CollegeBoard

Implementation Overview

Spring 2021

ISBE-Provided SAT with Essay, PSAT 10 and PSAT 8/9

Session Goals

College Board and the Illinois State Board of Education (ISBE) will be continuing to finalize implementation details and as more information becomes available, we will share.

Our goal today is to share the latest information about the ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments based on current planning.

Today we will provide:

- An overview of ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations
- An update on changes planned for Spring 2021

Agenda

- ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations
- What's New in 2021?
- Staff Roles and Responsibilities
- Before the Test
- On Test Day
- After the Test
- Final Information

SAT Suite of Assessments

For the 2020-21 school year, ISBE will provide:
- SAT with Essay
- PSAT 10
- PSAT 8/9

SAT With Essay

Every public-school student in grade 11 is required to take the SAT with Essay, unless the student will take the grade 11 DLM-AA instead. Additionally, some public-school students in grade 12 may also be required to take the SAT with Essay if they were required to test while in grade 11 but did not and were not exempt. Grade 12 students who participated in the fall 2020 ISBE-provided SAT with Essay are not required to test in spring 2021. Please refer to the flowchart posted on www.isbe.net/Documents/Grade_12_Testers_Flow_Chart.pdf if you are unsure whether a grade 12 student should be tested in spring.

PSAT 10 and PSAT 8/9

Beginning in spring 2019, every public-school student in grade 10 is assessed with the PSAT 10, and every public-school student in grade 9 is assessed with the PSAT 8/9, unless the student will be assessed with the grade 10 or 9 DLM-AA instead.

Student Benefits

- PSAT tests are aligned to the SAT college entrance exam, including test structure and vertical score scale.

- PSAT 10 and SAT scores can be used for scholarship applications.
  - College Board scholarship partnerships represent more than $300 million annually in potential scholarship opportunities

- The SAT is a nationally recognized College Entrance Exam.
  - Every student who takes SAT can send their scores to up to 4 colleges for free at the time of testing.
  - Income eligible students receive unlimited score reports over the user's testing lifetime and college application fee waivers to participating colleges.

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Student Benefits

- Through their College Board account, students have online access to all of their College Board scores in one reporting portal.

- College Board partnerships with Big Future and Roadtrip Nation provide students with resources to help them match their interests with careers and college majors.

- Students can take advantage of scholarship opportunities while planning for college: https://opportunity.collegeboard.org/

- By opting into the College Board's Student Search Service and filling out the optional questionnaire, students taking the PSAT and SAT can be matched with colleges and scholarship providers.

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Key Dates

2021 Test Dates

SAT with Essay Administration	Test Dates
Primary Test Date	Tuesday, April 13, 2021
Accommodated Testing Window	April 13-27, 2021
Makeup Test Date	Tuesday, April 27, 2021
May Makeup Test Date	Tuesday, May 18, 2021

PSAT 10 and PSAT 8/9 Administration	Test Dates
Testing Window	April 13-23, 2021
Accommodated Testing Window	April 13-23, 2021

Implementation Key Dates

Activity	Timeline (SAT with Essay, PSAT 10 and PSAT 8/9)
Off-Site Testing Request Deadline*	December 18, 2020
AI Code confirmation	January 2021
SAA and EL Time and One-half (+50%) Request Window	January – February 22, 2021
Accommodations Request Deadline	February 22, 2021
Receive Coordinator Planning Kits	Early March 2021
Test Day Online Training	Early March – Early April 2021
Preadministration Materials in Schools	Mid-Late March 2021
Conduct Preadministration Session	Early April 2021

*If you have not yet submitted your request for off-site testing do so as soon as possible in order to ensure off-site materials are delivered in time for testing.

Implementation Key Dates

Activity	Timeline (SAT with Essay, PSAT 10 and PSAT 8/9)
Test Materials in Schools (adjusted for spring break)	No Later Than April 8, 2021
Test Administration	SAT with Essay: April 13, 2021 PSAT: April 13-23, 2021
Accommodated Testing Window (eligible students only)	SAT with Essay: April 13-27, 2021 PSAT: April 13-23, 2021
SAT with Essay Only: Provide Counts of Students Requiring Makeup Testing	April 13-15, 2021
SAT with Essay Makeup Test Date	April 27, 2021
SAT with Essay Only: Provide Counts of Students Requiring May Makeup Testing	April 27-29, 2021
Deadline to Ship Materials and Answer Sheets for Scoring from April Administrations	No later than April 29, 2021
SAT with Essay May Makeup Test Date	May 18, 2021
Deadline to Ship Materials and Answer Sheets for Scoring from May Makeup Test Date	No later than May 20, 2021

What's New in 2021?

Changes for 2021

Accommodation Names

Certain accommodations are referred to in new ways (how they're administered won't change):

- 50% extended time is now "time and one-half (+50%)"

- 100% extended time is now "double time (+100%)"

- Braille graphs and figures is now "raised line drawings"

- Magnifiers and magnifying machines are now "non-electronic magnifying devices" and "electronic magnifying devices" respectively

- MP3 audio is now "pre-recorded audio (MP3)"

- Large-block answer sheet is now "large-print answer sheet"

- Written copy of oral instructions is now "printed copy of verbal instructions"

Updates

Changes for 2021

SSD Online

SSD Online has begun releasing a series of enhancements which were developed in partnership with SSD Coordinators:

A modern, streamlined user experience

- User-friendly dashboard with improved filtering and access to student information
- Simplified accommodations request process

SSD Online will look different, but there **won't be any changes to**:

- Accessing the system
- How accommodations will be reviewed
- Deadlines to submit requests

For more information:

- Accommodations Overview-OnDemand
- SAT with Essay, PSAT 10, and PSAT 8/9 Overview Workshops on Demand This OnDemand overview will be posted on https://www.isbe.net/Pages/sat-psat.aspx.

