



Idaho Department
of Education

Spring 2025 Idaho SAT® School Day SSD Coordinator Workshop



November 2024

Testing Window

Available Dates and Scheduling

- Today's session is focused on the Idaho SAT School Day provided by IDSDE for Grade 11 Students as well as grade 12 students who have not yet been able to take the SAT
- Test students on any school day(s) during the window
- Make-up and re-testing dates may also be scheduled for any school day(s) during the window
- Schools may test morning, afternoon, or both to provide multiple sessions in a single day
- Make certain to take into account your spring break and student/staff-observed holidays

SAT School Day	March 3 – April 30, 2025
Please reserve the final week of the window for make-ups and re-tests	
SSD Online Accommodations Request Deadline January 13, 2025	

Before We Start

A Critical Note about Student Personally Identifiable Information (PII)

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email**.
- Student PII includes:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
 - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.

Agenda

- 1 Introductions
- 2 Assistive Technology
- 3 Test Administration Systems
- 4 Accessing SSD Online
- 5 Reviewing Past Approved Accommodations
- 6 New for Spring 2025
- 7 Submitting New Accommodation Requests **by 1/13**
- 8 Paper Testing Accommodations

The Idaho College Board & IDSDE Team & You

Introductions & Orientation

SAT Suite Support



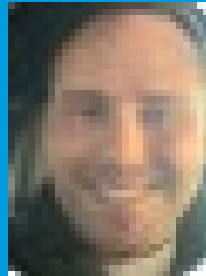
College Board



**James
Wilson**
State Lead
SAT School Day



**Sarah
Orlowski**
Sr. Director K12
State & District
Partnerships

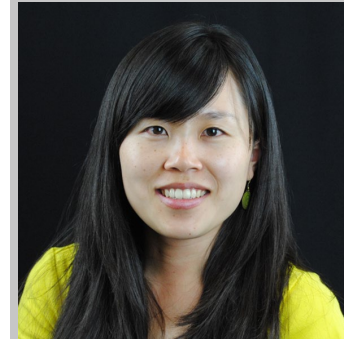


**Lee
McIlroy**
Director K12
State & District
Partnerships



**Amber
Cleveland**
Assoc. Director
K12 State &
District
Partnerships

IDSDE



**Ayaka
Nukui**
Director
Assessment &
Accountability



**Sophie
Stokes**
Coordinator
College Entrance
Exams

Who to contact, when, and how

State Policy/Procedure Question?

(i.e., not related to College Board policy or systems)

IDSDE:

Sophie Stokes

208-332-6948

sstokes@sde.idaho.gov



Your State Implementation Team

- Receives questions from IDSDE and escalations from College Board customer service
- Provides responsive resources and higher-level support as required
- May reach out proactively if systems monitoring raises concern*

College Board Policy/Procedure Question (including troubleshooting)?

- **866-253-0385**
IdahoSDSupport@collegeboard.org
- This state contract-specific customer support is the fastest way to have your question heard and responded to.
- Please specify your state in the opening of your call or email.



* **For example:** *not completed onboarding survey, not completed training, lack of Test Day Toolkit activity preparing for testing, etc.*

SSD Coordinator Role



SSD Coordinator

The SSD coordinator is responsible for:

- Submitting accommodation requests for all students who require them.
- Submitting EL support requests for all students who require them.
- Communicating with students and families about necessary testing accommodations.
- Reviewing accommodations for students who received approval previously to ensure those accommodations still meet the needs of the student.
- Assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
- Working with the test coordinator and technology coordinator to make sure student devices are configured to support assistive technology (as needed) for testing.
- Partnering with the test coordinator to administer the assessments to students who are testing with accommodations.

Assistive Technology

Specifications and Procedures

General Device Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility



Desktops, Laptops, Chromebooks,
Full-Sized Tablets

Chromebooks must be
school managed

External mice permitted

Tablets may use external keyboard
(required for Windows-based tablets)



Must be charged for
4 hours of battery operation
or be plugged in to a power source

Testing devices for students testing
with extended time, extended breaks,
or breaks as needed must have
access to power



Must be able to connect to the
internet via ethernet or Wi-Fi

Internet is required to start the
test and submit responses at
the end of testing

Testing with Assistive Technology

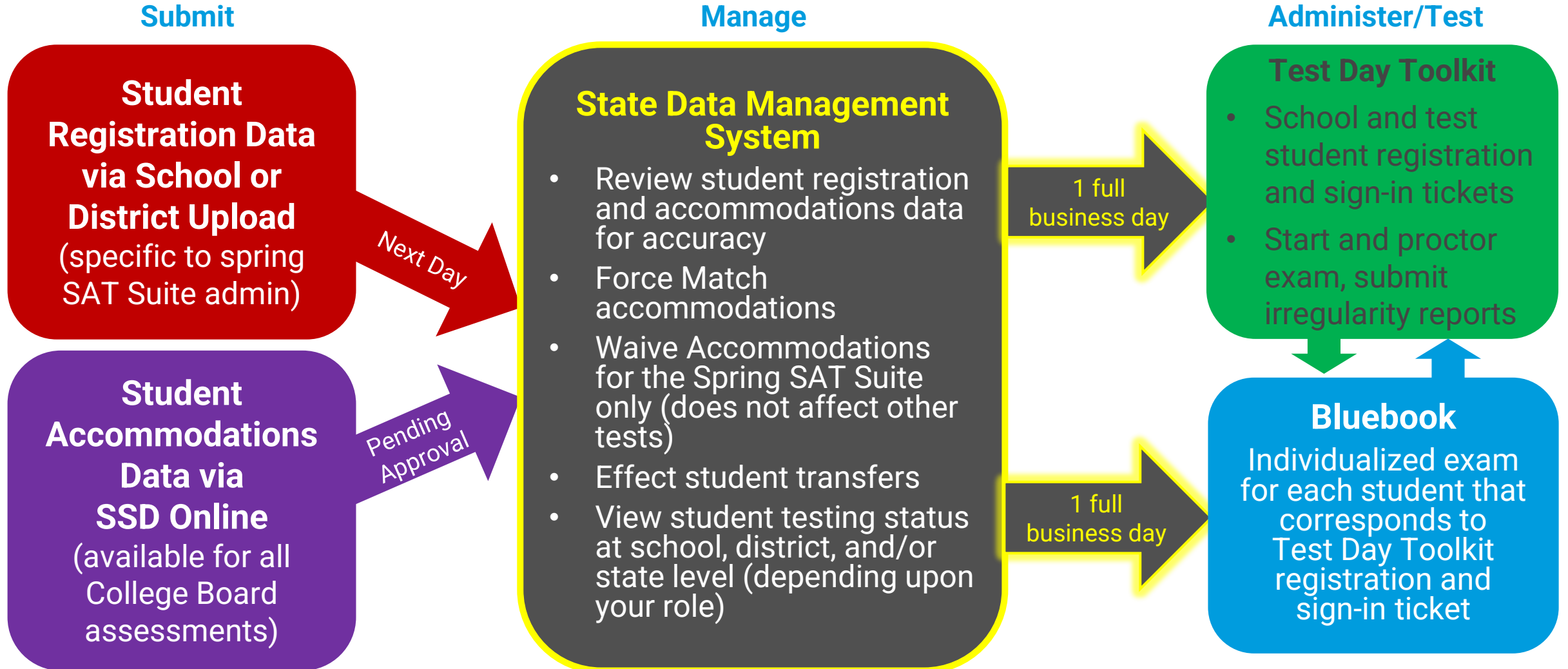
Bluebook™ provides and permits a range of assistive technology options

- [Universal accessibility features](#) are available directly in Bluebook™ to all students without any additional request or configuration
- [Additional embedded accessibility tools](#) available directly in Bluebook™ to students with a corresponding approved accommodation
- [External assistive technology](#) available on the computer of a student if they have an approved accommodation that requires that non-embedded tool to remain provided on their computer after they log into Bluebook
 - Please see your operating system's installation instructions [Chromebook](#), [Windows](#), [iPad](#), [Mac](#) for complete details on how to ensure these non-embedded tools are made available to the students who need them

Test Administration Systems

SSD Online, State Data Management System,
Test Day Toolkit, Bluebook, and their interaction

Student Data Flow Across College Board Systems



Have You Updated Your College Board Account Yet?

