



Colorado SAT Suite of Assessments Overview for District Assessment Coordinators

Part 2

October 2018

Spring 2019 Implementation

Session Goals

Today we will review

- Updates to Key Dates
- Key Processes
 - Request Accommodations
 - SAT Essay Option
 - Material Order Review
 - Materials – Receipt
 - Preadministration Session

As more information becomes available we will share at collegeboard.org/Colorado

2019 Test Dates

	PSAT 8/9 and PSAT 10	SAT	National SAT Administration
Primary Test Date	April 9-11, 2019*	April 9, 2019	March 9, 2019
Makeup Test Date	April 10–19, 2019	April 23, 2019	N/A
Accommodated Testing Window (for students that appear on the NAR)	April 9–16, 2019	April 9–12, 2019	

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

Implementation Key Dates

Activities	SAT	PSAT
AI Code confirmation	December 2018	
Off-Site Request Deadline	December 14, 2018	
Student essay opt-in window	January 15 – February 12, 2019	N/A
Review material order counts	January 22 – February 1, 2019	
March National SAT Registration Deadline	February 8, 2019	N/A
Request Accommodations for PSAT8/9, PSAT 10 and SAT	Now – February 19, 2019	
Coordinator Planning Kits in Schools	Week of February 25	
Test Day Online Training Modules Available	February – April 2019	
Preadministration Materials in Schools	March 12 – March 14, 2019	
Conduct Preadministration Session	Late March – Early April 2019	
Test Materials Arrive in Schools	March 19 – March 21, 2019 <i>April 2 – April 4 if on Spring Break</i>	

Implementation Key Dates

Activities	SAT	PSAT
Test Administration	April 9, 2019	April 9-11, 2019
Window to Request Makeup Materials	April 9 – April 11, 2019	Call to request materials <i>(only if add'l materials needed)</i>
Accommodated Test Administration (Eligible Students Only)	April 9 – 12, 2019	April 9 – 16, 2019
Makeup Test Administration	April 23, 2019	April 10 – 19, 2019
Final Deadline to Return all Testing Materials for Scoring	No later than April 26, 2019 <i>Documents shipped after this date will not be scored</i>	
Scores released	June 2019	

Checklist

Activities that should already be complete

- School Establishment Setup Survey submitted
- SSD Coordinator identified
- User access to College Board systems updated
 - SSD Online Access
 - College Board Reporting Portal
 - Provide access to new staff
 - Ensure current staff access is open
 - Turn off access to old staff
- Sign up for training (optional for DACs):
 - Implementation Overview Training – 11/8
 - Accommodations Webinar – 11/13
 - Winter SAT Suite of Assessments Regional Workshops– starting 11/27

Key Processes

Request Accommodations

SAT Essay Option

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Preadministration Session



Accommodations

DAC Responsibilities

to support SSD Coordinator

- Prepare schools for accommodations requests
 - Confirm with schools that they are requesting accommodations for students in grades 9, 10, and 11
 - Ensure schools are following state and district procedures for collecting consent to request for accommodations
 - Use the Colorado specific SSD consent form
 - Available in [English](#) and [Spanish](#)
 - Use a district specific consent form
 - Use the SSD Online consent form
- 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 19, 2019
Request State Allowed Accommodations	Mid January – March 4, 2019
Request 50% Extended Time for EL	January 25 – March 4, 2019
Late Request Window	February 20 – March 4, 2019
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	

Request Accommodations

Review Student Needs

- Encourage Test Coordinators and SSD Coordinators to work together.
- Students previously approved for College Board accommodations do not need to be requested again unless there is a change in the student's accommodation needs.
- Accommodations requests must be submitted for new grade 9, 10, and 11 students.
- The SSD Coordinator should
 - Begin reviewing accommodations for students in SSD Online by
 - Using the Dashboard to lookup students, or
 - Printing the Eligibility Roster. The Roster provides all students approved for accommodations at your school.

Request Accommodations

Review Student Needs

- For students with already approved accommodations, verify
 - The accommodations approved match those provided to the student for instruction and assessments.
 - The student information name, birth date, and graduation date are correct.
- For any students no longer at the school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from the Dashboard and reports.
- Identify students without an approved accommodation to begin the request process.
 - 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).

Request State Allowed Accommodations

- State Allowed Accommodations (SAA) 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.
- SAA's may be entered into SSD Online SAA Dashboard beginning in mid-January.

