



SAT[®] School Day

Guide for
SSD Coordinators
SAT[®] School Day Testing

About the College Board

The College Board is a mission-driven not-for-profit organization that connects students to college success and opportunity. Founded in 1900, the College Board was created to expand access to higher education. Today, the membership association is made up of over 6,000 of the world's leading educational institutions and is dedicated to promoting excellence and equity in education. Each year, the College Board helps more than seven million students prepare for a successful transition to college through programs and services in college readiness and college success — including the SAT[®] and the Advanced Placement Program[®]. The organization also serves the education community through research and advocacy on behalf of students, educators and schools.

For further information, visit www.collegeboard.org.

SERVICES FOR STUDENTS WITH DISABILITIES (SSD) OFFICE

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www.collegeboard.org/ssd

For students and parents:

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Guide for SSD Coordinators

SAT® School Day Testing

INTRODUCTION

Thank you for helping your eligible students test in the familiar surroundings of their own high schools on a school day! We know you have many questions about how to make this exciting opportunity run smoothly to start your students on the road to college and give them a better chance to compete in a 21st-century global economy.

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

If you will be administering the SAT® to students with accommodations such as extended time or use of nonstandard test formats, you will receive other materials and information to help you set up your school to run a smooth administration in concert with the test center supervisor's activities.

INFORMATION ON NONSTANDARD TESTING

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

A general overview of accommodations is given below. Accommodated students must adhere to all standard testing administrative procedures, requirements and timing regulations.

ACCOMMODATIONS ADMINISTERED BY THE TEST CENTER SUPERVISOR

Some accommodations, such as 50 percent extended time or extra breaks, are provided in test centers at weekend administrations. For SAT School Day testing, students receiving such accommodations will be listed on the online Attendance Roster used by the test center supervisor. They can be identified by the word "Roster" in the heading of their Admission Tickets. All students taking the SAT in the nonstandard administration room(s) overseen by the test center supervisor **must use the SAT test book with the pink graphic on the cover**. The manual includes special scripts to be used with these test books (with matching **pink tabs**).

ACCOMMODATIONS ADMINISTERED BY THE SSD COORDINATOR

Students approved for **100 percent extended time**, breaks as needed, the use of a computer for the essay, or some nonstandard materials such as Braille or cassette test formats will be tested in rooms set up and supervised by you, the SSD Coordinator. These students will not appear on the online Attendance Roster, but they will appear on a Nonstandard Administration Report (NAR) that you will generate and print out through the SSD Online application. The Admission Tickets for these students will include "NAR" in the heading. The scripts to be used for testing these students have **purple tabs**.

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

APPLYING FOR ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The SAT Program has long supported students with disabilities, offering extended time formats, such as Braille and cassettes, large-print materials and other accommodations to students with documented needs. Please note that it takes about seven to 10 weeks from the receipt of all necessary documentation for the College Board to determine a student's eligibility for accommodations. Students are encouraged to request accommodations well before the established deadlines — as early as their first year of high school.

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

REQUESTING ACCOMMODATIONS ONLINE

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

1. Ensure that you are in the system as an SSD Coordinator:
 - The school must have an SSD Coordinator Form on file with the College Board to submit online SSD requests for students and view student information. Additionally, a completed SSD Coordinator Form is necessary in order for the school to administer College Board tests with school-based accommodations listed on the NAR.
 - You will need a Professional Account as an SSD Coordinator in order to use **SSD Online**. If you need to establish an account, go to www.collegeboard.org/profaccount and follow the instructions for "**Create an Account**."
2. Download and print a Parent Consent Form for each student (or use the one provided on the next page). You must have a signed consent form on file in order to submit an online application.
3. Go to www.collegeboard.org/profaccount and select "**Disabilities Accommodation Mgmt**" from the drop-down menu when you log in.
4. Select "**Submit Eligibility Form**" in the top right-hand corner of the dashboard. This will bring you to a new Eligibility Form to start a new request. Complete the questions, and submit the form electronically.
5. If documentation is required, print out the cover sheet and attach it to the requested documentation. Fax (or mail) the documents for the College Board's review to the fax number on the form.
6. For more information about submitting a request for accommodations online, view the tutorial provided online.



