



SAT School Day Preadministration & Rostering

Spring 2018

The State Department of Education &
The College Board

Supporting Schools and Students to Achieve
SHERRI YBARRA, SUPERINTENDENT OF PUBLIC SCHOOLS

3/22/2018

Agenda



Our goals today include:

- Review the Preadministration Session
- Discuss Rosters
- Review the Nonstandard Administration Report (NAR)

Preadministration Session



In this section we will cover:

- What is the Preadministration Session?
- Preparing for the Preadministration Session
- Conducting the Preadministration Session



What is the Preadministration Session?



Preadministration Session



What is the 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.
- The preadministration session allows students to:
 - Fill out personal information
 - Identify the colleges to receive their score reports
 - Opt into student search
 - Complete the optional questionnaire

Preadministration Session



Benefits of Student Search

- The optional questionnaire allows students to opt into Student Search Service and provide information about themselves to help connect them with colleges and scholarship programs based on their interests.
- Nearly 1,700 colleges use Student Search Service® to look for students who match a range of factors—such as the area where they live or go to school, their interests, and what they plan to study in college.
- Only eligible colleges and scholarship and educational organizations can participate. They most often search on expected high school graduation date, cumulative grade point average (GPA), and intended college major.
- Students can choose which optional questions to complete.
- Participation is optional.



