Spring 2027 SAT/PSAT 10 Testing DTC Welcome Webinar

A Who, What, When, Where, Why & How Guide to the Administration

Regina Leslie, College Board

October 15, 2026

SAT Suite



Agenda



WHO — who tests, and who makes it happen?

WHAT — what's being administered?

WHEN — the testing window, key dates, and training

WHERE — testing locations

WHY — the opportunity for students

HOW — systems, processes, and how they connect

Resources & Communication

Next Steps

School Onboarding Process

Q & A

Learning Objectives



By the end of this webinar, I will be able to:

1. **Identify** who tests and the roles of DTCs, STCs, SSD coordinators and test-day staff
2. **Describe** what the Spring 2027 SAT and PSAT 10 measure, plus the DDOE testing window and key dates
3. **Explain** how registration and testing flow through SDMS, SSD Online, SSOR, Test Day Toolkit and Bluebook
4. **Recognize** the system updates coming for Spring 2027
5. **Guide** schools through SSOR onboarding, which opens October 1, 2026
6. **Find** resources and know when to contact DDOE or College Board

WHO — who tests, and who makes it happen?

Student Eligibility & Testing Staff Roles



CollegeBoard

WHO: Who Tests?

All public Delaware schools will participate in testing for students in grades 10-11:

- SAT – Grade 11
- PSAT 10 – Grade 10

Full-time homeschool students are **NOT eligible** to take SAT or PSAT 10 under the state contract and must make other arrangements (fall testing, weekend SAT, etc.)

ELL students who are in their first year (less than 12 cumulative months) in the United States and have the choice of taking both sections of the test (Reading/Writing and Math) or only the math section.

WHO: Key Players & Responsibilities



DTC

District-level coordination: approves transfers, monitors district participation, and supports schools with policy and procedures.



STC

School-level administration: manages testing staff, rooms, and rosters, and ensures administration follows College Board requirements.



SSD Coordinator

Coordinates student accommodations: submits requests, verifies approvals, and supports setup and administration.



Technology Coordinator

Confirms devices meet technical specs, installs Bluebook, and tests network readiness in every testing room.



Proctor

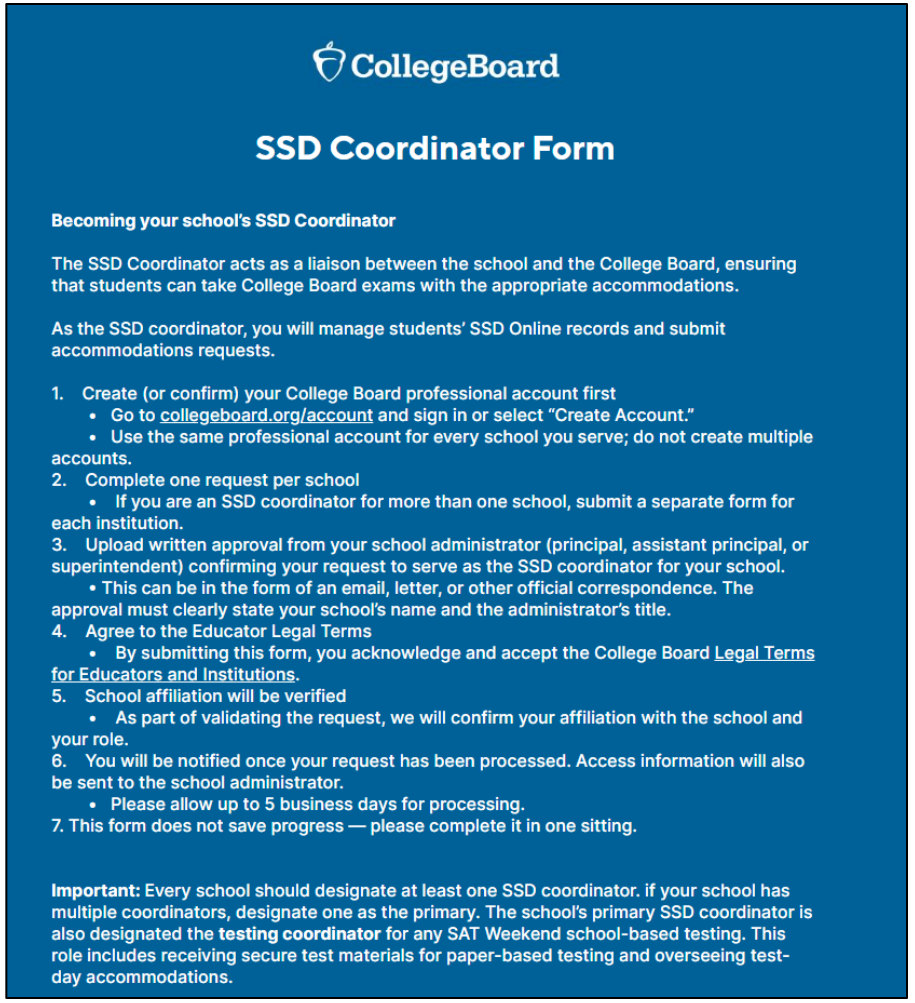
Starts and actively monitors testing in Test Day Toolkit, distributes sign-in tickets, and reports irregularities.



Room / Hall Monitor

Directs students to assigned rooms, monitors hallways, and provides relief coverage for proctors.

WHO: New SSD Coordinators



CollegeBoard

SSD Coordinator Form

Becoming your school's SSD Coordinator

The SSD Coordinator acts as a liaison between the school and the College Board, ensuring that students can take College Board exams with the appropriate accommodations.

As the SSD coordinator, you will manage students' SSD Online records and submit accommodations requests.

1. Create (or confirm) your College Board professional account first
   - Go to collegeboard.org/account and sign in or select "Create Account."
   - Use the same professional account for every school you serve; do not create multiple accounts.
2. Complete one request per school
   - If you are an SSD coordinator for more than one school, submit a separate form for each institution.
3. Upload written approval from your school administrator (principal, assistant principal, or superintendent) confirming your request to serve as the SSD coordinator for your school.
   - This can be in the form of an email, letter, or other official correspondence. The approval must clearly state your school's name and the administrator's title.
4. Agree to the Educator Legal Terms
   - By submitting this form, you acknowledge and accept the College Board Legal Terms for Educators and Institutions.
5. School affiliation will be verified
   - As part of validating the request, we will confirm your affiliation with the school and your role.
6. You will be notified once your request has been processed. Access information will also be sent to the school administrator.
   - Please allow up to 5 business days for processing.
7. This form does not save progress — please complete it in one sitting.

Important: Every school should designate at least one SSD coordinator. if your school has multiple coordinators, designate one as the primary. The school's primary SSD coordinator is also designated the **testing coordinator** for any SAT Weekend school-based testing. This role includes receiving secure test materials for paper-based testing and overseeing test-day accommodations.

To access the SSD Online system, new SSD coordinators will need to request access separately from SSOR.

- Educators must have a College Board professional account and must also complete the SSD Coordinator Webform.
- Each school should have one designated Primary SSD coordinator, but back-up coordinators can and should be requested.
- If you support more than one school as SSD Coordinator, individual webforms need to be submitted for each school.

WHO: Staff Eligibility



- All Delaware SAT/PSAT 10 staff must be paid district employees, high school graduates, at least 18 years old, speak English fluently and possess the level of maturity expected of a school staff member.

- Test Coordinators and Technology Monitors cannot serve if their child is testing the same assessment in the same building.
  - *Ex: STC Jan's daughter is a junior. Jan cannot be STC for the SAT but can be STC for PSAT 10.*

- Proctors cannot test their own child or household member; but may proctor other students in the same building.
  - *Ex: Mr. Smith's grandson lives with him and is a junior. Mr. Smith can proctor the SAT in another room, just not his grandson's*

- Staff cannot engage in paid, private SAT-related test preparation
  - *This excludes course content and test familiarization in the regular school curriculum*

- Staff cannot have taken a College Board test within 180 days of the school day administration.

WHO: State and College Board Partners

College Board –
How do I administer it?

Regina Leslie

- Director, State Partner Success Manager – manages contract between College Board and DDOE

Bojana Mitrovic

- K-12 Delivery Specialist – helps districts and schools with access issues and troubleshooting systems

Grace Calogero

- State Success Specialist – helps with newsletters, interactive checklist, content creation, and webinars

Dianna Frank

- Senior Director, supports districts with all College Boad programs (including data workshops, AP & BigFuture)

Delaware Customer Service

- Accessible by phone, email, online request and live chat via our new State Partnerships Contact Us page

Delaware Dept. of Education –
What does the state require?

Katia Foret

- State policy questions, administration dates, assessment concerns

Sameer Tiwari

- Score data and results

Dusty Shockley

- Test security and irregularity reports

Laura Saperstein for Accountability

- Growth and district/performance frameworks



WHAT — what's being administered?

SAT and PSAT 10

WHAT: What's on the Test

Test Section	Question Count	Digital Time	Paper Time (Accommodated Only)
Reading and Writing	54 questions	64 min.	78 min.
Break		10 min.	10 min.
Math	44 questions	70 min.	86 min.
Essay		50 min.	75 min (for up to 50%)/100 min (for up to 100%)
Entire Test	98 questions + Essay	184 min. (144 min. w/ break)	164 min. (174 min. w/ break)

- The test will immediately move on to the break between sections once the Reading & Writing timer has expired
- Once the Math section timer has expired, students submit their answers and will see a confetti screen to end the test
- Students may not end the test or advance to the next module before the standard time has run out
- Two-day testing is a rare accommodation; most students will test in one day

WHEN — the testing window, key dates, and training



CollegeBoard

WHEN: DDOE Spring 2027 Digital Testing Window – SAT/PSAT 10

Monday, March 1 – Thursday, March 25, 2027

- ✓ DDOE recommends that schools plan testing early in the window and reserve the last to test absentees and retests due to irregularities.
- ✓ ALL testing must be complete by March 25, 2027.



WHEN: Spring 2027 SAT/PSAT 10 Key Dates

Activity	Dates
SSOR Onboarding Survey	October 1 – October 23, 2026*
College Board-Approved Accommodations Requests	Open Now – January 11, 2027
State Allowed Accommodations Requests	January 8 – January 25, 2027
English Learner Supports Requests	Open Now – January 11, 2027
First College Board/DDOE Monthly Newsletter	November 5, 2026
Interactive Coordinator Checklist Launch	TBD
Test Coordinator and Proctor Manual Available	January 27, 2027

* *Schools are encouraged to fill out the survey by October 16, 2026, so there is ample opportunity for support throughout the process.*

WHEN: Spring 2027 SAT/PSAT 10 Key Dates (cont'd)

Activity	Dates
Access to SDMS	January 27, 2027
Access to Test Day Toolkit	Early February 2027
College Board's Required Online Training Opens	January 19, 2027
Digital Readiness Activities	February – March 2027
State Testing Window	March 1 – 25, 2027
Educator Score Release Begins	March 30, 2027
Student Score Release Begins	April 1, 2027

Training Schedule

Training Title	Date	Time	Audience
District Test Coordinator (DTC) Webinar	Thursday, October 15, 2026	10:00 – 11:30am ET	District Test Coordinators
SSD Coordinator Webinar	Thursday, November 19, 2026	10:00 – 11:30am ET	SSD Coordinators, School Test Coordinators
SAT Suite School Test Coordinator (STC) Webinar – Part One	Thursday, December 3, 2026	10:00 – 11:30am ET	School Test Coordinators
SAT Suite Technical Readiness Webinar	Thursday, January 14, 2027	12:00 – 1:30pm ET	Technology Coordinators, School Test Coordinators, District Test Coordinators
SAT Suite School Test Coordinator (STC) Webinar – Part Two	Thursday, February 11, 2027	11:00am – 12:30pm ET	School Test Coordinators
Administering the SAT Suite to Students with Accommodations	Thursday, February 18, 2027	11:00am – 12:30pm ET	SSD Coordinators, School Test Coordinators
LMS Training	Tuesday, January 19, 2027	N/A	All Coordinators and test day staff
Office Hour #1	Wednesday, January 27, 2027	2:00 – 3:00pm ET	All
Office Hour #2	Wednesday, February 3, 2027	2:00 –3:00pm ET	All
Office Hour #3	Wednesday, February 10, 2027	2:00-3:00pm ET	All
Office Hour #4	Wednesday, February 17, 2027	2:00-3:00pm ET	All

WHERE — testing locations

Building Requirements



SAT Suite

WHERE: Testing Locations

SAT/PSAT 10 testing happens at the brick-and-mortar school/site —no remote testing option available.

- Digital testing using the Bluebook platform.
- Paper-based testing is reserved for qualifying, pre-planned circumstances:
  - An approved accommodation requiring paper
  - An approved technology exemption
  - A facility that does not permit student internet access
- Testing rooms must have approved, ready-to-use devices with the required network connectivity and testing environment established before test day.
- Rooms should be arranged for secure testing, appropriate spacing, supervision, and minimal distractions.



WHY — the opportunity for students

Importance of SAT Suite



WHY: Administration Is About Student Opportunity

Valid & Reliable Results

- Secure, accurate administration supports valid Reading/Writing and Math scores that students and schools can trust.



Postsecondary Pathways

- Students can send scores to up to 4 colleges, explore careers and AP Potential, access BigFuture resources, and pursue scholarship opportunities — **all at no cost**.



HOW — systems, processes, and how they connect

College Board Systems

SAT Suite



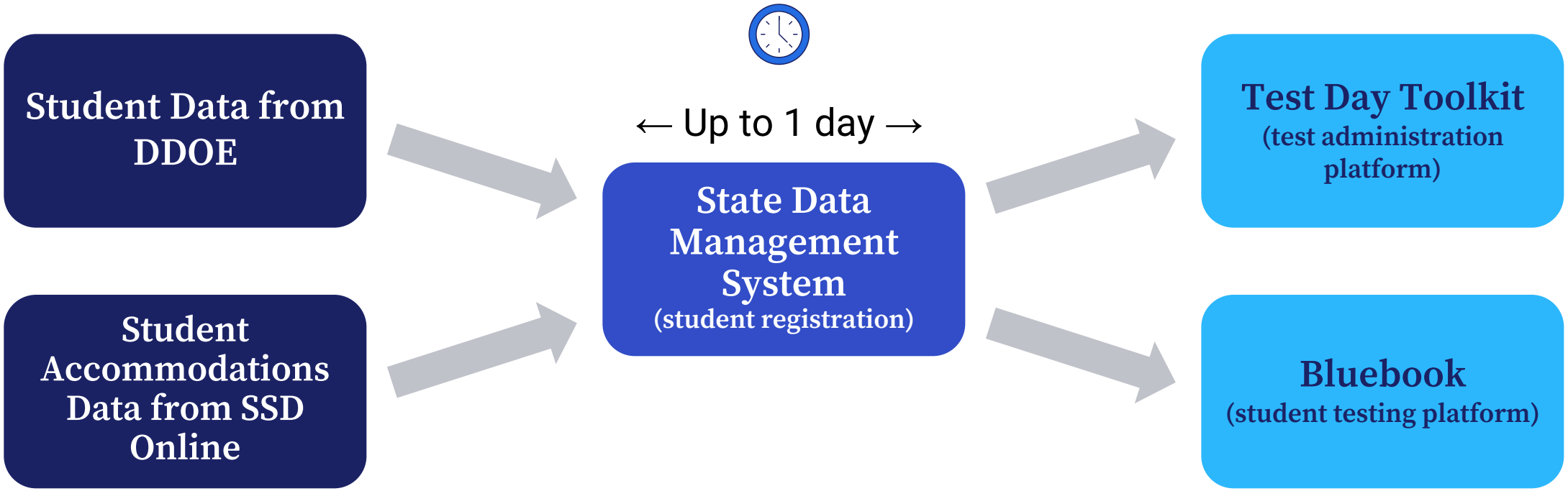
HOW: Student Registration for Spring 2027 SAT/PSAT 10