Accessing these College Board systems require a current professional account updated for 2025 following these 5 simple steps:

1. Sign in to your account with your current credentials.
2. Verify your email address:
 - ✓ Please use your official, valid WORK email address
3. Create a password.
4. Add and verify a mobile phone number (optional).
5. Opt-in to multifactor authentication (MFA) for added security.

College Board educator accounts have been updated to a more modern, improved user experience.

You'll now log in using a unique and valid email address instead of a username.

Updating your account takes less than three minutes!

Complete this process by December 31, 2024.

**Update Your
Account Today!**



College Board Educator Account

Your College Board Educator Account is your ticket into a variety of College Board systems and processes

If you already have a College Board Educator account, you must update your account using the steps provided on the previous slide.

- The email address you use must be your professional school or district provided email. Do not use a personal email address to access College Board systems.
- If you do not remember your password, please use this [Forgot Password](#) feature.

If you do not already have a College Board educator account, you will need to create one [here](#).

For all users, the email associated with your account should be your professional school or district provided email address and must match the email that was:

- Submitted for your school's Spring 2025 SAT School Day onboarding survey back in September, or
- Submitted later to College Board's [Update Your Coordinator Form](#)

Accessing SSD Online

What is SSD Online?

College Board's online request and management system for accommodations

SSD coordinators use SSD Online to:

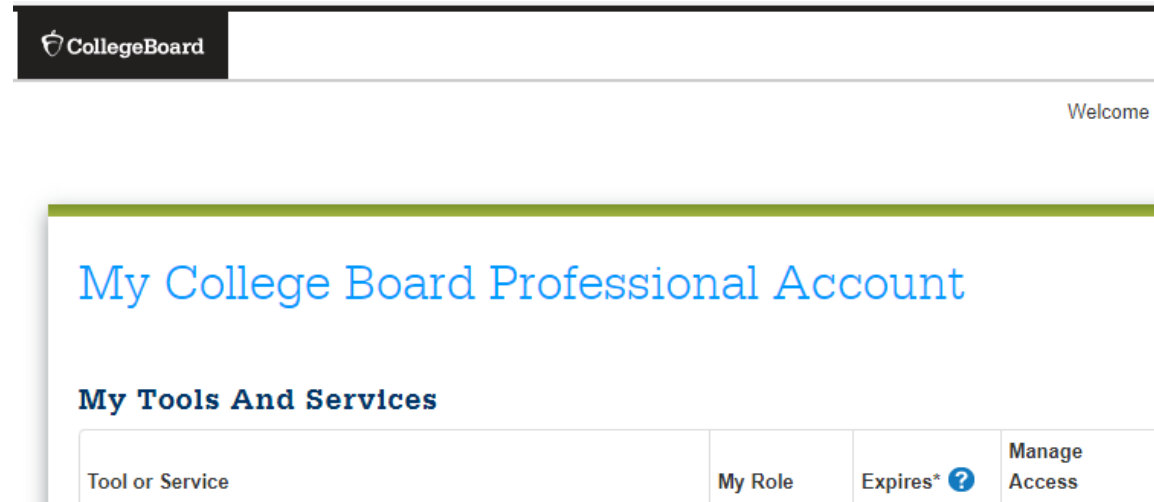
- Request testing accommodations for their students
- Track the status of accommodation requests
- View information about all their SSD students in one place

The screenshot shows the SSD Online dashboard. At the top, a blue banner says "Welcome, WALARAYED!". Below it, a dropdown menu shows "Displaying Students for: All AI Organizations" and a link "Transfer Student Into My School". The main heading is "Student Accommodations & Supports". Below the heading, there is a instruction: "Select an existing student to modify their current accommodations and/or supports. Select 'New Request' below to begin a new request for a student who has not yet been added." There are two buttons: "New Request" and "Print Dashboard". The "Print Dashboard" button is highlighted with a red box. Below the buttons, there is a search bar "Search existing students by name or SSD ID... Q" and filters for "Grade" (8, 9, 10, 11, 12), "Type" (CB, EL, SAA), and "Status" (All). At the bottom, it says "Showing 1 - 25 of 151 results" and "Sort by Default".

Accessing SSD Online

General Information

- You must have an updated* College Board professional educator account
 - The email associated with your account must match the email that was either:
 - Submitted for your school’s Spring 2025 SAT School Day onboarding survey back in September
 - Submitted later to College Board’s [Update Your Coordinator Form](#))
 - Older accounts must be updated to our new user experience (next slide)
- Once you are approved for access (next slide) you may:
 - Log in directly at ssdonline.collegeboard.org using your College Board professional educator account credentials
 - Access will also automatically appear in your College Board professional educator account under your listed “Tools and Services” pictured here:



* Instructions for updating your College Board professional educator account follow the confirming/requesting access slides

Returning SSD Coordinators

Confirm Access

- Confirm that you still have access to SSD Online by logging in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
 - Choose SSD Online from your [Account Dashboard](#) or login to SSD Online directly at: ssdonline.collegeboard.org.

SSD Accommodations Management

Sign In

Welcome to SSD Online

Please login above

Sign in

Enter the email address on your account to get started.

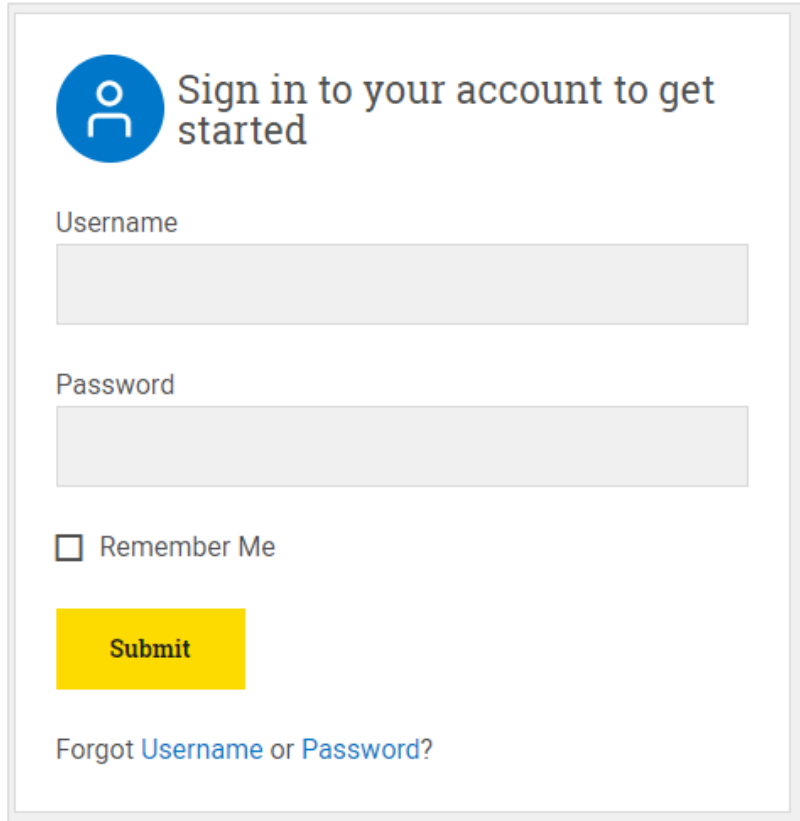
Email address

Next

Don't have an account?
[Create Account](#)

Returning SSD Coordinators

Confirm Access



The screenshot shows a sign-in form with the following elements:

- A blue circular icon with a white person silhouette.
- The text "Sign in to your account to get started" next to the icon.
- A "Username" label above a text input field.
- A "Password" label above a text input field.
- A checkbox labeled "Remember Me".
- A yellow "Submit" button.
- A link "Forgot Username or Password?" at the bottom.

- Confirm that you still have access to SSD Online by logging in to your College Board Account at www.collegeboard.org.
 - If you've forgotten your password, use the forgot username or forgot password links on the sign-in page.
 - Choose SSD Online from your [Account Dashboard](#) or login to SSD Online directly at: ssdonline.collegeboard.org.

