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Spring 2026 Connecticut SAT School Day

School Test Coordinator Training

SAT Suite Support

College Board

CSDE

Domonique Bernard
Director of Implementation

Kisha Smith
Senior Director SSD Customer Service

Jenny Caccavale
Sr. Director K12 State & District Partnerships

Stella
Asst. Program Manager, CT SAT

Michelle Rosado
Program Manager, CT SAT

Abe Krisst
Bureau Chief, Performance Office

Deirdre Ducharme
Special Populations, Connecticut Statewide Assessments

Agenda

1   **Testing Window and Key Dates**

2   **College Board Systems**

3   **Staff Test Day Preparation and Test Day Experience**

4   **Student Readiness Check and Test Day Experience**

5   **Rescheduling and Retesting**

6   **Reporting Irregularities**

7   **Training and Resources**

8   **Q&A**

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Testing Window and Key Dates

CT Spring 2026 SAT School Day Testing Window

Monday, March 2 – Thursday, April 30, 2026

- ✓ **There is no separate make-up testing window**

- ✓ **ALL testing must be complete by April 30**

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2025-26 CT SAT School Day Key Dates

Activity	Key Date
CB Approved Accommodations and EL/ML Supports Deadline	January 12, 2026
State Data Management System (SDMS) Welcome Email	January 29, 2026
Test Day Toolkit Welcome Email	February 2-6, 2026
College Board's Required Online Training Opens	January 20, 2026

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2025-26 CT SAT School Day Score Release Schedule

Testing Window	Test Submission Dates	Educator Portal Release	Student Release	Electronic Score Report (ESR) File Release
Testing Window 1	Mar 2-13, 2026	Mar 31, 2026	Apr 2, 2026	Apr 8, 2026
Testing Window 2	Mar 16–27, 2026	Apr 14, 2026	Apr 16, 2026	Apr 22, 2026
Testing Window 3	Mar 30 – Apr 10, 2026	Apr 28, 2026	Apr 30, 2026	May 6, 2026
Testing Window 4	Apr 13 – 30, 2026	May 12, 2026	May 14, 2026	May 20, 2026

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College Board Systems

Student Data Flow Across College Board Systems

Submit

The CSDE Submits Student Registration Data from PSIS to SDMS (specific to spring CT SAT Suite admin)

Next Day

Student Accommodations Data via SSD Online (available for all College Board assessments)

Pending Approval

Manage

State Data Management System

- Review student registration and accommodations data
- **Force Match** accommodations
- **Waive Accommodations** for Spring SAT Suite only (doesn't affect other tests)
- View student testing status at school, district, and/or state level (depending upon your role)
- Contact your district's PSIS coordinator if there are any inaccuracies in student information listed in SDMS

1 full business day

1 full business day

Administer/Test

Test Day Toolkit
- Staff, room, and student registration
- Print sign-in tickets
- Start/Proctor exam
- Submit irregularity reports

Bluebook
Unique exam for each student corresponding to registration and sign-in ticket in Test Day Toolkit

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Access the State Data Management System (SDMS)

From My Dashboard, users choose **State Data Management System**.

If SDMS is not available in their list, we ask that they go back to the SDMS Welcome email they received.

If they cannot locate the Welcome email, they should check their spam/junk folder.

If they did not receive a Welcome email, coordinators can contact our customer support team at 866.609.2205.

SDMS User Roles and Permissions

Who Receives Access to SDMS?

Activity	District Test Coordinator	School Test Coordinator	School SSD Coordinator	School Tech Coordinator
Student Records	View	View	View	View
Force Match Accommodations	No	Yes	Yes	No
Waive Accommodations	No	Yes	Yes	No

Force Matching SSD IDs to Registrations

What to do in SDMS if a student's approved accommodations in SSD Online do not appear in their record

- For most students with approved accommodations in SSD Online, their registration will automatically be matched to their accommodations in SDMS. You will be able to see their SSD ID number and approved accommodations in the SDMS roster and student profile.

- However, because this information comes from two different sources, in some situations, these records may have differences that do not permit the system to automatically match registration and accommodations data.
  - For example, if the student's name in SSD Online is different from the name provided in the student's test registration.

- To do this, you must know the student's SSD ID number, which is available in SSD Online. If you (or the student) don't know their SSD ID number, the student or coordinator can call our customer support team at 866.609.2205 to obtain the number.

Force Matching – Finding a Student's Record

Searching from the Student Roster

- Navigate to the Student Roster.

- Use the filters on the left or scroll through the alphabetical roster.

- Click the **+ sign** to expand the student record and scroll to the **Testing Information** section.

Force Matching – Making the Forced Match

In SDMS, enter the student's SSD ID from SSD Online into the SSD ID field in the student's detailed record.

- Locate the SSD ID Field and enter the SSD ID.
- Click the blue **Save** button.
- In the pop-up that appears, confirm that the SSD ID number you have entered for this student is accurate and push the blue **Force Match** button.
- Once the matching SSD ID is completed, the 10-digit SSD ID number will display in the student profile.
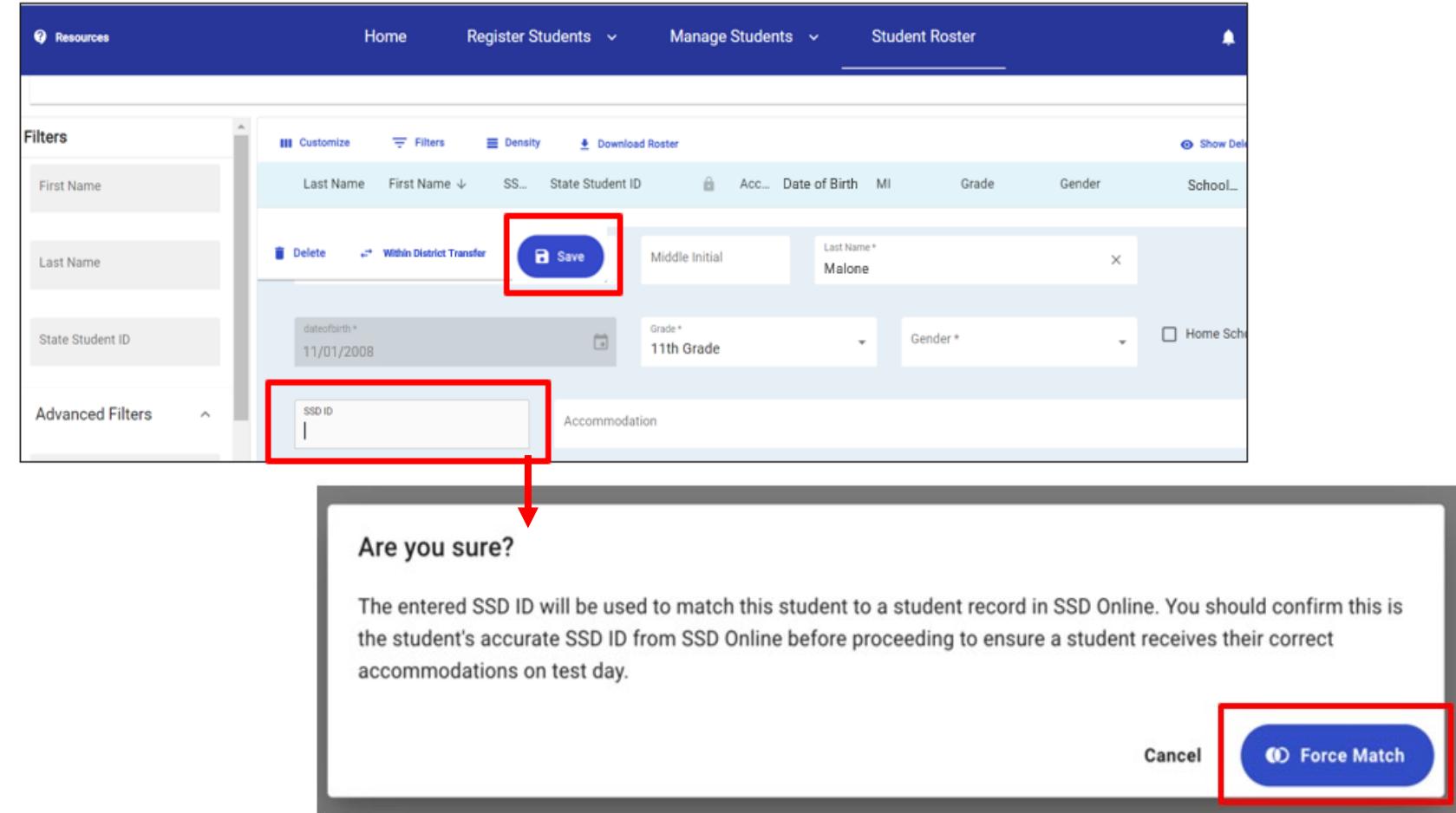
Waiving Accommodations

Waiving an Accommodation for the Spring SAT School Day Only

- If a student has approved accommodations in their SSD Online profile but the IEP team, student, and family have determined that it is not best for the student to use one or more accommodations on the spring CT SAT School Day, the School Test Coordinator or SSD Coordinator can waive the student's accommodation(s) in SDMS.
  - **Waiving a student's accommodations in SDMS applies to the Spring 2026 SAT School Day administration only.**
  - Waiving accommodations for spring testing does not affect the student's SSD Online profile.
  - Prior to waiving any accommodations in SDMS, the school must obtain consent in writing from the student's parent/guardian or the student (if 18 or older).
  - Accommodations must be waived no less than two business days prior to the student's digital test date to ensure the student's test package is configured properly. Students testing with a paper accommodation need their accommodations waived (or restored) no less than four days prior to their test date.
- The CSDE strongly encourages students to use the accommodations as documented per their implemented IEP and Section 504 Plans.

Waiving Accommodations – Finding a Student's Record

Searching from the Student Roster

- Use the filters on the left or scroll through the (alphabetical) roster.

- Click the **+ sign** to expand the student record and scroll to the **Testing Information** section.

Waiving Accommodations – Toggling for Waiver

- Scroll to the section that display's the student's testing accommodations and click the checkbox "Waive Accommodations."

- **Use the toggle button next to the specific accommodation** the student does not want to use for the Spring 2026 administration. Press the blue **Save** button to apply the change.

- If a student changes their mind, you can use the toggle button to reinstate the accommodation for the Spring 2026 administration.

College Board Systems for Testing

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Accessing Test Day Toolkit

General Information

- Coordinators will receive an access invitation email by the end of the first week in February

- For first time access, coordinators will need to use the link provided the invitation access email and multi-factor authenticate in.

- After initial access, coordinators can also access Test Day Toolkit via the link under "**My Tools and Services**" in their College Board account dashboard.

- Student information will not appear in Test Day Toolkit until it has been uploaded to SDMS by CSDE.
  - Please allow 2 business days for information to appear in Test Day Toolkit once the upload is complete.

Test Day Toolkit

Test Coordinator Home Page

- Users can log into Test Day Toolkit via their College Board account dashboard or Test Day Toolkit's direct link: https://testday.collegeboard.org/

- Upon logging in to Test Day Toolkit, use the drop-down menus to select the **Test Site** and **Test Administration.** Click **Continue** to view the **Home** page

- Use the menu at the top of the Home page or the blue text titles to complete necessary tasks.

Test Day Toolkit- Test Day Live

NEW for Spring 2026: Test Day Live allows coordinators to view all testing rooms in one view.

Test Day Toolkit- Test Day Live -Continued

NEW for Spring 2026: Test Day Live allows coordinators to view all testing rooms in one view.

