

Illinois SAT Test Supervisor Implementation Handbook

This handbook will help prepare SAT[®] School Day test supervisors for the Illinois-provided SAT in spring 2018.

General Information for 2018

The Illinois State Board of Education (ISBE) is providing the SAT with Essay for all grade 11 public school students (including those served at non-public facilities). All students considered to be grade 11 according to state guidelines are required to participate in the SAT as the statewide accountability test, unless they otherwise qualify for the alternate assessment (i.e., DLM-AA).

SAT School Day Administration	
Primary Test Date	April 10, 2018
Accommodated Testing Window	April 10-24, 2018
Makeup Test Date	April 24, 2018

Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must start testing no later than 9:00 a.m. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations as well as in the accommodated testing window. For consideration and approval to start earlier or later than these times, schools should contact the SAT School Day hotline.

Using this Guide

This guide provides information about key activities required to prepare for your SAT administration. The topics covered include:

- Updates for 2017-18
- Establishing Schools for Testing
- Identifying and Preparing Test Staff
- Ordering Materials
- Accommodations and English Learner (EL) Supports
- Planning for Material Shipments
- Preadministration Session
- Glossary
- SAT Test Supervisor Checklist

Information included in the SAT School Day Supervisor Manuals:

- Preparing for Test Day, Test Day Procedures
- Returning Materials, Preparing for Makeup Test Day
- Makeup Test Day, Returning Makeup Materials

Who to Contact for Assistance

- **Customer Service:** Illinois SAT Customer Support is available at (844) 688-9995 or email illinoisadministratorsupport@collegeboard.org.
- **ISBE Division of Assessment and Accountability:** For policy questions, contact (866) 317-6034 or email assessment@isbe.net.
- **ISBE SAT Website:** Information about the SAT administration can be found at www.isbe.net/Pages/SAT.aspx.

Updates for 2017–18

The College Board is planning a number of improvements for this school year. Enhancements are intended to make the administration easier for students and for schools:

Easier for Students

- Students are not required to supply a photo ID unless they're unknown to the testing staff or are testing at a location other than their school.

Easier for Schools

- The Educational Testing Services (ETS) online attendance roster has been discontinued. Schools will create local rosters to use for attendance on test day. The SAT Pre-ID file in ISBE's Student Information System (SIS) contains the most up-to-date roster of students because it adjusts in real time as students are exited from and enrolled in SIS. Please note that some students on the SAT Pre-ID may not be required to test (e.g., those who will be identified as medically exempt, homeschooled students who are not instructed in ELA or math by the home school).
- The use of SAT admission tickets and test day paper registration forms has been discontinued. Schools will continue to receive pre-ID labels to be placed on student answer sheets during a preadministration session. Pre-ID labels will be printed and mailed only for students in the SAT Pre-ID file as of January 26, 2018.
- The Student Data Questionnaire (SDQ) and answer sheet for the SAT have been combined for less paperwork.
- The Nonstandard Administration Report (NAR) for SAT has been enhanced this year to include all students with disabilities, indicating which test format and duration of test the student will take. The NAR will state which color test book the student must use, whether the student tests over one day or two days, and whether the student can be scheduled in the accommodated testing window.
- The accommodated pink SAT test books have been eliminated. Students who were previously designated to use pink test books will now use purple test books.
- The use of test center numbers has been eliminated except for off-site locations. Schools will use the six-digit AI (attending institution) code (also known as school code) as the primary number for reporting purposes.
- The SAT test supervisor will be the main point of contact for SAT. All standard and accommodated SAT materials will be addressed to the SAT test supervisor. SAT test supervisors are also responsible for returning all materials.

Establishing Schools for Testing

College Board sent an email with a link to a survey to principals in mid-October 2017. The purpose of this survey was to collect important information about each school for the upcoming administration. If the survey information collected was inaccurate or incomplete, schools may miss important information.

