

# Delaware Department of Education (DDOE) Digital SAT<sup>®</sup> and PSAT 10 Implementation FAQs

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

## General

### 1. What are the test dates for the Digital SAT with Essay and Digital PSAT 10?

For digital testing, students can be tested on any day during the primary testing window. Groups of students can be scheduled to test on separate days throughout the primary testing window. All students must complete testing in one day, (on the same day they start testing) except for students listed on the Non-Standard Administration Report (NAR) found in SSD Online listed with two-day testing accommodations.

- SAT with Essay:
  - Primary Testing Window: March 23 – 25 and 29 – 30, 2022
  - Accommodated Testing Window: March 23 – April 5, 2022
  - Makeup Testing Window: April 13 - 14, 2022
- PSAT 10:
  - Primary Testing Window: April 13 - 14, 2022
  - Accommodated Testing Window: April 13 – 14 and 26 – 28, 2022
  - Makeup Testing Window: April 26 – 28, 2022

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

For questions about technical troubleshooting or general College Board questions, contact College Board Customer Service at 855-373-6387 or email [schooldayassessments@collegeboard.org](mailto:schooldayassessments@collegeboard.org).

For questions related to state testing policies, contact: [Michele.Postles@doe.k12.de.us](mailto:Michele.Postles@doe.k12.de.us) or [Theresa.Bennet@doe.k12.de.us](mailto:Theresa.Bennet@doe.k12.de.us).

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

The number of materials to support digital testing will be based on the number of students that the state submits in a registration file to College Board in January. An overage of materials will be sent to account for any changes in enrollment. The College Board test ordering site will **not** be used for SAT with Essay or PSAT 10.

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

DDOE will send College Board a list of all eligible schools each fall.

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

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 are emailed to School Test Coordinators in mid-December.

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

Yes. See the [Proctor Checklist](#) and [Coordinator To-Dos](#) for key activities by role. See the [Spring 2022 DDOE Digital](#)

[Administration Timeline](#) for key dates.

**7. Why students are required to take the SAT with Essay and PSAT 10?**

- Students in grade 11 are required to take SAT with Essay and students in grade 10 are required to take PSAT 10.
- **Students in their third year of high school and not in grade 11:** LEAs *may allow* Grade 9 or 10 students to take the SAT if the student is anticipated to be in grade 12 next school year.

Please note that these students will be included in accountability calculations.

- **Students who were in 11th grade and did not take the SAT as required:**

**Business Rule:** Students who did not take the SAT and did not have a medical exemption will be included in accountability calculations as non-participants with a score of 0. *Please note: for accountability purposes only, these students are included only once in a school's accountability calculations*

**8. Why are students required to take the essay when testing SAT with Essay?**

- The essay is included to meet the accountability requirements.

**9. How long are the SAT with Essay and PSAT 10 assessments?**

Standard testing time for the SAT with Essay, including breaks, is 3 hours and 15 minutes. Standard testing time for the PSAT 10 is 2 hours and 55 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.

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

It is the expectation that schools will administer the digital SAT with Essay and PSAT 10. 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 College Board Support at 855-373-6387 choose option 1 for educators as soon as possible. For all other requests, contact DDOE.

**11. What staff will a school need to administer the SAT with Essay and PSAT 10?**

Schools are responsible for identifying a school test coordinator, a backup test coordinator, an SSD coordinator, proctors for each testing room, a technology coordinator, and necessary room monitors and hall monitors. Schools can have separate test coordinators for each assessment.

Although the school test coordinator is responsible for coordinating the administration for all students, they should work closely with the technology coordinator and SSD coordinator 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.

<b>Role</b>	<b>Responsibility</b>	<b>Identify to College Board?</b>
School Test Coordinator (STC)	Responsible for coordinating the SAT with Essay and PSAT 10 administrations for all students at the school.	Yes. DDOE will provide College Board with the list of all STCs.
Backup Test Coordinator	Responsible for coordinating the SAT with Essay and PSAT 10 administrations if the primary STC is not available.	No
SSD Coordinator	Responsible for requesting accommodations and working with the school test coordinator to coordinate the SAT with Essay and PSAT 10 for students with disabilities.	No. SSD coordinators need to request access to <a href="#">SSD Online</a> .
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No

<b>Role</b>	<b>Responsibility</b>	<b>Identify to College Board?</b>
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 with Essay and PSAT 10.	No. Communications will be sent to the STC and CTC to share.
District Test Coordinator (DTC)	Assists the STC with coordination of the SAT with Essay and PSAT 10.	Yes. DDOE will provide College Board with the list of all DTCs.

**12. How do I change STC and other contact information for my school during the school year?**

Complete the [State Testing School Contact Update Form](#) to update contact information for your school.

