

2017-2018 PSAT ISBE Reimbursement

Illinois State Board of Education Assessment and Accountability A. Rae Clementz



Purpose

- To provide information on the ordering & reimbursement process for PSAT related products in the 2017-2018 school year.
- Many details still being determined
- Check the PSAT 2017-2018 Reimbursement page regularly for updates.
- Any questions asked during this webinar will be compiled into an FAQ and posted to the PSAT Reimbursement page.
- <u>https://www.isbe.net/Pages/PSATreimbursement.aspx</u>



Please Contact College Board

- Much of the following content comes from College Board, and refers to their ordering and invoicing systems.
- Provided for educative purposes, and staff available for questions.
- For questions about eligibility, updates on reimbursement procedure, contact ISBE.
- For orders, pricing, invoice questions, accommodations, and all other assistance, please contact College Board at (847) 653-4500 or at <u>romwro@collegeboard.org</u>



Eligible for Reimbursement

- Existing (and expanded) fall administrations of:
 PSAT 8/9 (9th graders) and PSAT/NMSQT (10th graders)
- Existing or new spring administrations of:
 - PSAT 8/9 (9th graders) and PSAT10 (10th graders)
- Caveats & limitations
 - 1 administration per student
 - Reimbursement cannot exceed enrollment in SIS
 - If multiple administrations, district determines which to submit for reimbursement
 - District is responsible for over-ordering & optional services

VERY IMPORTANT

- Make sure your school is on the approved for reimbursement list
- Keep your enrollments in SIS up to date



Ordering Key Dates

- **December 15, 2017** | Deadline to complete PSAT 10 SSD requests for February and March testing.
- December 22, 2017 |Deadline for schools to order tests using the preadministration option for February and March testing. Answer sheets and supervisor manuals received by January 19, 2018.
- January 26, 2018 | Deadline for U.S. schools and districts to order test materials for February and March.
- February 7, 2018 | Test materials arrive for schools testing in February and March.
- February 16, 2018 | Deadline for schools to order tests using the preadministration option for April testing. Answer sheets and supervisor manuals received by March 16.
- February 19, 2018 | Deadline to complete PSAT 10 SSD requests for April testing.
- February 26, 2018 |Spring testing opens.
- March 2, 2018 | Deadline for schools and districts to order test materials for April.
- March 26, 2018 | Test materials arrive for schools testing in April.
- April 27, 2018 | Spring testing ends.



Accommodations

- PSAT 10 requires the Services for Students with Disabilities (SSD) Coordinator make accommodation requests through College Board.
- Students do not need College Board approval to use nonstandard test materials for the PSAT 8/9.
- After consulting with the Services for Students with Disabilities (SSD) Coordinator, test coordinators order nonstandard test formats for students who need them.
- The following formats can be ordered online:
 - Braille
 - Large-type
 - MP3 files
 - Reader's script
- PSAT 8/9 accommodations do not carry over to the SAT, PSAT/NMSQT, PSAT 10, and AP Exams (and others) since they are not submitted to College Board for approval.



PLACING AN ORDER



Test Ordering System

- Order all PSAT-related assessments in the online Test Ordering System.
- Within the Test Ordering System, coordinators are able to:
 - Order test materials for PSAT/NMSQT[®], PSAT[™] 10, and PSAT[™] 8/9
 - Managing all exam orders
 - Track shipments of test materials and score reports
 - Order nonstandard test formats (for students approved for accommodations)
 - Request 11th grade Fee Waivers for PSAT/NMSQT
 - Order supervisor's manuals
- You must have a College Board Educator Professional Account.
- A school must have an authorized Level 2 AI Code.
 - Note: Almost every IL school already has an AI code due to their registration as a test site last year.



Educator Professional Log-In

- If you have placed exams orders last year in the Test Ordering System you do not need to create a new account.
- If you are creating your account for the first time, you will need to know your schools 6-digit Level 2 AI Code.
- Schools can locate AI Codes at: <u>https://collegereadiness.collegeboard.org/k-12-school-code-search</u>.
- If you can not locate your school's AI Code and need of additional help, please contact the Midwest Regional Office (847) 653 4500 for support and assistance.



School dashboard

- Upon login, schools will see generic content.
 - Once an order is placed, order details will appear in the lower half of the page.



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Placing an order

• Schools will select an administration date

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 The PSAT[™] 8/9) is for 8th- and 9th-graders and can be of	ffered in fall or spring.		- (CM2000)0045	1
		Learn more about these tests			
Fall 2016					
O PSAT/NMSQT	B Fall 2017 (Wednesday October	11, 2017)			
O PSAT* 8/9 Fall	2017 (September 25 - January 26	5, 2018)			
Spring 2017					
○ PSAT [™] 10 Sprin	19 2018 (February 26 - April 27, 20	18)			
O PSAT™ 8/9 Spri	ing 2018 (February 26 - April 27, 21	018)			



Placing an order: standard tests, student guides, supervisor's manuals

Exam orders can be placed in this step .

- Student Guides will be matched one to one per exam order.
- Supervisor's Manual will be determined by number of exams requested. You may change and order more if needed.





Placing an order: alternative formats

 Order materials for students with accommodations including large print test books, MP3 audio, Braille, Assistive Technology Compatible, etc.

