



Implementation Overview – (Part 3) On Test Day and After 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.

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. This is the third and final module of the Implementation Overview training.

Agenda

- Test Dates and Key Reminders
- On Test Day
- After the Test
- Final Information, Key Takeaways, and Contact Information

Test Dates and Key Reminders

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.*

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.
- 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>.

Key Reminders

- 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.

On Test Day

Student Check In

- Schools can plan for either a centralized check in or room check in.
- If your school utilizes a central check-in, you'll check in each student against your room roster before sending them to an assigned room.
- If your school utilizes room check in, proctors will check in students as they arrive to their assigned testing rooms.
- Plan ahead for collecting electronic devices and backpacks (if allowed by school policy) as students enter the testing room.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.
- Mark attendance on your student list/roster in pencil. Check each student in as follows:
 - Write a "P" (Present) next to the name of each student who checks in.
 - After check-in is complete, put an "A" (Absent) next to the name of any student who is absent.

Test Security

- Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.
- During testing, staff must:
 - Watch for roaming eyes. Some students may try to copy from a neighbor.
 - Carefully observe students using calculators. A smart phone can be disguised as a calculator through the use of a plastic cover.
 - Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
 - Always note any such activities on the Irregularity Report (IR). Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

Prohibited Devices

Preventing issues with mobile phones and electronic devices

- At the beginning of testing, proctors will read scripts reminding students to turn off their phones, smartwatches, and other electronic devices and to turn them in to the proctor, if allowed under school policy.
- If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the script has been read, if a student is observed with a prohibited device, the test coordinator must dismiss that student.
 - A student doesn't need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it's on or under the student's desk or in their pocket.
- If a student's device makes noises while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the device in order to prevent additional disturbances during testing and issue a warning to the student.

Distributing Test Materials

- On test day, the coordinator must count the test books:
 - When distributing materials to proctors on test day
 - When collecting materials from proctors and preparing them for return
- Ensure that your proctors account for testing materials in the testing room as instructed in their manual. Proctors must count the test books:
 - After receiving the materials from you
 - After distributing materials to students
 - After collecting multiple-choice books
 - After collecting SAT Essay books
 - Before dismissing students from the testing room

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in blocks 1, 2, and 3.
- If necessary, remove the completed form from the back of the manual when the proctor returns it to you.
- Enclose all copies of this form in the gray-bordered envelope and return with used answer sheets.

Directions for Proctor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing, Complete all information on the front of this form in Part A (blocks 4, 5, and 6) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-digit School (AII) Code: _____

Room Number: _____ Room Type: Standard Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ Name (please print) _____ Signature _____

Part A: Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
	Total number of books received:		_____ to _____ _____ to _____ _____ to _____
3	ESSAY BOOKS RECEIVED (IF ANY)	QUANTITY	
	Total number of Essay books received:		
4	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books returned:		_____ to _____ _____ to _____ _____ to _____
	Unused test books returned:		_____ to _____ _____ to _____ _____ to _____
	Total number of test books returned:		
5	USED ANSWER SHEETS RETURNED	QUANTITY	
	Total number of used answer sheets returned:		
6	ESSAY BOOKS RETURNED (IF ANY)	QUANTITY	
	Used Essay books returned:		
	Unused Essay books returned:		
	Total number of Essay books returned:		

Distributing Test Materials

- The proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat and the total number of Essay books in the room.
- If any issues arise, the chart will be used in investigating reported irregularities.
- Seating charts for SAT with Essay are returned after testing. Schools are instructed to keep a copy of the PSAT 10 and PSAT 8/9 seating charts in their records.

Testing Room Materials Report Form

CollegeBoard

Testing Room Materials Report for PSAT™ 10 and PSAT™ 8/9

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in sections 1 and 2.
- If necessary, remove the completed form (with the completed seating chart) from the back of the manual when the proctor returns it to you.
- Keep all copies of this form on file at your school.

