
SAT Implementation Overview

January 4, 2017

ROE Training and Overview

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Agenda

- ▶ Our goal today is to provide an overview for school staff to prepare you for the spring 2017 SAT administration.
- ▶ SAT Overview
- ▶ Setup & Registration
- ▶ Planning for Test Day
- ▶ Planning Rooms & Staffing
- ▶ Test Materials & Administration

SAT[®] Scores and Subscores

1 Total Score 400–1600 Scale

Total Score

2 Section Scores 200–800 Scale

Evidence-Based Reading and Writing

Math

3 Test Scores 10–40 Scale

Reading

Writing and Language

Math

2 Cross-Test Scores 10–40 Scale

Analysis in Science

Analysis in History/Social Studies

7 Subscores 1–15 Scale

Words in Context

Heart of Algebra

Command of Evidence

Problem Solving and Data Analysis

Expression of Ideas

Passport to Advanced Math

Standard English Conventions

3 Essay Scores (Optional) 2–8 Scale

Reading

Analysis

Writing

All data available to both students and educators for deep dive analysis of results, performance and opportunities for practice.

Student essays available to educators in the data portal for review and for curriculum development specific to writing.

The SAT[®] compared to the ACT[®].

The SAT is focused on the classroom skills and knowledge that are essential for college and career.

The test is part of the College Board's commitment to ensuring that our assessments not only measure readiness, but connect students to opportunities.

Test Format Structure and Timing	SAT	ACT
Test Timing	3 hours + 50-minute essay (required as part of IL administration)	2 hours 55 minutes + 40- minute essay (optional)
Structure	3 tests + essay	4 tests + optional writing test
Number of Questions	154	215
Time per Question	1 minute, 10 seconds	49 seconds
Score Range	Composite 400-1600 SAT Essay: reported in 3 dimensions, each 2-8	Composite 1-36 Writing domain scores: 2-12
Test Length and Timing	Reading Test 65 minutes 52 questions Writing and Language Test 35 minutes 44 questions Math Test 80 minutes 58 Questions	Reading Test 35 minutes 40 questions English Test 45 minutes 74 questions Math 60 minutes 60 questions Science Test 35 minutes 40 questions

SAT to ACT Concordance Table

Concordance Table has been made available to compare composite scores between SAT and ACT scores.

ACT to New SAT Concordance Table

Table 15							
ACT Composite Score	New SAT Total (400-1600)		ACT Composite Score	New SAT Total (400-1600)		ACT Composite Score	New SAT Total (400-1600)
36	1600		29	1360		22	1110
35	1570		28	1320		21	1070
34	1540		27	1290		20	1030
33	1500		26	1260		19	990
32	1470		25	1220		18	950
31	1430		24	1180		17	910
30	1400		23	1140		16	870
						15	830
						14	780
						13	740
						12	680
						11	590

For lower score points, there is not enough data to produce a valid concordance between the new SAT and ACT.

Key Dates

Activity	Audience	
Deadline for staff and test center setup	Principals	11/16/16
Offsite Testing Requests	Test Center Supervisor	11/16/16-12/15/16
Confirmation and Notification of AI and Test Center Codes	Test Center Supervisor	December 2016
Deadline to verify Pre-ID Information in ISBE Student Information System (SIS)	Districts/Schools	1/20/17
Accommodations Request Deadline	SSD Coordinator	2/15/17
Test Day Supervisor Training	Test Center Supervisor SSD Coordinator Test Day Staff	2/9/17-3/22/17
Answer Sheets and Pre-ID labels arrive in schools.	Test Center Supervisor	3/6/17-3/8/17

Key Dates

Activity	Audience	
Pre-administration Session	Test Center Supervisor	3/10/17-4/4/17
Secure Materials Arrive at Schools	Test Center Supervisor SSD Coordinator	3/29/17-3/31/17
Administration Date	Test Center Supervisor SSD Coordinator	4/5/17
Deadline to Submit Makeup Material Request	Test Center Supervisor	4/7/17
Accommodated Testing Window	SSD Coordinator	4/5/17-4/18/17
Makeup Administration	Test Center Supervisor	4/25/17
Final date to ship answer sheets for scoring	Test Center Supervisor SSD Coordinator	4/28/17

