



# Services for Students with Disabilities (SSD) Overview for Coordinators

## Spring 2024 Digital SAT Suite of Assessments

November 28, 29, and 30, 2023



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# Housekeeping

- Please use the Q&A feature on Zoom to ask any questions during the presentation.
- We will address questions or, if they pertain to a unique need, we'll follow up with you after the presentation.
- We will leave time at the end of the presentation to answer questions live, time permitting.
- If your question is not answered during our time today, we will follow-up via email.



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# Today's Agenda

- Session Goals
- Sharing PII with College Board
- Testing Window and SSD Online Deadlines
- SSD Coordinator Role
- Digital SAT with Essay, PSAT 10, and PSAT 8/9
- Commonly Requested Accommodations
- Reviewing and Requesting Accommodations in SSD Online
- Screen Readers, Text-to-Speech, and Speech-to-Text
- Sample Scenarios for Requesting Accommodations
- English Learner (EL) Supports for Digital Testing
- Resources
- Questions & Answers

# Session Goals



Our goal today is to provide you with the latest information regarding SSD accommodations for the spring 2024 administration.



In this session, we will give you a clear overview of the tasks and responsibilities of the school SSD coordinator.



By the end of the session, you will have a clear understanding of the next steps required to start submitting or reviewing student accommodations.

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# Sharing Personal Identifiable Information (PII) with College Board

Student PII may include the following data:

- Name
- Date of Birth
- Address
- Telephone number
- Email address

Please exercise caution when handling student PII.

If it becomes necessary to discuss an issue that involves sharing this information, please opt for communication via telephone whenever possible.

# Testing Window and SSD Online Deadlines

# Spring 2024 Digital Testing Window for SAT with Essay, PSAT 10, and PSAT 8/9

March 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 Good Friday	30
April 2024						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
31 Easter	1	2	3	4	5	6
7	8	9 Ramadan Ends	10	11	12	13
14	15	16	17	18	19	20
21	22 Passover Begins	23	24	25	26	27
28	29	30 Passover Ends				

## March 18-April 26, 2024

- Schools may test students on any weekday(s) during the six-week testing window.
- Any student who is absent on the primary test date selected by the school will be afforded at least one opportunity to test on a subsequent day(s) during the testing window, as feasible with scheduling and staffing.
- Schools can test in the morning and/or in the afternoon and run multiple testing sessions in one day.

# Spring 2024 Deadlines

Activity	Deadline
College Board Approved Accommodations and English Learner (EL) Extended Time Requests	January 30, 2024
State-Allowed Accommodations (SAAs) Requests Opens January 9, 2024	January 30, 2024

**Note:** State-Allowed Accommodations should only be used in very rare circumstances, as they result in a non-college reportable score.



# SSD Coordinator Role

# SSD Coordinator Role

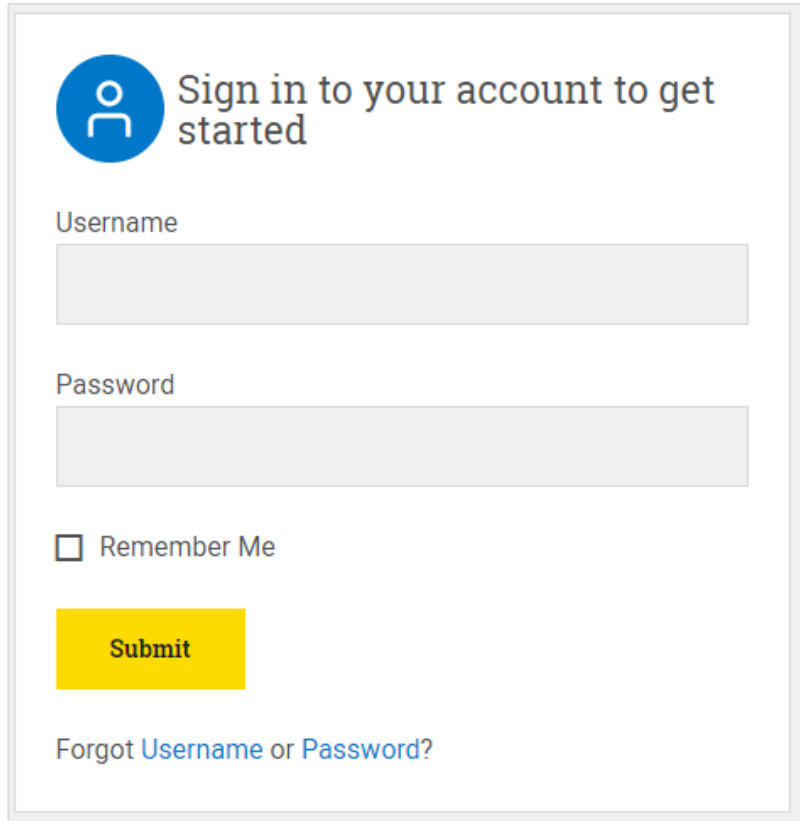


## SSD Coordinator

The SSD coordinator is responsible for:

- Submitting accommodation requests for all students who require them.
- Submitting EL support requests for all students who require them.
- Communicating with students and families about necessary testing accommodations.
- Reviewing accommodations for students who received approval previously to ensure those accommodations still meet the needs of the student.
- Assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
- Working with the test coordinator and technology coordinator to make sure student devices are configured to support assistive technology (as needed) for testing.
- Partnering with the test coordinator to administer the SAT with Essay, PSAT 10, and PSAT 8/9 to students who are testing with accommodations.

# Returning SSD Coordinators



The screenshot shows a sign-in form with a blue circular icon containing a white person symbol. To the right of the icon, the text reads "Sign in to your account to get started". Below this, there are two input fields: "Username" and "Password". Under the "Password" field is a checkbox labeled "Remember Me". A yellow "Submit" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgot Username or Password?".

Confirm that you still have access to SSD Online by logging in to your College Board Account at [www.collegeboard.org](http://www.collegeboard.org).

- If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
- Choose SSD Online from your [Account Dashboard](#) or login to SSD Online directly at: [ssdonline.collegeboard.org](http://ssdonline.collegeboard.org).

# New SSD Coordinators

## SSD Coordinator Form



The form is titled "SSD Coordinator Form" and is part of the "CollegeBoard Services for Students with Disabilities" program. It includes a QR code and a unique identifier "F0000000". The form is divided into several sections: "School Information", "Coordinator Information", and "Signatures".

**School Information**

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://www.collegeboard.org/sign/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for its school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for reaching secure tests, as well as generating testing reports and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 888-880-0010. Do not attach a cover sheet to this form when faxing. All fields are required.

**School Information**

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at <http://test.collegeboard.org/register/ten-code-search>.

School Code: \_\_\_\_\_ School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Country: \_\_\_\_\_

**Coordinator Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: ☐ Male ☐ Female

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? ☐ Yes ☐ No

If not, provide the name of your school's primary SSD Coordinator: \_\_\_\_\_

**Signatures**

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations, submit accommodation requests on behalf of students, and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal or Assistant Principal Name: \_\_\_\_\_

School Principal or Assistant Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

To access the SSD Online system, new SSD coordinators will need to request access.

- The school must have an Attending Institution (AI) code to establish SSD Online access.
- Educators must have a College Board professional account and must also complete the SSD Coordinator Form, found on [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd).
- An email is sent to the SSD coordinator when the form is submitted.
- Each school should have one Primary SSD coordinator.
- There can be multiple SSD coordinators with SSD Online access at a school if it is allowed by district/school policy.

