

SAT Suite of Assessments Winter DTC Training



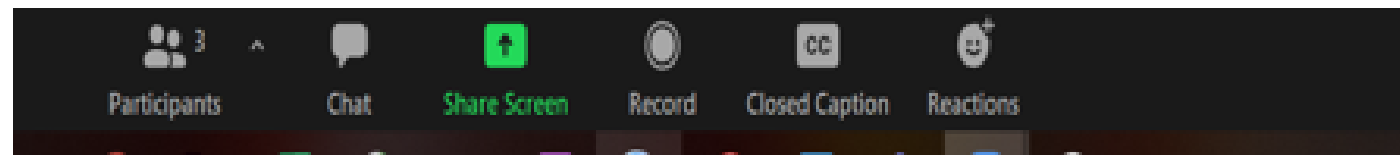
Housekeeping



- Please remain on mute when not speaking
- Camera use is encouraged
- Submit questions via Google document link
- The meeting is being recorded and available through Canvas by Friday.

Closed Captioning is available

- Click on this icon
- Then, select "Show Subtitles"



Session Goals

Our goal today is to provide information to assist District Test Coordinators for preparing schools for the spring test administration.

Topics to be covered:

- Activities that should have started
- Activities to start
- Available resource materials for Educators, Students, and their Families

Key Dates

Key Dates

Key Dates for Digital and Paper Based Testing are available on [PED website](#).

Activity	Role	Primary Testing Window March 3-5	Makeup Testing Window #1 March 24-26	Makeup Testing Window #2 April 13-15	Makeup Testing Window #3 April 27-29
Submit Requests for College Board Accommodations Requests, EL Supports, and State Allowed Accommodations	SSD Coordinator	1/27/21	2/2/21	2/22/21	
Submit Late Requests in SSD Online	SSD Coordinator	1/27/21	2/12/21	3/5/21	
Submit Offsite Testing Requests	School Test Coordinator	2/26/21			
Receive Access to TIDE	School Test Coordinator District Test Coordinator	2/3/21	2/3/21	2/3/21	2/3/21
Install College Board Secure Browser	Technology Coordinator	At least four weeks prior to test day.			
Complete TIDE Training	Test Coordinator	At least four weeks prior to test day.			
Complete Technical Readiness Activities; Configure Student Test Settings; Setup Proctor Accounts	School Test Coordinator	At least two weeks prior to test day.			
SAT Coordinator Training Opens	School Test Coordinator	2/1/21			
Materials Arrive In Schools	School Test Coordinator	Week of 2/8/21			

Key Dates

Key Dates for Digital and Paper Based Testing are available on [PED website](#).

Activity	Role	Primary Testing Window March 3-5	Makeup Testing Window #1 March 24-26	Makeup Testing Window #2 April 13-15	Makeup Testing Window #3 April 27-29
Update Rosters; submit Updates to Pre-ID file	District Test Coordinator	1/28 – 3/2/21	3/8/21 – 3/23/21	3/29/21 - 4/12/21	4/16/21 - 4/26/21
Print Test Tickets & Confirm Student Device Readiness for initial Testing Window	School Test Coordinator	2/22/21-2/26/21	3/15/21 – 3/19/21	4/5/21 – 4/9/21	4/19/21 – 4/23/21
Testing Window	School Test Coordinator	3/3/21-3/5/21	3/24/21-3/26/21	4/13/21-4/15/21	4/27/21-4/29/21
Accommodated Testing Window	SSD Coordinator	3/3/21-3/16/21	3/24/21-4/6/21	4/13/21-4/26/21	4/27/21-4/29/21
Deadline to Return Test Day Forms	School Test Coordinator	3/5/21	3/26/21	4/15/21	4/29/21
Scores Available to Students	Students	Beginning 3/19/21	Beginning 4/9/21	Beginning 4/30/21	Beginning 5/14/21
Scores Available to Educators	School Test Coordinator	TBD	TBD	TBD	TBD

Fall Testing vs. NM School Day Administrations

While there are many similarities to the SAT testing that took place in the fall of 2020, it is important to understand the differences with the spring SAT School Day Administration.

	Fall 2020 SAT	Spring 2021 SAT
School/Staff Setup	<ul style="list-style-type: none">• Spring 2020 established school list was used for Fall 2020 setup.• School contacts provided in College Board's Test Ordering System (TOS)• Contact information is updated in TOS	<ul style="list-style-type: none">• PED defines eligible schools for testing• DTCs provide school contacts via school setup survey.• All schools have been setup and should have received a Welcome Email on January 25, 2021.• Staff changes should be submitted to NMSAT@collegeboard.org
Ordering/Registration	<ul style="list-style-type: none">• Schools/Districts ordered materials in TOS	<ul style="list-style-type: none">• There is NO ordering in TOS.• PED has uploaded the initial student Pre-ID registration file.• DTCs will upload additional students to College Board to update rosters and to roster students for administrations that occur after the March 3, 2021 primary admin date.• Paper-based materials will be sent based on the number of students Pre-ID'd and the accommodations submitted in SSD Online.

Fall testing vs. NM School Day Administrations

	Fall SAT	Spring SAT
Accommodations	<ul style="list-style-type: none">All accommodations are submitted in College Board's SSD Online System	<ul style="list-style-type: none">All accommodations are submitted in College Board's SSD Online SystemEL Supports are available – translated test directions, word to word glossaries, time and one-half (+50%)State-allowed accommodations have been defined by PED.
Test Administration	<ul style="list-style-type: none">Paper-based	<ul style="list-style-type: none">Computer-basedPaper-based
Scores & Reporting	<ul style="list-style-type: none">Scores will be available in the reporting portal.	<ul style="list-style-type: none">Scores will be available in the reporting portalState proficiency levels and benchmarks will be set and reported by PED. Proficiency levels will not appear on the College Board score report
Communications	<ul style="list-style-type: none">Standard College Board Communications	<ul style="list-style-type: none">Custom communications including DTC emails, state specific trainings, policies, etc.Some policies may be different for state accountability testing
Support	<ul style="list-style-type: none">General College Board Support	<ul style="list-style-type: none">NM-specific phone number and email addressNM-specific field staff
Other	<ul style="list-style-type: none">Fee Waivers indicated in TOS	<ul style="list-style-type: none">Fee Waiver codes will be posted to the K12 reporting portal for distribution by the school

Schools Established for Paper Pencil Testing(PPT)

