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Illinois  
SAT with Essay,  
PSAT 10, PSAT 8/9<sup>®</sup>

Preadministration  
& Rostering

Spring 2023

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# Agenda

## Session Goals

- Conducting Preadministration Sessions
- Creating Rosters
- Understanding the Nonstandard Administration Report (NAR)

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# What is the Preadministration Session?

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

# Preadministration Session

The tasks of the preadministration session include:

- Gridding all required information for scoring (this is used as a verification for what is on the Pre-ID label, if one is applied to the answer sheet; see the **Conduct the Preadministration Session** heading in each [Coordinator Manual](#))
- 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. This cannot be done after test day.
- 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 can be found on the ISBE SAT/PSAT website 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.*

# 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

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

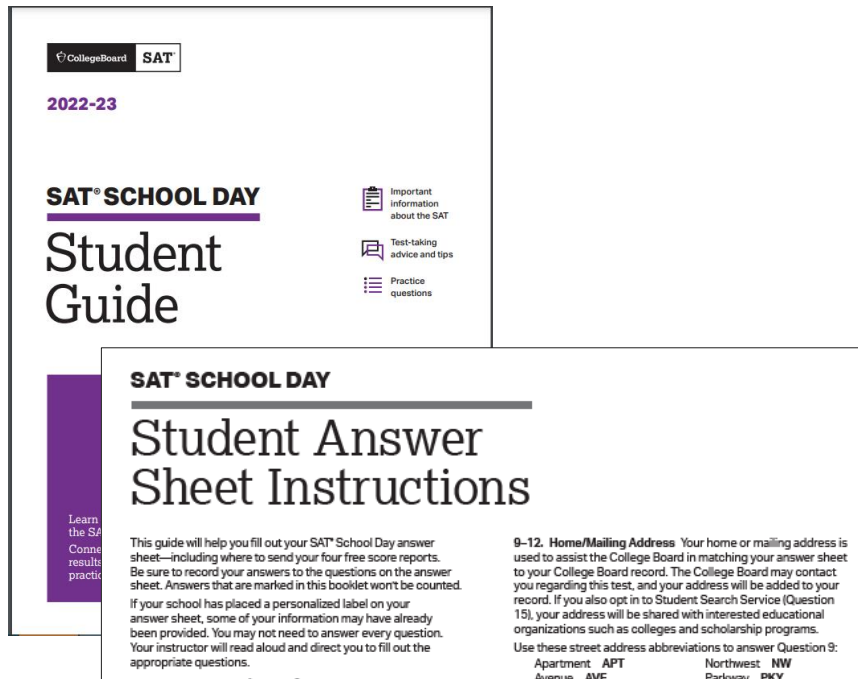
The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- 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 SAT with Essay scores (parental consent not required).

15 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

# Student Search Service<sup>®</sup> 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-in to 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.

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# Preparing for the Preadministration Session

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

# Preadministration Session

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

## Shipments

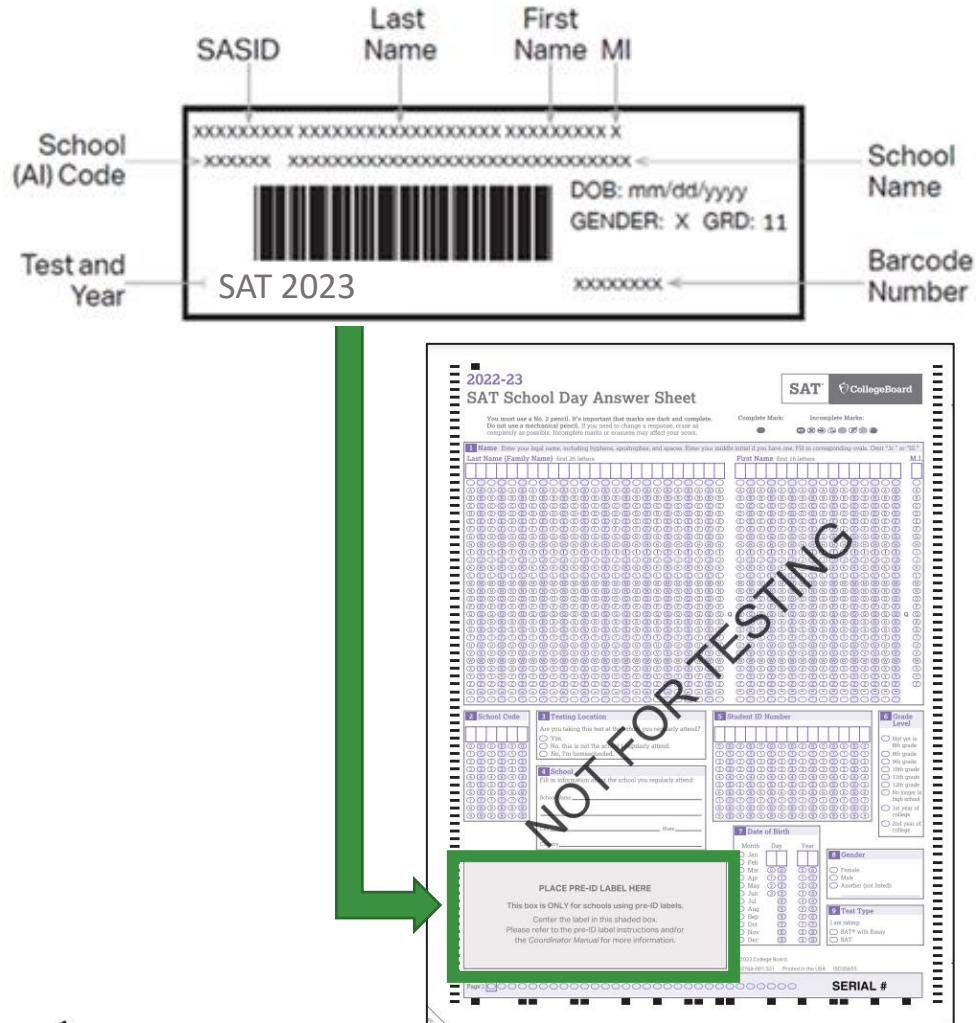
March Timeline SAT with Essay only	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9
No later than March 2, 2023	No later than March 16, 2023



