

# Digital SAT<sup>®</sup> Implementation FAQs

This document provides answers to frequently asked questions related to preparing your school for the digital SAT test administration.

## General

### 1. What are the test dates for the SAT?

March 2-4 is the primary testing window. April 13-15 and 19-20 is the makeup testing window. Students with certain accommodations that are designated on the Nonstandard Administration Report (NAR) in SSD Online can be tested in an accommodated testing window of March 2-15. Students can be flexibly scheduled on any date; however, it is recommended to use the primary testing window for the majority of your students.

### 2. Who do I contact if I have questions about the digital SAT?

For questions about technical troubleshooting, contact College Board Customer Service at 855-373-6387. For general College Board questions about the digital SAT, contact [IndianaTesting@collegeboard.org](mailto:IndianaTesting@collegeboard.org). For questions related to state testing policies, contact Andrew Jones, [ajones3@doe.in.gov](mailto:ajones3@doe.in.gov).

### 3. How are orders placed for digital testing?

The College Board test ordering site, used for PSAT/NMSQT and PSAT 8/9, will **not** be used for SAT. The number of materials to support digital testing will be based on the number of students that IDOE submits in a registration file to College Board in January. An overage of materials will be sent to account for any changes in enrollment.

### 4. How will College Board know that my school is participating in the Indiana state assessment?

IDOE will send College Board a list of all eligible schools in the fall. CTCs will be required to identify who will act as the school testing coordinator (STC) for the SAT in the spring by completing a survey in August 2021.

### 5. Do I need an AI code to administer the SAT?

Yes, an AI code is required. If you already have an AI code to administer other College Board assessments, you will use the same one. If your school currently does not have an AI code, one will be assigned to you. AI codes will be emailed to STCs by January 2022.

### 6. Is there a checklist of activities or key dates available?

Yes. These will be posted by the end of September.

### 7. What students are required to take the SAT?

For information on who is required and who is eligible to take the SAT, refer to the [Indiana Assessment Policy Manual](#).

### 8. How long is the SAT?

Standard testing time for the SAT, including breaks, is 3 hours and 15 minutes. However, schools should plan an extra 30-45 minutes on test day to account for seating students, reading directions, passing out test tickets, etc.

### 9. Will a writing component (Essay) be administered as part of the SAT?

No.

### 10. Can my school administer the SAT on paper instead of digitally?

It is the expectation that schools will administer the digital SAT. If a student has an accommodation in the IEP or 504 that requires a paper/pencil version of the test, this can be supported by contacting [IndianaTesting@collegeboard.org](mailto:IndianaTesting@collegeboard.org) by February 2, 2022. For all other requests, contact Andrew Jones, [ajones3@doe.in.gov](mailto:ajones3@doe.in.gov).

## 11. What staff will a school need to administer the SAT?

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 necessary room monitors and hall monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the CTC, SAT test coordinator, technology coordinator, and SSD coordinator should work closely together to ensure that the test day and environment for all student is planned for and administered effectively. Staff members can serve multiple roles, if necessary.

Role	Responsibility	Identify to College Board?
School Test Coordinator (STC)	Responsible for coordinating the SAT administration for all students at the school.	Yes – CTCs will identify STCs in August.
Backup SAT Test Coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available.	No
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities.	No. SSD coordinators need to request access to SSD Online; however, communications will be sent to the STC and CTC to share.
Proctor	Responsible for conducting a secure, valid administration in the testing room. Known as test administrators by IDOE.	No
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room. Known as proctors by IDOE.	No
Hall Monitor	Responsible for monitoring the hallways on test day. Known as proctors by IDOE.	No
Technology Coordinator	Responsible for managing all technical aspects of the digital SAT.	No. Communications will be sent to the STC and CTC to share.
Corporation Test Coordinator (CTC)	Assists the STC with coordination of the SAT.	Yes. IDOE will provide College Board with the list of all CTCs.

## 12. How do I change STC information during the school year?

Contact [IndianaTesting@collegeboard.org](mailto:IndianaTesting@collegeboard.org).

## Technical Readiness

### 1. Where do I get information about technical requirements and specifications?

The [College Board Digital Testing Portal](#) provides technical resources. Please note that some dates listed on the Digital Testing Portal may not apply to the Indiana SAT. Refer to the IDOE website for applicable dates and deadlines.

### 2. How do I download the secure test browser?

The secure test browser can be found here: <https://digitaltesting.collegeboard.org/digital-preparedness/cb-secure-browser-installation>

### 3. Where can I find general information about technical requirements for digital testing?

Visit College Board's Digital Preparedness portal at: <https://digitaltesting.collegeboard.org/digital-preparedness>

### 4. Where can I find the list of supported operating systems?

The most current list of supported operating systems can be found here: <https://digitaltesting.collegeboard.org/digital-preparedness/supported-operating-systems>

### 5. Where can I find the list of supported web browsers?

The most current list of supported web browsers can be found here: <https://digitaltesting.collegeboard.org/digital-preparedness/computer-requirements>

**6. Our computers already have the CAI student secure browser installed for the ISTEP+ state assessment. Do we need to install a different secure browser?**

It depends on the operating system used by the student devices. The CB Secure Browser is for devices running on Windows or Mac OS and this version of the secure browser must be installed separately for the SAT. The SecureTestBrowser is the application for Chromebooks and iPads. Students can use the same SecureTestBrowser for the ISTEP+ and the SAT; however, once the browser is launched, College Board should be selected from the organization dropdown.

**7. When the materials arrive to support digital testing?**

The materials needed to support digital testing (manuals, Quick Start Guides, Student Guides, forms, envelopes, etc.) will be sent to schools in early February. For earlier reference, the testing manuals will be posted to the IDOE website in January.