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Changes for 2021

Updates to Spring 2021 Testing Window Dates

In order to provide additional flexibility and promote staff and student safety during the Spring 2021 administration ISBE and College Board are offering the following:

- PSAT 10 and PSAT 8/9 Only:
    - ➤ An expanded testing window: **April 13-23, 2021**
        - ▪ This flexibility will allow test materials sent for primary PSAT 10 and PSAT 8/9 testing to be used exclusively, and no separate makeup test books will need to be ordered for PSAT 10 and PSAT 8/9.

- SAT with Essay Only:
    - ➤ Additional May Makeup Test Date: **Tuesday, May 18, 2021***.
        - ▪ Schools should plan to administer SAT with Essay to all eligible students on the April 13, 2021, primary test date.
        - ▪ As needed, schools should plan to administer makeup testing for SAT with Essay to all eligible students on the April 27, 2021, makeup test date.
        - ▪ As needed, schools should plan to administer May makeup testing for SAT with Essay to all eligible students on the May 18, 2021, makeup test date.

Schools are encouraged to test as many students as possible on the April primary and makeup test dates.

Staff Roles and Responsibilities

Testing Staff Roles

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT with Essay or PSAT administration at the school
Services for Students with Disabilities (SSD) Coordinator(s)	Requests accommodations for students and supports the test coordinator to oversee accommodated testing
Proctor	Administers the test in a specific testing room
Room Monitor	Assists the proctor with monitoring students in the testing room
Hall Monitor	Keeps hallways near testing area quiet and secure on test day

Staff Requirements

- Test day staff cannot be involved with paid coaching or paid SAT or PSAT preparation.

- Test day staff cannot have taken the SAT or PSAT within 180 days of the administration date.

- Any staff member, including the test coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same window at any test site.

- In small test centers, Test Day staff may serve multiple roles. We recommend the test coordinator remain in the test room and have the additional test-day staff serve the Hall Monitor.

- In large test centers, we recommend the test coordinator not also serve as a proctor in a testing room. This will allow the test coordinator to move around the school, assisting with questions and resolving any issues that may arise.

Testing Staff Roles

Test Coordinator

- The **test coordinator** is responsible for:

  - All aspects of the School Day administration at a school, including:

    - School establishment, planning rooms and staff for test day

    - Receiving and securing all test materials, including test materials for students testing with accommodations

    - Managing testing within the school and staff, and supervising all activities related to testing, including accommodated testing

    - Collecting, packing and returning test materials, completing test day forms and ordering SAT with Essay 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 proctor to serve as the back-up test coordinator

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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 test 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

Note that 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

Proctor

Proctors are responsible for managing all activities that happen in the testing room.

Each room requires one proctor. One proctor must be designated as the back-up for the test coordinator.

Proctor Responsibilities

- Monitor Students
  - Maintain Fair Testing Environment
    - Observe Students
  - Admit & Seat
    - Complete Seating Chart
  - Enforce Policies
    - Report Irregularities
- Administer Test
  - Distribute Tests
    - Account for Materials
  - Read Script Verbatim
    - Time the Test
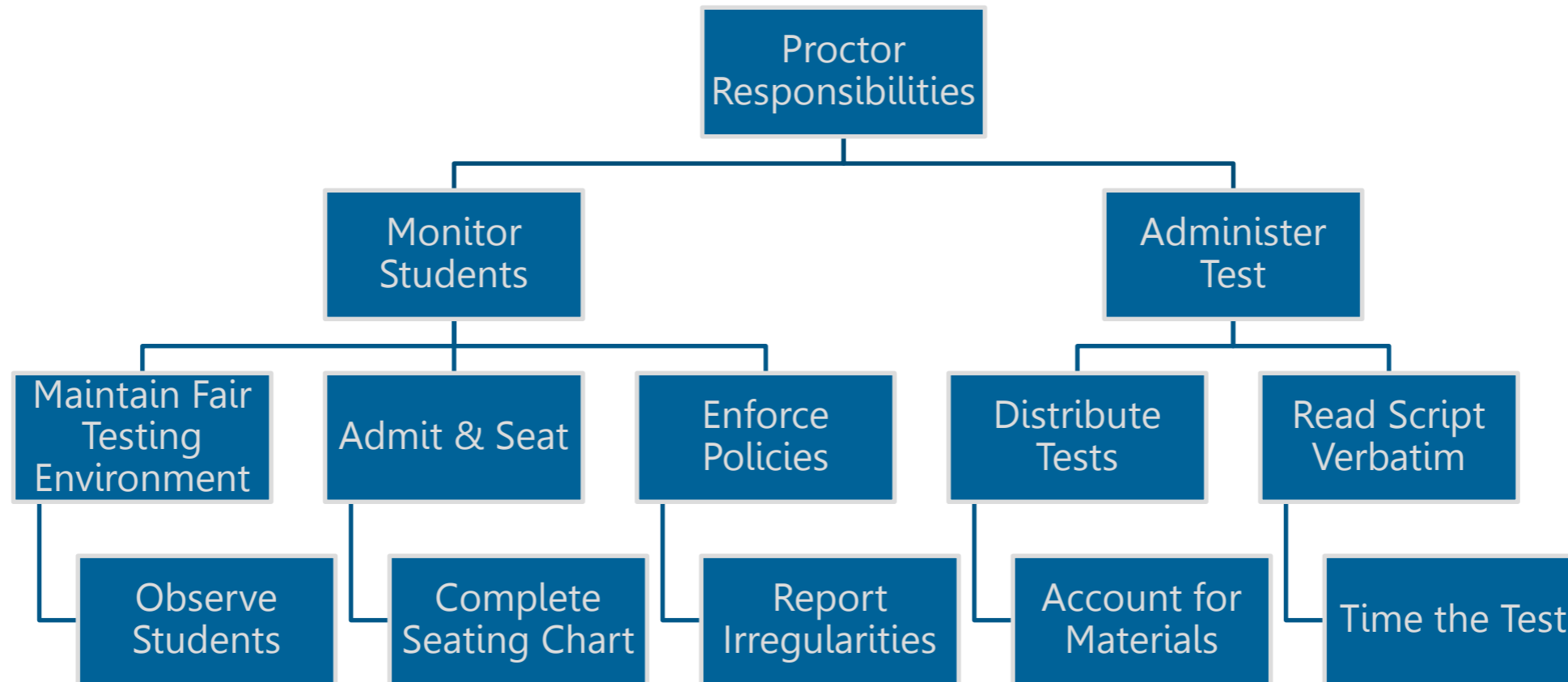
Testing Staff Roles