New SSD Coordinators

SSD Coordinator Form

CollegeBoard
Services for Students with Disabilities

SSD Coordinator Form

This form will establish you as the SSD Coordinator for your school and allow you to obtain access to SSD Online. If you do not already have a professional login account with the College Board, you will need to create one at <https://account.collegeboard.org/login/login>. If you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

Each school's primary SSD Coordinator will also be considered the school's Testing Coordinator for in-school College Board testing. If a school administers in-school tests, the primary SSD Coordinator will be responsible for receiving secure tests, as well as generating testing rosters and Nonstandard Administration Reports for school-based testing.

Complete, sign, and fax this form to the College Board's Services for Students with Disabilities at 888-360-0314. Do not attach a cover sheet to this form when faxing. All fields are required.

School Information

If your school doesn't have a code, enter "N/A" in the school code field and you will be sent a form to request one. If you don't know your school's code, look it up at <http://dat.collegeboard.org/register/test-code-search>.

School Code: _____ School Name: _____

School Address: _____

City: _____ State: _____ ZIP Code: _____

Country: _____

Coordinator Information

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth (MM/DD/YY): ____/____/____ Gender: Male Female

Work Telephone: _____ Fax: _____ Email: _____

Forms without valid, school-issued email addresses cannot be processed; please ensure your email is correct before submitting.

Are you the primary SSD Coordinator for your school? Yes No

If not, provide the name of your school's primary SSD Coordinator: _____

Signatures

I confirm that I am my school's authorized Services for Students with Disabilities Coordinator, or authorized to serve in this capacity, and assume the responsibilities that include: advising staff and students of proper procedures in applying for testing accommodations; submit accommodation requests on behalf of students; and maintain documentation related to students' accommodations and disabilities. If I serve as the SSD Testing Coordinator, I also assume responsibility for providing secure testing conditions and timely return of materials.

SSD Coordinator Signature: _____ Date: _____

School Principal or Assistant Principal Name: _____

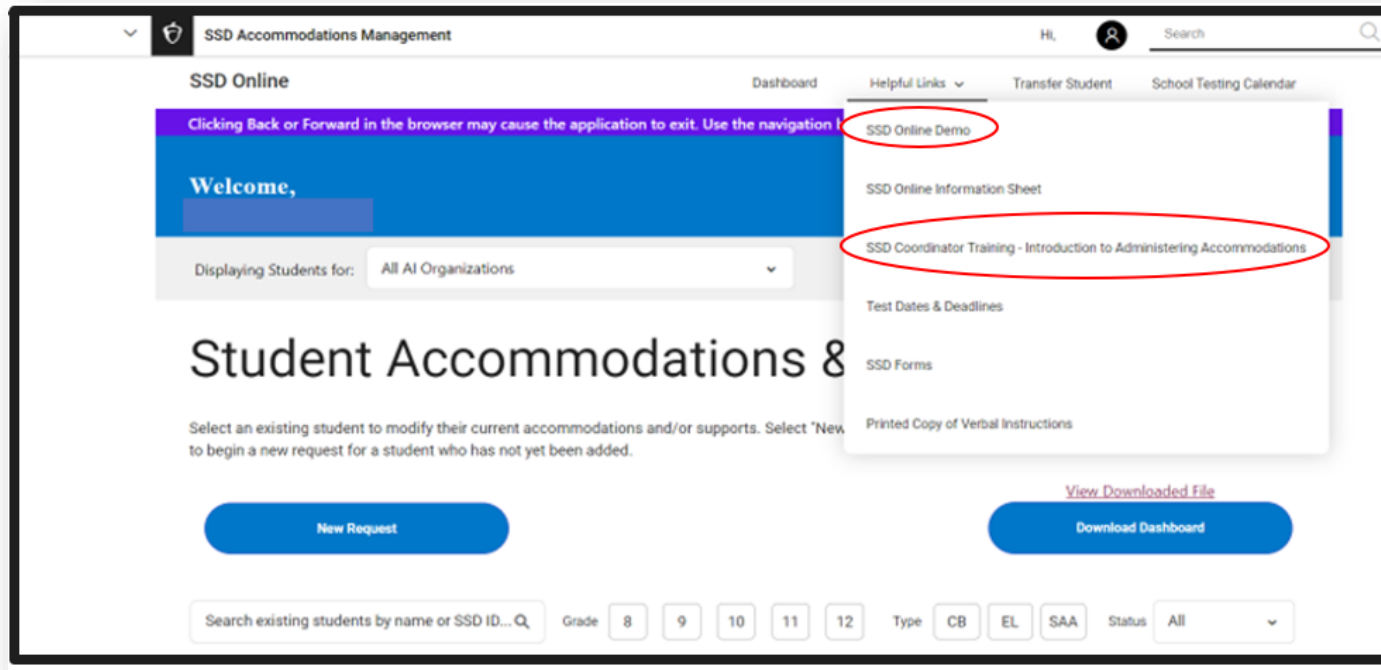
School Principal or Assistant Principal Signature: _____ Date: _____

Principal: Please be aware that by signing this form, you are permitting this individual to request accommodations for College Board tests, and to access students' personal disability information.

- To access SSD Online, new SSD coordinators need to request access and meet the following criteria:
 - School must have an Attending Institution (AI) Code
 - New SSD coordinator must:
 - ▶ Have a College Board professional educator account
 - ▶ Complete and submit the [SSD Coordinator Form](#) pictured at left (also available at www.collegeboard.org/ssd) following the directions provided on the form
- Please note:
 - The new SSD Coordinator will receive an email confirmation when their form is received
 - Each school must have one Primary SSD Coordinator.
 - Schools may have multiple SSD coordinators with SSD Online access if permitted by district/school policy.

SSD Online Training for SSD Coordinators (SSDCs)

- [SSDC Coordinator Training](#)
- [Intro to Administering Accommodations](#)



Reviewing Past-Approved Accommodations in SSD Online

Reviewing Past-Approved Accommodations in SSD Online

Best Practices

- Start early, leaving more time later for submitting new requests, whether for new students or new IEPs/504s
- Be certain about student and family expectations, and that these approved requests are appropriate:
 - Were they discussed during IEP/504/Plan meetings?
 - Are they congruent with what the student uses for other standardized or classroom tests?
 - Does the student and their guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?

Reviewing Previously Approved Accommodations in SSD Online

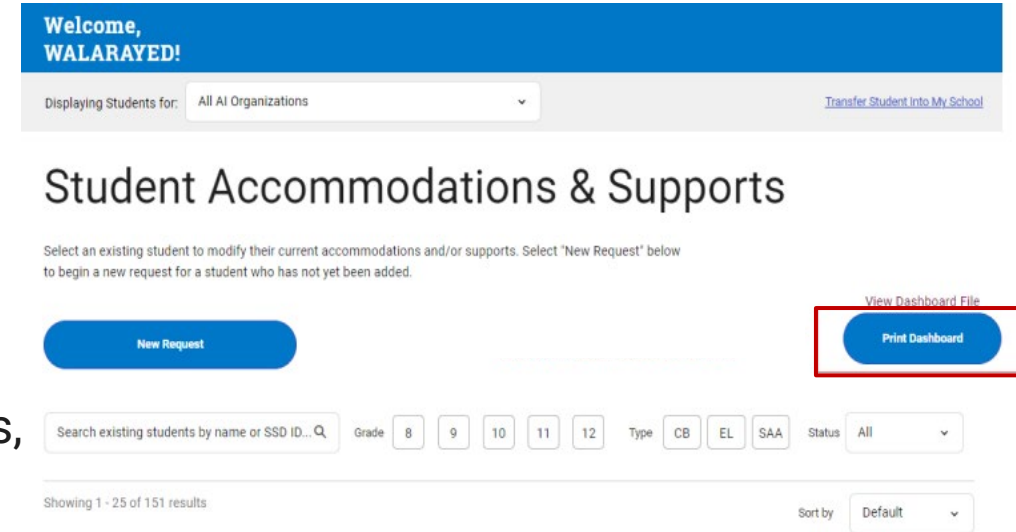
Two Steps

1. **NEW:** From the SSD Online Dashboard, you can now click the blue “Print Dashboard” button at right to:

