Supplemental Instructions for Illinois SAT® School Day

CollegeBoard

Spring 2017

Contents

This supplement to the *SAT® School Day Supervisor Manual* has been created to help staff administer the SAT with Essay sponsored by the Illinois State Board of Education (ISBE). The ISBE-sponsored administration of the SAT includes some unique features that may differ from other published information provided by the College Board. Use the information in this supplement to understand where the Illinois SAT School Day differs from the standard *SAT School Day Supervisor Manual*.

General Timeline

Activity	Timeline
Required Test Administrator online training	02/09/17-03/22/17
Training kits arrive in schools	02/15/17
Deadline for SSD Coordinator to submit College Board-Approved Accommodations Requests	02/15/17
Late College Board-Approved Accommodations Request window for specific scenarios: ▪ New student to school ▪ New plan/accommodation needed	02/16/17 – 03/21/17
Admission tickets arrive in schools	03/01/17
Answer sheets and Pre-ID labels arrive in schools	03/06/17 – 03/08/17
Student Data Questionnaires (SDQs) arrive in schools	03/06/17 – 03/08/17
Preadministration session held in schools	03/10/17 – 04/04/17
Deadline for SSD Coordinator to submit State-Allowed Accommodations (SAA) requests	03/21/17
Test materials arrive in schools on Spring Break during 03/29/17-03/31/17	03/23/17
Test materials arrive in schools **not** on Spring Break during 03/29/17-03/31/17	03/29/17 – 03/31/17
Initial test date	**04/05/2017**
Accommodated testing window (for students on the NAR)	**04/05/17 – 04/18/17**
Deadline to ship materials and answer sheets for scoring for tests given on initial test date (April 5)	04/06/17
Deadline for testing sites to provide counts of students requiring makeup testing	04/07/17
Deadline for students to use four free score sends *(Students who test only on 04/25/17 will be able to complete their score sends on their answer sheet on test day.)*	04/14/17
Deadline to ship materials and answer sheets for scoring for tests given during accommodated testing window (April 5 – 18)	04/19/17
Makeup test materials arrive in schools	04/21/17
Makeup test date	**04/25/17**
Deadline to ship materials and answer sheets for scoring for tests given on makeup test date (April 25)	04/26/17
Student score release	May/June 2017

Overview

Eligible Testers

All eligible students considered to be grade 11 at the time of testing according to state guidelines will participate in the SAT as the statewide accountability test unless they are taking DLM-AA. Students who are served at a school other than their home school may test at their serving school OR return to their home school to test. Home and serving schools should coordinate to determine the best testing environment for each student. Home districts are responsible for ensuring that all enrolled grade 11 students are tested, regardless of their placement. Schools established as an SAT test center are responsible for ensuring receipt of all test materials, testing students, and returning test materials for processing. Serving schools established as SAT test centers should notify each student's home district that it will be a test center. Materials will be sent for each student based on the "Testing School" indicated in the SAT Pre-ID file. Accommodations materials are sent based on requests in the College Board's SSD Online System.

Testing Start Time

Testing is scheduled to begin at 8:30 a.m. Schools may alter the start time by 30 minutes earlier or later and therefore start any time between 8:00 a.m. and 9:00 a.m. Schools must contact Illinois SAT School Day Customer Support for consideration and approval to start earlier than 8:00 a.m. or later than 9 a.m. Please note that the start time for some students may be different due to requested and approved accommodations.

Important Identifiers

A six-digit College Board High School code or AI (Attending Institution) code has been assigned to each school administering the SAT in Illinois this spring. A school must have an active AI code to order and administer College Board tests, apply for student accommodations, and to receive materials and students' test scores.

In addition to the College Board AI code, to serve as a testing location for the SAT, a school must have a five-digit test center number. Test center numbers are posted at each site on test day and used by students on their answer sheets and by test center supervisors on the SAT School Day forms and materials shipments to identify the location of the administration. In January, test center supervisors received an email with both the AI code and test center number for their school.

Accommodations and Supports

Accommodations

The Services for Students with Disabilities (SSD) Coordinator of the testing location is responsible for submitting all College Board-approved accommodations requests for approval and State-Allowed Accommodations (SAAs) requests in the College Board SSD Online system (**collegeboard.org/ssdonline**) by the deadlines in the timeline on page 1.

