



New Mexico Digital SAT[®] School Day

Spring 2022



This presentation is posted to the PED assessment website.

Session Goal



Our goals today are to share the latest information about the spring 2022 administration of the New Mexico SAT School Day based on current planning.

Submit Questions



Enter your questions in the Q/A feature.

We will do our best to respond and will post an FAQ on the PED assessment website in the coming weeks.

Test Dates for Spring 2022

Digital SAT School Day

SAT Testing Window Dates	
Digital Testing Window	April 13-15 and 19-20
Accommodated Testing Window	April 13-25
Makeup Test Day	April 26-28

Implementation Overview

Digital SAT

The **Accommodated Testing Window** is for students with accommodations that require:

- testing time beyond a standard school day
- separate setting or test format
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

- The PED is providing the digital SAT to 11th grade students in spring 2022.
 - PED has eliminated the essay requirement for spring 2022
 - Schools have the option to administer the test to all students on a single day within the designated window or may spread students out across multiple days of the digital window.
 - Again, this year, schools will be allowed to start testing earlier and/or later than usual and split their students into different testing groups.
 - Each student **must complete all sections of the test in one day** unless the student has been approved for accommodations that extend testing time beyond a day.

Cultural Sensitivity

Primary Testing Window: April 13-15, 19-20

Makeup Testing Window: April 26-28

- College Board conducted a bias and sensitivity review focused specifically on topics sensitive to New Mexico's Native American populations
- The primary testing window contains a small number of potentially sensitive topics
- Schools are highly encouraged to utilize the makeup window for students who they believe may be affected, as items on this form are free from sensitive topics

Cultural Sensitivity

Item developers are currently instructed to avoid items that included these topics and animals:

- Owl
- Snake
- Coyote
- Eagle
- Fox
- Wolf
- Frog
- Hawk
- Bears
- Eclipses & Lunar Phases

PED Announcements

Assessment Security Training Course

- Course open on Canvas in January 2022. Flyer coming soon.
- The PED's online Assessment Security Training course is a supplemental resource for DTCs to provide to district personnel to establish and maintain appropriate and secure testing administration practices.

Assessment for Learning Conference

- Taking place virtually on Jan. 11-12.
- [Registration is open](#) and available to all audiences.
- The conference will include sessions exploring the impact on student achievement as a result of the pandemic-related schooling disruptions.
- The conference will also feature two speakers and researchers, Dr. Jennifer Randall, University of Massachusetts, and Dr. Pōhai Kūkea Shultz, University of Hawaii. Drs. Randall and Kūkea Shultz are two of the leading voices for conceptualizing and advocating for culturally sustainable practices.

Your Resources & Supports

Your College Board Professional Account

Returning Test
Coordinator

Confirm your
access and
password to your
College Board
account are still
active.

New Test
Coordinator

Create an account
on
collegeboard.org

Assessment Bureau SAT Webpage:

<https://webnew.ped.state.nm.us/bureaus/assessment/state-assessments/#assessment-sat>

LICENSURE ESSA OFFICES/PROGRAMS NM PED LEADERSHIP RFPS, RFIS, RFAS PED APPS (IT)

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STATE ASSESSMENTS

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Every Students Succeeds Act (ESSA) requires states to annually measure the achievement of not percent of all students in each subgroup of students, who are enrolled in public schools. ESSA re assessment of all students, including students with disabilities and English learners, in:

- Reading and/or language arts in grades 3-8 and once in high school;
- Mathematics in grades 3-8 and once in high school; and
- Science once in grades 3-5, once in grades 6-9, and once in grades 10-12

SAT SCHOOL DAY FACT SHEET

SAT SCHOOL DAY | GRADE 11 | SUMMATIVE

All 11th grade students in New Mexico public schools will participate in the digital SAT during the school day in spring 2022 as part of our federally required state testing program, except for those students who take the alternate assessment based upon an IEP. Unlike last year, there will be no essay component. The SAT will consist of 3 timed tests: Reading, Writing and Language, and Mathematics. Spring testing will consist of a 5-day primary testing window in April and a makeup testing window at the end of April. For specific dates and details, please refer to the 2021-2022 Assessment Schedule.

CollegeBoard

EDUCATOR RESOURCES PARENT RESOURCES STUDENT RESOURCES

OVERVIEW

- Digital SAT School Day Key Dates 2022
- Getting to Know College Board - Introductory Webinar

TEST COORDINATOR GUIDES AND MANUALS

2022 Implementation Handbook



Updated for 2022

- Coordinator Checklist
- Detailed instructions



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.

Implementation Handbook: A look inside



- Policies and Planning activities
- Clear action items
- Coordinator Checklist

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.

New Mexico Coordinator Implementation Handbook | 1

- 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:

- Updates and Reminders for 2021-22 on page 2
- Establishing Schools for Testing on page 3
- Identifying and Preparing Test Day Staff on page 4
- Manuals on page 5
- Ordering Materials on page 6
- Steps to Submit the Bulk Registration File on page 6
- Testing with Accommodations and Supports on page 7
- Planning for Material Shipments on page 10
- Preadministration Session on page 11
- Coordinator Checklist on page 12

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.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

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NM PED SAT Digital School Day Key Dates 2022



- Prior to Test Day
- The Day Before The Test
- Test Day
- After Testing

CollegeBoard | NEW MEXICO Public Education Department

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	To request access for SSD Online, complete and return this form: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf Access SSD Online using your College Board Account at: ssdonline.collegeboard.org/ 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 .
Deadline to Submit Late Requests in SSD Online	SSD Coordinator	March 4, 2022	Submit requests as quickly as possible via SSD Online. Call 866-499-6154 to request materials be shipped. For specific scenarios: - New student to school - New plan/accommodation needed 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).
Receive Access to TIDE	School Test Coordinator District Test Coordinator	March 4, 2022	Users will receive an email with instructions from DoNotReply@cambiumassessment.com Refer to https://digitaltesting.collegeboard.org/ for more information. Once access is established it is available for all test dates.
Install College Board Secure Browser	Technology Coordinator	March 13, 2022 (At least four weeks prior to test day.)	Refer to our setup guide at: https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide for more information.

<https://webnew.ped.state.nm.us/wp-content/uploads/2021/11/New-Mexico-SAT-Digital-School-Day-Key-Dates-2022.pdf>

College Board Digital Testing Website



Digital Preparedness

- Testing System Overview
- Computer Requirements
- Step-by-Step Guide
- Supported Operating Systems
- Network Configuration
- Secure Browser Installation

The screenshot shows the 'Digital Preparedness' page with a blue header. Below the header is a sub-header with a description: 'Get to know the technology requirements for testing on the Cambium Assessment, Inc.™ (CAI) system; configure your hardware, software, and network; and evaluate your test readiness.' The main content area features six action buttons in a 2x3 grid, each with an icon and text: 'Sign In to TIDE' (computer icon), 'Sign In to the TA Interface' (arrow icon), 'Install the Secure Browser' (download icon), 'Access Test Administration Training' (chart icon), 'Practice Giving a Test Using the TA Interface' (pencil icon), and 'Preview the Student Digital Test Experience' (magnifying glass icon). Below this grid are three sections: 'Digital Preparedness' with a list of links (Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems, Network Configuration, Secure Browser Installation); 'Upcoming Events' with two entries: 'AUGUST 16, 2021 Bulk Registration Opens' and 'SEPTEMBER 20, 2021 Fall Digital PSAT 8/9 Testing Opens'; and 'Section Topics' with a link for 'Testing System Overview' and a short paragraph of text.

