



# Digital Implementation Workshop for Test Coordinators

## Spring 2024 ISBE-provided SAT Suite of Assessments

January 2024



# SAT Suite Support



## College Board

## Illinois State Board of Education (ISBE)



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# Today's Agenda



## Objective

To provide a deep understanding of the ISBE-provided Spring 2024 Digital SAT with Essay, PSAT 10, and PSAT 8/9 (for grade 9) assessments and support school test coordinators to best prepare schools.

## Agenda

### Test Overview

- Testing Window and Key Deadlines
- Test Specifications
- Student Eligibility
- Staff Roles and Eligibility
- Fall 2023 to Spring 2024 Differences

### Before Test Day

- Accommodations and Supports
- Rostering
- Room Readiness
- Technology Readiness
- Digital Readiness Check
- Practice
- Test Day Toolkit

### On Test Day

- Student Check-In
- Proctors Check-In Students
- Monitoring Testing

### After The Test

- Score Return Dates
- College Board's K-12 Assessment Reporting Portal
- Student Score Reports

### Training and Communication

### Resources

### Questions and Answers

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

# Test Overview

Testing Window and Key Deadlines

Test Specifications

Student Eligibility

Staff Roles and Eligibility

Fall 2023 to Spring 2024 Differences

# Testing Window and Key Deadlines



# Spring 2024 Digital Testing Window for SAT with Essay, PSAT 10, and PSAT 8/9

## March 18-April 26, 2024

March 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					Good Friday	
April 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
Easter	8	9	10	11	12	13
7	15	16	17	18	19	20
14	21	22	23	24	25	26
Passover Begins	28	29	30			
		Passover Ends				

- Schools may test students on any weekday(s) during the six-week testing window.
- Any student who is absent on the primary test date selected by the school will be afforded at least one opportunity to test on a subsequent day(s) during the testing window, as feasible with scheduling and staffing.
- Schools can test in the morning and/or in the afternoon and run multiple testing sessions in one day.
- Retests will not be provisioned if a student's initial test date is April 23 – 26.

# Timeline of Key Activities

For more information about key dates and deadlines, visit the following links:

[ISBE-provided General Timeline](#)

[Invest in Kids Act \(IIKA\) Private Schools General Timeline](#)

Activity	SAT School Day Spring 2023-24
College Board Accommodation Requests	Deadline: January 30
EL Time and One-half Requests	Deadline: January 30
State Allowed Accommodation Requests	Deadline: January 30
Test Day Toolkit Available to Coordinators	Week of February 5
Required Test Staff Training Available (Online)	Starting February 5
Off-site Request Deadline	March 1
Digital Readiness Activities	Two Weeks to One Day Prior To Testing
State Testing Window	March 18 – April 26
Score Release in College Board's K-12 Reporting Portal	Starting April 16 Starting April 30 Starting May 14
Score Release in ISBE's Student Information System (SIS)	Anticipated July 8
Not Tested Reasons Due to ISBE	May-August

# SAT with Essay, PSAT 10, and PSAT 8/9

## Overall Testing Time (with breaks)

Timing	PSAT 10 and PSAT 8/9	SAT with Essay
Standard time (with breaks)	2 hours 24 minutes	3 hours 19 minutes

*Additional timing options are possible for some accommodations.*

Reading and Writing (SAT with Essay, PSAT 10, and PSAT 8/9)	Math (SAT with Essay, PSAT 10, and PSAT 8/9)	Essay (SAT only)
54 questions (1 section, 2 modules)	44 questions (1 section, 2 modules)	1 prompt (based on a passage of 650-700 words)
64 minutes (32 minutes per module)	70 minutes (35 minutes per module)	50 minutes
Discrete Questions Multiple Choice with 4 Options	Discrete Questions Multiple Choice with 4 Options (≈75%) Student-Produced Response (≈25%)	Keyboard required; tablet users will also be permitted to use a keyboard for the entire test.

*There is a 10-minute computer-timed break after the Reading and Writing section and, for those taking SAT with Essay, a 5-minute computer-timed break after the Math section.*



# Sample Testing Schedules (Standard Time)

## Sample #1

Timeline	Monday	Tuesday	Wednesday	Thursday	Friday
Week of March 18		SAT with Essay (all grade 11 and grade 12 <u>as required</u> )	PSAT 10 (all grade 10)	PSAT 8/9 (all grade 9)	
Week of March 25		All Assessments Reschedules and Retests	All Assessments Reschedules and Retests	All Assessments Reschedules and Retests	

## Sample #2

Timeline	Monday	Tuesday	Wednesday	Thursday	Friday
Week of April 1		Morning: SAT with Essay (all grade 11 and grade 12 <u>as required</u> )	Morning: PSAT 10 (½ grade 10)	Morning: PSAT 8/9 (all grade 9) Afternoon: PSAT 10 (½ grade 10)	
Week of April 15		All SAT with Essay Reschedules and Retests	All PSAT 10 Reschedules and Retests	All PSAT 8/9 Reschedules and Retests	

# Test Specifications

# Paper vs. Digital SAT Test Specifications – Reading & Writing



96 total questions (2 sections)

54 total questions (1 section)

100 total minutes (1.04 min/question)

64 total minutes (1.19 min/question)

Set based questions

Discrete questions

# Paper vs. Digital SAT Test Specifications – Math



58 total questions  
2 sections – calculator and no calculator

80 total minutes (1.38 min/question)

Discrete and set based questions  
Four-option multiple-choice ( $\approx 78\%$ )  
Student-produced response (SPR) ( $\approx 22\%$ )

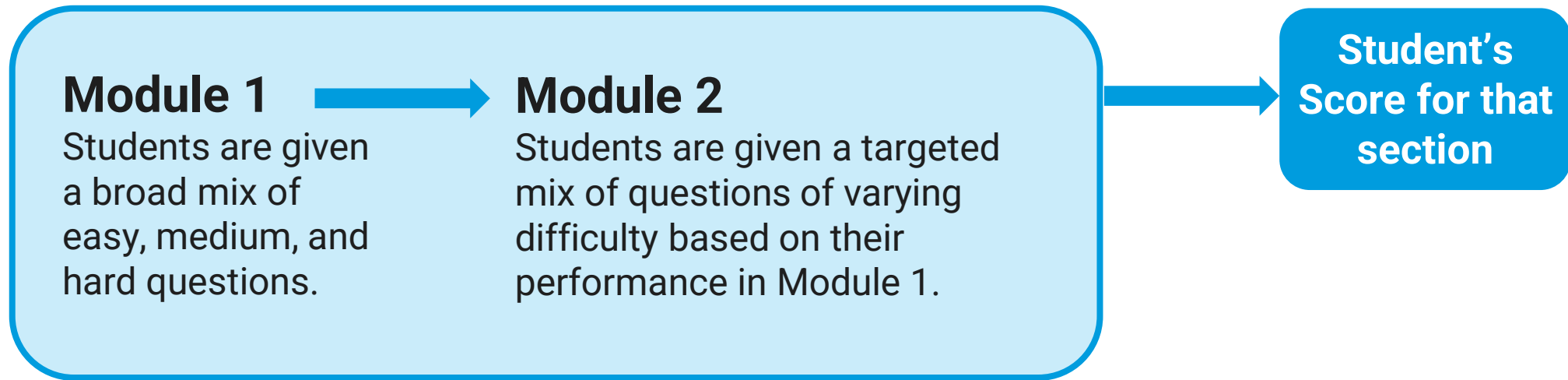


44 total questions  
1 section – with calculator

70 total minutes (1.59 min/question)

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

# Digital SAT with Essay, PSAT 10, and PSAT 8/9 have Two Modules per Section



NOTE: This set-up is called “**multi-stage**” adaptive. As opposed to “item” adaptive testing, students can go back to prior questions within a module, and the test adapts based upon a greater amount of student performance information than a single response.

# Essay Section

As you read the passage below, consider how Jimmy Carter uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Adapted from former US President Jimmy Carter, Foreword to *Arctic National Wildlife Refuge: Seasons of Life and Land, A Photographic Journey* by Subhankar Banerjee. ©2003 by Subhankar Banerjee.

1 The Arctic National Wildlife Refuge stands alone as America's last truly great wilderness. This magnificent area is as vast as it is wild, from the windswept coastal plain where polar bears and caribou give birth, to the towering Brooks Range where Dall sheep cling to cliffs and wolves howl in the midnight sun.

2 More than a decade ago, [my wife] Rosalynn and I had the fortunate opportunity to camp and hike in these regions of the Arctic Refuge. During bright July days, we walked along ancient caribou trails and studied the brilliant mosaic of wildflowers, mosses, and lichens that hugged the tundra. There was a timeless quality about this

- The Illinois State Board of Education (ISBE) requires SAT with Essay for all grade 11 Illinois public-school students (including those served at nonpublic facilities) and for some grade 12 public school students who have not tested previously or been identified as being exempt.
- Grade 11 students who receive scholarships through the IKA program are required to take the SAT with Essay.
- The essay section is 50 minutes for students using standard time.
- A computer keyboard is required for the essay portion of the SAT.
  - *Note: Tablet users will also be permitted to use a keyboard for the entire test.*

## SAT Essay Scoring Details



# Student Eligibility

# Student Eligibility

## ISBE-provided administrations

- All public-school students, whether served by their home school or outplaced to a serving school, are required to participate in state assessments based on their grade level in ISBE's Student Information System (SIS) at the time of testing, unless they will take the state's alternate assessment, DLM-AA, instead. This includes foreign exchange students and English learners.
- Students enrolled in SIS in grades 9, 10, and 11 will be rostered automatically for the PSAT 8/9, PSAT 10, and SAT with Essay, respectively.
- All public-school students enrolled in grade 12 who have not previously participated in an ISBE-provided administration of the SAT with Essay and are not exempt will also be rostered to test. More details are available in this [flowchart](#).
- All questions regarding student eligibility should be directed to ISBE by calling 866-317-6034 or writing to [assessment@isbe.net](mailto:assessment@isbe.net). Do not include any secure student information if sending an email inquiry.

# Staff Roles and Eligibility

# Testing Staff Roles and Responsibilities Overview



## School Test Coordinator (STC)

- Oversees planning and test day activities for ALL students, including those with accommodations
- Works with technology staff to ensure devices being used for testing meet technical requirements and Bluebook is installed
- Identifies staff to support test administration, ensures they have access to training and resources
- Prints and distributes sign-in tickets
- Submits irregularity reports



## Services for Students with Disabilities (SSD) Coordinator

- Submits accommodation requests for all students who require them
- Assists the STC in determining rooms and staff required for administering the test to students with accommodations
- Collaborates with the STC to administer the SAT to students testing with accommodations

# Testing Staff Roles and Responsibilities Overview



## Technology Coordinator

- Works with STC and SSD coordinators to meet student technology needs for test day
- Ensures devices used for testing meet technical specifications
- Installs Bluebook on student devices for testing
- Tests network configuration and internet connectivity in each testing room



## Technology Monitor\*

\*New required role for digital testing on testing days

- Assists students and staff with technical troubleshooting in the help room on test day
- This role can be filled by the district or school technology coordinator or another staff member altogether.



## Proctor

- Starts and monitors the test using Test Day Toolkit
- Actively monitors the room, assists students when needed, and keeps room free of distractions
- Distributes sign-in tickets to students
- Reports irregularities in Test Day Toolkit



## Room/Hall Monitor

- Directs students to assigned rooms
- Monitors rooms and hallways and provides relief to proctors
- Directs students to help room, break area, and restroom

# Test Staff Eligibility



Please note that while many requirements remain the same as in previous years, there are some key differences for the digital SAT Suite.

## School Test Coordinator:

- A staff member whose *child or household member* is testing in the **same building** may not serve as the STC for the same test their child or household member is taking.
- Staff members may serve as the STC for the same test their child or household member is taking if their *child or household member* attends a **different school (including within the district)**.

## Proctors:

- A staff member whose *child or household member* is testing may still **serve as a proctor**, but they may not **administer the test to their child or household member**.

## Technology Monitor:

- A staff member whose *child or household member* is testing in the **same building** may not serve as technology monitor.

**Note:** Staff members are not permitted to engage in any paid, private SAT Suite-related assessment preparation. Please note that this excludes teaching as part of the regular school curriculum.



# Fall 2023 to Spring 2024 Differences

# Fall 2023 to Spring 2024: What is Different?

College Board continues to learn from feedback to improve and enhance the digital testing experience.

Updated Item	Fall 2023	Spring 2024
<b>Guides</b>	Multiple Guides	One Test Coordinator Manual and one Proctor Manual with fewer supplemental guides.
<b>Scratch Paper</b>	3 pieces required for each student	1 piece required for each student; more allowed if requested
<b>Staff</b>	Individual Staff and Room Information Upload to Test Day Toolkit	Option For College Board Assistance for Bulk Staff Upload and Room Setup in Test Day Toolkit
<b>Digital Readiness Check</b>	No status reporting available for Digital Readiness Check	Exam Setup Status Available in the State Data Management System (SDMS)
<b>Rostering</b>	School/District Rostering: <ul style="list-style-type: none"> <li>Schools or Districts Upload Student Rosters To SAT Suite Ordering &amp; Registration (SSOR)</li> </ul>	ISBE Rostering: <ul style="list-style-type: none"> <li>ISBE Uploads Student Details Based on ISBE’s Student Information System (SIS)</li> <li>SSOR Not Used In Spring</li> <li>State Data Management System – for on-the-fly roster changes</li> </ul>
<b>Accommodations</b>	No State Allowed Accommodations	State Allowed Accommodations available
<b>EL Supports</b>	No English Language Supports for PSAT/NMSQT	English Language Supports available for SAT with Essay, PSAT 10, and PSAT 8/9

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

# Before Test Day

Accommodations and Supports

Rostering

Room Readiness

Technology Readiness

Digital Readiness Check

Practice

Test Day Toolkit

# Accommodations and Supports

# Accommodations



## Universal Tools

Some tools are available to all test takers and don't require accommodation requests:

- Zoom
- Color contrast
- Calculator (Desmos)
- Math Reference Sheet
- Annotator (highlighter and notepad)
- Mark for review
- Answer eliminator (Strikethrough)
- Question navigator (to quickly review and navigate to specific questions)
- Expand passage or item
- Student clock counts down time left for each section and gives a five-minute warning

- ❑ SSD Online is integrated with Test Day Toolkit and Bluebook. Approved accommodations in SSD Online will automatically transfer to Bluebook if matched to student information.
- ❑ College Board-approved accommodations, state-allowed accommodations, and extended time for EL students must be entered in SSD Online.
- ❑ For digital testing, the default for all accommodated students is online testing. Paper tests are available if:
  - Students cannot test digitally due to their disability, as stated in their IEP/Section 504 plan.

When a request for an accommodated paper test is approved in SSD Online, College Board will take proper measures to ship paper materials to the school for testing.

# Requesting Accommodations and EL Supports

- SSD Coordinators should request testing accommodations for students with disabilities and time and one-half support for English language learners in SSD Online.
  - Returning SSD Coordinators:  
Ensure access to SSD Online is still active.
  - New SSD Coordinators:  
Please complete the [SSD Online Access Request form](#) and return it to College Board. A Principal or Assistant Principal signature is required.



# Spring 2024 Deadlines

Activity	Deadline
College Board Approved Accommodations Requests	January 30, 2024
English Learner (EL) Time and One-Half Requests	January 30, 2024
State-Allowed Accommodations (SAAs) Requests <i>Open as of January 9, 2024</i>	January 30, 2024

- State-Allowed Accommodations should be used only in very rare circumstances, as they result in a non-college reportable score.
- Accommodations and Supports may be submitted after the deadline but are not guaranteed for approval in time for your scheduled test day.

# State Allowed Accommodations

State Allowed Accommodations (SAAs) are accommodations for tests that are not approved and/or supported by College Board but are approved for students testing in the ISBE-provided spring 2024 administration.

- Participation and diploma requirements are satisfied when students use SAAs.
- Scores for students using SAAs are not college reportable.

Select New Accommodation/Support Type

**College Board (CB) Approved Accommodations**

Accommodations for students with documented disabilities are available for all College Board tests. When College Board accommodations are used, students receive college and scholarship reportable scores. With limited exceptions, approved accommodations apply to all tests and do not need to be re-requested.

**English Learner (EL) Support**

EL supports are available for eligible students taking the PSAT 8/9, PSAT 10, and SAT School Day assessments. Eligible students meet EL criteria defined by their state or by federal policy, be enrolled in an elementary or secondary school in the U.S. or U.S. territories, and use the same supports for classroom assessments. Only the EL support of time and one-half needs to be entered into SSD Online.

**State Allowed Accommodations (SAA)**

SAAs are only available for the specific test administration for which they are requested. These supports will result in scores for the student, but scores received are NOT reportable to colleges or scholarship programs.

[Return to Dashboard](#)

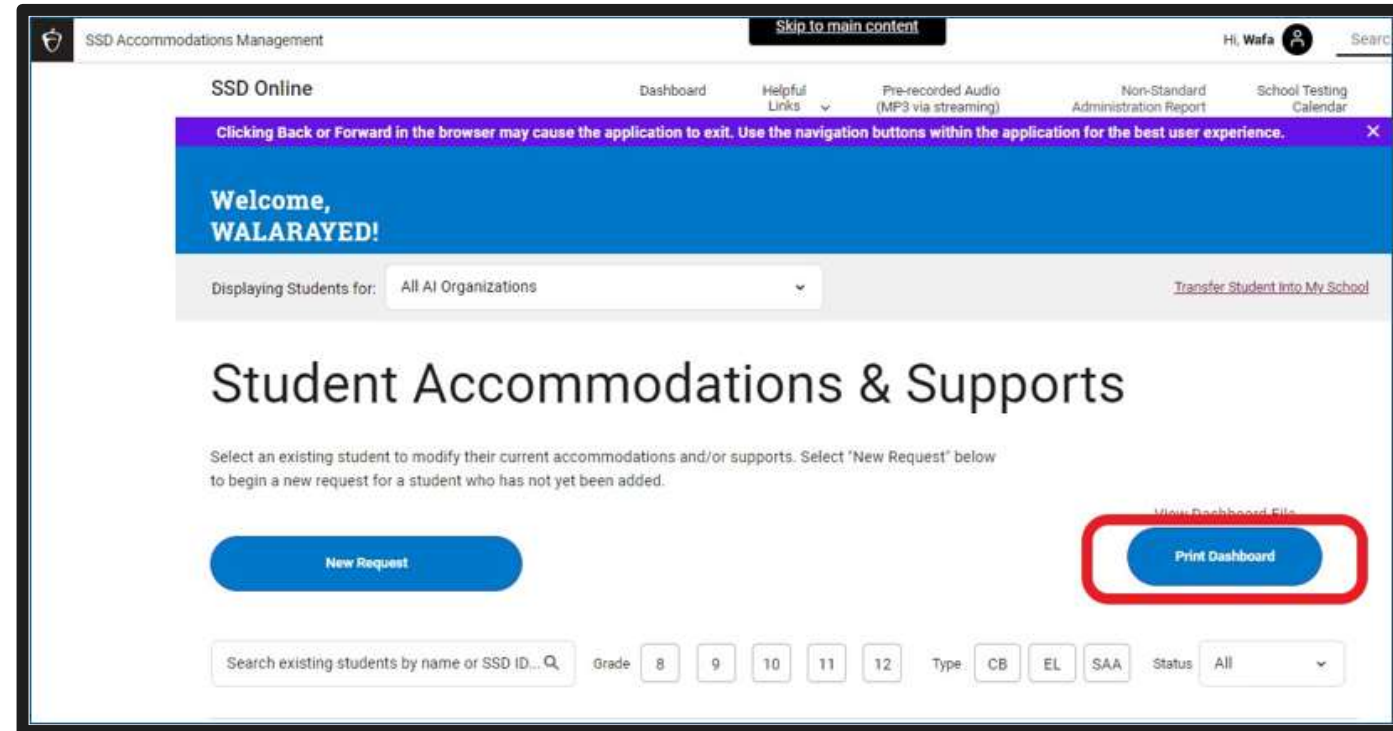
# Digital SAT and PSAT Testing Time (with Breaks)

Timing	SAT with Essay	PSAT 10 and PSAT 8/9
Standard time	3 hours 19 minutes	2 hours 24 minutes
Time and one-half (reading)	5 hours 16 minutes 20 min nutrition break included	3 hours 41 minutes
Time and one-half (math only)	3 hours 59 minutes	3 hours 4 minutes
Double time (reading)	6 hours 43 minutes* 20 min nutrition break included	4 hours 58 minutes 20 min nutrition break included
Double time (math only)	4 hours 34 minutes	3 hours 39 minutes

\*Testing over two days – Essay is on day 2. Additional timing options are possible for some unique accommodations.

# Printing the SSD Dashboard

- Review the approved accommodations for all students at your school to make sure they still meet students' needs.
- New this year, you can export the SSD Online dashboard to make this process easier.
  - Click the blue “Print Dashboard” button to export the dashboard.
  - Sort and filter data in the .csv file.



NOTE: The Nonstandard Administration Report (NAR) is no longer available. Please utilize the Print Dashboard functionality when planning testing rooms.

# Requesting a Paper Testing Accommodation

- Most students will take the digital SAT with Essay, PSAT 10, or PSAT 8/9 test.
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT with Essay, PSAT 10, and PSAT 8/9 are not adaptive tests and are **longer** testing experiences.
- SSD coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.

The screenshot displays the 'Accommodations' section of the SSD Online interface. It includes a header 'Accommodations' and a sub-section 'Extended Time' with an 'Add' button. Below this, there are lists for 'Request extended time for the following subjects:' (Reading, Writing, Mathematical Calculators, Listening, Speaking) and 'Includes requests for:' (Breaks: Extra, Breaks: Extended, Breaks: As needed, Other: Extra / Extended). A modal window is open, showing a list of accommodations under the heading 'Reading / Seeing Text'. The selected option is 'Other: Reading / Seeing Text DOCUMENTATION REQUIRED', which is checked with a blue checkmark. Below this selection is a text input field containing the text 'Paper test for digital assessments'. At the bottom of the modal, there are 'Cancel' and 'Save Accomodation(s)' buttons.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time ⊕ Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculators
- Listening
- Speaking

Extra / Extended Time

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended

Reading / Seeing Text

- Large Print Test Book: Other
- Human Reader for paper tests **DOCUMENTATION REQUIRED**
- Pre-recorded audio (MP3 via streaming) for paper tests
- Braille with raised line drawings, contracted
- Magnification Device (non-electronic)
- Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- Raised Line Drawings

Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accomodation(s)

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# English Learner (EL) Supports for Digital Testing

## Translated Test Directions

- Printed versions of the test directions can be downloaded by educators in February 2024 and distributed to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.
- Other languages can be supported “on the fly” by approved translators.

## Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on [College Board’s website](#).

## EL Time and One-Half (+50%)

- Students must sit for the entire time allotted. They cannot go ahead in the test even if they are the only one testing.
- Submit in SSD Online on an annual basis. They are automatically approved, and no documentation is required.
- Students using this support may be tested with other students using the same timing.



# Requesting English Learner Supports

- EL time and one-half must be requested in SSD Online annually.
  - No documentation is required.
- Use of translated test directions and approved word-to-word bilingual dictionaries **does not** require a submission in SSD Online.

## New English Learner (EL) Support Request

### Students Qualifying for EL Support

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

### Support available

You are submitting a request for this student to receive the following

**EL - Time and one-half (+50%)**

### Select Assessment

An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test. Students may use EL Supports for the following College Board test(s):

- PSAT 8/9
- PSAT 10
- SAT School Day

### Expiration

The EL Support will be valid for the assessment selected for the academic year of the request. The support will automatically expire at the end of each school year.

Cancel

Continue

# Rostering

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# Digital SAT Suite Student Data Privacy

## Information provided by the state:

- First and last name
  - Attending institution (associated with the "Testing RCDTS" in SIS Pre-ID file)
  - Date of birth
  - Grade level (test is derived by grade level)
  - Gender
  - State Student ID (9 digits)
- 
- ❖ *Please exercise caution when handling student PII.*
  - ❖ *If it becomes necessary to discuss an issue that involves PII, please opt for communication via telephone whenever possible.*

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# Registration and Rostering

ISBE is scheduled to upload an initial registration file on February 2, 2024, using Pre-ID information from SIS.



