

## ILLINOIS

# Coordinator Implementation Handbook

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

## Contents

- 1 General Information for 2023–24
- 2 Updates and Reminders for 2023-24
- 3 Establishing Schools for Testing
- 4 Identifying and Preparing Testing Staff
- 6 Registration
- 7 Testing with Accommodations and Supports
- 10 Practice Resources
- 10 Digital Readiness Check
- 11 Coordinator Checklist
- 11 Communications

## General Information for 2023–24

As part of its statewide accountability testing program, the Illinois State Board of Education (ISBE) requires all public school students in grades 9, 10, and 11 to be assessed, including public school students served at nonpublic facilities, as well as nonpublic school students that receive Illinois Invest in Kids Act (IICA) scholarships.

At the time of testing, all students considered to be in grade 11 according to state guidelines are required to participate in the digital SAT® with Essay, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]).

Only public school students in grade 12 who have not previously earned a valid SAT score as part of any ISBE-provided SAT School Day administration and were not exempt are also required to take the digital SAT with Essay. For more details about grade 12 testing, please see [isbe.net/Documents/Grade\\_12\\_Testers\\_Flow\\_Chart.pdf](https://isbe.net/Documents/Grade_12_Testers_Flow_Chart.pdf).

Every public school student in grade 10 is assessed with the digital PSAT™ 10, and every public school student in grade 9 is assessed with the digital PSAT™ 8/9, unless the student will be assessed with the grade 10 or 9 DLM-AA instead.

This implementation handbook applies to the administration of the ISBE-provided digital SAT with Essay, PSAT 10, and PSAT 8/9 for spring 2024 only.

Private schools administering any of the SAT Suite of Assessments to scholarship recipients as required by the IIKA should disregard all references in this handbook to ISBE's Student Information System (SIS). Additionally, procedures for digital PSAT 10 and PSAT 8/9 for IIKA schools follow national protocol.

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

**For planning purposes, ISBE is providing the following guidance for testing this year as we move from paper and pencil testing to the new digital SAT Suite.**

- Plan to test students as early in the testing window as possible.
- It's permissible to test groups of students on different days within the window, rather than testing all students in a single-day event.
- When a student is absent or unable to test on the chosen test date, they must be given at least 1 opportunity to makeup the test as soon as possible during the testing window.
- Unless approved to test with accommodations that allow more than 1 day of testing, all students will complete the test in 1 day.
- All testing must be complete by April 26. There are no makeup or additional administrations.

### Contact Information

- Illinois Educator Support Line: Illinois SAT with Essay, PSAT 10, and PSAT 8/9 Customer Support, call 844-688-9995 or write to [ILSAT@collegeboard.org](mailto:ILSAT@collegeboard.org).
- ISBE Department of Assessment: For policy or IIKA-related questions, call 866-317-6034 or write to [assessment@isbe.net](mailto:assessment@isbe.net).
- ISBE SAT/PSAT-related assessments websites:
  - ♦ ISBE-provided administration: [isbe.net/Pages/sat-psat.aspx](https://isbe.net/Pages/sat-psat.aspx)
  - ♦ IIKA administration: [isbe.net/Pages/testinvestinkidsact.aspx](https://isbe.net/Pages/testinvestinkidsact.aspx)

### Updates and Reminders for 2023-24

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

- Nearly all materials for staff and students are digital. College Board will still ship linear paper test materials for students with approved accommodations and rare circumstances (such as religious exemptions) that require them.