<https://digitaltesting.collegeboard.org/digital-preparedness>

2022 Testing Manuals

Updated 2022 SAT School Day manuals provide specialized information to each type of test day staff.

- Coordinator Manual
 - Updated information about the test day set-up, preadministration session, forms, and return of materials
- Standard Testing Manual
 - All test day scripts, and information needed by proctors in standard rooms
- Accommodated Testing Manual
 - All test day scripts for proctors in accommodated rooms



Available Webinars and Modules

Training Course	Description	Date Available
Digital Proctor Administering Tests with the TA Interface	How to administer digital tests using the Test Administration Interface.	On-demand (available now)
Understand College Board Accommodations— State Version	How to add and update accommodations in SSD Online.	On-demand (available now)
Digital Accommodations Overview for 2021-22	How to update test settings in the TIDE platform.	On-demand (available now)
NM PED Digital SAT® School Day	Digital SAT Implementation Overview	Link to deck will be available on the NM PED Website

Upcoming Training

Training Course	Description	Delivery Mode	Date Available
Digital SAT Coordinator Training	<i>Required</i> online digital test administration training for test coordinators.	OnDemand, self-paced learning	Emails with training link will be sent to test coordinators on March 4, 2022. Training can also be accessed from your College Board account once the training opens.
TIDE Training – OnDemand	How to navigate the TIDE system to administer digital SAT.	OnDemand, self-paced learning	Emails will be sent to test coordinators prior to the opening of the TIDE training window, March 4, 2022.
Digital SAT Workshop	Digital testing policy/procedures, technical readiness, test site demo	Live Webinar	Early/mid-March

Digital SAT School Day Timeline

Implementation Key Dates

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	To request access for SSD Online, complete and return this form: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf Access SSD Online using your College Board Account at: ssdonline.collegeboard.org/ 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 .
Deadline to Submit Late Requests in SSD Online	SSD Coordinator	March 4, 2022	Submit requests as quickly as possible via SSD Online. Call 866-499-6154 to request materials be shipped. For specific scenarios: - New student to school - New plan/accommodation needed 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).
Receive Access to TIDE	School Test Coordinator District Test Coordinator	March 4, 2022	Users will receive an email with instructions from DoNotReply@cambiumassessment.com Refer to https://digitaltesting.collegeboard.org/ for more information. Once access is established it is available for all test dates.
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.

Implementation Key Dates

Install College Board Secure Browser	Technology Coordinator	March 13, 2022 (At least four weeks prior to test day.)	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 (At least four weeks prior to test day.)	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 (At least two weeks prior to test day.)	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.

Implementation Key Dates

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.

Staff Roles and Responsibilities

Testing Staff Roles

Role	Qualifications and Responsibilities
Test Coordinator	School staff member responsible for managing all aspects of digital school day preparation and administration.
SSD Coordinator	School staff member who is responsible for the completion of tasks associated with Services for Students with Disabilities (SSD) and the setup of approved accommodations and/or English learner (EL) supports in TIDE.
Technology Coordinator	School staff member responsible for managing all technical readiness activities including environment setup, hardware and software management, and internet connectivity.
Proctors	Current or retired teachers, counselors, administrators responsible for conducting a secure, valid administration in the testing room, including delivery of test instructions and monitoring student testing.
Hall and Room Monitors	School staff or other qualified adults who have been trained to help the test coordinator and proctors.
District Coordinator	District personnel responsible for supporting school test coordinators with digital administrations.

Proctor and Hall/Room Monitors

SAT School Day Training



Digital proctor training is not required; however, proctors are required to be trained in some way by the test coordinator.

An optional PowerPoint to provide to your hall and room monitors will be available on the NM PED Assessment website in the coming weeks.

- Coordinators should forward the training link to proctors and any other school staff that may benefit from taking School Day training.
- **Additional Resources:**
 - <https://digitaltesting.collegeboard.org/test-day-planning/proctor-practice>
 - [Digital Proctor Administering Test with the TA Interface](#)

Services for Students with Disabilities (SSD)

SSD Online Account

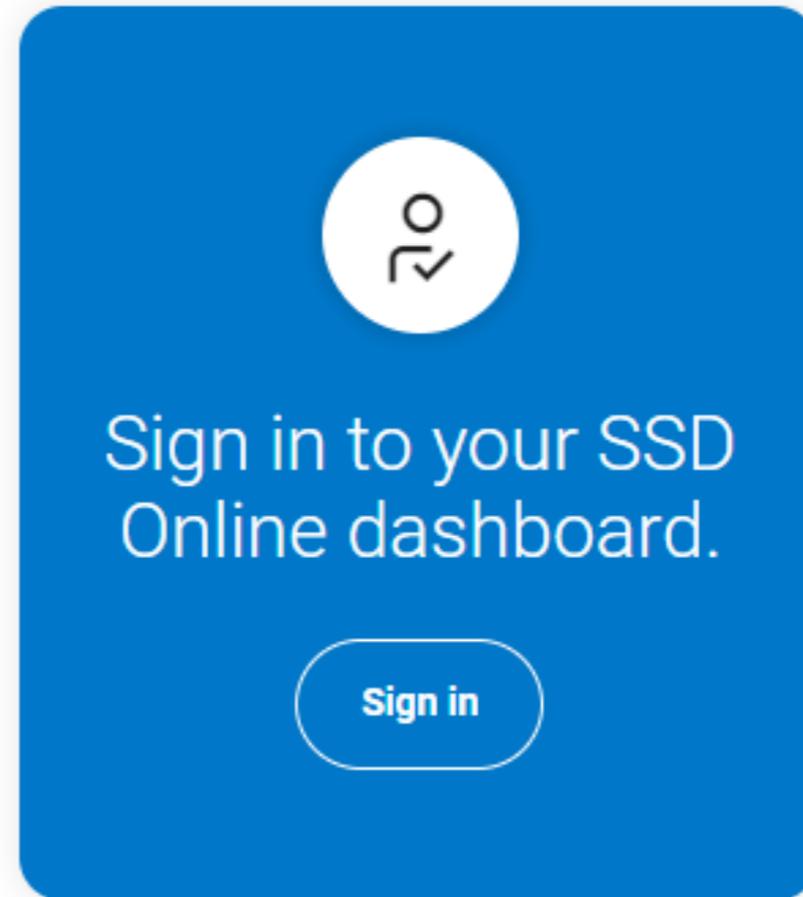
<https://accommodations.collegeboard.org/ssd-online>

Returning **SSD Coordinator**:

- Confirm your access and password to SSD Online are still active.

New **SSD Coordinator**:

- Have a College Board Professional Account
- Complete the [SSD Coordinator Form](https://accommodations.collegeboard.org/ssd-online/get-access), found at: <https://accommodations.collegeboard.org/ssd-online/get-access>



Students With Accommodations

Accommodations Essentials

The digital test is accessible for students with accommodations. Here are a few things you should know:

- Accommodations for the digital SAT need to be reviewed, and approved, by College Board.
 - Any accommodations needed by a student must be in the student's IEP and/or 504 Plan.
 - The request and approval process is the same, as with paper tests.
 - Requests for College Board accommodations are submitted through the [College Board SSD Online System](#). **Note:** It may take up to seven weeks to receive approval, so submit requests as early as you can.
 - For students already approved for College Board accommodations in the paper testing mode, a new request is not required. These students will be provided an equivalent accommodation for digital testing.
- Accommodated testing needs to be set up before test day.
 - Schools must indicate in CAI's TIDE system on the student record if the student is testing with 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).

