



Colorado SAT Suite of Assessments Overview

Spring 2018 Implementation

Session Goals

Our goal today is to share the latest information about the state-provided SAT based on current planning.

College Board and CDE will be continuing to finalize implementation details and as more information becomes available we will share through the College Board website:

www.collegeboard.org/colorado

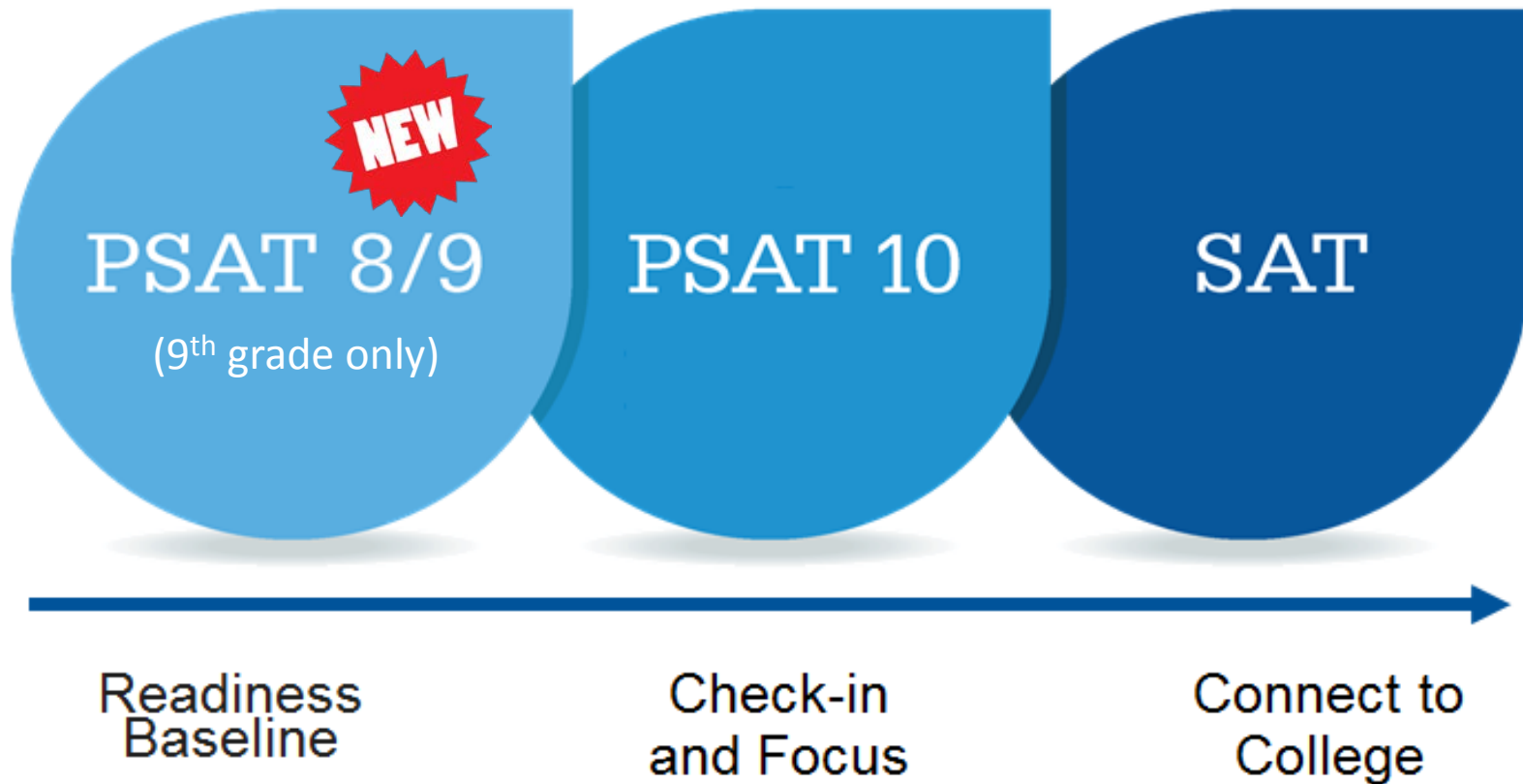
Today we will provide:

- An overview of SAT administration
- An overview of the PSAT administration
- An update on changes planned for 2017-18

Note: PSAT will represent both PSAT 8/9 and PSAT 10 unless specified.

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



Student Benefits

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- 9th and 10th grade PSAT exams are aligned to the 11th grade SAT college entrance exam including test structure and vertical score scale.
 - PSAT 10 and SAT scores can be used for scholarship applications.
 - Note: the PSAT 10 is NOT a National Merit Scholarship Qualifying Test
 - College Board scholarship partnerships represent more than \$180 million in potential scholarship opportunities
 - The SAT is a nationally recognized College Entrance Exam and is accepted by all colleges and universities in Colorado
 - Every 11th grader can send their scores to up to 4 colleges for free at the time of testing
 - Income eligible students can receive an additional 4 free score sends as well as 4 college application fee waivers

Student Benefits

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- Students taking the SAT have the opportunity to add the optional essay to their registration at no cost.
 - Through their College Board account, students have online access to all of their College Board scores in one reporting portal.
 - College Board partnerships with Big Future and Roadtrip Nation provide students with resources to help them match their interests with careers and college majors.
 - By opting in to the College Board's Student Search Service and filling out the optional questionnaire, students taking the PSAT and SAT can be matched with colleges and scholarship providers.

