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# SAT School Day Preadministration & Rostering

Spring 2018

# Agenda

Our goals today include:

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

# Preadministration Session

In this section we will cover:

- What is the Preadministration Session?
- Preparing for the Preadministration Session
- Conducting the Preadministration Session

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# What is the Preadministration Session?



# Preadministration Session

## What is the Preadministration Session?

- Holding a preadministration session in advance of test day allows students to fill out information on their answer sheets early to reduce extra test day activities.
- The preadministration session allows students to:
  - Fill out personal information
  - Identify the colleges to receive their score reports
  - Opt into student search
  - Complete the optional questionnaire

# Preadministration Session

## Benefits of Student Search

- The optional questionnaire allows 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 1,700 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 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 student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking forward. The entire image has a blue overlay.

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# Preparing for the Preadministration Session

# Preadministration Session

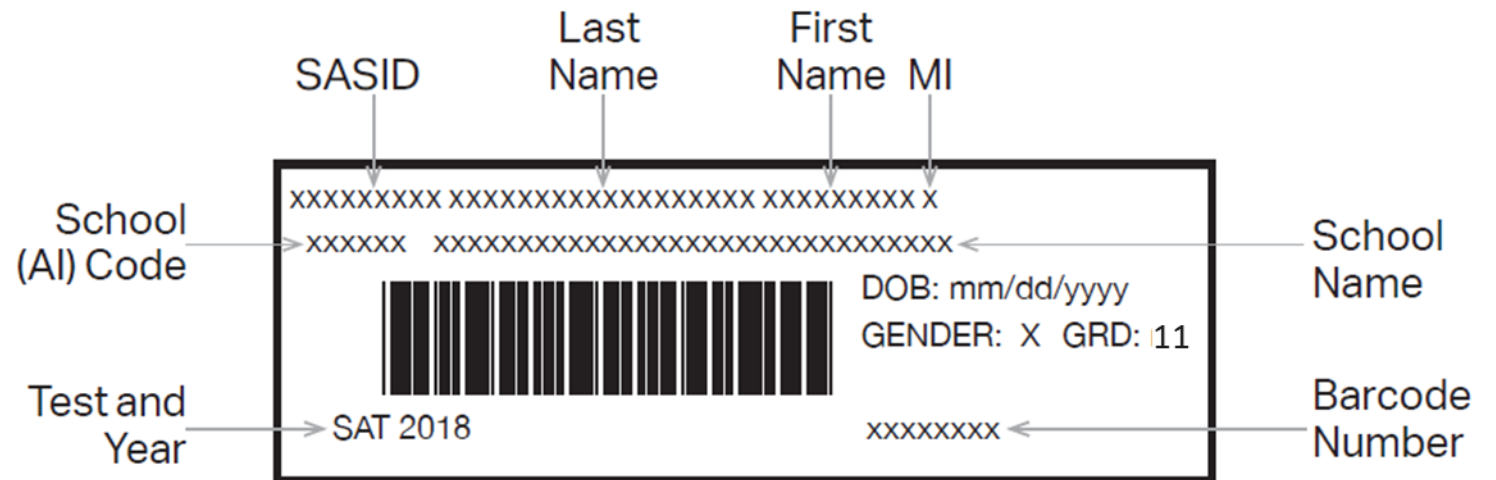
## Shipments

- Preadministration shipments will arrive between March 12 and March 15, 2018.
- Preadministration shipments will include the following materials:
  - Pre-ID labels for students who were in the SAT Pre-ID file in SIS on February 5
  - SAT answer sheets
  - SAT Student Answer Sheet Instructions
  - SAT School Day Student Guides – NEW!
  - All manuals needed to support the test administration
    - SAT School Day Supervisor Manual (1)
    - SAT School Day Standard Testing Manual (1 per 20 students pre-ID'd)
    - SAT School Day Accommodated Testing Manual (number varies based on accommodation type)
- The Student Data Questionnaire (SDQ) has been eliminated. The optional questions are now included on the SAT answer sheet.



# Pre-ID Labels

- The established testing school for each student included in the ISBE SIS SAT Pre-ID report as of February 5, 2018, 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



# 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 3, 2018.
- 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

## Prepare for Session

- Read “Prepare Your Preadministration Session” in the SAT School Day Supervisor Manual.
- 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*
  - *SAT School Day Student Guides*
  - The testing manual (Standard or Accommodated) containing preadministration instructions and scripts
- Create a room plan for administering the session.
- Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups).
- Determine staffing needs.
- Conduct the session in school.

# 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
- 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 Supervisor Manual for more detail

# Preadministration Session

## Prepare Students

- Inform students of the scheduled session.
- Distribute *SAT School Day Student Guides* to students.
- 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

22 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Yes they  
*Did you know that colleges are looking for students just like you?*

*Remember to send your scores to colleges you are interested in applying to!*

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. The background is a brick wall.

