
Illinois
SAT®
PSAT™ 10
PSAT™ 8/9
Preadministration
& Rostering

Spring 2020

Agenda

Our goals today include:

- Review the Preadministration Session
- Discuss Rosters
- Review the Nonstandard Administration Report (NAR)

What is the Preadministration Session?

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

Preadministration Session

What is the preadministration session?

Estimated time:

45-60 minutes for SAT

25-35 minutes for PSAT 10

20-30 minutes for PSAT 8/9

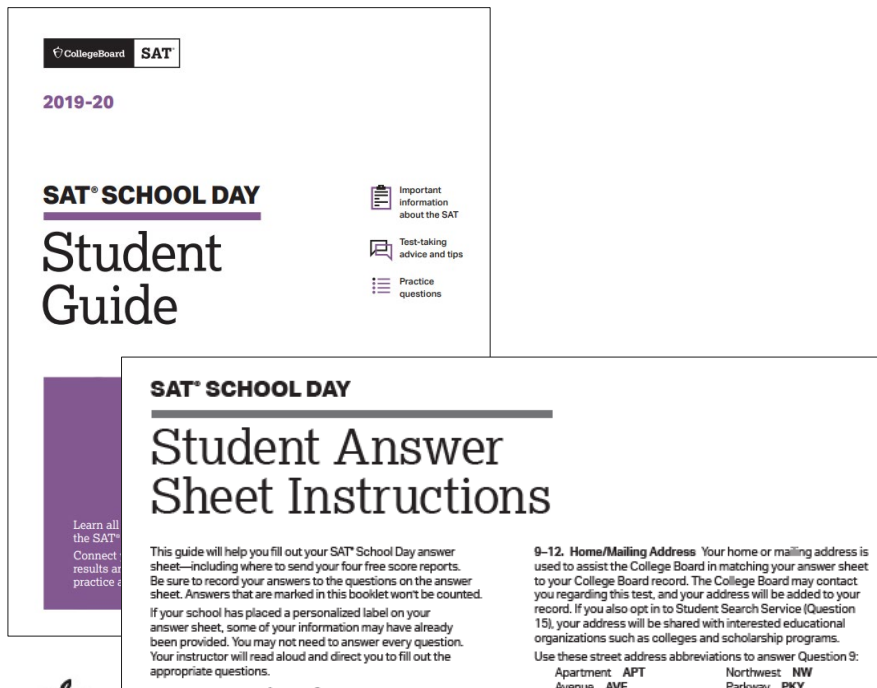
The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:

- Fill out required personal information fields (fields 1-9 on SAT answer sheet, and fields 1-8 on PSAT 10 and PSAT 8/9 answer sheets)
- SAT and PSAT 10:
 - Complete optional student questionnaire (parental consent required).
 - Opt into Student Search Service (parental consent required).
- SAT:
 - Select up to four colleges or scholarship programs to receive their SAT scores (parental consent not required).

14 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

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 and share the link to the Student Answer Sheet Instructions posted to ISBE's website for students to discuss with their families.
- 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-in to 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.
- Consent forms are required annually.

Preparing for the Preadministration Session

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with a backpack, looking towards the right. To his left is another student, and to his right is a young woman, also with a backpack, looking forward. The background is a brick wall.

Preadministration Session

- For the SAT March 25 administration, preadministration shipments arrived the week of February 24, 2020.
- For all April SAT, PSAT 10, and PSAT 8/9 testing, preadministration shipments are scheduled to arrive between March 17-19, 2020.

