

## NEW HAMPSHIRE

# Coordinator Implementation Handbook

## SAT School Day

### General Information

The New Hampshire Department of Education (NHED) is providing the SAT<sup>®</sup> with Essay to grade 11 students in spring 2023. 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 the Cambium Assessment, Inc.<sup>™</sup> (CAI) Test Delivery System, which New Hampshire districts are already familiar with.

This implementation handbook applies to the administration of the state-provided SAT School Day for spring 2023 only.

Our top priority is the health and safety of students and educators. As the covid-19 pandemic continues to evolve, we will monitor the situation and provide any necessary updates as spring test dates draw nearer.

	Primary Digital Administration	Makeup Digital Administration
Primary Testing Window	March 22–24 and 28–29, 2023	April 12–14 and 18–19, 2023
Accommodated Testing Window	March 22–April 4, 2023	N/A

---

## Using This Guide

This guide provides information about key activities required to prepare for your SAT School Day administration. Topics include:

- Updates and Reminders for 2022-23 on page 2
- Establishing Schools for Testing on page 2
- Identifying and Preparing Testing Staff on page 3
- Ordering Materials on page 5
- Testing with Accommodations and Supports on page 5
- Planning for Material Shipments on page 8
- Preadministration Session on page 8

## Getting Assistance

- **Customer Service:** SAT School Day Support, 855-373-6387 or [NHSAT@collegeboard.org](mailto:NHSAT@collegeboard.org).
- **Digital Team:** College Board offers support and digital resources for the digital SAT at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).
- **NHED Website:** Helpful resources, including a checklist for test coordinators and key dates for spring 2023.

---

## Updates and Reminders for 2022-23

College Board has made the following change for this school year:

- College Board will introduce a redesigned Nonstandard Administration Report (NAR) for 2022-23. Policies and procedures regarding the NAR will remain largely unchanged from previous administrations.

---

## 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 (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December/January. The AI code connects student data to schools 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. If you plan to use an off-site location to test students, you can request additional return kits sent for each location. If you don't need any additional return kits for your off-site testing locations, you don't need to submit a request for off-site testing.

To request additional return kits for off-site testing locations:

1. Identify the number of locations you will need for off-site testing. An accurate number is necessary for College Board to send the appropriate amount of return kits for testing materials.
2. Submit the off-site testing request form with the required information at [sat.org/offsiterequest](https://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, January 20, 2023.
4. Digital off-site testing must conform to the digital testing policies and requirements, including using school-owned devices that meet system and technical specifications.

**Notes:**

- Each off-site’s test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the 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 AI test coordinator.
- Test materials will be shipped to the AI location. Test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

### Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site request (see above) to test this student at another location, such as the central office, if an additional return kit is needed. If the expulsion occurs after the submission deadline, please contact customer service to ensure additional test material return kits, if needed, are ordered.

### 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. Testing materials will be sent directly to the out-of-district placement location. 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.

Students attending a school outside of New Hampshire must test in the paper/pencil mode only. College Board will reach out directly to out-of-state schools to create orders for test materials.

### Homeschooled Students

Homeschooled students must reach out to their local high school by March 3, 2023, if they want to take the SAT. Districts must enter homeschooled students’ information into i4see and ensure it’s accurate in i4see 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. Homeschooled students should use “00000000” as their student ID on test day.

---

## 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](https://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 have taken any College Board test within 180 days of the test administration.
- They are engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of regular school coursework.

If a staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window, they must not take a role in which they will have access to test books before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In cases where this policy isn't followed, the related student's scores are subject to invalidation.

Never assign a proctor or other support staff to administer the test to a member of their family. If a staff member administers the test to their own child or other member of their household, the scores will be invalidated, and the student will require a makeup test.

## 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.

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
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 coordinator	Responsible for managing all technical aspects of the digital SAT.	Yes

## Training

Training is required each year for all SAT test coordinators. A link will be sent to SAT test coordinators about six 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.

## Manuals

Printed manuals for administering the digital SAT will be shipped approximately 4–6 weeks before test day and will be available at [digitaltesting.collegeboard.org](https://digitaltesting.collegeboard.org).

