



Implementation Overview – (Part 1) Before the Test

Spring 2022

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9





Session Goals

College Board and the Illinois State Board of Education (ISBE) will be continuing to finalize implementation details and as more information becomes available, we will share.

This session will focus on Part 1 of the implementation items that occur prior to the primary test date. Our goal in this overview is to share the latest information about the ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 assessments based on current planning.



Agenda

- ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9 administrations
- What's New in 2022?
- Staff Roles and Responsibilities
- Before the Test (Part 1)
 - Prepare Your School
 - Prepare Yourself
 - Build Your Lists
 - Plan Your Space
 - Plan Your Staff
- Key Takeaways and Contact Information

ISBE-Provided SAT with Essay, PSAT 10, and PSAT 8/9



SAT Suite of Assessments

For the 2021-22 school year, ISBE will provide:

- SAT with Essay
- PSAT 10
- PSAT 8/9

SAT with Essay

Every public-school student in grade 11 is required to take the SAT with Essay, unless the student will take the grade 11 DLM-AA instead. Additionally, some public-school students in grade 12 may also be required to take the SAT with Essay if they were required to test while in grade 11 but did not and were not exempt. Please refer to the flowchart posted on www.isbe.net/Documents/Grade_12_Testers_Flow_Chart.pdf if you are unsure whether a grade 12 student should be tested in spring.

PSAT 10 and PSAT 8/9

Every public-school student in grade 10 is assessed with the PSAT 10, and every public-school student in grade 9 is assessed with the PSAT 8/9, unless the student will be assessed with the grade 10 or 9 DLM-AA instead.



Student Benefits

- PSAT 8/9 and PSAT 10 tests are aligned to the SAT college entrance exam, including test structure and vertical score scale.
- PSAT 10 and SAT scores can be used for scholarship applications.
 - College Board scholarship partnerships represent more than \$300 million annually in potential scholarship opportunities
- The SAT is a nationally recognized College Entrance Exam.
 - Every student who takes SAT can send their scores to up to 4 colleges for free at the time of testing.
 - Income eligible students receive unlimited score sends over the user's testing lifetime and college application fee waivers to participating colleges.

Student Benefits

CollegeBoard

Sign In Search

Opportunity Scholarships

Home Scholarship Details Official Rules FAQ For Educators & Student Advocates

Don't Miss Out on a \$500 Scholarship

Open now to the class of 2022.

Apply Now

The Scholarships Who Can Apply Introduction Our Past Winners

The Scholarships

Class of 2022: Complete these 6 college planning steps for 6 separate chances at \$500. When you finish all 6, you'll be entered into a drawing for a \$40,000 scholarship, but you can still earn money even if you don't complete them all.

Build Your College List \$500	Practice for the SAT \$500	Explore Scholarships \$500	Strengthen Your College List \$500	Complete the FAFSA® \$500	Apply to Colleges \$500	Complete Your Journey Complete all six \$40,000
Video More Details	Video More Details	Video More Details	Video More Details	Video More Details	Video More Details	

- Through their College Board account, students have online access to all their College Board scores in one reporting portal.
- College Board partnerships with Big Future and Roadtrip Nation provide students with resources to help them match their interests with careers and college majors.
- Students can take advantage of scholarship opportunities while planning for college:
<https://opportunity.collegeboard.org/>
- By opting into the College Board's Student Search Service and filling out the optional questionnaire, students taking the PSAT and SAT can be matched with colleges and scholarship providers.

Key Dates



2022 Test Dates

SAT with Essay Administration	Test Dates
Primary Test Date	Wednesday, April 13, 2022
Accommodated Testing Window	April 13-26, 2022
Makeup Test Date	Tuesday, April 26, 2022

PSAT 10 and PSAT 8/9 Administration	Test Dates
Testing Window	April 13-29, 2022
Accommodated Testing Window	April 13-29, 2022

SAT with Essay Administration (Alternate Schedule*)	Test Dates
March Primary Test Date	Wednesday, March 23, 2022
Accommodated Testing Window	March 23 - April 5, 2022
Makeup Test Date	Tuesday, April 26, 2022

**The alternate schedule for SAT with Essay was allowed to be selected during the fall establishment process only if the April SAT with Essay dates were not feasible.*