200	10	34	156	0	0
Students on the roster	Not checking in to Bluebook	Checking in to Bluebook	Ready to test	Started testing	Submitted answers

Displaying 34 results

Show 30 | 60

< 1 >

Student ^	Testing Group	Accommodations	Room	Attendance ^	Testing ^
Auer-brdb, Vicky T.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bashirian-brdb, Audie J.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bins-brdb, Freddie Z.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In
Bruen-brdb, Ryan H.	S1: Standard Time	None	Room FWLLH	● Checked in to room	App Check-In

200	10	0	0	3	187
Students on the roster	Not checking in to Bluebook	Checking in to Bluebook	Ready to test	Started testing	Submitted answers

Displaying 3 results

Student ^	Testing Group	Accommodations	Room	Attendance ^	Testing ^
Breitenberg-brdb, Telly S.	S3: Time and One-half	• 027 - Refreshable Braille • 049 - Other (modified setting) - Eum aut quod c... • 016 - Extra Breaks	Room HPWHD	● Checked in to room	Section 2, Module 2
Huels-brdb, Columbus Z.	S3: Time and One-half	• 128 - Assistive Technology Compatible Test form (ATC) • 083 - Other Center-based • 039 - Small group testing	Room HPWHD	● Checked in to room	Section 2, Module 2
Sanford-brdb, Ernestina G.	S1: Standard Time	None	Room TZLMF	● Checked in to room	Submission Pending

Coordinators can easily drill into each milestone to identify testing rooms that may need attention

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Test Day Toolkit- Coordinator Pre-Test Day Experience

Digital test administrations depend on Test Day Toolkit, a web application.

- All assessment coordinators, proctors and monitors need to access it on test day.

- They'll need a College Board professional account to access it.

- They can use their own laptop, tablet, mobile device or a device provided by the school.

Before test day, test coordinators complete the following activities in Test Day Toolkit to prepare for the test administration.

Log in and activate account → Add rooms → Add staff → Review student roster → Assign students to rooms (optional) → Print student sign in tickets
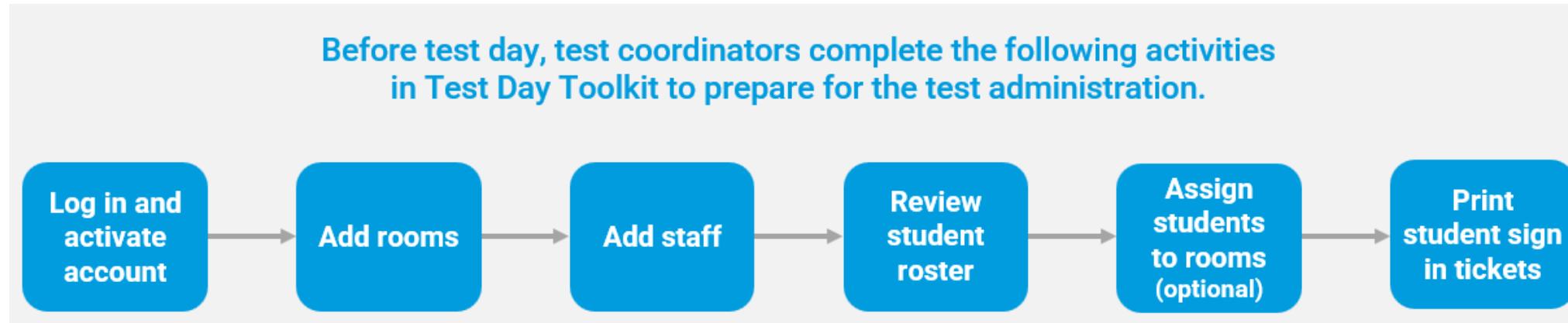
Test Day Toolkit- Adding Testing Rooms

- Navigate to the All Rooms.

- To use rooms from another administration, select **Reuse rooms** from the **Add Rooms** dropdown menu, choose an administration, and click **Save**.

- To add new rooms, select **Create new rooms** from the **Add Rooms** dropdown menu and use the table to name each room and give it a seating capacity.

Test Day Toolkit- Adding Additional Test Coordinators

STCs are able to add an additional test coordinator as a role in Test Day Toolkit for in-school administrations. This allows STCs to add backup coordinators without contacting Customer Service.
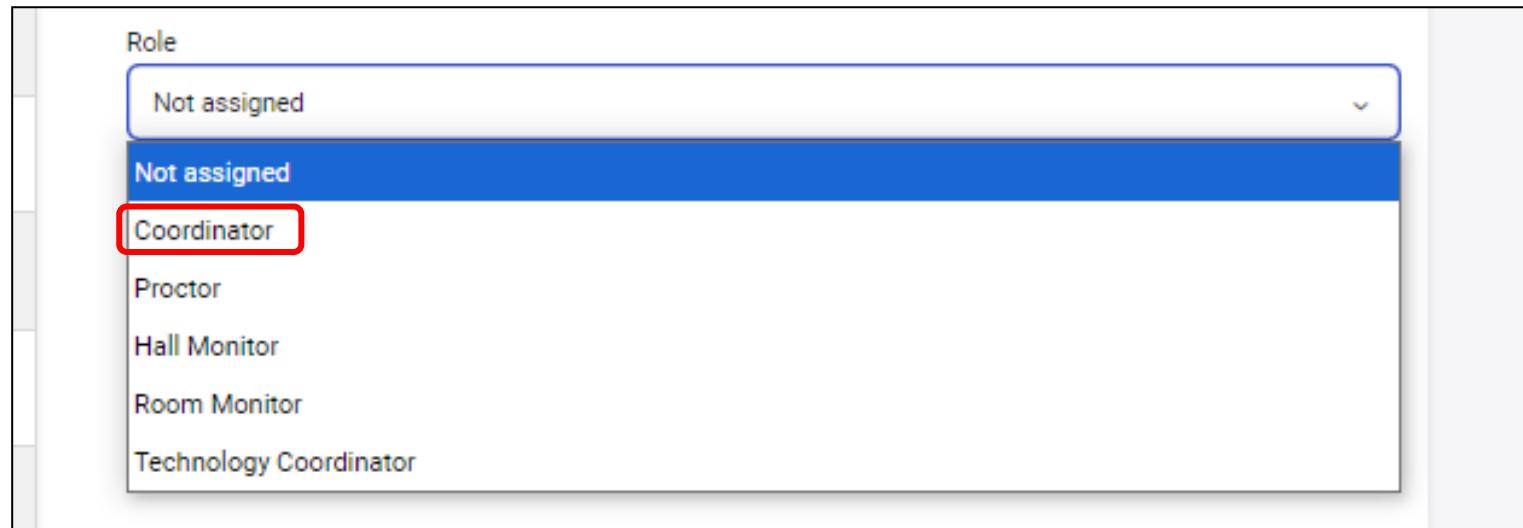
Test Day Toolkit- Adding Returning Staff

- Navigate to the **Staff Page.**

- Click Select **Returning Staff** from the **Add Staff** dropdown menu.

- Check the boxes next to staff names.

- Click Add Selected Staff.

- Update Contact Details by selecting **Edit Staff** in the **Actions** column on the **Staff Page.**

Test Day Toolkit- Adding New Staff

- Navigate to the **Staff Page** and Click **Add Staff**

- For bulk uploads, click **Upload File** and follow the instructions to download the template, complete it, and upload it

- To enter staff manually, click **Add to Table** and complete a row for each new staff member
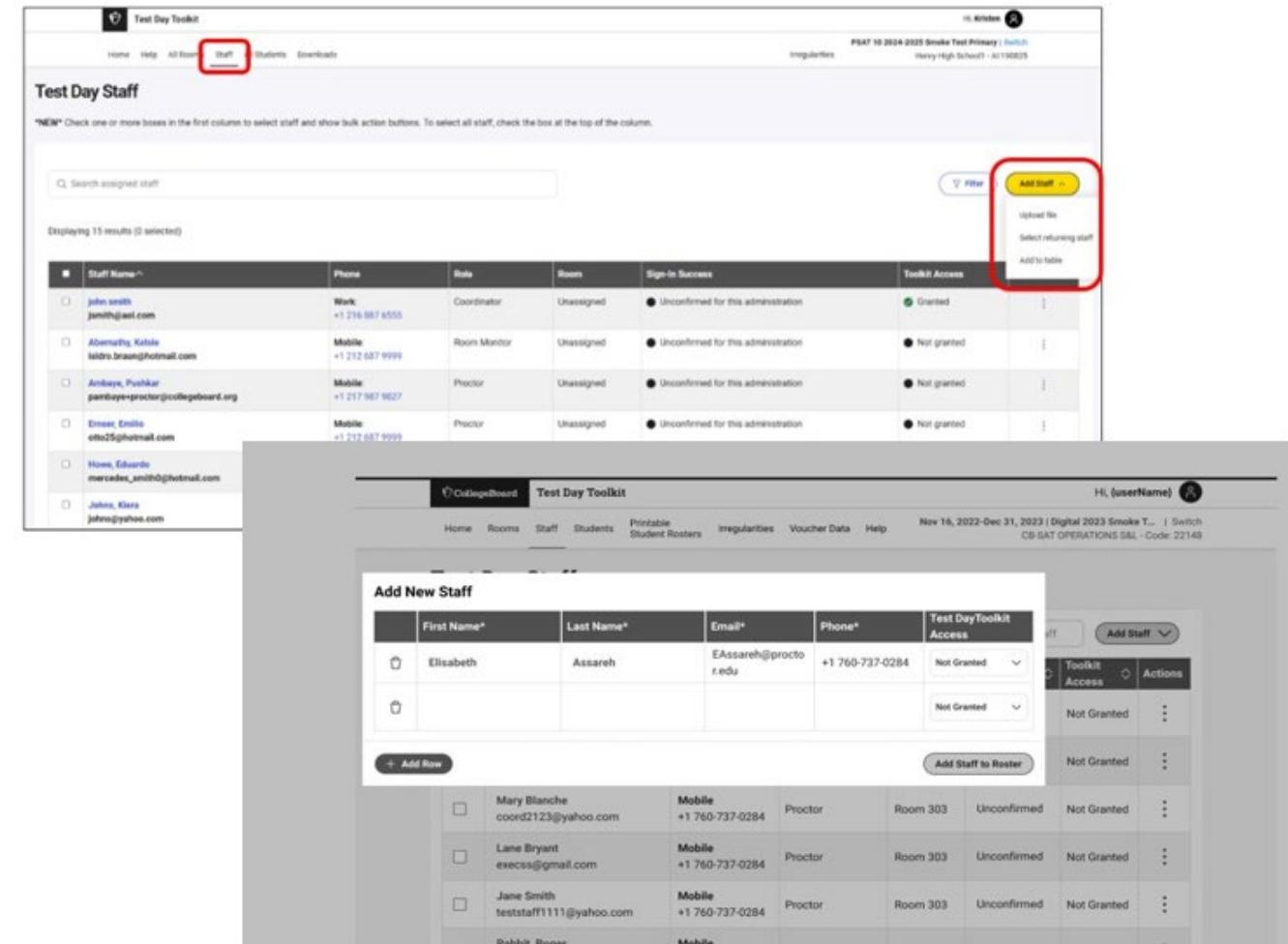
Test Day Toolkit- Assigning Staff to Roles and Rooms

- Assign 1 proctor to each room (only 1 proctor can be assigned to a room).

- Proctors can be assigned to only 1 room at a time per test administration. If someone is proctoring multiple times during the testing window, assign them to a new room after each session.

- Assign hall and room monitors as needed to meet required staffing ratios.

- Assign 1 or more technology monitors.

- Don't assign technology or hall monitors to a room.

Test Day Toolkit- Printing Sign-in Tickets

Follow the steps below to print sign-in tickets for the Student Readiness Check and test day:

1. Click **Downloads** on the Home page.

2. Go to the **Print Tickets** tab and select sort and layout options (1, 2, or 4 per page). Save time and effort by choosing the alphabetical sort option and the 1-per-page print option.

3. Click **Print Tickets**.

Note: College Board does not consider sign-in tickets secure test materials. Per College Board policy, students may keep sign-in tickets after the Student Readiness Check.

