

Test Coordinator Overview

NHED - Digital SAT[®] with Essay

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Session Goals

Our goal today is to share the latest information about the spring 2023 administration of the New Hampshire digital SAT with Essay based on current planning.

College Board and NHED will be continuing to finalize implementation details and as more information becomes available, we will share through the NHED SAT with Essay webpage: <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/sat>

For returning coordinators, look for the  symbol to call out new or updated policies and procedures.

Test Dates, School Set Up, and Eligibility

SAT with Essay

Digital Administration

- NHED requires the SAT with Essay to be administered digitally to all 11th grade students.
- The Essay is required for all students.
- Students are expected to test digitally unless the student has an accommodation in their IEP/504 that requires paper testing.
- **Accommodated Testing Window** is for students with certain accommodations as designated on the Nonstandard Administration Report (NAR) in SSD Online.

Digital SAT with Essay	Window
Primary Testing Window	March 22-24 & 28-29
Makeup Testing Window	April 12-14 & 18-19
Accommodated Window	March 22–April 4

School Set Up

Digital Administration



What's my AI Code?

<https://satsuite.collegeboard.org/k12-educators/tools-resources/k12-school-code-search>

- College Board distributed a survey in September to collect contact information for the New Hampshire SAT School Day.
- College Board used this information to set up your school to administer the SAT with Essay in spring 2023.
- Attending Institution (AI) Codes are required to administer College Board exams, enter student accommodations into SSD Online, and to receive materials and students' exam scores.
 - AI codes are six-digit numbers that are unique to your school.
 - If you have participated in any College Board assessments previously, your AI code will remain the same.
 - Email confirmations were sent in December 2022 and early January 2023 to verify your AI code and school information.
- If your test coordinator, SSD coordinator, principal, or shipping address has changed since September 2022, please update that information at <https://bit.ly/UpdateYourCoordinator>.

Who should test?

- All 11th grade students enrolled in a New Hampshire public school including students, placed by the district, in an out-of-district placement.
- Out-of-state placement students – test on paper – March 22 or April 12 ONLY.

Request a paper test:

<https://bit.ly/RequestPaperTestForm>

Homeschoolers must be enrolled in i4see to take the test digitally – see instructions on Slide 31

What's New in 2023?



New for 2022-2023

- ✓ Updated Nonstandard Administration Report (NAR)
- ✓ Updates to Off-site Testing Policy
- ✓ Update to Publications – State Essay indicators
- ✓ Master Student List is now Schoolwide Student List
- ✓ Two new languages for translated test directions (EL Support)
 - ✓ Ukrainian & Pashto


Key Dates and Checklists

Implementation Key Dates

Spring 2023 Key Dates

Dates are subject to change

- Key Dates 2023 document will be posted soon to the [NHED SAT with Essay webpage](#). Please note these are approximations and may be updated throughout the year.

 Spring 2022 New Hampshire SAT® School Day Administration Key Dates – Updated: February 2022	
Activity	March 23-25; 29-30, 2022 Digital Administration
Schools submit survey for choice of testing window and identify test staff	By September 18, 2021
List of approved word-to-word bilingual dictionaries is available	September 2021
Implementation Module Available	November 2021
Accommodations & Support Module Available	December 2021
DEADLINE to submit off-site testing plans	January 21, 2022
Test coordinator receives confirmation of AI code and test staff	By January 2022
State-allowed accommodation (SAA) and EL extended time request window opens	Week of January 10, 2022
Translated test directions available	February 2022
DEADLINE to submit accommodation requests	February 1, 2022
DEADLINE to submit SAA and English learner requests	February 1, 2022
Coordinators provisioned in TIDE	February 11, 2022
Online Coordinator Training is available	February 9, 2022
TIDE is loaded with student digital registrations	February 11, 2022
Nonstandard Administration Report (NAR) Available	Week of February 21, 2022
Digital Shipment arrives	Mid-February, 2022
Primary Testing Window	March 23-35; 29-30, 2022
Accommodated testing windows for students designated on the NAR	Mar 23 – April 5, 2022
Makeup Testing Windows	April 13-15; 19-20, 2022
Scores are released to students	TBD
Scores are released to educators	TBD

Dates are subject to change.

Coordinator Checklist

This training follows along with the Coordinator Checklist that is posted to the [NHED SAT with Essay webpage](https://digitaltesting.collegeboard.org/pdf/coordinator-checklist.pdf), focusing on activities to prepare your school from now until mid-March.

<https://digitaltesting.collegeboard.org/pdf/coordinator-checklist.pdf>

At-a-Glance Test Coordinator Checklist
4 Weeks Before the Test

- ☐ Complete all required TIDE training.
- ☐ Recruit staff members to assist with test day.
- ☐ Set up a TIDE account for the SSD coordinator.
- ☐ Estimate how many testing rooms you'll need.
- ☐ Meet with school administration to minimize test day distractions, plan a pre- and post test meeting place for students, and plan students' lunch break.
- ☐ Check that rooms meet all requirements—especially wireless access strength (if applicable).
- ☐ Confirm that student and staff devices meet system requirements.
- ☐ Plan a preadministration session.

2 Weeks Before the Test

- ☐ Train all staff supporting test day and review the Proctor Checklist.
- ☐ Complete all required administration training.
- ☐ Set up TA user accounts for proctors.
- ☐ Install the secure browser on student devices.
- ☐ Use TIDE to assign the appropriate settings for students with accommodations.
- ☐ Complete the technical readiness evaluation.
- ☐ Create a Master Student List and room rosters.
- ☐ Connect students to practice resources.
- ☐ Conduct a preadministration session.

3-5 Days Before the Test

- ☐ Encourage proctors to practice giving the test.
- ☐ Print room rosters and test tickets.
- ☐ Organize all testing materials (e.g., seating charts, manuals) by room.
- ☐ Make sure students, faculty, and computers are ready for the test.
- ☐ Put up signs telling students when and where to check in for the test.
- ☐ Make sure enough restrooms will be available.

On Test Day

- ☐ Confirm that student devices are configured and powered.
- ☐ Review duties with staff and hand out room packets.
- ☐ Check in students.
- ☐ Oversee the test administration and perform all post test duties.
- ☐ Report irregularities if needed.
- ☐ Return test day materials if needed.

Separated into sections:

- 4 weeks prior to Test Day
- 2 Weeks Before Test Day
- 3-5 Days Before Test Day
- On Test Day

NOTE: These are **suggested** timelines, but you can complete the tasks when it is right for your school. Just be aware of potential deadlines.

A Proctor checklist is also available, and it is recommended that it be distributed to proctors prior to test day.

<https://digitaltesting.collegeboard.org/pdf/proctor-checklist.pdf>

Now

- ☐ Staff Roles and Responsibilities
- ☐ Review and Enter Accommodations in SSD Online
- ☐ Update Enrollment in i4see

Staff Roles and Responsibilities

Testing Staff Roles

SAT School Day Test Coordinator

- The **Test Coordinator** is responsible for all aspects of the School Day administration including:
 - Planning rooms and staff for test day.
 - Receiving and securing all test materials.
 - Completing setup tasks within the Test Information Distribution Engine (TIDE) platform.
 - Managing test site and staff, and supervising all activities related to testing, including accommodated testing.
 - Collecting, packing, and returning test materials, completing test day forms and preparing for makeup testing.
 - Acting as the main contact between NHED/College Board, including receiving emails and notices relating to SAT with Essay.
 - Ensuring all test security expectations are followed prior to, during and after administration of the assessment.
 - Maintaining the *Affirmation of Test Security for Test Administrators/Proctors* document.
 - Communicating test dates and requirements to parents/families.

