All About Accommodations
Digital PSAT 10 / SAT School Day

College Board Accommodations & Supports
SSD Online

Presented by:
Jenn Wolf Belda
Director, Outreach & Implementation
College Board
Session Goals

➢ Gain a familiarity of the process for providing accommodations to students for testing on Spring Digital PSAT 10 and SAT

➢ Highlight changes from last year to this year

➢ Understand the role of SSD Coordinator

➢ Be familiar with common College Board accommodations (such as 50% extended time)

➢ Understand next steps for ensuring all students with accommodations are entered into SSD online

➢ Become familiar with useful resources that can be accessed 24/7

NOTE: Any changes to these testing procedures or policies will be communicated to test coordinators through RIDE’s and the College Board’s test coordinator listservs, the Commissioner’s Field Memo, the Monthly Test Coordinator Webinars, and the RIDE website (http://www.ride.ri.gov/SAT)
<table>
<thead>
<tr>
<th>Topic</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>When is testing in spring 2022?</td>
<td>How do I request extended time?</td>
</tr>
<tr>
<td>Who should take a test?</td>
<td>How do I request text to speech?</td>
</tr>
<tr>
<td>What is an SSD Coordinator?</td>
<td>Using SSD Online</td>
</tr>
<tr>
<td></td>
<td>Resources</td>
</tr>
<tr>
<td></td>
<td>Appendix</td>
</tr>
<tr>
<td>What about EL accommodations?</td>
<td></td>
</tr>
</tbody>
</table>
Test Dates and Student Participation
SAT & PSAT 10 Test Dates

Digital Administration

- RIDE requires the SAT to be administered digitally to all 11th grade students, excluding students who qualify for the alternate assessment.
- RIDE requires the PSAT 10 be given to all 10th graders, excluding students who qualify for the alternate assessments.
- The Accommodated Testing Window is for students with accommodations who require:
  - testing time beyond a standard school day
  - some separate settings
- Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).
- Please note: There is no essay for the spring 2022 SAT

<table>
<thead>
<tr>
<th></th>
<th>Digital SAT &amp; PSAT 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Testing Window</td>
<td>TUES April 13-15, 2022</td>
</tr>
<tr>
<td>Accommodated Testing Window</td>
<td>TUES April 13-26, 2022</td>
</tr>
<tr>
<td>Makeup Testing Window</td>
<td>WEDS April 26-28, 2021</td>
</tr>
</tbody>
</table>
English Learners

*Rhode Island Test Coordinator Handbook (www.ride.ri.gov/tc)*

Students are expected to participate in the tests for their current grade level. *It is the responsibility of the LEA to ensure that the student’s Enrollment and LEP Census information is accurate.*

<table>
<thead>
<tr>
<th></th>
<th>ELA Test (PSAT 10, SAT, RICAS, or DLM)</th>
<th>Math Test (PSAT 10, SAT, RICAS, or DLM)</th>
<th>Science Test (NGSA or DLM Science)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year EL Students (on or after April 1, 2021)</td>
<td>Not Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>All Other EL Students</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**NOTES:**

- If a First Year EL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and parents will receive a score report. The ELA score **will not** be used for accountability purposes. Only complete sets of test scores are college-reportable (scores from both ELA, math, and Essay if taking the SAT). Please make sure you talk with your EL students before you request a Math-only state-allowed accommodation for these students.
What is an SSD Coordinator?
Responsibilities of the SSD Coordinator

• School liaison to College Board’s Services for Students with Disabilities office.
• Use SSD Online to submit accommodation requests on behalf of students.
• Accessing and printing the Nonstandard Administration Report (NAR) and assisting the test coordinator in determining rooms and staff required for administering the test with accommodations.
• Partnering with the test coordinator to reconcile and inventory 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.