Manual Title	What's Inside
<i>Digital SAT Coordinator Manual</i>	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing.
<i>Digital SAT Standard Testing Manual</i>	Used by the proctor; gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
<i>Digital SAT Accommodated Manual</i>	Used by the proctor; gives instructions for testing students with accommodations in nonstandard testing rooms.

## Ordering Materials

Do **not** place orders directly with College Board in the test ordering site for SAT spring materials for the primary test window.

For the spring administration, NHED will preidentify 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 the Test Information Distribution Engine (TIDE) for the digital SAT with Essay.

NHED will submit multiple files to update TIDE. **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; 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](mailto: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 AI 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. 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 and are automatically approved.
Some accommodations (e.g., permission for food/ medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in 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.
Depending on the accommodation, will either test on the primary test day or in the accommodated testing window.	Can test in the accommodated testing window.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule test day(s) during an accommodated testing window. The Nonstandard Administration Report (NAR) will specify when students will test. The NAR is now available for download year-round; however we encourage SSD coordinators to check the NAR as close to test day as possible for any late changes.

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

The digital SAT will be accessible to students testing with accommodations. 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 calculator (Math – Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, and zoom in/out. For students already approved for College Board accommodations in the paper/pencil testing mode, a new request is not required. These students will be provided an equivalent accommodation for digital testing.

It is expected that all students will test digitally. Only students who have an accommodation requiring a paper/pencil test explicitly stated in their IEP or 504 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/pencil format, you must request materials by contacting [NHSAT@collegeboard.org](mailto: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 accesses and prints the NAR and assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All test settings in TIDE must be set prior to test day for students testing with accommodations or EL supports.

## 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 passing out test books and reading directions.

SAT with Essay		
	Day 1 (Including Breaks)	Day 2 (Including Breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
Time and One-Half (Math only)	4 hours, 58 minutes	Not applicable
Double Time (Math only)	5 hours, 37 minutes	Not applicable
Time and One-Half (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
Double Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Scribe (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Text-to-Speech – Read Test Only	3 hours, 24 minutes	2 hours, 50 minutes
Text-to-Speech – Read Test and Graphics	4 hours, 25 minutes	3 hours, 42 minutes

## English Learner (EL) Supports

English learners will be able to utilize EL supports for the spring 2023 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](https://satsuite.collegeboard.org/media/pdf/sat-suite-college-board-approved-dictionaries.pdf).

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2023 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. Schools will also need to update the student's test settings in TIDE.

- EL students using time and one-half can be tested with other students with accommodations testing with the same timing.

---

## Planning for Material Shipments

All materials to support digital testing will arrive 4–6 weeks before test day. The shipment will include items such as:

- Copies of each manual:
  - ♦ *Digital SAT Coordinator Manual*
  - ♦ *Digital SAT Standard Testing Manual*
  - ♦ *Digital SAT Accommodated Testing*
- *SAT Student Guide for Digital Testing*
- *Digital Testing Room Quick Start Guide*
- Irregularity Report (IR)

---

## Preadministration Session

A preadministration session should be scheduled ahead of test day for students to complete demographic questions, submit their 4 free score reports, and practice using the digital platform. This session is estimated to last approximately 45–60 minutes if all information, including the optional questionnaire, is completed. More information about administering the preadministration session will be included in the *Digital SAT School Day Coordinator Manual*.

Here are some important things to keep in mind about the preadministration session:

- The optional questionnaire for SAT School Day allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their 4 free score sends. In addition, students, with parental consent, may opt in to the free, voluntary Student Search Service® and complete the optional student questionnaire. Students now also have the option of completing these tasks at home online using their personal College Board account.
- Prior to the preadministration session, distribute an *SAT School Day Student Guide for Digital Testing* to each student. The guide provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, College Board programs, College Board terms and conditions, and details about Student Search.

New Hampshire law requires that parental consent be provided before students can fill out the optional questionnaire. Districts can gather this consent in a number of ways. College Board has provided a consent form that can be used if your district does not already gather consent in another way. This form is available on the [NHED SAT website](#).

Schools should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

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

Plan to schedule the preadministration session with students after allowing enough time for students to review the *SAT School Day Student Guide* with their parents. We recommend dividing up students between those who have consent for Student Search and those who do not when conducting the preadministration session. The preadministration scripts will provide guidance on how to conduct the session based on parental consent.