

**SAT SUITE OF ASSESSMENTS**

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# Digital Registration Guide

## for Districts and Schools

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### Introduction to the Registration Process

This fall, for the first time, your district/school will be administering one or more tests in the SAT® Suite of Assessments in Bluebook™, the College Board digital testing application. To support this testing, College Board has developed a new registration process.

This guide outlines the tasks involved and who on your staff needs to complete them. Note that this guide does not apply to statewide testing. You and your staff will be using the SAT Suite Ordering and Registration (SSOR) system to purchase digital tests for your students. Once tests are purchased, you'll upload student data to an online registration roster in SSOR, which will be used by each school's test coordinator and Services for Students with Disabilities (SSD) coordinator to:

- Validate the data uploaded.
- Confirm accommodations are applied for students who are approved for them.
- Make data corrections as needed.
- Register students for testing.

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## Ordering and Registration Roles and Responsibilities

Both schools and districts can order and submit student data used to register students for SAT Suite tests. Some tests may not be available to order if the assessments are required as part of a state's testing program. Schools are responsible for reviewing and confirming that the submitted registration data is accurate for all test takers for their location, including away students (students who don't attend the school administering the test or who are homeschooled). Once this validation is complete, the school may register the students.

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**IMPORTANT:** *These activities can't take place without the roles being set up in the Manage Access tool. For more information about managing access for a school, see [satsuite.collegeboard.org/help-center/ssor-schools](https://satsuite.collegeboard.org/help-center/ssor-schools). For more information about managing access for a district, see [satsuite.collegeboard.org/help-center/ssor-districts](https://satsuite.collegeboard.org/help-center/ssor-districts).*

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Staff members are assigned the following roles by the SSOR access manager to support ordering and/or registration activities in SSOR. Staff can hold more than one role if qualified.

- **SAT Suite ordering role:** Staff with this role can place and manage test orders for the SAT Suite in SSOR. This role should be assigned to staff authorized to buy a good or service on behalf of their school. Your district may manage this part of the process for you and other schools in the district.
- **SAT Suite data coordinator role:** Staff with this role can submit test taker data for test registration. You may want to assign this role to a staff member who is responsible for pulling test taker data from your institution's student information systems, and submitting that data into SSOR for test registration.
  - ◆ **Schools and Districts:** The district or school—whichever purchased the tests—will have initial rights for submitting student data. Data must be submitted and the registration roster created before school staff can view and validate student data and register students.
  - ◆ **Districts:** The district can only submit data for tests they have ordered where they indicate on the order that they will submit data for their schools. In some cases, this means that data will be submitted by both district and school. For example, if the district orders for 11th graders to test, and a school orders for 10th graders to test, the district will submit only 11th-grade data, and the school will have to submit 10th-grade data.
  - ◆ **Districts:** Once a district has submitted data for an assessment, they cannot edit or submit a replacement file for their data.
  - ◆ **Schools:** If their district indicates in their order that schools will submit data, schools will submit student data associated with the district order.
  - ◆ **Schools:** School data coordinators have the ability to submit a full replacement file if they find data uploaded by the school or district contains major errors. After this point, schools are responsible for fulfilling the SAT Suite Registration role described below.

- **SAT Suite registration role:** After SSOR submission, data can only be updated by the “SAT Suite registration role(s).” This should be the test coordinator at the school and the SSD coordinator. The data coordinator should notify the staff assigned the registration role when data is submitted so they can validate and register students. Staff with this role view the test taker data submitted by data coordinators in an SSOR registration roster.
  - ◆ School staff with this role can view, validate, and update the data submitted to the SSOR registration roster. Schools are responsible for validating and making updates to data submitted by the district or their school. Schools should assign this role to test coordinators and/or SSD coordinators responsible for validating and registering students to test.
  - ◆ If your district has strict rules on management of registration data, district-level staff may be assigned to the SAT Suite registration role for each school to manage changes.

**IMPORTANT:** *This role needs to be someone who knows the students and can validate that their data, including any accommodations, is accurate. More than one person can be assigned to this role.*

## Registration Overview

Registration in SSOR is a two-part process.

### 1. A data coordinator will submit student data to SSOR.

- ◆ Registration is available only after an order has been placed in SSOR. When submitting student data in SSOR, schools and districts will base their submissions off the test, grade(s), and quantities ordered.

**IMPORTANT:** *For district-placed orders, the amount allocated to each school determines how many students individual schools may register associated with that order. Districts and schools should verify that the number of students they plan to register is aligned to the number of tests allocated to each school for each assessment.*

- ◆ A separate data file submission is required for each assessment; however, data for multiple grades taking the same assessment can be submitted together.
- ◆ Districts can submit student data for orders they placed including data for multiple schools in 1 data submission. Alternatively, districts can indicate that schools will submit student data.

