
Illinois
SAT®
PSAT™ 10
PSAT™ 8/9
Testing Tips

Spring 2019

Thank you for joining us for
today's presentation.

We will start at 2:30pm CT.

Session Overview

- Today, we are going to share some testing tips and frequently asked questions to help prepare you for this spring's state administration of the SAT, PSAT 10, and PSAT 8/9.
- Today's session will also include an open forum for you to ask questions regarding the SAT Suite of Assessments administration.
- 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 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. A PDF of this PowerPoint will also be posted.

Agenda

Our topics today include:

- Receiving Test Materials
- Tracking Materials
- Planning for Late Arrivals
- Using English Learner Supports
- Completing Test Day Reports and Forms
- Returning Materials
- Preparing for Makeup Testing
- Frequently Asked Questions: General Information

Receiving Test Materials

Spring 2019 Testing Materials



	SAT				PSAT™ 10			PSAT™ 8/9		
Trailing Room	Standard Room	Accommodated Students Testing on Primary Makeup Test Day	Accommodated Students Testing in the Testing Window	Accommodated Students Testing with State-Mandated Accommodations	Standard Room	Accommodated Testing Room	Accommodated Students Testing with State-Mandated Accommodations	Standard Room	Accommodated Testing Room	Accommodated Students Testing with State-Mandated Accommodations
Test Books										
Answer Sheets										
Coordinator Materials										
Answer Sheets, Score Labels										

- Test materials shipments will arrive between April 2 and April 4, 2019.
 - Note: If your school is on spring break the week of April 1, 2019, the material delivery schedule has been adjusted to March 26-28, 2019, for your school.
- Test materials shipments will include the following materials, based on the number of students included in the Pre-ID reports in ISBE's Student Information System (SIS) as of February 1:
 - SAT with Essay, PSAT 10 and PSAT 8/9 test books in bundles of 5 or 25 (including an overage of approximately 10%)
 - Coordinator's Test Materials Kits:
 - Test day forms (e.g. CRF, IR, Testing Staff Agreement)
 - Schools will receive one copy for standard testing and one copy for students testing in the accommodated window. In addition, for PSAT 10 and PSAT 8/9, schools will receive a third copy for the makeup administration.
 - Answer sheet and test book (SAT only) return materials
- Standard and nonstandard materials will arrive to the attention of the Test Coordinator.
- Each shipment may come in multiple boxes. Materials for students testing with accommodations will arrive separately from standard materials.

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 materials have shipped.
- If materials from multiple assessments ship at a similar time, the shipment tracking emails may contain multi-assessment information.

Planning for Late Arrivals

- Testing is scheduled to begin at 8:30 a.m. Schools may alter the start time by 30 minutes, and therefore must start any time between 8 and 9 a.m.
- Schools must contact Illinois School Day Support for consideration and approval to start earlier than 8 a.m. or later than 9 a.m. The start time applies to both standard and accommodated test takers on the primary, makeup and accommodated window test administrations.
- If you have a late-arrivals room, late testing should start no more than 45 minutes after testing has begun in the other testing rooms.
- The proctor must close the door to the late-arrivals room before other testing rooms begin their first scheduled break.
- Ensure that testing in any late-arrivals room begins early enough to end before your normal school dismissal time.

Administering With English Learner Supports

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the left. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long dark hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

How do I use EL supports?

Students using translated test directions or glossaries can be tested in a standard testing room.

Translated Test Directions for EL students

- Print PDF versions of the test directions to distribute to students on test day. No printed directions will be sent to you.
 - Available at: <https://www.isbe.net/Pages/sat-psat.aspx> under the following heading: 2018-19 English Learner (EL) and Students with Disabilities Information
- Other languages, not provided in PDF format, can be supported “on the fly” by approved translators.
 - Translator sits next to the student and orally translates the directions as the proctor reads them.
 - **NOTE:** Translator can ONLY provide translations of the test directions, not the test content.

