Getting Ready for the April 2017 SAT

ISBE-provided SAT School Day

Spring 2017
Our goal today is to review key information to assist while you prepare for the SAT.

- Where to Start
- Review of Rosters
- Test Day Planning
- After Testing
- Q&A
Where to Start

Confirm you have what you need

• Training Kits
  • Includes testing manuals and posters.

• Training Email Access from College Board
  • Provides link and instructions for access.

• Roster Email Access from Educational Testing Service
  • Provides link and instructions for access.

• Preadministration Materials
  • Provides Illinois supplement, labels, answer sheets, and student questionnaires.

• Admission Tickets
  • Arrive the week of March 13 for most schools. Or, March 20 for schools who are on break this week.
Training Kits

- Shipped in mid-February to schools
Test Center Supervisor should have received an email from SAT on February 9, 2017, (from CollegeBoard@noreply.collegeboard.org) with access to the online training.

All test day staff can participate in the training; when logging on they will identify their role.

- Test Center Supervisor
- SSD Coordinator
- Associate Supervisor

Training is required for the Test Center Supervisor and SSD Coordinators. If not taken, any test day issues could lead to a misadministration.

To access go to:

- [https://professionaltraining.collegeboard.org/proftrain/login](https://professionaltraining.collegeboard.org/proftrain/login)
Preadministration Materials

• Plan and schedule a time for students to complete the preadministration session.
  
  • Illinois Supplement Manual
  • Pre-ID labels
  • Answer Sheets
  • Student Data Questionnaire (optional)
Pre-ID Labels

Review your labels upon receipt.

- If you find you have two labels for the same student (name and birthdate are the same):
  - Check the student ID. Use the label with the correct student ID.

- If you find you have a duplicate label for the same student (name, birthdate, and state student ID are the same):
  - Choose one and securely discard the extra label.

- You may receive labels for students who attend a different serving location. This is because the serving school did not establish as an SAT test center. The home school is responsible for testing all eligible students.

Refer to Page 6 in the Illinois Supplement for more information.
College Board will provide admission tickets to schools the week of 3/13/17 for students that were received in the Pre-ID file.

- Admission tickets will include the registration number needed on test day for students.

- Tickets should be distributed to students on test day during check-in.

- Students without an admission ticket will not receive a Pre-ID label. These students should complete a paper registration form and leave the field blank on the answer sheet on test day.
Test Materials

  - Or by 3/23/17 if schools are on break the week of 3/27/17.
- Shipments will include:
  - Test Materials
  - Additional Manuals
  - Paper Registration Forms
  - Supervisor Kit
    - Test Day Forms
    - Envelopes
    - Tape
  - Return Labels
- Retain your original shipping carton for returns
Rosters
Roster Tools

Selecting the right roster

- Online Attendance Roster
  - Used by the Test Center Supervisor.
  - Used to plan rooms and track students testing on test day.
  - Access online after receiving an email from Educational Testing Service (email.ets.org).

- Nonstandard Administration Report (NAR)
  - Used by the SSD Coordinator.
  - Used to plan rooms and confirm students approved for accommodations for test day.
  - Access online through the SSD Online System.

- College Board Roster Report
  - Used to view all students registered for the SAT.
  - Provides access to admission tickets and registration numbers.
  - Access online through the College Board Educator Portal.

- The rosters will include only students who were sent in the January Pre-ID file.
Students on the Online Attendance Roster

- Will test under the Test Center Supervisor
- Initial Test Date – 4/5/17
- Makeup Testing Date – 4/25/17

- Students not testing in the accommodated window and who miss the initial test date, will test on the makeup date.
- Test Center Supervisors must respond to the makeup email by 4/7/17 in order to receive materials.
- New SAT test books will be sent for all students testing on the makeup test date.
Students on the Nonstandard Administration Report (NAR)

- Will test under the SSD Coordinator.
- Students who are testing with certain accommodations identified on the Non Standard Accommodation Report (NAR) will have a window to test.
- Students testing with accommodations over two days should test on consecutive days. All testing must be complete by 4/18/17.
- There is no additional makeup testing date.
Understanding the Rosters

- The SAT has two types of rosters:
  - Online Attendance Roster for the Test Center Supervisor.
  - Nonstandard Administration Report (NAR) for the SSD Coordinator.
- All students who were in the January SAT Pre-ID will be included on either the Online Attendance Roster or the NAR.
- Students who were not included in the January Pre-ID file will not appear on the rosters.
- Students may shift from the Online Attendance Roster to the NAR through March 22 as accommodations approvals are matched to student registrations.
Reviewing Rosters & Finalizing Rooms

• What if my roster is missing students?
  • For any student who does not appear and for whom you do not receive a Pre-ID label, a paper registration form, sent with test materials, must be completed and the student must be added manually to the appropriate roster.

