CollegeBoard

Illinois SAT® PSAT™ 10 PSAT™ 8/9

Spring 2020 Implementation

Session Goal

Our goal today is to share the latest information about the ISBE-provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9) based on current planning.

College Board and ISBE will be continuing to finalize implementation details. As more information becomes available, we will share it through the ISBE website: https://www.isbe.net/Pages/sat-psat.aspx.

Today we will provide:

- An overview of SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9) administration

- An update on changes planned for 2019-20

Look for:

Agenda

- ISBE-Provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)
- What's New in 2020?
- Staff Roles and Responsibilities
- Before the Test
- On Test Day
- After the Test
- Final Information
- Questions and Answers

ISBE-Provided SAT® PSAT™ 10 (for grade 10) PSAT™ 8/9 (for grade 9)

Spring Test Administration

Participation

As part of its statewide accountability testing program, the Illinois State Board of Education (ISBE) requires all public school students in grades 9, 10, and 11 to be assessed, including public school students served at nonpublic facilities.

At the time of testing:

Grade 9	Grade 10	Grade 11	Grade 12
• Students in grade 9 are required to participate in the **PSAT 8/9**, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]).	• Students in grade 10 are required to participate in the **PSAT 10**, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).	• Students in grade 11 are required to participate in the **SAT with Essay**, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).	• Some students in grade 12 are required to participate in the **SAT with Essay** if they have not previously earned a valid SAT score as part of any ISBE-funded SAT School Day administration and were not exempt.

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SAT 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 14-28, 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 a two-week window to complete testing.

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 Makeup Test Date	Tuesday, April 28, 2020	Tuesday, April 28, 2020
PSAT 10 and PSAT 8/9 Accommodated Test Window	April 14-28, 2020	April 14-28, 2020

- Schools within a district must select the same primary test date by assessment (excluding outplaced students and non-public facilities).
- 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).
- Schools can elect to test on non-consecutive days within a window (e.g., SAT and PSAT 10 on April 14, then PSAT 8/9 on April 16) provided heightened security measures are taken on the non-testing day.

Key Dates

Preliminary

Spring 2020

Key Implementation

Dates

Activity	April Timeline	March Timeline (SAT only)
Request Accommodations	Now - February 24, 2020	Now - February 4, 2020
Off-Site Request Deadline	December 20, 2019	December 20, 2019
AI Code confirmation	January 2020	January 2020
SAA and EL 50% Extended Time Request Window Opens	January 14, 2020	January 14, 2020
Receive Coordinator Planning Kits	Early March 2020	Mid-February 2020
Test Day Online Training	Early March – April 7, 2020	Mid February – March 18, 2020
Preadministration Materials in Schools	Mid-March 2020	Early March 2020
Conduct Preadministration Session	Mid-March-April 13, 2020	Early March-March 24, 2020

Key Dates

Preliminary Spring 2020 Key Implementation Dates

Activity	April Timeline	March Timeline (SAT only)
Test Materials in Schools (adjusted for spring break)	NLT week of April 6, 2020	NLT week of March 16, 2020
Test Administration	SAT: April 14, 2020 PSAT: April 14, 15, or 16, 2020 PSAT (Alternate): April 20, 21, or 22, 2020	SAT: March 25, 2020
Accommodated Testing Window (eligible students only)	April 14-28, 2020	March 25-April 7, 2020
Provide Counts of Students Requiring Makeup Testing	April 14-16, 2020	March 25-27, 2020
Makeup Test Administration	April 28, 2020	April 28, 2020
Final Materials Return for Scoring	No later than May 1, 2020	No later than May 1, 2020

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What's New in 2020?

Changes for 2020

- Schools are required to return all used and unused test books after testing.

- For makeup testing, schools will request makeup materials through a survey after primary testing. Late return of answer sheets or test books after testing may delay score reporting for your students.

- PSAT 10 and PSAT 8/9 test books for the primary and makeup test dates will have different shapes on the cover.

- All test books will include a serial number that will be recorded on student answer sheets.

PSAT 10 and PSAT 8/9 Test Materials
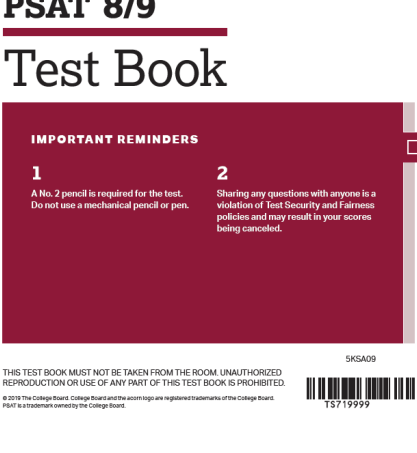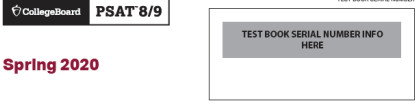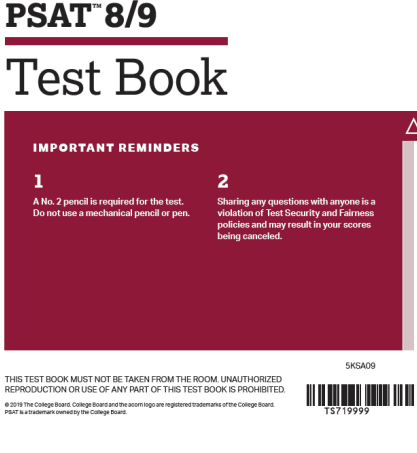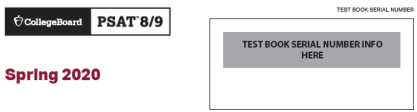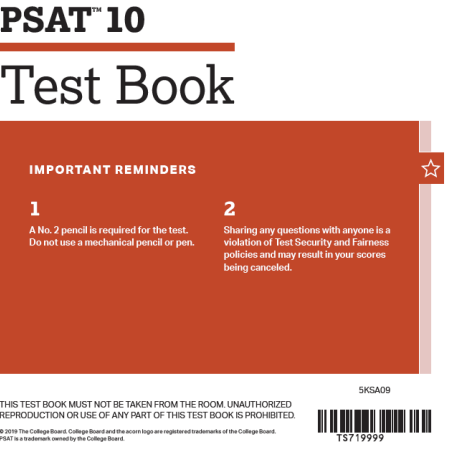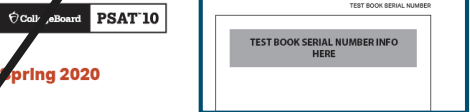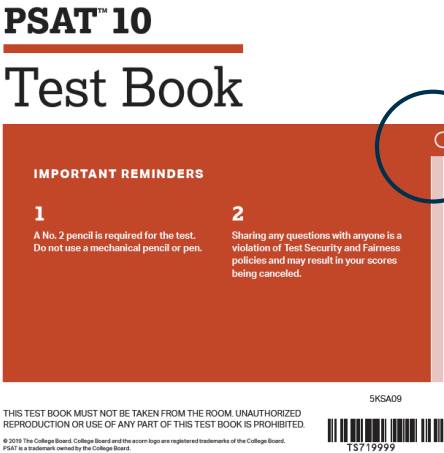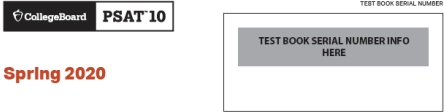
Changes for 2020

