
Oklahoma SAT[®]

Spring 2018 Implementation

Session Goals

Our goal today is to share the latest information about the state-provided SAT.

College Board and OSDE will be continuing to finalize implementation details and as more information becomes available we will share through the OSDE website: <http://sde.ok.gov/sde/college-and-career-readiness-assessments>. Today we will provide:

- An overview of SAT administration
- An update on changes planned for 2018

Look for:



Agenda

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- SAT & Accountability
 - New for Spring 2018
 - Before the Test
 - During the Test
 - After the Test
 - Questions and Answers

SAT[®] and Accountability

Spring Test Administration

Test Dates

- SAT will serve as the assessment for 11th grade accountability.
- OSDE will provide the SAT with Essay to all juniors attending public high school for free.
- Most students will be required to test on a single day. Students with accommodations that extend testing time beyond a standard school day, require a separate setting or test format will have a two week window to complete testing.
 - Primary test day is: **April 10, 2018**
 - Accommodated Testing Window: **April 10, 2018 – April 23, 2018 (accommodation requests must be submitted by February 19, 2018)**
 - Makeup test day is: **April 24, 2018**
 - Digital testing option: **April 10–12, 2018** (one district)

Implementation Key Dates

Preliminary Spring 2018 Key Dates

Activities	SAT School Day
AI Code confirmation	December 2017
Off-Site Request Deadline	December 15, 2017
Request Accommodations	Now – February 19, 2018
Receive Supervisor Planning Kits	Late February 2018
Test Day Online Training	February – April 2018
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
Accommodated Testing Window (eligible students only)	April 10, 2018 – April 23, 2018
Provide Counts of Students Requiring Makeup Testing	April 12, 2018
Makeup Test Administration	April 24, 2018
Final Materials Return for Scoring	No later than April 28, 2018

Testing Staff Roles

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- **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 Roles

Test Supervisor

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- 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, receiving all communications from the College Board.**
 - ***Identify at least one Associate Supervisor to serve as the back-up Test Supervisor***

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

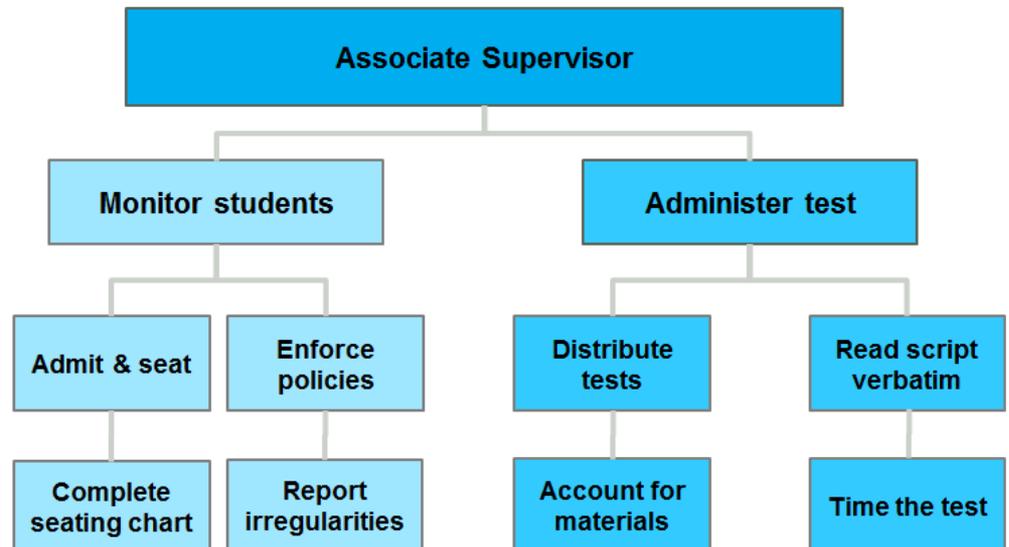
- The Test Supervisor is now responsible for planning the administration for ALL students, including those with accommodations.
 - The SSD Coordinator is responsible for applying for accommodations and printing the list of students approved for accommodations.
 - The Test Supervisor can enlist the help 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

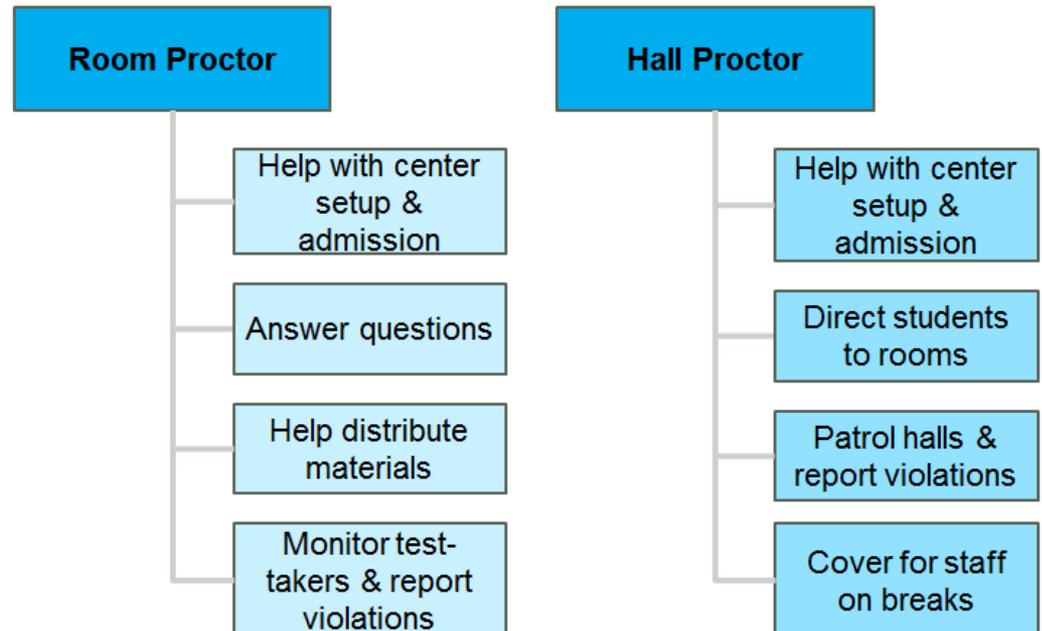
- The **Associate Supervisor(s)** is responsible for:
 - Managing all activities that happen in the testing room.
 - Conducting the test and monitoring test-takers to ensure a fair administration.
 - Each room requires one Associate Supervisor.
 - One Associate Supervisor must be designated as the back-up 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 make sure the testing area remains quiet and secure.