Implementation Key Dates

Activity	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9	March Timeline SAT with Essay only
Off-Site Testing Request Deadline	January 21, 2022	January 21, 2022
State-Allowed Accommodations (SAA) and English Learners (EL) Time and One-half (+50%) Request Window	January 10 – February 22, 2022	January 10 – February 1, 2022
College Board-Approved Accommodations Request Deadline	February 22, 2022	February 1, 2022
Coordinator Planning Kits Receipt Date	No later than March 3, 2022	No later than February 11, 2022
Test Day Online Training	Early March – Early April, 2022	Late February – Mid-March, 2022
Preadministration Materials in Schools	No later than March 17, 2022	No later than March 3, 2022
Conduct Preadministration Session	Early April 2022	Mid-March 2022
Test Materials in Schools (adjusted for spring break)	Anticipated: March 29 – 31, 2022	Anticipated: March 15 – 17, 2022



Implementation Key Dates

Activity	April Timeline SAT with Essay, PSAT 10, and PSAT 8/9	March Timeline SAT with Essay only
Primary Test Administration	SAT with Essay: April 13, 2022 PSAT 8/9 & PSAT 10: April 13 – 29, 2022	March 23, 2022
Accommodated Testing Window (eligible students only)	SAT with Essay: April 13 – 26, 2022 PSAT 8/9 & PSAT 10: April 13 – 29, 2022	March 23 – April 5, 2022
SAT with Essay Only: Provide Counts of Students Requiring Makeup Testing	April 13 – 15, 2022	March 23 – 25, 2022
Deadline to Ship SAT with Essay Primary Materials and Answer Sheets for Scoring	April 15, 2022	March 25, 2022
Deadline to Ship SAT with Essay Accommodated Materials and Answer Sheets for Scoring	April 26, 2022	April 5, 2022
SAT with Essay Makeup Test Date	April 26, 2022	April 26, 2022
Deadline to Ship SAT with Essay Makeup Materials and Answer Sheets for Scoring	April 28, 2022	April 28, 2022
Deadline to Ship PSAT 8/9 and PSAT 10 Materials and Answer Sheets for Scoring	April 29, 2022	N/A

What's New in 2022?



Changes for 2022

Flexible Testing Options

- In order to improve flexibility for students and educators on test day, testing staff may give students testing over 1 day up to a 30-minute lunch break between Section 4 and the Essay. This policy does not apply to students who are testing over 2 days. More information about this optional lunch break will be provided in the spring 2022 SAT School Day Manuals.
- Schools can start testing earlier and/or later than usual and split their students across multiple testing groups.
 - All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation).
 - No group of students can begin testing after another group has completed the test.
 - Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments (e.g., SAT School Day and PSAT™ 10).
 - Assign rooms for separate overlapping testing groups in different areas of the school building to limit contact between students.

Changes for 2022



Clicking Back or Forward in the browser may cause the application to exit.

Welcome,

Displaying Students for: All All Organizations

Student Accommodations

Select an existing student to modify their current accommodations and/or to begin a new request for a student who has not yet been added.

New Request

- SSD Online Demo
- SSD Online Information Sheet
- Test Dates & Deadlines
- SSD Forms
- Accommodations & Supports Handbook
- SSD Coordinator Training - Administering the Weekend SAT with Accommodations
- Test Scripts & Instructions**

Test Scripts & Instructions

Return to Dashboard

1. Assistive Technology Compatible (ATC) Scripts
2. Printed Copy of Verbal Instructions

Standalone Scripts for Proctors Administering SAT with Assistive Technology

- For proctors administering the assistive technology-compatible (ATC) format, we have provided standalone scripts for use in the testing room.
- The test coordinator or Services for Students with Disabilities (SSD) coordinator will download and print a copy of the applicable script for each ATC room, based on the timing accommodations of students in the room.
- The standalone scripts also include specific ATC instructions and a timing chart.