Room Monitors and Hall Monitors

Room monitor(s) and **Hall monitor(s)** are responsible for assisting the test coordinator and proctors.

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.
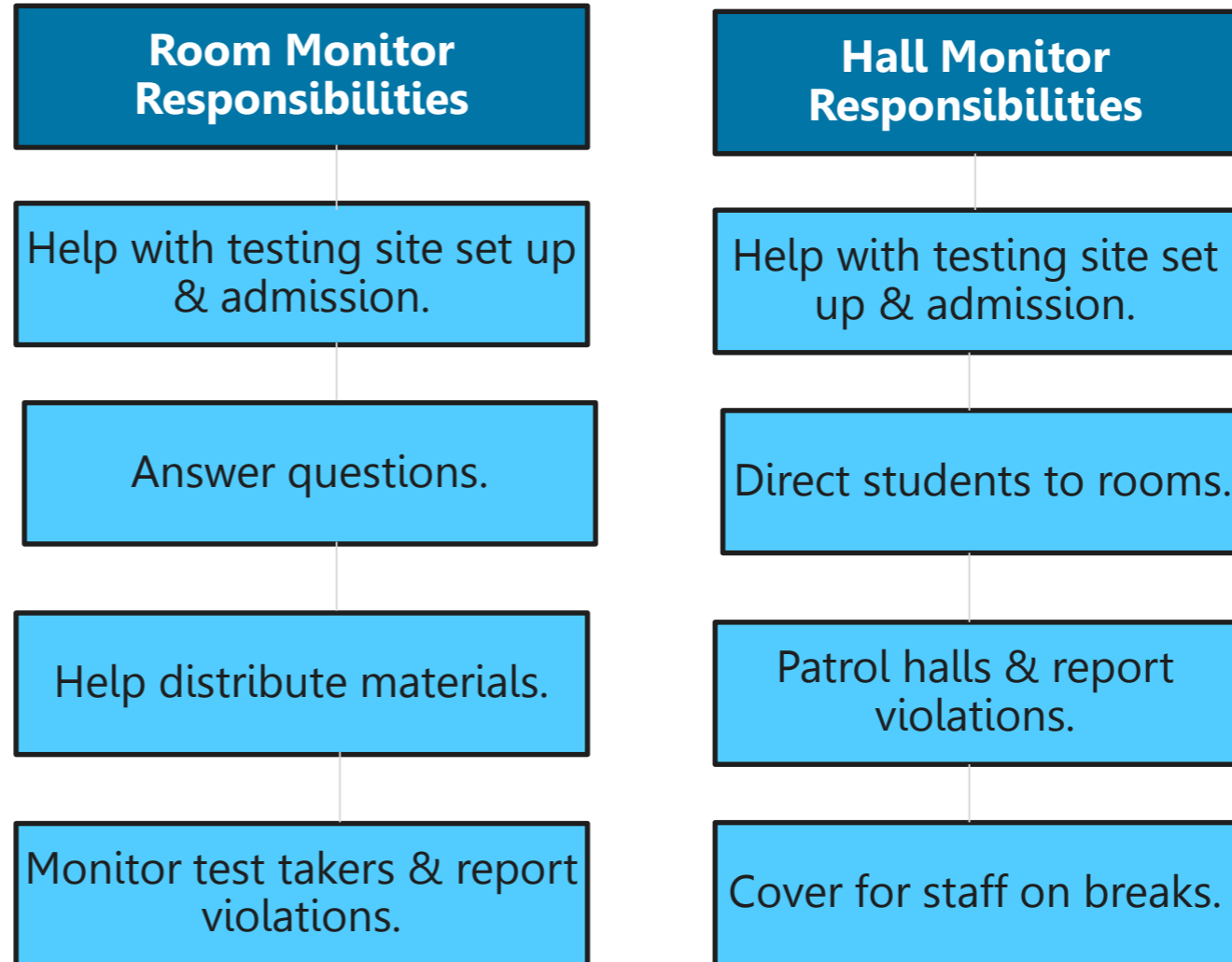
Before the Test

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 the establishment survey responses, schools will be assigned a six-digit school code representing the attending institution (AI 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.

