Preparing for the ISBE-Provided SAT School Day Administration

November 2017

Spring 2018

CollegeBoard

Session Goals

Our goal today is to share information about the spring administration of SAT in order to:

- Prepare SSD Coordinators

- Provide a review of common accommodations

- Review the accommodations request process

- Provide resources and support materials

CollegeBoard

Test Dates

- SAT will serve as the assessment for Grade 11 accountability.

- ISBE will provide the SAT with Essay at no charge to all Grade 11 students enrolled in public high schools.

- Most students will be required to test on a single day. Students with accommodations that extend testing time beyond a standard school day or require a separate setting or test format will have a two week window to complete testing.

  - Primary test day is: **April 10, 2018**

  - Accommodated Testing Window: **April 10, 2018 – April 24, 2018**

  - Makeup test day is: **April 24, 2018**

CollegeBoard

Implementation Key Dates

Preliminary Spring 2018 Key Dates

CollegeBoard

Activities	SAT School Day
AI Code confirmation	December 2017
Off-Site Request Deadline	December 15, 2017
Pre-ID deadline in SIS	January 26, 2018
Request Accommodations	Now – February 19, 2018
Receive Supervisor Planning Kits	Late February 2018
Test Day Online Training	February – April 2018
Preadministration Materials in Schools	Mid-March 2018
Conduct Preadministration Session	Late March – Early April 2018
Test Materials in Schools	First week of April 2018
Test Administration	April 10, 2018
Accommodated Testing Window (eligible students only)	April 10, 2018 – April 24, 2018
Provide Counts of Students Requiring Makeup Testing	April 12, 2018
Makeup Test Administration	April 24, 2018
Final Materials Return for Scoring	No later than April 28, 2018

The Tools

- **Services for Students with Disabilities (SSD) Online:**
  The system for requesting accommodations. College Board will use this system to determine which materials are needed for students.
    - Accommodations Request Deadline: **February 19, 2018**

- **Non-Standard Administration Report (NAR):**
  The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.

- **Eligibility Roster:**
  A listing of all students at your school (Attending Institution - AI) with accommodations.

CollegeBoard

Testing Roles

- **Test Supervisor** – is responsible for all aspects of the SAT administration at the school

- **Services for Students with Disabilities (SSD) Coordinator(s)** – requests accommodations for students and supports the Test Supervisor to oversee accommodated testing.

- **Associate Supervisor** – is the test administrator in the testing room

- **Proctors** – assists the associate supervisor with monitoring students in the testing room

- **Hall Proctor** – is responsible for monitoring the hallways on test day

CollegeBoard

What to Expect

October

- Principals appointed Test Supervisors and SSD Coordinators as part of school setup survey

- SSD Coordinators should confirm or request access to SSD Online

November-January

- Create list of students who will need to test using accommodations. Collect any supporting information that may be required.

- Submit accommodations requests for students

CollegeBoard

What to Expect

February – March

- Receive manuals and participate in Test Day Training
- Receive non-secure materials for preadministration session
- Submit accommodations requests for late-transfer students

April

- Administer the SAT
- Return materials for scoring

May – July

- Receive College Board Scores
- Receive Accountability Results

CollegeBoard

Accommodations & Supports

Supports Available to all Students → **Standard Test Format** → **Alternate Test Formats**

Supports Available to all Students
- Repeat directions
- Time remaining notifications
- Calculator for w-calculator sections
- Translated test directions
- Word-to-word glossaries

Standard Test Format
- Extended Time
- Additional Breaks
- Modified settings
- Reader
- Scribe
- Large block answer sheet
- Permission for meds, food, drinks

Alternate Test Formats
- Braille
- Large Print
- MP3
- Assistive Technology
- State Allowed (non-college reportable)

CollegeBoard

College Board Accommodations

- The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need, and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

- All accommodations requests will be submitted through our Services for Students with Disabilities (SSD) Online system. There are two types:
  - **College Board Accommodations**: Students with College Board approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
  - **State Allowed Accommodations (SAA):** These are state specific accommodations defined by ISBE. Students, schools and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

CollegeBoard

English Learner Supports

- English Language Learner (ELL) Supports
  - Scores will be college and scholarship reportable
  - NO advance request required
- Translated Test Directions for ELL students
  - Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
  - Languages: Albanian, Arabic, Bengali, Bosnian, Cambodian/Khmer, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, Vietnamese. Additional languages in review.
  - Other languages can be supported through local translation of test directions "on the fly" by translators approved by your district/school.
- Word for Word glossary for ELL students
  - School may provide approved glossaries to students on test day. The list of approved glossaries will be available at: www.collegeboard.org/illinois

CollegeBoard

New
SSD Coordinators

Creating your SSD Online Account

- New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one.

- Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd

  - Provide information about you and your school.

  - Obtain your principal's signature.

  - Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.

- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

CollegeBoard

Roles & Responsibilities

A school may have more than one SSD Coordinator. A primary coordinator will be identified to support the Test Supervisor and oversee accommodated testing.

All SSD Coordinators are responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office.

