



# **Accommodations Overview for ISBE-Provided SAT, PSAT 10, and PSAT 8/9**

December 11, 2018

**Spring 2019 Implementation**



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# Session Goals

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Our goal today is to share information about the spring administration of SAT, PSAT 10, and PSAT 8/9 in order to:

- Prepare SSD Coordinators
- Provide a review of common accommodations
- Review the accommodations request process
- Provide resources and support materials



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# Key Dates

A blue-tinted photograph of three students walking 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 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.



# 2019 Test Dates

	PSAT 8/9 and PSAT 10	SAT
Primary Test Date	April 9, 10, or 11, 2019	April 9, 2019
Makeup Test Date	April 10–23, 2019	April 23, 2019
Accommodated Testing Window (for students who appear on the NAR)	April 9–23, 2019	April 9–23, 2019

- Students in grade 9 are required to take PSAT 8/9.
- Students in grade 10 are required to take PSAT 10.
- Students in grade 11 are required to take SAT.
- [As required](#), some students in grade 12 are also required to take SAT.



# Request Accommodations

## Accommodations Request Windows

Activity	Timeline
Request College Board-Approved Accommodations in SSD Online	Now – February 19, 2019
Late Request Window for College Board-Approved Accommodations in SSD Online  For specific scenarios: <ul style="list-style-type: none"><li>• Students who are newly enrolled</li><li>• Students who are newly classified at an eligible grade level</li><li>• Students who have a newly identified disability</li></ul>	February 20 – March 4, 2019
Request State-Allowed Accommodations in SSD Online	January 25 – March 4, 2019
Request 50% Extended Time for English Learners (EL) in SSD Online	January 25 – March 4, 2019
For situations arising after March 4 but before April 9, 2019, submit the request in SSD Online, call 844-688-9995, choose option 1 for educators then option 3 for the SSD Office.	



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# The Tools

- **Services for Students with Disabilities (SSD) Online:**  
SSD Online is the system for requesting accommodations and EL supports. College Board will use this system to determine which materials are needed for students.
- **Non-Standard Administration Report (NAR):**  
The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.
- **Eligibility Roster:**  
The eligibility roster is a listing of all students at your school with accommodations that were requested under your school's Attending Institution (AI) code.



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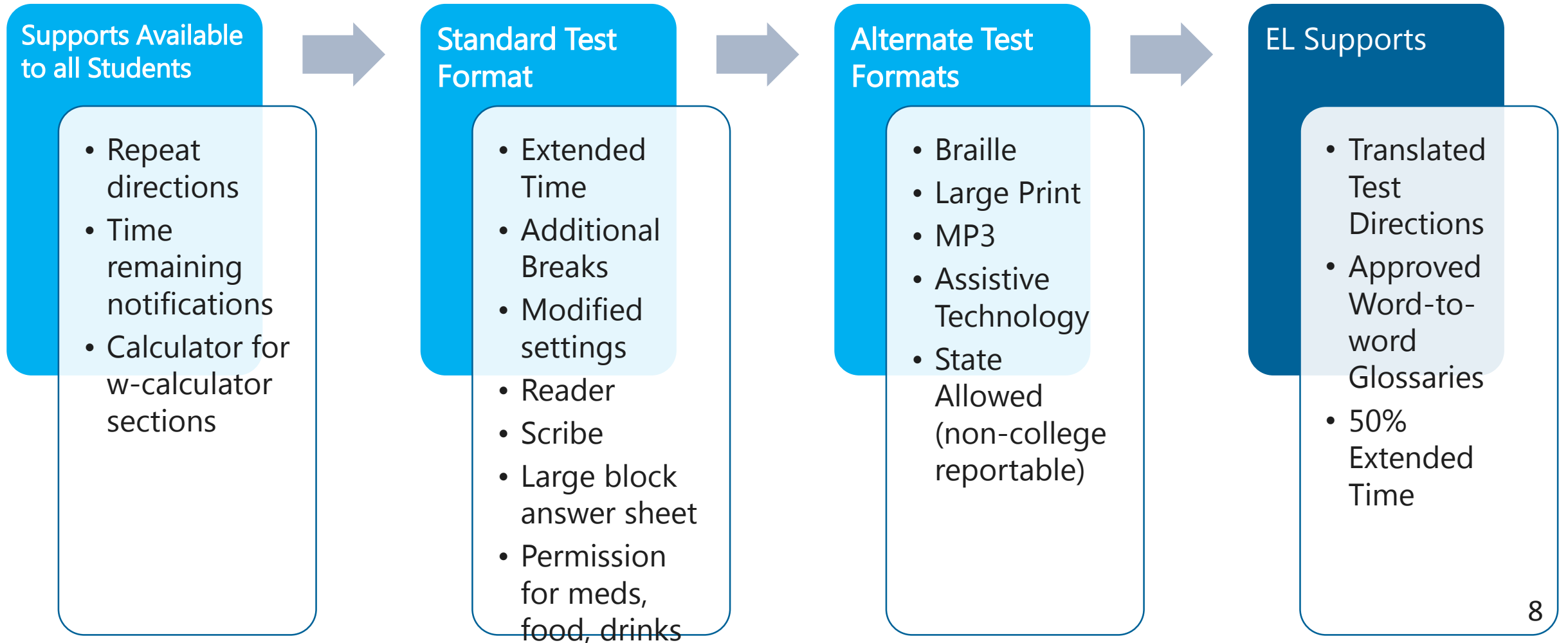
# Accommodations & Supports

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 monochromatic blue overlay.



