



Idaho Preadministration and Rosters

March 2019



Supporting Schools and Students to Achieve

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC SCHOOLS

Session Goals



Our goals today include:

- Review of the preadministration session
- Discuss student rosters and room planning
- Provide an overview for the optional student questionnaire
- Share tips on planning for the preadministration session
- Q&A



Preadministration Planning



What is a Preadministration Session?



- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
 - Fill out personal information fields
 - Complete optional student questionnaire
 - Opt into Student Search Service
 - Select up to four colleges or scholarship programs to send their SAT scores
 - Estimated time:
 - 45-60 minutes

Plan the Preadministration Session



- Each school will receive a shipment of preadministration materials in early March. This shipment will include:
 - 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*
- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free scores sends.
- Distribute the *SAT School Day Student Guides* to students. It contains information about Student Search Service and sample test questions, so they can discuss with their family and know what to expect on test day.



Preparing for the Preadministration Session



Test Materials Guide



SAT®			
Testing Room	Standard Room	Accommodated Students Testing on Primary Test Day	Accommodated Students Testing in the Testing Window
Test Book			
Answer Sheets			
Coordinator Manuals			
Answer Sheets Return Labels			

Preadministration Materials



- Labels will be shipped to schools for all students pre-ID'd by the deadline.
 - Schools will receive a label for each pre-ID'd student to be affixed to the answer sheet.
 - For any students not included in the pre-ID file, they will grid all fields on the answer sheet.
- Student Answer Sheets
- Student Answer Sheet Instructions
- *SAT School Day Student Guides*
- Copies of ALL manuals required to support your school, including manuals to be used by the Proctors on test day.

The image shows the cover of the SAT School Day Student Guide for the 2018-19 school year. The cover is purple and white, featuring the CollegeBoard SAT logo at the top left. Below the logo, it says "2018-19" and "SAT SCHOOL DAY" in a purple box. The main title is "Student Guide" in large white letters. To the right of the title, there are three icons with text: a clipboard for "Important Information about the SAT", a speech bubble for "Test-taking advice and tips", and a list icon for "Practice questions". At the bottom, there is a circular photo of a smiling student. Below the photo, it says "Learn all about the SAT* inside. Connect your College Board results and get personalized practice at satpractice.org." Overlaid on the bottom right is a purple box with the SAT logo and "Preadministration Materials" in white. Below this box is a white button that says "Open Immediately" and the code "CBIN XX850004" at the bottom right.

Preadministration Session



Timing

- 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.

Preadministration Session



Timing

- Allow enough time for students to review the *SAT School Day 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, additional supervision will be needed to ensure that students don't change responses to any test questions during a post-test session.

Preadministration Materials



Prepare Students

- At least two weeks prior to the preadministration session, distribute *SAT School Day Student Guides* to students
 - Allow time for students to review with parents and make a decision about which schools they wish to send their scores.
- Inform students they will need No. 2 pencils for the session.
- Inform students of the date and time scheduled for the preadministration session.

Prepare for the Session



- 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 a room plan for conducting the preadministration session.
 - Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups).
 - Determine staffing needs.

Prepare for the Session



- 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. Do not let students take the answer sheets home.

Prepare Staff



- 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.
 - 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.



Room Planning & Rosters



Room Planning & Rosters



- 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.
 - **Test coordinators should make a copy and save the list in a safe location for six months after test day.**
- 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.



Create a Master Student List



- Create your Master Student List in Excel or Word format.
 - Review the “Build Your Master Student List for Testing” section in the **coordinator's manual** for more information.
 - The following is an example, but schools may choose to include other information as they deem appropriate.
 - It will be important to track attendance so you know what make up materials to request.

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	709	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	Purple	T. Coach

Room Rosters



- 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.
- **Continue to update your Master Student List and room rosters.**



Optional Testing Room Codes



- Use of testing room codes is **optional** for SAT School Day.
 - 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(no Essay) and SAT with Essay at your school, you can now assign them to the same room to conserve space and staff. We still recommend separate rooms if feasible.