**8. Who will the shipment be addressed to?**

The STC.

## **TIDE and Student Registrations**

A detailed Test Day Tips FAQ will be available in February 2022.

**1. When will I get access to TIDE?**

Currently, it is scheduled for the week of January 31, 2022.

**2. I already have access to TIDE for ISTEP+. Do I need a different login?**

Yes. Even though both the ISTEP+ and the SAT are administered on CAI platforms, they are separate systems with different configurations. You will need to login to the College Board version of TIDE through a different URL than you will login to the ISTEP+ version of TIDE. This URL can be accessed from the [College Board Digital Testing Portal](#).

**3. Who will get access to TIDE?**

CTCs will be provisioned with corporation-level access. STCs will be provisioned with school-level access. CTCs and STCs will add other users, as needed.

**4. How will students get registered for the SAT?**

IDOE will submit a registration file on behalf of all schools in January 2022.

## **Preadministration Session**

A detailed Preadministration FAQ will be available in February 2022.

**1. What is the purpose of a preadministration session?**

A preadministration session is the chance for students to opt-into Student Search Service®, fill out the optional questionnaire, and identify where they want their 4 SAT score reports to be sent for free. It is highly recommended that the session be conducted prior to test day. A preadministration session prior to test day is beneficial as it allows students to learn to use the digital testing tools, it allows the proctor to practice administering the digital test and saves time during test day. The session can be completed on test day; however, be sure to incorporate another 30-45 minutes into your testing schedule to accommodate the session.

**2. Is a preadministration session required?**

No, it is not required but it is the only time that the students can identify where they want their 4 free score reports to be sent. Students can opt-into Student Search Service and complete the optional questionnaire in their College Board account, but free score reports for the SAT School Day cannot be selected in a student's College Board account.

**3. Do students need parental consent to opt-into Student Search Service and complete the optional questionnaire?**

Follow your corporation policy to determine if parental consent is required.

## Accommodations

A detailed SAT Accommodations FAQ will be available in November 2021.

### 1. How do I request accommodations for the SAT?

All accommodations must have prior College Board approval prior to administering the SAT in the Student Supports and Management System, known as SSD Online. The digital SAT does provide some [universal tools](#) that may eliminate the need to request an accommodation. Schools should designate at least 1 SSD coordinator to request accommodations on behalf of students and help coordinate the SAT for students with disabilities, however, a school may have more than 1 person with access to SSD Online.

### 2. I am a new SSD Coordinator. How do I get access to SSD Online?

Submit an [SSD Coordinator request form](#). Once submitted, the SSD coordinator will receive an email with instructions within a few days.

### 3. If students have approved accommodations from PSAT/NMSQT testing already in SSD Online, do I need to reapply for the SAT?

No. Confirm that the approved accommodations in SSD Online are still accurate and needed by the student. No additional action is needed. Once approved for accommodations in SSD Online, the student may use that accommodation on all College Board assessments.

### 4. If students need new or different accommodations from what is already in SSD Online, what is the timeline for adding or updating those requests in SSD Online?

You can add or update accommodations any time prior to January 11, 2022. Requests can be made after that date but cannot be guaranteed to be reviewed prior to the primary testing window.

### 5. If I get all of the accommodations approved in SSD Online, do I need to do anything in TIDE to ensure that students can test with those accommodations?

Yes. SSD Online and TIDE do not share information, so student test settings must be adjusted for each student with an approved accommodation in TIDE prior to testing. More information will be available in the upcoming Accommodations FAQ.

### 6. What is the school testing calendar in SSD Online?

The school testing calendar is specific to weekend administrations of the SAT and is not applicable to SAT School Day.

### 7. I have a student that requires a paper test due to their IEP/504. How do I get a paper version of the SAT sent?

Contact by February 2, 2022.

### 8. College Board is asking for parental consent to submit a request for an accommodation. Do I need to submit something to College Board for this?

No, SSD coordinators will verify parental consent by checking a box in SSD Online during the request process. SSD coordinators are asked to verify consent because sensitive information about the student is being shared with College Board. A parental consent form is provided, if needed. Your corporation policy may indicate that consent can be granted by the parent during an IEP parent meeting, through an email, a phone call, etc. Follow your corporation policy when gathering consent.

### 9. My student needs text-to-speech for the digital SAT, but I don't see a way to request this in SSD Online. What do I do?

SSD Online is focused on paper-based assessments and the options for reading the SAT aloud include human reader and prerecorded audio (MP3 via streaming). Once approved for either of these, the text-to-speech functionality can be set in TIDE for the student to use. More information will be available in the upcoming Accommodations FAQ.

## English Learner (EL) Supports

### 1. What supports are available to English Learners for the SAT?

Students can use translated test directions, an approved word-to-word bilingual dictionary, or time and one-half (+50% extended time). The use of translated test directions or dictionary does not require an approval by College Board. The use of

extended time, although not an accommodation, does need to be entered into SSD Online by January 11 for tracking purposes.

## Off-Site Testing

### 1. Can I use an off-site location to administer the digital SAT?

Yes, if you are a virtual school or if you have students that cannot be on campus due to an expulsion, for example, the STC or CTC can submit a request to test at a location other than the school address. Submit a request (beginning in mid-October) to [www.sat.org/offsiterequest](https://www.sat.org/offsiterequest) by January 21, 2022. Requests will be automatically approved unless College Board reaches out with additional questions. A request can be submitted after that date; however, schools may not receive additional return materials with their shipment of materials to support digital testing.

## Training

### 1. Does College Board require training for the SAT?

Yes. Access to the training will be available in January or February. More information will be available soon.