School rosters will populate into the State Data Management System (SDMS)

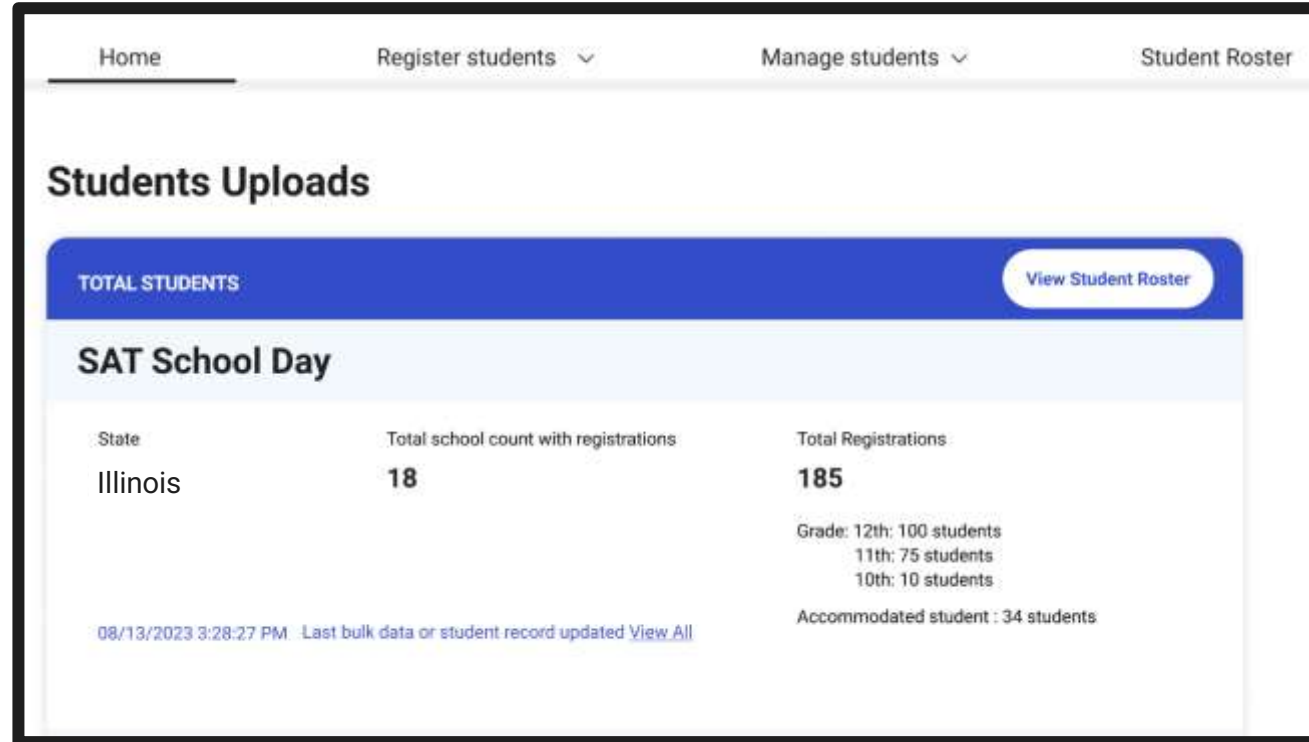


Rosters – with SSD information – are scheduled to populate into Test Day Toolkit the week of February 5, 2024

# State Data Management System (SDMS)

The State Data Management System (SDMS) is the new College Board system that ISBE will use to register students for Spring 2024 testing.

- School test and SSD coordinators will have access to SDMS to complete several important tasks, such as:
  - Waiving accommodations for students for spring 2024 tests
  - Monitoring test readiness and completion status
- Additional information regarding SDMS will be available in early February.



The screenshot displays the SDMS interface with a navigation bar at the top containing 'Home', 'Register students', 'Manage students', and 'Student Roster'. The main content area is titled 'Students Uploads' and features a blue header with 'TOTAL STUDENTS' and a 'View Student Roster' button. Below this, a section for 'SAT School Day' provides a summary table for the state of Illinois.

State	Total school count with registrations	Total Registrations
Illinois	18	185

Grade breakdown: 12th: 100 students, 11th: 75 students, 10th: 10 students. Accommodated student: 34 students.

08/13/2023 3:28:27 PM - Last bulk data or student record updated [View All](#)

# Room Readiness

# Preparing the test rooms

- Rooms must be away from noisy areas.
- There must be a display area, such as a whiteboard.
- A clock must be visible to all students.
- 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.
- 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.



# Help Room

- The Help room should be staffed with personnel who are prepared to help students with troubleshooting issues.
- 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.





# Late Room

- If there is an extra room and proctor available, it is recommended to add a late room for test day.
- Once the proctor has begun reading the script, it is not possible to add a latecomer to that proctor's room.
- If no late room is available, those students would need to be scheduled to test on another day within the testing window.



# Technology Readiness

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# Testing Device Requirements



Laptop  
Tablet  
School-Managed Device  
(Chromebook or Desktop)

Note: Keyboard required for Essay  
External mice are allowed  
(wired or Bluetooth)



Testing device should be  
plugged into a power  
source or be able to hold  
a charge for the full  
exam.



Testing device must be  
able to connect to the  
school network via  
ethernet or  
Wi-Fi.

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# Device Specifications

- Windows laptops/tablets must be running Windows 10 or 11 (Home, Pro, Education, and Enterprise) and have at least 250 MB of free space available. Windows SE is not supported.
- Mac laptops must be running macOS 11.4 or later and have at least 150 MB of free space available. Both Intel and Apple processors are supported.
- iPads must be running iPadOS 14-16 OR 17.1+ (not 17.0.0 – 17.0.3) and have at least 150 MB of free space available.
- School-managed Chromebooks from 2017 or later and should be running Chrome 114+ and have at least 150 MB of free space available. You cannot run Bluebook on a personal Chromebook. Bluebook won't run on an OS below ChromeOS 102.
- For the latest information, visit: <https://bluebook.collegeboard.org/technology/devices/requirements>

# Download Bluebook

<https://bluebook.app.collegeboard.org/>

## Chromebook Installation

Bluebook runs in kiosk mode, so it's available only on Chromebooks managed through the Admin console in Google Workspace.

## Mac Installation

Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.

## iPad Installation

Bluebook is available in the Mac app store. It's called 'Bluebook Exams'.

## Windows Installation

Students needs write access to their local folder to allow for installation and testing.

# Network Requirements

Remember to exempt the below domains from all SSL/TLS decryption rules if you're certificate pinning.

Open the 443/TCP port and protocol for traffic to and from those domains.

## Bypass List

Let traffic to and from these domains bypass firewalls, content filters, proxy servers, and any other security appliances or software:

- **College Board:** Use a wildcard at the root level to make Bluebook testing possible: \*.collegeboard.org
- **Apple App Store:** Enable Bluebook updates if students are testing on Macs or iPads.
- **Sentry:** Use a wildcard at the root level to help us troubleshoot test day issues: \*.sentry.io

Test	Bandwidth
SAT School Day (and other assessments in the Suite)	200 Kbps Upload and Download

[Network Specifications – Bluebook  
Technology | College Board](#)

# Digital Readiness Check

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# What is a Digital Readiness Check?

- A digital readiness check is a student-led pre-administration session to check for device readiness, registration accuracy, and to allow access to practice the testing experience.
- Administer a Digital Readiness Check session 1-2 weeks prior to the scheduled test day.
- Test Day Toolkit is **NOT** needed to manage a Digital Readiness Check.
- Do **NOT** provide room or start codes to students during the Digital Readiness Check. Those codes are provided only during Check-In on the scheduled test day.

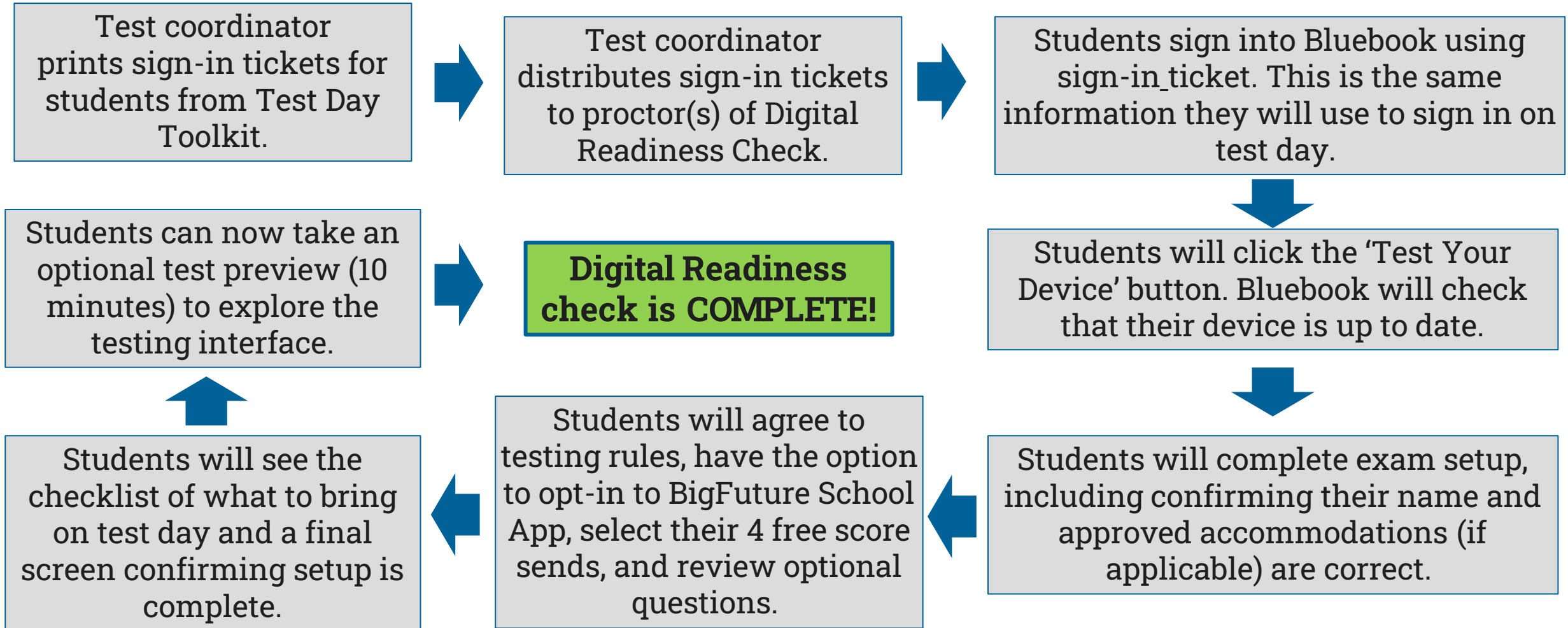
**The Digital Readiness Check has three components, two of which are mandatory:**

1. Device Readiness
2. Exam Setup
3. Test Preview (Optional)



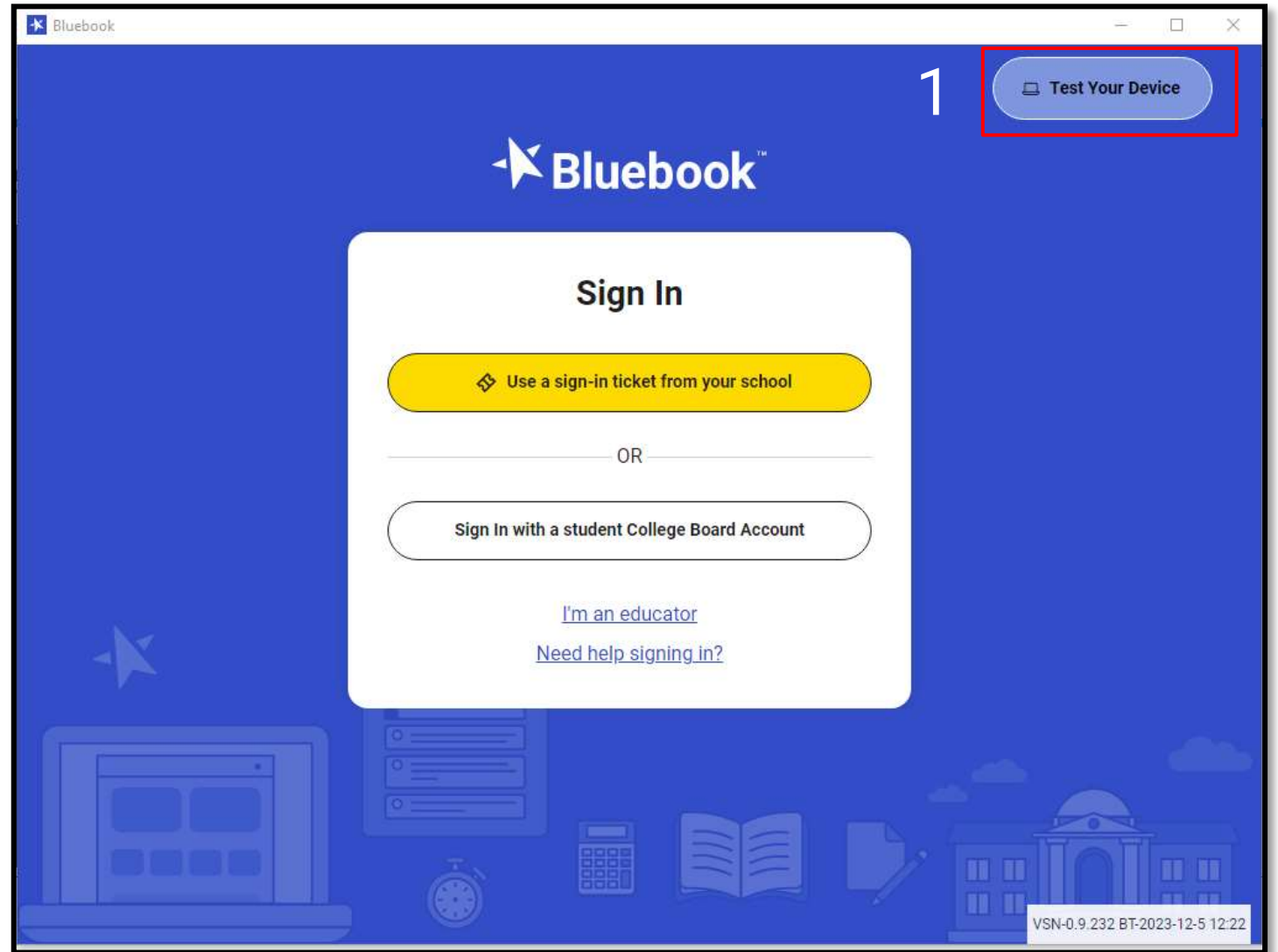
# Conducting a Digital Readiness Check – allow 25 min

## Start Here

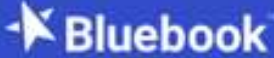


# 1. Device Readiness Check

- Click 'Test Your Device' in the upper right corner.
- Students do not need to sign in for this step.



# Device Readiness Check



**This Device Meets the Requirements**

We recommend running this check as close to test day as possible.

- ✓ Memory
- ✓ Operating System
- ✓ Disk Space

Done



**This Device Doesn't Meet the Requirements**

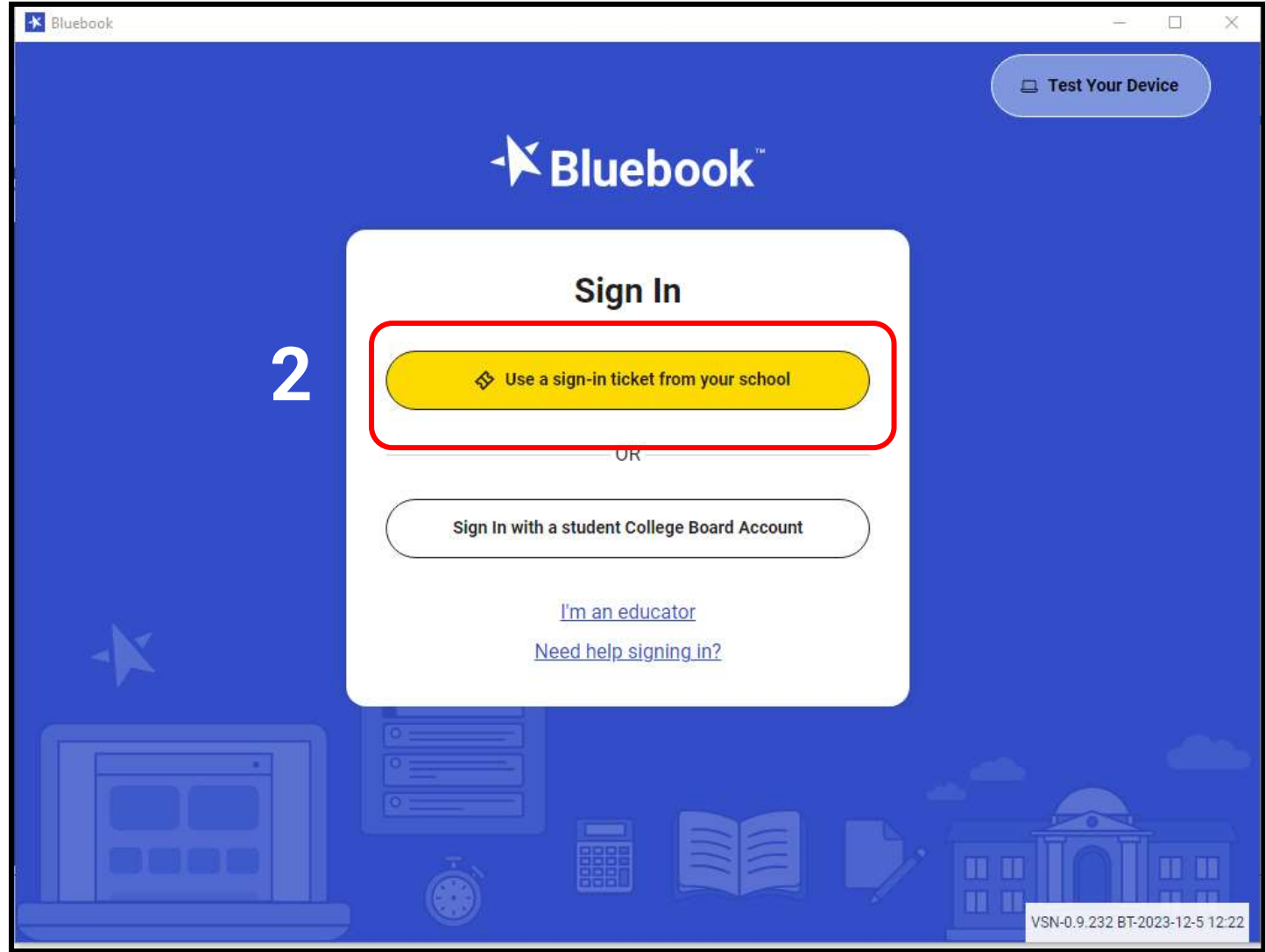
If you're on a school-managed device, ask someone at your school for help.

- ! **Operating System Failure**  
Chrome OS 114 or later is highly recommended. **Update your operating system and try again.**

Quit

## 2. Login to Bluebook

Students should use their sign-in ticket to login to Bluebook.



# Bluebook Home Page Test Card

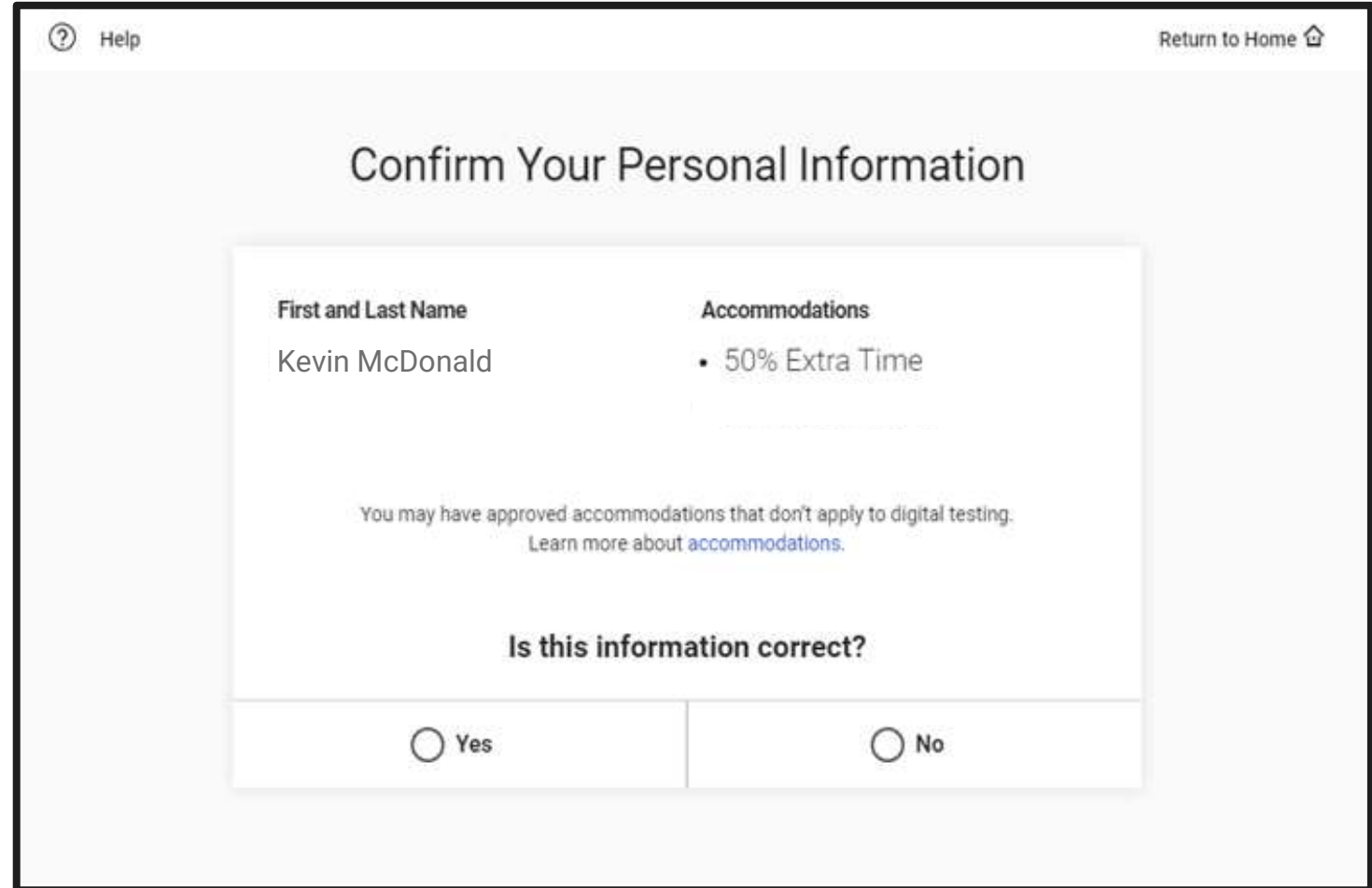
Once the students have completed the device test and ensured their testing device is configured correctly for test day, they can begin Exam Setup.

The screenshot shows the Bluebook Home Page for a user named Diane May. At the top, the Bluebook logo is on the left and the user's name 'Diane May' with a profile icon is on the right. Below the header, a blue banner contains the text: 'Hi, Diane! Take a practice test and get ready for test day.' The main content area is titled 'Your Tests' and has two tabs: 'Active' (selected) and 'Past'. A link 'Don't see your test here?' is on the right. The primary test card is for 'SAT with Essay'. It includes the following information: 'Date: Your teacher will let you know your test date soon.' with a checkmark and a link to 'Test Day Checklist'; 'T.H. Smith High School, 1500 Step Street, New York, NY, 56091, United States'; and 'Testing Accommodations: You have no approved accommodations for this test.' At the bottom of the card, there is a green checkmark icon followed by the text 'It's time to set up your exam.' and a yellow button labeled 'Start Exam Setup' which is highlighted with a red rectangle. Below the 'Your Tests' section is a 'Practice and Prepare' section with a link 'Scoring your practice tests' on the right. It contains two cards: 'Test Preview' with an icon of a document and a calculator, and 'Full-Length Practice' with an icon of a document.

