
Virtual Schools and the SAT

January 19 , 2016

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

Agenda

- ▶ Our goal today is to provide ideas and recommendations for supporting SAT for students that attend virtual 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

Unique Scenarios for Virtual Schools

- ▶ Have students test at a local high school
 - ▶ The virtual school will coordinate with a local high school to confirm if the school has room to test students.
 - ▶ The virtual school will prepare the student for test day.
- ▶ Establish an approved offsite testing location
 - ▶ The virtual school will be responsible for finding a location, establishing procedures to ensure the security of the test materials, and preparing staff and students for test day.
 - ▶ A testing plan is required to be reviewed and approved by College Board.
 - ▶ Test materials will be shipped to the primary virtual school location for secure transport to each testing site.

Students Testing at a High School

- ▶ Responsibilities of the Virtual School
 - ▶ Contact the Test Center Supervisor at the High School.
 - ▶ Confirm the school has space to accommodate your student.
 - ▶ Confirm the start time of testing and test day check-in procedures. Provide the virtual school AI Code to the student to record on their admission ticket.
- ▶ Responsibilities of the Receiving High School
 - ▶ Add the student to your planned roster so that you reserve a seat.
 - ▶ Record the virtual school's AI Code and Test Center number. The student will need on test day.
 - ▶ Provide test day details to the virtual school to share with the student.
 - ▶ Confirm if the student requires any accommodations or have other testing special needs.

Establishing an Offsite Testing Location

- ▶ Virtual schools who establish an offsite testing location will follow all procedures for staff planning, room planning and test day procedures as any other schools.
- ▶ The differences with offsite testing are:
 - ▶ Test Materials will be shipped to the virtual school main office for secure distribution to each testing location.
 - ▶ Test Materials will be picked up from the testing location at the end of the test day.
- ▶ Scheduling accommodated testing
 - ▶ This year SAT is supporting a 10-day window for accommodated testing. You may decide to test all of your students on the same day as initial testing.
 - ▶ You do not need to rent space for the full window.

What to Expect and When

- ▶ 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

- ▶ 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

- ▶ 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

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

Optional: Add Student ID Here

Follow these steps:

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

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

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. 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