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.
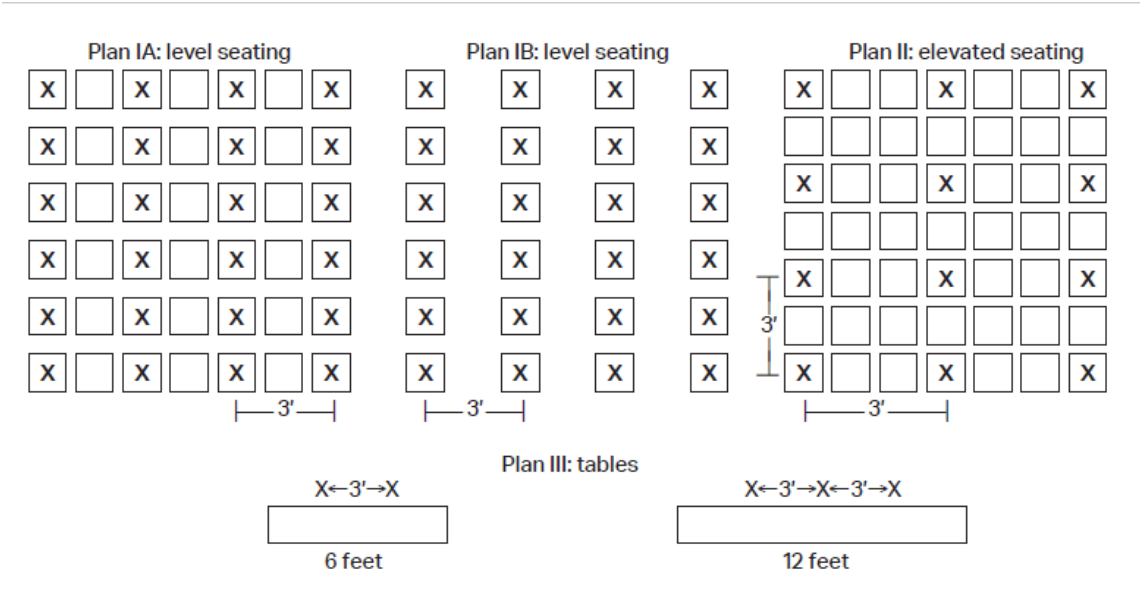
Changes for 2020

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)

Changes for 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.

Updates

Changes for 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/sat-psat.aspx) or may choose to use their own.

  - Parental consent should be collected prior to the preadministration session

Changes for 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.

Changes for 2020

- 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.

Irregularity (IR) Label for Answer Sheet Returns

IR

XXXX0015

Irregularity Report label

Prelabeled Shipping Box
(or UPS Express Pak)

Changes for 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.

- Printed copies of the PSAT 8/9 will be included in the preadministration shipment.

- Online and paper score reports will not indicate the correct answer, just whether the student answered correctly.

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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.

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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.

Note: Schools may have more than one SSD Coordinator, however one person will be identified as a primary SSD Coordinator who will receive communications from College Board.

Testing Staff Roles

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

Each room requires one proctor.

Proctor
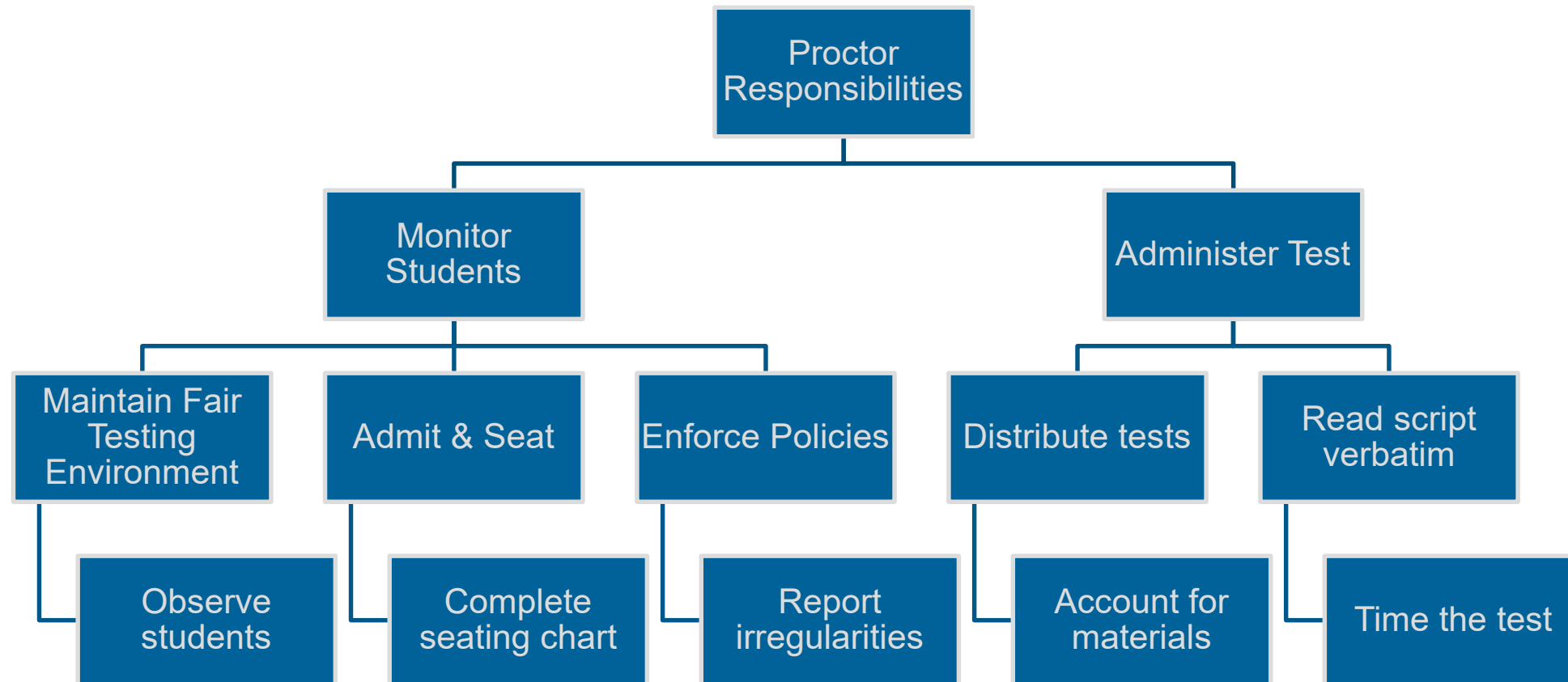
Testing Staff Roles

The **room monitor(s)** and **hall monitor(s)** are responsible for assisting the test coordinator and proctors.