# Exam Setup – Confirm Your Information

- **Students should carefully review their registration information.**
- **The student's name as submitted from ISBE's SIS will be shown.**
- **Any approved accommodations in SSD Online will be reflected on this screen.**

**Note: If there is a discrepancy with a student's registration, please work with your SSD coordinator, school SIS clerk, or Illinois College Board support (844-688-9995) to resolve.**



The screenshot shows a web interface for confirming personal information. At the top left is a 'Help' link with a question mark icon. At the top right is a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this is a white box containing the following information:

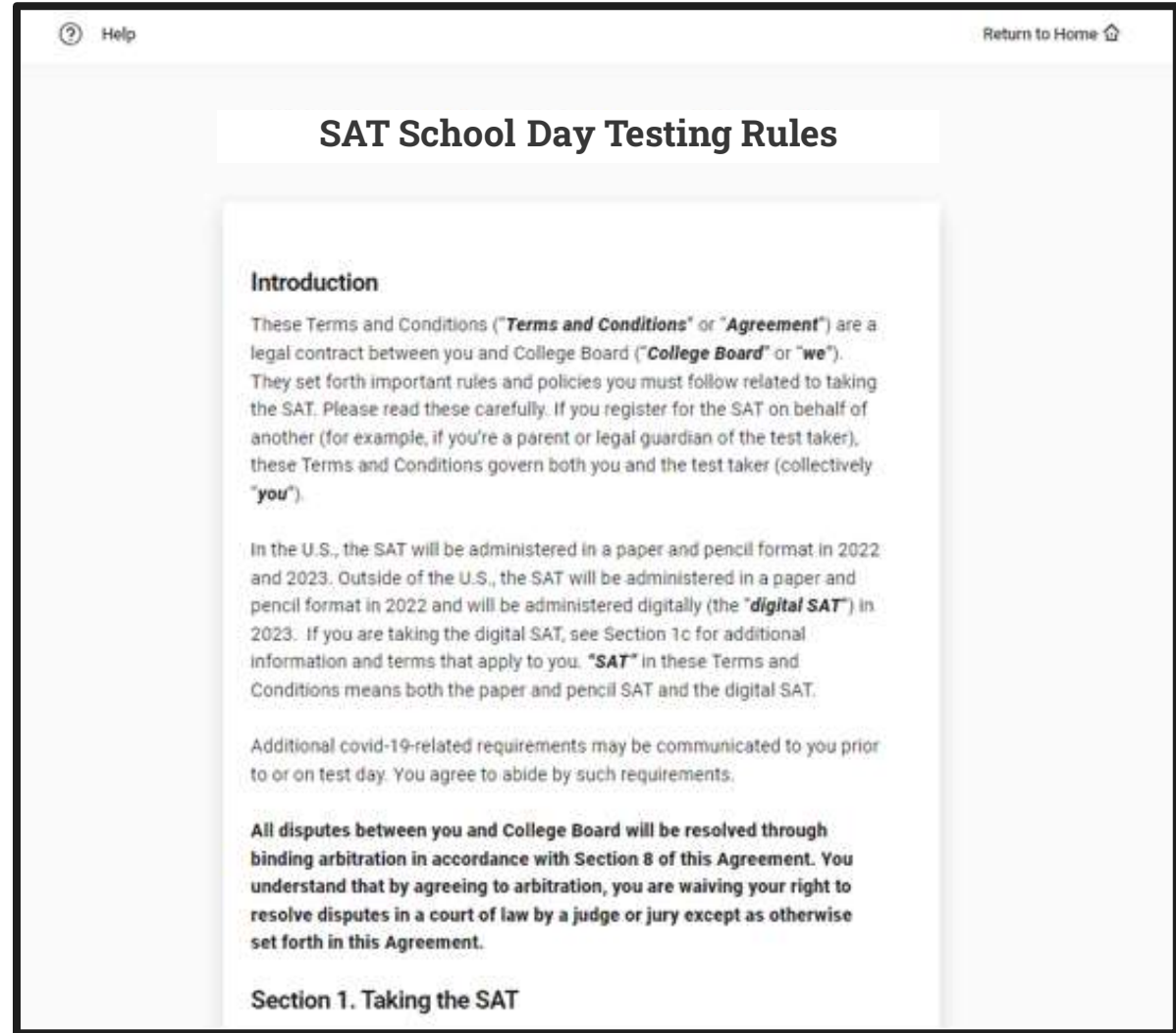
First and Last Name	Accommodations
Kevin McDonald	• 50% Extra Time

Below the table, there is a note: 'You may have approved accommodations that don't apply to digital testing. [Learn more about accommodations.](#)'

At the bottom of the white box, the question 'Is this information correct?' is displayed. Below this question are two radio button options: 'Yes' and 'No'.

# Exam Setup – Testing Rules

All students will review and agree to the Testing Rules.



The screenshot shows a web page titled "SAT School Day Testing Rules". At the top left, there is a "Help" link with a question mark icon. At the top right, there is a "Return to Home" link with a house icon. The main heading is "SAT School Day Testing Rules". Below this, there is a section titled "Introduction". The text in the introduction states: "These Terms and Conditions ('Terms and Conditions' or 'Agreement') are a legal contract between you and College Board ('College Board' or 'we'). They set forth important rules and policies you must follow related to taking the SAT. Please read these carefully. If you register for the SAT on behalf of another (for example, if you're a parent or legal guardian of the test taker), these Terms and Conditions govern both you and the test taker (collectively 'you')." Below this, there is a paragraph about the SAT format: "In the U.S., the SAT will be administered in a paper and pencil format in 2022 and 2023. Outside of the U.S., the SAT will be administered in a paper and pencil format in 2022 and will be administered digitally (the 'digital SAT') in 2023. If you are taking the digital SAT, see Section 1c for additional information and terms that apply to you. 'SAT' in these Terms and Conditions means both the paper and pencil SAT and the digital SAT." Another paragraph mentions: "Additional covid-19-related requirements may be communicated to you prior to or on test day. You agree to abide by such requirements." A bolded paragraph states: "All disputes between you and College Board will be resolved through binding arbitration in accordance with Section 8 of this Agreement. You understand that by agreeing to arbitration, you are waiving your right to resolve disputes in a court of law by a judge or jury except as otherwise set forth in this Agreement." At the bottom of the visible text, there is a section heading: "Section 1. Taking the SAT".


# Exam Setup – BigFuture School App - optional

- **Students may opt-in to BigFuture School App, which will allow them to receive a notification when their scores are ready.**
- **Even if students entered their phone number in the fall, they must do so again to receive the notification for when spring 2024 scores are available.**
- **Students taking the PSAT 8/9 will not see this page during Exam Setup.**

Help Return to Home

## Get Test Scores Delivered Right to Your Phone

Enter your number to get BigFuture School, a free app that lets you view your scores and get college and career resources.



After your test, we'll text you a link to download the app, send you a code you'll use to sign in, and let you know when your scores are ready. **We won't use your phone number for any other reason.**

Already a BigFuture School user? Enter your phone number so you can also see your score from today's test in the app—we'll text when your score is ready. And if you provided a different number before, we'll use this one from now on.

**Mobile Phone Number** All questions are optional.

( ) - -

**Confirm Mobile Phone Number**

( ) - -

- Sharing your mobile phone number is voluntary. Standard messaging and data rates apply. You may opt out of these text messages at any time. ⓘ
- Do not provide a mobile number if you're under the age of 13.
- Only provide a domestic/U.S. mobile phone number.
- Do not provide a mobile number that is shared with any other student.



# Exam Setup – Tell Us About Yourself - optional

- **Optional information collected from students:**
  - **Home/ mailing address**
  - **Email address**
  - **Race**
  - **Ethnicity**
  - **High school Grade Point Average (GPA)**
  - **Intended college major or areas of study or interest**
  - **Level of education aspirations**
  - **First language**
  - **Best language**
  - **Parents' highest level of education**

## Privacy Notice

**We're going to ask a few questions about you. All questions are optional.** By providing your information, you consent to collection, use, and disclosure by College Board of your personally identifiable information as further described below. If any of your answers differ from answers you gave us on previous in-school tests, we'll use your latest information.

**How will we use this information?** College Board may use the information you provide:

- To verify your identity
- To provide you score information
- To maintain the fairness and validity of our tests
- For test security purposes
- For test accommodations purposes
- On a de-identified basis, for psychometric and educational research purposes, and to maintain, develop, support, improve, and diagnose our services and applications
- To disclose as required by law, when we believe in good faith that it's necessary to protect our rights, protect an individual's safety or the safety of others, investigate fraud, or respond to a government request

**Who else can see this information?** Your high school, school district, and state may receive your responses. We also send your scores and information to certain scholarship programs, unless you choose to opt out by contacting College Board's Customer Service. This includes your state scholarship organization, if any, and the

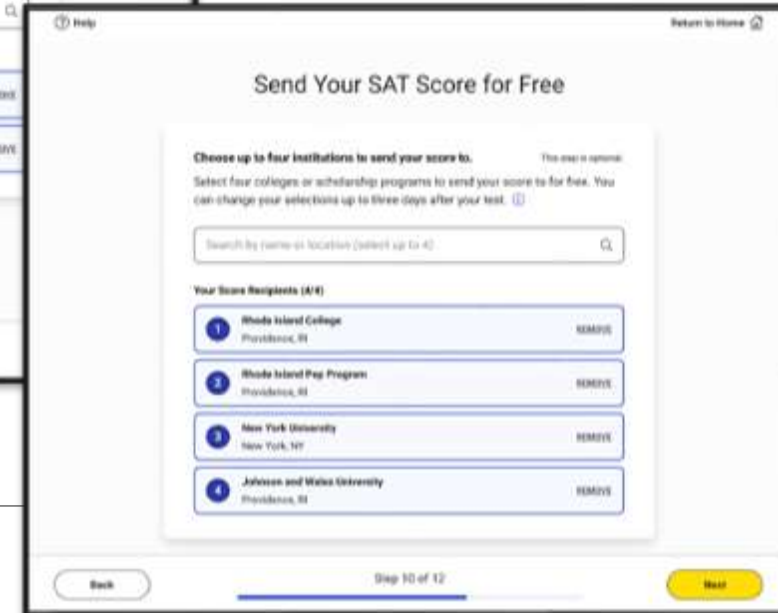
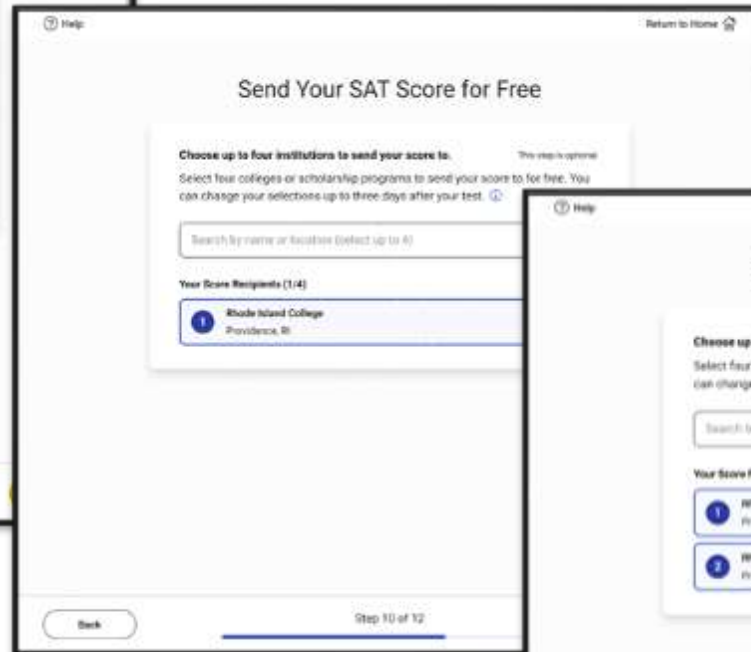
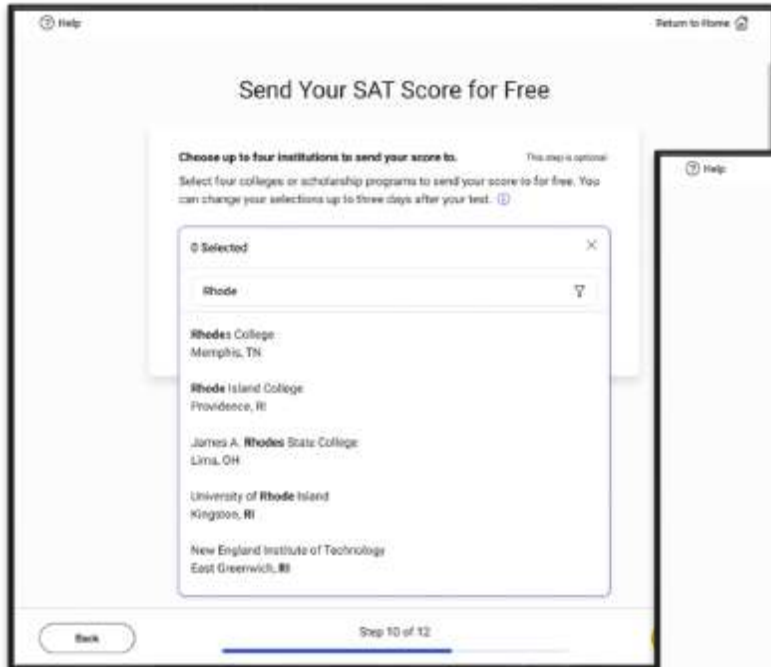
# Select Up to 4 Free Score Sends to Colleges

- Students taking SAT with Essay will have the option to send their scores to up to 4 colleges and/or scholarship programs of their choice, up to 3 days after they test.
- No school codes needed; just begin typing the name of the school or location in the box to select.

The screenshot shows a web interface for sending SAT scores. At the top left is a 'Help' icon and at the top right is a 'Return to Home' link with a house icon. The main heading is 'Send Your SAT Score for Free'. Below this is a text box with the instruction: 'Choose up to four institutions to send your score to. This step is optional. Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test. ⓘ'. Below the text is a search input field with the placeholder text 'Search by name or location (select up to 4)' and a magnifying glass icon. Underneath the search field is a section titled 'Your Score Recipients (0/4)' with the message 'You have not added any score recipients yet.' At the bottom of the interface, there is a 'Back' button on the left, a progress indicator showing 'Step 10 of 12' in the center, and a yellow 'Next' button on the right.

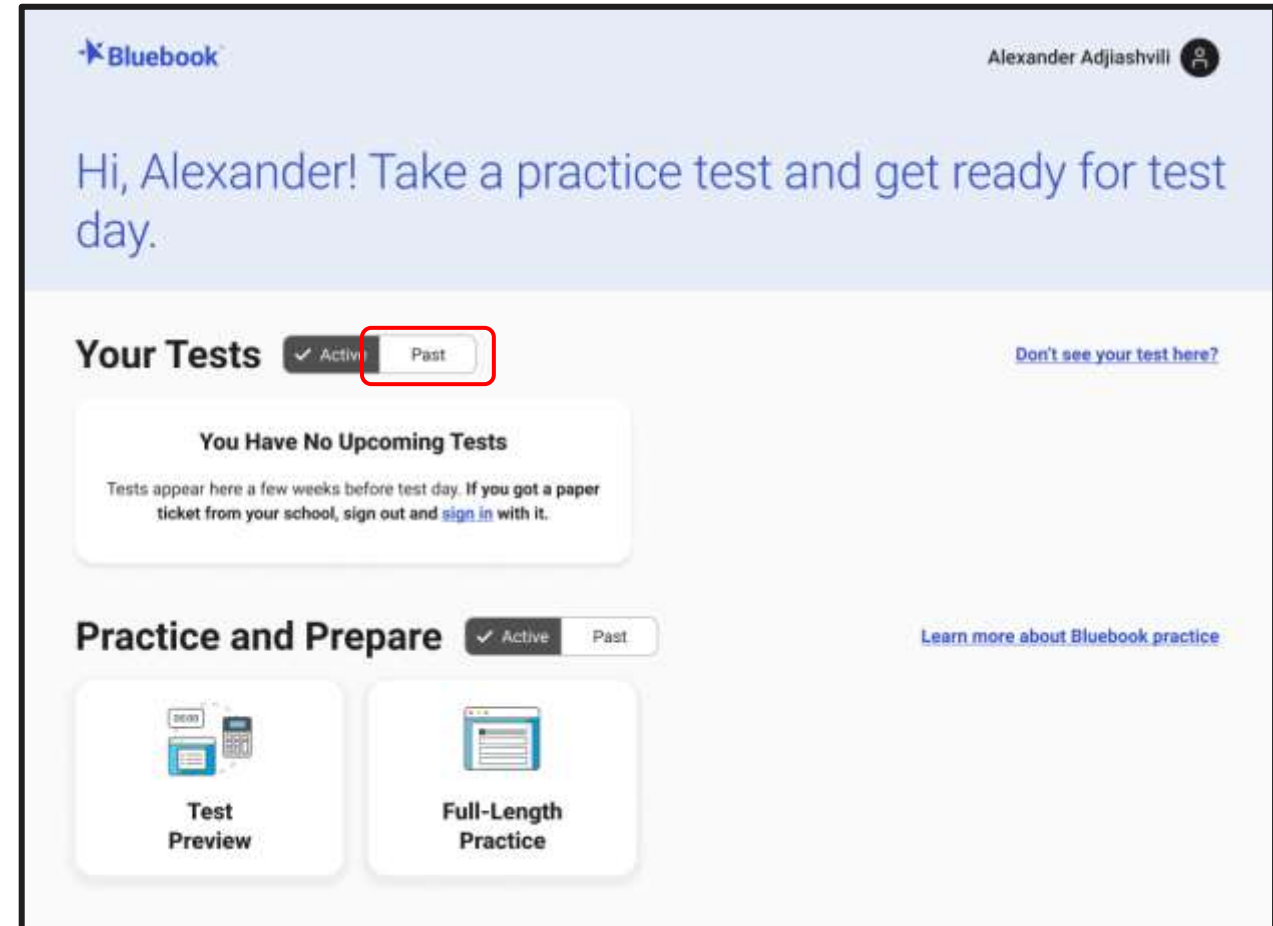
# Free Score Sends – SAT with Essay Only

Select up to four colleges/universities to receive spring scores automatically.



# After the Test – Score Sends – Test Day +3

- After students take SAT with Essay, they still have the option to add or edit their score sends.
- Using their sign-in ticket, they login to Bluebook and toggle 'Past' in the 'Your Tests' header.



The screenshot shows the Bluebook user interface for Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name is on the right. Below the header, a message reads: "Hi, Alexander! Take a practice test and get ready for test day." The main content area is divided into two sections: "Your Tests" and "Practice and Prepare". In the "Your Tests" section, there are two toggle buttons: "Active" (which is currently selected) and "Past" (which is highlighted with a red box). Below the toggles, a message states: "You Have No Upcoming Tests" and provides instructions: "Tests appear here a few weeks before test day. If you got a paper ticket from your school, sign out and sign in with it." In the "Practice and Prepare" section, there are two buttons: "Test Preview" and "Full-Length Practice". A link "Learn more about Bluebook practice" is also visible.

# After the Test – Score Sends – Test Day +3

Students can click on 'SAT Score Sends' to access the Score Sends selection page.

The screenshot shows the Bluebook user interface for Alexander Adjashvili. At the top, the Bluebook logo is on the left and the user's name is on the right. Below the header, a greeting reads: "Hi, Alexander! Take a practice test and get ready for test day." The main content area is titled "Your Tests" and has two tabs: "Active" and "Past" (which is selected). A link "Don't see your test here?" is on the right. The "SAT" test entry is shown with the following details: "Date: The spring 2024 digital SAT is over." and a red-bordered button labeled "SAT Score Sends". Below this, the school information for Springfield High School is listed: "Springfield High School, 100 Main Street, Springfield, NJ 07072, United States". Under "Testing Accommodations", it states: "You have no approved accommodations for this test." A green checkmark icon indicates "Your answers have been submitted!" with a link to "See score release data." Below the "Your Tests" section is the "Practice and Prepare" section with "Active" and "Past" tabs. It contains two buttons: "Test Preview" and "Full-Length Practice". A link "Learn more about Bluebook practice" is on the right.

# After the Test – Score Sends – Test Day +3

- Students can use the 'Remove' link to delete an existing score send.
- They can search for a college or scholarship program to add by typing the name in the Search box and selecting the correct one.
- Three days after they test, the Score Sends will not be editable.

The screenshot shows the 'Send Your SAT Score for Free' interface. At the top, there is a 'Help' link and a 'Return to Home' button. The main heading is 'Send Your SAT Score for Free'. Below this, there is a section titled 'Choose up to four institutions to send your score to.' with a note 'This step is optional.' and instructions: 'Select four colleges or scholarship programs to send your score to for free. You can change your selections up to three days after your test.' A search box is provided with the placeholder text 'Search by name or location (select up to 4)'. Below the search box, there is a list of 'Your Score Recipients (4/4)'. Each recipient is shown in a card with a numbered circle, the institution name, location, and a 'REMOVE' link. The recipients listed are: 1. Rhode Island College, Providence, RI; 2. Rhode Island Pep Program, Providence, RI; 3. New York University, New York, NY; 4. Johnson and Wales University, Providence, RI. At the bottom of the interface, there are 'Cancel' and 'Save' buttons. Red arrows point from the text annotations to the search box and the 'REMOVE' link for the first recipient.

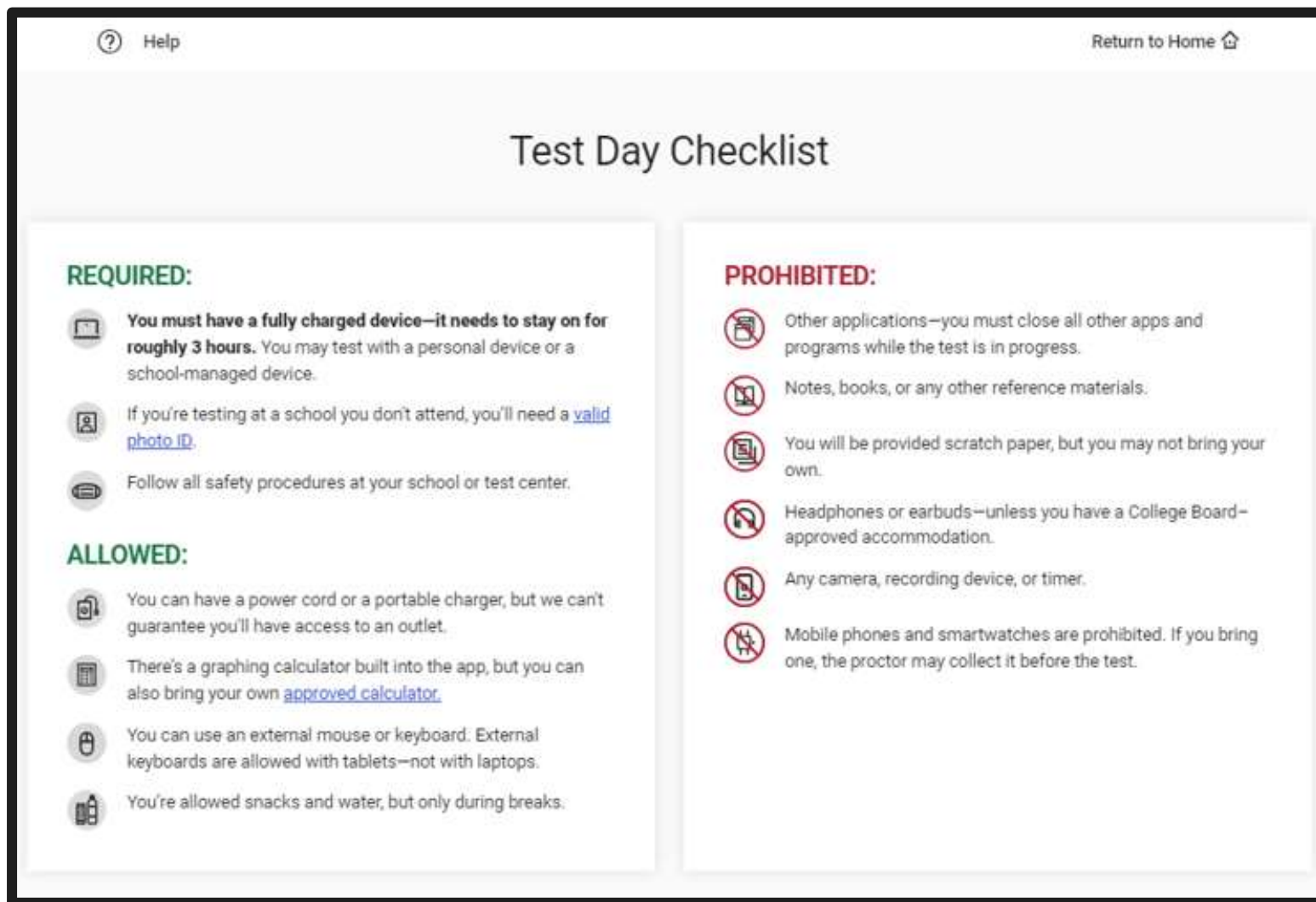
Start typing a college or program name to add to the list.

Use the 'Remove' link to delete existing requests.



# Exam Setup – Test Day Checklist

- The Test Day Checklist will share information with students about what is required, allowed, and prohibited on test day.






The screenshot shows a web interface titled "Test Day Checklist". At the top left is a "Help" link with a question mark icon, and at the top right is a "Return to Home" link with a house icon. The main content is divided into two columns. The left column is titled "REQUIRED:" and contains three items: a fully charged device for 3 hours, a valid photo ID for testing at a non-attended school, and following safety procedures. The right column is titled "PROHIBITED:" and contains six items: other applications, reference materials, scratch paper (owning your own is not allowed), headphones/earbuds (unless approved), cameras/recording devices/timers, and mobile phones/smartwatches.





Help Return to Home

## Test Day Checklist







**REQUIRED:**

-  You must have a fully charged device—it needs to stay on for roughly 3 hours. You may test with a personal device or a school-managed device.
-  If you're testing at a school you don't attend, you'll need a [valid photo ID](#).
-  Follow all safety procedures at your school or test center.

