
Understanding College Board Accommodations

December 7, 2016

Brought to you by the College Board and
the Idaho State Department of Education

Agenda

- ▶ Our goal today is to share the latest updates in the area of accommodations.
- ▶ What's new?
- ▶ Review of the College Board Accommodations Request Process
- ▶ Preparing for Test Day
- ▶ Q&A

Key Dates

Activity	Audience	Dates
Accommodations Requests	SSD Coordinator	Now-2/15/17
Registration Information Arrive	District/Schools	Early January 2017
Voucher Registration Window	Students/Schools	1/25/17-3/22/17
Bulk Registration Window	District Coordinator	2/6/17-3/10/17
Test Day Supervisor Training	Test Center Supervisor SSD Coordinator Test Day Staff	2/9/17 – 3/17/17
Test Materials Arrive in Schools	Test Center Supervisor SSD Coordinator	4/6/17
Test Day	Test Center Supervisor Test Day Staff	4/11/17
Accommodated Test Window for students on the NAR	SSD Coordinator	4/11/17-4/24/17
Makeup Test Day	Test Center Supervisor Test Day Staff	4/25/17

Testing Roles

- ▶ Test Center Supervisor – is responsible for all aspects of the SAT administration at the school
- ▶ Services for Students with Disabilities (SSD) Coordinator(s) – is responsible for overseeing all aspects of the SAT administration for students testing with accommodations
- ▶ Associate Supervisor – is the test administrator
- ▶ Proctors – assists the associate supervisor with monitoring students in the testing room
- ▶ Hall Proctor– is responsible for monitoring the hallways on test day
- ▶ Principal – receives general information about test day activities

Roles & Responsibilities

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 students with demonstrated needs.
- ▶ Responsible for all aspects of testing at the school for students with accommodations who appear on the Non-standard Administration Roster (NAR).
- ▶ Schools will identify a primary SSD Coordinator.
- ▶ Ensure all test day staff are appropriately trained to ensure associate supervisor(s) are prepared.



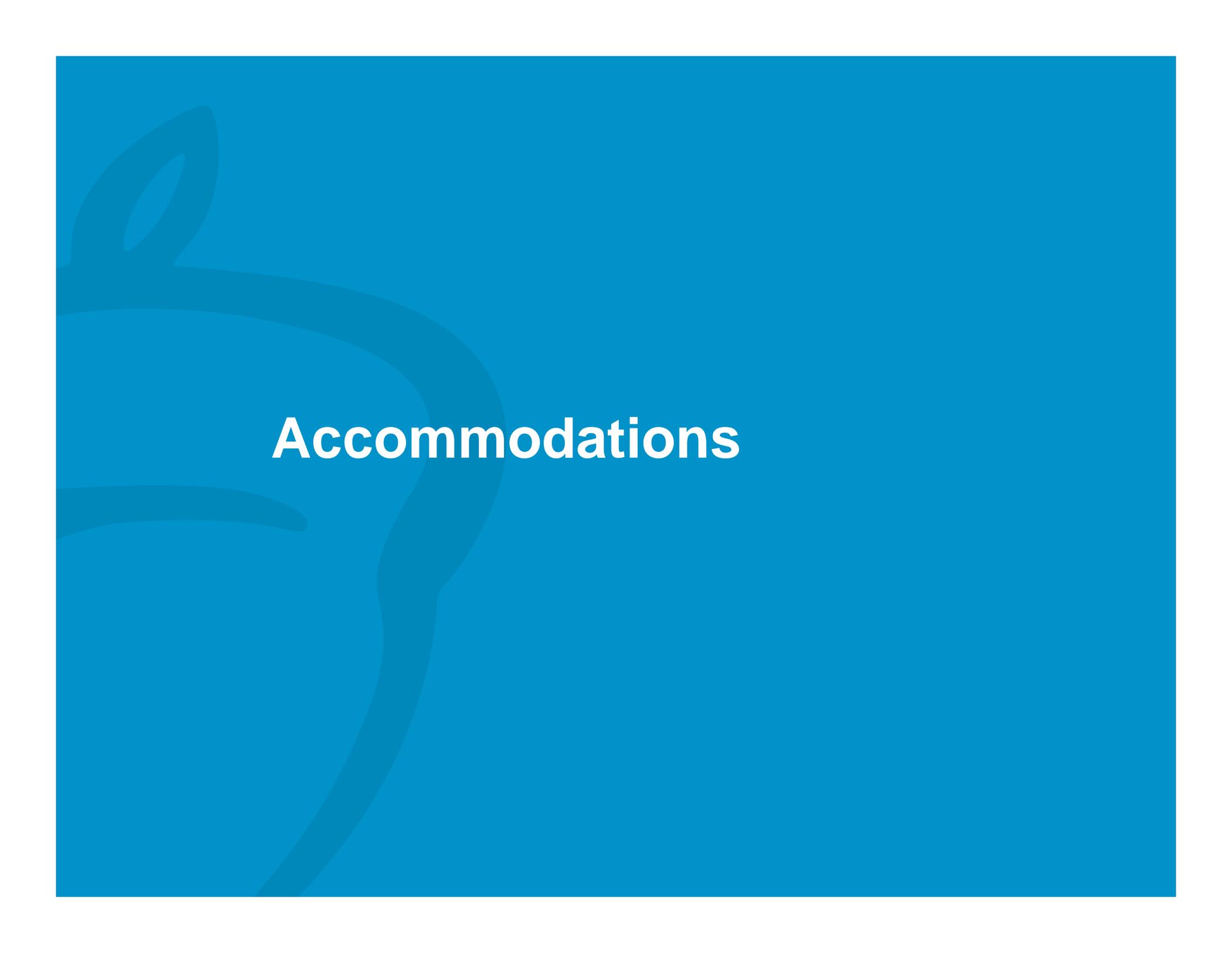
New for Spring 2017

New Process

- ▶ Beginning January 1, 2017, the majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved for taking the SAT, PSAT 10, PSAT/NMSQT, SAT Subject Tests and AP Exams.
- ▶ SSD Coordinators will answer two questions
 - ▶ “Is the requested accommodation(s) in the student’s plan?”
 - ▶ “Has the student used the accommodation(s) for school testing?”
- ▶ If the answer is yes to both questions, eligible students can be approved to receive most accommodations on College Board exams.
- ▶ This new process is expected to reduce the approval time for an overwhelming majority of accommodation requests.

ELL Supports

- ▶ English Language Learner (ELL) Supports
 - ▶ Scores will be college and scholarship reportable
 - ▶ NO advance request required
- ▶ Translated Test Directions for ELL students
 - ▶ Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
 - ▶ Languages: Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, Vietnamese
 - ▶ Other languages can be supported “on the fly” by approved translators.
- ▶ Word for Word glossary for ELL students
 - ▶ School may provide approved glossaries to students on test day

The background is a solid blue color. On the left side, there is a white, stylized outline of a hand holding a pen, positioned as if writing. The word "Accommodations" is written in white, bold, sans-serif font across the middle of the image, overlapping the hand and pen graphic.

Accommodations

College Board Accommodations

- ▶ Accommodations requests must be submitted by **2/15/17**.
- ▶ Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- ▶ All accommodations requests will be submitted through our SSD Online system. The entry of accommodations will go through one of two paths:
 - ▶ **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).
 - ▶ **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book font sizes significantly different than those requested by most students, and other special requests. These exceptions will require documentation for further clarification.

Who is Eligible?

- ▶ Student must have a documented disability
- ▶ Functional impact needs to be demonstrated.
- ▶ Must show need for the specific accommodation being requested

Creating your SSD Online Account

- ▶ Returning SSD Coordinators do not need to do anything.
- ▶ New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don't already have one. If you have one already, do not create a new one.
- ▶ Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd
- ▶ Provides information about you and your school.
- ▶ Requires principal's signature.
- ▶ 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.