Room Monitors and Hall Monitors

Room Monitor Responsibilities	Hall Monitor Responsibilities
Help with testing site set up & admission	Help with testing site set up & admission
Answer questions	Direct students to rooms
Help distribute materials	Patrol halls & report violations
Monitor test takers & report violations	Cover for staff on breaks
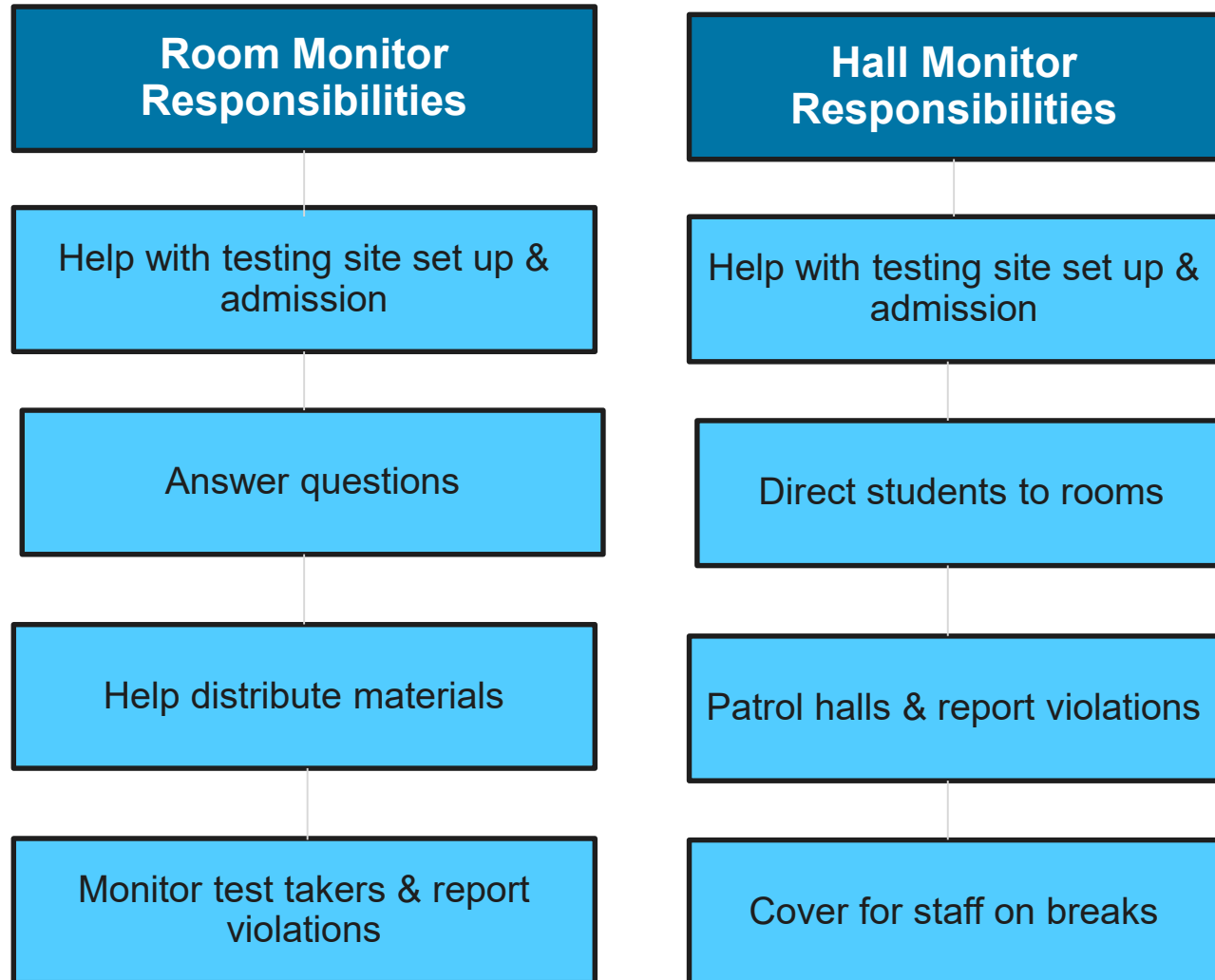
Before the Test

Before the Test

- Prepare Your School

- Prepare Yourself

- Build Your Lists

- Plan Your Space

- Plan Your Staff

- Build Your Schedule

- Prepare Your Staff

- Prepare Your Students

- Prepare Your Materials

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Prepare Your School

School Establishment

Based on survey responses provided by your principal, schools will be assigned a six-digit school code representing the attending institution (AI code) or high school code mapped to the ISBE 15-digit RCDTS code.

- AI Codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.

- AI codes are six-digit numbers that are unique to your school, usually beginning with a 14 in Illinois.

- The same AI code will be used for SAT, PSAT 10, and PSAT 8/9.

- Coordinators will receive confirmation of their school's AI code in January.

- If you participated last spring, or if you administer other College Board assessments, your AI code will remain the same.

- ISBE will post a list of all established test locations, along with the school's RCDTS code and AI code in January on their website (https://www.isbe.net/Pages/sat-psat.aspx).

Prepare Your School

School Establishment

- Schools must establish as a test site each year. If you are unsure whether your school completed the school set up survey, please confirm with your principal.

- Home school districts should coordinate now with any serving schools who provide services to their students to determine the appropriate testing school. Serving schools must establish as test centers to receive materials, test students, and receive scores.

  - If a serving school is not established but can accommodate testing their students at the serving school location, the home school will need to submit an off-site testing location request (https://www.isbe.net/Documents/SAT-PSAT-OffSite-2020.pdf) and will be responsible for transporting materials to the off-site location.

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Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be done though a bulk upload between College Board and the ISBE Student Information System (SIS).

- Between November and January, principals and test coordinators should ensure student enrollment information is up-to-date in ISBE's SIS to prepare for pre-identification (registration) of students for SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9). Only RCDTS codes of established schools should be used in the "Testing School" field.

- SAT, PSAT 10, and PSAT 8/9 pre-ID data will be captured from SIS on January 31, 2020 (January 15, 2020, for schools testing in March).

- Pre-ID labels will be shipped to each school listed as the "Testing School" in the SAT and PSAT Pre-ID reports so they may be affixed to student answer sheets.

- If the testing school in the pre-ID report is not an established site, ISBE will edit the testing school to match the home school before transmitting these data the College Board.

Prepare Your School

Registration and Material Ordering

College Board will determine your material orders based on the following:

- The standard order will be calculated based on the total number of students pre-identified (Pre-ID) in ISBE's SIS as of the end of January.

- The non-standard order will be calculated based on the number of students approved for accommodations via College Board's SSD online system for eligible grade levels under established AI codes and for whom state-allowed accommodations were requested.

Schools will NOT place orders for materials in College Board's Test Ordering System.

College Board will ship a small overage of standard test materials to account for additional test takers (e.g., students who are late transfers into the school, etc.).

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Prepare Your School

Accommodations

The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that a student's academic abilities are measured, regardless of any disabilities.

Accommodations requests for all three assessments will be submitted by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. There are two types:

- **College Board Approved Accommodations:** Students with approved accommodations will receive college-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

- **State Allowed Accommodations (SAA):** These are state-specific accommodations defined by ISBE. Students, schools, and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

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Prepare Your School

Accommodations and SSD Coordinators

Each school should have an SSD Coordinator to request accommodations for students with disabilities.

- If your school needs to appoint a new SSD Coordinator, that person can gain access to the SSD Online system by completing the SSD Coordinator Form, found on www.collegeboard.org/ssd.

- An AI code is required to gain access to the SSD Online system. For schools that don't yet have an AI code from College Board, accommodations requests can be made once you receive the AI code.

Test coordinators and SSD coordinators will need to work together to ensure a smooth testing experience for students testing with accommodations.

Webinar: SAT, PSAT 10, and PSAT 8/9 Accommodations Overview – December 10, 2019, at 2:30pm CT.

Prepare Your School

Accommodations Categories for SAT

The accommodations for which a student is approved will determine their testing room requirements, their test date, and the type of materials they receive.

