You may not hear audio at this time.
Session Goals

Our goal today is to share information about the spring administration of SAT, PSAT 10 and PSAT 8/9 in order to:

- Prepare SSD coordinators
- Provide a review of common accommodations
- Review the accommodations request process
- Provide resources and support materials

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

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.
## 2021 Test Dates

<table>
<thead>
<tr>
<th></th>
<th>PSAT Grades 9 and 10</th>
<th>SAT Grade 11</th>
<th>National SAT Administration (vouchers)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Test Date</strong></td>
<td>April 13, 14 or 15, 2021*</td>
<td>April 13, 2021</td>
<td>March 13, 2021</td>
</tr>
<tr>
<td><strong>Makeup Test Date</strong></td>
<td>April 27 or 28, 2021*</td>
<td>April 27, 2021</td>
<td>April 27, 2021</td>
</tr>
<tr>
<td><strong>Accommodated Testing Window</strong> (for students that appear on the NAR)</td>
<td>April 13-20, 2021</td>
<td>April 13-16, 2021</td>
<td>Schools using SAT vouchers must establish onsite or off-site location to provide make-up tests</td>
</tr>
</tbody>
</table>

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

## Accommodations Request Windows

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request College Board Accommodations</td>
<td>Now – February 22, 2021</td>
</tr>
<tr>
<td>Request State Allowed Accommodations</td>
<td>Week of January 11 – March 5, 2021</td>
</tr>
<tr>
<td>Request time and one-half (+50%) for EL</td>
<td>Week of January 11 – March 5, 2021</td>
</tr>
<tr>
<td>Late Request Window</td>
<td>February 23 – March 5, 2021</td>
</tr>
</tbody>
</table>

For specific scenarios:
- 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.*
The Tools

- **Services for Students with Disabilities (SSD) Online:** The system for requesting accommodations. College Board will use this system to determine which materials are needed for students.
  - **Accommodations Request Deadline:** February 22, 2021

- **Non-Standard Administration Report (NAR):** The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.
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:

• On-demand demo and printable PDF, accessible in SSD Online and via the CB Colorado Website
Accommodations & Supports

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

Supports Available to all Students
- Repeat directions
- Time remaining notifications
- Calculator for w-calculator sections

Standard Test Format
- Extended Time
- Additional Breaks
- Modified settings
- Reader
- Scribe
- Large print answer sheet
- Permission for meds, food, drinks

Alternate Test Formats
- Braille
- Large Print
- MP3
- Assistive Technology
- State Allowed (non-college reportable)

EL Supports
- Translated Test Directions
- Approved Word-to-word dictionaries
- time and one-half (+50%)
College Board Accommodations & EL Supports

- 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.

- Accommodation requests should be entered for all students taking the PSAT 8/9, PSAT 10 and SAT.

- The College Board also provides a number of supports for English Learner students.

- All requests will be entered in the College Board’s SSD Online system. There are three types:

1. **College Board Accommodations**: Students with College Board approved accommodations will receive college/scholarship reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
2. **EL time and one-half (+50%) Support**: Eligible EL students can receive time and one-half (+50%) for college/scholarship reportable scores when requested in advance. These requests must be submitted for each state administration.

3. **State Allowed Accommodations (SAA)**: State-allowed accommodations (SAAs) are specific accommodations defined by the state. The SAA’s available align to the College Board accommodation types and must be documented in a student’s IEP or 504 plan. SAAs will result in scores for the student, but scores received are **NOT reportable to colleges or scholarship programs**.
Use of an approved word-to-word bilingual dictionary:

• List includes approximately 100 dictionaries.
• Use of dictionary does NOT require an approval by College Board.

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

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

• Requires advanced request in SSD Online.
Consent Forms

• Each school should be following state and district procedures for collecting consent to request for accommodations
  • Use the Colorado specific consent form:
    • Accommodations consent form: [English](#) or [Spanish](#)
    • EL time and one-half (+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.
New SSD Coordinators

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.
Creating your SSD Online Account

- New SSD coordinators should go to [www.collegeboard.org](http://www.collegeboard.org) to create a College Board Professional Account if you don't already have one.

