
SAT Overview

October 31, 2016

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

Agenda

- ▶ Our goal today is to provide an overview for school staff to prepare you for the spring 2017 SAT administration.
 - ▶ Registration
 - ▶ Accommodations
 - ▶ Planning for Test Day
 - ▶ Planning Rooms & Staffing
 - ▶ Test Materials & Administration

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



Registration Methods – Voucher Registration

Registration

- ▶ Two Registration Options
 - ▶ Online Voucher Registration
 - ▶ Electronic Bulk Registration (EBR)
- ▶ Choice is made on a district basis
 - ▶ All schools in a district must use the registration method that the district has chosen
 - ▶ If you haven't already completed the school information survey, please do so or contact Melanie Jones (mjones@sde.idaho.gov) if you did not receive it.
- ▶ After that date no change can be made to registration method

Online Voucher Registration Overview

- ▶ Student-driven registration model, where students are given a voucher code and are responsible for registering themselves for the SAT School Day Administration
- ▶ Benefits:
 - ▶ Students actively engaged in the process of taking the SAT
 - ▶ Students can add information to send their scores to colleges/scholarship programs at time of registration
- ▶ Challenges:
 - ▶ Students may not remember that they already have a College Board account or may have forgotten login information
 - ▶ Having students complete the registration on their own requires tracking
 - ▶ Any student who misses the registration deadline will need to complete a paper standby registration on test day

Voucher Registration Options

Schools can choose different approaches to support registration

- ▶ Students complete registration on their own
- ▶ Students complete registration during a scheduled time in school
 - ▶ Some schools do this during an advisory period, an English class, or an extended homeroom period
- ▶ Tracking Registrations
 - ▶ Supervisors can see who has registered via Supervisors Online Attendance Roster (SOAR) to monitor student registrations
 - ▶ Supervisors/Counselors can monitor registration via the Roster Report in the Educator Online Reporting Portal

Voucher Registration Details

- ▶ Each student must login to their College Board account to register
 - ▶ If a student does not have an account, they can create one at collegeboard.org
 - ▶ If a student already has an account, they should NOT create another
- ▶ Registration takes approx. 45 minutes
- ▶ Schools will receive vouchers in **mid-January 2017**
- ▶ Students must complete their online registration by **March 22, 2017**

Voucher Sample

SAT[®] This voucher entitles you to one SAT[®] School Day registration.

Follow these steps:

1. Fill in your 6-digit high school code below:

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2. Check with your counselor to make sure the information you have filled in above is correct.
3. Use the voucher code below to register online. The code is case sensitive. During registration, you may also need to provide your state student ID number.

Student voucher code:

To register online, go to collegeboard.org/mysat. Log in to your free account or follow the steps to create one. Enter the 12-digit student voucher code when prompted.

If you are unable to register online, call Customer Service at 866-756-7346 and supply the information on this voucher to the Customer Service representative.