SSD = Services for Students with Disabilities

Learn more at the Accommodations on College Board Exams website.
Cooperative Roles

Promoting partnership to support students with disabilities

<table>
<thead>
<tr>
<th>Test Coordinator</th>
<th>SSD Coordinator</th>
</tr>
</thead>
</table>
| • Responsible for planning the administration for ALL students, including those with accommodations  
• All shipments will be addressed to the test coordinator  
• Responsible for returning all materials for scoring | • Responsible for students testing with accommodations and printing the list of students who will receive accommodations. |

Cooperative Responsibilities

The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.
## Tools for SSD Coordinators

<table>
<thead>
<tr>
<th></th>
<th>SSD Online</th>
<th>Nonstandard Administration Report (NAR)</th>
<th>RISAP Accommodations and Accessibility Features Manual and Excel Table</th>
<th>Temporary/Emergency Request Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accommodations and some English learner supports will be entered in the College Board Accommodation and Supports Management system, known as SSD Online.</td>
<td>Report in SSD Online that provides a list of students approved for accommodations in SSD Online with information on when students test and how to administer the accommodations.</td>
<td>Document provided by RIDE and available on the RIDE website, that contains accommodations and accessibility features for all state assessments. It also includes all accommodations policies and other helpful documentation.</td>
<td>Form used for students with short-term, temporary conditions such as a broken arm, concussion, etc. and needs an accommodations. The form is available on the RIDE website and should be submitted directly to the SSD office, not recorded in SSD Online. Submit the form as soon as possible after the condition occurs.</td>
</tr>
</tbody>
</table>
SSD Coordinators – New and Returning
Creating your SSD Online Account

NEW SSD COORDINATORS

- Go to www.collegeboard.org to create a College Board Professional Account if you don’t already have one.

- Complete the SSD Coordinator Form, and fax to 866-360-0114.
  
  ➢ Provide information about you and your school.
  
  ➢ Obtain your principal’s signature.
  
  ➢ After submission, an access code to SSD Online will be emailed in approximately 2-3 days.

- If you are the SSD Coordinator for more than one school, create one College Board Professional Account and submit a separate form for each school you work with.

RETURNING SSD COORDINATORS

- Log in to your College Board Account at www.collegeboard.org.
  
  ▪ If you’ve forgotten your password, use the Forgot Username or Password links on the sign-in page.

- Choose SSD Online from your Account Dashboard or login to SSD Online directly at: www.collegeboard.org/ssdonline

For more information, visit Advice for SSD Coordinators.
The Accommodations and Supports Process
Accommodations and Supports Process

1. Create College Board Professional Account
   SSD Coordinators without a College Board Professional Account must create one at www.collegeboard.org.

2. Obtain Access to SSD Online
   Submit SSD Coordinator Form, available at www.collegeboard.org/ssd to request access to the system.

3. Confirm Current Accommodations in SSD Online
   Confirm that student information is still accurate, and accommodations aligns to student’s current IEP/504.

4. Enter New Accommodations in SSD Online
   For students without a current approval, enter accommodations and monitor status.

5. Adjust TIDE Settings
   Adjust student test settings in TIDE based on approved accommodations in SSD Online beginning March 2022.
### Key Accommodation Request Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations (state-allowed &amp; College Board)</td>
<td>Jan. 10 – Feb. 22, 2022</td>
</tr>
<tr>
<td>English Learner (EL) 50% Extended Time</td>
<td>Now – Feb. 22, 2022</td>
</tr>
</tbody>
</table>

- For students who transfer into a school after the accommodations request deadline, submit a request as soon as possible.
- College Board will review requests after the Accommodation and Supports Deadline for the following scenarios:
  - Students who are newly enrolled at the school
  - Students who have a new accommodation
  - Students who have a newly-identified disability

Requests can take up to 7 weeks to process so start early!
Paper Testing

• Students are expected to take the SAT and PSAT 10 digitally.

• However, the following situations may require a paper test:
  • Students who require a paper test as an accommodation.
  • Students who have “approval” to test in a home/hospital setting.
  • Homeschooled students
  • Rhode Island students attending schools outside of RI

• To Order Paper Test Materials: Contact RISchoolDay@collegeboard.org by February 1, 2022.
Review Student Needs

- If a student already has approved accommodations in SSD Online:
  - Verify the accommodations and that the student’s name, birth date, and graduation date are correct.
  - Update existing accommodations for students already in SSD Online, if needed.
- Verifying accommodations in the student’s IEP/504 and in SSD Online ensures that coordinators have accurate rosters of students using accommodations on test day.