CollegeBoard My Account | Logout
Services for Students with Disabilities

Dashboard

Helpful Links: [About the Process](#) | [Test Dates and Deadlines](#) | [SSD Forms](#) | [FAQ](#)

43 Students 25 per page ◯ ◀ ▶

[Create Eligibility Roster](#) [Submit Accommodations Request](#)

[Go To State-Allowed Accommodation Dashboard >](#) [Create Nonstandard Administration Report >](#)
[How to complete NARs >](#)

Narrow by: AI Code **ALL AI** All Statuses All Accommodations All Dates [Clear all](#) [Reload](#)

Only show students with pending Applications * Accommodations that were provided but not requested

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Swift, Taylor (#0007025238) OPTIONS Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		

Request EL Supports

50% Extended Time

- EL 50% is a new college reportable support that requires an advance request.
- This support must be requested for each state administration.
- EL 50% extended time may be entered into SSD Online EL Dashboard beginning **January 25 through March 4**.
- To use EL supports, students must be classified either as Non-English Proficient (NEP) or Limited English Proficient (LEP).

The screenshot shows the CollegeBoard SSD Online EL Dashboard. At the top, it says "CollegeBoard" and "Services for Students with Disabilities". The main heading is "Dashboard". Below this, there are navigation links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". The dashboard displays "43 Students" and "25 per page". There are two main buttons: "Create Eligibility Roster" and "Submit Accommodations Request". A red circle highlights the link "Go to EL Support Dashboard >". Below this, there are filters for "Narrow by:" including "At Code", "All Statuses", "All Accommodations", and "All Dates". There is also a search bar for "Enter Student Name or SSD Number". A table below shows a student record for "Swift, Taylor (#0007025238)" with a status of "AWAITING DOCUMENTATION" and a requested support of "Extended Breaks".

Status	Student	Submitted	Received	Next SAT Registration
AWAITING DOCUMENTATION	Swift, Taylor (#0007025238) Requested: Extended Breaks Student also confirmed with State-Allowed Accommodations	27 Oct 2016		

Key Processes

Request Accommodations

SAT Essay Option

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SAT Essay Opt-in Window

DAC Responsibilities

-
- Prepare schools for Essay Opt-in Window. Reinforce that the option is a student choice.
 - Ensure that the appropriate Test Coordinators or other staff have access to the College Board reporting portal so they can monitor student registrations.
 - Confirm appropriate school staff have access.
 - Confirm staff can login and locate the SAT Registration Summary Report
 - Assist schools in room planning as needed. Although students taking the SAT no essay and the SAT with essay can test together, it is still recommended that you assign students to separate rooms.
 - College Board will post a **pre-recorded webinar** regarding the optional essay on collegeboard.org/Colorado in late December to assist schools.

SAT Essay Option

Why is the essay option offered?

- The default registration for all 11th grade students is the SAT, however Colorado statute requires that students have the option to take the SAT with essay.
 - Adding the essay to their SAT registration is a student choice. Schools or districts should not make policy decisions regarding which students will or will not take the SAT essay.
 - Students who wish to take the essay must register for it. Bulk registration for the SAT Essay is not available.
 - Students may add the essay to their registration through their online College Board account or by calling the College Board.
 - The SAT Essay is scored separately from the SAT. A student's score on the essay will not improve or reduce their score on the SAT.
- Note: The optional essay is only offered as part of the 11th grade SAT. There is no essay option for PSAT 8/9 or PSAT 10.

SAT Essay Option

Student Considerations Regarding the SAT Essay

- The essay may be required by some colleges and universities. To find out a particular school's essay policies go to:
<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>
- The essay is offered at the conclusion of the required SAT tests (Reading, Writing and Language, and Math)
- The SAT Essay assesses how well the student understands a passage and can use it as the basis for a well-written, thought-out discussion.
 - Uses a consistent essay prompt in all administrations of the SAT. However, the passage for analysis will differ from administration to administration.
- The SAT Essay is not designed to elicit student's subjective opinions.

SAT Essay Policies of Colleges and Scholarship Providers

Browse by Country

United States

Browse by State

Colorado

Or Search by College Name

Search

Search

Colorado College

Colorado Springs, CO 80903

<http://www.coloradocollege.edu>

[Profile](#)

Neither Require nor Recommend

Colorado School of Mines

Golden, CO 80401

<http://www.mines.edu>

[Profile](#)

Recommend

Colorado School of Trades

Lakewood, CO 80215

<http://www.schooloftrades.edu>

[Profile](#)

Contact Institution for Information

SAT Essay Option

How will students add the Essay?