- DDOE will upload two datasets in SDMS for all eligible students in Grade 10 for PSAT 10 and Grade 11 for SAT.
- College Board will provide schools with access to SDMS in late January & Test Day Toolkit in early February



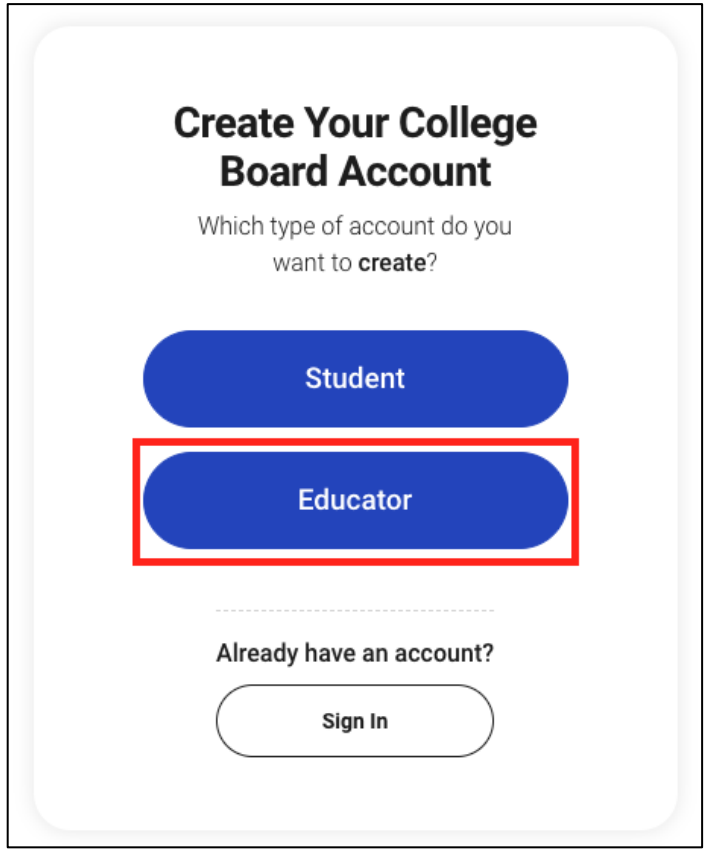
- Districts/Schools must then review their SDMS rosters and submit a DDOE Helpdesk ticket to add or update students as needed, or transfer students through the SDMS portal

HOW: The System Flow



College Board Educator Account

All test day staff must have a College Board educator account to access test administration systems, such as Test Day Toolkit and SDMS.



Create a College Board Educator Account

Services for Students with Disabilities - SSD Online

Purpose	• Used to request, track, and manage accommodations for students with an IEP or 504 plan.
How to Access the System	• First time users - complete and submit the SSD Coordinator Form. • Returning users - My Dashboard>SSD Online – Student Supports and Accommodations Management
Access Available	• Year-round
Key Functions	• Submit accommodation requests • Monitor approval status • Manage student accommodation records • Coordinate ELL supports for digital testing

SSD Online Updates for Spring 2027

Update to Headphone Policy

Students who are approved for Text-to-Speech or Screen Reader accommodations have always been required to bring headphones or wired earbuds.

For Spring 2027, if these students choose to bring headphones, they must also be **wired** (this policy will be in effect for both fall and spring testing windows.)



State Data Management System (SDMS)

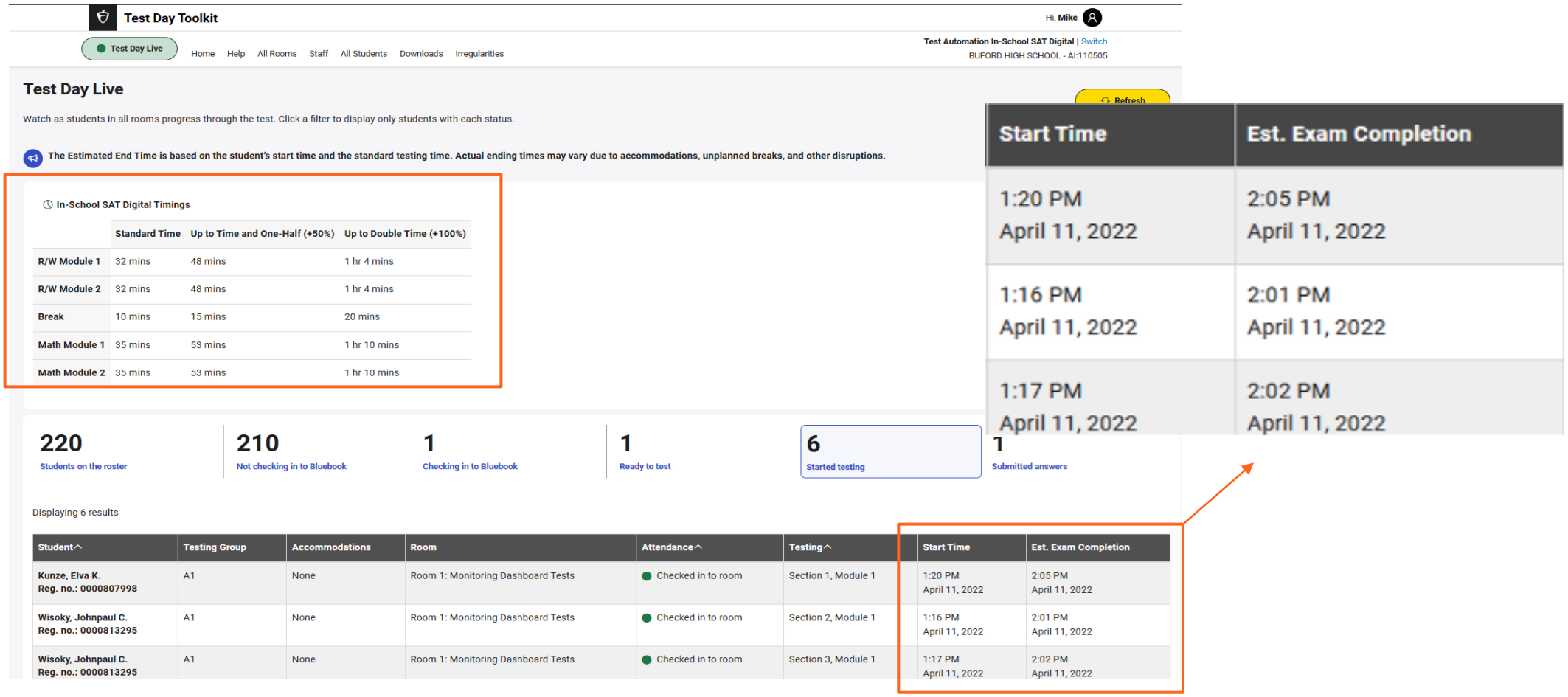
Purpose	• Used for student registration and data management
How to Access the System	• New users - Added to the Testing Details contact info in the district- and school-level surveys in SSOR • Returning users - My Dashboard>State Data Management Systems -or - sdms.collegeboard.org
Access Available	• Late January – June
Key Functions	• Upload and manage student data • Verify student enrollments • Manage test registrations and transfers • Review participation and roster information • Waive or force match accommodations

Test Day Toolkit (TDTK)

Purpose	• Supports test day administration activities for coordinators and test staff.
How to Access the System	• New users - Added to the Testing Details contact info in the district- and school-level surveys in SSOR • Returning users - My Dashboard>State Data Management Systems -or- testday.collegeboard.org
Access Available	• Early February – Early May
Key Functions	• Add testing staff and testing rooms • Print test tickets • Monitor testing progress • View room-level participation • Platform used for proctors to administer the test

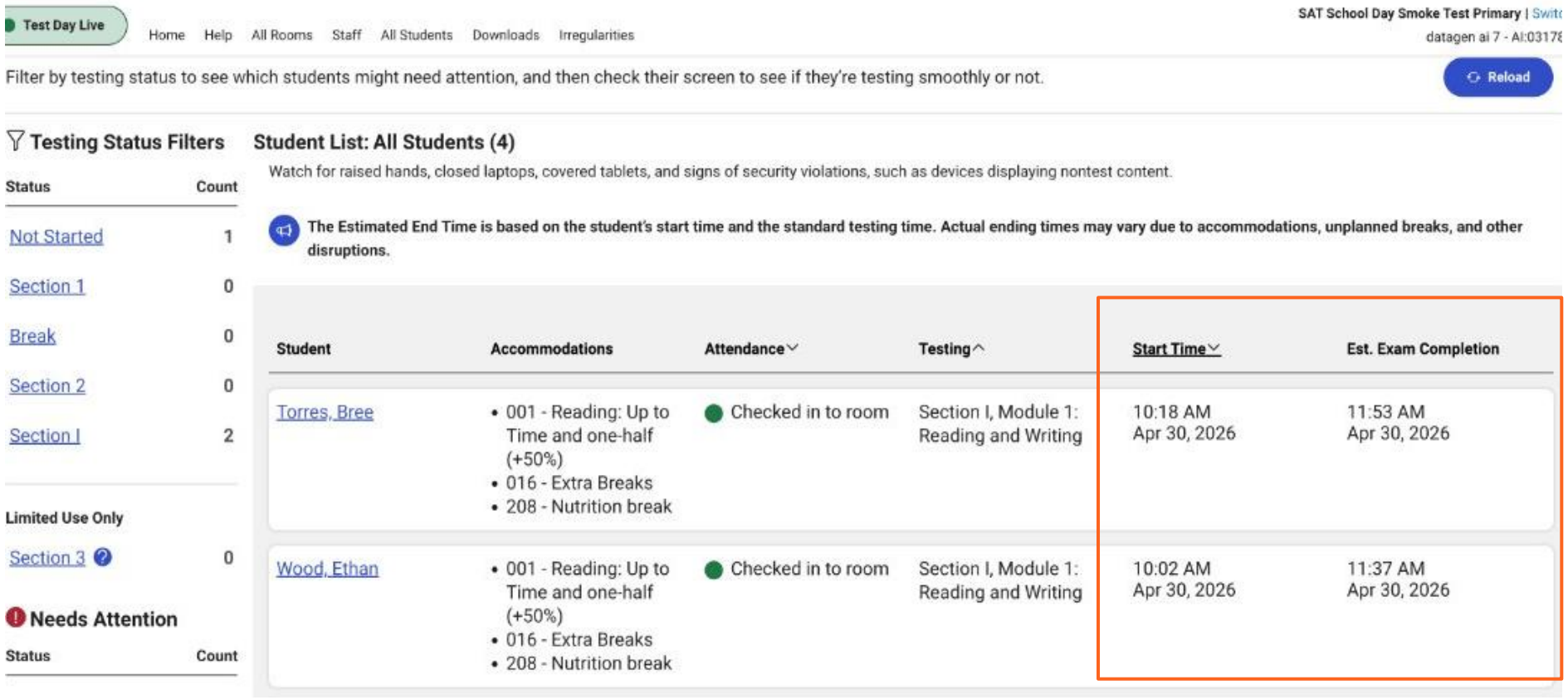
TDTK Update for Spring 2027: Enhanced Testing Time Insight – Test Day Live

Timing scenarios are posted at the top of the roster and for each student their start and estimated end time



TDTK Update for Spring 2027: Enhanced Testing Time Insight – Monitoring Dashboard

Each individual student's start and estimated end time is posted



Bluebook

Purpose	• Digital testing application students use to take the PSAT 10 and SAT assessments
How to Access the System	• https://bluebook.collegeboard.org/ > Download App
Access Available	• Student and educator practice tests available year-round with an established College Board account. School-managed student access is available with a test ticket obtained from TDTK.
Key Functions	• Access practice tests • Conduct student readiness checks • Administer digital assessments • Submit student responses securely

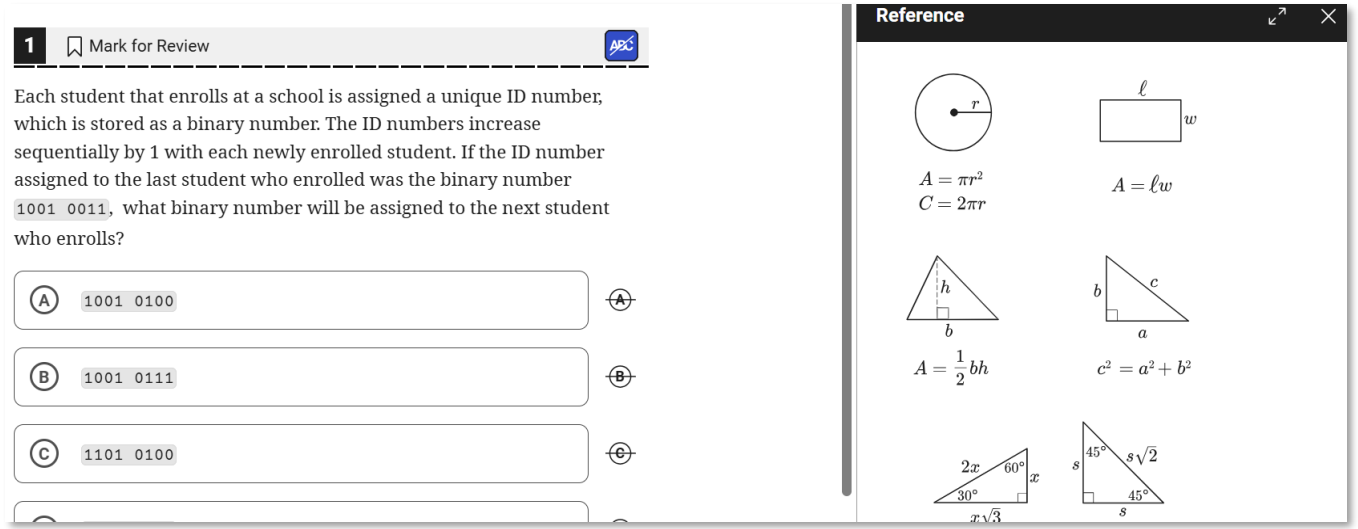
Chromebook Requirements Update

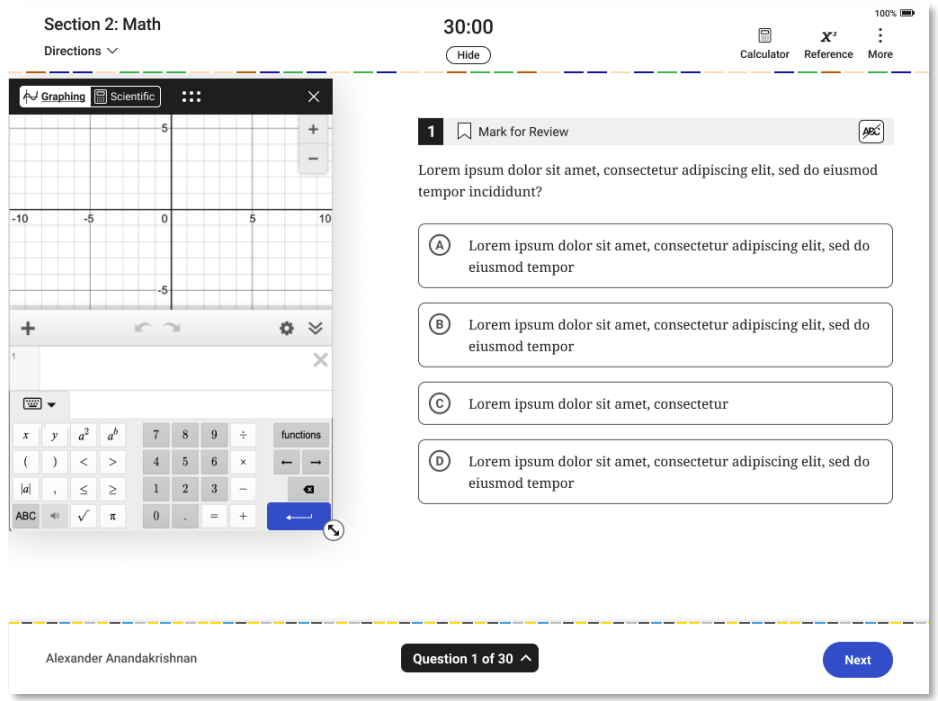
Bluebook™ **won't work** on Chromebooks **unless verified mode is enabled.**