Students will stay on your dashboard for one year after graduation in case they need to take the SAT their senior year or after graduation. You do not need to remove these students from your dashboard, and it will not impact your ability to administer the test.
Entering Accommodations and Supports in SSD Online

**College Board Accommodations**

For students with disabilities who have an IEP or 504 plan

- Students will receive college and scholarship reportable scores.
- If a student has an accommodation in SSD Online for another College Board test (PSAT/NMSQT, for example), those accommodations do not need to be re-entered in SSD Online.

**EL Time and One-Half Support**

For eligible English learners

- Students will receive college and scholarship reportable scores.
- Students receive support of time and one-half (+50%)
- Must be requested each academic year.

**State-Allowed Accommodations and Supports**

Specific accommodations or supports permitted by RIDE

- Students will **not** receive college and scholarship reportable scores.
- Scores will be reported to the student, school, and state, but will not be reportable to colleges or scholarship programs.
- These accommodations include: ASL translation of the test, student responds in ASL, or English learners who only take the math test.
The accommodations entered into SSD Online should be consistent with the accommodations the student uses for taking other state and local assessments, during instruction, and must be included in the student’s IEP and/or 504 Plan.

Some terminology used in the creation of an IEP or 504 plan may differ from the College Board nomenclature.

For example, if a student typically requires assessments read aloud, reader or pre-recorded audio (MP3 via streaming) may be the closest match to what College Board has listed in SSD Online.

The IEP team can determine the best option in consultation with the student and family.

Schools do not need to change the terminology in the IEP or 504 Plan to match the College Board accommodations. Choose the accommodation that best aligns to the student’s need.

Accommodations policy information and lists of accommodations allowed during PSAT 10 and SAT testing can be found at www.ride.ri.gov/tc and click on ACCOMMODATIONS.
Accommodations for Digital Testing

• Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:
  • A student who needs assessments read aloud and has an approval for a human reader or pre-recorded audio (MP3 via streaming) in SSD Online, will be able to test digitally with the text-to-speech accommodation. However, text-to-speech is not available in SSD Online to request.

• The accommodations on the following slides are examples of the most common types of accommodations requested for College Board tests.

Learn more about the essentials of digital accommodations here.
Universal Design – Digital Testing

**Calculator:** An embedded calculator for calculator-allowed questions

**Student clock:** Counts down the time left for each section and gives a 5-minute warning

**Highlighter:** A feature for marking text, test questions, and answer choices with color options

**Line focus:** Uses highlighting to guide students as they read

**Mark for review:** Allows students to flag questions for later review during the test

**Notes:** For digital notetaking; students also receive scratch paper

**Reference:** Allows students to view standard mathematical formulas

**Strikethrough:** Allows students to eliminate answer options that seem incorrect

**Zoom in/zoom out:** Enlarges the text and images on the screen
Understanding Common Accommodations
## Common Accommodations – Extended Time

**Timing**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and one-half (+50%) for reading*</td>
<td>1 Day</td>
<td>• Students will test in one day for PSAT 10 and SAT.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• <strong>Student will receive extended time for ALL sections.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will receive extra breaks.</td>
</tr>
<tr>
<td>Time and one-half (+50%) for math*</td>
<td>1 Day</td>
<td>• Student will receive extended time <strong>only for the math sections.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will automatically receive extra breaks.</td>
</tr>
<tr>
<td>Double time (+100%) for reading</td>
<td>2 Days</td>
<td>• <strong>Students will receive extended time for ALL sections.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will automatically receive extra breaks.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students have the option to test over two days for SAT and PSAT 10.</td>
</tr>
<tr>
<td>Double time (+100%) for math</td>
<td>1 Day</td>
<td>• Student will receive extended time <strong>only for the math test.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will automatically receive extra breaks.</td>
</tr>
</tbody>
</table>

*Please note: With the elimination of the Essay requirement, students that previously tested with time and one-half are no longer 2-day testers and will complete the test in one day.*
Common Accommodations – Pre-Recorded Audio

Students must test for the entire amount of extended time that was submitted in SSD Online. No self-pacing is allowed.

