Services for Students with Disabilities (SSD)

Overview for Coordinators

2026-27

CollegeBoard



Agenda

01 Services for Students with Disabilities (SSD) Coordinator Role

02 Accessing SSD Online for Coordinators

03 What are Accommodations and Supports?

04 Submitting New Requests and Reviewing Existing Roster

05 Commonly Requested Accommodations Guidance

06 Key Reminders & Updates for Spring 2027

07 Training Opportunities and Resources

08 Testing Window and SSD Deadlines

Objectives

By the end of this session, participants will be able to:

- Describe the SSD coordinator role and how SSD Online, SDMS, Test Day Toolkit, and Bluebook™ work together.
- Tell universal tools, College Board-approved accommodations, state-allowed accommodations, and EL supports apart, and identify when a request is required.
- Submit, review, and transfer accommodations, including paper testing and the new Spring 2027 selections.
- Find the handbook, training, and SSD support contacts, and share student information with College Board securely.

Before We Start

A Critical Note about Student Personally Identifiable Information (PII)

- Student PII should be handled with care. It should only be shared verbally, **never in writing/email.**
- Student PII includes:
  - Name
  - Date of Birth
  - Address
  - Phone Number
  - Email Address
  - Any Identifying Numbers (e.g., Registration, State Student ID, SSDID, etc.)
- If in doubt, err on the side of caution and ask for assistance before sharing.



SSD Coordinator Role

SSD Coordinator Role



SSD Coordinator

The SSD coordinator is responsible for:

- Submitting accommodation requests for all students who require them.
- Submitting EL support requests for all students who require them.
- Communicating with students and families about necessary testing accommodations.
- Reviewing accommodations for students who received approval previously to ensure those accommodations still meet the needs of the student.
- Assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
- Working with the test coordinator and technology coordinator to make sure student devices are configured to support assistive technology (as needed) for testing.
- Partnering with the test coordinator to administer the assessments to students who are testing with accommodations.



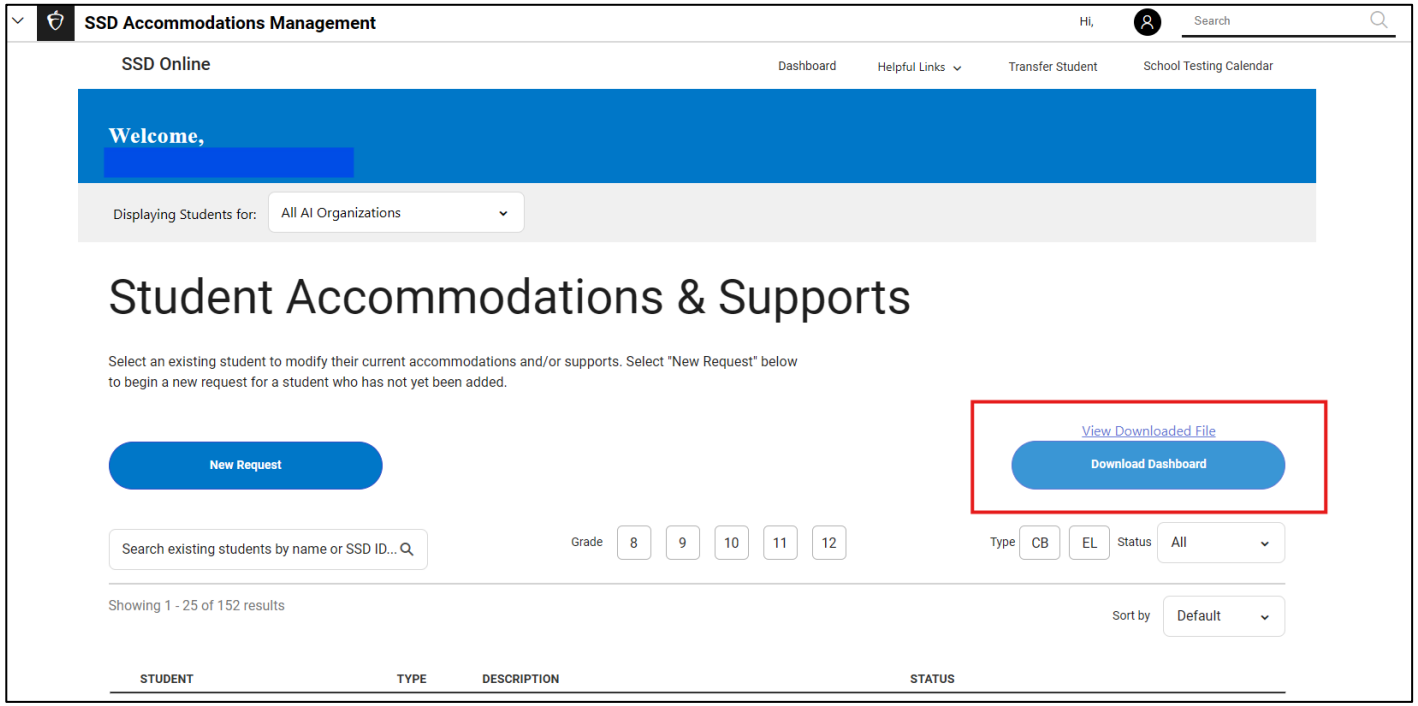
Accessing SSD Online

What is SSD Online?

SSD Online is College Board's online request and management system for accommodations.

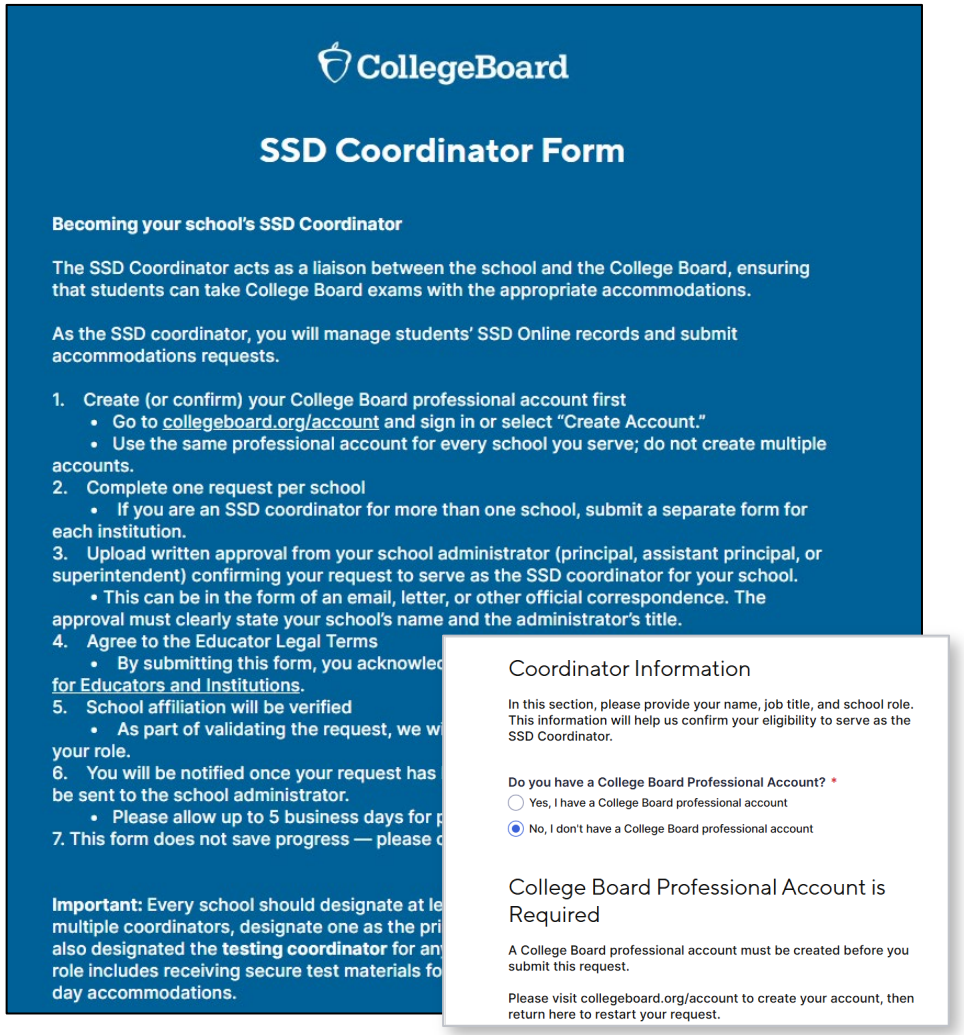
SSD coordinators can use SSD Online to:

- Request testing accommodations for their students
- Track the status of accommodation requests
- View information about all their SSD students in one place



CollegeBoard

New SSD Coordinators



CollegeBoard

SSD Coordinator Form

Becoming your school's SSD Coordinator

The SSD Coordinator acts as a liaison between the school and the College Board, ensuring that students can take College Board exams with the appropriate accommodations.

As the SSD coordinator, you will manage students' SSD Online records and submit accommodations requests.

1. Create (or confirm) your College Board professional account first
   - Go to collegeboard.org/account and sign in or select "Create Account."
   - Use the same professional account for every school you serve; do not create multiple accounts.
2. Complete one request per school
   - If you are an SSD coordinator for more than one school, submit a separate form for each institution.
3. Upload written approval from your school administrator (principal, assistant principal, or superintendent) confirming your request to serve as the SSD coordinator for your school.
   - This can be in the form of an email, letter, or other official correspondence. The approval must clearly state your school's name and the administrator's title.
4. Agree to the Educator Legal Terms
   - By submitting this form, you acknowled
   for Educators and Institutions.
5. School affiliation will be verified
   - As part of validating the request, we w
   your role.
6. You will be notified once your request has
   be sent to the school administrator.
   - Please allow up to 5 business days for p
7. This form does not save progress — please c

Important: Every school should designate at le
multiple coordinators, designate one as the pri
also designated the **testing coordinator** for an
role includes receiving secure test materials fo
day accommodations.

Coordinator Information

In this section, please provide your name, job title, and school role. This information will help us confirm your eligibility to serve as the SSD Coordinator.

Do you have a College Board Professional Account? *

- ○ Yes, I have a College Board professional account
- ◉ No, I don't have a College Board professional account

College Board Professional Account is Required

A College Board professional account must be created before you submit this request.

Please visit collegeboard.org/account to create your account, then return here to restart your request.

To access the SSD Online system, new SSD coordinators will need to request access.

- Educators must have a College Board educator account and must also complete the SSD Coordinator Webform.
- Each school should have one Primary SSD coordinator, and back-up coordinators should be requested.
- If you support more than one school as SSD Coordinator, individual webforms need to be submitted for each school.

College Board Educator Account

Your College Board Educator Account is your ticket into a variety of College Board systems and processes

If you already have a College Board Educator account, you must update your account using the steps provided on the previous slide.

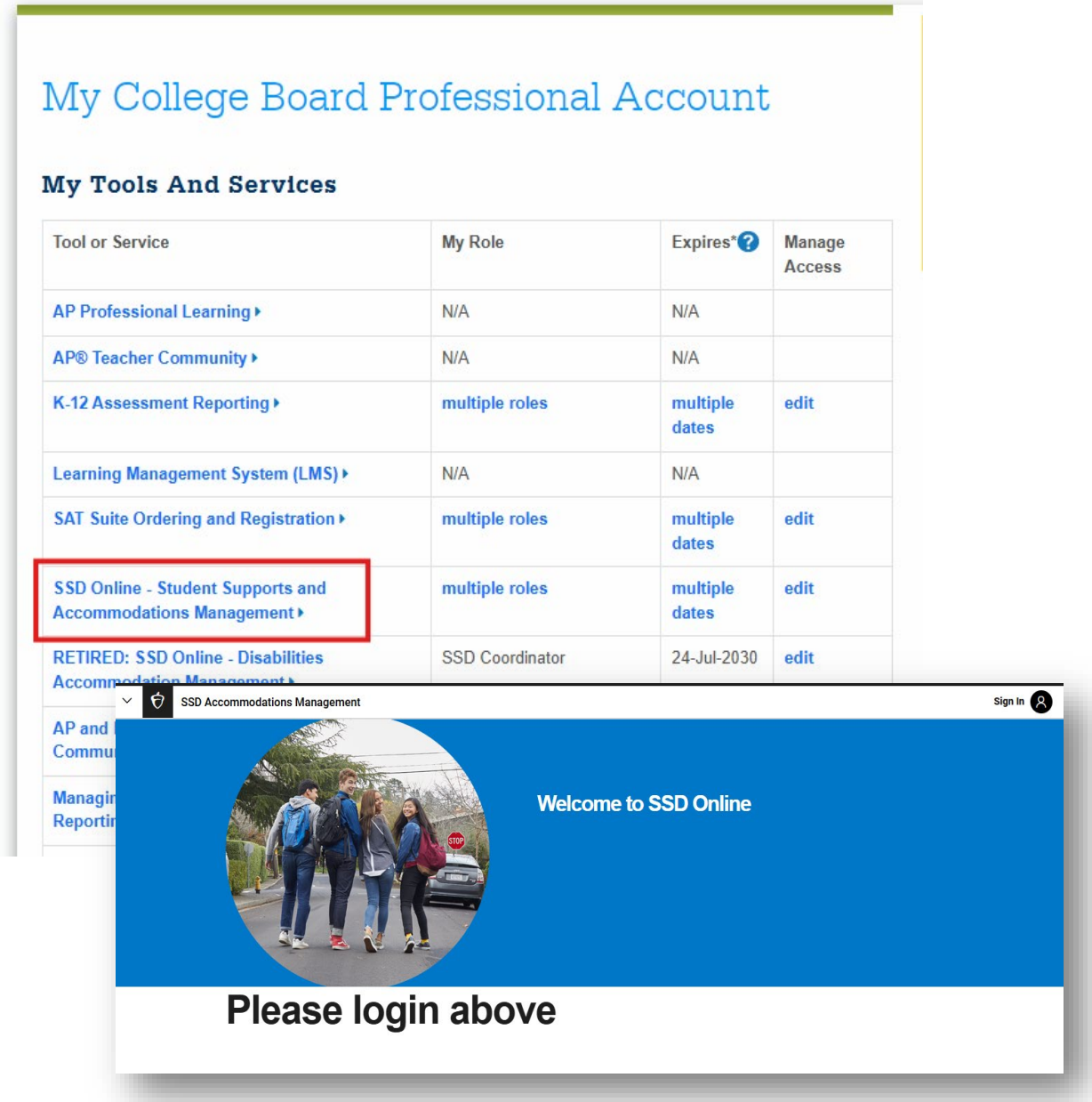
- The email address you use must be your professional school or district provided email. Do not use a personal email address to access College Board systems.
- If you do not remember your password, please use this **Forgot Password** feature.

