
SAT School Day Testing Tips

Spring 2018

Session Overview

- Today, we are going to share some testing tips to help prepare you 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 the SAT School Day 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 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. A PDF of this PowerPoint will also be posted.

Agenda

Our topics today include:

- Reviewing the Preadministration Session
- Receiving Test Materials
- Planning for Late Arrivals
- Using English Learner Supports
- Completing Test Day Reports and Forms
- Reporting Test Day Irregularities
- Returning Materials
- Preparing for the Makeup Administration

Reviewing the Preadministration Session

Additional information on conducting a preadministration session can be found on the ISBE SAT website under the Presentations and Webinars section.

- March 5, 2018: ISBE-Provided SAT Preadministration and Roster Webinar
 - PowerPoint Presentation 

Many of you may have already conducted your preadministration session. If not, here are a few reminders:

- Plan for approximately 60 minutes.
- Read “Prepare Your Preadministration Session” in the SAT School Day Supervisor Manual.
- Apply labels to the correct answer sheet type, standard or large-block.
- You will need the following to conduct your session:
 - Answer sheets with Pre-ID labels affixed
 - Blank answer sheets
 - *Student Answer Sheet Instructions*
 - *SAT School Day Student Guides*
 - The testing manual (Standard or Accommodated) containing preadministration instructions and scripts
- If your school opts not to conduct a preadministration session, the two testing manuals (for standard testing and accommodated testing) also include instructions for assisting students to complete the student information and score sends on test day.

Receiving Test Materials

Spring 2018 Testing Materials



	PSAT™ 8/9		PSAT™ 10		SAT™			
Testing Room	Standard Room	Accommodated Testing Room	Standard Room	Accommodated 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
Test Book								
Answer Sheets								
Supervisor Manuals								
Receiving and Returning Materials								

- Test materials shipments will arrive between April 4 and April 6, 2018.
 - Note: If your school is on spring break the week of April 2, 2018, the test supervisor should have received an email with an alternate delivery date.
- Test materials shipments will include the following materials, based on the number of students included in the SAT Pre-ID file in SIS on February 5:
 - SAT with Essay test books in bundles of 5 or 25 (including an overage of approximately 10%)
 - SAT School Day Supervisor's Kit:
 - Test day forms (e.g. SRF, SIR, Testing Staff Agreement)
 - Answer sheet and test book return materials
 - A small number of extra SAT answer sheets
 - A small number of extra manuals
- Standard and nonstandard materials will arrive to the attention of the Test Supervisor.
- Each shipment may come in multiple boxes. Materials for students testing with accommodations will arrive separately from standard materials.

Receiving Test Materials

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

There are 3 colors of test books for SAT this year.

- Students use **PURPLE** test books if they are testing under the following conditions:
 - In standard or accommodated rooms 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, 50% extended time, large block answer sheet, and more.
- Students use **BLUE** test books if they are testing under the following conditions:
 - In accommodated rooms during the accommodated window
 - Reader, MP3 audio, 100% extended time, breaks as needed, 20-pt large font, braille, and more.
- Students use **LIME GREEN** test books if they are testing under the following conditions:
 - Using state-allowed accommodations.

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 associate supervisor 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.

Using English Learner Supports

- College Board-Approved Word-for-Word Glossaries 
- Translated Test Directions for ELs (Spring 2018)
 - Albanian 
 - Arabic 
 - Bengali 
 - Chinese/Mandarin 
 - English Template 
 - Gujarti 
 - Haitian Creole 
 - Hindi 
 - Polish 
 - Portuguese 
 - Russian 
 - Spanish 
 - Urdu 
 - Vietnamese 

- Prior approval of translated test directions or word-for-word glossaries is not needed.
- An updated approved glossary list (with additional languages) and translated test directions are currently posted online:

<https://www.isbe.net/Pages/SAT.aspx>

- Translated test directions are in PDF format and must be printed by the school ahead of test day.
- Students using a glossary or translated test directions can be tested in a standard testing room, unless the student is also approved for other testing accommodations.

Completing Test Day Reports and Forms

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is looking back over his shoulder towards the student behind him. They are all wearing backpacks.

Reporting Test Day Irregularities

- Use the Supervisor's Irregularity Report (SIR) to record an irregularity, including security incidents, misconduct, other incidents or disturbances, defective materials and mistimings.

1. GENERAL INSTRUCTIONS TO SUPERVISOR: Form _____ of _____
 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 SIR, and return all SIRs 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 2-9 and 11 as appropriate to the irregularity type. The staff member reporting the incident **MUST** sign the form in section 10.
 • Attach (but do NOT staple) any defective materials to the SIR.
 • As a last step, on each form, fill in "Form _____ of _____" (e.g., "1 of 3") at the top of this box.