- Export a .CSV file of students & approved accommodations
- Filter/Sort/Print this file as most convenient for your review (you may still “View Dashboard File” without download)

2. Follow *Best Practices* to review each student’s accommodations, then either:

- Keep an accommodation: no change necessary *
- Remove an accommodation:
 - ▶ **For this test administration only**: do *nothing* in SSD Online; instead waive in the State Data Management System (SDMS) to preserving for other College Board tests (e.g. AP)
 - ▶ **For all College Board assessments** (i.e., IEP/504 change occurred): Follow the prompts in SSD Online for each specific accommodation to which this applies
- Add New Request: see subsequent slides



New for Spring 2025

Embedded Text-to-Speech in Bluebook

Student Ability to End Extended Time Early

SSD Online Updates



Bluebook's Embedded Text-to-Speech (TTS)

Bluebook's Embedded Text-to-Speech (TTS)

Functions and Features

- Is available on all set-up, check-in, and testing pages (including as an option on test previews and full-length practice tests)
- Works offline if internet access is lost, and does not increase exam download size or Bluebook's bandwidth requirements (i.e., device and network requirements do NOT change)
- Will appear as an embedded toolbar with basic controls: play, pause, speed, volume, select a voice
- Can start from the top of the screen or student may select a sentence to speak
- Highlights the sentence being spoken
- Reads math and tables
- Provides short descriptions for images and graphs
- Does NOT automatically come with extended time (this must be requested as a separate accommodation; however, non-Bluebook screen readers for visually impaired students does come with automatic up to +50%, as they read and describe everything that appears on the screen, not just selected content)

Bluebook's Embedded Text To Speech (TTS)

The screenshot displays a digital practice test interface. At the top, it shows 'Section 2, Module 1: Math' and a timer at '33:53'. A dark blue banner reads 'THIS IS A PRACTICE TEST'. Below this, a question is presented with the first sentence highlighted in yellow: 'A certain bird species can fly at an average speed of 16 meters per second when in continuous flight.' The question asks for the distance flown in 4 seconds. Four multiple-choice options are provided: (A) 64, (B) 20, (C) 16, and (D) 12. A 'Text-to-Speech' control overlay is positioned over the bottom right of the question area, featuring a play button, a volume icon, a 1.0x speed selector, and a speaker icon. The bottom of the interface includes the user's name 'Sofía Aguilar', 'Question 1 of 22', and a 'Next' button.

Embedded Text to Speech vs Screen Reader

Embedded Text to Speech	Screen Reader
<p>Designed for students with a print or reading disability, as well as English Learners.</p> <p>Not designed specifically for students with visual impairments.</p> <p>Embedded tool within Bluebook – no extra configuration required.</p> <p>Does not automatically add up to time and one-half(+50%) to student’s test package.</p>	<p>Designed to serve the visually impaired, who need assistance navigating from page to page.</p> <p>Screen readers also convert digital text to braille for students who use a refreshable braille device.</p> <p>May be part of the device operating system through the accessibility features.</p> <p>May be external software, such as JAWS.</p> <p>Screen Reader accommodation has up to time and one-half (+50%) automatically included with the student’s test package.</p>

Text-to-Speech, Screen Reader, and Extended Time

Scenario	Action
The student has approval for Screen Reader from Fall 2024 or earlier.	<p>Text-to-Speech (Embedded) will be automatically added as an accommodation for this student.</p> <ul style="list-style-type: none">• If the student would like to use either embedded text-to-speech or screen reader with up to time and one-half (+50%), no action is needed.• If the student would like to use embedded text-to-speech with standard timing, remove the Screen Reader accommodation from their profile.
A new request for Text-to-Speech (Embedded) is being submitted for the student in December 2024 or later.	<p>Text-to-Speech (Embedded) does not include extended time.</p> <ul style="list-style-type: none">• If the student needs standard testing time, no additional action is needed.• If the student needs extended time, request that accommodations along with the Text-to-Speech (Embedded) accommodation.
A new request for Screen Reader (Non-Embedded) is being submitted for the student in December 2024 or later.	<p>Screen Reader (Non-Embedded) includes up to time and one-half (+50%).</p> <ul style="list-style-type: none">• The student can use the function to end their extended time early in each module if they do not want to use the extended time.

Ending Extended Time Early

Ending Extended Time Early

Availability and Accessing

- Available to:
 - All assessments in Bluebook: SAT School Day, SAT Weekend, PSAT/NMSQT, PSAT 10, PSAT 8/9, AP
 - All variations of extended time (50, 100, >100), SAAs, and EL 50%
 - Provisional accommodations (e.g., when extended time is auto-added for a test taker approved for screen reader)
- Students accessing:
 - **Must** sit (at a minimum) for the standard time for each module
 - ▶ Break times will NOT change (including extra and nutrition breaks). Students must take full break time(s).
 - ▶ Students approved for multi-day testing will still test over two or more days. Division of sections/days will be the same.
 - **Can** move ahead at the module level once standard time has expired, including:
 - ▶ From one section to the next if ending the second module early
 - ▶ From their final section to submission, including for the SAT Essay
 - **Can't** go back once they've moved forward into the next module, even if time was remaining

Updates to accommodation display names

Addition of phrase “Up to”

- Student accommodations will now read “Up to” their amount of approved extended time on their test card and during the exam setup and check in flows.

The screenshot displays the Bluebook user interface. At the top, the user is identified as Sofia Aguilar. A blue banner contains the message: "Hi, Sofía! Take a practice test and get ready for test day." Below this, the "Your Tests" section is visible, with tabs for "Active" and "Past". The active test is "SAT", with details including the date, school name (Springfield High School), and testing accommodations: "Reading: Up to double time (<+100%)", "Math: Up to double time (<+100%)", and "Breaks: as needed". A yellow "Check In Now" button is present.

A modal dialog titled "Confirm Your Personal Information" is overlaid on the screen. It displays the user's name as "Sofia Aguilar" and their accommodations as "Up to double time (<+100%)". A question asks "Is this information correct?" with radio button options for "Yes" (selected) and "No". A "Back" button is on the left and a "Next" button is on the right. A progress indicator at the bottom shows "Step 1 of 12".