Test Day Toolkit- Sign-in Ticket Layout Options

Test Day Toolkit- Proctor Pre-Test Day Experience
Proctor Preview

Ahead of test day, proctors will be able to move through Test Day Toolkit in a preview mode. They will be able to walk through the proctor flow, practice reading the script and become familiar with the monitoring dashboard without access to student PII.
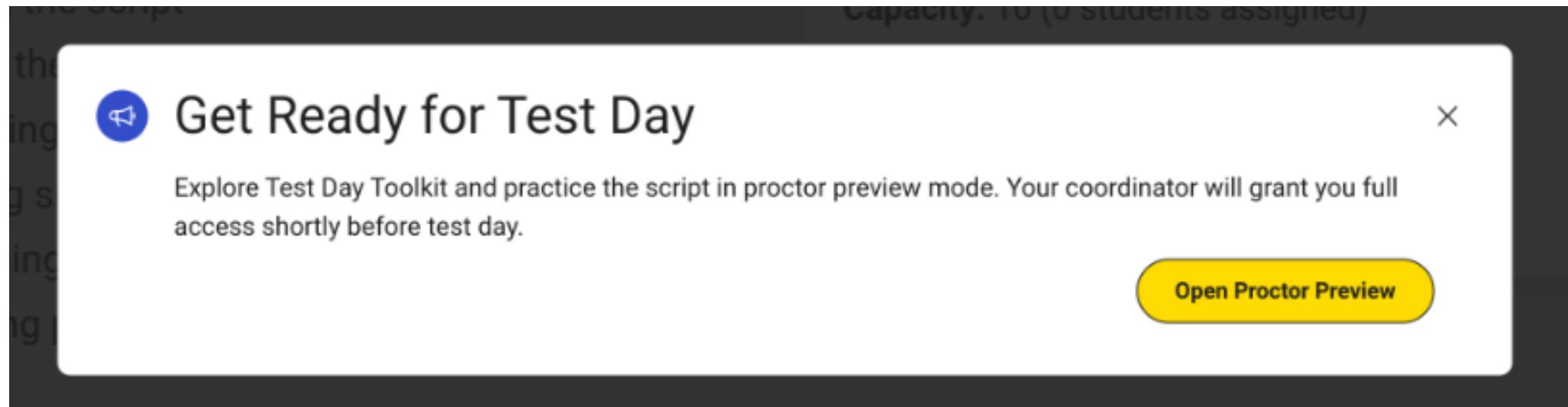
Test Day Toolkit- Proctor Pre-Test Day Experience - Continued

Proctor Preview

- There is no student data in Preview Mode. If proctors are still in preview mode on test day, they will need to request full access from the test coordinator.

Staff Test Day Preparation

Planning Time

When planning for testing, consider the following questions

- School Name
- Test Day Date and Time
- Number of students taking SAT
- For required online training will you train test day staff on site? If yes, who will lead the training? When?
- When will your Technology Coordinator upload Bluebook onto student devices?
- Date of Student Readiness Check (SRC)?
- Will sign-in tickets be collected after SRC?
- How many testing rooms are needed? (Consider extended time and 1:1 testers)
- Will rooms other than classrooms be used for testing? (i.e. library, auditorium, gym, etc.)
- How many proctors are needed?
- How many hall monitors are needed?
- How many help room monitors as needed?
- How many backup test day staff need to be trained?
- Are there any paper testers at your school?
- Will any staff who do not work at your school proctor on test day? If yes, do they have appropriate credentials to access WiFi?
- Is there a formal dismissal or conclusion to testing?
- What day(s) do you plan on administering re-tests?

Preparing Testing Rooms

- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- All chairs must have backs and face forward in the same direction.
- Tablet-arm chairs may be used if they have a minimum writing surface of 12x15 inches.
- Maps, charts, or other teaching materials must not be visible.
- Students cannot use round tables, study carrels, seats with lapboards, language laboratory booths, or tables with partitions or dividers.*
- Computer labs may be used for testing; seats can face different directions, but students must not have a direct line of sight to other screens.
- Students must be seated with at least 3 feet from the center of their computer to the center of the next student's computer.
- Access to power strips/power supply should be available.

*Partitions/dividers can be used in a computer lab as long as they are low enough for the proctor to see the students' testing devices.
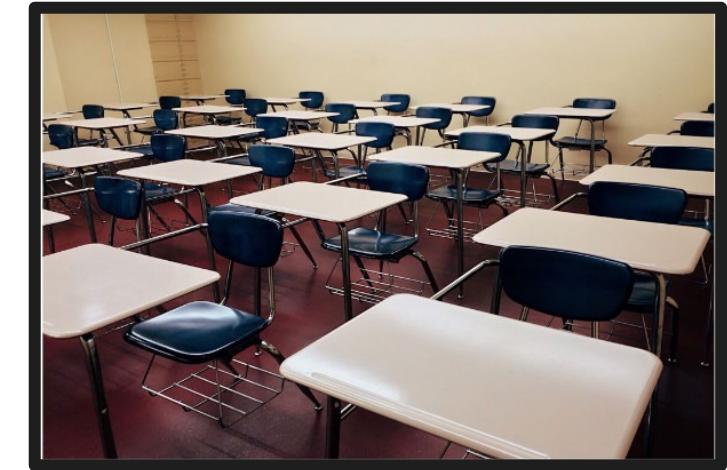
Device Requirements

Windows
(laptop, desktop, or tablet)

Mac
(laptop or desktop)

School-managed Chromebook

iPad

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

If student is testing with extended time, make sure they have access to power for the duration of their testing time.

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

Help Room (Optional)

- The Help Room should be staffed with personnel who are prepared to help students troubleshoot technical issues. While optional, College Board strongly recommends setting up a Help Room on test day.

- The technology monitor(s) should have a device to help troubleshoot issues, extra charged devices to swap out, and extra charging cords and power strips.

- A copy of the Technical Troubleshooting Guide, located in the Test Coordinator Manual, as well as the phone number for Customer Support (866-609-2205), should be provided for Help Room staff.
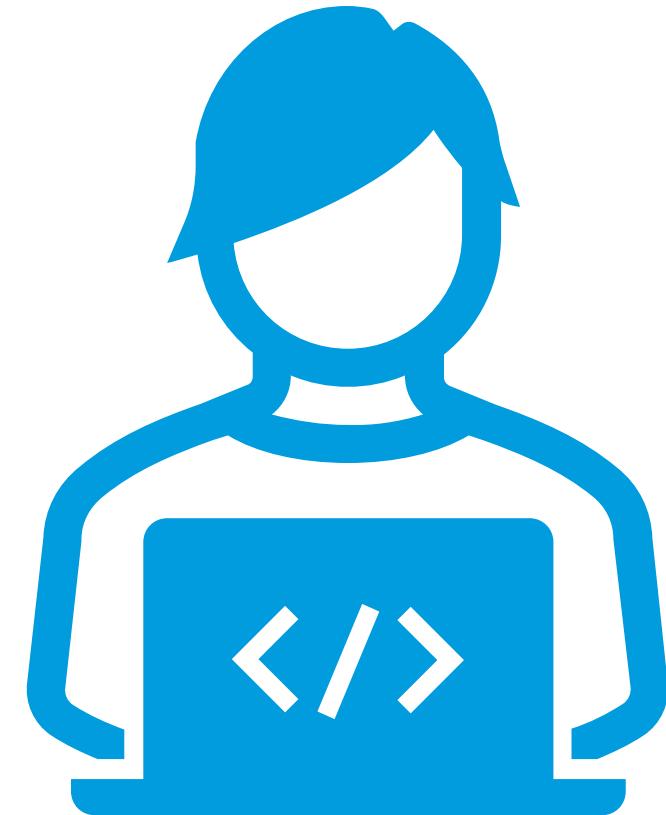
Late Room (Optional)

- If there is an extra room and proctor available, it is recommended that schools designate a Late Room for test day.

- Once the proctor has begun reading the script, it is not possible to add a latecomer to the proctor's room.

- If no Late Room is available, late-arriving students must be rescheduled for another day within the testing window.

Staff Test Day Experience

Proctor Test Day Experience

On test day, proctors complete the following activities in Test Day Toolkit to administer the test:

Log in to Test Day Toolkit → Confirm room setup → Take attendance → Read the script → Start the test → Monitor student progress → Report irregularities/ request retests
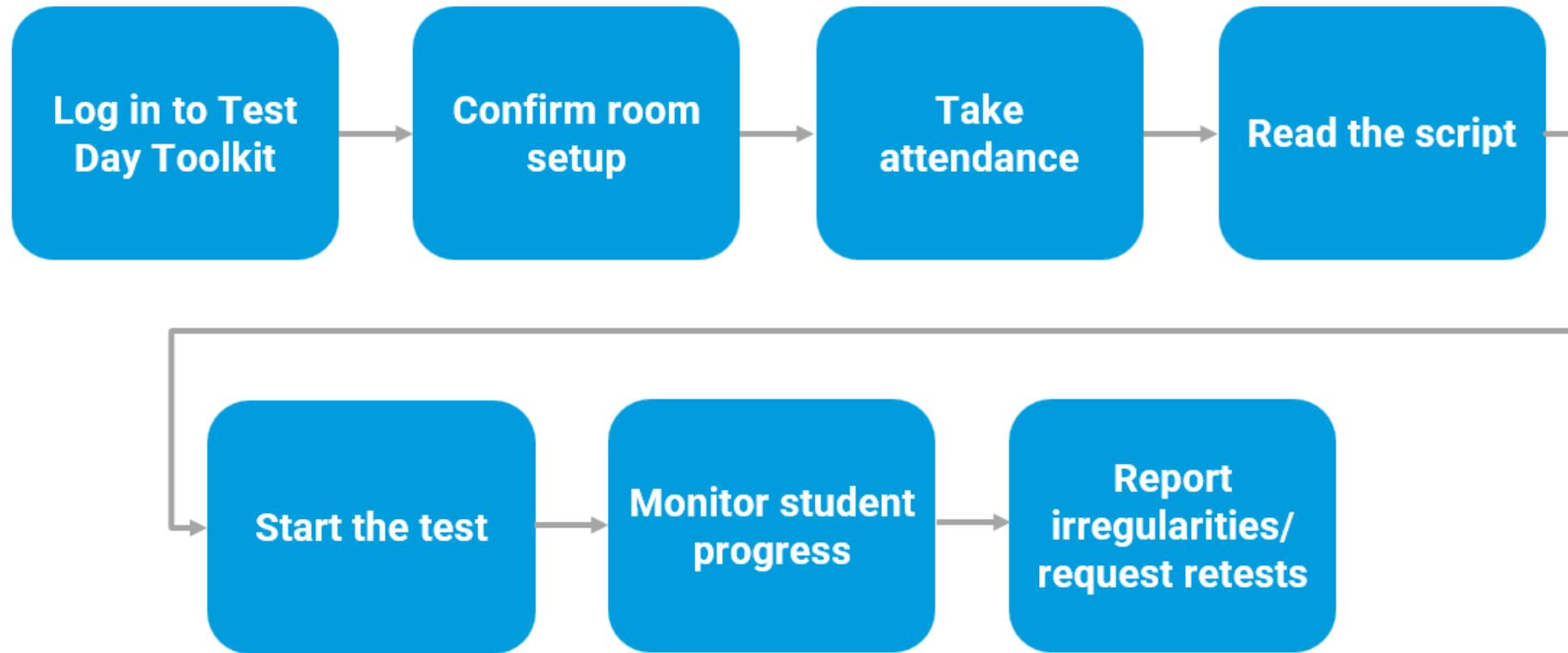
Proctor Test Day Experience- Proctor Home Page

Proctor Test Day Experience- Confirm Room Setup

Proctor Test Day Experience- Instructions and Room Code

Proctor Test Day Experience- Take Attendance

Take Attendance

Last updated less than a minute ago

⟳ **Refresh Data**

👁 **Hide Directions**

1 **Ask students to check in.**

Tell students to follow the instructions you posted. You'll see their names in the **Entered Room Code** list when they enter the room code.

What if no students appear in the "Assigned" list?

2 **Mark students present.**

Before you mark a student present, make sure you see them in your room. If students are present but not shown in the **Entered Room Code** list, prompt them to enter the room code.