- Testing staff use Test Day Toolkit, a web-based application, to administer the test. Test Day Toolkit requires a College Board account and can be used on any personal or school-provided device that connects to the internet.
- Students use the Bluebook testing application to take the test on Mac and Windows devices, iPads, and school-managed Chromebooks.
- Students will find full-length practice tests in Bluebook™ and can preview and try the testing tools available on test day, so they have more places and ways to practice.
- Students will have more time, on average, to answer each question, meaning that, more so than ever before, the tests measure skills and knowledge, not test-taking speed.
- In the Reading and Writing section, there are shorter reading passages, and only 1 question tied to each passage.
- Bluebook has a built-in Desmos calculator. Students can use this or their own approved calculator for the entire Math section.
- The digital test is more secure because every student will have a unique test form.
- Bluebook times each student individually, so they'll start the test, take breaks, and complete testing at slightly different times.
- The SAT Essay is now also administered in Bluebook. Unless they have an approved accommodation, students will type their essays on their testing device instead of writing them by hand.

---

## Establishing Schools for Testing

In order to establish schools for the ISBE-provided SAT with Essay, PSAT 10, and PSAT 8/9, College Board sent an email to all school principals on September 20, 2023, with a link to an establishment form. This form gathered the most current information regarding test day staff, school breaks, estimated number of test takers, and participation status. If information provided in the form was inaccurate or incomplete, staff may miss important information regarding spring testing.

### Attending Institution (AI) Code

College Board assigns a 6-digit AI code to each participating school. For schools established as a test site in previous years, the AI code will not change. Test coordinators receive email confirmation of their school's AI code beginning in January. Emails continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools.

### Unique Testing Situations

#### Off-Site Testing

Most established schools will also be used as the test site location. However, off-site testing may be needed for a variety of reasons (e.g., school is unable to comply with testing conditions due to inadequate space, students attend serving schools that are not established as test sites, students are expelled to safe schools and not allowed back to their home school, high school districts that must ensure 15-year-old grade 9 students with Individualized Education Programs (IEPs) served by elementary school districts take PSAT 8/9, etc.).

To submit an off-site testing request:

1. Identify the number of locations that you will need per assessment for off-site testing.
2. Submit the off-site testing request form (available at [sat.org/offsiterequest](https://sat.org/offsiterequest)) with the required information. You'll receive email confirmation of your off-site testing request once your form is submitted.
3. Complete the online form no later than 10:59 p.m. CT, March 1, 2024.
4. Please call College Board Customer Support at 844-688-9995 if you need to submit a request after the deadline.

A few things to note about off-site testing:

- Each off-site test coordinator is responsible for ensuring that the test location meets the requirements for room configuration, seating, and test day staffing as described here: [satsuite.collegeboard.org/k12-educators/educator-experience/prepare](https://satsuite.collegeboard.org/k12-educators/educator-experience/prepare).
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.

## Expelled Students

If a student is expelled and not allowed at school to take the SAT with Essay, PSAT 10, or PSAT 8/9, the school can submit an off-site request (see above) to test this student at another location, such as a district office or alternative school in which the student is currently placed. Please call College Board Customer Support at 844-688-9995 if you need an off-site testing location after the deadline.

---

# Identifying and Preparing Testing Staff

## Creating a College Board Professional Account

Test coordinators, SSD coordinators, technology coordinators, and proctors must have a College Board professional account to access tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click **Create Account**, and follow the instructions. An educator needs to create an account only once.

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

- Test day training: Access to training for how to plan for testing, administer the test, and return test materials.
- K–12 score reporting portal: Access to detailed roster report and test scores.
- SSD Online: Required to submit requests for accommodations and certain English learner (EL) supports and to make changes to existing approved accommodations for students.
- Test Day Toolkit: The web application that all testing staff use to administer the digital SAT Suite of Assessments.

**NOTE:** To access College Board’s SSD Online system, the SSD coordinator must **fax** the **SSD Coordinator Form**, signed by the school principal, to College Board’s Services for Students with Disabilities at 866-360-0114.

## Identification of Testing Staff

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

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

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

## Roles and Responsibilities of Testing Staff

Principals are responsible for identifying the SAT, PSAT 10, and PSAT 8/9 test coordinator(s), the technology coordinator, the SSD coordinator, the technology monitor, proctors for each testing room, and necessary room and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the SAT, PSAT 10, and PSAT 8/9 test coordinators are responsible for coordinating the administration for all students, the test coordinators, technology coordinators, and SSD coordinators must work closely together to ensure that the test day and environment for students with disabilities is well planned and administered effectively.