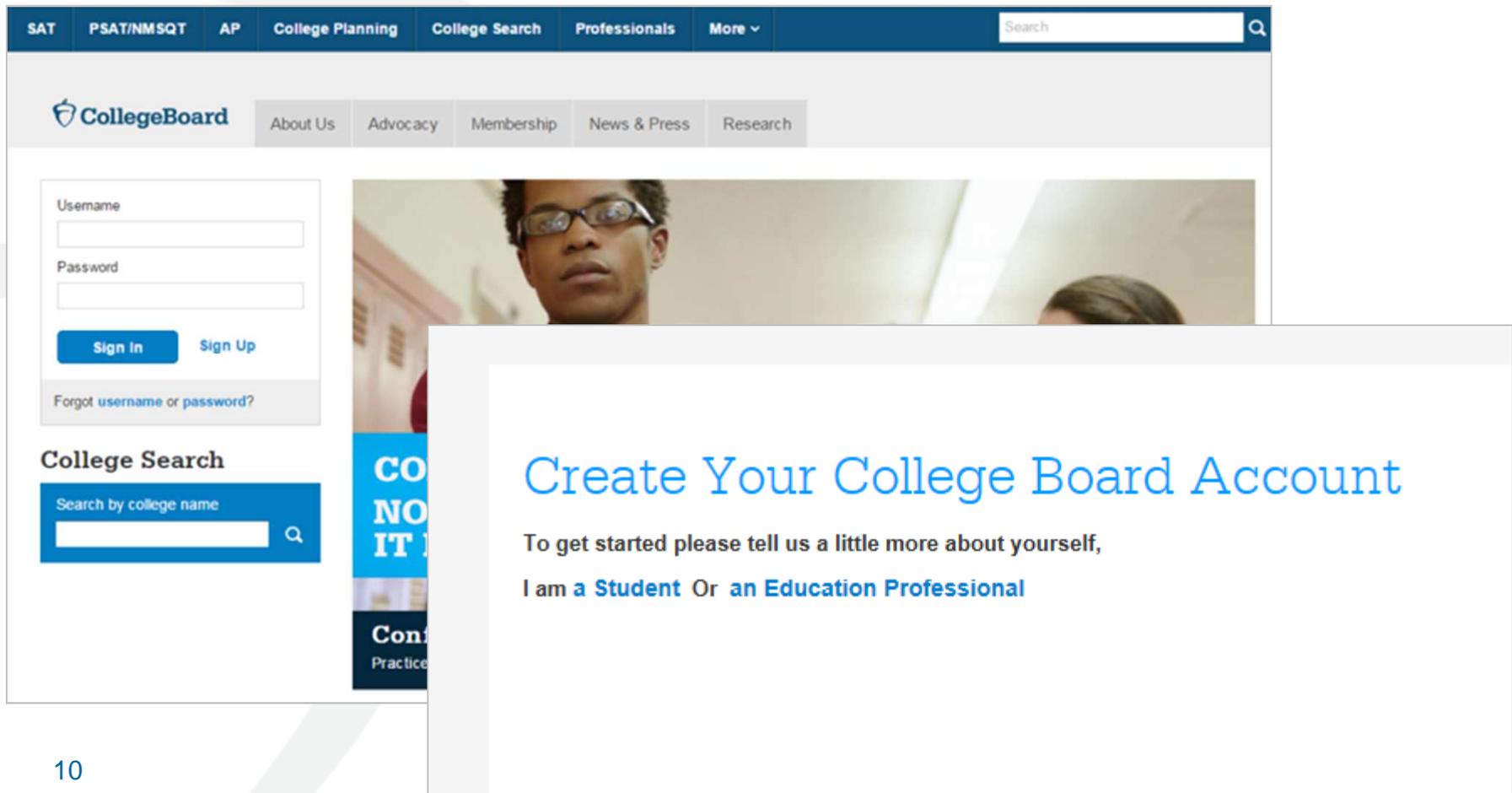
SAT SCHOOL DAY STUDENT VOUCHER

Unique code that is entered to bypass payment



Create a Student Account

Go to collegeboard.org and complete the requested information

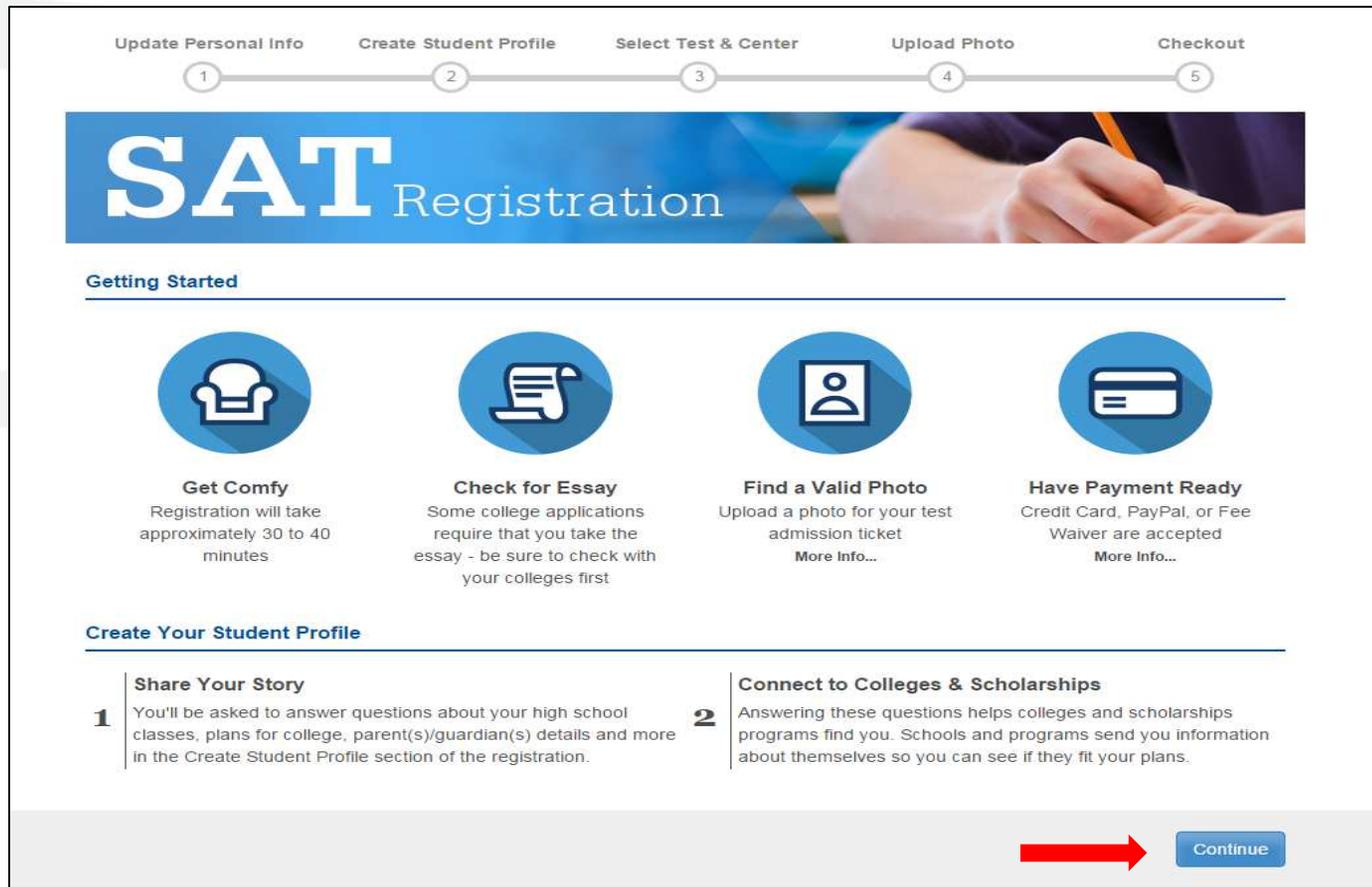


The screenshot shows the College Board website's navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. Below the navigation bar is the College Board logo and a secondary menu with links for About Us, Advocacy, Membership, News & Press, and Research. The main content area features a sign-in/sign-up form with fields for Username and Password, and buttons for Sign In and Sign Up. A link for 'Forgot username or password?' is also present. To the right of the form is a large banner image of a young man with glasses. Below the banner is a 'College Search' section with a search box and a magnifying glass icon. A large white box is overlaid on the right side of the page, containing the text: 'Create Your College Board Account', 'To get started please tell us a little more about yourself,', and 'I am a Student Or an Education Professional'.

Registration Process

The screenshot shows the 'MY SAT' page on the CollegeBoard website. At the top left is the 'achieve more SAT' logo, and at the top right is the 'CollegeBoard' logo. Below the header is a blue navigation bar. The main content area includes a breadcrumb trail 'Home > My Organizer > My SAT', a 'Need Help?' link, and a personalized greeting 'Hi, Meagan' with links for 'Update My Info' and 'Return to My Organizer'. A yellow message box contains a reminder: 'Don't forget to register for the Mar 5, 2016 SAT: You must register no later than Feb 23, 2016 to make the late registration deadline.' with a 'Register for the SAT' button. Below this is a 'My Test Registrations' section with a 'Register for another SAT' button, which is highlighted by a red arrow. Other sections include 'My Test Scores' and a help menu with links for 'Learn about college majors and related careers' and 'Learn about ways to pay for college'. The footer contains 'Contact | Terms of Use | Privacy Policy', '© 2014 The College Board', and a 'TRUSTe CERTIFIED PRIVACY' logo.

Registration Process



The image shows a screenshot of the SAT Registration process. At the top, a progress bar indicates five steps: 1. Update Personal Info, 2. Create Student Profile, 3. Select Test & Center, 4. Upload Photo, and 5. Checkout. Below this is a banner for 'SAT Registration' with a background image of a student writing. The 'Getting Started' section contains four icons with instructions: a chair for 'Get Comfy', a document for 'Check for Essay', a photo for 'Find a Valid Photo', and a credit card for 'Have Payment Ready'. The 'Create Your Student Profile' section has two numbered steps: '1 Share Your Story' and '2 Connect to Colleges & Scholarships'. At the bottom right, a red arrow points to a 'Continue' button.

Update Personal Info Create Student Profile Select Test & Center Upload Photo Checkout

1 2 3 4 5

SAT Registration

Getting Started

- Get Comfy**
Registration will take approximately 30 to 40 minutes
- Check for Essay**
Some college applications require that you take the essay - be sure to check with your colleges first
- Find a Valid Photo**
Upload a photo for your test admission ticket
[More Info...](#)
- Have Payment Ready**
Credit Card, PayPal, or Fee Waiver are accepted
[More Info...](#)

Create Your Student Profile

- 1 Share Your Story**
You'll be asked to answer questions about your high school classes, plans for college, parent(s)/guardian(s) details and more in the Create Student Profile section of the registration.
- 2 Connect to Colleges & Scholarships**
Answering these questions helps colleges and scholarships programs find you. Schools and programs send you information about themselves so you can see if they fit your plans.

[Continue](#)

Registration Process

- ▶ Enter “Your Personal Information”. Once complete, choose Continue at the bottom of the page.

