



Implementation Overview – (Part 1) Before the Test

Spring 2023

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9



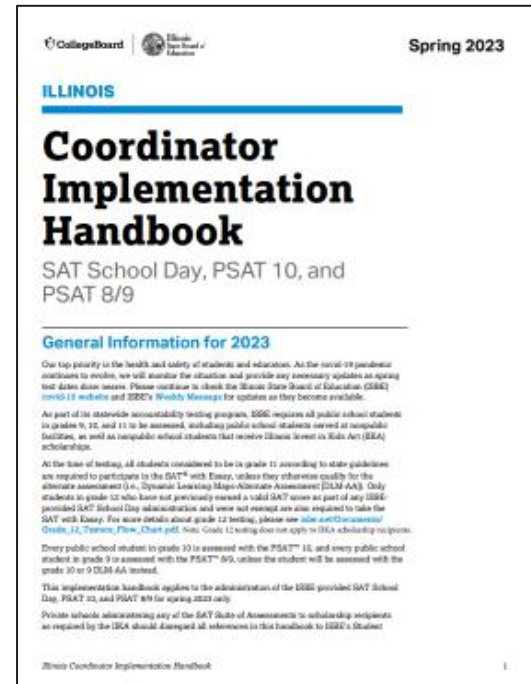
Welcome!



Maureen LaRaviere

Wifi Information:

For today's implementation workshop, all materials may be accessed at: <https://www.isbe.net/Pages/sat-psat.aspx>



[Coordinator Implementation Handbook](#)

Session Goals:

College Board and the Illinois State Board of Education (ISBE) will be continuing to finalize implementation details and as more information becomes available, we will share.

This session will focus on Part 1 of the implementation items that occur prior to the primary test date. Our goal in this overview is to share the latest information about the ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments based on current planning.

Agenda

- ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations
- What's New in 2023?
- Staff Roles and Responsibilities
- Before the Test (Part 1)
- Before the Test (Part 2)
- On Test Day and After the Test (Part 3)
- Key Takeaways and Contact Information

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9

SAT Suite of Assessments

For the 2022-23 school year, ISBE will provide:

- SAT with Essay
- PSAT 10
- PSAT 8/9

SAT with Essay

Every public-school student in grade 11 is required to take the SAT with Essay, unless the student will take the grade 11 DLM-AA instead. Additionally, some public-school students in grade 12 may also be required to take the SAT with Essay if they were required to test while in grade 11 but did not and were not exempt. Please refer to the flowchart posted on www.isbe.net/Documents/Grade_12_Testers_Flow_Chart.pdf if you are unsure whether a grade 12 student should be tested in spring.

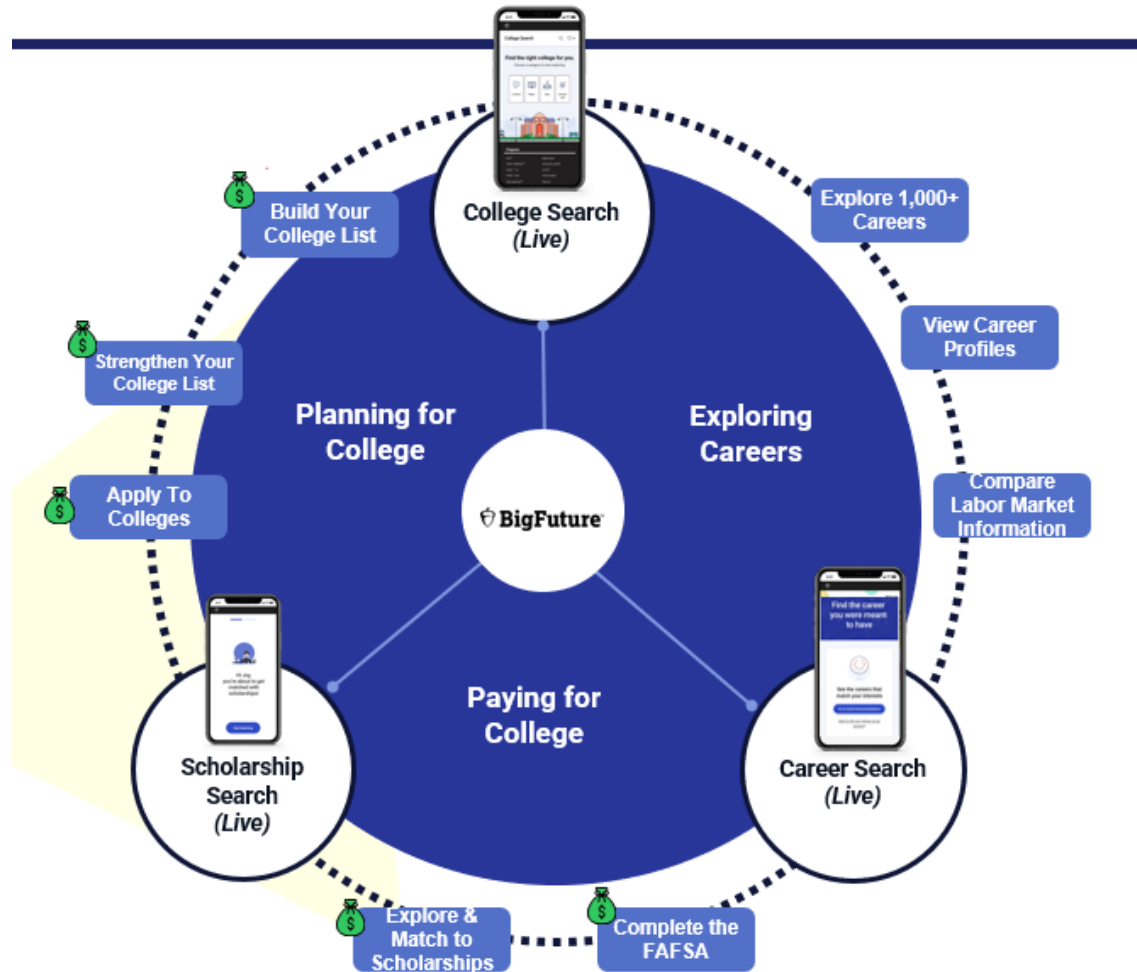
PSAT 10 and PSAT 8/9

Every public-school student in grade 10 is assessed with the PSAT 10, and every public-school student in grade 9 is assessed with the PSAT 8/9, unless the student will be assessed with the grade 10 or 9 DLM-AA instead.

Student Benefits

- PSAT 8/9 and PSAT 10 tests are aligned to the SAT college entrance exam, including test structure and vertical score scale.
- PSAT 10 and SAT scores can be used for scholarship applications.
 - College Board scholarship partnerships represent more than \$300 million annually in potential scholarship opportunities
- The SAT is a nationally recognized College Entrance Exam.
 - Every student who takes SAT can send their scores to up to 4 colleges for free at the time of testing.
 - Income eligible students receive unlimited score sends over the student's testing lifetime and college application fee waivers to participating colleges.

Student Benefits



- Through their College Board account, students have online access to all their College Board scores in one reporting portal.
- BigFuture is a student's free career and college planning tool that helps students plan for college, pay for college, and explore careers.
- BigFuture offers scholarships that reward students for taking career and college planning steps.
- Students can take advantage of scholarship opportunities while planning for college: <https://bigfuture.collegeboard.org/>
- By opting into the College Board's Student Search Service and filling out the optional questionnaire, students taking the PSAT and SAT can be matched with colleges and scholarship providers.
 - Before the preadministration session, school staff must obtain consent for students to complete this.