# Accommodations & Supports

College Board offers the same accommodations and alternate test formats for all three assessments (PSAT 8/9, PSAT 10, and SAT).





# Accommodations & EL Support Requests

Accommodation and support requests should be entered for all three ISBE-provided assessments: PSAT 8/9, PSAT 10, and SAT.

- The College Board is committed to making sure that students with disabilities and EL students can take the exams with the accommodations and supports they need, and will consider all requests.
- Three types of requests must be entered in the College Board's SSD Online system:
  1. **College Board-Approved Accommodations:** Students with College Board-approved accommodations will receive college/scholarship-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
  2. **EL 50% Extended Time Support:** Eligible EL students can receive 50% extended time for college/scholarship-reportable scores when requested in advance. These requests must be submitted for each state administration.
  3. **State-Allowed Accommodations (SAA):** State-allowed accommodations (SAAs) are specific accommodations defined by the state. SAAs will result in scores for the student, but scores received are **NOT college/scholarship-reportable**.



# SSD Coordinator Roles & Responsibilities

While a school may have more than one SSD Coordinator, a primary coordinator should be identified to support the Test Coordinator(s) and oversee accommodated testing.

All SSD Coordinators are responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office
- Submitting accommodation requests for students with demonstrated needs
- Coordinating with your school's Test Coordinator on the schedule of testing rooms and staff needed for accommodations test administration
- Assisting with administering the test as needed
- Monitoring and printing the Nonstandard Administration Report (NAR)
  - The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.



# Creating your SSD Online Account



The image shows the 'SSD Coordinator Form' from College Board. At the top left is the College Board logo and 'Services for Students with Disabilities'. At the top right is a QR code with the number 'F0000000' above it. The title 'SSD Coordinator Form' is prominently displayed. Below the title, there is a paragraph explaining the form's purpose: to establish the user as the SSD Coordinator for their school and allow access to SSD Online. It mentions that if the user is a professional login account holder, they need to create one at <https://account.collegeboard.org/login/login>. It also states that if the user is the SSD Coordinator for more than one school, they need to submit a separate form for each school. A note specifies that each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. Below this, there is a section for 'School Information' with fields for School Code, School Name, School Address, City, State, ZIP Code, and Country. A note above these fields says: '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://sat.collegeboard.org/register/sat-code-search>.' The next section is 'Coordinator Information' with fields for Last Name, First Name, Middle Initial, Date of Birth (MM/DD/YY), Gender (Male/Female), Work Telephone, Fax, and Email. A note below these fields says: 'Forms without valid, school-based email addresses cannot be processed; please ensure your email is correct before submitting.' There is a question 'Are you the primary SSD Coordinator for your school?' with Yes/No radio buttons. If 'No', there is a field for the name of the school's primary SSD Coordinator. The final section is 'Signatures' with a paragraph of confirmation text: '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.' Below this are signature lines for the SSD Coordinator and the School Principal or Assistant Principal, each with a date field. At the very bottom, a small note for the Principal says: '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.'

- New SSD Coordinators who do not have a College Board Professional Account should go to [www.collegeboard.org](http://www.collegeboard.org) to create one.
- Complete the SSD Coordinator Form, found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
  - Provide information about you and your school.
  - Obtain your principal's signature.
  - Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.
- If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school, but you should create only one professional login account.



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# Understanding Common Accommodations

A blue-tinted photograph of three students walking 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 towards the right. The background is a brick wall.



# Determining Accommodations

- The accommodations that school staff request for students for the SAT or PSAT should be consistent with the accommodations listed in their IEP/504 plans for instruction and assessments. In other words, students should already be familiar with using the accommodation.
- Some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.
  - For example, if a student typically has assessments read aloud in school, school staff may wish to request a reader or MP3 audio format for oral presentation of the assessment.
  - The school staff can determine the best option in consultation with the student and family.
- When considering requests for timing accommodations, please keep in mind that the student must be given the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.
- The College Board-approved accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests.



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Timing

Accommodation	Day(s)	What to Know
50% extended time for reading	1 or 2 Days	<ul style="list-style-type: none"> <li>Students will test in 2 days for SAT with Essay and 1 day for PSAT.</li> <li>Student receives extended time for ALL sections.</li> <li>Student must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks.</li> </ul>
50% extended time for math	1 Day	<ul style="list-style-type: none"> <li>Student receives extended time only for the math test.</li> <li>Student must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks.</li> </ul>
100% extended time for reading	2 Day	<ul style="list-style-type: none"> <li>Students receives extended time for ALL sections.</li> <li>Students must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks.</li> </ul>
100% extended time for math	1 Day	<ul style="list-style-type: none"> <li>Student receives extended time only for the math test.</li> <li>Student must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks.</li> </ul>
50% extended time for written language expression – Essay (SAT)	1 Day	<ul style="list-style-type: none"> <li>Student receives extended time only for the SAT essay portion of the test.</li> <li>Student must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks for the essay.</li> </ul>
100% extended time for written language expression – Essay (SAT)	1 Day	<ul style="list-style-type: none"> <li>Student receives extended time only for the SAT essay portion of the test.</li> <li>Student must be given the entire time for which they are approved.</li> <li>Student is automatically approved for extra breaks for the essay.</li> </ul>