Complete on Test Day

44 Form Code
Copy from back of test book

A	A	A	A	0	0	0
B	B	B	B	1	1	1
C	C	C	C	2	2	2
D	D	D	D	3	3	3
E	E	E	E	4	4	4
F	F	F	F	5	5	5
G	G	G	G	6	6	6
H	H	H	H	7	7	7
I	I	I	I	8	8	8
J	J	J	J	9	9	9
K	K	K	K			

45 Test ID
Copy from back of test book

--	--	--	--	--	--	--

46 Test Book Serial Number
Copy from front of test book

0	0	0	0	0	0	0

47 Testing Room Code

0	0	0

Important: fill in these completely. If they are not there may be delivering y

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	Purple	T. Coach

Special Considerations for Off-site Testing



- 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.
- Make sure any off-site coordinator 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.



Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	000702499	P	SAT w/Essay	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	000702599	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	000702588	P	SAT w/Essay	234	Y	R1	Purple	T. Coach

Nonstandard Administration Report



What is the 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.

Nonstandard Administration Report



For SAT School Day, the NAR includes:

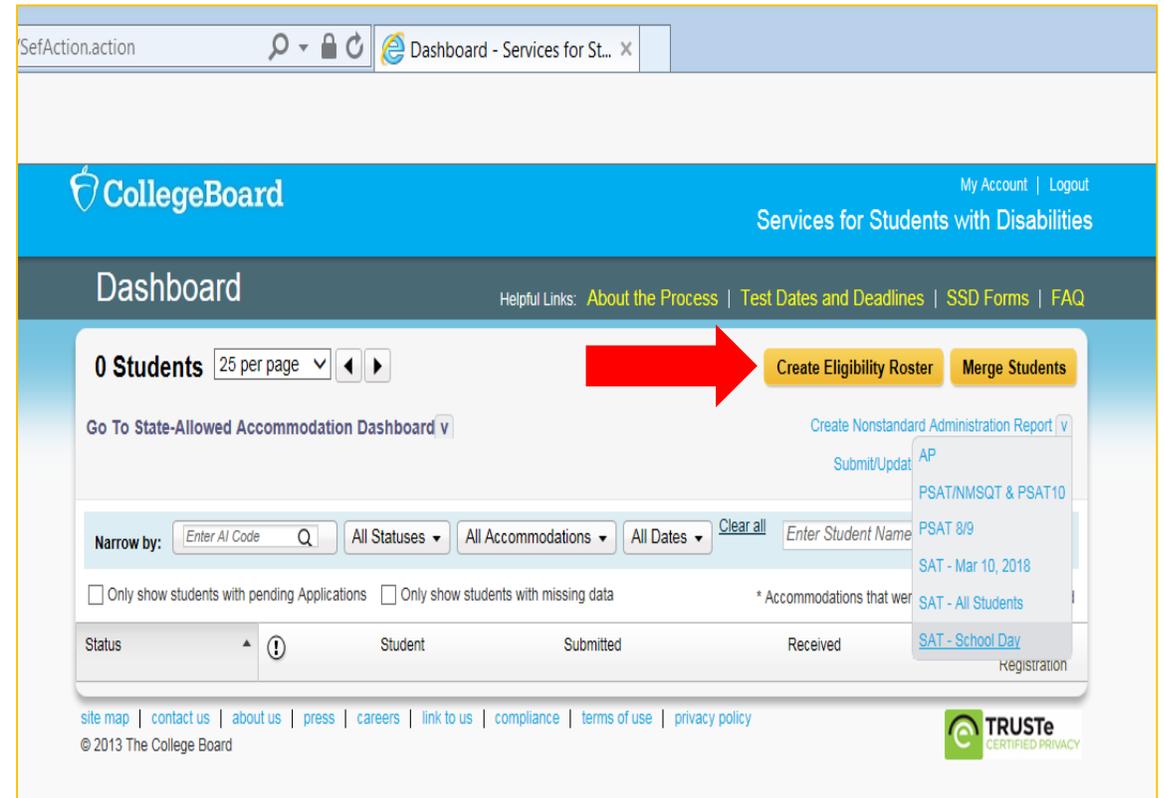
- a summary of students with their SSD numbers
- a list of students who will test on the primary test date with accommodations
- a list of students who will test during the accommodated testing window, and
- additional instructions for testing students with accommodations.

- 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 will display 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.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SA4	Doriman, Jhusiia SSD #0007025901	Large Print Test Book - 14 point , Reading +100% (double time) , State-Allowed: Reader , State-Allowed: Multiple Day / Limited Time Testing	SAT with Essay	Lime Green	Two days	Script 5	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +100% (double time)					
SA4	Motreaolk, Spritsra SSD #0007025889	State-Allowed: Small Group Testing , State-Allowed: Reader , State-Allowed: Preferential/Flexible Seating , State-Allowed: Multiple Day / Limited Time Testing , State-Allowed: Extended Time - 100% or more	SAT with Essay	Lime Green	Two days	Script 5	
Additional Instructions		State-Allowed: Preferential/Flexible Seating:Front of room					

- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Select SAT and Test Date
 - Enter 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.
 - 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.

