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# Getting Ready for Test Day

March 9, 2022



## Attendee Reminders



- Thanks for attending!
- Please use the chat to submit questions.
- This session is being recorded and will be posted on the CSDE SAT School Day webpage.

# Attendee Reminders



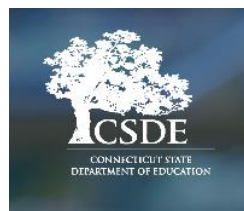
- Contact information:
  - Michelle Rosado
    - Phone: 860-713-6748
    - Email: [michelle.rosado@ct.gov](mailto:michelle.rosado@ct.gov)
  - Deirdre Ducharme
    - Phone: 860-713-6859
    - Email: [deirdre.ducharme@ct.gov](mailto:deirdre.ducharme@ct.gov)
  - College Board
    - Phone: 855-373-6387
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

# CT SAT Digital Test Dates

Connecticut SAT School Day	
Primary test dates- Students who are absent can use the test dates in March to do make-ups.	March 23-25 March 29-30  Accommodated testing window: March 23-April 5
Makeup test dates	April 26-28

# Digital Testing Events/ Resources

- CSDE SAT School Day Website
- Manuals
  - [Coordinator Manual](#)
  - [Standard Testing Room Manual](#)
  - [Accommodated Testing Manual](#)
- [Digital Testing Quick Start Guide](#)
- [TIDE User Guide](#)
- [TA User Guide](#)



Event	Dates
CSDE Sends PSIS File Bulk Upload to College Board's TIDE	January 14, February 4, February 18, March 8, March 18, March 25, April 22 and 26, 2022
SSD Coordinators and/or Test Coordinators for Schools Set Test Settings for Approved Accommodations into College Board's TIDE	Complete before test date
College Board Online Training Modules for Test Coordinator and Proctors	Complete before test date
Connecticut SAT School Day (Digital Administration)	March 23-25 and 29-30, 2022 Make-up Window: April 26-28, 2022 Schools can use all dates to test students. All students do not need to be tested on the same day. Schools do not need to inform the CSDE which date or dates have been selected for testing.

**CSDE Connecticut SAT Web Site**

[Connecticut SAT School Day--Related Resources](#)



# Accessing the Digital SAT

## College Board's Digital Test Portal

<https://digitaltesting.collegeboard.org/>

**Digital Testing** [Home](#) [About Digital Testing](#) [Test Day Planning](#) [Digital Preparedness](#) [Accommodations](#) [More](#)

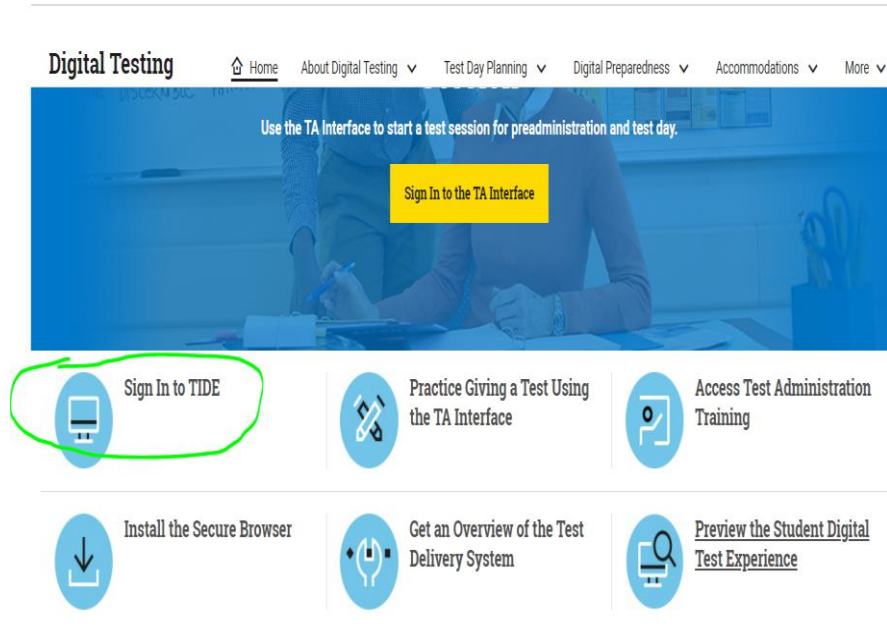
### Administer a Digital Test Session

Use the TA Interface to start a test session for preadministration and test day.

[Sign In to the TA Interface](#)

[Sign In to TIDE](#) [Practice Giving a Test Using the TA Interface](#) [Access Test Administration Training](#)

# College Board's TIDE



- Sign in at **College Board TIDE**  
<https://cb.tide.cambiumast.com/>
- **This is not the same the TIDE used for NGSS or Smarter. Users must have an different account and log-in at a different website.**
- Coordinators must create proctor accounts in College Board's TIDE for each proctor in order to administer the CT SAT.
- See page 10 of the [TIDE User Manual](#) for instructions on adding users one at a time or in a bulk upload.
- Schools cannot add or modify students demographics in TIDE. All updates must be made in PSIS.

# Student Registration in TIDE

CSDE Sends PSIS File Bulk Upload to College Board's TIDE

January 14, February 4, February 18, March 8, March 18, March 25, April 22 and 26, 2022

- The CSDE submits multiple files from PSIS to the College Board (CB).
- All Grade 11 students in PSIS registration as of April 26, 2022, will be registered by the CSDE through a bulk registration process and will be listed in CB's TIDE.
- Please make sure your district's PSIS Coordinator maintains an updated list of Grade 11 students.
- Test coordinators may not remove or update any student registrations once in TIDE. Coordinators should work with the district PSIS coordinator to make changes to student records.
- If a student is registered but subsequently withdraws from your school or the student moves out of grade 11, the student will not be removed from TIDE. However, registrations in TIDE do not impact accountability reporting. College Board customer service is not able to remove these students from TIDE.



# Student Practice

Students can use the [Student Digital Test Preview](#) to see what their testing experience will be like. No sign-in is required.

## Please Sign In


☒ **Guest User**  
Toggle to sign in as yourself







☒ **Guest Session**  
Toggle to join an active session

Sign In

# Student Practice

- All students should take a practice test to become familiar with the digital test platform, test format and universal tools.
- Eligible students should use the Practice Site to try-out digital alternate accommodations applicable to their documented disability and accessibility needs (e.g. Text-to-Speech, Zoom) to ensure appropriate access.
- If appropriate, test functionality of assistive technology/third-party software by activating permissive mode.