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	<ul style="list-style-type: none"><li>• Student is given a break halfway through longer sections and a break after every section.</li></ul>
Extended Breaks	1 Day	<ul style="list-style-type: none"><li>• Student is given breaks at the standard time, but breaks are typically twice as long.</li><li>• A student with extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>
Breaks as Needed	1 Day	<ul style="list-style-type: none"><li>• Breaks as needed are most often provided for students with significant physical or medical conditions.</li><li>• Breaks are granted as requested by the student during the test. Timing of the test is paused during the break.</li><li>• A student who needs breaks as needed may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</li></ul>
Permission to Test Blood Sugar	1 Day	<ul style="list-style-type: none"><li>• Student will use standard time unless approved for other timing or break accommodations.</li><li>• Approval to test blood sugar does not include approval to take additional breaks. If a student needs beyond the standard breaks, the student should request extra breaks, extended breaks, or breaks as needed.</li><li>• Approval to test blood sugar does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room.</li></ul>



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Presentation

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	<ul style="list-style-type: none"><li>• Student uses audio version of the test, delivered on a flash drive.</li><li>• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.</li><li>• Student must be given the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li><li>• Student must either use headphones or be tested in a one-to-one setting.</li></ul>
Reader	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will test in 2 days for SAT with Essay and 1 day for PSAT.</li><li>• The test is aloud to the student by an adult.</li><li>• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)</li><li>• Student automatically receives 50% extended time and extra breaks on all sections.</li><li>• Student must be given the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. Reader reads the entire test.</li></ul>



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Presentation (continued)

Accommodation	Day(s)	What to Know
Assistive Technology Compatible (ATC )	1 Day	<ul style="list-style-type: none"><li>• ATC is a digital version of the test (accessible on a Microsoft Word format) delivered on a flash drive.</li><li>• ATC is for use with screen readers and other assistive technology. The type of device must be provided in request.</li><li>• Student is automatically given 100% extended time on the Writing and Language test only.</li><li>• Student must be given the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.</li></ul>
Braille	1 Day	<ul style="list-style-type: none"><li>• Student will receive a UEB with Nemeth Math test book.</li><li>• Student will receive a Braille Figure Supplement.</li><li>• Typically approved with another accommodation such as scribe or braillewriter to record answers.</li></ul>
American Sign Language (ASL)	1 Day	<ul style="list-style-type: none"><li>• Student will receive test directions, the only listening portion of the SAT/PSAT, in ASL by an adult.</li><li>• Interpreters must meet testing staff requirements (i.e. must complete test administration training).</li></ul>



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Recording Answers

Accommodation	Day(s)	What to Know
Writer /Scribe	1 or 2 Days	<ul style="list-style-type: none"><li>• Student will test in 2 days for SAT with Essay and 1 day for PSAT.</li><li>• Student will have an adult transcribe answers onto the answer sheet.</li><li>• Student automatically receives 50% extended time and extra breaks on all sections.</li><li>• Student must be given the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</li></ul>
Large Block Answer Sheet	1 Day	<ul style="list-style-type: none"><li>• Student will mark squares with an "X" instead of filling in bubbles.</li><li>• Student will test in a standard room unless approved for other accommodations.</li></ul>
Computer for Essay	1 Day	<ul style="list-style-type: none"><li>• Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task. Student taking the PSAT should test in the standard test room unless approved for other accommodations.</li><li>• School must provide the computer; student may not use a personal computer or a computer belonging to their family.</li><li>• Computer must have word processing software, be attached to a working printer, and cannot be connected to the internet or network.</li><li>• Typed essays must comply with certain guidelines, available in the <i>SAT Accommodated Testing Manual</i>, to be properly scored and for the students to receive online images of their essays.</li></ul>



# Types of College Board-Approved Accommodations (college-and scholarship-reportable)

## Setting/Other

Accommodation	Day(s)	What to Know
<b>Small Group Testing</b>	1 Day	<ul style="list-style-type: none"> <li>Student tests with a smaller group of students. The number of students that may be assigned to a “small group” room depends on the number of students in the group and the size of the room.</li> <li>There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation.</li> </ul>
<b>Home/Hospital Testing</b>	1 Day	<ul style="list-style-type: none"> <li>Home/hospital testing must be requested through SSD Online.</li> <li>Test is administered at a location other than school (i.e., home or hospital) to a student with a disability that prevents them from attending school.</li> <li>If a student requires an alternate testing location for reasons other than a disability, do not request home/hospital testing. Instead, refer to your state process for requesting an off-site administration.</li> </ul>
<b>Preferential Seating</b>	1 Day	<ul style="list-style-type: none"> <li>In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While school staff can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests (e.g., national SAT testing).</li> </ul>
<b>Permission for Food/Medication</b>	1 Day	<ul style="list-style-type: none"> <li>Student will use standard time unless approved for other timing or break accommodations. Staff may also need to request breaks as needed</li> <li>EpiPens are permitted without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing.</li> <li>For other medications, contact the SSD office.</li> </ul>



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# English Learner (EL) Supports

A blue-tinted photograph of three students walking 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 towards the right. The background is a brick wall.