Word-to-Word Glossary for EL students

- Approved list of glossaries can be found at <https://www.isbe.net/Pages/sat-psat.aspx> under the following heading: 2018-19 English Learner (EL) and Students with Disabilities Information
- Students can use their own glossaries, but collect them prior to test day to review them for any information that may be written in them.

How do I use EL supports?

- 50% Extended Time for EL Students:
 - Provides 50% extended time on each section of the assessment.
 - EL students using 50% extended time must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
 - EL students using 50% extended time can be tested with other students approved for 50% extended time as a College Board-approved accommodation as long as no other accommodations are being administered in the room.
 - EL students using 50% extended time will test using blue books and will be listed on the NAR.
 - Advanced submission and confirmation in SSD Online is required.

Completing Test Day Reports and Forms

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the left. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

Coordinator's Report Form (CRF)

- The CRF is a **REQUIRED** form for SAT, PSAT 10, and PSAT 8/9.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- The test coordinator completes one CRF for the primary test date, one for the end of the accommodated testing window, and one for the makeup date.
- This form is scanned and must be completed using a No. 2 pencil. Therefore, you cannot make copies of this form for submission.
- Confirm that your school code (AI code) is correctly prepoppedulated in field 4—it's required for reporting of scores to your school, district, and/or state. Contact Illinois School Day Support if your code is not correct.
- Answer sheets from each administration date need to be returned separately, with a separate CRF. For example, do not mix primary administration answer sheets with makeup answer sheets for SAT.
- Make sure you bubble the correct date on the CRF. For standard test takers this is the date on which you are testing. For students testing in the accommodated window, this is the date on which the window started (the primary test date).

Testing Room Materials Report



Testing Room Materials Report for SAT® School Day Testing

Directions for Test Supervisor:

- Before issuing materials to the associate supervisor, fill in blocks 1, 2, and 3.
- If necessary, remove the completed form from the back of the manual when the associate supervisor returns it to you.
- Enclose all copies of this form in the supervisor's GRAY envelope and return with used answer sheets.

Directions for Associate Supervisor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing, complete all information on the front of this form in Part A (blocks 4, 5, and 6) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test supervisor.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-digit School (AI) Code: _____

Room Number: _____ Room Type: ☐ Standard ☐ Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Associate Supervisor: _____ Name (please print) _____ Signature _____

Part A: Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
	Total number of books received:		_____ to _____ _____ to _____ _____ to _____
3	ESSAY BOOKS RECEIVED (IF ANY)	QUANTITY	
	Total number of Essay books received:		
4	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books returned:		_____ to _____ _____ to _____ _____ to _____
	Unused test books returned:		_____ to _____ _____ to _____ _____ to _____
	Total number of test books returned:		
5	USED ANSWER SHEETS RETURNED	QUANTITY	
	Total number of used answer sheets returned:		
6	ESSAY BOOKS RETURNED (IF ANY)	QUANTITY	
	Used Essay books returned:		
	Unused Essay books returned:		
	Total number of Essay books returned:		

- The Testing Room Materials Report is a **REQUIRED** form for SAT.
- 1 per testing room, can be photocopied, if needed.
- The purpose of this form is a “materials receipt” to follow chain of custody from coordinator to proctor on test day, back to coordinator after testing is complete.
- Return with testing materials.

Seating Charts

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 if any of these books:

1. 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.
2. For each row, draw directional arrows to indicate the direction in which the books were distributed.
3. Cross out any unused seats.
4. 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.

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

Name: _____ Title: _____

Date: _____

Seating Chart for Room # _____ of _____

PSAT 10 Seating Chart

Associate Supervisor Name: _____ Testing Room Code: _____ School Code: _____

Type of seating chart: Single chart OR Section _____ of _____ sections in large testing room.

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

1. For large rooms, use a separate form for each area of the room and indicate where answer sheets are placed.
2. Indicate the position of the associate supervisor's desk or table if it is not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the group of seats occupied in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the name or initials of the student assigned to that seat.
7. For each row, draw directional arrows to indicate the direction in which the books were distributed.
8. 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.

