

## ILLINOIS

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# Coordinator Implementation Handbook

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

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## General Information for 2021

Our top priority is the health and safety of students and educators. As the covid-19 pandemic continues to evolve, we will monitor the situation and provide any necessary updates as spring test dates draw nearer. Please continue to check the Illinois State Board of Education (ISBE) [covid-19 website](#) and ISBE's [Weekly Message](#) for updates as they become available.

As part of its statewide accountability testing program, 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-provided 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).

Beginning in spring 2019, every public school student in grade 10 is assessed with the PSAT 10, and every public school student in grade 9 is assessed with the PSAT 8/9, unless the student will be assessed with the grade 10 or 9 DLM-AA instead.

This implementation handbook applies to the administration of the ISBE-provided SAT School Day, PSAT 10, and PSAT 8/9 for spring 2021 only.

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### Established Test Dates for SAT with Essay

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<b>Primary Test Date</b>	Tuesday, April 13, 2021
<b>Accommodated Testing Window</b>	April 13–27, 2021
<b>Makeup Test Date</b>	Tuesday, April 27, 2021
<b>May Makeup Test Date*</b>	Tuesday May 18, 2021

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*\*Updated 12/18/20*

Schools should plan to administer SAT with Essay to all eligible students on the April 13, 2021, primary test date. The April 27, 2021, makeup date should be used to test any students who did not test on April 13, 2021. In order to provide additional flexibility and promote staff and student safety during the spring 2021 administration of SAT with Essay, ISBE and College Board are offering one additional makeup test date that will take place on Tuesday, May 18, 2021. For any students who were unable to test on any April administration date, Test Coordinators should submit a request for makeup materials for the May 18, 2021, test date.

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### Established Test Dates for PSAT 10 and PSAT 8/9

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<b>Testing Window**</b>	April 13–23, 2021
<b>Accommodated Testing Window</b>	April 13–23, 2021

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*\*\*Updated 12/01/20*

An expanded testing window will provide flexibility and promote staff and student safety during the spring 2021 administration of PSAT 10 and PSAT 8/9. This flexibility will allow test materials sent for primary PSAT 10 and PSAT 8/9 testing to be used exclusively, and no separate makeup test books will need to be ordered for PSAT 10 and PSAT 8/9. Please note that PSAT 10 and PSAT 8/9 makeup testing may not occur on April 27, 2021, as was communicated previously. All PSAT 10 and PSAT 8/9 test books must be returned after testing is completed.

#### **For planning purposes, ISBE is providing the following guidance for PSAT 10 and PSAT 8/9:**

- Schools should plan to administer PSAT 10 and PSAT 8/9 as early in the testing window as possible.
- Schools are encouraged to administer PSAT 10 and PSAT 8/9 to as many students as possible in a single administration.
  - If choosing more than one PSAT 10 test date, the test dates should be consecutive (e.g., student in homerooms 1-4 on 04/19/21 and students in homerooms 5-8 on 04/20/21).
  - If choosing more than one PSAT 8/9 test date, the test dates should be consecutive (e.g., last names A-H on 04/14/21, last names I-Q on 04/15/21, and last names R-Z on 04/16/21).
- When a student is absent or unable to test on the chosen test date(s), the school is encouraged to test that student as soon as possible within the testing window.
- Unless approved to test with accommodations that allow more than one day of testing, any student must complete PSAT 10 or PSAT 8/9 testing in one day.
- Students may test only once during the PSAT 10 and PSAT 8/9 testing window.

The 2021 established test dates are posted on the ISBE website:  
[www.isbe.net/Documents/State-Assessment-Dates-2020-21.pdf](http://www.isbe.net/Documents/State-Assessment-Dates-2020-21.pdf)

*Added 12/22/20:*

See [Appendix A: Spring Testing Flexibilities](#) at the end of this document for updated information about testing flexibilities for spring 2021.

