
**SAT, PSAT 10 and
PSAT 8/9
Accommodations
Q&A Session**

February 7, 2019

Session Overview

- Today, we are going to share some information regarding College Board-approved accommodations, state-allowed accommodations and English learner supports for this spring's ISBE-provided SAT, PSAT 10, and PSAT 8/9.
- The majority of today's session will be an open forum for you to ask questions regarding College Board 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 some general information, we will read each of the submitted questions and provide responses.
- This session will be recorded and posted to the ISBE SAT/PSAT website (<https://www.isbe.net/Pages/sat-psat.aspx>).

SSD Resources – Manuals and Handbook

- [SAT School Day Accommodated Testing Manual](#), [PSAT 10 Coordinator Manual](#) and [PSAT 8/9 Coordinator Manual](#)
 - The manuals include tasks and key information for Services for Students with Disabilities (SSD) coordinators and proctors supporting the SAT, PSAT 10 and PSAT 8/9 administrations in nonstandard testing rooms.
 - Copies will be included with the Coordinator’s Planning Kits, which arrive in schools February 26-28, 2019.
 - Additional copies to support the administrations will be included in the preadministration shipments which arrive in schools March 12-14, 2019.
- [SSD Coordinator Handbook for ISBE-Provided SAT, PSAT 10, and PSAT 8/9](#)
 - This handbook is to help prepare SSD coordinators for requesting and administering accommodations and supports for the ISBE-provided SAT, PSAT 10, and PSAT 8/9.



SSD Resources - Training



- [College Board SSD Module](#)

- This is an on-demand training module for SSD Coordinators. The e-module, available through the ISBE SAT/PSAT website, includes topics such as:
 - An overview of College Board accommodations
 - Details on commonly requested accommodations
 - A step-by-step tutorial of the accommodations request process and other common activities performed in SSD Online
 - Tips for preparing for testing, including accessing the NAR
- SSD coordinators can review the training in its entirety (approximately 40 minutes) or choose specific topics as a refresher or real-time job aid.

- [Accommodations Overview for ISBE-Provided SAT, PSAT 10, and PSAT 8/9 \(recorded December 11, 2019\)](#)

- In this presentation, the College Board shared information about the spring administration of SAT, PSAT 10, and PSAT 8/9 in order to prepare SSD Coordinators, provide a review of common accommodations, review the accommodations request process, and provide resources and support materials.



Request Accommodations

Accommodations Request Windows

Activity	Timeline
Request College Board-Approved Accommodations in SSD Online	Now – February 19, 2019
Late Request Window for College Board-Approved Accommodations in SSD Online For specific scenarios: <ul style="list-style-type: none">• Students who are newly enrolled• Students who are newly classified as grades 9, 10, or 11• Students who have a newly identified disability	February 19-March 4, 2019
Request state-allowed accommodations in SSD Online	January 16-March 4, 2019
Request 50% Extended Time for English Learners (EL) in SSD Online	January 16-March 4, 2019
For situations arising after March 4 but before test day, submit the request in SSD Online, and call the SSD Office.	

Material Orders

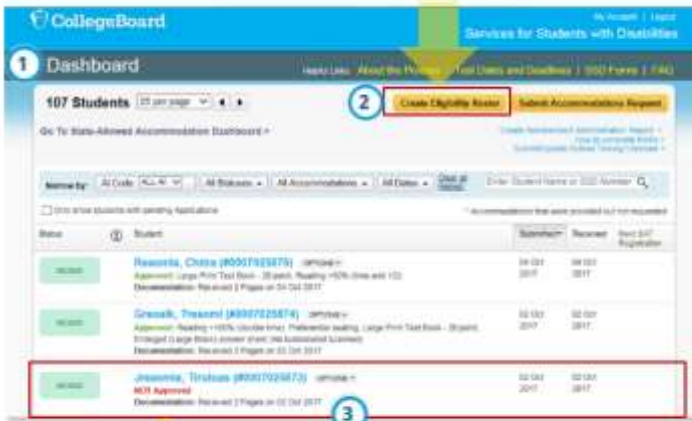
College Board will order both standard and nonstandard materials on behalf of schools

- The College Board will determine your materials order for the SAT, PSAT 10, or PSAT 8/9 based on:
 - The number of students included in the pre-ID file submitted by ISBE, based on February 1, 2019, data in ISBE's Student Information System (SIS).
 - The number of students and the types of approved accommodations for eligible grade levels via the College Board's SSD Online system.