Test coordinators and proctors will use Test Day Toolkit to administer the tests to students. Educators will receive access to Test Day Toolkit about 6 weeks prior to the start of the testing window. For more information about Test Day Toolkit, visit [satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit](https://satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit).

Role	Primary Responsibility	Identify to College Board?
SAT test coordinator	Responsible for coordinating the SAT with Essay administration for all eligible students.	Yes
SSD coordinator	Responsible for requesting accommodations and working with the SAT, PSAT 10, and PSAT 8/9 test coordinator(s) to coordinate the administration for students with disabilities.	Yes
PSAT 10 test coordinator	Responsible for coordinating the PSAT 10 administration for all grade 10 students.	Yes
PSAT 8/9 test coordinator	Responsible for coordinating the PSAT 8/9 administration for all grade 9 students.	Yes
Technology coordinator	Responsible for ensuring the school's technology and network infrastructure can support digital testing, including student testing devices, test coordinator and proctor devices, and the school's network.	Yes
Backup coordinator(s)	Responsible for providing coverage if the appointed test, SSD, or technology coordinator is not available.	No
Proctor(s)	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor(s)	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall monitor(s)	Responsible for monitoring the hallways on test day.	No
Technology monitor	Responsible for staffing the help room for the duration of testing and providing basic technical troubleshooting for students and staff.	No

The contact information for the SAT, PSAT 10, or PSAT 8/9 test coordinator and SSD coordinator was collected in the establishment form sent by College Board in September 2023. Staff members may serve multiple roles, if necessary.

If it is necessary to change the contact information for the SAT, PSAT 10, or PSAT 8/9 test coordinator or SSD coordinator, complete the [State Testing School Contact Update Form](#) or call the Illinois Educator Support Line.

## Training

Annual training is required for all SAT, PSAT 10, and PSAT 8/9 test coordinators. About 6 weeks before test day, College Board will send a training link to SAT, PSAT 10, and PSAT 8/9 test coordinators. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Test coordinators determine the best way to train other test day staff.

College Board provides other training via optional webinars to help SAT, PSAT 10, and PSAT 8/9 test coordinators, technology coordinators, and SSD coordinators prepare for implementation. Topics include SAT with Essay, PSAT 10, and PSAT 8/9 overview, accommodations, and test day preparation. Information regarding registration and recorded webinars will be available on the ISBE website, under the “Presentations and Webinars” drop-down: [isbe.net/Pages/sat-psat.aspx](https://isbe.net/Pages/sat-psat.aspx).

College Board provides other training via webinars and in-person workshops throughout the year.

## Publications

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

- *Test Coordinator Manual*: Provides a comprehensive overview of the main components of typical digital test administration, including the test coordinator’s role and the roles of their staff.
- *Proctor Manual*: Provides an overview of the proctor’s duties and responsibilities during a typical digital administration.
- *Accommodations Guide*: Provides specialized instructions for testing staff administering accommodations to students, including several less commonly used accommodations.
- *Technical Troubleshooting Guide*: Provides instructions for technology monitors assisting with testing application and device issues in the help room on test day.
- *Retesting and Irregularities Guide*: Provides instructions for testing staff for submitting Irregularity Reports on test day and facilitating retests for students who need them.

---

## Registration

Schools participating in the ISBE-provided administration do **not** place orders directly with College Board in the SAT Suite Ordering and Registration (SSOR) system for the digital SAT with Essay, PSAT 10, or PSAT 8/9 spring tests. College Board will determine your test registrations for the digital SAT with Essay, PSAT 10, or PSAT 8/9 based on:

- The number of students included in the pre-ID file submitted by ISBE, based on January data in ISBE’s Student Information System (SIS) that districts are asked to verify no later than January 31, 2024. For details, please visit [isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf](https://isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf).
- The number of students and the types of approved accommodations requests entered for eligible grade levels in established schools via College Board’s SSD Online system by the accommodations and supports request deadline.

