Illinois SAT School Day, PSAT 10, and PSAT 8/9 Coordinator Implementation Handbook

This handbook will help prepare SAT® School Day, PSAT™ 10, and PSAT™ 8/9 test coordinators for the Illinois administration in spring 2019.

General Information for 2019

The Illinois State Board of Education (ISBE) is providing the SAT with Essay for all grade 11 public school students, including those served at nonpublic facilities. All students considered to be in grade 11 according to state guidelines are required to participate in the SAT as the statewide accountability test, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]). Some students in grade 12 may also be required to take the SAT. For more details about which grade 12 students must test, please see www.isbe.net/Documents/Grade_12_Testers_Flow_Chart_2019.pdf.

New in the 2018-19 school year, all grade 10 students are required to participate in the PSAT 10, and all grade 9 students are required to participate in the PSAT 8/9, also as part of the statewide accountability testing, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

	SAT School Day Administration	PSAT 10 and PSAT 8/9 Administration
Primary Test Date	April 9, 2019	April 9, 10, or 11, 2019
Accommodated Testing Window	April 9–23, 2019	April 9–23, 2019
Makeup Test Date	April 23, 2019	April 10-23, 2019

The following six options are available for scheduling PSAT primary test dates:

- Option 1 (preferred): April 9: PSAT 10 (grade 10) and PSAT 8/9 (grade 9)

- Option 2: April 10: PSAT 10 (grade 10) and PSAT 8/9 (grade 9)

- Option 3: April 9: PSAT 10 (grade 10) and April 10: PSAT 8/9 (grade 9)

- Option 4: April 9: PSAT 8/9 (grade 9) and April 10: PSAT 10 (grade 10)

- Option 5: April 10: PSAT 10 (grade 10) and April 11: PSAT 8/9 (grade 9)

- Option 6: April 10: PSAT 8/9 (grade 9) and April 11: PSAT 10 (grade 10)

Following the standard schedule for all three assessments, testing room doors close at 8 a.m. to complete test day administrative activities. College Board recommends that school staff begin the test by 8:30 a.m. School staff may alter the start time by 30 minutes and may, therefore, close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. However, school staff must start testing no later than 9 a.m. The start time applies to standard students as well as accommodated students in the accommodated testing window. For consideration and approval to start earlier or later than these times, schools should contact the Illinois Educator Support Line.

Using This Guide

This guide provides information about key activities required to prepare for your SAT School Day, PSAT 10, and PSAT 8/9 administration. The topics covered include:

- Updates for 2018-19

- Establishing Schools for Testing

- Identifying and Preparing Testing Staff

- Ordering Materials

- Testing with Accommodations and Supports

- Planning for Material Shipments

- Preadministration Session

- Glossary

- Coordinator Checklist

Who to Contact for Assistance

- **Illinois Educator Support Line:** Illinois SAT, PSAT 10, and PSAT 8/9 Customer Support is available at 844-688-9995, or email illinoisadministratorsupport@collegeboard.org.

- **ISBE Division of Assessment and Accountability:** For policy questions, contact 866-317-6034, or email assessment@isbe.net.

- **ISBE SAT/PSAT Website:** Information about the SAT/PSAT administration can be found at www.isbe.net/Pages/sat-psat.aspx.

CollegeBoard

Updates for 2018-19

The College Board has made a number of enhancements for this school year. The following enhancements are intended to make the administration easier for students and for schools:

1. Staff titles have changed to better align with other College Board programs and general educational practice. The test supervisor will now be known as the test coordinator. The titles of forms have also been revised to support this change. The Supervisor's Irregularity Report has become the Irregularity Report and the Supervisor's Report Form has become the Coordinator Report Form. Associate supervisors will now be known as proctors. Hall and room proctors will now be known as hall and room monitors.

2. The answer sheets have changed. The set of answer sheets that you receive for administering the SAT with Essay will be labeled "SAT Answer Sheet." Before the test begins, students will be instructed to fill in "SAT with Essay" as the test they are taking. Students will be directed to copy the single-character Essay Code from the back of their Essay books onto their answer sheets before starting the Essay portion of the test. We have improved the sequence of fields on the answer sheet.

