

# Idaho SDE-Provided Testing FAQs

This document will provide answers to frequently asked questions for the Idaho SDE-provided SAT<sup>®</sup> School Day and PSAT/NMSQT administrations in 2022/20223

## General: Test Dates, School, and Student Eligibility

**What assessments are being provided this year by my state?**

SAT for juniors and seniors (optional), PSAT/NMSQT for sophomores (optional).

**What date(s) will testing be administered?**

### SAT School Day

ADMINISTRATION	DATES
PRIMARY	WEDNESDAY, APRIL 12, 2023
MAKE-UP	TUESDAY, APRIL 25, 2023
ACCOMMODATED	WEDNESDAY, APRIL 12 – TUESDAY, APRIL 25, 2023

### PSAT/NMSQT:

ADMINISTRATION	DATE
PRIMARY	WEDNESDAY, OCTOBER 12, 2022
ALTERNATE	TUESDAY, OCTOBER 25, 2022

There is no makeup date for PSAT/NMSQT. To split your order across multiple test dates or to reorder for a new date, visit the Test Ordering Site here: [Test Ordering Site](#) by the deadline on 9/14/2022. If you need to order or make changes after the deadline, please contact Customer Support at 1-866-253-0385.

**What if I want to offer assessments or grade levels not covered by the state?**

You may order and administer any assessments or grades that are not covered by the state. **Your school or district will be responsible for all fees associated with these assessments.**

### **What testing mode will the assessments be offered?**

The SAT and PSAT/NMSQT are paper-based assessments only for 2022-2023.

### **Can students taking the PSAT/NMSQT provided by the state qualify for the National Merit® Scholarship?**

11<sup>th</sup> grade students taking the PSAT/NMSQT in the fall can qualify for the National Merit Scholarship, based on their PSAT/NMSQT scores. PSAT/NMSQT taken by 11<sup>th</sup> grade students **is not** paid for by SDE.

### **Can I test my 10<sup>th</sup> graders on one of the PSAT/NMSQT dates and 11<sup>th</sup> graders on the other?**

Because of the need for flexibility with the fall 2022 assessments, your school can utilize both PSAT/NMSQT test dates, if necessary.

### **Can 10<sup>th</sup> and 11<sup>th</sup> graders taking the PSAT/NMSQT test in the same room?**

Yes.

## **Ordering Standard and Accommodated Testing Materials**

### **How will I get test materials for fall PSAT/NMSQT testing?**

Test materials **must** be ordered through the College Board Test Ordering Site (TOS) for fall testing, accessed here: [Test Ordering Site](#). TOS **is not used** to order spring 2023 testing material provided by the state.

### **What is the deadline to order PSAT/NMSQT materials?**

No later than September 14, 2022. If you missed the deadline, contact Customer Support at 1-866-253-0385 to place an order.

### **Do I get labels automatically for PSAT/NMSQT and SAT?**

No, you must use the Bulk Registration system to upload a roster file of students to generate labels for PSAT/NMSQT and SAT.

The bulk reg deadline for the Oct. 12 administration is September 22 and the deadline for the Oct. 25 administration is Oct. 6.

For SAT School Day, the deadline will be in late January – the exact date is TBD.

Any students who transfer into your school after the bulk reg deadline will need to bubble in their information on their answer sheet.

Visit <https://bulkreg.collegeboard.org/> for more information.

### **How do I order accommodated test materials?**

For SAT: All students with 'approved' and 'pending' accommodation status in SSD Online at the submission deadline (2/21/2023) will have the appropriate accommodated materials shipped automatically to the school.

For PSAT/NMSQT: When placing your order in the [Test Ordering Site](#), order the accommodated materials that are needed for your students. The number of accommodated materials should match what is in SSD Online under 'approved' accommodations. If you have a student that needs accommodations after the deadline, please enter them into SSD Online ASAP and then contact SSD Support at 844-253-7728.

### **Once I place my order, can I update it?**

You can update your PSAT/NMSQT order in the [Test Ordering Site](#) any time prior to the ordering deadline of no later than **September 14, 2022**. Orders for spring SAT are not placed in the Test Ordering Site.

