

OCTOBER 2015

SAT[®] School Day

Guide for SSD Coordinators



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[®] and the Advanced Placement Program[®]. The organization also serves the education community through research and advocacy on behalf of students, educators, and schools.

For further information, visit www.collegeboard.org.

Contact Information

Services for Students with Disabilities (SSD) Office

SSD Coordinator Help Line: 844-255-7728*

ssd@info.collegeboard.org

collegeboard.org/ssd

For students and parents:

212-713-8333*

collegeboard.org/ssd

SAT Educator Help Line

888-SAT-HELP (728-4357)

sat.help@info.collegeboard.org

SAT Customer Service

866-756-7346

sat@info.collegeboard.org

*The phone numbers for the SSD office have recently changed.

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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 is intended to answer questions you may have about how to make this exciting opportunity run smoothly.

The College Board is committed to ensuring that students with disabilities receive appropriate accommodations, based on each student's individual needs. Accommodations provide access to students with disabilities and offer them opportunities to demonstrate their knowledge that are comparable to those of nondisabled students. We identify appropriate accommodations based on a student's disability documentation, whether verified by his or her school, or as determined by our review of the documentation. The College Board's process for determining appropriate accommodations provides for considerable flexibility and customization when working to accommodate each student's specific needs. For general guidance on requesting appropriate accommodations on College Board tests, visit collegeboard.org/ssd.

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

Information on Nonstandard Testing

The College Board provides testing accommodations to students who, because of a disability, demonstrate a need for accommodations on College Board tests. **College Board approval is required to receive accommodations on the SAT.** Students are encouraged to apply for accommodations as early as possible, and no later than seven weeks before the test date. Note: Students who are already approved to receive accommodations on other College Board tests (such as the PSAT/NMSQT[®]) **do not need to reapply** for approval to receive accommodations on the SAT.

A general overview of accommodations is given below. 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 or extra breaks, are provided in test centers at weekend administrations. For SAT School Day testing, students receiving such 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 test center 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 **100 percent extended time**, breaks as needed, the use of a computer for the essay, or some nonstandard materials such as Braille or cassette 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 will 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 purple tabs in *The SAT School Day Testing Manual*.

Accommodations listed on the Attendance Roster cannot be administered in the same room as accommodations listed on the NAR. They use different testing materials and different scripts in the manual.

Requesting Accommodations for Students with Disabilities

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

The approval process is overseen by the Services for Students with Disabilities (SSD) staff. The online portal at collegeboard.org/ssdonline guides school staff and parents through the process, which is explained below.

Requesting Accommodations Online

SSD Coordinators can submit requests for accommodations by using the College Board's SSD Online service as follows:

1. Ensure that you are in the system as an SSD Coordinator. If needed, follow these steps:
 - › The school must have an SSD Coordinator Form on file with the College Board for you to submit online SSD requests for students and view student information. Additionally, a completed SSD Coordinator Form is required for any school to administer College Board tests with school-based accommodations listed on the NAR.
 - › You will need a Professional Account as an SSD Coordinator to use SSD Online. If you need to establish an account, go to 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 a signed consent form on file in order to submit an online application for accommodations.
3. Go to collegeboard.org/profaccount and select "**Disabilities Accommodation Mgmt**" from the drop-down menu when you log in.
4. Select "**Submit Eligibility Form**" in the top right-hand corner of the dashboard. This will bring you to a new Eligibility Form to start a new request. Complete the questions and submit the form 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 for the College Board's review to the fax number/address on the form. (See "Supplying Additional Documentation" on page 8.)

For more information about submitting a request for accommodations online, see collegeboard.org/ssdonline.



Services for Students with Disabilities

Consent Form for Accommodations Request

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[®], PSAT/NMSQT[®], PSAT[™] 10, and/or Advanced Placement[®] 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[®] 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

If further documentation is needed for the student's application, the system will indicate as such. The documentation suggested will depend on the type of disability and the accommodation requested. If you do not 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 disability leads to a functional limitation in ability to take College Board tests.
- » The requested accommodation is appropriate.

Notification

You will receive an email notification 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 has not received an accommodations decision by the SAT registration deadline, he or she will need to register for SAT School Day without accommodations while awaiting approval. Once the student receives approval for accommodations, he or she must call the SSD office to change his or her registration to reflect the 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 it is recommended 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 for accommodations, a student's parent/guardian will need a paper Student Eligibility Form, obtained by contacting the SSD office. Refer families to collegeboard.org for more information. (See the inside front cover for contact information.)

Using the Nonstandard Administration Report (NAR)

To plan for school day testing of your students, you will 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 registered students and their approved accommodations (nonstandard test format, amount of extended time, etc.). 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 that may have been recently approved. Print your NAR as close to the test date as possible, to ensure you have the most up-to-date information.

NOTE: 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, cassette, large-block answer sheet, etc.) that have been approved for each student so that you can plan for adequate space and staff.

Planning for Testing Time

Students who take the SAT with accommodations listed on the NAR or those who test in a nonstandard testing room take a shorter test than standard test-takers — one of the 10 sections, which is unscored, is eliminated on accommodated tests.

Standard Timing

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

- » Three 5-minute breaks.
- » 3 hours and 20 minutes of testing time (nine sections total).

This can add up to a total of **3 hours 35 minutes of testing time, to which you should add an extra hour for administrative tasks** such as admission, seating, recording students' personal information on the answer sheet, distributing and collecting test materials, and reading the introductory script to begin each section.

Nonstandard Timing

Plan on about six and one-half hours to administer 50 percent extended time. Students taking the nonstandard test with 50 percent extended time receive:

- » Three 5-minute breaks.
- » 5 hours and 3 minutes of testing time (nine sections total).

