



Implementation Overview

Spring 2021

Colorado SAT® & PSAT



November 17, 2021

**Presentation will be emailed out to participants and later posted at
collegeboard.org/Colorado.**



Session Goal

Our goal today is to share the latest information about the Colorado state-provided SAT Suite of Assessments based on current planning.

College Board and CDE will continue to finalize implementation details and as more information becomes available, we will share.

Today we will provide:

- An overview of SAT, PSAT 10, and PSAT 8/9 administrations
- An update on changes planned for 2020 - 21

Look for:



Presentation will be emailed out to attendees and later posted at collegeboard.org/Colorado.

Agenda

- CDE-Provided SAT, PSAT 10 (for grade 10), and PSAT 8/9 (for grade 9)
- What's New in 2021?
- Staff Roles and Responsibilities
- Before the Test
- On Test Day
- After the Test
- Final Information
- Questions and Answers

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.

Colorado SAT Suite of Assessments

SAT Suite of Assessments

For the 2020-21 school year, CDE will provide

- PSAT in grades 9 and 10
- SAT in grade 11

SAT With or Without Optional Essay

- 11th grade students have the choice to take the SAT without, or with the optional essay.
- By default, all public school 11th graders will be registered for the SAT **without** essay.
- Students who want to take the additional essay component will need to register for it during the essay registration window: January/February, dates TBD.
- Students who do not register for the Essay within the registration window will not be able to take the SAT with Essay

Consent

- PSAT in grade 10 and SAT in grade 11 also have an optional survey to help connect students to college and scholarship opportunities.
- To participate in the survey, students must submit a **signed consent form**.
- Students can take the PSAT and SAT without participating in the optional survey.
- The PSAT in grade 9 does not include an optional survey. No consent is required.

Student Benefits

- 9th and 10th grade PSAT exams are aligned to the 11th grade SAT college entrance exam including test structure and vertical score scale.
- PSAT 10 and SAT scores can be used for scholarship applications.
 - Note: the PSAT 10 is NOT a National Merit Scholarship Qualifying Test
 - College Board scholarship partnerships represent more than \$300 million annually in potential scholarship opportunities
- The SAT is a nationally recognized College Entrance Exam and is accepted by all colleges and universities in Colorado
 - Every 11th grader can send their scores to up to 4 colleges for free at the time of testing
 - Income eligible students receive unlimited score reports over the user's testing lifetime and college application fee waivers to participating colleges

Student Benefits

- Students taking the SAT have the opportunity to add the optional essay to their registration at no cost.
- Through their College Board account, students have online access to all of their College Board scores in one reporting portal.
- College Board partnerships with Big Future and Roadtrip Nation provide students with resources to help them match their interests with careers and college majors.
- Students can take advantage of scholarship opportunities while planning for college: <https://opportunity.collegeboard.org/>
- By opting into the College Board's Student Search Service and filling out the optional questionnaire, students taking the PSAT and SAT can be matched with colleges and scholarship providers.

Key Dates

2021 Test Dates

	PSAT Grades 9 and 10	SAT Grade 11	National SAT Administration (vouchers)
Primary Test Date	April 13, 14 or 15, 2021*	April 13, 2021	March 13, 2021
Makeup Test Date	April 27 or 28, 2021*	April 27, 2021	April 27, 2021 Schools using SAT vouchers must establish a testing location at their school or at an off-site location
Accommodated Testing Window (for students that appear on the NAR)	April 13-20, 2021	April 13-16, 2021	

*District choice for primary and makeup test date for PSAT in grades 9 and 10.

Implementation Key Dates

Activities	SAT	PSAT
AI Code confirmation	December 2020-January 2021	
Off-Site Request Deadline	December 18, 2020	
Student essay opt-in window	Late January – Early February	N/A
Review material order counts	Late January – Early February	
March Weekend SAT Registration Deadline	February 13, 2021	N/A
Request Accommodations for PSAT8/9, PSAT 10 and SAT	Now – February 22, 2021	
SAA & EL +50% Request Window	January – Early March 2021	
Coordinator Planning Kits in Schools	Late February	
Test Day Online Training Modules Available	Early March – April 2021	
March Weekend Test Administration	March 13, 2021	

Implementation Key Dates

Activities	SAT	PSAT
Preadministration Materials in Schools	Mid-March	
Conduct Preadministration Session	Late March – Early April 2021	
Test Materials Arrive in Schools	Late March/Early April	
Test Administration	April 13, 2021	April 13, 14, or 15, 2021*
Window to Request Makeup Materials	April 13 – April 15, 2021	April 13 – 15, 2021
Accommodated Test Administration (Eligible Students Only)	April 13 – 16, 2021	April 13 - 20, 2021
Makeup Test Administration	April 27, 2021	April 27 or 28, 2021*
Final Deadline to Return all Testing Materials for Scoring	No later than April 29, 2021 <i>Documents shipped after this date will not be scored</i>	
Scores released	June 2021	

* District choice for primary and makeup test date for PSAT in grades 9 and 10.

What's New in 2021?

Changes for 2021

Accommodation Names

Certain accommodations are referred to in new ways (how they're administered won't change):

- 50% extended time is now "time and one-half (+50%)"
- 100% extended time is now "double time (+100%)"
- Braille graphs and figures is now "raised line drawings"
- Magnifiers and magnifying machines are now "non-electronic magnifying devices" and "electronic magnifying devices" respectively
- MP3 audio is now "pre-recorded audio (MP3)"
- Large-block answer sheet is now "large-print answer sheet"
- Written copy of oral instructions is now "printed copy of verbal instructions"

Changes for 2021

SSD Online

A series of enhancements will be released which were developed in partnership with SSD Coordinators:

- A modern, streamlined user experience
- User-friendly dashboard with improved filtering and access to student information
- Simplified accommodations request process

SSD Online will look different, but there **won't be any changes to:**

- Accessing the system
- How accommodations will be reviewed
- Deadlines to submit requests

More information will be provided, including:

- [Webinar for SSD Coordinators](#) on December 1st at 2PM MT
- On-demand demo and printable PDF, accessible via the CB Colorado Website

Staff Roles and Responsibilities

Testing Staff Roles

ROLE	DESCRIPTION
Test Coordinator	Responsible for all aspects of the SAT or PSAT administration at the school
Services for Students with Disabilities (SSD) Coordinator(s)	Requests accommodations for students and supports the test coordinator to oversee accommodated testing
Proctor	Administers the test in a specific testing room
Room Monitor	Assists the proctor with monitoring students in the testing room
Hall Monitor	Keeps hallways near testing area quiet and secure on test day

Staff Requirements

- Test Day staff cannot be involved with paid coaching or paid SAT or PSAT preparation.
- Test day staff cannot have taken the SAT or PSAT within 180 days of the administration date.
- Any staff member, including the Test Coordinator, who will have access to test books before test day must not have a child or member of their household taking the same College Board test in the same window at any test site.
- In schools with a small number of students testing, Test Day staff may serve multiple roles. We recommend the Test Coordinator remain in the test room and have the additional test-day staff serve as the Hall Monitor(s).
- In schools with a large number of students testing, we recommend the test coordinator not also serve as a proctor in a testing room. This will allow the test coordinator to move around the school, assisting with questions and resolving any issues that may arise.

Testing Staff Roles

Test Coordinator

- The **test coordinator** is responsible for:
 - All aspects of the School Day administration at a school, including:
 - School establishment, planning rooms and staff for test day.
 - Receiving and securing all test materials, including test materials for students testing with accommodations.
 - Managing testing within the school and staff, and supervising all activities related to testing, including accommodated testing.
 - Collecting, packing and returning test materials, completing test day forms and ordering makeup materials.
 - Acting as the main contact between the College Board and the school, receiving all communications from the College Board.
 - Identify at least one proctor to serve as the back-up test coordinator

Testing Staff Roles

SSD Coordinator

The **Services for Students with Disabilities (SSD) Coordinator** is responsible for:

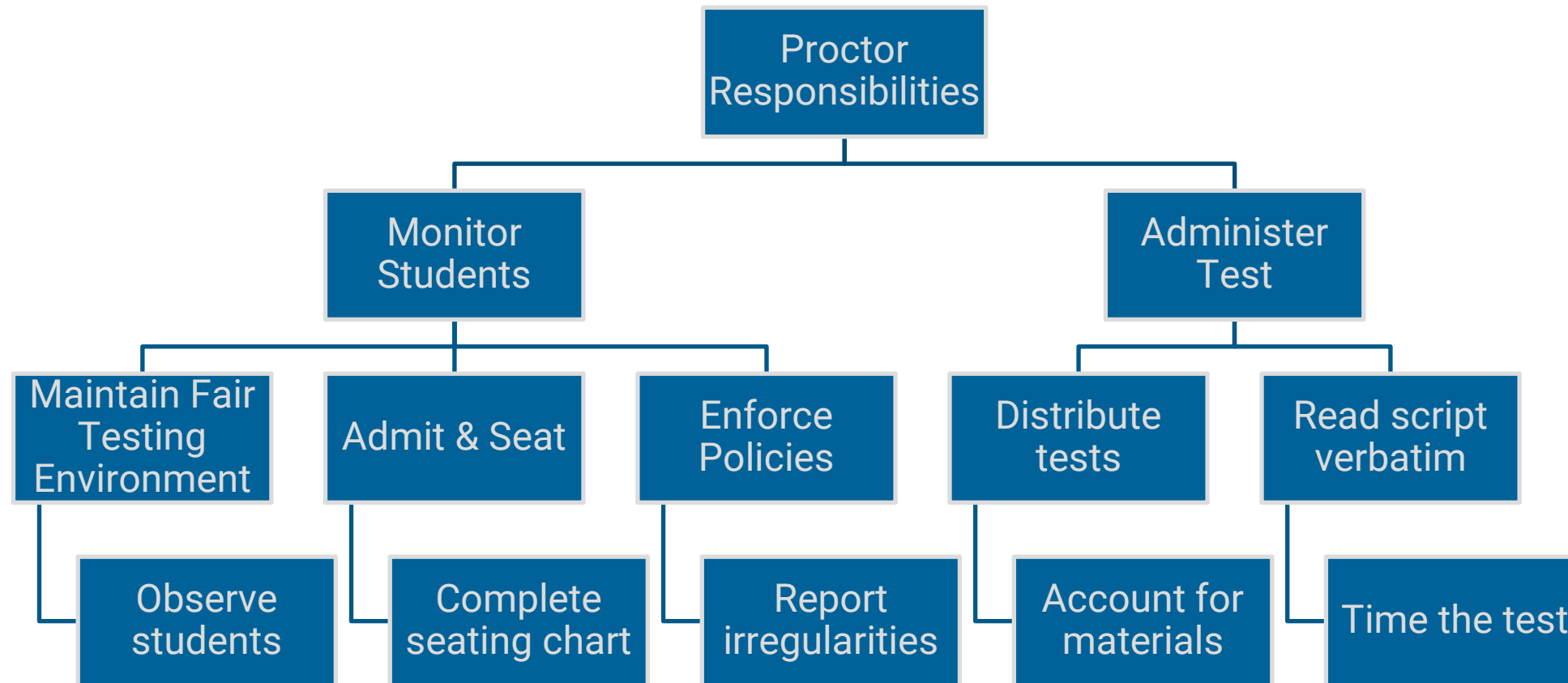
- Being the school's liaison with the College Board's Services for Students with Disabilities office
- Submitting accommodation requests for all students who require them
- Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations
- Partnering with the test coordinator to reconcile accommodated testing materials and administering the SAT, PSAT 10, and PSAT 8/9 to students who are testing with accommodations
- Schools may have more than one SSD coordinator, however one person will be identified as a primary SSD coordinator who will receive communications from College Board