3. Test books have also changed. The multiple-choice test book will have the title "The SAT Test Book" and will no longer include the essay icon.

4. The answer sheets will come with a new Mobile Opt-In Policies document that students will use to help them decide whether to share their mobile phone number. Students may take the document home for future reference.

5. The supports offered for English learners (EL) has expanded. EL students are now eligible to test with 50% extended time and receive college- and scholarship-reportable scores. Requests for EL students to test with 50% extended time must be entered in SSD Online by the EL deadline. These students will be identified separately from students using state-allowed accommodations (SAAs). EL students testing with 50% extended time will use the same materials as accommodated students approved for 50% extended time testing, and they may be tested in the accommodated room as long as no additional accommodations are being administered that require different timing or break schedules. Students with EL 50% extended time supports won't be called out separately on the Nonstandard Administration Report (NAR); they will be listed under 50% extended time for reading.

Establishing Schools for Testing

For the ISBE-provided spring College Board assessments, the College Board sent an email to school administrators in mid-October with a link to a survey. The purpose of this survey was to collect important information about each school for the upcoming administration. If the survey information collected was inaccurate or incomplete, schools may miss important information.

The College Board will use the information provided in the survey to establish each school as a test center for the SAT, PSAT 10, and PSAT 8/9 in spring 2019. Serving schools (e.g., Illinois School for the Visually Impaired) were invited, but not required, to become a test center. Home school and serving school staff should work closely to determine the appropriate testing location for each student. Home districts are responsible for ensuring that all students enrolled in grades 9, 10, 11, and 12 (as required) are tested, regardless of their placement.

Schools must establish themselves as test centers each year. If you are unsure whether your school completed the school setup survey, please check with your principal. The list of established schools is available on the ISBE website at www.isbe.net/Documents/SAT-PSAT-Test-Centers-2019.pdf.

Attending Institution (AI) Code

All participating schools will need a valid six-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in January 2019. Emails will continue to be sent to test coordinators as the College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

Unique Testing Situations

Off-Site Testing

Most schools will use their building as the test location. However, test coordinators can request an off-site testing location. Off-site testing may be requested for a variety of reasons (e.g., school is unable to comply with testing conditions due to inadequate space, students attend serving schools that are not established as test sites, students who are expelled to safe schools and are not allowed back to their home school, etc.). These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements.

To request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.

2. Fill out the College Board Off-site Testing Plan.xls spreadsheet at https://collegereadiness.collegeboard.org/xls/college-board-offsite-testing-plan.xls.

3. Fill in the required cells in the **Off-Site Request Form** tab of the spreadsheet. Use the **Instructions** worksheet for guidance.

4. Fill out a separate copy for every off-site location your school needs by copying and pasting the **Off-Site Request Form** worksheet into a new worksheet tab.

5. Email the spreadsheet to testingplans@info.collegeboard.org no later than midnight ET, **December 14, 2018**. If your school becomes aware of the need for off-site testing after the deadline of December 14, 2018, please contact the Illinois Educator Support Line by calling 1-844-688-9995 (option 1) or by emailing Illinoisadministratorsupport@collegeboard.org.

6. The College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we will contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.

Expelled Students

If a student is expelled and not allowed at school to take the SAT, PSAT 10, or PSAT 8/9, the school can submit an off-site testing plan (see above) to test this student at another location, such as a district office or alternative school in which the student is currently placed. Submit the request as soon as possible.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

The test coordinator and the SSD coordinator must have a College Board Professional Account to access certain tools for the administration. To create an account, go to collegeboard.org, click **Sign Up**, and follow the instructions. In most cases, a one-time access code will be provided.

