



Preadministration, Consent, and Rosters

February 2019

Brought to you by the College Board and
the Colorado Department of Education



Session Goals

Our goals today include:

- Review of the preadministration session
- Provide an overview of the consent process for the optional student questionnaire
- Share tips on planning for the preadministration session
- Discuss student rosters and room planning
- Q&A

What is the Preadministration Session?

A blue-tinted photograph of three students walking past a brick wall. The student in the middle is looking back over his shoulder towards the other two. They are all wearing backpacks.

Preadministration Session

What is it?

- 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 on the answer sheet (Name, SASID, and DOB are critical)
 - Complete the PSAT 10 and SAT optional questionnaire. For these exams, students may opt into Student Search Service
 - For SAT, students can select up to four colleges or scholarship programs to send their SAT scores
- Student and/or parent consent is required to participate in the optional questionnaire portion of PSAT 10 and SAT.
- There is no optional questionnaire for PSAT 8/9 therefore active consent is not needed in advance of the preadministration session.

Preadministration Session

Benefits of Student Search Service

- The PSAT 10 and SAT optional questionnaires allow students to opt into Student Search Service and provide information about themselves to help connect them with colleges and scholarship programs based on their interests.
- Nearly 1,900 colleges use Student Search Service® to look for students who match a range of factors—such as the area where they live or go to school, their interests, and what they plan to study in college.
- Only eligible colleges and scholarship and educational organizations can participate. They most often search on expected high school graduation date, cumulative grade point average (GPA), and intended college major.
- Students can choose which optional questions they complete.
- Participation in the optional questionnaire is voluntary and optional and requires a signed consent form from the student.

Consent Must be Given Prior to Completing the Optional Questionnaire

SAT and PSAT 10

- 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 optional questionnaire. Students can still take the PSAT 10 and the SAT tests without completing the questionnaire.
 - Consent letters will be provided in the preadministration shipment for students/parents to sign. If needed, additional copies can be made by photocopying a blank letter or by printing it from the collegeboard.org/Colorado website.
 - The state allows for the consent letter for the optional questionnaire to be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.
 - If a student does not return a signed consent letter, the school should proceed assuming that the student/parent did NOT consent to participating in the questionnaire.

Consent Must be Given Prior to Completing the Optional Questionnaire

SAT and PSAT 10

- If your district has a more stringent policy regarding obtaining active consent for the optional questionnaire, follow that policy.
- Signed consent forms should be kept by the school until the student has graduated or left the school. Consent forms should not be returned to College Board or CDE.

Preparing for the Preadministration Session

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with a backpack, looking towards the right. To his left is another student, and to his right is a young woman, also with a backpack, looking forward. The background is a brick wall.

Preadministration Session

Timing

- Depending on the number of students to be tested, the session may be conducted by a Test Coordinator, or one or more Proctors may be needed to conduct multiple sessions.
- If students are absent for the preadministration session, a separate session will need to be scheduled with them some other time before test day.

Preadministration Session

Timing

- SAT and PSAT 10
 - Allow enough time for students to review the Student Guide and consent form and discuss with their families. Students and parents must have at least two weeks to review the questionnaire and provide consent prior to the preadministration session.
 - Collect consent forms. The preadministration session can be scheduled for any time after the signed student consent forms have been returned but must be at least two weeks after the student guide and consent form were distributed.
 - We strongly recommend completing the preadministration session before test day, however if that's not possible, students will complete their personal information on their answer sheet on test day before testing begins. In this situation, score sends and the optional questionnaire will be completed after testing, however, additional supervision will be needed to ensure that students don't change responses to any test questions during a post-test session.

Preadministration Session

Timing

- PSAT 8/9
 - The session can be planned any time after the receipt of the preadmin materials.
 - We recommend completing the preadministration session before test day, however if that's not possible, students will complete their personal information on their answer sheet on test day before testing begins.

Preadministration Session

Materials

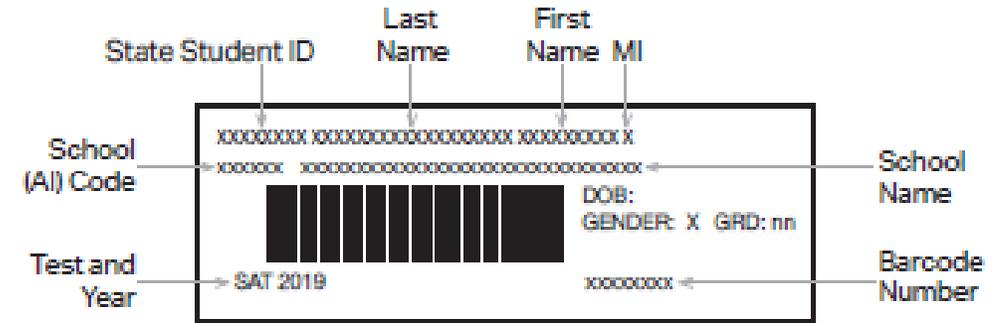
- Look for the preadministration materials which are scheduled to be delivered March 12th – March 14th.

