Session Goals

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

- Prepare District Assessment Coordinators
- Provide information to answer commonly asked questions from your schools
- Provide resources and support materials
SAT Suite of Assessments

• For the 2017-18 school year, CDE will be providing
  • PSAT 8/9 for 9th Grade,
  • PSAT 10 for 10th Grade
  • SAT for 11th grade
District Assessment Coordinator Role

- Receiving general communications related to testing for awareness
- Sharing information and answering questions for school personnel
- Monitoring that school personnel are prepared and have participated in training
- Reminding schools of key deadlines
- After testing, assisting with reviewing and correcting student data
- Provide accountability guidance to schools
Spring Test Administration

Test Dates

- SAT for 11th Grade
  - SAT Primary Test Date: April 10, 2018
  - Accommodated Testing Window: April 10-13, 2018
  - SAT Makeup Test Date: April 24, 2018

- PSAT 10 for 10th Grade or PSAT 8/9 for 9th Grade
  - PSAT Primary Test Date: April 10-12, 2018
  - Accommodated Testing Window: April 10-17, 2018
  - PSAT Makeup Test Date: April 11-20, 2018

- CMAS Science for Grade 11 will be administered by all schools for all students.

- CMAS Social Studies for Grade 11 will not be administered in Spring 2018. CMAS Social Studies will be administered on a sampling basis in grades 4 and 7.
Year at a Glance

What schools can expect

October:

• Assign a SAT and PSAT Test Supervisor
• Assign a SSD Coordinator
• Complete the email survey (Test Supervisor) to establish your school for testing

November-January

• Create list of students who will need to test using accommodations. Collect any supporting information that may be required.
• Submit accommodations requests for students
• Receive vouchers for students participating in the March weekend administration.
• Students register for the March weekend administration.
Year at a Glance

What schools can expect

February – March
- Student SAT Essay opt-in window
- Receive manuals and participate in Test Day Training
- Receive non-secure materials for preadministration session
- Obtain consent for students to complete the optional student data questionnaire and conduct preadministration session.

April
- Administer the PSAT and SAT
- Return materials for scoring

May – July
- Receive College Board Scores
- Complete Student Data Corrections
- Receive Accountability Results
## Implementation Key Dates

<table>
<thead>
<tr>
<th>Activities</th>
<th>SAT</th>
<th>PSAT</th>
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</thead>
<tbody>
<tr>
<td>AI Code confirmation</td>
<td>December 2017</td>
<td></td>
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<tr>
<td>Off-Site Request Deadline</td>
<td>December 15, 2017</td>
<td></td>
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<tr>
<td>Request Accommodations</td>
<td>Now – February 19, 2018</td>
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<tr>
<td>Receive Supervisor Planning Kits</td>
<td>Late February 2018</td>
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<tr>
<td>Test Day Online Training</td>
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<tr>
<td>March National SAT Registration Deadline</td>
<td>December 2017 – Early February 2018</td>
<td>N/A</td>
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<tr>
<td>Student Essay Opt-In Window</td>
<td>January–February 2018</td>
<td>N/A</td>
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<tr>
<td>March National Test Administration</td>
<td>March 10, 2018</td>
<td>N/A</td>
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<tr>
<td>Activities</td>
<td>SAT</td>
<td>PSAT</td>
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<tr>
<td>Preadministration Materials in Schools</td>
<td>Mid-March 2018</td>
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<tr>
<td>Conduct Preadministration Session</td>
<td>Late March – Early April 2018</td>
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<tr>
<td>Test Materials in Schools</td>
<td>First week of April 2018</td>
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<tr>
<td>Test Administration</td>
<td>April 10, 2018</td>
<td>April 10, 11, or 12, 2018</td>
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<tr>
<td>Accommodated Testing Window (eligible students only)</td>
<td>April 10 – 13, 2018</td>
<td>April 10 – 17, 2018</td>
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<tr>
<td>Window to Request Makeup Materials</td>
<td>April 10, 2018 - April 12, 2018</td>
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<tr>
<td>Makeup Test Administration</td>
<td>April 24, 2018</td>
<td>April 11 – 20, 2018</td>
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<tr>
<td>Final Materials Return for Scoring</td>
<td>No later than April 27, 2018</td>
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A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Reporting Portal
  - The DAC is responsible for assigning access to school and district staff.