CollegeBoard

For the Illinois implementation, educators will need access to the following tools and services:

Test Day Staff	Tools and Services
SAT, PSAT 10, or PSAT 8/9 Test Coordinator	Test Day Training: Access to training
	K–12 Reporting Portal: For access to detailed roster report
Backup Test Coordinator	Test Day Training: Access to training
Proctor	Test Day Training: Access to training
SSD Coordinator	Test Day Training: Access to training
	SSD Online: Required to submit requests for accommodations, to make changes to existing approved accommodations for students, and to print the Nonstandard Administration Report (NAR)

Identification of Testing Staff

Staff members, including SAT, PSAT 10, and PSAT 8/9 test coordinators, may not be selected if:

- They have taken any College Board test within 180 days of the school day administration.

- They are engaged in any paid, private SAT, PSAT 10, or PSAT 8/9 test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.

- The staff member has a child or member of their household taking the SAT, PSAT 10, or PSAT 8/9 at any test site during the same testing window and they will have access to test books for that assessment before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. For example, if a staff member's child will be taking the SAT, he/she cannot serve as the test coordinator or SSD coordinator for the SAT. He/she may serve as testing staff for PSAT 10 or PSAT 8/9.

- In addition, never assign a proctor to administer the test to a member of their family or household. In cases where this policy is not followed, the related student's scores are subject to invalidation.

- If you need assistance with staff identification or planning in order to meet the requirements above, please contact the Illinois Educator Support Line.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an SAT, PSAT 10, and PSAT 8/9 test coordinator, a backup test coordinator, an SSD coordinator, proctors for each testing room, and necessary room monitors and hall monitors. The College Board will not collect contact information for proctors or monitors.

Although the SAT, PSAT 10, and PSAT 8/9 test coordinators are responsible for coordinating the administration for all students, the SAT, PSAT 10, and PSAT 8/9 test coordinators and SSD coordinators should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

CollegeBoard

Role	Primary Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating SAT administration for all students	Yes
Backup Test Coordinator	Responsible for coordinating SAT, PSAT 10, or PSAT 8/9 administration if the test coordinator is not available	Yes
SSD Coordinator	Requests accommodations and works with the SAT/PSAT coordinator to coordinate the SAT/PSAT for students with disabilities	Yes
PSAT 8/9 Test Coordinator	Responsible for coordinating the PSAT 8/9 (for grade 9) administration for all grade 9 students	Yes
PSAT 10 Test Coordinator	Responsible for coordinating the PSAT 10 administration for all grade 10 students	Yes
Proctor(s)	Responsible for conducting secure, valid administration in the testing room	No
Room Monitor(s)	Assists the proctor with activities and monitoring students in the testing room	No
Hall Monitor(s)	Responsible for monitoring the hallways on test day	No

The contact information for the SAT, PSAT 10, or PSAT 8/9 test coordinator, backup test coordinator, and SSD coordinator was collected in the establishment survey sent by the College Board in October 2018. Staff members may serve multiple roles, if necessary.

If it is necessary to change the contact information for the SAT, PSAT 10, or PSAT 8/9 test coordinator, backup test coordinator, or SSD coordinator, please contact the Illinois Educator Support Line at 844-688-9995, or email illinoisadministratorsupport@collegeboard.org.

Training

Training is required for all SAT, PSAT 10, and PSAT 8/9 test coordinators. The College Board will send a link to SAT, PSAT 10, and PSAT 8/9 test coordinators at the end of January 2019 to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Schools determine the best way to train other test day staff.

The College Board provides other training via optional webinars to help SAT, PSAT 10, and PSAT 8/9 test coordinators and SSD coordinators prepare for implementation. Topics include SAT, PSAT 10, and PSAT 8/9 Overview, Accommodations, Preadministration, and Test Day Preparation. Information regarding registration and recorded versions of the webinars will be made available on the ISBE SAT/PSAT website.

◇ CollegeBoard

Manuals

Sample copies of each manual will be sent to the applicable SAT and PSAT test coordinators approximately 6 weeks prior to the test, as part of the SAT and PSAT test coordinator planning kits. Additional manuals will be shipped with preadministration materials 3-4 weeks prior to test day. All manuals will be available online in February at www.isbe.net/Pages/sat-psat.aspx.