Staff Roles and Responsibilities



Testing Staff Roles

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT with Essay, PSAT 10, or PSAT 8/9 administration at the school
Services for Students with Disabilities (SSD) Coordinator(s)	Requests accommodations for students and supports the test coordinator to oversee accommodated testing
Proctor	Administers the test in a specific testing room
Room Monitor	Assists the proctor with monitoring students in the testing room
Hall Monitor	Keeps hallways near testing area quiet and secure on test day



Staff Requirements

- Test day staff cannot be involved with paid coaching or paid SAT or PSAT preparation.
- Test day staff cannot have taken the SAT or PSAT within 180 days of the administration date.
- Any staff member, including the test 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.
- In small test centers, test day staff may serve multiple roles. We recommend the test coordinator remain in the test room and have the additional test day staff serve the Hall Monitor.
- In large test centers, we recommend the test coordinator not also serve as a proctor in a testing room. This will allow the test coordinator to move around the school, assisting with questions and resolving any issues that may arise.



Testing Staff Roles

Test Coordinator

The **Test Coordinator** is responsible for all aspects of the School Day administration at a school, including:

- Planning rooms and managing staff for test day
- Receiving and securing all test materials, including test materials for students testing with accommodations
- Managing testing within the school and supervising all activities related to testing, including accommodated testing
- Collecting, packing and returning test materials, completing test day forms, and ordering SAT with Essay makeup materials
- Acting as the main contact between the College Board and the school, receiving all communications from the College Board
- Identifying at least one proctor to serve as the back-up test coordinator



Testing Staff Roles

SSD Coordinator

The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office
- Submitting SAT with Essay, PSAT 10, and PSAT 8/9 accommodation requests for all students who require them
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations
- Partnering with the test coordinator to reconcile accommodated testing materials and administering the SAT with Essay, PSAT 10, and PSAT 8/9 to students who are testing with accommodations

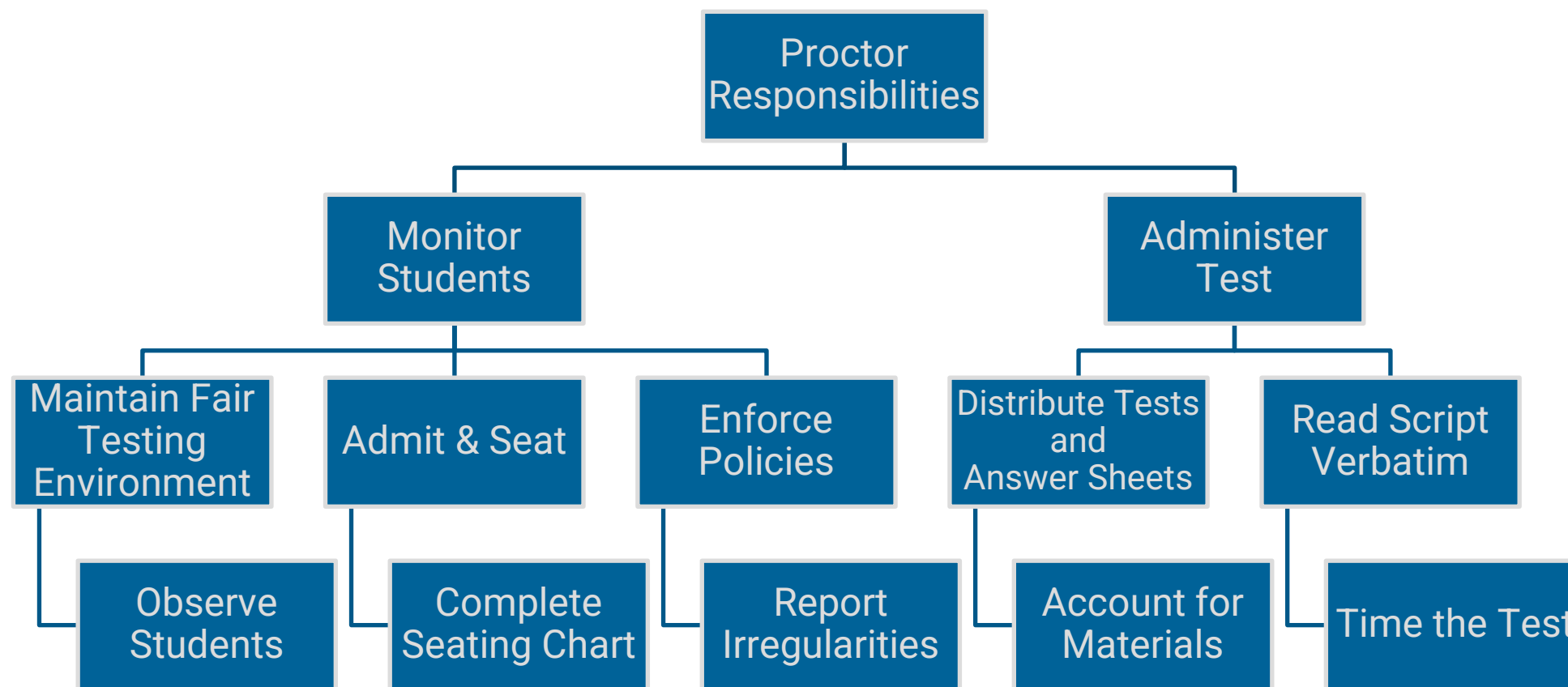
Note that schools may have more than one SSD coordinator, however one person will be identified as the primary SSD coordinator who will receive communications from College Board.