Sample Seating Chart

Front — students face this direction

PSAT 8/9 Seating Chart

School Name: _____ Testing Room Code: _____ School Code: _____

Type of seating chart: Single chart OR Section _____ of _____ sections in large testing room.

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

1. For large rooms, use a separate form for each area of the room and indicate where answer sheets are placed.
2. Indicate the position of the proctor's desk or table if it is not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the group of seats occupied in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the name or initials of the student assigned to that seat.
7. For each row, draw directional arrows to indicate the direction in which the books were distributed.
8. 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.

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: _____

Sample Seating Chart

Front — students face this direction

Answer Sheet Tracking

Associate Supervisor's Desk

Front — students face this direction

CollegeBoard

- For SAT, seating charts will be turned in with the Testing Room Materials Report.
- Seating charts do not need to be returned for PSAT 8/9 or PSAT 10. Keep for your records.
- Coordinators can xerox the seating charts if students test in a large room and additional space is needed to accurately reflect the seating arrangements.

[illegible]

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Returning Materials



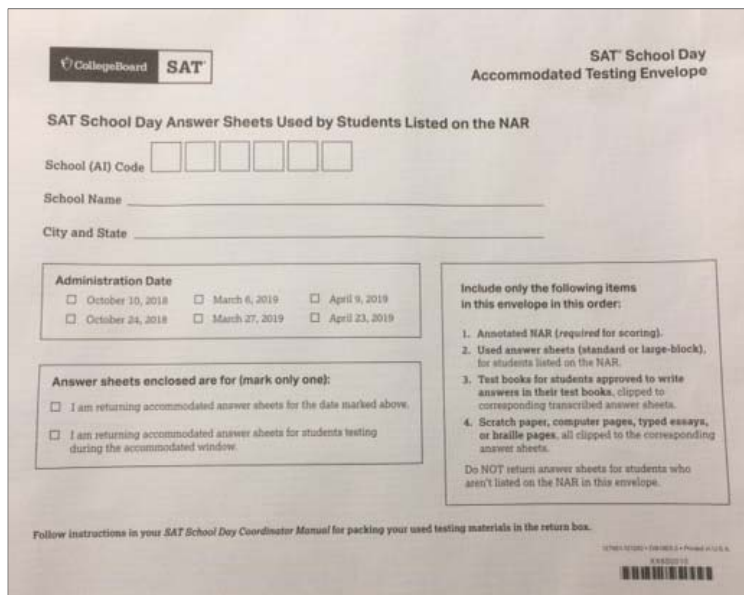
What do I need to return?

- Check the “After the Test” section of your Coordinator Manual for this chart that outlines which materials you should return, which you should keep copies of for your records, and which should be destroyed

HOW TO HANDLE TEST MATERIALS AFTER TESTING IS COMPLETE

Test Materials	Return	Keep Copies for Your Records	Destroy
CRF	Yes—in answer sheet return shipment	Yes	No
Used answer sheets containing student responses to test questions	Yes—in answer sheet return shipment	No	No
Used answer sheets containing student responses to test questions (regular and large block) for students listed on the NAR	Yes—in white Accommodated Testing Envelope in answer sheet return shipment	No	No
Blank unused answer sheets	Yes—in test book return shipment after makeup testing is complete	No	No

What goes in the white accommodated envelope?



The image shows the front of a white envelope for SAT School Day Accommodated Testing. The form includes the CollegeBoard SAT logo, the title 'SAT School Day Accommodated Testing Envelope', and a section for 'SAT School Day Answer Sheets Used by Students Listed on the NAR'. This section contains fields for 'School (AI) Code' (a 5-digit grid), 'School Name', and 'City and State'. Below these are two boxes: 'Administration Date' with checkboxes for October 10, 2018; March 6, 2019; April 9, 2019; October 24, 2018; March 27, 2019; and April 23, 2019; and 'Answer sheets enclosed are for (mark only one):' with checkboxes for 'I am returning accommodated answer sheets for the date marked above.' and 'I am returning accommodated answer sheets for students testing during the accommodated window.' To the right, a box titled 'Include only the following items in this envelope in this order:' lists four items: 1. Annotated NAR (required for scoring), 2. Used answer sheets (standard or large-block), for students listed on the NAR, 3. Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets, and 4. Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets. A note below the list states 'Do NOT return answer sheets for students who aren't listed on the NAR in this envelope.' At the bottom, there is a line of small text: 'Follow instructions in your SAT School Day Coordinator Manual for packing your used testing materials in the return box.' and a barcode.