**IMPORTANT:** *A district can submit data for an assessment once.*

- ◆ Schools can submit student data for orders they have placed or for orders placed by their district where the district indicated schools will submit student data.
- ◆ The data coordinator notifies the test coordinator or other school staff member(s) in the registration role that the data is ready for validation.

### 2. Schools are required to validate the submitted data, make data corrections as needed, and register students using the registration roster in SSOR.

- ◆ Once students are registered in SSOR, the test and SSD coordinators in the registration role should monitor their SSOR roster regularly, deleting registrations for students who may have moved out of their school, or adding student registrations for students who may have moved to their school and ensuring new accommodations changes from SSD Online appear in SSOR.
- ◆ Validation of data and registration activities must be completed in advance of readiness activities. See the Best Practices Timeline at [satsuite.org/educator-experience](https://satsuite.org/educator-experience).

**IMPORTANT:** *Districts that requested a contract in SSOR can increase their order by up to 10%. A larger increase will require an amendment to their contract.*

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# Registration Step by Step

Here is an overview of the steps needed to register students.

## 1. Before uploading the data (data coordinators):

- ◆ View the Digital In-School Testing Checklist at [satsuite.org/educator-experience](https://satsuite.org/educator-experience) to plan for the optimal time to submit your data. Be sure to give yourself time to make data corrections. We recommend at least 1 week for preparing to submit data. If you are a district with a high degree of student data mobility—particularly in your earliest back-to-school weeks—we recommend waiting to upload your initial roster until your enrollment has settled.
- ◆ Check your order with the purchaser and validate the test and grades you can upload data for. Confirm that the number of assessments ordered for each school aligns with the number of students that will be registered.
- ◆ Review the data file specifications at [satsuite.org/educator-experience](https://satsuite.org/educator-experience).
- ◆ Pull the data (by assessment) for all the students that the school/district intends to test. Districts should also confirm that all schools intending to test are included in the data file(s). Format the data per the file specifications.
- ◆ Schools/districts will need to include (or add during data validation for registration) away students who have contacted your school(s) to be tested.
- ◆ Preview the file extract to run quality checks of the data you pulled to make sure you aren't missing data, all testers are in the file, and the data looks accurate (e.g., first/last names aren't swapped, data isn't duplicated or shifted). Also check that the formatting is as expected.

## 2. Upload your data (data coordinators):

- ◆ Upload your formatted data file in SSOR.
- ◆ SSOR will run a series of validations to confirm the data meets the file specifications.
  - Data errors and data warnings will be provided if SSOR identifies issues.
  - You can view these errors and warnings in a downloadable error report.
- ◆ Review your data file and fix all flagged errors identified in the SSOR error report. For warnings listed, determine if data corrections are needed in your file. Visit [satsuite.collegeboard.org/help-center/ssor-schools](https://satsuite.collegeboard.org/help-center/ssor-schools) or [satsuite.collegeboard.org/help-center/ssor-districts](https://satsuite.collegeboard.org/help-center/ssor-districts) for more information on resolving data errors and warnings.
- ◆ SSOR will provide a sample of the data you uploaded for a final quality check. Make sure you look at this sample carefully to catch any problems that may not have been caught by SSOR's data validations before you submit your data.

### BEST PRACTICE

Always carefully check the sample from SSOR before submitting your data to create the SSOR registration roster. Doing so will let you fix global errors. This is especially important for district staff because they cannot edit or replace data files after submission.

- ◆ Correct all errors and applicable warnings.

## 3. Submit your data in SSOR (data coordinator):

- ◆ Submitting your data will generate an online registration roster in SSOR.
- ◆ After your data has been successfully submitted, be sure to notify staff who are in the registration role so that they can begin validation and registration.

#### 4. View and validate student data, and then register students (school registration role, e.g., test and SSD coordinators):

- ◆ Use the *Digital In-School Testing Checklist* at [satsuite.org/educator-experience](https://satsuite.org/educator-experience) to plan to register your students early enough to give yourself time to view and make data corrections. We recommend at least 1 week for this crucial step.
- ◆ You should first review all the data in the SSOR registration roster and confirm there are no major data issues (e.g., first/last names aren't swapped, data isn't duplicated or shifted, large number of students aren't missing, etc.). If this is the case, you'll have the option to request a full data replacement. See *Registration Troubleshooting* on page 6.]
- ◆ Schools may need to add away students who have contacted them to be tested. Be sure to include the appropriate attending AI code for these students. See [satsuite.collegeboard.org/psat-nmsqt/taking-the-test/away-students](https://satsuite.collegeboard.org/psat-nmsqt/taking-the-test/away-students) for more information.
- ◆ Once you determine there are no major issues with the data uploaded, you can view and validate the data, including making minor corrections to data, if allowed by your district:
  - Make data corrections as needed to student data (name, gender, date of birth, etc.)
  - Delete students who no longer attend your school.
  - Add students who may not have been included in the data upload.