**ALLOWED:**

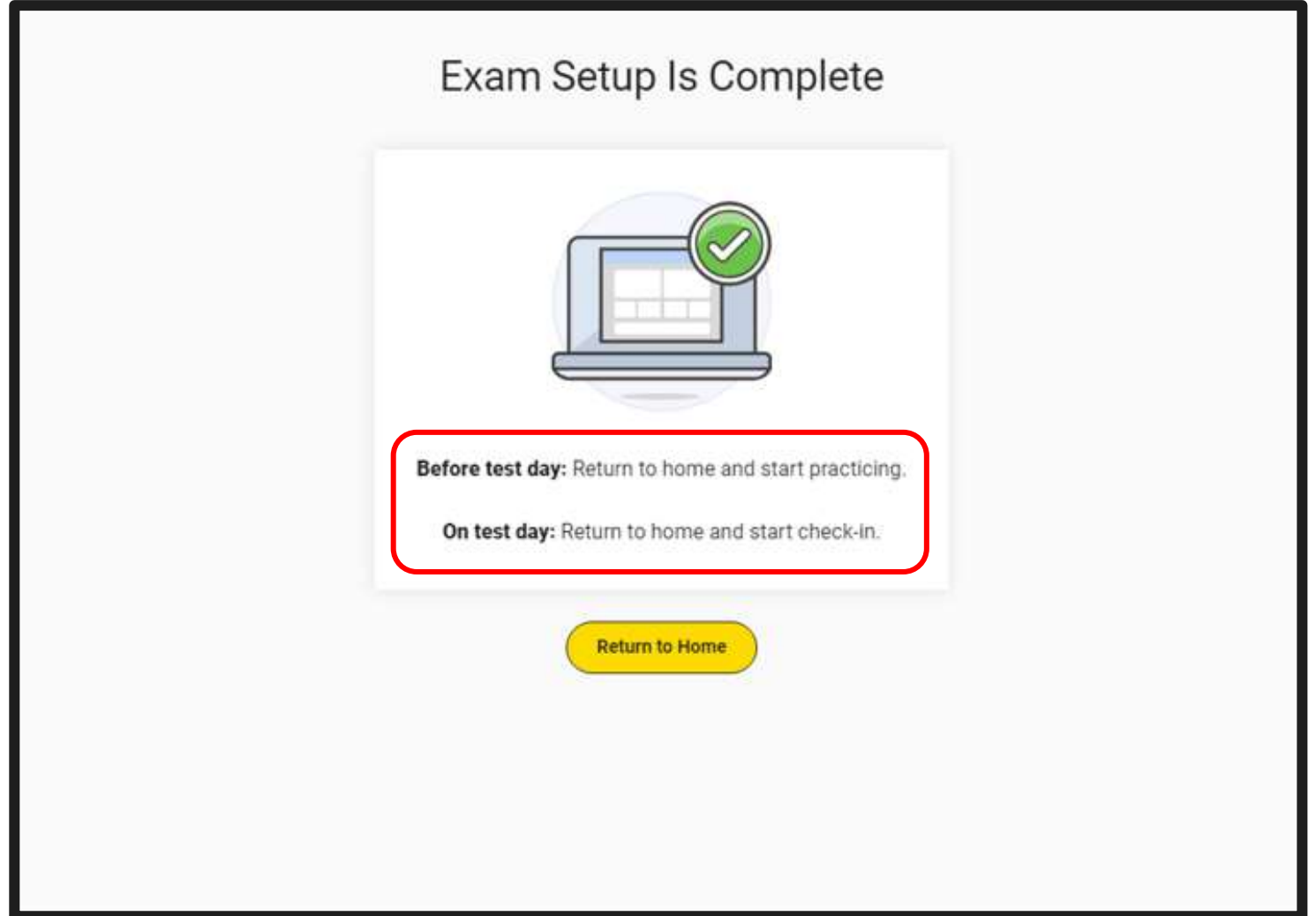
-  You can have a power cord or a portable charger, but we can't guarantee you'll have access to an outlet.
-  There's a graphing calculator built into the app, but you can also bring your own [approved calculator](#).
-  You can use an external mouse or keyboard. External keyboards are allowed with tablets—not with laptops.
-  You're allowed snacks and water, but only during breaks.

**PROHIBITED:**

-  Other applications—you must close all other apps and programs while the test is in progress.
-  Notes, books, or any other reference materials.
-  You will be provided scratch paper, but you may not bring your own.
-  Headphones or earbuds—unless you have a College Board-approved accommodation.
-  Any camera, recording device, or timer.
-  Mobile phones and smartwatches are prohibited. If you bring one, the proctor may collect it before the test.

# Exam Setup Is Complete

- **Once Exam Setup is complete, students do not need to go any further before test day.**
- **Students should not be provided room codes or start codes until the day of testing during the Check-In process.**

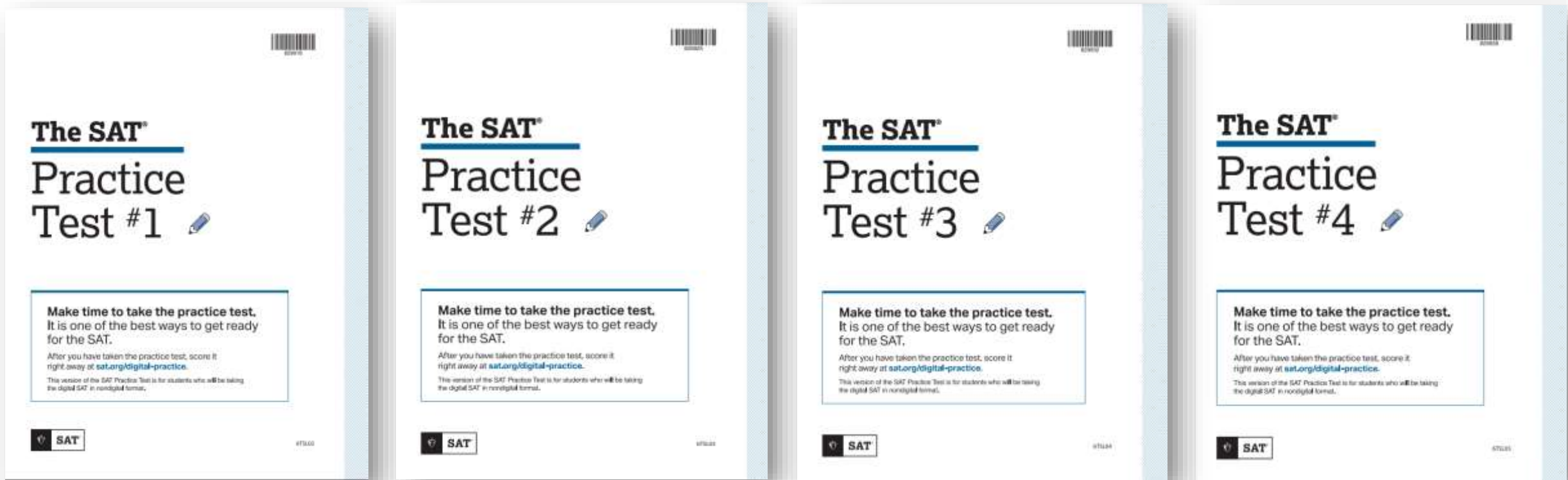




# Practice

- Paper
- Bluebook
- Khan Academy

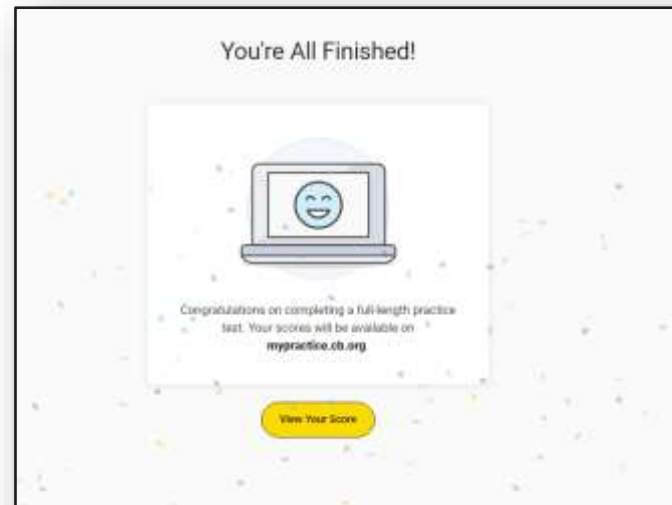
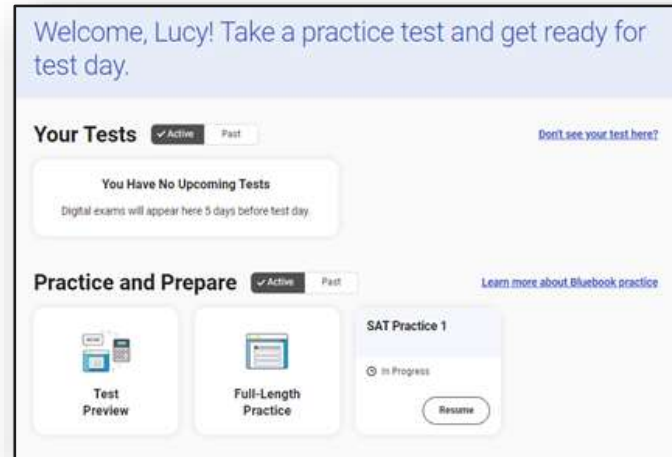
# Option #1: Paper SAT Suite Practice Tests



**SAT with Essay:** <https://satsuite.collegeboard.org/digital/digital-practice-preparation/practice-tests/linear>  
**PSAT 10:** <https://satsuite.collegeboard.org/psat-10/preparing/practice-tests/paper>  
**PSAT 8/9:** <https://satsuite.collegeboard.org/psat-8-9/preparing/practice-tests/paper>

# Option #2: Bluebook Digital SAT Suite Practice Tests

- ✓ 4 Full-Length Practice exams for all SAT Suite Assessments currently available, including Essay practice
- ✓ No time lost for exiting and coming back
- ✓ Retake as many times as you want
- ✓ Practice Test Questions Review and Scores in MyPractice
- ✓ Students can practice with the same accommodations and supports they will receive on test day.



### Choose a Full-Length Practice

**Test Type \*** \*\* Required  
SAT

**Practice Test \***  
Select

**Accommodations and Supports**  
I will be testing with accommodations

Note: Selecting a testing accommodation here does not mean you will receive it on test day. [Read more info about testing accommodations!](#)

Reading: Extended Time  
Select

Math: Extended Time  
Select

Breaks  
 Breaks: extra  
 Breaks: extended  
 Breaks: as needed

Other  
Select

# Reviewing Scores on MyPractice

**My SAT Practice Tests**  
November 14, 2023

**SAT Practice 1**  
Your Total Score  
**940**  
400 to 1600

Your Reading and Writing Score **590**  
200 to 900

Your Math Score **350**  
200 to 900

[Score Details](#)

[Explore every question on Khan Academy](#)

[Practice Specific Questions](#)

Reading and Writing - Test 1

Question 1 | Words in context

Researchers and conservationists stress that biodiversity loss due to invasive species is \_\_\_\_\_. For example, people can take simple steps such as washing their footwear after travel to avoid introducing potentially invasive organisms into new environments.

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

Choose 1 answer:

A. inevitable

B. understandable

Choice B is incorrect because it wouldn't make sense to say that a simple step like washing your shoes after traveling is an example of biodiversity loss due to invasive species being "understandable" or something that can't be proved to be wrong. Although the text may suggest that biodiversity loss due to invasive species is something that really happens, the word that completes the text must make the first sentence into an assertion that is illustrated by the second sentence, and the second sentence illustrates the idea that biodiversity loss due to invasive species is inevitable, not understandable.

[Check](#)

[Show answer!](#)

See questions with explanations on MyPractice.

**Student Question Bank**  
Choose your own questions and improve your score by practicing more.

Score Details  
November 14, 2023

Reading and Writing

Question 1

While researching a topic, a student has notes for the following notes:

- Theophrastus, which include seeds, the bones, and webbed, live in and around water.
- Theophrastus are described as three two animals but from their shape, land-dwelling mammals.
- Canadian paleontologist Harlan Hyrcanopod's fossil has a fossil with two legs, webbed feet, and the skull and neck of a seal.

Theophrastus refers to her (see text) as a "transitional fossil" or fossil that shows an early stage in the evolution of mammals from their last-dwelling ancestors.

The student wants to emphasize the fossil's significance. Which choice most effectively uses relevant information from the notes to accomplish this goal?

A. Canadian paleontologist Harlan Hyrcanopod's fossil has the skull and neck of a seal, which, like sea lions and walrus, is a porpoise.

B. Theophrastus are described from their fossil, land-dwelling

**Score Details**  
SAT Practice 1 - November 14, 2023

[Review Test](#) [Explore every question on Khan Academy](#) [Practice Specific Questions](#)

[All Questions](#) [Reading and Writing](#) [Math](#)

**Questions Overview**

**98** Total Questions | **49** Correct Answers | **49** Incorrect Answers

Question	Section	Correct Answer	Your Answer	Action
1	Reading and Writing	A	A Correct	<a href="#">Review</a>
2	Reading and Writing	C	C Correct	<a href="#">Review</a>
3	Reading and Writing	C	D Incorrect	<a href="#">Review</a>
4	Reading and Writing	B	D Incorrect	<a href="#">Review</a>
5	Reading and Writing	C	C Correct	<a href="#">Review</a>

Use the Student Question Bank to explore similar questions and create personalized practice.

# Option #3: Khan Academy: Official Digital SAT Course

## Assignments and progress reports

- In-depth lesson articles
- Video worked examples
- Practice exercises
- 3 difficulty levels

## Mastery enabled

- Course Challenge
- Quizzes and unit tests
- Skills Progress data available



## Reading and Writing

11 skills

Hundreds of official Digital SAT items developed

## Math

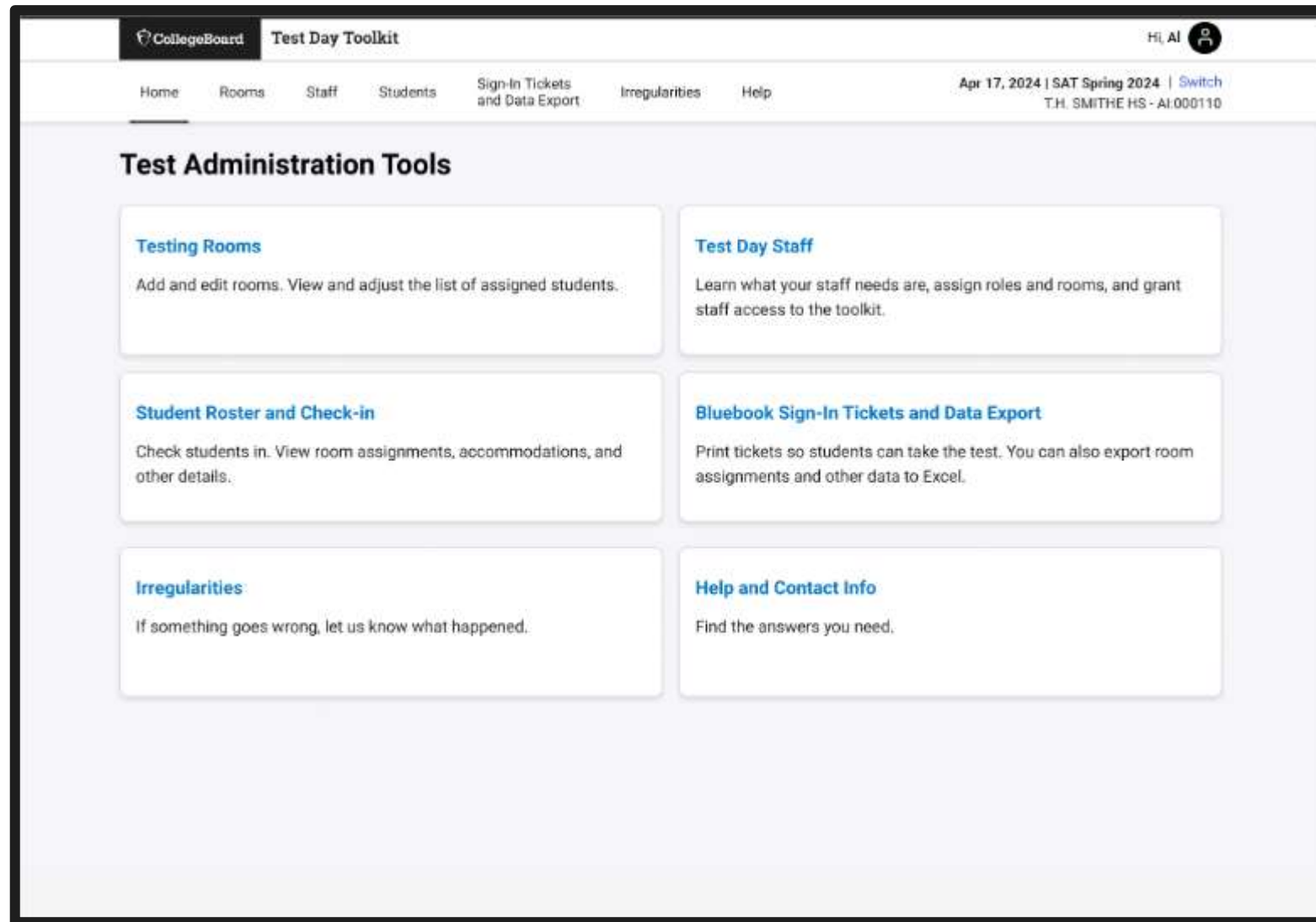
37 skills

Thousands of adapted Digital SAT items developed

# Test Day Toolkit

# Home Page

- In early February, test coordinators and backup test coordinators will automatically have access to Test Day Toolkit through their College Board account.
- Test Day Toolkit allows coordinators or proctors to:
  - Add or edit test rooms
  - Add test day staff
  - Check-in students
  - Access student sign-in tickets
  - Report irregularities



The screenshot displays the 'Test Day Toolkit' interface. At the top, the 'CollegeBoard' logo is on the left, and the user's name 'Hi, AI' with a profile icon is on the right. A navigation menu includes 'Home', 'Rooms', 'Staff', 'Students', 'Sign-In Tickets and Data Export', 'Irregularities', and 'Help'. The date 'Apr 17, 2024 | SAT Spring 2024' and a 'Switch' button are also visible, along with the school name 'T.H. SMITHE HS - AI.000110'. The main content area is titled 'Test Administration Tools' and contains six tool cards: 'Testing Rooms' (Add and edit rooms), 'Test Day Staff' (Learn what your staff needs are), 'Student Roster and Check-in' (Check students in), 'Bluebook Sign-In Tickets and Data Export' (Print tickets), 'Irregularities' (Report issues), and 'Help and Contact Info' (Find answers).

# Add or Edit Testing Rooms

- Test coordinators have the option of adding students to testing rooms ahead of test day, but that is not mandatory.

CollegeBoard Test Day Toolkit

Hi, AI

Home Rooms Staff Students Sign-In Tickets and Data Export Irregularities Help

Apr 17, 2024 | SAT Spring 2024 | Switch  
T.H. SMITHE HS - A1000110

### All Rooms

Add Rooms — Search Rooms

#### Add Rooms

Complete the table below to add rooms. You can auto-assign students to rooms when your total capacity is high enough.

Select from the list Import Rooms

\* = Required

Room Name *	Capacity *	Action
<input type="text"/>	<input type="text"/>	Delete

Total: 0 seats in 0 rooms Add Row +

Save Cancel

#### Testing Groups (4)

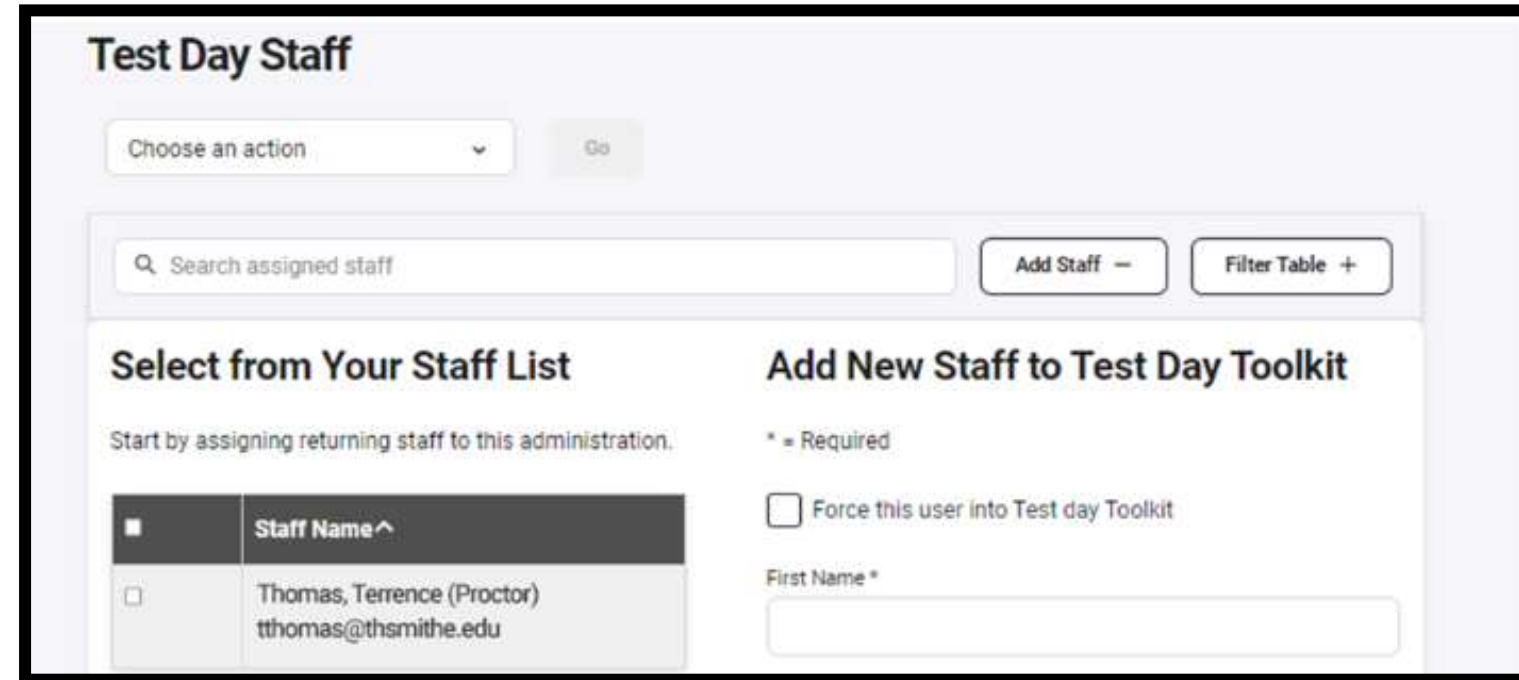
Add Rooms: Add enough rooms to seat students in these testing groups.

Testing Group ^	Registered Students	Waitlist Students
S1	46	0
S3	5	0
S4	1	0
S6	2	0



# Add Test Day Staff

- **Test Coordinators have 2 options for adding test day staff into Test Day Toolkit.**
  - (1) If your school participated in fall testing, those staff are still available in the Staff List, and you can add more manually, as needed.
  - (2) If your school did not participate in fall testing, you may enter them into Test Day Toolkit manually.
- **Note: If you have a large number of staff to enter, you may send a protected file to IL College Board support. More information on this process will be communicated to you in early February.**



# Print Sign-in Tickets

**Print Sign-In Tickets**

CollegeBoard Test Day Toolkit

Home Rooms Staff Students **Sign-In Tickets and Data Export** Irregularities Help

Mar 20, 2024 | SAT Spring 2024 | Switch  
T.H. SMITHE HS - AI.000110

### Test Administration Tools

- Testing Rooms**  
Add and edit rooms. View and adjust the list of assigned students.
- Test Day Staff**  
Learn what your staff needs are, assign roles and rooms, and grant staff access to the toolkit.
- Student Roster and Check-in**  
Check students in. View room assignments, accommodations, and other details.
- Bluebook Sign-In Tickets and Data Export**  
Print tickets so students can take the test. You can also export room assignments and other data to Excel.
- Irregularities**  
If something goes wrong, let us know what happened.
- Help and Contact Info**  
Find the answers you need.

**Print Sign-In Tickets**

CollegeBoard Test Day Toolkit

Home Rooms Staff Students **Sign-In Tickets and Data Export** Irregularities Help

Apr 17, 2024 | SAT Spring 2024 | Switch  
T.H. SMITHE HS - AI.000110

### Bluebook Sign-In Tickets and Data Export

Print Tickets Export Data

Students need sign-in tickets to use the Bluebook™ testing app. They'll use them:

- On test day, to start testing.
- Before test day, to participate in preadministration session and to preview Bluebook on their own.