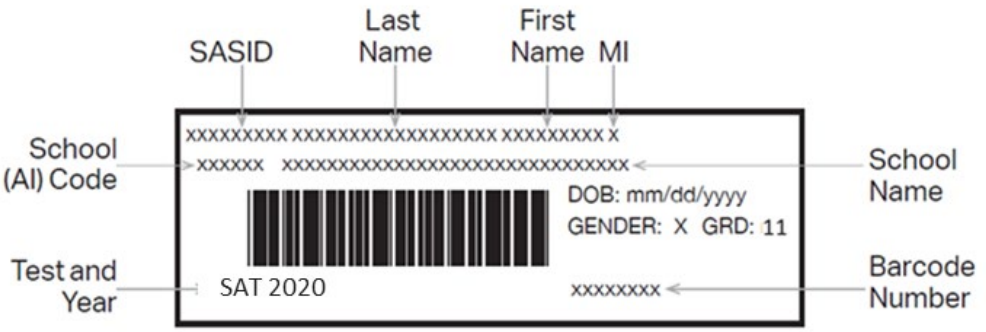
Shipments



Contents	SAT	PSAT 10	PSAT 8/9
Answer sheets	X	X	X
Student Answer Sheet Instructions	X	X	X
Student Guides	X	X	X
Coordinator Manuals	X	X	X
Standard Testing Manuals	X		
Accommodated Testing Manuals	X		
Labels for each student included in the Pre-ID file	X	X	X

Pre-ID Labels

- The established testing school for each student included in the ISBE SIS Pre-ID report as of January 17 (March SAT) and February 4 (April SAT, PSAT 10, and PSAT 8/9), will receive a pre-ID label for each listed students' answer sheet.
- The label contains the student's 9-digit State Assigned Student ID (SASID) which the student will need when gridding his/her answer sheet.
- Any student without a pre-ID label should be instructed to follow directions for gridding his/her personal information on the answer sheet. Schools should be prepared to provide the student with his/her 9-digit SASID.



This is the 2019-20 SAT School Day Answer Sheet. A shaded box at the bottom is labeled "PLACE PRE-ID LABEL HERE" and contains the text: "This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information." The form includes fields for name, school code, student ID, and date of birth.

This is the 2020 PSAT 10 form. A shaded box at the bottom is labeled "PLACE PRE-ID LABEL HERE" and contains the text: "This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information." The form includes fields for name, school code, student ID, and date of birth.

This is the 2019-20 PSAT 8/9 form. A shaded box at the bottom is labeled "PLACE PRE-ID LABEL HERE" and contains the text: "This box is ONLY for schools using pre-ID labels. Center the label in this shaded box. Please refer to the pre-ID label instructions and/or the Coordinator Manual for more information." The form includes fields for name, school code, student ID, and date of birth.

Pre-ID Labels

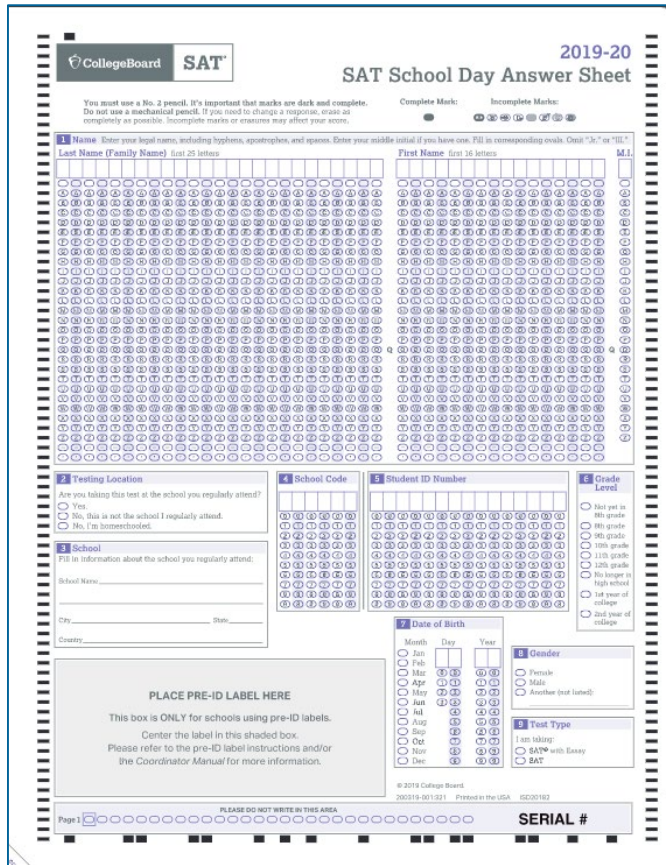
Verifying Information on the Pre-ID Labels