SAT Optional Essay

- All 11th grade students attending public schools in Colorado will take the SAT. The SAT without essay is the default registration for all students.
- 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 account or by calling the College Board.
- The essay may be required by some colleges and universities. To find out school's essay policies go to:
<https://collegereadiness.collegeboard.org/sat/register/college-essay-policies>

Spring Test Administrations

Grade	Assessment	Test Dates
9	PSAT 8/9	April 10, 11, or 12, 2018: District choice for initial test date April 10 – 17, 2018: Accommodations window April 11 – 20, 2018: Make-up testing window
10	PSAT 10	April 10, 11, or 12, 2018: District choice for initial test date April 10 – 17, 2018: Accommodations window April 11 – 20, 2018: Make-up testing window
11	SAT	April 10, 2018: Initial test date April 10 – 13, 2018: Accommodations window April 24, 2018: Make-up test date
11	CMAS Science	April 9 – 27, 2018: Testing window (all schools) Early testing window is available upon district request
11	CMAS-SS	HS CMAS Social Studies will not be administered in Spring, 2018. CMAS Social Studies will be administered on a sampling basis in grades 4 and 7.

Testing Times

In minutes	SAT without Essay	SAT with Essay	PSAT 10	PSAT 8/9
Administrative Activities	30 min.	30 min.	30 min.	30 min.
Reading	65 min.	65 min.	60 min.	55 min.
<i>BREAK</i>	10 min.	10 min.	5 min.	5 min.
Writing & Language	35 min.	35 min.	35 min.	30 min.
Math No Calculator	25 min.	25 min.	25 min.	20 min.
<i>BREAK</i>	5 min.	5 min.	5 min.	5 min.
Math With Calculator	55 min.	55 min.	45 min.	40 min.
<i>BREAK</i>		2 min.		
Essay Book Distribution		15 min.		
Optional Essay		50 min.		
Total (hours, minutes)	3h, 45m	4h, 52m	3h, 25m	3h, 05m

Implementation Key Dates

Activities	SAT	PSAT
AI Code confirmation	December 2017	
Off-Site Request Deadline	December 15, 2017	
Request Accommodations	Now – February 19, 2018	
March National SAT Registration Deadline	December 2017 – Early February 2018	N/A
Student Essay Opt-In Window	January 16, 2018 – February 14, 2018	N/A
Receive Supervisor Planning Kits	Late February 2018	
Test Day Online Training	February – April 2018	
March National Test Administration	March 10, 2018	N/A

Implementation Key Dates

Activities	SAT	PSAT
Preadministration Materials in Schools	Mid-March 2018	
Conduct Preadministration Session	Late March – Early April 2018	
Test Materials in Schools	First week of April 2018	
Test Administration	April 10, 2018	April 10, 11, or 12, 2018
Accommodated Testing Window (eligible students only)	April 10 – 13, 2018	April 10 – 17, 2018
Window to Request Makeup Materials	April 10, 2018 - April 12, 2018	
Makeup Test Administration	April 24, 2018	April 11 – 20, 2018
Final Materials Return for Scoring	No later than April 27, 2018	

Testing Staff Roles

-
- **Test Supervisor** – is responsible for all aspects of the SAT administration at the school
 - **Services for Students with Disabilities (SSD) Coordinator(s)** – requests accommodations for students and supports the Test Supervisor to oversee accommodated testing
 - **Associate Supervisor** – is the test administrator
 - **Room Proctor(s)** – assist the associate supervisor with monitoring students in the testing room
 - **Hall Proctor(s)**– are responsible for monitoring the hallways on test day

Testing Staff Requirements

-
- Test Day staff with children cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day.
 - If a staff member's child will be taking the SAT, he/she cannot serve as testing staff for the SAT, however he/she may serve as testing staff for PSAT 10 or PSAT 8/9. Or, if a member's child will be taking the PSAT 10, he/she cannot serve as testing staff for the PSAT 10, but may serve as testing staff for the SAT or PSAT 8/9.
 - Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the child is taking before, during, or after test day.
 - Test Day staff cannot be employed by an outside test-prep company.
 - For SAT, Test Day staff cannot have taken the SAT within 180 days of the administration date.

Testing Staff Roles

Test Supervisor

The **Test Supervisor (TS)** 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.

Testing Staff Roles

SSD Coordinator

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 supervisor in determining rooms and staff required for administering the test with accommodations.
- Partnering with the Test Supervisor to reconcile accommodated testing materials and administer the SAT 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.