 **Reading/Seeing Text**

	Text-to-Speech/Assistive Technology	<div>None</div> <div><div>✓ None</div><div>TTS (Read Text Only)</div><div>TTS (Read Text and Graphics)</div><div>AT (JAWS, NVDA, Braille Display, etc.)</div></div>
	Zoom  Font Size	
	Color Contrast	
	Mouse Pointer	<div>System Default</div>
	Streamline Mode	<div><div></div>OFF</div>
	Permissive Mode	<div><div></div>OFF</div>

# Proctor Practice

Proctors can practice giving the test at

<https://digitaltesting.collegeboard.org/test-day-planning/proctor-practice>



1. Solo Practice
2. Paired Practice
3. Pre-administration Session

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

## Proctor Practice

**Test Day Planning**

- Roles and Responsibilities
- Coordinator To-Dos
- Room Setup
- Proctor Practice**
- Preadministration Sessions

Proctors use the TA Interface to administer the digital tests and monitor the test session. Test day scripts guide proctors every step of the way, but practice can increase their readiness and confidence.

There are three opportunities for proctors to find out what it's like to administer a digital test on the TA Interface.

### 1. Solo Practice: Interactive Simulation

Start by clicking through a simulation on your own. You won't need to sign in but you will be prompted to enter an email address to accept the terms and

# Test Coordinator Training

## My Tools And Services

Tool or Service	My Role
<a href="#">AP® Teacher Community ▶</a>	N/A
<a href="#">K-12 Assessment Reporting ▶</a>	<a href="#">multiple roles</a>
<a href="#">Managing Access to support K-12 Assessment Reporting ▶</a>	Access Management/DAT (K-12)
<a href="#">Membership Community ▶</a>	N/A
<a href="#">Pre-AP Ordering ▶</a>	N/A
<a href="#">Speaker Consultant Portal ▶</a>	N/A
<a href="#">Test Administration Training for the SAT Suite of Assessments ▶</a>	N/A

- Access your [training courses](#) for the digital tests in the SAT® Suite of Assessments. Make sure staff are trained and prepared for the upcoming administration.
- Share the online training email with staff assisting on test day and ask them to review the [Proctor Checklist](#).
- In order to access the training, you must choose the March 23 test date regardless of which date in March you have chosen to test.
- A College Board professional account is required to access all training. To sign up for one go to [the College Board's web site](#).
- There are 3 modules available in the test coordinator role: **TIDE Training, Test Coordinator Training and Proctor Training**. Each test coordinator is required to complete all 3 modules. Any staff member in the proctor role who is administering the test is required to complete the proctor training.
- The link for training is <http://professionaltraining.collegeboard.org>.

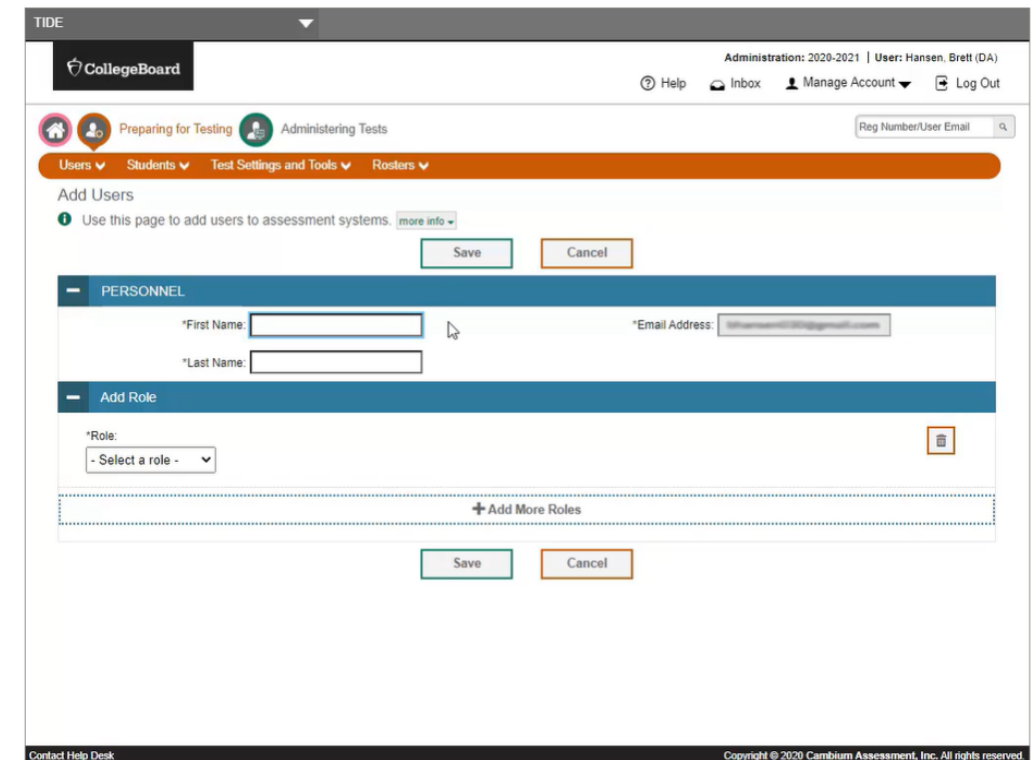
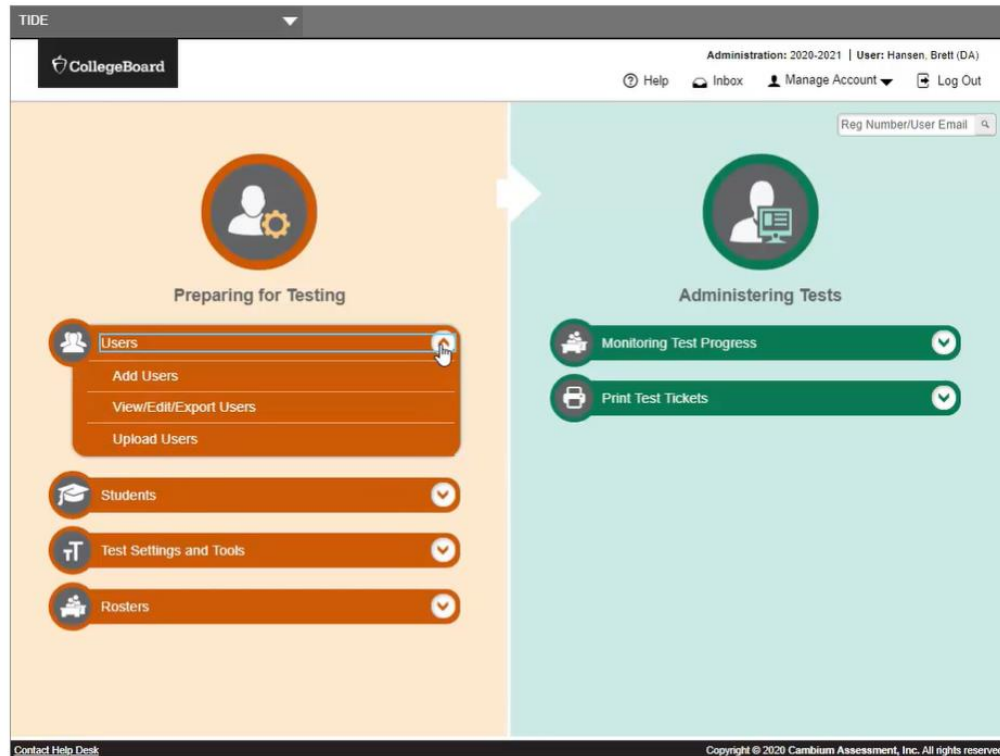