End of Module Review Screen

New Button for Extended Time Testers

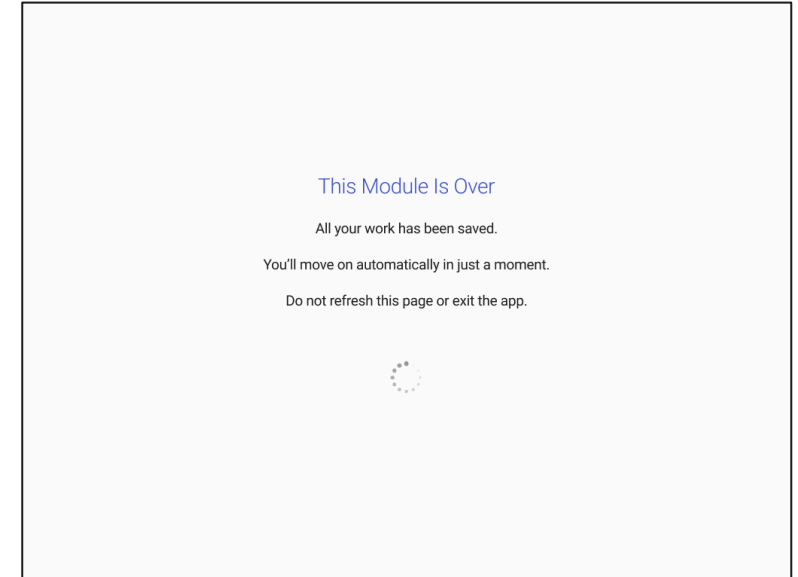
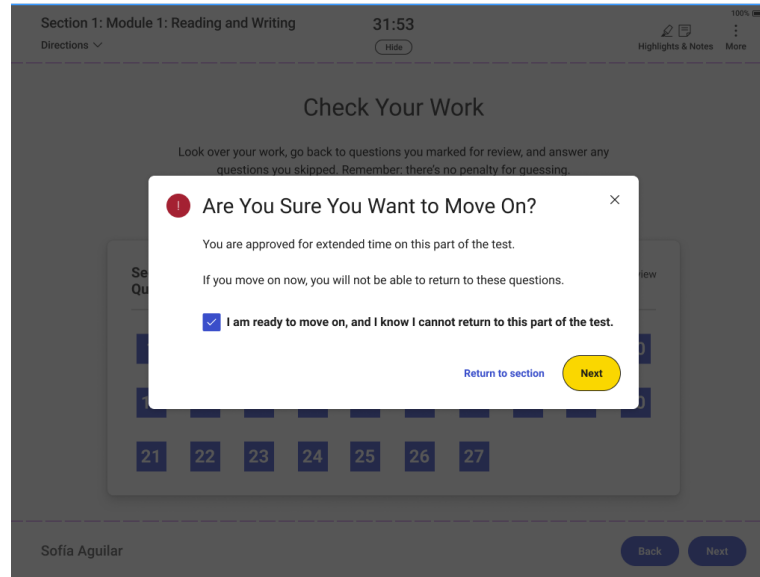
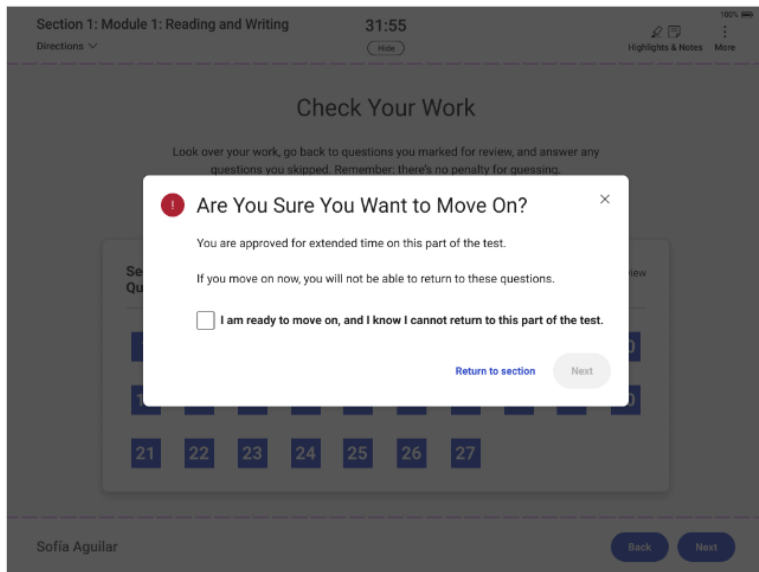
- When standard time has been reached, the “Next” button becomes active.

The screenshot shows the 'End of Module Review Screen' for 'Section 1: Reading and Writing'. At the top, the section name and a timer showing '32:00' are displayed. Below the timer is a 'Hide' button. On the right side, there are icons for 'Highlights & Notes' and 'More', along with a battery indicator showing '100%'. The main content area is titled 'Check Your Work' and contains the following text: 'Look over your work, go back to questions you marked for review, and answer any questions you skipped. Remember: there's no penalty for guessing. When the timer reaches zero, you'll automatically move on. Please stay seated and remain quiet.' Below this text is a grid of 27 question numbers (1-27) arranged in three rows. The first row contains numbers 1-10, the second row contains 11-20, and the third row contains 21-27. Above the grid, there are two filters: 'Unanswered' (represented by a dashed box icon) and 'For Review' (represented by a red flag icon). At the bottom of the screen, the user's name 'Sofia Aguilar' is displayed on the left, and 'Back' and 'Next' buttons are on the right.

Confirmation Modal

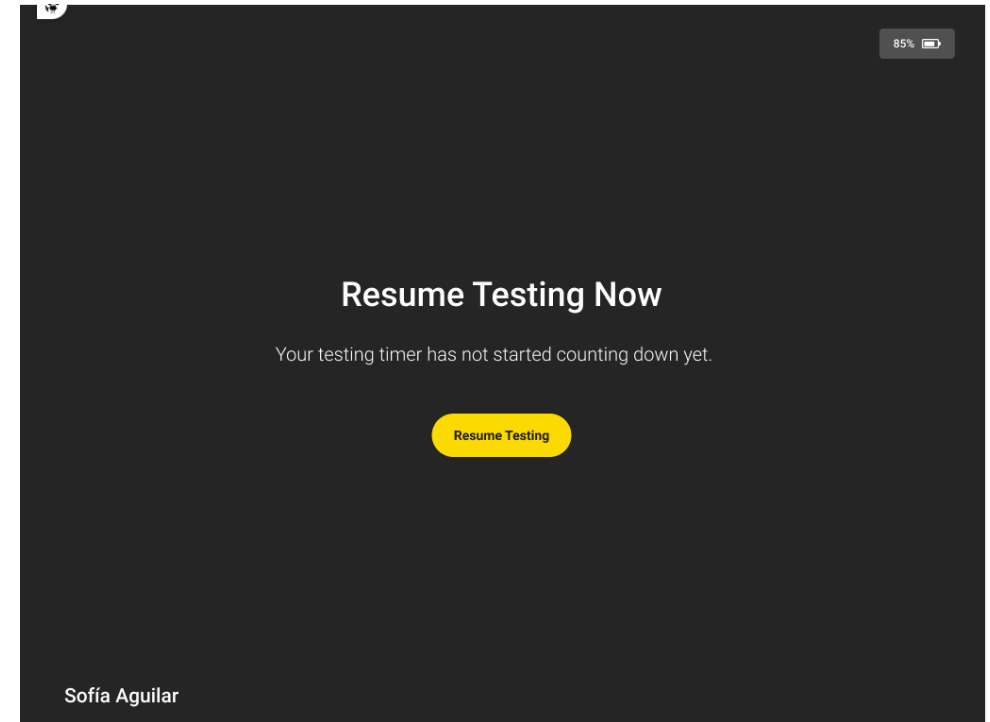
Safeguards to prevent accidental or unconsidered opting out of Extended Time

- When the student clicks “Next”, they will need to confirm their understanding that they cannot return to the module/part if they opt to move forward.
- If in this confirmation modal they check the box and click “Next” again, only then will they proceed to the end of module screen and rejoin the existing flow of the exam.



Break Screens

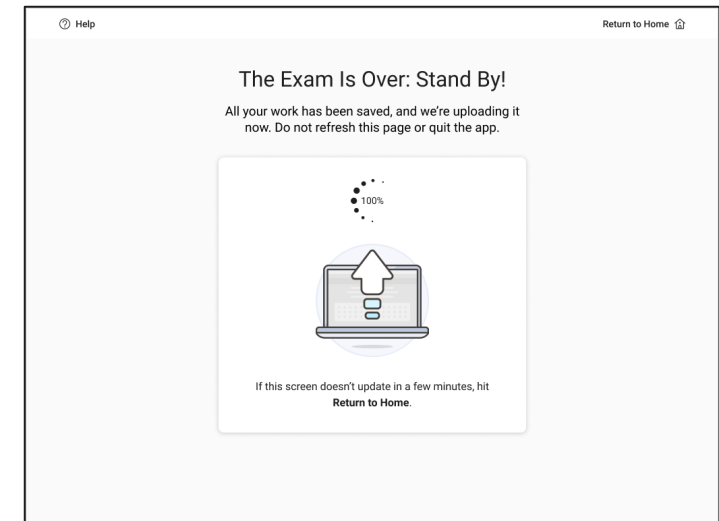
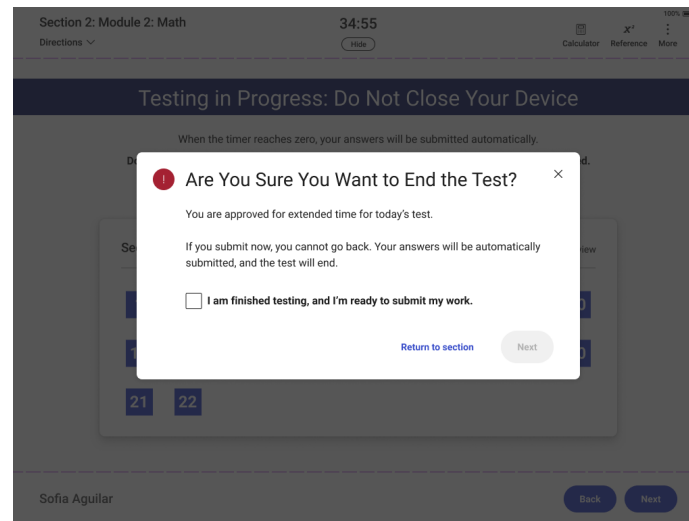
Break screens do not change for Extended Time testers