- Submitting accommodation requests for students with demonstrated needs.

- Coordinating with your school's Test Supervisor on the schedule of testing rooms and staff needed for accommodations test administration.

- Assisting with administering the test as needed.

- Monitoring and printing the Non-standard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.

CollegeBoard

Returning
SSD Coordinators

Confirm Access to SSD Online

- Login to your College Board Account at www.collegeboard.org.

  - If you've forgotten your password, use the Forgot Username or Password links on the sign-in page.

- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline.

- If you are the SSD Coordinator for more than one school, you may request access to additional schools, by completing the access request form (www.collegeboard.org/ssd) for the new school. You'll still access SSD Online through your College Board Account.

◊ CollegeBoard

New for Spring 2018

- Introduction of Illinois-specific testing manuals
- Enhancements to accommodations and supports
  - Improved accommodations supporting information
  - Additional languages supported for EL students using glossaries and/or translated test directions
  - Eliminated the pink test book
- Simplified Test Day processes, by eliminating
  - Paper registration forms
  - Admission tickets
- Improved roster capabilities
  - the elimination of the online attendance roster (ETS roster)
  - enhancements to the NAR roster to include all students with accommodations, room groupings, and test windows
- Easier student ID requirements
- Combined student data questionnaire and answer sheet for less paperwork
- Eliminated the use of test center numbers, except for off-site testing locations

CollegeBoard

Consolidated Roles

Promoting partnership between the Test Supervisor and the SSD Coordinator

NEW

- The test supervisor is now responsible for planning the administration for ALL students, including those with accommodations.

  - The SSD coordinator is responsible for applying for accommodations and printing the list of students approved for accommodations.

  - The supervisor will enlist the help of the SSD coordinator to assist with planning the administration for students with disabilities.

- All shipments will be addressed to the test supervisor.

- The test supervisor is responsible for returning all materials.

CollegeBoard

Understanding Common Accommodations

Determining Accommodations

- The accommodations that schools request for students for the SAT should be consistent with the accommodations they use for taking assessments in school on a daily basis.

- We recognize that some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.
    - For example, if a student typically has assessments read aloud in school, they may wish to request a reader or MP3 audio format for oral presentation of the assessment.
    - The school can determine the best option in consultation with the student and parents/guardians.

- The College Board accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests that are made.

- When considering requests for timing accommodations, please keep in mind that the student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

CollegeBoard

Types of College Board Accommodations

Timing

Accommodation	Day(s)	What to Know
50% extended time for reading	2 Days	• Students will test in 2 days when taking the SAT with Essay. • Student will receive extended time for ALL sections. • Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks.
50% extended time for math	1 Day	• Student will receive extended time only for the math sections. • Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for reading	2 Day	• Students will receive extended time for ALL sections. • Students must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for math	1 Day	• Student will receive extended time only for the math test. • Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
50% extended time for writing	1 Day	• Student will receive extended time only for the essay portion of the test. • Student must use the entire time for which they are approved.
100% extended time for writing	1 Day	• Student will receive extended time only for the essay portion of the test. • Student must use the entire time for which they are approved.

Types of College Board Accommodations

Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	• Given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	• Given breaks at the standard time but breaks are typically twice as long. • Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
Breaks as Needed	1 Day	• Typically given to students with physical or medical conditions. • Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break. • Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.

Types of College Board Accommodations

Reading/Seeing Text

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	• Audio version of the test, delivered on a flash drive. • Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.
Reader	2 Days	• Student will be read the SAT aloud by an adult. • Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.) • Student automatically receives 50% extended time and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

Types of College Board Accommodations

Reading/Seeing Text (continued)

Accommodation	Day(s)	What to Know
Assistive Technology Compatible (ATC)	1 Day	- Digital version of the test, delivered on a flash drive. - For use with screen readers and other assistive technology - Student is automatically given 100% extended time on the writing and language section only. - Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.
Braille	1 Day	- Student will receive either a EBAE with Nemeth Math or UEB with Nemeth Math test book. - Student will receive a Braille Figure Supplement - Typically approved with another accommodation such as scribe or braillewriter to record answers.
American Sign Language (ASL)	1 Day	- Student will receive test directions, the only listening portion of the SAT, in ASL by an adult. - Interpreters must meet testing staff requirements (i.e. must be an employee of the district, must complete test administration training)

Types of College Board Accommodations

Recording Answers

Accommodation	Day(s)	What to Know
Writer /Scribe	1 Day	• Student will have an adult transcribe answers onto the answer sheet. • Student automatically receives 50% extended time and extra breaks on all sections. • Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

Setting

Accommodation	Day(s)	What to Know
Small Group Testing	1 Day	• Will depend on the number of students in the group and the size of the room. • There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation.
Home/Hospital Testing	1 Day	• Requested through SSD Online • Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).

