

**OHIO**

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# Coordinator Implementation Handbook

**SAT School Day**

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## General Information

- The Ohio Department of Education and Workforce is providing the SAT<sup>®</sup> without Essay in spring 2024. This implementation handbook applies to the administration of the state-funded SAT School Day for spring 2024 only.
- College Board will offer the SAT digitally using Bluebook<sup>™</sup>, the College Board student digital testing application. Staff will use the College Board web app Test Day Toolkit to set up the administration, manage staff, assign students to rooms, and proctor the test.
- The Ohio Department of Education and Workforce has selected March 4–April 26 as the state testing window. Schools/districts are encouraged to select a more targeted window within the state date range.

	Date
Window Opens	Monday, March 4, 2024
Window Closes	Friday, April 26, 2024

### Eligibility and State Guidance

For information on who is eligible to take the SAT, and who must take the SAT, go to:

[education.ohio.gov/Topics/Testing/ACT-SAT-FAQs](https://education.ohio.gov/Topics/Testing/ACT-SAT-FAQs)

## Contact Information

- **Field Team:** Districts participating in the Ohio SAT will be partnered with a College Board field team member who will be available to answer questions. Your designated field team member will reach out and introduce themselves this fall.
- **Digital Team:** College Board offers support and digital resources for the digital SAT on the [Digital SAT webpage](#).
- **Customer Service:** SAT School Day Customer Support, 866-609-2205 or [OHSAT@collegeboard.org](mailto:OHSAT@collegeboard.org).
- **College Board Website:** Please note the Ohio SAT contract may have different requirements from those posted on the general College Board website. Be sure to comply with dates and deadlines included in the Ohio SAT information at [collegeboard.org/ohio](https://collegeboard.org/ohio).

## Updates and Reminders for Spring 2024

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 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 your 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, so it will be practically impossible to share answers.
- Bluebook times each student individually, so they'll start the test, take breaks, and complete testing at slightly different times.

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## Establishing Schools for Testing

Between August 15 and September 15, districts, community schools, and nonpublic schools in Ohio chose the college admissions test they wanted to administer. The Ohio Department of Education and Workforce delivered the list of those entities that chose to administer the SAT to College Board.

In October, contacts at districts and schools were asked to provide additional information such as choice of test dates, spring break dates, and additional contact information for test day staff.

College Board will use the information provided to establish your school as a test site. Once setup is complete, the test coordinator at each school will receive an email confirming your Attending Institution (AI) code.

### Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December/January. The AI code connects student data to schools.

### Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location. To request an off-site testing location:

1. Identify the number of locations that you will need for off-site testing.
2. Submit the online off-site form available at [sat.org/offsiterequest](https://sat.org/offsiterequest) with the required information. You will receive email confirmation of your off-site request once your form is submitted.
3. Complete your off-site requests no later than midnight ET, March 1, 2024.

A few things to note about off-site testing:

- Each off-site location must be assigned an off-site test coordinator who is responsible for ensuring that the test location meets the digital testing policies and technical specifications, such as room configuration, seating, and test day staffing as described in the coordinator manual. Please ensure that each off-site location has been assigned a technology monitor to troubleshoot any network or device issues on test day.
- Off-site testing locations must have Wi-Fi networks that meet bandwidth and configuration requirements as outlined on [cb.org/bluebook-networks](https://cb.org/bluebook-networks). Student devices or school-managed devices should have the Bluebook testing application installed before test day. The off-site test coordinator and technology monitor should ensure that they have access to the guest network with password, back-up devices (with Bluebook installed), and extra power supplies.
- Off-site test coordinators are responsible for knowing which students are testing at their location and for ensuring that each student has their printed sign-in ticket.
- Email communications for the test administration will be sent to the primary AI test coordinator. The primary AI test coordinator is responsible for provisioning off-site testing staff access to Test Day Toolkit.
- If a student is approved to test with paper test materials, the materials will be shipped to the AI location. The test coordinator at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location. The off-site test coordinator must ensure paper test materials are securely stored and transported back to the AI location or returned directly to College Board on test day. Sign-in tickets for students testing digitally should be securely destroyed.

## Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school or district can submit an off-site request (see above) to test this student at another location, such as the district office. If the expulsion occurs after the January deadline, please call Customer Support as soon as possible to request an off-site testing location.

## Homeschooled Students

Homeschooled students should contact their local high school if they want to take the SAT. Work with the student and family to let them know where and when to report on test day, what to bring, and what not to bring. Homeschooled students must provide a photo ID when they report to test. Homeschooled students will be testing using Bluebook unless they have an approved accommodation to test with paper test materials.

