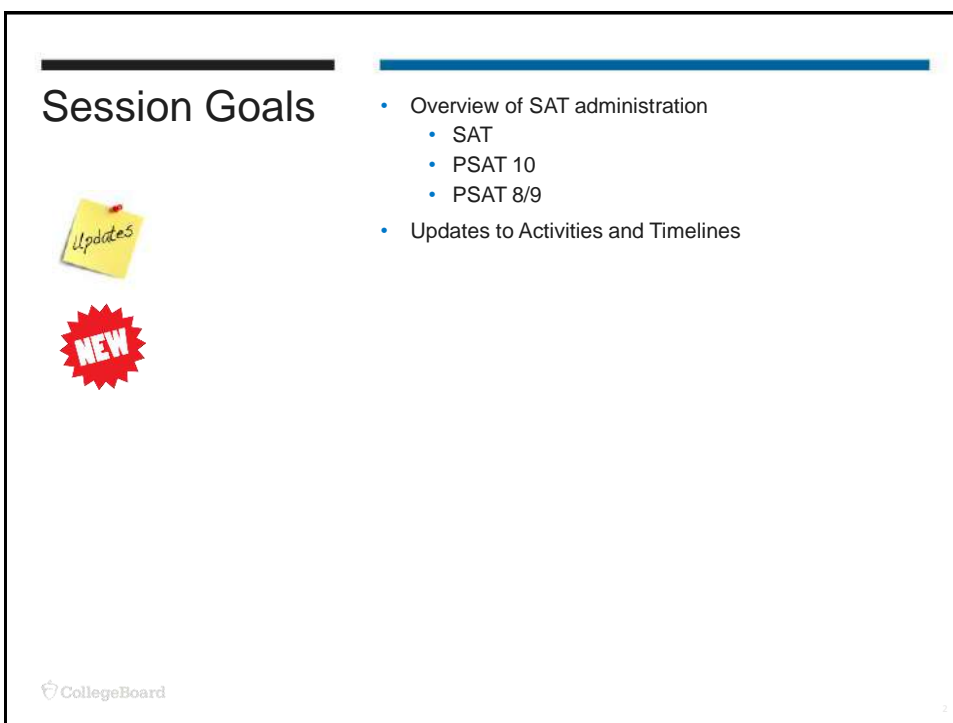


Delaware
SAT[®]

Spring 2018 Implementation

CollegeBoard



Session Goals

- Overview of SAT administration
 - SAT
 - PSAT 10
 - PSAT 8/9
- Updates to Activities and Timelines

Updates

NEW

CollegeBoard

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SAT Suite of Assessments

- For the 2017-18 school year, Delaware students will be taking:
 - PSAT 8/9 for 8th and 9th Grade*
 - PSAT 10 for 10th Grade
 - SAT for 11th grade

CollegeBoard *optional at district cost

Spring Test Administrations

Grade	Assessment	Test Dates
8/9	PSAT 8/9	Feb. 26 thru April 27, 2018: District choice
10	PSAT 10	Feb. 26 thru April 27, 2018: District choice
11	SAT	April 10, 2018: Initial test date April 10 – 23, 2018: Accommodations window April 24, 2018: Make-up test date

CollegeBoard

Implementation Key Dates

Spring 2018 Key Dates

Activities	SAT	PSAT
Request Accommodations	Now through February 19, 2018	Based on test date
Receive Supervisor Planning Kits	Start arriving on February 21, 2018	Based on test date
Test Day Online Training	February through April 2018	
Preadministration Materials in Schools	Week of March 19 th	Based on test date
Conduct Preadministration Session	Late March – Early April 2018	Based on test date
Test Materials in Schools	March 26-28, 2018	Based on test date
Spring Break	March 30, 2018 – April 6, 2018	