Testing Staff Roles

The proctor(s) is responsible for managing all activities that happen in the testing room.

Proctor

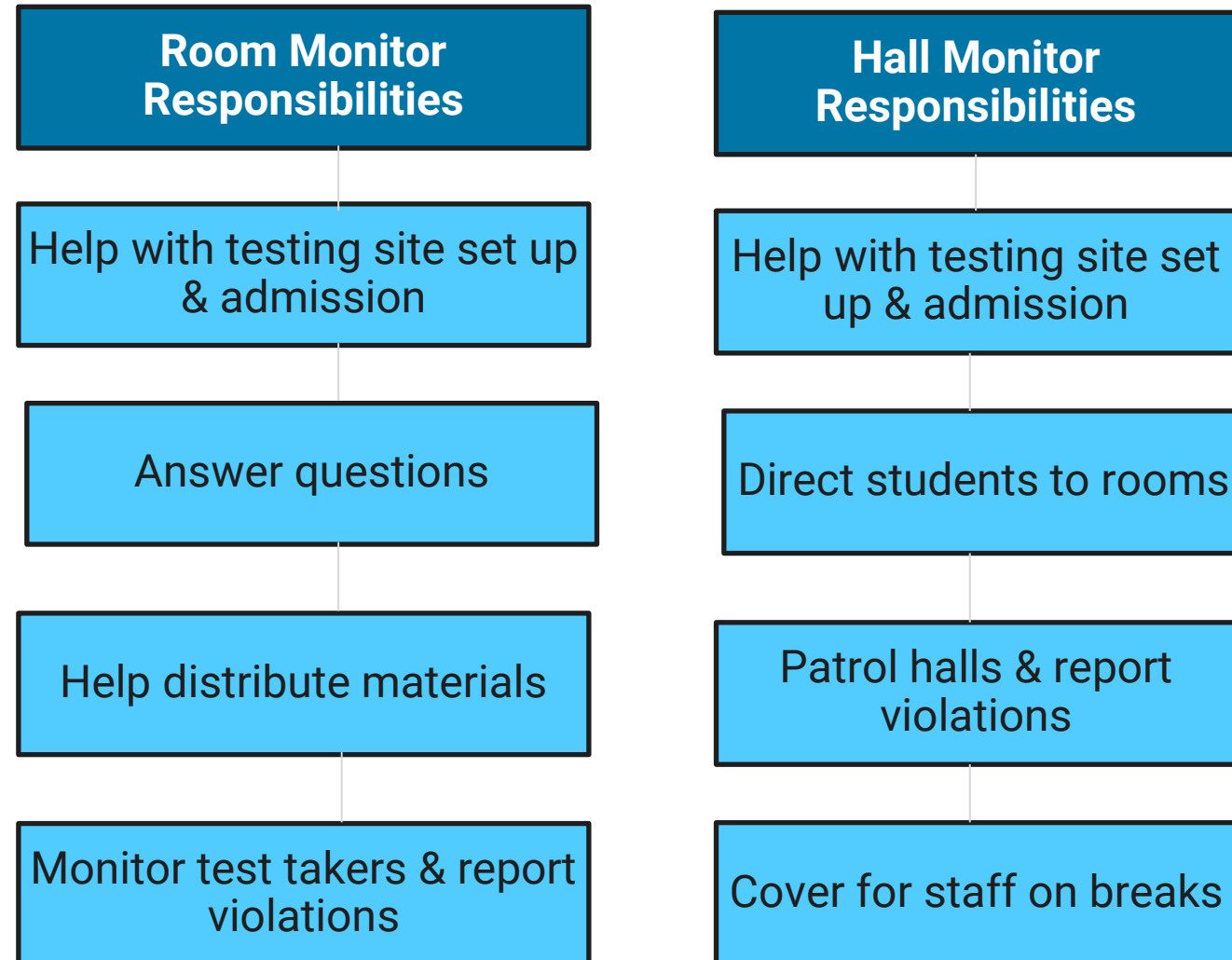
Each room requires one proctor. One proctor must be designated as the back-up for the test coordinator.



Testing Staff Roles

Room Monitors and Hall Monitors

The **room monitor(s)** and **hall monitor(s)** are responsible for assisting the test coordinator and proctors.



Before the Test

Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Prepare Your School

School Establishment

Based on the establishment survey responses provided by your test coordinators, schools will be assigned a six-digit school code representing the attending institution (AI code)

- AI Codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students' exam scores.
- AI codes are six-digit numbers that are unique to your school.
- The same AI code will be used for SAT, PSAT 10, and PSAT 8/9.
- Coordinators will receive confirmation of their school's AI code in December
- If you participated last spring, or if you administer other College Board assessments, your AI code will remain the same.
- Schools must establish as a test site each year.
- If you are administering more than one assessment at your school this spring, you should have indicated each assessment you are administering as part of the establishment survey completed in early Fall.

Prepare Your School

Determine Test Dates for PSAT and SAT

SAT

- All schools must test on the defined dates.
- Virtual schools may choose to distribute vouchers for students to test on the SAT Weekend administration date (March 13, 2021), but should plan to offer a makeup (either at your school or an off-site) to those who miss the national admin.

PSAT

- Districts may choose one day for the primary and one day for the makeup test date.
- Grades 9 and 10 may test on the same day or different days, however all students in the same grade must test on the same day.
- Students who miss the primary day must be tested on the designated makeup

	PSAT (grades 9 and 10)	SAT (grade 11)	National SAT Administration (vouchers)
Primary Test Date	April 13, 14 or 15, 2021*	April 13, 2021	March 13, 2021
Makeup Test Date	April 27 or 28, 2021*	April 27, 2021	April 27, 2021**

*District choice for primary and makeup test date for PSAT in grades 9 and 10.

** Schools must plan to test either at their school or at an off-site location.

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be done through bulk upload submitted by CDE.
- Labels will be shipped to each school for all students who were Pre-ID'd so they may be affixed to student answer sheets.
- College Board will determine your material order based on
 - The students pre-identified (Pre-ID) to test
 - The students approved for accommodations via College Board's SSD online system
- Schools will NOT place orders for materials.
- College Board will ship a small overage of test materials to account for standby test takers, typically students who transfer into the school after the October enrollment count, etc.

Prepare Your School

Material Order Review Window:

**Late January/ Early February, Dates
TBD**

- The material order review window will allow schools to view the amount of test materials that will be shipped to their schools.
 - Schools will NOT be able to change orders.
 - The materials ordered are based on the October count submitted by CDE in the pre-ID file and include an overage.
 - Review the total count to ensure it aligns with total student count.
- Schools will receive an email providing instructions on how to access the College Board Test Ordering System to complete this step.
 - We recommend schools review their orders and follow the instructions to contact College Board if additional materials are needed.

Prepare Your School

- When reviewing orders, test coordinators should confirm they are receiving enough test materials to test all their students.

Material Order Review Window:

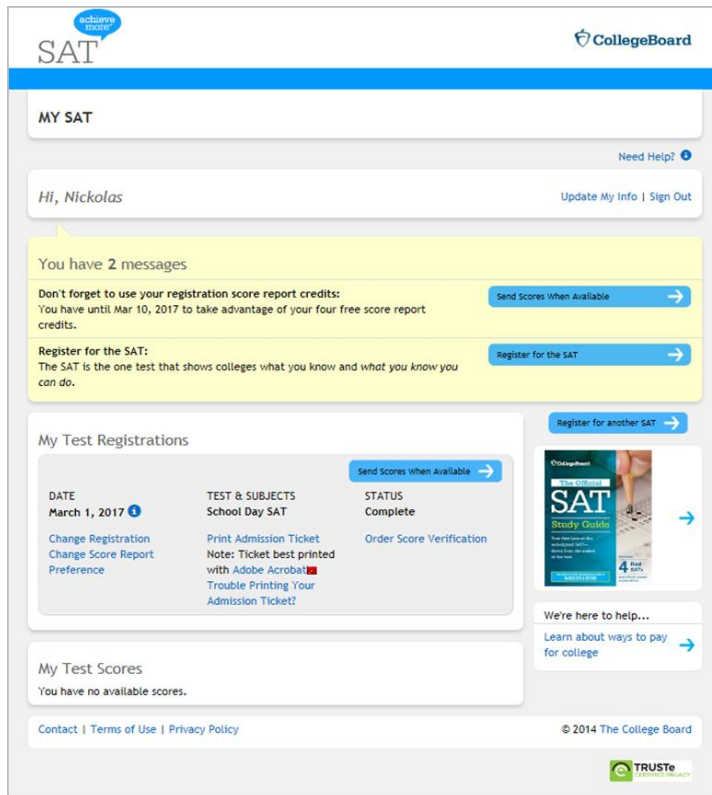
Late January/ Early February, Dates TBD

Findings	Action for Schools
Correct amount of materials	No action needed
Too many materials	No action needed
Too few materials	Contact the Colorado School Day Support line to increase their order.

