



***Accommodations Overview for the SAT®
December 12, 2018
(with Q&A section)***

Slide 1

Good afternoon everyone and thank you for joining us for the Idaho SAT School Day Accommodations overview webinar today. This is a continuation of the high-level overviews that College Board and the Idaho State Department of Education are providing for Idaho educators in preparation for the SAT School Day in spring 2019. I'm Eddie Pawlawski, Director of Outreach and Implementation and one of the College Board Idaho Field Team members. Joining me on the webinar today is Melanie Jones from the Idaho State Department of Education and Sharon Cowley from the College Board. Please note that this webinar is being recorded, and a link will be provided after the webinar is completed.

All right... let's begin.

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Today's agenda includes an overview of the SAT accommodations process, information for preparing SSD Coordinators, a review of common accommodations, a review of the accommodations request process, and information about additional resources and support materials.

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The Idaho-provided SAT School Day.

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As a general reminder, all 11th grade students attending public schools in Idaho are eligible to take the SAT. The SAT without essay is the default registration for all students. Idaho students have the option to take the SAT with essay as an Idaho-paid choice. Adding the optional essay to their SAT registration is an individual student choice.

Students who wish to take the essay must register for it between: January 28, 2019 and February 4, 2019, by 10 pm Mountain. Bulk registration for the SAT Essay is not available. Students may add the essay to their registration through their online College Board account or by calling the College Board.

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SAT and SAT with Essay scores will be available to ID SDE for Idaho assessment reports. The school day version of the SAT will be administered on the following dates:

Primary test day is: April 9, 2019

Accommodated Testing Window: April 9, 2018 – April 22, 2019

Makeup test day is: April 23, 2019

Slide 6-Key Dates

The next two slides provide key implantation dates. These dates were sent to Test Coordinators, District Test Coordinators, and SSD Coordinators in earlier communications. We'll pause for a few moments to review each slide. For virtual schools whose students will be participating in the SAT at a different time, please refer to the Key Dates document you received earlier.

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The second series of implementation key dates include test dates, the makeup test date, and the return of materials dates.

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Let's talk quickly about staff roles and responsibilities as a way of an overview and also as a reminder.

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To better align roles across College Board assessments, role titles have been updated for 2019, however responsibilities have not changed. The roles are now titled Test Coordinator, SSD Coordinator, Proctor, Room Monitor, and Hall Monitor. You can see a description next to each role.

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As a quick reminder about these roles:

- Test day staff cannot be involved with paid coaching or paid SAT preparation.
- Test day staff cannot have taken the SAT within 180 days of the administration date.
- Test day staff should be certified employees of the school district.
- Any school member, including the Test Coordinator, who will have access to test books before test day must not have a child or member of their household (living under same roof) taking the same College Board test in the same window at any test site.
- In small schools, Test day staff may serve multiple roles. We recommend the Test Coordinator remain in the test room and have the additional test day staff serve as the Hall Monitor.
- In large schools, we recommend the Proctors be in the testing rooms with appropriate number(s) of Room and Hall Monitors. The Test Coordinator then can float around the school, assisting with questions and resolving any issues that may arise.

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Specifically, about the SSD Coordinator. The Services for Students with Disabilities (SSD) Coordinator is responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office.
- Submitting accommodation requests for all students who need them at his/her school.
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the Test Coordinator in determining rooms and staff required for administering the test with accommodations.
- And also partnering with the Test Coordinator to reconcile accommodated testing materials and administer the SAT to students who are testing with accommodations.

Schools may have more than one SSD Coordinator; however, one person will be identified as a primary SSD Coordinator who will receive communications from College Board.

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The Test Coordinator and SSD Coordinator partner to support students with disabilities. The Test Coordinator is responsible for planning all administration activities while the SSD coordinator is responsible for applying for accommodations that will support students with disabilities. Test Coordinators enlist the help of the SSD Coordinator to assist with planning the administration for students with disabilities.