- **College Board-Approved Accommodations** are designed for students with documented disabilities. Students who are approved for College Board accommodations will receive college-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for those accommodations for all College Board tests.
- **State-Allowed Accommodations (SAAs)** are state-specific accommodations defined by ISBE. Students, schools, and ISBE will receive scores. State-Allowed Accommodations for students with disabilities should be requested only after College Board accommodations have been requested and declined. For English Learners, only State-Allowed Accommodations are available.

IMPORTANT: *Students testing with SAAs on any portion of the SAT with Essay will not receive college-reportable scores. These accommodations apply to state testing only and must be requested for each state administration.*

For more information about available accommodations or assistance with submitting accommodations requests, please see the additional information posted on **collegeboard.org/Illinois**.

English Learner Supports

The College Board also supports the following English Learner Supports that **do not** require a State-Allowed Accommodations request and **do** provide college-reportable scores to students. Students will test in standard rooms if they use either of the following supports:

- **Translated Test Directions:** Directions, in eight languages, will be available for download in mid-February from the College Board website (**collegeboard.org/Illinois**). The eight languages include Spanish, Arabic, Chinese Mandarin, Portuguese, Haitian Creole, Russian, Vietnamese, and Polish. School staff may print and provide these directions to students on test day. School staff may also provide translated test directions for other languages using district/school translators. Students using translated test directions will receive college-reportable scores.
- **Word-to-Word Glossaries:** Approved glossaries may be used by students on test day. The College Board will post a list of approved glossaries on the College Board website (**collegeboard.org/Illinois**) in mid-February to allow for students to become familiar with them prior to test day. The approved glossaries should be distributed to students for their use on test day. Students using approved glossaries will receive college-reportable scores.

Late Accommodations Request Window

For students who transfer in after the accommodations request deadline, the SSD Coordinator must submit a request as soon as possible. The College Board will review requests received after the request deadline for the following scenarios:

- Students who are newly-enrolled at the school
- Students who have a newly-identified disability

The last day to submit a request in SSD Online and receive materials for testing is March 21, 2017.

Planning for Test Day

Students Testing on the Initial and Makeup Test Dates

The test center supervisor is responsible for testing all students listed on the online Attendance Roster and any newly-enrolled students who do not test during the accommodations window. Students will test on either the initial or makeup test date. Use the chart on page 4 for planning purposes to understand the types of materials each room will use, the testing dates, and who is responsible for testing each group.

Students Testing during the Accommodated Testing Window

The SSD Coordinator is responsible for testing all students with College Board-approved or State-Allowed Accommodations (SAAs) who appear on the Nonstandard Administration Report (NAR). Students who appear on the NAR will be tested during a 10-day accommodated testing window. Any student who is absent on the initially-scheduled first test day should be tested the next day they return to school. Students with accommodations that require testing over two days should be tested on consecutive days whenever possible. However, if a student misses the second day of testing, they should resume testing the day they return, provided it is during the accommodated testing window. All testing must be completed by the end

of the accommodated testing window. Use the following chart for planning purposes to understand the types of materials each room will use, the testing dates, and who is responsible for testing each group.

Accommodation Categories for SAT

Room Type	Standard Room(s)		Nonstandard Room(s)		State-Allowed Room(s)
Room Label	**Standard Online Attendance Roster**		**Nonstandard Online Attendance Roster**	**Nonstandard Administration Report (NAR)**	**State-Allowed**
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window	Accommodations allowed by ISBE that do not result in a college-reportable score and can test in the accommodations window
Examples *(not exhaustive)*	Not applicable	▪ 14 pt large print ▪ Wheelchair accessibility ▪ Large-block answer sheet ▪ Magnifier	▪ Extended breaks ▪ Extra breaks ▪ 50% extended time (Math only)	▪ 20 pt large print ▪ MP3 Audio ▪ Braille ▪ 100% extended time ▪ Breaks as needed	▪ ASL interpreter ▪ EL Math Only ▪ Other
Where to find students who qualify	Online Attendance Roster (See Roster for which students may test together.)	Online Attendance Roster (See Roster for which students may test together.)	Online Attendance Roster (See Roster for which students may test together.)	NAR Roster in SSD Online (See SSD Manual for which students may test together.)	NAR Roster in SSD Online (See SSD Manual for which students may test together.)
Person Responsible	Test Center Supervisor	Test Center Supervisor	Test Center Supervisor	SSD Coordinator	SSD Coordinator
Initial Test Date	April 5, 2017	April 5, 2017	April 5, 2017	Anytime in window April 5 – April 18, 2017	
Makeup Test Date(s)	April 25, 2017	April 25, 2017	April 25, 2017		
SAT Test Book Colors	Purple	Purple	Pink	Blue	Lime-Green