Manual Title	What's Inside
Illinois SAT School Day Coordinator Manual	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing
Illinois SAT School Day Standard Testing Manual	Used by the SAT proctor; gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room
Illinois SAT School Day Accommodated Testing Manual	Used by the SAT proctor; gives instructions for testing students with accommodations in nonstandard testing rooms
PSAT 10 Coordinator Manual	Used by the PSAT 10 test coordinator and proctors; gives complete instructions for preparing your school and staff for PSAT 10 testing, including scripts for proctors testing students without accommodations and students testing with accommodations
PSAT 8/9 Coordinator Manual	Used by the PSAT 8/9 test coordinator and proctors; gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including scripts for proctors testing students without accommodations and students testing with accommodations

Ordering Materials

Do NOT place orders directly with the College Board in the Test Ordering Site for SAT, PSAT 10, or PSAT 8/9 spring materials. The College Board will determine your materials order for the SAT, PSAT 10, or PSAT 8/9 based on:

- The number of students included in the pre-ID file submitted by ISBE, based on January 25, 2019, data in ISBE's Student Information System (SIS).

- The number of students and the types of approved accommodations for eligible grade levels via the College Board's SSD Online system.

For the spring 2019 administration, ISBE will pre-identify all eligible students for the SAT, PSAT 10, or PSAT 8/9. The pre-ID file helps report accurate student accounting back to ISBE and creates the following:

- The order for any standard testing materials that will be sent to the schools.

- Pre-ID labels that will be sent to schools to be affixed to students' answer sheets.

ISBE submits two files to the College Board. The first file is based on the January 25, 2019, SAT, PSAT 10, and PSAT 8/9 pre-ID data, which will create the order for test materials and pre-ID labels. Only established test centers should be used in the 'Testing School' field of the SAT, PSAT 10, or PSAT 8/9 pre-ID report. Pre-ID labels will be printed only for students who are enrolled in your school and listed on the SAT, PSAT

10, or PSAT 8/9 pre-ID as of **January 25, 2019**. If the Testing School listed in the Pre-ID is not an established test center, SIS will adjust this field to the student's Home School. The second file ISBE submits to College Board is based on early April 2019, SAT, PSAT 10, or PSAT 8/9 pre-ID data, which will assist in providing the most current student information.

Pre-ID labels must be affixed to answer sheets in the designated area. The labels provide an important verification for the student-provided information on the answer sheets. In states that utilize the SAT, PSAT 10, or PSAT 8/9 for accountability purposes, students must still grid in their name and other required personal information (fields 1–8 on the answer sheet), even when the pre-ID label is affixed to the answer sheet, as a means of verification. If a student doesn't have a pre-ID label, it is imperative that the demographic information gridded on the answer sheet is complete and accurate and matches data contained in ISBE's SIS.

Until April 9, 2019, SAT, PSAT 10, and PSAT 8/9 pre-ID data will adjust in real time as students are exited from and enrolled in SIS. If needed, contact the SIS Help Desk at 217-558-3600, Option 3, for assistance in accessing SAT, PSAT 10, and PSAT 8/9 pre-ID data. Students in grades 9, 10, 11, and 12 (as required) who enroll after January 25, 2019, are still expected to test, but they will not have a pre-ID label. Please keep SIS enrollments up-to-date at all times.

Notes

- A small overage of testing materials will be sent for students who may have enrolled in your school after the initial file is uploaded by ISBE.

- If a pre-ID label is not provided for a student, that student must complete the information on their answer sheet to be registered for the administration.

- If the first or last name listed on the Pre-ID label does not correctly reflect the student's legal name, please do not use the label. If any other information is incorrect, including date of birth or school information, the label should be applied. Update ISBE's SIS with current information as needed.

- After the primary administration, you'll be asked to report the number of students eligible to participate in SAT makeup testing. Material orders for the SAT makeup administration will be based on your response.

