

OCTOBER 2016–17

# SAT<sup>®</sup> School Day

# SSD Coordinator Guide

Look inside for:



INFORMATION ON  
NONSTANDARD TESTING



PLANNING FOR  
TESTING TIME



REQUESTING  
ACCOMMODATIONS  
FOR DISABILITIES



GUIDELINES AND  
REQUIREMENTS FOR  
TESTING ROOM USE

## About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT<sup>®</sup> and the Advanced Placement Program<sup>®</sup>. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit [collegeboard.org](http://collegeboard.org).

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Visit the College Board on the web: [collegeboard.org](http://collegeboard.org).

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## Introduction

Thank you for helping your eligible students test in the familiar surroundings of their own high schools on a school day. This guide answers many questions you may have about how to make your test day run smoothly.

The College Board is committed to ensuring that students with disabilities receive the accommodations they need. The accommodations provide students with disabilities the same opportunities to demonstrate their knowledge as students without disabilities. The accommodations process is overseen by the Services for Students with Disabilities (SSD) staff. It provides for flexibility and customization when working to meet each student's specific needs. Although students must be approved by SSD to use accommodations on the SAT, with some exceptions, most students are approved for the same accommodations that they use in school. For guidance on requesting accommodations on College Board tests, visit [collegeboard.org/ssd](https://collegeboard.org/ssd).

If you'll be administering the SAT with accommodations such as extended time or large-print test formats, you'll receive other materials and information to help you run a smooth administration in concert with the test center supervisor.

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## Information on Nonstandard Testing

**College Board approval is required to receive accommodations on the SAT.** Students are encouraged to request accommodations as early as possible, and no later than seven weeks before the test date. Note: Students already approved to receive accommodations on other College Board tests (such as the PSAT/NMSQT<sup>®</sup>) **do not need to reapply** for approval to receive accommodations on the SAT.

An overview of accommodations is given below. Unless specifically approved otherwise, accommodated students must adhere to all standard testing administrative procedures, requirements, and timing regulations.

### **Accommodations Administered by the Test Center Supervisor**

Some accommodations, such as 50 percent extended time for math or extra breaks, are provided in test centers at weekend administrations. For SAT School Day testing, students receiving these accommodations will be listed on the online Attendance Roster used by the test center supervisor. They can be identified by the word "Roster" in the heading of their Admission Tickets. All students taking the SAT in the nonstandard administration room(s) overseen by the test center supervisor (students on the online Attendance Roster who are receiving accommodations) **must use the SAT test book with the pink cover.** *The SAT School Day Testing Manual* includes special scripts to be used with these test books (denoted by **pink tabs**).

### **Accommodations Administered by the SSD Coordinator**

Students approved for other accommodations, including **100 percent extended time**, breaks as needed, the use of a computer for the essay, or some nonstandard materials such as Braille or ATC (Assistive Technology Compatible) test formats, will be tested in rooms set up and supervised by the SSD Coordinator. These students will not appear on the online Attendance Roster; instead, they will appear on a Nonstandard Administration Report (NAR) that you'll generate and print out through the SSD Online portal. The Admission Tickets for these students will include "NAR" in the heading. The scripts to be used for testing these students have light blue tabs in *The SAT School Day Testing Manual*.

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**IMPORTANT REMINDER:** Accommodations listed on the Attendance Roster cannot be administered in the same room as those listed on the NAR. They use different testing materials and different scripts.

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## Requesting Accommodations for Students with Disabilities

We offer extended time; special formats such as braille, MP3 audio, and large-print materials; as well as other accommodations to students with documented needs. Please note that when documentation review is needed, it takes about seven weeks from the receipt of all documentation for us to determine a student's eligibility for accommodations. Students are encouraged to request accommodations well before the established deadlines — as early as their first year of high school.

The online portal at [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline) guides school staff and parents through the approval process, which is explained below.