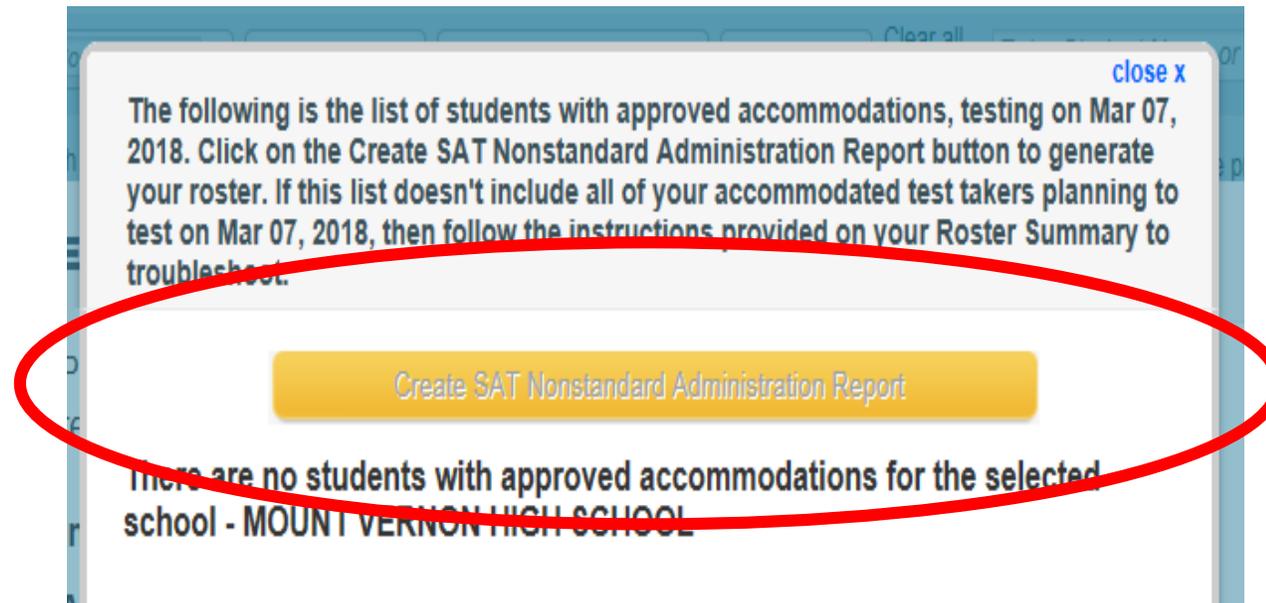
Managing Students on the NAR



The screenshot displays the CollegeBoard dashboard for 'Services for Students with Disabilities'. At the top, it shows '0 Students' and '25 per page'. A red arrow points to the 'Create Eligibility Roster' button. Below this, there are filters for 'Narrow by' (AI Code, All Statuses, All Accommodations, All Dates) and a search bar for 'Enter Student Name'. A table is visible with columns for Status, Student, Submitted, and Received. A dropdown menu is open, showing options like 'SAT - Mar 10, 2018' and 'SAT - School Day'. The footer includes '© 2013 The College Board' and a 'TRUSTE CERTIFIED PRIVACY' logo.

