

## COLORADO

# Coordinator Implementation Handbook

## SAT School Day, PSAT 10, and PSAT 8/9

### General Information for 2020

The Colorado Department of Education (CDE) is providing the SAT® for public school students in 11th grade, the PSAT™ 10 for public school students in 10th grade, and the PSAT™ 8/9 for public school students in 9th grade.

	PSAT 8/9 and PSAT 10 Administration	SAT School Day Administration	National SAT Administration*
<b>Primary Test Date</b>	April 14, 15, or 16, 2020**	April 14, 2020	March 14, 2020
<b>Makeup Test Date</b>	April 28–29, 2020	April 28, 2020	N/A
<b>Accommodated Testing Window</b>	April 14–21, 2020	April 14–17, 2020	N/A

\*Available for students with vouchers only.

\*\*District choice for initial test date for PSAT 8/9 and PSAT 10.

Districts can choose between April 14, 15, or 16, 2020, as the initial test date for the PSAT 10 and PSAT 8/9. Districts may select districtwide testing dates for grades 9 and 10 for all schools within the district, or may delegate this choice to individual schools to set their own schedule. If a district chooses to allow individual schools to select their own initial test date from these three options, please consider the potential for exposure of test content if different schools within the district are testing the same grade level on different dates.

As a reminder, all 9th-grade students in a school must test on the same day and all 10th-grade students in a school must test on the same day, but 9th-grade students can test on a different day than 10th-grade students.

Additionally, all SAT testing must be completed on the designated primary test date (April 14) or within the accommodated testing window for approved accommodations. Students who miss the primary SAT test date and are not testing within the accommodated testing window must take the test on the designated makeup test date (April 28). Virtual or online schools may either establish a testing center to administer the SAT on the school day administration date or may opt to provide vouchers to their 11th-grade students to take the SAT on the national administration date of Saturday, March 14, 2020.

Students taking the SAT will have the option to take the SAT with or without the optional Essay. The default registration for all 11th-grade students is for the SAT without Essay, so students who wish to take the Essay must add it to their test registration during the Essay registration window. Please be aware that students who are enrolled at the school where they will be testing but who do not register within the registration window will not be allowed to test with the Essay.

Following the standard schedule, testing room doors close at 8:00 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and may close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. However, schools must start testing no later than 9:30 a.m. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations. For approval to start earlier or later than these times, contact Colorado SAT School Day Support at 866-917-9030.

## Using This Guide

This guide provides information about key activities required to prepare for the Colorado School Day SAT, PSAT 10, and PSAT 8/9 administrations.

Topics include:

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## Who to Contact for Assistance

- District Assessment Coordinator (DAC): For guidance and assistance with assessment testing, planning, and district policy questions.
- Customer Service: Colorado SAT School Day Support, 866-917-9030, or [coloradoadministratorsupport@collegeboard.org](mailto:coloradoadministratorsupport@collegeboard.org).
- Website: College Board's Colorado website, [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado) for Colorado-specific information, which may differ from information posted on the general College Board website.
- Field Team: [ColoradoSchoolDaySupport@collegeboard.org](mailto:ColoradoSchoolDaySupport@collegeboard.org), Sarah Orłowski, [sorłowski@collegeboard.org](mailto:sorłowski@collegeboard.org), or Kelly Doubleday, [kdoubleday@collegeboard.org](mailto:kdoubleday@collegeboard.org).
- Colorado Department of Education: Jared Anthony, [Anthony\\_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us).

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## Coordinator Checklist

Below is a suggested checklist of high-level activities for your spring 2020 administration. If you choose to perform certain activities at a different time at your school, please be aware of the deadlines and how they may impact the activity. In addition, your Coordinator Manual will provide more detailed information about the activities that must be completed closer to test day.

