2022-2023 Digital SAT School Day Coordinator Checklist

The Indiana Department of Education (IDOE) and College Board encourage School Test Coordinators (STCs) to work with school staff to ensure that all identified tasks are completed in preparation for the spring 2023 SAT School Day administration.

August 2022 - January 2023: STC Readiness Tasks

General Readiness Activities

- ☑ Corporation Test Coordinators (CTCs) completed the school set-up survey to identify STCs in September. Contact IndianaTesting@collegeboard.org if changes are needed.

- ☐ New Services for Students with Disabilities (SSD) Coordinators gain access to SSD Online by submitting the request form.

- ☐ CTCs and STCs create a College Board professional account, if needed.

- ☐ Schools may submit an off-site testing plan between October 2022 and January 20, 2023, if they are planning to test at a location aside from the school address. STCs require additional return kits to ensure that materials are shipped securely directly from the off-site testing location.

- ☐ Attend **SAT Test Coordinator/Implementation Training** in October/November 2022. (In-person and virtual options available.)

- ☐ Attend **Official SAT Practice** webinar in January

- ☐ Attend **Big Future Scholarships** webinar in January. (Share this information with high school counseling/guidance departments to attend.)

Digital Testing Activities

- ☐ Review available resources via the College Board Digital Testing Portal with your school technology coordinator.

Accommodations and English Learner (EL) Supports

- ☐ Confirm that students testing with accommodations have a finalized Individualized Educational Program (IEP) or other formal plan.

- ☐ New Services for Students with Disabilities (SSD) Coordinators gain access to SSD Online by submitting the request form.

- ☐ SSD Coordinators should begin requesting new College Board accommodations and reviewing existing accommodations in SSD Online. Submit by January 10, 2023.

- ☐ Enter State-Allowed Accommodations (SAAs) and English Learner (EL) supports into SSD Online from Monday, January 9, 2023, to Thursday, February 21, 2023.

- ☐ Attend **SSD Coordinator Training** webinar in November/December.

February 2023: Technology Setup and Readiness Tasks

Use the Step-by-Step Guide for Technology Coordinators to ensure that your school is prepared for testing.

- ☐ Check for supported operating systems and web browsers.
- ☐ Disable automatic updates to operating systems.
- ☐ Disable applications and pop-up blockers that could interfere with or inhibit testing.
- ☐ Check the batteries or power source.
- ☐ Enable JavaScript on staff computers.
- ☐ Check content filters, firewalls, and proxy servers.
- ☐ Confirm wireless coverage.
- ☐ Install the secure browser for test administration.
- ☐ Allow all appropriate URLs for testing.
- ☐ Run the Cambium Assessment, Inc. (CAI) network/bandwidth diagnostic tool.
- ☐ Complete the Technical Readiness Evaluation.

Three to Six Weeks Prior to Testing: STC Readiness Tasks

General Readiness Activities

- ☐ Complete the online SAT Test Coordinator Training. The training link will be provided in the first week of February 2023.
- ☐ Identify all of the students participating in testing and create a master student list/roster.
- ☐ Create room rosters by assigning students to testing rooms.
- ☐ Estimate the number of accommodated and standard rooms needed based on the testing roster. Identify the designated testing rooms.
- ☐ Designate a secure area for receiving, checking, and storing test materials (test tickets, annuals, and forms).
- ☐ Ensure that lunch for participating students is rescheduled to accommodate testing times.
- ☐ Arrange school events to minimize distractions. No fire drills or other disruptive events should be scheduled on test days. Bells and announcements should be silenced during testing.
- ☐ Develop alternative school schedules, as needed, for students not testing.

☐ Plan for your preadministration session.

☐ Create a list of available staff and their role for testing. Use the number of testing rooms and their capacity to determine testing room assignments. Include and needed support staff for accommodated testing.

☐ Attend **SAT Test Coordinator Refresher** webinar

Student and Staff Coordination

☐ Distribute SAT Student Guides to students participating in testing.

☐ Distribute and collect consent forms if required by corporation or school policy.

Digital Testing Activities

☐ Configure student test settings in the Test Information Distribution Engine (TIDE) to ensure that all cohort 2024 students have been imported for testing and have appropriate accommodations.

☐ Create TIDE user accounts for all test administration support staff using their school email address.

☐ Work with your technology coordinator to confirm network and hardware configuration, including the installation of the secure browser on all student testing devices.