Key Dates

2023 Test Dates

SAT with Essay Administration	Test Dates
Primary Test Date	Wednesday, April 12, 2023
Accommodated Testing Window	April 12-25, 2023
Makeup Test Date	Tuesday, April 25, 2023

PSAT 10 and PSAT 8/9 Administration	Test Dates
Testing Window	April 12-28, 2023
Accommodated Testing Window	April 12-28, 2023

SAT with Essay Administration (Alternate Schedule*)	Test Dates
March Primary Test Date	Wednesday, March 22, 2023
Accommodated Testing Window	March 22 - April 4, 2023
Makeup Test Date	Tuesday, April 25, 2023

**The alternate schedule for SAT with Essay was allowed to be selected during the fall establishment process only if the April SAT with Essay dates were not feasible.*

Implementation Key Dates

Activity	March Timeline SAT with Essay only	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9
Off-Site Testing Request Deadline	January 20, 2023	January 20, 2023
State-Allowed Accommodations (SAA) and English Learners (EL) Time and One-half (+50%) Request Window	January 9 – January 31, 2023	January 9 – February 21, 2023
College Board-Approved Accommodations Request Deadline	January 31, 2023	February 21, 2023
Coordinator Planning Kits Receipt Date	No later than February 10, 2023	No later than March 3, 2023
Test Day Online Training	Late February – Mid-March 2023	Early March – Early April 2023
Preadministration Materials in Schools	No later than March 3, 2023	No later than March 17, 2023
Conduct Preadministration Session	Mid-March 2023	Early April 2023
Test Materials in Schools (adjusted for spring break)	Anticipated: March 14 – 16, 2023	Anticipated: March 28 – 30, 2023

Implementation Key Dates

Activity	March Timeline SAT with Essay only	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9
Primary Test Administration	March 22, 2023	SAT with Essay: April 12, 2023 PSAT 8/9 & PSAT 10: April 12 – 28, 2023
Accommodated Testing Window (eligible students only)	March 22 – April 4, 2023	SAT with Essay: April 12 – 25, 2023 PSAT 8/9 & PSAT 10: April 12 – 28, 2023
SAT with Essay Only: Provide Counts of Students Requiring Makeup Testing	March 22 – 24, 2023	April 12 – 14, 2023
Deadline to Ship SAT with Essay Primary Materials and Answer Sheets for Scoring	March 23, 2023	April 13, 2023
Deadline to Ship SAT with Essay Accommodated Materials and Answer Sheets for Scoring	April 5, 2023	April 26, 2023
SAT with Essay April Makeup Test Materials Arrive in Schools	Anticipated: April 20, 2023 (No later than April 24, 2023)	Anticipated: April 20, 2023 (No later than April 24, 2023)
SAT with Essay Makeup Test Date	April 25, 2023	April 25, 2023
Deadline to Ship SAT with Essay Makeup Materials and Answer Sheets for Scoring	April 26, 2023	April 26, 2023
Deadline to Ship PSAT 8/9 and PSAT 10 Materials and Answer Sheets for Scoring	N/A	April 28, 2023

What's New in 2023?

Changes for 2023

SSD Online

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** 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: ETS HIGH SCHOOL/MARGO MERIWETHER

Assessment Type: SAT School Day Without Essay

Test Date: April 12, 2023

Grade(s): ☐ 8 ☐ 9 ☐ 10 ☒ 11 ☐ 12

2 Get Student List

1 School: ETS HIGH SCHOOL/MARGO MERIWETHER

Assessment Type: SAT School Day Without Essay

Test Date: April 12, 2023

Grade(s): ☐ 8 ☐ 9 ☐ 10 ☒ 11 ☐ 12

2 Get Student List

3 Generate PDF Generate CSV

<input type="checkbox"/> Select All	First Name	Last Name	SSNO	Grade
<input type="checkbox"/>	Test	Approval XCVII	2109200584	11
<input type="checkbox"/>	Vallodays	Vall	2108902549	11
<input type="checkbox"/>	Buk	Test VII	2103007425	11
<input type="checkbox"/>	Test	Approval XCI	2109703894	11
<input type="checkbox"/>	Joe	Exam	2207367157	11
<input type="checkbox"/>	April	Clincon	2101116213	11

- The "Master Student List" is now referred to as the "Schoolwide Student List."
- The Pre-recorded Audio script is now Script 5, not Script 6.
- Off-site request survey only required if extra return kits are needed.
- The Nonstandard Administration Report (NAR) has been redesigned and updated. It will be available beginning in early January.
- Highlights of the new NAR include:
 - Available continuously beginning early January 2023;
 - Generate as a PDF or CSV;
 - Same NAR for all tests in the Suite - PSAT 8/9, PSAT 10, and SAT with Essay

Staff Roles and Responsibilities

Testing Staff Roles

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT with Essay, PSAT 10, or PSAT 8/9 administration at the school
Services for Students with Disabilities (SSD) Coordinator(s)	Requests accommodations for students using the AI code where the student will test Supports the test coordinator to oversee accommodated testing
Proctor	Administers the test in a specific testing room
Room Monitor	Assists the proctor with monitoring students in the testing room
Hall Monitor	Keeps hallways near testing area quiet and secure on test day

Staff Requirements

- Test day staff cannot be involved with paid coaching or paid SAT or PSAT preparation.
- Test day staff cannot have taken the SAT or PSAT within 180 days of the administration date.
- Any staff member, including the test 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.
- All individuals you recruit to the testing staff, including a backup coordinator, must review, agree to, and sign the SAT and PSAT Testing Staff Agreement.

Testing Staff Roles

Test Coordinator

The **Test Coordinator** is responsible for all aspects of the School Day administration at a school, including:

- Planning rooms and managing staff for test day
- Receiving and securing all test materials, including test materials for students testing with accommodations
- Managing testing within the school and supervising all activities related to testing, including accommodated testing
- Collecting, packing and returning test materials, completing test day forms, and ordering SAT with Essay makeup materials
- Acting as the main contact between the College Board and the school, receiving all communications from the College Board
- Identifying at least one proctor to serve as the back-up test coordinator

Testing Staff Roles

SSD Coordinator

The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office
- Submitting SAT with Essay, PSAT 10, and PSAT 8/9 accommodation requests for all students who require them
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations
- Partnering with the test coordinator to reconcile accommodated testing materials and administering the SAT with Essay, PSAT 10, and PSAT 8/9 to students who are testing with accommodations

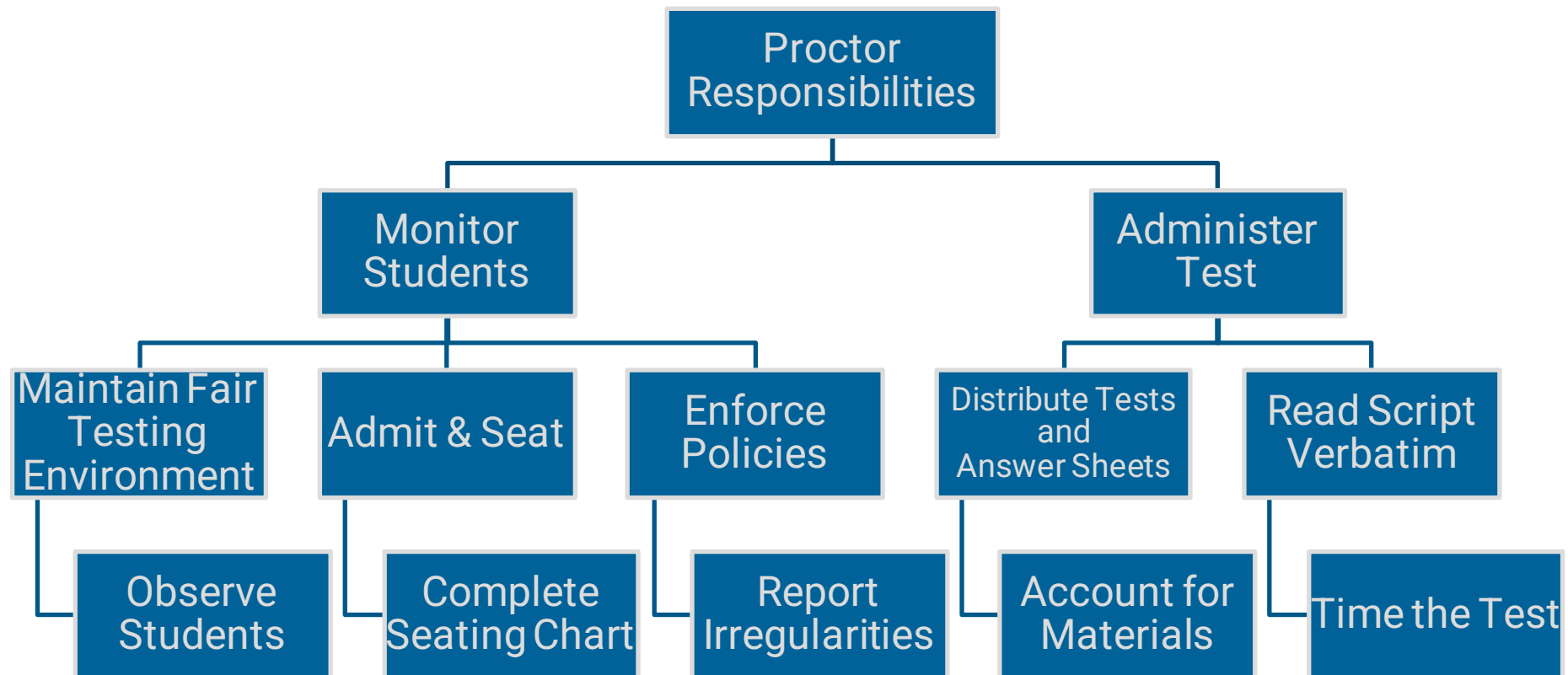
Note that schools may have more than one SSD coordinator, however one person will be identified as the primary SSD coordinator who will receive communications from College Board.

Testing Staff Roles

Proctor

Proctors are responsible for managing all activities that happen in the testing room.