Prepare Your School

Student SAT Essay Opt-in Window: January – February, dates TBD

- Students taking the SAT will have the option to add the essay to their registration at collegeboard.org during the essay opt-in window
- Students will create or log into their College Board Account
 - Choose to “Change Registration”
 - Select “Add the Essay to my registrations”
- All students must register for the essay during the registration window. Students are not permitted to add the Essay on test day, even if you have additional materials.



Prepare Your School

Student SAT Essay Opt-in Window: January – February, dates TBD

Run ReportsSample School 1

Summary Roster (Aug 2016 - Jul 2017)

SAT Registration Summary

EXPORT

More

SAT Registration Summary

See Full Registration Roster

Administration	Total Registrations	SAT Registration	SAT Absent	SAT % Absent	SAT with Essay Registration	SAT with Essay Absent	SAT with Essay % Absent	Fe Wait Us
SAT June 2017	24	14	0	0%	10	1	10%	0
SAT May 2017	3	3	0	0%	0	0	0%	0
SAT School Day April 5, 2017	423	0	0	0%	423	70	17%	0
PSAT SAT March 2017	8	6	1	17%	2	0	0%	0
SAT January 2017	26	17	4	24%	9	0	0%	1
SAT December 2016	29	16	0	0%	13	1	8%	4
SAT November 2016	34	13	0	0%	21	1	5%	5
SAT October								

- Coordinators will be able to run the Roster Report in the K12 Reporting Portal and choose “SAT Registration Summary” to monitor students who have added the essay.
 - The report is updated **each day**.
 - This report may be used to monitor students using vouchers to register for the for the March weekend administration as well.
- College Board will post a **pre-recorded webinar** regarding the optional essay on collegeboard.org/Colorado in late December to assist schools

Prepare Your School

Using a voucher to register for March SAT Weekend administration

- Schools who requested vouchers for the March SAT Weekend administration will receive vouchers for students to use to register online at collegeboard.org
- A pre-recorded webinar will be posted online in December to provide detailed instructions.
- Distribute vouchers to students with instructions
- Students must register for the March SAT between **December 8th, 2020 and February 13, 2021**.
- Students using vouchers will test on **Saturday March 13, 2021**.

Prepare Your School

Off-site Testing Locations

- Off-site testing locations allow students to be tested at a location other than their high school.
- Some reasons that you may require an off-site testing location may include your school not having a physical location (e.g. a Virtual School), your school doesn't have enough room to test all students, or your school needs to setup more than one location to be closer to students.
- The Coordinator at the primary location will receive all materials and will be responsible for distributing materials to the off-site location(s).
- Schools may request an off-site location, such as a district office, to test students who cannot return to the high school, e.g., expelled students.
- To request an offsite location, your school will need to submit a testing plan for each site to the College Board.
- Districts may also choose to apply for off-sites for one or more than one school in their district.
- All off-site testing plans are due **by December 18**.
- Schools and districts that submit their off-site requests **on time** will receive their off-site materials with their other test materials

Offsite Requests

- New this year! Online request submittal.
 - Schools and districts will need to submit the online form at: sat.org/offsiterequest with the required information for each offsite location.
 - Submitter will receive an email confirmation of request. Important to save this email.
 - Submitter will be able to update off-site information online.



College Board Off-site Testing: Spring 2021 School Day

Welcome to the SAT Suite of Assessments. College Board looks forward to working with you to make the setup of your off-site testing location a success. If your school is covered under a state contract, you will need to submit an offsite request form for each off-site location you will use for testing. When filling out the form, please have your off-site test coordinator contact information and your off-site testing location address available. Please complete this form in its entirety to submit your off-site information for Spring 2021 if you are testing students at a location other than your school.

A few things to note about off-site testing:

- In addition to your primary test coordinator, your school must have a unique test coordinator for each off-site location. Off-site test coordinators oversee all testing responsibilities for that location and are responsible for knowing which students are testing at their location.
- Each off-site test coordinator is responsible for ensuring that the off-site test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator Manual.
- All test materials will be shipped to schools. Primary test coordinators must arrange materials' secure transport to off-site testing locations.
- All test administration communication will be sent to the primary test coordinator, who will disseminate the information to the off-site testing staff.
- A student's home cannot be requested as an off-site testing location. If a student is homebound due to a disability or temporary/permanent medical condition, please contact the Services for Students with Disabilities (SSD) office to determine testing options. If a student is homebound due to a disciplinary action, an off-site testing location such as a district office should be requested using this form.

* Required

Email address *

Your email

Confirm Submitter Email Address: *

A copy of your submission will be sent to the email address entered above. The email address entered in this field should match the email address entered above.

Your answer

Prepare Your School

Accommodations

The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.

Accommodations requests for all **three assessments** will be submitted by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. There are two types:

- **College Board Accommodations:** Students with approved accommodations will receive college-reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
- **State Allowed Accommodations (SAA):** These are state-specific accommodations defined by CDE. Students, schools, and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

Prepare Your School

Accommodations and SSD Coordinators

Each school should have an SSD coordinator to request accommodations for students with disabilities.

- If your school needs to appoint a new SSD coordinator, that person can gain access to the SSD Online system by completing the SSD Coordinator Form, found on www.collegeboard.org/ssd.
- An AI code is required to gain access to the SSD Online system. For schools that don't yet have an AI code from College Board, accommodations requests can be made once you receive the AI code.

Test coordinators and SSD coordinators will need to work together to ensure a smooth testing experience for students testing with accommodations.

Webinars for SSD coordinators, providing details about using SSD Online and applying for testing accommodations, will take place in next week.

Prepare Your School

Accommodations and SSD Coordinators

- Each school should follow state and district procedures for collecting consent to request for accommodations
 - Use the Colorado-specific consent form:
 - Accommodations consent form: [English](#) or [Spanish](#)
 - EL 50% Support Consent form: [English](#) or [Spanish](#).
 - Use a district specific consent form
 - Use the consent form posted in SSD Online
- Accommodations requests are submitted by each school's SSD coordinator via SSD Online.

Request Accommodations

Accommodations Request Windows

Activity	Deadline
Request College Board Accommodations	Now – February 22, 2021
Request State Allowed Accommodations	Mid-January – Early-March, dates TBD
Request Time and One-Half (+50%) for EL	Mid-January – Early-March, dates TBD
Late Request Window	February 23 – Early March, date TBD
For specific scenarios:	
<ul style="list-style-type: none">• Students who are newly enrolled at a school• Students who are newly classified at an eligible grade level• Students who have a newly identified disability	

Schools who do not submit accommodation requests on time may not receive materials on time.

Prepare Your School

English Learner Supports

English learners will continue to be able to utilize EL supports for the CDE-provided Spring 2021 SAT, PSAT 10, and PSAT 8/9 administration.

These supports include:

- Use of an approved word-to-word bilingual glossary
- Use of translated test directions, and
- Time and one-half (+50%)

Students may use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used.

Prepare Your School

English Learner Supports

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

- List includes approximately 100 glossaries for Spring 2021.
- Use of glossary does NOT require an approval by College Board.
- The approved list will be available at collegeboard.org/colorado

Use of translated test directions:

- Translated test directions will be available in PDF format for each assessment. Schools must print the directions for students, no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese.
- The College Board will also support "on the fly" translations of directions by district-approved translators.
- Use of translated test directions does NOT require an approval by College Board.
- Translations will be available to print in February at collegeboard.org/colorado

Prepare Your School

English Learner Supports

Use of EL time and one-half (+50%) :

- Students will receive time and one-half (+50%) on each section of the SAT, PSAT 10, or PSAT 8/9. 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 time and one-half (+50%) will need to be identified in SSD Online.
- Schools can request time and one-half (+50%) for ELs **starting in Mid-January 2021** through the English Learner Support dashboard in SSD Online. Students will be automatically approved and no supporting documentation is required.
- EL students using time and one-half (+50%) can be tested with other students with accommodations testing with the same timing and test materials.

Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Prepare Yourself

Tasks for the Coordinator

- Complete the mandatory online test coordinator's training
- Read the PSAT and SAT School Day Coordinator's manual
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review
- Review the contents of the Coordinator's Planning Kit which will arrive in late February

Prepare Yourself

Online Coordinator's Test Administration Training

- Colorado requires annual test-day training for all coordinators and testing staff administering the SAT, PSAT 10, and PSAT 8/9.
- Test coordinators will receive an email with a link to access the mandatory online training in early March. Once accessed, the training will be available through your College Board Professional Account.
 - Share the link with other staff, as necessary.
- 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 who have been trained by their test coordinator will be required to access the online test day training module to complete a quiz to demonstrate that they have been trained.
- Please ensure that staff are trained by the appropriate dates:
 - Coordinators must be trained by **March 24**
 - Proctors must be trained by **April 7**

Before the Test

- Prepare Your School
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- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Build Your Lists

Tasks for the Coordinator

- Coordinators will locally create students lists and room rosters to use.
- Coordinators will work with the SSD coordinator to understand how many students will be testing with accommodations.
- More information about creating rosters will be in the coordinator's manuals.
- The Nonstandard Administration Report (NAR), which is printed from SSD Online by the SSD coordinator, will be the roster of all students testing with accommodations.