- If the first name or last name printed on the label does not correctly reflect the student's name as it appears in ISBE's Student Information System (SIS), please do not use the label. *Note that the label truncates very long names, so the label is ok to use if it does not match for this reason.*
- If any other information is incorrect, including DOB, SASID, or grade/test information, the label should be applied and this information should be corrected in ISBE's SIS. ISBE will send updated Pre-ID files from SIS to College Board approximately a week prior to each primary administration date.
- If you receive incorrect labels, labels for students no longer enrolled in your school, or labels for students who are not required to be tested, please shred or destroy these labels in a secure manner.
- Page 9 of the [Coordinator Implementation Handbook](#) contains guidance related to Pre-ID label use.

Preadministration Session

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

1. Name
2. Testing Location
3. School
4. School Code
5. Student ID Number
6. Grade Level
7. Date of Birth
8. Gender



The image shows the preadministration section of the SAT School Day Answer Sheet for the 2019-2020 school year. The form includes instructions for using a No. 2 pencil and a list of required fields to be bubbled in. The fields are: 1. Name (Last Name, First Name, Middle Initial), 2. Testing Location, 3. School, 4. School Code, 5. Student ID Number, 6. Grade Level, 7. Date of Birth, and 8. Gender. There is also a section for 'Test Type' with options for '1 hour labory', 'SAT[®] with Essay', and 'SAT'. A shaded box labeled 'PLACE PRE-ID LABEL HERE' is provided for schools using pre-ID labels. The form also includes a 'SERIAL #' field at the bottom.

Preadministration Session

Prepare for Session

- Apply Pre-ID 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, PSAT 10, and PSAT 8/9 Student Guides*
 - The SAT testing manual (Standard or Accommodated), and the PSAT 10 and PSAT 8/9 Coordinator manuals containing preadministration instructions and scripts
- Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups) and determine staffing needs.
- Conduct the session in school. Do not let students take the answer sheets home.

Preadministration Session

Prepare Staff

Meet with staff who will administer the sessions to:

- Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting
- Provide their room assignment
- Review roles and responsibilities of staff conducting the sessions
- Review the materials students will use during the session: answer sheets, pre-ID labels, and Student Answer Sheet Instructions
- Instruct staff to display the 6-digit AI code in a prominent place in the room for students to see

See the “Prepare Your Preadministration Session” of the Coordinator Manuals for more detail.

Preadministration Session

Prepare Students

Spring 2019

PSAT™ 10 Student Guide

- PSAT 10 information
- Test-taking advice and tips
- An official practice test



Spring 2019

SAT® SCHOOL DAY Student Guide

- Important information about the SAT
- Test-taking advice and tips
- Practice questions



