SAT School Day
Test Window Checklist

Corporation Test Coordinators (CTCs) and School Test Coordinators (STCs) must ensure that the following tasks are completed prior to participating in the operational assessment for the 2023-2024 school year.

☐ On Friday, January 5, ensure that your schools receives the Attending Institution (AI) confirmation email. Contact College Board if your school does not receive this email by Thursday, January 18.

☐ Ensure that Services for Students with Disabilities (SSD) Coordinators submit all requests for approval of accommodations and English learner (EL) extended time in SSD Online by Friday, January 12.

☐ Ensure SSD Coordinators submit all requests for State-Allowed Accommodations (SAAs) in SSD Online from Tuesday, January 9, through Friday, February 16. SAAs submitted by Friday, February 16 are automatically approved.

☐ Starting in mid-January, review College Board's interactive checklist dashboard to ensure schools are completing scheduled tasks prior to test administration.

☐ CTCs must complete the High School Pretest Workshop within the Moodle Test Coordinator Corner by Friday, January 26.

☐ STCs testing students off-site must submit the off-site testing request form by Wednesday, January 31.

☐ Confirm all required training, including the annual Test Security and Integrity Training for CTCs, STCs, and all school staff is complete. Ensure all staff have signed the agreement and reviewed the Indiana Assessments Policy Manual.

☐ Work with technology coordinators to install Bluebook on all testing devices by Monday, February 5.

☐ Ensure that STCs, technology monitors, proctors, room monitors, and hall monitors complete and/or receive College Board's required training between Monday, February 5, and Monday, February 26.

☐ CTCs will confirm that STCs have access to Test Day Toolkit starting the week of Tuesday, February 5.

☐ STCs must conduct digital readiness checks as soon as possible and no later than Friday, March 1.

☐ STCs must complete rosters and room assignments, including those for students with accommodations, and assign other staff to monitor testing rooms using the 2023-2024 Assessment Monitoring Checklist.