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## Identifying and Preparing Test Day Staff

### Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. Test coordinators and SSD coordinators must each have a College Board professional account to access tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click **Sign up**, 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 on how to plan for and administer the test.
- **K–12 score reporting portal:** For access to the 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 College Board web app that testing staff use to administer the digital SAT.

Please note: To access College Board’s SSD Online system, the SSD coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board’s Services for Students with Disabilities.

### 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 their 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 their household or immediate family is testing elsewhere without violating the conflict of interest agreement.
- Proctors must never have a member of their 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 cancellation of the student’s score.

## Testing Staff Roles and Responsibilities

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, proctors for each testing room, a bulk registration coordinator, a technology coordinator, a technology monitor, and necessary room and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator, technology coordinator, and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Additionally, the district will identify 1 person responsible for submitting the bulk registration file to register students for the SAT.

Role	Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating the SAT administration for all students.	Yes
Backup SAT Test Coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available.	No
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities.	Yes
Technology Coordinator	Makes sure 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
Bulk Registration Coordinator	Responsible for submitting registration files on behalf of the school district.	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room.	No
Hall Monitor	Responsible for monitoring the hallways on test day.	No
Technology Monitor	Responsible for staffing the help room for the duration of testing and providing technical troubleshooting for students and staff.	No

Staff members can serve multiple roles, if necessary. If the contact information for any of the roles required to be identified to College Board needs to be updated, contact SAT School Day Customer Support.

## Training

Training is required for all SAT test coordinators. Typically, SAT test coordinators who have already completed training for paper testing do not have to do so again; however, all SAT test coordinators are strongly encouraged to complete the training for 2024. The digital training is required each year if the school is testing digitally. A link will be sent to SAT test coordinators about 6 weeks before test day to access the training. 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 test coordinator. Schools can determine the best way to train other test day staff.

Recorded webinars on various administrative and implementation topics will be provided. Visit [collegeboard.org/ohio](https://collegeboard.org/ohio) to access the presentations.

## 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 closer to test day. Titles for these manuals and guides may include:

- *Test Coordinator Manual*
- *Proctor Manual*
- *Accommodations Guide*
- *Technical Troubleshooting Guide*

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## Registration

Do **not** place orders directly with College Board in the SAT Suite Ordering and Registration (SSOR) system for spring 2024. College Board will determine your registrations for the SAT based on:

- The number of students included in the bulk registration file.
- The number of students and the types of approved accommodations via College Board's SSD Online system.

Districts, community schools, and nonpublic schools will utilize the online bulk registration tool to create digital registrations. For schools that are part of a diocese where not all schools are administering the SAT, each participating school will submit a school-level file. Community schools will also submit a school-level file.

## Steps to Submit the Bulk Registration File

- The bulk registration coordinator will be emailed an access code to access the online bulk registration tool in January. This access code can be shared. Districts will receive a new access code each year.
- By accessing the online bulk registration tool at [bulkreg.collegeboard.org](https://bulkreg.collegeboard.org), the bulk registration coordinator will upload the file containing the names of all students participating in the SAT.
- Districts, community schools, and nonpublic schools testing digitally will have the opportunity to submit multiple files:
  - ♦ A window to submit registration files will be available so schools can add students prior to test day. The windows will be included in the email that bulk registration coordinators receive in January.

## Preparing the Bulk Registration File

College Board provides a standard layout in either Microsoft Excel (.xls) or comma-separated values (.csv). Templates and file specifications can be found at [satsuite.collegeboard.org/k12-educators/educator-experience/get-to-know-digital/ordering-registration](https://satsuite.collegeboard.org/k12-educators/educator-experience/get-to-know-digital/ordering-registration).

The **required** data for each student include:

- 6-digit AI code
- SAT Test Administration Indicator (Enter “Y”)
- Name
- Gender
- Date of birth
- Grade
- State Student ID (SSID)
  - ♦ It is required by the Ohio Department of Education and Workforce that students be registered with their SSID number.
  - ♦ A valid SSID for each student contains 2 letters and 7 digits.
  - ♦ If your students do not have valid SSIDs, contact Michael Reiser, [Michael.Reiser@education.ohio.gov](mailto:Michael.Reiser@education.ohio.gov), for information on how to obtain them.