# Pre-Admin or Questionnaire

- Questionnaire instructions for CT SAT were included in your shipment of materials. Schools can also do the Questionnaire portion directly following the test. [2122-DigSDY-312-CT-SAT-SDY-SASI.indd](#).
- Use script for students without consent to complete questionnaire in Preadmin session (Pg. 8 in Standard testing room manual).
- Follow “after the test” scripting (on pg. 29) for students that still have to complete questionnaire/ score sends.
- Holding a [pre-administration session](#) allows students to identify where they want their 4 free score reports to be sent, which saves time on test day. During the session students can also familiarize themselves with the digital testing platform and staff can ensure they know how to deliver the test.
- Students who do not plan to send scores, do NOT need to participate in the questionnaire session.
- Schools do NOT need parental consent for the questionnaire because students will not be answering the extended questionnaire. Students will be answering two questions and adding their 4 free score sends.
- If a pre-administration session cannot be held prior to test day, instructions in the manuals indicate to have students complete these activities after testing and before students are dismissed from the testing room on test day.



# Creating Accounts for Access to TIDE

Test Coordinators can create accounts in College Board's TIDE for school staff in the role of DA or proctor. This is covered in detail in the TIDE Training and the [TIDE User Manual](#) beginning on page 10.




# College Board TIDE Accounts


- ✓ All SAT test coordinators should now have access to the College Board's TIDE, which should be accessed from the College Board [digital testing portal](#). Do not access TIDE for the SAT School Day as you do for other state assessments.
- ✓ The use of rosters in TIDE is optional; however, it does help coordinators organize the administration and print test tickets in groups.
- ✓ Proctors must have an account in College Board's TIDE in order to administer the CT SAT.


Roles and Permissions			
		 Test Coordinator	 Proctors
Task		Digital Admin (DA)	Proctor (PR)
Viewing Student		✓	✓
Viewing and Editing Test Settings		✓	View Only
Viewing and Editing User Details		✓	
Working with Rosters of Students		✓	✓
Generating Plan and Manage Testing Reports		✓	✓

### Digital Admin

User and student setup

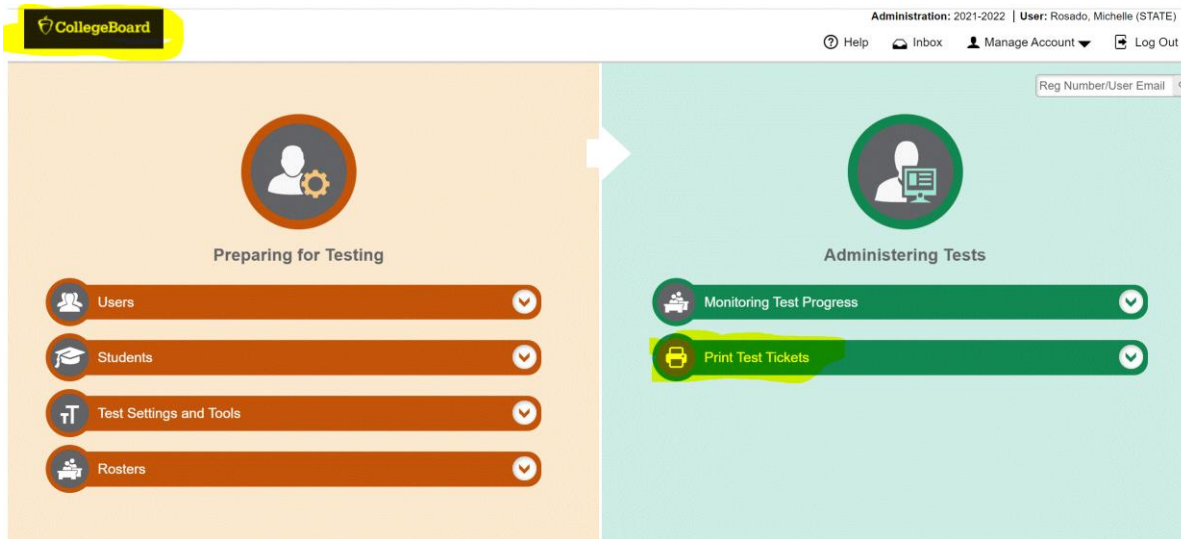
  
Test Coordinator

  
SSD Coordinator

  
Technology Coordinator

CollegeBoard

# Student Test Tickets- Required for Testing



- Each student must have their own test ticket to access the test or pre-administration session (Questionnaire).
- On test day, proctors will distribute the tickets to the students assigned to their testing room.
- TIDE generates the test tickets as a PDF for download. You can print the tickets from your student list or from the roster view if you created rosters in TIDE.
- Test tickets for students testing in the accommodated testing window (as designated on the Nonstandard Administration Report [NAR] in SSD Online) will use test tickets from the March 23 administration. The specific dates of the accommodated window will not be listed in TIDE.



# College Board Secure Browser- Required for Testing

- ✓ Install the secure browser on every school owned device students will use to take the CT SAT.
- ✓ <https://digitaltesting.collegeboard.org/digital-preparedness/cb-secure-browser-installation>
- ✓ 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.