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# Conducting the Preadministration Session



# 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**, **school name**, **school code (AI)**, **date of birth**, **address**, **grade level**, **sex**, and **student ID** (required fields listed in blue).
- 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

The image shows a sample of a 2017-18 SAT School Day SAT answer sheet. At the top, it says 'CollegeBoard SAT' and '2017-18 SAT School Day SAT'. Below this, there are instructions for marking answers: 'You must use a No. 2 pencil. It is important that marks are dark and complete. Do not use a mechanical pencil. If you need to change a response, erase as completely as possible. Incomplete marks or erasures may affect your score.' There are also examples of 'Complete Mark' and 'Incomplete Mark'.

The form is divided into several sections for personal information:

- 1 Name:** Enter your legal name, including hyphens, apostrophes, and spaces. Enter your middle initial if you have one. Fill in corresponding ovals. Omit "Jr." or "Sr."
- 2 School:** Are you taking this test at the school you regularly attend? (Yes/No). If No, fill in the school you regularly attend below.
- 3 School Code:** A grid for entering the school code.
- 4 Date of Birth:** A grid for entering the date of birth.
- 5 Sex:** A grid for entering the sex.
- 6 Student ID:** A grid for entering the student ID.
- 7 Score Sends:** A grid for entering the score send codes.
- 8 Optional Questionnaire:** A grid for entering optional questionnaire responses.

At the bottom, there is a 'SERIAL #' field and a barcode.

# Preadministration Session

## After the session

### Associate Supervisors:

- Collect all answer sheets and *Student Answer Sheet Instructions*.
- Confirm that all students have entered their SASID accurately.
- Return answer sheets to the test supervisor as instructed.

### Supervisors:

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

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# Rosters

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 right. To his left is another young man in a light-colored shirt and backpack, also looking right. To the 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

In this section we will cover:

- What is a Master Student List?
- How to Create a Master Student List
- Sample Master Student List
- Room Rosters
- Optional Testing Room Codes
- Returning Your Roster

# Rosters

## What is a Master Student List?

- Test supervisors will need to develop a Master Student List, or roster of test takers for SAT School Day.
- Each associate supervisor will need a roster for his/her room.
- Test supervisors will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment.
- Test supervisors 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 supervisors may need the list to respond to inquiries from ETS or the College Board during an investigation.
- Reminder: The Master Student List replaces the Online Attendance Roster from last spring.



# 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 SAT Pre-ID report from ISBE's Student Information System (SIS).
- The SAT Pre-ID report in SIS will continue to adjust in real time as students are enrolled in and exited from SIS.
- You may download the SAT Pre-ID report 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 to administer the SAT to students testing with accommodations.
- Add room and staff assignments to the Master Student List.



# Rosters

## Sample Master Student List

- Create your Master Student List in Excel or Word format.
- Review the “Build Your Master Student List for Testing” section in the supervisor's manual for more information.
- The following is an example, but schools may choose to include other information as they deem appropriate.
- It will be important to track attendance so you know what make up materials to request.

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	Staff Assigned	
1 Jones	Anita		3/5/2000		123	N	Essay		A. Teacher	
2 Smith	Terry	O	10/15/1999		456	N	Essay		B. Proctor	
3 Ramirez	Juan	J	2/15/2000		123	N	Essay		A. Teacher	
4 Brown	Robert		9/1/2000	123456789	789	Y	SB20	Blue	S. Scholar	
5 Szymanski	Ella		8/12/2000	987654321	012	Y	T2	purple	MCordinator	
6 North	Adrian		11/30/1999	123123123	234	N	R1	purple	T. Coach	

# Rosters

## Room rosters

- Once you have your room assignments for staff, you need to create a roster for each testing room that each associate supervisor 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.
- Continue to update your Master Student List and room rosters.

# Rosters

## Optional Testing Room Codes

- Use of testing room codes is optional for SAT School Day.
- 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

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# Rosters

## Returning Your Roster

- Once you've collected all materials from associate supervisors, carefully check each room roster and NAR against your final Master Student List, noting the room assignment and testing room code of each student.
- Return the annotated Master Student List or individual room rosters in the answer sheet return shipment.
- Keep a copy of your Master Student List and individual room rosters for your records.

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# Nonstandard Administration Report

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 right. To his left is another student, partially visible, also wearing a backpack. To his right is a young woman with long hair, wearing a light-colored shirt and a backpack, looking towards the right. The background is a brick wall.

# Nonstandard Administration Report (NAR)

In this section we will cover:

- What is the NAR?
- Timing
- NAR Details
- Generating the NAR



# 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 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.
  - A list of students who will test with state-allowed accommodations (SAAs) during the accommodated testing window.
  - Additional instructions for testing students with accommodations.