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

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

- Schools must establish as a test site each year for the ISBE-provided assessment.

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

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be completed by ISBE.

- Pre-ID labels for student answer sheets will be shipped for all students who were included in the Pre-ID file by January 29, 2021.

- Schools are encouraged to check and make all corrections to data **prior to January 29, 2021.**

- College Board will determine your material order based on:

  - The number of students at each grade level in the Pre-ID file as of January 29, 2021

  - The students approved for accommodations via College Board's SSD online system

- Schools will NOT place orders for materials.

- College Board will ship a small overage of test materials to account for standby test takers, typically students who transfer into the school after the January 29, 2021, Pre-ID deadline.

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Prepare Your School

Off-site Testing Locations

- Off-site testing locations allow students to be tested at a location other than their high school.

- Some reasons that you may require an off-site testing location include: your school does not have a physical location, you don't have enough room to test all students, or you need to setup more than one location to be closer to students.

- The Coordinator at the primary location will receive all materials and will be responsible for distributing materials to the off-site location(s).

- Schools may request an off-site location, such as a district office, to test students who are not permitted to return to the high school, (e.g., expelled students).

- Submit a testing plan for each site to College Board.

- Districts may also choose to apply for off-sites for one or more than one school in their district.

- All off-site testing plans were due **by December 18, 2020,** but may be submitted after this date if conditions warrant a late request.

- Schools and districts that submit their off-site requests **on time** will receive their off-site materials with their other test materials

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Off-site Requests

- Online request submittal:
  - School staff must complete and submit the online form at: sat.org/offsiterequest with the required information for each offsite location.
  - The submitter will receive an email confirmation of request. It is important to save this email.
  - The submitter will be able to update off-site information online.

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College Board Off-site Testing: Spring 2021 School Day

Welcome to the SAT Suite of Assessments. College Board looks forward to working with you to make the setup of your off-site testing location a success. If your school is covered under a state contract, you will need to submit an offsite request form for each off-site location you will use for testing. When filling out the form, please have your off-site test coordinator contact information and your off-site testing location address available. Please complete this form in its entirety to submit your off-site information for Spring 2021 if you are testing students at a location other than your school.

A few things to note about off-site testing:
- In addition to your primary test coordinator, your school must have a unique test coordinator for each off-site location. Off-site test coordinators oversee all testing responsibilities for that location and are responsible for knowing which students are testing at their location.
- Each off-site test coordinator is responsible for ensuring that the off-site test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator Manual.
- All test materials will be shipped to schools. Primary test coordinators must arrange materials' secure transport to off-site testing locations.
- All test administration communication will be sent to the primary test coordinator, who will disseminate the information to the off-site testing staff.
- A student's home cannot be requested as an off-site testing location. If a student is homebound due to a disability or temporary/permanent medical condition, please contact the Services for Students with Disabilities (SSD) office to determine testing options. If a student is homebound due to a disciplinary action, an off-site testing location such as a district office should be requested using this form.

* Required

Email address *

Your email

Confirm Submitter Email Address: *
A copy of your submission will be sent to the email address entered above. The email address entered in this field should match the email address entered above.

Your answer

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 we measure students' academic abilities, regardless of their disabilities.

Accommodations requests will be submitted by the SSD coordinator through College Board's Services for Students with Disabilities (SSD) Online system.

There are two types:

- **College Board 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. 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.

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.

An OnDemand version of an Accommodations overview, providing details about using SSD Online and applying for testing accommodations, is available now for SSD coordinators.

Prepare Your School

Accommodations and SSD Coordinators

- Each school should follow state and district procedures for collecting consent to request accommodations for students with disabilities and also for English Learners, as applicable.

    - https://accommodations.collegeboard.org/forms

- Accommodations requests are submitted by each school's SSD coordinator via SSD Online.

Request Accommodations

Accommodations Request Windows

Activity	Deadline
Request College Board Accommodations	February 22, 2021
Request State Allowed Accommodations	January – February 22, 2021
Request 50% Extended Time for EL	January – February 22, 2021
Late Request Deadline For specific scenarios: • Students who are newly enrolled at a school • Students who are newly classified at an eligible grade level • Students who have a newly identified disability	March 5, 2021

Schools for which accommodation requests are not submitted on time may not receive materials on time.

Prepare Your School

English Learner Supports

English learners (EL) are able to utilize EL supports for Spring 2021 testing.
These supports include:

- Use of an approved word-to-word bilingual dictionary

- Use of translated test directions, and

- Time and one-half (+50%)

Students may use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used.

Prepare Your School

English Learner Supports

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

- List includes approximately 100 dictionaries.