Preparing for the Preadministration Session



Preadministration Session



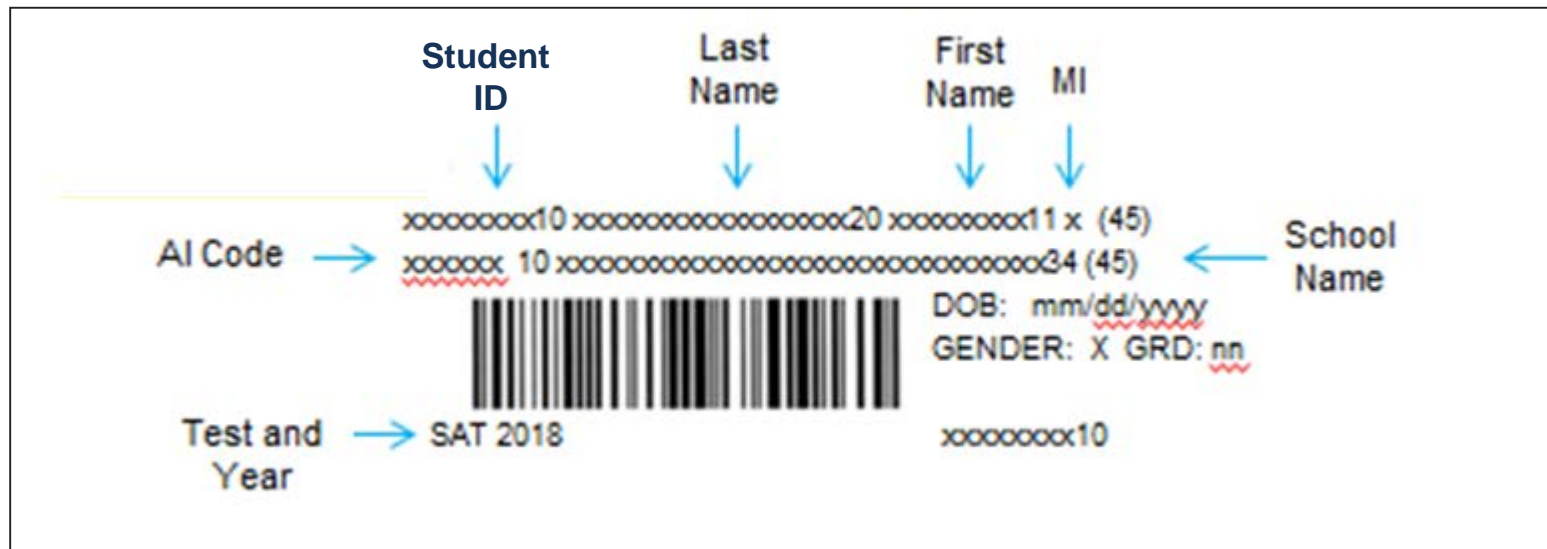
Shipments

- Preadministration shipments will arrive between 3/19/18-3/21/18. (with consideration for spring break schedules)
- Preadministration shipments will include the following materials:
 - Pre-ID labels for students who were included in the bulk registration upload
 - SAT answer sheets
 - SAT Student Answer Sheet Instructions
 - SAT School Day Student Guides – NEW!
 - All manuals needed to support the test administration
 - SAT School Day Supervisor Manual (1)
 - SAT School Day Standard Testing Manual (1 per 20 students pre-ID'd)
 - SAT School Day Accommodated Testing Manual (number varies based on accommodation type)
- The Student Data Questionnaire (SDQ) has been eliminated. The optional questions are now included on the SAT answer sheet.

Pre-ID Labels



- The label contains the student's State Assigned Student ID which was provided in the bulk registration file. The student will need when bubbling his/her answer sheet. The label should be applied to the answer sheet before the preadministration session.
- Any student without a pre-ID label should be instructed to follow directions for bubbling in his/her personal information on the answer sheet. Schools should be prepared to provide the student with his/her Student ID.



Pre-ID Labels



Verifying information on the pre-ID labels

- If the first name or last name listed on the label does not correctly reflect the student's name as it appears in your Student Information System (SIS), please do not use the label. The student should be asked to bubble in all required information on the answer sheet.
- If any other information is incorrect, including DOB, student ID or school information, the label should be applied.
- If you receive incorrect labels, labels for students no longer enrolled in your school, or for students who are not required to be tested, please shred or destroy these labels in a secure manner.

Preadministration Session



Prepare for Session

- Read “Prepare Your Preadministration Session” in the SAT School Day Supervisor Manual.
- Apply labels to the correct answer sheet type, standard or large-block.
- You will need the following to conduct your session:
 - Answer sheets with Pre-ID labels affixed
 - Blank answer sheets
 - Student Answer Sheet Instructions
 - SAT School Day Student Guides
 - The testing manual (Standard or Accommodated) containing preadministration instructions and scripts
- Create a room plan for administering the session.
- Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups).
- Determine staffing needs.
- Conduct the session in school.
- Do not let students take the answer sheets home.

Preadministration Session



Prepare Staff

- Meet with staff who will administer the sessions to:
- Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting
- Provide their room assignment
- Review roles and responsibilities of staff conducting the sessions
- Review the materials students will use during the session
- Instruct staff to display the 6 digit AI code in a prominent place in the room for students to see

See the “Prepare Your Preadministration Session” of the Supervisor Manual for more detail

Preadministration Session



22 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Did you know that colleges are looking for students just like you?

Remember to send your scores to colleges you are interested in applying to!

Prepare Students

- Inform students of the preadministration session and inform students they will need No. 2 pencils for this session.
- Distribute SAT School Day Student Guides to students.
- Share information about the preadministration session in advance so students can discuss with their families whether they will participate in Student Search Service and which colleges they will select for their four free score sends.



Conducting the Preadministration Session



Preadministration Session



Sample Activities:

- Set up student College Board accounts (not required to test)
- Review and demo Khan Academy Resources
- Ensure students have SAT Student Guide prior to pre-admin session
- Optional student questionnaire

Sample Conversation Starters:

- Always encourage setting of positive tone for test day
- The benefits of utilizing four free score sends, even if undecided
- Highlight structure of test day NEW SAT: focus on knowledge, skills and understandings as most important for college and career readiness/success
- Rights-only scoring...no longer penalty for guessing
- Next Steps Idaho Resource: <https://nextsteps.idaho.gov/>

Preadministration Session



After the session

Associate Supervisors or staff member conducting the session:

- Collect all answer sheets and Student Answer Sheet Instructions.
- Confirm that all students have entered their Student ID accurately.
- Return answer sheets to the test supervisor as instructed.