Shipment	Contents	SAT	PSAT 10	PSAT 8/9
Preadministration: Materials 	Answer sheets	X	X	X
	Student Answer Sheet Instructions	X	X	
	Student Guides	X	X	
	Colorado Student Data Consent Forms	X	X	
	Coordinator Manuals	X	X	X
	Standard Testing Manuals	X		
	Accommodated Testing Manuals	X		
Preadministration: Pre-ID Labels	Labels for each student included in the Pre-ID file	X	X	X

Pre-ID Labels

Pre-ID Labels – SAT, PSAT 10, and PSAT 8/9

- Use your master student list of who will be testing
- Verify information on labels prior to the preadministration session
 - Is the school AI code correct?
 - Do the students named attend your school?
 - Is the grade level correct?
- If the first name or last name listed on the label does not correctly reflect the student's legal name please do not use the label. Instead, students will grid their information.
- Apply the labels in the shaded box on the answer sheets as accurately as possible. Be sure to apply the label to the answer sheet that corresponds to the correct grade level (i.e. 9th grade labels to PSAT 8/9, 10th grade labels to PSAT 10, and 11th grade labels to SAT).



Preadministration Materials

Prepare Students – SAT & PSAT 10

- At least two weeks prior to the preadministration Session, distribute student guides and consent forms to students
 - Allow time for students to review with parents and make a decision if they will complete the optional questionnaire and for SAT students to determine which schools they wish to send their scores.
 - Collect consent forms from students and conduct the preadministration session by separating the students into two groups: students who have provided consent and those who did not provide consent to complete the optional questionnaire.
- Inform students they will need No. 2 pencils for the session.
- Inform students of the date and time scheduled for the preadministration session.

Preadministration Materials



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.

The 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, the 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. Prior to testing, students taking these exams will participate in a preadministration session to:

- Complete required student information needed for scoring.
- Participate in the optional questionnaire.

The required information covers the basics (name, school, state student ID, grade, sex, and date of birth) needed to score your test. If taking the SAT, students also have a chance to choose up to four colleges or scholarship programs to share their SAT scores with for free. Score sends are optional, but we strongly encourage students to share their scores to demonstrate their interest in their chosen schools.

To participate in the optional questionnaire portion of the preadministration session, students must return this signed consent form.

The questionnaire asks about you and your interests. This information is used for group reporting, for analysis to ensure the exams are fair for all groups, to connect you with potential colleges or scholarship opportunities, and for research.

A primary benefit of completing the optional questionnaire is to opt in to Student Search Service®, which connects you to college and scholarship opportunities that reflect your interests. If you choose to participate in the optional questionnaire, the data you provide will be

added to your College Board student record, to participate in Student Search Service.

Your responses:

- Give counselors and college admission help you plan for the future. The more information assistance they can give to you.
- Provide information to the College Board the PSAT 10 and SAT are fair and accurate.
- Are used by the College Board for research to improve tests and services.
- Contribute—when combined with responses from students taking the PSAT 10 or SAT—to your graduating class. This lets colleges and scholarship programs and opportunities to serve you.

The College Board only shares data with eligible universities and scholarship and other educational organizations that signed a license agreement, by which the organizations consistently monitor these organizations' use of the data for compliance. Student scores are not shared with any other organization. You may cancel your participation in Student Search Service at any time. To be clear, completion of the optional questionnaire is optional for all students. Review the Colorado PSAT 10 Student Guide for more information. You can also review the College Board Privacy Policy at collegeboard.org.

See page 3 for the information that will be collected. Review the optional questions to determine if you want to respond to them. After reviewing, return the consent form to your school. Your teacher will identify during the preadministration session, and you will be notified again when you complete the questionnaire.

- Yes, I have reviewed the information provided on this form and in the Colorado PSAT 10 or SAT School Day Student Guide and I agree to complete the optional questionnaire.
- No, I have reviewed the information provided on this form and in the Colorado PSAT 10 or SAT School Day Student Guide and I do not agree to complete the optional questionnaire.

Student Name (Printed) _____

Student/Parent Signature _____ Date _____

School Name _____

Student Data Consent Form 1



Spring 2019

PSAT™ 10 Student Guide

- PSAT 10 information
- Test-taking advice and tips
- An official practice test



Spring 2019

SAT® SCHOOL DAY

Student Guide

- Important information about the SAT
- Test-taking advice and tips
- Practice questions



Learn all about the SAT® inside. Connect your College Board results and get personalized practice at satpractice.org.

