
Illinois SAT[®] PSAT[™] 10 PSAT[™] 8/9

Spring 2019 Implementation

Presenter:

Session Goal

Our goal today is to share the latest information about the ISBE-provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9) based on current planning.

College Board and ISBE will be continuing to finalize implementation details and as more information becomes available we will share through the ISBE website: <https://www.isbe.net/Pages/sat-psat.aspx>.

Today we will provide:

- An overview of SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9) administration
- An update on changes planned for 2018-19

Look for:



Agenda

- ISBE-Provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)
- What's New in 2019?
- Staff Roles and Responsibilities
- Before the Test
- On Test Day
- After the Test
- Final Information
- Questions and Answers

ISBE-Provided SAT[®]

PSAT[™] 10 (for grade 10)

PSAT[™] 8/9 (for grade 9)

Spring Test Administration

SAT Test Dates

- SAT will serve as the assessment for grade 11 accountability.
- ISBE will provide the SAT with Essay to all grade 11 public school students (including those served at non-public facilities).
- 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 in spring 2019.
- Most students will be required to test on a single day. Students with accommodations that require extending testing time beyond a standard school day or require a separate setting or test format will have a two-week window to complete testing.
 - Primary Test Day: **April 9, 2019**
 - Accommodated Testing Window: **April 9-23, 2019**
 - Makeup Test Day: **April 23, 2019**

Spring Test Administration

**PSAT 10 (for grade 10) and
PSAT 8/9 (for grade 9)
Test Dates**



- New this year, as part of the ISBE-provided spring assessments, PSAT 10 will be administered to students in grade 10 and PSAT 8/9 will be administered to students in grade 9.
- Most students will be required to test on a single day. Students with accommodations that require extending testing time beyond a standard school day or require a separate setting or test format will have a two-week window to complete testing.
 - Primary Test Day: **April 9, 10, or 11, 2019**
 - Accommodated Testing Window: **April 9-23, 2019**
 - Makeup Test Day: **April 10-23, 2019**
- Six options for scheduling PSAT 10 and PSAT 8/9 are noted on the next slide.
- All students in the same grade who test in standard testing rooms must be tested on the same day.



Six Test-Date Options for SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)

	Tuesday, 4/9	Wednesday, 4/10	Thursday, 4/11
Option 1 (Preferred)	SAT PSAT 10 (grade 10) PSAT 8/9 (grade 9)		
Option 2	SAT	PSAT 10 (grade 10) PSAT 8/9 (grade 9)	
Option 3	SAT PSAT 10 (grade 10)	PSAT 8/9 (grade 9)	
Option 4	SAT PSAT 8/9 (grade 9)	PSAT 10 (grade 10)	
Option 5	SAT	PSAT 10 (grade 10)	PSAT 8/9 (grade 9)
Option 6	SAT	PSAT 8/9 (grade 9)	PSAT 10 (grade 10)

Implementation Key Dates

Preliminary Spring 2019 Key Dates



Activity	Timeline
Request Accommodations	Now – February 19, 2019
Off-Site Request Deadline	December 14, 2018
AI Code confirmation	January 2019
State-Allowed Accommodations Request Window Opens	January 25, 2019
EL 50% Extended Time Request Window Opens	January 25, 2019
Receive Coordinator Planning Kits	Late February 2019
Test Day Online Training	February – April 2019
Preadministration Materials in Schools	Mid-March 2019
Conduct Preadministration Session	Late March – Early April 2019
Test Materials in Schools	First week of April 2019 (adjusted for those on spring break)
Test Administration	SAT: April 9, 2019 PSAT 10 & PSAT 8/9: April 9-11, 2019
Accommodated Testing Window (eligible students only)	April 9 – 23, 2019
Provide Counts of Students Requiring Makeup Testing	April 11, 2019
Makeup Test Administration	SAT: April 23, 2019 PSAT 10 & PSAT 8/9: April 10-23, 2019
Final Materials Return for Scoring	No later than April 26, 2019

What's New in 2019?

Changes for 2019

Test staff title changes

Form name changes



- Staff titles for SAT and PSAT have changed to better align with other College Board programs

Past Title	Current Title
Test Supervisor	Test Coordinator
Associate Supervisor	Proctor
Hall Proctor	Hall Monitor
Room proctor	Room Monitor

- Form names have changed as well.

Past Title	Current Title
Supervisor Irregularity Report	Irregularity Report
Supervisor Report Form (SRF)	Coordinator Report Form (CRF)

Changes for 2019

Answer sheets and test books



- The set of answer sheets that you receive for administering the SAT with Essay will be labeled “SAT Answer Sheet.” These new answer sheets will include pages for the Essay.
- Before the test begins, students will be instructed to fill in “SAT with Essay” on their answer sheet as the test they are taking.
- Students will be directed to copy the single-character Essay Code from the back of their Essay books onto their answer sheets before starting the Essay portion of the test.
- We have also improved the sequence of fields on the answer sheet.
- All multiple-choice test books will have the title “The SAT Test Book,” and they no longer have an essay icon.

Changes for 2019

More EL Supports



- 50% Extended Time for English Learner (EL) Students
 - 50% extended time may now be requested and used as an EL Support for both SAT and PSAT testing. This is offered as an option only for EL students who receive extended time as an instructional support.
 - Scores will be scholarship and/or college reportable.
 - Advance request is required through SSD Online – more information will be provided in a later webinar.
- Word-to-Word Glossaries
 - Additional word-to-word glossaries have been approved.
 - Advance request is not required through SSD Online.

Staff Roles and Responsibilities

Testing Staff Roles

To better align roles across College Board assessments, role titles have been updated for 2019, however responsibilities have not changed.

Updates

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT administration at the school
Services for Students with Disabilities (SSD) Coordinator(s)	Requests accommodations for students and 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.
- In small test centers, Test Day staff may serve multiple roles. We recommend the Test Coordinator remain in the test room and have the additional test-day staff serve the Hall Monitor.
- In large test centers, we recommend the Test Coordinator not also serve as a Proctor in a testing room. This will allow the Test Coordinator to move around the school, assisting with questions and resolving any issues that may arise.

