SAT with Essay

**Paper Administration**

• RIDE requires the SAT with Essay to be administered to all 11th grade students who are not taking the DLM alternate assessments and PSAT 10 to eligible 10th graders.

• The Essay is required for all students.

• Test dates should already have been chosen by the schools in a survey sent in September.

• **Accommodated Testing Window** is for students with accommodations that require:
  • testing time beyond a standard school day
  • separate setting or test format
  • Students designated to test during the Accommodated Testing Window will be listed on the Nonstandard Administration Report (NAR).

<table>
<thead>
<tr>
<th></th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Test Date</td>
<td>March 25, 2020</td>
<td>March 25, 2020</td>
<td>April 14, 2020</td>
</tr>
<tr>
<td>Accommodated Testing Window</td>
<td>March 25-April 7, 2020</td>
<td>March 25-April 7, 2020</td>
<td>April 14-27, 2020</td>
</tr>
<tr>
<td>Makeup Test Date</td>
<td>April 14, 2020</td>
<td>*April 28, 2020</td>
<td>*April 29, 2020</td>
</tr>
<tr>
<td>Deadline to Enter in SSD Online</td>
<td>February 4, 2020</td>
<td>February 4, 2020</td>
<td>February 24, 2020</td>
</tr>
</tbody>
</table>

*If schools are closed on April 28, College Board will allow testing on April 29.
PSAT 10 Test Dates

Digital Administration

• Schools can flexibly schedule students within the digital testing window: April 14-30.
  • Includes students who are absent for their initially scheduled test date

• Schools will have a makeup on April 30.
  • The makeup is for students that start the test but have an irregularity that prevents them from completing testing.
  • Includes irregularities such as:
    • Illness
    • Noises made by electronic device (and the student is not using the device)
    • Accommodation test settings not correct
    • Interruption

• A full list of irregularities that are eligible for a makeup are available in the Irregularity Charts of the PSAT 10 Coordinator Manual

• The deadline to enter accommodations in SSD Online is February 24, 2020.
Participation in RI PSAT 10 and SAT School Day

Rhode Island 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 includes the ESSAY.

• 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 with Essay within the test windows of the RIDE-posted dates will be considered non-participants for accountability purposes.

• Students who qualify for the DLM alternate assessments do not take the PSAT 10. There are no alternate assessments at the 10th grade.

• First-Year EL students may want to take the entire PSAT 10 or SAT. Please make sure you talk with your EL students before you request a Math-only state-allowed accommodation for these students. Remember, scores from ELA tests will not be used for accountability purposes, but you will get scores and families will receive score reports.
Who should take the SAT and PSAT 10?

The Dynamic Learning Maps (DLM) Alternate Assessments

- 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

Who should take the SAT and PSAT 10?
• 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 such as October PSAT/NMSQT, Saturday, or other school- or district-sponsored School Day administrations, 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).
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.

### ELA Test (PSAT 10, SAT, RICAS, or DLM)

- **First-Year EL Students (on or after April 1, 2019):** Not Required
- **All Other EL Students:** Required

### Math Test (PSAT 10, SAT, RICAS, or DLM)

- Required

### Science Test (NGSA or DLM Science)

- Required

**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 and math).
Testing Roles

- **SAT Test Coordinator** – is responsible for all aspects of the SAT with Essay administration at the school.
- **PSAT 10 Test Coordinator** – is responsible for all aspects of the PSAT 10 administration at the school.
- **Services for Students with Disabilities (SSD) Coordinator(s)** – enters accommodations for students into SSD Online and supports the Test Coordinator to oversee accommodated testing.
- **Proctor** – administers the test in the testing room.
  - Known as the “Test Administrator” by RIDE
- **Room Monitor** – assist the proctor with monitoring students in the testing room.
- **Hall Monitor** – is responsible for monitoring the hallways on test day.
- **Technology Coordinator** – manages all aspects of the digital PSAT 10 delivery.
## Cooperative Roles

**Promoting partnership to support students with disabilities**

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

### Cooperative Responsibilities

The test coordinator can enlist the help of the SSD coordinator to assist with planning the test administration for students with disabilities.
Accommodations and some EL supports will be entered by the Services for Students with Disabilities (SSD) coordinator through the SSD Online system. This ensures that:

- coordinators have accurate rosters to support students needing accommodations on test day.
- students receive correct paper materials and the correct online test experience.

