
SAT Accommodations Q&A Session

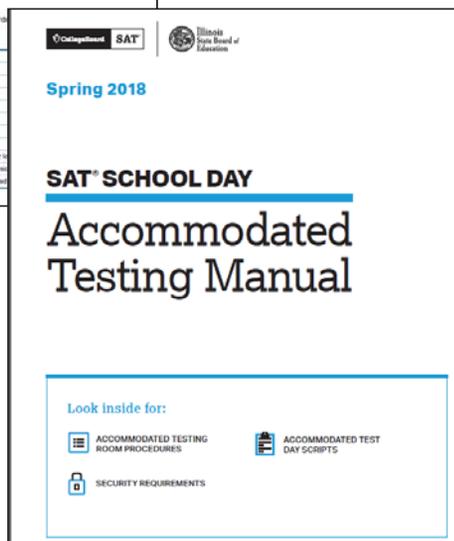
ISBE-provided SAT School Day

February 1, 2018

Session Overview

- Today, we are going to share some information regarding College Board-approved and state-allowed accommodations for this spring's state administration of the SAT.
- The majority of today's session will be an open forum for you to ask questions regarding SAT accommodations.
- To submit questions to the open forum, please follow these steps:
 - In the lower right hand corner of the Webex presentation, you'll see a Q&A box. Please enter your questions as you think of them.
 - After we've shared a brief set of information, we will read each of the submitted questions and provide responses.
- This session will be recorded and posted to the ISBE SAT website.

SSD Resources



- Services for Students with Disabilities (SSD) Coordinator Handbook
 - The handbook includes a matrix of College Board-approved and state-allowed accommodations for the spring administration.
 - The matrix includes details about administering the test to students approved for each accommodation.
 - The handbook contains detailed steps for each of the areas that will be presented during today's session.
 - A PDF copy was attached in an email to SSD Coordinators on January 18.
 - The handbook is posted on the ISBE SAT website: www.isbe.net/Documents/SSD_Coordinator_Handbook_Spring_2018.pdf
- SAT School Day Accommodated Testing Manual
 - The manual includes tasks and key information for SSD coordinators and associate supervisors supporting the SAT administration in nonstandard testing rooms.
 - Four copies will be included with the Supervisor's Planning Kit, which arrives in schools at the end of February.
 - Additional copies to support the administration will be included in the Pre-administration shipment which arrives in schools in mid-March.
 - The manual is posted on the ISBE SAT website: www.isbe.net/Documents/spring-2018-accom-testing-manual.pdf

College Board- Approved and State- Allowed Accommodations

Primary Administration:

April 10, 2018

Accommodated Testing Window:

April 10-24, 2018

Makeup Administration:

April 24, 2018



- 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.
- All accommodations requests will be submitted through our Services for Students with Disabilities (SSD) Online system. There are two types:
 - **College Board-Approved Accommodations:** Students with approved accommodations will receive scholarship and 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 scholarship or college reportable. These accommodations apply to state testing only and are requested for each state administration.
- A matrix of both College Board-approved accommodations and state-allowed accommodations can be found in the Services for Students with Disabilities (SSD) Coordinator Handbook. (www.isbe.net/Documents/SSD_Coordinator_Handbook_Spring_2018.pdf)

English Learner Supports

- English Learner (EL) Supports
 - Scores will be scholarship and college reportable
 - NO advance request required if only EL supports are used
- Translated Test Directions for EL students
 - Printed versions of the test directions may be downloadable for educators to distribute to students on test day as needed
 - Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
 - Other languages can be supported “on the fly” by approved translators
- Word-for-Word glossary for EL students
 - School may provide approved glossaries to students on test day
 - 14 additional languages are supported through word-for-word glossaries
 - The glossary list is available on the ISBE SAT website (<https://www.isbe.net/Documents/spring-2018-sat-sd-college-board-approved-glossaries.pdf>)

Confirm Access to SSD Online

- Login to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the "Forgot Username or Password" links on the sign-in page.
- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
- New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one.
- Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd

SSD Online Dashboard

Managing Accommodations

- ✓ Access SSD online at: www.collegeboard.org/ssdonline
- ✓ Use the Dashboard to submit requests, monitor status, and print reports.

