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### Connecticut SAT School Day

Prepare to Administer the Spring 2024 Assessment

December 2023



### **CSDE Staff**

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### **College Board Connecticut State Team**

#### **Executive Management**



Kupper, Adrienne Executive Director, Outreach & Implementation Operations

#### State Contract Implementation



Wilson, James (He/Him/His) Director, Outreach and Implementation Operations

#### Field Liaison



Cosner, Michelle (She/Her/Hers) Director, K-12 State & District Partnerships

SSD Support

#### Smith, Kisha



Senior Director, SSD Customer Service Risk Management



### Agenda

- Testing Overview and Testing Window
- Test Specifications and Features
- Test Administration Systems Overview
- Technology Requirements
- Planning Staff for Testing
- ✓ Planning Rooms for Testing
- ✓ Key Activities and Timeline
- Resources for Educators and Students
- ✓ Questions and Answers



Enter questions in the chat box throughout the webinar.



# Test Window, Timing, and Scheduling

**Connecticut Testing Window: March 4 – April 19** 

## SAT Testing Time (with breaks)

Timing	SAT School Day
Standard time	2 hours 24 minutes
Time and one-half (reading)	3 hours 41 minutes
Time and one-half (math only)	3 hours 9 minutes
Double time (reading)	4 hours 48 minutes
Double time (math only)	3 hours 44 minutes

Students must complete testing in one day unless they are approved for an accommodation that allows testing over two days.

Testing is no longer limited to mornings.

- Schools can test in the morning and/or in the afternoon.
- Schools can run multiple testing sessions in a day.



### 2023 – 2024 Program Timeline Summary

Activity	SAT School Day Spring 2023-24	
School Onboarding Activities	November 2023 – January 2024	
Interactive Checklist Launches	December 12, 2023	
Accommodations Requests	November 2023 – January 12, 2024	
Test Day Toolkit Access starts for Test Coordinators	February 5, 2024	
Test Day Online Training	February 2024	
Digital Readiness Activities	February 2024	
State Testing Window	March 4 – April 19, 2024	
Student Score Release*	May 2024	
Educator Score Release*	May 2024	

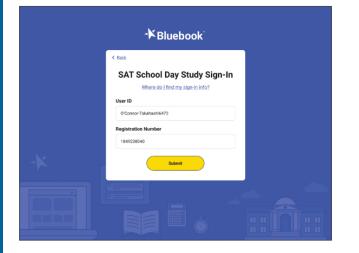




## Test Administration Systems Overview



## **Test Administration Systems**



CollegeBoard Test Day Toolkit	Hi, Proctor 🔒
My Room Help All Rooms All Students Imegularities	Digital SAT   Switch Auburn High S Code: 0000
	Skip to Attendance
Welcome, Proctor!	Room 325
Test Day Toolkit will guide you through these steps:	Digital SAT
1. Getting ready     2. Taking attendance     3. Reading the script     4. Sharing the start code     5. Monitoring the test     6. Dismissing attudents     7. Reporting problems     Get Started	Capacity: 10 (10 students assigned) Staff: Jane Doe (proctor)
set started	
	<b>Ө нар</b>
	Get Started

Home	Register students 🗸 🗸	Manage students $ \lor $	Student Ros
Students Uplo	bads		
TOTAL STUDENTS		Viet	w Student Roster
SAT School D	ау		
State	Total school count with registrations	Total Registrations	
Colorado	18	185	
		Grade: 12th: 100 students 11th: 75 students 10th: 10 students	
08/13/2023 3:28:27 PM	Last bulk data or student record updated View All	Accommodated student : 34 stud	lents

Bluebook (for Students) Test Day Toolkit (for Test Coordinators and Proctors)