If you do not already have a College Board educator account, you will need to create one **here**.

Returning SSD Coordinators

Confirm Access

- Confirm that you still have access to SSD Online by logging in to your College Board Account at www.collegeboard.org.
  - If you've forgotten your password, use the "forgot username" or "forgot password" links on the sign-in page.
  - Choose SSD Online from your Account Dashboard or login to SSD Online directly at: ssdonline.collegeboard.org.

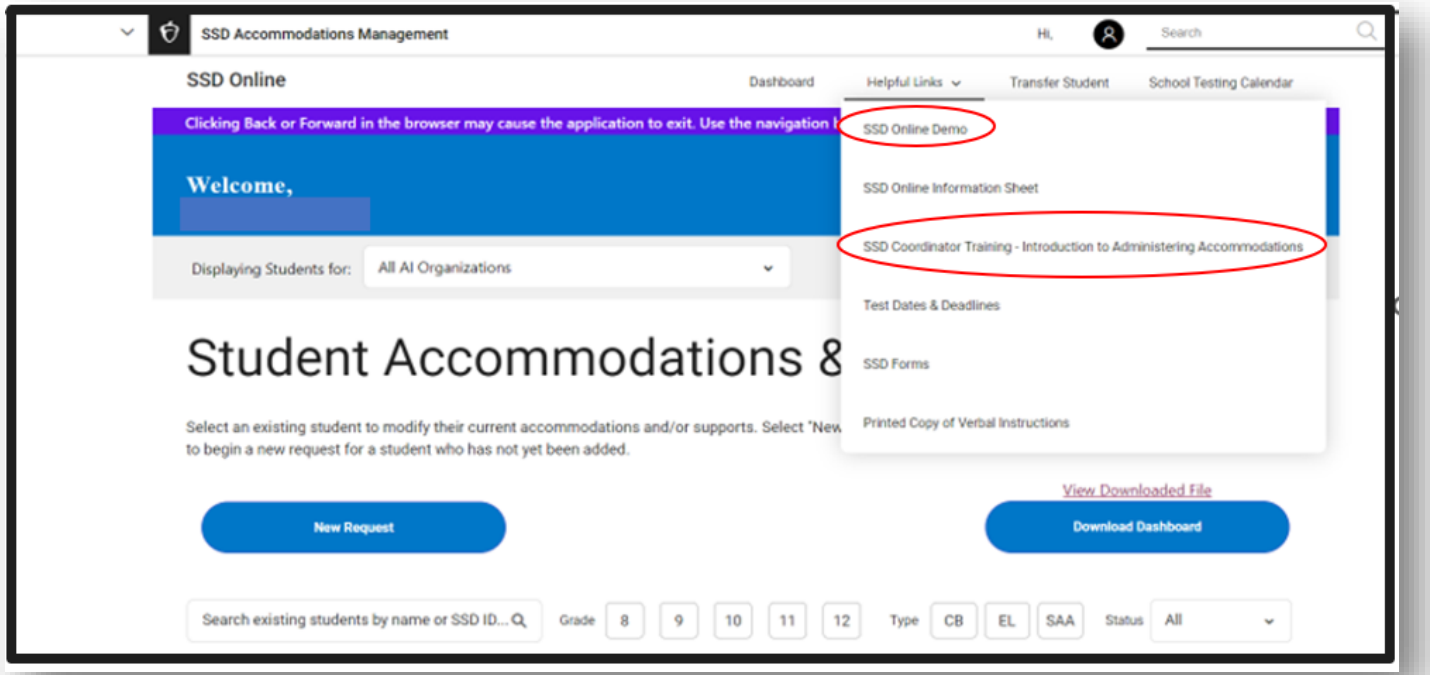




Training

SSD Online Training for SSD Coordinators

- SSD Coordinator Training
- Intro to Administering Accommodations

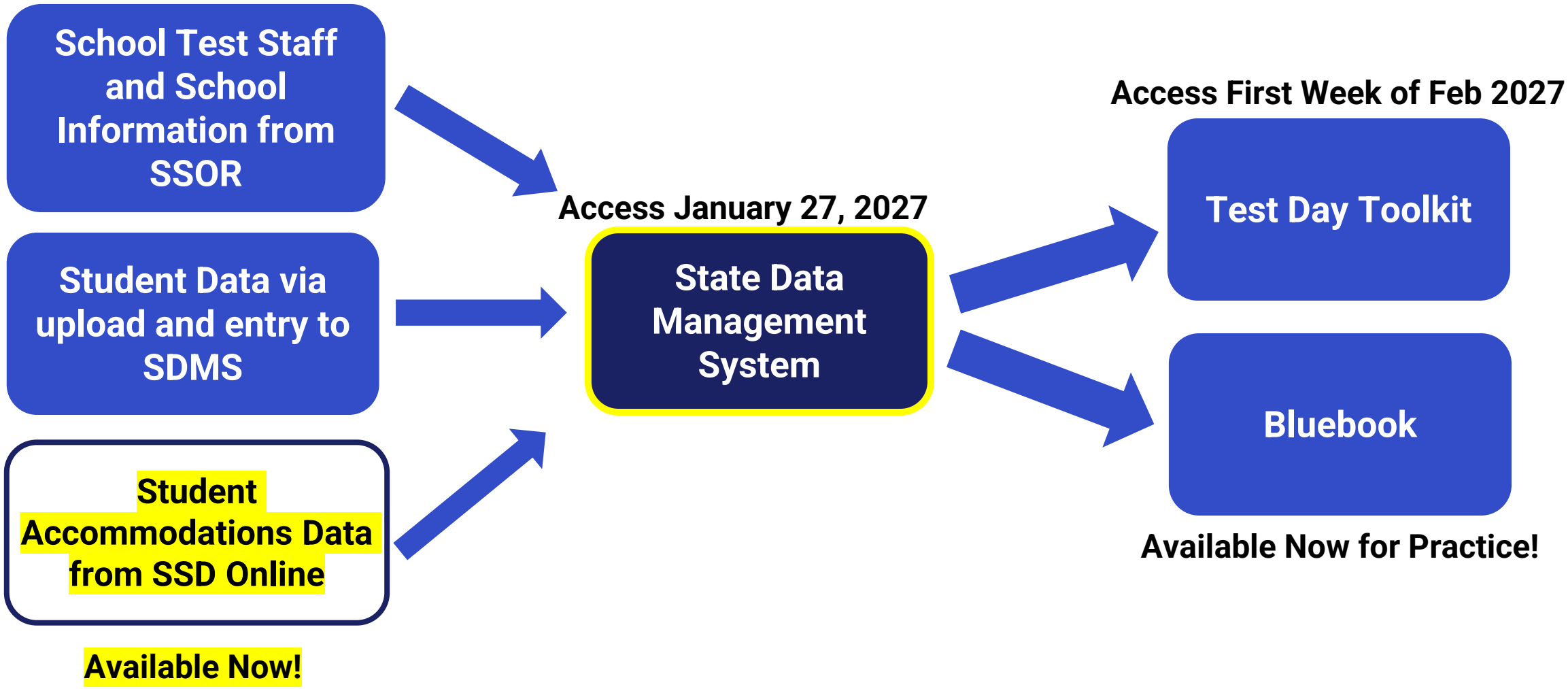




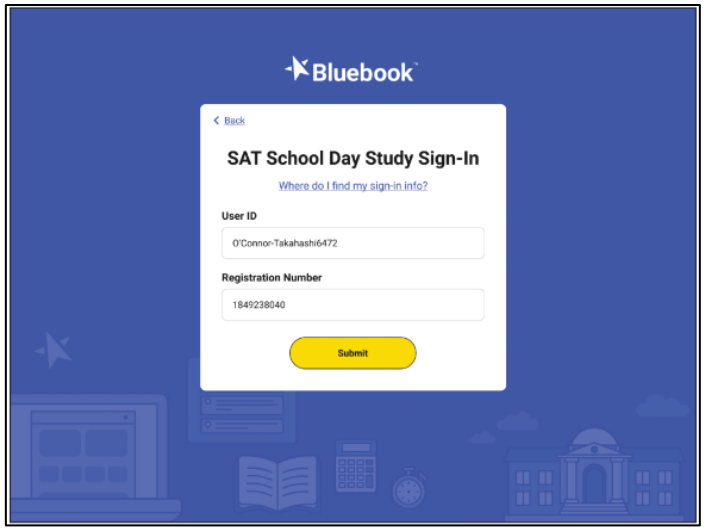
How the Systems Work Together

- Bluebook™
- Test Day Toolkit
- State Data Management System (SDMS)
- SSD Online

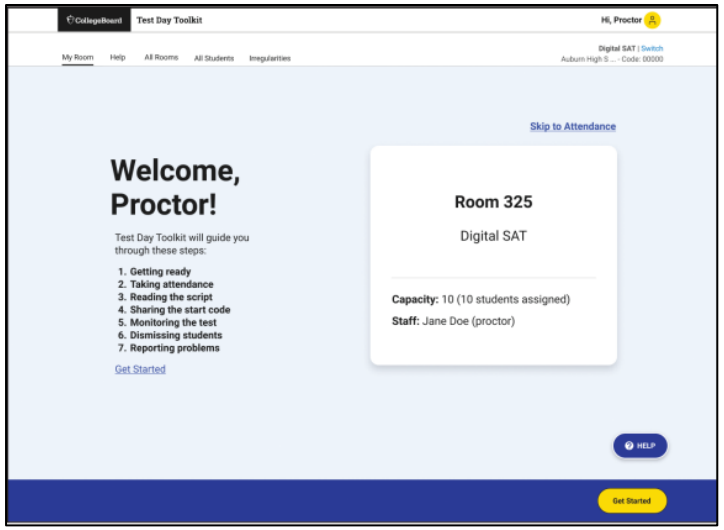
State Data Management System (SDMS)



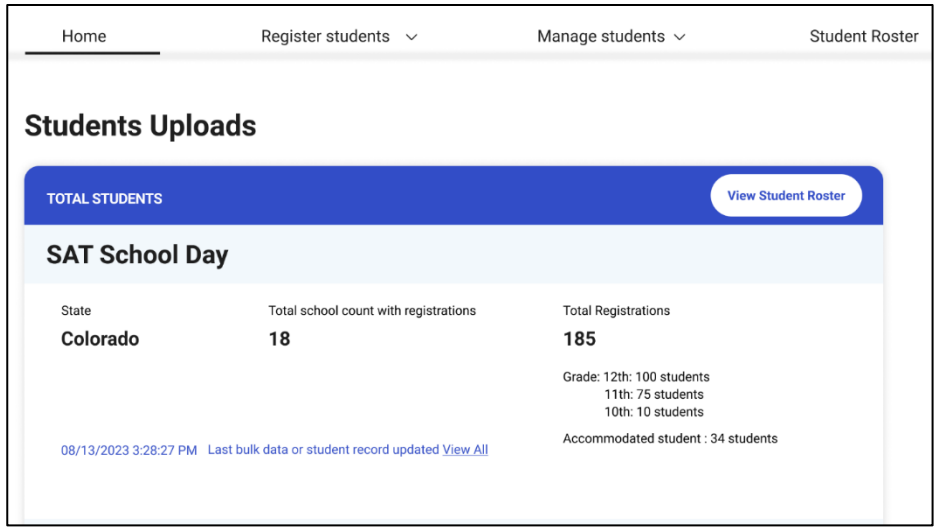
Test Administration Systems



Bluebook
(for Students)



Test Day Toolkit
(for Test Coordinators
and Proctors)



State Data Management System
(SDMS)
(for registration management)



What are Accommodations and Supports?

1. Universal Tools and Accessibility Features
2. College Board Approved Accommodations
3. Multilingual (EL) Supports
4. State-Allowed Accommodations (SAAs)

Universal Tools and Accessibility Features

Universal tools and certain accessibility considerations do NOT require a request or approval in SSD Online

Digitally-embedded universal testing tools **available to all students** in Bluebook™

Tool	Description
Section Directions	Explains the questions in the current section and how to answer them.
Test Timer	Per-student timer for each module; can be hidden or shown, with a 5-minute warning.
Highlights & Notes	Highlight text and create notes in the reading and writing sections.
Line Reader	Students can narrow their field of focus using the line reader.
Calculator	Built-in Desmos calculator; toggle scientific or graphing; drag anywhere on screen.
Reference Sheet	Common math formulas available in the math section.
Help	Instructions for Bluebook tools, assistive technology, keyboard shortcuts, and more.
Expand Passage or Question	Expand the passage or question regions.
Zoom In/Out	Native device controls: Ctrl +/- (Win/ChromeOS), Cmd +/- (Mac), pinch/double tap (iPad).
Mark for Review	Bookmark icon flags a question so it is easy to find in the question menu.
Option Eliminator	Cross out or undo crossed-out options on multiple-choice questions.
Question Menu	Go to any question in the section/module; review unanswered or marked questions.
Color Contrast	Adjust text/background brightness for readability in device settings (outside Bluebook).
Dark Mode	Dark background with light text for students with light sensitivity.
Streamline Mode	Single linear column with the stimulus above its associated question(s).