For the ISBE-provided administration, ISBE will preidentify all eligible students for the digital SAT with Essay, PSAT 10, or PSAT 8/9. The pre-ID file creates the initial test registrations for spring 2024.

Only [established test sites](#) should be used in the “Testing School” field of the SAT with Essay, PSAT 10, or PSAT 8/9 pre-ID report. ISBE will send registrations only for students enrolled in your school and listed on the SAT with Essay, PSAT 10, or PSAT 8/9 pre-ID report when ISBE submits the file to College Board. If the testing school listed in the pre-ID is not an established test site, SIS will adjust this field to the student’s home school.

Until test day, SAT with Essay, PSAT 10, and PSAT 8/9 pre-ID data will adjust in real time as students are exited from and enrolled in SIS. If needed, contact the SIS Help Desk at 217-558-3600 (Option 3) for assistance in accessing SAT with Essay, PSAT 10, and PSAT 8/9 pre-ID data. Students in grades 9, 10, 11, and 12 ([as required](#)) who enroll after ISBE submits the pre-ID data to College Board are still expected to test. Always keep SIS enrollments up to date. Detailed directions for handling registrations for students who move into or out of your school after the ISBE transmission to College Board in late January 2024 will be posted on the ISBE SAT/PSAT website: [isbe.net/Pages/sat-psat.aspx](https://isbe.net/Pages/sat-psat.aspx).

Schools participating in the IIKA administration will place orders for only PSAT 8/9 and PSAT 10 directly with College Board in the SAT Suite Ordering and Registration (SSOR) system. For SAT with Essay, rosters were due to ISBE by December 1, 2023. If you have questions about PSAT 8/9 or PSAT 10 test registration for the IIKA administration, call College Board at 1-888-477-7728.

---

## Testing with Accommodations and Supports

Because testing may occur any time during the window of March 18–April 26, schools can choose to test different groups of students on different days during the testing window. Students with some accommodation types can test alongside students with different accommodation types, as long as they share the same test timing.

### College Board–Approved and State-Allowed Accommodations

Only students with disabilities (i.e., documented in an IEP or 504 Plan) and those who are English learners are eligible to receive certain accommodations and supports for state accountability testing. Requests for accommodations must be submitted by the published deadlines by the designated SSD coordinator in College Board’s SSD Online system for all 3 assessments: SAT with Essay, PSAT 10, and PSAT 8/9. Requests for College Board–approved accommodations may be submitted as soon as a school has its AI code. **Requests must be submitted using the AI code where the student will test.**

When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. State-allowed accommodations (SAAs) are also available to students. However, staff and students should be aware that SAAs will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs. The window to request SAAs opens January 9, 2024.

Some students will receive different accommodations on digital tests due to the nature of the assessment.

- Students approved for a human reader, pre-recorded audio, or braille test with a screen reader (text-to-speech) can use their own third-party technology or the screen reading or text-to-speech functionality on their devices.
- Students approved for a scribe can test with dictation (speech-to-text). Students can use their own third-party technology or the dictation or speech recognition functionality on their devices.
- If you have a student who requires paper and pencil testing as an accommodation, the request must be submitted in SSD Online under “Other.”