What's New in 2018?

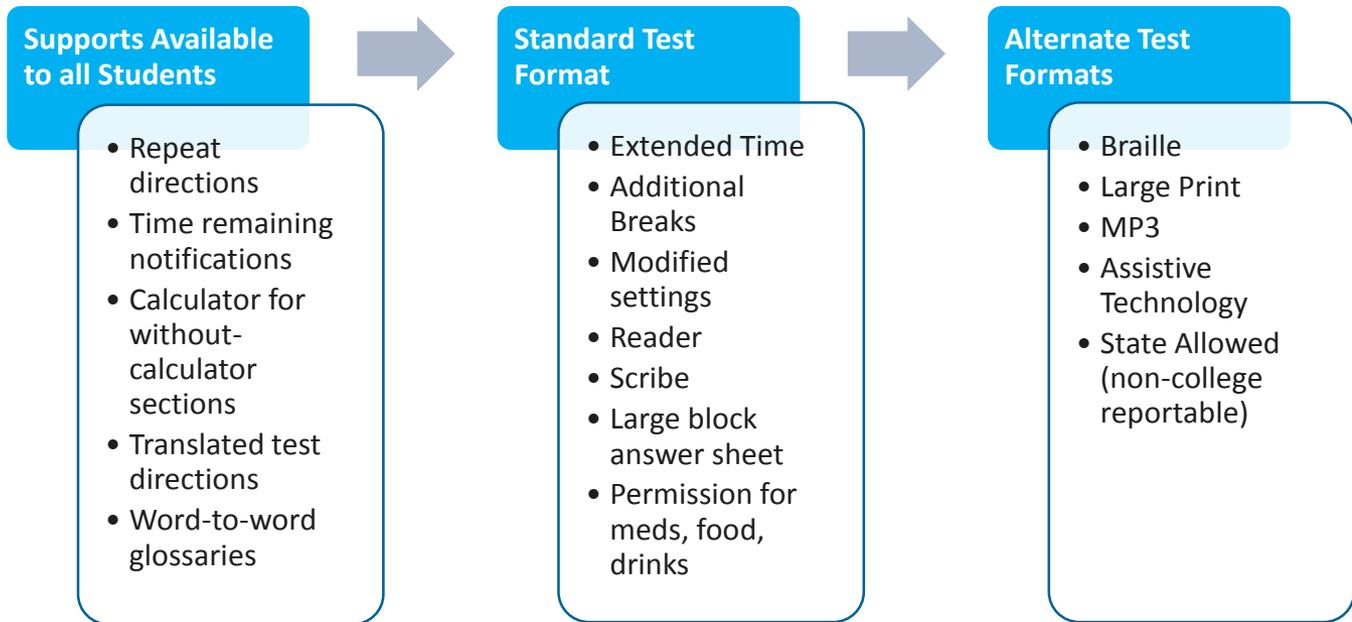
New for Spring 2018

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- Introduction of Oklahoma-specific handbooks
 - Simplified Test Day processes, by eliminating
 - Paper registration forms
 - Admission tickets
 - Improved roster capabilities
 - ***the elimination of the online attendance roster (ETS roster)***
 - ***enhancements to the Nonstandard Administration Report (NAR) roster to include all students with accommodations, room groupings, and test windows***
 - Enhancements to accommodations and supports
 - Improved accommodations supporting information
 - Additional languages supported for EL students using glossaries and/or translated test directions.
 - Eliminated the pink test book
 - **Modified the photo ID requirements**

Before the Test

Overview of Accommodations

Accommodations & Supports



College Board Accommodations

- 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 through our Services for Students with Disabilities (SSD) Online system. There are two types:
 - **College Board Accommodations:** Students with College Board approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
 - **State Allowed Accommodations (SAA):** These are state specific accommodations defined by WVDOE. Students, schools and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

English Learner Supports

- **English Language Learner (ELL) Supports**
 - Scores will be college and scholarship reportable
 - NO advance request required
- **Translated Test Directions for ELL students**
 - Printed versions of the test directions will be downloadable for educators to distribute to students on test day as needed.
 - Languages: Albanian, Arabic, Bengali, Bosnian, Cambodian/Khmer, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Italian, Polish, Portuguese, Russian, Somali, Spanish, Urdu, Vietnamese. Additional languages in review.
 - Other languages can be supported through local translation of test directions “on the fly” by translators approved by your district/school.
- **Word for Word glossary for ELL students**
 - School may provide approved glossaries to students on test day. The list of approved glossaries is available at:
<https://collegereadiness.collegeboard.org/pdf/college-board-approved-glossaries-eight-languages.pdf>

Types of College Board Accommodations

Timing

Accommodation	Day(s)	What to Know
50% extended time for reading	1 or 2 Days	<ul style="list-style-type: none"> Students will test in 1 day if taking SAT and 2 days if taking SAT with Essay. Students will test in 1 day for PSAT. Student will receive extended time for ALL sections. Student must use the entire time for which they are approved. Student will automatically be approved for extra breaks.
50% extended time for math	1 Day	<ul style="list-style-type: none"> Student will receive extended time only for the math sections. Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for reading	2 Day	<ul style="list-style-type: none"> Students will receive extended time for ALL sections. Students must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
100% extended time for math	1 Day	<ul style="list-style-type: none"> Student will receive extended time only for the math test. Student must use the entire time for which they are approved. Student will automatically be approved with extra breaks.
50% extended time for writing (SAT only)	1 Day	<ul style="list-style-type: none"> Student will receive extended time only for the essay portion of the test. Student must use the entire time for which they are approved.
100% extended time for writing (SAT only)	1 Day	<ul style="list-style-type: none"> Student will receive extended time only for the essay portion of the test. Student must use the entire time for which they are approved.