Terminology

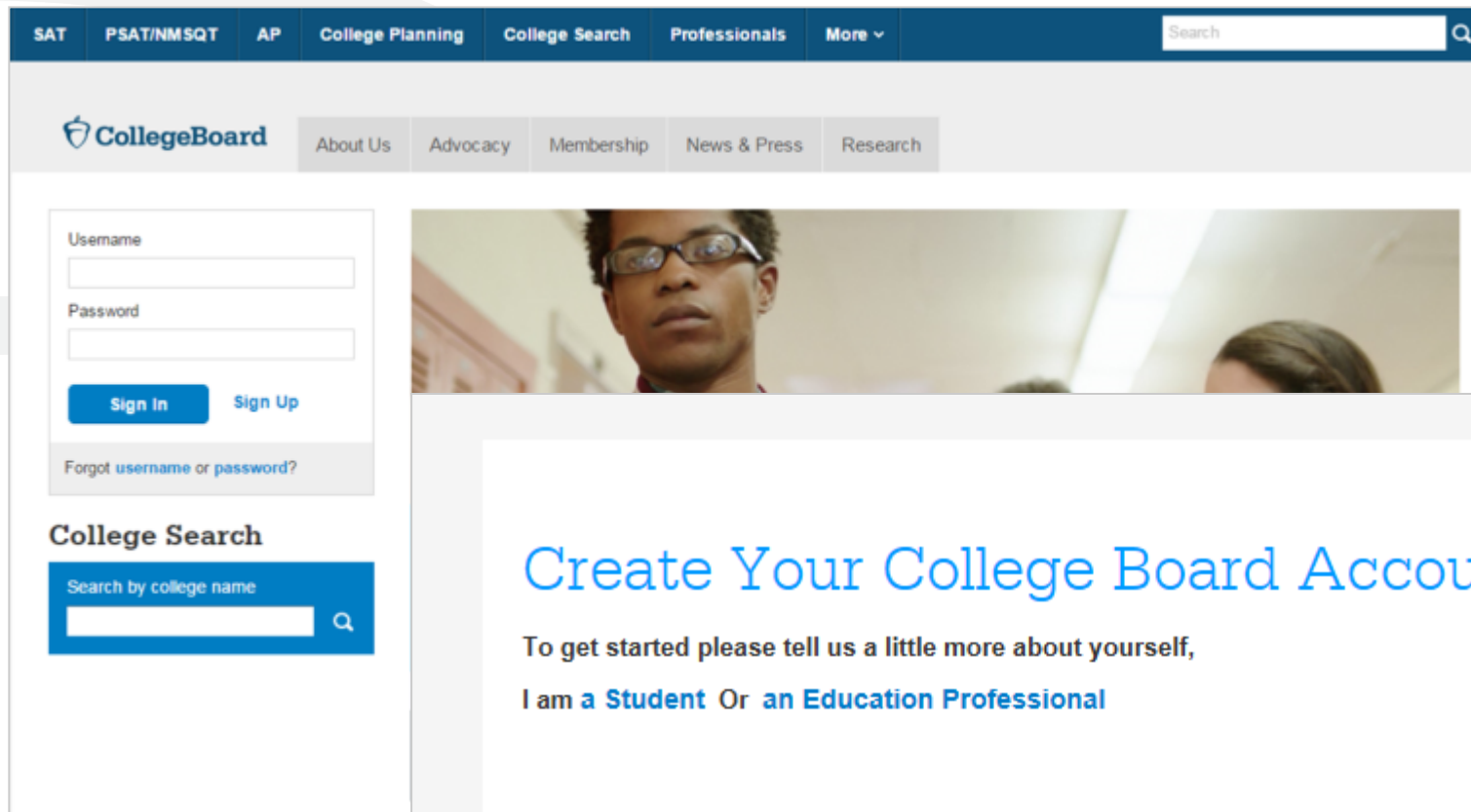
- ▶ Test Center Supervisor – is responsible for all aspects of the SAT administration at the school
- ▶ Services for Students with Disabilities (SSD) Coordinator(s) – is responsible for overseeing all aspects of the SAT administration for students testing with accommodations
- ▶ Associate Supervisor – is the test administrator
- ▶ Proctors – assists the associate supervisor with monitoring students in the testing room
- ▶ Hall Proctor– responsible for monitoring the hallways on test day
- ▶ Principal – receives general information about test day activities

College Board System Access & Permissions

- ▶ A College Board Professional Account is required for all system access.
 - ▶ Each user creates their own account at collegeboard.org
- ▶ SSD Online System
 - ▶ The school SSD Coordinator requests access.
 - ▶ Access requires a principal's signature.
 - ▶ Others may request access with the school principal's approval
- ▶ College Board Online Test Day Training
 - ▶ The Test Center Supervisor will receive access. The Test Center Supervisor may grant access to all test day staff.
- ▶ College Board Reporting Portal
 - ▶ Each school will have an access manager responsible for providing access to school staff

Create a College Board Professional Account

- Go to www.collegeboard.org



The screenshot displays the College Board website's navigation and login sections. The top navigation bar includes links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and a More dropdown menu, alongside a search bar. Below this, a secondary navigation bar features the College Board logo and links for About Us, Advocacy, Membership, News & Press, and Research. The main content area is divided into two columns. The left column contains a login form with fields for Username and Password, Sign In and Sign Up buttons, and a link for 'Forgot username or password?'. Below the login form is a 'College Search' section with a search bar and a magnifying glass icon. The right column features a large banner image of a young man with glasses. Below the image, the text 'Create Your College Board Account' is displayed in a large blue font, followed by the instruction 'To get started please tell us a little more about yourself,' and the selection prompt 'I am a Student Or an Education Professional'.

SAT PSAT/NMSQT AP College Planning College Search Professionals More ▾ Search

CollegeBoard About Us Advocacy Membership News & Press Research

Username

Password

Sign In Sign Up

[Forgot username or password?](#)

College Search

Search by college name 🔍

Create Your College Board Account

To get started please tell us a little more about yourself,
I am a **Student** Or an **Education Professional**



Site Establishment

Establishment Process

- ▶ All schools are required to participate in the setup survey.
- ▶ The survey will provide key information allowing College Board to setup your school for the Illinois SAT Administration including:
 - ▶ School Information
 - ▶ Key staff contact information
 - ▶ Relationship between home and serving/testing school.
- ▶ As a result of the survey schools will be setup with a high school (AI) code and/or a test center code.
 - ▶ AI Codes are a 6-digit code required to administer College Board exams, apply for student accommodations, and receive students' exam scores. All "home" schools will receive an AI code.
 - ▶ Test Center codes are a 5-digit number representing the testing location. "Home" and "Testing" schools will receive a test center code. (If your school is also a national test site, your test center code will be different.)

Guidelines

- ▶ All eligible students considered to be grade 11 according to state guidelines will participate in the SAT as the statewide accountability test unless they are taking DLM-AA.
- ▶ Students may test at a serving school OR return to their home school to test. Schools should coordinate with the Home District(s) of the grade 11 students 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. Established SAT Test Centers are responsible for ensuring receipt of all test materials, testing students, and returning test materials for processing.
- ▶ Schools establishing as a SAT Test Center, should notify each students' Home District that you will be a test center.