Use this chart as guidance on the implication for labels and testing materials, depending on a student's enrollment date:

Scenario	Registration	Implications
Grade 9, 10, 11, or 12 (as required) student enrolled as of January 25, 2019	Will be included in first registration file submitted by ISBE. Student should grid all required fields on their answer sheet for verification purposes.	Materials will be sent for the student, and the school will receive a pre-ID label for the student's answer sheet.
Grade 9, 10, 11, or 12 (as required) student enrolled after January 25, 2019, but prior to test day	Student must grid all required fields on their answer sheet.	The student will use the overage materials sent to each school, if available. The school will NOT receive a pre-ID label for the answer sheet.
		If overage materials are not available, contact the College Board immediately to acquire additional materials. For SAT School Day, if the College Board determines materials cannot arrive at your school in time for testing on the primary test date, the student will take the SAT on the makeup date and should be included in your school's makeup material submission.

CollegeBoard

Scenario	Registration	Implications
Grade 9, 10, 11, or 12 (as required) student enrolled as of January 25, 2019, but changes grade level prior to testing	Will be included in first registration file submitted by ISBE. Student should grid all required fields on their answer sheet for verification purposes.	The student will use the overage materials sent to each school, if available. The school will receive a pre-ID label for the answer sheet with the grade level and corresponding test name as it was captured on January 25 (e.g., PSAT 10 for grade 10). This label **may still be used** on the answer sheet of the different grade level test the student will actually take on test day (e.g., SAT, grade 11). Example: A PSAT 10 Pre-ID label may be used on the SAT answer sheet if the student is promoted to grade 11 and will take SAT on test day. The assessment will be listed in the lower left-hand corner of the label.

If overage materials are not available, contact the College Board immediately to acquire additional materials. For SAT School Day, if the College Board determines materials cannot arrive at your school in time for testing on the primary test date, the student will take the SAT on the makeup date and should be included in your school's makeup material submission. |

Testing with Accommodations and Supports

College Board-Approved and State-Allowed Accommodations

Requests for accommodations for the SAT, PSAT 10, or PSAT 8/9 are submitted by the designated SSD coordinator in the College Board's online system, SSD Online. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. **Requests must be submitted by the school that will test the student.**

When requests are submitted, students can receive approval for accommodations by the College Board; this results in a college- and scholarship-reportable score. State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are NOT reportable to colleges or scholarship programs. The window to request SAAs opens January 25, 2019, and closes on March 4, 2019.

College Board–Approved Accommodations	State-Allowed Accommodations
Once approved, may be used for all College Board assessments	Available only for ISBE-provided SAT, PSAT 10, or PSAT 8/9
Result in a score that is reportable for college and scholarship programs	Result in a score for the student and the school but is not reportable to colleges or scholarship programs
Requested in SSD Online; go through a review process	Requested in SSD Online and are automatically approved
Some accommodations (e.g., large-block answer sheet, permission for food/medication) may be administered in the standard testing room.

Other accommodations (e.g., extended time, braille) must be administered in separate rooms from the standard rooms. | Must be administered in separate testing room(s) |
| Meant for students with documented disabilities that need accommodations for use on the SAT, PSAT 10, or PSAT 8/9 | Meant for students who require state-specific accommodations (e.g., EL students) and for students with disabilities who may not be approved for accommodations by the College Board |

CollegeBoard

College Board–Approved Accommodations	State-Allowed Accommodations
Depending on the accommodation, the student will either test on the primary test day or in the accommodated two-week testing window.	May test in the accommodated two-week testing window
Request deadline is February 19, 2019.	Request deadline is March 4, 2019.

Certain accommodations, such as large-print test books, require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The NAR will specify when students will test.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP Exams. If a student's Individualized Education Program (IEP) or 504 Plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the SAT, PSAT 10, and PSAT 8/9 test coordinator in determining testing rooms and staff needed for administering the SAT, PSAT 10, and PSAT 8/9 with accommodations. All testing materials, including nonstandard materials for use during the SAT, PSAT 10, and PSAT 8/9 accommodated testing windows, are shipped to the SAT, PSAT 10, and/or PSAT 8/9 test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of testing materials, as needed.