What is the Request Process?

- ▶ Online request process - Log in at any time to see status of students' request or to print a list of approved students. Go to: www.collegeboard.org/ssdonline

Dashboard
Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

30 Students 25 per page ◀ ▶
[Create Eligibility Roster](#) [Submit Eligibility Form](#)

[Create AP Nonstandard Administration Report >](#)
[How to complete AP NARs >](#)

Narrow by: AI Code ALL AI All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

Only show students with pending Applications * Accommodations that were provided but not requested

	Status !	Student	Submitted	Received	Next SAT Registration
PROCESSING		<b style="color: #0070c0;">Doe, John (#0000000007) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	04 Aug 2009	05 May 2009	14 Sep 2012
PROCESSING		<b style="color: #0070c0;">Gray, Macy (#0000000002) OPTIONS Approved: Permission for food/medication	07 May 2009	03 May 2009	14 Jun 2012
PROCESSING		<b style="color: #0070c0;">Rubin, Andy (#0000000010) OPTIONS Approved: Permission for food/medication Documentation: Received 1 Pages on 06 May 2009	02 Aug 2009	05 May 2009	14 Apr 2012
AWAITING INFORMATION		<b style="color: #0070c0;">Gibs, Joe (#0000000014) OPTIONS Requested: Permission for food/medication	25 May 2009	05 May 2009	14 Apr 2012

Request Process

- ▶ Confirm parental consent. You may print our consent form if needed.
- ▶ Search for a student or enter a basic student information for a new request.

CollegeBoard Services for Students with Disabilities

Before You Begin

1. Parent/Guardian Consent.

Before submitting a request for accommodations for College Board tests, schools should have parental consent to share student information for students under 18 and to request accommodations. If you have not obtained parent/guardian approval through the student's IEP, 504 or other school documentation, then a consent form must be signed and kept on file. The school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

[Click here for a printable parent/student agreement form.](#)

2. Documentation of the student's disability and need for accommodation

In order to receive accommodations on College Board tests, a student should have documentation of a disability and need for accommodations. You will be asked about the student's documentation during the request process.

CollegeBoard My Account | Logout
Services for Students with Disabilities

STUDENT DETAILS > DISABILITY > ACCOMMODATIONS > DOCUMENTATION

Student Information

Click here if you need to print out the Student Information form to be completed by a Student or Parent.

All fields are required, unless indicated

Basic Information

First Name:

* Middle Initial: * optional

Last Name:

* Email: * optional

Date of Birth: / /

Expected High School Graduation Date: /

Gender: Male Female

* Soc Sec # - - * optional

Current School:

Mailing Address

USA, including its territories & Puerto Rico
 Outside of USA

Street1:

Street2:

City:

State: Zip / Post Code:

Home Phone: (example 222115555)

Next Intended College Board Test

Test:

Date: /

Cancel Save & Exit Save & Continue

Request Process

- ▶ Answer questions about the student's disability.

CollegeBoard

STUDENT DETAILS DISABILITY ACCOMMODATIONS

Confirm Selected Disabilities

You selected the following disabilities. Please confirm your selection and indicate when first occurred.

Disability	Time Period First Occurred
Attention-Deficit/Hyperactivity Disorder, Combined Type	<input checked="" type="radio"/> Within the past 4 school years <input type="radio"/> Longer than 4 school years
Generalized Anxiety Disorder	<input checked="" type="radio"/> Within the past 4 school years <input type="radio"/> Longer than 4 school years

Select Another Disability

Cancel

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CollegeBoard

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Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Student Disability

Please indicate the student's diagnosed disability. Check all that apply. You may view disabilities by category or alphabetically. If the student's disability is not listed, use "Other".

By Category | Alphabetical Listing

Click to view Disability Documentation Guidelines

Selected Disabilities: Attention-Deficit/Hyperactivity Disorder, Combined Type; Generalized Anxiety Disorder

Expand All Sections | Collapse All Sections

- ▶ Learning Disorder
- ▼ AD/HD (1 selected)
 - Attention-Deficit/Hyperactivity Disorder, Combined Type
 - Attention-Deficit/Hyperactivity Disorder, Predominantly Inattentive Type (ADD)
 - Attention-Deficit/Hyperactivity Disorder, Predominantly Impulsive/Hyperactive Type
- ▶ Hearing
- ▶ Autism Spectrum Disorders
- ▶ Visual
- ▶ Physical/Medical
- ▶ Communication Disorder/Speech and Language
- ▶ Intellectual Disability
- ▼ Psychiatric (1 selected)
 - Generalized Anxiety Disorder
 - Panic Disorder
 - Post-Traumatic Stress Disorder
 - Depression/Depressive Disorder
 - Bipolar Disorder

Request Process

- ▶ Answer questions about requested accommodations.

Selected Accommodation: Reading Extra Time: +50%; Written Language Expression: +50%; Extra Breaks

Expand All Sections | Collapse All Sections [Click to view Accommodation Details](#)

Extended Time (2 selected)

Indicate the amount of extended time requested for each test or section type. If you are not requesting extended time for a particular test type, leave that section blank.

Test Section	+50% (time & 1/2)	+100% (double time)	Greater than +100%
Reading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Language Expression	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mathematical Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening (Foreign language and music test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking (Foreign language test only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Extra / Extended Breaks (1 selected)

- Extra Breaks
- Extended Breaks
- Breaks As Needed [Why Can't I Select this?](#)

Request Process

- ▶ Answer questions about the students plan

CollegeBoard Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

Documentation

In order to be eligible for accommodations on College Board tests, a student must have a documented disability and need for accommodations. Documentation requirements may vary depending on the specific disability and requested accommodations. In some cases, you will need to send documentation to the College Board for review. Your answers to the following questions will help us to determine the most helpful for this student, and whether the documentation needs to be reviewed by the College Board.

Evaluation Testing Verification

Please indicate if your school records contain one or more of the following tests/evaluations. Requests for verification of documentation will differ depending on the student's disability and requested accommodations. In some cases, the tests/evaluations listed below may provide similar information, therefore not all tests/evaluations listed may be needed. See [Documentation guidelines](#) for more information.

1 Was a **Psychiatric Evaluation** conducted?

Yes, a test was conducted

No, a test has not been conducted (Documentation may be required)

2 Was a **Psychiatric Update** conducted within the last 12 months?

Yes, a test was conducted

No, a test has not been conducted (Documentation may be required)

Cancel Save

CollegeBoard My Account | Logout

Services for Students with Disabilities

STUDENT DETAILS DISABILITY ACCOMMODATIONS DOCUMENTATION

School Plan

Does the student currently have a formal education plan in place that was approved by the school, such as an IEP, 504 Plan, or other formal written plan?

Yes, a current formal education plan is approved for the student.

Please indicate the type of program:

Please provide your best estimate of the date that the INITIAL (first ever) plan went into effect for the student, **EVEN IF AT ANOTHER SCHOOL**. (NOTE: Estimate the approximate date of the student's FIRST plan, NOT current plan. For example, if this is the student's triennial evaluation, the student has had the plan in place for approximately 3 years. If this is a new student at your school, but the student had an IEP or 504 plan at the previous school, use the date of the prior school's plan).

I know the specific date: /

I am not sure of the date, but it was within the last 4 school months - Documentation Required

I don't know / remember the specific date, or it was more than 4 school months ago

No, a current formal education plan is not currently approved for the student (Documentation required).

Cancel Save & Exit Save & Continue

Request Process

- ▶ Most requests will be approved automatically through our school-verification system. The system will identify “No Documentation is Required”.

