



# Implementation Overview – (Part 2) Before the Test

Spring 2022

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



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# 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 2 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.

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# Agenda

- Test Dates and Key Reminders
- Before the Test (Part 2)
  - Build Your Schedule
  - Prepare Your Staff
  - Prepare Your Students
  - Prepare Your Materials
- Key Takeaways and Contact Information

# Test Dates and Key Reminders

# 2022 Test Dates

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

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

<b>SAT with Essay Administration (Alternate Schedule*)</b>	<b>Test Dates</b>
<b>March Primary Test Date</b>	Wednesday, March 23, 2022
<b>Accommodated Testing Window</b>	March 23 - April 5, 2022
<b>Makeup Test Date</b>	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.*

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# Key Reminders

- 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 coordinator online 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.

# Before the Test

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## Before the Test (Part 2)

- 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 Schedule Administration Timing

## Administration Timing for SAT with Essay

The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student demographics portion of the answer sheet.

SAT with Essay	Standard Room (time, in minutes)
Administrative Activities	30
Reading Test	65
Break	10
Writing and Language Test	35
Math Test – No Calculator	25
Break	5
Math Test - Calculator	55
Break or Lunch Option	2 or 30
Book collection/ Essay distribution	15
Essay	50
<b>Total Time (Total Time with Lunch Option)</b>	<b>4 hours, 52 minutes (5 hours, 20 minutes)</b>

# Build Your Schedule Administration Timing

## Administration Timing for PSAT 10 and PSAT 8/9

The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student demographics portion of the answer sheet.

PSAT 10 and PSAT 8/9	PSAT 10 Standard Room (time, in minutes)	PSAT 8/9 Standard Room (time, in minutes)
Administrative Activities	30	30
Reading Test	60	55
Break	5	5
Writing and Language Test	35	30
Math Test – No Calculator	25	20
Break	5	5
Math Test - Calculator	45	40
<b>Total Time</b>	<b>3 hours, 25 minutes</b>	<b>3 hours, 5 minutes</b>

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# Build Your Schedule:

## Spring 2022 Flexible Start Times

- Following the standard schedule for all 3 assessments, testing room doors close at 8 a.m. to complete test day administrative activities. College Board recommends school staff begin the test by 8:30 a.m. However, for the spring 2022 SAT School Day, PSAT 10, and PSAT 8/9, ISBE and College Board will permit Flexible Start Times, which allows schools to:
  - start testing earlier and/or later than usual, and
  - split students across multiple testing groups.
- Testing staff may give students taking SAT with Essay 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.
- Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.
- For more details about Spring 2022 Flexible Start Times refer to the [Illinois Coordinator Implementation Handbook](#).

# Build Your Schedule

School schedules may require some adjustments:

## Planning the Test Day Schedule

### Lunch Periods

- Lunches must take place after testing is complete unless your school is opting to provide the 30-minute lunch break prior to the essay section for the SAT with Essay.
- Students may eat snacks during breaks.

### Bell Schedules

- Bells must be silenced during test administration.

### Public Address (PA) Announcements

- There should be no PA announcements during test administration.

# Build Your Schedule

## What is a Preadministration session?

### Estimated time:

45-60 minutes for SAT with Essay

25-35 minutes for PSAT 10

20-30 minutes for PSAT 8/9

- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
  - Fill out personal information fields.
  - Complete the optional questionnaire and opt-in to Student Search Service (SAT with Essay and PSAT 10 ONLY). Before the preadministration session, school staff must obtain consent for students to complete this.
  - Select up to four colleges or scholarship programs to receive their SAT scores.