Implementation Key Dates

Spring 2018 Key Dates

Activities	SAT	PSAT
Test Administration	April 10, 2018	February 26, 2018 – April 27, 2018
Accommodated Testing Window (eligible students only)	April 10 – 23, 2018	February 26, 2018 – April 27, 2018
Window to Request Makeup Materials	April 12, 2018	
Makeup Test Administration	April 24, 2018	February 26, 2018 – April 27, 2018
Final Materials Return for Scoring	No later than April 27, 2018	

Testing Staff Roles


- **Test Supervisor** – is responsible for all aspects of the test administration at the school
 - Schools may choose to have different Test Supervisors for the SAT, PSAT 10 and PSAT 8/9
- **Services for Students with Disabilities (SSD) Coordinator(s)** – request accommodations for students and supports the Test Supervisor to oversee accommodated testing.
- **Associate Supervisor** – is the in-room 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

Staff 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.
- Staff with students who reside in the same household cannot have access to any test materials for the same assessment(s) the student is taking before, during, or after test day.
- Associate Supervisors should be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Supervisor can float around the test center, assisting with questions and resolving any issues that may arise.

Testing Staff Roles

Test Supervisor

- The **Test Supervisor (TS)** is responsible for:
 - All aspects of the School Day administration at a school, including:
 - School establishment, planning rooms and staff for test day.
 - Receiving and securing all test materials, *including test materials for students testing with accommodations.* 
 - Managing test site and staff, and supervising all activities related to testing, including accommodated testing.
 - Collecting, packing and returning test materials, completing test day forms and ordering makeup materials.
 - Acting as the main contact between the College Board and the school, receiving all communications from the College Board.
 - Identify at least one Associate Supervisor to serve as the back-up Test Supervisor

 CollegeBoard

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.

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Consolidated Roles

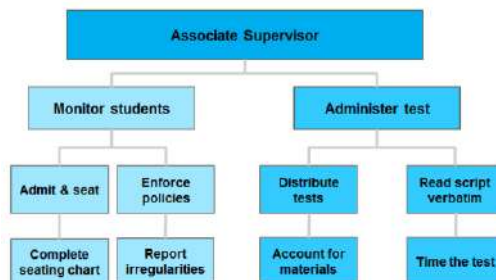
Promoting partnership

- 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 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

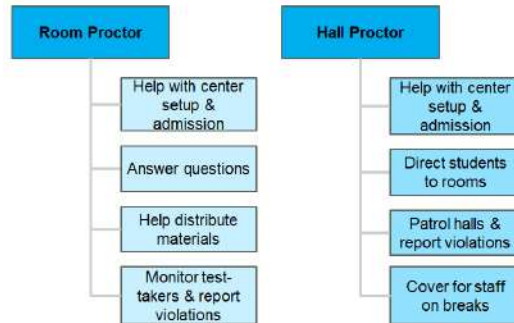
- The **Associate Supervisor(s)** is responsible for:
 - Managing all activities that happen in the testing room.
 - Conducting the test and monitoring test-takers to ensure a fair administration.
 - Each room requires one Associate Supervisor.
 - One Associate Supervisor must be designated as the back-up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



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What's New in 2018?

CollegeBoard

New for Spring 2018

PSAT 10

- Shortened questionnaire on the answer sheet

SAT

- Simplified Test Day processes, by eliminating
 - Paper registration forms
 - Admission tickets
- Elimination of the pink test book
- Modification of the photo ID requirements
- Combined student data questionnaire and answer sheet for less paperwork
- Enhancements to accommodations and supports
 - Improved accommodations supporting information
 - Additional languages supported for English Language Learner (ELL) students using glossaries and/or translated test directions.