End of Module/End of Test Review Screen

Safeguards to prevent accidental or unconsidered ending of the exam with Extended Time remaining

- The final review screen follows the same safeguards as the end of module screens:
 - The new “Next” button for extended time testers is inactive until standard time has been reached.
 - If the student clicks “Next”, a confirmation modal appears that also emphasizes that confirming will end the test.
- If in this confirmation modal the student checks the box and clicks “Next” again, the student will flow through the existing results submission screens including the “Congratulations” (confetti) screen.



SSD Online Updates

SSD Online

Updates for Spring 2025

- Some accommodation **names** (not the accommodation itself, and no re-request is necessary) will be updated for clarity and consistency with what digital testing provides
- Accommodations for temporary impairments (e.g., broken arm, recent concussion) are now requested in SSD Online in the same manner as other accommodations and supports

Student Transfers in SSD Online

Announcement Banner for New Processes

SSD Online dashboard will now call attention to new processes like transferring students



SSD Accommodations Management Hi, Search

New Process for Transferring Students +

NEW! Easily transfer new students to your school's SSD Online dashboard, and transfer them out of your dashboard when they leave your school. From the top right of the dashboard, select **"Transfer Student."** You will need either the student's SSD ID or the Student's name, DOB, address, and graduation date.

SSD Online Dashboard Helpful Links Transfer Student School Testing Calendar

Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience. ×

Welcome,

Displaying Students for:

Student Accommodations & Supports

Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.

[View Downloaded File](#)

[New Request](#)

[Download Dashboard](#)

Search existing students by name or SSD ID... Grade Type Status

Transfer In At-A-Glance

SSD Coordinator Journey



Identify Student

Review school enrollment for new students with accommodations in SSD Online from a prior school

Collect Student Info

SSD ID or the combination of student first and last name, DOB, address and prior school's AI

Transfer Student

In SSD Online, select Transfer Student and follow prompts to complete

Manage Requests

Confirm student is now on the Dashboard and review or submit accommodation requests as appropriate

When a student leaves your school, easily select and transfer them out directly from your dashboard



That sums up everything new for Spring 2025.

Any questions before we move on?

Submitting New Accommodations Requests in SSD Online

Before Submitting a New Accommodations Request

Consider the following:

- Can the student's need be met using universal tools?
 1. A student can use the universal tools without submitting an accommodations request. (ex: a request for magnification device is not needed if the student's need is met using the zoom-in feature)
- If a request for accommodations is needed, consider the following questions before beginning the request:
 1. Have you obtained consent to submit an accommodations request on behalf of this student? If you have not, you must obtain consent before submitting the request in SSD Online.
 2. Do you have the student's demographic information, SSD number (if the student already has accommodations requests submitted in SSD Online), disability diagnosis, and the testing accommodations needs as written in their IEP or 504 Plan?
 3. How has your school been supporting this student's need within a testing situation?
 4. What specific accommodation(s) do you need to request for this student?

What Circumstances do NOT Require Accommodation?

Universal accessibility features, certain accessibility considerations, and select English Learner (EL) supports

- Digitally-embedded accessibility features available to all students in Bluebook™:
 - Hide-able Test Timer
 - Flag and Review
 - Answer Option Eliminator (cross-out feature)
 - Line Reader
 - Highlight and Annotation Functions
 - Desmos Graphing Calculator (entire math section)
 - Math Reference Sheets
 - Zoom In/Out and Magnification
- Non-embedded accessibility considerations permitted **at school discretion**:
 - Small Group Testing (no minimum, recommended maximum of 10 students per standard sized classroom)
 - Preferential seating
 - Wheelchair accessibility and/or special furniture (seating distance rules still apply)
 - Access to nurse/aide during breaks
 - Familiar proctor (conflict of interest rules still apply)
- **Freely granted** EL supports: Translated test directions*, word-to-word bilingual dictionary from approved list
 - NOT extended time; EL up to time-and-a-half requires a request in SSD Online

Under What Circumstances Should New Requests be Made?

When universal accessibility features and permitted considerations do NOT meet a student's IEP/504 plan

- If none of the features, considerations, or supports listed on the prior slide meet a student's IEP/504 plan requirements, an accommodation may be requested **for** any documented disability **with** a demonstrated functional impact.
- When submitting a request for an accommodation in SSD Online, if your request triggers a requirement to upload documentation, that documentation must demonstrate the student's disability and the functional impact of that disability for the student.

Requesting New Accommodations in SSD Online

Best Practices

- **All new accommodations requests must be submitted no later than the state deadline of [January 13th](#).**
- Discuss the accommodations to be requested with the student and their family:
 - Were they discussed during IEP/504/Plan meetings?
 - Are they congruent with what this student uses for other standardized or classroom tests?
 - Does the student and their parents/guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?
- Carefully review SSD Online's disability/accommodation categories and avoid unnecessarily selecting the option "Other."
- Once the request is entered into SSD Online, carefully review the student's information to ensure it is free of errors before pressing submit.
- Check your SSD Dashboard regularly and watch for College Board emails regarding decisions or requests for additional information.

Submitting a New Request in SSD Online

What type of accommodation are you requesting?

- Access SSD Online through your [College Board professional educator account](#) or by using the same credentials to log in directly at www.collegeboard.org/ssdonline.
- Click the blue “New Request” button on your SSD Online dashboard.
- Click the blue arrow at the bottom right of the “New Accommodation/Support Type” you wish to request.
- NOTE:
 - English Learner (EL) Support is to request up to time-and-one-half (up to +50%).
 - State Allowed Accommodations (SAAs) are the only accommodation type that will NOT yield a college reportable score.

The image shows two screenshots from the SSD Online interface. The left screenshot is the main dashboard, titled "SSD Online" with a "Dash" label. It features a blue header with "Welcome, Jason!" and a dropdown menu for "Displaying Students for:" set to "All Schools". Below this is a section titled "Student Accommodations" with a "New Request" button highlighted by a red box and a red arrow pointing to the right. The right screenshot is a modal window titled "Select New Accommodation/Support Type" with a close button (X) in the top right corner. It lists three categories: "College Board (CB) Approved Accommodations", "English Learner (EL) Support", and "State Allowed Accommodations (SAA)". Each category has a brief description and a blue arrow pointing to the right. A "Return to Dashboard" link is located at the bottom right of the modal.

Submitting a New Request in SSD Online

Are you ready and do you have permission to submit a request on behalf of this student?

- Review the “Before You Begin” page
- Confirm you have the appropriate consent to continue (consent is not uploaded to SSD Online, but must be in writing and retained at the school)

Download [Parental Consent Form](#) →

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

[Back](#) [Start New Accommodation Request](#)

New Accommodation Request (CB)

Before You Begin

You are about to begin a request for student testing accommodations. You will be asked to answer questions on behalf of the student you are requesting accommodations for.

This process will take approximately 6–8 minutes to complete.

Before starting this request, please ensure that you have the following student information:

- **Demographic Information**
Including the student's date of birth, address, email address, telephone number and expected graduation date
- **Disability Information**
The student's disability and the accommodations they are requesting
- **Plan Information**
The type of formal school the student currently has (IEP, 504 Plan, Qualified Formal Plan, Other Formal Plan, No Current Plan) and the approximate date of the student's first formal plan)
- **Documentation**
Have documentation of the student's disability and need for accommodations. In some cases, you will need to send the documentation to College Board for review. The SSD Online system will notify you if documentation must be submitted to College Board.

