CollegeBoard

Invest in Kids Act

SAT®
PSAT™ 10
PSAT™ 8/9

Spring 2020 Implementation

Agenda

- General Timeline for the Invest in Kids Act administration of the SAT (for grade 11), PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)
- General Information about the SAT, PSAT 10, and PSAT 8/9
- Before Test Day
- Test Day
- After Test Day
- Accommodations & English Learner (EL) Supports
- Test Ordering System
- Invoicing
- Final Information
- Questions and Answers

SAT School Day Test Dates

SAT Administration	Option 1: SAT April Administration	Option 2: SAT March Administration
SAT Primary Test Date	Tuesday, April 14, 2020	Wednesday, March 25, 2020
SAT Makeup Test Date	Tuesday, April 28, 2020	Tuesday, April 28, 2020
SAT Accommodated Test Window	April 14-27, 2020	March 25-April 7, 2020

- 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 an accommodated window to complete testing.
- Option 2 is available to schools out of session April 13-17 or for which April 14 is the first day back in session.
- The selected date of administration must align to the date selected in the Test Ordering System.
- General Timeline: **https://www.isbe.net/Documents/SAT-PSAT-InvestinKids-general-timeline-2020.pdf**

Contact the Department of Assessment at assessment@isbe.net or 866-317-6034 if your school has scheduling conflicts.

PSAT 10 and PSAT 8/9 Test Dates

PSAT 10 and PSAT 8/9 Administration	Option 1: Schools in Session April 13-17	Option 2: Schools NOT in Session April 13-17
PSAT 10 and PSAT 8/9 Primary Test Date	April 14, 15, or 16, 2020	April 20, 21, or 22, 2020*

- PSAT 10 and PSAT 8/9 must be administered within the same selected option. Schools cannot split testing between April 14-16 (Option 1) and April 20-22 (Option 2).
- Students in the same grade level must participate in the assessment on the same day.
- Option 2, April 20, 21 or 22 is only available to schools out of session three or more days the week of April 13
- The selected date of administration must align to the date selected in the Test Ordering System.
- General Timeline: **https://www.isbe.net/Documents/SAT-PSAT-InvestinKids-general-timeline-2020.pdf**

Contact the Department of Assessment at assessment@isbe.net or 866-317-6034 if your school has scheduling conflicts.

Before Test Day

Activity	April Timeline	March Timeline (SAT School Day only)
Establishment Survey Deadline	January 10, 2020	January 10, 2020
Offsite Testing: Offsite Testing Link	December 20, 2019	December 20, 2019
Request Accommodations:	Now - February 24, 2020 for **SAT School Day*** *Deadline to request extended time for ELs (English Learners): March 6, 2020, for SAT School Day Now-February 21, 2020, for **PSAT 10 and PSAT 8/9*** *Deadline to request extended time for Els (English Learners): February 28, 2020, for PSAT 10 and PSAT 8/9	Now - February 4, 2020 for SAT School Day* *Deadline to request extended time for ELs (English Learners): February 21, 2020
AI Code Establishment Follow-Up	Now-January 2020	Now-January 2020
Deadline to Order SAT School Day Materials: Standard and Nonstandard	March 6, 2020	February 21, 2020
Final Deadline to Order PSAT 8/9 & PSAT 10 Materials: Standard and Nonstandard	February 28, 2020* *Select the preadministration option on the ordering website by February 14 to receive answer sheets and coordinator manuals by March 13, 2020, for PSAT 10 & PSAT 8/9.	N/A

Before Test Day

Activity	April Timeline	March Timeline (SAT School Day only)
Test Day Online Training for SAT School Day Test Day Online Training for PSAT 10 and PSAT 8/9 is optional.	Early March – Early April for SAT School Day	Mid February – Mid March for SAT School Day
Preadministration Materials & Student Guides in Schools for SAT School Day Preadministration Materials & Students Guides in Schools for PSAT 10. Digital versions of Student Guides for PSAT 8/9 available: https://collegereadiness.collegeboard.org/pdf/psat-8-9-student-guide.pdf	March 31-April 2 for SAT School Day April 6 for PSAT 10 & PSAT 8/9* *March 13, 2020, if preadministration materials were ordered by February 14, 2020.	March 10-12 for SAT School Day
Conduct Preadministration Session for SAT School Day, PSAT 10, and PSAT 8/9.	Mid-March-April 13, 2020	March 13-March 24, 2020

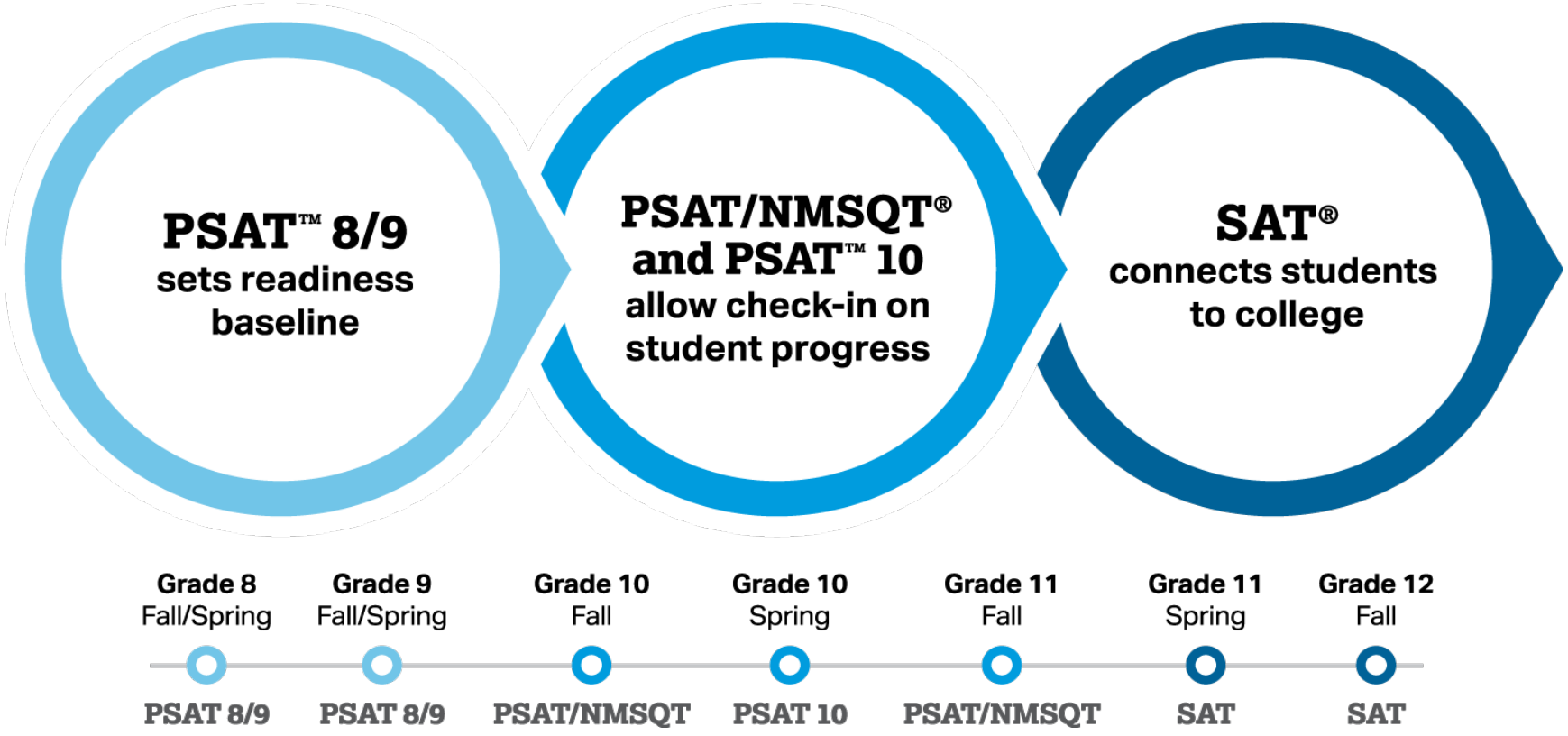
After Test Day

Activity	April Timeline	March Timeline (SAT School Day only)
Test Materials in Schools	April 7-10, 2020 for SAT School Day April 6, 2020 for PSAT 10 & PSAT 8/9	March 18-23, 2020 for SAT School Day
Test Administration	SAT School Day: April 14, 2020 PSAT: April 14, 15, or 16, 2020 PSAT (Alternate): April 20, 21, or 22, 2020	SAT School Day March 25, 2020
Return Test Materials	April 14-15, 2020 for SAT School Day Option 1: April 17, 2020 for PSAT 8/9 & 10 Option 2: April 22, 2020 for PSAT 8/9 & 10	March 25-26, 2020 for SAT School Day
Window to order test books for SAT makeup test	April 14-16, 2020 for SAT School Day	March 25-27, 2020 for SAT School Day
Makeup SAT Test Materials in Schools	April 21-24, 2020	March 25-27, 2020
Makeup SAT Test Administration	April 28, 2020	April 28, 2020
Final Makeup SAT Materials Return for Scoring	April 28-29, 2020	April 28-29, 2020

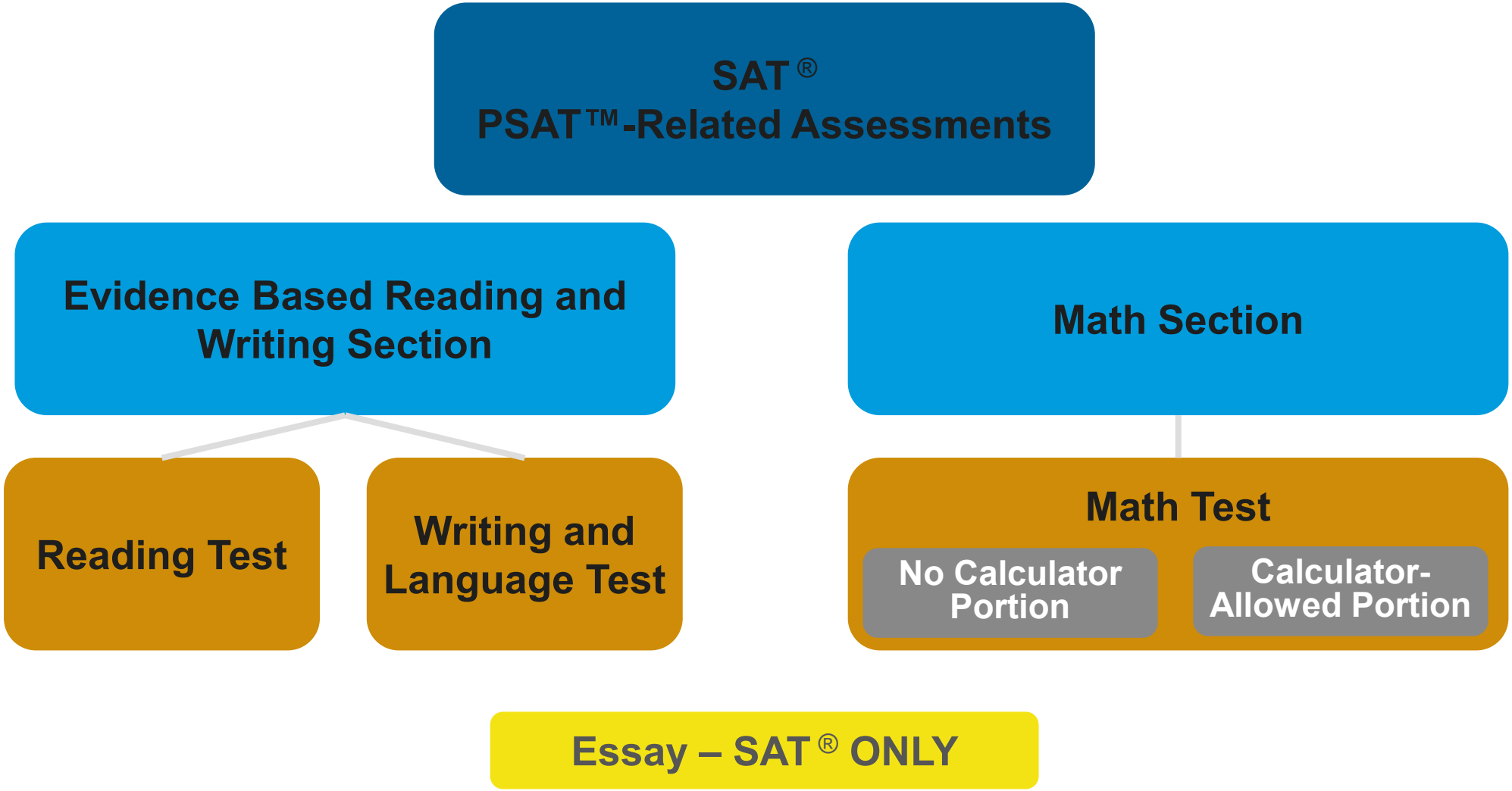
CollegeBoard

The SAT® Suite of Assessments

The SAT® Suite of Assessments



Format of the SAT® Suite of Assessments



Key Features of the SAT®

- Words in Context
- Command of Evidence
- Math that Matters Most
- Problems Grounded in Real-world Contexts
- Analysis in Science and in History/Social Studies
- U.S. Founding Documents and the Great Global Conversation
- Essay Analyzing a Source
- No Penalty for Guessing

Key Features of the PSAT™-Related Assessments

- Words in Context
- Command of Evidence
- Math that Matters Most
- Problems Grounded in Real-world Contexts
- Analysis in Science and in History/Social Studies
- U.S. Founding Documents and the Great Global Conversation
- No Penalty for Guessing

Words in Context

Students are asked to:

- Interpret meaning based on context
- Master relevant vocabulary
- Engage in close reading

Command of Evidence

Students are asked to:

- Interpret, synthesize, and use evidence found in a wide range of sources
- Support the answers they choose
- Integrate information conveyed through both reading passages and informational graphics