More information about universal tools can be found at: [Bluebook Universal Tools page]

Considerations for Accommodations Requests

Consider the following:

Can the student's needs be met using Bluebook's universal tools?

- A student can use universal tools without submitting an accommodations request. (ex. A request for magnification device is not needed if the student's need is met using the zoom-in feature)

If a request for accommodations is needed, consider these questions before beginning the request:

1. Have you obtained consent to submit an accommodations request on behalf of this student? If you have not, you must obtain consent before submitting the request in SSD Online.
2. Do you have this student's demographic information SSD number (if the student already has accommodations requests submitted in SSD Online), disability diagnosis, and the testing accommodation needs as written in their IEP or 504 plan.
3. How has your school been supporting this student's need within a testing situation?
4. What specific accommodation(s) do you need to request for this student?

Circumstances that Require an Accommodation Request

When universal testing tools and permitted considerations do NOT meet a student's needs as written in their IEP or 504 plan

- If none of the universal testing tools, considerations, or supports listed on the prior slides meet a student's IEP/504 plan requirements, an accommodation may be requested for a student with a documented disability and who has a demonstrated functional impact.
- When submitting a request for an accommodation in SSD Online, if your request triggers a requirement to upload documentation, that documentation must demonstrate the student's disability and the functional impact of that disability for the student.

Circumstances that Do Not Require an Accommodation Request

Universal testing tools, certain accessibility considerations, and select English Learner (EL) supports do NOT require an SSD Online request or approval

Non-embedded accessibility considerations permitted **at the school's discretion** for in-school testing:

- Small Group Testing (no minimum, recommended maximum of 10 students per standard sized classroom)
- Preferential seating
- Wheelchair accessibility and/or special furniture (seating distance rules still apply)
- Access to nurse/aide during breaks
- Familiar proctor (conflict of interest rules still apply)
- If a student chooses to take the national SAT Weekend in the future and needs these accommodations, a request must be submitted in SSD Online at that time.

NOTE: Non-embedded EL Supports of word-to-word bilingual dictionaries and a printed copy of the translated test directions do **not** require an SSD Online request.

College Board Approved Accommodations

- **These accommodations result in a college or scholarship reportable score.**
- Students must have their need for testing accommodations documented in an IEP or 504 plan
- College Board accommodations previously approved do not need to be requested again unless there is a change in the student's accommodation needs.
- Accommodations requests must be submitted for new students who require testing accommodations
- Accommodations will stay active until 1 year after a student graduates.

Multilingual (EL) Learner Supports

These supports are for students who meet the definition of an English Learner.
An IEP/504 is not required for any of these supports.
These requests are automatically approved.
Students who use EL supports will receive a college reportable score.

EL Supports Requested in SSD Online – Advanced Notice Required.

EL Up to Time and One-Half (+50%)

- Students receive a support of up to time and one-half on each section of the test.

Embedded Text-to-Speech for Math Sections

- Students receive the embedded text-to-speech on the math section of the SAT/PSAT.

These supports MUST be requested in SSD Online, requiring parental consent.

Multilingual (EL) Learner Supports

These EL Supports are not requested in SSD Online; no approval needed.

Translated Test Directions

- Printed versions of the test directions can be distributed by educators to students on test day as needed.
  - Languages available include Albanian, Arabic, Bengali, Chinese/Mandarin, French, Gujarati, Haitian Creole, Hindi, Mexican Spanish, Pashto, Polish, Portuguese, Russian, Spanish, Ukrainian, Urdu, and Vietnamese.*
- Schools can use a locally-provided translator to create on the fly translations of test directions into languages not provided above.

Word-to-Word Bilingual Dictionaries

- The list of approved dictionaries can be found on College Board's website.

Note: Translated test directions and word-to-word bilingual dictionaries DO NOT require a request in SSD Online.

*Translated test directions will be available for download from collegeboard.org in February 2027.

State-Allowed Accommodations (SAAs)

State-allowed accommodations should be used only in very rare circumstances because they result in a non-college reportable score.

Please refer to your state guidelines for approved SAAs.

- State-allowed accommodations **must** be requested in SSD Online.



Commonly Requested Accommodations

Note: For more details regarding these Commonly Requested Accommodations, visit the page numbers posted on each slide, found in the SAT Suite Accommodations and Supports Handbook. This handbook will be updated for Spring 2027 on November 12, 2026.

Commonly Requested Accommodations – p27*

Category in SSD Online: “Extended Time”

Accommodation Name	Detailed Request / Definition
Extended Time	**Detailed Variations of Request:** •Up to Time and One-Half •Up to Double Time •Up to More than Double Time • If a student is approved for extended time on Reading, they will receive extended time on all sections of the test. **Timing** • Please consult the Test Coordinator Manual and Proctor Guide for timing tables. • Nearly all test takers will test in one day.
Limited Time	Student tests over multiple days to prevent exceeding their approved maximum testing time per session. For students approved for 2 days, Bluebook will deliver 2 separate test cards, 1 for each day. The tests will automatically follow the appropriate timing for the student. Students requiring more than 3 days to test will require a paper test form.

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*SAT Suite Accommodations and Supports Handbook

Commonly Requested Accommodations – p48*

Category in SSD Online: "Extra Breaks and/or "Extended Breaks"

Accommodation Name	Detailed Request / Definition
Extra Breaks	Module times remain standard, but a 5-minute break is added between modules within each section
Extended Breaks	Module times remain standard, but each break time is double the standard break time
Extra and Extended Breaks	Module times remain standard, but each standard break time is doubled in length, and a 10-minute break is added between modules within each section
Breaks as Needed	Students can "stop the clock" and take breaks as needed

*SAT Suite Accommodations and Supports Handbook

Commonly Requested Accommodations – p41*

Category in SSD Online: “Reading/Seeing Text” and “Recording Answers”

Name	Detailed Request / Definition
Embedded Text-to-Speech	Enables TTS function availablity in Bluebook
Non-Embedded Screen Reader	Enables third-party or operating system-integrated screen reader application to persist in Bluebook™
Speech-to-Text Dictation for Digital Exams	Enables third-party or operating system-integrated speech-to-text application to persist in Bluebook™

* In the rare event a student cannot test with:

- Text-to-Speech, Screen Reader or with Speech-to-Text; a human reader and/or writer/scribe may be approved to permit (1:1 with automatically enabled Up to Time and One-Half)
- Zoom in/out universally available in Bluebook; Magnification Device may be requested
- Color contrast setting available on their device that is adjustable without accommodation; physical color overlay permission may be requested

*SAT Suite Accommodations and Supports Handbook

Commonly Requested Accommodations – p62*

Category in SSD Online: “Modified Setting” and “Other” *

Name	Detailed Request / Definition
Auditory Amplification / FM System	Students can use their FM system. Permits student to use headphones for these purposes, as well as the proctor to wear a microphone to give instructions to the student.
ASL/SEE – Direction Only	Permits student to have spoken instructions from the proctor signed to them in either American Sign Language or Signed Exact English. Sign language interpreters must be able to effectively to do so, as well as voice the student’s signing to the proctor. Conflict of interest rules still apply.
Food/Drink/Medication	Permits student to bring food, drink, and/or medication into the testing room.

*SAT Suite Accommodations and Supports Handbook

Commonly Requested Accommodations – p. 63*

Students with Diabetes – a combination of accommodations may be needed

Name	SSD Category	Notes
Permission to test blood sugar	Other	Testing only may occur on breaks.
Permission for cell phone to test blood sugar or medical need	Other	Phone will need to be in airplane mode/guided access and remain on proctor desk. Proctor must directly supervise student when they are accessing their phone app. Documentation is required.
Extra Breaks or Breaks as Needed	Extra/Extended Breaks	
Food/drink/medication in test room	Other	

Questions to consider:
Does the student need to test their blood sugar during the test?

- If extra or extended breaks, and/or use of a mobile phone is needed, these must be requested separately.

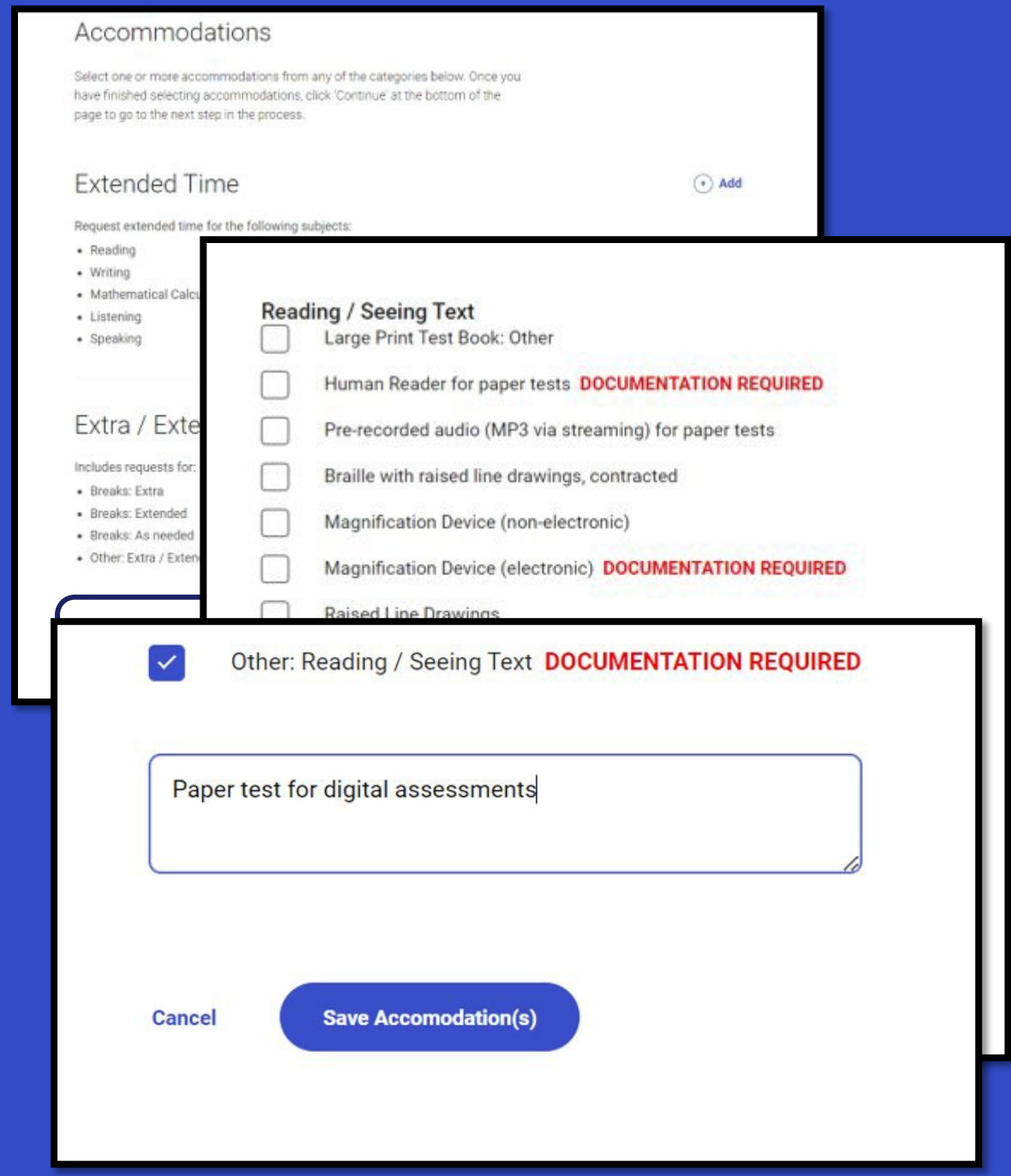
*SAT Suite Accommodations and Supports Handbook



Paper Testing Accommodations

Requesting a Paper Testing Accommodation

- Most students will take the digital test.
- In **rare exceptions**, a student may not be able to test using a computer. In such cases, the SSD coordinator should request paper testing for these students in SSD Online.
- The paper versions of the digital test are not adaptive and are **longer** testing experiences.
- SSD coordinators or other testing staff will **need to transcribe** a student's paper test responses into Bluebook and then return the paper test materials to College Board.
- Requests may take up to 7 weeks for evaluation.



