Idaho SAT® School Day Implementation
Spring 2019 – Test Coordinator Overview
November 27, 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 today is Melanie Jones from the Idaho SDE. 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 we will provide a copy of this presentation to Idaho educators when we finish.

All right, let's begin!

Slide 2
Today's agenda includes an overview of the SAT School Day administration, including key dates, changes planned for 2018-19, steps to prepare for the administration, and additional information about College Board systems that will be utilized for setup and delivery.

Slide 3
The Idaho Provided SAT School Day

Slide 4
The Idaho State Department of Education (SDE) is providing the SAT for eligible 11th graders to assist with meeting the state's college entrance exam graduation requirement.
- The primary test date is April 9, 2019
- The accommodated testing window for students who will test over two-days: April 9—22, 2019
- Makeup test date is April 23, 2019

Students who miss the primary test date will take the test on the April 23 makeup date.

All students are registered for the SAT with no Essay. Students have the option to take the SAT with Essay as a state-paid choice, but adding the Essay is an individual student choice. We will discuss the mechanism for adding the Essay in later slides and on the December 4 Essay optional webinar.

Slide 5-Key Dates
The next two slides contain "key date" information for areas such as the off-site request deadline, AI code confirmation, the accommodation request deadline, the bulk registration window, the essay opt-in window, material delivery and shipment dates. You received a copy of the Key Dates document in the invitation for this webinar.

Slide 6-Key Dates
This slide contains information about the primary test date, the accommodated testing window, and the makeup test date.

Slide 7
So, what's new for 2019?

Slide 8-Title and Form Changes
Staff titles for SAT School Day have changed and better align with other College Board programs. Testing staff is now referred to as either Test Coordinators, Proctors, Hall Monitors, or Room Monitors

Form names have changed as well. The Supervisor Irregularity Report is now called the Irregularity Report, and the Supervisor Report Form or SRF is now called the Coordinator Report Form or CRF.

Slide 9-Optional Essay
All students are registered for the SAT with no Essay. Students have the option to take the SAT with Essay as a state-paid choice, but adding the Essay is an individual student choice.

Students who wish to take the Essay must add it to their registration either online or by calling between **January 28 – February 4, 2019.**

Additional information about the step-by-step process for students to add the essay, and a step-by-step process for how test coordinators can monitor this process, will be communicated to test coordinators via email and a live webinar on December 4. A copy of that presentation will be available for your reference after the December 4 webinar.

Schools may 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 in the answer sheet.

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 and/or staffing constraints. Refer to the manual for more information. Schools will receive two test books for students taking the SAT with Essay.
- The multiple-choice book is now titled "The SAT Test Book."
- The Essay Test Book will be packaged separately.

Slide 10-Pre-ID Labels
Schools will receive Pre-ID labels for each student submitted in the bulk registration files. These labels will be affixed to the student answer sheets. It's recommended schools conduct a preadministration session prior to test date. The session allows students to complete demographic information, complete free score sends, participate in Student Search Service and the optional questionnaire.
- You should allow ~45-60 minutes for students to complete full optional questionnaire
- You should allow ~30 minutes or less for students completing only a portion of the optional questionnaire

If students opted into Student Search Services or completed the optional questionnaire during PSAT/NMSQT testing, they do not need to complete again unless they wish to change their information. While we recommend all students bubble in all demographic information, students with a label will be required to bubble in only their name, date of birth, and state student ID or EDUID number for data verification purposes. Students without a label will complete all demographic information on the answer sheet.

Slide 11-English Learner Supports
Translated Test Directions will be available in the languages on the screen. College Board will also support "on the fly" translations of directions by district-approved translators. Use of translated test directions does NOT require an advance request. Translations will be available in February 2019 to print. (Materials will not be shipped).

Word-to-Word Glossaries: Additional word-to-word glossaries have been approved. A full list of glossaries will be available on the SDE website. Use of glossaries from the approved College Board list does NOT require an advance request.

50% Extended Time for EL Students: EL students may use the 50% extended time support for SAT. It is offered as an option for EL students who receive extended time as an instructional support. Scores will be scholarship and/or college reportable. Advance request is required through SSD Online – more information will be provided in the December 12 accommodations webinar for SSD Coordinators. An invitation for the December 12 accommodations webinar was recently sent to all Idaho SSD Coordinators.

