



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

SAT School Day Frequently Asked Questions (FAQs)

The Indiana Department of Education's (IDOE's) Office of Student Assessment provides this document to answer common questions regarding school preparation for the digital SAT School Day administration for the 2022-2023 school year.

General Guidance

Number	Question	Answer
1	What are the test dates for the SAT School Day?	<p>The primary testing window will be held from March 1-3, 2023. The makeup testing window will be held from April 12-14, and April 18-19, 2023.</p> <p>Students with certain accommodations designated on the Nonstandard Administration Report (NAR) in Services for Students with Disabilities (SSD) Online can be tested in an accommodated testing window from March 1-14, 2023.</p>
2	Who do I contact if I have questions regarding the SAT?	<p>Contact College Board Customer Service for questions regarding technical troubleshooting via phone at 855-373-6387.</p> <p>Contact College Board via email at indianatesting@collegeboard.org for general questions regarding the SAT.</p> <p>For questions related to state testing policies, contact IDOE's Office of Student Assessment at INassessments@doe.in.gov or at 317-232-9050.</p>
3	How are orders placed for digital testing?	<p>The quantity of materials shipped to support digital testing will be based on the number of students submitted to College Board during the state-level registration process. Excess materials will be sent to account for changes in enrollment.</p> <p>The College Board Test Ordering Site is used for PSAT/NMSQT and PSAT 8/9 will not be used for the SAT School Day.</p>
4	How will College Board know that my school is participating in the Indiana SAT?	<p>IDOE will send College Board a list of all eligible schools. Corporation Test Coordinators (CTCs) will be required to identify who will act as the School Test Coordinator (STC) for the SAT in the spring by completing the Indiana School Set-Up Survey for the Spring 2023 SAT School Day.</p>
5	Do I need an Attending Institution (AI) code to administer the SAT?	<p>Yes, an AI code is required. If you already have an AI code to administer other College Board assessments, you will use the same code.</p>

		If your school currently does not have an AI code, a code will be assigned to you. AI codes will be emailed to STCs by January 2023.
6	Is there a checklist of activities or key dates available?	The SAT 2022-2023 Milestones resource highlights key dates and timelines to prepare for the assessment. Please note that some dates are approximate and subject to minor changes. Coordinator checklists will be provided to CTCs and STCs as the primary testing window approaches.
7	Which students are required to or can take the SAT?	Grade 11 (junior cohort) students will participate in the SAT per the federal accountability requirement. Students with a valid attempt from the primary window cannot retest during the alternate window. Students who have not yet graduated may use the SAT to achieve the graduation qualifying examination (GQE) requirement or to qualify for the GQE waiver. Schools must submit any of these students using this form , and the students will be uploaded into the Test Information Distribution Engine (TIDE) beginning in January 2023. Additional grade levels may not participate in the statewide administration unless they fall under the graduation exception. Refer to the Indiana Assessments Policy Manual for additional participation guidance.
8	How long does it take students to complete the SAT?	Standard testing time for the SAT, including breaks, is three hours and 15 minutes. However, schools should plan an extra 30-45 minutes on test day to account for seating students, reading directions, passing out test tickets, etc.
9	Will a writing component (essay) be administered as part of the SAT?	No. The essay component of the SAT is not required for the Indiana SAT for federal accountability.
10	Can my school administer the SAT on paper instead of digitally?	IDOE's expectation is that schools will administer the SAT digitally. If a student has an accommodation in their Individualized Education Plan (IEP) or Section 504 Plan that requires a paper-and-pencil assessment, this can be supported by contacting College Board prior to January 27, 2023.
11	How do I change STC information during the school year?	Contact College Board to communicate any changes to the STC role following the designation form deadline.
12	What staff is required to administer the SAT?	Schools are responsible for identifying an SAT STC, a backup STC, an SSD Coordinator, proctors for each testing room, a Technology Coordinator, and necessary room monitors and hall monitors. Although the STC is responsible for coordinating the administration for all students, the CTC, STC, Technology Coordinator, and SSD Coordinator should work closely together to ensure that the test administration is planned for and executed effectively. Staff members can serve multiple roles, if necessary. More information

