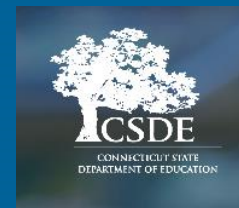

Role of Technology Coordinator

January 12, 2023



Attendee Reminders



- Thanks for attending!
- Please use the chat to submit questions.
- This session is being recorded.
 - It will be posted on the CSDE SAT School Day webpage.
 - [Connecticut SAT School Day--Related Resources](#)

Attendee Reminders



- Contact information:
 - Michelle Rosado
 - Phone: 860-713-6748
 - Email: michelle.rosado@ct.gov
 - Deirdre Ducharme
 - Phone: 860-713-6859
 - Email: deirdre.ducharme@ct.gov
- College Board
 - Phone: 855-373-6387
 - Email: ctsat@collegeboard.org

Transition to College Board's New Digital SAT in School Year 2023-24

- For Spring 2023, the Connecticut SAT School Day will be delivered on the same testing platform as in 2022- CAI's testing platform.
- For Spring 2024, the Connecticut SAT School Day will be delivered on College Board's new digital testing platform.
- We will have a webinar in May/June that will provide more information about the new Digital SAT Suite.

	International SAT	PSAT-Related Assessments	US SAT and SAT School Day
Spring 2023	New Digital	Paper	CAI Digital (CT SAT) Paper (Weekend)
Fall 2023	New Digital	New Digital	Paper
Spring 2024	New Digital	New Digital	New Digital

Test Dates

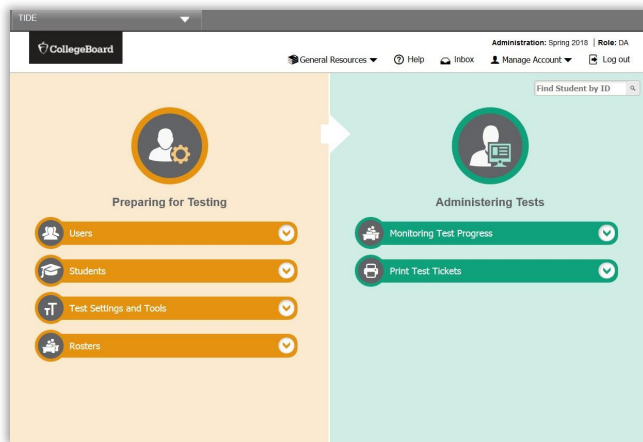
CT SAT School Day – Spring 2023	
Primary test dates	March 22-24 March 28-29 Accommodated testing window: March 22-April 4
Makeup test dates	April 25-27

CAI Systems

Overview

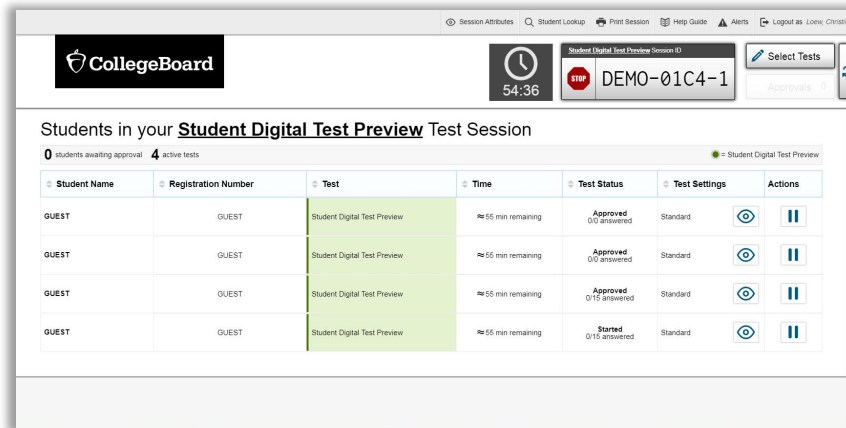
The CAI test delivery system includes multiple applications. These applications work together to ensure a smooth and secure test administration.

Test Information Distribution Engine (TIDE)



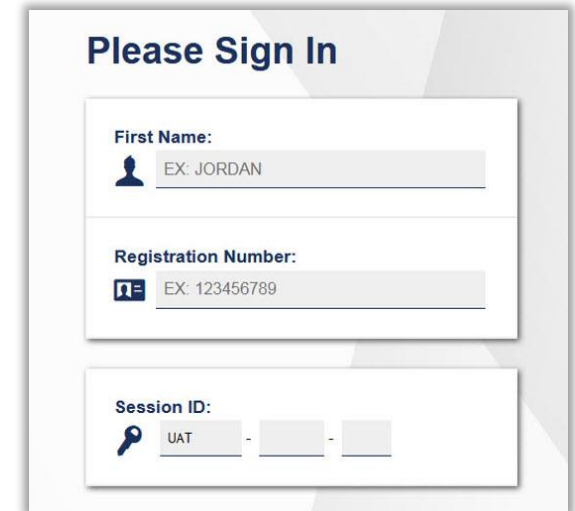
Test coordinators use TIDE throughout the testing process.