Supervisors:

- Organize the answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them.
- Track students who missed the session and plan a makeup session prior to test day if possible.
 - The two testing manuals (for standard testing and accommodated testing) also include instructions for assisting students to complete the student information and score sends on test day.
- Collect manuals from Associate Supervisors for use on test day.



Rosters



In this section we will cover:

- What is a Master Student List?
- How to Create a Master Student List
- Sample Master Student List
- Room Rosters
- Optional Testing Room Codes
- Returning Your Roster

What is a Master Student List?

- Test day supervisors will need to develop a Master Student List, or roster of test takers for SAT School Day.
- Each associate supervisor will need a roster for his/her room.
- Test supervisors will need to return either the Master Student List or the individual room rosters in their used answer sheet shipment.
- Test supervisors should make a copy and save the list in a safe location for six months after test day.
- In the event of an irregularity or discrepancy, test supervisors may need the list to respond to inquiries from ETS or the College Board during an investigation.
- Reminder: The Master Student List replaces the Online Attendance Roster from last spring.

How to create a Master Student List

- Pull the list of eligible students from your school student information system or work with your district assessment coordinator to obtain the list of students to be tested.
- You should continue to add any new students to the Master Student list, including students who have recently transferred to your school. They will not have pre-ID labels, so they will bubble in all pertinent items on the answer document.
- Ask your SSD coordinator to print a copy of the NAR from College Board's SSD Online system. Use the NAR to identify the number of rooms that will be needed to administer the SAT to students testing with accommodations.
- Add room and staff assignments to the Master Student List.

Rosters



Sample Master Student List

- Create your Master Student List in Excel or Word format.
- Review the “Build Your Master Student List for Testing” section in the supervisor's manual for more information.
- The following is an example, but schools may choose to include other information as they deem appropriate.
- It will be important to track attendance so you know what make up materials to request.

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	Purple	T. Coach

Rosters



Room rosters

- Once you have your room assignments for staff, you need to create a roster for each testing room that each associate supervisor can use to record attendance on test day.
- Divide your Master Student List into individual room rosters for students testing in standard test rooms.
- You have the option to build room rosters for accommodated testing rooms or use copies of the NAR.
- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred to your school).
- In addition, work with your SSD coordinator to identify students who may have recently been approved for accommodations.
- Continue to update your Master Student List and room rosters.

Rosters



Optional Testing Room Codes

- Use of testing room codes is optional for SAT School Day.
- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.
- If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.

Complete on Test Day

44 Form Code
Copy from **back** of test book

A	A	A	A	0	0	0
B	B	B	B	1	1	1
C	C	C	C	2	2	2
D	D	D	D	3	3	3
E	E	E	E	4	4	4
F	F	F	F	5	5	5
G	G	G	G	6	6	6
H	H	H	H	7	7	7
I	I	I	I	8	8	8
J	J	J	J	9	9	9
K	K	K	K			

45 Test ID
Copy from **back** of test book

--	--	--	--	--	--	--

46 Test Book Serial Number
Copy from **front** of test book

0	0	0	0	0	0	0
1	1					
2	2					
3	3					
4	4					
5	5					
6	6					
7	7					
8	8					
9	9					

47 Testing Room Code

0	0	0

Important: Make sure to fill in these boxes completely and correctly. If they are not correct, there may be a delay in delivering your scores.

Last Name	First Name	M.I.	Date of Birth/	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Testing Room (3-digit code/ room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000		P	123	N	Essay		A. Teacher
2 Smith	Terry	O	10/15/1999		A	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000		P	123	N	Essay		A. Teacher
4 Brown	Robert		9/1/2000	123456789	P	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	987654321	P	012	Y	T2	purple	M.Coordinator
6 North	Adrian		11/30/1999	123123123	P	234	N	R1	purple	T. Coach

Returning Your Roster

- Once you've collected all materials from test day staff, carefully check each room roster and NAR against your final Master Student List, noting the room assignment and testing room code of each student.
- Return the annotated Master Student List or individual room rosters in the answer sheet return shipment.
- Keep a copy of your Master Student List and individual room rosters for your records.