The College Board used the information provided in the survey to establish each school as an SAT test center. An email confirming a school's six-digit attending institution (AI) code was sent to the test supervisor. Serving schools (e.g., IL School for the Visually Impaired) were invited, but not required, to establish as an SAT test center. Home and serving school staff should work closely to determine the appropriate testing location for each student. Home districts/schools are responsible for ensuring that all enrolled grade 11 students are tested, regardless of their placement.

Schools must establish as a test center each year. If you are unsure whether your school completed the school set up survey, please confirm with your principal. The list of established schools can also be found on the ISBE SAT website (https://www.isbe.net/Documents/SAT_Test_Centers_2018.pdf).

AI (Attending Institution) Code

All participating schools will need a valid six-digit AI code. This is also known as the College Entrance Examination Board (CEEB) code. For those that participated in previous College Board assessments, your AI code will not change. Most test supervisors received email confirmation of their school's AI code in December 2017. Emails will continue to be sent to test supervisors as College Board completes the set up activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

Test Center Code

The use of a five-digit test center code has been discontinued for most schools. Test center codes will still be used if a district needs to utilize off-site testing locations.

Unique Testing Situations

Off-Site Testing

Most schools will use their school building as the test location. However, if more space is needed or if a student is transferred to a non-established school due to a safety concern, established schools can request an off-site testing location. These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. The deadline for requesting off-site locations was December 15, 2017. If you missed the deadline or require late consideration due to recent circumstances at your school, please email illinoisadministratorsupport@collegeboard.org.

The College Board will work with SAT test supervisors requesting off-site testing locations to ensure the location meets requirements. If necessary, the College Board will contact SAT test supervisors to make recommendations to improve security or 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.

Once approved, an email will be sent to the SAT test supervisor communicating the approval and providing the site-specific five-digit SAT test center code(s).

Expelled Students

If a student is expelled and not allowed at school to take the SAT, the school can submit an off-site testing plan (see above) to test this student at another location, such as a district office. Submit the request as soon as possible.

Identifying and Preparing Test Staff

Creating a College Board Professional Account

A College Board Professional Account provides access to a variety of College Board tools and services. The SAT test supervisor and the SSD coordinator must have a College Board Professional Account in order to access certain tools for the administration. To create an account, go to collegeboard.org, click “Sign Up” and follow the instructions to create an account. An educator needs to create an account only once.

To access College Board tools and services, an account needs to be granted access to the tool. Using the College Board Professional Account Dashboard, an educator can request access or find directions to gain access to specific tools and services. In most cases, an access code will be provided one time to provide an account with access. For the Illinois SAT implementation, educators will need access to the following tools and services:

Test Day Staff	Tools and Services
SAT Test Supervisor	Test Day Training: Access to training; K-12 Reporting Portal: For access to detailed roster report
Backup Supervisor(s)	Test Day Training: Access to training
Associate Supervisor(s)	Test Day Training: Access to training
SSD Coordinator(s)	Test Day Training: Access to training; SSD Online: Required to submit requests for accommodations and make changes to existing approved accommodations for students and to print the NAR.

Identification of Testing Staff

Staff members, including SAT test supervisors can be selected if:

- A member of their household or child is not taking the SAT at any testing site on the same test date.
- They have not taken the SAT within 180 days of the school day administration.
- They are not engaged in any paid, private SAT test preparation. This does not include teaching course content and test familiarization as part of the regular school course work.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an SAT test supervisor, a Backup SAT test supervisor, an SSD coordinator, associate supervisors for each testing room, and necessary room proctors and hall proctors. The College Board will not collect contact information for associate supervisors or proctors.

Although the SAT test supervisor is responsible for coordinating the administration for all students, the SAT test supervisor and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Role	Responsibility	Identify to College Board?
SAT Test Supervisor	Responsible for coordinating the SAT administration for all students	Yes
Backup SAT Test Supervisor	Responsible for coordinating the SAT administration if the SAT test supervisor is not available	Yes
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test supervisor to coordinate SAT for students with disabilities	Yes
Associate Supervisor	Responsible for conducting a secure, valid administration in the testing room	No
Room Proctors	Responsible for assisting the associate supervisor with activities and monitoring students in the testing room	No
Hall Proctors	Responsible for monitoring the hallways on test day	No

The contact information for the SAT test supervisor, Backup SAT test supervisor, and SSD coordinator was collected in the establishment survey sent by College Board in October. Staff members may serve multiple roles, if necessary.