Establishment Process

- ▶ Schools received a notice from College Board about the survey over the past two weeks. If you do not think your school was included, please contact scowley@collegeboard.org.
- ▶ College Board will support off-site testing for schools who request it on the survey. Schools will be contacted with more information about the process.
- ▶ College Board will email Test Center Supervisors a confirmation with their school's AI code and test center code, if applicable December.



Student Registration & Material Orders

Pre-ID Process

- ▶ ISBE's Role – Register students
 - ▶ ISBE will create a pre-id file for “home” school review. The file will contain the home and testing location for each school to register students for the SAT.
- ▶ School's Role
 - ▶ Review the SAT Pre-ID file.
 - ▶ The Home District must verify that the “Testing School” RCDTS code in the SAT Pre-ID file is correct.
 - ▶ A student's “Serving School” (from the SIS enrollment record) will be used to initially populate the “Testing School”
 - ▶ The SSD Coordinator will submit accommodations requests for students through College Board's SSD Online system.

Initial Test Day Materials

- ▶ The state provided student data during registration (or pre-ID) and the school requested accommodations will be what College Board uses to determine the quantity and type of materials to be shipped to each school.
- ▶ The initial test date: 4/5/17
- ▶ Schools will receive Pre-ID labels before test day. Students will place the label on their answer sheet.
- ▶ Students who were not Pre-ID'd originally (e.g. late transfers), will complete a paper registration form on test day.
- ▶ Test material shipments will include testing manuals, test materials, test day forms and other instructions.

Accommodated Testing Window Materials

- ▶ Students who are testing with certain accommodations, identified on the Non Standard Accommodation Report (NAR) will have a testing window.
- ▶ The Accommodated Testing Window for students on the NAR is:
 - ▶ 4/5/17 – 4/18/17
- ▶ Students testing with accommodations over 2-days should test on consecutive days. All testing must be complete by 4/18/17.
- ▶ There is no additional makeup testing date.

Makeup Test Day Materials

- ▶ Students, not testing in the accommodated window, who miss the initial test date will test on the makeup test date.
- ▶ Immediately prior to the initial test day, Test Center Supervisors will be emailed requesting a count of the students requiring makeup materials.
 - ▶ Schools must respond to the makeup email by 4/7/17 in order to receive materials.
- ▶ SAT – Makeup 4/25/17
 - ▶ New SAT test materials will be sent for all students testing on the makeup test date.



Accommodations

Supports & Accommodations

Supports Available to all Students

- Repeat directions
- Time remaining notifications
- Calculator for w-calculator sections
- Translated test directions

Standard Test Format

- Extended Time
- Additional Breaks
- Modified settings
- Reader
- Scribe
- Large block answer sheet
- Permission for meds, food, drinks

Alternate Test Formats

- Braille
- Large Print
- MP3
- Assistive Technology
- State Allowed (non-reportable)

Accommodations

- ▶ The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need, and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.
- ▶ All accommodations requests will be submitted through our SSD Online system. There are two types:
 - ▶ College Board Accommodations: Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
 - ▶ State Allowed Accommodations (SAA): These are state specific accommodations defined by ISBE. Students, schools and the state will receive scores, however the scores are not valid for college admission. These accommodations apply to state testing only and are requested for each state administration.

SSD Online – College Board Accommodations

- ▶ For College Board accommodations, will be entered from the SSD Online Dashboard.
- ▶ The entry of accommodations will go through one of two paths:
 - ▶ School verification – Some requests can be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file that meets the College Board Guidelines for Documentation e.g., formal accommodation plan for four school months, receiving accommodation on school tests for four school months)
 - ▶ Documentation Review – Other requests require documentation. The College Board reviews a student's disability documentation to determine if it meets the guidelines and if accommodations are appropriate. SSD Online tells coordinators when documentation is required, and based on the specific request, what documentation would be most helpful.

New – Accommodations Update

Beginning January 1, 2017:

- ▶ The vast majority of students using testing accommodations at their school through a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved for taking the SAT®, PSAT™ 10, PSAT/NMSQT®, SAT Subject Tests™, and AP® Exams.
- ▶ School testing accommodation coordinators need to answer only two questions when submitting most requests for students:
 - ▶ “Is the requested accommodation(s) in the student’s plan?” and
 - ▶ “Has the student used the accommodation(s) for school testing?”
- ▶ If the answer is yes to both questions, eligible students can be approved to receive most accommodations on College Board exams.

ELL Updates to Accommodations

English Language Learners (ELL) students taking a state-funded SAT during the school day will have access to:

- ▶ testing instructions in several native languages
- ▶ approved word-to-word bilingual glossaries
- ▶ These changes will now be College Reportable Scores

In the fall of 2017, ELL students taking a state-funded SAT during the school day can also receive extended testing time (up to time and a half) and the opportunity to test in an environment with reduced distractions.

SAT Accommodations Update

The College Board has overhauled our request process for testing accommodations, making it easier for eligible students to receive the support they need on College Board assessments.

Beginning January 1, 2017:

- The vast majority of students using testing accommodations at their school through a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved for taking the SAT®, PSAT™ 10, PSAT/NMSQT®, SAT Subject Tests™, and AP® Exams.
- School testing accommodation coordinators need to answer only two questions when submitting most requests for students:
 - “Is the requested accommodation(s) in the student’s plan?” and
 - “Has the student used the accommodation(s) for school testing?”
 - If the answer is yes to both questions, eligible students can be approved to receive most accommodations on College Board exams.
- English Language Learners (ELL) students taking a state-funded SAT during the school day will have access to:
 - testing instructions in several native languages
 - approved word-to-word bilingual glossaries

SSD Online – State Allowed Accommodations

- ▶ For SAAs, the request will be entered into the State Allowed Dashboard.
- ▶ Requests are auto-approved based on the state defined accommodations.

