

Delaware SAT[®] School Day Coordinator Implementation Handbook

This handbook will help prepare SAT[®] School Day coordinators for the Delaware administration in spring 2019.

General Information for 2019

The Delaware Department of Education (DDOE) is providing the SAT with Essay for eligible high school students in spring 2019.

SAT School Day Administration	
Primary Test Date	March 27, 2019
Accommodated Testing Window	March 27–April 9, 2019
Makeup Test Date	April 9, 2019

All students must be tested on the same day at the same time unless the student is receiving an accommodation that requires testing during the accommodated testing window.

Following the standard schedule, testing room doors close at 8 a.m. to complete test day administrative activities. Testing begins at 8:30 a.m. Schools may alter the start time by 30 minutes, and may therefore close testing room doors as early as 7:30 a.m. or as late as 8:30 a.m. Schools must start testing no later than 9 a.m.

For consideration and approval to start earlier or later than these times, schools should contact the SAT School Day hotline. The start time applies to standard test takers as well as accommodated test takers in both the primary and makeup administrations.

Delaware requires all districts to test 10th graders using PSAT 10 in March 2019. Districts have option to test 9th graders using PSAT 8/9 between February 2019–March 29, 2019 or April 2019. Schools can determine which test date, within these test windows, best suits their school schedule. PSAT 8/9 is at the cost of the district.

Using This Guide

This guide provides information about key activities required to prepare for your SAT administration. The

topics covered include:

- [Updates for 2018-19](#)
- [Establishing Schools for Testing](#)
- [Identifying and Preparing Staff](#)
- [Ordering Materials](#)
- [Testing with Accommodations and Supports](#)
- [Planning for Material Shipments](#)
- [Preadministration Session](#)
- [Glossary](#)
- [Coordinator Checklist](#)

Information included in the *SAT School Day Coordinator Manual*:

- Preparing for test day
- Test day procedures;
- Returning materials
- Ordering makeup tests.

Getting Assistance

- **Customer Service:** SAT School Day Support is available at 855-373-6387, or via email at satschoolday@collegeboard.org.
- **Delaware Department of Education Website:** Information about the SAT or PSAT-related test administrations can be found at <https://www.doe.k12.de.us/Domain/36>.

Updates for 2018-19

The College Board is planning several improvements for this school year. The following enhancements are intended to make the administration easier for students and for schools.

We have changed the staff titles for SAT School Day to better align with other College Board programs and general educational practice. The test supervisor will now be known as the SAT School Day coordinator, or simply the test coordinator. We've revised the titles of forms to support this change. The Supervisor's Irregularity Report has become the Irregularity Report and the Supervisor's Report Form has become the Coordinator Report Form. Associate supervisors will now be known as proctors. Hall and room proctors will now be known as hall and room monitors.

The answer sheets have changed. The set of answer sheets that you receive for administering the SAT with Essay will be labeled "SAT Answer Sheet." These new answer sheets will include pages for the Essay. Before the test begins, students will be instructed to fill in "SAT with Essay" as the test they are taking. Students will be directed to copy the single-character Essay Code from the back of their Essay books onto their answer sheets before starting the Essay portion of the test. We have improved the sequence of fields on the answer sheet.

Test books have also changed. The multiple-choice test book will have the title *The SAT Test Book*. Essay books are packaged separately from the multiple-choice test books.

The answer sheets will come with a new Mobile Opt-In Policies document that students will use to help them decide whether to share their mobile phone number and that they can take home for reference.

We continue to expand the supports offered for English Learners. English Learner (EL) students will now be

eligible to test with 50% extended time. Students requested and approved in SSD Online for this support will receive college-reportable scores. Requests for EL students to test with 50% extended time must be approved by the SSD deadline in SSD Online. You'll identify these students separately from students using state-allowed accommodations (SAAs). EL students testing with 50% extended time will use the same materials as accommodated students approved for 50% extended time testing, and they can be tested in the accommodated room as long as no additional accommodations are being administered that require a different time or break schedule. Students with EL 50% extended time supports won't be called out separately on the Nonstandard Administration Report (NAR); they will be listed under 50% extended time for reading.