## 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 and Reminders for 2020-21](#) on page 3
- [Establishing Schools for Testing](#) on page 4
- [Identifying and Preparing Testing Staff](#) on page 5
- [Test Materials Orders](#) on page 7
- [Testing with Accommodations and Supports](#) on page 9
- [Planning for Test Materials Shipments](#) on page 13
- [Preadministration Session](#) on page 13
- [Coordinator Checklist](#) on page 15
- [Appendix A: Spring Testing Flexibilities](#) on page 17

## Contact Information

- Illinois Educator Support Line: Illinois SAT School Day, 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 and Reminders for 2020-21

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

1. For the latest updates to policy, please see [sat.org/covid19](http://sat.org/covid19).
2. You may see certain accommodations referred to in new ways (how they're administered won't change):
  - a. 50% extended time is now "time and one-half (+50%)."
  - b. 100% extended time is now "double time (+100%)."
  - c. Braille graphs and figures is now "raised line drawings."
  - d. Magnifiers and magnifying machines are now "non-electronic magnifying devices" and "electronic magnifying devices," respectively.
  - e. MP3 audio is now "pre-recorded audio (MP3)."
  - f. Large-block answer sheet is now "large-print answer sheet."
  - g. Written copy of oral instructions is now "printed copy of verbal instructions."
3. In addition to using the preadministration session students may also opt in to Student Search Service® and complete the optional questionnaire online. Students can go to [studentsearch.collegeboard.org](http://studentsearch.collegeboard.org) to update their information as well as opt in or out of Student Search using their personal College Board account.
4. Students approved for use of the pre-recorded audio (MP3) accommodation will 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 (via School Day Support) as soon as possible.
5. For PSAT, test book logistics have changed. Schools are required to return all used and unused test books after testing. Late return of answer sheets or test books after testing may delay score reporting for your students.

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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 is inaccurate or incomplete, staff may miss important information.

College Board will use the information provided in the survey to establish each school as a test site for the SAT, PSAT 10, and PSAT 8/9 in spring 2021. 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 the spring 2021 school setup survey was completed, 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 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 January. 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 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 18, 2020**.
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 request in time for test day.

A few things to note about off-site testing:

- Each off-site test coordinator is responsible for ensuring that the test location meets the requirements for test material security, room configuration, seating, and test day staffing as described in the coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.
- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each 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 request (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

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 test forms for the pre-recorded audio (MP3 via streaming) format

**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 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 the 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
Backup test coordinator	Responsible for coordinating the SAT School Day or PSAT-related assessment administration if the regular coordinator is not available	No
Proctor(s)	Responsible for conducting a 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 2020. 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.

## Training

Training is required for all SAT, PSAT 10, and PSAT 8/9 test coordinators. About 6 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 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 December 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 details, please visit [www.isbe.net/Documents/SAT-PSAT-general-timeline-2021.pdf](http://www.isbe.net/Documents/SAT-PSAT-general-timeline-2021.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 2021 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 2 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. Pre-ID data will be collected from SIS in January 2021 to be sent to College Board.

## Notes

- A small overage of standard test materials will be provided 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 makeup testing. Test material orders for the makeup administration of the SAT will be based on your response.
- Keep administration manuals and unused answer sheets for students who will test on the makeup test date.



Use the following table as guidance regarding 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 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 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, on the makeup test date and should be included in your school’s makeup material submission. For PSAT 10 and PSAT 8/9 test the student as soon materials arrive prior to the end of the testing window.
Grade 9, 10, 11, or 12 (as required) student is enrolled in SIS as of the 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 on the makeup date and should be included in your school’s makeup material submission. For PSAT 10 and PSAT 8/9 test the student as soon materials arrive prior to the end of the testing window.

## 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 3 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 staff at 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, staff 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 in mid-January 2021. All SAA requests must be submitted by February 22, 2021.

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; automatically approved.
Some accommodations (e.g., large-print 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 April SAT, PSAT 10, and PSAT 8/9 testing is February 22, 2021.	Request deadline for April SAT, PSAT 10, and PSAT 8/9 testing is February 22, 2021.

