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# SAT Best Practices for Small and Rural Schools

January 19 , 2016

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

# Agenda

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- ▶ Our goal today is to provide ideas and recommendations for supporting SAT in smaller schools. Key topics include:
  - ▶ Key Dates
  - ▶ Managing Registration
  - ▶ Roles & Responsibilities
  - ▶ Preparing for Test Day
  - ▶ Test Materials & Administration

# Key Dates

Activity	Audience	Dates
Accommodations Requests	SSD Coordinator	Now-2/15/17
Registration Information Arrive	District/Schools	Mid-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

# What to Expect and When

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- ▶ Registration Mailings
  - ▶ Bulk Registration Materials – begin arriving 1/18/17
    - ▶ Includes SDQ's, Student Booklets, Fee Waivers, and posters
  - ▶ Voucher Registration Materials – begin arriving 1/24/17
    - ▶ Includes Vouchers, Fee Waivers, and posters
- ▶ Implementation Kits – begin arriving 2/15/17
  - ▶ Includes testing manuals and test day form samples
- ▶ Admission Tickets
  - ▶ Either 3/1/17 or 3/29/17, depending upon bulk registration date.
- ▶ Test Materials – arrive between 4/4/17-4/6/17

# Registration

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- ▶ Districts selected between either
  - ▶ Online Voucher Registration
    - ▶ Online voucher registration must be completed by 3/22/17
  - ▶ Electronic Bulk Registration (EBR)
    - ▶ EBR must be completed by 3/10/17
- ▶ If you are unsure of your registration method, you may
  - ▶ Check with your district contact
  - ▶ Have your Test Center Supervisor look for their registration email
  - ▶ Or, check with SDE



# Registration Methods – Voucher Registration

# Online Voucher Registration Overview

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- ▶ 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

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## Managing the Registration Process

- ▶ First, identify all eligible students who need to be tested. Create a roster or checklist to track students.
- ▶ Schedule a time during school to register all students or groups of students at a time.
  - ▶ Some schools do this during an advisory period, an English class, or an extended homeroom period
- ▶ Using your checklist, track each student who completes registration. For students who miss the scheduled time, schedule a makeup time or have them complete on their own.
- ▶ Students can complete the registration process on their own either at school or at home.

# Voucher Registration

## What Students Will Need to Register

- ▶ A College Board Account
- ▶ Registration Voucher
  - ▶ Either before distributing or once distributed, fill in your school's 6-digit AI code.
  - ▶ The vouchers are not student specific
- ▶ Their state student ID
  - ▶ Have students write their student ID on the voucher so it's handy during registration

**SAT**<sup>®</sup> This voucher entitles you to one SAT<sup>®</sup> School Day registration.

**Optional: Add Student ID Here**

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:

**Pre-printed Voucher Code will be here**

To register online, go to [collegeboard.org/mysat](http://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

# Voucher Registration Options

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## Monitoring Student Registrations

- ▶ In addition to any tracking you might do against your class list, you may view the students who registered on College Board Reporting.
  - ▶ Supervisors/Counselors can monitor registration via the Roster Report in the Educator Online Reporting Portal
    - ▶ Login to the Reporting Portal
    - ▶ Run the Roster Report
  - ▶ Supervisors can see who has registered via the Online Attendance Roster (SOAR) to monitor student registrations
    - ▶ Login instructions will be sent via email from ETS.ORG