**NOTE:** In rare cases, if an accommodation seems to interfere with the test construct or is one that is entered by mistake, RIDE and/or the College Board may ask for additional clarification from the IEP team.
The Tools: SSD Online

• SSD Online will be used for:

1. **College Board Accommodations**: Students with disabilities who have an IEP or 504 plan and need accommodations.
   • Students will receive college/scholarship reportable scores.
   • If a student has accommodations in SSD Online for another College Board test (PSAT/NMSQT or AP test), those accommodations do not need to be re-entered for the spring 2020 administration.

2. **EL 50% Extended Time Support**: Eligible EL students can receive 50% extended time for college/scholarship reportable scores when students are identified in advance. These requests must be submitted for each state administration.

3. **State-Allowed Accommodations (SAAs) and Supports**: Specific accommodations or supports permitted by the state but will not result in college-reportable scores.
   • Scores will be reported to the student, school and state, but will **NOT be reportable to colleges or scholarship programs**.
The Tools: Reports in SSD Online

- **Nonstandard Administration Report (NAR):**
  The NAR will provide a list of students approved for accommodations in SSD Online, which materials are needed, and when students will test.

- **Eligibility Roster:**
  A list of all students at your school with accommodations in SSD Online.
SSD Online is NOT used for short-term, temporary conditions such as a student that needs accommodations due to a broken arm, concussion, etc.

SSD coordinator will fill out a Temporary Request Form and submit it directly to the SSD Office.

The form can be found at: www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx

Submit the form as soon as possible, after the condition occurs.
**SAT with Essay Testing Materials**

<table>
<thead>
<tr>
<th>Sample Testing Materials (not inclusive of ALL materials)</th>
<th>SAT School Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator Planning Kit</td>
<td></td>
</tr>
<tr>
<td>• Set of sample manuals, SAT School Day posters</td>
<td>6 weeks prior to test day</td>
</tr>
<tr>
<td>Preadministration Materials</td>
<td></td>
</tr>
<tr>
<td>• Full set of manuals, pre-ID labels, answer sheets, parent letter, SAT Student Guides</td>
<td>4 weeks prior to test day</td>
</tr>
<tr>
<td><strong>Standard</strong> Test Book Shipment</td>
<td></td>
</tr>
<tr>
<td>• Standard test books will be sent based on the number of students pre-identified to test by RIDE. Will include a slight overage.</td>
<td>1 week prior to test day</td>
</tr>
<tr>
<td><strong>Accommodated</strong> Test Book Shipment</td>
<td></td>
</tr>
<tr>
<td>• Accommodated test books and accommodated test formats (examples: large print test books, braille books) are sent automatically for every 11th grade student in SSD Online in the pending and approved status by the SSD Deadline.</td>
<td>1 week prior to test day</td>
</tr>
</tbody>
</table>

*All shipments will be addressed to the test coordinator.*
Digital PSAT 10 Testing Materials

<table>
<thead>
<tr>
<th>Sample Testing Materials (not inclusive of ALL materials)</th>
<th>Digital PSAT 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipment for Digital Testing</td>
<td>6 weeks prior to test day</td>
</tr>
<tr>
<td>• Paper copies of full set of manuals, PSAT 10 Student Guides, forms</td>
<td></td>
</tr>
</tbody>
</table>

It is expected that all students will test digitally and therefore no answer sheets or test books will be sent to schools except:

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>10\textsuperscript{th} grade student has IEP/504 that requires student to take the paper/pencil PSAT 10</td>
<td>School needs to contact Sarah Thaler at the College Board (224-470-0293 or <a href="mailto:sthaler@collegeboard.org">sthaler@collegeboard.org</a>) no later than February 1, 2020.</td>
</tr>
</tbody>
</table>
SAT with Essay Test Books

There are 3 colors of test books for SAT with Essay.

1. Students use **PURPLE** books if they are testing under the following conditions:
   - In standard or accommodated rooms on the primary test day
   - 14-pt large print, small group, extended breaks, extra breaks, four function calculator on the math-no calculator section, permission to test blood sugar, large block answer sheet, and more.

2. Students use **BLUE** books if they are testing under the following conditions:
   - Testing in the accommodated testing window (as shown on the Nonstandard Administration Report [NAR]).
   - Use a Reader, MP3 audio, 50% extended time, 100% extended time, breaks as needed, 20-pt large font, braille, and more. Information will be available in the Coordinator Manual.