Nonstandard Materials

College Board will order both standard and nonstandard materials on behalf of schools

- To ensure you receive the correct nonstandard materials for the students testing with accommodations at your school, please confirm the following:
 - The student's accommodations are entered under your school's AI code and the student appears on your Eligibility Roster.
 - Instructions for transferring students to your SSD dashboard are included in the [SSD Coordinator Handbook](#).
 - The student's expected graduation date aligns with the test they will be taking. For example, if the student will be taking the SAT, then their expected graduation date should be between May and December 2020.
 - Instructions for updating a student's expected graduation date are included in the [SSD Coordinator Handbook](#).



- 1 SSD Online
- 2 Create & Print Eligibility Roster
- 3 Locate Student & Annotate Roster
- 4 Fax Roster:
(866) 360-0114

English Learner (EL) Supports

- 50% Extended Time for EL Students
 - EL students may use the 50% extended time support for SAT, PSAT 10 or PSAT 8/9. This is offered as an option for EL students who receive extended time as an instructional support.
 - Scores will be scholarship- and college-reportable and must be requested for each state administration.
 - **Advance request is required through SSD Online through the English Learner Support dashboard.**
 - Students must be given the full time. Carefully consider each individual student's situation before requesting this support.
- Word-to-Word Glossaries
 - List has been expanded to approximately 100 glossaries for spring 2019.
 - Use of glossary does NOT require an approval by College Board.
 - The approved list is available on the ISBE SAT/PSAT website (<https://www.isbe.net/Documents/approved-word-to-word-glossaries.pdf>).

English Learner (EL) Supports

- Translated Test Directions
 - Translated test directions for all three assessments will be available in PDF format. School staff 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 in February 2019 to print from the ISBE SAT/PSAT website.

Submitting a Request for EL 50% Extended Time

Click on “Go to English Learner Support Dashboard.”

The screenshot shows the CollegeBoard dashboard for services for students with disabilities. The top navigation bar includes the CollegeBoard logo, "My Account | Logout", and "Services for Students with Disabilities". The main header is "Dashboard" with helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ".

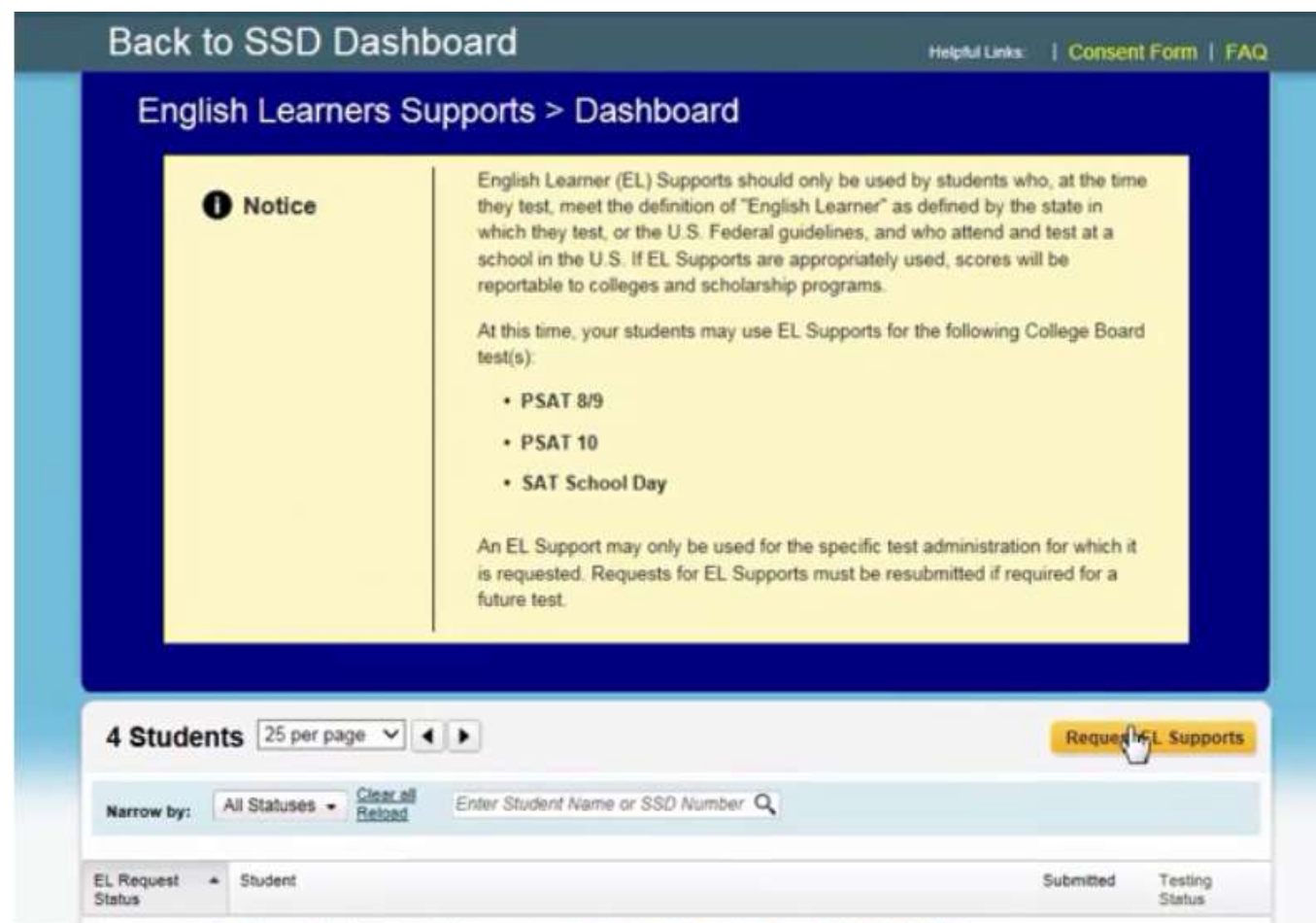
The dashboard displays "43 Students" with a "25 per page" dropdown and navigation arrows. Two yellow buttons are visible: "Create Eligibility Roster" and "Submit Accommodations Request". A link "Go to English Learner Support Dashboard >" is circled in red. Other links include "Create Nonstandard Administration Report >" and "How to complete NARs >".

