

From: ILSAT <ILSAT@collegeboard.org>

Sent: Tuesday, September 6, 2022 11:08 AM

Subject: Response Requested: Spring 2023 ISBE-Provided SAT Suite of Assessments School Establishment Form

To: Principals, SAT/PSAT Coordinators from Spring 2022

College Board and ISBE are excited to begin planning for the ISBE-provided spring 2023 SAT with Essay, PSAT 10, and PSAT 8/9 School Day administrations. ISBE requires public school students, including public school students served at nonpublic facilities, to be assessed as part of its statewide accountability testing program.

At the time of testing, all students considered to be in Grade 11 according to state guidelines are required to participate in the SAT with Essay, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]). Students in Grade 12 who have not previously earned a valid SAT score as part of any ISBE-provided SAT School Day administration and were not exempt are also required to take the SAT with Essay. More details about Grade 12 testing will be posted at www.isbe.net/Pages/sat-psat.aspx.

All students classified as being in Grade 10 at the time of testing are required to participate in the PSAT 10, and all students classified as being in Grade 9 at the time of testing are required to participate in the PSAT 8/9, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

Below you will find the spring 2023 tests to be administered, the test dates, and the grades to be tested. College Board requires school staff to complete the school establishment form annually. The purpose of this form is to collect information that is necessary to setup your school for SAT with Essay, PSAT 10, and PSAT 8/9 for the ISBE-provided assessments in spring 2023. We ask that you complete the form for spring 2023 as soon as possible but no later than **Tuesday, September 20, 2022**.

SAT with Essay Administration	April 2023 (Grade 11) (Grade 12 Only as Required)
Primary Test Date*	Wednesday, April 12, 2023
Makeup Test Date	Tuesday, April 25, 2023
Accommodated Testing Window	April 12-25, 2023
PSAT 10 Administration	April 2023 (Grade 10 Only)
Testing Window	April 12-28, 2023
PSAT 8/9 Administration	April 2022 (Grade 9 Only)
Testing Window	April 12-28, 2023

* Note: The test form will be released only for the April 12, 2023, test date.

The alternate schedule below for SAT with Essay may be selected only if the April dates are not feasible. All schools within a home district must select the same primary test date for SAT with Essay. The primary test date you choose on the establishment form for your school cannot be changed later in the year. Be sure to consider dates of school closures before choosing your primary test date. Please note there is **not** an alternate schedule available for PSAT 10 or PSAT 8/9.

SAT with Essay Administration	Alternate Schedule (Grade 11) (Grade 12 Only as Required)
Primary Test Date	Wednesday, March 22, 2023
Makeup Test Date	Tuesday, April 25, 2023
Accommodated Testing Window	March 22-April 4, 2023

Please [click here](#) to complete the online establishment form no later than **Tuesday, September 20, 2022**. Once it is completed, College Board will provide information to appointed testing staff using the information you provide in this form.

(Note: The live link has been removed from this web posting. Principals may contact mforness@isbe.net directly to obtain the live link, if needed. Please check junk email first.)

Please be aware that serving schools are invited, but not required, to establish as an SAT with Essay, PSAT 10, and PSAT 8/9 test site. Home and serving school staff should work closely to determine the appropriate testing location for each student. Home district/school staff are responsible for ensuring that all students who are required to test do so, regardless of their placement.

Below is important information to keep in mind when completing the form:

To complete this form, it will be helpful to have:

- Contact information for staff who will be serving in primary test day staff roles for the 2023 administration. (See **Test Day Staff** below.)
- Dates for any school holidays and closures scheduled between February and April 2023.

Test Day Staff

- **Test Coordinator:** Responsible for all aspects of test administration, including planning for rooms and staff, overseeing test day administration, and receiving/returning all test materials.
- **Services for Students with Disabilities (SSD) Coordinator:** Responsible for requesting accommodations and working with the test coordinator(s). Schools may have multiple SSD coordinators, but only one will be identified as the primary SSD coordinator who will receive communications from the College Board.

Staff Requirements

- Any staff member, including the coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same window at any test site.
- Staff cannot have taken any College Board test within 180 days of test day.
- Staff cannot be engaged in any paid coaching or paid SAT test preparation. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)

Off-site Testing

- Please indicate in this form if your school will require a site other than your high school location for testing.
- Some reasons that you may require an off-site testing location include:
 - Need to support testing expelled students at an alternate location.
 - Not enough room to test all students across all assessments.
 - High school districts that are responsible to administer PSAT 8/9 to 15-year-old students with Individualized Education Programs who are still attending an elementary school district.
(Off-site testing allows the high school district to transport secure test materials to the elementary school district.)
- If you respond that you require off-site testing, College Board will contact you separately to gather more information about your off-site testing location(s).

It is important for all schools to complete the form no later than **Tuesday, September 20, 2022**, so you may begin receiving communications to prepare for the administration. The test coordinator(s) you identify in the form will receive an email in January to confirm your school setup is complete. If you need to make changes, you will need to resubmit the form by September 20, and the most recent submission will be taken. Once the form closes all responses will be considered final. Be sure to check the “Submitting Your Response” box at the end of the form to request that a copy of your responses be sent to you after you submit. If you have any questions while completing the form, please contact the College Board at (844) 688-9995 or write to ilsat@collegeboard.org.

Thank you,

The College Board

The College Board

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Clearing a path for all students to own their future