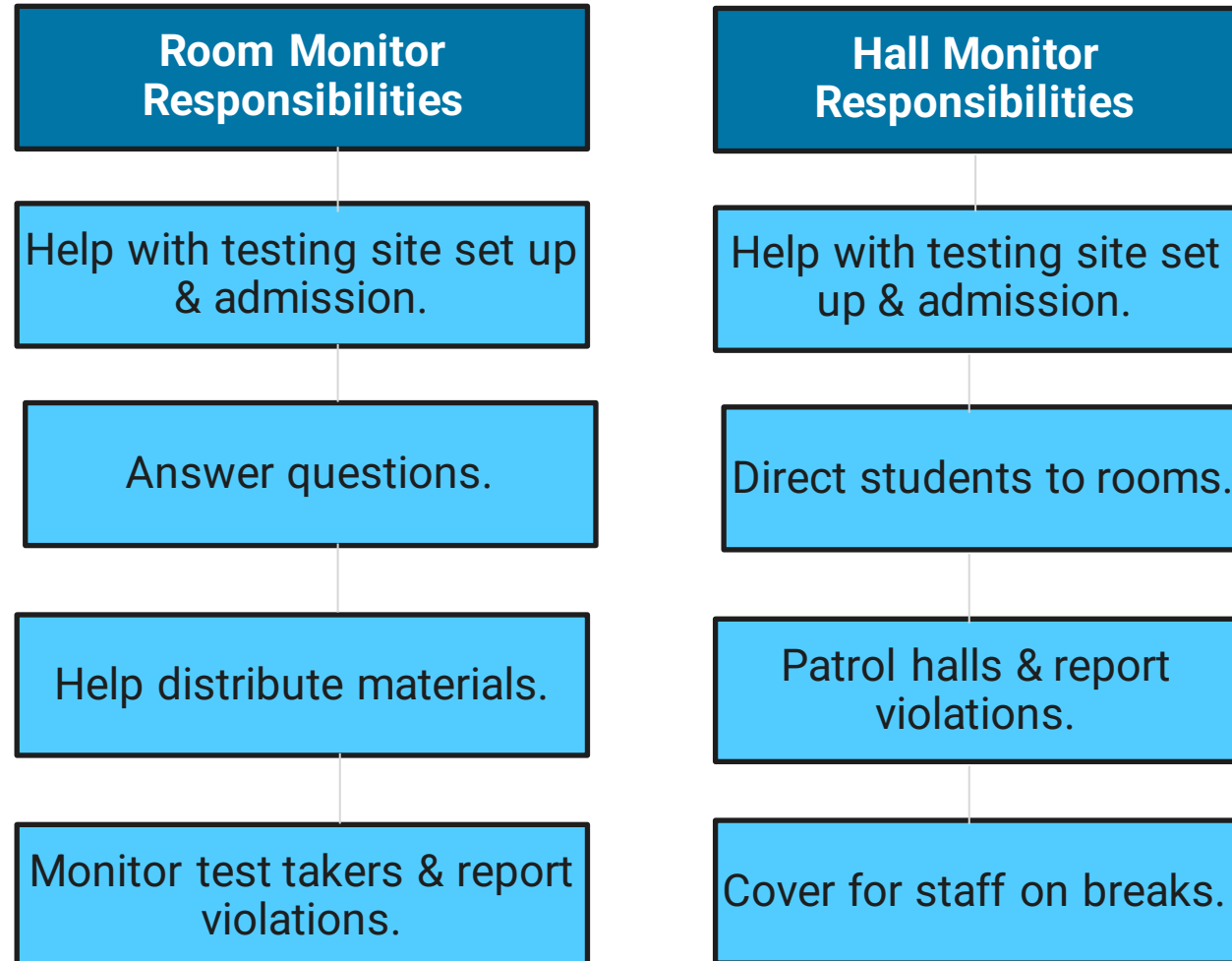
Each room requires one proctor. One proctor must be designated as the back-up for the test coordinator.



Testing Staff Roles

Room Monitors and Hall Monitors

Room monitor(s) and **Hall monitor(s)** are responsible for assisting the test coordinator and proctors.



Before the Test

Before the Test

- Prepare Your School
 - Off-site Requests
 - Request Accommodations
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff

Prepare Your School

School Establishment

Based on the fall establishment form responses, schools will be assigned a six-digit number to represent the school, called the attending institution (AI) code.

AI codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.

- AI codes are six-digit numbers that are unique to your school.
- Coordinators will receive confirmation of their school's AI code in January.
- If your school participated last spring, or if your school administered other College Board assessments, your AI code will remain the same.
- Schools must establish as a test site each year for the ISBE-provided assessments.
- The same AI code will be used for SAT with Essay, PSAT 10, and PSAT 8/9.

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be completed by ISBE via the Pre-ID process in ISBE's Student Information System (SIS).
- Pre-ID labels for student answer sheets will be shipped for all students who are included in the Pre-ID file by the Pre-ID deadlines listed below:
 - **January 6, 2023** - SAT with Essay student records will be captured for schools using the March 22, 2023, Primary SAT with Essay test date.
 - **January 20, 2023** - SAT with Essay student records will be captured for schools using the April 12, 2023, Primary SAT with Essay test date.
 - **January 20, 2023** - PSAT 10 and PSAT 8/9 student records will be captured for all schools.
- College Board will determine your standard test materials order based on:
 - The number of students at each grade level in the Pre-ID file as of the Pre-ID deadlines listed above.
 - The students approved for accommodations via College Board's SSD online system
- Schools will NOT place orders for materials.
- College Board will ship a small overage of test materials to account for standby test takers, typically students who transfer into the school after the Pre-ID deadline.

Prepare Your School

Off-site Testing:

Requesting Return Kits

- Off-site testing locations allow students to be tested at a location other than their high school.
- Some reasons your school may require an off-site testing location include:
 - ✓ your school does not have a suitable physical location;
 - ✓ your school does not have enough room to test all students;
 - ✓ you need to test students who are not permitted to return to the high school grounds (e.g., expelled students) and will test at an alternate location.
- **Only submit an off-site request if you are returning test materials directly from the off-site location.** If you are consolidating test materials to return with the high school, you do not need to submit an off-site request.
- All off-site return kit requests are due **by January 20, 2023**. Schools must call the IL Educator Support line for late requests after this deadline has passed.
- Schools and districts that submit their off-site return kit requests **on time** will receive their return kits with their other test materials.

Off-site Requests



College Board Off-site Testing Request: Spring 2023

Welcome to the SAT Suite of Assessments state-sponsored School Day. If your school is covered under a state contract in spring 2023, you must submit this off-site testing request form if you need additional return kits to return test materials directly from the off-site testing location(s). Please complete the form in its entirety by the deadline to ensure an adequate number of return materials are shipped with the test materials.

IMPORTANT NOTE: If the off-site test coordinator will be sending test materials back to the school (AI) for consolidated return to College Board, you do not need to complete this off-site testing request form.

Online request submittal:

- School staff must complete and submit the online form at: sat.org/offsiterequest with the required information for each offsite location.
- The submitter will receive an email confirmation of the request. It is important to save this email.

Survey closes at 10:59PM on Friday, January 20, 2023.

Prepare Your School

Accommodations

The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

Accommodations requests will be submitted by the SSD coordinator through College Board's Services for Students with Disabilities (SSD) Online system.

There are two types:

- **College Board-Approved Accommodations:**
Students with approved accommodations will receive college-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- **State-Allowed Accommodations (SAA):**
These are state-specific accommodations. Students, schools, and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

Prepare Your School

Accommodations and SSD Coordinators

Each school should have an SSD coordinator to request accommodations for students with disabilities.

- If your school needs to appoint a new SSD coordinator, that person can gain access to the SSD Online system by completing the [SSD Coordinator Form](#), found on www.collegeboard.org/ssd.
- An AI code is required to gain access to the SSD Online system. For schools that don't yet have an AI code from College Board, accommodations requests can be made once you receive the AI code.

Test coordinators and SSD coordinators should work together to ensure a smooth testing experience for students testing with accommodations.

An [OnDemand version](#) of an Accommodations overview, providing details about using SSD Online and applying for testing accommodations, is available now for SSD coordinators.

Prepare Your School

Accommodations and SSD Coordinators

- Each school should follow state and district procedures for collecting consent to request accommodations for students with disabilities and also for English Learners, as applicable.
 - <https://accommodations.collegeboard.org/forms>
- Accommodations requests are submitted by each school's SSD coordinator via SSD Online.

Request Accommodations

Accommodations Request Windows

Activity	March Timeline SAT with Essay only	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9
Request College-Board Approved Accommodations	January 31, 2023	February 21, 2023
Request State-Allowed Accommodations	January 9 – January 31, 2023	January 9 – February 21, 2023
Request EL Time and One-half (+50%)	January 9 – January 31, 2023	January 9 – February 21, 2023
Late Request Deadline For specific scenarios: <ul style="list-style-type: none"> • Students who are newly enrolled at a school • Students who are newly classified at an eligible grade level • Students who have a newly identified disability 	February 7, 2023	February 28, 2023

Important: Schools for which accommodations requests are not submitted by the deadline may not receive materials on time.

