

College Board's Test Ordering Site (TOS)

Obtaining Access

Updating Contact Information

Placing SAT with Essay Orders

Fall, 2020

Obtaining Access to the Test Ordering Site (TOS)

Obtaining Access to TOS

- Test coordinators with access to TOS will have **‘Test Ordering’** listed on their Dashboard.
- Test coordinators can verify their access to TOS by taking the following steps:
 - Log into your College Board Professional Account at: www.collegeboard.org.
 - Once you log in to your account, scroll down under the **‘My Tools and Services’** Dashboard.
 - The blue hyperlink to **‘Test Ordering’** will appear.
- Please note, the **‘My Tools and Services’** dashboard will look different based on the tools and services one has access to with their College Board Professional Account.

My College Board Professional Account

My Tools And Services

Tool or Service	My Role	Expires* 	Manage Access
AP Potential™ ▶	AP Potential Region	31-Dec-2035	edit
AP Registration & Ordering and AP & Pre-AP Classroom Access Management ▶	AP SDP	31-Dec-2022	edit
AP® Ordering ▶	APO School Official	30-Oct-2020	edit
AP® Score Reports for Educators ▶	OSR Regional Staff	15-Dec-2020	edit
AP® Teacher Community ▶	N/A	N/A	
K-12 Assessment Reporting ▶	Assmt Reporting K12 Regional Staff	31-Dec-2020	edit
SSD Online - Disabilities Accommodation Management ▶	SSD Coordinator	29-Jun-2035	edit
Test Ordering ▶	TOS Lead/Region	31-Dec-2020	edit

Obtaining Access to TOS

- Test coordinators who need access to TOS will need a College Board Professional Account.
- Test coordinators can complete the following steps to access TOS.
 - Go to www.collegeboard.org to create a College Board Professional Account.
 - Scroll down to the bottom of the page under **'Add Additional Tools and Services.'**
 - Click **'K-12'** to expand the selection.
 - Click **'Get Access'** next to Test Ordering.

Add Additional Tools And Services

▼ Recommended Tools and Services

We've selected these tools and services based on your job function of Teacher (non-AP). [Edit my profile](#)

- ▶ ReadiStep™ Summary of Answers and Skills (SOAS) Reports [Get Access](#)
- ▶ SpringBoard® Online [Get Access](#)
- ▶ SpringBoard® Online Training Site [Get Access](#)

▼ **K-12**

- ▶ AP Class and Roster Management [Get Access](#)
- ▶ AP Digital Portfolio [Get Access](#)
- ▶ AP Portfolio Scoring [Get Access](#)
- ▶ AP Potential™ [Get Access](#)
- ▶ AP Registration and Ordering Management - Pilot Use Only [Get Access](#)
- ▶ AP® Course Audit [Get Access](#)
- ▶ AP® Insight [Request Access](#)
- ▶ AP® Online Reports [Get Access](#)
- ▶ AP® Ordering [Get Access](#)
- ▶ Bulk Registration and Pre-ID Label Tool [Get Access](#)
- ▶ K-12 Assessment Reporting [Request Access](#)
- ▶ SAT® Registration Report [Get Access](#)
- ▶ SSD Online - Disabilities Accommodation Management [Get Access](#)
- ▶ SpringBoard® Online Community [Request Access](#)
- ▶ **Test Ordering [Get Access](#)**

Obtaining Access to TOS

- A one-time access code is required.
- The TOS access code was emailed to test coordinators on June 24.
 - *If you did not receive or do not have access to the email, contact the Illinois helpline: 844-688-9995, option 1 or email illinoisadministratorsupport@collegeboard.org.*
- Once you have the access code, complete the following steps:
 - Identify your **professional organization** and include the access code.
 - Click '**Add**.'
 - Make sure to use the professional organization name exactly as listed from the access code email.
 - Return to your Dashboard and you should now see '**Test Ordering**' as an option.

Get access to Test Ordering
[← back](#)

Test Ordering Enrollment Information

An access code is required. If you do not have an access code, please contact your school's test coordinator or Guidance director.
You may also complete the [access code request form](#) to have the access code emailed to you. If you do not know or are not able to answer any of the required fields, you may also contact Customer Service for assistance (888)477-7728.

