

To: SAT, PSAT 10, and PSAT 8/9 Test Coordinators

If your school needs to participate in off-site testing, these additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. Off-site testing allows your school staff to transport secure test materials to another location for testing. Off-site testing may be requested for a variety of reasons (e.g., school is unable to comply with testing conditions due to inadequate space, students attend serving schools that are not established as test sites, students who are expelled to safe schools and are not allowed back to their home school, etc.).

Here's how to request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Download and save the [College Board Off-Site Testing Plan spreadsheet \(.xls/1.1MB\)](#).
3. Fill in the required cells in the "Questions" tab of the spreadsheet. Some required information includes:
 - Name and address of the proposed off-site testing location
 - Off-site test coordinator information
 - Details on how materials will be kept secure
 - How the site will meet seating and setup requirements

Use the "Instructions" tab in the spreadsheet for guidance.

4. Fill out the "Questions" tab for every off-site location your school needs by copying and pasting the "Questions" worksheet into a new worksheet tab.
5. Return the completed spreadsheet to testingplans@info.collegeboard.org no later than midnight ET **December 14, 2018**. If your school becomes aware of the need for off-site testing after the deadline of December 14, 2018, please contact the Illinois Educator Support by calling 1-844-688-9995 (option 1) or emailing illinoisadministratorsupport@collegeboard.org.
6. The College Board will work with the test coordinator requesting off-site testing locations to ensure the location meets the requirements. If necessary, College Board will contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
7. Once approved, an email will be sent to the test coordinator communicating the approval, along with more information about administering at the off-site location.

A few things to note about off-site testing:

- Each off-site's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the school's test coordinator (i.e., the test coordinator of the school requesting the off-site location).
- Test materials will be shipped to the school (i.e., the school requesting the off-site location). The test coordinator(s) at the school will be responsible for coordinating the secure transport of materials from the school to the attention of the off-site test coordinator at each testing location.
- Advanced arrangements will be made to pick up materials after testing directly from the off-site location. Courier pickup confirmation emails will include instructions for making alternate pickup arrangements if needed.

If you have questions about off-site testing or completing this spreadsheet, please contact the Illinois Educator Support by calling 1-844-688-9995 (option 1) or emailing illinoisadministratorsupport@collegeboard.org.

Thank you!

College Board