Prepare Your School

English Learner Supports

English learners (EL) may utilize EL supports for Spring 2023 testing.

These supports include:

- Use of an approved word-to-word bilingual dictionary
- Use of translated test directions, and
- Time and one-half (+50%)

Students may use one or any of these supports in combination.

Students will receive college-reportable scores when any of these supports are used.

Prepare Your School

English Learner Supports

Use of an approved word-to-word bilingual dictionary:

- List includes approximately 100 dictionaries.
- Use of dictionary does NOT require an approval by College Board.
- The approved list is available at <https://www.isbe.net/Pages/sat-psat.aspx>.

Use of translated test directions:

- Translated test directions will be available in PDF format for each assessment. Schools 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, Navajo, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, 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.
- All translations will be available to print in February at <https://www.isbe.net/Pages/sat-psat.aspx>.

Prepare Your School

English Learner Supports

Use of Time and One-half (+50%):

- Students will receive time and one-half (+50%) on each section of the assessment. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half (+50%) will need to be identified in SSD Online.
- Schools can request time and one-half (+50%) for ELs **starting January 9, 2023**, through the English Learner Support dashboard in SSD Online. Students will be automatically approved, and no supporting documentation is required.
- EL students using time and one-half (+50%) can be tested with accommodated students who use the same timing and test materials.

Before the Test

- Prepare Your School
 - Off-site Requests
 - Request Accommodations
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff

Prepare Yourself

Tasks for the Coordinator

- Complete the mandatory online test coordinator's training.
- Read the *Coordinator's Manual*.
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review.
- Review the contents of the Coordinator's Planning Kit.

Prepare Yourself

Online Coordinator's Test Administration Training

- SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators are required to participate in annual test-day coordinator online training which will be available online by early March.
- College Board will send test coordinators an email with a link to access the mandatory online training.
- The training will be available through your College Board Professional Account.
 - Share the link with other staff, as necessary.
- Other test day staff will need to complete the online test day training provided for their role or be trained by their test coordinator.
- Please ensure that staff are trained **at least one week prior to test day**.

Before the Test

- Prepare Your School
 - Off-site Request
 - Request Accommodations
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff

Build Your Lists

Tasks for the Coordinator

- Coordinators will create student lists and room rosters. This is done at the local level. ISBE suggests using the SIS Pre-ID report to obtain the list of students.
- Coordinators will work with the SSD coordinator to understand how many students will be testing with accommodations.
- More information about creating rosters will be in the coordinator manuals.
- The Nonstandard Administration Report (NAR), which is printed from SSD Online by the SSD coordinator, will be the roster of all students testing with accommodations.
 - New for Spring 2023 is an updated NAR. In addition to a more streamlined design, new features include:
 - Export to CSV in addition to PDF
 - Includes all assessments in SAT suite – no longer separate NARs

Build Your Lists

Nonstandard Administration Report (NAR)

SAT with Essay, PSAT 10, PSAT 9

- Lists ALL students approved for accommodations
- Groups students that must test on the primary test day and those who may test in the accommodated window (SAT with Essay only)
- Includes the test book color the student should use (SAT with Essay only)
- Includes students testing with EL time and one-half (+50%)

The screenshot displays the ETS Online Non-Standard Administration Report (NAR) interface. The form includes the following fields:

- School:** ETS HIGH SCHOOL/MARGO MERIWETHER
- Assessment Type:** SAT School Day Without Essay
- Test Date:** April 12, 2023
- Grades:** ☐ 8 ☐ 9 ☐ 10 ☒ 11 ☐ 12

Buttons for **Get Student List**, **Generate PDF**, and **Generate CSV** are visible.

Below the form, a table of student data is shown:

Select All	First Name	Last Name	SSID	Grade
<input type="checkbox"/>	Test	Approval XCVI	2109209984	11
<input type="checkbox"/>	Valledays	Val	2108902649	11
<input type="checkbox"/>	Bulk	Test VII	2103607425	11
<input type="checkbox"/>	Test	Approval XCI	2109783894	11
<input type="checkbox"/>	Joe	Exam	2207367157	11
<input type="checkbox"/>	Amya	Clinson	2101116213	11

Before the Test

- Prepare Your School
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- Plan Your Staff

Plan Your Space

Planning for Testing Rooms

The size of cohort testing and the size of rooms used for testing will determine the number of rooms needed.

Options for rooms include:

- Larger spaces, such as auditoriums and gymnasiums
- Smaller spaces, such as classrooms

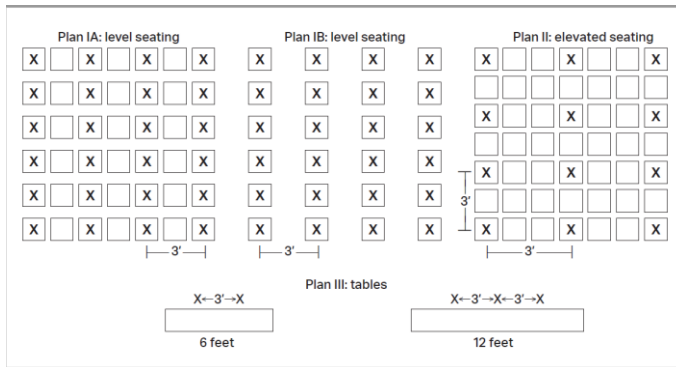
Consider the following when choosing the location of testing rooms within the building. Testing rooms should be:

- Separated from other classes on different schedules or taking different assessments
- In locations that minimize noise and other disruptions when classes or other assessments break
- In locations with minimal noise/distractions from outside the building
- In locations with easy access to restrooms

Plan Your Space

Seating and Furniture Requirements

- Chairs must have backs.
- Chairs must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.



Plan Your Space

Seating and Furniture Requirements

- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- The following seating arrangements are **not** allowed:
 - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers
 - Seat assignments that follow any expected pattern or defined order.
If testing students in their homeroom, make sure students are seated at random.

Before the Test

- Prepare Your School
 - Off-site Requests
 - Request Accommodations
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff

Plan Your Staff

Planning for Staffing Needs

- Each school should plan for one test coordinator and one SSD coordinator.
- The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
 - Formulas are available in the Coordinator Manual.
- Check with your school/district for policies around who can act as testing staff.
 - Some schools utilize aides, paras, substitutes, and coaches.
- Please contact School Day Support by phone or email if you need to make a change to the person appointed to the test coordinator or SSD coordinator roles or if the principal of the school has changed.

Plan Your Staff

Planning for Staffing Needs

- Every testing room requires 1 proctor.
- Unless your school tests only a few students, you will need additional staff to assist the proctor.
- For rooms with more than 34 students, assign room monitors to help.
- For every 5 testing rooms, assign 1 hall monitor.

FOR EACH STANDARD TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

NUMBER OF HALL MONITORS NEEDED	
Number of Rooms	Number of Hall Monitors Needed
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 hall monitor for each additional 5 rooms; e.g., for 21–25 rooms, add an additional hall monitor)

Plan Your Staff

Planning for Staffing Needs

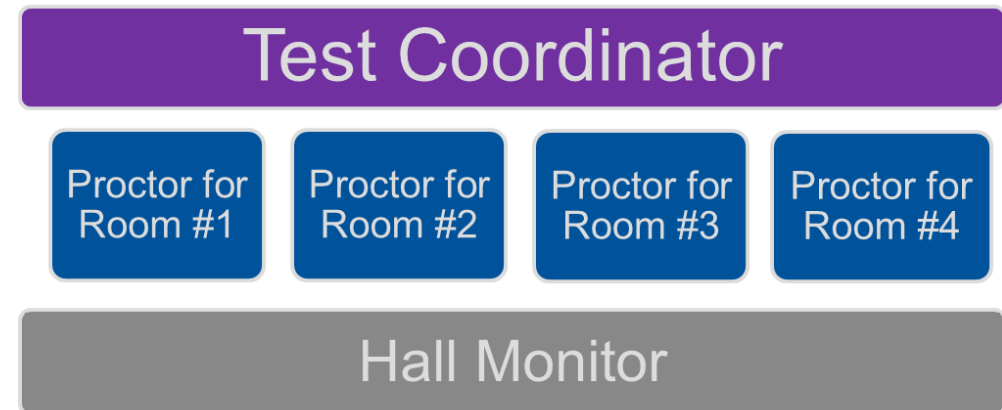
Scenario #1

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You have 4 classrooms available, each with capacity for 25 students.