# NAR

## Timing

- The NAR will be available approximately 4 weeks prior to test day.
- Until the NAR is available, the Eligibility Roster in SSD Online can be used to see all students currently approved for accommodations at your school.

# NAR

## NAR Details

The 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

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)	
SA12	Student, Sample SSD #0007025876	State-Allowed: EL Math Only Testing	SAT with Essay	Lime Green	One day	Script 1	

# NAR

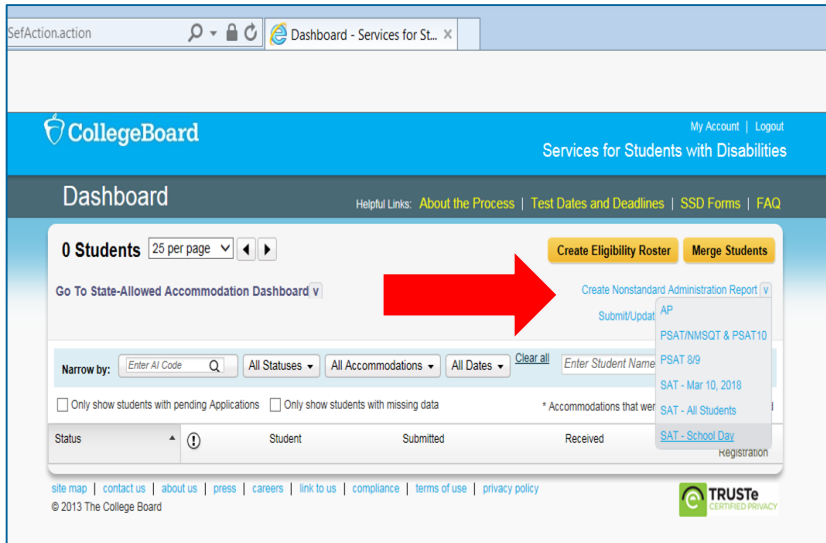
## Generating the NAR

The SSD Coordinator will run the NAR from the SSD Online Dashboard.

- Click “Create Nonstandard Administration Report”
- Select “SAT – School Day”
- Confirm AI and Test Date

When generating the NAR, one of the following scenarios will occur:

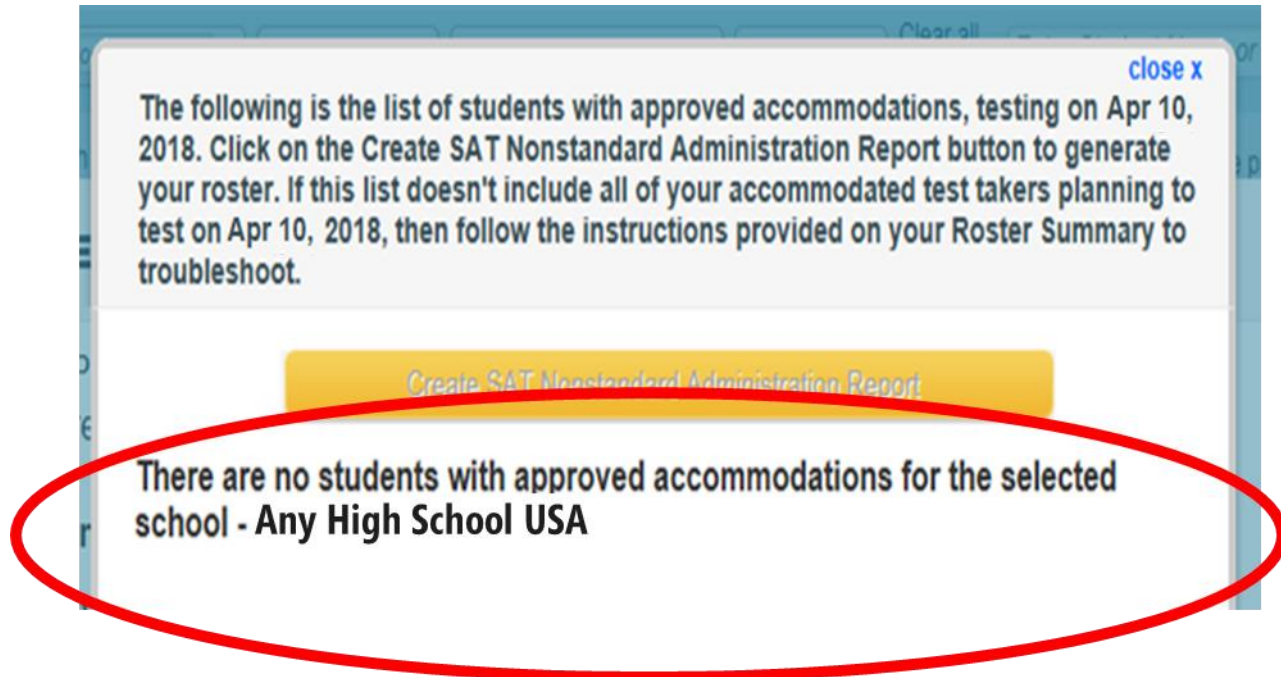
- Scenario 1: There are no students approved for accommodations.
- Scenario 2: All students with approved accommodations match a student registration from the ISBE Pre-ID file.
- Scenario 3: There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the provided Pre-ID file.