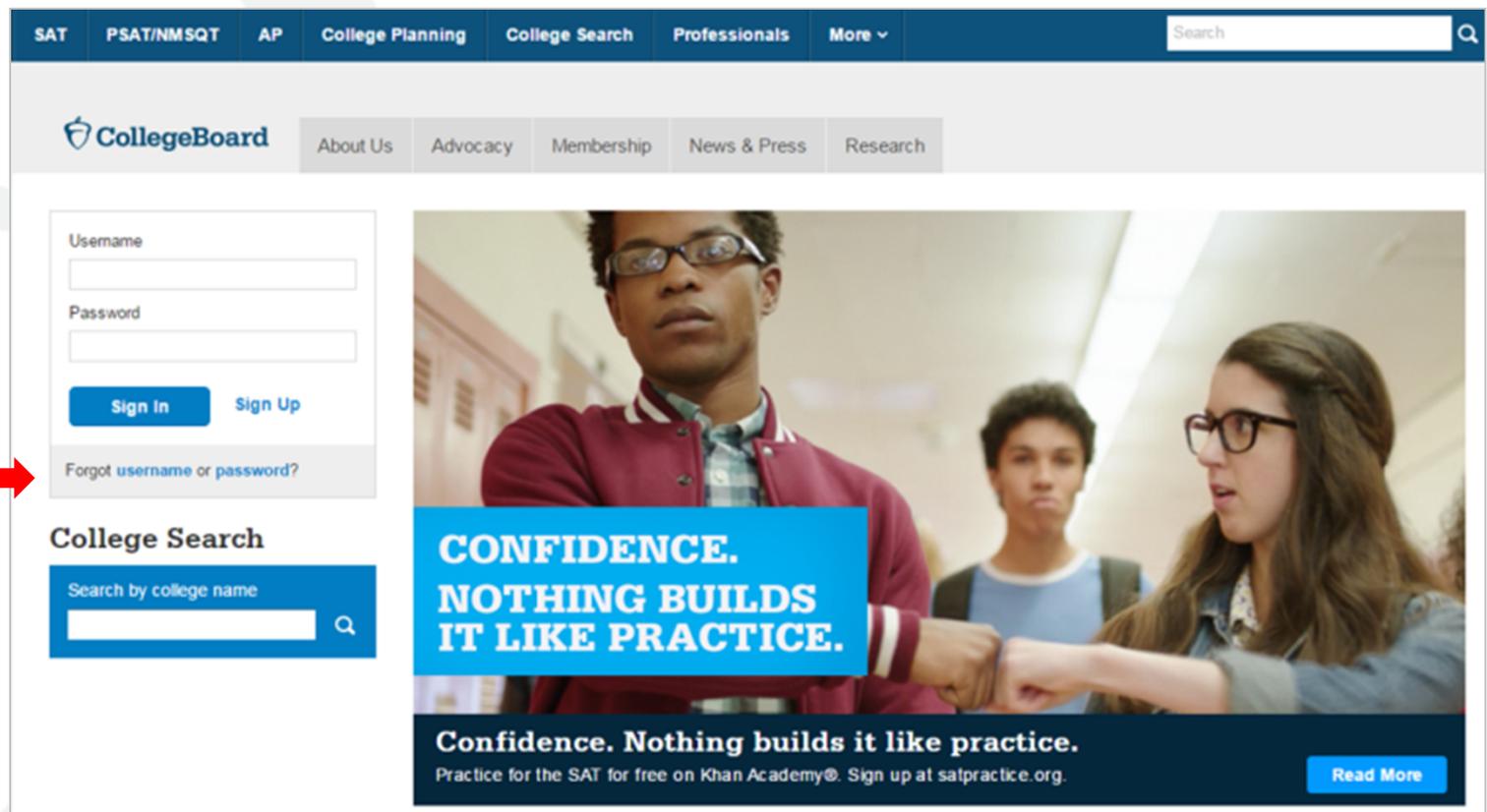
# Voucher Registration Details

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- ▶ 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](http://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**
- ▶ If a student misses the registration deadline, they must complete a paper registration from on test day.

# Using an existing Student Account

- ▶ Enter your username and password.
- ▶ If students, don't remember their account information, they may "recover" by clicking on the either the "Forgot username or password"



The screenshot shows the CollegeBoard website's login interface. At the top, there is a navigation bar with links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and More. Below this is the CollegeBoard logo and a secondary navigation bar with links for About Us, Advocacy, Membership, News & Press, and Research. The main content area features a login form on the left with fields for Username and Password, and buttons for Sign In and Sign Up. A link for 'Forgot username or password?' is located below the form, highlighted by a red arrow. To the right of the form is a large banner image of three students in a hallway. Overlaid on the banner is a blue box with the text 'CONFIDENCE. NOTHING BUILDS IT LIKE PRACTICE.' Below the banner is a dark blue bar with the text 'Confidence. Nothing builds it like practice.' and a link to 'Read More'.

# Create a Student Account

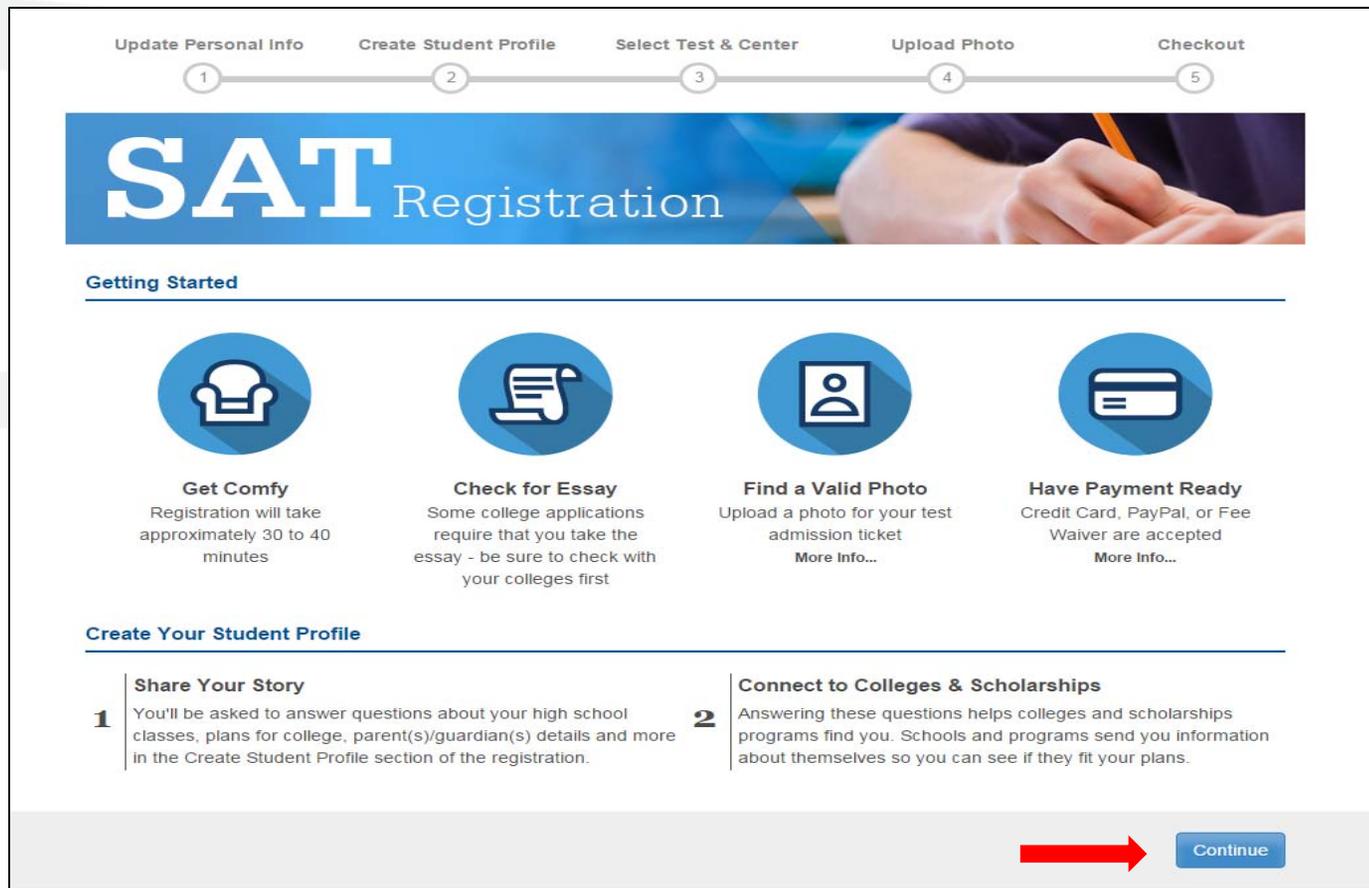
Go to collegeboard.org and complete the requested information

