



Idaho School Day Preparing for the Fall 2020 SAT[®] School Day and PSAT/NMSQT[®]

Welcome to the new school year! This guide is to help you prepare for the Fall SAT[®] School Day and PSAT/NMSQT[®], both programs sponsored by the State Department of Education (SDE). The SDE pays for public school 12th grade students to participate in the SAT School Day and for public school 10th grade students to participate in the PSAT/NMSQT.

As schools continue to navigate uncertainties due to the coronavirus, the top priorities for College Board are the health and safety of students and educators. To make it easier for schools to meet health guidelines and requirements, the College Board is offering flexibility with administration dates and has adapted policies and procedures to support schools in administering SAT[®] School Day and PSAT/NMSQT[®] this fall.

We have revised some of the original test dates to provide testing options on different days of the week.

PSAT/NMSQT	SAT School Day
Primary date: Wednesday October 14 th	Primary date: Wednesday September 23 rd
Saturday date: Saturday October 17 th	Primary date: Wednesday October 14 th
Alternate date (revised): Thursday October 29 th	Makeup date (revised): Tuesday October 27 th
New: Tuesday January 26 th	

For the PSAT/NMSQT, you can administer the test on one or across multiple available test dates: October 14 or October 17, October 29, and January 26, 2021.

For SAT School Day, you can order for September 23, October 14, or both, and split your students across two administrations. You can also use the October 27 makeup administration as an additional test date, but students testing on October 27 do not have a makeup option. If you need to utilize the makeup as another test date, you can order immediately following their primary administration.

Note: These date options apply for the administration of SAT School Day and the PSAT/NMSQT in school for fall 2020 only. You can use each date option independently or in combination with another date option.

As states, districts, and schools are discussing the extent to which they'll be able to open to students this fall, we are here to help you plan for administering the SAT School Day and PSAT/NMSQT in school amid the challenges and uncertainties that covid-19 introduces. Our shared priorities, with educators, are everyone's health and safety. You can use [the Fall 2020 Flexible Testing Options Guide](#) to learn about

flexible testing options specific to the fall.

Overview for Fall 2020

- To support schools and students, we're adapting policies and procedures to ease the process of administering SAT® School Day and the PSAT/NMSQT® in school this fall.
 - **PSAT/NMSQT**- You can select multiple PSAT/NMSQT administration dates in the test ordering site (TOS). We'll send a follow up email in mid-October to alert when the January administration date is available in TOS. If you have already placed an order for the original alternate date (Wednesday, October 28th) the order has been automatically shifted to Thursday, October 29. *Note: Please administer the PSAT/NMSQT Alternate test on the revised date of October 29 and not on October 28.*
 - **SAT School Day** – As previously announced, an additional administration for SAT School Day was added so you have a September and October testing choices, with the option to split your students across two dates. If you need to utilize the makeup as another test date, you can order immediately following your primary administration. *Note: Please administer the SAT makeup test on the revised date of October 27 and not on October 28.*
- **Flexible start times:** You can stagger arrivals and dismissals to be certain you have ample space and staffing. All testing must start before the first group to test completes testing.
- **Off-site testing:** You can use this option to utilize multiple locations to spread out students, allowing for more distance between test takers. You no longer need to submit an off-site plan for approval.
- **No charge for unused tests:** We do not charge you for test fees if you are unable to administer SAT School Day, PSAT 8/9, and PSAT/NMSQT this fall. We understand the decision to test may not be made until closer to the administration dates; please adjust your test book volumes the best you can by the ordering deadlines (Tuesday, August 25 for September SAT School Day and Wednesday, September 16 for October tests).

Overview for 2020-2021

In our continued attempts to improve our processes for students and educators on test day, there are several updates to share for 2020-21:

For PSAT/NMSQT:

1. Test book logistics are changing: All students now need to grid the Test ID number from the back of the test book onto the answer sheet. If you're testing students approved to use certain alternate test formats (e.g., MP3), you'll receive accompanying test books for each of these students in your accommodated test materials shipment. The test books have a subtitle indicating the formats they're used for. Please keep these test books separate for use only with MP3, reader, braille, and ATC (assistive technology-compatible) testing.
2. If a student's parent or guardian has told the student that he/she shouldn't complete any optional or voluntary fields, please ask the student to sit quietly as the others go through these fields. Students should not complete any field that asks for information their parent or guardian has told them not to provide.
3. You may see certain accommodations referred to in new ways (how they're administered won't change): a. 50% extended time may be referred to as "time and one-half."; b. 100% extended time may be referred to as "double time."; c. Braille graphs and figures may be referred to as "raised line drawings."; d. Magnifiers and magnifying machines may be referred to as "non-electronic magnifying devices" and "electronic magnifying devices," respectively.; and e. MP3 audio may be referred to as "pre-recorded audio."