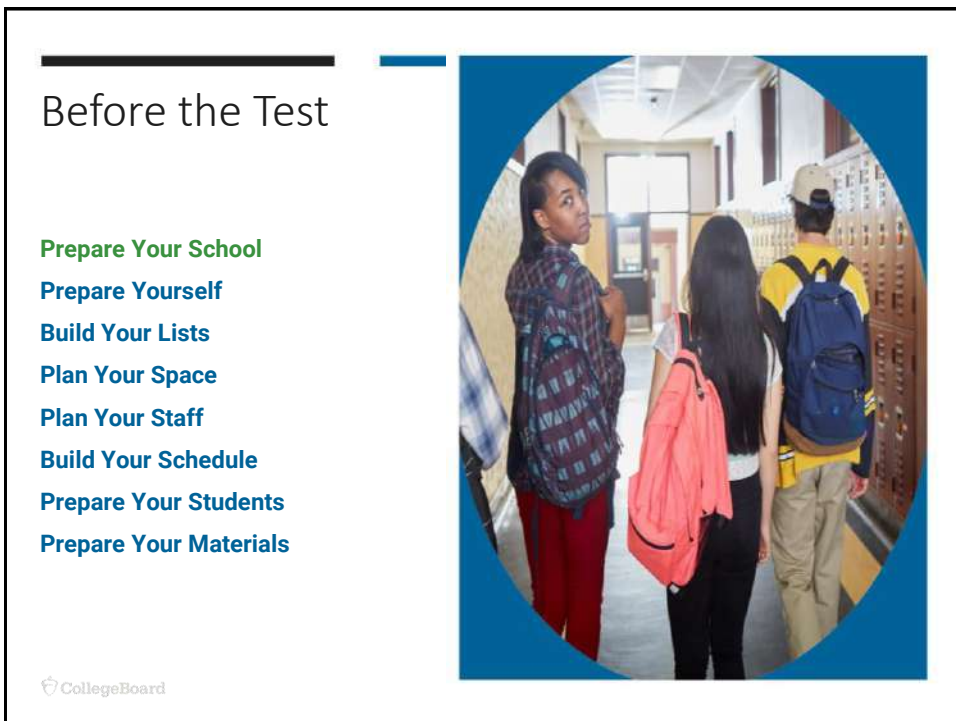
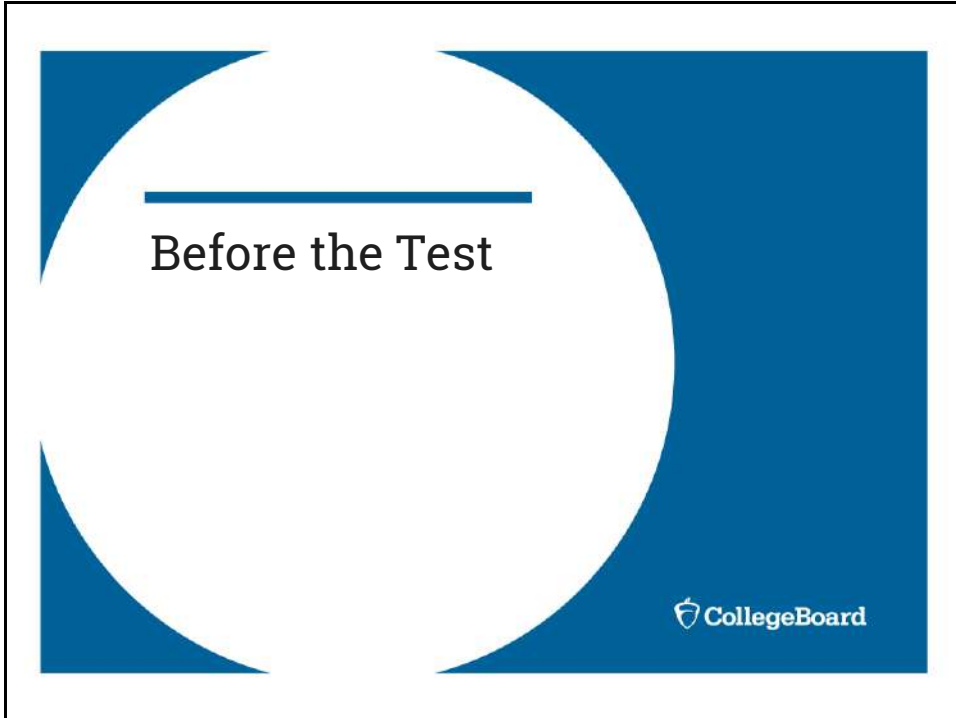
CollegeBoard