The screenshot displays the College Board website's navigation and account creation interface. The top navigation bar includes links for SAT, PSAT/NMSQT, AP, College Planning, College Search, Professionals, and a More dropdown menu, along with a search bar. Below this, the College Board logo is followed by 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 student. Below the form is a 'College Search' section with a search bar. A large white overlay box is positioned in the foreground, 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 CollegeBoard SAT registration interface. At the top left is the SAT logo with the 'achieve more' tagline. At the top right is the CollegeBoard logo. Below the header is a blue navigation bar. The main content area includes a 'MY SAT' section with a breadcrumb trail 'Home > My Organizer > My SAT' and a 'Need Help?' link. A personalized greeting 'Hi, Meagan' is followed by links for 'Update My Info' and 'Return to My Organizer'. A yellow message box states: 'You have a message. 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.' A blue button 'Register for the SAT' with a right arrow is next to the message. Below this is the 'My Test Registrations' section, which says 'You have no open registrations.' and features a blue button 'Register for another SAT' with a right arrow, highlighted by a red arrow. The 'My Test Scores' section says 'You have no available scores.' On the right side, a 'We're here to help...' section contains two links: 'Learn about college majors and related careers' and 'Learn about ways to pay for college', both with right arrows. At the bottom, there are links for 'Contact', 'Terms of Use', and 'Privacy Policy', and a copyright notice '© 2014 The College Board'. A TRUSTe Certified Privacy logo is also present.

# 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 corresponding 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 currently active, with a green dot and a green circle containing the number 1. Below the progress bar, there are two sub-sections: 'Personal Information' (with a green dot) and 'Demographics' (with a grey dot). The main content area is titled 'Your Personal Info' and contains several input fields, each with an asterisk indicating it is a required field. The fields are: 'Student's First Name' (filled with 'Meagan'), 'Student's Middle Initial' (empty), 'Student's Last Name' (filled with 'Segura'), 'Social Security Number (SSN)' (empty), 'Sex' (filled with 'Female'), 'Date of birth' (filled with 'January 1, 1999'), and 'State Student ID' (filled with '2432453456'). A small note at the bottom right of the form states '\*Indicates required field.' To the right of the form, a bold note reads: 'NOTE: The name entered should be students "official" name used for enrollment'.

# Registration Process

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- ▶ 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  
ADOBE READER

Print My Admission Ticket

Print My Order Confirmation

**Step 2** Send SAT Scores to Colleges and Scholarship Programs

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.

Test Date: March 2, 2016 Test Type: SAT with Essay Test Center: KEARBAKE REGIONAL HIGH SCHOOL, 847 NORTH RD., NORTH SUTTON, NH 03285

Registration Number: 0248732712 Test Services: None



# Registration Methods – Bulk Registration

# Bulk Registration Overview

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- ▶ 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

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- ▶ 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.

# Bulk Registration

## Preparing the File

- ▶ Watch the online tutorial and download the template from <https://collegereadiness.collegeboard.org/educators/k-12/bulk-registration>
- ▶ Identify all students that will be testing
- ▶ Pull the required data elements for each student: AI code, student name, sex/gender, date of birth, grade, student home address, student ID and type, and test center number.

	A	E	F	G	I	J	K	V	X	Y	Z	AE	AF	AH
1	AI CODE	SAT TEST ADMIN	LAST NAME	FIRST NAME	SEX	DATE OF BIRTH	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	11	12 Cherry Tree Lane	New York	NY	100233408	1122334455	1	28210
3	281705	Y	Franklin	Ben	M	11131998	11	411 Kite Ave	New York	NY	10021	2211224444	1	28210
4	281705	Y	Ross	Betsy	F	11201998	11	31 Flag St	New York	NY	10021	3311223344	1	28210
5	281705	Y	Parks	Rosa	F	2041997	11	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 interface. At the top, there is a navigation bar with links for SAT, AP, College Planning, College Search, Store, and More. A search bar is located on the right side of the navigation bar. Below the navigation bar, the page title "Bulk Registration Tool" is displayed. A "Getting Started" link is visible in the top right corner. The main content area is titled "Bulk Registration and Pre-ID Label Tool". On the left side, there is a login form with fields for "Username" and "Password", a "Sign In" button, and links for "No Account? Sign Up" and "Forgot username or password?". On the right side, there is a text block explaining the tool's purpose and usage for PSAT 8/9, PSAT 10, PSAT/NMSQT, SAT School Day, and AP. Below this text is a section titled "If You Have Questions:" with a bulleted list of contact information for Customer Service, including a phone number and operating hours (Monday-Friday: 8:30 a.m.-6 p.m. ET).