• What if my roster has students I don’t expect?
  • For students who appear but will not test at your school, identify the reason on the roster for your local use (e.g., absent/no longer enrolled). After testing, SIS will capture the “Reason for No Valid Test Attempt” during the corrections window.

• Roster questions?
  • Contact (844) 688-9995 or email illinoisadministratorsupport@collegeboard.org.
On or before test day, provide each eligible student with a blank SAT School Day Registration Form.

Be sure they use a black or blue pen (NOT pencil) to fill out the form.

For their registration to be processed, each student must include the following required information on the form:

- Items 1 through 5: Name (as it appears on the photo ID), College Board High School Code, Sex, Current Grade Level, and Date of Birth
- Item 8: Student ID Number (nine digits)
- Item 10: Mailing Address
- Item 14: Statement and Signature
- Items 15 and 16: SAT School Day Test Information and Test Center Code
- Ignore all other fields
• Schools will receive 50 paper registration forms in their standard test shipments.

• Look for “Paper Registration” in the title. These will be used to register students who do not have Pre-ID labels.

The SDQ is delivered with your preadministration materials.
Online Attendance Roster
For the Test Center Supervisor
Online Attendance Roster

For Test Center Supervisors

- The online attendance roster will be used by the Test Center Supervisor.
- Students will test with either purple or pink test books.
- Students who appear on the roster will test on either the initial test date or the makeup test date.
- The students that will appear on the Online Attendance Roster include:
  - Standard Room: Students testing without accommodations.
  - Nonstandard room: Students testing with accommodations, such as extra/extended breaks or 50% extended time for math or essay only, small group, four-function calculator, and permission to test blood sugar.
Use the roster to:

• Refine the number of testing rooms needed, especially for nonstandard test-takers.

• Check your testing materials when you receive them to make sure that sufficient materials have been sent and no damage has occurred.
Accessing the Roster

Look for the roster notification email

- Look for the SAT School Day – Online Roster Access email from Educational Testing Service (ETS) go to ets.org/supervisor
- Returning? Enter your user name and password. You can use the “forgot” functionality to recover your user name or password, if needed.
- First time? Sign up as a new user.

Sign Into Your Account

Returning User

User Name: [Field]
Forgot Username
Password: [Field]
Forgot Password

I agree that I will only use the Supervisor’s Website for the explicit purpose of submitting legitimate homework and legitimate expense reimbursement information for a test that was administered and supervised by me. I agree that I am solely responsible for any breach of my obligations listed above and for the consequences of any such breach. I agree and understand that I am responsible for maintaining the confidentiality of the information in my account when accessing the Supervisor’s Website.

Failure to adhere to these guidelines for submission of false or fraudulent information for homework and expense reimbursement will cause ETS to cease to use my services, revoke access to my account and take all applicable legal steps against me.

Sign In

New User

- Submit Voucher online
- Add new staff online
- Access training materials and updates
- Submit comment form online
- Submit Test Center Master Form (Test Center Supervisor only)

Sign Up

Select Sign Up
New Users Create Your Account

- Provide information to create your account.
- Select **Service Provider Supervisor** as role.

---

Create Your Account

[Image of account creation form]

**Required field**

- First or Given Name: 
- Middle Initial: 
- Last or Family Name: 
- Date of Birth:  
- Email Address: 

Complete fields, then select Continue.

---

**ETS Test Center Supervisor**

**FOR TEST CENTER SUPERVISORS**

1. Select **Service Provider Supervisor** role from dropdown menu.
2. Select Assign.

[Image of role assignment form]

Cancel  

Continue
New Users Create Your Account

- Enter your 5-digit test center number.
New Users Create Your Account

• Create your user name and password.
• You’ll receive an on-screen confirmation that your account was created.
• You will also receive two emails:
  • One to confirm ETS has received your account information and request for access.
  • One to confirm you have access to the roster.
Login to Access the Roster

- Select **SAT** as the Program.
- Choose **View SAT Test Center Rosters**.