- Complete the SSD coordinator Form, found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)
  - Provide information about you and your school.
  - Obtain your principal's signature.
  - Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form.

- If you are the SSD coordinator for more than one school, you will need to submit a separate form for each school you work with, but you should create only one professional login account.
While a school may have more than one SSD coordinator, a primary coordinator should be identified to support the test coordinator and oversee accommodated testing.

All SSD coordinators are responsible for:

• Being the school’s liaison with the College Board’s Services for Students with Disabilities office.

• Submitting accommodation requests for students with demonstrated needs.

• Coordinating with your school’s test coordinator on the schedule of testing rooms and staff needed for accommodations test administration.

• Assisting with administering the test as needed.

• Monitoring and printing the Non-standard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.
Returning SSD Coordinators

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

- Login to your College Board Account at www.collegeboard.org.
  - If you’ve forgotten your password, use the Forgot Username or Password links on the sign-in page.

- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: ssdonline.collegeboard.org

- If you are the SSD coordinator for more than one school, you may request access to additional schools, by completing the access request form (www.collegeboard.org/ssd) for the new school. You’ll still access SSD Online through your College Board Account.
Understanding Common Accommodations

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

• The accommodations that schools request for students for the SAT or PSAT should be consistent with the accommodations listed in their IEP/504 plans for instruction and assessments. In other words, students should be already familiar with using the accommodation.

• We recognize that some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.
  • For example, if a student typically has assessments read aloud in school, they may wish to request a reader or pre-recorded audio (MP3) format for oral presentation of the assessment.
  • The school can determine the best option in consultation with the student and family.

• The College Board accommodations that follow are examples of commonly requested accommodations. The College Board provides many different types of accommodations and will review all requests that are made.

• When considering requests for timing accommodations, please keep in mind that the student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

A copy of Colorado’s Accessibility and Accommodations Table is posted at cde.state.co.us/assessment/coloradosat
Types of College Board Accommodations

College Board offers a wide range of Accommodations including that cover:

• Timing, Breaks, Presentation, Recording Answers and Setting
• SSD Coordinators should be aware that duration of administering will vary between SAT, SAT with Essay and the PSAT related assessments
• Some of the most frequently requested accommodations are listed next
<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Time and one-half (+50%) for reading| 1 or 2 Days | - Students will test in 1 day if taking SAT and 2 days if taking SAT with Essay.  
- Students will test in 1 day for PSAT.  
- Student will receive extended time for ALL sections.  
- Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks. |
| Time and one-half (+50%) for math   | 1 Day  | - Student will receive extended time only for the math sections.  
- Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |
| Double time (+100%) for reading     | 2 Day  | - Students will receive extended time for ALL sections.  
- Students must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |
| Double time (+100%) for math        | 1 Day  | - Student will receive extended time only for the math test.  
- Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks. |

Note: College Board does not allow for self pacing. Students must use the entire time for which they are approved for testing.
# Types of College Board Accommodations

## Timing (Continued)

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and one-half (+50%) for writing (SAT only)</td>
<td>1 Day</td>
<td>• Student will receive extended time only for the essay portion of the test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student must use the entire time for which they are approved.</td>
</tr>
<tr>
<td>Double time (+100%) for writing (SAT only)</td>
<td>1 Day</td>
<td>• Student will receive extended time only for the essay portion of the test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student must use the entire time for which they are approved.</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

## Breaks

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Breaks</td>
<td>1 Day</td>
<td>• Given a break halfway through longer sections and a break after every section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Given breaks at the standard time but breaks are typically twice as long.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</td>
</tr>
<tr>
<td>Extended Breaks</td>
<td>1 Day</td>
<td>• Typically given to students with physical or medical conditions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.</td>
</tr>
<tr>
<td>Breaks as Needed</td>
<td>1 Day</td>
<td>• Will use standard time, unless approved for other timing or break accommodations.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approval to test blood sugar does not include approval to take additional breaks. If a student needs beyond the standard breaks, the student should request extra breaks, extended breaks, or breaks as needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approval to test blood sugar does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