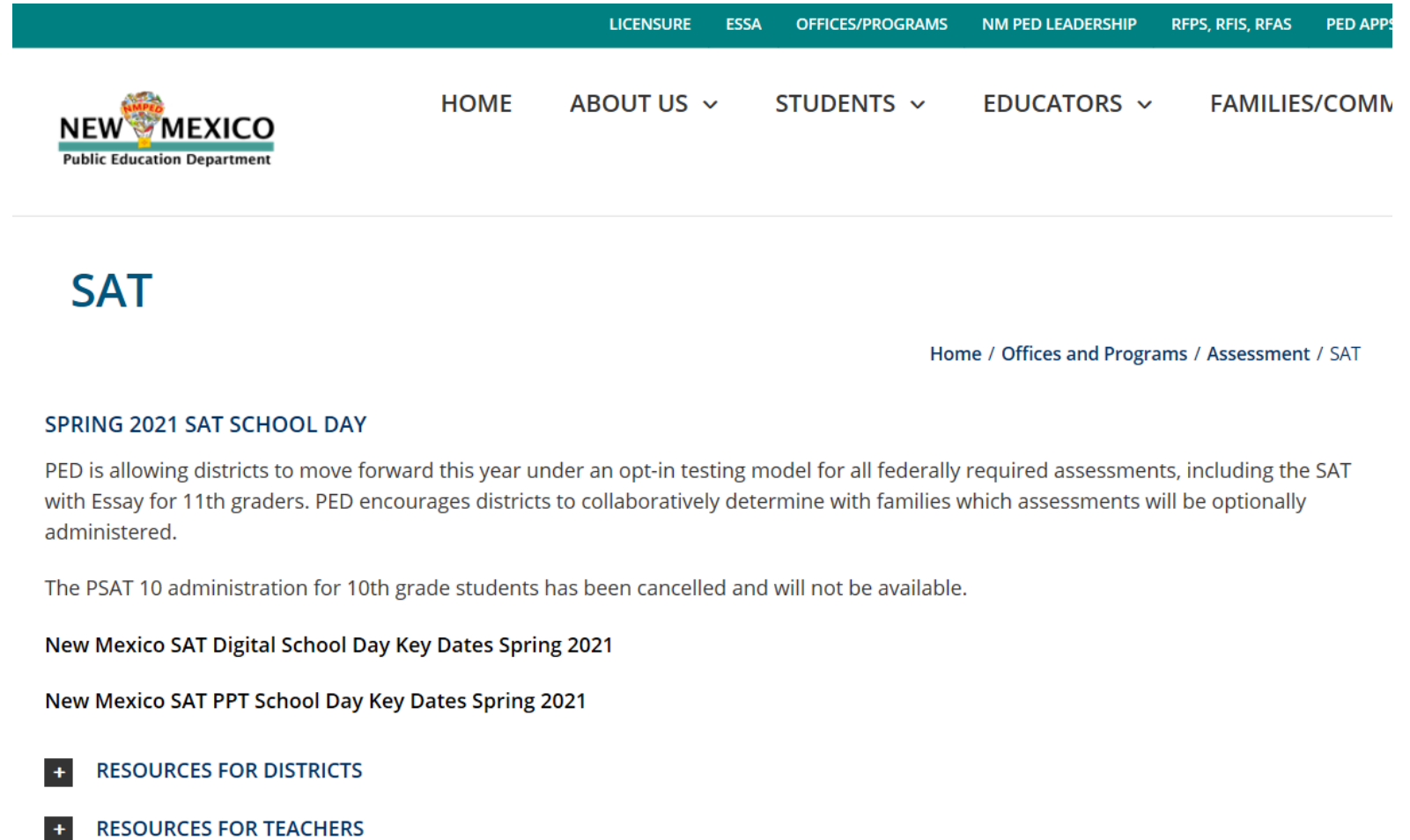
School AI Code	School State Code	School Name	District Name
320435	11105	MAXWELL HIGH	MAXWELL MUNICIPAL SCHOOLS
320470	28101	MOSQUERO HIGH	MOSQUERO MUNICIPAL SCHOOLS
320184	43089	TSEYIGAI HIGH	GALLUP-MCKINLEY CTY SCHOOLS
320185	62038	CUBA HIGH	CUBA INDEPENDENT SCHOOLS
320495	70124	PECOS HIGH	PECOS INDEPENDENT SCHOOLS
320740		EARLY COLLEGE HIGH SCHOOL - GCCS	GRANTS-CIBOLA COUNTY SCHOOLS
320482	88057	LAGUNA-ACOMA HIGH	GRANTS-CIBOLA COUNTY SCHOOLS
320305	88055	GRANTS HIGH	GRANTS-CIBOLA COUNTY SCHOOLS
320002	94015	NM SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED	NM SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED
320416	505001	SCHOOL OF DREAMS ACADEMY	SCHOOL OF DREAMS ACADEMY
320142	542001	MISSION ACHIEVEMENT AND SUCCESS	MISSION ACHIEVEMENT AND SUCCESS

Activities that should have started

Bookmark the PED Website and Review Resources

For DTCs and Test Coordinators

- Training Materials
- Guideline/Policy Documents
- Resources
 - Educators
 - Students/Parents



The screenshot shows the New Mexico Public Education Department (PED) website. The top navigation bar includes links for LICENSURE, ESSA, OFFICES/PROGRAMS, NM PED LEADERSHIP, RFPS, RFIS, RFAS, and PED APPS. The main navigation bar includes HOME, ABOUT US, STUDENTS, EDUCATORS, and FAMILIES/COMM. The page title is "SAT". The breadcrumb trail is "Home / Offices and Programs / Assessment / SAT". The main content area is titled "SPRING 2021 SAT SCHOOL DAY" and contains the following text: "PED is allowing districts to move forward this year under an opt-in testing model for all federally required assessments, including the SAT with Essay for 11th graders. PED encourages districts to collaboratively determine with families which assessments will be optionally administered." and "The PSAT 10 administration for 10th grade students has been cancelled and will not be available." Below this text are two links: "New Mexico SAT Digital School Day Key Dates Spring 2021" and "New Mexico SAT PPT School Day Key Dates Spring 2021". At the bottom of the page are two expandable sections: "+ RESOURCES FOR DISTRICTS" and "+ RESOURCES FOR TEACHERS".

LICENSURE ESSA OFFICES/PROGRAMS NM PED LEADERSHIP RFPS, RFIS, RFAS PED APPS

HOME ABOUT US STUDENTS EDUCATORS FAMILIES/COMM

NEW MEXICO
Public Education Department

SAT

Home / Offices and Programs / Assessment / SAT

SPRING 2021 SAT SCHOOL DAY

PED is allowing districts to move forward this year under an opt-in testing model for all federally required assessments, including the SAT with Essay for 11th graders. PED encourages districts to collaboratively determine with families which assessments will be optionally administered.

The PSAT 10 administration for 10th grade students has been cancelled and will not be available.