		regarding roles can be found in the 2022-2023 Assessment User Roles and Responsibilities Checklist .
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Role	Responsibility	Identification Needed
STC	Responsibility for coordinating the SAT administration at the school	Yes, CTCs must identify STCs via this form , which was due in early September.
Backup STC	Responsible for coordinating the SAT administration if the STC is unable to complete the identified requirements.	Not required to be identified directly to College Board.
SSD Coordinator	Responsible for requesting accommodations and working the STC to coordinate the SAT for students with disabilities.	Although this is not required to be appointed directly to College Board, SSD Coordinators must request access to SSD Online. CTCs and STCs are required to share IDOE and College Board announcements, as needed.
Proctor	Responsible for conducting a secure, valid administration in the testing room. This is known as the Test Administrator (TA) for other statewide assessments.	Not required to be identified directly to College Board.
Room Monitor	Responsible for assisting proctors with preparation and monitoring testing. This is traditionally the proctor role for other statewide assessments.	Not required to be identified directly to College Board.
Hall Monitor	Responsible for monitoring the hallways on test day.	Not required to be identified directly to College Board.
Technology Coordinator	Responsible for managing all technical aspects of the digital SAT.	Not required to be identified directly to College Board. CTCs and STCs are required to share IDOE and College Board announcements, as needed.
CTC	Assists the STC with coordination of the SAT.	Yes. This role is identified through IDOE via DOE Online designation.

Technical Readiness

Number	Question	Answer
13	Where do I get information regarding technical requirements and specifications?	The College Board Digital Testing Portal provides technical resources. Refer to IDOE's Monday listserv updates and the SAT 2022-2023 Milestones for applicable updates to dates and deadlines.

14	How do I download the College Board Secure Test Browser?	Information and instructions for downloading and installing the Secure Test Browser can be found on College Board’s Secure Browser Installation webpage .
15	Where can I find general information regarding technical requirements for digital testing?	Visit College Board’s Digital Preparedness Portal to prepare for configuring your hardware, software, network, and to evaluate your test readiness.
16	Where can I find the list of supported operating systems?	The most current list of supported operating systems can be found on College Board’s Supported Operating Systems webpage . Refer to this webpage and Assessment Technology Leader listservs from IDOE as technology updates are released.
17	Where can I find the list of supported web browsers?	The most current list of supported web browsers can be found on College Board’s Computer Requirements webpage . Refer to this webpage and Assessment Technology Leader listservs from IDOE as technology updates are released.
18	Our computers already have the Cambium Assessment, Inc. (CAI) Secure Browser. Are we required to install a separate browser for the SAT?	<p>Students must use the College Board Secure Browser when taking the SAT. Downloading the correct secure browser depends on the testing device’s operating system.</p> <p>On Windows or Mac OS, the College Board Secure Browser is different from that of CAI assessments, so both browsers must be installed on the device if it will be used for CAI assessments and the SAT.</p> <p>The “SecureTestBrowser” is the application for Chromebooks and iPads. Students can use the same SecureTestBrowser for CAI assessments and the SAT; however, once the browser is launched, students should select College Board from the organization dropdown menu.</p>
19	When will materials to support digital testing arrive?	The materials needed to support digital testing (manuals, quick start guides, student guides, forms, envelopes, etc.) will be sent to schools in early February. In addition, testing manuals will be posted to the College Board website in mid-to-late January, and information will be distributed through various IDOE newsletters when access is available.
20	Who will the materials shipment be addressed to?	Digital SAT material shipments will be sent to the STC. Any changes to shipping criteria outside of the Indiana School Set-Up Survey for the Spring 2023 SAT School Day should be communicated directly to College Board .
21	How can my school request permission to allow students to test on their own devices?	<p>College Board and IDOE conducted a Bring Your Own Device pilot program during the 2021-2022 school year to explore the viability of students testing on their own devices.</p> <p>Due to the success of that pilot program, schools may now allow students to test on their own devices without requesting permission.</p> <p>The only requirement is that schools must adhere to College Board’s Technical Requirements Checklist, which will be provided</p>

		this December. The checklist will contain specific information for students supplying their own testing device.
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College Board Test Information Distribution Engine (TIDE) and Student Registration