3. Students use **GREEN** books if they are testing under the following conditions using these state-allowed accommodations (SAA):
   - First-Year EL and taking mathematics section only
   - Having the entire test translated into American Sign Language
   - Responding in American Sign Language to all test questions

Check the NAR for all students testing with accommodations and what color test book they should use.
New SSD Coordinators
Creating your SSD Online Account

If you haven't already, follow the steps below to access to the SSD Online portal so you may enter accommodations for students.

1. New SSD Coordinators should go to www.collegeboard.org to create a College Board Professional Account if you don’t already have one.

2. Complete the SSD Coordinator Form, found at www.collegeboard.org/ssd
   - Provide information about you and your school.
   - Obtain your principal's signature.
   - Return the form to College Board. An access code 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.
A school may have more than one SSD Coordinator. A primary coordinator will be identified to support the Test Coordinator and oversee the administration and planning of any tests administered during the accommodated testing window.

All SSD Coordinators are responsible for:

- Being the school’s liaison with the College Board’s Services for Students with Disabilities office.
- Entering accommodations into SSD Online.
- Assisting with administering the test as needed.
- Monitoring and printing the Nonstandard Administration Roster (NAR). The NAR is used for room planning and to provide confirmation of the accommodations provided on test day.
Returning
SSD Coordinators
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
Understanding Common Accommodations
The accommodations entered into SSD Online should be consistent with the accommodations students use for taking other statewide and local assessments, use during instruction and are 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 a read aloud, a reader or MP3 audio format for oral presentation 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.

Digital accommodations will not appear in SSD Online separate from their paper-based counterparts. For example:

A student who typically has assessments administered with the MP3 audio format, or with a reader, will be able to test digitally with the Text-to-Speech accommodation.

A student who typically has assessments administered with the ATC format and/or the Braille format, will be able to test digitally with the Assistive Technology (AT) test setting with Braille figure supplements.

The accommodations that follow are examples of the most commonly-used accommodations on College Board tests.
### Types of College Board Accommodations

**Timing**

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| 50% extended time for reading | 1 or 2 Day | • Students will test in one day for PSAT 10 and two days for SAT with Essay.  
• **Student will receive extended time for ALL sections.**  
• Student will receive extra breaks. |
| 50% extended time for math | 1 Day    | • Student will receive extended time only for the math sections.              
• Student will automatically receive extra breaks. |
| 100% extended time for reading | 1 or 2 Day | • **Students will receive extended time for ALL sections.**  
• Student will automatically receive extra breaks.  
• Students have the option to test over one or two days for PSAT 10 and over two days for SAT with Essay. |
| 100% extended time for math | 1 Day    | • Student will receive extended time only for the math test.                  
• Student will automatically receive extra breaks. |
| 50% extended time for writing | 1 Day    | • Student will receive extended time only for the Essay portion of the SAT.   |
| 100% extended time for writing | 1 Day    | • Student will receive extended time only for the Essay portion of the SAT.   |

Students must sit for the entire amount of extended time that was submitted. No self-pacing is allowed.
# Types of College Board Accommodations

## Breaks

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Breaks</td>
<td>1 Day</td>
<td>• Given a break halfway through longer sections and a break after every section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Given breaks at the standard time but breaks are typically twice as long.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.</td>
</tr>
<tr>
<td>Extended Breaks</td>
<td>1 Day</td>
<td>• Typically given to students with physical or medical conditions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Breaks are granted as requested by the student during the exam. Timing of the test is paused during the break.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Accommodations for eating, taking medication, or for testing blood sugar should be entered separately into SSD Online.</td>
</tr>
<tr>
<td>Breaks as Needed</td>
<td>1 Day</td>
<td>Students must sit for the entire amount of extended time that was submitted. No self-pacing is allowed.</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Day(s)</td>
<td>What to Know</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **MP3 Audio (Paper/Pencil Testing)** | 2 Days | • Audio version of the test, downloaded from SSD Online. (Will discuss in upcoming slide)  
• Student automatically receives 100% extended time (plus additional time on the writing and language test) and extra breaks on all sections.  
• Student will complete the test in two days for SAT with Essay. |
| **MP3 Audio (PSAT 10 Digital Testing)** | 2 Days | • Text-to-speech on the digital platform.  
• Can be configured for all or parts of the test. Options include:  
  • Read Text Only (default) – students receive 50% extended time.  
  • Read Text and Graphics – students receive 100% extended time. |
| **Reader (Paper/Pencil Testing)** | 1 or 2 Days | • Student will be read the SAT/PSAT 10 aloud by an adult.  
• Student must be in a one-to-one setting with an adult. Readers must meet testing staff requirements (i.e. paraprofessional, teacher, principal, etc.)  
• Student automatically receives 50% extended time and extra breaks on all sections.  
• Student will complete the test in one day for PSAT 10 and two days for SAT with Essay. |
## Types of College Board Accommodations