Test Administrator (TA) Interface



Proctors use the TA Interface to administer the test.

Secure Browser



Students use the secure browser to take the test.

CAI Systems

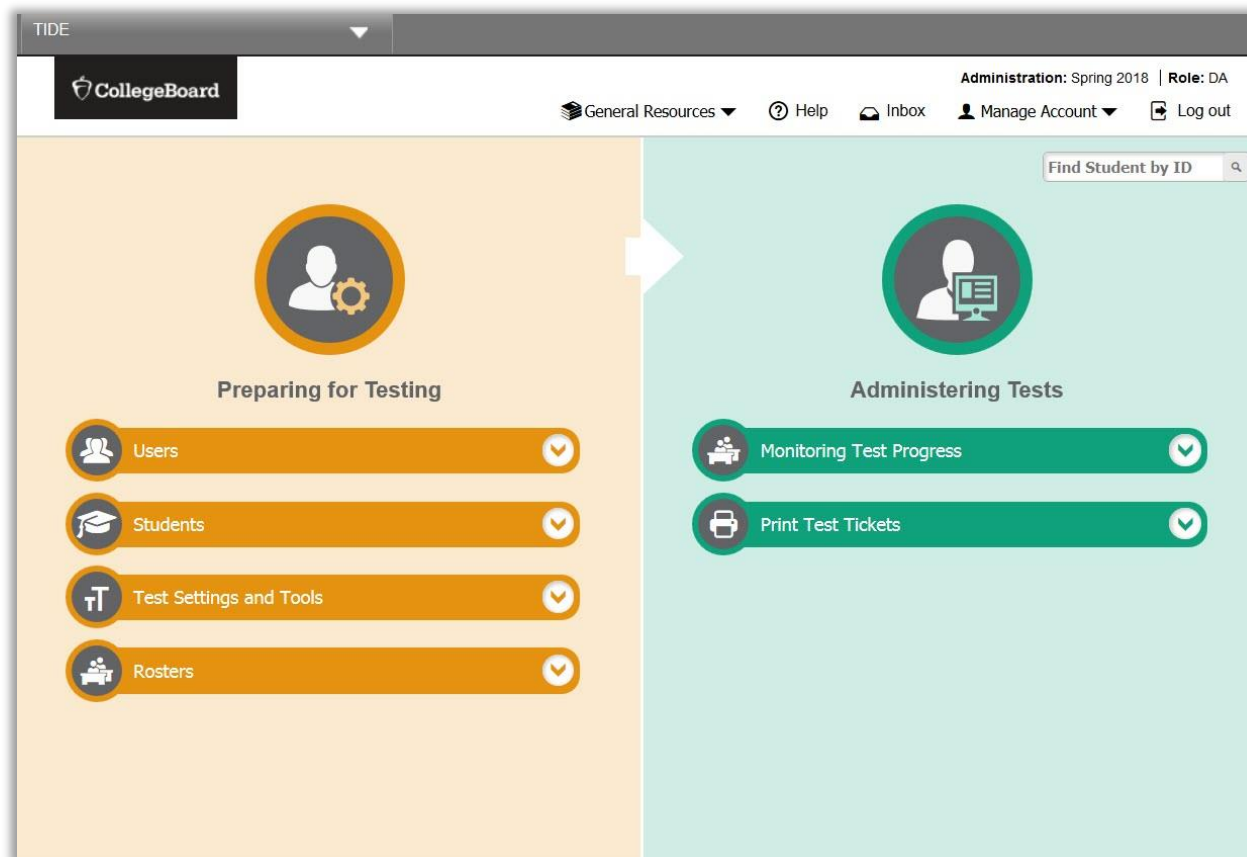
Test Information Distribution Engine (TIDE)

Test coordinator functions in TIDE:

- Creating staff accounts
- Managing rosters
- Monitoring digital test sessions
- Modifying test settings for students with accommodations
- Printing student test tickets

Test coordinators use TIDE to manage data and configure test settings ahead of test day.

District administrators, as a part of the CT SAT, will also have access to TIDE to support test coordinators' management of student data.



CAI Systems

Test Administrator (TA) Interface

Proctor functions in the TA Interface:

- Conducting preadministration sessions
- Creating test sessions
- Approving students into the test sessions
- Monitoring and managing test timing*
- Monitoring student test status
- Identifying students who may need assistance



Proctors use the TA Interface to administer the digital SAT.