If the contact information for the SAT test supervisor, Backup SAT test supervisor, or SSD coordinator changes, please contact Illinois SAT Customer Support at (844) 688-9995 or email illinoisadministratorsupport@collegeboard.org

Training

Training is required for all SAT test supervisors. Typically, SAT test supervisors who have already completed training are not required to do so again; however due to the number of changes to SAT for 2018, **all SAT test supervisors are required to complete the training again.** A link will be sent to SAT test supervisors at the end of January to access the training. The link can be shared with other test day staff, such as the SSD coordinator and Associate supervisors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT test supervisor. Schools determine the best way to train other test day staff.

The College Board provides other training via optional webinars to help SAT test supervisors and SSD coordinators prepare for implementation.

Date	Time	Title	View/Register
November 14, 2017	Not applicable	SAT Overview Webinar	View recorded link
November 14, 2017	Not applicable	SAT Accommodations Webinar	View recorded link
February 1, 2018	Not applicable	SAT Accommodations Q&A	View recorded link
March 5, 2018	10:00 – 11:00 a.m.	Rosters and Preadministration Webinar	Register

Manuals

Copies of each manual will be sent to the SAT test supervisor the week of February 19, 2018, as part of the SAT test supervisor’s planning kit. Additional manuals will be shipped with test materials the week of April 2, 2018. All manuals are available online at www.isbe.net/Pages/SAT.aspx.

Manual Title	What’s Inside
SAT School Day Supervisor Manual	Used by the SAT test supervisor and gives complete instructions for preparing your school and staff for SAT testing
SAT School Day Standard Testing Manual	Used by the associate supervisor and gives instructions for testing students who are testing without accommodations, and students testing with accommodations that may be administered in the standard testing room
SAT School Day Accommodated Testing Manual	Used by the associate supervisor and gives instructions for testing students with accommodations in nonstandard testing rooms

Ordering Materials

Do NOT place orders directly with College Board in the Test Ordering Site for SAT spring materials for the primary test day. The College Board will determine your material order for SAT based on:

- The number of students included in the bulk registration file submitted by ISBE, based on January 26, 2018, data in the SAT Pre-ID file.
- The number of students and the types of approved accommodations via College Board's SSD Online System.

For the spring 2017-18 administration, ISBE will pre-identify all eligible students for SAT using the College Board Bulk Registration Tool. The bulk registration file helps report accurate student accounting back to ISBE and creates the following:

- The order for any standard testing materials that will be sent to the schools
- Pre-ID labels that will be sent to schools to be affixed to students' answer sheets

ISBE submits two files to College Board. The first file is based on January 26, 2018, SAT Pre-ID data, which will create the order for test materials and pre-ID labels. Only RCDTS codes of established schools should be used in the "Testing RCDTS" field of the SAT Pre-ID. The second file is based on April 3, 2018, SAT Pre-ID data, which will assist in providing the most recent student information. Pre-ID labels will be printed only for students submitted in the January 26, 2018, file.

The pre-ID labels must be affixed to the answer sheet in the designated area. The labels provide an important verification for the student-provided information on the answer sheet. States that utilize the SAT for accountability purposes must have students bubble in the information in addition to including the pre-ID label. If a student does not have a pre-ID label, it is imperative that the information gridded on the answer sheet is complete and accurate and matches data contained in ISBE's SIS.

Until April 10, 2018, SAT Pre-ID data will adjust in real time as students are exited from and enrolled in SIS. If needed, contact the SIS Helpdesk at 217-558-3600, option 3 for assistance in accessing SAT Pre-ID data. Grade 11 students who enroll after January 26, 2018, are still expected to test, but they will not have a pre-ID label. Please keep SIS enrollments up-to-date at all times.