Once logged in, this screen will appear.
Access the Roster

- Select your School Day Test Center Number.
- Enter the month and year of your test 042017 (April 2017).
Access the Roster

- Choose Attendance Rosters.

SOAR Options Menu

Important Message

It may take over a minute to process the attendance roster information for larger test centers.
Please click on the SUBMIT button only one time. Clicking on the SUBMIT button more than once may delay the processing of your attendance roster.

The roster will truncate Last and First names that are longer than 15 and 12 characters, respectively. Match all the displayed characters on the roster to the admission ticket and photo ID.

Please select an option to proceed:

- Test Center Information
- Attendance Rosters
- Center Summary
  - Important Updates/Training Materials/Supervisor Manuals

Check another Test Center/Admin Date  Submit
Summary of Rosters

- You’ll have access to the standard and nonstandard rosters for each group type.
  - Summary
  - Detail
- There is no separate “makeup” roster. You must track which students missed the initial administration to create a roster for makeup testing.
The summary includes a “Group Type” to help you determine how many types of rooms you need to plan for, as well as the number of test-takers for each type.

<table>
<thead>
<tr>
<th>Category Type</th>
<th>Registered</th>
<th>Waitlist</th>
<th>Group Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>SAT with Essay</td>
<td>39</td>
<td>0</td>
<td>A1</td>
</tr>
<tr>
<td>SAT Subject Tests</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>SAT - No extra time or breaks</td>
<td>4</td>
<td>0</td>
<td>T1</td>
</tr>
<tr>
<td>Approved for small group, test blood sugar, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAT - Extended Time (includes extra breaks) Not approved for extended breaks</td>
<td>2</td>
<td>0</td>
<td>T5</td>
</tr>
<tr>
<td>SAT - Extended Time in Math only Not approved for extended breaks.</td>
<td>1</td>
<td>0</td>
<td>T7</td>
</tr>
<tr>
<td>SAT - Extended Time in Math only and Extended Breaks</td>
<td>1</td>
<td>0</td>
<td>T8</td>
</tr>
</tbody>
</table>
Marking the Roster

- Write the letter “P” next to each student who is present.
- Check the “Verify ID” column if the student is unknown to you.
- Later, when consolidating rosters, write the letter “A” next to absent students.
- Add the unregistered student’s name, date of birth, address, and phone number at the bottom of the roster and check the appropriate columns.

Standard Testing Rooms
Marking the Roster

Non-Standard Testing Rooms

- Associate supervisors must:
  - Annotate the Roster to include all accommodations used by each test-taker.
  - Add any approved accommodations other than those listed, specify the accommodation if provided to the student.
  - Note his or her own name on the Roster.
  - Make copies of the nonstandard pages of the Roster and give them to the supervisor for return in the gray envelope.
Changing Students to Nonstandard or Standard Testing

- Students who have last-minute approval for accommodations:
  - Students may need to change from a standard testing room to a nonstandard testing room.
  - If you have enough books, and the student doesn’t need an alternate format of the exam, you can move the student to the nonstandard testing room.

- A student who opts not to use his or her approved accommodation must provide a written note signed by the student’s parent or guardian. The note must be included with a completed SIR when returning test materials.

- Mark student absent on standard roster and add him or her to the nonstandard roster.
Nonstandard Administration Report
For the SSD Coordinator
SSD Coordinators are responsible for testing students with school-based accommodations.

The students that will appear on the Nonstandard Administration Roster (NAR) include:

- Students testing with approved accommodations, such as 50% extended time for reading (all sections), 100% extended time, Braille, MP3 Audio, Assistive Technology Format.
- Students with state allowed accommodations.

A NAR is available for download on SSD Online.

- Students appearing on this roster will be tested with blue test books or lime test books.
- The roster provides the approved accommodations for each student.
- SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.

Use the NAR to plan testing as well as to officially record attendance and accommodations received on test day.
Accessing the NAR

- Login to www.collegeboard.org/ssdonline.
- Choose to create Nonstandard Administration Report.
NAR Summary Report

Work with the Test Center Supervisor to account for all students.