What if students don't see today's test listed in Bluebook™?

3 **Check student progress.**

Students are listed as **Ready to Test** when they complete check-in. If everyone you marked present is ready to test, click **Next Step** and read the script.

What if some students are behind?

ASSIGNED (3)	ENTERED ROOM CODE (0)	READY TO TEST (4)
Alatorre-Paz, Donovan	Students are listed here after they enter the room code and before they complete check-in.	Al Jumaili, Abdullah — Ready ✓
Alcala, Ashley		Al Khalidi, Ali — Ready ✓
Aryoubi, Bibi Fatema		Al Shaikhli, Faisal — Ready ✓

Proctor Test Day Experience- Script and Start Code

Proctor Test Day Experience- Monitoring Dashboard

Proctor Test Day Experience- Dismiss Students

Proctor Test Day Experience- Irregularities

Add Irregularity

When not to submit an irregularity: if students didn't enter a room code, follow the instructions for rescheduling tests.

Submit an irregularity to set up a retest for students who entered the room code, to report a security issue or other irregularity, or to cancel a score on behalf of a student.

If you need to correct roster data, update it in the system before trying to test the student again. Learn how to correct registration and accommodations data.

Expand All | Collapse All

I need to report a security issue or rule violation.

Pending security reports are reviewed when the testing window ends. Delete or submit forms before then to avoid possible score invalidation by the test security team.

Prohibited items and behaviors (no retest)   →

Report a student who used or possessed a prohibited aid or device or engaged in a prohibited behavior.

Testing device misuse (no retest)   →

Report a student who misused or damaged a testing device.

Proctor Test Day Experience- Student Re-Entry into Testing

- Students must provide a reason for exiting a College Board digital test and obtain permission from the proctor to re-enter the test.

- The student will see this pop-up that requires them to give a reason if they click to exit the test. This will alert the proctor.

- When attempting to resume testing, the student will see this pop-up.
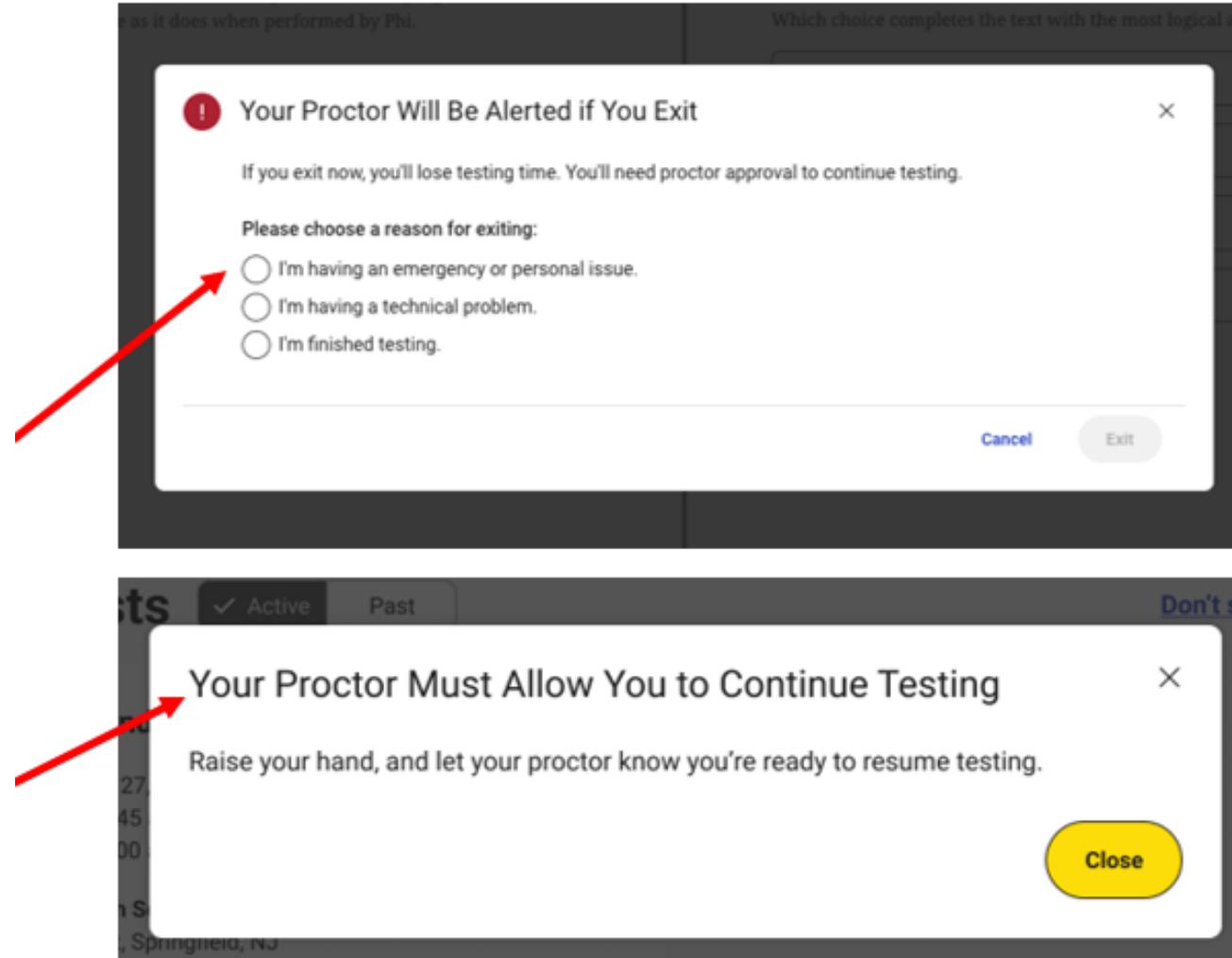
Proctor Test Day Experience- Student Re-Entry into Testing - Continued

- The proctor must click on the student's name in Test Day Toolkit to see their profile and select **Let Student Continue Testing** for the student to continue testing.

- Students lose testing time for taking an unscheduled break.

Student Readiness Check

Student Readiness Check- Bluebook

Before test day, students will be able to complete the following activities in Bluebook:

- Complete exam setup as part of the school's student readiness check.
- Review a test preview.
- Complete a full-length practice.

Optional Practice Opportunities:

- Review Test Preview
- Complete full-length practice
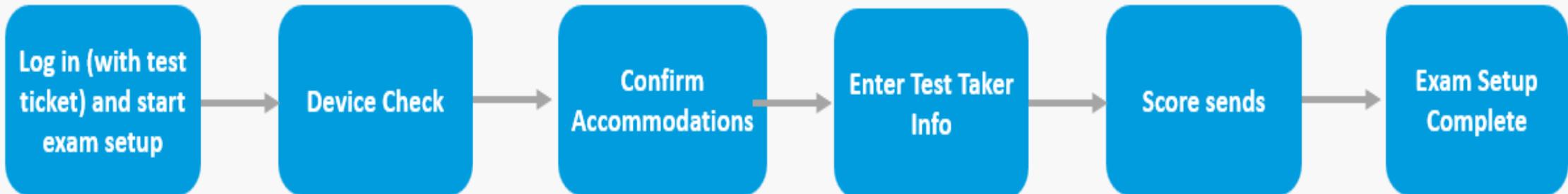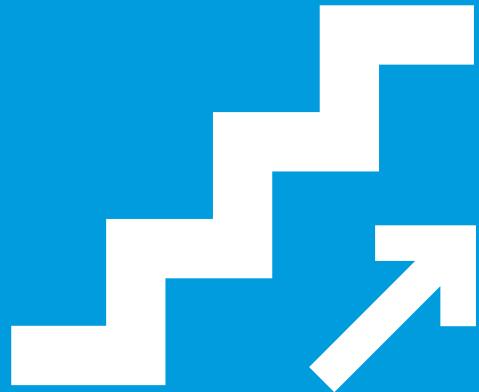
Student Readiness Check

Purpose of the Student Readiness Check:

✓ Ensure devices being used for testing meet technical requirements.

✓ Ensure Bluebook is installed correctly.

✓ Complete Exam Set-Up process.

   o Review privacy policy and use of this app statement.

   o Opt into BigFuture School and Connections opportunities if desired.

   o Add Free Score Sends for SAT.

✓ Complete Test Preview or Full-Length Practice Test.

   o Explore universal tools.

   o Answer sample questions.

The student readiness check will take approximately 30 minutes.

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Student Readiness Check- Test Devices

- Test your device before you sign in by selecting the **Test Your Device** button

- If the device meets the requirements, select **Done**.

- If the device does not meet the requirements, let your proctor know.
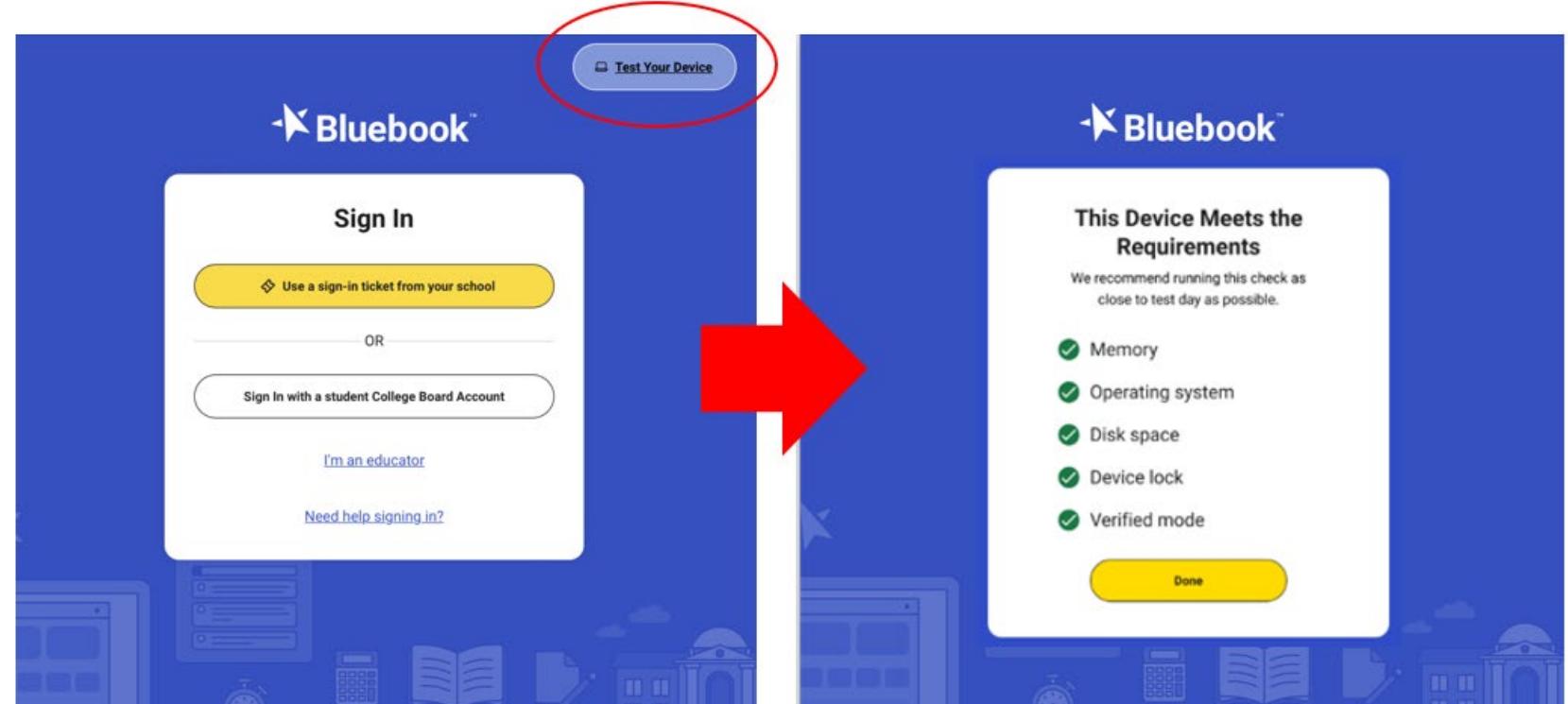
Student Readiness Check- Sign Into Bluebook