Test Security Expectations

Test Coordinators are responsible for ensuring these security expectations are followed

- **PRIOR TO TESTING**, all personnel who handle—or otherwise have access to—secure test materials must read and understand the **Test Security Expectations** and the consequences if any expectations are violated, and to sign the **Affirmation of Test Security** acknowledging having read and understood these expectations. The Affirmation of Test Security form is maintained by the district test coordinator.
- Prior to testing, all personnel who are assigned a role for the SAT, in whole or in part, are expected to read and follow the test administration and security procedures provided by the NHED.
- Prior to testing, between testing sessions and following testing, students must not be exposed in any way to any of the secure test questions. Staff must avoid reviewing/sharing/talking about secure test items in any way with any person(s). **NOTE:** *This does not prohibit the use of benchmark, interim, or practice items.*
- Photocopying, hand copying or otherwise reproducing (e.g., taking a picture or screenshot) of **ALL OR ANY PART** of the test or student answers is **strictly prohibited**. Test materials must remain secure throughout all phases of the testing process.
- Knowingly engaging in activities that will adversely affect the validity, reliability, or fairness of the tests used in any of the statewide assessments is **strictly prohibited**.
- Use of secure test materials for purposes other than those approved by the NHED is **strictly prohibited**.
- During test administration, teachers/test administrators must monitor students by frequently moving unobtrusively about the room. Teachers/test administrators are to devote **total attention** to students and to avoid involvement in paperwork or any other activity that distracts from actively proctoring.
- Responses to test items must represent each student's own independent and unaided thinking and must remain unchanged after test administration is complete. **All persons are strictly prohibited from changing or editing students' answers to test items, either by providing hints or clues to wrong or incomplete answers during test administration or by deleting or correcting wrong or incomplete answers, or by providing answers in other ways.**
- All persons are **strictly prohibited** from providing students with the answers to test items at any time before, during, or after test administration has been completed. This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.
- All persons are **strictly prohibited** from attempting to score—formally or informally—test items from the New Hampshire statewide summative assessments. Scoring is the responsibility of the test vendor.

Testing Staff Roles

SSD Coordinator

- The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:
 - Acting as the main contact between NHED/College Board concerning accommodations.
 - Entering accommodation requests in SSD Online.
 - Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
 - Partnering with the test coordinator to ensure test settings in TIDE are configured correctly.
 - Administer the SAT with Essay to students with accommodations, as needed.
 - Ensuring that accommodations are determined by the student's educational team in accordance with the NH state requirements for determining accommodations for assessments, and are documented in the student's IEP, 504 plan and/or EL plan.
 - Ensuring that parent permission is documented for all accommodations provided.

Testing Staff Roles

Technology Coordinator

- Each school must assign a **technology coordinator** who is accountable for technical setup tasks.
- Technology coordinators must be available for all pre-administration and test day activities.
- They are responsible for managing all technical aspects of the digital SAT with Essay delivery, including:
 - Setting up network configurations and ensuring connectivity meets bandwidth, content filters, and firewall requirements.
 - Ensuring schools have enough devices that meet system requirements.
 - Supporting the installation of CAI's secure browser on testing devices.
 - Troubleshooting issues with test-taking devices and networks on test day.
- Check with your district to confirm the technology coordinator has the support and authorization to execute all technical requirements.

Testing Staff Roles

Proctor

- The **proctor(s)** is responsible for:
 - Managing all activities that happen in the testing room.
 - Administering the exam using the TA Interface and monitoring test-takers to ensure a fair administration.
- Each room requires at least one proctor.
- Ensuring all test security expectations are followed prior to, during and after administration of the assessment including:
 - During test administration, teachers/test administrators must monitor students by frequently moving unobtrusively about the room. Teachers/proctors are to devote **total attention** to students and to avoid involvement in paperwork or any other activity that distracts from actively proctoring.
 - Responses to test items must represent each student's own independent and unaided thinking and must remain unchanged after test administration is complete. **All persons are *strictly prohibited* from changing or editing students' answers to test items, either by providing hints or clues to wrong or incomplete answers during test administration or by deleting or correcting wrong or incomplete answers, or by providing answers in other ways.**
 - All persons are ***strictly prohibited*** from providing students with the answers to test items at any time before, during, or after test administration has been completed. This includes provision of cues, clues, hints and/or actual answers in any written, printed, electronic, verbal and/or non-verbal form.

Please see the **Proctor's Checklist for Digital Testing**

Testing Staff Roles

Room Monitor and Hall Monitor



We will discuss how many additional staff members you will need for testing in upcoming slides.

- The **room monitor(s)** and **hall monitor(s)** are responsible for assisting the test coordinator and proctor.
 - Room monitors help set up the testing area and monitor testing.
 - Hall monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.
 - Monitors are required to complete NHED test security assurances for proctors/test administrators.
 - Monitors are required to be trained by the Coordinator in maintaining a secure test environment.

Accommodations and English Learner Supports

Accommodations

- Any accommodations needed by a student must be determined by the student's educational team in accordance with the NH state requirements for determining accommodations for assessments, and are documented in the student's IEP, 504 plan, and/or EL plan.
- Parent permission is required for all testing accommodations provided and documented.
- Use of accommodations must be approved by College Board.
- Accommodations will be entered by the SSD coordinator through the Services for Students with Disabilities (SSD) Online system. This ensures that:
 - Coordinators have accurate rosters of students using accommodations on test day.
 - Student settings can be configured correctly in TIDE.
- Most accommodations entered into SSD online will automatically be "approved" by College Board and will not require documentation from the IEP to be submitted.
- Please consult the *SAT Accommodations and Supports Handbook* for detailed information on the types of accommodations and supports available.
- Any accommodations not approved by College Board will result in a non-reportable college score. Parent permission/notification is required.

SSD Online Account

- If you are a returning SSD Coordinator, confirm your access and password to SSD Online are still active.
- If you are a new SSD Coordinator, you will need to request access to the SSD Online system.
- To access the system, the SSD Coordinator will need to:
 - Have a College Board Professional Account
 - Complete the SSD Coordinator Form, found at:
<https://accommodations.collegeboard.org/ssd-online/get-access>
 - Receive an access code to link your SSD Online access to your College Board professional account (first time only)

Review Student Needs



Students will stay on your Dashboard for one year after graduation in the chance they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard.

If a student has accommodations that were approved by College Board for earlier tests (PSAT/NMSQT, for example), verify:

- These accommodations match the accommodations in the student's current identified IEP/504.
- Student name, birth date, and graduation date are correct in SSD Online by clicking on the student's name in the dashboard.

For students **without accommodations entered in SSD Online**, those accommodations will need to be entered into SSD Online.

For any **students no longer at your school**:

- Use SSD Online to remove them from your list.
- If the Dashboard is not accurate and students are still listed, it does not impact your ability to administer the test.

Adjust TIDE Settings

Some of the accommodations and other test supports require the test coordinator to log into TIDE and configure the settings for the student prior to test day.

Need support with figuring out which setting to configure?

[Visit the Guide for Adjusting Test Settings in TIDE for Accommodations & Supports](#)

Accommodations that require configuration In TIDE prior to test day

- Assistive Technology
- Color Contrast
- Four-function Calculator (for use on *Without Calculator* section of the math test)
- Mouse Pointer
- Non-Embedded Accommodations
- Permissive Mode (used with assistive technology)
- Streamline Mode
- Text-to-Speech
- Test Time and Breaks
- Zoom/Font Size

Universal Tools

- There are universal tools that are available to all students testing digitally and do not need to be entered in SSD Online.
- Some of these universal tools may be in a student's IEP or 504 Plan. If that is the case, they do not need to be entered into SSD Online.

Do Not Enter into SSD Online

- Embedded calculator (for use on *With Calculator* section of the math test)
- Context Menu
- Expand Button
- Reference/Math Formula Sheet
- Help Link
- Highlighter
- Line Focus
- Mark for Review
- Navigation Buttons
- Notes
- Questions Drop-Down List
- Strikethrough/Option Eliminator
- Student Clock
- Zoom In/Zoom Out

English Learner Supports

Scores will be college and scholarship reportable

Find EL Support Resources at
<https://digitaltesting.collegeboard.org/resources>

Students can use translated test directions and/or approved word-for-word bilingual dictionaries.