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Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

In order for us to determine if the requested accommodations are appropriate, you will need to provide documentation of the student's disability and need for accommodations. Based on the student's disability and requested accommodations, the documentation listed below will best assist in determining whether the student is eligible for the requested accommodations. This is not an exclusive list. Please send any additional documentation that you believe will assist us in determining the student's need for accommodations.

Requested Documentation

No Documentation is Required

Student Information

Please confirm the information below and make any changes prior to your final submission. When you are ready click the Submit button at the bottom of the page.

BASIC INFORMATION Name: John Doe Date of Birth: Jan 1, 1997 Expected High School Graduation Date: Jun, 2016 Gender: Male	MAILING ADDRESS 1425 Lower Ferry Rd Ewing, NJ 08618 , US Home Phone: (222)111-5555 Email:	SCHOOL INFORMATION High School Code: 311262 High School Name: ETS HIGH SCHOOL/MARGO MERIWETHER
SCHOOL ADDRESS Rosedale Road Princeton, NJ 08541, US		

[Edit](#)

Selected Disability Disorder of Written Expression, Central Auditory Processing, Convergence Insufficiency Edit	Selected Accommodation Extra / Extended Breaks: Extra Breaks Between Test Sections Edit
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Request Process

- ▶ In some cases, you may be prompted to provide additional documentation.
- ▶ Submit the students IEP or 504 plan along with other documentation to explain:
 - ▶ What is the student's disability
 - ▶ How is the student functionally impacted, and
 - ▶ Why does the accommodation being requested meet the need
- ▶ There is no specific documentation requirements, be sure any documentation answers the What, How, and Why questions.

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Services for Students with Disabilities

Your Accommodation Request Is Ready to Submit

DOCUMENTATION NEEDED. In order for us to determine if the requested accommodations are appropriate, you will need to fax, mail or upload documentation of the student's need for accommodations. [Documentation should demonstrate the student's disability, impact of the disability on College Board tests, and need for the specific accommodations that are requested.](#) Based on the student's disability and requested accommodations, the documentation listed below is recommended. We recognize that you may have other forms of documentation that may also be helpful. If you do not have the documentation that is suggested, or if you have other documentation that you believe will assist us in determining the student's need for accommodations, other types of documentation may be substituted or added. Please see collegeboard.org/ssd for additional information regarding documentation.

Recommended Documentation (Please read above, not all examples noted are required.)

- 1 Cognitive Ability** (Commonly used tests that measure cognitive abilities)
Cognitive ability tests should be comprehensive, individually administered, standardized and norm-referenced assessments of general intellectual ability as well as specific cognitive domains or processes. They measure abilities such as abstract reasoning, visual processing, general knowledge, memory and attention, information processing, and processing speed. Abbreviated or brief measures (i.e., WASI, KBIT-2, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate cognitive ability. Please provide scaled and/or standard scores for each administered subtest, composite/cluster scores, and an overall measure of general intellectual ability.
[Why is this recommended?](#)
- 2 Academic Achievement** (Commonly used tests that measure academic achievement)
Achievement tests should be individually administered, nationally-normed, comprehensive assessments of academic achievement. They measure academic functioning in areas such as reading, math and written expression. Abbreviated academic measures (i.e., WRAT-4, etc.) are not comprehensive diagnostic assessments and, without an additional battery of tests are not sufficient to evaluate a disability. Please provide standard scores for all academic subtests, as well as the written report. Age or grade equivalents, ranges, percentiles or RPI scores are not sufficient.
[Why is this recommended?](#)
- 3 Psychiatric Evaluation**
For psychiatric disabilities, documentation should show that a comprehensive assessment was conducted to arrive at the diagnosis and to determine the need for the requested accommodation(s). Documentation should include a history, the nature and severity of symptoms, summary of assessment procedures and evaluation instruments used to make the diagnosis, a narrative summary of the evaluation results, treatment and medication (past and current) as well as a rationale for each accommodation recommended by the evaluator. A qualitative description of how your disability impacts your academic functioning, specifically its functional impact on your ability to take College Board tests, should be included. In most cases, a medical note is not sufficient and cannot serve as a substitute for the comprehensive testing.
[Why is this recommended?](#)
- 4 Psychiatric Update within one year**
For psychiatric disabilities, an annual evaluation update should be done within 12 months of the request for accommodations, describing the current manifestation of your disability and the effect that it has on your academic functioning and ability to participate in standardized tests.
[Why is this recommended?](#)
- 5 Teacher Observations**
Teacher observations regarding the impact of the student's disability in school and the student's use of accommodations for school-based tests (Teacher survey form may be used).
[Why is this recommended?](#)

[Print Documentation Checklist](#)

Request Process

- ▶ Submit documentation (upload to SSD Online, fax, or mail) when required.
- ▶ Receive e-mail notification that decision has been made; log in to view decision letter.

Submit Documentation [Close]

This request requires documentation to support the student's need for accommodations. Documentation can be submitted online or can be faxed to Services for Students with Disabilities. Please select from one of the options below.

To submit documentation at a later time, go back to your Dashboard and select Options next to the student's name on your Dashboard and chose your preferred method of submission.

Please note that only Adobe Acrobat .pdf documents can be submitted online at this time. Other types of documents are not currently supported and will need to be faxed.

[Upload Documentation Now](#) [Fax Documentation Now](#) [Back to Dashboard](#)

Navigate student to Upload Documents page

Submit request for accommodations and navigate Coordinator to coversheet

Submit request for accommodations and navigate Coordinator to dashboard

CollegeBoard My Account | Logout
Services for Students with Disabilities

Cover Page

The documentation required for this application is listed below. Please collect the documentation and provide it to the College Board via fax or mail. Please fill out and print this page to use as your fax cover sheet.

Cover Sheet

Student Name: **Joe Johnson**
SSD#: **221771**
High School: **Thomas Edison High School**
Grade: **11**

To: College Board Services for Students with Disabilities

FAX INFORMATION	SSD COORDINATOR CONTACT INFO:
Fax Number: 212.222.1221	Name: Jane Lewis
Attention: Jim Johnson	Phone: 212.222.2223
Number of pages: <input type="text"/> (including cover sheet)	Email: jlewis@school.edu

Request Process

- ▶ Requests that go through the school verification process will be approved relatively quickly.
- ▶ Requests that require additional documentation may take several weeks.
- ▶ You will receive an email when a decision has been made on your request. Or, you may check the Dashboard in SSD Online for the latest status.



Working with the SSD Online Dashboard

Changes to Previously Submitted Requests

- ▶ Reopen the request
 - ▶ From the Dashboard, locate the student
 - ▶ Select “Options;”
 - ▶ Click “Create Change Request;”

Status	Student
DECIDED	Xerox, Fourtest (#0007554601) OPTIONS NOT Approved Documentation: Received 2 Pages on 05 Aug 2015
DECIDED	Ssdprodtestb, Studentb (#0007000002) OPTIONS Approved: Writing +50% (time and 1/2), Reading +50% (time and 1/2) Documentation: Received 2 Pages on 31 Jul 2015

View Decision Letter
Create change Request
Resubmit Request

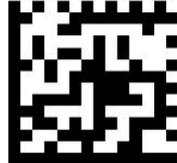
Changes to Previously Submitted Requests

- ▶ Print, complete, and fax in the change request form to College Board's secure electronic document system.
- ▶ The status of the request will change to Document Review and once approved, the SSD Online Dashboard will reflect the approval status.

↑
Insert this end into fax machine
Please ensure all attached pages are facing in the same direction

Cover Sheet
Use this page as your submission cover sheet.
PLEASE DO NOT ATTACH AN ADDITIONAL COVER SHEET TO THIS DOCUMENT WHEN FAXING.