- Use of dictionary 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), French, Gujarati, 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.

- All translations will be available to print in February at https://www.isbe.net/Pages/sat-psat.aspx.

Prepare Your School

English Learner Supports

Use of Time and One-half (+50%):

- Students will receive time and one-half (+50%) on each section of the assessment. 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 time and one-half (+50%) will need to be identified in SSD Online.

- Schools can request time and one-half (+50%) for ELs **starting in Mid-January** through the English Learner Support dashboard in SSD Online. Students will be automatically approved and no supporting documentation is required.

- EL students using time and one-half (+50%) can be tested with accommodated students who use 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

Prepare Yourself

Tasks for the Coordinator

- Complete the mandatory online test coordinator's training.

- Read the Coordinator's manual.

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

- Review the contents of the Coordinator's Planning Kit.

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Prepare Yourself

Online Coordinator's Test Administration Training

- Coordinators must participate in annual test-day training which will be available online in early March.

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

  - Share the link with other staff, as necessary.

- Test coordinators and SSD coordinators will be required to complete the training.

- Other test day staff will need to complete the online test day training provided for their role or be trained by their test coordinator.

- Please ensure that staff are trained by **April 6, 2021.**

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 students lists and room rosters to use. This is done at the local level-ISBE suggests using the SIS Pre-ID report for the list of students.

- Coordinators will work with the SSD coordinator to understand how many students will be testing with accommodations.

- More information about creating rosters will be in the coordinator manuals.

- The Nonstandard Administration Report (NAR), which is printed from SSD Online by the SSD coordinator, will be the roster of 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

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 time and one-half (+50%)

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	Exten group					

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)					

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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 time and one-half (+50%)

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	
Graomlktgtorallkkllamroaktlkksargre	Treaomllarklka	
Graomlk	Treaomlka	
Graomls	Tetromla	

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

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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. Testing rooms should be:

- Separated from other classes/tests on different schedules or taking different assessments

- In locations that minimize noise and other disruptions when classes or other assessments break

- In locations with minimal noise/distractions from outside the building

- In locations with access to restrooms

Plan Your Space

Seating and Furniture Requirements

- Chairs must have backs.

- Chairs 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.
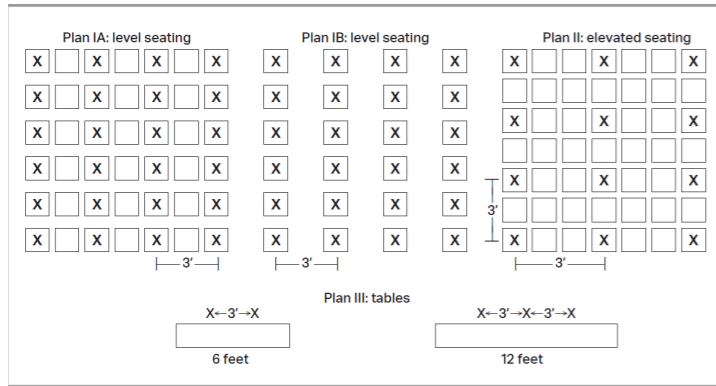
Plan Your Space

Seating and Furniture Requirements

- 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

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- Build Your Schedule

- Prepare Your Staff

- Prepare Your Students

- Prepare Your Materials

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Plan Your Staff

Planning for Staffing Needs

- Each school should plan for one test coordinator 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 the Coordinator Manual.

- Check with your school/district for policies around who can act as testing staff.

    - Some schools utilize aides, paras, substitutes, and coaches.

- Please contact School Day Support by phone or email if you need to make a change to the person appointed to the test coordinator or SSD coordinator roles or if the principal of the school has changed.

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Plan Your Staff

- Every testing room requires 1 proctor.

- Unless your school tests only a few students, 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)

Plan Your Staff

Planning for Staffing Needs

Scenario #1

Example:

- Your school is testing 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			
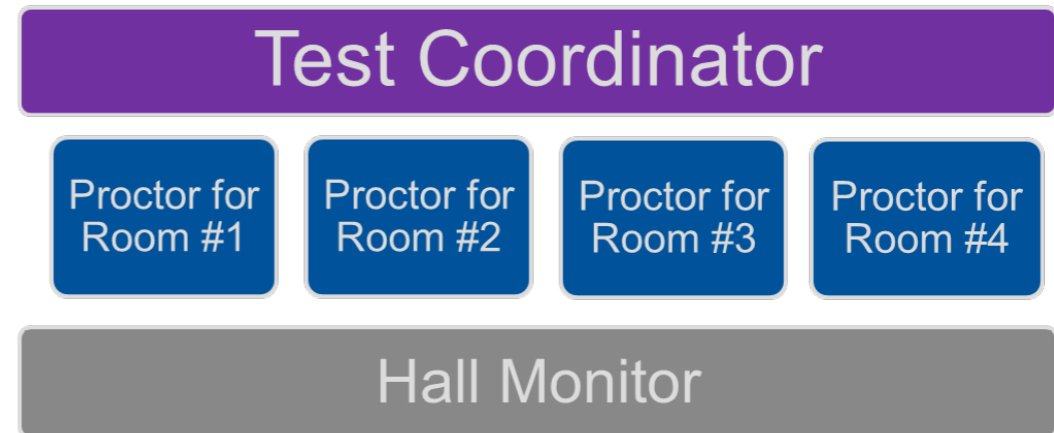
Plan Your Staff