# NAR

In the situation where a school has no students approved for accommodations, the SSD Coordinator will get the following message when running the NAR.

**Scenario 1: There are no students approved for accommodations.**

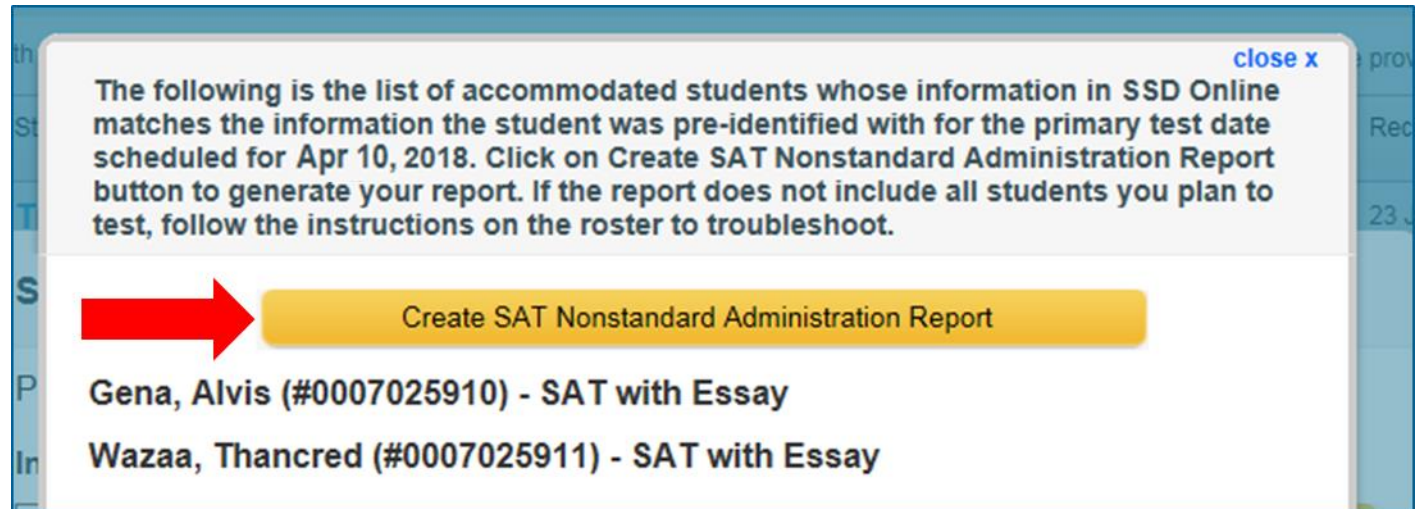


# NAR

**Scenario 2: All students with approved accommodations match a student registration from the ISBE Pre-ID file**

When all students with approved accommodations in SSD Online match to the student Pre-ID information provided by ISBE, SSD Coordinators will see a list of students, with their College Board SSD#.

The SSD Coordinator will click the “Create SAT Nonstandard Administration Report” to generate the report for printing.





# NAR

**Scenario 3: There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the provided Pre-ID file.**

Step 1: View list of matched students and click “Continue”

close x

The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.

Continue

Loredal, Kiraoa (#0007025941) - SAT with Essay



It is possible that not all students with approved accommodations will match to the Pre-ID information provided by ISBE.

Common reasons for this include:

- A student transferred to your school after February 5, 2018.
- A student was entered into SSD Online with information that is too different from what was provided in the Pre-ID file from ISBE.

When this happens, SSD Coordinators will follow a two-step process:

Step 2: Select the additional students that will be testing. Select “Create Nonstandard Administration Report” to generate the NAR.

close x

Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: if your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.

Create SAT Nonstandard Administration Report

<input type="checkbox"/> Gomlrla, Dreaoml (#0007025943)	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT With Essay
<input type="checkbox"/> Morsen, Gitreee (#0007025942)	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT With Essay

# Questions?

- 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](http://www.collegeboard.org/Illinois)
- Call our Illinois Educator Hotline at 844-688-9995 (option 1) or email  
[illinoisadministratorsupport@collegeboard.org](mailto: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](mailto:assessment@isbe.net)