Connecticut SAT School Day

Test Coordinator Workshop Part 1: Spring 2024 Digital Testing Overview

September 2023

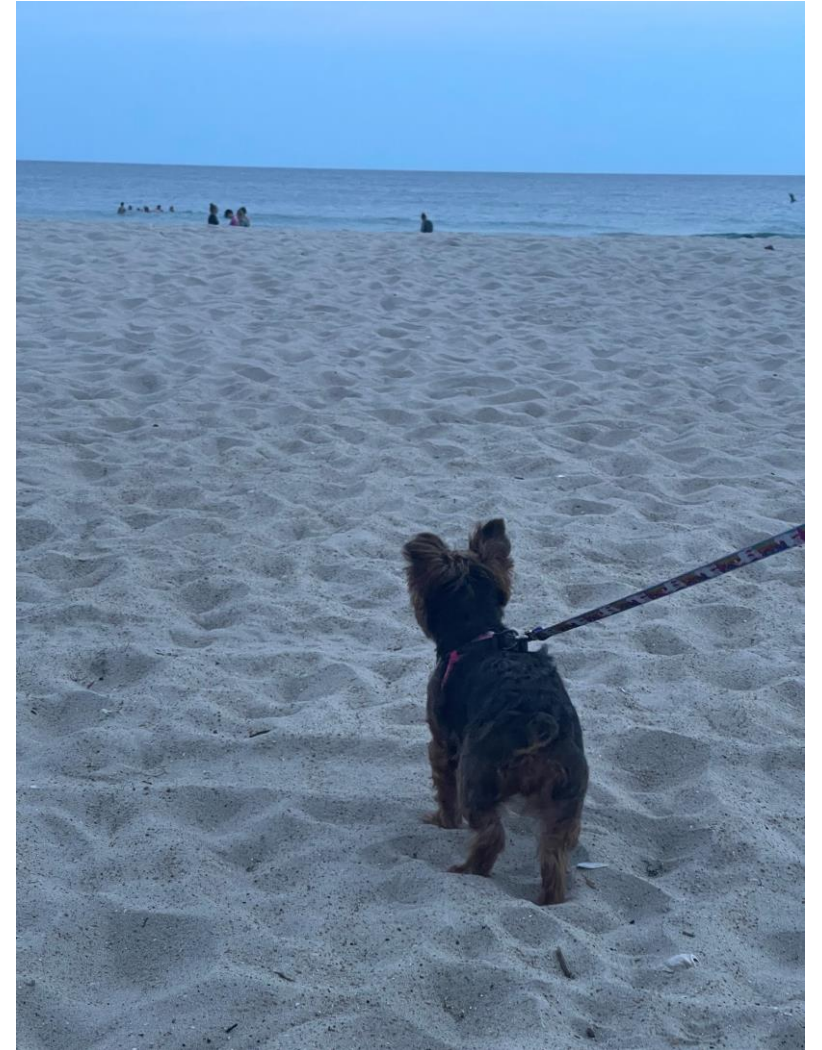# CSDE Staff

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College Board Connecticut State Team

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

Field Liaison

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

Session Goals

Our objective today is to present the most current information regarding the Spring 2024 administration and offer an overview of the digital SAT.

In this session, we will provide an overview of the tasks and responsibilities of the school test coordinator.

By the end of the session, you will have a clear understanding of the next steps required to prepare your school for the Spring 2024 SAT.

Test Specifications and Features

Digital SAT Test Specifications – Reading & Writing

96 total questions (2 sections) → 54 total questions (1 section)

100 total minutes (1.04 min/question) → 64 total minutes (1.19 min/question)

Set based questions → Discrete questions

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Digital SAT Test Specifications – Math

58 total questions
2 sections – calculator and no calculator

→

44 total questions
1 section – with calculator

80 total minutes (1.38 min/question)

→

70 total minutes (1.59 min/question)