Student Name: **Emily Breen**
SSD#: **0007546816**
High School: **ETS HIGH SCHOOL/MARGO MERIWETHER**
Grade: **11th Grade**

R0007546816


To: **College Board Services for Students with Disabilities**

FAX INFORMATION	SSD COORDINATOR CONTACT INFO:
Fax Number: (866) 360-0114	Name: Mithun Roy
Attention: College Board Services for Students with Disabilities	Phone:
Number of pages: <input type="text"/> (including cover sheet)	Email: mithun.roy026@gmail.com
	Fax:

SELECT REQUEST OPTION(S):

Resubmission of Previously Denied Request

Request to Add or Remove Accommodations from Approved Request

COMPLETE THIS SECTION FOR RESUBMISSION OF PREVIOUSLY DENIED REQUEST

Please check any previously denied accommodations that you wish to have re-reviewed:

EXTRA / EXTENDED BREAKS

Permission to Test Blood Sugar

Transferring a New Student to Your SSD Online Dashboard

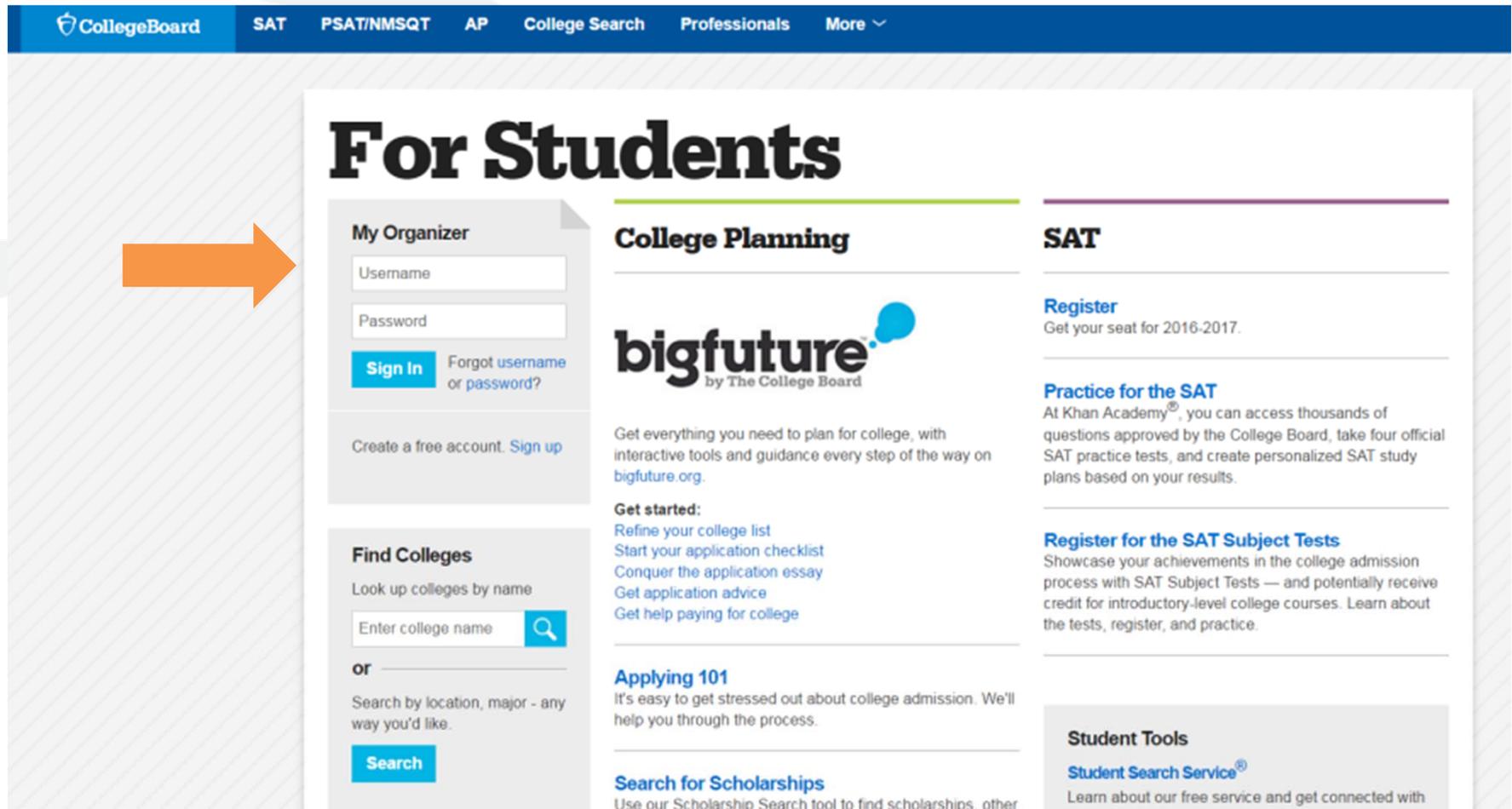
- ▶ From SSD Online Dashboard
 - ▶ Click Submit Accommodations Request in the top right corner
 - ▶ A screen titled “Before You Begin” will open.
 - ▶ Read the information provided and click Continue to proceed.
- ▶ On the Student Details page, respond “Yes” to these two questions: “Has a Student Eligibility Form already been submitted for this student?” and “Is this a Transfer Student?”
- ▶ You will be asked for the student’s name, date of birth, and SSD Number.
- ▶ If the student is requesting different accommodations from those approved or is not receiving the approved accommodations at your school, documentation review may be required.

Obtaining a Student's SSD Number

- ▶ The following are ways to obtain a student's SSD number if they are new to your school:
 - ▶ Ask the student or parent if they have a copy of the eligibility letter.
 - ▶ Contact the student's previous school and request a copy of the eligibility letter.
 - ▶ Contact the SAT School Day Support Line and choose SSD option
 - ▶ Have the student login to his/her account to obtain eligibility letter.

Obtaining a Student's SSD Number:

Step 1: Student logs into CB account (www.student.collegeboard.org)



The screenshot shows the College Board website interface for students. The navigation bar at the top includes links for SAT, PSAT/NMSQT, AP, College Search, Professionals, and More. The main heading is "For Students".

My Organizer

Username

Password

Sign In [Forgot username or password?](#)

Create a free account. [Sign up](#)

Find Colleges

Look up colleges by name

Enter college name

or

Search by location, major - any way you'd like.

College Planning

bigfuture
by The College Board

Get everything you need to plan for college, with interactive tools and guidance every step of the way on bigfuture.org.

Get started:

- [Refine your college list](#)
- [Start your application checklist](#)
- [Conquer the application essay](#)
- [Get application advice](#)
- [Get help paying for college](#)

Applying 101

It's easy to get stressed out about college admission. We'll help you through the process.

Search for Scholarships

Use our Scholarship Search tool to find scholarships, other

SAT

Register

Get your seat for 2016-2017.

Practice for the SAT

At Khan Academy[®], you can access thousands of questions approved by the College Board, take four official SAT practice tests, and create personalized SAT study plans based on your results.

Register for the SAT Subject Tests

Showcase your achievements in the college admission process with SAT Subject Tests — and potentially receive credit for introductory-level college courses. Learn about the tests, register, and practice.