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 staff for test day
 - Receiving and securing all test materials, including test materials for students testing with accommodations
 - Managing test site and staff, and supervising all activities related to testing, including accommodated testing
 - Collecting, packing, and returning test materials, completing test day forms, and ordering 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 person to serve as the Back-up Test Coordinator who can step into the Test Coordinator role if needed

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 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, PSAT 10, and PSAT 8/9 to students who are testing with accommodations
 - Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD Coordinator who will receive communications from College Board

Cooperative Roles

Promoting partnership to support students with disabilities

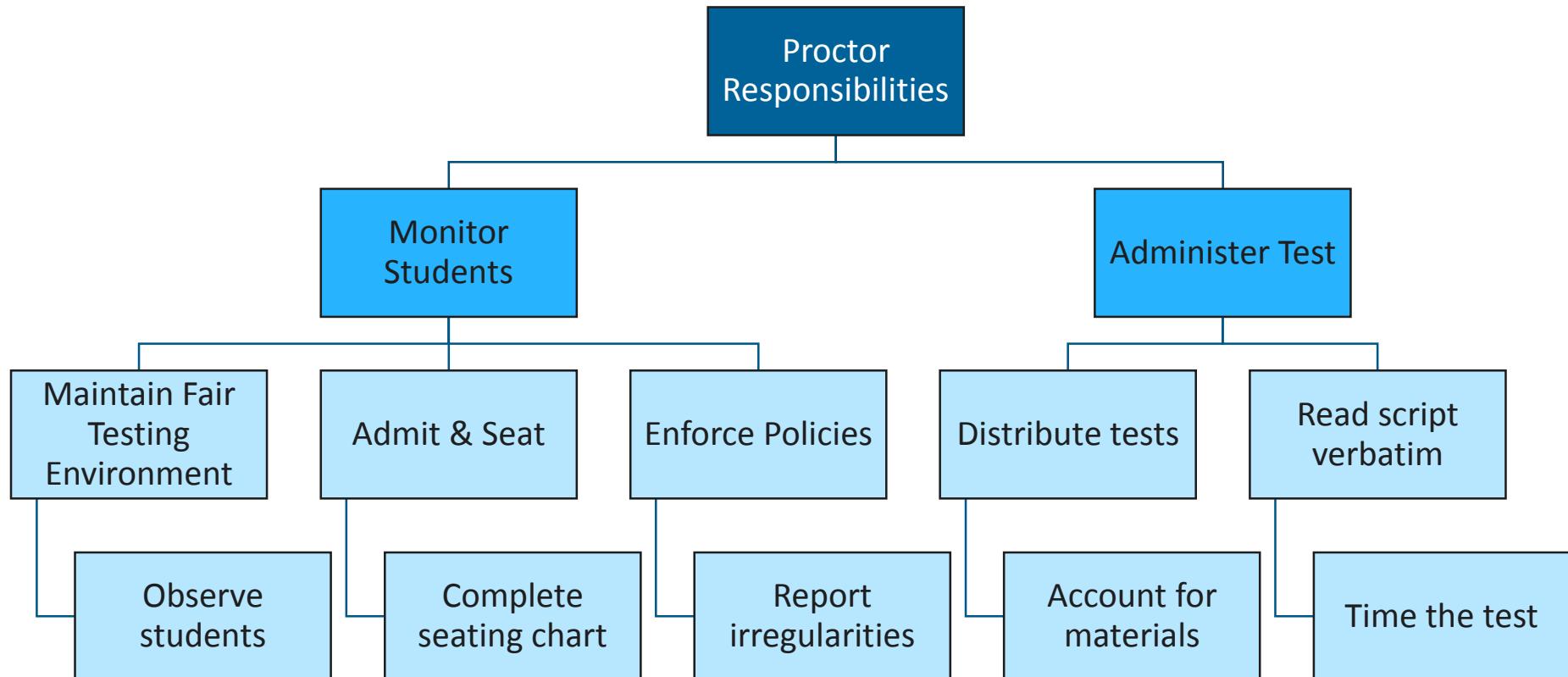
Test Coordinator	SSD Coordinator
<ul style="list-style-type: none">Responsible for planning the administration for ALL students, including those with accommodationsAll shipments will be addressed to the test coordinatorResponsible for returning all materials	<ul style="list-style-type: none">Responsible for applying for accommodations and printing the list of students approved for accommodations
Cooperative Responsibilities	
The test coordinator can enlist the help of the SSD coordinator to assist with planning the administration for students with disabilities.	

Testing Staff Roles

The proctor(s) is 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.

Proctor



Testing Staff Roles

Room Monitors and Hall Monitors

The **room monitor(s)** and **hall monitor(s)** are responsible for assisting the test coordinator and proctors.

Room Monitor Responsibilities

Help with testing site set up & admission

Answer questions

Help distribute materials

Monitor test takers & report violations

Hall Monitor Responsibilities

Help with testing site set up & admission

Direct students to rooms

Patrol halls & report violations

Cover for staff on breaks

Before the Test

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Prepare Your School

School Establishment

- Based on survey responses provided by your principal, schools will be assigned a six-digit school code representing the attending institution (AI code) or high school code mapped to the ISBE 15-digit RCDTS 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, usually beginning with a 14 in Illinois.
 - The same AI code will be used for SAT, PSAT 10, and PSAT 8/9.
 - Coordinators will receive confirmation of their school's AI code in January.
 - If you participated in the SAT administration last spring, or if you administer other College Board assessments, your AI code will remain the same.
 - ISBE will post a list of all established SAT test centers, along with the school's RCDTS code and AI code in January.
- Test center numbers will no longer be used, even for approved off-site locations.

Prepare Your School

School Establishment

-
- Schools must establish as a test site each year. If you are unsure whether your school completed the school set up survey, please confirm with your principal.
 - If you are administering more than one assessment at your school this spring, this is captured as part of the establishment process (i.e., your school is established to administer SAT and/or PSAT 10 and/or PSAT 8/9 by completing the survey sent in October).
 - Home school districts should coordinate now with any serving schools who provide services to their students to determine the appropriate testing school. Serving schools must establish as SAT test centers to receive SAT materials, test students, and receive scores.

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be done through bulk upload between College Board and the ISBE Student Information System (SIS).
- Between November and December, principals and test coordinators should ensure student enrollment information is up-to-date in ISBE's SIS to prepare for pre-identification (registration) of students for SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9). Only RCDTS codes of established schools should be used in the "Testing School" field.
- SAT, PSAT 10, and PSAT 8/9 pre-ID data will be captured from SIS at the end of January.
- Pre-ID labels will be shipped to each school listed as the "Testing School" in the SAT and PSAT Pre-ID report so they may be affixed to student answer sheets.

Prepare Your School

Registration and Material Ordering

-
- College Board will determine your material order based on the following:
 - The students pre-identified (Pre-ID) in ISBE's SIS as of the end of January.
 - 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 standard test materials to account for additional test takers (e.g., students who are late transfers into the school, etc.).