Room Type	Standard Testing Room(s)		Accommodated Testing Room(s)		State-Allowed Room(s)
Description	No accommodations are used; students test in the standard testing room.	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations/EL supports that are separate from the standard testing rooms and can test in the accommodated testing window	Accommodations allowed by ISBE that do not result in a college-reportable score
Test Book Color	Purple	Purple	Purple	Blue	Lime
Examples (NOT EXHAUSTIVE)	No accommodations	• 14-pt large-print test book • Large-block answer sheet • Permission for food/medication • Wheelchair accessibility • Preferential seating	• Extended breaks • Extra breaks • Small group setting • 50% Extended time for math (Math Test only) • 50% Extended time for writing (Essay only)	• 50% Extended time for reading (entire assessment) • 50% Extended time as EL support (entire assessment) • 100% Extended time for reading (entire assessment) • Reader • MP3 Audio • Braille	• ASL interpreter for content & response • Other
Test Date	April 14, 2020 March 25, 2020	April 14, 2020 March 25, 2020	April 14, 2020 March 25, 2020	Anytime in window: April 14-28, 2020 March 25 – April 7, 2020	
Make-up Test Date	April 28, 2020	April 28, 2020	April 28, 2020		

Prepare Your School

Accommodations Categories for PSAT 10 and PSAT 8/9

The accommodations for which a student is approved will determine their testing room requirements, their test date, and the type of materials they receive.

Room Type	Standard Testing Room(s)		Accommodated Testing Room(s)		State-Allowed Room(s)
Description	No accommodations are used; students test in the standard testing room.	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations/EL supports that are separate from the standard testing rooms and test in one day	Approved accommodations that are separate from the standard testing rooms and test over two days	Accommodations allowed by ISBE that do not result in a college-reportable score
Test Book Color	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Dark Orange (PSAT 10) Maroon (PSAT 8/9)	Lime
Examples (NOT EXHAUSTIVE)	No accommodations	• 14-pt large-print test book • Large-block answer sheet • Permission for food/medication • Wheelchair accessibility • Preferential seating	• Extended breaks • Extra breaks • Small group setting • 50% Extended time for reading (entire assessment) • 50% Extended time for math (Math Test only) • 50% Extended time as EL support (entire assessment)	• 100% Extended time for reading (entire assessment) • Reader • MP3 Audio	• ASL interpreter for content & response • Other
Test Date	April 14, 15, or 16, 2020 April 20, 21, or 22, 2020	April 14, 15, or 16, 2020 April 20, 21, or 22, 2020	Anytime in window April 14-28, 2020		
Make-up Test Date	April 28, 2020	April 28, 2020			

Accommodations Categories for PSAT

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Prepare Your School

English Learner Supports

English learners will continue to be able to utilize EL supports for the ISBE-provided 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.

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Prepare Your School

English Learner 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.

- The approved list will be available at https://www.isbe.net/Pages/SAT-PSAT.aspx

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.

- Translations will be available to print in February at https://www.isbe.net/Pages/SAT-PSAT.aspx.

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Prepare Your School

English Learner Supports
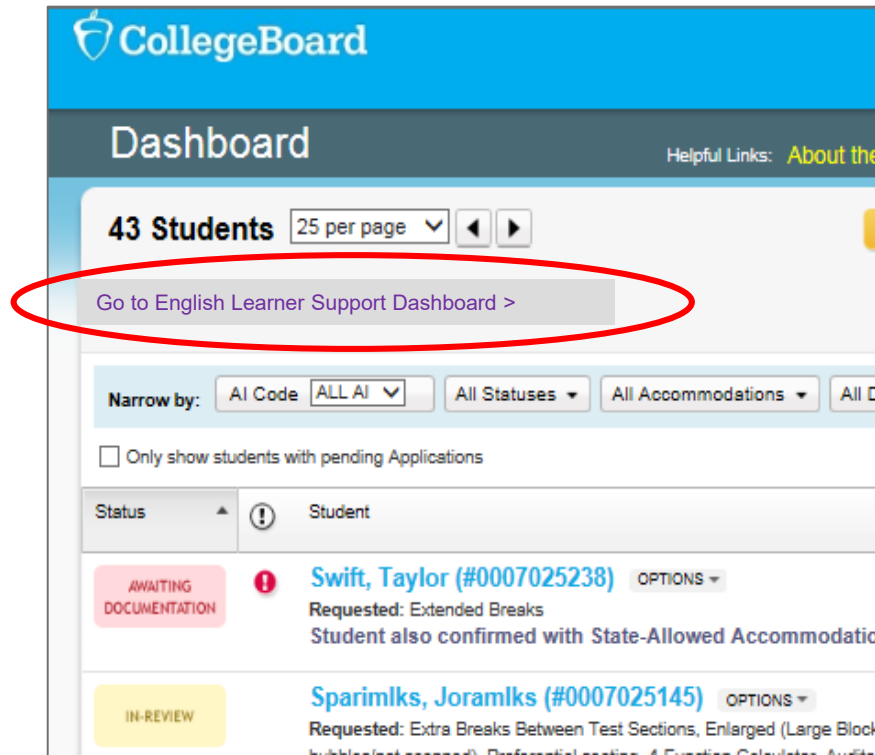
Use of 50% extended time:

- 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 January 14, 2020, 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.

Before the Test

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

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Prepare Yourself

Tasks for the Coordinator

- Complete the mandatory online Test Coordinator's training.

- Read the Coordinator's manuals for SAT, PSAT 10, and PSAT 8/9.

- Distribute manuals to proctors and SSD coordinator(s) for their review.

- Review the contents of the Coordinator's Planning Kit which will arrive in February.

Prepare Yourself

Test Coordinator's Online Test Administration Training

- Test coordinators will receive an email with a link to access the mandatory online training six weeks prior to the test. Once accessed, the training will be available through your College Board Professional Account.

  - Share the link with other staff, as necessary.

- Plan for approximately 45-60 minutes to complete the training.

- New this year, there will be one course which covers SAT, PSAT 10 and PSAT 8/9 test administration.

- The content is divided into modules including activities for before, during, and after test day and includes details on both standard and accommodated testing rooms.

- Training is **mandatory** for all SAT and PSAT test coordinators.

Before the Test

- Prepare Your School

- Prepare Yourself

- 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.

- It is recommended that you use the SAT and PSAT Pre-ID reports from ISBE's Student Information System (SIS).

- 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	01010101	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			D. Proctor
3	P	Ramirez	Juan	J	2/15/2002	51515151	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	Szymanski	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	R1	Purple			T. Coach

Build Your Lists

2019-20 SAT and PSAT Assessment Pre-ID Reports in ISBE SIS

Scheduled to be available in November in ISBE's Student Information System via IWAS

Build Your Lists

SAT Nonstandard Administration Report (NAR)

- Lists ALL students approved for accommodations

- Groups students that must test on the primary test day and those who may test in the accommodated window

- Includes the test book color and the script name the student should use

- Includes students testing with EL 50% extended time

SECTION 1. Students testing on the primary test day.