Types of College Board Accommodations

Breaks

Accommodation	Day(s)	What to Know
Extra Breaks	1 Day	<ul style="list-style-type: none">Given a break halfway through longer sections and a break after every section.
Extended Breaks	1 Day	<ul style="list-style-type: none">Given breaks at the standard time but breaks are typically twice as long.Some students who request extended breaks may need additional accommodations such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.
Breaks as Needed	1 Day	<ul style="list-style-type: none">Typically given to students with physical or medical conditions.Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.Some students who request breaks as needed may need additional accommodations, such as permission to eat, take medication, or permission to test blood sugar. These must be requested specifically.

Types of College Board Accommodations

Reading/Seeing Text

Accommodation	Day(s)	What to Know
MP3 Audio	2 Days	<ul style="list-style-type: none">• Audio version of the test, delivered on a flash drive.• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.
Reader	1 Day	<ul style="list-style-type: none">• Student will be read the SAT/PSAT aloud by an adult.• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)• Student automatically receives 50% extended time and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

Types of College Board Accommodations

Reading/Seeing Text (continued)

Accommodation	Day(s)	What to Know
Assistive Technology Compatible (ATC)	1 Day	<ul style="list-style-type: none"> Digital version of the test, delivered on a flash drive. For use with screen readers and other assistive technology Student is automatically given 100% extended time on the writing and language section only. Student must use the entire time for which they are approved. They cannot move to the next section when they are finished, even if they are the only student testing.
Braille	1 Day	<ul style="list-style-type: none"> Student will receive either a EBAE with Nemeth Math or UEB with Nemeth Math test book. Student will receive a Braille Figure Supplement Typically approved with another accommodation such as scribe or braillewriter to record answers.
American Sign Language (ASL)	1 Day	<ul style="list-style-type: none"> Student will receive test directions, the only listening portion of the SAT/PSAT, in ASL by an adult. Interpreters must meet testing staff requirements (i.e. must be an employee of the district, must complete test administration training)

Types of College Board Accommodations

Recording Answers

Accommodation	Day(s)	What to Know
Writer /Scribe	1 Day	<ul style="list-style-type: none">• Student will have an adult transcribe answers onto the answer sheet.• Student automatically receives 50% extended time and extra breaks on all sections.• Student must use the entire time for which they are approved. They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.

Setting

Accommodation	Day(s)	What to Know
Small Group Testing	1 Day	<ul style="list-style-type: none">• Will depend on the number of students in the group and the size of the room.• There is no minimum number of students that must be tested in a room, so if the school has the capacity to put 10 students in a room, there is no need to request a small group accommodation.
Home/Hospital Testing	1 Day	<ul style="list-style-type: none">• Requested through SSD Online• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).

State Allowed Supports and Accommodations

- Also known as SAAs
- The SAAs that follow are examples of commonly requested supports.

Accommodation	Day(s)	What to Know
EL – Extended Time	1 Day	<ul style="list-style-type: none"> • Student receives 50% extended time and extra breaks on all sections. • Student must use the entire time for which they are approved.
EL – Math Only	1 Day	<ul style="list-style-type: none"> • Use for students required to take only the mathematics portion of the assessment. (e.g., students with limited English proficiency who are also “First Year in U.S. School”. • Students will only take the Math portion of the SAT/PSAT.
Other		<ul style="list-style-type: none"> • All College Board Accommodations are also available as a State-Allowed Accommodations if needed. • For students with disabilities, all requests should be submitted as a College Board Accommodation first so students receive college reportable scores.

Overview of Accommodations

Staff & Roles

Request Accommodations

Manage Accommodations

**Non-Standard Administration
Report**



Roles & Responsibilities

A school may have more than one SSD Coordinator. A primary coordinator will be identified to support the Test Supervisor and oversee accommodated testing.

All SSD Coordinators are responsible for:

- Being the school's liaison with the College Board's Services for Students with Disabilities office.
- Submitting accommodation requests for students with demonstrated needs.
- Coordinating with your school's Test Supervisor on the schedule of testing rooms and staff needed for accommodations test administration.
- Assisting with administering the test as needed.
- Monitoring and printing the Non-standard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.

The Tools

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- **Services for Students with Disabilities (SSD) Online:**
The system for requesting accommodations. College Board will use this system to determine which materials are needed for students.
 - **Non-Standard Administration Report (NAR):**
The NAR will provide a list of students approved for accommodations and provide which accommodations have been approved for testing, which materials are needed, and when students will test.
 - **Eligibility Roster:**
A listing of all students at your school (Attending Institution - AI) with accommodations.

Overview of Accommodations

Staff & Roles

Request and Manage Accommodations

Non-Standard Administration Report



College Board Accommodations

The majority of students with a current Individualized Education Program (IEP) or 504 Plan will have those same accommodations automatically approved

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- All accommodations requests will be submitted through the College Board SSD Online system.
 - The entry of accommodations will go through one of two paths:
 - **School verification** – Most requests will be approved automatically through our school-verification system. The SSD Coordinator verifies that the student meets College Board eligibility criteria and the student has documentation on file (e.g. IEP or 504).
 - **Documentation Review** – Some requests require documentation such as extended time more than 100%, different types of assistive technology and software, large print test book sizes greater than 20 point font, and other special requests. These exceptions will require documentation for further clarification.