The screenshot displays the CollegeBoard TA Interface for a "Student Digital Test Preview" session. The interface includes a top navigation bar with options like "Session Attributes", "Student Lookup", "Print Session", "Help Guide", "Alerts", and "Logout as Loew, Christine". A central header shows the CollegeBoard logo, a clock indicating 54:36 remaining, and the session ID "DEMO-01C4-1". Below this, a section titled "Students in your Student Digital Test Preview Test Session" shows 0 students awaiting approval and 4 active tests. A table lists the active tests 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	

*The College Board's versions of the TA Interface and secure browser have timing functionality built in to ensure that all students receive their fully allotted testing time.

CAI Systems

Secure Browser

The secure browser secures the desktop by restricting access to prohibited applications and collects student responses.

Students use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices.

Please Sign In

First Name:



EX: JORDAN

Registration Number:



EX: 123456789

Session ID:



CB

- - -

*Students use their registration number instead of their SASID.

Preparing for Digital Testing

A blue-tinted photograph of three students working together on a project. They are focused on a complex assembly of white plastic components, possibly a LEGO Technic structure, which is being used to hold a circuit board. The student in the foreground is using a small tool to adjust a component. The background shows two other students, one of whom is also working on the project. The overall scene suggests a hands-on learning environment, likely a classroom or a workshop.

Digital Readiness Resources

Digital Testing Portal:
digitaltesting.collegeboard.org



The screenshot shows the homepage of the Digital Testing Portal. At the top, there is a navigation bar with the title "Digital Testing" and several menu items: "Home", "About Digital Testing", "Test Day Planning", "Accommodations", "Digital Preparedness", and "More". The main content area features a large blue banner with the text "Administer a Digital Test Session" and a sub-headline "Use the TA Interface to start a test session for preadministration and test day." Below this is a prominent yellow button labeled "Sign In to the TA Interface". At the bottom of the page, there are three circular icons with corresponding text: "Sign In to TIDE" (with a computer monitor icon), "Practice Giving the Test in the Digital Preview" (with a pencil and paper icon), and "Preview the Student Digital Test Experience" (with a magnifying glass over a computer screen icon).

Digital Readiness Resources

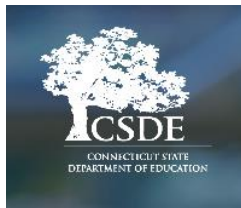
Digital Testing Portal:
digitaltesting.collegeboard.org/digital-preparedness



A screenshot of the Digital Testing Portal website. The page is titled "Digital Preparedness" and provides information on technology requirements for testing on the Cambium Assessment, Inc.™ (CAI) system. The page includes a navigation menu with options like Home, About Digital Testing, Test Day Planning, Digital Preparedness, Accommodations, and More. Below the navigation, there are six main action items: Sign In to TIDE, Sign In to the TA Interface, Install the Secure Browser, Access Test Administration Training, Practice Giving a Test Using the TA Interface, and Preview the Student Digital Test Experience. The page also features a "Digital Preparedness" sidebar with links to Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems, Network Configuration, and Secure Browser Installation. Additionally, there is an "Upcoming Events" section listing "Bulk Registration Opens" on August 16, 2021, and "Fall Digital PSAT 8/9 Testing Opens" on September 20, 2021. A "Section Topics" section provides brief descriptions for "Testing System Overview", "Computer Requirements", and "Step-by-Step Guide".

Digital Readiness Resources

Digital Quick Start Guide:
<https://digitaltesting.collegeboard.org/pdf/digital-testing-room-quick-start-guide.pdf>



2022-23

Digital Testing Room Quick Start Guide

SAT[™]

PSAT[™] 10

PSAT[™] 8/9

Room Checklist

YOU SHOULD HAVE:

- Your own device. You'll use it to manage the test.
- A testing device for each student in your room.
- Backup testing devices (recommended).
- A test ticket for each student.
- Your manual.

Coordinator: Fill this out before distributing to proctors.

Proctor: _____

Room Number/Name: _____ Script Number(s): _____

Room Timing: _____

BEFORE YOU START:

LOG IN TO THE TA INTERFACE.



1. On your device, navigate to the digital testing portal at digitaltesting.collegeboard.org
2. Click **Sign in to the TA Interface**
3. Log in with your credentials

NOTE: Pop-up blocking software must be disabled.

MAKE SURE THE SECURE BROWSER IS OPEN ON STUDENT DEVICES.



Students should see "College Board" in the top left corner of their screen.

If they don't:

- **Students using Chromebooks or iPads** should click the 4-square menu icon to "Return to Secure Browser Launchpad" in the bottom right corner of their screen. On the launchpad, they should select **College Board** from the state/organization drop-down.
- **Students using other devices** should close the browser window they're in and click the **CBSecureBrowser** icon on their desktop.

Schools Already Using CAI

Schools already using the CAI system and secure browser to deliver other tests will need to complete technical set up tasks in order to administer the CT SAT School Day assessment.