# Digital SAT with Essay, PSAT 10, and PSAT 8/9

# Paper vs. Digital Test Specifications at a Glance

## Reading and Writing



96 total questions (2 sections)

100 total minutes (1.04 min/question)

Set based questions



54 total questions (1 section)

64 total minutes (1.19 min/question)

Discrete questions

# Paper vs. Digital Test Specifications at a Glance

## Math



58 total questions  
2 sections – calculator and no calculator



44 total questions  
1 section – with calculator

80 total minutes (1.38 min/question)



70 total minutes (1.59 min/question)

Discrete and set based questions  
Multiple-choice ( $\approx 78\%$ )  
Student-produced response (SPR) ( $\approx 22\%$ )



Discrete questions  
Four-option multiple-choice ( $\approx 75\%$ )  
Student-produced response (SPR) ( $\approx 25\%$ )

# Essay Section

As you read the passage below, consider how Jimmy Carter uses

- evidence, such as facts or examples, to support claims.
- reasoning to develop ideas and to connect claims and evidence.
- stylistic or persuasive elements, such as word choice or appeals to emotion, to add power to the ideas expressed.

Adapted from former US President Jimmy Carter, *Foreword to Arctic National Wildlife Refuge: Seasons of Life and Land, A Photographic Journey* by Subhankar Banerjee. ©2003 by Subhankar Banerjee.

- 1 The Arctic National Wildlife Refuge stands alone as America's last truly great wilderness. This magnificent area is as vast as it is wild, from the windswept coastal plain where polar bears and caribou give birth, to the towering Brooks Range where Dall sheep cling to cliffs and wolves howl in the midnight sun.
- 2 More than a decade ago, [my wife] Rosalynn and I had the fortunate opportunity to camp and hike in these regions of the Arctic Refuge. During bright July days, we walked along ancient caribou trails and studied the brilliant mosaic of wildflowers, mosses, and lichens that hugged the tundra. There was a timeless quality about this

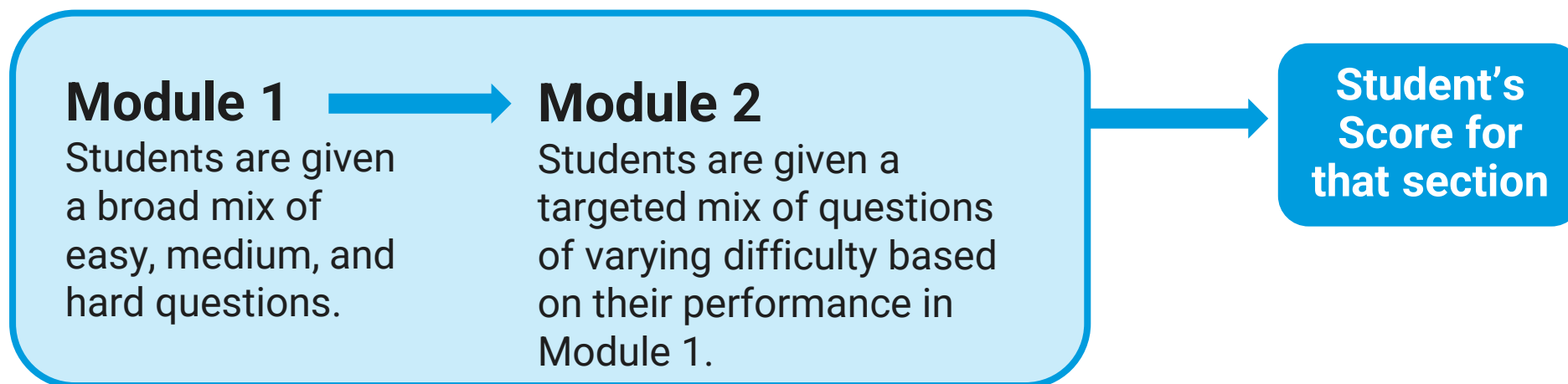
- The Illinois State Board of Education (ISBE) requires SAT with Essay for all grade 11 Illinois public-school students (including those served at nonpublic facilities) and for some grade 12 public school students who have not tested previously or been identified as being exempt.
- The essay section is 50 minutes for students using standard time.
- A computer keyboard is required for the essay portion of the SAT.
  - *Note: Tablet users will also be permitted to use a keyboard for the entire test.*



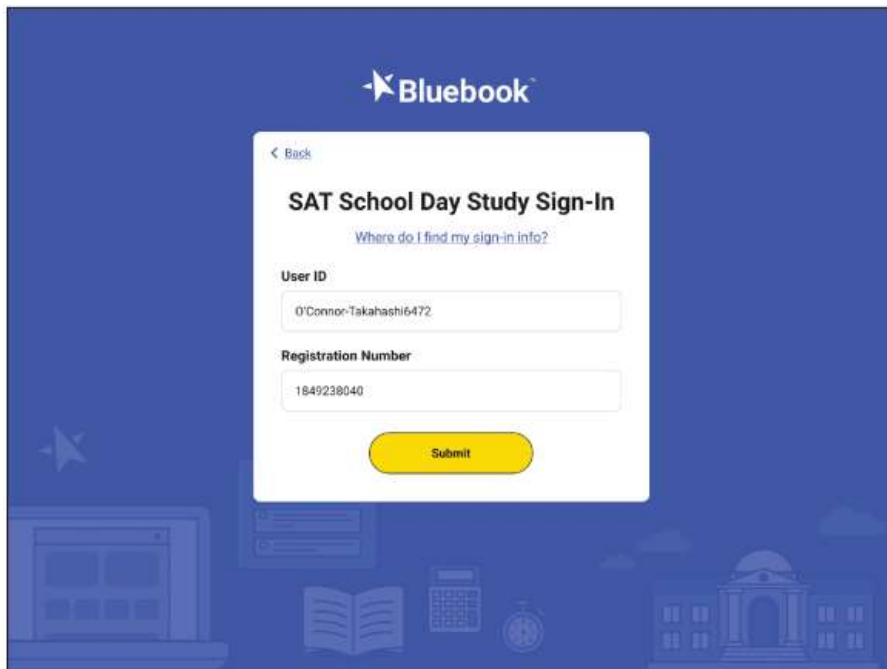
# Digital SAT and PSAT are Multi-Stage Adaptive

	Multi-Stage Adaptive Testing (SAT and PSAT)	Item Adaptive (NOT SAT or PSAT)
<b>Test Delivery</b>	Sets of items (called modules)	One item at a time
<b>Adaptive</b>	Based on how students perform in the previous module	Based on a student responds to each item
<b>Navigation</b>	Students can review items within a module	Students are not able to go back to an item
<b>Test Length</b>	Supports shorter test lengths	Supports shorter test lengths
<b>Examples</b>	GRE, digital SAT	ACCUPLACER, SBAC, NWEA – MAP, NCLEX

# Digital SAT with Essay, PSAT 10, and PSAT 8/9 have Two Modules per Section



# Digital SAT Suite Test Administration System

The image shows the Bluebook SAT School Day Study Sign-In interface. It features a blue background with a white sign-in box in the center. The box contains the Bluebook logo, a back arrow, the title "SAT School Day Study Sign-In", a link "Where do I find my sign-in info?", and two input fields: "User ID" with the value "O'Connor-Takahashi6472" and "Registration Number" with the value "1849238040". A yellow "Submit" button is at the bottom of the box. The background also features faint icons of a laptop, books, a calculator, and a building.