State Data Management System

### Bluebook

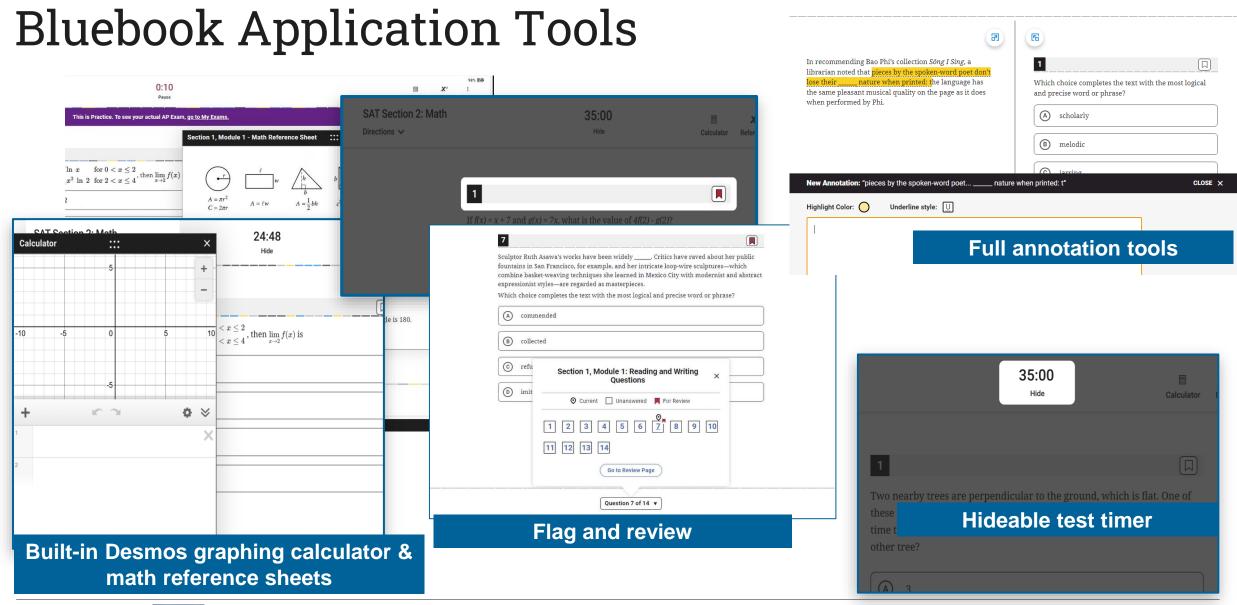
K Bluebook			- 🗆 X
Section 1, Module 1: Reading and Writing Directions	25:05 (Hide)		99% 🗐 L : Annotate More
In the early 1800s, the Cherokee scholar Sequoyah created the first script, or writing system, for an Indigenous language in the United States. Because it represented the sounds of spoken Cherokee so accurately, his script was easy to learn and thus quickly achieved use: by 1830, over 90 percent of the Cherokee people could read and write it.		Cross out at you think ar Mark for Review hich choice completes the text with the me d precise word or phrase? (A) widespread (B) careful (C) unintended (D) infrequent	APEL
Caryn Isaacs	Question 1 of 27 🗸		Next



### Bluebook

Section 2, Module 1: Math	31:3 (Hide	3
<ul> <li>Student-produced response dial</li> <li>If you find more than one correct only one answer.</li> <li>You can enter up to 5 characters for answer and up to 6 characters (inclusion) for a negative answer.</li> <li>If your answer is a fraction that do provided space, enter the decimal.</li> <li>If your answer is a decimal that do provided space, enter it by truncat the fourth digit.</li> <li>If your answer is a mixed number enter it as an improper fraction (7/ equivalent (3.5).</li> <li>Don't enter symbols such as a perco or dollar sign.</li> </ul>	t <b>answer</b> , enter or a <b>positive</b> luding the negative oesn't fit in the equivalent. oesn't fit in the ing or rounding at r (such as $3\frac{1}{2}$ ), (2) or its decimal	3 Mark for Review Each value in the data set shown represents the height, in centimeters, of a plant. 6, 10, 13, 2, 15, 22, 10, 4, 4, 4 What is the mean height, in centimeters, of these plants? 17 Answer Preview: 17
Examples		
Acceptable ways to	Unacceptable: will	







### Test Day Toolkit – For Test Coordinators

Organize:

- Staff
- Rooms

Rosters

Print student sign-in tickets

Monitor testing

Submit Irregularity Reports

Ô CollegeBoard Test Day Toolkit	Hi, Pushkar
Student Sign-In	Jan 31-Dec 31, 2022   Digital SAT In-School Smoke Test Spring 2022   Switch
Home Help All Rooms Staff All Students Tickets Irregularities	CB-SAT OPERATIONS S&L - AI:471828
Test Administration Tools	
Testing Rooms	Test Day Staff
Add and edit rooms. View and adjust the list of assigned students.	Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.
Student Roster and Check-In	Print Sign-In Tickets
Check students in. View room assignments, accommodations, and other details.	Students need Bluebook sign-in tickets to take the test.
Irregularities If something goes wrong, let us know what happened.	