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 for all three assessments will be submitted by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. There are two types:
 - **College Board 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 defined by ISBE. 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](http://www.collegeboard.org/ssd), 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 will need to work together to ensure a smooth testing experience for students testing with accommodations.
- Webinars for SSD Coordinators, providing details about using SSD Online and applying for testing accommodations, will take place this fall.

Prepare Your School

- The accommodations for which a student is approved will determine their testing room requirements, their test date, and the type of materials they receive.

Accommodations Categories for SAT					
Room Type	Standard Testing Room(s)		Accommodated Testing Room(s)		State-Allowed Room(s)
Description	No accommodations are used; students test in the standard testing room.	Approved accommodations that can be used in the standard testing rooms	Approved accommodations that are separate from the standard testing rooms	Approved accommodations/EL supports that are separate from the standard testing rooms and can test in the accommodated testing window	Accommodations allowed by ISBE that do not result in a college-reportable score
Test Book Color	Purple	Purple	Purple	Blue	Lime
Examples (NOT EXHAUSTIVE)	No accommodations	<ul style="list-style-type: none"> 14-pt large-print test book Large-block answer sheet Permission for food/medication Wheelchair accessibility Preferential seating 	<ul style="list-style-type: none"> Extended breaks Extra breaks Small group setting 50% Extended time for math (Math Test only) 50% Extended time for writing (Essay only) 	<ul style="list-style-type: none"> 50% Extended time for reading (entire assessment) 50% Extended time as EL support (entire assessment) 100% Extended time for reading (entire assessment) Reader MP3 Audio Scribe Braille Assistive Technology Compatible (ATC) 	<ul style="list-style-type: none"> ASL interpreter for content & response Other
Test Date	April 9, 2019	April 9, 2019	April 9, 2019	Anytime in window April 9-23, 2019	
Make-up Test Date	April 23, 2019	April 23, 2019	April 23, 2019		

Prepare Your School

- The accommodations for which a student is approved will determine their testing room requirements, their test date, and the type of materials they receive.


Accommodations Categories for PSAT				
Room Type	Standard Testing Room(s)		Accommodated Testing Room(s)	State-Allowed Room(s)
Description	No accommodations are used; students test in the standard testing room.	Approved accommodations that can be used in the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodated testing window	Accommodations allowed by ISBE that do not result in a score reportable for scholarship opportunities
Test Book Color	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Lime
Examples (NOT EXHAUSTIVE)	No accommodations	<ul style="list-style-type: none"> 14-pt large-print test book Large-block answer sheet Permission for food/medication Wheelchair accessibility Preferential seating 	<ul style="list-style-type: none"> Extended breaks Extra breaks Small group setting 50% Extended time for reading (entire assessment) 50% Extended time for math (Math Test only) 50% Extended time as EL support (entire assessment) 100% Extended time for reading (entire assessment) Reader MP3 Audio Assistive Technology Compatible (ATC) Scribe Braille 	<ul style="list-style-type: none"> ASL interpreter for content & response Other
Test Date	April 9, 10, or 11, 2019	April 9, 10, or 11, 2019	Anytime in window April 9-23, 2019	
Make-up Test Date Window	April 10-23, 2019	April 10-23, 2019		

Prepare Your School

English Learner Supports


- English learners will be able to utilize EL supports for the ISBE-provided spring 2019 SAT, PSAT 10, and PSAT 8/9 administration.

These supports include:

- Use of an approved word-to-word bilingual glossary
- Use of translated test directions, and
-  • 50% extended time
- 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 glossary:
 - List will be expanded to approximately 100 glossaries for spring 2019.
 - Use of glossary 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), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, 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.
 - 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 50% extended time:
 - Students will receive 50% extended time on each section of the SAT, PSAT 10, or PSAT 8/9. 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 50% extended time will need to be identified in SSD Online.
 - Schools can request 50% extended time for ELs starting in late January 2019. Students will be automatically approved and no supporting documentation is required. More information about the process for entering student information will be available this winter.
 - EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Prepare Yourself

Tasks for the Coordinator

-
- Complete the mandatory online Test Coordinator's training.
 - Read the Coordinator's manuals for SAT, PSAT 10, and PSAT 8/9.
 - Distribute manuals to proctors and SSD coordinator(s) for their review.
 - Review the contents of the Coordinator's Planning Kit which will arrive in late February.

Prepare Yourself

Online Coordinator's Test Administration Training

- Test coordinators will receive an email with a link to access the mandatory online training in late February. Once accessed, the training will be available through your College Board Professional Account.
 - Share the link with other staff, as necessary.
- Plan for approximately 45-60 minutes to complete.
- The content is divided into modules including activities for before, during, and after test day and includes details on both standard and accommodated testing rooms.
- Training is **mandatory** for all SAT and PSAT test coordinators.
- If you are serving as both the SAT and PSAT test coordinator, you need to complete only the SAT training.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Build Your Lists

Tasks for the Coordinator

- Coordinators will create students lists and room rosters to use.
- It is recommended that you use the SAT and PSAT Pre-ID reports from ISBE's Student Information System (SIS).
- Coordinators will work with the SSD coordinator to understand how many students will be testing with accommodations.
- The Nonstandard Administration Report (NAR), which is printed from SSD Online by the SSD Coordinator, will include all students testing with accommodations.

	P=present A=absent M=moved X=no entry	LastName	FirstName	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Arla		3/5/2002	01010101	SAT w/Essay	23	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	SAT w/Essay	156	N	Essay	Purple			B. Teacher
3	P	Ramirez	Juan	J	2/15/2002	54545454	SAT w/Essay	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2001	0001024791	SAT w/Essay	209	Y	SB30	Blue	SDA extended Gpn	Spanish	S. Scholar
5	P	Szymanski	Ela		8/12/2002	0001025711	SAT w/Essay	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0001025788	SAT w/Essay	234	Y	R1	Purple			T. Coach

Build Your Lists

2018-19 SAT and PSAT Assessment Pre-ID Reports in ISBE SIS

Scheduled to be available on November 9, 2018

Illinois State Board of Education Student Information System 2019 SAT Assessment Pre-ID (Detail)

SIS Home District: 123456789 ISBE SD 101

Selection Criteria: Sorted By: Student Name

Columns	A	Grade
	B	IDEA Services (Yes, No)
	C	LEP Indicator (Yes, No)
	D	Filler
	E	Filler
	F	First Year in U.S. School (Yes, No)
	G	Sort Group (Optional for sorting Pre-ID labels)

IMPORTANT:

Testing RCDTS must be an established Test Center. A list of established Test Center codes will be posted on www.isbe.net/Pages/sat-psat.aspx when available.

