

# Invoicing & Mis-grids

For the [22 schools](#) that shifted their spring 2021 SAT administration to fall 2021, the Illinois State Board of Education (ISBE) is being invoiced only for grade 11 and grade 12 students who were required or allowed to test. Therefore, it is critical that these 22 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 for grade 11 and grade 12 students) that were ordered. **If the grade level is not 11 or 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 for grade 11 and 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 for grade 11 and grade 12 students.

## Invoice Generation Timeline

**IMPORTANT: The invoice generation must be completed separately for each administration date conducted by your school.** All schools should review both administration dates. The deadline for schools to review and make any needed corrections is **December 9, 2021**.

Administration Date	Deadline
October 13 SAT School Day	12/09/2021
October 28 SAT School Day	12/09/2021

## 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 11 student who took SAT gridded grade 10.
  - Your school will be invoiced for this assessment since grade 10 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/>. Starting the invoicing flow.
  - Prior to the invoice window opening, the invoice section on the ordering dashboard indicates when schools can begin the invoicing process.
  - Schools can view and adjust their invoice information once the invoice window is open.
2. Select **Adjust Invoice Information**.

The screenshot displays the TOS dashboard with three main sections: Order, Shipment, and Invoice.

- Order Section:** Shows 'Standard Testing' with a count of 0 and 'Accommodated Testing' with a count of 12. A 'View Students' link is present under the accommodated testing count. Below this, it states 'Makeup testing reserved for the October 13, 2021 administration:' followed by 'October 28, 2021'. A 'View Full Order Details' button is at the bottom.
- Shipment Section:** Displays 'Estimated Delivery Date' for 'Preadministration Materials' (Sep. 28 - Oct. 1, 2021) and 'Test Materials' (Oct. 7 - Oct. 11, 2021), both with '1 Boxes Shipped'. A 'Materials' table is shown with columns for 'Materials' and 'Shipped/Ordered'.

Materials	Shipped/Ordered
Answer sheets	20/20
Accommodated tests and materials	18/18
Student Guides for Accommodated Testers	12/12
Accommodated Testing Manuals (for use in an accommoda...	8/8
Accommodated Testing Manuals (for use in a standard testi...	2/2
Test Coordinator Manual	1/1

A 'View Shipment Details' button is at the bottom.
- Invoice Section:** Features a button 'Enter or adjust your invoice information' at the top. A red banner indicates 'DEADLINE TO CHANGE: December 09, 2021'. At the bottom, the 'Adjust Invoice Information' button is circled in black.

3. View billing contact & answer sheet counts (with grade adjustments). Scroll down to the “Students tested” section of the page.
  1. View the total number of tests ordered.
  2. Review the answer sheet counts received for each grade.
  3. If grade-level quantities are incorrect, click “Grade Adjustments” to update those quantities.
  4. Any answer sheets received listed in the Grade 12 and/or Grade 11 rows should have “District Pay” listed under the “Contract” column **which indicates that ISBE will be covering the cost for these answer sheets.**

### Students tested

The numbers below show the number of standard tests ordered (for your reference) and the number of student answer sheets received, and will be used to calculate your bill. If this isn't what you are expecting, it is possible that a student may have indicated an incorrect grade. Grade adjustments may be made for a limited time to ensure that your bill is accurate. Please note that any adjustments made here will not be reflected in score reports.

3 Grade Adjustments

1 **Ordered**  
 568

Grade	Ans Sheets Received	Contract
12	384	District Pay
11	1	District Pay
10	0	-
9	0	-
Other	1	-
<b>Total</b>	<b>386</b>	

2

4

4. Clicking “Grade Adjustments” allows you to update the grade-level quantities scanned for the test. This is often needed for students who may have accidentally bubbled in the wrong grade when testing.
  1. The user can update the grade level quantities by typing the updated quantity in the “Change To” field for the grade.
  2. To the right of this field, the user will see the grade level counts added or subtracted for the given grade. These counts must sum to zero.
  3. In order to save changes, the user must verify that the “Total Tests” in the “Ans Sheets Received” column matches the “Total Tests” in the “Change To” column.

**Grade Adjustments for Billing Purposes**

To ensure accurate billing, you may update the quantity for each grade. The total may not be changed, only the distribution of students across grades. Requests for grade adjustments for more than 20 students will need to be submitted to Customer Service for approval. Please note that any adjustments made here will not be reflected in score reports. Also note that grade adjustments will be discarded if there is a subsequent update to your school's answer sheet data; any previous grade adjustments will need to be re-entered.