Honstandard F Skrivini Sqre Fan materials		PROSPECT HIGH SCHOOL (143062
Speak with your school's SSD Coordinator to determine which students ner materials	id nonatandard test	PSAT* 10 Spring 2018
UPCMTE: Regular Print Test Books (pink test books) will no longer be used assessments starting in 2010. Be sure to order standard tests (on the prev students who don't need an alternate test format (e.g. students granted exi breaks, etc.). Scripts for students testing with 50% and 100% extended tim the standard supervisor manual.	for the PSAT-related lous screen) for ended time, extra e will be included in	My order is socurate, and I agree to the terms and conditions. Reason for placing order
Students who test with accommodations in a standard test room (e.g. thos preferential seating, foodimedication, targe block answer sheet, permission record answers in test book, etc. should use a standard test book. View a f accommodations If needed, go book to order standard test books for the	e who receive to test blood sugar, ull list of such se students.	
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20 pt test book (includes large block answer sheet)	•	Cancel & Exit
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MP3 Audio Test Format delivered on flash drive Reader Script (order one for each person who will serve as a reader) Large Block Anaver Sheet	0	



Placing an order: review and submit

 Prior to completing an order, schools can see the order details, including whether they selected the pre-administration option.

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Fee Waivers			Update		



Order Confirmation

• After submitting the order a confirmation message will appear on-screen and an email confirmation will be sent.





Review or Edit an Order

- To review/edit an order, schools must click 'View Order Details' on the dashboard.
- The Order Details page contains links on the left that bring users to different order details.
- Users click 'Update' and 'Cancel Exam' to make those edits.

Administrations		
SAT [™] 10 Spring 2	018	View Order Details
Primary Date: Wed. Oct 11, 2017		Manage Fees
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INVOICE GENERATION

TOS Dashboard

- ✓ Generate Invoice is available on test day for schools w/o FWs, and on 12/4 for schools with FWs.
- We are moving away from "remittance" and instead are using "generate invoice" or "calculate invoice".

CollegeBoard				Program Administrator 😩
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our Administrations				
SAT School Day Fall 2017	6			View Order Details
Premary Date: Wed. Oct 11, 2017 Makeup Date: Wed. Oct 25, 2017				Generate Invoice
We've received your order. Your early shipment of answer sheets, guides will arrive by mid-September an 2017.	answer sheet in d your teet bool	structions, and its will arrive by	abudent October 9,	Order Makeup Test
PSAT/NMSQT® Fall 2017				View Order Details
Primary Date: Wed. Oct 11, 2017				Generate Lavoice
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Fee Waiver Alert

 \checkmark ~35% of schools do not redeem their fee waivers. Schools that click Generate Invoice before 12/4 will see this alert. It allows them to proceed and delete their FWs (or fee reductions for SAT), or serves as a reminder that they will need to return at a later time.





Contact Info & Answer Sheet Counts (PSAT)

- Schools enter contact info at the top of the page.
- Prior to 12/4, schools enter self-reported answer sheet counts by grade.

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District Combact

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Borrowed / Loaned

- ✓ For PSAT-related assessments, there are no changes to the borrowed and loaned process.
- Borrowing / loaning is not allowed for SAT SD, so these pages will not appear for these customers.

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Printed Invoice (PSAT)

- Nonstandard tests are now included in the 'tests ordered' row for each grade.
- Schools that ordered Optional Services will see fees included.
- ✓ Schools can pay by check.

Fest Ordering	Org Search	Dach	ooard 🖽 Caler	dar @ Help FAIR LAWN HIGH SCHOOL
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Grade 10			.0,	district/state contracts
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ASR LAWN HIGH SCHOOL (310070)		
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Total number of students tested	E	50
11th grade tested	F	50
11th grade fee walvers being used		
Students tested at your school covered by district/state contracts	G	0
Total number of students exempt from school's bill (F+G)	н	0
Total number of students for whom fees are included (E-H)	£.	50
Billable unused tests (fees maybe applied to the school or district)	a.	.0
Free unused tests (20% of tests ordered or a minimum of 10)	à,	0
Over order fee (J-K X 34.00)	4	\$0.00
Total fees for students (does not reflect pricing for EPP contracte) (I X \$15.00)	м	\$750.00
School Subtotal		\$750.00
School Optional Services Fees		\$200.00
		1.1418.00



- The grade adjustments process overall is the same as last year.
- ✓ Grade adjustments may be made between 12/4 and 1/12 for fall and for about 30 days after 4/27. This is the same time users can indicate their fee waiver students.
- After the deadline closes the link is disabled and schools see that the deadline has passed.

Grade is often used to determine who to bill for student test fees (for example, whether fees are billed to the school, district, or state), and occasionally students may indicate an incorrect grade. Grade adjustments may be made for a limited time to ensure that your bill is accurate. Please note that any adjustments made here will not be reflected in score reports. Also note that grade adjustments will be discarded if there is a subsequent update to your school's answer sheet data; any previous grade adjustments will need to be re-entered.



Grade adjustments may be made between m/d/yyyy and m/d/yyyy

Grade Adjustments

Grade Adjustments

- Schools may redistribute quantities to different grades, but the total number of answer sheets may not change.
- A successful notification is displayed.

Grade Adjustments for Billing Purposes

To ensure accurate billing, you may update the quantity for each grade. The total may not be changed, only the distribution of students across grades. Requests for grade adjustments for more than 20 students will need to be submitted to Customer Service for approval. Please note that any adjustments made here will not be reflected in score reports. Also note that grade adjustments will be discarded if there is a subsequent update to your school's answer sheet data, any previous grade adjustments will need to be re-entered.



Grade Adjustments

- For adjustments for 20+ students, schools must provide the name of each student.
- A notification informs them that their request has been submitted for approval (by Customer Service).



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Check Often

- ISBE is building a grant application process
- Check the 2017-2018 PSAT Reimbursement page often for updated information

https://www.isbe.net/Pages/PSATreimbursement.aspx