- Translated test directions for designated languages are in PDF format (available in February 2023) and must be printed by the school ahead of test day.
 - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- List of approved word-for-word bilingual dictionaries is available on the NH SAT webpage or at <https://digitaltesting.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf>

English learners can be provided with time and one-half for the SAT with Essay.

- Although not an accommodation, students must be identified in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- **Must be entered in SSD Online every academic year.** If students were entered for any fall testing they will not need to be re-entered.

SSD Resources

Training for SSD Coordinators was held on 1/12/2023.

Recording and Presentation Deck is available at
<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/sat>

Topics included:

- Available accommodations for digital SAT with Essay
- How to access SSD Online for new and returning coordinators
- Entering accommodations into SSD Online
- Requesting extended time for EL Supports
- Maintaining your dashboard in SSD Online
- Accessing and using the NAR
- Managing digital accommodations in TIDE
- Training Opportunities

Update Enrollment in i4see

Registration and Material Orders



Public schools
do not order
materials in the
College Board
Test Ordering Site
for Spring 2023

- i4see Coordinators for your district/school will upload students into i4see. Changes to the assessment roster can be completed using the AOY upload in i4see.
- NHED will upload the **Student registration** file for the Spring 2023 SAT School Day to College Board for all eligible public school students. Uploads will be done daily starting mid/end of February.

The submission of this file will:

- Load students into TIDE.
- Create the order for materials to support digital testing to be shipped (Student Guides, Manuals, Quick Start Guides, etc.).
- NHED will upload an entire roster of students for the make-up window.
- Only nonpublic schools submit their own file into Bulk Registration.
 - If you are a nonpublic school and did not upload a file into Bulk Registration, please reach to NHSAT@collegeboard.org.

Students Attending Out-of-District Schools

- **Out-of-district placements within New Hampshire**
 - Included in the school set-up survey and should be set-up in College Board TIDE to administer the test to eligible students.
 - Students will be registered directly to the out-of-district and should be tested at that location.
 - It is the responsibility of the school district to ensure the student has access to testing and must make arrangements for the student to take the test.
- **Out-of-district placements outside of New Hampshire**
 - These schools cannot be set-up like schools within the State.
 - Eligible students must take the paper/pencil SAT with Essay.
 - NHED will provide College Board with a list of out-of-state schools with eligible students.
 - College Board will reach out to each school to ensure testing materials are sent and the school is prepared to test.
 - It is the responsibility of the school district to ensure the student has access to testing and must make arrangements for the student to take the test.

Homeschooled Students

- Homeschooled students may take the digital SAT with essay at their local public high school at no expense.
- Scores **will not** be used for accountability purposes.
- Please work with your i4see coordinator to ensure i4see is updated for homeschooled students participating in the SAT:
 - Home schooled students must be assigned a SASID.
 - Students must be included in a Beginning of Year (BOY) and/or Anytime of Year (AOY) submission with an **enrollment status of '4'** indicating they are homeschooled.
 - Home school families have until March 1st to notify schools of intent to participate.

Late February / Early March

- ☐ Digital Readiness Activities

Virtual Learning Academy Charter School (VLACS)

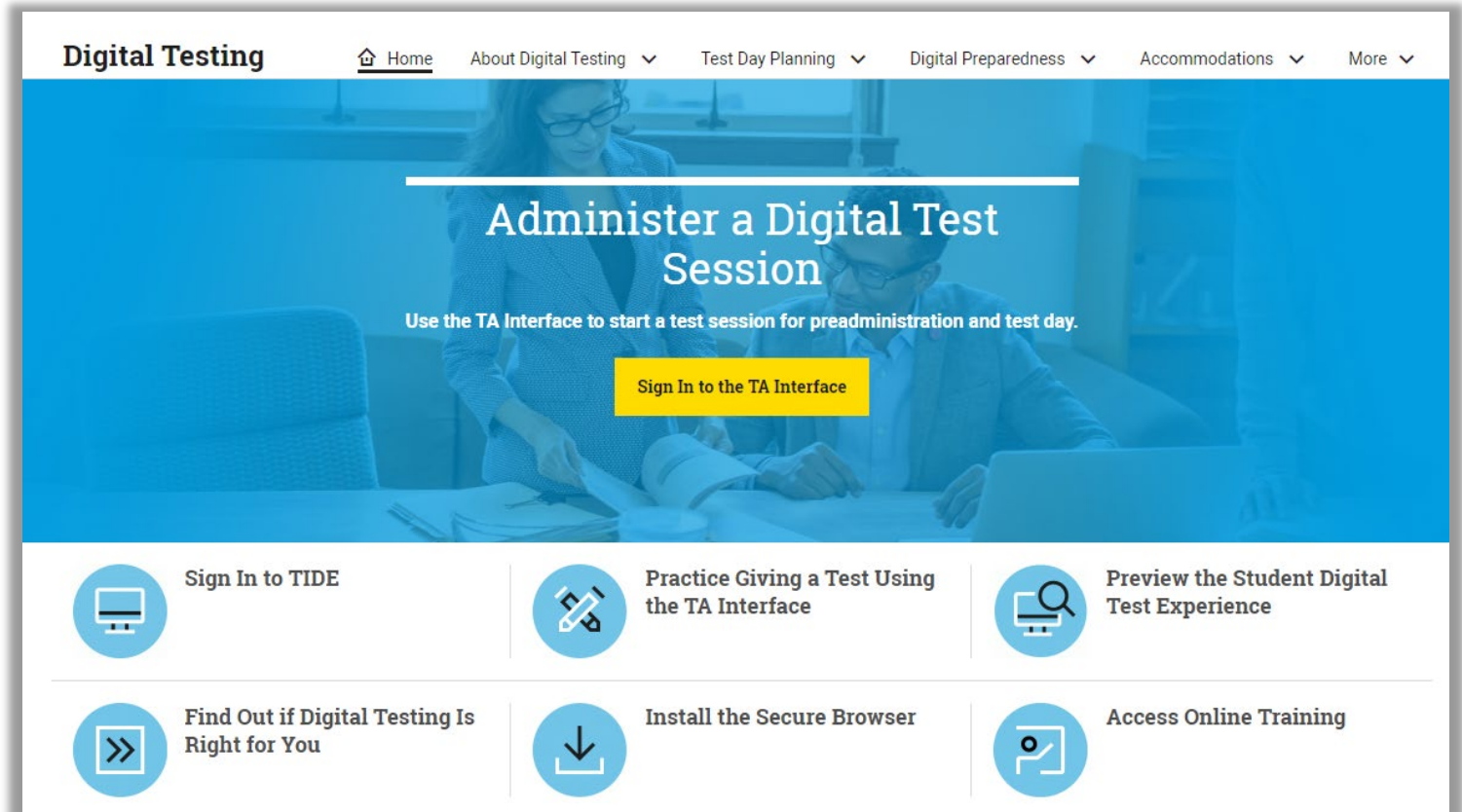
- Students attending VLACS may request to test at their local school district. VLACS sends a letter to notify applicable districts that students may reach out directly to their local high schools.
- If the school district is able to test a VLACS student:
 - Student will be responsible for communicating decision to VLACS.
 - VLACS i4see coordinator will assign student to appropriate test center/local high school.
 - Student will be included in the school's College Board TIDE platform for testing.
 - Student scores will go directly to VLACS.

Digital Testing Portal

Digital Testing Portal:

digitaltesting.collegeboard.org

- Refer to the College Board Digital Testing Portal for sign-in links, how to install the secure browser, technical requirements, and helpful resources.
- NOTE: Some information on the Digital Testing Portal may not align with the New Hampshire administration. Be sure to refer to dates and deadlines posted on the NH SAT webpage.



