

## ILLINOIS

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# Coordinator Implementation Handbook

SAT School Day, PSAT 10, and  
PSAT 8/9

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### General Information for 2020

As part of its statewide accountability testing program, the Illinois State Board of Education (ISBE) requires all public school students in grades 9, 10, and 11 to be assessed, including public school students served at nonpublic facilities.

At the time of testing, all students considered to be in grade 11 according to state guidelines are required to participate in the SAT<sup>®</sup> with Essay, unless they otherwise qualify for the alternate assessment (i.e., Dynamic Learning Maps-Alternate Assessment [DLM-AA]). Only students in grade 12 who have not previously earned a valid SAT score as part of any ISBE-funded SAT School Day administration or were not exempt are also required to take the SAT with Essay. For more details about grade 12 testing, please see [www.isbe.net/Documents/Grade\\_12\\_Testers\\_Flow\\_Chart.pdf](http://www.isbe.net/Documents/Grade_12_Testers_Flow_Chart.pdf).

All students classified as being in grade 10 at the time of testing are required to participate in the PSAT<sup>™</sup> 10, and all students classified as being in grade 9 at the time of testing are required to participate in the PSAT<sup>™</sup> 8/9, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

### Established Test Dates and Approved Alternate Schedule for SAT with Essay

	SAT School Day Established Test Dates	SAT School Day Approved Alternate Schedule
<b>Primary Test Date</b>	Tuesday, April 14, 2020	Wednesday, March 25, 2020
<b>Accommodated Testing Window</b>	April 14–28, 2020	March 25–April 7, 2020
<b>Makeup Test Date</b>	Tuesday, April 28, 2020	Tuesday, April 28, 2020

### Established Test Dates and Approved Alternate Schedule for PSAT 10 and PSAT 8/9

	PSAT 10 and PSAT 8/9 Established Test Dates	PSAT 10 and PSAT 8/9 Approved Alternate Schedule
<b>Primary Test Date</b>	April 14, 15, or 16, 2020	April 20, 21, or 22, 2020
<b>Accommodated Testing Window</b>	April 14–28, 2020	April 14–28, 2020
<b>Makeup Test Date</b>	Tuesday, April 28, 2020	Tuesday, April 28, 2020

- Schools were only able to select the approved alternate schedules during the establishment process to accommodate instances when the established test dates are not feasible.
- All schools within a district must have the same PSAT 10 and PSAT 8/9 administration window and primary test date within that selected administration window.
- Within the district’s selected PSAT 10 and PSAT 8/9 administration window, the PSAT 10 and PSAT 8/9 may be administered on different days or on the same day. All students in the same grade in standard testing rooms must be tested on the same day.
- Within the district’s selected PSAT 10 and PSAT 8/9 administration window, the tests may be scheduled to be administered on nonconsecutive days within that window (e.g., SAT and PSAT 10 on April 14, then PSAT 8/9 on April 16) provided heightened security measures are taken on the nontesting day.

For additional details about the 2020 established test dates and approved alternate schedule, please see the ISBE website: [www.isbe.net/Documents/State-Assessment-Dates-2019-20.pdf](http://www.isbe.net/Documents/State-Assessment-Dates-2019-20.pdf).

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 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, school staff 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.

Topics include:

- [Updates for 2019-20](#) on page 3
- [Establishing Schools for Testing](#) on page 4
- [Identifying and Preparing Testing Staff](#) on page 5
- [Test Materials Orders](#) on page 7
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- [Planning for Test Materials Shipments](#) on page 13
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- [Coordinator Checklist](#) on page 15

## Contact Information

- **Illinois Educator Support Line:** Illinois SAT, PSAT 10, and PSAT 8/9 Customer Support, 844-688-9995 or [illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org).
- **ISBE Department of Assessment:** For policy questions, 866-317-6034 or [assessment@isbe.net](mailto:assessment@isbe.net).
- **ISBE SAT/PSAT Website:** Information about the SAT, PSAT 10, and PSAT 8/9 administration, [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).