### Test Day Toolkit – For Proctors

Check room readiness

Admit and prepare students to test (scripting included)

Monitor testing

Submit Irregularity Reports for Test Coordinator approval

OcclegeBoard         Test Day Toolkit           My Room         Help         All Rooms         All Students         Irregularities		Hi, Jeffrey 🦂 Nov 16, 2022–Dec 31, 2023   Digital SAT 2023 Smoke Test Primary   Switch ST ANDREWS-SEWANEE SCH - TC:43230		
Monitoring Dasl	hbo Jan 31-Dec	11, 2022   Digital SAT In-School Smoke Test Spring 2022   Switch C8 SAT OPERATIONS SAL - AL471828		<b>Start Code:</b> 327727
Use the testing status filters to se	ee who's testing	smoothly and who might need attention	on.	C Reload
	Count	Student List: Submitted (9) Clear Students will raise their hand when they fi	Filters nish testing. Wave them over so you can collect the	eir scratch paper and return their device.
Not Started	30	Student^	Accommodations	Testing Status ^
Section 1	2	Alexander, Nate Reg. no.: 1011704379	None	Submitted
Break Section 2	0 2	Bolton, Erica Reg. no.: 1011699189	None	Submitted
• Needs Attention		Cadman, Tyler Reg. no.: 1011720378	None	Submitted
Status Exited	Count 2	Cattell, Marigold Reg. no.: 1011715710	None	Submitted
Submission Pending	0	Foxley, Tyler	None	Submitted
Ready to Dismiss		Reg. no.: 1011706043		
Dismiss students with Submitted stat help the others?	us. <u>How do I</u>	Summers, Maddison Reg. no.: 1011691326	None	Submitted
Status	Count			
<u>Submitted</u>	9	<u>Sylvester, Zara</u> Reg. no.: 1011715588	None	Submitted
		<u>Tate, Julius</u> Reg. no.: 1011701527	None	Submitted 🛛 🖓 Help



### New for Spring 2024 for Test Day Toolkit

- Test Day Toolkit will be available for spring testing on February 5, 2024.
- More than one staff member at a school can be assigned to the Test Coordinator role.
  - The Test Coordinator and Backup Test Coordinator on file for the school will be assigned the Test Coordinator Role in Test Day Toolkit.
    - Please make sure contact information for these roles is correct. Contact Michelle Rosado to make updates.
    - College Board will pull data for this activity on January 19, 2024.
- Test Coordinators can request to have additional staff added in the Test Coordinator role in Test Day Toolkit by calling Customer Service after February 19.



## Additional Changes for Spring 2024

- Students must be seated with three feet between them, measured from center of computer to center of computer.
  - This allows two students to be seated at a 5 foot table.
- Each student must receive one piece of scratch paper. Additional sheets of scratch paper must be available in the testing room and distributed to students at their request.
- Most testing support documentation for Test Coordinators will be consolidated into a single Test Coordinator Manual.





## **Technology Requirements**

**Device Requirements** 



Laptop, Tablet, School Managed Device (Chromebook or Desktop)



Device should be plugged into a power source or be able to hold a charge for 3 hours



Device must be able to connect to the school network via ethernet or Wi-Fi



### Network Requirements

All students and testing staff (coordinators, proctors, and monitors) must connect to your school network (ethernet or Wi-Fi) on test day.

#### **Bandwidth Requirements Vary by Test**

Test	Bandwidth
SAT Weekend	100 Kbps
SAT School Day and other assessments in the Suite	200 Kbps







## **Planning Staff for Testing**

### Testing Staff Roles and Responsibilities Overview

#### **Test Coordinator**

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits Irregularity Report

#### **SSD Coordinator**

- Submits accommodation requests for all students who require them
- Assists the test coordinator in determining rooms and staff required for administering the test with accommodations
- Partners with the test coordinator to administer the SAT to students who are testing with accommodations



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### Testing Staff Roles and Responsibilities

#### **Technology Coordinator**

- Works with Test Coordinator and SSD Coordinator to meet student needs for test day.
- Ensures devices used for testing meet technical specifications.
- Installs Bluebook on student devices for testing.

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• Tests network configuration and check internet connectivity in each testing room.



- New required role for digital testing on testing days.
- Assists students and staff with technical troubleshooting in the help room on test day.
- This role can be filled by the school technology coordinator or in larger districts, may be filled by selected staff.

#### Proctor

- Starts and monitors the test using Test Day Toolkit.
- Actively monitors the room, helps students, keeps room free of distraction.
- Distributes sign-in tickets to students.
- Reports irregularities in Test Day
   Toolkit.