**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

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:

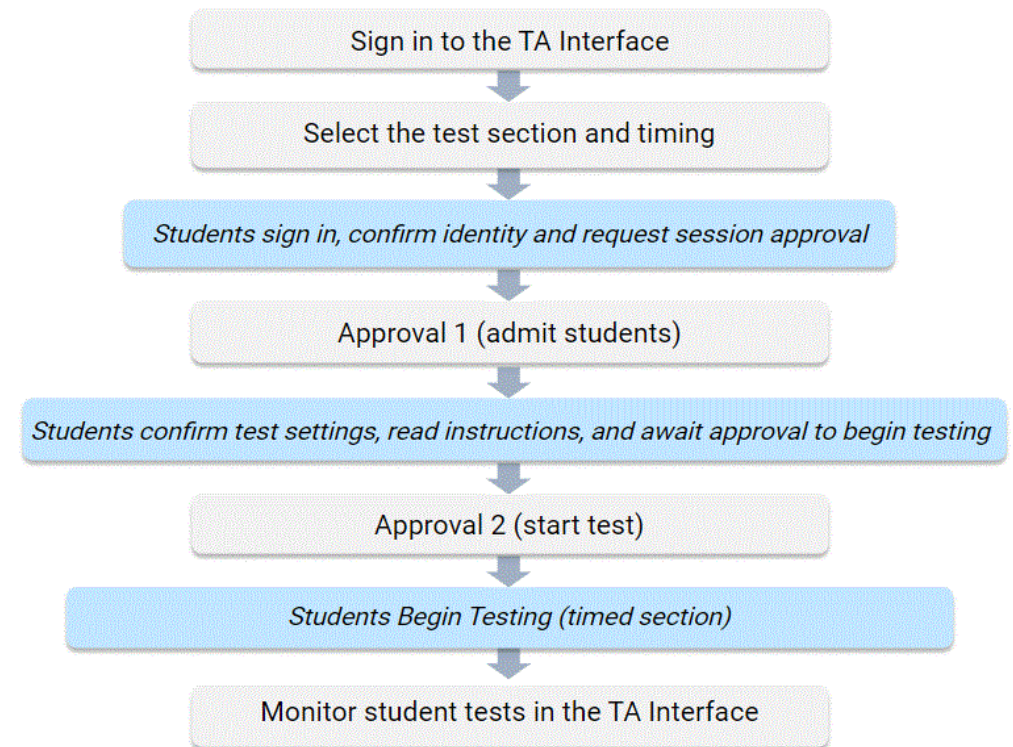
- 1 Launch SecureTestBrowser

# College Board TA Interface- Required for Testing

- ✓ Proctors need accounts in TIDE to access the TA Interface.
- ✓ Proctors use the TA Interface to launch the digital test session and questionnaire session.
- ✓ Proctors access the TA Interface on the College Board's Digital Portal <https://digitaltesting.collegeboard.org/>.



## Review TA Interface Steps

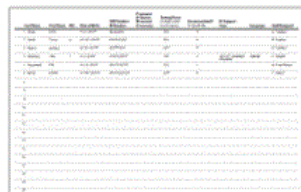


# Proctor Materials

## Proctor Materials

Each proctor should receive a packet of materials:

- Roster of assigned students
- Test tickets for each student
- Standard Testing Manual, or Accommodated Manual if applicable; with seating chart
- Digital Quick Start Guide
- Blank Irregularity Report (IR) form
- Request to Cancel Test Scores form
- Scratch paper (5 sheets per student)
- Pencils and pens



Student ID	Student Name	Student Email	Student Phone	Student Address	Student City	Student State	Student Zip
1000000001	John Doe	john.doe@school.edu	555-555-5555	123 Main St	New York	NY	10001
1000000002	Jane Smith	jane.smith@school.edu	555-555-5556	456 Elm St	New York	NY	10002
1000000003	Michael Johnson	michael.johnson@school.edu	555-555-5557	789 Oak St	New York	NY	10003
1000000004	Sarah Lee	sarah.lee@school.edu	555-555-5558	101 Pine St	New York	NY	10004
1000000005	David Kim	david.kim@school.edu	555-555-5559	202 Birch St	New York	NY	10005



TEST TICKET

TEST DATE: 03/01/2022

TEST TIME: 08:00 AM

NAME: \_\_\_\_\_

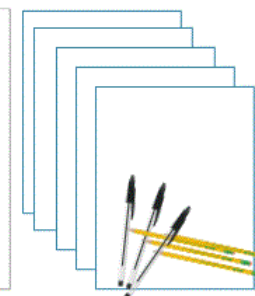
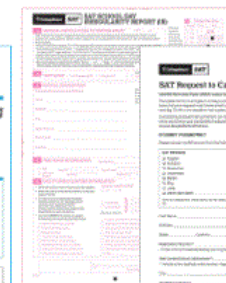
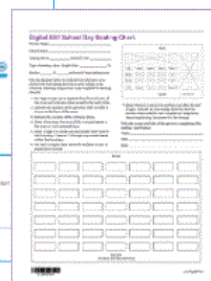
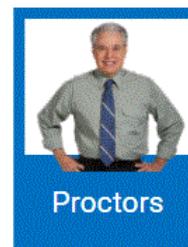
STUDENT ID: 0000000001