Universal Tools

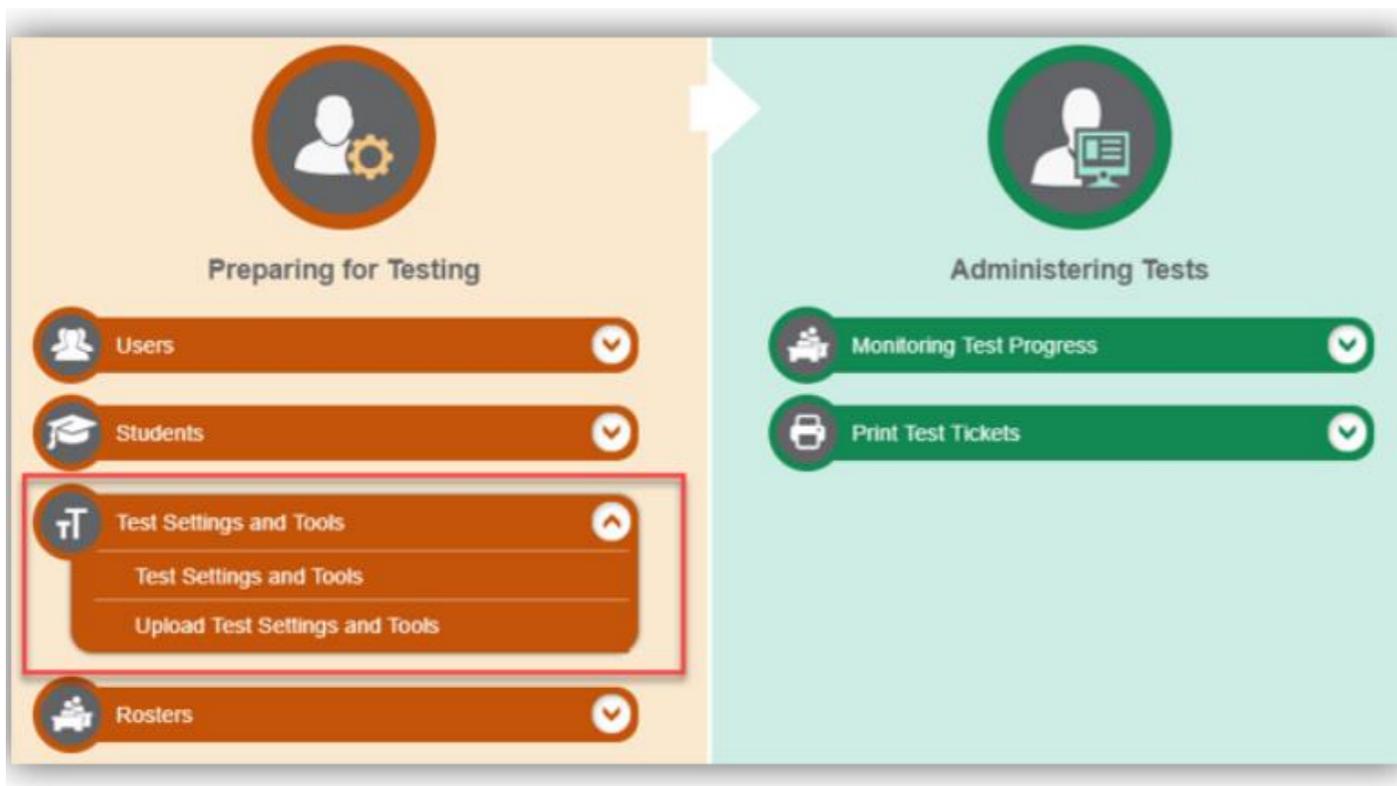
- There are universal tools that are available to all students testing digitally and do not need to be entered in SSD Online.
- Some of these universal tools may be in a student's IEP or 504 Plan. If that is the case, they still don't need to be entered into SSD Online.

Do Not Enter into SSD Online

- **Embedded calculator (for use on With Calculator section of the math test)**
- **Context Menu**
- **Expand Button**
- **Formulas**
- **Help Link**
- **Highlighter**
- **Line Reader**
- **Mark for Review**
- **Navigation Buttons**
- **Notes**
- **Questions Drop-Down List**
- **Strikethrough**
- **Student Clock**
- **Zoom In/Zoom Out**

Adjust TIDE Settings

Some of the accommodations and other test supports require the Test Coordinator to log into TIDE and configure the settings for the student prior to test day.



Accommodations that require configuration In TIDE prior to test day

- Assistive Technology
- Color Contrast
- Four-function Calculator (for use on Without Calculator section of the math test)
- Masking
- Mouse Pointer
- Non-Embedded Accommodations
- Permissive Mode (used with assistive technology)
- Streamline Mode
- Text-to-Speech
- Timing
- Zoom/Font Size

Students with Accommodations

Nonstandard Testing Rooms

Students who require different timing or breaks must be tested in separate rooms. Follow these policies for assigning rooms:

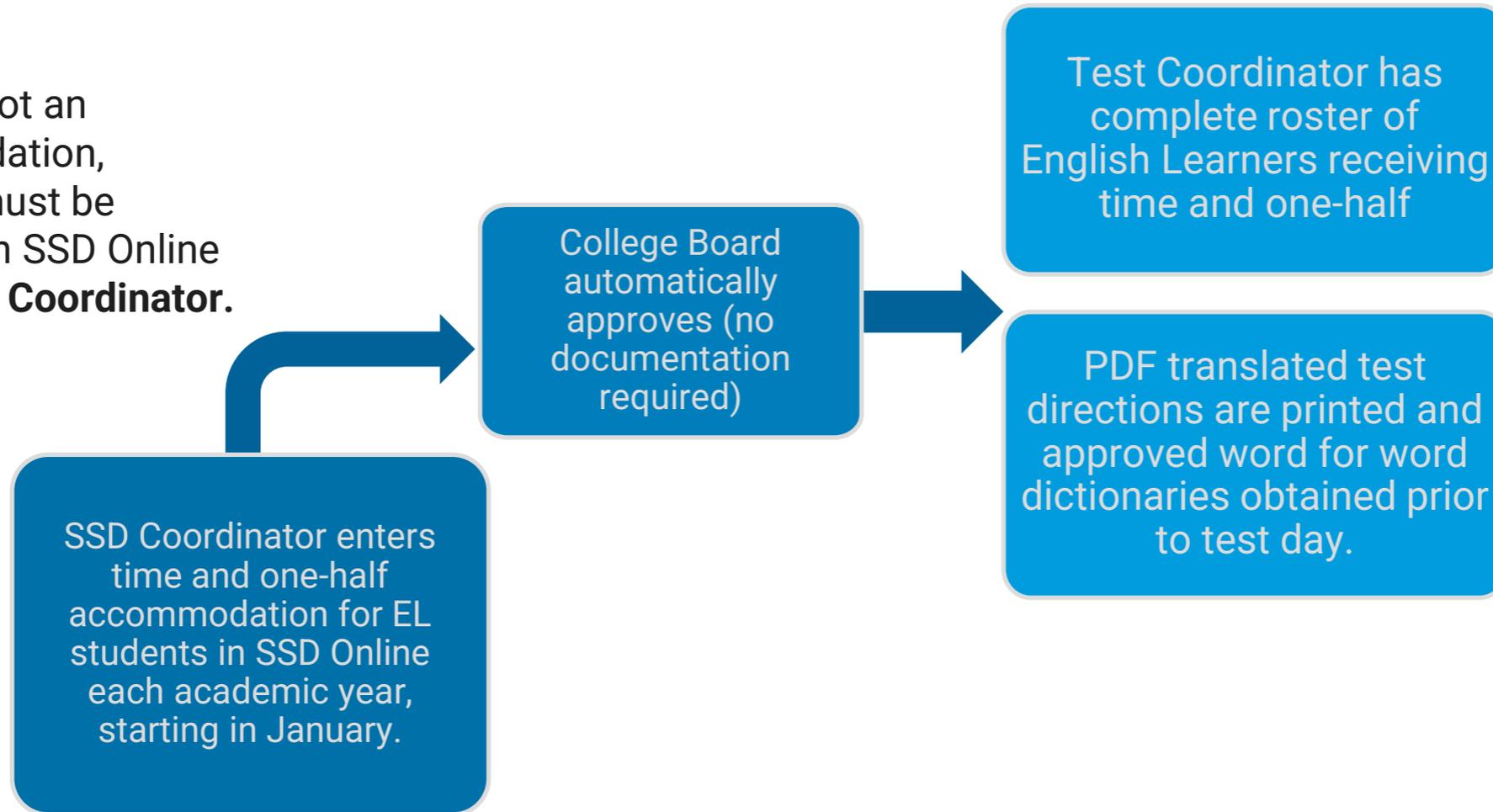
- Students taking the test with extended time, extra or extended breaks, or other accommodations should be assigned a room and a proctor separate from those used for standard administration.
- Seat students testing with the same type of timing and breaks together – this may require multiple digital testing rooms
- Provide appropriately configured test-taking devices and resources to support students' accommodations