[Back](#)

Submitting a New Request in SSD Online

Who are you requesting this accommodation for? Part I: Finding your student

- **Search and select** the name of the student, then click the blue “Continue” button at bottom right.
- **If the student does not appear** in your search result, click the “Student Not Listed” button also at the bottom of the page and follow the prompts to enter this new student’s information (next slide).
- **NOTE:** A student may be new to your school but already have approved accommodations in SSD Online from a prior enrollment. Search first.

Also, many students share names. Check all data in a suspected row of results before selecting that student and proceeding.

New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

NAME * SCHOOL *

First Name: John Last Name: A School: Herbert Hoover High School

Clear Search

Showing ### results

	First name	MI	Last name	Date of Birth	SSD ID Number
<input checked="" type="radio"/>	First name	MI	Last name	04-02-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	01-01-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	07-09-2002	#XXXXXX
<input type="radio"/>	First name	MI	Last name	12-15-2000	
<input type="radio"/>	First name	MI	Last name	01-07-2000	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-04-2002	
<input type="radio"/>	First name	MI	Last name	02-29-2001	#XXXXXX
<input type="radio"/>	First name	MI	Last name	08-23-2001	

Student Not Listed Continue →

Submitting a New Request in SSD Online

Who are you requesting this accommodation for?

Part II: If your student was not found

- If your student was not found and you clicked the “Student Not Listed” button on the prior screen, follow the prompts below to enter this new student’s information into SSD Online.
- Once the “Add Student” screen is complete you will join the workflow for creating and submitting your request.

Add Student

Complete the information below to start a request. Fields marked with * are required.

Student Information

Name

First Name * MI

Last Name *

Date of Birth

MM / DD / YYYY *

School

Select School *

Submitting a New Request in SSD Online

Why are you requesting an accommodation?

- Once your student has been selected or added and consent is confirmed, select and specify the disabilities this student has that require testing accommodations. Temporary disabilities (e.g., a broken arm) can also be requested here closer to the opening of the testing window.
- NOTE regarding English Language (EL) Supports: You will **not** be requested to provide a documented disability. However, this accommodation expires at the end of the school year and needs to be re-requested every year it is still needed.

Dashboard / Tom Jones

New Student Accommodation Request

Disabilities

Communication Disorder/Speech and Language

- Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- Language Disorder/Mixed Receptive-Expressive Language Disorder
- Phonological Disorder
- Other Communication/Speech and Language Disorder

Please specify... *

Submitting a New Request in SSD Online

What specific accommodation(s) are you requesting?

- Click to proceed to the appropriate category (for example, “Extended Time” as shown here)
- Tick appropriate requests then click the blue “Save Accommodations” button at the bottom of the screen
- NOTE: SSD Online’s accommodations are categorized under this framework*:
 - Extended Time
 - Extra/Extended Breaks
 - Reading/Seeing Text
 - Recording Answers
 - Modified Setting
 - Other (do not select unnecessarily)

Extended Time	No extra time (+0%)	Time and one-half (+50%)	Double time (+100%)	More than Double time (greater than +100%)
Reading	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Writing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value=""/>
Mathematical Calculations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="150 %"/>
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value=""/>

Previously Approved / Pending Accommodations
Reading: Time and one-half (+50%)
Writing: (Essays/free response): Double time (+100%)
Math: More than double time (++)100%

* Paper Testing:

- Not a separate SSD Online category
- Most students test digitally
- We will discuss separately

Submitting a New Request in SSD Online

How has your school been supporting this accommodation before this request?

- Enter your “School Plan” regarding this student:
 - Click through responses
 - Free type responses whenever “other” is selected
 - Responses will require:
 - ▶ Information about the process used to determine the student’s need for this accommodation
 - ▶ Confirmation whether the requested this accommodation is:
 - In the school plan
 - Used by the student on classroom tests
- If further documentation is needed, SSD Online will indicate and provide the opportunity to upload.

Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? *

Yes No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. *

School Psychologist

School learning specialist

Teacher(s)

School Administrator (e.g., Principal)

Parent(s)/Guardian(s)

Student

Other professional

Please specify *

I don't know

What information was used to assess your student's current need for accommodation(s)?

Documentation/evaluation from professionals (e.g., Psycho-educational evaluation, medical evaluation)

Teacher observations

Parent(s) observations/student's comments

Student's previous and current academic functioning

Student history of receiving accommodations or academic difficulties

School data (e.g., scores on state testing)

Parent/student request

Other

Please specify *

Submitting a New Request in SSD Online

Completion

- Read and consent to the terms and agreement confirming that your prior responses regarding this request are true and accurate
- After submission, check your SSD Dashboard regularly and watch for College Board emails that provide decisions or requests for additional information regarding any of the accommodations you submitted for this student.

Scenario 1

Following their IEP, a student receives extended time on classroom tests.

On those classroom tests, the student sometimes uses their additional time to complete questions.

However, they often use that time to take additional breaks during testing instead.

What would be the most appropriate College Board accommodation(s) to request?

A Sample Accommodation Request

- If the student does not need additional on-the-clock time to complete questions, they may not need to request extended time.
- Break accommodations, such as Extra Breaks, Extended Breaks, or Breaks as Needed may more closely match how this student has been using additional time on their classroom tests.
 - Extra breaks provides the student with an additional break during each section.
 - Extended breaks provides the students with a break that is double the standard break time.
 - Breaks as needed allows the student to stop the test and take a break when they need to do so.
- Discuss the student's needs with the student and their family.
 - If possible, have the student take a practice test using extended time and/or the break accommodations to determine the most appropriate accommodation(s) to request.

Scenario 2

Following their IEP, a student uses large print instructional materials during class.

What universal tools or accommodations would meet this student's needs?

A Sample Accommodation Request

- The student may be able to take College Board exams in Bluebook™ using our universal testing tools. Therefore, before requesting an accommodation:
 - Have the student try the zoom in/out function available to all students using the test preview or a full-length practice test available in Bluebook™.
 - If greater magnification is necessary, try zoom in/out on a device with a larger screen size or using a more appropriately sized external monitor.
- If the student's needs are not satisfied by these universal tools/options, do they ever use a Magnification Device (electronic/non-electronic) with their computer at school? This is a College Board accommodation you can request.
- In the rare event that none of the above options meet the student's needs due to their documented disability and degree of functional impact, paper testing may be requested.

Scenario 3

Following their IEP, a student has a human reader for classroom tests.

What accommodations would meet this student's needs?

A Sample Accommodation Request

- Most students with a human reader accommodation on classroom tests can use Bluebook™ to test digitally.
 - Request “Embedded Text-to-Speech” for students with a reading-related learning disorder or (non-embedded) “Screen Reader for Digital Assessments” for visually impaired students who use a screen reader application on their computer.
 - We recommend that students practice with these accommodations in Bluebook™ prior to submitting an accommodations request.
- In the rare event that these options do not meet the student's needs, a human reader may be requested.
 - The human reader accommodation requires 1:1 testing.
 - The student's test will be slightly longer and non-adaptive.
 - Students using a human reader test digitally unless they are receiving a paper test due to a different, additional accommodation (rare).