	P=present A=absent M=moved X=no entry	LastName	FirstName	M.I.	Date of Birth	SSD/Student ID Number	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	EL Support Type	Language	Staff Assigned
1	P	Jones	Anita		3/5/2002	01010101	SAT w/Essay	23	N	Essay	Purple			A. Teacher
2	A	Smith	Terry	O	10/15/2001	10101010	SAT w/Essay	156	N	Essay	Purple			B. Proctor
3	P	Ramirez	Juan	J	2/15/2002	54545454	SAT w/Essay	123	N	Essay	Purple			A. Teacher
4	P	Brown	Robert		9/1/2001	0001024797	SAT w/Essay	789	Y	SB30	Blue	50% extended time	Spanish	S. Scholar
5	P	Szymanski	Ella		8/12/2002	0001025777	SAT w/Essay	012	Y	R2	Purple			M. Coordinator
6	P	North	Adrian		11/30/2001	0001025788	SAT w/Essay	234	Y	R1	Purple			T. Coach

Build Your Lists

SAT Nonstandard Administration Report (NAR)

- Lists ALL students approved for accommodations.
- Group students that must test on the primary test day and those who may test in the accommodated window.
- Include the test book color and the script name the student should use.
- Includes students testing with EL 50% extended time.

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT with Essay	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small	SAT with Essay	Purple	One day	Script 1	

SECTION 1.
Students testing on the primary test day.

SECTION 2.
Students testing in the accommodated window

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SB20	Daraolks, Reaomls SSD #0007026072	Small group setting , Colored Overlay , 4-Function Calculator	SAT with Essay	Blue	One day	Script 1	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: 4-Function Calculator					
SB4	Foaster, Brendon SSD #0007025896	Large Print Test Book - 20 point , Mathematical Calculations +100% (double time) , Breaks As Needed	SAT with Essay	Blue	One day	Script 1 (unless also approved for extra breaks and extended time)	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Mathematical Calculations +100% (double time)					

Build Your Lists

PSAT 10 and PSAT 8/9 Nonstandard Administration Report (NAR)

- Includes three sections:
 - Section 1: Student Summary with SSD Numbers
 - Section 2: Guidance on testing specific accommodations
 - Section 3: Students testing in the accommodated window
- Used as the room and attendance roster
- Includes students testing with EL 50% extended time

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevin	#0007025810
Gourie	Nibitha	#0007025842
Graomlks	Goraomla	#0007025812
Graomlktgtorallkklamroaktlkksargre	Treaomllarklkaltdkl	#0007025801
Graomlk	Treaomlk	
Graomls	Tetromla	

Brown, Robert (#0007025797)

Test Administration Date: _____

☐ Check here if student was absent

Approved Accommodations Please check all accommodations used by student.

☐ Small group setting

☐ Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

☐ Mathematical Calculations +50% (time and 1/2)

Before the Test

- Prepare Your School
- Prepare Yourself
- Build Your Lists
- Plan Your Space
- Plan Your Staff
- Build Your Schedule
- Prepare Your Staff
- Prepare Your Students
- Prepare Your Materials

Plan Your Space

Planning for Testing Rooms

The size of cohort testing and the size of rooms used for testing will determine the number of rooms needed.

Options for rooms include:

- Larger spaces, such as auditoriums and gymnasiums
- Smaller spaces, such as classrooms

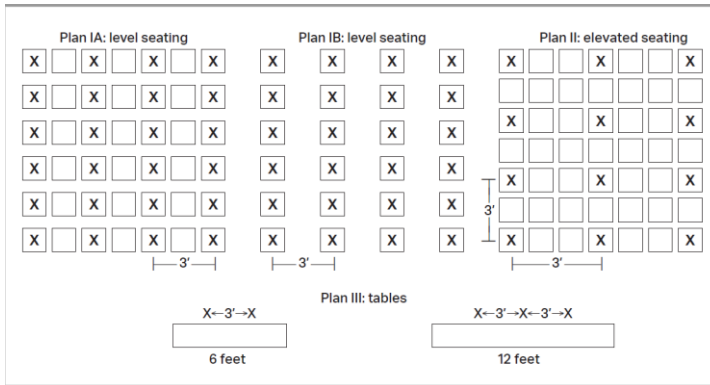
Consider the following when choosing the location of testing rooms within the building. Testing rooms should be:

- Separated from other classes/tests on different schedules or taking different assessments
- In locations that minimize noise and other disruptions when classes or other assessments break
- In locations with minimal noise/distractions from outside the building
- In locations with access to restrooms

Plan Your Space

Seating and Furniture Requirements

- Chairs must have backs.
- Seats must face the same direction.
- Chairs must be placed directly behind those in the preceding row.
- Each student must be separated by a minimum of 3 feet from right to left (measure from center of desk).
- Staff access to every student must be unimpeded.



Plan Your Space

Seating and Furniture Requirements

- At tables, students must be seated at least 3 feet apart (measured from the center of the table) and facing the same direction. You can seat 2 students at a table that's at least 6 feet long.
- Large, smooth writing surfaces, preferably desks or tables, must be provided.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- The following seating arrangements are not allowed:
 - Round tables, study carrels, lapboards, language laboratory booths, and tables with partitions or dividers.
 - Seat assignments that follow any expected pattern or defined order. If testing students in their homeroom, make sure students are seated at random.

Before the Test

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Plan Your Staff

Planning for Staffing Needs

- Each school should plan for one test coordinator and one SSD coordinator.
- The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms, and the number of students in each room.
 - Formulas are available in Coordinator Manual
- Check with your school/district for policies around who can act as testing staff.
 - Some schools utilize aides, paras, substitutes, and coaches.
- Please contact the Colorado School Day Support by phone or email if you need to make a change to the person appointed to the test coordinator, principal or SSD coordinator roles.

Plan Your Staff

Planning for Staffing Needs

FOR EACH STANDARD TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–34	0
35–50	1
51–100	2
101 or more	3+ (1 monitor for each additional 50 students)

FOR EACH ACCOMMODATED TESTING ROOM	
Number of Students	Number of Room Monitors Needed
1–20	0
More than 20	1+ (1 monitor for each additional 20 students)

- Every testing room needs 1 proctor.
- Unless your school tests only a few students, you will need additional staff to assist the proctor.
- For rooms with more than 34 students, assign room monitors to help.
- For every 5 testing rooms, assign 1 hall monitor.

Plan Your Staff

Planning for Staffing Needs

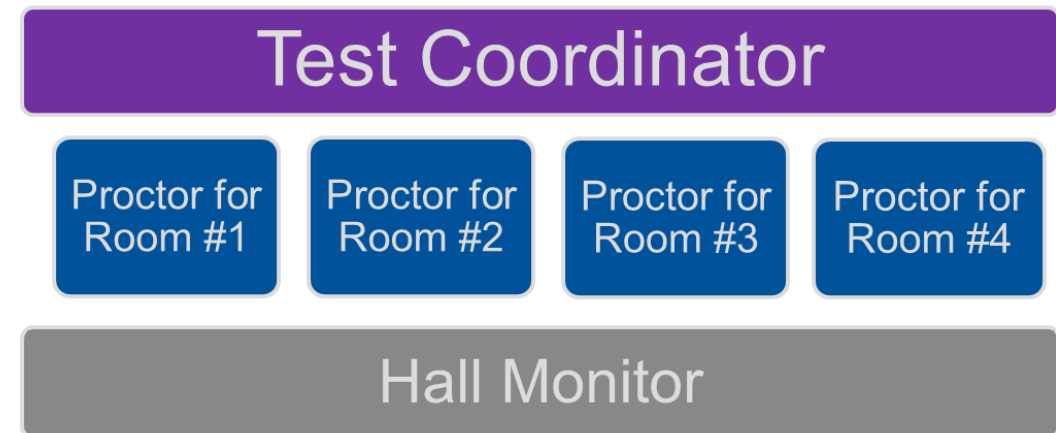
Scenario #1

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You have 4 classrooms available, each with capacity for 25 students.

Therefore, you will require 6 staff:

- 1 test coordinator
- 4 proctors
- 1 hall monitor



Plan Your Staff

Planning for Staffing Needs

Scenario #2

Example:

- Your school is testing 100 grade 11 standard testers for SAT School Day.
- You plan to test in one large room (e.g., cafeteria or gym).

Therefore, you will require 5 staff:

- 1 test coordinator
- 1 proctor
- 2 room monitors
- 1 hall monitor

Test Coordinator

Proctor

Room Monitor

Room Monitor

Hall Monitor

Before the Test

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Build Your Schedule

Administration Timing for SAT with Essay

- Schools should plan to have students in their seats and ready to test by 8:30 or 9:00 am. All testing must begin no later than 9:30 am. Contact School Day Support if you cannot meet this schedule.
- The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student questionnaire portion of the answer sheet.

SAT with Essay	Standard Room (time, in minutes)
Administrative activities	30
Reading Test	65
Break	10
Writing and Language Test	35
Math Test – No Calculator	25
Break	5
Math Test - Calculator	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total Testing Time	4 hours, 52 minutes

Administration Timing

Administration Timing for PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9)

- The administrative time below includes passing out and collecting test booklets and other test day administrative activities. It assumes that students have already participated in a preadministration session and completed the student demographics portion of the answer sheet.

PSAT	PSAT 10 Standard Room (time, in minutes)	PSAT 8/9 Standard Room (time, in minutes)
Administrative Activities	30	30
Reading Test	60	55
Break	5	5
Writing and Language Test	35	30
Math Test – No Calculator	25	20
Break	5	5
Math Test - Calculator	45	40
Total Testing Time	3 hours, 25 minutes	3 hours, 5 minutes

Build Your Schedule

Planning the Test Day Schedule

School schedules may require some adjustments:

Lunch Periods

- Testing cannot be interrupted for lunch.
- Lunches must take place after testing is complete.
- Students may eat snacks during breaks.

Bell Schedules

- Bells must be silenced during test administration.

PA Announcements

- There should be no PA announcements during test administration.

Build Your Schedule

What is a Preadministration session?