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## Updates for 2019-20

College Board has made the following updates for this school year:

1. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may now seat 2 students at a table that is 6 feet or longer.
2. Required staff-to-student ratios have been changed for accommodated rooms: the ratio is now 1 staff member per 20 students (instead of 1 to 10). A room monitor is not required until there are 21 or more accommodated students testing in the same room.
3. Test coordinators will now use their school's regularly scheduled UPS pickup to return materials. If UPS does not make regular pickups at your school, schedule a pickup with UPS using the prepaid label and information provided by College Board.
4. Preadministration scripts now include options for administering the session to students with and without parental consent. As part of the preadministration session, students have the option to participate in Student Search Service® and the optional questionnaire. Your school or district may already have a process in place for parental notification/consent; however, if not, College Board is now providing a consent form template to assist schools in obtaining parental consent for participating in Student Search Service and the optional questionnaire.
5. Students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive. If your school is unable to use a streaming application (e.g., due to no internet access), contact the SSD office as soon as possible.
6. The answer sheet has been modified to allow for more diverse gender identification, in addition to male and female.
7. If you're reporting a test day irregularity, you will apply a pink Irregularity Report (IR) label to the outside of all used answer sheet return shipments. If you're reporting a test day irregularity, scores may be delayed if you don't apply the IR label to the outside of your shipment.

8. All used and unused PSAT 10 and PSAT 8/9 test books must be returned immediately after testing. Similar to the SAT administration, new makeup test books will ship separately, based on each school's response to a makeup survey. All PSAT 10 and PSAT 8/9 test books sent to schools for the primary and makeup administrations will be serialized, and College Board will verify that all are returned.

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## Establishing Schools for Testing

In order for school staff to receive materials for the ISBE-provided SAT, PSAT 10, and PSAT 8/9, College Board sends an email to school principals in the fall with a survey link. The purpose of this survey is to determine which schools will serve as test sites and collect important information about each school for the upcoming administration. If the survey information provided by the school is inaccurate or incomplete, schools may miss important information.

College Board will use the information school staff provide in the survey to establish each school as a test site for the SAT, PSAT 10, and PSAT 8/9 in spring 2020. Serving schools (e.g., Illinois School for the Visually Impaired) are invited, but not required, to become test sites. Home school and serving school staff should work closely to determine the appropriate testing location for each student. Staff at the home districts are responsible for ensuring all students enrolled in grades 9, 10, 11, and 12 (as required) are tested, regardless of their placement.

School staff must establish each school, where tests will be administered, as a test site each year. If you are unsure whether school staff completed the school setup survey, please check with your principal. When complete, the list of established schools will be available on the ISBE website: [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).

## Attending Institution (AI) Code

College Board assigns a valid 6-digit AI code to each participating school. For schools established as a test site in previous years, the AI code will not change. Test coordinators receive email confirmation of their school's AI code beginning in December 2019. Emails continue to be sent to test coordinators as College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning test materials.

## Unique Testing Situations

### Off-Site Testing

Most schools will be used as the test site 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 are expelled to safe schools and not allowed back to their home school, high school districts that must ensure 15-year-old grade 9 students with IEPs served by elementary school districts take PSAT 8/9, etc.). These additional locations must be approved by 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. Gather all required information for submission of your off-site testing request. You'll need your school information and Attending Institution (AI) code, off-site testing location name and address, and contact information for the off-site test coordinator.
3. Submit the off-site testing form (available at <http://sat.org/offsiterequest>) with the required information. You'll receive email confirmation of your off-site testing request once your form is submitted.
4. Submit the online form no later than **Friday, December 20, 2019**.

5. College Board staff will work with test coordinators requesting off-site testing locations to ensure the location meets the requirements. If necessary, College Board staff will contact the test coordinator 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.
6. Once approved, College Board will send an email to the test coordinator of the established AI communicating the approval, along with more information about administering at the off-site testing location.

### 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.

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## Identifying and Preparing Testing Staff

### Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. Test coordinators and SSD coordinators must have a College Board professional account to access tools for the administration. To create an account, go to [collegeboard.org](https://collegeboard.org), click **Sign up**, and follow the instructions. [Click here for help creating an account](#). An educator needs to create an account only once.

Test day staff will use their College Board professional account to access the following tools and services:

- Test Day Training: Access to training for how to plan for testing, administer the test, and return test materials
- K–12 Score reporting portal: Access to detailed roster report and test scores
- SSD Online: Required to submit requests for accommodations and certain English learner supports, to make changes to existing approved accommodations for students, to print the Nonstandard Administration Report (NAR), and to download the MP3 test content

**Please note:** To access College Board’s SSD Online system, the SSD Coordinator must fax the [SSD Coordinator Form](#), signed by the school principal, to College Board’s Services for Students with Disabilities at 866-360-0114.