**13. What are the teacher-to-student ratios for digital testing?**

Each testing room requires 1 proctor. See the charts below for ratios for Room and Hall Monitors. See the “Plan Your Staff” section of the Coordinator Manuals for additional information.

<b>Number of Room Monitors Needed For Each Standard Testing Room</b>	
<b>Number of Students</b>	<b>Number of Room Monitors Needed</b>
1-25	0
26-50	1
51-75	2
76 or more	3+ (1 monitor for each additional 25 students)

<b>Number of Hall Monitors Needed</b>	
<b>Number of Rooms</b>	<b>Number of Hall Monitors Needed</b>
1-5	1
6-10	2
11-15	3
16-20	4
More than 20	5+ (1 monitor for each additional 5 rooms)

**14. How does testing in a window work?**

Schools can test groups of students on different days throughout the primary testing window if needed. All students must complete the assessment in one day except for students who are listed in the NAR as approved for 2-day testing. Students approved for 2-day testing can be tested during the accommodated testing window dates.

**15. Do students need a College Board Account to be able to test digitally?**

No, students do not need a College Board account to use the digital testing platform. However, we do encourage students to create an account as it provides them direct access to additional resources once they receive their scores.

**16. What happens if the Testing Coordinator is out sick on test day?**

We recommend that every school designate a backup test coordinator in case the primary test coordinator is absent on test day. The designated backup test coordinator will need to sign the [Testing Staff Agreement form](#) to signify their acceptance of the conditions and requirements and their commitment to administering the SAT on the scheduled date. Be sure to have your designated backup test coordinator complete the mandatory training well before test day. In the event that the primary test coordinator is absent for an extended period of time, the backup test coordinator should be prepared to return all test materials and prepare for makeup testing.

**17. What happens if a Proctor is out sick on test day?**

It is recommended that each school have a few backup proctors available for situations like this. Backup proctors should be trained and setup in TIDE ahead of test day. Test Coordinators should assign them the PR role in TIDE so they have the permissions to act as a proctor on test day and they should be trained by the test coordinator in the same manner that other proctors are being trained at your school.

**18. Can students bring and use their own calculator instead of using the embedded calculator?**

Calculators may be used only on the Math Test – Calculator portion of the SAT, unless a student has been preapproved by College Board to use a 4-function calculator as an accommodation on the Math Test – No Calculator portion (See the Acceptable Calculators page in the Appendix of the Coordinator Handbook). Students may have calculators on their desks only when working on the Math Test – Calculator questions. Calculator covers should be stored under desks during testing. The digital SAT includes the Desmos online graphing calculator as an embedded tool. Students can practice using the calculator tool before test day through the [Student Digital Test Preview](#).

**19. What are test tickets used for?**

A test ticket contains information the student needs for signing in to the test (exclusive of the Session ID). Each student must have their own test ticket to access the test. On test day, proctors will distribute the tickets to the students assigned to their testing room. Test tickets are needed for the preadministration session and on test day. Test tickets associated with the primary test date should be destroyed after primary testing is complete and new test tickets associated with the makeup test date must be printed prior to the makeup test date. See the *Print Test Tickets* section in the Coordinator Handbook for more information

**20. How far in advance can test tickets be printed?**

Test tickets can be printed at any time prior to your scheduled test date. Since they contain secure student information, it is recommended that you print the test ticket a few days ahead of your preadministration session and/or test day and keep them in a secure location. New test tickets must be printed prior to the makeup test administration.

**21. What are rosters created in TIDE used for?**

The option to create and use rosters in TIDE is best practice but is optional. Test Coordinators can create TIDE rosters to organize groups of students that will be testing together on test day so they can be printed off and provided to proctors. Refer to the Non-Standard Test Administration Report (NAR) for grouping students testing with accommodations.

**22. Can students be removed from TIDE?**

There is no way to remove students from TIDE for a given admin window. However, for SAT, each testing window is treated like a new test administration so after primary SAT testing is complete, the file that DDOE will upload prior to the makeup test date will not include these students if they are no longer in the SIS and as a result, they will not show in TIDE any longer. Once the students are in however, schools can ignore them and not include those students in any room rosters that are created in TIDE. For PSAT the “primary” and “makeup” administrations are considered one large administration window and therefore any students that are in TIDE will remain in TIDE until the makeup administration is over. Again, schools should just ignore those student records and create room rosters without them.

## 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 Delaware SAT with Essay and PSAT 10 administrations. Refer to the [DDOE High School SAT 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. Where can I find a list of seating/lab configuration specifications for digital testing?