Notes

- A small overage of testing materials will be sent for students who may have enrolled in your school after the initial file is uploaded by ISBE.
- There are no paper registration forms in 2018. If a pre-ID label is not provided for a student, that student must complete the information on his or her answer sheet to be registered for the administration.

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

Scenario	Registration	Implications
Grade 11 student enrolled as of 01/26/18	Will be included in first registration file submitted by ISBE on 01/26/18	Materials will be sent for the student, and the school will receive a pre-ID label for the student's answer sheet.
Grade 11 student enrolled after 01/26/18 but by 4/03/18	Will be included in second registration file submitted by ISBE on 04/03/18	The student will use the overage materials sent to each school, if available. The school will NOT receive a pre-ID label for the answer sheet. If overage materials are not available, contact 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.

Scenario	Registration	Implications
Grade 11 student enrolled after 04/03/18	Will not be submitted in any registration file. Registration will be created using the student gridded information on the answer sheet.	The student will use the overage materials sent to each school, if available. The school will NOT receive a pre-ID label for the answer sheet. If overage materials are not available, contact 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.

Accommodations and English Learner (EL) Supports

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

When requests are submitted, students can receive approval for College Board-approved accommodations, which result in a college and scholarship reportable score or State-Allowed accommodations (SAAs), which result in a score for the student, but these scores are not reportable to colleges or scholarship programs.

Certain accommodations require a student to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window.

Once approved, students remain approved for College Board-approved accommodations for all other College Board assessments, including AP exams. If a student's IEP or 504 Plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

College Board-Approved Accommodations	State-Allowed Accommodations (SAA)
Once approved, can be used for all College Board assessments	Available only for ISBE-provided SAT
Result in a score that is reportable for college and scholarship programs	Result in a score for the student and the school, but score is not reportable to colleges or scholarship programs
Requested in SSD Online, goes through a review process	Requested in SSD Online and are approved automatically
Can be considered standard or nonstandard Standard accommodations (e.g., large block answer sheet, magnifier) can be administered in the standard testing room. Nonstandard accommodations (e.g., extended time, braille) must be administered in rooms separately from the standard rooms.	Are only considered nonstandard and must be administered in a separate testing room(s)
Meant for students with documented disabilities that need accommodations for use on the SAT	Meant for students who require state-specific accommodations (e.g., EL students) and for students with disabilities who may not be approved for College Board-approved accommodations
Depending on the accommodation, will either test on the primary test day or in the two-week accommodated testing window	Can test in the accommodated testing window
Deadline to apply is February 19, 2018 Late request deadline is March 5, 2018 (see below)	Deadline to apply is March 5, 2018

Late Request Deadline for College Board-Approved Accommodations

For students who transfer into a school after the accommodations request deadline, submit a request in SSD Online as soon as possible. College Board will review College Board-approved accommodations requests after the request deadline of February 19, 2018, for the following scenarios:

- Students who are newly enrolled at the school
- Students who are newly classified as grade 11
- Students who have a newly identified disability.

The late accommodations request deadline to support students in these scenarios is March 5, 2018.

For situations arising after March 5, 2018, but before April 10, 2018, submit the accommodations request in SSD Online and call 844-688-9995 and press option 1 for educators then option 3 for the SSD office.

Coordinating 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 Nonstandard Administration Report (NAR) and assists the SAT test supervisor in determining testing rooms and staff needed for administering the SAT with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window are shipped to the SAT test supervisor; however, the SSD coordinator can assist in inventorying and ensuring the secure storage of test materials, as needed.

Administering the SAT with Accommodations

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

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

English Learner (EL) Supports

English learners taking the state-provided SAT during the school day will have access to translated test directions and word-for-word bilingual glossaries. The languages supported in 2018 with translated test directions (new languages are in bold) include: **Albanian**, Arabic, **Bengali**, Chinese/Mandarin, **Gujarati**, Haitian Creole, **Hindi**, Polish, Portuguese, Russian, Spanish, **Urdu**, and Vietnamese. In addition to the languages supported with translated test directions, the following additional languages will be supported through word-for-word bilingual glossaries: Bosnian, French, Somali, Italian, Cambodian (Khmer), Burmese, German, Hmong, Japanese, Korean, Nepali, Punjabi, Romanian, and Swahili.