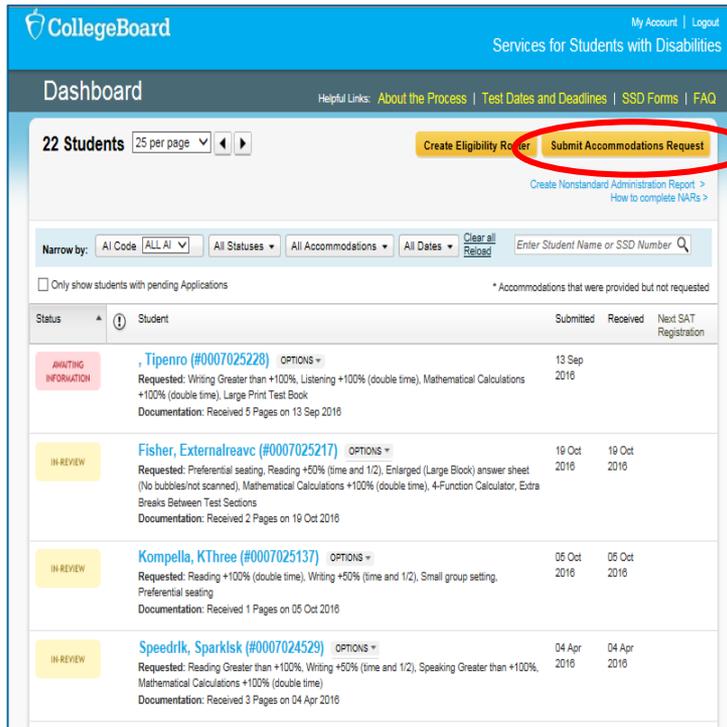
Documentation Guidelines

Documentation should address:

- **What:** Provide the student's documented disability
- **How:** Describe the functional impact and degree of impact. The mere presence of a disability does not necessarily mean a student requires testing accommodations on College Board tests.
- **Why:** Show the need for the specific accommodation being requested.

- If requested, documentation that includes the following information is most helpful in the review process:
 - State the specific disability as diagnosed
 - Be current (varies based on disability/documentation)
 - Provide relevant educational, developmental and medical history
 - Describe the comprehensive testing techniques, if applicable
 - Describe the functional limitations
 - Describe the specific accommodations
 - Establish the professional credentials of the evaluator
- Send documentation that was used to make the determination even if out of date with any current information about the student. Please note that schools are not required to have students retested to support any documentation request.
- Any application can be resubmitted if not approved with additional documentation for consideration even if after the SSD submission deadline.

Using SSD Online



The screenshot shows the CollegeBoard SSD Online dashboard. At the top, there is a blue header with the CollegeBoard logo and "Services for Students with Disabilities". Below this is a "Dashboard" section with navigation links: "Helpful Links: About the Process | Test Dates and Deadlines | SSD Forms | FAQ". A "22 Students" summary is shown with a "25 per page" dropdown and two buttons: "Create Eligibility Request" and "Submit Accommodations Request", the latter of which is circled in red. Below the buttons are filters for "Narrow by:" (AI Code, ALL AI, All Statuses, All Accommodations, All Dates) and a search bar for "Enter Student Name or SSD Number". A checkbox option "Only show students with pending Applications" is present. The main content is a table of student requests with columns for Status, Student, Submitted, Received, and Next SAT Registration.

Status	Student	Submitted	Received	Next SAT Registration
AWAITING INFORMATION	Tipenro (#0007025228) OPTIONS - Requested: Writing Greater than +100%, Listening +100% (double time), Mathematical Calculations +100% (double time), Large Print Test Book Documentation: Received 5 Pages on 13 Sep 2016	13 Sep 2016		
IN REVIEW	Fisher, Externalreavc (#0007025217) OPTIONS - Requested: Preferential seating, Reading +50% (time and 1/2), Enlarged (Large Block) answer sheet (No bubbles/not scanned), Mathematical Calculations +100% (double time), 4-Function Calculator, Extra Breaks Between Test Sections Documentation: Received 2 Pages on 19 Oct 2016	19 Oct 2016	19 Oct 2016	
IN REVIEW	Kompella, KThree (#0007025137) OPTIONS - Requested: Reading +100% (double time), Writing +50% (time and 1/2), Small group setting, Preferential seating Documentation: Received 1 Pages on 05 Oct 2016	05 Oct 2016	05 Oct 2016	
IN REVIEW	SpeedrIk, SparklSk (#0007024529) OPTIONS - Requested: Reading Greater than +100%, Writing +50% (time and 1/2), Speaking Greater than +100%, Mathematical Calculations +100% (double time) Documentation: Received 3 Pages on 04 Apr 2016	04 Apr 2016	04 Apr 2016	

- New Requests
 - Log in to www.collegeboard.org/ssdonline
 - Click “Submit accommodation Request” in upper right corner.
 - Enter basic student information (name, dob, address)
 - Provide disability
 - Request accommodation(s)
 - Answer questions about the student’s plan
 - Review & Submit (include documentation if requested)
- Manage Requests
 - Add/Remove accommodations
 - Transfer students
 - Update student information
- Print Reports

Overview of Accommodations

Staff & Roles

Request and Manage Accommodations

Non-Standard Administration Report



The SAT Nonstandard Administration Report (NAR)

Simplified room planning

- Includes three sections
 - Section 1: Student Summary
 - Section 2: Students who test on the primary admin
 - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room.
- Indicates the color test book to administer
- Identifies the name of the 'test script' to read
- Provides additional instructions for accommodated students

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
S2	Graomlks, Goraomla SSD #0007025812	Extra Breaks Between Test Sections	SAT with Essay	Purple	One day	Script 2	
T2	Smith, Jaslee SSD #0007025798	Extra Breaks Between Test Sections , Large Print Test Book - 14 point	SAT	Purple	One day	Script 2	
T2	Szymanski, Ella SSD #0007025799	Extra Breaks Between Test Sections	SAT	Purple	One day	Script 2	
T3	Tfosrolks, Reaomlka SSD #0007025811	Extended Breaks , Permission to Test Blood Sugar , Small group setting	SAT	Purple	One day	Script 1	
T5	Liraimls, Dredraola SSD #0007025813	Wheelchair Accessibility , Permission for food/medication , Reading +50% (time and 1/2)	SAT	Purple	One day	Script 3	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)					



Before the Test

BREAK

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your School

School Establishment

- Based on survey responses provided by your Principal, schools are 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 14
 - Supervisors received confirmation of their school's AI code in December and early January
 - If you participated in the SAT administration 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 this year unless you are using off-site testing locations. The AI code is the only code you will need for forms and reporting.**
- *Coordinate testing for off campus and out of district students.*

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be done through bulk upload between College Board and the OSDE Student Information System (SIS) at the end of January.
- Between November and December, principals and Test Supervisors updated student enrollment information in OSDE's SIS to prepare for pre-identification (registration) of students for SAT.
- 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.