Estimated time:

45-60 minutes for SAT

25-35 minutes for PSAT 10

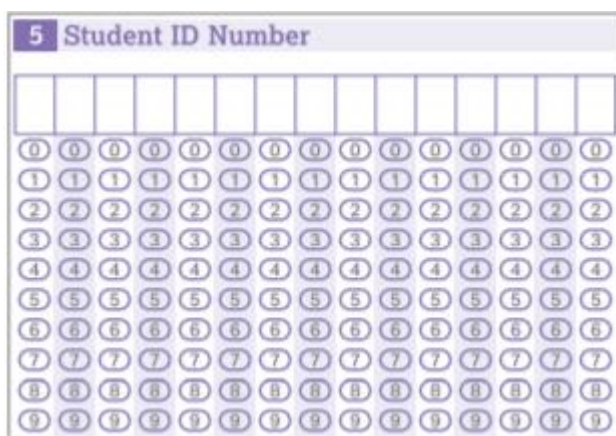
20-30 minutes for PSAT 8/9

- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
 - Fill out personal information fields
 - Schools **must obtain consent** for students to complete the optional questionnaire before the session (SAT and PSAT 10 ONLY)
 - Select up to four colleges or scholarship programs to send their SAT scores

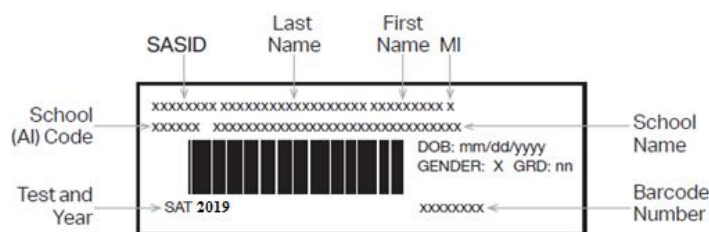
15 Score Reporting															
1				2				3				4			
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Build Your Schedule

Plan a Preadministration Session



A form titled "5 Student ID Number" with a grid of 15 columns and 10 rows of bubbles for digits 0-9. The first row is for the student ID number, and the second row is for the school (AI) code.



A pre-ID label form with fields for School (AI) Code, SASID, Last Name, First Name, MI, School Name, Test and Year, and Barcode Number. It includes a barcode and a field for the student ID number.

- Each school will receive a shipment of preadministration materials for each assessment 3-4 weeks prior to test day. These shipments will include:
 - Answer sheets
 - Pre-ID labels
 - Student Answer Sheet Instructions
 - SAT School Day, PSAT 10 and PSAT 8/9 Student Guides
 - Manuals containing preadministration instructions for Coordinators
- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free SAT scores sends.
- Affix pre-ID label to front of student answer sheets before the session.
- Students will use their state-assigned student ID as their Student ID number on the answer sheet.

Build Your Schedule



Plan for Student Consent

- Both the Colorado PSAT 10 and the Colorado SAT include an opportunity for students to complete the optional student questionnaire. Students taking the PSAT 8/9 will not complete a questionnaire.
- 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 PSAT 10 and the SAT tests without completing the questionnaire.
- Student Data Consent Form will be provided for students/parents to sign. If a student does not return a signed consent form, the school should proceed assuming that the student/parent did NOT consent to participating in the questionnaire.
- The form can be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.

Student Search Service® and Consent

SAT and PSAT 10

- The College Board's Student Search Service is a free, voluntary program that connects students with information about educational and financial aid opportunities from nearly 1,900 eligible colleges and universities, and scholarship and other educational programs.
- By opting in, students give the College Board permission to share their names and limited information provided by the optional questionnaire with colleges and scholarship programs looking for students like them.
- Consent forms should remain at the school until the student graduates and does not need to be returned to College Board.



PSAT™ 10 AND SAT® SCHOOL DAY

Student Data Consent Form

The Colorado Department of Education is offering all Colorado public school students in 10th grade a chance to take the PSAT™ 10 and in 11th grade the SAT®. These assessments are aligned to the Colorado Academic Standards and measure the skills and knowledge needed for college and career readiness.

College Board, the provider of the SAT Suite of Assessments, provides a number of structures to support students' and their families' ability to connect to key opportunities available to them. As such, College Board gives students and families complete discretion regarding the additional, voluntary information they disclose beyond the minimum needed to register and score our assessments.

the list, with eligible colleges, universities, scholarships, and other educational programs.

Your responses:

- Give counselors and college admission officers information to help you plan for the future. The more information you give, the more assistance they can give to you.
- Provide information to College Board that is used to ensure the PSAT 10 and SAT are fair and accurate tests for all students.
- Are used by College Board for research and planning to improve tests and services.

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Prepare Your Staff

Tasks for the Coordinator

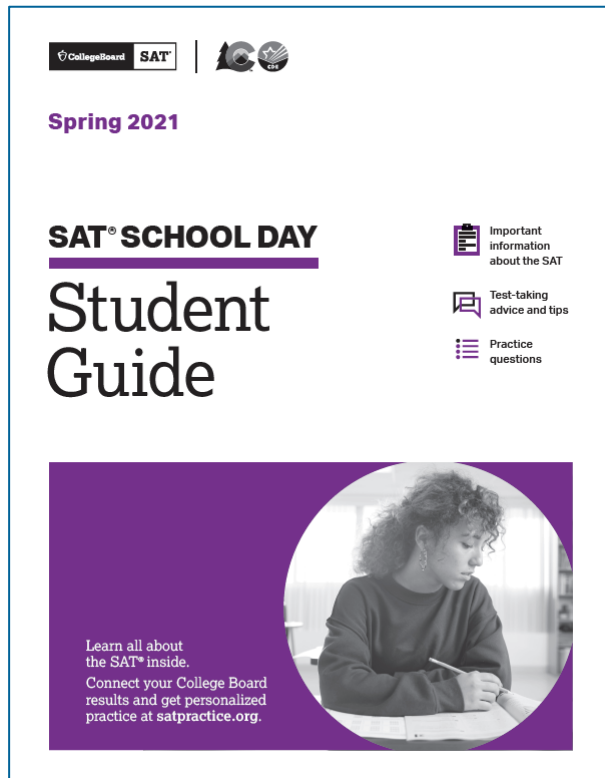
- Distribute Testing Room manuals to proctors and SSD coordinator(s) for their review.
- Plan a time to train all of your school's test day staff.
 - Review important procedures for a successful administration.
 - Answer questions and address concerns.
- Share the Coordinator online training with necessary staff if desired, such as the back-up coordinator and proctors, to support your training sessions.

Before the Test

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Prepare Your Students

Student Preparation



- Distribute the SAT School Day, PSAT 10 and PSAT 8/9 Student Guides received in your preadministration shipments to students as soon as possible.
- Students can find answers to general questions about the SAT and what to expect on test day at collegeboard.org/Colorado.
- Share information with students about Official SAT Practice on Khan Academy for free, personalized, online SAT practice at satpractice.org.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring, and what not to bring on test day.
- Encourage students to talk with their parents about participation in Student Search and think about the colleges and scholarship programs where they might like to send their SAT scores.

Prepare Your Students

Official SAT Practice on Khan Academy

<http://satpractice.org>

psat.org/practice



Full Length Practice Tests

Eight official practice tests, with more to come, plus study and test-taking tips.



Video Lessons

Easy-to-follow videos explain problems step-by-step.



Interactive Problems & Instant Feedback

Get hints, explanations, and constant progress updates to know where you stand.

Prepare Your Students

Essay Practice with the Official SAT Practice

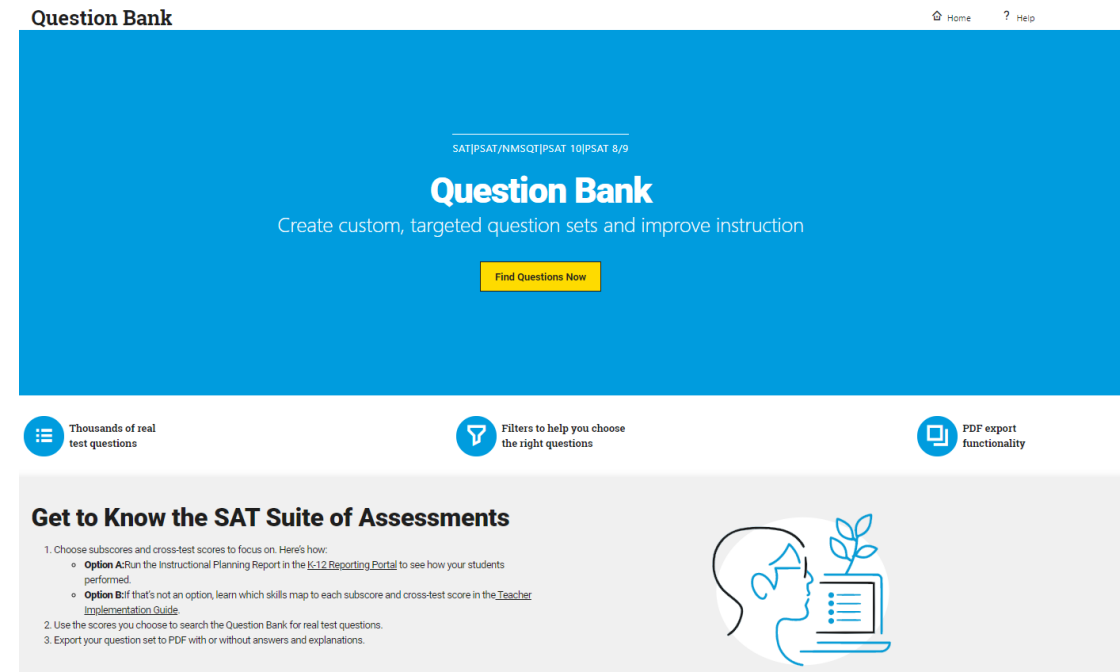
- Practice Tests 1 and 2 have computer-scorable essays.
- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
- The system analyzes student's writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
- Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria.
- Students can revise and rewrite to improve their essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT essays.
- Tips and Strategies are available to help students approach the essay task.

SAT Suite Question Bank

A New Resource for Educators

Use the [SAT Suite Question Bank](#) (SSQB) to create custom, targeted question sets and improve instruction. The question bank lets educators access over 3,500 questions from the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9 assessments.

Teachers can find questions that align with skills taught in class and use them in multiple ways. Questions can be sorted by subscores, cross-test scores, and content dimensions.