- SSD Online System
  - The school SSD Coordinator requests access from the College Board.
  - Access request requires a principals signature.
  - Others may also request access with the school principal’s approval.

- Test Ordering System
  - The Test Supervisor will receive access from the College Board to review material orders.

- College Board Online Test Day Training
  - The DAC and Test Supervisor will receive access from the College Board. The Test Center Supervisor may grant access to all test day staff.
What’s New in 2018?
New for Spring 2018

- All assessments
  - Implementation handbook for the Test Supervisor
  - Updated manuals for CO school day testing
  - Easier Student ID requirements
  - Enhancements to accommodations and supports
    - Implementation handbook for the SSD Coordinator
    - Additional languages supported for EL students using glossaries and/or translated test directions.
- PSAT 8/9
  - New test for Colorado Grade 9 students – replaces CMAS ELA and CMAS Math
- PSAT 10
  - Shortened questionnaire on the answer sheet
  - Make-up window rather than a designated make-up date
New for Spring 2018

- SAT
  - Simplified Test Day processes, by eliminating
    - Paper registration forms
    - Admission tickets
  - Improved roster capabilities
    - The elimination of the online attendance roster (ETS roster). Schools will create attendance rosters.
    - Nonstandard Administration Report (NAR) enhanced to include all students with accommodations and room groupings, and test windows
  - Student data questionnaire (SDQ) and answer sheet combined for less paperwork and to reduce pre-administration time.
  - Introduction of student guides
  - Eliminated the use of test center numbers, except for off-site testing locations
Before the Test
Key Processes –
Now through January

Establishment and School Setup
Pre-ID/Registration
SAT Essay Option
Student Preparation
Optional Questionnaire Consent
The establishment process allows College Board to setup each school for testing under the Colorado state contract.

- Schools will be assigned a six-digit school code representing the attending institution (AI code) or high school code.
  - AI codes are six digits, usually starting with “06”
  - Only schools accountable for students will be established. Programs will test with the high school they are affiliated with.

- For schools that have participated in previous College Board assessments, the AI code will not change.

- The six-digit code is used for connecting student data to schools, answer documents, and when returning testing materials.

- Supervisors will receive an email notification of their school’s AI code in December.
Test center codes are used to identify a testing location.

Last year, all schools who administered SAT, received both an AI Code and a Test Center Code. This year, the use of five-digit test center codes has been discontinued for most schools based on school feedback.

A test center code will only be assigned to schools who are approved for off-site testing.

To receive a test center code, each school must submit a testing plan for approval to College Board. The test plan provides:

- key information about the testing locations
- the staff responsible at each location for the test materials
- the plan for maintaining security and meeting testing guidelines
Establishment

Why is establishment required?

- AI Codes are required to pre-ID students, administer College Board exams, apply for student accommodations, and receive materials and students’ exam scores.
- AI Codes provide an identifier that allows College Board to process and aggregate student and school information to support the state-provided administrations.
- All high schools that are accountable for student performance must be established for testing.
- The accurate use of each school’s AI code is necessary for accurate and timely reporting.
  - Incorrect codes can lead to incorrect material shipments or reporting delays.
What is off-site testing?

- Schools who indicated they will need off-site testing in the School Setup Survey, will receive instructions to submit a request from Moon Sung at College Board.

- Off-site testing locations allow students to be tested at a location other than their high school. Some reasons that you may require an off-site testing location include your school does not have a physical location, you don’t have enough room to test all students, or you need to setup more than one location to be closer to students.

- Schools may have more than one off-site location, however a request must be made for each.

- High schools with Programs, that wish to test students at their program location, will be required to complete an off-site testing request.