The use of EL supports does not require an approval or request in SSD Online. When only EL supports are used, resulting scores are college and scholarship reportable. Please note that EL supports are not available when taken on a national, weekend administration of the SAT.

Schools will be required to print the necessary translations. The list of approved word-for-word bilingual glossaries is available on the ISBE SAT website (www.isbe.net/Pages/SAT.aspx).

Planning for Material Shipments

All materials for spring 2018 testing will be addressed to the SAT test supervisor. Note that each shipment may have multiple boxes.

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
SAT Supervisor's Planning Kit	Week of February 19, 2018	<ul style="list-style-type: none">Sample copies of each manual:<ul style="list-style-type: none"><i>SAT School Day Supervisor Manual (2)</i><i>SAT School Day Standard Testing Manual (10)</i><i>SAT School Day Accommodated Testing Manual (4)</i>Supervisor's Irregularity Report (SIR) samplePostersTest Materials Matrix
Preadministration Materials	Mid-March 2018	<ul style="list-style-type: none">SAT Student GuidesAll manuals to support testing (preadministration instructions are included in the manuals)Answer sheetsAnswer sheet instruction booklets for students
Pre-ID Labels	Mid-March 2018	<ul style="list-style-type: none">Pre-ID labels to be placed on answer sheets
Test Materials	Week of April 2, 2018	<ul style="list-style-type: none">Test booksExtra answer sheetsAnswer sheet return envelopes/boxesTest book return labels

Preadministration Session

The SAT answer sheet and the student data questionnaire (SDQ) have been combined for 2018. The answer sheet for SAT allows students to provide information about themselves, their high school experiences, plans for college, and to request their four free score sends. A preadministration session should be scheduled ahead of the test day to complete these portions of the answer sheet. This session is estimated to last approximately 45–60 minutes. More information about administering the preadministration session is included in the *SAT School Day Supervisor Manual*.

Prior to the preadministration session, distribute an SAT School Day Student Guide to each student. The SAT School Day Student Guide provides information to students about the features of the SAT, what the SAT measures, how the SAT is scored, resources to help students prepare, sample questions, College Board programs, College Board terms and conditions, and details about the Student Search Service.

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

Glossary

Attending Institution (AI) Code: A six-digit code that identifies an attending institution. Each attending institution has a unique AI code. This code is sometimes referred to as a College Entrance Examination Board (CEEB) code or a school code.

Bulk Registration: The process a state uses to submit a file to pre-identify test takers.

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

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

Nonstandard Administration Report (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations for which students are approved.

Pre-ID Label: Label provided for each student who is pre-identified through ISBE's initial bulk registration upload. The pre-ID label is applied to the answer sheet before the test. Students without a label must grid all demographic information accurately onto their answer sheet.

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

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

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

Supervisor's Report Form (SRF): The scannable form used to document how many answer sheets are being returned for scoring. The supervisor returns this completed form with the used answer sheets after testing.

SAT Test Supervisor Checklist

February

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Ensure enrollment information is accurate and up-to-date.
<input type="checkbox"/>	Identify and train associate supervisors, proctors, and hall proctors.
<input type="checkbox"/>	Receive SAT Supervisor's Planning Kit.
<input type="checkbox"/>	Read and review testing manuals for information on managing test administration.

March

Mark when Complete	Activity
<input type="checkbox"/>	Receive preadministration and pre-ID label shipment.
<input type="checkbox"/>	Schedule a preadministration session with students.
<input type="checkbox"/>	Create rosters for use on test day; update as necessary. <i>Note: The SAT Pre-ID report is available in ISBE's SIS. It includes a listing of all currently-enrolled grade 11 students who are not included on the DLM-AA Pre-ID report. The SAT Pre-ID report may be sorted and printed in PDF format or downloaded into a spreadsheet.</i>
<input type="checkbox"/>	Finalize room and staff assignments.

April

Mark when Complete	Activity
<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 makeup materials.