



Connecticut SAT School Day

Test Coordinator Workshop Part 1: Spring 2024 Digital Testing Overview

September 2023



CSDE Staff

Michelle Rosado

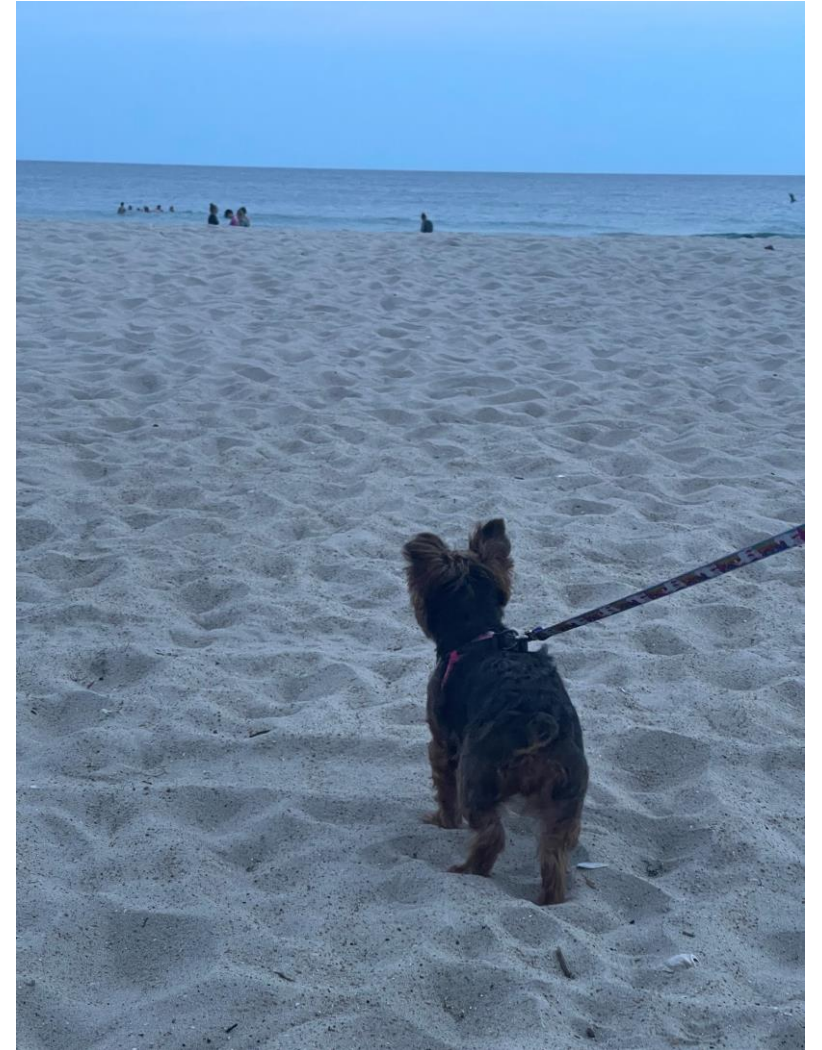
Phone: 860-713-6748

Email: michelle.rosado@ct.gov

Deirdre Ducharme

Phone: 860-713-6859

Email: deirdre.ducharme@ct.gov



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

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)



100 total minutes (1.04 min/question)



Set based questions



54 total questions (1 section)

64 total minutes (1.19 min/question)

Discrete questions

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 ($\approx 78\%$)
Student-produced response (SPR) ($\approx 22\%$)