New Mexico SAT Digital School Day Key Dates Spring 2021

New Mexico SAT PPT School Day Key Dates Spring 2021

+ RESOURCES FOR DISTRICTS

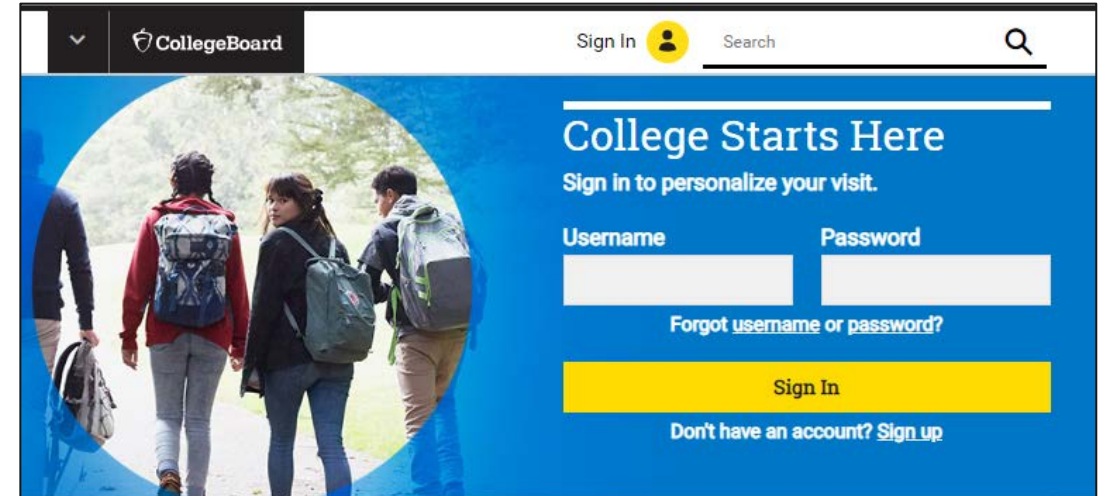
+ RESOURCES FOR TEACHERS

Find more at: <https://webnew.ped.state.nm.us/bureaus/assessment-3/sat-psat/>

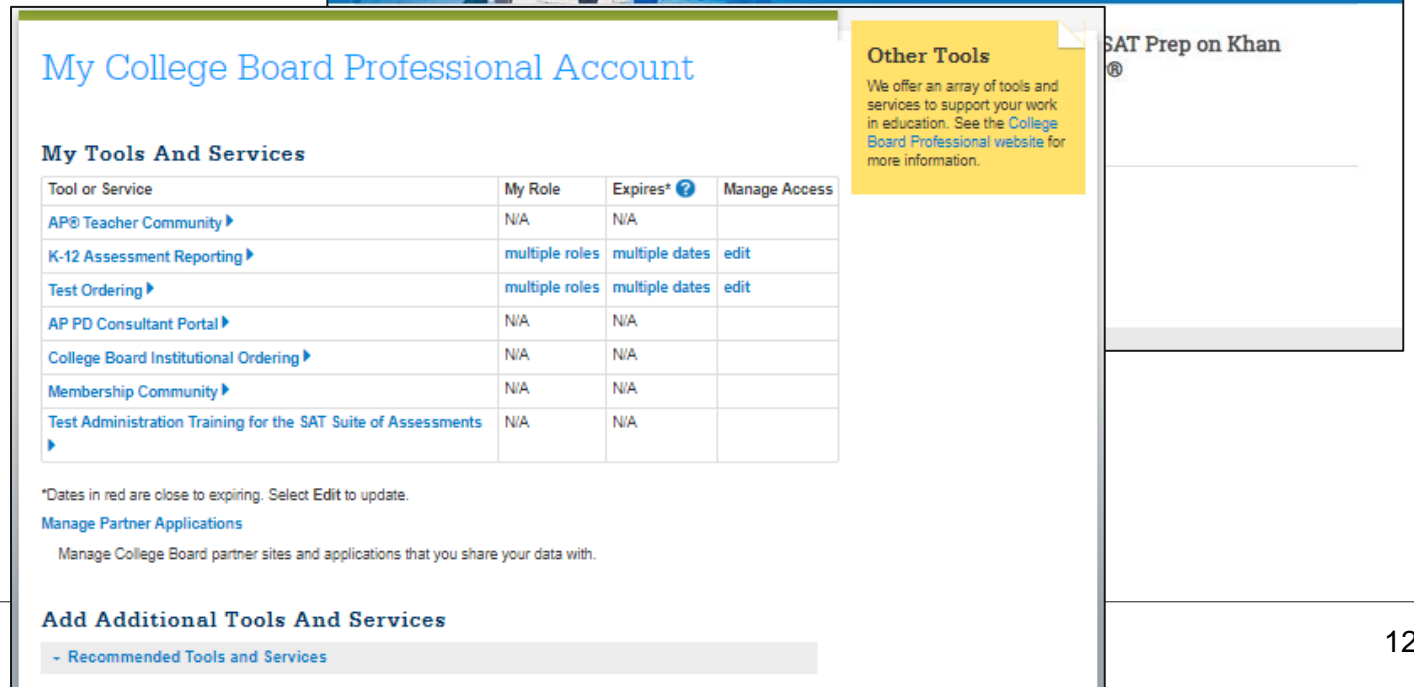
Create a College Board Professional Account

For DTCs, Test Coordinators, and SSD Coordinators

- A College Board Professional Account is required for all system access.
- Each user creates his or her own account to allow for a single sign-on to the following features:
 - SSD Online System
 - College Board Online Test Day Training
 - College Board Reporting Portal
- Create an account at collegeboard.org



The image shows the College Board Professional Account sign-in page. At the top, there is a navigation bar with the College Board logo, a 'Sign In' button with a user icon, and a search bar. Below the navigation bar is a large blue banner with a circular image of three students walking away. To the right of the banner, the text 'College Starts Here' is displayed, followed by 'Sign in to personalize your visit.' Below this are input fields for 'Username' and 'Password'. A link for 'Forgot username or password?' is located below the password field. A large yellow 'Sign In' button is positioned below the input fields. At the bottom of the banner area, a link says 'Don't have an account? Sign up'.



The image shows the 'My College Board Professional Account' dashboard. The title 'My College Board Professional Account' is at the top. Below it is a section titled 'My Tools And Services' which contains a table with columns for 'Tool or Service', 'My Role', 'Expires*', and 'Manage Access'. The table lists several services including AP® Teacher Community, K-12 Assessment Reporting, Test Ordering, AP PD Consultant Portal, College Board Institutional Ordering, Membership Community, and Test Administration Training for the SAT Suite of Assessments. Below the table, there is a note about expiration dates and a link to 'Manage Partner Applications'. To the right of the table is a yellow box titled 'Other Tools' with text about supporting work in education. At the bottom, there is a section titled 'Add Additional Tools And Services' with a link for 'Recommended Tools and Services'.

Tool or Service	My Role	Expires*	Manage Access
AP® Teacher Community	N/A	N/A	
K-12 Assessment Reporting	multiple roles	multiple dates	edit
Test Ordering	multiple roles	multiple dates	edit
AP PD Consultant Portal	N/A	N/A	
College Board Institutional Ordering	N/A	N/A	
Membership Community	N/A	N/A	
Test Administration Training for the SAT Suite of Assessments	N/A	N/A	

*Dates in red are close to expiring. Select [Edit](#) to update.

[Manage Partner Applications](#)

Manage College Board partner sites and applications that you share your data with.

Add Additional Tools And Services

[Recommended Tools and Services](#)

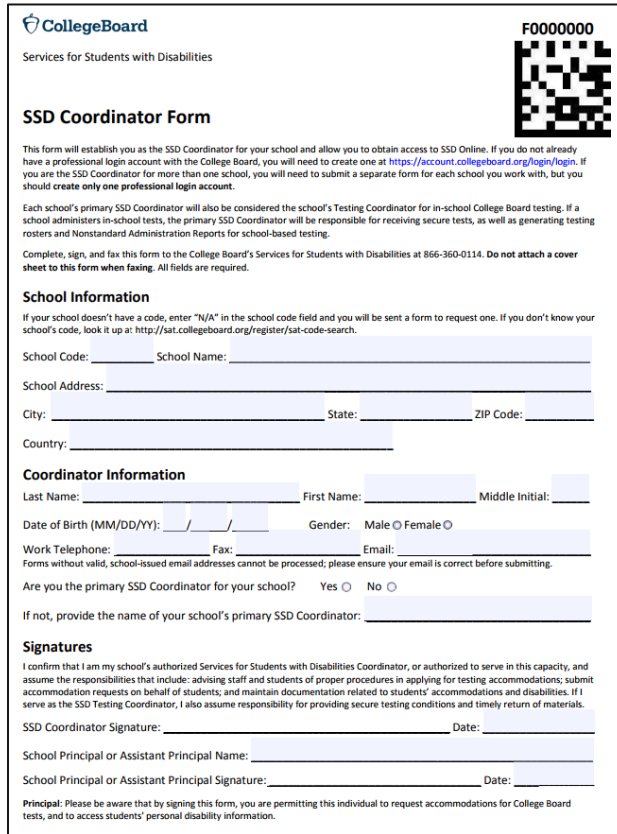
Other Tools

We offer an array of tools and services to support your work in education. See the [College Board Professional website](#) for more information.

[SAT Prep on Khan](#)

Get Access to SSD Online

For SSD Coordinators



CollegeBoard
Services for Students with Disabilities

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 866-360-0114. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at: <http://sat.collegeboard.org/register/sat-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male ☐ Female ☐

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes ☐ No ☐

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one.
- Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd
 - Provide information about you and your school.
 - Obtain your principal's signature.
 - Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Activities to be completed

District Test Coordinators

Before Test Day

- Provide school information and staff contacts for setup
- Assist schools with understanding processes
- Responsible for helping schools understand key deadlines
- Participate and assist with training
- Provide support as needed
- Update school rosters - add students, if needed, using the College Board Bulk Registration Tool

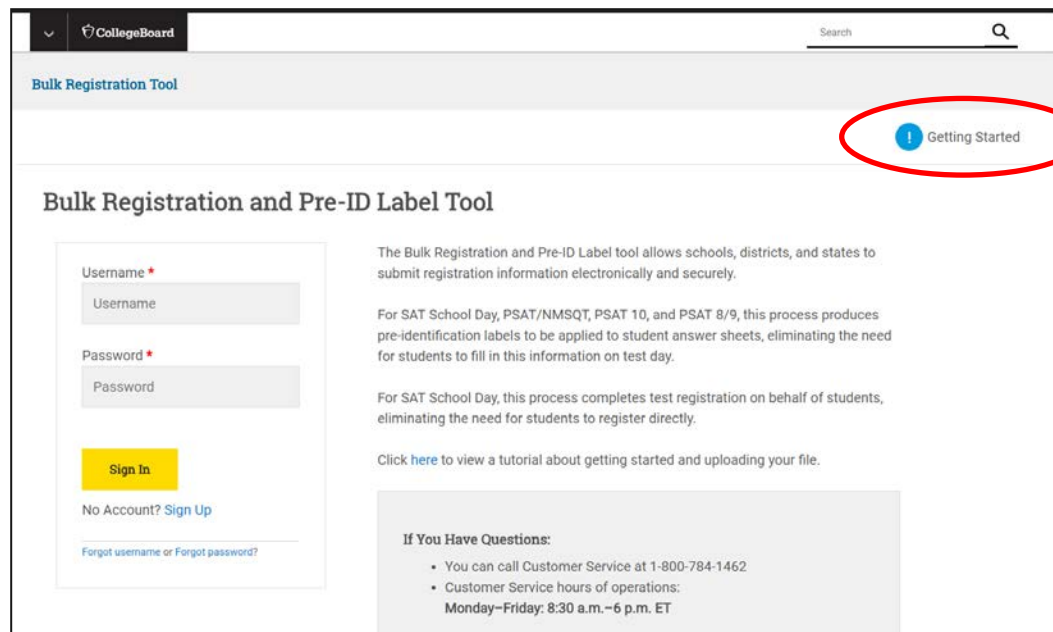
District Test Coordinators

After Test Day

- Confirm schools tested all eligible students
- (Digital) Update school rosters for student requiring a makeup – upload students, if needed, for the makeup administration
- (Paper) Remind schools to complete the makeup survey which will be emailed to school Test Coordinators after each test administration date to order appropriate makeup materials for the next administration.
- Assist schools with returning forms and materials on time
- Provide support for testing irregularities

Bulk Registration – Roster Updates

DTCs will be able to register students to update rosters.