Number	Question	Answer
22	When will I gain access to TIDE?	College Board and IDOE are projected to provide schools with access to TIDE by the final week in February 2023.
23	I already have access to TIDE for CAI assessments. Do I need a different login?	Yes. Even although both CAI assessments and the SAT are administered on CAI platforms, they are separate systems with different configurations. Staff will need to log in through College Board's TIDE , which can also be accessed from the College Board Digital Testing Portal .
24	Who will receive access to TIDE?	CTCs and STCs will receive access to TIDE and may add other users, as needed. CTCs will be provisioned with corporation-level access, and STCs will be provisioned with school-level access.
25	How will students be registered for the SAT?	<p>IDOE will submit a registration file for junior year cohort students on behalf of all accredited Indiana high schools that qualify for statewide testing.</p> <p>Students who have not yet graduated and wish to use the SAT for the GQE requirements or waiver may be submitted using this form beginning in January 2023.</p>

Preadministration Session

Number	Question	Answer
26	What is the purpose of a preadministration session?	<p>During a preadministration session, students can opt in to Student Search Service®, complete the optional questionnaire, and identify where to send their four free score reports.</p> <p>The preadministration session also:</p> <ul style="list-style-type: none"> • Gives students practice logging into the testing platform • Proctors can practice using the TA Interface • Saves time on the day of testing • Helps Technology Coordinators anticipate technical issues that may arise
27	Is a preadministration session required?	Although a preadministration session is not required, College Board strongly recommends it.
28	Do students need parental consent to opt in to Student Search Service and complete the questionnaire?	Schools must follow their corporation's policy to determine if parental consent is required.

Accommodations

Number	Question	Answer
29	How do I request accommodations for the SAT?	<p>All accommodations must have prior College Board approval prior to administering the SAT in the student support management system SSD Online. The digital SAT provides some universal tools that may eliminate the need to request an accommodation. Schools should designate at least one SSD Coordinator to request accommodations on behalf of students and help coordinate the SAT for students with disabilities; however, a school is permitted to have more than one SSD Coordinator, if needed.</p> <p>SSD Coordinators who wish to service more than one school must submit the form for each.</p> <p>General information regarding accommodations can be found on the Accommodations on College Board Exams webpage.</p>
30	I am a new SSD Coordinator. How do I get access to SSD Online?	<p>Create a College Board professional account and sign in. Then, submit an SSD Coordinator request form. Once submitted, you will receive an email from SSD that your access to SSD Online has been provided. View step-by-step instructions here.</p>
31	If students already have approved accommodations from PSAT/NMSQT testing in SSD Online, do I need to reapply for the SAT?	<p>No. Confirm that the approved accommodations in SSD Online are still accurate. If so, no additional action is needed. Once approved for accommodations in SSD Online, the student may use that accommodation on all College Board assessments.</p>
32	If students need new or different accommodations from what is already in SSD Online, what is the timeline for adding or updating those requests in SSD Online?	<p>Schools can add or modify accommodations until January 10, 2023. Requests can be made after that date but cannot be guaranteed to be approved prior to the primary testing window. More information on requesting new accommodations can be found here, and additional guidance for after submission can be found here.</p>
33	How can SSD Coordinators see a list of student testing with accommodations?	<p>SSD Coordinators use College Board's Nonstandard Administration Report (NAR) to generate a list of students who are testing with approved accommodations. College Board has updated the NAR to include a wider window of availability, exports to PDF and CSV formats, and information regarding which students can sit together during testing based on their identified accommodations.</p>
34	If all accommodations are approved in SSD Online, does action need to be taken to ensure that they are loaded within TIDE?	<p>Yes. SSD Online and TIDE do not share information, so test settings in TIDE must be imported prior to testing each student with an approved accommodation.</p> <p>This can be done individually for students by CTCs or STCs or via bulk upload of approved SSD Online accommodations. Information regarding updating SAT accommodations within TIDE can be found here on page 14.</p>