### Requesting Accommodations Online

SSD Coordinators can submit requests for accommodations by using the SSD Online service as follows:

1. Ensure that you are in the system as an SSD Coordinator. For detailed instructions on how to get access, see [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline).
  - › The school must have an SSD Coordinator Form on file with us for you to submit online SSD requests and view student information. In addition, a completed SSD Coordinator Form is required for any school to administer College Board tests with school-based accommodations listed on the NAR.
  - › You'll need a Professional Account as an SSD Coordinator to use SSD Online. To set up an account, go to [collegeboard.org/profaccount](https://collegeboard.org/profaccount) and follow the instructions for "Create an Account."
2. Download and print a Parent Consent Form for each student (**or copy the one provided on the next page**). You must have signed consent on file in order to submit an online application for accommodations.
3. Go to [collegeboard.org/profaccount](https://collegeboard.org/profaccount) and select "**Disabilities Accommodation Mgmt**" from the drop-down menu when you log in.
4. Select "**Submit Accommodations Request Form**" in the top right-hand corner of the dashboard. This will bring you to a new Request Form to start a new request. Complete the form and submit it electronically. If documentation is required, upload the documentation when prompted, print out the cover sheet, attach it to the requested documentation, and fax or mail the documents to the fax number/address on the form. (See "Supplying Additional Documentation" on page 6.)

For more information about submitting a request for accommodations online, see [collegeboard.org/ssdonline](https://collegeboard.org/ssdonline).



# Services for Students with Disabilities

## Consent Form for Accommodations Request

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### Student Information

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Student Date of Birth: \_\_\_\_\_

### Student and Parent/Guardian Signature

I wish to apply for testing accommodation(s) on College Board tests (SAT<sup>®</sup>, PSAT/NMSQT<sup>®</sup>, PSAT<sup>™</sup> 10, and/or Advanced Placement<sup>®</sup> Exams) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, PSAT/NMSQT, PSAT 10, and AP<sup>®</sup> Programs relating to accommodations for disabilities.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent/guardian signature is required if student is under 18.)

### Instructions to the School

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that a signed Consent Form is on file at the school prior to submitting a request for accommodations.

## Supplying Additional Documentation

The system will let you know if further documentation is needed for the student's request. The documentation suggested will depend on the type of disability and the accommodation requested. If you don't have the exact documentation requested, submit the paperwork that you do have, along with a narrative explanation of the student's **current needs**. At a minimum, the documentation should show that:

- » The student has a disability.
- » The impact of the disability. (The disability leads to a functional limitation in ability to take College Board tests.)
- » The requested accommodation is appropriate.

## Notification

You'll receive an email once a decision has been made. Check your SSD Online dashboard to see the student's status or to read the decision letter. Students will receive a letter by mail identifying the approved accommodations or explaining why accommodations were not approved.

If a student hasn't received an accommodations decision by the SAT registration deadline, they will need to register for SAT School Day without accommodations while awaiting approval. Once the student receives approval, they should check their registration ticket to ensure that it has been updated with the approved accommodations. Requests for accommodations made less than seven weeks before the test will likely not result in a decision in time for the SAT School Day test.

## Parent/Guardian Requests for Accommodations

Although we recommend that families and schools work together to request accommodations, a parent/guardian may request accommodations without the participation of school personnel.

To submit a request, a student's parent/guardian will need a paper Student Eligibility Form, obtained by contacting the SSD office. Refer families to [collegeboard.org](http://collegeboard.org) for more information. (See the inside back cover for contact information.)

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## Using the Nonstandard Administration Report (NAR)

To plan for school day testing of your students, you'll need to access a Nonstandard Administration Report (NAR) through the SSD Online system listing your eligible students who require nonstandard testing for the SAT School Day test. The NAR will include a list of registered students who are approved for accommodations that are administered by the SSD Coordinator (e.g., 100 percent extended time, scribe, etc.) and registered students and their approved accommodations, along with information to assist you in determining room assignments for students with different needs. Check the NAR on SSD Online on a regular basis, starting two to three weeks before the test date, to get the latest updates on students who have been approved. Print your NAR as close to the test date as possible, to make sure you have the most up-to-date information.