- The Essay opt-in window is **January 15 – February 12, 2019**
- 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.

The screenshot shows the 'MY SAT' dashboard on the CollegeBoard website. At the top, there is the 'achieve more' logo and the 'SAT' text. The user's name 'Hi, Nickolas' is displayed, along with a 'Need Help?' link and 'Update My Info | Sign Out' options. A yellow message box contains two notifications: one about using registration score report credits (with a 'Send Scores When Available' button) and another about registering for the SAT (with a 'Register for the SAT' button). Below this is the 'My Test Registrations' section, which features a table with columns for DATE, TEST & SUBJECTS, and STATUS. The table lists a registration for 'School Day SAT' on 'March 1, 2017' with a status of 'Complete'. Links for 'Change Registration', 'Change Score Report Preference', 'Print Admission Ticket', 'Order Score Verification', and 'Trouble Printing Your Admission Ticket?' are provided. To the right of the table is a 'Send Scores When Available' button. Below the table is a 'My Test Scores' section stating 'You have no available scores.' At the bottom, there are links for 'Contact | Terms of Use | Privacy Policy' and a copyright notice for '© 2014 The College Board'. A 'TRUSTe CERTIFIED PRIVACY' logo is also visible.

DATE	TEST & SUBJECTS	STATUS
March 1, 2017	School Day SAT	Complete

SAT Essay Option

Material Receipt

- The answer sheets have been consolidated. There is now one “SAT Answer Sheet” for administering either the SAT or the SAT with Essay.
- Schools will receive the same multiple choice test book for students taking either the SAT or the SAT with Essay.
- Schools will receive separate Essay test books **ONLY** for students that register during the opt-in window.
 - Students can add or remove the essay during the window.
 - Test Day changes will **not** be allowed.
- Extra Essay materials will not be provided for test day changes.
- If students have trouble registering for the essay they may contact College Board at 1-866-917-9030, option 2.

Monitoring SAT Essay Registrations

Educator Reporting Portal

- Coordinators will run the Roster Report and choose “SAT Registration Summary”
- New this year, 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.

Run Reports Sample School 1 SEARCH

Summary Roster (Aug 2016 - Jul 2017)

EXPORT

SAT Registration Summary 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	Fee Waiver 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 March 2017	8	6	1	17%	2	0	0%	0
SAT January 2017	26	17	4	24%	9	0	0%	7
SAT December 2016	29	16	0	0%	13	1	8%	4
SAT November 2016	34	13	0	0%	21	1	5%	5
SAT October								

Monitoring SAT Essay Registrations

Educator Reporting Portal – Detailed Roster

K-12 Reporting Portal 🏠 Reports 📄 Downloads 🔍 Help

Run Reports Sample School 1 🔍 SEARCH

[< Back to Summary](#)

595 Test Taker(s) This School's AP Potential Access Code: Not Available

SAT (Aug 2016 - Jul 2017) Detailed Roster

Roster Report Filters AP Potential Tool EXPORT

Registration Report / Admission Tickets Score Reports / Labels Printing

Student Name / Student 📄 Admission Tickets from Selected

<input type="checkbox"/> All	Student Name	Student ID	Date of Birth	Grade	Assessment	Administration	Registration Date	Registration ID
	Adams, Mark B.	081686	Jan 1, 2008	12th grade	SAT with essay	SAT October 2016	Aug 23, 2016	005149
	Adams, Carol T.	460655	Jan 1, 2008	11th grade	SAT with essay	SAT School Day April 5,	Mar 6, 2017	005557

Live Chat

- Filter by the test date and grade level to see students who have registered.

Key Processes

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Preadminstration Session



Material Order Window

DAC Responsibilities

-
- Students will be registered for the PSAT and SAT and materials order counts will be based on enrollment information provided to CDE during the October count process.
 - In late January, test coordinators will have the opportunity to review the number of PSAT and SAT materials that have been ordered for their school. DACs will support this process
 - Schools will review the total enrollment counts
 - Review window will not break out materials by type – standard vs non-standard
 - Remind schools to review their orders

Material Order Review

What is it?