# English Learner (EL) Supports

- 50% Extended Time for EL Students
  - EL students may use the 50% extended time support for SAT or PSAT testing. Offered as an option for EL students who receive extended time as an instructional support.
  - Students taking the SAT will test over 2 days. Students taking the PSAT will test in 1 day.
  - Scores will be scholarship- and/or college-reportable and must be requested for each state administration.
  - Advance request is required through SSD Online through the English Learner Support dashboard.
  - Students must be given the full time. Carefully consider each individual student's situation before requesting this support.
- Word-to-Word Glossaries
  - List has been expanded to approximately 100 glossaries for spring 2019.
  - Use of glossary does NOT require an approval by College Board.
  - The approved list is available at [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).
  - Glossaries must be purchased locally.



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# English Learner (EL) Supports

- Translated Test Directions
  - Translated test directions will be available in PDF format. School staff must print the directions for students, no printed test directions will come with test materials.
  - Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.
  - Use of translated test directions does NOT require an approval by College Board.
  - Translations will be available in February 2019 to print from [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).



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# State-Allowed Accommodations (SAA)

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# State-Allowed Accommodations (SAAs)

**Not college- or scholarship-reportable**

- For use on an exception basis, for students with disabilities whose requests for College Board-Approved accommodations were not approved for college- and scholarship-reportable scores.
- Most other College Board-Approved Accommodations are also available as a State-Allowed Accommodations if needed.
- For students with disabilities, all requests should be submitted as a College Board-Approved Accommodation first so students have the opportunity to receive college reportable scores.
- School staff and students should be aware that SAAs will result in scores for the student, but scores received are **NOT college- or scholarship-reportable**.
- The window to request SAAs opens **January 25** and closes **March 4, 2019**.

Accommodation	Day(s)	What to Know
American Sign Language	1 Day	<ul style="list-style-type: none"><li>• Use of American Sign Language for the Reading, Writing and Language, Mathematics and/or Essay questions and response options.</li><li>• NOTE: Signed Exact English may be approved for reportable scores if the student has both a reading and hearing impairment.</li></ul>
Other		<ul style="list-style-type: none"><li>• If you have a student with an accommodation request that cannot be met through one of the College Board-approved or state-allowed accommodations listed, please contact ISBE at <a href="mailto:assessment@isbe.net">assessment@isbe.net</a> or 866-317-6034 for guidance. Any requests for SAA-Other must be communicated to ISBE or scores may be subject to suppression.</li></ul>



# State-Allowed Accommodations

English Learners (online request required)  
Not college- or scholarship- reportable

- For use on an exception basis, for EL students with accommodations needs beyond the college-reportable supports provided.
- School staff and students should be aware that SAAs will result in scores for the student, but scores received are **NOT reportable to colleges or scholarship programs**.
- The window to request SAAs opens **January 25** and closes on **March 4, 2019**.

Accommodation	Days(s)	What to Know
Extended Time	2 Days	<ul style="list-style-type: none"><li>• Provide 100% extended time for testing.</li></ul>
Extra Breaks, Extended Breaks, Breaks as Needed	1 Day	<ul style="list-style-type: none"><li>• Provide extra or extended supervised breaks.</li></ul>
Reader	1 or 2 Days	<ul style="list-style-type: none"><li>• Provide a human reader to read aloud the Reading, Writing and Language, Mathematics and Essay tests in English using a reader script.</li></ul>
Writer/Scribe	1 or 2 Days	<ul style="list-style-type: none"><li>• Provide a scribe for multiple choice, student-produced grid-in mathematics responses, or the essay (Note: essay must be dictated by student in English and scribed onto the answer sheet in English).</li><li>• The scribe must capture the essay portion of the SAT exactly as dictated by the student. Student does not have to dictate spelling, unless a word is unclear. Student does need to dictate punctuation to be captured by the scribe.</li></ul>



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# Prepare

A blue-tinted photograph of three students walking 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 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 brick wall is in the background.



# SSD Online Dashboard

## Managing Accommodations

- ✓ Access SSD online at: [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
- ✓ Use the Dashboard to submit requests, monitor status, and print reports.

### Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

**30 Students** 25 per page ◀ ▶

Create Eligibility Roster Submit Accommodations Request

Create AP Nonstandard Administration Report >  
How to complete AP NARs >

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates Clear all Reload Enter Student Name or SSD Number

☐ Only show students with pending Applications \* Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
PROCESSING	<b>Doe, John (#0000000007)</b> OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING	<b>Gray, Macy (#0000000002)</b> OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING	<b>Rubin, Andy (#0000000010)</b> OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION	<b>Gibs, Joe (#0000000014)</b> OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012



# Review Student Needs

**Use SSD Online to submit new accommodations requests and make changes to previously approved accommodations**

The deadline to  
submit or change  
College Board-Approved  
Accommodations Requests  
is

**February 19, 2019**

- Identify students who will be testing this year and confirm accommodations.
  - Use the Dashboard to look students up, or
  - Print the Eligibility Roster. The Roster provides all students approved for accommodations at your school.
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify
  - The accommodations approved match the student's current identified IEP/504 accommodation needs.
  - The student information name, birth date, and graduation date are correct.
  - The student is receiving the testing accommodation on school and district assessments
- For any students no longer at your school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.