NOTE: Some accommodations that are administered in a center during Saturday testing are administered by the test center supervisor. These students are listed on the test center roster, and not the NAR. All students who are approved for accommodations are listed on the SSD Online dashboard. If any information is incorrect or if any students' names are missing, immediately contact the SSD office.

On test day, you should only provide students with the accommodations indicated. The NAR will identify each student separately with the accommodation(s) needed. Review the types of accommodations (e.g., extended time, extra breaks, MP3 audio, large-block answer sheet, etc.) that have been approved for each student so you can plan for adequate space and staff.

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## Planning for Testing Time

The new SAT includes several longer sections. You'll need to give extended time test-takers a 5-minute stretch break in the middle of these sections, as well as between sections. The breaks for extended time, which also apply to students approved for extra breaks, are as follows:

- » 5-minute stretch break halfway through section 1 (extended time for reading)
- » 5-minute break after section 1 (shorter than standard)
- » 5-minute stretch break between sections 2 and 3 (extended time for reading or math)
- » 5-minute break after section 3 (standard and extended time)
- » 5-minute stretch break halfway through section 4 (extended time for reading or math)

If taking the SAT with Essay:

- » 2-minute stretch break after section 4 (standard and extended time)
- » 5-minute break halfway through section 5 (extended time for reading or writing)

Students approved for extended time for reading receive the extra time and breaks on all sections. Students taking the SAT with Essay will test over two days for both 50 percent and 100 percent extended time.

### Variations in Timing

Students approved for math-only extended time receive extra time on the Math Test (sections 3 and 4) and the additional break before section 3.

Students approved for writing-only extended time receive extra time on the SAT Essay (section 5) and the extra breaks that apply to that section.

Your Roster will also list students using the pink books with different timing needs in separate groups. The NAR will also list students requiring separate rooms. Students in separate groups or with different accommodations must be tested in separate rooms.

### Standard Timing

You may have test-takers who require nonstandard equipment or materials, but not extended time. Students who take the SAT with accommodations but with standard timing, receive:

- » One 10-minute break, one 5-minute break, plus an additional 2-minute break if taking the SAT with Essay.
- » 3 hours (SAT) or 3 hours 50 minutes (SAT with Essay) of testing time.

You should add 30 minutes for administrative tasks such as admission, seating, distributing and collecting test materials. If testing starts at 8:30 a.m., expect standard testing for the SAT to end around 11:45 a.m. and for the SAT with Essay, around 12:55 p.m.

## **Nonstandard Timing**

Plan on about 6 hours and 30 minutes to administer 50 percent extended time for reading on the SAT. Students taking the nonstandard test with 50 percent extended time receive:

- » Five 5-minute breaks.
- » 4 hours and 57 minutes of testing time/breaks for the SAT (see more about two-day testing for SAT with Essay on page 9).

Testing for the SAT should end around 1:30 p.m. for students taking the entire assessment with 50 percent extended time.

## **Two-Day Testing**

Students taking the SAT with Essay who are approved for 50 percent extended time for reading will stop after section 3 and resume testing the next day.\* They will receive 27 minutes of breaks overall. All students approved for 100 percent extended time (for reading or combined math and writing) will take the test over two days under your supervision as the SSD Coordinator, regardless of whether they are taking the SAT with Essay.

Students taking the SAT with Essay with 50 percent extended time will stop around noon on day 1. If testing resumes at 8 a.m. on day 2, they will finish around 11:05 a.m. Students receiving 100 percent extended time will end work at approximately 12:55 p.m. on the first test day. Testing on day 2 ends at around 11:20 a.m. for SAT and 1:25 p.m. for SAT with Essay. Some other accommodations require extended time: Students who are approved for a reader or scribe test with 50 percent extended time when those accommodations are used. Students who are approved for MP3 Audio test with 100 percent extended time, plus additional time for Test 2 (writing). Students who are approved for Assistive Technology Compatible test form test with standard time unless approved for extended time, but with additional time for Test 2 (writing).