Math That Matters Most

Students will engage in three key areas that contribute most to college readiness:

- Problem Solving and Data Analysis (quantitative literacy)
- Heart of Algebra (mastery of linear equations)
- Passport to Advanced Math (familiarity with more complex equations)

Problems Grounded in Real-World Context

Students are asked to engage with questions that:

- Directly relate to the work performed in college and career
- Include charts, graphs, and passages likely to be encountered in science, social science, and other majors and careers
- Feature multistep applications to solve problems in science, social science, career scenarios, and other real-life contexts

Analysis in Science and in History / Social Studies

Students apply their reading, writing, language, and math skills to answer questions in the following contexts:

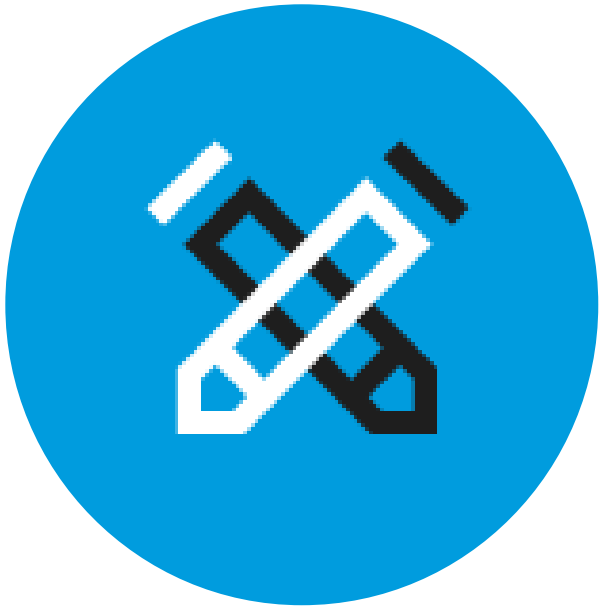
- Science
- History
- Social studies

U.S. Founding Documents and the Great Global Conversation

Each assessment in the SAT Suite includes one of the following:

- An excerpt from one of the Founding Documents
- A text from the ongoing Great Global Conversation about freedom, justice, and human dignity

Essay Analyzing a Source



The SAT Essay:

- Closely mirrors college writing assignments
- Cultivates close reading, careful analysis, and clear writing
- Promotes the practice of reading a wide variety of arguments and analyzing an author's work

No Penalty for Guessing

Students receive:

- One point for each correct answer
- Zero points for unanswered items
- Zero points for wrong answers

SAT® Reading Test Features

Single and paired passages

Cross disciplinary contexts – U.S. and world literature, History/social studies, Science.

Informational graphics

Focus on:

- Words in context
- Command of evidence

SAT® Writing and Language Test Features

Passage based

Multiple text types: argument, informative, nonfiction narrative

Informational graphics

Focus on:

- Expression of ideas
- Standard English conventions
- Words in context
- Command of evidence

SAT® Math Test Features

Calculator/No calculator sections

Focus on application, conceptual understanding, and procedural skill and fluency

Multiple question types

Multistep problems

Question sets

SAT® Essay Features

Common prompt: publicly available

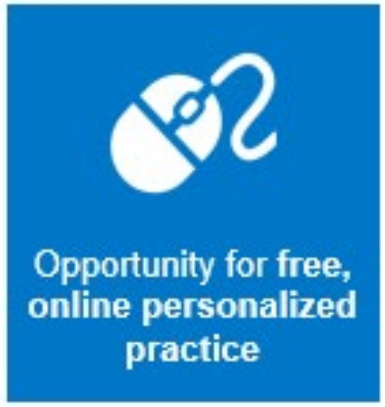
- Represents sound instructional model

Sources are arguments written for a broad audience

Emphasis on analysis of the argument (not opinion)

Analytic scoring

Benefits of the SAT® Suite



SAT® School Day – Key Benefits

Students test in a familiar environment

No conflict with weekend obligations

Fee waivers and free score sends for income-eligible students

Helps cultivate a college-bound culture, creates a level playing field

Evidence shows SAT School Day propels more students into college

School Establishment

Prepare Your School

School Establishment

- Schools must have a Level 2 Attending Institution (AI) Code to participate in the spring administration: If your school has ordered materials in the past and has administered assessments for PSAT 8/9, PSAT 10, SAT and/or AP, the school is prepared to order tests for the spring administration.
- ISBE has posted a list of established schools on: https://www.isbe.net/Documents/Invest-in-Kids-Established-Test-Sites-SAT.pdf

Off-Site Testing

Prepare Your School

Off-Site Testing: SAT

- Off-site testing may be requested if a school is unable to comply with testing conditions due to the following reasons:
  - School is unable to comply with testing conditions due to inadequate space
  - School is unable to comply with testing conditions due to insufficient number of personnel
  - More than one school is sending students to the same off-site testing location: Comingled Testers
- An off-site form must be submitted to receive approval to securely transport SAT test materials to an off-site location. All off-site testing locations must be approved by the College Board staff to make sure they meet testing, staffing, training, and security requirements. Off-site testing allows your school staff to transport secure SAT test materials to another location for testing.
- The off-site form is still available if there is an emergency need to utilize another location. The form is posted here: https://www.isbe.net/Documents/SAT-InvestinKids-OffSite-2020.pdf.
- The deadline to submit the off-site form was **Friday, December 20, 2019.**

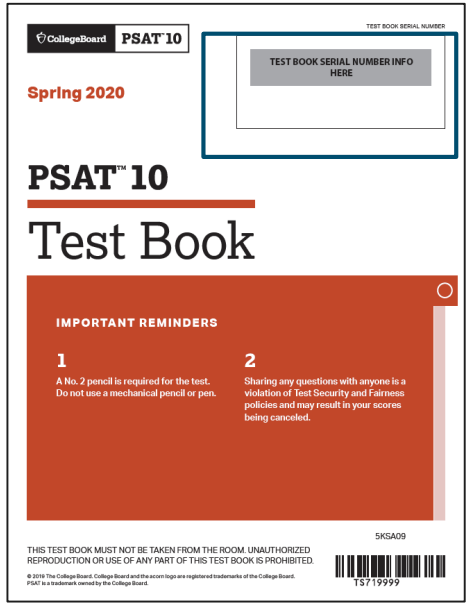
CollegeBoard

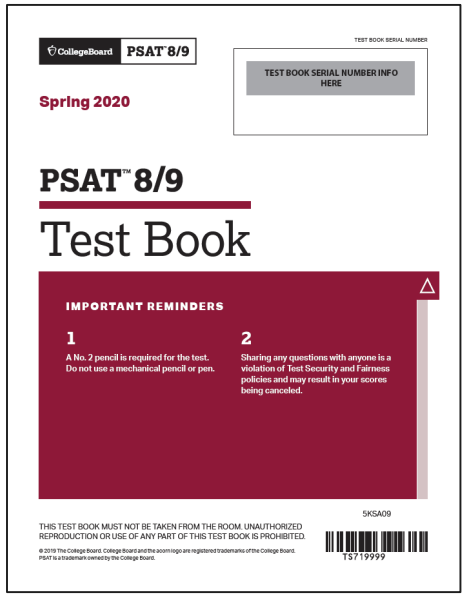
Important Notes for Spring 2020

Important Notes for Spring 2020

PSAT 10 and PSAT 8/9 Test Materials

- Schools are required to return all used and unused test books after testing.
  - Note: This is a new policy for the administration of PSAT 8/9 and PSAT 10 in April 2020. SAT School Day Test Books are always returned.
- All test books will include a serial number that will be recorded on student answer sheets.
  - Note: This policy also applies to SAT School Day Test Books.



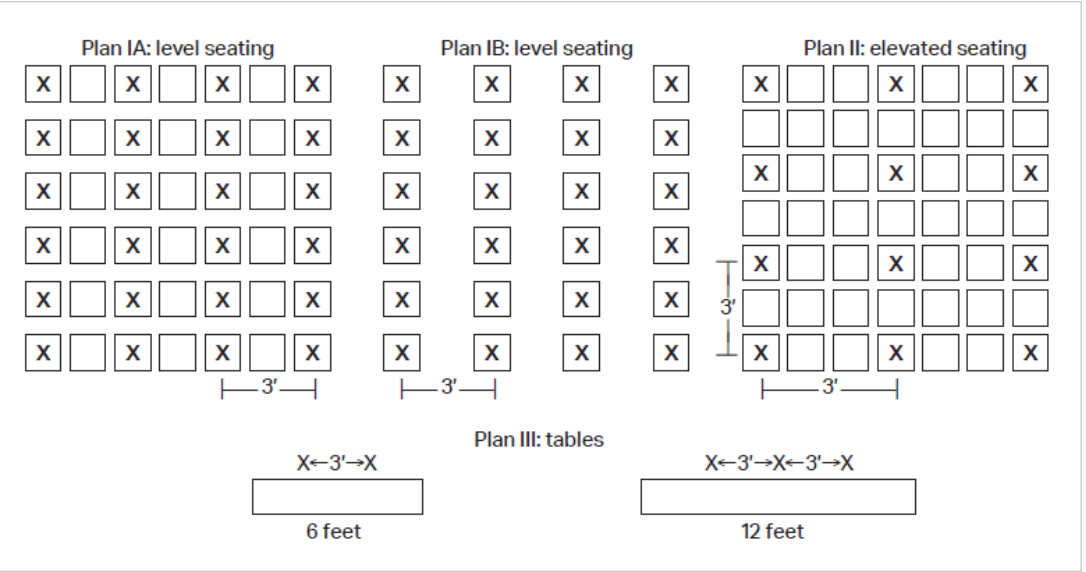


Important Notes for Spring 2020

Seating Requirements

Seating requirements have changed.

- The minimum distance between students has been reduced from 4 feet to 3 feet.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).
- At tables, students must be seated at least 3 feet apart and facing the same direction.
- You may seat 2 students at a table that is 6 feet or longer.



Important Notes for Spring 2020

Staff: Student Ratios

- Required staff-to-student ratios have been changed for accommodated rooms: the ratio is now 1 staff member per 20 students (instead of 1 to 10).
- A room monitor is not required until there are more than 20 accommodated students testing in the same room.

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	**Number of Room Monitors Needed**
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

Important Notes for Spring 2020

Test Material Pickups

- Test coordinators will now use their school's regularly scheduled UPS pickup to return materials.
- If UPS does not make regular pickups at your school, you'll schedule a pickup at ups.com or by calling 800-PICK-UPS (800-742-5877) using the pre-paid label and information provided by College Board.

Important Notes for Spring 2020

Student Search Service, the optional questionnaire and consent

- Preadministration scripts now include options for administering the session to students with and without parental consent.
  - As part of the preadministration session, students have the option to participate in the free, voluntary Student Search Service® and the optional student questionnaire.
  - Consent is only required to opt into Student Search Service and complete the questionnaire. Students can still take the SAT and PSAT 10 without completing the questionnaire.
  - Follow your district or school policy for collecting parental consent. Schools and districts may opt to use the consent forms provided by the College Board (posted to https://www.isbe.net/Pages/testinvestinkidsact.aspx or may choose to use their own.
  - Parental consent should be collected prior to the preadministration session.
  - There is more information about the required and optional fields to complete during the preadministration session in the preadministration script located in the test coordinator manual and in Student Answer Sheet Instructions.

Important Notes for Spring 2020

MP3 Audio Format Delivered Through Streaming Application

- Beginning August 2019, students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive.
- There are two steps required of SSD coordinators or their designated proctors in order to administer the MP3 audio format to approved students.
  - Prior to test day, an application needs to be installed on each computer used for MP3 audio testing. SSD Coordinators can begin this step now.
  - On test day, the SSD Coordinator or Proctor will download the MP3 audio files for approved students.
- SSD Online access is required to install the application and the audio files.
  - SSD Coordinators will receive an access code that allows Proctors to access the areas in SSD Online needed to download and administer the test.
- More information/instructions will be available closer to test day.

Important Notes for Spring 2020

Irregularity (IR) Label for Answer Sheet Returns

- If you're reporting an irregularity, you will apply a pink Irregularity Report (IR) label to the outside of all used answer sheet return shipments.
- If you're reporting a test day irregularity, scores may be delayed if you don't apply the IR label to the outside of your shipment.

Important Notes for Spring 2020

New Resources to Support Instructional Planning

Test questions and answer explanations will no longer be provided in the Question and Analysis Report in the K12 reporting portal for the April PSAT 10 and PSAT 8/9 administration.

- Instead, educators will have access to a content repository of released items that align, in subject and difficulty, and can be used with the score data.
- Students may continue to use Khan Academy to get a personalized practice plan based on their test results.
- Online and paper score reports will not indicate the correct answer, just whether the student answered correctly.