Consolidated Roles

Promoting partnership
between the Test Supervisor
and the SSD Coordinator



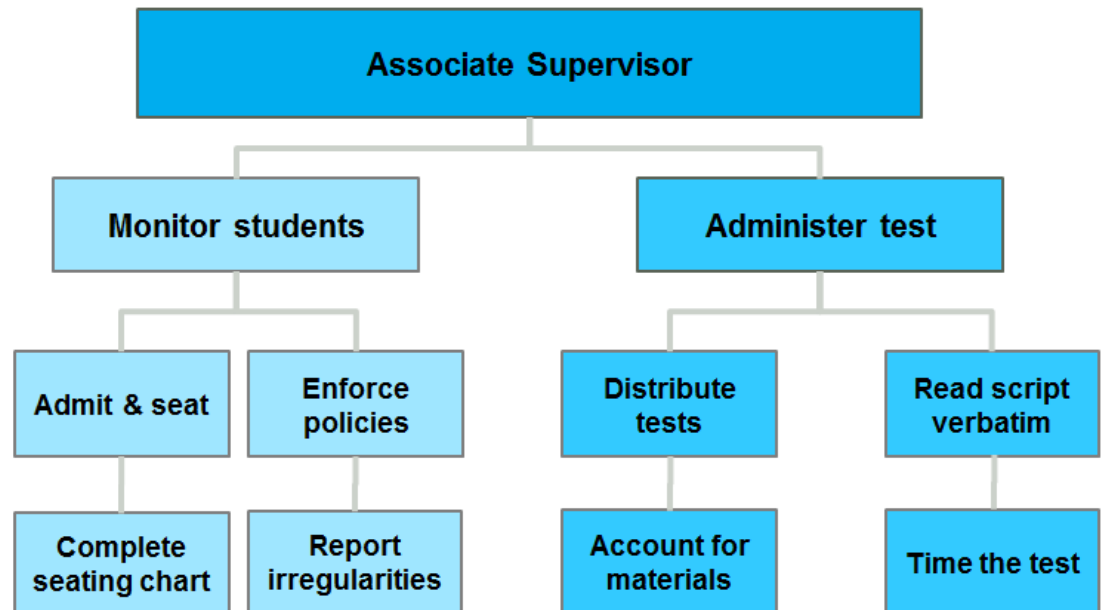
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- The test supervisor is now responsible for planning the administration for ALL students, including those with accommodations.
 - The SSD coordinator is responsible for applying for accommodations and printing the list of students approved for accommodations.
 - The test supervisor can enlist the help of the SSD coordinator to assist with planning the administration for students with disabilities.
 - All shipments will be addressed to the test supervisor.
 - The test supervisor is responsible for returning all materials.

Testing Staff Roles

Associate Supervisor

The **Associate Supervisor(s)** is responsible for:

- Managing all activities in the testing room.
- Conducting the test and monitoring test-takers to ensure a fair administration.
- Each room requires one Associate Supervisor.
- One Associate Supervisor at the school must be designated as the back-up for the Test Supervisor.

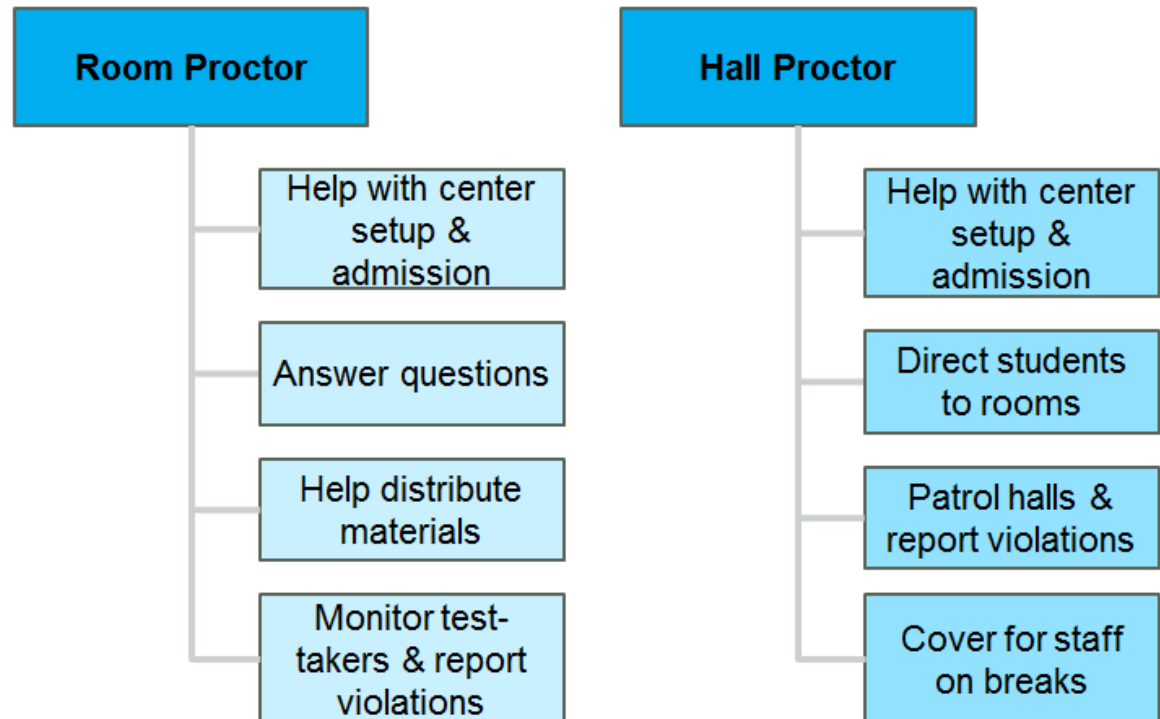


Testing Staff Roles

Room Proctors and Hall Proctors

The **Room Proctor(s)** and **Hall Proctor(s)** are responsible for assisting the Test Supervisor and Associate Supervisors.