Refer to the "Plan Your Space" section of the Coordinator Manual for detailed testing room requirements. In General, students must be seated no less than 3 feet apart side-to-side and 5 feet back-to-back/front-to-back (measured from the center of one computer to the center of the next computer). Face-to-face seating configurations are only allowed with the use of partitions. Partitions and/or dividers between students are highly recommended. Testing stations should be configured to prevent students from viewing one another's computer screens.

### 7. When do the materials arrive to support digital testing?

The materials needed to support digital testing (testing and coordinator manuals, Quick Start Guides, Student Guides, forms, envelopes, etc.) will be sent to schools in early March. For earlier reference, testing/coordinator manuals will be posted to the [DDOE High School Website](#) in February.

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

All material shipments will be addressed to the School Test Coordinator.

### 9. Can students use school owned laptops that they take home to test.

Yes, students can test on devices they take home as long as these devices are school owned. Student owned devices cannot be used for testing. The most current list of computer requirements can be found here: <https://digitaltesting.collegeboard.org/digital-preparedness/computer-requirements>.

### 10. What software do proctors need to administer the assessments digitally?

Proctors use the [TA Interface](#) to administer the test. Each testing room needs a dedicated proctor computer that uses Windows, macOS, Linux, Chrome OS, or iPadOS. The most current list of computer requirements can be found here: <https://digitaltesting.collegeboard.org/digital-preparedness/computer-requirements>. See the [Test Administrator User Guide](#) for instructions on how to use the TA Interface to administer digital tests.

### 11. Is there a Technical Troubleshooting Tips document available?

Yes, see the Digital Testing Room Quick Start Guide at: <https://digitaltesting.collegeboard.org/pdf/digital-testing-room-quick-start-guide.pdf>.

**12. Is there a practice site available students can use to experience the navigation and digital tools before the test?**

Yes, there is a Digital Test Preview available for students and digital testing support staff. See the [Digital Test Preview Guide](#) for instructions on how to use this tool.

## TIDE and Student Registrations

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

Access to TIDE is emailed to Test Coordinators in January or February of each year. Once TIDE access is available users will receive an email with instructions from [DoNotReply@cambiumassessment.com](mailto:DoNotReply@cambiumassessment.com). See the [Spring 2022 DDOE Digital Administration Timeline](#) for dates. Refer to <https://digitaltesting.collegeboard.org/> for more information on digital testing.

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

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

**3. How will students get registered for the SAT with Essay and PSAT 10?**

DDOE submits a registration file on behalf of all schools in January and submits additional registration files as needed determined by the state prior to testing.

**4. How do I adjust Test Settings in TIDE for my students with Accommodations?**

See the Guide for Adjusting Test Settings in TIDE for Accommodations and Supports at: <https://digitaltesting.collegeboard.org/pdf/guide-adjusting-test-settings-tide-accommodations-supports.pdf>.

## Preadministration Session

**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 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.

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

Follow your district or school policy to determine if parental consent is required.

**4. How early in advance should we conduct the preadministration session with our students?**

College Board recommends the preadministration session can be administered the week prior to testing. The

preadministration session must be completed in one day.

**5. What happens if a student misses the preadministration session?**

The preadministration session is recommended but not required. Students that miss the preadministration session prior to the start of testing can be administered the preadministration session after the test is complete on test day.

**6. Our students will not be in the same room or with the same proctor for preadmin and test day. What is the recommended process for rostering/printing tickets in that scenario?**

You do not need to reprint the test tickets. You can create two rosters for each proctor. The Preadmin roster can have the students and Test Day Roster can be blank. You can move the students from the preadmin roster to the test day roster once the preadmin session is complete. However, best practice is to schedule and administer the preadministration sessions with the same group of students and proctors that will be scheduled on test day.

## Accommodations

**1. How do I request accommodations for the SAT with Essay and PSAT 10?**

All accommodations must have prior College Board approval prior to administering the SAT with Essay and PSAT 10 in the Student Supports and Management System, known as [SSD Online](#). The digital assessments do 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 with Essay and PSAT 10 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 and is training for how to use the site available?**

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

**3. Where can I access training for how to use SSD Online?**

See the [Understanding College Board Accommodations OnDemand](#) training module and the [SSD Online Overview](#) for information on how to use SSD Online.

**4. If students have approved accommodations from PSAT/NMSQT testing already in SSD Online, do I need to reapply?**

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.

**5. 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 in SSD Online any time prior to accommodations deadline. Requests can be made after that date but cannot be guaranteed to be reviewed prior to the primary testing window. 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). Refer to the [Spring 2022 DDOE Digital Administration Timeline](#) for deadlines.

**6. 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. All accommodations must first be approved in SSD Online and listed on your school's NAR before the corresponding test setting is set in TIDE.

**7. 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.

**8. I have a student that requires a paper test due to their IEP/504. How do I get a paper version of the SAT with Essay or PSAT 10 sent?**

Call College Board Educator Support at 855-373-6387 choose Option 1 for educators as soon as possible to order paper test materials for any students that require a paper test due to their IEP/504.