Below the navigation is a "Narrow by:" section with filters for "AI Code" (set to "ALL AI"), "All Statuses", "All Accommodations", and "All Dates". There is a "Clear all Reload" button and a search box "Enter Student Name or SSD Number". A checkbox "Only show students with pending Applications" is present, along with a note: "* Accommodations that were provided but not requested".

The main content area shows a table with columns: "Status", "Student", "Submitted", "Received", and "Next SAT Registration". The first row shows a student named "Swift, Taylor (#0007025238)" with a status of "AWAITING DOCUMENTATION" (indicated by a red box and icon), a red exclamation mark icon, and "Requested: Extended Breaks". A note below the student name states: "Student also confirmed with State-Allowed Accommodations". The "Submitted" date is "27 Oct 2016".

Submitting a Request for EL 50% Extended Time

From the EL dashboard, click on “Request EL Supports.”



The screenshot shows the 'English Learners Supports > Dashboard' interface. At the top, there are links for 'Back to SSD Dashboard', 'Helpful Links', 'Consent Form', and 'FAQ'. A prominent yellow notice box contains the following text:

Notice

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of “English Learner” as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

At this time, your students may use EL Supports for the following College Board test(s):

- PSAT 8/9
- PSAT 10
- SAT School Day

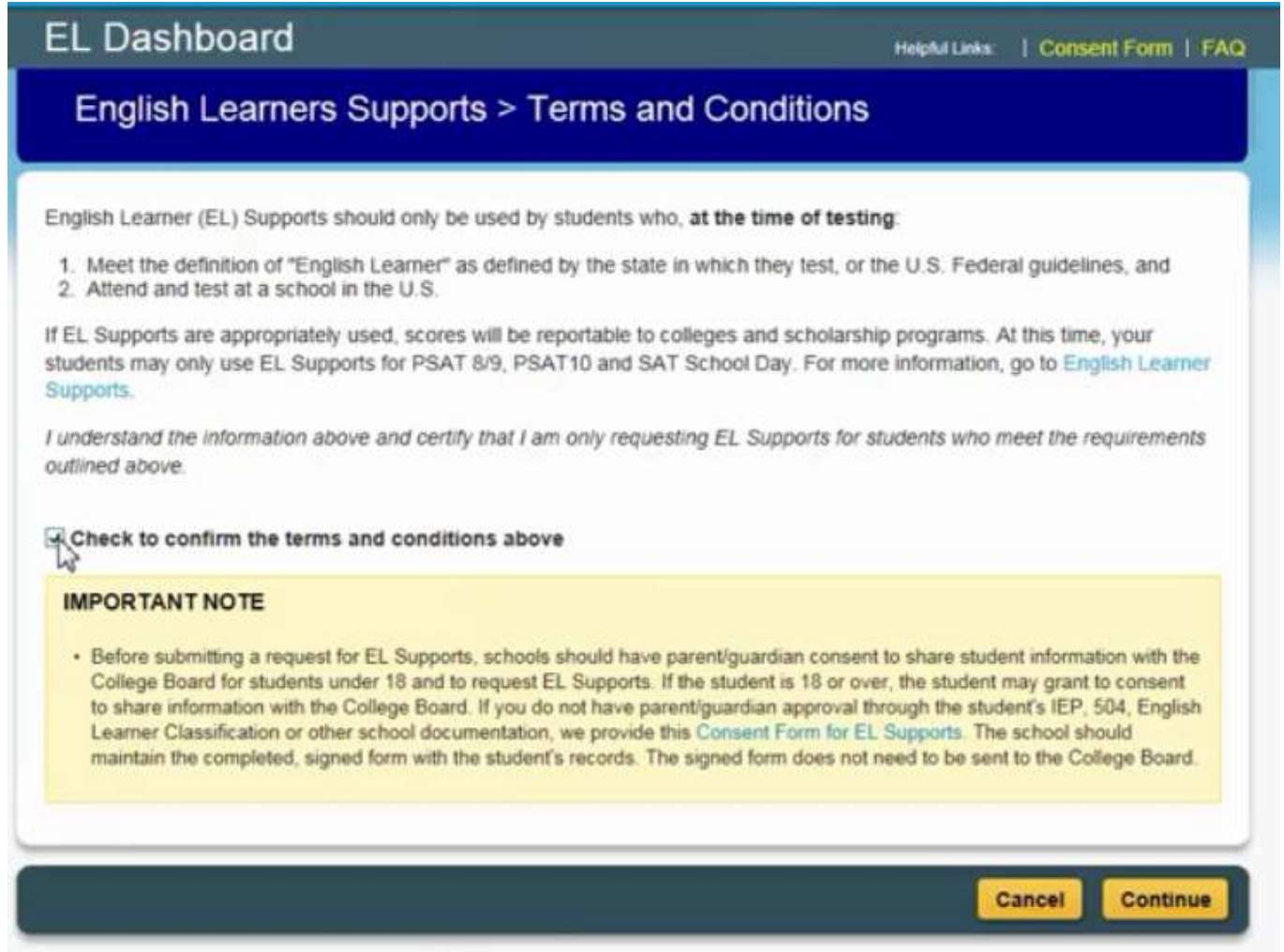
An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test.

Below the notice, the dashboard shows '4 Students' with a '25 per page' dropdown and navigation arrows. A yellow button labeled 'Request EL Supports' is visible. Below this is a search bar with 'Narrow by: All Statuses' and a 'Clear all Reload' link. At the bottom, a table header is partially visible with columns for 'EL Request Status', 'Student', 'Submitted', and 'Testing Status'.

Submitting a Request for EL 50% Extended Time

Click to confirm that the student meets the EL support requirements:

- Student must meet the definition of English Learner as defined by the state.
- Student must attend a school in the US.
- School must have parent/guardian consent to share student information with the College Board.