CollegeBoard

Bulk Registration Tool

Getting Started

Bulk Registration and Pre-ID Label Tool

The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For SAT School Day, PSAT/NMSQT, PSAT 10, and PSAT 8/9, this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly.

Click [here](#) to view a tutorial about getting started and uploading your file.

If You Have Questions:

- You can call Customer Service at 1-800-784-1462
- Customer Service hours of operations:
Monday–Friday: 8:30 a.m.–6 p.m. ET

- Access the pre-recorded webinar and slide deck that provides an overview and instructions for New Mexico educators about the SAT School Day bulk registration process for spring 2021.
- [Click Here-New Mexico School Day Bulk Registration Webinar](#)
Passcode: **NMPED_Spring2021**
- [Click Here-New Mexico School Day Bulk Registration Slide Deck](#)
- PED provided an initial Bulk Registration file of students using the 40th day data. DTCs will be able add/update students beginning on February 1st for the primary testing window. DTCs and bulk registration coordinators should have received an access code to the Bulk Registration tool on January 28th.
- DTCs will use a specific template and format to upload student information.
 - Go to <https://bulkreg.collegeboard.org>
 - Click Getting Started
- No access is needed to obtain templates or the file specifications.

Bulk Registration – Roster Updates

- File templates in Excel or Comma Separated Value are available.
- Use the Bulk Registration File Specifications to know about each field in the template.

The screenshot shows the CollegeBoard Bulk Registration Tool interface. A modal titled "Getting Started" is open, providing instructions for creating a new request. The modal includes a "File template" section with a red circle highlighting the available options: "MS Excel" and "Comma Separated Value". The "Student data" section lists requirements for student information and provides links to AI Code Lookup tools. The background interface shows a login form with fields for Username and Password, a Sign In button, and links for Sign Up and password recovery.

Getting Started

Here is what you need in order to create a new request in the Bulk Registration and Pre-ID Label tool:

File template

- Files must be in MS Excel (Excel 97 or later) or Comma Separated Value (.csv).
- Templates are available for you to use:
 - Bulk registration: [MS Excel](#) or [Comma Separated Value](#)
- You can create your own files, but the format must meet the requirements in the [Bulk Registration File Specifications](#).

Student data

- Extract the student data that you need from your student information system.
- Data requirements, including data length restrictions and valid characters, for each field can be found in the Bulk Registration File Specifications.
- If you do not know your school's AI Code you can use the following tools:
 - [PSAT 8/9, PSAT 10, PSAT/NMSQT AI Code Lookup](#)
 - [SAT AI Code Lookup](#)

[Go Back](#)

Plan for Bulk Registration

For DTCs

- Look for the access email from NMSAT@collegeboard.org.
- Identify students who are eligible to test.
- Plan timing for your uploads. Discuss approach with schools to determine how they will notify you of students and test dates.
- Scheduling Tips For computer-based testing
 - Put a plan in place for schools to notify you if students are missing.
 - You may want to download the initial file posted by PED to begin review of included students.
 - Districts can upload as many files as needed. However, we recommend working with your schools to determine the timing that aligns with their room planning and schedule specific dates to complete the upload.
 - For example, consider setting a date in February or March when schools are working in TIDE to prepare room rosters and another one just before test day, if additional students have been enrolled.
- Scheduling Tips For paper-based testing
 - Plan to upload one file closer to the test date to capture all students at the school.
- District test coordinators will upload at least one file for each test date.

[Get access to Bulk Registration and Pre-ID Label Tool](#)

[back](#)

Bulk Registration And Pre-ID Label Tool Enrollment Information

Here's how you get access to Bulk Registration.

First, select your organization. If you told us where you work, your organization is already selected. If you did not tell us where you work or you wish to access Bulk Registration for a different organization, search for and select your organization. Then supply the access code for your organization.

If you have not received an access code, please call 1-800-784-1462 (toll free in the United States and Canada) for assistance.

Provide your access information

U.S. ZIP code:

This is to narrow your choices

Professional Organization:

start typing

Access Code:

enter code

[Enroll Later](#)

[Add](#)

Your access

Organization	Position	Expiration Date
--------------	----------	-----------------

--	--	--

[Finished](#)

Bulk Registration Dates

	March 3 rd SAT Administration	March 24 th SAT Administration	April 13 th SAT Administration	April 27 th SAT Administration
Initial Pre-ID by PED	Complete	Complete	Complete	Complete
District Test Coordinators Receive Access Email	February 3, 2021			
Update rosters; Complete Bulk Registration File for new students	January 28 – March 2, 2021 For accommodated window, rosters can be updated through March 15, 2021	March 8 – 23, 2021 For accommodated window, rosters can be updated through April 5, 2021	March 29 – April 12, 2021 For accommodated window, rosters can be updated through April 25, 2021	April 16 – 26, 2021 For accommodated window, rosters can be updated through April 28, 2021
Action	Upload only if students are missing in TIDE and the school will be testing on March 3 rd . Upload all eligible students or only missing students.	Upload if schools will be testing students on March 24 th . Upload all students or only students planning to test.	Upload if schools will be testing students on April 13 th . Upload all students or only students planning to test.	Upload if schools will be testing students on April 27 th . Upload all students or only students planning to test.

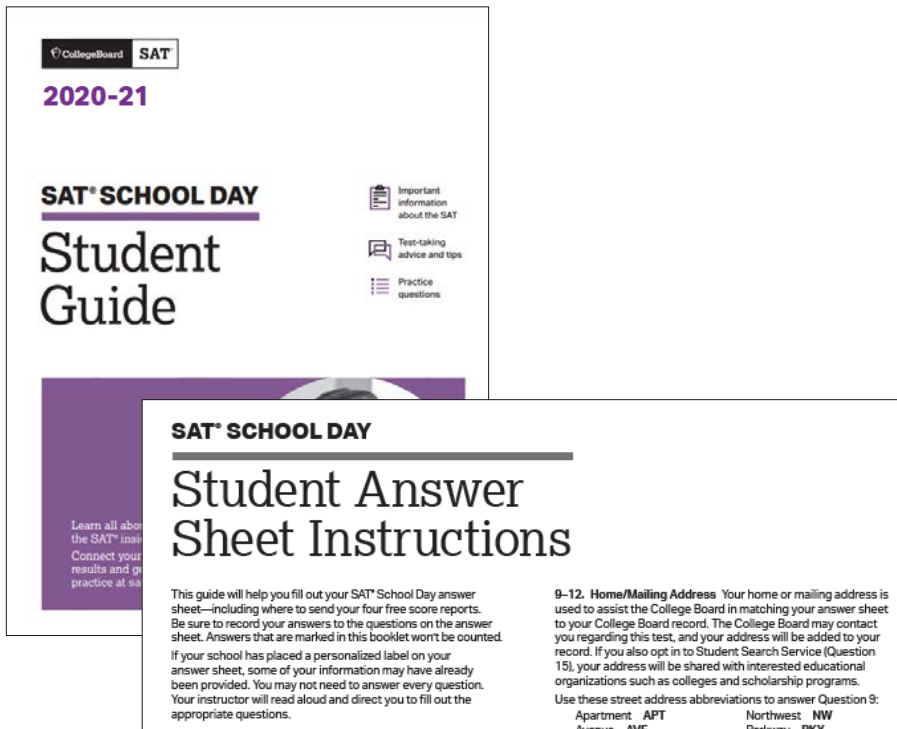
Note: Dates on College Board's website about bulk registration, may not be applicable to the PED-provided administrations.