### September–December

Mark when Complete	Activity
<input type="checkbox"/>	Respond to College Board survey to establish school and identify key staff. <b>(Due September 24, 2019)</b>
<input type="checkbox"/>	Create College Board professional account, if needed. Also, confirm that an SSD Coordinator has been identified and that person has created a College Board professional account and requested access to SSD Online.
<input type="checkbox"/>	Submit off-site testing plans, if necessary. Off-site testing plans must be submitted no later than <b>December 20, 2019</b> .
<input type="checkbox"/>	Participate in webinars and trainings.
<input type="checkbox"/>	Collaborate with SSD Coordinator to create list of students who will need to test using accommodations. Collect any required supporting information.
<input type="checkbox"/>	SSD Coordinator submits accommodations requests in SSD Online. (Requests accepted <b>October 2019–February 24, 2020</b> .)
<input type="checkbox"/>	Receive and distribute vouchers for students participating in the March weekend administration. Vouchers will be sent in early December to virtual schools who requested them.
<input type="checkbox"/>	Students with vouchers register for the March weekend administration. <b>(Registration deadline is in February 2020.)</b>
<input type="checkbox"/>	Receive confirmation of Attending Institution (AI) Code.

## January

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with your principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Share information about the SAT with Essay with students.
<input type="checkbox"/>	SSD Coordinator submits accommodation requests in SSD Online. (Requests accepted <b>October 2019–February 24, 2020.</b> )
<input type="checkbox"/>	State-allowed accommodation window opens in SSD Online. (SAA requests accepted <b>January 14–March 6, 2020.</b> )
<input type="checkbox"/>	EL 50% Extended Time request window opens in SSD Online. ( <b>January 14–March 6, 2020</b> )
<input type="checkbox"/>	Students with vouchers register for the March weekend administration. (Voucher registration window <b>December 2019–February 2020</b> )
<input type="checkbox"/>	11th grade students who wish to take the optional SAT Essay must add it to their registration. (Essay registration window is tentatively scheduled for <b>late January/early February 2020.</b> ) <i>Students can complete the essay registration either through their College Board online account (preferred) or by calling Colorado SAT School Day Support at 866-917-9030. Students will not be able to add the essay to their registration after the February 2020 deadline.</i>
<input type="checkbox"/>	Review number of materials being sent to schools via the material review process. ( <b>January 2020.</b> )
<input type="checkbox"/>	Receive approval email for off-site testing locations, if applicable.

## February

Mark when Complete	Activity
<input type="checkbox"/>	Final deadline to submit accommodation requests. (Requests accepted <b>October 2019 – February 24, 2020.</b> )
<input type="checkbox"/>	State-allowed accommodation window opens in SSD Online. (SAA requests accepted <b>January 14–March 6, 2020.</b> )
<input type="checkbox"/>	EL 50% Extended Time request window opens in SSD Online. ( <b>January 14–March 6, 2020</b> )
<input type="checkbox"/>	Receive Coordinator Planning Kits (includes testing manuals, sample forms, and posters).
<input type="checkbox"/>	Read and review testing manuals.
<input type="checkbox"/>	Receive information to access Test Day Training. Complete online training.
<input type="checkbox"/>	Identify and train proctors and room and hall monitors.
<input type="checkbox"/>	SSD Coordinator submits late accommodation requests. Limited to newly enrolled students or students with newly identified disabilities. (Late accommodation requests accepted <b>February 25–March 6, 2020.</b> )

## March

Mark when Complete	Activity
<input type="checkbox"/>	Receive information to access Test Day Training. Complete training.
<input type="checkbox"/>	SSD Coordinator submits late accommodation requests. Limited to newly enrolled students or students with newly identified disabilities. (Late accommodation requests accepted <b>February 25–March 6, 2020.</b> )
<input type="checkbox"/>	Receive preadministration shipments (includes answer sheets, all testing manuals, consent forms, student answer sheet instructions, and pre-ID labels).
<input type="checkbox"/>	Distribute consent forms for students to complete the optional questionnaire and set deadline to collect completed forms prior to preadministration session.
<input type="checkbox"/>	Collect completed consent forms and conduct preadministration session.
<input type="checkbox"/>	Students who used a voucher to register for March national SAT administration are tested on <b>March 14, 2020.</b> <i>After testing, contact students who received an SAT voucher to confirm they tested, and begin to create a makeup list of students who did not.</i>
<input type="checkbox"/>	Test coordinators and SSD coordinators complete online test day training. Training will take approximately 60 minutes and must be complete by <b>March 25, 2020.</b>
<input type="checkbox"/>	Proctors and monitors must either complete online test day training or be trained by their Test Coordinator. The online test day training will take 20–30 minutes. All proctors must log in to the online test day training to indicate they've finished training by either completing a quiz or the module by <b>April 8, 2020.</b>
<input type="checkbox"/>	Read and review testing manuals.
<input type="checkbox"/>	Finalize room and staff assignments.