The screenshot displays the CollegeBoard SAT Registration interface. At the top, the CollegeBoard logo and 'SAT Registration' are visible, along with a progress indicator showing '0% Completed'. A horizontal progress bar below the header contains five steps: 'Update Personal Info' (1), 'Create Student Profile' (2), 'Select Test & Center' (3), 'Upload Photo' (4), and 'Checkout' (5). The 'Update Personal Info' step is highlighted with a green circle. Below the progress bar, a sub-progress bar shows 'Personal Information' (1) and 'Demographics' (2), with 'Personal Information' being the active step. The main content area is titled 'Your Personal Info' and includes a note: '*Indicates required field.' The form contains the following fields:

- *Student's First Name **i**: Meagan
- Student's Middle Initial: [Empty]
- *Student's Last Name **i**: Segura
- Social Security Number (SSN) **i**: [Empty] - [Empty] - [Empty]
- *Sex **i**: Female
- *Date of birth **i**: January 1, 1999
- *State Student ID **i**: 2432453456

NOTE: The name entered should be students “official” name used for enrollment

Registration Process

- ▶ Enter high school and grade level

Your High School

***Name of Your High School** ⓘ

SOUTH COUNTY HIGH SCHOOL

[Change Your School](#)

Your Expected Graduation Date

Jun ▼ 2016 ▼

***Grade Level**

- Select - ▼

Registration Process

- ▶ Enter **Student Voucher Code** and State Student ID field.

CollegeBoard | SAT Registration 3% Completed

Update Personal Info 1 Create Student Profile 2 Select Test & Center 3 Upload Photo 4 Checkout 5

Personal Information School Day Eligibility Demographics

* Indicates required field

Register for the SAT® School Day

Welcome to the Kearsarge Regional School District Initiative

You are eligible to participate in SAT® School Day – Kearsarge Regional School District Initiative i

This opportunity allows you to take the SAT during school hours at your school (or other designated locations):

SAT® School Day Option:
Wednesday, March 2, 2016 (SAT with Essay)

Tell us if you would like to participate in this program.

Yes, I would like to take the SAT using a voucher on a date specified.
 No, I want to pay the testing fee(s) and take the SAT Subject Tests or the SAT on a weekend administration date.

To take advantage of this special opportunity you will need a valid Student Voucher i

*Enter Your Student Voucher Code i

*State Student ID i

Cancel Save & Exit Continue

Registration Process

- ▶ Students will complete the remainder of basic information and have the opportunity to complete the student data questionnaire online (optional)
- ▶ Students will be required to print their Admission Ticket for test day.

CollegeBoard | SAT Registration

Next Steps

Your SAT with Essay Registration is Complete
Now you can print your Admission Ticket and Send Scores...

Step 1 Print Your Admission Ticket—it's required on test day!

Note: Ticket best printed with Adobe Acrobat

[Print My Admission Ticket](#)
[Print My Order Confirmation](#)

SAT[®] School Day Admission Ticket SAT with Essay

	Student Name: Megan Regan
	Address: 121 Washington, DC 20004
	Birth Date: 1/11/1999
	Sex: Female
	High School: 202400 KANSAS REGIONAL HIGH SCHOOL, NORTH SUYDOR, WI 53280

THIS IS YOUR PREVIEW TICKET FOR VERIFICATION ONLY

Test Date: March 2, 2016	Test Type: SAT with Essay	Test Center: KANSAS REGIONAL HIGH SCHOOL, 847 NORTH RD., NORTH SUYDOR, WI 53280
Registration Number: 8248722712	Test Services: None	

Step 2 Send SAT Scores to Colleges and Scholarship Programs

[Send My SAT Scores](#)
[Review My Send History](#)

Things to know:

- Sending official SAT score reports is the only way to ensure that colleges receive your scores.
- Four SAT score reports are included free with your registration.
- Sending scores with your registration is the fastest way to send scores to colleges and scholarship programs.
- Many colleges view receiving your scores early as a demonstration of your interest.



Registration Methods – Bulk Registration

Bulk Registration Overview

- ▶ District-driven registration model, where a district data contact uploads registration information for all eligible students in the district via the College Board Bulk Registration Tool.
- ▶ Benefits:
 - ▶ Registration process is handled entirely by the District
 - ▶ Results in “clean” data
- ▶ Challenges:
 - ▶ Students will still need to create online College Board accounts to send score reports, access their scores and use College Board tools
 - ▶ Sometimes data provided by the District does not match what a student may have already provided in an existing College Board account, which can lead to data matching issues or duplicate account creation
 - ▶ Any student left out of the bulk registration file will need to complete a paper standby registration form on test day

Bulk Registration Details

- ▶ Districts will receive instructions regarding bulk registration.
 - ▶ One file should be submitted for each district.
 - ▶ The Bulk registration window is: **February 6, 2017 – March 10, 2017**
- ▶ Schools will receive paper student data questionnaires (SDQ's) for completion.
 - ▶ Students must receive the *Registration and Questionnaire Guide*
 - ▶ Students should complete the SDQ's before test day.
 - ▶ Prepaid return labels are provided for schools to return to College Board.
- ▶ Students will receive admission tickets at their home.
- ▶ Schools will receive a duplicate copy of admission tickets in late March.

Student Data Questionnaire (SDQ)

2014-15 SCHOOL DAY SAT® QUESTIONNAIRE
 Please use CAPITAL LETTERS. Use black or blue ink (no pencil) to fill in all information.
 Complete both sides of this form, following the instructions given in the Registration and Questionnaire Guide.

CollegeBoard

SIDE 1

1. NAME (REQUIRED) Enter your name, including surnames, initials, and middle name(s) (if any).
 LAST NAME (Family Name) (See 13 below) FIRST NAME (See 13 below) MI

2. MAILING ADDRESS (REQUIRED)
 City: (Street address in P.O. Box) _____
 State: (Department/Name of jurisdiction) _____
 City _____ State _____ Zip _____
 ZIP Code _____ Home Telephone _____

3. DATE OF BIRTH (REQUIRED)
 Month _____ Day _____ Year _____

4. REGISTRATION NUMBER (REQUIRED)
 Enter your registration number (assigned after the registration process). If you do not have an ID, check "Do not have an ID" below. Do not write "0" for a missing digit.
 1 2 3 4 5 6 7 8 9 0

5. SEX (REQUIRED)
 Female
 Male

6. COLLEGE BOARD HIGH SCHOOL CODE (REQUIRED)
 Not necessary for private and other schools not participating in the exam.

7. SAT SCHOOL DAY TEST INFORMATION (REQUIRED)
 Indicate the SAT School Day administration in which you are participating. If you are not, select "Other Date".
 SAT 2014 Fall 2014 Spring 2014
 Other Date _____

8. STUDENT SEARCH SERVICE* (STRONGLY RECOMMENDED)
 Select whether you are participating in the Student Search Service. This service is available to all students who are registered for the SAT. It provides information about colleges and universities that are interested in recruiting students like you.
 Yes No
 *If you do not submit your information to participate in this service, we will not contact you about it.

9. STUDENT ID NUMBER
 This number will appear in the test booklet.

10. EMAIL ADDRESS (STRONGLY RECOMMENDED)
 An e-mail address that you provide an alternative to the test booklet you will receive. By providing your e-mail address, you are granting the College Board permission to use your e-mail information, and may please refer to the Registration and Questionnaire Guide.

Region _____
 State _____

11. STATEMENT and SIGNATURE (REQUIRED)
 Copy the statement below. Use a pen or ballpoint pen to sign. Do not use blue ink to sign. Do not use a pencil. The statement must be made on handwriting paper.

I hereby agree to the conditions set forth in the Registration and Questionnaire Guide and other SAT School Day materials provided to me and certify that I am the person whose identifying information appears on this Questionnaire Form.

 Signature (Sign as you would on an official document)

By submitting this form, you agree to the conditions in the Registration and Questionnaire Guide and materials provided to you. You also agree with the SAT Test Security and Fairness policies and understand that any violation of these policies will result in severe consequences and may result in reporting of conduct violations to the appropriate authorities.