Bluebook

< Back

**SAT School Day Study Sign-In**

[Where do I find my sign-in info?](#)

User ID

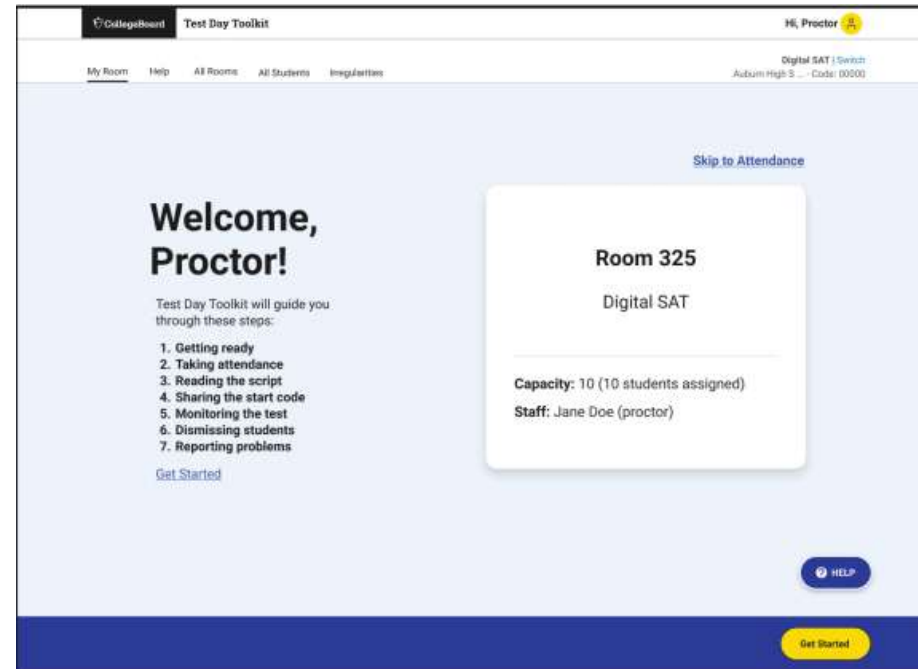
O'Connor-Takahashi6472

Registration Number

1849238040

Submit

Bluebook  
(for Students)

The image shows the Test Day Toolkit interface for Proctors. It features a light blue background with a white box on the right containing room information. The left side has a "Welcome, Proctor!" message, a list of steps, and a "Get Started" link. The top navigation bar includes "CollegeBoard", "Test Day Toolkit", and user information. The right side has a "Skip to Attendance" link and a "HELP" button.

CollegeBoard Test Day Toolkit Hi, Proctor

My Room Help All Rooms All Students Inequalities

Digital SAT | Switch Autumn High S ... Code: 00000

[Skip to Attendance](#)

**Welcome, Proctor!**

Test Day Toolkit will guide you through these steps:

1. Getting ready
2. Taking attendance
3. Reading the script
4. Sharing the start code
5. Monitoring the test
6. Dismissing students
7. Reporting problems

[Get Started](#)

**Room 325**

Digital SAT

Capacity: 10 (10 students assigned)

Staff: Jane Doe (proctor)

HELP

Get Started

Test Day Toolkit  
(for Test Coordinators  
and Proctors)

# Testing Device Requirements



Laptop  
Tablet\*

School Managed Device  
(Chromebook or Desktop)  
Keyboard for the Essay

\*Must have a keyboard for SAT with Essay



Testing device  
should be able to  
hold a charge for  
the full exam.



Testing Device  
must be able to  
connect to Wi-Fi.

# Universal Tools Available to All Students

## Tools available to all students that don't require accommodation approvals:

Answer Eliminator (strikethrough)

Question Navigator  
(review specific questions)

Expand Passage or Item

Student Clock  
(counts down time for each section  
and gives a 5-minute warning)

Zoom

Color Contrast

Calculator (Desmos)

Math Reference Sheet

Annotator (highlighter and notepad)

Mark for Review

# Bluebook Application Tools

This screenshot shows the Bluebook application interface. On the left, there is a 'Math Reference Sheet' for 'Section 1, Module 1' containing formulas for limits and geometric shapes. Below it is a 'Calculator' window with a grid and mathematical symbols. The main area displays 'SAT Section 2: Math' with a timer at 35:00. A question is shown with a flag icon in the top right corner.

**Built-in Desmos graphing calculator & math reference sheets**

This screenshot shows the Bluebook interface for a reading passage. The passage discusses Bao Phi's collection *Sóng I Sóng*. A question asks which choice completes the text with the most logical and precise word or phrase. The options are: (A) scholarly, (B) melodic, and (C) lyrical. A 'Full annotation tools' box is overlaid on the right side of the passage.

**Full annotation tools**

This screenshot shows the Bluebook interface for a question. The question asks: 'Two nearby trees are perpendicular to the ground, which is flat. One of these trees is 10 feet tall. The other tree is?'. A 'Test timer (show or hide)' box is overlaid on the right side of the question.

**Test timer (show or hide)**

# Commonly Requested Accommodations

# Digital SAT and PSAT Testing Time (with Breaks)

Timing	SAT with Essay	PSAT 10 and PSAT 8/9
Standard time	<b>3 hours 19 minutes</b>	2 hours 24 minutes
Time and one-half (reading)	5 hours 16 minutes 20 min nutrition break included	3 hours 41 minutes
Time and one-half (math only)	3 hours 59 minutes	3 hours 4 minutes
Double time (reading)	6 hours 43 minutes* 20 min nutrition break included	4 hours 58 minutes 20 min nutrition break included
Double time (math only)	4 hours 34 minutes	3 hours 39 minutes

\*Testing over two days – Essay is on day 2.



## Timing and Break Accommodations

<u>Extended Time</u>	<p>Students will receive their approved amount of extended time within the digital exam and will also receive extra breaks.</p> <ul style="list-style-type: none"> <li>• Extended time for reading will receive extended time for the entire test;</li> <li>• Extended time for math only will receive it only for the Math section.</li> <li>• Extended time and/or breaks will receive an exam configured based on the approved timing accommodation.</li> </ul>
<u>Breaks as Needed</u>	<p>Students approved for this accommodation will receive an exam that allows them to pause their exam to take breaks as needed. The pause feature appears below the timer.</p>
<u>Extended Breaks</u>	<p>Students approved for this accommodation will receive an exam with twice the time of the regularly scheduled break applied.</p>
<u>Extra Breaks</u>	<p>Students approved for this accommodation will receive an exam with an extra 5-minute break applied between Module 1 and Module 2 in each section.</p>
<u>Extra and Extended Breaks</u>	<p>Students approved for this accommodation will receive an exam with twice the time of regularly scheduled breaks and a 5-minute break applied between Module 1 and Module 2 in each section.</p>

# Break Accommodations (standard testing time)

Standard Breaks	Extended Breaks	Extra Breaks	Extra & Extended Breaks	Breaks as Needed (Standard breaks, with stop-the-clock breaks as needed/requested)
Reading and Writing Module 1	Reading and Writing Module 1	Reading and Writing Module 1	Reading and Writing Module 1	Reading and Writing Module 1
Reading and Writing Module 2	Reading and Writing Module 2	BREAK – 5 min	BREAK – 10 min	
BREAK – 10 minutes	BREAK – 20 minutes	Reading and Writing Module 2	Reading and Writing Module 2	Reading and Writing Module 2
Math Module 1	Math Module 1	BREAK – 10 minutes	BREAK – 20 minutes	BREAK – 10 minutes
Math Module 2	Math Module 2	Math Module 1	Math Module 1	Math Module 1
BREAK – 5 minutes	BREAK – 10 minutes	BREAK – 5 min	BREAK – 10 min	Math Module 2
SAT with Essay	SAT with Essay	Math Module 2	Math Module 2	BREAK – 5 minutes
		BREAK – 5 minutes	BREAK – 10 minutes	SAT with Essay
		SAT with Essay	SAT with Essay	

## Reading and Writing Accommodations

<u>Screen Reader for Digital Exams</u>	Students already approved for a human reader for paper testing or screen reader for digital exams will take a digital exam using the text-to-speech accessibility feature or screen reader functionality available through their device's operating system or their own screen reader software.
<u>Human Reader for Digital Exams</u>	Students will receive a test format enabled with time and one-half (+50%) extended time.
<u>Writer/Scribe</u> <u>Dictation for Digital Exams</u>	Students approved for writer/scribe or dictation for digital exams should test with the digital exam using speech-to-text.
<u>Assistive Technology</u>	Students will be able to take a digital exam using approved assistive technology software.
<u>Color Overlay/Color Contrast</u>	Students can use the color settings available through their operating system and/or device screen. If this doesn't meet their needs, they can request to use a plastic overlay attached to their device's screen.