Directions for Proctor:

- Before testing, confirm that you've received the materials recorded in section 2.
- Complete the seating chart on the back of your Coordinator Manual to record how test books were distributed in the room.
- At the end of testing, complete all information on this form (sections 3 and 4) and sign it in section 1.
- Return this report and the completed seating chart, including any additional seating charts for sections of a large room, to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-Digit School ID Code: _____

Testing Room Code/Room Name: _____ Room Type: Standard Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ Name (please print) _____ Signature _____

Accounting for Test Materials

2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
			____ to _____
			____ to _____
			____ to _____
			____ to _____
			____ to _____
			____ to _____
	Total number of books received:		

3	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books returned:		____ to _____
			____ to _____
			____ to _____
	Unused test books returned:		____ to _____
			____ to _____
			____ to _____
	Total number of test books returned:		

4	USED ANSWER SHEETS RETURNED	QUANTITY
	Total number of used answer sheets returned:	

Coordinator Manual Spring 2020 PSAT 10 136

Reporting Test Administration Irregularities

Sample Irregularity Report (IR)

IMPORTANT: This sample may not match your school's test date.

CollegeBoard SAT SAT SCHOOL DAY IRREGULARITY REPORT (IR)

1. GENERAL INSTRUCTIONS TO TESTING STAFF: Form 1 of 1
Use this form to report irregularities encountered during testing. See the Irregularity Chart in your manual for more details. Report each irregularity on a separate IR and return all IRs immediately after testing ends.
• Keep inside the margins. Fill in the appropriate circles completely. Use black or blue ink or No. 2 pencil.
• Complete sections 2-6 and 11 as appropriate to the irregularity type. The staff member reporting the incident MUST sign section 10 of this form. The test coordinator must also sign IRs.
• Attach (but don't staple) defective materials to the IR when instructed to in the Irregularity Chart.
• If administering the Digital SAT, specify any technical issues that prevent completion of the test.
• As a last step, on each form, fill in "Form ___ of ___" (e.g., "1 of 3") at the top of this box. This information will aid further communication about potential makeup testing.

2. TESTING START DATE
Fill in the circle for the month, then print and fill in the day and year when testing actually occurred.

Month	Day	Year
Jan		
Feb	3	2027
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Oct		
Nov		
Dec		

3. TEST MODE SAT (paper/MP3) Digital SAT Standard Accommodated

4. SCHOOL INFORMATION:
School/Institution Name and Address:
Name: Home Town HS
Address: 200 Main St
City: Home Town
State/Province: ST
Postal Code: 01001
Country: USA

5. TEST BOOK INFORMATION: Test Section: Section 4
 SAT SAT with Essay
Test ID: 7 2 3 7 5 6 7 Form Code: A B C D 1 2 3 Test Book Serial Number: 7 0 7 0 7 0 Essay Code: 1 2 3

6. GROUP IRREGULARITIES INFORMATION:
• Fill in the circle in front of each case that applies.
• Write the names of involved students on the last page of the IR.
• To report nonretrieving materials, indicate details on the shipping notice and fill in the details in the IR. Always call the School Day support line immediately in such situations.
• Use the COMMENTS section on page 2 to describe the events and actions taken.

Did group complete testing?
 Yes No

Print and fill in the number of students who were affected by the group irregularity. See Reading Instructions and IR from left to right.

Number of Affected Students	Testing Start Date
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Round up minutes.

1-2 minutes
 3-4 minutes
 5-7 minutes
 8 minutes or more

Problem with Internet connectivity
 Staff gave incorrect, unapproved, or no accommodations
 Staff gave incorrect instructions
 Staff did not give breaks
 Staff did not announce remaining time
 Staff did not follow seating requirement
 Testing started late. Time testing started

Defective/incorrect materials
 Missing materials
 Test site environment issue
 Staff behavior was distracting
 Staff distributed incorrect material
 Staff seated students in wrong room
 Staff did not post signs or directions

Page 1

- Use the Irregularity Report (IR) to record an irregularity, including:
 - Security incidents
 - Misconduct
 - Test question errors or ambiguities
 - Other incidents or disturbances
- Student complaints
- Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).
- Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful.
- Keep a copy of any IRs submitted should College Board require additional information during their review.
- They will also be useful when completing your makeup materials requests.