Student Data Privacy

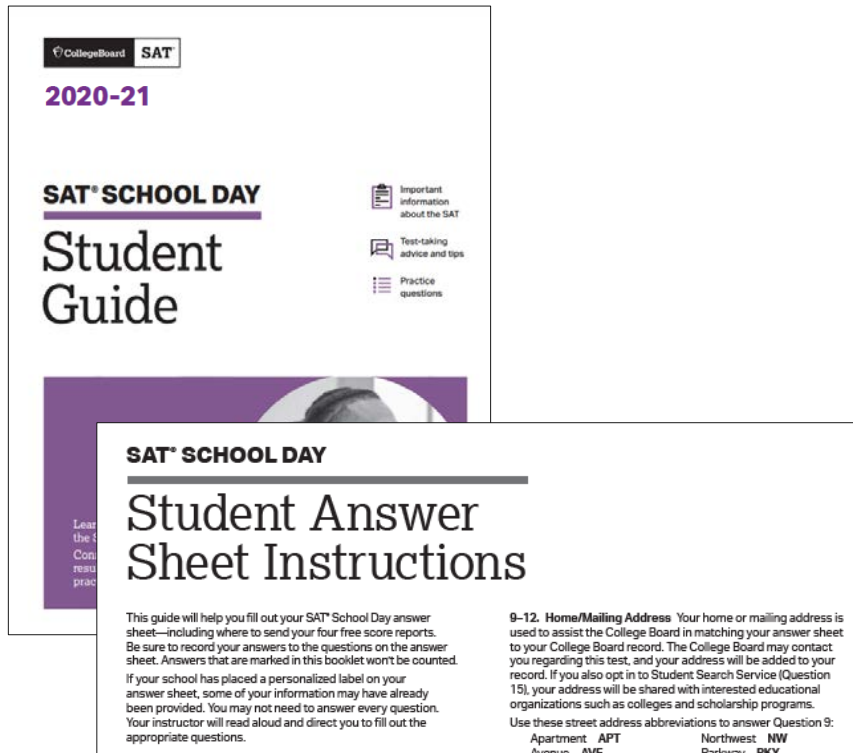
- Schools will be requested to collect parental consent for
 - Accommodations Requests
 - Student participation in Student Search and the optional questionnaire
- Accommodations requests in SSD Online
 - A template is provided in SSD Online as a part of the request process.
 - Schools may use the provided template or follow existing district processes for consent.
 - Consent is required to ensure parents are aware their child's information is being shared with College Board in support of delivering their accommodations.
 - Students already approved for accommodations do not need to have an additional consent form completed.
 - SSD Coordinator will be asked to confirm they have consent prior to submitting the request.
 - Consent should be kept on file at the school. College Board will not collect consent form.

Student Search Service[®] and Consent

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.
- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them. Search users can also search for students based on score ranges.
- In advance, schools should distribute the Student Guide. The Student Guide and Questionnaire Instructions will be posted on the PED website.



Student Search Service[®] and Consent



- Follow your district or school policy for collecting parental consent. Schools and districts may opt to use the consent form provided by the College Board or may choose to use their own. Parental consent should be collected **prior** to the preadministration session.
 - Schools should collect consent from parents for students who wish to opt-into Student Search Service and complete the optional questionnaire.
 - Consent is required only to opt into Student Search Service and the questionnaire. Students can still take the SAT without completing this information.
- If a parent does not return a consent form, the school should proceed assuming that the parent did not consent.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Planning for Preadministration

If unable to do a preadministration session before test day:

- Plan to share student guides and consent forms in advance.
- For paper-based testing, add Pre-ID labels to answer sheets before or on test day.
- Allow students to complete their free score sends after testing is complete. The test day scripts will provide guidance.
- Allow students to complete the optional questionnaire if they have permission after testing or <https://studentsearch.collegeboard.org/>

- Follow your district or school policy for collecting parental consent. Schools and districts may opt to use the consent form provided by the College Board or may choose to use their own. Parental consent should be collected **prior** to the preadministration session.
 - Schools should collect consent from parents for students who wish to opt-into Student Search Service and complete the optional questionnaire.
 - Consent is required only to opt into Student Search Service and the questionnaire. Students can still take the SAT without completing this information.
- If a parent does not return a consent form, the school should proceed assuming that the parent did not consent.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Test Coordinators

Immediate Activities

- Bookmark the digital testing site: digitaltesting.collegeboard.org
- Share the [Digital Testing Quick Guide](#) with your technology coordinator
- Work with your school's technology coordinator to ensure that all student and proctor devices have supported operating systems and web browsers.
- Review and complete critical digital setup activities listed in the [Step-by-Step Guide](#).
 - Includes whitelisting appropriate sites. Included in the guide, or as a separate list on the PED website.
- Install the [secure browser](#) on all student test-taking devices.
- Preview the [student digital test experience](#)
- Work with your Services for Students with Disabilities (SSD) coordinator to ensure accommodation requests are being submitted in [SSD Online](#)

Test Coordinators

~4 Weeks Prior to Test Day

- Plan testing room and staffing
- Receive access to College Board's required online training activities. Complete training prior to test day.
- Receive access to Cambium's test delivery system and supporting tools, including the Test Information Distribution Engine (TIDE).
- Receive your school's shipment of coordinator manuals, guides, and forms related to the test administration.
 - Share information with students
 - Prepare and conduct a preadministration session
- Configure accommodations in TIDE.

Technology Coordinators

Immediate Activities

- Bookmark the digital testing site:
<https://digitaltesting.collegeboard.org>
- Review the Digital Testing Quick Guide.
- Work with the school's test coordinator to ensure that all student and proctor devices have supported operating systems and web browsers.
- Review and complete critical digital setup activities listed in the Step-by-Step Guide.
- Install the secure browser on all student test-taking devices.
- Preview the student digital test experience

SSD Coordinators

Immediate Activities

- Using the SSD Online Dashboard, identify students who will be testing this year and confirm accommodations
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify
 - The accommodations approved match the student's current identified IEP/504 accommodation needs.
 - The student information name, birth date, and graduation date are correct.
 - The student is receiving the testing accommodation on school and district assessments

Preparing for the SAT

Helping prepare students

Begin using the practice resources

Khan Academy provides personalized, free practice for all students. The practice items are developed in conjunction with the College Board based on the SAT Suite of Assessments test specifications. Students who took PSAT/NMSQT can link their scores with Khan Academy or take a diagnostic quiz to get their personalized practice plan to help them identify areas .

- Share the Khan Academy Flyer with students and their families.
- Review the Khan Academy educator resources and coaching tools. Begin using the tools.
 - For students that participated in PSAT in the fall, they can link their scores to get personalized practice.
 - For students who haven't taken the PSAT, have them begin the diagnostic quizzes to build their personalized practice.
- As an alternative to online practice, download paper practice tests SAT.