## Reading and Writing Accommodations, continued

<p><u>Large-Print Exam</u></p> <p><u>Large-Print Answer Sheet</u></p>	<p>If already approved for paper testing large print, students should use the universal tool for zoom. Students will use the zoom in and out function available through their operating system.</p>
<p><u>Magnification Device</u> <u>(electronic/non-electronic)</u></p>	<p>If a student requires large print and cannot test digitally, they would to request a paper test accommodation (specify font size) and be approved for large print for digital testing.</p>
<p><u>Braille with raised line drawings, contracted</u></p>	<p>Students approved for a braille accommodation will test with the digital exam using a refreshable braille display and/or screen reader. Students using a screen reader will need to use headphones. If a student is unable to test using the digital exam, they will need to receive paper testing.</p>
<p><u>Raised Line Drawings (formerly “braille graphs and figures”)</u></p>	<p>Students can take the digital exam and use the raised line drawing supplement.</p>
<p><u>Braille Writer</u></p>	<p>For a digital exam, braille writing software should be used. If a student is unable to test using the digital exam, they will need to receive paper testing.</p>

## Additional Accommodations

<u>Four-Function Calculator</u>	There is not a Math with no calculator section. A calculator is built into the digital exam and is a universal tool for all students.
<u>Limited Time</u>	Students will test using the digital exam. They will test over multiple days if the test time exceeds their approved time.
<u>Auditory Amplification/FM System</u>	Students can use their FM system. Students will be allowed to use headphones.
<u>ASL/SEE – Direction Only</u>	Students will receive directions signed in American Sign Language or Signed Exact English. There is no technology solution or system requirements as these are non-embedded accommodations.
<u>Food/Drink/Medication</u>	Students will be permitted to bring food, drink, or medication into the testing room. There is no technology solution or system requirements as these are non-embedded accommodations.

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# Additional Accommodation Considerations

**There are some accommodations which do not require approval for school-day exams.**

Unless parents/guardians request otherwise, provide these accommodations to all students for whom they appear on their IEP or Section 504 Plan.

- Small group testing
  - If the school has the space and staff to conduct individual testing for each student, this is permitted.
  - For school-day exams, there is no minimum requirement for the number of students testing together, and no accommodations request is required.
  - For small group testing, College Board typically recommends having 5-10 students in a standard-sized classroom.
  - Students' in-school testing needs will determine their appropriate test setting.
- Preferential seating
- Wheelchair accessibility
- Familiar proctor (cannot be a relative)
- Other modified setting (special furniture)
- Access to nurse/aide during breaks

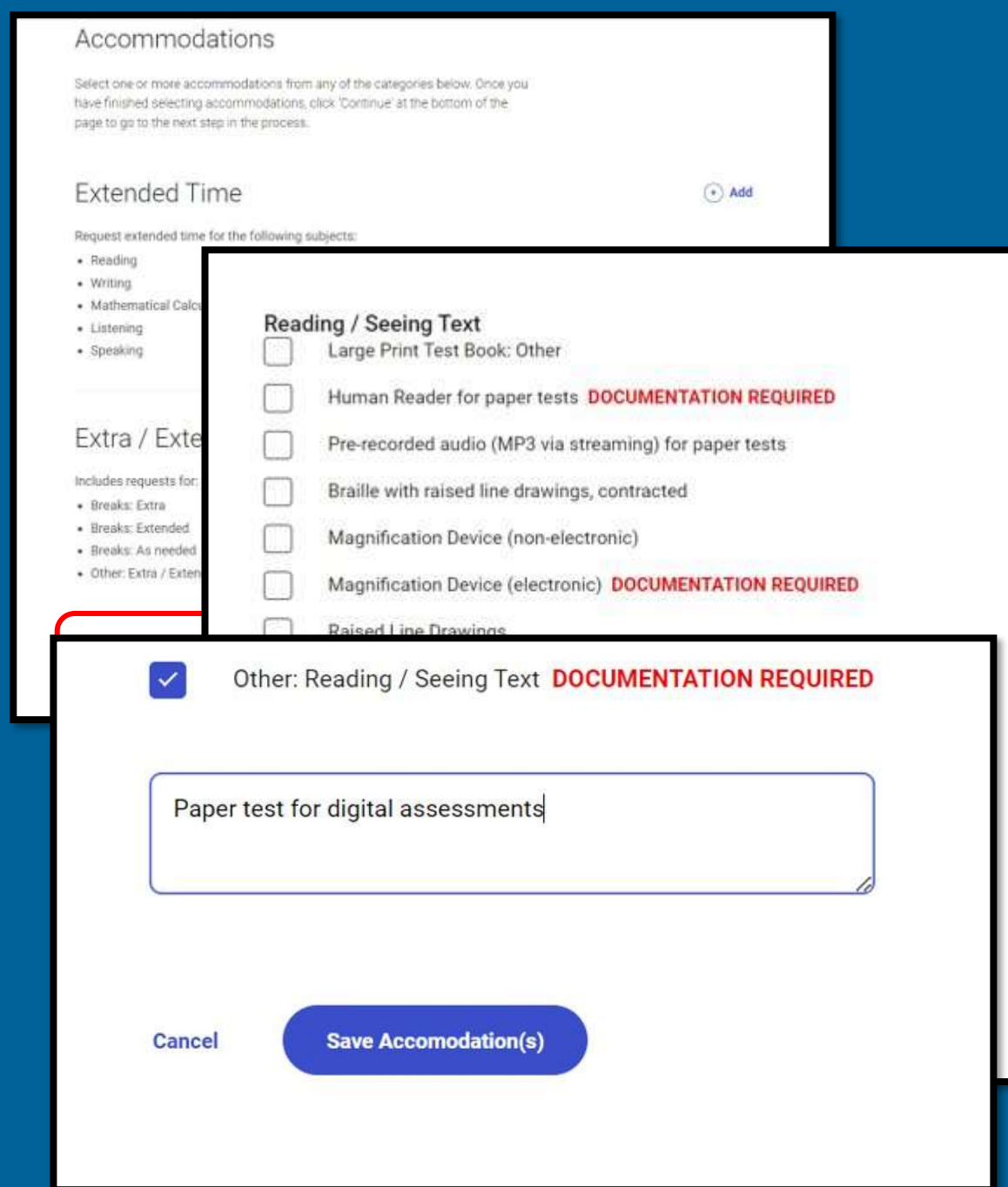
# Paper Accommodations & Digital Testing Equivalents



Approved Accommodation	Digital Testing Equivalent
Human Reader	Screen Reader (Text-to-Speech)
Prerecorded Audio (MP3 via Streaming)	Screen Reader (Text-to-Speech)
Braille with Raised Line Drawings, Contracted	Screen Reader, Refreshable Braille Display
Braille, contracted UEB Technical	Screen Reader, Refreshable Braille Display
Raised Line Drawings	Raised Line Drawings (Screen Reader/Text-to-Speech)
Writer/Scribe to Record Responses	Dictation (Speech-to-Text)
Large Print	Zoom (Universal Tool) - device-dependent for max

# Requesting a Paper Testing Accommodation

- Most students will take the digital SAT with Essay, PSAT 10, or PSAT 8/9 test.
- In rare exceptions, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital SAT with Essay, PSAT 10, and PSAT 8/9 are not adaptive tests and are **longer** testing experiences.
- SSD coordinators or other testing staff will need to transcribe a student's paper test responses into Bluebook and then return the paper test materials to College Board.



