



Idaho SAT® School Day Preadministration and Rostering
March 2019

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Thank you for joining us for the Idaho SAT School Day Preadministration and Rostering recorded training. We are excited to be entering another year of delivering the SAT in Idaho in partnership with the Idaho State Department of Education. I'm Eddie Pawlawski, Director of Outreach and Implementation and one of the College Board Idaho Field Team members. We have a lot of information to share on this recorded webinar and we look forward to the collaborative effort for the spring 2019 SAT School Day administration.

All right... let's begin.

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Today's agenda includes a high-level overview of the preadministration session, a discussion of student rosters and room planning, an overview for the optional student questionnaire, and tips for planning the preadministration session

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Preadministration planning: What is the preadministration session?

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The preadministration session allows students to complete the following activities directly on their answer sheet, which saves time on test day:

- Completing personal information fields
- Completing the optional student questionnaire
- Opting into Student Search Service
- Selecting up to four colleges or scholarship programs to send their SAT scores

Estimated time to complete the preadministration session is 45-60 minutes.

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Why should you conduct a preadministration session?

Besides saving time on test day, it allows for administering the SAT and SAT with Essay in the same room if needed. Students can also take advantage of their four free score sends.

The optional questionnaires allow students to opt into Student Search Service and provide information about themselves to help connect them with colleges and scholarship programs based on their interests.

Only eligible colleges and scholarship and educational organizations can participate. They most often search on expected high school graduation date, cumulative grade point average (GPA), and intended college major.

Students can choose which optional questions they complete. Special note: If students already completed the questionnaire as a part of PSAT/NMSQT testing they do not have to recomplete, unless they wish to update their answers.

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Each school will receive a shipment of preadministration materials in early March. This shipment includes:

- Coordinator testing manuals
- Answer sheets and Student Answer Sheet Instructions
- Pre-ID labels for students who were bulk registered (shipped separately but arriving at the same time)
- SAT School Day Student Guides

We suggest that you schedule a session ahead of test day to allow your students to fill in student background information and request their four free scores sends.

Also, distribute the SAT School Day Student Guides to students. It contains information about Student Search Service and sample test questions. Students can have discussions with their family and they will have a better perspective of what to expect on test day.

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Preparing for the preadministration session

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On the screen you'll see pictures of the multiple materials used for test administration.

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Preadministration material includes pre-ID labels, student answer sheets, student answer sheet instructions, and SAT Student Guides.

Labels will be shipped to schools for all students pre-ID'd by the January 16 bulk registration deadline. Schools will receive a label for each pre-ID'd student that should be affixed to the answer sheet. For any students not included in the pre-ID file, these students will grid all fields on the answer sheet.

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Depending on the number of students to be tested, the session may be conducted by a Test Coordinator, or one or more Proctors may be needed to conduct multiple sessions.

If students are absent for the preadministration session, a separate session will need to be scheduled with them some other time before test day.

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You should allow enough time for students to review the *Student Guide* and discuss with their families. Students and parents should have ample time to review the questionnaire for the preadministration session.

We strongly recommend completing the preadministration session before test day. However, if that's not possible, students will complete their personal information on their answer sheet on test day before testing begins. In this situation, score sends and the optional questionnaire will be completed after testing. However, please remember that additional supervision will be needed to ensure that students don't change responses to any test questions during a post-test session.

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With the pre-ID labels for SAT, you should use your master student list of who will be testing, verifying information on labels prior to the preadministration session. Check to see that the school AI is correct, the students who are named attend your school, and that the grade level is correct.

If the first name or last name listed on the label does not correctly reflect the student's legal name, please do not use the label. Instead, students will need to grid their information.

If the label is correct, affix it to front of student answer sheets before the session.

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With the label, students are required to bubble in at least their name, date of birth, and their Idaho assigned student ID or EDUID number for data verification purposes.

Though recommended, the remaining required fields may be left blank unless the student does not have a label. (note: if gridding is missing but the label is on the answer sheet, the test will be processed)

Students without a pre-ID label must bubble in all required fields.

Please ensure that students use their EDUID as their Student ID number on the answer sheet.

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We suggest that you distribute the *Student Guides* to students in advance of your preadministration session. Allow time for students to review with parents and decide which schools they wish to send their scores.

Please inform students they will need No. 2 pencils for the session and inform students of the date and time scheduled for the preadministration session.

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Read the "Preparing for the Preadministration Session" section in the Coordinator's Manual.

Apply labels to the correct answer sheet type for each student.

- Standard or Large-block
- SAT or SAT with Essay

Create your room plan for conducting the preadministration session and determine how you will conduct your sessions along with determining your staffing needs.