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College Board Systems & Access.

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A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to College Board tools including:

- The SSD Online system and the others you see listed here.

Access codes allow users to link their Professional Account to each system. Access codes are valid for one school year. Access codes are specific for each system and are used with the first new login. Access codes are typically provided via email and will only allow you to link your College Board Account to the specific system that is identified in that email.

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SSD coordinators use SSD Online system to submit requests for accommodations and the EL 50% support on the behalf of students.

- College Board will determine non-standard material orders to be shipped to schools for test day based on these entries.

Schools can have multiple SSD coordinators, but only one should be listed as the primary coordinator who will receive communications from the College Board.

SSD Online will provide the following reports to assist SSD Coordinators

- **Non-Standard Administration Report (NAR):**
The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.
- **Eligibility Roster:**
A listing of all students at your school (Attending Institution - AI) with accommodations.

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New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one. Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd. Provide information about you and your school. Obtain your principal's signature. Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.

Please note that 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.

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Let's do a little deeper dive on accommodations and supports for spring 2019.

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College Board offers these accommodations and alternate test formats for the SAT School Day.

Supports that are available for all students include repeat directions, time remaining notifications, and calculator for with-calculator sections.

Standard test format supports include extended time, additional breaks, modified settings, reader, scribe, large block answer sheets, and permission for meds, food, and drinks.

Alternate test format supports include Braille, large print, MP3, and assistive technology.

EL supports include translated test directions, the use of approved word-to-word glossaries, and 50% extended time testing.

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The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

All requests will be entered in the College Board's SSD Online system. There are two types: College Board Accommodations:

Students with College Board approved accommodations will receive college/scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

Eligible EL students can receive 50% extended time for college/scholarship reportable scores when requested in advance. These requests must be submitted for each state administration.

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So, let's look at some common accommodations.

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In determining accommodations, the accommodations that schools request for students for the SAT should be consistent with the accommodations listed in their IEP/504 plans for instruction and assessments. In other words, students should be already familiar with using the accommodation.

We recognize that some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature. For example, if a student typically has assessments read aloud in school, they may wish to request a reader or MP3 audio format for oral presentation of the assessment. The school can determine the best option in consultation with the student and family.

The College Board accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests that are made.

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When considering requests for timing accommodations, please keep in mind that the student must use the entire time for which they are approved. They can't move to the next section or end the assessment when they are finished, even if they are the only student testing in that room.

So we're going to pause on each of the next few screens so that you can view common accommodation requests. On this screen, for example, you'll see requests related to timing, the type of accommodation, the number of days needed for testing, and what to know about these accommodations. So, for example, a student who is seeking a 50% extended time for math accommodation, you'll see that it's a one-day accommodation and you'll see what you need to know about that particular type of accommodation versus a 100% extended time for reading accommodation that would result in a two-day accommodation along with what you need to know about that accommodation.

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On this screen you see requests related to breaks including extra breaks, extended breaks, breaks as needed, and permission to test blood sugar.

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On this screen you see requests related to presentation, providing specific information about the use of a MP3 audio or the use of a reader. Again, please note the combination of accommodations that will occur. In the case of a MP3 audio, the student automatically receives 100% extended time for the writing and language test, and this student would test over two days. A student who tests with a reader will automatically receive 50% extended time and extra breaks on all sections but will test on one day.

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Additional information about presentation includes details about the use of assistive technology compatible or ATC devices, Braille, and American Sign Language.

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If a student needed an accommodation for recording answers, you can see on this screen the common accommodations available to a student, including the use of a writer or scribe, the use of a large block answer sheet, and the use of a computer for the essay (if the student is participating in the optional Essay section).

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If a student needed an accommodation relative to setting, common accommodations include small group testing, home/hospital testing, preferential seating, and permission for food/medication.

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Please remember that a copy of this presentation will be available for all Idaho SSD coordinators, so you'll have this information at your fingertips.