[Back to SSD Dashboard](#) [Helpful Links: | FAQ](#)

State-Allowed Accommodations > Dashboard

i Notice

State-Allowed Accommodations (SAA) should only be used by students when College Board accommodations are not available. Use of SAA's will result in an unreportable score and student scores will not be eligible for college submission or scholarship opportunities.

Your state/district has arranged SAA's for the following College Board tests:

An SAA request must be submitted for each student that requires them. To start, click the **Request State-Allowed Accommodations** button below

0 Students 25 per page ◿ ◀ ▶

Narrow by: ◿ All Statuses ▾ All Accommodations ▾ [Clear all](#) ◿

SAA Request Status	Student	Submitted	Testing Status
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Accessing SSD Online

- ▶ SSD Coordinators from other College Board testing will already have access to SSD Online.
- ▶ Once any new SSD Coordinator(s) are identified they should request access to the SSD Online system.
- ▶ To access the system, the SSD Coordinator will need to:
 - ▶ Have a College Board Professional Account
 - ▶ Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
 - ▶ Receive an access code to link your SSD Online access to your College Board professional account (First time only). May take 1-2 days to receive the access code.
 - ▶ A school may have multiple SSD Coordinators.

Prioritizing Requests

- ▶ Accommodation requests may begin once you receive your access code and have established an SSD Coordinator.
- ▶ While we encourage schools to start early, we suggest prioritizing requests as follows to allow you to take advantage of the SSD Online system enhancements as they become available.
- ▶ Beginning now
 - ▶ Identify any students who have previously been approved for a College Board accommodation, for example those who took PSAT/NMSQT or AP. There is no need to reapply for accommodations for these students unless their needs have changed. They will receive the same accommodations as previously approved.
 - ▶ Submit applications for any students with an IEP who have been receiving accommodations for more than 4 months.



Planning for Test Day

Testing Roles

- ▶ Test Center Supervisor – is responsible for all aspects of the SAT administration at the school
- ▶ Services for Students with Disabilities (SSD) Coordinator(s) – is responsible for overseeing all aspects of the SAT administration for students testing with accommodations
- ▶ Associate Supervisor – is the test administrator
- ▶ Proctors – assists the associate supervisor with monitoring students in the testing room
- ▶ Hall Proctor– responsible for monitoring the hallways on test day
- ▶ Principal – receives general information about test day activities

Test Center Supervisor Role

The Test Center Supervisor (TCS) is responsible for

- ▶ All aspects of the administration at a school, including:
 - ▶ Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
 - ▶ Everything on test day, including distribution of materials, monitoring all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
- ▶ The TCS may choose to enlist the aid of others at the school to help him/her test day planning and set-up.
- ▶ The TCS will remain the main contact and receive all communications from the College Board and ETS.
- ▶ Identifying staff to serve as Associate Supervisors, Proctors and Hall Proctors for test day staff support.

Services for Students with Disabilities Coordinator Role

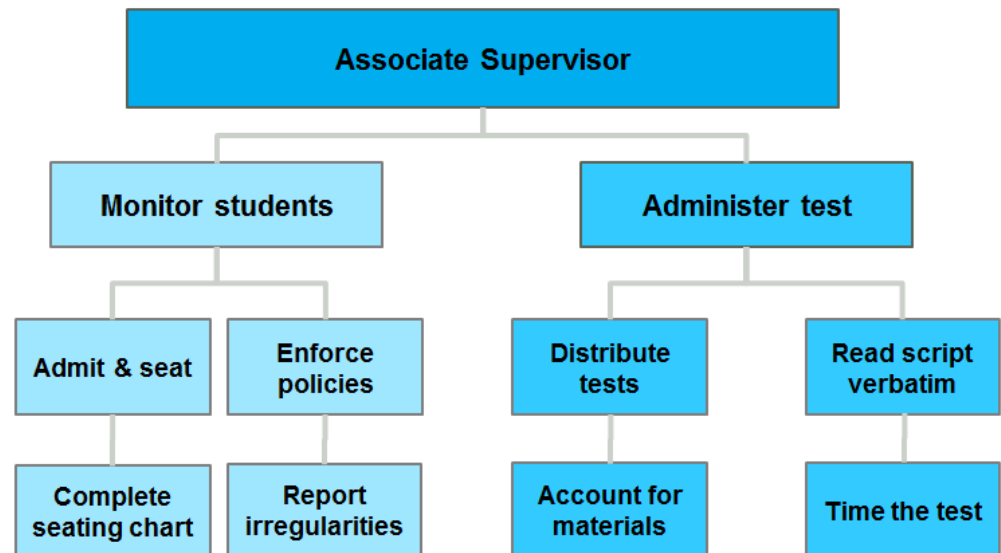
The Services for Students with Disabilities (SSD) Coordinator is responsible for:

- ▶ Being the school's liaison with the College Board's Services for Students with Disabilities office and submitting accommodation requests for all students who request them at his/her school.
- ▶ Administering the test to students who have accommodations that appear on the Non-standard Administration Report (NAR).
- ▶ Schools will identify a primary SSD Coordinator. To establish themselves as an SSD Coordinator, the person will need to:
 - ▶ Have a College Board Professional Account
 - ▶ Complete the SSD Coordinator Form, found on collegeboard.org/ssd
 - ▶ Receive an access code to link your SSD Online access to your College Board professional account.