## April

Mark when Complete	Activity
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.
<input type="checkbox"/>	Initial test day: <b>SAT: April 14, 2020</b> <b>PSAT 10 and PSAT 8/9: April 14, 15, or 16, 2020</b> (district/school choice)
<input type="checkbox"/>	Request SAT, PSAT 10 and PSAT 8/9 makeup materials through online survey.
<input type="checkbox"/>	Schedule and return completed test materials.
<input type="checkbox"/>	Accommodated Testing Window: <b>SAT: April 14–17, 2020</b> <b>PSAT 10 and PSAT 8/9: April 14–21, 2020</b> (district/school choice)
<input type="checkbox"/>	Makeup testing: <b>SAT: April 28, 2020</b> <b>PSAT 10 and PSAT 8/9: April 28–29, 2020</b>

\*Please check the website for specific updates to the timeline.

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## Updates for 2019-2020

College Board has made a number of enhancements for this school year. The following improvements are intended to make the administration easier for students and schools:

1. Seating requirements have changed. The minimum distance between students has been reduced from 4 feet to 3 feet. Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk). At tables, students must be seated at least 3 feet apart and facing the same direction. You may seat 2 students at a table that is 6 feet or longer.
2. Required staff-to-student ratios have changed for accommodated rooms. The ratio is now 1 staff member per 20 students (instead of 1 to 10). A room monitor is not required until you have 21 or more accommodated students testing in the same room.
3. Test coordinators will use their school's regularly scheduled UPS pickup to return materials. If UPS does not make regular pickups at your school, you'll schedule a pickup with UPS using the prepaid label and information provided by College Board.
4. Students approved for use of the MP3 audio accommodation will now receive test content via a streaming application instead of a flash drive. If your school is unable to use a streaming application (e.g., due to no internet access), contact the SSD office as soon as possible.
5. We've modified the answer sheet to allow for more diverse gender identification, in addition to male and female.
6. If you're reporting an irregularity, you will apply a pink Irregularity Report (IR) label to the outside of all used answer sheet return shipments. If you're reporting a test day irregularity, scores may be delayed if you don't apply the IR label to the outside of your shipment.
7. Schools will return all used and unused PSAT 10 and PSAT 8/9 test materials from the primary administration date immediately after testing. Similar to the SAT, new makeup materials will ship separately. All PSAT 10 and PSAT 8/9 test books will be serialized and must be returned after testing.

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## Establishing Schools for Testing

In order to get all schools set up in College Board's systems to administer the CDE-sponsored tests, College Board sent a survey to test coordinators and district assessment coordinators early in the fall. The purpose of this survey was to collect important information about each school for the upcoming spring administrations. If the information provided in this survey was inaccurate or incomplete, schools may miss important information.

College Board used the information provided in the survey to establish each school for spring testing. An email confirming a school's 6-digit AI code will be sent to the test coordinator in December.

Schools must establish themselves as a test center each year. If you are unsure whether your school completed the school setup survey, please check with your district assessment coordinator.

### Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Test coordinators will receive email confirmation of their school's AI code in December. The AI code connects student data to schools and is placed on answer sheets and when returning testing materials.

### Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location.

Off-site locations must be approved by College Board to ensure they meet testing, staffing, training, and security requirements. 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 AI code, off-site testing location name and address, and contact information for the off-site coordinator(s).
3. New this year, you will be given a link to submit your off-site request: <http://sat.org/offsiterequest>. Complete the required fields and submit the online form to submit off-site requests opens. 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 midnight ET, December 20, 2019.
6. 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.
7. Once approved, an email will be sent to the test coordinator of the primary AI communicating the approval.

## Expelled Students

If a student is expelled and is not allowed at school to take the Colorado SAT or PSAT-related assessments, the school or district can submit an off-site testing plan (see above) to test this student at another location, such as the district office. If the expulsion occurs after the December 20, 2019, deadline, submit the request as soon as possible using the same off-site testing form and process.