### Room/Hall Monitor

- Directs students to assigned
- Directs students to assigned rooms.
- Monitors rooms and hallways; provides relief to proctors.
- Directs students to help room, break area, restroom.



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### **Staff Member Selection**

- Test Coordinators and Technology Monitors cannot serve in that role if their child is taking the same assessment in the same school building.
- Proctors cannot administer the test to their own child, but they can administer the assessment to other students.
- Staff members are not permitted to engage in any paid, private SAT-related assessment preparation. Please note that this excludes teaching course content and providing test familiarization as part of the regular school curriculum.
- Staff members cannot have taken a College Board test within 180 days of the school day administration.



### Training Offerings for School Testing Staff

Activity Type	Intended Audience	Timing
Test Day Tutorial	Test Coordinators	<ul> <li>Tuesday, February 6 at 12PM (webinar)</li> <li>Thursday, February 8 at 9:30AM (in-person)</li> <li>Thursday, February 8 at 12:30PM (in-person)</li> </ul>
Virtual Test Coordinator Office Hours	Test Coordinators	<ul> <li>Thursday, February 15 at 11:30AM</li> <li>Thursday, February 22 at 11:30AM</li> <li>Thursday, February 29 at 11:30AM</li> </ul>
Virtual SSD Office Hours	SSD Coordinators	<ul><li>Thursday, December 7 at 11:30AM</li><li>Thursday, December 14 at 11:30AM</li></ul>
On-Demand Test Day Training Modules	Test Coordinators SSD Coordinators Proctors Monitors	<ul> <li>Available from February 5 through the end of testing.</li> <li>Test Coordinators and SSD Coordinators must complete training by Friday, February 23.</li> <li>Proctors and Monitors must complete training by Friday, March 1.</li> <li>These can be accessed from your College Board Educator Account Dashboard or https://professionaltraining.collegeboard.org/</li> </ul>



### New Interactive Checklist Tool for Test Coordinators

- This new tool is designed to help schools organize the tasks they need to complete for Spring 2024 test administration.
  - The checklist is unique and specific to each school and will be updated as tasks are completed.
  - Test Coordinators, SSD Coordinators, and Technology Coordinators will receive task notification emails for upcoming role-specific tasks.
  - In the task notification emails, staff can mark tasks as complete or let College Board know they're stuck and need support.
  - Staff will receive a task reminder emails shortly the day before the due date if a task is incomplete.
  - If the task isn't completed by the due date, staff will receive an overdue task reminder email the day after a task is due.
- Test Coordinators, SSD Coordinators, and Technology Coordinators will receive the Interactive Checklist launch email on Tuesday, December 12.



### **Experience** Overview Email

Test Coordinators, SSD Coordinators, and Technology Coordinators will receive an email launching the Interactive Checklist on December 5.

From this email, you can access your project plan by clicking on the "View Project" button.

**Experience Overview** 

## **O**CollegeBoard



Welcome to the Spring 2024 Connecticut SAT School Day Interactive Checklist!

In the lead-up to test day, you'll receive messages like this one. This interactive checklist is designed to help you stay on track and support you as you administer the Connecticut SAT School Day testing this spring. Over the coming months you will receive emails alerting you to key tasks.

- Each task comes with an estimated completion time to help you manage your schedule.
- When you mark a task as 'complete' It lets us know you're ready for your next task.
- When you mark a task as 'in progress' it lets us know you're working on it. We send you a friendly reminder should a task still be in progress shortly before its due.
- If you're having trouble completing a task, just select 'I'm stuck' to let us know you need assistance. The Connecticut Customer Support Team will reach out.

Each task email will include directions for that task and any relevant links or documents you will need.