Proctor distributes sign-in ticket

Use your sign-in ticket to sign into Bluebook
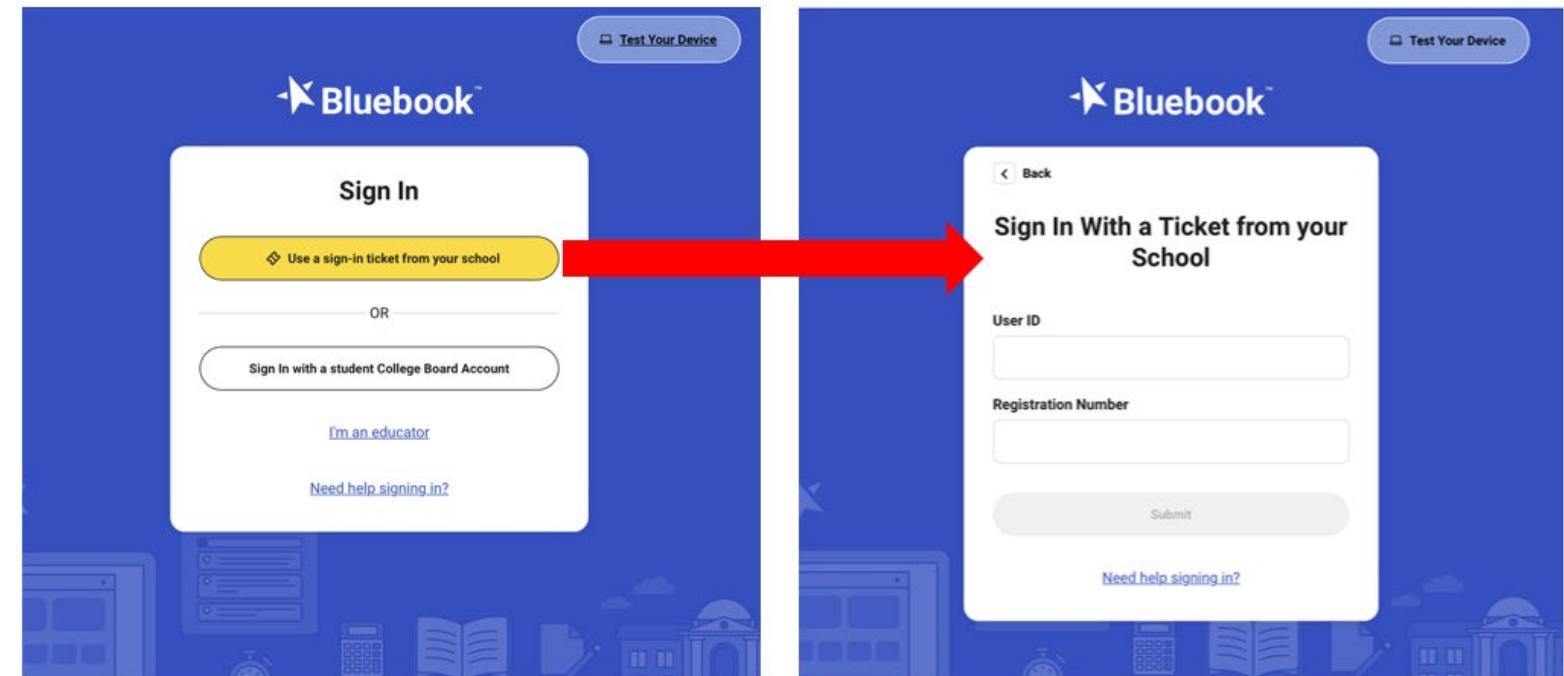
Student Readiness Check- Confirm Info and Start Exam Setup

- Upon signing in, you will need to confirm that the information on the tesk ticket matches the information displayed on the screen.

- If the test ticket information matches the information in Bluebook, you are ready to select **Start Exam Setup**.

Student Readiness Check- Confirm Personal Information

Confirm that your name and approved accommodations (if applicable) are listed. Then, click **Next**.

Note: If any information is inaccurate, let your proctor know. We cannot continue with exam setup until all issues are resolved.

Student Readiness Check- Test Taker Rules

Read and agree to the testing rules for the exam. Then, click **Next**.

Student Readiness Check- BigFuture School Participation

Students who provide a mobile number when taking the SAT will be able to access their score in BigFuture School.

Students must re-opt in for every administration.
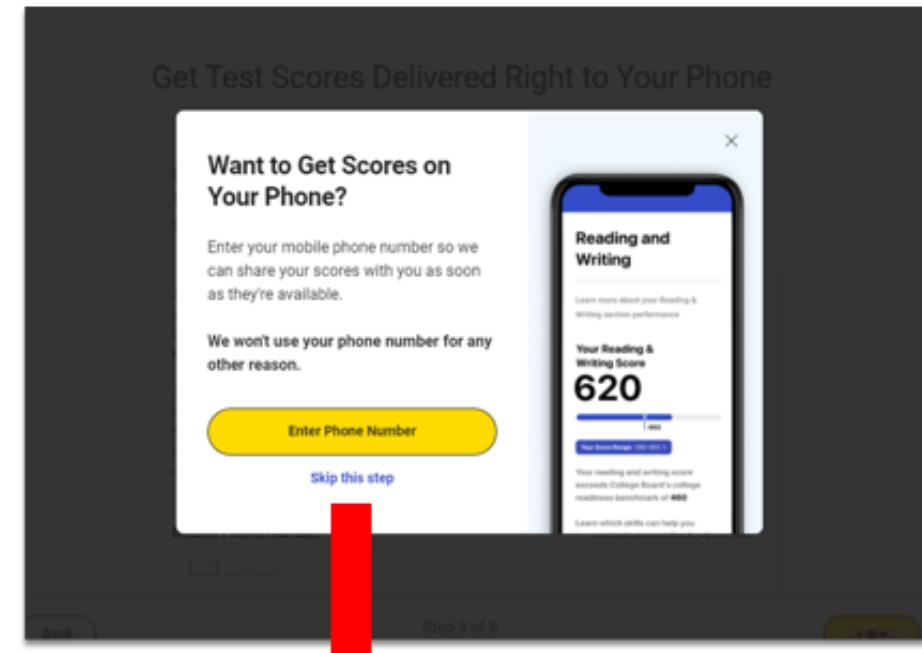
Students who click "skip this step" will not see this screen.
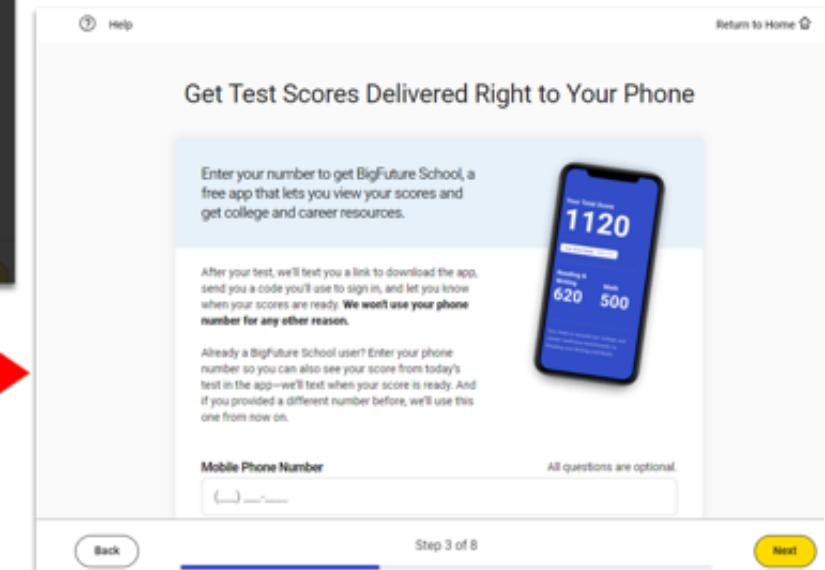
Student Readiness Check- Connections Opt-In (Optional)

- Just like BigFuture School, Connections is free and optional.

- Connections allows you to get information about colleges, universities, and scholarship organizations.

- To opt in, select the box that says "Yes, I want to participate in Connections" and click **Next**.

- If you do not want to opt-in, do not select the box, and click **Next**.

Student Readiness Check- Free Score Sends

- Students will be able to choose where to send their four free **SAT School Day** scores sends as part of Exam Set-Up.

- Score send requests can be changed until three days after the student takes the test in Bluebook.

- Students will need to use their School Day sign-in ticket credentials to access Bluebook if they would like to add or change score send requests after testing is completed.

Student Readiness Check- Free Score Sends after Test Day

- Students can edit selections up to TD+3

- Students must login to Bluebook using same credentials from sign-in ticket.

- Select Past tab and then the SAT Score Sends link

# Student Readiness Check- Test Day Checklist

Review the Test Day Checklist, then click **Next**.

Student Readiness Check- Exam Set-Up Complete

Exam Setup is now complete.
Click **Return to Home**.

Test Preview and Full-Length Practice Test

Recommended:

- Test Preview: A sample of questions from Reading & Writing and Math. Approximately 10-15 minutes in length. Not scored. No accommodations.

- Full-Length Practice: Timed, full length practice SAT test. Scored. Accommodations available. Embedded Text-to-Speech available.

Paper full-length practice tests are also available to download

Student Test Day Experience

Overview: Student Test Day Experience

- If a Student Readiness Check was not performed before test day, it will be required before students can begin testing.

- Students must sign in on test day using their sign-in tickets (same credentials used during the Student Readiness Check).

- Students must check in.

- Students must enter the room code the proctor provides to them.

  o This starts the test download. Internet is required to download the test.

- Students will complete the check-in process and enter the start code provided to them.

  o Students **can** continue testing after this point even if the internet is lost or the proctor loses Test Day Toolkit access.

- Students will complete their tests and submit their responses.

  o Internet is required to submit responses.

Student Test Day Experience – Bluebook

On test day, students will enter a room code and a start code to start the test. Students will not be able to start testing until the proctor checks them into the room.