- Proctors help set up the testing area and monitor testing.
- Hall Proctors patrol the hallways during testing to keep the testing area quiet and secure.



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

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- 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

Before the Test

Prepare Your School

Prepare Yourself

Build Your Student Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your School

School Establishment

- *Setup Survey Deadline:*
October 6 , 2017
- *off-site Request Deadline:*
December 15, 2017
- *Confirmation of AI Setup:*
December 15, 2017
- *Confirmation of off-site Location:*
January 30, 2018

- Schools will be assigned a six-digit school code representing the attending institution (AI code) or high school code.
 - 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 are six digits, usually starting with "06".
 - Supervisors will receive confirmation of their school's AI code in December.
 - If you participated in the PSAT 10 or SAT administrations last spring, or if you administer other College Board assessments, your AI code will remain the same.
- You will not receive or use a test center number for SAT this year unless you are using off-site testing locations. The AI code is the only code you will need for forms and reporting.

Prepare Your School

Off-site Testing Locations

- 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.
- The Supervisor at the primary location will receive all materials and will be responsible for distributing materials to the off-site location(s).
- 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.
- Submit a testing plan for each site to College Board. Each approved site will receive a test center number. 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

Prepare Your School

Off-site Testing Locations

- Programs
 - High schools with Programs, that wish to test students at their program location, will be required to complete an off-site testing request.
 - The High School Test Supervisor will receive all materials and will be responsible for distributing materials to the Program site(s).
- Virtual Schools
 - 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.



Prepare Your School

Registration and Material Ordering for School Day Testing

- *Student Essay Opt-in Window:*
January – February 2018

- Registration/pre-identification will be done through bulk upload between College Board and the CDE.
- Labels will be shipped to each school for all students who were Pre-ID'd so they may be affixed to student answer sheets.
- College Board will determine your material order based on
 - The students pre-identified (Pre-ID) to test
 - The students approved for accommodations via College Board's SSD online system.
- Schools will NOT place orders for materials.
- College Board will ship a small overage of test materials to account for standby test takers, typically students who are last minute transfers into the school, etc.
- Students taking the SAT will have the option to add the essay to their registration at collegeboard.org in January/February 2018.

Prepare Your School

Using a voucher to register for the March SAT national administration

- Voucher Process Webinar:
November 15, 2017
- *Receive vouchers for students:*
Late November 2017
- *Window to register for March SAT:*
December 2017 – Early February 2018
- *March national administration:*
March 10, 2018

-
- Schools who requested vouchers for the March national SAT administration will receive vouchers for students to use to register online at collegeboard.org.
 - Register for the Voucher Webinar to receive detailed instructions. Register [here](#).
 - Distribute vouchers to students with instructions.

Prepare Your School

Accommodations

- *Request deadline for March National Testing:*
January 19, 2018
- *Request Deadline:*
February 19, 2018
- *Late Request Deadline:*
March 5, 2018 only for
 - Students who are new to the school
 - Students who are newly classified at an eligible grade level
 - Or, students who have a newly diagnosed disability

- 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 scholarship or college reportable scores. Once approved for these accommodations, with limited exceptions, a student remains approved for all College Board including PSAT, SAT, and AP.
 - **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 scholarship or college reportable. These accommodations apply to state testing only and are requested each year.

Prepare Your School

Accessing SSD Online

- Confirm with your identified SSD Coordinator that they have access to the SSD Online system. If not they will need:
 - a College Board Professional Account
 - Complete the [SSD Coordinator Form](#), found on www.collegeboard.org/ssd to receive an access code to the system
- In order to gain access to SSD Online, 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.
- SSD Coordinators will need to review SSD Online to ensure all students with accommodations are submitted and their information is correct to ensure accurate material shipments.

Before the Test

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Prepare Yourself

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Plan Your Staff

Build Your Schedule

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Prepare Your Materials



Prepare Yourself

Tasks for the Supervisor

- *Supervisor Planning Kits Arrive at Schools:*
Late February 2018
- *Online Test Day Training Window:*
February – April 2018

- Review the Supervisor Planning Kit and read the Supervisor's manual.
- Distribute Testing Room manuals to associate supervisors and SSD coordinator(s) for their review.
- SAT Training
 - The content is divided into modules including activities for before, during, and after test day and includes details on both standard and accommodated testing rooms.
 - Training is **mandatory** for all SAT test supervisors.
- PSAT Training
 - Will be accessed through the online system.
 - Training is **mandatory** for all PSAT test supervisors.
- Test supervisors will receive an email with a link to access online training using your College Board Professional Account in February.