Reading/Seeing Text

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Recorded Audio (MP3 via Streaming)</td>
<td>1 or 2 Days</td>
<td>• Students will use text-to-speech on the digital platform.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can be configured for all or parts of the test. Options include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read Text Only (default) – students receive time and one-half</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read Text and Graphics – students receive double time</td>
</tr>
<tr>
<td>Human Reader</td>
<td>1 or 2 Days</td>
<td>• Students will use text-to-speech on the digital platform.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can be configured for all or parts of the test. Options include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read Text Only (default) – students receive time and one-half</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read Text and Graphics – students receive double time</td>
</tr>
<tr>
<td>Assistive Technology (AT)</td>
<td>1 Day</td>
<td>• Enables the use of assistive technology software and hardware (e.g., screen readers, refreshable braille devices, etc.) with the digital platform.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Screen reader software downloaded from Google or other cloud-based is not allowed. The College Board must confirm that the assistive technology is compatible, secure, and does not impact test construct.</td>
</tr>
</tbody>
</table>

RETURN TO ToC
English Learner Supports

RETURN TO ToC
English Learner Supports

Scores will be college and scholarship reportable

**Translated Test Directions and/or approved word-for-word bilingual dictionaries:**
- Translated test directions are in PDF format (available in February 2021) and must be printed by the school ahead of test day. Languages available are:
  - Albanian, Arabic, Bengali, Chinese (Mandarin), French, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese
- Translated test directions can be provided orally by an approved translator to the student in languages not available in PDF format.
- List of approved word-for-word bilingual dictionaries is available at http://www.ride.ri.gov/accommodations.

**Time and one-half:**
- Although not an accommodation, students must be entered in SSD Online in order to configure student settings in TIDE.
- Students will be automatically approved, and no documentation will be required.
- Must be entered in SSD Online **each academic year**. New students requiring this support can be entered into SSD Online beginning now through Feb. 22, 2022.
Using SSD Online
Monitoring the Dashboard – Preparing Requests

- Is the student listed in SSD Online?
- Is the student information correct?
- Does the approved accommodation match the student’s current plan?
SSD coordinators can toggle between schools if they have access to multiple schools.

SSD Dashboard

Filtering capability
- By Grade
- By Type of Accommodation or Support
- By Status

Resources
Select a student name from the dashboard to view the Student Profile.

Student’s anticipate graduation date can be updated from this page.

Actions such as submitting documentation (if needed) can be done.
Detailed Instructions:
Entering a new accommodation into SSD Online
Start the Request

- Provide Disability
- Identify Accommodations
- Provide Plan Information
- Review and Submit the Request
Enter a New Accommodation for a New Student

- Log in to www.collegeboard.org/ssdonline
- Click New Request
Select the New Accommodation or Support Type

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodations (state-allowed &amp; College Board)</td>
<td>Jan. 10 – Feb. 22, 2022</td>
</tr>
<tr>
<td>English Learner (EL) 50% Extended Time</td>
<td>Now – Feb. 22, 2022</td>
</tr>
</tbody>
</table>
Search for Student

- Search for a student using first and last name
- Select the student, then Continue
- If the student does not appear on the list, click Student Not Listed

New Request

Search using the student first and/or last name and school to find a student. Select student and click Continue. Or, if student not found, click Student Not Listed to add.

<table>
<thead>
<tr>
<th>First name</th>
<th>MI</th>
<th>Last name</th>
<th>Date of Birth</th>
<th>SSD ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline</td>
<td></td>
<td>Parra</td>
<td>04-02-2000</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Damion</td>
<td>C</td>
<td>Daniels</td>
<td>01-01-2001</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Efren</td>
<td>T</td>
<td>Fischer</td>
<td>07-09-2002</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Jessica</td>
<td></td>
<td>Townsend</td>
<td>12-15-2000</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Larissa</td>
<td>A</td>
<td>Coleman</td>
<td>01-07-2000</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Angeline</td>
<td>J</td>
<td>McSmith</td>
<td>08-04-2002</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Sherman</td>
<td>E</td>
<td>Hanson</td>
<td>02-29-2001</td>
<td>#XXXXXXX</td>
</tr>
<tr>
<td>Siham</td>
<td></td>
<td>Rannels</td>
<td>08-23-2001</td>
<td>#XXXXXXX</td>
</tr>
</tbody>
</table>

Clear    Search
Student Not Listed – Add Student

Enter Student Information

Enter Contact Information

Student Contact Information

Is the student residing inside or outside the greater U.S.? *

- Residing in U.S.
- Residing Outside U.S.