CollegeBoard SAT AP College Planning College Search Store More

Search

## Bulk Registration Tool

Getting Started

### Bulk Registration and Pre-ID Label Tool

**Username \***  
Username

**Password \***  
Password

Sign In

No Account? [Sign Up](#)

[Forgot username or password?](#)

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. At the top, there is a navigation bar with links for SAT, AP, College Planning, College Search, Store, and More. A search bar is located on the right. The main heading is "Bulk Registration Tool". Below this, there is a "Getting Started" link. The login form includes 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 templates (MS Excel or Comma Separated Value) and student data requirements. The modal also includes a "Go Back" button. The footer contains 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

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

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# Bulk Registration Tool

The screenshot shows the Bulk Registration Tool interface. At the top, the navigation bar includes the CollegeBoard logo and menu items for SAT, AP, College Planning, College Search, Store, and More. The current organization is identified as William Penn High School, with the user Uat Four Editor. A 'Sign Out' link is also present. The main content area features a 'Home' link, a 'Calendar' icon, and a 'Getting Started' link. A 'Create New Request' button is prominently displayed and circled in red. Below this, there is a section titled 'Registration and Enrollment Requests' with a table listing various requests and their statuses.

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	<a href="#">View Request Details</a>
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	<a href="#">View Request Details</a>
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	<a href="#">View Request Details</a>
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	<a href="#">View Request Details</a>

# Bulk Registration Tool

The screenshot shows the CollegeBoard Bulk Registration Tool interface. A modal dialog box is displayed in the center with the following content:

**Your request is now pending validation.**

A progress indicator shows four steps: 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 pending, and Step 4 (Submit request) is pending.

Validation will occur within **24 hours** and an email notification will be sent to you.

OK

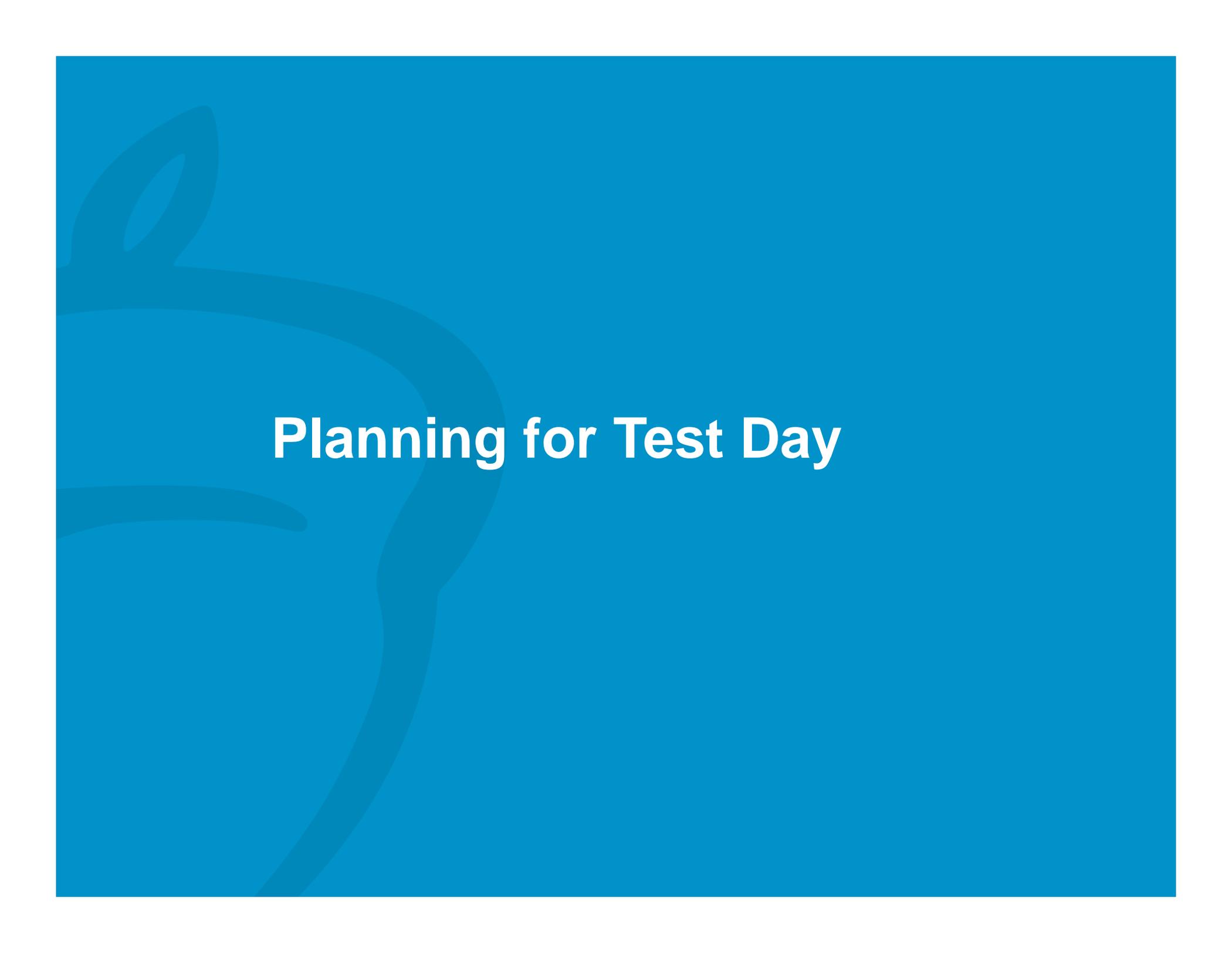
The background interface includes a navigation menu with 'Home', 'Calendar', 'Getting Started', and 'Help'. The main content area is titled 'Create New Request' and has a sub-section '1 Select an Event' with a table of 'Registration Events' containing items like 'PSAT NMSQT 3' and 'SAT October'. Below this is section '2 Upload a Request File' with a 'Choose a File to Upload' section and a 'Submit' button.