**Reading/Seeing Text (continued)**

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistive Technology-Compatible (ATC)</td>
<td>1 Day</td>
<td>• Digital version of the test, delivered on a flash drive.</td>
</tr>
<tr>
<td>(Paper/Pencil Testing)</td>
<td></td>
<td>• For use with screen readers and other assistive technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student is given 100% extended time on the writing and language section only.</td>
</tr>
<tr>
<td>Assistive Technology (PSAT 10 Digital Testing)</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>• Student is automatically given 100% extended time on the writing and language section only.</td>
</tr>
</tbody>
</table>

*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.*
### Types of College Board Accommodations

#### Reading/Seeing Text (continued)

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Color Overlay (PSAT 10 Digital Testing)</strong></td>
<td>1 Day</td>
<td>- Displays the test with a different background or font color. Available Options:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- None</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Blue ° Light Green ° Inverted (White on Black) ° Magenta ° Light Magenta</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Light Blue ° Black on Cream ° Gray ° Light Gray ° Medium Gray on Light Gray</td>
</tr>
<tr>
<td><strong>Other – Mouse Pointer for Digital Testing (PSAT 10 Digital Testing)</strong></td>
<td>1 Day</td>
<td>- Adjusts the mouse/cursor to match color and size preference. Available options:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- System Default ° Large Black ° Extra Large Black ° Large Green ° Extra Large Green</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Large Red ° Extra Large Red ° Extra Large White</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

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

## Reading/Seeing Text (continued)

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Braille       | 1 Day | - Reading and essay sections in UEB with Nemeth Math.  
- Braille Figure Supplement will be included.  
- Typically used with additional accommodations such as scribe or braillewriter to record answers. |
## Types of College Board Accommodations

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

### Recording Answers

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writer/Scribe</td>
<td>1 or 2 Days</td>
<td>• Student will have an adult transcribe answers onto the answer sheet for the entire exam.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Scribes are meant for students who cannot physically bubble or use a large block answer sheet. Writer/scribe can also be used for assistance with writing the Essay (Computer for Essay may be an option for students).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student automatically receives 50% extended time and extra breaks on all sections.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• They cannot move to the next section or end the assessment when they are finished, even if they are the only student testing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Student will complete the test in 1 day for PSAT 10 and 2 days for SAT with Essay.</td>
</tr>
<tr>
<td>Computer for Essay (SAT paper testing only)</td>
<td>1 Day</td>
<td>• Applies only to the essay task on the SAT.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• School must provide the computer. Students may not use a personal computer or a computer belonging to their family.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Computer must have word processing software and be attached to a working printer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The computer may not be connected to the internet or network</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Read the <em>SAT Accommodated Testing Manual</em> to ensure typed essays comply with submission guidelines and to ensure essays are properly scored.</td>
</tr>
</tbody>
</table>
### Types of College Board Accommodations

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

#### Setting

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home/Hospital Testing</td>
<td>1 Day</td>
<td>• Student with a disability that prevents them from attending school will be administered the test at a location other than school (e.g., home or hospital).</td>
</tr>
</tbody>
</table>

These 2 accommodations do not need to be entered into SSD Online for Rhode Island School Day testing. Note: This policy is different for national testing, where these do need to be entered into SSD Online.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferential Seating</td>
<td>1 Day</td>
<td>• Student tests in a specific area of the testing room where they are most comfortable (e.g., in the front of the room) or placement near the test administrator.</td>
</tr>
<tr>
<td>Small Group Testing</td>
<td>1 Day</td>
<td>• Will depend on the number of students in the group and the size of the room.</td>
</tr>
</tbody>
</table>
# Types of College Board Accommodations

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

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
</table>
| Permission to Test Blood Sugar | 1 Day  | • Will use standard time, unless student receives additional timing or break accommodations.  
• Does not include additional breaks.  
• This accommodation does not permit the student to have a cell phone, unless they are also approved for a cell phone in the testing room. |
| Permission for Food/Medication | 1 Day  | • Standard testing times apply unless an extended time or additional breaks accommodations are also required.  
• **Exception:** Students who carry EpiPens should place it in a clear bag and keep it under their desk during testing. This does not need to be entered into SSD Online. |
Changes to MP3 Audio Accommodation
The MP3 audio is now being delivered to schools via a streaming application.