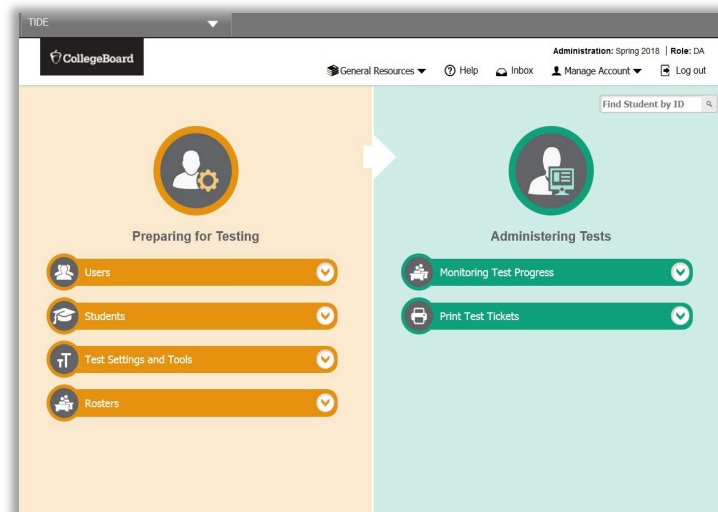
CAI Systems

Test Delivery System Overview

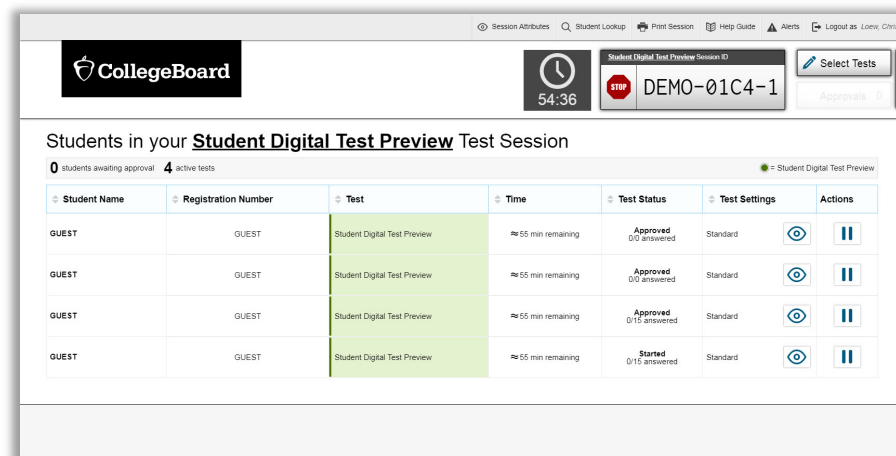
College Board delivers the digital SAT with Essay using the CAI test delivery system and supporting tools.

This is the same system utilized for the administration of the NHSAS Science test, so please check to make sure students are accessing the appropriate platform.

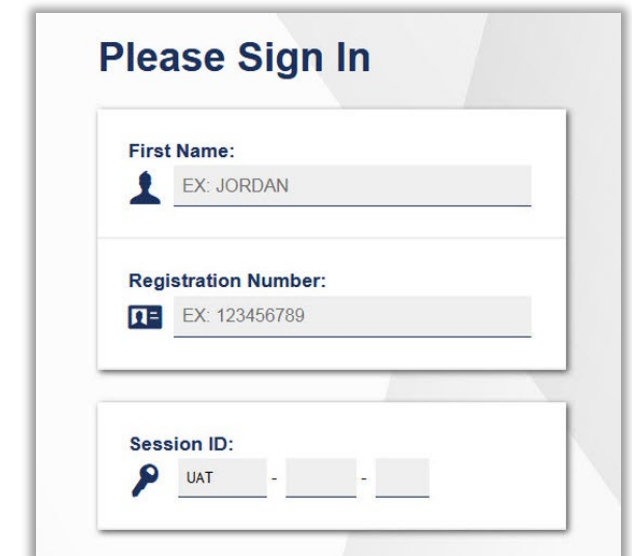
Test Information Distribution Engine (TIDE)



Test Administrator (TA) Interface



Secure Browser



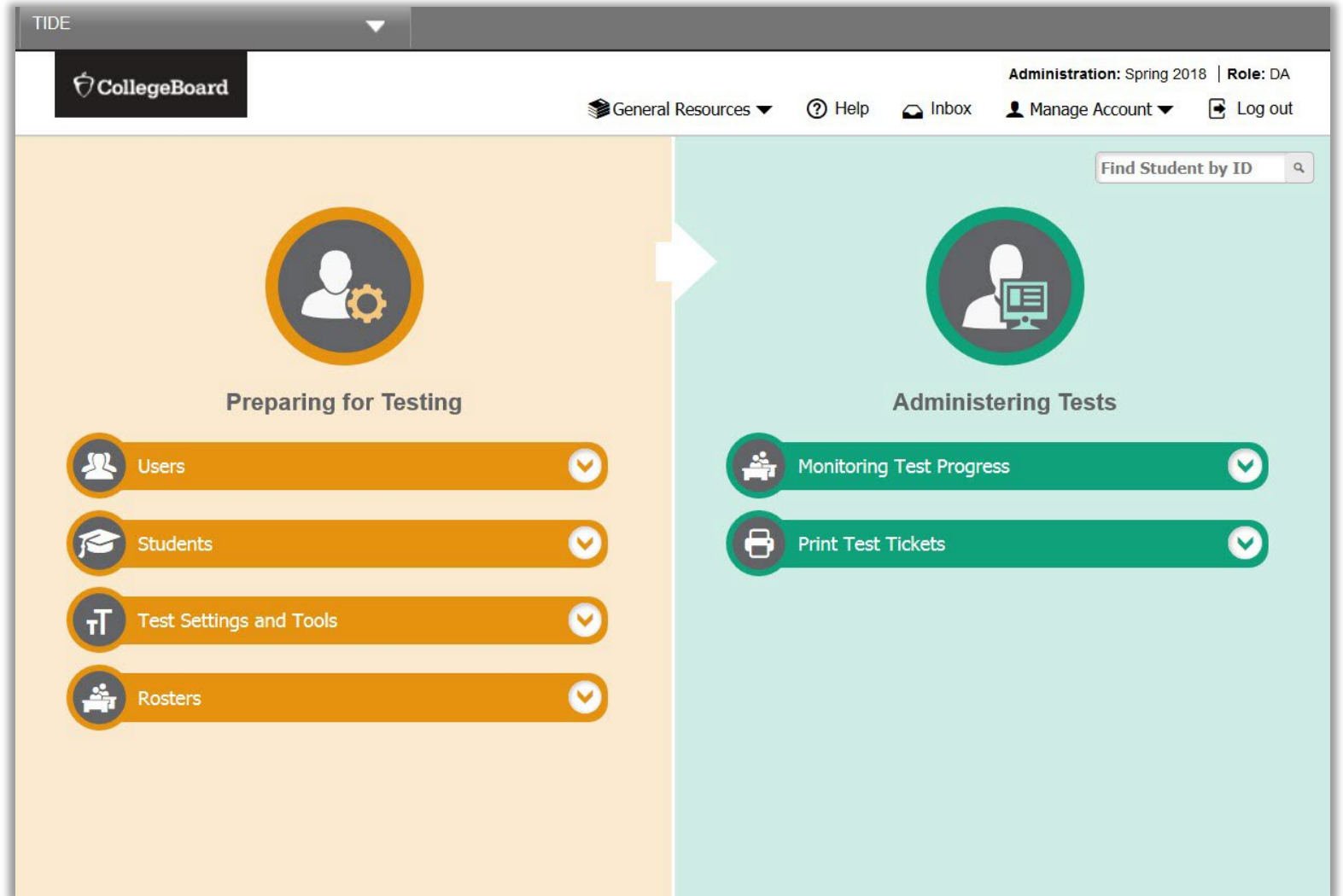
CAI Systems

Test Information Distribution Engine (TIDE)

Test coordinator functions in TIDE:

- Managing school and staff data
- Managing rosters
- Monitoring digital test sessions
- Modifying test settings for students with accommodations
- Printing student test tickets

Test coordinators use TIDE to manage data and configure the digital assessments ahead of test day.