Slide 12
Staff roles and responsibilities

Slide 13
To better align roles across College Board assessments, role titles have been updated for 2019, however responsibilities have not changed. Note the new role titles of Test Coordinator, SSD Coordinator, Proctor, Hall and Room Monitor in the chart with the role description.

Slide 14
Please remember that:
- Test day staff cannot be involved with paid coaching or paid SAT preparation.
- Test day staff cannot have taken the SAT within 180 days of the administration date.
- Test day staff should be certified employees of the school district.
- Any staff member, including the Test Coordinator, who will have access to test books before test day must not have a child or member of their household (living under same roof) taking the same College Board test in the same window at any test site.
- In small schools, test day staff may serve multiple roles. We recommend the Test Coordinator remain in the test room and have the additional test day staff serve as the Hall Monitor.
- In large schools, we recommend the Proctors be in the testing rooms with appropriate number(s) of Room and Hall Monitors. The Test Coordinator then can float around the school, assisting with questions and resolving any issues that may arise.

Slide 15
The Test Coordinator is responsible for all aspects of the School Day administration at the school, and acts as the main contact with College Board, receiving all communications from the College Board and informing district Test Coordinator of interactions.

Slide 16
The SSD Coordinator is the school's liaison with College Board's Services for Students with Disabilities office. They submit accommodation requests for all students who need them at his/her school. They access and print the Nonstandard Administration Report or NAR. They partner with the Test Coordinator to reconcile accommodated testing materials and administer the SAT to students who are testing with accommodations. A reminder: schools may have more than one SSD Coordinator, but one person should be identified as the primary SSD Coordinator for their school.

Slide 17
The room monitors and hall monitors fulfill the roles listed on this screen shot.

Slide 18
Let's transition to College Board Systems and Access.

Slide 19
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:
- o SSD Online
- o Bulk Registration
- o Test Day Training
- o K12 Reporting Portal

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

Slide 20 – For Bulk Registration
Bulk registration is required for all schools/districts to pre-identify students. College Board will use the number of students registered to determine the test materials to be shipped to schools for test day. Schools who were identified with variable enrollment, will receive test materials even if bulk registration is not possible. College Board ships a small overage of test materials to account for standby test takers, typically students who are last minute transfers into the school, etc.

The district test coordinator or the test coordinator typically completes the bulk registration process. The test coordinator will receive an email with instructions and an access code which allows your College Board account to be linked to the bulk registration system allowing the upload of student data.

An in-depth bulk registration webinar is scheduled for December 6. Please watch your Emails for the invitation.

Slide 21 – For SSD Online
SSD coordinators use SSD Online to submit requests for accommodations and the EL 50% support on the behalf of students. College Board will determine non-standard material orders to be shipped to schools for test day.

Schools can have multiple SSD coordinators, but only one should be listed as the primary coordinator who will receive communications from the College Board. To access the system using your College Board account, complete the SSD Coordinator Form, found on collegeboard.org/ssd.
- Within a couple of days, an access code will be sent to allow access.
- SSD online access remains active year to year.

Again, we invite you to participate in the December 12, 2018 accommodations webinar. An invitation was sent to all SSD Coordinators, or you can contact IdahoSDSupport@collegeboard.org to receive the webinar invitation.

Slide 22 – For Test Administration Training
Test coordinators will receive an email providing a link to the test day online training approximately six weeks prior to test day. Training is required for all test coordinators.
To access, you will login to the system using your College Board Professional Account. Training may also be shared with other test day staff.

Slide 23 - For the K12 Reporting Portal
The reporting portal provides test coordinators access to student results for all SAT Suite of Assessment administrations, the ability to monitor student registrations for the optional essay, and the ability to monitor national test administration dates.

To access, test coordinators should speak with the school principal to determine the schools' designated access manager. Each school has an access manager who will provide access to school staff, and that access manager will receive an access code and instructions prior to each score release.

Slide 24 - Test Ordering System
The test ordering system will NOT be used for the Idaho SAT School Day administration. Instead, schools and districts will bulk register their students using the bulk registration tool. We will cover more information about bulk registration later in this presentation and on an upcoming webinar scheduled for December 6.

Slide 25 – A Quick, High-Level Overview about Accommodations and Supports

Slide 26
The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

Test Coordinators and SSD Coordinators work together to ensure a smooth testing experience for students with testing accommodations.

All requests will be entered in the College Board's SSD Online system. Students with College Board approved accommodations will receive college/scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.

