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Sent: Wednesday, October 17, 2018 7:49 AM

To: Principals of Category 4 Public Schools

Subject: Establishment for Spring 2019 School Day Administrations for SAT, PSAT 10, and PSAT 8/9

To: Principals

We are excited to begin preparations for the Illinois spring 2019 SAT, PSAT 10 and PSAT 8/9 School Day administration. In the 2018-19 school year, all students considered to be grade 11 according to state guidelines are required to participate in the SAT as part of the statewide accountability testing, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA). New in the 2018-19 school year, all students considered to be grade 10 are required to participate in the PSAT 10, and all students considered to be grade 9 are required to participate in the PSAT 8/9, also as part of the statewide accountability testing, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA). Additionally, some students in grade 12 may also be required to take the SAT. Please see www.isbe.net/Pages/Assessment.aspx for details about which grade 12 students are required to take the SAT.

The first step is getting all schools set up to administer the ISBE-provided assessments for spring 2019 testing. Please click **HERE** to complete this online survey, no later than **Wednesday, October 24, 2018**. We apologize for the short registration window, but it is critical we receive this information in the next seven days. Once completed, College Board will provide information to appointed testing staff using the information you provide in this survey.

Please be aware that serving schools (e.g., IL School for the Visually Impaired) are invited but not required to establish as an SAT, PSAT 10, and PSAT 8/9 test center. Home and serving school staff should work closely to determine the appropriate testing location for each student. Home districts/schools are responsible for ensuring that all students who are required to test do so, regardless of their placement.

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

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

- Contact information for staff who will be serving in primary test day staff roles for the 2019 administration (see **Test Day Staff** below).
- The primary test date option your school will be selecting for the 2019 administration of the PSAT 8/9 and PSAT 10, either April 9, April 10, or April 11, 2019. As a reminder, all schools in a district must test on the same date selected by the district. The entire grade-level cohort must test on the same date. Districts should test within the shortest consecutive window as possible. Note: All SAT School Day testing must be administered on April 9, 2019.
- School holidays and closures scheduled between February and April 2019

Test Day Staff

- Test Coordinator (formerly the Test Supervisor): Responsible for all aspects of administering the planning room and staffing, oversight of test day administration, and receiving/returning all test materials.
- Backup Coordinator: Responsible for coordinating the administration of the SAT, PSAT 10, and/or PSAT 8/9 if the test coordinator is not available.
- Services for Students with Disabilities (SSD) Coordinator: Requests accommodations and works with the test coordinator(s). Schools may have multiple SSD coordinators, but only one will be identified as the primary coordinator that will receive communications from the College Board.

Staff Requirements

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

Off-site Testing

- If your school will require a site other than your high school location for testing, please indicate this in the survey when asked about off-site testing.
- Some reasons that you may require an offsite testing location include:
 - Need to support testing expelled students at an alternate location
 - Not enough room to test all students across all assessments
- If you respond that you require off-site testing, College Board will contact you separately to gather more information about your off-site testing location(s).

If you have any questions while completing the survey, please contact College Board at 1-844-688-9995 or write to ilsat@collegeboard.org. It is important for all schools to provide the information no later than **Wednesday, October 24, 2018**, so all schools can be established in a timely manner and so that you may begin receiving communications to prepare for the administration. The test coordinator(s) you identify in the survey will receive an email in January to confirm your school setup is complete.

Thank you,

The College Board