# Illinois
# SAT® Preadministration & Rostering

Spring 2021

CollegeBoard

# Agenda

Our goals today include:

- Review the Preadministration Session

- Discuss Rosters

- Review the Nonstandard Administration Report (NAR)

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# What is the Preadministration Session?

# Preadministration Session

The tasks of the preadministration session include:

- Gridding all required information for scoring (this is used as a double check for what is on the Pre-ID label, if one is applied; see page 37 - PDF page 41 - in the [Coordinator Manual](#))
- Opting-in to Student Search Service® and completing the optional questionnaire
    - *Parental consent is required for students to opt-in to Student Search Service® and to complete the optional questionnaire as part of the in-school, ISBE-provided SAT School Day administration.*
    - *The sample consent forms are located here in English and in eight translations: [https://www.isbe.net/Pages/sat-psat.aspx](https://www.isbe.net/Pages/sat-psat.aspx).*
- Identifying where students want their four free score reports to be sent.

***NEW for 2020-2021 School Year****:* To reduce the time needed for the preadministration session, students now have the opportunity to opt-in to Student Search Service® and complete the entire optional online questionnaire through their personal College Board account or by visiting [http://studentsearch.collegeboard.org](http://studentsearch.collegeboard.org). Schools are encouraged to notify parents and guardians of this option if time does not allow for completion of the preadministration session on test day or prior to test day.

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# Preadministration Session

**What is the preadministration session?**
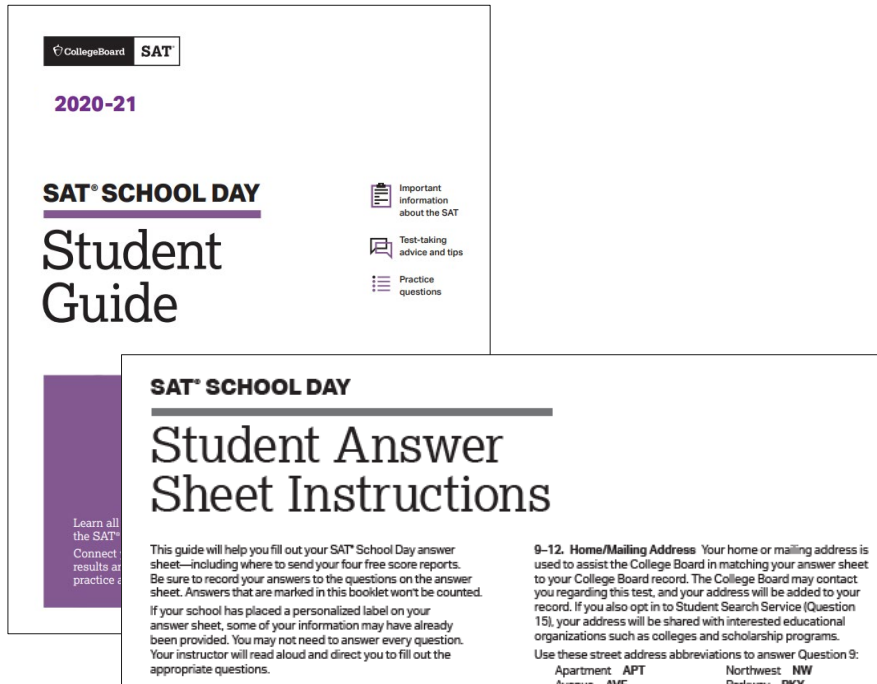
**Estimated time:**

**45-60 minutes for SAT**

Administering a preadministration session is always optional, but highly recommended. All parts of the preadministration session can also be done on test day, if needed.

The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Gridding all required personal information fields (fields 1-9):

    - Completing optional student questionnaire (parental consent required).

    - Opting-in to Student Search Service (parental consent required).