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# College Board- Approved Accommodations

The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved

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- All accommodations requests will be submitted through the College Board SSD Online system.
  - The entry of accommodations will go through one of two paths:
    - **School Verification** – Most requests will be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504 plan).
    - **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20 point font, and other special requests. These exceptions will require documentation for further clarification.



# Documentation Guidelines

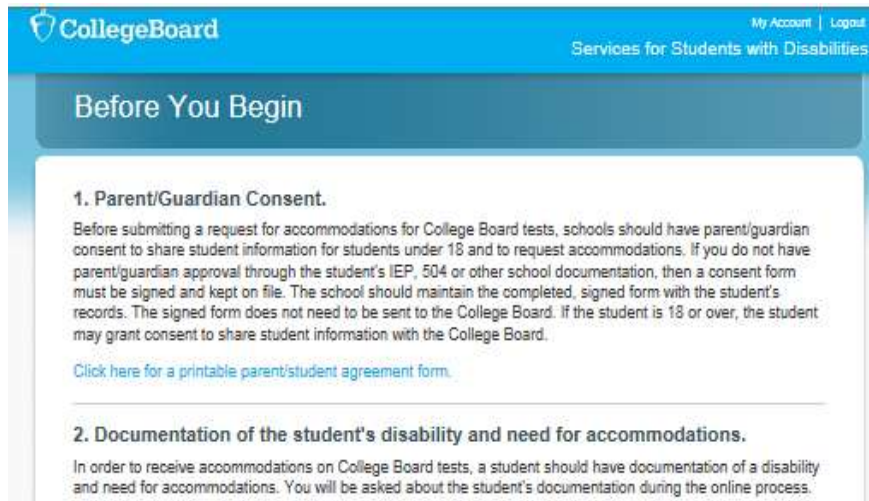
Documentation should address:

- **What:** Provide the student's documented disability.
- **How:** Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- **Why:** Show the need for the specific accommodation being requested.

- If requested, documentation that includes the following information is most helpful in the review process:
  - State the specific disability as diagnosed
  - Be current (varies based on disability/documentation)
  - Provide relevant educational, developmental and medical history
  - Describe the comprehensive testing techniques, if applicable
  - Describe the functional limitations
  - Describe the specific accommodations
  - Establish the professional credentials of the evaluator
- Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.
- Any application can be resubmitted if not approved with additional documentation for consideration even if after the SSD submission deadline.



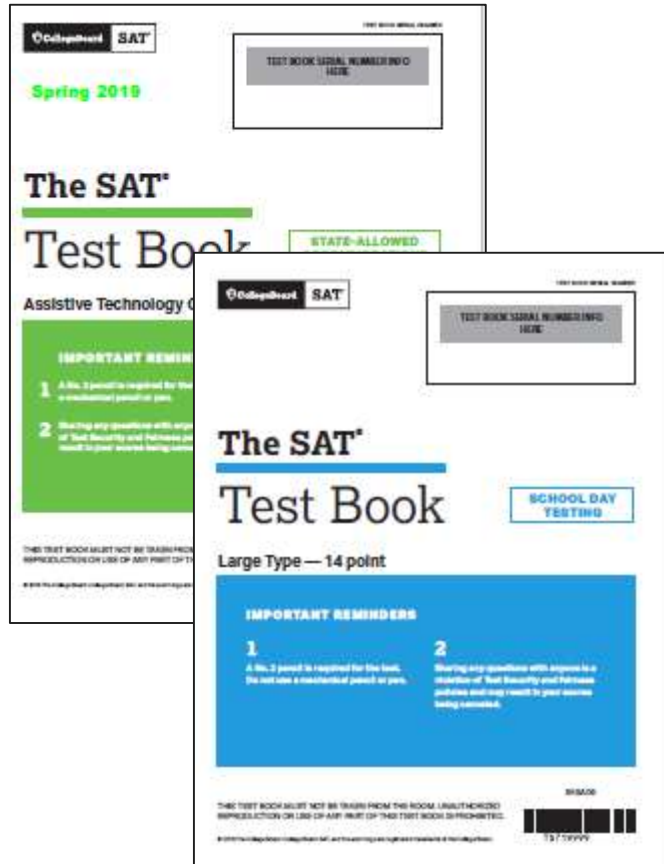
# Obtain Parental Consent



- Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information and to request accommodations.
- Verification of consent will be requested during the online process.
- Parent consent forms are available at [collegeboard.org/students-with-disabilities/forms](https://collegeboard.org/students-with-disabilities/forms).
  - Parent/guardian approval obtained through the student's IEP, 504 Plan, or other school documentation may be acceptable if it includes consent for requesting accommodations.
- The College Board does not require schools to submit the consent form, but it must be kept on file at the school.
- Once you have obtained parent/guardian consent, it remains in effect for the student as long as the student is in high school.