New for Spring 2018

- Improved roster capabilities
 - Elimination of the online attendance roster (ETS roster)
 - Enhancements to the NAR roster to include all students with accommodations, room groupings, and test windows

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	Garcia, Cecelia 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	Thyrolck, Resonka SSD #0007025811	Extended Breaks, Permission to Test Blood Sugar, Small group setting	SAT	Purple	One day	Script 1	
T3	Laramie, Dorothea 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)					

CollegeBoard



Prepare Your School

School Establishment

- ✓ *Setup Survey Deadline:*
October 24 , 2017
- ✓ *Off-site Request Deadline:*
December 15, 2017
- ✓ *Confirmation of AI Setup:*
December 15, 2017
- ❑ *Confirmation of off-site Location:*
January 30, 2018

 CollegeBoard

- 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.

Prepare Your School

Registration and Material Ordering

- Registration/pre-identification will be done through bulk upload between College Board and the Delaware DOE.
 - This applies to PSAT 8/9 for 9th grade, PSAT 10 for 10th grade and SAT for 11th grade assessment.
- Labels will be shipped to each school listed in the bulk registration so they may be affixed to student answer sheets.

 CollegeBoard

Prepare Your School

Registration and Material Ordering

SAT Materials:

- College Board will determine your material order based on
 - The students pre-identified (Pre-ID) in the bulk registration by Delaware DOE.
 - The students approved for accommodations via College Board's SSD online system.
- Schools will NOT place SAT 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.

PSAT 10 and PSAT 8/9 Materials:

- Schools will need to order materials and choose their test date for PSAT 10 and PSAT 8/9.
- Use Test Ordering Site (in your College Board Professional Account) to log into and create your test order.
- Choose whether or not you plan to use a Pre-administration session for each test – this will determine when registration materials arrive at your school.

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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. 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 Delaware DOE. 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.

 CollegeBoard

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](https://www.collegeboard.org/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.

CollegeBoard

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



CollegeBoard

Prepare Yourself

Tasks for the Supervisor

- *SAT Supervisor Planning Kits Arrive at Schools: Late February 2018*
- *Online Test Day Training Window: February – April 2018*
- **PSAT 10 and PSAT 8/9 Supervisor Manuals** are available for download at Collegeboard.org.

- Complete the mandatory 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

- Test supervisors will receive an email with a link to access the mandatory 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 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



CollegeBoard

Build Your Lists

Tasks for the Supervisor

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

NEW

CollegeBoard

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



CollegeBoard

Plan Your Space

Planning for Testing Rooms

- The size of the 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

CollegeBoard

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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



CollegeBoard

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.
 - Some schools utilize aides, paras, substitutes, coaches.
- In smaller schools, test day staff may serve multiple roles. We recommend the Test Supervisor remain in the test room and have the additional test day staff serve the Hall Proctor.
- In large schools, we recommend the Associate Supervisors be in the testing rooms, with appropriate number(s) of Proctors and Hall Proctors. The Test Supervisor then can float between rooms, assisting with questions and resolving any issues that may arise.
- Please contact Customer Service Hotline if you need to make a change to the person appointed to the Test Supervisor, Backup Supervisor or SSD Coordinator roles.