Preadministration Materials

Prepare for the Session

- Read the “Preparing for the Preadministration Session” section in the Coordinator’s Manual.
- Apply labels to the correct answer sheet type for each student.
 - Standard or Large-block
- Create a room plan for conducting the preadministration session.
 - Determine how you will conduct your sessions (for example, in a class, in an assembly for students taking the test, or in small groups).
 - For SAT and PSAT 10, establish a deadline for consent forms to be returned. Assign students to preadministration session rooms based on whether they consented to the optional questionnaire.
 - Determine staffing needs.

Preadministration Materials

Prepare for the Session

- Arrange for a separate preadministration session prior to test day for students who are absent. Although arrangements can be made for some students to complete the optional questionnaire and designate the colleges where they want to send their SAT scores after testing, we strongly recommend that all students complete these tasks prior to test day.
- Conduct the session in school. Do not let students take the answer sheets home.

Preadministration Materials

Prepare Staff

- Meet with staff who will administer the preadministration sessions to :
 - Distribute copies of the manuals and instruct them to become familiar with the preadministration scripting
 - Provide their room assignment
 - Review roles and responsibilities of staff conducting the sessions.
 - Review the materials students will use during the session: answer sheets, pre-ID labels, and Student Answer Sheet Instructions
 - Review the appropriate scripts with staff so they are familiar with them.
 - Remind staff that students who have not submitted a signed consent form should not complete the optional questionnaire
 - Instruct staff to display the 6 digit AI code in a prominent place in the preadministration room for students to see.
- See the “Prepare Your Preadministration Session” section of the Coordinator Manual for more detail.

Conducting the Preadministration Session

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with a backpack, looking towards the right. To his left is another student, and to his right is a young woman, also with a backpack. The background is a brick wall.

SAT Preadministration Session

Students in Grade 11

- Plan for approximately 60 minutes.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- All students will complete:
 - Part 1: Personal Information
 - All students, including those with labels, will bubble their name, school code, date of birth, address (optional, but needed if student is going to participate in Student Search Service), grade, and student ID (SASID).
 - Part 2: Score Sends
 - Students will use the answer sheet instructions to locate the appropriate codes for any colleges or scholarship programs.
- Students who submitted a signed consent form will also complete:
 - Part 3: Optional Questionnaire
 - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

PSAT 10 Preadministration Session

Students in Grade 10

- Plan for approximately 45 minutes.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- All students will complete:
 - Part 1: Personal Information
 - All students, including those with labels, will bubble their name, school code, date of birth, address (optional), grade, and student ID (SASID).
- Students who submitted a signed consent form will also complete:
 - Part 2: Optional Questionnaire
 - Students will use the answer sheet instructions to respond to the optional questions. Students are not required to complete every optional question. They can choose which questions to complete.

PSAT 8/9 Preadministration Session

Students in Grade 9

- Plan for approximately 30 minutes.
- Distribute pre-labeled answer sheets and student answer sheet instructions.
- PSAT 8/9 does not include an optional questionnaire, therefore a signed consent form is not required.
- All students, including those with labels, will bubble their name, school code, date of birth, address (optional), grade, and student ID (SASID).

After the Preadministration Session

PSAT 8/9, PSAT 10, and SAT

- Proctors
 - Collect all answer sheets and answer sheet instruction document.
 - Confirm that all students have entered their SASID accurately. For any students that left box 2, Student Identification, blank, enter their SASID on the answer sheet and fill in the corresponding bubbles.
 - Return answer sheets to your Test Coordinators as instructed
 - Alphabetize the completed answer sheets.
 - Sort them by testing room code (if applicable).
- Test Coordinator will
 - Organize your labeled answer sheets by alphabetizing them within testing room groups before returning them to their boxes and securely storing them until test day.
 - Track students who missed the preadministration session and schedule a makeup preadministration session prior to test day.

Test Day Room Planning & Student Rosters

A blue-tinted photograph of three students walking past a brick wall. The student in the center is a young man with a backpack, looking towards the right. To his left is another student, and to his right is a young woman, also with a backpack, looking forward. The background is a brick wall.

Roster & Master Student List

What is it?

- Test Coordinator will create a Master Student List to assist with test day room planning and to use for room rosters.
 - Pull a list of all eligible students from your local student information system.
 - Work with the SSD Coordinator, using the NAR, to identify students testing with accommodations.
 - After comparing the lists, identify the students testing in a standard room.
 - For SAT, access the Registration Roster Report from the Educator Reporting Portal to determine which students will take SAT with Essay.
- Review the “Build Your Master Student List for Testing” section in the Coordinator’s manual for more information.