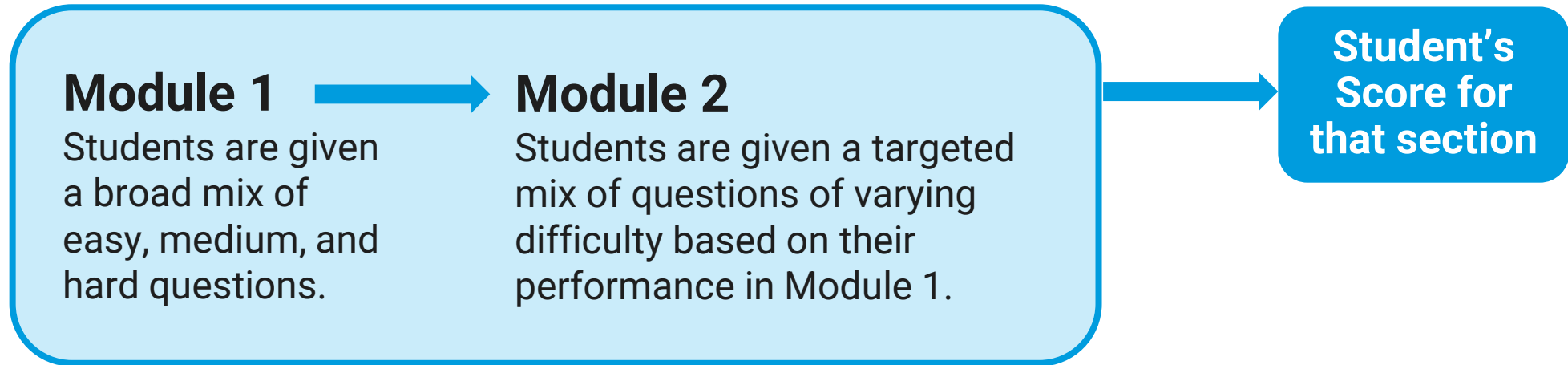


Discrete questions
Four-option multiple-choice ($\approx 75\%$)
Student-produced response (SPR) ($\approx 25\%$)

Multi-Stage Adaptive vs Item Level Adaptive

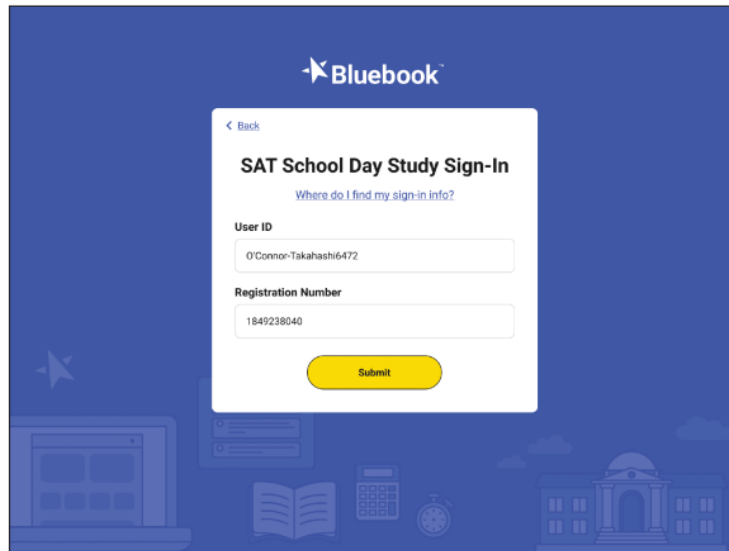
	Multi-Stage Adaptive Testing (MST)	Item Adaptive
Test Delivery	Sets of questions (called modules)	One item at a time
Adaptive	Based on how students perform in the previous module	Based on a student responds to each question
Navigation	Students can review items within a module	Students are not able to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

Digital SAT and PSAT/NMSQT has Two Modules per Section

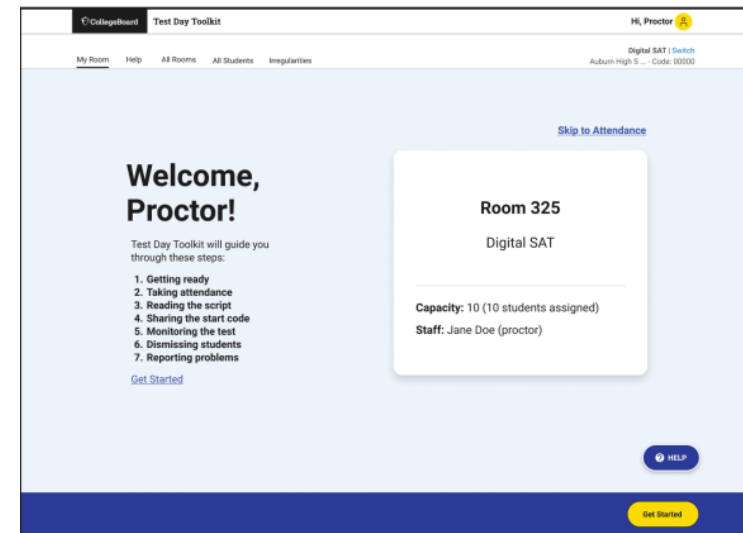


Test Administration System Overview

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

The screenshot displays the Bluebook application interface. At the top, a timer shows 0:10. Below the timer, a purple banner reads "This is Practice. To see your actual AP Exam, go to My Exams." The main content area is divided into three sections:

