



Accommodations Overview for ISBE-Provided SAT, PSAT 10, and PSAT 8/9

December 10, 2019

Spring 2020 Implementation

Session Goals

Our goal today is to share information about the spring administration of SAT, PSAT 10, and PSAT 8/9 in order to:

- Prepare SSD Coordinators
- Provide a review of common accommodations
- Review the accommodations request process
- Provide resources and support materials

Key Dates

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The entire image has a blue overlay.

2020 Test Dates

SAT Administration	Option 1: SAT April Administration	Option 2: SAT March Administration
SAT Primary Test Date	Tuesday, April 14, 2020	Wednesday, March 25, 2020
SAT Makeup Test Date	Tuesday, April 28, 2020	Tuesday, April 28, 2020
SAT Accommodated Test Window	April 14-28, 2020	March 25-April 7, 2020

PSAT 10 and PSAT 8/9 Administration	Option 1: Schools in Session April 13-17	Option 2: Schools NOT in Session April 13-17
PSAT 10 and PSAT 8/9 Primary Test Date	April 14, 15, or 16, 2020	April 20, 21, or 22, 2020
PSAT 10 and PSAT 8/9 Makeup Test Date	Tuesday, April 28, 2020	Tuesday, April 28, 2020
PSAT 10 and PSAT 8/9 Accommodated Test Window	April 14-28, 2020	April 14-28, 2020

Note: Test date selections were captured during the September school setup survey process and can no longer be changed.

Request Accommodations

Accommodations Request Windows

Activity	April Timeline	March Timeline
Request College Board-Approved Accommodations in SSD Online	Now – February 24, 2020	Now – February 4, 2020
Late Request Window for College Board-Approved Accommodations in SSD Online For specific scenarios: <ul style="list-style-type: none">• Students who are newly enrolled or have recently transferred to your school• Students who are newly classified at an eligible grade level• Students who have a newly identified disability	February 25 – March 6, 2020	February 5 – February 17, 2020
Request State-Allowed Accommodations in SSD Online	January 14 – February 24, 2020	January 14 – February 4, 2020
Request 50% Extended Time for English Learners (EL) in SSD Online	January 14 – February 24, 2020	January 14 – February 4, 2020
For situations arising after the deadline but before the primary test date, submit the request in SSD Online, call 844-688-9995, choose option 1 for educators then option 3 for the SSD Office.		

College Board Tools

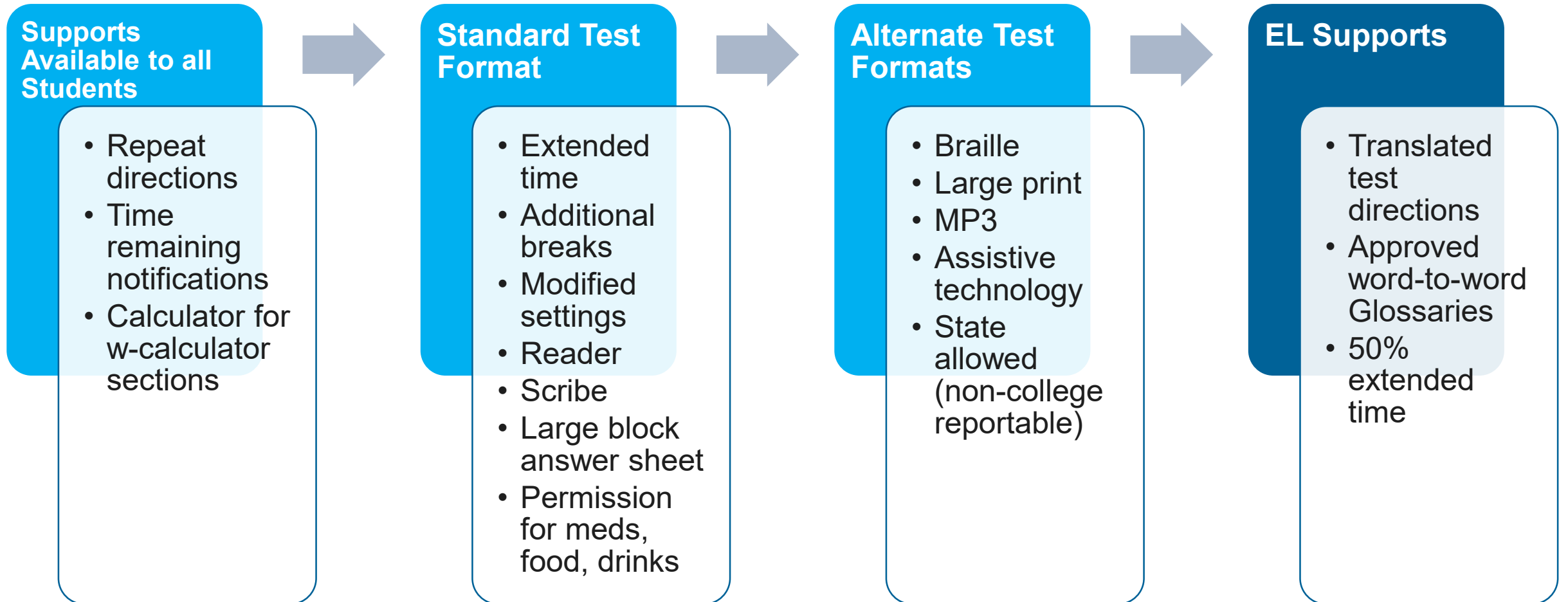
- **College Board's Services for Students with Disabilities (SSD) Online:**
SSD Online is the system for requesting accommodations and EL supports. College Board will use this system to determine which materials are needed for students.
- **Nonstandard Administration Report (NAR):**
The NAR, available through SSD Online, 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:**
The eligibility roster, also available in SSD Online, is a listing of all students at your school with accommodations that were requested under your school's Attending Institution (AI) code.

Accommodations & Supports

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

Accommodations & Supports

College Board offers the same accommodations and alternate test formats for all three assessments (PSAT 8/9, PSAT 10, and SAT). Requests for accommodations and alternate test formats should align to the accommodations listed in a student's IEP/504 plan.



Accommodations & EL Support Requests

Accommodation and support requests should be entered for all three ISBE-provided assessments: PSAT 8/9, PSAT 10, and SAT.

- The College Board is committed to making sure that students with disabilities and EL students can take the exams with the accommodations and supports they need and will consider all requests.
- Three types of requests must be entered in the College Board's SSD Online system:
 1. **College Board-Approved Accommodations:** Students with College Board-approved accommodations will receive college/scholarship-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
 2. **EL 50% Extended Time Support:** Eligible EL students can receive 50% extended time for college/scholarship-reportable scores when requested in advance. These requests must be submitted for each state administration.
 3. **State-Allowed Accommodations (SAA):** State-allowed accommodations (SAAs) are specific accommodations defined by the state. SAAs will result in scores for the student, but scores received are **NOT college/scholarship-reportable**.