Monitoring Student Registrations

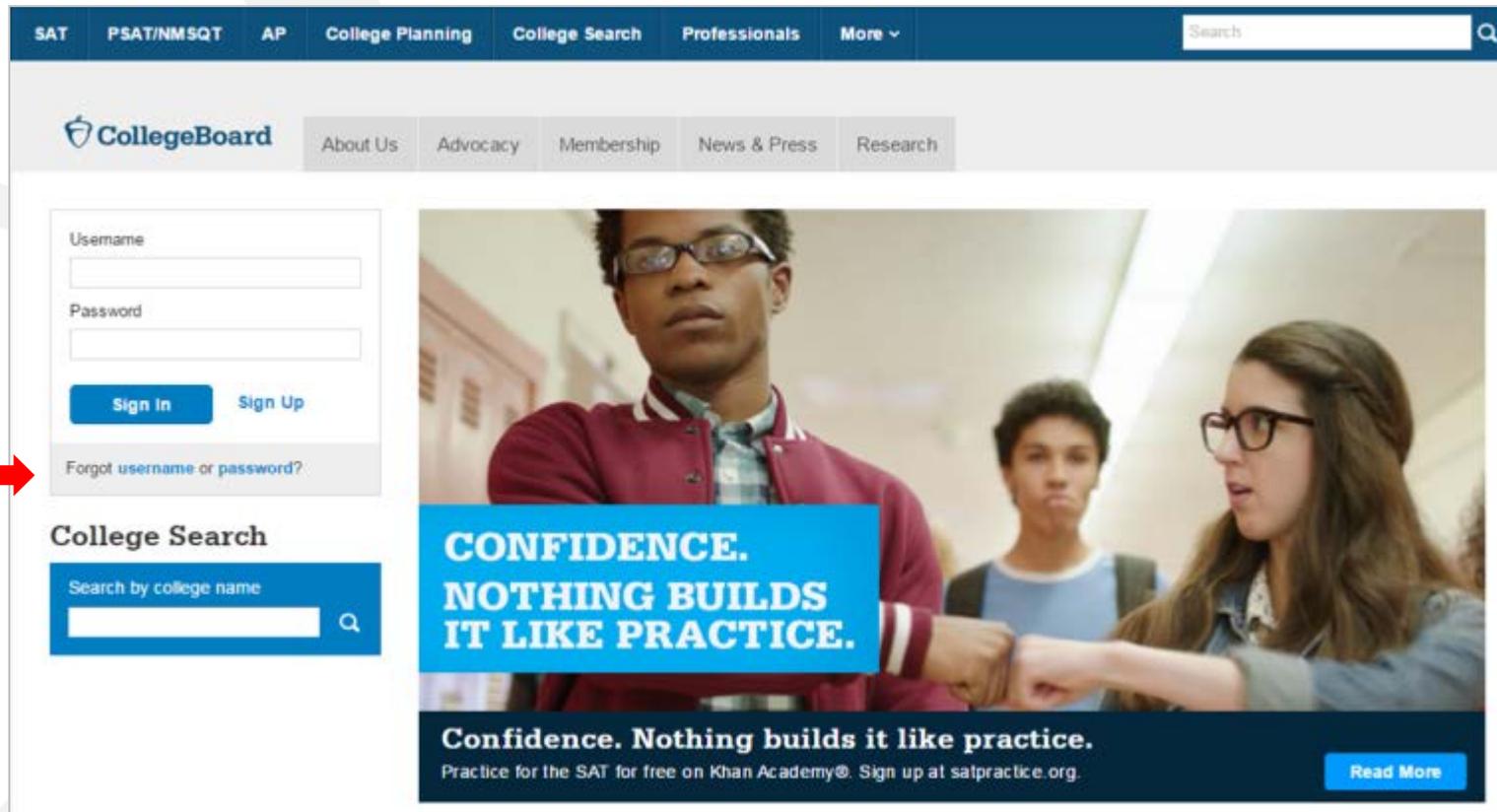
- ▶ In addition to any tracking you might do against your class list, you may view the students who registered on College Board Reporting.
 - ▶ Supervisors/Counselors can monitor registration via the Roster Report in the Educator Online Reporting Portal
 - ▶ Login to the Reporting Portal
 - ▶ Run the 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

- ▶ 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 **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