The screenshot displays the 'Accommodations' section of the SSD Online interface. It includes instructions to select accommodations and a list of categories: Reading, Writing, Mathematical Calculators, Listening, and Speaking. The 'Extended Time' section is visible, with an 'Add' button. A modal window is open, showing the 'Reading / Seeing Text' category with options like 'Large Print Test Book: Other', 'Human Reader for paper tests', 'Pre-recorded audio (MP3 via streaming) for paper tests', 'Braille with raised line drawings, contracted', 'Magnification Device (non-electronic)', 'Magnification Device (electronic)', and 'Raised Line Drawings'. The 'Other: Reading / Seeing Text' option is selected, and a text box contains the entry 'Paper test for digital assessments'. The modal also features 'Cancel' and 'Save Accomodation(s)' buttons.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time ⓘ Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculators
- Listening
- Speaking

Extra / Extended Time

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended

**Reading / Seeing Text**

- ☐ Large Print Test Book: Other
- ☐ Human Reader for paper tests **DOCUMENTATION REQUIRED**
- ☐ Pre-recorded audio (MP3 via streaming) for paper tests
- ☐ Braille with raised line drawings, contracted
- ☐ Magnification Device (non-electronic)
- ☐ Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- ☐ Raised Line Drawings

☒ Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accomodation(s)



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# State-Allowed Accommodations (SAAs)

- State-allowed accommodations should be used only in very rare circumstances because they result in a non-college reportable score.
- State-allowed accommodations must be requested in SSD Online.
  - No documentation is required for these requests.

# **Reviewing and Requesting Accommodations in SSD Online**

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# Accommodation Submissions Best Practices

- Start early! Having plenty of time to work on submitting requests makes the process smoother. The deadline is January 30, 2024.
- If possible, discuss test accommodations during IEP/Section 504 Plan meetings so you are clear about student and family expectations.
- Speak to the students and their teachers about the accommodations they are currently using for classroom tests.
- Make sure parents/guardians and students understand differences between College Board tests and classroom tests.
- Carefully review the disability and accommodation categories during the submission process in SSD to avoid selecting the option “Other” if possible.
- Make sure to carefully review and confirm student information before submitting the accommodations request to avoid any typos or other errors.
- Check your SSD Dashboard regularly and be on the lookout for email communications from College Board when decisions for requests have been posted.

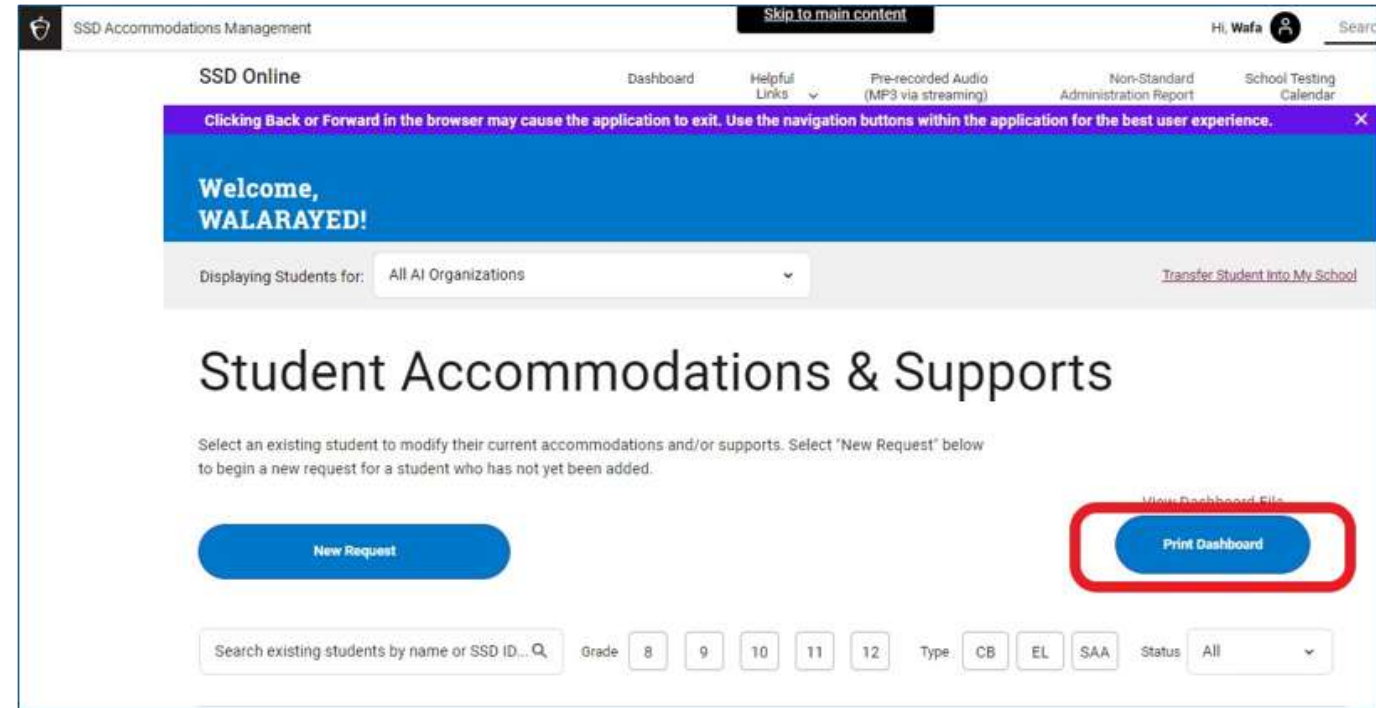
# Under what conditions should accommodations be requested?



- ☐ Student should have a documented disability.
- ☐ Functional impact should be demonstrated.
- ☐ The submitted documentation (if requested) must show the need for the specific accommodation being requested.

# Reviewing Students' Approved Accommodations

- Review the approved accommodations for all students at your school to make sure they still meet students' needs.
- New this year, you can export the SSD Online dashboard to make this process easier.
  - Click the blue “Print Dashboard” button to export the dashboard.
  - Sort and filter data in the .csv file.



NOTE: The Nonstandard Administration Report (NAR) is no longer available. Please utilize the Print Dashboard functionality when planning testing rooms.

## SERVICES FOR STUDENTS WITH DISABILITIES

# Consent Form for Accommodations Request

By completing this form, you consent for College Board to process certain information to inform decisions about accommodations provided to students on any College Board tests that you choose to take, including SAT®, PSAT-related assessments, AP®, and CLEP® as further detailed below.

### Student Information:

Student Name:

School:

Student Date of Birth:

### Student and Parent/Guardian Signature:

I seek to apply for testing accommodation(s) on College Board test(s) that I may choose to take now or in the future, including SAT, PSAT-related assessments, AP, and CLEP, due to disability. I authorize my school to release to College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with College Board. I also grant College Board permission to receive and review my records and to discuss my disability and needs with school personnel (including the school I attend and school at which the College Board test(s) may be administered to me) and other professionals.