Administering the School Day SAT in a Pandemic

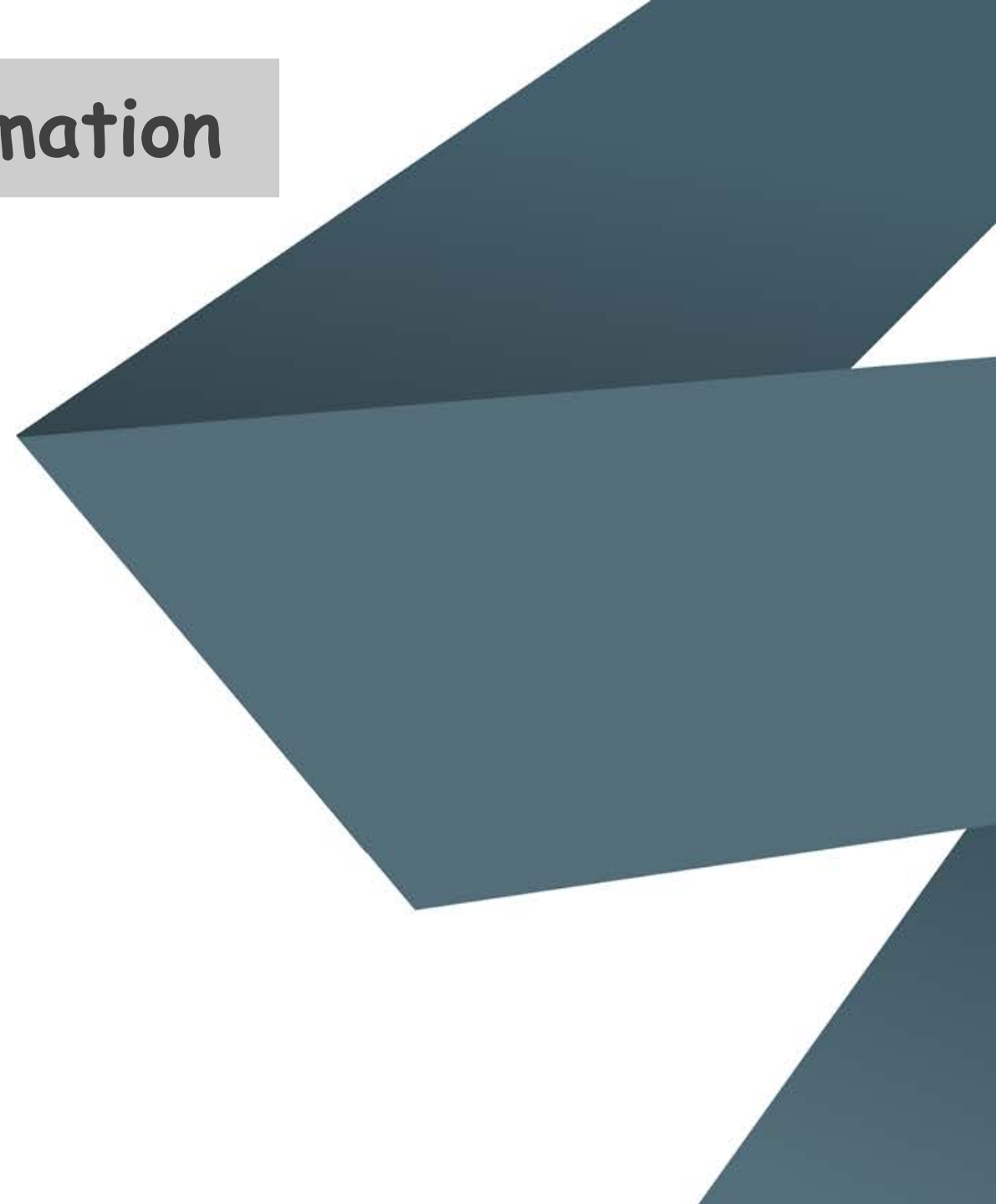
Kristie Eamello
District Test Coordinator
Alamogordo Public Schools

Logistics, Procedures & Communication

- Parents and guardians were called to inform them that APS was offering the SAT School Day.
- An electronic form was created giving students an opportunity to sign up online. (Give yourself time to set up sessions and ensure students are in College Board with any needed accommodations)
- Communication with students & parents.
- Emails were delivered to both students and parents multiple times about testing.
- Additional emails with testing information was sent to parents and students who had signed up.

Clear and Concise Information

- Where
- When
- Times
- Items to bring
- Covid-Safe Rules
- Entry Procedures
- Exit Procedures



Test Ticket

Please print this ticket or take a picture with your phone and bring with you on test day.

Name:	
Date:	October 27 th
Arrival time:	8:15am to 8:45am
Where should you go?	Room 102/AHS

Come Prepared on Test Day!

Did you bring?

- Picture ID? (Student ID or Driver's License)
- An acceptable calculator? Calculators will be provided, however you may bring your own calculator if it is on the SAT-approved list (see this link: <https://collegereadiness.collegeboard.org/sat/taking-the-test/calculator-policy>)
- Your School email address?
- A snack and a drink?

**Check email titled "Important SAT Information" for further instructions.*

***Your Testing Room Is ***

PSAT/NMSQT Information

Contact: Jane Wood/Test Coordinator 575-491-7380

WHERE:

Alamogordo High School

WHEN: Tuesday, January 26th, 2021 **TIMES:**

- Entry: 8:00am to 8:25am
- Test Start Time: 8:30am
- Test End Time: 12:30am

ITEMS TO BRING:

- Face coverings
- Know the room number where you will be testing. Calculators will be provided, however you may bring your own calculator if it is on the PSAT-approved list see this link: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/taking-the-tests/test-day-checklist/approved-calculators>
- You may bring water and a snack which you can have at the breaks.

If you bring a cell phone, smart watch or any electronic device you will have to place it in a box in the testing room with the Test Administrator until the entire test is completed.

COVID-SAFE RULES:

- Wear a face covering from the time you exit your vehicle until you return to your vehicle at the end of the test.
- Maintain social distance at all times while on campus.

ENTRY PROCEDURES:

- Enter the campus through the front doors of the school.
- If you arrive before doors open please stand on a Tiger Paw and this will help maintain social distance.
- Park in the front parking lot.
- Drop offs may use bus lanes If being dropped off, please ask your driver to wait until you confirm (by call, text or security personnel) that you have been admitted for testing.
- Upon exiting your vehicle, you must wear a face covering and maintain social distance until you return to your vehicle when the test is complete.
- Enter the building maintaining at least 6-foot distance from all others.
- Security and the nurse will meet you, ask Covid-19 regulation questions, and instruct you to use the hand sanitizing station and temperature scanning kiosk.
- If the scanner indicates a fever (100.4 degrees F or higher), you will be allowed to rest for a few minutes and rescan.
- If the second scan indicates a fever, you will be sent home with instructions to be evaluated for illness.
- If your temperature is normal, you will be directed to your testing room, and if dropped off, inform your driver that you have been admitted for testing.

EXIT PROCEDURES:

- Students will exit the building through the front doors.

***Your Testing Room Is ***

Testing

- ❑ Students and Proctors were assigned a classroom ahead of time.
- ❑ Students and parents were emailed a test ticket with times and room numbers to streamline entry procedures.
- ❑ Nursing staff, security, secretarial staff, teachers administering exam and administration were included in the planning and given all testing information as well as student rosters and room numbers.
- ❑ School testing info, such as AI code etc, was written on each classroom white board prior to testing
- ❑ Custodial staff was informed of which rooms were being used for testing to ensure sanitizing before and after testing.

Technology Considerations for SAT School Day

Criss Grubbs

Las Cruces Public Schools

Digital Testing

- All the information on Digital Testing can be found on the College Board website
- Things that need to be done before testing by the technology department – Step-by-Step Guide
 - Check supported browser's
 - Auto Update
 - Filters and Firewalls
 - White list appropriate URL's
 - Install Secure Browser
 - District wide push out or individual computer install

Devices for testing

- First Priority Devices – Laptops and desktops that are already in the building. (Without disassembling labs)
- Second Priority Devices – Student checked-out laptops
 - Students will bring device with them – charger cords
 - Time in schedule to allow device to update and install secure browser
- Third Priority – Rearranging desktop labs in building. Moving desktops to other locations

Other things to consider

- Power strips
- Extension cords
- Extra charger cords
- Hard wire or Wi-Fi - Bandwidth
- Headphone
 - Students bring their own or school provided
- Directions for teachers on how to install secure browser if the district can't push out

Support Materials for Students and Families

Resources for Families

Use the following links to download information that can be shared with students and their families:

[SAT Student Guide](#)

[Khan Academy Flyer](#)

SAT Fee Waiver Benefits



Free Tests and Free Feedback

- 2 free SAT tests
- 2 free Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports



College Application Benefits

- Unlimited score reports to send to colleges
- Waived application fee at participating colleges
- Free CSS Profile™ applications



Other Benefits

- Fee reductions for score verification reports
- No non-U.S. regional fees for free tests
- No late registration fees for free tests

Who is Eligible for Fee Waiver Benefits?

Students are eligible for fee waivers benefits if they:

1

Are enrolled in or eligible to participate in the National School Lunch Program (NSLP);

2

Have an annual family income that falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service;

3

Are enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound);

4

Are in a family that receives public assistance;

5

Live in federally subsidized public housing or a foster home or are homeless, OR

6

Are a ward of the state or an orphan.

Introduction to Official SAT® Practice on Khan Academy®

 CollegeBoard |  Khan Academy

Official SAT® Practice

Start practicing

FREE practice that is...

**Personalized to you**

We'll create a tailored practice plan for you based on a diagnostic or your SAT or PSAT/NMSQT® scores

**Official**

8 full-length, real practice tests and content created in partnership with College Board

**Interactive**

Thousands of practice questions, videos, lessons, and hints plus study and test-taking tips and strategies

**Instant**

Get constant feedback and progress so you know where you stand

Why Link Khan Academy® and College Board Accounts?