Full setup directions: **Bluebook Chromebook verified mode**

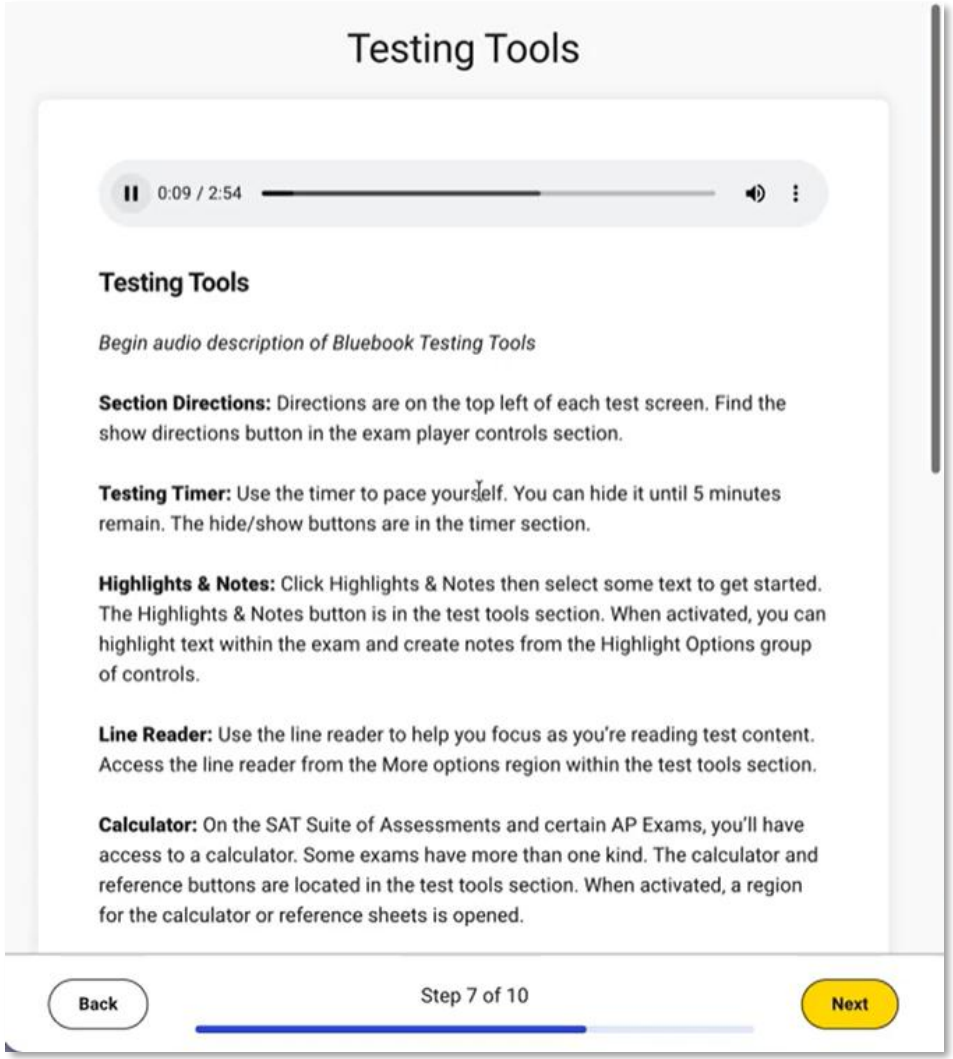


Bluebook Update for Spring 2027: Resizable Reference Sheet and Calculator in Bluebook





Bluebook Update for Spring 2027: Enhancement for Blind/Low Vision Students



Full transcript of testing tools

Screen readers can consume transcript to control cadence

K-12 Reporting Portal

Purpose	• Provides access to student score reports and aggregate assessment data
How to Access the System	• New users: Must be given access through the Managing Access tool. • Returning Users - Log in to a College Board Educator Account>My Dashboard>K-12 Assessment Reporting -or- k12reports.collegeboard.org
Access Available	• Year-round
Key Functions	• Access student score reports and practice score reports • Review aggregate district and school data • Analyze participation and performance reports • Download PDF score reports

K-12 Reporting Portal Update: Practice Test Results in K-12 Assessment Reporting Portal – Coming November 2026

- Bluebook includes official full-length practice tests for the SAT (8 forms); PSAT 10 (3 forms).
- These practice tests are designed from the same content specifications as the actual assessments and measure core skills in reading, writing, and math on a consistent, aligned scale.
- The practice test results of students who take the test using school-based sign-in ticket credentials (i.e., Test Day Ticket) will be automatically available to school and district educators in the K-12 Reporting Portal.
- Students who take practice tests on their own with a personal College Board account will have the option to share their results with their school via My Practice.

SAT Suite Ordering & Registration (SSOR)

Purpose	• Used to submit Onboarding Survey Testing Details that College Board uses to establish districts and schools • Serves as the primary tool for managing district- and school-level user accounts, roles, and permissions across College Board platforms
How to Access the System	• New users: Must be given SAT Suite Ordering role through the Managing Access tool. • Returning Users: Log in to a College Board Educator Account>My Dashboard>SAT Suite Ordering & Registration -or- visit ordering.collegeboard.org
Access Available	• October 1st, when the SSOR Onboarding Survey is available. Edits can be made until the spring test window is closed.
Key Functions	• Submit Onboarding Survey information • Add or update district and school users • Assign coordinator roles and permissions • Update test administration information

HOW: School Onboarding & Training

School onboarding is the annual process of confirming school and staff information for spring SAT/PSAT 10 testing, completed in SAT Suite Ordering and Registration (SSOR).

- The onboarding survey window runs October 1 – 23, 2026; whoever is listed as DTC or STC (and backups) is how access to SDMS and TDTK is provisioned.

Rather than a step-by-step walkthrough, use these navigation tools to find what you need, when you need it:

- The Interactive Coordinator Checklist launches TBD, with full access for Test Coordinators and invited DTC access.
- The full training calendar, registration links, and recordings are posted on DDOE Schoology ().
- College Board's required LMS online training opens January 19, 2027, and must be completed before administration.

Resources & Communication

College Board and DDOE Websites, Newsletters, Interactive Checklist, and Support



CollegeBoard

Interactive Checklist



Launching **TBD**!

- The primary School Test Coordinators will receive full access to their school's tasks, with the ability to assign tasks to other test day staff.
- For DTC access, have the STC invite the DTC to their school's checklist.
- New for spring 2027: Access in GuideCX to the overall planning board, rather than just the task cards displaying one by one.

Communications

NEW!

College Board's Monthly Newsletter



- New email address: collegeboard@e.collegeboard.org
- Delivered the first week of each month beginning November 5, 2026.
- Sent to School Test Coordinators, SSD Coordinators, Technology Coordinators.

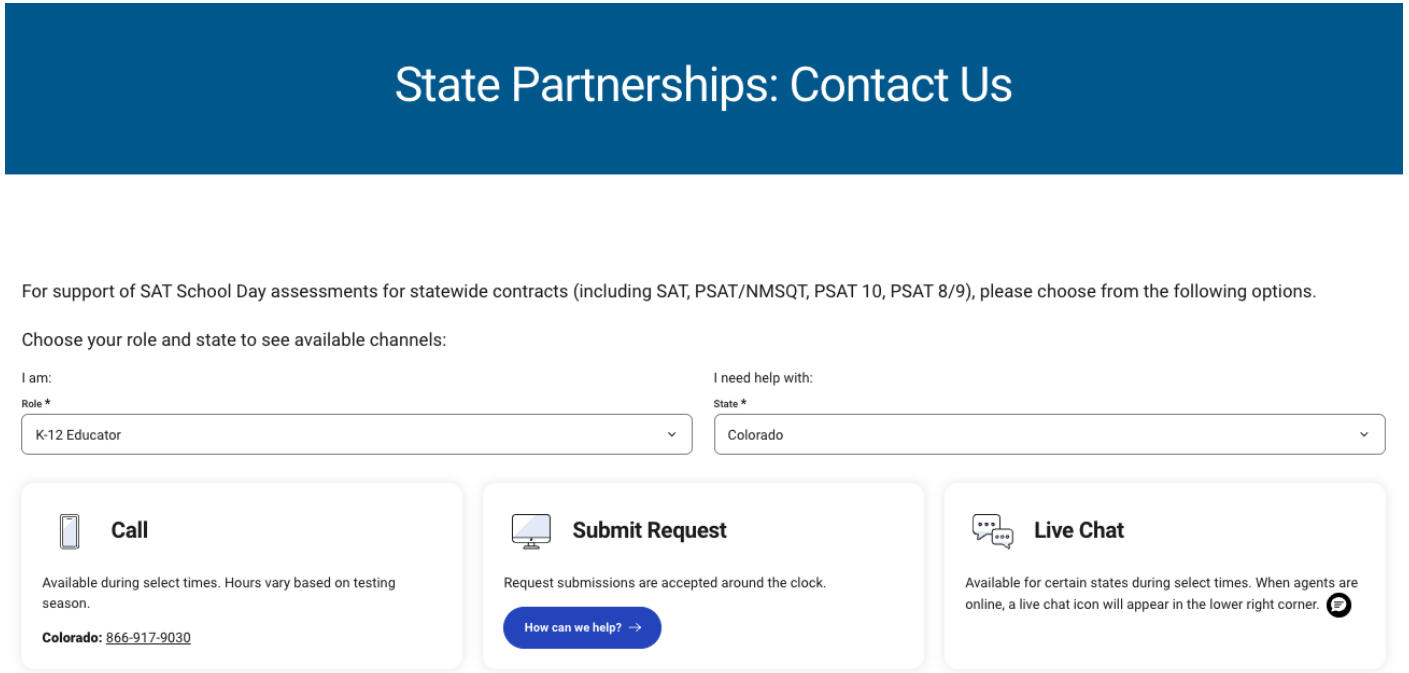
Includes:

- Review of key dates and tasks
- Preview of upcoming items for the next month
- Testing program updates from College Board and DDOE

- New Delaware College Board website launches on **November 1, 2026**!

College Board Customer Service

New “Contact Us” page with the option to select your state that includes phone, email, and live chat features



Useful for common questions like:

- I can’t access my account
- I need help with registration
- I need help with TDTK

Contact Us



Contact	Details
New Delaware College Board Website	www.collegeboard.org/Delaware
State Partnerships Customer Support Center	satsuite.collegeboard.org/state-partnerships/contact
College Board's Delaware Customer Support	DESAT@collegeboard.org 866-609-2205
Primary DDOE SAT/PSAT 10 Contact– for policy questions	Katia Foret, katia.foret@doe.k12.de.us
State Contract Program Management (DTC use only)	Regina Leslie, rleslie@collegeboard.org
Score Release Workshop Outreach	Dianna Frank, dfrank@collegeboard.org

Communication Protocol with DDOE/College Board



- Student Personally Identifiable Information (PII) should be handled with care.
- Student PII includes:
  - Name
  - Date of Birth
  - Address
  - Phone Number
  - Email Address
  - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.

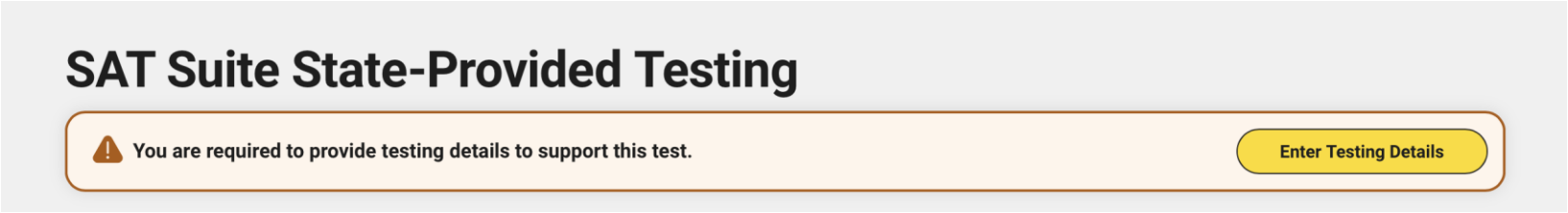
District & School Onboarding/Establishment Process

School & District Onboarding Process

School and district onboarding is the annual process of collecting district, school, and staff information for all DDOE schools with eligible testers. This information is used to establish schools for spring SAT/PSAT 10 accountability testing.

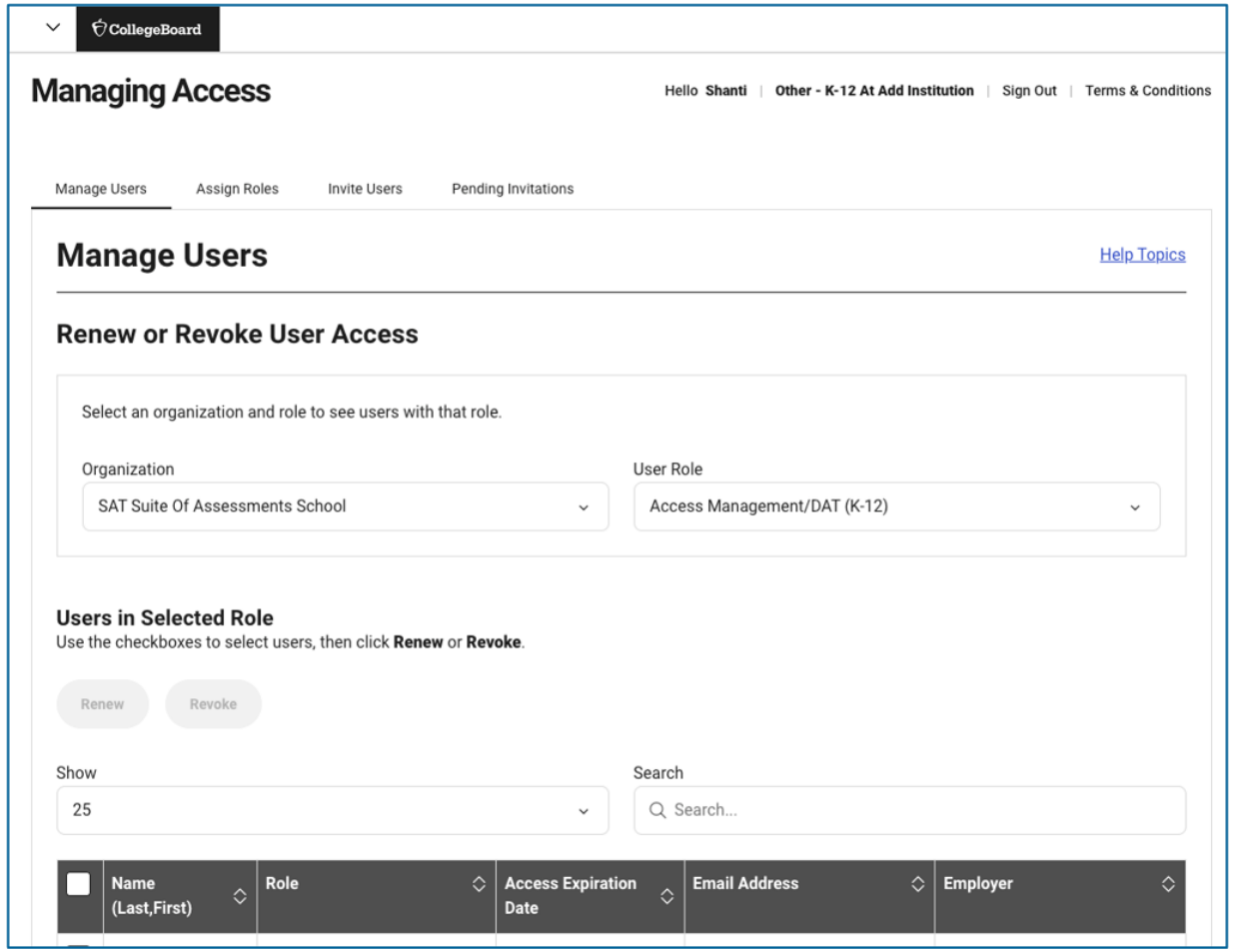
If a school already has an Attending Institution (AI) Code, it will be confirmed for Spring 2027 testing during the onboarding process. If your school is new or does not have an AI Code, one will be assigned during this process.