Discrete and set based questions
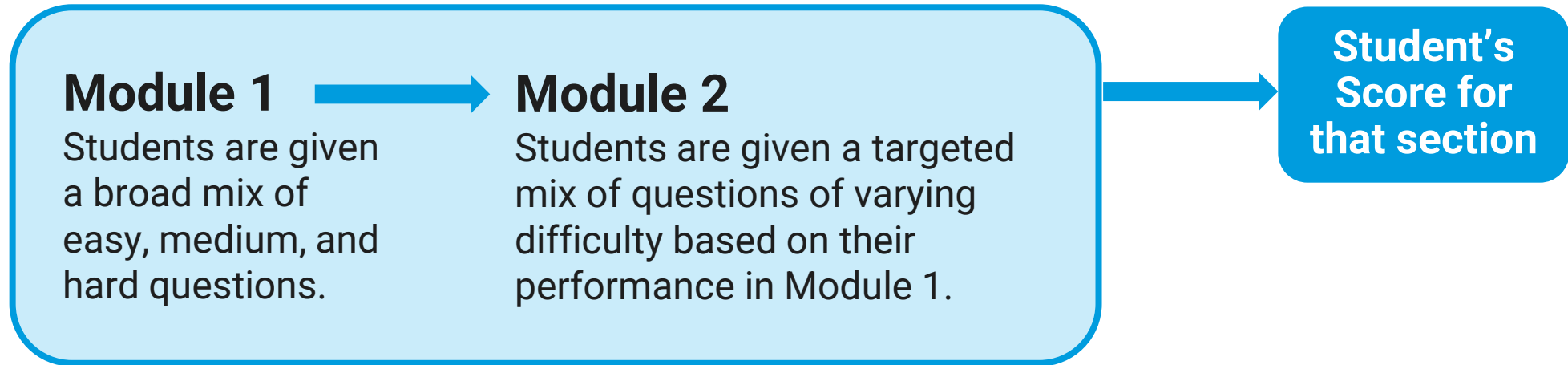Multiple-choice (≈78%)
Student-produced response (SPR) (≈22%)

→

Discrete questions
Four-option multiple-choice (≈75%)
Student-produced response (SPR) (≈25%)

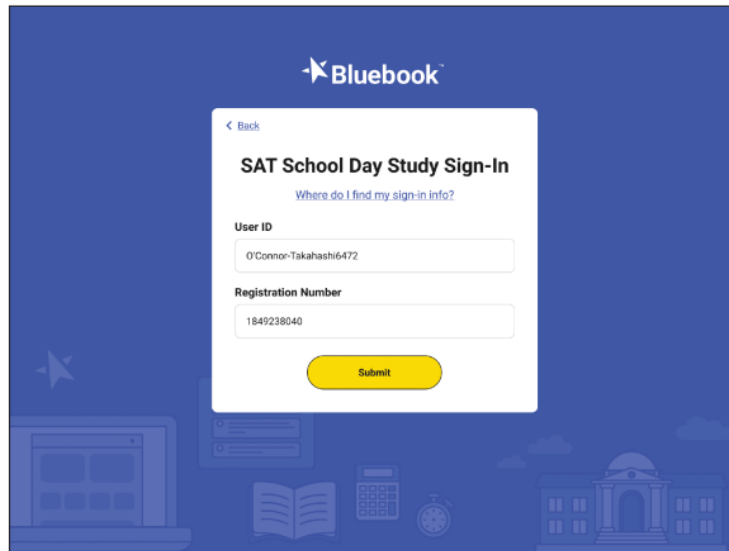CollegeBoard

Multi-Stage Adaptive vs Item Level Adaptive

	Multi-Stage Adaptive Testing (MST)	Item Adaptive
Test Delivery	Sets of questions (called modules)	One item at a time
Adaptive	Based on how students perform in the previous module	Based on a student responds to each question
Navigation	Students can review items within a module	Students are not able to go back to a question
Test Length	Supports shorter test lengths	Supports shorter test lengths
Examples	GRE, digital SAT	ACCUPLACER, SBAC, NWEA – MAP, NCLEX

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Digital SAT and PSAT/NMSQT has Two Modules per Section

Module 1
Students are given a broad mix of easy, medium, and hard questions.

Module 2
Students are given a targeted mix of questions of varying difficulty based on their performance in Module 1.
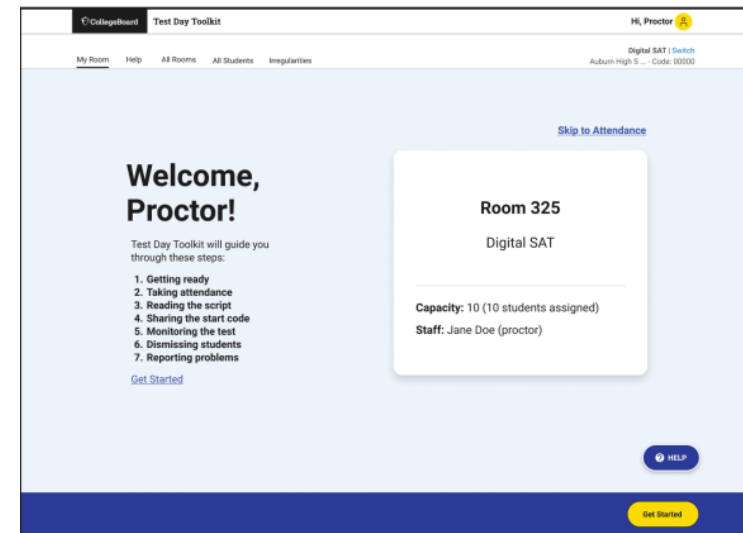
Student's Score for that section