Testing Staff Roles

Proctors are responsible for managing all activities that happen in the testing room.

Proctor

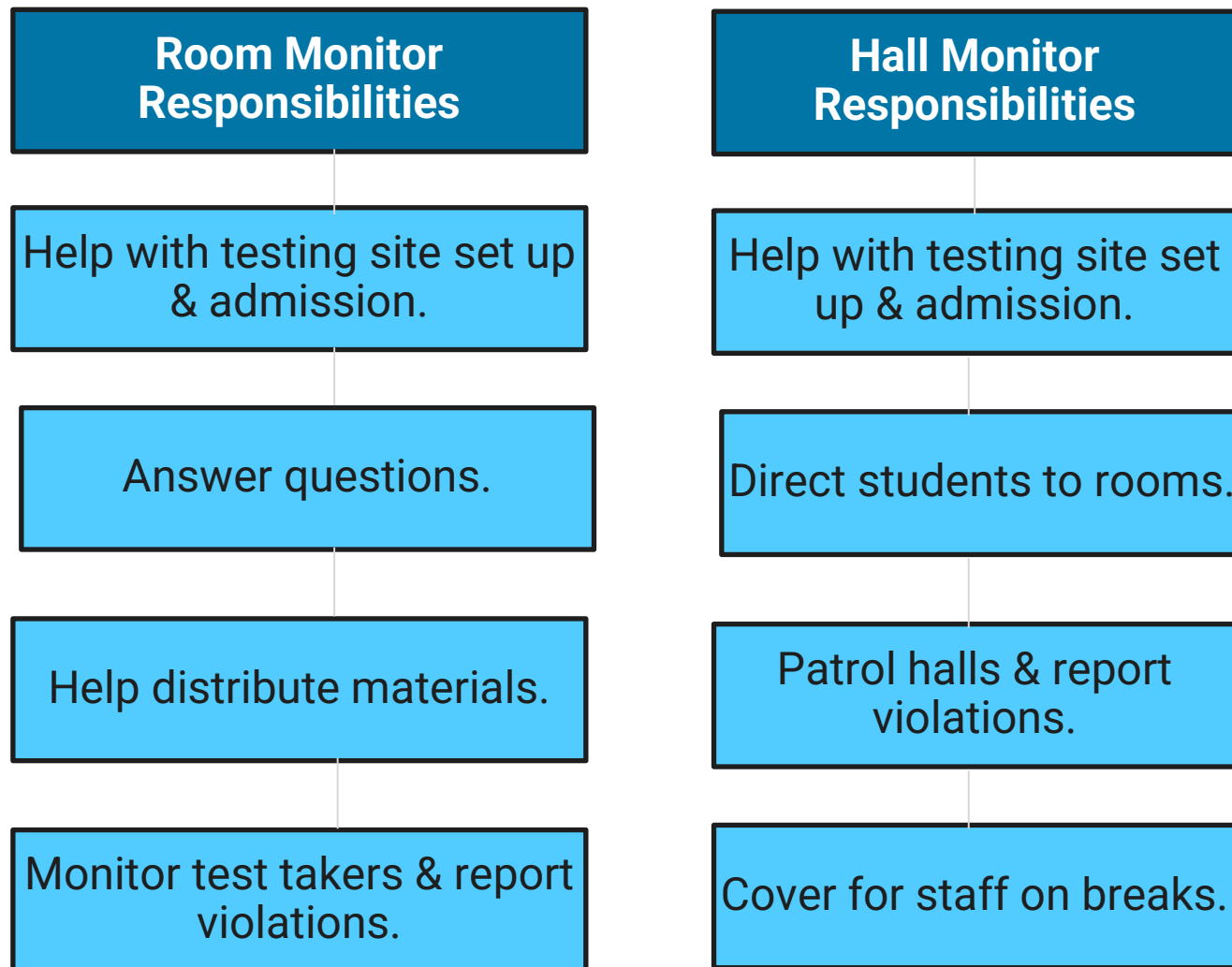
Each room requires one proctor. One proctor must be designated as the back-up for the test coordinator.