Sample Master Student List

These are suggested fields; you should create a list that is based on your own school's needs.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	000702499	P	SAT w/Essay	789	Y	SB20	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	000702579	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	000702578	P	SAT w/Essay	234	Y	R1	Purple	T. Coach

Testing Room Rosters

Assign students and staff to testing rooms

- Use the Master Student List to create testing room rosters.
- Once the room assignments for staff have been determined, a student roster will need to be created for each testing room to be used by the Proctor to record student attendance on test day.
- Proctors who are testing students with accommodations will also use the room roster to identify the appropriate test directions script(s) to be used on test day and to make other preparations for administering accommodations in their testing room.
- Divide the Master Student List into individual room rosters for students testing in standard test rooms.
- Coordinators have the option to build student rosters for accommodated testing rooms or use copies of the NAR as the room roster.

Testing Room Rosters

Assign students and staff to testing rooms

- As test day approaches, continue to account for additional students who may be eligible for testing (e.g., students who recently transferred into the school).
- In addition, the Test Coordinator and the SSD Coordinator will continue to work together to identify students who may have been recently approved for accommodations. Update the Master Student List and room rosters as needed.

Special Considerations for Off-site Testing

- Schools using multiple offsite locations will all have the same AI code. We recommend assigning a testing room code for each off-site location to help differentiate which students test at each location.
- Coordinators at offsite locations will need to know their school code when filling out the IR or CRF.
- Make sure any off-site coordinator and Proctors are provided with training.
- Plan for secure transport to and storage of testing materials at off-site locations. Completed test materials will be picked up from the off-site location the afternoon of test day.
- Each location's test coordinator is responsible for ensuring that the off-site test center meets the requirements for test materials security, room configuration, seating, and test day staffing as described in this manual.



Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B. Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A. Teacher
4 Brown	Robert		9/1/2000	000702477	P	SAT w/Essay	789	Y	SB2B	Blue	S. Scholar
5 Szymanski	Ella		8/12/2000	000702577	P	SAT	012	Y	T2	Purple	M.Coordinator
6 North	Adrian		11/30/1999	000702578	P	SAT w/Essay	234	Y	R1	Purple	T. Coach

Room Rosters

Using Testing Room Codes

- Testing room codes allow you to better manage your test day administration.
- Assigning a unique code to each testing room allows you to organize answer sheets for preadministration sessions and for distribution on test day.
- If a group irregularity occurs, the code can help you pinpoint who may have been affected and which staff member(s) can offer information for quicker resolution and release of scores.
- If you have a mixture of students taking the SAT(no Essay) and SAT with Essay at your school, you can now assign them to the same room to conserve space and staff if a preadministration session was completed. We still recommend separate rooms if feasible.

Nonstandard Administration Report

What is the NAR?

- The NAR provides a list of students who have been approved for testing with accommodations.
- SSD Coordinators will access and print the NAR from the SSD Online Dashboard.
- The NAR will be used to identify students testing with accommodations on your Master Student List and can also be used as the room roster for accommodated testing rooms.

Nonstandard Administration Report

What is the NAR?

- For PSAT 10 and PSAT 8/9, the NAR includes
 - a summary of students with their SSD numbers
 - a list of students who will test during the accommodated testing window, and
 - additional instructions for testing students with accommodations.
- For SAT, the NAR includes
 - a summary of students with their SSD numbers
 - a list of students who will test on the primary test date with accommodations
 - a list of students who will test during the accommodated testing window, and
 - a list of students who will test with SAAs during the accommodated testing window, and
 - additional instructions for testing students with accommodations.

NAR – PSAT 10 and PSAT 8/9

- The NAR for PSAT 10 and PSAT 8/9 is the same report as 2017-18.
- Once run, the report will list students with approved accommodations at your school.
- It can be used as the room attendance roster. Proctors will annotate the roster to confirm which accommodations students used during testing.

Section 1:

LAST NAME	FIRST NAME	SSD#
Brown	Robert	#0007025797
Evergreen	Kevi	
Gourie	Nibit	
Graomlks	Gora	
Graomlktgtorallkklamroaktlkksargre	Trea	
Graomlk	Trea	
Graomls	Tetro	

Section 3:

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)