Establishing Schools for Testing

DDOE will provide a list of all schools participating in the spring administration to the College Board. The College Board will use the information provided by DDOE to establish all schools as testing sites. Once setup is complete, the test coordinator at each school will receive an email confirming your Attending Institution code (AI) Code in late December 2018

Attending Institution (AI) Codes

All participating schools will need a valid six-digit AI code. For schools that have participated in previous College Board assessments, the AI code will not change. Most test coordinators will receive email confirmation of their school's AI code in December 2018. Emails will continue to be sent to test coordinators as the College Board completes the setup activities. The AI code connects student data to schools and is used on answer sheets and when returning testing materials.

Unique Testing Situations

Off-Site Testing

Most schools will use their building as the test location. However, if you need more space or, for example, your school is a virtual school, coordinators can request an off-site testing location. These additional locations must be approved by the College Board to make sure they meet testing, staffing, training, and security requirements. To request approval:

1. Identify a facility (or facilities) that will meet your needs for off-site testing.
2. Download and save the College Board Offsite Testing Plan.xls spreadsheet at <https://collegereadiness.collegeboard.org/xls/college-board-offsite-testing-plan.xls>
3. Fill in the required cells in the **Off-Site Request Form** tab of the spreadsheet. Use the **Instructions** tab for guidance.
4. Fill out a separate copy for every off-site location your school needs by copying and pasting the **Off-Site Request Form** worksheet into a new tab.
5. Email the spreadsheet to testingplans@info.collegeboard.org no later than midnight ET, **December 14, 2018**.
6. The College Board will work with test coordinators requesting off-site testing locations to ensure the location meets requirements. If necessary, we'll contact SAT test coordinators to make recommendations to improve security and to address any outstanding concerns. Please respond to inquiries in a timely manner to ensure approval of your off-site testing plan in time for test day.
7. Once approved, an email will be sent to the submitter communicating the approval.

A few things to note about off-site testing:

- Each off-site's test coordinator is responsible for ensuring that the test location meets the requirements for test materials security, room configuration, seating, and test day staffing as described in the Coordinator manuals.
- Off-site test coordinators are also responsible for knowing which students are testing at their location.
- Email communications for the test administration will be sent to the primary AI test coordinator.
- Test materials will be shipped to the AI location. The test coordinators at the primary AI will be responsible for coordinating the secure transport of materials from the AI location to the attention of the off-site test coordinator at each testing location.

Expelled Students

If a student is expelled and is not allowed at school to take the SAT, the school can submit an off-site testing plan (see above) to test this student at another location, such as the central office. If the expulsion occurs after the December 14, 2018, deadline, submit the request as soon as possible.

Identifying and Preparing Testing Staff

Creating a College Board Professional Account

A College Board Professional Account provides access to a variety of College Board tools and services. The SAT coordinator and the SSD coordinator must have a College Board Professional Account in order to access certain tools for the administration.

To create an account, go to collegeboard.org, click **Sign Up**, and follow the instructions to create an account. An educator need only create an account once. In most cases, a one-time access code will be provided.

For the Delaware SAT implementation, educators will need access to the following tools and services:

Test Day Staff	Tools and Services
SAT Test Coordinator	Test Day Training: Access to training K–12 Reporting Portal: For access to detailed roster report
Backup Test Coordinator	Test Day Training: Access to training
Proctor	Test Day Training: Access to training
SSD Coordinator	Test Day Training: Access to training SSD Online: Required to submit requests for accommodations, to make changes to existing approved accommodations for students, and to print the Nonstandard Administration Report (NAR)

Identification of Testing Staff

Staff members, including SAT test coordinators, can be selected if:

- A member of their household or child is not taking the same College Board test in the same window at any test site. In such instances, because staff members, including coordinators, have access to test content before test day, the related student's scores will be subject to cancellation.
- They haven't taken any College Board test within 180 days of the school day administration.
- They aren't engaged in any paid, private SAT test preparation. This doesn't include teaching course content and test familiarization as part of the regular school coursework.

Roles and Responsibilities of Testing Staff

Schools are responsible for identifying an SAT test coordinator, a backup SAT test coordinator, an SSD coordinator, proctors for each testing room, a technology coordinator, and necessary room monitors and hall monitors. The College Board will not collect contact information for proctors or monitors.