Address line 1 *

Address line 2 (optional)

City *

State or Province *

Zip Code *

Phone number *

Email *

Cancel

Submit
Required Information

- **Obtained Consent**
  
  You need to obtain consent from the student's parent/guardian. If you do not have parent/guardian approval through the student's IEP, 504 or other school documentation, then the school should maintain the completed, signed form with the student's records. The signed form does not need to be sent to the College Board. If the student is 18 or over, the student may grant consent to share student information with the College Board.

  Download Parental Consent Form ➔

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? *

[ ]

Back  Start New Accommodation Request
Enter a New Accommodation

• The next screen will provide some introductory information about what to have available when entering the accommodation.

• **NOTE**: From this point forward, SSD coordinators must submit the entry as the SAVE functionality is not yet available.
Enter a New Accommodation

- The system will also ask you to confirm parental consent.
  - The purpose of this consent is for the school to have permission from the parent to share information about the student to the College Board.
  - RIDE indicates that it is assumed that the student’s parent/guardian approves of the accommodations being entered into SSD Online because they completed and signed the student’s IEP or 504.
  - A consent form is provided but is not required to be signed or submitted.
  - The student can still test if parental consent is not obtained.
Enter a New Accommodation

- Select the student’s disability and identify the accommodations needed.
- RIDE is required to track and monitor how accommodations are used during testing.

Select the disability. You may select more than one.

Select the accommodation(s)
Enter a New Accommodation

- Answer questions about the student’s plan.
- RIDE is required to track and monitor how accommodations are used during testing.
Enter a New Accommodation

- Review and confirm the information entered.

New Accommodation Request (CB)

Review and Submit Request

Student Information
- Student name
- Phone number: [placeholder]
- Address line 1
- Address line 2
- School Name
- Anticipated Graduation: [placeholder]
Enter a New Accommodation

- Based on the information provided by the SSD Coordinator and if the student has an IEP or 504 plan, most requests will be “approved” automatically through what is called the school verification process.

- The system will indicate that supporting documentation is not required for the request.

- Once submitted, the SSD coordinator’s dashboard will be updated with the “approved” status within several days.
The system will request documentation to be submitted for some of the following accommodations:

- 100% or more extended time,
- Assistive Technology (AT),
- One-to-one testing (human reader or writer/scribe),
- Breaks as needed,
- Other (for accommodation or disability)

For documentation, educators must complete and submit the Rhode Island SSD Questionnaire. This questionnaire is designed to provide additional information to College Board clarifying the accommodations provided in the student’s IEP/504 plan.

- Upload to SSD Online when required.
- Can be found at www.ride.ri.gov/accommodations
Terms and Agreement

Please disregard #2 as it does not apply to School Day administrations.
RIDE Policy Regarding Submitting Documentation

• SSD coordinators may not upload evidence from IEPs, 504 Plans, or any medical or psychological assessments that may be part of these plans, to College Board or the SSD Online system if the accommodations being submitted are included in the IEP/504 Plan and are on RIDE’s list of accommodations for PSAT 10 and SAT.
  • This policy applies only to assessments required as part of our statewide assessment system: SAT and PSAT 10 administered in spring. It does not apply to AP tests, PSAT 8/9, PSAT/NMSQT, or weekend SAT administrations.

• SSD Online is ONLY for recording accommodations, which is something all states are federally required to do.

• If you have questions about which accommodations will result in college reportable scores, review the Accommodations List on the RIDE SAT/PSAT 10 website (www.ride.ri.gov/sat).
  • If you do not receive a timely approval, contact Heather Heineke (401-222-8493 or heather.heineke@ride.ri.gov) or Phyllis Lynch (401-222-4693 or Phyllis.lynch@ride.ri.gov) immediately.
Other Functions

Transfer/Move students
Removing accommodations
Waiving accommodations
Adding accommodations to existing

RETURN TO ToC
Transfer/Move Students

- Use the Transfer/Move student form located in SSD Online to transfer a student to your dashboard who has approvals at another school or to remove a student from your dashboard.
- To transfer a student from another school to your school, you must have the student’s SSD number and date of birth.