NAR - SAT

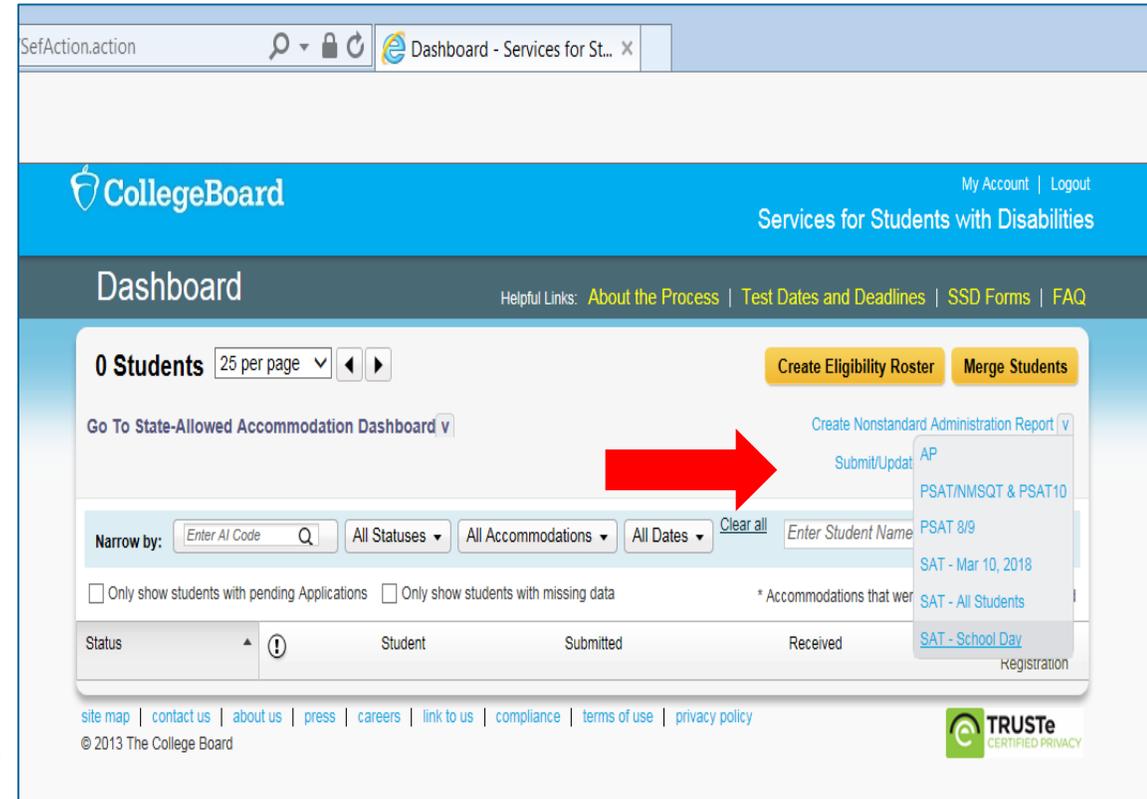
- The NAR for the SAT is the same report as last year for 2018-19 school year. Features include:
 - Identification of students who will test on the primary test day versus during the accommodated window.
 - Identification of one versus two-day testing accommodations
 - Identification of what color test books students will use for testing – purple, blue, or lime-green.
 - Identification of which scripts to begin with for test administration.
- The NAR will display students who have been approved for accommodations at the school who have also been pre-identified in the bulk registration/Pre-ID process.
- SSD Coordinators will be able to add students, with approved accommodations, to the NAR to build a complete list of students taking the SAT with accommodations.

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
SA4	Doriman, Jhusiia SSD #0007025901	Large Print Test Book - 14 point , Reading +100% (double time) , State-Allowed: Reader , State-Allowed: Multiple Day / Limited Time Testing	SAT with Essay	Lime Green	Two days	Script 5	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +100% (double time)					
SA4	Motreaolk, Spritsra SSD #0007025889	State-Allowed: Small Group Testing , State-Allowed: Reader , State-Allowed: Preferential/Flexible Seating , State-Allowed: Multiple Day / Limited Time Testing , State-Allowed: Extended Time - 100% or more	SAT with Essay	Lime Green	Two days	Script 5	
Additional Instructions		State-Allowed: Preferential/Flexible Seating:Front of room					

