
Illinois
SAT with Essay,
PSAT 10, PSAT 8/9®
Preadministration
& Rostering

Spring 2022

Agenda

Our goals today include:

- Review the Preadministration Session
- Discuss Rosters
- Review the Nonstandard Administration Report (NAR)

What is the Preadministration Session?

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is shaking hands with the student on the right. All three are wearing backpacks.

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 the **Conduct the Preadministration Session** heading in each [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 with Essay and PSAT 10 School Day administration.*
 - *The sample consent forms are located here in English and in eight translations:
<https://www.isbe.net/Pages/sat-psat.aspx>.*
 - *To reduce the time needed for the preadministration session, students 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>. 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.*
- Identifying where students want their four free score reports to be sent (SAT with Essay only). ISBE-provided SAT with Essay School Day students should indicate on their paper answer sheet the colleges, universities, or scholarship programs to receive their four free score reports.

Preadministration Session

What is the preadministration session?

Estimated time:

- 45-60 minutes for SAT with Essay
- 25-35 minutes for PSAT 10
- 20-30 minutes for PSAT 8/9

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.

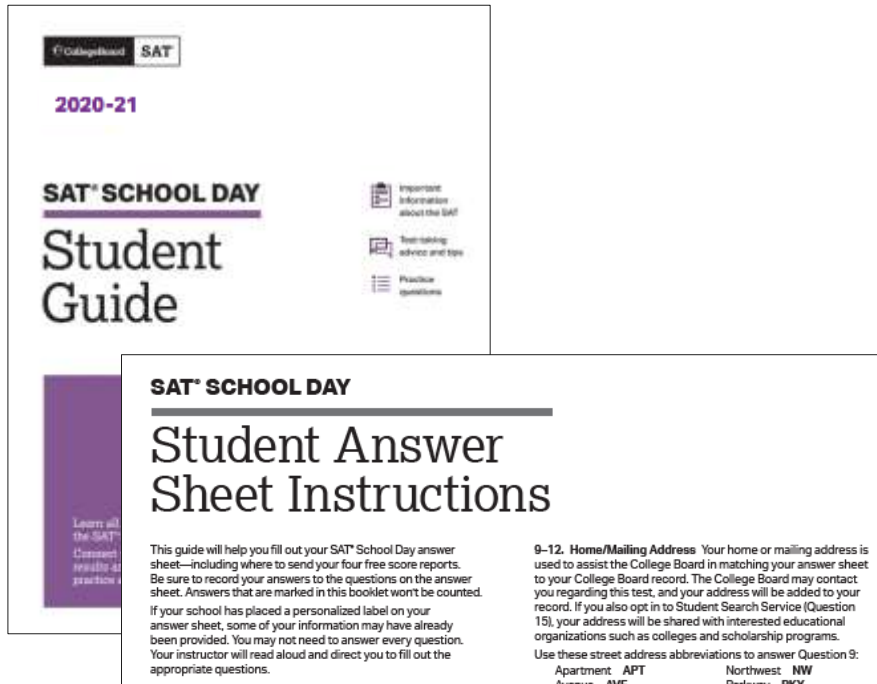
The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Gridding all required personal information fields (fields 1-8):
- 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).

15 Score Reporting			
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1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
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Student Search Service[®] and Consent