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Build Your Student Lists

Tasks for the Supervisor

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- Test Supervisors will create a Master Student List to assist with room planning and rosters.
 - Supervisors will pull a list of all eligible students from your local system.
 - Supervisors will work with the SSD Coordinator to identify students testing with accommodations.
 - After comparing the lists, supervisors will be able to identify the students testing in a standard room.
 - For SAT, test supervisors will access the Detail Roster Report from the reporting portal to determine which students will take SAT with Essay.
 - The Nonstandard Administration Report (NAR), accessed by the SSD Coordinator, will be the roster of all students testing with accommodations.
 - The SAT Online Attendance Roster (ETS) roster has been eliminated.

Before the Test

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Plan Your Space

Planning for Testing Rooms

-
- The size of the cohort testing, the number of staff available, and the size of available rooms will determine the number of rooms needed.
 - For SAT, schools will need to plan separate testing rooms for students taking the SAT and those taking the SAT with Essay.
 - Options for rooms include:
 - Larger spaces, such as auditoriums and gymnasiums
 - Smaller spaces, such as classrooms
 - Consider the following when choosing the location of testing rooms within the building:
 - Separated from other classes/tests on different schedules or taking different assessments and near restrooms
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building

Plan Your Space

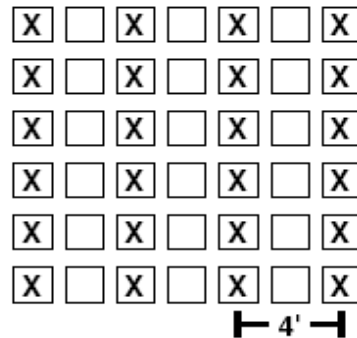
Seating and Furniture Requirements

- See supervisor manual for a complete room and seating requirements.

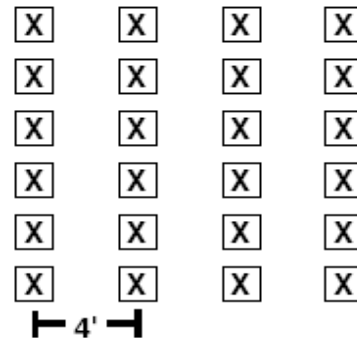
- Schools may use classrooms, auditoriums, cafeterias, gyms, etc.
- Plan rooms following guidelines such as:
 - Separate each student by a minimum of four feet from right to left (measure from center of desk)
 - Use chairs with backs
 - Face seats in the same direction

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

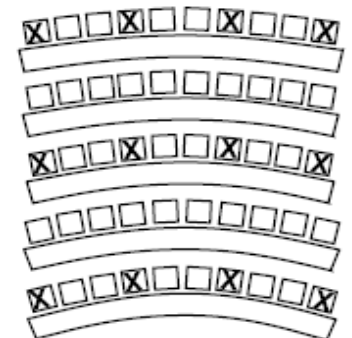
Plan IA: level seating



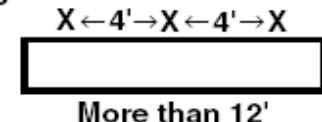
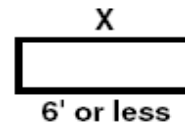
Plan IB: level seating



Plan II: elevated seating



Plan III: tables



Plan your Space - SAT

- When planning rooms, work closely with the SSD Coordinator to account for all students testing.
- You will have standard, non-standard and potentially state allowed testing rooms.
- For SAT, you will need to plan for students testing
 - In Standard Rooms. These students will test on the primary day and will include students with certain type of accommodations, such as 14-point large print test books.
 - In Non-Standard rooms. There will be two types, those for students who have some extended time or break accommodations that test with Purple books. All other students with accommodations will test in rooms with blue books.
 - In SAA rooms. If you have students testing with a state allowed accommodation, then you will also need to plan for separate rooms for these students who test with lime books.
- Similarly, for PSAT, you will need to plan for Standard rooms and non-standard rooms, who will test with orange books, as well as SAA rooms, if applicable, where students will use lime books.

Before the Test

Prepare Your School

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Plan Your Staff

Planning for Staffing Needs

- Each school should plan for at least one Test Supervisor and one SSD Coordinator.
- The additional staffing needed depends upon the size of the cohort testing, the number of testing rooms and the number of students in each room.
 - Formulas are available in Supervisor Manual
- Check with your school/district for policies around who can act as testing staff.
 - Some schools utilize aides, paras, substitutes, coaches.
- In smaller schools, test day staff may serve multiple roles. We recommend the Test Supervisor remain in the test room and have the additional test day staff serve the Hall Proctor.
- In large schools, we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Supervisor then can float between rooms, assisting with questions and resolving any issues that may arise.

Plan Your Staff

Planning for Staffing Needs

- Every testing room needs 1 associate supervisor.
- Unless your school tests only a few students, you will need additional staff to assist the supervisor.
- For rooms with more than 34 students, assign room proctors to help.
- For every 5 testing rooms, assign 1 hall proctor.