I understand and agree that any information and documentation my school may submit to support my request for accommodations will be used by College Board to inform decisions about accommodations provided to me on any College Board test(s) I choose to take, including SAT, PSAT-related assessments, AP, and CLEP. I understand that my consent is necessary for College Board to collect, use, store, and analyze my mental or physical health condition or diagnosis, including disability- or accommodations-related information, in order to make decisions about which accommodations may be approved by College Board and to administer College Board test(s) to me with approved accommodations.

I understand that I have the right to withdraw the above consent at any time by completing the Withdrawal of Consent Form available at [accommodations.collegeboard.org/request-accommodations/request/forms](https://www.collegeboard.org/request-accommodations/request/forms), and mailing or faxing it to College Board at the address or facsimile number provided on the form.

Student Signature:  Date:

Parent/Guardian Signature:  Date:

(Parent/guardian signature is required if student is under 18.)

### School Instructions

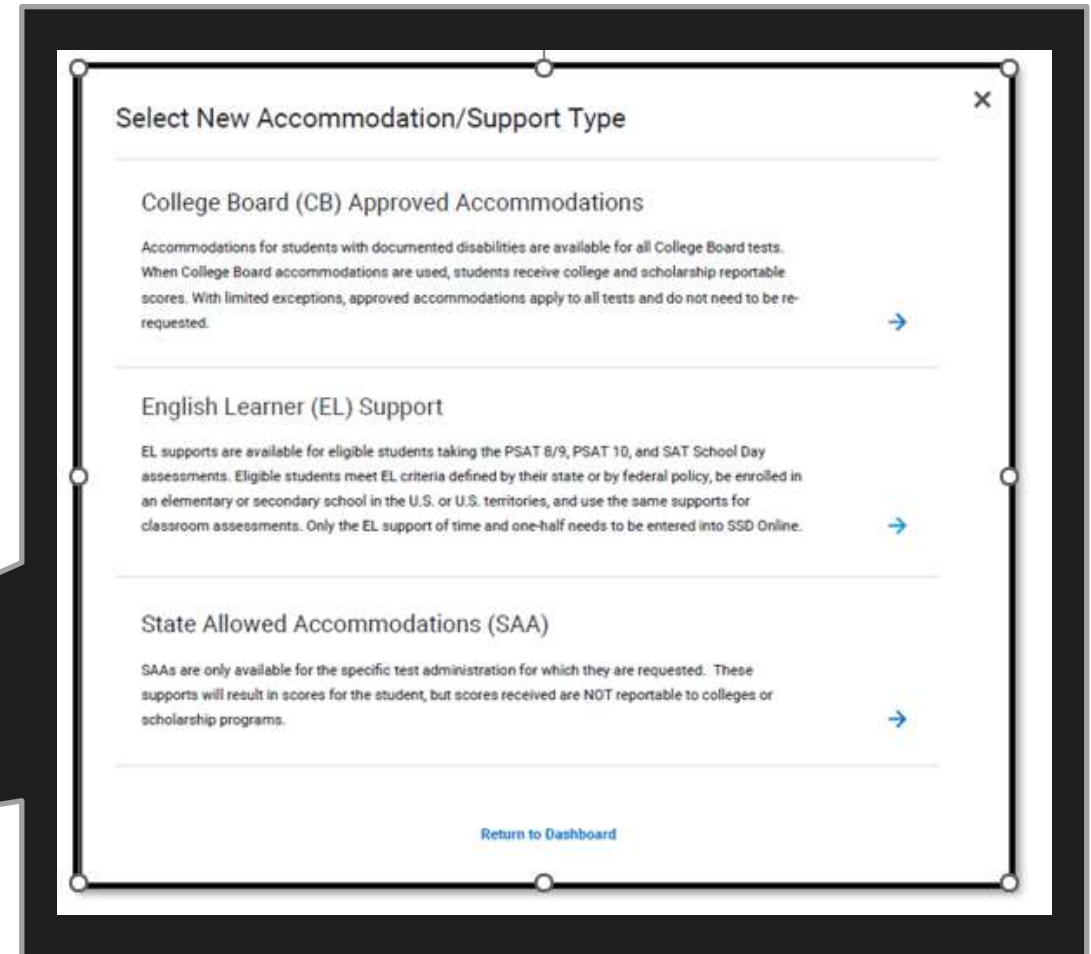
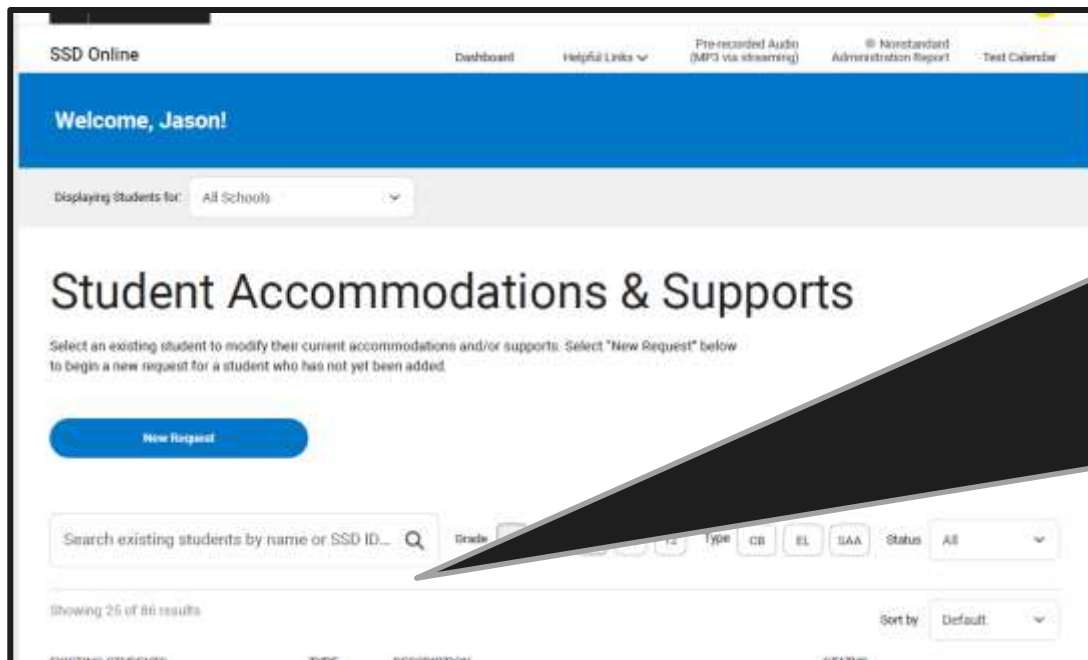
This form should be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to College Board. You will be asked to verify that a signed consent form is on file at the school prior to submitting a request for accommodations.

# Submit a New Request

- Before submitting a new request for accommodations for College Board tests, schools must obtain consent to share the student's information with College Board.
- If you do not have parent/guardian approval through the student's IEP or Section 504 Plan, a consent form is available for your use at <https://www.isbe.net/Pages/sat-psat.aspx> in the section titled English Learners (EL) and Students with Disabilities Information.
  - A parent/guardian must provide consent for students under age 18.
  - The student can provide consent if age 18 or older.
- Verification of consent will be requested during the online process.
- Email or phone consent is acceptable if this is allowable by district policy and is documented.

# Submit a New Request

- Log in to [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline).
- Click the button in upper left corner.
- Choose College Board (CB) Approved Accommodations.