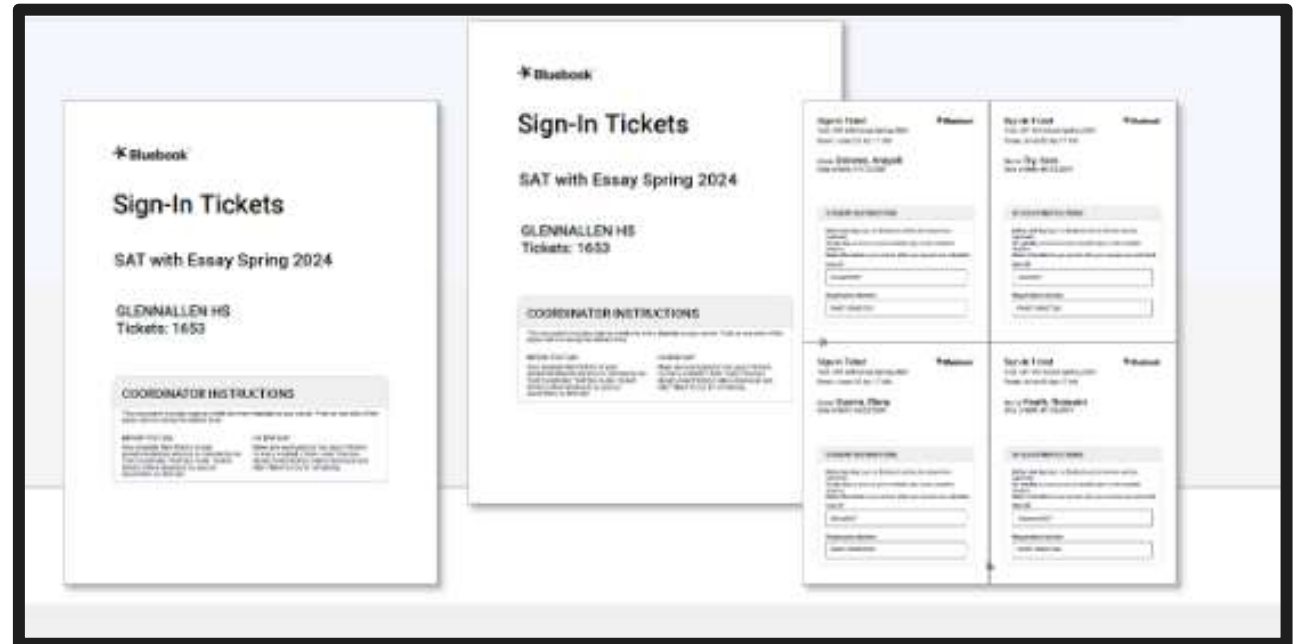
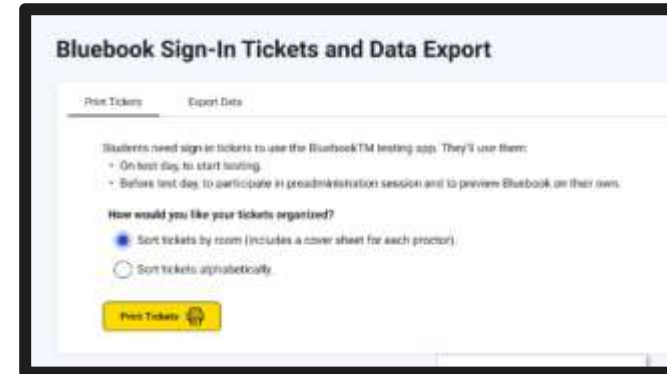
**How would you like your tickets organized?**

- Sort tickets by room (includes a cover sheet for each proctor).
- Sort tickets alphabetically.

**Print Tickets**

# Print Sign-in Tickets

- **Test Coordinators can print Sign-in tickets.**
- **For Printing, there are two options:**
  - **Option 1: Print by room, with a cover sheet for each proctor.**
  - **Option 2: Print alphabetically by last name.**
- **Note: By default, tickets print 4 to a page.**



# Check for Understanding



---

What do students do during the Digital Readiness Check?

- A. Students sign-in to Bluebook with their College Board account.
- B. Students test their device readiness.
- C. Students complete Exam Setup.
- D. All of the above.
- E. B & C only.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible in the background on the right. The entire image has a blue tint.

# On Test Day

Student Check-In

Proctors Check-In Students

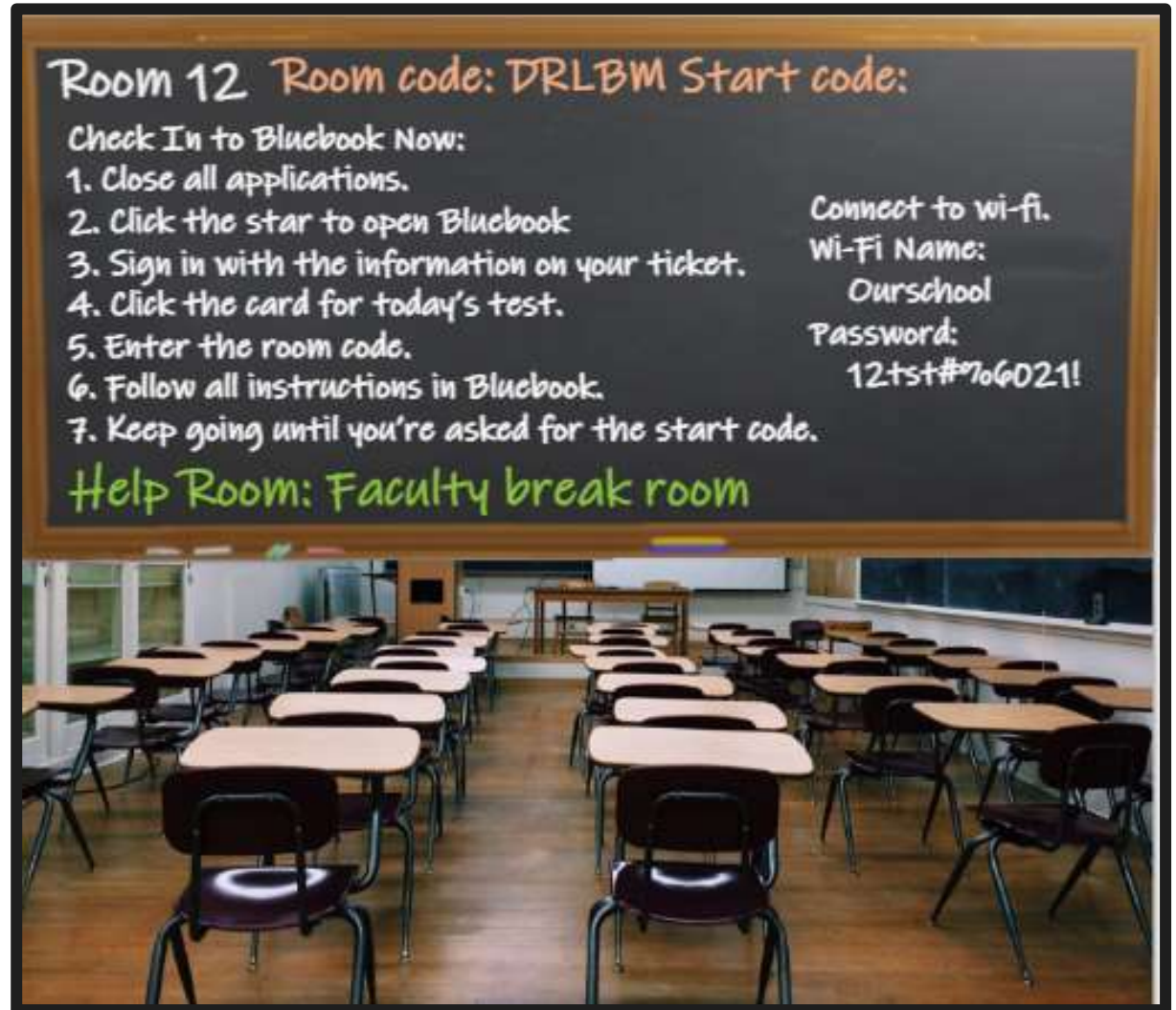
Monitoring Testing

# Student Check-In




# Getting Started

- Once seated, students can open their devices, ensure connection to the WiFi and follow directions the proctor has written on the board.



# Getting Started

- Students should sign in using their individual sign-in ticket distributed by the proctor.
- Students should not sign in using their College Board account.

**Sign-In Ticket** 

Test: SAT with Essay Spring 2024  
Room: Jones 03 Apr 20 AM

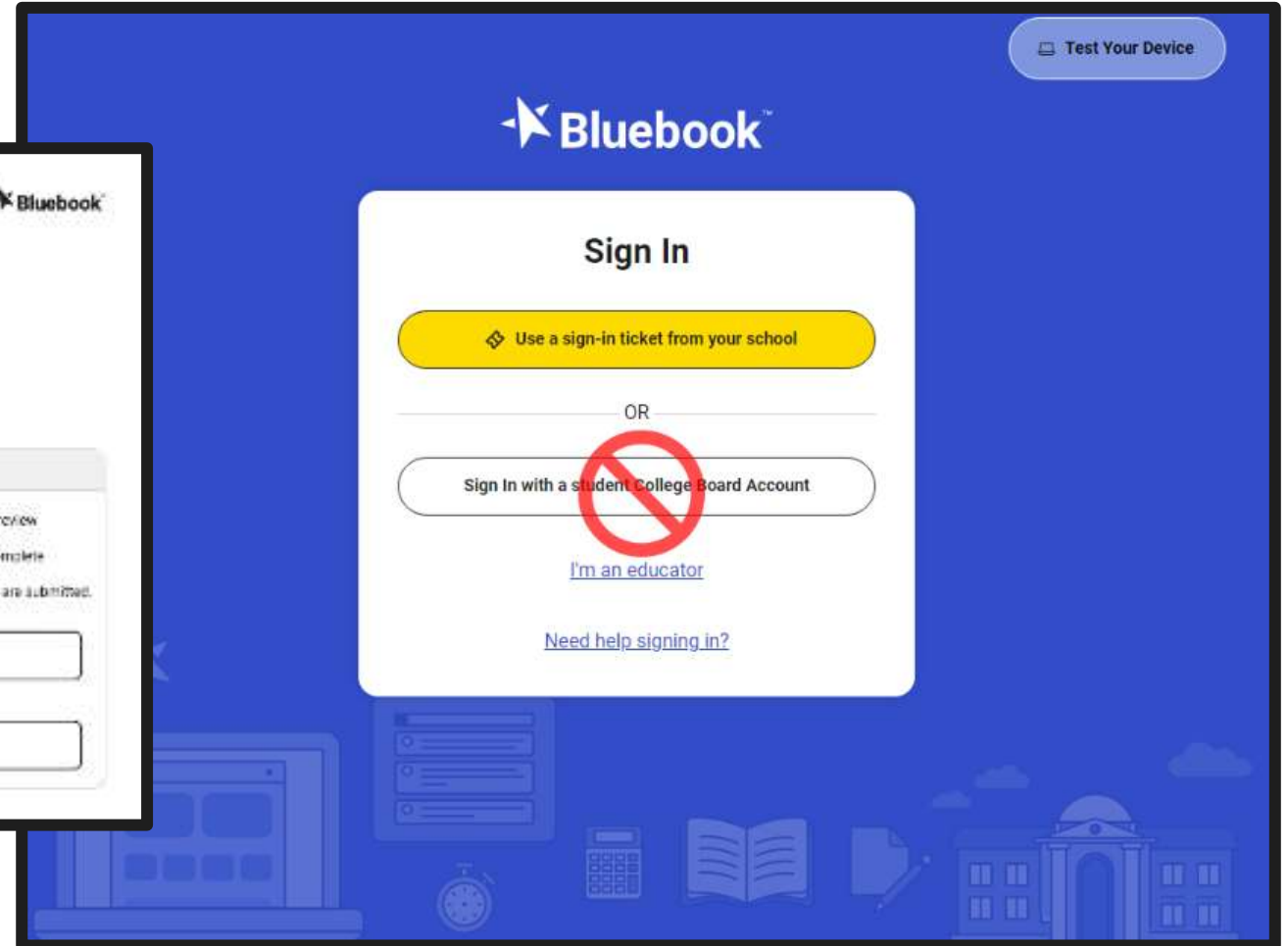
Name: **May, Diane**  
Date of Birth: 02/11/2007

**STUDENT INSTRUCTIONS**

Before test day, log in to Bluebook and try the test preview (optional).  
On test day, as soon as you're seated, sign in and complete check-in.  
Return this ticket to your proctor after your answers are submitted.

User ID

Registration Number





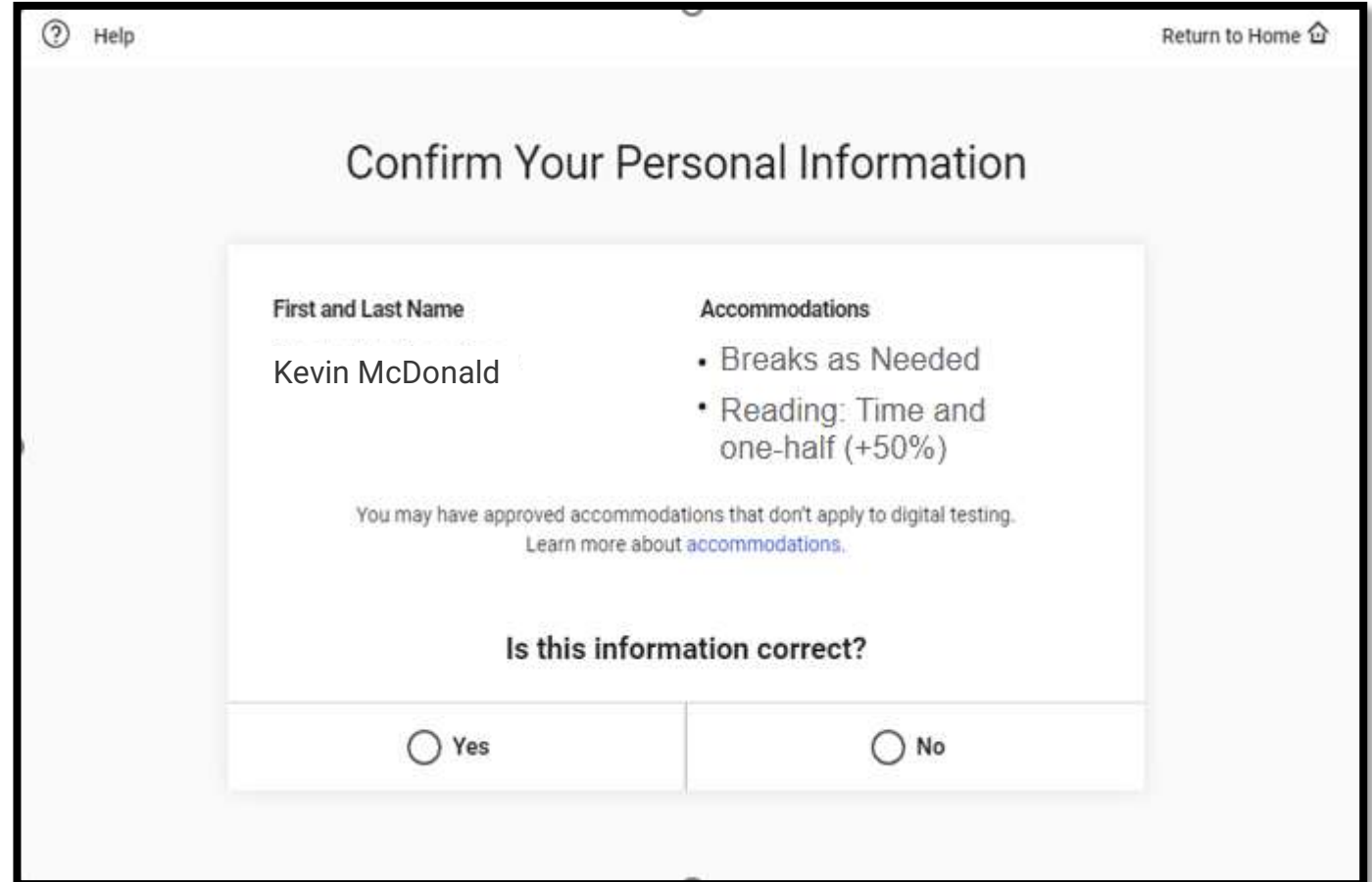
# Bluebook Homepage

- **Students should have completed the Digital Readiness Check prior to test day.**
- **Students select the Check-In Now button on test day.**

The screenshot displays the Bluebook homepage for a user named Diane May. At the top, the Bluebook logo is on the left, and the user's name 'Diane May' is on the right. Below the header, a personalized greeting reads: 'Hi, Diane! Take a practice test and get ready for test day.' The main content area is titled 'Your Tests' and includes a filter for 'Active' tests. A specific test entry for 'SAT with Essay' is shown, with details such as the test date, school information (T.H. Smith High School), and testing accommodations. A yellow 'Check In Now' button is prominently displayed and highlighted with a red rectangle. Below this, the 'Practice and Prepare' section offers options for 'Test Preview' and 'Full-Length Practice'.

# Confirm Personal Information

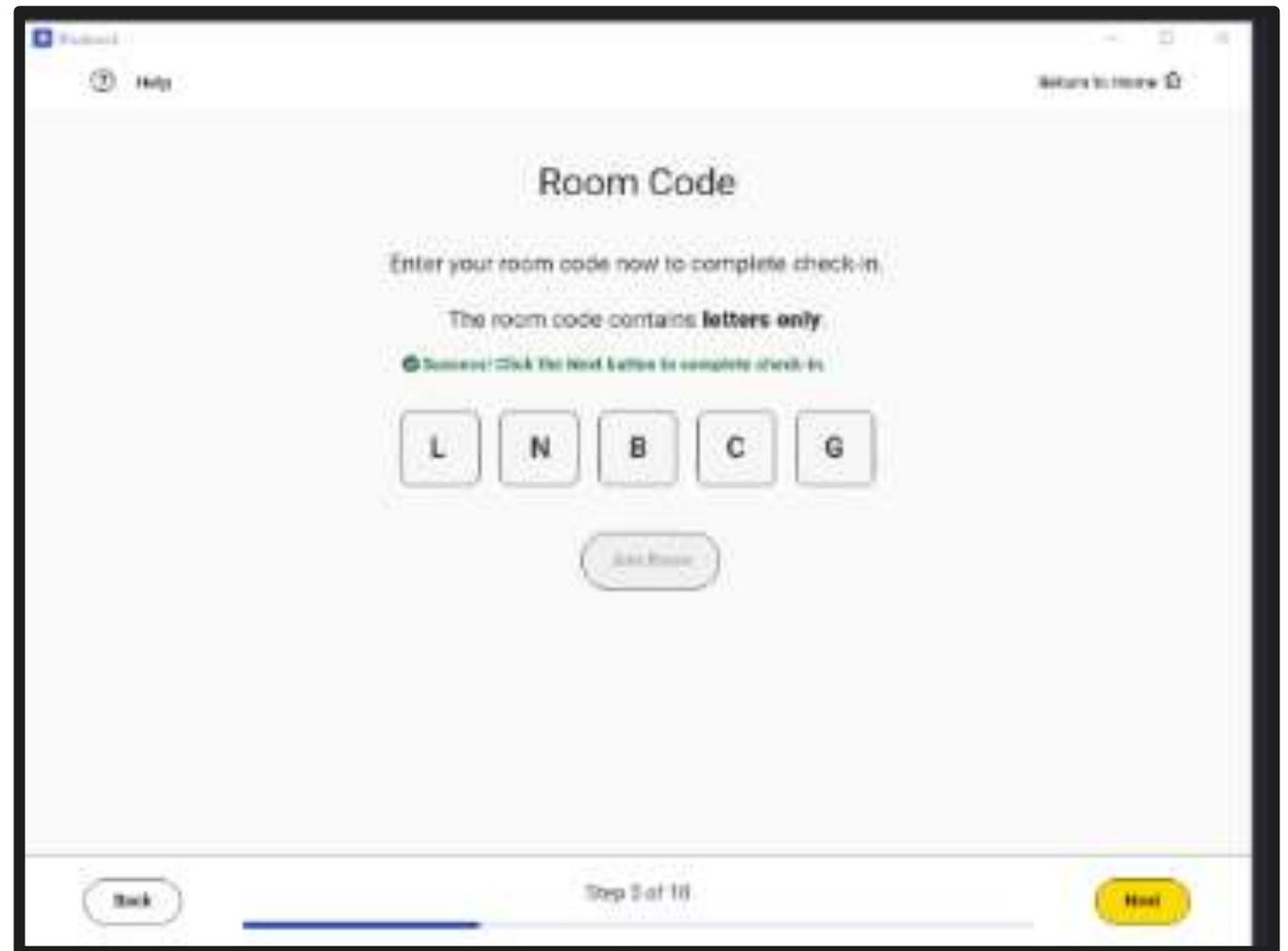
- **Students confirm their personal information and any accommodations they may be using.**
- **Students have done this step previously in the Digital Readiness Check.**



The screenshot shows a web interface for confirming personal information. At the top left is a 'Help' link with a question mark icon, and at the top right is a 'Return to Home' link with a house icon. The main heading is 'Confirm Your Personal Information'. Below this is a form with two columns: 'First and Last Name' and 'Accommodations'. The name 'Kevin McDonald' is entered in the first column. The second column lists two accommodations: 'Breaks as Needed' and 'Reading: Time and one-half (+50%)'. Below the form, there is a question 'Is this information correct?' and two radio button options: 'Yes' and 'No'. A note at the bottom of the form states: 'You may have approved accommodations that don't apply to digital testing. Learn more about accommodations.'

# Room Code

- **Students will enter the 5-digit room code written on the board.**
- **Students will not be able to proceed until the proctor then marks them as present in Test Day Toolkit.**



# Exam Downloaded

- **Once marked present the exam is downloaded onto a student's device.**



# Digital Test Security

- **Students must retype the security pledge for digital testing and agree to those rules and consequences of breaking them.**

CollegeBoard

Help

Return to home

## Digital Test Security

You're bound by the following rules for today's exam:

- You may not give or receive help during the exam. You may not share or post anything related to this exam.
- Your answers must be entirely your own. College Board will review your responses.
- If you attempt to cheat, your score will be canceled, college admissions offices may be notified, and you will be disqualified from taking any AP, SAT, or CLEP exams.

**Test Security Pledge**

I am the person who is supposed to take this exam. I agree to follow the rules above and understand what will happen if I break them.

**Retype the Test Security Pledge**

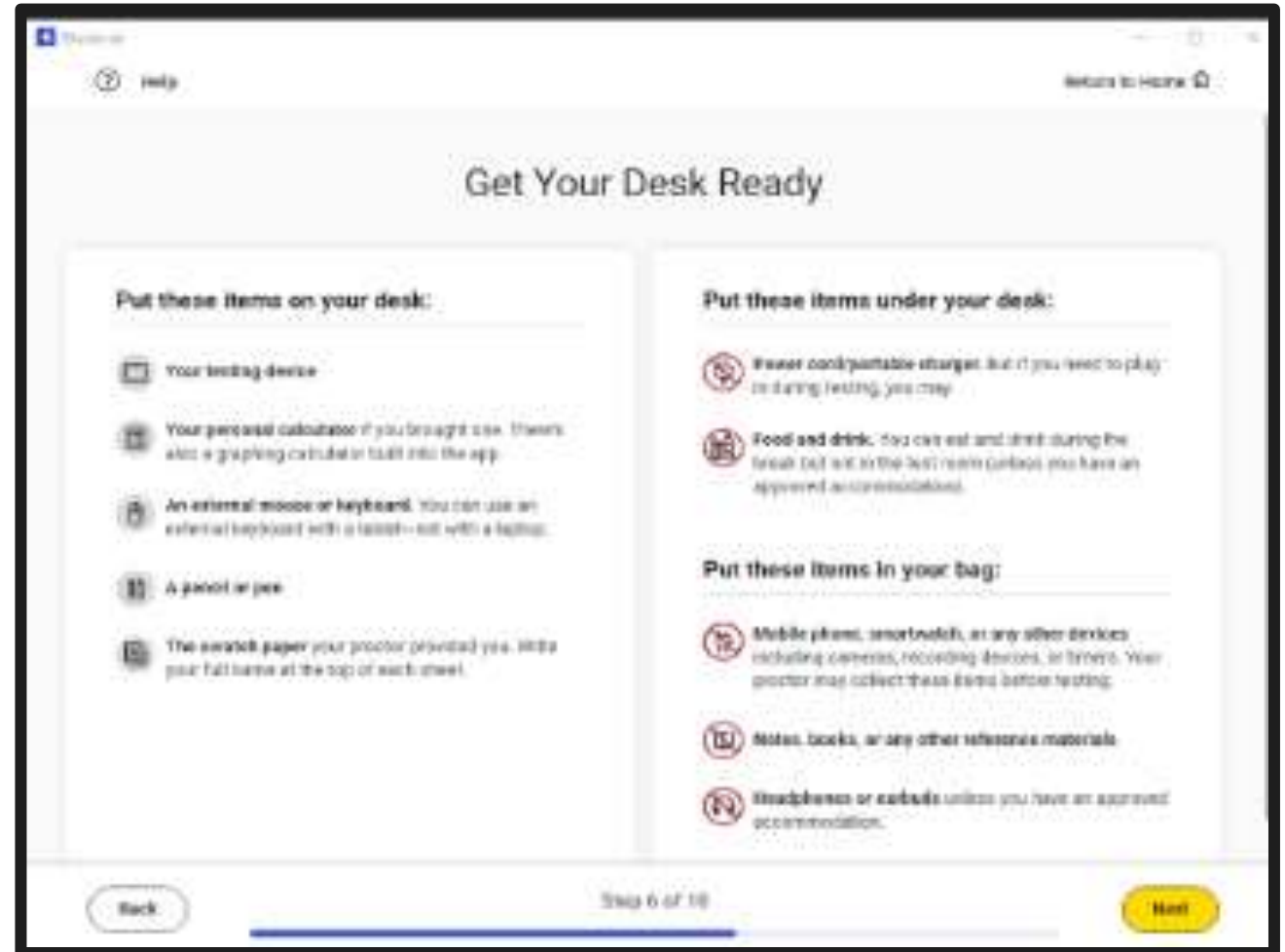
Back

Step 5 of 11

Next

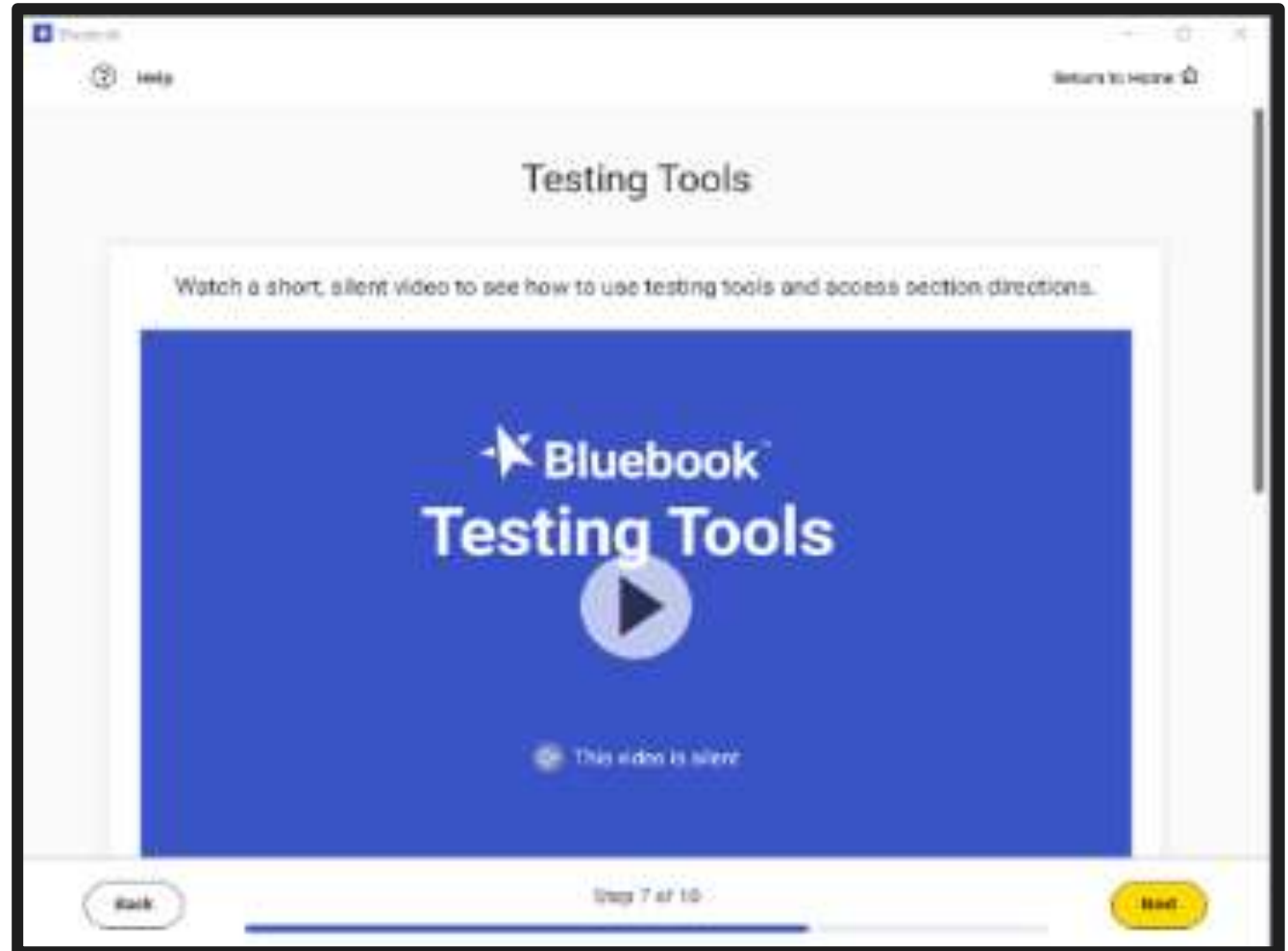
# Get Your Desk Ready

- **Students are given instructions about getting their desk ready to test.**
- **Information is shared on what can and cannot be on desks.**



