

DELAWARE

Coordinator Implementation Handbook

SAT School Day

General Information for 2023

The Delaware Department of Education (DDOE) is providing the SAT[®] with Essay for eligible high school students in spring 2023. All schools that participate in SAT School Day must participate digitally. Cambium Assessment, Inc.[™] (CAI) will deliver the test using the CAI Test Delivery System.

Delaware requires all districts to test 10th graders using the digital PSAT[™] 10 on April 12–28, 2023. Districts have the option to test 9th graders using the PSAT[™] 8/9 between February 21–March 24, 2023, or April 12–28, 2023. Schools can determine which test date, within these test windows, best suits their school schedule. PSAT 8/9 is at the cost of the district and is offered in either digital or paper and pencil version.

Note: This Implementation Handbook applies to the administration of the state-provided SAT School Day for spring 2023 only.

Digital SAT School Day Administration

Primary Testing Window	March 22–24 and 28–29, 2023
Accommodated Testing Window	March 22–April 4, 2023
Makeup Test Date	April 18–19, 2023

All students must be tested on the same day at the same time unless the student is receiving an accommodation that requires testing during the accommodated testing window.

Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and may close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must start testing no later than 9 a.m. (Schools may also start testing earlier and/or later

than usual and split their students across multiple testing groups if they are restricted for space due to covid-19 precautions.)

For consideration and approval to start earlier or later than these times, contact SAT School Day Support. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

Using This Guide

This guide provides information about key activities required to prepare for your SAT administration.

Topics include:

- Updates and Reminders for 2022-23 on page 2
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Getting Assistance

- Customer Service: SAT School Day Support, 855-373-6387 or satschoolday@collegeboard.org
- College Board Digital Testing Site: specialized support and digital resources, digitaltesting.collegeboard.org
- Delaware Department of Education Website: doe.k12.de.us/Domain/36
 - ♦ Instruction and Assessment High School SAT: doe.k12.de.us/Page/2717
 - ♦ Digital DE: education.delaware.gov/digital-de

Updates and Reminders for 2022-23

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

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

Establishing Schools for Testing

DDOE will provide a list of all schools participating in the spring administration to College Board. College Board will use the information provided by DDOE to establish all schools as testing sites.

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 January. Emails will continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and 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 has students attending virtually, coordinators can request an off-site testing location.

New for spring 2023, test coordinators must submit an off-site testing request only if they will be returning test materials directly from the off-site testing location. If the off-site test coordinator will be sending test materials back to the school (AI) for consolidated return, an off-site testing request is not needed.

To submit an off-site testing request:

1. Identify the number of locations that 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 online off-site form available at sat.org/offsiterequest with the required information. 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.

A few things to note about off-site testing:

- 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 manuals.
- 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.
- Digital off-site testing is allowed but must conform to the digital testing policies and requirements, including using school-owned devices that meet system and technical specifications.
- If paper and pencil testing is needed, test materials will be shipped to the AI location. The 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.
- The off-site test coordinator must ensure test materials are securely transported back to the AI location or returned directly to College Board.

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 returning test materials directly from the off-site location. If the expulsion occurs after the submission deadline, call customer service as soon as possible to place a late order for return materials if needed.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. The SAT coordinator and the SSD coordinator must each 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. [Click here for help creating an account](#). An educator only needs to create an account once.

Test day staff will use their College Board professional account to access the following tools and services:

- Test day training: Access to training on how to plan to test, administer the test, and return test materials.
- K–12 score reporting portal: Access to detailed roster report and test scores.
- SSD Online: Required to submit notifications for accommodations and certain English learner (EL) supports, to make changes to existing approved accommodations submitted for students, to print the Nonstandard Administration Report (NAR), and to download test forms for the pre-recorded audio (MP3 via streaming) format.

Note: To access College Board’s SSD Online system, the SSD coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board’s Services for Students with Disabilities at 866-360-0114.

Identification of Testing Staff

Avoid recruiting anyone to serve on the testing staff if they have any of the following conflicts of interest:

- They are employed part- or full-time at a test preparation company. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)
- They have taken any College Board test within 180 days of test day.

When making staff assignments, adhere to these policies:

- 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 backup test coordinators, 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 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	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

The contact information for the SAT test coordinator and SSD coordinator will be provided by the state in September 2022. Staff members can serve multiple roles, if necessary.

If the contact information for the SAT test coordinator or SSD coordinator changes, please call the SAT School Day Educator Support line.

Training

Training is required each year for Delaware SAT test coordinators. If test coordinators choose to do the refresher in the fall, they still need to take the full training prior to the spring administration. A link will be sent to SAT test coordinators about six weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, either through the online training or by personalized training provided by the SAT test coordinator. Schools can determine the best way to train other test day staff.

Manuals

College Board will ship materials necessary to support digital testing. All manuals for digital testing will be posted electronically at digitaltesting.collegeboard.org. The SAT test coordinator will receive manuals about 6 weeks before test day.

Manual Title	What's Inside
<i>Digital SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing.
<i>Digital SAT School Day 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 School Day Accommodated Testing Manual</i>	Used by the proctor; gives instructions for testing students with accommodations in nonstandard testing rooms.

Ordering Materials

SAT Materials

Do **not** place orders directly with College Board in the test ordering site for SAT School Day spring materials for the primary test day. College Board will determine your materials order for the SAT based on:

- The number of students included in the pre-ID file submitted by DDOE.
- The number of students and the types of approved accommodations via College Board's SSD Online system.

DDOE will pre-ID all eligible students for the SAT School Day using the College Board bulk registration tool. Once registered, student data will be available in CAI's Test Information Distribution Engine (TIDE) platform so that coordinators can complete all digital readiness tasks ahead of test day.