Student ID	Student Name	Birth Date	Home RCDTS	Testing RCDTS	A	B	C	D	E	F	G
123456789	DOE, JANE	11/26/2000	123456789012345	123456789012345	11	N	N			N	
123456789	SMITH, JOHN	05/17/2000	123456789012345	123456789012345	11	N	N			N	
123456789	YIN, YANG	01/14/1999	123456789012345	123456789012345	11	N	N			N	

Build Your Lists

SAT Nonstandard Administration Report (NAR)

- Lists ALL students approved for accommodations.
- Group students that must test on the primary test day and those who may test in the accommodated window.
- Include the test book color and the script name the student should use.
- Includes students testing with EL 50% extended time.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT with Essay	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T3	Tfourolks, Reaomla SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small	SAT with Essay	Purple	One day	Script 1	

SECTION 1.
Students testing on the primary test day.

SECTION 2.

Students testing in the accommodated window

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SB20	Daraolks, Reaomla SSD #0007026072	Small group setting , Colored Overlay , 4-Function Calculator	SAT with Essay	Blue	One day	Script 1	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: 4-Function Calculator					
SB4	Foaster, Brendon SSD #0007025896	Large Print Test Book - 20 point , Mathematical Calculations +100% (double time) , Breaks As Needed	SAT with Essay	Blue	One day	Script 1 (unless also approved for extra breaks and extended time)	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Mathematical Calculations +100% (double time)					

Build Your Lists

PSAT 10 and PSAT 8/9 Nonstandard Administration Report (NAR)

- Includes three sections:
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on testing specific accommodations
 - Section 3: Students testing in the accommodated window
- Used as the room and attendance roster
- Includes students testing with EL 50% extended time

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtoralkkllamroaktlkksargre	Treaomllarkkkalkitl	#0007025801
Graomlk	Treaomlka	
Graomls	Tetromla	

Brown, Robert (#0007025797)

Test Administration Date: _____

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

☐ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

☐ Mathematical Calculations +50% (time and 1/2)

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



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:
 - Separated from other classes/tests on different schedules or taking different assessments
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building
 - Access to restrooms

Plan Your Space

Seating and Furniture Requirements

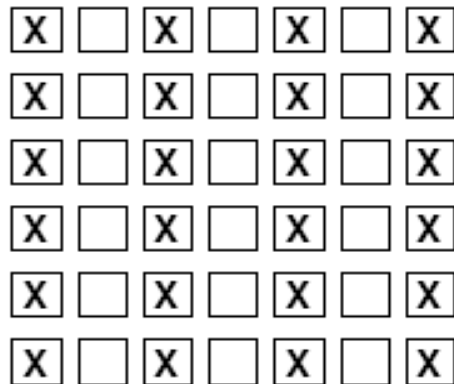
- Use chairs with backs.
- Face chairs in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of four feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table measuring six feet or less in length.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Plan Your Space

Sample Seating Plans

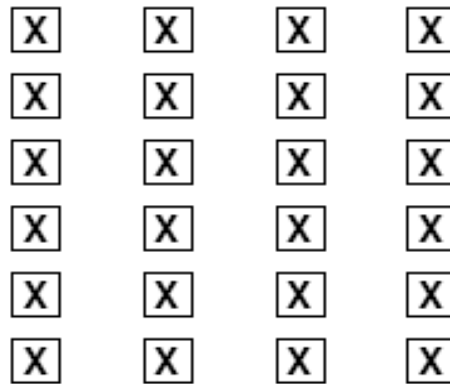
SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Plan IA: level seating



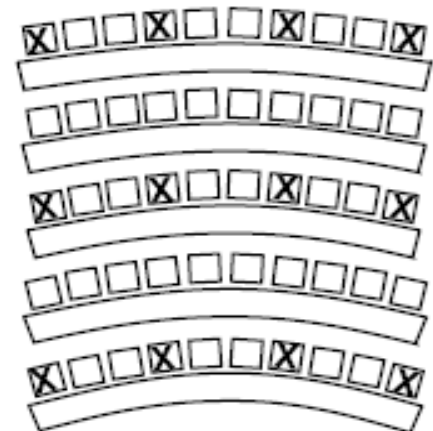
4'

Plan IB: level seating

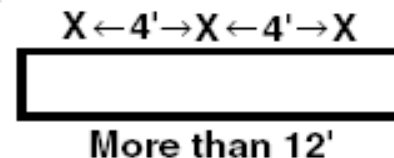
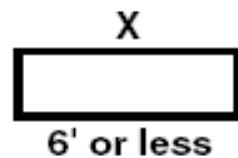


4'

Plan II: elevated seating



Plan III: tables



Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



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 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 the Illinois Educator Hotline by phone or email if you need to make a change to the person appointed to the test coordinator, backup coordinator or SSD coordinator roles.

Plan Your Staff

Planning for Staffing Needs

- Every testing room needs 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.

Room Monitors Needed

Depending on the number of students in the testing room, you may also need room monitors.

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
1–10	0
More than 10	1+ (1 monitor for each additional 10 students)

Additional staff may be needed for students testing with accommodations or in a one-to-one setting. Work with your SSD coordinator to determine how many additional room monitors will be needed for these students.

Hall Monitors Needed

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

Test Coordinator

Proctor for
Room #1

Proctor for
Room #2

Proctor for
Room #3

Proctor for
Room #4

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

Test Coordinator

Proctor

Room Monitor

Room Monitor

Hall Monitor

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Build Your Schedule

Administration Timing for SAT with Essay

- Testing **MUST** be done in the morning.
- 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 questionnaire 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	2
Book collection/ Essay distribution	15
Essay	50
Total Testing Time	4 hours, 52 minutes

Administration Timing

Administration Timing for PSAT 10 (for grade 10) and PSAT 8/9 (for grade 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	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 Testing Time	3 hours, 25 minutes	3 hours, 5 minutes

Build Your Schedule

Planning the Test Day Schedule

- School schedules may require some adjustments
 - Lunch Periods
 - Testing cannot be interrupted for lunch.
 - Lunches must take place after testing is complete.
 - Students may eat snacks during breaks.
 - Bell Schedules
 - Bells must be silenced during test administration.
 - Public Address System Announcements
 - There should be no PA announcements during test administration.

Build Your Schedule

What is a Preadministration session?