Districts and Schools will login to **SAT Suite Ordering and Registration (SSOR)** to submit their information under the “Enter Testing Details” banner.



Managing Access to Support SSOR

- Must have "**SAT Suite Ordering**" Role at District Level to complete the district testing details survey.
- Must have "**SAT Suite Ordering**" Role at School Level to complete the school testing details survey.
- SSOR Access Codes, which allow you to use the **Managing Access Tool**, for DTCs:
  - District access code
  - School access code(s)
- DTCs make a local decision to complete testing details surveys on behalf of their schools or assign this task to the school's STC or designated survey respondent.



[Managing Access Tool Learning Modules]

What is SAT Suite Ordering and Registration (SSOR)?

SSOR is the system district and school assessment coordinators use to:

- **Fall Only** -Order tests and register students for **SAT/PSAT 10 fall testing**
- Complete the **spring SAT/PSAT 10 testing** school/district onboarding surveys so testing details (including contacts) are updated
- Whoever is listed in SSOR as DTC or STC and their backups is how access to the State Data Management System (SDMS) and Test Day Toolkit (TDTK) is provisioned
- DTCs **must** have access to SDMS to be able to facilitate the SAT/PSAT10 spring assessments
- **IMPORTANT**: You **do not** order tests or register students in SSOR for **spring testing**

School Onboarding Timeline

Activity	Timeframe
DDOE provides participating school list to College Board	September 2026
College Board matches records and verifies schools	September 2026
Email is sent to DTCs to notify them of the opening of the School/District Onboarding Survey in SSOR	October 1, 2026
Staff information finalized for spring 2027 testing	October 23, 2026
AI Confirmation Emails sent to established schools	January 13, 2027

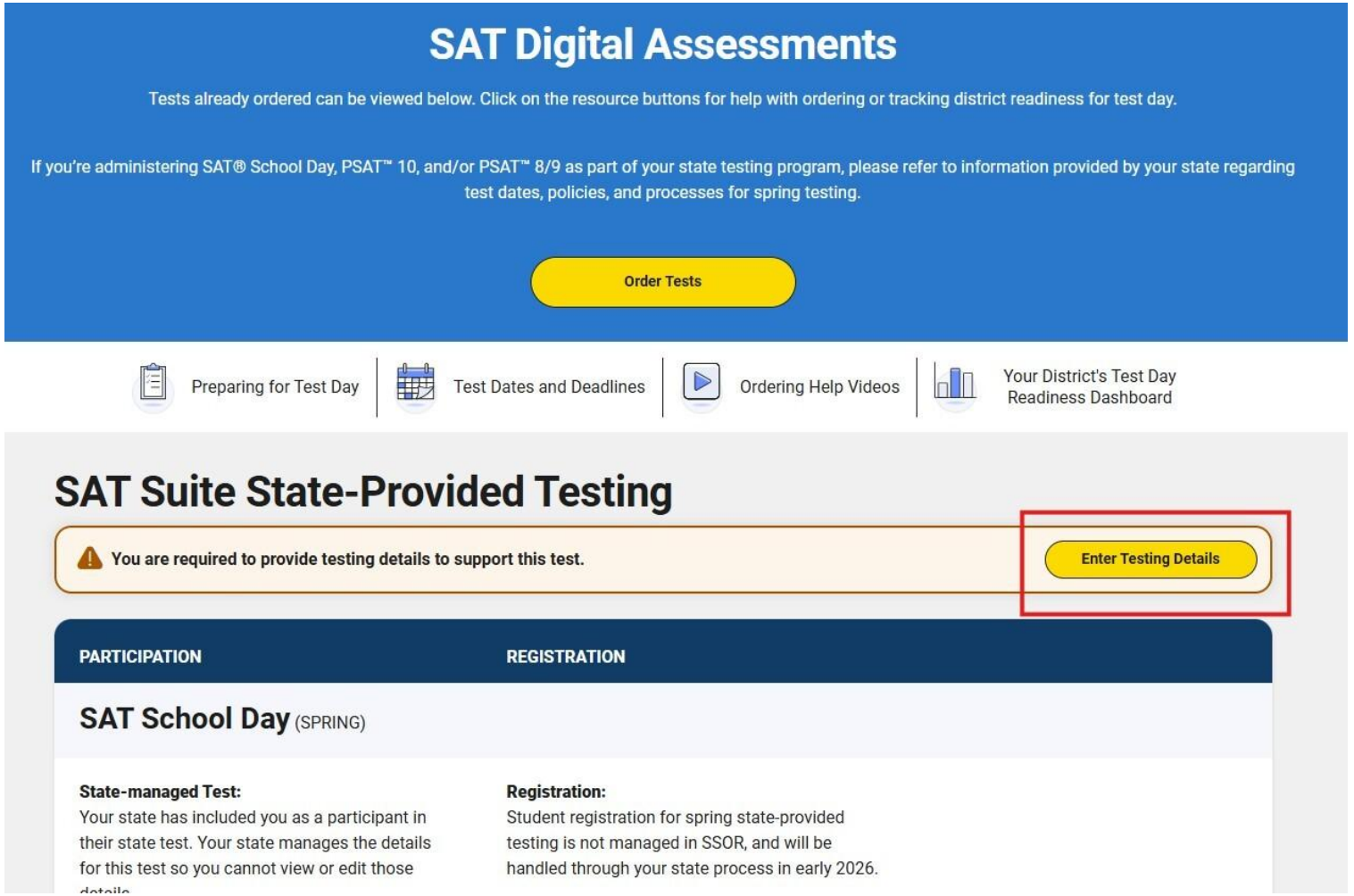
District Onboarding Process

SAT Suite Ordering and Registration (SSOR)

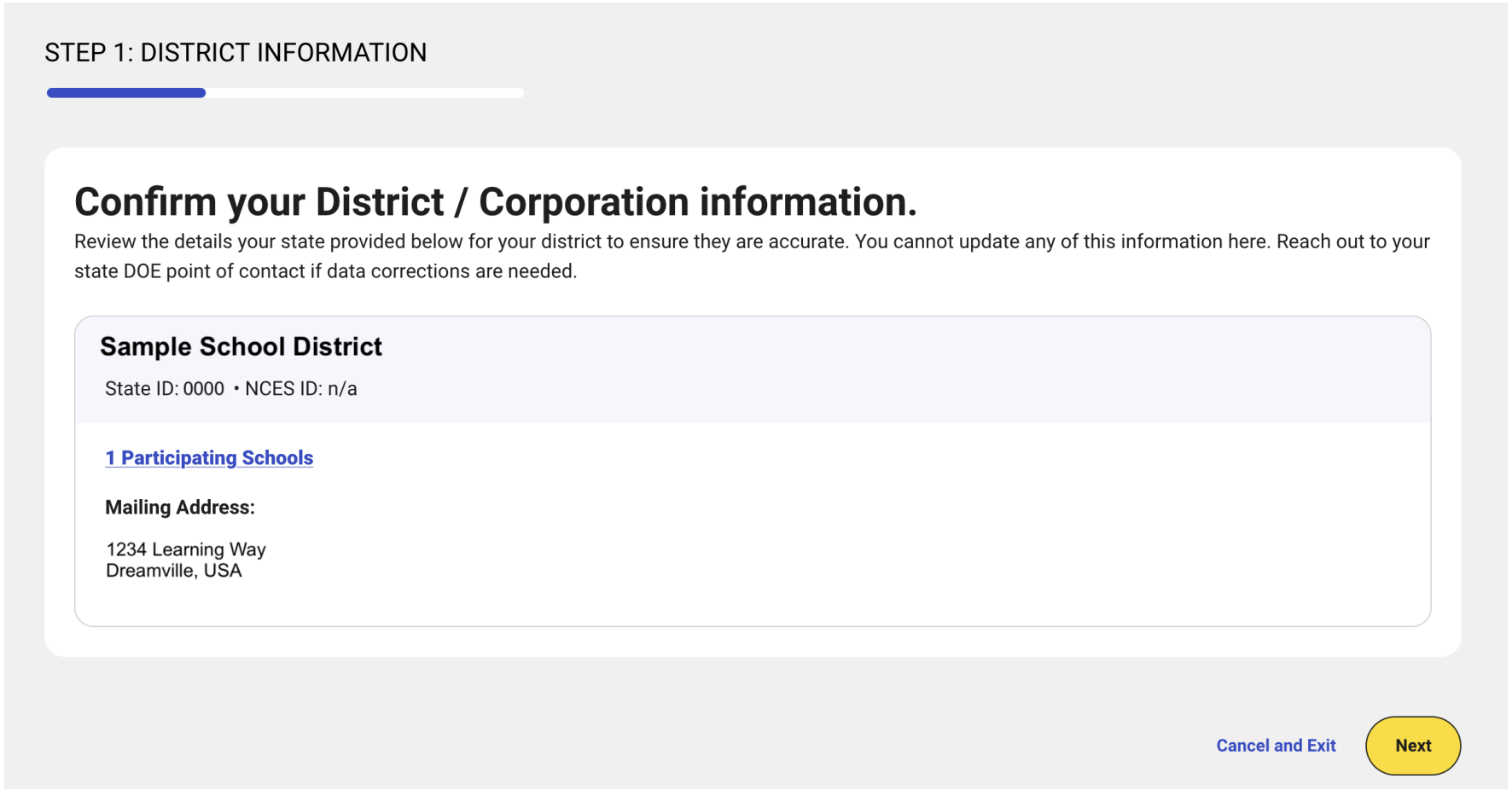
ordering.collegeboard.org

Enter District Testing Details

- District Test Coordinator
- Backup District Test Coordinator
- Optional: District Data Coordinator, Out of District Coordinator (these roles are not provisioned access to SDMS or TDTK automatically.)