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Updates for Spring 2027

New Selection Options for Spring 2027

Each accommodation below now has its own selection in SSD Online

Cell phone use and non-electronic earplugs will no longer require typing in the request in Other/Other in SSD Online, but **the process has not changed.**

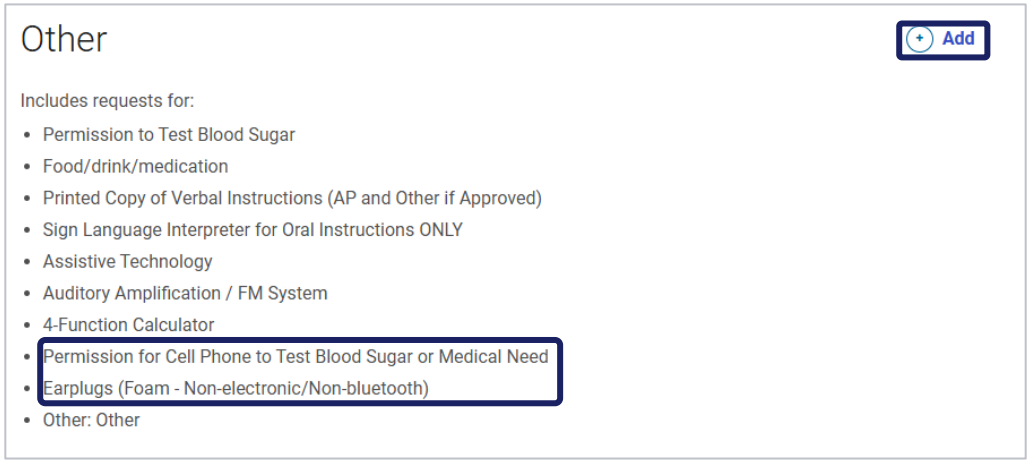
Cell phone for blood sugar testing or other medical need

- Schools add supplemental text naming the app needed
- *Documentation review required

Non-electronic earplugs

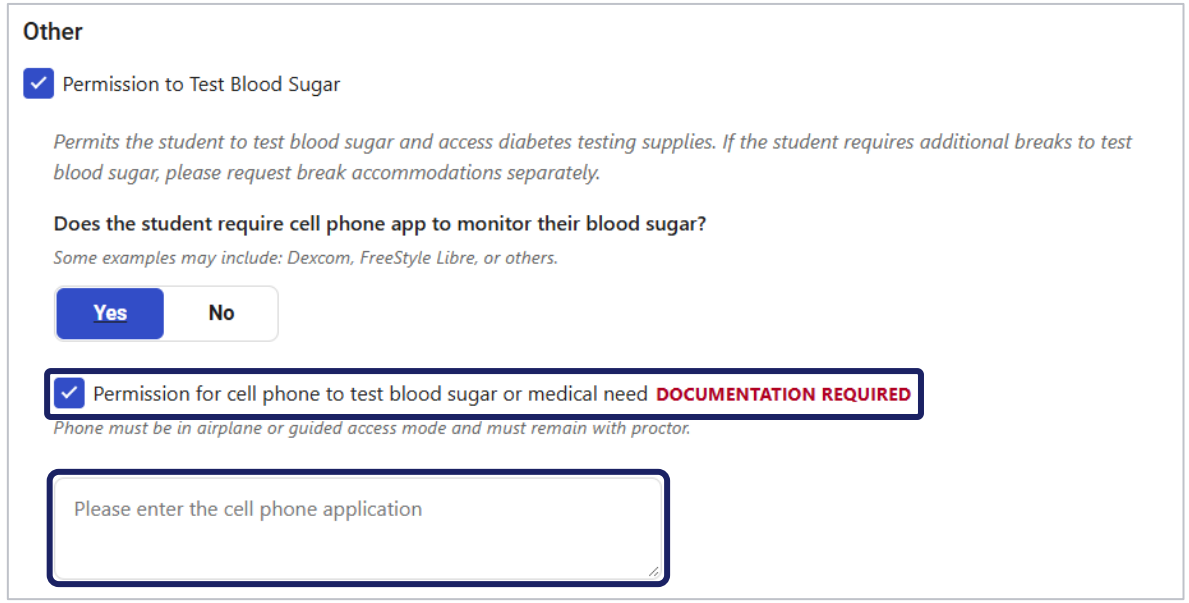
- *School verifies in most cases

Where the selections appear in SSD Online

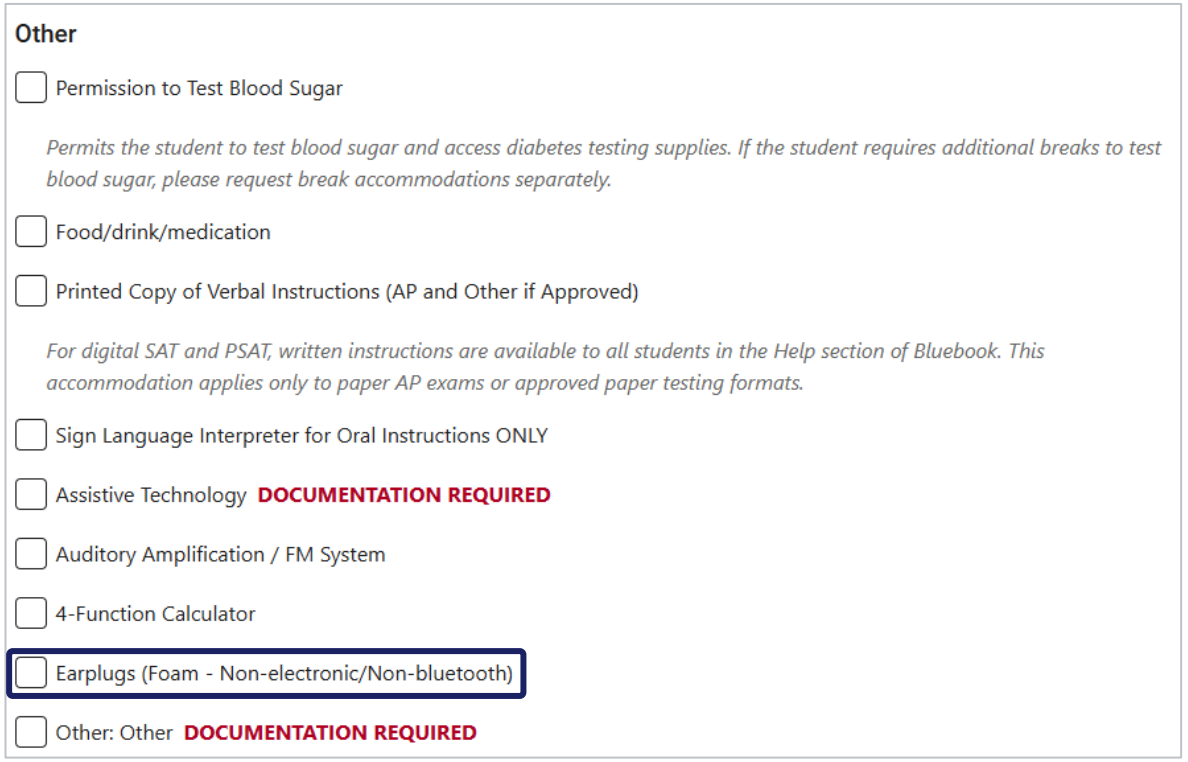


New for Spring 2027: Selecting the accommodations in SSD Online

Cell phone: select, then enter the app



Earplugs: select Earplugs (Foam)

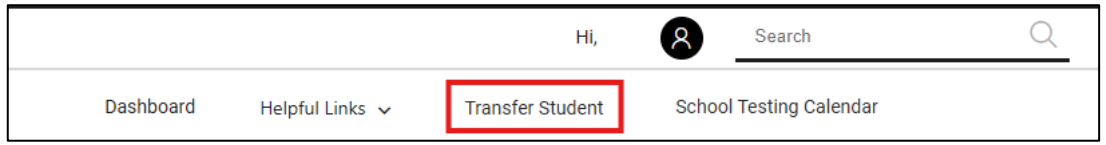




Transfers in SSD Online

Transfer In At-A-Glance

When a student arrives or leaves your school, easily select and transfer them directly from your dashboard



Identify Student

Review school enrollment for new students with accommodations in SSD Online from a prior school

Collect Student Info

SSD ID
or the combination of student first and last name, DOB, address and prior school's AI

Transfer Student

In SSD Online, select **Transfer Student** and follow prompts to complete

Manage Requests

Confirm student is now on the Dashboard and review or submit accommodation requests as appropriate



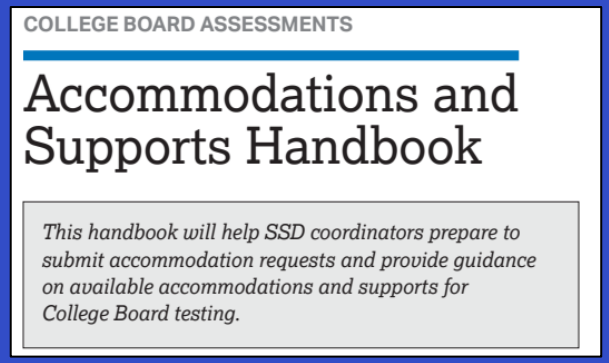
Resources

Resources

SAT Suite Accommodations and Supports Guide

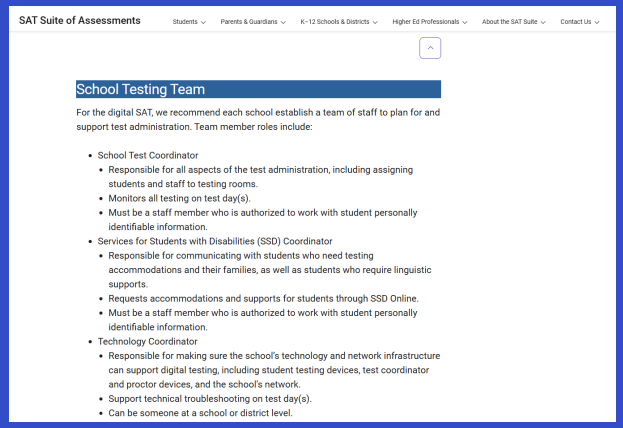
Accommodations and Supports Handbook (PDF)

- Overall guide to accommodations and supports. Provides detailed examples of each accommodation available, as well as suggested submission and administration details.



State College Board Website

- State-specific resources, training recordings and decks, manuals and guides. Updated regularly. www.collegeboard.org/ohio



Contacting College Board SSD Support

[Contact Us – Accommodations | College Board]

Select 2, 2, 2, then 4 when using the 866-630-9305 number

Services for Students with Disabilities (SSD)

Contact Form

Accommodations Inquiry

Phone

Toll-Free
866-630-9305

International
+1-212-713-8000

Fax

866-360-0114

Address

College Board SSD Program
6846 W North Ave
Chicago, IL 60707
United States

Sharing Personal Identifiable Information (PII) With College Board

Student PII may include any combination of the following data:

- Name
- Date of Birth
- Address
- Telephone number
- Email address
- Identifying numbers, such as the SSD ID Number

Please exercise caution when handling student PII.

If it becomes necessary to discuss an issue that involves sharing this information, please communicate via telephone.

Thank You!

CollegeBoard



Q&A



Testing Window and SSD Deadlines

OH SAT School Day Testing Window

Available Dates and Scheduling

- Test students on any school day(s) during the window
- Make-up and re-testing dates may also be scheduled for any school day(s) during the window and must be completed by April 30, 2027.
- Schools may test morning, afternoon, or both to provide multiple sessions in a single day
- Make certain to take into account your spring break and student/staff-observed holidays

TEST	TESTING WINDOW
SAT School Day	March 1–April 30, 2027

OH SAT School Day Implementation Timeline 2026-27

Activity	Key Dates/Deadlines
School Onboarding	October-December
College Board's Monthly Newsletter	November-May
College Board's Interactive Checklist Launch	December 7, 2026
Deadline for College Board Approved Accommodations and EL Support Requests	January 11, 2027
Request Deadline for State Allowed Accommodations	January 25, 2027
College Board's Required Online Training	January 19 - February 12
Access to College Board's State Data Management System	Early February 2027
Access to College Board's Test Day Toolkit	Early February 2027
Student Readiness Activities	1-2 Weeks Prior to Test Date
State Testing Window	March 1-April 30, 2027
Educator Score Release Begins	March 30, 2027
Student Score Release Begins	April 1, 2027



Waiving Previously-Approved Accommodations

What if the student's request is to "waive" an accommodation?

This is different from removing an accommodation and is NOT done in SSD Online

When is an accommodation waived prior to testing?

- The student does not want to use the accommodation in question for this specific exam
- The accommodation is still part of their IEP/504 and therefore should not be removed from SSD Online
- You have consent from the student (and a parent/guardian if under 18) to waive the accommodation in question.
- The waiver/consent form or phone log is a locally produced document that should be kept on file at your school.

Where is the accommodation waived?

- Within your State Data Management System (SDMS) – see Appendix for details.

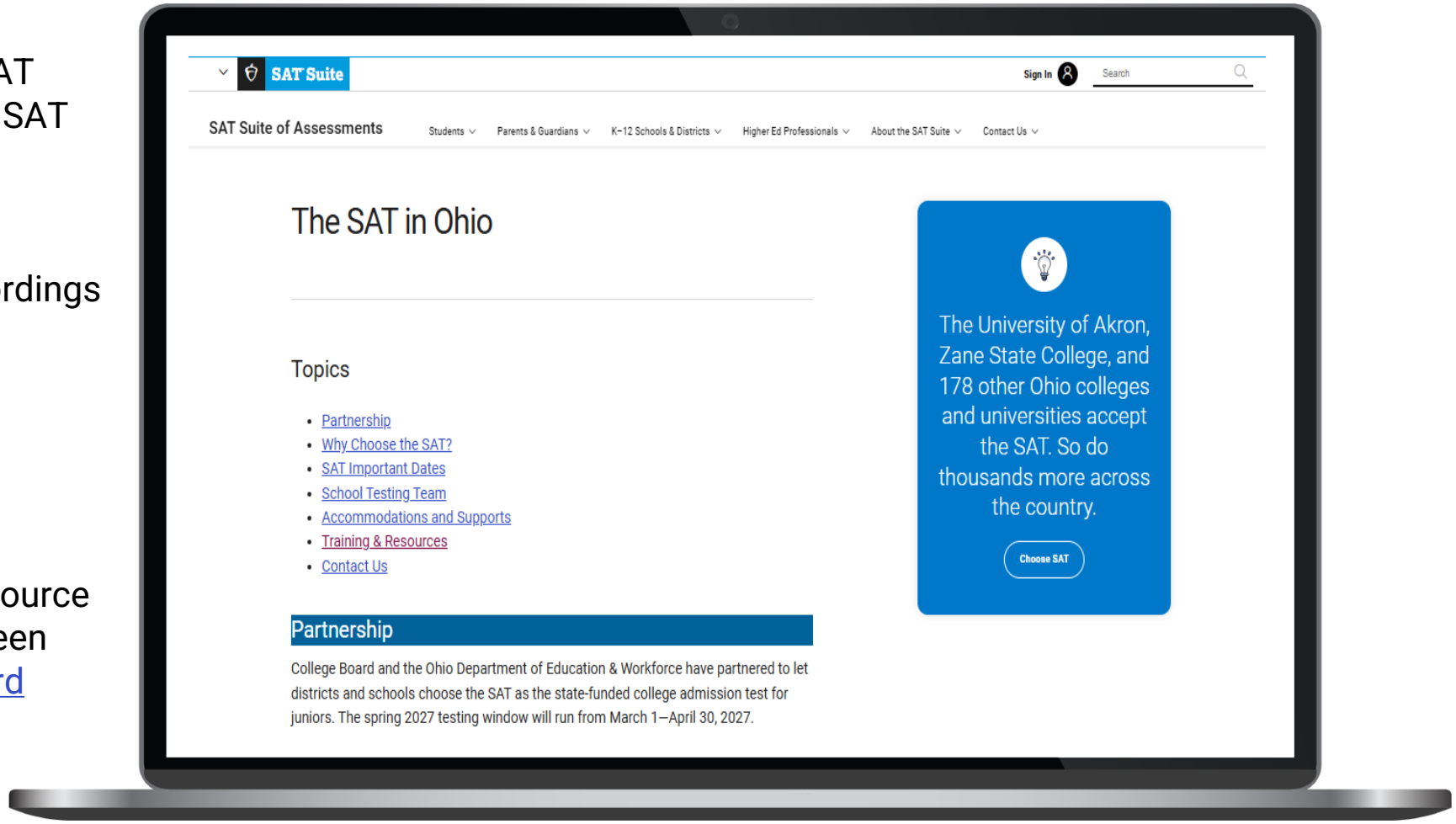
Who can waive a student's accommodation for them in SDMS?