NAR - SAT

Managing Students on the NAR

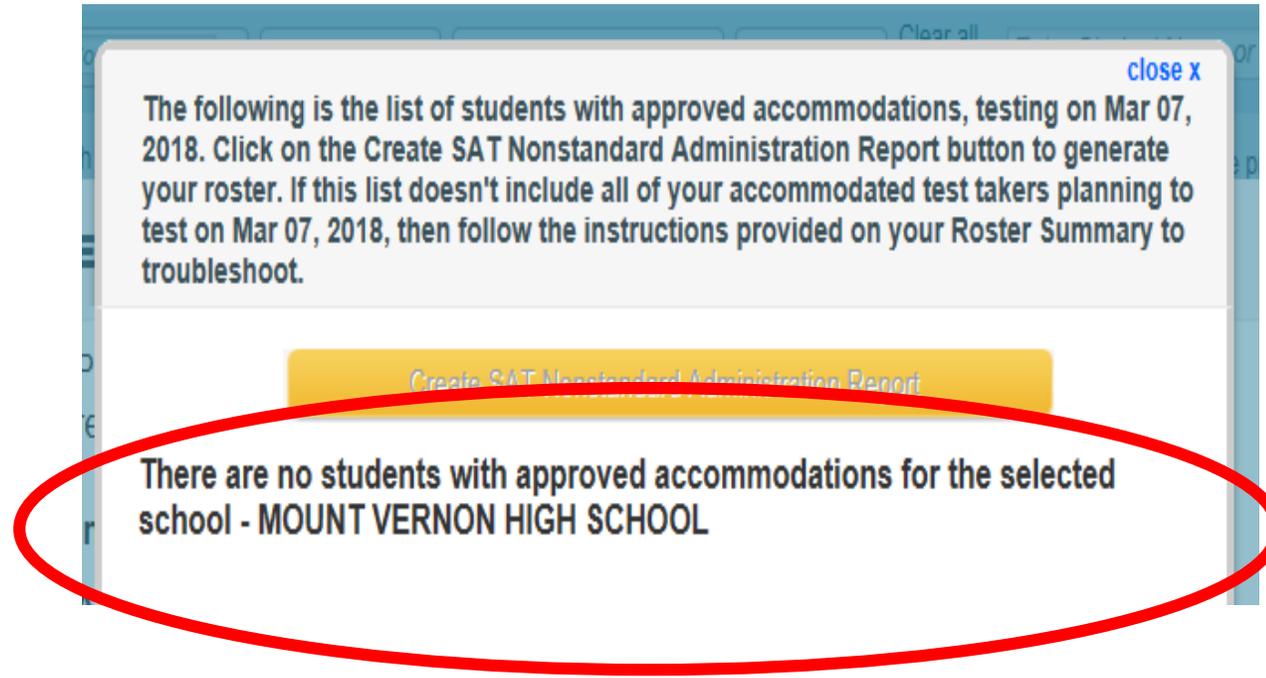
- The SSD Coordinator will run the NAR from the SSD Online Dashboard.
 - Select SAT and Test Date
 - Enter AI Code
- When generating the NAR, one of the following scenarios will occur:
 - There are no students approved for accommodations
 - All students with approved accommodations match a student registration from the CDE-provided Pre-ID file.
 - There are students with approved accommodations with a matched student registration AND students who are approved but did not match a registration from the CDE-provided Pre-ID file.



NAR - SAT

If there are no students approved for accommodations

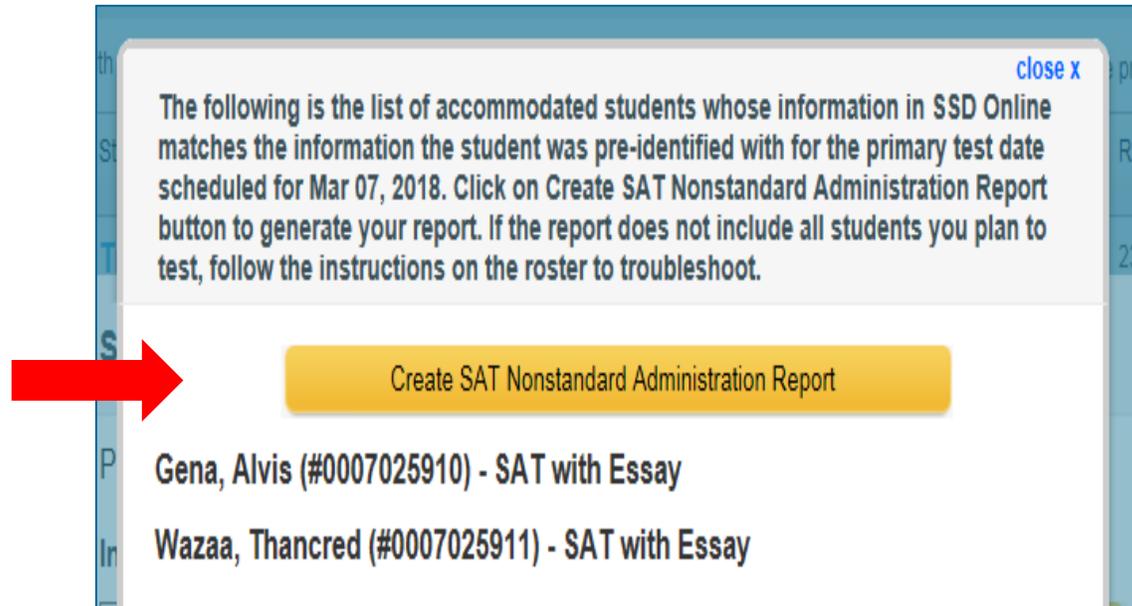
- In the situation where a school has no students approved for accommodations, the SSD Coordinator will get the following message when running the NAR.



NAR - SAT

If all students with approved accommodations match a student registration from the CDE-provided Pre-ID file.

- When all students with approved accommodations in SSD Online match to the student Pre-ID information provided by CDE, SSD Coordinators will see a list of students, with their College Board SSD#.
- The SSD Coordinator will click the “Create SAT Nonstandard Administration Report” to generate the report for printing.