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
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT with Essay	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small Essay	SAT with Essay	Purple	One day	Script 1	

SECTION 2. Students testing in the accommodated window

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)	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Mathematical Calculations +100% (double time)					

Build Your Lists

PSAT 10 and PSAT 8/9 Nonstandard Administration Report (NAR)

- 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
- Includes students testing with EL 50% extended time

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtorallkkllamroaktlkksargre	Treaomllarklkaltkjtl	#0007025801
Graomlk	Treaomlka	#0007025804
Graomls	Tetromla	#0007025825

Brown, Robert (#0007025797)   Test Administration Date: _____

____ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

____ Small group setting

____ 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.

____ Mathematical Calculations +50% (time and 1/2)

Before the Test

- Prepare Your School

- Prepare Yourself

- 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 size of cohort 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
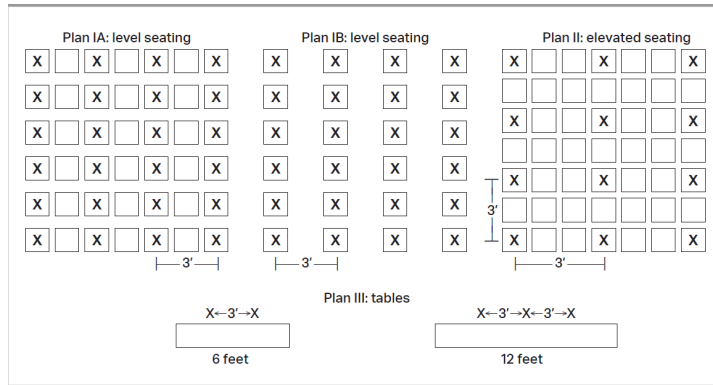
- Chairs must have backs.

- 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

- Prepare Yourself

- Build Your Lists

- Plan Your Space

- Plan Your Staff

- Build Your Schedule

- Prepare Your Staff

- Prepare Your Students

- Prepare Your Materials

CollegeBoard

Plan Your Staff

Planning for Staffing Needs

- Each school should have one test coordinator per assessment and one SSD Coordinator.

- The additional staffing needed depends upon the size of the cohort testing, 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 Illinois Educator Hotline by phone or email if you need to make a change to the person appointed as the test coordinator or SSD coordinator.

Plan Your Staff

- Every testing room needs 1 proctor.

- Unless only a few students will test at your school, you will need additional staff to assist the proctor.

- For rooms with more than 34 students, assign room monitors to help.

- For every 5 testing rooms, assign 1 hall monitor.

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)

CollegeBoard

Plan Your Staff

Planning for Staffing Needs

Scenario #1

Example:

- There are 100 grade 11 standard testers for SAT School Day.

- You have 4 classrooms available, each with capacity for 25 students.

Therefore, you will require 6 staff:

- 1 test coordinator

- 4 proctors

- 1 hall monitor

Test Coordinator			
Proctor for Room #1	Proctor for Room #2	Proctor for Room #3	Proctor for Room #4
Hall Monitor			

CollegeBoard
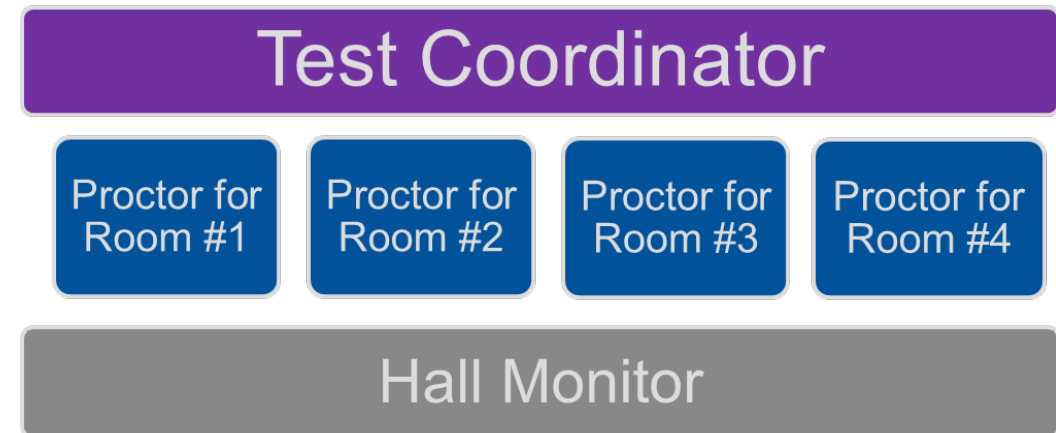
Plan Your Staff

Planning for Staffing Needs

Scenario #2

Example:

- There are 100 grade 11 standard testers for SAT School Day.

- You plan to test in one large room (e.g., cafeteria or gym).

Therefore, you will require 5 staff:

- 1 test coordinator

- 1 proctor

- 2 room monitors

- 1 hall monitor
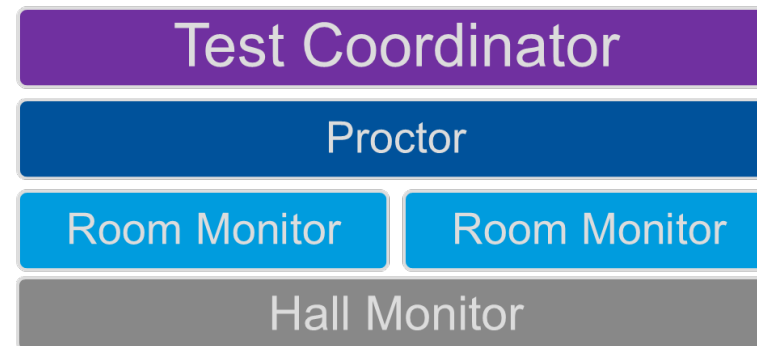
Test Coordinator	
Proctor	
Room Monitor	Room Monitor
Hall Monitor	

Before the Test

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- Prepare Your Staff

- Prepare Your Students

- Prepare Your Materials

CollegeBoard

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

CollegeBoard

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	Bell Schedules	PA Announcements
• 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.	• Bells must be silenced during test administration.	• There should be no PA announcements during test administration.

CollegeBoard

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 (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.

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

  - Pre-ID labels

  - Student Answer Sheet Instructions

  - SAT School Day, PSAT 10 and PSAT 8/9 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.

- Affix pre-ID label to front of student answer sheets before the preadministration session.

- Students will use their state-assigned student ID as their Student ID number on the answer sheet.

Student Search Service® and Consent

SAT and PSAT 10
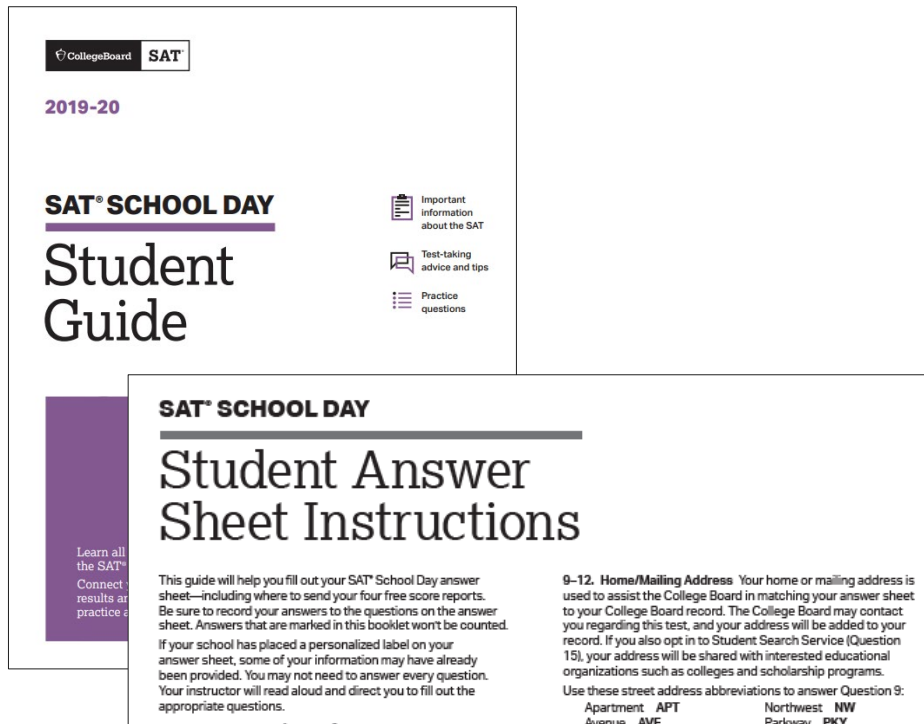
- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.