Testing Staff Roles

Room Monitors and Hall Monitors

Room monitor(s) and **Hall monitor(s)** are responsible for assisting the test coordinator and proctors.



Before the Test



Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials



Prepare Your School

School Establishment

Based on the establishment survey responses, schools will be assigned a six-digit school code representing the attending institution (AI code)

- AI codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.
- AI codes are six-digit numbers that are unique to your school.
- Coordinators will receive confirmation of their school's AI code in January.
- If your school participated last spring, or if your school administered other College Board assessments, your AI code will remain the same.
- Schools must establish as a test site each year for the ISBE-provided assessments.
- The same AI code will be used for SAT with Essay, PSAT 10, and PSAT 8/9.



Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be completed by ISBE via the Pre-ID process in ISBE's Student Information System (SIS).
- Pre-ID labels for student answer sheets will be shipped for all students who were included in the Pre-ID file by the Pre-ID deadlines listed below:
 - **January 7, 2022** – SAT with Essay student records will be captured for schools using the March 23, 2022, Primary SAT with Essay test date.
 - **January 21, 2022** - SAT with Essay student records will be captured for schools using the April 13, 2022, Primary SAT with Essay test date.
 - **January 21, 2022** - PSAT 10 and PSAT 8/9 student records will be captured for all schools.
- College Board will determine your standard test materials order based on:
 - The number of students at each grade level in the Pre-ID file as of the Pre-ID deadlines listed above.
 - The students approved for accommodations via College Board's SSD online system
- Schools will NOT place orders for materials.
- College Board will ship a small overage of test materials to account for standby test takers, typically students who transfer into the school after the Pre-ID deadline.



Prepare Your School

Off-site Testing Locations

- Off-site testing locations allow students to be tested at a location other than their high school.
- Some reasons that you may require an off-site testing location include: your school does not have a suitable physical location, your school does not have enough room to test all students, or you need to setup more than one location to be closer to students.
- The test coordinator at the established test site will receive all materials and will be responsible for distributing materials to the off-site location(s).
- Schools may request an off-site location, such as a district office, to test students who are not permitted to return to the high school, (e.g., expelled students).
- Districts may also choose to apply for off-sites for one or more than one school in their district.
- All off-site testing plans are due **by January 21, 2022**. Schools must call the IL Educator Support line for late requests after this deadline has passed.
- Schools and districts that submit their off-site requests **on time** will receive their off-site materials with their other test materials.

Off-site Requests

- Online request submittal:
 - School staff must complete and submit the online form at: sat.org/offsiterequest with the required information for each offsite location.
 - The submitter will receive an email confirmation of request. It is important to save this email.



College Board Off-site Testing Request: Spring 2022

Welcome to the SAT Suite of Assessments state-sponsored School Day. If your school is covered under a state contract, you will need to submit this off-site request form if you will use off-site testing locations for Spring 2022. Please complete this form in its entirety by the deadline if you are testing students at a location other than your school to ensure an adequate number of return materials are shipped with the test materials.

Information to note regarding off-site testing:

- In addition to your primary test coordinator, your school must have a unique test coordinator for each off-site location. Off-site test coordinators oversee all testing responsibilities for that location and are accountable for all students testing at their location.
- Each off-site test coordinator is responsible for ensuring that the off-site testing location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator Manual.
- All test materials will be shipped to schools. Primary test coordinators are responsible for



Prepare Your School

Accommodations

The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

Accommodations requests will be submitted by the SSD coordinator through College Board's Services for Students with Disabilities (SSD) Online system.

