Illinois SAT®

Spring 2018 Implementation

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CollegeBoard

Session Goals

Our goal today is to share the latest information about the ISBE-provided SAT based on current planning.

College Board and ISBE will be continuing to finalize implementation details and as more information becomes available we will share through the ISBE website: https://www.isbe.net/Pages/SAT.aspx and the College Board website: www.collegeboard.org/illinois.

Today we will provide:

- An overview of SAT administration

- An update on changes planned for 2017-18

Look for:

Spring Test Administration

Test Dates

- SAT will serve as the assessment for Grade 11 accountability.

- ISBE will provide the SAT with Essay at no charge to all Grade 11 students enrolled in public high schools.

- Most students will be required to test on a single day. Students with accommodations that extend testing time beyond a standard school day or require a separate setting or test format will have a two week window to complete testing.

  - Primary test day is: **April 10, 2018**

  - Accommodated Testing Window: **April 10, 2018 – April 24, 2018**

  - Makeup test day is: **April 24, 2018**

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Implementation Key Dates

Preliminary Spring 2018 Key Dates

Activities	SAT School Day
AI Code confirmation	December 2017
Off-Site Request Deadline	December 15, 2017
Pre-ID deadline in SIS	January 26, 2018
Request Accommodations	Now – February 19, 2018
Receive Supervisor Planning Kits	Late February 2018
Test Day Online Training	February – April 2018
Preadministration Materials in Schools	Mid-March 2018
Conduct Preadministration Session	Late March – Early April 2018
Test Materials in Schools	First week of April 2018
Test Administration	April 10, 2018
Accommodated Testing Window (eligible students only)	April 10, 2018 – April 24, 2018
Provide Counts of Students Requiring Makeup Testing	April 12, 2018
Makeup Test Administration	April 24, 2018
Final Materials Return for Scoring	No later than April 28, 2018

Testing Staff Roles

- **Test Supervisor** – is responsible for all aspects of the SAT administration at the school

- **Services for Students with Disabilities (SSD) Coordinator(s)** – request accommodations for students and supports the Test Supervisor to oversee accommodated testing.

- **Associate Supervisor** – is the test administrator

- **Room Proctor(s)** – assist the associate supervisor with monitoring students in the testing room

- **Hall Proctor(s)** – are responsible for monitoring the hallways on test day

Staff Requirements

- Test Day staff cannot be employed by an outside test-prep company.

- Test Day staff cannot have taken the SAT within 180 days of the administration date.

- Test Day staff with children cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day.

- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the student is taking before, during, or after test day.

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

- In large test centers, we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Supervisor then can float around the test center, assisting with questions and resolving any issues that may arise.

Testing Staff Roles

Test Supervisor

- The **Test Supervisor (TS)** 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 test site and staff, and supervising all activities related to testing, including accommodated testing.
    - Collecting, packing and returning test materials, completing test day forms and ordering makeup materials.
  - Acting as the main contact between the College Board and the school, receiving all communications from the College Board.
  - Identify at least one Associate Supervisor to serve as the back-up Test Supervisor

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 request them at his/her school.

  - Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test supervisor in determining rooms and staff required for administering the test with accommodations.

  - Partnering with the Test Supervisor to reconcile accommodated testing materials and administer the SAT to students who are testing with accommodations.

  - 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.

# Consolidated Roles

Promoting partnership

- The test supervisor is now responsible for planning the administration for ALL students, including those with accommodations.

    - The SSD coordinator is responsible for applying for accommodations and printing the list of students approved for accommodations.

    - The supervisor can enlist the help of the SSD coordinator to assist with planning the administration for students with disabilities.

- All shipments will be addressed to the test supervisor.

- The test supervisor is responsible for returning all materials.