- 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 ISBE's website.

- 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

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- Prepare Your Students

- Prepare Your Materials

◈ CollegeBoard

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.

CollegeBoard

Before the Test

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Prepare Your Students

Student Preparation
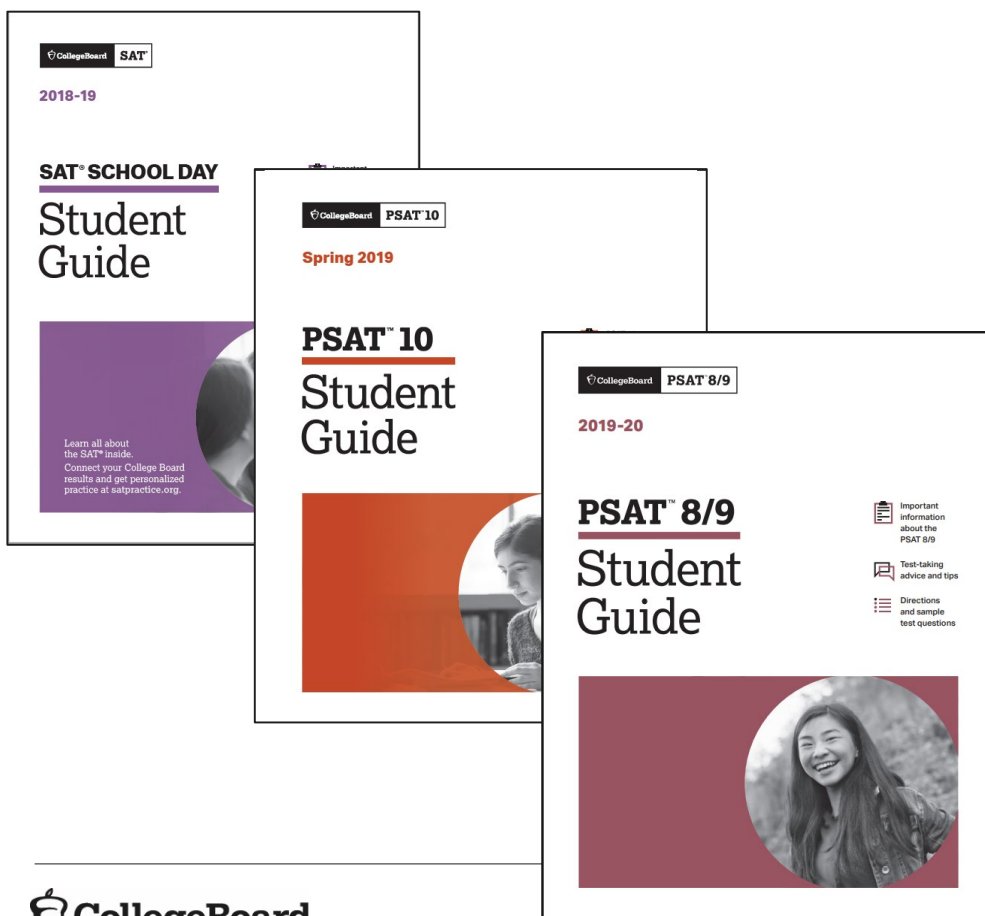
- Distribute the SAT School Day, PSAT 10 and PSAT 8/9 Student Guides received in your preadministration shipments to students as soon as possible.

- New this year, the PSAT 8/9 Student Guide will be included in print form as part of the preadministration shipment.

- 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 and 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

Before the Test

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CollegeBoard

Prepare Your Materials

Shipments

- Test Coordinators will receive a number of shipments related to test administration.

- It is important to note that each shipment may come in multiple boxes, and materials for students testing with accommodations will arrive separately from standard materials.

- Shipments will be divided by assessment (SAT, PSAT 10, and PSAT 8/9).

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample manuals and test day forms, posters	6 weeks before test day
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	3-4 weeks before test day
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	3-4 weeks before test day
Test Materials	Test books, test administration forms and materials, return kits	Week before test day

Prepare Your Materials

Coordinator Planning Kit

Test coordinators will receive a Coordinator Planning Kit for each assessment. Each kit contains a sample set of manuals and forms to aid in planning for test day.

- SAT School Day Coordinator's Manual

- SAT School Day Standard Testing Room Manual

- SAT School Day Accommodated Testing Room Manual

- PSAT 10 Coordinator Manual

- PSAT 8/9 Coordinator Manual

- Sample Irregularity Report (IR) form

- Test Materials Matrix
    - An illustration of all materials that will be shipped for the ISBE-provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)
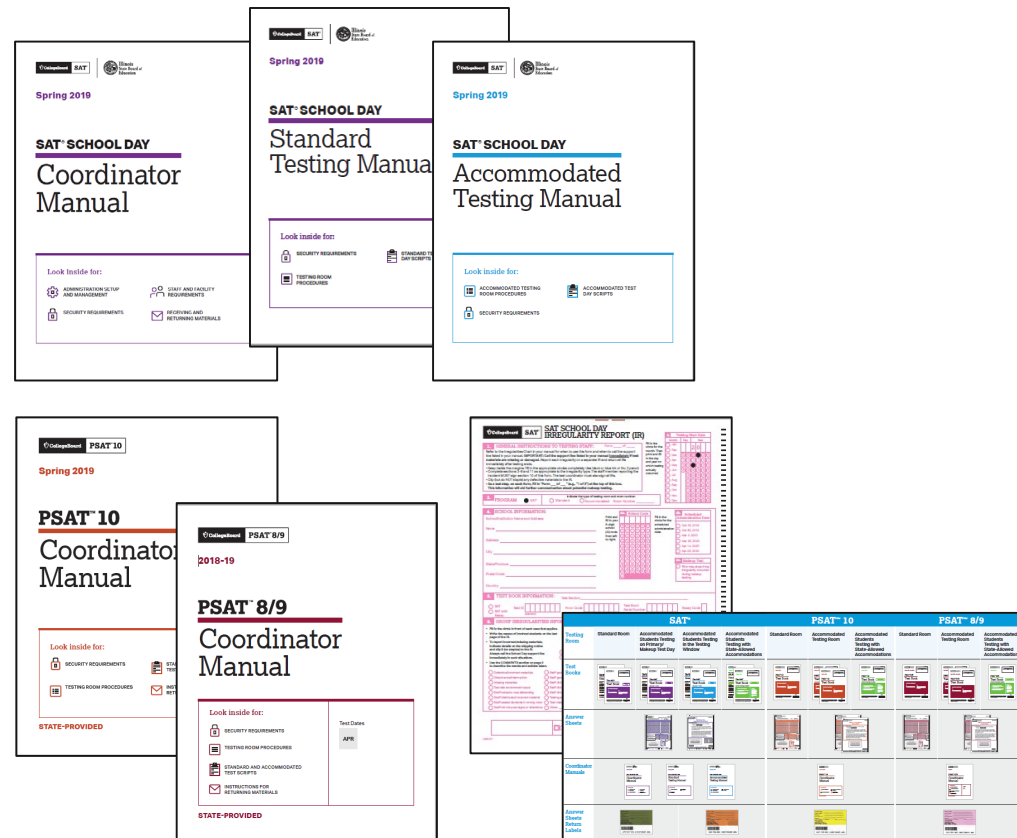
Prepare Your Materials

Preadministration Shipment

- Preadministration shipments will be divided by assessment (SAT, PSAT 10 and PSAT 8/9).