What to Consider for Test Day

Important Points for Coordinators

- How will you collaborate with your SSD coordinator?
- How will you inform students of their testing location, time they should arrive, etc.?
- Will you have a central check-in or room check-in?
- How will you distribute materials to proctors?
- Where do you want proctors to return materials?

Helpful Hints

Important Points for Coordinators

- Make sure you have the printed manuals with you on test day for quick and easy reference.
 - If issues arise, refer to the irregularity charts to determine what to do.
- Remind your proctors: When distributing answer sheets be sure they are distributing the answer sheet to the correct student.
- After collecting test books and answer sheets, review key information to prevent delays in scoring.
 - Check that the student-gridded name matches the pre-ID label.
 - The number of used answer sheets returned must match the number of students tested, as entered on the Coordinator Report Form (CRF).
 - Ensure the school (AI) code on the CRF is correct.
 - Used answer sheets are not returned inside test books or with the test book shipment.
 - Used answer sheets for students with accommodations or supports who appear on the NAR are returned in the white Accommodated Testing Envelope.

After the Test

Coordinator Report Form (CRF)

**COORDINATOR REPORT FORM (CRF)
FOR SAT® SCHOOL DAY**
MUST BE RETURNED WITH USED ANSWER SHEETS

Print and fill in the appropriate bubbles on this form. Use a No. 2 pencil only. After counting, place all answer sheets used by students with accommodations in the white Accommodated Testing Envelope with the Nonstandard Administration Report (NAR) and place the envelope on top of the used standard answer sheets. Place this CRF on top of all other contents in your return shipment.

1 School and Coordinator Information

School Name _____ Coordinator Name _____
Street Address _____ Coordinator Email Address _____
City _____ State/Country _____ Zip/Postal Code _____ Coordinator Phone Number _____

2 Administration Date

Bubble in the test date you are returning materials for (primary or make-up):
 October 10, 2018
 October 24, 2018
 March 5, 2019
 March 27, 2019
 April 9, 2019
 April 23, 2019

3 Date in Accommodated Window (if applicable)

Month _____ Day _____ Year _____

4 School Code

Complete ONLY if assigned a test center code for SAT School Day testing in 2018-19.

5 Test Center Code

Are you submitting answer sheets for students receiving accommodations?
 No
 Yes (Enclose all answer sheets for students with accommodations in the white Accommodated Testing Envelope with the NAR).

6 Accommodations Answer Sheets

7 SAT® Answer Sheets

Used Answer Sheet Hand Counts
Count by hand the used answer sheets and record quantities in fields 7 and 8.

(a) Transcribed answer sheets along with test books for students approved to write answers in the book (INCLUDE sheets that are incorrectly gridded or defective) _____
 (b) Used answer sheets for other accommodated testing (INCLUDE sheets that are incorrectly gridded or defective) _____
 (c) Used answer sheets for standard testing (INCLUDE sheets that are incorrectly gridded or defective) _____
 (d) Total count of used answer sheets returned (a+b+c) _____

8 Total Used Answer Sheets Returned

Fill in the boxes using leading zeros (e.g., 0123) and fill in the corresponding bubbles.

9 Transcribed And Other Materials Returned

Ensure that answers for students who used a braille device or computer are transcribed to a machine-readable answer sheet and included in the Used Answer Sheet Hand Counts above. Count materials that have been transcribed below.

(a) Braille Printouts _____ # of students _____
 (b) Computer Printouts _____ # of students _____

10 SAT School Day Coordinator Signature

The total used answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.

Signature: _____
 Date: _____

11 Are you submitting an Irregularity Report?

No
 Yes

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- CRFs will be returned for each assessment and test date.
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You may keep a copy of this form for your local records but submit the original for processing.
- A sample form is included in the coordinator’s manual.
- Confirm that your school code (AI code) is correctly prefilled in item 4—it’s required for reporting of scores to your school, district, and/or state. Contact SAT School Day Support if your code is not correct.
- Answer sheets from each administration date need to be returned separately, with a separate CRF. For example, do not mix primary administration answer sheets with makeup answer sheets for SAT with Essay.
- Make sure you bubble the correct date on the CRF.