Test coordinators should be discreet when assigning nonstandard testing rooms to avoid subjecting students to unnecessary attention.

Proctors managing rooms for students testing with accommodations must follow the accommodated scripts based on the type of accommodation a student needs (e.g., extended time).

English Learner Support

Although not an accommodation, students must be identified in SSD Online by the **SSD Coordinator**.



English Learner Supports

English learners can be provided with time and one-half.

Translated Test Directions

College Board provides translated test directions for designated languages in PDF format which must be printed by the school before testing.

Languages: Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese

An approved translator can orally provide translated test directions to the student in languages not available in PDF format.

And/Or

Approved word-for-word bilingual dictionaries

A list of approved word-for-word bilingual dictionaries is available on:

<https://collegereadiness.collegeboard.org/pdf/sat-suite-college-board-approved-dictionaries.pdf>

Note: Do not use the "EL Support: YES" indicator for EL students who will be testing with translated test directions or bilingual dictionary, without extended time.

SSD Resources

Training Course	How to Access	Date Available
Understand College Board Accommodations—State Version	Access module	On-demand (available now)
Digital Accommodations Overview for 2021-22	Access module	On-demand (available now)

<https://accommodations.collegeboard.org/>

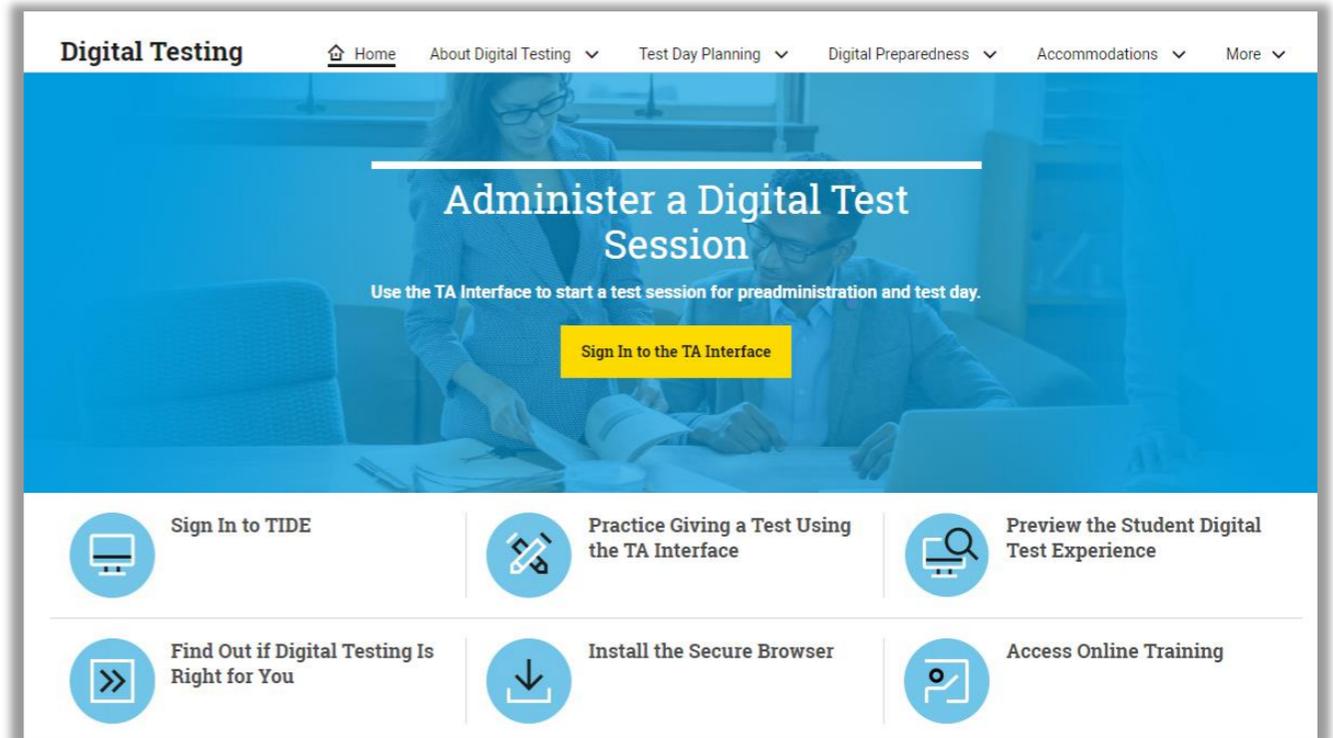
College Board Digital Testing Portal and Technical Requirements

Digital Testing Portal



Refer to the College Board Digital Testing Portal for sign-in links, how to install the secure browser, technical requirements, and helpful resources

digitaltesting.collegeboard.org



Technical Readiness



Review technical requirements and follow the Digital Preparedness Step-by-Step Guide available on the Digital Testing Portal.

digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide

Part One: Technology and Setup Verification

- Check for Supported Operating Systems
- Check for Supported Web Browsers
- Disable Automatic Updates to Operating System
- Disable Applications that Interfere with Testing
- Check Batteries or Power Source
- Disable Pop-Up Blockers on Staff Computers
- Enable JavaScript on Staff Computers
- Check Content Filters, Firewalls, and Proxy Servers
- Confirm Wireless coverage
- Allow Appropriate URLs

Digital Preparedness



Digital Preparedness Step-by-Step Guide available on the Digital Testing Portal.

digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide

Part Two: Test Readiness

- Install the Secure Browser
- Run CAI's Network/Bandwidth Diagnostic Tool
- Prepare for Delivery of Tests with Accommodations
- Complete the Technical Readiness Evaluation:
Test the Secure Browser

Guidance for Determining Bandwidth



Your network should have enough bandwidth to support digital testing at the required performance level.