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Plan Your Staff

Planning for Staffing Needs

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

Room Proctors Needed
Apply the ratios listed here on a room-by-room basis.
1. Start with one associate supervisor per room.
2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors
For a Single Standard Testing Room	
1 – 34	0
35 – 50	1
51 – 100	2
101 or more	1 proctor for each additional 50 students
For a Single Nonstandard Testing Room	
1 – 10	0
More than 10	1

Hall Proctors Needed
1. Start with one hall proctor.
2. Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
1 – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	1 proctor for each additional 5 rooms

Plan Your Staff

Planning for Staffing Needs

Scenario #1

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



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 (e.g. 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

- Testing MUST be done in the morning.
- Administrative activities assumes students have completed the student questionnaire during a pre-admin session.

Administration Timing

Testing time (in minutes) Standard Testing Rooms	SAT with Essay - Standard Room	PSAT 10	PSAT 8/9
Administrative activities	30	30	30
Reading	65	60	55
Break	10	5	5
Writing and Language	35	35	30
Math (no calculator)	25	25	20
Break	5	5	5
Math (with calculator)	55	45	40
Break	2	--	--
Book collection/Essay distribution	15	15	15
Essay	50	--	--
Total (hours, minutes)	4 hrs, 52 min	3 hrs, 40 min	3 hrs, 20 min

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

What is a SAT Preadministration session?

- The preadministration session allows students to complete the following activities directly on their answer sheet, saving time on test day:
 - Fill out personal information fields
 - Complete optional student questionnaire
 - (SAT and PSAT 10) Opt into Student Search Service
 - (SAT Only) Select up to four colleges or scholarship programs to send their SAT



*Did you know that colleges are looking for students just like you?
Remember to send your scores to colleges you are interested in applying to!*

- Estimated time: 45-60 minutes for SAT students (PSAT 10 and PSAT 8/9 will take less time).



Build Your Schedule

Plan a Preadministration Session

- Each school will receive a shipment of preadministration materials for SAT in mid-March. (Materials for PSAT 10 and PSAT 8/9 will be dependent on your test date.) 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 for SAT assessment
 - The testing manual containing preadministration instructions for Supervisors
- Schedule a session ahead of test day to allow your students to fill in student background information and request their four free scores sends.
- Affix pre-ID labels 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



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Prepare Your Students

Student Preparation



- Distribute the *SAT School Day Student Guide* received in your preadministration shipment to students as soon as possible.
- *PSAT 10 Student Guide* is available to order.
- Students can find answers to general questions about the SAT and what to expect on test day at <https://www.doe.k12.de.us/Page/2720>.
- Share information with students about Khan Academy for free, personalized, online SAT practice at satpractice.org.
- Meet with students in advance of test day to go over important information such as when and where to report, what to bring and what not to bring on test day.
- Encourage students to talk with their parents and think about the colleges and scholarship programs where they might like to send their SAT scores.

CollegeBoard

Prepare Your Students

Khan Academy
<http://satpractice.org>



Full Length Practice Tests

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



Video Lessons

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



Interactive Problems & Instant Feedback

Get hints, explanations and constant progress updates to know where you stand



Daily Practice App

More practice available on your phone featuring questions of the day

CollegeBoard

Prepare Your Students

New Essay Practice with the Official SAT Practice

- Practice Tests 1 and 2 have computer scorable essays.
- Official SAT Practice on Khan Academy includes 6 additional practice essays available to print and practice but cannot be scored at this time.
- The system analyzes student's writing and gives specific recommendations for how to improve their writing in the three areas scored on the SAT essay: Reading, Analysis, and Writing.
- Students get "Signal Strengths" to get a sense for how well the essay is measuring against different criteria.
- Students can revise and rewrite to improve the essay and writing skills.
- An optional prewriting area is provided to outline and organize ideas.
- Students can view the rubric used to evaluate SAT essays.
- Tips and Strategies are available to help students approach the essay task.