- When packing answer sheets, all answer sheets for any student who is listed on the NAR should be placed in the white accommodated envelope for return.
 - This includes English learners testing with 50% extended time.
- Make sure to include answer sheets for **ONLY** students on the NAR.
 - We assume that all answer sheets returned in this envelope tested with an accommodation or 50% extended time for an English learner.
 - If an answer sheet is included for a student that did NOT test with an accommodation or an English learner with 50% extended time, the student's score will go on a hold for using an unapproved accommodation.
 - **Important:** If a student is approved to write answers in the test book, the answers must be transcribed by the Coordinator onto an answer sheet and "AITB" or "Answers in Test Book" should be written on the test book. Both the answer sheet and the test book must be placed into the white envelope.

What do I return my answer sheets in?

Answer sheets must be returned by April 26 to be included in scoring.



- Schools will receive either a white carton (box) or express envelope to return answer sheets, depending on school size.
- Return answer sheets from assessments separately (do not return PSAT 10 answer sheets with SAT answer sheets).
- The carton or envelope will have a UPS shipping label and a colored label that is specific to an assessment.
 - SAT answer sheets completed on 4/9 or 4/23 – Olive
 - SAT answer sheets completed in the accommodated window – Orange
 - All PSAT 10 answer sheets – Yellow
 - All PSAT 8/9 answer sheets – Pink

How do I return my test books?



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

- Returning SAT Test Books
 - 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" – apply one label to each box
 - Apply a red label to each test book return box as well.
- Returning PSAT Test Books
 - Do **NOT** return your PSAT 10 or PSAT 8/9 test books. Keep these securely stored to use for makeup testing.
 - Once students receive their scores, return them to students.

How do I return my materials?

- We will arrange multiple UPS pickups for your school.
 - We are scheduling at least 3 pickups per testing location, one per week during the testing window.
- Test coordinators will receive an email the week of April 8, April 15, and April 22 with the date and time of the pickup(s) scheduled for that week.
 - These pickup dates can be used for any materials that are ready to be returned, they are not assessment specific.
 - The emails will also provide information if the date and time needs to be rescheduled with UPS.
 - NOTE: Although we work with UPS on the date and time we expect them to show up at your school, we cannot control when drivers arrive.
 - If the driver arrives at an unscheduled time, just securely hold materials until the next pickup time.
- For students testing in the accommodated testing window or the PSAT makeup dates, hold all testing materials and return them when all students have finished testing.

When will UPS pick up my materials?

- The number of pickups your school receives will depend on which assessment(s) your school is administering.
- If you do not need the pickups, no action is required.
 - Ignore the email and let the driver know you have no materials when they arrive.

	Pickup 1	Pickup 2	Pickup 3
SAT	4/10 All initial testing completed on 4/9	4/17 All accommodated window testing (shift pickup out as needed)	4/24 All makeup testing completed on 4/23
PSAT 8/9 PSAT 10	4/12 All initial testing completed 4/9-4/11	4/17 All accommodated window testing (shift pickup out as needed)	4/24 All makeup testing completed by 4/23

Preparing for Makeup Testing

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

Preparing for Makeup Testing

- For standard SAT makeup testing:
 - Keep unused answer sheets and pre-ID labels for use on the makeup.
 - Ship all test books back, we will send you new ones for the makeup.
- For standard PSAT 10 and PSAT 8/9 makeup testing:
 - Keep unused answer sheets, **test books**, and pre-ID labels for use on the make up test dates.
 - You will use the same test books for the makeup.
 - You can schedule students between April 10-23 for makeups.
- For students designated to test in the accommodated window on the NAR:
 - There are no makeup dates. Students will test within the April 9-23 accommodated testing window.

