



**Idaho Optional SAT® School Day with Essay**  
**December 4, 2018**

**Slide 1**

Thank you for joining us today. We are excited to be entering another year of delivering the SAT in Idaho in partnership with the Idaho State Department of Education. I'm Eddie Pawlawski, Director of Outreach and Implementation and one of the College Board Idaho Field Team members. Joining me on the webinar is Melanie Jones from the Idaho State Department of Education and Sharon Cowley from the College Board. We have a lot of information to share on this webinar and we look forward to the collaborative effort for the spring 2019 SAT School Day administration. Please note that this webinar is being recorded, and a link will be provided after the webinar is finished.

All right... let's begin.

**Slide 2**

Today's agenda includes a high-level overview and step-by-step instructions about the optional Essay component of the SAT School Day, a description of the process that students will use to update their registration to include the optional Essay, logistics information, and the process educators will use to monitor student essay registrations.

**Slide 3**

All 11th grade students attending public schools in Idaho are eligible to take the SAT. The SAT without essay is the default registration for all students. Idaho students have the option to take the SAT with essay as a state-paid choice. Adding the optional essay to their SAT registration is an individual student choice

To provide a more in-depth perspective about the optional Essay, Melanie, would you like to share information about the optional Essay from a SDE perspective?

[Melanie]

Thank you Melanie.

Students who wish to take the essay must register for it between:

- **January 28, 2019 and February 4, 2019, by 10 p.m. Mountain.**

Bulk registration for the SAT Essay is not available, but students may add the essay to their registration through their online College Board account or by calling the College Board.

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The essay is offered at the conclusion of the required SAT tests (Reading, Writing and Language, and Math) and adds 50 minutes to testing time.

It requires students to make purposeful, substantive use of textual evidence in a way that can be objectively evaluated. The Essay is not designed to elicit student's subjective opinions, but instead connects reading and writing in a manner that both embodies and reinforces the interdependency of these ELA/literacy skills. The SAT Essay uses a consistent essay prompt, but the passage for analysis will differ from administration to administration.

### **Slide 5**

The SAT Essay assesses how well the student understands a passage and can use it as the basis for a well-written, thought-out discussion. It is scored between 2 and 8 points in each of three categories:

- Reading
- Analysis
- Writing

There is no composite SAT Essay score (the three scores are not added together) and there are no percentiles. The SAT Essay is scored separately from the SAT. A student's score on the essay will not improve or reduce their score on the SAT.

### **Slide 6**

While the Essay is not required by Idaho public colleges or universities, it adds great value. Many Idaho students apply to private or out of state institutions that do require the essay. Many students also apply for scholarships that require an essay.

The SAT Essay shows how well a student understands a passage and uses it as the basis for a well-written, thought-out discussion. The SAT Essay is a lot like a typical college writing assignment in which a student is asked to analyze a text. Students who take the SAT with Essay can show colleges that they're ready to come to campus and write.

To review college and university essay policies, go to:

<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>

### **Slide 7**

If students are interested in practice for the Essay, they can go to the Official SAT Practice on Khan Academy: <http://satpractice.org>. Practice Tests 1 and 2 have computer scoreable essays. The system analyzes the student's writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing. Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria. Practice Tests 3 – 8 also include practice essays available to print and practice but cannot be computer scored at this time.

Students can revise and rewrite to improve the essay and writing skills. An optional prewriting area is provided to outline and organize ideas. Students can view the rubric used to evaluate SAT essays. Tips and Strategies are available to help students approach the essay task.

### **Slide 8**

Additional resources are available to inform students and their families.

### **Slide 9**

Accommodations for the Essay are available. Families should work with the SSD Coordinator to review student accommodation needs for the writing task. Accommodation requests for new students will be submitted for all accommodation needs at once.

Students with already approved accommodations may need to have an additional accommodation request submitted for writing.

The SSD Coordinator should submit a new request

- If a student will require extended time for writing only.
- If a student will require the use of a computer to respond to the essay, due to their disability or in addition to or instead of a scribe.

No action is necessary for students if they are already approved for the following accommodations:

- Extended Time Reading
- MP3
- Assistive Technology Compatible

All requests for accommodations should be submitted by **February 19, 2019**.