SSD Coordinator Roles & Responsibilities

While a school may have more than one SSD Coordinator, a primary coordinator should be identified to support the Test Coordinator(s) 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 coordinator on the schedule of testing rooms and staff needed for accommodations test administration
- Assisting with administering the test as needed
- Gaining and granting access to the MP3 streaming application (through SSD Online)
- Monitoring and printing the Nonstandard Administration Report (NAR)
 - The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.

Creating your SSD Online Account



The image shows the 'SSD Coordinator Form' from CollegeBoard. At the top left is the CollegeBoard logo and 'Services for Students with Disabilities'. At the top right is a QR code with the number 'F0000000' above it. The title 'SSD Coordinator Form' is prominently displayed. Below the title, there is a paragraph explaining the form's purpose: to establish the user as the SSD Coordinator for their school and allow access to SSD Online. It also mentions that if the user is the SSD Coordinator for more than one school, they need to submit a separate form for each school. Another paragraph states that the school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. A final paragraph instructs the user to complete, sign, and fax the form to the College Board's Services for Students with Disabilities at 866-360-0114, and to not attach a cover sheet when faxing. The form is divided into several sections: 'School Information' with fields for School Code, School Name, School Address, City, State, ZIP Code, and Country; 'Coordinator Information' with fields for Last Name, First Name, Middle Initial, Date of Birth (MM/DD/YY), Gender (Male/Female), Work Telephone, Fax, and Email; a question 'Are you the primary SSD Coordinator for your school?' with Yes/No options; and 'Signatures' with fields for the SSD Coordinator Signature, Date, School Principal or Assistant Principal Name, and School Principal or Assistant Principal Signature. A disclaimer at the bottom states that by signing the form, the user is permitting the individual to request accommodations for College Board tests and to access students' personal disability information.

CollegeBoard
Services for Students with Disabilities

F0000000

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login/login>. 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.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 866-360-0114. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at: <http://sat.collegeboard.org/register/sat-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male ☐ Female ☐

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes ☐ No ☐

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- New SSD Coordinators who do not have a College Board Professional Account should go to www.collegeboard.org to create 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 (instructions 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, but you should create only one professional login account.

Understanding Common Accommodations

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The entire image has a blue overlay.

Determining Accommodations

- The accommodations that school staff request for students for the SAT, PSAT 10, and PSAT 8/9 should be consistent with the accommodations listed in their IEP/504 plans for instruction and assessments. In other words, students should already be familiar with using the accommodation(s) on a regular basis.
- 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, school staff may wish to request a reader or MP3 audio format for oral presentation of the assessment.
 - The school staff can determine the best option in consultation with the student and family.
- When considering requests for timing accommodations, please keep in mind that the student must be given 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.
- The College Board-approved accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests.

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Timing

Accommodation	Day(s)	What to Know
50% extended time for reading	1 or 2 Days	<ul style="list-style-type: none">Students will test in 2 days for SAT with Essay and 1 day for PSAT.Student receives extended time for ALL sections.Student is automatically approved for extra breaks.
50% extended time for math	1 Day	<ul style="list-style-type: none">Student receives extended time only for the math test.Student is automatically approved for extra breaks.
100% extended time for reading	2 Day	<ul style="list-style-type: none">Students receives extended time for ALL sections.Student is automatically approved for extra breaks.
100% extended time for math	1 Day	<ul style="list-style-type: none">Student receives extended time only for the math test.Student is automatically approved for extra breaks.
50% extended time for written language expression – Essay	1 Day	<ul style="list-style-type: none">Student receives extended time only for the SAT essay portion of the test.Student is automatically approved for extra breaks for the essay.
100% extended time for written language expression – Essay	1 Day	<ul style="list-style-type: none">Student receives extended time only for the SAT essay portion of the test.Student is automatically approved for extra breaks for the essay.

The College Board does not allow self-pacing for the SAT Suite of Assessments, even in a 1:1 setting. We require the use of the entire time for which the student is approved (either the standard amount of time or extended time) to:

- provide a consistent, standardized testing experience for all students
- prevent students from feeling rushed to finish or move ahead by other students or the proctor

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	<ul style="list-style-type: none">• Student is given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	<ul style="list-style-type: none">• Student is given breaks at the standard time, but breaks are typically twice as long.• A student with 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	<ul style="list-style-type: none">• Breaks as needed are most often provided for students with significant physical or medical conditions.• Breaks are granted as requested by the student during the test. Timing of the test is paused during the break. Must be administered in 1:1 setting.• A student who needs 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.
Permission to Test Blood Sugar	1 Day	<ul style="list-style-type: none">• Student will use standard time unless approved for other timing or break accommodations.• Approval to test blood sugar does not include approval to take additional breaks. If a student needs beyond the standard breaks, the student should request extra breaks, extended breaks, or breaks as needed.• Approval to test blood sugar does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room.

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Presentation

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	<ul style="list-style-type: none">• Student uses audio version of the test, downloaded from SSD Online.• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.• Student must be given 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.• Student must either use headphones or be tested in a one-to-one setting.
Reader	1 or 2 Days	<ul style="list-style-type: none">• Student will test in 2 days for SAT with Essay and 1 day for PSAT.• The test is read aloud to the student 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 be given 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. <p>Reader reads the entire test.</p>

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Presentation (continued)

Accommodation	Day(s)	What to Know
Assistive Technology Compatible (ATC)	1 Day	<ul style="list-style-type: none">• ATC is a digital version of the test (accessible on a Microsoft Word format) delivered on a flash drive.• ATC is for use with screen readers and other assistive technology. The type of device must be provided in request.• Student is automatically given 100% extended time on the Writing and Language test only.• Student must be given 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	<ul style="list-style-type: none">• Student will receive a 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	<ul style="list-style-type: none">• Student will receive test directions, the only listening portion of the SAT/PSAT, in ASL by an adult.• Interpreters must meet testing staff requirements (i.e. must complete test administration training).

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Recording Answers

Accommodation	Day(s)	What to Know
Writer /Scribe	1 or 2 Days	<ul style="list-style-type: none">• Student will test in 2 days for SAT with Essay and 1 day for PSAT.• 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 be given 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.
Large Block Answer Sheet	1 Day	<ul style="list-style-type: none">• Student will mark squares with an “X” instead of filling in bubbles.• Student will test in a standard room unless approved for other accommodations.
Computer for Essay	1 Day	<ul style="list-style-type: none">• Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task. Student taking the PSAT should test in the standard test room unless approved for other accommodations.• School must provide the computer; student may not use a personal computer or a computer belonging to their family.• Computer must have word processing software, be attached to a working printer, and cannot be connected to the internet or network.• Typed essays must comply with certain guidelines, available in the <i>SAT Accommodated Testing Manual</i>, to be properly scored and for the students to receive online images of their essays.