State Allowed Supports and Accommodations

- Also known as SAAs
- The SAAs that follow are examples of commonly requested supports.
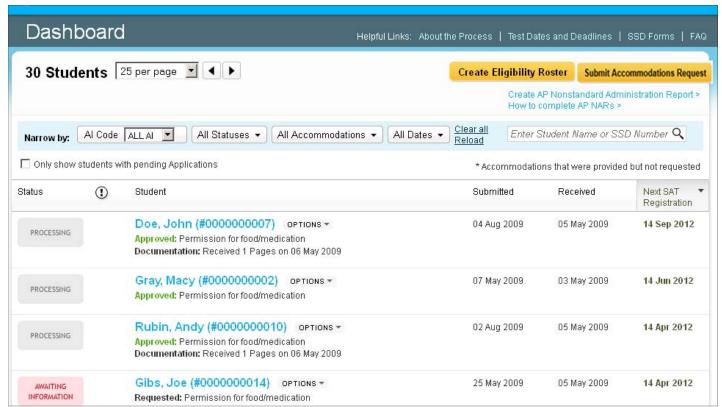
Accommodation	Day(s)	What to Know
EL – Extended Time	1 Day	- Student receives 50% extended time and extra breaks on all sections. - Student must use the entire time for which they are approved.
EL – Math Only	1 Day	- Use for students required to take only the mathematics portion of the assessment. (e.g., students with limited English proficiency who are designated as a first year EL or level 1 EL in ISBE SIS). - Students will only take the Math portion of the SAT.
Other		- All College Board Accommodations are also available as a State-Allowed Accommodations if needed. - For students with disabilities, all requests should be submitted as a College Board Accommodation first so students receive college reportable scores.

Prepare

SSD Online Dashboard

Managing Accommodations

- ✓ Access SSD online at: www.collegeboard.org/ssdonline
- ✓ Use the Dashboard to submit requests, monitor status, and print reports.

Review student needs

Use SSD Online to submit new accommodations requests and make changes to previously approved accommodations

The deadline to submit or change Accommodations Requests is

February 19, 2018

- Identify students who will be testing this year and confirm accommodations
  - Use the Dashboard to look students up, or
  - Print the Eligibility Roster. The Roster provides all students approved for accommodations at your school.
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify
  - The accommodations approved match the student's current identified IEP/504 accommodation needs.
  - The student information name, birth date, and graduation date are correct.
  - The student is receiving the testing accommodation(s) on school and district assessments
- For any students no longer at your school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.

CollegeBoard

College Board Accommodations

The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved

- All accommodations requests will be submitted through the College Board SSD Online system.

- The entry of accommodations will go through one of two paths:

  - **School verification** – Most requests will be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).

  - **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20 point font, and other special requests. These exceptions will require documentation for further clarification.

◯ CollegeBoard

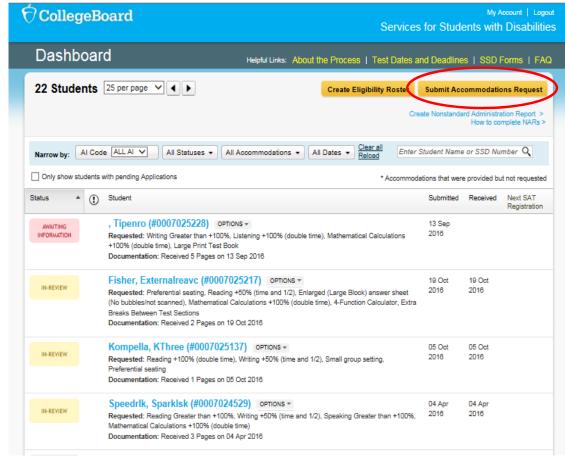# Documentation Guidelines

Documentation should address:

- **What:** Provide the student's documented disability

- **How:** Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.

- **Why**: Show the need for the specific accommodation being requested.

- If requested, documentation that includes the following information is most helpful in the review process:
  - State the specific disability as diagnosed
  - Be current (varies based on disability/documentation)
  - Provide relevant educational, developmental and medical history
  - Describe the comprehensive testing techniques, if applicable
  - Describe the functional limitations
  - Describe the specific accommodations
  - Establish the professional credentials of the evaluator

- Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are <u>not</u> required to have students retested to support any documentation request.

- Any application can be resubmitted if not approved with additional documentation for consideration even if after the SSD submission deadline. The review period for re-submissions will follow the same turnaround time and may take up to 7 weeks.
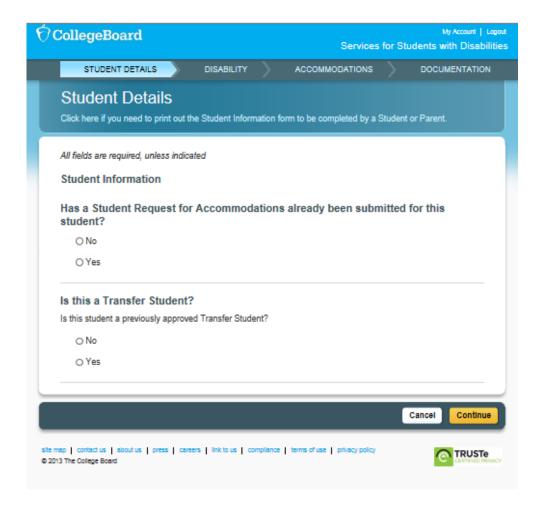
CollegeBoard

Using SSD Online to Submit New College Board Accommodations Requests

Submitting a New Request in SSD Online

- Log in to
  www.collegeboard.org/ssdonline
- Click "Submit accommodation Request"
  in upper right corner.