Associate Supervisor Role

The Associate Supervisor Role is responsible for:

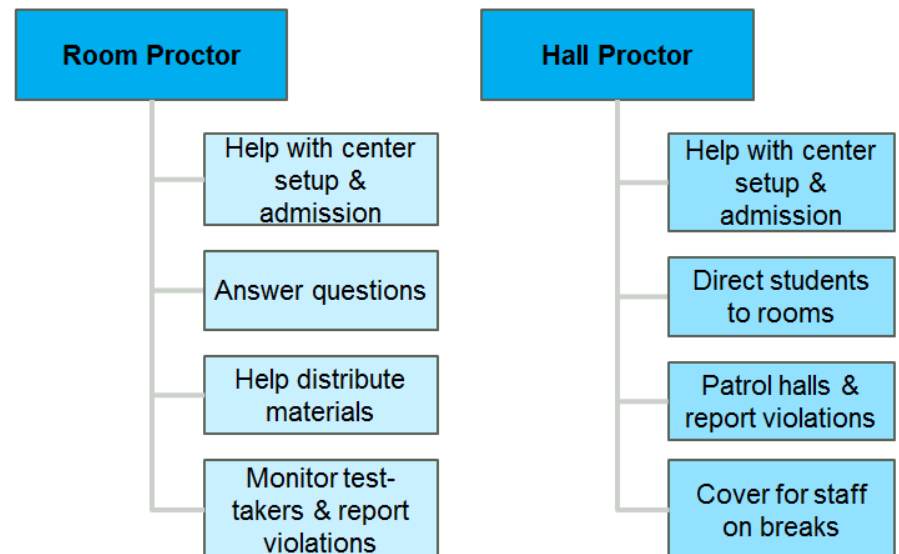
- ▶ Managing everything within a testing room including management of all testing materials, conducting the test, and monitoring test-takers to ensure a fair administration.
- ▶ They must be a district employee
- ▶ Each room requires one Associate Supervisor
- ▶ One Associate Supervisor must be designated as the back-up for the Test Center Supervisor



Room Proctors and Hall Proctors

Room Proctors and Hall Proctors are responsible for:

- ▶ Assisting the Test Center and Associate Supervisors.
 - ▶ Proctors help set up the testing area and monitor testing.
 - ▶ Hall Proctors patrol the hallways during testing to make sure the testing area remains quiet and secure.
- ▶ Must be a district employee



Guidelines for Test Day Staff

- ▶ Staff with children or those who have students residing in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day. For example:
 - ▶ If a staff member's child will be taking the SAT, he/she cannot serve as testing staff for the SAT
- ▶ Staff cannot be engaged in providing private SAT preparation that is conducted outside the auspices of their school/district and for which they receive compensation.
- ▶ Staff cannot have taken any College Board test within 180 days of test day.
- ▶ It is possible for test day staff to serve multiple roles in a small test center. We recommend the Test Center Supervisor remain in the test room and have the additional test day staff serve the Hall Proctor. However, for large test centers we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Center Coordinator then can float around the test center, assisting with questions and resolving any issues that may arise.



Pretest Activities

Pre-administration Session

- ▶ In advance of test day, we recommend schools conduct a pre-administration session to
 - ▶ Affix Pre-ID labels to student answer sheets
 - ▶ Have students complete their 4 free score sends
 - ▶ Have students complete the student data questionnaire (SDQ)

- ▶ Students have two options to send scores
 - ▶ On their answer sheet, or
 - ▶ Online via their student account

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SAT Student Data Questionnaire (SDQ)

- ▶ Schools will receive Student Data Questionnaires (SDQ) and instruction booklets.
 - ▶ Distribute instruction booklets to each student
 - ▶ Contains instructions for completing the SDQ.
 - ▶ Contains important information about the SAT, such as Terms and Conditions.
- ▶ Completion of the SDQ is optional, however it must be completed prior to test day.
 - ▶ One benefit of the SDQ is to allow students to opt into Student Search Service which helps connect students with colleges, universities, and scholarship opportunities that match up with students' interests and needs.
 - ▶ The SDQ can be completed in pen or pencil.
- ▶ Return SDQ's with the provided return label.

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NOTE 2 The SAT Questionnaire allows you to provide information about your academic background, activities, and interests to help you in planning for college and to help colleges find out more about you. The Student Search Service also uses this information.

SAT QUESTIONNAIRE		To answer these questions, please use the Registration and Questionnaire Guide.									
Do not extend your marks into the adjacent grids.											
1. AREA OF STUDY		Area	1	2	3	4	5	6	7	8	9
Mathematics											
English and Language Arts											
Science											
Social Sciences and History											
Foreign and Classical Language											
Other/Undecided											
2. COURSE WORK											
English		English	1	2	3	4	5	6	7	8	9
Math		Math	1	2	3	4	5	6	7	8	9
Science		Science	1	2	3	4	5	6	7	8	9
Social Sciences		Social Sci.	1	2	3	4	5	6	7	8	9
Foreign Languages		Foreign Lang.	1	2	3	4	5	6	7	8	9
Other/Undecided		Other/Undecided	1	2	3	4	5	6	7	8	9
3. MATHEMATICS COURSES											
Pre-Algebra or other math course											
Algebra 1 or equivalent											
Algebra 2 or equivalent											
Geometry											
Pre-Calculus											
Calculus											
Other mathematics course											
4. ENGLISH/LANGUAGE ARTS COURSES											
English Language Arts											
Composition											
Reading Analysis											
Creative Writing											
Literature											
Writing											
Other English/Language Arts											
5. NATURAL SCIENCE COURSES											
Environmental, Earth, or Space Science											
Biology											
Chemistry											
Physics											
Other science course											
6. SOCIAL SCIENCES AND HISTORY COURSES											
U.S. History											
U.S. Government/Civics											
European History											
World History or Global Studies											
Geography											
Economics											
Political Science											
Psychology											
Sociology											
Other social sciences or history course											
7. FOREIGN AND CLASSICAL LANGUAGE COURSES											
Chinese											
French											
German											
Hebrew											
Italian											
Japanese											
Korean											
Latin											
Russian											
Spanish											
Other language course											

SAT Planning for Test Day

- ▶ The initial test day is April 5, 2017.
- ▶ The standard schedule includes testing room doors closing at 8 a.m. for pre-admin activities and testing beginning 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., and they may start testing any time between 8:00 a.m. and 9:00 a.m.
- ▶ The start time applies to standard test takers as well as accommodated test takers in both the primary and make up administrations.
- ▶ Schools may setup late arrival rooms. Testing in any late-arrival room must begin before any other room breaks. And early enough to end before your normal school dismissal time.
- ▶ Schools must complete testing before breaking for lunch.