Returning SAT with Essay Test Materials

For SAT with Essay, you will receive a total of three return kits:

- One for all standard and nonstandard students who finish testing on the primary test date
- One for students testing in the accommodated window
- One for students testing on the makeup date.
(This will be sent with makeup materials.)
- Return test materials from each administration in separate boxes.

Returning PSAT 10 and PSAT 8/9 Test Materials

For PSAT 10 and PSAT 8/9, you will receive a total of two return kits:

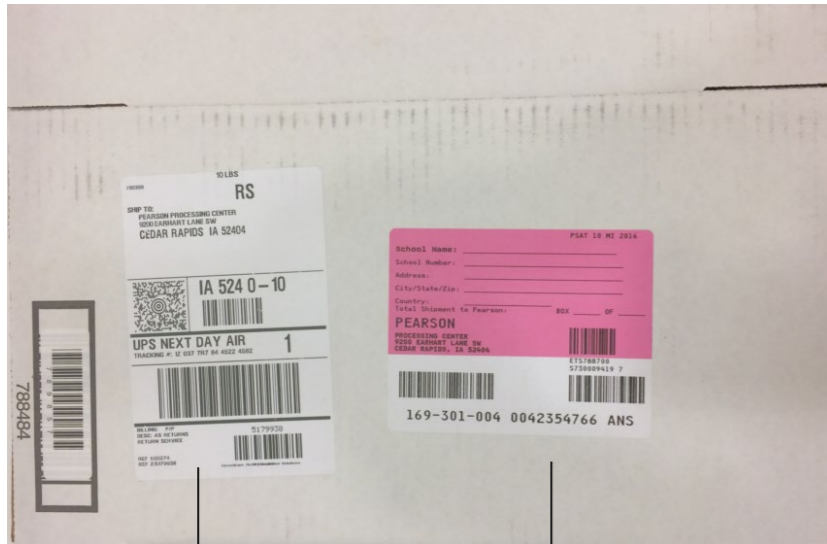
- One for students testing without accommodations
- One for students testing with accommodations

Note: if you have no students testing with accommodations, your school may receive only one return kit. If your school needs an additional return kit, please contact Educator Support at 844-688-9995 to request this.

- Standard and nonstandard materials can be returned together.
- Return PSAT 10 and PSAT 8/9 test materials in separate boxes.

Packing Answer Sheets for SAT with Essay

Image of white box for returning answer sheets



UPS
Label

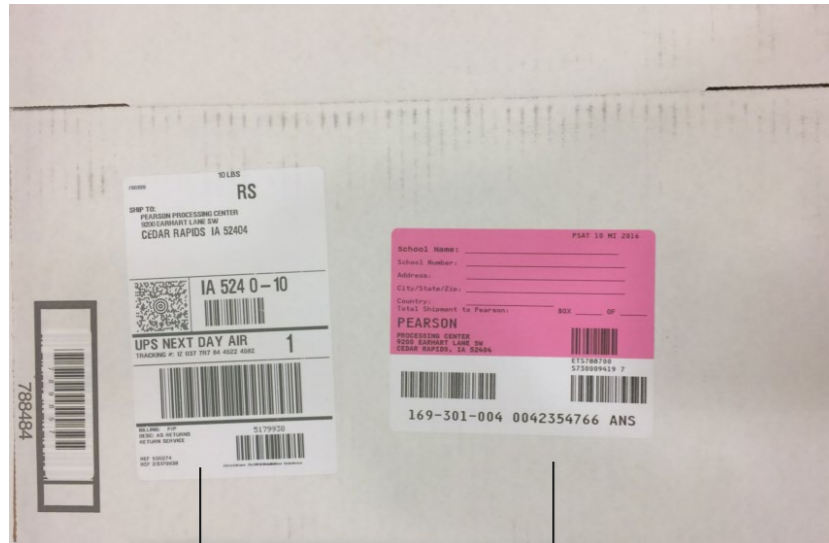
Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- Used answer sheets and other materials needed for scoring from the primary test date must be returned the day after the test.
- Used answer sheets for students testing in the accommodated testing window must be returned as soon as all accommodated testing is complete but no later than April 26, 2022.
- Used answer sheets for students testing on the April 26, 2022, makeup date must be returned no later than April 28, 2022.
- An answer sheet is considered used if it has:
 - One or more answers to test questions gridded in for the test or anything written on the lined pages of the SAT Essay, and the answer sheet includes a label or gridded student information.

Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets for PSAT 10 and PSAT 8/9

Image of white box for returning answer sheets



UPS
Label

Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- Return used answer sheets and other materials needed for scoring as quickly as possible after the majority of students have tested on their originally scheduled test date(s).
- Return used answer sheets and other materials needed for scoring for students who tested later in the window in a final return shipment after everyone has finished, but no later April 29, 2022.
- An answer sheet is considered used if it has:
 - One or more answers to test questions gridded in for the test, and the answer sheet includes a label or gridded student information.

Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.

Packing Answer Sheets

- Schools need to return answer sheets and test books separately for each assessment.
- Do not include SAT with Essay answer sheets with PSAT 10 answer sheets, etc.
- No answer sheets should be returned in the test book shipment.

Packing Test Books

Image of loose UPS label that needs to be affixed to outside of box



- Reuse the boxes in which your test materials arrived to return test books.
- Loose UPS labels will be included in the shipment with the header “TB Returns.”
- In addition, loose colored labels will be included in the shipment to be applied to the SAT with Essay test book return boxes.
- Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.
- **Schools must return test books for all assessments – SAT with Essay, PSAT 10 and PSAT 8/9.**

Test Materials Return Schedule

Schools should return materials for:

- **SAT with Essay:**
 - The day after the primary test date
 - As soon as possible after all accommodated testing is complete, but no later than the end of the accommodated testing window
 - No later than April 28, 2022, after the makeup test administration
- **PSAT 10 and PSAT 8/9:**
 - Once all testing at your school is complete, but no later than April 29, 2022
- UPS pickups will no longer be pre-arranged by the College Board.
- Directions will be provided for coordinators to arrange their own pickups with UPS to better meet individual school schedules.
 - If UPS regularly stops by your school, you can give materials to the driver during those stops.
- Coordinators will use the tracking numbers on the return labels to schedule the pickups.
- **IMPORTANT:** Before returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify that your return packages have been received after shipping.
- Answer sheets will not be scored if received late.

Makeup Testing

SAT with Essay

- Schools will order makeup materials for SAT with Essay only.
- Schools should plan to administer SAT with Essay to all eligible students on their chosen primary test date.
- The April 26, 2022, makeup date should be used to test any students who did not test on their primary test date.
- For any students who were unable to test on their primary administration date, test coordinators should submit a request for makeup materials for the April 26, 2022, makeup test date.
- Students approved for accommodations that allow them to test within the accommodated testing window should test on the day they return to school but complete testing no later than the end of the accommodated testing window.
- Students who have an irregularity during testing may be eligible for a makeup. For example, a student who gets sick during testing can participate in the makeup administration. Refer to the Irregularity Chart provided in the manual for details.
- Test books from the primary test date must be returned and **cannot** be kept or used for makeup testing. You must follow the process for ordering makeup materials and only use test books that arrive the week prior to the makeup test date to test students on the makeup test date.
- You'll receive an email the day before your school's chosen primary test day with instructions on how to order materials for students who are absent on the primary test day or experienced an irregularity. Place the makeup order as soon as possible and no later than 2 days after the primary test date. No materials will be shipped to support the makeup administration if you do not complete the makeup survey.
- Use the pre-labeled answer sheets, from the primary test day, for the makeup test date for students who were absent.

Testing Window

PSAT 10 and PSAT 8/9

Test materials sent for primary PSAT 10 and PSAT 8/9 testing will be used exclusively, and no separate makeup test books will need to be ordered via the makeup survey process. This differs from the makeup survey process that must be followed for SAT with Essay.