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Prepare Your Materials

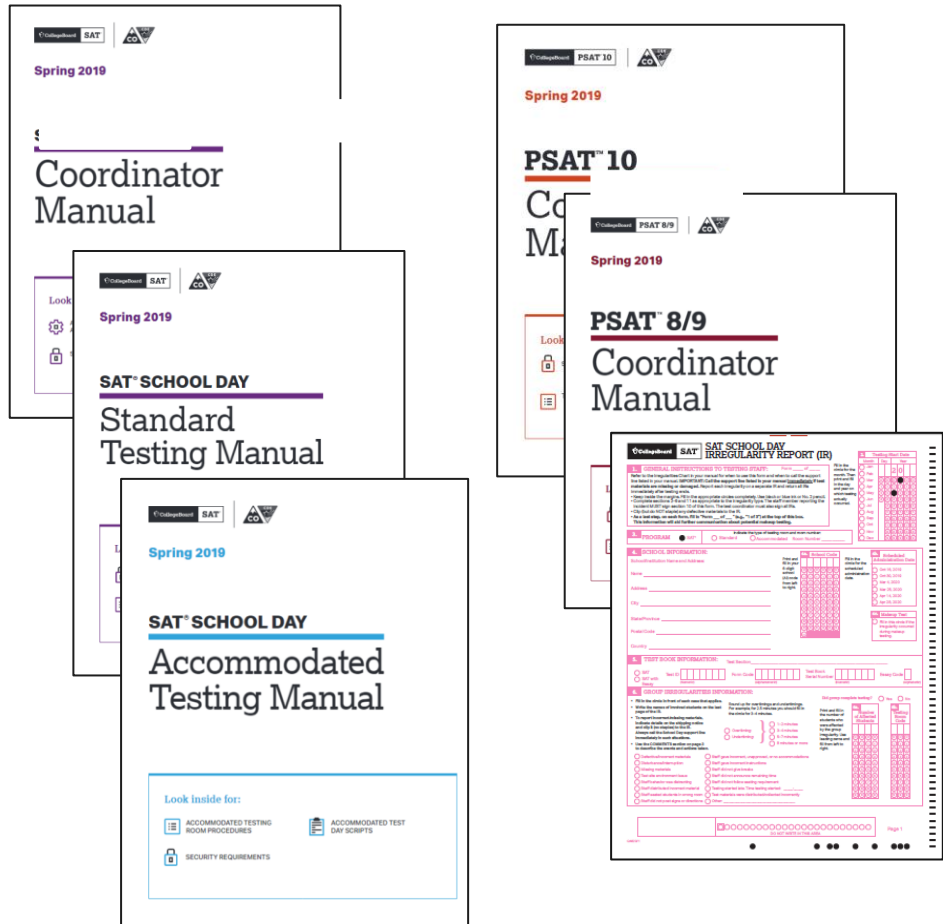
Shipments

- Your school will receive a number of shipments related to your test administration.
- It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.
- Shipments will be divided by assessment.

Shipment	Contents (Not Exhaustive)	Delivery
Coordinator Planning Kit	Sample manuals and test day forms, posters	Late February
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Mid-late March
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school	
Test Materials	Test books, test administration forms and materials, return kits	Late March- Early April

Prepare Your Materials

Coordinator Planning Kit



Test coordinators and district assessment coordinators will receive a Coordinator Planning Kit for each assessment. Each kit contains a sample set of manuals and forms to aid in planning for test day.

- SAT School Day Coordinator's Manual
- SAT School Day Standard Testing Room Manual
- SAT School Day Accommodated Testing Room Manual
- PSAT 10 Coordinator Manual
- PSAT 8/9 Coordinator Manual
- Sample Irregularity Report (IR) form

Prepare Your Materials

Preadministration Shipment

- Preadministration shipments will be divided by assessment.
- Pre-ID labels will be shipped to schools for all students included in the October count
 - Schools will receive a label for each pre-ID'd student to be affixed to the answer sheet.
 - All required fields on the answer sheet must be gridded even when students have a pre-ID label. Staff must ensure these fields are gridded completely and accurately.
- Answer sheets
- Student Answer Sheet Instructions
- SAT, PSAT 10, and PSAT 8/9 Student Guides
- SAT and PSAT 10 Student Data Consent
- Copies of ALL manuals required to support your school, including manuals to be used by the proctors on test day

Prepare Your Materials

Test Materials

- Secure test materials (test books) will be delivered approximately no later than a week prior to test day.
- Test materials shipments are divided by assessment.
- All testing materials will be addressed to the test coordinator.
- Test materials must be stored securely, once delivered.
 - Check contents of boxes within 24 hours of delivery using packing lists.
 - Contact College Board immediately if there is a problem with your shipment – see Supervisor’s Manual for specific instructions.
 - Check materials daily until test day.
 - Contact College Board immediately if materials show evidence of tampering.
- Save the boxes and return shipper labels included. They will be used to return answer sheets and test books after testing.

Prepare Your Materials

Test Manuals

- College Board will provide a Colorado-specific manual for the state-provided SAT. The SAT manuals provide specialized information to each type of test day staff.
 - Coordinator's Manual: Includes information about the test-day set-up, preadministration session, forms, and return of standard and nonstandard materials
 - Standard Testing Manual: Includes all test-day scripts and information needed by proctors
 - Accommodated Testing Manual: Includes test-day scripts for accommodated rooms
- College Board will also provide a Colorado-specific manual for PSAT 10 (for grade 10) and PSAT 8/9 (for grade 9) for the Colorado administration.
- PSAT 10 and PSAT 8/9 each have only a single manual.

Tracking Materials

- Coordinators will receive shipment tracking emails which include:
 - Tracking numbers
 - Summary of shipment contents
- Tracking emails are generated as the shipment is being prepared.
- Tracking numbers in the email will become valid once shipped.

Prepare Your Testing Room Kits

Create testing room kits to hand out to Proctors on test day

- Testing room cover sheet
- Testing Room Materials Report form
- A copy of the room roster you created or NAR showing students assigned to the testing room
- Pre-labeled or gridded answer sheets (for the students assigned to each testing room) and blank answer sheets
- Student Answer Sheet Instructions booklets
- Irregularity Report (IR) forms
- SAT School Day Request to Cancel Test Scores forms
- “Testing in Progress” flyer
- The SAT School Day Standard Testing Manual or SAT School Day Accommodated Testing Manual
- If applicable, EL supports (translated directions and/or word-to-word glossaries) for students who need them
- Clear plastic bags for storage

On Test Day

Student Check In

- Schools can plan for either a centralized check in or room check in.
- If your school utilizes a central check-in, you'll check in each student against your room roster before sending them to an assigned room.
- If your school utilizes room check in, proctors will check in students as they arrive to their assigned testing rooms.
- Plan ahead for collecting electronic devices and backpacks (if allowed by school policy) as students enter the testing room.
- Students are not required to supply a photo ID unless the student is unknown to the testing staff.
- Mark attendance on your student list/roster in pencil. Check each student in as follows:
 - Write a "P" (Present) next to the name of each student who checks in.
 - After check-in is complete, put an "A" (Absent) next to the name of any student who is absent.

Test Security

- Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.
- During testing, staff must:
 - Watch for roaming eyes. Some students may try to copy from a neighbor.
 - Carefully observe students using calculators. A smart phone can be disguised as a calculator through the use of a plastic cover.
 - Watch for signals. Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
 - Always note any such activities on the Irregularity Report (IR). Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

Prohibited Devices

Preventing issues with mobile phones and electronic devices

- At the beginning of testing, proctors will read scripts reminding students to turn off their phones and other electronic devices and to turn them in to the proctor, if allowed under school policy.
- If your school does not permit the collection of devices, proctors must instruct students to store their powered-down devices in a bag or backpack placed to the side of the room away from the testing area.
- Once the script has been read, if a student is observed with a prohibited device, the test coordinator must dismiss that student.
 - A student doesn't need to be holding a phone for it to be considered in their possession—a phone is considered in the student's possession if it's on or under the student's desk or in their pocket.
- If a student's phone makes noises while in the proctor's possession or stored away from the student's desk, this should not be considered grounds for dismissal, but the proctor should turn off the phone in order to prevent additional disturbances during testing and issue a warning to the student.

Distributing Test Materials

CollegeBoard

SAT

Testing Room Materials Report for SAT® School Day Testing

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in blocks 1, 2, and 3.
- If necessary, remove the completed form from the back of the manual when the proctor returns it to you.
- Enclose all copies of this form in the gray-bordered envelope and return with used answer sheets.

Directions for Proctor:

- Complete the seating chart on the back of this form in Part B to record how test books were distributed in the room.
- At the end of testing: Complete all information on the front of this form in Part A (blocks 4, 5, and 6) and sign it in block 1.
- Return this report, including any additional seating charts (for sections of a large room), to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-digit School (AII) Code: _____

Room Number: _____ Room Type: ☐ Standard ☐ Accommodated

Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.

Proctor: _____ Name (please print) _____ Signature _____

Part A: Accounting for Test Materials

2 TEST BOOKS RECEIVED

QUANTITY

SERIAL NUMBER RANGES

Total number of books received:

_____ to _____

_____ to _____

_____ to _____

3 ESSAY BOOKS RECEIVED (IF ANY)

QUANTITY

Total number of Essay books received:

4 TEST BOOKS RETURNED

QUANTITY

SERIAL NUMBER RANGES

Used test books returned:

_____ to _____

_____ to _____

_____ to _____

Unused test books returned:

_____ to _____

_____ to _____

_____ to _____

Total number of test books returned:

5 USED ANSWER SHEETS RETURNED

QUANTITY

Total number of used answer sheets returned:

6 ESSAY BOOKS RETURNED (IF ANY)

QUANTITY

Used Essay books returned:

Unused Essay books returned:

Total number of Essay books returned:

- On test day, the coordinator must count the test books:
 - When distributing materials to proctors on test day
 - When collecting materials from proctors and preparing them for return
- Ensure that your proctors account for testing materials in the testing room as instructed in their manual. proctors must count the test books:
 - After receiving the materials from you
 - After distributing materials to students
 - After collecting multiple-choice books
 - Before they dismiss students from the testing room

Distributing Test Materials

- The proctor uses the seating chart on the back of the Testing Room Materials Report form to record the serial number of the multiple-choice test book distributed to each seat in the room.
- If any issues arise, the chart will be used in investigating reported irregularities.
- Seating charts for SAT are returned after testing. Schools are instructed to keep a copy of the PSAT 10 and PSAT 8/9 seating charts in their records.