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## Identifying and Preparing Staff

### Creating a College Board Professional Account

A **College Board Professional Account** provides online access to a variety of College Board tools and services. The SAT, PSAT 10, and PSAT 8/9 test coordinators, and the SSD coordinator must each have a College Board Professional Account to access certain tools for the administration. To create an account, go to [collegeboard.org](http://collegeboard.org), click **Sign up**, and follow the instructions. [Click here for help creating an account](#). An educator needs to create an account only once.

To access College Board's Educator Reporting Portal, the DAC will need to grant access to the user. In Colorado, each DAC has been designated as the reporting portal's Assessment Manager. Using the College Board Professional Account Dashboard, an educator can request access or find directions to get access to specific tools.

To access College Board's SSD Online system, the SSD Coordinator will need to fax the [SSD Coordinator Form](#), signed by the school principal, to College Board's Services for Students with Disabilities at 866-360-0114.

Test day staff will use their College Board Professional Account to access the following tools and services:

- Test Day Training: Access to training on how to plan to test, administer the test and return test materials
- K-12 score reporting portal: For access to detailed roster report and test scores

- SSD Online: Required to submit requests for accommodations and certain English learner supports, to make changes to existing approved accommodations for students, and to print the Nonstandard Administration Report (NAR)

## Identification of Testing Staff

Staff members, including SAT, PSAT 10, and PSAT 8/9 test coordinators, can be selected if:

1. A member of their household or child is not taking the same College Board test in the same window at any test site. In such instances, because staff members, including coordinators, have access to test books before test day, the related student’s scores will be subject to cancellation.
2. They haven’t taken a College Board test within 180 days of the school day administration.
3. They aren’t engaged in any paid, private SAT or PSAT-related assessment preparation. This doesn’t include teaching course content and test familiarization as part of the regular school coursework.
4. All staff for Colorado School Day testing must be paid employees of the district.

Please note that any staff member involved in the administration of the school day test, including test coordinators and SSD coordinators, must meet these requirements.

## Roles and Responsibilities of Testing Staff

Schools are responsible for identifying a test coordinator for each test (SAT, PSAT 10, or PSAT 8/9), a backup test coordinator, and an SSD coordinator, as well as a proctor for each testing room, and necessary room and hall monitors. College Board will not collect contact information from proctors or monitors. If needed, an individual staff member can serve as the test coordinator or SSD coordinator for more than one assessment as long as they meet the staffing requirements.

Although test coordinators are responsible for coordinating the administration for all students, the test coordinator and SSD coordinator should work closely together to ensure the test day and environment for students with disabilities is planned for and administered effectively.

Role	Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating the SAT administration for all students.	Yes
PSAT-Related Assessment Coordinators	Responsible for coordinating administration of the PSAT 10 and PSAT 8/9 for all students.	Yes
Backup Test Coordinator	Responsible for coordinating the SAT School Day or PSAT-related assessment administration if the regular coordinator is not available.	No
SSD Coordinator	Requests accommodations and works with the SAT or PSAT-related assessment coordinator to coordinate the SAT or PSAT-related assessments for students with disabilities. Schools can have multiple SSD coordinators, but only one should be listed as the primary coordinator who will receive communications from College Board.	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room.	No
Room monitor	Assists the proctor with activities and monitoring students in the testing room.	No
Hall monitor	Responsible for monitoring the hallways on test day.	No



Contact information for SAT and PSAT-related assessment coordinators, backup test coordinators, and the SSD coordinator was collected in the establishment survey sent by College Board. Staff members can serve multiple roles, if necessary.

If the contact information for the SAT or PSAT-related assessment coordinator, backup test coordinators, or SSD coordinator changes, please contact Colorado SAT School Day Support at 866-917-9030, or [coloradoadministratorsupport@collegeboard.org](mailto:coloradoadministratorsupport@collegeboard.org).

## Test Day Training

Colorado requires annual test day training for all coordinators and testing staff administering the SAT, PSAT 10, and PSAT 8/9. Training is provided via prerecorded online modules accessed from the test coordinator’s College Board professional account. Test Coordinators and SSD Coordinators will be required to take the training. Other test day staff will either need to complete the online test day training provided for their role or be trained by their test coordinator. Proctors trained by their test coordinator will be required to access the online test day training module to complete a quiz to demonstrate that they’ve been trained. A link will be sent to SAT and PSAT-related assessment coordinators approximately 6 weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors, who will have their own specialized training.