The screenshot shows the SSD Online Dashboard interface. At the top, it displays '30 Students' and a '25 per page' dropdown menu. There are buttons for 'Create Eligibility Roster' and 'Submit Accommodations Request'. Below this, there are filters for 'Narrow by' including 'AI Code', 'All Statuses', 'All Accommodations', and 'All Dates'. A search bar is present with the placeholder text 'Enter Student Name or SSD Number'. A checkbox option is available: 'Only show students with pending Applications'. A note indicates '* Accommodations that were provided but not requested'. The main table lists students with columns for Status, Student, Submitted, Received, and Next SAT Registration. The students listed are Doe, John; Gray, Macy; Rubin, Andy; and Gibbs, Joe.

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	Doe, John (#0000000007) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	Gray, Macy (#0000000002) Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	Rubin, Andy (#0000000010) Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	Gibs, Joe (#0000000014) Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Review Student Needs

Identify new requests and changes to approved accommodations

- Identify students who will be testing this year, and confirm accommodations.
 - Use the Dashboard to lookup students, or
 - Print the Eligibility Roster. The Roster provides all students approved for accommodations at your school.
- For students without an approved accommodation, submit a new request.
- For students already approved for accommodations, verify
 - The accommodations approved match the student's current identified IEP/504 accommodations, and
 - The student's information, name, birth date, and graduation date, are correct.
- For any students no longer at your school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.

Submit a New Request

Deadlines for submitting requests for accommodations:

College Board-Approved accommodations:

February 19, 2018

State-Allowed accommodations:

March 5, 2018



- Obtain parental consent.
 - Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information for students under 18. Verification of consent will be requested during the online process. If you do not have parent/guardian approval through the student's IEP, 504, or other school documentation, then a consent form must be signed and kept on file at the school. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.
- Log in to SSD Online: www.collegeboard.org/ssdonline
- Enter basic student information.
- Answer questions about the student's disability.
- Answer questions about the student's plan and documentation.
 - Most accommodation requests are automatically approved based on information provided during the online process.
 - In the cases where additional documentation is required, the SSD coordinator will be provided a list of recommended documentation to submit. The recommended documentation listed is most helpful in determining a student's need for accommodations, it is not required. The College Board will review all documentation that is submitted.
 - Send the documentation you have that demonstrates the need for the requested accommodation.

Change an Existing Approval

- A change may be required to:
 - Add or Remove Accommodations
 - Update student information, such as name or birthdate
 - Update student graduation date
- To submit a change request
 - From the SSD Online Dashboard, locate the student to change.
 - Select “Options.”
 - Click “Create Change Request.”
 - Print the change request form, annotate with requested changes, and fax the request form to SSD at (866) 360-0114.
- Note that the request to add additional accommodations for a student typically requires supporting documentation.

Add a Transfer Student

- Click “Submit Accommodations Request” in the top right corner of the dashboard.
 - A screen titled “Before You Begin” will open.
 - Read the information provided and click “Continue” to proceed.
- On the Student Details page, respond “Yes” to these two questions:
 - Has a Student Eligibility Form already been submitted for this student?
 - Is this a Transfer Student?
- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
 - Ask the student or parent if they have a copy of the eligibility letter.
 - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
 - Select “My Plan.”
 - Select “View your eligibility letter.”
 - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
 - Contact the Illinois SAT School Day Educator Hotline at 1-844-688-9995, choose 1, and then choose the option for SSD.
- If the student is requesting accommodations different from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

Remove a Student

- To remove a student who no longer attends your school from your dashboard:
 - Log in to SSD Online.
 - From the dashboard, create eligibility roster.
 - Print roster
 - Find the student(s) name(s), and write this information on the roster.
 - Fax the annotated roster to the SSD Office at (866) 360-0114.

Print the Nonstandard Accommodations Report (NAR)

- Includes four sections
 - Section 1: Student Summary
 - Section 2: Students who test on the primary admin
 - Section 3: Students who test during the accommodated window
 - Section 4: Students testing with state-allowed accommodations
- Identifies students who can test in the same testing room
- Indicates the color test book and name of the test script to administer
- Provides additional administration information, if applicable

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	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)					

Q&A Session