# Nonstandard Material Orders



- Nonstandard materials will be shipped for all eligible grade levels based accommodations approved in SSD Online by the deadline. This includes College Board-approved accommodations, state-allowed accommodations and EL 50% extended time support.
  - PSAT 8/9 – Grade 9
  - PSAT 10 – Grade 10
  - SAT – Grade 11 (and Grade 12 as required)
- Confirm that all students testing with accommodations at your school are listed on your school's dashboard. Materials will ship to the school where the student's accommodation is approved in SSD Online.
  - Details about transferring students to your dashboard are available in the [SSD handbook](#) and [SSD training e-Module](#).
- If you submit a request for accommodations or supports after the deadline, you will need to contact the SSD Office by calling the IL Educator Support line in order to ensure materials can arrive in time for testing.
- Pre-ID labels will be shipped to each school listed as the “Testing School” in the SAT and PSAT Pre-ID report so they may be affixed to student answer sheets.



A blue-tinted photograph of three students walking 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, and to his right is a young woman with long dark hair, also wearing a backpack and looking towards the right. The background is a brick wall.

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# Tools and Resources for SSD Coordinators




The screenshot shows the College Board logo at the top left. Below it are navigation tabs: Home, Summary, Resources, and a dropdown menu. The 'Resources' tab is active, displaying a list of links under various categories like 'College Board resources', 'Commonly requested accommodations', and 'Requesting accommodations'. On the right side of the page, there is a large blue banner with a circular inset image of a woman wearing glasses and resting her chin on her hand. To the right of the image, the text reads: 'Understanding College Board Accommodations' followed by 'Course length: 40 minutes'.

- 34



# SSD Coordinator Handbook



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## SSD Coordinator Handbook for ISBE-Provided SAT, PSAT 10, and PSAT 8/9

This handbook is to help prepare Services for Students with Disabilities (SSD) coordinators for requesting and administering accommodations and supports for the ISBE-provided SAT®, PSAT™ 10, and PSAT™ 8/9.

### Using This Guide

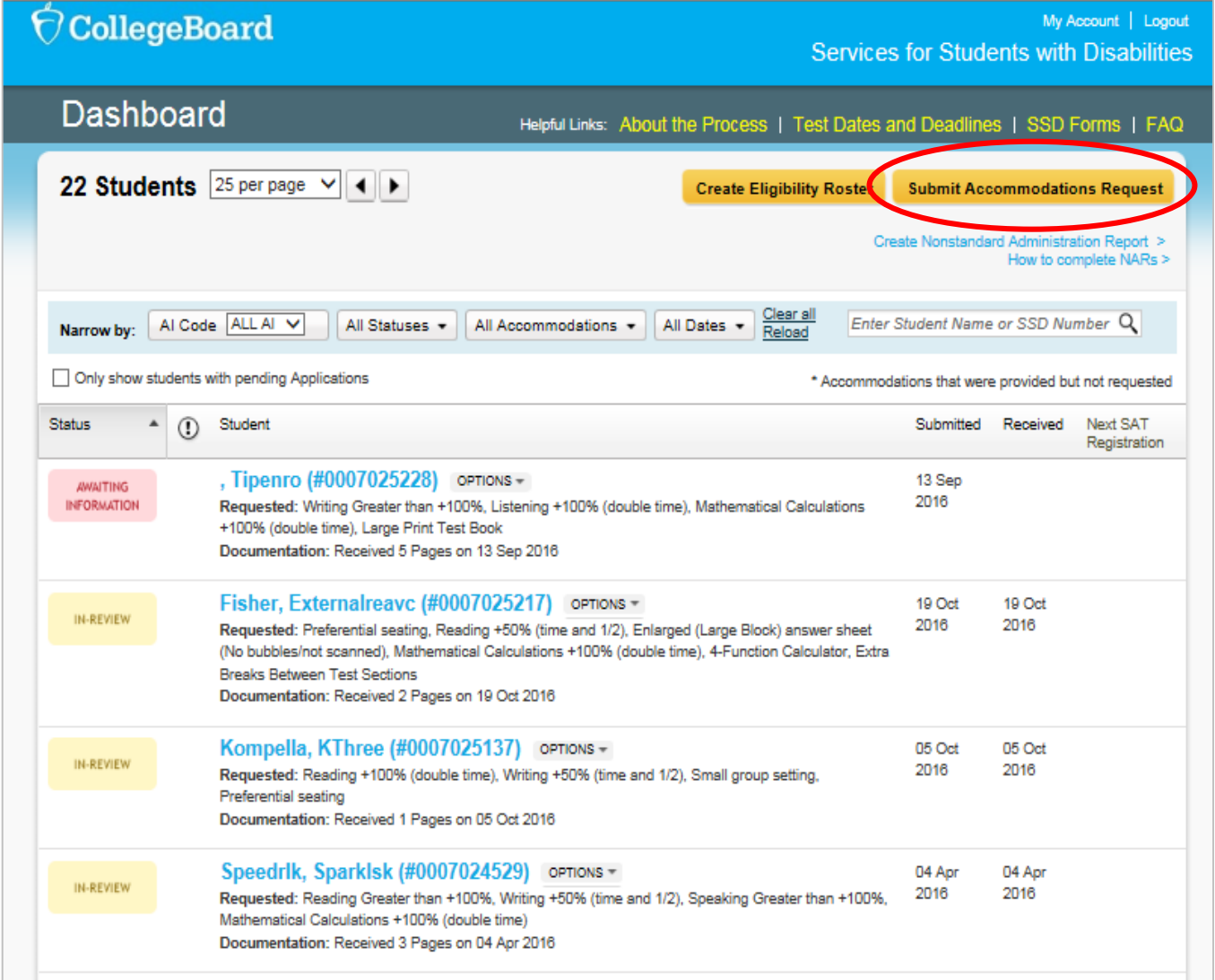
Page Number	Topic
Page 2	Understanding College Board–Approved Accommodations
Page 11	Accessing SSD Online
Page 11	Requesting Accommodations and English Learner (EL) 50% Extended Time Support
Page 12	Using SSD Online
Page 17	English Learner (EL) Supports
Page 18	SSD Coordinator Role in National SAT Testing
Page 19	Glossary
Page 20	SSD Coordinator Checklist
Page 21	Appendix: Accommodations Request Worksheet (for local use only)
Page 22	Appendix: Support for Students with Temporary Physical/Medical Conditions Form
Page 26	Appendix: College Board–Approved Accommodations
Page 29	Appendix: State–Allowed Accommodations for Illinois