Now, let's discuss the area of English Learner or EL Supports.

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EL students may use the 50% extended time support for SAT. It is offered as an option for EL students who receive extended time as an instructional support.

Students taking the SAT will test over 2 days. Scores will be scholarship- and/or college-reportable and must be requested for each state administration. Advance request is required through SSD Online and the English Learner Support dashboard

Word-to-Word Glossary lists will be expanded to approximately 100 glossaries for spring 2019. Use of glossary does NOT require an approval by College Board. The approved list is available at the College Board website: <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads> and will also be available on the SDE website.

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Translated test directions will be available in PDF format. Schools must print the directions for students, no printed test directions will come with test materials.

Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.

Use of translated test directions does NOT require an approval by College Board. Translations will be available in February 2019 to print from the College Board website <https://collegereadiness.collegeboard.org/sat/k12-educators/sat-school-day/downloads> or on the SDE website.

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Let's chat briefly about how to prepare.

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SSD Coordinators should begin managing accommodations by accessing SSD online at: www.collegeboard.org/ssdonline and using the Dashboard to submit requests, monitor status, and print reports.

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If your school will be administering the SAT School Day during the April 2019 administration, the deadline to submit or change accommodation requests is February 19, 2019.

The SSD Coordinator should identify students who will be testing this year and confirm accommodations. You will use the Dashboard to look students up, or to print the Eligibility Roster. The Roster provides all students approved for accommodations at your school.

For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.

For students with previously approved accommodations, verify the accommodations approved match the student's current identified IEP/504 accommodation needs, that the student information such as name, birth date, and graduation date are correct, and that the student is receiving the testing accommodation on school and district assessments.

For any students no longer at your school, notate the information on the eligibility roster. You can fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.

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The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved.

All accommodations requests will be submitted through the College Board SSD Online system. The entry of accommodations will go through one of two paths:

- With school verification – most requests will be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).
- With documentation review – some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20-point font, and other special requests. These exceptions will require documentation for further clarification.

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If requested, documentation that includes the following information is most helpful in the review process:

- State the specific disability as diagnosed
- Be current (varies based on disability/documentation)
- Provide relevant educational, developmental and medical history
- Describe the comprehensive testing techniques, if applicable
- Describe the functional limitations
- Describe the specific accommodations
- Establish the professional credentials of the evaluator

Send documentation that was used to make the determination, even if out of date, with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.

Any application can be resubmitted if not approved with additional documentation for consideration even if after the SSD submission deadline.

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If documentation is requested, it should address the what, the how, and the why.

- What: Provide the student's documented disability
- How: Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- Why: Show the need for the specific accommodation being requested.

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So let's talk about the tools and resources that are available for SSD Coordinators

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An exciting tool that we've developed is an on-demand training module for SSD Coordinators. The e-module includes topics such as:

- an overview of College Board accommodations
- details on commonly requested accommodations
- a step-by-step tutorial of the accommodations request process and other common activities performed in SSD Online
- and, tips for preparing for testing, including access the NAR

SSD coordinators can review the training in its entirety (approximately 40 minutes) or choose specific topics as a refresher or real-time job aid.

A link to the SSD e-module is available on SDE's website <http://www.sde.idaho.gov/assessment/college/>. This link will be made available to SSD Coordinators in future communications.

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Some additional reminders, particularly about submitting a new request in SSD Online and a few steps. To submit a new request in SSD Online, the SSD Coordinator will log into www.collegeboard.org/ssdonline and click "Submit accommodation Request" in upper right corner. Accommodation requests should be submitted for all students who will participate in the SAT School Day administration.

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To submit a request for 50% extended time for EL students, please remember that this accommodation is a new college reportable support that requires an advance request. This support must be requested for each state administration. 50% extended time for EL students may be entered into SSD Online EL Dashboard beginning January 25.

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A quick note about the Nonstandard Administration Report or NAR.