Ensure that your school's network infrastructure can support many students using the network at once.

College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time.

Selecting Test Devices



Each testing room must have a dedicated device the proctor will use to access the Test Administrator (TA) Interface.

Schools must have the ability to install a secure browser client application on all test-taking devices.

- Devices must be school-owned.
- Devices must connect to the Internet (wired or wireless).
- All devices must meet the system and technical specifications.
- Devices must maintain a charge for at least 5 hours or have access to a reliable power source.

Test Device Specifications



Students testing with an approved assistive technology device, should pre-test the device in the Student Digital Test Preview, prior to test day in order to ensure operational functionality.

- Desktops, laptops, iPads and/or Chromebooks are allowed.
- Chromebooks - CAI only supports versions of Chrome OS™ released on the Google stable channel. For a full list of supported Chromebooks, see support.google.com/chrome/a/answer/6220366
- Apple iPads with a 9.7" display are allowed.
- Apple iPads must be 4th Generation or higher.
- External keyboards are required when administering the SAT on iPads.
- iPad Minis cannot be used.
- Wireless or Bluetooth keyboards cannot be used.

Test Experience Preview

Test day staff and students should review the [Student Digital Test Preview](#) to become familiar with the digital test delivery system and its available features.

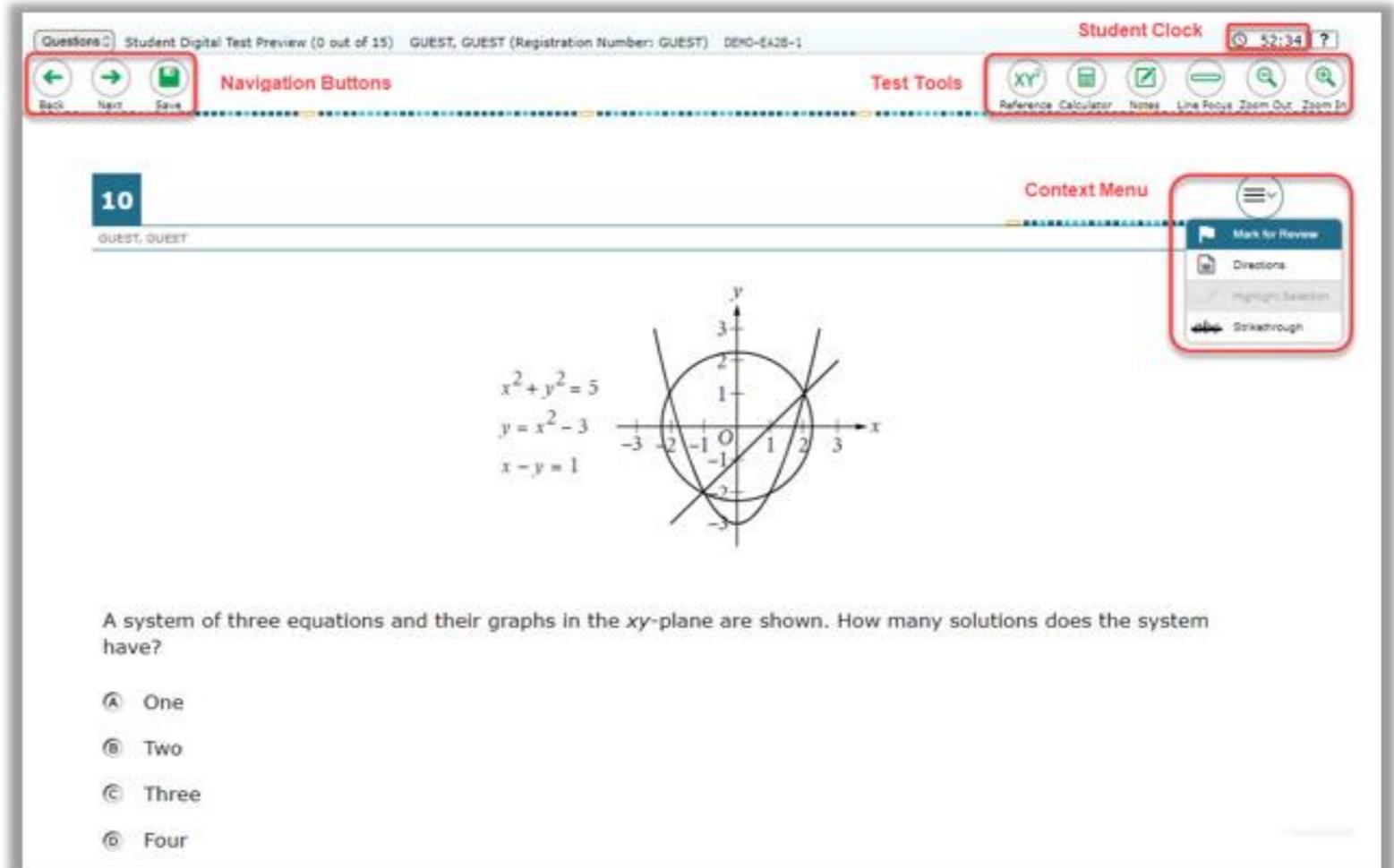
Overview of Universal Test Tools in Test Site

Navigation Buttons: move between questions.

Student Clock: displays time remaining in test section.

Test Tools: appear in the menu at the top of the test page.

Context Menu Tools: available from the context menu  for each question.

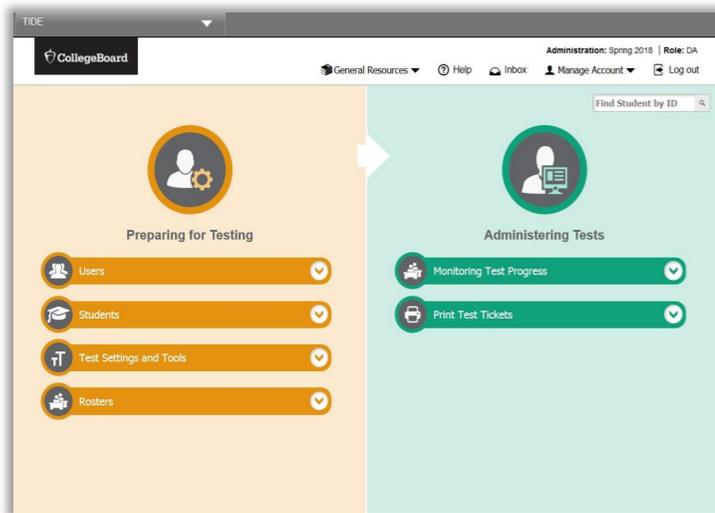


The screenshot displays the interface of the Student Digital Test Preview. At the top, there is a header with 'Questions' (0 out of 15), 'GUEST, GUEST (Registration Number: GUEST) DEMO-E428-1', and a 'Student Clock' showing 52:34. Below the header, there are two main toolbars: 'Navigation Buttons' (Back, Next, Save) and 'Test Tools' (Reference, Calculator, Notes, Line Focus, Zoom Out, Zoom In). A 'Context Menu' is open on the right, showing options like 'Mark for Review', 'Directions', 'Highlight Selection', and 'Strikethrough'. The main content area shows a question number '10' and a math problem. The problem includes three equations: $x^2 + y^2 = 5$, $y = x^2 - 3$, and $x - y = 1$, along with their graphs in the xy -plane. The graphs show a circle, a parabola, and a line. The question asks: 'A system of three equations and their graphs in the xy -plane are shown. How many solutions does the system have?' The answer choices are: (A) One, (B) Two, (C) Three, and (D) Four.