Types of College Board-Approved Accommodations (college-and scholarship-reportable)

Setting/Other

Accommodation	Day(s)	What to Know
Small Group Testing	1 Day	<ul style="list-style-type: none">• Student tests with a smaller group of students. The number of students that may be assigned to a “small group” room depends 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	<ul style="list-style-type: none">• Home/hospital testing must be requested through SSD Online.• Test is administered at a location other than school (i.e., home or hospital) to a student with a disability that prevents them from attending school.• If a student requires an alternate testing location for reasons other than a disability, do not request home/hospital testing. Instead, refer to your state process for requesting an off-site administration.
Preferential Seating	1 Day	<ul style="list-style-type: none">• In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While school staff can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests (e.g., national SAT testing).
Permission for Food/Medication	1 Day	<ul style="list-style-type: none">• Student will use standard time unless approved for other timing or break accommodations. Staff may also need to request breaks as needed• EpiPens are permitted without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing.• For other medications, contact the SSD office.

English Learner (EL) Supports

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The brick wall is in the background.

English Learner (EL) Supports

- 50% Extended Time for EL Students
 - EL students receive 50% extended time for all sections of the test. This is offered as an option for EL students who receive extended time as an instructional support.
 - Students taking the SAT will test over 2 days. Students taking the PSAT 10 or PSAT 8/9 will test in 1 day.
 - Scores will be scholarship- and/or college-reportable.
 - Advance request is required through SSD Online through the English Learner Support dashboard and must be requested for each state administration.
 - Students must be given the full time. Carefully consider each individual student's situation before requesting this support.
- Word-to-Word Glossaries
 - List includes approximately 100 glossaries.
 - Use of glossary does NOT require an approval by College Board.
 - The approved list will be available at www.isbe.net/Pages/sat-psat.aspx.
 - Glossaries are provided to students by the school.

English Learner (EL) Supports

- Translated Test Directions
 - Translated test directions will be available in PDF format. School staff must print the directions for students, no printed test directions will come with test materials.
 - Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.
 - Use of translated test directions does NOT require an approval by College Board.
 - Translations will be available in February 2020 to print from www.isbe.net/Pages/sat-psat.aspx.

State-Allowed Accommodations (SAA)

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

State-Allowed Accommodations (SAAs)

Students with IEP/504 plans (online request required)
Not college- or scholarship-reportable

- For use on an exception basis, for students with disabilities whose requests for College Board-Approved accommodations were not approved for college- and scholarship-reportable scores.
- Most College Board-approved accommodations are also available as a state-allowed accommodations if needed.
- For students with disabilities, all requests should be submitted as a College Board-approved accommodation first so students have the opportunity to receive college- or scholarship-reportable scores.
- School staff and students should be aware that SAAs will result in scores for the student, but scores received are **NOT college- or scholarship-reportable**.
- The window to request SAAs opens **January 14, 2020**.

Accommodation	Day(s)	What to Know
American Sign Language	1 Day	<ul style="list-style-type: none">• Use of American Sign Language for the Reading, Writing and Language, Mathematics and/or Essay questions and response options.• NOTE: Signed Exact English may be approved for reportable scores if the student has both a reading and hearing impairment.
Other		<ul style="list-style-type: none">• If you have a student with an accommodation request that cannot be met through one of the College Board-approved or state-allowed accommodations listed, please contact ISBE at assessment@isbe.net or 866-317-6034 for guidance. Any requests for SAA-Other must be communicated to ISBE or scores may be subject to suppression.

State-Allowed Accommodations

English Learners (online request required)
Not college- or scholarship- reportable

- For use on an exception basis, for EL students with accommodations needs beyond the college-reportable supports provided.
- School staff and students should be aware that SAAs will result in scores for the student, but scores received are **NOT college- or scholarship-reportable**.
- The window to request SAAs opens **January 14, 2020**.

Accommodation	Days(s)	What to Know
Extended Time	2 Days	<ul style="list-style-type: none"> • Provide 100% extended time for testing.
Extra Breaks, Extended Breaks, Breaks as Needed	1 Day	<ul style="list-style-type: none"> • Provide extra or extended supervised breaks.
Reader	1 or 2 Days	<ul style="list-style-type: none"> • Provide a human reader to read aloud the Reading, Writing and Language, Mathematics and Essay tests in English using a reader script.
Writer/Scribe	1 or 2 Days	<ul style="list-style-type: none"> • Provide a scribe for multiple choice, student-produced grid-in mathematics responses, or the essay (Note: essay must be dictated by student in English and scribed onto the answer sheet in English). • The scribe must capture the essay portion of the SAT exactly as dictated by the student. Student does not have to dictate spelling, unless a word is unclear. Student does need to dictate punctuation to be captured by the scribe.
Other		<ul style="list-style-type: none"> • If you have a student with an accommodation request that cannot be met through one of the College Board-approved or state-allowed accommodations listed, please contact ISBE at assessment@isbe.net or 866-317-6034 for guidance. Any requests for SAA-Other must be communicated to ISBE or scores may be subject to suppression.

Prepare

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SSD Online Dashboard

Managing Accommodations

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

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students 25 per page ◀ ▶

Create Eligibility Roster Submit Accommodations Request

Create AP Nonstandard Administration Report >
How to complete AP NARs >

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates Clear all Reload Enter Student Name or SSD Number

☐ Only show students with pending Applications * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Review Student Needs

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



Students with prior approvals in SSD Online that no longer qualify due to a change in their IEP or 504 MUST have those accommodations removed from the system.

- Identify students who will be testing this year and confirm accommodations.
 - Use the Dashboard to look up students 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 name, birth date, and graduation date are correct.
 - The student is consistently using the testing accommodation 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.

College Board- Approved Accommodations

Confirm Selected Accommodations


You selected the following accommodations. Please confirm your selection(s) and indicate if the Student is consistently using the accommodations on school tests and whether the accommodations are part of a current IEP, 504 or formal plan.

Accommodation	
Writing +50% (time and 1/2)	
Is the Student consistently using this accommodation for school tests ?	If the Student has a current IEP, 504, or formal plan, does it include this accommodation?
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No (Documentation required)	<input type="radio"/> No (Documentation required)
Mathematical Calculations +50% (time and 1/2)	
Is the Student consistently using this accommodation for school tests ?	If the Student has a current IEP, 504, or formal plan, does it include this accommodation?
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No (Documentation required)	<input type="radio"/> No (Documentation required)
Reading +50% (time and 1/2)	
Is the Student consistently using this accommodation for school tests ?	If the Student has a current IEP, 504, or formal plan, does it include this accommodation?
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No (Documentation required)	<input type="radio"/> No (Documentation required)

Select Another Accommodation

- 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 plan).
 - **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.

