Invoicing & Mis-grids

The Illinois State Board of Education (ISBE) is being invoiced only for the Fall 2020 SAT with Essay School Day administration for grade 12 students. Therefore, it is critical that schools complete the invoicing process in the College Board Test Ordering System (TOS) to prevent potential erroneous invoices from being sent to the school.

There are three general purposes of the invoicing process:

- Generate an invoice to be paid by the school (as necessary).

- Make grade-level adjustments (mis-grids).

- Identify students eligible for fee reduction or fee waiver benefits.

Why would I need to generate an invoice for my school?

Your school will receive an invoice for any assessments or grade-level tests (other than the SAT with Essay for grade 12 students) that were ordered. **If the grade level is not 12 or if the grade level is blank, your school will receive an invoice.**

Example: Your school ordered and administered the PSAT/NMSQT (not paid for by the state) and the SAT with Essay for grade 12 students (paid for by the state).

- Your school must generate an invoice and pay for the PSAT/NMSQT, while ISBE will be invoiced for the SAT with Essay for grade 12 students.

Invoice Generation Timelines

IMPORTANT: The invoice generation must be completed separately for each administration date conducted by your school. The window for schools to review and make any needed corrections is provided below:

	Window Opens	Window Closes
September 23 SAT School Day	11/09/2020	12/16/2020
October 14 SAT School Day	11/09/2020	12/16/2020
October 27 SAT School Day	11/24/2020	12/16/2020

Note: School staff should focus only on updating grade level errors. Schools that tested as part of the ISBE-Provided SAT with Essay will not receive an invoice for any SAT School Day grade 12 test events marked as SAT (without Essay).

For more information, visit **satschoolday.org.**

Step 1: Correcting Mis-grids (grade-level adjustments) for Accurate Invoicing

Why would I need to make grade-level adjustments?

Test coordinators should ensure that students' grade levels were gridded accurately.
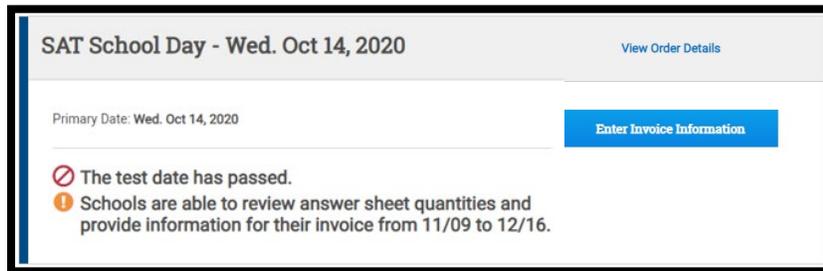
- Example: A grade 12 student who took SAT with Essay gridded grade 11.

- Your school will be invoiced for this assessment since grade 11 students aren't eligible under the state contract in the fall.

- Therefore, you should make this grade-level correction so your school is not invoiced.

IMPORTANT: Invoices will not be waived for schools that do not make mis-grid adjustments before the deadline.

Steps to Complete

Each test coordinator should follow the steps below to review their school's invoice and correct mis-grids as needed:

1. Log into the College Board's Test Ordering System (TOS) using your Professional Educator username and password at http://www.collegeboard.com/school/.

2. Select *Enter Invoice Information*.

3. Review the *Number of Students Tested* section. You will see the number of answer sheets returned by grade level. ISBE is paying for only the SAT with Essay for grade 12 students, so students listed as any other grade may be considered mis-grids that need to be corrected; otherwise, your school will be invoiced for these students.

4. If there are mis-grids, select *Grade Adjustments* in the upper-right corner. A message will appear regarding the ability to make grade-level changes. Select *Continue*.

NOTE: If desired, the test coordinator can utilize the K-12 Score Reporting Portal to identify which students are mis-grids by using the *Roster - Detailed Report* to quickly identify the students at each grade level. Alternatively, the test coordinator can contact the SAT Educator Help Line (888-728-4357) for assistance in identifying the students listed for each grade level.

For more information, visit satschoolday.org.

	Grade	Tests Ordered	Ans Sheets Received	Contract
12th	SAT (without Essay)	0	0	-
	SAT with Essay	350	300	Covered
11th	SAT (without Essay)	0	0	-
	SAT with Essay	0	0	-
Other	SAT (without Essay)	0	0	-
	SAT with Essay	0	0	-
Subtotal SAT without Essay		0	0	-
Subtotal SAT with Essay		350	300	Covered
Total Tests		350	300	Covered

5. Make the necessary adjustments in the *Adjust Quantities* chart. After making corrections, the total of the *Changes* column must match the total number of answer sheets that have been scanned for the school. When making corrections, please note the following:

    a. 20 or fewer corrections: Make the necessary correction in the chart. Select **Submit**. A message that changes have been applied will appear. The corrections then appear in the *Number of Students Tested* chart.

    b. 21 to 45 corrections: If the total number of grade level changes is between 21 and 45, the test coordinator must enter the list of student names that are mis-grids. Enter the names of the students in the dialogue box provided, and then select **Submit**. The request will be reviewed for approval. *Pending* will display next to the requested adjustments until the request is reviewed. Upon approval, the status will be changed to *Approved*. Approval typically occurs within two or three business days.

    c. 46 or more corrections: If there are 46 or more corrections, follow the same steps noted in (b) above for 21-45 corrections. Requests for 46 or more corrections require additional review and will take longer to process.