- The SSD Coordinator Handbook is updated for the 2019 administration.
- The handbook is a useful resource for SSD Coordinators as they begin planning for the SAT, PSAT 10, and PSAT 8/9 administrations.
- The handbook includes information such as:
  - Understanding College Board–Approved accommodations
  - Accessing and Using SSD Online
  - A list of College Board–Approved and State–Allowed accommodations available for the ISBE-provided spring testing
- The handbook is available on the ISBE SAT/PSAT website. In addition, an email will be sent to SSD Coordinators with a link to the handbook.



# Submitting a New Request in SSD Online

- Log in to [www.collegeboard.org/ssdonline](http://www.collegeboard.org/ssdonline)
- Click "Submit accommodation Request" in upper right corner.
- Accommodation requests should be submitted for all Grade 9, 10, and 11 students.
- Accommodation requests should also be submitted for all Grade 12 students who are required to test.



The screenshot shows the CollegeBoard SSD Online Dashboard. At the top, there's a blue header with the CollegeBoard logo and "Services for Students with Disabilities". Below this is a "Dashboard" section with a "Helpful Links" area containing "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". The main content area shows "22 Students" with a "25 per page" dropdown and navigation arrows. On the right, there are two buttons: "Create Eligibility Roster" and "Submit Accommodations Request", with the latter circled in red. Below these buttons are links for "Create Nonstandard Administration Report" and "How to complete NARs". A "Narrow by:" section includes filters for "AI Code" (set to "ALL AI"), "All Statuses", "All Accommodations", and "All Dates", along with a "Clear all Reload" button and a search bar. A checkbox option "Only show students with pending Applications" is present. The main table lists student requests with columns for Status, Student, Submitted, Received, and Next SAT Registration. The first student, Tipenro (#0007025228), has a status of "AWAITING INFORMATION" and a submission date of 13 Sep 2016. The other three students (Fisher, Externalreavc, Kompella, KThree, and Speedrik, Sparklisk) have a status of "IN-REVIEW" and submission dates in October 2016.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING INFORMATION	<b>Tipenro (#0007025228)</b> Requested: Writing Greater than +100%, Listening +100% (double time), Mathematical Calculations +100% (double time), Large Print Test Book Documentation: Received 5 Pages on 13 Sep 2016	13 Sep 2016		
IN-REVIEW	<b>Fisher, Externalreavc (#0007025217)</b> Requested: Preferential seating, Reading +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned), Mathematical Calculations +100% (double time), 4-Function Calculator, Extra Breaks Between Test Sections Documentation: Received 2 Pages on 19 Oct 2016	19 Oct 2016	19 Oct 2016	
IN-REVIEW	<b>Kompella, KThree (#0007025137)</b> Requested: Reading +100% (double time), Writing +50% (time and 1/2), Small group setting, Preferential seating Documentation: Received 1 Pages on 05 Oct 2016	05 Oct 2016	05 Oct 2016	
IN-REVIEW	<b>Speedrik, Sparklisk (#0007024529)</b> Requested: Reading Greater than +100%, Writing +50% (time and 1/2), Speaking Greater than +100%, Mathematical Calculations +100% (double time) Documentation: Received 3 Pages on 04 Apr 2016	04 Apr 2016	04 Apr 2016	



# Submitting a SAA Request in SSD Online

- Go to the SSD Online Dashboard and click the link in upper left corner to access the SAA Dashboard.
- The SAA Dashboard opens on January 25, 2019.