### 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.
- They have 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, that staff member cannot serve as the test coordinator or SSD coordinator for the SAT but 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 identifying appropriate staff or planning to meet the requirements above, please contact the Illinois Educator Support Line.

## Roles and Responsibilities of Testing Staff

School staff are responsible for identifying the SAT, PSAT 10, and PSAT 8/9 test coordinator(s), the SSD coordinator, proctors for each testing room, and necessary room monitors and hall monitors. 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 must work closely together to ensure that the test day and environment for students with disabilities is well planned and administered effectively.

Role	Primary Responsibility	Identify to College Board?
SAT test coordinator	Responsible for coordinating SAT administration for all students	Yes
SSD coordinator	Responsible for requesting accommodations and working with the SAT, PSAT 10, and PSAT 8/9 test coordinator(s) to coordinate the administration for students with disabilities	Yes
PSAT 10 test coordinator	Responsible for coordinating the PSAT 10 administration for all grade 10 students	Yes
PSAT 8/9 test coordinator	Responsible for coordinating the PSAT 8/9 (for grade 9) administration for all grade 9 students	Yes
Proctor(s)	Responsible for conducting secure, valid administration in the testing room	No
Room monitor(s)	Responsible for assisting 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 and SSD coordinator is collected in the establishment survey sent by College Board in September 2019. 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 or SSD coordinator, please contact the Illinois Educator Support Line at 844-688-9995 or [illinoisadministratorsupport@collegeboard.org](mailto:illinoisadministratorsupport@collegeboard.org).

## Training

Training is required for all SAT, PSAT 10, and PSAT 8/9 test coordinators. About six weeks before test day, College Board will send a training link to SAT, PSAT 10, and PSAT 8/9 test coordinators. 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 or by personalized training provided by the SAT, PSAT 10, or PSAT 8/9 test coordinator. Test coordinators determine the best way to train other test day staff.

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 available on the ISBE website: [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).

## Manuals

Sample copies of each manual will be sent to the applicable SAT, PSAT 10, and PSAT 8/9 test coordinators approximately 6 weeks prior to the test, as part of the 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](http://www.isbe.net/Pages/sat-psat.aspx).

Manual Title	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; gives instructions for preparing your school and staff for SAT testing
<i>SAT School Day Standard Testing Manual</i>	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
<i>SAT School Day Accommodated Testing Manual</i>	Used by the SAT proctor; gives instructions for testing students with accommodations in nonstandard testing rooms
<i>PSAT 10 Coordinator Manual</i>	Used by the PSAT 10 test coordinator and proctors; gives instructions for preparing your school and staff for PSAT 10 testing, including scripts for proctors testing students without accommodations and students testing with accommodations
<i>PSAT 8/9 Coordinator Manual</i>	Used by the PSAT 8/9 test coordinator and proctors; gives 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

## Test Materials Orders

Do **not** place orders directly with College Board in the Test Ordering Site for SAT, PSAT 10, or PSAT 8/9 spring materials. College Board will determine your test 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 data in ISBE's Student Information System (SIS). For specific details, please visit [www.isbe.net/Documents/SAT-PSAT-general-timeline-2020.pdf](http://www.isbe.net/Documents/SAT-PSAT-general-timeline-2020.pdf)
- The number of students and the types of approved accommodations requests entered for eligible grade levels via College Board's SSD Online system by the accommodations and support request deadline.

For the spring 2020 administration, ISBE will preidentify all eligible students for the SAT, PSAT 10, or PSAT 8/9. The pre-ID file creates the following:

- The order of all standard test materials that will be sent to schools
- Pre-ID labels that will be sent to schools to be affixed to students' answer sheets

ISBE submits two pre-ID files for each spring administration date to College Board. The first file is based on January SAT, PSAT 10, and PSAT 8/9 pre-ID data, which will create the order for standard test materials and pre-ID labels. Only [established test sites](#) 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 enrolled in your school and listed on the SAT, PSAT 10, or PSAT 8/9 pre-ID when ISBE submits the file to College Board in January. If the Testing School listed in the Pre-ID is not an established test site, SIS will adjust this field to the student's Home School. The second file ISBE submits to College Board is based on SAT, PSAT 10, or PSAT 8/9 pre-ID data approximately a week prior to the administration, which will assist in providing the most current student information. The information in this second file will not adjust material orders or impact pre-ID labels.