Although the SAT test coordinator is responsible for coordinating the administration for all students, the

SAT test coordinator, technology coordinator, and SSD coordinator should work closely together to ensure that the test day and environment for students with disabilities is planned for and administered effectively.

Role	Responsibility	Identify to College Board?
SAT Test Coordinator	Responsible for coordinating the SAT administration for all students	Yes
Backup SAT Test Coordinator	Responsible for coordinating the SAT administration if the SAT test coordinator is not available	Yes
SSD Coordinator	Responsible for requesting accommodations and working with the SAT test coordinator to coordinate the SAT for students with disabilities	Yes
Proctor	Responsible for conducting a secure, valid administration in the testing room	No
Room Monitor	Responsible for assisting the proctor with activities and monitoring students in the testing room	No
Hall Monitor	Responsible for monitoring the hallways on test day	No

The contact information for the SAT test coordinator, backup coordinator, and SSD coordinator will be provided by the state in September 2018. Staff members can serve multiple roles, if necessary.

If the contact information for the SAT test coordinator, backup coordinator, or SSD coordinator changes, please contact the SAT School Day Educator Support line at 855-373-6387.

Training

Training is required for all SAT test coordinators on an annual basis. Typically, SAT test coordinators who have already completed training do not have to do so again; however, all SAT test coordinators are strongly encouraged to complete the training again for 2019. A link will be sent to SAT test coordinators about six weeks before test day to access the training. The link can be shared with other test day staff, such as the SSD coordinator and proctors. Other test day staff must be trained, whether through the online training that is provided or by personalized training provided by the SAT test coordinator. Schools can determine the best way to train other test day staff.

Manuals

Copies of each manual will be sent to the SAT test coordinator about six weeks before test day as part of the SAT test coordinator planning kits.

Manual Title	What's Inside
<i>SAT School Day Coordinator Manual</i>	Used by the SAT test coordinator; Gives complete instructions for preparing your school and staff for SAT testing.
<i>SAT School Day Standard Testing Manual</i>	Used by the proctor; Gives instructions for testing students who are testing without accommodations and students testing with accommodations that may be administered in the standard testing room.
<i>SAT School Day Accommodated Testing Manual</i>	Used by the proctor; Gives instructions for testing students with accommodations in nonstandard testing rooms.

Ordering Materials

SAT Materials

Do NOT place orders directly with the College Board in the Test Ordering Site for SAT School Day (SATSD) spring materials for the primary test day. The College Board will determine your materials order for the SAT based on:

- The number of students included in the pre-ID file submitted by DDOE.
- The number of students and the types of approved accommodations via the College Board's SSD Online System.

For the spring 2018-19 administration, DDOE will pre-identify all eligible students for the SATSD using the College Board Bulk Registration Tool. The pre-ID file helps report accurate student accounting back to DDOE and creates the following:

- The order for any standard testing materials that will be sent to the schools.
- Pre-ID labels that will be sent to schools to be affixed to the student's answer sheet.

Schools will receive pre-ID labels for students submitted in the pre-ID file. The labels must be affixed to the answer sheet in the designated area. The pre-ID labels provide important verification for the student-provided information on the answer sheet. Delaware will use the SAT for accountability purposes and must have students bubble in the information in addition to including the pre-ID label. If a student doesn't have a pre-ID label, it is imperative that the information gridded on the answer sheet is complete and accurate.

Notes

- A small overage of testing materials will be sent for students who may have enrolled in your school after the initial file is uploaded by DDOE.
- If a pre-ID label is not provided for a student, students will complete the information on their answer sheet to be registered for the administration.

Use this chart for guidance on the implication for labels and testing materials, depending on a student's enrollment date:

Scenario	Registration	Implications
Student enrolled as of January 18, 2019.	Will be included in the registration file submitted by DDOE.	Materials will be sent for the student, and the school will receive a pre-ID label for the student's answer sheet.
Student enrolled after January 18, 2019	Will not be submitted in any registration file. Registration will be created using the student gridded information on the answer sheet.	The student will use the overage materials sent to each school, if available. The school will NOT receive a pre-ID label for the answer sheet. If overage materials are not available, the student will take the SAT on the makeup date.