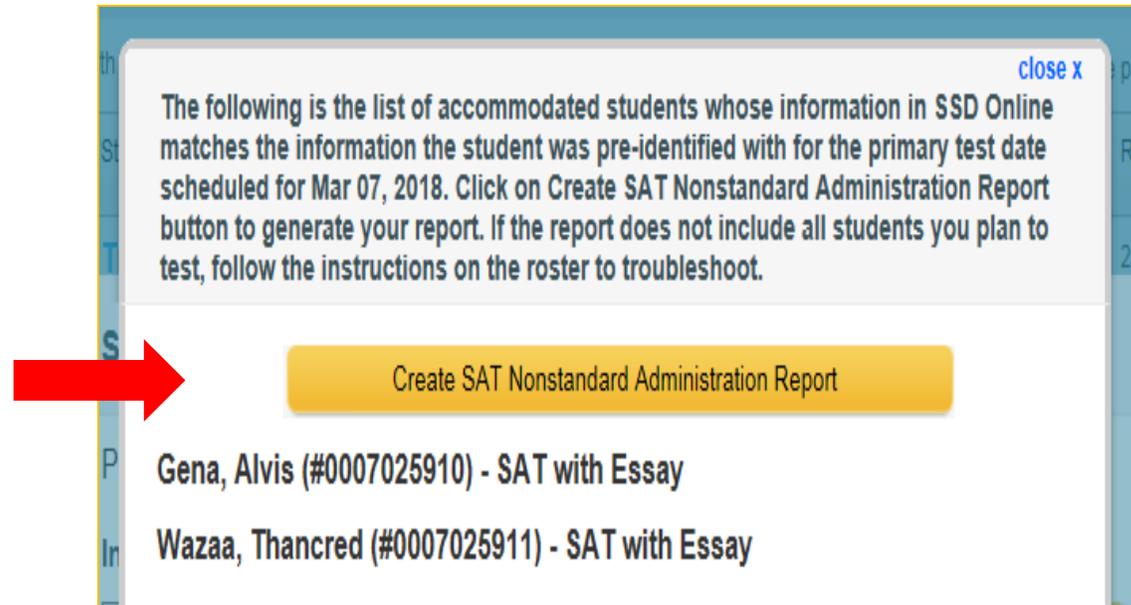
If there are no students approved for accommodations

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



If all students with approved accommodations match a student registration from the pre-ID file.

- 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.

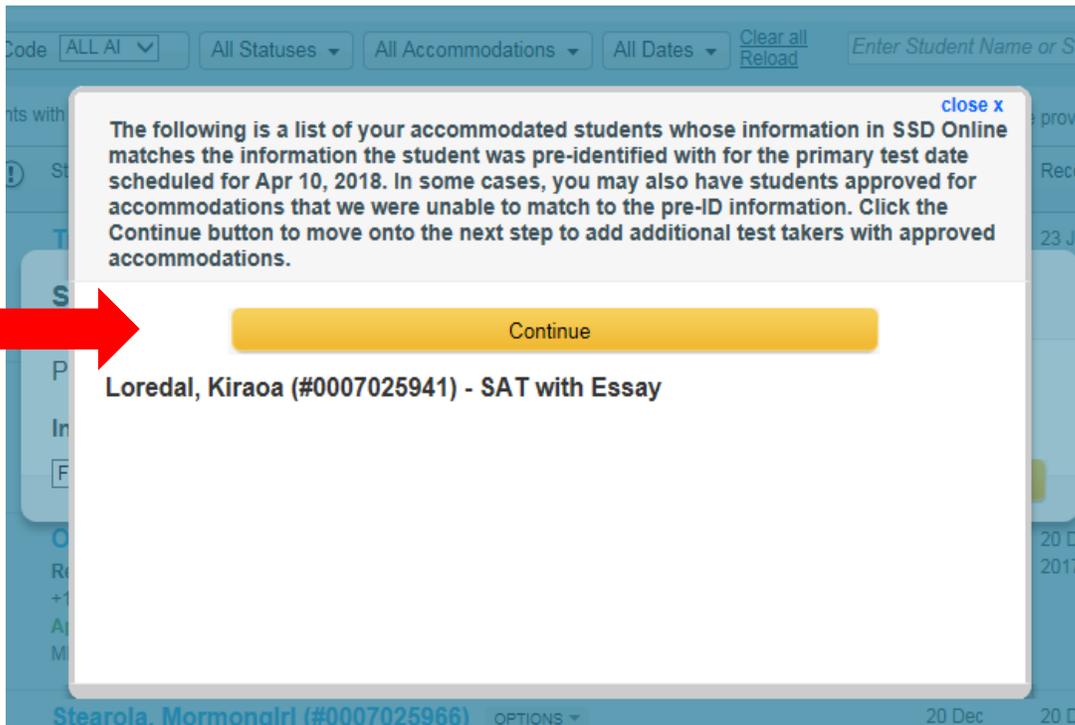


If there is a mix of matched and unmatched students with approved accommodations

- 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.