- Pre-ID labels will be shipped to schools for all students pre-ID'd by the deadline.

  - Schools will receive a label to be affixed to the answer sheet for each pre-ID'd student.

  - All required fields on the answer sheet must be gridded even when students have a pre-ID label. Staff must ensure these fields are gridded completely and accurately.

- Answer sheets

- Student Answer Sheet Instructions

- SAT, PSAT 10, and PSAT 8/9 Student Guides

- Copies of ALL manuals required to support your school, including manuals to be used by the proctors on test day

Prepare Your Materials

Test Materials

- Secure test materials (test books) will be delivered approximately a week prior to test day.

- Test materials shipments are divided by assessment (SAT, PSAT 10 and PSAT 8/9).

- All test materials will be addressed to the test coordinator.

- Test materials must be stored securely, once delivered.

  - Use packing lists to check contents of boxes within 24 hours of delivery.

    - Contact College Board immediately if there is a problem with your shipment – see Supervisor's Manual for specific instructions.

  - Check materials daily until test day.

    - Contact College Board immediately if materials show evidence of tampering.

- Save the boxes and return shipment labels included. They will be used to return answer sheets and test books after testing.

Prepare Your Materials

Test Manuals

- College Board will provide an Illinois-specific manual for the state-provided SAT. The SAT manuals provide specialized information to each type of test day staff.

  - Coordinator's Manual: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials

  - Standard Testing Manual: Includes all test-day scripts and information needed by proctors

  - Accommodated Testing Manual: Includes test-day scripts for accommodated rooms

- College Board will provide the state-provided PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9) manuals for the Illinois administration.

- PSAT 10 and PSAT 8/9 each have only a single manual.

Tracking Materials

- Coordinators will receive shipment tracking emails which include:

  - Tracking numbers

  - Summary of shipment contents

- Tracking emails are generated as the shipment is being prepared.

- Tracking numbers in the email will become valid once shipped.

Prepare Your 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

Student Check In

- School staff can plan for either a centralized check in or room check in.

- If you utilize a central check-in, you'll check in each student against your room roster before sending them to an assigned room.

- If you utilize room check in, proctors will check in students as they arrive to their assigned testing rooms.

- Plan ahead for collecting electronic devices and backpacks (if allowed by school policy) as students enter the testing room.

- Students are not required to supply a photo ID unless the student is unknown to the testing staff.

- Mark attendance on your student list/roster in pencil. Check each student in as follows:

  - Write a "P" (Present) next to the name of each student who checks in.

  - After check-in is complete, put an "A" (Absent) next to the name of any student who is absent.

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

- 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.

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.
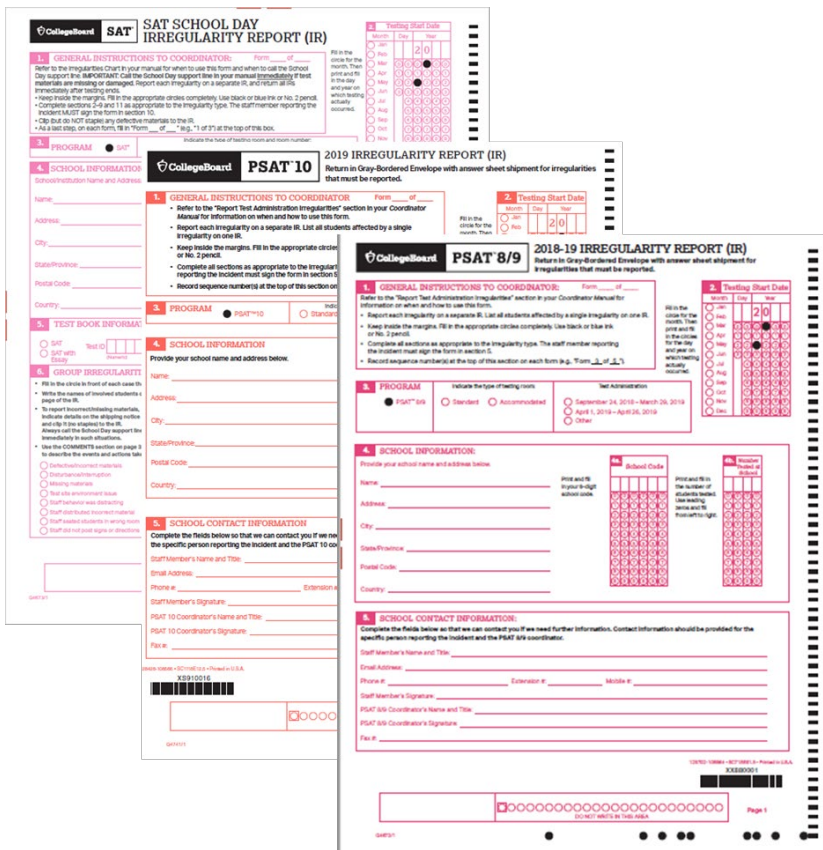
What to Consider for Test Day

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.?

- Will you have a central check-in or room check-in?

- 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.

  - Check that the student-gridded name matches the pre-ID label.

  - 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.

Best Practices

- Do you have any strategies you use to make test day go smoothly that you are willing to share with the group?

After the Test

Coordinator's Report Form (CRF)

- 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. For PSAT 10 and PSAT 8/9, you will mark the "Makeup Administration" bubble when returning makeup materials.

Returning Test Materials

For each assessment, SAT, PSAT 10, and PSAT 8/9, you will receive a total of three return kits:

- One for all standard and nonstandard students who finish testing on the primary test day

- One for students testing in the accommodated window

- One for students testing on the makeup date. This will be sent with makeup materials

CollegeBoard

Packing Answer Sheets

Image of white box for returning answer sheets
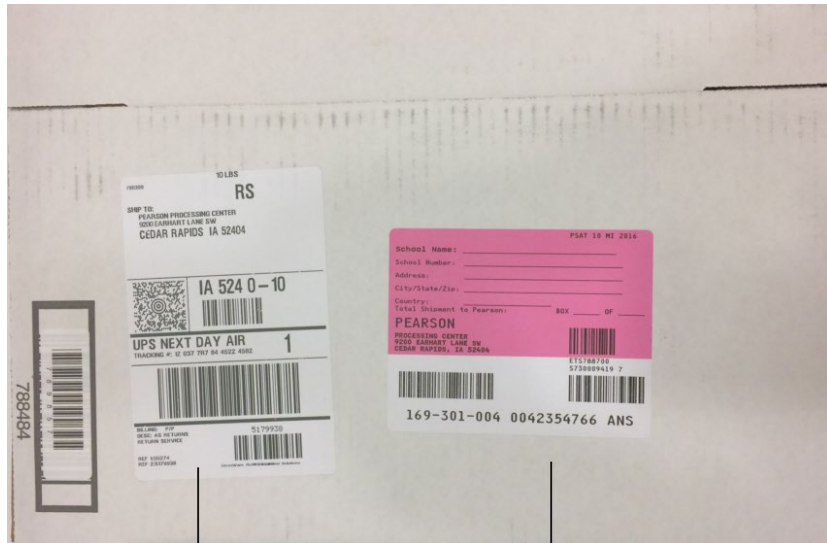
UPS
Label   Pearson
               Label

- 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 or a pre-ID label 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 or pre-ID label 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.