Student Testing Applications



Depending on the operating system on student devices, you will install one of the applications below:

- The **CB Secure Browser** is for devices running on Windows or Mac OS. It does not replace state testing browsers, and both may be installed on the same device.
- **SecureTestBrowser** – is the application for Chromebooks and iPads. If your school already uses CAI for other assessments, then you only need to change the Organization and Assessment settings in SecureTestBrowser before students can access the test.

Best Practices

Julie Kunzelman, Enfield High School

Schools Already Using CAI

Test Coordinators and Proctors



Test coordinators and proctors will use the same CAI products to administer the test:

- Testing staff will need to login using different access points from their state CAI systems. College Board CAI systems are accessible via the [Digital Testing Portal](#).
- Student data elements and permissions in TIDE may differ from your state instance.
- If testing the same students across state testing and the digital SAT SD, they will be represented separately in both systems.

Technical Readiness

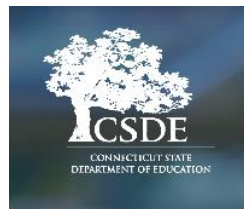
Setup Overview

Get started by reviewing the technical requirements and following the Digital Preparedness [Step-by-Step Guide](#):

Part One: Technology and Setup Verification	Part Two: Test Readiness and Evaluation
<ul style="list-style-type: none"><input type="checkbox"/> Check for Supported Operating Systems<input type="checkbox"/> Check for Supported Web Browsers<input type="checkbox"/> Disable Automatic Updates to Operating System<input type="checkbox"/> Disable Applications that Interfere with Testing<input type="checkbox"/> Check Batteries or Power Source<input type="checkbox"/> Disable Pop-Up Blockers on Staff Computers<input type="checkbox"/> Enable JavaScript on Staff Computers<input type="checkbox"/> Check Content Filters, Firewalls, and Proxy Servers<input type="checkbox"/> Confirm Wireless Coverage<input type="checkbox"/> Allow Appropriate URLs	<ul style="list-style-type: none"><input type="checkbox"/> Install the Secure Browser<input type="checkbox"/> Run CAI's Network/Bandwidth Diagnostic Tool<input type="checkbox"/> Prepare for Delivery of Tests with Accommodations<input type="checkbox"/> Complete the Technical Readiness Evaluation:<ul style="list-style-type: none">○ Test the Secure Browser

Technical Readiness

Step-by-Step Guide on the Digital Testing Portal

A screenshot of the Digital Testing Portal website. The page title is "Step-by-Step Guide". The navigation menu includes "Home", "About Digital Testing", "Test Day Planning", "Digital Preparedness", "Accommodations", and "More". The left sidebar lists "Digital Preparedness" with sub-items: "Testing System Overview", "Computer Requirements", "Step-by-Step Guide" (highlighted), "Supported Operating Systems", "Network Configuration", and "Secure Browser Installation". The main content area has a blue header with the title "Step-by-Step Guide". Below the header, there is a section titled "Digital Preparedness" with a sub-header "Technology coordinators and test coordinators need to take these steps at least two weeks before test day to make sure technical problems don't interrupt testing." A grey box contains the text "Critical to Test Day Success" and "Each of these steps is critical to a successful test administration." Below this is the section "Part One: Technology and Setup Verification" with "Expand All" and "Collapse All" links. The list includes: "1. Check for Supported Operating Systems." (with a minus sign), "2. Check for Supported Web Browsers." (with a minus sign), and "3. Disable Automatic Updates to Operating Systems." (with a plus sign).

CollegeBoard

Digital Testing

Home About Digital Testing Test Day Planning Digital Preparedness Accommodations More

Step-by-Step Guide

Digital Preparedness

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

Technology coordinators and test coordinators need to take these steps at least two weeks before test day to make sure technical problems don't interrupt testing.

Critical to Test Day Success
Each of these steps is critical to a successful test administration.

Part One: Technology and Setup Verification

[Expand All](#) | [Collapse All](#)

- 1. Check for Supported Operating Systems.** —
Make sure all staff and student test-taking workstations meet the hardware requirements and run the supported versions of operating systems listed on [Supported Operating Systems](#). Coordinators need devices that use Windows, macOS, or Linux to use TIDE.
- 2. Check for Supported Web Browsers.** —
Make sure all workstations use the latest version of Chrome, Edge, Firefox, or Safari.
- 3. Disable Automatic Updates to Operating Systems.** +

Technical Readiness

Test Devices: Requirements and Specifications

Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.

Devices for Proctors and Students

- All devices must meet the system requirements and technical specifications outlined in the Step-by-Step Guide.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices **must** maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device should pre-test the device in the secure browser using Student Digital Test Preview mode, prior to test day, in order to ensure operational functionality.