College Board provides other training via optional webinars to help SAT and PSAT-related assessment coordinators and SSD coordinators prepare for implementation. Webinar recordings and copies of the presentation slides can be found on [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado).

## Manuals

Copies of each applicable manual will be sent to the SAT or PSAT-related assessment coordinator approximately six weeks before test day as part of the SAT or PSAT-related assessment coordinator planning kits.

Manual Title	What’s Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator, it gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor, it gives instructions for testing students without accommodations and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor, it gives instructions for testing students with accommodations in nonstandard testing rooms.
<i>PSAT 10 Coordinator Manual</i>	Used by the PSAT 10 test coordinator, it gives complete instructions for preparing your school and staff for PSAT 10 testing, including proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in nonstandard testing rooms.
<i>PSAT 8/9 Coordinator Manual</i>	Used by the PSAT 8/9 test coordinator, it gives complete instructions for preparing your school and staff for PSAT 8/9 testing, including proctors testing students without accommodations and students testing with accommodations that may be administered in the standard testing room or in nonstandard testing rooms.

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## Material Orders

Do **not** place orders for SAT, PSAT 10, or PSAT 8/9 materials directly with College Board on the test ordering site. College Board will determine your materials order for the state provided SAT, PSAT 10, and PSAT 8/9 based on:

- The number of students included in the bulk registration file submitted by CDE. The bulk registration file helps report accurate student accounting back to the CDE and creates the following:
  - ♦ The number of standard test materials that will be sent to the schools. (Each school will automatically receive an average of standard test materials to be used for newly enrolled students.)
  - ♦ Pre-ID labels that will be sent to schools to be affixed to students' answer sheets.
- The number of students and the types of approved accommodations in College Board's SSD Online system. Each school will receive appropriate accommodated materials based on the accommodations that appear in SSD Online.

Schools will receive pre-ID labels for students submitted by the CDE in the bulk registration file. The labels must be affixed to answer sheets in the designated area. The labels provide important verification for the student-provided information on the answer sheets. Students will also bubble in their information on their answer sheets for added verification. If a student doesn't have a pre-ID label, it is imperative that the information gridded on the answer sheet is complete and accurate.

## Options for Online Schools

Online schools will have two options when administering the SAT. In the establishment survey, schools indicated which of the following options they selected. Schools will either:

- Establish an off-site testing location to test at a location that is not the school building. Vouchers will not be required for off-site testing. All online schools must establish a testing location for the PSAT 10 and PSAT 8/9.
- Request vouchers for students to test on the national SAT test date on March 14, 2020, through the establishment process in the fall. SAT vouchers will be sent to schools in early December 2019. Students will use the voucher to register for the March 14, 2020, SAT through their College Board student account.
- If schools choose to have students receive vouchers and participate in the March 14 administration, schools will need to establish a testing site for students who may require a makeup.

Make sure both your DAC and principal understand which option(s) you selected so they can help monitor and support the implementation.

A prerecorded webinar will be posted on [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado) in December to help educators support students who may need to use vouchers.

## Registering for the SAT with Essay

Colorado statute requires students to have the option to take the SAT with or without the Essay. Adding the Essay to their SAT registration is a student-level choice. Schools or districts should not make policy decisions regarding which students will or will not take the Essay.

All 11th-grade students have been registered for the SAT without Essay. Students who wish to take the Essay with their SAT must add it to their registration **during the essay registration window**. This can be done online at [www.collegeboard.org](http://www.collegeboard.org) using the College Board student account or by calling College Board's Colorado Support line at 866-917-9030, Option 2. Additional information on how students can add the Essay to their SAT registration, the process for resolving student registration issues, and how to monitor student registrations will be communicated to test coordinators via a prerecorded webinar at [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado). Students enrolled at your school during the Essay registration window and chose not to add the

Essay at that time are not permitted to add the Essay on test day, even if you have additional materials.