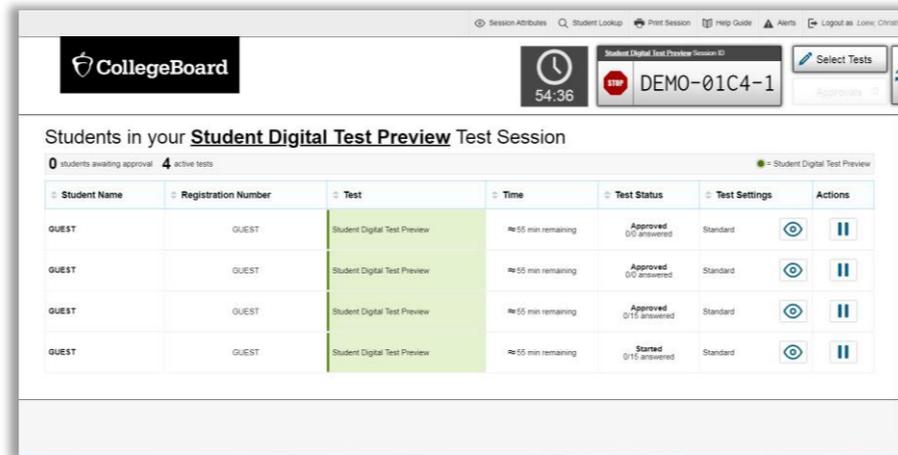
Cambium Assessment, Inc. TM (CAI).

CAI Systems

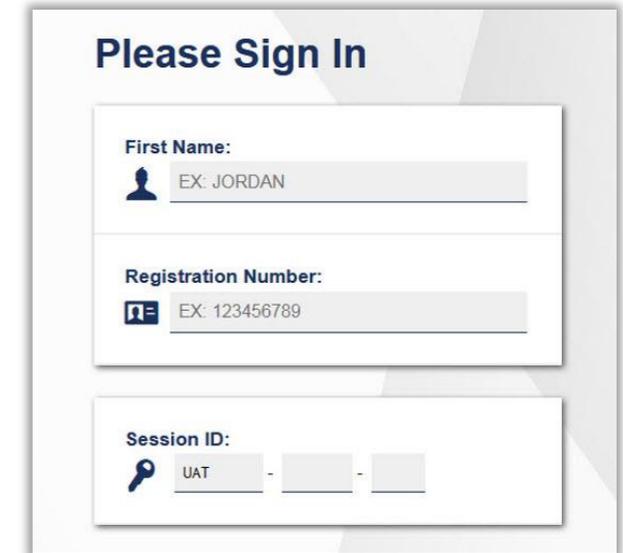
Test Information Distribution Engine (TIDE)



Test Administrator (TA) Interface



College Board Secure Browser

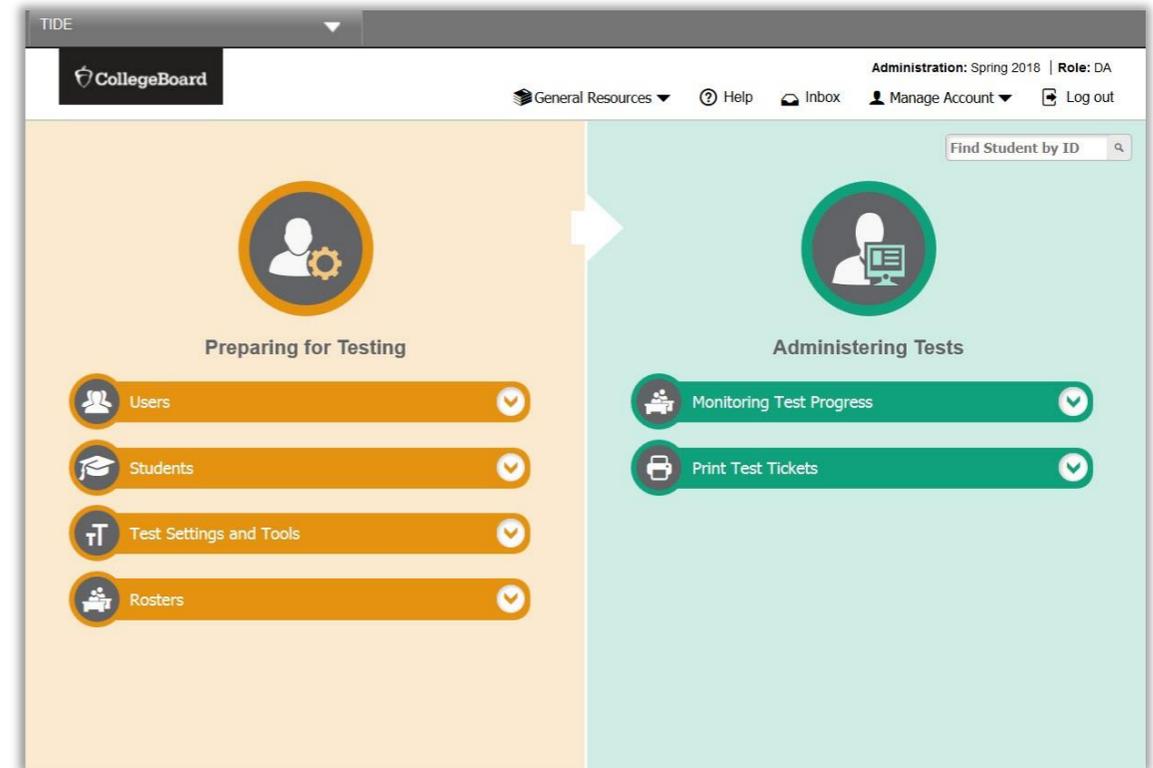


Test Information Distribution Engine (TIDE)



Test coordinators use TIDE to:

- Manage school and staff data
- Manage rosters
- Monitor digital test sessions
- Modify test settings for students with accommodations
- Print student test tickets



Test Administrator Interface (TA)



Proctors use the TA Interface to:

- Conduct preadministration sessions
- Create test sessions
- Approve students into the test sessions
- Monitor and manage test timing
- Monitor student test status
- Identify students who may need assistance

The screenshot displays the CollegeBoard Test Administrator Interface (TA) for a "Student Digital Test Preview" session. The interface includes a top navigation bar with the CollegeBoard logo, a clock showing 54:36, a session ID "DEMO-01C4-1", and buttons for "Select Tests" and "Approvals". Below the navigation bar, the main content area shows "Students in your Student Digital Test Preview Test Session" with a summary of "0 students awaiting approval" and "4 active tests". A table lists the active students with columns for Student Name, Registration Number, Test, Time, Test Status, Test Settings, and Actions.