Documentation Guidelines

 CollegeBoard

My Account | Logout

Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

DOCUMENTATION NEEDED. In order for us to determine if the requested accommodations are appropriate, you will need to fax, mail or upload documentation of the student's need for accommodations. Documentation should demonstrate the student's disability, impact of the disability on College Board tests, and need for the specific accommodations that are requested. Based on the student's disability and requested accommodations, the documentation listed below is recommended. We recognize that you may have other forms of documentation that may also be helpful. If you do not have the documentation that is suggested, or if you have other documentation that you believe will assist us in determining the student's need for accommodations, other types of documentation may be substituted or added. Please see collegeboard.org/ssd for additional information regarding documentation.

Recommended Documentation (Please read above, not all examples noted are required.)

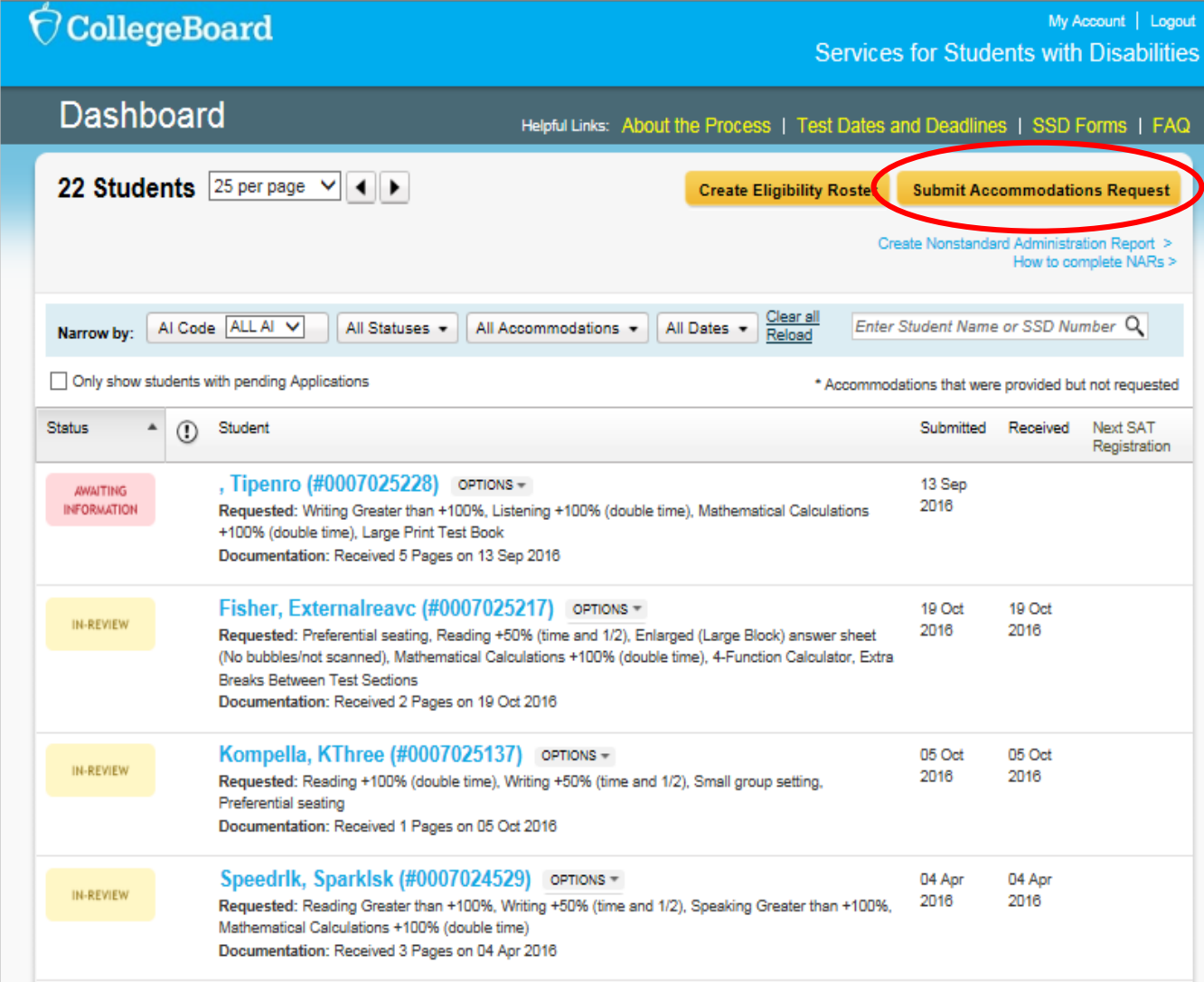
- 1 Cognitive Ability** (Commonly used tests that measure cognitive abilities)
Cognitive ability tests should be comprehensive, individually administered, standardized and norm-referenced assessments of general intellectual ability as well as specific cognitive domains or processes. They measure abilities such as abstract reasoning, visual processing, general knowledge, memory and attention, information processing, and processing speed. Abbreviated or brief measures (i.e., WIAT-III, KBIT-2, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate cognitive ability. Please provide scaled and/or standard scores for each administered subtest, composite/cluster scores, and an overall measure of general intellectual ability.
[Why is this recommended?](#)
- 2 Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e., WIAT-III, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.
[Why is this recommended?](#)
- 3 Psychiatric Evaluation**
For psychiatric disabilities, documentation should show that a comprehensive assessment was conducted to arrive at the diagnosis and to determine the need for the requested accommodation(s). Documentation should include a history, the nature and severity of symptoms, summary of assessment procedures and evaluation instruments used to make the diagnosis, a narrative summary of the evaluation results, treatment and medication (past and current) as well as a rationale for each accommodation recommended by the evaluator. A qualitative description of how your disability impacts your academic functioning, specifically its functional impact on your ability to take College Board tests, should be included. In most cases, a medical note is not sufficient and cannot serve as a substitute for the comprehensive testing.
[Why is this recommended?](#)
- 4 Psychiatric Update within one year**
For psychiatric disabilities, an annual evaluation update should be done within 12 months of the request for accommodations, describing the current manifestation of your disability and the effect that it has on your academic functioning and ability to participate in standardized tests.
[Why is this recommended?](#)
- 5 Teacher Observations**
Teacher observations regarding the impact of the student's disability in school and the student's use of accommodations for school-based tests (Teacher survey form may be used)
[Why is this recommended?](#)

Print Documentation Checklist

- 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 not 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.

Submitting a New Request in SSD Online

- Log in to www.collegeboard.org/ssdonline.
- Click “Submit accommodation Request” in upper right corner.
- Accommodation requests should be submitted for all Grade 9, 10, and 11 students.
- Accommodation requests should also be submitted for all Grade 12 students who are required to test.



The screenshot displays the CollegeBoard SSD Online Dashboard. At the top, the CollegeBoard logo is on the left, and "My Account | Logout" is on the right. Below the logo, the text "Services for Students with Disabilities" is visible. The main header is "Dashboard", with helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ".