NAR - SAT

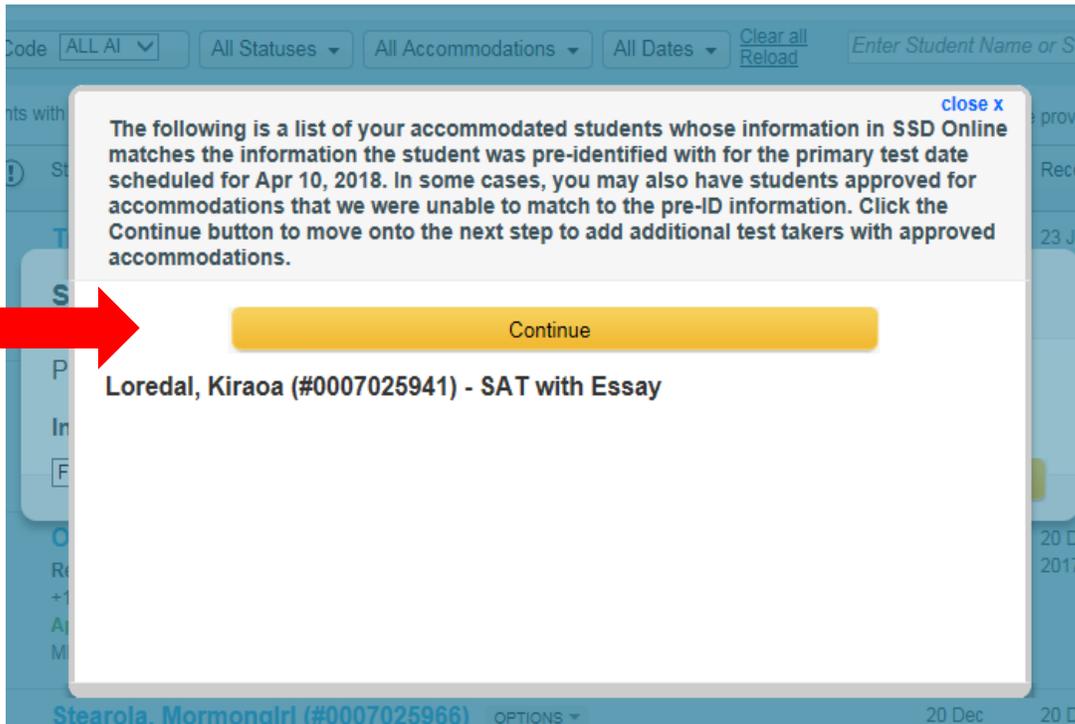
If there is a mix of matched and unmatched students with approved accommodations

- It is possible that not all students with approved accommodations will match to the CDE-provided Pre-ID information. Common reasons for this include:
 - Students that transfer to your school after the October count
 - Students whose information in SSD Online is too different from what was provided by CDE.
- When this happens, SSD Coordinators will follow a two step process to generate the NAR.