- Schools may request an off-site location, such as a district office, to test students who cannot return to the high school, e.g. expelled students.
Establishment

What is off-site testing?

- Schools who indicated they will need off-site testing in the School Setup Survey, will receive instructions to submit a request from Moon Sung at College Board.

- For PSAT testing, all virtual schools must establish a testing center for testing.

- For SAT, virtual schools will have two options
  - Establish a test center for student testing through the off-site testing process.
  - Or, request vouchers for students to test on the March 10, 2018 National Test Date. However, you may still require an off-site location for students requiring a makeup.

- The Supervisor at the primary location will receive all materials and will be responsible for distributing materials to the off-site location(s).
Establishment

How can you assist?

• DAC’s play a critical role in helping follow up with school who don’t respond to the setup survey.
  • In order for all of the other activities to be completed on time, all school setup processes need to be completed on time.
  • In addition, helping schools understand the elimination of test center codes, except for off-site testing, will help reduce confusion in the schools.
  • Work with the College Board and CDE regarding special circumstances (i.e. differentiating between a program and a school, deciding what to do about students attending district-run programs, etc.)
Key Processes –
Now through January

Establishment and School Setup
Pre-ID/Registration
SAT Essay Option
Student Preparation
Optional Questionnaire Consent
Pre-ID and Registration

What the Pre-ID process?

- The Pre-ID process is completed by CDE to provide the list of all students who will be testing in the April administrations.
- This year, the process will be simpler for DAC’s since CDE will be using the October count as the source data – there is no extra data cleanup step!
- All Students who are pre-ID’d will have a label that will be sent to schools. The label will be affixed to the student answer sheet.
- Students who arrive after the pre-ID file is submitted, will grid their personal information on the answer sheet.
  - For SAT, this process will replace the paper registration forms used last year.
Pre-ID and Registration

Why is Pre-ID important?

• The preidentification of students serves several purposes:
  • It allows College Board to register students for the SAT and PSAT in advance and calculate the materials needed for each school.
  • For SAT, the registration allows for students to be able to then add the optional essay online if they choose to do so.
  • For reporting purposes, the Pre-ID process generates Pre-ID labels. The use of the label assists in improving the quality of student provided data. Students will still be asked to grid their answer sheet.
A student is eligible to take the SAT on a national test date if he or she is an 11th grade student attending a public school in Colorado and meets one of the following criteria:

- Attends an online school full-time which is unable to establish a secure testing site; or
- Is unable to take the college entrance exam on either of the Department-designated school dates due to religious holidays; or
- Is unable to take the college entrance exam on either of the Department-designated school dates due to conflicts with legitimate instructional, curricular, or other activities, as determined by the Department.

Vouchers will be sent to schools in November so students may register online at collegeboard.org for the Saturday, March 10, 2018 administration. Vouchers are only available for the March administration.

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**Pre-ID and Registration**

**What is the SAT voucher process?**

- Voucher Process Webinar: **November 15, 2017**
  3-4:30 PM
  Register [here](#)
## Pre-ID and Registration

### What is the SAT voucher process?

- To use a voucher to register for the March 10 National SAT administration, students will need:
  - A College Board Student Account
  - A voucher code, their school’s AI code, and the student’s SASID number
  - A local test center (the location where the student will be taking the exam on the national test date; this may or may not be the same as the student’s school of attendance)
  - For national testing, students are required to upload a photo of themselves. The photo will be included on their admission ticket and used with their photo ID during check-in on test day
  - Vouchers do not apply to PSAT 10 or PSAT 8/9
Pre-ID and Registration

How can you assist?

• DACs will be key in maintaining accurate student data by school.
  • The use of the October count will simplify the initial process.

• Assist schools with the importance of using the pre-ID labels and the accuracy of student gridded information.
  • Students will still grid personal information on the answer sheet regardless of whether they have a label or not.
  • The “dual” information allows College Board to have additional data elements to validate against if there are any issues in scoring.