This adds up to about **5 hours and 20 minutes of testing time**. Allowing for possibly longer administrative time, you should expect these students to spend about an hour and a half more time in the testing room than students taking the SAT with standard timing.

Students who are approved for 100 percent extended time will take the test over two days under your supervision as the SSD Coordinator, following the same process that is used for these students for regular weekend SAT administrations. The testing for students who are receiving 100 percent extended time will end at approximately 12:05 p.m. on the first test day and will resume the following day. Only two breaks are needed, since testing ends on the first day after section 4, when one of the breaks would occur.

Rescheduling Lunch

Lunch must be scheduled for after 12:30 p.m. for standard time and 100 percent extended time test-takers. For 50 percent extended time students, it will take place after 2:15 p.m.

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 area designated for them to assemble before and after testing.		
8 a.m.	Close testing room doors.		
APPROX. TIME	50 PERCENT EXTENDED TIME	APPROX. TIME	100 PERCENT EXTENDED TIME
8–8:35 a.m.	Distribute materials and read preliminary instructions.	8–8:35 a.m.	Distribute materials and read preliminary instructions.
8:35 a.m.	Begin testing.	8:35 a.m.	Begin testing.
9:55 a.m.	5-minute break.	10:15 a.m.	5-minute break.
11:30 a.m.	5-minute break.	12:05 p.m.	First day of testing ends.
12:45 p.m.	5-minute break.	7:30 a.m.	Begin second day of testing (beginning time may vary).
2:15 p.m.	Pencils down.	9:10 a.m.	5-minute break.
		11 a.m.	Pencils down.

Communicating to Students and Parents

Provide clear communications to students and their parents well ahead of test day to help ease any concerns they have about a delayed lunch.

The College Board will send emails to students reminding them to:

- » Eat a hearty breakfast on test day.
- » Bring nutritious, easy-to-eat snacks. They'll have opportunities to eat during the breaks.
- » Bring their photo ID, Admission Ticket, No. 2 pencils with erasers, and approved calculators. They can read more about approved calculators at sat.org/test-day.

Please 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.

Planning Testing Room Use

Fair testing requires well-lit, comfortable surroundings, with ample room between test-takers and minimal opportunities for inadvertent (or planned) 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. Here are some guidelines to help you get started.

Guidelines for Staffing Your Rooms

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

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

In some cases, you may need more than one testing room for students listed on the NAR. Consider whether students may require different enough timing that they'd interfere with one another's concentration, e.g., students with standard timing and students with 50 percent extended timing or breaks as needed. Unless unusually severe disabilities are addressed, only one staff person should be assigned to a student — that is, if a student has a reader, that person should also administer the test to him or her. 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.

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

SSD Online

Online System to Request and Manage Accommodations for Students with Disabilities

The screenshot shows the CollegeBoard SSD Online dashboard. At the top, there is a navigation bar with the CollegeBoard logo, "Services for Students with Disabilities", and links for "My Account" and "Logout". Below this is a "Dashboard" header with helpful links: "About the Process", "Test Dates and Deadlines", "SSD Forms", and "FAQ". A yellow banner indicates "3 Announcements" with a "Show" button. The main content area shows "57 Students" with a "25 per page" dropdown and navigation arrows. There are buttons for "Create Eligibility Roster" and "Merge Students". A link for "Go To State-Allowed Accommodation Dashboard" is present. A search bar allows filtering by "Narrow by:" with a search box containing "311262", and dropdowns for "All Statuses", "All Accommodations", and "All Dates". There are checkboxes for "Only show students with pending Applications" and "Only show students with missing data". A table lists students with columns for "Status", "Student", "Submitted", "Received", and "Next SAT Registration".

Status	Student	Submitted	Received	Next SAT Registration
IN-REVIEW	Def, Abc (#0007546850) <small>OPTIONS ▾</small> Requested: Permission to Test Blood Sugar, Writing +50% (time and 1/2), Reading +50% (time and 1/2), 4-Function Calculator, Mathematical Calculations +50% (time and 1/2), Breaks As Needed Documentation: Received 1 Pages on 16 Jul 2015	16 Jul 2015	16 Jul 2015	
IN-REVIEW	Pat, Pat (#0007548171) <small>OPTIONS ▾</small> Requested: Breaks As Needed, Reading +50% (time and 1/2), Extended Breaks, Permission to Test Blood Sugar, Extra Breaks Between Test Sections Documentation: Received 6 Pages on 16 Jul 2015	16 Jul 2015	16 Jul 2015	
RE-OPENED	Sscprodtestb, Studentb (#0007000002) <small>OPTIONS ▾</small> Requested: Speaking +50% (time and 1/2), Mathematical Calculations +50% (time and 1/2), Writing +50% (time and 1/2), Listening +50% (time and 1/2), Small group setting, Reading +50% (time and 1/2)	18 Jun 2015	18 Jun 2015	
NOT SUBMITTED	Blue, Laura (#0007546825) <small>OPTIONS ▾</small>			

What does it allow 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, according to each student's individual disability profile
- » Manage your students' accommodation requests
- » Eliminate the need for paper SSD Eligibility Forms
- » Request accommodations online

- » Generate and print Nonstandard Administration Reports (NARs) for students registered to test with school-based accommodations

How do you get access?

- » Visit SSD Online at collegeboard.org/ssdonline to get specific instructions about access.
- » Create a College Board login at collegeboard.org/profaccount
- » Submit a completed SSD Coordinator Form, available at collegeboard.org/students-with-disabilities/forms. You will receive an access code that will allow you to begin using SSD Online.