- Use the summary report to check that all students appear with approved accommodations.
- If a student is missing from the Online Attendance Roster or the NAR, contact the SSD Office for assistance.
- Use the summary report for initial room planning.
- Students requiring different testing schedules must be tested in separate rooms.

SAT Specific Test Date – School Day Test Version

The following is a summary roster of students testing with College Board approved accommodations. Detailed Nonstandard Administration Reports for each student are available in the following pages and listed in the same order as in the tables below.

- The students listed below are grouped by the test type for which they are registered (SAT test and SAT with Essay test and their approved accommodations are indicated. On test day students taking different types of tests (SAT test and SAT with Essay test) must test in separate rooms.
- Additionally, students whose accommodations require different testing schedule (e.g. extended time vs extra breaks vs standard timing) should test in separate rooms to minimize distractions during testing.

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
<th>Accommodations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONNELLY</td>
<td>KATY</td>
<td>#0004118359</td>
<td></td>
</tr>
<tr>
<td>FERRELL</td>
<td>GABRIELLA</td>
<td>#0007156089</td>
<td></td>
</tr>
<tr>
<td>GUY</td>
<td>FIERY</td>
<td>#0007156098</td>
<td></td>
</tr>
</tbody>
</table>
NAR Detail Report

- Print and organize the detailed reports for each student by testing room.
- On test day, complete the “Test Administration Start/End Date” lines.
- Check each accommodation that is utilized.
- Return the NAR and used answer sheets in the gray envelope.
Running the Roster Report

Use the Roster Detailed Report for a specific assessment to:

- See a list of students and their scores on a single test.
- Filter by demographics.
- Drill down for info on individual students.
- View student access codes.
- Batch-print score reports and labels.
- Access AP Potential™.

- Login to the College Board Report Portal [https://k12reports.collegeboard.org/login](https://k12reports.collegeboard.org/login)
- Run the Roster Report.
Tab Design
Intuitive tab design helps educators find exactly what they need.

Registration Numbers
Educators can access registration numbers from the student roster.

Student Roster
List of all students who took a particular assessment.

Note: All data is illustrative.
Customize Fields to Get Student Data Most Relevant to Your Needs
Apply Filters to See Only What You Need

Note: All data is illustrative.
Export to Excel

Easily save or print the report

**Note:** All data is illustrative.
Roster Detailed Report

Admissions Ticket Printing (SAT Only)

SAT & SAT Subject Test (Sep 2016 - Aug 2017) Roster Report Details

- All Students Roster
- Score Reports / Labels Printing
- Admission Tickets Printing

Note: All data is illustrative.
Print Score Reports and Labels

SAT & SAT Subject Test (Sep 2015 - Aug 2016) Roster Report

Score Reports / Labels Printing

All Students Roster

Student Name / Student ID

Score Reports from Selected

Labels from Selected

Note: All data is illustrative.
Roster Best Practices

Confirm all students who will be testing

- Download the Online Attendance Roster in Excel.
- Download the NAR from SSD Online.
- Access the SAT Pre-ID in SIS for a real time roster of all Grade 11 students.
  - Compare the students who appear on each roster.
  - Any students who do not appear on one of the rosters should be added. These students will not have Pre-ID labels and will also need to complete paper registration forms.
Roster Best Practices

Test Center Supervisors - Your roster is an important record-keeping document

• For students on the Online Attendance Roster:
  • Use Excel to create room rosters for each associate supervisor.
    • For missing students you may add them by hand or add them to the file in Excel before printing for each room.
  • Use the Roster to finalize room planning.
    • The Summary View is divided into Groups with Standard testing and Nonstandard testing.
    • The Summary View displays total registrants by “Group Type.” Registrants within the same group may test in the same room and are displayed together on the Online Attendance Roster.
  • You can’t test different group types in the same room.
Students Who Do Not Appear on the Roster

Work with the SSD Coordinator to account for all students.