Pre-Identification of Test Takers

ISBE delivered the SAT Pre-ID file to the College Board to register grade 11 students using data captured from its Student Information System as of January 20, 2017. Schools will receive both admission tickets and Pre-ID labels for all students registered through this file. If any student attends a school that is not an established SAT test center, the student's home district must make arrangements to test this student. For students who transfer into a new school after January 20, 2017, a paper registration form will be required to be completed on or before test day. These registration forms will be provided with test material shipments. See the paper registration instructions on page 6 for more details.

IMPORTANT: *When students complete the paper registration form, their nine-digit State Student ID must be gridded in Field 8, "Student ID Number." Be sure to share this information with associate supervisors.*

Before Test Day

All schools will receive several shipments of materials prior to test day:

- **Training and Implementation Kits**
  In mid-February, the test center supervisor will receive a shipment of training materials, including a sample set of testing manuals and posters. Separately, the test center supervisor will receive an email with access to the required Online Test Day training.

- **Student Data Questionnaires (SDQs)**
  In early March, test center supervisors will receive a shipment that includes the Student Data Questionnaires for use in your preadministration session.

- **Pre-ID Materials**
  In early March, test center supervisors will receive Pre-ID labels and answer sheets in preparation for the preadministration session. In March, test center supervisors will also receive admission tickets in a separate shipment for use in the preadministration session and distribution to students on test day. Please store these materials securely prior to testing.

- **Test Materials**
  In late March, test materials will arrive in schools addressed to either the test center supervisor or SSD Coordinator, depending upon the type of materials. This shipment will include additional testing manuals, test days forms, posters, test books, paper registration forms, and a test materials return kit. Upon receipt, confirm the starting serial number and the bundles received against the shipping notice. The serial number will be visible through the shrink-wrap to allow checking without breaking the shrink-wrap. Once checked, store test materials securely.
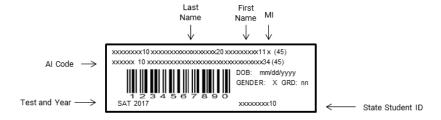
Preadministration Session

Prior to test day, arrange for students to participate in a preadministration session. The preadministration session should take approximately 60 minutes. During this session, students will complete some basic information on their answer sheets, have an opportunity to use their four free score sends, and complete the Student Data Questionnaire (SDQ). The SDQ can be filled out after test day, as long as all forms are returned no later than April 28, 2017, in the provided pre-paid return envelope. Schools are encouraged to schedule the preadministration session in advance of the test day.

NOTE: *Work with your SSD Coordinator to ensure that all students, including those testing with accommodations, participate in the preadministration session.*

Pre-ID Labels

Test center supervisors will receive a Pre-ID label for each student included in the SAT Pre-ID file provided by ISBE. As soon as possible, review the labels to ensure they are the correct labels for your school. The labels will be sorted alphabetically and must be affixed to the back of each student's answer sheet. The data provided on the label includes the nine-digit state student ID, last name, first name, middle initial, date of birth, gender, grade, test, year, AI Code, and school name (for testing school). Be sure to distribute the labeled answer sheet to the correct student when conducting the preadministration session and on test day.