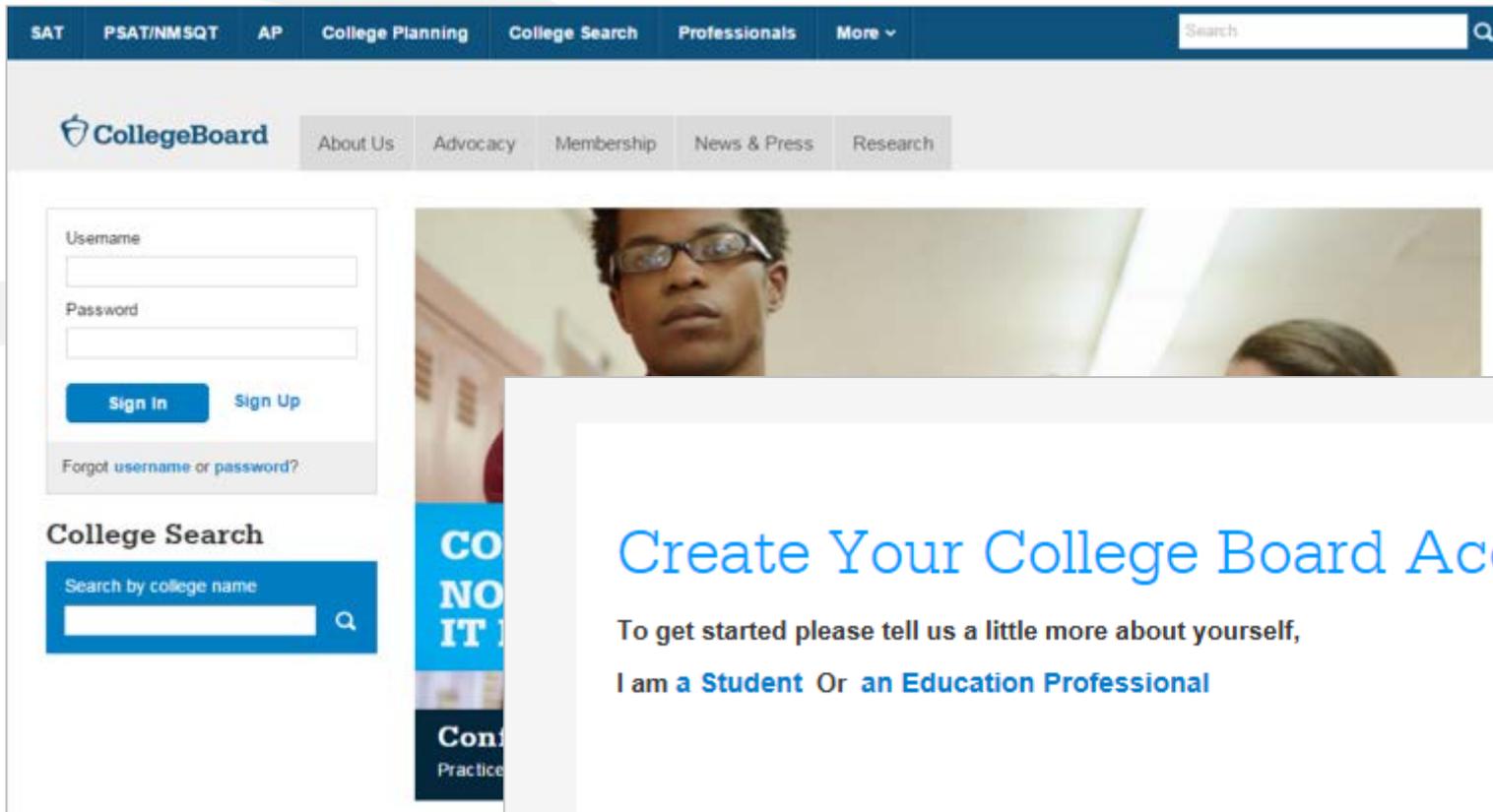
- ▶ Enter your username and password.
- ▶ If students don't remember their account information, they may "recover" by clicking on either the "Forgot username or password"



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, with the text "CONFIDENCE. NOTHING BUILDS IT LIKE PRACTICE." overlaid. 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 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' and instructions to provide information about the user's role as a student or education professional.

Username

Password

[Sign In](#) [Sign Up](#)

[Forgot username or password?](#)

College Search
Search by college name

Create Your College Board Account

To get started please tell us a little more about yourself,
I am a Student Or an Education Professional

Registration Process

The screenshot displays the CollegeBoard SAT 'My SAT' registration interface. At the top, the 'achieve more' logo and 'SAT' text are on the left, and the CollegeBoard logo is on the right. Below the header, the page title 'MY SAT' is shown with a breadcrumb trail: 'Home > My Organizer > My SAT'. A 'Need Help?' link with an information icon is in the top right. 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 labeled 'Register for the SAT' with a right arrow is next to the message. Below this, the 'My Test Registrations' section shows 'You have no open registrations.' and a blue button 'Register for another SAT' with a right arrow, which is highlighted by a red arrow. The 'My Test Scores' section shows '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. The footer includes 'Contact | Terms of Use | Privacy Policy', '© 2014 The College Board', and a 'TRUSTe CERTIFIED PRIVACY' logo.

Registration Process

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 form 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 top right of the form area 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'.

CollegeBoard | SAT Registration 0% Completed

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

1 2 3 4 5

Personal Information Demographics

*Indicates required field.