4. We have changed the order of accommodated scripts in this manual to have standard timing with extra breaks (formerly Script 4) immediately follow the standard script (Script 1). The new sequence is: a. Script 1 – Standard timing; b. Script 2 – Standard timing with extra breaks; c. Script 3 – 50% extended time (time and one-half); d. Script 4 – 100% extended time (double time); and e. Script 5 – MP3 audio format script (pre-recorded audio).
5. A downloadable copy of the test directions is now available in SSD Online. The SSD coordinator can print these out for students approved for a printed copy of verbal instructions.

For SAT School Day

1. A downloadable copy of the test directions is now available in SSD Online. The SSD coordinator can print these out for students approved for written copy of oral instructions (SSD code 041).
2. If a student's parent or guardian has told the student that he/she shouldn't complete any optional or voluntary fields, please ask the student to sit quietly as the others go through these fields. Students should not complete any field that asks for information their parent or guardian has told them not to provide.
3. You may see certain accommodations referred to in new ways (how they're administered won't change): a. 50% extended time may be referred to as "time and one-half."; b. 100% extended time may be referred to as "double time."; c. Braille graphs and figures may be referred to as "raised line drawings."; d. Magnifiers and magnifying machines may be referred to as "non-electronic magnifying devices" and "electronic magnifying devices," respectively.; e. MP3 audio may be referred to as "pre-recorded audio."

Getting Assistance

- **Field Team:** Your Idaho field representative is: Stephen McCue at 408-828-7410 or via email at smccue@collegeboard.org.
- **Idaho-specific Email:** The Idaho Email is IdahoSDSupport@collegeboard.org.
- **Customer Service:** PSAT/NMSQT Customer Support is available at 888-477-7728 or via email at psat@info.collegeboard.org. Idaho Customer Support is available at 866-253-0385 or via email at satschoolday@collegeboard.org.

Preparing Students

- Help students prepare for test day. Ensure both students and their parents know what to expect.
- The College Board provides free practice tests on our website at [PSAT/NMSQT Practice Tests](#).
- Students may also want to create a personalized study plan using the Official SAT® Practice site on Khan® Academy at [Khan Academy](#). Students can access thousands of questions approved by the College Board, can take official SAT practice tests, and once scores are released, they can create personalized study plans based on their results.

Preparing for Test Day

Creating a College Board Professional Account

A College Board Professional Account provides access College Board systems. The test coordinator, the SSD coordinator, and the bulk registration coordinator must have a College Board Professional Account in order to access certain tools for the administration. If educators already have a College Board account, they do not need to create a new one. If you need to create an account, go to [Sign In or Sign Up](#), click "Sign Up," and follow the instructions.

Registering Students

- All districts/schools are required to use the bulk registration process to pre-identify students. The upload is typically at a district level for all schools. The benefits of pre-identifying students include:
 - Schools receive Pre-ID labels which reduces the gridding students must do on test day.
 - Pre-identifying helps make reporting more accurate because some data elements such as the student's nine-digit EDUID and grade level are provided by the district instead of gridded by the student.
- The SAT and PSAT/NMSQT Coordinator receive all information regarding accessing the College Board Bulk Registration tool for use in fall in late August.
- We recommend coordinating with your District Test Coordinator to determine who 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.
- If a school places an order for multiple PSAT/NMSQT test dates, they only have to complete bulk registration for one order.
- To learn more about the bulk registration process, go to [Bulk Registration](#). College Board provides a standard layout in either Microsoft Excel (.xls) or Comma Separated Value (.csv) format.

Ordering Materials

- All schools must order materials through the Test Ordering Site by the following dates, depending on the assessment:

	Order Deadline
SAT School Day September 23rd Administration	8/25/2020
PSAT/NMSQT October Administration	9/16/2020
SAT School Day October 14th Administration	9/16/2020
PSAT/NMSQT January Administration	TBD

- Before the ordering deadline, confirm your access by logging into your College Board account and select the Test Ordering System from your Dashboard. If you don't have access, request assistance at IdahoSDSupport@collegeboard.org
- Fee waivers and fee reductions no longer need to be ordered prior to test date. After test day, schools may log into TOS and select fee-waiver eligible students from an online roster.
- When ordering, you'll be asked to order both standard materials and those for students with accommodations. When ordering for students with accommodations, select each student you are ordering materials for. If you do not see a student listed, it may be because:
 - ◆ The student's accommodations are not yet approved. To order materials, the accommodation request must be approved on the SSD Online Dashboard.
 - ◆ If the student's accommodations were submitted by another school, the SSD Coordinator needs to transfer that student. For assistance, contact SSD at 866-253-0385.
- NOTE: Using the wrong materials on the wrong day will result in score cancellation and/or scholarship ineligibility.