## **Rescheduling Lunch**

Lunch must be scheduled for students.

- » Schedule after noon for:
  - › SAT, standard timing
  - › SAT with Essay, 50 percent extended time for reading
- » Schedule after 1 p.m. for:
  - › SAT with Essay, standard timing
  - › SAT with 100 percent extended time for reading
- » Schedule after 1:30 p.m. for:
  - › SAT with 50 percent extended time for reading

\*This schedule is only for school day administrations; students approved for 50 percent extended time will test in one day when taking a Saturday administration.

## Approximate Schedule for Test Day

6:45 a.m.	Staff reporting time and facility preparation.		
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff.		
7:15 a.m.	Staff report to their rooms and prepare for arrival of students.		
7:45 a.m.	Students report to the designated area.		
8 a.m.	Close testing room doors.		
8–8:30 a.m.	Distribute materials and read preliminary instructions.		
8:30 a.m.	Begin testing.		
APPROX. TIME	50% EXTENDED TIME (on the entire test)	APPROX. TIME	100% EXTENDED TIME (on the entire test)
Noon	Pencils down on day 1 testing for SAT with Essay (after section 3) for 50% extended time for Reading.	12:55 p.m.	Pencils down on day 1 (after section 3).
1:30 p.m.	Pencils down for SAT.	8 a.m.	Begin day 2 of testing.
8 a.m.	Begin day 2 testing for SAT with Essay for 50% extended time for Reading.	9:55 a.m.	Pencils down for SAT on day 2.
11:05 a.m.	Pencils down for SAT with Essay for 50% extended time for Reading.	Noon	Pencils down for SAT with Essay on day 2.

## Communicating to Students and Parents

Make sure students and parents are aware of the lunch schedule well ahead of test day to help ease any concerns they have about a delayed lunch.

Proactively communicate with parents that their students must adhere to the same schedule that all students taking the SAT at your school are expected to follow.

We will send an email to all students whose email addresses we have on file, reminding them to:

- » Eat a hearty breakfast on test day.
- » Bring nutritious, easy-to-eat snacks to eat during the breaks after sections 1 and 3.
- » Bring their photo ID, Admission Ticket, No. 2 pencils with erasers, and approved calculators. Read more about approved calculators at [sat.org/test-day](https://sat.org/test-day).

## Additional Equipment Needed

- » Students approved to use a calculator on the Math Test – No Calculator section of the test should bring a four-function calculator for that purpose (square root and percent signs are permitted). All students may use a calculator in the Math Test – Calculator section.
- » Students approved for the MP3 audio or ATC format should bring earphones to use with the computer.

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## Planning Testing Room Use

Fair testing requires well-lit, comfortable surroundings with ample room between test-takers and minimal opportunities for sharing of information. You'll need to coordinate your testing rooms and staff with the test center supervisor to ensure a smooth test day experience.

### Guidelines for Staffing Your Rooms

Nonstandard testing involves smaller numbers of test-takers per staff member. To estimate the total number of staff you'll need on test day, use the following staff/test-taker ratios:

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#### NONSTANDARD TESTING ROOM

Number of Students	Associate Supervisors	Proctors
1–10	1	0
More than 10	1	1

You may need more than one testing room for students testing with accommodations. The online Attendance Roster and the NAR will have additional information to help you group students effectively. Students taking the SAT and SAT with Essay will be in separate rooms, and those with different extended-time accommodations (for example, reading vs. math-only or 50 percent vs. 100 percent) will be tested in separate rooms.

Unless a student has an unusually severe disability, only one staff person should be assigned to each student; that is, if a student has a reader, that person should also administer the test. A reader or scribe can only be assigned to one student – they cannot be shared.

### Requirements for Seating

These guidelines for seating apply to all testing, whether standard or nonstandard.