### **How can I track my shipments?**

Track standard and accommodated test materials and returned answer sheets in the [Test Ordering Site](#) under *Shipping Status*. You will not receive emails with tracking information.

### **Should I order my spring 2023 SDE-provided SATs in the College Board test ordering site?**

No. Do **not** order other spring assessments that will be provided by the state. Orders for the SDE-provided assessments in the spring are determined by the number of students that are bulk registered in early January.

### **How do I get makeup materials?**

SAT: There will be a survey sent on test day to test coordinators that will collect how many make-up tests they need. This survey is only open for 2 days after SAT Primary Admin on 4/12. After that, makeup orders must be placed by calling Customer Support directly 1-866-253-0385.

### **Makeup orders for PSAT/NMSQT are not available.**

### **What if I missed the ordering deadline?**

Call the SAT School Day hotline at 866-253-0385 to determine if an order can still be placed.

### **Can districts place orders on behalf of schools?**

Orders should be placed at the school-level for PSAT/NMSQT. Districts can view and monitor orders that are placed on behalf of the schools. Districts CAN bulk register for pre-ID labels for both PSAT/NMSQT and SAT School Day.

### **Who should order materials at the school?**

That is a local decision; however, we recommend that the test coordinator place the order, but it could also be done by the principal or a counselor.

### **If our school is administering multiple assessments, can multiple people place orders? Do they have to be done at the same time?**

Orders can be placed for different assessments at different times and can be done by different people, as needed.

### **In the past, my school has been unable to order in TOS. Will I be able to order this fall?**

Yes. College Board allows all schools who were setup for 2021-2022 testing to place orders for the PSAT/NMSQT in fall.

If you are unable to access TOS, please contact Customer Support.

## **Accessing and Using the Test Ordering Site (TOS)**

### **How do I know if I have access to TOS?**

Log in to your College Board professional account. If "Test Ordering" is listed under My Tools and Services on your dashboard, you have access to the [Test Ordering Site](#).

### **I don't have access to TOS, how do I get access to TOS?**

First, create a College Board professional account if you don't already have one. Schools were emailed an access code on to access the [Test Ordering Site](#).

### **Will I use the same AI (school) code as I do for spring testing?**

Yes.

### **How do I identify coordinator information for the fall assessments?**

Every school designates a test coordinator for any tests they order in TOS. One person can coordinate all tests, if needed. To update coordinator contact information, click the name of your school or district in the top right of your screen and click View/Edit.

### **How will College Board know where to send my materials?**

College Board uses the address listed in the school profile in the [Test Ordering Site](#). If it is incorrect, contact [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org) or 1-866-253-0385 as soon as possible.

## **Registration and Pre-ID Labels**

### **Will I get pre-ID labels to place on student answer sheets?**

If your school/district provides a bulk-registration file, your school will receive pre-ID labels for students to place on their answer sheets.

### **How do I bulk register?**

Start by reviewing [these instructions](#). You will need a College Board account and a Bulk Reg access code for your school site to access the Bulk Registration tool. Bulk Registration access codes will be sent to schools and districts in mid-August.

### **When I order my materials, TOS asks if I want to order bulk registration to get labels for answer sheets. Will I be charged?**

No.

## **Accommodations**

### **Students have approved accommodations from spring 2022 testing already in [SSD Online](#). What do I need to do for fall and spring 2022 – 2023 testing?**

Confirm that the approved accommodations in [SSD Online](#) are still accurate and needed by the student. If all students that are testing have accurate information in [SSD Online](#), in the fall for the PSAT/NMSQT, order the appropriate accommodated materials in TOS. In the spring, ensure that all students taking the SAT have complete and accurate information in [SSD Online](#) prior to the 2/21 accommodations deadline. No further ordering is necessary.

### **I submitted an accommodation request for a student and I want to check the status. How do I do that?**

Login to [SSD Online](#) and check the [SSD Online dashboard](#) or contact SSD Customer Service (844) 255-7728.