Student Name	Registration Number	Test	Time	Test Status	Test Settings	Actions
GUEST	GUEST	Student Digital Test Preview	~55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	~55 min remaining	Approved 0/0 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	~55 min remaining	Approved 0/15 answered	Standard	
GUEST	GUEST	Student Digital Test Preview	~55 min remaining	Started 0/15 answered	Standard	

Secure Browser



Students use the Secure Browser to:

- Access test content
- Respond to test questions.
- Prevent them from accessing prohibited applications

Please Sign In

First Name:



EX: JORDAN

Registration Number:



EX: 123456789

Session ID:



UAT

-

-

College Board Secure Browser



Schools must download the College Board's CAI secure browser.

Depending on the operating system on student devices, you will install one of these applications.

For devices running on Windows or Mac OS.



CB Secure Browser

The application for Chromebooks and iPads.



SecureTest Browser



You need to change the Organization and Assessment settings in the SecureTest Browser before students can test on Chromebooks or iPads.

TIDE Access



Test Coordinators will receive access to TIDE:
Email will come from
DoNotReply@cambiumast.com.

Once you get access to TIDE,
you can assign other users to
the College Board version of
TIDE.

March 4, 2022

Prepare For Test Day At Your School

Prepare Your School

- **School schedules may require some adjustments**
 - Lunch Periods
 - Testing cannot be interrupted for lunch
 - Lunches must take place after testing is complete
 - Students may eat snacks during breaks
 - Bell Schedules
 - Bells must be silenced during test administration
 - Public Address System Announcements
 - There should be no PA announcements during test administration
- **On test day(s), ensure rooms are prepared for testing:**
 - Instructional materials are covered in each testing room
 - Seating and furniture requirements are met

Select Your Rooms



The number of students testing, and the size of rooms used for testing will determine the number of rooms needed.

- **Options for rooms include:**
 - Larger spaces, such as auditoriums and gymnasiums
 - Smaller spaces, such as classrooms
- **Consider the following when choosing testing rooms:**
 - Rooms are separated from other classes/tests on different schedules or students taking different assessments
 - Rooms where noise and other disruptions can be minimized when classes or other assessments break
 - Rooms where noise and distractions from outside the building are minimized.
 - Rooms are close to restrooms
 - Internet access, wired or wireless.
 - Access to power supply for all devices.

Arrange Your Desks/Tables



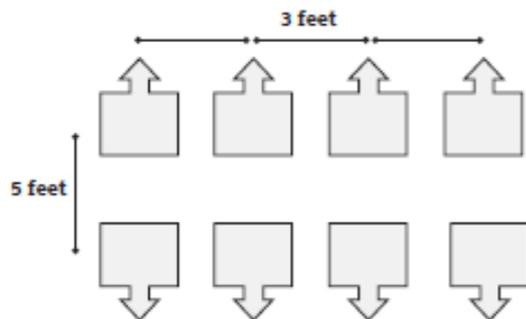
Digital testing room seating requirements differ from those for College Board paper-based testing.

- Partitions and/or dividers between students are highly recommended.
- Students must be seated no less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (measured from the center of one computer to the center of the next computer).
- Face-to-face seating configurations are only allowed with the use of partitions.
- U-shaped seating configurations are allowed; however, students must face outward and toward the wall and must not be seated next to one another in the connecting corner.
- Testing stations should be configured to prevent students from viewing one another's computer screens.
- Ensure unimpeded access to every student by staff.
- Provide enough desk space for the testing device, plus the use of scratch paper and a calculator.
- If laptops are used, they must be placed on tables or desks.

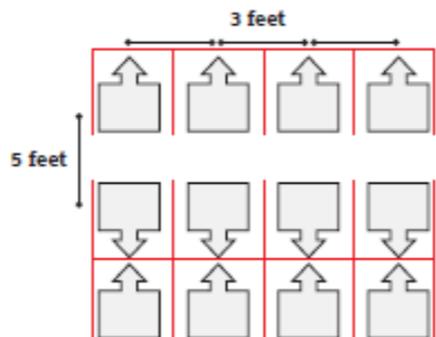
Digital Testing Room Seating Arrangements

All distances are measured from the center of one workstation to the next workstation.

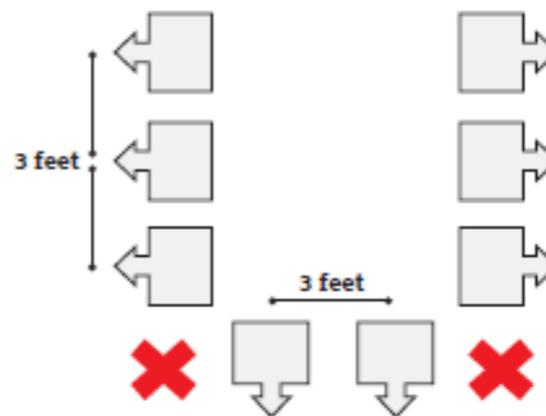
Back-to-back seating *without* partitions