If you have more than 10 students that need to be transferred, please email ssd@info.collegeboard.org and request a Bulk Transfer template.
Remove an Accommodation

• From the Student Profile page, complete the Remove Student Accommodations form.
Waiving Approved Accommodations

1. Student will need a signed letter indicating their request to waive approved accommodations (must be signed by the student, or a parent/guardian if the student is under 18.)
   - Keep this on file at your school – do not send back to College Board.
2. Note the change on your Master Student List. Mark the student as moved by printing an “M” next to the student’s name and note the new testing room assignment.
3. Remove student accommodations from test settings in TIDE.
4. The test coordinator will write a note to the proctor and sign it, authorizing the change.
5. Ensure student has a standard test ticket.
Add an Accommodation for a Student Already on Your Roster

• From the Student Profile page, select New Accommodation Request to add accommodations to a student with a previous submission.

• Adding an accommodation will typically require documentation review.
The NAR

Nonstandard Assessment Report
Accessing the NAR

Available about 4 weeks prior to test day

Selecting the Nonstandard Administration Report tab will currently take you to the old SSD platform where you can access the NAR for each assessment.
Print the **SAT Nonstandard Administration Report (NAR)**

*Available about 4 weeks prior to test day*

- Includes three sections
  - Section 1: Student Summary (Including EL students using time and one-half)
  - Section 2: Students who test on the primary test day
  - Section 3: Students who test during the accommodated window
- Identifies students who can test in the same testing room.
- Provides additional instructions for accommodated students (if any)

Sample of Section 2: Students required to test on the primary test day

<table>
<thead>
<tr>
<th>Testing Group</th>
<th>Last Name, First Name (Mark X if absent on test day)</th>
<th>Approved Accommodations</th>
<th>Test Type</th>
<th>Test Book Color</th>
<th>One or two day testing</th>
<th>Script Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>S2</td>
<td>Granite, Gregory SSD #0007025812</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT with Essay</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
</tr>
<tr>
<td>T2</td>
<td>Smith, Jalee SSD #0007025798</td>
<td>Extra Breaks Between Test Sections, Large Print Test Book - 14 point</td>
<td>SAT I</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
</tr>
<tr>
<td>T2</td>
<td>Szymanski, Ella SSD #0007025799</td>
<td>Extra Breaks Between Test Sections</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 2</td>
</tr>
<tr>
<td>T3</td>
<td>Tifordt, Rachel SSD #0007025811</td>
<td>Extended Breaks, Permission to Test Blood Sugar, Small group setting</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 1</td>
</tr>
<tr>
<td>T5</td>
<td>Ljungd, Dedeosa SSD #0007025813</td>
<td>Wheelchair Accessibility, Permission for food/medications, Reading +50% (time and 1/2)</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 3</td>
</tr>
</tbody>
</table>

**NOTE:** Include the NAR in your return kit
Print the **PSAT 10 Nonstandard Administration Report (NAR)**

Available about 4 weeks prior to test day

- Includes three sections
  - Section 1: Student Summary (including EL students using time and one-half)
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>SSD#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Robert</td>
<td>#0007025797</td>
</tr>
<tr>
<td>Evergreen</td>
<td>Kevin</td>
<td>#0007025810</td>
</tr>
<tr>
<td>iitha</td>
<td></td>
<td>#0007025842</td>
</tr>
<tr>
<td>aomla</td>
<td></td>
<td>#0007025812</td>
</tr>
<tr>
<td>iomllarklkaltkjitl</td>
<td></td>
<td>#0007025801</td>
</tr>
<tr>
<td>iomlkka</td>
<td></td>
<td>#0007025804</td>
</tr>
<tr>
<td>iomla</td>
<td></td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

**NOTE:** Include the NAR in your return kit
Digital Accommodations in TIDE

Available March 2022
Digital Testing Portal

digitaltesting.collegeboard.org

Be aware that some deadlines on the Digital Portal do not align to the RI state assessment program. Refer to the Key Dates document on the RIDE website for dates specific to the RIDE assessments.
Managing Accommodation Settings in TIDE

Accommodations for digital testing must be configured in TIDE prior to test day. Settings are modified within an individual student’s record.

More information about configuring test settings in TIDE will be available closer to test day.

There will be several training opportunities in March to provide coordinators additional information on how to manage TIDE.