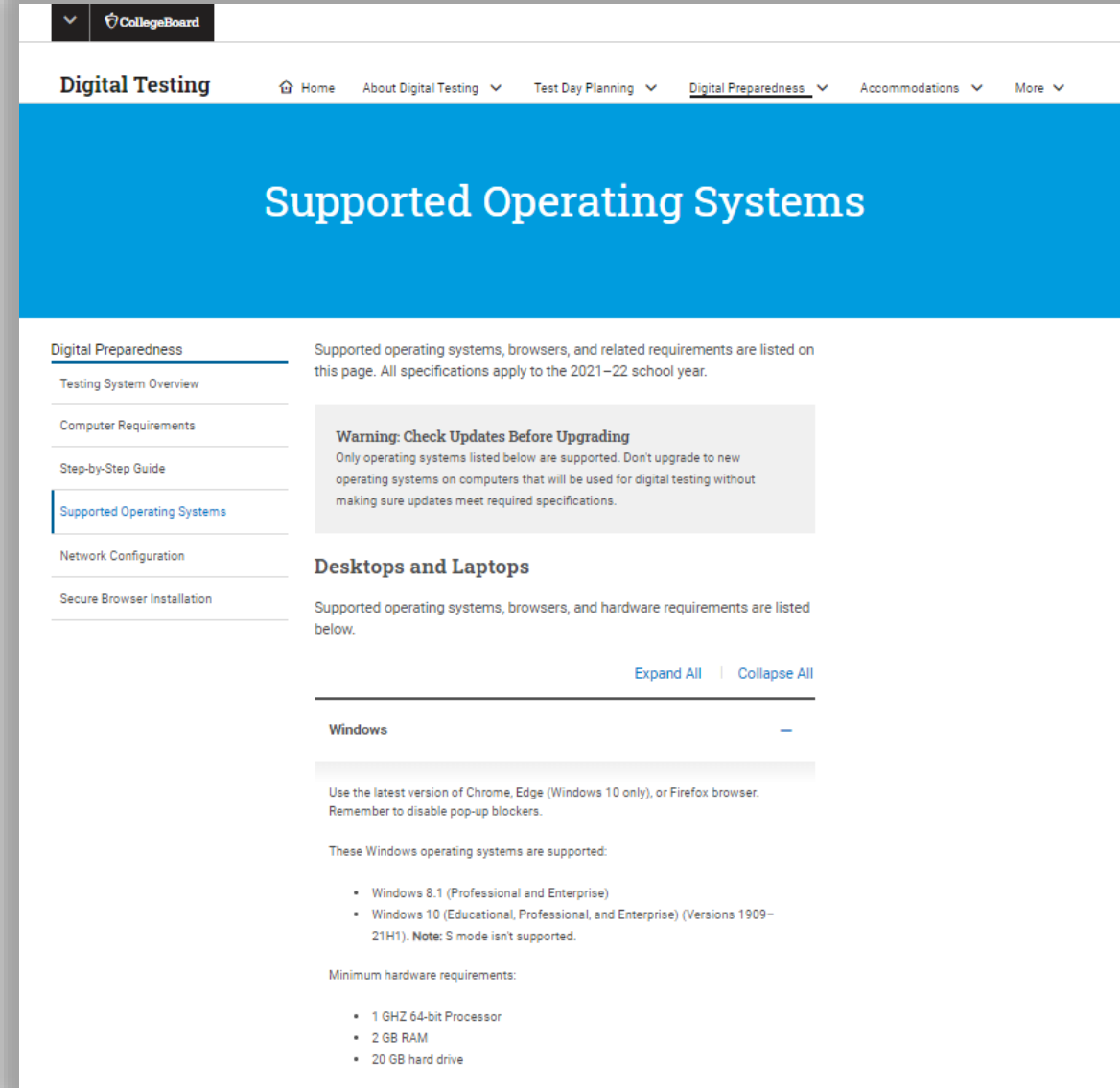
***NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.**

Technical Readiness

Supported Operating Systems



Visit the [digital testing portal](#) for the most up-to-date information on device requirements and supported operating systems.



The screenshot shows the CollegeBoard Digital Testing portal. The page title is "Supported Operating Systems". The navigation menu includes "Home", "About Digital Testing", "Test Day Planning", "Digital Preparedness", "Accommodations", and "More". The page content includes a sidebar with links to "Digital Preparedness", "Testing System Overview", "Computer Requirements", "Step-by-Step Guide", "Supported Operating Systems", "Network Configuration", and "Secure Browser Installation". The main content area features a "Warning: Check Updates Before Upgrading" box, a "Desktops and Laptops" section, and a "Windows" section with a list of supported operating systems and minimum hardware requirements.

Digital Preparedness

Supported operating systems, browsers, and related requirements are listed on this page. All specifications apply to the 2021–22 school year.

Warning: Check Updates Before Upgrading
Only operating systems listed below are supported. Don't upgrade to new operating systems on computers that will be used for digital testing without making sure updates meet required specifications.

Desktops and Laptops

Supported operating systems, browsers, and hardware requirements are listed below.

[Expand All](#) | [Collapse All](#)

Windows

Use the latest version of Chrome, Edge (Windows 10 only), or Firefox browser. Remember to disable pop-up blockers.

