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# Colorado SAT Suite of Assessments Overview for District Assessment Coordinators

**Spring 2019 Implementation**

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# Session Goals

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Our goal today is to share a preview of the Colorado state provided SAT Suite of Assessments.

College Board and the Colorado Department of Education(CDE) will be continuing to finalize implementation details and as more information becomes available we will share at [collegeboard.org/Colorado](https://collegeboard.org/Colorado)

Today we will discuss:

- DAC Roles & Responsibilities
- Key Dates
- What's New in 2019?
- What to do Next
  - School Establishment
  - Preparing Schools



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# DAC Roles & Responsibilities

**Spring 2019 Implementation**

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# DAC Roles & Responsibilities

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- As the DAC, your role is critical to the successful implementation of the SAT Suite of Assessments.
  - Based on DAC Feedback from the previous year, we have clarified and strengthened the roles that a DAC should play in each area as it relates to the assessment

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# DAC Roles & Responsibilities

## Before Test Day

- 
- Prepare schools for establishment
    - Assist with thinking about special cases
    - Provide guidance on staff
    - Consider any district special needs for testing locations
    - Assist College Board and CDE with non-responsive schools
  - 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
  - Responsible for helping schools understand key deadlines

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# DAC Roles & Responsibilities

## Before Test Day, continued

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- Participate and assist with training
    - Assist schools with training staff as needed
    - Monitor training completion by schools (DACs will receive reports)
  - Assist schools with key activities
    - Review material orders
    - Assist with the SAT essay opt-in window
    - Ensure schools understand the consent process for the optional student questionnaire
  - Provide other support as needed

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# DAC Roles & Responsibilities

## During and After Test Day

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### Test Day

- Provide support if needed
- Be aware of site monitoring (if applicable)
- Remind schools to order makeup materials

### After Test Day

- Remind schools that materials must be shipped back to College Board for scoring no later than April 24, 2019
- Assist with chasing non-returned materials
- Provide access to schools to the reporting portal
- Review and update access for staff changes
- Participate in SBD
- Provide accountability guidance to schools

# 2019 Test Dates

	PSAT 8/9 and PSAT 10	SAT	National SAT Administration
<b>Primary Test Date</b>	April 9-11, 2019*	April 9, 2019	March 9, 2019
<b>Makeup Test Date</b>	April 10–19, 2019	April 23, 2019	N/A
<b>Accommodated Testing Window</b> (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

## Preliminary Spring 2019 Key Dates

- Dates are still being finalized
- A final list of dates will be available on the website [collegeboard.org/colorado](http://collegeboard.org/colorado)
- A communication with the final list of key dates will be shared with DACs and coordinators.

Activities	Tentative Dates
Establishment Window	September 24, 2019 – October 5, 2019
AI Code confirmation	December 2018
Off-Site Request Deadline	December 14, 2018
Student essay opt-in window	January/February specific dates to be defined
Review material order counts	February specific dates to be defined
March National SAT Registration Deadline	February 8, 2019
Request Accommodations for PSAT8/9, PSAT 10 and SAT	Now – February 19, 2019
Receive Coordinator Planning Kits	Late February 2019
Test Day Online Training	February – April 2019
Preadministration Materials in Schools	Mid-March 2019
Conduct Preadministration Session	Late March – Early April 2019
Test Administration	April 2019 (See previous slide)
Scores released	June 2019



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# What's New for 2019?

**Spring 2019 Implementation**

# Changes for 2019

## Test data staff title changes

- Staff titles for SAT and PSAT have changed to better align with other College Board programs

Past Title	Current Title
Supervisor	Coordinator
Associate Supervisor	Proctor
Hall Proctor	Hall Monitor
Room proctor	Room Monitor

- Form names have changed as well. The Supervisor Irregularity Report has become the **Irregularity Report** and Supervisor Report Form has become the **Coordinator Report Form**.

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# Changes for 2019

## Consolidated SAT and SAT with Essay materials

- 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 one test book for students taking the SAT and the SAT with Essay. The multiple-choice book is now titled “The SAT Test Book”
- If there are students taking the essay. The Essay Test Book will be packaged separately. Students will still be required to register for the essay during the essay opt-in window and will not be allowed to switch on test day.
- Students taking the SAT and SAT with Essay can now be assigned to the same room, though still recommended they test in separate rooms if feasible
- Also, we are reducing shipping quantities.
  - For coordinator planning kits – schools will receive 1 Coordinator manuals, 2 standard testing room manuals, and 1 accommodated testing room manuals. DAC’s will receive one copy of each manual.
  - For the test materials, we will be reducing the counts of manuals and extra answer sheets.