Testing Room Materials Report Form



Testing Room Materials Report for PSAT™ 10 and PSAT™ 8/9

Directions for Test Coordinator:

- Before issuing materials to the proctor, fill in sections 1 and 2.
- If necessary, remove the completed form (with the completed seating chart) from the back of the manual when the proctor returns it to you.
- Keep all copies of this form on file at your school.

Directions for Proctor:

- Before testing, confirm that you've received the materials recorded in section 2.
- Complete the seating chart on the back of your Coordinator Manual to record how test books were distributed in the room.
- At the end of testing, complete all information on this form (sections 3 and 4) and sign in section 1.
- Return this report and the completed seating chart, including any additional seating charts (for sections of a large room), to the test coordinator.

1 TESTING ROOM INFORMATION

Test Date: _____ 6-Digit School (A) Code: _____
Testing Room Code/Room Name: _____ Room Type: ☐ Standard ☐ Accommodated
Please print and sign your name below to indicate that the information you have provided on this form is accurate to the best of your ability.
Proctor: _____ Name (please print) _____ Signature _____

Accounting for Test Materials

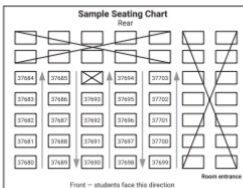
2	TEST BOOKS RECEIVED	QUANTITY	SERIAL NUMBER RANGES
	Total number of books received:		____ to ____ ____ to ____ ____ to ____ ____ to ____
3	TEST BOOKS RETURNED	QUANTITY	SERIAL NUMBER RANGES
	Used test books returned:		____ to ____ ____ to ____
	Unused test books returned:		____ to ____ ____ to ____
	Total number of test books returned:		
4	USED ANSWER SHEETS RETURNED	QUANTITY	
	Total number of used answer sheets returned:		

Coordinator Manual Spring 2014

PSAT 8/9 Seating Chart

Proctor Name _____
School Name _____
Testing Room Code _____ School Code _____
Type of seating chart: Single chart _____ OR
Section _____ of _____ sections in large testing room.
Use the diagram below to indicate how test books were distributed in your testing room. Monitors assisting the proctor may complete the seating chart(s).

1. For large rooms, use a separate form for each area of the room and indicate where areas border each other.
2. Indicate the position of the proctor's desk or table if it's not at the front of the room.
3. Indicate the location of the entrance doors.
4. Draw a boundary line around the occupied seats in the room or your assigned area.
5. Draw a large X to cross out any unused area outside the boundary. Draw an X through any unused seats within the boundary.
6. For each occupied seat, write the serial number of the test book assigned to that seat, and, if time allows, the student's name.
7. For each row, draw directional arrows to indicate how the books were distributed.
8. If any student is moved to another seat after the test books are distributed and the test begins, indicate on the seating chart the seat the student was moved to and complete an Irregularity Report explaining the reason for the change.



Print the name and title of the person completing this seating chart below:
Name: _____
Title: _____
Date: _____

PSAT 8/9 Coordinator

- On the first seating chart, record your answer sheet tracking information in the space provided.
- Keep all seating charts for at least 6 months.

Answer Sheet Tracking Numbers

Rear

Proctor's Desk Front — students face this direction

Reporting Test Administration Irregularities

- Use the Irregularity Report (IR) to record an irregularity, including:
 - Security incidents
 - Misconduct
 - Test question errors or ambiguities
 - Other incidents or disturbances
 - Student complaints
- Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).
- Irregularities filed by proctors must be countersigned by the test coordinator, who should add any information that might be useful.
- Keep a copy of any IRs submitted should College Board require additional information during their review.
- They will also be useful when completing your makeup materials requests.

The image displays three overlapping CollegeBoard SAT School Day Irregularity Report (IR) forms. The top form is for the SAT, the middle for PSAT 10, and the bottom for PSAT 8/9. Each form includes sections for: 1. General Instructions to Coordinator, 2. Testing Start Date, 3. Program, 4. School Information (Name, Address, City, State/Province, Postal Code, Country), 5. Test Book Information, 6. Group Irregularity, 7. School Contact Information (Staff Member's Name and Title, Email Address, Phone #, Extension #, Mobile #, Fax #), and 8. School Coordinator's Name and Title. The forms also feature a grid for recording irregularities by month and day, and a barcode at the bottom.

What to Consider for Test Day

Important points for Coordinators

- How will you collaborate with your SSD coordinator?
- How will you inform students of their testing location, time they should arrive, etc.?
- Will you have a central check-in or room check-in?
- How will you distribute materials to proctors?
- Where do you want proctors to return materials?

Helpful Hints

Important points for Coordinators

- Make sure you have the printed manuals with you on test day for quick and easy reference.
 - If issues arise, refer to the irregularity charts to determine what to do.
- Remind your proctors: When distributing answer sheets be sure they are distributing the answer sheet to the correct student.
- After collecting test books and answer sheets, review key information to prevent delays in scoring.
 - Check that the student-gridded name matches the pre-ID label.
 - The number of used answer sheets returned must match the number of students tested, as entered on the CRF.
 - Ensure the school (AI) code on the CRF is correct.
 - Used answer sheets are not returned inside test books or with the test book shipment.
 - Used answer sheets for students with accommodations or supports who appear on the NAR are returned in the white Accommodated Testing Envelope.

After the Test

Coordinator's Report Form (CRF)

COORDINATOR REPORT FORM (CRF)
FOR SAT® SCHOOL DAY
MUST BE RETURNED WITH USED ANSWER SHEETS

Print and fill in the appropriate bubbles on this form. Use a No. 2 pencil only.
After counting, place all answer sheets used by students with accommodations in the white Accommodated Testing Envelope with the Nonstandard Administration Report (NARS) and place the envelope on top of the used standard answer sheets. Place this CRF on top of all other contents in your return shipment.

1 School and Coordinator Information

School Name _____ Coordinator Name _____
Street Address _____ Coordinator Email Address _____
City _____ State/Country _____ Zip/Postal Code _____ Coordinator Phone Number _____

2 Administration Date
Bubble in the test date you are returning materials for (primary or makeup):
☐ October 10, 2018 ☐ October 24, 2018 ☐ March 5, 2019 ☐ March 27, 2019 ☐ April 9, 2019 ☐ April 23, 2019

3 Date in Accommodated Window (if applicable)
Month Day Year
Oct 20 2018
Nov 20 2018
Dec 20 2018
Jan 20 2019
Feb 20 2019
Mar 20 2019
Apr 20 2019
May 20 2019
June 20 2019

4 School Code
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

5 Test Center Code
Complete ONLY if assigned a test center code for SAT School Day testing in 2018-19.
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

6 Accommodations Answer Sheets
Are you submitting answer sheets for students receiving accommodations?
☐ No
☐ Yes (Enclose all answer sheets for students with accommodations in the white Accommodated Testing Envelope with the NARS.)

7 SAT Answer Sheets
Used Answer Sheet Hand Counts
Count by hand the used answer sheets and record quantities in fields 7 and 8.
(a) Transcribed answer sheets along with test books for students approved to write answers in the book (INCLUDE sheets that are incorrectly gridded or defective) +
(b) Used answer sheets for other accommodated testing (INCLUDE sheets that are incorrectly gridded or defective) +
(c) Used answer sheets for standard testing (INCLUDE sheets that are incorrectly gridded or defective) +
(d) Total count of used answer sheets returned (a+b+c) =

8 Total Used Answer Sheets Returned
Fill in the boxes using leading zeros (e.g., 0123) and fill in the corresponding bubbles.
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

9 Transcribed And Other Materials Returned
Ensure that answers for students who used a braille device or computer are transcribed to a machine-scorable answer sheet and included in the Used Answer Sheet Hand Counts above. Count materials that have been transcribed below.
(a) Braille Printouts # of students _____
(b) Computer Printouts # of students _____

10 SAT School Day Coordinator Signature
The total used answer sheets returned have been hand counted.
The information above is accurate to the best of my knowledge.
Signature: _____
Date: _____

11 Are you submitting an Irregularity Report?
☐ No
☐ Yes

For Official Use Only
01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50
XXSS0001

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- CRFs will be returned for each assessment and test date.
- The coordinator is responsible for completing the CRF.
- When testing has concluded, the test coordinator is required to count the number of answer sheets and record the number on the CRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You may keep a copy of this form for your local records but submit the original for processing.
- A sample form is included in the coordinator's manual.
- Confirm that your school code (AI code) is correctly prefilled in item 4—it's required for reporting of scores to your school, district, and/or state. Contact SAT School Day Support if your code is not correct.
- Answer sheets from each administration date need to be returned separately, with a separate CRF. For example, do not mix primary administration answer sheets with makeup answer sheets for SAT.
- Make sure you bubble the correct date on the CRF. For example, April 13 for the primary date and April 27 for the makeup date.

Returning Test Materials

For each assessment, SAT, PSAT 10, and PSAT 8/9, you will receive a total of three return kits:

- One for all standard and nonstandard students who finish testing on the primary test day
- One for students testing in the accommodated window
- One for students testing on the makeup date. This will be sent with makeup materials
- Standard and nonstandard materials can be returned together.
- Return each assessment in separate boxes

For Special Reporting Use Only

A list of students whose answer sheets are being returned with the "Special Reporting Use Only" section bubbled in should be shared with your District Assessment Coordinator.

- A completed answer sheet **must be returned for every student**,
 - either with the student's responses to the test questions gridded from test day, or
 - with the appropriate Not Tested Reason code gridded indicating the reason why the student did not take the test.
- Coordinators will complete this step after both the primary test administration and the makeup test administration.

WHAT TO DO WHEN A STUDENT HAS NOT TESTED

Not Tested Reason/ Invalidation Code	Condition
No Invalidation/ Student Tested	If a student was present on the primary test day and participated in the test.
Took Other Assessment	If a student took the alternate assessment (CoAlt: DLM ELA/Math) instead of the primary test.
Newcomer to the U.S.	For any student who should be identified with Newcomer to the U.S. status because the student enrolled for the first time on or after April 10, 2017 AND is Non-English Proficient, based on W-APT and a local body of evidence, regardless of whether the student participated or not.