These Windows operating systems are supported:


- Windows 8.1 (Professional and Enterprise)
- Windows 10 (Educational, Professional, and Enterprise) (Versions 1909–21H1). **Note:** S mode isn't supported.

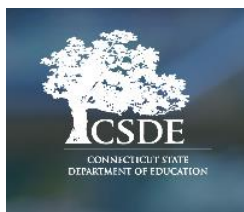
Minimum hardware requirements:

- 1 GHZ 64-bit Processor
- 2 GB RAM
- 20 GB hard drive

Technical Readiness

Test Devices: Guidance for Determining Bandwidth

 Run the network diagnostic tool ahead of test day in different rooms to ensure bandwidth requirements can be met.



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

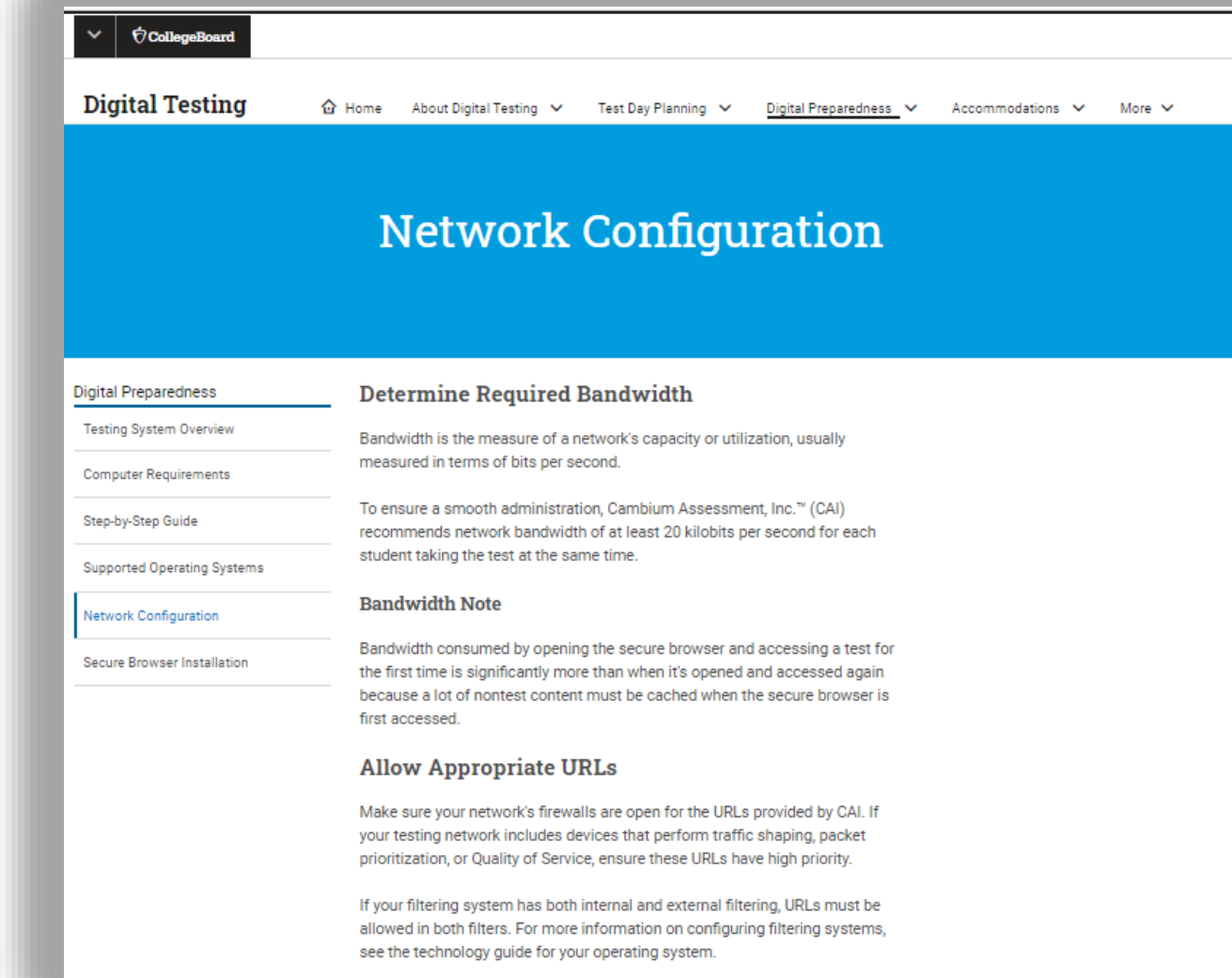
College Board provides a [network diagnostic tool](#) to make sure your school has the bandwidth to support the number of students expected to test at the same time. Access the network diagnostic tool through the Digital Test Preview link located on the digital testing portal.

