



## **Accommodations Overview for the PSAT/NMSQT®** **Fall 2019**

### **Slide 1**

Good day everyone and thank you for joining us for the Idaho PSAT/NMSQT Accommodations overview webinar. This is a detailed overview that College Board and the Idaho State Department of Education are providing for Idaho educators in preparation for the Idaho-provided PSAT/NMSQT for grade 10 students fall 2019 administration. I'm Eddie Pawlawski, State Implementation Manager and one of the College Board Idaho Field Team members. The link to this recorded webinar is being provided to accommodation coordinators so that it can be used as a reference for the accommodation submission process.

All right... let's begin.

### **Slide 2**

Today's agenda includes an overview of the PSAT/NMSQT accommodations process, information for preparing accommodations coordinators, a review of common accommodations, a review of the accommodations request process, and information about resources and support materials.

### **Slide 3**

The Idaho-provided PSAT/NMSQT for grade 10 students.

### **Slide 4**

As a general reminder, all 10th grade students attending public schools in Idaho are eligible to take the PSAT/NMSQT as a state-provided opportunity. Schools or districts are responsible for the cost of students who participate in PSAT/NMSQT in other grades.

The PSAT/NMSQT will be available to Idaho students on the primary test date of October 16 or on the alternate test date of October 30.

### **Slide 5-Key Dates**

This slide illustrates key dates and activities for the pre and post administration of the PSAT/NMSQT. Please note the deadline for submitting requests for accommodations for students who will participate in PSAT/NMSQT.

### **Slide 6-New for PSAT/NMSQT 2019**

### **Slide 7**

- Seating requirements have changed.
  - The minimum distance between students has been reduced from 4 feet to 3 feet. Measured from center of desk.
  - Schools may seat 2 students at a table that is 6 feet or longer.

- Required staff-to-student ratios have been changed for accommodated rooms: the ratio is now 1 staff member per 20 students (instead of 1 to 10).
- Answer sheets have been modified to allow for more diverse gender identification.
- Test coordinators will now use their regularly scheduled UPS pickup or schedule their own, pre-paid pickup of materials once testing is completed.
- Schools will be asked to add a pink label to their return shipping box if they have irregularities to report.
- MP3 Audio Format will be a streaming download in place of a thumb drive. Thumb drives will be available as a backup if school cannot download the materials.

### **Slide 8**

Let's talk quickly about staff roles and responsibilities.

### **Slide 9**

To better align roles across College Board assessments, role titles have been updated for the SAT Suite of Assessments. The roles are titled Test Coordinator, SSD Coordinator, Proctor, Room Monitor, and Hall Monitor. You can see a description of the roles on the following slides.

### **Slide 10**

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

- Being the school's liaison with the College Board's Services for Students with Disabilities office.
- Submitting accommodation requests for all students who need them at his/her school.
- The SSD coordinator will be responsible for downloading and testing the MP3 audio format in advance of test day. They will also assign proctors if needed to administer the MP3 version on test day.
- The SSD coordinator may assist with finding appropriate staff for student who require assistance from support staff e.g. readers, scribes, etc.
- Accommodation requests are submitted by the SSD coordinator in the College Board online request system, SSD Online. All accommodations must be approved by College Board in advance in SSD Online.
- Schools may have more than one SSD Coordinator; however, one person will be identified as a primary SSD Coordinator who will receive communications from College Board.

### **Slide 11**

Proctors are responsible for conducting a secure, valid administration. They are accountable for everyone in the testing room and everything that takes place there. They account for all testing materials in the testing room, conduct the testing, and monitor students to ensure a fair administration.

### **Slide 12**

Hall monitors and room monitors assist you and your proctors with test administration duties. Monitors do not administer the test, but they do help set up the testing area, monitor testing, and check the hallways during testing.

### **Slide 13**

The Test Coordinator and SSD Coordinator partner to support students with disabilities. The Test Coordinator is responsible for planning all administration activities while the SSD

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

**Slide 14** College Board Systems & Access.

**Slide 15**

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

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

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

**Slide 16**

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

Please note that if you are the SSD Coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.

**Slide 17**

SSD coordinators use SSD Online system to submit requests for accommodations on the behalf of students.

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

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

**Slide 18**

Tasks for SSD Coordinators.

**Slide 19**

The SSD coordinator and the test coordinator collaborate to ensure a smooth administration. The SSD coordinator will need to supply the test coordinator with:

- A list of students approved for accommodations, and notification of any updates. This will prompt the test coordinator to order test materials for that student and update the Master Student List.
- A list of needed support staff for accommodated students.
- Help with setting up any computers for flash drives or MP3 streaming.
- Assistance with planning for rooms and materials.

### **Slide 20**

Accommodation requests are submitted by the SSD coordinator in the College Board online request system, SSD Online. All accommodations must be approved by College Board in advance in SSD Online. Some accommodations will be automatically approved upon submission of the request, while others will require documentation.