There are two types:

- **College Board-Approved Accommodations:**
Students with approved accommodations will receive college-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- **State-Allowed Accommodations (SAA):**
These are state-specific accommodations. Students, schools, and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.



Prepare Your School

Accommodations and SSD Coordinators

Each school should have an SSD coordinator to request accommodations for students with disabilities.

- If your school needs to appoint a new SSD coordinator, that person can gain access to the SSD Online system by completing the [SSD Coordinator Form](#), found on www.collegeboard.org/ssd.
- An AI code is required to gain access to the SSD Online system. For schools that don't yet have an AI code from College Board, accommodations requests can be made once you receive the AI code.

Test coordinators and SSD coordinators will need to work together to ensure a smooth testing experience for students testing with accommodations.

An [OnDemand version](#) of an Accommodations overview, providing details about using SSD Online and applying for testing accommodations, is available now for SSD coordinators.



Prepare Your School

Accommodations and SSD Coordinators

- Each school should follow state and district procedures for collecting consent to request accommodations for students with disabilities and also for English Learners, as applicable.
 - <https://accommodations.collegeboard.org/forms>
- Accommodations requests are submitted by each school's SSD coordinator via SSD Online.

Request Accommodations

Accommodations Request Windows

Activity	April Timeline	March Timeline SAT with Essay only
Request College Board Approved Accommodations	February 22, 2022	February 1, 2022
Request State Allowed Accommodations	January 10 – February 22, 2022	January 10 – February 1, 2022
Request EL Time and One-half (+50%)	January 10 – February 22, 2022	January 10 – February 1, 2022
Late Request Deadline For specific scenarios: <ul style="list-style-type: none">• Students who are newly enrolled at a school• Students who are newly classified at an eligible grade level• Students who have a newly identified disability	March 1, 2022	February 8, 2022

Schools for which accommodations requests are not submitted on time may not receive materials on time.



Prepare Your School

English Learner Supports

English learners (EL) may utilize EL supports for Spring 2022 testing.

These supports include:

- Use of an approved word-to-word bilingual dictionary
- Use of translated test directions, and
- Time and one-half (+50%)

Students may use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used.



Prepare Your School

English Learner Supports

Use of an approved word-to-word bilingual dictionary:

- List includes approximately 100 dictionaries.
- Use of dictionary does NOT require an approval by College Board.
- The approved list will be available at <https://www.isbe.net/Pages/sat-psat.aspx>.

Use of translated test directions:

- Translated test directions will be available in PDF format for each assessment. Schools 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), French, 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.
- All translations will be available to print in February at <https://www.isbe.net/Pages/sat-psat.aspx>.



Prepare Your School

English Learner Supports

Use of Time and One-half (+50%):

- Students will receive time and one-half (+50%) on each section of the assessment. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half (+50%) will need to be identified in SSD Online.
- Schools can request time and one-half (+50%) for ELs **starting January 10, 2022**, through the English Learner Support dashboard in SSD Online. Students will be automatically approved and no supporting documentation is required.
- EL students using time and one-half (+50%) can be tested with accommodated students who use the same timing and test materials.



Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials



Prepare Yourself

Tasks for the Coordinator

- Complete the mandatory online test coordinator's training.
- Read the *Coordinator's Manual*.
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review.
- Review the contents of the Coordinator's Planning Kit.



Prepare Yourself

Online Coordinator's Test Administration Training

- SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators are required to participate in annual test-day coordinator online training which will be emailed and available online by early March.
- Test coordinators will receive an email with a link to access the mandatory online training. Once accessed, the training will be available through your College Board Professional Account.
 - Share the link with other staff, as necessary.
- Other test day staff will need to complete the online test day training provided for their role or be trained by their test coordinator.
- Please ensure that staff are trained **at least one week prior to test day**.



Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Build Your Lists

Tasks for the Coordinator

- Coordinators will create student lists and room rosters to use. This is done at the local level. ISBE suggests using the SIS Pre-ID report to obtain the list of students.
- Coordinators will work with the SSD coordinator to understand how many students will be testing with accommodations.
- More information about creating rosters will be in the coordinator manuals.
- The Nonstandard Administration Report (NAR), which is printed from SSD Online by the SSD coordinator, will be the roster of all students testing with accommodations.