NEW

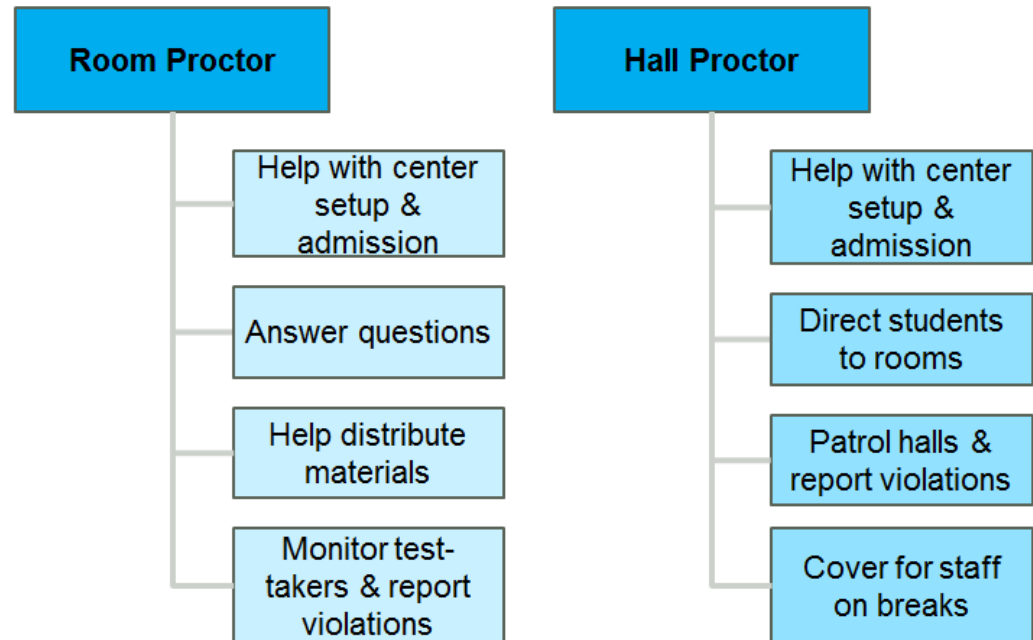# Testing Staff Roles

Associate Supervisor

- The **Associate Supervisor(s)** is responsible for:
  - Managing all activities that happen in the testing room.
  - Conducting the test and monitoring test-takers to ensure a fair administration.
  - Each room requires one Associate Supervisor.
  - One Associate Supervisor must be designated as the back-up for the Test Supervisor.
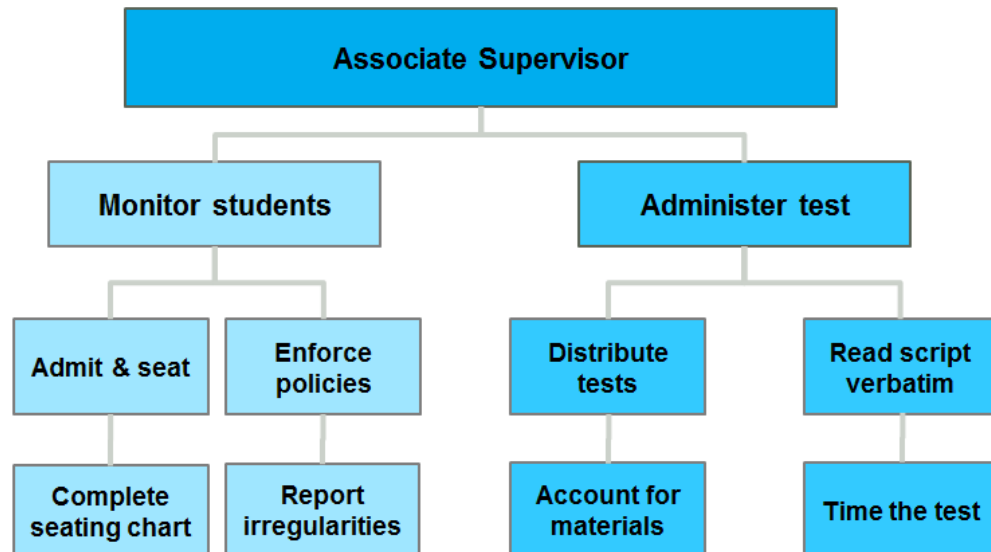
Testing Staff Roles

Room Proctors and Hall Proctors

- The **Room Proctor(s)** and **Hall Proctor(s)** are responsible for assisting the Test Supervisor and Associate Supervisors.

  - Proctors help set up the testing area and monitor testing.

  - Hall Proctors patrol the hallways during testing to make sure the testing area remains quiet and secure.

Room Proctor	Hall Proctor
Help with center setup & admission	Help with center setup & admission
Answer questions	Direct students to rooms
Help distribute materials	Patrol halls & report violations
Monitor test-takers & report violations	Cover for staff on breaks

What's New in 2018?