    - Selecting up to four colleges or scholarship programs to receive their scores (parental consent not required).
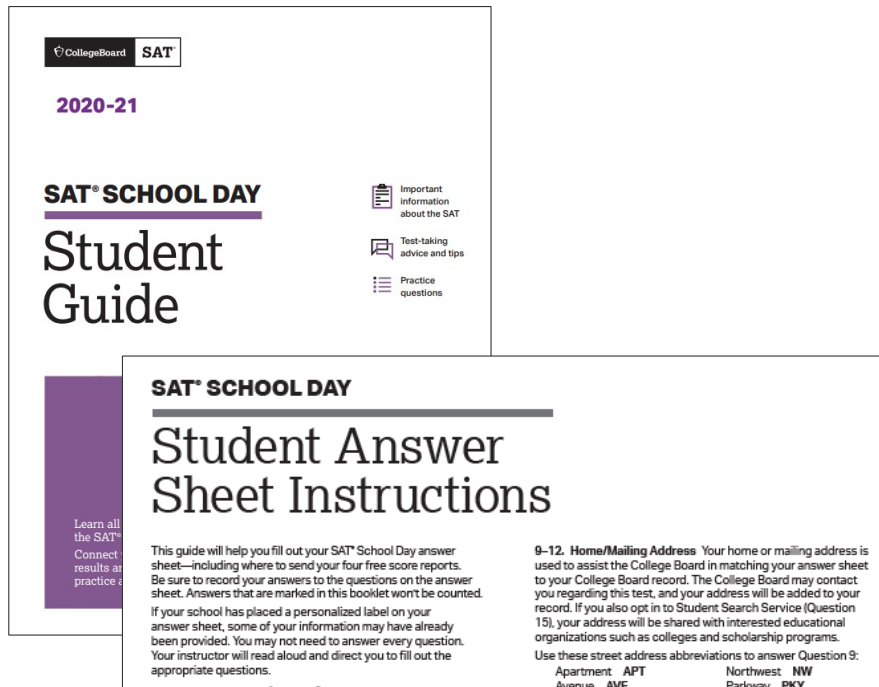


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# Student Search Service® and Consent

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities and scholarship and other educational programs.

- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them. Search users can also search for students based on score ranges.

- In advance, schools should distribute the Student Guide provided in the preadministration shipment and share the link to the Student Answer Sheet Instructions posted on the ISBE SAT website for students to discuss with their families.

# Student Search Service® and Consent

- Follow your district or school policy for collecting parental consent. Schools and districts may opt to use the consent form provided by the College Board and available in eight foreign languages on the [ISBE SAT website](#) or may choose to use their own. Parental consent should be collected prior to the preadministration session.

  - Schools should collect consent from parents for students who wish to opt-in to Student Search Service and complete the optional questionnaire.

  - Consent is required only to opt into Student Search Service and the questionnaire. Students can still take the SAT without completing this information.

- If a student does not return a consent form, the school should proceed, assuming the parent did <u>not</u> consent.

- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

- Consent forms are required annually.

# Preparing for the Preadministration Session

# Preadministration Session

## Shipments



- Preadministration materials are scheduled to arrive no later than March 18, 2021.

| Contents | SAT |
|---|:---:|
| Answer Sheets | X |
| Student Answer Sheet Instructions | X |
| Student Guides | X |
| Coordinator Manuals | X |
| Standard Testing Manuals | X |
| Accommodated Testing Manuals | X |
| Labels for each student included in the Pre-ID file (as of January 29, 2021, 4:00 p.m.) | X |

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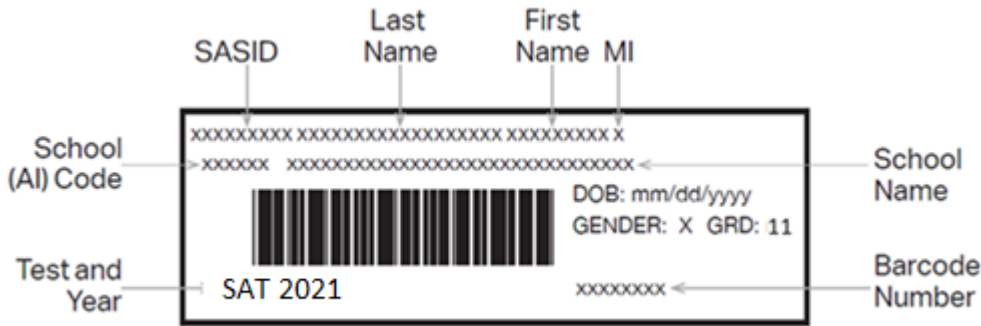
# Pre-ID Labels