Prepare Your School

Accommodations

- 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. Accommodations requests are due by February 19, 2018. There are two types:
 - **College Board Accommodations:** Students with approved accommodations will receive college reportable scores. Once approved for accommodations, with limited exceptions, a student remains approved for all College Board tests.
 - **State Allowed Accommodations (SAA):** These are state specific accommodations defined by OSDE. Students, schools and the state will receive scores, however the scores are not college reportable. These accommodations apply to state testing only and are requested for each state administration.

Prepare Your School

Accessing SSD Online

- If you are a returning SSD Coordinator, confirm your access and password to SSD Online are still active.
- If you are a new SSD Coordinator, you will need to request access to the SSD Online system so you are ready to enter accommodations request when the window opens.
- To access the system, the SSD Coordinator will need to:
 - Have a College Board Professional Account
 - Complete the [SSD Coordinator Form](#), found on www.collegeboard.org/ssd
 - Receive an access code to link your SSD Online access to your College Board professional account. (First time only)
- In order to gain access, 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.

Prepare Your School

Review Student Needs

- Test Supervisors and SSD Coordinators will need to work together.
- Identify students who will be testing this year and confirm accommodations
 - Use the Dashboard to lookup students, or
 - Print the Eligibility Roster. The Roster provides all students approved for accommodations at your school.
- For students without an approved accommodation, submit a new request.
- For students with already approved accommodations, verify
 - The accommodations approved match the student's current identified IEP/504 accommodations.
 - The student information name, birth date, and graduation date are correct.
- *For any students no longer at your school, notate the information on the eligibility roster. Fax the roster to (866) 360-0114 to have students removed from your Dashboard and reports.*

Prepare Your School

SSD Resources

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- Additional webinars around implementation and accommodations will be made available as needed or reach out to your College Board Oklahoma Team.
 - For the latest information, please visit [OSDE's College and Career Readiness Assessments site](#) for the latest information.
 - More information will be provided regarding:
 - Late or unexpected accommodations requests
 - Temporary conditions caused by injury or accident, do NOT submit via SSD Online. More information will be provided in the accommodations training.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Yourself

Tasks for the Supervisor

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- Complete online Supervisor's training
 - Read the Supervisor's manual
 - Distribute Testing Room manuals to associate supervisors and SSD Coordinator(s) for their review
 - Review the contents of the Supervisor's Planning Kit which will arrive in late February

Prepare Yourself

Online Supervisor's Training

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- Test Supervisors will receive an email with a link to access online training in late January. Once accessed, the training will be available through your College Board Professional Account.
 - Share the link with other staff, as necessary.
 - Plan for approximately 45-60 minutes to complete.
 - 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.

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

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Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Build Your Lists

Tasks for the Supervisor

-
- **The Online Attendance Roster (ETS) roster has been eliminated.**
 - Supervisors will locally create students lists and room rosters to use.
 - Supervisors will work with the SSD Coordinator to understand numbers of students testing with accommodations.
 - More information about creating rosters will be in the supervisor's manuals.

Updates

Build Your Lists

Nonstandard Administration Report (NAR)

- The Nonstandard Administration Report (NAR) will be the roster of all students testing with accommodations.
- Lists ALL students approved for accommodations
- Grouped by students that must test on the primary day and those that can test in the accommodated window
- Includes what test book color and the script name the student should use

SECTION 2. Students who can test in the window

Testing Group	Last Name, First Name (Mark X if absent on test day)	Approved Accommodations	Test Type	Test Book Color	One or two day testing	Script Name	Test Room Code and Associate Supervisor
SB2	Graomlktgtoralllkkillamroaktikksargre, Treaoimllarklkalkjtjl SSD #0007025801	Reading +100% (double time) , Extra Breaks Between Test Sections , Writer/Scribe to Record Responses , Readers , Assistive Technology , Mathematical Calculations +100% (double time)	SAT	Blue	One day	Script 3	
Additional Instructions		Assistive Technology:Test conflict reason Refer to Appendix for instructions for the following accommodations: Reading +100% (double time) , Writer/Scribe to Record Responses , Readers , Assistive Technology					
SB2	Raiaaa, Tottrie SSD #0007025802	Readers , Reading +50% (time and 1/2)	SAT	Blue	One day	Script 3	
Additional Instructions		Refer to Appendix for instructions for the following accommodations: Readers , Reading +50% (time and 1/2)					

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Plan Your Space

Planning for Testing Rooms

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- The size of cohort testing and the size of rooms used for testing will determine number of rooms needed.
 - 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
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building
 - Access to restrooms

Plan Your Space

Seating and Furniture Requirements

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

Plan Your Space

Sample Seating Plans

SAMPLES OF APPROVED SEATING PLANS: X = ONE EXAMINEE

Plan IA: level seating

← 4' →

Plan IB: level seating

← 4' →

Plan II: elevated seating

Plan III: tables

X

6' or less

X ← 4' → X ← 4' → X

More than 12'

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Plan Your Staff

Planning for Staffing Needs

-
- Each school should plan for 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.
 - Testing staff members should be certified district employees.
 - Some schools utilize aides, paras, substitutes, coaches. However, staffing should reflect state requirements.