- **New for Spring 2020: School staff must return 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**
- **The day after the makeup test date**

- UPS pickups will no longer be pre-arranged by the College Board.

- 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.

- All answer sheets must be shipped by **May 1, 2020.**

  - Answer sheets will not be scored if received late.

Makeup Testing

SAT, PSAT 10, and PSAT 8/9

- Students who miss the primary SAT, PSAT 10 or PSAT 8/9 test date in their district 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 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.

  - Refer to the Irregularity Chart provided in the manual for directions.

- Further details around the process for ordering makeup materials will be provided to Test Coordinators via email closer to test day.

- New test books will be sent for all students testing on the makeup test date for all three assessments.

  - Use the pre-labeled answer sheets, from the primary test day, for the makeup test date for students who were absent.

Score Reporting

- All answer sheets must be shipped by 05/01/20.

  - Answer sheets will not be scored if received late.

- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT/NMSQT®, 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

  - These scores are for SAT, PSAT 10, and PSAT 8/9 reporting, not for accountability.

- Score reporting in ISBE's Student Information System (SIS) is planned for mid-July 2020.

- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at https://satsuiteofassessments.articulate-online.com

Accessing Fee Waivers

SAT Fee Waivers
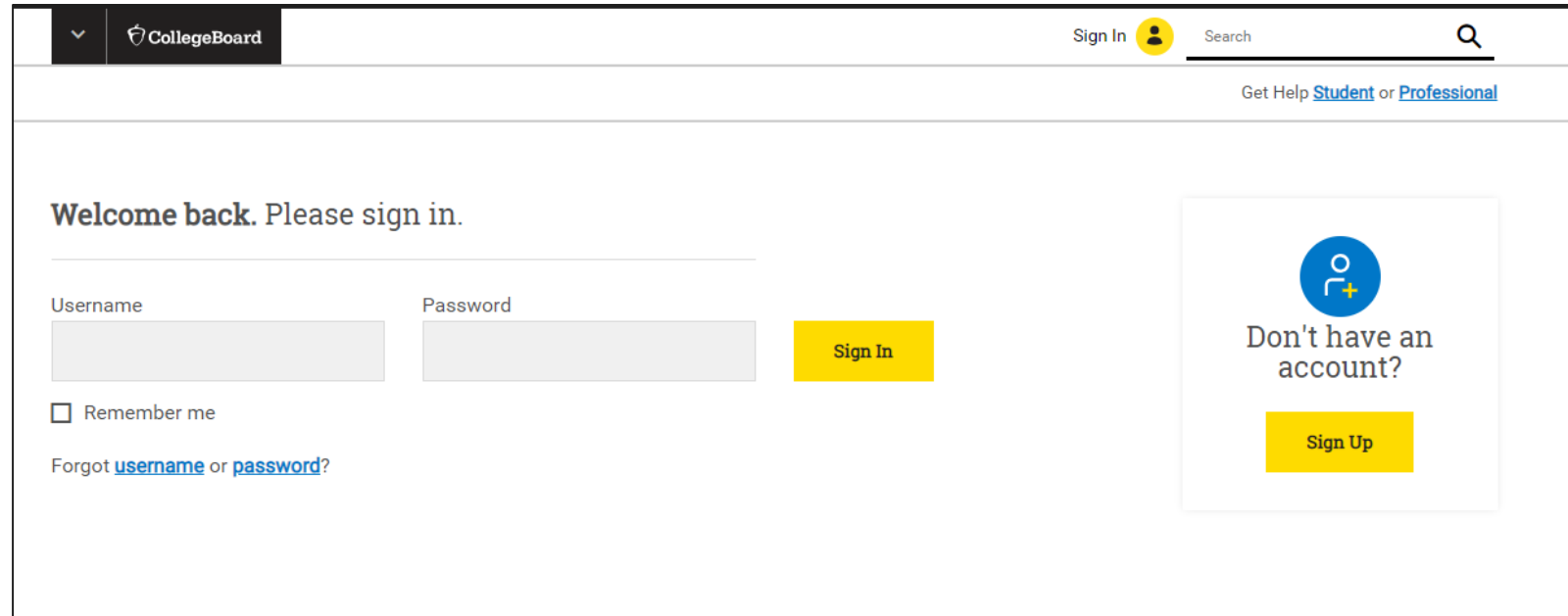
- By participating in the SAT® School Day administration, eligible students receive benefits by using an SAT School Day fee waiver, including:

  - Unlimited score sends over the user's testing lifetime (available in their account in late April)

  - College application fee waivers to use in applying to participating colleges for free, delivered directly to their online account at the beginning of senior year

  - Free CSS Profile® applications for financial aid

  - Free Student Answer Service (SAS) or Question-and-Answer Service (QAS)

  - Fee waivers to register for an SAT or SAT Subject Tests™ Saturday/Sunday administration

Fee Waiver Activation

Students must sign into their College Board account to access their full set of fee waiver benefits.

A complete set of instructions for locating fee waiver codes from the SAT School Day administration is also available at: https://www.isbe.net/Documents/SAT-Fee-Waiver-FAQ.pdf

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Username   Password

☐ Remember me   Sign In

Forgot **username** or **password**?

Don't have an account?

Sign Up

Fee Waiver Activation

If students were not pre-identified as fee waiver eligible during the fee waiver identification process after PSAT/NMSQT, then fee waiver codes must be provided to eligible students.

A complete set of instructions is also available at:
https://www.isbe.net/Documents/SAT-Fee-Waiver-FAQ.pdf

Here are the steps for accessing fee waiver benefit codes in the K12 Assessment Reporting Portal:
Step 1: Click on Downloads

Fee Waiver Activation

Step 2: Click on Custom Reports from College Board

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Step 3: Your file of electronic fee waiver codes will appear in My Custom Reports.

Step 4: Provide the fee waiver codes to eligible students

Fee Waiver Activation

Students must enter the 12-digit fee waiver code next to '*My Fee Waiver Identification Code' in their College Board account.*

Students may activate the code for the following action steps:
- Sending Additional Scores
- Accessing College Application Fee Waivers
- Requesting Student-and-Answer Service (SAS)

Final Information

Accessing CB Tools

An Educator Professional Account is the first step!

A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal

    - The school data access manager is responsible for assiging access to school and district staff.

- SSD Online System

    - The school SSD Coordinator requests access from the College Board.

    - Access request requires a principal's signature.

    - Others may also request access with the school principal's approval.

- College Board Online Test Day Training

    - The test coordinator will receive access from the College Board. The test coordinator may grant access to all test day staff.

- For additional information about setting up an Educator Professional Account, you can view an eModule at: https://satsuiteofassessments.articulate-online.com

Implementation Activities

Who, What, and When

November 2019 through February 2020		
Test Coordinator	SSD Coordinator	Teachers
Follow ISBE instructions regarding Registration/Pre-Identification of students for testing. 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. Affix Pre-ID labels to answer sheets. 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 ISBE SAT/PSAT webpage
  https://www.isbe.net/Pages/sat-psat.aspx

- Contact our Illinois Field Team
  ilsat@collegeboard.org

- Practice Resources
  https://collegereadiness.collegeboard.org/sat/practice

- Contact our Illinois Educator Hotline
  at 844-688-9995 (option 1) or email
  illinoisadministratorsupport@collegeboard.org

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Questions?