



*TO: Schools that will be testing locations only, will not receive scores*

Dear Principal,

The ISBE and College Board invite you to become an SAT Test Center. In the 2016-17 school year, all eligible students considered to be grade 11 according to state guidelines will participate in the SAT as the statewide accountability test (unless they are taking DLM-AA). This communication contains information you will need to establish your school as an SAT test center. Please click [here](#) to complete this online survey, no later than **November 16, 2016**.

A few guidelines to be aware of when deciding to become a test center:

- Students may test at either your school OR return to their home school to test. Please coordinate with the Home District(s) of the grade 11 students you serve to determine the best testing environment for each student.
- Home Districts are responsible for ensuring that all enrolled grade 11 students are tested, regardless of their placement. Established SAT Test Centers are responsible for ensuring receipt of all test materials, testing students, and returning test materials for processing.
- If choosing to establish as an SAT Test Center, please notify each students' Home District that you will be a test center. The Home District must verify that the "Testing School" RCDTS code in the SAT Pre-ID file is your code (and not the "Home School" code).

Note: A student's "Serving School" (from the SIS enrollment record) will be used to initially populate the "Testing School" in the SAT Pre-ID file and can be edited by the Home District, as needed.

To assist you with the completion of the survey, here are a few key terms:

- **Testing Location:** Home schools and serving schools, if different, are responsible for determining the most appropriate testing location. Please indicate if you, as the serving school, expect to test students in question 1-5. Also, if your school will need to establish a temporary offsite testing location, such as at a community center, hotel, etc., please indicate by selecting "yes" in question 6. For anyone responding, "yes" to an offsite location, College Board will be in touch with further information.
- **Test Center Supervisor:** The person responsible for all aspects of administering the SAT at the school building including setup, planning room and staffing, oversight of test day administration, and receiving/returning all test materials. Please complete survey questions 9-11.
- **Backup Supervisor:** The person accountable for everyone in a testing room and all that takes place in that room including management of testing materials and monitoring test takers to ensure a fair administration. A contact, different from the Test Center Supervisor, must be identified. The Backup Test Center Supervisor will receive communications regarding test day and act as an alternate contact to the Test Center Supervisor if necessary. Please complete questions 12-14 to provide College Board with the information.
- **Services for Students with Disabilities (SSD) Coordinator:** The person responsible for overseeing all aspects of the SAT for students testing with accommodations. This will be the primary\* SSD Coordinator who will receive test day communications. We recommend this person is different from your Test Center Supervisor or Backup Test Center Supervisor, however if that is not possible you may use the same person. Please complete survey questions 15-17. (\*Schools may have more than one SSD Coordinator, however the primary SSD Coordinator will receive all test day communications).

If you have any questions, while completing the survey, please contact Sharon Cowley ([scowley@collegeboard.org](mailto:scowley@collegeboard.org)). If you have any general questions, please contact the ISBE Division of Student Assessment ([assessment@isbe.net](mailto:assessment@isbe.net)). It is important for all schools to provide the information by November 16, 2016, so that all sites can be setup in a timely manner.

The College Board