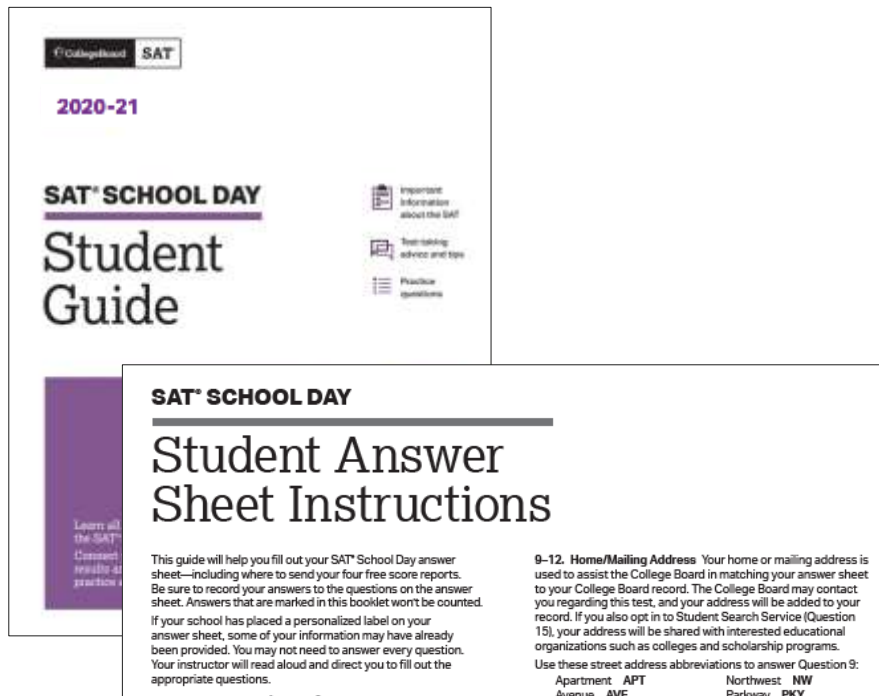
SAT with Essay and PSAT 10



- 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/PSAT website](#) for students to discuss with their families.

Student Search Service[®] and Consent

SAT with Essay and PSAT 10



- 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/PSAT 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 not 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

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

Preadministration Session

Preadministration materials are scheduled to arrive no later than two weeks prior to your primary test day.

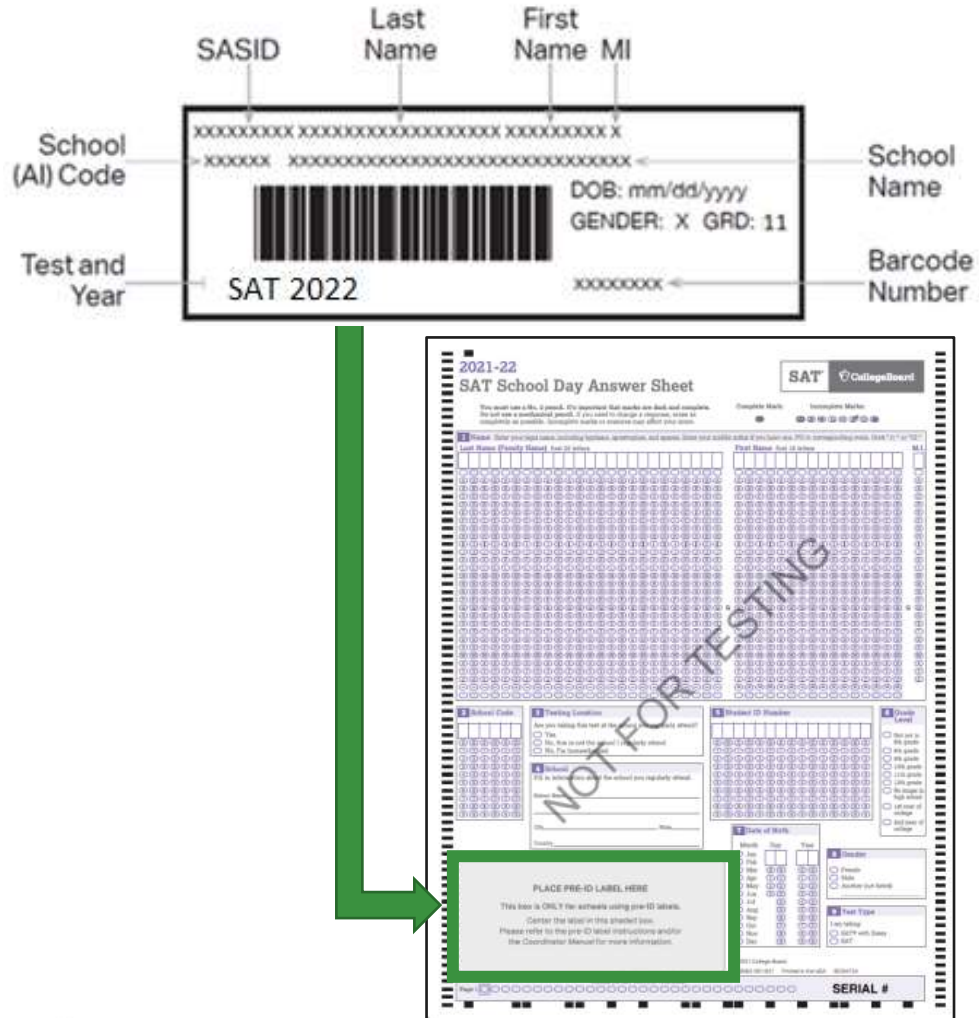
Shipments

March Timeline SAT with Essay only	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9
No later than March 3, 2022	No later than March 17, 2022



Contents	SAT with Essay	PSAT 10	PSAT 8/9
Answer sheets	X	X	X
Student Answer Sheet Instructions	X	X	X
Student Guides	X	X	X
Coordinator Manuals	X	X	X
Standard Testing Manuals	X	NA	NA
Accommodated Testing Manuals	X	NA	NA
Labels for each student included in the Pre-ID file	X	X	X

Pre-ID Labels



- The established testing school for each student included in the ISBE SIS Pre-ID file as of January 2022, 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 the 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 their 9-digit SASID. Gridded data for answer sheets with a Pre-ID label will be used as a verification.