OFFICIAL USE ONLY

AFTER COMPLETING THIS SIDE, TURN TO SIDE 2 TO COMPLETE THE SAT QUESTIONNAIRE.

THE SAT QUESTIONNAIRE allows you to provide information about your academic background, activities, and interests to help you in planning for college and to help colleges find out more about you. The Student Search Service also uses this information.

To answer these questions, please use the Registration and Questionnaire Guide.

12. SAT QUESTIONNAIRE

13. AREA OF STUDY
 Indicate your area of study or major field of study. If you are not sure, check "Other." Do not check more than one box.

Arts and Humanities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Business	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Engineering	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Health Sciences	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Life Sciences	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Mathematics	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Physical Sciences	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Other	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

14. COURSE WORK
 Indicate the grade level of each course you have taken. If you have not taken a course, check "None." Do not check more than one box for each course.

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Mathematics	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Science	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
History	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Language	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Art	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Music	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Physical Education	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Other	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

15. ADVANCED COURSES
 Indicate whether you have taken any of the following advanced courses. If you have not taken a course, check "None." Do not check more than one box for each course.

Advanced Placement	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
International Baccalaureate	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Other	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

16. GRADE POINT AVERAGE
 Indicate your grade point average (GPA) on a 4.0 scale. If you are not sure, check "None." Do not check more than one box.

GPA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
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17. CLASS RANK
 Indicate your class rank. If you are not sure, check "None." Do not check more than one box.

Rank	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
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18. SAT USE WHILE EXPERIENCE
 Indicate whether you have used the SAT for any of the following purposes. If you have not used the SAT for any of these purposes, check "None." Do not check more than one box for each purpose.

Purpose	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
College admission	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
College placement	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Other	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

19. HIGH SCHOOL AND COMMUNITY ACTIVITIES
 Indicate whether you have participated in any of the following activities. If you have not participated in any of these activities, check "None." Do not check more than one box for each activity.

Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Student government	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Sports	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Music	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
Art	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24																										

Bulk Registration File Layout

- ▶ College Board provides a standard layout in either Microsoft Excel (.xls) or Comma Separated Value (.csv)
- ▶ Required Data elements include AI Code, Student Name, Sex/Gender, Date of Birth, Grade, Student home address, Student ID and type, and test center number.
- ▶ Sample file:

	A	E	F	G	I	J	K	V	X	Y	Z	AE	AF	AH
1	SAT TEST AI CODE	LAST ADMIN	FIRST NAME	DATE OF BIRTH	SEX	GRADE	MAILING STREET ADDRESS	MAILING CITY	MAILING STATE	MAILING ZIPCODE	STUDENT ID NUMBER	TYPE OF STUDENT ID	SAT TEST CENTER	
2	281705	Y	Washington	George	M	10052000	12 Cherry Tree Lane	New York	NY	100233408	1122334455	1	28210	
3	281705	Y	Franklin	Ben	M	11131998	411 Kite Ave	New York	NY	10021	2211224444	1	28210	
4	281705	Y	Ross	Betsy	F	11201998	31 Flag St	New York	NY	10021	3311223344	1	28210	
5	281705	Y	Parks	Rosa	F	2041997	65 North Street	New York	NY	10021	4411223344	1	28210	
6														
7														

Bulk Registration Tool

- ▶ <https://collegereadiness.collegeboard.org/educators/k-12/bulk-registration>

The screenshot shows the CollegeBoard website's Bulk Registration Tool. At the top is a navigation bar with links for CollegeBoard, SAT, AP, College Planning, College Search, Store, and More. A search bar is on the right. Below the navigation bar is a header for "Bulk Registration Tool" and a "Getting Started" link. The main content area is titled "Bulk Registration and Pre-ID Label Tool". On the left is a sign-in form with fields for Username and Password, a Sign In button, and links for Sign Up and Forgot Username or Password. On the right is explanatory text about the tool's use for PSAT 8/9, PSAT 10, PSAT/NMSQT, SAT School Day, and AP. Below the text is a box titled "If You Have Questions:" with a list of contact information for Customer Service.

CollegeBoard SAT AP College Planning College Search Store More

Bulk Registration Tool [Getting Started](#)

Bulk Registration and Pre-ID Label Tool

The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For PSAT 8/9, PSAT 10 and PSAT/NMSQT this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly. Students will receive Admission Tickets (which are required on test day) and copies will be provided to schools as well.

For AP, pilot participants will be able to use student data to inform AP test registration and ordering.

Click [here](#) to view a Bulk Registration tutorial.

If You Have Questions:

- You can call Customer Service at 1-800-784-1462.
- Customer Service hours of operations:
Monday-Friday: 8:30 a.m.–6 p.m. ET

College Board Bulk Registration Tool

Bulk Registration Login

The screenshot shows the CollegeBoard Bulk Registration Tool login page. The page header includes the CollegeBoard logo and navigation links for SAT, AP, College Planning, College Search, Store, and More. A search bar is located in the top right. The main heading is "Bulk Registration Tool". Below this, there is a "Getting Started" link. The login form contains fields for "Username *" and "Password *", a "Sign In" button, and links for "No Account? Sign Up" and "Forgot username or password?". A modal window titled "Getting Started" is open in the center, providing instructions on how to create a new request, including file template requirements and student data extraction steps. The modal has a "Go Back" button at the bottom. The footer of the page includes links for "About Us", "Site Map", "Careers", "Compliance", "Advocacy", "Terms of Use", "Membership", "Privacy Policy", "Help", "Contact Us", and "Follow Us".

CollegeBoard SAT AP College Planning College Search Store More Search

Bulk Registration Tool

Getting Started

Getting Started

Here is what you need in order to create a new request in the Bulk Registration and Pre-ID Label tool.

File template

- Files must be in MS Excel (Excel 97 or later) or Comma Separated Value (.csv).
- Templates are available for you to use:
 - Bulk registration: **MS Excel** or **Comma Separated Value**
 - Bulk enrollment (AP pilot only): **MS Excel** or **Comma Separated Value**
- You can create your own files, but the format must meet the requirements in the **Bulk Registration File Specifications** or the **Bulk Enrollment File Specifications** (AP pilot only).

Student data

- Extract the student data that you need from your student information system.
- Data requirements, including data length restrictions and valid characters, for each field can be found in the Bulk Registration File Specifications or the Bulk Enrollment File Specifications.
- If you do not know your school's AI Code you can use the following tools:
 - PSAT 8/9, PSAT 10, PSAT/NMSQT AI Code Lookup**
 - SAT AI Code Lookup**

For a planning calendar and more information on using the tool, including a Bulk Registration tutorial, access [Help](#).

Go Back

College Board Bulk Registration Tool

College Board About Us Site Map Careers Compliance Advocacy Terms of Use Membership Privacy Policy PSAT/NMSQT™ Services for Students with Disabilities Help Contact Us Follow Us

Bulk Registration Tool

The screenshot shows the Bulk Registration Tool interface. At the top, the navigation bar includes CollegeBoard, SAT, AP, College Planning, College Search, Store, and More. The current organization is William Penn High School, and the user is Uat Four Editor. A 'Sign Out' link is visible. The main content area features a 'Home' link, a 'Calendar' icon, and a 'Getting Started' link. A 'Create New Request' button is highlighted with a red circle. Below this, there is a section for 'Registration and Enrollment Requests' with a table of requests.