- The school SSD Coordinator or School Test Coordinator.

OH SAT School Day Website

collegeboard.org/ohio

- All resources for the Spring 2027 SAT School Day will be added to the OH SAT School Day website.
- Important dates, trainings, and recordings will be posted.
- Check in regularly for updates.
- Please note the OH School Day Resource Repository from Spring 2026 has been replaced with the Ohio College Board Website.





Appendix

- SAT Overview
- Device Requirements
- Testing with Assistive Technology
- Submitting New Accommodations Requests
- Reviewing Previously-Approved Accommodations
- Paper Testing
- Force Match/Waive Accommodations in SDMS
- Practice Resources for Students



SAT Overview

The SAT has two modules in each section

Reading & Writing Section

Module 1

Students are given a broad mix of easy, medium, and hard questions.

Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1

Student's Reading/Writing Score

Math Section

Module 1

Students are given a broad mix of easy, medium, and hard questions.

Module 2

Students are given a targeted mix of questions of varying difficulties based on their performance in module 1

Student's Math Score

Digital SAT Test Specifications at-a-glance: Reading and Writing



54 total questions

1 section
2 modules – initial & adaptive



64 total minutes

1.19 min/question



Discrete questions

Digital SAT Test Specifications at-a-glance: Math



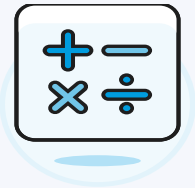
44 total questions

1 section
2 modules – initial & adaptive
both with calculator



70 total minutes

1.59 min/question



Discrete questions

75%: Four-option multiple-choice
25%: Student-produced responses (SPR)



Allowable Devices and Technology

General Device Requirements

Acceptable Devices, Power Requirements, Wi-Fi Accessibility



Desktops, Laptops, Chromebooks, Full-Sized Tablets

Chromebooks must be school managed

External mice permitted

Tablets may use external keyboard



Must be charged for **4 hours of battery operation** (SAT with essay requires 5) or be plugged in to a power source

Testing devices for students testing with extended time, extended breaks, or breaks as needed must have access to power



Must be able to connect to the internet via ethernet or Wi-Fi

Internet is required to start the test and submit responses at the end of testing

CollegeBoard

Bluebook Approved Devices list

Testing with Assistive Technology

Bluebook™ provides and permits a range of assistive technology options

Please click on the specific accommodation-oriented links below in addition to your operating system's installation instructions (Chromebook, Windows, iPad, Mac) for complete details on what accessibility resources are available and how to ensure they are provided to the students who need them:

Universal accessibility features available directly in Bluebook™ to all students without any additional request or configuration

Embedded additional accessibility tools available directly in Bluebook™ to students with a corresponding approved accommodation

External assistive technology available on the computer of a student if they have an approved accommodation that requires that non-embedded tool to remain provided on their computer after they log into Bluebook™



Submitting New Accommodations Requests

Requesting New Accommodations in SSD Online

Best Practices

All new accommodations requests must be submitted no later than the state deadline.

Discuss the accommodations to be requested with the student and their family:

- Were they discussed during IEP/504 Plan meetings?
- Are they congruent with what this student uses for other standardized or classroom tests?
- Does the student and their parents/guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?

Carefully review SSD Online's disability/accommodation categories and avoid unnecessarily selecting the option "Other."

Once the request is entered into SSD Online, carefully review the student's information to ensure it is free of errors before pressing submit.

Check your SSD Dashboard regularly and watch for College Board emails regarding decisions or requests for additional information.

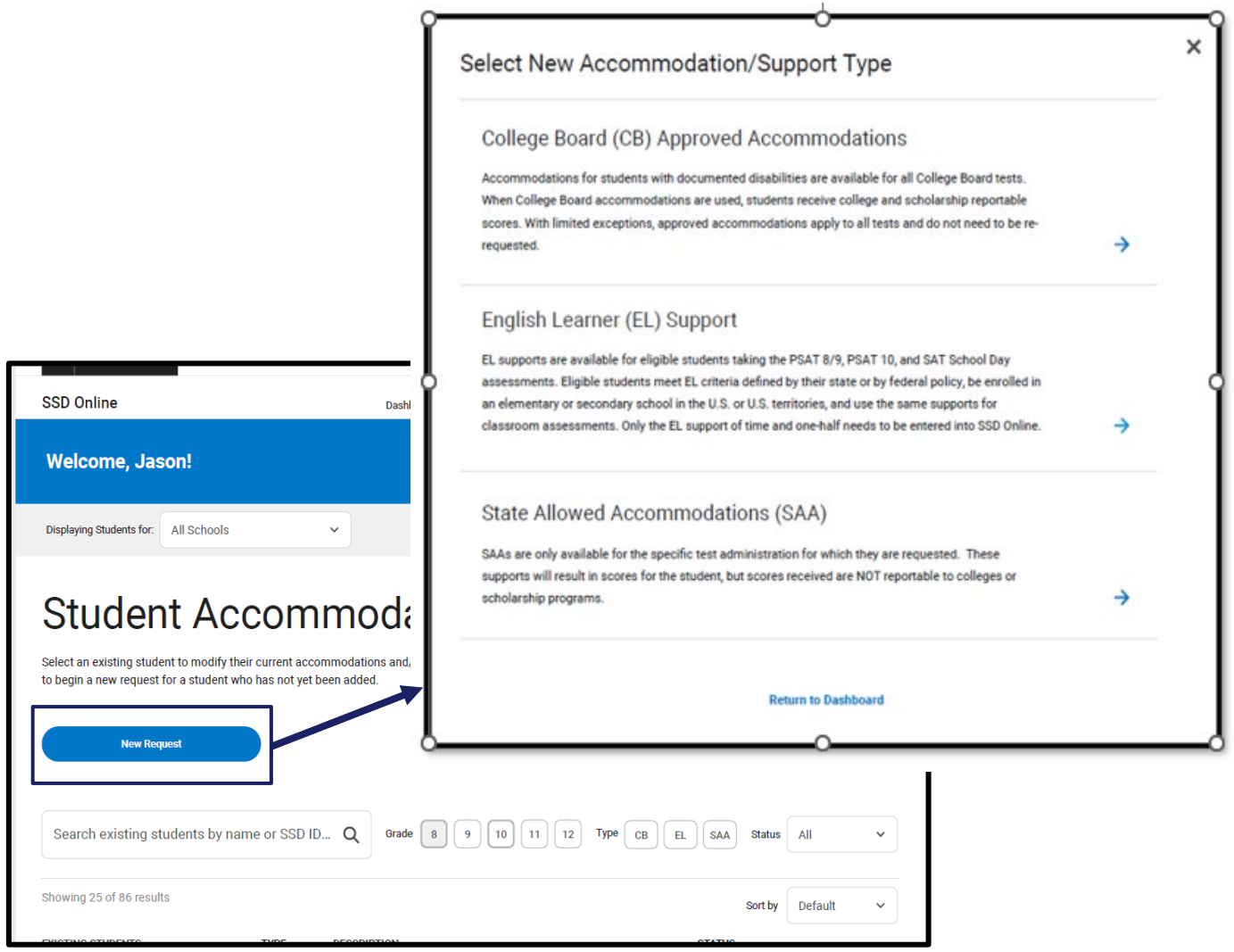
New SSD Online Request: Accommodation Type

What type of accommodation are you requesting?

Access SSD Online through your College Board professional educator account or by using the same credentials to log in directly at SSD Online.

Click the blue “New Request” button on your SSD Online dashboard.

Click the blue arrow at the bottom right of the “New Accommodation/Support Type” you wish to request.

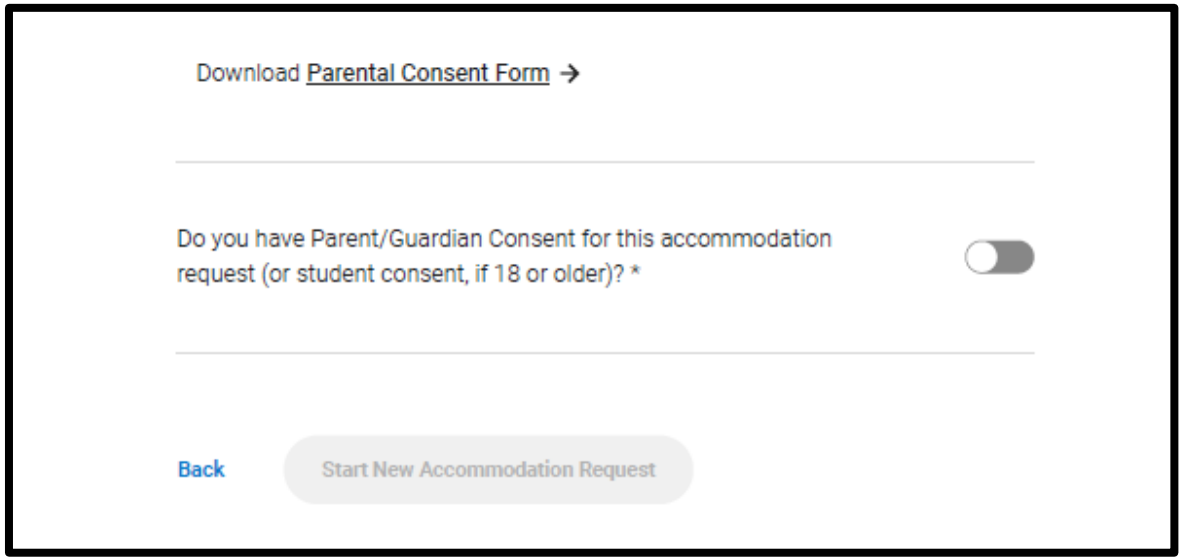


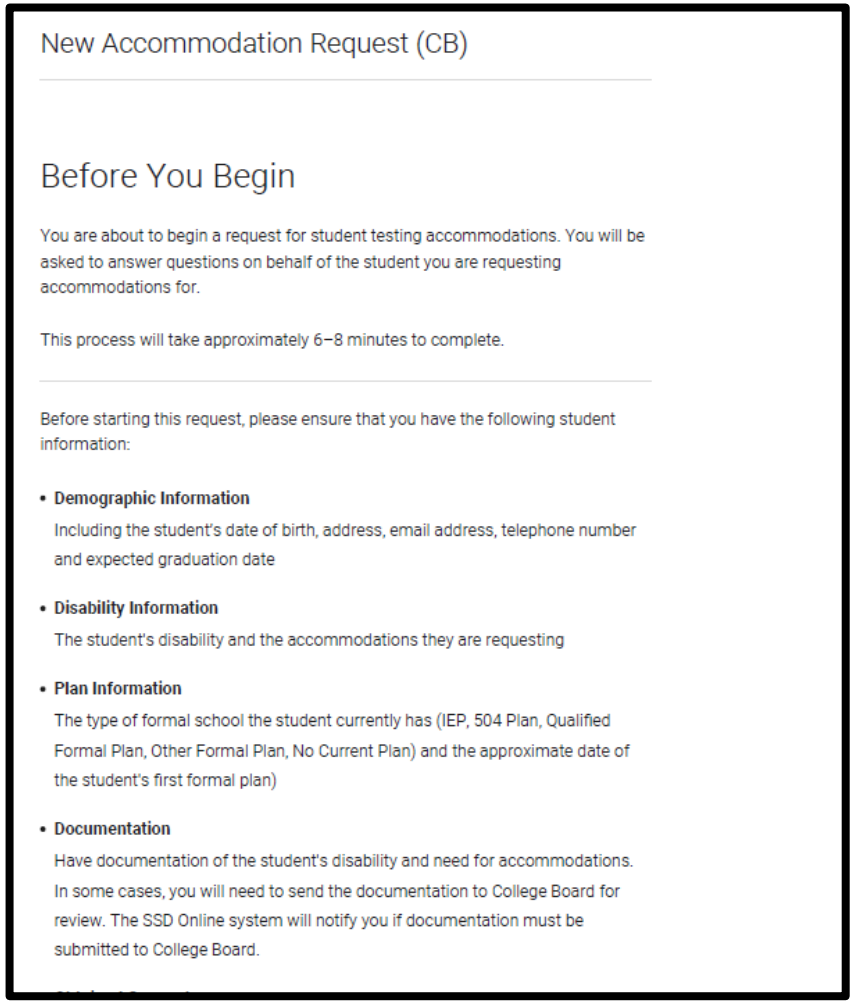
New SSD Online Request: Before You Begin and Consent

Are you ready and do you have permission to submit a request on behalf of this student?