CollegeBoard

Coach Your Students

New Khan Academy features to help students prepare

Features include:

Recommended SAT Skills to focus on based on class performance

- Lesson Plans created by teachers for teachers available for skills in Math, Reading, and Writing
- Additional Khan Academy content

Recent SAT activity by student

- Top recommended skills for practice
- Upcoming SAT test date
- Notification if account is connected to their College Board account

Individual progress by each student

- Questions attempted, answer choices, and correct answers
- Practice Test scores

CollegeBoard

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



CollegeBoard

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	March 26-28

CollegeBoard

Prepare Your Materials

English Language Learner Supports –preapproval not required

- Use of an approved word-for-word bilingual glossary
 - Expanded list of approved glossaries will be available on the DOE 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**, Chinese/Mandarin, **Gujarati**, Haitian Creole, **Hindi**, Polish, Portuguese, Russian, Spanish, **Urdu**, Vietnamese.
 - Languages in bold are new for 2018.
 - Directions will be available to print from DOE website – <https://www.doe.k12.de.us/Page/2720> in February.
 - Other languages can be supported “on the fly” by approved translators.



CollegeBoard

What to Consider Before Test Day

- How will you collaborate with your SSD coordinator?
- How and when will you administer the preadministration session?
- How will you prepare and train test day staff?
- How will you organize your materials for test day?

During the Test

Student Check In & Photo ID Policy

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

Test Security

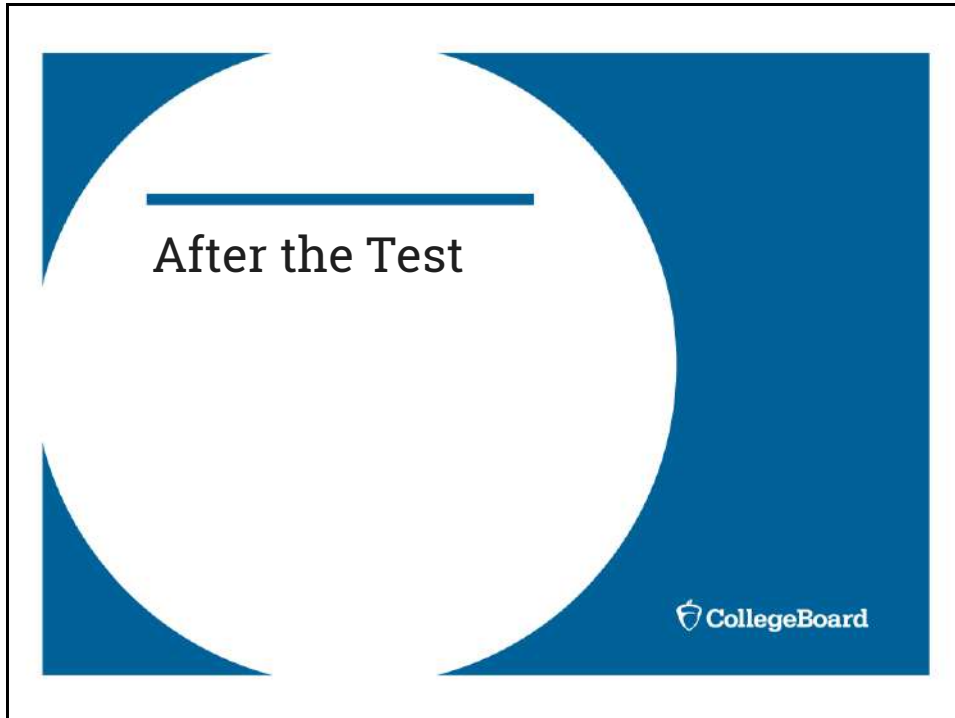
- Test Supervisors are responsible for maintaining security before, during, and after test day.
- On test day, Test Supervisors will work with Associate Supervisors to ensure all test materials are accounted for.
- Test Supervisors will be required to report all irregularities that happen on test day.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

What to Consider for Test Day

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

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.



