

## SUPPLEMENTAL MANUAL

# Instructions for the Idaho SAT School Day

This supplement to *The SAT® School Day Coordinator Manual* was created to help you and your staff administer the Idaho-sponsored SAT for 11th grade public school students. 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

Students will have the option to add the SAT Essay, paid for by the state, to their registration. Therefore, schools may administer both the SAT and SAT with Essay on test day.

There are two ways a senior who meets the makeup exam criteria (referenced below) can take the SAT during grade 12:

1. Participate in the SAT School Day Administration in the spring of their senior year.
2. Participate in SAT or ACT on a Saturday, National Administration, arranged by student (currently this option is not paid for by the state).
  - a. A student who misses the statewide administration of the college exam during the student's grade eleven (11) for one (1) of the following reasons, may take the examination during their grade twelve (12) to meet this requirement: (3-25-16)
    - I. Transferred to an Idaho school district during grade eleven (11) and has not previously participated in one of the allowed college entrance exams outlined in Subsection 03.a.;
    - II. Was homeschooled during grade eleven (11) and is enrolled in an Idaho high school as a diploma seeking student; or
    - III. Missed the spring statewide administration of the college entrance exam dates for documented medical reasons. (3-12-14)

Source: IDAPA 08 Title 02 Chapter 03 Rules Governing Thoroughness  
105. High School Graduation Requirements

## English Language Learner Supports

SSD coordinators and test coordinators can work with district English Learner (EL) coordinators (if applicable) to identify students needing EL supports. English learners will be able to utilize EL supports for the spring 2019 Idaho SAT School Day. These supports include the use of approved word-to-word bilingual glossaries, translated test directions, and 50% extended time. Students can use one or any of these supports in combination. Students using 50% extended time as an EL support must submit an advanced request in SSD Online using the EL Support Dashboard. Students will receive college-reportable scores when any of these supports are used. These supports are not currently available for the national/weekend administrations of the SAT. 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.

## Optional SAT Essay

This year, Idaho SDE is offering the option for students to add the essay to their registration at no charge. All students were registered for the SAT with no Essay; however, students will be able to use a voucher to add the essay to their registration if they would like. Therefore, you will likely have a mix of students testing with and without the essay.

Schools will receive one SAT answer sheet for administering either the SAT or the SAT with Essay. Before the test begins, students will be instructed to fill in which test they are taking, and only those taking the SAT with Essay will write an essay in the space provided on the answer sheet. The proctor scripts include explanations to students who won't be using the SAT Essay portion on their answer sheets. If possible, we recommend providing separate rooms for students testing with and without the essay; however, you may test students in the same room if necessary due to room and/or staffing constraints. Refer to the manual for more information.

## Preadministration Session

Holding a preadministration session in advance of test day allows students to fill out information on their answer sheets early to reduce extra test day activities. During the session, students can take advantage of their free score sends by choosing up to four colleges or scholarship programs and participate in the optional questionnaire. Schools will receive copies of the *SAT School Day Student Guide*, with information about Student Search Service and sample test questions, for distribution to students before the session so they'll know what to expect on test day.

In addition, schools will receive pre-ID labels for students submitted in the bulk registration files. These labels will be affixed to the students' answer sheets. With the label, students are required to bubble in at least their name, date of birth, and state student ID number for data verification purposes. Though recommended, the remaining required fields may be left blank unless the student does not have a label. *Student Answer Sheet Instructions* booklets will be provided to help students answer the questionnaire and select their free score sends on the answer sheet.

## 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** 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 coordinator and the SSD coordinator will need to work together to ensure all students are accounted for. The test coordinator will prepare a Master Student List of test takers using your school/district enrollment information. 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 Coordinator Manual* for detailed instructions.

## Test Day Scripts

All test coordinators and proctors should follow the scripts for the SAT (with no Essay). If students participate in the optional SAT with Essay, test coordinators and proctors will follow the scripts for the SAT with Essay.

## Off-site Testing

Most schools participating in the spring 2019 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 Testing Room 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.

This year, test center codes have been eliminated, even for off-site testing locations. The College Board will provide an email approval of off-site locations once the testing plan is reviewed and approved. The off-site locations will use the school AI code on all test day forms. However, we recommend establishing a testing room code for each off-site location. Students will provide this code on their answer sheet. This code will allow you to identify where students and staff were on test day.

Please note that testing room codes (if assigned) 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 9 administration or the April 23 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 coordinator. The test site coordinator 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 coordinator 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 coordinator at the AI will be responsible for coordinating the secure transport of materials to the attention of the coordinator at each testing location. Materials should only be transported to the off-site location when the off-site test coordinator 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 coordinators 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, testing room code (if assigned), and test book serial numbers for each location and keep on file for six months. The off-site test coordinator will be responsible for verifying the serial numbers on the materials received at their location and noting the assigned room for each proctor 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 coordinator identified for each location is responsible for ensuring that the test site meets the requirements for test materials security, room configuration/seating, and test day staffing as described in *The SAT School Day Coordinator 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 coordinator 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 2018-19 school year, virtual schools have 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 2018 that includes instructions for how to help your students register for either the March or May 2019 national SAT administration. The registrations are for the SAT only—the optional SAT with Essay will be a state-paid option, and instructions for how to register for a national administration will be provided.

Once registration is completed, 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 8, 2019	March 9, 2019
May National Administration	April 5, 2019	May 4, 2019

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:** [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@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)