Coordinators will receive access to TIDE on March 2, 2022.
## Training Opportunities for SSD Coordinators

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>More info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Webinar: All About Accommodations – SAT and PSAT10 Spring 2022</td>
<td>Thursday, Dec. 9&lt;sup&gt;th&lt;/sup&gt; 10:30AM ET – 12PM ET</td>
<td>All SSD Coordinators should attend. Will be recorded and posted.</td>
</tr>
<tr>
<td>Learning Management System (LMS) SSD Online and Accommodations for SAT/PSAT 10</td>
<td>Ongoing and available Access module</td>
<td>College Board Professional Account* required.</td>
</tr>
</tbody>
</table>

*Need a College Board Professional Account?
Resources

Helpful Documents

Guide for Adjusting Test Settings in TIDE for Accommodations & Supports

RICAS Accommodations and Accessibility Features Manual (2021-2022)

Accommodations Help Center

RIDE PSAT 10 and SAT webpage: http://www.ride.ri.gov/SAT

• RISAP Test Coordinator Handbook
• Links to:
  • Training registrations and recorded presentations
  • Checklists and other helpful publications
  • Information on participation requirements
  • Accommodations information
  • Medical exemptions

• Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
  • 401-222-8493
  • Heather.Heineke@ride.ri.gov

• School Day support at 855-373-6387 or email
  RISchoolDay@collegeboard.org

➢ Dedicated inbox monitored by the Rhode Island College Board team

• Digital Testing Portal: digitaltesting.collegeboard.org

RETURN TO ToC
What Should I Do Now?

SSD Coordinators are a vital part of the success of a PSAT10 and/or SAT administration.

We highly recommend all SSD coordinators review and complete the e-modules for SSD Online (slide 59 has the link)

Prior to January 10th
1. Submit EL extended time accommodations.
2. Review existing accommodations for students.
3. Remove any accommodations that are no longer valid.

After January 10
1. Submit new accommodations requests.
2. Check the dashboard daily for approved accommodations.
3. When the NAR becomes available, review and print.
4. Set student test settings in TIDE for approved accommodations.
Thank You!
Appendix
Who should take the SAT and PSAT 10?

- Students who qualify for the DLM alternate assessments do not take the PSAT 10.
- There is NO DLM alternate assessment administered at grade 10.
- Students meeting the criteria for the alternate assessment should have the following coded in the Special Education Census, so that they are not included in the student registration file for any general education assessments:
  - Assessment Accommodations
    - 1 = without accommodations
      - Registration for: PSAT 10, SAT, RICAS, NGSA
    - 2 = with accommodations
      - Registration for: PSAT 10, SAT, RICAS, NGSA
    - 3 = alternate assessment
      - Registration for: Dynamic Learning Maps ONLY

The Dynamic Learning Maps (DLM) Alternate Assessments
Participation in RI PSAT 10 and SAT School Day

*Rhode Island State Assessment Program (RISAP) Test Coordinator Handbook (www.ride.ri.gov/tc)*

Students are expected to participate in the tests for their current grade level (grade 10 or 11). *It is the responsibility of the LEA* to ensure that the student’s Enrollment Census information is accurate.

**NOTES:**

- SAT *does NOT include* the Essay for spring 2022
- Scores from any date(s) other than what are published in the *RISAP Test Coordinator Handbook* or the RIDE website are not considered valid for state assessment purposes.
- Students who do not take the PSAT 10 or SAT within the test windows of the RIDE-posted dates will be considered non-participants for accountability purposes.
Students Attending Outplacement Schools

 RHODE ISLAND TEST COORDINATOR HANDBOOK (www.ride.ri.gov/tc)

Students tuitioned from a Rhode Island district are expected to participate in the tests for their current grade level.

NOTES:

• It is the responsibility of the Rhode Island LEA to ensure that the school understands which tests must be administered to the student and that the student’s Enrollment Record and Special Education Census information is accurate.

• **Out-of-State Schools:**
  • **ONLY** the tests given as part of the Rhode Island State Assessment Program can be administered. This includes the PSAT 10 and SAT. Any other administration date for the PSAT/NMSQT, weekend SAT, or other school- or district-sponsored School Day dates, do not count for state assessments; scores from other administrations will not be used for state assessment or accountability purposes.
  • Tests must be administered within the published testing windows (see www.ride.ri.gov/tc).