

## SUPPLEMENTAL MANUAL

# Instructions for the Idaho SAT School Day

This supplement to *The SAT® School Day Supervisor Manual* was created to help you and your staff administer the Idaho-sponsored SAT. The Idaho-sponsored administration of the SAT includes some unique features that may differ from information given to you by the College Board. Use the information in this manual to modify College Board materials in cases where the Idaho implementation differs from the standard SAT School Day implementation.

## New This Year

- SAT testing time is reduced by 50 minutes. Schools will no longer administer the SAT Essay.
- To provide additional options for students on IEPs, schools may administer the ACCUPLACER placement exam in lieu of the SAT or ACT®.
- If a senior missed the state-paid SAT test their junior year due to documented medical reasons, they **can** take the SAT with juniors during the School Day administration on either April 10, 2018, or April 24, 2018.

Please note: There is no fall senior makeup SAT test date. Seniors who are not exempt from the college entrance exam requirement based upon exemption criteria will need to pay for the test on their own. If seniors need an admissions test for college application purposes prior to spring, they will need to test at their own expense or, if eligible, use a fee waiver.

## English Language Learner Supports

The College Board offers an expanded list of translated test directions and approved word-for-word glossaries for the spring 2018 administration for college-reportable scores. Advance requests in SSD Online are not required for students who wish to use these supports. The available languages are Albanian, Arabic, Bengali, Bosnian, Cambodian/Khmer, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, and Vietnamese. Schools may also provide translated test directions with approved district/school translators for other languages. Go to [www.sde.idaho.gov/assessment/college](http://www.sde.idaho.gov/assessment/college) to download the translated test directions in each language and the approved glossary list.

## Preadministration Session

Schools should schedule a preadministration session before test day. There are three parts to the preadministration session: completing student information, participating in the optional questionnaire, and taking advantage of the free score sends by choosing up to four colleges or scholarship programs. Scheduling the session before test day will make test day easier.

Schools will receive a label to affix to the answer sheets of all students submitted in the bulk registration file. In the preadministration session, students will bubble the required identification information, complete the optional questionnaire if they choose to, and list where to send their scores. Schools receive *Student Answer Sheet Instructions* booklets to help students answer the questionnaire and select their free score sends on the answer sheet. Schools also receive copies of *The SAT School Day Student Guide*, with sample test questions, for distribution to students before the session so they'll know what to expect on test day.

## Key Dates

Use the chart below to determine the deadlines for critical activities for each administration date.

Activity	Description	April 2018 Administration
<b>Off-Site Testing Approval and Confirmation</b>	College Board will notify schools of their off-site approval and provide a test center number for each off-site location.	January 30, 2018
<b>Bulk Registration Window</b>	All schools or districts, based on your survey response, will be required to use the bulk registration system for registering students.	January 8, 2018–February 2, 2018
<b>Supervisor Planning Kits Arrive in Schools</b>	The kits will provide a sample of manuals to help you begin preparation.	February 23, 2018
<b>Test Supervisor Test Day Training Window</b>	All supervisors, both new and returning, must complete the online training. It's recommended that you share the training with test day staff as well.	February 23, 2018–March 23, 2018
<b>Preadministration Materials Arrive in Schools</b>	These materials include pre-ID labels, answer sheets, student instructions, and all testing manuals for use in a preadministration session before test day.	March 23, 2018
<b>Test Materials Arrive in Schools</b>	Secure materials for test day. Inspect upon receipt and store securely until test day.	April 3, 2018 (will be adjusted if schools are on break)
<b>Initial Test Day</b>	Primary administration. All students testing without accommodations and those testing on one day with accommodations should complete testing on this day.	April 10, 2018
<b>Courier Pickup of Test Materials</b>	A prearranged UPS pickup will be scheduled the day after testing to collect all materials. For off-site locations, materials pickup will be scheduled for test day.	April 11, 2018 (off-site location pickup April 10, 2018)
<b>Provide Counts of Students Requiring Makeup Testing</b>	Supervisors will receive instructions to complete a request for makeup materials. Provide the number of makeup materials needed for students who were absent or those that had an irregularity that allows for a makeup.	April 12, 2018
<b>Accommodated Testing Window</b>	Students with certain accommodations, who are identified on the Nonstandard Administration Report (NAR), may test during the accommodated testing window.	April 10, 2018–April 23, 2018
<b>Makeup Test Materials Arrive in Schools</b>	Secure materials for the makeup administration. Inspect upon receipt and store securely until test day.	Week of April 16, 2018
<b>Makeup Test Date</b>	Makeup administration. Any student who was absent on the primary test date or experienced an irregularity that allows for makeup should test on this day.	April 24, 2018
<b>Courier Pickup of Makeup Test Materials</b>	A prearranged UPS pickup of all materials will be scheduled the day after testing. For off-site locations, materials pickup will be scheduled for test day.	April 25, 2018 (off-site location pickup April 24, 2018)
<b>Deadline to Ship Materials and Answer Documents for Scoring</b>	All materials must leave schools by this date to be scored.	April 28, 2018
<b>Educator Score Release</b>	Scores are available in the College Board Educator Score Reporting Portal.	May 2018
<b>Student's Score Release</b>	Scores are available in the College Board Student Score Reporting Portal.	May 2018

## Career and College Readiness Activities

Engaging students and their families early to understand the benefits of the SAT, as well as the other free resources provided by the College Board, will help them as they begin planning for life after high school. The College Board Big Future website is a college- and career-exploratory tool with resources for students, parents, and educators. Go to [bigfuture.org](http://bigfuture.org) and select **Get Started** to learn more.