## Presentation

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-recorded audio (MP3)</td>
<td>2 Days</td>
<td>• Audio version of the test, delivered as downloadable file from app.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student automatically receives double time (+100%) (plus additional time on the writing and language test) and extra breaks on all sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</td>
</tr>
<tr>
<td>Reader</td>
<td>1 or 2 Days</td>
<td>• Student will be read the SAT/PSAT aloud by an adult.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student automatically receives time and one-half (+50%) and extra breaks on all sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</td>
</tr>
</tbody>
</table>
## Types of College Board Accommodations

### Presentation (continued)

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Assistive Technology Compatible (ATC)  | 1 Day  | • Digital version of the test, delivered on a flash drive.  
• For use with screen readers and other assistive technology. The type of device must be provided in request.  
• Student is automatically given double time (+100%) on the writing and language section only.  
• Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing. |
| Braille                                | 1 Day  | • Student will receive UEB with Nemeth Math test book.  
• Student will receive a Braille Figure Supplement  
• Typically approved with another accommodation such as scribe or braillewriter to record answers. |
## Types of College Board Accommodations

### Presentation (continued)

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language (ASL)</td>
<td>1 Day</td>
<td>• Student will receive test directions, the only listening portion of the SAT/PSAT, in ASL by an adult.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Interpreters must meet testing staff requirements (i.e. must be an employee of the district, must complete test administration training)</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

## Recording Answers

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| **Writer /Scribe**    | 1 or 2 Days     | • Student will have an adult transcribe answers onto the answer sheet.  
• Student automatically receives time and one-half (+50%) and extra breaks on all sections.  
• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing. |
| **Large Print Answer Sheet** | 1 Day   | • Students will mark squares with an “X” instead of filling in bubbles.  
• Students will test in a standard room unless approved for other accommodations. |
| **Computer for Essay**| 1 Day           | • Approval for computer applies only to students taking the SAT with Essay and is used only for the Essay task. Student taking the SAT (no essay), or PSAT should test in the standard test room unless approved for other accommodations.  
• School must provide the computer, students may not use a personal computer or a computer belonging to their family  
• Computer must have word processing software, attached to a working printer, and cannot be connected to the internet or network  
• Typed essays must comply with certain guidelines, available in the SAT Accommodated Testing Manual, to be properly scored and for the students to receive online images of their essays |
# Types of College Board Accommodations

## Setting/Other

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Small Group Testing      | 1 Day  | • Will depend on the number of students in the group and the size of the room.  
                                • There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation. |
| Home/Hospital Testing    | 1 Day  | • Requested through SSD Online  
                                • Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital). |
| Preferential Seating     | 1 Day  | • In a school day administration, schools plan rooms based on their capacity and assign students to rooms. While a school can provide preferential seating without a need for approved accommodation, approval of preferential seating ensures that a student receives this accommodation for future tests, e.g., national SAT testing. |
| Permission for Food/Medication | 1 Day | • Will use standard time, unless approved for other timing or break accommodations. May need to request for breaks as needed  
                                • EpiPens are permitted without the need for accommodations. They must be placed in a clear bag and stored under the student’s desk during testing.  
                                • For other medications, contact the SSD office. |
State Allowed Accommodations

• Also known as SAAs

• The SAA that follows is an example of commonly requested supports
  • SAAs for ELs who will be completing math only or students who are not able to go through the College Board accommodations process due to privacy concerns.

• The SAA’s available align to the College Board accommodation types and must be documented in a student’s IEP or 504 plan.

• Schools and students should be aware that SAAs will result in scores for the student, but scores received are **NOT reportable to colleges or scholarship programs**.

• The window to request SAAs opens the week of 1/11/21 and closes on 3/5/21

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| EL – Math Only      | 1 Day  | • Use for students required to take only the mathematics portion of the assessment. (e.g., students with limited English proficiency who are also “First Year in U.S. School”.
  • Students will only take the Math portion of the SAT/PSAT.  |
| Other               |        | • All College Board Accommodations are also available as a State-Allowed Accommodations if needed.
  • For students with disabilities, all requests should be submitted as a College Board Accommodation first so students receive college reportable scores. |
Prepare

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

Managing Accommodations

• Access SSD online at: www.collegeboard.org/ssdonline
• Use the Dashboard to submit requests, monitor status, and print reports.
Review student needs