# Bulk Registration

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## Preparing Students

- ▶ Plan time for students to complete the Student Data Questionnaire.
- ▶ Plan time for students to create an online account. They will need it to:
  - ▶ Complete score sends
  - ▶ Add fee waivers (if applicable)
  - ▶ Retrieve score reporting
- ▶ Remind students to bring their admission tickets on test day.
  - ▶ Plan for computer access if needed for kids to print their admission ticket from their account.

The background is a solid blue color. On the left side, there is a white, stylized outline of a person's head and shoulders, 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

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- ▶ 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
<b>Total (hours, minutes)</b>	<b>4h, 52m</b>

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 hand is open, with the index finger pointing towards the center of the slide. The pen is held between the thumb and index finger, with the tip pointing towards the center. The overall design is clean and modern.

# **Roles & Responsibilities**

# Testing Roles

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- ▶ **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

# Staff Requirements

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- ▶ Testing staff
  - ▶ Must be a district employees
  - ▶ Cannot be employed by an outside test prep company
  - ▶ Have not taken the SAT in 180 days
- ▶ Staff with children or those who have students residing in the same household, cannot have access to any test materials their child is taking before, during, or after test day.
  - ▶ If a staff member's child will be taking the SAT, he/she cannot serve as testing staff for the SAT.
  - ▶ If a staff member's niece will be taking the SAT and the niece does not live in the house with the staff member, he/she can serve as testing staff for the SAT.

# Creative Staff Planning

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- ▶ It is possible for test day staff to serve multiple roles in a small test center.
- ▶ Examples to help resolve conflicts
  - ▶ If you, as a Test Center Supervisor has a child that will be testing, have the SSD Coordinator in your school be both Supervisor and SSD Coordinator. You can still participate in the planning and staff assignments. However the SSD Coordinator will need to handle all test materials.
  - ▶ If you, as a an SSD Coordinator has a child that will be testing, have the Test Center Supervisor be the primary SSD Coordinator. You can still submit accommodations requests and participate in the planning and staff assignments. However the Test Center Supervisor will need to handle all test materials for non-standard materials.
  - ▶ If both the Test Center Supervisor and SSD Coordinator have a child that will be taking the SAT. Ask the principal or identify an associate supervisor who will be responsible for handling the receipt and return of materials.
- ▶ If you cannot resolve, please contact College Board to discuss options.

# Staff Training

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- ▶ Implementation Training Kits will be shipped in mid-February.
  - ▶ Test Center Supervisors are required to read all Supervisor manuals in advance of test day.
- ▶ Test Day Training
  - ▶ College Board's Online Supervisor Training will be available 2/9/17 – 3/17/17
  - ▶ Requires a College Board Professional Account to access
    - ▶ Approximately 30-45 minutes to complete, broken up into modules
    - ▶ Mandatory for all new Test Center Supervisors and SSD Coordinators or anyone who did not complete last year.
    - ▶ Other Test Day Staff can use online training modules specific to test day.
- ▶ The Test Center Supervisor is responsible for training other testing staff.
  - ▶ Have staff go through the online training independently, or
  - ▶ Arrange a training session during lunch or other planning time to go through the online training as a group.



# 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"> <li>Online Attendance Roster</li> <li>Eligibility Roster in SSD Online</li> </ul>	<ul style="list-style-type: none"> <li>Online Attendance Roster</li> <li>Eligibility Roster in SSD Online</li> </ul>	NAR Report in SSD Online
Examples (NOT EXHAUSTIVE)	<ul style="list-style-type: none"> <li>Not applicable</li> </ul>	<ul style="list-style-type: none"> <li>14 pt Large print</li> <li>Wheelchair accessibility</li> <li>Large-block answer sheet</li> <li>Magnifier</li> </ul>	<ul style="list-style-type: none"> <li>Extended breaks</li> <li>Extra breaks</li> <li>50% Extended Time (Math only)</li> <li>50% Extended time (Essay only)</li> </ul>	<ul style="list-style-type: none"> <li>20 pt Large print</li> <li>MP3 Audio</li> <li>Braille</li> <li>50% Extended time (All sections)</li> <li>100% Extended time</li> <li>Breaks as needed</li> </ul>
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

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- ▶ 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