The Bulk Registration and Pre-ID Label tool allows schools, districts, and states to submit registration information electronically and securely.

For PSAT 8/9, PSAT 10 and PSAT/NMSQT this process produces pre-identification labels to be applied to student answer sheets, eliminating the need for students to fill in this information on test day.

For SAT School Day, this process completes test registration on behalf of students, eliminating the need for students to register directly. Students will receive Admission Tickets (which are required on test day) and copies will be provided to schools as well.

For AP, pilot participants will be able to use student data to inform AP test registration and ordering.

Learn How to [Get Started](#)

[Follow these deadlines to ensure schools receive labels/admission tickets on time.](#)

Registration and Enrollment Requests

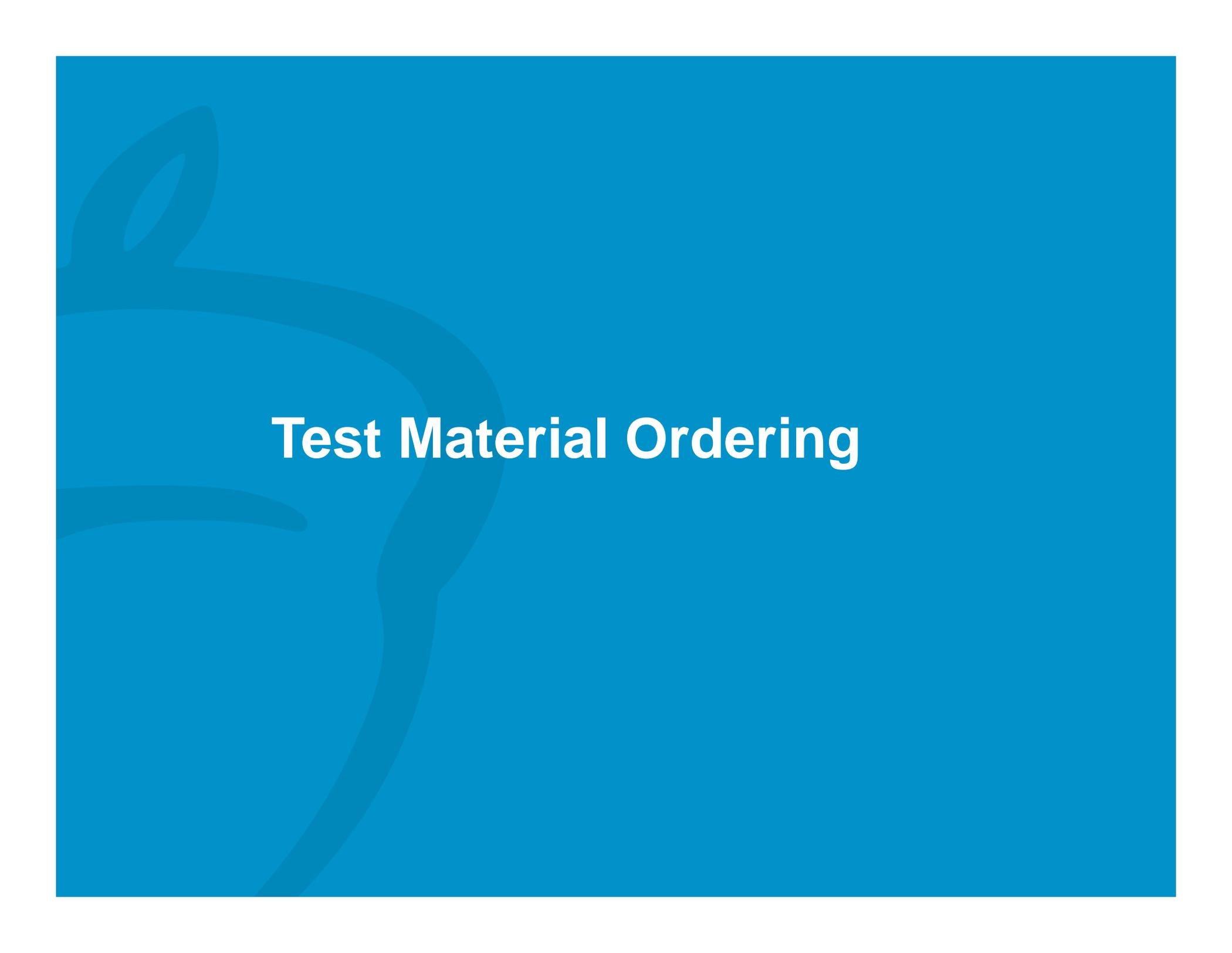
Requests ↑	Last Modification ↓	Deadline	Status	
PSAT 8/9 2015 Fall Registration UAT & SAT October 14, 2015 Registration UAT	07/09/2015 15:19 EDT by Uat Four	07/10/2015	Validation in Progress	View Request Details
PSAT 8/9 2015 Fall Registration UAT & SAT October 14, 2015 Registration UAT	07/08/2015 16:25 EDT by Uat Four	07/10/2015	Cancelled	View Request Details
PSAT 8/9 2015 Fall Registration UAT Event 2 & SAT October 14, 2015 Registration UAT Event 2	07/10/2015 17:16 EDT by Uat Four	07/10/2015	Validation Failed	View Request Details
PSAT NMSQT 2015 FALL Registration UAT 3 & SAT October 14, 2015 Registration UAT 3	07/14/2015 13:16 EDT by Uat Four	09/18/2015	Cancelled	View Request Details

Bulk Registration Tool

The screenshot shows the CollegeBoard Bulk Registration Tool interface. A modal window is displayed in the center with the title "Your request is now pending validation." The modal contains a four-step progress indicator: Step 1 (Upload file) is complete, Step 2 (Wait for validation to complete) is the current step, Step 3 (Correct errors and warnings, if any) is next, and Step 4 (Submit request) is the final step. Below the progress indicator, it states "Validation will occur within 24 hours and an email notification will be sent to you." and includes an "OK" button.

The background interface shows the "Create New Request" section with a "Select an Event" step. Under "Registration Events", there are three options: "PSAT NMSOT 3" (checked), "SAT October" (checked), and "PSAT 8-9 2015" (unchecked). Below this is the "Upload a Request File" section with a "Choose a File to Upload" area containing a "Browse" button and "No file selected" text, and a "Submit" button.

The top navigation bar includes "CollegeBoard", "SAT", "AP", "College Planning", "College Search", "Store", and "More". The current organization is "William Penn High School" and the user is "Uat Four".