Nonstandard Administration Report (NAR)



In this section we will cover:

- What is the NAR?
- Timing
- NAR Details
- Generating the NAR

What is the NAR?

- The NAR provides a list of all approved students with accommodations for testing.
- SSD Coordinators will access and print the NAR from College Board's SSD Online Dashboard.
- The NAR can be used as the room roster for accommodated testing.
- The NAR includes
 - A summary of students with their SSD numbers.
 - A list of students who will test on the primary test date with accommodations.
 - A list of students who will test during the accommodated testing window.
 - Additional instructions for testing students with accommodations.
- The NAR will be available approximately 4 weeks prior to test day.
- Until the NAR is available, the Eligibility Roster in SSD Online can be used to see all students currently approved for accommodations at your school.

NAR Details includes:

- Testing group to support room planning
- The student's name and SSD number
- A description of the approved accommodations
- Identification of what color test book a student must use for testing – purple or blue
- Identification of one-day versus two-day testing accommodations
- Identification of which scripts to use for test administration

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SB20	Daraolks, Reaomls SSD #0007026072	Small group setting , Colored Overlay , 4-Function Calculator	SAT with Essay	Blue	One day	Script 1	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: 4-Function Calculator					
SB4	Foaster, Brendon SSD #0007025896	Large Print Test Book - 20 point , Mathematical Calculations +100% (double time) , Breaks As Needed	SAT with Essay	Blue	One day	Script 1 (unless also approved for extra breaks and extended time)	
SA12	Student, Sample SSD #0007025876	State-Allowed: EL Math Only Testing	SAT with Essay	Lime Green	One day	Script 1	

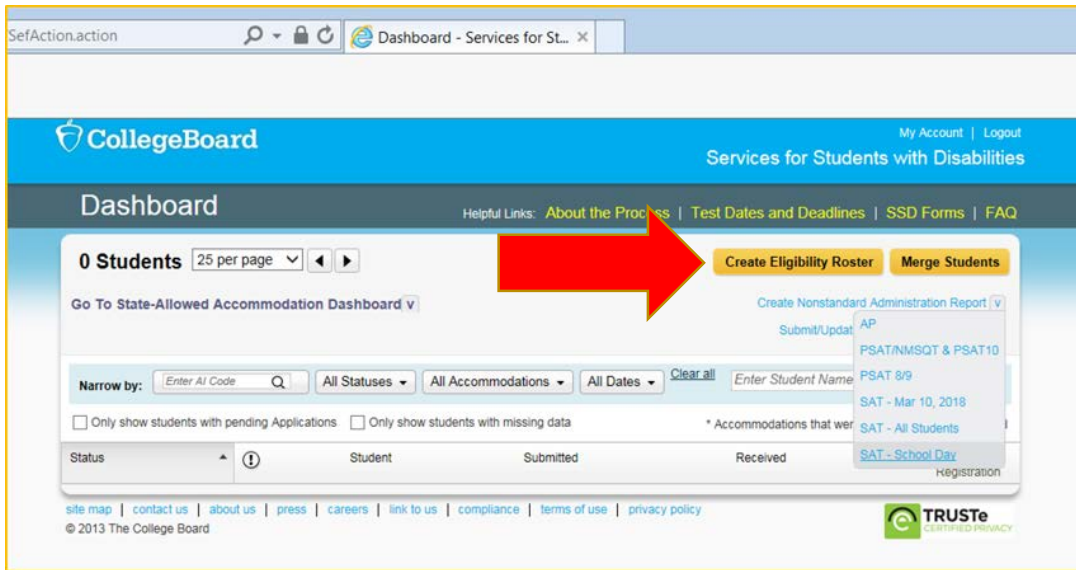
Generating the NAR

The SSD Coordinator will run the NAR from the SSD Online Dashboard.