Below the header, there's a section for "22 Students" with a "25 per page" dropdown and navigation arrows. To the right of this are two buttons: "Create Eligibility Roster" and "Submit Accommodations Request", which is circled in red. Below these buttons are links for "Create Nonstandard Administration Report >" and "How to complete NARs >".

The main content area has a "Narrow by:" section with filters for "AI Code" (set to "ALL AI"), "All Statuses", "All Accommodations", and "All Dates". There are also "Clear all" and "Reload" links, and a search bar labeled "Enter Student Name or SSD Number". A checkbox option "Only show students with pending Applications" is present.

Below the filters is a table of student requests. The table has columns for "Status", "Student", "Submitted", "Received", and "Next SAT Registration". The first row shows a student named "Tipenro (#0007025228)" with a status of "AWAITING INFORMATION", submitted on "13 Sep 2016". The second row shows "Fisher, Externalreavc (#0007025217)" with a status of "IN-REVIEW", submitted on "19 Oct 2016". The third row shows "Kompella, KThree (#0007025137)" with a status of "IN-REVIEW", submitted on "05 Oct 2016". The fourth row shows "Speedrik, Sparklsk (#0007024529)" with a status of "IN-REVIEW", submitted on "04 Apr 2016". Each row includes details about requested accommodations and documentation received.

Submitting a SAA Request in SSD Online

- Go to the SSD Online Dashboard and click the link in upper left corner to access the SAA Dashboard.
- The SAA Dashboard opens on January 14, 2020.

The screenshot displays the CollegeBoard SSD Online Dashboard. At the top, the CollegeBoard logo is on the left, and 'My Account | Logout' is on the right. Below the logo, the text 'Services for Students with Disabilities' is visible. The main header is 'Dashboard', with helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. The dashboard shows '43 Students' with a '25 per page' dropdown and navigation arrows. A button 'Go To State-Allowed Accommodation Dashboard >' is circled in red. To the right are buttons for 'Create Eligibility Roster' and 'Submit Accommodations Request'. Below these are links for 'Create Nonstandard Administration Report >' and 'How to complete NARs >'. A 'Narrow by' section includes dropdowns for 'AI Code' (set to 'ALL AI'), 'All Statuses', 'All Accommodations', and 'All Dates', along with 'Clear all' and 'Reload' buttons. A search bar is labeled 'Enter Student Name or SSD Number'. A checkbox option 'Only show students with pending Applications' is present. A table lists student requests with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Swift, Taylor (#0007025238), is in 'AWAITING DOCUMENTATION' status. The other three students are in 'IN-REVIEW' status.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Swift, Taylor (#0007025238) Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		
IN-REVIEW	Sparimlks, Joramlks (#0007025145) Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016	07 Oct 2016	24 Oct 2016	
IN-REVIEW	Gasdf, Sfaslkj (#0007024489) Requested: Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2) Documentation: Received 3 Pages on 29 Mar 2016	29 Mar 2016	29 Mar 2016	
IN-REVIEW	Linkart, Harolks (#0007024257) Requested: Writer/Scribe to Record Responses, School-Based Testing Documentation: Received 3 Pages on 06 Jan 2016	06 Jan 2016	06 Jan 2016	

Submitting a Request for EL 50% Extended Time

- EL 50% is a college- and scholarship-reportable support that requires an advance request.
- This support must be requested for each state administration.
- EL 50% extended time may be entered into SSD Online EL Dashboard beginning January 14, 2020.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

43 Students 25 per page ◀ ▶

[Go To State-Allowed Accommodation Dashboard >](#) [Create Eligibility Roster](#) [Submit Accommodations Request](#)

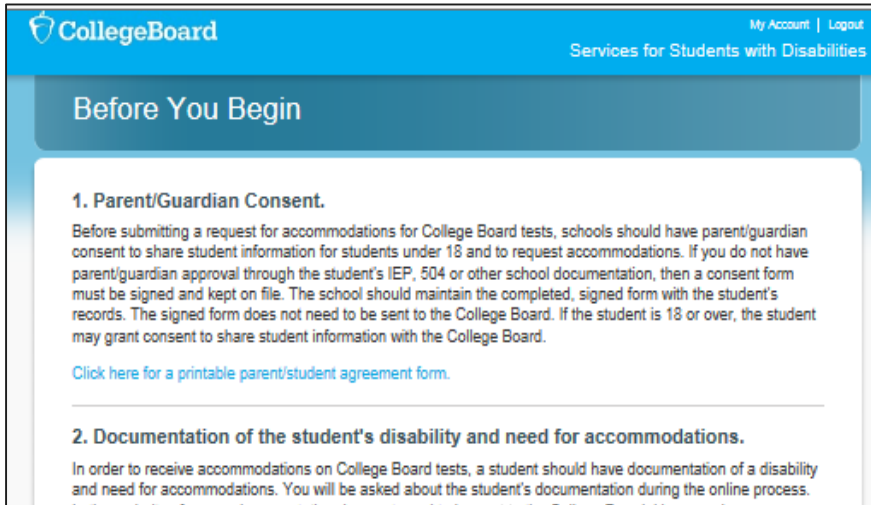
[Go to English Learner Support Dashboard >](#) [Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

☐ Only show students with pending Applications * Accommodations that were provided but not requested

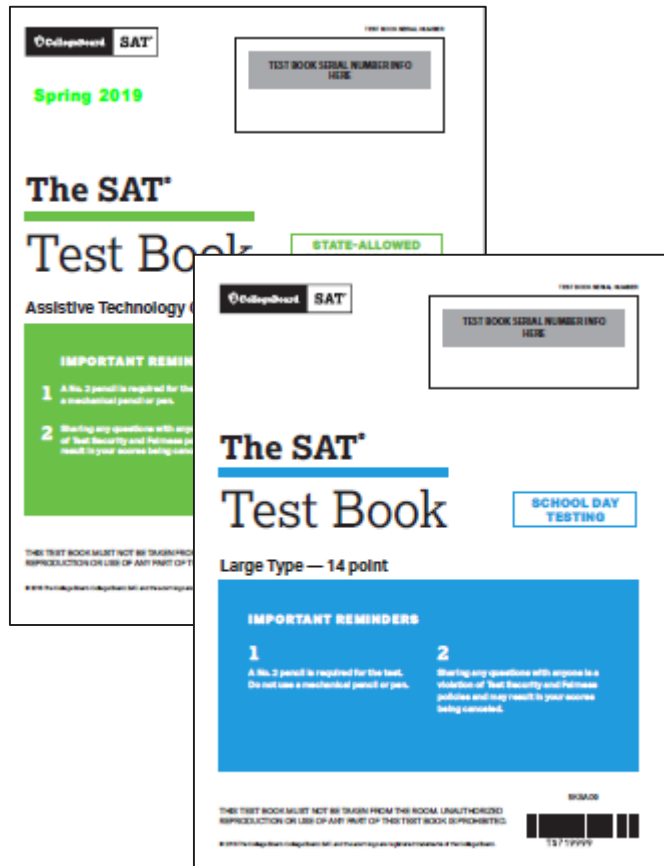
Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Swift, Taylor (#0007025238) OPTIONS Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		

Obtain Parental Consent



- Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information and to request accommodations.
- Verification of consent will be requested during the online process.
- Parent consent forms are available at collegeboard.org/students-with-disabilities/forms.
 - Parent/guardian approval obtained through the student's IEP, 504 Plan, or other school documentation may be acceptable if it includes consent for requesting accommodations.
- The College Board does not require schools to submit the consent form, but it must be kept on file at the school.
- Once you have obtained parent/guardian consent, it remains in effect for the student as long as the student is in high school.