Test Administration System Overview

Test Administration System

Bluebook
(for Students)

Test Day Toolkit
(for Test Coordinators and Proctors)

Bluebook Application Tools

Built-in Desmos graphing calculator & math reference sheets

Bluebook Application Tools

Flag and review

Bluebook Application Tools

Hideable test timer
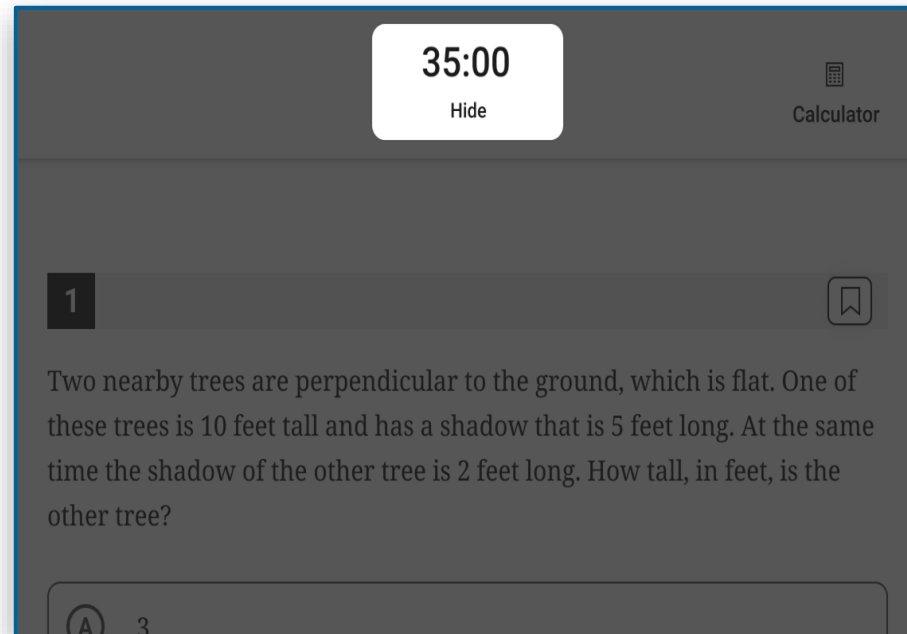
Bluebook Application Tools

Full annotation tools

In recommending Bao Phi's collection *Sông I Sing*, a librarian noted that pieces by the spoken-word poet don't lose their _____ nature when printed: the language has the same pleasant musical quality on the page as it does when performed by Phi.

1

Which choice completes the text with the most logical and precise word or phrase?

(A) scholarly

(B) melodic

(C) jarring

New Annotation: "pieces by the spoken-word poet... _____ nature when printed: t"   **CLOSE ✕**