If a student has not completed exam setup ahead of test day, they will complete exam setup on test day before starting check-in.
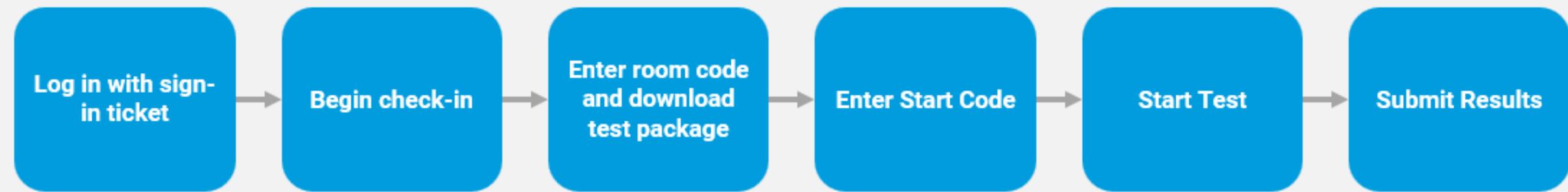
Student Test Day Experience – Sign in to Bluebook
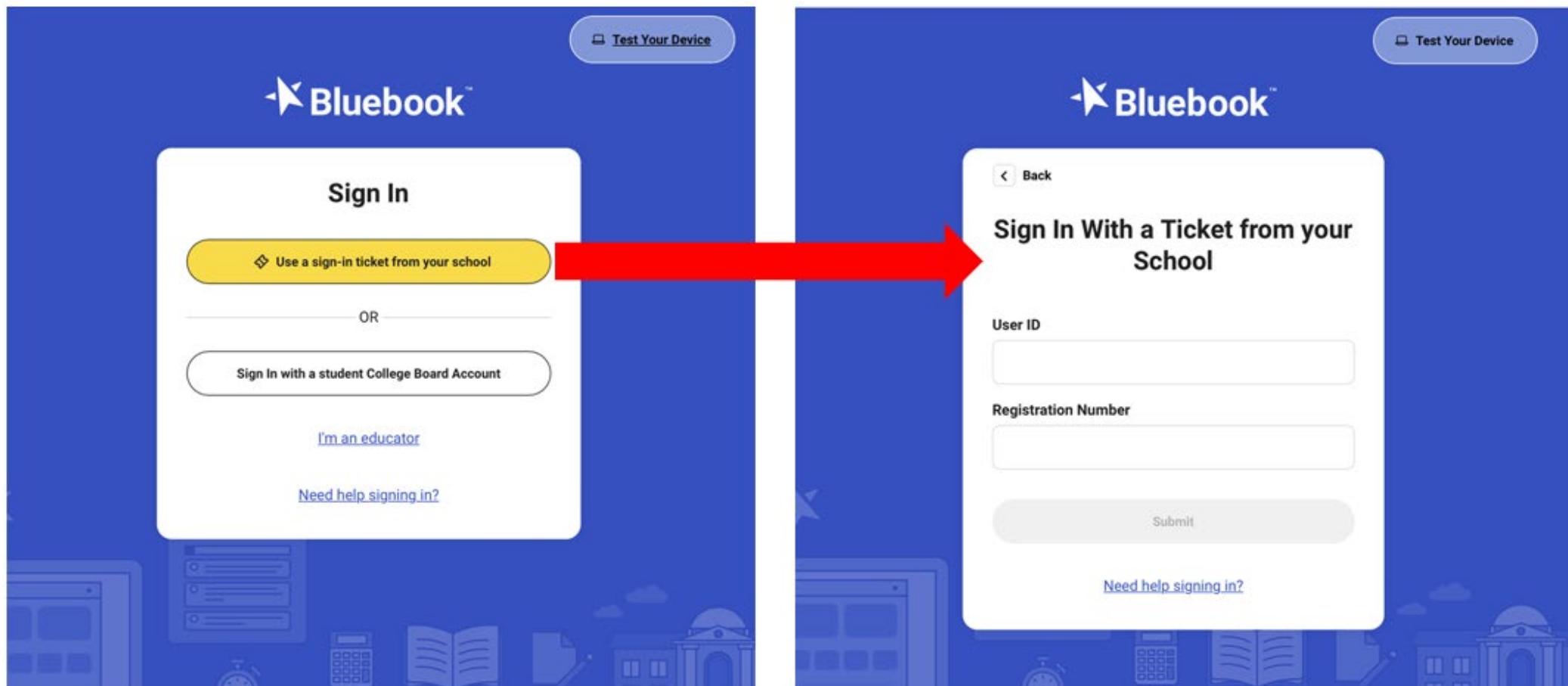
# Student Test Day Experience – Begin Check-In

Student Test Day Experience – Room Code and Exam Download

The Room Code contains letters only.

The Room Code will automatically roster the student to the test room, even if they are not pre-assigned.

The Room Code will not start the test.

Reminder: For Exam Download, students will need an internet connection.
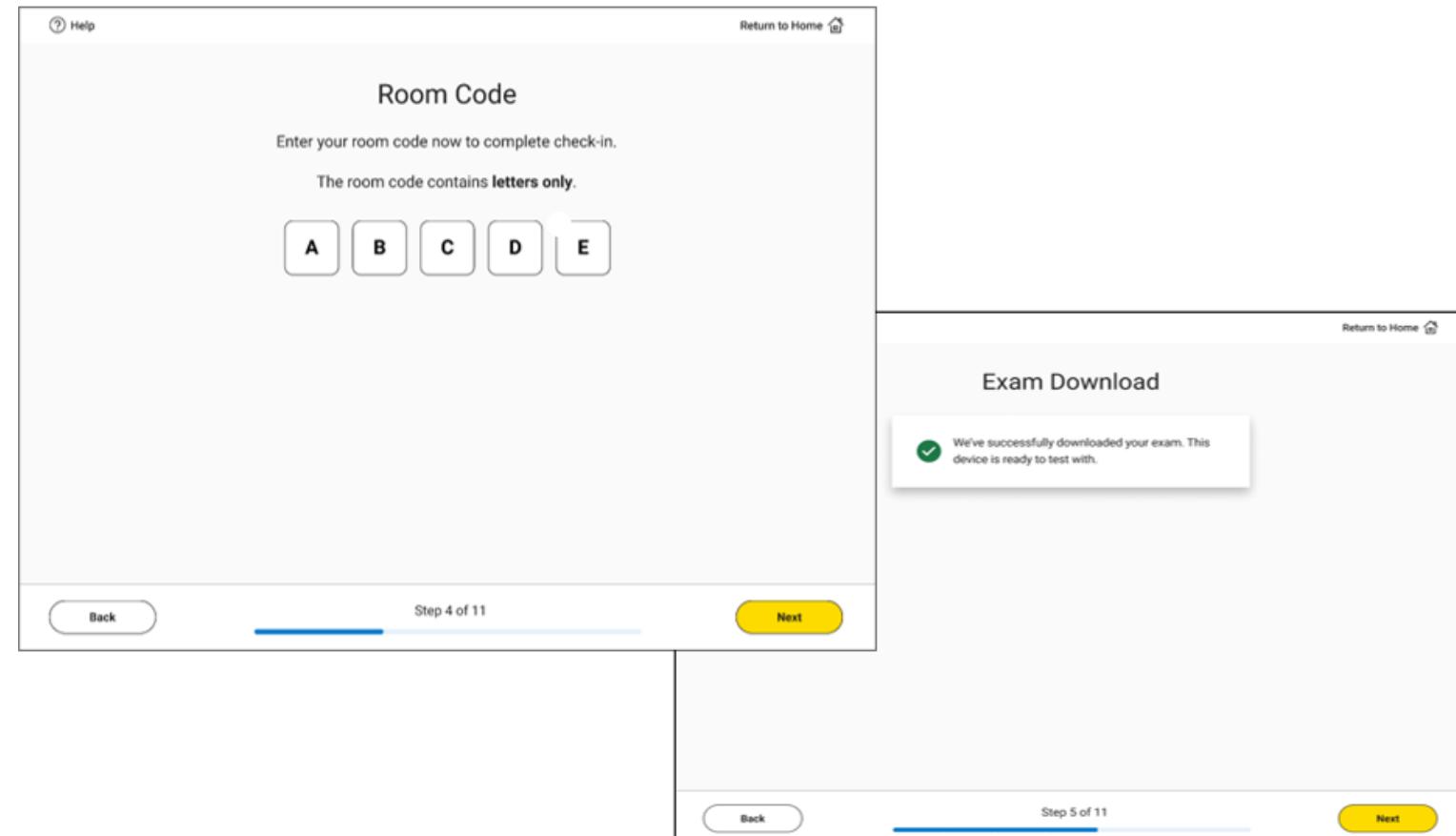
Student Test Day Experience – Start Code

Students will continue until they get to the Start Code screen.

The Start Code contains numbers only.

The Start Code screen has a **green** background.

The Start Code **WILL** start the test – proctors should not share with students until they are all ready to begin timed testing.
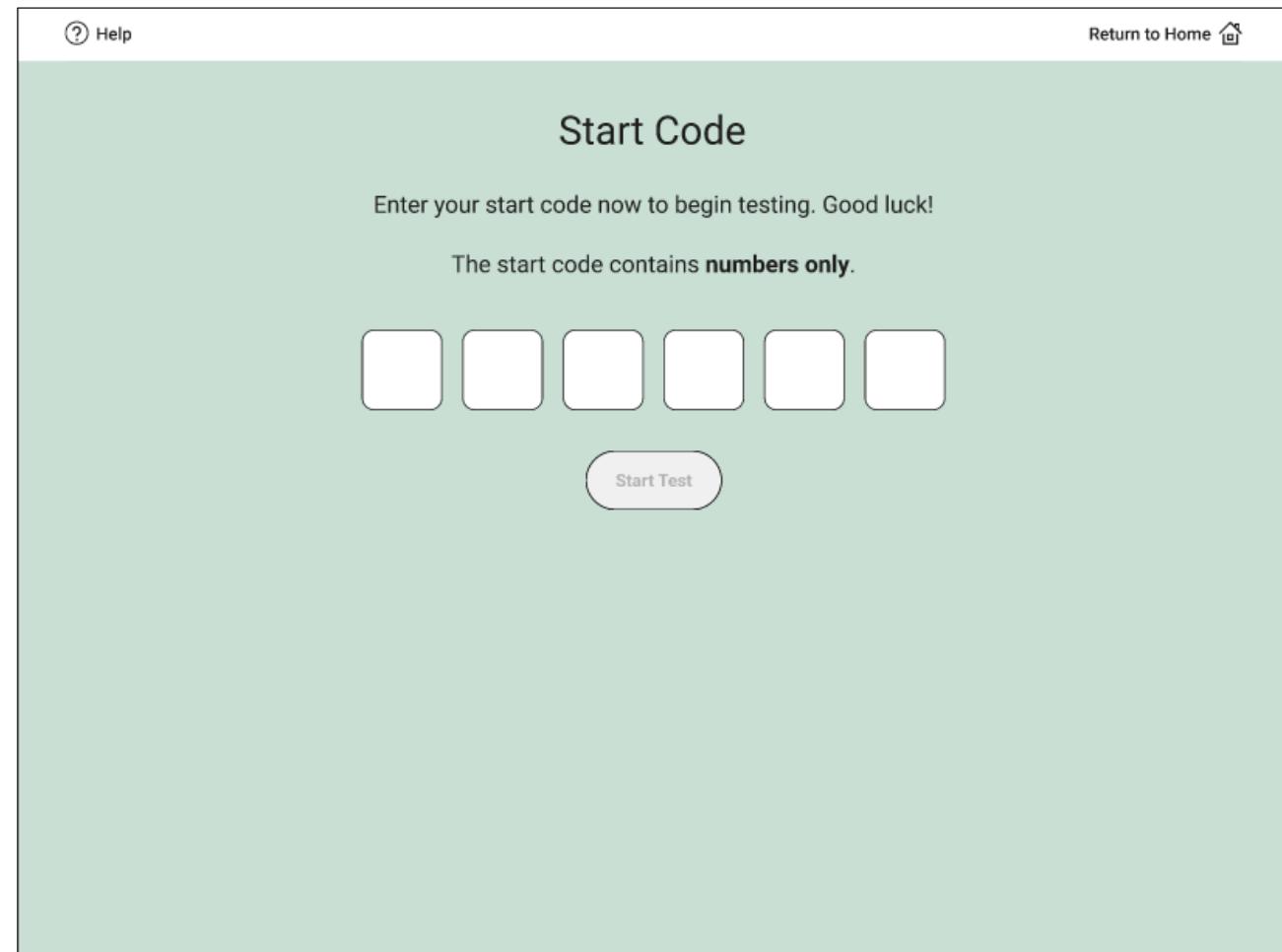
Student Test Day Experience – Testing Tools

Testing Timer - Lets students you know how much time is remaining in each part of the test.

Students can hide the timer until 5 minutes remain, then they'll get a 5-minute warning.

Student Test Day Experience – Testing Tools -Continued

Option Eliminator: Students can cross out answer choices they think are wrong.

Students can also undo this, if needed.