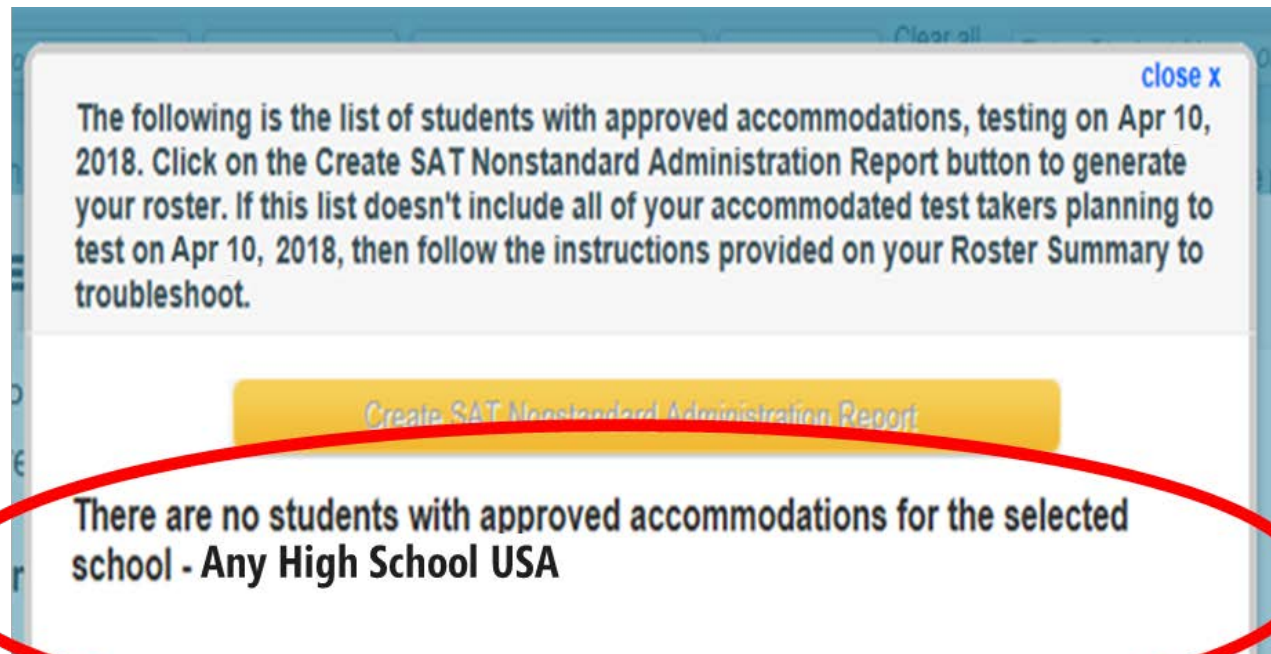
- Click “Create Nonstandard Administration Report”
- Select “SAT – School Day”
- Confirm AI and Test Date

When generating the NAR, one of the following scenarios will occur:

- Scenario 1: There are no students approved for accommodations.
- Scenario 2: All students with approved accommodations match a student registration from the Pre-ID/bulk registration file.
- Scenario 3: There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the provided Pre-ID/bulk registration file.