Highlight Color: ⬤   **Underline style:** U̲

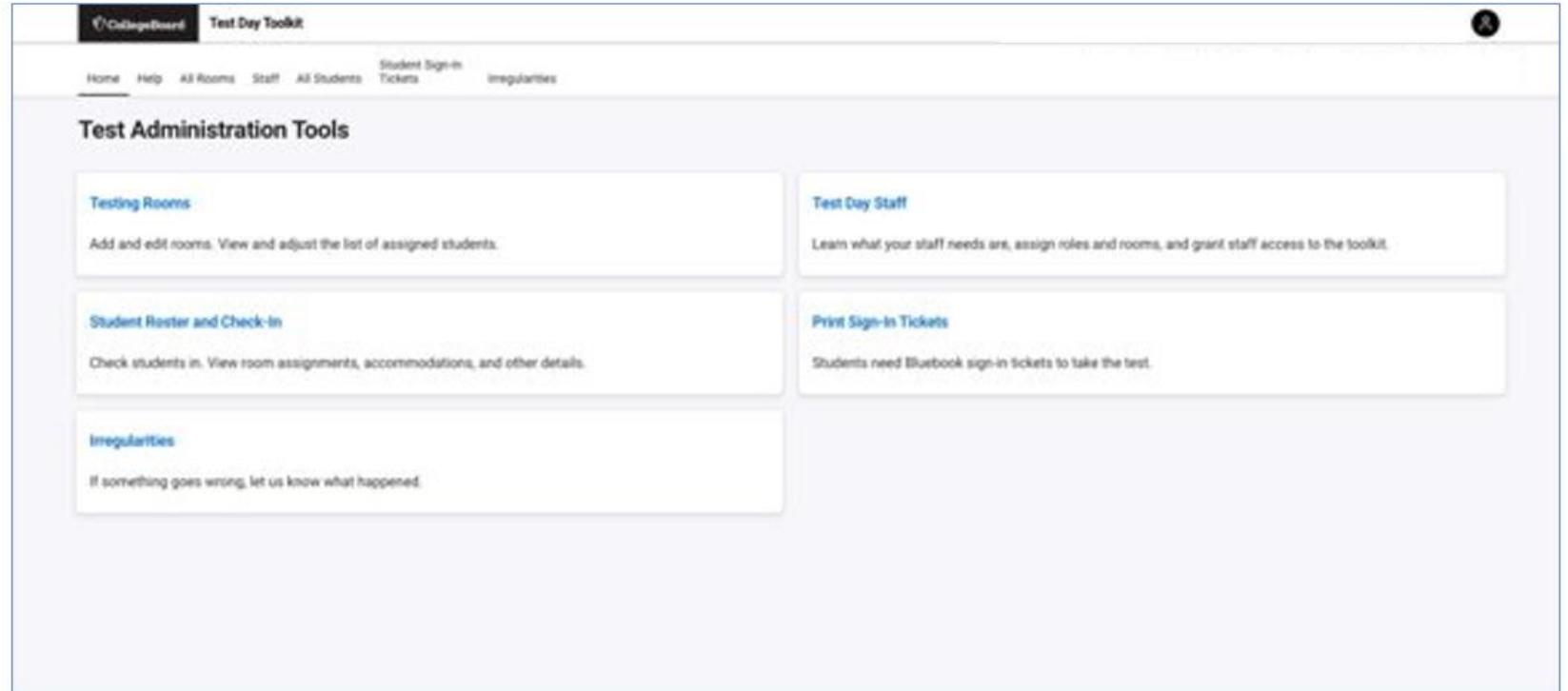# Test Day Toolkit – For Test Coordinators

Organizes:
- Staff
- Rooms
- Rosters

Prints student sign-in tickets

Monitors testing

Submits Irregularity Reports

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

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2023 – 2024 Program Timeline Summary

2023 – 2024 Program Timeline Summary

Activity	SAT School Day Spring 2023-24
School Onboarding Survey	Closes October 6, 2023
School Onboarding Activities	November 2023 – January 2024
Accommodations Requests	November 2023 – January 2024
Test Day Online Training	January/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

*Score release is dependent on when the test was administered

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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

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.

Staff Roles and Responsibilities

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 test 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

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
- Tests network configuration and check internet connectivity in each testing room

NEW — Technology Monitor*

- New required role for digital testing on testing days
- Assists students and staff with technical troubleshooting in the help room on test day

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 irregularity in Test Day Toolkit