CollegeBoard

Submitting a New Request in SSD Online

- Confirm whether an accommodations request has been submitted previously for the student.

CollegeBoard

Submitting a New Request in SSD Online

- Confirm parental consent.
  Verification of consent to share information for students under 18 will be requested during the online process. Required for review. Follow your district's policy regarding obtaining parent consent to share student information regarding the need for testing accommodations with test vendors. Some districts include parent consent as part of the annual IEP/504 review process or will allow consent to be documented via email or phone, others require parents to sign a separate consent form specific to testing accommodations.

♢ CollegeBoard   My Account | Logout
                                              Services for Students with Disabilities

Before You Begin

1. Parent/Guardian Consent.

Before submitting a request for accommodations for College Board tests, schools should have parent/guardian consent to share student information for students under 18 and to request accommodations. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then a consent form must be signed and kept on file. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

Click here for a printable parent/student agreement form.

2. Documentation of the student's disability and need for accommodations.

In order to receive accommodations on College Board tests, a student should have documentation of a disability and need for accommodations. You will be asked about the student's documentation during the online process.

♢ CollegeBoard

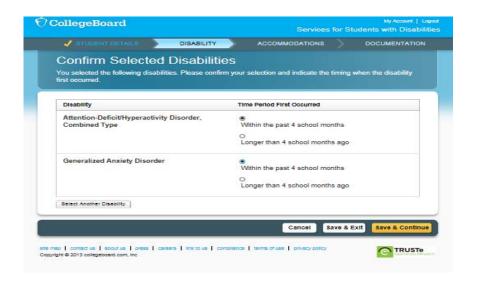# Submitting a New Request in SSD Online

- Enter basic student information. You will need to have the student's:
  - First and Last Name (must be the same as in your school's student information system)
  - Date of Birth
  - Expected high school graduation month & year
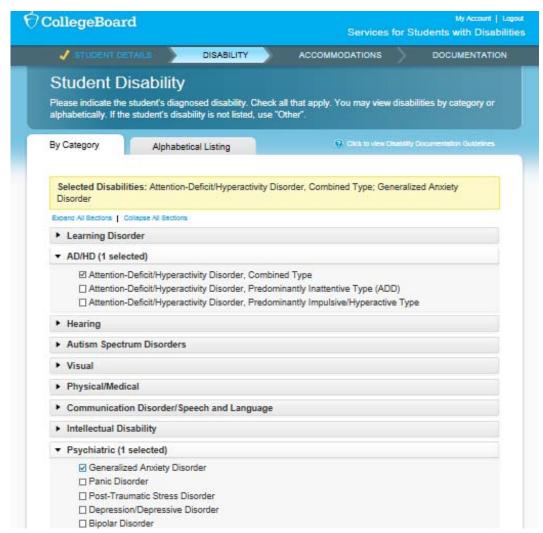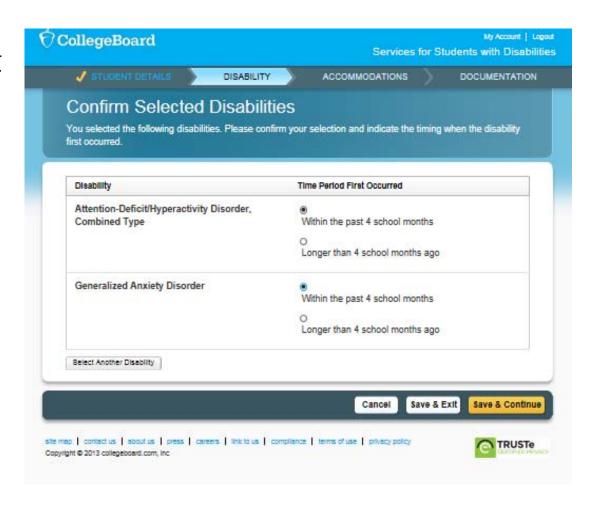 - Gender
  - Mailing address and phone number

CollegeBoard

Submitting a New Request in SSD Online

- Answer questions about the student's disability.

Submitting a New Request in SSD Online

- Confirm disability and timeframe.

Submitting a New Request in SSD Online

- Answer questions about requested accommodations.

Submitting a New Request in SSD Online

- Confirm accommodations.
  (New process as of January 2017)

CollegeBoard

Submitting a New Request in SSD Online

- Answer questions about the student's plan and documentation

Submitting a New Request in SSD Online

- Most requests will be approved automatically through our school-verification system. Based on the information provided by the SSD Coordinator, the system will identify "No Documentation is Required".