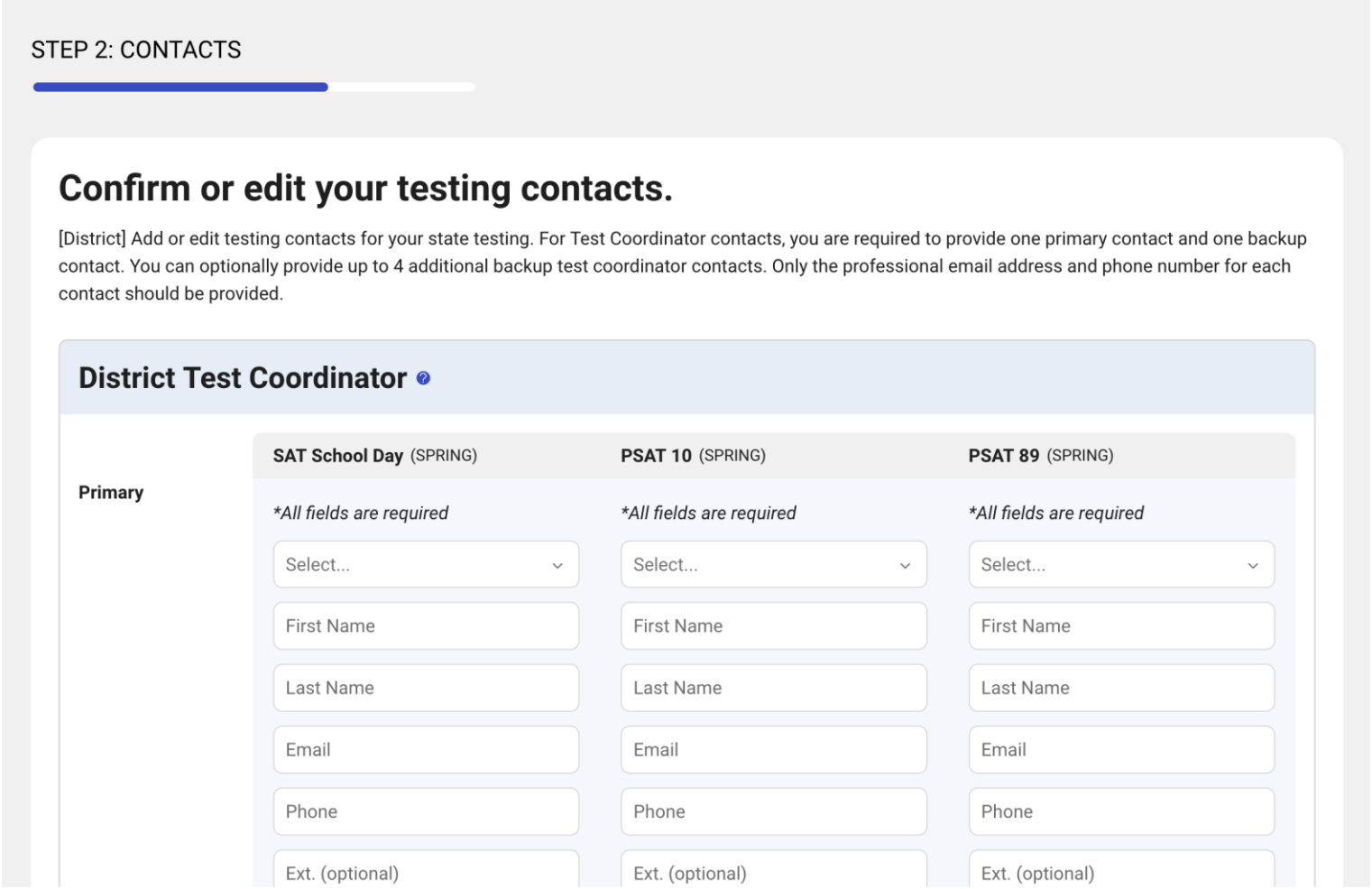


Onboarding Survey Step 1: District Information

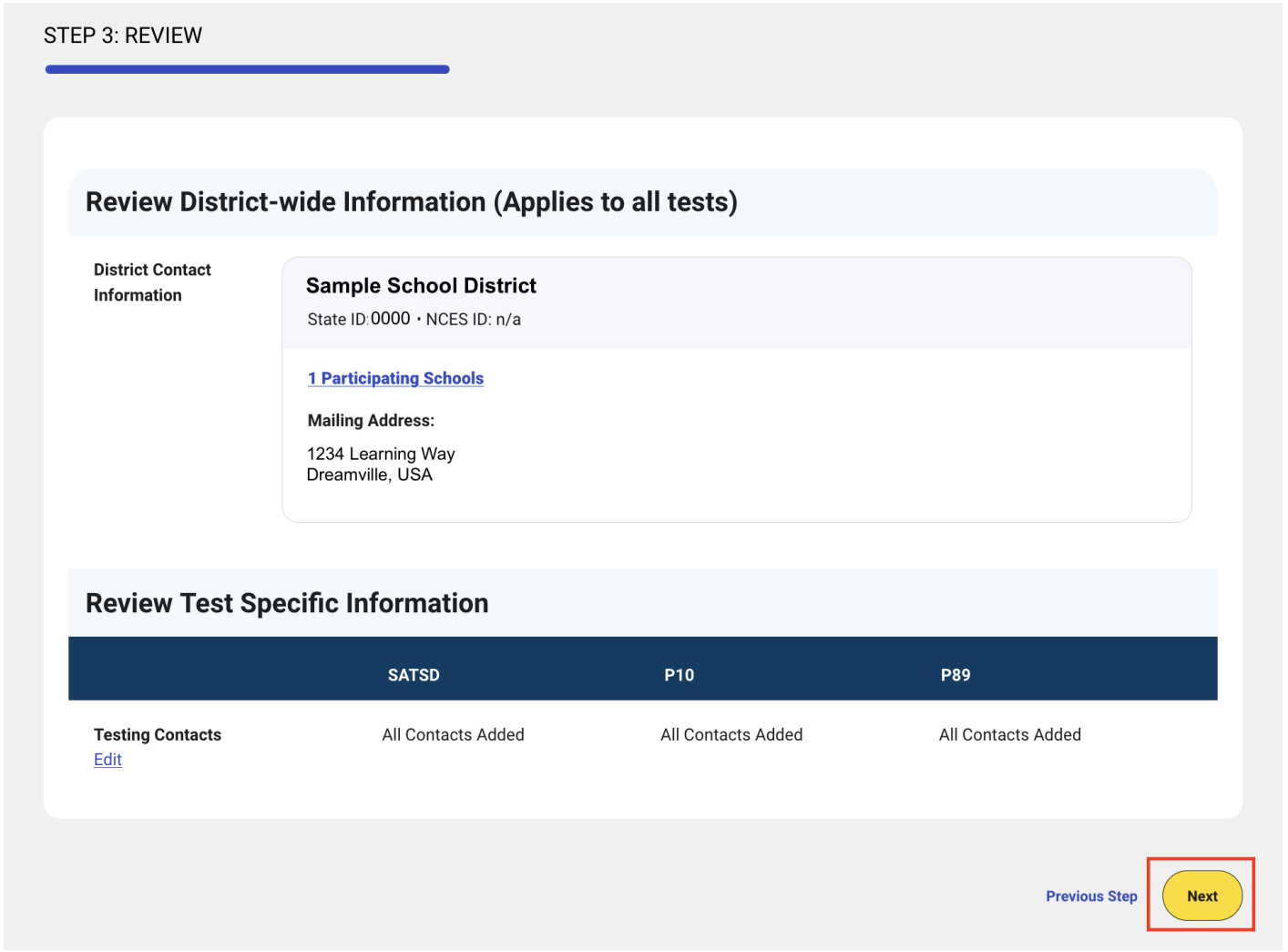


Onboarding Survey Step 2: District Contacts

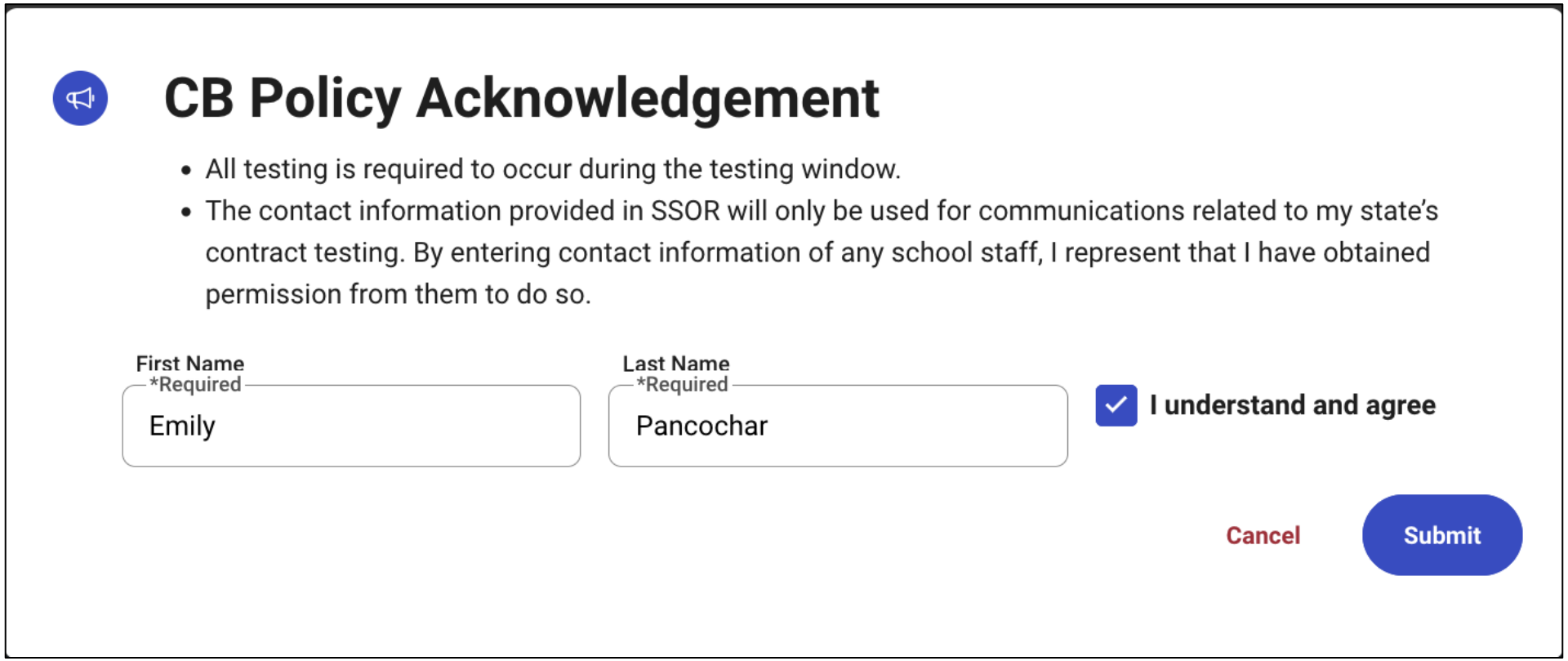
- District Test Coordinator
- Backup District Test Coordinator
- District Data Coordinator
- Leave Out of District Coordinator blank



Onboarding Survey Step 3: Review District Info



Onboarding Survey Step 4: CB Policy Acknowledgement



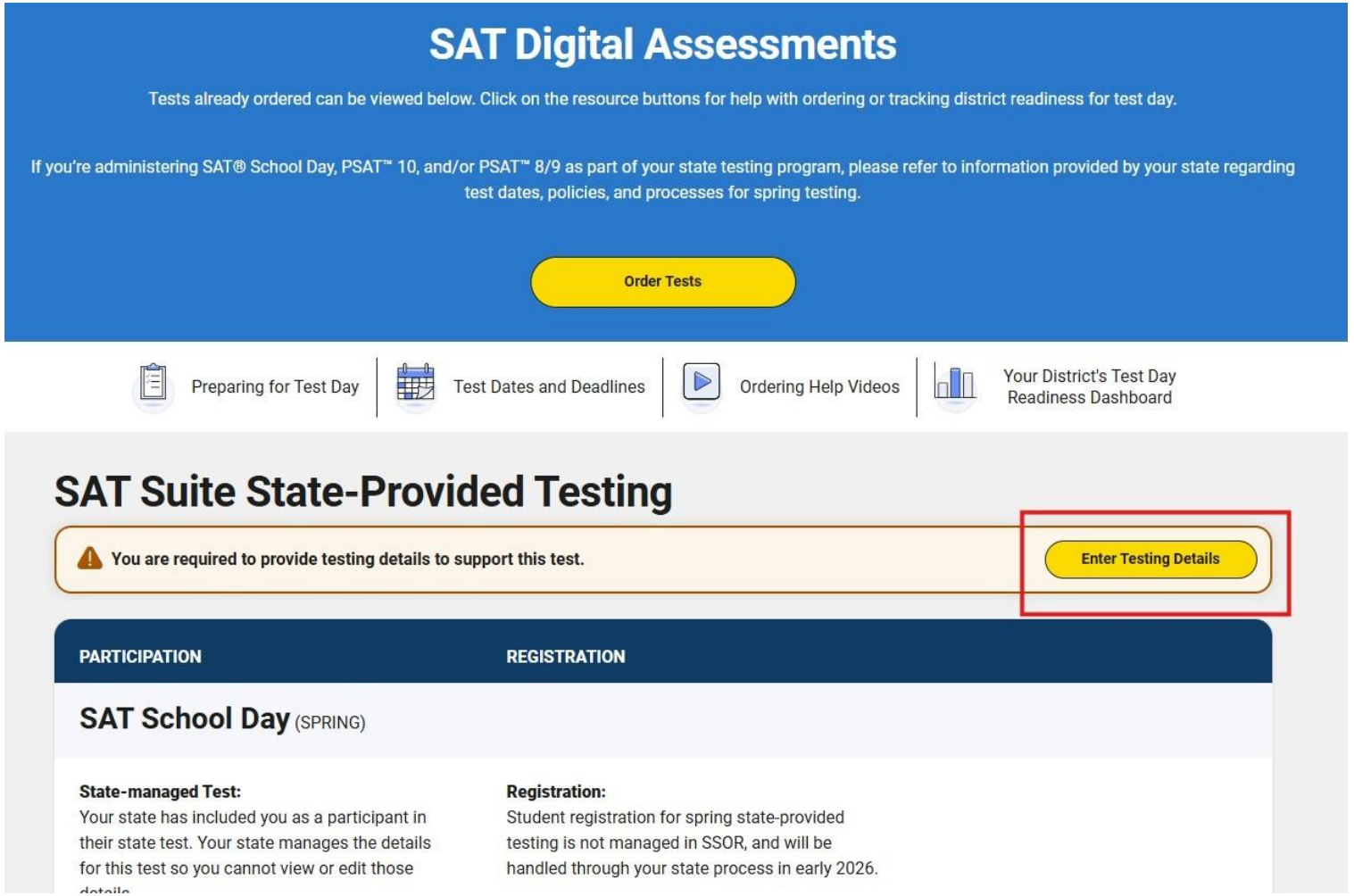
School Onboarding Process

SAT Suite Ordering and Registration (SSOR)

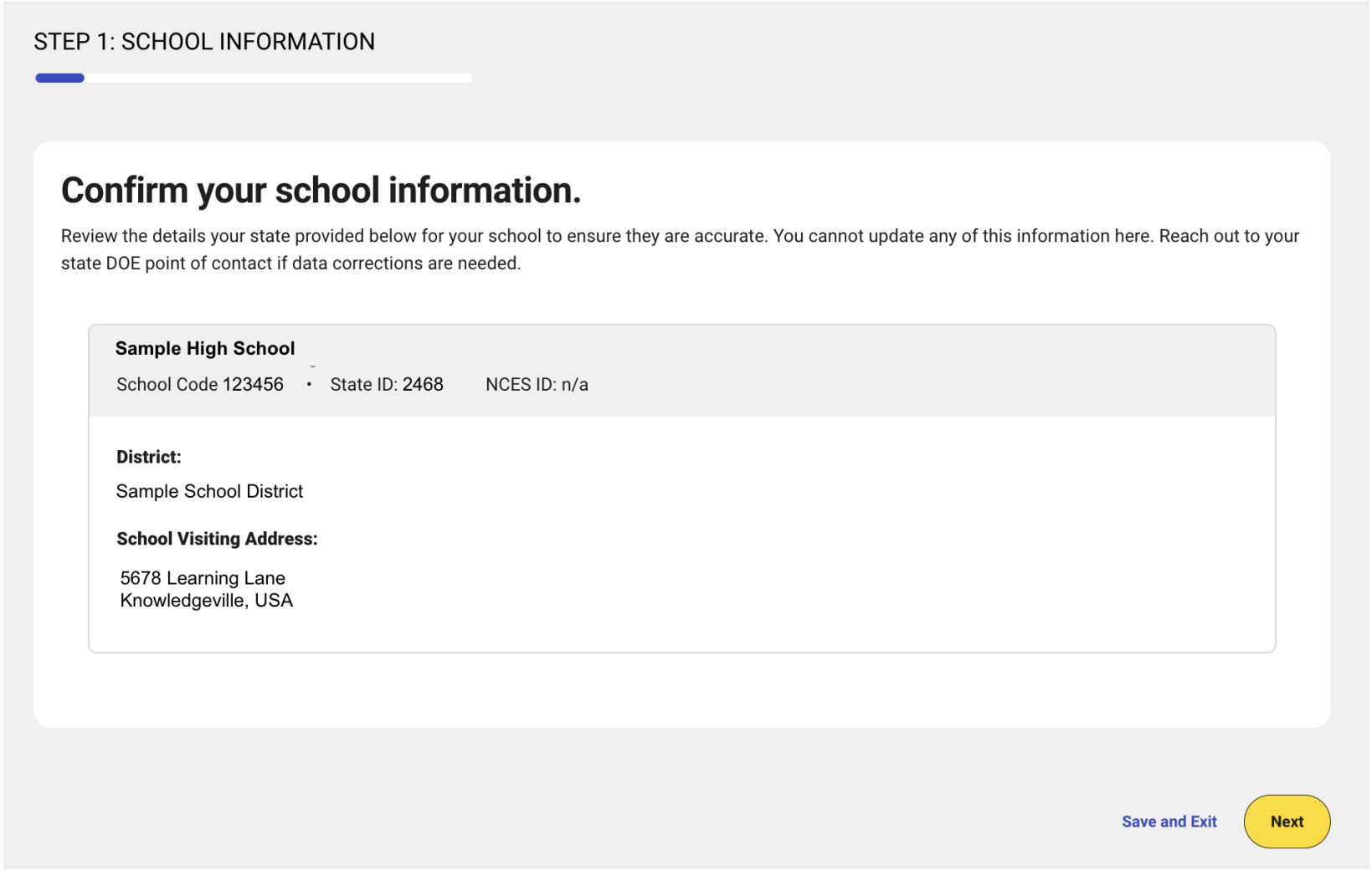
ordering.collegeboard.org

Enter School Testing Details

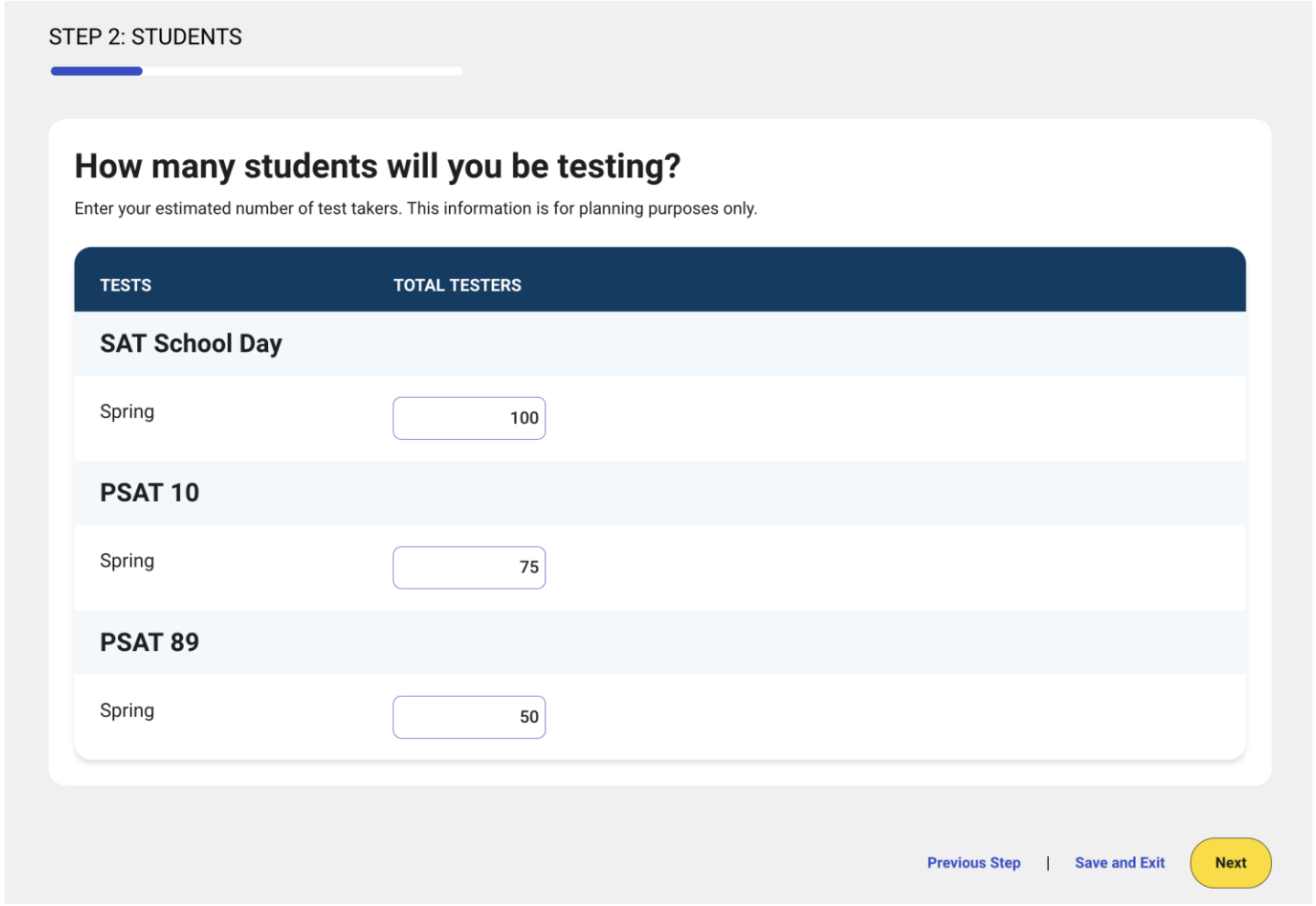
- Estimated # of Test Takers
- Planned Testing Dates
- Spring Break/Closure Dates
- School Staff Contact Info
- Types of Testing Devices
- Off-site Testing Request