Test Material Ordering

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
		

Initial Test Day Materials

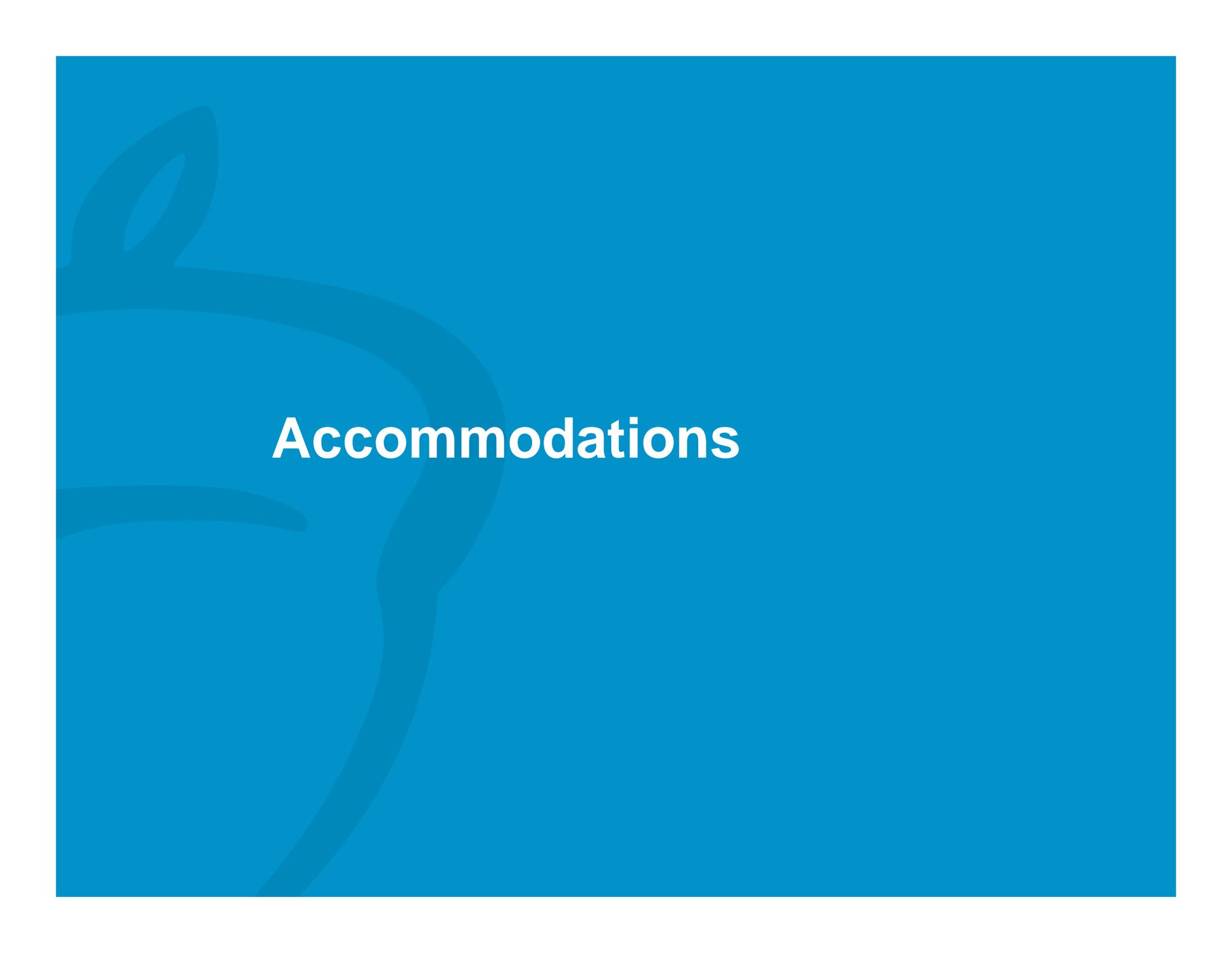
- ▶ The initial test dates
 - ▶ SAT is 4/11/17
- ▶ Schools will receive Admission Tickets in late March for all students.
- ▶ Test material shipments will include testing manual, test materials, test day forms and other instructions.

Accommodated Testing Window Materials

- ▶ 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.

Makeup Test Day Materials

- ▶ Students, not testing in the accommodated window, who miss the initial test date will test on the makeup.
- ▶ Immediately prior to initial test day, Test Center Supervisors will be emailed requesting a count of the students requiring makeup materials.
 - ▶ Schools must respond to the makeup email by 4/13/17 in order to receive materials.
- ▶ SAT – Makeup 4/25/17
 - ▶ New SAT test books will be sent for all students testing on the makeup test date.

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

Accommodations

- ▶ All accommodations requests will be submitted through our SSD Online system.
- ▶ 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.
- ▶ Accommodations requests must be submitted by **February 15, 2017**.

College Board Accommodations

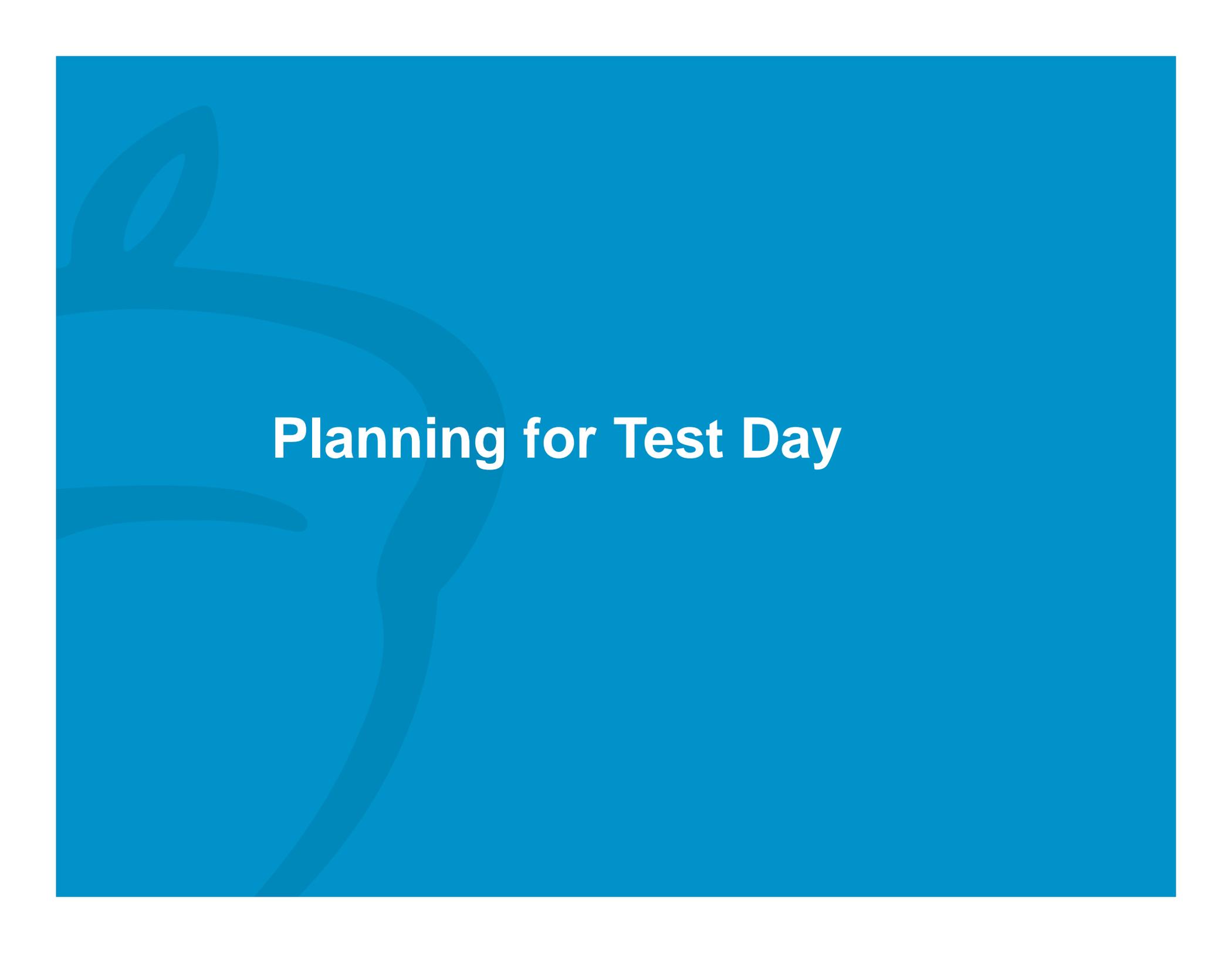
- ▶ Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- ▶ All accommodations requests will be submitted through our SSD Online system. The entry of accommodations will go through one of two paths:
 - ▶ **School verification** – Some requests can 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 that meets the College Board Guidelines for Documentation e.g., formal accommodation plan for four school months, receiving accommodation on school tests for four school months)
 - ▶ **Documentation Review** – Other requests require documentation. The College Board reviews a student’s disability documentation to determine if it meets the guidelines and if accommodations are appropriate. SSD Online tells coordinators when documentation is required, and based on the specific request, what documentation would be most helpful.