Use SSD Online to submit new accommodations requests and make changes to previously approved accommodations

- Identify students who will be testing this year and confirm accommodations
  - Use the Dashboard to look students up and filter by grade
- For new students or students who need accommodations that have not yet been requested, submit a request in SSD Online.
- For students with previously approved accommodations, verify
  - The accommodations approved match the student’s current identified IEP/504 accommodation needs.
  - The student information name, birth date, and graduation date are correct.
  - The student is receiving the testing accommodation on school and district assessments
- For any students no longer at your school, use the Transfer/Move Dashboard in SSD Online.

The deadline to submit or change Accommodations Requests is February 22, 2021
College Board Accommodations

The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved.

- All accommodations requests will be submitted through the College Board SSD Online system.
- The entry of accommodations will go through one of two paths:
  - **School verification** – Most requests will be approved automatically through our school-verification system. The SSD coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).
  - **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20 point font, and other special requests. These exceptions will require documentation for further clarification.
Documentation Guidelines

Documentation should address:

• **What:** Provide the student's documented disability

• **How:** Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.

• **Why:** Show the need for the specific accommodation being requested.

• If requested, documentation that includes the following information is most helpful in the review process:
  • State the specific disability as diagnosed
  • Be current (varies based on disability/documentation)
  • Provide relevant educational, developmental and medical history
  • Describe the comprehensive testing techniques, if applicable
  • Describe the functional limitations
  • Describe the specific accommodations
  • Establish the professional credentials of the evaluator

• Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.

• Any application can be resubmitted if it is not approved with additional documentation for consideration even if after the SSD submission deadline.
Submit a New College Board Accommodations Request

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

• Obtain parental consent.
  • Before submitting a request for accommodations for College Board tests, schools must have parent/guardian consent to share information for students under age 18.
  • Verification of consent will be requested during the online process.
  • If you do not have parent/guardian approval through the student’s IEP or 504, then a consent form is available for your use in SSD Online. Email or phone consent is acceptable as long as this is allowable by district policy and is documented.
Submit a New Request

- Log in to www.collegeboard.org/ssdonline
- Click the button in upper right corner of the dashboard.
Submit a New Request

- You will search to find a student to see if a record already exists for that student at your school. It will only search records associated with your AI code.
- If the student is found, you will continue.
- If the student is not found, select Student Not Listed to enter student information.

![New Request form]

Submit a New Request
Submit a New Request

- You will be asked to answer questions on behalf of the student you are requesting accommodations for.
- Confirm that you have Parental Consent.
Submit a New Request

- If the student was not found associated to your school, you will now enter student information.

Add Student

Complete the information below to start a request. Fields marked with * are required.

Student Information

Name

First Name *

MI

Last Name *

Date of Birth

MM / DD / YYYY *

School

Select School *
Submit a New Request

- Select the student’s disability and identify the accommodations needed.

Dashboard / Tom Jones

1. Disabilities
2. Accommodations
3. School Plan
4. Review & Submit

New Student Accommodation Request

Disabilities

Communication Disorder/Speech and Language
- Expressive Language Disorder/Speech Sound Disorder/Fluency Disorder
- Language Disorder/Mixed Receptive-Expressive Language Disorder
- Phonological Disorder
- Other Communication/Speech and Language Disorder

Please specify... *

Extended Time

Request 50%, 100%, or greater than 100% extended time for:
- Reading
- Writing
- Mathematical Calculations
- Listening
- Speaking

Previously Approved / Pending Accommodations
- Reading: Time and one-half (+50%)
- Writing: Essays/Free responses: Double time (+100%)
- Math: More than double time (++100%)
Submit a New Request

- Answer questions about the student’s plan.
Submit a New Request

• You will then be able to review the information entered.
• You are also able to upload supporting documentation, if requested.
Submit a Request for EL Time and One-Half (+50%)

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.
Submit an EL Time and One-half (+50%) Request

- The process for entering EL time and one-half (+50%) will also be launched from your dashboard and follow a similar process.
- This must be requested each year.
- The window for requesting EL time and one-half opens the week 1/11/21 and closes 3/5/21.
Submit a Request for SAA’s