Pre-ID labels must be affixed in the designated area on answer sheets. The labels provide an important verification for the student provided information on the answer sheets. Because

Illinois uses the SAT, PSAT 10, and 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 test day, 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 ISBE submits the Pre-ID data to College Board in January are still expected to test, but they will not have a pre-ID label. Always keep SIS enrollments up to date. The SAT Pre-ID deadline for schools testing in March is January 15, 2020. The SAT Pre-ID deadline for schools testing in April and for all PSAT 10 and PSAT 8/9 testing is January 31, 2020.

## Notes

- A small overage of standard test materials will be sent for students who may have enrolled in your school after the initial file is submitted 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 the name of the assessment (i.e., SAT, PSAT 10, PSAT 8/9), the label should be applied to the correct assessment's answer sheet, and the student should grid their correct information. For example, if a student's label indicates PSAT 10, however the student has now been promoted to grade 11 and will be taking the SAT, please use their PSAT 10 label on an SAT answer sheet and have the student grid their correct grade level when requested. Update ISBE's SIS with current information as needed.
- **Important:** After the primary test date, you'll be asked to report the number of students eligible to participate in SAT, PSAT 10, and PSAT 8/9 makeup testing. Test material orders for the makeup administration for all three assessments will be based on your response. In 2019–20, new test books must be used for PSAT 10 and PSAT 8/9 makeup testing and will only be shipped based on your response to the makeup survey.
- Keep administration manuals and unused answer sheets for students who will test on the makeup test date.

Use the following as guidance on the implication for labels and test materials, depending on a student’s enrollment date. (Refer to [this flow chart](#) to confirm testing requirements for grades 11 and 12.)

Scenario	Student Registration	Test Materials Implications
Grade 9, 10, 11, or 12 (as required) student is enrolled in SIS as of the applicable January Pre-ID deadline	Student will be included in the registration file submitted by ISBE. The student must still grid all required fields on the answer sheet for verification purposes.	Standard test 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 is <b>not</b> enrolled in SIS as of the applicable January pre-ID deadline but is enrolled prior to test day	The student must grid all required fields on the answer sheet.	The student will use the overage standard test materials sent to each school, if available. The student will <b>not</b> have a pre-ID label available for the answer sheet. If overage standard test materials are not available, contact College Board immediately to acquire additional materials. If College Board determines materials cannot arrive at your school in time for testing on the primary test date, the student will take the SAT, PSAT 10, or PSAT 8/9 on the makeup test date and should be included in your school’s makeup material submission.
Grade 9, 10, 11, or 12 (as required) student is enrolled in SIS as of the applicable January Pre-ID deadline but changes grade level prior to testing	The student will be included in the registration file submitted by ISBE. The student must still grid all required fields on the answer sheet for verification purposes.	The student will use the overage standard test materials sent to each school, if available. The student will have a pre-ID label for the answer sheet with the grade level and corresponding test name as it was captured in January. This label <b>may still be used</b> on the answer sheet of the different grade level test the student will actually take on test day. 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 corner of the label. If overage standard test materials are not available, contact College Board immediately to acquire additional materials. If College Board determines materials cannot arrive at your school in time for testing on the primary test date, the student will take the SAT, PSAT 10, or PSAT 8/9 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

Only students with disabilities (i.e., documented in an Individualized Education Program [IEP] or 504 Plan) and those who are English learners (ELs) are eligible to receive certain accommodations and supports for state accountability testing. Requests for accommodations must be submitted by the designated SSD coordinator in College Board’s SSD Online system, for all three assessments: SAT, PSAT 10, and PSAT 8/9. 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 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

SAA's will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs. The window to request SAA's opens January 14, 2020. SAT SAA requests for schools administering the SAT in March must be submitted by February 4, 2020. SAT SAA requests for schools testing in April and all PSAT 10 and PSAT 8/9 SAA requests must be submitted by February 24, 2020.