Estimated time:

45-60 minutes for SAT

25-35 minutes for PSAT 10

20-30 minutes for PSAT 8/9

- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
 - Fill out personal information fields
 - SAT and PSAT 10:
 - Complete optional student questionnaire.
 - Opt into Student Search Service .
 - SAT:
 - Select up to four colleges or scholarship programs to receive their SAT scores.

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

Plan a Preadministration Session

The diagram illustrates the layout of a student's SAT score report. It shows the following fields and their groupings:

- School (AI) Code:** A 10-digit number (xxxxxxx xxxxxxxx).
- Last Name:** A 15-digit number (xxxxxxxxxxxxxxxxxxxxx).
- First Name MI:** A 15-digit number (xxxxxxxxxxxxxxxxxxxxx).
- School Name:** A 15-digit number (xxxxxxxxxxxxxxxxxxxxx).
- Test and Year:** A 10-digit number (SAT 2019).
- Barcode Number:** A 10-digit number (xxxxxxxx).

The fields are arranged in a grid-like structure, with the School (AI) Code, Last Name, and First Name MI fields grouped together at the top. The School Name, Test and Year, and Barcode Number fields are grouped together at the bottom. The diagram also shows the relative positions of the fields, with the School (AI) Code and School Name fields being the largest, and the Test and Year and Barcode Number fields being the smallest.

- 

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Prepare Your Staff

Tasks for the Coordinator

-
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review.
 - Plan a time to train all of your school's test day staff.
 - Review important procedures for a successful administration.
 - Answer questions and address concerns.
 - Share the Coordinator online training with necessary staff if desired, such as the back-up coordinator and proctors, to support your training sessions.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Prepare Your Students

Student Preparation



- Distribute the *SAT School Day* and *PSAT 10 Student Guides* received in your preadministration shipments to students as soon as possible.
 - Direct students to the online version of the PSAT 8/9 Student Guide.
- Students can find answers to general questions about the SAT and what to expect on test day at collegeboard.org/sat.
- Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at satpractice.org.
- 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 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>



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.



Daily Practice App

More practice available on your phone featuring questions of the day

Prepare Your Students

Essay Practice with the Official SAT Practice

- Practice Tests 1 and 2 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 student's writing and gives specific recommendations for how to improve their 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

New Official SAT Practice features to help students prepare

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

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Staff

Prepare Your Students

Prepare Your Materials



Prepare Your Materials

Shipments

- Your school will receive a number of 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.
- Shipments will be divided by assessment.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample manuals and test day forms, posters	Late February
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Mid-March
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	Mid-March
Test Materials	Test books, extra answer sheets, return kits	First week of April

Prepare Your Materials

Coordinator Planning Kit

- SAT School Day Coordinator's Manual
 - Preview copies (2) for coordinator planning
- SAT School Day Standard Testing Room Manual
 - Preview copy for coordinator planning
- SAT School Day Accommodated Testing Room Manual
 - Preview copy for coordinator planning
- PSAT 10 Coordinator Manual
 - Preview copies (2) for coordinator planning
- PSAT 8/9 Coordinator Manual
 - Preview copies (2) for coordinator planning
- Sample Irregularity Report (IR) forms
- Test Materials Matrix
 - An illustration of all materials that will be shipped for the ISBE-provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9).

Prepare Your Materials

Preadministration Shipment



- Preadministration shipments will be divided by assessment.
- Pre-ID labels will be shipped to schools for all students pre-ID'd by the deadline.
 - Schools will receive a label for each pre-ID'd student to be affixed to the answer sheet.
 - All required fields on the answer sheet must be gridded for any student who does not have a pre-ID label. Staff must ensure these fields are gridded completely and accurately.
- Answer sheets
 - Mobile Opt-In Policies document
- Student Answer Sheet Instructions
- SAT and PSAT 10 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 approximately 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 – see Supervisor’s Manual for specific instructions.
 - Check materials daily until test day.
 - Contact College Board immediately if materials show evidence of tampering.
- Save the boxes and return shipper labels included. They will be used to return answer sheets and test books after testing.

Test Materials Guide

Spring 2019 Testing Materials

	SAT®				PSAT 10			PSAT™ 8/9		
Testing Room	Standard Room	Accommodated Students Testing on Primary Test Day	Accommodated Students Testing in the Testing Window	Accommodated Students Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Students Testing with State-Allowed Accommodations	Standard Room	Accommodated Testing Room	Accommodated Students Testing with State-Allowed Accommodations
Test Book										
Answer Sheets	 					 			 	
Coordinator Manuals	  									
Answer Sheets Return Labels										

Prepare Your Materials

Test Manuals

- College Board will provide an Illinois-specific manual for the state-provided SAT.
- The SAT manuals provide specialized information to each type of test day staff.
 - Coordinator's Manual
 - Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials
 - Standard Testing Manual
 - Includes all test-day scripts and information needed by proctors
 - Accommodated Testing Manual
 - Includes test-day scripts for accommodated rooms
- College Board will provide the state-provided PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9) manuals for the Illinois administration.
 - PSAT 10 and PSAT 8/9 each have only a single manual.

Tracking Materials

-
- 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 shipped.

Prepare Your Testing Room Kits

Use the following items to create your testing room packets:

- Testing room cover sheet
- Testing Room Materials Report form (you'll finish filling this out on test day)
- A copy of the room roster you created or NAR showing students assigned to the testing room
- Answer sheets (for the students assigned to each testing room):
 - Prelabeled answer sheets and/or answer sheets used in a preadministration session
 - Blank answer sheets
- Student Answer Sheet Instructions booklets and Mobile Opt-In Policies documents
- Irregularity Report (IR) forms
- SAT School Day Request to Cancel Test Scores forms
- The 2 testing room flyers ("No Electronic Devices" and "Quiet, Please")
- The SAT School Day Standard Testing Manual or SAT School Day Accommodated Testing Manual
- If applicable, EL supports (translated directions and/or word-to-word glossaries) for students who need them
- Clear plastic bags for storage

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 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 phone 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 phone in order to prevent additional disturbances during testing and issue a warning to the student.

Distributing Test Materials

- 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
 - Before they dismiss students from the testing room

Distributing Test Materials

Part B: Distribution of Test Materials

You or a proctor should use the chart below to indicate how test books were distributed to students seated in your testing room. Do not record distribution of any of Essay books.

Print the name of the person completing the seating chart below, along with the center or school number and date. Fill in the room number and page number (e.g., page 1 of 1). For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.

