
Illinois
SAT®
PSAT™ 10
PSAT™ 8/9
Preadministration
& Rostering

Spring 2019

Agenda

Our goals today include:

- Review the Preadministration Session
- Discuss Rosters
- Review the Nonstandard Administration Report (NAR)

What is the Preadministration Session?

A blue-tinted photograph of three students walking from left to right past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The entire image has a blue overlay.

What is the Preadministration Session?

- ## 14 Score Reporting

Preadministration Session

Benefits of Student Search

- The SAT and PSAT 10 optional questionnaires allow students to opt into Student Search Service and provide information about themselves to help connect them with colleges and scholarship programs based on their interests.
- Nearly 1,900 colleges use Student Search Service® to look for students who match a range of factors—such as the area where they live or go to school, their interests, and what they plan to study in college.
- Only eligible colleges and scholarship and educational organizations can participate. They most often search on expected high school graduation date, cumulative grade point average (GPA), and intended college major.
- Students can choose which optional questions to complete.
- Participation is optional.

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with curly hair, wearing a plaid shirt and a backpack, looking towards the left. To his left is another student, and to his right is a young woman with long hair, also wearing a backpack and looking towards the left. The background is a brick wall.

Preparing for the Preadministration Session

Preadministration Session

- Preadministration shipments will arrive between March 12 and March 14, 2019.

Shipments



Contents	SAT	PSAT 10	PSAT 8/9
Answer sheets	X	X	X
Student Answer Sheet Instructions	X	X	X
Student Guides	X	X	
Coordinator Manuals	X	X	X
Standard Testing Manuals	X		
Accommodated Testing Manuals	X		
Labels for each student included in the Pre-ID file	X	X	X

Pre-ID Labels

- The established testing school for each student included in the ISBE SIS Pre-ID report as of February 1, 2019, will receive a pre-ID label for each listed students' answer sheet.
- The label contains the student's 9-digit State Assigned Student ID (SASID) which the student will need when gridding his/her answer sheet.
- Any student without a pre-ID label should be instructed to follow directions for gridding his/her personal information on the answer sheet. Schools should be prepared to provide the student with his/her SASID.

Diagram illustrating the fields on a Pre-ID label:

- SASID: 9-digit State Assigned Student ID
- Last Name
- First Name
- MI
- School (AI) Code
- School Name
- Test and Year: SAT 2019
- Barcode Number
- DOB: mm/dd/yyyy
- GENDER: X GRD: 11

Three SAT School Day Answer Sheets (SAT, PSAT 10, PSAT/NAT) are shown, illustrating the placement of the Pre-ID label. Red arrows point to the label placement area on each sheet.

Pre-ID Labels

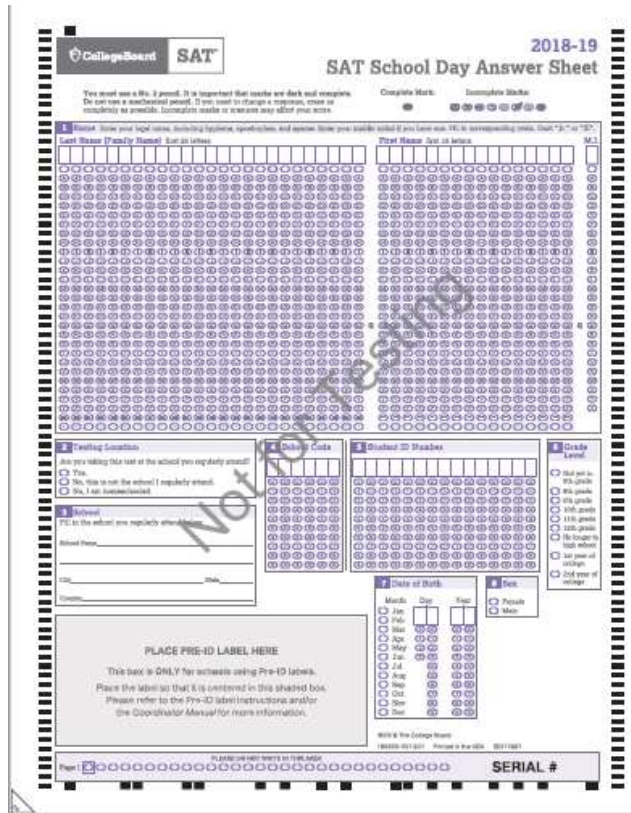
Verifying Information on the Pre-ID Labels

- If the first name or last name listed on the label does not correctly reflect the student's name as it appears in ISBE's Student Information System (SIS), please do not use the label.
- If any other information is incorrect, including DOB, SASID or school information, the label should be applied and this information should be corrected in ISBE's SIS. ISBE will send an updated SAT Pre-ID file from SIS to College Board on April 1, 2019.
- If you receive incorrect labels, labels for students no longer enrolled in your school, or for students who are not required to be tested, please shred or destroy these labels in a secure manner.

