CollegeBoard   **Spring 2021**

OHIO

Coordinator Implementation Handbook

SAT School Day

General Information

- The Ohio Department of Education (ODE) is providing the SAT® without Essay in spring 2021. This implementation handbook applies for the administration of the state-funded SAT School Day for spring 2021 only.
- Our top priority is the health and safety of students and educators. As the covid-19 pandemic continues to evolve, we will monitor the situation and provide any necessary updates as spring test dates draw nearer.
- College Board will offer the SAT digitally again this year. American Institutes for Research (AIR) has become Cambium Assessment, Inc.™ (CAI). Digital testing is delivered using the CAI Test Delivery System, which Ohio districts are already familiar with.
- Districts in Ohio have a choice of test date and mode.

	Paper March Administration	Paper April Administration	Digital March Administration	Digital April Administration
Primary Test Date	March 3, 2021	April 13, 2021	March 3–5, 2021	April 13–15, 2021
Makeup Test Date	*March 24, 2021	April 27, 2021	*March 24–26, 2021	April 27–29, 2021
Accommodated Testing Window	March 3–16, 2021	April 13–26, 2021	March 3–16, 2021	April 13–26, 2021
Test Mode	Paper/Pencil	Paper/Pencil	Digital (Digital Makeup)	Digital (Digital Makeup)

*If your school is on spring break during this time, College Board will work with you to complete the makeup on the April makeup date(s).

Eligibility and State Guidance

For information on who is eligible to take the SAT, and who must take the SAT, go to:

http://education.ohio.gov/Topics/Testing/ACT-SAT-FAQs

Start Time

Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and may close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must begin testing no later than 9 a.m. For approval to start earlier or later than these times, contact the SAT School Day hotline. The start time applies to standard test takers as well as accommodated test takers in both primary and makeup administrations.

Using This Guide

This guide provides information about key activities required to prepare for your SAT administration.

Topics include:

Contact Information

- **Field Team:** Districts participating in the Ohio SAT will be partnered with a College Board field team member who will be available to answer questions. Your designated field team member will reach out and introduce themselves this fall.
- **Digital Team:** College Board offers specialized support and digital resources for districts that choose the digital SAT at digitaltesting.collegeboard.org.
- **Customer Service:** SAT School Day Customer Support, 855-373-6387 or satschoolday@collegeboard.org.
- **College Board Website**: Please note the Ohio SAT contract may have different requirements from those posted on the general College Board website. Be sure to comply with dates and deadlines included in the Ohio SAT information at collegeboard.org/ohio.

Updates and Reminders for 2020-21

College Board has made the following changes for this school year:

1. For the latest policy updates, please see sat.org/covid19.
2. In addition to using the preadministration session, students may also opt in to Student Search Service® and complete the optional questionnaire online. Students can go to studentsearch.collegeboard.org to update their information as well as opt in or out of Student Search using their personal College Board account.
3. You may see certain accommodations referred to in new ways (how they're administered won't change):
   a. 50% extended time is now "time and one-half (+50%)."
   b. 100% extended time is now "double time (+100%)."
   c. Braille graphs and figures is now "raised line drawings."
   d. Magnifiers and magnifying machines are now "non-electronic magnifying devices" and "electronic magnifying devices," respectively.
   e. MP3 audio is now "pre-recorded audio (MP3)."
   f. Large-block answer sheet is now "large-print answer sheet."
   g. Written copy of oral instructions is now "printed copy of verbal instructions."

Establishing Schools for Testing

In August and September, districts, community schools, and nonpublic schools in Ohio chose the college admissions test they wanted to administer. ODE delivered the list of those entities that chose to administer the SAT to College Board.

In October, contacts at districts and schools will be asked to provide additional information such as choice of test dates, test mode (paper/pencil or digital), spring break dates, and additional contact information for test day staff.

College Board will use the information provided to establish your school as a test site. Once setup is complete, the test coordinator at each school will receive an email confirming your Attending Institution (AI) code.

