

Invest in Kids SAT Off-Site Testing

(not required for PSAT 10 or PSAT 8/9)

An off-site form must be submitted to receive approval to securely transport SAT 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. 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—see more information on p. 2.

Here's how to request off-site testing for College Board staff approval:

1. Identify a facility (or facilities) that meet your needs for off-site testing.
2. Gather all required information for submission of your off-site testing request.

You'll need:

- Your school information and six-digit Attending Institution (AI) code
 - The off-site testing location name and address
 - Contact information for the off-site test coordinator
3. New this year, requests will be submitted through an online form. Click here to submit your [College Board Off-site Form](#).
IMPORTANT! When completing the form, select "other" for the following question: "If your school is not affiliated to a state contract, please select "other" from the drop-down menu. If you select "Illinois," the request will be denied automatically.
 4. You will receive email confirmation of your off-site testing request once the online form is submitted.
 5. A separate online form must be completed for each off-site testing location being used for your test administration.
 6. Complete your off-site testing request no later than December 20, 2019.
 7. The College Board will work with the test coordinator requesting off-site testing to ensure the location meets the requirements. If necessary, College Board staff will contact the test coordinator to make recommendations to improve security and address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
 8. Once approved, College Board staff will send an email to the test coordinator communicating the approval, along with more information about administering at the off-site testing location.

A few things to note about off-site testing:

- Each off-site testing location's test coordinator is responsible for ensuring that the off-site testing location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator manuals.
- The off-site test coordinator is responsible for knowing which students are testing at their location.

- Email communications for the test administration will be sent to the primary Attending institution (AI) test coordinator (i.e., the test coordinator of the school requesting the off-site testing location).
- Test materials will be shipped to the primary AI location (i.e., the school requesting the off-site testing location).
- The test coordinator at the primary AI is responsible for coordinating the secure transport of materials from the primary AI location to the attention of the off-site test coordinator at the off-site testing location.
- The offsite test coordinator returns all test materials using the test material return kit.

Comingled Testers

If you have requested to test your students at a facility that will have multiple schools (AIs) testing at the same off-site location, please follow these instructions and share this information with your off-site test coordinator(s). Notify the off-site test coordinator as soon as possible and be sure to provide them with the appropriate forms and test materials to support your students on test day.

Materials delivery:

- Materials will ship individually to each school/program based on the AI that ordered the materials. Follow the instructions in off-site approval email for guidance on transporting materials to the off-site location.
- Upon receipt of test materials at the off-site location, immediately check that you have the following: test books, answer sheets, Coordinator Kit (including CRF and IRs), manuals, and answer sheet and test book return materials for each AI code.
- You should be receiving an additional test material return kit(s) to provide to the off-site test coordinator at your off-site location(s) for the return of test materials for your AI.

Completing test day forms and answer sheets:

- The student should grid the AI code for their school/program on their answer sheet.
- Off-site test coordinators should be prepared with the AI code of each program/school for use by the students. The Coordinator Manual instructs test coordinators to write the AI code on the board. In these scenarios, off-site test coordinators may need to write more than one AI code on the board or find an alternate method for providing AI codes to the students.
- After the test, a Coordinator Report Form (CRF) should be completed for each school's AI code. Answer sheets for each student testing from that AI code should be included underneath the appropriate CRF.
- The CRF and the corresponding answer sheets for each AI code should be returned in a separate answer sheet return box for that AI. Do not return answer sheets using another AI's return envelopes.