We're excited to work with you this year! The Connecticut Customer Support Team

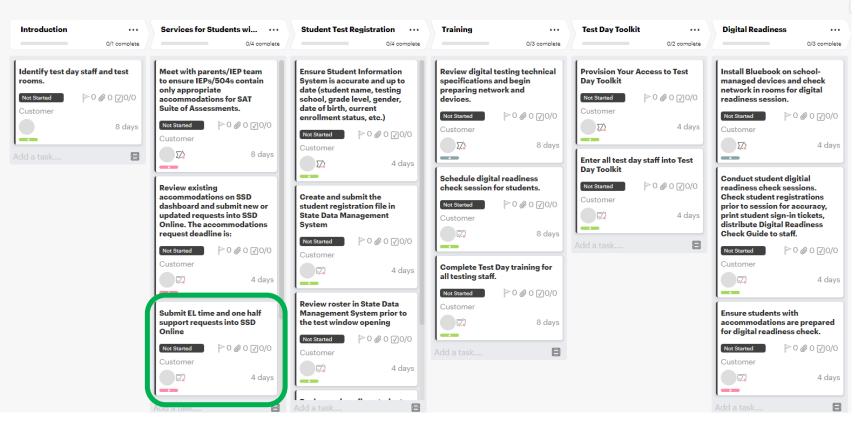


alking: Kimberley Francis

### **Project Plan View**

#### Templates > State Digital Implementation Template-SAT Suite

Overview **Plan** Attachments Analysis



Submit EL time and one half support requests into SSD Online

Not Started

Details Attachments Checklist Tags Watching

English Learner (EL) support of time and one-half is requested through <u>SSD Online</u>. EL students who use time and one-half will receive college-reportable scores.

Use of approved dictionaries or translated directions do not require a request in SSD Online.

- To ensure that students receive this support (which is automatically approved without documentation) you must make this request in <u>SSD</u> <u>Online</u>.
- The deadline for submitting EL requests is **1/12/2024**.

Priority		Responsibility ©	
Low	0	Customer	٥

Each school testing staff member receives an individual link for their project plan view.

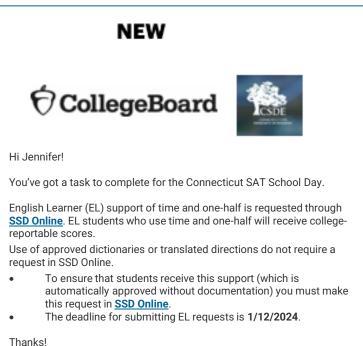


### **Task Notification Email**

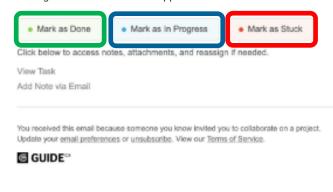
Each test coordinator, SSD Coordinator, and technology coordinator receives a custom task notification email with directions and attachments/links for relevant documentation.

Through this email, school testing staff provide a status update -- done, in progress, or stuck. Choosing the stuck button will send an email to open a ticket with customer service.

If they haven't provided a status update for a task, they will receive a task reminder shortly before the task is due.



College Board Connecticut Support Team

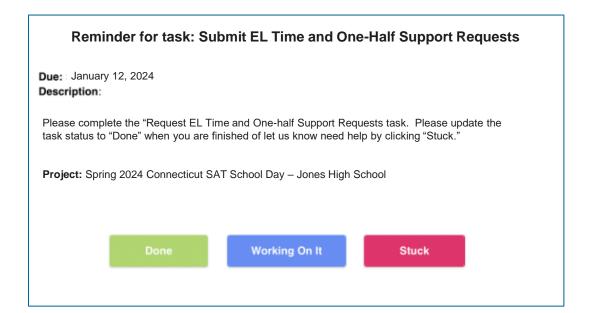




### Task Due Date Reminder Emails

If staff haven't completed a task, they will receive a reminder the day before the task is due. In that reminder email, they can update the status of the task.

If staff haven't completed a task by the due date, they will receive another reminder the day after the task is due. They can also update the status of the task in the overdue reminder email.





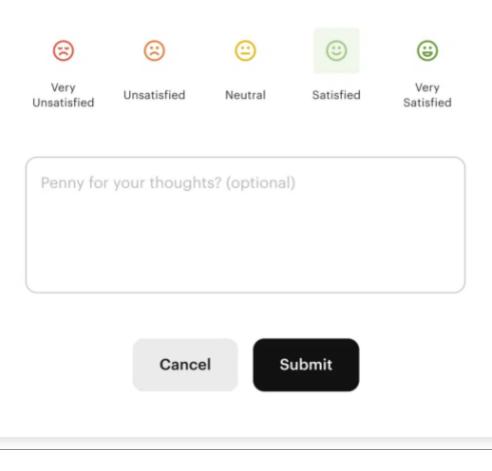
## Collect Feedback

We will be able to collect feedback from school testing staff about their experiences completing specific tasks.

After they complete key task, they can let us know about their experience, both by providing a rating and through an open-ended response box.

### Submitting EL time and one-half requests was a major milestone that you completed!

How satisfied are you with your experience so far?