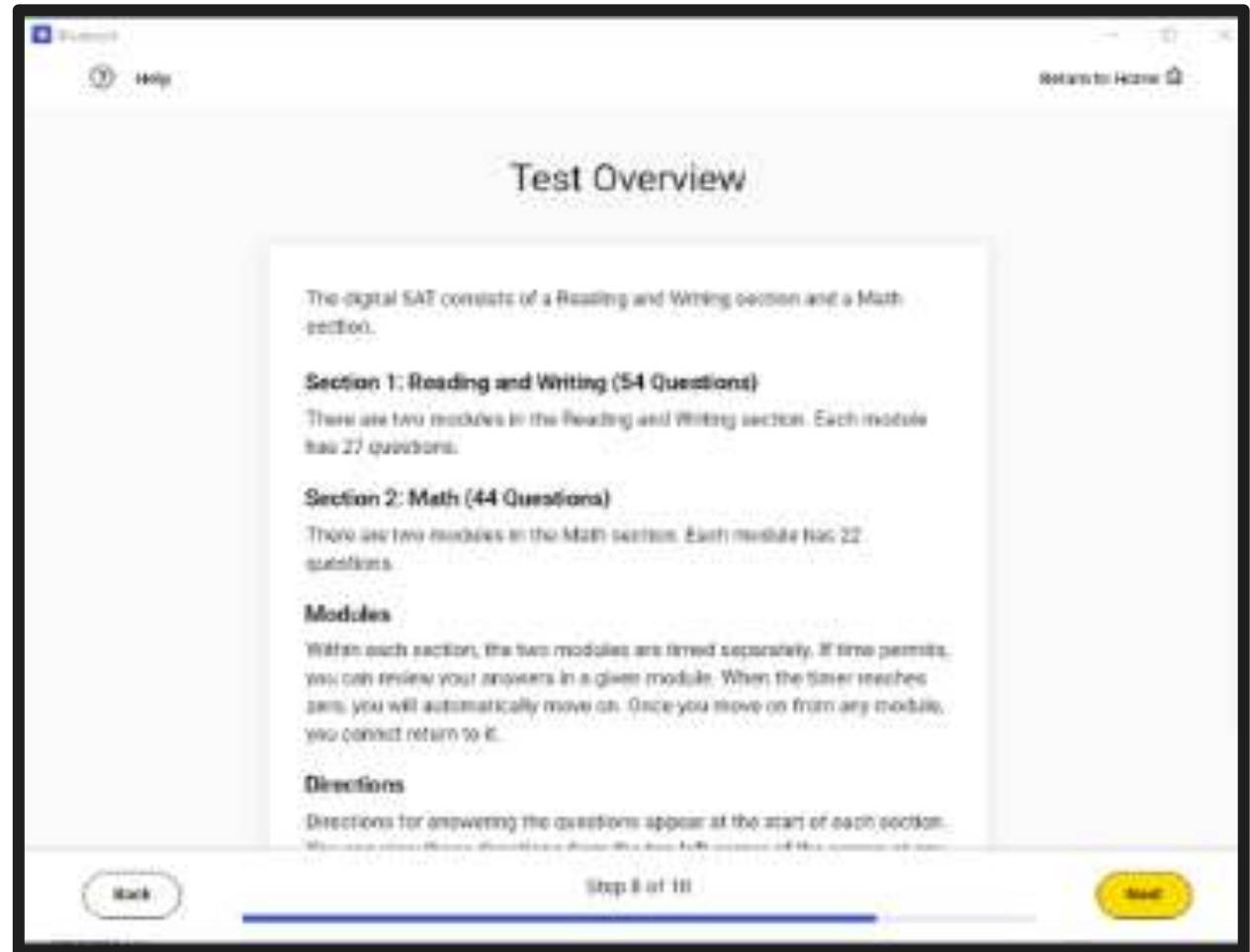
# Testing Tools

- **Students can watch a short silent 2-minute video on the testing tools available to them.**



# Test Overview

- **Students will see a test overview, describing the content of the test.**





# Secure Testing Mode

- **Students are reminded to exit out of any other apps or software.**

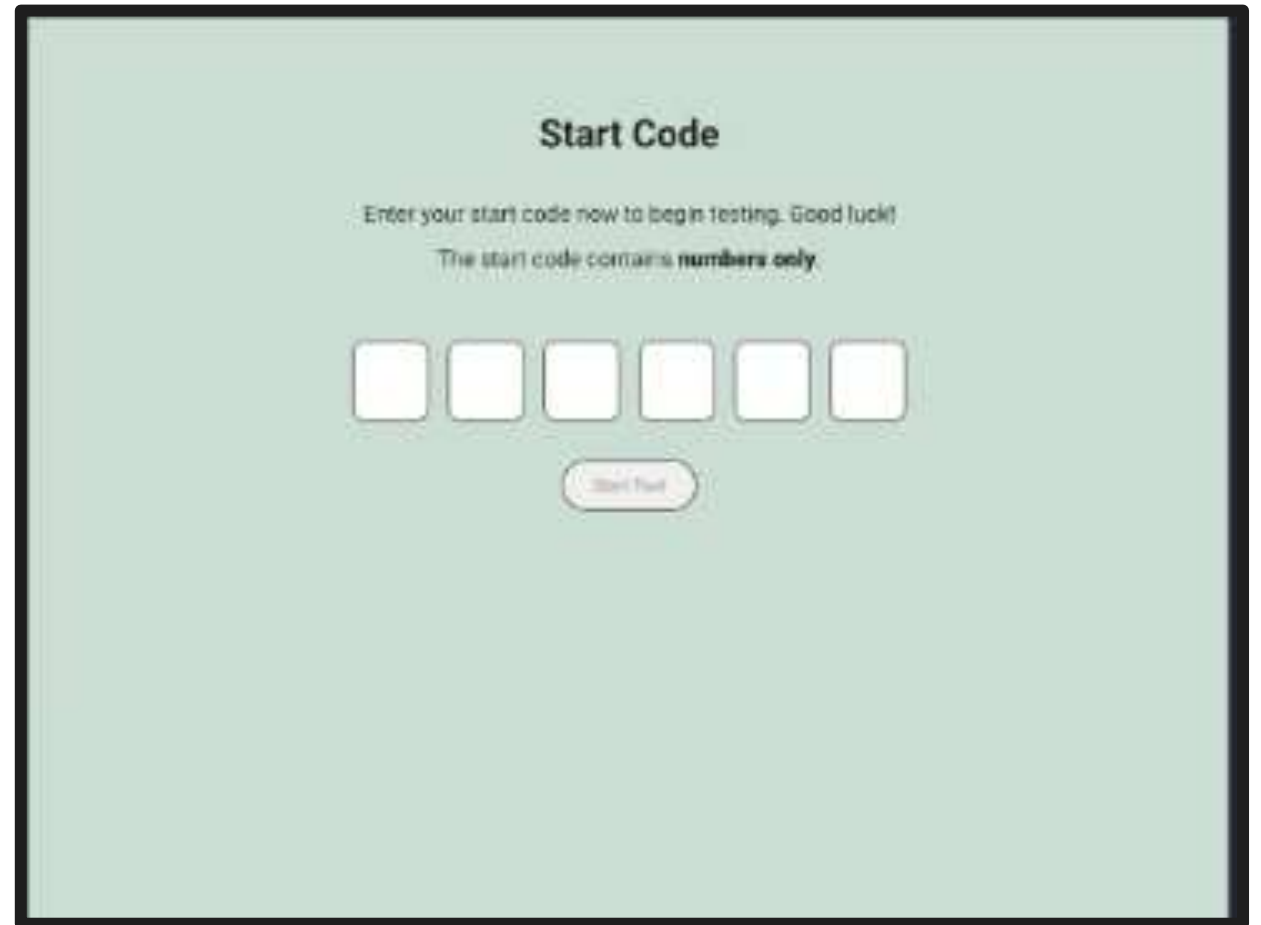
We're About to Lock Your Device



**If you attempt to use other programs or apps during the exam, your scores will be canceled.**

# Start Code

- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**



**Start Code**

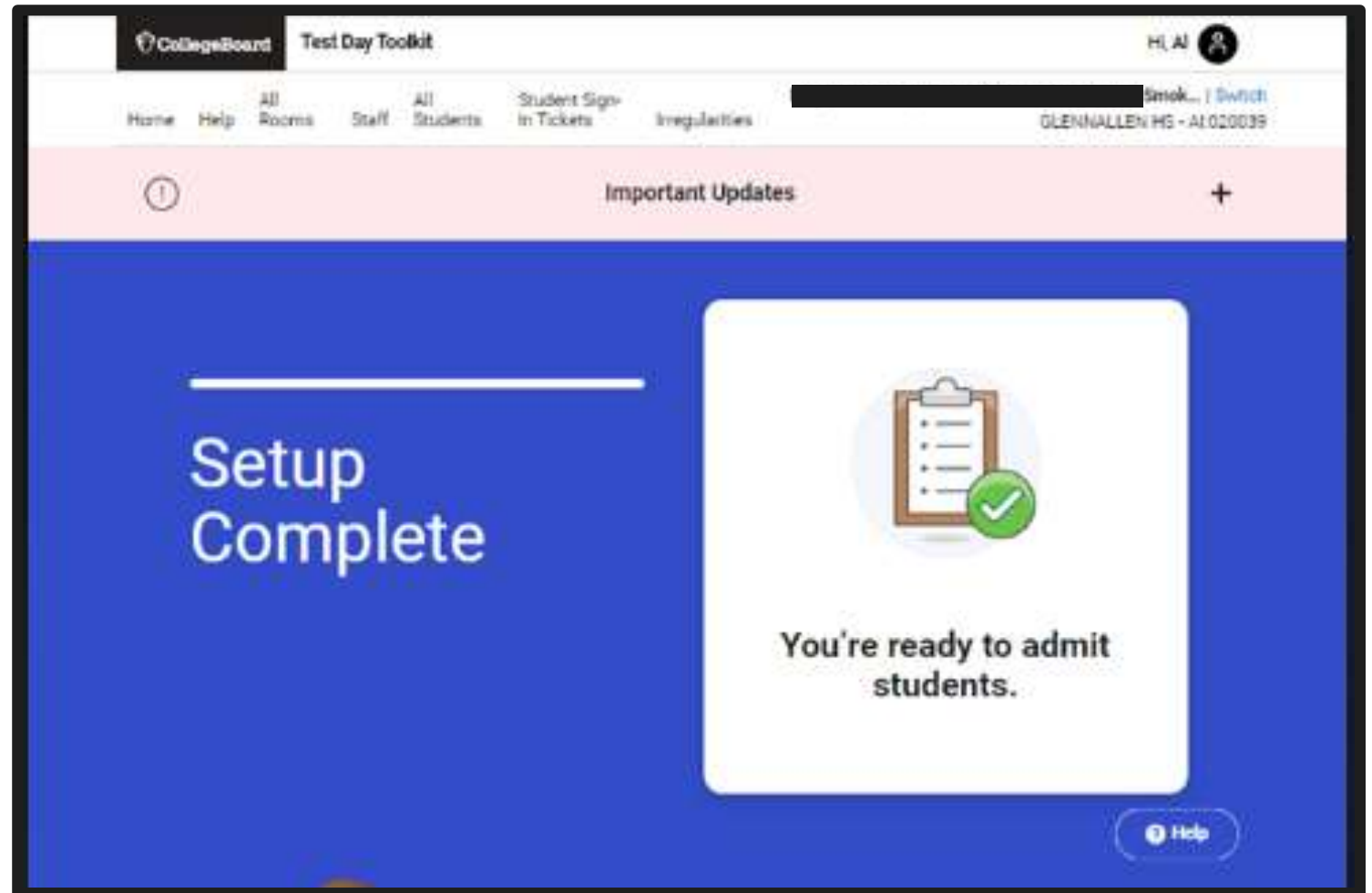
Enter your start code now to begin testing. Good luck!  
The start code contains numbers only.

# Proctors Check-In Students

# Preparing to Admit Students

- **Proctors will:**

- **Sign into Test Day Toolkit.**
- **Arrange the physical room space including: counting seats, covering instructional material, distributing test tickets, and writing the room code and instructions on the board.**
- **Click Next to begin to admit students.**



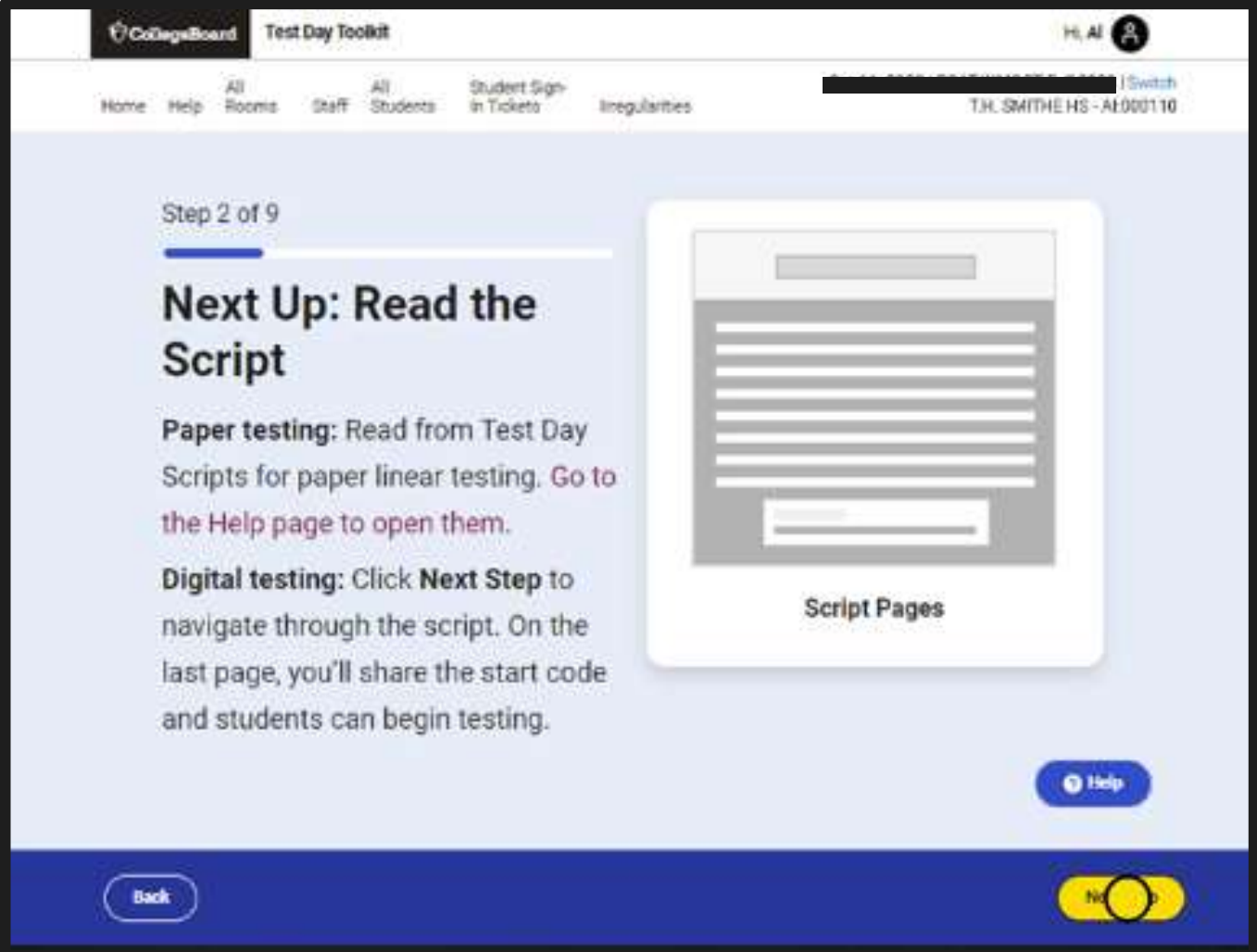
# Step 1 of 9: Take Attendance

- Ask students to check in on their device.
- Track students entering the room code.
- Ensure the sign-in ticket matches the physical student and the device screen.
- Check that students are ready to test.

The screenshot shows the 'Take Attendance' interface in the CollegeBoard Test Day Toolkit. The page is titled 'Step 1 of 9' and 'Take Attendance'. The room code is 'LNBCG'. The interface is divided into three columns: 'ASSIGNED (0)', 'ENTERED ROOM CODE (22)', and 'READY TO TEST (2)'. The 'ASSIGNED' column shows a message: 'Students were not pre-assigned to your room.' The 'ENTERED ROOM CODE' column lists five students: Arnold, Chuck; Eastwood, Abbey; Ellis, Tami; King, Cameron; and Reed, Brian. Each student has a 'Present' button and an 'UNDO' button. The 'READY TO TEST' column lists two students: Armstrong, Bert and Corbett, Tom, each with a 'Ready' button. A 'Help' button is located at the bottom right. At the bottom of the page, there are 'Back' and 'Next Step' buttons.

# Step 2 of 9: Next Up: Read the Script

- Prepare to read the script for testing or access the script for linear testing.



The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and "Test Day Toolkit" are visible. The user is logged in as "T.H. SMITHE HS - AI000110". The navigation menu includes "Home", "Help", "All Rooms", "All Staff", "All Students", "Student Sign-in Tickets", and "Irregularities". The main content area shows "Step 2 of 9" with a progress bar. The heading "Next Up: Read the Script" is followed by instructions for paper and digital testing. A "Script Pages" card with a document icon is shown on the right. At the bottom, there are "Back" and "Next" buttons, along with a "Help" button.

CollegeBoard Test Day Toolkit

Home Help All Rooms All Staff All Students Student Sign-in Tickets Irregularities

Hi, AI [Switch] T.H. SMITHE HS - AI000110

Step 2 of 9

## Next Up: Read the Script

**Paper testing:** Read from Test Day Scripts for paper linear testing. [Go to the Help page to open them.](#)

**Digital testing:** Click **Next Step** to navigate through the script. On the last page, you'll share the start code and students can begin testing.

Script Pages

Help

Back Next

# Step 3 of 9: Welcome

- Proctor will read the script aloud verbatim to all students.
- Proctors should pay attention to the labels for what is to be read aloud and what should not be.

The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and 'Test Day Toolkit' are visible. The navigation menu includes 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Student Sign-in Tickets', and 'Irregularities'. The user is identified as 'T.H. SMITHE HS - AL000110'. A link to 'Update Attendance and View Student Info' is present. The main content area shows 'Step 3 of 9' with a progress bar. The heading 'Welcome' is followed by the instruction 'Read aloud to students.' Below this, a blue box contains the following text: 'Welcome. Today you're taking the PSAT/NMSQT, which focuses on what you're learning in high school. It's also a chance to practice for the SAT and qualify for scholarship programs. When your score report is available, you'll be told how to access it. Please listen carefully. If you haven't finished checking in to the test yet, wait until I finish reading this introduction and give you the start'. A 'Help' button is located to the right of the text. At the bottom, there are 'Back' and 'Next Step' buttons.

# Step 4 of 9: Devices and Materials

- **The script includes directions about materials that are available.**

The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and 'Test Day Toolkit' are visible. The user is logged in as 'T.H. SMITHE HS - AI000110'. The navigation menu includes 'Home', 'Help', 'All Rooms', 'Staff', 'All Students', 'Student Sign-in Tickets', and 'Irregularities'. A progress bar indicates 'Step 4 of 9'. The main heading is 'Devices and Materials'. Below this, a white box contains the instruction 'Read aloud to students.' followed by a blue box with the following text: 'I'll come around now to collect prohibited devices and make sure you followed the Bluebook instructions for clearing your desk. I'll also give you any materials related to your accommodations. If you have phones, smartwatches, or other prohibited devices, turn them off before I collect them. And if you brought a calculator, I'll make sure it's acceptable.' A 'Help' button is located to the right of the text. At the bottom, there are 'Back' and 'Next Step' buttons.



