



TO: Schools that will receive scores

Dear Principal,

We are excited to begin preparations for the Illinois spring 2017 SAT School Day administration. 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). The first step is to set up all schools in the College Board's systems to administer the ISBE-sponsored tests. Please click [here](#) to complete this online survey, no later than **November 16, 2016**.

The College Board requires the principal to establish schools for testing and receipt of reporting. To assist you with the completion of the survey, here are a few key terms:

- **Testing Location:** Home school and serving school, if different, staff is responsible for determining the most appropriate testing location for each student. Please indicate if you will have students testing at a serving school location, the school, and the estimated number of students in questions 1-4. 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.

Also, if your school will need to establish an offsite testing location, such as at a community center, hotel, etc., please indicate by selecting "yes". 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.
- **Backup Test Center 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.
- **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.
(*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). If you have any general questions, please contact the ISBE Division of Student Assessment (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