SAT Planning for Test Day

- ▶ The pre-administration time includes important directions and completing select information on the answer sheet. This must be completed on test day for SAT.
- ▶ The pre-administration time is not for completing the SDQ.

SAT	SAT with Essay (in minutes)
Pre-admin Time	30
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4h, 50m

Training for Test Center Supervisors

- ▶ Online Test Day Training
 - ▶ Access available through College Board Professional Account
 - ▶ Approximately 30-45 minutes to complete, broken up into modules
 - ▶ Mandatory for all new Test Center Supervisors and SSD Coordinators. Other Test Day Staff will use online training modules specific to test day.
 - ▶ Test Center Supervisors are required to read all Supervisor manuals in advance of test day.
- ▶ The Test Center Supervisor is responsible for ensuring all test day staff are trained.
- ▶ Implementation Training Kits
 - ▶ Shipped to schools in mid-to-late February.
 - ▶ Will include copies of the Illinois Supplement manual.
- ▶ Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.



Planning Rooms and Staffing

Roster Room Testing

- ▶ Students tested in the standard room include
 - ▶ Students testing without accommodations
 - ▶ Students testing with common accommodations that don't require separate testing
 - ▶ Students with accommodations that appear on the Online Attendance Roster
- ▶ SAT – Students will receive Purple or Pink test books

Non-Standard Accommodation (NAR) Report Room

- ▶ These students appear on the Nonstandard Accommodations Report (NAR) available through SSD Online.
- ▶ These students need to be tested separately because of their accommodation (presentation, timing, response, or other)
- ▶ SAT – Students will receive Blue test books

State-Allowed Accommodation Room

- ▶ These students will appear at the end of the NAR.
- ▶ Students are testing separately because they will have different test materials and different test day scripts
- ▶ Students testing with state allowed accommodations will not receive scores that are applicable for scholarships or college entrance.
- ▶ SAT – Students will receive Lime test books.

SAT Testing Rooms

Room Type	Standard Testing Room(s)		Non-Standard Room(s)		State-Allowed Room(s)
Room Label	Standard	Standard Roster	Non-Standard Roster	Non-Standard 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
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> • Not applicable 	<ul style="list-style-type: none"> • 14 pt Large print • Wheelchair accessibility • Large-block answer sheet • Magnifier 	<ul style="list-style-type: none"> • Extended breaks • Extra breaks 	<ul style="list-style-type: none"> • 20 pt Large print • MP3 Audio • Braille • 50% Extended time (all sections) • 100% Extended time • Breaks as needed 	<ul style="list-style-type: none"> • ASL interpreter • Use of Word for Word Glossary • EL Math Only
Where to find students who qualify	Pre-ID Students	Eligibility Roster in SSD Portal	Eligibility Roster in SSD Portal	NAR Roster in SSD Portal	NAR Roster in SSD Portal
Person Responsible	Test Center Supervisor	Test Center Supervisor	Test Center Supervisor	SSD Coordinator	SSD Coordinator
Test Date(s)	April 5, 2017	April 5, 2017	April 5, 2017	April 5, 2017	April 5, 2017
Make-Up Test Date(s)	April 25, 2017	April 25, 2017	April 25, 2017	Anytime in window April 5 – April 18, 2017	Anytime in window April 5 – April 18, 2017
Color Test Books	Purple	Purple	Pink	Blue	Lime

**NAR = Nonstandard Administration Report

Planning for Testing Rooms

- ▶ Size of cohort testing and size of rooms used for testing determine number of rooms needed. Options include:
 - ▶ Larger spaces, such as auditoriums and gymnasiums
 - ▶ Smaller spaces, such as classrooms
- ▶ Location of testing rooms within the building
 - ▶ Separated from other classes/tests on different schedules or taking different assessments
 - ▶ Minimize noise and other disruptions when classes or other assessments break
 - ▶ Area where there will be minimal noise/distractions from outside the building
 - ▶ Access to restrooms

Seating and Furniture Requirements

- ▶ Use chairs with backs.
- ▶ Face seats in the same direction.
- ▶ Place chairs directly behind those in the preceding row.
- ▶ Separate each student by a minimum of four feet from right to left (measure from center of desk). This is the equivalent of ACT's 3 foot rule.
- ▶ Ensure unimpeded access to every student by staff.

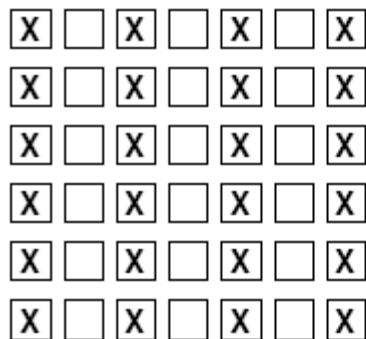
Seating and Furniture Requirements

- ▶ Seat only one student at a table measuring six feet in length or less.
- ▶ Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- ▶ Provide a large, smooth writing surface, preferably desks or tables.
- ▶ Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- ▶ Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Sample Seating Plans

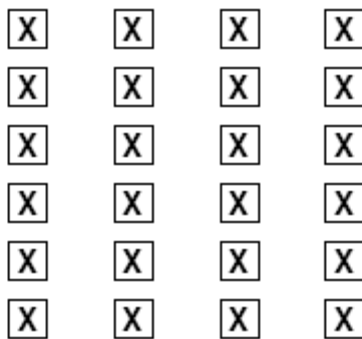
SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Plan IA: level seating