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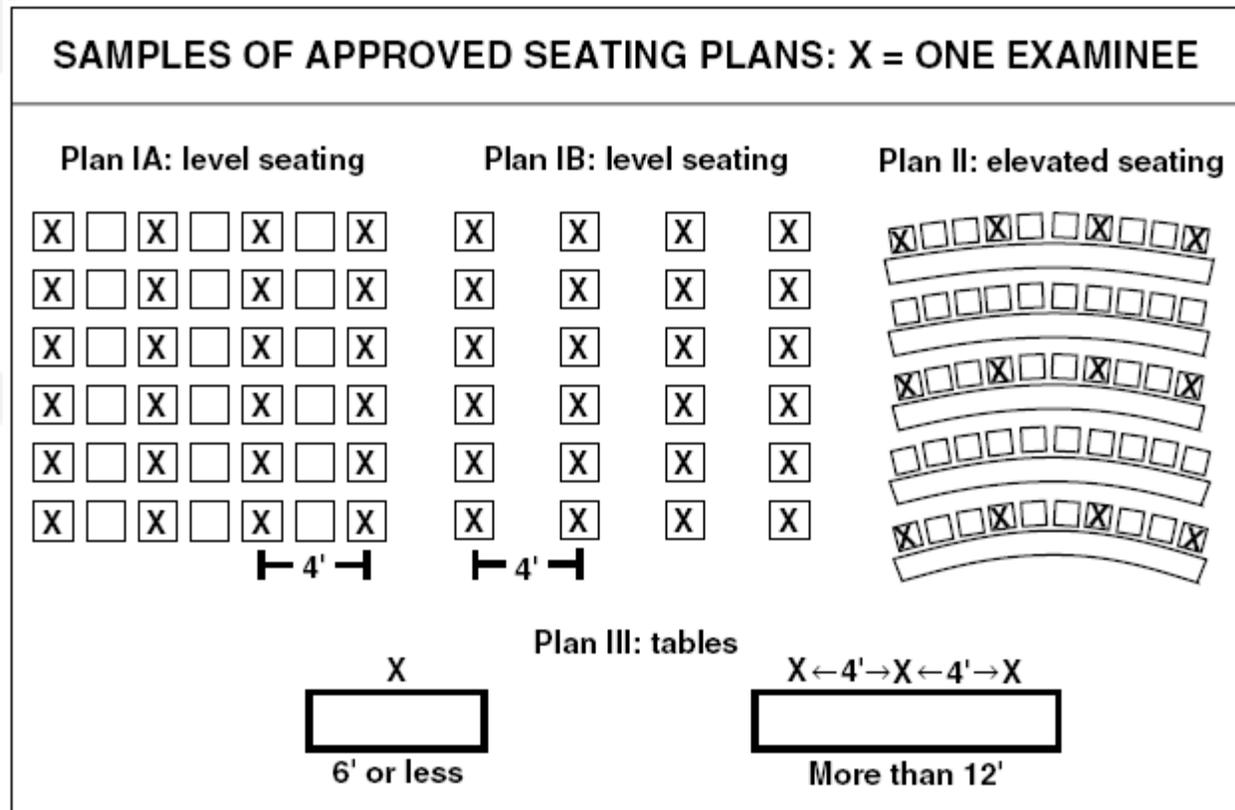
- ▶ Use chairs with backs.
- ▶ Face seats in the same direction.
- ▶ Place chairs directly behind those in the preceding row.
- ▶ Separate each student by a minimum of four feet from right to left (measure from center of desk).
- ▶ Ensure unimpeded access to every student by staff.

# Seating and Furniture Requirements

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- ▶ 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



# Planning for Staffing Needs

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- ▶ 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
<b>For a Single Standard Testing Room</b>	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
<b>For a Single Nonstandard Testing Room</b>	
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

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

## 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

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- ▶ How can different room configurations change staffing needs?  
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.
  - ▶ 1 Test Center Supervisor, 1 Associate Supervisor, 2 Proctors, 1 Hall Monitor

Test Center Supervisor

Associate Supervisor

Proctor

Proctor

# Planning for Test Day

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## 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

# Checking Rosters and Fine-tuning

- ▶ Prior to test day the Test Center Supervisors should access the Online Attendance Roster to view all students registered.
- ▶ Use the summary view and detailed views to confirm how many students will be testing and how many different rooms are required.
- ▶ For students that don't appear on the roster, a paper registration form must be completed on test day and the student manually added to your roster.

Category Type	Registered	Waitlist	Group Type
SAT	39	0	A1
SAT with Essay	0	0	
SAT Subject Tests	0	0	

Category Type	Registered	Waitlist	Group Type
SAT - No extra time or breaks Approved for small group, test blood sugar, etc	4	0	T1
SAT - Extended Time (includes extra breaks) Not approved for extended breaks	2	0	T5
SAT - Extended Time in Math only Not approved for extended breaks.	1	0	T7

# Supervisor Roster – Non Standard Accommodations (Purple Books)

Used on test day to take attendance for the test.

**NOTE:** Test takers within the same Group Type must be tested in the same room(s). different Group Types must not be seated in the same room, unless specifically noted. If a test taker chooses to opt in or out of the essay at check in, please indicate by making an X in the "Opt Into Essay / Opt Out Of Essay" column.



	Student's Name			Registr ation Numbe r	P- Presen t/ A- Absent / X-No Entry	Date Of Birth	S e x	Photo Requi red	Age 21 and Over	Verif y ID	Verif y Adm in Tick et	High Scho ol Code	Opt Out Of Essay
	Last	First	M. I.										
1 *	COHEN	SAYAK		00428 32848		05/11/ 2001	M	N	N			0000 03	
2 *	HULETT	NICHOLA S	H	00428 32844		10/02/ 1999	M	N	N			1444 30	

# Supervisor Roster – Non Standard Accommodations (Pink Books)

- ▶ Students with non-standard accommodations will display on roster with an indicator of the accommodation code.