Administering the SAT, PSAT 10, or PSAT 8/9 with Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each. **IMPORTANT: the times listed are only the time the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.**

SAT with Essay	Day 1 Duration (Including Breaks)	Day 2 Duration (Including Breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
50% Extended Time (Math only)	4 hours, 58 minutes	Not applicable
100% Extended Time (Math only)	5 hours, 37 minutes	Not applicable
50% Extended Time (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
100% Extended Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Reader (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
MP3 Audio	4 hours, 20 minutes	4 hours, 37 minutes

PSAT 10	Day 1 Duration (Including Breaks)	Day 2 Duration (Including Breaks)
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 41 minutes	Not applicable
100% Extended Time (Math only)	4 hours, 15 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 34 minutes	Not applicable
100% Extended Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
Reader (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
MP3 Audio	4 hours, 10 minutes	2 hours, 30 minutes

PSAT 8/9	Day 1 Duration (Including Breaks)	Day 2 Duration (Including Breaks)
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 15 minutes	Not applicable
100% Extended Time (Math only)	3 hours, 45 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 3 minutes	Not applicable
100% Extended Time (Reading)	3 hours	2 hours, 10 minutes
Reader (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
MP3 Audio	3 hours, 50 minutes	2 hours, 10 minutes

English Learner (EL) Supports

English learners will be able to utilize EL supports for the spring 2019 SAT, PSAT 10, and PSAT 8/9 administration. These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students may use one or any of these supports in combination. Students will receive college- and scholarship-reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

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

- The list is expanded to approximately 100 glossaries for spring 2019.

- Use of the glossary does NOT require an approval by the College Board.

- The approved list is available at www.isbe.net/Pages/sat-psat.aspx.

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students. No printed test directions will come with test materials.

CollegeBoard

- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.

- Use of translated test directions does NOT require an approval by the College Board.

- Translations will be available in February 2019 to print at www.isbe.net/Pages/sat-psat.aspx.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the SAT, PSAT 10, or PSAT 8/9. 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 50% extended time must be identified in SSD Online. Schools may request 50% extended time for ELs starting on January 25, 2019. Students will be approved automatically, and no supporting documentation is required. More information about the process for entering student information will be available this winter.

- EL students testing with 50% extended time will use the same materials as accommodated students approved for 50% extended time testing, and they can be tested in the accommodated room if no additional accommodations that might require different timing or breaks are being administered.

Planning for Material Shipments

Test materials for spring 2019 testing will be addressed to the SAT, PSAT 10, or PSAT 8/9 test coordinator. Note that each shipment may have multiple boxes.

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Coordinator Planning Kit	6 weeks prior to test day	- Sample copies of each manual: *SAT School Day Coordinator Manual* *SAT School Day Standard Testing Manual* *SAT School Day Accommodated Testing Manual* *PSAT 10 Coordinator Manual* *PSAT 8/9 Coordinator Manual* - Irregularity Report (IR) sample - Posters - Test Materials Diagrams
Preadministration Materials	3 weeks prior to test day	- SAT School Day and PSAT 10 Student Guides (PSAT 8/9 Student Guides are available online only) - All manuals to support testing (preadministration instructions are included in the manuals) - Answer sheets - Answer sheet instruction booklets for students - Mobile Opt-In Policies documents
Pre-ID Labels	3 weeks prior to test day	Pre-ID labels to be placed on answer sheets
Test Materials	1 week prior to test day	- Test books - Answer sheet return envelopes/boxes - Test book return labels

Preadministration Session

The SAT, PSAT 10, and PSAT 8/9 answer sheets allow students to provide information about their school experiences and plans for their future. A preadministration session should be scheduled ahead of the test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT and the PSAT 10 and 30–40 minutes for the PSAT 8/9. More information about administering the preadministration session is included in the *SAT School Day Coordinator Manual*, the *PSAT 10 Coordinator Manual*, and the *PSAT 8/9 Coordinator Manual*.

Prior to the preadministration session, distribute an *SAT School Day Student Guide* or *PSAT 10 Student Guide* to each student (refer students to the *PSAT 8/9 Student Guide*, available online at www.isbe.net/Pages/sat-psat.aspx). The *Student Guides* provide information to students about the features of the test, what the test measures, how the test is scored, resources to help students prepare, sample questions, College Board programs, and College Board terms and conditions.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive.