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New for Spring 2018

- Introduction of Illinois-specific testing manuals
- Simplified Test Day processes, by eliminating
  - Paper registration forms
  - Admission tickets
- Improved roster capabilities
  - the elimination of the online attendance roster (ETS roster)
  - enhancements to the NAR roster to include all students with accommodations, room groupings, and test windows
- Enhancements to accommodations and supports
  - Improved accommodations supporting information
  - Additional languages supported for EL students using glossaries and/or translated test directions.
- Elimination of the pink test book
- Modification of the photo ID requirements
- Combined student data questionnaire and answer sheet for less paperwork

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 Students

Prepare Your Materials

Prepare Your School

School Establishment

- *Setup Survey Deadline:* **October 20 , 2017**

- *Off-site Request Deadline*: **December 15, 2017**

- *Confirmation of AI Setup*: **December 15, 2017**

- *Confirmation of off-site Location:* **January 30, 2018**

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

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

  - AI codes are six digits, usually starting with 14.

  - Supervisors will receive confirmation of their school's AI code in December.

  - ISBE will post a list of all established SAT test centers, along with the school's RCDTS code and AI code in January.

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

- You will not receive or use a test center number this year unless you are using off-site testing locations. The AI code is the only code you will need for forms and reporting.

Prepare Your School

School Establishment

- Schools must establish as a test center each year. If you are unsure whether or not your school completed the school set up survey, please confirm with your principal.

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

Prepare Your School

Registration and Material Ordering

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

- Between November and December, principals and test supervisors should ensure student enrollment information is up-to-date in ISBE's SIS to prepare for pre-identification (registration) of students for SAT. Only RCDTS codes of established schools should be used in the "Testing School" field in the SAT Pre-ID report.

- SAT Pre-ID data will be captured from SIS on January 26, 2018.

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

- If the Testing School in the SAT Pre-ID file is not an established SAT test center, the label will be shipped to the Home School instead.

Prepare Your School

Registration and Material Ordering

- College Board will determine your material order based on

    - The students pre-identified (Pre-ID) in ISBE's SIS as of January 26, 2018

    - 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 are last minute transfers into the school, etc.

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.

- All accommodations requests will be submitted by the SSD coordinator through our 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 defined by ISBE. Students, schools and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

Prepare Your School

Accessing SSD Online

- If you are a returning SSD Coordinator, confirm your access and password to SSD Online are still active.

- If you are a new SSD Coordinator, you will need to request access to the SSD Online system so you are ready to enter accommodations request when the window opens.

- To access the system, the SSD Coordinator will need to:

    - Have a College Board Professional Account

    - Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd

    - Receive an access code to link your SSD Online access to your College Board professional account. (First time only)

- In order to gain access, schools will need an attending institution (AI) code.

- For schools who don't yet have an AI code from College Board, accommodations requests will begin once you receive your code.

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Prepare Yourself

Tasks for the Supervisor

- *Supervisor Planning Kits Arrive at Schools:*
  Late February 2018

- *Online Test Day Training Window:*
  February – April 2018

- Complete the mandatory online Supervisor's training

- Read the Supervisor's manual

- Distribute Testing Room manuals to associate supervisors and SSD coordinator(s) for their review

- Review the contents of the Supervisor's Planning Kit which will arrive in late February

Prepare Yourself

Online Supervisor's Training

- Test supervisors will receive an email with a link to access the mandatory online training in late January. Once accessed, the training will be available through your College Board Professional Account.
  - Share the link with other staff, as necessary.
- Plan for approximately 45-60 minutes to complete.
- The content is divided into modules including activities for before, during, and after test day and includes details on both standard and accommodated testing rooms.
- Training is **mandatory** for all SAT test supervisors.

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Build Your Lists

Tasks for the Supervisor

- Test Supervisors will create a Master Student List to assist with room planning and rosters.

  - Supervisors will pull a list of all eligible students from your local system.

  - Supervisors will work with the SSD Coordinator to identify students testing with accommodations.

  - After comparing the lists, supervisors will be able to identify the students testing in a standard room.

  - The SAT Pre-ID report is available now in SIS. It includes all currently enrolled grade 11 students who are not automatically included on the DLM-AA Pre-ID.

- The Nonstandard Administration Report (NAR), access by the SSD Coordinator, will be the roster of all students testing with accommodations.