### **Slide 10-The Essay registration process**

#### **Slide 11**

For the school day administration of the Idaho SAT School Day in April, the default registration for all students is the SAT without Essay. Students can add the essay to their registration at no charge.

Students may register online at [www.collegeboard.org](http://www.collegeboard.org) using their existing College Board account (or creating a new one if they don't already have one) or by calling the College Board's help center at 855-373-6387, Option 2.

In limited cases, the student will also need to have their SAT test registration number.

We recommend having interested students update their registration during the school day so that you can assist if they have a problem. If students will be updating their online registration at home, be sure they have a copy of the Essay Information Sheet (***Optional SAT with Essay in Idaho***) to assist them during the registration process.

All registrations must be updated by

- **Online: February 4, 2019 by 10 p.m. Mountain, or**
- **Phone: February 4, 2019 by 5 p.m. Mountain**

#### **Slide 12**

The following slides demonstrate how a student can register for the Essay using an existing College Board account.

If they already have a College Board account, they can enter their username and password. If they have forgotten either, they can recover them by clicking on Forgot username or password.

**Slide 13**

Once they log in, they choose “My SAT.”

**Slide 14**

They click “Change Registration” from the MY SAT homepage. If they do not see their SAT School Day registration after logging in, they should call customer service at 855-373-6387, option 2.

**Slide 15**

They will select “Add the essay to my registration” from the “Change Your SAT Registration” page. Students will not be able to add the optional Essay to their registration after February 4, 2019.

**Slide 16**

Once the “Add the Essay to my registration” link is selected, a confirmation message is presented. Click OK to continue. This confirms that the optional Essay has been added.

**Slide 17**

Students can view their updated registration.

**Slide 18**

If the student changes their mind and would like to remove the essay, they can select the link to “Remove the Essay from my registration” before the February 4, 2019 deadline.

**Slide 19**

Once the “Remove the essay from my registration” link is selected, a confirmation message is presented. The student should click OK to continue. This will confirm that the optional essay has been removed.

**Slide 20**

Students or their parents may call to register for the essay before the February 4, 2019 registration deadline. They can call 1 855-373-6387, Option 2 Monday-Friday, 6:00 a.m.–5:00 p.m., Mountain time

When calling, students will need to provide: their legal first name, last name, date of birth, and school name. In limited cases, they will also need to provide their State Student ID (EDUID) and/or their SAT school day test registration number.

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(transition)

**Slide 22**

If a student doesn’t already have a College Board account, they can go to [collegeboard.org/sat](https://collegeboard.org/sat) and click “Register for the SAT.”

**Slide 23**

They will click on “Sign Up” to create a new account.

**Slide 24**

Students will complete the required fields to create an account including:

- First and Last name
- Sex
- Date of Birth
- Email Address
- High School Graduation Date
- Username and Password

**Slide 25**

They will click “continue” on the SAT Registration page.

**Slide 26**

They will complete the Personal Info section. The fields will be prefilled using the information entered by the student when creating their College Board account.

**Slide 27**

They will complete the “Your High School” section. They can use the “Find Your School” tool, complete the “Your Mailing Address” section, then click “Continue.”

**Slide 28**

The student will be asked to provide their Registration Number. The registration number is found on the Registration Roster Report in the Educator Reporting Portal. Choose Yes for previous registration. Students will enter the registration number, provided by their Coordinator, in the “Your Previous Registration Number” field, then click “Continue.”

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If the student account matches the registration that was created based on the Pre-ID information provided by the district/school, they will see the MY SAT page.

Click “Change Registration” from the MY SAT homepage.

If a student cannot choose “Change Registration” it means a match was not possible for some reason and they should call customer service for assistance.

**Slide 30**

To add the optional essay, they select “Add the essay to my registration” from the Change Your SAT Registration page. Students will not be able to add the optional essay to their registration after February 4, 2019.

**Slide 31**

Once the “Add the essay to my registration” link is selected, a confirmation message is presented, and they click OK to continue.

**Slide 32**

Students can view their updated registration.

**Slide 33**

Test Coordinators can monitor essay registrations.