College Board–Approved Accommodations	State-Allowed Accommodations
Once approved, may be used for all College Board assessments.	Available for SAT with Essay, PSAT 10, or PSAT 8/9 and must be requested for each assessment year.
Result in a score that is reportable to colleges and scholarship programs.	Result in a score for the student and the school but not reportable to colleges or scholarship programs.
Requested in SSD Online; go through a review process.	Requested in SSD Online; automatically approved. (The window to request SAAs opens January 9, 2024.)
For SAT with Essay, PSAT 10, and PSAT 8/9, meant for students with disabilities documented in an IEP or 504 Plan.	For SAT with Essay, PSAT 10, and PSAT 8/9, meant for students who require state-specific accommodations (e.g., EL students and students with disabilities documented in an IEP or 504 Plan who may not be approved for accommodations by College Board).
Tests in the testing window.	Tests in the testing window.
See General Timeline ( <a href="https://isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf">isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf</a> ) for deadline.	See General Timeline ( <a href="https://isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf">isbe.net/Documents/SAT-PSAT-general-timeline-2024.pdf</a> ) for deadline.

**NOTE:** EL students may receive time and one-half if requested in SSD Online; if time and one-half is used with no other SAA, scores result in a score that is reportable to colleges and scholarship programs.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If an IEP or 504 Plan changes, the SSD coordinator must modify the requested accommodations in SSD Online.

## Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for and requesting updates to existing accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the SAT, PSAT 10, and PSAT 8/9 test coordinator(s) in determining testing rooms and staff needed for administering the SAT with Essay, PSAT 10, and PSAT 8/9 with accommodations. Under exceptionally unique circumstances, an accommodation request for paper test materials may be approved. In these rare cases, the testing materials will be shipped to the appropriate SAT, PSAT 10, and/or PSAT 8/9 test coordinator. Please note that paper testing is a longer testing experience for the student that necessitates specific protocol that must be followed by proctors and testing staff.

## Administering Accommodations

The *Accommodations Guide* will have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each.

**IMPORTANT:** The times listed are the time the student takes on the test, including scheduled breaks. More time will need to be scheduled in the day to account for administrative activities, such as distributing sign-in tickets and reading directions.



Test Duration		
	PSAT 10 and PSAT 8/9	SAT with Essay
Timing	(Including Breaks)	(Including Breaks)
Standard Time	2 hours, 24 minutes	3 hours, 24 minutes
Reading: Time and One-Half	3 hours, 41 minutes	5 hours, 21 minutes*
Reading: Double Time	4 hours, 58 minutes*	6 hours, 43 minutes* (testing over 2 days)
Math: Time and One-Half	3 hours, 4 minutes	4 hours, 4 minutes
Math: Double Time	3 hours, 39 minutes	4 hours, 39 minutes
Essay: Time and One-Half	N/A	3 hours, 54 minutes
Essay: Double Time	N/A	4 hours, 19 minutes

\* There is a 20-minute nutrition break instead of a 10-minute break between the reading and writing and math sections. The timing in the chart reflects this longer break.

## English Learner (EL) Supports

English learners may utilize EL supports for the spring 2024 SAT with Essay, PSAT 10, and PSAT 8/9 administration. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students may use one or any of these supports in combination. Students receive college and scholarship reportable scores when any of these supports are used.

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

- The list includes approximately 100 dictionaries for spring 2024.
- Use of the dictionary does **not** require an approval by College Board.
- The approved list is available at [satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf).

Use of translated test directions:

- Translated test directions are available in PDF format. Schools must print the directions for students.
- Translated test directions are available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board will also support on-the-fly translations of directions by district-approved translators.
- The use of translated test directions does **not** require College Board approval.
- Translations are scheduled to be available in February 2024 to print at [isbe.net/Pages/sat-psat.aspx](https://isbe.net/Pages/sat-psat.aspx).

Use of time and one-half:

- Students will receive time and one-half on each section of the SAT with Essay, PSAT 10, or PSAT 8/9. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half must be identified in SSD Online through the English Learner Supports dashboard. Students will be approved automatically, and no supporting documentation is required. This support must be requested for each administration cycle.
- EL students testing with time and one-half can be tested in the same room as students with an approved accommodation for time and one-half testing if no additional accommodations that require different timing or breaks are being administered.