Planning for Staffing Needs

Scenario #2

Example:

- Your school is testing 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
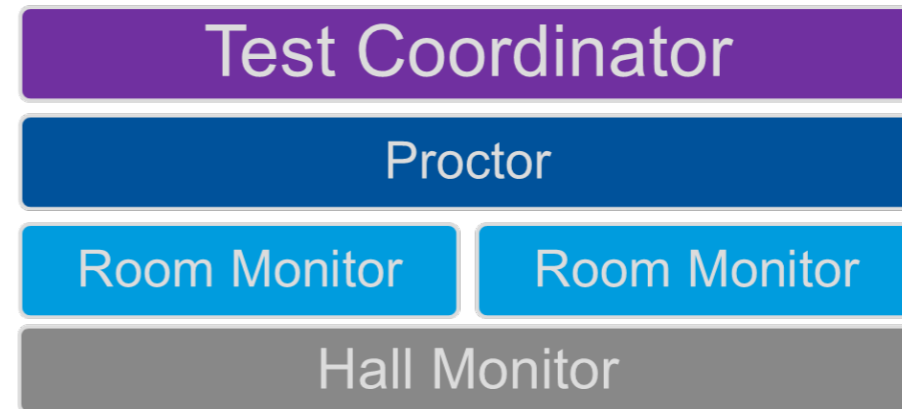
Test Coordinator	
Proctor	
Room Monitor	Room Monitor
Hall Monitor	

Before the Test

- 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

Administration Timing

Administration Timing for SAT with Essay

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.

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

Administration Timing

Administration Timing for PSAT 10 and PSAT 8/9

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

Spring 2021 Flexible Start Times

- Following the standard schedule for all 3 assessments, testing room doors close at 8 a.m. to complete test day administrative activities. College Board recommends school staff begin the test by 8:30 a.m. However, for the spring 2021 SAT School Day, PSAT 10, and PSAT 8/9, ISBE and College Board will permit Flexible Start Times, which allows schools to:

  - start testing earlier and/or later than usual, and

  - split their students across multiple testing groups.

- Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

- For more details about Spring 2021 Flexible Start Times see Appendix A of the Illinois Coordinator Implementation Handbook.

Build Your Schedule

School schedules may require some adjustments:

Planning the Test Day Schedule

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.	• 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 with Essay

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 personal information fields.

  - Complete the optional questionnaire (SAT with Essay and PSAT 10 ONLY). Before the preadministration session, school staff must obtain consent for students to complete this.

  - Select up to four colleges or scholarship programs to receive their SAT scores.

Build Your Schedule

Plan a Preadministration Session

- Each school will receive a shipment 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

  - Student Guides

  - Manuals containing preadministration instructions for Coordinators

- Schedule a 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 labels to front of student answer sheets before the session.

- Students will use their 9-digit state-assigned student ID as their Student ID number in field 5 "Student ID Number" on the answer sheet.

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

Prepare Your Staff

Tasks for the Coordinator

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

- Plan a time to train all of your school's test day staff.

  - Review important procedures for a successful administration.

  - Answer questions and address concerns.

- Share the Coordinator online training with necessary staff if desired, such as the back-up coordinator and proctors, to support your training sessions.

Before the Test

- Prepare Your School

- 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 Students

Student Preparation

- Distribute the Student Guides received in your preadministration shipments to students as soon as possible.

- Students can find answers to general questions about the assessments and what to expect on test day at https://www.isbe.net/Pages/sat-psat.aspx.

- 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 or guardians 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

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.

Prepare Your Students

Essay Practice with Official SAT Practice Tests

Link to SAT Practice Tests:
https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests

- Some practice tests 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.

Coach Your Students

Official SAT Practice features to help students prepare

Link to SAT Practice Tests:
https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests

Features include:

Recommended SAT Skills to focus on 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

SAT Suite Question Bank

A New Resource for Educators

Use the SAT Suite Question Bank (SSQB) to create custom, targeted question sets and improve instruction. The question bank lets educators access over 3,500 questions from the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 assessments.

Teachers can find questions that align with skills taught in class and use them in multiple ways. Questions can be sorted by subscores, cross-test scores, and content dimensions.

Link to SSQB: https://satsuitequestionbank.collegeboard.org/

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

Prepare Your Materials

Shipments

- Your school will receive a number of shipments related to your test administration.

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

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample manuals and test day forms, posters	Early March 2021
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Mid - Late March 2021
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	
Test Materials	Test books, test administration forms and materials, return kits	No Later Than April 6, 2021

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 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

Prepare Your Materials

Preadministration Shipment

- Preadministration shipments will be divided by assessment.

- Pre-ID labels

- Answer sheets

- Student Answer Sheet Instructions

- Student Guides

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

CollegeBoard

Prepare Your Materials

Test Materials

- Secure test materials (test books) will be delivered no later than a week prior to test day.

- Test materials shipments are divided by assessment.

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

- Test materials must be stored securely, once delivered.

  - Check contents of boxes within 24 hours of delivery using packing lists.

    - Contact College Board immediately if there is a problem with your shipment

  - Check materials daily until test day.