- The SAT Online Attendance Roster (ETS) roster has been eliminated.

Build Your Lists

2017-18 SAT Assessment Pre-ID Report in ISBE SIS

Before the Test

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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 number of rooms needed.

- Options for rooms include:

  - Larger spaces, such as auditoriums and gymnasiums

  - Smaller spaces, such as classrooms

- Consider the following when choosing the location of testing rooms within the building:

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

  - Minimize noise and other disruptions when classes or other assessments break

  - Area where there will be minimal noise/distractions from outside the building
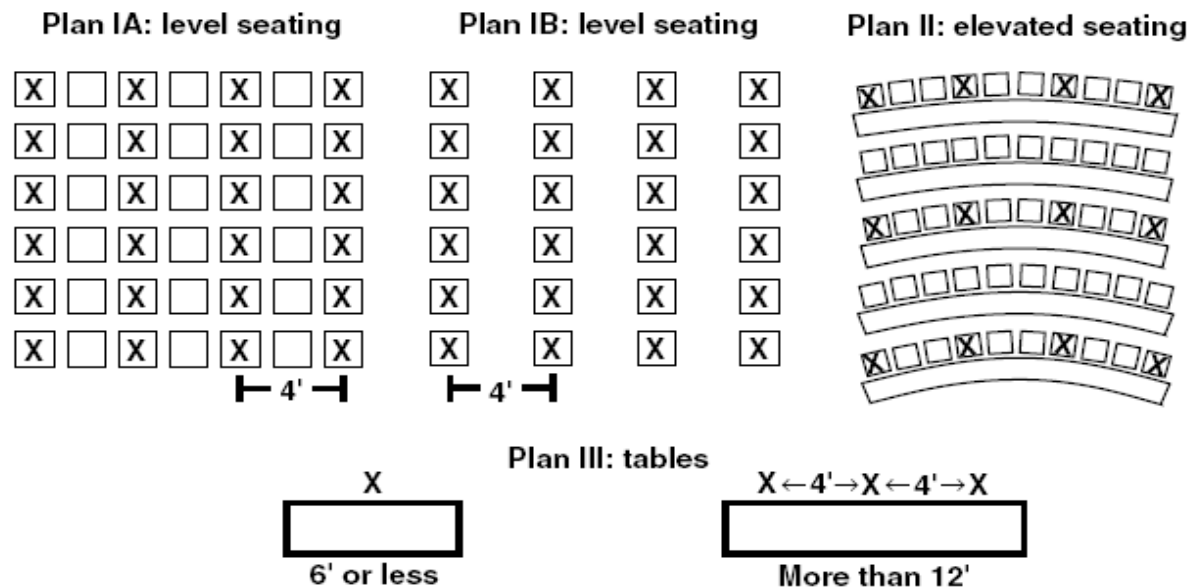
  - Access to restrooms

Plan Your Space

Seating and Furniture Requirements

- See supervisor manual for a complete room and seating requirements.

- Schools may use classrooms, auditoriums, cafeterias, gyms, etc.

- Plan for room use using guidelines such as:
  - Separate each student by a minimum of four feet from right to left (measure from center of desk)
  - Use chairs with backs
  - Face seats in the same direction

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Plan IA: level seating

Plan IB: level seating

Plan II: elevated seating

Plan III: tables

6' or less

More than 12'

Plan your Space - SAT

- When planning rooms, work closely with the SSD Coordinator to account for all students testing.

- You will have standard, non-standard and potentially state allowed testing rooms.

- For SAT, you will need to plan for students testing
  - In Standard Rooms. These students will test on the primary day and will include students with certain type of accommodations, such as 14-point large print test books.
  - In Non-Standard rooms. There will be two types, those for students who have some extended time or break accommodations that test with Purple books. All other students with accommodations will test in rooms with blue books.
  - In SAA rooms. If you have students testing with a state allowed accommodation, then you will also need to plan for separate rooms for these students who test with lime books.

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Plan Your Staff

Planning for Staffing Needs

- Each school should plan for one Test Supervisor 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 Supervisor Manual

- Check with your school/district for policies around who can act as testing staff.
  - Some schools utilize aides, paras, substitutes, coaches.

- In smaller schools, test day staff may serve multiple roles. We recommend the Test Supervisor remain in the test room and have the additional test day staff serve the Hall Proctor.