Attending Institution (AI) Codes

All participating schools will need a valid 6-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December/January. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

Off-Site Locations

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location. These additional locations must be approved by College Board to make sure they meet testing, staffing, training, and security requirements. To request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Gather all required information for submission of your off-site request. You'll need your school information and AI code, off-site testing location name and address, and contact information for the off-site coordinator(s). You'll submit the online off-site testing form available at http://www.sat.org/offsiterequest with the required information. You'll receive email confirmation of your off-site request once your form is submitted. A separate form must be completed for each off-site location being used for your test administration.
3. Complete your off-site requests no later than midnight ET, December 18, 2020.

4. College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we'll contact test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site request in time for test day.

5. Digital off-site testing is allowed but must conform to the digital testing policies and requirements, including using school owned devices that meet system and technical specifications.

Notes:

- Each off-site location's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the coordinator manuals.

- Off-site test coordinators are also responsible for knowing which students are testing at their location.

- Email communications for the test administration will be sent to the primary AI test coordinator.

- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site testing plan (see above) to test this student at another location, such as the central office. If the expulsion occurs after the submission deadline, submit the request as soon as possible.

Homeschooled Students

Homeschooled students should contact their local high school if they want to take the SAT. Work with the student and family to let them know where and when to report on test day, what to bring and what not to bring. Homeschooled students must provide a photo ID when they report to test. These students won't be included in any preidentification file, so they'll use the overage of standard materials provided in your test shipment. If you're concerned that you won't have enough materials, you can order materials for these specific students for use on the makeup date instead. Homeschooled students must test using the paper/pencil mode. Contact OHSAT@collegeboard.org if you are testing digitally and need paper materials shipped to you for homeschooled students.

Identifying and Preparing Test Day Staff

Creating a College Board Professional Account

A College Board professional account provides online access to a variety of College Board tools and services. Test coordinators and SSD coordinators must each have a College Board professional account to access tools for the administration. To create an account, go to collegeboard.org, click **Sign up**, and follow the instructions. Click here for help creating an account. An educator needs to create an account only once.

Test day staff will use their College Board professional account to access the following tools and services:

- Test Day Training: Access to training on how to plan to test, administer the test, and return test materials.

- K–12 score reporting portal: For access to detailed roster report and test scores.

- SSD Online: Required to submit requests for accommodations and certain English learner (EL) supports, to make changes to existing approved accommodations for students, to print

the Nonstandard Administration Report (NAR), and to download test forms for the pre-recorded audio (MP3 via streaming) format.

Please note: To access College Board's SSD Online system, the SSD coordinator will need to fax the SSD Coordinator Form, signed by the school principal, to College Board's Services for Students with Disabilities.

Identification of Testing Staff

Testing staff may not be recruited if they have any of the following conflicts of interest:
- They have taken any College Board test within 180 days of the school day administration.
- They are engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.
- If a staff member has a child or member of their household taking the SAT School Day at any test site during the same testing window, they must not take a role in which they will have access to test books before test day. At a minimum, this includes the roles of test coordinator, SSD coordinator, and backup test coordinator. In cases where this policy isn't followed, the related student's scores are subject to invalidation. Never assign a proctor or other support staff to administer the test to a member of their family. If a staff member administers the test to their own child or other member of their household, the scores will be invalidated, and the student will require a makeup test.

Testing Staff Roles and Responsibilities

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, proctors for each testing room, a bulk registration coordinator (if testing digitally), a technology coordinator, and necessary room and hall monitors. College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the SAT test coordinator, technology coordinator, and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Additionally, the district will identify one person responsible for submitting the bulk registration file to register students for the SAT. If districts are administering the digital SAT, a technology coordinator will be identified.

Role	Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating the SAT administration for all students	Yes
Backup SAT Test Coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available	No
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities	Yes
Bulk Registration Coordinator	Responsible for submitting registration files on behalf of the school district	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room	No

Role	Responsibility	Identify to College Board?
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room	No
Hall Monitor	Responsible for monitoring the hallways on test day	No
Technology Coordinator	Responsible for managing all technical aspects of the digital SAT	Yes (if applicable)

Staff members can serve multiple roles, if necessary. If the contact information for any of the roles required to be identified to College Board needs to be updated, contact the SAT School Day Educator Support line.