- **IMPORTANT:** If a student needs temporary assistance for an injury such as a broken hand and requires a large-block answer sheet, contact the SSD office. The support must be requested and approved before test day.

### **Slide 21**

The SSD coordinator will typically:

- Identify students who will be testing this year and confirm accommodations.
- Use the dashboard in SSD Online to look up students or print the eligibility roster.
- Submit a request in SSD Online for new students or students who need accommodations that have not yet been requested.
- Verify the following information for students with previously approved accommodations:
  - The accommodations approved match the student's current identified accommodation needs. (Submit updates in SSD Online.)
  - The student's name, birth date, and graduation date are correct. (Submit a name change form to make any updates.)
- Mail or fax updates to the eligibility roster (e.g., removing students no longer at your school).
- Submit requests in SSD Online to transfer newly enrolled students with previously approved accommodations to your school's SSD dashboard.

### **Slide 22**

- The SSD coordinator will supply the test coordinator with the Nonstandard Administration Report or NAR regularly in the weeks leading up to the test administration.
- The NAR, which can be accessed through SSD Online, will be available about 30 days before test day and will be updated as accommodations are approved.

**IMPORTANT REMINDER:** If students test with any accommodations that are not preapproved by College Board, scores for those students will not be reported.

### **Slide 23: Accommodations for Fall 2019**

### **Slide 24**

Some terminology to remember:

- **Services for Students with Disabilities (SSD) Online:** The system for requesting accommodations and EL supports. College Board will use this system to determine which materials are needed for students.
- **Non-Standard Administration Report (NAR):** The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.
- **Eligibility Roster:** A listing of all students at your school (Attending Institution - AI) with accommodations.

### **Slide 25**

College Board requires preapproval for all accommodations. Providing accommodations without authorization may result in the student's scores being canceled. To help ensure that the students testing in your school receive reportable scores, provide testing accommodations only under one of the following conditions:

- The student is included in the school's online dashboard of students with approved accommodations (available to the SSD coordinator through the SSD Online system).
- The student appears on the online NAR accessed by the SSD coordinator.
- Your SSD coordinator has verified the student's eligibility with the College Board SSD office.
- The student has a documented College Board approval for accommodations. If a student presents an eligibility letter, but does not appear on the NAR, you can test them as long as you have enough materials.

### **Slide 26**

- Students with accommodations must be tested with the correct testing materials, using the corresponding scripts. All students, including those who are testing with accommodations, will use the standard test books (with dark green covers) unless approved for another format (for example, large print or braille). The proctor in the accommodated room should test students using the scripts in this manual.
- Accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations unless otherwise approved as an accommodation.
- College Board offers extended time; special formats such as braille, MP3 audio, and large-print materials; and other accommodations to approved students with documented needs. Some students may be approved by College Board for one or more alternate test formats.

### **Slide 27**

College Board offers these accommodations and alternate test formats for the PSAT/NMSQT.

- Supports that are available for all students include repeat directions, time remaining notifications, and calculator for with-calculator sections.
- Standard test format supports include extended time, additional breaks, modified settings, reader, scribe, large block answer sheets, and permission for meds, food, and drinks.
- Alternate test format supports include Braille, large print, MP3, and assistive technology.

### **Slide 28: Understanding Common Accommodations**

#### **Slide 29**

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

We recognize that some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.

- For example, if a student typically has assessments read aloud in school, they may wish to request a reader or MP3 audio format for oral presentation of the assessment.
- The school can determine the best option in consultation with the student and family.

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

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

### **Slide 30**

Some of your students may be approved for accommodations that require different timing and/or breaks for one or more sections on the test.

- Students who are approved for extended time only in math will get extended time only for the math section. Students approved for extended time in reading will receive extended time for the entire test.

A student can be approved for accommodated breaks of various types. During their breaks, students who are approved for breaks due to their accommodations are still subject to the same regulations that apply to standard breaks. Post break times for them as noted in the scripts.

- Extra breaks
- Extended breaks
- Breaks as needed

### **Slide 31**

Students may be approved by College Board for aids or support staff such as a reader to dictate test questions, a braille device, or a scribe to record responses.

Some students may be approved for accommodations relating to the recording of answers. These accommodations may include the following methods:

- Writer/scribe
- Braille writer
- Record responses in the test book
- Record answers on an enlarged (large-block) answer sheet

Students who are deaf or hearing-impaired:

- May be approved to have a sign language interpreter to translate test directions from spoken English.
- May be approved to have a copy of the spoken directions and/or blank paper for communicating with the proctor available on test day.

Students assisted by a reader:

- Take the test with 50% extended time unless already approved for 100% (or more) extended time.
- Test in a 1-to-1 setting.

### **Slide 32**

Students assisted by a reader:

- Take the test with 50% extended time unless already approved for 100% (or more) extended time.
- Test in a 1-to-1 setting.