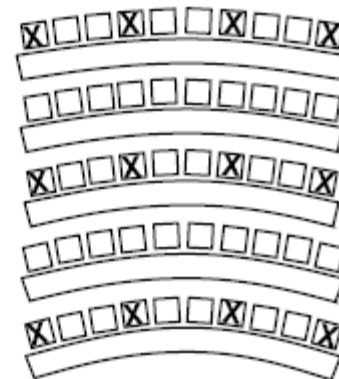
4'

Plan IB: level seating

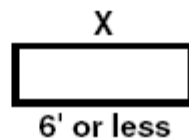


4'

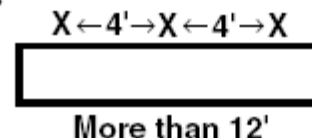
Plan II: elevated seating



Plan III: tables



6' or less



More than 12'

Planning for Staffing Needs

- ▶ The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
- ▶ Test Day staff must be a district employee
- ▶ Unless your school tests only a few students, you will need additional staff to assist the Test Center Supervisor.

Planning for Staffing Needs

- + There should be a minimum of one Associate Supervisor (test administrator) for every 34 students.
- + For rooms with more than 34 students, assign additional proctors to help.
- + At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Planning for Staffing Needs

- ▶ Your school is testing 100 juniors for SAT School Day
 - ▶ You have 4 classrooms available with 25 students each
- ▶ Therefore you will require
 - ▶ 1 Test Center Supervisor
 - ▶ 4 Associate Supervisors
 - ▶ 1 Hall Proctor

Test Center Supervisor

Associate
Supervisor for
Room #1

Associate
Supervisor for
Room #2

Associate
Supervisor for
Room #3

Associate
Supervisor for
Room #4

Planning for Staffing Needs

- ▶ Your school is testing 100 juniors for SAT School Day
- ▶ You are limited on the number of test day staff
- ▶ Therefore, you could test in one large room (i.e. cafeteria or gym) and will require
 - ▶ 1 Test Center Supervisor
 - ▶ 1 Associate Supervisor
 - ▶ 2 Proctors
 - ▶ 1 Hall Proctor

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

Planning for Test Day

Other Considerations

- ▶ School schedules will require some adjustments
 - ▶ Lunch periods
 - ▶ Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
 - ▶ Students may eat snacks during breaks
- ▶ Bell schedules
 - ▶ Bells must be silenced during test administration



Test Materials

Test Materials Delivery

- ▶ Test Materials will ship to schools to arrive no later than 3/31/17.
- ▶ Delivery dates will be adjusted for spring break schedules if needed.
- ▶ Test materials will be addressed to the Test Center Supervisor or SSD Coordinator.
- ▶ Upon receipt, test materials should be inventoried and resealed.
 - ▶ Store securely until test day.
 - ▶ Contact College Board immediately if there is a problem with your shipment – see the Test Center Supervisor’s Manual for specific instructions.
- ▶ Check materials daily until test day. Contact College Board immediately if materials show evidence of tampering.

Test Day

- ▶ Make sure test day staff have the printed manuals with them on test day for quick and easy reference.
- ▶ When distributing answer sheets, test day staff should be sure to distribute the answer sheet to the correct student.
- ▶ After collecting test books and answer sheets, test day staff should review key information to prevent delays in scoring
 - ▶ Secure the test books
 - ▶ Check student names match the pre-id label
 - ▶ Confirm the test center code has been correctly bubbled
 - ▶ Make a copy of your rosters
 - ▶ Respond to the Makeup Request Email

Test Material Returns

- ▶ The day before testing, the Test Center Supervisor will receive an email with information about the test materials pick-up by UPS including confirmation number and date/time of the scheduled pickup.
 - ▶ Before returning answer sheets, verify it includes the correct student label.
 - ▶ Return all used and unused test materials for SAT.
 - ▶ All materials must be shipped by close of business the day after testing.
- ▶ Follow packing and addressing instructions exactly. Errors will lead to scoring delays.
- ▶ Prepaid shipping labels, with the correct addresses for each box, are included with the test materials. All materials must be returned by 4/28/17.
- ▶ If you have any questions, contact College Board Test Administration Services for assistance.

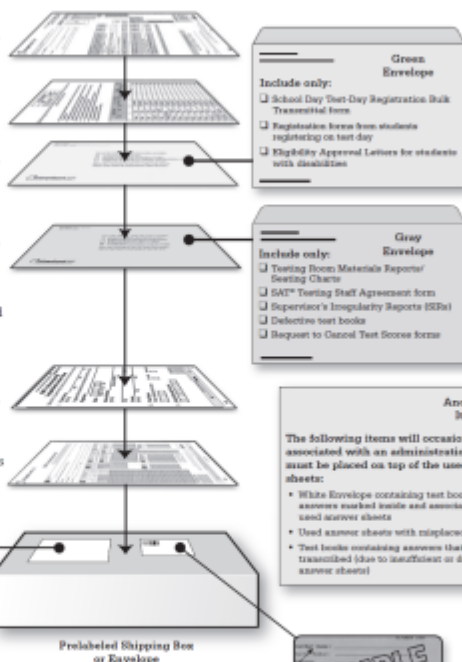
Test Materials Return - SAT

RETURNING

Used Answer Sheets and Forms

Assemble and pack materials 1-7 in the sequence shown. SSD Coordinators: Follow instructions given in Section G of *The SAT School Day Testing Manual*.