Name _____
Center or School Number _____
Date _____
Seating Chart for Room # _____
Page _____ of _____

- For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, write the test-taker's name or initials.
- For each row, draw directional arrows to indicate the direction in which the books were distributed.
- Cross out any unused seats.
- Indicate the location of the entrance doors.

If any test-taker is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the test-taker was moved. Complete a Supervisor's Irregularity Report explaining the reason for the change.

REAR

FRONT

Test-takers face this direction.

Right wall/back

Sample Seating Chart

PSAT 8/9 Seating Chart

Proctor Name _____
School Name _____
Testing Room Code _____ School Code _____
Type of seating chart: Single chart OR _____
Section _____ of _____ sections in large testing rooms.

Use the diagram below to indicate how test books were distributed in your testing room. Mentions assisting the proctors may complete the seating chart(s).

- For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.
- Indicate the position of the proctor's desk or table if it is set at the front of the room.
- Indicate the location of the entrance doors.
- Draw a boundary line around the group of seats occupied in the room or your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
- For each occupied seat, write the name or initials of the student assigned to that seat.
- For each row, draw directional arrows to indicate the direction in which the books were distributed.
- If any student is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the student was moved and complete an Irregularity Report explaining the reason for the change.

REAR

FRONT

Proctor's Desk

Sample Seating Chart

PSAT 8/9 Coordinator

- On the first seating chart, record your answer sheet tracking information in the space provided.
- Keep all seating charts for at least six months.

Print the name and title of the person completing this seating chart below:

Name _____
Title _____
Date _____

Answer Sheet Tracking Numbers

REAR

FRONT

Proctor's Desk

Print — students face this direction.

PSAT 10 Seating Chart

Associate Supervisor Name _____
School Name _____ Testing Room Code _____ School Code _____
Type of seating chart: Single chart OR Section _____ of _____ sections in large testing rooms.

Use the diagram below to indicate how test books were distributed in your testing room. Proctors assisting the associate supervisor may complete the seating chart(s).

- For large rooms, use a separate form for each area of the room and indicate where areas adjoin each other.
- Indicate the position of the associate supervisor's desk or table if it is set at the front of the room.
- Indicate the location of the entrance doors.
- Draw a boundary line around the group of seats occupied in the room or your assigned area.
- Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
- For each occupied seat, write the name or initials of the student assigned to that seat.
- For each row, draw directional arrows to indicate the direction in which the books were distributed.
- If any student is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat to which the student was moved and complete a Supervisor's Irregularity Report explaining the reason for the change.

PSAT 10 Supervisor

- On the first seating chart, record your answer sheet tracking information in the space provided.
- Keep all seating charts for at least six months.

REAR

FRONT

Associate Supervisor's Desk

Print — students face this direction.

REAR

FRONT

Associate Supervisor's Desk

Sample Seating Chart

Print the name and title of the person completing this seating chart below:

Name _____
Title _____
Date _____

Answer Sheet Tracking Numbers

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.

Reporting Test Administration Irregularities

SAT SCHOOL DAY IRREGULARITY REPORT (IR)

Form _____ of _____

Write in the circle for the month. Then, print and fill in the day and year on which testing actually occurred.

Month	Day	Year
Jan	2	0
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

1. GENERAL INSTRUCTIONS TO COORDINATOR:

- Refer to the Irregularities Chart in your manual for when to use this form and when to call the School Day Support line. IMPORTANT: Call the School Day Support line in your manual immediately if test materials are missing or damaged. 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 2-6 and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign the form in section 6.
- Clip and do NOT staple any defective materials to the IR.
- As a last step, on each form, fill in "Form _____ of _____" and "1" of "1" at the top of this box.

2. PROGRAM ☒ SAT ☐ PSAT

3. SCHOOL INFORMATION

Provide your school name and address below.

Name _____

Address _____

City _____

State/Province _____

Postal Code _____

Country _____

4. TEST BOOK INFORMATION

5. GROUP IRREGULARITY

6. SCHOOL CONTACT INFORMATION

Complete the fields below so that we can contact you if we need the specific person reporting the incident and the PSAT 10 coordinator.

Staff member's name and title _____

Staff member's address _____

Staff member's phone # _____ Extension # _____

Staff member's signature _____

PSAT 10 Coordinator's name and title _____

PSAT 10 Coordinator's signature _____

Phone # _____

2019 IRREGULARITY REPORT (IR)

Return in Gray-Bordered Envelope with answer sheet shipment for irregularities that must be reported.

Form _____ of _____

Write in the circle for the month. Then, print and fill in the day and year on which testing actually occurred.

Month	Day	Year
Jan	2	0
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

1. GENERAL INSTRUCTIONS TO COORDINATOR:

- Refer to the "Report Test Administration Irregularities" section in your Coordinator Manual for information on when and how to use this form.
- Report each irregularity on a separate IR. List all students affected by a single irregularity on one IR.
- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete all sections as appropriate to the irregularity type. The staff member reporting the incident must sign the form in section 6.
- Record sequence number(s) at the top of this section on each form (e.g., "Form 3 of 5").

2. PROGRAM ☒ PSAT 10 ☐ Standard ☐ Accommodated

3. SCHOOL INFORMATION

Provide your school name and address below.

Name _____

Address _____

City _____

State/Province _____

Postal Code _____

Country _____

4. SCHOOL CONTACT INFORMATION

Complete the fields below so that we can contact you if we need further information. Contact information should be provided for the specific person reporting the incident and the PSAT 10 coordinator.

Staff member's name and title _____

Staff member's address _____

Staff member's phone # _____ Extension # _____

Staff member's signature _____

PSAT 10 Coordinator's name and title _____

PSAT 10 Coordinator's signature _____

Phone # _____

2018-19 IRREGULARITY REPORT (IR)

Return in Gray-Bordered Envelope with answer sheet shipment for irregularities that must be reported.

Form _____ of _____

Write in the circle for the month. Then, print and fill in the day and year on which testing actually occurred.

Month	Day	Year
Jan	2	0
Feb		
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

1. GENERAL INSTRUCTIONS TO COORDINATOR:

- Refer to the "Report Test Administration Irregularities" section in your Coordinator Manual for information on when and how to use this form.
- Report each irregularity on a separate IR. List all students affected by a single irregularity on one IR.
- Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
- Complete all sections as appropriate to the irregularity type. The staff member reporting the incident must sign the form in section 6.
- Record sequence number(s) at the top of this section on each form (e.g., "Form 3 of 5").