15 Score Reporting

1	2	3	4
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

# Build Your Schedule

## Plan a Preadministration Session

5 Student ID Number								
0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

- Each school will receive a shipment of preadministration materials for each assessment 3-4 weeks prior to test day. These shipments will include:
  - Answer sheets
  - Pre-ID labels for students enrolled in SIS by the [deadline](#)
  - Student Answer Sheet Instructions
  - Student Guides
  - Manuals containing preadministration instructions for Coordinators
- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free SAT scores sends.
- Affix pre-ID labels to the front of student answer sheets before the session.
- Students will use their 9-digit state-assigned student ID in field 5 “Student ID Number” on the answer sheet.

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## Before the Test (Part 2)

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- Prepare Your Materials

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# Prepare Your Staff

## Tasks for the Coordinator

- Distribute applicable manuals to proctors and SSD coordinator(s) for their review.
- Plan a time to train all your school's test day staff.
  - Review important procedures for a successful administration.
  - Answer questions and address concerns.
- Share the annual test-day coordinator online training that will be emailed approximately 8 weeks prior to test day with necessary staff if desired.
- Additional staff to share online training with can include:
  - Back-up Coordinator
  - SSD Coordinator
  - Proctors



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# Prepare Your Students

## Student Preparation

- Distribute the Student Guides received in your preadministration shipments to students as soon as possible.
- Students can find answers to general questions about the assessments and what to expect on test day at <https://www.isbe.net/Pages/sat-psat.aspx>.
- Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at <https://collegereadiness.collegeboard.org/sat/practice>.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring, and what not to bring on test day.
- Encourage students to talk with their parents or guardians about participation in Student Search and think about the colleges and scholarship programs where they might like to send their SAT scores.

# Prepare Your Students

Official SAT Practice on Khan Academy

<http://satpractice.org>

[psat.org/practice](https://psat.org/practice)



## Full Length Practice Tests

Eight official practice tests, with more to come, plus study and test-taking tips.



## Video Lessons

Easy-to-follow videos explain problems step-by-step.



## Interactive Problems & Instant Feedback

Get hints, explanations, and constant progress updates to know where you stand.



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# Prepare Your Students

## Essay Practice with Official SAT Practice Tests

### Link to SAT Practice Tests:

<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>

- Some practice tests have computer-scorable essays.
- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
- The system analyzes students' writing and gives specific recommendations for how to improve writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
- Students get “Signal Strengths” to get a sense for how well the essay is measuring against different criteria.
- Students can revise and rewrite to improve their essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT essays.
- Tips and Strategies are available to help students approach the essay task.

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# Coach Your Students

**Official SAT Practice features to help students prepare**

**Link to SAT Practice Tests:**

<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests>

Features include:

## **Recommended SAT Skills to focus on based on class performance**

- Lesson Plans created by teachers for teachers available for skills in Math, Reading, and Writing
- Additional Khan Academy content

## **Recent SAT activity by student**

- Top recommended skills for practice
- Upcoming SAT test date
- Notification if account is connected to their College Board account

## **Individual progress by each student**

- Questions attempted, answer choices, and correct answers
- Practice Test scores

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# SAT Suite Question Bank

## A New Resource for Educators

Use the SAT Suite Question Bank (SSQB) to create custom, targeted question sets and improve instruction. The question bank lets educators access over 3,500 questions from the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 assessments.

Teachers can find questions that align with skills taught in class and use them in multiple ways. Questions can be sorted by subscores, cross-test scores, and content dimensions.

Link to SSQB: <https://satsuitequestionbank.collegeboard.org/>

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# Prepare Your Materials

## Shipments

- Your school will receive multiple shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.
- Refer to the [Spring 2022 General Timeline](#) document for the most current materials shipment dates.

Shipment	Contents (Not Exhaustive)	Approximate Delivery Timeframe
Coordinator Planning Kit	Sample manuals and test day forms, posters	Five weeks prior to primary test date
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Three-four weeks prior to primary test date
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	
Test Materials	Test books, test administration forms and materials, return kits	No later than the week prior to primary test date



# Prepare Your Materials

## Coordinator Planning Kit



Test coordinators will receive a Coordinator Planning Kit for each assessment. Each kit contains a sample set of manuals and forms to aid in planning for test day.