# of Students	Average Estimated Bandwidth Consumed During Startup	Average Estimated Bandwidth Consumed During Testing
1	8K bits/second	5–15K bits/second
50	400K bits/second	250–750K bits/second (0.25–0.75M bits/second)
100	800K bits/second	500–1500K bits/second (0.5–1.5M bits/second)

Testing Device	Ratio of Devices to 802.11g WAP	Ratio of Devices to 802.11n WAP
802.11g	20	40
802.11n	20	40
Mix of 802.11g and 802.11n	20	40–50 (depending on the mix of wireless cards used)

Technical Readiness

Network Configuration



The screenshot shows the CollegeBoard Digital Testing website. The top navigation bar includes the CollegeBoard logo and links for Home, About Digital Testing, Test Day Planning, Digital Preparedness (which is underlined), Accommodations, and More. The main heading is "Network Configuration". On the left, a sidebar lists "Digital Preparedness" with sub-links: Testing System Overview, Computer Requirements, Step-by-Step Guide, Supported Operating Systems, Network Configuration (highlighted), and Secure Browser Installation. The main content area has three sections: "Determine Required Bandwidth" with a definition and a recommendation from Cambium Assessment, Inc. (CAI); "Bandwidth Note" explaining why bandwidth is higher on first access; and "Allow Appropriate URLs" with instructions on firewall settings and filtering systems.

CollegeBoard

Digital Testing

Home About Digital Testing Test Day Planning Digital Preparedness Accommodations More

Network Configuration

Digital Preparedness

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

Determine Required Bandwidth

Bandwidth is the measure of a network's capacity or utilization, usually measured in terms of bits per second.

To ensure a smooth administration, Cambium Assessment, Inc.™ (CAI) recommends network bandwidth of at least 20 kilobits per second for each student taking the test at the same time.

Bandwidth Note

Bandwidth consumed by opening the secure browser and accessing a test for the first time is significantly more than when it's opened and accessed again because a lot of nontest content must be cached when the secure browser is first accessed.

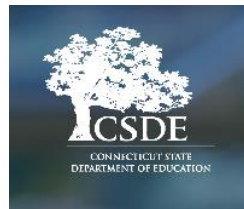
Allow Appropriate URLs

Make sure your network's firewalls are open for the URLs provided by CAI. If your testing network includes devices that perform traffic shaping, packet prioritization, or Quality of Service, ensure these URLs have high priority.

If your filtering system has both internal and external filtering, URLs must be allowed in both filters. For more information on configuring filtering systems, see the technology guide for your operating system.

Technical Readiness

Secure Browser Installation



The screenshot shows the CollegeBoard Digital Testing website. The page title is "Secure Browser Installation". The navigation menu includes "Home", "About Digital Testing", "Test Day Planning", "Digital Preparedness", "Accommodations", and "More". The main content area is divided into two columns. The left column contains a table of contents with links to "Testing System Overview", "Computer Requirements", "Step-by-Step Guide", "Supported Operating Systems", "Network Configuration", and "Secure Browser Installation". The right column contains the main text, which includes a section titled "If Your School Uses CAI for Other Tests" and a section titled "Download and Install". The "Download and Install" section lists five installation instructions for different operating systems: Chrome OS, iPadOS, Windows, Mac, and Linux (64-bit). Each instruction is followed by a plus sign icon. The page also includes a "Related Resources" section at the bottom.

Digital Testing Home About Digital Testing Test Day Planning Digital Preparedness Accommodations More

Secure Browser Installation

Digital Preparedness

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

Install the secure browser on every device students use to take a test in the SAT Suite of Assessments.

If Your School Uses CAI for Other Tests

You need to act even if your school uses the Cambium Assessment, Inc.™ (CAI) system and secure browser for other tests. For Windows and Mac, follow the instructions below to install the College Board version of the secure browser. For Chromebook or iPad, change the assessment program in SecureTestBrowser.

1. Launch SecureTestBrowser.
2. Use the menu icon to return to the Secure Browser Launchpad.
3. Select **College Board** from the state/organization drop-down.

Download and Install

Install SecureTestBrowser on iPad and Chromebook and the latest versions of the CB Secure Browser on computers using supported versions of Windows, macOS, and Linux.

[Expand All](#) | [Collapse All](#)

- Installing SecureTestBrowser on Chrome OS +
- Installing SecureTestBrowser on iPadOS +
- Installing the CB Secure Browser for Windows +
- Installing the CB Secure Browser for Mac +
- Installing the CB Secure Browser for Linux (64-bit) +

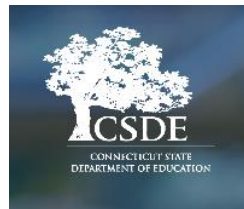
Related Resources

Technical Readiness

Technology Guides

PDFs available for:

- Chrome OS
- Windows
- macOS
- Linux
- iPadOS



Configurations, Troubleshooting, and Advanced Secure Browser Installation Guide for Chrome OS

For Digital Tests in the SAT® Suite of Assessments

Fall 2021

Published August 5, 2021

Prepared by Cambium Assessment, Inc.



