

CONNECTICUT

Coordinator Implementation Handbook

SAT School Day

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General Information for 2024

The Connecticut State Department of Education (CSDE) is providing the SAT® for 11th-grade students in public school in spring 2024. For the Connecticut SAT School Day, the primary testing window is March 4–April 19. Schools can use all days in this window to test their students.

2024 Connecticut SAT School Day will be administered digitally to all grade 11 public school students. All schools that participate in SAT School Day must test digitally using the Bluebook™ testing application.

This Implementation Handbook applies to the administration of the CSDE-provided SAT School Day for spring 2024 only.

Schools will 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. The digital SAT is not self-paced. Students must complete the test in one sitting or on the same day within the test time parameters unless the student is approved for extended time accommodations.

Getting Assistance

- For questions about Connecticut SAT School Day, contact Michelle Rosado at 860-713-6748, michelle.rosado@ct.gov, or [CSDE's Connecticut SAT School Day webpage](#).
- College Board offers support and resources for the digital SAT at satsuite.collegeboard.org/digital.
- Customer Service: SAT School Day Support, 866-609-2205 or CTSAT@collegeboard.org.

Coordinator Interactive Checklist

The Interactive Checklist Tool for test coordinators is designed to help schools organize the tasks they need to complete for spring 2024 test administration. Schools receive:

- A school-specific checklist.
- Automated email reminders, in which they can mark tasks as complete or let College Board know they need support.

District testing coordinators will have access to a district-level dashboard to monitor their schools' progress on preparation activities.

Updates and Reminders for Spring 2024

The SAT Suite of Assessments is now offered digitally for all assessments. While the transition to digital brings a number of student- and educator-friendly changes, many important features of the SAT have stayed the same. That said, we're not simply creating a digital version of the current paper and pencil tests—we're taking full advantage of what digital testing makes possible. The digital tests will be easier to take, more secure, and more relevant.

- Nearly all materials for staff and students are digital. College Board will still ship linear paper test materials for students with those accommodations.
- Testing staff use Test Day Toolkit, a web-based application, to administer the test. Test Day Toolkit requires a College Board account and can be used on any personal or school-provided device that connects to the internet.
- Students use the Bluebook testing application to take the test on Mac and Windows devices, iPads, and school-managed Chromebooks.
- Students will find full-length practice tests in Bluebook and can preview and try the testing tools available on test day, so they have more places and ways to practice.
- Students will have more time, on average, to answer each question, meaning that, more so than ever before, the tests measure your skills and knowledge, not test-taking speed.
- In the Reading and Writing section, there are shorter reading passages, and only 1 question tied to each passage.
- Bluebook has a built-in Desmos calculator. Students can use this or their own approved calculator for the entire Math section.
- The digital test is more secure because every student will have a unique test form, so it will be practically impossible to share answers.

- Bluebook times each student individually, so they'll start the test, take breaks, and complete testing at slightly different times.

Schools and Testing Situations

Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Test coordinators will receive email confirmation of their school's AI code beginning in January 2024. Emails will continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools.

Off-Site Testing for Expelled Students

If a student is expelled and not allowed at school to take the Connecticut SAT School Day, the school can test this student at an off-site location, such as a district office. Contact customer service if you need additional help with off-site testing.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. Test coordinators and the Services for Students with Disabilities (SSD) coordinators must each have a College Board professional account to access certain tools for the administration. To create an account, go to collegeboard.org, click **Create Account**, and follow the instructions. An educator needs to create an account only once.

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

- Test Day Training: Access to training on how to plan and administer the test.
- Test Day Toolkit: Access the web application used to administer the test.
- K–12 Score Reporting Portal: For access to detailed roster report and test scores.
- SSD Online: Required to submit requests for accommodations and certain English learner/multilingual learner (EL/ML) supports.

NOTE: If you have a new SSD coordinator, that coordinator will need to fax the **SSD Coordinator Form**, signed by the school principal, to College Board's SSD at 866-360-0114 in order to access College Board's **SSD Online** system.

Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:

- They've taken any College Board test within 180 days of the SAT School Day administration.
- They're engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- Test coordinators and technology monitors may not serve as staff at the same testing school that a member of household or immediate family is testing. Test coordinators and technology monitors may serve as testing staff at a different location on the same day that a member of household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of household or immediate family member testing in their assigned room. They may proctor a different room while the student is testing in the same school on the same day.

Failure to comply with the conflict of interest policies may result in cancellation of the student's score.

Roles and Responsibilities of Testing Staff

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

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities and EL/ML students who require additional supports is planned for and administered effectively.