**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 the 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<sup>®</sup> 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 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
Time and One-Half (Math only)	4 hours, 58 minutes	Not applicable
Double Extended Time (Math only)	5 hours, 37 minutes	Not applicable
Time and One-Half (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
Double Extended Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Human Reader (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic time and one-half)	3 hours, 24 minutes	2 hours, 50 minutes
Pre-recorded audio (MP3 via streaming)	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
Time and One-Half (Math only)	3 hours, 41 minutes	Not applicable
Double Extended Time (Math only)	4 hours, 15 minutes	Not applicable
Time and One-Half (Reading)	4 hours, 34 minutes	Not applicable
Double Extended Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
Human Reader (automatic time and one-half)	4 hours, 34 minutes	Not applicable
Scribe (automatic time and one-half)	4 hours, 34 minutes	Not applicable
Pre-recorded audio (MP3 via streaming)	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
Time and One-Half (Math only)	3 hours, 15 minutes	Not applicable
Double Extended Time (Math only)	3 hours, 45 minutes	Not applicable
Time and One-Half (Reading)	4 hours, 3 minutes	Not applicable
Double Extended Time (Reading)	3 hours	2 hours, 10 minutes
Human Reader (automatic time and one-half)	4 hours, 3 minutes	Not applicable
Scribe (automatic time and one-half)	4 hours, 3 minutes	Not applicable
Pre-recorded audio (MP3 via streaming)	3 hours, 50 minutes	2 hours, 10 minutes

## English Learner (EL) Supports

English learners may utilize EL supports for the spring 2021 SAT, PSAT 10, and PSAT 8/9 administration. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. 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 dictionary:

- The list includes approximately 100 dictionaries for spring 2021.
- Use of the dictionary 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:

- Are available in PDF format. Schools must print the directions for students. No printed test directions will come with test materials.
- 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.
- Does **not** require College Board approval.
- Translations will be available in February 2021 to print at [www.isbe.net/Pages/sat-psat.aspx](http://www.isbe.net/Pages/sat-psat.aspx).

Use of time and one-half:

- Students will receive time and one-half 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 time and one-half must be identified in SSD Online through the English Learner Supports dashboard. Students will be approved automatically, and no supporting documentation is required. This support must be requested for each administration cycle.
- EL students testing with time and one-half will use the same materials as accommodated students approved for time and one-half 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 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 Student Guides</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 4 free score sends (SAT only). In addition, students, with parental consent, may opt in to the free, voluntary Student Search 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.

School staff should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

- Consent is required only to opt in to Student Search 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 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 and optional questionnaire and those who do not. The SAT and PSAT 10 preadministration scripts provide guidance on how to conduct the preadministration session based on parental consent.

In addition to using the preadministration session, students may also opt in to Student Search and complete the optional questionnaire online at [studentsearch.collegeboard.org](https://studentsearch.collegeboard.org).

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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 requests, if necessary. Off-site requests must be submitted by Friday, December 18, 2020.
<input type="checkbox"/>	Participate in webinars and trainings.
<input type="checkbox"/>	Receive confirmation of AI Code.
<input type="checkbox"/>	Begin submitting College Board–approved accommodations requests.
<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 29, 2021

## 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 22, 2021
<input type="checkbox"/>	Continue to request state-allowed accommodations and time and one-half for English learners. Deadline: February 22, 2021



## 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: March 5, 2021 (April SAT, PSAT 10, and PSAT 8/9 administration)

## April-May

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 dictionary guidelines, as necessary.
<input type="checkbox"/>	Administer the SAT with Essay Primary test on April 13, 2021, and PSAT 10 and PSAT 8/9 between April 13 - 23, 2021.
<input type="checkbox"/>	Order SAT with Essay Makeup tests as soon as possible but no later than April 15, 2021.
<input type="checkbox"/>	Administer SAT with Essay Makeup tests on April 27, 2021.
<input type="checkbox"/>	Return used answer sheets and all required test materials, including all test books for SAT with Essay, PSAT 10, and PSAT 8/9. Deadline: April 29, 2021.
<input type="checkbox"/>	Order SAT with Essay May Makeup tests as soon as possible but no later than April 29, 2021.
<input type="checkbox"/>	Administer the SAT with Essay May Makeup tests on May 18, 2021.
<input type="checkbox"/>	Return used answer sheets and all required test materials, including all test books for SAT with Essay. Deadline: May 20, 2021.