- All PSAT 10 and PSAT 8/9 test books must be returned after testing is completed.
- For planning purposes, ISBE is providing the following guidance for PSAT 10 and PSAT 8/9:
 - Schools should plan to administer PSAT 10 and PSAT 8/9 as early in the testing window as possible.
 - Schools are encouraged to administer PSAT 10 and PSAT 8/9 to as many students as possible in a single administration, while adhering to current health and safety guidelines.
 - If choosing more than one PSAT 10 test date, the test dates should be consecutive (e.g., students in homerooms 1-4 on 04/13/22 and students in homerooms 5-8 on 04/14/22).
 - If choosing more than one PSAT 8/9 test date, the test dates should be consecutive (e.g., last names A-H on 04/13/22, last names I-Q on 04/14/22, and last names R-Z on 04/15/22)
- When a student is absent or unable to test on the chosen test date(s), the school is encouraged to test that student as soon as possible within the testing window.
- Unless approved to test with accommodations that allow more than one day of testing, any student must complete PSAT 10 or PSAT 8/9 testing in one day.
- Students may test only once during the PSAT 10 and PSAT 8/9 testing window.
- See <https://www.isbe.net/Pages/sat-psat.aspx> for additional PSAT 10 and PSAT 8/9 guidance for Spring 2022 from ISBE.

Score Reporting

- College Board Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT™ 10, and SAT® with Essay score reports.
- K-12 Educator Reporting Portal - centralized portal for schools, districts, states
 - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports.
 - Download Center: Data files available to manage electronic score downloads – manual and automatic
 - These scores are for College Board reporting, not for accountability.
- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at <https://satsuiteofassessments.articulate-online.com>.
- Scores are anticipated to be posted in ISBE's Student Information System by mid-July 2022.

Final Information, Key Takeaways, and Contact Information

Accessing College Board Tools

An Educator Professional Account is the first step!

A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal
 - The school data access manager (DAT) is responsible for assigning access to school and district staff. Please work with your DAT if you do not have access.
- SSD Online System
 - The school SSD coordinator requests access from the College Board.
 - Access request requires a principal's signature.
 - Others may also request access with the school principal's approval.
- College Board Online Test Day Training
 - The test coordinator will receive access from the College Board.
 - The test coordinator may grant access to all test day staff.

Key Takeaways

- Schools should make a plan ahead of time for student check in. Plan for collecting prohibited electronic devices, including phones and smartwatches, and other materials such as backpacks.
- Before testing and after testing is complete, test coordinators must ensure that all testing materials are accounted for as instructed in the manuals.
- Schools should make and store a copy of any Irregularity Reports (IRs), room rosters, and all Coordinator Report Forms (CRFs) submitted with test material returns for future reference, if needed.
- Check the [Spring 2022 General Timeline](#) for a detailed outline of important dates and deadlines related to Spring 2022 testing.
- Create an Educator College Board professional account in order to gain access to College Board's Reporting Portal, SSD Online, and College Board Online Test Day Training. Go to: www.collegeboard.org to get started.

Key Takeaways

SAT with Essay:

- Test materials should be returned:
 - The day after the primary test date
 - As soon as possible after all accommodated testing is complete, but no later than the end of the accommodated testing window
 - No later than April 28, 2022, after the makeup test administration
- Test books from the SAT with Essay primary test date must be returned and **cannot** be kept or used for makeup testing. Test coordinators must order makeup materials for SAT with Essay and must complete the makeup survey no later than two days after the primary test date to order materials for the makeup test date.

PSAT 10 and PSAT 8/9:

- When a student is absent or unable to test on the chosen primary test date(s), the school is encouraged to test that student as soon as possible within the testing window.
- Test materials sent for primary PSAT 10 and PSAT 8/9 testing will be used exclusively, and no separate makeup test books will need to be ordered for PSAT 10 and PSAT 8/9.
- Test materials should be returned once all testing at your school is complete but no later than the end of the testing window.
 - Return used answer sheets and other materials needed for scoring as quickly as possible after the majority of students have tested on their originally scheduled test date(s).
 - Return used answer sheets and other materials needed for scoring for students who tested later in the window in a final return shipment after everyone has finished but no later April 29, 2022.

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>