- In large schools, we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Supervisor then can float between rooms, assisting with questions and resolving any issues that may arise.

- Please contact Illinois Educator Hotline if you need to make a change to the person appointed to the Test Supervisor, Backup Supervisor or SSD Coordinator roles.

Plan Your Staff

Planning for Staffing Needs

- Every testing room needs 1 associate supervisor.

- Unless your school tests only a few students, you will need additional staff to assist the supervisor.

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

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

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Plan Your Staff

Planning for Staffing Needs

Scenario #1

- Example:
  - Your school is testing 100 standard juniors for SAT School Day
  - You have 4 classrooms available with 25 students each

- Therefore, you will require 6 staff:
  - 1 Test Supervisor
  - 4 Associate Supervisors
  - 1 Hall Proctor

Test Supervisor

Associate Supervisor for Room #1	Associate Supervisor for Room #2	Associate Supervisor for Room #3	Associate Supervisor for Room #4

Hall Proctor

Plan Your Staff

Planning for Staffing Needs

Scenario #2

- Example:
  - Your school is testing 100 standard juniors for SAT School Day
  - You could test in one large room (e.g. cafeteria or gym)

- Therefore, you will require 5 staff:
  - 1 Test Supervisor
  - 1 Associate Supervisor
  - 2 Proctors
  - 1 Hall Proctor

Test Supervisor

Associate Supervisor

Proctor	Proctor

Hall Proctor

Before the Test

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Build Your Schedule

Administration Timing

- Testing MUST be done in the morning.

- The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student questionnaire portion of the answer sheet.

SAT	SAT with Essay - Standard Room (in minutes)
Administrative activities	30
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4 hours 52 minutes

Build Your Schedule

Planning the Test Day Schedule

- School schedules may require some adjustments
  - Lunch Periods
    - Testing cannot be interrupted for lunch.
    - Lunches must take place after testing is complete.
    - Students may eat snacks during breaks.

  - Bell Schedules
    - Bells must be silenced during test administration.

  - Public Address System Announcements
    - There should be no PA announcements during test administration.

Build Your Schedule

What is a Preadministration session?

- 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 optional student questionnaire

    - Opt into Student Search Service

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

- Estimated time: 45-60 minutes

Build Your Schedule

Plan a Preadministration Session

- Each school will receive a shipment of preadministration materials in mid-March. This shipment will include:

    - Answer sheets

    - Pre-ID labels (shipped separately but arriving at the same time)

    - Student Answer Sheet Instructions

    - SAT School Day Student Guides

    - The testing manual containing preadministration instructions for Supervisors

- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free scores sends.

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

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

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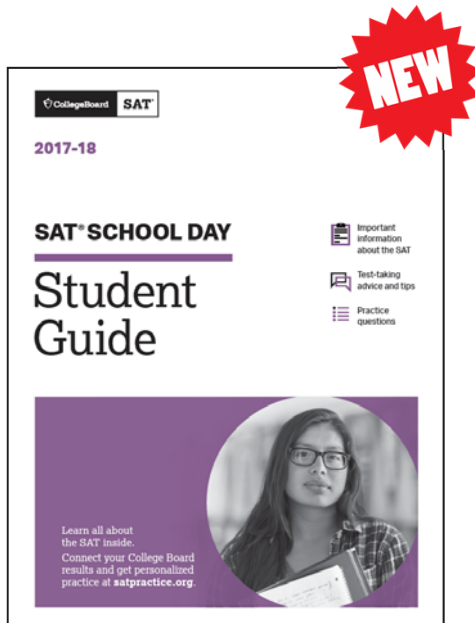
Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials

Prepare Your Students

Student Preparation

- Distribute the *SAT School Day Student Guide* received in your preadministration shipment to students as soon as possible.

- Students can find answers to general questions about the SAT and what to expect on test day at collegeboard.org/Illinois.

- Share information with students about 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 and think about the colleges and scholarship programs where they might like to send their SAT scores.

Prepare Your Students

Khan Academy
http://satpractice.org

Full Length Practice Tests
Eight official practice tests, with more to come, plus study and test-taking tips

Video Lessons
Easy-to-follow videos explain problems step-by-step

Interactive Problems & Instant Feedback
Get hints, explanations and constant progress updates to know where you stand

Daily Practice App
More practice available on your phone featuring questions of the day

Prepare Your Students

New Essay Practice with the Official SAT Practice

- Practice Tests 1 and 2 have computer scorable essays.

- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.

- The system analyzes student's writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.

- Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria.

- Students can revise and rewrite to improve the 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

New Khan Academy features to help students prepare

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

Before the Test

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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
Supervisor Planning Kit	Sample manuals and test day forms, posters	Late February
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Mid-March
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Mid-March
Test Materials	Test books, extra answer sheets, return kits	First week of April

Prepare Your Materials

English Learner Supports – preapproval not required

- Use of a word-for-word bilingual glossary

  - Expanded list of approved glossaries will be available on the ISBE SAT site.

- Translated test directions

  - PDF versions of the test directions will be downloadable for educators to distribute to students on test day, as needed.

  - Languages: **Albanian**, Arabic, **Bengali**, **Bosnian**, **Cambodian/Khmer**, Chinese/Mandarin, **French**, **Gujarati**, Haitian Creole, **Hindi**, **Italian**, Polish, Portuguese, Russian, **Somali**, Spanish, **Urdu**, Vietnamese.

    - Languages in bold are new for 2018.

    - Additional languages are still being considered.

  - Directions will be available to print from https://www.isbe.net/Pages/SAT.aspx and www.collegeboard.org/illinois in February.

  - Other languages can be supported "on the fly" by approved translators.

What to Consider Before Test Day

- How will you collaborate with your SSD coordinator?

- How and when will you administer the preadministration session?

- How will you prepare and train test day staff?

- How will you organize your materials for test day?

During the Test

Student Check In & Photo ID Policy

- 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 master roster before sending them to an assigned room.

- If your school utilizes room check in, Associate supervisors will check in students as they arrive to their assigned testing rooms.

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

- Refer to supervisor's manuals for information on valid photo IDs.

- A photo ID form will be available for students that cannot or do not have a photo ID.

Test Security

- Test Supervisors are responsible for maintaining security before, during, and after test day.

- On test day, Test Supervisors will work with Associate Supervisors to ensure all test materials are accounted for.

- Test Supervisors will be required to report all irregularities that happen on test day.

- Keep a copy of any Supervisor Irregularity Report (SIRs) submitted should College Board require additional information during their review.

What to Consider for Test Day

- 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 associate supervisors?

- Where do you want associate supervisors to return materials?

Helpful Hints

- 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 associate supervisors: 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 student gridded name matches the pre-ID label.
    - Refer to your supervisor's manual for a complete list of test day activities.

After the Test

CollegeBoard

Returning Materials

- *Return primary test day materials:*
  April 11, 2018

- *Return accommodated materials*
  No later than April 25, 2018

- *Return makeup test day and any remaining materials:*
  April 25, 2018

- *Final materials return to be scored:*
  April 27, 2018

- The supervisor is responsible for completing the Supervisor Report Form for each of the three pickups.

- Standard and nonstandard materials can be returned together this year.

- Answer sheets for students testing in the accommodated testing window should be returned as soon as all accommodated testing is complete. Do not hold answer sheets until the end of the window if testing is completed earlier than April 25.

- Schools will return answer sheets for all students who tested.

- The UPS pickup of materials will be scheduled the **day after testing**. For schools administering at an off-site location, pickups will occur in the afternoon **on test day**.

- The courier pickup confirmation email will include instructions for rescheduling pickups if necessary.

Revised Diagrams

Returning Used Answer Sheets and Forms

1. Pack

Use the prelabeled white return box/courier envelope that came with your test materials to pack in the order shown.
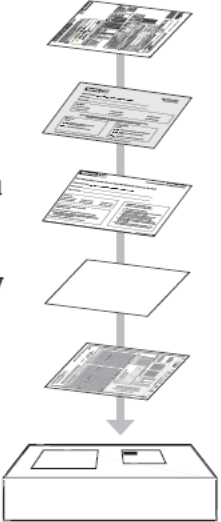
Supervisor's Report Form (SRF)

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets
(SAT on top, followed by SAT with Essay)

Gray Envelope Contents
- Testing Room Materials Reports
- SAT Testing Staff Agreement form
- Supervisor's Irregularity Reports (SIRs)
- Defective test books, essay books, MP3s, or ATCs
- Request to Cancel Test Scores forms