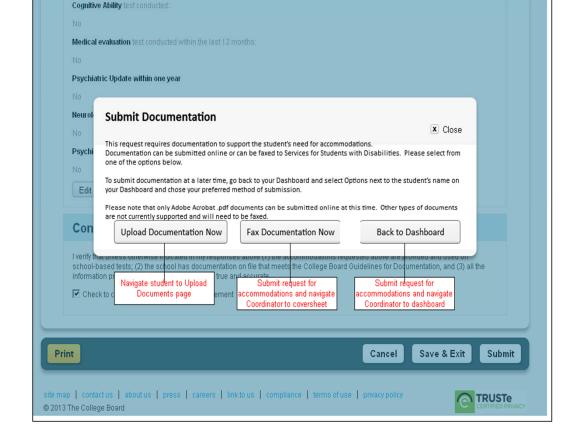

CollegeBoard

Submitting a New Request in SSD Online

- In some cases, you may be prompted to provide additional documentation.

- When requesting documentation, the system will provide examples of the types of documentation requested. The suggested documentation examples will be based on the type of disability and accommodation being requested.

- Documentation should address:
  - **What:** Documentation of the student's disability
  - **How:** A description of the type and degree of functional impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
  - **Why**: Show the need for the specific accommodation being requested.

CollegeBoard
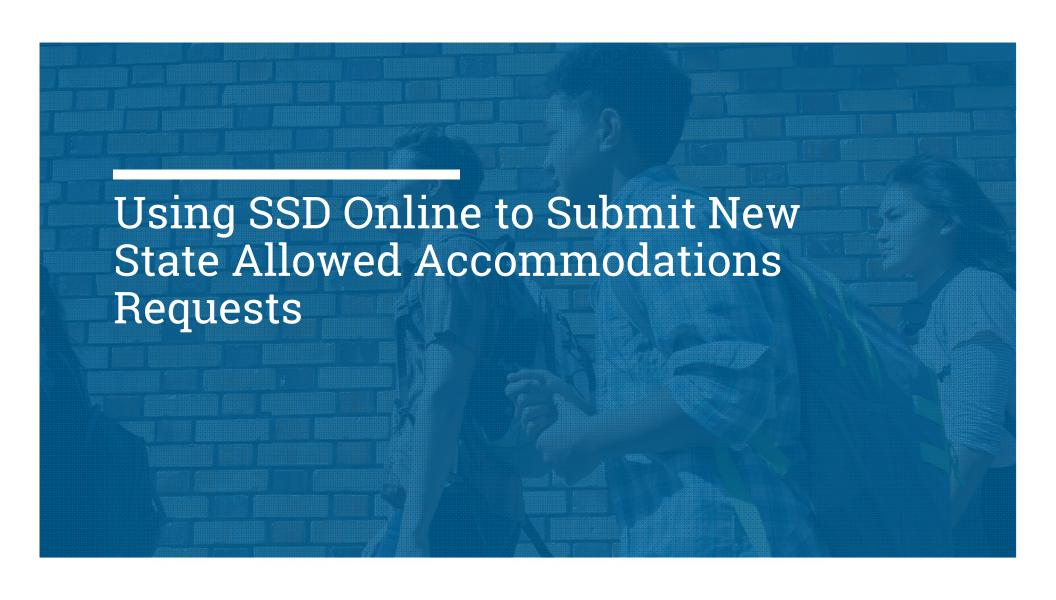
Submitting a New Request in SSD Online

- Submit documentation if requested (upload to SSD Online, fax, or mail).

- You will receive an e-mail notification once a decision has been made; log in to SSD Online to view the decision letter.
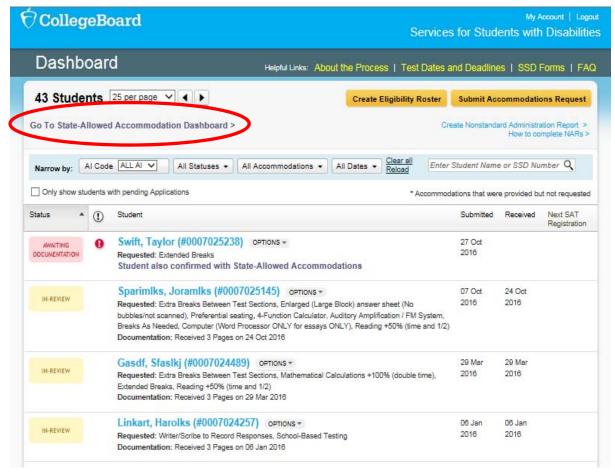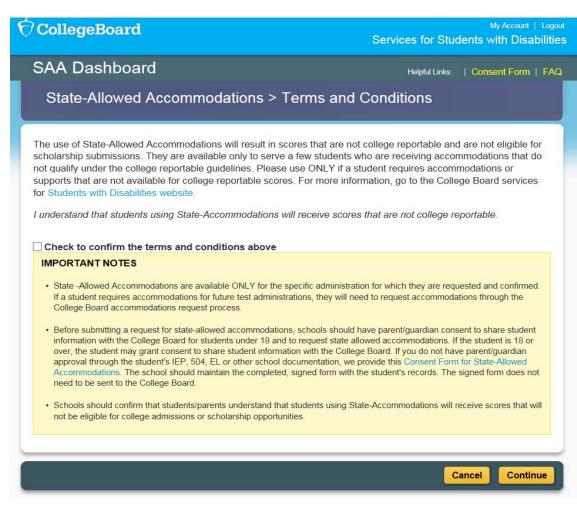
Using SSD Online to Submit New State Allowed Accommodations Requests

Submitting a SAA Request in SSD Online

- Go to the SSD Online Dashboard Click link in upper left corner to access the SAA Dashboard.