2. PROGRAM ☒ PSAT 8/9 ☐ Standard ☐ Accommodated

3. SCHOOL INFORMATION

Provide your school name and address below.

Name _____

Address _____

City _____

State/Province _____

Postal Code _____

Country _____

4. SCHOOL CONTACT INFORMATION

Complete the fields below so that we can contact you if we need further information. Contact information should be provided for the specific person reporting the incident and the PSAT 8/9 coordinator.

Staff member's name and title _____

Staff member's address _____

Staff member's phone # _____ Extension # _____

Staff member's signature _____

PSAT 8/9 Coordinator's name and title _____

PSAT 8/9 Coordinator's signature _____

Phone # _____

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 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.

Best Practices

- Do you have any strategies that you use to make test day go smoothly that you are willing to share with the group?



After the Test

Coordinator's Report Form (CRF)

COORDINATOR REPORT FORM (CRF) FOR SAT® SCHOOL DAY
MUST BE RETURNED WITH USED ANSWER SHEETS

Print and fill in the appropriate sections on this form (do not fill in the answer bubbles on the answer sheets) and return this form with the answer sheets to the test coordinator. Do not fill in the answer bubbles on the answer sheets. Do not fill in the answer bubbles on the answer sheets. Do not fill in the answer bubbles on the answer sheets.

1. School and Test Center Information

School Name: _____ Test Center Name: _____
 School Address: _____ Test Center Address: _____
 City: _____ State: _____ Zip: _____

2. Test Dates

Date	Primary	Makeup
March 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
March 31, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
April 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
May 31, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
June 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
July 31, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
August 31, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
September 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
October 31, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 21, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 22, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 23, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 24, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 25, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 26, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 27, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 28, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 29, 2018	<input type="checkbox"/>	<input type="checkbox"/>
November 30, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 1, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 2, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 3, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 4, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 5, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 6, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 7, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 8, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 9, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 10, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 11, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 12, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 13, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 14, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 15, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 16, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 17, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 18, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 19, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 20, 2018	<input type="checkbox"/>	<input type="checkbox"/>
December 21, 2018	<input type="checkbox"/>	

Returning Test Materials

- For each assessment, SAT, PSAT 10, and PSAT 8/9, you will receive a total of three return kits.
- For SAT, you will receive:
 - One for all standard and nonstandard students who finish testing on the primary test day
 - One for students testing in the accommodated window
 - One for students testing on the makeup date. This will be sent with makeup materials
- For PSAT 10 and PSAT 8/9, you will receive:
 - One for all standard and nonstandard students who finish testing on the primary test day
 - One for students testing in the accommodated window
 - One for students testing in the makeup window
 - All return materials arrive with your primary test day shipment

Packing Answer Sheets

UPS
Label

Pearson
Label

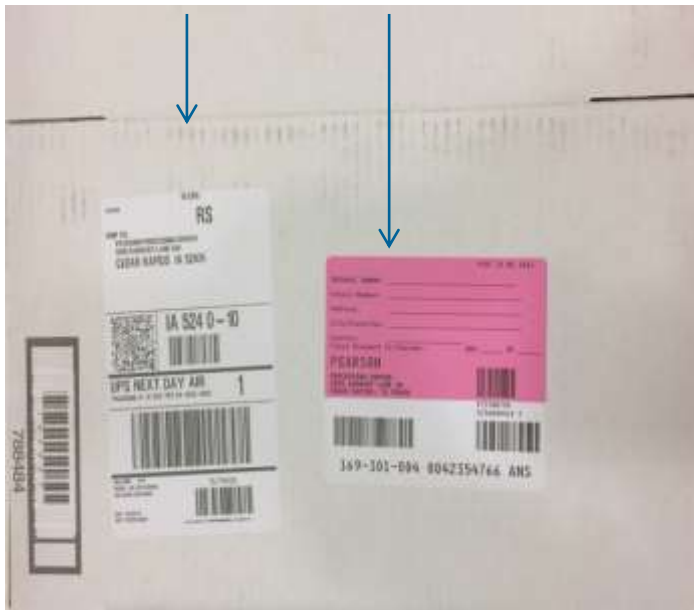


Image of white box for returning answer sheets

- Packing Answer Sheets
 - Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
 - Refer to your coordinator's manual for detailed directions on returning answer sheets.
 - Used answer sheets and other materials needed for scoring from the primary test day 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.
- Schools need to return answer sheets and test books separately for each assessment.
 - Do not include SAT answer sheets with PSAT 10 answer sheets, etc.

Packing Test Books



TB Returns

- Packing Test Books (SAT only)
 - 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 test book return boxes.
 - Apply one label of each type to each box.
 - Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.
- Do NOT return test books for PSAT 10 or PSAT 8/9.
 - Store securely until students receive test results and then return to students

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

Test Materials Packing Diagrams

Returning Used Answer Sheets and Forms

1. Pack

Use the prelabeled white return box/courier envelope that came with your test materials to pack in the order shown.

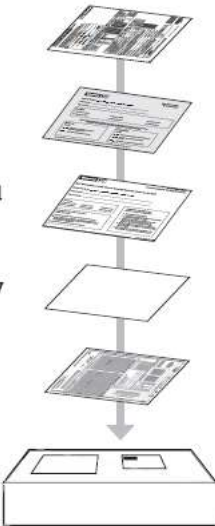
Supervisor's Report Form (SRF)

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets
(SAT on top, followed by SAT with Essay)



Gray Envelope Contents

- Testing Room Materials Reports
- SAT Testing Staff Agreement form
- Supervisor's Irregularity Reports (SIRs)
- Defective test books, essay books, MP3s, or ATCs
- Request to Cancel Test Scores forms

White Accommodated Testing Envelope Contents


- NAR (required for scoring)
- Used answer sheets (standard or large-block) for students listed on the NAR
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets
- Defective test books for students listed on the NAR, clipped to corresponding answer sheets

Possible Ancillary Items

Place these, if any, on top of the regular used answer sheets.


- Used answer sheets associated with an irregularity, clipped to an SIR
- Used answer sheets with misplaced marks, clipped together by student
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

2. Ship



NOTE: Supplied labels may be different from samples shown.

- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples.
- Do not wrap answer sheets in anything.
- Do not cover preapplied labels with another label, or place another label on the same box.
- Note the UPS tracking number (center of the label—sample at left) for your records.
- Fill in the colored portion of the label (sample at right) with your school name, number, and address.
- Print box number and total number of boxes being sent (e.g., Box 1 of 2) on the label (sample at right). If you're returning more than one box of materials, box 1 should include all of the forms and envelopes, along with any answer sheets that fit. Place any remaining answer sheets in the subsequent boxes.