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## **Planning Space for Testing**

### **Testing Room Requirements**

Rooms used for testing must meet the following requirements:

- Have sufficient internet network access to support all students that will test in that room.
- Seats facing the same directions.
  - If testing in computer labs, seats can face different directions, but students must not have a direct line of site to other students' screens.
- Students can't easily see each others' screens.
- Students are separated by at least 3 feet, measured from center of computer to center of next computer.
  - Spacing allows Proctors to circulate through the testing room.
  - Tables that are 5 feet long are allowed, as long as sufficient space exists between students.



### **Testing Room Requirements**

Rooms used for testing must meet the following requirements:

- Students must have adequate space on their testing surface for their testing device, scratch paper, and external calculator (if used).
- Power outlets are available and easily located.
- Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
- A clock must be visible to all students.
- Chairs must have backs.
- There are not visible maps, charts, or other teaching materials.





## **Key Activities**

### State Data Management System (SDMS)

- The State Data Management System (SDMS) is the new College Board system that CSDE will use to register students for Spring 2024 testing.
  - CSDE will register students based on the information in PSIS for each district. All students who are listed as grade 11 in PSIS during the testing window will be registered to test\*.
    - School and district staff can view those registrations in SDMS.
    - School and district staff cannot add students into SDMS but should work with their PSIS coordinator if there are discrepancies.
  - Districts and schools will also have access to SDMS to complete several important tasks, such as:
    - Waiving accommodations for students who wish to do so
- A recorded webinar providing a walkthrough of the SDMS system will be available in January 2024.

\* Students that qualify for the Connecticut Alternate Assessment System per PPT determination in CT-SEDS will take the Grade 11 Connecticut Alternate Assessment (CTAA) for Math & ELA, and the Connecticut Alternate Science (CTAS) Assessment.



### Entering Staff in Test Day Toolkit

- All testing staff must be entered into Test Day Toolkit.
  - If your school tested in the fall, any staff that were added for those test administrations will be available in your Staff Library.
  - College Board will do the work of entering staff into Test Day Toolkit for any school that would like that support.
    - A reminder for this activity will go out through the Interactive Checklist to Test Coordinators in January.
      - The reminder will include a template to use to the provide the necessary data (first name, last name, email address, testing staff role, assessment) and directions for returning the file to College Board.



## Entering Rooms in Test Day Toolkit

- All testing rooms must be entered into Test Day Toolkit.
  - College Board will do the work of entering rooms into Test Day Toolkit for any school that requests it.
    - A reminder for this activity will go out through the Interactive Checklist to Test Coordinators in January.
      - The reminder will include a template to use to the provide the necessary data (room name, dates it will be used for testing, seating capacity) and instructions for returning this file to College Board.



#### **SSD Office Hours**

- Thursday, December 7 at 11:30AM
- Thursday, December 14 at 11:30AM

# Requesting Accommodations and Supports

- SSD Coordinators request testing accommodations for students with disabilities and the time and one-half (+50%) support for multilingual learners in SSD Online.
  - Please confirm with returning SSD Coordinators that they still have access to SSD Online; they should renew access if they are unable to log in.
  - Please ask new SSD Coordinators to complete the <u>SSD Online Access Request form</u> and return it to College Board.
- SSD Coordinators should attend an SSD Accommodations Overview webinar.
- SSD Office Hours are available to support SSD Coordinators with any questions they may have as they submit accommodations requests.