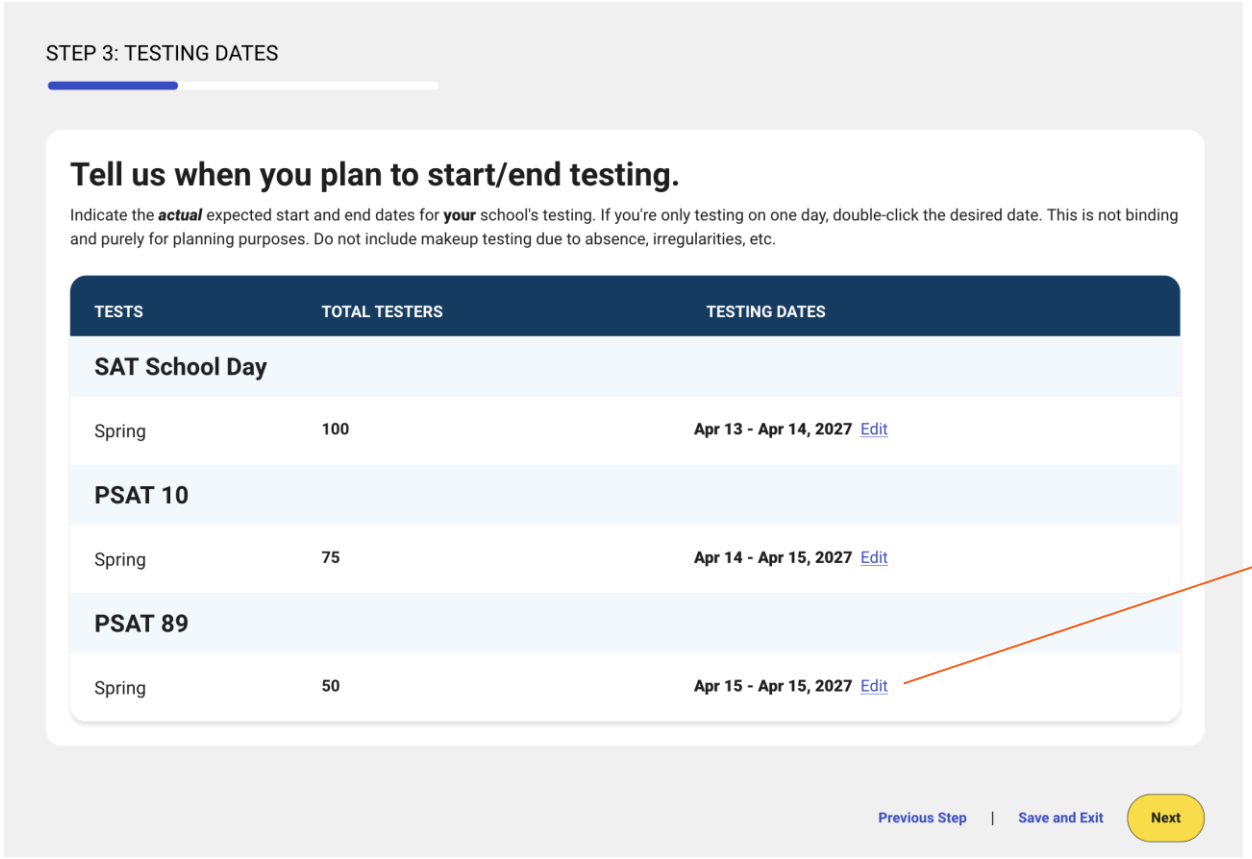
Onboarding Survey Step 1: School Information

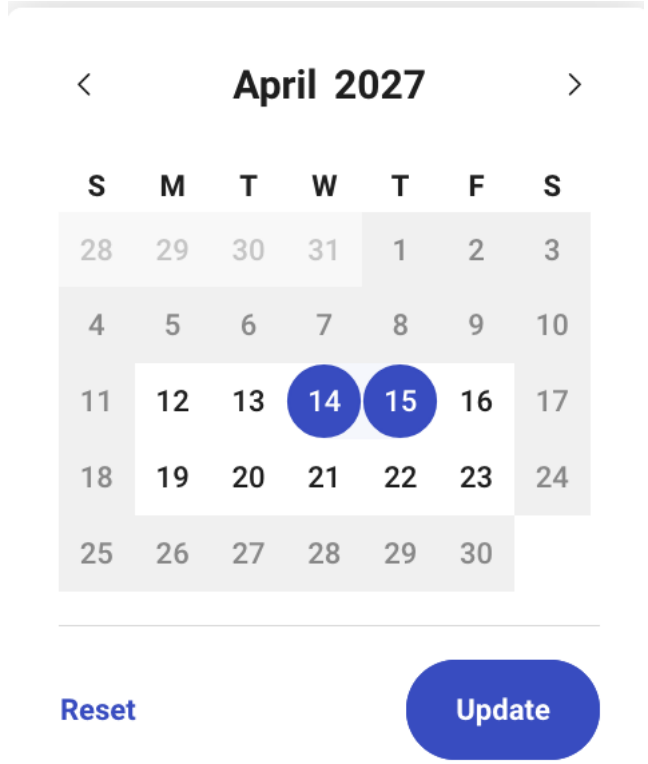


Onboarding Survey Step 2: Students



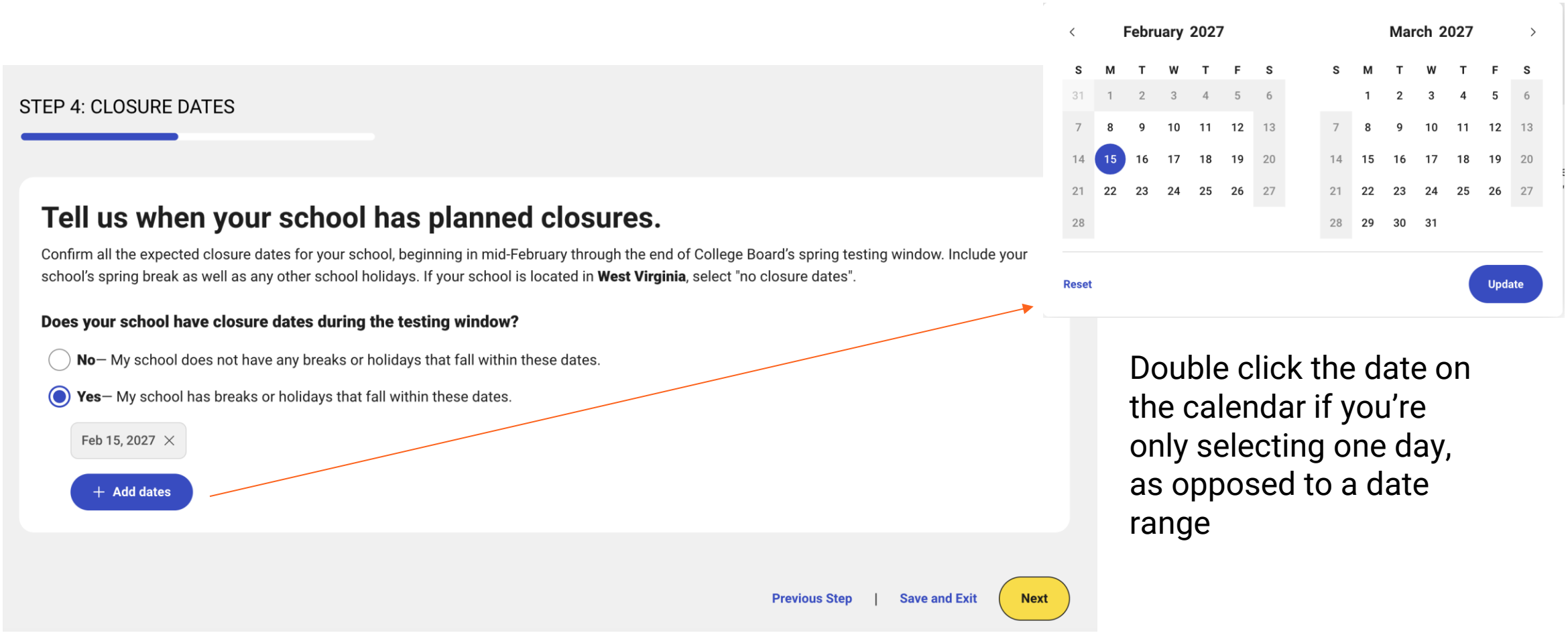
Onboarding Survey Step 3: Testing Dates





Schools are encouraged to utilize the full two-week testing window to assess students. Selecting the designated “main” testing days does not limit testing to those dates; schools may administer assessments on any day within the established testing window.

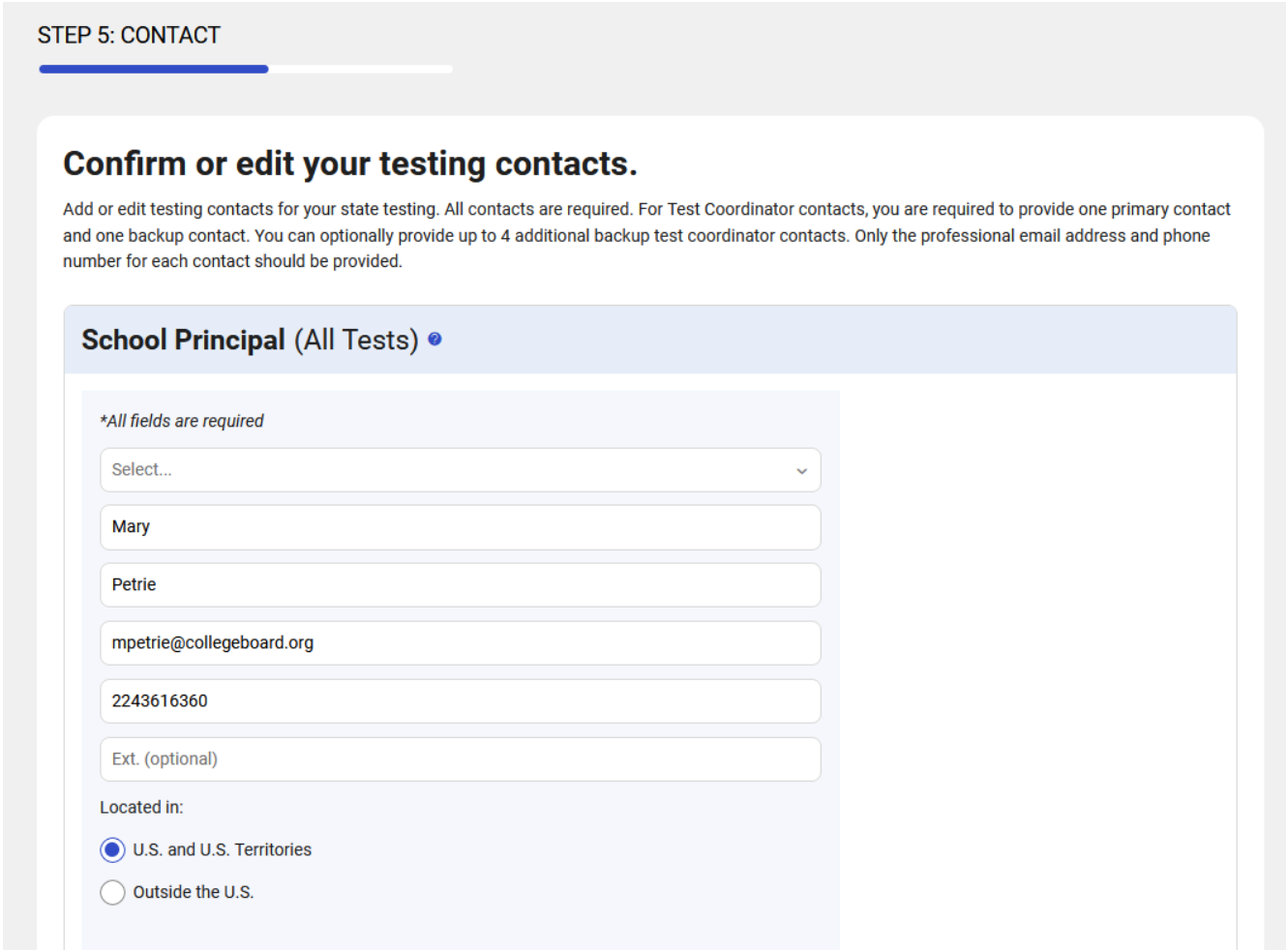
Onboarding Survey Step 4: Closure Dates



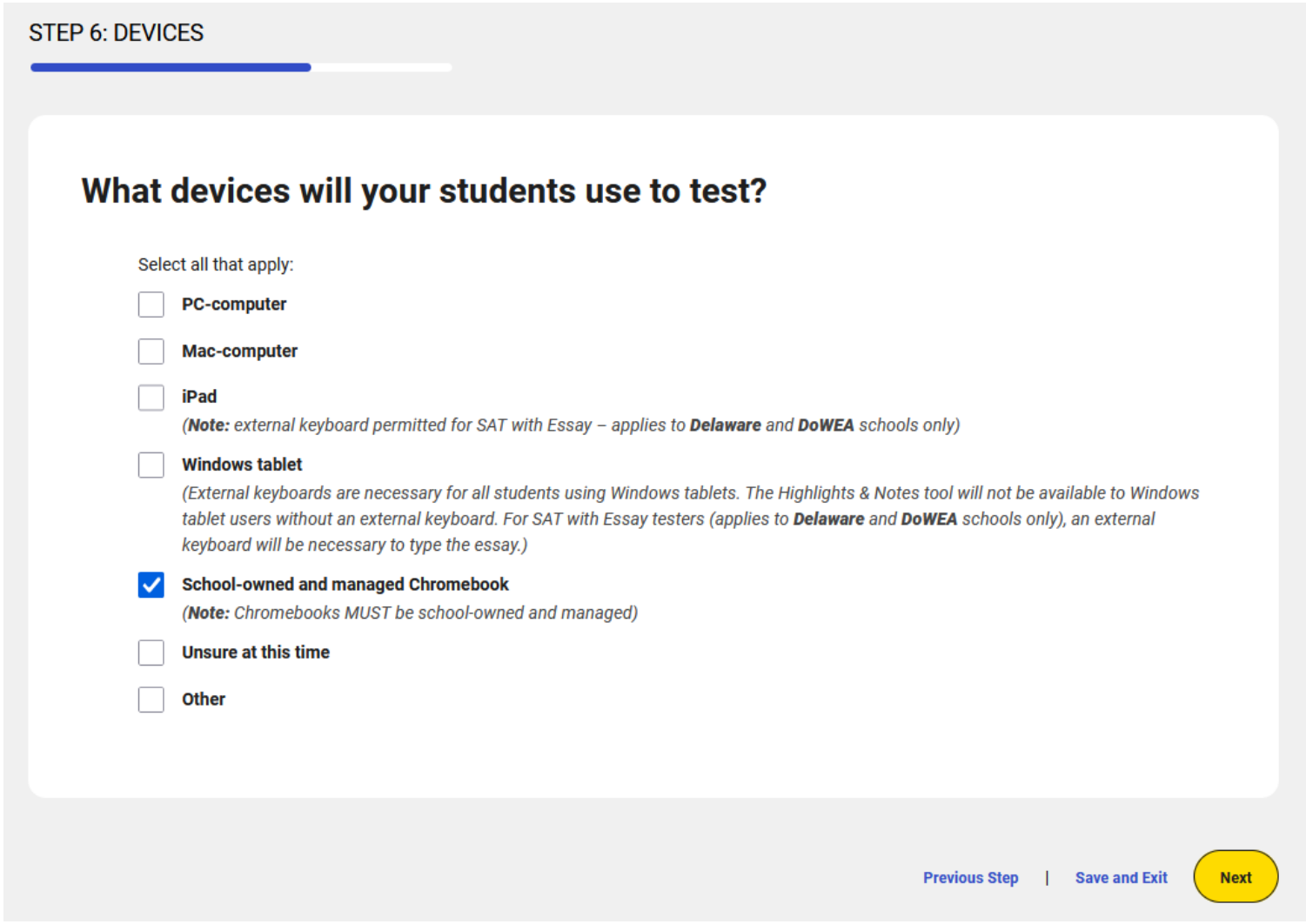
Double click the date on the calendar if you're only selecting one day, as opposed to a date range