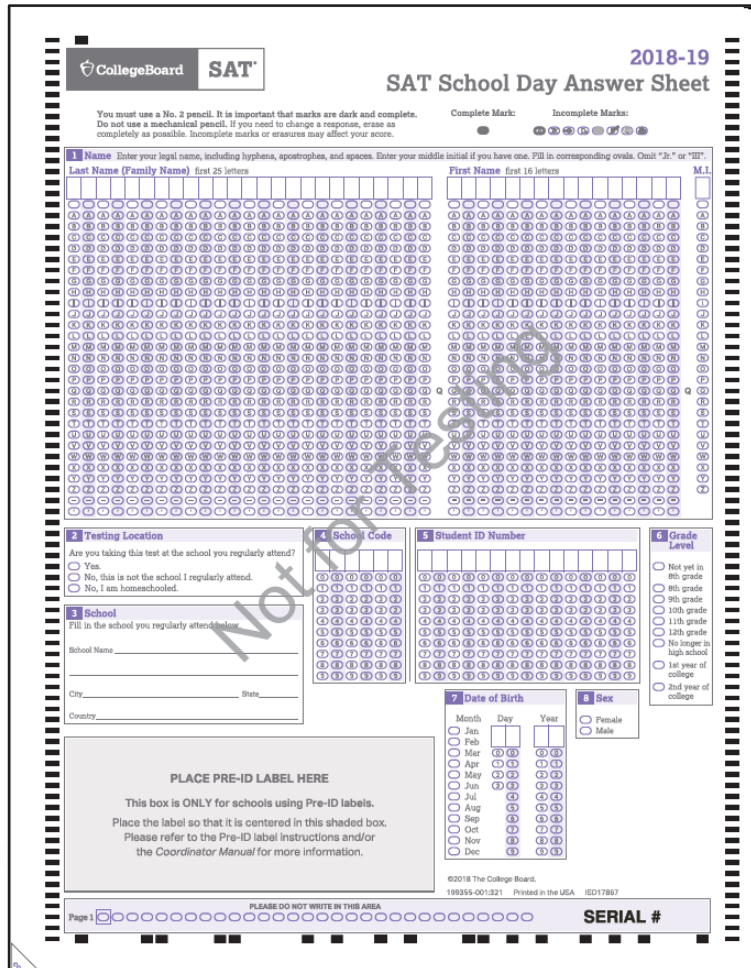
- Inform students of the scheduled session.
- Distribute *SAT School Day, PSAT 10, and PSAT 8/9 Student Guides* to students.
- Inform students they will need No. 2 pencils for the session.
- Share information about the preadministration session in advance so students can discuss with their families whether they will opt-in to Student Search Service and complete the optional questionnaire for SAT and PSAT 10 and which colleges they will select for their four free score sends for SAT.
- Samples of the Student Answer Sheet Instructions for each assessment are available on ISBE's [SAT/PSAT website](#). We encourage schools to share these documents ahead of the preadministration session so that students can discuss the optional questionnaire with their families. Sample answer sheets are also available for your reference on the [SAT/PSAT website](#).

Conducting the Preadministration Session

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is shaking hands with the student on the right. All three are wearing backpacks.

SAT Preadministration Session

- Plan for approximately 60 minutes.
- Distribute pre-labeled answer sheets and [Student Answer Sheet Instructions](#).
 - Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.
- All students will complete:
- Part 1: Personal Information
 - All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth, gender, and “SAT with Essay.”
- Part 2: Score Sends
 - Students will use the [Student Answer Sheet Instructions](#) to locate the appropriate codes for colleges or scholarship programs.
- Part 3: Optional Questionnaire
 - Students with parental consent will use the [Student Answer Sheet Instructions](#) to respond to the optional questions.



The image shows the 2018-19 SAT School Day Answer Sheet. At the top, it features the CollegeBoard logo and the text '2018-19 SAT School Day Answer Sheet'. Below this, there are instructions: 'You must use a No. 2 pencil. It is important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.' The form is divided into several sections for data entry:

- 1 Name:** Fields for Last Name (Family Name) first 25 letters, First Name first 16 letters, and M.I. (Middle Initial).
- 2 Testing Location:** A section with two radio button options: 'Yes, I am taking this test at the school you regularly attend?' and 'No, this is not the school I regularly attend. No, I am homeschooled.'
- 3 School:** A section for entering the school name, city, state, and country.
- 4 School Code:** A grid of bubbles for entering a school code.
- 5 Student ID Number:** A grid of bubbles for entering a student ID number.
- 6 Grade Level:** A section with radio button options for grade levels: 'Not yet in 8th grade', '8th grade', '9th grade', '10th grade', '11th grade', '12th grade', 'No longer in high school', '1st year of college', and '2nd year of college'.
- 7 Date of Birth:** A section with radio button options for Month (Jan-Dec), Day (01-31), and Year (00-99).
- 8 Sex:** A section with radio button options for 'Female' and 'Male'.

At the bottom of the form, there is a shaded box labeled 'PLACE PRE-ID LABEL HERE' with instructions: 'This box is ONLY for schools using Pre-ID labels. Place the label so that it is centered in this shaded box. Please refer to the Pre-ID label instructions and/or the Coordinator Manual for more information.' Below this box, it says 'PLEASE DO NOT WRITE IN THIS AREA' and 'SERIAL #'. At the very bottom, it includes the text '©2018 The College Board. 199355-001321 Printed in the USA ID17867'.