- 7 Test Supervisor's Report Form
- 6 Annotated online rosters (including nonstandard test-takers)
- 5 Green Envelope
- 4 Gray Envelope
- 3 Ancillary items not included in all test administrations (See box at bottom right for a list.)
- 2 Large-block used answer sheets
- 1 Regular used answer sheets



Green Envelope

Include only:

- School Day Test-Day Registration Bulk Transmittal form
- Registration forms from students registering on test day
- Eligibility Approval Letters for students with disabilities

Gray Envelope

Include only:

- Testing Room Materials Report/Seating Chart
- SAT® Testing Staff Agreement form
- Supervisor's Integrity Report (SIR)
- Defective test books
- Request to Cancel Test Scores form

Ancillary Items

The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:

- White Envelope containing test books with answers marked inside and associated used answer sheets
- Used answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)



UPS Return Label

Note this tracking number for your records

Note reference number for your records

Print your center name and number here

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)



PEM AUSTIN TCS Return Label

- Use the pre-labeled courier return box/envelope that came with your test materials. Do not cover preapplied labels with another label, or place another label on the same box.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything.

RETURNING

Test Books and Unused Answer Sheets

1 PACK

- Use carton(s) from original test materials shipment.
- Include only the items shown below.

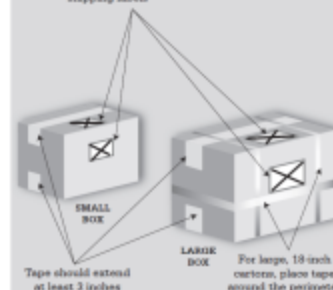
- 2 Test Books and Cassettes (if any)
- 3 Unused Answer Sheets



- Include ALL packed cartons together in one return shipment.

2 SEAL

- Use supplied tape
- Remove, cover, or cross out the original shipping labels



Tape should extend at least 3 inches

For large, 18-inch cartons, place tape around the perimeter

3 LABEL

- Use supplied preprinted TB RETURNS labels. (Supplied labels may be different from sample shown here.)
- Do not put two return labels on one box, or cover a return label with another label. Place new label on box.
- Write down tracking number for your records.
- If your label is missing, ship by traceable courier to:

Inbound Processing Center
290 Ludlow Drive
Ewing, NJ 08638

Note reference number for your records



SAMPLE LABEL

Peel the label from its backing and place on box or envelope

Note this tracking number for your records

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Print your center name and number here

4 SHIP



Call 1-800-PICK-UPS to arrange for pickup during regular school stops or to schedule a special pickup



OR Place the pre-labeled package in a UPS drop box



OR Take the package to any UPS customer center

IMPORTANT NOTES:

- Do not put answer sheets inside test books.
- For more information about returning materials, see *The SAT School Day Testing Manual*.



Student Activities

Create a Student Account

Go to collegeboard.org and complete the requested information

The screenshot displays the College Board website's navigation and account creation interface. The top navigation bar includes links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and a More dropdown menu, alongside a search bar. Below this, a secondary navigation bar features the College Board logo and links for About Us, Advocacy, Membership, News & Press, and Research. The main content area is divided into two sections. On the left, a login/sign-up form contains fields for Username and Password, with Sign In and Sign Up buttons, and a link for 'Forgot username or password?'. Below this is a 'College Search' section with a search bar and a magnifying glass icon. On the right, a large banner image shows a young man with glasses. Overlaid on the bottom right is a white box with the heading 'Create Your College Board Account' in blue. Below the heading, it says 'To get started please tell us a little more about yourself,' followed by the text 'I am a Student Or an Education Professional' where 'Student' and 'Education Professional' are in blue and 'Or' is in black.

SAT PSAT/NMSQT AP College Planning College Search Professionals More ▾ Search

CollegeBoard About Us Advocacy Membership News & Press Research

Username

Password

Sign In Sign Up

[Forgot username or password?](#)

College Search
Search by college name
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Con
Practice

Create Your College Board Account

To get started please tell us a little more about yourself,
I am a **Student** Or an **Education Professional**

Practice with Khan Academy

- ▶ Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.
 - ▶ All questions in the Khan platform meet SAT test specifications.
- ▶ Students may link their College Board account to Khan Academy to share their PSAT/NMSQT scores for personalized practice or complete the Khan Academy quizzes.
- ▶ Practice is focused on priority areas.
 - ▶ Khan question format and design mirrors the design/format of the online SAT.
 - ▶ Each question will provide answer explanations, step-by-step solution, and hints.
 - ▶ Coming soon, students will be able to write an essay, have it scored in Khan Academy and receive feedback about their essay.

Practice Resources for Students with Accommodations

- ▶ Practice tests for assistive technology can be found at:
<https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-test-assistive-technology>
- ▶ Practice tests for MP3 audio can be found at:
<https://www.collegeboard.org/students-with-disabilities/after-approval/taking-sat-accommodations>
- ▶ Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org.

SAT School Day Fee Waivers

Additional benefits for students with financial need

- ▶ Eligible Students can receive the SAT School Day Fee Waiver
 - ▶ Fee waiver cards are sent to the Test Center Supervisor schools in mid-to-late February.
 - ▶ Schools distribute them to eligible students.
- ▶ Students who receive an SAT School Day Fee Waiver will have these additional benefits:
 - ▶ 4 free score sends for use at any time, with fee waiver code, for a total of 8
 - ▶ Access to the Question and Answer Service for the April School Day administration by calling Customer Service (fee waiver code required)
 - ▶ 4 College Application Fee Waivers, delivered automatically to the student's online account in August 2017

Contact Information

- ▶ ISBE Website: <http://www.isbe.net/assessment/sat.htm>
- ▶ ISBE: assessment@isbe.net
- ▶ College Board: ilsat@collegeboard.org
- ▶ College Board's Illinois School Day Support:
1-844-688-9995
illinoisadministratorsupport@collegeboard.org
- ▶ Illinois Website: www.collegeboard.org/illinois