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 2023, 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 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 approximately one week prior to each school's SAT with Essay primary test date. Note that these updated files will be used to match scores and will not trigger any test materials or additional Pre-ID label 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:

## Cover Page of Answer Sheet:

- First and Last Name
- School Code
- Testing Location
- School (6-digit AI code)
- 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:

- A. Form Code
- B. Test ID
- C. Test Book Serial Number

The image shows the cover page of the 2022-23 SAT School Day Answer Sheet. It includes the following sections:

- Header:** 2022-23 SAT School Day Answer Sheet, SAT CollegeBoard logo.
- Instructions:** You must use a No. 2 pencil. It's important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.
- 1 Name:** Grid for Last Name (Family Name) and First Name (Last 18 letters).
- 2 School Code:** Grid for a 6-digit code.
- 3 Testing Location:** Radio buttons for "Yes, I'm here regularly" or "No, I'm here occasionally".
- 4 School:** Grid for a 6-digit AI code.
- 5 Student ID Number:** Grid for a 9-digit number.
- 6 Grade Level:** Radio buttons for Not yet in 9th grade, 9th grade, 10th grade, 11th grade, 12th grade, No longer in high school, 1st year of college, 2nd year of college.
- 7 Date of Birth:** Grid for Month, Day, and Year.
- 8 Gender:** Radio buttons for Female, Male, or Another (box listed).
- 9 Test Type:** Radio buttons for I am taking SAT, SAT with Essay, or SAT.
- Pre-ID Label Area:** A shaded box with the text "PLACE PRE-ID LABEL HERE" and instructions: "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."
- Footer:** ©2022 College Board, 202768-001-321 Printed in the USA 10205615, Page 1, SERIAL #.

# 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, PSAT 10, or PsAT 8/9 Student Guide* to students, as applicable.
- 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](#). We encourage schools to share this document ahead of the preadministration session so that students can discuss the optional questionnaire with their families.
- Sample SAT with Essay, PSAT 10, and PSAT 8/9 answer sheets are also available for your reference on the [ISBE SAT/PSAT website](#).

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# Conducting the Preadministration Session

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

# SAT with Essay Preadministration Session

The image shows the 2022-23 SAT School Day Answer Sheet. It includes instructions for using a No. 2 pencil and a grid for marking answers. The form is divided into several sections for personal information: Last Name (Family Name), First Name, School Code, Testing Location, School, Student ID Number, Grade Level, Date of Birth, Gender, and Test Type. A shaded box is provided for placing a pre-ID label. A large 'NOT FOR TESTING' watermark is overlaid on the form.

- Plan for approximately 45 - 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 first and last name, school code (AI), testing location, school name, student ID, grade level, date of birth, gender, and SAT with Essay.
- 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

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 Schoolwide Student List?

- Test coordinators will need to develop a Schoolwide 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 Schoolwide 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	54545454	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2002	0001024191	789	Y	SB30	Blue	50% XT, translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		6/12/2002	0001025799	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 Schoolwide 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 Schoolwide 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 Schoolwide 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 Schoolwide Student List and room rosters.

# 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

**A Form Code**

Copy from back of test book:

A	A	A	0	0	0
B	B	B	1	1	1
C	C	C	2	2	2
D	D	D	3	3	3
E	E	E	4	4	4
F	F	F	5	5	5
G	G	G	6	6	6
H	H	H	7	7	7
I	I	I	8	8	8
J	J	J	9	9	9
K	K	K			
L	L	L			
M	M	M			
N	N	N			
O	O	O			
P	P	P			
Q	Q	Q			
R	R	R			
S	S	S			
T	T	T			
U	U	U			
V	V	V			
W	W	W			
X	X	X			
Y	Y	Y			
Z	Z	Z			

**B Test ID**

Copy from back of test book:

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**C Test Book Serial Number**


Copy from front of test book:

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

**D Testing Room Code**

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

**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



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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 is available now for planning purposes.