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#### SEATING GUIDELINES

- Use chairs with backs.
  - Face seats in the same direction.
  - Place chairs directly behind those in the preceding row.
  - Separate each student by a minimum of 4 feet on the right and left (measure from center of desk).
  - Ensure unimpeded access to every student by staff.
  - Seat only one student at a table that measures 6 feet in length or less.
  - Seat students at least 4 feet apart and facing the same direction at tables longer than 6 feet.
  - Provide large, smooth writing surfaces, preferably desks or tables.
  - Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
  - Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.
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## **Contact Information**

### **Services for Students with Disabilities (SSD) Office**

**SSD Coordinator Help Line:** 844-255-7728

**Email:** [ssd@info.collegeboard.org](mailto:ssd@info.collegeboard.org)

**Web:** [collegeboard.org/ssd](http://collegeboard.org/ssd)

For students and parents:

**Phone:** 212-713-8333

**Web:** [collegeboard.org/ssd](http://collegeboard.org/ssd)

### **SAT Educator Help Line**

**Phone:** 888-SAT-HELP (728-4357)

**Email:** [sat.help@info.collegeboard.org](mailto:sat.help@info.collegeboard.org)

### **SAT Customer Service**

**Phone:** 866-756-7346

**Email:** [sat@info.collegeboard.org](mailto:sat@info.collegeboard.org)

# SSD Online

## Request and Manage Accommodations for Students with Disabilities

The screenshot shows the CollegeBoard SSD Online dashboard. At the top, there is a blue header with the CollegeBoard logo and navigation links for 'My Account' and 'Logout'. Below the header, the page title is 'Services for Students with Disabilities'. The main content area is titled 'Dashboard' and includes a 'Helpful Links' section with links to 'About the Process', 'Test Dates and Deadlines', 'SSD Forms', and 'FAQ'. The dashboard displays '19 Students' and offers options to 'Create Eligibility Roster' and 'Submit Accommodations Request'. A search bar allows users to 'Enter Student Name or SSD Number'. Below the search bar, there are filters for 'All Statuses', 'All Accommodations', and 'All Dates', along with a 'Clear all Reload' button. A checkbox option is available to 'Only show students with pending Applications'. The main table lists students with columns for 'Status', 'Student', 'Submitted', 'Received', and 'Next SAT Registration'. Three students are listed: Sixnine, Testssd (#0007714182) with 'DECIDED' status and approved accommodations; Doe, John (#0007554501) with 'DECIDED' status and 'NOT Approved' status; and SSDet, Testlir (#0007670076) with 'DECIDED' status and approved accommodations.

Status	Student	Submitted	Received	Next SAT Registration
DECIDED	<b>Sixnine, Testssd (#0007714182)</b> Approved: Reading +100% (double time), Permission to Test Blood Sugar, Small group setting, Mathematical Calculations +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned) Documentation: Received 3 Pages on 09 Jun 2016	09 Jun 2016	09 Jun 2016	
DECIDED	<b>Doe, John (#0007554501)</b> NOT Approved	26 Feb 2016		
DECIDED	<b>SSDet, Testlir (#0007670076)</b> Approved: Mathematical Calculations Greater than +100%, Writing +100% (double time), Reading +50% (time and 1/2), MP3 Audio Documentation: Received 3 Pages on 25 Feb 2016	25 Feb 2016	25 Feb 2016	

### What does it help you to do?

- » Check the status of accommodation requests
- » See information about all your SSD students in one place
- » Get immediate notifications of SSD Eligibility Form errors (when submitting online)
- » Get accurate feedback on documentation requirements
- » Manage your students' accommodation requests
- » Eliminate the need for paper SSD Eligibility Forms
- » Request accommodations online
- » Generate and print Nonstandard Administration Reports for students registered to test with school-based accommodations

### How do you get access?

- » Visit SSD Online at [collegeboard.org/ssdonline](http://collegeboard.org/ssdonline).
- » Create a College Board login at [collegeboard.org/profaccount](http://collegeboard.org/profaccount).
- » Submit a completed SSD Coordinator Form, available at [collegeboard.org/students-with-disabilities/forms](http://collegeboard.org/students-with-disabilities/forms). You'll then receive an SSD Online access code.