• Provide reminders to schools using vouchers of the registration deadlines.
Key Processes – Now through January

Establishment and School Setup
Pre-ID/Registration
SAT Essay Option
Student Preparation
Optional Questionnaire Consent
• The essay is offered at the conclusion of the required SAT tests (Reading, Writing and Language, and Math)
  • Requires students to make purposeful, substantive use of textual evidence in a way that can be objectively evaluated
  • Not designed to elicit student’s subjective opinions
  • Connects reading and writing in a manner that both embodies and reinforces the interdependency of these ELA/literacy skills
  • Uses a consistent essay prompt in all administrations of the SAT. However, the passage for analysis will differ from administration to administration.
SAT Essay Option

What is it?

- The SAT Essay asks students to engage in the type of writing often required in higher education writing courses.
- Each student who opts to take the SAT Essay will receive three scores:
  - Reading score
  - Analysis score
  - Writing score
- The SAT Essay is a separate score and does not impact the student’s ELA and Math individual or combined score on the SAT.
- The SAT Essay is optional but 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 default registration for all 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 level choice. Schools or districts should not make policy decisions regarding which students will or will not take the SAT essay nor should schools or districts encourage or discourage individual students from taking the SAT essay.

• Students who wish to take the essay must register for it.

• Students may add the essay to their registration through their online College Board account or by calling the College Board. More details will be shared later this fall on the process and deadlines.
SAT Essay Option

How can you assist?

- DACs will play an important role in helping schools understand the essay offering and reinforcing that it is a student choice.
- DACs will also need to ensure that the appropriate Test Supervisors 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 Detail Roster
- Assist schools in room planning as needed. Schools will need to plan separate testing rooms for students taking SAT and those taking the SAT with Essay.
Key Processes –
Now through January

Establishment and School Setup
Pre-ID/Registration
SAT Essay Option
Student Preparation
Optional Questionnaire Consent
Student Preparation

What is it?

- Practice tests for assistive technology and MP3 audio can be found at: https://collegereadiness.collegeboard.org/sat/practice/full-length-practice-tests

- Practice tests for Braille and large print may be requested by contacting SSD Customer Service (212-713-8333) or ssd@info.collegeboard.org

Official SAT Practice on Khan Academy at satpractice.org

Full Length Practice Tests
Eight official practice tests, with more to come, plus study and test-taking tips

Video Lessons
Easy-to-follow videos explain problems step-by-step

Interactive Problems & Instant Feedback
Get hints, explanations and constant progress updates to know where you stand

Daily Practice App
More practice available on your phone featuring questions of the day
Student Preparation

What is it?

- SAT
  - SAT Practice Tests 1 and 2 have computer scorable essays.
  - The system analyzes student’s writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
  - Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
  - Students can view the rubric used to evaluate SAT essays.
  - Students can scan and score practice tests in the Daily Practice App, Khan Academy can use practice test scores to further personalize student practice.
Student Preparation

What is it?

• PSAT
  • Students can link their College Board and Khan Academy accounts to get personalized practice.
  • Practice recommendations on Khan Academy will be based on a student's SAT, PSAT/NMSQT, PSAT 10 and PSAT 8/9 results.
  • To link:
    • **Step 1:** Log in or create a Khan Academy account at satpractice.org
    • **Step 2:** When prompted, students can agree to link their Khan Academy and College Board accounts.
    • **Step 3:** Students sign in or create a College Board account
    • **Step 4:** When prompted from their College Board account, students click “Send” to authorize the account linking
    • **Step 5:** Students start practicing on Official SAT Practice on Khan Academy!
Student Preparation

What is it?

- The SAT Suite of Assessments is aligned with the Colorado Learning Standards.
- Using the coaching tools will allow you to view student progress and help inform instruction.
  Features include:

  **Recommended SAT Skills to focus on based on class performance**
  - Lesson Plans created by teachers for teachers available for skills in Math, Reading, and Writing
  - Additional Khan Academy content

  **Recent SAT activity by student**
  - Top recommended skills for practice
  - Upcoming SAT test date
  - Notification if account is connected to their College Board account

  **Individual progress by each student**
  - Questions attempted, answer choices, and correct answers
  - Practice Test scores
Student Preparation

Why should schools help students prepare?