EL Dashboard Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Terms and Conditions

English Learner (EL) Supports should only be used by students who, **at the time of testing:**

1. Meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. Attend and test at a school in the U.S.

If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs. At this time, your students may only use EL Supports for PSAT 8/9, PSAT10 and SAT School Day. For more information, go to [English Learner Supports](#).

I understand the information above and certify that I am only requesting EL Supports for students who meet the requirements outlined above.

Check to confirm the terms and conditions above

IMPORTANT NOTE

- Before submitting a request for EL Supports, schools should have parent/guardian consent to share student information with the College Board for students under 18 and to request EL Supports. If the student is 18 or over, the student may grant to consent to share information with the College Board. If you do not have parent/guardian approval through the student's IEP, 504, English Learner Classification or other school documentation, we provide this [Consent Form for EL Supports](#). The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board.

Cancel Continue

Submitting a Request for EL 50% Extended Time

Enter basic information about the student:

- Name
- Date of birth
- Expected graduation date
- Gender
- School
- Assessment
- Mailing Address

Please ensure the information you are entering is accurate and **exactly** as it appears on the student's enrollment record and/or SAT registration (if applicable).

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: Male Female

Current School:

Test Admin:

Mailing Address

USA, including its territories & Puerto Rico

Outside of USA

Street1:

Submitting a Request for EL 50% Extended Time

Confirm that the student information entered is accurate.

EL Dashboard Helpful Links: | [Consent Form](#) | [FAQ](#)

English Learners Supports > Confirm Student Information

Based on the information entered, you are initiating an EL Supports request for the following student for use on the SAT School Day test.

Please review the student information below. Click **Edit** to make any changes.