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

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

Prepare Your Materials

Test Manuals

- The SAT manuals provide specialized information for each type of test day staff.

  - Coordinator 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

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

  - PSAT 10 Coordinator Manual: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors

  - PSAT 8/9 Coordinator Manual: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors

CollegeBoard

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 each testing room

- Pre-labeled or gridded answer sheets (for the students assigned to each testing room) and blank answer sheets

- Student Answer Sheet Instructions booklets

- Irregularity Report (IR) forms

- SAT School Day Request to Cancel Test Scores forms (SAT with Essay rooms only)

- "Testing in Progress" flyer

- The applicable testing manual

- If applicable, EL supports (translated directions and/or word-to-word dictionaries) for students who need them

- Clear plastic bags for storage

On Test Day

Student Check In

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

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

- If your school utilizes 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 your school 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

  - After collecting SAT Essay books

  - Before dismissing students from the testing room

Distributing Test Materials

Testing Room Materials Report Form

- 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 and the total number Essay books in the room.

- If any issues arise, the chart will be used in investigating reported irregularities.

- Seating charts for SAT with Essay are returned after testing. Schools are instructed to keep a copy of the PSAT 10 and PSAT 8/9 seating charts in their records.

Reporting Test Administration Irregularities

Sample Irregularity Report (IR)

- Use the Irregularity Report (IR) to record an irregularity, including:

  - Security incidents

  - Misconduct

  - Test question errors or ambiguities

  - Other incidents or disturbances

  - Student complaints

- 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.

  - They 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.

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 with Essay.

- Make sure you bubble the correct date on the CRF.

Returning SAT with Essay Test Materials

For SAT with Essay, you will receive a total of three return kits:

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

- One for students testing in the accommodated window

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

- Return test materials from each administration in separate boxes.

Returning PSAT 10 and PSAT 8/9 Test Materials

For PSAT 10 and PSAT 8/9, you will receive a total of two return kits:

- One for students testing without accommodations

- One for students testing with accommodations

Note: if you have no students testing with accommodations, your school may receive only one return kit. If your school needs an additional return kit please contact Educator Support at 844-688-9995 to request this.

- Standard and nonstandard materials can be returned together.

- Return PSAT 10 and PSAT 8/9 test materials in separate boxes.

Packing Answer Sheets for SAT with Essay

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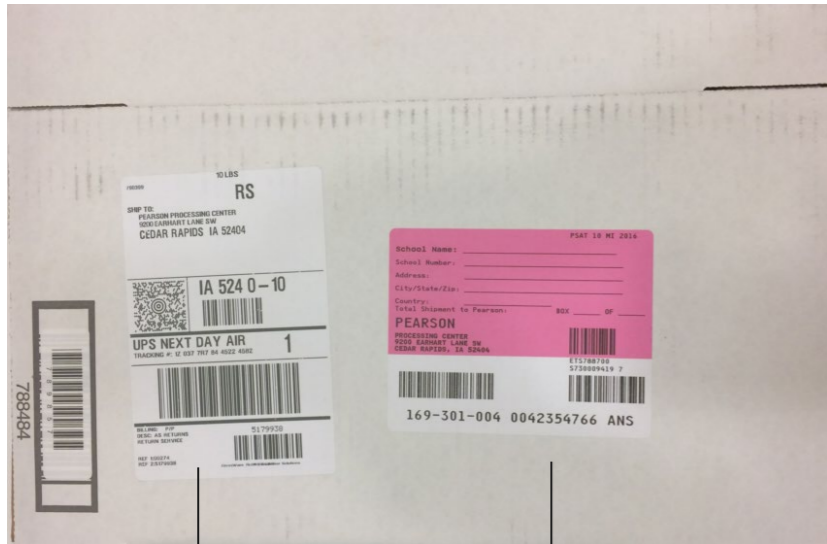
UPS Label   Pearson Label

- 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 but no later than April 29, 2021.

- Used answer sheets for students testing on the April makeup test date of April 27, 2021, must be returned no later than April 29, 2021.

- Used answer sheets for students testing on the May makeup test date of May 18, 2021, must be returned no later than May 20, 2021.

- An answer sheet is considered used if it has:

  - One or more answers to test questions gridded in for the test or anything written on the lined pages of the SAT Essay, and the answer sheet includes a label or gridded student information.

Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets for PSAT 10 and PSAT 8/9

Image of white box for returning answer sheets
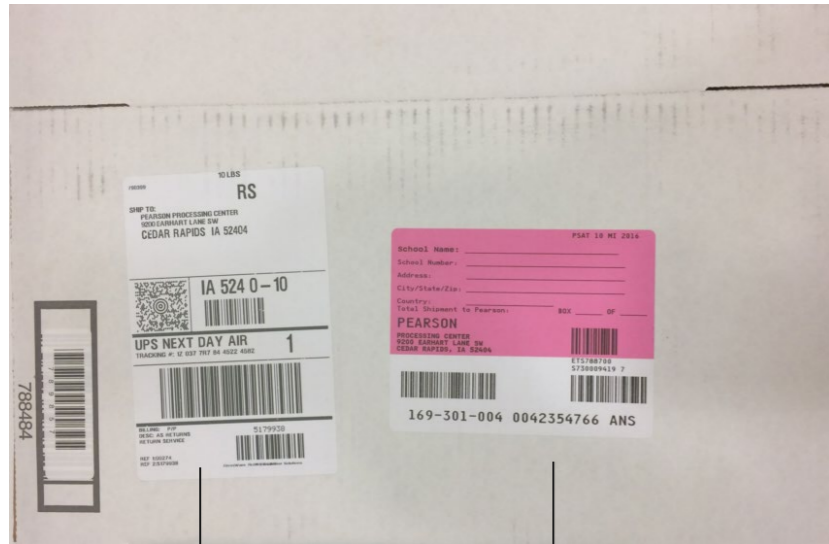

UPS
Label

Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.