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

- The process for entering SAA requests will also be launched from your dashboard and follow a similar process.
- This must be requested each administration.
- The window for requesting SAA’s is opens the week 1/11/21 and closes 3/5/21.
Transfer, Move, and Remove Students

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

- Use the transfer/move student form located in SSD Online to transfer a student to your dashboard (link on the dashboard) who has approvals at another school or to remove a student from your dashboard. (link in the student profile)
Requesting a Change to an Accommodation

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

- From the student profile page, complete select New Accommodation Request to add accommodations to a student with a previous submission.
The Nonstandard Administration Report (NAR)

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

Available about 4 weeks prior to test day

How you access the NAR looks different, but the reports you view will remain the same.
Print the SAT NAR

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room (and will include EL students with extended time)
- Indicates the color test book to administer.
- Identifies the name of the ‘test script’ to read.
- Provides additional instructions for accommodated students (if any)

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Last Name, First Name (Mark X if absent on test day)</th>
<th>Approved Accommodations</th>
<th>Test Type</th>
<th>Test Book Color</th>
<th>One or two day testing</th>
<th>Script Name</th>
<th>Test Room Code and Associate Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Grisom, Gormonia SSD #0007025812</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT with Essay</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Smith, Jaslee SSD #0007025788</td>
<td>Extra Breaks Between Test Sections, Large Print Test Book - 14 point</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T2</td>
<td>Sryman sci, Ella SSD #0007025799</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Tovio cie, Reamonia SSD #0007025811</td>
<td>Extra Breaks, Permission to Test Blood Sugar, Small group seating</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 1</td>
<td></td>
</tr>
<tr>
<td>T3</td>
<td>Liranda, Drednola SSD #0007025813</td>
<td>Wheelchair Accessibility, Permission for food/meal break, Reading +50% (time and 1/2)</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 3</td>
<td></td>
</tr>
</tbody>
</table>

Additional Instructions: Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)
Print the PSAT NAR

• Includes three sections
  • Section 1: Student Summary with SSD Numbers
  • Section 2: Guidance on testing specific accommodations
  • Section 3: Students who test during the accommodated window (will list everyone)

• Can be used as the room and attendance roster

Available about 4 weeks prior to test day

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025797</td>
</tr>
<tr>
<td>Evergreen</td>
<td>Kevin</td>
<td>#0007025810</td>
</tr>
<tr>
<td>Gudin</td>
<td>Vitaly</td>
<td>#0007025842</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025812</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025801</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025804</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

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)
Pre-recorded Audio (MP3) Changes

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.
Starting last school year, the College Board moved to a streaming option designed to enhance the testing experience for students and allow for additional security and convenience for those administering the assessments within the SAT Suite of Assessments:

- **Prior to test day**, an application needs to be installed and tested on each computer used for MP3 audio testing.
  - If you already installed the application for fall College Board testing, you do not need to reinstall. You will use the same application.
  - Once installed, test the application to ensure it will work for your students on test day.

- **On test day**, download the audio files.
Pre-recorded Audio: Install the Application

Prior to Test Day

- Install the Application
- Access the link available in SSD Online. https://cbsso.collegeboard.org/idp/startSSO.ping?PartnerSpId=ETSMP3&appId=229
- Sign in with your College Board professional account.
  - Installing the application requires access to SSD Online.
Pre-recorded Audio: Install the Application

Prior to Test Day

Detailed instructions for a mass install of the application is available in SSD Online to share with your IT staff.

• Once your SSD Online credentials are verified, you will see a screen that has links for installing the Pre-recorded (MP3) application for computers that use Windows or a Mac.
  • If your school uses Chromebooks, the 3rd link will bring up a set of mass installation instructions that can be shared with your IT department to push the application to all Chromebooks.
  • Select the appropriate operating system and follow the instructions on the screen to install the application.

• Once the application has been installed, an icon for the application will be available on the desktop.
Pre-recorded Audio: Test the Application

Prior to Test Day

Testing coordinators are highly advised to review the functionality of the streaming application by accessing the sample form prior to test day. This is to ensure that everything is working as expected and to get yourself familiar with accessing forms.