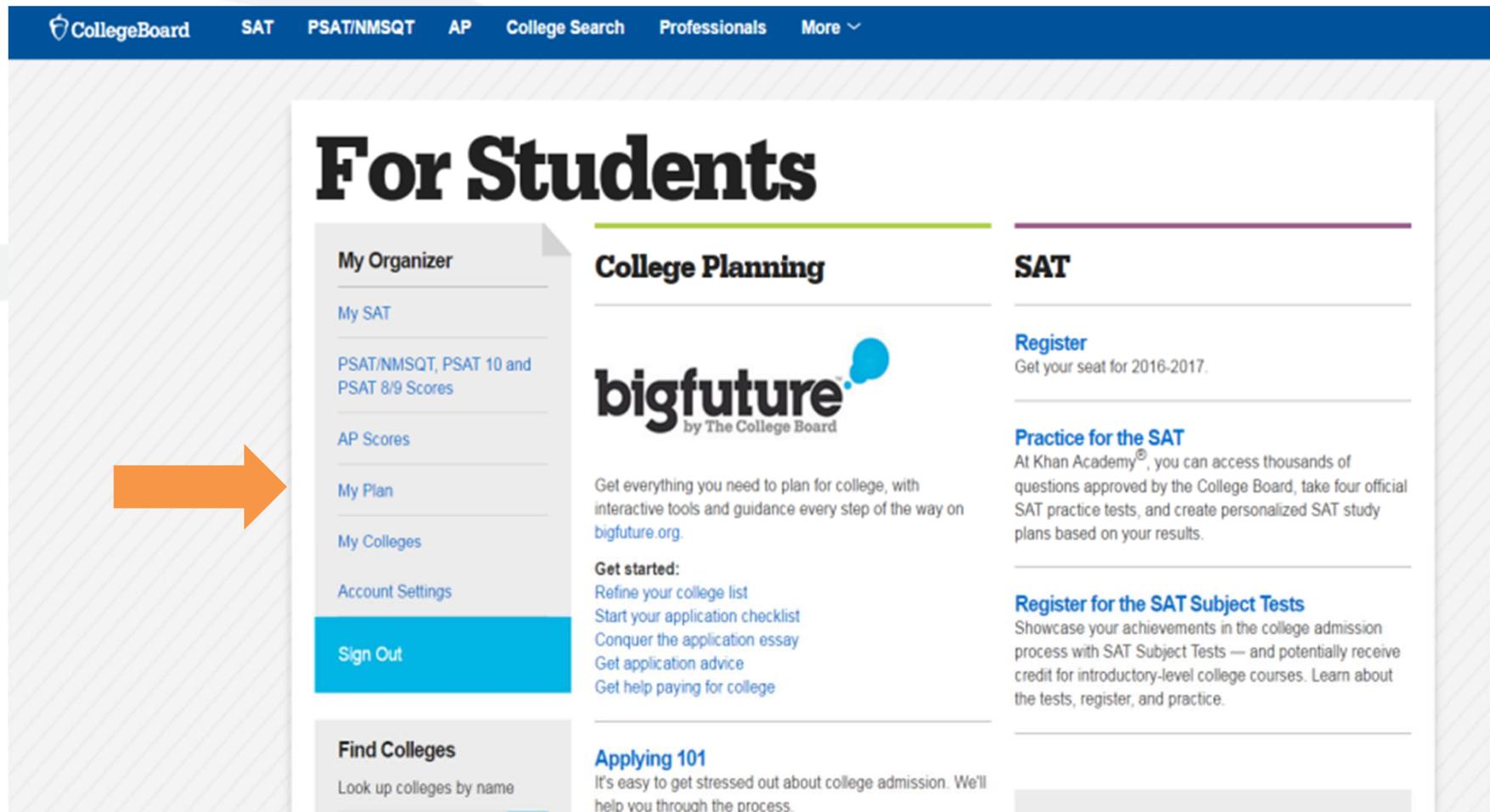
Student Tools

Student Search Service[®]

Learn about our free service and get connected with

Obtaining a Student's SSD Number

Step 2: Select "My Plan"



The screenshot shows the CollegeBoard website interface. At the top is a dark blue navigation bar with the CollegeBoard logo and links for SAT, PSAT/NMSQT, AP, College Search, Professionals, and More. Below this is a large white area with a diagonal line pattern. The main heading is "For Students". On the left is a sidebar menu with the following items: My Organizer, My SAT, PSAT/NMSQT, PSAT 10 and PSAT 8/9 Scores, AP Scores, My Plan (highlighted with an orange arrow), My Colleges, Account Settings, and Sign Out. Below the sidebar are two sections: "Find Colleges" and "Applying 101". The main content area is divided into three columns: "College Planning" featuring the "bigfuture" logo and a description of planning tools; "SAT" with links for "Register" and "Practice for the SAT"; and "Applying 101" with a description of stress management resources.

CollegeBoard SAT PSAT/NMSQT AP College Search Professionals More

For Students

My Organizer

- My SAT
- PSAT/NMSQT, PSAT 10 and PSAT 8/9 Scores
- AP Scores
- My Plan**
- My Colleges
- Account Settings
- Sign Out

Find Colleges

Look up colleges by name

College Planning

bigfuture
by The College Board

Get everything you need to plan for college, with interactive tools and guidance every step of the way on bigfuture.org.

Get started:

- Refine your college list
- Start your application checklist
- Conquer the application essay
- Get application advice
- Get help paying for college

Applying 101

It's easy to get stressed out about college admission. We'll help you through the process.

SAT

Register

Get your seat for 2016-2017.

Practice for the SAT

At Khan Academy®, you can access thousands of questions approved by the College Board, take four official SAT practice tests, and create personalized SAT study plans based on your results.

Register for the SAT Subject Tests

Showcase your achievements in the college admission process with SAT Subject Tests — and potentially receive credit for introductory-level college courses. Learn about the tests, register, and practice.

Obtaining a Student's SSD Number

Step 3: Select "My Tests"

The screenshot shows the BigFuture website interface. At the top, there is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, YouCanGo!, CLEP, and More. The CollegeBoard logo is on the right. Below the navigation bar is a search bar with the text "Find Colleges, Advice and More" and a "Search" button, along with a "Sign out" link. The main header features the "BigFuture" logo and a navigation menu with items: "Get Started", "Find Colleges", "Explore Careers", "Pay for College", "Get In", and "Make a Plan". Below the header, there is a breadcrumb trail: "Home / Make a Plan / My Organizer". The main content area is titled "My Organizer" and includes a personalized greeting: "Welcome, Jordan". A sidebar on the left contains a list of menu items: "My Colleges", "My Plan", "My Tests" (highlighted in blue with an orange arrow pointing to it), "My Calendar", "My Ways to Pay", and "My Majors & Careers". The main content area displays "The SAT" section, which includes a "SAT Registration" icon and text: "Registrations in Progress: 0" with a link to "See all registrations" and "Registrations Completed: 0" with a link to "Print your Admission Ticket and bring it with you on test day."

Obtaining a Student's SSD Number

Step 4: View the Eligibility Letter

The screenshot shows the BigFuture website interface. At the top, there is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, YouCanGo!, CLEP, and More. A search bar is located on the right side of the navigation bar. Below the navigation bar, the BigFuture logo is displayed on the left, and a horizontal menu with links for Get Started, Find Colleges, Explore Careers, Pay for College, Get In, and Make a Plan is on the right. The main content area is titled 'My Organizer' and includes a welcome message for Jordan. A sidebar on the left contains a list of navigation options: My Colleges, My Plan, My Tests (highlighted with a blue bar), My Calendar, My Ways to Pay, My Majors & Careers, and My Info. The main content area features a section titled 'Services for Students with Disabilities (SSD)'. This section includes a paragraph explaining the College Board's commitment to students with disabilities and a link to 'View your eligibility letter'. A large blue arrow points to this link. Below this section, there is a section titled 'The SAT'.