Preadministration Session

All students, regardless of whether they have a pre-ID label, must bubble the following required fields on the front page of each assessment's answer sheet:

1. Name
2. Testing Location
3. School
4. School Code
5. Student ID Number
6. Grade Level
7. Date of Birth
8. Sex



The image shows the front page of the SAT School Day Answer Sheet for the 2018-19 school year. The form is titled "SAT School Day Answer Sheet" and "2018-19". It includes instructions for students to fill out their personal information and bubble the required fields. The form is divided into several sections: "Personal Information" (Name, School, School Code, Student ID Number, Grade Level, Date of Birth, Sex), "Testing Location", and "Pre-ID Label". A large "Not for Pre-ID Label" watermark is visible across the center of the form. The form also includes a "Serial #" field at the bottom right.

Preadministration Session

Prepare for Session

- Apply labels to the correct answer sheet type, standard or large-block.
- You will need the following to conduct your session:
 - Answer sheets with Pre-ID labels affixed
 - Blank answer sheets
 - *Student Answer Sheet Instructions*
 - *Mobile Opt-in Policy documents*
 - *SAT School Day and PSAT 10 Student Guides*
 - The SAT testing manual (Standard or Accommodated, and the PSAT 10 and PSAT 8/9 Coordinator manuals containing preadministration instructions and scripts)
- Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups) and determine staffing needs.
- Conduct the session in school. Do not let students take the answer sheets home.

Preadministration Session

Prepare Staff

Meet with staff who will administer the sessions to:

- Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting
- Provide their room assignment
- Review roles and responsibilities of staff conducting the sessions
- Review the materials students will use during the session: answer sheets, pre-ID labels, and Student Answer Sheet Instructions
- Instruct staff to display the 6 digit AI code in a prominent place in the room for students to see

See the “Prepare Your Preadministration Session” of the Coordinator Manuals for more detail.

Preadministration Session

Prepare Students



- Inform students of the scheduled session.
- Distribute *SAT School Day and PSAT 10 Student Guides* to students. Direct students to the online PSAT 8/9 Student Guide.
- Inform students they will need No. 2 pencils for the session.
- Share information about the preadministration session in advance so students can discuss with their families whether they will participate in Student Search Service and which colleges they will select for their four free score sends.
- Samples of the student answer sheet instructions for each assessment are available on ISBE's SAT/PSAT website. We encourage schools to share these documents ahead of the preadministration session so that students can discuss the optional questionnaire with their families. Sample answer sheets are also available for your reference on the SAT/PSAT website.

Conducting the Preadministration Session

A blue-tinted photograph of three students in a hallway. A male student in the center is shaking hands with a female student on the right. A third student is partially visible on the left. They are all wearing backpacks and standing in front of a brick wall.

SAT Preadministration Session

- Plan for approximately 60 minutes.
- Distribute pre-labeled answer sheets and *Student Answer Sheet Instructions*.
 - Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.
- All students will complete:
- Part 1: Personal Information
 - All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth and sex.
- Part 2: Score Sends
 - Students will use the *Student Answer Sheet Instructions* to locate the appropriate codes for colleges or scholarship programs.
- Part 3: Optional Questionnaire
 - Students will use the Student Answer Sheet Instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

The image shows the SAT School Day Answer Sheet for the 2018-19 academic year. The form is titled "SAT School Day Answer Sheet" and includes the CollegeBoard logo. It contains several sections for students to fill out, including a header section with instructions, a section for personal information (name, testing location, school name, school code, student ID, grade level, date of birth, and sex), a section for score sends (colleges and scholarship programs), and a section for optional questions. The form is designed to be filled out by students during a preadministration session. A large "Not for Distribution" watermark is visible across the center of the form.

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Preadministration Session

Session

- Plan for approximately 45 minutes.
- Distribute pre-labeled answer sheets and *Student Answer Sheet Instructions*.
 - Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.
- All students will complete:
- Part 1: Personal Information
 - All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth and sex.
- Part 2: Optional Questionnaire
 - Students will use the Student Answer Sheet Instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

- Distribute pre-labeled answer sheets and *Student Answer Sheet Instructions*.