Train your Staff

Test Administration Practice Site

Encourage proctors to practice giving a test using the TA Practice Site

- School staff can use CAI's practice site to simulate test day and get hands-on experience administering the digital tests in the SAT Suite of Assessments.
- View the [interactive proctor simulation](#) to learn how to administer the test with the TA Interface.
- Use the [TA Interface Practice Site](#) with the [Student Digital Test Preview](#) for a more hands-on, realistic experience starting a test session and monitoring student testing.
- Detailed instructions on when and how to practice a test administration, including a resource guide, are available on the [digital testing portal](#).



**Practice Giving a Test Using
the TA Interface**



**Preview the Student Digital
Test Experience**

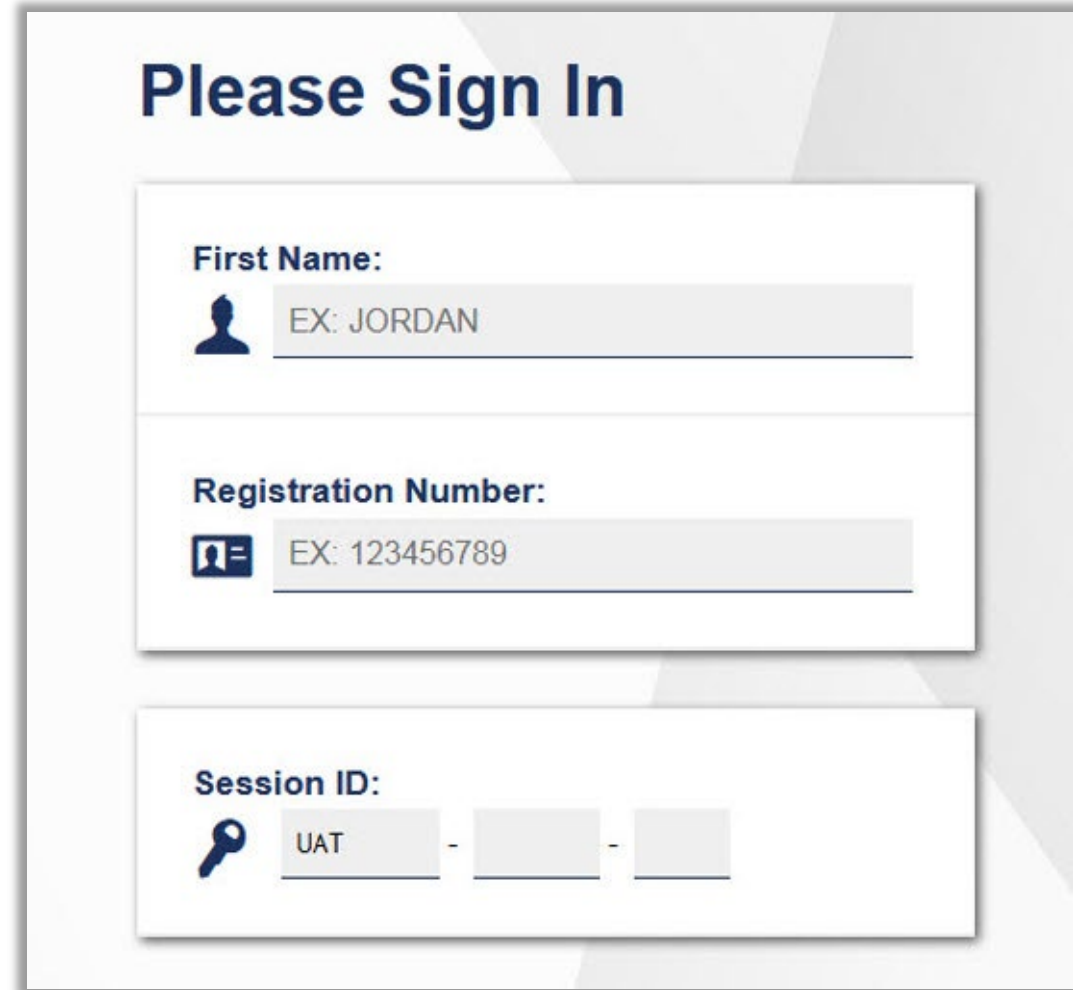
CAI Systems

Secure Browser


Functions include:


- Secures the desktop by restricting access to prohibited applications
- Collecting student responses


Students use the secure browser to access and take the test. Schools are required to download and install the secure browser on all student test-taking devices.

A screenshot of a 'Please Sign In' form. The form is titled 'Please Sign In' in a large, bold, dark blue font. Below the title, there are three input fields. The first field is labeled 'First Name:' and has a person icon to its left; the example text 'EX: JORDAN' is shown in the input field. The second field is labeled 'Registration Number:' and has a document icon to its left; the example text 'EX: 123456789' is shown in the input field. The third field is labeled 'Session ID:' and has a key icon to its left; the example text 'UAT' is shown in the first of three input boxes, followed by hyphens and two empty boxes. The form is set against a light gray background with a subtle geometric pattern.

Please Sign In

First Name:
 EX: JORDAN

Registration Number:
 EX: 123456789

Session ID:
 UAT - -

Student Digital Test Preview

Student Preparation

- Students (and test day staff) should review the Student Digital Test Preview (<https://cbpt.tds.cambiumast.com/student>) to become familiar with the digital test delivery system and its available features.

- Navigation Buttons:** move between questions.
- Student Clock:** displays time remaining in test section.
- Test Tools:** appear in the menu at the top of the test page.
- Context Menu Tools:** available from the context menu for each question.

The screenshot displays the Student Digital Test Preview interface. At the top, the header shows 'Questions' (0 out of 15), 'GUEST, GUEST (Registration Number: GUEST)', and 'DEMO-EA2B-1'. The 'Student Clock' shows 52:34. Below the header, there are 'Navigation Buttons' (Back, Next, Save) and 'Test Tools' (Reference, Calculator, Notes, Line Focus, Zoom Out, Zoom In). The main content area shows question 10, 'GUEST, GUEST'. The question asks: 'A system of three equations and their graphs in the xy -plane are shown. How many solutions does the system have?'. The equations are $x^2 + y^2 = 5$, $y = x^2 - 3$, and $x - y = 1$. The graph shows a circle centered at the origin with radius $\sqrt{5}$, a parabola opening upwards with vertex at (0, -3), and a line with a positive slope. The intersection points of the three graphs are marked. The 'Context Menu' is open, showing options: 'Mark for Review', 'Directions', 'Highlight Selection', and 'Strikethrough'.

10
GUEST, GUEST

$x^2 + y^2 = 5$
 $y = x^2 - 3$
 $x - y = 1$

A system of three equations and their graphs in the xy -plane are shown. How many solutions does the system have?

(A) One
(B) Two
(C) Three
(D) Four

CAI Systems

Information for Schools Already Using CAI



CB Secure Browser icon



SecureTestBrowser icon

- Schools must download the College Board's CAI secure browser.
 - Depending on the operating system on student devices, you will install one of the applications below:
 - The **CB Secure Browser** is for devices running on Windows or Mac OS. It does not replace the browser used for other New Hampshire assessments that use CAI and both must be installed on the same device.
 - **SecureTestBrowser** is the application for Chromebooks and iPads. You need to change the Organization and Assessment settings in the SecureTestBrowser before students can test on Chromebooks or iPads.
- **Login information for the College Board TIDE instance will be different than login information for NH SAS TIDE that also uses CAI systems.**
 - Testing staff will need to login using separate URLs from the NH CAI systems.
 - Student data elements and permissions in TIDE may differ from your state instance.
 - Students will be represented separately in each instance of CAI systems.