Student Test Day Experience – Math Tools

Calculator (Desmos)- Students can toggle between a scientific or graphing calculator and can drag it anywhere on the screen.
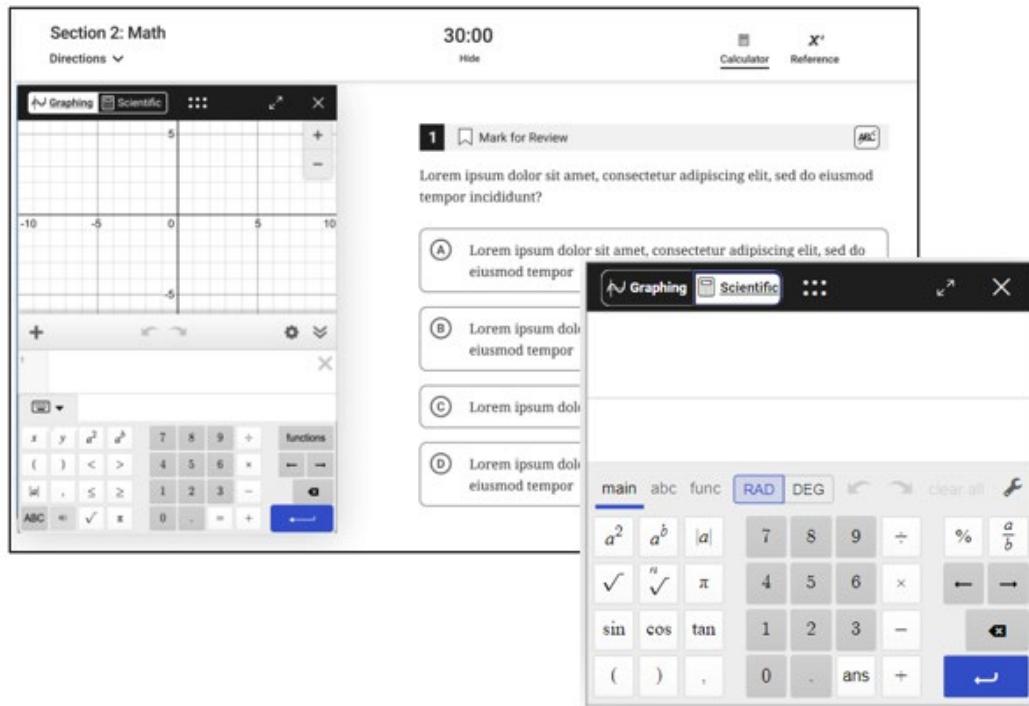
Math Reference Sheet- A reference sheet with commonly used formulas will appear on all tests with math questions.
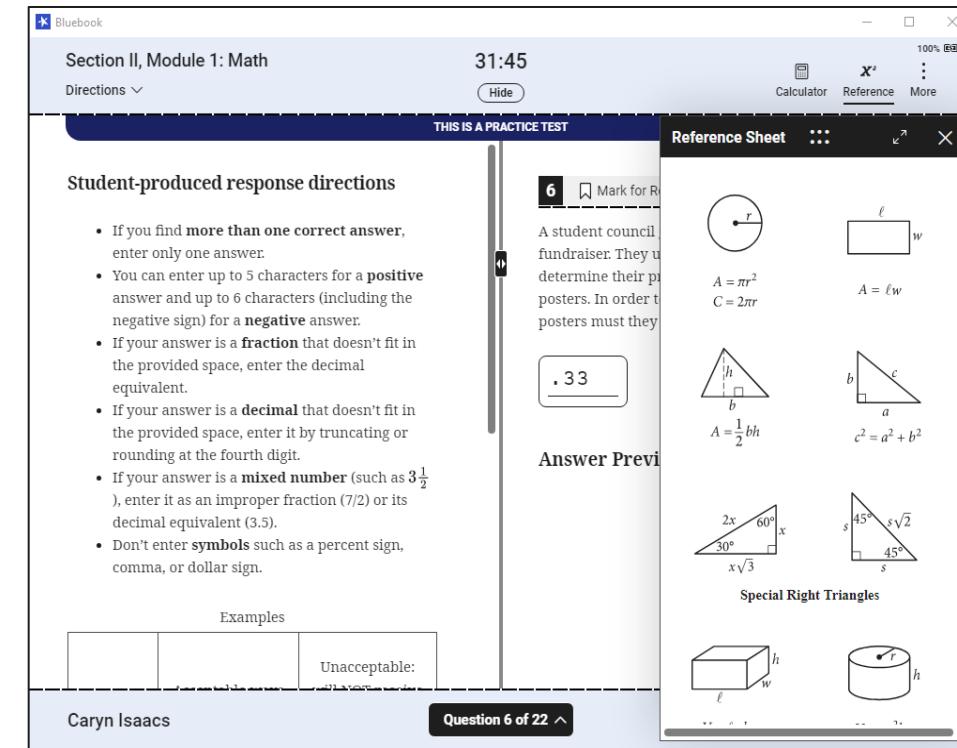
Student Test Day Experience – Mark for Review

Mark for Review: Students can use the bookmark icon to flag any questions they want to come back to.

Student Test Day Experience – Highlighter and Notes

Highlights and Notes- Students can use this tool to highlight text from a question or leave yourself a note.

Student Test Day Experience – Line Reader

Line Reader- Students can use this tool to focus as they read test content**.**

Line Reader can be enabled by selecting "More" in the upper right corner of the testing screen.

Student Test Day Experience – Zoom

Zoom- Enlarges the text and images on the test screen.

To use the zoom feature, students can use keyboard shortcuts on laptops or pinch and zoom on tablets.

Student Test Day Experience – Text to Speech

Students with an approved text-to-speech accommodation/support will see a small Text-to- Speech box with tools available to them during testing.

Student Test Day Experience – Break Screen
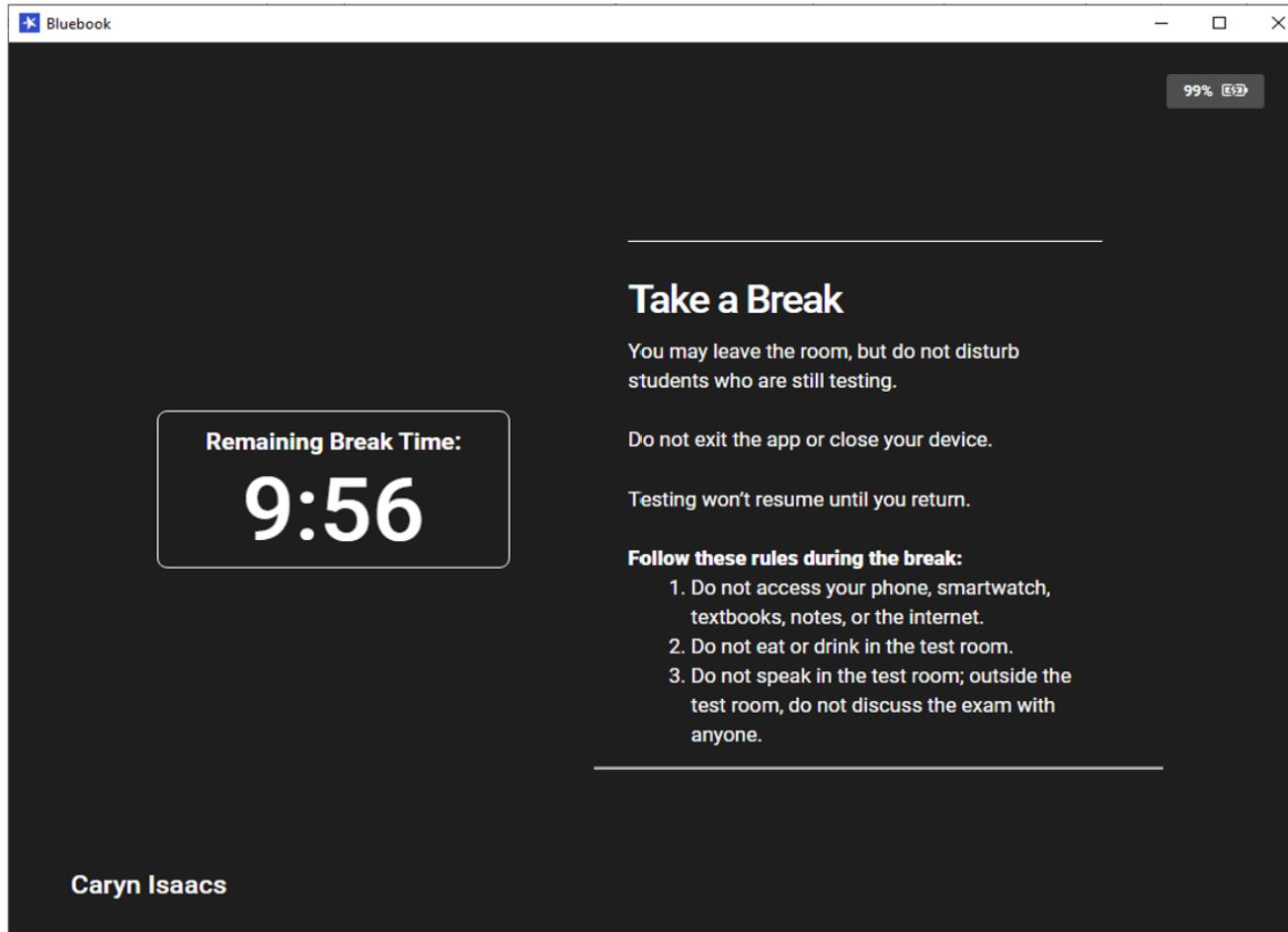
Student Test Day Experience – Review Screen

Student Test Day Experience – Congratulations Screen
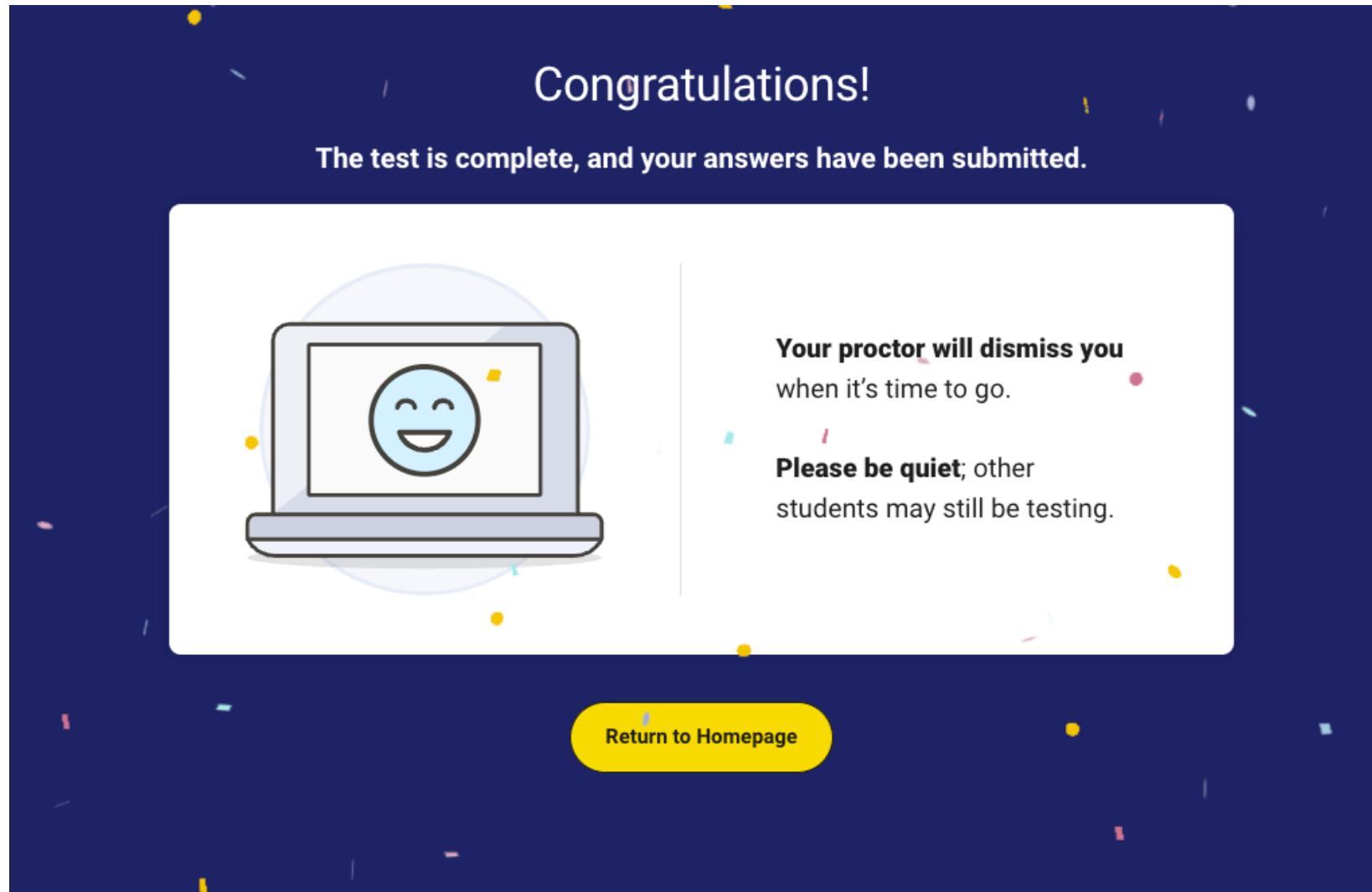
Rescheduling and Retesting

Rescheduling vs. Retesting – Before the Room Code

- Schools have the option of retesting or rescheduling tests and should start testing early enough in the window to ensure there's enough time to retest or reschedule if necessary.