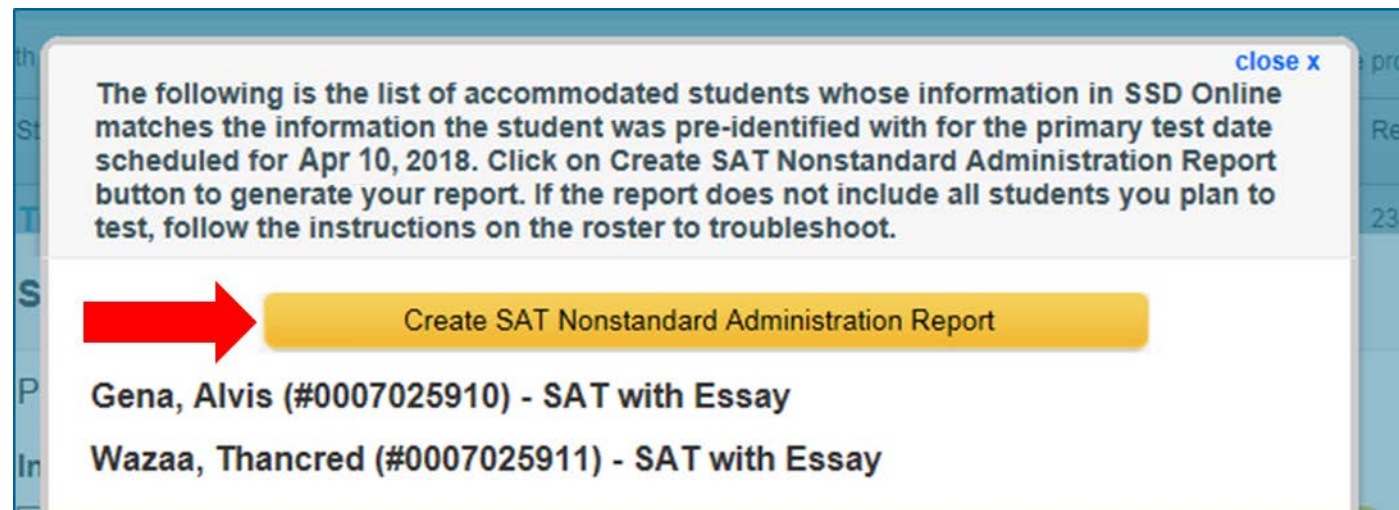


Scenario 1: There are no students approved for accommodations.
In the situation where a school has no students approved for accommodations, the SSD Coordinator will get the following message when running the NAR.




Scenario 2: All students with approved accommodations match a student registration from the Pre-ID/Bulk Registration file

- When all students with approved accommodations in SSD Online match to the student Pre-ID information provided in the Pre-ID/Bulk Registration file, SSD Coordinators will see a list of students, with their College Board SSD#.
- The SSD Coordinator will click the “Create SAT Nonstandard Administration Report” to generate the report for printing.



The following is the list of accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. Click on Create SAT Nonstandard Administration Report button to generate your report. If the report does not include all students you plan to test, follow the instructions on the roster to troubleshoot.

 [Create SAT Nonstandard Administration Report](#)

Gena, Alvis (#0007025910) - SAT with Essay

Wazaa, Thancred (#0007025911) - SAT with Essay

Scenario 3: There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the provided Pre-ID/Bulk Registration file.

Step 1: View list of matched students and click “Continue”

[close](#)

The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.

[Continue](#)

Loredal, Kiraoa (#0007025941) - SAT with Essay

It is possible that not all students with approved accommodations will match the Pre-ID information provided in the bulk registration process. Common reasons for this include:

- A student transferred to your school after the upload date.
- A student was entered into SSD Online with information that is too different from what was provided in the Pre-ID/Bulk Registration file.

When this happens, SSD Coordinators will follow a two-step process:

Step 2: Select the additional students that will be testing. Select “Create Nonstandard Administration Report” to generate the NAR.

[close x](#)

Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: if your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.

Create SAT Nonstandard Administration Report

<input type="checkbox"/> Gomirla, Dreaomi (#0007025943)	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT With Essay
<input type="checkbox"/> Morsen, Gitreee (#0007025942)	<input type="radio"/> SAT	<input checked="" type="radio"/> SAT With Essay

Questions?

Melanie Jones | College Entrance Exams
Coordinator
Idaho State Department of Education
650 W State Street, Boise, ID 83702
208 332 6933
mjones@sde.idaho.gov
www.sde.idaho.gov/assessment/college/

Stephen McCue | Associate Director, K-12
State & District Partnerships
The College Board
725 South Figueroa Street
Suite 1700
Los Angeles, CA 90017
408 828 7410
smccue@collegeboard.org

Eddie Pawlawski | Director of Outreach
and Implementation
The College Board
250 Vesey Street
New York, NY 10281
615 970 8132
cpawlawski@collegeboard.org