If . . .	Then . . .
You receive a label for a student who is no longer enrolled in your school,	Shred or destroy the label in a secure manner.
You are missing a label for a student currently enrolled in your school,	Have the student complete a paper registration form on or before test day.
You receive a label with the correct State Student ID, but there is a slight misspelling or variation in the student name (e.g., Michelle/Michele; Mike/Michael, Bill/William) or the birth date is not correct (e.g., 01/02/2000 vs. 02/01/2000), or the gender is not correct,	Use the label. Correct student demographic information in ISBE's Student Information System (SIS), and have the student grid the correct information. For any other variations, do NOT use the label. Correct student demographic information in ISBE's Student Information System (SIS) and have the student grid their correct information.

You may receive labels for students who attend a different serving school location. This is because the serving school did not establish as an SAT test center. The home school is responsible for testing all eligible students.

Schools may not transport materials off-site without prior permission from the College Board.

IMPORTANT: *For those students who need to complete the paper registration form, their nine-digit State Student ID must be gridded in Item 8, "Student ID Number." Return the paper registration forms with your test materials.*

Paper Registration Instructions (only for students not pre-registered)

Paper registration forms will arrive with test materials. A paper registration form should be used for any eligible student who does not appear on the online Attendance Roster or NAR and for whom you do not have a Pre-ID label. If you do not have enough forms, contact the College Board. Follow the instructions below to make sure your eligible students are properly registered so that their tests can be scored and reported.

- On or before test day, provide each eligible student with a blank SAT School Day Registration Form. Be sure they use a black or blue pen (NOT pencil) to fill out the form. For their registration to be processed, each student must include the following required information on the form. Ignore all other fields.
  - **Items 1 through 5:** Name (as it appears on the photo ID), College Board High School Code, Sex, Current Grade Level, and Date of Birth
  - **Item 8:** Student ID Number (nine digits)
  - **Item 10:** Mailing Address
  - **Item 14:** Statement and Signature
  - **Items 15 and 16:** SAT School Day Test Information and Test Center Code
- If you can admit a student (i.e., you have enough staff, space, and testing materials), collect the completed registration form and add the student to the bottom of the roster, noting the student's name, date of birth, sex, address, phone number, and type of ID.
- Complete the test-day registration process by completing the Test-Day Bulk Registration Form for the Illinois SAT School Day administration.
- Place the completed bulk transmittal with all student registration forms in the green envelope, and return them together with used answer sheets and other critical materials used on the test day after testing concludes.

Sample Paper Registration Form

◊ CollegeBoard

2016-17 SAT® SCHOOL DAY PAPER REGISTRATION FORM & QUESTIONNAIRE

Print in CAPITAL LETTERS. Use blue or black ink (no pencil) to fill in all information. All items in red must be completed or your registration will be returned unprocessed. Follow instructions in the *Registration and Questionnaire Booklet* for SAT School Day to complete all pages of the form. Do not staple anything to this form.

1 NAME (REQUIRED)

Enter your legal name, including hyphens, apostrophes, and spaces. Omit suffixes such as Jr. or III. Copy your name exactly from the ID you plan to use on test day (as space allows).

LAST NAME/Family Name/Surname – first 35 letters

FIRST NAME/Given Name – first 20 letters   M.I.

2 COLLEGE BOARD HIGH SCHOOL CODE (REQUIRED)

Your correct high school code must be completed. An invalid code will result in your registration being returned to you unprocessed. If you do not know your code, or you have confirmed that your school does not have a code, visit **collegeboard.org/sat-codes** (or ask your counselor). When you register, you authorize the release of your testing information to your school.

3 SEX (REQUIRED)

○ Female
○ Male

4 CURRENT GRADE LEVEL (REQUIRED)

Fill in the oval next to the grade level you will be in at the time of testing.

○ 2nd year of college
○ 1st year of college
○ No longer in high school
○ 12th grade or higher
○ 11th grade
○ 10th grade
○ 9th grade
○ 8th grade
○ Not yet in 8th grade

5 DATE OF BIRTH (REQUIRED)

Month   Day   Year   (Fill in correct ovals.)

6 PHOTO (NOT REQUIRED FOR SAT SCHOOL DAY REGISTRATIONS)

Your photo cannot be larger than this box, and should be at least 2" x 2". (For more information, see the *Registration and Questionnaire Booklet* or **sat.org/photo-requirements**.) Your photo will be added to your registration and will appear on your Admission Ticket.