Accommodations and EL Supports

☐ Ensure that all approved accommodations in SSD Online have been properly added. Note: Accommodations will not import to TIDE from SSD Online automatically.

☐ Work with your SSD Coordinator to review the Nonstandard Administration Report (NAR) to ensure that all students with accommodations or supports that have been entered and approved in SSD Online, including State-Allowed Accommodations (SAAs) and EL time and one-half extended time support, are included.

☐ Ensure that SSD Coordinators have reviewed and understand the [Accommodations Essentials webpage](#) via the College Board Digital Testing Portal. Additional information can be found in IDOE's [Accessibility and Accommodations Information for Statewide Assessments](#).

☐ Refer to the [Accommodations on College Board Exams webpage](#) with additional questions regarding accommodations, guidance, and reference materials.

Two Weeks Prior to Testing

General Readiness Activities

☐ Plan the test day schedule and the accommodated testing window schedule.

☐ Update the master student list/roster and room rosters as necessary to include any newly-enrolled students and additional approved accommodations or EL supports, as needed.

Student and Staff Coordination

☐ Notify school staff of testing room assignments and alternative arrangements for non-testing students.

☐ Schedule and conduct all required staff training for proctors and hall/room monitors. Maintain accurate and detailed records of training completion per IDOE policy.

☐ Conduct the preadministration session.

Digital Testing Tasks

☐ Print test tickets for students who will participate in testing.

Accommodations and EL Supports

☐ Verify and configure student test settings in TIDE based on each student's approved accommodations or EL supports.

One Week Prior to Testing

General Readiness Activities

☐ Revise room rosters, if needed. Ensure that student rosters and up-to-date.

☐ Prepare testing room packets for proctors.

☐ Ensure that testing room arrangements align with seating policies.

☐ Contact UPS (800-PICK-UPS, or 800-742-5877) to arrange the pickup of materials on test day.

Student and Staff Coordination

☐ Confirm that all staff have signed the Testing Staff Agreement.

☐ Review facility preparation with technology coordinator and custodial staff.

☐ Hold a brief assembly with students who are testing to prepare them for the administration day.

☐ Review staff assignments and ensure that all proctors have reviewed scripts associated with their testing rooms.

☐ Conduct the preadministration session if you have not.

☐ Notify students of when and where to report on test day. Post testing room assignments. Communicate room assignments or alternative programming with non-testing students, as necessary.

Digital Testing Activities

☐ Print test tickets for testing students if this has not already been completed.

Accommodations and EL Supports

☐ Review and print the NAR to ensure that planning is correct for all students approved to test with accommodations and supports.

☐ Identify students who need EL supports and print necessary translated test directions, as needed.

☐ If students are using student-provided glossaries, collect them and confirm that they do not include any improper writing or content. Glossaries will be redistributed to students on test day.

☐ Finalize and confirm accommodated student test settings within TIDE.

Test Administration Day

General Readiness Activities

☐ Ensure that all announcements and bells are discontinued for the duration of testing.

☐ Complete and distribute school testing room packets for proctors.

☐ Maintain security within your school and support testing staff while the SAT is in progress.

☐ Report any testing irregularities, if needed, directly to College Board, not IDOE.

☐ Update the master student list/roster and room rosters as necessary to include any newly-enrolled students and additional approved accommodations or EL supports, as needed.

Student and Staff Coordination

☐ Remind staff to instruct students to power off electronic devices before collecting them according to policy.

☐ Ensure staff cover any instructional materials within the testing rooms prior to admitting students.

☐ Admit students into the testing rooms. Annotate your master student list/roster as students check in for testing.

☐ Post any revised testing room assignments and delegations for non-testing students.

Digital Testing Activities

☐ Launch the secure browser on all student testing devices.

☐ Ensure that all testing and proctor devices are configured correctly for testing and

connected to a reliable power source.

After Testing Is Completed

General Activities

- ☐ Collect all testing materials from proctors once testing has completed.
- ☐ Prepare all materials for return.
- ☐ Make copies for key College Board forms and store securely.
- ☐ Identify students for makeup testing due to absence or a testing irregularity.
- ☐ Refer to IDOE's [2022-2023 Material Return and Destruction Guidance](#) for additional information.
- ☐ Attend **Helping Students Understand Their Scores** webinar in May
- ☐ Attend **SAT Data Workshop** training in June

Contact [College Board](#) with any questions regarding these tasks and deadlines.