- Problem Statement:** A math problem involving a piecewise function: $\ln x$ for $0 < x \leq 2$ and $x^2 \ln 2$ for $2 < x \leq 4$. The question asks for $\lim_{x \rightarrow 2} f(x)$.
- Math Reference Sheet:** A window titled "Section 1, Module 1 - Math Reference Sheet" containing various geometric formulas and diagrams:
 - Circle: $A = \pi r^2$, $C = 2\pi r$
 - Rectangle: $A = \ell w$
 - Triangle: $A = \frac{1}{2}bh$
 - Pythagorean Theorem: $c^2 = a^2 + b^2$
 - Special Right Triangles: 30-60-90 and 45-45-90 triangles with their respective side ratios.
 - Cone: $V = \frac{1}{3}\pi r^2 h$
 - Pyramid: $V = \frac{1}{3}\ell wh$
- Calculator:** A Desmos-style graphing calculator window titled "Calculator" with a grid and a timer showing 24:48. The calculator interface includes a grid with x-axis from -10 to 10 and y-axis from -5 to 5, and a toolbar with various mathematical symbols and functions.

Bluebook Application Tools

Flag and review

SAT Section 2: Math 35:00

Directions ▾ Hide Calculator Refer

1

If $f(x) = x + 7$ and $g(x) = 7x$, what is the value of $4f(2) - g(2)$?

7

Sculptor Ruth Asawa's works have been widely _____. Critics have raved about her public fountains in San Francisco, for example, and her intricate loop-wire sculptures—which combine basket-weaving techniques she learned in Mexico City with modernist and abstract expressionist styles—are regarded as masterpieces.