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 and must be requested for each assessment year
Result in a score that is reportable to colleges and scholarship programs	Result in a score for the student and the school but 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 rooms separate from the standard rooms.	Must be administered in separate testing room(s)
For SAT, PSAT 10, and PSAT 8/9, meant for students with disabilities documented in an IEP or 504 Plan	For SAT, PSAT 10, and PSAT 8/9, meant for students who require state-specific accommodations (e.g., EL students and students with disabilities documented in an IEP or 504 Plan who may not be approved for accommodations by College Board)
Depending on the accommodation, the student will test either on the primary test day or in the accommodated 2-week testing window.	May test in the accommodated 2-week testing window
Request deadline for March SAT testing is February 4, 2020.	Request deadline for March SAT testing is February 4, 2020.
Request deadline for April SAT, PSAT 10, and PSAT 8/9 testing is February 24, 2020.	Request deadline for April SAT, PSAT 10, and PSAT 8/9 testing is February 24, 2020

**Note:** EL students may receive 50% extended time if requested in SSD Online; if 50% extended time is used with no other SAA, scores result in a score that is reportable to colleges and scholarship programs.

Certain accommodations, such as large-print test books, require students to test on the primary test day. Other accommodations allow the school staff 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 an 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(s) in determining testing rooms and staff needed for administering the SAT, PSAT 10, and PSAT 8/9 with accommodations. Test 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 test materials, as needed.

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

The manuals 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 Duration		
	Day 1 (Including Breaks)	Day 2 (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 (streaming in spring 2020)	4 hours, 20 minutes	4 hours, 37 minutes

  

PSAT 10 Duration		
	Day 1 (Including Breaks)	Day 2 (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 (streaming in spring 2020)	4 hours, 10 minutes	2 hours, 30 minutes

## PSAT 8/9 Duration

	Day 1 (Including Breaks)	Day 2 (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 (streaming in spring 2020)	3 hours, 50 minutes	2 hours, 10 minutes

## English Learner (EL) Supports

English learners may utilize EL supports for the spring 2020 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 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 includes approximately 100 glossaries for spring 2020.
- Use of the glossary does **not** require an approval by College Board.
- The approved list will be available at [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).

Use of translated test directions:

- Translated test directions are available in PDF format. Schools must print the directions for students. No printed test directions will come with test materials.
- Directions are available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. College Board will also support on the fly translations of directions by district-approved translators.
- Use of translated test directions does **not** require an approval by College Board.
- Translations will be available in February 2020 to print at [www.isbe.net/Pages/sat-psat.aspx](http://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 through the English Learner Supports dashboard. School staff may request 50% extended time for ELs starting on January 14, 2020. Students will be approved automatically, and no supporting documentation is required. This support must be requested for each administration cycle.
- 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 require different timing or breaks are being administered.

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## Planning for Test Materials Shipments

Test materials for spring 2020 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	<ul style="list-style-type: none"><li>Sample copies of each manual:<ul style="list-style-type: none"><li><i>SAT School Day Coordinator Manual</i></li><li><i>SAT School Day Standard Testing Manual</i></li><li><i>SAT School Day Accommodated Testing Manual</i></li><li><i>PSAT 10 Coordinator Manual</i></li><li><i>PSAT 8/9 Coordinator Manual</i></li></ul></li><li>Irregularity Report (IR) sample</li><li>Posters</li><li>Test Materials Diagrams</li></ul>
Preadministration Materials	3 weeks prior to test day	<ul style="list-style-type: none"><li>SAT School Day, PSAT 10, and PSAT 8/9 <i>Student Guides</i></li><li>All manuals to support testing (preadministration instructions are included in the manuals)</li><li>Answer sheets</li><li>Answer sheet instruction booklets for students</li></ul>
Pre-ID Labels	3 weeks prior to test day	<ul style="list-style-type: none"><li>Pre-ID labels to be placed on answer sheets</li></ul>
Test Materials	1 week prior to test day (adjusted for spring breaks)	<ul style="list-style-type: none"><li>Test books</li><li>Answer sheet return envelopes/boxes</li><li>Test book return labels</li></ul>

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## Preadministration Session

The answer sheets for SAT School Day and PSAT 10 allow students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their four free score sends (SAT only). In addition, students, with parental consent, may opt in to the free, voluntary Student Search Service and complete the optional student questionnaire.

A preadministration session should be scheduled ahead of the test day to complete the demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes for the SAT and the PSAT 10 (if all information, including the optional questionnaire is being completed) 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*, *PSAT 10 Student Guide*, or *PSAT 8/9 Student Guide* to each student. 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, College Board terms and conditions, and details about the Student Search Service.

**New for spring 2020:** School staff should collect consent from parents for students who wish to opt in to Student Search Service and complete the optional questionnaire.