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Write your name, date of birth, and high school code on the back of the photo, then tape the photo inside the dotted lines, covering the barcode above. Use clear tape around all four edges of your photo. **DO NOT USE** paper clips, staples, or glue.

If you are in the 8th grade or below at the time of testing, a photo is not required.

7 EXPECTED HIGH SCHOOL GRADUATION DATE

Please supply your expected graduation date, which we will use to make sure your scores are grouped with other students graduating at the same time as you.

Month – Year

8 STUDENT ID NUMBER

Your counselor will tell you if this field is required.

9 EMAIL ADDRESS (STRONGLY RECOMMENDED)

If you provide an email address, we will email you a reminder to go online and print your Admission Ticket. You must print your ticket and bring it to the test center on test day. By providing your email address, you are granting the College Board permission to use your email in accordance with the privacy policy in the *Registration and Questionnaire Booklet*.

Begin here. →

@

If you receive your Admission Ticket reminder by email, you won't receive a paper copy of it in the mail unless you fill in the oval below.

○ I would like to also receive a paper ticket.

10 MAILING ADDRESS (REQUIRED)

You must supply your mailing address so that we know where to send your scores and your Admission Ticket (if you request a paper copy).

Line 1 (Street address or P.O. Box)

Line 2 (Apartment number if applicable)

City   State

ZIP Code   Phone Number - start with city or region code

11 MOBILE NUMBER - For students with U.S. mobile numbers only:

By providing your mobile number, you agree to receive text messages from the College Board about a test program for which you are registered, to participate in research surveys, and/or to receive free college planning services. If you have an unlimited text messaging plan, you will receive these messages at no additional cost; otherwise, standard text-messaging rates apply. You may also opt out at any time.

AFTER FINISHING THIS PAGE, OPEN AND COMPLETE ENTIRE FORM

OFFICIAL USE ONLY

Planning for the Preadministration Session

Answer sheets are shipped to the test center supervisor, along with the Pre-ID labels. Apply the pre-ID labels to the back of the SAT answer sheets. For the preadministration session, in addition to the prelabeled answer sheets, you will need the student admission tickets, the SDQ form, the *SAT School Day Score Reporting Code List and Registration*, and *Questionnaire Booklet* for each student.

1. The preadministration session may be conducted in any number of ways (for example, in a class, in an assembly for students taking the test, or in small groups).

2. If you have requested College Board approval for any students to use large-block answer sheets but have not yet received approval by the time of your preadministration session, do not have those students participate in the preadministration session. Arrange for them to instead fill in items 1-5 on test day.

3. You must organize the answer sheets in a way that ensures students receive their own answer sheets on test day. We recommend that you assign each student to a test room and note the test room number (or other room identifier) on a container. Once students have completed the identifying information on their answer sheets, store the answer sheets securely in the appropriate containers for their assigned test rooms.

4. Inform students that they will need Number 2 pencils with erasers and their email addresses (optional) for the preadministration session.

5. Notify students that, as part of the preadministration session, they may select up to four universities, colleges, or scholarship programs to receive their SAT scores. Encourage them to discuss their list of schools with their parents so they are prepared for the preadministration activities.

6. If you do not have enough answer sheets, contact the College Board to arrange for more to be sent to your school. Photocopied answer sheets may not be scored.

7. Students must fill out answer sheets under supervision, in school. Do not allow students to take the answer sheets out of the room.

Conducting the Preadministration Session

Distribute each student's answer sheet and their admission ticket. Take care to correctly match the prelabeled answer sheet to the student whose information is on the label. Keep the code lists, SDQ forms, and *Questionnaire Booklets* for distribution later in the session. Using the following scripts, instruct each student to fill in items 2 through 5. Supply the appropriate information where a blank line "_____" appears in the text. Read aloud all the directions in the scripts. Read slowly and pause wherever the dots (….) appear, to allow students time to follow instructions.