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Arrange for a separate preadministration session prior to test day for students who are absent. Although arrangements can be made for some students to complete the optional questionnaire

and designate the colleges where they want to send their SAT scores after testing, we strongly recommend that all students complete these tasks prior to test day.

Conduct the session in school, and DO NOT let students take the answer sheets home.

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Meet with staff who will administer the preadministration sessions to:

- distribute copies of the manuals and instruct them to become familiar with the preadministration scripting;
- provide their room assignment;
- review roles and responsibilities of staff conducting the sessions;
- review the materials students will use during the session: answer sheets, pre-ID labels, and Student Answer Sheet Instructions;
- review the appropriate scripts with staff so they are familiar with them;
- and, instruct staff to display the 6-digit AI code in a prominent place in the preadministration room for students to see.

See the “Prepare Your Preadministration Session” section of the Coordinator Manual for more detail.

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Now let’s talk about Room Planning and Rosters.

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Test coordinators will need to develop a Master Student List, or roster of test takers for SAT School Day. Each associate coordinator or proctor will need a roster for his/her room.

Test coordinators will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment, and test coordinators should make a copy and save the list in a safe location for six months after test day.

The copy of the Master Student List and room rosters would be important in the event of an irregularity or discrepancy. Test coordinators may need the list to respond to inquiries from ETS or the College Board during an investigation.

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Pull the list of eligible students from your school student information system or work with your district assessment coordinator to obtain the list of students to be tested. Test Coordinators should use the College Board K12 Reporting Portal to access the Roster Report – Registration Summary to determine the number of students who will be taking the essay and the number of rooms needed.

We recommend providing separate rooms for students testing with and without essay. However, you may test students in the same room, if necessary, due to room or staffing constraints and if a Preadministration session was conducted in advance of test day. Refer to the SAT Test Coordinator Manual for more information.

Ask your SSD coordinator to print a copy of the NAR from College Board’s SSD Online system and use the NAR to identify the number of rooms that will be needed to administer the SAT to students testing with accommodations.

Add all room and staff assignments to the Master Student List.

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Create your Master Student List in Excel or Word format. You will see an example on the screen, but schools may choose to include other information as they deem appropriate. It will be important to track attendance so you know what materials to request.

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Once you have your room assignments for staff, you need to create a roster for each testing room that each associate coordinator can use to record attendance on test day. Divide your Master Student List into individual room rosters for students testing in standard test rooms.

You have the option to build room rosters for accommodated testing rooms or use copies of the NAR.

As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred to your school). In addition, work with your SSD coordinator to identify students who may have recently been approved for accommodations.

We suggest that you continue to update your Master Student List and room rosters until test day.

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Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day. If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.

If you have a mixture of students taking the SAT and SAT with Essay at your school, you can assign them to the same room to conserve space and staff, but we still recommend separate rooms, if feasible.

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Schools approved for off-site testing will no longer need the 5-digit test center codes. Schools using multiple offsite locations will all have the same AI code. Coordinators at offsite locations will need to know their school AI code when filling out the IR or CRF.

Important additional points: make sure off-site coordinators and proctors are provided with training.

Plan for secure transport to and storage of testing materials at off-site locations. Completed test materials will be picked up from the off-site location the afternoon of test day.

Each location's test coordinator is responsible for ensuring that the off-site test center meets the requirements for test materials security, room configuration, seating, and test day staffing as described in this manual.

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So, what is the Nonstandard Administration Report or NAR?

The NAR provides a list of students who have been approved for testing with accommodations. SSD Coordinators will access and print the NAR from the SSD Online Dashboard. The NAR will be used to identify students testing with accommodations on your Master Student List and can also be used as the room roster for accommodated testing rooms.

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The NAR includes:

- a summary of students with their SSD numbers;
- a list of students who will test on the primary test date with accommodations;
- a list of students who will test during the accommodated testing window;
- and, additional instructions for testing students with accommodations.

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The NAR for the SAT is the same report as last year for 2018-19 school year. Features include:

- Identification of students who will test on the primary test day versus during the accommodated window;
- Identification of one versus two-day testing accommodations;
- Identification of what color test books students will use for testing – purple or blue;
- Identification of which scripts to begin with for test administration.

The NAR displays students who have been approved for accommodations at the school who have also been pre-identified in the bulk registration/Pre-ID process. SSD Coordinators will be able to add students, with approved accommodations, to the NAR to build a complete list of students taking the SAT with accommodations.

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The SSD Coordinator will run the NAR from the SSD Online Dashboard. They should select SAT and Test Date and enter the AI Code.

When generating the NAR, one of the following scenarios will occur:

- there are no students approved for accommodations;
- all students with approved accommodations match a student registration from the school or district pre-ID file;
- or, there are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the school or district pre-ID file.

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In the situation where a school has no students approved for accommodations, the SSD Coordinator will get the message on the screen when running the NAR.