- **Step 1**: Prior to test day, schools will need to download the streaming application on each testing device that students will use for MP3 audio.
  - This can be done now. Login to SSD Online for detailed instructions.
  - If you administered the PSAT/NMSQT or PSAT 8/9 this fall and downloaded the application, you do not need to reinstall.
- **Step 2**: On test day, login to the application using your SSD credentials to download the audio files.
  - More information will be available as we get closer to test day.
- If your school attempts to use the application and has technical issues, call the SAT School Day helpline and select the option for SSD to request that flash drives be sent to your school.
English Learner (EL) Supports
English Learner Supports

- **Translated Test Directions for EL students**
  - Results in college/scholarship reportable scores
  - Translated test directions will be available in PDF format. Schools must print the directions for students, no printed test directions will come with test materials.
  - Languages: Albanian, Arabic, Bengali, Chinese/Mandarin, Gujarati, Haitian Creole, Hindi, Polish, Portuguese, Russian, Spanish, Urdu, Vietnamese.
    - New for spring 2020: French
    - Other languages can be supported “on the fly” by approved translators.

- **Word-to-Word Glossary for EL students**
  - Results in college/scholarship reportable scores
  - List of glossaries can be found under Accommodations tab: [www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx](http://www.ride.ri.gov/InstructionAssessment/Assessment/PSATandSAT.aspx)
English Learner Supports

• 50% Extended Time for EL Students:
  • Although not an accommodation, must be recorded in SSD Online through the EL Support Dashboard beginning January 14, 2020, to ensure accurate roster and materials are sent.
  • Results in college/scholarship reportable scores
  • Provides 50% extended time on each section of the SAT and PSAT 10.
  • Must sit for the entire time allotted and cannot go ahead in the test even if they are the only one testing.
  • EL students using 50% extended time can be tested with other students using the same timing and test materials.

• EL Math Only Testing
  • Even though this is not an accommodation, record in SSD Online through the State Allowed Accommodations (SAA) Dashboard beginning the week of January 14, 2020.
  • Results in non-reportable college/scholarship scores
  • Students will take only the math section of the SAT or PSAT 10
  • Test books contain the reading, writing & language, and math sections. Students will only take the math sections and leave the reading, writing & language, and Essay portion of their answer sheet blank.
    • SAT test books for EL math only testing are lime-green
    • Students taking the digital PSAT 10 will only take the math sections online; however, if they require a paper test, it will also be lime-green.
Prepare
Review student needs

The deadline to submit or change accommodations in SSD Online is **February 4, 2020** for March testing and **February 24, 2020** for April testing.

- For new students or students who need accommodations that have not yet been submitted, use SSD Online.
- For students with accommodations already included in SSD Online, verify that:
  - the accommodation(s) already listed match the accommodation(s) identified in their current IEP/504.
  - the student information name, birth date, and graduation date are correct.
  - the student is receiving the accommodation(s) on school and district assessments.
- For any students no longer at your school notate the information on the eligibility roster and then fax the roster to (866) 360-0114. This will remove students from the Dashboard and other reports.
Request Accommodations
RIDE Policy Regarding Submitting Accommodations Requests

When a student has accommodations already in SSD Online:
• Do nothing unless the accommodations in the IEP or 504 Plan have changed. The student will test with the accommodations already approved by CB.

When a student does not have accommodations already in SSD Online:
• Follow the SSD Online System prompts to record the accommodation. The vast majority of accommodations will be confirmed without the need for documentation.
• If documentation is requested, RIDE has a questionnaire to upload in its place (www.ride.ri.gov/sat).
• 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 2020. 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 and may not be used to deny the use of an accommodation in the IEP or 504 Plan that does not impact test construct.
  • If you have questions about which accommodations will result in college reportable scores, the Accommodations List on the RIDE SAT/PSAT10 website (www.ride.ri.gov/sat) will be posted in the next few weeks.
  • 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.
Submit a New Request

- Log in to www.collegeboard.org/ssdonline
- Click “Submit Accommodation Request” in upper right corner.
Record a New Accommodation

- Confirm if student has been submitted previously.
Record a New Accommodation

• Confirm parental consent.
  • Purpose is for school to have permission from the parent to share information about the student to the College Board.
  • 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.
  • The student can still test if parental consent is not obtained.
  • A consent form is provided but not required to be signed or submitted.
Record a New Accommodation

- Enter basic student information.
Record a New Accommodation

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

- Confirm disability and timeframe.
- RIDE is required to track and monitor how accommodations are used during testing.
Record a New Accommodation