Nonstandard Material Orders



- Nonstandard materials will be shipped for all eligible grade levels based accommodations approved in SSD Online by the deadline. This includes College Board-approved accommodations, state-allowed accommodations and EL 50% extended time support.
 - PSAT 8/9 – Grade 9
 - PSAT 10 – Grade 10
 - SAT – Grade 11 (and Grade 12 as required)
- Confirm that all students testing with accommodations at your school are listed on your school's SSD Online dashboard. Materials will ship to the school where the student's accommodation is approved in SSD Online.
 - Details about transferring students to your dashboard are available in the College Board Accommodations and Supports Handbook (coming this fall) and [SSD training e-Module](#).
- If you submit a request for accommodations or supports after the deadline, you will need to contact the SSD Office by calling the IL Educator Support line in order to ensure materials can arrive in time for testing.
- Pre-ID labels will be shipped to each school listed as the “Testing School” in the SAT and PSAT Pre-ID report so they may be affixed to student answer sheets.

Manage Accommodations

A blue-tinted photograph of three students walking from left to right in front of a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The image has a solid blue overlay.

Students with Prior Approvals



Students with prior approvals in SSD Online that no longer qualify due to a change in their IEP or 504 MUST have those accommodations removed from the system.

For students who had College Board-approved accommodations in 2019:

Spring 2019	Spring 2020	Action
School A	School A	Confirm accommodation is appropriate based on <u>current</u> IEP/504 and graduation date is accurate in SSD Online. Re-application is not necessary.
School A	School B	Transfer student to new school in SSD Online. Then confirm accommodation is appropriate based on current IEP/504 and graduation date is accurate.

For students who had state-allowed accommodations in 2019:

- Determine if state-allowed accommodations or College Board-approved accommodations are appropriate.
- Re-apply for state-allowed accommodations or apply for College Board-approved accommodations, as necessary.

Change an Existing Approval

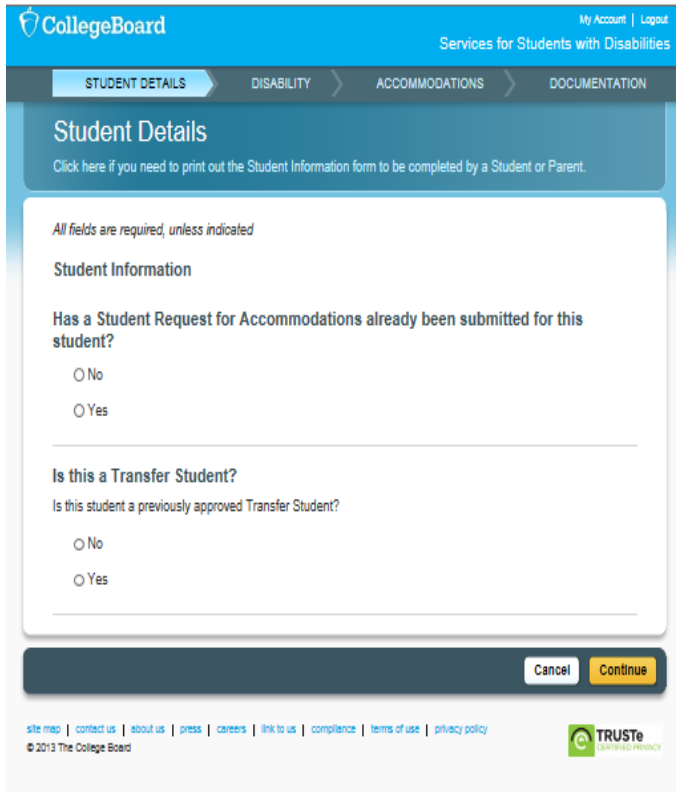
- A change may be required to:
 - Add or remove accommodations
 - Update student information, such as name
 - Update student graduation date
- To submit a change request:
 - From the SSD Online Dashboard, locate the student to change.
 - Select “Options.”
 - Click “Create Change Request.”
 - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.

Note: The request to add additional accommodations for a student typically requires supporting documentation.

Status	Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

View Decision Letter	calculations
Create change Request	
Resubmit Request	

Add a Transfer Student



The screenshot shows the CollegeBoard 'Services for Students with Disabilities' dashboard. The 'STUDENT DETAILS' tab is active. The form is titled 'Student Details' and includes a link to print the form. It contains two sections with radio button options:

Student Information

Has a Student Request for Accommodations already been submitted for this student?

☐ No
☐ Yes

Is this a Transfer Student?

Is this student a previously approved Transfer Student?

☐ No
☐ Yes

At the bottom, there are 'Cancel' and 'Continue' buttons. The footer includes links for site map, contact us, about us, press, careers, link to us, compliance, terms of use, and privacy policy, along with a copyright notice for 2013 The College Board and a TRUSTe logo.

- Click “Submit Accommodations Request” in the top right corner of the dashboard.
- On the Student Details page, respond “Yes” to these two questions:
 - Has a request for accommodations already been submitted for this student?
 - Is this a Transfer Student?
- 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.
 - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
 - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD.
 - The student must be present in order to provide permission to give the SSD number to the school.
- 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.

Removing a Student From the Dashboard



Students will stay on your Dashboard for one year after graduation in the chance they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard.

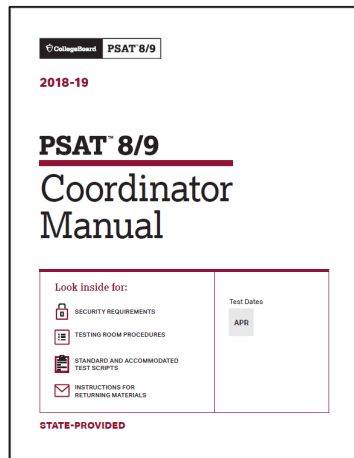
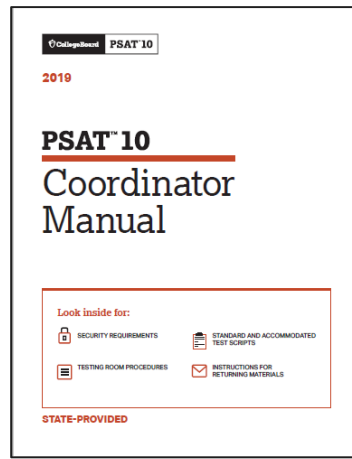
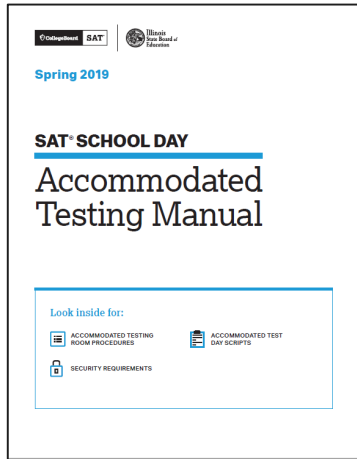
To remove a student from your dashboard that no longer attends your school:

1. Login to SSD Online.
2. From the dashboard, create eligibility roster.
3. Print roster.
4. Find the student's name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s).
5. Fax annotated roster to (866) 360-0114.