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When all students with approved accommodations in SSD Online match to the student pre-ID information provided during bulk registration, SSD Coordinators will see a list of students, with their College Board SSD#. The SSD Coordinator will click the “Create SAT Nonstandard Administration Report” to generate the report for printing.

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It is possible that not all students with approved accommodations will match to the school or district provided pre-ID information. Common reasons for this include:

- students that transfer to your school when your students were pre-Id'd by your district or school;
- students whose information in SSD Online is too different from what was provided during the bulk registration process.

When this happens, SSD Coordinators will follow a two-step process to generate the NAR.

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Step 1: View list of matched students and click "Continue."

Step 2: Select the additional students that will be testing and their test type. Select "Create Nonstandard Administration Report" to generate the NAR.

Both steps are illustrated on the screen.

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Now, let's talk briefly about returning the Master Student List after testing.

After all materials have been collected from Proctors, the test coordinator should carefully check each room roster and NAR against the final Master Student List, noting the room assignment and testing room code of each student.

Test Coordinators should return the NAR in the white, accommodated testing envelope with the answer sheet return shipment.

They should return the Annotated Master Student List in the answer sheet return shipment and keep a copy of the Master Student List.

If all the information from each room roster is not transferred to the Master Student List, please keep a copy of each room roster (room rosters do not need to be returned).

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A quick discussion about conducting the preadministration session.

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You should plan for approximately 60 minutes.

Distribute pre-labeled answer sheets and student answer sheet instructions.

All students will complete:

Part 1: Personal Information

All students, including those with labels, will bubble their name, school code, date of birth, address (optional, but needed if student is going to participate in Student Search Service), grade, and student ID (EDUID).

Part 2: Score Sends

Students will use the answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.

Students will be able to answer additional, optional questions.

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Before starting the session, staff should post any information the students will need, such as the 6-digit school AI code.

Staff should be given state student ID (EDUID) numbers for the students participating in the preadministration session who do not have a pre-ID label. Staff will give each student the appropriate type of answer sheet, a copy of the Student Answer Sheet Instructions, and a copy of the Mobile Opt-In Policies document.

Make sure your staff is prepared to correctly match the labeled answer sheet to the student whose information is on the label.

Those conducting the session will need to use the scripts in the SAT School Day Standard Testing Manual under the heading “Conduct the Preadministration Session.” Be sure to distribute the necessary copies of the manual to staff who need them.

In the SAT School Day Standard Testing Manual, staff will read aloud the scripts in shaded areas and pause when [pause] appears to give students time to follow instructions. Instructions for the proctors that shouldn’t be read aloud appear outside the shaded areas.

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Students without a pre-ID label must bubble in all required fields on the answer sheet. The required fields include:

- Name
- Testing location
- School
- School code
- Student ID Number (EDUID)
- Grade level
- Date of birth
- Sex

Students will complete the following fields on test day (these will be skipped during the preadministration session):

- Form code
- Test ID
- Test book serial number
- Testing room code
- Testing type

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Proctors will:

- collect all answer sheets and answer sheet instruction document;
- confirm that all students have entered their EDUID accurately. For any students that left box 5, Student Identification, blank, enter their EDUID on the answer sheet and fill in the corresponding bubbles;
- return answer sheets to your Test Coordinators as instructed;
- alphabetize the completed answer sheets.

- sort them by testing room code (if applicable).

Test Coordinators will:

- organize your labeled answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day;
- and, track students who missed the preadministration session and schedule a makeup preadministration session prior to test day.

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Some final reminders and details.

As you know, the Idaho SAT® School Day will be administered on April 9, 2019. As you prepare for test day, please review the reminders below:

- You should've already received your coordinator planning kit, which contains a sample of manuals, samples of test day forms, and posters to put up in your school.
- The preadministration shipment arrives the week of March 4—March 8. This includes materials such as answer sheets, pre-ID labels, and SAT School Day Student Guides.
- The secure testing materials will arrive later in March. All shipments will be addressed to the SAT coordinator, and you should expect multiple boxes to arrive.

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SAT coordinators received an email on February 26 providing access to the online training. SAT coordinators are required to complete the training, even if it was completed in the past, because of the changes that are being made this year.

Associate coordinators must be trained in some fashion, whether through the online training or training provided by the SAT coordinator.

An optional training for hall monitors and room monitors has been sent with the communication about this recorded training session.

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This concludes the presentation. We want to thank you for participating in this recorded training session as you prepare for the April SAT School Day administration. The recording and the presentation deck are provided for you to share with testing staff at your school. Also, you'll find an additional, short presentation deck that is designed specifically to train Hall and Room Monitors.

Please contact IdahoSDSupport@collegeboard.org if you have questions or need assistance. Have a pleasant day!