

**To: ISBE-Provided SAT, PSAT 10, and PSAT 8/9 Test Coordinators**  
**RE: Spring 2020 Off-Site Testing Requests**

All off-site testing locations must be approved by the College Board staff to make sure they meet testing, staffing, training, and security requirements. Off-site testing allows your school staff to transport secure test materials to another location for testing. Off-site testing may be requested for a variety of reasons; below lists some common reasons:

- School is unable to comply with testing conditions due to inadequate space
- Students attend serving schools that are not established as test sites, including students who are expelled to safe schools and not allowed back to their home school
- High school districts that must ensure 15-year-old grade 9 students with IEPs served by elementary school districts take PSAT 8/9

If your school becomes aware of the need for off-site testing after the deadline of December 20, 2019, please contact the Illinois Educator Support by calling 1-844-688-9995 (option 1) or sending an email to [illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org).

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

1. Identify a facility (or facilities) that meet your needs for off-site testing.
2. Gather all required information for submission of your off-site testing request.  
You'll need:
  - Your school information and six-digit Attending Institution (AI) code
  - The off-site testing location name and address
  - Contact information for the off-site test coordinator
3. New this year, requests will be submitted through an online form ([sat.org/offsiterequest](https://sat.org/offsiterequest)). Click [here](#) to submit your off-site testing request. You will receive email confirmation of your off-site testing request once the online form is submitted.
4. A separate online form must be completed for each off-site testing location being used for your test administration.
5. Complete your off-site testing request no later than December 20, 2019.
6. The College Board will work with the test coordinator requesting off-site testing to ensure the location meets the requirements. If necessary, College Board staff will contact the test coordinator to make recommendations to improve security and address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
7. Once approved, College Board staff will send an email to the test coordinator communicating the approval, along with more information about administering at the off-site testing location.

A few things to note about off-site testing:

- Each off-site testing location's test coordinator is responsible for ensuring that the off-site testing location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator manuals.
- The off-site test coordinator is responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary Attending institution (AI) test coordinator (i.e., the test coordinator of the school requesting the off-site testing location).
- Test materials will be shipped to the primary AI location (i.e., the school requesting the off-site testing location). The test coordinator at the primary AI is responsible for coordinating the secure transport of materials from the primary AI location to the attention of the off-site test coordinator at the off-site testing location.

If you have questions about off-site testing or completing this online form, please contact the Illinois Educator Support by calling 1-844-688-9995 (option 1) or sending an email to [illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org).

Thank you!

College Board