Onboarding Survey Step 5: School Contacts

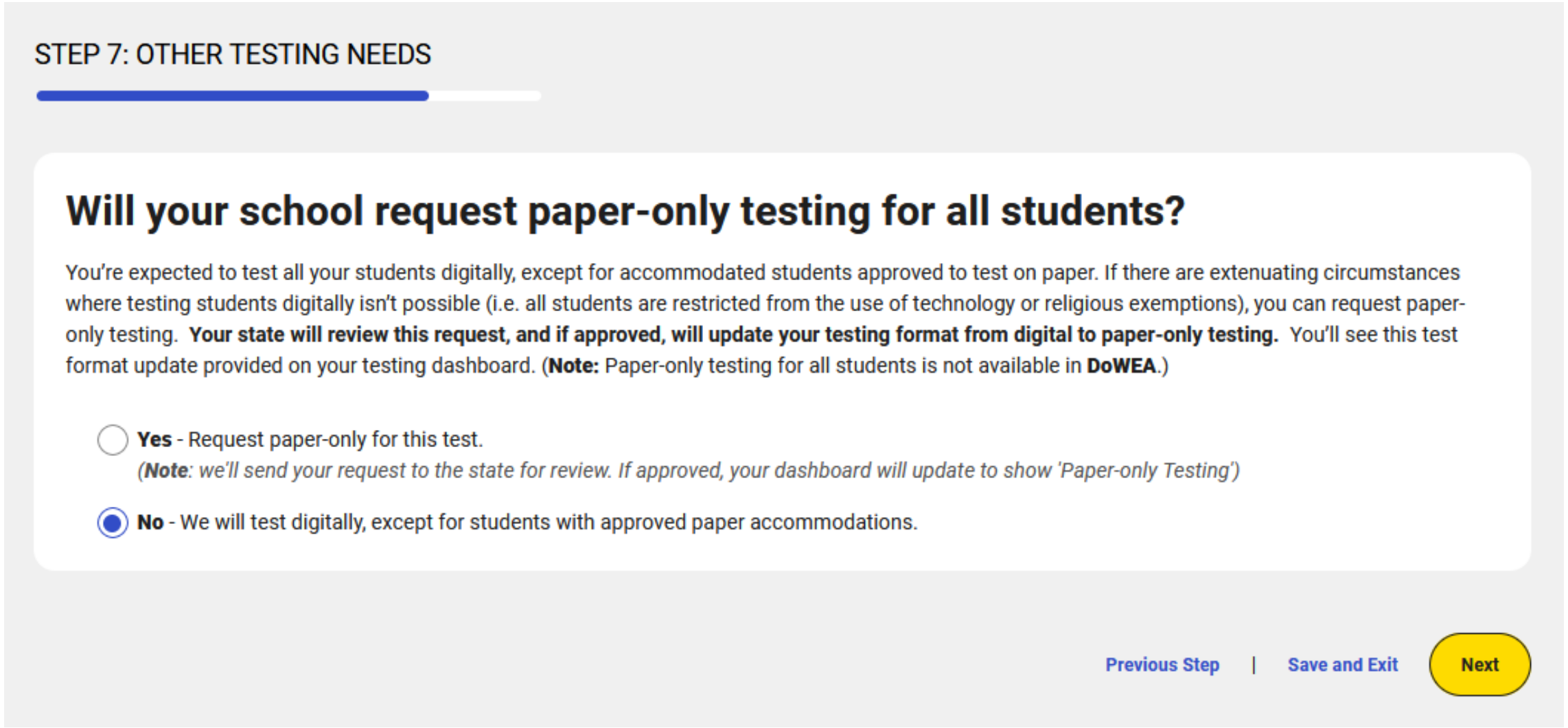
- Principal
- Primary SSD Coordinator
- Backup SSD Coordinator
- Primary School Test Coordinator
- Backup School Test Coordinator
- Primary Technology Coordinator
- Backup Technology Coordinator



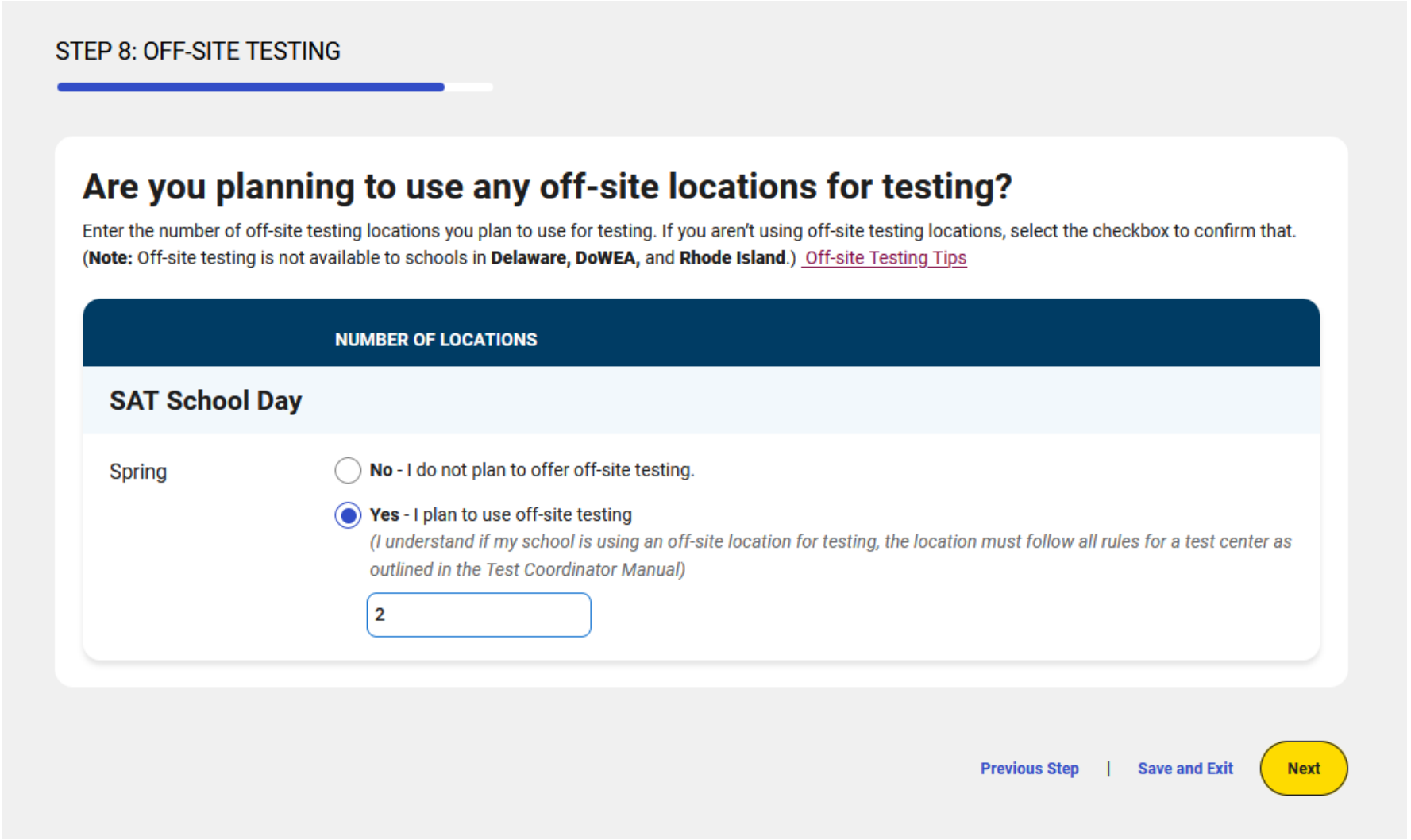
Onboarding Survey Step 6: Devices



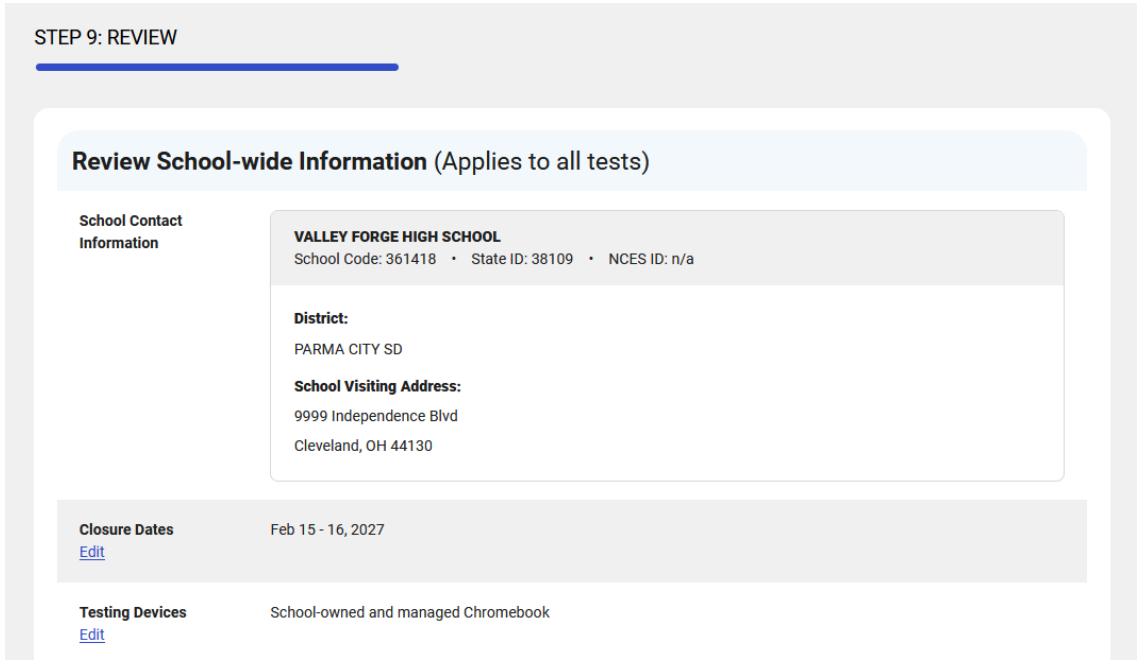
Onboarding Survey Step 7: Paper Testing

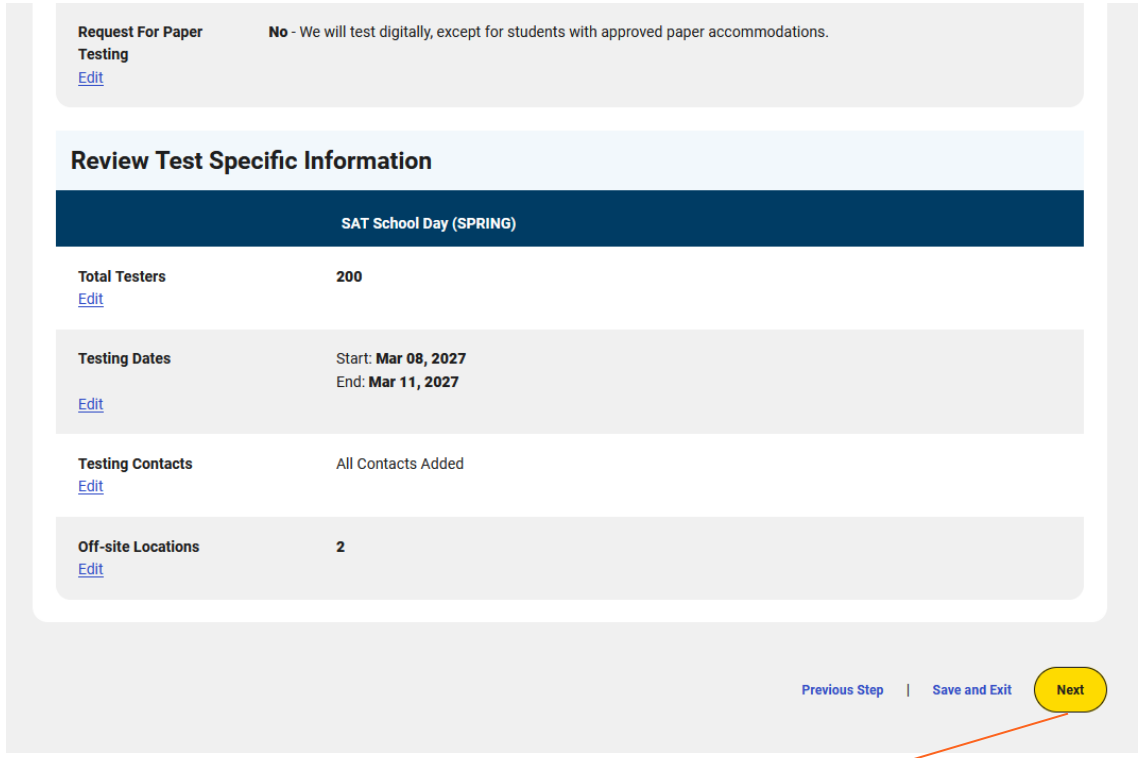


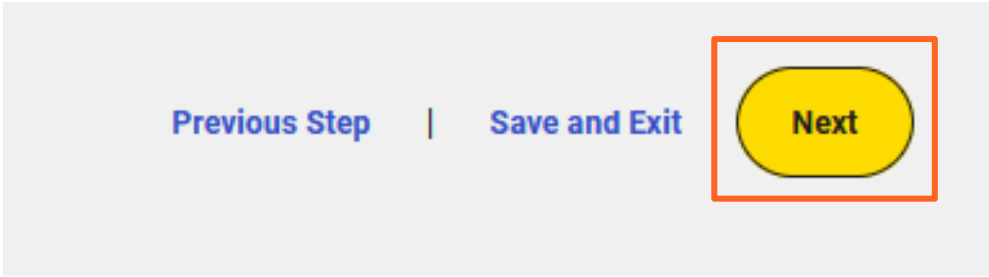
Onboarding Survey Step 8: Off-Site Testing