## **Resources for Educators and Students**

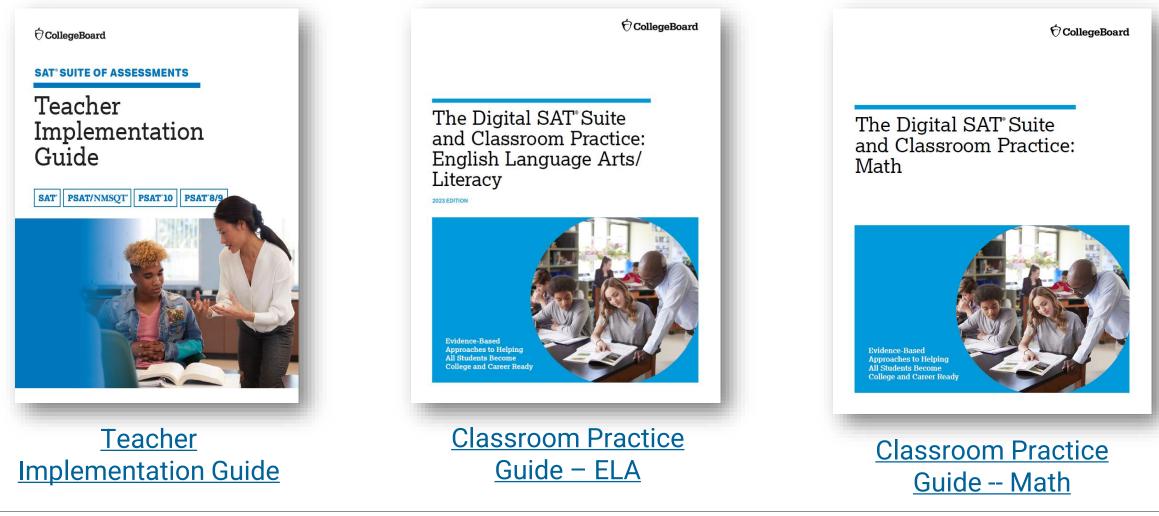
## **Educator Question Bank**

<u>The Educator Question Bank</u> now includes ~3,500 SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 test questions that align to the domains of the digital SAT Suite.

Educator Question Bank	☆ <sub>Home</sub> ? <sub>Help</sub>				
c	SAT   PSAT/NMSQT   PSAT 10   PSAT 8/9 Educator Question Bank Create custom, targeted question sets to improve instruction		CASSESSMENT: SAT   Change		
마마마 Thousands of real test questions	<ul> <li>Find Paper Version Find Digital Version</li> <li>Find Digital Version</li> </ul>	Educator Quest	✓ Test:	SAT   Change Math   Change Algebra	
		✓ Test: Find questions by Domain Scores:	Reading and Writing   Change	<ul> <li>Advanced Math</li> <li>Problem-Solving and Data Analys</li> <li>Geometry and Trigonometry</li> </ul>	
		Cancel Search	Standard English Conventions		



## **Teacher Resource Guides**





#### **Practice**

Preparation





#### **Test Preview**

#### Full Length Practice Exams

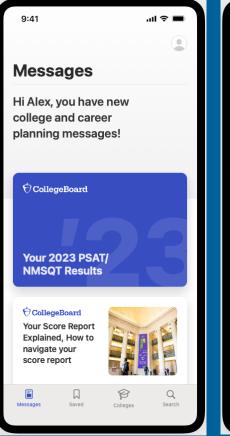
Overview videos, articles, worked examples, and the ability for students to test their knowledge with additional, released digital SAT items in partnership with College Board

https://satsuite.collegeboard.org/sat/practice-preparation



## Access Practice Tests in Bluebook

▪¥Bluebook Welcome, Kyle! Take a test day.	practice test and get	Kyle Jacobsen 혽	Test Leng • Prac	ess Full-Length Practice s by clicking on the "Full- gth Practice" tile. ctice tests in progress will		
Your Tests Active Past You Have No Upcoming Tests Digital exams will appear here 5 days before tes Practice and Prepare		Don't see your test here? re about Bluebook practice	Com resp	<ul> <li>show on the homepage.</li> <li>Completed practice tests wit responses will be shown whe the student clicks on "Past."</li> </ul>		
	SAT Practice 4	SAT Practice 4 Pract		tice and Prepare Active Past		
Test Full-Leng Preview Practice			SAT/NMSQT and SAT 10 Practice 1	PSAT 8/9 Practice 1		
⑦ CollegeBoard			Completed <u>View My Responses</u>	✓ Completed <u>View My Responses</u>		





#### What is financial aid?

Financial aid is money that helps pay for college. Financial Aid may include grants, scholarships, work-study, and loans. For most students, financial aid is essential to making college affordable.

These applications are used by the college and government to determine your eligibility for different types of financial aid that can help lower the cost of attending college. You can also receive financial aid from other sources, including local and national scholarship