• Be aware that some students may not appear on your rosters on test day. If you have enough materials:
  • Assign them to the standard room or the appropriate non-standard room based on their approved accommodation request in SSD Online.
  • Manually add them to the appropriate roster.
  • Have students complete a paper registration form.
• If there are not enough materials, you will need to request materials when you receive the email regarding makeup materials.
• Identify any students who did not test so you can prepare your roster of students for makeup testing. You should submit a makeup material request for these students.
• Keep your annotated copy on file for 6 months following the test.
Roster Best Practices

SSD Coordinators - Your roster is an important record-keeping document

- Review the NAR several weeks ahead of time so you can allocate rooms between groups.
- Students testing with different schedules should be tested in separate rooms.
- Check the NAR again as close to the test date as possible for updates. Contact the SSD office if any information is incorrect or if any students’ names are missing.
- Print the NAR for test day. Mark students as present or absent and annotate the NAR confirming the accommodations used by students.
- After the administration, make a copy of the NAR for your files and return one copy of the completed NAR with used answer sheets.
- Keep your annotated copy on file for 6 months following the test.
Planning for Test Day
Plan and schedule a time for students to complete the pre-administration session.

- Directions for conducting the session are in the Illinois Supplement Manual.
- The preadministration session should take approximately 60 minutes. During this session, students will complete some basic information on their answer sheets, have an opportunity to use their 4 free score sends, and complete the optional Student Data Questionnaire (SDQ).
- To prepare:
  - Place 1 Pre-ID label on the SAT answer sheet.
  - Have the SAT School Day Score Reporting Code List available.
  - Have the Registration and Questionnaire Booklets available.
  - Students will complete the demographic information and score sends on their answer sheet first. The script then directs students to complete the optional SDQ.
  - If you want to do the SDQ on another day, you can. The scripts do not provide guidance on this. Simply collect answer sheets from students when they are finished with this portion of the preadministration session.
Planning for Test Day

• The standard schedule includes testing room doors closing at 8 a.m. for preadministration activities and testing beginning at 8:30 a.m.

• Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8 a.m. and 9 a.m.

• The start time applies to standard test-takers as well as accommodated test-takers in both the primary and makeup administrations.

• Schools must complete testing before breaking for lunch.
# SAT Testing Rooms

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Standard Room(s)</th>
<th>Nonstandard Room(s)</th>
<th>State-Allowed Room(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Room Label</strong></td>
<td><strong>Standard Online Attendance Roster</strong></td>
<td><strong>Nonstandard Online Attendance Roster</strong></td>
<td><strong>Nonstandard Administration Report (NAR)</strong></td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>No accommodations are used; students test in the standard testing rooms</td>
<td>Approved accommodations that can be used in the standard testing rooms under standard testing schedule</td>
<td>Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window</td>
</tr>
<tr>
<td><strong>Examples (not exhaustive)</strong></td>
<td>- Not applicable</td>
<td>- 14 pt large print</td>
<td>- 20 pt large print</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Wheelchair accessibility</td>
<td>- MP3 Audio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Large-block answer sheet</td>
<td>- Braille</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Magnifier</td>
<td>- 100% extended time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Breaks as needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* 50% extended time (reading)</td>
</tr>
<tr>
<td><strong>Where to find students who qualify</strong></td>
<td>Online Attendance Roster (See Roster for which students may test together.)</td>
<td>Online Attendance Roster (See Roster for which students may test together.)</td>
<td>NAR Roster in SSD Online (See SSD Manual for which students may test together.)</td>
</tr>
<tr>
<td><strong>Person Responsible</strong></td>
<td>Test Center Supervisor</td>
<td>Test Center Supervisor</td>
<td>SSD Coordinator</td>
</tr>
<tr>
<td><strong>Initial Test Date</strong></td>
<td>April 5, 2017</td>
<td>April 5, 2017</td>
<td>SSD Coordinator</td>
</tr>
<tr>
<td><strong>Makeup Test Date(s)</strong></td>
<td>April 25, 2017</td>
<td>April 25, 2017</td>
<td>SSD Coordinator</td>
</tr>
<tr>
<td><strong>SAT Test Book Colors</strong></td>
<td>Purple</td>
<td>Purple</td>
<td>Pink</td>
</tr>
<tr>
<td></td>
<td>Purple</td>
<td>Pink</td>
<td>Blue</td>
</tr>
<tr>
<td></td>
<td>Purple</td>
<td>Pink</td>
<td>Lime-Green</td>
</tr>
</tbody>
</table>
Using the EL Supports