- SAT School Day Coordinator Manual
- SAT School Day Standard Testing Room Manual
- SAT School Day Accommodated Testing Room Manual
- PSAT 10 Coordinator Manual
- PSAT 8/9 Coordinator Manual
- Sample Irregularity Report (IR) form

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# Prepare Your Materials

## Preadministration Shipment

- Preadministration shipments will be divided by assessment.
- Pre-ID labels
- Answer sheets
- Student Answer Sheet Instructions
- Student Guides
- Copies of ALL manuals required to support your school, including manuals to be used by the proctors on test day

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# Prepare Your Materials

## Test Materials

- Secure test materials (test books) will be delivered no later than a week prior to test day.
- Test materials shipments are divided by assessment.
- All testing materials will be addressed to the test coordinator.
- Test materials must be stored securely, once delivered.
  - Check contents of boxes within 24 hours of delivery using packing lists.
    - Contact College Board immediately if there is a problem with your shipment
  - Check materials daily until test day.
    - Contact College Board immediately if materials show evidence of tampering.
- Save the boxes and return shipping labels included. They will be used to return answer sheets and test books after testing.

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# Prepare Your Materials

## Test Manuals

The SAT manuals provide specialized information for each type of test day staff.

- *SAT<sup>®</sup> School Day Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials
- *SAT<sup>®</sup> School Day Standard Testing Manual*: Includes all test-day scripts and information needed by proctors
- *SAT<sup>®</sup> School Day Accommodated Testing Manual*: Includes test-day scripts for accommodated rooms

PSAT 10 and PSAT 8/9 each have only a single manual.

- *PSAT<sup>™</sup> 10 Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors
- *PSAT<sup>™</sup> 8/9 Coordinator Manual*: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials; includes all test-day scripts and information needed by proctors

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# Tracking Materials

- Coordinators will receive shipment tracking emails which include:
  - Tracking numbers
  - Summary of shipment contents
- Tracking emails are generated as the shipment is being prepared.
- Tracking numbers in the email will become valid once shipped.

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# Prepare Your Testing Room Kits

**Create testing room kits to hand out to proctors on test day.**

- Testing room cover sheet
- Testing Room Materials Report form
- A copy of the room roster you created or NAR showing students assigned to each testing room
- Pre-labeled or gridded answer sheets (for the students assigned to each testing room) and blank answer sheets
- Student Answer Sheet Instructions booklets
- Irregularity Report (IR) forms
- SAT School Day Request to Cancel Test Scores forms (SAT with Essay rooms only)
- “Testing in Progress” flyer
- The applicable testing manual
- If applicable, EL supports (translated directions and/or word-to-word dictionaries) for students who need them
- Clear plastic bags for storage

# **Key Takeaways and Contact Information**

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# Key Takeaways

- Testing Flexibility options are available again for Spring 2022. For more details refer to the Spring 2022 manuals that will be posted on <https://www.isbe.net/Pages/sat-psat.aspx>.
- The test coordinator is responsible for ensuring that school staff are properly trained and prepared for test day. Training links and materials should be shared with school staff that support testing as needed.
- Ensure students are provided with student guides and resources that contain Official SAT Practice approximately three to four weeks prior to the primary test date.
- Conducting the preadministration session a few days before testing is best practice and highly recommended.
- All test materials must be securely stored upon receipt. The test coordinator should check test materials immediately to ensure your school has received all materials needed for test day. Call the Illinois Educator Support line if additional materials are needed.
- Test coordinators should create testing room kits to provide to proctors on test day.
- Check the [Spring 2022 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2022 testing.



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# 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](mailto:ILSAT@collegeboard.org)

If you have questions about ISBE policy, contact ISBE at

- ISBE Phone: 866-317-6034
- ISBE Email: [assessment@isbe.net](mailto:assessment@isbe.net)

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

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