It is expected that all students will test digitally. Only students who have an accommodation requiring a paper and pencil test can test on paper. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support at 855-373-6387. Do not place orders for accommodated materials on the test ordering site.

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 early January.

College Board–Allowed Accommodations	State-Allowed Accommodations (SAAs)
Once approved, can be used for all College Board assessments.	Only available for DDOE-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; go 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 with disabilities who may not be approved for accommodations 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.
Deadline to apply is January 31, 2023.	Deadline to apply is January 31, 2023.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during the accommodated testing window. The NAR will specify when students will test.

Once approved, students remain so for 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 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 set up by the test coordinator. The universal tools available for the digital SAT include: bookmark/mark for review, embedded calculator (Math with Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, zoom in/zoom out. For students already approved for College Board accommodations in the paper testing mode, a new request isn’t required. These students will be provided an equivalent accommodation for digital testing.

Schools must indicate in CAI’s TIDE system on the student record if the student is testing with College Board–approved accommodations. Schools must also indicate in TIDE if the student is receiving an EL support or an accommodation that is not embedded in the platform (e.g., small-group setting).

Visit digitaltesting.collegeboard.org/accommodations/accommodations-essentials for more information about digital accommodations.

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 testing materials, including nonstandard materials for use during the accommodated testing window, are shipped to the SAT test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

Administering Accommodations

The manuals contain information about different timing configurations for each section and breaks depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test; 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 Duration		
	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 administration. 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 weekend administrations of the SAT.

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

- List includes approximately 100 dictionaries.
- Use of dictionary does **not** require an approval by College Board.
- Approved list will be available at doe.k12.de.us/Page/2717.

Use of 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.
- Will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Navajo, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese. College Board will also support "on the fly" translations of directions by district-approved translators.
- Does **not** require an 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. This request must be made each school year. Students who were

approved in fall 2022 for this support are automatically approved for spring 2023. Schools testing digitally 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 and test materials.

Planning for Material Shipments

All digital test materials will arrive 4–6 weeks before test day. The shipment will include:

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

Preadministration Session

We strongly recommend holding a preadministration session to complete the optional student questionnaire before test day. The optional student questionnaire allows students to provide information about themselves, their school experiences, and plans for college.

Prior to the preadministration session pass out an *SAT School Day Student Guide* to each student. The student guides provide information to students about the features of the test, what the test measures, how the test is scored, test preparation resources, College Board programs, College Board Terms and Conditions, and details about the free, voluntary Student Search Service™.

Prior to the preadministration session, 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 you do not receive parental consent, 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.

For students taking the digital SAT, the preadministration session will be done in the CAI platform and not paper and pencil. We recommended dividing up students between those who have consent for Student Search and those who do not when conducting the SAT preadministration sessions. The preadministration scripts will provide guidance on how to conduct the session based on parental consent.

Glossary

Attending Institution (AI) Code: A 6-digit code that identifies a school. Each attending institution has a unique AI code.

Bulk Registration: The process a state or district uses to submit a file to preidentify students for testing.

College Board–Approved Accommodations: A change in the format or administration of a test to provide access for a person with a disability that results in college and scholarship reportable scores. Must be approved by College Board. Some examples include extended testing time and extended or more frequent rest breaks.

Coordinator Report Form (CRF): The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

Irregularity Report (IR): The scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

Nonstandard Administration Report (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations for which students are approved.

Services for Students with Disabilities (SSD): College Board department that supports accommodation requests and accommodated testing.

State-Allowed Accommodation (SAA): An accommodation that may be available to your students that does **not** result in college or scholarship reportable scores and is applicable only to state-provided SAT School Day testing.

Coordinator Checklist for Delaware SAT School Day

This is a suggested checklist of activities for your spring administration. You may choose to perform certain activities at a different time at your school, just be aware of the deadlines. In addition, your coordinator manual will provide more detailed information about the activities that must be completed closer to test day.

October–December

Mark when Complete	Activity
<input type="checkbox"/>	Establishment survey is completed to identify test staff, test date, and test mode.
<input type="checkbox"/>	Test staff create/confirm College Board professional account.
<input type="checkbox"/>	Watch Implementation Overview Webinar.
<input type="checkbox"/>	Watch Accommodations Webinar.
<input type="checkbox"/>	Receive confirmation of AI code.
<input type="checkbox"/>	Submit off-site requests, if necessary.

January

Mark when Complete	Activity
<input type="checkbox"/>	Bulk registration access code emailed to the bulk registration coordinator.
<input type="checkbox"/>	Watch Bulk Registration Webinar.
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Review the digital testing portal for information on technical readiness and begin setup.

February

Mark when Complete	Activity
<input type="checkbox"/>	Distribute student guides and student data privacy notice to students.
<input type="checkbox"/>	Online training available.
<input type="checkbox"/>	Identify and train test day staff.
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.
<input type="checkbox"/>	Watch Testing Tips/Q&A Webinar.
<input type="checkbox"/>	Complete technical setup for schools administering the test digitally.
<input type="checkbox"/>	Confirm bulk registration coordinator submitted updated bulk registration file.

March

Mark when Complete	Activity
<input type="checkbox"/>	Schedule preadministration session with students.
<input type="checkbox"/>	Set accommodation settings in CAI platform.
<input type="checkbox"/>	Print translated test directions and review word-for-word bilingual dictionary guidelines, as necessary.
<input type="checkbox"/>	Create rosters for use on test day; update as needed.
<input type="checkbox"/>	Complete the technical readiness evaluation including the download and installation of the CB Secure Browser.
<input type="checkbox"/>	Finalize room and staff assignments.
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.