

# Delaware SAT/PSAT 10 School Day

## Digital Administration Spring 2022 Timeline

Activity	Role	SAT with Essay Deadline (Primary Test Window: March 23 – 25, and 29 – 30, 2022)	PSAT 10 Deadline (Primary Test Window: April 13 – 14, 2022)	Comments
<b>Submit Offsite Testing Requests</b>	School Test Coordinator	January 22, 2022		Submit requests via online <a href="#">Offsite Request Form</a>
<b>Install College Board Secure Browser</b>	Technology Coordinator	February 1, 2022		Refer to our setup guide at: <a href="https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide">https://digitaltesting.collegeboard.org/digital-preparedness/step-by-step-guide</a> for more information.
<b>Complete Technical Readiness Activities</b>	Technology Coordinator	February 1, 2022		Refer to the Coordinator Checklist <a href="https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos">https://digitaltesting.collegeboard.org/test-day-planning/coordinator-to-dos</a> for more information.
<b>Submit Requests for College Board Accommodations Requests, EL Supports, and State Allowed Accommodations</b>	SSD Coordinator	February 1, 2022		<p>To request access for SSD Online, complete and return this form: <a href="https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf">https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf</a></p> <p>To access SSD Online using your College Board Account at: <a href="https://ssdonline.collegeboard.org/">ssdonline.collegeboard.org/</a></p> <p>Accommodation requests should be submitted as early as possible but no later than the deadline for each specific test date. View the <a href="#">2021- 2022 Accommodations and Supports Handbook</a>.</p>
<b>Deadline to submit Late Requests in SSD Online</b>	SSD Coordinator	February 8, 2022		<p>Late requests only for specific scenarios:</p> <ul style="list-style-type: none"> <li>• New student to school</li> <li>• New plan or accommodation needed.</li> </ul> <p>For situations arising after the deadline but before the primary test date, submit the request, call 855-373-6387 choose option 1 (educators) then option 2 (SSD Office).</p>

Activity	Role	SAT with Essay Deadline <i>(Primary Test Window: March 23 – 25, and 29 – 30, 2022)</i>	PSAT 10 Deadline <i>(Primary Test Window: April 13 – 14, 2022)</i>	Comments
Receive Access to TIDE	School Test Coordinator, District Test Coordinator	February 9, 2022		Users will receive an email with instructions from <b>DoNotReply@cambiumassessment.com</b>  Refer to <a href="https://digitaltesting.collegeboard.org/">https://digitaltesting.collegeboard.org/</a> for more information. Once access is established it is available for all test dates.
Window to complete TIDE Training	School Test Coordinator	February 9 – 23, 2022 <i>(Complete training at least four weeks prior to test day.)</i>	February 9 – March 13, 2022 <i>(Complete training at least four weeks prior to test day.)</i>	Email will be sent to Test Coordinators prior to the opening of the TIDE training window.  To access TIDE training go to: <a href="https://www.collegeboard.org/ptat">https://www.collegeboard.org/ptat</a>
Receive Access to Digital SAT/PSAT Online Test Coordinator Training	School Test Coordinator	February 9 – March 16, 2022 <i>(Complete at least one week prior to test day.)</i>	February 9 – April 6, 2022 <i>(Complete at least one week prior to test day.)</i>	Email will be sent to School Test Coordinators prior to the opening of the online training window.  All Test Coordinators are required to complete training no later than one week prior to test day.  To access Test Coordinator training go to: <a href="https://www.collegeboard.org/ptat">https://www.collegeboard.org/ptat</a>
Setup Proctor Accounts	School Test Coordinator	February 9 – 27, 2022 <i>(Complete at least 4 weeks prior to test day.)</i>	February 9 – March 16, 2022 <i>(Complete at least 4 weeks prior to test day.)</i>	Refer to page 14 of the <a href="#">Test Information and Distribution Engine User Guide</a> for instructions on how to Setup User Accounts in TIDE.  Proctors can refer to the <a href="#">Proctor Checklist</a> for a list of items to complete leading up to test day.
Materials Arrive In Schools	School Test Coordinator	March 1 – 3, 2022		Schools will receive all testing manuals and test day forms. The materials will be used for primary and makeup test dates.
Confirm TIDE Test Settings	School Test Coordinator	March 9, 2022	March 30, 2022	Use TIDE to assign the appropriate settings for students with accommodations. Refer to the <a href="#">TIDE and AT Settings</a> webpage or take the <a href="#">Digital Accommodations Overview</a> – Entering Accommodations in the TIDE platform OnDemand training.