Your Personal Info

*Student's First Name i
Meagan

Student's Middle Initial

*Student's Last Name
Segura

Social Security Number (SSN) i
 - -

*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 ⓘ

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 ⓘ

*Enter Your Student Voucher Code 

*State Student ID ⓘ 

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:	Wagner Regene
STUDENT ADDRESS:	123 Washington, DC 20004
BIRTH DATE:	11/11/2000
SEX:	FEMALE
HIGH SCHOOL:	JENNIFER PEARLBURG REGIONAL HIGH SCHOOL, NORTH SUFFOLK, VA 23080

THIS IS YOUR PREVIEW TICKET FOR VERIFICATION ONLY

Test Date:	March 2, 2016	Test Type:	SAT with Essay	Test Center:	PEARLBURG REGIONAL HIGH SCHOOL, 847 NORTH RD, NORTH SUFFOLK, VA 23080
Registration Number:	0048712713	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.

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
	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
1	281705	Y	Washington	George	M	10052000	11	12 Cherry Tree Lane	New York	NY	100233408	1122334455	1	28210
2	281705	Y	Franklin	Ben	M	11131998	11	411 Kite Ave	New York	NY	10021	2211224444	1	28210
3	281705	Y	Ross	Betsy	F	11201998	11	31 Flag St	New York	NY	10021	3311223344	1	28210
4	281705	Y	Parks	Rosa	F	2041997	11	65 North Street	New York	NY	10021	4411223344	1	28210
5														
6														
7														

Bulk Registration Tool

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

The screenshot shows the CollegeBoard website's Bulk Registration Tool page. The navigation bar includes links for SAT, AP, College Planning, College Search, Store, and More, along with a search bar. The page title is "Bulk Registration Tool" and there is a "Getting Started" link. The main heading is "Bulk Registration and Pre-ID Label Tool". On the left, 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, there is explanatory text about the tool's purpose for PSAT 8/9, PSAT 10, PSAT/NMSQT, SAT School Day, and AP. At the bottom right, there is a section 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

Username *

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. The modal contains the following text:

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](#)

Bulk Registration Tool

Connecting... Bulk Registration File Specificat... x

https://bulkreg.collegeboard.org/pbr/program.action

CollegeBoard SAT AP College Planning College Search Store More

Bulk Registration Tool

Current Organization: William Penn High School
User: Uat Four Editor
Sign Out

Home Calendar Getting Started Help

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 displays the CollegeBoard Bulk Registration Tool interface. A modal window is centered on the screen, indicating that the user's request is pending validation. The modal contains a four-step process:

- Step 1:** Upload file (marked as complete with a checkmark).
- Step 2:** Wait for validation to complete (the current step, marked with a '2' in a circle).
- Step 3:** Correct errors and warnings, if any (marked with a '3' in a circle).
- Step 4:** Submit request (marked with a '4' in a circle).

Below the steps, the modal states: "Validation will occur within 24 hours and an email notification will be sent to you." An "OK" button is located at the bottom of the modal.

The background interface shows the "Create New Request" section with a list of registration events:

Registration Events
<input checked="" type="checkbox"/> PSAT NMSOT 3
<input checked="" type="checkbox"/> SAT October
<input type="checkbox"/> PSAT 8/9 201

The interface also includes a navigation menu at the top with options like "Home", "Calendar", "Getting Started", and "Help". The footer contains links for "College Board", "Bulk Registration Tool", and "Create New Request".

Bulk Registration

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.

Registration Scenarios

- ▶ Voucher Registration

- ▶ The student will register using the AI Code for their virtual school. This will allow reporting back to the virtual school.
- ▶ On test day, the student will use the Test Center code of the high school they are attending.

- ▶ Bulk Registration

- ▶ The student will appear in the registration file with the virtual school AI Code and a test center code for the high school they will be attending.
- ▶ On test day, the student will use the Test Center code of the high school they are attending.

- ▶ Students who are not registered in advance

- ▶ Will need to complete a paper registration form on test day at the high school (or virtual school).

A large, faint, stylized outline of an apple is visible on the left side of the slide, extending from the top left towards the center. The outline is a darker shade of blue than the background.

