



Frequently Asked Questions

For Idaho SDE-Provided Assessments

This document provide answers to frequently asked questions for the Idaho SDE-provided SAT[®] School Day and PSAT/NMSQT administrations in 2021/2022.

General: Test Dates, School, and Student Eligibility	2
Ordering Standard and Accommodated Testing Materials	3
Accessing and Using the Test Ordering Site (TOS)	4
Registration and Pre-ID Labels	5
Accommodations	5
English Learner (EL) Supports	5
Off-site Testing	6
Fee Reduction Benefits/Fee Waivers	6
Training & Invoicing	7
Score Release	7
Contact Support	9



General: Test Dates, School, and Student Eligibility

What assessments are being provided this year by my state?

SAT for juniors and seniors (optional), PSAT/NMSQT for sophomores (optional).

What date(s) will testing be administered?

SAT: The primary administration date for SAT is WEDNESDAY, APRIL 13, 2022. The makeup date is TUESDAY, APRIL 26, 2022. The accommodated window for SAT is APRIL 13 – APRIL 21, 2022 (primary) and APRIL 26 – 28, 2022 (makeup)

PSAT/NMSQT: Schools can choose to administer the PSAT/NMSQT on October 13, 2021 or October 26, 2021 (alternate date). There is no makeup date for PSAT/NMSQT. To split your order across multiple test dates or to reorder for a new date, visit the Test Ordering Site here: [Test Ordering Site](#).

What if I want to offer assessments or grade levels not covered by the state?

You may order and administer any assessments or grades that are not covered by the state. Your school or district will be responsible for all fees associated with these assessments.

What testing mode will the assessments be offered?

The SAT and PSAT/NMSQT are paper-based assessments only.

Can students taking the PSAT/NMSQT provided by the state qualify for the National Merit® Scholarship?

11th grade students taking the PSAT/NMSQT in the fall can qualify for the National Merit Scholarship, based on their PSAT/NMSQT scores. PSAT/NMSQT taken by 11th grade students is **not** provided by SDE.

Can I test my 10th graders on one of the PSAT/NMSQT dates and 11th graders on the other?

Because of the need for flexibility with the fall 2021 assessments, your school can utilize both PSAT/NMSQT test dates, if necessary.

Can 10th and 11th graders taking the PSAT/NMSQT test in the same room?

Yes.



Ordering Standard and Accommodated Testing Materials

How will I get test materials for fall PSAT/NMSQT testing?

Test materials **must** be ordered through the College Board Test Ordering Site (TOS) for fall testing, accessed here: [Test Ordering Site](#). TOS **should not be** used to order spring 2021 testing material provided by the state.

What is the deadline to order PSAT/NMSQT materials?

No later than September 15, 2021.

How do I order accommodated test materials?

For SAT: When placing your order in the [Test Ordering Site](#), select students from a roster of approved students in SSD Online to test with accommodations. Please note that students with a “pending” status (meaning that their cases are still under review) will not appear on the roster and their materials cannot be ordered until they are approved. Once you have selected the students, you will see the list of test materials that will be shipped for each student based on their approved accommodations.

For PSAT/NMSQT: When placing your order in the [Test Ordering Site](#), order the accommodated materials that are needed for your students. A roster of students will not be listed like there is for SAT.

Once I place my order, can I update it?

You can update your order in the [Test Ordering Site](#) any time prior to the ordering deadline of no later than **September 15, 2021**. Orders for spring SAT are not placed in the Test Ordering Site.

How can I track my shipments?

Track standard and accommodated test materials and returned answer sheets in the [Test Ordering Site](#) under *Shipping Status*. You will not receive emails with tracking information.

Should I order my spring 2022 SDE-provided assessments in the College Board test ordering site?

No. Do **not** order other spring assessments that will be provided by the state. Orders for the SDE-provided assessments in the spring are determined by the number of students that are bulk registered in early January.

How do I get makeup materials?

SAT: There will be a survey sent on test day that will allow those in need of make-up exams to enter them. This survey is only open for 2 days after SAT Primary Admin on 4/13. After that, makeup orders must be placed by calling Customer Support directly (see appendix 1 for contact



information)

PSAT/NMSQT: Makeup orders are not available.

What if I missed the ordering deadline?

Call the SAT School Day hotline at 855-373-6387 to determine if an order can still be placed.

Can districts place orders on behalf of schools?

Orders should be placed at the school-level for PSAT/NMSQT. Districts can view and monitor orders that are placed on behalf of the schools.

Who should order materials at the school?

That is a local decision; however, we recommend that the test coordinator place the order, but it could also be done by the principal or a counselor.

If our school is administering multiple assessments, can multiple people place orders? Do they have to be done at the same time?

Orders can be placed for different assessments at different times and can be done by different people, as needed.

In the past, my school has been unable to order in TOS. Will I be able to order this fall?

Yes. College Board allows all schools who were setup for 2020-2021 testing to place orders for the PSAT/NMSQT in fall.

Accessing and Using the Test Ordering Site (TOS)

How do I know if I have access to TOS?

Log in to your College Board professional account. If “Test Ordering” is listed under My Tools and Services on your dashboard, you have access to the [Test Ordering Site](#).

I don't have access to TOS, how do I get access to TOS?

First, create a College Board professional account if you don't already have one. Schools were emailed an access code on 6/17/2021 to access the [Test Ordering Site](#).

Will I use the same AI (school) code as I do for spring testing?

Yes.

How do I identify coordinator information for the fall assessments?

Every school designates a test coordinator for any tests they order in TOS. One person can



coordinate all tests, if needed. To update coordinator contact information, click the name of your school or district in the top right of your screen and click View/Edit.

How will College Board know where to send my materials?