2. TESTING START DATE: Month: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec. Day: 20. Year: 20__.

3. PROGRAM: SAT Standard Nonstandard. Room Number: _____

4. SCHOOL INFORMATION: School/Institution Name and Address: _____
 Name: _____
 Address: _____
 City: _____
 State/Province: _____
 Postal Code: _____
 Country: _____

5. TEST BOOK INFORMATION: Test Session: _____
 SAT SAT with Essay Test ID: _____ Form Code: _____ Test Book Social Number: _____

6. GROUP IRREGULARITIES INFORMATION: Did group complete testing? Yes No
 Fill in the circle in front of each case that applies. Write the names of involved students on the last page of the SIR.
 • To report incorrect/misleading materials, indicate details on the shipping notice and attach it (no staples) to the SIR. Always call the School Day support line immediately in such situations.
 • Use the COMMENTS section on page 3 to describe the events and actions taken.

Round up for overtimings and undertimings. For example, for 2.5 minutes you should fill in the circle for 3-4 minutes.

Print and fill in the number of students who were affected by the group irregularity. Use leading zeros and fill from left to right.

Defective/incorrect materials Staff gave incorrect, unapproved, or no accommodations Staff gave incorrect instructions Missing materials Staff did not give breaks Staff did not announce remaining time Test center environment issue Staff behavior was distracting Testing started late. Time testing started: _____ Test materials were distributed/collected incorrectly Staff seated students in wrong room Other: _____ Staff did not post signs or directions

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- The irregularity chart found in the appendix of all three manuals provides guidance for most issues that would occur on test day. Follow the directions in the irregularity chart so that student scores are not jeopardized.
- 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 associate supervisors must be countersigned by the test supervisor, who should add any information that might be useful.
- Important:** Keep a copy of any SIRs submitted should College Board require additional information during their review.

Returning Materials

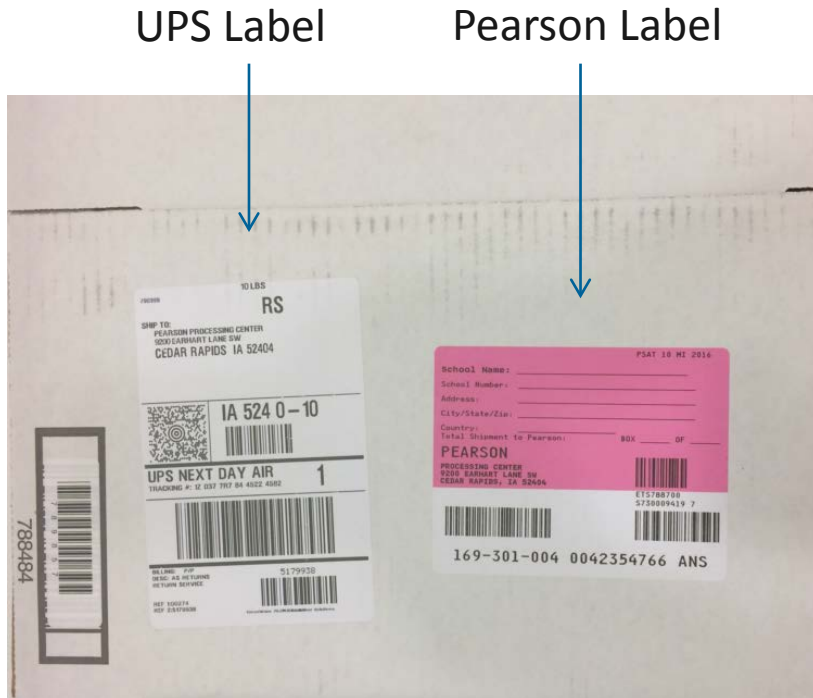


Image of pre-labeled white box for returning answer sheets

- Returning Answer Sheets
 - Use the pre-labeled white box(es) or UPS envelope(s) with a UPS label and a colored Pearson label
 - SAT answer sheets testing on 4/10– **Olive**
 - SAT answer sheets testing in accommodated window – **Goldenrod**
- Returning SAT Test Books
 - Reuse the boxes your test materials arrived in to return test books.
 - Loose UPS labels will be included in the shipment with the header “TB Returns” – apply one label to each box.
- Answer sheets for standard and nonstandard test takers can be returned in the same box. Answer sheets for students tested with accommodations will be put in the white accommodated testing envelope.
- The pre-arranged UPS delivery to pick up test materials is arranged for **the day after** testing, to allow for more time to organize and package testing materials after testing has completed.

Preparing for the Makeup Administration

DEADLINE TO RESPOND: 4/12/18

If schools do not respond to the survey by the deadline, they will NOT receive makeup materials.

- Test supervisors will receive an email on April 9, 2018.
- The email will contain a link to a survey to submit makeup material orders.
- You must respond to the 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
 - The type of irregularities (if any) and number of students impacted that may result in 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, schools should contact the SSD Office at 844-688-9995, Option 1, then Option 3, for direction.
- Keep unused answer sheets and pre-ID labels for use on the makeup date.
- Test manuals do not need to be returned, but additional manuals will accompany the makeup shipment.

Q&A

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is holding the hand of the student on the right. All three are wearing backpacks. The text 'Q&A' is overlaid on the left side of the image, with a horizontal line above it.

Questions?

- Visit the ISBE SAT webpage
<https://www.isbe.net/Pages/SAT.aspx>
- See our website for Illinois-specific information and materials.
www.collegeboard.org/Illinois
- 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