Planning for Test Day

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.
 - ▶ When finalizing your locations, be sure to confirm access times so that you can meet the testing times above.
- ▶ 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



Roles & Responsibilities

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

Staff Requirements

- ▶ 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.

Staff Training

- ▶ 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.

A large, stylized graphic of a leaf or branch in a darker shade of blue, positioned on the left side of the slide. It features a central vein and several smaller veins branching off, creating a natural, organic shape.

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 at your testing location will 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.

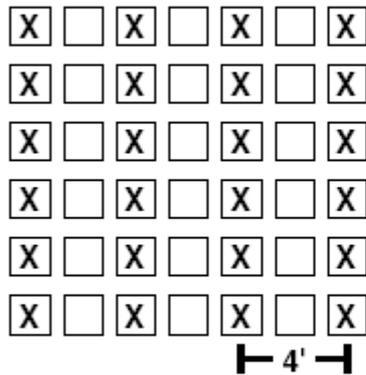
Seating and Furniture Requirements

- ▶ 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.

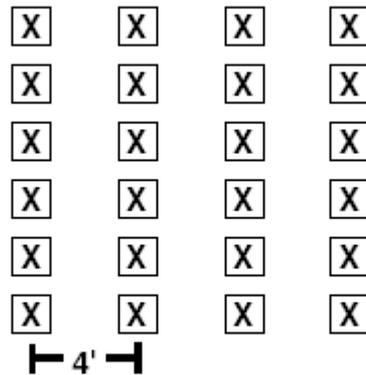
Sample Seating Plans

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

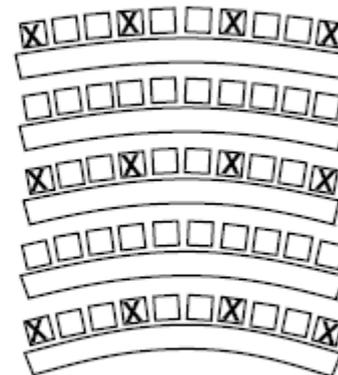
Plan IA: level seating



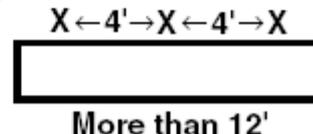
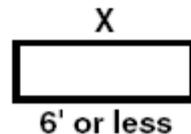
Plan IB: level seating



Plan II: elevated seating



Plan III: tables



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
- ▶ One staff member should be identified as the Supervisor at each testing location. This person will be responsible for all Test Center Supervisor responsibilities including:
 - ▶ Secure transport of materials to the offsite location
 - ▶ Preparing the offsite testing rooms
 - ▶ Providing directions to test day staff and following all test day procedures
 - ▶ Returning materials after testing is complete

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?
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

- ▶ 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

Other Considerations

- ▶ Confirm offsite testing environment
 - ▶ Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
 - ▶ Students may eat snacks during breaks.
 - ▶ Confirm your testing location will allow food/snacks
 - ▶ Determine if you want to bring snacks/drinks for students
- ▶ Bells and other disruptions
 - ▶ Find out as much about other activities that will be taking place on test day.
 - ▶ Request an area away from disruptions, bells, etc.

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

- ▶ 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.

Rosenberg, Allyson (#0007156089)

DOB: November 22, 1995 Gender: Female

Test Administration Start Date: _____

Check here if student was absent

Test Administration End Date: _____



Test Materials

Test Materials Delivery

- ▶ Test Materials will ship to the main address for the virtual school 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 and check daily 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.
- ▶ Make arrangements for the secure transport of materials, following the approved testing plan, to each offsite location.

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.

Makeup Materials

- ▶ 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/FI & SSD window
PREPARATION TO ADMINISTER THE SAT								
➤ GENERAL ACTIVITIES								
	Create a College Board educator professional login	X	X	X	X			
➤ REGISTRATION								
	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		
➤ TRAINING								
	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	
➤ ORGANIZING TEST DAY								
	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 & SSD Window
		SSD ACTIVITIES TO PREPARE FOR TEST DAY						
	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	
TEST DAY/MAKEUP TEST DAY								
	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
WORKING WITH STUDENTS								
	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