- SAA Dashboard opens mid-January

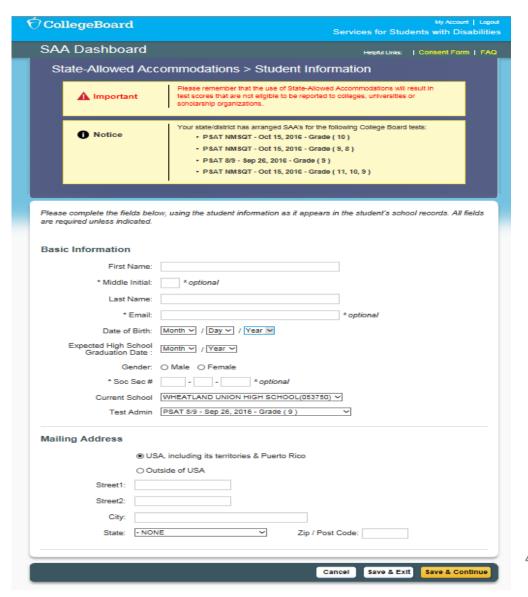# Submitting a SAA Request in SSD Online

- The State-Allowed Dashboard is clearly marked to remind users these scores are not college reportable.

CollegeBoard
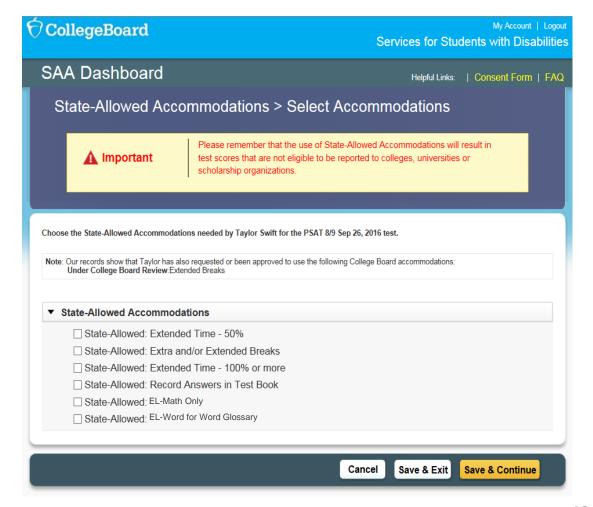

47

Submitting a SAA Request in SSD Online

- Enter basic student information.
  You will need to have the student's:
  - First and Last Name (must be the same as in your school's student information system)
  - Date of Birth
  - Expected high school graduation month & year
  - Gender
  - Mailing address and phone number

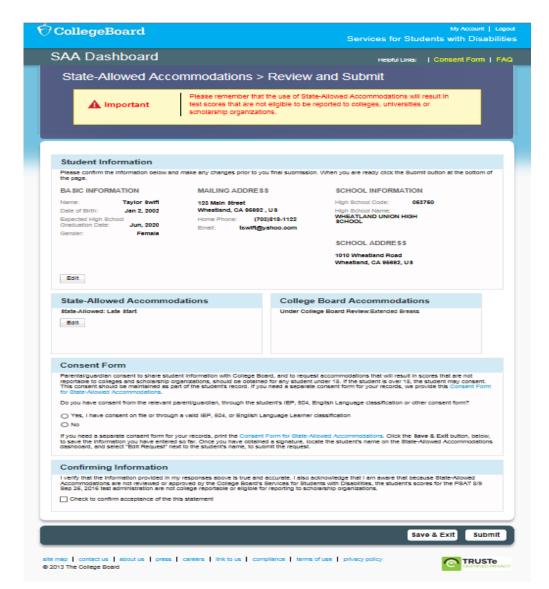CollegeBoard

Submitting a SAA Request in SSD Online

- Select the accommodation being requested. The list of accommodations will be specific to those approved by the state.

- If a student has been approved for a College Board Accommodation, it will also be displayed here.

CollegeBoard

Submitting a SAA Request in SSD Online

- Review and submit request.

Requesting Temporary Accommodations

Requesting Temporary Accommodations

- Students with temporary conditions, such as a broken arm, may be eligible for temporary assistance on the ISBE-provided SAT.

- To request temporary assistance, students or their SSD Coordinators can submit the Request for Temporary Assistance Form. <u>Do not submit through SSD Online.</u>

- This form and any supporting documentation should be faxed to (973) 735-1900 as soon as the temporary impairment has occurred and been medically verified. The College Board will process temporary support forms in an expedited fashion so that materials can arrive at the school in time to support testing during the accommodated testing window.