SCHOOL: NEW YORK SCHOOL

GRADE: 10

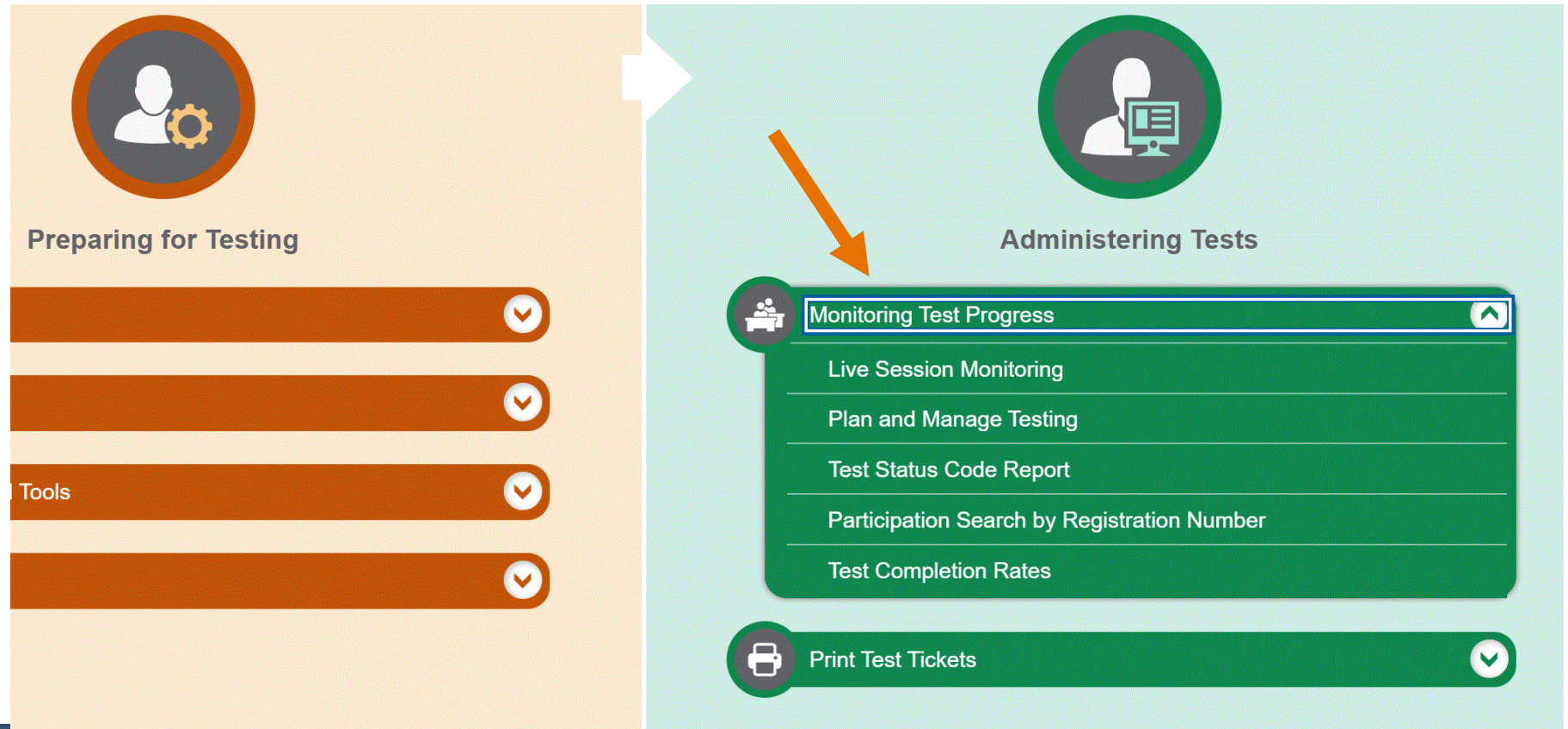
TEST: SAT

Registration Number: 0000000001





# Monitoring Testing in CB TIDE





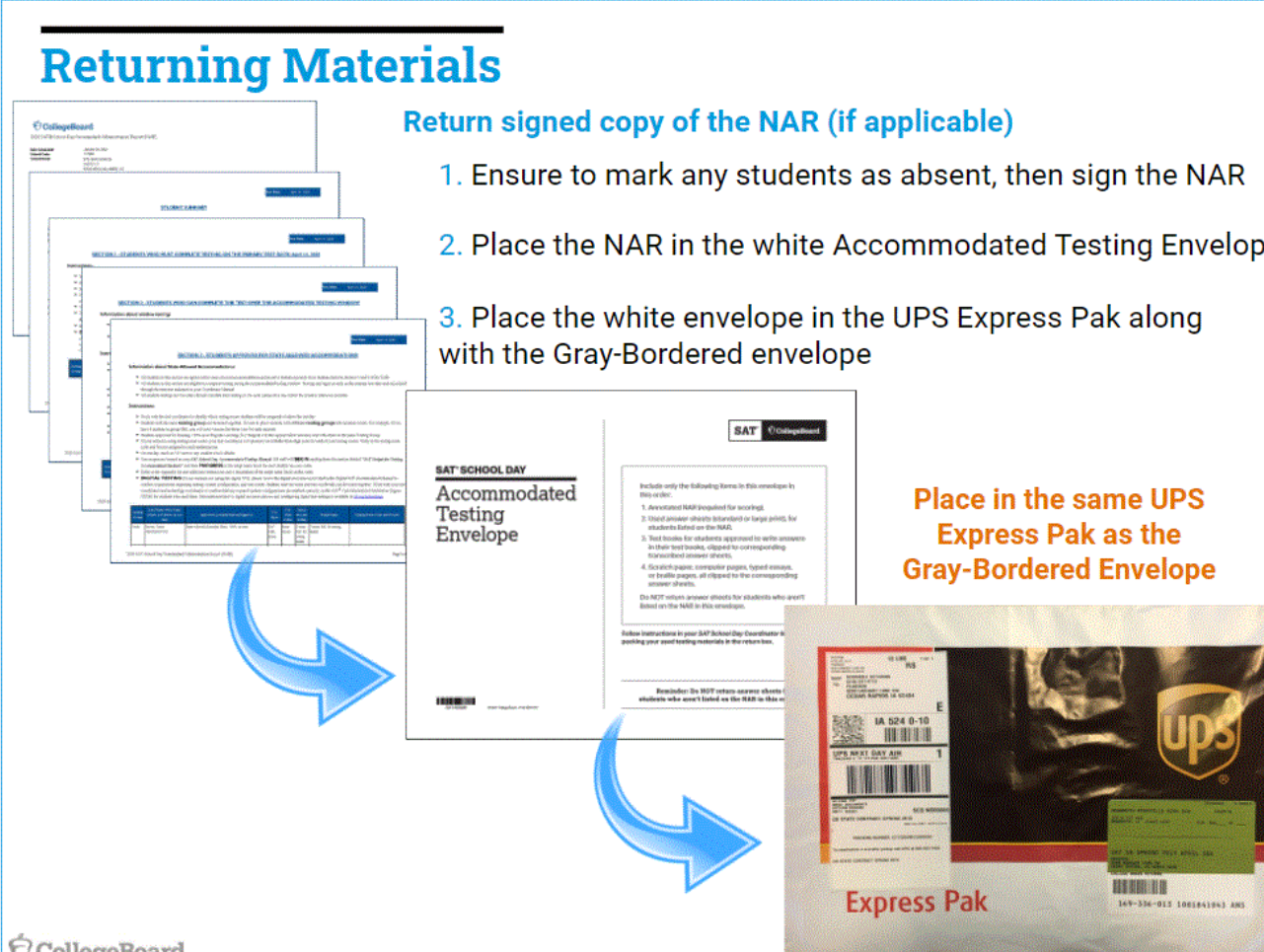
# What Materials Need to be Returned?

See page 40 of the  
Test Coordinator  
Manual.

## Returning Materials

Return signed copy of the NAR (if applicable)

1. Ensure to mark any students as absent, then sign the NAR
2. Place the NAR in the white Accommodated Testing Envelope
3. Place the white envelope in the UPS Express Pak along with the Gray-Bordered envelope



Include only the following items in this envelope:

1. Accommodated NAR (required for scoring)
2. Student answer sheets (blank or large print, for students listed on the NAR)
3. Test booklet for students approved to write answers in their test booklet, clipped to corresponding standardized answer sheets
4. Scratch paper, computer paper, typed answers, or bubble pages, all clipped to the corresponding answer sheets

Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.

Below instructions to your SAT School Day Coordinator for packing your used testing materials in the return box.

Remember: Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.

Express Pak

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## Student Results

Students must have a College Board account to view results.

Scores for students that test in the primary window will begin to release on April 15. Scores for students the test in the makeup window will begin to release on May 19.