Accessing SSD Online

- ▶ Returning SSD Coordinators will already have access to SSD Online.
- ▶ Once any new SSD Coordinator(s) are identified they should request access to the SSD Online system.
- ▶ To access the system, the SSD Coordinator will need to:
 - ▶ Have a College Board Professional Account
 - ▶ Complete the SSD Coordinator Form, found on www.collegeboard.org/ssd
 - ▶ Receive an access code to link your SSD Online access to your College Board professional account (First time only). May take 1-2 days to receive the access code.
 - ▶ A school may have multiple SSD Coordinators.

Accommodations – New for April 2017

- ▶ SSD Online system improvements
 - ▶ Enhancements to the user interface in October 2016
 - ▶ Enhancements to our school verification process in January 2017
- ▶ New Braille Format – UEB format will be shipped with EBAE format
- ▶ Translated Test Directions for English Language Learners
 - ▶ Scores will be college and scholarship reportable
 - ▶ NO accommodation request required
 - ▶ Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
 - ▶ A final list of languages will be included in the accommodations webinar.

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

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– responsible for monitoring the hallways on test day
- ▶ Principal – receives general information about test day activities

Test Center Supervisor Role

The Test Center Supervisor (TCS) is responsible for

- ▶ All aspects of the administration at a school, including:
 - ▶ Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
 - ▶ Everything on test day, including distribution of materials, monitoring all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
- ▶ The TCS may choose to enlist the aid of others at the school to help him/her test day planning and set-up.
- ▶ The TCS will remain the main contact and receive all communications from the College Board and ETS.
- ▶ Identifying staff to serve as Associate Supervisors, Proctors and Hall Proctors for test day staff support.

Services for Students with Disabilities Coordinator Role

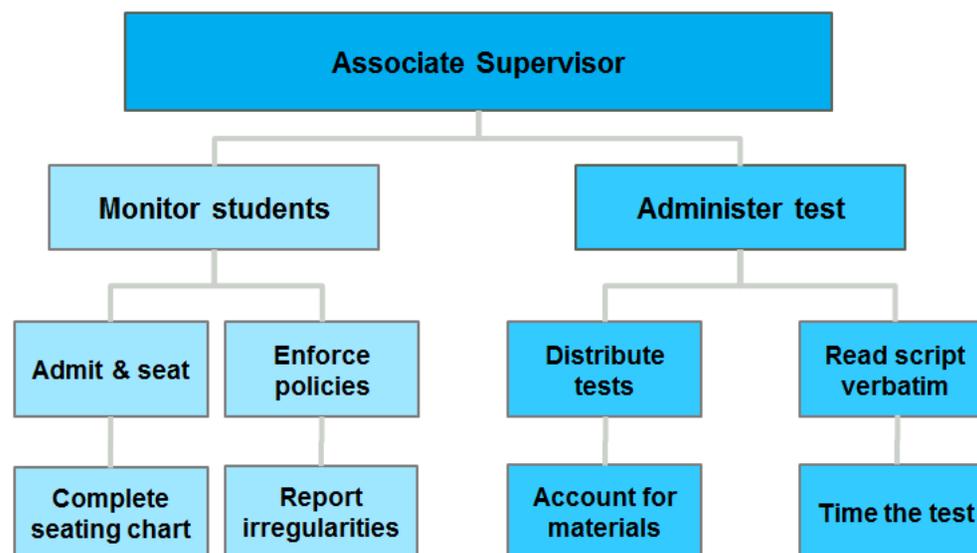
The Services for Students with Disabilities (SSD) Coordinator is responsible for:

- ▶ Being the school's liaison with the College Board's Services for Students with Disabilities office and submitting accommodation requests for all students who request them at his/her school.
- ▶ Administering the test to students who have accommodations that appear on the Non-standard Administration Report (NAR).
- ▶ Schools will identify a primary SSD Coordinator. To establish themselves as an SSD Coordinator, the person will need to:
 - ▶ Have a College Board Professional Account
 - ▶ Complete the SSD Coordinator Form, found on collegeboard.org/ssd
 - ▶ Receive an access code to link your SSD Online access to your College Board professional account.

Associate Supervisor Role

The Associate Supervisor Role is responsible for:

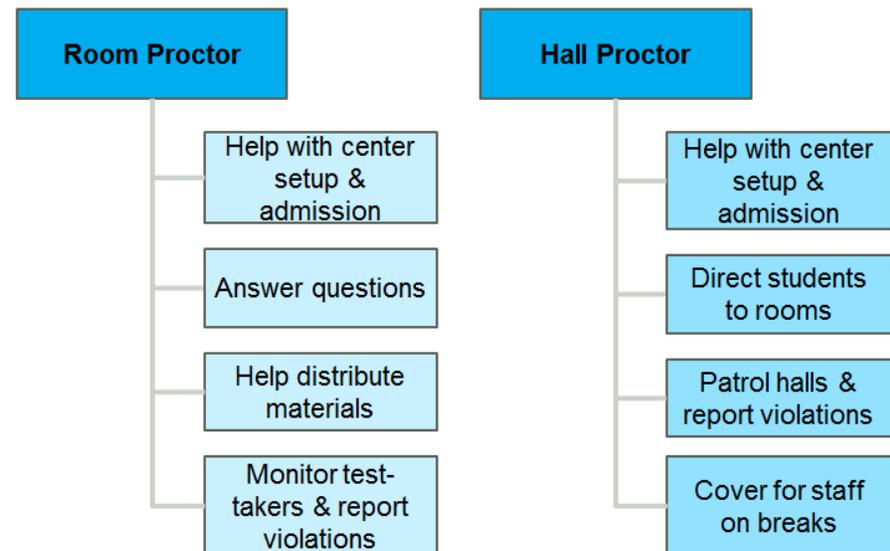
- ▶ Managing everything within a testing room including management of all testing materials, conducting the test, and monitoring test-takers to ensure a fair administration.
- ▶ They must be a district employee
- ▶ Each room requires one Associate Supervisor
- ▶ One Associate Supervisor must be designated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



Room Proctors and Hall Proctors

Room Proctors and Hall Proctors are responsible for:

- ▶ Assisting the Test Center and Associate Supervisors.
 - ▶ Proctors help set up the testing area and monitor testing.
 - ▶ Hall Proctors patrol the hallways during testing to make sure the testing area remains quiet and secure.
- ▶ Must be a district employee



SAT Planning for Test Day

- ▶ The initial test day is April 11, 2017.
- ▶ 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 in both the primary and make up administrations.
- ▶ Schools must complete testing before breaking for lunch.