NOTE: If you copy/paste student names from an electronic document, be sure to delete any extra spaces at the end of the student names. Failure to do so will result in an error in your submission.

Step 2: Identifying Students Using Fee Reduction/Waiver Benefits

Why would I identify eligible students for fee reduction or fee waiver benefits?

Fee reduction benefits in TOS is the same as a fee waiver. Identifying the number of students eligible for fee reductions/waivers is a way to deliver benefits to eligible students, such as two free weekend SAT administrations, unlimited score reports, and more. For more information about benefits students can receive, visit **https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers**.

For more information, visit **satschoolday.org.**

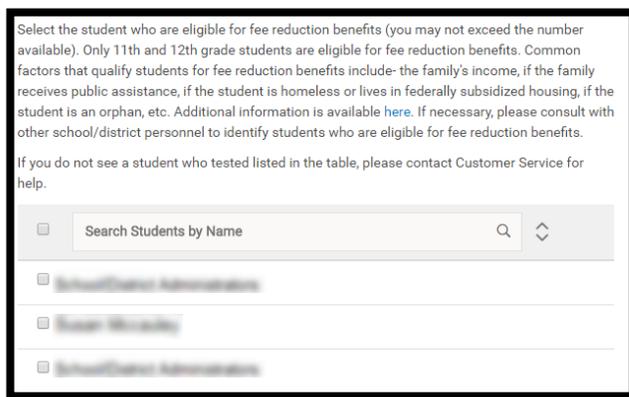## There are two ways to identify students for benefits:

Option 1. School staff were provided with fee waiver codes in the Download Center of the K-12 Score Reporting Portal in March to provide to eligible students.

- Those codes are still available to give to eligible grade 12 students who need the School Day benefits.

- If you choose this option, no action is needed in TOS after testing to identify students.

- Additional codes for grade 11 students who will participate in SAT School Day in spring 2021 will be available in the K-12 Score Reporting Portal in the spring.

Option 2. School staff may identify students for fee reduction benefits in TOS after testing.

Steps to Complete

1. Once mis-grids have been submitted, a chart with a roster of students who participated in SAT School Day for that test date will be provided. Select the boxes next to students who should receive the fee reduction benefits. The list may span multiple pages, so be sure to go through all before selecting *Continue*.

2. If you decide to choose Option 1 to provide students with codes, do not select any students before selecting *Continue*.

Students who were selected as eligible for SAT fee reduction benefits will be notified when they log into their College Board account. Students can accept or decline eligibility or choose to be asked later. If a student confirms that they're eligible for fee reduction benefits, a full set of SAT fee reduction benefits will be applied to their student profile.

For more information, visit satschoolday.org.

Once you've adjusted any mis-grids and identified students eligible for a fee reduction benefit, verify that the amount owed by the school is accurate. If the final amount invoiced to the school is correct, select *Update* to make the final submission.

Line Item		Adjustments	Quantity	Total Billed
SAT with Essay	Total SAT with Essay ordered (Standard and Nonstandard)		350	
	Grade 12		350	
	Total SAT with Essay answer sheets used (Standard and Nonstandard)		300	
	12th grade answer sheets used		300	
	District/state contract grade(s) excluded from bill	(12th - SAT with Essay Only)		
SAT (without essay)	Total SAT without Essay ordered (Standard and Nonstandard)		0	
	Grade 12		0	
	Grade 11		0	
	District/state contract grade(s) excluded from bill	(12th - SAT with Essay Only)		
	Free unused tests applied to school's order (20% of school's order or a minimum 10)	0		
	Final amount billed to school			$0.00

Correcting Mis-grids for Accurate Reporting

It is important to note that a mis-grid adjustment that has been requested is for invoicing purpose only and does not change the score reporting grade the student entered in his/her answer sheet. Students must contact Customer Service for Students and Parents (866-756-7346) to change the grade level that is included on their score report. Once the grade level has been updated, it will take approximately one week for the K-12 Score Reporting Portal online reports to reflect the change(s) made.

For more information, visit **satschoolday.org.**