Therefore, you will require 6 staff:

- 1 test coordinator
- 4 proctors
- 1 hall monitor



Plan Your Staff

Planning for Staffing Needs

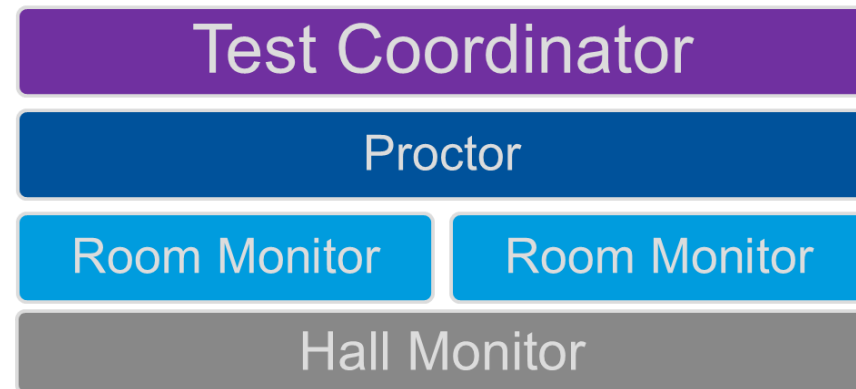
Scenario #2

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You plan to test in one large room (e.g., cafeteria or gym).

Therefore, you will require 5 staff:

- 1 test coordinator
- 1 proctor
- 2 room monitors
- 1 hall monitor



Key Takeaways

Key Takeaways

- For the 2022-2023 school year, ISBE will provide: SAT with Essay, PSAT 10, and PSAT 8/9.
- For more details regarding who is required to test, visit: <https://www.isbe.net/Pages/sat-psat.aspx>.
- All registration/pre-identification and standard materials ordering will be completed by ISBE. Schools are encouraged to check and make all adjustments to SIS Pre-ID data by early January 2023.
- Accommodation requests must be submitted in SSD Online by your school's SSD Coordinator approximately 8 weeks prior to test day.
- SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators must participate in annual test-day training which will be sent via email and available approximately 8 weeks prior to test day.
- Check the [Spring 2023 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2023 testing.

BREAK



Implementation Overview – (Part 2) Before the Test

Spring 2023

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9



Session Goals

This session will focus on Part 2 of the implementation items that occur prior to the primary test date. Our goal in this overview is to share the latest information about the ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments based on current planning.

Agenda

- Before the Test (Part 2)
 - Build Your Schedule
 - Prepare Your Staff
 - Prepare Your Students
 - Prepare Your Materials
- Key Takeaways and Contact Information

Before the Test

Before the Test (Part 2)

- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Build Your Schedule

Administration

Timing

Administration Timing for SAT with Essay

The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student demographics portion of the answer sheet.

SAT with Essay	Standard Room (time, in minutes)
Administrative Activities	30
Reading Test	65
Break	10
Writing and Language Test	35
Math Test – No Calculator	25
Break	5
Math Test - Calculator	55
Break or Lunch Option	2 or 30
Book collection/ Essay distribution	15
Essay	50
Total Time (Total Time with Lunch Option)	4 hours, 52 minutes (5 hours, 20 minutes)

Build Your Schedule

Administration

Timing

Administration Timing for PSAT 10 and PSAT 8/9

The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student demographics portion of the answer sheet.

PSAT 10 and PSAT 8/9	PSAT 10 Standard Room (time, in minutes)	PSAT 8/9 Standard Room (time, in minutes)
Administrative Activities	30	30
Reading Test	60	55
Break	5	5
Writing and Language Test	35	30
Math Test – No Calculator	25	20
Break	5	5
Math Test - Calculator	45	40
Total Time	3 hours, 25 minutes	3 hours, 5 minutes

Build Your Schedule:

Spring 2023 Flexible Start Times

- Following the standard schedule for all 3 assessments, testing room doors close at 8 a.m. to complete test day administrative activities. College Board recommends school staff begin the test by 8:30 a.m. However, for the spring 2023 SAT School Day, PSAT 10, and PSAT 8/9, ISBE and College Board will permit Flexible Start Times, which allows schools to:
 - start testing earlier and/or later than usual, and
 - split students across multiple testing groups.
- Testing staff may give students taking SAT with Essay over 1 day up to a 30-minute lunch break between Section 4 and the Essay. This policy does not apply to students who are testing over 2 days.
- Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

Build Your Schedule

School schedules may require some adjustments:

Planning the Test Day Schedule

Lunch Periods

- Lunches must take place after testing is complete unless your school is opting to provide the 30-minute lunch break prior to the essay section for the SAT with Essay.
- Students may eat snacks during breaks.

Bell Schedules

- Bells must be silenced during test administration.

Public Address (PA) Announcements

- There should be no PA announcements during test administration.

Build Your Schedule

Plan a Preadministration Session

5 Student ID Number

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

- Each school will receive a shipment of preadministration materials for each assessment 3-4 weeks prior to test day. These shipments will include:
 - Answer sheets
 - Pre-ID labels for students enrolled in SIS by the [deadline](#)
 - Student Answer Sheet Instructions
 - Student Guides
 - Manuals containing preadministration instructions for Coordinators
- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free SAT scores sends.
- Affix pre-ID labels to the front of student answer sheets before the session.
- Students will use their 9-digit state-assigned student ID in field 5 "Student ID Number" on the answer sheet.

Before the Test (Part 2)

- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Prepare Your Staff

Tasks for the Coordinator

- Distribute applicable manuals to proctors and SSD coordinator(s) for their review.
- Plan a time to train all your school's test day staff.
 - Review important procedures for a successful administration.
 - Answer questions and address concerns.
- Share the annual test-day coordinator online training that will be emailed approximately 8 weeks prior to test day with necessary staff if desired.
- Additional staff with whom to share online training can include:
 - Back-up Coordinator
 - SSD Coordinator
 - Proctors

Before the Test (Part 2)

- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Prepare Your Students

Student Preparation

- Distribute the Student Guides received in your preadministration shipments to students as soon as possible.
- Share with students answers to general questions about the assessments and what to expect on test day at <https://www.isbe.net/Pages/sat-psat.aspx>
- Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at <https://www.khanacademy.org/SAT>
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring, and what not to bring on test day.
- Encourage students to talk with their parents or guardians about participation in Student Search and think about the colleges and scholarship programs where they might like to send their SAT scores.

Prepare Your Students

Official SAT Practice on Khan Academy

<http://satpractice.org>

psat.org/practice



Full Length Practice Tests

Eight official practice tests, with more to come, plus study and test-taking tips.



Video Lessons

Easy-to-follow videos explain problems step-by-step.



Interactive Problems & Instant Feedback

Get hints, explanations, and constant progress updates to know where you stand.

Prepare Your Students

Essay Practice with Official SAT Practice Tests

Link to SAT Practice Tests:

<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>

- Some practice tests have computer-scorable essays.
- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
- The system analyzes students' writing and gives specific recommendations for how to improve writing in the three areas scored on the SAT Essay: Reading, Analysis, and Writing.
- Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria.
- Students can revise and rewrite to improve their essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT Essays.
- Tips and Strategies are available to help students approach the essay task.

Coach Your Students

Official SAT Practice features to help students prepare

Link to SAT Practice Tests:

<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>

Features include:

Recommended SAT Skills to focus on based on class performance

- Lesson Plans created by teachers for teachers available for skills in Math, Reading, and Writing
- Additional Khan Academy content

Recent SAT activity by student

- Top recommended skills for practice
- Upcoming SAT test date
- Notification if account is connected to their College Board account

Individual progress by each student

- Questions attempted, answer choices, and correct answers
- Practice Test scores

SAT Suite Question Bank

A Resource for Educators

Use the SAT Suite Question Bank (SSQB) to create custom, targeted question sets and improve instruction. The question bank lets educators access over 3,500 questions from the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 assessments.

Teachers can find questions that align with skills taught in class and use them in multiple ways. Questions can be sorted by subscores, cross-test scores, and content dimensions.

Link to SSQB: <https://satsuitequestionbank.collegeboard.org/>

Before the Test (Part 2)

- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Prepare Your Materials

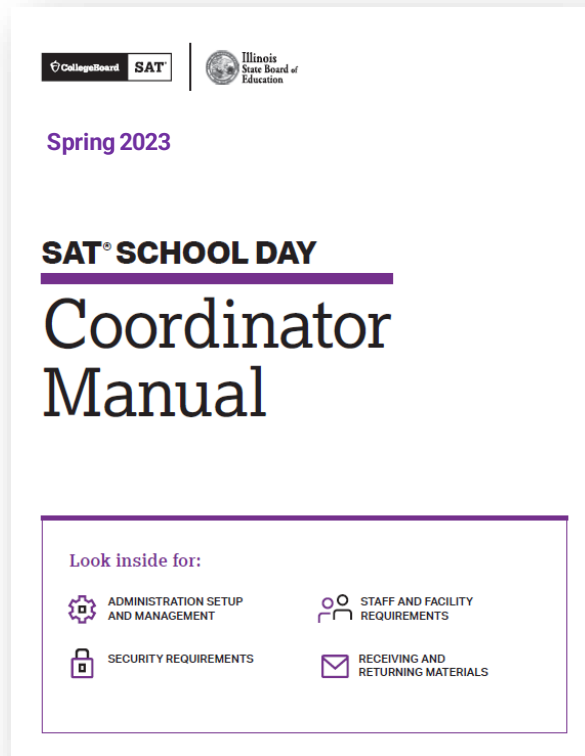
Shipments

- Your school will receive multiple shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.
- Refer to the [Spring 2023 General Timeline](#) document for the most current materials shipment dates.