Plan Your Staff

Staffing Requirements

- Test Day staff cannot be employed by an **outside test-prep company**.
- Test Day staff cannot have taken the SAT within **180 days of the administration date**.
- 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**.
- Test Day 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**.
- In small test centers, Test Day staff may serve multiple roles in a small test center. We recommend the Test Supervisor remain in the test room and have the additional test day staff serve the Hall Proctor.
- In large test centers, 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 around the test center, 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.
Additional note: SDE requires proctors for every room in addition to the test administrator.
- 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

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Build Your Schedule

Administration Timing

- Testing **MUST** be done in the morning.
- The administrative time below includes passing out and collecting test booklets and other test day administrative activities. **It assumes that students have already participated in a preadministration session and completed the student questionnaire portion of the answer sheet.**

SAT	SAT with Essay - Standard Room (in minutes)
Administrative activities	30
Reading	65
Break	10
Writing and Language	35
Math (no calculator)	25
Break	5
Math (with calculator)	55
Break	2
Book collection/ Essay distribution	15
Essay	50
Total (hours, minutes)	4 hours 52 minutes

Build Your Schedule

Planning the Test Day Schedule

-
- 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



Build Your Schedule

Plan a Preadministration Session

23 Student Identification											
<input type="radio"/> Student ID No.						<input type="radio"/> Social Security No.					
0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9

- Each school will receive a shipment of **preadministration materials in mid-March**. This shipment will include:
 - Answer sheets
 - Pre-ID labels (shipped separately but arriving at the same time)
 - Student Answer Sheet Instructions
 - SAT School Day Student Guides
 - The testing manual containing preadministration instructions for Supervisors
- Schedule a session (approximately 45 minutes) ahead of test day to allow your students to fill in student background information and request their four free scores sends.
- Affix pre-ID label to front of student answer sheets before the session.
- **Students will use their state assigned student ID as their Student ID number on the answer sheet.**

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Students

Student Preparation

- Distribute the *SAT School Day Student Guide* received in your preadministration shipment to students as soon as possible.
- Students can find answers to general questions about the SAT and what to expect on test day at sat.org.
- Share information with students about Khan Academy for free, personalized, online SAT practice at [SAT Practice](https://satpractice.khanacademy.com).
- 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.
- Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.

Prepare Your Students

Khan Academy SAT Practice



Full Length Practice Tests

Six 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

Before the Test

Prepare Your School

Prepare Yourself

Build Your Lists

Plan Your Space

Plan Your Staff

Build Your Schedule

Prepare Your Students

Prepare Your Materials



Prepare Your Materials

Shipments

- Your school will receive a number of shipments related to your test administration.
- **It is important to note that each shipment may come in multiple boxes and that materials for students testing with accommodations will arrive separately from standard materials.**



Shipment	Contents (Not Exhaustive)	Delivery
Supervisor Planning Kit	Sample manuals and test day forms, posters	Late February
Preadministration: Materials	Answer sheets, instruction booklets for students, student guides, all manuals	Mid-March
Preadministration: Pre-ID Labels	Labels for each student pre-ID'd at your school.	Mid-March
Test Materials	Test books, extra answer sheets, return kits	First week of April

Prepare Your Materials

Supervisors Planning Kit

-
- SAT School Day Supervisor’s Manual
 - Preview copies (2) for supervisor planning
 - SAT School Day Standard Testing Room Manual
 - Preview copies (10) to share with test day staff
 - SAT School Day Accommodated Testing Room Manual (4)
 - Preview copies (4) for SSD Coordinator(s) planning
 - Sample Supervisor Irregularity Report (SIR) form
 - Test Materials Matrix
 - An illustration of all materials that will be shipped for the Oklahoma SAT School Day

Prepare Your Materials

Preadministration Shipment

-
- Labels will be shipped to schools for all students pre-ID'd by the deadline.
 - **Schools will receive a label for each pre-ID'd student to be affixed to the answer sheet.**
 - **For any students not included in the pre-ID file, they will grid all fields on the answer sheet.**
 - Answer sheets
 - Student Answer Sheet Instructions
 - *SAT Student Guides*
 - Copies of ALL manuals required to support your school, including manuals to be used by the Associate Supervisors on test day.

Prepare Your Materials

Test Materials

-
- Secure test materials (test books) will be delivered **approximately a week** prior to test day.
 - **All testing materials will be addressed to the Test Supervisor.**
 - Test materials must be stored securely, once delivered.
 - **Check contents of boxes within 24 hours** of delivery using packing lists.
 - Contact College Board immediately if there is a problem with your shipment – see Supervisor’s Manual for specific instructions.
 - **Check materials daily until test day.**
 - Contact College Board immediately if materials show evidence of tampering.
 - **Save the boxes and labels included. They will be used to return answer sheets and test books after testing.**



Prepare Your Materials

Test Manuals

- College Board will provide an Oklahoma-specific handbook for the SAT for general information.
- The SAT manuals provide specialized information to each type of test day staff.
 - Supervisor's Manual
 - Includes information about the test day set-up, preadministration session, forms, and return of standard and nonstandard materials
 - Standard Testing Manual
 - Includes all test day scripts and information needed by associate supervisors
 - Accommodated Testing Manual
 - Includes test day scripts for accommodated rooms

Tracking Materials

-
- Supervisors will receive shipment tracking emails which include:
 - Tracking numbers
 - Summary of shipment contents
 - Tracking emails are generated as the shipment is being prepared.
 - **Tracking numbers in the email will become valid once shipped.**

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 on the OSDE SAT site.
 - 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**, **Bosnian**, **Cambodian/Khmer**, Chinese/Mandarin, **French**, **Gujarati**, Haitian Creole, **Hindi**, **Italian**, Polish, Portuguese, Russian, **Somali**, Spanish, **Urdu**, Vietnamese.
 - Languages in bold are new for 2018.
 - Additional languages are still being considered.
 - Directions will be available to print from on the Oklahoma and College Board websites in February.
 - Other languages can be supported “on the fly” by approved translators.



Updates

During the Test

Student Check-In

Updates

- 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 room 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.
- Mark attendance on your student list/roster in pencil. Check each student in as follows:
 - Write a **"P" (Present)** next to the name of each student who checks in.
 - After check-in is complete, put an **"A" (Absent)** next to the name of any student who is absent.

