

SAT School Day Checklist

This resource will help you plan a successful SAT School Day implementation and prepare your school, colleagues, students, and parents for your SAT School Day administration. Use the resources in this checklist and in the SAT School Day Starter Kit for additional support.

SAT coordinators: This is a supplement to be used with the *SAT School Day Coordinator Manual*.

The Basics

THE SAT

The SAT[®] is a globally recognized college admission test accepted at all U.S. colleges.

FREE PRACTICE

The SAT offers free, personalized study plans for all students with Official SAT Practice on Khan Academy[®].

TESTING TIME

Students must test in school, starting at the same time, and complete the test before lunch is scheduled.

	ACTUAL TESTING TIME	*ADMINISTRATION ACTIVITIES TIME	TOTAL TIME
SAT	3 hours	50 minutes (approximately)	3 hours and 50 minutes
SAT with Essay	3 hours and 50 minutes	50 minutes (approximately)	4 hours and 40 minutes

*Schools that order before the deadline will receive preadministration information to guide students completing personal information on answer sheets prior to test day.

Tips for Success

Use these tips to prepare for a successful SAT School Day.

- Plan an Official SAT Practice Challenge in the weeks or months leading up to the SAT.
- Include information in parent-teacher organization meetings about SAT School Day and free, Official SAT Practice.
- Schedule a pep rally the day or week before your test day to pump your students up.
- Plan a special program for non-testing grades, like a career fair, college fair, or community service day.

Refer to [Official SAT Practice Strategies](#) to learn about what other schools have done.

4–6 MONTHS BEFORE THE TEST

- Choose your test date.
Refer to [Timeline to Test Day](#) in the SAT School Day Starter Kit.
- Review the **Lesson Plan For Educators: SAT School Day Benefits and Understanding Scores**.
- Coordinator creates/confirms College Board professional account.
- Identify coordinators in Test Ordering System (TOS).
- Order materials.
- Begin planning for special circumstances:
 - Students testing with accommodations.
Refer to collegeboard.org/ssd.
 - Students not participating in testing.
- Share Official SAT Practice on Khan Academy with students.
Refer to [Supporting Students Using Official SAT Practice on Khan Academy](#) in the Starter Kit.

2–3 MONTHS BEFORE THE TEST

- Use the SAT School Day Communication resources, linked in the toolkit, to introduce the initiative to your community.
- With the appropriate school staff, adjust schedules to ensure students test before lunch.

3–4 WEEKS BEFORE THE TEST

- Read and review testing manuals for information on managing the administration.
- Begin working with principal on testing operations and communications.
- Review *SAT School Day Coordinator Manual*.
- Identify and train coordinators, proctors, and monitors.
- Create rosters for use on test day to make sure enough materials are ordered.
- Be sure the SSD coordinator has requested accommodations for eligible students.
- Remind students to access free, personalized SAT practice anytime, anywhere at satpractice.org.
Refer to Khan Academy and College Board Accounts in the Starter Kit.

2 WEEKS BEFORE THE TEST

- Schedule and hold a preadministration session with students.
 - Schedule time to review **Preadministration Lesson Plan: Preparing for SAT School Day** with students.
- Update rosters for use on test day, as necessary.
- Make sure students know where and when to arrive for testing.
- Finalize room and staff assignments.
- Print translated test directions, and review word-for-word bilingual glossary guidelines, only if you have EL students who need testing support.

2–3 DAYS BEFORE THE TEST

- Receive test materials, inventory them, and store them in a secure, locked place.
- Contact customer service if there's an issue with test materials.

THE DAY BEFORE THE TEST

- Complete room setups.
- Disable bells in the school to avoid disruptions.

TEST DAY

- Meet with staff to distribute materials and last-minute instructions.
- Prepare staff for admitting students to testing areas.
- Begin testing all students at the same time, according to schedule.

AFTER THE TEST

- Return all answer sheets and test books (used and unused) to the College Board no later than the next school day after test day.
- Order makeup tests in TOS for students who missed testing (within 2 days after testing).
- Access scores:
 - Look for an email announcing availability of scores, about 2 weeks after testing. Most scores will be available, but some Essay scores may be posted on a later date.
 - Educators can access student scores by visiting k12reports.collegeboard.org/login.
Refer to [Understanding the SAT Scores](#) in the SAT School Day Starter Kit.
 - Schedule time to cover the **Postadministration Lesson Plan: Understanding SAT Scores** when scores are released.