Test coordinators and proctors will use Test Day Toolkit to administer the tests to students. Educators will receive access to Test Day Toolkit about six weeks prior to the start of Connecticut's testing window. For more information about Test Day Toolkit, visit satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit.

Role	Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating the SAT administration for all students.	Yes
Backup Test Coordinator	Responsible for coordinating the SAT School Day assessment administration if the regular coordinator is not available.	No
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities.	Yes
Technology Coordinator	Makes sure the school's technology and network infrastructure can support digital testing, including student testing devices, test coordinator and proctor devices, and the school's network. Also supports technical troubleshooting on test day(s). Can be someone at a school or district level.	Yes
Technology Monitor	Responsible for staffing the help room for the duration of testing. Does not need technical expertise—College Board provides tips for troubleshooting problems in the <i>Technical Troubleshooting Guide</i> .	No
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall Monitor	Responsible for monitoring the hallways on test day.	No

The contact information for the SAT test coordinator, SSD coordinator, technology coordinator, and principal were collected in the survey sent by the CSDE via email in September. Staff members can serve multiple roles, if necessary.

If the contact information for the Connecticut SAT School Day test coordinator, SSD coordinator, or principal changes, please contact Michelle Rosado, CSDE, at michelle.rosado@ct.gov.

Training

Test coordinators are required to participate in test day training modules available online. CSDE will share these modules with test coordinators in February.

CSDE and College Board provide other training via optional webinars to help SAT test coordinators and SSD coordinators prepare for implementation. Additional information regarding these webinars will be shared on the [CSDE's Connecticut SAT School Day Related Resources webpage](#).

Publications

Schools will no longer receive printed manuals to support testing staff in their test administration. College Board will provide more focused PDFs, each addressing more specific aspects of test preparation and administration, that can be downloaded from the web closer to test day. Titles for these guides may include:

- *Test Coordinator Manual*
- *Proctor Manual*
- *Accommodations Guide*
- *Technical Troubleshooting Guide*

Registration

Do **not** register students for the Connecticut SAT School Day. For the spring administration, the CSDE will register all eligible grade 11 students using the data from the PSIS registration file. It is important to make sure your district's PSIS coordinator maintains an updated and accurate list of grade 11 students since this file is used for Connecticut SAT School Day registration.

Testing with Accommodations and Supports

Testing Students with IEPs and 504 Plans

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board's online system, SSD Online. Requests for College Board-approved accommodations can be submitted beginning November 9, 2023, and the deadline for submitting requests is January 12, 2024. **Requests must be submitted by the school the student is attending as indicated in PSIS.**

When requests are submitted, students will receive approvals in SSD Online for the accommodations that align with their Individualized Education Plan (IEP) or 504 plan and will result in college and scholarship reportable scores.

College Board Accommodations for Connecticut SAT School Day

- Once approved, can be used for all College Board assessments for as long as the student remains eligible for special education services in school.
- Result in a score that is reportable for college and scholarship programs.
- Requested in SSD Online; go through a review process.
- Most cases do not require additional documentation. (For instances that documentation is required, see [SSD Form Upload for Documentation Requests](#).)
- Some accommodations (e.g., permission for food/drink/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in rooms separate from the standard rooms.
- Meant for students with IEP or 504 plans that require accommodations for use on the SAT.

- Because the digital SAT is shorter, most students, including those approved for time and one half or double time, test in 1 day.
- Request deadline is January 12, 2024.

NOTE: Once a student's accommodations are approved in SSD Online, SSD coordinators will need to work with their technology coordinator and the student to ensure that all configurations are accurate on the student's testing device. Assistive technology needs to be tested for functionality on a practice test.

Once approved, students remain approved for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student’s IEP or 504 plan changes, the SSD coordinator must modify the requested accommodations in SSD Online.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. Any nonstandard materials for paper testing are shipped to the SAT test coordinator.

Administering Accommodations

The *Accommodations Guide* will have extensive information about different timing configurations for each section depending on the approved accommodations for each student. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test (including breaks); more time needs to be scheduled in the day to account for administrative activities.

Because the digital tests are shorter, most students, including those approved for double time, test in 1 day.

SAT Duration	
Timing	SAT (Including Breaks)
Standard Time	2 hours, 24 minutes
Extended Time: Math Time and One-Half	3 hours, 4 minutes
Extended Time: Math Double Time	3 hours, 39 minutes
Extended Time: Reading Time and One-Half (entire test)	3 hours, 41 minutes
Extended Time: Reading Double Time (entire test)	4 hours, 58 minutes

English Learner/Multilingual Learner (EL/ML) Supports

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

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

- List will include approximately 100 dictionaries for spring 2024.
- Use of dictionary does not require an approval by College Board.
- The approved list will be available at [CSDE's Connecticut SAT School Day Related Resources webpage](#).