Room/Hall Monitor

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

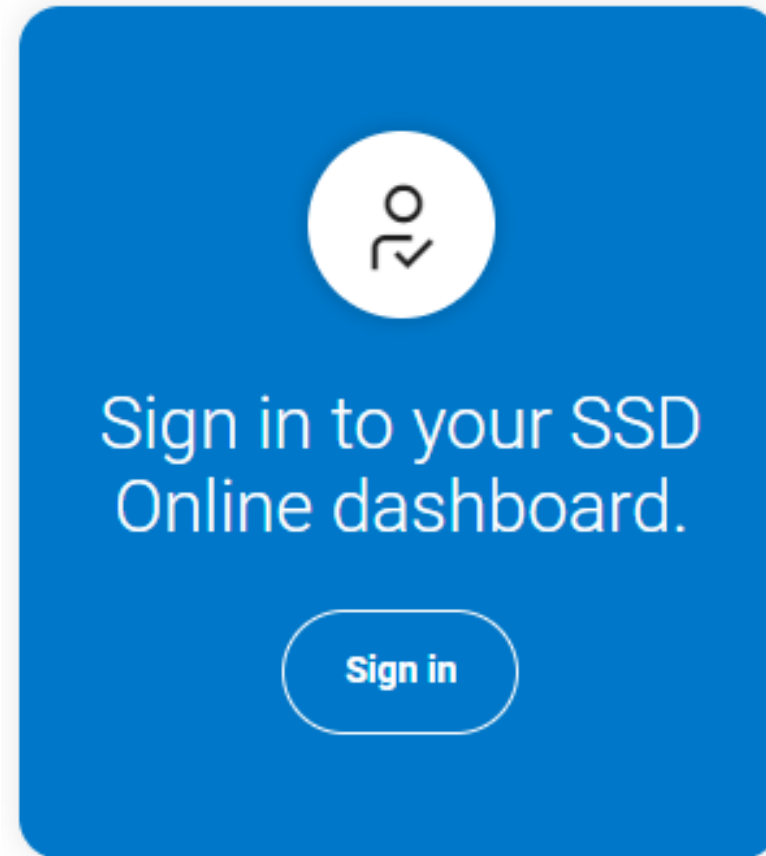# Services for Students with Disabilities (SSD)

SSD Online Account

Returning **SSD Coordinator**:

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

New SSD Coordinator:

- Have a College Board Professional Account
- Complete the SSD Coordinator Form, found at: www.collegeboard.org/ssd
- Follow instructions in welcome email to confirm account

Sign in to your SSD Online dashboard.

Sign in

There will be an SSD Coordinator Webinar that will go in-depth into accommodations policy and key dates.

New SSD Coordinators

SSD Coordinator Form

To access the SSD Online system, the new SSD coordinator (SSDC) will need to request access:
- School must have Attending Institution (AI) code for SSD access
- Have a College Board Professional Account (EPL), complete SSD Coordinator Form, found on www.collegeboard.org/ssd
- Complete steps outlined on access email
- One primary SSDC only / allowed multiple users with access to SSD online if allowed by school/district policy

Universal Tools Available to All Test Takers

Tools available that don't require accommodations	
Zoom	**Answer Eliminator (strikethrough)**
Color Contrast	Question Navigator (review specific questions)
Calculator (Desmos)	Expand Passage or Item
Math Reference Sheet	Student Clock (counts down time for each section and gives a 5-minute warning)
Annotator (highlighter and notepad)	
Mark for Review	

Students with Approved Accommodations

College Board Approved Accommodation in SSD Online	Digital Accommodation
Human Reader	Screen Reader (Text to Speech)
Pre-Recorded Audio/MP3	Screen Reader/Refreshable Braille Display
Braille with Raised Line Drawings	Screen Reader/Refreshable Braille Display
Human Writer/Scribe	Dictation
Writer/Scribe	Dictation (Speech to Text)
Large Print Test Book/Answer Sheet	Screen Zoom
AT Magnifier	Screen Zoom

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Technology Requirements

Testing Staff Roles and Responsibilities

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- Tests network configuration

NEW

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Network Requirements

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

You may need to set up guest access if you will be testing and students who do not regularly attend your school. Be sure to share the network password with staff so they can share it with students.

There will be a Technology Coordinator Webinar that will go in-depth into tech content.

Bandwidth Requirements	
Test	**Bandwidth**
SAT School Day and other assessments in the Suite	200 Kbps

Ensure Devices Meet Requirements

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

Device should
be able to hold
a charge for 3
hours

Device must be
able to connect
to Wi-Fi

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Device Specifications

- Windows laptops/tablets must be running Windows 10 or later and have at least 250 MB of free space available.

- Mac laptops must be running macOS 11.4 or later and have at least 150 MB of free space available.

- iPads must be running iPadOS 14 or later and have at least 150 MB of free space available.

- School-managed Chromebooks must be running Chrome OS 102 or later (114 recommended) and have at least 150 MB of free space available. You cannot run Bluebook on a personal Chromebook.

Please visit: https://bluebook.collegeboard.org/students/approved-devices

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New Interactive Checklist Tool

This new tool is designed to help schools organize the tasks they need to complete for Spring 2024 test administration.

Coordinators will:

- Receive a school-specific checklist.

- Receive automated email reminders.

- Track task completion or let College Board know support is needed.

Need Assistance?

College Board

Phone: 866-609-2205

Email: ctsat@collegeboard.org

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

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