# Submit a New Request

## New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME \*

First Name  
John

Last Name  
A

SCHOOL \*  
Herbert Hoover High School

Clear

Search

Showing ### results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	First name	MI	Last name	04-02-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	01-01-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	07-09-2002	#XXXXXX
<input type="radio"/>	First name	MI	Last name	12-15-2000	
<input type="radio"/>	First name	MI	Last name	01-07-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-04-2002	
<input type="radio"/>	First name	MI	Last name	02-29-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-23-2001	

Student Not Listed

Continue →

- You will search to find a student to see if a record already exists for that student at your school. It will only search records associated with your AI code.
- If the student is found, you will continue.
- If the student is not found, select Student Not Listed to enter student information.



# Submit a New Request

- You will be asked to answer questions on behalf of the student for whom you are requesting accommodations.
- Confirm that you have parent/guardian or student consent.

## New Accommodation Request (CB)

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### Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

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Before starting this request, please ensure that you have the following student information:

- **Demographic Information**  
Including the student's date of birth, address, email address, telephone number and expected graduation date
- **Disability Information**  
The student's disability and the
- **Plan Information**  
The type of formal school the student is currently attending (e.g., Formal Plan, Other Formal Plan, Informal Plan, or None of the Above) (the student's first formal plan)
- **Documentation**  
Have documentation of the student's disability. In some cases, you will need to provide documentation for review. The SSD Online system will guide you through the process of submitting documentation to College Board.

Download [Parental Consent Form](#) →

---

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? \*

☐

---

[Back](#) [Start New Accommodation Request](#)

# Submit a New Request

- If the student was not found associated to your school, you will now enter student information.

**Add Student**

Complete the information below to start a request. Fields marked with \* are required.

**Student Information**

**Name**

First Name \*  MI

Last Name \*

**Date of Birth**

MM / DD / YYYY \*

Dashboard / Tom Jones

**1** Disabilities

**2** Accommodations

**3** School Plan

**4** Review & Submit

## New Student Accommodation Request

### Disabilities

**Communication Disorder/Speech and Language**

☐ Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder

☐ Language Disorder/Mixed Receptive-Expressive Language Disorder

☐ Phonological Disorder

☒ Other Communication/Speech and Language Disorder

Please specify... \*

Dashboard / Tom Jones

## New Student Accommodation Request

**1** Disabilities

**2** Accommodations

**3** School Plan

**4** Review & Submit

### Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

#### Extended Time

Request 50%, 100%, or greater than 100% extended time for:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

**Previously Approved / Pending Accommodations**

Reading: Time and one-half (+50%)

Writing: (Essays/free response): Double time (+100%)

Math: More than double time (>+100%)

# Select the Accommodation(s)

Dashboard / Tom Jones

✓

Disabilities

2

Accommodations

3

School Plan

4

Review & Submit

New Student Accommodation Request

Accommodations

Cancel

Save Accomodation(s)

- ☒ Extended Time
- ☒ Extra/Extended Breaks
- ☒ Reading/ Seeing Text
- ☒ Recording Answers
- ☒ Modified Setting
- ☒ Other

# Enter School Plan Information

- Answer questions about the student's plan.
- Indicate if the requested accommodations are in the plan and used on classroom tests.
- Provide information about the process for determining the student's need.
- Upload documentation, if requested.

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? \*

☐ Yes ☐ No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. \*

- ☐ School Psychologist
- ☐ School learning specialist
- ☐ Teacher(s)
- ☐ School Administrator (e.g., Principal)
- ☐ Parent(s)/Guardian(s)
- ☐ Student
- ☒ Other professional

Please specify \*

☐ I don't know

What information was used to assess your student's current need for accommodation(s)?

- ☐ Documentation/evaluation from professionals (e.g., Psycho-educational evaluation, medical evaluation)
- ☐ Teacher observations
- ☐ Parent(s) observations/student's comments
- ☐ Student's previous and current academic functioning
- ☐ Student history of receiving accommodations or academic difficulties
- ☐ School data (e.g., scores on state testing)
- ☐ Parent/student request

☒ Other

Please specify \*

# Terms & Agreement

×

## Terms & Agreement

### 1. Confirm True & Accurate Information

I verify that unless otherwise indicated in my responses above (1) the accommodations requested above are provided and used on school-based test; (2) the school has documentation on file that meets the College Board Guidelines for Documentation, and (3) all the information provided in my responses above is true and accurate.


### 2. You are submitting for School-Based Accommodation(s)

One or more of the requested accommodations is considered a "school-based accommodation", which should be administered in your school, if the student registers for the weekend SAT or SAT Subject Tests. Your School Testing Calendar indicates that there are weekend SAT administration dates for which your school is not available to administer school-based testing. Please make sure that your School Testing Calendar accurately reflects your school's availability, and that your student is notified of the school's testing schedule.

I have read, understand, and agree to the terms above.

Cancel

Agree & Continue

 CollegeBoard

45

# **Screen Readers, Text-to-Speech, and Speech-to-Text**

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# Screen Readers and Text-to-Speech (TTS)

Screen readers are specifically designed to serve the visually impaired, who require assistance navigating from page to page and help with the text and non-text elements on a screen, such as buttons, images, etc. Screen readers also convert digital text to braille for students who use a refreshable braille device.

Text-to-speech (TTS) software is NOT designed specifically for visually impaired users, but rather for those who may have a disability that severely limits or prevents them from accessing printed text, even after varied and repeated attempts to teach the student to do so (e.g., student is unable to decode printed text).

# Using Screen Readers

- Most operating systems have screen reader technology available for use:
  - Chromebooks have ChromeVox/Select-to-Speak
  - Apple devices have Spoken Content/VoiceOver

NOTE: These must be enabled and configured **before** testing.

- The most common types of applicable external screen reader software that work best with Bluebook are JAWS and NVDA.



[JAWS Training  
Page](#)



[NV Access  
Support Page](#)



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# Using Text-to-Speech (TTS)

TTS technology is the read aloud functionality available through a device's operating system. TTS technology reads the text on a screen.

A student should configure assistive technology settings before opening Bluebook to answer preview questions and before exam day.

The settings may include verbosity, punctuation, text processing, and other settings as approved. Students need to ensure all settings are configured before beginning the check-in process in Bluebook.

On exam day, students won't be able to adjust these settings after entering the start code at the end of the check-in process.

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# Using Screen Reader and TTS Technology

- Students will receive an exam format enabled with time and one-half (+50%) extended time.
- Configure required settings **before** opening the Bluebook app for test preview or full-length practice **and before checking in on exam day**.
- On exam day, a student won't be able to adjust settings after starting the check-in process in the Bluebook app.
- Screen reader/TTS is **not** embedded in Bluebook. The student should use a technology that is already known to and comfortable for them through classroom use.

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# Chromebooks and TTS

## Chrome OS (Chromebooks)

To ensure that students are able to access the device's built in TTS and/or other accessibility features for the Bluebook exam application, the Floating Accessibility Menu should be enabled on specific devices used by these students. It is not available by default.

ChromeVox or Select-to-Speak can be used.

For more information about how to enable accessibility features for Chromebooks visit College Board's [Screen Readers and Text-to-Speech webpage](#).



**Chromevox**  
**Tutorial**

# Windows Devices and TTS

## Windows Operating Systems 10 or 11

To use text-to-speech on Windows devices, students can use the keyboard controls to start and stop narration.

For more information about how to enable accessibility features for Windows devices, visit College Board's [Screen Readers and Text-to-Speech webpage](#).



**Windows Narrator**  
**Complete Guide**

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# macOS and iOS

**Mac operating systems (macOS and higher)  
iOS devices (versions 14-16). Do not use iOS17.**

To ensure students using Apple devices can access TTS and other accessibility features on the Bluebook exam application, enable the settings menu, select accessibility, then choose the desired accessibility feature.