- Answer questions about the accommodations.
Record a New Accommodation

- Confirm accommodations

---

**Confirm Selected Accommodations**

You selected the following accommodations. Please confirm your selection(s) and indicate if the Student is consistently using the accommodations on school tests and whether the accommodations are part of a current IEP, 504 or formal plan.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Is the Student consistently using this accommodation for school tests?</th>
<th>If the Student has a current IEP, 504, or formal plan, does it include this accommodation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing +50% (time and 1/2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes (Documentation required)</td>
</tr>
<tr>
<td></td>
<td>No (Documentation required)</td>
<td>No (Documentation required)</td>
</tr>
<tr>
<td>Mathematical Calculations +50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(time and 1/2)</td>
<td>Yes</td>
<td>Yes (Documentation required)</td>
</tr>
<tr>
<td></td>
<td>No (Documentation required)</td>
<td>No (Documentation required)</td>
</tr>
<tr>
<td>Reading +50% (time and 1/2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Yes (Documentation required)</td>
</tr>
<tr>
<td></td>
<td>No (Documentation required)</td>
<td>No (Documentation required)</td>
</tr>
</tbody>
</table>

---

[Select Another Accommodation]
Record a New Accommodation

- Answer questions about the student’s plan and documentation
Record a New Accommodation

- Based on the information provided by the SSD Coordinator and the fact that 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 identify “No Documentation is Required”.
- The Dashboard will be updated with the “approved” status within several days.
Record a New Accommodation

- The system will request documentation to be submitted for the following accommodations:
  - 100% or more extended time,
  - Assistive Technology Compatible (ATC)
  - Large print > 20 point
  - One-to-one testing (reader or scribe)
  - Other (for accommodation or disability)

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

- Submit RIDE questionnaire (upload to SSD Online, fax, or mail) when required.
  - Can be found at www.ride.ri.gov/accommodations
- Receive e-mail notification that decision has been made; log in to view decision letter.
EL Supports and Accommodations – SAA & EL Support Dashboards
These are the only entries of accommodations or supports permitted by the state but will not result in college-reportable scores.

- Scores will be reported to the student, school and state, but will NOT be reportable to colleges or scholarship programs.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Language Interpreter for Test Content and Answer Responses</td>
<td>1 Day</td>
<td>• Interpreter uses American Sign Language (ASL) for reading, writing, and/or mathematics questions and response options.</td>
</tr>
<tr>
<td>Other recording answers</td>
<td>1 Day</td>
<td>• Student responds in American Sign Language (ASL) for reading, writing, and/or mathematics.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EL Support</th>
<th>Day(s)</th>
<th>What to Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>EL – Math Only</td>
<td>1 Day</td>
<td>• Student will only take the math sections of the SAT with Essay or PSAT 10.</td>
</tr>
</tbody>
</table>
State-Allowed Accommodations

- The SAA Dashboard:
  - Opens the week of January 14, 2020.
- Go to the SSD Online Dashboard
- Click link in upper left corner to access the SAA Dashboard.
English Learner Support Dashboard

- Record “EL 50%” extended time
- Work with SSD Coordinator to identify EL students who may require this accommodation.
- Use English Learner Support Dashboard:
  - Opens January 14, 2020
  - Used to ship materials and create rosters
EL Supports and Accommodations

• Enter basic student information including name, home address, date of birth, and graduation date.

• Select English Learner Support – 50% extended time in the EL Support Dashboard or EL-Math only in the SAA Dashboard.

• Review accuracy and click “save & continue”
Manage Accommodations
Change an Existing Accommodation

- A change may be required to:
  - Add or remove accommodations
  - Update student information, such as name
  - Update student graduation date

- To change an accommodation:
  - From the SSD Online Dashboard, locate the student to change.
  - Select “Options.”
  - Click “Create Change Request.”
  - Print the Change Request Form, annotate with requested changes, and fax to SSD at (866) 360-0114.

- If adding an accommodation, the questionnaire supplied by RIDE should be uploaded in lieu of any documentation request. No part of the IEP or 504 Plan should be uploaded into SSD Online.
Add a Transfer Student

- Click “Submit Accommodations Request” in the top right corner of the dashboard.

- On the Student Details page, respond “Yes” to these two questions:
  - Has a request already been submitted for this student?
  - Is this a transfer student?