**9. College Board is asking for parental consent to submit a request for an accommodation in SSD Online. 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 district or school 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 district or school policy when gathering consent.

**10. My student needs text-to-speech for the digital SAT with Essay or PSAT 10, 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 with Essay 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. For more information on digital alternatives to the options in SSD Online, refer to the [College Board Accommodations and Supports handbook](#).

**11. Should students who require the use of a graphing calculator in their 504/IEP bring their own?**

Yes, these students should bring their own graphing calculator for use as indicated on their 504/IEP. See the list of acceptable calculators in the Acceptable Calculators page of the Appendix in the [Coordinator Manual](#).

**12. Should students with different timing for breaks be tested separately?**

Use the information on your NAR to determine which students may test together. In general, students with the same type of timing may be seated together. Students who require different timing or breaks must be tested in separate rooms. Students approved for a reader or scribe must test in a one-to-one setting. Students testing with paper test materials should be seated in rooms separate from digital testing. For additional information see the "Plan Your Staff" section of the Digital Coordinator Manuals.

**13. Which accommodation types are 2-day testers?**

Always refer to your Non-Standard Administration Report (NAR) found in SSD Online for the list of students that will test over two days at your school. The NAR is available to schools in SSD Online 4 weeks prior to your primary test date. Also reference the *Guide For Testing with Accommodations* in the Digital SAT School Day Coordinator Manual.

**14. How does the MP3 accommodation work for digital testing?**

The digital alternative to Pre-recorded Audio (MP3 streaming) is Text - to - Speech (TTS). All accommodations that require the use of Text-to Speech must first be approved in SSD Online before being set in TIDE. Follow instructions found in the [Guide for Adjusting Test Settings in TIDE for Accommodations and Supports](#) for adjusting TIDE Settings for students using Text-to-speech and the *Prepare to Test with Accommodations* section of your Coordinator Manual.

**15. Can a student with a two-day accommodation test on the primary test date?**

Yes, the first day of the accommodated window for two-day testers starts on the primary test date. Students who test over two days should be tested over two consecutive days. If a student is absent for the second day, they should be tested as soon as they return within the accommodated window. Always refer to your Non-Standard Administration Report (NAR) found in SSD Online for the list of students that will test over two days at your school.

## 16. How do we handle students who decide not to use accommodations on test day?

Refer to the steps in the *Manage Requests to Waive Accommodations on Test Day* section of the Coordinator Manual. If a student requests to change from accommodated testing to standard testing your school must ensure the student has a signed letter indicating this request to waive approved accommodations (must be signed by the student or by a parent/guardian if the student is younger than 18).

## English Learner (EL) Supports

### 1. What supports are available to English Learners for the SAT with Essay and PSAT 10?

Students can use translated test directions, and 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 for tracking purposes. Links to translated test directions and list of approved word-to-word bilingual dictionaries can be found on the [College Board Digital Testing Resources page](#) under English Learner Supports.

### 2. How do I test my EL Students that take Math Only?

Refer to the [Digital SAT Suite of Assessments Setup and Testing Room Procedures for EL Students – Math Only](#)

### 3. Do English Learner (EL) Supports need to be set in TIDE?

Only students with EL supports that require extended time as listed on the NAR should have test settings set in TIDE. Do not use the "EL Support: YES" indicator for EL students who will be testing with translated test directions or bilingual dictionary, without extended time

## Off-site Testing

### 1. Can I use an off-site location to administer the digital SAT with Essay and/or PSAT 10?

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 DTC can submit a request to test at a location other than the school address. Submit a request to [www.sat.org/offsiterequest](http://www.sat.org/offsiterequest). Requests will be automatically approved unless College Board reaches out with additional questions. College Board Customer Service at 855-373-6387 for requests needed after the form is closed.

## Training

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

Yes. Access to required Online Test Coordinator training from within your College Board account is available each year in January or February. All Test Coordinators are required to complete the online training no later than one week prior to test day. Test Coordinators will receive an email from College Board once the training becomes available. See the [Spring 2022 DDOE Digital Administration Timeline](#) for dates.

### 2. Is training available for Proctors and Hall and Room Monitors?

Yes, but it is not required. Test Coordinators can forward the link in the email they receive for Online Test Coordinator Training to proctors. Proctors can click on the link and follow the instructions to assign themselves Online Proctor Training from within your College Board account. A slide deck for training Hall and Room monitors can be found on the [DDOE High School SAT Website](#).

### 3. Where are links to training recordings and presentations posted?

All links to DDOE trainings recordings and deck can be found on the [DDOE High School SAT Website and in Schoology](#).