- The form will be posted at
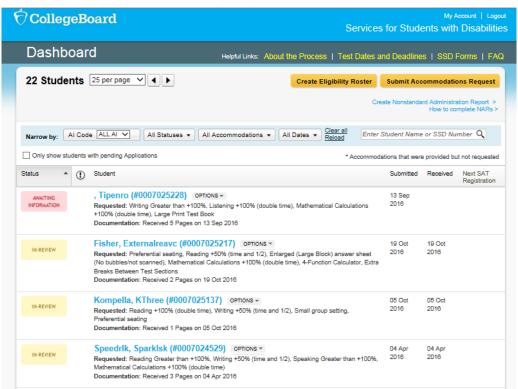https://www.isbe.net/Pages/SAT.aspx

CollegeBoard

CollegeBoard

Services for Students with Disabilities

Support for Students with Temporary Physical/Medical Conditions

PART 1: To Be Completed by School Official

Student Name: _____ Date of Birth: _____

Expected Date of Graduation (month/year): _____ School Code: _____

If you don't know your school's code, look it up at http://sat.collegeboard.org/register/sat-code-search.

School Name: _____

City: _____ State: _____

Specify the tests(s) and date(s) for which the student needs support (for SAT Subject Tests and AP Exams, indicate subject as well):

Exam Name: _____ Exam Date: _____ Exam Subject: _____

Exam Name: _____ Exam Date: _____ Exam Subject: _____

Exam Name: _____ Exam Date: _____ Exam Subject: _____

Exam Name: _____ Exam Date: _____ Exam Subject: _____

Describe the specific support requested:

Describe the injury/medical condition, including date of onset:

Name of school official completing form: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

What is the best way to contact you? ○ Telephone ○ Fax ○ Email

Signature of School Official: _____ Date: _____

PART 2: Student and Parent/Guardian Signatures

Agreement below must be signed by the student and, if the student is under 18, the student's parent/guardian before the request can be processed.

I wish to request support on College Board test(s) for a temporary physical/medical condition. I give the College Board permission to receive and review my records and to discuss my physical/medical condition and needs with school personnel and other professionals.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

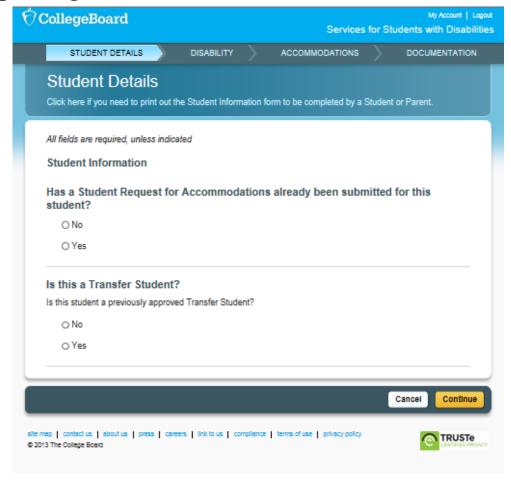# Transfer Students

Transfer Students – Adding to your Dashboard

- Log in to www.collegeboard.org/ssdonline
- Click "Submit Accommodations Request" in the top right corner of the dashboard.

Transfer Students – Adding to your Dashboard

- On the Student Details page, respond "Yes" to these two questions:

CollegeBoard

Transfer Students – Adding to your Dashboard

- You will be asked for the student's name, date of birth, and their College Board SSD number. To obtain a student's College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
    - Select "My Plan."
    - Select "View your eligibility letter."
  - Contact the student's previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the Illinois Educator Hotline at 1-844-688-9995, choose 1, and then choose the option for SSD.
- If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

CollegeBoard

Change Requests

Change an Existing Approval

- A change may be required to:
  - Add or Remove Accommodations
  - Update student information, such as name
  - Update student graduation date
- To submit a change request
  - From the SSD Online Dashboard, locate the student to change.
  - Select "Options."
  - Click "Create Change Request."
  - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.
- Note that the request to add additional accommodations for a student typically requires supporting documentation. Review of a change request follows the same review timeline as a new submission with documentation.

CollegeBoard

Name Request Change Only

- For students only requiring a name change, you can use the [Name Change Request form](https://www.collegeboard.org/sites/default/files/ssd-name-change.pdf). (https://www.collegeboard.org/sites/default/files/ssd-name-change.pdf)

- Complete the form and fax to College Board SSD at 1-866-360-0114.

CollegeBoard

N0000000

CollegeBoard

Services for Students with Disabilities

Name Change Request

Directions

- This form should be used only for SSD students who require changes to the spelling of their name.

- Do not use a student's SSD Online cover sheet when submitting this form because doing so will reopen the student's request.

- Due to system limitations, first names longer than 12 letters and last names longer than 15 letters, including suffix or hyphen, will be shortened. This does not impact the student's record in any way.