SAT Planning for Test Day

- ▶ 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

Training for Test Center Supervisors

- ▶ Test Day Training
 - ▶ Test Center Supervisors are required to read all Supervisor manuals in advance of test day.
 - ▶ College Board's Online Supervisor Training will be available in February-March.
 - ▶ The Test Center Supervisor is responsible for training other testing staff.
- ▶ Implementation Training Kits will be shipped in mid-to-late February.
- ▶ Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.



Planning Rooms and Staffing

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

**NAR = Nonstandard Administration Report

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.

Sample Seating Plans

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Plan IA: level seating	Plan IB: level seating	Plan II: elevated seating
<p>4'</p>	<p>4'</p>	
<p>Plan III: tables</p>		
<p>6' or less</p>	<p>More than 12'</p>	

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 Test Center Supervisor.

Planning for Staffing Needs

- + There should be a minimum of one Associate Supervisor (test administrator) for every 34 students.
- + For rooms with more than 34 students, assign additional proctors to help.
- + 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

Planning for Staffing Needs

- ▶ How can different room configurations change staffing needs?
- ▶ Example: Your school is testing 100 grade 11 students for SAT School Day.
 - ▶ Room configuration option #1:
 - ▶ Using 4 classrooms of 25 students each.

Test Center Supervisor

Associate
Supervisor for
Room #1

Associate
Supervisor for
Room #2

Associate
Supervisor for
Room #3

Associate
Supervisor for
Room #4

Planning for Staffing Needs

- ▶ How can different room configurations change staffing needs?
- ▶ Example: Your school is testing 100 grade 11 students for SAT School Day.
 - ▶ Room configuration option #2:
 - ▶ Using the gym to test all 100 students together.

Test Center Supervisor

Associate Supervisor

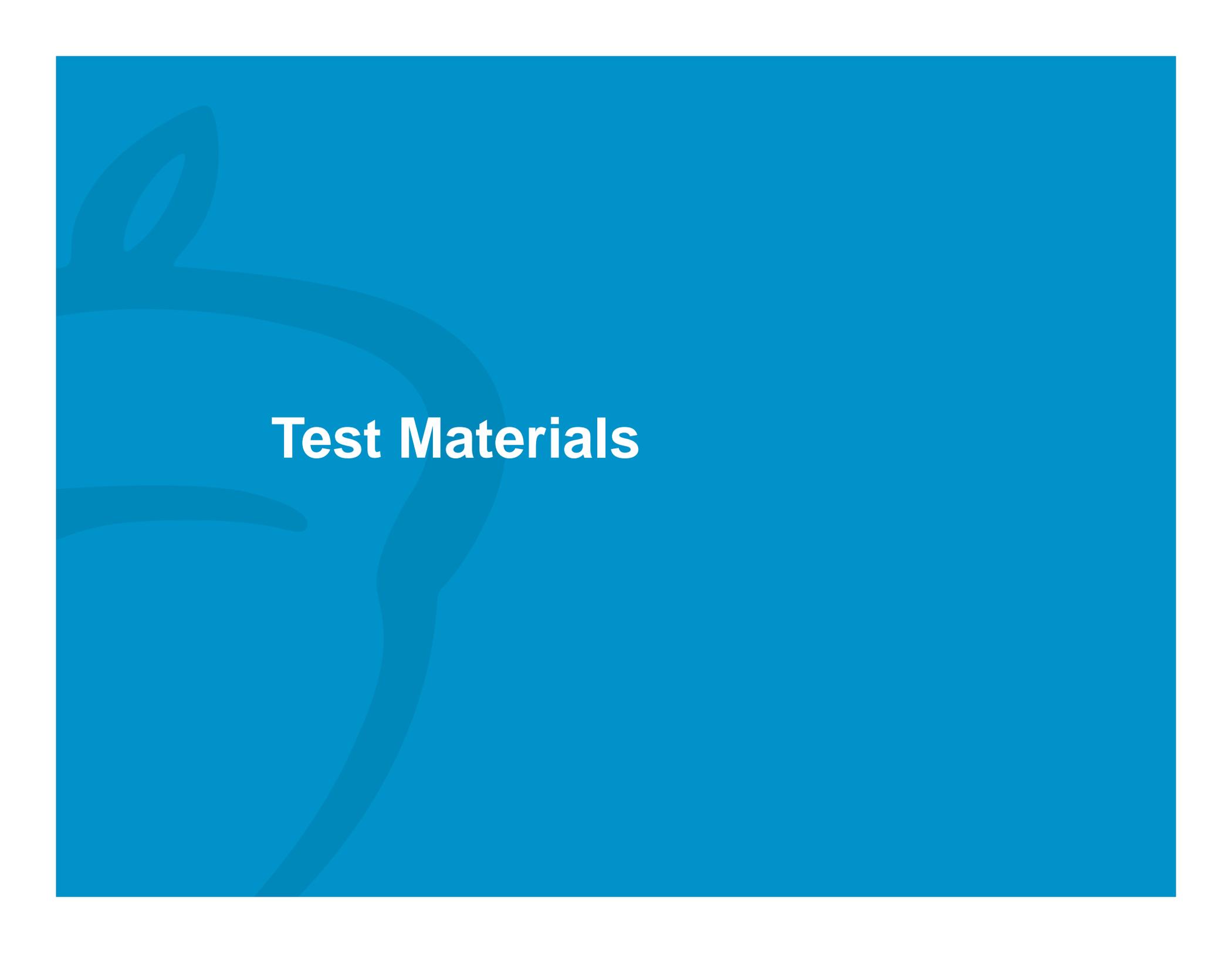
Proctor

Proctor

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

The background is a solid blue color. On the left side, there is a white outline of a hand holding a pen, which is semi-transparent and serves as a decorative element. The text "Test Materials" is centered in the middle of the page.

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 (see box at bottom right for a list)
- 2 Large-block used answer sheets
- 1 Regular used answer sheets

Green Envelope

Include only:

- School Day Test Day Registration Book (Testmaster) form
- Registration form from students registering on test day
- Eligibility Approval Letter for students with disabilities

Gray Envelope

Include only:

- Testing Book; Materials Supervisor Testing Check
- SAT Testing Seat Agreement form
- Supervisor's Insignia/Passes (SAT)
- Detachable test books
- Register to Contact Test Sites form

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 answer marked sheets and unmarked used answer sheets
- Used answer sheets with irregular marks
- Test books containing answers that must be transcribed (due to malfunction or defective answer sheets)

UPS Return Label

Note this tracking number for your records

Note reference number for your records

Print your owner name and number here

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

MEM-AUSTIN TCS Return Label

Prelabeled Shipping Box or Envelope

- Use the prelabeled 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 cartons from original test materials shipment.
 - Include only the items shown below.
- 2 **SEAL**
 - Use supplied tape.
 - Remove, cover, or cross out the original shipping labels.
- 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 front.
 - 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
- 4 **SHIP**
 - CALL 1-800-PACK-UPS to arrange for pickup during regular school days or to schedule a special pickup.
 - OR Place the prelabeled package in a UPS drop box.
 - OR Take the package to any UPS customer center.

SMALL BOX

Tape should extend at least 2 inches

LARGE BOX

For large, 18-inch cartons, place tape around the perimeter

Note reference number for your records

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 owner name and number here

- 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