Photo ID Policy



-
- **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

- **Copying and prohibited communication are the most common ways for students to obtain an unfair advantage.**
- During testing, staff must:
 - **Watch for roaming eyes.** Some students may try to copy from a neighbor.
 - **Carefully observe students using calculators.** A smart phone can be disguised as a calculator through the use of a plastic cover.
 - **Watch for signals.** Students may signal across a testing room by using their hands, tapping their feet, using different colored pencils, and so on.
 - **Always note any such activities on the SIR.** Immediately report significant problems or events that interfere with specific testing procedures or that compromise test security.

Distributing Test Materials

-
- **On test day, you must count the test books:**
 - When distributing materials to associate supervisors and SSD Coordinators on test day
 - When collecting materials from associate supervisors and SSD Coordinators and preparing them for return
 - Ensure that your associate supervisors account for testing materials in the testing room as instructed in their manual. Associate supervisors must count the test books:
 - After receiving the materials from you
 - After distributing materials to students
 - After collecting multiple-choice books
 - **Before they dismiss students from the testing room**

Reporting Test Administration Irregularities

-
- Use the **SIR** to record an irregularity, including:
 - Security incidents
 - Misconduct
 - Test question errors or ambiguities
 - Other incidents or disturbances
 - Student complaints
 - Make sure reports are complete and explicit. Fill out just one form for each issue, even if it affects more than one student (such as mistiming).
 - Irregularities filed by associate supervisors must be countersigned by the Test Supervisor, who should add any information that might be useful.
 - **Keep a copy of any SIRs submitted should College Board require additional information during their review.**
 - They will also be useful when completing your makeup materials requests.

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?

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.**

Best Practices

- Do you have any strategies that you use to make test day go smoothly to share with the group?

BREAK



After the Test

Supervisor's Report Form (SRF)

- SRFs will be returned for each assessment.
- The supervisor is responsible for completing the SRF.
- When testing has concluded, the Test Supervisor is required to count the number of answer sheets and record the number on the SRF.
- This form is scanned and must be completed using a No. 2 pencil.
- You cannot make copies of this form.
- A sample form is included in the supervisor's manual.
- Make sure you have your six-digit AI code available when completing this form.

SUPERVISOR'S REPORT FORM (SRF) FOR SCHOOL-DAY SAT® TEST SUPERVISORS MUST BE RETURNED WITH USED ANSWER SHEETS

Print and fill in the appropriate circles on this form. Use a No. 2 pencil only.
For details on this process, please refer to your manual.

1 TEST CENTER INFORMATION

School Name: Our High School

Address: 123 Main Street

City: Anytown, State: State Zip/Postal Code: 12345

SAT

2 ACTUAL TEST DATE

Month: APR Day: 11 Year: 2017

3 SCHEDULED ADMINISTRATION MONTH

October
 February
 March
 April
 May

For Makeups:
Bubble the originally scheduled exam month.

4 MAKEUP EXAM

This is an SRF for a makeup exam. Please review box 3 to ensure that you have correctly marked the month originally scheduled for this exam.

5 TEST CENTER RESPONSES

9	9	9	9	9	9
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

6 USED ANSWER SHEET HAND COUNTS

Count by hand the used answer sheets and record quantities in boxes 6, 7, and 8.

(6) Used Large-Block Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+			
(7) Used Regular Answer Sheets (INCLUDE sheets that are incorrectly gridded or defective)	+		311	
(8) Total Count of Used Answer Sheets Returned (a+b)	=		316	

7 SAT WITH ESSAY

Yes
 No

8 TOTAL USED ANSWER SHEETS RETURNED

Fill in the box using leading zeros (e.g., 0123) and fill in the corresponding circles.

03116

0	3	1	1	6
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

9 Are you submitting a Supervisor's Irregularity Report?

No
 Yes

10 TEST CENTER SUPERVISOR'S SIGNATURE

The test center answer sheets returned have been hand counted. The information above is accurate to the best of my knowledge.

Signature: Sally Supervisor

Date: 4/11/2017



Returning Materials



-
- For SAT, you will receive **two sets of return materials**:
 - One for all standard and nonstandard students who finish testing on the primary administration
 - One for students testing in the accommodated window
 - Standard and nonstandard materials can be returned together this year.
 - ***New return materials for the makeup will be sent with makeup materials.***

Packing Materials

UPS
Label

Pearson
Label

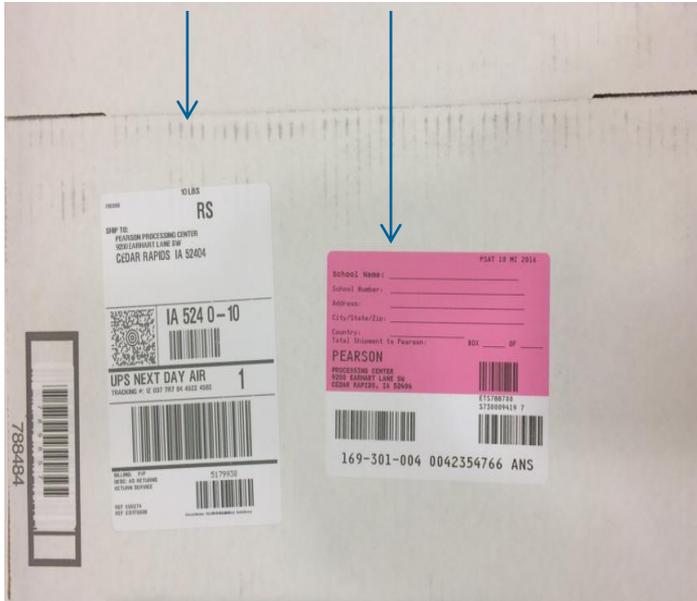


Image of white box for returning answer sheets

- Packing Answer Sheets
 - Answer sheet return bags/boxes will have two labels pre-applied: a colored label and a UPS shipping label.
 - Refer to your supervisor's manual for detailed directions on returning answer sheets.
 - Used answer sheets and other materials needed for scoring from the primary School Day test date must be returned the day after the test. **Any late returns could result in a delay in scoring and reporting of results.**
 - Used answer sheets for students testing in the accommodated testing window must be returned as soon as all accommodated testing is complete.