Training

Training is required for all SAT test coordinators. Typically, SAT test coordinators who have already completed training for paper testing do not have to do so again; however, all SAT test coordinators are strongly encouraged to complete the training again for 2021. The digital training is required each year if the school is testing digitally. A link will be sent to SAT test coordinators about 6 weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training or by personalized training provided by the SAT test coordinator. Schools can determine the best way to train other test day staff.

Recorded webinars on various administrative and implementation topics will be provided. Visit collegeboard.org/ohio to access the presentations.

Manuals

Copies of each manual will be sent to the SAT test coordinator 4–6 weeks before test day as part of the SAT test coordinator planning kits.

Manual Title	What's Inside
SAT School Day Coordinator Manual or SAT School Day Digital Coordinator Manual	Used by the SAT test coordinator; gives complete instructions for preparing your school and staff for SAT testing.
SAT School Day Standard Testing Manual or SAT School Day Digital Testing Manual	Used by the proctor; gives instructions for testing students testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
SAT School Day Accommodated Testing Manual or SAT School Day Digital Accommodated Testing Manual	Used by the proctor; gives instructions for testing students with accommodations in nonstandard testing rooms.

Printed manuals for administering the digital SAT will also be shipped approximately 4–6 weeks before test day and will available at digitaltesting.collegeboard.org.

Ordering Materials

Do **not** place orders directly with College Board in the test ordering site for SAT spring materials for the primary test day. College Board will determine your material order for the SAT based on:

- The number of students included in the bulk registration file.
- The number of students and the types of approved accommodations via College Board's SSD Online System.

Districts, community schools, and nonpublic schools will utilize the online bulk registration tool to order testing materials (paper/pencil) and create digital registrations. For schools that are part of a diocese where not all schools are administering the SAT, each participating school will submit a school-level file. Community schools will also submit a school-level file.

The bulk registration file helps report accurate student accounting back to ODE and creates the following:
- The order for any paper/pencil testing materials that will be sent to the school.
- Pre-ID labels that will be affixed to the student's answer sheet (for paper/pencil testing only).
- Registrations in TIDE for students taking the digital SAT.

Steps to Submit the Bulk Registration File

- The bulk registration coordinator will be emailed an access code to access the online bulk registration tool in January. This access code can be shared. Districts will receive a new access code each year.
- By accessing the online bulk registration tool at bulkreg.collegeboard.org, the bulk registration coordinator will upload the file containing the names of all students participating in the SAT.
- Districts, community schools, and nonpublic schools testing in paper mode will submit 1 file this year:
  - The bulk registration file will create an initial test material order, pre-ID labels, and will include all participating students at the submission date.
  - It is **imperative** that the file is received before the deadline or your school may not receive testing materials.
- Districts, community schools, and nonpublic schools testing digitally will have the opportunity to submit multiple files:
  - A window to submit registration files will be available so schools can add students to TIDE up until test day. The windows will be included in the email that bulk registration coordinators receive in January.

Preparing the Bulk Registration File

College Board provides a standard layout in either Microsoft Excel (.xls) or comma-separated values (.csv). Templates and file specifications can be found at bulkreg.collegeboard.org and clicking **Getting Started**.

The **required** data for each student include:
- 6-digit AI code
- SAT Test Administration Indicator (Enter "**Y**")
- Name
- Gender
- Date of birth
- Grade
- **State** Student ID: SSID
  - It is required by ODE that students be registered with their SSID number.
  - A valid SSID for each student contains 2 letters and 7 digits.
  - If your students do not have valid SSIDs, contact Michael Reiser, Michael.Reiser@education.ohio.gov, for information on how to obtain them.

    Important: The bulk registration file now includes fields for school student ID and district student ID numbers as well. These are not required elements, but can be included, if desired.

Submitting the Bulk Registration File

1. Go to bulkreg.collegeboard.org and log in using your College Board professional account information.
2. Enter the bulk registration access code and click **Add**.
3. Click **Create New Request**.
4. Select the administration, then click **Browse** to select your prepared file.
5. Once uploaded, the file will be processed and validated. The submitter will receive an email when validation is complete, noting any errors or warnings.
   a. Action is not required for warnings, but errors will result in records that are not processed.
   b. If changes are required, follow the guidance on the screen to identify and fix the errors.
6. **Important**: Once the file has been uploaded and successfully verified, click **Submit**.