Staff Roles and Responsibilities

Testing Staff Roles

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT, PSAT 10, and PSAT 8/9 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 SAT, PSAT 10, and PSAT 8/9 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 the 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:

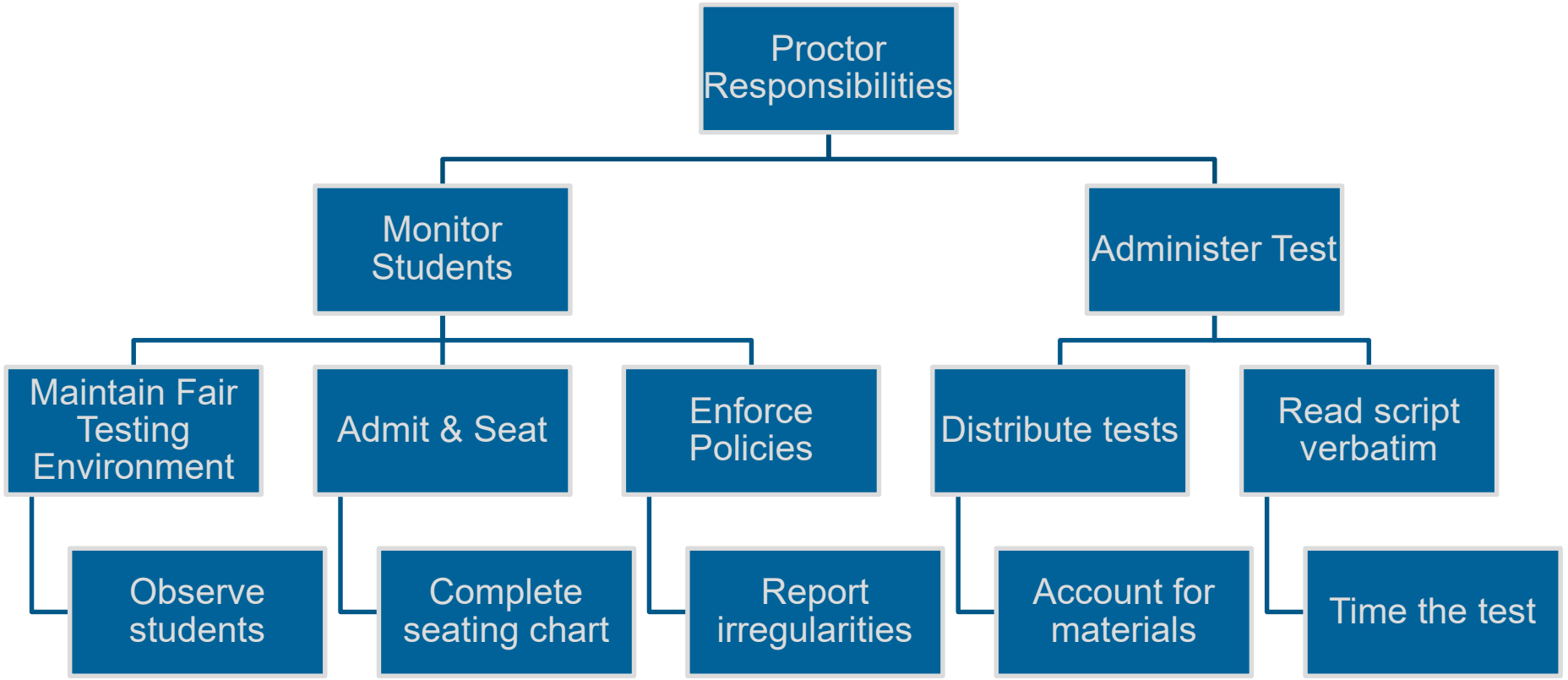
- Being the school's liaison with the College Board's Services for Students with Disabilities office
- Submitting accommodation requests for all students who require them
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the SAT, PSAT 10, and PSAT 8/9 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
- Partnering with the test coordinator to download MP3 streaming application and test content.

Testing Staff Roles

The proctor(s) is responsible for managing all activities that happen in the testing room.

Each room requires one proctor.

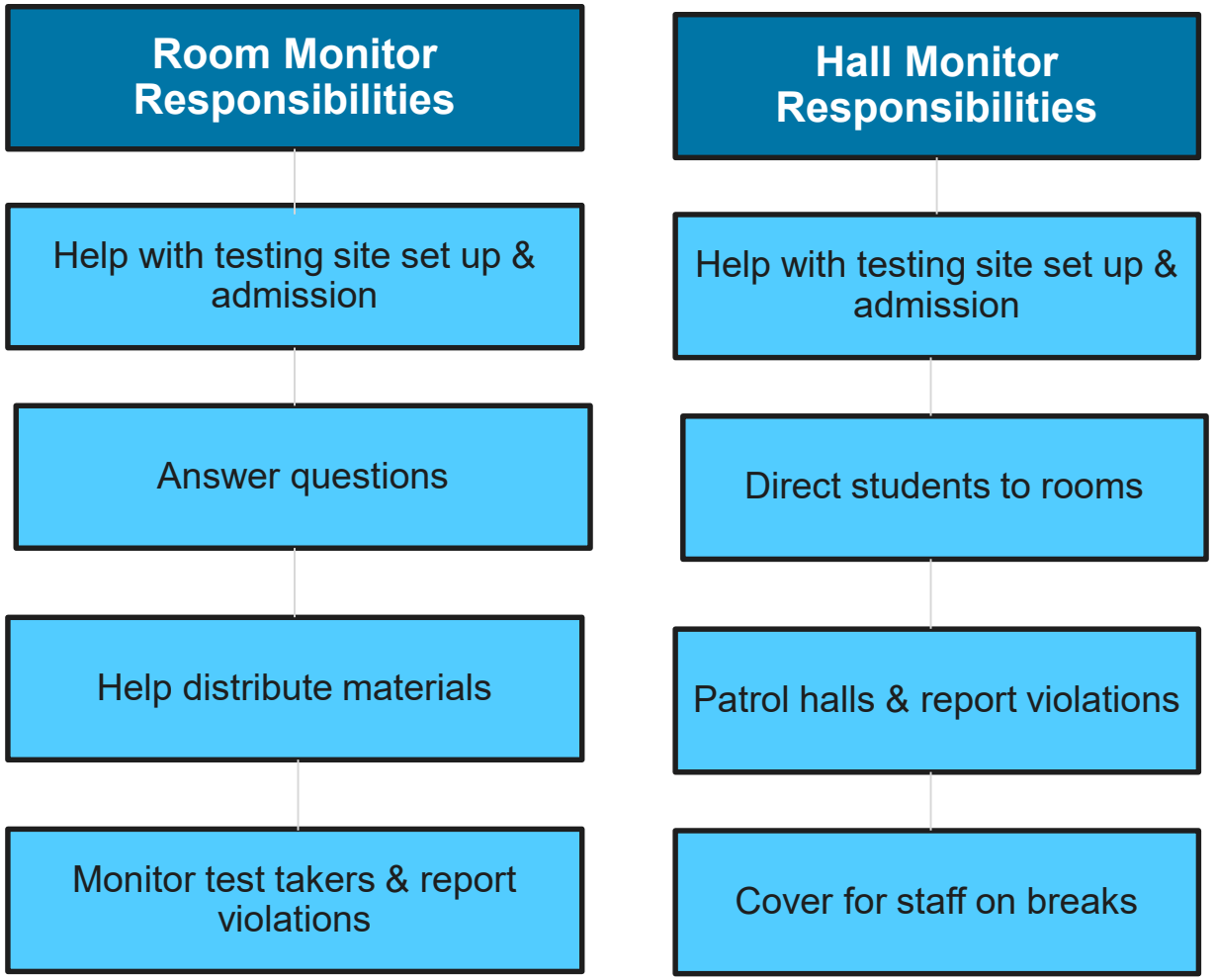
Proctor



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.



Before the Test

Before the Test

- Prepare Your School
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

CollegeBoard

Accommodations & Supports

Services for Students with Disabilities (SSD)

English Learner (EL) Supports

Prepare Your School

Accommodations

Accommodation requests approved by the College Board are required for PSAT 8/9, PSAT 10, and SAT School Day.

- Accommodations requests must be submitted by the SSD coordinator in the SSD system to be approved before the ordering deadline.
- SSD coordinators will use SSD Online to submit accommodation requests on the behalf of students.
- Schools can have multiple SSD coordinators.
- If the SSD Coordinator is new, the following form must be completed: https://accommodations.collegeboard.org/pdf/ssd-coordinator.pdf.
- Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP® exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.
- If students test with any accommodations that are not preapproved by the College Board, scores for those students will not be reported.

Prepare Your School

Accommodations

- For students testing under the Invest in Kids Act, accommodation requests must be entered in SSD Online for all three assessments, PSAT 8/9, PSAT 10, and SAT School Day.

- The entry of PSAT 8/9 accommodations is required for state assessments, therefore, for students testing under the Invest in Kids Act, accommodations must be entered for students in Grade 9. This guidance is **not** provided in College Board's SSD Online.

Prepare Your School

Accommodations

For an on-demand training on SSD, visit:

- https://accommodations.collegeboard.org/webinar-understanding-accommodations-process

For more information on submitting requests in SSD, visit:

- https://accommodations.collegeboard.org/ssd-online/submit-requests

For more information on managing accommodations, visit:

- https://accommodations.collegeboard.org/ssd-online/manage-accommodations

Prepare Your School

Accommodations

Test Formats for Students with Disabilities

After accommodations have been entered and approved in SSD online, the test coordinator must place an order for any required nonstandard materials.

- For students testing under the Invest in Kids Act, accommodation requests must be entered in SSD Online for all three assessments, PSAT 8/9, PSAT 10, and SAT School Day
- After approval for accommodations is provided, test coordinators must order nonstandard test formats for students who need them.
- The following formats are examples of alternate formats that can be ordered online. This list is not exhaustive and may vary by assessment.
  - Braille
  - Large-type
  - MP3 files
  - Reader's script
  - Regular Type for Extended Time

Prepare Your School

English Learner (EL) Supports

English learners (ELs) will continue to be able to utilize EL supports for the spring 2020 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 (EL) Supports

Use of an approved word-to-word bilingual glossary:

- List includes approximately 100 glossaries for spring 2020.
- Use of glossary does NOT require an approval by College Board.

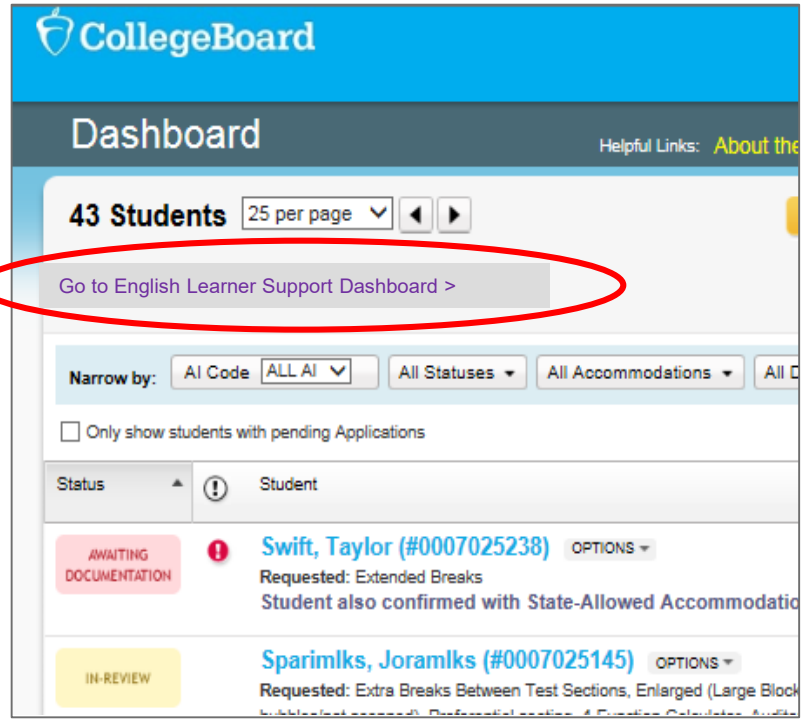
Use of translated test directions:

- 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, French (new for Spring 2020), 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.

The approved bilingual glossary list and translated test directions are available at https://collegereadiness.collegeboard.org/educators/k-12/english-learner-supports.

Prepare Your School

English Learner (EL) 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.
- School staff can request 50% extended time for ELs through the English Learner Support dashboard in SSD Online. Students will be automatically approved and no supporting documentation is required.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.
- The EL Support Dashboard will be available no later than January 14, 2020.

Before the Test

- Prepare Your School
- 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 student lists and room rosters depending on the number of students required to participate.
- 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	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT 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	Anita		3/5/2002	09090909	SAT w/Essay	23	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	SAT w/Essay	456	N	Essay	Purple			B. Proctor
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	0007024797	SAT w/Essay	789	Y	SB30	Blue	50% extended time	Spanish	S. Scholar
5	P	Szyrowski	Ella		6/12/2002	0007025799	SAT w/Essay	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0007025788	SAT w/Essay	234	Y	RJ	Purple			T. Coach

Before the Test

- Prepare Your School
- 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 number of students testing and the size of rooms used for testing will determine the number of rooms needed.

Options for rooms include:

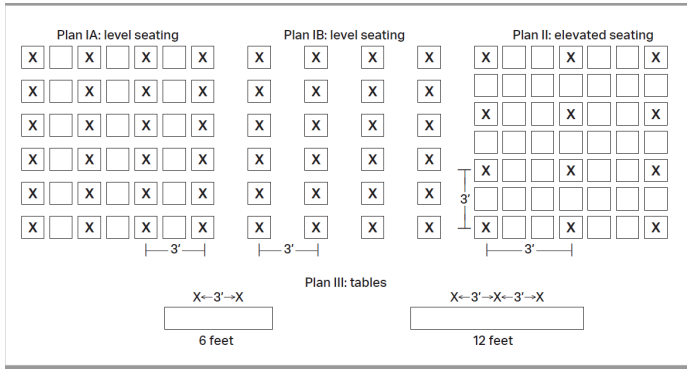
- Larger spaces, such as auditoriums and gymnasiums
- Smaller spaces, such as classrooms

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



- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- **Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).**
- Staff access to every student must be unimpeded.
- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- The following seating arrangements are not allowed:
  - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers
  - Seat assignments that follow any expected pattern or defined order
- If testing students in their homeroom, make sure students are seated at random.

Before the Test

- Prepare Your School
- 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

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**
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

- Each school should have one test coordinator per assessment and one SSD Coordinator.
- Every testing room needs 1 proctor.
- The additional staffing needed depends upon the number of testing rooms and the number of students in each room.
  - Formulas are available in Coordinator Manual
- Check with your school/district administration for any additional policies concerning who can serve as testing staff.
- Some schools utilize aides, paras, substitutes, and coaches.
- Please contact the National PSAT or SAT Educator Customer Service by phone if you need to make a change to the person appointed as the test coordinator or SSD coordinator.