- If the name change is significant (i.e., more than just a mistyped letter or changing a nickname to the full name), you must submit a valid photograph with the student's name and at least one of the following forms of identification:
  - o School Identification Card
  - o Birth Certificate
  - o Social Security Card
  - o Driver's License
  - o Passport
  - o Court Order of Legal Name Change

- Complete, sign, and fax this form along with identification documentation (if required) to the College Board's Services for Students with Disabilities at **866-360-0114**.

- Please allow 2 to 3 business days for the processing of name change requests.

- Incomplete forms may delay your request.

Student Information

School Code: _____ School Name: _____

SSD Eligibility Code: _____ Date of Birth: _____ / _____ / _____ Gender: Male ○ Female ○

Previous Last Name: _____ Previous First Name: _____ Previous Middle Initial: __

New Last Name: _____ New First Name: _____ New Middle Initial: __

SSD Coordinator Signature

By providing my signature below, I authorize the College Board to update the student's name on his/her account. I also attest that all the information provided on this form is true and accurate.

SSD Coordinator Signature (required): _____ Date: _____

59

Remove Students

Remove a Student

- To remove a student from your dashboard that no longer attends your school:
  - Log in to SSD Online.
  - From the dashboard, create eligibility roster.
  - Print roster
  - Find the student's name and mark the "Moved to New School" box.
  - Fax the annotated roster to (866) 360-0114.

E310290

Roster

Date Generated: Nov 3, 2017

School Code: 310290

School Name: EAST ORANGE CAMPUS HS
34 North Walnut Street, East Orange, NJ 07017, US

Key: CT = Center Testing, ST = School Testing

Graduating Seniors

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

Brown, Robert (#0007025797)

☐ Still Eligible ☐ No Longer Needs Accommodations ☐ Moved to New School ☐ Changed Accommodations (must submit Change Form)

Current Graduation Date: [   ]

Small group setting (CT)

Listening +50% (time and 1/2) (CT)

Writing +50% (time and 1/2) (CT)

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

Brown, Robert (#0007025797)

☐ Still Eligible ☐ No Longer Needs Accommodations ☐ Moved to New School ☐ Changed Accommodations (must submit Change Form)
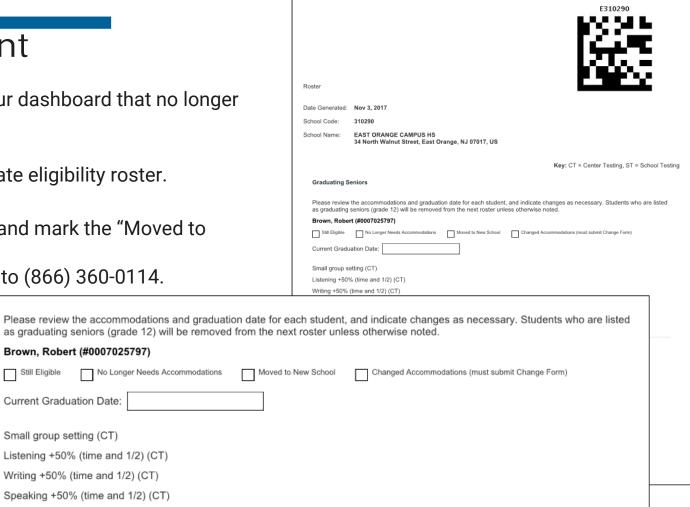
Current Graduation Date: [   ]

Small group setting (CT)

Listening +50% (time and 1/2) (CT)

Writing +50% (time and 1/2) (CT)

Speaking +50% (time and 1/2) (CT)

Reading +50% (time and 1/2) (CT)

Mathematical Calculations +50% (time and 1/2) (CT)

CollegeBoard

The Nonstandard Administration Report

The SAT Nonstandard Administration Report (NAR)

NEW

Simplified room planning

- Includes three sections
  - Section 1: Student Summary
  - Section 2: Students who test on the primary admin
  - Section 3: Students who test during the accommodated window
  - Section 4: Students who test with State Allowed Accommodations
- Identifies students who can test in the same testing room.
- Indicates the color test book to administer and the name of the 'test script' to read
- Provides additional instructions for accommodated students (if any)

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)					

Managing the SAT NAR

- The NAR will display students who have been approved for accommodations at your school who have also been pre-identified in the bulk registration/Pre-ID process.

- A new feature has been added this year to allow the SSD Coordinator to review the list of students appearing on the NAR and add other students who will be testing with approved accommodations. For example, a student who transferred to your school after the Pre-ID file was completed.

- More information will be provided to SSD Coordinators about the new NAR via email in January/February as room planning activities begin.

CollegeBoard

Questions

Thank You!

Need Assistance?

- Visit the ISBE SAT webpage: https://www.isbe.net/Pages/SAT.aspx

- See our website for Illinois-specific information and materials: www.collegeboard.org/Illinois

- Call our Illinois Educator Hotline at 844-688-9995 (option 1) or email illinoisadministratorsupport@collegeboard.org.

◊ CollegeBoard