> **When students are ready, say:**
>
> *We will now complete the demographic portion of the answer sheet, identify organizations to receive your SAT scores, and complete the Student Data Questionnaire. To start, please verify the answer sheet you have received has the label that includes your name. If you have no label, or any information on your label is incorrect, please raise your hand.*

Resolve any discrepant answer sheets, making sure that each student has the correct answer sheet before continuing. For those who don't have a label, make sure they complete a paper registration form. See the paper registration instructions section on page 6.

> **When all students have the correct answer sheet, say:**
>
> *Let's begin. As we proceed, look up when you finish each part of the answer sheet…. Use only a Number 2 pencil. Raise your hand if you do not have one.*

Provide Number 2 pencils to students who do not have them.

Then say:

Turn to the front of your answer sheet, or, if you are using a large-block answer sheet, turn to page 2. You are going to enter personal information on this page. Skip item 1 for now. You will fill that in on test day.

- ◆ *In item 2: Print the first six letters of your last (or family) name, the first four letters of your first (or given) name, and your middle initial, if you have one. Include blanks, dashes, or apostrophes if these are part of your name. The order and spelling of your name must exactly match your pre-ID label. Fill in the corresponding circles…. Make sure each mark is dark and completely fills the circle.*

- ◆ *In item 3: Fill in the circle for the month of your birth (or on the large-block answer sheet, fill in the two digits for the month). Next, write in the two-digit numbers for the day and year of your birth. Start with a zero if the number is less than 10 (for example, for the number 3, write 0 followed by 3). Fill in the circles or mark the boxes on a large-block answer sheet…. Look up when you are done.*

- ◆ *In item 4: If you are using a large-block answer sheet, turn to page 3. Using your admission ticket, find your registration number, print your registration number, and fill in the circles or boxes. Make sure you provide the number exactly as it is printed on your admission ticket….*

- ◆ *In item 5: Write in the U.S. ZIP code of your home address, and fill in the corresponding circles or boxes. Look up when you are done…. I will now distribute a list of college and scholarship programs to each of you.*

Distribute one copy of the *SAT School Day Score Reporting Code List* to each student.

When students are ready, say:

Turn over your answer sheet and locate item 10, "Score Reporting." When you take the Illinois SAT School Day, you are entitled to send your scores, at no charge, to as many as four colleges or programs. Completing this section is optional. If you do not know where you would like to send your scores at this time, you may use the online score send process. To send your scores at no charge, you must do so no later than April 14, 2017.

You can submit up to four score sends. If you've already submitted all four score sends online, wait quietly now while others fill in their selections. However, if you submitted fewer than four score sends, you may add more now on the answer sheet. For example, if you only submitted two score sends online, you may select an additional two on the answer sheet now.

Use the SAT School Day Score Reporting Code List to find the appropriate four-digit code corresponding to the school or program you wish to receive your scores. In the booklet, scholarship programs are listed first, in alphabetical order. Colleges and universities come next, and are organized alphabetically within state.

For each place you want to receive scores, copy the four digits in the boxes. On the regular answer sheet, you must also fill in the corresponding circles. Scores will not be sent unless the circles are filled in. If you are using a large-block answer sheet, print the digits as clearly as you can.

If you change your mind about where to send your scores, you have until 10:59 p.m. Central Time, April 14, 2017, to change your selections. Use your online account at **collegeboard.org/mysat** *(or call Customer Service by 7 p.m.). Look up when you are done….*

When all students are done, collect the answer sheets and admission tickets. Return all answer sheets and admission tickets to a secure, locked location. Do not remove them again until test day. Students who test only on April 25, 2017, will be able to complete their score sends on their answer sheet on April 25, 2017.

If you are not able to complete the SDQ forms before test day, they can be completed after testing, as long as you return completed forms in the supplied return envelope no later than April 28, 2017.

Checking Rosters

Prior to test day, both the test center supervisor and the SSD Coordinator should review their rosters to account for all students. Test center supervisors will use the online Attendance Roster and will receive an email from College Board with instructions for accessing the roster. SSD Coordinators will use the Nonstandard Accommodations Report (NAR) in SSD Online. If students are missing from either roster, they will be required to complete a paper registration form on or before test day. Before allowing a student to test with accommodations, the SSD Coordinator must confirm whether the accommodations are approved by checking the SSD Online Dashboard.