**Slide 34**

As the Test Coordinator, it will be important to monitor registrations, so you can verify that interested students have successfully updated their registration to include the optional essay during the window and prepare for the number of rooms you will need for testing.

During the opt-in window, you can check the Registration Roster Report weekly to determine which students have successfully updated their registration. The report is updated at least two times per week. Roster Reports run on a Monday will reflect registrations from the prior week.

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Test Coordinators will need to log into the Educator Reporting Portal using your College Board Professional Account and use the Registration Roster Report to view essay registrations. The report is updated weekly each weekend, so the Test Coordinator should check the report on Mondays for the most recent data.

Contact your DTC, if you need access.

Choose the “SAT and SAT Subject” Registration Roster Report and run the report.

**Slide 36**

Expand the SAT Registration Summary Report.

**Slide 37**

Choose to view the full Registration Roster for SAT School Day April 9, 2019.

**Slide 38**

Locate the student’s registration number to provide to students and identify the students who have added the Essay to their registration.

**Slide 39**

After the opt-in window closes on February 4, 2019, run the Registration Roster Report the following Monday to identify how many students will be taking the SAT with Essay and in order to update room and staffing plans.

Determine how many separate rooms you will need for testing. We recommend providing separate rooms for students testing with and without essay. However, you may test students in the same room, if necessary, due to room or staffing constraints. Refer to the SAT Test Coordinator Manual for more information. Use your Master List/Room Roster and Nonstandard Accommodations Roster (NAR) to refine your room planning even further.

**Slide 40**

Your students may need assistance, so here are a few key points.

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If you have students who transferred from another school within Idaho after you completed your bulk upload, they will not appear on your registration roster report. If they cannot register online using their existing College Board account, you may request their registration number from their old school to provide to the student, or you can have the student call College Board to add the essay to their existing registration.

If you have students who transferred from a school outside of Idaho after you completed your bulk upload, they will not appear on your registration roster detail report. The Test Coordinator should contact College Board to request the essay for the student.

#### **Slide 42**

If a student forgot their username, they can click the “username” link, enter email address to receive username, and sign in again.

This feature is also a great way for students to determine if they already have an account.

They can submit a “forgot username” request for each of their email addresses to confirm if there is an existing username for them.

#### **Slide 43**

If a student forgot their password, they can click the “password” link, enter their user name and email address, and they will receive a link to reset password.

#### **Slide 44**

They will enter the answer to their security question or request an email link with a temporary password. They will enter a new password and click “Reset Password.” Then, they will sign in again.

#### **Slide 45**

If student information has changed since they setup their account, students can access “Account Settings” to update information such as:

- Address
- Email Address  
(we recommend using a non-school address so students can access after graduation)
- School Name
- Username & Password

#### **Slide 46**

So, what are the next steps?

Confirm your access to the reporting portal. Contact your principal or school access manager.

- Print a list of students with their registration numbers January 25, 2019.

Share information with students and their families regarding the essay.

- Review the online essay links.
- Share the Essay Information Sheet (***Optional SAT with Essay in Idaho***) to be sent to you via email by December 5, 2018.

Remind students of the window.

- The window opens January 28, 2019.
- All essay additions must be completed by:
  - Online: February 4, 2019 by 10 p.m. mountain time
  - Phone: February 4, 2019 by 5 p.m. mountain time

Submit writing accommodations requests if needed.

**Slide 47**

This concludes the presentation. Any questions?

**Slide 48**

Thank you for participating in the webinar today, and many thanks to Melanie and Sharon for their role as panelists. If you need assistance, please contact a member of the College Board Idaho field team or your SDE contact, Melanie Jones. Remember that we will send a copy of this presentation deck to you.

There are two more webinars scheduled for Idaho educators. On December 6, a bulk registration overview webinar is scheduled to provide information for school and district bulk registration coordinators. And, on December 12, an accommodations webinar is scheduled to provide information for SSD coordinators. Invitations for both webinars were sent recently from the IdahoSDSupport email. Please contact [IdahoSDSupport@collegeboard.org](mailto:IdahoSDSupport@collegeboard.org) if you are interested in registering for either or both of these webinars.

Thank you for participating in this webinar and have a pleasant day!