- Make sure to correctly match any answer sheet with a Pre-ID label to the correct student.

- All students will complete:

- Part 1: Personal Information

- All students, **including those with labels**, will bubble their name, testing location, school name, school code (AI), student ID, grade level, date of birth and sex.

- Part 2: Optional Questionnaire

- Students will use the Student Answer Sheet Instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

[illegible]

CollegeBoard

PSAT®/8/9

2018-19

You must use a No. 2 pencil. It is important that marks are dark and complete. The test will be machine scored. If you need to change a response, erase as completely as possible. Scrambled marks or marks that extend your score.

Complete Mark

Scrambled Mark

6-8 Pretest Order pre-test items including English, mathematics, and science. These pre-test items allow you to have one PSAT pre-writing practice. Start "6-8" at "01".

Last Name (Family Name) Test ID Number

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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First Name Test ID Number

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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9 Testing Location

Are you taking this test at the school you regularly attend?

☐ Yes
☐ No, this is not the school I regularly attend.
☐ No, I am unenrolled.

10 School

Go to the school you regularly attend.

School Name

City

State

Country

11 Student ID Number

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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12 Grade

☐ We are in 6th grade
☐ We are in 7th grade
☐ We are in 8th grade
☐ We are in 9th grade
☐ We are in 10th grade
☐ We are in 11th grade
☐ We are in 12th grade

13 Sex

☐ Male
☐ Female

PLACE PRE-ID LABEL HERE

This box is **ONLY** for schools using Pre-ID labels.

Place the label as that it is centered in this shaded box.
 Please refer to the Pre-ID label instructions inside the Coordinator Manual for more information.

14 Date of Birth

Month	Day	Year
01	01	01
02	02	02
03	03	03
04	04	04
05	05	05
06	06	06
07	07	07
08	08	08
09	09	09
10	10	10
11	11	11
12	12	12

AX25000

- 17

Preadministration Session

After the Session

Proctors:

- Collect all answer sheets and *Student Answer Sheet Instructions*.
- Confirm that all students have entered their SASID accurately. For any students that left box 5, Student ID number, blank, enter their SASID on the answer sheet and fill in the corresponding bubbles.
- Return answer sheets to the test coordinator as instructed.

Test Coordinators:

- Organize the answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day.
- Track students who missed the session and plan a makeup session prior to test day if possible.
 - The manuals also include instructions for assisting students to complete the student information and score sends on test day.
- Collect manuals from Proctors for use on test day.

Rosters

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with dark hair, wearing a plaid shirt and a backpack, looking towards the right. To his left is another young man in a light-colored shirt and backpack, also looking right. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking right. The background is a brick wall.

Rosters

What is a Master Student List?

- Test coordinators will need to develop a Master Student List, or roster of test takers for SAT School Day.
- Each proctor will need a roster for his/her room.
- Test coordinators will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment.
- Test coordinators should make a copy and save the list in a safe location for six months after test day.
- In the event of an irregularity or discrepancy, test coordinators may need the list to respond to inquiries from ETS or the College Board during an investigation.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	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		9/5/2002	09090909	123	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O.	10/15/2001	10101010	456	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2002	0001024191	109	Y	SB30	Blue	50% XT; translated directions	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2002	0001025799	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0001025700	234	Y	R1	Purple			T. Coach

Rosters

How to Create a Master Student List

- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to obtain the list of students to be tested.
- It is recommended that you use the Pre-ID reports from ISBE's Student Information System (SIS).
- The Pre-ID reports in SIS will continue to adjust in real time as students are enrolled in and exited from SIS.
- You may download the Pre-ID reports from SIS into a spreadsheet.
 - If needed, contact the SIS Helpdesk at 217-558-3600, option 3, for assistance in accessing this report.
- You should continue to enroll any new students, including students who have recently transferred to your school
- Ask your SSD coordinator to print a copy of the NAR from College Board's SSD Online system. Use the NAR to identify the number of rooms that will be needed for students testing with accommodations.
- Add room and staff assignments to the Master Student List.

Rosters

Room Rosters

- Once you have your room assignments for staff, you need to create a roster for each testing room that each proctor can use to record attendance on test day.
- Divide your Master Student List into individual room rosters for students testing in standard test rooms.
- You have the option to build room rosters for accommodated testing rooms or use copies of the NAR.
- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred to your school).
- In addition, work with your SSD coordinator to identify students who may have recently been approved for accommodations or supports.
- Continue to update your Master Student List and room rosters.