The submitter will receive a confirmation email when the file has been successfully submitted.

Notes

- A small overage of testing materials will be sent to accommodate students who may have enrolled in your school after the file submission deadline for paper/pencil testing.

- If a pre-ID label is not provided for a student, students will complete the information on their answer sheet to be registered for the administration.

- Homeschooled students should reach out to the local high school if they want to take the SAT. Work with the student and family to let them know where and when to report on test day, what to bring and what not to bring. Homeschooled students must provide a photo ID when they report to test. These students won't be included in your registration file, and they'll use the overage of standard materials provided in your test shipment. If you're concerned that you won't have enough materials, you can order materials for these specific students for use on the makeup date instead.

- If a school chooses the digital test mode, it's expected that all students will test digitally. Only students who have an accommodation requiring a paper/pencil test can test on paper. No paper test books will be sent to schools testing digitally unless specifically requested. For students with approved accommodations who need to test in paper format, you must request materials by contacting SAT School Day Support.

Testing with Accommodations and Supports

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in College Board's SSD Online system. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. Requests must be submitted by the school that will test the student. The deadline to apply for the March administration is January 12, 2021, and the deadline to apply for the April administration is February 22, 2021.

When requests are submitted, students can receive approval for accommodations by College Board; this results in a college and scholarship reportable score. State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are **not** reportable to colleges or scholarship programs and cannot be used as remediation-free scores. The window to request SAAs opens in early January of each year.

College Board–Approved Accommodations	State-Allowed Accommodations (SAA)
Once approved, can be used for all College Board assessments.	Only available for Ohio-funded SAT.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school but is not reportable to colleges or scholarship programs and cannot be used as remediation-free scores.
Requested in SSD Online; go through a review process.	Requested in SSD Online and are automatically approved.
Some accommodations (e.g., permission for food/ medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in rooms separate from the standard rooms.	Must be administered in separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT.	Meant for students who require state-specific accommodations and for students with disabilities who may not be approved for accommodations by College Board.
Depending on the accommodation, will either test on the primary test day or in the accommodated testing window.	Can test in the accommodated testing window.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated testing window. The NAR, available approximately 30 days prior to the primary test day, will specify when students will test.

Once approved for accommodations by College Board, students remain approved for all other College Board assessments, including AP® Exams. If a student's Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

The digital SAT will be accessible to students testing with accommodations. Some of the accessibility features are universal and available to all students, while other features require approval or set up by the test coordinator. The universal tools available for the digital SAT include: bookmark/mark for review, embedded calculator (Math – Calculator section only), global notepad, highlighter, line reader, strikethrough/option eliminator, and zoom in/out. For students already approved for College Board accommodations in the paper test mode, a new request isn't required. These students will be provided an equivalent accommodation for digital testing.

Visit digitaltesting.collegeboard.org/accommodations/accommodations-essentials for more information about digital accommodations.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All testing materials, including nonstandard materials for use during the accommodated testing window, are shipped to the test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

Administering Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the approved accommodations for each student. Below are

some common configurations and the duration of each. It's important to note that the times listed are only the times the student takes on the test (including breaks); more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT without Essay		
	Day 1 (including breaks)	**Day 2 (including breaks)**
Standard Time	3 hours, 15 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 25 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 30 minutes	Not applicable
Time and One-Half (Math only)	4 hours, 6 minutes	Not applicable
Double Time (Math only)	4 hours, 45 minutes	Not applicable
Time and One-Half (Reading)	4 hours, 57 minutes	Not applicable
Reader (automatic time and one-half)	4 hours, 57 minutes	Not applicable
Scribe (automatic time and one-half)	4 hours, 57 minutes	Not applicable
Double Time (Reading)	4 hours, 25 minutes	1 hour, 55 minutes
Text-to-Speech (Digital testing) – Read Text Only	4 hours, 57 minutes	Not applicable
Text-to-Speech (Digital testing) – Read Text and Graphics	4 hours, 25 minutes	1 hour, 55 minutes
Pre-recorded Audio (MP3 via streaming)	4 hours, 20 minutes	2 hours, 50 minutes

English Learner Supports

English learner (EL) students will be able to utilize EL supports for the spring 2021 SAT School Day. These supports include the use of an approved word-to-word bilingual dictionary, translated test directions, and time and one-half. Students can use one or any of these supports in combination. Students will receive college reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual dictionary:
- List includes approximately 100 dictionaries.
- Use of glossary does **not** require approval by College Board.
- Approved list is available at collegereadiness.collegeboard.org/pdf/sat-sd-college-board-approved-glossaries.pdf.