Testing with Accommodations and Supports

Requests for accommodations for the SAT are submitted by the designated SSD coordinator in the College Board’s online system, SSD Online. Requests for College Board–approved accommodations can be submitted as soon as a school has its AI code. **Requests must be submitted by the school that will test the student.**

When requests are submitted, students can receive approval for accommodations by the College Board; this results in a college- and scholarship-reportable score. State-allowed accommodations (SAAs) are also available to students. However, schools and students should be aware that SAAs will result in scores for the students, but the scores received are NOT reportable to colleges or scholarship programs. The window to request SAAs opens January 5, 2019, and closes on February 19, 2019.

College Board–Allowed Accommodations	State-Allowed Accommodations (SAA)
Once approved, can be used for all College Board assessments.	Only available for DDOE–provided SAT.
Result in a score that is reportable for college and scholarship programs.	Result in a score for the student and the school but is not reportable to colleges or scholarship programs.
Requested in SSD Online; go through a review process.	Requested in SSD Online and are automatically approved.
Some accommodations (e.g., permission for food/medication) can be administered in the standard testing room. Other accommodations (e.g., extended time) must be administered in separate rooms from the standard rooms.	Must be administered in separate testing room(s).
Meant for students with documented disabilities that need accommodations for use on the SAT.	Meant for students who require state-specific accommodations (e.g., EL students) and for students with disabilities who may not be approved for accommodations by the College Board.
Depending on the accommodation, will either test on the primary test day or in the accommodated two-week testing window.	Can test in the accommodated two-week testing window.
Deadline to apply is February 5, 2019.	Deadline to apply is February 19, 2019.

Certain accommodations require students to test on the primary test day. Other accommodations will allow the school to schedule the test day(s) during an accommodated two-week testing window. The NAR will specify when students will test.

Once approved, students remain so for College Board–approved accommodations for all other College Board assessments, including AP Exams. If a student’s Individualized Education Program (IEP) or 504 plan changes, the SSD coordinator can modify the requested accommodations in SSD Online.

Working with Your SSD Coordinator

The SSD coordinator is primarily responsible for applying for accommodations through SSD Online. As part of the testing staff, the SSD coordinator accesses and prints the NAR and assists the SAT test coordinator in determining testing rooms and staff needed for administering the SAT with accommodations. All testing materials, including nonstandard materials for use during the accommodated two-week testing window, are shipped to the SAT test coordinator; however, the SSD coordinator can assist in the inventory and secure storage of test materials, as needed.

Administering the SAT with Essay with Accommodations

The manuals will have extensive information about different timing configurations for each section and breaks depending on the accommodations that students are approved for. Below are some common configurations and the duration of each. It is important to note that the times listed below are only the times allotted for the student to take the test; more time needs to be scheduled in the day to account for administrative activities, such as passing out test books and reading directions.

SAT with Essay	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	4 hours, 7 minutes	Not applicable
Standard Time with Extra Breaks	4 hours, 22 minutes	Not applicable
Standard Time with Extended Breaks	4 hours, 15 minutes	Not applicable
50% Extended Time (Math only)	4 hours, 58 minutes	Not applicable

SAT with Essay	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
100% Extended Time (Math only)	5 hours, 37 minutes	Not applicable
50% Extended Time (Reading)	3 hours, 24 minutes	2 hours, 50 minutes
100% Extended Time (Reading)	4 hours, 25 minutes	3 hours, 42 minutes
Reader (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
Scribe (automatic 50% extended time)	3 hours, 24 minutes	2 hours, 50 minutes
MP3 Audio	4 hours, 20 minutes	4 hours, 37 minutes

PSAT 10	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 55 minutes	Not applicable
Standard Time with Extra Breaks	3 hours, 10 minutes	Not applicable
Standard Time with Extended Breaks	3 hours, 5 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 41 minutes	Not applicable
100% Extended Time (Math only)	4 hours, 15 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 34 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 34 minutes	Not applicable
100% Extended Time (Reading)	3 hours, 20 minutes	2 hours, 30 minutes
MP3 Audio	4 hours, 10 minutes	2 hours, 30 minutes