# Digital Testing with Tools, Accommodations, & Supports

Tools/Accommodations/Supports	Descriptions		College Board SSD Approval	TIDE Configuration
<b>Universal Tools</b>	<ul style="list-style-type: none"> <li>• Highlighter</li> <li>• Line Focus</li> <li>• Mark for Review</li> <li>• Notes</li> <li>• Embedded Calculator (Math Test – Calculator)</li> </ul>	<ul style="list-style-type: none"> <li>• Reference (Math Formulas)</li> <li>• Strikethrough</li> <li>• Student Clock</li> <li>• Zoom In/Zoom Out</li> </ul>	No approval required	None
<b>Digital Accommodations</b>	<ul style="list-style-type: none"> <li>• Test Time and Breaks</li> <li>• TTS/Assistive Technology</li> <li>• Color Contrast</li> <li>• Font Size</li> </ul>	<ul style="list-style-type: none"> <li>• Mouse Pointer</li> <li>• Streamline Mode</li> <li>• Permissive Mode</li> <li>• 4-Function Calculator (Math Test – No Calculator)</li> </ul>	Approval required	Configure Test Settings
<b>Non-Embedded Accommodations</b>	<ul style="list-style-type: none"> <li>• Braille/Raised Line Drawings</li> <li>• Food/Drink/Medication</li> <li>• Handheld Calculator</li> <li>• Human Reader</li> <li>• Modified Settings</li> </ul>	<ul style="list-style-type: none"> <li>• Paper Test Book</li> <li>• Printed Copy of Verbal Instructions</li> <li>• Scribe</li> <li>• Small Group Testing</li> </ul>	Approval required	For accommodations being administered that are not listed in TIDE, select “Yes” for “Non-Embedded Accommodations.”
<b>English Learner (EL) Supports</b>	<ul style="list-style-type: none"> <li>• EL - Time and One-Half (+50%)</li> </ul>	<ul style="list-style-type: none"> <li>• Translated test directions</li> <li>• Word-to-word bilingual dictionary</li> </ul>	Time and One-Half (+50%) must be entered in SSD Online	Configure Test Time and Breaks for Time and One-Half (+50%)

# Digital Alternatives

You can find a chart with common accommodations and their digital alternatives in the Digital SAT Test Coordinator Manual (pg. 59).

Resources:

[Accommodations Crosswalk](#)

[Guide for Adjusting Test Settings in TIDE for Accommodations and Supports](#)

[2022 Connecticut SAT School Day Accessibility Chart](#)

[Assessment Guidelines](#)



## Digital Alternatives

DIGITAL ALTERNATIVES		
SSD Accommodation	Digital Alternative	Room Type
<ul style="list-style-type: none"><li>Assistive Technology–Compatible (ATC) Test Form</li><li>Assistive Technology</li><li>Braille with Raised Line Drawings</li><li>Braille Writer</li><li>Raised Line Drawings<sup>1</sup></li></ul>	AT (JAWS, NVDA, Braille Display, etc.)	Accommodated
<ul style="list-style-type: none"><li>Pre-recorded Audio (MP3 via streaming)</li><li>Human Reader</li></ul>	TTS (Read Text and Graphics) with Double Time or TTS (Read Text Only) with Time and One-Half	Accommodated
<ul style="list-style-type: none"><li>Breaks: Extra, Extended, As Needed</li></ul>	Test Time and Breaks	Accommodated
<ul style="list-style-type: none"><li>Large-Print Test Book – Other</li><li>Large-Print (Large-Block) Answer Sheet</li><li>Magnification Device (electronic/ nonelectronic)</li></ul>	Zoom   Font Size	Standard (if no extended time accommodation)
<ul style="list-style-type: none"><li>Colored Overlay</li></ul>	Color Contrast (18 available options)	Standard (if no extended time accommodation)
<ul style="list-style-type: none"><li>4-Function Calculator</li></ul>	4-Function Calculator (Desmos Online)	Standard (if no extended time accommodation)
<ul style="list-style-type: none"><li>Other: Linear Presentation</li></ul>	Streamlined Mode	Standard (if no extended time accommodation)
<ul style="list-style-type: none"><li>Other: Pointing Device</li></ul>	Mouse Pointer	Standard (aligned with Color Contrast and Zoom)

<sup>1</sup> Raised line drawings should be ordered when using screen readers and/or refreshable braille devices.



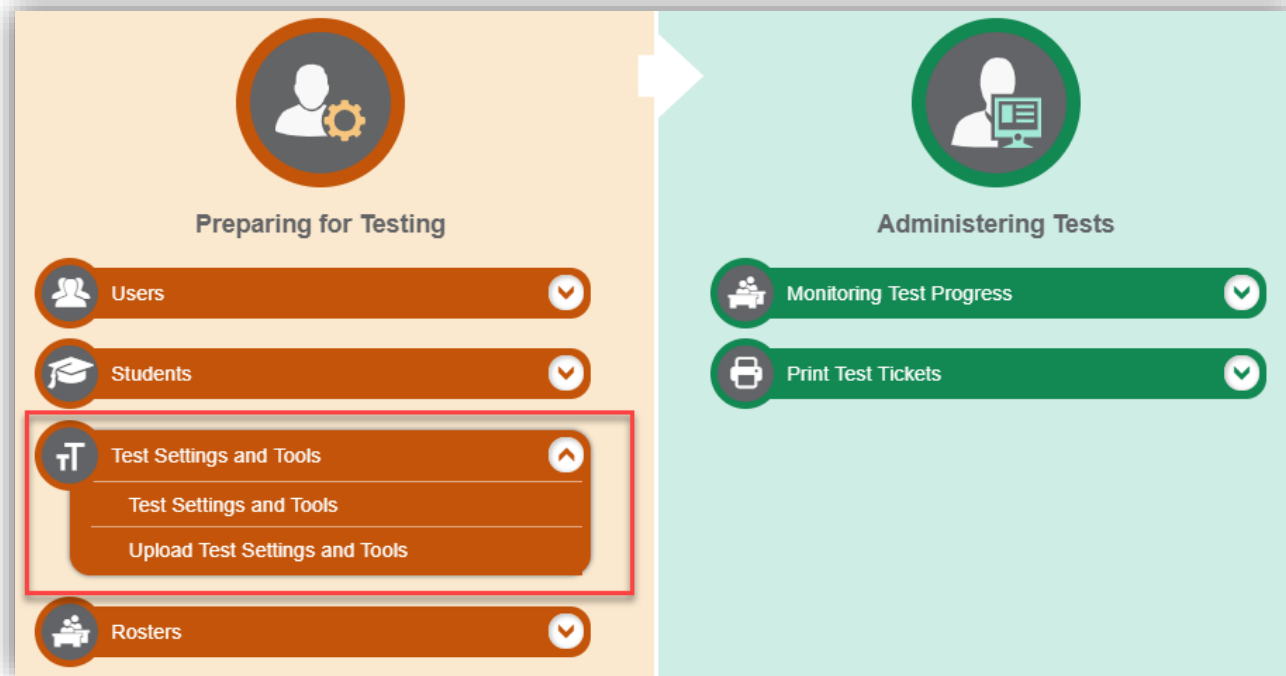
# Paper Test Book as an Accommodation

- Some students may test with accommodations (i.e., paper, large print, or braille test book) when the digital accommodations are not appropriate. If this is the case, test material must be ordered in advance through the College Board.
- Large-Print Test booklet requests for font size larger than 24 must be ordered several weeks in advance of testing.
- Proctors will follow the instructions in the paper test administration manual for Connecticut SAT School Day.