- 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.
- The window is: **January 22, 2019 – February 1, 2019**
- Schools will receive an email the week of January 15th providing instructions on how to access the College Board Test Ordering System.
 - We recommend schools review their orders and follow the instructions to contact College Board if additional materials are needed.

Material Order Review

What to Review

- When reviewing orders, Test Coordinators or other staff should confirm they are receiving enough test materials to test all of their students.
 - If Coordinators see they will receive more than enough materials no action is needed.
 - If Coordinators see that they will not receive enough materials, contact the Colorado School Day Support line to change their order.

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Material Receipt

Planned shipments to schools

Shipment	Contents (Not Exhaustive)	Action	Delivery Schedule
Coordinator Planning Kit	Sample manuals and test day forms, posters	Review manuals and begin planning for test day	Week of February 25
Preadministration: Materials	All answer sheets, manuals, student consent forms for the optional questionnaire, student guides, and instruction booklets	Distribute student guides and consent forms and plan preadministration session	March 12 – 14
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Affix labels to answer sheets	
Test Materials	Test books and return kits	Check contents upon receipt and store securely Call College Board immediately if materials show evidence of tampering	March 19 – 21 <i>If on Spring Break, delivery to occur 4/2 – 4/4</i>

Key Processes

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Preadministration Session

DAC Responsibilities

-
- Ensure schools understand the consent process.
 - Share any district requirements.
 - Start early
 - Consent forms should be retained at the school until the student graduates or leaves the school.
 - Assist schools with session planning
 - Recommend separate rooms based on student consent.
 - Recommend schools plan for makeup sessions before test day if there are a number of students who miss the scheduled session.
 - If possible, plan test day room rosters based on consent to make test day activities easier.

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)
 - For PSAT 10 and SAT, students may complete the optional questionnaire and opt into Student Search Service
 - For SAT, students can select up to four colleges or scholarship programs to send their SAT scores
- Student consent or parent consent, based on district policies, is required to participate in the optional questionnaire portion of PSAT 10 and SAT.
- There is **no optional questionnaire for PSAT 8/9** therefore student consent is not needed in advance of the preadministration session.

Preadministration Session

Student Consent

- 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.
 - The consent form can be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.
 - Consent forms will be provided for students/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.
 - Consent forms will be shipped to you in your preadministration shipment and are also available to you online at collegeboard.org/colorado

Preadministration Session

Benefits of Student Search Service

- The optional questionnaire allows 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 1,700 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 is optional and requires a signed consent form from the student.

Preadministration Session

Planning for the session

- Coordinators will receive student guides and consent forms for PSAT 10 and SAT the week of March 11. They will need to:
 - 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.
 - Collect consent forms from students and separate the forms into two groups: students who have provided consent and those who did not provide consent to the optional questionnaire.
 - Work with school administration and staff to schedule the session.

Register for Training

Mark your calendars!

- Training dates and registration links will be posted on collegeboard.org/colorado.

Training	Dates
Implementation Overview <i>Live Webinar for Test Coordinators</i>	November 8, 2018 2:30 pm to 3:30 pm MT Click HERE to register
Accommodations 101 <i>Pre-recorded webinar for SSD Coordinators, Test Coordinators, and interested educators</i>	Available On-Demand starting in November
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>	November 13, 2018 2:30 pm to 3:30 pm MT Click HERE to register
Practice Makes Perfect: Winter SAT Suite Activities <i>Regional face-to-face winter workshops for Test Coordinators and other educators</i>	Start beginning November 27 th Registration information will be sent via email

Need Assistance?

-
- Check the Colorado Website:
www.collegeboard.org/colorado
 - Call College Board's CO Customer Service
1-866-917-9030
coloroadministratorsupport@collegeboard.org
 - Contact CDE:
Jared Anthony
303-866-6932
Anthony_J@cde.state.co.us
 - Contact the College Board Field Team
ColoradoSchoolDaySupport@collegeboard.org

Sarah Orłowski
720-470-2343
sorłowski@collegeboard.org

Kelly Doubleday
970-230-1665
kdoubleday@collegeboard.org

Save the Date

**Next DAC Webinar
Tentatively Scheduled for
Week of March 4**

The DAC Part 3 webinar will cover:

- Roster & Master Student List
- Test Administration Training
- Test Day
- Materials – Return
- College Board Reporting
- SBD and CDE Accountability Reporting

Questions