Spoken Content or Apple VoiceOver can be used.

For more information about how to enable accessibility features for Macs and iPads, visit College Board's [Screen Readers and Text-to-Speech webpage](#).



**Apple Spoken  
Content Tutorial**

# Speech-to-Text

Voice recognition or speech-to-text (STT) technology transcribes a student's spoken words into text for item responses in a digital exam. Students approved for this technology or for writer/scribe may use STT technology for digital exams and will test in a 1:1 setting.

Word prediction must be disabled for STT technology.

Supported STT/dictation applications for Bluebook are:

- Apple Voice Control (Operating System)
- Chromebook Dictation Operating System)
- Windows Speech Recognition/Dictation (Operating System)
- Dragon Naturally/Speaking (3<sup>rd</sup> Party Software)



For the most current information on speech-to-text applications, including guides and custom documentation, visit <https://bluebook.collegeboard.org/students/accommodations-and-assistive-technology/speech-to-text>.

# Screen Reader, TTS, and STT Information

For comprehensive and up to date information, visit College Board's [Screen Readers and Text-to-Speech webpage](#).

The screenshot shows the Bluebook website interface. At the top, there is a navigation bar with the Bluebook logo, a 'Sign in' button, and a search bar. Below the navigation bar, there are three tabs: 'For Students', 'For Technology Professionals', and 'For Test Coordinators'. The main content area is titled 'Screen Readers and Text-to-Speech'. It contains three paragraphs of text explaining the functionality of screen readers and TTS. To the right of the main content, there is a 'Related Topics' section with five links: 'Accommodations and Assistive Technology', 'Speech-to-Text', 'Visual Assistive Technology', 'Accessing Bluebook Features and Content', and 'MathJax'. Each link has a right-pointing arrow next to it.

Bluebook

Sign in Search

For Students For Technology Professionals For Test Coordinators

Home / For Students / Accommodations and Assistive Technology / Screen Readers and Text-to-Speech

## Screen Readers and Text-to-Speech

Screen readers and text-to-speech (TTS) are speech synthesis applications. These applications can be part of the system accessibility settings or can be external applications that can be installed on an operating system.

Screen readers are most often external software that students use on their device to have all onscreen content read aloud. Screen readers are often used by students who have visual impairments and require assistance navigating from page to page along with assistance reading the text and nontext elements on those pages.

TTS technology is the screen reader functionality available through a device's operating system. TTS technology reads the text on a screen and provides image descriptions depending on available settings or preferences.

### Related Topics

- Accommodations and Assistive Technology >
- Speech-to-Text >
- Visual Assistive Technology >
- Accessing Bluebook Features and Content >
- MathJax >

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# Human Reader for Digital Exams

- If a student's needs are not met using screen reader or TTS, an SSD Coordinator can request Human Reader for Digital Exams for that student.
  - Student takes the test digitally.
  - Human Reader will read the content of the test from the computer screen.
- If a student needs a scribe to enter answers into Bluebook, a scribe also must be requested.
- This accommodation is administered in a 1:1 setting.
- A student using this accommodation will take the online digital test.



# **Sample Scenarios for Requesting Accommodations**

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# Scenario 1

The student receives extended time on classroom tests as per their IEP. The student sometimes uses additional time to complete the test, but they often use that time to take additional breaks during testing.

- Points for consideration:
  - Does the student need more “on-the-clock” time for testing?  
If yes, then an extended time accommodation may be appropriate for the student.
  - Does the student need more “off-the-clock” time to take breaks during testing?  
If yes, then a break accommodation may be appropriate for the student.
  - No self-pacing. The student must use the complete allotted time
- Before requesting accommodations, you may want to discuss the student’s needs with the student and their parents/guardians.
  - Note: It may be helpful for this student to try out the extended time accommodations by taking a practice test online in Bluebook.

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## Scenario 2

The student uses large print instructional materials in class, as per their IEP.

- Before requesting accommodations, you may want to discuss the student's needs with the student and their parents/guardians.
  - It may be helpful for this student to try out the universal tools in Bluebook, specifically the zoom in/out tool, by taking a practice test online with the appropriate monitor.
  - A larger screen/monitor, such as a TV, may be more appropriate for this student's needs.
  - Depending on the individual need and severity of the disability, paper testing may be appropriate in some rare instances.

Note: Because digital testing is adaptive and shorter than the paper test, we encourage you to think creatively about how to accommodate students using the digital format. Consider requesting a paper test only as a last resort.

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# Scenario 3

The student has a human reader accommodation for tests, as per their IEP.

- In most cases, students who have a human reader accommodation will test digitally using screen reader or TTS.
- Before requesting accommodations, you may want to discuss the student's needs with the student and their parents/guardians.
  - It may be helpful for this student to try out their device's TTS or screen reader tools by taking a practice test online in Bluebook.
    - If this meets the student's needs, request screen reader/TTS for the student.
    - If this **does not** meet the student's needs, it may be best to request human reader for digital testing.
      - Note: A human reader accommodation will require 1:1 testing with a proctor who will read the test to the student from the computer screen and respond for the student on the computer.

# English Learner (EL) Supports for Digital Testing

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# English Learner (EL) Supports for Digital Testing

## EL Time and One-Half (+50%)

- Using this support results in a college-reportable score for students.
- Students receive Time and One-Half (+50%) extended time on **each section of the test**.
- Students must sit for the entire time allotted. They cannot go ahead in the test even if they are the only one testing.
- Students using this support may be tested with other students using the same timing.
- This support must be submitted in SSD Online by the published deadline in order for the student to receive the correct test package.
- EL Supports expire annually and must be renewed.

---

# English Learner (EL) Supports for Digital Testing

Using these supports will result in a college-reportable score for students. They do not have to be requested in SSD Online.

## Translated Test Directions

- Printed versions of the test directions can be downloaded by educators in February 2024 and distributed to students on test day as needed.
- Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.
- Other languages can be supported “on the fly” by approved translators.

## Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on [College Board’s website](#).

# Requesting English Learner Supports

- EL time and one-half must be requested in SSD Online annually.
  - No documentation is required.
- Use of translated test directions and approved word-to-word bilingual dictionaries **does not** require a submission in SSD Online.

## New English Learner (EL) Support Request

### Students Qualifying for EL Support

English Learner (EL) Supports should only be used by students who, at the time they test, meet the definition of "English Learner" as defined by the state in which they test, or the U.S. Federal guidelines, and who attend and test at a school in the U.S. If EL Supports are appropriately used, scores will be reportable to colleges and scholarship programs.

### Support available

You are submitting a request for this student to receive the following

**EL - Time and one-half (+50%)**

### Select Assessment

An EL Support may only be used for the specific test administration for which it is requested. Requests for EL Supports must be resubmitted if required for a future test. Students may use EL Supports for the following College Board test(s):

- ☐ PSAT 8/9
- ☐ PSAT 10
- ☐ SAT School Day

### Expiration

The EL Support will be valid for the assessment selected for the academic year of the request. The support will automatically expire at the end of each school year.

Cancel

Continue



# Resources

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# Need Assistance?

**College Board Customer Support**  
**SAT with Essay, PSAT 10, and PSAT 8/9**  
**(866) 688-9995**

**College Board Email Support**  
**ILSAT@collegeboard.org**

**ISBE Support**  
**<https://www.isbe.net/Pages/sat-psat.aspx>**  
**(866) 317-6034**  
**assessment@isbe.net**

## **Additional SSD Training** **Live Webinars**

- February 20, 2024 (1:00pm)
- February 21, 2024 (10:00am)
- February 22, 2024 (1:00pm)

Registration links to come!

# Questions & Answers

# Thank you!