Provide your access information	Your access		
U.S. ZIP code: <small>This is to narrow your choices</small>	Organization	Position	Expiration Date
<input type="text"/>			
Professional Organization: <small>start typing</small>			
<input type="text"/>			
Access Code: <small>enter code</small>			
<input type="text"/>			
Enroll Later <input type="button" value="Add ▶"/>			<input type="button" value="Finished"/>

Changing Contact Information in TOS

Changing Contact Information

- The test coordinator can make changes in TOS by completing the follow steps:
 - Login and access TOS.
 - Find your school name in the upper-right hand corner and click on the 'v' to expand the selection.
 - To change the information, click '**View Profile.**'

The screenshot displays the 'Test Ordering' web application interface. At the top right, there is a navigation bar with links for 'Org Search', 'Dashboard', 'Calendar', and 'Help'. A dropdown menu labeled 'SCHOOL NAME' is open, showing a list of school names. Below this, a 'View Profile' button is highlighted with a red box. The main content area is divided into two columns: 'SCHOOL INFORMATION' and 'DISTRICT INFORMATION'. The 'SCHOOL INFORMATION' column contains the following details: School Name, AI Code: #####(Level 2), Status: P, Access Code: XXXXXX, SAT Supervisor: None provided, PSAT/NMSQT® and PSAT™ 10 Coordinator: PSAT/NMSQT® and PSAT™ 10 Coordinator (email), and PSAT™ 8/9 Coordinator: PSAT™ 8/9 Coordinator (email). The 'DISTRICT INFORMATION' column contains the text: PSAT/NMSQT® and PSAT™ 10 Coordinator.

Changing Contact Information

- Click **'Edit.'**
 - Only names, emails, and phone numbers of contacts can be changed.
 - The school's address cannot be changed on this page.
- *If the school address needs to be updated, contact the Illinois helpline: 844-688-9995, option 1 or email illinoisadministratorsupport@collegeboard.org.*

Test Ordering

Org Search Dashboard Calendar Help SAMPLE HIGH SCHOOL

Organization Profile [Back to Dashboard](#)

SAMPLE HIGH SCHOOL
School Code: 123456

123 MAIN STREET
ANYTOWN, MI 12345

Access Code: ABCDEF

SAT Coordinator Information [Edit](#) **PSAT/NMSQT® and PSAT™ 10 Coordinator Information** [Edit](#)

Note: All test materials will be shipped to the SAT Coordinator.

Name
SAMPLE

Job Title
K-12: Counselor

Email
SAMPLE

Work Phone
SAMPLE

Note: All test materials will be shipped to the PSAT/NMSQT® and PSAT™ 10 Coordinator.

Name
SAMPLE

Job Title
K-12: Test Coordinator

Nr. of Years as PSAT/NMSQT® and PSAT™ 10 Coordinator
6-10

Email
SAMPLE

Placing SAT with Essay Orders in TOS

Placing Orders in TOS

- Login and access TOS.
- Select '**Get Started.**'

The screenshot shows the CollegeBoard Test Ordering dashboard. At the top, the CollegeBoard logo is on the left, and the user's name 'Mimi Lee' with a profile icon is on the right. Below the logo, the page title 'Test Ordering' is displayed. To the right of the title are navigation links: 'Org Search', 'Dashboard', 'Calendar', 'Help', and a dropdown menu for 'SHENANDOAH MS MUSEUM...'. The main content area starts with a 'Welcome' section. It includes a blue 'Get Started' button. Below the button, there is a list of six steps for ordering: 1. Choose the exam administrations your school will participate in. 2. Order all test materials (including standard materials, nonstandard materials, student guides, and supervisor's manuals). 3. Request fee reductions for SAT School Day and fee waivers for PSAT/NMSQT. 4. Update your orders. 5. Track shipments. 6. Complete remittance online after the exam. Below the list, there is a link to 'last year's numbers' and a link to 'search for other schools'. At the bottom of the dashboard, there are two sections: 'Calendar' with a calendar icon and a link to the 'Calendar page', and 'Help' with a question mark icon and a link to the 'Help page'.

CollegeBoard

Mimi Lee

Test Ordering

Org Search Dashboard Calendar Help SHENANDOAH MS MUSEUM...

Welcome

The College Board offers SAT® School Day, PSAT/NMSQT®, PSAT™10, and PSAT™8/9 as grade-appropriate assessment options for your middle and high school students. Use this tool to:

1. Choose the exam administrations your school will participate in.
2. Order all test materials (including standard materials, nonstandard materials, student guides, and supervisor's manuals).
3. Request fee reductions for SAT School Day and fee waivers for PSAT/NMSQT.
4. Update your orders.
5. Track shipments.
6. Complete remittance online after the exam.

You may also [search for other schools](#) that are planning to administer PSAT/NMSQT®, PSAT™10, and PSAT™8/9 exams to help students that are looking for locations to take an exam.