PSAT 8/9	Day 1 Duration (including breaks)	Day 2 Duration (including breaks)
Standard Time	2 hours, 35 minutes	Not applicable
Standard Time with Extra Breaks	2 hours, 50 minutes	Not applicable
Standard Time with Extended Breaks	2 hours, 45 minutes	Not applicable
50% Extended Time (Math only)	3 hours, 15 minutes	Not applicable
100% Extended Time (Math only)	3 hours, 45 minutes	Not applicable
50% Extended Time (Reading)	4 hours, 3 minutes	Not applicable
Reader (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
Scribe (automatic 50% extended time)	4 hours, 3 minutes	Not applicable
100% Extended Time (Reading)	3 hours	2 hours, 10 minutes
MP3 Audio	3 hours, 50 minutes	2 hours, 10 minutes

English Learner (EL) Supports

English learners will be able to utilize EL supports for the spring 2019 SAT School Day administration. These supports include the use of an approved word-to-word bilingual glossary, translated test directions,

and 50% extended time. Students can use one or any of these supports in combination. Students will receive college-reportable scores when any of these supports are used. These supports are not currently available for the national, weekend administrations of the SAT.

Use of an approved word-to-word bilingual glossary:

- List will be expanded to approximately 100 glossaries for spring 2019.
- Use of glossary does NOT require an approval by College Board.
- The approved list will be available at <https://www.doe.k12.de.us/Page/2720>

Use of translated test directions:

- Translated test directions will be available in PDF format. Schools must print the directions for students; no printed test directions will come with test materials.
- Directions will be available in Albanian, Arabic, Bengali, Chinese (Mandarin), Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, and Vietnamese. The College Board will also support "on the fly" translations of directions by district-approved translators.
- Use of translated test directions does NOT require an approval by College Board.
- Translations will be available in February 2019 to print.

Use of 50% extended time:

- Students will receive 50% extended time on each section of the SAT. Students must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
- Although not an accommodation, EL students requiring 50% extended time will need to be identified in SSD Online. Schools can request 50% extended time for ELs starting in January 2019. Students will be automatically approved and no supporting documentation is required. More information about the process for entering student information will be available this winter.
- EL students using 50% extended time can be tested with other students with accommodations testing with the same timing and test materials.
- Request 50% extended time for English Learners starting January 25, 2019.

Planning for Material Shipments

Test materials for spring 2019 testing will be addressed to the SAT test coordinator. Note that each shipment may have multiple boxes.

Shipment	Estimated Delivery	Main Contents (Not Exhaustive)
Coordinator’s Planning Kit	6 weeks before test day	<ul style="list-style-type: none"> ▪ Sample copies of each manual: <i>SAT School Day Coordinator Manual</i> <i>SAT School Day Standard Testing Manual</i> <i>SAT School Day Accommodated Testing Manual</i> ▪ Irregularity Report (IR) sample ▪ Posters ▪ Test Materials Diagrams
Preadministration Materials	3–4 weeks before test day	<ul style="list-style-type: none"> ▪ <i>SAT School Day Student Guides</i> ▪ All manuals to support testing (preadministration instructions are included in the manuals) ▪ Answer sheets ▪ Answer sheet instruction booklets for students ▪ Mobile Opt-In Policies documents
Pre-ID Labels	3–4 weeks before test day	<ul style="list-style-type: none"> ▪ Pre-ID labels to be placed on answer sheets
Test Materials	1 week before test day	<ul style="list-style-type: none"> ▪ Test books ▪ Answer sheet return envelopes/boxes ▪ Test book return labels

Preadministration Session

The answer sheet for SAT School Day allows students to provide information about themselves, their high school experiences, and their plans for college, as well as to request their four free score sends. A preadministration session should be scheduled ahead of test day to complete these demographic portions of the answer sheet. This session is estimated to last approximately 45–60 minutes. More information about administering the preadministration session will be included in the *SAT School Day Coordinator Manual*.

Prior to the preadministration session, pass out an *SAT School Day Student Guide* to each student. The *SAT School Day Student Guide* provides information to students about the features of the SAT, what the SAT measures, and how the SAT is scored; resources to help students prepare; sample questions; College Board programs; College Board terms and conditions; and details about the Student Search Service®.

Plan to schedule the preadministration session with students after the answer sheets and pre-ID labels arrive.

Glossary

Attending Institution (AI) Code: A six-digit code that identifies a school. Each attending institution has a unique AI code.

Bulk Registration: The process a state or district uses to submit a file to pre-identify students for testing.