- The established testing school for each student included in the ISBE SIS Pre-ID file as of January 29, 2021, will receive a Pre-ID label for each listed students' answer sheet.
- The label contains the student's 9-digit State Assigned Student ID (SASID) which the student will need when gridding his/her answer sheet.
- Any student with or without a Pre-ID label should be instructed to follow directions for gridding his/her personal information on the answer sheet. Schools should be prepared to provide the student with his/her 9-digit SASID. Gridded data for answer sheets with a Pre-ID label will be used as a verification.

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# Pre-ID Labels

**Verifying Information on the Pre-ID Labels**

- If the first name or last name printed on the label does not correctly reflect the student's name as it appears in ISBE's Student Information System (SIS), please do not use the label. *Note that the label truncates very long names, so the label is ok to use if it does not match for this reason.*

- If any other information is incorrect, including DOB, SASID, or grade/test information, the label may be used, and this information should be corrected in ISBE's SIS. ISBE will send updated Pre-ID files from SIS to College Board on April 2, 2021. Note that these updated files will be used to match scores and will not trigger any test materials orders.

- If you receive incorrect labels, labels for students no longer enrolled in your school, or labels for students who are not required to be tested, please shred or destroy these labels in a secure manner.

- Page 9 of the *Coordinator Implementation Handbook* contains guidance related to Pre-ID label use.

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# Preadministration Session



All students, **regardless of whether they have a Pre-ID label**, must manually grid the following required fields on the front page of the answer sheet:

Field 1: Name

Field 2: Testing Location

Field 3: School

Field 4: School Code

Field 5: Student ID Number (use the 9-digit State ID)

Field 6: Grade Level

Field 7: Date of Birth

Field 8: Gender

Field 9: Test Type (SAT)

A. Form Code

B. Test ID

C. Test Book Serial Number

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# Preadministration Session

**Prepare for Session**

- Apply Pre-ID labels to the correct answer sheet type: standard or large-block.

- You will need the following to conduct your session:

    - Answer sheets with Pre-ID labels affixed

    - Blank answer sheets

    - *Student Answer Sheet Instructions*

    - *SAT School Day Student Guides*

    - The SAT testing manuals (Standard or Accommodated) containing preadministration instructions and scripts

- Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups) and determine staffing needs.

- Conduct the session in school. Do not let students take the answer sheets home.

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# Preadministration Session

**Prepare Staff**

Meet with staff who will administer the sessions to:

- Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting

- Provide their room assignment

- Review roles and responsibilities of staff conducting the sessions

- Review the materials students will use during the session: answer sheets, Pre-ID labels, and *Student Answer Sheet Instructions*

- Instruct staff to display the 6-digit AI code in a prominent place in the room for students to see

See the "Prepare Your Preadministration Session" section of the Coordinator Manuals for more detail.

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# Preadministration Session

**Prepare Students**
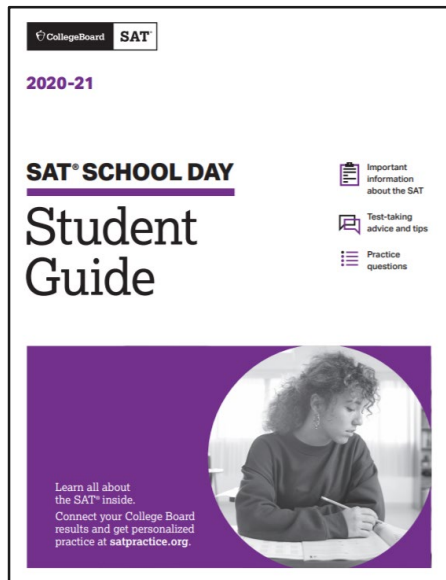
- Inform students of the scheduled session.

- Distribute the *SAT School Day Student Guide* to students.