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 date of birth, 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 March 11 and April 1, 2022. 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.

Preadministration Session

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

The image shows the cover page of the 2021-22 SAT School Day Answer Sheet. It includes the following sections:

- Header:** 2021-22 SAT School Day Answer Sheet, SAT CollegeBoard logo.
- Instructions:** You must use a No. 2 pencil. Do not use a pen, marker, or any other writing instrument. Do not use a mechanical pencil. Do not use a pencil that is too short or too blunt. Do not use a pencil that is too dark or too light. Do not use a pencil that is too thin or too thick. Do not use a pencil that is too old or too new.
- Student Information Grids:**
 - Last Name (Family Name) and First Name (Last Name)
 - Student ID Number (9-digit State ID)
 - Grade Level (1-12)
 - Testing Location (Yes/No)
 - Test Type (SAT with Essay Only/SAT)
- Pre-ID Label Section:** PLACE PRE-ID LABEL HERE. This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information.
- Table of Months:** A table with columns for Month, Day, and Year.
- Serial Number:** SERIAL #

Cover Page of Answer Sheet:

- Name
- School Code
- Testing Location
- School
- Student ID Number (use the 9-digit State ID)
- Grade Level
- Date of Birth
- Gender
- Test Type (SAT with Essay Only)

Last Page of Answer Sheet:

- Form Code
- Test ID
- Test Book Serial Number

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, PSAT 10, and PSAT 8/9 Student Guides*
 - The SAT with Essay testing manual (Standard or Accommodated), and the PSAT 10 and PSAT 8/9 Coordinator manuals 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.

Preadministration Session

Prepare Staff

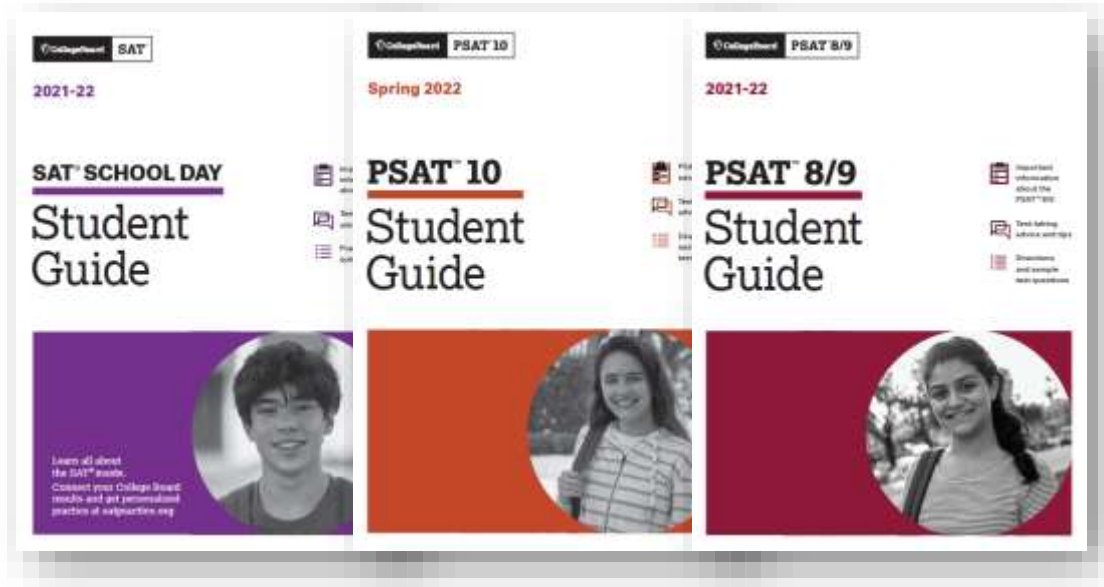
Meet with staff who will administer the sessions to:

- 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.

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 which colleges they will select for their four free score sends.
- The Student Answer Sheet Instructions for SAT with Essay are available on the [ISBE SAT/PSAT website](https://www.collegeboard.org/sat-essay). 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 with Essay answer sheet is also available for your reference on the [ISBE SAT/PSAT website](https://www.collegeboard.org/sat-essay).

Conducting the Preadministration Session

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is shaking hands with the student on the right. All three are wearing backpacks.