Shipment	Contents (Not Exhaustive)	Approximate Delivery Timeframe
Coordinator Planning Kit	Sample manuals and test day forms, posters	Five weeks prior to primary test date
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Three-four weeks prior to primary test date
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	
Test Materials	Test books, test administration forms and materials, return kits	No later than the week prior to primary test date

Prepare Your Materials

Coordinator Planning Kit



Test coordinators will receive a Coordinator Planning Kit for each assessment. Each kit contains a sample set of manuals and forms to aid in planning for test day.

- SAT School Day Coordinator Manual
- SAT School Day Standard Testing Room Manual
- SAT School Day Accommodated Testing Room Manual
- PSAT 10 Coordinator Manual
- PSAT 8/9 Coordinator Manual
- Sample Irregularity Report (IR) form

Prepare Your Materials

Preadministration Shipment

- Preadministration shipments will be divided by assessment.
- Pre-ID labels
- Answer sheets
- Student Answer Sheet Instructions
- Student Guides
- Copies of ALL manuals required to support your school, including manuals to be used by the proctors on test day

Prepare Your Materials

Test Materials

- Secure test materials (test books) will be delivered no later than a week prior to test day.
- Test materials shipments are divided by assessment.
- All testing materials will be addressed to the test coordinator.
- Test materials must be stored securely, once delivered.
 - Check contents of boxes within 24 hours of delivery using packing lists.
 - Contact College Board immediately if there is a problem with your shipment
 - Check materials daily until test day.
 - Contact College Board immediately if materials show evidence of tampering.
- **Save the boxes and return shipping labels included. They will be used to return answer sheets and test books after testing.**

Prepare Your Materials

Test Manuals

The SAT with Essay manuals provide specialized information for each type of test day staff.

- *SAT® School Day Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials
- *SAT® School Day Standard Testing Manual*: Includes all test-day scripts and information needed by proctors
- *SAT® School Day Accommodated Testing Manual*: Includes test-day scripts for accommodated rooms

PSAT 10 and PSAT 8/9 each have only a single manual.

- *PSAT™ 10 Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors
- *PSAT™ 8/9 Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors

Tracking Materials

Tracking Your Shipment:

To track your package, please visit the designated carrier's website using the tracking number(s) listed below. Please note that test materials may ship in separate packages. You'll receive a separate email containing tracking information for any additional shipments.

If the UPS site returns a message that your shipment details can't be located, **please try again 2-3 days prior to your scheduled delivery window** as the shipment has likely not been entered into the tracking system at this time.

Assessment: SAT

Item Quantity & Description: "1 SATSD Coordinator Planning Kit - ID-21;"

Tracking Number(s):

[1-UPS-1Z0686500321423904](#)

Prepare for the Shipment and Test Day:

- Alert your receiving office and arrange to be notified as soon as the shipment arrives.
- Notify us immediately using the contact information in your coordinator manual if you don't receive test materials, if they arrive opened or damaged, or if materials are incomplete.

Check the Shipment Immediately:

- Confirm that the materials are for the right test date and location. Make sure that the contents exactly match the shipping notice and that you've received the right quantity.
- Reseal and store the carton(s) until the test date in a locked, secure area that you know has limited access. Never store test materials at your home.
- Check the sealed carton(s) daily, and notify us immediately if you see any evidence of tampering.

- Coordinators will receive shipment tracking emails which include:
 - Tracking numbers
 - Summary of shipment contents
- Tracking emails are generated as the shipment is being prepared.
- Tracking numbers in the email will become valid once materials are shipped.
- The email is sent from: collegeboard@e.collegeboard.org

Prepare Your Testing Room Kits

Create testing room kits to hand out to proctors on test day.

- Testing room cover sheet
- Testing Room Materials Report form
- A copy of the room roster you created or NAR showing students assigned to each testing room
- Pre-labeled or gridded answer sheets (for the students assigned to each testing room) and blank answer sheets
- Student Answer Sheet Instructions booklets
- Irregularity Report (IR) forms
- SAT School Day Request to Cancel Test Scores forms (SAT with Essay rooms only)
- “Testing in Progress” flyer
- The applicable testing manual
- If applicable, EL supports (translated directions and/or word-to-word dictionaries) for students who need them
- Clear plastic bags for storage

Key Takeaways

Key Takeaways

- Testing Flexibility options are available again for Spring 2023. For more details refer to the Spring 2023 manuals that will be posted on <https://www.isbe.net/Pages/sat-psat.aspx>.
- The test coordinator is responsible for ensuring that school staff are properly trained and prepared for test day. Training links and materials should be shared with school staff that support testing as needed.
- Approximately three to four weeks prior to the primary test date, students should be provided with student guides and resources that contain Official SAT Practice.
- It is best practice and highly recommended that schools conduct the preadministration session a few days before testing.
- All test materials must be securely stored upon receipt. The test coordinator should check test materials immediately to ensure your school has received all materials needed for test day. Call the Illinois Educator Support line if additional materials are needed.
- Test coordinators should create testing room kits to provide to proctors on test day.
- Check the [Spring 2023 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2023 testing.



Implementation Overview – (Part 3) On Test Day and After The Test

Spring 2023

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9



Session Goals

This is the third and final session of the Implementation Overview training. Our goal in this overview is to share the latest information about the ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments based on current planning.

Agenda

- Test Dates and Key Reminders
- On Test Day
- After the Test
- Final Information, Key Takeaways, and Contact Information

Test Dates and Key Reminders

2023 Test Dates

SAT with Essay Administration	Test Dates
Primary Test Date	Wednesday, April 12, 2023
Accommodated Testing Window	April 12-25, 2023
Makeup Test Date	Tuesday, April 25, 2023

PSAT 10 and PSAT 8/9 Administration	Test Dates
Testing Window	April 12-28, 2023
Accommodated Testing Window	April 12-28, 2023

SAT with Essay Administration (Alternate Schedule*)	Test Dates
March Primary Test Date	Wednesday, March 22, 2023
Accommodated Testing Window	March 22 - April 4, 2023
Makeup Test Date	Tuesday, April 25, 2023

**The alternate schedule for SAT with Essay was allowed to be selected during the fall establishment process only if the April SAT with Essay dates were not feasible.*

Key Reminders

- For the 2022-23 school year, ISBE will provide: SAT with Essay, PSAT 10, and PSAT 8/9.
- For more details regarding who is required to test, visit: <https://www.isbe.net/Pages/sat-psat.aspx>.
- All registration/pre-identification and standard materials ordering will be completed by ISBE. Schools are encouraged to check and make all adjustments to SIS Pre-ID data in early January.
- Accommodation requests must be submitted in SSD Online by your school's SSD Coordinator approximately 8 weeks prior to test day.
- SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators must participate in annual test-day coordinator online training which will be sent via email and available approximately 8 weeks prior to test day.
- Testing Flexibility options are available again for Spring 2023. For more details refer to the Spring 2023 manuals that will be posted on <https://www.isbe.net/Pages/sat-psat.aspx>.
- Check the [Spring 2023 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2023 testing.

Key Reminders

- The test coordinator is responsible for ensuring that school staff are properly trained and prepared for test day. Training links and materials should be shared with school staff that support testing as needed.
- Approximately three to four weeks prior to the primary test date, students should be provided with student guides and resources that contain Official SAT Practice.
- It is best practice and highly recommended that schools conduct the preadministration session a few days before testing.
- All test materials must be securely stored upon receipt. The test coordinator should check test materials immediately to ensure your school has received all materials needed for test day. Call the Illinois Educator Support line if additional materials are needed.
- Test coordinators should create testing room kits to provide to proctors on test day.
- Check the [Spring 2023 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2023 testing.

On Test Day

Student Check-In

- Schools can plan for either a centralized check in or room check-in.
- If your school utilizes a central check-in, you'll check in each student against your room roster before sending them to an assigned room.
- If your school utilizes room check-in, proctors will check in students as they arrive to their assigned testing rooms.
- Plan ahead for collecting electronic devices and backpacks (if allowed by school policy) as students enter the testing room.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.
- Mark attendance on your student list/roster in pencil. Check each student in as follows:
 - Write a "P" (Present) next to the name of each student who checks in.
 - After check-in is complete, put an "A" (Absent) next to the name of any student who is absent.