College Board–Approved Accommodations: A change in the format or administration of a test to provide access for a person with a disability that results in college- and scholarship-reportable scores. Must be approved by the College Board. Some examples include extended testing time and extended or more frequent rest breaks.

Coordinator Report Form (CRF): The scannable form used to document how many answer sheets are being returned for scoring. The test coordinator returns this completed form with the used answer sheets after testing.

Eligibility Roster: List of all students in a school who are approved for accommodations. May be printed from SSD Online and used for submitting changes to student information in SSD Online.

Irregularity Report (IR): The scannable form used to document any irregularities that occur, including security incidents, misconduct, test question errors or ambiguities, other incidents or disturbances, or student complaints.

Nonstandard Administration Report (NAR): A list of students approved for accommodations who are taking a specific test. Generated in SSD Online, it includes detailed information about the accommodations for which students are approved.

Pre-ID Label: Label used on the answer sheet to assist with data verification requirements.

SATSD: Abbreviation for SAT School Day

Services for Students with Disabilities (SSD): College Board department that supports accommodation requests and accommodated testing.

State-Allowed Accommodation (SAA): An accommodation that may be available to your students that does not result in college- or scholarship-reportable scores and is applicable only to state-provided SAT School Day testing.

Coordinator Checklist for Delaware SAT School Day

This is a suggested checklist of high-level activities for your Spring 2019 administration. You may choose to do certain activities at a different time at your school, just be aware of the deadlines. In addition, your Coordinator Manual will provide more detailed information about the activities that must be completed closer to test day.

October–December

Mark when Complete	Activity
<input type="checkbox"/>	Create College Board professional account, if needed.
<input type="checkbox"/>	Submit off-site testing plans, if necessary. Off-site testing plans must be submitted by December 14, 2018.
<input type="checkbox"/>	Receive confirmation of Attending Institution (AI) code (if applicable for new schools).
<input type="checkbox"/>	Begin submitting accommodations requests.

January

Mark when Complete	Activity
<input type="checkbox"/>	Begin working with principal and other test day staff to determine room and staffing needs.
<input type="checkbox"/>	Ensure enrollment information is accurate and up to date.
<input type="checkbox"/>	State-allowed accommodation window opens in SSD Online. (SAA requests accepted thru Feb 19, 2019)
<input type="checkbox"/>	Request 50% extended time for English Learners starting January 25, 2019

February

Mark when Complete	Activity
<input type="checkbox"/>	Deadline for SSD accommodation requests (deadline is February 5, 2019).
<input type="checkbox"/>	Submit late accommodations requests. Limited to newly enrolled students or students with newly identified disabilities. (Deadline 2/19/2019)
<input type="checkbox"/>	Identify and train proctors, hall monitors, and room proctors.
<input type="checkbox"/>	Coordinator Planning Kits arrive (includes sample testing manuals, forms, and posters).
<input type="checkbox"/>	Read and review testing manuals for information on managing the administration.
<input type="checkbox"/>	Receive information to access online Test Day Training; complete online training. Required once for academic year.
<input type="checkbox"/>	Preadministration shipments arrive (includes answer sheets, all testing manuals, student answer sheet instructions, and pre-ID labels).
<input type="checkbox"/>	Schedule a preadministration session with students.

March

Mark when Complete	Activity
<input type="checkbox"/>	Print translated test directions and review word-to-word bilingual glossary guidelines, as necessary.
<input type="checkbox"/>	Complete online coordinator training. Print translated test directions and review word-to-word bilingual glossary guidelines, as necessary.
<input type="checkbox"/>	Create rosters for use on test day; update as necessary. Complete online coordinator training.
<input type="checkbox"/>	Finalize room and staff assignments. Create rosters for use on test day; update as necessary.
<input type="checkbox"/>	Secure test materials when they arrive. (Arriving one week prior to primary test date)
<input type="checkbox"/>	Ensure students know where and when to arrive for testing.
<input type="checkbox"/>	Check test security in testing rooms based on SAT Coordinator Manual.
<input type="checkbox"/>	Order makeup materials.
<input type="checkbox"/>	Initial test date: March 27, 2019. (Makeup test date: April 9, 2019).

April

Mark when
Complete

Activity

Makeup test date: April 9, 2019.

Return completed test materials.