Before the Test

- Prepare Your School
- 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, for those with consent, 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

Build Your Schedule

Administration Timing for PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9)

- 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 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 as long as they are away from the test materials.

Bell Schedules

- Bells must be silenced during test administration.

PA Announcements

- There should be no PA announcements during test administration.

Build Your Schedule

What is a preadministration session?

Estimated time:

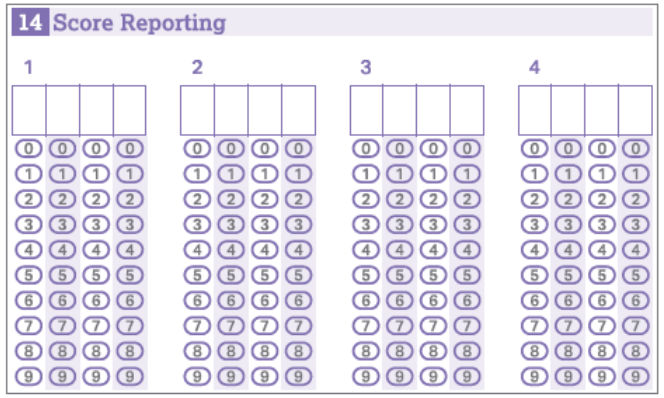
45-60 minutes for SAT

25-35 minutes for PSAT 10

20-30 minutes for PSAT 8/9

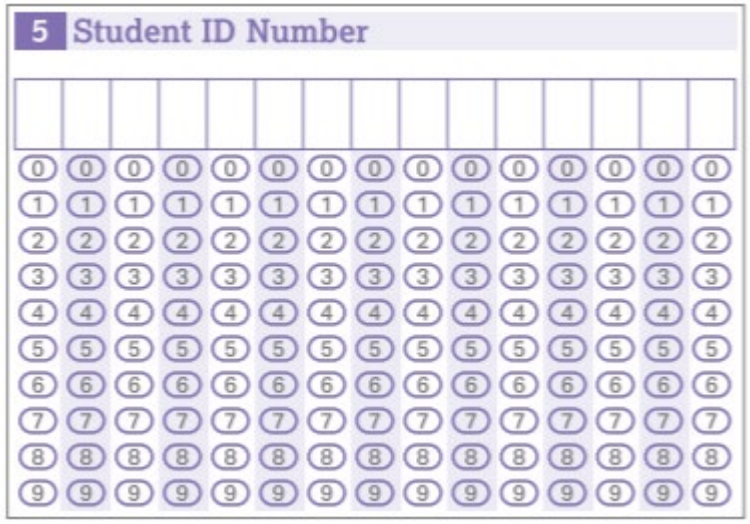
The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Fill out required personal information fields per guidance in the test coordinator manual.
- SAT and PSAT 10:
  - Complete optional student questionnaire.
  - Opt into Student Search Service (optional).
- SAT:
  - Select up to four colleges or scholarship programs to receive their SAT scores (optional).



Build Your Schedule

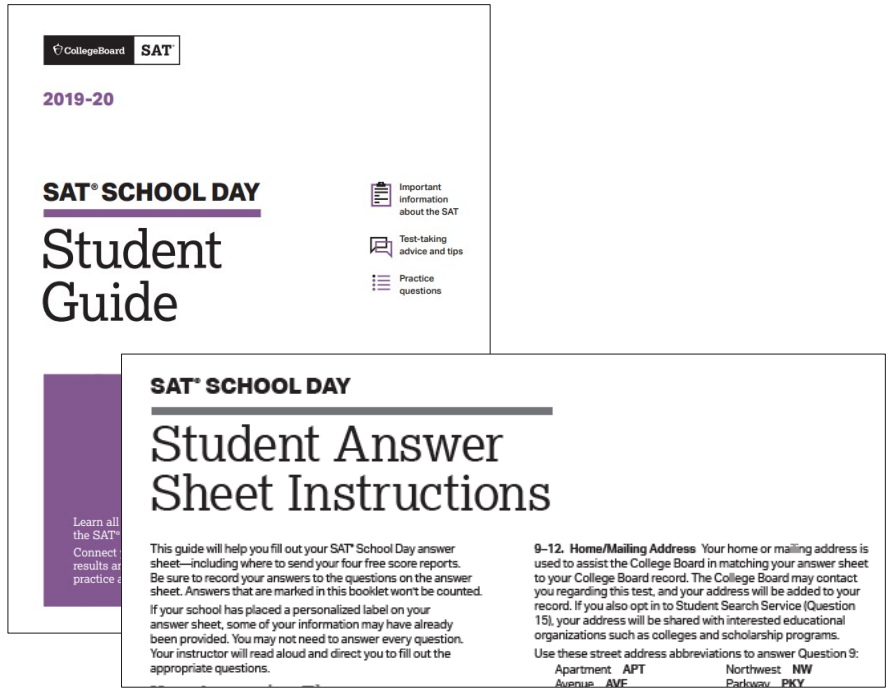
Plan a Preadministration Session



- Each school will receive shipments of preadministration materials for each assessment 3-4 weeks prior to test day. These shipments will include:
  - Answer sheets
  - Student Answer Sheet Instructions
  - SAT School Day, and PSAT 10 Student Guides
  - Manuals containing preadministration instructions for Coordinators
- Schedule a preadministration session ahead of test day to allow your students to fill in student background information and request their four free SAT scores sends.
- Students may use their school student ID as their Student ID number on the answer sheet.

Student Search Service® and Consent

SAT and PSAT 10



- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.
- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them. Search users can also search for students based on score ranges.
- In advance, schools should distribute the Student Guide provided in the preadministration shipment to students to discuss with their families. The Student Answer Sheet Instructions are also posted to the Invest in Kids Act website: https://www.isbe.net/Pages/testinvestinkidsact.aspx.
- Follow your district or school policy for collecting parental consent. Schools and districts may opt to use the consent form provided by the College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
  - Schools should collect consent from parents for students who wish to opt-into Student Search Service and complete the optional questionnaire.
  - Consent is required only to opt into Student Search Service and the questionnaire. Students can still take the SAT and PSAT 10 without completing this information.
- If a parent does not return a consent form, the school should proceed assuming that the parent did not consent.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Before the Test

- Prepare Your School
- 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
- Build Your Lists
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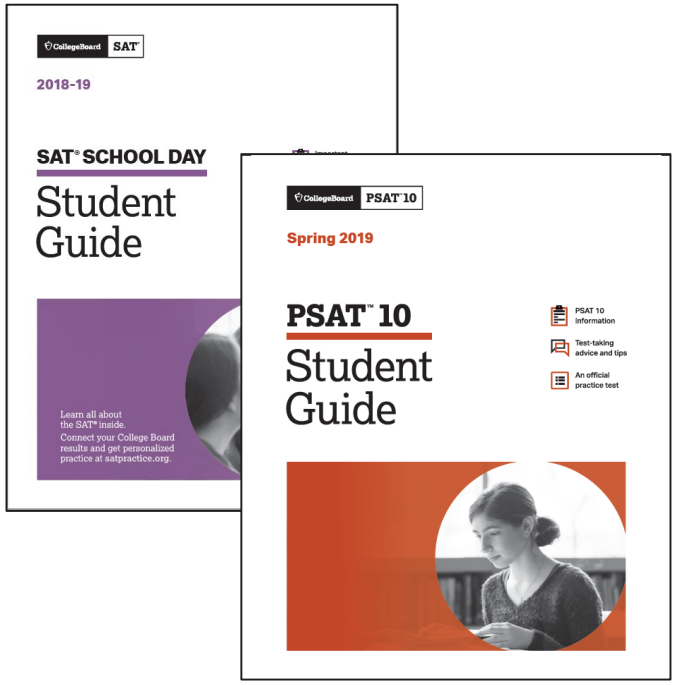
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

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.
- 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 about participation in Student Search.
- Encourage students to 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

http://psat.org/practice

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.

Prepare Your Students

New Official SAT Practice features to help students prepare

Features include:

Recommended SAT skills to practice 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

Tracking Materials

- Coordinators may view shipment tracking information in the Test Ordering System.

Shipping Status

Actions	Order Date	Processed	Shipped	Carrier	Tracking Number	Boxes
120 Standard Test Books						
	9/12/2019	9/21/2019	9/30/2019	UPS		1
120 Student Guides 150 Answer Sheets 10 Coordinator Manuals						
	9/12/2019	9/21/2019	9/30/2019	UPS		1
			9/30/2019	UPS		1
Returned Completed Materials						
	9/12/2019	9/21/2019	10/19/2019	UPS		1
			10/19/2019	UPS		1

Prepare Your SAT Testing Room Kits

Create testing room kits to hand out to Proctors on test day

- Testing room cover sheet
- Testing Room Materials Report form
- A copy of the room roster you created or NAR showing students assigned to the testing room
- Pre-labeled or gridded answer sheets (for the students assigned to each testing room)
- Blank answer sheets
- Student Answer Sheet Instructions booklets
- Irregularity Report (IR) forms
- SAT School Day Request to Cancel Test Scores forms
- “Testing in Progress” flyer
- 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

Test Security

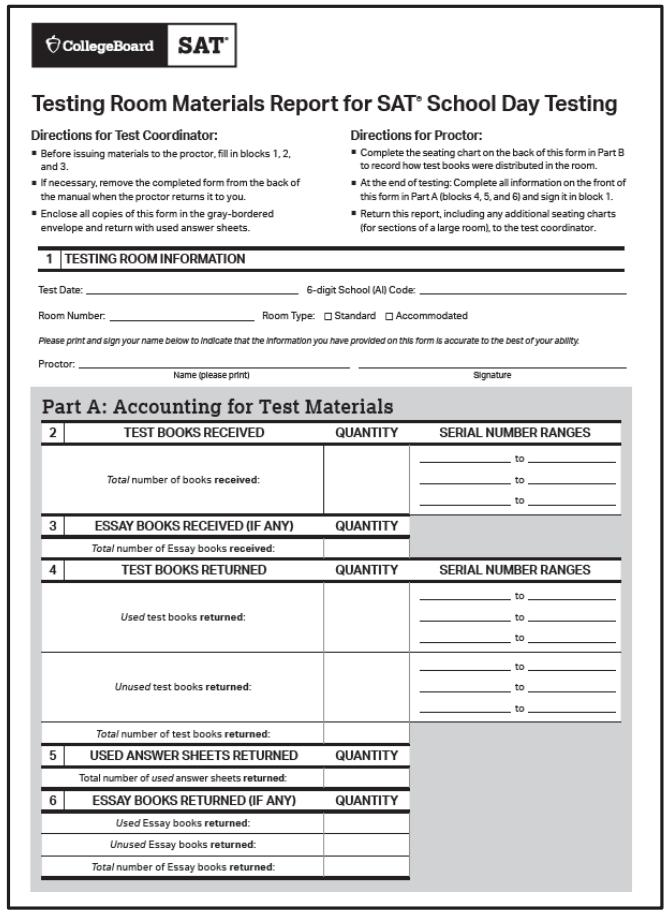
- Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.
- During testing, staff must:
  - Watch for roaming eyes. Some students may try to copy from a neighbor.
  - Carefully observe students using calculators. A smart phone can be disguised as a calculator 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 school policy 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



CollegeBoard SAT

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

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

Directions for Proctor:

- 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 coordinator.

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.

Proctor: _____ (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**:		

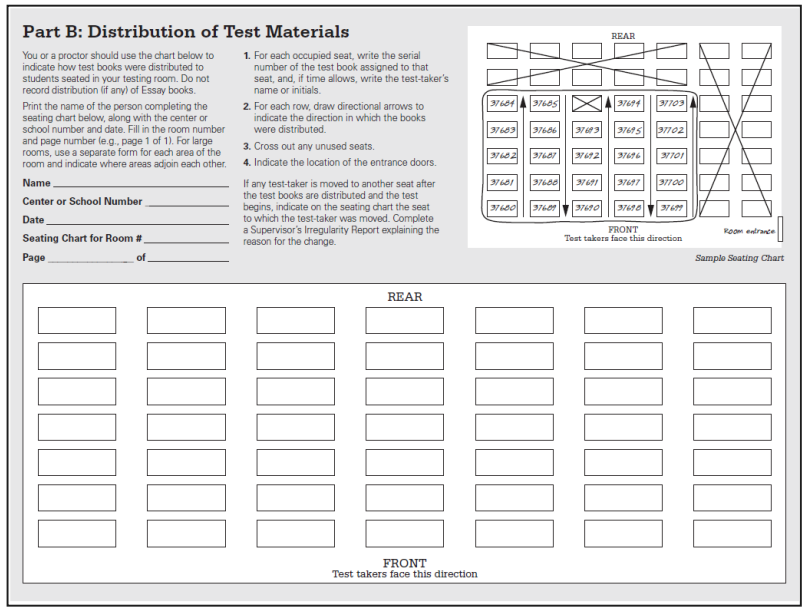
5	USED ANSWER SHEETS RETURNED	QUANTITY
	Total number of *used* answer sheets **returned**:	

6	ESSAY BOOKS RETURNED (IF ANY)	QUANTITY
	Used Essay books **returned**:	
	Unused Essay books **returned**:	
	Total number of Essay books **returned**:	

- 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 dismissing students from the testing room

Distributing Test Materials

- The proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat in the room.
- If any issues arise, the chart will be used in investigating reported irregularities.
- Seating charts for SAT are returned after testing. School staff are instructed to keep a copy of the PSAT 10 and PSAT 8/9 seating charts in their records.



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 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 _____

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.