SAT with Essay Preadministration Session

2021-22
SAT School Day Answer Sheet

SAT CollegeBoard

Complete Mark: [] Incomplete Mark: []

1. Student Information

2. School Code

3. Testing Location

4. School ID Number

5. Gender

6. Date of Birth

7. Test Type

8. Grade Level

9. School Name

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827. Grade Level

828. School Name

829. Student ID

830. Grade Level

831. Date of Birth

832. Gender

833. Test Type

834. Grade Level

835. School Name

836. Student ID

837. Grade Level

838. Date of Birth

839. Gender

840. Test Type

841. Grade Level

842. School Name

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844. Grade Level

845. Date of Birth

846. Gender

847. Test Type

848. Grade Level

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851. Grade Level

852. Date of Birth

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854. Test Type

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893. Grade Level

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896. Test Type

897. Grade Level

898. School Name

899. Student ID

900. Grade Level

901. Date of Birth

902. Gender

903. Test Type

904. Grade Level

905. School Name

906. Student ID

907. Grade Level

908. Date of Birth

909. Gender

910. Test Type

911. Grade Level

912. School Name

913. Student ID

914. Grade Level

915. Date of Birth

916. Gender

917. Test Type

918. Grade Level

919. School Name

920. Student ID

921. Grade Level

922. Date of Birth

923. Gender

924. Test Type

925. Grade Level

926. School Name

927. Student ID

928. Grade Level

929. Date of Birth

930. Gender

931. Test Type

932. Grade Level

933. School Name

934. Student ID

935. Grade Level

936. Date of Birth

937. Gender

938. Test Type

939. Grade Level

940. School Name

941. Student ID

942. Grade Level

943. Date of Birth

944. Gender

945. Test Type

946. Grade Level

947. School Name

948. Student ID

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950. Date of Birth

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954. School Name

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957. Date of Birth

958. Gender

959. Test Type

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966. Test Type

967. Grade Level

968. School Name

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987. Test Type

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989. School Name

990. Student ID

991. Grade Level

992. Date of Birth

993. Gender

994. Test Type

995. Grade Level

996. School Name

997. Student ID

998. Grade Level

999. Date of Birth

1000. Gender

1001. Test Type

1002. Grade Level

1003. School Name

1004. Student ID

1005. Grade Level

1006. Date of Birth

1007. Gender

1008. Test Type

1009. Grade Level

1010. School Name

1011. Student ID

1012. Grade Level

1013. Date of Birth

1014. Gender

1015. Test Type

1016. Grade Level

1017. School Name

1018. Student ID

1019. Grade Level

1020. Date of Birth

1021. Gender

1022. Test Type

1023. Grade Level

102

PSAT 10 Preadministration Session

- Plan for approximately 25 - 35 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, school code (AI), testing location, school name, student ID, grade level, date of birth, and gender.
- Part 2: Optional Questionnaire
 - Students with parental consent will use the Student Answer Sheet Instructions to respond to the optional questionnaire.

PSAT 8/9 Preadministration Session

- Plan for approximately 20 - 30 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, school code (AI), testing location, school name, student ID, grade level, date of birth, and gender.
- Part 2: Optional Fields
 - Students will use the Student Answer Sheet Instructions to respond to the optional fields.

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.

Rosters

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is looking back over his shoulder towards the student behind him. They are all wearing backpacks.

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, PSAT 10, and PSAT 8/9.
- Each proctor will need a roster for their 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		9/5/2002	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	54545454	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		1/1/2002	0001024191	789	Y	SB30	Blue	50% XT; translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2002	0001025199	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0001025100	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.

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 required to test (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.

Rosters

- 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.

Optional Testing Room Codes

Complete on Test Day

A Form Code
Copy from back of test book.

B Test ID
Copy from back of test book.

C Test Book Serial Number
Copy from front of test book.

D Testing Room Code

IMPORTANT:
Make sure to fill in these fields completely. If they're not correct, delivery of your scores may be delayed.

SX1A0001

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

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.

Nonstandard Administration Report (NAR)

What is the NAR?

For PSAT 10 and PSAT 8/9, the NAR includes:

- a summary of students with their SSD numbers, and
- a list of students who will test during the accommodated testing window, including students testing with state-allowed accommodations (SAAs).