Personalized practice and recommendations:

Once students link their accounts, Khan Academy individualizes student practice based on their results from the SAT®, PSAT/NMSQT™, PSAT™ 10, and PSAT™ 8/9.

Jump right into practice:

No additional diagnostic quizzes are needed.

Best Practices



- Best practices are behaviors that any student can do to make the MOST of their practice time on Official SAT Practice.
- The three best practices include:
- **Leveling up skills:** As students progress through OSP material, they can achieve new levels in the skills practiced. Overall, leveling up provides a signal that students are consistently advancing in content tested on the SAT, and is a marker for learning progress on OSP. This best practice also helps students learn how to monitor their progress.
- **Taking a full-length practice test:** Taking a full-length practice exam simulates the real test experience and helps students see what they do and don't know. There are 8 full-length online practice exams available on OSP which can be taken in one sitting or over time.
- **Following personalized practice recommendations:** OSP provides personalized practice recommendations based on a student's previous scores and performance on any PSAT or SAT assessment or through mini-diagnostic quizzes. Following practice recommendations helps students learn how to stay focused when they study and work on areas where they most need to grow.
-

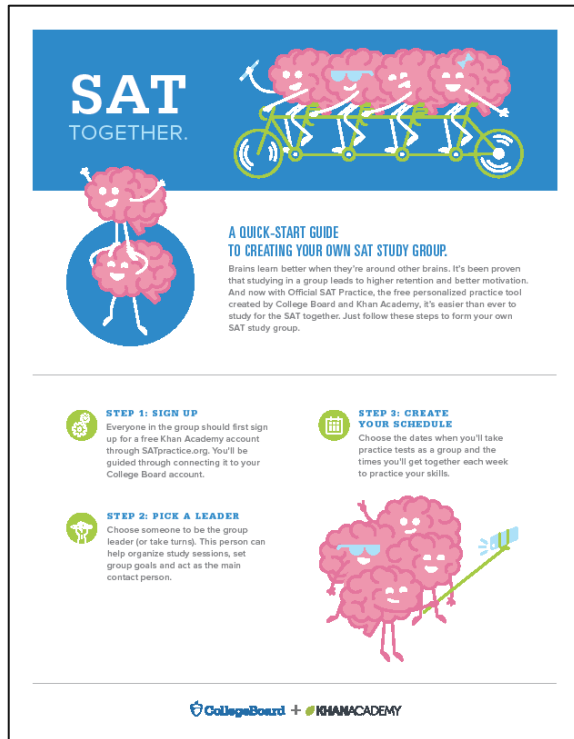
Engaging Students in Official SAT® Practice

Independent Practice: Students practice individually at home or in virtual study groups.	<ul style="list-style-type: none">• Share information about Official SAT® Practice with handouts available at https://www.isbe.net/Pages/sat-psat.aspx.• Encourage parents to work with students to set and stick to a study schedule.• Link to resources on website, through social media, make announcements, and post flyers around school.
Extracurricular Practice: Students practice in a college prep course or with a community-based organization virtually.	<ul style="list-style-type: none">• Incorporate Official SAT® Practice tools during non-content classes, such as a college prep class or seminar courses.• Partner with community-based/college-access organizations to support students with practice.
Teacher-Guided Practice: Students practice in class (in-person or virtually) using Official SAT® Practice as a learning tool.	<ul style="list-style-type: none">• Incorporate independent practice into the class period and answer student questions.• Use an SAT® question from Official SAT® Practice as bell work or an exit ticket.• Assign 60 minutes of Official SAT® Practice per week as homework.

Practice Builds Confidence



Independent Practice Plans



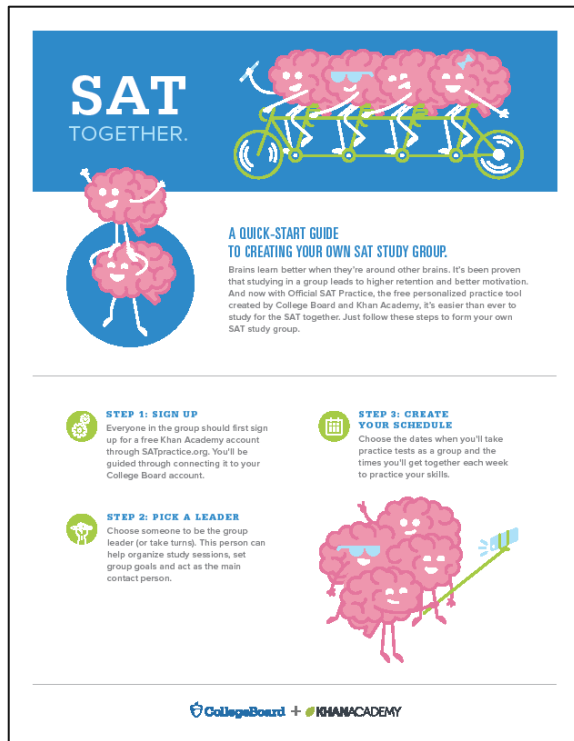
Parent Involvement

- Share information about Official SAT® Practice with parents.
- Encourage parents to work with student to set a study schedule.

Study Groups

- Students form groups of three-five for virtual practice.
- Students meet virtually on their own schedule for 60 minutes per week.
- Encourage students to set up virtual study groups and pick a leader.
- Direct students to [SAT.org/studygroup](https://sat.org/studygroup) for a sample schedule and tips for setting up a study group.

Extracurricular Practice



Incorporate Official SAT® Practice tools during non-content classes

- Use time during college prep or seminar courses.
- Encourage students to use 30 minutes of class time twice per week for independent student practice.

Partner with community-based/college-access organizations

- Virtually train CBO/CAO staff on Official SAT® Practice.
- Designate a point of contact to coordinate communication.
- Develop study plans for students.
- Encourage students to create a practice schedule.

Teacher-Led Practice: Getting Started



Incorporate independent practice into the class period and answer student questions

- Use one class period a week.
- Add your students to your class in the Coach Tools and track progress.
- Utilize the [Official SAT® Practice Lesson Plans](#).
- Use during a shortened class period.
- Begin the class with Official SAT® Practice as bell work.

Homework assignments

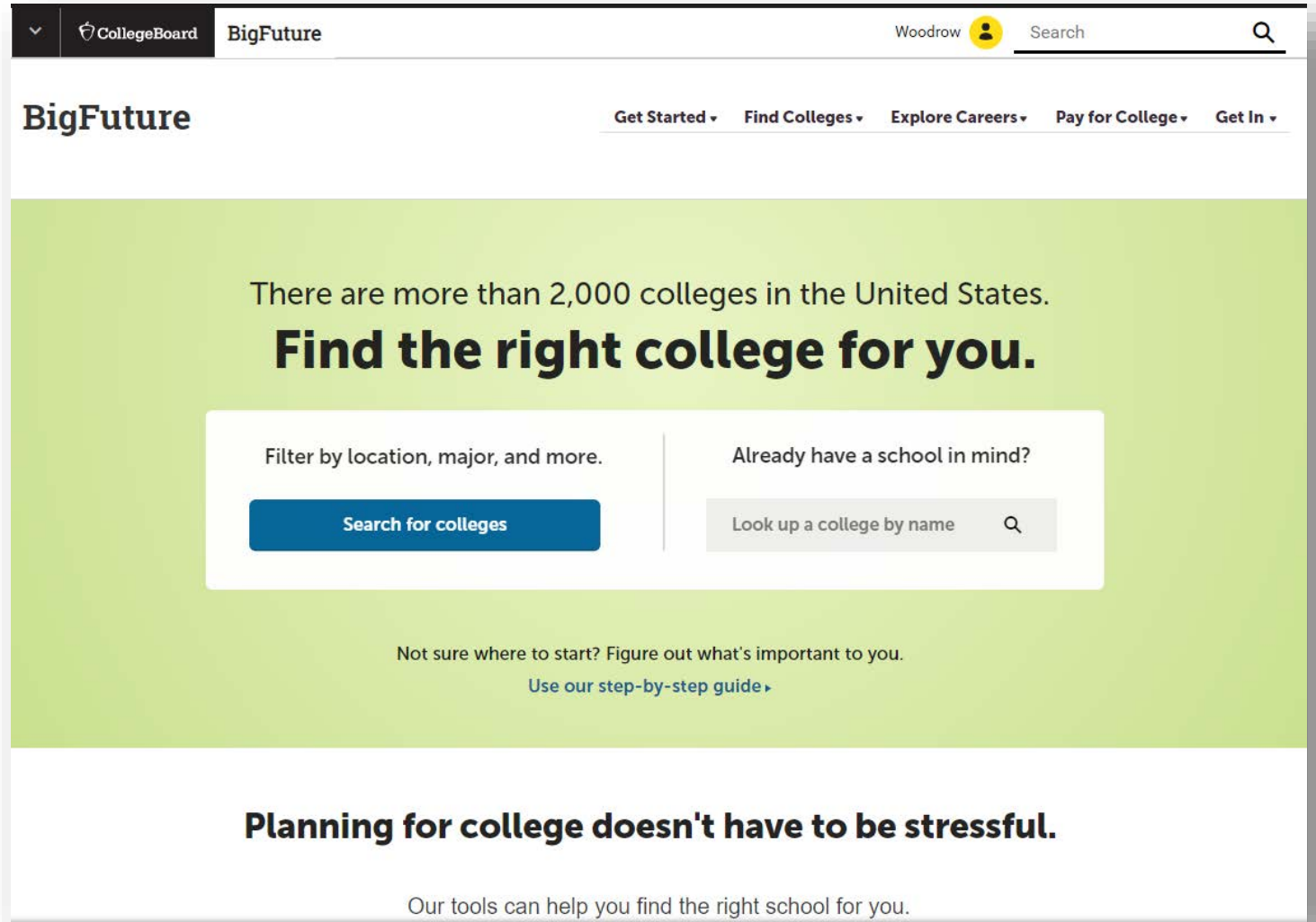
Assign 60 minutes of Official SAT® Practice per week.