Test Security

- Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.
- During testing, staff must:
 - Watch for roaming eyes. Some students may try to copy from a neighbor.
 - Carefully observe students using calculators. A smart phone can be disguised as a calculator through the use of a plastic cover.
 - Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
 - Always note any such activities on the Irregularity Report (IR). Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

Prohibited Devices

Preventing issues with mobile phones and electronic devices

- At the beginning of testing, proctors will read scripts reminding students to turn off their phones, smartwatches, and other electronic devices and to turn them in to the proctor, if allowed under school policy.
- If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the script has been read, if a student is observed with a prohibited device, the test coordinator must dismiss that student.
 - A student doesn't need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it's on or under the student's desk or in their pocket.
- If a student's device makes noises while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the device in order to prevent additional disturbances during testing and issue a warning to the student.

Distributing Test Materials

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in blocks 1, 2, and 3.
- If necessary, remove the completed form from the back of the manual when the proctor returns it to you.
- Enclose all copies of this form in the gray-bordered envelope and return with used answer sheets.

Directions for Proctor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing: Complete all information on the front of this form in Part A (blocks 4, 5, and 6) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test coordinator.

1

TESTING ROOM INFORMATION

Test Date: _____ 6-digit School (AI) Code: _____

Room Number: _____ Room Type: ☐ Standard ☐ Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ Name (please print) _____ Signature _____

Part A: Accounting for Test Materials

2

TEST BOOKS RECEIVED

QUANTITY

SERIAL NUMBER RANGES

Total number of books received:

_____ to _____

_____ to _____

_____ to _____

3

ESSAY BOOKS RECEIVED (IF ANY)

QUANTITY

Total number of Essay books received:

4

TEST BOOKS RETURNED

QUANTITY

SERIAL NUMBER RANGES

Used test books returned:

_____ to _____

_____ to _____

_____ to _____

Unused test books returned:

_____ to _____

_____ to _____

_____ to _____

Total number of test books returned:

5

USED ANSWER SHEETS RETURNED

QUANTITY

Total number of used answer sheets returned:

6

ESSAY BOOKS RETURNED (IF ANY)

QUANTITY

Used Essay books returned:

Unused Essay books returned:

Total number of Essay books returned:

- On test day, the coordinator must count the test books:
 - When distributing materials to proctors on test day
 - When collecting materials from proctors and preparing them for return
- Ensure that your proctors account for testing materials in the testing room as instructed in their manual. Proctors must count the test books:
 - After receiving the materials from you
 - After distributing materials to students
 - After collecting multiple-choice books
 - After collecting SAT Essay books
 - Before dismissing students from the testing room

Distributing Test Materials

- The proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat and the total number of Essay books in the room.
- If any issues arise, the chart will be used in investigating reported irregularities.
- Seating charts for SAT with Essay are returned after testing. Schools are instructed to keep a copy of the PSAT 10 and PSAT 8/9 seating charts in their records.

Testing Room Materials Report Form

CollegeBoard

Testing Room Materials Report for PSAT™ 10 and PSAT™ 8/9

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in sections 1 and 2.
- If necessary, remove the completed form from the completed seating chart from the back of the manual when the proctor returns it to you.
- Keep all copies of this form on file at your school.

Directions for Proctor:

- Before testing, confirm that you've received the materials recorded in section 2.
- Complete the seating chart on the back of your Coordinator Manual to record how test books were distributed in the room.
- At the end of testing, complete all information on this form (sections 3 and 4) and sign it in section 1.
- Return this report and the completed seating chart, including any additional seating charts for sections of a large room, to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-Digit School ID Code: _____

Testing Room Code/Room Name: _____ Room Type: ☐ Standard ☐ Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ Name (please print) _____ Signature _____

Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
Total number of books received:			_____ to _____
			_____ to _____
			_____ to _____
			_____ to _____
			_____ to _____
			_____ to _____

3	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
Used test books returned:			_____ to _____
			_____ to _____
Unused test books returned:			_____ to _____
			_____ to _____
Total number of test books returned:			

4	USED ANSWER SHEETS RETURNED	QUANTITY
Total number of used answer sheets returned:		

Coordinator Manual Spring 2020 PSAT 10 135

Reporting Test Administration Irregularities

- Use the Irregularity Report (IR) to record an irregularity, including:
 - Security incidents
 - Misconduct
 - Test question errors or ambiguities
 - Other incidents or disturbances
 - Student complaints
- Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).
- Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful.
- Keep a copy of any IRs submitted should College Board require additional information during their review.
- They will also be useful when completing your makeup materials requests.

Sample Irregularity Report (IR)

IMPORTANT: This sample may not match your school's test date.

CollegeBoard SAT SAT SCHOOL DAY IRREGULARITY REPORT (IR)

1. GENERAL INSTRUCTIONS TO TESTING STAFF: Form 1 of 1

Use this form to report irregularities encountered during testing. See the Irregularity Chart in your manual for more details. Report each irregularity on a separate IR and return all IRs immediately after testing ends.

• Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.

• Complete sections 2-9 and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign section 10 of this form. The test coordinator must also sign all IRs.

• Attach (but don't staple) defective materials to the IR when instructed to in the Irregularity Chart.

• If administering the Digital SAT, specify any technical issues that prevent completion of the test.

• As a last step, on each form, fill in "Form" of "1" of "1" at the top of this box. This information will aid further communication about potential makeup testing.

2. TEST MODE ☒ SAT ☐ SAT with Essay ☐ Digital SAT ☐ Standard ☐ Accommodated

3. SCHOOL INFORMATION:

School/Institution Name and Address:

Name Home Town HS

Address 200 Main St

City Home Town

State/Province ST

Postal Code 01001

Country USA

4. SCHEDULED ADMINISTRATION DATE

Month 1 Day 3 Year 2021

5. TEST BOOK INFORMATION: Test Section Section 4

☐ SAT ☐ SAT with Essay ☐ Test Book 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 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What to Consider for Test Day

Important Points for Coordinators

- How will you collaborate with your SSD coordinator?
- How will you inform students of their testing location, time they should arrive, etc.?
- Will you have a central check-in or room check-in?
- How will you distribute materials to proctors?
- Where do you want proctors to return materials?

Helpful Hints

Important Points for Coordinators

- Make sure you have the printed manuals with you on test day for quick and easy reference.
 - If issues arise, refer to the irregularity charts to determine what to do.
- Remind your proctors: When distributing answer sheets be sure they are distributing the answer sheet to the correct student.
- After collecting test books and answer sheets, review key information to prevent delays in scoring.
 - Check that the student-gridded name matches the pre-ID label.
 - The number of used answer sheets returned must match the number of students tested, as entered on the Coordinator Report Form (CRF).
 - Ensure the school's Attending Institution (AI) code on the CRF is correct.
 - Used answer sheets are not returned inside test books or with the test book shipment.
 - Used answer sheets for students with accommodations or supports who appear on the NAR are returned in the white Accommodated Testing Envelope.

After the Test

Coordinator Report Form (CRF)

[illegible]

- CRFs will be returned for each assessment and test date.
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You may keep a copy of this form for your local records but submit the original for processing.
- A sample form is included in the coordinator's manual.
- Confirm that your school's Attending Institution (AI) code is correctly prefilled in item 4—it's required for reporting of scores to your school, district, and/or state. Contact SAT School Day Support if your code is not correct.
- Answer sheets from each administration date need to be returned separately, with a separate CRF. For example, do not mix primary administration answer sheets with makeup answer sheets for SAT with Essay.
- Make sure you bubble the correct date on the CRF.

Returning SAT with Essay Test Materials

For SAT with Essay, you will receive a total of three return kits:

- One for all standard and nonstandard students who finish testing on the primary test date
- One for students testing in the accommodated window
- One for students testing on the makeup date.
(This will be sent with makeup materials.)
- Return test materials from each administration in separate boxes.

Returning PSAT 10 and PSAT 8/9 Test Materials

For PSAT 10 and PSAT 8/9, you will receive a total of two return kits for each test:

- One for students testing without accommodations
- One for students testing with accommodations (Two-day testers)

Note: if you have no students testing with accommodations, your school may receive only one return kit. If your school needs an additional return kit, please contact Educator Support at 844-688-9995 to request this.

- While two return kits are sent, standard and nonstandard materials can be returned together.
- Return PSAT 10 and PSAT 8/9 test materials in separate boxes.