Use of translated test directions:

- Translated test directions will be available in PDF format. 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. College Board will also support "on the fly" translations of directions by district approved translators.
- Use of translated test directions does **not** require approval by College Board.
- Translations will be available in February 2021 to print.

Use of time and one-half:

- Students will receive time and one-half on each section of the SAT. Students must sit for the entire time allotted and cannot move ahead in the test, even if they are the only one testing.
- Although not an accommodation, EL students requiring time and one-half will need to be identified in SSD Online. Students will be automatically approved, and no supporting documentation is required. Schools testing digitally will also need to update the student's test settings in TIDE.
- EL students using time and one-half can be tested with other students with accommodations testing with the same timing and test materials.

Planning for Material Shipments

Test materials for spring testing will be addressed to the SAT test coordinator. Note that each shipment may have multiple boxes.

Paper/Pencil Shipments

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Coordinator Planning Kit	6 weeks before test day	- Sample copies of each manual: *SAT School Day Coordinator Manual* *SAT School Day Standard Testing Manual* *SAT School Day Accommodated Testing Manual* - Irregularity Report (IR) sample
Preadministration Materials	3–4 weeks before test day	*SAT School Day Student Guides* - All manuals to support testing (preadministration instructions are included in the manuals) - Student Data Privacy Notice - Consent Form - Answer sheets - Answer sheet instruction booklets for students
Pre-ID Labels	3–4 weeks before test day	Pre-ID labels to be placed on answer sheets
Test Materials	1 week before test day	Test books and related return materials

Digital Shipments

All digital test materials will arrive 4–6 weeks before test day. The shipment will include:

- Copies of each manual:
  - *Digital SAT Coordinator Manual*
  - *Digital SAT Standard Testing Manual*
  - *Digital SAT Accommodated Testing Manual*
- *SAT Student Guide for Digital Testing*
- Digital Testing Room Quick Start Guide
- Irregularity Report (IR)
- Student data privacy notice
- Consent form

Preadministration Session

The answer sheet for SAT School Day allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their 4 free score sends. In addition, students, with parental consent, may opt in to Student Search and complete the optional student questionnaire. For students taking the digital SAT, the preadministration session will be done in the CAI platform and not paper/pencil.

A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes if all information, including the optional questionnaire is completed. More information about administering the preadministration session will be included in the *SAT School Day Coordinator Manual*.

Prior to the preadministration session, give an *SAT School Day Student Guide* to each student. The *SAT School Day Student Guide* provides information about the features of the SAT, what the SAT measures, and how the SAT is scored; resources to help students prepare; sample questions; College Board programs; College Board terms and conditions; and details about Student Search. Each student should also receive a copy of the Student Data Privacy Notice, which is created jointly by ODE and College Board. It explains to families how student information is utilized and shared. Copies of the notice will be sent with the preadministration materials. Students should be directed to bring the notice home to share with their family.

Prior to the preadministration session, schools should collect consent from parents for students who wish to opt in to Student Search and complete the optional questionnaire.

- Consent is only required to opt in to Student Search and the questionnaire. Students can still take the SAT without completing the questionnaire.
- Follow your district or school policy for collecting consent. Schools and districts may opt to use the consent forms provided by College Board or may choose to use their own. Parental consent should be collected prior to the preadministration session.
- If a parent does not return a consent form, the school should assume the student/parent did not consent to opting in to Student Search and the student questionnaire.
- Consent forms should remain at the school until the student graduates and do not need to be returned to College Board.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive and after allowing enough time for students to review the *SAT School Day Student Guide* with their parents. We recommended dividing up students between those who have consent for Student Search and those who do not when conducting the preadministration session. The preadministration scripts will provide guidance on how to conduct the session based on parental consent.

Coordinator Checklist

A detailed checklist with important milestones and key dates is available at collegeboard.org/ohio.