Special Reporting Use Only

1 A B C D E F

2 A B C D E F

3 A B C D E F

4 A B C D E F

5 A B C D E F

6 A B C D E F

7 A B C D E F

8 A B C D E F

9 A B C D E F

10 A B C D E F

11 A B C D E F

12 A B C D E F

13 A B C D E F

14 A B C D E F

15 A B C D E F

16 A B C D E F

17 A B C D E F

18 A B C D E F

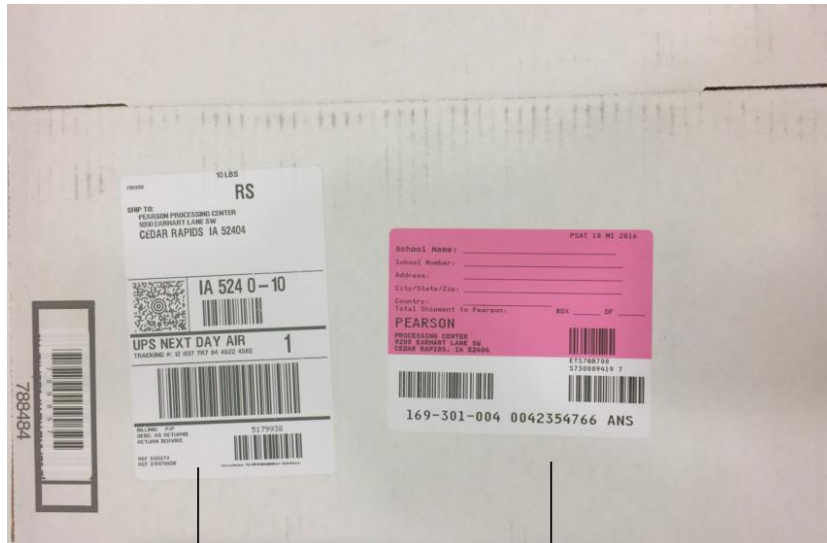
19 A B C D E F

20 A B C D E F

Grid 2A in the Supervisor Use Only section of the answer sheet and return with the next material pickup. Typically this will be with your primary test day materials.

Packing Answer Sheets

Image of white box for returning answer sheets



UPS
Label

Pearson
Label

- Answer sheet return bags/boxes will have two labels pre-applied: a colored Pearson label and a UPS shipping label.
- Used answer sheets and other materials needed for scoring from the primary test day must be returned the day after the test.
- Used answer sheets for students testing in the accommodated testing window must be returned as soon as all accommodated testing is complete.
- An answer sheet is considered used if:
 - They have one or more answers to test questions gridded in for the test or anything written on the lined pages of the SAT Essay, and the answer sheet includes a label or gridded student information.
 - It has anything gridded in the Special Reporting Use Only field and the answer sheet includes a label or gridded student information
 - *Blank answer sheets with no demographic information or no pre-ID label can be destroyed after testing.*

Packing Answer Sheets

- Schools need to return answer sheets and test books separately for each assessment.
- Do not include SAT answer sheets with PSAT 10 answer sheets, etc.
- No answer sheets should be returned in the test book shipment.

Packing Test Books

Image of loose UPS label that needs to be affixed to outside of box



- Reuse the boxes in which your test materials arrived to return test books.
- Loose UPS labels will be included in the shipment with the header “TB Returns.”
- In addition, loose colored labels will be included in the shipment to be applied to the SAT test book return boxes.
- Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.
- **Schools will return test books for all assessments – SAT, PSAT 10 and PSAT 8/9.**

Test Materials Return Schedule

Schools must return materials no later than:

- **The day after the primary test date**
 - **The day after all accommodated testing is complete, but no later than the end of the window**
 - **The day after the makeup test date**
- UPS pickups will not be pre-arranged by the College Board.
 - Directions will be provided for coordinators to arrange their own pickups with UPS to better meet individual school schedules.
 - If UPS regularly stops by your school, you can give materials to the driver during those stops.
 - Coordinators will use the tracking numbers on the return labels to schedule the pickups.
 - **IMPORTANT:** When returning answer sheets and test books, write down or take a picture of the tracking numbers of these shipments so you can verify that your return packages have been received after shipping.
 - All answer sheets must be shipped by **April 29, 2021**.
 - Answer sheets will not be scored if received late.

Makeup Testing

SAT, PSAT 10 and PSAT 8/9

- Students who miss the primary test date will test on the makeup day.
 - SAT – April 27, 2021
 - PSAT 8/9 and PSAT 10 – April 27 or 28, 2021
- Students approved for accommodations that allow them to test within the accommodated testing window should test on the day they return to school, but complete testing no later than the end of the accommodated testing window.
- Students who have an irregularity during testing may be eligible for a makeup. For example, a student who gets sick during testing can participate in the makeup administration.
 - Refer to the Irregularity Chart provided in the manual for details.
- Further details around the process for ordering makeup materials will be provided closer to test day.
- New test books will be sent for all students testing on the makeup test date for all three assessments.
 - Use the pre-labeled answer sheets, from the primary test day, for the makeup test date for students who were absent.

Score Reporting

- All answer sheets must be shipped **by 4/29/21**.
 - Answer sheets will not be scored if received late.
- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT/NMSQT®, PSAT™ 10, and SAT® score reports.
- K-12 Educator Reporting Portal - centralized portal for schools, districts, states
 - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports.
 - Download Center: Data files available to manage electronic score downloads – manual and automatic
 - These scores are for SAT reporting, not for accountability.
- For more information about accessing and using the K-12 Educator Reporting Portal view eModules at <https://satsuiteofassessments.articulate-online.com>

Final Information

Accessing College Board Tools

An Educator Professional Account is the first step!

A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal
 - The school data access manager is responsible for assigning access to school and district staff. Please work with your DAC if you do not have access.
- SSD Online System
 - The school SSD coordinator requests access from the College Board.
 - Access request requires a principal's signature.
 - Others may also request access with the school principal's approval.
- College Board Online Test Day Training
 - The test coordinator will receive access from the College Board. The test coordinator may grant access to all test day staff.

Timeline

**A checklist for schools will be provided to test coordinators in the Implementation Handbook.*

October

Offsites & Accommodations

- ☐ Participate in Training(s)
- ☐ Review collegeboard.org/colorado website for updated information
- ☐ Confirm staff have access to College Board – CB account, SSD Online, K12 Portal
- ☐ Schools will begin submitting Off-site Requests
- ☐ Schools will review students with accommodations for updates
- ☐ Schools will submit accommodations requests for new students and 9th graders

November

Offsites & Accommodations

- ☐ Participate in Training(s)
- ☐ Review collegeboard.org/colorado website for updated information
- ☐ Schools will begin submitting Off-site Requests
- ☐ Schools will review students with accommodations for updates
- ☐ Schools will submit accommodations requests for new students and 9th graders

Timeline

December

AI Codes, Voucher & Optional Essay

- ☐ Schools receive and distribute vouchers
(for schools participating in March 13, 2021 Administration)
- ☐ Students with vouchers begin to register for the March weekend administration
- ☐ Schools share information about optional SAT Essay registration with students
- ☐ Schools submit off-site testing plans no later than **December 18, 2020.**
- ☐ Received confirmation of Attending Institution (AI) Code

Timeline

January

EL Supports/SAA & Ordering

- ☐ Window to enter EL 50% extended time and state allowed accommodation (SAA) requests in SSD Online opens
- ☐ Schools receive approvals for off-site testing
- ☐ Schools review material order counts: **January – February**
- ☐ Students begin registering for optional SAT Essay: **January – February**

February

Prepare

- ☐ Test coordinators receive Coordinator Planning Kits
- ☐ Read and review testing manuals
- ☐ Schools begin planning for room and staffing needs
- ☐ Schools receive access to online test day training

Timeline

March

Preadministration

- ☐ Schools finalize room and staffing needs; participate and/or conduct training
- ☐ Schools receive preadministration shipments
- ☐ Schools collect student/parent consent for participation in the optional questionnaire
- ☐ Conduct preadministration sessions
- ☐ Weekend Test administration – **March 13, 2021** (Students using vouchers)

April

Test Administration

- ☐ Schools receive test materials
- ☐ Test administration – **SAT: April 13, 2021 PSAT: April 13, 14 or 15**
- ☐ Schools request PSAT and SAT makeup materials
- ☐ Schools return test materials after testing; schools can arrange for a UPS pickup if needed
- ☐ Makeup test administration – **SAT: April 27, 2021 PSAT: April 27 or 28, 2021**
- ☐ Schools return all test materials for scoring by **April 29, 2021**

Thank You!

Resources

Check the Colorado Website:
www.collegeboard.org/colorado

- Check the Colorado Website:
www.collegeboard.org/colorado
- Call College Board's CO Customer Service
1-866-917-9030
coloroadministratorsupport@collegeboard.org
- Contact your District Assessment Coordinator (DAC)
- Contact the College Board Field Team
 - ColoradoSchoolDaySupport@collegeboard.org

Sarah Orlowski

720-470-2343

sorlowski@collegeboard.org

Kelly Doubleday

970-230-1665

kdoubleday@collegeboard.org

Register for Training

Mark Your Calendars!

Training	Dates
Accommodations 101 <i>On demand training for SSD coordinators, test coordinators, and interested educators</i>	Available On-Demand at collegeboard.org/colorado
SAT + Essay <i>Pre-recorded webinar for test coordinators, and interested educators</i>	Available On-Demand starting in December
Accommodations Webinar <i>Live Webinar for SSD coordinators</i>	December 1, 2020 2:00 pm to 3:00 pm MT Click HERE to register
Winter/Spring SAT Suite Activities <i>Regional winter workshops for test coordinators and other educators</i>	Start beginning February Registration information will be sent via email
SAT Weekend Administration Voucher Registration <i>Pre-recorded webinar for schools that receiving the vouchers for the SAT Weekend March administration.</i>	Available On-Demand starting in December



Questions?

Please type your questions in the
Q&A box.

**Presentation will be emailed out to participants and later
posted at collegeboard.org/Colorado.**