PSAT 8/9 Preadministration Session

- Plan for approximately 30 minutes.
- Distribute pre-labeled answer sheets and [Student Answer Sheet Instructions](#).
 - Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.
- All students will complete:
- Part 1: Personal Information
 - All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth, and gender.
- Part 2: Optional Questionnaire
 - Students will use the [Student Answer Sheet Instructions](#) to respond to the optional questions.

CollegeBoard PSAT 8/9 2018-19

You must use a No. 2 pencil. It is important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.

Complete Mark: Incomplete Marks:

1 Name Enter your legal name, including hyphens, apostrophes, and spaces. Enter your middle initial if you have one. Fill in corresponding bubbles. Omit "Jr." or "III."

Last Name (Family Name) first 25 letters First Name first 16 letters M.I.

2 Testing Location Are you taking this test at the school you regularly attend?
 Yes.
 No, this is not the school I regularly attend.
 No, I am homeschooled.

3 School Fill in the school you regularly attend.
 School Name _____
 City _____ State _____
 Country _____

4 Student ID Number

5 Grade Level
 Not yet in 6th grade
 6th grade
 7th grade
 8th grade
 9th grade
 10th grade
 Above 10th grade

6 Sex
 Female
 Male

7 Date of Birth
 Month Day Year
 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

PLACE PRE-ID LABEL HERE
 This box is ONLY for schools using Pre-ID labels. Place the label so that it is centered in this shaded box. Please refer to the Pre-ID label instructions and/or the Coordinator Manual for more information.

AX880001

19959-001-221 Printed in the USA ©2018-42 PLEASE DO NOT WRITE IN THIS AREA
 Page 1 SERIAL #

Preadministration Session

After the Session

Proctors:

- Collect all answer sheets and *Student Answer Sheet Instructions*.
- Confirm that all students have entered their 9-digit SASID accurately. For any students that left field 5, Student ID number, blank, enter their 9-digit SASID on the answer sheet and fill in the corresponding bubbles.
- Return answer sheets to the test coordinator as instructed.

Test Coordinators:

- Organize the answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day.
- Track students who missed the session and plan a makeup session prior to test day if possible.
 - The manuals also include instructions for assisting students to complete the student information and score sends on test day.
- Collect manuals from Proctors for use on test day.

Rosters

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.

Rosters

What is a Master Student List?

- Test coordinators will need to develop a Master Student List, or roster of test takers for SAT School Day, PSAT 10, and PSAT 8/9.
- Each proctor will need a roster for his/her room.
- Test coordinators will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment.
- Test coordinators should make a copy and save the list in a safe location for six months after test day.
- In the event of an irregularity or discrepancy, test coordinators may need the list to respond to inquiries from Educational Testing Service (ETS) or the College Board during an investigation.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	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	123	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	456	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2002	0001024791	789	Y	SB30	Blue	50% XT; translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2002	0007025799	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0001025788	234	Y	R1	Purple			T. Coach

Rosters

How to Create a Master Student List

- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to obtain the list of students to be tested.
- It is recommended that you use the Pre-ID reports from ISBE's Student Information System (SIS).
- The Pre-ID reports in SIS will continue to adjust in real time as students are enrolled in and exited from SIS.
- You may download the Pre-ID reports from SIS into a spreadsheet.
 - If needed, contact the SIS Helpdesk at 217-558-3600, option 3, for assistance in accessing this report.
- You should continue to enroll any new students, including students who have recently transferred to your school.
- Ask your SSD coordinator to print a copy of the Nonstandard Administration Report (NAR) from College Board's SSD Online system. Use the NAR to identify the number of rooms that will be needed for students testing with accommodations.
- Add room and staff assignments to the Master Student List.

Rosters

Room Rosters

- Once you have your room assignments for staff, you need to create a roster for each testing room that each proctor can use to record attendance on test day.
- Divide your Master Student List into individual room rosters for students testing in standard test rooms.
- You have the option to build room rosters for accommodated testing rooms or use copies of the NAR.
- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred to your school).
- In addition, work with your Services for Students with Disabilities (SSD) coordinator to identify students who may have recently been approved for accommodations or supports.
- Continue to update your Master Student List and room rosters.