Review the “Before You Begin” page

Confirm you have the appropriate consent to continue (signed consent forms are not uploaded to SSD Online, or sent to College Board or ODEW, but must be in writing and retained at the school)





New SSD Online Request: Finding Your Student

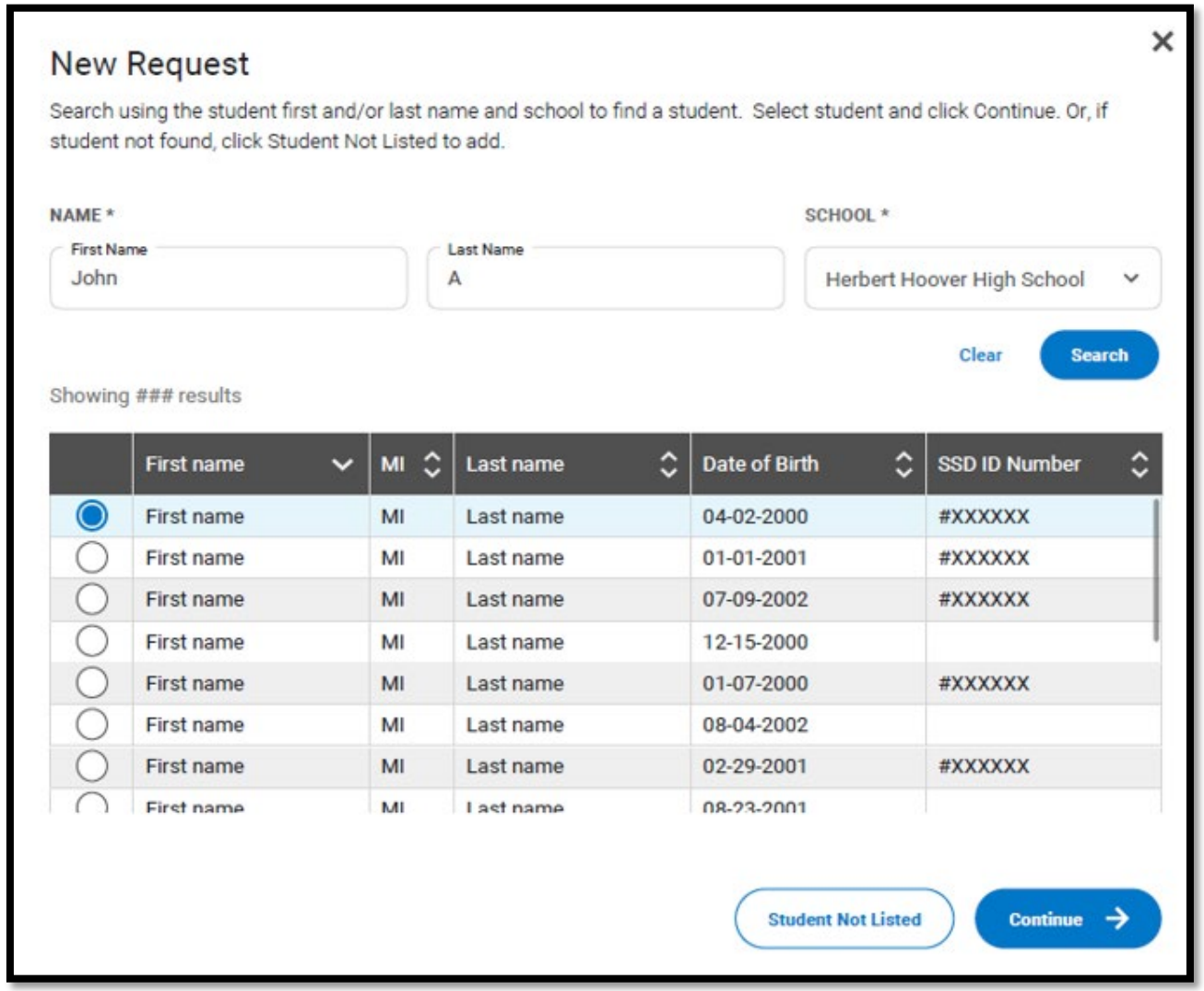
For whom are you requesting this accommodation?
Part I: Finding your student

Search and select the name of the student, then click the blue “Continue” button at bottom right.

If the student does not appear in your search result, click the “Student Not Listed” button also at the bottom of the page and follow the prompts to enter this new student’s information (next slide).

NOTE: A student may be new to your school but already have approved accommodations in SSD Online from a prior enrollment. Search first.

Also, many students share names. Check all data in a row of results before selecting that student and proceeding.

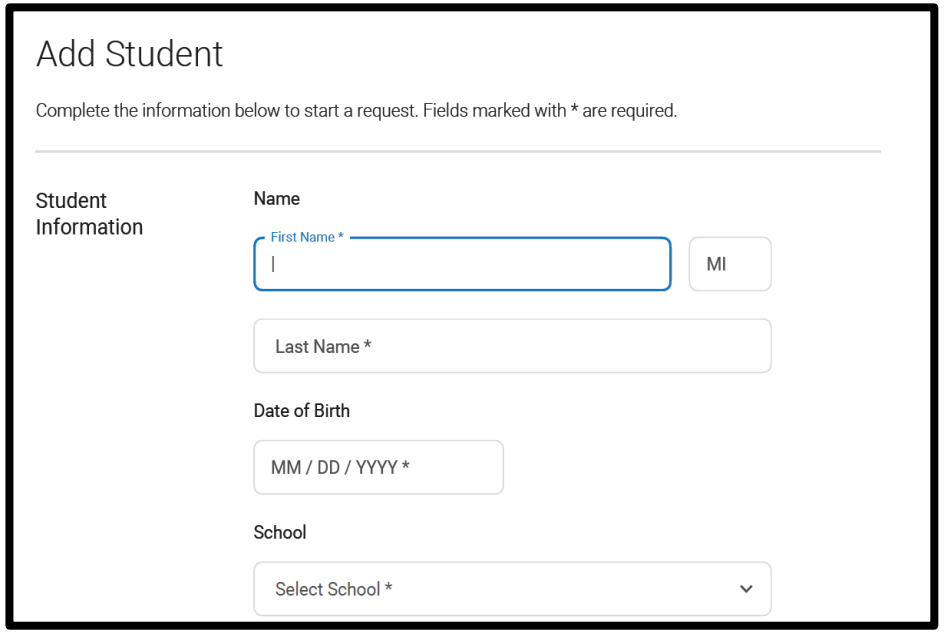


New SSD Online Request: Adding a Student Not Listed

For whom are you requesting this accommodation?
Part II: If your student was not found

If your student was not found and you clicked the “Student Not Listed” button on the prior screen, follow the prompts below to enter this new student’s information into SSD Online.

Once the “Add Student” screen is complete you will join the workflow for creating and submitting your request.

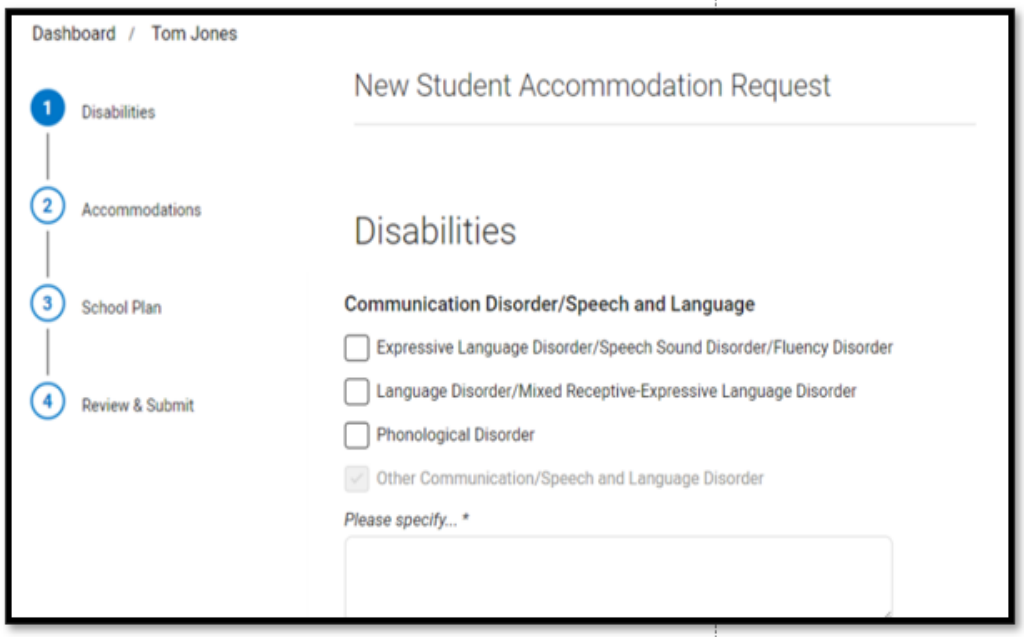


New SSD Online Request: Disabilities Requiring Accommodations

Why are you requesting an accommodation?

Once your student has been selected or added and consent is confirmed, select and specify the disabilities this student has that require testing accommodations. Temporary disabilities (e.g., a broken arm) can also be requested here closer to the opening of the testing window.

NOTE regarding English Language (EL) Supports: You will **not** be required to provide a documented disability. However, this accommodation expires at the end of the school year and needs to be **re-requested every yea**r it is still needed.



New SSD Online Request: Selecting Specific Accommodations

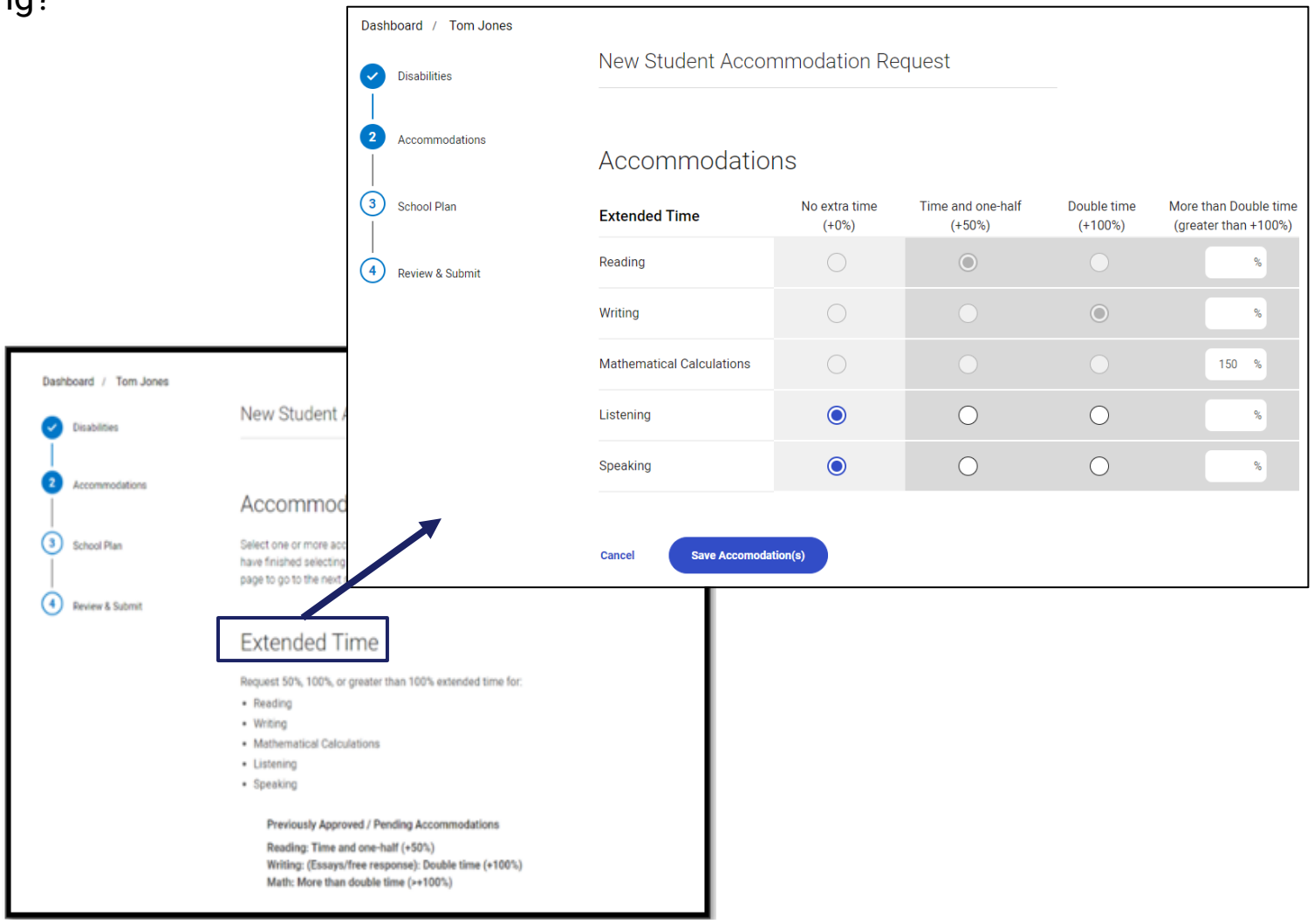
What specific accommodation(s) are you requesting?

Click to proceed to the appropriate category (for example, “Extended Time” as shown here)

Tick appropriate requests then click the blue “Save Accommodations” button at the bottom of the screen

NOTE: SSD Online’s accommodations are categorized under this framework *:

- Extended Time
- Extra/Extended Breaks
- Reading/Seeing Text
- Recording Answers
- Modified Setting
- Other (do not select unnecessarily)



CollegeBoard

*Paper testing is not a separate SSD Online Category. Paper testing will be covered later in this presentation.

