

NEW HAMPSHIRE

Coordinator Implementation Handbook

SAT School Day

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General Information

The New Hampshire Department of Education (NHED) is providing the SAT[®] with Essay to grade 11 students in spring 2024. The Essay is required for all students.

Digital testing is required for all schools. Schools may choose to use any of the primary and makeup testing windows, as needed. Be mindful of spring breaks when choosing your administration.

Digital testing is delivered using Bluebook[™], College Board's new digital testing application. Testing staff will administer the test using Test Day Toolkit, College Board's web application.

This implementation handbook applies to the administration of the state-provided SAT School Day for spring 2024 only.

	Date
Testing Window Opens	Monday, March 25, 2024
Testing Window Closes	Friday, April 12, 2024

Getting Assistance

- **Customer Service:** SAT School Day Support, 866-609-2205 or NHSAT@collegeboard.org.
- **Digital Team:** College Board offers support and digital resources for the digital SAT at collegeboard.org/digital.
- **NHED Website:** Helpful resources, including a checklist for test coordinators and key dates for spring 2024.

Updates and Reminders for Spring 2024

The SAT Suite of Assessments is now offered in a new digital format for all assessments. While this transition brings a number of changes, many important features of the SAT with Essay have stayed the same. However, we're taking full advantage of what digital testing makes possible. Our new 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 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 professional account and can be used on any personal or school-provided device that connects to the internet.
- Students use Bluebook, College Board's digital 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 test measures 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.

Establishing Schools for Testing

NHED will provide a list of all schools (including out-of-district schools) participating in the spring administration to College Board and will work with schools to confirm school-level information for the spring SAT administration. College Board will reach out to principals and test coordinators in September with a survey to obtain school information such as testing dates.

Attending Institution Codes

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

Unique Testing Situations

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 use an off-site testing location.

To request off-site testing locations:

1. Identify the number of locations you will need for off-site testing.
2. Submit the off-site testing request form with the required information at sat.org/offsiterequest. 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.

Notes:

- Each off-site test coordinator is responsible for ensuring that the test location meets the requirements for room configuration, seating, and test day staffing as described in the *Test Coordinator Manual*.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary test coordinator.

Out-of-District Placements

Students attending an out-of-district placement are required to participate in the New Hampshire SAT School Day. NHED will register all students using the data received from the districts through i4see. Please ensure that data for all students in your district is accurate and up to date. Out-of-district coordinators should work with the out-of-district schools to ensure the out-of-district school is prepared to administer the assessment to eligible students.

Homeschooled Students

Homeschooled students must reach out to their local high school by March 4, 2024, if they want to take the SAT School Day. Districts must enter homeschooled students' information into i4see and ensure it's accurate so they can be registered digitally. If a homeschooler is not in i4see, they cannot test. 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.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

The SAT test coordinator and the SSD coordinator must have a College Board professional account to access tools for the administration.

To create an account, go to collegeboard.org, click **Create Account**, and follow the instructions. An educator needs to create an account only once. In most cases, a one-time access code will be provided.

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 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 technology coordinator, and 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 must work together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Test coordinators and proctors will use Test Day Toolkit to administer the tests to students. Educators will receive access to Test Day Toolkit about six weeks prior to the start of New Hampshire's testing window. For more information about Test Day Toolkit, visit satsuite.collegeboard.org/k12-educators/tools-resources/test-day-tool-kit.

Role	Responsibility	Identify to College Board?
SAT test coordinator	Responsible for coordinating the SAT administration for all students.	Yes
Backup 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
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 provide technical troubleshooting for students and staff.	No

Training

Training is required each year for all SAT test coordinators. A link will be sent to SAT test coordinators about 6 weeks before test day to access the online training modules. The link should be shared with other test day staff, such as the SSD coordinator and proctors. The NHED requires other test day staff to complete the appropriate online training. Each staff member must have a College Board professional account to access the training.

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*

Registration

Do **not** place orders directly with College Board in the SAT Suite Ordering and Registration (SSOR) system for the spring 2024 SAT with Essay administration.

For the spring administration, NHED will pre-identify all eligible public school students for SAT School Day using the College Board bulk registration tool. The pre-ID file helps report accurate student accounting back to NHED and creates registrations in Test Day Toolkit for the digital SAT with Essay.

NHED will submit multiple files to update Test Day Toolkit. **It is very important that your student data is correct in i4see for NHED to submit an accurate file.**

Private Schools in New Hampshire

Private schools are eligible to administer the SAT School Day; however, since student information is not in i4see, the NHED cannot include these students in their pre-ID submission. Each private school that is participating will submit their own pre-ID file. College Board will reach out to private schools directly with details. For more information, contact NHSAT@collegeboard.org.

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 Attending Institution code. **Requests must be submitted by the school that will test the student.**

When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. Additional 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. The window to request SAAs opens in 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 NHED-provided 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.
Requested in SSD Online, goes through a review process.	Requested in SSD Online, verified by NHED (no College Board review process).
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 separate rooms 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 whose accommodation needs cannot be granted by College Board.
Will test in the testing window.	Will test in the testing window.

Once approved, students retain their College Board–approved accommodations 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 new digital SAT School Day will be accessible to students testing with accommodations. Some of the accessibility features are universal and available to all students, while other features require approval or setup by the test coordinator. 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.

It is expected that all students will test digitally. Only students who have an accommodation requiring a paper test explicitly documented in their IEP or 504 plan can test on paper. No paper test books will be sent to schools testing digitally unless

specifically requested. For students with approved accommodations who need to test in paper format, you must request materials by contacting NHSAT@collegeboard.org.

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 SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations.

Administering Accommodations

Digital SAT School Day manuals contain 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 time 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.

SAT with Essay	
Timing	SAT with Essay (Including Breaks)
Standard Time	3 hours, 19 minutes
Reading: Time and One-Half	5 hours, 16 minutes
Reading: Double Time	6 hours, 43 minutes (testing over 2 days)
Math: Time and One-Half	3 hours, 59 minutes
Math: Double Time	4 hours, 34 minutes
Time and One-Half on Essay only	3 hours, 49 minutes
Double Time on Essay only	4 hours, 14 minutes

English Learner (EL) Supports

English learners 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 one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the weekend administrations of the SAT.

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

- List includes approximately 100 approved dictionaries.
- Use of dictionary does **not** require approval by College Board.
- The approved list is available at 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.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2024 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 go 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.

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 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 out 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/accomodations-assistive-technology](https://bluebook.collegeboard.org/students/accomodations-assistive-technology).

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

Digital Readiness Check

Schools administering SAT School Day will complete a digital readiness check for students to become familiar with the Bluebook testing application, confirm their personal information is correct, and verify that devices are ready for test day. Students will log in to Bluebook with temporary credentials (like they will on test day), complete exam setup, and take a test preview.

The 30-minute digital readiness check should be completed no later than 1–2 weeks before test administration.

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).

- Ensure Bluebook is properly installed on managed devices and gauge network readiness.

The *Test Coordinator Manual* and *Proctor Manual* will contain more information about the readiness check.

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 digital test administration. School test coordinators will receive:

- A school-specific checklist of high-level tasks and deadline reminders.
- Interactive email reminders, in which they can mark tasks as complete or open a help ticket with the click of a button.

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