SAT PSAT/NMSQT AP College Planning College Search YouCanGo! CLEP More

Find Colleges, Advice and More **Search** Sign out

BigFuture Get Started ▾ Find Colleges ▾ Explore Careers ▾ Pay for College ▾ Get In ▾ Make a Plan ▾

Home / Make a Plan / My Organizer

My Organizer

Welcome, Jordan

- My Colleges
- My Plan
- My Tests**
- My Calendar
- My Ways to Pay
- My Majors & Careers
- My Info

Services for Students with Disabilities (SSD)

The College Board is committed to ensuring that students with disabilities receive appropriate testing accommodations. Check here for the latest status of your request. For information about requirements and the approval process, [please visit the SSD student page.](#)

Status of Request: Decided
[View your eligibility letter](#)

The SAT

Removing a Student that has Transferred to Another School

- ▶ To remove a student from your dashboard that no longer attends your school:
 - ▶ Login to SSD Online
 - ▶ From the dashboard, create eligibility roster
 - ▶ Print roster
 - ▶ Find the student's name that needs to be removed from your dashboard, and write this information on the roster about the specific student(s)
 - ▶ Fax annotated roster to (866) 360-0114.

The background is a solid blue color. On the left side, there is a white, stylized outline of a person's head and neck, facing right. The outline is composed of several thick, curved lines that define the shape of the head, neck, and shoulders.

Roster & Materials

Students on the Online Attendance Roster

- ▶ Will test under the Test Center Supervisor
- ▶ Schools will receive Admission Tickets in late March for all students.
- ▶ Initial Test Date – 4/11/17
- ▶ Make up Testing – 4/25/17
 - ▶ Students, not testing in the accommodated window, who miss the initial test date will test on the makeup.
 - ▶ Test Center Supervisors must respond to the makeup email by 4/13/17 in order to receive materials.
 - ▶ New SAT test books will be sent for all students testing on the makeup test date.

Students on the Nonstandard Accommodations Report (NAR)

- ▶ Will test under the SSD Coordinator
- ▶ Schools will receive Admission Tickets in late March for all students.
- ▶ Students who are testing with certain accommodations, identified on the Non Standard Accommodation Report (NAR) will have a window to test.
- ▶ The Accommodated Testing Window for students on the NAR.
 - ▶ Accommodations window 4/11/17 – 4/24/17
 - ▶ Students testing with accommodations over 2-days should test on consecutive days. All testing must be complete by 4/24/17.
- ▶ There is no additional makeup testing date.

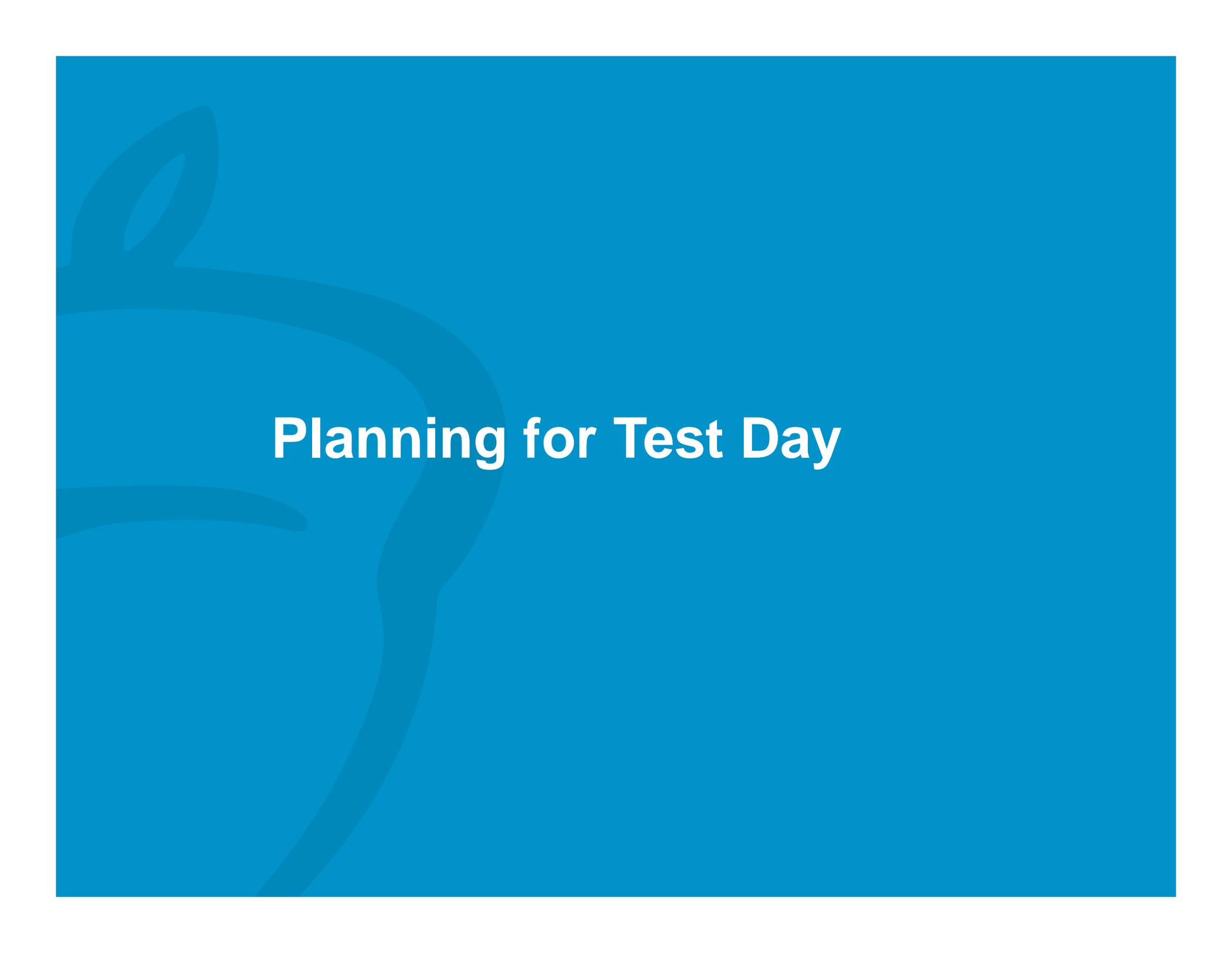
SAT Testing Rooms

Room Type	Standard Room(s)		Non-Standard Room(s)	
Room Label	Standard	Standard Roster	Non-Standard Roster	Non-Standard NAR**
Description	No accommodations are used; students test in the standard testing rooms	Approved accommodations that can be used in the standard testing rooms under standard testing schedule	Approved accommodations that are separate from the standard testing rooms	Approved accommodations that are separate from the standard testing rooms and can test in the accommodations window
Where to find students who qualify	Online Attendance Roster	<ul style="list-style-type: none"> Online Attendance Roster Eligibility Roster in SSD Online 	<ul style="list-style-type: none"> Online Attendance Roster Eligibility Roster in SSD Online 	NAR Report in SSD Online
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> 14 pt Large print Wheelchair accessibility Large-block answer sheet Magnifier 	<ul style="list-style-type: none"> Extended breaks Extra breaks 50% Extended Time (Math only) 50% Extended time (Essay only) 	<ul style="list-style-type: none"> 20 pt Large print MP3 Audio Braille 50% Extended time (All sections) 100% Extended time Breaks as needed
Person Responsible	Test Center Supervisor	Test Center Supervisor	Test Center Supervisor	SSD Coordinator
Test Date(s)	April 11, 2017	April 11, 2017	April 11, 2017	April 11-25, 2017
Make-Up Test Date(s)	April 25, 2017	April 25, 2017	April 25, 2017	Anytime in window
SAT Test Book Colors	Purple	Purple	Pink	Blue

Test Material Order Window

- ▶ The College Board will determine which materials to ship based on:
 - ▶ The registered students (voucher or bulk method)
 - ▶ The school requested accommodations

Standard Room Testing	Roster Testing with Accommodations	NAR Room Testing with Accommodations
		

The background is a solid blue color. On the left side, there is a white, stylized outline of a person's head and neck, facing right. The outline is composed of several curved lines, suggesting a profile view. The text "Planning for Test Day" is centered horizontally and vertically over the blue background.