CAI Systems

Test Devices

Download the secure browser and review specification documents at <https://digitaltesting.collegeboard.org/>

Devices for Proctors and Students

- All devices must meet the system and technical specifications.
- Schools must have the ability to install a secure browser client application on all test-taking devices.
- Desktops, laptops, iPads* and/or Chromebooks are allowed.
- Devices **must** connect to the Internet (wired or wireless).
- Devices **must** be school-owned.
- Devices must maintain a charge for **at least 5 hours** or have access to a reliable power source.
- Each testing room must have a dedicated device the proctor will use to access the TA Interface.
- Students testing with an approved assistive technology device, should pre-test the device in the Student Digital Test Preview mode, prior to test day in order to ensure operational functionality.

****NOTE: Apple iPads with a 9.7" display are allowed; Apple iPads must be 4th Generation or higher, and iPad Minis can't be used.***

External keyboards are required when administering the SAT with Essay on iPads. Wireless or Bluetooth keyboards are not supported. For all compatibility information, visit: https://digitaltesting.collegeboard.org/cai-tech-guide#Supported_Devices.

CAI Systems

Test Devices:

Guidance for Determining Bandwidth

- Your network should have enough bandwidth to support digital testing at the required performance level.
- Ensure that your school's network infrastructure can support these values.
- College Board provides a network diagnostic tool to make sure your school has the bandwidth to support the number of students expected to test at the same time.
- More information about preparing for digital testing can be found at the *Quick Guide for Setting Up Your Digital Testing Technology* available at <https://digitaltesting.collegeboard.org/pdf/quick-guide-digital-testing-technology.pdf>

Technical Readiness

Setup Overview

Get started by reviewing the technical requirements and following the Digital Preparedness Step-by-Step Guide (<https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide>) available on the Digital Testing Portal:

Part One: Technology and Setup Verification	Part Two: Test Readiness and Evaluation
<ul style="list-style-type: none"><input type="checkbox"/> Check for Supported Operating Systems<input type="checkbox"/> Check for Supported Web Browsers<input type="checkbox"/> Disable Automatic Updates to Operating System<input type="checkbox"/> Disable Applications that Interfere with Testing<input type="checkbox"/> Check Batteries or Power Source<input type="checkbox"/> Disable Pop-Up Blockers on Staff Computers<input type="checkbox"/> Enable JavaScript on Staff Computers<input type="checkbox"/> Check Content Filters, Firewalls, and Proxy Servers<input type="checkbox"/> Confirm Wireless coverage<input type="checkbox"/> Allow Appropriate URLs	<ul style="list-style-type: none"><input type="checkbox"/> Install the Secure Browser<input type="checkbox"/> Run CAI's Network/Bandwidth Diagnostic Tool<input type="checkbox"/> Prepare for Delivery of Tests with Accommodations<input type="checkbox"/> Complete the Technical Readiness Evaluation:<ul style="list-style-type: none">○ Test the Secure Browser

Resources Available on the Digital Portal

Available in the Resources Section for Spring Testing

These resources are not required to administer the SAT with Essay; but may be helpful in preparing for testing.

For technology coordinators:

- Quick Guide for Setting Up Your Digital Testing Technology
 - Covers basic technology requirements for online testing

For test coordinators:

- TIDE User Guide
 - Information on accessing and using TIDE as the test coordinator
- Digital Test Preview Guide
 - How to provide test administration practice to proctors and students
- Manage Student Settings Guide
 - Information on configuring test settings in TIDE

For proctors:

- Digital Testing Room Quick Start Guide
 - Will receive copies in shipment of testing materials
 - Assists the proctors with simple troubleshooting on test day
- Test Administrator (TA) User Guide
 - Explains how to use the TA interface to administer digital tests.

Prepare Yourself with Self-Paced Training

Online Coordinator and Proctor Test Administration Training

Digital SAT School Day Training

- All test coordinators will receive an email notification with a link to access the mandatory online training approximately 6 weeks prior to test day.
- Once accessed, the training will be available through your College Board Professional Account.
- Share the link with other staff, as necessary.
- **When accessing the online training, enter 3/22/23 as the test day even if students are testing on another day in the window.**
- Trainings available include:
 - SAT Coordinator Training (~45-60 minutes)
 - TIDE Training (~35 minutes)
 - Proctor Training (~20-30 minutes)
- Coordinator and TIDE training are **mandatory** for all SAT test coordinators each year.
- Proctor training and anyone who has contact with test materials are **required** to take the relevant training each year.

Summary of Training

Training Name	Requirement	Options to Complete
Coordinator Training	Required annually for coordinators	Must complete online training and Reviews and signs NHED Test Security Assurances for Proctors
TIDE Training	Required annually for coordinators	Must complete online training
Proctor Training	Required annually for proctors	Must complete online training and Reviews and signs NHED Test Security Assurances for Proctors
Hall and Room Monitor Training	Monitors are required to be trained by the Coordinator in maintaining a secure test environment	Reviews and signs NHED Test Security Assurances for Proctors

Testing Manuals



Coordinators must read the manuals prior to test day.

Proctors should review the scripts prior to test day.

The Digital SAT School Day manuals provide specialized information to each type of test day staff.

- Coordinator Manual
 - Includes information about the test day set-up, preadministration session, forms, and return of materials.
- Standard Testing Manual
 - Includes all test day scripts and information needed by proctors in standard rooms.
- Accommodated Testing Manual
 - Includes all test day scripts for proctors in accommodated rooms. Note: Some instructions for preparing for accommodated testing that were previously in both the Coordinator Manual and the Accommodated Manual are now only in the Coordinator Manual. Make sure that staff responsible for accommodated testing have access to the relevant instructions prior to test day.

Access to TIDE

- Test coordinators will receive access to TIDE the week of 2/6/2023.
- Email will likely be from DoNotReply@cambiumassessment.com.
- Login information for the College Board TIDE instance will be **different** than login information for NH SAS TIDE that uses CAI systems.
- Once SAT Coordinators gain access to TIDE, they can assign other users to the College Board version of TIDE.

[EXTERNAL] Login code



DoNotReply <DoNotReply@cambiumassessment.com>

To ● Wolf Belda, Jenn

This automated email contains the verification code for logging in to a CAI System.

Please enter the code below on the Enter Code page.

618526

This will expire after 15 minutes. If you do not enter the code before then, please request for a new code.

Planning Your Testing Space

Prepare Your School

- **School schedules may require some adjustments**
 - Lunch Periods
 - Testing cannot be interrupted for lunch unless the 30-minute lunch break between Section 4 and the Essay is utilized.
 - Students may eat snacks during breaks.
 - Bell Schedules
 - Bells must be silenced during test administration.
 - Public Address System Announcements
 - There should be no PA announcements during test administration.
- **On test day(s), ensure rooms are prepared for testing:**
 - Instructional materials are covered in each testing room.
 - Seating and furniture requirements are met.

Plan Your Space

Planning for Testing Rooms

- The number of students and the size of rooms used for testing will determine number of rooms needed.
- **Options for rooms include:**
 - Larger spaces, such as auditoriums and gymnasiums.
 - Smaller spaces, such as classrooms.
- **Consider the following when choosing testing rooms:**
 - Rooms are separated from other classes/tests on different schedules or students taking different assessments.
 - Rooms where noise and other disruptions can be minimized when classes or other assessments break.
 - Rooms where noise and distractions from outside the building are minimized.
 - Rooms are close to restrooms.

Plan Your Space

Seating and Furniture Requirements

Guidelines for digital room configurations include:

- Using chairs with backs;
- Configurations that prevent testers from easily viewing the screens of nearby testers;
- Enough space for testing devices and the use of scratch-paper and/or calculators.
- Note that lapboards are not permitted.

Each room must have a:

- Dedicated computer for the proctor.
- Dedicated test-taking device for each student testing.