Rosters

- The use of testing room codes is optional.
- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.
- If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.

Optional Testing Room Codes

Complete on Test Day

44 Form Code
Copy from back of test book

--	--	--	--	--	--	--	--

A	A	A	A	0	0	0
B	B	B	B	1	1	1
C	C	C	C	2	2	2
D	D	D	D	3	3	3
E	E	E	E	4	4	4
F	F	F	F	5	5	5
G	G	G	G	6	6	6
H	H	H	H	7	7	7
I	I	I	I	8	8	8
J	J	J	J	9	9	9
K	K	K	K			

45 Test ID
Copy from back of test book

--	--	--	--	--	--	--	--

46 Test Book Serial Number
Copy from front of test book

--	--	--	--	--	--	--	--

0	0	0	0	0	0
---	---	---	---	---	---

47 Testing Room Code

--	--	--

0	0	0
---	---	---

Important: fill in these completely. If they are not there may be delivering y

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	Purple	T. Coach

Nonstandard Administration Report (NAR)

What is the NAR?

- The NAR provides a list of all approved students with accommodations for testing.
- SSD Coordinators will access and print the NAR from College Board's SSD Online Dashboard.
- The NAR can be used as the room roster for accommodated testing.
- The NAR becomes available approximately 4 weeks before test day.

Nonstandard Administration Report (NAR)

What is the NAR?

For PSAT 10 and PSAT 8/9, the NAR includes:

- a summary of students with their SSD numbers, and
- a list of students who will test during the accommodated testing window, including students testing with state-allowed accommodations (SAAs).

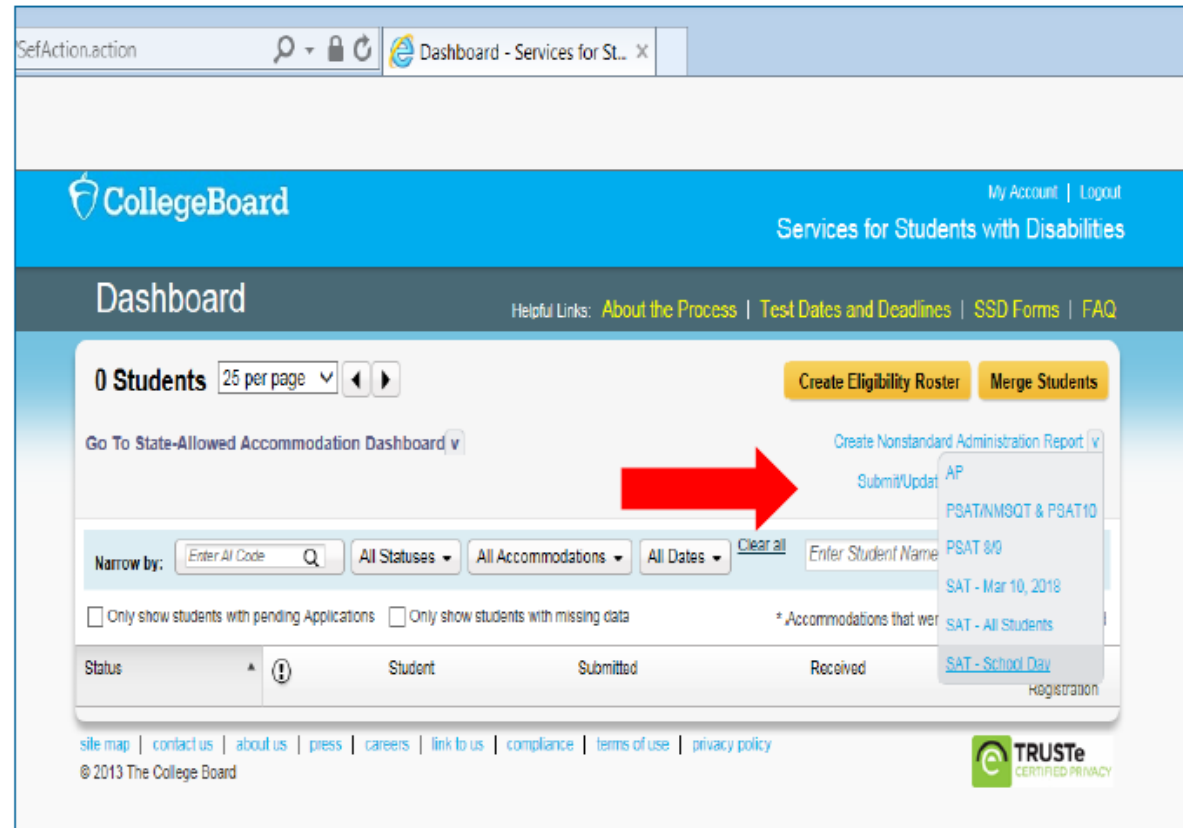
For SAT, the NAR includes:

- a summary of students with their SSD numbers,
- a list of students who will test on the primary test date with accommodations,
- a list of students who will test during the accommodated testing window, and
- a list of students who will test with SAAs during the accommodated testing window.

Students testing with EL 50% extended time will be listed with other students approved for 50% extended time as a College Board approved accommodation.

Generating the NAR

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Select the assessment.
 - Enter AI code and Primary Test Date.



The screenshot shows the CollegeBoard SSD Online Dashboard. The page title is "Dashboard" and it includes a navigation bar with "My Account | Logout" and "Services for Students with Disabilities". Below the navigation bar, there are helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". The main content area displays "0 Students" and "25 per page" with navigation arrows. There are buttons for "Create Eligibility Roster" and "Merge Students". A red arrow points to the "Create Nonstandard Administration Report" dropdown menu, which is open and shows options: "AP", "PSAT/NMSQT & PSAT10", "PSAT 8/9", "SAT - Mar 10, 2018", "SAT - All Students", and "SAT - School Day Registration". Below the dropdown, there are filters for "Narrow by:" including "Enter AI Code", "All Statuses", "All Accommodations", and "All Dates". There are also checkboxes for "Only show students with pending Applications" and "Only show students with missing data". At the bottom, there are links for "site map", "contact us", "about us", "press", "careers", "link to us", "compliance", "terms of use", and "privacy policy". The footer includes "© 2013 The College Board" and the "TRUSTe CERTIFIED PRIVACY" logo.

NAR – PSAT 10 and PSAT 8/9

- Includes three sections:
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on testing specific accommodations
 - Section 3: Students testing in the accommodated window
- Used as the room and attendance roster

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtoralkkllamroaktlksargre	Treaomllarkllalkitl	#0007025801
Graomlk	Treaomlka	
Graomls	Tetromla	

Brown, Robert (#0007025797)		Test Administration Date: _____
<input type="checkbox"/> Check here if student was absent		
Approved Accommodations Please check all accommodations used by student.		
<input type="checkbox"/> Small group setting		
<input type="checkbox"/> Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.		
<input type="checkbox"/> Mathematical Calculations +50% (time and 1/2)		

NAR – SAT

The SAT School Day NAR includes:

- Testing group to support room planning
- The student’s name and SSD number
- A description of the approved accommodations
- Identification of what color test book a student must use for testing – purple, blue, or lime green
- Identification of one-day versus two-day testing accommodations
- Identification of which scripts to use for test administration
- The NAR will display students who have been approved for accommodations at the school who have also been pre-identified in the Pre-ID process. SSD Coordinators will be able to add students, with approved accommodations, to the NAR to build a complete list of students taking the SAT with accommodations.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SB20	Daraolks, Reaomls SSD #0007026072	Small group setting , Colored Overlay , 4-Function Calculator	SAT with Essay	Blue	One day	Script 1	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: 4-Function Calculator					
SB4	Foaster, Brendon SSD #0007025896	Large Print Test Book - 20 point , Mathematical Calculations +100% (double time) , Breaks As Needed	SAT with Essay	Blue	One day	Script 1 (unless also approved for extra breaks and extended time)	

Questions?

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