- You will be asked for the student’s name, date of birth, and their College Board SSD number. To obtain a student’s College Board SSD number:
  - Ask the student or parent if they have a copy of the eligibility letter.
  - Have the student log in to their College Board account to obtain a copy of the eligibility letter.
    - Select “My Plan.”
    - Select “View your eligibility letter.”
  - Contact the student’s previous school and request a copy of the eligibility letter or the SSD number.
  - Contact the SAT School Day Educator Hotline, choose 1, and then choose the option for SSD. The student must be present in order to give SSD number over the phone.
To remove a student from your dashboard that no longer attends your school:

- Log in to SSD Online.
- From the dashboard, create eligibility roster.
- Print roster
- Find the student's name that needs to be removed from your dashboard and write this information on the roster about the specific student(s).
- Fax the annotated roster to (866) 360-0114.

<table>
<thead>
<tr>
<th>Name</th>
<th># (ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown, Robert</td>
<td>80007025797</td>
</tr>
</tbody>
</table>

Please review the accommodations and graduation date for each student, and indicate changes as necessary. Students who are listed as graduating seniors (grade 12) will be removed from the next roster unless otherwise noted.

- Still Eligible
- No Longer Needs Accommodations
- Moved to New School
- Changed Accommodations (must submit Change Form)

Current Graduation Date: 

Small group setting (CT)
- Listening +50% (time and 1/2) (CT)
- Writing +50% (time and 1/2) (CT)
- Speaking +50% (time and 1/2) (CT)
- Reading +50% (time and 1/2) (CT)
- Mathematical Calculations +50% (time and 1/2) (CT)
Working with the Nonstandard Administration Report
Print the SAT Nonstandard Administration Report (NAR)

Available about 4 weeks prior to test day

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>Grondino, Giondino 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, Jane SSD #0007025996</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>T2</td>
<td>Saymanishi, Elisa SSD #0007027990</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>Thouris, Reacina SSD #0007028111</td>
<td>Extended Breaks, Permission to Test Blood Sugar</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 1</td>
</tr>
<tr>
<td>T5</td>
<td>Linandino, Deedakiza SSD #000702813</td>
<td>Wheelchair Accessibility, Permission for Food/medication</td>
<td>SAT</td>
<td>Purple</td>
<td>One day</td>
<td>Script 3</td>
</tr>
</tbody>
</table>

Additional Instructions: Refer to Appendix for instructions for the following accommodations: Reading +50% (time and 1/2)
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 extended time)
  - Section 2: Guidance on testing specific accommodations
  - Section 3: Students who test during the accommodated window (will list everyone)
- Can be used as the room and attendance roster

<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>Goud</td>
<td>Altikjtl</td>
<td>#0007025842</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025812</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025801</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025804</td>
</tr>
<tr>
<td></td>
<td></td>
<td>#0007025825</td>
</tr>
</tbody>
</table>

Approved Accommodations

- Check here if student was absent

- Small group setting

- Reading +50% (time and 1/2): The student is approved for extended time in reading. Because all test sections include reading, the student will be permitted the approved amount of extended time for the entire test, unless approved for more time for other sections. Students who test with extended time for the entire test will also be provided extra breaks.

- Mathematical Calculations +50% (time and 1/2)
Digital Accommodations for PSAT 10
Digital Testing Portal

digitaltesting.collegeboard.org
# Embedded Universal Tools

**Universal Tools** *(Do not enter into SSD Online; do not need to be set in TIDE as these are available to all students)*

<table>
<thead>
<tr>
<th>Tool Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator (for Math Test - Calculator ONLY)</td>
<td>An embedded on-screen digital calculator for calculator-allowed items that appears when students click on the calculator button. Note: Four-function calculator available in the Math Test – No Calculator section for students, with prior approval.</td>
</tr>
<tr>
<td>Context Menu</td>
<td>This menu allows a student to access test directions and tools such as highlighter, strikethrough, and mark for review.</td>
</tr>
<tr>
<td>Expand button</td>
<td>A feature that allows a student to expand a passage section or the question section for easier readability.</td>
</tr>
<tr>
<td>Highlighter</td>
<td>A feature for marking desired text, items, or response options with a color.</td>
</tr>
<tr>
<td>Line Reader</td>
<td>A feature that a student can use as a guide when reading text.</td>
</tr>
<tr>
<td>Mark for Review</td>
<td>A tool that allows the student to flag items for future review during the assessment.</td>
</tr>
<tr>
<td>Navigation Buttons</td>
<td>Buttons that allow a student to move between test pages, either forward to the next question or back to the previous question.</td>
</tr>
<tr>
<td>Notes</td>
<td>A feature that a student can use as virtual scratch paper to make notes.</td>
</tr>
<tr>
<td>Questions Drop-Down List</td>
<td>A list that allows a student to quickly navigate to specific test questions. Questions that were marked for review display &quot;(marked)&quot; in this list.</td>
</tr>
<tr>
<td>Strikethrough</td>
<td>A feature that a student may use to eliminate those answer choices that seem incorrect.</td>
</tr>
<tr>
<td>Student Clock</td>
<td>Displays the amount of time allowed for the test section. Upon starting the test, the student clock will begin to count down. At 5 minutes remaining, the student clock will turn red and provide a pop-up warning message.</td>
</tr>
<tr>
<td>Zoom In/Zoom Out</td>
<td>A feature that enlarges the text and images on a test page.</td>
</tr>
</tbody>
</table>
## Digital Accommodations