# Nonstandard Administration Report (NAR)

## What is the NAR?

For all assessments, the NAR includes:

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

Note: 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 for SAT with Essay, PSAT 10, and PSAT 8/9

- The SSD Coordinator will generate the NAR from the SSD Online Dashboard.
  - The NAR is continuously available throughout the year.

The screenshot shows the SSD Online dashboard interface. At the top, there is a navigation bar with links for 'Dashboard', 'Helpful Links', 'Pre-recorded Audio (MP3 via streaming)', 'Non-Standard Administration Report' (highlighted with a red box), and 'School Testing Calendar'. Below the navigation bar is a purple banner with the text 'Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience.' followed by a close button (X). A blue banner below that says 'Welcome, KISSMITH!'. Underneath is a dropdown menu for 'Displaying Students for:' set to 'All AI Organizations' and a link 'Transfer Student into My School'. The main heading is 'Student Accommodations & Supports'. Below the heading is a paragraph: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' There is a blue button labeled 'New Request'. Below that is a search bar 'Search existing students by name or SSD ID...' and filters for 'Grade' (8, 9, 10, 11, 12), 'Type' (CB, EL, SAA), and 'Status' (All). It shows 'Showing 1 - 25 of 502 results' and a 'Sort by' dropdown set to 'Default'. At the bottom, there is a table header with columns: STUDENT, TYPE, DESCRIPTION, and STATUS.

# NAR – continued

- New for 2023 – the same NAR for all assessments.
- Use the filters to generate the NAR for the applicable test.
- Generate as PDF or CSV

Welcome, Kisha

### Non-Standard Administration Report

The Non-Standard Administration Report (NAR) provides a list of students who are testing with accommodations for a particular assessment. To create a NAR:

1. Select your **School, Assessment name** and **Test date** of the test for which you wish to generate the NAR. If only specific grades are testing, select the grades that you wish to include, or select **ALL** to select all grades.
2. Select **Get student list** to see a list of available students. For the weekend SAT, the list will provide all students who are registered for the SAT with approved school-based accommodations. For SAT School Day and PSAT-related assessments, you will be shown a list of all students with approved accommodations.
3. For a print ready student list with administration instructions, select **Generate NAR** to create a pdf format. For a list of approved students that can be imported into a spreadsheet, select **Generate CSV**. (Note: you may need to widen columns to view all data. Student SSD numbers should be 10 characters long. If the length is less than that, add 000 at the beginning of the number. The SSD number is also visible on the Dashboard in SSD Online.)
4. Click "Download NAR" or "Download CSV" when they appear, to download the file. Click on the file link.

**1**

School:

Assessment Type:

Test Date:

Grade(s):  
 8  9  10  11  12

**2**

**3**

Last Name	First Name	SSDID	Grade	Approved Accommodations	Testing Group	Test Book	1 or 2-day Testing	Testing Window	Testing Room
kfdjlkdsjfk-Dafasdf	Ryan-ewrqwer	2012531193	11	<ul style="list-style-type: none"> <li>• Reading: Time and one-half (+50%)</li> <li>• Math: Time and one-half (+50%)</li> <li>• Preferential seating (Near window)</li> </ul>	SB30	Blue	2 Days	Yes	
hulkiv	Test	2104901514	11	<ul style="list-style-type: none"> <li>• Reading: Double time (+100%)</li> <li>• Writing (Essays/free response): Double time (+100%)</li> <li>• Computer (Word Processor ONLY for essays ONLY)</li> </ul>	SB9	Blue	2 Days	Yes	

# Nonstandard Administration Report

The NAR includes:

- Testing group number 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 testers
- 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 as their requests become approved.

	A	B	C	D	E	F	G	H	I	J	K
1	SSDID	FirstName	MiddleInitial	LastName	Grade	Accommodations	GroupType	TestBook	TestingDays	TwoWeekWindow	Tested
2	8557283840	Anthony	B	Brown	11	Reading: Double time (+100%); Math: Double time (+100%); Breaks: Extra; Pre-recorded audio (MP3 via streaming); 4-Function Calculator	SB6	Blue (Pre-recorded audio streaming or flashdrive)	2 Days	Y	
3	8588675309	Eleanor	C	Sanchez	11	Reading: Double time (+100%); Math: Double time (+100%); Breaks: Extra; Pre-recorded audio (MP3 via streaming); Small Group Testing; 4-Function Calculator	SB6	Blue (Pre-recorded audio streaming or flashdrive)	2 Days	Y	

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# Next Steps

- Create Schoolwide Student List and room rosters.
- Monitor SSD Online for pending accommodations.
- Print the NAR and begin assigning rooms.
- Train your proctors.
- Await shipments.
- Once shipments arrive, open boxes immediately and catalog contents – do not break shrink wrap.
  - If anything is missing, contact Customer Service immediately.
- Schedule preadministration sessions ahead of test day.

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# 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](mailto: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](mailto:assessment@isbe.net).