Room Proctors Needed	
Apply the ratios listed here on a room-by-room basis.	
1. Start with one associate supervisor per room.	
2. For each room, add room proctors if needed:	
Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1
Hall Proctors Needed	
1. Start with one hall proctor.	
2. Add hall proctors if you have more than five rooms:	
Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Plan Your Staff

Planning for Staffing Needs

Scenario #1

- Example:
 - Your school is testing 100 standard juniors for SAT School Day
 - You have 4 classrooms available with 25 students each
- Therefore, you will require 6 staff:
 - 1 Test Supervisor
 - 4 Associate Supervisors
 - 1 Hall Proctor

Test Supervisor

Associate
Supervisor
for Room #1

Associate
Supervisor
for Room #2

Associate
Supervisor
for Room #3

Associate
Supervisor
for Room #4

Hall Proctor

Plan Your Staff

Planning for Staffing Needs

Scenario #2

- Example:
 - Your school is testing 100 standard juniors for SAT School Day
 - You could test in one large room (i.e. cafeteria or gym)
- Therefore, you will require 5 staff:
 - 1 Test Supervisor
 - 1 Associate Supervisor
 - 2 Proctors
 - 1 Hall Proctor

Test Supervisor

Associate Supervisor

Proctor

Proctor

Hall Proctor

Before the Test

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Build Your Schedule

Administration Timing

- Testing **MUST** be done in the morning and conclude before lunch for students testing in standard rooms.
- The administrative time below includes distributing test booklets, providing initial instructions, and other administrative activities.

In minutes	SAT without Essay	SAT with Essay	PSAT 10	PSAT 8/9
Administrative Activities	30 min.	30 min.	30 min.	30 min.
Reading	65 min.	65 min.	60 min.	55 min.
<i>BREAK</i>	10 min.	10 min.	5 min.	5 min.
Writing & Language	35 min.	35 min.	35 min.	30 min.
Math No Calculator	25 min.	25 min.	25 min.	20 min.
<i>BREAK</i>	5 min.	5 min.	5 min.	5 min.
Math With Calculator	55 min.	55 min.	45 min.	40 min.
<i>BREAK</i>		2 min.		
Essay Book Distribution		15 min.		
Optional Essay		50 min.		
Total (hours, minutes)	3h, 45m	4h, 52m	3h, 25m	3h, 05m

Build Your Schedule

Plan a Preadministration session

- *Receive Preadmin Materials:*
Mid-March, 2018
- *Conduct Preadmin Session:*
Mid-March – Test Day, 2018

-
- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
 - Fill out personal information fields on the answer sheet (Name, SASID, and DOB are critical)
 - 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
 - PSAT 10 - Plan approximately 30 minutes
 - SAT – Plan approximately 45-60 minutes
 - Schools must obtain consent for students to complete the optional questionnaire before the session
 - CDE recommends that consent forms be retained at the school until the student leaves or graduates.

Build Your Schedule

Plan for student consent

- Both the CO PSAT 10 and the CO SAT include an opportunity for students to complete the optional student questionnaire. Students taking the PSAT 8/9 will not complete a questionnaire.
- The questionnaire is **voluntary and optional** for students. Colorado law requires that students give their consent prior to filling out the questionnaire.
 - Consent is only required for participation in the questionnaire. Students can still take the PSAT 10 and the SAT tests without completing the questionnaire.
 - 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.

Build Your Schedule

Plan the Test Day Schedule

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- School schedules may require some adjustments
 - Lunch Periods
 - Testing cannot be interrupted for lunch
 - Lunches must take place after testing is complete
 - Students may eat snacks during breaks
 - Bell Schedules
 - Bells must be silenced during test administration
 - Public Address System Announcements
 - There should be no PA announcements during test administration
 - All testing instructions must be made in the testing room and not centralized by PA announcement

Before the Test

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Prepare Your Materials



Prepare Your Students

Student Preparation



- Before the preadministration session distribute the following materials received in your preadministration shipment:
 - The SAT and PSAT 10 Student Guide
 - The consent forms and encourage
- The Student Guide will provide answers to general questions about the assessments and practice questions.
- Encourage students to talk with their parents about Student Search Service and the optional questionnaire.
- Share information with students about Khan Academy for free, personalized, online SAT practice at satpractice.org.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day.

Prepare Your Students

Khan Academy
<http://satpractice.org>

- 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



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

Prepare Your Students

New Essay Practice with the Official SAT Practice

- Practice Tests 1 and 2 have computer scorable essays.
- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
- 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.
- Students get “Signal Strengths” to get a sense for how well the essay is measuring against different criteria.
- Students can revise and rewrite to improve the essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT essays.
- Tips and Strategies are available to help students approach the essay task.

Coach Your Students

New Khan Academy features to help students prepare

-
- 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

Before the Test

Prepare Your School

Prepare Yourself

Build Your Student Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Materials

Shipment	Contents (Not Exhaustive)	Action	Delivery
Supervisor Planning Kit	Sample manuals and test day forms, posters	Review manuals and begin planning for test day.	Late February
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, ALL manuals	Distribute consent forms and plan preadministration session.	Mid-March
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Affix labels to answer sheets.	Mid-March
Test Materials	Test books, extra answer sheets, return kits	Check contents upon receipt and store securely. Call College Board immediately if materials show evidence of tampering.	First week of April

Prepare Your Materials

English Learner Supports –
preapproval not required

-
- Use of a word-for-word bilingual glossary
 - Expanded list of approved glossaries will be available at collegeboard.org/colorado.
 - Translated test directions
 - PDF versions of the test directions will be downloadable for educators to distribute to students on test day, as needed.
 - Languages: **Albanian**, Arabic, **Bengali**, Chinese/Mandarin, **Gujarati**, Haitian Creole, **Hindi**, Polish, Portuguese, Russian, Spanish, **Urdu**, Vietnamese.
 - Languages in bold are new for 2018.
 - Additional languages are still being considered.
 - Directions will be available to print from www.collegeboard.org/Colorado.
 - Other languages can be supported “on the fly” by approved translators.