BASIC INFORMATION	MAILING ADDRESS	SCHOOL INFORMATION
Name: Sonya Antonov	33E 66 St	High School Code: 334877
Date of Birth: Jan 4, 2002	New York, NY 10019, US	High School Name: NEW YORK CITY VOC TRAINING CTR
Expected High School Graduation Date: May, 2020	Email: sonya@sonya.com	
Gender: F		SCHOOL ADDRESS
		100 00 Beach Channel Drive
		Rockaway Park, NY 11694, US

Edit **Cancel** **Continue**

Submitting a Request for EL 50% Extended Time

Select “Extended Time – Reading +50% (time and 1/2).”

The screenshot shows the 'EL Dashboard' interface. At the top right, there are links for 'Helpful Links: | Consent Form | FAQ'. Below this is a dark blue header with the text 'English Learners Supports > Select Supports'. The main content area has a light blue background and contains the instruction: 'Choose the EL Supports needed by Sonya Antonov for the SAT School Day test.' Below this is a dropdown menu labeled 'EL Supports (1 selected)'. Underneath the dropdown, there is a single option: 'Extended Time - Reading +50% (time and 1/2)' with a checked checkbox. At the bottom of the interface, there are three buttons: 'Cancel', 'Save & Exit', and 'Save & Continue'.

Submitting a Request for EL 50% Extended Time

Confirm that you have consent from the student's parent/guardian and that the information submitted is accurate.

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION

Name: **Sonya Antonov**
 Date of Birth: **Jan 4, 2002**
 Expected High School Graduation Date: **May, 2020**
 Gender: **Female**

MAILING ADDRESS

33E 66 St
New York, NY 10019, US
 Email: **sonya@sonya.com**

SCHOOL INFORMATION

High School Code: **334877**
 High School Name: **NEW YORK CITY VOC TRAINING CTR**

SCHOOL ADDRESS

100 00 Beach Channel Drive
Rockaway Park, NY 11694, US

Edit

EL Supports

SAT School Day : Extended Time - Reading +50% (time and 1/2)

Edit

Consent Form

Parent/guardian consent to share student information with College Board should be obtained for any student under 18. If the student is over 18, the student may consent. This consent should be maintained as part of the student's record.

If you need a consent form for your records, we provide this [Consent Form for EL Supports](#). Click the **Save & Exit** button below to save the information you have entered so far. Once you have obtained a signature, locate the student's name on the EL Supports dashboard, and select "Edit Request" next to the student's name, to submit the request.

Do you have consent from the relevant parent/guardian, through the student's IEP, 504, English Learner classification or other consent form?

Check to confirm you have consent on file or through a valid IEP, 504, or English Learner classification

Confirming Information

I verify that the information provided in my responses is true and accurate. I also certify that EL Supports have only been requested for those students who, at the time of testing:

1. meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and
2. attend and test at a school in the U.S. and
3. will only use EL Supports for PSAT 8/9, PSAT10 or SAT School Day.

Check to confirm acceptance of this statement

Submitting a Request for EL 50% Extended Time

A popup will display indicating that your response has been submitted and confirmed.

The student will now be listed as “Confirmed” on your EL Support dashboard.

The screenshot shows the 'EL Dashboard' interface. At the top, there are links for 'Helpful Links', 'Consent Form', and 'FAQ'. The main heading is 'English Learners Supports > Review and Submit'. Below this, there is a 'Student Information' section with a 'Confirm Request' popup. The popup contains the text: 'Your request for EL Supports has been successfully submitted and confirmed!' and a button labeled 'Return to EL Dashboard'. Below the popup, there is an 'Edit' button and a 'Request EL Supports' button. The bottom part of the screenshot shows a table of student EL support requests. The table has columns for 'EL Request Status', 'Student', 'Submitted', and 'Testing Status'. The table contains four rows of data, with the first row being 'NOT SUBMITTED' and the others being 'CONFIRMED'.

EL Request Status	Student	Submitted	Testing Status
NOT SUBMITTED	Treao ERa'sar-arstllkkarrrrrrrrrr, Treoaml-Reoa's artes (#0007026375)		
CONFIRMED	Antonov, Sonya (#0007026476) EL Supports: Reading +50% (time and 1/2)	Nov 08, 2016	Approved for SAT School Day
CONFIRMED	Speedr, Treoaml (#0007026412) EL Supports: Reading +50% (time and 1/2)	Nov 02, 2016	Approved for PSAT 8/9
CONFIRMED	Spreastre, Mtoreois (#0007026408) EL Supports: Reading +50% (time and 1/2)	Nov 01, 2016	Approved for SAT School Day

Q&A Session