

From: [IdahoSDSupport](#)
Subject: IMPORTANT NOTICE: Request for Off-site Information
Date: Tuesday, November 17, 2020 10:32:34 AM

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Dear SAT Test Coordinator,

In the intake form, you indicated that you may need to participate in off-site testing. In order for you to proceed with off-site testing, you must submit a request for each off-site location for the College Board's approval by December 18, 2020. The College Board will verify if these additional locations meet testing, staffing, training, and security requirements.

**Please note that this is different than the fall offsite process.*

Here's how to request approval:

1. Identify a location (or locations) that will meet your needs for off-site testing.
2. Gather all required information for submission of your off-site request. You'll need:
 - Your school information and Attending Institution (AI) code
 - Off-site testing location name and address
 - Contact information for the off-site coordinator(s).
3. Find the off-site request form at sat.org/offsiterequest. Complete the required fields and submit the online form. You will receive email confirmation of your off-site request, once your form is submitted.
4. A separate form must be completed for each off-site location being used for your test administration.
5. Complete your off-site requests no later than December 18, 2020.
6. The College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site request in time for test day.

A few things to note about off-site testing:

- Each off-site's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.

Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

We're here to help! If you have any questions, please contact IdahoSDSupport@collegeboard.org.

The College Board Idaho field team