

From: ILSAT <ILSAT@collegeboard.org>
Sent: Tuesday, September 10, 2019 8:56 AM
To: ILSAT <ILSAT@collegeboard.org>
Subject: Response Requested: ISBE-Provided SAT Suite of Assessments Establishment Survey 2019-20

If your school does not serve students in grades 9, 10, 11 or 12, you can disregard this message, no further action is required.

To: Principals (of school *invited but not required* to be a test site)

We are excited to begin preparations for the Illinois spring 2020 SAT, PSAT 10 and PSAT 8/9 School Day administration. As part of its statewide accountability testing program, the Illinois State Board of Education (ISBE) requires all public school students in grades 9, 10, and 11 to be assessed, including public school students served at nonpublic facilities.

At the time of testing, all students considered to be in grade 11 according to state guidelines are required to participate in the SAT with Essay, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]). Students in grade 12 who have not previously earned a valid SAT score as part of any ISBE-funded SAT School Day administration and were not exempt are also required to take the SAT with Essay. More details about grade 12 testing will be posted online: www.isbe.net/Pages/sat-psat.aspx.

All students classified as being in grade 10 at the time of testing are required to participate in the PSAT 10, and all students classified as being in grade 9 at the time of testing are required to participate in the PSAT 8/9, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

The first step is getting all schools set up to administer the ISBE-provided assessments for spring 2020 testing. Please click **HERE** to complete this online survey, no later than **Monday, September 23, 2019**. Once completed, College Board will provide information to appointed testing staff using the information you provide in this survey.

Please be aware that serving schools (e.g., IL School for the Visually Impaired) are invited, but not required, to establish as an SAT, PSAT 10, and PSAT 8/9 test site. Home and serving school staff should work closely to determine the appropriate testing location for each student. Home district/school staff are responsible for ensuring that all students who are required to test do so, regardless of their placement.

Below is important information to keep in mind when completing the survey:

To complete this survey, it will be helpful to have:

- Contact information for staff who will be serving in primary test day staff roles for the 2020 administration (see **Test Day Staff** below).
- The primary test date option your school will be selecting for the 2020 administration of the SAT, PSAT 10, and PSAT 8/9. Once selected, primary test dates cannot be changed. [Click here](#) for additional information regarding 2020 test date options. As a reminder, all schools in a district must test on the same primary test date selected by the district. The entire grade-level cohort must test on the same date. Districts should test within the shortest consecutive window as possible.
- Any school holidays and closures scheduled between February and April 2020.

Test Day Staff

- Test Coordinator: Responsible for all aspects of administering the planning room and staffing, oversight of test day administration, and receiving/returning all test materials.
- Services for Students with Disabilities (SSD) Coordinator: Responsible for requesting accommodations and working with the test coordinator(s). Schools may have multiple SSD coordinators, but only one will be identified as the primary coordinator that will receive communications from the College Board.

Staff Requirements

- Any staff member, including the coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same window at any test site.
- Staff cannot have taken any College Board test within 180 days of test day.
- Staff cannot be engaged in any paid coaching or paid SAT test preparation. (The teaching and normal review of course content, including test familiarization that is part of regularly scheduled coursework, is acceptable.)

Off-site Testing

- If your school will require a site other than your high school location for testing, please indicate this in the survey when asked about off-site testing.
- Some reasons that you may require an offsite testing location include:
 - Need to support testing expelled students at an alternate location
 - Not enough room to test all students across all assessments
 - High School Districts that are responsible to administer PSAT 8/9 to 15-year-old students with IEPs who are still attending an Elementary School District. Off-site testing allows the High School District to transport secure test materials to the Elementary School District.
- If you respond that you require off-site testing, the College Board will contact you separately to gather more information about your off-site testing location(s).

If you have any questions while completing the survey, please contact College Board at 1-844-688-9995 or write to ilsat@collegeboard.org. It is important for all schools to provide the information no later than **Monday, September 23, 2019**, so you may begin receiving communications to prepare for the administration. The test coordinator(s) you identify in the survey will receive an email in January to confirm your school setup is complete.

Thank you, The College Board