#### 

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

Spring 2022 Invest in Kids Act Schools SAT with Essay



#### **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.

Our goal in this overview is to share the latest information about the SAT with Essay based on current planning. This is the third and final module of the Implementation Overview training.

### Agenda

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



# Test Dates and Key Reminders

#### 2022 Test Dates

SAT with Essay Administration	Test Dates
Primary Test Date	Wednesday, April 13, 2022
Accommodated Testing Window	April 13-26, 2022
Makeup Test Date	Tuesday, April 26, 2022

SAT with Essay Administration (Alternate Schedule*)	Test Dates
March Primary Test Date	Wednesday, March 23, 2022
Accommodated Testing Window	March 23 - April 5, 2022
Makeup Test Date	Tuesday, April 26, 2022

\*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**

- Every Invest in Kids Scholar in grade 11 is required to take the SAT with Essay.
- For more details regarding who is required to test, visit: <u>Invest in Kids Act</u>
- For SAT with Essay, your school must submit your student data to ISBE no later than December 17, 2021, using the following template and guidelines:

SAT Bulk Registration Sample SAT Bulk Registration Template Student File Layout Specifications

Send ISBE a File Instructions

- ISBE will share student registration information with College Board on behalf of each school that submits a file.
- Pre-ID labels for student answer sheets will be shipped for all students who were included in this file.
- Accommodation requests must be submitted in SSD Online by your school's SSD Coordinator approximately 8 weeks prior to test day.
- SAT with Essay 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 2022.

#### **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.
- Ensure students are provided with student guides and resources that contain Official SAT Practice approximately three to four weeks prior to the primary test date.
- Conducting the preadministration session a few days before testing is best practice and highly recommended.
- 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 <u>Spring 2022 General Timeline</u> for a detailed outline of important dates and deadlines related to Spring 2022 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

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	ons for Test Coordinator: issuing materials to the proctor, fill in blocks 1, 2.		Directions for Proctor: Complete the seating chart on the back of this form in Part.					
and 3.		to record ho	w test books were distributed in the room.					
	ssary, remove the completed form from the back of nual when the proctor returns it to you.		f testing: Complete all information on the front Part A (blocks 4, 5, and 6) and sign it in block 1.					
	e all copies of this form in the gray-bordered pe and return with used answer sheets.		eport, including any additional seating charts of a large room), to the test coordinator.					
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- 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

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f necessary, remove the completed form from the back of the manual when the proctor returns it to you.		of testing, complete all information on the from n Part A (sections 4, 5, and 6) and sign it in secti
inclose all copies of this form in the Gray-Bordered Env nd return with used answer sheets.		report, including any additional seating charts ns of a large room), to the test coordinator,
1 TESTING ROOM INFORMATION		
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lease print and sign your name below to indicate that the inform	nation you have provided on th	is form is accurate to the best of your ability.
Name (please print)		Signature
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- 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 seating charts in their records.

### Reporting Test Administration Irregularities

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- 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.

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 (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)

Print and fill in the appropri After counting, place all an white Accommodated Test (NAR) and place the envelo on top of all other contents		2 pencil o accommo	dations in the ration Report				
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Street Address				Coordinator Email	Address		
City	State/Country	Zip/	Postal Code	Coordinator Phone	Number		
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- 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 code (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.

#### Packing Answer Sheets for SAT with Essay

Image of white box for returning answer sheets

788484		Marrier Marrier         <	
	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, 2022.
- Used answer sheets for students testing on the April 26, 2022, makeup date must be returned no later than April 28, 2022.
- 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.

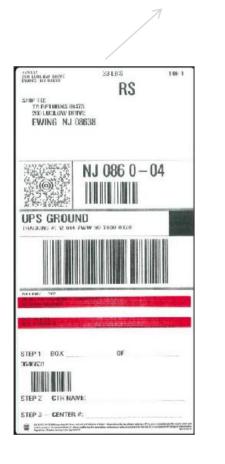
Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

#### Packing Answer Sheets

- Schools need to return answer sheets and test books separately.
- 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 SAT with Essay.

### 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 28, 2022, after the makeup test administration

- UPS pickups will no longer be 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.

### Makeup Testing

Schools will 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 26, 2022, 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 26, 2022, 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.
- 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 only use 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 day 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 day, for the makeup test date for students who were absent.

#### SAT with Essay

### **Score Reporting**

- College Board Student Reporting Portal centralized portal for students to access their SAT<sup>®</sup> with Essay score reports.
- K-12 Educator Reporting Portal centralized portal for schools, districts, and 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 available to manage electronic score downloads manual and automatic
  - These scores are for College Board reporting.
- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at <u>https://satsuiteofassessments.articulate-online.com</u>.



## Final Information, Key Takeaways, and Contact Information

#### Accessing College Board Tools

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 <u>collegeboard.org</u> 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.
- 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 <u>Spring 2022 General Timeline</u> for a detailed outline of important dates and deadlines related to Spring 2022 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: <u>www.collegeboard.org</u> 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 end of the accommodated testing window
  - No later than April 28, 2022, 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.

## Thank You!

#### **Contact Information for SAT School Day with Essay**

#### 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.

- College Board Phone: 844-688-9995
- College Board Email: <u>ILSAT@collegeboard.org</u>

If you have questions about ISBE policy, contact ISBE at

- ISBE Phone: 866-317-6034
- ISBE Email: <u>assessment@isbe.net</u>

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

<u>https://www.isbe.net/Pages/testinvestinkidsact.aspx</u>