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## Testing with Accommodations and Supports

Before submitting a request for accommodations for College Board tests, schools must have parent or guardian consent to share information and request accommodations. Accommodations consent forms are available at [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado). **New requests for accommodations should be entered into SSD Online for all students taking the SAT, PSAT 10, or PSAT 8/9.** Requests for College Board–approved accommodations can be submitted as soon as a school has an AI code. **Requests must be submitted by the school that will test the student.**

The accommodations that students request for College Board assessments should generally be consistent with the accommodations they use for taking assessments in school and documented in the student’s Individualized Education Program (IEP) or 504 plan. When requests are submitted, students can receive approval for accommodations by College Board; this results in a college- and scholarship-reportable score. State-allowed accommodations (SAAs) are also available to students. SAAs are state-specific accommodations defined by the state that require a request to be submitted and are automatically confirmed. The SAAs available align to College Board accommodation types and must be documented in a student’s IEP or 504 plan. Schools and students should be aware that SAAs will result in scores for the student, but scores received are **not reportable to colleges or scholarship programs**. If the decision is made to request an SAA for a student, be sure the student is aware that a college- and scholarship-reportable score will not be provided. **The window to request SAAs opens January 14 and closes on March 6, 2020.**

Certain accommodations, such as large-print test books, require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The NAR will specify when students will test.

Once approved, students remain approved for College Board–approved accommodations for all other College Board assessments, including AP® Exams. If a student’s IEP or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online. More information about this process can be found in the Accommodations Training webinars at [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado).

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College Board–Approved Accommodations	State-Allowed Accommodations
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Must be documented in a student’s IEP or 504 plan.	Must be documented in a student’s IEP or 504 plan, or in the case of a student taking the Math test only, requested due to a student’s status as a first year in US EL newcomer.
Once approved, can be used for all College Board assessments.	Available only for CDE-provided SAT, PSAT 10, or PSAT 8/9.
Result in a score that is reportable to college and scholarship programs.	Result in a score for the student and the school, but <b>do not</b> result in a score that is reportable to colleges or scholarship programs.
Requested in SSD Online and goes through a review process.	Requested in SSD Online and are automatically approved.

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College Board–Approved Accommodations	State-Allowed Accommodations
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Some accommodations (e.g., large-block answer sheets, permission for food/medication) can be administered in the standard testing room.

Other accommodations (e.g., extended time, braille) must be administered in rooms separate from the standard rooms.

Must be administered in separate testing room(s).

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Intended for students with documented disabilities that require accommodations for use on the SAT for 11th graders, and PSAT 10 for 10th graders, and PSAT 8/9 for 9th graders.

Intended for students with documented disabilities who require state-specific accommodations (e.g., EL newcomers testing in Math only) and for students with disabilities who may not be approved for accommodations by the College Board.

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For SAT School Day, depending on the accommodation, will either test on the primary test day or in the accommodated testing window.

For SAT School Day, can test in the accommodated testing window.

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Request deadline is February 24, 2020.

Request window opens in January 14, 2020. Request deadline is March 6, 2020.

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## Working with the SSD Coordinator

The SSD coordinator submits accommodation requests and monitors approval status of requests through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the SAT and PSAT test coordinators in determining testing rooms and staff needed for administering each of the tests with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window, are shipped to the SAT and PSAT test coordinators; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

## Administering the SAT, PSAT 10, or PSAT 8/9 with Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

<b>SAT</b>		
	<b>Day 1 (Including Breaks)</b>	<b>Day 2 (Including Breaks)</b>
Standard Time	3 hours, 15 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 25 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 30 minutes	Not applicable
Extended Time: Math 50% Extended Time	4 hours, 6 minutes	Not applicable
Extended Time Math: 100% Extended Time	4 hours, 45 minutes	Not applicable
Extended Time Reading: 50% Extended Time (entire test)	4 hours, 57 minutes	Not applicable
Extended Time Reading: 100% Extended Time (entire test)	4 hours, 25 minutes	1 hour, 55 minutes
Reader (automatic 50% extended time)	4 hours, 57 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 57 minutes	Not applicable
MP3 Audio	4 hours, 20 minutes	2 hours, 50 minutes

<b>SAT with Essay</b>		
	<b>Day 1 (Including Breaks)</b>	<b>Day 2 (Including Breaks)</b>
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 22 minutes	Not applicable
Extended Time: Math 50% Extended Time	4 hours, 58 minutes	Not applicable
Extended Time: Math 100% Extended Time	5 hours, 37 minutes	Not applicable
Extended Time: Reading 50% Extended Time (entire test)	3 hours, 24 minutes	2 hours, 50 minutes
Extended Time: Reading 100% Extended Time (entire test)	4 hours, 25 minutes	3 hours, 42 minutes
Extended Time: Writing 50% Extended Time	4 hours, 37 minutes	Not applicable
Extended Time: Writing 100% Extended Time	5 hours, 2 minutes	Not applicable
Reader (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
MP3 Audio	4 hours, 20 minutes	4 hours, 37 minutes