Test Day

Admission Tickets

The Supervisor and Testing Room manuals reference having students bring admission tickets with them on test day. In Illinois, test center supervisors will need to distribute admission tickets to students for their use in the preadministration session and again on test day. Additionally, the admission tickets received at your school will not have the "Roster" or "NAR" designation, as referenced in the testing manuals, for identifying students testing with accommodations. Test center supervisors will receive all admission tickets for all students, regardless of their testing roster placement.

Admitting Students on Test Day

Students are responsible for bringing an acceptable form of identification so that test day staff can confirm their identity for the Illinois SAT School Day administration. Please refer to Section C of the *SAT School Day Supervisor Manual*. The College Board will support the visual identification of a student using a school-issued photo repository, such as a yearbook or electronic student database. A student who doesn't have either a photo identification card or an image in a school repository should complete a Student ID Form, printed on school stationery, and notarized by the school with the school seal. If needed, this form can be found at **collegeboard.org/Illinois** and should be kept on file locally.

Students Who Do Not Appear on Rosters

Students who transfered to your school after the January 20, 2017, Pre-ID deadline will not appear on the rosters. The College Board will provide an overage of purple and pink test materials for the April 5 administration, as referenced in the chart on page 4, to test these students, in most cases, on the initial test day. Confirm you have the necessary materials, have students complete a paper registration form, and manually add them to the bottom of either the online Attendance Roster or NAR (if the students' accommodations have been approved).

IMPORTANT: *When students complete the paper registration form, their nine-digit State Student ID must be coded in Field 8, "Student ID Number."*

For students with accommodations, the SSD Coordinator must confirm the student has been approved for accommodations by checking the SSD Online Dashboard or contacting the College Board before allowing the student to test.

Canceling Scores

Students have the option to cancel their scores on test day and up to three business days after testing. A supply of Request to Cancel Test Score forms will be provided with testing materials. Students may elect to cancel test scores if they do not want to have their Illinois SAT School Day Score reported to colleges. By canceling their scores, the College Board will not provide scores to students or colleges. Once canceled, scores may not be reinstated. However, ISBE will receive scores for the purposes of accountability reporting.

After Test Day

Returning Materials

The testing manuals indicate that testing materials should be returned on the same day as testing. **For Illinois, however, a pre-scheduled UPS pickup will occur on the day after testing is complete, as noted in the following chart.**

Administration	Pre-scheduled Pickup
Initial Test Date: April 5, 2017	April 6, 2017
Accommodated Testing Window: April 5 – 18, 2017	April 19, 2017
Makeup Test Date: April 25, 2017	April 26, 2017

The test center supervisor will receive an email prior to testing that provides the details of the UPS pickup. If changes are necessary, the test center supervisor may contact UPS, using the reference number provided by the the College Board to adjust the pickup as needed. See the timeline for the scheduled pickup dates.

- **Test Center Supervisors:** If students were absent on the initial test date, securely store any unused prelabeled answer sheets until the makeup test date. Students may use those answer sheets for their makeup testing. Otherwise, all test materials, used and unused, should be returned to the College Board. **New materials will be sent for the makeup administration.**

- **SSD Coordinators:** You may return materials for students who have completed testing after the initial test date in the first pre-scheduled pickup. For students who test throughout the accommodated testing window, you must store securely all used and unused materials until the pre-scheduled pickup at the end of the accommodated testing window. Before returning materials, the SSD Coordinator, or designee, must transcribe student responses to a standard answer sheet for students who test under the following conditions:
    - Students who are approved for recording answers in their test book
    - Students who use a braille writer

NOTE: *Large block answer sheets do **not** need to be transcribed.*

Makeup Materials

After initial testing, all materials will be returned to the College Board, except for any unused, prelabeled student answer sheets to be used for makeup testing and *Supplemental Instructions for Illinois SAT School Day* administration manuals, as needed. Save and store these materials securely. Test center supervisors will receive an email the day before the initial test day with instructions for how to request materials for the makeup test day. The email will walk the test center supervisor through a series of questions to assist the College Board in determining eligibility and the type and quantity of materials needed. The test center supervisor must respond to this email by Friday, April 7, 2017, in order to receive makeup test materials for students.