Grade	Ans Sheets Received	Change To	
11	10	<input type="text" value="60"/>	+50
10	10	<input type="text" value="30"/>	+20
9	70	<input type="text" value="0"/>	-70
8	0	<input type="text" value="0"/>	
Other	0	<input type="text" value="0"/>	
<b>Total Tests</b>	90	90	

The invoice generated will bill according to the grade adjustments made in this view.

**NOTE:** Grade adjustments made will be used for invoicing purposes only. Student records/reports are not updated.

- Once mis-grid adjustments have been made (as applicable), the user can view the total test quantities that will be billed to the school or to ISBE.
- In this example, after mis-grid, adjustments made to grade 12 and grade 11 are mapped to grades covered by ISBE (indicated by "District Pay"). The "Ans Sheets Received" listed in the "Other" row will be billed to the school.

Grade Adjustments		
Ordered		
568		
Grade	Ans Sheets Received	Contract
12	384	District Pay
11	1	District Pay
10	0	-
9	0	-
Other	1	-
<b>Total</b>	<b>386</b>	
Billable Test Counts		
Bill to	Test Quantity	
District Contract	385	
State Contract	0	
School	1	

## 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 sends, and more. For more information about benefits students can receive, visit <https://collegereadiness.collegeboard.org/sat/register/fees/fee-waivers>.

### 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 2022 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. “Fee Waivers Available” = total number of answer sheets for the eligible grade(s), after grade adjustments have been made.
2. “Using” will update as the user selects eligible students in the list.
3. If the user uses all available fee waivers/reduction benefits, a message appears denoting all available fee waivers/reduction benefits have been used.
4. Find students by searching by name or filtering by grade
5. Select all students that are eligible for a fee waiver/fee reduction benefit.

**Fee Waivers**

This table shows the number of fee waiver benefits your school has available to use. In the second table, indicate the individual students who are using fee waiver benefits (based on fee waiver eligibility). Please note that the deadline to indicate the students using fee waiver benefits is 12/10/2021 11:59 PM EST. If you do not provide this information by the deadline, your fee waivers will not be applied.

Grade	Fee Waivers Available	Using
11th	90	90

Select the 11th grade students who are eligible for fee waivers (you may not exceed the number available). Fee waiver benefits are only available for 11th graders. Students may bubble an incorrect grade or omit their grade and may not appear as a 11th grader. In this case, grade adjustments may be made for a limited time to ensure your bill is accurate. Please note that any grade adjustments made here will not be reflected in score reports. Additional information on who is eligible for fee waiver benefits is available [here](#) (examples include family income, or participation in the national School Lunch Program). If necessary, please consult with other school/district personnel to identify students who are eligible to use a fee waiver. If you do not see a student who tested listed in the table, please contact Customer Service for help.

**You have used all the available fee waivers for this test.**

To select additional students, you must update the selections already made and remove the fee waivers option from one or more students.

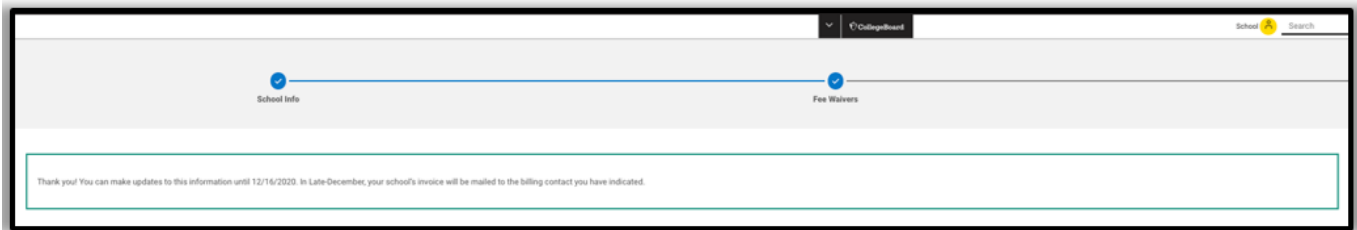
Search Students by Name

Filter By Grade

First Name	Last Name	Grade
<input type="checkbox"/>	Dallin	11
<input checked="" type="checkbox"/>	Fdetryvzbpejgucil	12
<input checked="" type="checkbox"/>	Alemcibzncvdxzbchrag	12
<input checked="" type="checkbox"/>	Chdqratgrqwpvjnrl	9
<input checked="" type="checkbox"/>	Wnuetvxfvkuobhhaw	Other
<input checked="" type="checkbox"/>	tznlwmlkvwjdsbwgklfp	10

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.

Once the user completes all steps in the invoicing flow, they will receive a confirmation message. Included in this message is the date by which they can make changes to their invoice information (invoice window close date), as well as the general timeframe for receiving their invoice.



## Correcting Mis-grids for Accurate Reporting

It is important to note that a mis-grid adjustment that has been requested is for invoicing purposes 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.