**PSAT 10**

	<b>Day 1 (Including Breaks)</b>	<b>Day 2 (Including Breaks)</b>
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
Extended Time: Math 50% Extended Time	3 hours, 41 minutes	Not applicable
Extended Time: Math 100% Extended Time	4 hours, 15 minutes	Not applicable
Extended Time: Reading 50% Extended Time (entire test)	4 hours, 34 minutes	Not applicable
Extended Time: Reading 100% Extended Time (entire test)	3 hours, 20 minutes	2 hours, 30 minutes
Reader (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
MP3 Audio	4 hours, 10 minutes	2 hours, 30 minutes

**PSAT 8/9**

	<b>Day 1 (Including Breaks)</b>	<b>Day 2 (Including Breaks)</b>
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
Extended Time: Math 50% Extended Time	3 hours, 15 minutes	Not applicable
Extended Time: Math 100% Extended Time	3 hours, 45 minutes	Not applicable
Extended Time: Reading 50% Extended Time (entire test)	4 hours, 3 minutes	Not applicable
Extended Time: Reading 100% Extended Time (entire test)	3 hours	2 hours, 10 minutes
Reader (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
MP3 Audio	3 hours, 50 minutes	2 hours, 10 minutes

**English Learner Supports**

English learners will be able to utilize EL supports for the spring 2020 Colorado-provided assessments. To use EL supports, students must be classified either as Non-English Proficient (NEP) or Limited-English Proficient (LEP). These supports include the use of an approved word-to-word bilingual glossary, translated test directions, and 50% extended time. Students can use one or any combination of these supports. Students will receive college reportable scores

when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual glossary:

- The list includes approximately 100 glossaries for spring 2020.
- The use of a glossary does **not** require approval by College Board.
- The list of approved glossaries is available in the Accommodations and Supports section at [collegeboard.org/colorado](https://collegeboard.org/colorado).

Use of translated test directions:

- Translated test directions will be available in Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese.
- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with the test materials.
- Use of translated test directions does **not** require approval by College Board.
- Translated test directions will be available in February 2020 to print.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test, even if they are the only one testing.
- Although not an accommodation, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting in January 2020. Students will be automatically approved, and no supporting documentation is required. More information about the process for entering student information will be available soon.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.

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# Planning for Material Shipments

## Summary of Shipments

Test materials for spring 2020 testing will be addressed to the SAT, PSAT 10, or PSAT 8/9 test coordinator. Note that each shipment may have multiple boxes.

Shipment	Estimated Delivery	Contents
Coordinator Planning Kit	Late February 2020	<ul style="list-style-type: none"><li>Sample copies of each manual:<ul style="list-style-type: none"><li><i>SAT School Day Coordinator Manual</i></li><li><i>SAT School Day Standard Testing Manual</i></li><li><i>SAT School Day Accommodated Testing Manual</i></li><li><i>PSAT 10 Coordinator Manual</i></li><li><i>PSAT 8/9 Coordinator Manual</i></li></ul></li><li>Irregularity Report (IR) sample</li><li>Posters</li><li>Test Materials Diagrams</li></ul>
Preadministration Materials	Mid-March 2020	<ul style="list-style-type: none"><li>SAT School Day, PSAT 10, and PSAT 8/9 <i>Student Guides</i></li><li>All manuals to support testing (preadministration instructions are included in the manuals)</li><li>SAT and PSAT 10 Colorado Student Data Consent Forms</li><li>Answer sheets</li><li>Answer sheet instruction booklets for students</li><li>Pre-ID labels to be placed on answer sheets</li></ul>
Test Materials	End of March 2020	<ul style="list-style-type: none"><li>SAT, PSAT 10, and PSAT 8/9 test books</li><li>Limited number of extra manuals</li><li>Answer sheet return envelopes/boxes</li><li>Coordinator Kit (forms and return supplies)</li></ul>

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## Preadministration Session

A preadministration session should be scheduled prior to test day for all students to complete the demographic portions of the answer sheet and for students taking the SAT and PSAT 10, who have **given consent** to complete an optional questionnaire that provides information about their school experiences and plans for the future. There is no optional questionnaire for 9th-grade students who will be taking the PSAT 8/9; therefore, consent is not needed in advance of the preadministration session.