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, and to his right is a young woman, both also wearing backpacks. The image has a solid blue overlay.

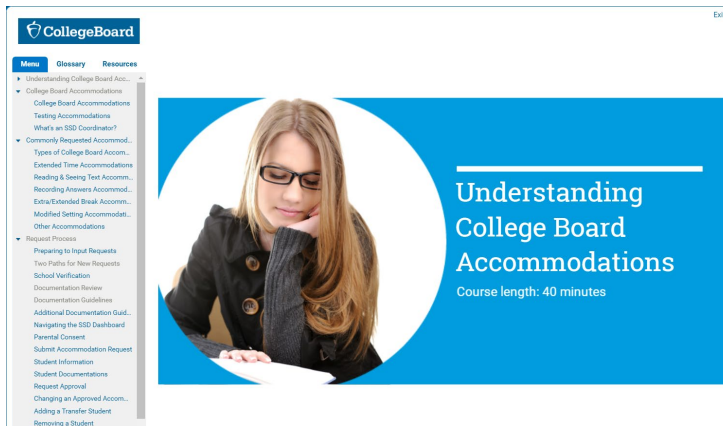
Tools and Resources for SSD Coordinators

SSD Resources – Manuals



- SAT School Day Accommodated Testing Manual, PSAT 10 Coordinator Manual and PSAT 8/9 Coordinator Manual
 - The manuals include tasks and key information for Services for Students with Disabilities (SSD) coordinators and proctors supporting the SAT, PSAT 10, and PSAT 8/9 administrations in nonstandard testing rooms.
 - Copies will be included with the Coordinator's Planning Kits, which arrive in schools mid-February.
 - Additional copies to support the administrations will be included in the preadministration shipments which arrive in schools 3-4 weeks prior to the test.

Understanding College Board Accommodations E-module



- We have developed an on demand training module for SSD Coordinators. The e-module, available through the ISBE SAT/PSAT website, includes topics such as:
 - An overview of College Board accommodations
 - Details on commonly requested accommodations
 - A step-by-step tutorial of the accommodations request process and other common activities performed in SSD Online
 - Tips for preparing for testing, including access the NAR
- SSD coordinators can review the training in its entirety (approximately 40 minutes) or choose specific topics as a refresher or real-time job aid.
- A link to the SSD training e-Module is available on ISBE's SAT/PSAT website www.isbe.net/Pages/sat-psat.aspx under "Presentations & Webinars."

College Board Accommodations and Support Handbook

-
- The College Board Accommodations and Support Handbook will be available later this month.
 - It can be used to assist SSD coordinators as they prepare for the spring 2020 SAT, PSAT 10, and PSAT 8/9 administrations.
 - The handbook provides helpful information on:
 - The different types of accommodations
 - How to use SSD Online to assist in organizing high-level tasks
 - Administering the tests to students with accommodations
 - This information will be a key resource for SSD coordinators to use until testing manuals are shipped in February.

The Nonstandard Administration Report

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, and to his right is a young woman with long hair, also wearing a backpack and looking towards the right. The background is a brick wall.

SAT Nonstandard Administration Report

- Lists ALL students approved for accommodations
- Groups students who must test on the primary test day and those who may test in the accommodated window
- Includes the test book color and the script name the student should use
- Includes students testing with EL 50% extended time

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 with Essay	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small	SAT with Essay	Purple	One day	Script 1	

SECTION 1.
Students testing on the primary test day

SECTION 2.
Students testing in the accommodated window

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
SB20	Daraolks, Reaomls SSD #0007026072	Small group setting , Colored Overlay , 4-Function Calculator	SAT with Essay	Blue	One day	Script 1	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: 4-Function Calculator					
SB4	Foaster, Brendon SSD #0007025896	Large Print Test Book - 20 point , Mathematical Calculations +100% (double time) , Breaks As Needed	SAT with Essay	Blue	One day	Script 1 (unless also approved for extra breaks and extended time)	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Mathematical Calculations +100% (double time)					

PSAT Nonstandard Administration Report (NAR)

- All students listed on the PSAT NAR may test during the accommodated testing window.
- Includes three sections
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on providing specific accommodations
 - Section 3: Students who may test during the accommodated window
- Used as the room and attendance roster

Section 1:

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	K	
Gourie	N	
Graomlks	G	
Graomlktgtorallkklamroaktlkksargre	T	
Graomlk	T	
Graomls	T	

Section 3:

Brown, Robert (#0007025797)

Test Administration Date: _____

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

☐ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

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

MP3 Audio Changes

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also with a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking forward. The background is a brick wall.

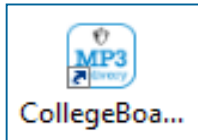
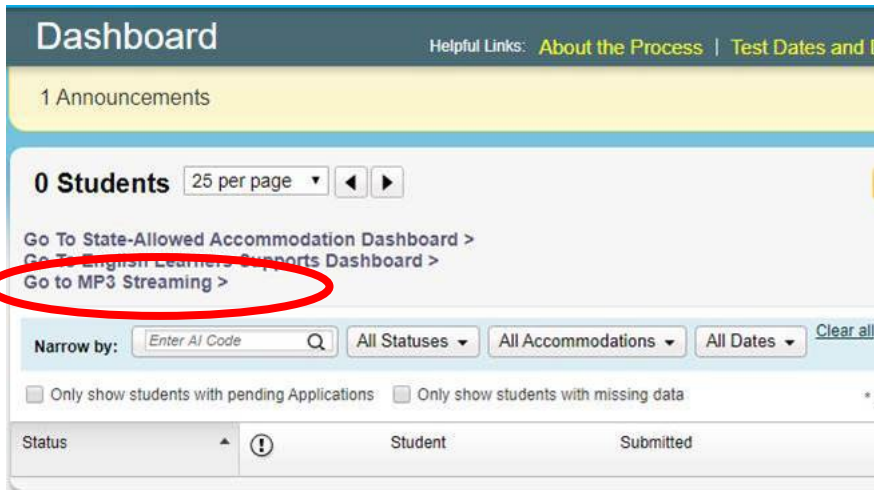
Changes to MP3 Audio