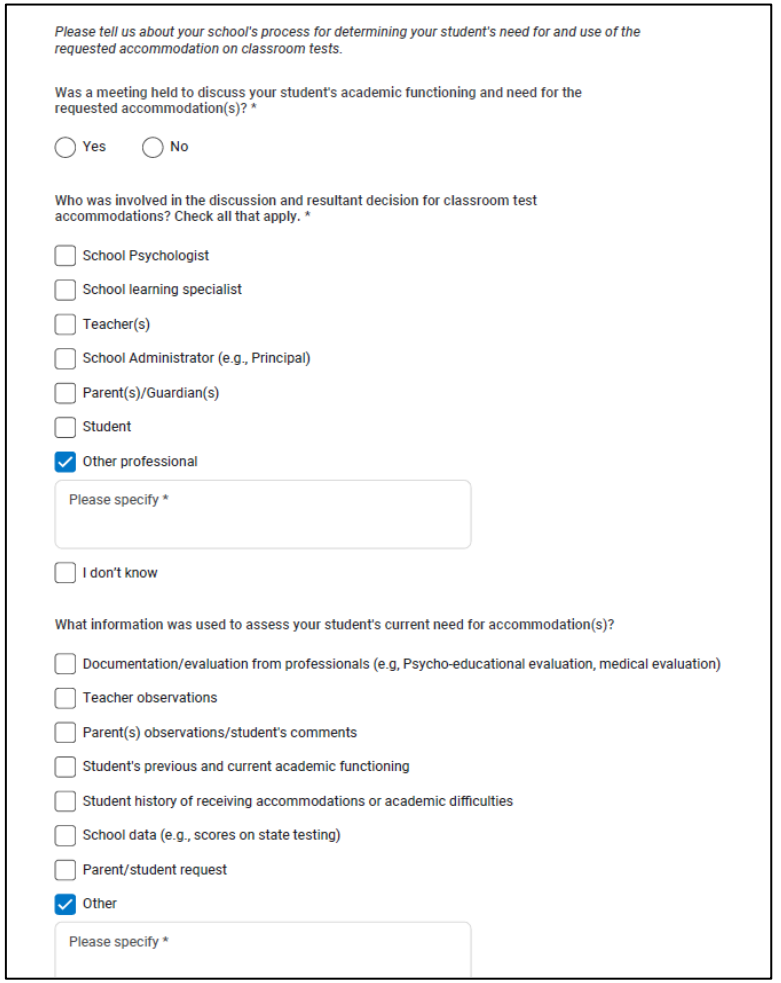
New SSD Online Request: School Plan

How has your school been supporting this accommodation before this request?

Enter your “School Plan” regarding this student:

- Click through responses
- Free type responses whenever “other” is selected
- Responses will require:
  - Information about the process used to determine the student’s need for this accommodation
  - Confirmation whether the requested accommodation is:
    - In the student’s plan
    - Used by the student on classroom tests

If further documentation is needed, SSD Online will indicate and provide the opportunity to upload.



Please tell us about your school's process for determining your student's need for and use of the requested accommodation on classroom tests.

Was a meeting held to discuss your student's academic functioning and need for the requested accommodation(s)? *

◯ Yes ◯ No

Who was involved in the discussion and resultant decision for classroom test accommodations? Check all that apply. *

☐ School Psychologist
☐ School learning specialist
☐ Teacher(s)
☐ School Administrator (e.g., Principal)
☐ Parent(s)/Guardian(s)
☐ Student
☑ Other professional

Please specify *

☐ I don't know

What information was used to assess your student's current need for accommodation(s)?

☐ Documentation/evaluation from professionals (e.g, Psycho-educational evaluation, medical evaluation)
☐ Teacher observations
☐ Parent(s) observations/student's comments
☐ Student's previous and current academic functioning
☐ Student history of receiving accommodations or academic difficulties
☐ School data (e.g., scores on state testing)
☐ Parent/student request
☑ Other

Please specify *

New SSD Online Request: Completion

Completion

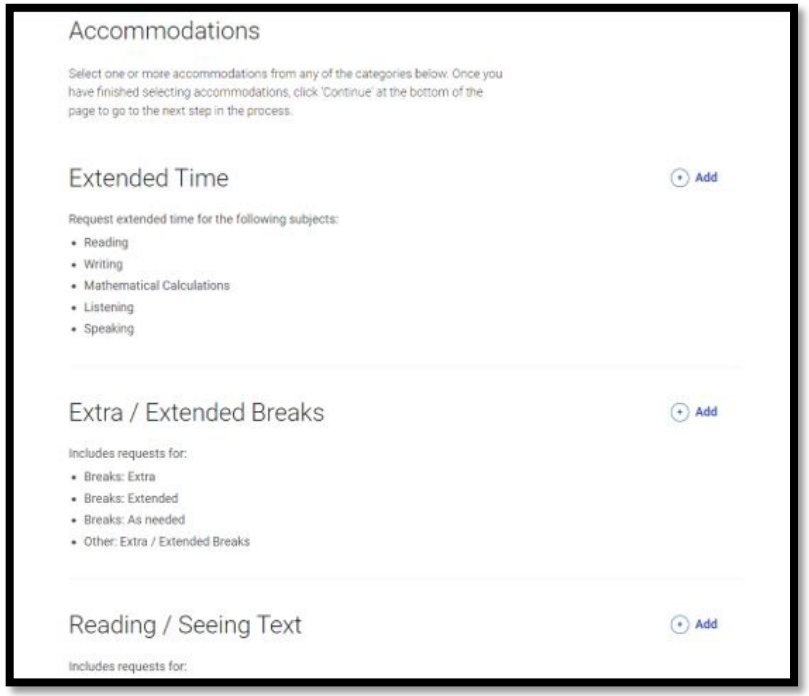
Read and consent to the terms and agreement confirming that your prior responses regarding this request are true and accurate

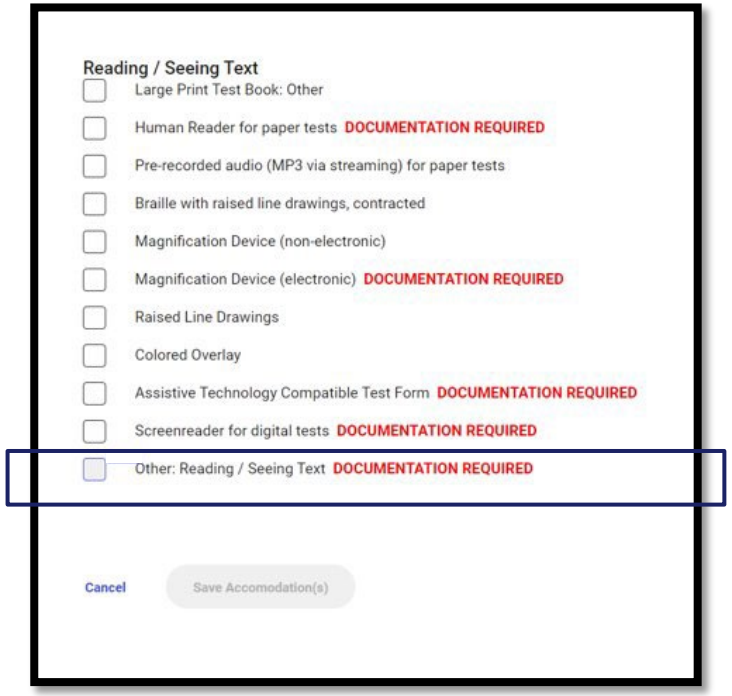
After submission, check your SSD Dashboard regularly and watch for College Board emails that provide decisions or requests for additional information regarding any of the accommodations you submitted for this student.

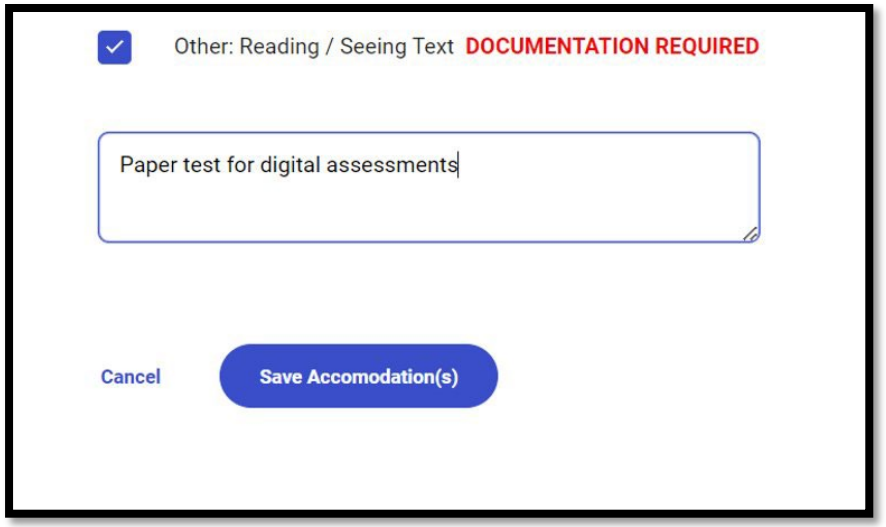
Paper Testing

Submitting a Request in SSD Online

1. Select the accommodation area “Reading/Seeing Text”
2. Tick the box “Other: Reading/Seeing Text”
3. In the textbox that pops up, type the words “Paper test requested for digital assessments” and click save, after which you will be prompted to upload documentation verifying a specific need for paper testing.









Reviewing Previously-Approved Accommodations

Reviewing Past-Approved Accommodations in SSD Online

Best Practices

Start early, leaving more time later for submitting new requests, whether for new students or new IEPs/504s

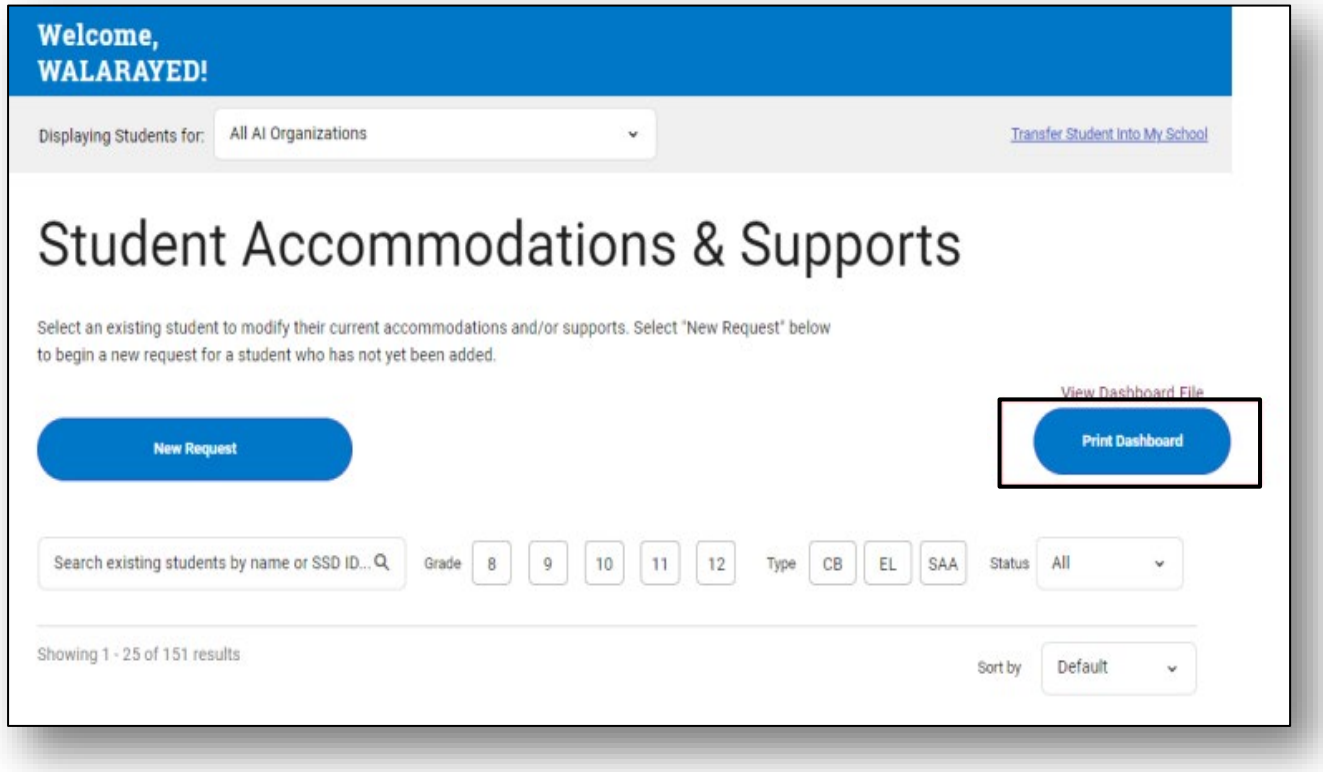
Be certain about student and family expectations, and that these approved requests are appropriate:

- Were they discussed during IEP/504 Plan meetings?
- Are they congruent with what the student uses for other standardized or classroom tests?
- Does the student and their guardian(s) understand the difference between College Board tests and these other assessments? Does this understanding change the College Board-approved accommodations they wish to have?