	P=present A=absent M=moved X=no entry	Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2002	01010101	SAT w/Essay	23	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	SAT w/Essay	456	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	SAT w/Essay	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2001	000102477	SAT w/Essay	789	Y	SB30	Blue	SDS extended line	Spanish	S. Scholar
5	P	Szymanski	Ela		0/12/2002	000102577	SAT w/Essay	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	000102578	SAT w/Essay	234	Y	R1	Purple			T. Coach

Build Your Lists

SAT with Essay Nonstandard Administration Report (NAR)

- 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 time and one-half (+50%)

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	Graomlks, Goraomla 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	Tfosrolks, Reaomlka SSD #0007025811	Extens group					

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)					

Build Your Lists

PSAT 10 and PSAT 8/9 Nonstandard Administration Report (NAR)

- Includes three sections:
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on testing specific accommodations
 - Section 3: Students testing in the accommodated window
- Used as the room and attendance roster
- Includes students testing with EL time and one-half (+50%)

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	
Graomlktgtorallkklamroaktlkksargre	Treaomllarkilka	
Graomlk	Treaomlka	
Graomls	Tetromla	

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)



Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials



Plan Your Space

Planning for Testing Rooms

The size of cohort testing and the size of rooms used for testing will determine the number of rooms needed.

Options for rooms include:

- Larger spaces, such as auditoriums and gymnasiums
- Smaller spaces, such as classrooms

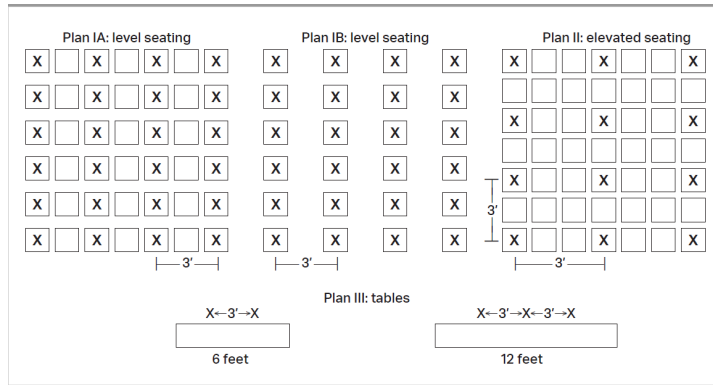
Consider the following when choosing the location of testing rooms within the building. Testing rooms should be:

- Separated from other classes on different schedules or taking different assessments
- In locations that minimize noise and other disruptions when classes or other assessments break
- In locations with minimal noise/distractions from outside the building
- In locations with easy access to restrooms

Plan Your Space

Seating and Furniture Requirements

- Chairs must have backs.
- Chairs must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.





Plan Your Space

Seating and Furniture Requirements

- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- The following seating arrangements are not allowed:
 - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers
 - Seat assignments that follow any expected pattern or defined order. If testing students in their homeroom, make sure students are seated at random.



Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials



Plan Your Staff

Planning for Staffing Needs

- Each school should plan for one test coordinator and one SSD coordinator.
- The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
 - Formulas are available in the Coordinator Manual.
- Check with your school/district for policies around who can act as testing staff.
 - Some schools utilize aides, paras, substitutes, and coaches.
- Please contact School Day Support by phone or email if you need to make a change to the person appointed to the test coordinator or SSD coordinator roles or if the principal of the school has changed.

Plan Your Staff

Planning for Staffing Needs

- Every testing room requires 1 proctor.
- Unless your school tests only a few students, you will need additional staff to assist the proctor.
- For rooms with more than 34 students, assign room monitors to help.
- For every 5 testing rooms, assign 1 hall monitor.

FOR EACH STANDARD TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

NUMBER OF HALL MONITORS NEEDED	
Number of Rooms	Number of Hall Monitors Needed
1–5	1
6–10	2
11–15	3
16–20	4
More than 20	5+ (1 hall monitor for each additional 5 rooms; e.g., for 21–25 rooms, add an additional hall monitor)