The best possible practice to help students develop college and career readiness skills is strong classroom work and instruction.

- The SAT Suite of Assessments is aligned with Colorado Academic Standards.
- Helping students prepare allows them to
  - Be comfortable on test day
  - Build the necessary skills that will ensure their success at their chosen college, university, or career training program.
- Engage students in one of three potential ways:
  - Independent practice – students work on their own or in small groups.
  - Extracurricular practice – students engage in Official SAT Practice in schools or community-based organizations, but not led by a teacher.
  - Teacher-guided practice – students practice in class using Official SAT Practice as a tool for learning.
Student Preparation

How can you assist?

- Share information about SAT Practice.
- Remind schools the tools available online to support students
  - Official SAT Practice on Khan Academy [http://satpractice.org](http://satpractice.org)
  - Student Practice Resources [https://collegereadiness.collegeboard.org/sat/practice](https://collegereadiness.collegeboard.org/sat/practice)
  - Educator Practice Resources [https://collegereadiness.collegeboard.org/sat/k12-educators/advising-instruction/practice-resources](https://collegereadiness.collegeboard.org/sat/k12-educators/advising-instruction/practice-resources)
Key Processes –
Now through January

Establishment and School Setup
Pre-ID/Registration
SAT Essay Option
Student Preparation
Optional Questionnaire Consent
This year all of the answer sheets include the optional student questionnaire. There is no separate Student Data Questionnaire (SDQ) form for students to complete.

The questionnaire is voluntary and optional for students taking the PSAT 10 and SAT.

Students taking the PSAT 8/9 will not complete a questionnaire.

One of the primary benefits of completing the optional questionnaire is to participate in the College Board’s Student Search Service®

- Student Search Service helps to connect students to college and scholarship opportunities that align to their interests.
Optional Questionnaire Consent

Why is consent required?

- Colorado law requires that students must 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.
  - Consent letters will be provided for students/parents to sign. If a student does not return a signed consent letter, the school should proceed assuming that the student/parent did NOT consent to participating in the questionnaire.
  - The letter can be signed by either the student or the parent. Districts can set requirements that are more stringent than the state.
  - CDE recommends that signed consent letters be retained at the school until the student leaves or graduates.
  - The preadministration session must be completed in school.
Optional Questionnaire Consent

When is it given?

- The questionnaire is completed as part of the preadministration session.
- 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
  - Complete the optional questionnaire
    - For PSAT 10 and SAT, students may opt into Student Search Service
    - For SAT, students can select up to four colleges or scholarship programs to send their SAT scores
  - Only students that have returned a completed consent form should participate in the optional questionnaire.
    - Hint: It may be helpful to administer the preadministration session in separate rooms - students who consented and those that did not.
Optional Questionnaire
Consent

How can you assist?

• Inform schools of any district policies regarding the consent forms.
• Remind schools to distribute the consent forms and student guides in advance of the preadministration session.
• Assist schools in planning for the sessions
  • Schools should plan separate rooms
  • Schools must retain a copy of the consent forms
  • Students that miss the preadministration session and have consented may complete the preadministration activities at another time before test day or on test day after testing is complete.
• More detailed instructions around the preadministration session will be provided in a separate webinar.
Key Processes –
February through June

Preadministration Session
Materials – Receipt and Return
College Board Reporting
SBD and CDE Accountability Reporting

Join us for Part II
January 4, 2018, 1-2:30 PM
Register here
Thank You!

Need Assistance?

Resources

- Check the Colorado Website: [www.collegeboard.org/colorado](http://www.collegeboard.org/colorado)

- Call College Board’s Colorado School Day Support: 1-866-917-9030 [SATSchoolDaySupport@collegeboard.org](mailto:SATSchoolDaySupport@collegeboard.org)

- Contact CDE: Jared Anthony 303-866-6932 [Anthony_J@cde.state.co.us](mailto:Anthony_J@cde.state.co.us)
Questions