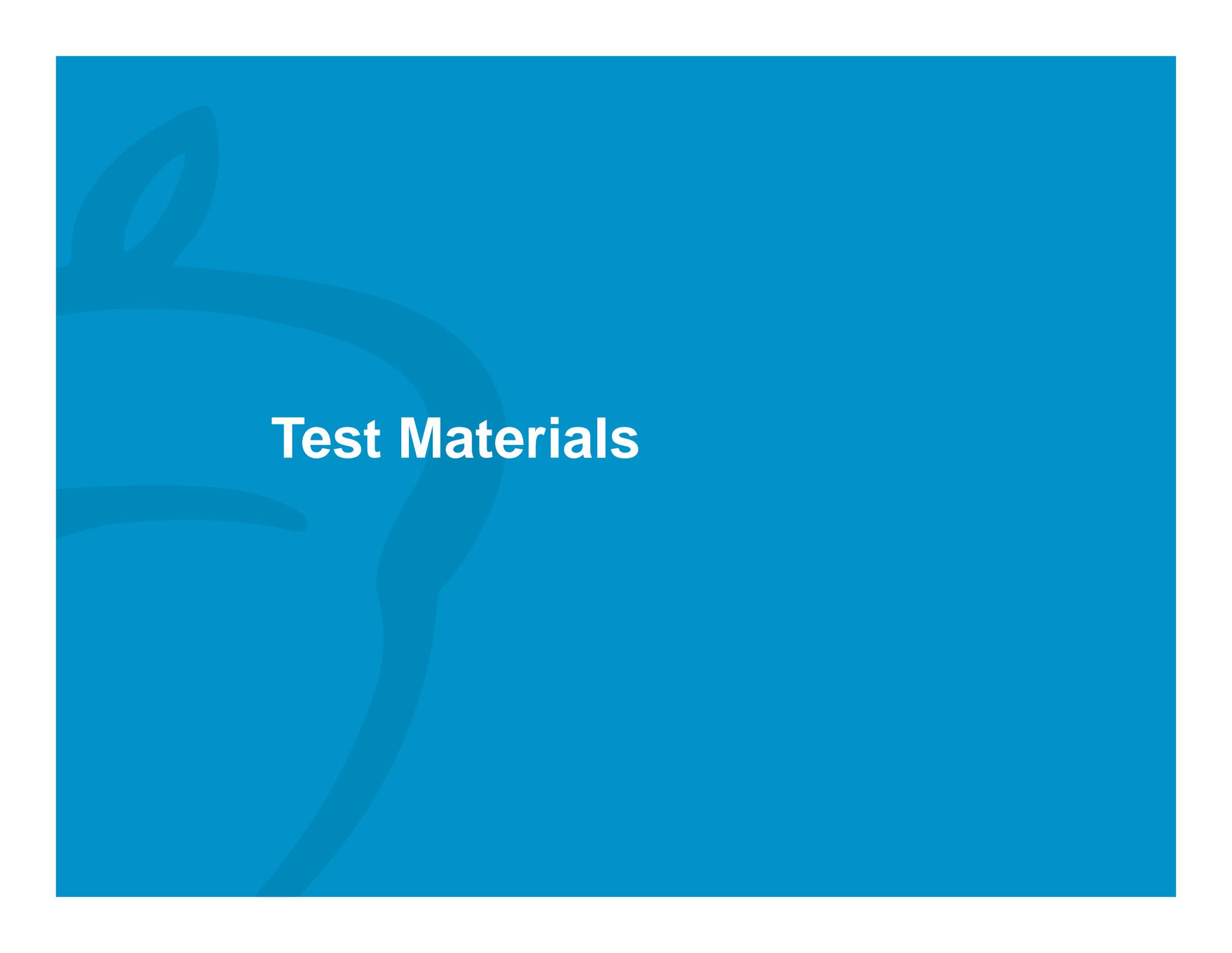
	Student's Name			Registr ation Numbe r	P- Prese nt/ A- Absen t/ X-No Entry	Date Of Birth	S e x	Phot o Requ ired	Age 21 and Ove r	Veri fy ID	Veri fy Ad min Tick et	High Scho ol Code	Opt Into Essa y
	Last	First	M. I.										
1 E T	JAMEL Has accommodations: 016, 018	KHAN		00428 34802		06/02/ 1997	F	N	N			4710 65	
2 E T	NEMO Has accommodations: 016, 018	SER		00428 34795		11/03/ 1996	F	Y	N			4710 65	

# Roster for SSD Coordinators

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- ▶ SSD Coordinators are responsible for testing students with accommodations that appear on the Nonstandard Administration Report (NAR)
- ▶ The NAR is available for download in SSD Online.
- ▶ Students appearing on this roster will be tested with blue test books.
- ▶ The roster provides the approved accommodations for each student.
- ▶ SSD Coordinators will be asked to complete attendance information for each tester and return with their testing materials.

<b>Rosenberg, Allyson (#0007156089)</b>	
DOB: November 22, 1995 Gender: Female	Test Administration Start Date: _____
<input type="checkbox"/> Check here if student was absent	Test Administration End 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 text "Test Materials" is centered in the middle of the page.

# Test Materials

# Test Materials Delivery

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- ▶ 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 Material Returns

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- ▶ 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.