NAR - SAT

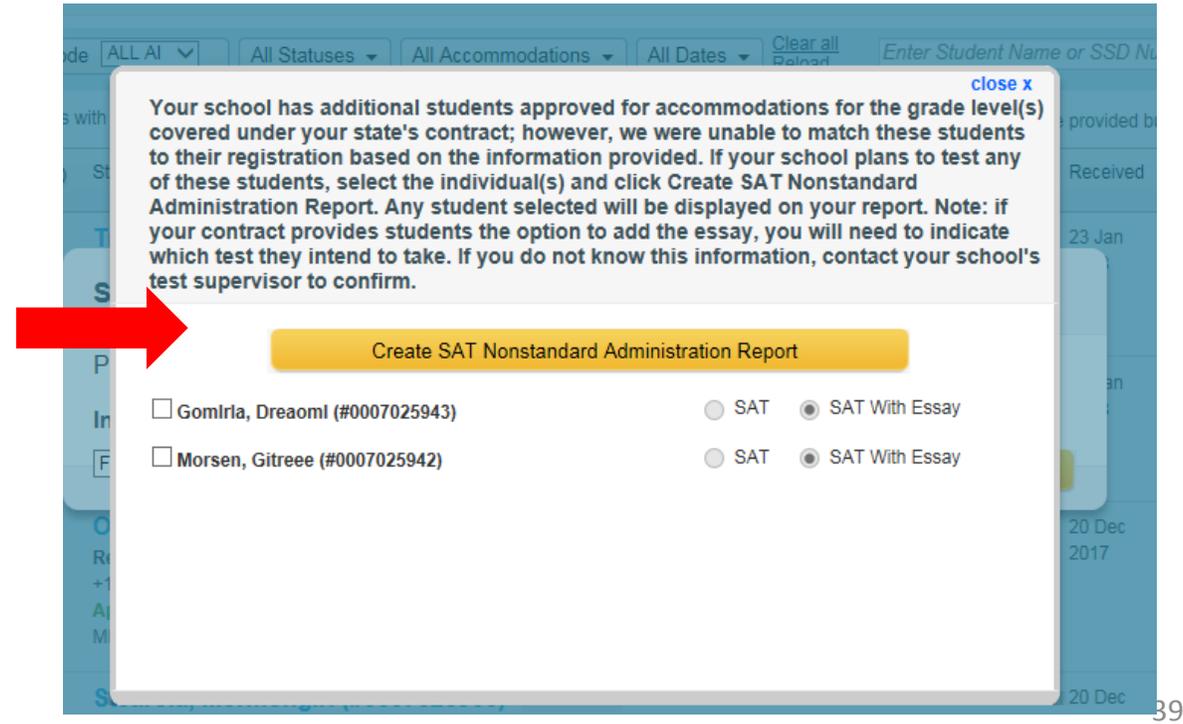
Two-Step Process

- Step 1: View list of matched students and click "Continue"



The screenshot shows a web interface with a blue header containing filters: 'Code ALL AI', 'All Statuses', 'All Accommodations', and 'All Dates'. A 'Clear all Reload' link is also present. A white modal box with a 'close x' button contains the following text: 'The following is a list of your accommodated students whose information in SSD Online matches the information the student was pre-identified with for the primary test date scheduled for Apr 10, 2018. In some cases, you may also have students approved for accommodations that we were unable to match to the pre-ID information. Click the Continue button to move onto the next step to add additional test takers with approved accommodations.' Below the text is a yellow 'Continue' button. A red arrow points to the 'Continue' button. Below the button, the text 'Loredal, Kiraoa (#0007025941) - SAT with Essay' is visible. At the bottom of the page, the text 'Stearola, Mormongiri (#0007025966) OPTIONS' and the date '20 Dec' are visible.

- Step 2: Select the additional students that will be testing and their test type. Select "Create Nonstandard Administration Report" to generate the NAR.



The screenshot shows the same web interface as the previous one. A white modal box with a 'close x' button contains the following text: 'Your school has additional students approved for accommodations for the grade level(s) covered under your state's contract; however, we were unable to match these students to their registration based on the information provided. If your school plans to test any of these students, select the individual(s) and click Create SAT Nonstandard Administration Report. Any student selected will be displayed on your report. Note: if your contract provides students the option to add the essay, you will need to indicate which test they intend to take. If you do not know this information, contact your school's test supervisor to confirm.' Below the text is a yellow 'Create SAT Nonstandard Administration Report' button. A red arrow points to this button. Below the button, there are two student entries, each with a checkbox and two radio button options: 'SAT' and 'SAT With Essay'. The first entry is 'Gomlrla, Dreaoml (#0007025943)' with 'SAT With Essay' selected. The second entry is 'Morsen, Gitree (#0007025942)' with 'SAT With Essay' selected. At the bottom of the page, the date '20 Dec' is visible.

After Testing

Returning the Master Student List

- After all materials have been collected from Proctors, carefully check each room roster and NAR against the final Master Student List, noting the room assignment and testing room code of each student.
- Return the NAR in the white accommodated testing envelope with the answer sheet return shipment.
- Return the Annotated Master Student List in the answer sheet return shipment.
- Keep a copy of the Master Student List.
 - If all the information from each room roster is not transferred to the Master Student List, please keep a copy of each room roster (room rosters do not need to be returned).
- Keep copies of the signed student consent forms on file at the school until the student graduates or leaves the school.

Sample Master Student List

These are suggested fields; you should create a list that is based on your own school's needs.

Last Name	First Name	M.I.	Date of Birth	SSD/Student ID Number	P=present A=absent M=moved X=no entry	Test Type (SAT SAT w/Essay)	Testing Room (3-digit code/room name)	Accommodated? Y=Yes N=No	Testing Group	Test Book Type	Staff Assigned
1 Jones	Anita		3/5/2000	09090909	P	SAT	123	N	SAT		A Teacher
2 Smith	Terry	O	10/15/1999	10101010	A	SAT w/Essay	456	N	Essay		B Proctor
3 Ramirez	Juan	J	2/15/2000	54545454	P	SAT	123	N	SAT		A Teacher
4 Brown	Robert		9/1/2000	0007024797	P	SAT w/Essay	789	Y	SB20	Blue	S Scholar
5 Szymanski	Ella		8/12/2000	0007025799	P	SAT	012	Y	T2	Purple	MCordinator
6 North	Adrian		11/30/1999	0007025788	P	SAT w/Essay	234	Y	RJ	Purple	T Coach
7											

Thank You!

Need Assistance?

- Check the Colorado Website: www.collegeboard.org/colorado
- Speak with your District Assessment Coordinator
- Call College Board's Colorado School Day Support:
1-866-917-9030
SATSchoolDaySupport@collegeboard.org
- Contact CDE:
Jared Anthony
303-866-6932
Anthony_J@cde.state.co.us