Planning for Test Day

SAT Planning for Test Day

- ▶ The standard schedule includes testing room doors closing at 8 a.m. for pre-admin activities and testing beginning at 8:30 a.m.
- ▶ Schools may alter the start time by 30 minutes and therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m., and they may start testing any time between 8:00 a.m. and 9:00 a.m.
- ▶ The start time applies to standard test takers as well as accommodated test takers.
- ▶ Schools must complete testing before breaking for lunch unless the student is approved for an accommodation that tests over 2-days.

Standard Schedule

- ▶ The pre-administration time includes important directions and completing information on the answer sheet. This must be completed on test day for SAT.

SAT	SAT with Essay (in minutes)
Pre-admin Time	30
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4h, 52m



Planning Rooms and Staffing

Preparing Rooms and Staffing

- ▶ The SSD Coordinator will be using the Non-Standard Accommodations Roster (NAR), accessible via SSD Online, to refine rooms and staffing.
- ▶ If more than a single room is required for testing, the SSD Coordinator will need to identify Associate Supervisors to assist with testing.
- ▶ Size of cohort testing and size of rooms used for testing determine number of rooms needed.

Planning for Testing Rooms

- ▶ Size of cohort testing and size of rooms used for testing determine number of rooms needed. Options include:
 - ▶ Larger spaces, such as auditoriums and gymnasiums
 - ▶ Smaller spaces, such as classrooms
- ▶ Location of testing rooms within the building
 - ▶ Separated from other classes/tests on different schedules or taking different assessments
 - ▶ Minimize noise and other disruptions when classes or other assessments break
 - ▶ Area where there will be minimal noise/distractions from outside the building
 - ▶ Access to restrooms

Seating and Furniture Requirements

- ▶ Use chairs with backs.
- ▶ Face seats in the same direction.
- ▶ Place chairs directly behind those in the preceding row.
- ▶ Separate each student by a minimum of four feet from right to left (measure from center of desk).
- ▶ Ensure unimpeded access to every student by staff.

Seating and Furniture Requirements

- ▶ Seat only one student at a table measuring six feet in length or less.
- ▶ Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- ▶ Provide a large, smooth writing surface, preferably desks or tables.
- ▶ Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- ▶ Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

Planning for Staffing Needs

- ▶ Each school should plan for one Test Center Supervisor and one SSD Coordinator. All test day staff must be district employees.
- ▶ There should be a minimum of one Associate Supervisor (test administrator) for every 34 students for standard rooms and one to 10 for nonstandard rooms.
- ▶ Assign additional proctors to help using the guidelines.
- ▶ At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students

For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed

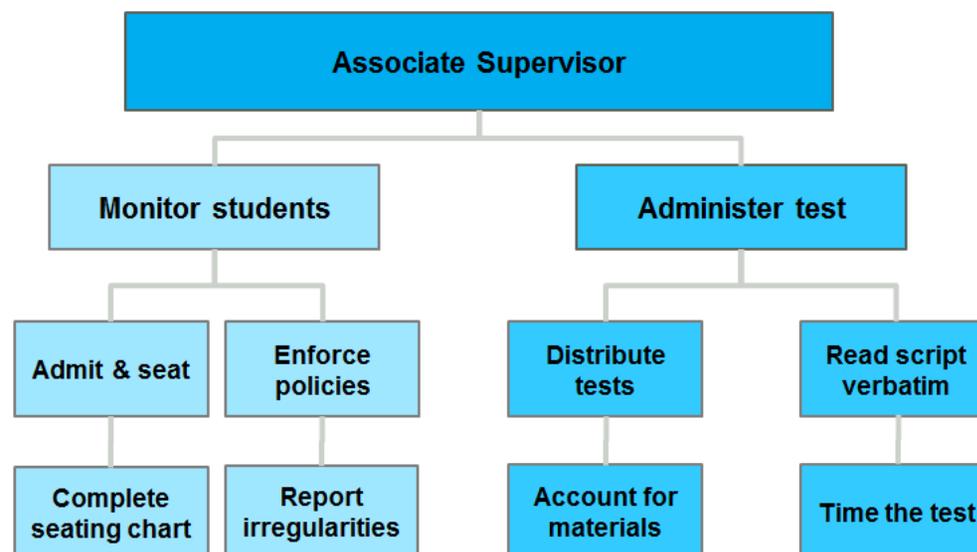
1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Associate Supervisor Role

The Associate Supervisor Role is responsible for:

- ▶ Managing everything within a testing room including management of all testing materials, conducting the test, and monitoring test-takers to ensure a fair administration.
- ▶ They must be a district employee
- ▶ Each room requires one Associate Supervisor.



Planning for Staffing Needs

- ▶ The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
- ▶ Test Day staff must be a district employee
- ▶ Unless your school tests only a few students, you will need additional staff to assist the SSD Coordinator.