See [last year's numbers](#) - number of students that tested and fee waivers used

Calendar

See a complete list of ordering deadlines and other important dates.

[Calendar page](#)

Help

Get answers to your questions about ordering online and find out what to do in special cases.

[Help page](#)

Placing Orders in TOS

- Expand the accordion under ‘**SAT School Day (Paper and Pencil)**.’

Test Ordering

Org Search Dashboard  Calendar

Choose an Administration

Choosing the best for your students

- The **SAT®** is available in October for 12th graders or March and April for 11th and 12th graders.
- The **PSAT/NMSQT®** is available in October for 10th and 11th graders.
- The **PSAT™ 10** is available in February - April for 10th graders. It covers the same content as the PSAT/NMSQT.
- The **PSAT™ 8/9** is available in September - April for 8th and 9th graders.
- The digital **PSAT™ 8/9** is available in September - April for 8th and 9th graders. It covers the same content as the paper and pencil test but is offered in a digital mode using the Cambium Assessment, Inc. (formerly AIR) test delivery system and supporting tools.

[Learn more about these tests](#)

[Learn more about the digital PSAT 8/9](#)

SAT School Day (Paper and Pencil) Covered by Contract 

Placing Orders in TOS

- Choose the administration date for the SAT School Day for your school.

Test Ordering Org Search Dashboard Calendar

Choose an Administration

Choosing the best for your students

- The **SAT®** is available in October for 12th graders or March and April for 11th and 12th graders.
- The **PSAT/NMSQT®** is available in October for 10th and 11th graders.
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[Learn more about these tests](#)

[Learn more about the digital PSAT 8/9](#)

SAT School Day (Paper and Pencil) Covered by Contract ▼

SAT School Day (Paper and Pencil) Covered by Contract

- Wednesday September 23, 2020 Covered by Contract
- Wednesday October 14, 2020 Covered by Contract

Placing Orders in TOS

- Order Standard Test Books.
- Select Grade 12: SAT with Essay.
 - If your school orders assessments or grades not provided by ISBE (e.g., SAT (without Essay), PSAT 8/9), districts or schools are responsible for all costs.

Standard Test Books

Pricing: The testing fee for the 2020-21 school year is \$52.00 for the SAT (without Essay) and \$68.00 for the SAT with Essay. There is a fee - \$26.00 for SAT (without Essay) and \$34.00 for SAT with Essay - for each unused test book exceeding 20% of the total number ordered (or a minimum of 10). Prices may vary by state or contract terms.

Grade ?	Essay	Contract Coverage	Students Tested Last Year	Current Order
12	SAT (without Essay)	-	0	<input type="text"/>
	SAT with Essay	State	0	<input type="text"/>
Other	SAT (without Essay)	-	0	<input type="text"/>
	SAT with Essay	-	0	<input type="text"/>

Placing Orders in TOS

- Order Nonstandard Test Books: Step 1.
- Begin with selecting the name of each student who will participate in the SAT with Essay administration.

List of Students with Approved SSD Accommodations and EL Extended Time



August 25, 2020

Deadline to decrease accommodated orders



August 25, 2020

Deadline to increase accommodated orders

Ordering Accommodated Tests (step 1 of 2)

Ordering tests for students with SSD accommodations and EL Extended Time is a two-step process. On this page, click the name of each student you're planning to test and the test type: SAT or SAT w/Essay. On the next page, your order form will be filled out with the test formats needed for those students.

The list below contains students whose SSD accommodation and EL Extended Time requests have been approved. Note that it doesn't include students whose requests are still pending. You can choose to wait to place your order until all your students are approved, or you can return multiple times to place supplemental orders if you have students with late approvals.

[English learner \(EL\) supports](#) such as translated directions and the use of word-to-word glossaries don't require approval or special test formats.

Placing Orders in TOS

- Order Nonstandard Test Books: Step 2.
- Order the nonstandard test materials. The test will automatically populate based on the student names selected in Step 1.

Ordering Accommodated Tests (step 2 of 2)

This page shows your accommodated test material order, which has been automatically populated based on the student names you selected. You may not edit this page. If any of the quantities or formats seem incorrect, please contact the School Day Support Line at 855-373-6387, Option 1.

THE FOLLOWING DISTRICT/STATE ARRANGED TO PAY TEST FEES FOR YOUR STUDENTS

12th Grade	SAT with Essay	Covered by Illinois Department of Education
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Materials	Other	12th	Total
Standard Test Book ?			
Students Approved ?	33	24	-

SAT School Day

Wed. September 23, 2020

My order is accurate, and I agree to the [terms and conditions](#).