REAR

31604	31605		31614	31703		
31603	31606	31613	31615	31702		
31602	31607	31612	31616	31701		
31601	31608	31611	31617	31700		
31600	31609	31610	31618	31699		

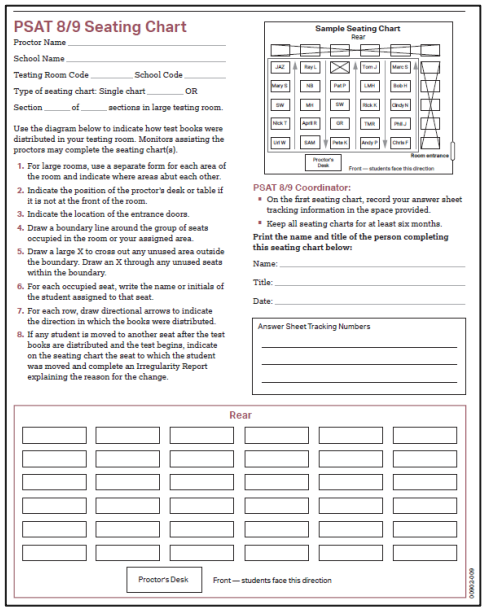
FRONT
Test takers face this direction

Room entrance

Sample Seating Chart

REAR

FRONT
Test takers face this direction



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 room.

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

1. For large rooms, use a separate form for each area of the room and indicate where areas abut each other.
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.

Sample Seating Chart
Rear

Proctor's Desk — Front — students face this direction — Room entrance

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: _____

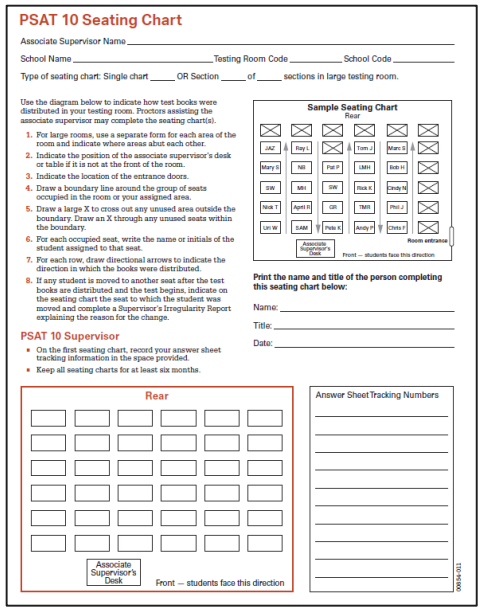
Title: _____

Date: _____

Answer Sheet Tracking Numbers

Rear

Proctor's Desk — Front — 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 room.

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).

1. For large rooms, use a separate form for each area of the room and indicate where areas abut each other.
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.

Sample Seating Chart
Rear

Associate Supervisor's Desk — Front — students face this direction — Room entrance

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

Name: _____

Title: _____

Date: _____

PSAT 10 Supervisor

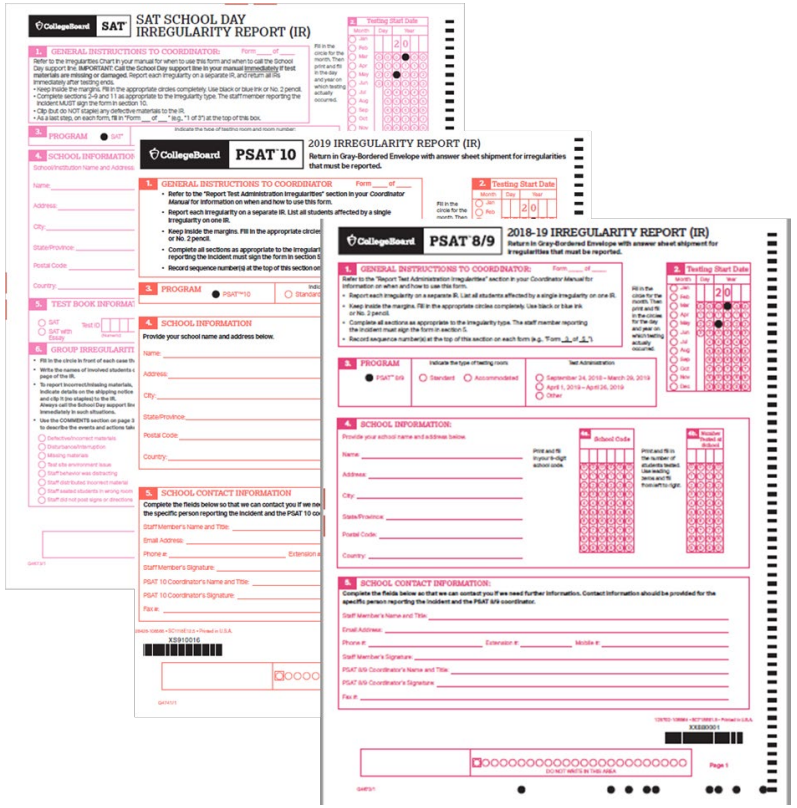
- On the first seating chart, record your answer sheet tracking information in the space provided.
- Keep all seating charts for at least six months.

Rear

Associate Supervisor's Desk — Front — students face this direction

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
  - Student complaints
  - Other incidents or disturbances
- 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.
  - IRs will also be useful when completing your makeup materials requests.

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.?
- How will you distribute materials to proctors?
- Where do you want proctors to return materials?

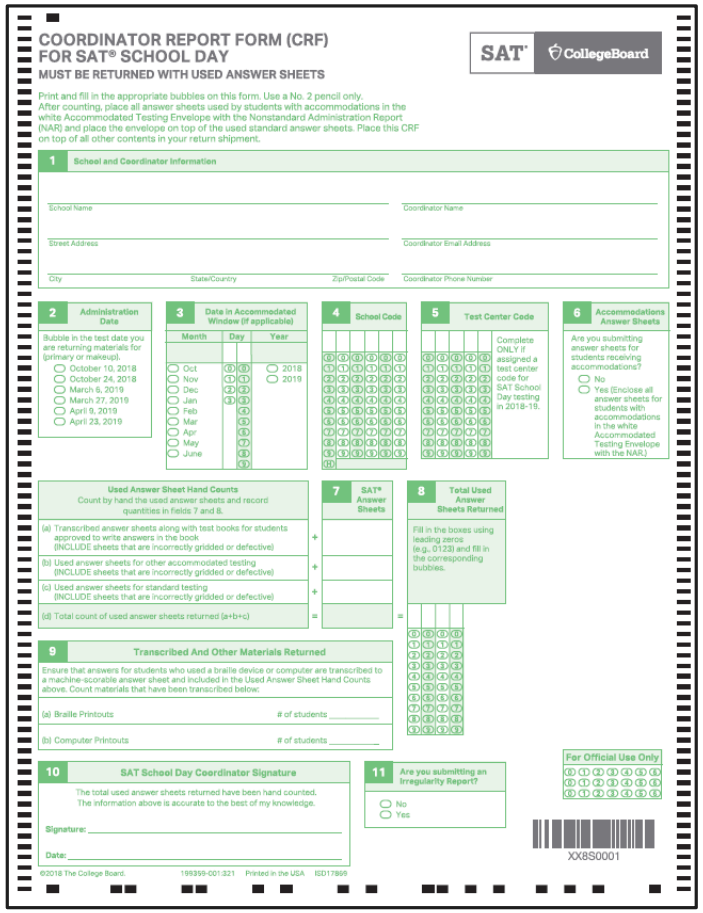
Helpful Hints

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.
  - 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.

After the Test

Coordinator Report Form (CRF)



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

SAT | CollegeBoard

Print and fill in the appropriate bubbles on this form. Use a No. 2 pencil only.
After counting, place all answer sheets used by students with accommodations in the white Accommodated Testing Envelope with the Nonstandard Administration Report (NAR) and place the envelope on top of the used standard answer sheets. Place this CRF on top of all other contents in your return shipment.

1 School and Coordinator Information

School Name | Coordinator Name
Street Address | Coordinator Email Address
City | State/Country | Zip/Postal Code | Coordinator Phone Number

2 Administration Date
Bubble in the test date you are returning materials for (primary or makeup).
October 10, 2018
October 24, 2018
March 6, 2019
March 27, 2019
April 9, 2019
April 23, 2019

3 Date in Accommodated Window (if applicable)
Month: Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, June
Day
Year: 2018, 2019

4 School Code

5 Test Center Code
Complete ONLY if assigned a test center code for SAT School Day testing in 2018-19.

6 Accommodations Answer Sheets
Are you submitting answer sheets for students receiving accommodations?
No
Yes (Enclose all answer sheets for students with accommodations in the white Accommodated Testing Envelope with the NAR.)

Used Answer Sheet Hand Counts
Count by hand the used answer sheets and record quantities in fields 7 and 8.
(a) Transcribed answer sheets along with test books for students approved to write answers in the book (INCLUDE sheets that are incorrectly gridded or defective) +
(b) Used answer sheets for other accommodated testing (INCLUDE sheets that are incorrectly gridded or defective) +
(c) Used answer sheets for standard testing (INCLUDE sheets that are incorrectly gridded or defective) +
(d) Total count of used answer sheets returned (a+b+c) =

7 SAT® Answer Sheets

8 Total Used Answer Sheets Returned
Fill in the boxes using leading zeros (e.g., 0123) and fill in the corresponding bubbles.

9 Transcribed And Other Materials Returned
Ensure that answers for students who used a braille device or computer are transcribed to a machine-scorable answer sheet and included in the Used Answer Sheet Hand Counts above. Count materials that have been transcribed below.
(a) Braille Printouts # of students
(b) Computer Printouts # of students

10 SAT School Day Coordinator Signature
The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.
Signature:
Date:

11 Are you submitting an Irregularity Report?
No
Yes

For Official Use Only

XX8S0001

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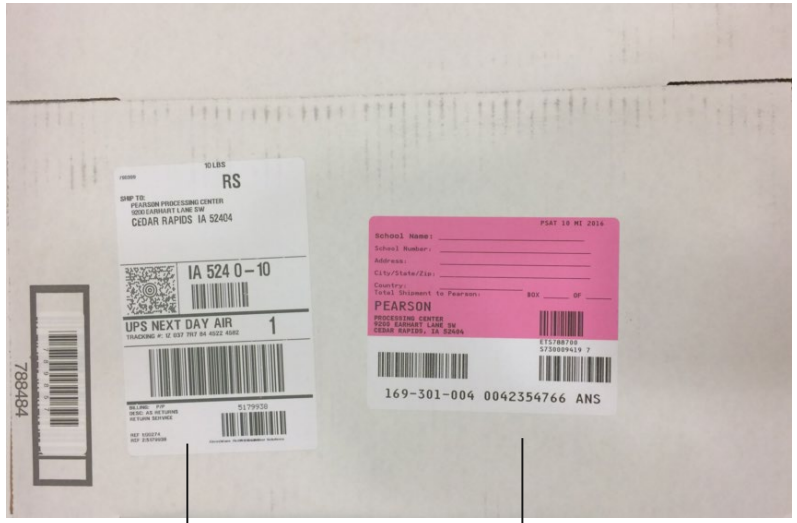
- CRFs will be returned for each assessment and test date.
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You may keep a copy of this form for your local records, but submit the original for processing.
- A sample form is included in the coordinator's manual.
- Confirm that your school code (AI code) is correctly prefilled in item 4—it's required for reporting of scores to your school, district, and/or state. Contact SAT 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 example, April 14 for the primary date and April 28 for the makeup date (SAT only).

Packing Answer Sheets

Updates

Image of white box for returning answer sheets



UPS Label

Pearson Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- 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.
- An answer sheet is considered “used” if:
  - It has at least one answer gridded in for the test, anything is written on the lined pages of the SAT Essay, and the answer sheet includes a label or gridded student information.
  - It has demographic information but no test responses (i.e., absentees). Return these answer sheets in the last outgoing used answer sheet return shipment, being sure to count them in the total number of used answer sheets on the CRF.
- Note: Blank answer sheets with no demographic information can be destroyed after testing.
- 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.
  - No answer sheets should be returned in the test book return shipment.

Packing Test Books

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

- Reuse the boxes in which your test materials arrived to return test books.
- Loose UPS labels with the header “TB Returns” will be included in the shipment. Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.
- Test book return labels are applied to each SAT, PSAT 10 and PSAT 8/9 test book return box.
- **IMPORTANT: School staff must return SAT, PSAT 10, and PSAT 8/9 test books.**
- No answer sheets should be included in the test book return shipments.

Test Materials Return Schedule

Schools must return materials no later than:

- **The day after the primary test date**
- **The day after all accommodated testing is complete, but no later than day following the end of the accommodated testing window (SAT only)**
- **The day after the makeup test date (SAT only)**

- Directions will be provided for coordinators to arrange their own pickups with UPS to better meet individual school schedules.
  - If UPS regularly stops by your school, you can give materials to the driver during those stops.
- Coordinators will use the tracking numbers on the return labels to schedule the pickups.
- IMPORTANT: When returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify that your return packages have been received after shipping.
- Answer sheets will not be scored if received late.

Makeup Testing

SAT

- Students who miss the primary SAT test date should be scheduled to participate in makeup testing on **4/28/20.**
  - Students approved for accommodations that allow them to test within the accommodated testing window for the SAT should test on the day they return to school but complete testing no later than the end of the accommodated testing window.
- Students who have an irregularity during testing may be eligible for a makeup. For example, a student who gets sick during testing can participate in the makeup administration for SAT.
  - Refer to the Irregularity Chart provided in the manual for directions.
- Further details around the process for ordering makeup materials for SAT will be provided to Test Coordinators via email closer to test day.
- New test books will be sent for all students testing on the SAT makeup test date.

Score Reporting

- Answer sheets will not be scored if received late.
- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, 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
- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at https://satsuiteofassessments.articulate-online.com

Test Ordering System

Key Actions for Ordering

Overview of College Board's Test Ordering System

National SAT School Day Customer Service Number for Educators:
888-SAT-HELP

National PSAT Customer Service Number for Educators:
888-477-7728

This guidance is provided for high schools that are not established as part of the ISBE-sponsored SAT, PSAT 10, PSAT 8/9 administrations.