Commonly Requested Accommodations

Category in SSD Online: "Extended Time"

Name	Math Only	Reading (whole test)
Extended Time		
Up to Time and One-Half (+50%)	3 Hours 05 Minutes (max)	3 Hours 42 Minutes (max)
Up to Double Time (+100%)	3 Hours 39 Minutes (max)	4 Hours 58 Minutes (max)
Up to More than Double Time (>+100%)	(may need limited time testing request/approval for multi-day)	(may need limited time testing request/approval for multi-day)

Commonly Requested Accommodations

Category in SSD Online: “Extra/Extended Breaks”

Name	Detailed Request / Definition
Limited Time	Student tests over multiple days to prevent exceeding their approved maximum time per session
Extra Breaks	Module times remain standard, but a 5-minute break is added between modules within each section
Extended Breaks	Module times remain standard, but each break time is double the standard break time
Extra and Extended Breaks	Module times remain standard, but each standard break time is doubled in length and a 10-minute break is added between modules within each section
Breaks as Needed	Students can “stop the clock” and take breaks as needed

Commonly Requested Accommodations

Category in SSD Online: “Reading/Seeing Text” and “Recording Answers”

Name	Detailed Request / Definition
Embedded Text-to-Speech	Enables TTS function provided by Bluebook™
Non-Embedded Screen Reader *	Enables third-party or operating system-integrated screen reader application to persist in Bluebook™
Speech-to-Text Dictation for Digital Exams *	Enables third-party or operating system-integrated speech-to-text application to persist in Bluebook™

* In the rare event a student cannot test with:

- Speech-to-Text or Screen Reader with Speech-to-Text, a human reader and/or writer/scribe may be approved to permit (1:1 with auto +50%).
- Zoom in/out universally available in Bluebook™, Magnification Device may be requested.
- Color contrast setting available on their device that is adjustable without accommodation, physical Color Overlay permission may be requested.

Commonly Requested Accommodations

Category in SSD Online: “Reading/Seeing Text” and “Recording Answers”

Name	Detailed Request / Definition
Braille	Students test with a Screen Reader provided by school via external software or device’s operating system unless the boxes provided in SSD Online are used to explain why a paper braille test is required and that request is approved.
Raised Line Drawings	Provides physical supplement to digital exam when desired by students using Screen Reader instead of Braille to read the test. If a paper braille test is requested, the Raised Line Drawings supplement will be included in the test book and does not need to be requested separately.
Braille Writer	<p>For digital tests, students can use braille writing software or connect an electronic braille writer to their device. Braille notetakers cannot be connected to any network, but they must be connected to a display monitor so the proctor can see what the student is typing. Personal computers cannot be used as braille writers.</p> <p>For paper and pencil tests, approved students may use manual braille writers, like a Perkins Brailler, for all test sections. However, unless otherwise approved, electronic braille notetakers may only be used for essay writing and math calculations.</p>

Commonly Requested Accommodations

Category in SSD Online: “Modified Setting” and “Other” *

Name	Detailed Request / Definition
Auditory Amplification / FM System	Permits student to use headphones for these purposes.
ASL/SEE – Direction Only	Permits student to have spoken instructions from the proctor signed to them in either American Sign Language or Signed Exact English. Sign language interpreters must be able to effectively able to do so, as well as voice the student’s signing to the proctor. Conflict of interest rules still apply.
Food/Drink/Medication	Permits student to bring food, drink, and/or medication into the testing room.

* Avoid unnecessarily selecting the option “Other” in SSD Online. Doing so can trigger a request to upload and submit documentation, which also takes longer to review.

What if the student's request is to “waive” an accommodation?

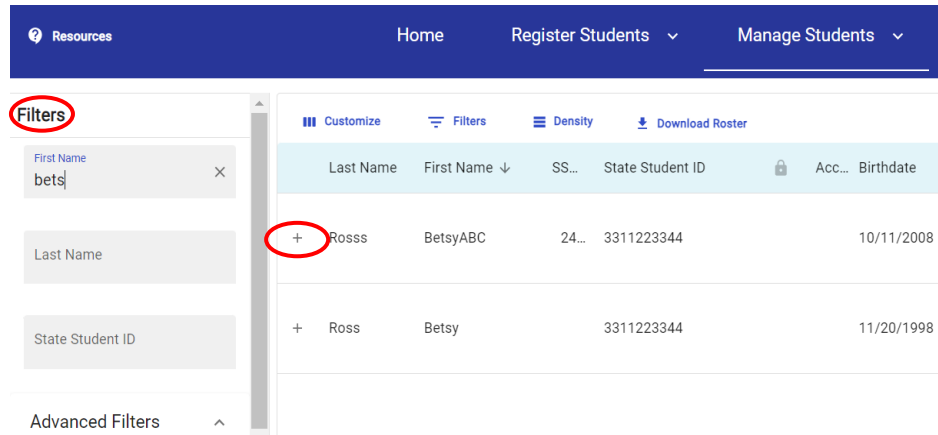
This is different from removing an accommodation and is NOT done in SSD Online

- When is an accommodation waived prior to testing?
 - The accommodation is NOT extended time – this is the only accommodation students can waive on their own while testing
 - The student does not want to use the accommodation in question for this specific exam
 - The accommodation is still part of their IEP/504 and therefore should not be removed from SSD Online
 - You have written consent from the student (and a guardian if under 18) to waive the accommodation in question
- Where is the accommodation waived?
 - Within your State Data Management System (SDMS)
- Who can waive a student's accommodation for them?
 - An SSD Coordinator and/or Test Coordinator, as permitted by your state
- How? (next slide)

Waiving an Accommodation in SDMS

3 steps that only affect accommodations for this specific assessment

1. Click into SDMS from your [College Board professional educator account](#) dashboard
2. From your SDMS dashboard, use the filters on the left to search for your student, then click the “+” to the left of their name
3. The “Student Details” will then open. Scroll down until you see their accommodations (example pictured below). Tick the box just above this that says “waive accommodations”, making the toggles for each accommodation active. Toggle each accommodation(s) in question to “waived”.



In this example two accommodations were waived while the others remain in place for this assessment.

Waiving an Accommodation in SDMS

2 Important points to remember

1. SDMS will not ask you to upload or even whether you have the appropriate consents to waive the accommodation(s) of this student. You should have obtained and retain that consent anyway.
2. Changes in SDMS, including the waiver of an accommodation, must be allowed 1 full business day before testing to appear in Test Day Toolkit and the student's exam package in Bluebook™.

Paper Testing Accommodations

Request and Administration

Paper Testing

Before You Request

- For most students, testing digitally in Bluebook™ has proven the preferred experience:
 - Shorter, adaptive assessment (standard time paper test is 2 Hours 54 Minutes, ½ hour longer than digital)
 - Universal accessibility tools are easier to use and more effectively accommodate most needs than paper-based accommodations as well as enable students to remain in the general testing environment with their peers
 - Responds to students' comfort and familiarity with technology generally
- For most test administration staff, testing digitally in Bluebook™ has proven the preferred experience:
 - Shorter assessment
 - Greater test security
 - Better meets most students' preferences
 - No physical materials for shipment to or from your facility and the risks that can entail
- Further considerations are that:
 - Testing staff must transcribe paper tests into Bluebook™ after testing (a two-person process for accuracy)
 - For all the reasons stated above, requesting paper tests requires additional documentation and review

Paper Testing

Submitting a Request in SSD Online

1. Select the accommodation area “Reading/Seeing Text”
2. Tick the box “Other: Reading/Seeing Text”
3. In the textbox that pops up, type the words “Paper test requested for digital assessments” and click save, after which you will be prompted to upload documentation verifying a specific need for paper testing.

Accommodations

Select one or more accommodations from any of the categories below. Once you have finished selecting accommodations, click 'Continue' at the bottom of the page to go to the next step in the process.

Extended Time Add

Request extended time for the following subjects:

- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Extra / Extended Breaks Add

Includes requests for:

- Breaks: Extra
- Breaks: Extended
- Breaks: As needed
- Other: Extra / Extended Breaks

Reading / Seeing Text Add

Includes requests for:

Reading / Seeing Text

- Large Print Test Book: Other
- Human Reader for paper tests **DOCUMENTATION REQUIRED**
- Pre-recorded audio (MP3 via streaming) for paper tests
- Braille with raised line drawings, contracted
- Magnification Device (non-electronic)
- Magnification Device (electronic) **DOCUMENTATION REQUIRED**
- Raised Line Drawings
- Colored Overlay
- Assistive Technology Compatible Test Form **DOCUMENTATION REQUIRED**
- Screenreader for digital tests **DOCUMENTATION REQUIRED**
- Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Cancel Save Accommodation(s)

Other: Reading / Seeing Text **DOCUMENTATION REQUIRED**

Paper test for digital assessments

Cancel Save Accommodation(s)

Thank You!