What to Consider Before Test Day

-
- How will you collaborate with your SSD coordinator?
 - If you have students testing with vouchers on the March 10 national administration, how will you inform parents and students?
 - How will you inform students and their parents about the SAT optional essay?
 - How will you inform students and their parents about the optional questionnaire and consent forms?
 - How and when will you administer the preadministration session?
 - How will you prepare and train test day staff?
 - How will you organize your materials for test day?

During the Test

Student Check In & Photo ID Policy

-
- Schools can plan for either a centralized check in or room check-in.
 - If your school utilizes a central check-in, you'll check in each student against your master roster before sending them to an assigned room.
 - If your school utilizes room check in, Associate supervisors will check in students as they arrive to their assigned testing rooms.
 - Students are not required to supply a photo ID unless the student is unknown to the testing staff.
 - Refer to supervisor's manuals for information on valid photo IDs.
 - A photo ID form will be available for students that cannot or do not have a photo ID.

Test Security

-
- Test Supervisors are responsible for maintaining security before, during, and after test day.
 - On test day, Test Supervisors will work with Associate Supervisors to ensure all test materials are accounted for.
 - Test Supervisors will be required to report all irregularities that happen on test day.
 - Keep a copy of any Supervisor Irregularity Report (SIRs) submitted should College Board require additional information during their review.

What to Consider for Test Day

-
- How will you collaborate with your SSD coordinator?
 - How will you inform students of their testing location, time they should arrive, etc.?
 - Will you have a central check-in or room check-in?
 - How will you distribute materials to associate supervisors?
 - Where do you want associate supervisors to return materials?

Test Day Helpful Hints

-
- Make sure you have the printed manuals with you on test day for quick and easy reference.
 - If issues arise, refer to the irregularity charts to determine what to do.
 - Remind your associate supervisors: When distributing answer sheets be sure they are distributing the answer sheet to the correct student.
 - After collecting test books and answer sheets, review key information to prevent delays in scoring.
 - Check that student gridded name matches the pre-ID label.
 - Refer to your supervisor's manual for a complete list of test day activities.

After the Test

Returning Materials

Return materials promptly

- *Return primary test day materials:*
April 11, 2018
- *Return accommodated materials*
April 16, 2018
- *Return makeup test day and any remaining materials:*
April 25, 2018
- *Final materials return to be scored:*
April 27, 2018

- The supervisor is responsible for completing the Supervisor Report Form for each assessment for each of the three pickups.
- Standard and nonstandard materials can be returned together this year.
- Schools will return answer sheets for all students who tested.
- For students that do not participate and you know they will not test (i.e. students who have withdrawn, students who submitted a parent excusal, students who took the alternate assessment, etc.), schools will return an answer sheet with a not tested reason (invalidation code) bubbled.
- The UPS pickup of materials will be scheduled the **day after testing**. For schools administering at an off-site location, pickups will occur in the afternoon **on test day**.

Revised Diagrams

Returning Used Answer Sheets and Forms

1. Pack

Use the prelabeled white return box/courier envelope that came with your test materials to pack in the order shown.

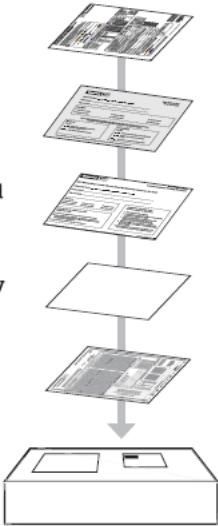
Supervisor's Report Form (SRF)

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets
(SAT on top, followed by SAT with Essay)



Gray Envelope Contents

- Testing Room Materials Reports
- SAT Testing Staff Agreement form
- Supervisor's Irregularity Reports (SIRs)
- Defective test books, essay books, MP3s, or ATCs
- Request to Cancel Test Scores forms

White Accommodated Testing Envelope Contents

- NAR (required for scoring)
- Used answer sheets (standard or large-block) for students listed on the NAR
- Test books for students approved to write answers in their test books, clipped to corresponding transcribed answer sheets
- Scratch paper, computer pages, typed essays, or braille pages, all clipped to the corresponding answer sheets
- Defective test books for students listed on the NAR, clipped to corresponding answer sheets

Possible Ancillary Items

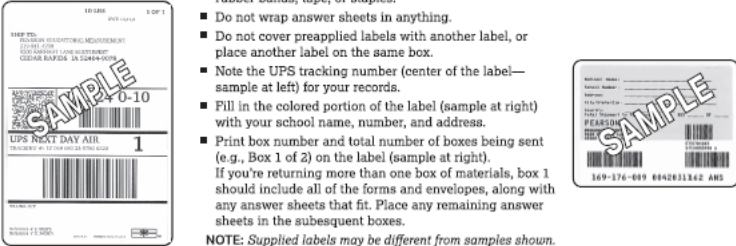
Place these, if any, on top of the regular used answer sheets.