- Schools order PSAT 8/9, PSAT 10, and SAT School Day tests through the College Board Test Ordering System: https://professionals.collegeboard.org/test-ordering-services
- The Test Ordering System is available **now** for placing orders for the March SAT School Day and April test administrations, as well as April PSAT 10 and PSAT 8/9 administrations.
- Within the Test Ordering System, coordinators are able to manage several processes for PSAT 8/9, PSAT 10, and SAT.
  - Place and manage standard and nonstandard test orders
  - Order student guides for SAT School Day and PSAT 10
  - Verify materials ordered
  - Request SAT School Day benefits for low-income students
  - Order test materials for the makeup date (SAT School Day only)
  - Complete the invoicing process

Educator Professional Log-In

Requirements for Ordering:

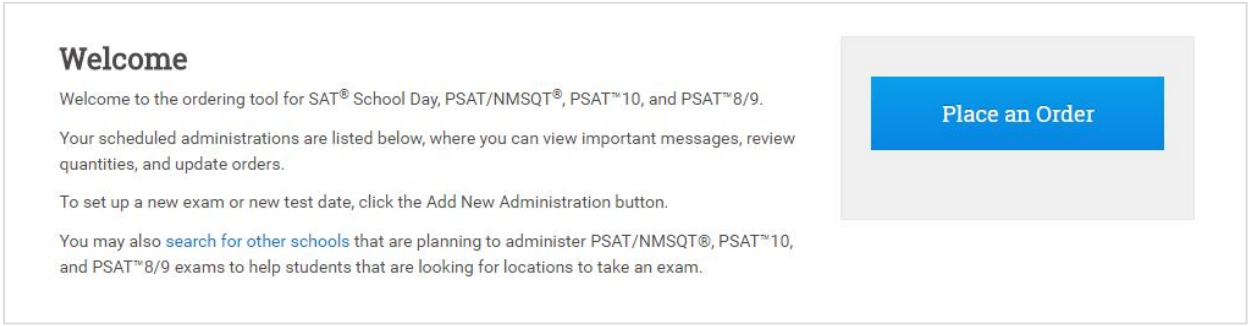
- Level 2 Attending Institution (AI Code)
- College Board Professional Educator Account
- Test Ordering Access Code

- In order to place an order for a school, a school must have an authorized Level 2 AI Code. If a school does not have a Level 2 AI Code, the school must apply for one through ETS: https://www.ets.org/. In Illinois, the six-digit code begins with 14.
- Schools can locate AI Codes at: https://collegereadiness.collegeboard.org/k-12-school-code-search.
- To place orders in the Test Ordering System, a coordinator must have the following:
  - College Board Educator Professional Account. If the coordinator is creating an account for the first time, the coordinator will need the school's 6-digit Level 2 AI Code.
  - **Test Ordering Access Code. If a test coordinator needs the Test Ordering Access code, PSAT/SAT Customer Service should be contacted.**
- If a test coordinator has previously placed exam orders in the Test Ordering System, then there is no need to create a new account.

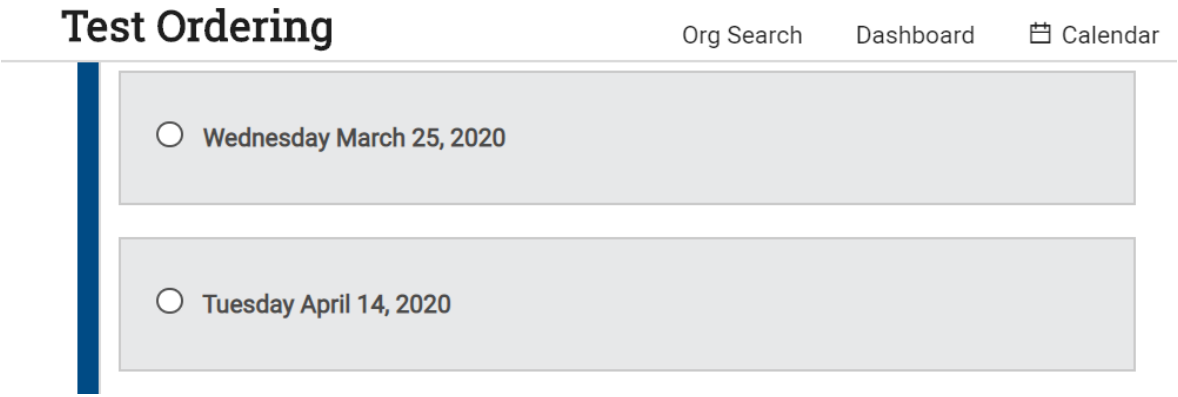
SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

Initiate SAT School Day Orders via the dashboard.



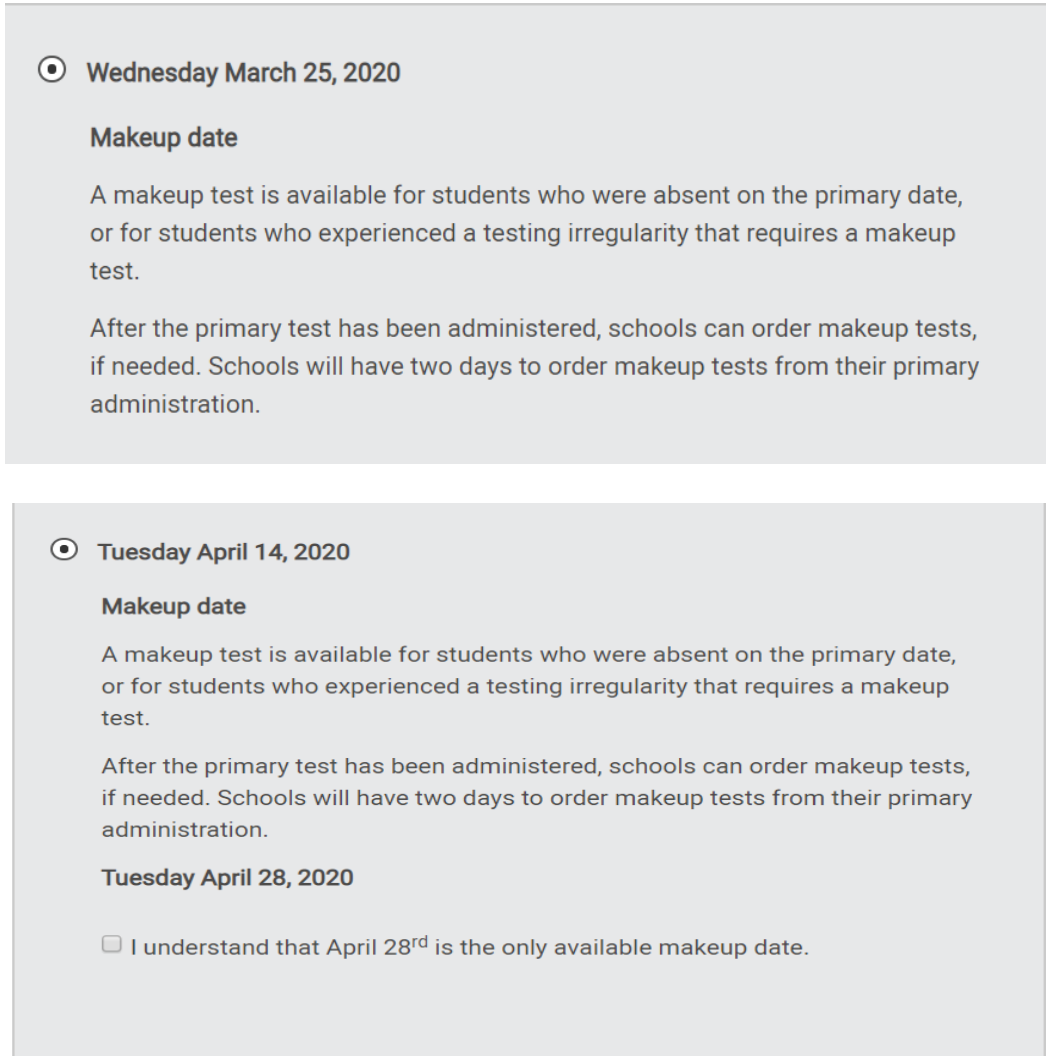
View all available SAT School Day Test Dates.



SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

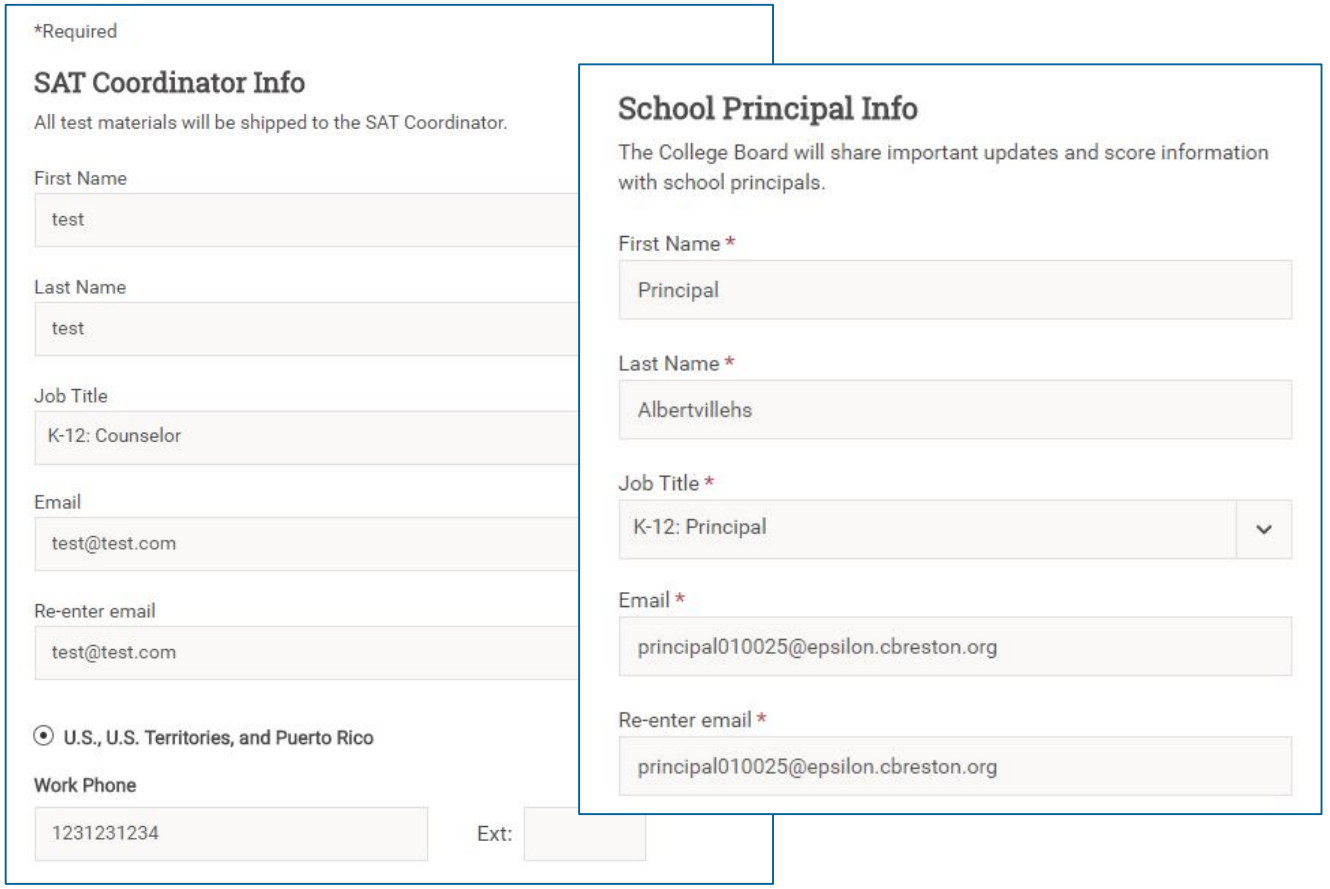
Select a primary and makeup date.



SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

Enter SAT Coordinator and Principal information



SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

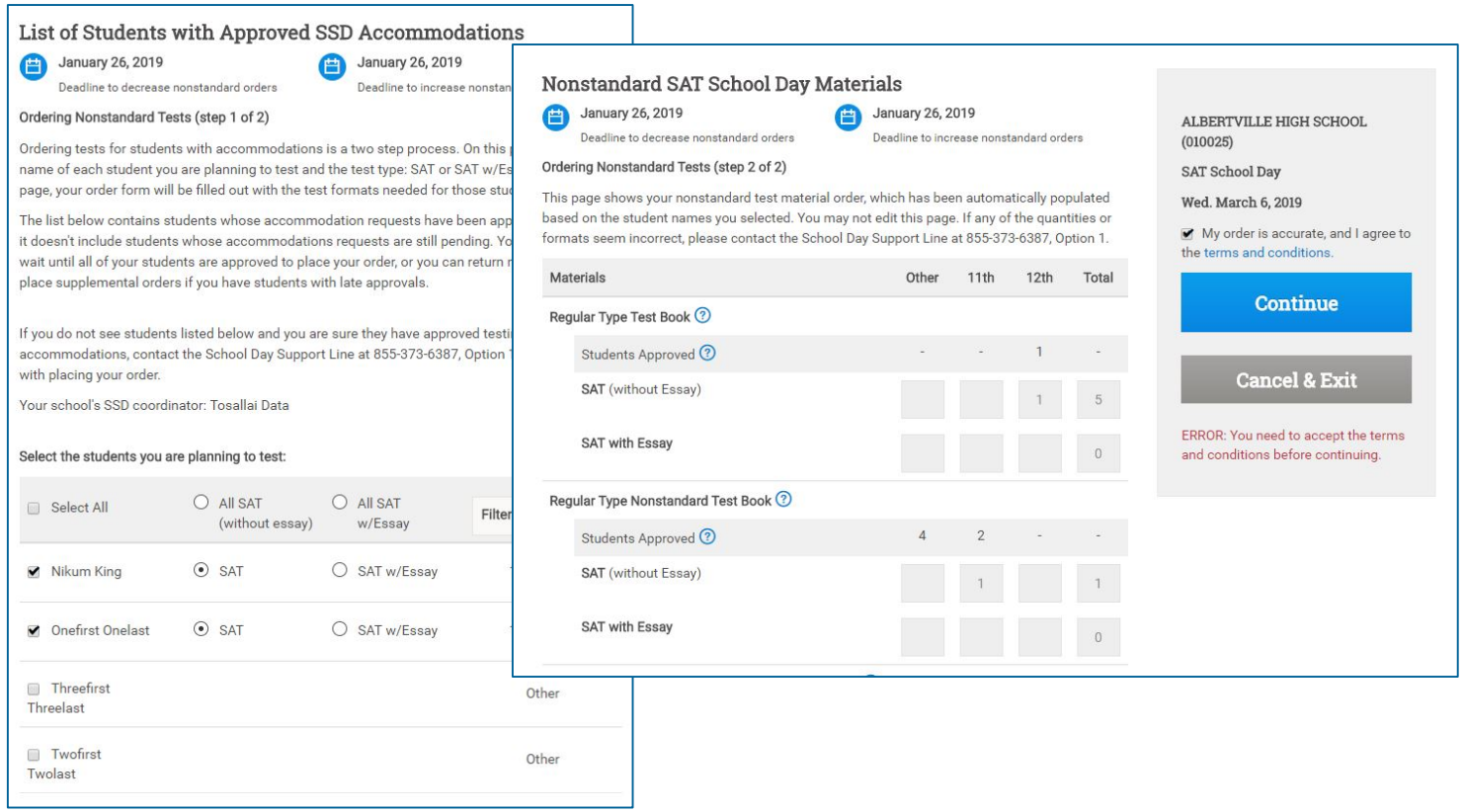
Enter SAT School Day with Essay standard test quantities for Grade 11.

Grade	Essay	Contract Coverage	Students Tested Last Year	Current Order
12	SAT (without Essay)	-	0	23
	SAT with Essay	-	0	
11	SAT (without Essay)	-	0	55
	SAT with Essay	-	0	
Other	SAT (without Essay)	-	0	
	SAT with Essay	-	0	
		Subtotal SAT without Essay (Rounded Up)		80
		Subtotal SAT with Essay (Rounded Up)		0
		Total Tests		80

SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

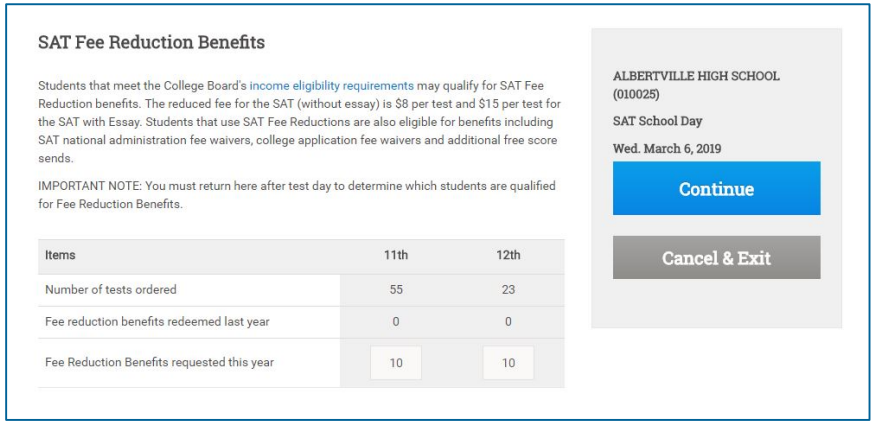
Select SSD quantities based off approved students. Review the SSD order and accept the SSD Terms and Conditions.

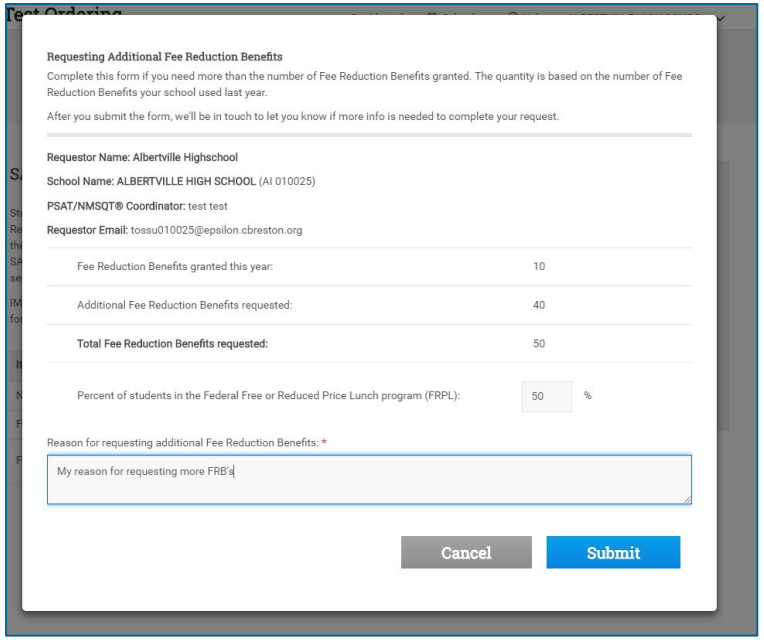


SAT School Day Ordering

Request Fee Reduction Benefits (FRB). If requesting more benefits than granted (per the benefits approved the prior year), the user will need to submit a request for review for the increase.

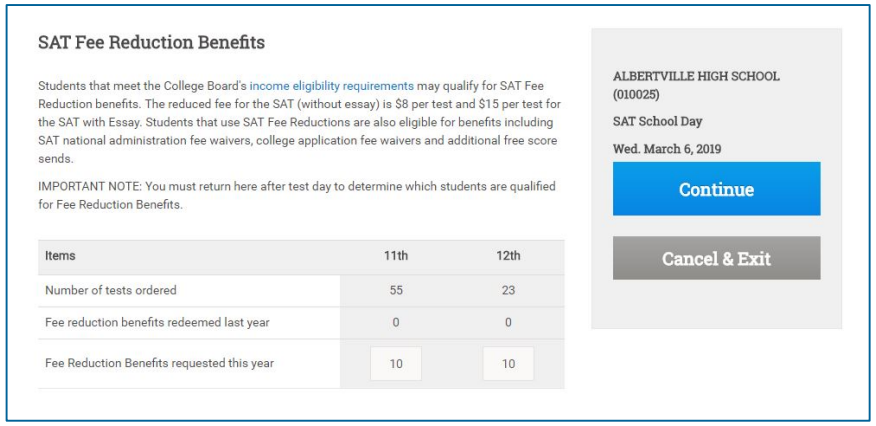
Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline





SAT School Day Benefits for Low-Income Students

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/about



Low-income students participating in SAT School Day are eligible for the same benefits as students who use fee waivers for weekend administrations:

Free Tests and Feedback

- 2 free Saturday SATs, with or without the essay
- 6 free SAT Subject Tests
- 2 free Question-and-Answer Service (QAS) or Student Answer Service (SAS) reports

Free College Benefits

- Unlimited score reports to send to colleges
- Waived application fees at participating colleges
- Free CSS Profile applications to apply for financial aid from participating colleges

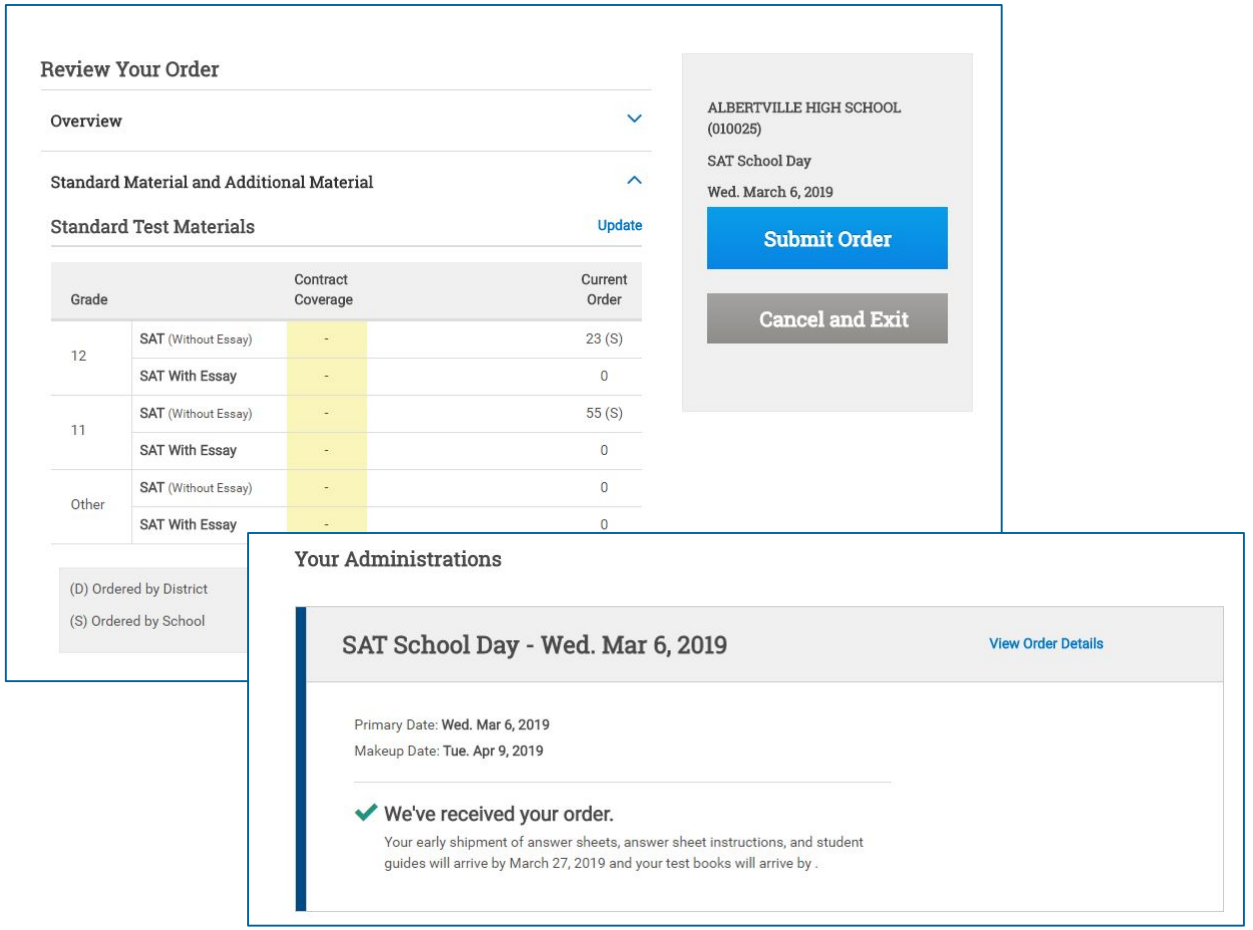
Students are considered low-income and eligible for additional SAT School Day benefits if:

- They're enrolled in or eligible to participate in the National School Lunch Program (NSLP).
- Their annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- They're enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- Their family receives public assistance.
- They live in federally subsidized public housing or a foster home, or are homeless.
- They are a ward of the state or an orphan.

SAT School Day Ordering

Please visit:
https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/timeline

Submit order and access the final order via the dashboard.

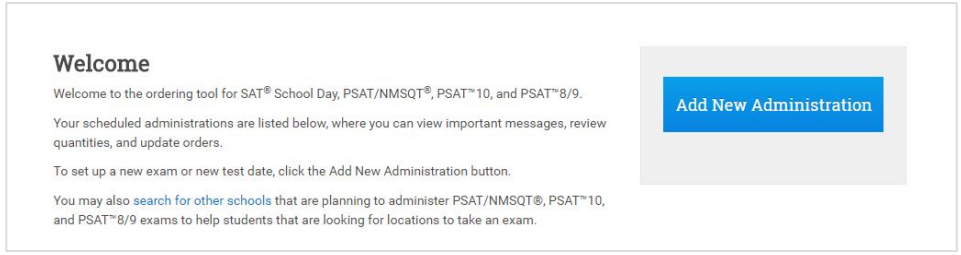


PSAT 10 and PSAT 8/9 Ordering

Please visit:
https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/ordering

https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/ordering

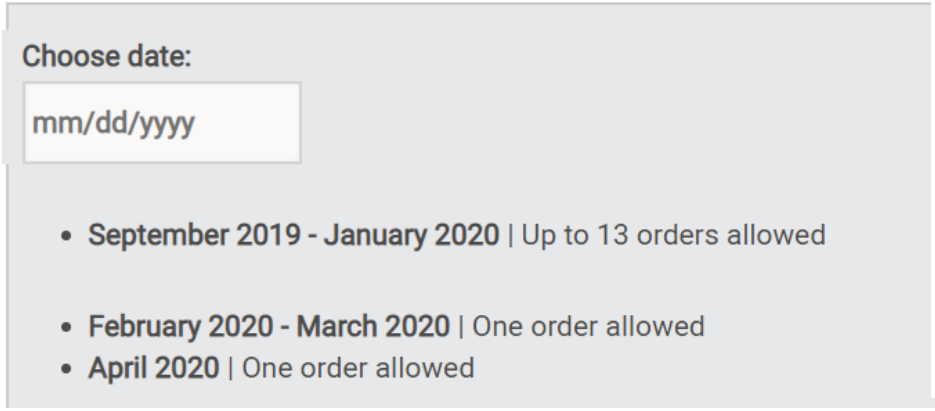
Initiate PSAT orders via the dashboard.