The preadministration session will last approximately 45–60 minutes for the SAT and PSAT 10, and 20–30 minutes for the PSAT 8/9. More information about administering the preadministration session is included in the SAT School Day, PSAT 10, or PSAT 8/9 Coordinator Manuals.

The questionnaire is voluntary and optional for students. Colorado law requires that students give their consent prior to filling out the questionnaire.

- Consent is only required for participation in the questionnaire. Students can still take the SAT and the PSAT 10 tests without completing the questionnaire.



- The consent form can be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.
- Consent forms will be provided for students or parents to sign. If a student does not return a signed consent form, the school should proceed assuming that the student or parent did **not** consent to participating in the questionnaire.
- Consent forms will be shipped to you in your preadministration shipment and are also available at [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado).

Prior to the preadministration session:

- Distribute an *SAT School Day Student Guide* or a *PSAT 10 Student Guide* and Student Consent Forms. The Student Guides provide information to students about the features of the test, what the test measures, how the test is scored, resources to help students prepare, sample questions, College Board programs, and College Board terms and conditions.
- Allow time for students to review with parents and decide if they will complete the optional questionnaire.
- Collect consent forms from students and separate the forms into two groups: students who have provided consent and those who did not provide consent.
- Work with school administration and staff to schedule the session.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive and the test coordinator has had sufficient time to collect answer sheets.

## After Testing

### Makeup Materials

Upon completion of testing, you may need to request makeup materials.

- **NEW:** For PSAT 10 and PSAT 8/9, all materials used on the primary date **must** be returned, and test coordinators must complete the makeup survey in order to receive makeup materials.
- For SAT, all materials used on the primary date **must** be returned, and test coordinators must complete the makeup survey in order to receive makeup materials.

You will receive an email before the makeup with more details for requesting makeup materials.

### Material Return

For both primary and off-site testing locations, test coordinators will schedule their own return material shipments for the primary test date, the end of the accommodated testing window, and the makeup date for all three assessments. Arrange for packages to be picked up before the end of the test day, or at the latest by the next school day after the test administration. Keep materials secure until pickup.

If UPS doesn't make a regular stop at your school, schedule a pickup at [ups.com](http://ups.com), or call 800-PICK-UPS (800-742-5877) using the prepaid label and information provided by College Board. You can also take packages to any UPS counter. Do not place materials in a UPS drop box. You must hand them directly to a UPS driver or UPS counter employee.

Write down your UPS package tracking number(s) for your record.

All materials should be returned as soon as testing is complete. All materials must be picked up at the school by May 1, 2020 for scoring. Materials shipped after this date will not be scored.

Please refer to your Coordinator Manuals for more details regarding activities to complete after test day.

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## Glossary

**Attending Institution (AI) Code:** A 6-digit code that identifies a school. Each attending institution has a unique AI code.

**Bulk Registration:** The process CDE uses to submit a file to pre-identify students for testing.

**College Board Accommodations:** A change in the format or administration of a test to provide access for a person with a disability that results in college- and scholarship-reportable scores. Must be approved by College Board. Some examples include extended testing time, special formats of the test, large-block answer sheets, readers, writers, sign language interpreters for spoken test instructions, and extended or more frequent breaks.

**Coordinator Report Form (CRF):** The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

**Eligibility Roster:** List of all students in a school approved for accommodations. May be printed from SSD Online. Used for submitting changes to student information in SSD Online.

**Irregularity Report (IR):** The scannable form used to document any irregularities, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

**Nonstandard Administration Report (NAR):** A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations for which students are approved.

**Pre-ID Label:** Label provided for each student who is preidentified through the CDE's initial bulk registration upload. The pre-ID label is applied to the answer sheet before the test.

**Services for Students with Disabilities (SSD):** College Board department that supports accommodation requests and accommodated testing.

**State-Allowed Accommodation (SAA):** An accommodation that may be available to students that does not result in college- or scholarship-reportable scores and is applicable only to state provided SAT, PSAT 10, or PSAT 8/9 testing.