# Steps 5-8 of 9: Check Desks and Continue Script

- **These steps remind proctors of what is and is not allowed on desks.**
- **The steps prompt the proctor to collect any items that are not allowed.**
- **The steps continue with directions for the exam.**

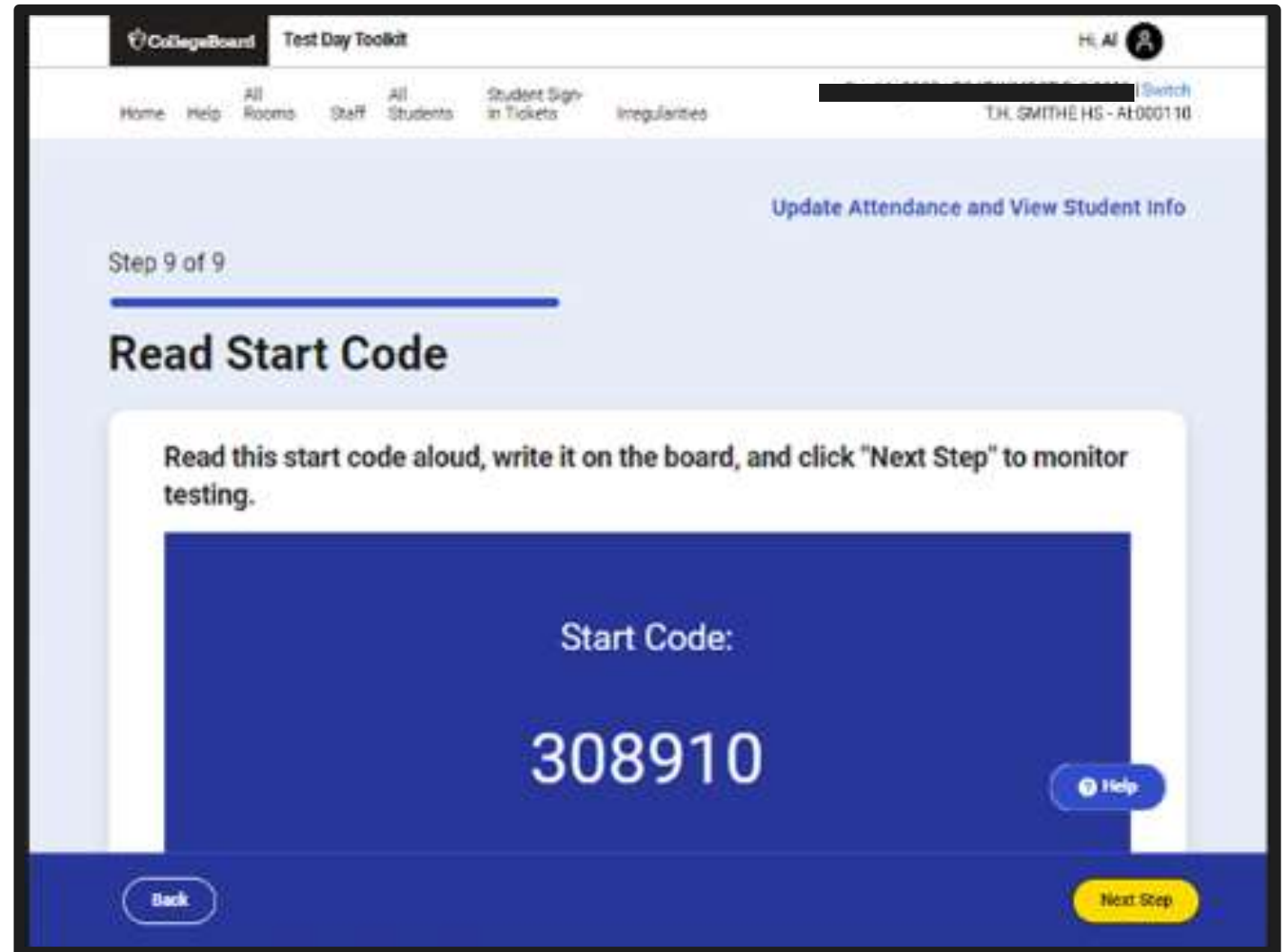
The screenshot displays the CollegeBoard Test Day Toolkit interface. At the top, the CollegeBoard logo and 'Test Day Toolkit' are visible. The user is logged in as 'TAL SMITHE HS - AI003110'. The main heading is 'Step 5 of 9: Check Desks'. Below this, a central instruction reads: 'Check each student's desk for prohibited items.' The interface is divided into three columns:

- Allowed on Desks:** Includes a testing device (no detachable privacy screens).
- Allowed Under Desks:** Includes power cord and portable charger.
- Prohibited Items:** Includes everything else that must be in a backpack placed against the wall.

Navigation buttons for 'Back' and 'Next Step' are located at the bottom of the screen.

# Step 9 of 9: Read Start Code

- **The room's unique six-digit start code should be read aloud and written on the board.**
- **Ideally, the start code should be entered by students as close to the same time as possible to ensure each student's individual test timers are as close as possible to being aligned.**



# Monitoring Testing

# Monitoring Dashboard

- **Not Started:** This means that students have checked in but not entered the start code.

## Monitoring Dashboard

Use the testing status filters to see who's testing smoothly and who might need attention. [Reload](#)

### Testing Status Filters

Status	Count
<a href="#">Not Started</a>	0
<a href="#">Section 1</a>	0
<a href="#">Break</a>	5
<a href="#">Section 2</a>	0
Limited Use Only	
<a href="#">Section 3</a>	10

### Needs Attention

Status	Count
<a href="#">Exited</a>	0
<a href="#">Submission Pending</a>	0

### Ready to Dismiss

Dismiss students with submitted status. How do I help the others?

Status	Count
<a href="#">Submitted</a>	0

### Student list: All Students (15)

Student	Accommodations	Testing Status	Test Name
<a href="#">Achikinson, Carlos</a> Reg No.: 0000234567	None	Break	SAT with Essay
<a href="#">Zeus, Sophia</a> Reg No.: 0000984314	None	Section 3	SAT with Essay
<a href="#">Anderson, Florence</a> Reg No.: 0000078123	None	Break	SAT with Essay
<a href="#">Beal, Chris</a> Reg No.: 0000556710	None	Section 3	SAT with Essay
<a href="#">Fredericton, Christina</a> Reg No.: 0000149037	None	Section 3	SAT with Essay
<a href="#">Roberts, Joshua</a> Reg No.: 0000500321	None	Section 3	SAT with Essay

< 1 - 10 >

[Back](#) [Next Step](#)

# Seating Chart

(Recommended Not Required)

- **The Seating Chart is not available in Test Day Toolkit.**
- **A PDF version can be found on the [ISBE SAT with Essay, PSAT 10, and PSAT 8/9 page](#).**

1. For each occupied seat, write in the student's full name and as much of the first name as you can fit. Separate the two names with a comma.

2. Cross out any unused seats.

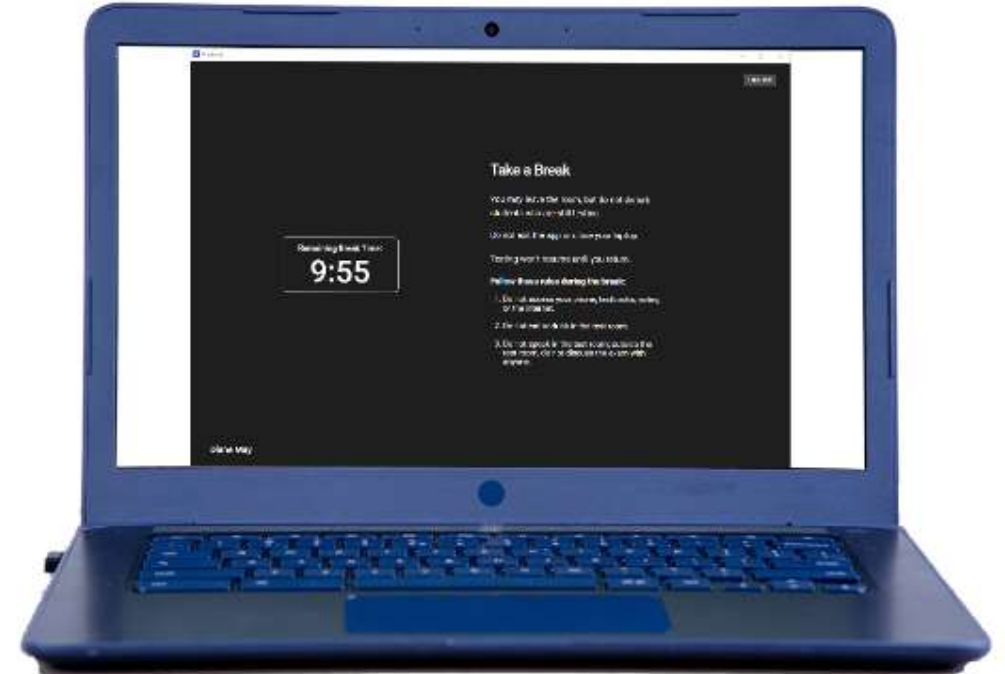
3. Indicate the location of the entrance doors.

If any student is moved to another seat after the test begins, indicate on the seating chart where the student was moved. Submit an Irregularity Report explaining the reason for the change.

REAR					
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>	<del> </del>
Johnson, Tam	Stevens, Kathy	Samuels, Sarah	Bleus, Frank	Smith, Jared	
Brun, Robert	Kent, Joana	Vasques, Oscar	Lang, Gregore	Lim, Joon	
Alexias, Bruce	Nix, Mary	Stevens, Steve	Roberts, Brenda	Jackson, Jason	
Hernandez, Jorge	Young, Jade	Drippier, Janice	Brothers, Eric	Richards, Marie	
FRONT					
Students face this direction					
					Room Entrance

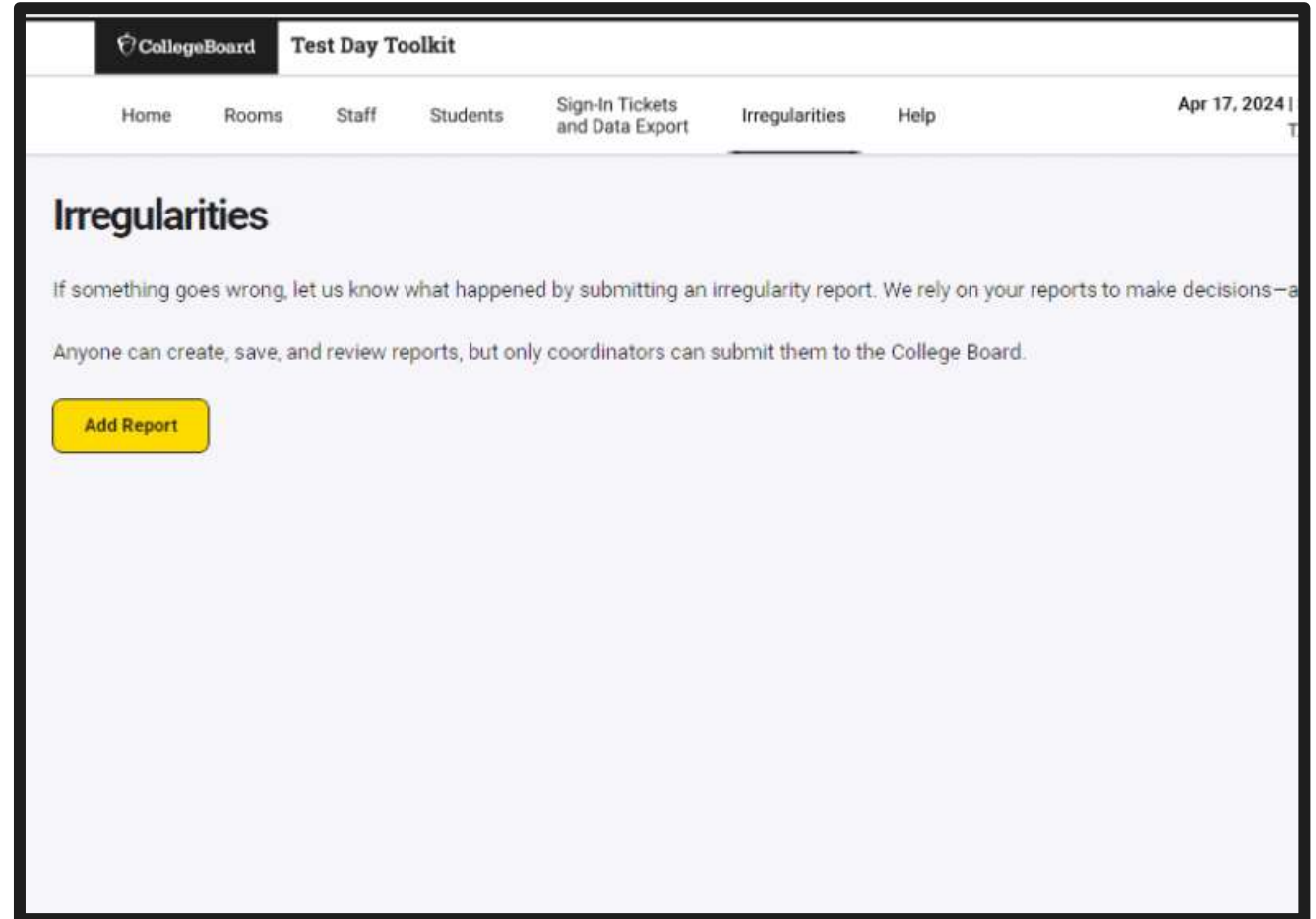
# Breaks

- **A 10-minute break is scheduled between the Reading and Writing and Math sections of the test.**
- **A 5-minute break is scheduled between the Math and Essay sections of the SAT with Essay test.**
- **Bluebook shows each student how much time is remaining in their break. This may be slightly different for each student.**
- **Students may leave the room during a break to use the restroom.**
- **Students may eat a snack during a break away from their desk.**
- **Students may have an unscheduled break to use the restroom but will lose test time.**



# Responding to Problems

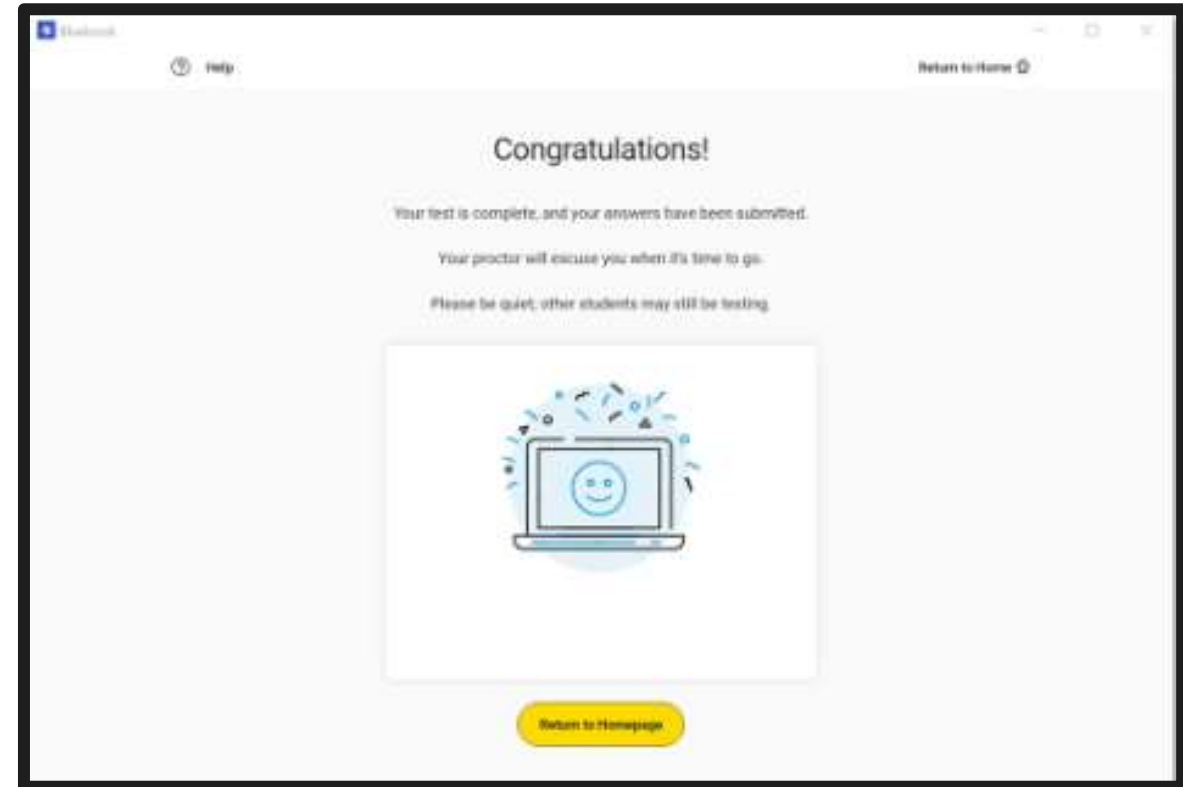
- **Students should never be left unattended in the testing room.**
- **Proctors should actively monitor the testing room for any irregularities.**
- **All irregularities should be reported using the digital Irregularity Report (IR) in Test Day Toolkit.**
- **As with paper and pencil testing, thorough descriptions of an incident will allow for proper guidance and in some cases an opportunity for a student to retest.**
- **Test coordinators review and submit all proctor IRs.**





# Student Dismissal

- **Bluebook will provide students with instructions to raise their hand for checkout after the timer stops.**
- **If students are connected to the internet, their answers will be automatically submitted after the timer stops.**
- **Students should look for the congratulations page to know their answers have been submitted.**
- **Proctors can monitor student submission status in Test Day Toolkit. Student movement on the dashboard should be close to simultaneous.**
- **Sign-in tickets and scratch paper are collected at check-out.**
- **Students with connectivity issues have one day to submit answers.**





# Check for Understanding



---

What final action is required for students to view test content?

- A. Enter the room code.
- B. Complete the optional Test preview.
- C. Enter the start code.
- D. Complete the seating chart.
- E. All of the above.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another person is partially visible on the right side of the frame. The background is a classroom with a whiteboard and a flag.

# After Test Day

Score Return Dates

College Board's K-12 Assessment Reporting Portal

Student Score Reports

# Score Return Dates

# Spring 2024 Score Release Timing for SAT with Essay, PSAT 10, and PSAT 8/9



Score Release	Test Submission Dates	College Board's K-12 Score Reporting Portal Score Release Begins <small>(for educators with access)</small>	Student Score Release Begins <small>(for students with College Board student accounts)</small>	ISBE's Student Information System <small>(for ISBE-provided administrations only)</small>
Release 1	3/18/24 - 3/29/24	4/16/24	4/18/24	Anticipated 7/8/24
Release 2	3/30/24 - 4/12/24	4/30/24	5/2/24	Anticipated 7/8/24
Release 3	4/13/24 - 4/26/24	5/14/24	5/16/24	Anticipated 7/8/24

# College Board's K-12 Assessment Reporting Portal

# Access K-12 Assessment Reporting Portal

Click on **K-12 Assessment Reporting** to Access Scores

**Data Access Manager:** Each building establishes 2-3 staff members who manage College Board SAT Suite of Assessments data for the school. They use the **Managing Access** to support K-12 Assessment Reporting link to grant staff access.

## My College Board Professional Account

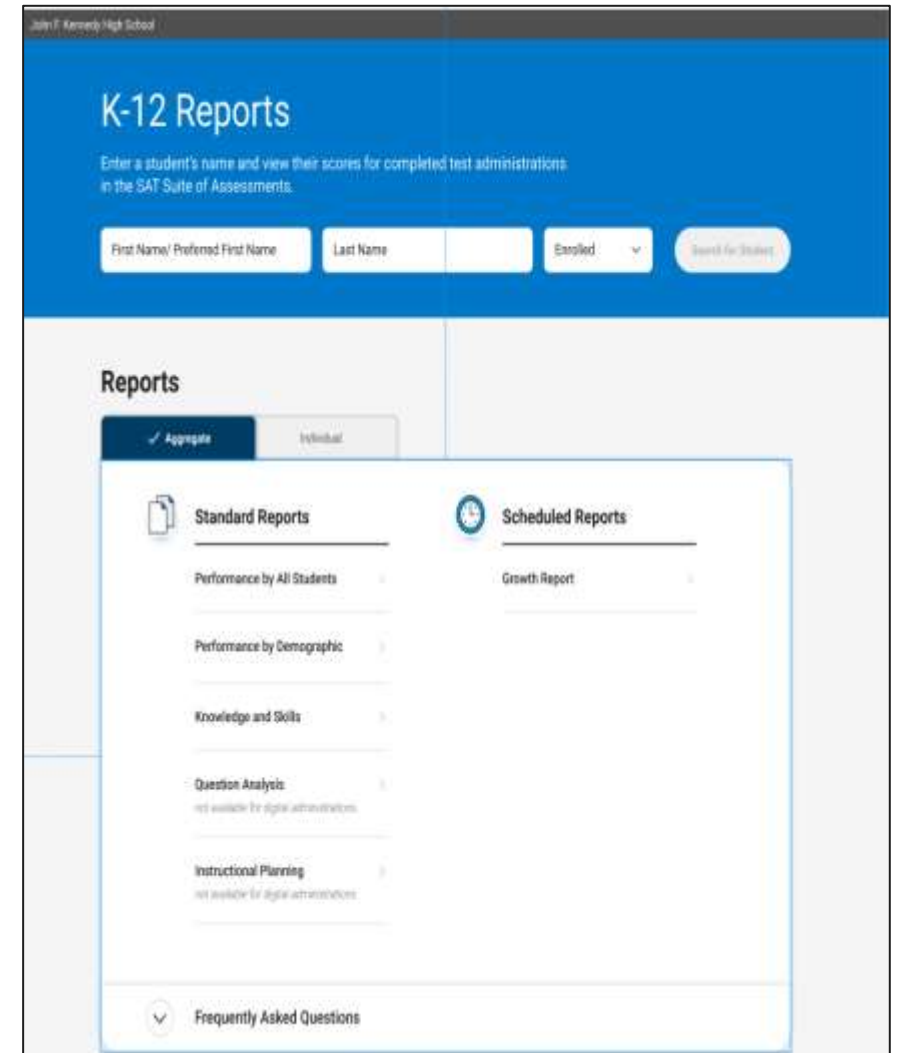
**Other Tools**  
We offer an array of tools and services to support your work in education. See the College Board Professional website for more information.

### My Tools And Services

Tool or Service	My Role	Expires* ?	Manage Access
<a href="#">AP Potential™ ▶</a>	AP Potential Region	31-Dec-2035	<a href="#">edit</a>
<a href="#">AP Registration &amp; Ordering and AP &amp; Pre-AP Classroom Access Management ▶</a>	AP SDP	31-Dec-2022	<a href="#">edit</a>
<a href="#">AP® / Pre-AP Course Audit ▶</a>	AP/Pre-AP Course Audit Teacher	04-Apr-2035	<a href="#">edit</a>
<a href="#">AP® Score Reports for Educators ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">AP® Teacher Community ▶</a>	N/A	N/A	
<a href="#">K-12 Assessment Reporting ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Test Ordering ▶</a>	TOS Lead/Region	31-Dec-2021	<a href="#">edit</a>
<a href="#">College Board Communities ▶</a>	N/A	N/A	
<a href="#">Managing Access to support K-12 Assessment Reporting ▶</a>	multiple roles	multiple dates	<a href="#">edit</a>
<a href="#">Membership Community ▶</a>	N/A	N/A	
<a href="#">Pre-AP Ordering ▶</a>	N/A	N/A	

# Updated Educator Reports in the K-12 Reporting Portal

- Aggregate Performance Reports
  - Select administration and season
  - Select an individual grade, ALL grades, or most common grade combination
  - Knowledge and Skills Report
  - Individual Student Reports
  - Roster report
  - Student score reports (.pdf)
- Skills Insight tool

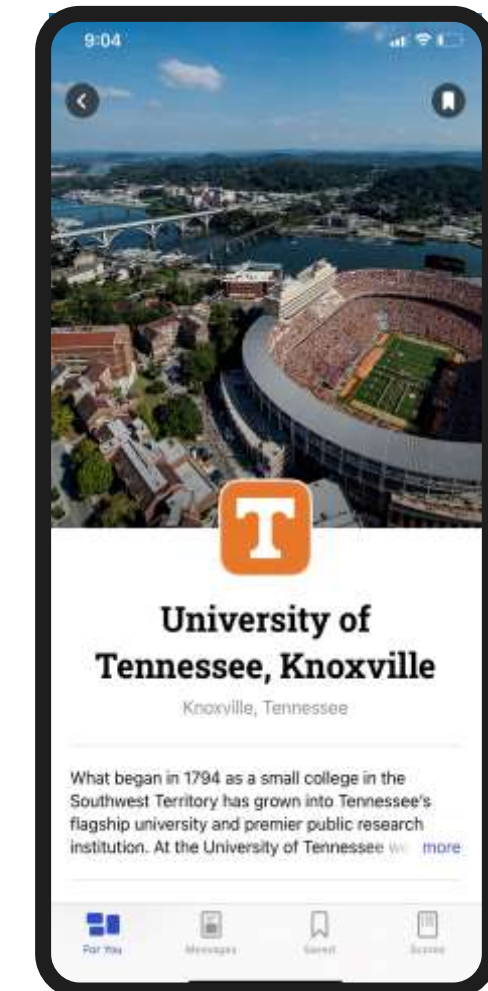
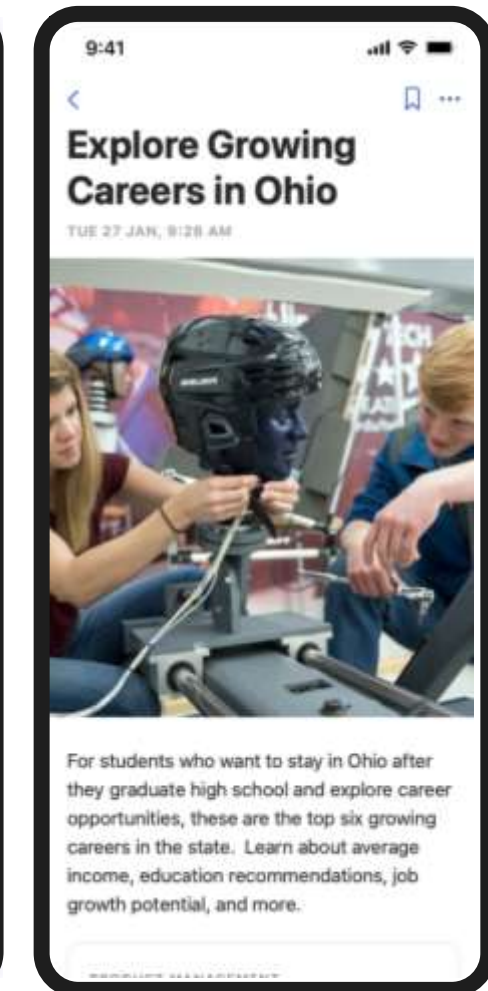
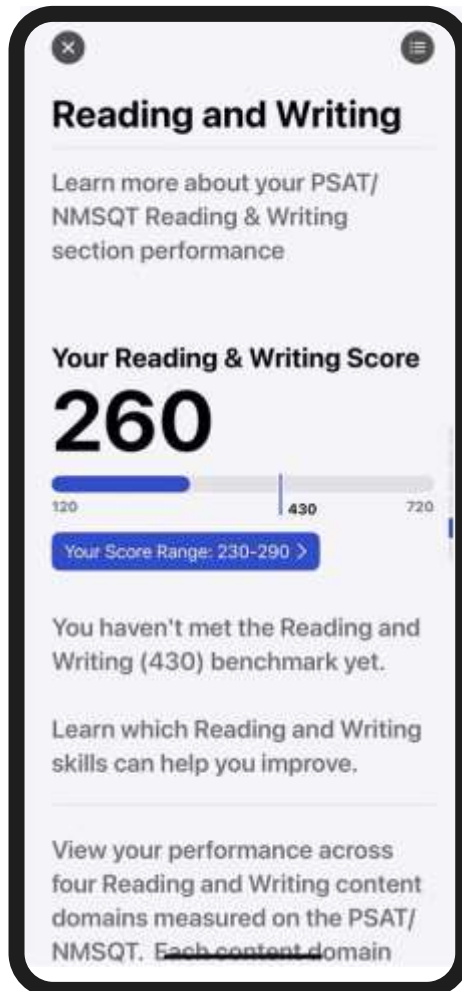
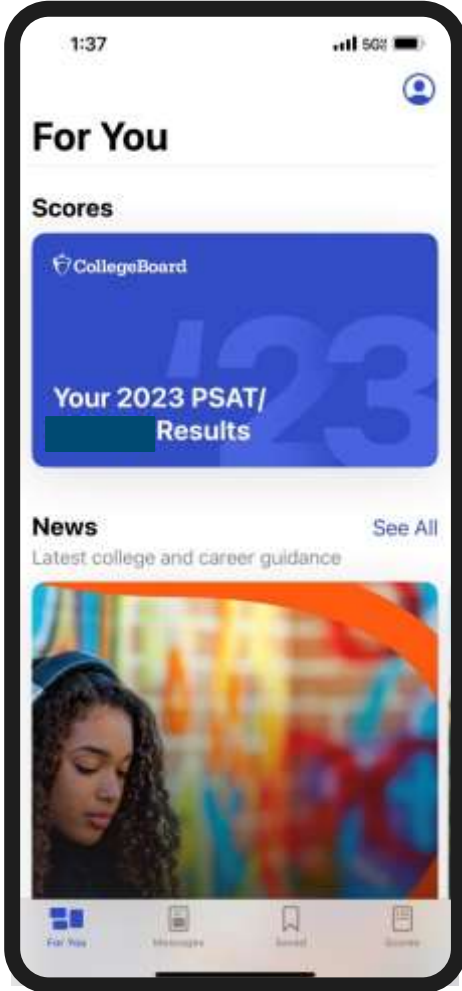


# Student Score Reports



# New in Fall 2023: BigFuture School App

Students who provide a mobile number when taking the SAT with Essay or PSAT 10 will be able to access their score in BigFuture School.