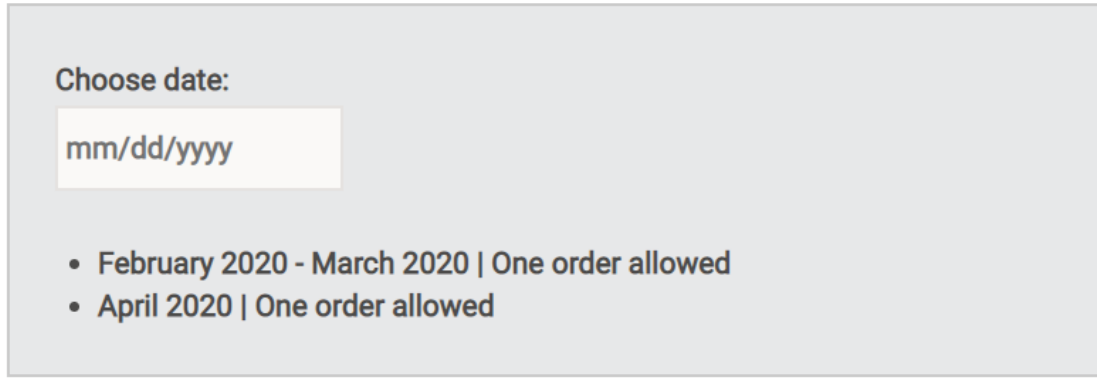
Select a test date based on the April PSAT dates that align to the key dates referenced on slide 4.

Note: When selecting PSAT 8/9 or PSAT 10 test dates, the user will be provided a calendar to select a date.

PSAT™ 8/9 (Paper and Pencil)



PSAT™ 10 (Paper and Pencil)

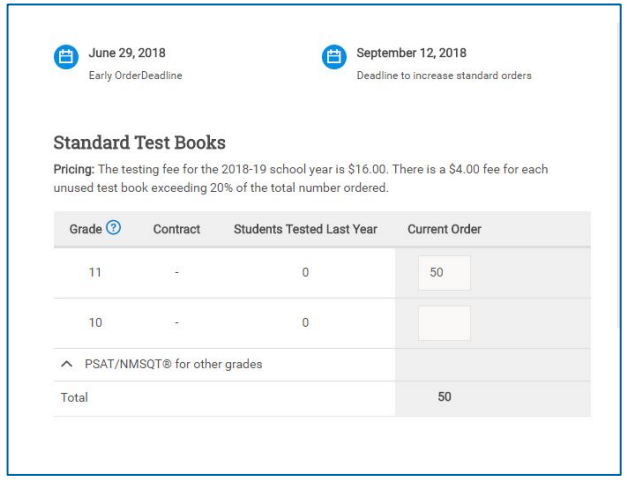


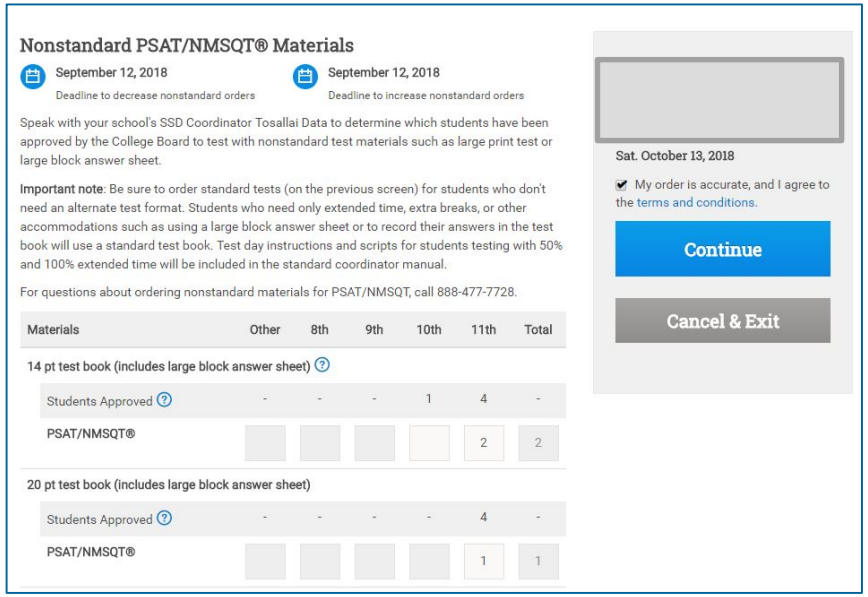
PSAT 10 and PSAT 8/9 Ordering

Please visit:
https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/ordering

https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/ordering

Select standard and non-standard test quantities and accept the Terms and Conditions.



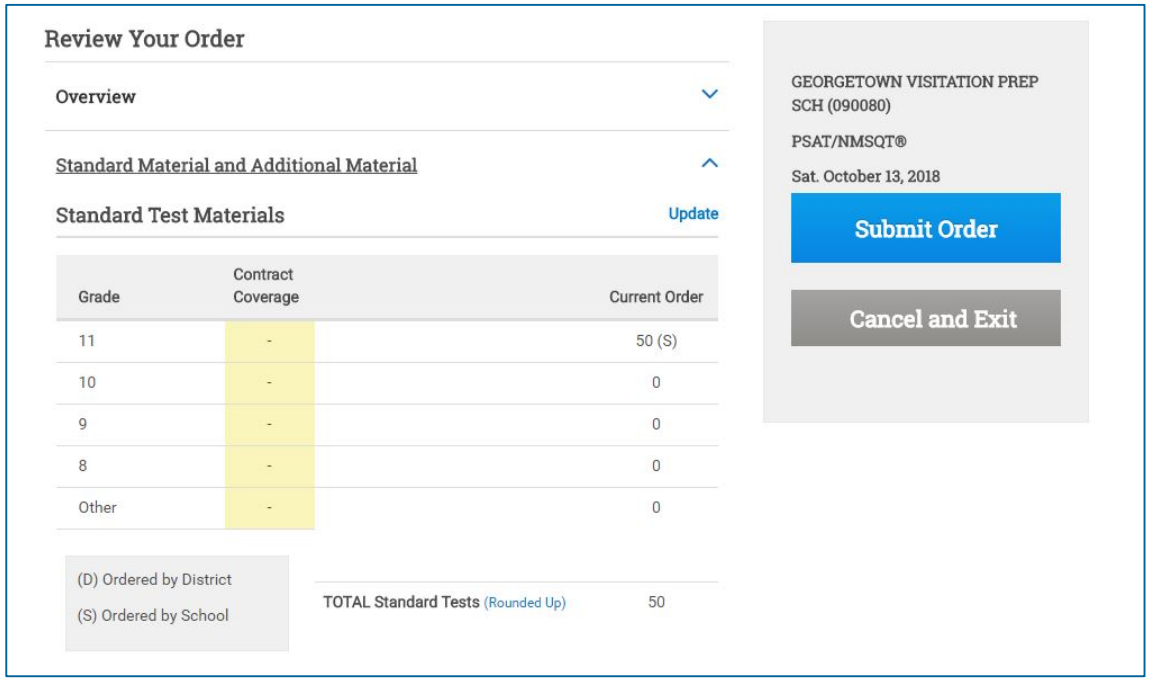


PSAT 10 and PSAT 8/9 Ordering

Please visit:
https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/ordering

https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/ordering

Submit the standard order.

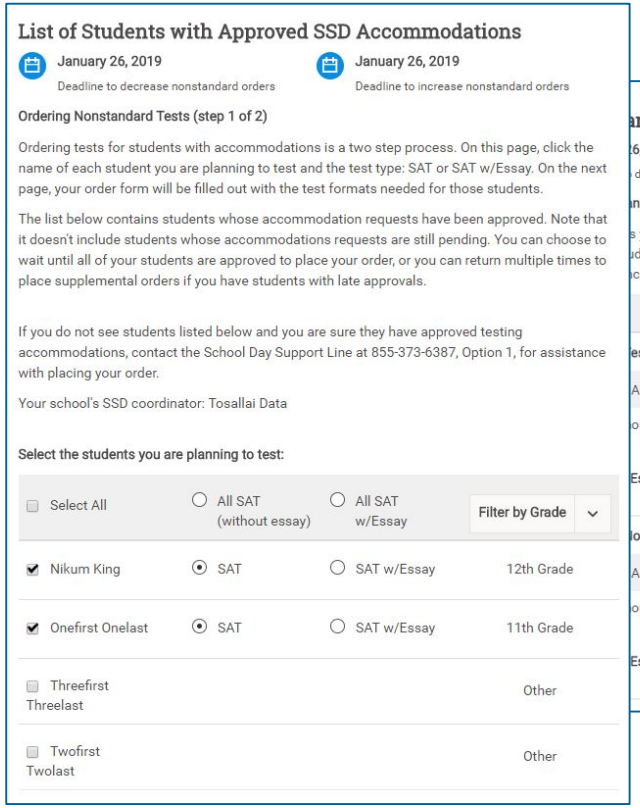


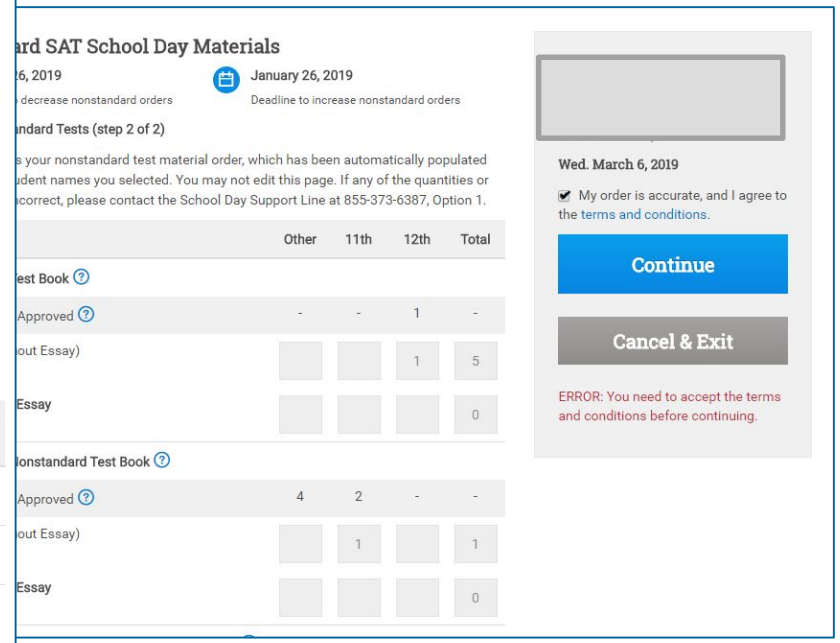
PSAT 10 and PSAT 8/9 Ordering

Select SSD quantities based off approved students. Review the SSD order and accept the SSD Terms and Conditions.

Please visit:
https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/ordering

https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/ordering



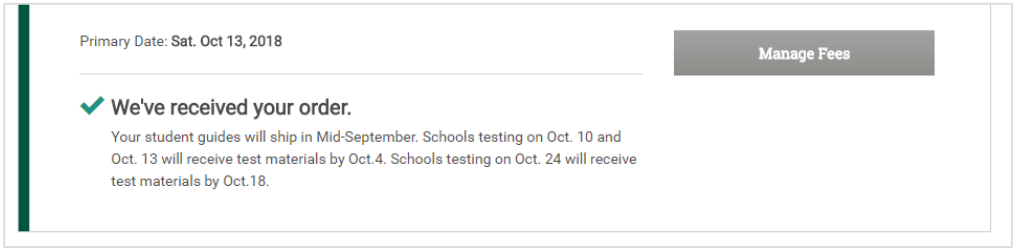


PSAT 10 and PSAT 8/9 Ordering

Please visit:
https://collegereadiness.collegeboard.org/psat-8-9/k12-educators/ordering

https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/ordering

Once the order is submitted, the final test order appears on the dashboard.



Invoicing

Key Actions for Invoicing

Invoicing Timeline

Action	Invoice dates following SAT School Day: March 25	Invoice dates following SAT School Day: April 14	Invoice dates following SAT School Day: April 28	Invoice dates following PSAT 10	Invoice dates following PSAT 8/9
Invoice Process Begins: Sign in to Test Ordering to review answer sheet accounts, make grade level adjustments, enter billing info.	April 20, 2020	May 11, 2020	May 25, 2020	6-8 weeks after College Board receives answer sheets	6-8 weeks after College Board receives answer sheets
Deadline to complete invoice information	May 15, 2020	June 5, 2020	June 19, 2020	June 5, 2020	June 5, 2020
Invoices mailed to schools	Late May	Mid-June	Late June	Mid-June	Mid-June

Final Information

Implementation Activities

Who, What, and When

November 2019 through February 2020		
Test Coordinator	SSD Coordinator	Teachers
Order test day materials in College Board's Test Ordering System. Prepare site for school day testing. Plan for rooms, furniture, and staff for test day. Plan for necessary schedule adjustments, including lunch, bells, and busses.	Apply for Accommodations (SSD Online). Confirm SSD students have the appropriate approved accommodations.	Share Official SAT Practice on Khan Academy information with Students.

Implementation Activities

Who, What, and When

February through March 2020		
Test Coordinator	SSD Coordinator	Proctors, Room Monitors, Hall Monitors
Train supervisors and test day staff using the College Board provided online training tools. Prepare for test materials delivery and storage. Conduct preadministration session.	Print NAR from SSD Online.	Read manuals and scripts as appropriate. Attend/complete training.
April 2020 – Administer the SAT, PSAT 10, and PSAT 8/9!		

Thank You!

Resources

- Visit the Invest in Kids Act webpage https://www.isbe.net/Pages/testinvestinkidsact.aspx
- Contact our Illinois Field Team: Maureen LaRaviere mlaraviere@collegeboard.org
- Practice Resources https://collegereadiness.collegeboard.org/sat/practice
- National SAT School Day Customer Service Number for Educators: **888-SAT-HELP**
- National PSAT Customer Service Number for Educators: **888-477-7728**

Questions?

Thank you!