To complete the makeup material request, the test center supervisor will need a copy of the online Attendance Roster and knowledge of any testing issues that resulted in a Supervisor Irregularity Report (SIR). Students who miss the initial test day are eligible to participate in the makeup administration. In addition, some irregularities such as overtiming, or a site disruption, such as a fire alarm, will result in a makeup administration for the student.

New test materials, extra answer sheets, and test day forms will be shipped to the test center supervisor, for eligible students, the week before the makeup test date.

Off-Site Testing (Approved Sites Only)

Most schools participating in the spring 2017 Illinois-sponsored test administration will use their school building as the test location. However, schools that submitted a request and received approval for an off-site testing location may plan for administrations at more than one location.

AI (Attending Institution) Codes and Test Center Codes

A six-digit AI code has been assigned to each school administering the SAT in Illinois this spring. This code covers both your primary school location as well as any off-site locations approved for your school. Using the same AI code for all of the testing locations will ensure the receipt of score data that account for all of the students attending your school regardless of where they test.

While the AI code is common regardless of off-site testing locations, schools with approved off-site testing locations should receive a unique five-digit test center number for each off-site location. These numbers are sent under a separate cover letter once the testing plan is reviewed and approved by the Office of Testing Integrity (OTI). Test center numbers are posted at each site on test day and are used by students on their answer sheets. They are also used by test center supervisors on the SAT School Day forms and for materials shipments to identify the location of the administration.

Please note that test center numbers are unique to an administration and to a testing location. These numbers are not valid for SAT administration at any time other than the ISBE-sponsored administrations.

Pre-Identification and Test Materials Shipping

The College Board will determine each school's test materials order based on:

- students registered for your school through the SAT Pre-ID file ISBE provided, and
- students designated for accommodations through the College Board SSD Online system.

Standard materials will be sent to the attention of the test center supervisor. Nonstandard and SAA test materials will be sent to the attention of the SSD Coordinator. It is the responsibility of the test center supervisor to be aware of which students are testing at each location.

Test Materials Distribution

The test center supervisor at the AI is responsible for coordinating the secure transport of materials to the off-site testing location. Materials should be transported only to the off-site location when the off-site associate supervisor is available to accept them and ensure the security of test materials from arrival until their return.

Test books are shrink-wrapped. For security reasons, do not unseal or open the wrapping around the test books until test day. You should have received a sufficient number of test material bundles to accommodate distribution to each of your off-site testing locations without having to open the test book bundles.

SAT test books are serialized. To ensure accurate test materials tracking, test material security, and adherence to test administration policies, AI test center supervisors must

note the off-site location and the beginning and ending serial numbers of the test books being distributed. Follow the instructions in the manual for locating the serial numbers without opening the shrink-wrap. Record the off-site location name, test center number, and test book serial numbers for each location, and keep this information on file for six months. The off-site associate supervisor is responsible for verifying the serial numbers on the materials received at their location, noting the assigned room for each associate supervisor, and recording the beginning and ending serial numbers of the test books on the Testing Room Materials Report.

Preparing for Testing

The supervisor identified for each location is responsible for ensuring that the test center meets the requirements for test materials security, room configuration/seating, and test day staffing as described in the *SAT School Day Supervisor Manual*. In addition, they are responsible for all preadministration and post-administration activities at their location.

Returning Materials for Off-Site Locations

Each individual test center supervisor will receive an email with pickup details and may adjust arrangements by contacting the College Board or UPS after testing, except for off-site locations, **which will be picked up on test day**. If you have limitations of how long you can remain at your testing site, please contact College Board for directions on how to handle the return of materials. The AI will receive enough return materials, including boxes, labels, and envelopes to distribute to each of the off-site locations with the test materials. Keep materials secure until pickup.

SAT School Day Support (not for parents or students)

COLLEGE BOARD PHONE: **844-688-9995**

COLLEGE BOARD EMAIL: **illinoisadministratorsupport@collegeboard.org**

COLLEGE BOARD MICROSITE: **collegeboard.org/Illinois**

ISBE SAT WEBSITE: **https://www.isbe.net/Pages/SAT.aspx**

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