<table>
<thead>
<tr>
<th>SSD Accommodation</th>
<th>Digital Alternative</th>
<th>Room Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer (Word Processor)</td>
<td>Digital Test Mode</td>
<td>Standard</td>
</tr>
<tr>
<td>Record Answers in Test Book</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Overlay</td>
<td>Color Contrast*</td>
<td>Standard</td>
</tr>
<tr>
<td>Four-Function Calculator</td>
<td>Online Calculator*</td>
<td>Standard</td>
</tr>
<tr>
<td>Other: Masking</td>
<td>Masking*</td>
<td>Standard</td>
</tr>
<tr>
<td>Other: Linear Presentation</td>
<td>Streamline Mode*</td>
<td>Standard</td>
</tr>
<tr>
<td>Other: Pointing Device</td>
<td>Mouse Pointer*</td>
<td>Standard</td>
</tr>
<tr>
<td>Large Print Test Book (14pt – 20pt)</td>
<td>Zoom In / Zoom Out (Levels 1-4)</td>
<td>Standard</td>
</tr>
<tr>
<td>Large Block Answer Sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnifier/Magnifying Machine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Print Test Book (greater than 20pt)</td>
<td>Zoom</td>
<td>Font Size*</td>
</tr>
<tr>
<td>Large Block Answer Sheet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistive Technology Compatible (ATC) Form</td>
<td>Assistive Technology*</td>
<td>Nonstandard</td>
</tr>
<tr>
<td>Assistive Technology</td>
<td>(AT)</td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td>(100% extended time - Writing &amp; Language)</td>
<td></td>
</tr>
<tr>
<td>MP3 Audio Test Reader</td>
<td>Text-to-Speech* (TTS):</td>
<td>Nonstandard</td>
</tr>
<tr>
<td>Auditory Amplification/FM System</td>
<td>• Read Text Only (50% extended time)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Read Text &amp; Graphics (100% extended time)</td>
<td></td>
</tr>
<tr>
<td>Extra/Extended Time and Breaks</td>
<td>Timing/Scheduling*</td>
<td>Nonstandard</td>
</tr>
</tbody>
</table>

*Requires configuration of student test settings in TIDE
Managing Accommodation Settings in TIDE

- Accommodations for digital testing must be configured in TIDE prior to test day.
- Two options for managing settings:
  1. **File Upload**: Allows a user to modify test settings for multiple students at one time.
  2. Settings modified within an *individual student’s record*. 
EL Supports

EL Support – 50% Extended Time

- Record the EL Support for Extended time in SSD Online

- Configure the test setting(s) in TIDE:
  - English Learner (EL) Supports: Yes
  - Timing: 50% for all sections
EL Support – Math Only

- Configure the test attributes in TIDE:
  - Accommodations: State Allowed Accommodations
  - English Learner (EL) Supports: Yes

- Record the EL Support for Math Only in SSD Online – State-Allowed Accommodations Dashboard
Digital Accommodation Resources

More information on Managing Student Test Settings available at:

More information on TIDE available at:

https://digitaltesting.collegeboard.org/accommodations
Thank You!

- Visit the RIDE SAT webpage: [http://www.ride.ri.gov/SAT](http://www.ride.ri.gov/SAT)
- Digital Testing Portal: [digitaltesting.collegeboard.org](digitaltesting.collegeboard.org)
- Heather Heineke, RIDE, Office of Curriculum, Instruction, and Assessment:
  - 401-222-8493
  - Heather.Heineke@ride.ri.gov
- Call SAT School Day support at 855-373-6387 (option 1) or email RISchoolDay@collegeboard.org.