**IMPORTANT:** *If you're registering a new student who recently transferred to your school or an away student, be sure to confirm that they have not previously taken the relevant test (PSAT/NMSQT® or PSAT™ 8/9) during the current October testing period.*

- Validate that accommodations are accurate for students approved for them. To complete this step, we recommend the SSD coordinator use the SSD Online dashboard to review the students in the grade(s) who have been approved for accommodations, or who may have accommodation requests that are still under review with College Board. Check the students listed in SSOR to ensure that their accommodations are accurate. If they are incorrect, resolve using SSOR.
  - The SSD coordinator should use the SSD Online dashboard to review the students in the grade(s) who have been approved for accommodations, or who may have accommodation requests that are still under review with College Board.
  - In the SSOR registration roster, the SSD coordinator clicks on the student's name and verifies that the student has accommodations and they are correct.
  - If the accommodations for a student are missing or incorrect, resolve using SSOR (see *Handling Accommodations in the Registration Flow* on page 7 for additional guidance).

**IMPORTANT:** *Though rare, you may have one or more students who are approved to receive a paper test for digital assessments. Plan to register students with this accommodation as early as possible to avoid any possible testing delays due to lead time needed to ship their materials. We recommend a minimum of 3 weeks before your intended start date.*

- ◆ Once student data and accommodations (as applicable) are validated, register your students. You can register 1 student at a time or register multiple students at once by selecting the student(s) and clicking the Register Students button.

**IMPORTANT:** *You must click the Register Students button to complete the process. Students will updated to "Registered" in the Registration Status column.*

- ◆ After you register students, they'll become available in Test Day Toolkit, allowing you to perform test readiness activities. Allow 2 business days for students to become available in the toolkit after you register them in SSOR.

#### 5. Monitor your registration roster for accuracy (school registration role, e.g., test and SSD coordinators):

- ◆ Once you have registered students, monitor your SSOR registration roster on a regular basis. You'll need to make changes to SSOR 1 student at a time.
- ◆ If a registered student moves to another school, delete that student's registration.
- ◆ If a new student moves to your school or you get a request from an away student to test, add that student to your registration roster and register them. If you notice student data (name, date of birth, grade, etc.) is not correct after you have registered the student, you will need to delete the registered student and add a new record for that student with the corrected data in SSOR.

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**IMPORTANT:** *Deleting a registered student in SSOR will delete the student from Test Day Toolkit. Any test readiness activities already completed will need to be repeated with the new record added.*

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- ◆ The SSD coordinator should ensure any newly approved or changed accommodations are reflected in the SSOR roster by checking against the data in SSD Online.
- ◆ Registrations may be deleted until the end of the testing window.

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## Registration Troubleshooting

If your school/district submitted data with system errors that affect multiple student records you have several options:

- The school's test coordinator and data coordinator can work together to delete the incorrect data and submit an updated full file replacement.
- The school's test coordinator can manually edit the inaccurate student records.
- Schools can provide access to district staff to their school's SSOR to take either of these steps to resolve the issue.

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**IMPORTANT:** *Deleting a registration will remove any associated data with it, including responses given during exam set up, practice test results, or even test responses. This is why it is critical to ensure that student data is accurate as early as possible ahead of when students are progressing with readiness or testing activities.*

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### Full File Replacement Process (for schools):

Schools must take these steps to execute a full file replacement:

1. Click the **Request Full Data Replacement** option under **Additional Actions** in your registration roster in SSOR. **Note:** To make this request, all registered students currently in your SSOR registration roster must be deleted.
2. Once you confirm this request, any additional data for unregistered students still in your SSOR registration roster will be deleted. **Note:** A full data replacement will start you back at the very beginning of the process.
3. You will need to contact your school's data coordinator and request a corrected data file be submitted in SSOR for your assessment. They must be sure to include all students that will test in this new data file.
4. Once the new data file is submitted by your data coordinator, you will need to validate and register students in your SSOR registration roster. Any steps previously completed will need to be completed again.