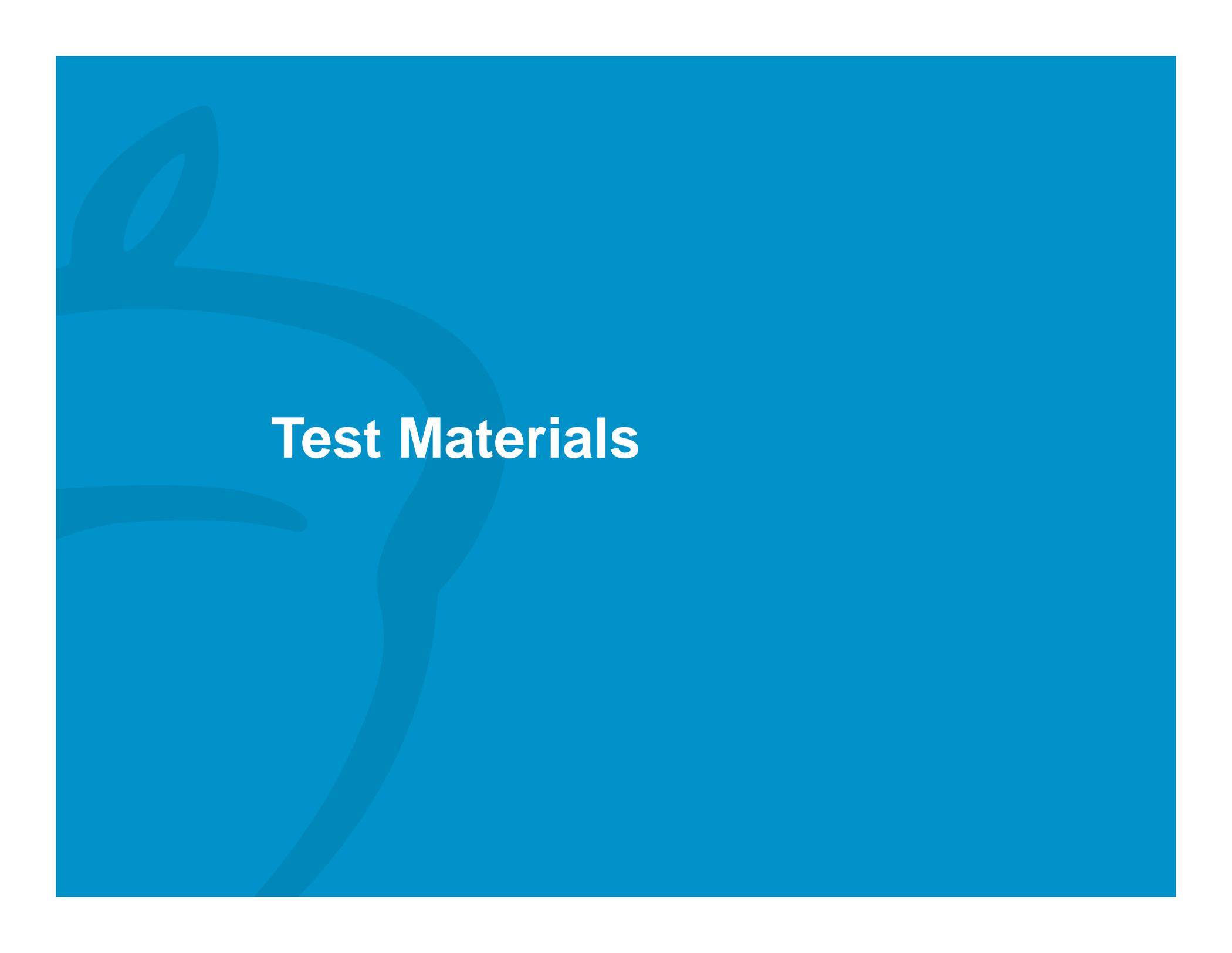
Planning for Test Day

Other Considerations

- ▶ School schedules will require some adjustments
 - ▶ Lunch periods
 - ▶ Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
 - ▶ Students may eat snacks during breaks
- ▶ Bell schedules
 - ▶ Bells must be silenced during test administration

Training for Test Day

- ▶ SSD Coordinators are required to read all Supervisor manuals in advance of test day.
- ▶ SAT - Test Center Supervisors will receive a link to the Online Test Day Training. They will need to share the link with the SSD Coordinator.
- ▶ The SSD Coordinator is responsible for training other testing staff that will support accommodated testing.
- ▶ The SSD Coordinator should have the printed manuals with them on test day for quick and easy reference.

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Test Materials

Test Materials Delivery

- ▶ Test Materials will ship to schools to arrive no later than 4/6/17.
- ▶ Delivery dates will be adjusted for spring break schedules if needed.
- ▶ Test materials will be addressed to the Test Center Supervisor or SSD Coordinator.
- ▶ Upon receipt, test materials should be inventoried and resealed.
 - ▶ Store securely until test day.
 - ▶ Contact College Board immediately if there is a problem with your shipment – see the Test Center Supervisor’s Manual for specific instructions.
- ▶ Check materials daily until test day. Contact College Board immediately if materials show evidence of tampering.

Test Day

- ▶ Make sure test day staff have the printed manuals with them on test day for quick and easy reference.
- ▶ When distributing answer sheets, test day staff should be sure to distribute the answer sheet to the correct student.
- ▶ After collecting test books and answer sheets, test day staff should review key information to prevent delays in scoring
 - ▶ Secure the test books
 - ▶ Check the AI or test center code has been correctly bubbled
 - ▶ Make a copy of your rosters
 - ▶ Respond to the Makeup Request Email

Test Material Returns

- ▶ The day before testing, the Test Center Supervisor will receive an email with information about the test materials pick-up by UPS.
 - ▶ The email will include a confirmation number along with the date and time of the pick-up.
 - ▶ Return all used and unused test materials for SAT.
 - ▶ All materials must be shipped by close of business the day after testing.
- ▶ Follow packing and addressing instructions exactly. Errors will lead to scoring delays.
- ▶ Prepaid shipping labels, with the correct addresses for each box, are included with the test materials..
- ▶ If you have any questions, contact College Board Test Administration Services for assistance.

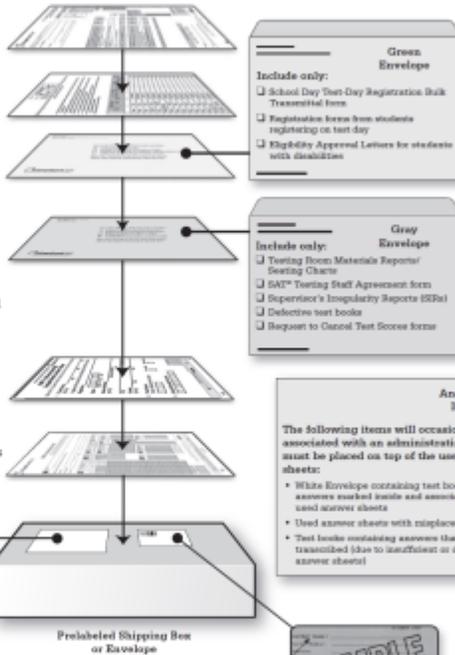
Test Materials Return

RETURNING

Used Answer Sheets and Forms

Assemble and pack materials 1-7 in the sequence shown. SSD Coordinators: Follow instructions given in Section G of *The SAT School Day Testing Manual*.

- 7 Test Supervisor's Report Form
- 6 Annotated online rosters (including nonstandard test-takers)
- 5 Green Envelope
- 4 Gray Envelope
- 3 Ancillary items not included in all test administrations
- 2 Large-block used answer sheets
- 1 Regular used answer sheets



Green Envelope

Include only:

- School Day Test-Day Registration Bulk Transmittal form
- Registration forms from students registering on test day
- Eligibility Approval Letters for students with disabilities

Gray Envelope

Include only:

- Testing Room Materials Reports/ Seating Charts
- SAT™ Testing Staff Agreement form
- Supervisor's Impairment Reports (SIRs)
- Defective test books
- Request to Cancel Test Scores forms

Ancillary Items

The following items will occasionally be associated with an administration, and must be placed on top of the used answer sheets:

- White Envelope containing test books with answers marked inside and associated used answer sheets
- Used answer sheets with misplaced marks
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)



Note this tracking number for your records
 Note reference number for your records
 Print your center name and number here
 Print this box number and total number of boxes being sent (e.g., Box 1 of 2)



- Use the pre-labeled courier return box/envelope that came with your test materials. Do not cover preapplied labels with another label, or place another label on the same box.
- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples. Do not wrap them in anything.

RETURNING

Test Books and Unused Answer Sheets

1 PACK

- Use carton(s) from original test materials shipment.
- Include only the items shown below.

2 Test Books and Cassettes (if any)

3 Unused Answer Sheets

• Include ALL packed cartons together in one return shipment.

2 SEAL

- Use supplied tape
- Remove, cover, or cross out the original shipping labels

SMALL BOX

LARGE BOX

Tape should extend at least 2 inches

For large, 19-inch cartons, place tape around the perimeter

3 LABEL

- Use supplied preprinted TD RETURNS labels. (Supplied labels may be different from sample shown here.)
- Do not put two return labels on one box, or cover a return label with another label. Place new label on box.
- Write down tracking number for your records.
- If your label is missing, ship by traceable courier to:
**Inbound Processing Center
 200 Ludlow Drive
 Ewing, NJ 08638**

Peel the label from its backing and place on box or envelope

Note this tracking number for your records

Print this box number and total number of boxes being sent (e.g., Box 1 of 2)

Print your center name and number here

Note reference number for your records

SAMPLE LABEL

4 SHIP

Call 1-800-PICK-UPS to arrange for pickup during regular school stops or to schedule a special pickup

OR Place the pre-labeled package in a UPS drop box

OR Take the package to any UPS customer center

- IMPORTANT NOTES:**
- Do not put answer sheets inside test books.
 - For more information about returning materials, see *The SAT School Day Testing Manual*.

Contact Information

- ▶ Melanie Jones, Idaho State Department of Education
 - ▶ 208-332-6933
mjones@sde.idaho.gov
- ▶ College Board's Idaho School Day Support:
 - ▶ 866-253-0385
SATSchoolDaySupport@collegeboard.org