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board will also support “on the fly” translations of directions by district-approved translators.
- Use of translated test directions does not require approval by College Board.
- Translations will be available in February to print at [CSDE's Connecticut SAT School Day Related Resources webpage](#).

Use of time and one-half:

- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- EL/ML students requiring time and one-half will need to be identified in SSD Online. Students will be automatically approved and no supporting documentation is required. More information about the process for entering student information will be available soon.
- EL/ML students using time and one-half can be tested with other students testing with the same timing and test materials.

Practice Resources

There are a variety of practice options available to students before test day. Schools can share these with students to help them feel prepared and know what to expect on the test.

- Students can download Bluebook at bluebook.app.collegeboard.org for the following resources:
 - ♦ **Test Preview:** A short set of untimed questions lets students experience digital testing and try out the tools and accommodations (if applicable). They will not receive scores or any feedback on their answers.
 - ♦ **Full-Length Practice:** These tests are timed like a real test, except students can move forward from one section to the next before time expires. Full-length practice scores will be available in Bluebook. Sign-in ticket login credentials are used to access Bluebook and the in-app practice tests. After finishing the practice test in Bluebook, students can use the same sign-in ticket log in to **My Practice** at mypractice.collegeboard.org to view their score results and their practice exam questions, answers, and their explanations. As always, students can also later log in to their personal accounts for additional insights about their practice results.
- Students can use Official Digital SAT Prep on Khan Academy® at khanacademy.org/sat to get customized practice that includes videos, articles, and worked examples designed to help them understand and experience what’s new about the digital SAT Suite.
- **Paper practice tests** are available for students who will be testing with accommodations that require a paper format, or for students who are just looking for additional sample questions.
- More information about practicing with assistive technology is available at bluebook/collegeboard.org/students/accomodations-assistive-technology.

More information about practice resources for students is available online at satsuite.collegeboard.org/digital/digital-practice-preparation.

Planning Your Space

To prepare for test day, you will:

- Post directional signs to the testing rooms, help room, break area, and restrooms (if necessary).
- Make sure all testing staff have a device with access to Test Day Toolkit.
- If your school is supporting away students, make sure the local network is accessible to them or there is a public network they can join.
- Make sure outlets are available in rooms reserved for extended time testing in case students need to charge their device(s).
- If possible, reserve a room for students who arrive late, after the proctor reads the script in their assigned testing room. If you don't have a late room, late arrivals should be rescheduled for another time in the testing window.

To promote an effective and secure administration, testing rooms must fulfill these requirements:

- The chairs have backs.
- Seats face the same direction.
- Students can't easily see each other's screens.
- You have unimpeded access to every student and can easily see them.
- Students are separated by at least 3 feet on the right and left (measured from center of desk).
- Seating is arranged to provide optimal access to electricity without overloading outlets or creating unsafe conditions.
- Tables that seat more than 1 student and have enough space for students to sit 3 feet apart.
- Students have a large, smooth writing surface, such as a desk or table.
- Tablet-arm chairs must have a minimum surface of 12 × 15 inches (30 × 38 centimeters).
- Students won't be seated at round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers. (Partitions and dividers are allowed only if testing in a computer lab.)
- It has a clock that's visible to all students.
- It doesn't have visible maps, charts, or other teaching materials.
- Power outlets are available and easily located.

Digital Readiness Check

With the shift to digital testing, schools administering SAT School Day will complete a digital readiness check. In these sessions, students will get familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and try a test preview.

These sessions can be completed in 30 minutes or less and we suggest completing the readiness check as soon as possible. The school testing team should complete the digital readiness check between February and early April, 2024, but ideally no later than 1–2 weeks before testing. Schools need to complete a digital readiness check for each test administration within the window.

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.

- Allow students to confirm their registration information appears correctly in Bluebook and that any approved accommodations are enabled and correct.
- Save time on test day as students will be able to complete exam setup where they will review and accept the testing rules, answer a few (optional) questions about themselves, see what to bring on test day, and have an opportunity to receive scores and other educational information on the BigFuture® School mobile application (if they're eligible).
- Make sure Bluebook is installed on managed devices properly.
- Gauge network readiness.
- Ensure that accommodations and AT functions correctly.

Please see the *Test Coordinator Manual* for more information about the readiness check.

Postadministration Activities

For most students testing digitally, testing staff will have relatively few activities to complete when testing is concluded. The manuals will contain information for testing staff regarding the submission of Irregularity Reports and additional steps to take to support rescheduling and retesting students who require it.

More information about after test day activities and scores will be available closer to test day.