**The College Board
Services for Students**

Consent Form for Request for Accommodations

Student's Name: _____

School: _____

Student's Date of Birth: _____

I wish to apply for testing accommodation(s) on College Board tests (SAT®, PSAT/NMSQT®, and/or Advanced Placement® Tests) due to disability. I authorize my school: to release to the College Board copies of my records that document the existence of my disability and need for testing accommodations; to release any other information in the school's custody that the College Board requests for the purpose of determining my eligibility for testing accommodations on College Board tests; and to discuss my disability and accommodation needs with the College Board. I also grant the College Board permission to receive and review my records, and to discuss my disability and needs with school personnel and other professionals. I agree to the conditions set forth in the student bulletins for the SAT, AP®, and PSAT/NMSQT Programs relating to accommodations for disabilities.

Student's Signature

Date

Parent/Guardian's Signature
(Required if student is under 18)

Date

Instructions to the School:

This form must be used when a request for accommodation(s) is submitted electronically (via SSD Online). The form should be maintained by the school with the student's records. It does not need to be sent to the College Board. You will be asked to verify that Consent Form is on file at the school prior to submitting a request for accommodations.

SUPPLYING ADDITIONAL DOCUMENTATION

If further documentation is needed for the student's application, the system will indicate this to you. The documentation suggested will depend on the type of disability and the accommodation requested. If you do not have the exact documentation requested, submit the paperwork that you have, along with a narrative explanation of the student's **current needs**. At a minimum, the documentation needs to show that:

- The student has a disability;
- The disability leads to a functional limitation in ability to take College Board tests; and
- The requested accommodation is appropriate.

NOTIFICATION

You will receive an email notifying you that a decision has been made. Check your dashboard to see the student's status or to read the decision letter. Students receive a letter by mail identifying the approved accommodations or explaining why accommodations were not approved.

If a student has not received an accommodations decision by the registration deadline, he or she will need to register for SAT School Day without accommodations, while they await approval. Once the student receives approval for accommodations, he or she must call the SSD office to change the registration to reflect the accommodations. Requests for accommodations made less than seven weeks before the test will likely not result in a decision in time for the SAT School Day exam.

PARENT/GUARDIAN REQUESTS FOR ACCOMMODATIONS

Although it is recommended that families and schools work together to request accommodations, a parent/guardian may request accommodations without the participation of their school.

To submit a request for accommodations, a student's parent/guardian will need a paper Student Eligibility Form, obtained by contacting the Services for Students with Disabilities (SSD) office. Refer families to www.collegeboard.org/ssdstudents for more information. (See the inside front cover for contact information.)

USING THE NONSTANDARD ADMINISTRATION REPORT (NAR)

To plan for school-day testing of your students, you will need to access a Nonstandard Administration Report (NAR) through the SSD Online system listing your eligible students who require nonstandard testing for the SAT School Day exam. The NAR will include registered students and their approved accommodations (nonstandard test format, amount of extended time, etc.). Check the NAR on SSD Online on a regular basis, starting two to three weeks before the test date, to get the latest updates on students that may be recently approved. Print your NAR as close to the test date as possible, to ensure you have the most up-to-date information.

NOTE: If any information is incorrect or if any students' names are missing, immediately contact the SSD office.

Provide only the accommodations indicated. The NAR will identify each student separately with the accommodation(s) needed along with which tests they are taking. Review the types of accommodations (i.e., extended time, extra breaks, cassette, large block answer sheet, etc.) that have been approved for each student so that you can plan for adequate space and staff.

PLANNING FOR TESTING TIME

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

STANDARD TIMING

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

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

This adds up to a total of **4 hours of testing time, to which you should add an extra hour for administrative tasks** (admission, seating, completing personal information on the answer sheet, distributing and collecting test materials, and introductory text to each section).

NONSTANDARD TIMING

Plan on about 6 and one-half hours to administer 50 percent extended time. Students taking the nonstandard test receive:

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

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

Students who take the test with 100 percent extended time are administered the test over two days under your supervision as the SSD Coordinator, following the same process that is used for these students for regular weekend SAT administrations. The testing for students who are receiving 100 percent extended time will end at approximately 12:05 p.m. on the first test day and will resume the following day. Breaks for these students are expected to be 10 minutes, rather than the 5 minutes for test-takers listed on the Roster; and only two breaks are needed, since testing ends on the first day after section 4, when one of the breaks would occur.

RESCHEDULING LUNCH

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

COMMUNICATING TO STUDENTS AND PARENTS

Clear communications with students and their parents well ahead of test day can help ease the concerns they have about a delayed lunch. Remind them that several hundred thousand extended time test-takers every year cope with a day in which their lunches are delayed.