- Inform students they will need No. 2 pencils for the session.

- Share information about the preadministration session in advance so students can discuss with their families whether they will opt-in to Student Search Service and complete the optional questionnaire and for which colleges they will select for their four free score sends.

- The *Student Answer Sheet Instructions* for SAT are available on the ISBE SAT website. We encourage schools to share this document ahead of the preadministration session so that students can discuss the optional questionnaire with their families.

- A sample SAT answer sheet is also available for your reference on the ISBE SAT website.

Conducting the Preadministration Session

# SAT Preadministration Session



- Plan for approximately 60 minutes.
- Distribute pre-labeled answer sheets and *Student Answer Sheet Instructions*.
  - Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.
- All students will complete:
- Part 1: Personal Information
  - All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth, gender, and SAT.
- Part 2: Score Sends
  - Students will use the *Student Answer Sheet Instructions* to locate the appropriate codes for colleges or scholarship programs.
- Part 3: Optional Questionnaire
  - Students with parental consent will use the *Student Answer Sheet Instructions* to respond to the optional questions.

# Preadministration Session

**After the Session**

Proctors:

- Collect all answer sheets and *Student Answer Sheet Instructions.*

- Confirm that all students have entered their 9-digit SASID accurately. For any students that left field 5, Student ID number, blank, enter their 9-digit SASID on the answer sheet and fill in the corresponding bubbles.

- Return answer sheets to the test coordinator as instructed.

Test Coordinators:

- Organize the answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day.

- Track students who missed the session and plan a makeup session prior to test day if possible.

    - The manuals also include instructions for assisting students to complete the student information and score sends on test day.

- Collect manuals from proctors for use on test day.

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Rosters

# Rosters

**What is a Master Student List?**

- Test coordinators will need to develop a Master Student List, or roster of test takers for SAT School Day.

- Each proctor will need a roster for his/her room.

- Test coordinators will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment.

- Test coordinators should make a copy and save the list in a safe location for six months after test day.

- In the event of an irregularity or discrepancy, test coordinators may need the list to respond to inquiries from Educational Testing Service (ETS) or the College Board during an investigation.

| P=present A=absent M=moved X=no entry | Last Name | First Name | M.I. | Date of Birth | SSD/Student ID Number | Testing Room (3-digit code/room name) | Accommodated? Y=Yes N=No | Testing Group | Test Book Type | EL Support Type | Language | Staff Assigned |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 P | Jones | Anita | | 3/5/2002 | 09090909 | 123 | N | Essay | Purple | | | A. Teacher |
| 2 A | Smith | Terry | O | 10/15/2001 | 10101010 | 456 | N | Essay | Purple | | | B. Proctor |
| 3 P | Ramirez | Juan | J | 2/15/2002 | 51515151 | 123 | N | Essay | Purple | | | A. Teacher |
| 4 P | Brown | Robert | | 9/1/2002 | 0001024999 | 789 | Y | SB30 | Blue | 50% XT; translated directions | Spanish | S. Scholar |
| 5 P | Szymanski | Ella | | 8/12/2002 | 0001025999 | 012 | Y | R2 | Purple | | | M. Coordinator |
| 6 P | North | Adrian | | 11/30/2001 | 0001025188 | 234 | Y | R1 | Purple | | | T. Coach |

# Rosters

**How to Create a Master Student List**

- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to obtain the list of students to be tested.

- It is recommended that you use the Pre-ID report from ISBE's Student Information System (SIS).

- The Pre-ID report in SIS will continue to adjust in real time as students are enrolled in and exited from SIS.

- You may download the Pre-ID report from SIS into a spreadsheet.