The screenshot displays the CollegeBoard SSD Online Dashboard. At the top, the CollegeBoard logo is on the left, and 'My Account | Logout' and 'Services for Students with Disabilities' are on the right. Below the header, the word 'Dashboard' is centered. To the right of 'Dashboard' are helpful links: 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. Below this, it says '43 Students' with a '25 per page' dropdown and navigation arrows. To the right are two buttons: 'Create Eligibility Roster' and 'Submit Accommodations Request'. Below these is a link 'Go To State-Allowed Accommodation Dashboard >' which is circled in red. To the right of this link are two more links: 'Create Nonstandard Administration Report >' and 'How to complete NARs >'. Below the navigation area is a 'Narrow by:' section with dropdowns for 'AI Code' (set to 'ALL AI'), 'All Statuses', 'All Accommodations', and 'All Dates'. There are also links for 'Clear all' and 'Reload', and a search bar 'Enter Student Name or SSD Number'. Below the filters is a checkbox 'Only show students with pending Applications' and a note '\* Accommodations that were provided but not requested'. The main table has columns: 'Status', 'Student', 'Submitted', 'Received', and 'Next SAT Registration'. The first row shows a student with status 'AWAITING DOCUMENTATION' (red box), name 'Swift, Taylor (#0007025238)', requested accommodations 'Extended Breaks', and a note 'Student also confirmed with State-Allowed Accommodations'. The second row shows a student with status 'IN-REVIEW' (yellow box), name 'Sparimlks, Joramlks (#0007025145)', requested accommodations 'Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2)', and documentation received on 24 Oct 2016. The third row shows a student with status 'IN-REVIEW' (yellow box), name 'Gasdf, Sfaslkj (#0007024489)', requested accommodations 'Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2)', and documentation received on 29 Mar 2016. The fourth row shows a student with status 'IN-REVIEW' (yellow box), name 'Linkart, Harolks (#0007024257)', requested accommodations 'Writer/Scribe to Record Responses, School-Based Testing', and documentation received on 06 Jan 2016.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	<b>Swift, Taylor (#0007025238)</b> Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		
IN-REVIEW	<b>Sparimlks, Joramlks (#0007025145)</b> Requested: Extra Breaks Between Test Sections, Enlarged (Large Block) answer sheet (No bubbles/not scanned), Preferential seating, 4-Function Calculator, Auditory Amplification / FM System, Breaks As Needed, Computer (Word Processor ONLY for essays ONLY), Reading +50% (time and 1/2) Documentation: Received 3 Pages on 24 Oct 2016	07 Oct 2016	24 Oct 2016	
IN-REVIEW	<b>Gasdf, Sfaslkj (#0007024489)</b> Requested: Extra Breaks Between Test Sections, Mathematical Calculations +100% (double time), Extended Breaks, Reading +50% (time and 1/2) Documentation: Received 3 Pages on 29 Mar 2016	29 Mar 2016	29 Mar 2016	
IN-REVIEW	<b>Linkart, Harolks (#0007024257)</b> Requested: Writer/Scribe to Record Responses, School-Based Testing Documentation: Received 3 Pages on 06 Jan 2016	06 Jan 2016	06 Jan 2016	



# Submitting a Request for EL 50% Extended Time

- EL 50% is a new college- and scholarship-reportable support that requires an advance request.
- This support must be requested for each state administration.
- EL 50% extended time may be entered into SSD Online EL Dashboard beginning January 25, 2019.

CollegeBoard

My Account | Logout

Services for Students with Disabilities

## Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

43 Students 25 per page ◀ ▶

[Go To State-Allowed Accommodation Dashboard >](#) [Create Eligibility Roster](#) [Submit Accommodations Request](#)

[Go to English Learner Support Dashboard >](#) [Create Nonstandard Administration Report >](#)  
[How to complete NARs >](#)

Narrow by: AI Code **ALL AI** All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

☐ Only show students with pending Applications \* Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	<b>Swift, Taylor (#0007025238)</b> <a href="#">OPTIONS</a> Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		



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# The 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 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 towards the right. The background is a brick wall.



# SAT Nonstandard Administration Report

- Lists ALL students approved for accommodations
- Groups students that must test on the primary test day and those who may test in the accommodated window
- Includes the test book color and the script name the student should use
- Includes students testing with EL 50% extended time

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
S2	Graonika, Goraonika SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT with Essay	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T3	Tifourolks, Reaomika SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small	SAT with Essay	Purple	One day	Script 1	

SECTION 1.  
Students testing on the primary test day

SECTION 2.  
Students testing in the accommodated window

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)	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Mathematical Calculations +100% (double time)					



# Managing the SAT NAR

- The NAR will display students who have been approved for accommodations at your school who have also been pre-identified in the bulk registration/Pre-ID process.
- The SSD Coordinator can review the list of students appearing on the NAR and add other students who will be testing with approved accommodations. For example, a student who transferred to your school after the Pre-ID file was completed.

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

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



# PSAT Nonstandard Administration Report (NAR)

- All students listed on the PSAT NAR can test during the accommodated testing window.
- Includes three sections
  - Section 1: Student Summary with SSD Numbers
  - Section 2: Guidance on providing specific accommodations
  - Section 3: Students who test during the accommodated window
- Used as the room and attendance roster

## Section 1:

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	N	
Graomlks	G	
Graomlktgtorallkklamroaktlkksargre	T	
Graomlk	T	
Graomls	T	

## Section 3:

Brown, Robert (#0007025797)

Test Administration Date: \_\_\_\_\_

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

☐ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

☐ Mathematical Calculations +50% (time and 1/2)



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# Thank You!

## Resources

- Visit the ISBE SAT/PSAT webpage  
[www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).
- Contact our Illinois Educator Hotline  
at 844-688-9995 (option 1) or email  
[illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org).



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# Questions