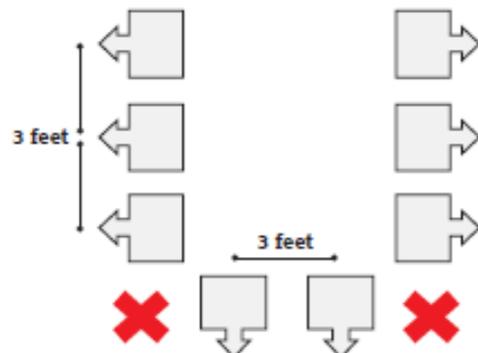
Back-to-back seating *with* partitions



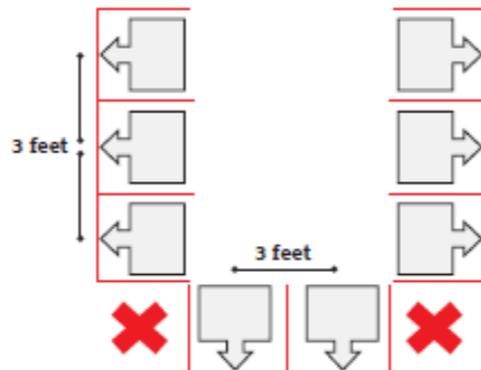
U-shaped seating *without* partitions



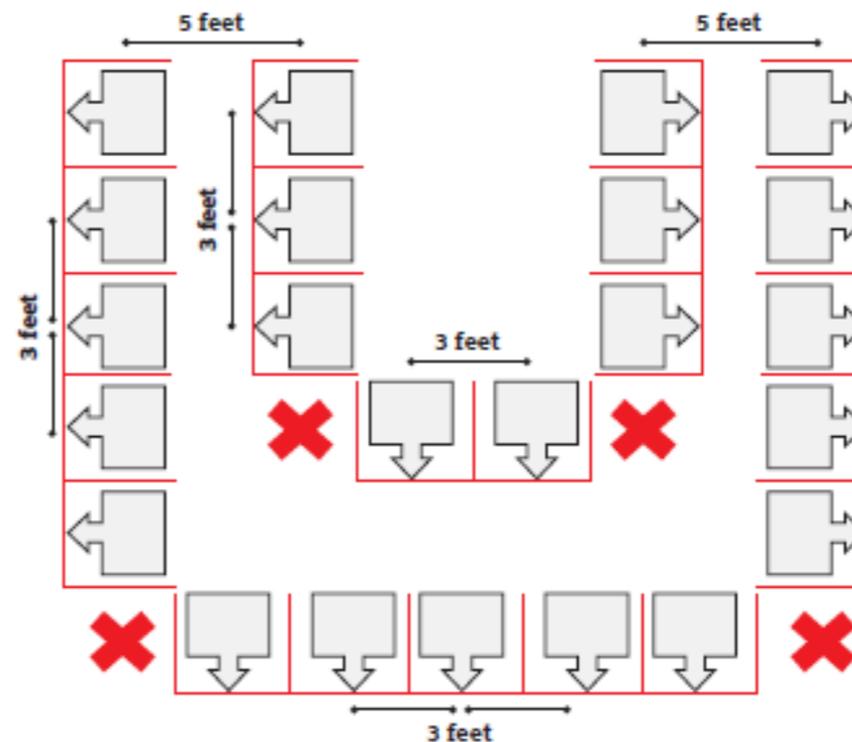
U-shaped seating *without* partitions



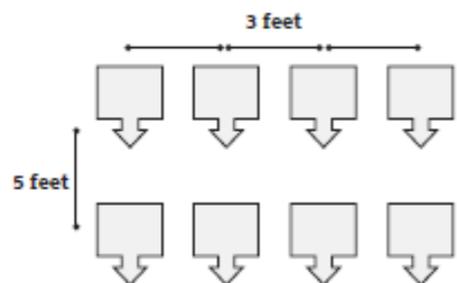
U-shaped seating *with* partitions



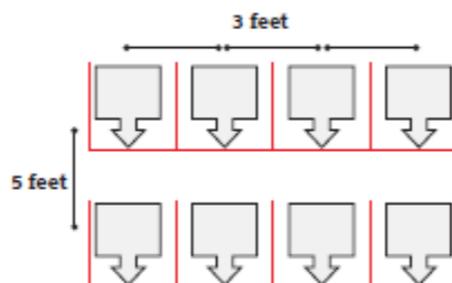
U-shaped seating *with* partitions



Front-to-back seating *without* partitions



Front-to-back seating *with* partitions



Planning for Staffing Needs



Once you determine the rooms you're using for testing and the number of students in each room, you can determine how many staff you need.

- Every testing room needs 1 proctor.
- For rooms with more than 25 students, assign additional room monitors to help.
- If you have more than 5 rooms, you will need an additional hall monitor for every five additional rooms.
- Detailed instructions area available in the Test Coordinator Manual

Build Your Test Day Schedule

Avoid Distractions and Interruptions

Lunch Periods

- Lunches must take place after testing is complete.
- Students may eat snacks during breaks but not break for lunch between test sections.

Bell Schedules

- Bells must be silenced during test administration.
- There should be no scheduled fire drills during test administration.

PA Announcements

- There should be no PA announcements during test administration.

Flexible Start Times for Administering SAT School Day



For SAT School Day, schools can start testing earlier and/or later than usual and split their students across multiple testing groups.

- All testing must start before the first group to test completes testing; that is, no group of students can begin testing after another group has completed the test.
- Cell phones may be returned to exiting groups of students as they complete testing only after the last group of students has begun testing.

Time Your Day



Consider transportation needs. Are students arriving early for breakfast? Are they being dismissed from school after the administration?

SAT School Day	SAT School Day Standard Room <i>(in minutes)</i>
Reading Test	65
Break	10
Writing and Language Test	35
Math (no calculator) Test	25
Break	5
Math (with calculator) Test	55
Break	2
Total (hours, minutes)	4 hours 7 minutes

Plan for a Preadministration Session

Preadministration Session



Students now have the option of opting-in and completing the questionnaire in their online student account allowing for more flexibility to schools.

Preadministration scripts include options for administering the session to students with and without parental consent. Follow school/district guidance around collecting consent.

It is recommended to conduct a preadministration prior to test day to give students the practice of using the secure browser and proctors the practice of using the TA Interface. It will also save time on test day and help to anticipate and manage any technical issues that may arise.

Purpose: To provide time prior to test day for students to complete the optional questionnaire, opt into Student Search Service®, and identify where to send scores.

- Schedule a preadministration time prior to test day.
- Print test tickets from TIDE for the preadministration session.
- Provide students with a copy of the *Digital SAT School Day Student Guide*.
- Students will use copies of the *Student Questionnaire Instructions* during the session.
- Estimated time: 45 minutes

Student Search Service ® And Consent



The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.

- Follow school/district policy for obtaining consent.
- Consent forms should remain at the school until the student graduates and does not need to be returned to College Board.
- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them.
- studentsearch.collegeboard.org

Follow school/district guidance around collecting consent.

Recommended Next Steps



- Create or sign into your College Board Professional Account.
- Review Key Activities and Dates.
- New SSD Coordinators need to request access to SSD Online.
- Existing SSD Coordinators should log into their account and update/add any accommodations
- Begin thinking about and planning for technical readiness activities. Forward technical readiness resources to your Technology Coordinator.

Recommended Next Steps



- Start thinking about your school schedule, number of rooms, and room resources.
- Start thinking about your test day schedule.
- Start thinking about planning for administering a preadministration session.
- Share this presentation with your school Test Coordinators.

Updating Spring 2022 Contact Information for SAT

If information for your school's test coordinator, principal, SSD coordinator, or school address changes, use this form to submit updated information:

<https://app.smartsheet.com/b/form/52d92e5ded3a438db7e10fdf5da697b2>

If you are adding a new SSD Coordinator, you will also need to follow the process to establish a new SSD coordinator in SSD Online. Click here for more information: <https://accommodations.collegeboard.org/help-center/how-do-i-become-ssd-coordinator>.



State Testing School Contact Update Form

Information will be updated within 3 business days. Information provided in this form will only update contacts for state-contracted SAT and/or PSAT. To make updates in other systems, like the Test Ordering Site (TOS), please login to those systems directly to make changes. If you are adding a new SSD Coordinator, you will also need to follow the process to establish a new SSD coordinator in SSD Online. Click here for more information: <https://accommodations.collegeboard.org/help-center/how-do-i-become-ssd-coordinator>

AI Code *

The Attending Institution Code (AI code) is a College Board specific code assigned to each school. It is 6 numeric digits, and is not your state or district building identification number.

If you don't know your AI code, search here: <https://collegereadiness.collegeboard.org/k-12-school-code-search>

School Name *

Submitter name *

Submitter Email Address *

State *

Please select the state your school is located in.

Send me a copy of my responses

Submit

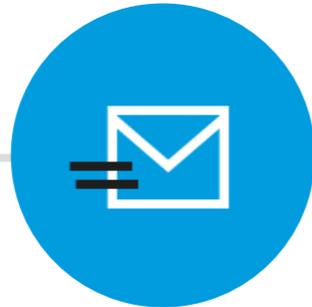
[Privacy Notice](#) | [Report Abuse](#)

Next Steps



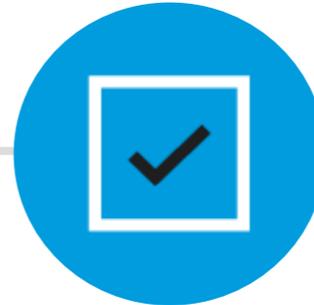
Website

Review additional information for the Digital SAT School Day at:
<https://digitaltesting.collegeboard.org/>



State Field Team

If you have questions specific to the New Mexico SAT School Day contact us at:
nmsat@collegeboard.org
or
Call: 866-499-6154



State Contact

If you have questions for PED, contact:
Adam.Rios2@state.nm.us



Thank You!

We appreciate you taking the time to learn about administering the SAT School Day!