Makeup Survey

DEADLINE TO RESPOND: 4/11/19

- If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.
- It is imperative that schools respond on time.

- Test coordinators will receive an email on April 8.
- The email will contain a link to a survey to assist in determining makeup materials.
- **You must respond to the SAT survey even if you don't need makeup materials so we can accurately track responses.**
- The survey will only inquire about the materials needed for:
 - The **number** of students who were absent (not the names)
 - The type of irregularities (if any) for students to determine whether the student is eligible for a makeup
- The survey will NOT inquire about makeups for students testing in the accommodated window.
 - Requesting materials for students on the NAR should not be necessary due to the testing window.
 - If there is an irregularity during the accommodated window, the College Board will follow up with guidance on the potential for a makeup.
- The survey will NOT inquire about makeup needs for PSAT 8/9 or PSAT 10. If you do not have sufficient materials onsite to deliver the PSAT makeup administrations, please contact the Illinois School Day Support number to request additional materials.

Frequently Asked Questions: General Information

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a large backpack, looking towards the right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long dark hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

Are students allowed to have cell phones in the testing room?

BEST PRACTICE: Do not allow students to bring cell phones into the testing room.

- If allowed under school policy, tell students to turn off their electronic devices and have proctors collect them prior to testing.
- If the collection is prohibited, 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 instructions are read:
 - If a student's phone makes noises while in the proctor's possession or stored away in the bag or backpack placed away from testing:
 - Proctor should turn off the phone to prevent additional disturbances during testing and issue a warning to the student who owns the phone that additional disturbances will result in dismissal.
 - If a student is **observed with a device or the device makes noise** while in a student's possession:
 - Student must be dismissed and is not allowed a makeup
 - 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, as they should be directed to place in bag or backpack away from the testing area.
- Students approved to have a cell phone in the room to test blood sugar must keep their phone on the proctor's desk and may view it only under direct supervision. More information about students approved for cell phone usage is available in the manuals.

What fields are required to be completed on the answer sheet?

All students, **regardless of whether they have a pre-ID label**, must complete the following required fields on the front page of each assessment's answer sheet:

1. Name
2. Testing Location
3. School
4. School Code (AI Code)
5. Student ID Number (9-digit state ID)
6. Grade Level
7. Date of Birth
8. Sex

In addition, on test day, students must fill out the "Complete on Test Day" questions on the back of the answer sheet.

- Fields A-E and the Certification Statement on the SAT and PSAT 10 answer sheet
- Fields A-D and the Certification Statement on the PSAT 8/9 answer sheet

The image shows the front page of the SAT School Day Answer Sheet for the 2018-19 school year. It includes fields for Name, Testing Location, School, School Code (AI Code), Student ID Number (9-digit state ID), Grade Level, Date of Birth, and Sex. There is also a section for 'Complete on Test Day' questions and a designated area for a pre-ID label. The form is titled 'SAT School Day Answer Sheet' and '2018-19'.

What are optional codes and testing room codes?

Copies of paper score reports will be sent ONLY for PSAT assessments (due to the chance a student is not 13 years of age and does not have a College Board account in order to access scores).

Optional Code – PSAT Only

- Schools that wish to have their students' paper score reports sorted for easier distribution may select optional codes.
- Assign two-digit codes to particular counselors or however you want reports to be delivered. The optional codes are then provided to students to be gridded on their answer sheets.
- If codes are not used, the paper score reports will be returned alphabetically by student last name.

Testing Room Code – SAT and PSAT

- Also optional, highly recommended
- Three-digit code designed to help reduce score holds
- If there is an irregularity, the holds will only be applied to the room(s) with the irregularity rather than all students

For both the optional code and testing room code, these are codes assigned by the school. Provide the codes to the appropriate proctors on test day, if you choose to use these codes.

I gave the wrong
pre-labeled answer
sheet to a student.

What do I do?