Reason for placing order

Continue

Placing Orders in TOS

- Request fee reduction benefits.
 - After the SAT School Day with Essay administration, the test coordinator can identify fee reduction-eligible students with one click in an online roster, making it easier to connect students with their fee reduction benefits.
 - When test coordinators identify fee reduction-eligible students in SAT School Day rosters, those students can automatically access benefits for the SAT through their College Board accounts.
- Students will need to log in to their College Board accounts and accept the benefits.
- Students will then have access to two free SAT Weekend registrations, 6 free SAT Subject Test registrations (over 2 sittings), unlimited free score sends, free applications at participating colleges, and free CSS Profile.

SAT School Day Fee Reductions are available to low-income juniors and seniors participating in SAT School Day (juniors participate in the March or April administrations and seniors participate in the October, March, or April administrations). Students identified as eligible for Fee Reductions also qualify for their full set of SAT fee waiver benefits, which include two free SAT registrations for weekend administrations, unlimited score reports to send to colleges, and as many College Applications Fee Waivers as students need. See more on benefits and eligibility [here](#). The reduced fee is \$8 per test for the SAT (without Essay) and \$15 per test for the SAT with Essay.

IMPORTANT NOTE: You must return here after test day to indicate which students are qualified for Fee Reduction Benefits.

Items	12th
Number of tests ordered	2
Fee reduction benefits redeemed last year	0
Fee Reduction Benefits requested this year	<input type="text" value="0"/>

Placing Orders in TOS

- Review the order.
- Accept the '**Terms and Conditions**' by checking the box.
- Submit the order.
- If the order needs to be updated, select '**Update**' and quantities can be updated until the final ordering deadline for the administration date selected.

Review Your Order

[Overview](#) ^

Important Deadlines & Dates

 **August 25, 2020**
Deadline to increase nonstandard orders

 **9/15/20-9/17/20**
Test material delivery date

Test Dates [Update](#)

Test Date:	SAT School Day Wed. Sep 23, 2020
Makeup Test Date:	Tue. Oct 27, 2020

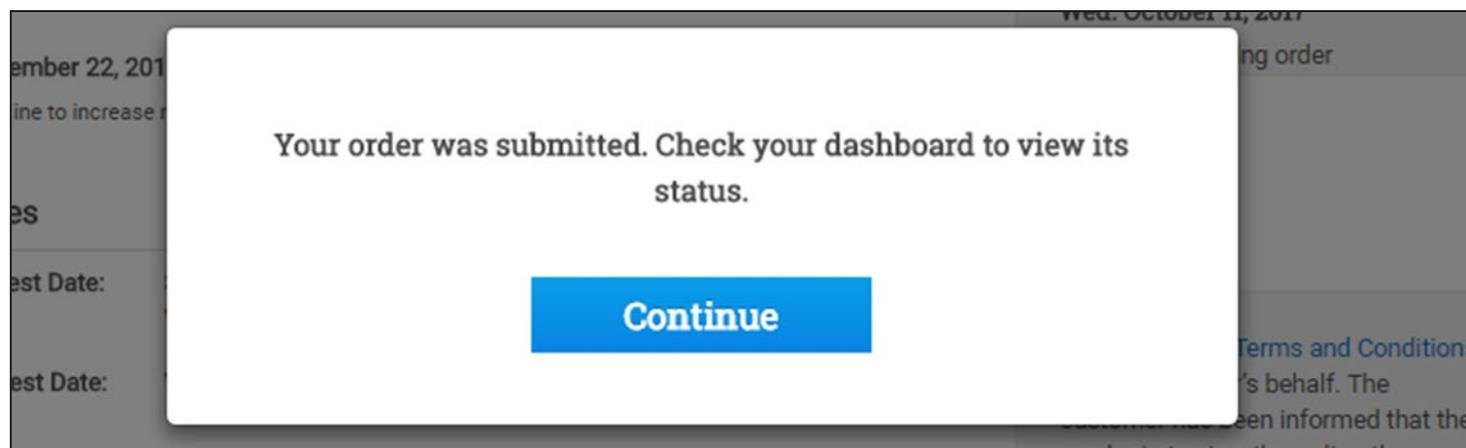
I accept the [Terms and Conditions](#) on the customer's behalf. The customer has been informed that they can login to view them directly.

Submit Order

Cancel and Exit

Placing Orders in TOS

- Order submitted!



Need Help?

Contact the Illinois helpline: 844-688-9995, option 1 or email illinoisadministratorsupport@collegeboard.org.