Rosters

Optional Testing Room Codes

- Use of testing room codes is optional.
- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.
- If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.

Complete on Test Day

44 Form Code
Copy from back of test book

A A A A 0 0 0
B B B B 1 1 1
C C C C 2 2 2
D D D D 3 3 3
E E E E 4 4 4
F F F F 5 5 5
G G G G 6 6 6
H H H H 7 7 7
I I I I 8 8 8
J J J J 9 9 9
K K K K

45 Test ID
Copy from back of test book

46 Test Book Serial Number
Copy from front of test book


0 0 0 0 0 0

47 Testing Room Code

0 0 0

Important: fill in these completely. If they are not, there may be delivering y

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	Purple	T. Coach

 CollegeBoard

23

Nonstandard Administration Report (NAR)

What is the NAR?

- The NAR provides a list of all approved students with accommodations for testing.
- SSD Coordinators will access and print the NAR from College Board's SSD Online Dashboard.
- The NAR can be used as the room roster for accommodated testing.
- The NAR becomes available approximately 4 weeks before test day.

Nonstandard Administration Report (NAR)

What is the NAR?

For PSAT 10 and PSAT 8/9, the NAR includes:

- a summary of students with their SSD numbers, and
- a list of students who will test during the accommodated testing window, including students testing with state-allowed accommodations (SAAs)

For SAT, the NAR includes:

- a summary of students with their SSD numbers
- a list of students who will test on the primary test date with accommodations
- a list of students who will test during the accommodated testing window, and
- a list of students who will test with SAAs during the accommodated testing window.

Students testing with EL 50% extended time will be listed with other students approved for 50% extended time as College Board accommodation.

Generating the NAR

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Select the assessment
 - Enter AI code and Primary Test Date

The screenshot shows the CollegeBoard 'Services for Students with Disabilities' dashboard. At the top, there's a blue header with the CollegeBoard logo and 'My Account | Logout'. Below this is a dark blue bar with 'Dashboard' and helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. The main content area shows '0 Students' with a '25 per page' dropdown and navigation arrows. There are two yellow buttons: 'Create Eligibility Roster' and 'Merge Students'. A link 'Go To State-Allowed Accommodation Dashboard v' is present. A red arrow points to the 'Create Nonstandard Administration Report v' link, which has a dropdown menu open showing options: 'AP', 'PSAT/NMST & PSAT10', 'PSAT 8/9', 'SAT - Mar 10, 2018', 'SAT - All Students', and 'SAT - School Day Registration'. Below this, there's a 'Narrow by:' section with input fields for 'Enter AI Code', 'All Statuses', 'All Accommodations', and 'All Dates', along with a 'Clear all' link and an 'Enter Student Name' field. There are also checkboxes for 'Only show students with pending Applications' and 'Only show students with missing data'. At the bottom, there's a table header with columns: 'Status', 'Student', 'Submitted', and 'Received'. The footer includes links for 'site map', 'contact us', 'about us', 'press', 'careers', 'link to us', 'compliance', 'terms of use', and 'privacy policy', along with the copyright notice '© 2013 The College Board' and a 'TRUSTe CERTIFIED PRIVACY' logo.

NAR – PSAT 10 and PSAT 8/9

- 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

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtoralkkllamroaktlkksargre	Treaomllarkkkaltkirl	#0007025801
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)

NAR – SAT

The SAT School Day NAR includes:

- Testing group to support room planning
- The student's name and SSD number
- A description of the approved accommodations
- Identification of what color test book a student must use for testing – purple, blue, or lime green
- Identification of one-day versus two-day testing accommodations
- Identification of which scripts to use for test administration
- The NAR will display students who have been approved for accommodations at the school who have also been pre-identified in the Pre-ID process. SSD Coordinators will be able to add students, with approved accommodations, to the NAR to build a complete list of students taking the SAT with accommodations.

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)	

Questions?

- Visit the ISBE SAT webpage
<https://www.isbe.net/Pages/sat-psat.aspx>
- Call our Illinois Educator Hotline at 844-688-9995 (option 1) or email illinoisadministratorsupport@collegeboard.org
- Call the Illinois State Board of Education Division of Assessment and Accountability with any policy questions at 866-317-6034 or email assessment@isbe.net