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<b>Deadline to complete Digital SAT/PSAT Online Test Coordinator Training</b>	School Test Coordinator	March 16, 2022 (At least one week prior to test day.)	April 6, 2022 (At least one week prior to test day.)	<p>Email was sent to School Test Coordinators prior to the opening of the online training window.</p> <p>All Test Coordinators are required to complete training no later than one week prior to test day.</p> <p>To access Test Coordinator training go to: <a href="https://www.collegeboard.org/ptat">https://www.collegeboard.org/ptat</a></p>
<b>Print Test Tickets &amp; Confirm Student Device Readiness for initial Testing Window</b>	School Test Coordinator	March 15 – 18, 2022	April 4 – 8, 2022	Print the test tickets via TIDE the week prior to testing. Reminder: Student test settings must be set for each testing window.
<b>Primary Testing Window</b>	School Test Coordinator	March 23 – 25 and 29-30, 2022	April 13 – 14, 2022	<p>Students without accommodations and some students with accommodations as identified on the Nonstandard Accommodations Report (NAR) will test during this window.</p> <p>For PSAT 10 only, the Makeup Administration can be used as an extended primary test administration.</p>
<b>Deadline to Return Test Day Forms from Primary Window</b>	School Test Coordinator	No later than March 25, 2022	No later than April 15, 2022	All test day forms including any irregularities should be returned after each testing window.
<b>Accommodated Testing Window</b>	SSD Coordinator	March 23 – April 5, 2022	April 13 – 14 and 26-28, 2022	Eligible students who are designated on the Nonstandard Accommodations Report (NAR) can test during this window. Access the NAR in <a href="#">SSD Online</a> .

<b>Activity</b>	<b>Role</b>	<b>SAT with Essay Deadline</b> <i>(Primary Test Window: March 23 – 25, and 29 – 30, 2022)</i>	<b>PSAT 10 Deadline</b> <i>(Primary Test Window: April 13 – 14, 2022)</i>	<b>Comments</b>
<b>Deadline to Return Test Day Forms from Accommodated Testing Window</b>	School Test Coordinator	No later than April 6, 2022	No later than April 15, 2022	All test day forms including any irregularities should be returned after each testing window.
<b>Print Test Tickets &amp; Confirm Student Device Readiness for makeup Testing Window</b>	School Test Coordinator	April 6 – 8, 2022	April 20 – 22, 2022	Print the test tickets via TIDE the week prior to testing.
<b>Makeup Administration</b>	School Test Coordinator	April 13 – 14, 2022	April 26 – 28, 2022	
<b>Deadline to Return Test Day Forms</b>	School Test Coordinator	No later than April 15, 2022	No later than April 29, 2022	All test day forms including any irregularities should be returned after each testing window.
<b>Scores Available to Students</b>	Students	TBD	TBD	Scores available online through the College Board Student Reporting Portal at: <a href="https://studentscores.collegeboard.org/home">https://studentscores.collegeboard.org/home</a>
<b>Scores Available to Educators</b>	School Test Coordinator	TBD	TBD	To access, login to your College Board account and select the tool from your dashboard or go to: <a href="https://k12reports.collegeboard.org/login">https://k12reports.collegeboard.org/login</a>

*Note: Dates in this document may be updated as they are confirmed.*

**\*Note on PSAT 8/9:** The process for participating in and ordering PSAT 8/9 is different from PSAT 10 and SAT with Essay. PSAT 8/9 is available in the spring between February 22 – March 25 and April 13 – 29, 2022. If your school is planning to test PSAT 8/9 [click here](#) for more information. Test orders can be placed through the [Test Ordering Site \(TOS\)](#) for either digital or paper pencil exams. If you have questions, please reach out to your College Board representative.