- After testing is concluded, if you discover the label on an answer sheet does not correspond to the test taker, please write void on the label and ensure that the correct Last Name, First Name, MI, School, School Code (AI code), Student ID Number (9-digit state ID), Grade Level, Date of Birth, and Sex are gridded.

The label for my student is for the wrong assessment. What do I do?

- If the first name or last name listed on the label does not correctly reflect the student's name, please do not use the label.
- If any other information is incorrect, including the assessment type or grade, the label should be applied to the correct assessment's answer sheet and the student should grid their correct information.
 - For example, if you have a student with a label that indicates they are taking the PSAT 10, however the student has now been promoted to grade 11 and will be taking the SAT, please use their PSAT 10 label on an SAT answer sheet and have them grid their correct assessment and grade level when requested.

The diagram shows a rectangular label with various fields. At the top, four labels with arrows point to specific areas: 'State Student ID' points to a line of 'x's; 'Last Name' points to a line of 'x's; 'First Name' points to a line of 'x's; and 'MI' points to a line of 'x's'. Below these, 'School (AI) Code' points to a line of 'x's', and 'School Name' points to a line of 'x's'. In the center, there is a barcode. To the left of the barcode, 'Test and Year' points to 'SAT 2019'. To the right of the barcode, 'DOB: mm/dd/yyyy' and 'GENDER: X GRD: nn' are listed. Below the barcode, 'Barcode Number' points to a line of 'x's'.

I seem to have a lot of extra SSD materials.

Why do I have so much?

- The College Board ships SSD materials based on students in the pending and approved status for the state's contracted grades, which are grade 11 and grade 12 for SAT, for example.
- Therefore:
 - You will receive materials for a student who may not be testing.
 - You will receive materials for a student who may not have an approval in SSD Online yet. Be sure to monitor the dashboard for status of approval before administering the test with accommodations.

What if a student doesn't want to use their accommodations?

- A student who opts not to use his or her approved accommodation must provide a written note signed by the student's parent or guardian.
 - Keep the note in your records at school.
 - Update room rosters, as necessary.
 - Remove the student's name from the NAR.
 - New this year: The letter does not need to be returned to the College Board, and no irregularity report needs to be submitted.

What if a student was approved for accommodations at the last minute?

- Confirm the student has been approved in SSD Online.
- You should already have SSD materials for the student since College Board “ships to pending” status. If not, please contact the Illinois Educator Support line and select the option for the SSD office.
- Handwrite the student’s name on the NAR, if necessary.
- Update room rosters, if necessary.

If a student isn't on the NAR, may they still test with accommodations?

- There are a number of valid reasons why a student may not be on the NAR.
- If the SSD coordinator can confirm that the accommodations have been approved in SSD Online, the student may test with accommodations.
- Handwrite their name on the NAR, as needed.

How do I know what color test book a student will use?

Check the NAR for all SAT students testing with accommodations and what color test book they should use.

PSAT 10:

ORANGE (standard, makeup, and accommodated)

GREEN (state-allowed only)

PSAT 8/9:

RED (standard, makeup, or accommodated)

GREEN (state-allowed only)



There are 3 colors of SAT test books.

Students use **PURPLE** books if they are testing under the following conditions:

- In standard or accommodated rooms required to test on the primary test day
- 14-pt large print, small group, extended breaks, extra breaks, four function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.

Students use **BLUE** books if they are testing under the following conditions:

- In accommodated rooms during the accommodated window
- Reader, MP3 audio, 100% extended time for reading, 50% extended time for reading, breaks as needed, 20-pt large font, braille, and more.

Students use **GREEN** books if they are testing under the following conditions:

- Using state-allowed accommodations.

Q&A

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the left. To his left is another young man in a light-colored shirt and backpack, also looking left. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

Questions?

- Visit the ISBE SAT/PSAT webpage
<https://www.isbe.net/Pages/sat-psat.aspx>
- Call our Illinois Educator Hotline at 844-688-9995 (option 1) or email
illinoisadministratorsupport@collegeboard.org
- Call the Illinois State Board of Education Division of Assessment and Accountability with any policy questions at 866-317-6034 or email assessment@isbe.net