  - If needed, contact the SIS Helpdesk at 217-558-3600, option 3, for assistance in accessing this report.

- You should continue to enroll any new students, including students who have recently transferred to your school.

- Ask your SSD coordinator to print a copy of the Nonstandard Administration Report (NAR) from College Board's SSD Online system. Use the NAR to identify the number of rooms that will be needed for students testing with accommodations.

- Add room and staff assignments to the Master Student List.

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# Rosters

**Room Rosters**

- Once you have your room assignments for staff, you need to create a roster for each testing room that each proctor can use to record attendance on test day.

- Divide your Master Student List into individual room rosters for students testing in standard test rooms.

- You have the option to build room rosters for accommodated testing rooms or use copies of the NAR.

- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred to your school).

- In addition, work with your Services for Students with Disabilities (SSD) coordinator to identify students who may have recently been approved for accommodations or supports.

- Continue to update your Master Student List and room rosters.

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# Rosters

**Optional Testing Room Codes**

- The use of testing room codes is optional.

- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.

- If a group irregularity occurs, the testing room code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.

## Complete on Test Day

**44 Form Code** Copy from **back** of test book

**45 Test ID** Copy from **back** of test book

**46 Test Book Serial Number** Copy from **front** of test book

**47 Testing Room Code**

Important: ... fill in these ... completely ... If they are n ... there may b ... delivering y ...

| | Last Name | First Name | M.I. | Date of Birth/ | SSD/Student ID Number | P=present A=absent M=moved X=no entry | Testing Room (3-digit code/ room name) | Accommodated? Y=Yes N=No | Testing Group | Test Book Type | Staff Assigned |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Jones | Anita | | 3/5/2000 | | P | 123 | N | Essay | | A. Teacher |
| 2 | Smith | Terry | O | 10/15/1999 | | A | 456 | N | Essay | | B. Proctor |
| 3 | Ramirez | Juan | J | 2/15/2000 | | P | 123 | N | Essay | | A. Teacher |
| 4 | Brown | Robert | | 9/1/2000 | 123456789 | P | 789 | Y | SB28 | Blue | S. Scholar |
| 5 | Szymanski | Ella | | 8/12/2000 | 987654321 | P | 012 | Y | T2 | Purple | M.Coordinator |
| 6 | North | Adrian | | 11/30/1999 | 123123123 | P | 234 | N | R1 | Purple | T. Coach |

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# Nonstandard Administration Report (NAR)

**What is the NAR?**

- The NAR provides a list of all students with approved accommodations for testing.

- SSD Coordinators will access and print the NAR from College Board's SSD Online Dashboard.

- The NAR can be used as the room roster for accommodated testing.

- The NAR becomes available approximately 4 weeks before test day.

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# Nonstandard Administration Report (NAR)

**What is the NAR?**

For SAT, the NAR includes:

- a summary of students with their SSD numbers,

- a list of students who will test on the primary test date with accommodations,

- a list of students who will test during the accommodated testing window, and

- a list of students who will test with SAAs during the accommodated testing window.

Students testing with EL 50% extended time will be listed with other students approved for 50% extended time as a College Board approved accommodation.

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# Generating the NAR

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
  - Select the assessment.
  - Enter AI code and Primary Test Date.

# NAR – SAT

The SAT School Day NAR includes:

- Testing group to support room planning

- The student's name and SSD number

- A description of the approved accommodations

- Identification of what color test book a student must use for testing – purple, blue, or lime green

- Identification of one-day versus two-day testing accommodations

- Identification of which scripts to use for test administration

- The NAR will display students who have been approved for accommodations at the school who have also been pre-identified in the Pre-ID process. SSD Coordinators will be able to add students, with approved accommodations, to the NAR to build a complete list of students taking the SAT with accommodations.

| 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 | 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 | Blue | One day | Script 1 (unless also approved for extra breaks and extended time) | |

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# Questions?

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

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

- Call the Illinois State Board of Education Department of Assessment with any policy questions at 866-317-6034 or email assessment@isbe.net

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