# Appendix A: Spring Testing Flexibilities

Following the standard schedule for all 3 assessments, testing room doors close at 8 a.m. to complete test day administrative activities. College Board recommends school staff begin the test by 8:30 a.m. However, for the spring 2021 SAT with Essay, PSAT 10, and PSAT 8/9, ISBE and College Board will permit Flexible Start Times, which allows schools to start testing earlier and/or later than usual and split their students across multiple testing groups. Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

## Flexible Start Times

**For SAT with Essay, PSAT 10, and PSAT 8/9, schools can start testing earlier and/or later than usual and split their students across multiple testing groups.**

### How can this help my school?

Schools operating under local health guidelines can stagger arrivals and dismissals to be certain they have enough space to meet social distancing requirements.

### What else do I need to know?

All requirements for timing and breaks still apply, and all testing must be completed within the same school day (unless students are approved for a multiday testing accommodation). Local health and safety guidelines may require that only a limited number of students may access the restroom or hallways at the same time. In such cases, you may elect to double the time of scheduled breaks (including accommodated breaks) to ensure that students can access the restroom or hallway in an orderly fashion. Hall monitors should help ensure that students don't share any test content if they leave the room and that students reenter their assigned testing rooms in a safe manner.

### Important reminders:

- For SAT with Essay, all testing must start before the first group to test completes testing; that is, no group of students can begin testing after another group has completed the test.
- Breaking for lunch is not allowed during testing unless a student is testing with extended time accommodations.

- Schools can use flexible start times when testing groups of students taking the same assessment or taking different assessments. (For example, if administering both SAT with Essay and PSAT 10, the group of SAT with Essay testers could begin first, with PSAT 10 testers starting at a later time.)

### Additional tips:

- Consider multiday test takers and students with extended time when assigning test groups. College Board recommends assigning students testing with extended time to the earliest testing group.
- Work with school administrators to keep track of bus schedules and when students will arrive at school for testing. This will affect testing group assignments.
- Plan for any necessary changes to attendance-taking procedures for early and late testing groups.
- Assign rooms for separate testing groups in different areas of the school building to limit contact between students.
- Allow students to consume snacks and drinks while standing behind their desks (away from test materials). Snacks and drinks must still be stored under desks during testing.
- Be aware of staff schedules while planning. Overlapping groups will require additional proctors and test staff relative to regular testing. Consider assigning proctors to help with other duties when they're not testing their own groups.

## Examples of Flexible Start Times when administering SAT with Essay and PSAT 10

Group A Time	Group B Time	Task
6:45 a.m.	8:45 a.m.	Staff reporting time and facility preparation.
7 a.m.	9 a.m.	Review staff assignments and room assignments. Distribute materials to staff, including Testing Room Materials Report forms.
7:15 a.m.	9:15 a.m.	Staff report to their rooms and prepare for student arrival.
7:30 a.m.	9:30 a.m.	Students report to the designated assembly area.
7:45–8 a.m.	9:45–10 a.m.	Admit students to assigned testing rooms and collect electronic devices (if applicable).
8 a.m.	10 a.m.	Close testing room doors.
8–8:30 a.m.	10–10:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	10:30 a.m.	Begin testing.
11:25 a.m.	1:25 p.m.	Testing ends for standard timing of the PSAT 10.
12:55 p.m.	2:55 p.m.	Testing ends for standard timing of the SAT with Essay.

## Examples of three administration testing plans for SAT with Essay including the May Makeup Test Date

	School A (250 students)	School B (250 students)	School C (250 students)
<b>Tuesday, April 13, 2021</b>	All 250 students test	125 Students test	100 students test
<b>Tuesday, April 27, 2021</b>	Makeup testing only	125 Students test	100 students test (in addition to makeup testing)
<b>Tuesday, May 18, 2021</b>	Makeup testing only	Makeup testing only	50 students test* (in addition to makeup testing)

\*The 50 students testing on May 18 won't have a makeup option.