Plan Your Staff

Planning for Staffing Needs

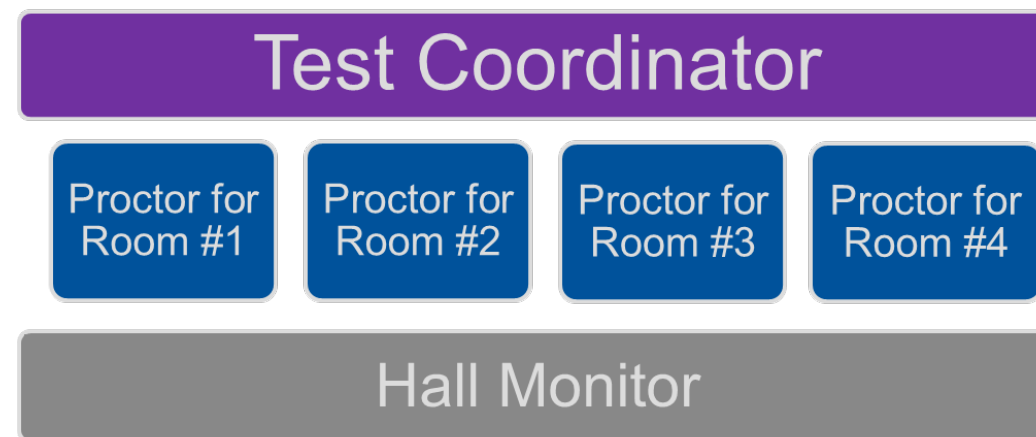
Scenario #1

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You have 4 classrooms available, each with capacity for 25 students.

Therefore, you will require 6 staff:

- 1 test coordinator
- 4 proctors
- 1 hall monitor





Plan Your Staff

Planning for Staffing Needs

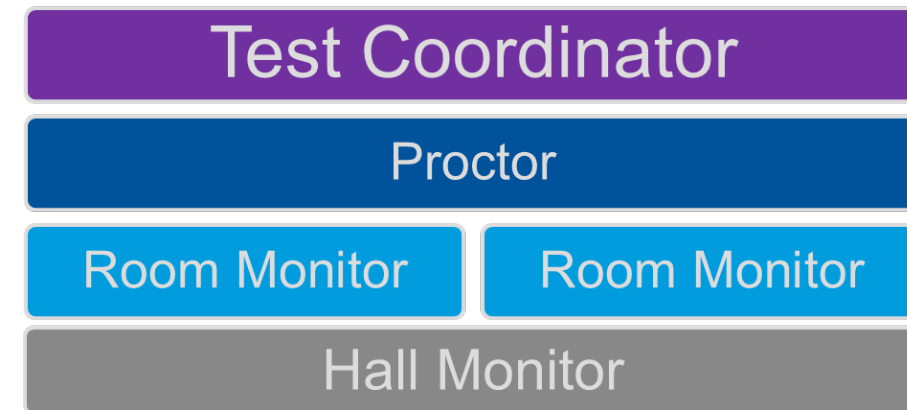
Scenario #2

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You plan to test in one large room (e.g., cafeteria or gym).

Therefore, you will require 5 staff:

- 1 test coordinator
- 1 proctor
- 2 room monitors
- 1 hall monitor




Key Takeaways and Contact Information



Key Takeaways

- For the 2021-22 school year, ISBE will provide: SAT with Essay, PSAT 10, and PSAT 8/9.
- For more details regarding who is required to test, visit: <https://www.isbe.net/Pages/sat-psat.aspx>.
- All registration/pre-identification and standard materials ordering will be completed by ISBE. Schools are encouraged to check and make all corrections to SIS data in January.
- Accommodation requests must be submitted in SSD Online by your school's SSD Coordinator approximately 8 weeks prior to test day.
- SAT with Essay, PSAT 10, and PSAT 8/9 test coordinators must participate in annual test-day training which will be sent via email and available approximately 8 weeks prior to test day.
- Check the [Spring 2022 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2022 testing.



Implementation Overview - (Part 2) Before the Test Will Cover

Before the Test (Part 2)

- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials



Thank You!

We're Here to Help

If you have any questions about implementation and planning or materials shipments, the Illinois Educator Support team is here to help.

Contact Information

- College Board Phone: 844-688-9995
- College Board Email: ILSAT@collegeboard.org

If you have questions about ISBE policy, contact ISBE at

- ISBE Phone: 866-317-6034
- ISBE Email: assessment@isbe.net

You may also find the latest information on the ISBE website at

- <https://www.isbe.net/Pages/sat-psat.aspx>