard Testing Manual*<br>- *SAT School Day Accommodated Testing Manual* |
| Preadministration Materials | 3–4 weeks before test day | - *SAT School Day Student Guides*<br>- All manuals to support testing<br>- Student Data Privacy Notice<br>- Consent Form<br>- Answer sheets<br>- Student nswer sheet instructions |
| Pre-ID Labels | 3–4 weeks before test day | Pre-ID labels to be placed on answer sheets |
| Test Materials | 1 week before test day | Test books and related return materials |

## Digital Shipments

All digital test materials will arrive 4–6 weeks before test day. The shipment will include:

- Copies of each manual:
  - *SAT School Day Digital Coordinator Manual*
  - *SAT School Day Digital Standard Testing Manual*
  - *SAT School Day Digital Accommodated Testing Manual*
- *SAT Student Guide for Digital Testing*
- Digital Testing Room Quick Start Guide
- Irregularity report (IR)
- Student data privacy notice
- Consent form

# Preadministration Session

We strongly recommend holding a preadministration session to complete the optional student questionnaire before test day. The optional student questionnaire allows students to provide information about themselves, their school experiences, and plans for college.

Prior to the preadministration session, pass out an *SAT School Day Student Guide* to each student. The student guides provide information to students about the features of the test, what the test measures, and how the test is scored; test preparation resources; College Board programs; College Board terms and conditions; and details about the free, voluntary Student Search Service®. Prior to the preadministration session, schools should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

- Consent is only required to opt in to Student Search and the questionnaire. Students can still take the SAT without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
- If a parent does not return a consent form, the school should proceed assuming that the student/parent did not consent to opting in to Student Search and the student questionnaire.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

For students taking the digital SAT, the preadministration session will be done in the CAI platform and not paper/pencil.

# Coordinator Checklist

This is a suggested checklist of high-level activities based on the information in this handbook. You may choose to perform certain activities at a different time at your school; just be aware of the deadlines.

## October–December

| Mark when Complete | Activity |
|---|---|
| ☐ | Establishment survey is completed to identify test staff, test date, and test mode. |
| ☐ | Test staff create/confirm College Board professional account. |
| ☐ | Watch Implementation Overview Webinar. |
| ☐ | Watch Accommodations Webinar. |
| ☐ | Receive confirmation of AI code. |
| ☐ | Submit off-site requests, if necessary. |

## January

| Mark when Complete | Activity |
|---|---|
| ☐ | Bulk registration access code emailed to the bulk registration coordinator; Bulk Registration Webinar is available. |
| ☐ | Begin working with principal and other test day staff to determine room and staffing needs. |

## February

| Mark when Complete | Activity |
|---|---|
| ☐ | Review the digital testing portal for information on technical readiness and begin setup. |
| ☐ | Read and review testing manuals for information on managing the administration. |
| ☐ | Watch Testing Tips/Q&A Webinar. |

# March

| Mark when Complete | Activity |
| --- | --- |
| ☐ | Online training is available. |
| ☐ | Schedule preadministration session with students; distribute student guides and privacy notices. |
| ☐ | Identify and train test day staff. |
| ☐ | Print translated test directions and review word-to-word bilingual dictionary guidelines, as necessary. |
| ☐ | Create rosters for use on test day; update as needed. |
| ☐ | Complete technical setup for schools administering the digital SAT. |
| ☐ | Confirm bulk registration coordinator submitted updated bulk registration file. |

# April

| Mark when Complete | Activity |
| --- | --- |
| ☐ | Complete the technical readiness evaluation including the download and installation of the CB Secure Browser. |
| ☐ | Finalize room and staff assignments. |
| ☐ | Ensure students know where and when to arrive for testing. |
| ☐ | Order makeup materials (for paper/pencil testing). |