Reviewing Approved Accommodations: Print the Dashboard

Two Steps

1. From the SSD Online Dashboard, you can now click the blue “Print Dashboard” button at right to:
   - Export a .CSV file of students and approved accommodations
   - Filter/Sort/Print this file as most convenient for your review
   - NOTE: You may still “View Dashboard File” without download



Reviewing Approved Accommodations: Keep, Remove, or Add

Two Steps

2. Follow the *Best Practices* shared earlier and then either:
   - Keep: no change necessary
   - Remove:
     - **For this test administration only**: do *nothing* in SSD Online; instead, waive the accommodation(s) in the State Data Management System (SDMS) to preserve for other College Board tests (e.g. AP)
     - **For all College Board assessments** (i.e., IEP/504 change occurred): Follow the prompts for each specific accommodation to which this applies in SSD Online to delete.
   - Add New Request: see subsequent slides

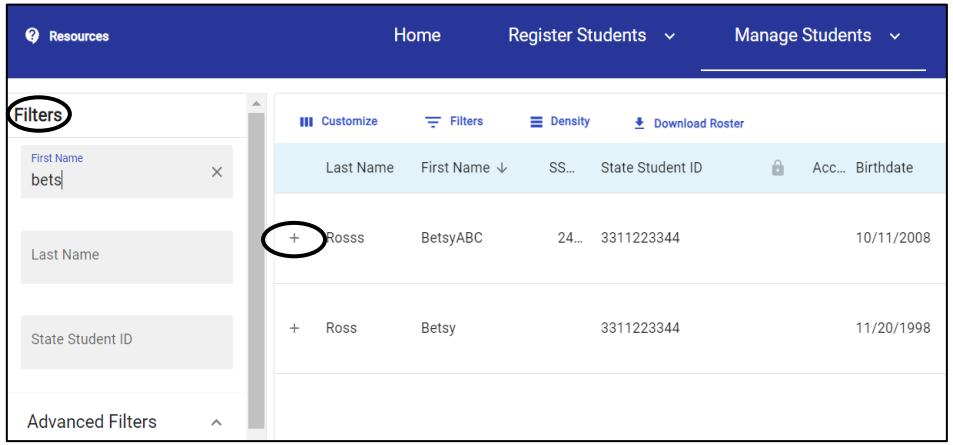


Waiving and Force Matching Accommodations in SDMS

Waiving an Accommodation in SDMS: Three Steps

Three steps that only affect accommodations for this specific assessment

1. Click into SDMS from your College Board professional educator account dashboard
2. From your SDMS dashboard, use the filters on the left to search for your student, then click the “+” to the left of their name



3. The “Student Details” will then open. Scroll down until you see their accommodations (example pictured below). Tick the box that says, “waive accommodations”, making the toggles for each accommodation active. Toggle each accommodation(s) in question to “waived”.



In this example, two accommodations were waived while the others remain in place for this assessment.

Waiving an Accommodation in SDMS: Points to Remember

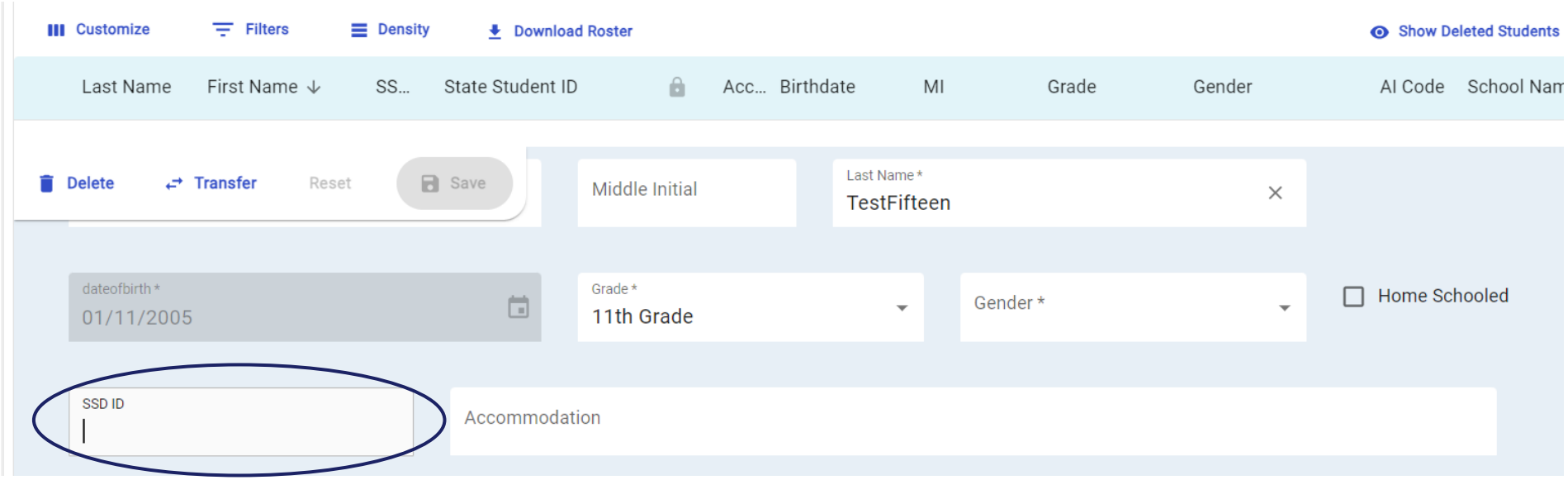
Two important points to remember

1. SDMS will not ask you whether you have the appropriate consents to waive the accommodation(s) of this student. You should have obtained that consent outside of the system and keep it in the student's file.
2. Changes in SDMS, including the waiver of an accommodation, can take up to 1 full business day before the student's updated registration appears in Test Day Toolkit and the student's exam package provision Bluebook™.
3. Waiving an accommodation in SDMS does not change the students' profile in SSD Online and does not affect any other College Board assessments.

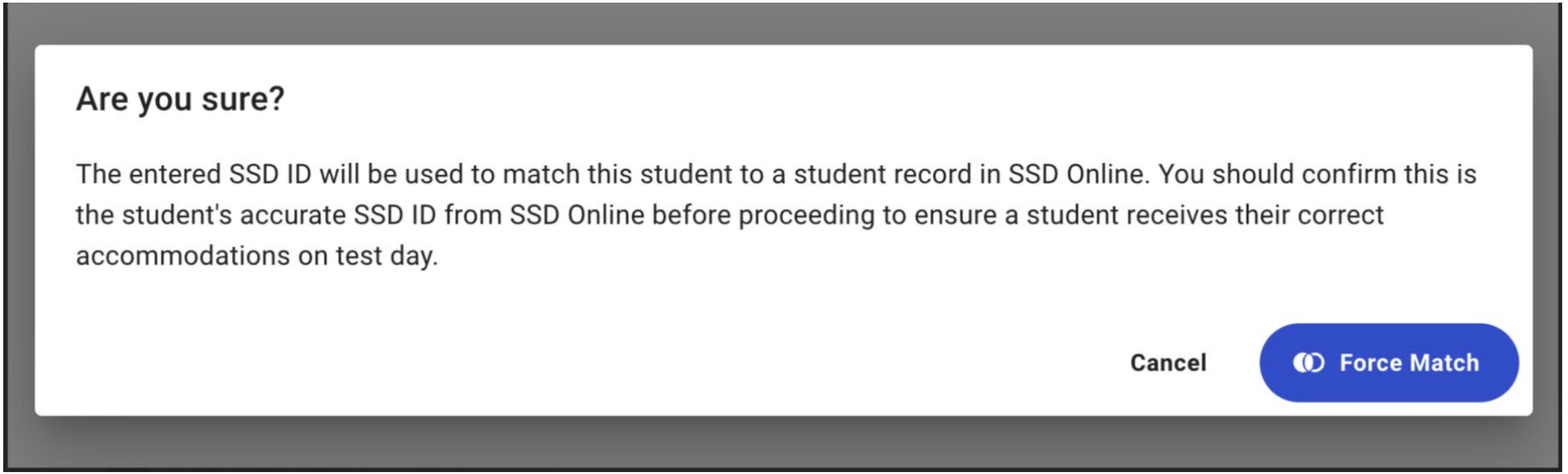
Force Match Accommodations

If a student's SDMS registration data does not exactly match their demographic data in SSD Online, the student's accommodations may not appear in SDMS or Test Day Toolkit.

If the **SSD Coordinator** is certain the student in SDMS is the same student associated with a particular SSD ID in SSD Online, they may "force match" the student's accommodations by entering the SSD ID into the correct field in SDMS under "student details". This will generate the confirmation prompt on the next slide.



Force Match Accommodations



Click “Force Match” to confirm the match.



Practice Resources for Students

Digital SAT Practice in Bluebook



Test Preview

A short set of untimed questions lets students experience digital testing and try out the tools. They won't receive scores or any feedback on their answers.

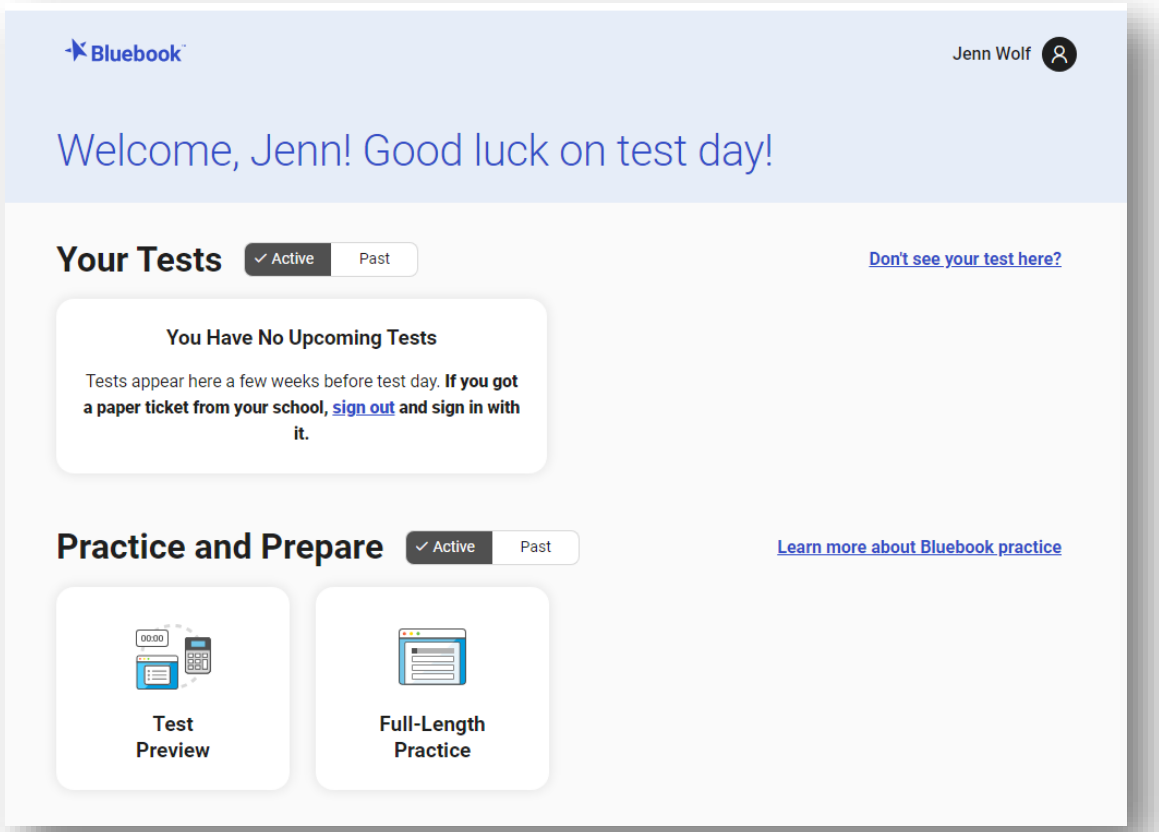


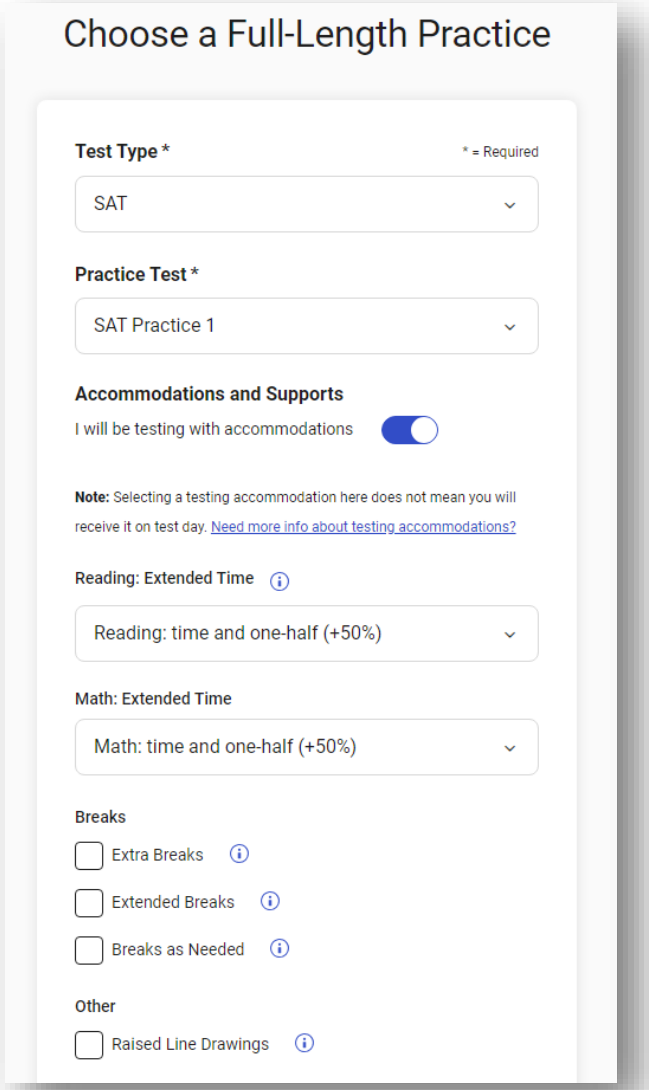
Full-Length Practice Test

Full-length practice tests are timed like a real test and include all the tools available to students on the actual tests. Students are also scored just as they would on the real thing.

SAT Suite Practice Resources

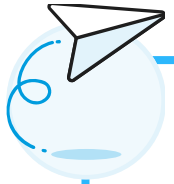
Digital Practice in Bluebook





Updated Bluebook features, including embedded text-to-speech and “Up to” extended time will be available in early January for practice.

My Practice



After completing the full-length practice test, students can sign in to **My Practice** to view their results.

- View practice score results and practice exam questions, answers, and explanations.
- Access progress bars representing knowledge of all the content domains on the test.
- Use practice test scores to filter questions in the Question Bank by domain, skill, and difficulty, allowing targeted practice in areas with the most opportunity to grow.
- Generate a set of Practice Specific Questions based on practice test results to provide additional review in the areas with the greatest opportunities for improvement.