- Return used answer sheets and other materials needed for scoring as quickly as possible after the majority of students have tested on their originally scheduled test date(s).

- Return used answer sheets and other materials needed for scoring for students who tested later in the window in a final return shipment after everyone has finished, but no later April 29, 2021.

- An answer sheet is considered used if it has:

  - One or more answers to test questions gridded in for the test, and the answer sheet includes a label or gridded student information.

  Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets

- Schools need to return answer sheets and test books separately for each assessment.

  - Do not include SAT with Essay answer sheets with PSAT 10 answer sheets, etc.

  - No answer sheets should be returned in the test book 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 will be included in the shipment with the header "TB Returns."

- In addition, loose colored labels will be included in the shipment to be applied to the SAT with Essay test book return boxes.

  - Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.

- **Schools must return test books for all assessments – SAT with Essay, PSAT 10 and PSAT 8/9.**

Test Materials Return Schedule

Schools should return materials no later than:

- **SAT with Essay:**
  - **The day after the primary test date**
  - **As soon as possible after all accommodated testing is complete, but no later than the end of the testing window**
  - **No later than April 29, 2021, after the April makeup test administration**
  - **No later than May 20, 2021, after the May makeup test administration**
- **PSAT 10 and PSAT 8/9:**
  - **Once all testing at your school is complete, but no later than the end of the testing window**

- 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:** Before 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 from the April test administration must be shipped by **April 29, 2021.**

- All answer sheets from the SAT with Essay May Makeup test administration must be shipped by **May 20, 2021.**

- Answer sheets will not be scored if received late.

Makeup Testing

SAT with Essay

- Schools will order makeup materials for SAT with Essay only.

- Schools should plan to administer SAT with Essay to all eligible students on the April 13, 2021, primary test date.

- The April 27, 2021, makeup date should be used to test any students that did not test on April 13, 2021.

- In order to provide additional flexibility and promote staff and student safety during the Spring 2021 administration of SAT with Essay, ISBE and College Board are offering one additional makeup test date that will take place on Tuesday, May 18, 2021.

- For any students who were unable to test on any April administration date, Test Coordinators should submit a request for makeup materials for the May 18, 2021, test date.

- 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 details.

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

- New test books will be sent for all students testing on the makeup test date for SAT with Essay only.

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

Testing Window

PSAT 10 and PSAT 8/9

An expanded PSAT 10 and PSAT 8/9 testing window will provide flexibility and promote staff and student safety during the spring 2021 administration of PSAT 10 and PSAT 8/9. This flexibility will allow test materials sent for primary PSAT 10 and PSAT 8/9 testing to be used exclusively, and no separate makeup test books will need to be ordered for PSAT 10 and PSAT 8/9.

- Please note that PSAT 10 and PSAT 8/9 makeup testing may not occur on April 27, 2021, as was communicated previously. All PSAT 10 and PSAT 8/9 test books must be returned after testing is completed.

- For planning purposes, ISBE is providing the following guidance for PSAT 10 and PSAT 8/9:
    - Schools should plan to administer PSAT 10 and PSAT 8/9 as early in the testing window as possible.
    - Schools are encouraged to administer PSAT 10 and PSAT 8/9 to as many students are possible in a single administration.
    - If choosing more than one PSAT 10 test date, the test dates should be consecutive (e.g., student in homerooms 1-4 on 04/19/21 and students in homerooms 5-8 on 04/20/21).
    - If choosing more than one PSAT 8/9 test date, the test dates should be consecutive (e.g., last names A-H on 04/14/21, last names I-Q on 04/15/21, and last names R-Z on 04/16/21)

- When a student is absent or unable to test on the chosen test date(s), the school is encouraged to test that student as soon as possible within the testing window.

- Unless approved to test with accommodations that allow more than one day of testing, any student must complete PSAT 10 or PSAT 8/9 testing in one day.

- Students may test only once during the PSAT 10 and PSAT 8/9 testing window.

- See https://www.isbe.net/Pages/sat-psat.aspx for additional PSAT 10 and PSAT 8/9 guidance for Spring 2021 from ISBE.

Score Reporting

- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT™ 10, and SAT® with Essay 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 College Board reporting, not for accountability.

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

- Scores are anticipated to be posted in ISBE's Student Information System by mid-August 2021.

CollegeBoard

Final Information

Accessing College Board 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 assigning access to school and district staff. Please work with your DAT if you do not have access.

- 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.

Thank You!

Contact Information

We're Here to Help

If you have any questions about implementation and planning or materials shipments, the Illinois Educator Support team is here to help.

- Contact us at ILSAT@collegeboard.org or call 844-688-9995.

You may also find the latest information on the ISBE website at: https://www.isbe.net/Pages/sat-psat.aspx