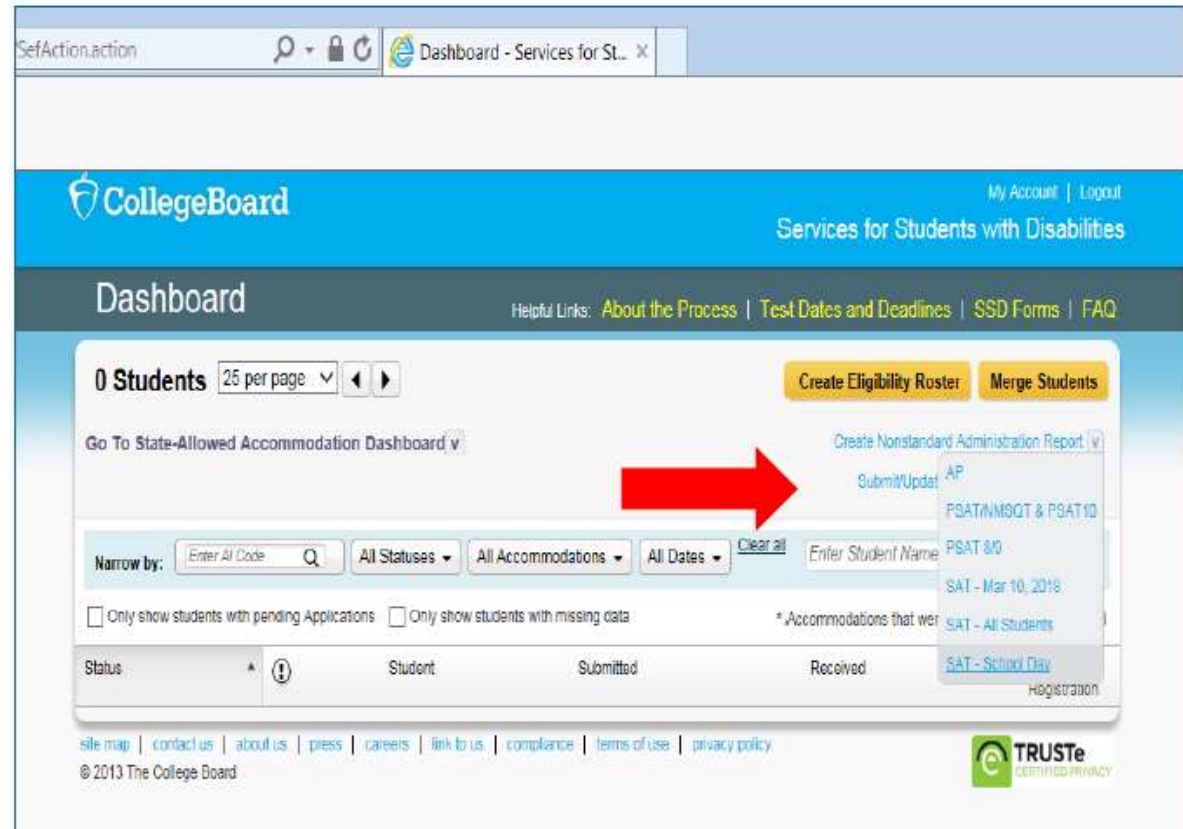
For SAT with Essay, the NAR includes:

- 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.

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.



The screenshot displays the CollegeBoard SSD Online Dashboard. The page header includes the CollegeBoard logo, "Services for Students with Disabilities", and links for "My Account" and "Logout". The main content area is titled "Dashboard" and features a "Helpful Links" section with links to "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". The dashboard shows "0 Students" and a "25 per page" dropdown. There are buttons for "Create Eligibility Roster" and "Merge Students". A red arrow points to the "Create Nonstandard Administration Report" dropdown menu, which is open and shows a list of assessment options: "AP", "PSAT/NMGT & PSAT 10", "PSAT 8/9", "SAT - Mar 10, 2018", "SAT - All Students", and "SAT - School Day Registration". Below the dropdown, there are filters for "Narrow by:" (Enter AI Code, All Statuses, All Accommodations, All Dates) and checkboxes for "Only show students with pending Applications" and "Only show students with missing data". 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 the "TRUSTe" logo and "© 2013 The College Board".

NAR – PSAT 10 and PSAT 8/9

- Includes two sections:
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on testing specific accommodations
- Used as the room and attendance roster

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtoralkkllamroaktlkksargre	Treaomllarkkkaltkrl	#0007025801
Graomlk	Treaomlka	
Graomls	Tetromla	

Brown, Robert (#0007025797)		Test Administration Date: _____
<input type="checkbox"/> Check here if student was absent		
Approved Accommodations Please check all accommodations used by student.		
<input type="checkbox"/> Small group setting		
<input type="checkbox"/> 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.		
<input type="checkbox"/> Mathematical Calculations +50% (time and 1/2)		

NAR – SAT with Essay

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 Essay 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)	

Questions?

- Visit the ISBE SAT/PSAT 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.