Returning Materials for SAT

- *Return primary test day materials:*
April 11, 2018
- *Return accommodated materials*
No later than April 25, 2018
- *Return makeup test day and any remaining materials:*
April 25, 2018 and no later than **April 27, 2018**

- The supervisor is responsible for completing the Supervisor Report Form for each of the two pickups.
- Standard and nonstandard materials can be returned together this year.
- Answer sheets for students testing in the accommodated testing window should be returned as soon as all accommodated testing is complete. Do not hold answer sheets until the end of the window if testing is completed earlier than April 25.
- Schools will return answer sheets for all students who tested.
- The UPS pickup of materials will be scheduled the **day after testing**. For schools administering at an off-site location, pickups will occur in the afternoon **on test day**.
- The courier pickup confirmation email will include instructions for rescheduling pickups if necessary.

Returning Materials for PSAT

- For PSAT, schools keep test books and only return answer sheets.
- Schools can return their PSAT materials with the SAT pickup if ready.



Revised SAT Diagrams



Returning Used Answer Sheets and Forms

1. Pack

Use the prefolded white return box/answer envelope that came with your test materials to pack in the return boxes.

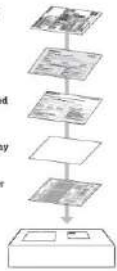
Supervisor's Report Form (SRF)

Gray Envelope

White Accommodated Testing Envelope

Ancillary items, if any

Regular used answer sheets
SAT or the, followed by SAT with Essay



Gray Envelope Contents

- Correct Answer Material Sheets
- SAT Testing Staff Agreement form
- Supervisor's Integrity Report
- SRF
- Customer net books, essay books, SRFs, or SRFs
- Request to Cancel Test Scores form

White Accommodated Testing Envelope Contents

- SAS (required for access)
- Hand answer sheets prepared or requested by students based on the label
- Test books for students approved to use the answer sheets and books, clipped to corresponding unattached answer sheets
- Scratch paper, computer paper, trash sheets, or blank pages, all clipped to the corresponding answer sheets
- Question test books for students based on the SRF, clipped to corresponding answer sheets

Possible Ancillary Items

- Place items, if any, on top of the regular used answer sheets.
- Used answer sheets associated with an integrity report or an SRF
 - Used answer sheets with unattached sheets clipped together by student
 - Test books containing answers that must be returned due to instructor or instructor 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 newspaper
- Do not cover preprinted label with another label, or place another label on the same box
- Note the UPS tracking number (written at the bottom-right of label) for your records
- Fill in the bottom portion of the label (example at right) with your school name, address, and address
- Mark the number and total number of boxes being sent (e.g., Box 1 of 2) on the label (example at right)
- If you're returning more than one box of materials, box a school section of all of the boxes and envelopes, along with any answer sheets that fit. Place any remaining answer sheets in the subsequent boxes.

NOTE: Shipping labels may be different from sample shown.



Returning Test Books, Essay Books, and Unused Answer Sheets

1. Pack

Use cartons from original test materials shipment and include only the items shown.

1. Essay books (if applicable) (Place loosely on top in the four compartments)

2. SAT/SAT with Essay (in plastic envelopes)

3. Test books (SAT, SAT with Essay)

4. Unused answer sheets



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

2. Seal

Use supplied tape and ensure seams are properly resealed as shown below.

- The seal on boxes, the tape should extend 3 inches
- The edge boxes close from around the perimeter of the box



3. Label

- Use supplied loose preprinted UPS labels (provided labels may be different from sample shown)
- Place one label on each. Do not put two return labels on one box, or cover a return label with another label
- Note the UPS tracking number (written at the bottom-right 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 address
- Mark address recipient for your records



4. Ship

The day before the box, you'll receive an email with a packing note, time, and collection number. If you don't receive the email confirmation or need to make a change to your mailing address, contact UPS through SAT Return Day Support.