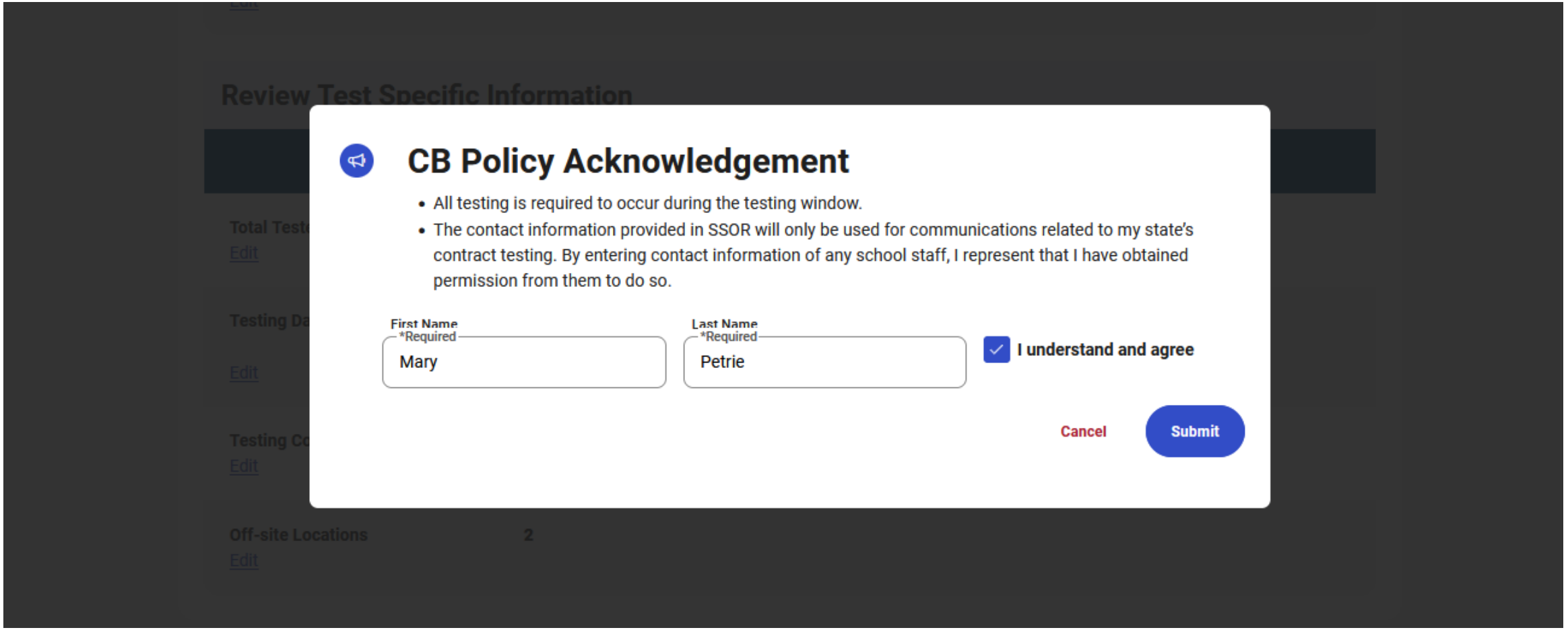
Onboarding Survey Step 9: Review





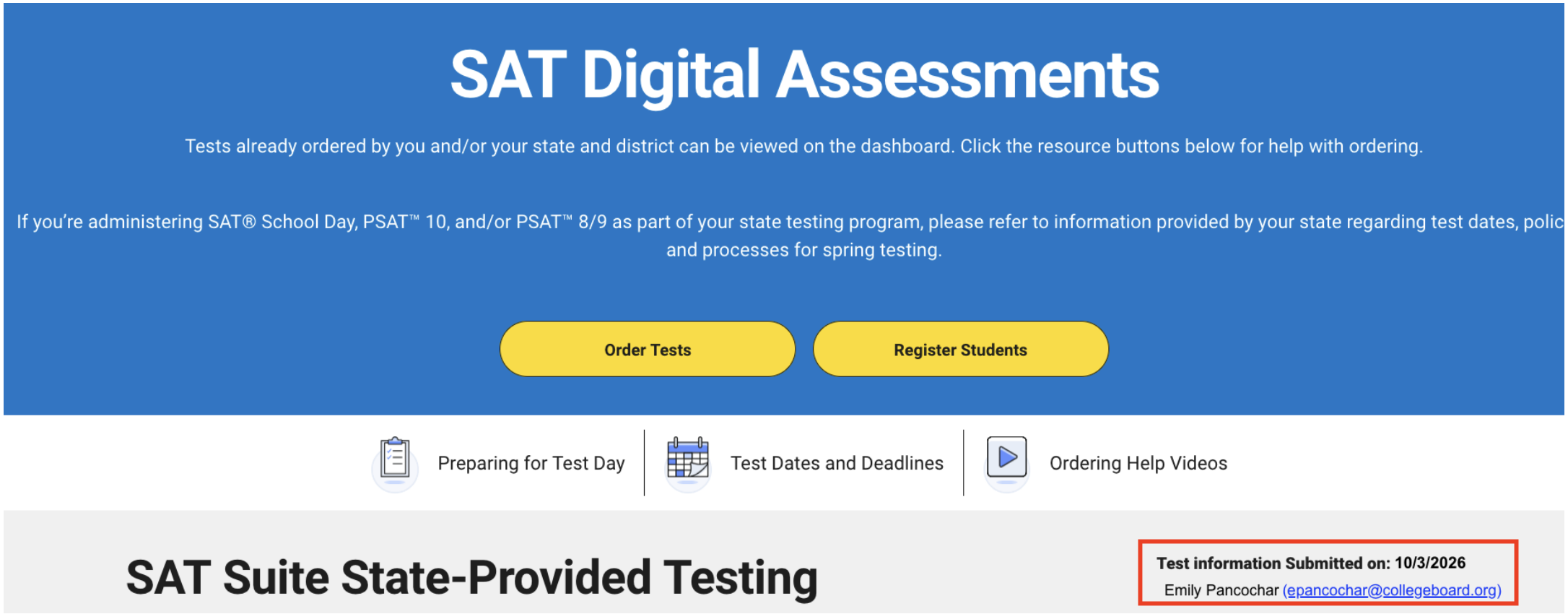


Onboarding Survey Step 10: CB Policy Acknowledgement



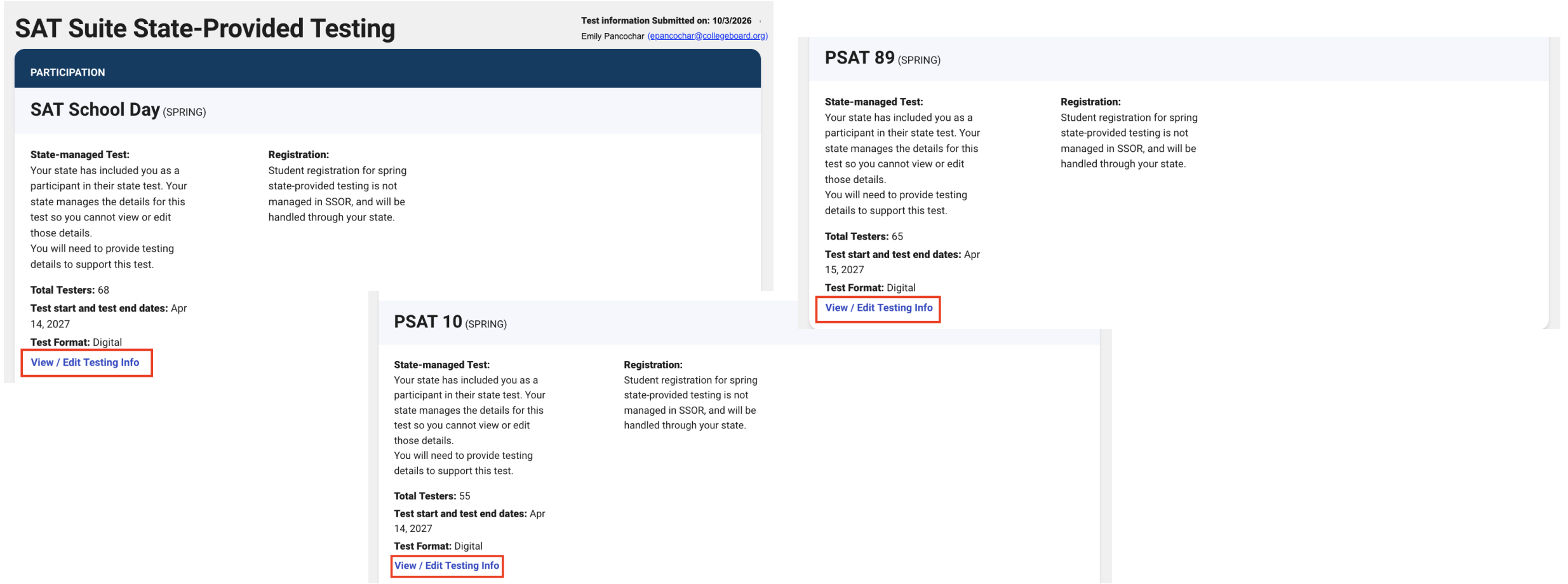
How do I know if my testing details saved?

You'll see the designated survey respondent's name, email address, and time stamp on the SSOR home page



Updating Testing Details after Survey is Done

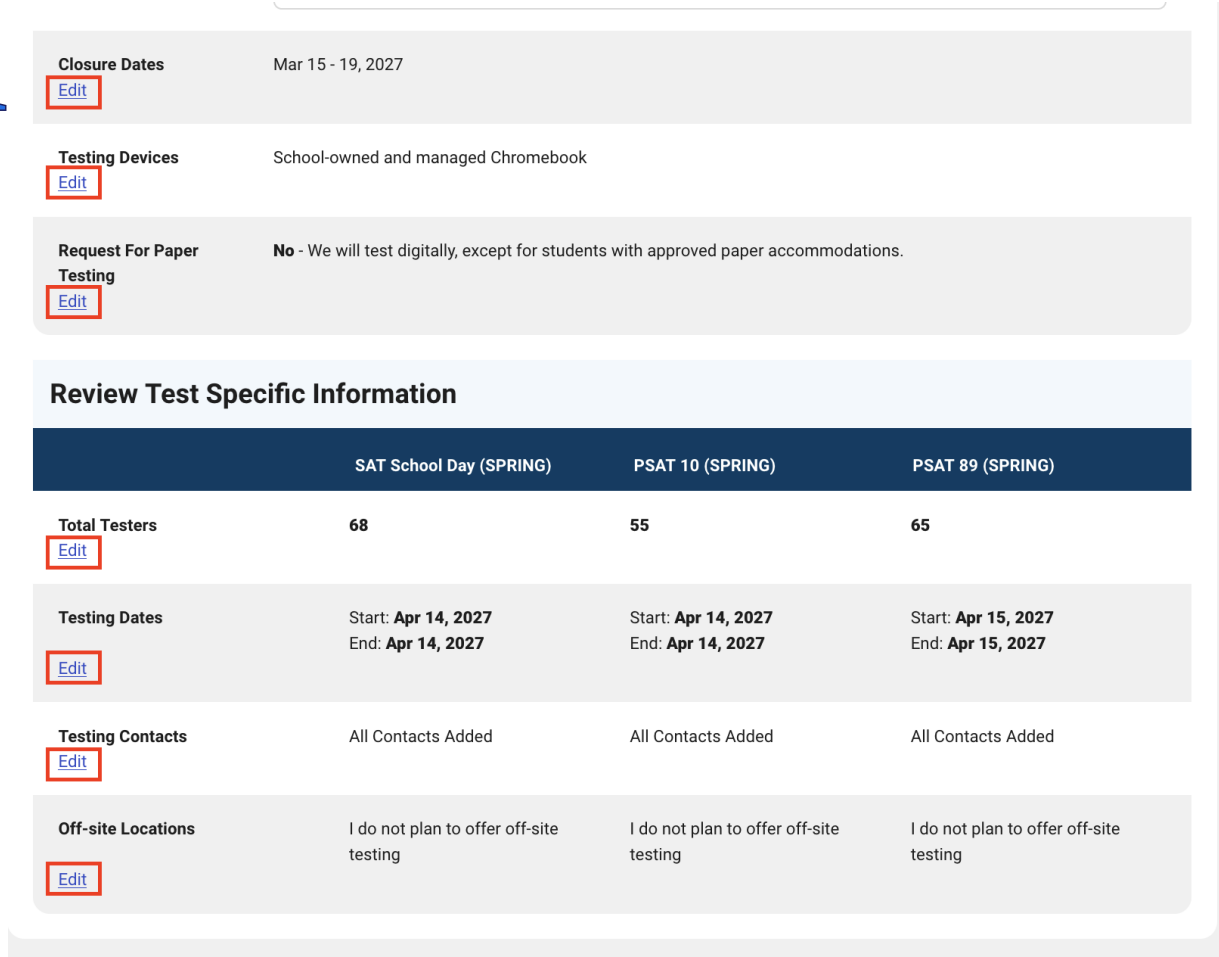
Need to make updates to your testing contacts or test date? No problem!



Updating Testing Details after Survey is Done

Click “Edit” under the section or section you need to make changes to.

1

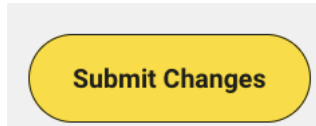


Closure Dates Edit	Mar 15 - 19, 2027
Testing Devices Edit	School-owned and managed Chromebook
Request For Paper Testing Edit	**No** - We will test digitally, except for students with approved paper accommodations.

Review Test Specific Information

	SAT School Day (SPRING)	PSAT 10 (SPRING)	PSAT 89 (SPRING)
Total Testers Edit	**68**	**55**	**65**
Testing Dates Edit	Start: **Apr 14, 2027** End: **Apr 14, 2027**	Start: **Apr 14, 2027** End: **Apr 14, 2027**	Start: **Apr 15, 2027** End: **Apr 15, 2027**
Testing Contacts Edit	All Contacts Added	All Contacts Added	All Contacts Added
Off-site Locations Edit	I do not plan to offer off-site testing	I do not plan to offer off-site testing	I do not plan to offer off-site testing

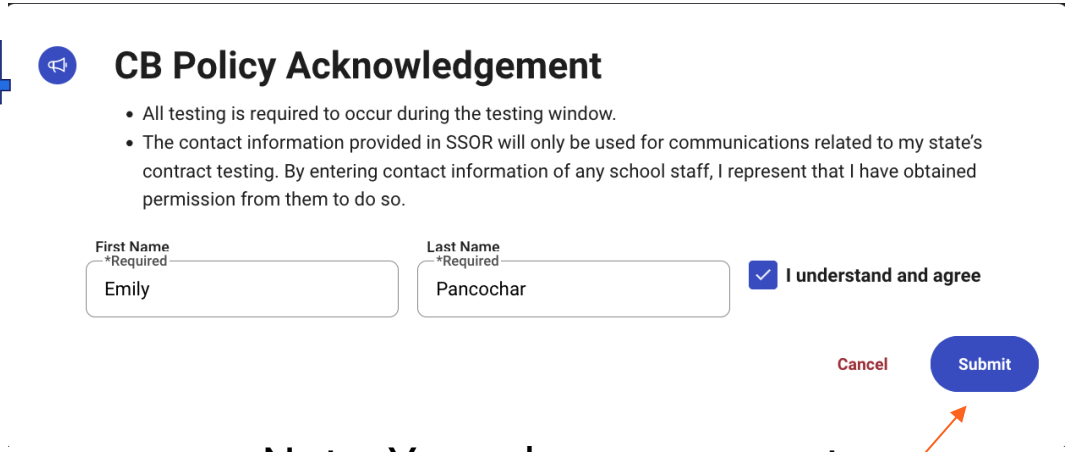
2



3



4



Note: Your changes are not saved until you click **submit**!

Next Steps

Now What?



CollegeBoard

Next Steps for DTCs



1. Complete the district-level SSOR Testing Details Survey
2. Ensure your STC/designated survey respondent completes the school-level SSOR Testing Details Survey by **October 23**
    - Check with schools in your district to make sure they have access to SSOR and know their testing staff, so information is ready when the survey opens October 1.
3. Encourage your SSD Coordinators to submit accommodations ASAP
    - First SSD Coordinator training – How to submit accommodations, changes for this year, etc. is on **November 19, 2026**.



Q & A

Thank You

CollegeBoard