Packing Materials

TB Returns



- Packing Test Books
 - **Reuse the boxes your test materials arrived in to return test books**
 - Loose UPS labels will be included in the shipment with the header "TB Returns"
 - **In addition, loose colored labels will be included in the shipment to be applied to the test book return boxes.**
 - Apply one label of each type to each box
 - Be sure to look for these labels when receiving your materials. They may shift to the bottom of the box during shipment.

Image of loose UPS label that needs to be affixed to outside of box

Revised Diagrams

Returning Used Answer Sheets and Forms

1. Pack

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

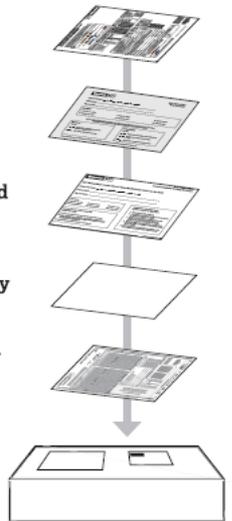
Supervisor's Report Form (SRF)

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

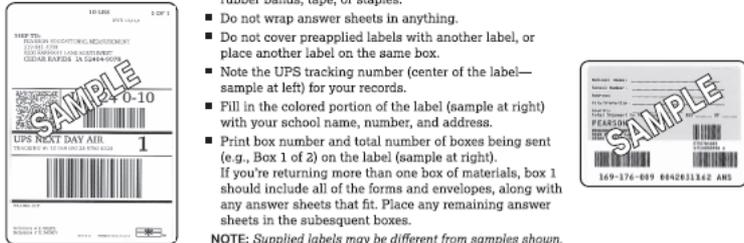
Place these, if any, on top of the regular used answer sheets.

- 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.

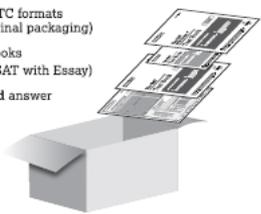


Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack

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

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

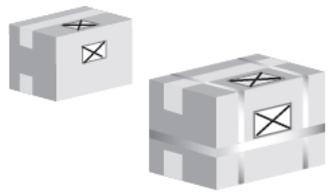


Include all packed cartons together in one return shipment and clearly mark them as a set (e.g., "Box 1 of 2").

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 makeup date for the primary test date, these must be carefully distributed to the matching students.
- If your label is missing, contact TAS.

Test Materials Return Schedule

-
- **The day before testing, the Test Supervisor will receive an email with information about the test materials pick-up which will include:**
 - a UPS confirmation number along with the date and time of the pick-up
 - information on how to change the date and time of the pick-up, if necessary
 - or, alternate directions If UPS is not available in your area
 - Follow packing and addressing instructions in the manual.
 - Prepaid shipping labels, with the correct addresses for each box, are included with the test material shipment.
 - Errors in packing or shipping will lead to score delays for students.
 - Refer to the contact page in the supervisor manual if you have any questions.

Material Pickup

-
- The pre-arranged UPS delivery to pick up test materials will be arranged for **the day after** testing to allow for more time to organize and package testing materials after testing has completed.
 - If you have students testing in the accommodated window and ALL students have finished testing before the window ends:
 - Give shipments to UPS during one of your school's regular pickups (if you have one).
 - Call the Educator Hotline to schedule a pickup at **855-373-6387**
 - Wait until the next scheduled pickup for the makeup materials.
 - For schools administering at an offsite location, UPS pickups will occur in the afternoon **on test day** to accommodate those locations where the supervisor will no longer be on-site the following day.

SAT Makeup

-
- Students, not testing in the accommodated window, who miss the primary test date will test on **4/24/18**.
 - 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, for the makeup test date for students who were absent on the primary test date.

Score Reporting

-
- All answer sheets must be shipped by 4/28/18.
 - Answer sheets may not be scored if received late.
 - Student Reporting Portal - centralized portal for students to access their PSAT™ 8/9, PSAT/NMSQT®, PSAT™ 10, and SAT® score reports.
 - 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
 - These scores are for SAT reporting, not for accountability.

Final Information

Review of Enhancements

Making things easier for educators

-
- Created Oklahoma specific handbooks for general information.
 - Student data questionnaire and answer sheet have been combined for less paperwork.
 - Eliminated pink test books for SAT.
 - Discontinued use of the ETS online attendance roster; schools will be able to create local rosters to use.
 - Enhanced NAR
 - All shipments addressed to and returned by the Test Supervisor.
 - Eliminated test center numbers (except for off-site locations).

Review of Enhancements

Making things easier for students

-
- New SAT Student Guides
 - more information to help students prepare as well as practice questions.
 - Increased supports for English Learners.
 - Students are not required to supply a photo ID unless the student is unknown to the testing staff.

Updates

Implementation Activities

What to Expect

-
- Actions to take – **January–February 2018**
 - Apply for Accommodations ([SSD Online](#))
 - Share Khan Academy SAT Practice with Students
 - Follow OSDE instructions regarding Registration/Pre-Identification of students for testing.
 - Prepare site for school day testing
 - Plan for rooms, furniture, and staff for test day
 - Plan for necessary schedule adjustments, including lunch, bells, and busses

Implementation Activities

What to Expect

-
- Actions to take in **February – March 2018**
 - Train supervisors and test day staff using the College Board provided online training tools.
 - Confirm SSD students have the appropriate approved accommodations
 - Prepare for test materials delivery and storage
 - Affix Pre-ID labels to answer sheets
 - Conduct the preadministration session
 - Actions to take – **April 2018**
 - Administer the SAT

Thank You!

Your Oklahoma Field Team

- Contact our Oklahoma Field Team
awilliams@collegeboard.org
 - Arlene Williams
- Oklahoma Implementation Team
cpawlawski@collegeboard.org
 - Eddie Pawlawski
- Oklahoma-specific Email
 - oksat@collegeboard.org

Questions