MP3 Audio Format Delivered Through Streaming Application

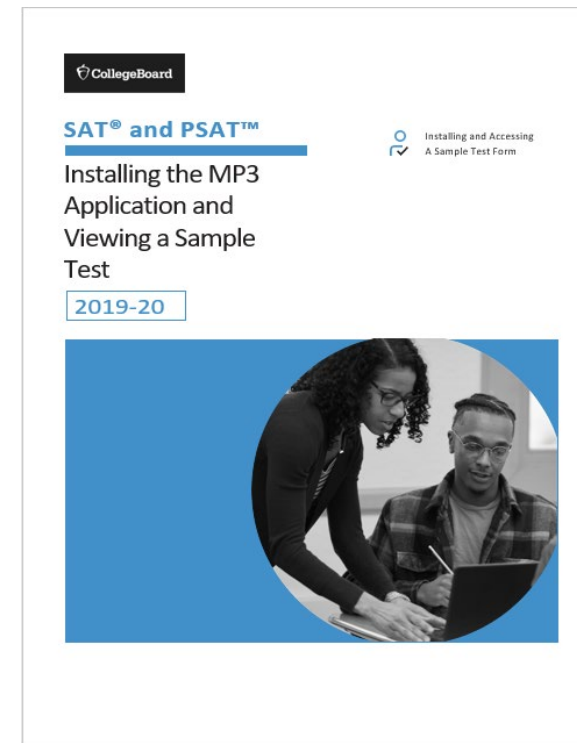


- Beginning August 2019, students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive.
- There are two steps required of SSD coordinators or their designated proctors in order to administer the MP3 audio format to approved students.
 - **Prior to test day**, an application needs to be installed and tested on each computer used for MP3 audio testing.
 - **On test day**, the SSD Coordinator or Proctor will download the MP3 audio files for approved students.
- SSD Online access is required to install the application and the audio files.
 - SSD Coordinators will receive an access code that allows Proctors to access the areas in SSD Online needed to download and administer the test.
- More information/instructions will be available closer to test day.
 - For assistance, there are various resources available in SSD Online, including short videos.

MP3 Audio: Installing the Application

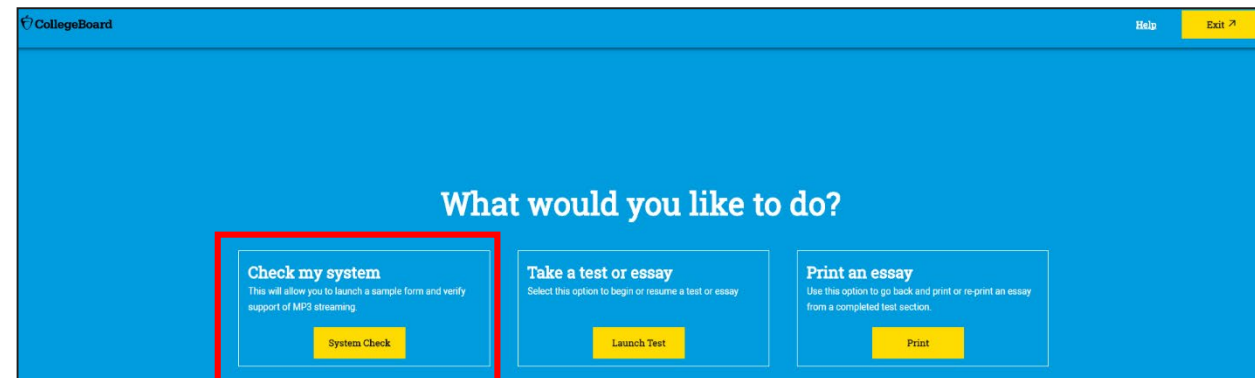


- The MP3 streaming application must be installed prior to test day. **SSD Coordinators should begin this step now.**
- If computers at your school are set up to require staff or students to sign in, the application has to be installed on the user profile for the computer that the student will be signed into on test day.
 - The MP3 streaming application will be visible as a desktop icon only on the user account on which it was originally installed.
- Detailed instructions are available on the MP3 Streaming Application Access page in SSD Online.



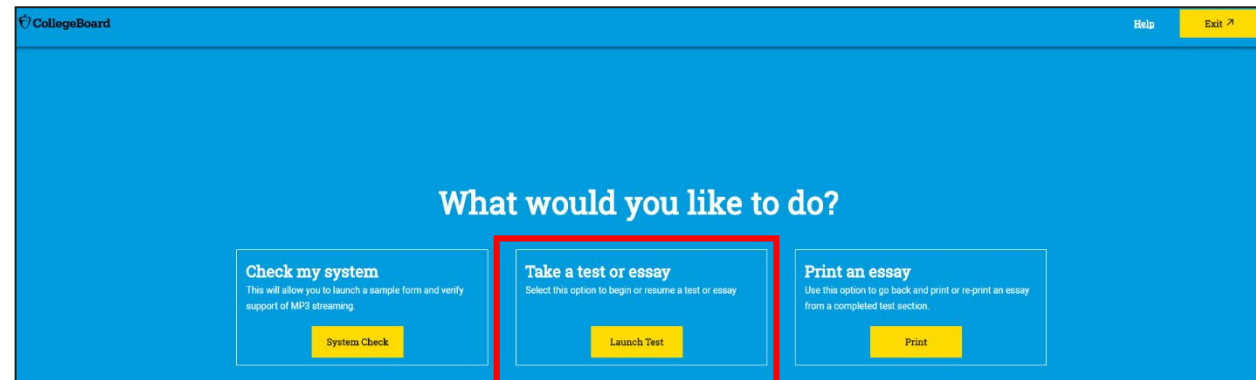
MP3 Audio: Test the Application

- SSD coordinators are highly encouraged to review the functionality of the streaming application by accessing the sample form prior to test day. This is to ensure that everything is working as expected and to get yourself familiar with accessing forms.
- If you encounter an issue, call the SSD office for assistance right away so that College Board can work with you to resolve any technical issues well before the opening of the accommodated testing window.



MP3 Audio: Downloading the Test Form

- On test day, the SSD coordinator or proctor will launch the MP3 streaming application. This needs to be repeated for each student, prior to the start of testing.
- Proctors may choose to download students' test forms if the number of MP3 test takers is small; otherwise, the MP3 script includes instructions for the student to complete this step.
- You'll need the NAR handy on test day because the MP3 streaming application requires each student's SSD number to access the test form.



Thank You!

Resources

- Visit the ISBE SAT/PSAT webpage
www.isbe.net/Pages/sat-psat.aspx.
- Contact our Illinois Educator Hotline
at 844-688-9995 (option 1) or email
illinoisadministratorsupport@collegeboard.org.



Questions?