35	What is the school testing calendar in SSD Online?	The school testing calendar is specific to weekend administrations of the SAT and is not applicable to Indiana SAT for federal accountability.
36	I have a student who requires a paper test due to their IEP/Section 504 Plan. How do I receive a paper-and-pencil version of the SAT?	Schools may request accommodated paper tests using this form beginning Monday, December 12, until January 27, 2023. This form must be submitted for each student that requires this accommodation. Schools must contact College Board to request paper tests after the deadline.
37	College Board is requesting parental consent to submit a request for an accommodation. Are schools required to submit parental approval to College Board?	<p>No, parental consent is not required to be submitted. SSD Coordinators will verify parental consent by checking a verification box in SSD Online during the request process. This is requested due to sensitive student information being shared with College Board.</p> <p>A parental consent form is provided, if needed by corporations or schools. Your corporation policy may indicate that consent can be granted by the parent during an IEP parent meeting, or an email/phone call, etc. Follow your corporation policy when gathering consent.</p>
38	How should schools request the text-to-speech accommodation for the digital SAT?	Students who require text-to-speech functionality in TIDE for SAT testing must have the human reader or prerecorded audio (MP3 via streaming) accommodations requested and approved in SSD Online. Once approved for either of these accommodations, the text-to-speech functionality can be enabled in TIDE for the student to use.
39	What is a state-allowed accommodation (SAA) and is it applicable for the Indiana SAT?	<p>An SAA is a specific accommodation of support permitted by IDOE that does not require College Board approval.</p> <p>When students test with SAAs, the student, school, and IDOE will receive their scores; however, scores will not be college and scholarship reportable.</p> <p>There are two SAAs permitted on the Indiana SAT:</p> <ul style="list-style-type: none"> ● An interpreter signing test questions and answer choices using American Sign Language (ASL) or Pidgin Signed English (PSE) with the student having the option to sign their answers back to the interpreter; and ● Text-to-speech for English learners.

English Learner (EL) Supports

Number	Question	Answer
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40	What supports are available to ELs for the SAT?	<p>EL students can utilize accommodations including translated test directions, an approved word-to-word bilingual dictionary, and time and one-half (+50% extended time). The use of translated test directions or dictionaries does not require an approval by College Board; however, the use of extended time must be requested in SSD Online by January 10, 2023.</p> <p>Text-to-speech will be added as a state-allowed accommodation (SAA) for EL students in the 2022-2023 school year.</p>
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Offsite Testing

Number	Question	Answer
41	Can I use an offsite location to administer the digital SAT?	<p>Virtual schools or schools that cannot have students on campus due to expulsion or other instances can test at another location other than the identified school address.</p> <p>If additional return materials are needed for an offsite testing location, submit a request by January 20, 2023. Requests will be automatically approved unless College Board has clarifying questions. For the spring 2023 administration, STCs should only complete this form if they will be returning materials directly from the offsite location, and it is not required if materials are returned to the AI.</p>

Required Training

Number	Question	Answer
42	Does College Board require training for the SAT?	<p>Yes. College Board runs required trainings that will be available in person and virtually in late January/early February, 2023. They will also be providing SAT Coordinator training in November and December. More information about these training opportunities will be announced as it becomes available.</p>

For additional information, please contact [College Board](#) or IDOE's [Office of Student Assessment](#).