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

(A) commended

(B) collected

(C) refu

(D) imit

Section 1, Module 1: Reading and Writing Questions

Current Unanswered For Review

1 2 3 4 5 6 7 8 9 10

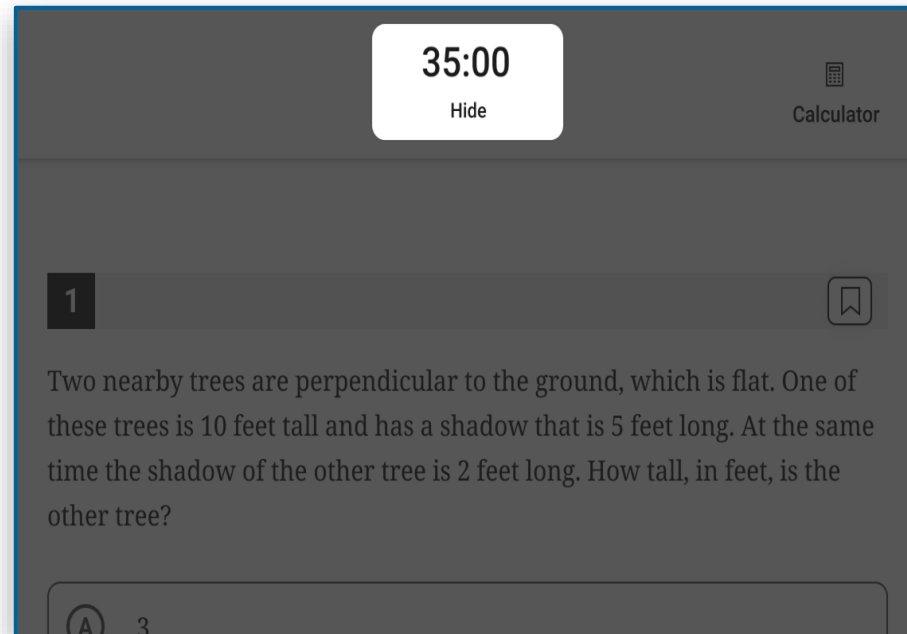
11 12 13 14

Go to Review Page

Question 7 of 14 ▾

Bluebook Application Tools

Hideable test timer



Bluebook Application Tools

Full annotation tools

The screenshot displays the Bluebook application interface. On the left, a text passage is shown with a yellow highlight over the sentence: "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." Two circular icons with document symbols are positioned above the text. On the right, a question is displayed: "Which choice completes the text with the most logical and precise word or phrase?" Below the question are three answer choices: (A) scholarly, (B) melodic, and (C) jarring. At the bottom of the interface, a dark grey bar contains the text "New Annotation: 'pieces by the spoken-word poet... _____ nature when printed: t'" and a "CLOSE X" button. Below this bar, there are two settings: "Highlight Color:" with a yellow circle icon and "Underline style:" with a blue underline icon. A large, empty text box is located at the bottom of the interface.

Test Day Toolkit – For Test Coordinators

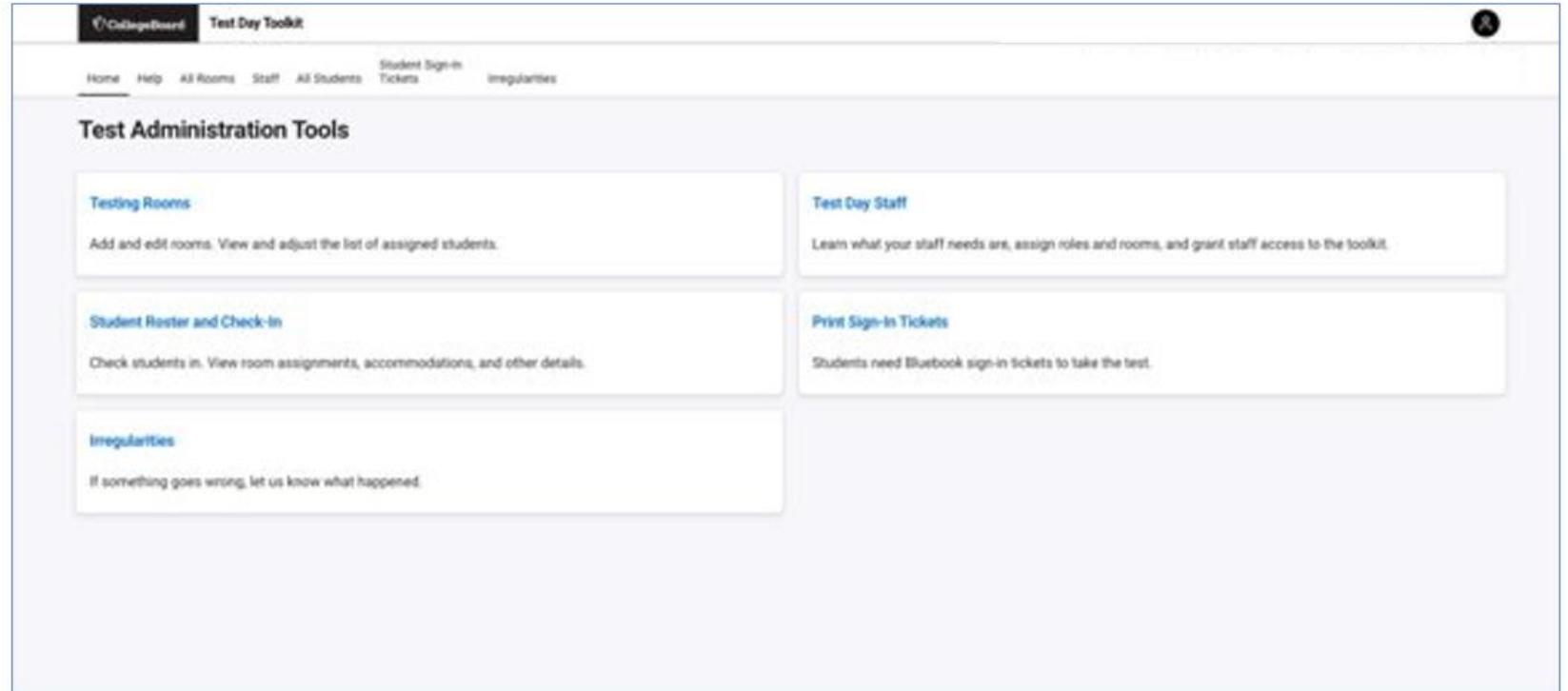
Organizes:

- 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

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

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



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

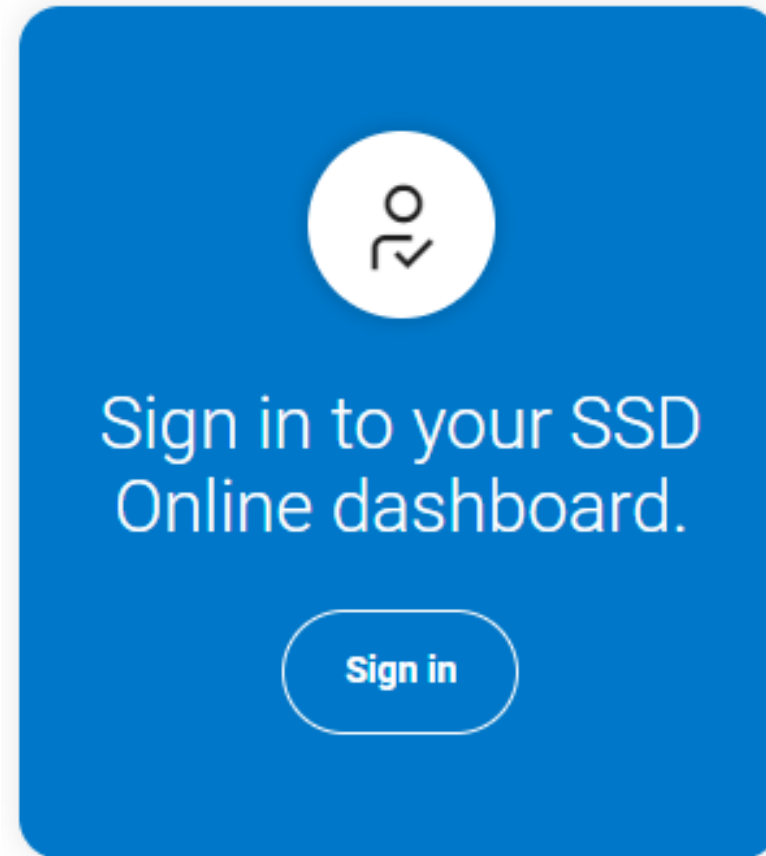
<https://accommodations.collegeboard.org/ssd-online>

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](http://www.collegeboard.org/ssd), found at: www.collegeboard.org/ssd
- Follow instructions in welcome email to confirm account



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

New SSD Coordinators

SSD Coordinator Form

CollegeBoard
Services for Students with Disabilities

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 888-360-0334. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at <http://test.collegeboard.org/register/test-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male Female

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes No

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include advising staff and students of proper procedures in applying for testing accommodations, submit accommodation requests on behalf of students, and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

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

Color Contrast

Calculator (Desmos)

Math Reference Sheet

Annotator (highlighter and notepad)

Mark for Review

Answer Eliminator (strikethrough)

Question Navigator (review specific questions)

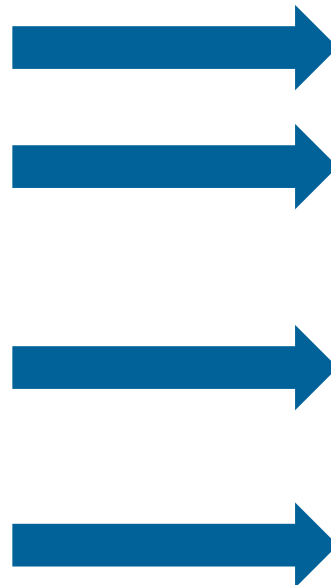
Expand Passage or Item

Student Clock (counts down time for each section and gives a 5-minute warning)

Students with Approved Accommodations



College Board Approved Accommodation in SSD Online
Human Reader
Pre-Recorded Audio/MP3
Braille with Raised Line Drawings
Human Writer/Scribe
Writer/Scribe
Large Print Test Book/Answer Sheet
AT Magnifier



Digital Accommodation
Screen Reader (Text to Speech)
Screen Reader/Refreshable Braille Display
Screen Reader/Refreshable Braille Display
Dictation
Dictation (Speech to Text)
Screen Zoom
Screen Zoom

Technology Requirements

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



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

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

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>

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>