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## Handling Accommodations in the Registration Flow

The SAT Suite registration role should be assigned to staff with access to SSD Online to ensure synchronization of student data in SSOR and accommodation data in SSD Online.

**IMPORTANT:** *Schools don't have to order standard and accommodated materials separately. The new registration system manages the accommodations needed by matching the data uploaded or entered in SSOR to the student data entered for accommodations in SSD Online.*

- Students who need to change or waive their testing accommodations on test day will have to be given a rescheduled test.
- The SSD coordinator must identify any accommodation changes as early as possible using the SSOR registration roster.
- The SSOR registration roster provides some tools that allow school staff to waive accommodations or to add missing accommodations using the student's SSD ID from SSD Online if none are listed for a student in the roster who should have them.
- It's important to take the time to review each accommodated student's record in SSOR to ensure changes have been made correctly. If accommodations are updated in SSD Online, those updates will be reflected in SSOR and in Test Day Toolkit automatically.
- Staff should reach out to College Board (see Contact Us on page 8) if they have questions or need assistance resolving accommodations issues prior to test day.

**IMPORTANT:** *Be sure to validate the correct accommodations are available in Test Day Toolkit for a student who needs them. Even when you make updates in SSOR related to testing accommodations, it takes at least 2 business days for those updates to be visible in the toolkit. Do not have a student start their test if their accommodations are not accurate in Bluebook and Test Day Toolkit.*

### Accommodations Troubleshooting:

Students who should have accommodations but don't in SSOR:

1. Review the student's information (name, date of birth, attending AI code, etc.) in SSOR by clicking on the student's name and compare it to the same data in SSD Online.
2. If the student's data is incorrect in SSOR, click the **Edit** button in SSOR and update the student's data to match the student data presented in SSD Online. Click the **Save** button in SSOR and their approved accommodations should now populate.
3. If the data is correct in SSOR, click the **Edit** button, scroll to the Accommodations section and click the **Find missing accommodations** option. Enter the student's SSD ID from SSD Online in the designated field and click the **Save** button and their approved accommodations should now populate.

Students with incorrect accommodations in SSOR:

1. If some accommodations are missing for a student, view the student in SSD Online to confirm if the missing accommodation(s) are pending approval. If they are, once they are approved, SSOR will be updated.
2. If the listed accommodations in SSOR for a student are wrong, contact SSD for assistance (see Contact Us on page 8).

Waiving accommodations for students in SSOR:

1. To waive approved accommodations for a student, click on the student's name in SSOR and click the **Edit** button.
2. Scroll to the Accommodations section and click the **Waive all accommodations** check box.
3. Click the **Save** button to save your changes.

You cannot waive single accommodations in SSOR. If a single accommodation needs to be waived, contact SSD for assistance.

You should resolve all accommodations issues before registering a student. SSOR will allow you to make accommodations updates after the student has been registered, but it may take up to 2 business days for these changes to be reflected in Test Day Toolkit. If accommodation changes are made, be sure the student does not start testing until these changes are reflected in Test Day Toolkit.

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## Registration Resources

Schools and districts can find detailed information about registration at [satsuite.org/educator-experience](https://satsuite.org/educator-experience), including:

- Timelines based on selected testing start dates.
- Data upload requirements and a template for CSV file uploads.

Schools and districts can find information about errors and warnings generated by SSOR in the file upload error report—what they mean and how to correct them—in the appropriate SSOR help center: [satsuite.collegeboard.org/help-center/ssor-schools](https://satsuite.collegeboard.org/help-center/ssor-schools) or [satsuite.collegeboard.org/help-center/ssor-districts](https://satsuite.collegeboard.org/help-center/ssor-districts).

Other important information about delivering digital tests, including digital readiness checks, technology requirements, using Test Day Toolkit, and administering digital accommodations can be found at [satsuite.org/educator-experience](https://satsuite.org/educator-experience).

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## Contact Us

Hours are usually Monday–Friday from 9 a.m.–6 p.m. ET

### For Help with SSOR:

**SAT® PHONE:** 888-SAT-HELP

**EMAIL:** [sateducator@collegeboard.org](mailto:sateducator@collegeboard.org)

**PSAT/NMSQT, PSAT™ 10, AND PSAT 8/9 PHONE:** 888-477-7728

**EMAIL:** [psat@info.collegeboard.org](mailto:psat@info.collegeboard.org)

### For Help with Accommodations:

**SSD COORDINATOR'S HELP LINE:** 844-255-7728

**EMAIL:** [SSD@info.collegeboard.org](mailto:SSD@info.collegeboard.org)