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# Changes for 2019

## More EL Supports

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- 50% Extended Time for EL Students
    - EL students may use the 50% extended time support for SAT or PSAT testing. Offered as an option for EL students who receive extended time as an instructional support.
    - Scores will be scholarship and/or college reportable.
    - Advance request is required through SSD Online – more information will be provided in a later webinar
  - Word-to-Word Glossaries
    - Additional word-to-word glossaries have been approved.
  - Translated Test Directions
    - Languages are the same as spring 2018: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
    - Other languages can be supported through local translation of test directions “on the fly” by translators approved by your district/school.

# Changes for 2019

## Updated Communications

- Updated website [collegeboard.org/colorado](http://collegeboard.org/colorado)
- Monthly DAC emails to provide advance communications for planning

The screenshot shows the CollegeBoard website for Colorado. At the top, there is a navigation bar with the CollegeBoard logo, a 'Sign In' button, and a search bar. Below the navigation bar is a blue header section with the text 'A Partnership for Student Success' and 'Colorado offers the SAT, PSAT 10, and PSAT 8/9 in spring 2018.' A 'Scores' button is visible in the header. The main content area has a breadcrumb trail: 'Home / Colorado, the SAT, PSAT 10, and PSAT 8/9'. Under the 'Topics' section, there is a list of links: Overview, Timeline: What to Expect, Requesting Off-Site Test Centers for SAT and PSAT, Students with Disabilities, Practice Resources, Scores for Educators, Understand Educator Score Reports, Resources, and Contact Us. At the bottom of the list are 'Expand All' and 'Collapse All' buttons. Below the topics list, there are several expandable sections: Overview, Timeline: What to Expect, Requesting Off-Site Test Centers for SAT and PSAT, Students with Disabilities, Practice Resources, and Scores for Educators, each with a downward arrow icon.

### Resources

This website will be continually updated throughout the year with resources to help you plan and administer the SAT and PSAT 10 at your school.

### For Educators

[Webinar: Understanding the Colorado SAT Suite of Assessments](#)

Reporting results for the SAT Suite of Assessments in Colorado for t

The information in this webinar will provide information to high school and district educators who plan



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# Begin Preparing Your Schools

**Spring 2019 Implementation**

# Where to Begin?

- **Determine Test Dates**
- **Prepare for Establishment**
- **Prepare for Accommodations Requests**
- **Confirm Access to College Board Systems**
- **Register for Training**





# Determine Test Dates

## First part of setting up for Spring 2019 Testing

- Work with your schools to determine their plan for testing.
- SAT
  - All schools must test on the defined dates.
  - Schools may choose to test on the national admin, but should plan to offer a makeup (either at your school or an off-site) to those who miss the national admin.
- PSAT
  - Districts may choose any one day for the primary test date. Grades 9 and 10 may test on the same day or different day.
  - Students who miss the primary day must be tested within the makeup window.

	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	

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# Prepare for Establishment

First part of setting up for Spring 2019 Testing

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- The purpose of Establishment is to collect information that is necessary to set up schools for the SAT, PSAT 10 and/or PSAT8/9
  - School setup is required each year to ensure we have the right information for each school.
  - Only schools will be established. Programs will not be established.
  - Correct school setup allows everything else to flow smoothly over the course of the year such as
    - Communications being sent to the right person
    - Materials arriving at the right location
  - In September, an establishment survey will be sent to each school to collect the information.

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# Prepare for Establishment

## Prepare for the establishment survey

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- In advance of the establishment survey, work with your schools to prepare them to answer the following questions:
    - ❖ Who will be the testing staff:
      - SAT Test Coordinator
      - PSAT 10 Test Coordinator
      - PSAT 89 Test Coordinator
      - SSD coordinator
      - Backup Coordinator
  - When thinking about staff, schools should keep these policies in mind:
    - Staff cannot have a member of their household or immediate family taking the same assessment at any testing site on the same test date.
    - Staff cannot have taken any College Board test within 180 days of test day.
    - Staff cannot be engaged in any paid, private SAT test preparation. (This does not include teaching course content and test familiarization as part of regular school course work.)

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# Prepare for Establishment

## Testing Staff Roles

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

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# Prepare for Establishment

## Testing Staff Roles

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

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# Prepare for Establishment

## Prepare for the establishment survey – high schools

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- In advance of the survey, work with your schools prepare them to answer the following questions:
    - ❖ Assess need for off-site testing
      - Off-site testing allows for testing to occur at a location other than the high school.
      - Materials will be sent to the high schools for secure distribution to the approved testing location.
      - In the survey, schools will be asked to identify if they will need off-site testing.
      - To determine if an off-site is needed, ask the following questions:
        - Are there students that need to test at a location other than the school? For example, suspended students testing at a district office.
        - Are there students who are enrolled in a program and will not test at the main building?
        - Is more space needed to test students?
        - For virtual schools, how will students who miss the national administration be tested?