- Will need a script for dictation of test questions (for use by the reader), a regular-type test book (for use by the student), and possible additional test materials as approved by College Board (for example, braille materials).

Readers may read only what is in the script (they may not elaborate), but they may repeat questions as often as requested.

**Slide 33**

Students who test with large print—14-point, 20-point, or larger print—test with standard time and breaks (Script 1), unless approved by College Board for other accommodations. Students using test books with larger than 14-point print must test in an accommodated room.

**Slide 34**

Students who test with braille test formats have standard time and breaks (Script 1) unless approved by College Board for other accommodations. The braille type used is Unified English Braille (UEB). The Math Test sections are in the 1972 revised Nemeth Code. Make sure each student approved for braille receives the Guide to the Nemeth Code and the Braille Reference Information.

The Guide to the Nemeth Code lists the current version of Nemeth Code mathematical symbols with their meanings. Students may refer to the guide during the test if they are taking the braille test or using the supplementary book of braille math graphs and figures. The Braille Reference Information contains math reference material required for the braille test. Labels and numbers given with figures can be found in corresponding locations in both the regular- and large-print tests.

To supplement each braille test, a regular-type test book is included as a reference. A reader's script will also be sent in case the student asks to have a question read.

**Slide 35: New this year**

The MP3 audio format will be a downloadable application. The SSD Coordinator will need to test the application in advance. If the streaming application does not work, schools may request an MP3 Audio Format on flash drive.

Computers used for the MP3 streaming application must have internet access; once the test is launched, access to other applications will be disabled.

Whenever possible, students should use earphones when testing with an audio format or text-to-speech software. If earphones aren't available, the student should be tested in a separate room.

All students using an MP3 audio format will test with 100% extended time for the entire test and will have an additional 45 minutes to complete Section 2. These students test over two days.

**Slide 36**

The ATC format is provided on a flash drive and requires each student to use a school-provided computer that has a USB port.

Students testing with ATC will receive 100% extended time for Section 2 only. For all other sections, they will receive the timing they are approved for by College Board (standard, 50%, or 100%).

### **Slide 37: Requesting Accommodations**

#### **Slide 38**

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

The entry of accommodations will go through one of two paths:

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

#### **Slide 39**

In order to manage accommodations, SSD Coordinators will access their SSD online account and use the Dashboard to submit requests, monitor status, and print reports.

#### **Slide 40**

To submit a new request, the SSD Coordinator will click on “submit accommodation request in the upper right corner.

#### **Slide 41**

The SSD Coordinator will confirm whether there has been a previous submission and if the student is a transfer student.

#### **Slide 42**

You'll review the parent/guardian consent page and then select continue to proceed.

#### **Slide 43**

You'll enter basic demographic information about the student. Please note that gender now has three choices: male, female, and another.

#### **Slide 44**

Select the student's diagnosed disability.

#### **Slide 45**

Confirm the disability and the time period of the first occurrence.

#### **Slide 46**

Select the requested accommodation or accommodations.

#### **Slide 47**

#### **Slide 48**

Confirm the accommodations being requested.

#### **Slide 49**

Answer questions about the student's plan and documentation.



### **Slide 50**

Most requests will be approved automatically through our school-verification system. Based on the information provided by the SSD coordinator, the system will identify "No Documentation is Required"

### **Slide 51**

In some cases, you may be prompted to provide additional documentation. When asked for documentation, upload/provide the requested student IEPs or Section 504 Plans.

### **Slide 52**

You can either upload in SSD online, fax, or mail the supporting documentation. You'll receive an Email notification once the request has been processed, and you will be able to log into SSD online to view the decision letter.

### **Slide 53**

Requested documentation should address the What, How, and Why for the request along with providing the documentation that will be most helpful in the review process.

### **Slide 54: The Nonstandard Administration Report or NAR**

#### **Slide 55**

The PSAT/NMSQT NAR provides a list of all approved students with accommodations for testing. SSD coordinators will access and print the NAR from the SSD Online Dashboard.

The NAR includes:

- a summary of students with their SSD numbers,
- a list of students who will test with accommodations, and
- instructions for testing students with accommodations.

The NAR will be available approximately 4 weeks prior to test day.

### **Slide 56: Next Steps**

#### **Slide 57**

The accommodations that schools request for students for the PSAT/NMSQT should be consistent with the accommodations they use on a daily basis both during instruction and assessments.

Identify students who will be testing this year

- Confirm their accommodations are approved in SSD Online
- Or, request accommodations for them in SSD Online.

Monitor approvals of accommodations in SSD Online so that the test coordinator may order any necessary alternate formats in the Test Ordering System.

Finally, to receive testing materials the order must be placed in Test Ordering System by September 19, 2019

**Slide 58**

We hope that this recorded webinar will be useful to SSD Coordinators as you submit requests on behalf of your students. Please feel free to contact Idaho State Department of Education staff or the Idaho College Board field team members if you have questions.

Thank you and have a pleasant day.