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

- Eat a hearty breakfast on test day.
- Bring nutritious, easy-to-eat snacks. They'll have three opportunities to eat.
- Bring their ID, Admission Ticket, No. 2 pencils and approved calculators.

Please proactively communicate with parents about the need to adhere to the same schedule that all students who take the SAT are expected to follow.

APPROXIMATE SCHEDULE FOR TEST DAY

6:45 a.m.	Staff reporting time and facility preparation.		
7 a.m.	Review staff assignments and room assignments. Distribute materials to staff.		
7:15 a.m.	Staff report to their rooms and prepare for arrival of students.		
7:45 a.m.	Students report to the area designated for them to assemble before and after testing.		
8 a.m.	Close testing room doors.		
APPROX. TIME	50 PERCENT EXTENDED TIME	APPROX. TIME	100 PERCENT EXTENDED TIME
8–8:35 a.m.	Distribute materials and read preliminary instructions.	8–8:35 a.m.	Distribute materials and read preliminary instructions.
8:35 a.m.	Begin testing.	8:35 a.m.	Begin testing.
9:55 a.m.	5-minute break.	10:15 a.m.	10-minute break.
11:30 a.m.	5-minute break.	12:05 p.m.	First day of testing ends.
12:45 p.m.	5-minute break.	7:30 a.m.	Begin testing (beginning time may vary).
2:15 p.m.	Pencils down.	9:10 a.m.	10-minute break.
		11 a.m.	Pencils down.

PLANNING TESTING ROOM USE

Fair testing requires well-lit, comfortable surroundings, with ample room between test-takers and minimal opportunities for inadvertent (or planned) sharing of information. You'll need to coordinate your use of rooms and staff with the test center supervisor to ensure a smooth test-day experience. Here are some guidelines to help you get started.

GUIDELINES FOR STAFFING YOUR ROOMS

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

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

Consider whether students may require different enough timing that they'd interfere with each other's concentration. In some cases, you may need more than one testing room for students listed on the NAR. Unless unusually severe disabilities are addressed, only one staff person should be assigned to a student — that is, if a student has a reader, that person should also administer the test to him or her. Readers and scribes can only be assigned to one student — they cannot be shared.

REQUIREMENTS FOR SEATING

These guidelines for seating apply to all testing, whether standard or nonstandard.

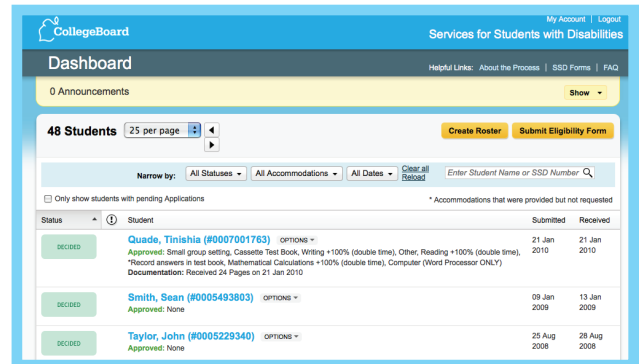
SEATING GUIDELINES

- 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 on the right, left, front and back (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table that measures 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 large, smooth writing surfaces, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 × 15 inches (30 × 38 centimeters).
- Study carrels, lapboards, language laboratory booths and tables with partitions or dividers are not acceptable.

SSD Online



Online System to Request and Manage Accommodations for Students with Disabilities



What does it allow you to do?

- Check the status of accommodation requests
- See information about all your SSD students in one place
- Get immediate notifications of SSD Eligibility Form errors (when submitting online)
- Get accurate feedback on documentation requirements, according to each student's individual disability profile
- Manage your students' accommodation requests
- Eliminate the need for paper SSD Eligibility Forms
- Request accommodations online
- Generate and print Nonstandard Administration Reports for students registered to test with school-based accommodations

How do you get access?

- Create a College Board login at <https://epl.collegeboard.org/epl/login.do>.
- Submit a completed SSD Coordinator Form, available at <http://professionals.collegeboard.com/testing/ssd/forms>. You will receive an access code that will allow you to begin using SSD Online.

Where do you go for more information?

Check out a demo of SSD Online at www.collegeboard.org/ssdonline.

For more information, visit
www.collegeboard.org/ssdonline