---

## Practice Resources

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

- Students can download Bluebook at [bluebook.app.collegeboard.org](https://bluebook.app.collegeboard.org) for the following resources:
  - ♦ **Test Preview:** A short set of untimed questions lets students experience digital testing and try out the tools. They will not receive scores or any feedback on their answers.
  - ♦ **Full-Length Practice:** These tests are timed like a real test, except students can move forward from one section to the next before time expires. Full-length practice scores will be available in Bluebook. Sign-in ticket login credentials are used to access Bluebook and the in-app practice tests. After finishing the practice test in Bluebook, students can use the same sign-in ticket log in to **My Practice** at [mypractice.collegeboard.org](https://mypractice.collegeboard.org) to view their score results and their practice exam questions, answers, and their explanations. As always, students can also later log in to their personal accounts for additional insights about their practice results.
- Students can use Official Digital SAT Prep on Khan Academy® at [khanacademy.org/sat](https://khanacademy.org/sat) to get customized practice that includes videos, articles, and worked examples designed to help them understand and experience what's new about the digital SAT Suite.
- Paper practice tests are available for students who will be testing with accommodations that require a paper format, or for students who are just looking for additional sample questions. They are available at [satsuite.collegeboard.org/sat/practice-preparation/practice-tests/paper](https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/paper) for SAT; at [satsuite.collegeboard.org/psat-10/preparing/practice-tests/paper](https://satsuite.collegeboard.org/psat-10/preparing/practice-tests/paper) for PSAT 10; and at [satsuite.collegeboard.org/psat-8-9/preparing/practice-tests/paper](https://satsuite.collegeboard.org/psat-8-9/preparing/practice-tests/paper) for PSAT 8/9.
- Information about using assistive technology with practice tests in Bluebook is available at [satsuite.collegeboard.org/sat/practice-preparation/practice-tests/assistive-technology](https://satsuite.collegeboard.org/sat/practice-preparation/practice-tests/assistive-technology) for SAT; at [satsuite.collegeboard.org/psat-10/preparing/practice-tests/assistive-technology](https://satsuite.collegeboard.org/psat-10/preparing/practice-tests/assistive-technology) for PSAT 10; and at [satsuite.collegeboard.org/psat-8-9/preparing/practice-tests/assistive-technology](https://satsuite.collegeboard.org/psat-8-9/preparing/practice-tests/assistive-technology) for PSAT 8/9.
- Teachers can make custom practice tests for students using the SAT Suite Question Bank (SSQB). Learn more about the SSQB at [cb.org/aboutsqb](https://cb.org/aboutsqb).

More information about practice resources for students is available online at [satsuite.collegeboard.org/digital/digital-practice-preparation](https://satsuite.collegeboard.org/digital/digital-practice-preparation).

---

## Digital Readiness Check

With the shift to digital testing, schools administering the SAT and PSAT-related assessments will complete a digital readiness check. In these sessions, students will become familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. During the digital readiness check, students will log in to Bluebook using a sign-in ticket (like they will on test day), complete exam setup, and try an optional test preview.

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

The readiness check will:

- Familiarize students and staff with Bluebook prior to testing.

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

The coordinator and proctor manuals will contain more information about the digital readiness check. They will be available for download from the ISBE SAT/PSAT website closer to test day.

---

## Coordinator Checklist

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

- A school-specific checklist of high-level tasks and deadline reminders.
- Interactive email reminders, in which they can mark tasks as complete or open a help ticket with the click of a button. Emails are sent from [ILSAT@collegeboard.org](mailto:ILSAT@collegeboard.org).

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

---

## Communications

The move to digital testing in Illinois requires a fresh approach for how College Board and ISBE communicate important information, including deadlines, training opportunities, and new information regarding the digital SAT Suite. Beginning in November 2023, test day staff will receive a monthly newsletter from College Board that provides a high-level list of important tasks, links to events and resources, and registration information for upcoming training opportunities. The newsletters will be archived at [isbe.net/Pages/sat-psat.aspx](https://isbe.net/Pages/sat-psat.aspx).