Requesting Accommodations

- Accommodations requests should be submitted by the SSD coordinator no later than **August 7 for the September 23rd SAT School Day**, and no later than **August 25th for the SAT October 14th SAT School Day and for the PSAT/NMSQT**, to be approved before the ordering deadline. Accommodation requests entered in SSD Online for students who are new to a school or district or for a student who may have a new IEP or 504 plan must be reviewed as quickly as possible.
- SSD coordinators use SSD Online to submit accommodation requests on the behalf of students. Schools can have multiple SSD coordinators.
- Once approved, students remain approved for College Board accommodations for all other College Board assessments, including AP[®] exams. If a student's IEP or 504 changes, the SSD coordinator can modify the requested accommodations in SSD Online.
- If students test with any accommodations that are not preapproved by the College Board, scores for those students are not reported. Students who are approved after testing may have an opportunity to receive an unofficial score report.

Preparing Rooms and Staffing

The first step in planning for test day is to identify testing rooms and staff needed. Each school needs:

1. **Coordinator:** responsible for overseeing all activities related to testing.
2. **Proctor(s):** responsible for administering the test in the testing room
3. **Monitor(s):** responsible for assisting associate coordinators in large testing rooms
4. **SSD coordinator:** responsible for submitting accommodations requests for students and may administer the test to students with accommodations

Review the "Test Basics" section beginning on page 2 of the [Fall 2020 PSAT/NMSQT Coordinator Manual](#) and/or the [2020-2021 SAT School Day Coordinator Manual](#) for more details.

Test Day Training

We sent you an email with information on how to access the online training in advance of test day. Online test day training is required for SAT Test Coordinators. If you serve as a PSAT/NMSQT and SAT Test Coordinator, you are only required to complete the SAT training.

At least one week before the test, schedule and conduct a training session with your staff to review procedures, forms, and timing; to announce staff assignments; to distribute manuals; and to answer questions. At this session, you may want to give your staff access to the online training modules provided. Be sure to review the following:

- Maintaining security in the testing room
- Procedures for collecting student belongings (if school policy permits)
- Seating policies
- Calculator and cell phone policies
- General responsibilities of each position
- Using the correct testing materials
- Equipping the testing room
- Timing of the test and breaks
- Testing room forms and reports
- Signaling plan for test day
- Administering accommodated testing when applicable

Preadministration Session

- We strongly recommend conducting a preadministration session prior to test day. Once you receive the preadministration materials you have the option to allow all students, including those testing with

accommodations, to fill in identifying information on their answer sheets ahead of test day. This shortens the test day for both students and staff, and it helps to create a more positive test-taking experience.

Please note that students must fill out answer sheets under supervision in school.

- **IMPORTANT: Schools participating in bulk registration should wait until they receive their pre-ID labels to conduct a preadministration session.**

Test Day

On test day for the **PSAT/NMSQT**, the coordinator is responsible for maintaining security, overseeing all staff activities, and reporting any irregularities to the College Board. See “Build Your Plan for Testing” on page 16 of the [Fall 2020 PSAT/NMSQT Coordinator Manual](#) for more information. Make sure that each proctor has the appropriate materials and knows which scripts to use for the rooms they are assigned. Everyone should begin with “During the Test” on page 58 of the manual. Standard scripts begin on page 67. The nonstandard test scripts begin on page 83.

On test day for the **SAT School Day**, the coordinator is responsible for maintaining security, overseeing all staff activities, and reporting any irregularities to the College Board. See “Build Your Plan for Testing” on page 18 of the [2020-2021 SAT School Day Coordinator Manual](#) for more information.

Make sure that each proctor has the appropriate materials and knows which scripts to use for the rooms they are assigned. These scripts are found in the [2020-2021 SAT School Day Standard Testing Manual](#). Everyone should begin with “During the Test” on page 9 of the manual. Standard scripts begin on page 16.