Glossary

- **Attending Institution (AI) Code:** A six-digit code that identifies a school. Each attending institution has a unique AI code.

- **Bulk Registration:** The process a state or district uses to submit a file to pre-identify students for testing.

- **College Board–Approved Accommodation**: A change in the format or administration of a test to provide access for a person with a disability and produce college- and scholarship-reportable scores. Must be approved by the College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, extended or more frequent rest breaks, and others.

- **Coordinator Report Form (CRF):** The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

- **EL Support:** Supports for English learners, which include translated test directions and a list of approved word-to-word bilingual glossaries. Students may also be approved to test with 50% extended time.

- **Eligibility Roster:** List of all students in a school who are approved for accommodations. May be printed from SSD Online and used for submitting changes to student information in SSD Online.

- **Irregularity Report (IR):** The scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

- **Nonstandard Administration Report (NAR):** A list of students approved for accommodations who are testing during a specific test administration. Generated in SSD Online and includes detailed information about the accommodations the students are approved for.

- **Pre-ID Label:** Label provided for each student included in the bulk registration (preidentification) file submitted. The pre-ID label is applied to the answer sheet before the test.

- **Services for Students with Disabilities (SSD):** College Board department that supports accommodation requests and accommodated testing.

CollegeBoard

- **State-Allowed Accommodation (SAA):** An accommodation that may be available to your students that does <u>not</u> result in college- or scholarship-reportable scores and is applicable only to state-provided SAT School Day testing.

Coordinator Checklist

This is a suggested checklist of activities for the test coordinator. You may choose to conduct certain activities at a different time at your school; be sure to reference the deadlines available for your state or district.

October–January

Mark when Complete	Activity
☐	Ensure enrollment information in SIS is accurate and up-to-date.
☐	Respond to College Board survey to establish school and identify staff.
☐	Create College Board professional account, if needed.
☐	Submit off-site testing plans, if necessary. Off-site testing plans must be submitted by December 14, 2018.
☐	Participate in webinars and trainings.
☐	Receive confirmation of Attending Institution (AI) Code.
☐	Begin submitting College Board-approved accommodations requests.
☐	Request state-allowed accommodations and 50% extended time for English Learners starting January 25, 2019.

February

Mark when Complete	Activity
☐	Ensure enrollment information in SIS is accurate and up-to-date.
☐	Begin working with principal and other test day staff to determine room and staffing needs.
☐	Identify and train proctors, and room and hall monitors.
☐	Receive Coordinator Planning Kit(s).
☐	Read and review testing manuals for information on managing test administration.
☐	Continue to submit College Board-approved accommodations requests (Deadline: February 19, 2019).
☐	Continue to request state-allowed accommodations and 50% extended time for English Learners (Deadline: March 4, 2019).

March

Mark when Complete	Activity
☐	Ensure enrollment information in SIS is accurate and up-to-date.
☐	Receive preadministration and pre-ID label shipment(s).
☐	Schedule preadministration session(s) with students.
☐	Create rosters for use on test day; update as necessary. *Note: The SAT and PSAT pre-ID reports are available in ISBE's SIS for this use. These reports may be sorted and printed in PDF format or downloaded into a spreadsheet.*
☐	Finalize room and staff assignments.
☐	Submit late College Board-approved accommodations requests. Limited to newly-enrolled students or students with newly-identified disabilities (Deadline: March 4, 2019).
☐	Continue to request state-allowed accommodations and 50% extended time for English Learners (Deadline: March 4, 2019).

April

Mark when Complete	Activity
☐	Ensure enrollment information in SIS is accurate and up-to-date.
☐	Receive test materials.
☐	Ensure students know where and when to arrive for testing.
☐	Update rosters, if necessary.
☐	Print translated test directions and review word-for-word bilingual glossary guidelines, as necessary.
☐	For SAT School Day, order makeup materials (Deadline: April 11, 2019).
☐	Return used answer sheets and all required test materials (Deadline: April 26, 2019).

CollegeBoard