College Board also offers for English Language 50% Extended Time Support. Eligible EL students can receive 50% extended time for college/scholarship reportable scores when requested in advance. These requests must be submitted for each state administration. Students with College Board approved accommodations or use of approved EL supports will receive college reportable scores.

Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests. The EL support 50% extended time must be submitted for each administration.

Slide 27 – EL Supports
There are a few supports that don't require an advance request such as word-to-word glossaries from the approved list along with translated test directions.

Supports that require an advance request include EL 50% extended time. Students who receive 50% extended time will receive it for each section of the test and they will sit for the entire time allotted for each section, even if they are the only one testing.

Schools can request 50% extended time for EL students starting on January 25, 2019. Students will automatically be approved, and no supporting documentation will be required.

EL students using 50% extended time can test with other students with accommodations testing with the same timing and test materials.

Slide 28
Now, let's return to the bulk registration conversation. Idaho schools and districts will utilize the bulk registration tool.

Slide 29
The district test coordinator or SAT test coordinator will complete bulk registration for each district/school. College Board will use the number of students pre-identified in the bulk registration file to determine the standard material orders to be shipped to schools for test day

The bulk registration upload provides the required data elements for each student: AI code, student name, sex/gender, date of birth, grade, student home address, state assigned EDUID and type to College Board.

Pre-ID Labels will be shipped to schools to be affixed to student answer sheets.
We recommend that schools and districts start early by downloading the template and by preparing student data. You should coordinate with your District Test Coordinator to determine who will complete the upload. In districts with more than one school, it is often easier to have a single person submit the data for all schools in the district.

Access codes will be emailed to the SAT Coordinator identified in the SDE intake survey. We invite you to participate in the December 6, 2018 bulk registration webinar to learn more.

Schools and districts will upload their bulk registration file on the bulk registration tool between January 7 – 16, 2019.

Slide 30

In order to access the bulk registration template and file, go to https://bulkreg.collegeboard.org and click getting started. Again, a more in-depth, step-by-step discussion about bulk registration will take place during the December 6 bulk registration webinar. An invitation email has been sent to bulk registration coordinators and test coordinators with further details.

Slide 31
Now, let's talk for a few minutes about preparing for the test.

Slide 32
As in previous years, schools are assigned a six-digit school code representing the attending institution (AI code). AI codes are used to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores. Test Coordinators will receive confirmation of their school's 6-digit AI code in December. If you participated in PSAT/NMSQT in the fall or SAT School Day administration last spring your AI code will remain the same. Test center numbers are longer used, even for approved off-site locations.

Slide 33
Speaking of off-site locations, an off-site location is any separate location in which the SAT Suite of Assessments will be administered other than the school premises (as may be needed if the student population is geographically distributed or if there is insufficient space at the school).

A Testing Plan will provide additional information about your off-site location in order to approve your site(s) for a specific administration.

If you request an off-site for multiple locations, you should create a new tab for each off-site location. Only locations that are approved through this request process, using this form, will be allowed to administer the exam(s).

The Testing Plan form is organized into four sections: contact information, testing location information, coordinator information, and other information such as policies and guidelines. If you need assistance, please contact the IdahoSDSupport Email.

Slide 34
All testing materials will be shipped to the primary school address associated with the AI code. The primary AI test coordinator at the school (AI) will be responsible for coordinating secure storage and transport of materials to the attention of the off-site test coordinator at each off-site. The primary school test coordinator will receive enough return materials, including boxes, labels and envelopes, to distribute out to each of the off-site locations with the test materials. As in previous years, advanced arrangements will be made for you to have a UPS pick up the return packages before the end of the test day after the test administration for each off-site testing location.

Slide 35 - Resources
Finally, please note the multiple resources available for the spring 2019 SAT School Day administration. Links to the SDE website, bulk registration tool, SAT practice resources, and the K12 Reporting Portal can be seen on this screen. Please contact the IdahoSDSupport Email if you have questions.

Slide 36

Thank you for your participation in this brief overview. Please remember that this webinar has been recorded, and a copy of the presentation will be forwarded to participants. If you have questions, please contact Melanie Jones at SDE, or contact your Idaho field team at the IdahoSDSupport Email, or Steve McCue or Eddie Pawlawski at their College Board email addresses.

Also, please note the additional webinars to be delivered over the next few weeks:
December 4 – Essay Optional webinar
December 6 – Bulk registration overview webinar
December 12 – Accommodations overview webinar

Slide 37
Questions?

Thanks again, and have a great day!