Accommodation	What To know	Recommended Use
<b>Paper Test Book</b>	<ul style="list-style-type: none"><li>• Digital tests in the SAT Suite of Assessments are provided online through a secure browser. Schools will not automatically receive paper test booklets.</li></ul>	<p>A paper-based assessment is available for students who are unable to take a computer-based assessment due to an identified disability. This accommodation is appropriate for a small number of students whose need is documented in an IEP or 504 plan and who have no other way to access the test.</p> <p><b>To receive paper test books:</b></p> <ul style="list-style-type: none"><li>• <i>Test coordinators will need to contact College Board to request paper test books no later than March 16, 2022:</i><ul style="list-style-type: none"><li>• <i>Phone (855) 373-6387</i></li><li>• <i>Email: SATSchoolDay@collegeboard.org</i></li></ul></li></ul>

# Digital Accommodations – CB TIDE Dashboard

## College Board's TIDE Dashboard



- All students taking the Connecticut SAT digital assessment must use the secure browser. Digital alternatives for College Board-approved accommodations must be enabled in TIDE before test day.
- The **Test Settings and Tools** menu allows the test coordinators and SSD coordinators to view and edit accessibility features and accommodations for students approved to test with an accommodation and/or EL support of 50% time and one-half.

# Digital Accommodations - Managing Student Test Settings

## TIDE - Test Settings and Tools

There are four sections in the Student Profile for configuring the test settings and tools:

- **Section 3** – State or College Board Approved Accommodations
- **Section 4** – Test Time and Breaks
- **Section 5** – Reading/Seeing Text
- **Section 6** – Four-Function Calculator

\*Configure Section 4 if accommodations are set in Section 5.

CollegeBoard Administration: 2019-2020 | User: Loew, Christine (PR)

View/Edit Student: Demo Student

Use this form to modify a student's settings. [more info](#)

Save Cancel

Go to section:

- + Demographics
- + Student Participation
- + State or College Board Approved Accommodations (Click more info above)
- + Test Time and Breaks
- + Reading/Seeing Text
- + Four-Function Calculator

Save Cancel

[Contact Help Desk](#)

# Digital Accommodations – Test Settings and Tools

CB TIDE

## Test Setting and Tools

Use this form to modify a student's settings. [more info](#)

[Save](#) [Cancel](#)

**Go to section:**

- 1
- 2
- 3
- 4
- 5
- 6

**+** Demographics

**+** Student Participation

**-** State or College Board Approved Accommodations (Click more info above)

Accommodations: [College Board Accommodations](#)

English Learner (EL) Supports: ☐ Yes ☒ No

Non-Embedded Accommodations: ☐ Yes ☒ No

**-** Test Time and Breaks

Test Time and Breaks	0 - Questionnaire	1 - Reading Test	2 - Writing and Language Test	3 - Math Test - No Calculator	4 - Math Test - Calculator	5 - SAT Essay
Test Time and Breaks		Standard Time	Standard Time	Standard Time	Standard Time	Standard Time

**-** Reading/Seeing Text

Reading/Seeing Text	0 - Questionnaire	1 - Reading Test	2 - Writing and Language Test	3 - Math Test - No Calculator	4 - Math Test - Calculator	5 - SAT Essay
Text-to-Speech/Assistive Technology	None	None	None	None	None	None
Zoom   Font Size	Level 0   12 pt. (No zoom )	Level 0   12 pt. (No zoom )	Level 0   12 pt. (No zoom )	Level 0   12 pt. (No zoom )	Level 0   12 pt. (No zoom )	Level 0   12 pt. (No zoom )
Color Contrast	None   Black on White	None   Black on White	None   Black on White	None   Black on White	None   Black on White	None   Black on White
Mouse Pointer	System Default	System Default	System Default	System Default	System Default	System Default
Streamline Mode	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF
Permissive Mode	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF	<input type="checkbox"/> OFF

**-** Four-Function Calculator

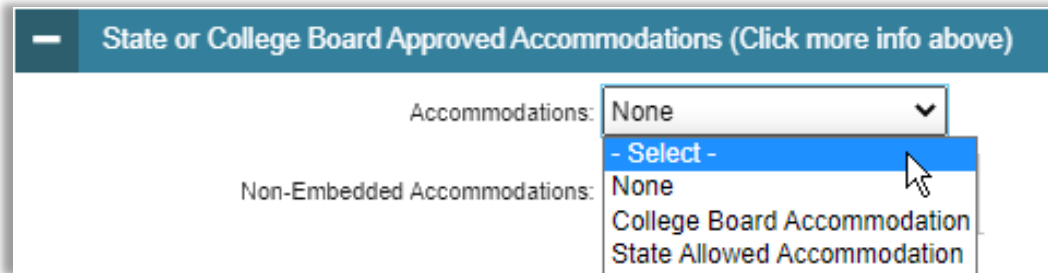
Four-Function Calculator	0 - Questionnaire	1 - Reading Test	2 - Writing and Language Test	3 - Math Test - No Calculator	4 - Math Test - Calculator	5 - SAT Essay
Four-Function Calculator				<input type="checkbox"/> OFF		

[Save](#) [Cancel](#)



# Accommodation Attributes

## College Board Approved Accommodations



State or College Board Approved Accommodations (Click more info above)

Accommodations: None

Non-Embedded Accommodations: None

College Board Accommodation

State Allowed Accommodation

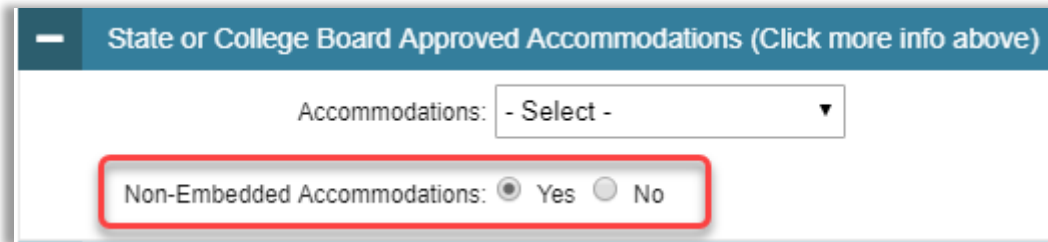
In the Accommodations drop-down:

- Select **College Board Accommodations** if the accommodations have been approved by the College Board Services for Students with Disabilities (SSD) program. Note: Do not select State Allowed Accommodation as this option does not apply to the CT SAT School Day.