Benefits of Khan Academy



BigFuture™— Search Colleges, Scholarships, and Careers

- Search for colleges.
- Watch videos from real students.
- Hear from education professionals.
- Learn about different colleges.
- Get help paying for college.
- Build a personalized plan for getting into college.



Student Search Service:

Connecting Your Students with Opportunities

- Student Search Service is effective, it's voluntary, and it's secure
- For over 40 years, Search has connected students with information about colleges options and scholarship opportunities
- Recent research shows that students participating and contacted through Student Search Service are **12% more likely than their peers to enroll at a four-year college**



1,500 Four-Year Colleges
\$300M Scholarship Dollars
5.6M Participating Students

College Board Opportunity Scholarships

- Launched in December 2018, the program now recognizes more winners and addresses affordability concerns by connecting students with other scholarships and aid.
- Students earn chances at scholarships by completing six key actions along the path to college. Scholarships are awarded monthly through drawings among all eligible students.
- Half of the scholarships (more than \$2 million a year) are designated for students whose families earn less than \$60,000 per year. Students who qualify have more chances to earn money for college.



More than **7,000**
students each year will
earn a total of nearly **\$5**
million in scholarships.

The 6 Key Actions to Prepare for College



Build Your College List \$500 **(1,800 Scholarships)**

Get started by exploring colleges that interest you on BigFuture™.



Practice for the SAT \$500 **(2,200 Scholarships)**

Get ready for test day with Official SAT Practice on Khan Academy®.



Explore Scholarships \$500 **(800 Scholarships)**

Find scholarships and other aid to help you pay for college.



Strengthen Your College List \$500 **(400 Scholarships)**

Make sure your college list has a mix of safety, match and reach schools.



Complete the FAFSA \$500 **(1,700 Scholarships)**

Fill out the free government form to apply for financial aid.



Apply to Colleges \$500 **(300 Scholarships)**

Apply to the colleges you want to attend.

When students complete all six steps, they are eligible for a \$40,000 scholarship

2020 Complete Your Journey
\$40,000 Opportunity
Scholarship Recipients

						
Wyman Chan Elk Grove, CA	Elena DePaolo North Tonawanda, NY	Nanci Diaz Los Angeles, CA	Sunshine Falkoff Tucson, AZ	Isabella Garcia San Antonio, TX	Nyzaiah Gore Newport News, VA	Jeffrey Guan Poolesville, MD
						
Angelique Hall Beacon, NY	Rachel Heimke Anchorage, AK	David Horta Valencia, CA	Imani Irons Hamden, VA	Aaron Jackson San Diego, CA	Matthew Jones Spartanburg, SC	Malak Mosleh Guttenberg, NJ
						
Misaki Mizutani Torrance, CA	Izehinosen Okojie Beltsville, MD	Dhruvi Patel Rockland, MA	Waseem Salamah Rowland Heights, CA	Trinity Scott Chicago, IL	Fiona Smith-Calónico Livermore, CA	Kailey Xia Houston, TX

**Natalia Arcos-Rivera**
Woburn, MA

**Ali Arain**
Lubbock, TX

**Yadelis Avila**
New York, NY

**Nicole Boodhoo**
East Moline, IL

Additional Resources

For DTCs, Test Coordinators, and
all Curriculum staff

SAT® SUITE OF ASSESSMENTS

Teacher Implementation Guide

SAT®

PSAT/NMSQT®

PSAT™ 10

PSAT™ 8/9



Read the Teacher Implementation Guide

[SAT.org/k12](https://sat.org/k12)

- Information and strategies for teachers in all subject areas
- Overview of content and structure for the SAT Suite of Assessments
- Test highlights
- General Instructional Strategies
- Sample test questions and annotations
 - Skill-Building Strategies for the classroom
 - Keys to the SAT (information pertaining to the SAT Suite structure and format)
 - Rubrics and sample essays
- Scores and reporting
- Advice to share with students

NM SAT School Day Training

Professional Development	Audience	Timing
Learn about Accommodations and Supports and using SSD Online	Test Coordinators, District Test Coordinators, SSD Coordinators	Available now – click here
Bulk Registration Webinar	District Test Coordinators are invited to learn the process for uploading and registering additional students via the Bulk Registration Tool.	Available now – click here <i>Password to access: NMPED_Spring2021</i>
Digital Readiness Implementation Overview	Technology Coordinators, District Test Coordinators, School Test Coordinators, and school administrators are invited to participate in this training to begin preparing for digital specific activities.	February 16 th Registration email will be sent soon.
College Board Accommodations and Supports Q&A Sessions	Test Coordinators, District Test Coordinators, SSD Coordinators.	February, March, April

Other College Board Professional Development

For DTCs, Test Coordinators, and SSD Coordinators

- New Mexico Customized Training
- E-learning Modules
- Self-Directed Courses
- Find more at:

<https://collegereadiness.collegeboard.org/educators/k-12/professional-development>

The screenshot displays the College Board SAT Suite of Assessments Knowledge Center. The interface is divided into several sections:

- CollegeBoard Logo:** Located at the top left of the interface.
- Menu, Glossary, Resources:** A horizontal navigation bar at the top.
- Launch Menu:** A vertical sidebar on the left containing a 'Help' dropdown menu with options: Player Controls, Course Tabs, Launch a Course, Exiting a Course, Course Tidbits, and Connect with College Board.
- SAT Suite of Assessments:** The main header for the central content area.
- Coronavirus Updates:** A prominent blue banner with the text 'Coronavirus Updates (Select this tile)'.
- Knowledge Center:** A grid of tiles on the right side, including:
 - Start Here:** Course Operation and Features
 - College Board Career Finder**
 - Introduction to the SAT**
 - Establishing a Professional Account**
 - SAT School Day Implementation and Planning for Test Coordinators**
 - Understanding College Board Accommodations**
 - Accessing the K-12 Score Reporting Portal**
 - Using the K-12 Score Reporting Portal**
 - Official SAT Practice Coach Tools**
 - Success Steps** (with a circular icon showing a path of steps)
- Instructions:** A circular icon with a hand cursor and text: 'Hover over a tile on the right to learn about a course. Select a tile to start a course.'
- Search Bar:** Located at the bottom left of the interface.
- Navigation Bar:** At the bottom, featuring the College Board logo, 'SAT' text, and a progress bar with play/pause controls.

Thank You

- SAT School Day contact:
adam.rios2@state.nm.us
Phone: (505) 250-3175
- College Board New Mexico Email:
NMSAT@collegeboard.org