## Preparing for Test Day

Prior to test day, be sure all test day staff have been trained and have reviewed the testing manuals. The test supervisor and the SSD coordinator will need to work together to ensure all students are accounted for. The test supervisor will prepare a Master Student List of test takers using your school/district enrollment information—the online attendance roster has been discontinued. The SSD coordinator will provide the Nonstandard Administration Report (NAR), which includes all students approved for accommodations. You'll need to combine the Master Student List and NAR to identify your standard and accommodated testers. Refer to *The SAT School Day Supervisor Manual* for detailed instructions.

## Test Day Scripts

All test supervisors and associate supervisors should follow the scripts for the SAT (with no Essay). Idaho will not administer the Essay this year and can ignore any SAT with Essay references.

## Off-site Testing

Most schools participating in the spring 2018 Idaho-sponsored test administrations will use their schools as the test location. However, schools that submitted a request and received approval for an off-site testing location may be planning for administrations at more than one location. For questions about off-site testing, please contact Eddie Pawlawski at [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org).

## Attending Institution Codes and Test Center Codes

Attending institution (AI) codes have been assigned to each school administering the SAT in Idaho this spring. This code covers both your primary school location as well as any off-site locations approved for your school. Using the same AI code for all of your testing locations will ensure that you get score reports for all students attending your school regardless of where they tested.

While the AI code is common across all testing locations, schools with off-site testing locations will be assigned a unique test center number for each location once the testing plan is reviewed and approved by the College Board. The off-site test supervisors must provide the test center number on the SAT School Day forms and materials shipments to identify the location of the administration.

Please note that test center numbers are unique to an administration and to a testing location, so they're not valid if you're administering the SAT at any time before or after the primary April 10 administration or the April 24 makeup administration.

## Preidentification and Test Materials Shipping

Bulk registration will be completed for each AI. The College Board will determine your school's materials order based on the students registered for your school and the students approved for accommodations through the College Board's SSD Online system.

All materials will arrive to the attention of the test supervisor. The test center supervisor at the AI will be responsible for knowing which students are testing at each location and for coordinating the secure transport of materials to the attention of the supervisor at each testing location.

## Test Materials Distribution

All materials security policies must be followed both at the AI and the off-site testing location. The test supervisor at the AI will be responsible for coordinating the secure transport of materials to the attention of the supervisor at each testing location. Materials should only be

transported to the off-site location when the off-site test supervisor is available to accept them and ensure the security of test materials from arrival until their return.

Test books are shrinkwrapped. For security reasons, do not unseal or open the wrapping around the test books until test day. You should receive a sufficient number of test material bundles to allow distribution to each of your off-site testing locations without having to open the test book bundles.

SAT test books are serialized to ensure accurate tracking and security of test materials. Test administration policies require AI test supervisors to note the off-site location and the beginning and ending serial numbers of the multiple-choice test books they distribute to each location. Follow the instructions in the manual for locating the serial numbers without opening the shrinkwrapping. Record the off-site location name, test center number, and test book serial numbers for each location and keep on file for six months. The off-site test supervisor will be responsible for verifying the serial numbers on the materials received at their location and noting the assigned room for each associate supervisor and the beginning and ending serial numbers of the multiple-choice test books they are distributing on the Testing Room Materials Report for each testing room.

## Preparing for Testing

The test supervisor identified for each location is responsible for ensuring that the test center meets the requirements for test materials security, room configuration/seating, and test day staffing as described in *The SAT School Day Supervisor Manual*. In addition, they're responsible for all preadministration and postadministration activities at their location.

## Returning Materials

UPS pickup of all testing materials after the test administration will be scheduled in advance. Unlike materials shipments to the AI, UPS pickups will take place at each testing location, including off-site locations. Each test supervisor will receive an email with pickup details. The AI will receive enough return materials, including boxes, labels, and envelopes to distribute out to each of the off-site locations with the test materials. Keep materials secure until pickup.

## Virtual Schools National Administration

For the 2017-18 school year, virtual schools had the option of testing students on a national SAT administration instead of establishing an off site. Schools that chose this option will receive a mailing in mid-December 2017 that includes paper registration forms. Virtual schools must distribute the forms to students for completion and collect them once they're completed. The registrations are for the SAT only—the SAT with Essay is not offered.

Once all registration forms are received, the virtual school staff will complete the bulk transmittal form and return it to the College Board by the dates below to ensure that students are registered on time.

	Registration Forms Due	Test Date
March National Administration	February 9, 2018	March 10, 2018
May National Administration	April 6, 2018	May 5, 2018

Note: Students taking the national administration need to submit a photo with their registration and provide proper identification on test day.

## Contact Us:

College Board School Day Support (not for parents or students)

**PHONE:** 1-866-253-0385

**EMAIL:** [IDSDSupport@collegeboard.org](mailto:IDSDSupport@collegeboard.org)

This email is specific to SAT School Day and is received by College Board staff working with Idaho.

**WEBSITE:** [www.sde.idaho.gov/assessment/college](http://www.sde.idaho.gov/assessment/college)

**IDAHO SDE:** Melanie Jones | 208-332-6933 | [mjones@sde.idaho.gov](mailto:mjones@sde.idaho.gov)