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The NAR is a valuable tool for SSD Coordinators. The NAR lists ALL students approved for accommodations. It groups students that must test on the primary test day and those who may test in the accommodated window. It includes the test book color and the script name the student should use, and it includes students who will be testing with EL 50% extended time. Examples can be seen on this screen.

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To manage the NAR, please remember the following. The NAR will display students who have been approved for accommodations at your school who have also been pre-identified in the bulk registration/Pre-ID process. The SSD Coordinator can review the list of students appearing on the NAR and add other students who will be testing with approved accommodations. For example, a student who transferred to your school after the Pre-ID file was completed. Steps for viewing the list of matched students and steps for creating the NAR can be seen on this screen.

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So, we've covered a lot of information very quickly, and I have a feeling there may be some questions that we will need to address, so here I'll ask Sharon Cowley to join me in that process along with Melanie Jones to provide any perspective that we would have from the SDE perspective and we'll have the open mic for the two of them.

Q&A section:

Q: What if student tests blood sugar and it is too high and cannot get to level needed...additional day? Or another date to test?

A: Typically, students approved for testing their blood sugar will test on a single day. In those cases, if they cannot even out their blood sugar or resume testing, then we'd have them stop testing and submit that as an irregularity. They would then test on the makeup day. They'd have the opportunity to retake the full SAT on the makeup day. There are exceptions to that since each student's situation is different. If a student is approved for an accommodation such as breaks as needed, that's an accommodation that tests in the two-day window. There may be some scenarios that we may allow the student to retest within the accommodation window. The irregularity charts in the back of the Manual will help give you some guidance on that, or you can reach out to the College Board Test Day line and we would provide the appropriate directions for how to proceed.

Q: Will we get a copy of this presentation?

A: Yes, participants will receive a copy of the presentation in PDF format.

Q: How would a student be eligible to take the Accuplacer?

A: Great question. As part of our Idaho code for meeting the state graduation requirement, there is Accuplacer placement available for students who have a current IEP whose educational plan and IEP team deems that it is an appropriate test to take to meet this requirement. As a brief reminder, we do want to share that Accuplacer does not allow for a college reportable score nor is it currently used in most Idaho institutions for admissions purposes, but it does provide feedback and information around a commonly used college placement exam. SDE has a lot of resources online that can help IEP teams with the decision, but it is most important to remember that when SAT with accommodations is not appropriate (because a student is deviating from a general education plan with their high school curriculum), Accuplacer may be used to meet this requirement.

There is an open test window for Accuplacer from February 4 –April 26, 2019. And, if anyone is planning ahead for future students or having IEP team meetings around how students will meet this requirement for graduation, we do want to remind you that this is the last year that Accuplacer will be used for this purpose because the vendor is moving its utility to higher education only. SDE will follow through with all district-level staff with updates as a replacement option is sought.

Q: A follow-up to the blood sugar question, would a student restart the test where left off or would they start over?

A: In the situation where they move to the makeup day, the student would have to begin testing from the beginning of the test.

Q: Entry in SSD online, eligibility initial date, do we use the last evaluation date?

A: In SSD online, when College Board requests information about the student's plan, College Board will ask for the exact time frame for the initial plan, or an approximate time frame for when the student began using the accommodations.

Q: Can any student on an IEP take the Accuplacer if the team decides it's appropriate but it may not have been written on the IEP to do so?

A: The SDE Secondary Education Team recommends that this accommodation is clearly documented that this has been an IEP team decision on a student's IEP, so it could be something that is revisited or added, but it does need to be documented that the team decided that this is the appropriate route. SDE has resources online on the SDE website under the assessment area, college entrance exam webpage. There are multiple resources about Accuplacer resources.

If a student has college aspirations where a college admissions test is accepted or recommended, Accuplacer typically is not the best route because of its utility. SDE also has a secondary transition coordinator in the special education department if IEP teams need guidance. SDE will provide the contact information for Kendrick Lester and Danielle Taylor.