- Test the Application
- Select the icon for the MP3 Delivery application.

- Login using your College Board professional account.
- Once logged in, select the first option that says “System Check”
- Follow the instructions on the screen or in the step-by-step guide available in SSD Online.
Pre-recorded Audio: Download Test Forms

Can only be done on test day

Download the test forms
• On test day, for each workstation or computer where students will use MP3 audio:
  • Select the icon for the MP3 Delivery application.
• Login using your College Board professional account
• Select “Launch Test”
• Follow the instructions that will be available in your Coordinator Manual (PSAT 8/9 and PSAT 10) or Accommodated Testing Manual (SAT with Essay)
Thank You

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

Call College Board’s CO Customer Service:
1-866-917-9030
coloradoadministratorsupport@collegeboard.org

Contact Your District Assessment Coordinator

▪ 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

▪ Contact CDE:
Jared Anthony
303-866-6932
Anthony_J@cde.state.co.us

Presentation will be emailed out to participants and later posted at collegeboard.org/Colorado.
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is parental consent required when requesting a State Allowed Accommodation?</td>
<td>Yes, consent is still needed. You can either choose to use the Accommodations consent form: <a href="#">English</a> or <a href="#">Spanish</a>, or a district specific form, or the consent form posted in SSD Online.</td>
</tr>
<tr>
<td>Is parental consent needed when requesting time and one-half (+50%) for EL?</td>
<td>Yes, consent is still needed. You can use the EL 50% Support Consent form in either <a href="#">English</a> or <a href="#">Spanish</a>.</td>
</tr>
<tr>
<td>What if the student is over 18, is consent still required?</td>
<td>Yes, consent is still required but it does not have to be signed by the parent or guardian.</td>
</tr>
<tr>
<td>For parents who have already signed paperwork in the district for EL and IEP designation, do they need to complete consent forms?</td>
<td>This is dependent on the information in your district paperwork. The consent form provided is specific to providing authorization to share relevant disability information for the purpose of applying for testing accommodations. If schools/districts already have consent to provide this information to parties such as the College Board, then no additional documentation is required. It is not required that you use the specific template provided.</td>
</tr>
</tbody>
</table>
## Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have consent forms translated in any other languages other than English and Spanish?</td>
<td>No, at this current time only English and Spanish are available.</td>
</tr>
</tbody>
</table>
| Do the consent forms need to be updated each year or is it only required if there are changes? | If a student had their accommodation approved last year and their accommodations remain the same, the school does not need to take any additional steps to gain consent as the students’ accommodations remain approved until one year after their graduation.  
If the student needs changes made to their approved accommodation, an additional consent form is not needed as the parent has already consented to have their information shared with the College Board.  
If a school is requesting that accommodations be removed, parental consent is required. |
## Frequently Asked Questions

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>If our school installed and tested using the MP3 for the PSAT/NMSQT in October will we need to do any other set up in April?</td>
<td>No, there are no additional set up steps to complete prior to test day (assuming you will be using the same set of computers). However, staff should confirm they can access the application. Proctors or SSD coordinators will need to complete the steps on test day to download the form. The specific steps will appear in your manual in the script under the On Test Day section.</td>
</tr>
<tr>
<td>If a student has an approved accommodation for the test to be read to them, do they automatically receive extended time?</td>
<td>Students who are approved to use a reader will test with time and one-half (+50%), unless approved for more extended time. If the student is taking the SAT with Essay, the student will test over 2 days.</td>
</tr>
</tbody>
</table>
# Frequently Asked Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
</table>
| When will SSD coordinators receive their log on credentials from College Board if they are newly designated in the establishment survey? | • College Board does not automatically send credentials to SSD Online.  
• New SSD coordinators should go to [www.collegeboard.org](http://www.collegeboard.org) to create a College Board Professional Account if you don’t already have one.  
• They should complete the SSD coordinator Form, found at [www.collegeboard.org/ssd](http://www.collegeboard.org/ssd)  
  • Provide information about you and your school.  
  • Obtain your principal’s signature.  
  • Fax the form to College Board (instruction on form). An access code will be emailed approximately 2-3 days after receipt of your form. |