- Consent is required only to opt in to Student Search Service and complete the optional questionnaire. Students can still take the SAT and PSAT 10 without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
- If a parent does not return a consent form, the school should assume the student/parent **did not** consent to opting in to Student Search Service or answering the optional student questionnaire.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive. Allow enough time for students to review the SAT, PSAT 10, or PSAT 8/9 *Student Guide* with their parents. When planning for the SAT and PSAT 10 preadministration sessions, we recommend dividing up students between those who have consent for Student Search Service and optional questionnaire and those who do not. **New for spring 2020**, the SAT and PSAT 10 preadministration scripts will provide guidance on how to conduct the preadministration session based on parental consent.

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## Coordinator Checklist

Below 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 posted deadlines.

### October–January

Mark when Complete	Activity
<input type="checkbox"/>	Ensure enrollment information in SIS is accurate and up to date.
<input type="checkbox"/>	Create College Board professional account, if needed.
<input type="checkbox"/>	Submit off-site testing plans, if necessary. Off-site testing plans must be submitted by Friday, December 20, 2019.
<input type="checkbox"/>	Participate in webinars and trainings.
<input type="checkbox"/>	Receive confirmation of Attending Institution (AI) Code.
<input type="checkbox"/>	Begin submitting College Board–approved accommodations requests.
<input type="checkbox"/>	Request state-allowed accommodations and 50% extended time for English learners starting January 14, 2020.
<input type="checkbox"/>	Verify SAT, PSAT 10, and PSAT 8/9 Pre-ID data in SIS for ISBE submission to College Board (review student information and Testing School).  Deadline: January 15, 2020 (March SAT administration) or January 31, 2020 (April SAT, PSAT 10, and PSAT 8/9 administration)

### February

Mark when Complete	Activity
<input type="checkbox"/>	Ensure enrollment information in SIS is accurate and up to date.
<input type="checkbox"/>	Begin working with the principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Identify and train proctors and room and hall monitors.
<input type="checkbox"/>	Receive Coordinator Planning Kit(s).
<input type="checkbox"/>	Read and review testing manuals for information on managing test administration.
<input type="checkbox"/>	Continue to submit College Board–approved accommodations requests.  Deadline: February 4, 2020 (March SAT administration) or February 24, 2020 (April SAT, PSAT 10, and PSAT 8/9 administration)
<input type="checkbox"/>	Continue to request state-allowed accommodations and 50% extended time for English learners.  Deadline: February 4, 2020 (March SAT administration) or February 24, 2020 (April SAT, PSAT 10, and PSAT 8/9 administration)

## February/March\*

Mark when Complete	Activity
<input type="checkbox"/>	Ensure enrollment information in SIS is accurate and up to date.
<input type="checkbox"/>	Receive preadministration and pre-ID label shipment(s).
<input type="checkbox"/>	Schedule preadministration session(s) with students.
<input type="checkbox"/>	Create rosters for use on test day; update as necessary. <i>NOTE: The SAT, PSAT 10, and PSAT 8/9 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.</i>
<input type="checkbox"/>	Finalize room and staff assignments.
<input type="checkbox"/>	Submit late College Board–approved accommodations requests; limited to newly enrolled students or students with newly identified disabilities.  Deadline: February 17, 2020 (March SAT administration) or March 6, 2020 (April SAT, PSAT 10, and PSAT 8/9 administration)
<input type="checkbox"/>	Continue to request state-allowed accommodations and 50% extended time for English learners.  Deadline: February 4, 2020 (March SAT administration) or February 24, 2020 (April SAT, PSAT 10, and PSAT 8/9 administration)

\*Timeline will vary based on selected SAT primary test date.

## March/April\*

Mark when Complete	Activity
<input type="checkbox"/>	Ensure enrollment information in SIS is accurate and up to date.
<input type="checkbox"/>	Receive test materials.
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.
<input type="checkbox"/>	Update rosters, if necessary.
<input type="checkbox"/>	Print translated test directions and review word-for-word bilingual glossary guidelines, as necessary.
<input type="checkbox"/>	Order SAT, PSAT 10, and PSAT 8/9 makeup materials as soon as possible but no later than two days after the primary test date.
<input type="checkbox"/>	Return used answer sheets and all required test materials, including all test books for SAT, PSAT 10, and PSAT 8/9.  Deadline: May 1, 2020

\*Timeline will vary based on selected SAT primary test date.