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**IMPORTANT:** *The bulk registration file now includes fields for school student ID and district student ID numbers as well. These are not required elements, but can be included if desired.*

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## Submitting the Bulk Registration File

1. Go to [bulkreg.collegeboard.org](http://bulkreg.collegeboard.org) and log in using your College Board professional account information.
2. Enter the bulk registration access code and click **Add**.
3. Click **Create New Request**.
4. Select the administration, then click **Browse** to select your prepared file.
5. Once uploaded, the file will be processed and validated. The submitter will receive an email when validation is complete, noting any errors or warnings.
  - a. Action is not required for warnings, but errors will result in records that are not processed.
  - b. If changes are required, follow the onscreen guidance to identify and fix the errors.
6. **Important:** Once the file has been uploaded and successfully verified, click **Submit**.

The submitter will receive a confirmation email when the file has been successfully submitted.

## Notes

- Homeschooled students should reach out to the local high school if they want to take the SAT. Work with the student and family to let them know where and when to report on test day, what to bring, and what not to bring. Homeschooled students must provide a photo ID when they report to test. These students won't be included in your registration file, and they'll use the overage of standard materials provided in your test shipment. If you're concerned that you won't have enough materials, you can order materials for these specific students for use on the makeup date instead.
- It's expected that all students will test digitally. Only students who have an accommodation requiring a paper test can test on paper. No paper test books will be sent to schools unless specifically requested. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support.

# Testing with Accommodations and Supports

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board’s SSD Online system. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. Requests must be submitted by the school that will test the student. The deadline to apply for the March administration is January 10, 2024, and the deadline to apply for the April administration is February 21, 2024.

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, schools 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 and cannot be used as remediation-free scores. The window to request SAAs opens in early January of each year.

College Board–Approved Accommodations	State-Allowed Accommodations (SAAs)
Once approved, can be used for all College Board assessments.	Only available for the Ohio-funded SAT.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school but is not reportable to colleges or scholarship programs and cannot be used as remediation-free scores.
Requested in SSD Online; go through a review process.	Requested in SSD Online and are automatically approved.
Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in rooms separate from the standard rooms.	Must be administered in separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT.	Meant for students who require state-specific accommodations and for students with disabilities who may not be approved for accommodations by College Board.
Tests in the testing window.	Tests in the testing window.

Once approved for accommodations by College Board, students remain approved for all other College Board assessments, including AP® Exams. If a student’s Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

The digital SAT will be accessible to students testing with accommodations. The universal tools available for the digital SAT include: bookmark/mark for review, embedded Desmos calculator, annotation tool, strikethrough/option eliminator, and zoom in/out.

Visit [digitaltesting.collegeboard.org/accommodations/accommodations-essentials](https://digitaltesting.collegeboard.org/accommodations/accommodations-essentials) for more information about digital accommodations.

## Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator assists the test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. Any paper testing materials for students with approved accommodations



are shipped to the test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

### Administering Accommodations

The manuals 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. It’s important to note that the times listed are only the times the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as reading directions.

Test Duration	
Timing	SAT (Including Breaks)
Standard Time	2 hours, 24 minutes
Reading: Time and One-Half	3 hours, 41 minutes
Reading: Double Time	4 hours, 58 minutes
Math: Time and One-Half	3 hours, 4 minutes
Math: Double Time	3 hours, 39 minutes

### English Learner Supports

EL students will be able to utilize EL supports for the spring 2024 SAT School Day. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use 1 or any of these supports in combination. Students will receive college reportable scores when any of these supports are used.

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

- List includes approximately 100 dictionaries.
- Use of dictionary does **not** require approval by College Board.
- 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 will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board will also support “on the fly” translations of directions by district-approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February to print.

Use of time and one-half:

- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot move ahead in the test, even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online. Students will be automatically approved, and no supporting documentation is required.
- EL students using time and one-half can be tested with other students with accommodations testing with the same timing.

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## Practice Resources

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

- Students can download [Bluebook](#) 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 tests 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 login on **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® 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.
- More information about practicing with assistive technology is available at [bluebook/collegeboard.org/students/accommodations-assistive-technology](https://bluebook.collegeboard.org/students/accommodations-assistive-technology).

More information about practice resources for students is available online at [College Board's Digital SAT Practice and Preparation webpage](#).

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## Digital Readiness Check

With the shift to digital testing, schools administering the SAT will complete a digital readiness check. In these sessions, students will get 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 with temporary credentials (like they will on test day), complete exam setup, and try a 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 manuals will contain more information about the readiness check.

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## Coordinator Interactive Checklist

The Interactive Checklist Tool for test coordinators is designed to help schools organize the tasks they need to complete for spring 2024 test administration. Schools 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.

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