Troubleshooting Common Issues

- **A classroom/a school has lost internet access. What should they do?**
 - **If a classroom or a school loses internet access, the amount of time that was lost will determine the next steps. If the time that is lost is 5 minutes or less for any section, the class or school can resume testing. In these situations, there is a short buffer in testing time and the CAI system will adjust section timing so the student(s) doesn't lose any testing time. If the time that is lost is more than 5 minutes, the class or school should stop testing and retest the students on another day because those students will have lost testing time.**

Troubleshooting Common Issues

- **A timing mismatch is preventing the proctor from approving a student into the testing session.**
 - **If a proctor is receiving a timing mismatch error in the TA Interface when approving students into the test session, it is most likely due to timing test settings not being properly set.**
 - **The following steps should be followed:**
 - **Deny the student's entry to the test. The proctor should not continue testing with the remaining students.**
 - **The proctor must confirm that the correct timing was selected for the test.**
 - **If the correct timing was selected, the test coordinator must be contacted as they may need to correct the student's test settings in TIDE.**

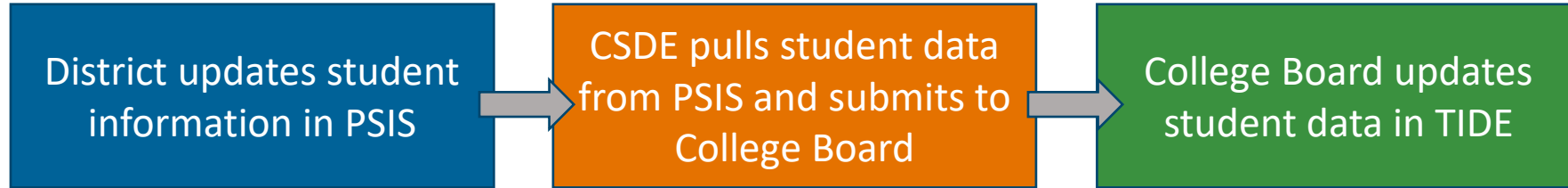
Troubleshooting Common Issues

- **A student can't sign into the secure browser. Common error messages:**
 - **“The session is not available for testing”**
 - **Make sure the student entered the Session ID shown in the TA Interface.**
 - **Make sure the proctor is on the correct version of the TA Interface and the student is using the correct secure browser.**
 - **“First name is not correct” or “Registration number is not formatted properly”**
 - **Make sure the student correctly entered their first name and registration exactly as they appear on their test ticket, including any leading zeros.**
 - **“No tests available”**
 - **Confirm that the correct testing window is listed on the student's printed test ticket. This is specially important during the make-up administration.**

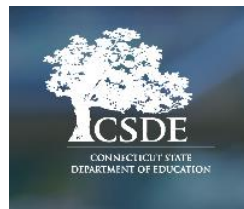
Troubleshooting Common Issues

- **I can't see all of my students in TIDE?**
 - CSDE provides College Board with student registration information. CSDE pulls that student data from PSIS, so districts must make sure that student information is accurate in PSIS. A schedule for when CSDE will provide College Board with updated student information is available on the next slide.
- **I see all of my students in TIDE for the makeup test date. Do I have to retest all of my students?**
 - For makeup testing, CSDE must provide a file of all eligible students to College Board because we do not know which students may need to take a makeup test. Schools will see all students in TIDE, and all students will see they have an active registration for the makeup date in the online College Board account. Schools, though, will only need to test the students that require a makeup test (ex. Students who were absent or experienced a testing irregularity.) After the makeup window closes, students who did not take a makeup test will no longer see the registration in their College Board account.

Student Registration Update Schedule



Date by which Districts need to have data correct in PSIS	CSDE Submits file to CB	Date students are visible TIDE
1/13/23	1/17/23	When TIDE opens on 2/7
2/1/23	2/2/23	2/3/23
2/13/23	2/14/23	2/15/23
2/27/23	2/28/23	3/1/23
3/8/23	3/9/23	3/10/23
3/17/23	3/20/23	3/21/23
3/21/23	3/22/23	3/23/23
3/27/23	3/28/23	3/29/23
New File for April testing		
4/3/23	4/4/23	4/5/23
4/17/23	4/18/23	4/19/23
4/24/23	4/25/23	4/26/23



Questions?

Contact information:

- » Michelle Rosado
 - Phone: 860-713-6748
 - Email: michelle.rosado@ct.gov
- » Deirdre Ducharme
 - Phone: 860-713-6859
 - Email: deirdre.ducharme@ct.gov
- » College Board
 - Phone: 855-373-6387
 - Email: ctsat@collegeboard.org