Use the NAR to identify students approved to use accommodations.

If accommodations were not approved, do not set test settings in TIDE.

## Non-Embedded Accommodations



State or College Board Approved Accommodations (Click more info above)

Accommodations: - Select -

Non-Embedded Accommodations: ☒ Yes ☐ No

For any accommodation not being administered through the digital testing platform, and not listed in the test settings options, select “Yes” for Non-Embedded Accommodations. Note: There is no drop-down menu to select non-embedded accommodations. Use the NAR for planning and test-day preparations.

- |                                |                                       |
|--------------------------------|---------------------------------------|
| • Braille/Raised Line Drawings | • Paper Test Book                     |
| • Food/Drink/Medication        | • Printed Copy of Verbal Instructions |
| • Handheld Calculator          | • Scribe                              |
| • Human Reader                 | • Small Group Testing                 |
| • Modified Settings            |                                       |

# TIDE Test Setting Reminders

## Capturing Text to Speech

- Text-to-Speech (TTS) is the digital alternative to the MP3 and Human Reader accommodation used for paper-pencil testing.
- Three types of TSS are available:
  - ✓ TTS Read Text Only (TTS of test items)
  - ✓ TTS Read Text and Graphics (substantial reader support for students with visual or significant print disabilities)
  - ✓ Assistive Technology (AT) (JAWS, NVDA, Braille Display, etc.)
- Meet with your student to determine the extent of reader support needed based on disability and use during instruction.
- Establish an opportunity take a practice test to 1) ensure the appropriate digital alternative based on student's disability and need, and 2) practice locating/activating TTS through the test delivery system.
- Set TTS under the Reading/Seeing Text section on the student's TIDE dashboard.
- Set Test Time and Breaks based on TTS selection.
  - ✓ TTS Read Only- 50% Time and One-Half
  - ✓ TTS Read Text and Graphics (100% Double Time)
  - ✓ Assistive Technology (100% Double Time)

# TIDE Test Setting Reminders

## Capturing Extended Time

- For students approved for 50% time and one-half, choose 50% time and one-half for each test section as appropriate. As a reminder, if the student is approved for 50% ET in reading.
- For students approved for 50% time and one-half for Math *only*, choose 50% time and one-half for Math Sections 1 and 2, while the other subject areas remain defaulted to “standard.”
- For students approved for 100% double time, choose 100% for each test section as appropriate.
- For students approved for extended breaks *only*, choose extra/extended breaks for all test sections.
- For students approved for breaks as needed *only*, choose extra/extended breaks for each test section test the student in a 1:1 test setting. This will allow the proctor to pause the test when unscheduled breaks are requested by the student.
- If your student is approved to test with 50% or 100% *with* breaks as needed, select 50% or 100% for each appropriate test section and plan to test-in a 1:1 test setting. This will allow the proctor to pause the test when unscheduled breaks are requested by the student.

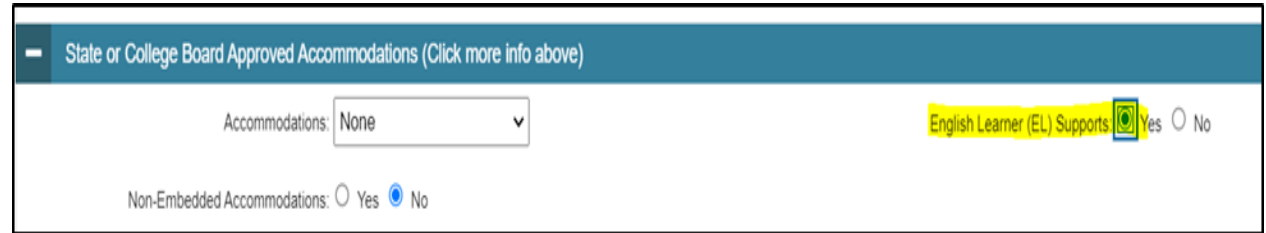
Reminder: Do not select Non-Embedded Accommodations for the purposes of capturing extended time.

# English Learner Supports

Resources:

[Testing Supports for English Learners](#)

- Only students using EL extended time need test settings configured in TIDE prior to test day. If your English Learner was approved to use 50% time and one-half in SSD:
  - ✓ Set the English (EL Supports) to Yes on the Student's TIDE dashboard.



State or College Board Approved Accommodations (Click more info above)

Accommodations: None

English Learner (EL) Supports ☒ Yes ☐ No

Non-Embedded Accommodations: ☐ Yes ☒ No

- ✓ Set 50% time and one-half for all test sections.
- English learners may also use the following supports:
  - ✓ College-Board approved [Word-to-Word Bilingual Dictionary](#)
  - ✓ Translated Test Directions (language selections available on the [CT SAT School Day webpage](#). See Special Populations section.)
  - ✓ Native Reader of Test Directions Only (for languages not translated)
- Do not set Non-Embedded Accommodations for English learners using other language supports. This field should remain defaulted to “No.”
- Be sure to download and print bilingual dictionaries and translated test directions prior to test day and disseminate on test day.



# Waiving Accommodations

If a student does not want to use an accommodation:

- The school should obtain a consent letter from the parent/guardian (and keep on file) indicating that the student will not use the accommodation(s) on the CT SAT School Day.
- The accommodation is still approved/available should the student use it on a different College-Board assessment at a later time.
- To permanently remove a College Board approved accommodation, the SSDC will need to select the student name from the dashboard, open the student profile and select **“remove accommodations”**
- SSD Coordinators should complete the Accommodations Change Form in SSD to permanently remove accommodation(s) for all College Board tests.

Contact SSD Customer Service for more information: 855-373-6387.

# Emergency Medical Issues/Injuries

- If a student needs temporary assistance for an injury such as a broken arm, sprain or concussion, submit the temporary form with the information as possible;  
<http://accommodations.collegeboard.org/pdf/state-provided-temporary-conditions-form.pdf>
- The support must be requested and approved before test day.
- Do not make these requests in SSD Online.
- The form contains detailed instructions for requesting supports and providing supporting documentation, including a description of the specific documentation that is needed for different types of temporary medical conditions.
- Contact 855-373-6387 and select SSD if you have questions