- Used answer sheets associated with an irregularity, clipped to an SIR.
- Used answer sheets with misplaced marks, clipped together by student
- Test books containing answers that must be transcribed (due to insufficient or defective answer sheets)

2. Ship

- Keep answer sheets flat; do not damage the edges or use rubber bands, tape, or staples.
- Do not wrap answer sheets in anything.
- Do not cover preapplied labels with another label, or place another label on the same box.
- Note the UPS tracking number (center of the label—sample at left) for your records.
- Fill in the colored portion of the label (sample at right) with your school name, number, and address.
- Print box number and total number of boxes being sent (e.g., Box 1 of 2) on the label (sample at right). If you're returning more than one box of materials, box 1 should include all of the forms and envelopes, along with any answer sheets that fit. Place any remaining answer sheets in the subsequent boxes.

NOTE: Supplied labels may be different from samples shown.

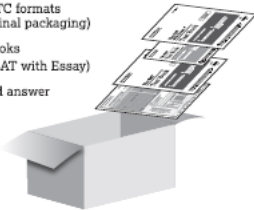


Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack

Use carton(s) from original test materials shipment and include only the items shown.

1. Essay books (if applicable)
(Place loosely on top in the first return carton.)
2. MP3/ATC formats
(in original packaging)
3. Test books
(SAT, SAT with Essay)
4. Unused answer sheets

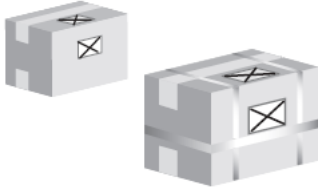


Include all packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

2. Seal


Use supplied tape and remove, cover, or cross out the original shipping labels.

- For small boxes, the tape should extend 3 inches.
- For large boxes, place tape around the perimeter of the box.



3. Label

- Use supplied loose preprinted UPS labels. (Supplied labels may be different from sample shown.)
- Place new label on box. Do not put two return labels on one box, or cover a return label with another label.
- Note the UPS tracking number (center of the label) for your records.
- On the bottom portion of the label:
 - ◆ Print box number and total number of boxes being sent (e.g., Box 1 of 2).
 - ◆ Print your school name and number.
 - ◆ Note reference numbers for your records.



4. Ship

The day before the test, you'll receive an email with a pickup date, time, and confirmation number. If you don't receive the email confirmation or need to make a change to your courier pickup, contact TAS through SAT School Day Support.

Important Notes

- Do not put answer sheets inside test books.
- Make sure the unused answer sheets you are returning have no marks, no bubbles filled in, and no erasures on the test section pages. Answer sheets with marks of any kind in the test sections must be returned as used. Securely store answer sheets that contain preadministration and/or label information belonging to students who missed the test. On the make-up date for the primary test date, these must be carefully distributed to the matching students.
- If your label is missing, contact TAS.

SAT Makeup

- The makeup administration is April 24, 2018 for students who:
 - Missed the primary test date
 - Experienced an irregularity that allows for a makeup.
- Further details around the process for ordering makeup materials will be provided closer to test day.
- New SAT test books will be sent for all students testing on the makeup test date.
 - Use the pre-labeled answer sheets, from the primary test date, to test students for the makeup test date for students who were absent on the initial test date.

PSAT Makeup

- The makeup administration is **4/11/18-4/20/18**. for students who:
 - Missed the primary test date
 - Experienced an irregularity that allows for a makeup.
- Unused and/or test material overages from the initial test day will remain onsite to be used during the makeup administration.
- It is important to maintain security on all materials until testing is complete.
- Further details around the process for ordering additional testing makeup materials if needed will be provided closer to test day.
 - Use the pre-labeled answer sheets, from the primary test date to test students for the makeup test date who were absent.

Score Reporting

- *Final date to return all answer sheets:*
April 27, 2018

- Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT™ 10, PSAT/NMSQT®, and SAT® score reports.
- To be scored, all answer sheets must be shipped by the final ship date of 4/27/18.
- Educator Reporting Portal - centralized portal for schools, districts, states
 - Report Center: Reporting tools allow educators to configure and run online reports, apply filters for data analysis, and print student reports
 - Download Center: Data files available to manage electronic score downloads – manual and automatic
 - The information in the portal (scores, participation) do not reflect your state accountability data
- Contact your DAC for access to the reporting portal.

What to Consider after Test Day

-
- How will you ensure the security of PSAT test materials before the makeup?
 - How will you ensure that you have returned a completed answer sheet for every student.
 - An answer sheet is completed if it has a label or gridded student information with
 - a response to at least one test question
 - or, a not tested reason (invalidation)
 - What is your plan for maintaining test day records?
 - Where will you keep copies of rosters, irregularity reports, and the supervisor report form in case needed after testing?

Final Information

Tools & Access

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.

Thank You!

Resources

Need Assistance?

- Contact your DAC
- Check the Colorado Website:
www.collegeboard.org/colorado
- Call College Board's Colorado School Day Support: 1-866-917-9030
SATSchoolDaySupport@collegeboard.org
- Contact CDE: Jared Anthony
303-866-6932
Anthony_J@cde.state.co.us

Questions