Two-Step Process

Step 1: View list of matched students and click “Continue”



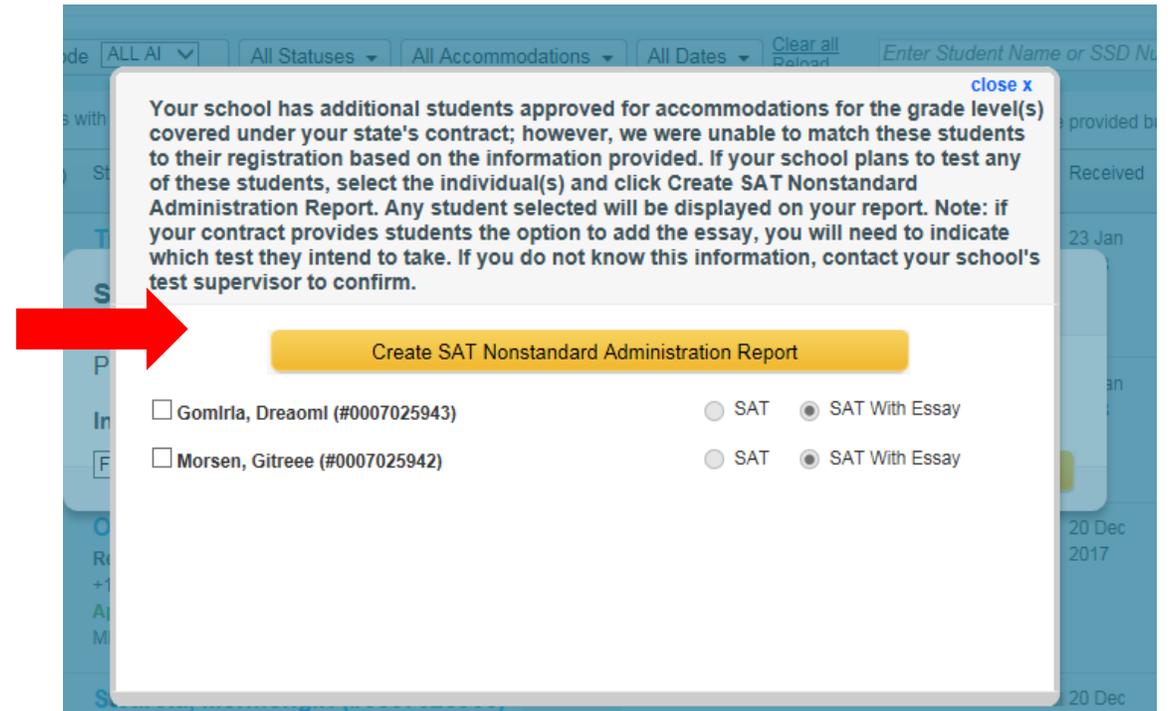
The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.

Continue

Loredal, Kiraoa (#0007025941) - SAT with Essay

Stearola, Mormongiri (#0007025966) OPTIONS 20 Dec 2017

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



Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: if your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.

Create SAT Nonstandard Administration Report

GomIrla, Dreaoml (#0007025943) SAT SAT With Essay

Morsen, Gitree (#0007025942) SAT SAT With Essay

20 Dec 2017

After Testing – Returning the Master Student List



- After all materials have been collected from Proctors, carefully check each room roster and NAR against the final Master Student List, noting the room assignment and testing room code of each student.
- Return the NAR in the white accommodated testing envelope with the answer sheet return shipment.
- Return the Annotated Master Student List in the answer sheet return shipment.
- 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).

Sample Master Student List

These are suggested fields; you should create a list that is based on your own school's needs.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	0001024797	P	SAT w/Essay	789	Y	SB28	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	0001025199	P	SAT	012	Y	T2	Purple	MCordinator
6 North	Adrian		11/30/1999	0001025188	P	SAT w/Essay	234	Y	R/	Purple	T. Coach
7											



Conducting the Preadministration Session



SAT Preadministration Session



- 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.

SAT Preadministration Session



- 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.

SAT Preadministration Session



- 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

After the Preadministration Session



- Proctors
 - 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 Coordinator 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.
 - Track students who missed the preadministration session and schedule a makeup preadministration session prior to test day.



Final reminders and details



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

Shipments

- 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 3/4—3/8. 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 expect multiple boxes to arrive.



Final reminders and details



Online Training

- SAT coordinators should've received an email 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 is available.



Thank You!



- Melanie Jones, Idaho SDE: mjones@sde.idaho.gov
- Idaho Field Team at: IdahoSDSupport@collegeboard.org
- Stephen McCue at: smccue@collegeboard.org
- Eddie Pawlawski at: cpawlawski@collegeboard.org