Packing Answer Sheets for SAT with Essay

Image of white box for returning answer sheets



UPS
Label

Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- Used answer sheets and other materials needed for scoring from the primary test date must be returned the day after the test.
- Used answer sheets for students testing in the accommodated testing window must be returned as soon as all accommodated testing is complete but no later than April 26, 2023.
- Used answer sheets for students testing on the April 25, 2023, makeup date must be returned no later than April 26, 2023.
- An answer sheet is considered used if it has:
 - One or more answers to test questions gridded in for the test or anything written on the lined pages of the SAT Essay, and the answer sheet includes a label or gridded student information.

Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets for PSAT 10 and PSAT 8/9

Image of white box for returning answer sheets



UPS
Label

Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- Return used answer sheets and other materials needed for scoring as quickly as possible after the majority of students have tested on their originally-scheduled test date(s).
- Return used answer sheets and other materials needed for scoring for students who tested later in the window in a final return shipment after everyone has finished, but no later April 28, 2023.
- An answer sheet is considered used if it has:
 - One or more answers to test questions gridded in for the test, and the answer sheet includes a label or gridded student information.

Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets

- Schools need to return answer sheets and test books separately for each assessment.
- Do not include SAT with Essay answer sheets with PSAT 10 answer sheets, etc.
- No answer sheets should be returned in the test book shipment.

Packing Test Books

Image of loose UPS label that needs to be affixed to outside of box



- **Reuse the boxes in which your test materials arrived to return test books.**
- Loose UPS labels will be included in the shipment with the header "TB Returns."
- In addition, loose colored labels will be included in the shipment to be applied to the SAT with Essay test book return boxes.
 - Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.
- **Schools must return test books for all assessments – SAT with Essay, PSAT 10, and PSAT 8/9.**

Test Materials Return Schedule

Schools should return materials for:

- **SAT with Essay:**
 - The day after the primary test date
 - As soon as possible after all accommodated testing is complete, but no later than the end of the accommodated testing window.
 - No later than April 26, 2023 after the makeup test administration
 - **PSAT 10 and PSAT 8/9:**
 - Once all testing at your school is complete, but no later than April 28, 2023.
- UPS pickups are **not** pre-arranged by the College Board.
 - Directions will be provided for coordinators to arrange their own pickups with UPS to better meet individual school schedules.
 - If UPS regularly stops by your school, you can give materials to the driver during those stops.
 - Coordinators will use the tracking numbers on the return labels to schedule the pickups.
 - **IMPORTANT:** Before returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify that your return packages have been received after shipping.
 - Answer sheets will not be scored if received late and students will show as 'not tested' in accountability reporting.
 - PLEASE return answer sheets PROMPTLY!

Makeup Testing

SAT with Essay

- Schools will only order makeup materials for SAT with Essay.
- Schools should plan to administer SAT with Essay to all eligible students on their chosen primary test date.
- The April 25, 2023, makeup date should be used to test any students who did not test on their primary test date.
- For any students who were unable to test on their primary administration date, test coordinators should submit a request for makeup materials for the April 25, 2023, makeup test date.
- Students approved for accommodations that allow them to test within the accommodated testing window should test on the day they return to school but complete testing no later than the end of the accommodated testing window.

Makeup Testing

SAT with Essay

- Students who have an irregularity during testing may be eligible for a makeup.
 - For example, a student who gets sick during testing can participate in the makeup administration. Refer to the Irregularity Chart provided in the manual for details.
- Test books from the primary test date must be returned and **cannot** be kept or used for makeup testing.
- You must follow the process for ordering makeup materials and use only test books that arrive the week prior to the makeup test date to test students on the makeup test date.
- You'll receive an email the day before your school's chosen primary test date with instructions on how to order materials for students who are absent on the primary test day or experienced an irregularity.
 - Place the makeup order as soon as possible and no later than 2 days after the primary test date.
- **No materials will be shipped to support the makeup administration if you do not complete the makeup survey.**
- Use the pre-labeled answer sheets, from the primary test date, for the makeup test date for students who were absent.

Testing Window

PSAT 10 and PSAT 8/9

Test books sent for primary PSAT 10 and PSAT 8/9 testing will be used exclusively, and there are no separate makeup test books to order.

NOTE: This differs from the makeup survey process that must be followed for SAT with Essay.

- All PSAT 10 and PSAT 8/9 test books must be returned after testing is completed.
- For planning purposes, ISBE is providing the following guidance for PSAT 10 and PSAT 8/9:
 - Schools should plan to administer PSAT 10 and PSAT 8/9 as early in the testing window as possible.
 - Schools are encouraged to administer PSAT 10 and PSAT 8/9 to as many students as possible in a single administration, while adhering to current health and safety guidelines.
 - If choosing more than one PSAT 10 test date, the test dates should be consecutive (e.g., students in homerooms 1-4 on 04/12/23 and students in homerooms 5-8 on 04/13/23)
 - If choosing more than one PSAT 8/9 test date, the test dates should be consecutive (e.g., last names A-H on 04/12/23, last names I-Q on 04/13/23, and last names R-Z on 04/14/23)
- When a student is absent or unable to test on the chosen test date(s), the school is encouraged to provide another opportunity for the student to test as soon as possible within the testing window.
- Unless approved to test with accommodations that allow more than one day of testing, any student must complete PSAT 10 or PSAT 8/9 testing in one day.
- Students may test only once during the PSAT 10 and PSAT 8/9 testing window.

Score Reporting

- College Board Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT™ 10, and SAT® with Essay score reports.
- College Board K-12 Educator Reporting Portal - centralized portal for schools, districts, states
 - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports.
 - Download Center: Data files are available to manage electronic score downloads — manual and automatic.
 - These scores are for College Board reporting, not for accountability.
- For more information about accessing and using the College Board K-12 Educator Reporting Portal view eModules at <https://satsuiteofassessments.articulate-online.com>.
- Scores are anticipated to be posted in ISBE's Student Information System by mid-July 2023.

Final Information, Key Takeaways, and Contact Information

Accessing College Board Tools

Creating an Educator Professional Account is the first step!

A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal
 - The school data access manager (DAT) is responsible for assigning access to school and district staff. Please work with your DAT if you do not have access.
- Services for Students with Disabilities (SSD) Online System
 - The school SSD coordinator requests access from the College Board.
 - Access request requires a principal's signature.
 - Others may also request access with the school principal's approval.
- College Board Online Test-Day Training
 - The test coordinator will receive access from the College Board.
 - The test coordinator may grant access to all test-day staff.

Key Takeaways

- Schools should make a plan ahead of time for student check-in. Plan for collecting prohibited electronic devices, including phones and smartwatches, and other materials such as backpacks.
- Before testing and after testing is complete, test coordinators must ensure that all testing materials are accounted for as instructed in the manuals.
- Schools should make and store a copy of any Irregularity Reports (IRs), room rosters, and all Coordinator Report Forms (CRFs) submitted with test material returns for future reference, if needed.
- Check the [Spring 2023 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2023 testing.
- Create an Educator College Board professional account in order to gain access to College Board's Reporting Portal, SSD Online, and College Board Online Test-Day Training. Go to: www.collegeboard.org to get started.

Key Takeaways

SAT with Essay:

- Test materials should be returned:
 - The day after the primary test date
 - As soon as possible after all accommodated testing is complete, but no later than the day after the end of the accommodated testing window
 - No later than April 26, 2023 – the day after the makeup test administration
- Test books from the SAT with Essay primary test date must be returned and **cannot** be kept or used for makeup testing. Test coordinators must order makeup materials for SAT with Essay and must complete the makeup survey no later than two days after the primary test date to order materials for the makeup test date.

PSAT 10 and PSAT 8/9:

- When a student is absent or unable to test on the chosen primary test date(s), the school is encouraged to provide another opportunity for the student to test as soon as possible within the testing window.
- Test materials sent for primary PSAT 10 and PSAT 8/9 testing will be used exclusively, and no separate makeup test books will need to be ordered for PSAT 10 and PSAT 8/9. *This differs from the makeup survey process that must be followed for SAT with Essay.*
- Test materials should be returned once all testing at your school is complete but no later than the end of the testing window.
 - Return used answer sheets and other materials needed for scoring as quickly as possible after the majority of students have tested on their originally-scheduled test date(s).
 - Return used answer sheets and other materials needed for scoring for students who tested later in the window in a final return shipment after everyone has finished but no later April 28, 2023.

Thank You!

We're Here to Help

If you have any questions about implementation and planning or materials shipments, the Illinois Educator Support team is here to help.

Contact Information

- College Board Phone: 844-688-9995
- College Board Email: ILSAT@collegeboard.org

If you have questions about ISBE policy, contact ISBE at

- ISBE Phone: 866-317-6034
- ISBE Email: assessment@isbe.net

You may also find the latest information on the ISBE website at

- <https://www.isbe.net/Pages/sat-psat.aspx>



Illinois
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Education

ISBE Evaluation: Educator Effectiveness Department

Please complete the following [form](#) to receive continuing education credits.

If you have any questions about this form, please write to assessment@isbe.net