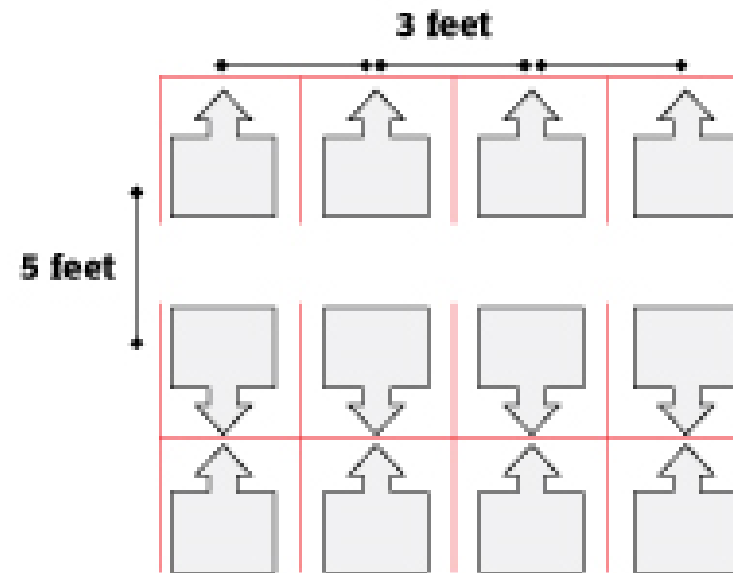
Seating and Security for Digital Testing

Policy	Digital Testing Rooms
Partitions	Partitions and/or dividers between test-takers are highly recommended. Partitions must: <ul style="list-style-type: none">• Conceal a student's writing surface or testing device from other students• Not obstruct the proctor's visibility of students
Seating Distance*	No less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (from center of one computer to the center of the next).
Seating students face-to-face	Face-to-face seating is allowed <u>ONLY</u> with partitions.
Seating students facing same direction	Allowed but recommend the use of partitions.

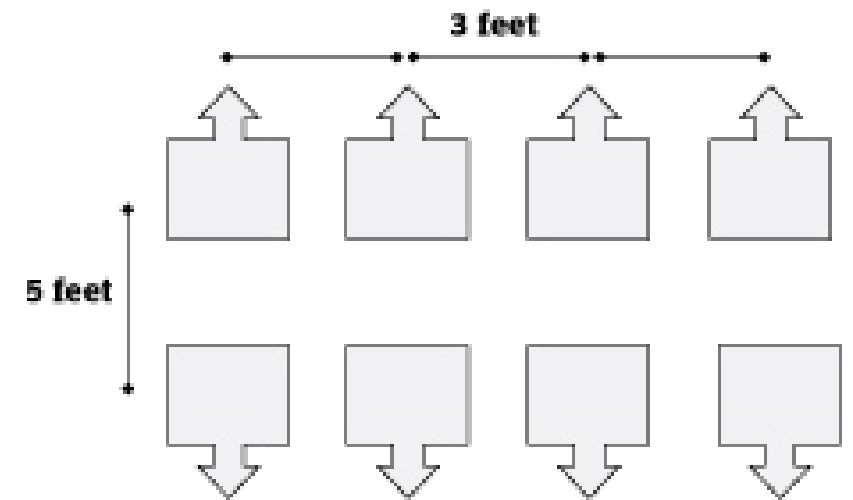
Seating and Security for Digital Testing

Seating and Spacing Requirements

Back-to-back seating with partitions



Back-to-back seating without partitions

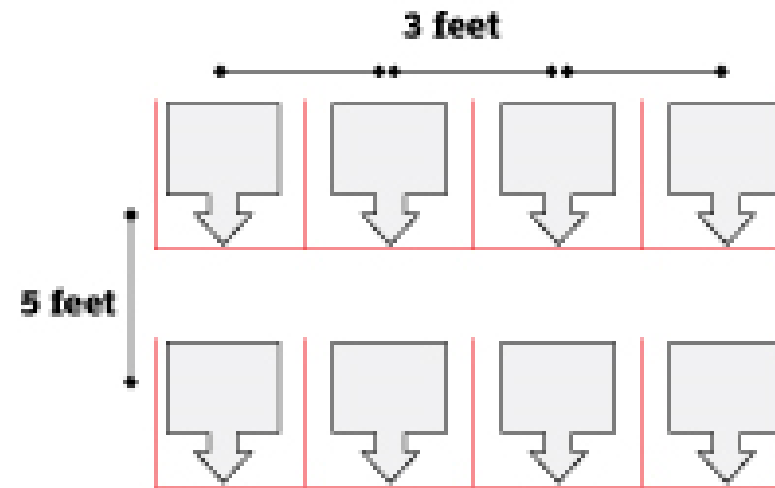


Distances are measured from the center of one computer to the center of the next computer.

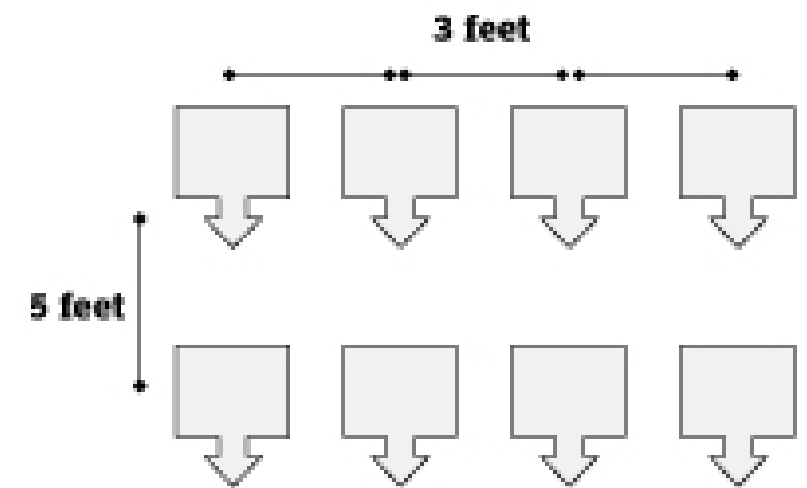
Seating and Security for Digital Testing

Seating and Spacing Requirements

Front-to-back seating with partitions



Front-to-back seating without partitions



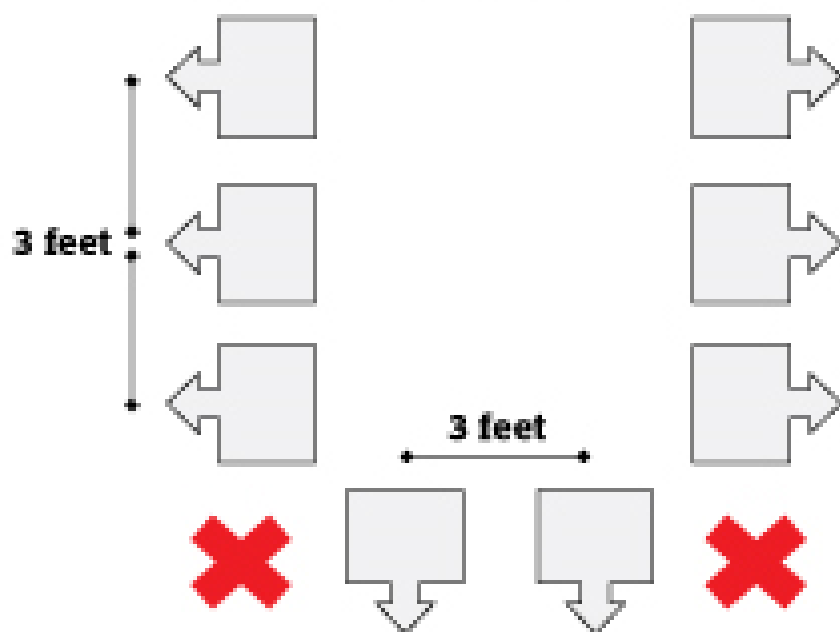
Distances are measured from the center of one computer to the center of the next computer.