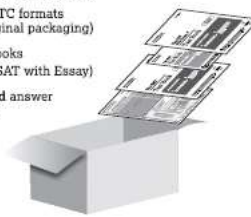


Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

1. Essay books (if applicable)
(Place loosely on top in the first return carton.)
2. MP3/ATC formats
(in original packaging)
3. Test books
(SAT, SAT with Essay)
4. Unused answer sheets




Include all packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2. Seal


Use supplied tape and remove, cover, or cross out the original shipping labels.

- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.



3. Label

- Use supplied loose preprinted UPS labels. (Supplied labels may be different from sample shown.)
- Place new label on box. Do not put two return labels on one box, or cover a return label with another label.
- Note the UPS tracking number (center of the label) for your records.
- On the bottom portion of the label:
 - Print box number and total number of boxes being sent (e.g., Box 1 of 2).
 - Print your school name and number.
 - Note reference numbers for your records.



4. Ship

The day before the test, you'll receive an email with a pickup date, time, and confirmation number. If you don't receive the email confirmation or need to make a change to your courier pickup, contact TAS through SAT School Day Support.

Important Notes

- Do not put answer sheets inside test books.
- Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures on the test section pages. Answer sheets with marks of any kind in the test sections must be returned as used. Securely store answer sheets that contain preadministration and/or label information belonging to students who missed the test. On the makeup date for the primary test date, these must be carefully distributed to the matching students.
- If your label is missing, contact TAS.

Test Materials Return Schedule

- The day before testing, the test coordinator will receive an email with information about the test materials pick-up, which will include:
 - a UPS confirmation number along with the date and time of the pick-up
 - information on how to change the date and time of the pick-up, if necessary
 - or, alternate directions If UPS is not available in your area
- Follow packing and addressing instructions in the manual.
 - Prepaid shipping labels, with the correct addresses for each box, are included with the test material shipment.
 - Errors in packing or shipping will lead to score delays for students.
 - Refer to the contact page in the coordinator manual if you have any questions.

Test Materials Pickup

- The pre-arranged UPS delivery to pick up test materials will be arranged for **the day after** testing to allow for more time to organize and package testing materials after testing has completed.
- If you have students testing in the accommodated window and ALL students have finished testing before the window ends:
 - Give shipments to UPS during one of your school's regular pickups (if you have one).
 - Call UPS to reschedule the pickup following the instructions in the pickup email.
 - Wait until the next scheduled pickup for the makeup materials.
- For schools administering at an off-site location, UPS pickups will occur in the afternoon **on test day** to accommodate those locations where the coordinator will no longer be on-site the following day.

SAT Makeup

- Students, not testing in the accommodated window, who miss the primary test date will test on **4/23/19**.
- Students who have an irregularity during testing may be eligible for 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.
- Further details around the process for ordering makeup materials will be provided closer to test day.
- New SAT test books will be sent for all students testing on the makeup test date.
 - Use the pre-labeled answer sheets, from the primary test day, for the makeup test date for students who were absent

PSAT 10 and PSAT 8/9 Makeup

- Students, not testing in the accommodated window, who miss the primary test date will test between **April 10-23, 2019**.
- Unused and/or test material overages from the primary test date will remain on-site to be used during the makeup administration.
- Please return all PSAT makeup materials together, as soon as makeup testing is complete.
- Use the pre-ID labels left over from the primary test date for the makeup test date.
- After makeup testing, store test books securely until students receive test results and then return to students.

Score Reporting

- All answer sheets must be shipped by 4/26/19.
 - Answer sheets will not be scored if received late.
- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT/NMSQT®, PSAT™ 10, and SAT® score reports.
- 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 available to manage electronic score downloads — manual and automatic
 - These scores are for SAT reporting, not for accountability.
- Score reporting in ISBE's Student Information System (SIS) is planned for mid-July 2019.
- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at <https://satsuiteofassessments.articulate-online.com>

SAT Fee Waivers

- By participating in the SAT[®] School Day administration, eligible students receive benefits by using an SAT School Day fee waiver, including:
 - Unlimited score reports over the user's testing lifetime (available in their account in late April)
 - College application fee waivers to use in applying to participating colleges for free, delivered directly to their online account at the beginning of senior year
 - Free CSS Profile[®] applications for financial aid
 - Free Student Answer Service (SAS) or Question-and-Answer Service (QAS)
 - Fee waivers to register for an SAT or SAT Subject Tests[™] Saturday/Sunday administration

Final Information

Accessing CB 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 collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal
 - The school data access manager is responsible for assigning access to school and district staff.
- SSD Online System
 - The school SSD Coordinator requests access from the College Board.
 - Access request requires a principals 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.
- For additional information about setting up an Educator Professional Account, you can view an eModule at:
<https://satsuiteofassessments.articulate-online.com>

Implementation Activities

Who, What, and When

November 2018 through February 2019		
Test Coordinator	SSD Coordinator	Teachers
<p>Follow ISBE instructions regarding Registration/Pre-Identification of students for testing.</p> <p>Prepare site for school day testing.</p> <p>Plan for rooms, furniture, and staff for test day.</p> <p>Plan for necessary schedule adjustments, including lunch, bells, and busses.</p>	<p>Apply for Accommodations (SSD Online).</p>	<p>Share Official SAT Practice on Khan Academy information with Students.</p>

Implementation Activities

Who, What, and When

February through March 2019		
Test Coordinator	SSD Coordinator	Proctors, Room Monitors, Hall Monitors
<p>Train supervisors and test day staff using the College Board provided online training tools.</p> <p>Prepare for test materials delivery and storage.</p> <p>Affix Pre-ID labels to answer sheets.</p> <p>Conduct preadministration session (with teachers).</p>	<p>Print NAR from SSD Online.</p> <p>Confirm SSD students have the appropriate approved accommodations.</p>	<p>Read manuals and scripts as appropriate.</p> <p>Attend/complete training.</p>
April 2019 – Administer the Test!		

Thank You!

Resources

- Visit the ISBE SAT/PSAT webpage
<https://www.isbe.net/Pages/sat-psat.aspx>
- Contact our Illinois Field Team
ilsat@collegeboard.org
 - Maureen LaRaviere
- Practice Resources
<https://collegereadiness.collegeboard.org/sat/practice>
- Contact our Illinois Educator Hotline
at 844-688-9995 (option 1) or email
illinoisadministratorsupport@collegeboard.org.

Questions