- Translated Test Directions for EL students and use of approved Word-to-Word Bilingual Glossaries are available.
  - Languages: Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, Vietnamese
  - Other languages can be supported “on the fly” by district/school approved translators.
- NO advance request required in SSD Online.
- Students will test in the room based on their test materials:
  - Students without accommodations will test in the standard room with purple test books.
  - Students with accommodations will test in the non-standard rooms with either the pink or blue test books.
- Scores will be college and scholarship reportable.
- Download the materials at: https://www.isbe.net/Pages/SAT.aspx
SAT Standard Schedule

- The preadministration time includes important directions and completing information on the answer sheet. This must be completed on test day for SAT.

<table>
<thead>
<tr>
<th></th>
<th>SAT</th>
<th>SAT with Essay (in minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-admin Time</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Writing and Language</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Math (no calculator)</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Math (with calculator)</td>
<td></td>
<td>55</td>
</tr>
<tr>
<td>Break</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Book collection/ Essay distribution</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Essay</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Total (hours, minutes)</td>
<td></td>
<td>4h, 52m</td>
</tr>
</tbody>
</table>
# Timing Charts

## Nonstandard Testing Rooms

It is very important that associate supervisors in the nonstandard rooms understand the timing in which their students will be administered for the test.

Be sure to look at the script page numbers that are given to follow the correct script on test day.

Look at these scripts AHEAD of test day so that the associate supervisor is prepared and knows which pages to use.

The use of the wrong script or incorrectly timing the test will result in an irregularity.

See Section C of the Testing Room and SSD Coordinator Manuals.

![Timing Charts](chart.png)
After Testing
Make Up Survey

DEADLINE TO RESPOND: 4/7/17

• If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.

• It is imperative that schools respond on time.

• Test Center Supervisors will receive an email on April 4, 2017.

• The email will contain a link to a survey to assist in determining makeup materials.
  • The survey will only inquire about the materials needed for testing under the supervision of the Test Center Supervisor and will inquire about:
    • The number of students who were absent.
    • The type of irregularities (if any) for students using purple books and for students using pink books.

• The survey will NOT inquire about makeups for students on the NAR.
  • Requesting materials for students on the NAR should not be necessary due to the testing window.
  • If there is an irregularity in a NAR room, Testing Administration Services will follow up with guidance on the potential for a makeup.

• If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.

• It is imperative that schools respond on time.
Material Pickup

See Section D in the Supervisor Manual and SSD Coordinator Manual

- The pre-arranged UPS delivery to pick up test materials is arranged for the day after.
  - UPS pickups are scheduled for April 6, April 19, and April 26.
  - These pickup dates can be used for any materials that are ready to be returned.
- Test Center Supervisors will receive an email on April 4 with confirmation of pickup times and directions if this time needs to be changed.
- For schools administering the SAT at an off-site location, UPS pickups will occur in the afternoon on test day to accommodate those locations where the Supervisor will no longer be on-site the following day.
Supervisor’s Report Form (SRF)

- The Test Center Supervisor is responsible for completing the SRF for the standard and nonstandard rooms (SAT: purple and pink testing materials).
- The SSD coordinator will be responsible for returning the SRF for nonstandard NAR rooms (SAT: blue and lime green testing materials).
- When testing has concluded, the Test Center Supervisor is required to count the number of answer sheets and record the number on the SRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form.
- A sample form is included in the supervisor’s manual.
• 1 per testing room; can be photocopied, if needed.
• The TCS or SSD coordinator will fill out blocks 1, 2, and 3.
  • The associate supervisor in each room will complete the seating chart on the back and fill out blocks 4, 5, and 6. Then include their signature in block 1. Additional seating charts can be used if testing in a large room.
• Return with testing materials.
For Test Day Assistance

Call the Illinois Educator Hotline at (844) 688-9995

• Call the Illinois Educator Hotline at (844) 688-9995.

• When calling, select Option 1.
  • Then choose from the following options:
    • Option 1 – General College Board assessment questions and policies
    • Option 2 – Test materials questions or issues
    • Option 3 – Testing with accommodations, SSD test materials
    • Option 4 – Test administration or security questions, test day issues
Questions?
Thank You!