Images are illustrative and not final

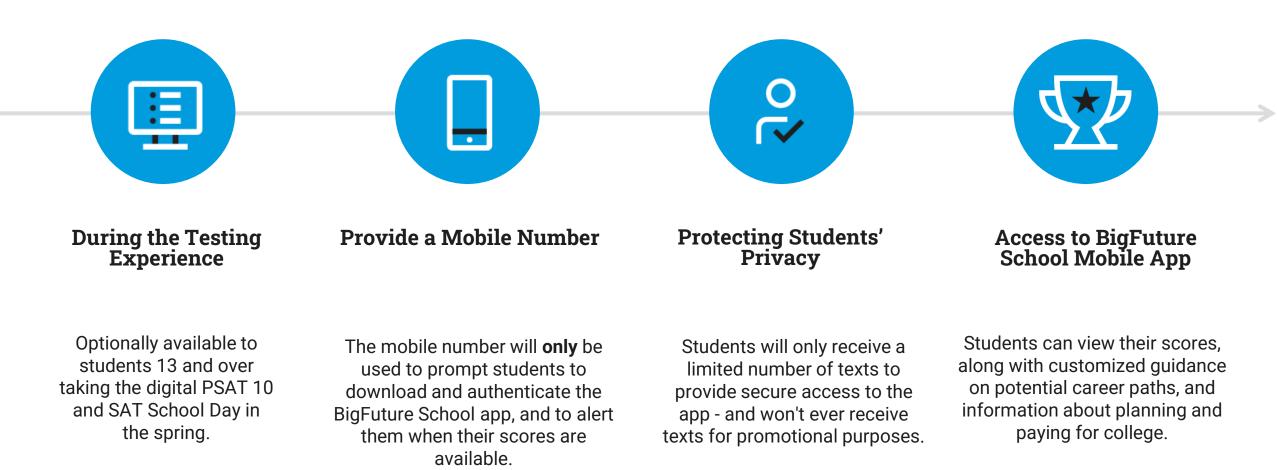
## Introducing the BigFuture School Mobile App

#### The power to plan – in the palm of students' hands

- Direct access to digital PSAT/NMSQT<sup>®</sup>, PSAT<sup>™</sup>10 and SAT School Day scores.
- Customized career guidance and information about planning and paying for college.

In early 2024, educators will receive aggregate information and insights about student engagement with the app and its features.

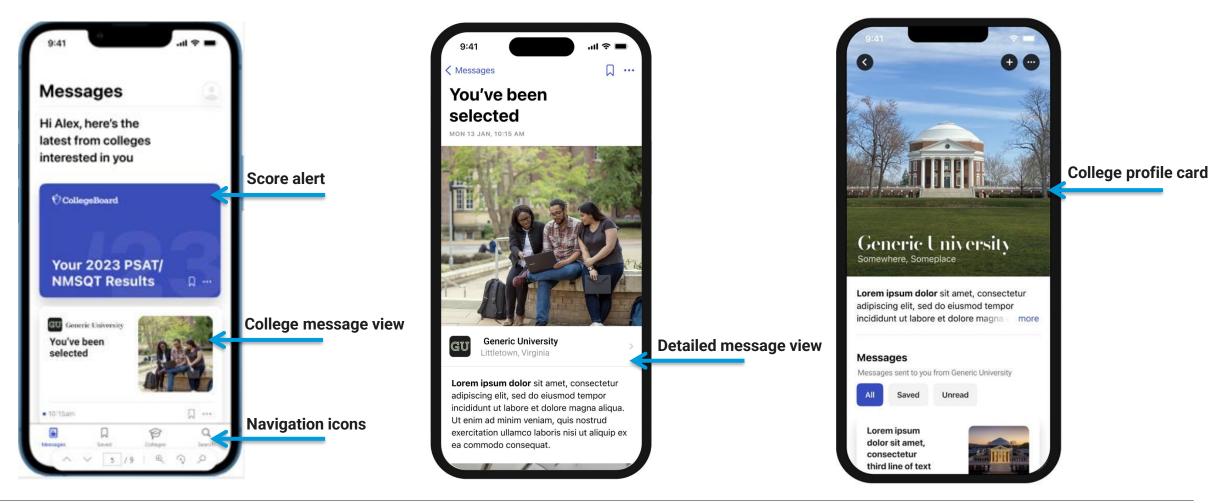
#### How Students Get Access to BigFuture School





### Connections

**Giving students control over the planning process** 





## Important Bookmarks

- Login for Educator Account
- Bluebook
  - Download
  - <u>Troubleshooting</u>
  - <u>Updates</u>
  - <u>Accommodations</u>
- <u>Test Day Toolkit</u>
- Interactive Checklist (each school will receive a unique link)







Need Assistance?

#### **College Board**

Phone: 866-609-2205

Email: <a href="mailto:ctsat@collegeboard.org">ctsat@collegeboard.org</a>

Website: https://satsuite.collegeboard.org/digital

#### **CSDE CT SAT School Day Website**

https://portal.ct.gov/SDE/Student-Assessment/SAT/Connecticut-SAT-School-Day/Related-Resources