White Accommodated Testing Envelope Contents
- NAR (required for scoring)
- Used answer sheets (standard or large-block) for students listed on the NAR
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets
- Defective test books for students listed on the NAR, clipped to corresponding answer sheets

Possible Ancillary Items
Place these, if any, on top of the regular used answer sheets.
- Used answer sheets associated with an irregularity, clipped to an SIR.
- Used answer sheets with misplaced marks, clipped together by student
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

2. Ship
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples.
- Do not wrap answer sheets in anything.
- Do not cover preapplied labels with another label, or place another label on the same box.
- Note the UPS tracking number (center of the label—sample at left) for your records.
- Fill in the colored portion of the label (sample at right) with your school name, number, and address.
- Print box number and total number of boxes being sent (e.g., Box 1 of 2) on the label (sample at right). If you're returning more than one box of materials, box 1 should include all of the forms and envelopes, along with any answer sheets that fit. Place any remaining answer sheets in the subsequent boxes.

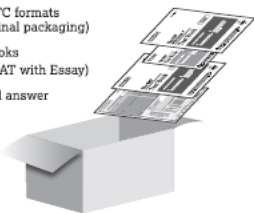NOTE: Supplied labels may be different from samples shown.

Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

1. Essay books (if applicable) (Place loosely on top in the first return carton.)
2. MP3/ATC formats (in original packaging)
3. Test books (SAT, SAT with Essay)
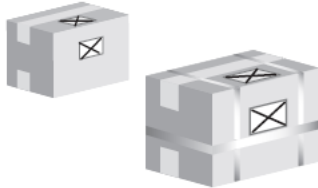4. Unused answer sheets

Include **all** packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2. Seal

Use supplied tape and remove, cover, or cross out the original shipping labels.
- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.

3. Label
- Use supplied loose preprinted UPS labels. (Supplied labels may be different from sample shown.)
- Place new label on box. Do not put two return labels on one box, or cover a return label with another label.
- Note the UPS tracking number (center of the label) for your records.
- On the bottom portion of the label:
  - Print box number and total number of boxes being sent (e.g., Box 1 of 2).
  - Print your school name and number.
  - Note reference numbers for your records.

4. Ship

The day before the test, you'll receive an email with a pickup date, time, and confirmation number. If you don't receive the email confirmation or need to make a change to your courier pickup, contact TAS through SAT School Day Support.

Important Notes
- Do not put answer sheets inside test books.
- Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures on the test section pages. Answer sheets with marks of any kind in the test sections must be returned as used. Securely store answer sheets that contain preadministration and/or label information belonging to students who missed the test. On the makeup date for the primary test date, these must be carefully distributed to the matching students.
- If your label is missing, contact TAS.

SAT Makeup

- Students, not testing in the accommodated window, who miss the primary test date will test on **4/24/18**.

- Students who have an irregularity during testing may be eligible for 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 SAT test books will be sent for all students testing on the makeup test date.
  - Use the pre-labeled answer sheets, from the primary test date, for the makeup test date for students who were absent

Score Reporting

- All answer sheets must be shipped by 4/27/18.

  - Answer sheets may not be scored if received late.

- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT/NMSQT®, PSAT™ 10, and SAT® score reports.

- Educator Reporting Portal - centralized portal for schools, districts, states

  - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports

  - Download Center: Data files available to manage electronic score downloads — manual and automatic

  - These scores are for SAT reporting, not for accountability.

- Score reporting in ISBE's Student Information System (SIS) is planned for mid-July 2018. Corrections for School Report Card purposes will be open until mid-September 2018.

Final Information

Tools & Access

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.

- SSD Online System
    - The school SSD Coordinator requests access from the College Board.
    - Access request requires a principals signature.
    - Others may also request access with the school principal's approval.

- College Board Online Test Day Training
    - The Test Supervisor will receive access from the College Board. The Test Supervisor may grant access to all test day staff.

Thank You!

Resources

- Visit the ISBE SAT webpage
  https://www.isbe.net/Pages/SAT.aspx

- See our website for Illinois-specific information and materials.
  www.collegeboard.org/Illinois

- Contact our Illinois Field Team
  ilsat@collegeboard.org
  - Hoor Bhanpuri

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

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

CollegeBoard

Questions