College Board uses the address listed in the school profile in the [Test Ordering Site](#). If it is incorrect, contact IdahoSDSupport@collegeboard.org or 1-866-253-0385 as soon as possible.

Registration and Pre-ID Labels

Will I get pre-ID labels to place on student answer sheets?

If your school/district provides a bulk-registration file, your school will receive pre-ID labels for students to place on their answer sheets.

How do I bulk register?

Start by reviewing [these instructions](#). You will need a College Board account and a Bulk Reg access code for your school site to access the Bulk Registration tool. Bulk Registration access codes will be sent to schools and districts in mid-August.

When I order my materials, TOS asks if I want to order bulk registration to get labels for answer sheets. Will I be charged?

No.

Accommodations

Students have approved accommodations from spring 2021 testing already in [SSD Online](#). What do I need to do for fall and spring 2021 – 2022 testing?

Confirm that the approved accommodations in [SSD Online](#) are still accurate and needed by the student. If all students that are testing have accurate information in [SSD Online](#), order the appropriate accommodated materials in TOS.

I submitted an accommodation request for a student and I want to check the status. How do I do that?

Login to [SSD Online](#) and check the [SSD Online dashboard](#) or contact SSD Customer Service (PSAT/NMSQT – (844)255-7728)

English Learner (EL) Supports



Can students use the same EL supports they used in prior administrations?

For SAT: Yes, students can use translated test directions, an approved word-to-word bilingual dictionary, or 50% extended time. Be sure to print the relevant [translated directions and necessary glossaries](#).

For PSAT/NMSQT: EL supports are not available for this assessment.

I entered EL students in [SSD Online](#) for 50% extended time for spring 2021 testing. Do I have to re-enter those students in SSD Online for spring 2022 testing?

For SAT: Yes, they will need to be re-entered every year.

For PSAT/NMSQT: EL supports are not available.

Off-site Testing

Can I use an off-site location to administer the fall assessments?

For SAT and PSAT/NMSQT, schools can host the testing at offsite locations that are outside of their building. After testing is complete, all off-site locations will return materials to their primary AI for a consolidated return to College Board for scoring. If off-site locations are unable to return materials to their primary AI, the school may request additional return materials from College Board.

Fee Reduction Benefits/Fee Waivers

While ordering SAT and PSAT/NMSQT, I am being asked about fee reduction benefits. What are fee reduction benefits?

For 12th grade students participating in the SDE-sponsored SAT, the state contract covers the registration fee. For additional benefits, schools may provide the fee waiver codes to eligible students, which are available in the K-12 reporting portal.

For eligible students in any other grade level participating in the PSAT/NMSQT or SAT School Day, schools may request fee reduction benefits in TOS and apply those for eligible students in TOS after testing is complete.

Will my school get more fee waiver codes in spring 2022?

Yes. Schools will receive more fee waiver codes delivered in the K-12 reporting portal in spring 2022.



Which students are eligible for fee reduction benefits or fee waivers?

Please see the [Fee Waiver Service Counselor Guide](#) for student eligibility criteria and information about fee waiver benefits.

Training & Invoicing

I completed SAT School Day training for spring 2021 – do I have to do the training again?

Yes. Coordinators need to take the training annually to ensure they are up to date on the most current information.

Is training required for PSAT/NMSQT?

Yes. Test Coordinators must complete the PSAT/NMSQT training.

Do I have to return test books?

All SAT test books must be returned. PSAT/NMSQT test books for the October 13th and October 26th administrations should be securely stored until scores are available to students and then distributed to students, as necessary.

I ordered other assessments or grades that are not covered by the state (PSAT 8/9, for example). How do I pay for those assessments?

Once testing is complete, you will need to generate an invoice in TOS and submit payment. For PSAT/NMSQT, you will want only generate an invoice if you tested students outside of the state contracted grade levels (such as grade 11 taking PSAT/NMSQT). Also make sure to include any fee reduction benefits prior to generating the invoice. Please see the [list of important dates](#) for when this can be completed.

I am only administering the SDE-provided assessments this year. I see in TOS that I need to generate an invoice after testing is complete. Do I need to do this if the state is paying for it?

It is highly recommended that you complete the process so that you can ensure that the grade levels of students are accurate and that there is no money owed by your school.

Score Release

When will scores for fall assessments be available?

Fall score release timelines can be found on the [list of important dates](#). Educators typically have access to scores in the K-12 reporting portal within a few days of students.



Will I get paper score reports sent to my school?

Paper score reports are not sent to schools for SAT School Day or PSAT/NMSQT. Copies of paper score reports can be printed from the K-12 reporting portal, as needed.



Contact Support

What do you need help with?

Areas of Concern	Contacts
------------------	----------

PSAT/NMSQT

- Accommodations & EL Supports
- Administration
- General Inquiry
- Ordering and Materials
- Returning Materials
- Score & Reporting
- Shipping
- Test Day Administration and Issues
- Training
- Other

Call 888-477-7728; or
Email psat/nmsqt@info.collegeboard.org

For Accommodations and EL Supports:
call 212-713-8333; or
email ssd@info.collegeboard.org.

SAT

- Accommodations & EL Supports
- Administration
- General Inquiry
- Ordering and Materials
- Returning Materials
- Score & Reporting
- Shipping
- Test Day Administration and Issues
- Training
- Other

Call 866-253-0385; or
Email IdahoSDSupport@collegeboard.org.

Student Eligibility and Exemption

Contact Ayaka Nukui at SDE

by phone 208-332-6926; or
email anukui@sde.idaho.gov.

Note. To reduce unnecessary waiting time, submit unurgent issues via email. To request a call back, submit your name, phone number, and the best time to reach you.