Seating and Security for Digital Testing

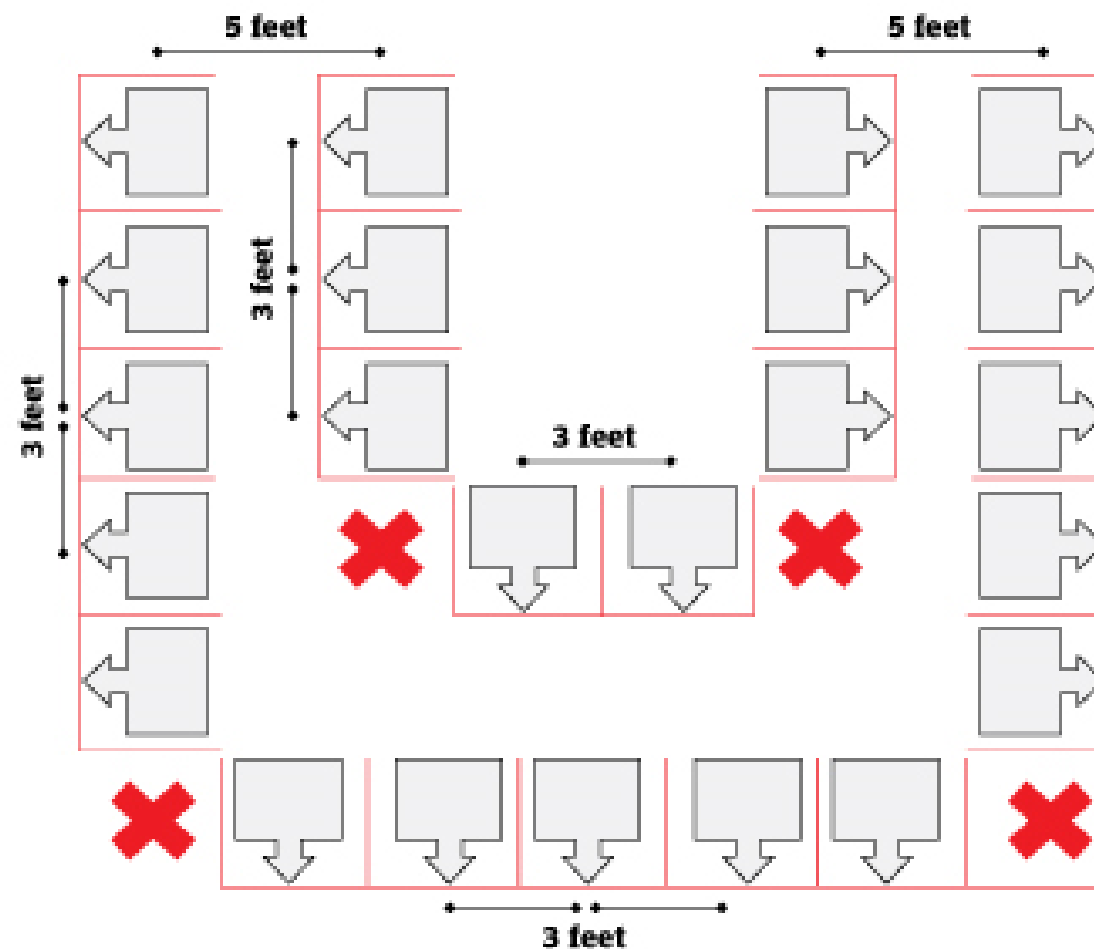
Seating and Spacing Requirements

U-shape seating configurations are allowed. Students must face outwards toward the wall and must not be seated next to each other in the connecting corners.

U-shaped seating without partitions



U-shaped seating with partitions



Determine Staffing Needs

Proctors and Monitors



Once you determine the rooms you’re using for testing and the number of students in each room, you can determine how many staff you need.

Digital Testing Rooms – Proctors and Room Monitors Needed for Standard and Accommodated Rooms

Students	Proctors	Room Monitors
1-25	1	0-1 (It is recommended to have one but not required)
26-50	1	1
51-75	1	2
76-100	1	3

Digital Testing Rooms – Hall Monitors Needed

Rooms	Hall Monitors
1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5+ (1 hall monitor for each additional 5 rooms)

Final Important Notes

- ☐ Preadministration Session
- ☐ Test Day Schedule
- ☐ Resources

Plan for a Preadministration Session

Preadministration Session



NOTE: Students must have parental consent in order to opt-into Student Search Service and complete the optional questionnaire. A sample form is available on the [NHED SAT with Essay webpage](#), if needed.

- It is recommended to conduct a preadministration session prior to test day
 - Allows students to practice using the secure browser.
 - Allows proctors to practice using the TA Interface.
 - It will also save time on test day and help to anticipate and manage any technical issues that may arise.
- During the preadministration session, students can also opt-into Student Search Service®, complete the optional questionnaire, and identify where they want their 4 free score reports to be sent.
 - Students now have the option of opting-in and completing the questionnaire in their online student account allowing for more flexibility to schools.
 - However, it is still recommended to conduct a preadministration session as students can ONLY identify their four free score sends for SAT in school.
 - Submitting the free score sends does not require parental consent.
 - Submitting the score sends must be completed during the same testing window in which the student tests.
- Learn more about preadministration sessions at <https://digitaltesting.collegeboard.org/test-day-planning/preadministration-sessions>

Test Day Schedule

Build Your Schedule

SAT with Essay

- Testing **MUST** be done in the morning.
- The time below includes **ONLY** testing time with breaks.
- You will need to add additional administrative time, such as seating students, passing out and collecting test tickets and scratch paper, and for conducting the preadministration session if you did not conduct it prior to the test day.

Digital SAT with Essay Section	Timing
1 - Reading	65 min
Break	10 min
2 – Writing and Language	35 min
3 – Math Test – No Calculator	25 min
Break	5 min
4 – Math Test - Calculator	55 min
Optional 2-minute break OR 30-minute lunch	2 min OR 30 min
Essay	50 min
Total Test Time	With 2-minute break: 4 hr 7 min With 30-min lunch: 4 hr 35 min

After Testing

Refer to pp. 40-42 in the Digital Testing Coordinator Manual for more information about after testing steps!

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Securely Destroy
Test Tickets	No	No	Yes—after testing. Reprint required for makeup date
Annotated Master Student List	Yes—in return shipment	Yes	No
Room rosters	Yes—in return shipment if all information was not transferred to your Master Student List	Yes	No
Annotated NAR	Yes—in white Accommodated Testing Envelope in return shipment	Yes	No
IR(s)	Yes—in Gray-Bordered Envelope in return shipment	Yes	No
Seating Chart	Yes—in Gray-Bordered Envelope in return shipment	Yes	No
SAT School Day Testing Staff Agreement form	Yes—in Gray-Bordered Envelope in return shipment	Yes	No
Completed Request to Cancel Test Scores forms	Yes—in Gray-Bordered Envelope in return shipment	No	No

Resources

Resources

Visit: <https://bit.ly/UpdateYourCoordinator>
to update your school's test coordinator,
SSD coordinator, principal, etc.?

- NHED SAT with Essay webpage: <https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-instructional-support/sat>
 - Key Dates
 - Implementation Handbook
 - Accommodations and Supports Handbook
 - Coordinator Checklist
 - Links to trainings
 - Information on participation requirements
- Digital Testing Portal: digitaltesting.collegeboard.org
- For questions about student eligibility:
 - Email: Assessment@doe.nh.gov
- For questions about student accountability:
 - Email: Accountability@doe.nh.gov
- For digital testing questions:
 - Contact dedicated inbox for NH at: NHSAT@collegeboard.org
 - Monitored by the NH College Board field team
 - Call School Day Digital Support at 855-373-6387

Digital SAT with Essay - 2023

Primary: March 22-24; 28-29

Makeup: April 12-14; 19-20

Accommodated: March 22 – April 4



Questions?

Thank you!