# Online Score Report

## Score Insight

**Your Score**  
1080

**Your School (Avg.)**  
1233

[See All Score Comparisons](#) →

**Your Country**  
**10th Percentile**  
10% of students scored the same as or below you

[See All Percentile Comparisons](#) →

**Knowledge and Skills**  
Dig deeper into your SAT section performance.

[See Reading and Writing Skills](#) →

[See Math Skills](#) →

## Your Score Reports

Go Demo

### Your Latest Test

SAT March 11, 2023 Administration  
Tested on: Mar 11, 2023, 11th Grade

**TOTAL SCORE**  
**1080** (421-1482)

Reading and Writing: **560**    Math: **520**

[See Score Details](#) →

[Download Report](#)

You've improved 78 points since your last SAT test!

### Score Insight

**Your Score**  
1080

**Your School (Avg.)**  
1233

[See All Score Comparisons](#) →

**Your Country**  
**10th Percentile**  
10% of students scored the same as or below you.

[See All Percentile Comparisons](#) →

**Knowledge and Skills**  
Dig deeper into your SAT section performance.

[See Reading and Writing Skills](#) →

[See Math Skills](#) →

### Next Steps

- Practice and Improve
- Retake the SAT
- Help Colleges Find You
- Send Your Scores
- Get Your Personalized AP Course Recommendations

### Your Future, Your Way

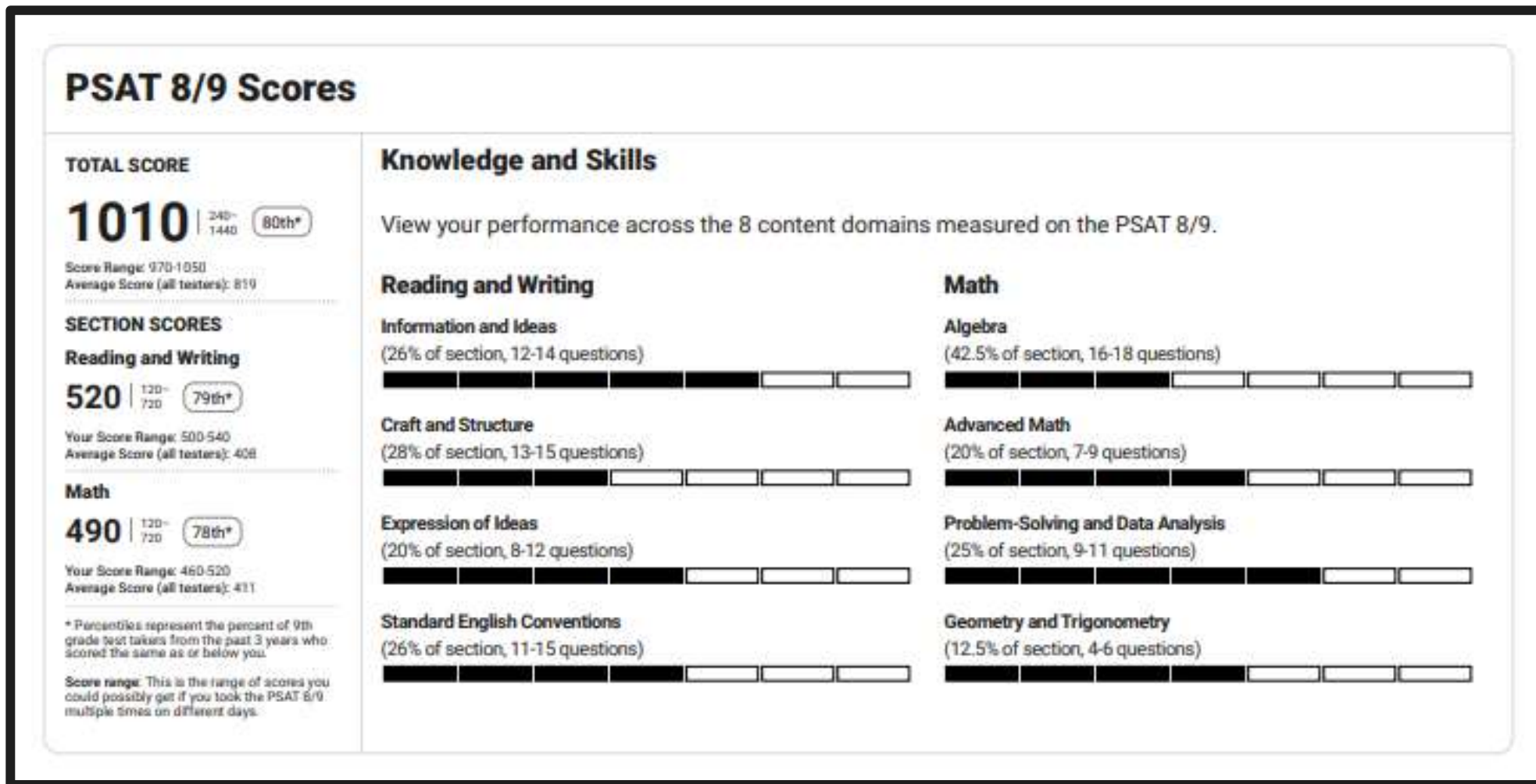
Need help with planning your life after high school? Our free, personalized tools can help.

- Discover 4,000+ colleges in the U.S. and worldwide
- Search over \$4 billion in scholarship opportunities
- Explore up to 1,000 careers, and more

[Explore Options](#) →

# Student Score Report PDF

Simplified!



# Check for Understanding



When can school staff view student score data?

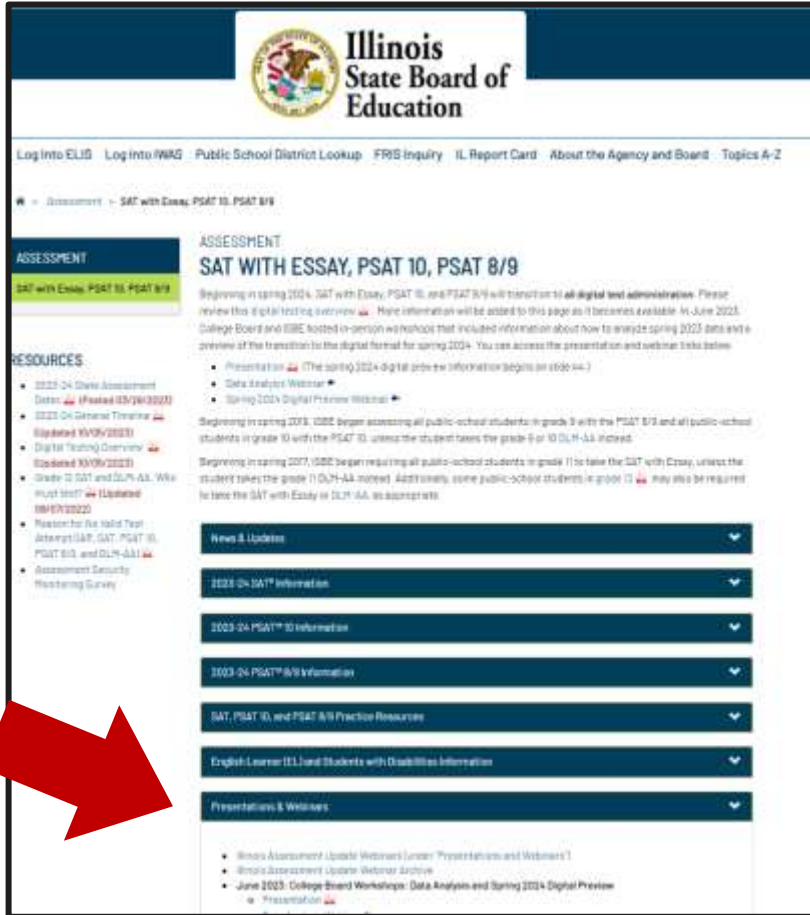
- A. Two days before students in College Board's portal.
- B. In July from ISBE's SIS.
- C. Between mid-April and mid-May, in College Board's portal, depending on when the school offered the test.
- D. All of the above.



A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up at the board. Another woman is partially visible on the right side of the frame, looking towards the whiteboard. The background is a blurred office setting with a flag visible. The entire image has a blue tint.

# Training and Communication

# Training Offerings



The screenshot shows the Illinois State Board of Education website. The main heading is "ASSESSMENT SAT WITH ESSAY, PSAT 10, PSAT 8/9". Below this, there is a "RESOURCES" section with a list of links. A red arrow points to the "Presentations & Webinars" link in the left sidebar. The main content area includes a "News & Updates" section with several dropdown menus for "2023-24 SAT Information", "2023-24 PSAT™ 10 Information", "2023-24 PSAT™ 8/9 Information", "SAT, PSAT 10, and PSAT 8/9 Practice Resources", "English Learner (ELL) and Students with Disabilities Information", and "Presentations & Webinars". The "Presentations & Webinars" dropdown is expanded, showing a list of training sessions including "Illinois Assessment Update Webinars (under 'Presentations and Webinars')", "Illinois Assessment Update Webinar Archive", and "June 2023: College Board Workshop: Data Analysis and Spring 2024 Digital Preview".

<https://www.isbe.net/Pages/sat-psat.aspx>

All past and upcoming trainings are posted on the ISBE SAT with Essay, PSAT 10, and PSAT 8/9 website under the Presentations & Webinars dropdown.

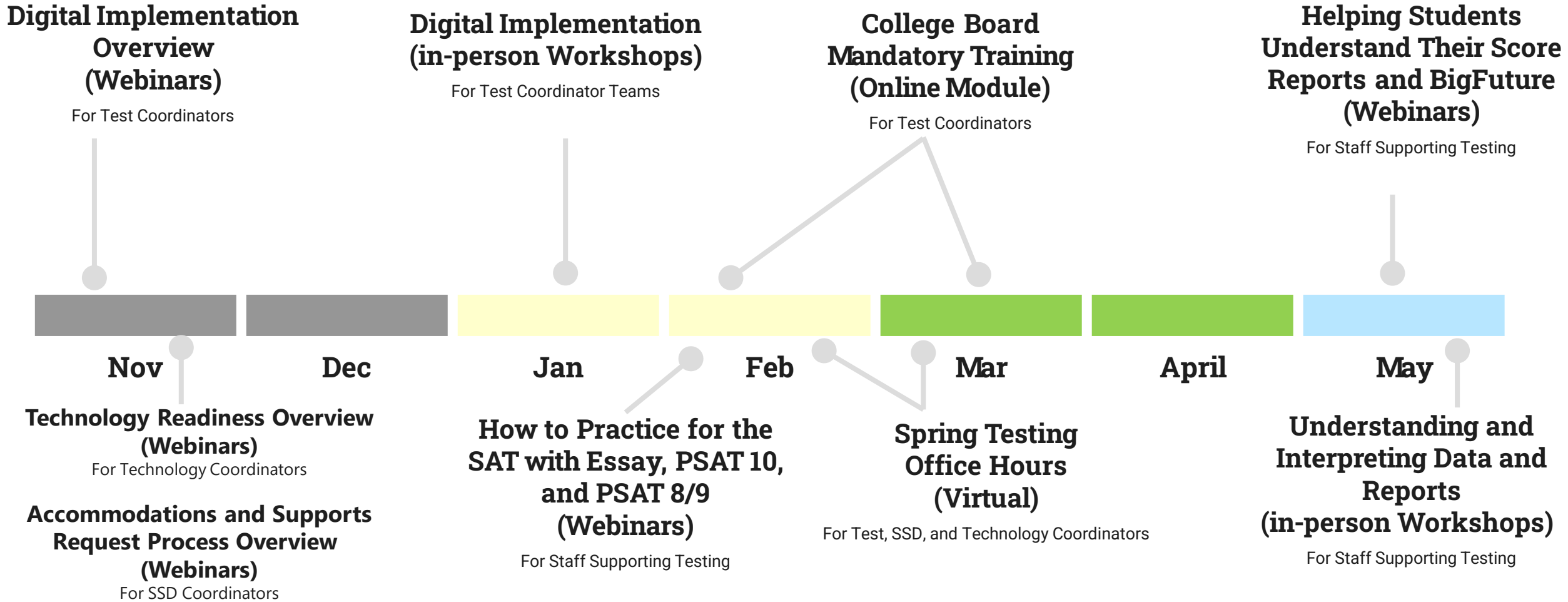
ISBE will post the following prior to each training session:

- Description of the training, including intended audience
- Dates and times of the training
- Registration links to the training

ISBE will post the following approximately one week after each training session:

- Presentation slides (.pdf)
- Presentation recording

# Training Calendar



# Additional Training Opportunities

Training	Mode	Duration	Dates/Times
How To Practice For the SAT with Essay, PSAT 10, and PSAT 8/9	Webinar	1.5 hours	February 13, 2024, 10:00 a.m. February 14, 2024, 1:00 p.m. February 15, 2024, 10:00 a.m.
Accommodations and Support SSD Part #2	Webinar	1.5 hours	February 20, 2024, 1:00 p.m. February 21, 2024, 10:00 a.m. February 22, 2024, 1:00 p.m.
Spring Testing Office Hours	Virtual	1 hour	February 2, 2024, 11:00 a.m. February 16, 2024, 11:00 a.m. March 1, 2024, 11:00 a.m. March 15, 2024, 11:00 a.m.
Helping Students Understand Their Score Report and BigFuture	Webinar	1.5 hours	May 14, 2024, 1:00 p.m. May 15, 2024, 10:00 a.m. May 16, 2024, 1:00 p.m.
Understanding and Interpreting Data and Reports Workshops	In-Person	2.5 hours	Late May Dates TBD



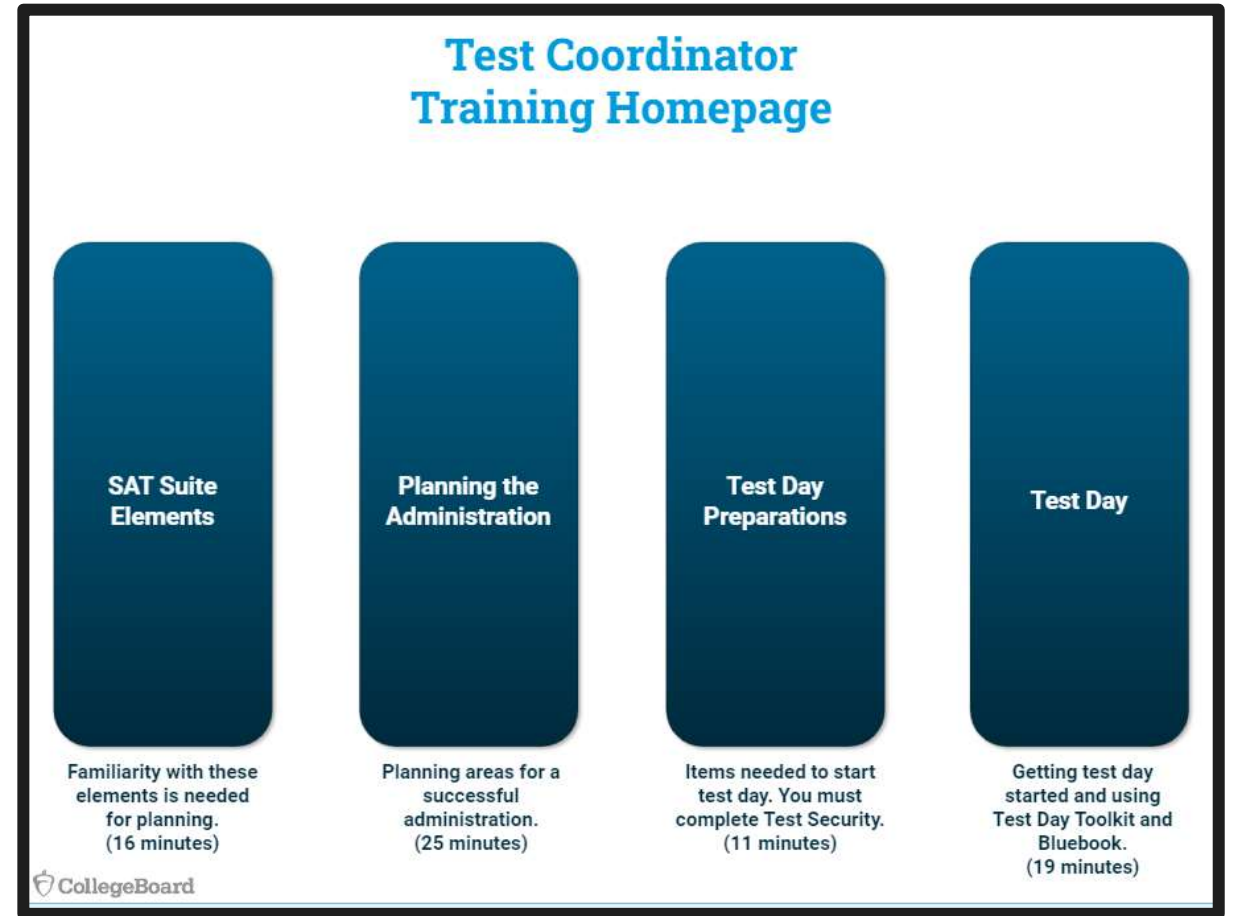
# Learning Management System (LMS) Required Training (e-Modules)

College Board has prepared an Illinois-specific series of required e-modules that are scheduled to be available on February 5, 2024.

An email is scheduled to be sent to test coordinators with a link to access training on February 5, 2024.

An educator professional account is required to access training.

New this year: Online training now includes hall monitors and technology monitors.



# Communication: Monthly Newsletter



## Includes:

- Overview of the information needed for each month's activities
- Preview of upcoming items for the next month

## Timeline:

- Delivered on approximately the 15th of each month
- November through May
- Archived at [ISBE SAT/PSAT website](#)

## Audience:

- Test Coordinator
- SSD Coordinator
- Technology Coordinator
- Backup Coordinators
- Principal
- Superintendent

College Board/ISBE December 2023 Newsletter - Spring 2024 D



ILSAT

To: Nick, Michael

You forwarded this message on 12/15/2023 5:27 PM.



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Greetings and Happy Holidays!

Please see below for the upcoming tasks and information regarding digital SAT Suite (SAT with Essay, PSAT 10, and PSAT 8/9) for spring 2024.

We appreciate all you do for your students and families. Please enjoy a restful holiday!

Warmly,

The College Board Illinois Field Team

Spring 2024 Digital SAT with Essay, PSAT 10, and PSAT 8/9 Testing Window	
Testing Window Opens	Monday, March 18, 2024
Testing Window Closes	Friday, April 26, 2024

Upcoming Tasks/Due Dates

Please review the table below outlining actions, roles, and due dates that are coming due in the next two months. For any questions or clarifications, don't hesitate to reach out.

A general timeline for the ISBE-provided administration is available on the [SAT/PSAT website](https://www.isbe.net/Documents/SAT-PSAT_general-timeline-2024.pdf) at [https://www.isbe.net/Documents/SAT-PSAT\\_general-timeline-2024.pdf](https://www.isbe.net/Documents/SAT-PSAT_general-timeline-2024.pdf)

Task	Owner	Date Due	Who to Contact for Help
Submit Accommodations Requests in SSD Online	SSD Coordinator	01/30/2024	College Board: <a href="mailto:ISAT@collegeboard.org">ISAT@collegeboard.org</a>
Submit EL (time and one-half) Support Requests in SSD Online	SSD Coordinator	01/30/2024	College Board: <a href="mailto:ISAT@collegeboard.org">ISAT@collegeboard.org</a>
Review Pre-ID data in ISBE's Student Information System (SIS)	District/School Staff with appropriate SB access	01/31/2024	ISBE Assessment: <a href="mailto:assessment@isbe.net">assessment@isbe.net</a>
Late Accommodations Deadline	SSD Coordinator	02/09/2024	College Board: <a href="mailto:ISAT@collegeboard.org">ISAT@collegeboard.org</a>

[Return to TOC](#)

[Spring 2024 Established Test Sites and Pre-ID](#)

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up and to the right. Another woman is partially visible on the right side of the frame, looking towards the whiteboard. The background is a blurred office setting with a flag visible. The entire image has a blue tint.

# Resources

# Resources



College Board	ISBE
<p data-bbox="1054 594 1615 644">Illinois Educator Support</p> <p data-bbox="1047 708 1602 808"><a href="mailto:ILSAT@collegeboard.org">ILSAT@collegeboard.org</a> 844-688-9995</p> <p data-bbox="986 936 1663 1096"><b>For spring assessment, do not use College Board national phone numbers.</b></p>	<p data-bbox="1760 596 2372 644">Department of Assessment</p> <p data-bbox="1824 708 2308 808"><a href="mailto:assessment@isbe.net">assessment@isbe.net</a> 866-317-6034</p> <p data-bbox="1755 936 2372 1093"><u>Website: ISBE-Provided Assessments</u> <u>Website: IKA Assessments</u></p>

# Resources – Pre-Administration Educator Toolkits

- Pre-Administration Educator Toolkits are being delivered to schools in early February.
- The toolkits will provide one-page resources that can be copied and distributed to students and parents/guardians to share the following information:
  - The benefits of the SAT with Essay, PSAT 10, and PSAT 8/9
  - How to Practice for the SAT with Essay, PSAT 10, and PSAT 8/9
  - BigFuture.org scholarships
- All resources are available in both English and Spanish.
- Digital versions of these resources will be posted on the ISBE [SAT/PSAT website](#).





# Update Your Coordinator Form



A self-service form is available to update STC contact information.

To add a new SSD Coordinator, schools must follow a process to establish a new SSD Coordinator in SSD Online.

[bit.ly/UpdateYourCoordinator](https://bit.ly/UpdateYourCoordinator)



## State Testing School Contact Update Form

This form is to capture updates to your school's testing staff after fall establishment activities are complete. Please allow 36 - 48 hours for all College Board systems to update after submission.

### AI Code

The Attending Institution Code (AI code) is a College Board specific code assigned to each school. It is 6 numeric digits, and is not your state or district building identification number. If you don't know your AI code, search here:

<https://collegereadiness.collegeboard.org/k-12-school-code-search>

### School Name

### Submitter name

### Submitter Email Address

### State

Please select the state your school is located in.

If you are located in West Virginia, please do not fill in this form. Visit

<https://forms.office.com/pages/responsepage.aspx?id=S7AZ4Awzekalrqn7FzdNalmp95HIU9JLoxrvzH1CahUNDZLSJOSUFMWEXLNkZOTDY5OzY0VFozSC0IQN0PWcu> to complete your updates.

A woman with long dark hair, wearing a dark red sweater, is writing on a whiteboard with a white marker. She is looking up at the board. Another person is partially visible in the background on the right. The image has a blue tint.

# Questions & Answers