



**TITLE:** Spring 2024 SAT School Day Administration

**NUMBER:** MEM- 075500.3

**ISSUER:** Frances Baez, PhD  
Chief Academic Officer  
Division of Instruction

Brenda Pensamiento  
Administrator  
School Counseling Services

**DATE:** August 28, 2023

**ROUTING**  
Region  
Superintendents  
Administrators of Instruction  
Administrators of Operations  
Directors  
High School Principals  
Assistant Principals  
SAT School Coordinators  
Counselors

**PURPOSE:** The purpose of this memorandum is to provide information needed to prepare for the Spring 2024 Scholastic Aptitude Test (SAT) School Day administrations. Each District high school must ensure equitable access and administer the SAT to all District students in the class of 2025 on the designated date.

**MAJOR CHANGES:** This replaces MEM-075500.2, dated October 10, 2022. This memorandum provides updated information related to the Spring 2024 SAT School Day administration. Beginning with Spring 2024, the SAT will be administered as a digital exam.

**BACKGROUND:** The SAT is a college admission test that is accepted by a number of U.S. colleges. The University of California and California State University systems are "test blind" and will not consider SAT or American College Testing, (ACT) scores as part of the admissions process. Two thirds of all four-year colleges in the U.S. are now test optional and will consider SAT test scores if submitted for admissions. In addition, some "test-blind" colleges may require test scores for merit scholarships and course placement.

**INSTRUCTIONS: I. SAT SCHOOL DAY ADMINISTRATION**

To ensure all students are on track for college, the Board of Education’s Resolution Opening Doors to College and Career Opportunities for Our Students (Res-051-17/18) requires a

districtwide administration of the SAT during the school day. The date of a school's SAT School Day administration, which is supported with District funds is scheduled for March 20, 2024 with available make-up dates for authorized schools.

It is the District's expectation that school staff utilizes SAT data to inform instruction, identify achievement gaps, and expand access to A-G advanced courses, including honors and Advanced Placement (AP) so that student course enrollment reflects the demographics of the school.

## II. DISTRICT WIDE SAT SCHOOL DAY ADMINISTRATION

The districtwide administration of the SAT sends a powerful message about the District's commitment to:

1. Removing Barriers and ensuring access: When students take the SAT during the school day, they do not have to rearrange weekend responsibilities or find transportation.
2. Increase comfort: Students have lower stress levels when they are in a familiar setting and with staff they know.
3. Build confidence: Nothing builds confidence like practice, and the SAT is the only college admission test that offers free, personalized practice plans for all students. Official SAT Practice on Khan Academy provides an individual practice plan for students. Students can access free, personalized SAT practice at <https://www.khanacademy.org/sat>.

The SAT School Day also offers a valuable array of free services for students, parents/families and educators. It enables students and parents/families to:

1. Receive an earlier and better gauge of students' post-secondary preparation and adjust student senior year schedules based on data.
2. Qualify to enter a scholarship program which does not require an essay, application or minimum GPA. For more information regarding scholarships, students should go <https://opportunity.collegeboard.org/>.
3. Receive information from colleges (Student Search Service) and access tools and resources critical to college and career planning, (i.e., BigFuture). To access these resources, go to <https://bigfuture.collegeboard.org/>.

### III. PRE-ADMINISTRATION ACTIVITIES

It is the District's expectation that each high school administration has an action plan to ensure the effective administration of the SAT School Day.

For information regarding implementation and communication resources, refer to the SAT School Day Administrators Guide at <https://collegereadiness.collegeboard.org/pdf/sat-sd-what-to-expect-and-prep-administrator.pdf>, Educator Resources for SAT School Day at <https://satsuite.collegeboard.org/k12-educators/administration/sat-school-day/prepare-staff/resources> and the SAT School Day Checklist.

### IV. A HIGH SCHOOL'S SAT SCHOOL ACTION PLAN

For Spring 2024 Administration dates and deadlines visit <https://satsuite.collegeboard.org/sat/registration/dates-deadlines>. Go to the online [SAT School Day Coordinator site](#) to order 2023-2024 SAT School Day test materials at <https://account.collegeboard.org/login/login>

Student and Parent Outreach: SAT School Day Outreach Resources, provide information regarding SAT School Day and its benefits are available at <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads..>

Khan Academy SAT Practice:

- Each site should assist students with the linking of their College Board accounts with Khan Academy to receive free, personalized official SAT practice.

Student Waiver Requests: A student or a parent/guardian has the right to request that the student not participate in this test administration by completing the Parental Exception Waiver, Attachment A (English/Spanish).

SAT School Day bell schedule for each administration. There are no lunch breaks during testing. For information regarding the administration of the SAT School Day, refer to the *Spring 2023-2024 SAT School Day Supervisor Manual* available on

the College Board SAT website at <https://satsuite.collegeboard.org/k12-educators/administration/sat-school-day/prepare-staff/training-coordinators>.

1. Setup of SAT School Day testing day logistics, (i.e., testing rooms, seating arrangements, proctors, test security protocols).
2. Complete the SSD upload information for any student that needs accommodations. The College Board provides appropriate accommodations to allow students with disabilities an equal opportunity to take College Board tests. Get step-by-step instructions for requesting and managing accommodations through the Services for Students with Disabilities (SSD) Online for Coordinators at <https://accommodations.collegeboard.org/ssd-online>.
3. The College Board must approve accommodations prior to testing and approval typically takes seven weeks or more for complex cases. For more information about the College Board Services for Students with Disabilities go to <https://accommodations.collegeboard.org/how-accommodations-work>.

## **V. SAT SCHOOL DAY ADMINISTRATION**

The 2023-2024 SAT School Day Coordinator Digital Manual must be read in its entirety to ensure compliance with College Board administration requirements and complete the mandated training.

The SAT School Day Coordinator is responsible for the spring administration, including addressing all accommodations requirements in accordance with the SAT School Day requirements. It is recommended the school principal designate a backup SAT School Day Coordinator. The backup test coordinator must also complete the mandatory training before testing day.

For more information on Digital Testing go to

- <https://satsuite.collegeboard.org/digital-sat-testing-staff/test-coordinators>.

- Students, not testing in the accommodated window, who miss the primary test date can test on the makeup date for the primary test date.

**VI. REPORTING TEST ADMINISTRATION IRREGULARITIES**

Use the Irregularity Report (IR) to record administration irregularities. Administration irregularities include:

- Security incidents
- Misconduct
- Test question errors or ambiguities
- Other incidents or disturbances
- Student complaints
- Make sure reports are complete and explicit. Complete one form for each issue, even if it affects more than one student
- Maintain a copy of all IRs submitted in case the College Board requires additional information during their review

**VII. SAT FEE WAIVER BENEFITS**

The College Board is expected to revise the fee waiver benefits for students. Once the College Board finalizes the fee waiver process further information will be shared with SAT Coordinators as it becomes available.

**ATTACHMENTS** Attachment A – SAT Parent waiver form

**ASSISTANCE** For further information, please contact Ana Beltran, Coordinator, at [ana.beltran@lausd.net](mailto:ana.beltran@lausd.net)