## **English Learner (EL) Supports**

### **Can students use the same EL supports they used in prior administrations?**

For SAT: Yes, students can use translated test directions, an approved word-to-word bilingual dictionary, or 50% extended time. Be sure to print the relevant [translated directions and necessary glossaries](#).

For PSAT/NMSQT: EL supports are not available for this assessment.

### **I entered EL students in [SSD Online](#) for 50% extended time for spring 2022 testing. Do I have to re-enter those students in SSD Online for spring 2023 testing?**

For SAT: Yes, they will need to be re-entered every year.

For PSAT/NMSQT: EL supports are not available.

## Off-site Testing

### Can I use an off-site location to administer the fall assessments?

For SAT and PSAT/NMSQT, schools can host the testing at offsite locations that are outside of their building. After testing is complete, all off-site locations will return materials to their primary AI for a consolidated return to College Board for scoring. If off-site locations are unable to return materials to their primary AI, the school may request additional return materials from College Board.

## Fee Reduction Benefits/Fee Waivers

### While ordering SAT and PSAT/NMSQT, I am being asked about fee reduction benefits. What are fee reduction benefits?

For 12<sup>th</sup> grade students participating in the SDE-sponsored SAT, the state contract covers the registration fee. For additional benefits, schools may provide the fee waiver codes to eligible students, which are available in the K-12 reporting portal.

For eligible students in any other grade level participating in the PSAT/NMSQT or SAT School Day, schools may request fee reduction benefits in TOS and apply those for eligible students in TOS after testing is complete.

### Will my school get more fee waiver codes in spring 2023?

Yes. Schools will receive more fee waiver codes delivered in the K-12 reporting portal in spring 2023.

### Which students are eligible for fee reduction benefits or fee waivers?

Please see the [Fee Waiver Service Counselor Guide](#) for student eligibility criteria and information about fee waiver benefits.

## Training & Invoicing

### I completed SAT School Day training for spring 2021 – do I have to do the training again?

Yes. Coordinators need to take the training annually to ensure they are up to date on the most current information.

### Is training required for PSAT/NMSQT?

Test Coordinators must complete the standard SAT School Day Training. If Test Coordinators take the SAT School Day Training, they do not need to take PSAT/NMSQT training.

### Do I have to return test books?

All SAT test books must be returned. PSAT/NMSQT test books for the October 13<sup>th</sup> and October 26<sup>th</sup> administrations should be securely stored until scores are available to students and then distributed to students, as necessary.

### I ordered other assessments or grades that are not covered by the state (PSAT 8/9, for example). How do I pay for those assessments?

Once testing is complete, you will need to generate an invoice in TOS and submit payment. For PSAT/NMSQT, you will want only generate an invoice if you tested students outside of the state contracted grade levels (such as grade 11 taking PSAT/NMSQT). Also make sure to include any fee reduction benefits prior to generating the invoice. Please see the [list of important dates](#) for when this can be completed.

### I am only administering the SDE-provided assessments this year. I see in TOS that I need to generate an invoice after testing is complete. Do I need to do this if the state is paying for it?

It is highly recommended that you complete the process so that you can ensure that the grade levels of students are accurate and that there is no money owed by your school.

## Score Release

**When will scores for fall assessments be available?**

Fall score release timelines can be found on the [list of important dates](#). Educators typically have access to scores in the K-12 reporting portal within a few days of students.

**Will I get paper score reports sent to my school?**

Paper score reports are not sent to schools for SAT School Day or PSAT/NMSQT. Copies of paper score reports can be printed from the K-12 reporting portal, as needed.

## Who Do I Contact for Support?

Please see the following table for College Board Support information.

Description	Assessment	Phone	Email
Testing materials issue, shipping questions, returning materials, admin questions	PSAT/NMSQT	1-888-477-7728	psat/nmsqt@info.collegeboard.org
Testing Accommodations & SSD Online	PSAT/NMSQT	1-212-713-8333	ssd@info.collegeboard.org
All questions related to the administration of SAT School Day, including updating test coordinator information, obtaining shipping information for orders, and testing accommodations.	SAT School Day	1-866-253-0385	IdahoSDSupport@collegeboard.org