If testing students with accommodations, the SSD Coordinator use the [2020-2021 SAT School Day Accommodated Testing Manual](#). Non-standard testing scripts for testing students with accommodations begin on page 33 of this manual.

After Testing

- Coordinators are responsible for returning test materials after testing. See “After the Test Tasks and Information” beginning on page 39 of the [Fall 2020 PSAT/NMSQT Coordinator Manual](#). Before returning answer sheets, review the grade level students provided on their answer sheet for accuracy.
- Coordinators are responsible for returning test materials after testing. See “After the Test” section beginning on page 46 of the [2020-2021 SAT School Day Coordinator Manual](#). Before returning answer sheets, review the grade level students provided on their answer sheet for accuracy.
- Student and educator scores will be available through the secure College Board Reporting Portal in December. Look for more information by email with the exact timeframe.
- Review the number of answer sheets processed and ensure that the grade level and fee waiver applications are accurate. If you only tested 10th graders on the PSAT/NMSQT or 12th graders on the SAT School Day, your school will not be billed. If you tested students from other grades on either the PSAT/NMSQT or the SAT School Day, your school will be billed for any other grades. Additional information will be provided in December.



Key Dates

Activity	PSAT/NMSQT Timeline	SAT September Timeline	SAT October Timeline	Comments
Submit accommodation requests	8/25/2020	8/7/2020	8/25/2020	<ul style="list-style-type: none"> To request access for SSD Online, go to: SSD Online Access Request To access SSD Online using your College Board Account at: SSD Online
Order, reduce, or increase test material order in the Test Ordering System (TOS)	9/16/2020	8/25/2020	9/16/2020	<ul style="list-style-type: none"> If you placed an order for materials early, please review your order and make any decreases or increases to the test book quantity by this date. To access the Test Ordering System, login to your College Board account and select the tool from your dashboard. Need access to Test Ordering? Complete the form at: Ordering Help
Deadline to submit pre-identification or bulk registration file.	9/17/2020 final date to submit to receive labels by 10/6/2020	9/17/2020 final date to submit to receive labels by 10/6/2020	9/17/2020 final date to submit to receive labels by 10/6/2020	<ul style="list-style-type: none"> Each district/school will upload student information using the Bulk Registration tool to simplify the process on test day. Access the tool using your College Board account at: Bulk Registration Tool <p>Test Coordinators often coordinate with District Test Coordinators when submitting the bulk registration file.</p>
Pre-admin/non-secure materials arrive in schools (if ordered by August 12)	9/8/2020-10/2020	9/29/2020-10/1/2020	9/29/2020-10/1/2020	<ul style="list-style-type: none"> Schools providing bulk registration files no later than 9/24/2020 will receive labels, answer sheets, and testing manuals by 10/6/2020 If the school did not submit a bulk registration file your answer sheets and testing manuals will arrive with your test materials.
Secure test material arrives in schools	10/6/2020-10/9/2020	9/15/2020-9/18/2020	10/6/2020-10/9/2020	Once testing materials arrive, check the contents of the shipment immediately to ensure you have the materials required for test day.
Test Day	10/14/2020	9/23/2020	10/14/2020	<ul style="list-style-type: none"> Makeup test date for SAT 10/27/2020 Alternate test date for PSAT/NMSQT 10/29/2020 Saturday test date for PSAT/NMSQT 10/17/20

Return answer sheets for scoring	NLT 10/15/2020	NLT 9/24/2020	NLT 10/15/2020	Return all answer sheets for scoring. More detailed information will be provided at a later date.
Window to order makeup material	N/A	9/23/2020 - 9/25/2020	10/14/2020-16/2020	Order via TOS.
Accommodated Testing Window	N/A	9/26/2020-10/6/2020	10/14/2020-10/27/2020	See NAR for eligible students
Makeup/Alternate materials arrive in schools	N/A	NLT 10/26/2020	NLT 10/26/2020	Makeup material ordered via TOS. Primary material should be returned and not used for this administration.
Alternate/Makeup Test Day	10/29/2020 (alternate)	10/27/2020	10/27/2020	<ul style="list-style-type: none"> • Alternate for PSAT/NMSQT • Makeup for SAT
Return answer sheets for scoring	NLT 10/30/2020	NLT 10/28/2020	NLT 10/28/2020	Return all answer sheets for scoring. You may now begin the remittance process. More detailed information will be provided at a later date.
Complete grade level adjustments, fee waiver requests, and remittance	December 2020	December 2020	December 2020	More information will be available at a later date.

*specific dates for the Winter PSAT/NMSQT administration will become available later this fall.