Important Notes

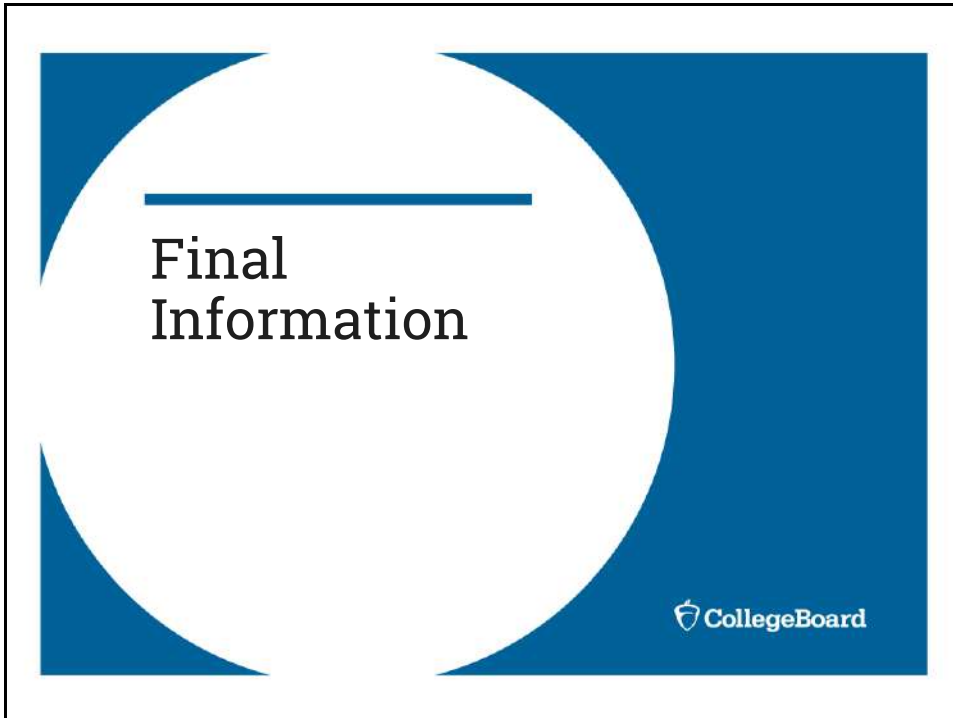
- Do not put answer sheets inside test books
- Before using the second answer sheets you are returning from test books, you'll have filled in, and no answer on the last section page. Answer sheets with marks on any kind in the last section must be returned as used. Security check answer sheets that remain unprepared and in label if information belonging to the book who owned the test. On the shipping label for the primary test date. These must be carefully distributed to the receiving station.
- If your label is missing, contact "SAT"

SAT Makeup

- Students, not testing in the accommodated window, who miss the primary test date will test on **4/24/18**.
- Students who have an irregularity during testing may be eligible for makeup. For example, a student who gets sick during testing can participate in the makeup administration.
 - Refer to the Irregularity Chart provided in the manual for details.
- 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

Score Reporting

- All answer sheets must be shipped no later than 4/27/18.
 - 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.



Tools & Access

A College Board Professional Account is required for all system access. Each user creates their own account at collegeboard.org to allow for a single sign-on to the following features:

- College Board Test Ordering Site (TOS)
 - School staff will use TOS to place orders for PSAT 8/9 and PSAT 10 test materials. Access provided to schools at the start of the school year.
- SSD Online System
 - The school SSD Coordinator requests access from the College Board.
 - Access request requires a principals signature.
 - Others may also request access with the school principal's approval.
- College Board Online Test Day Training
 - The Test Supervisor will receive access from the College Board. The Test Supervisor may grant access to all test day staff.
- College Board Reporting Portal
 - The school data access manager is responsible for assigning access to school and district staff.

Thank You!

Resources

- Visit the Delaware DOE webpage
<https://www.doe.k12.de.us/Page/2720>
- Contact our Delaware Director:
 - Dianna Frank
 - dfrank@collegeboard.org
- Practice Resources
<https://collegereadiness.collegeboard.org/sat/practice>
- Call our Educator Hotline at 855-373-6387
- Email: satschooldaysupport@collegeboard.org

Questions