- Rescheduling a test date may be necessary in certain circumstances. If affected students **have not entered a room code** in Bluebook, schools may select a new test date anytime within the administration window without contacting College Board or submitting an IR.

- **Examples of rescheduling a test date include:**
  - Individual student absences
  - Hurricanes, tornadoes, fires, floods or other widespread weather-related events
  - Local tragedies or emergencies
  - Prolonged school-wide internet or power outages

Rescheduling vs. Retesting-After the Room Code

- If schools encounter issues **after the room code** has been entered, students may be eligible for retesting. Expect retests to appear one to two business days after filing the IR.

- **Examples of scenarios that would call for retesting include:**
    - Schools that experience disruptions to testing (e.g., fire alarms)
    - Students who experience prolonged technological issues after testing has started
    - Students who become sick after testing has started
    - Misadministrations due to staff errors

    Note: If a student didn't test because Bluebook listed incorrect personal information or accommodations or because the test wasn't available on their Bluebook home page, it is not necessary to file an IR. The student's registration data must be updated before rescheduling them to test.

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Retesting Students: Choosing a Test Administration

Each time a test is prepared for a student, they're added to a retest administration roster:

- The roster for your primary test administration lists all registered students.
- The first time you retest a student, a roster for **Retest 1** will be added to Test Day Toolkit.
- If you retest a student a second time, a roster for **Retest 2** will be added.
- To switch between rosters in Test Day Toolkit, click **Switch** in the upper right corner of the screen and select the appropriate option in the **Test Administration** dropdown menu.

Reminder: The Student Readiness Check must be completed again before a student retests.
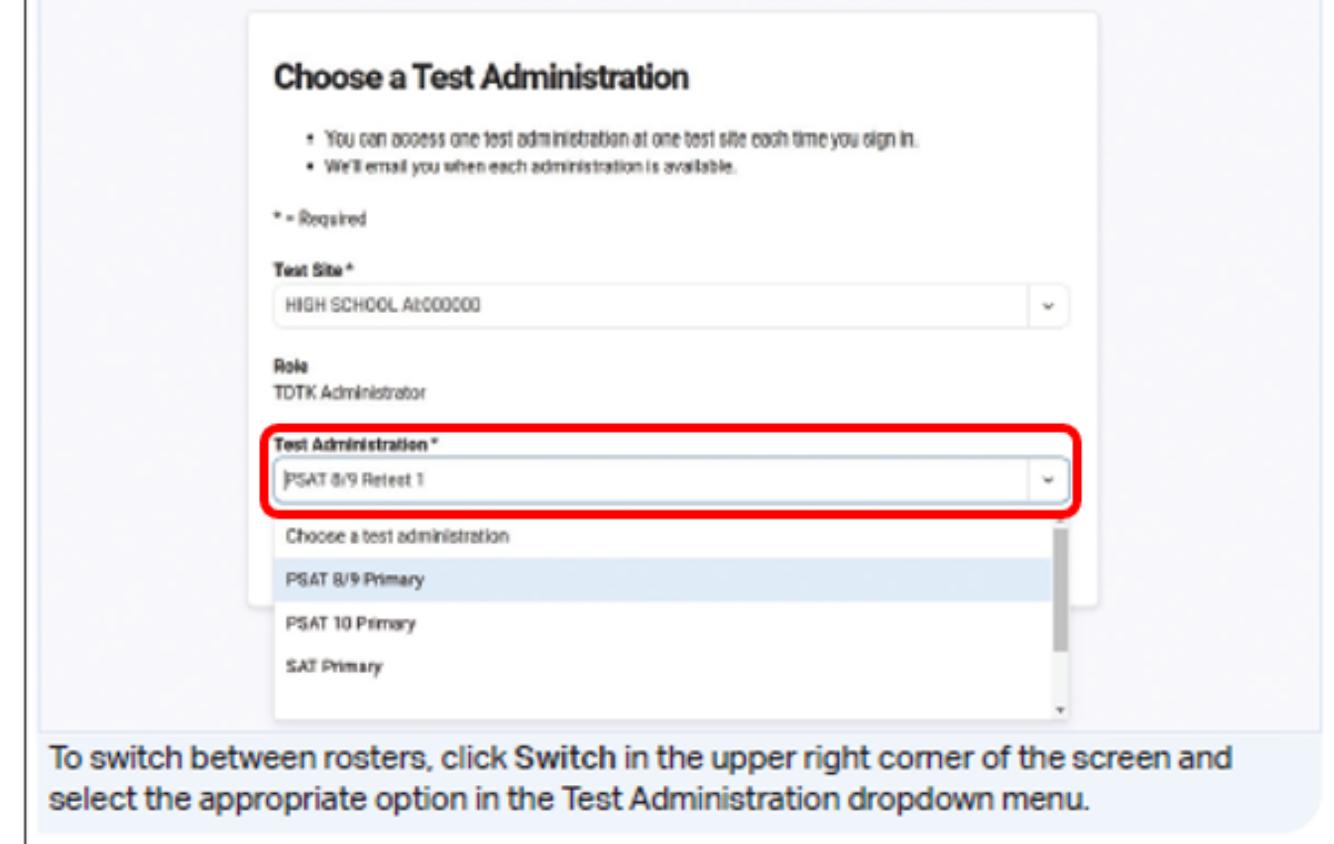
Choose a Test Administration

- You can access one test administration at one test site each time you sign in.
- We'll email you when each administration is available.

* = Required

Test Site *
HIGH SCHOOL At000000

Role
TDTK Administrator

Test Administration *
PSAT 8/9 Retest 1

Choose a test administration
PSAT 8/9 Primary
PSAT 10 Primary
SAT Primary

To switch between rosters, click Switch in the upper right corner of the screen and select the appropriate option in the Test Administration dropdown menu.

Reporting Testing Irregularities in Test Day Toolkit

Reporting Testing Irregularities

- This process will be completed in Test Day Toolkit by the STC, proctor or monitor.

  o Test Coordinators must approve submissions by proctors or monitors before they are sent to College Board.

- You will be asked to choose a category for the type of irregularity you are submitting. Choose the category that most closely matches the issue you observed.

- When you enter the irregularity report, you will learn if the irregularity necessitates a retest.

- **Enter irregularities on the same day that they take place.**

  o If you are delayed in entering them, please note that irregularities cannot be entered more than five days after the testing irregularity occurred.

- Review the **Retesting and Irregularities Guide** located in the Test Coordinator Manual.

Submitting Irregularities in Test Day Toolkit

There are four irregularity categories and 25 forms.

Consult the **Retest and Irregularities Guide** within your Test Coordinator Manual for detailed instructions .

Training and Resources

Online Training

- College Board's required online training is now available for CT Test Staff and can be accessed by going to https://professionaltraining.collegeboard.org/.

- Required Test Staff Roles: School Test Coordinators (STCs), Technology monitors, and Proctors are required to complete the online training modules.

- Hall and Room Monitors: Hall and Room Monitors can complete College Board's online module, be trained by their STC using the College Board Hall and Room Monitor Training or review the PowerPoint independently.

- Services for Students with Disabilities (SSD) Coordinators: Training is optional for SSD coordinators but strongly recommended. If SSD coordinators decide to complete training, they can choose between the test coordinator or proctor training based on their test day role.

Training for SAT Suite of Assessments
Test Coordinators and Staff

Learn how to administer the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9; keep the tests standardized, fair and maintain an environment where students can do their best.

- Self-paced interactive modules specific to your role that you can test out of, depending on level of experience
- Access most resources and guides for the assessments you are supporting
- Coordinators: view staff training progress to understand how prepared your location is for test day

Sign In
Sign in to your College Board account to personalize your visit

Continue

Don't have an account?
Create Account

Test Coordinator Online Training Completion Dashboard

- Test coordinators will be able to track staff training completion.

- Test coordinators who conduct in-person trainings for proctors and monitors will be able to record their staff members' training status as having been trained on site.

CSDE's CT SAT School Day Website

Recorded webinars, manuals/guides, and resources will be added to the webpage throughout the school year. Register for email updates to automatically receive the Student Assessment News.

Who to contact, when, and how

State Policy/Procedure Question?
(i.e., not related to College Board policy or systems)

CSDE:
Michelle Rosado
860-713-6748
Michelle.Rosado@ct.gov

Deirdre Ducharme
860-713-6859
Deirdre.Ducharme@ct.gov
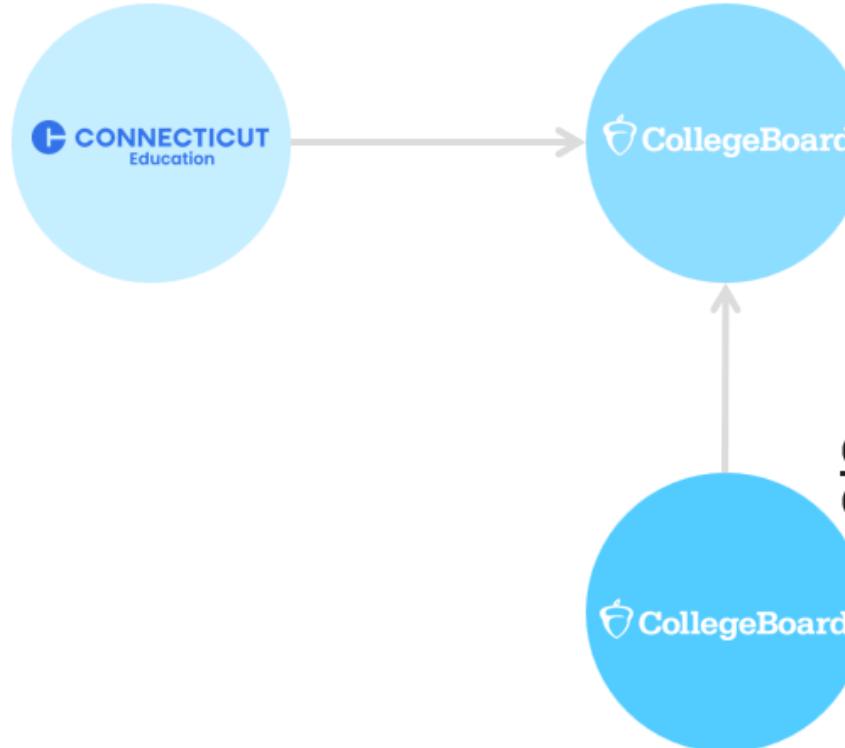
Your State Implementation Manager

- Receives questions from CSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- Proactive outreach if College Board monitoring raises concern*

College Board Policy/Procedure Question *(including troubleshooting)***?**

- **866-609-2205**
  ctsat@collegeboard.org
  This state contract-specific aid is fastest way for your question to be heard and responded to.

- Please specify your state in the opening of your call or email.

Q&A

Thank You!