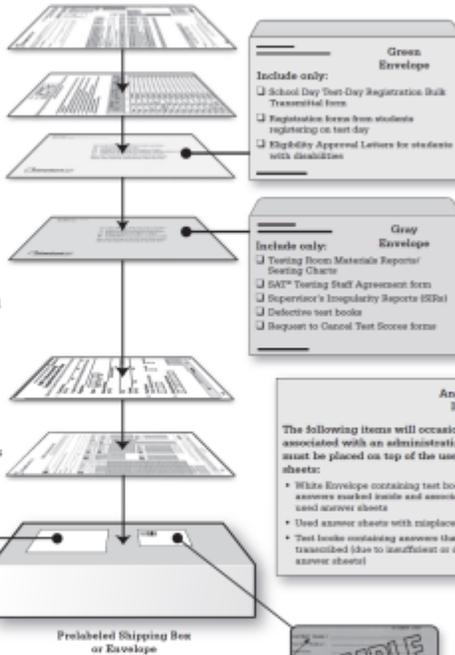
# Test Materials Return

## 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 SEAL**

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

• Include ALL packed cartons together in one return shipment.

Tape should extend at least 2 inches

For large, 18-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**  
290 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

**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*.

# Makeup Materials

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- ▶ Students who miss the initial test administration, will be required to take the SAT on the make-up date, April 25, 2017.
- ▶ Immediately prior to initial test day, Test Center Supervisors will be receive an email from ETS/College Board regarding ordering materials for make-up testing.
- ▶ Only students that appear on the Online Attendance Roster are potentially eligible for a makeup administration.
- ▶ Test Center Supervisors will be asked to answer a series of questions to provide a count of the students requiring makeup materials.
- ▶ All makeup material requests must be received by April 13, 2017.
- ▶ Schools will receive all new materials for the makeup administration.

# Checklist

Mark when complete	ACTIVITIES FOR THE APRIL IDAHO SAT ADMINISTRATION	Sept & Nov	Dec	Jan	Feb	March	Early April	test day & SSD window
<b>PREPARATION TO ADMINISTER THE SAT</b>								
<b>GENERAL ACTIVITIES</b>								
	Create a College Board educator professional login	X	X	X	X			
<b>REGISTRATION</b>								
	Receive Voucher cards for student registration			X				
	Have students complete voucher registration. Monitor through the Roster. <i>(Window: 1/25/17-3/22/17)</i>				X	X	X	
	Upload a Bulk Registration file to register students. <i>(Window: 2/6/17-3/10/17)</i>				X	X		
<b>TRAINING</b>								
	Recorded training will be available in February for test center supervisors, SSD coordinators, and associate supervisors <i>(Deadline for TCS and SSD coordinators to complete: 3/22/17)</i>				X	X		
	Train associate supervisors, proctors, and hall proctors				X	X		
	Read and review testing manuals				X	X	X	X
	Ensure that all testing staff sign the testing staff agreement						X	
<b>ORGANIZING TEST DAY</b>								
	Test center supervisor and SSD coordinator work together to begin to determine facility and staff requirements for test day.				X	X	X	
	Organize with administration or other school staff to plan to minimize distractions, determine schedule changes, room assignments, staff schedules, etc.				X	X	X	
	Test center supervisor gets access to Online Attendance roster and SSD coordinator gets access to NAR					X	X	
	Test center supervisor and SSD coordinator coordinate the Online Attendance roster and the NAR to determine room rosters for each testing room					X	X	
	Print translated test directions, if needed						X	
	Organize testing materials for easy distribution on test day <i>(Delivery: By 3/31/17)</i>						X	
	Plan and organize check-in procedures and distribution of admission tickets to students					X	X	
	Make copies of room rosters for associate supervisors						X	

# Checklist

Mark when complete	ACTIVITIES FOR THE APRIL IDAHO SAT ADMINISTRATION	Sept & Nov	Dec	Jan	Feb	Early March	late March	Test Day(s) & SSD Window
<b>SSD ACTIVITIES TO PREPARE FOR TEST DAY</b>								
	Establish SSD Coordinator	X	X	X				
	SSD Coordinators begin/continue submitting accommodation requests, or submitting changes in SSD Online for College Board Accommodations ( <i>Deadline: 2/15/17</i> )	X	X	X	X			
	Monitor SSD Online dashboard for approval status	X	X	X	X	X	X	X
	SSD Coordinators begin submitting State-Allowed Accommodations in SSD Online ( <i>Deadline: 3/6/17</i> )			X	X	X		
	Organize testing schedule for students testing in the accommodated testing window				X	X	X	
<b>TEST DAY/MAKEUP TEST DAY</b>								
	Distribute testing materials (and necessary translated test directions) to associate supervisors the morning of test day							X
	Respond to email to ordering makeup materials ( <i>Deadline: 4/7/17</i> )							X
	Follow testing manuals to fill out and submit any required forms for the primary test day							X
	Package and return used answer sheets and used/unused test booklets.							X
	Organize makeup test materials and testing sessions for students testing the makeup day							X
	Package and return used/unused answer sheets and used/unused test booklets from the makeup day							X
	Follow testing manuals to fill out and submit any required forms for the makeup test day							X
<b>WORKING WITH STUDENTS</b>								
	Assist students in the establishment of College Board accounts, sharing Khan Academy resources, and linking College Board and Khan Academy accounts	X	X	X	X	X	X	
	Notify students to submit score send requests in their College Board account ( <i>Deadline:4/14/17</i> )				X	X	X	X