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# Prepare for Establishment

Prepare for the establishment survey – online and virtual schools

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- In advance of the survey, work with your schools prepare them to answer the following questions:
    - ❖ Determine where students will test
      - ❖ Will students test on a Saturday using vouchers? How many vouchers are needed?
      - ❖ Will students test onsite?
      - ❖ Will students test at an off-site location?
    - ❖ Assess need for off-site testing
      - Off-site testing allows for testing to occur at a location other than the high school.
      - Materials will be sent to the high schools for secure distribution to the approved testing location.
      - In the survey, schools will be asked to identify if they will need off-site testing.
      - Will off-site testing be needed to test students who miss the national administration?

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# Prepare for Accommodation Requests

## Accommodations

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- The College Board is committed to making sure that students with disabilities can take the exams with the accommodations they need, and will consider all requests to ensure that we measure students' academic abilities, regardless of their disabilities.
  - All accommodations requests will be submitted by the SSD coordinator through our Services for Students with Disabilities (SSD) Online system. There are two types:
    - **College Board Accommodations:** Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
    - **State Allowed Accommodations (SAA):** These are state specific accommodations defined by CDE. Students, schools and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.



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# Prepare for Accommodation Requests

## Review Student Needs

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- Once staff are identified at each school. Encourage Test Coordinators and SSD Coordinators to begin working together.
  - Accommodations requests must be submitted for 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.

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# Prepare for Accommodation Requests

## Review Student Needs

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- For students with already approved accommodations, verify
    - The accommodations approved match the student's current identified IEP/504 accommodations.
    - 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.

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# Confirm Access to College Board Systems

If you have new staff, ensuring that they have access to all the right tools will help ensure a smooth year.

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A College Board Professional Account is required for all system access.

New staff should go to [collegeboard.org](https://collegeboard.org) to create an account to allow for a single sign-on to the following features:

- College Board Reporting Portal
  - The school data access manager is responsible for assigning access to school and district staff.
- SSD Online System
  - Complete the [SSD Coordinator Form](#), found on [www.collegeboard.org/ssd](https://www.collegeboard.org/ssd)
  - Receive an access code to link your SSD Online access to your College Board professional account. (First time only)
  - Access request requires a principals signature.
  - Others may also request access with the school principal's approval.
  - In order to gain access, schools will need an attending institution (AI) code.
  - For schools who don't yet have an AI code from College Board, accommodations requests will begin once you receive your code.

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# Confirm Access to College Board Systems

## Review Reporting Portal Access

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- Educator Reporting Portal
    - DACs are the designated “Access Manager” for the district and are responsible for ensuring all school and/or district staff have access as appropriate.
    - Grant or revoke access permissions for individual users as needed.
    - To get started, log into your College Board account and confirm you have access to the **Manage Access Tool**.
      - If your access has expired or you are a new DAC, contact Jared Anthony ([Anthony\\_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us)) for access.
    - Review the list of users for your district and confirm the correct school and district staff have access to **Detailed Reports** or **File Downloads** as appropriate.
      - To monitor SAT Essay registrations, test coordinators will need access to Detailed Reports in order to view the roster summary report for their school.

# Register for Training

Mark your calendars!

- Training dates and registration links will be posted shortly on [collegeboard.org/colorado](https://collegeboard.org/colorado).

Training	Dates
“Setting the Stage: Fall SAT Suite Activities” Workshops	Aug 28 – Sept 14
College Board Fall Counselor Workshop	September 12
Implementation Overview Webinar	Early November
Accommodations 101	Available on Demand starting in November
Accommodations Webinar	Late November
What You Need to Know – SAT + Essay Workshop	Tentatively starting December

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# Checklist List

The following items are key items to consider over the next few weeks

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	DAC Checklist
	Ensure that your schools have begun to identify their Test Coordinator and SSD Coordinator
	Discuss with your schools the need to support off-site testing
	Review access to the reporting portal to ensure that any staff that has transitioned no longer has access and that current staff are up-to-date on their access
	Look for the monthly DAC communications beginning in September

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# Need Assistance?

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- Check the Colorado Website:  
[www.collegeboard.org/colorado](http://www.collegeboard.org/colorado)
  - Call College Board's CO School Day Support:  
1-866-917-9030  
[coloroadministratorsupport@collegeboard.org](mailto:coloroadministratorsupport@collegeboard.org)
  - Contact CDE:  
Jared Anthony  
303-866-6932  
[Anthony\\_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us)
  - Contact the College Board Field Team  
Sarah Orlovski  
720-470-2343  
[sorlovski@collegeboard.org](mailto:sorlovski@collegeboard.org)  
  
Kelly Doubleday  
970-230-1665  
[kdoubleday@collegeboard.org](mailto:kdoubleday@collegeboard.org)

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# Questions

